



# AGENDA

REGULAR SESSION

MONDAY, JANUARY 23, 2017 7: 00 PM

PRESIDING: THE HONORABLE MAYOR JOSEPH R. PETERSON

CHAIRPERSON OF THE EVENING: THE HONORABLE SHERI SUTHERBY-FRICKE

## CALL TO ORDER

## PLEDGE OF ALLEGIANCE

## ROLL CALL

## MINUTES

## COMMUNICATIONS MISCELLANEOUS

1. George Hicks – Metal Detection/City Property Use Request

## PERSONS IN THE AUDIENCE

## NEW BUSINESS (ELECTED OFFICIALS)

## COMMUNICATION FROM CITY AND OTHER OFFICIALS

2. DDA Reappointments – L. Stevenson & R. DeSana
3. Recommended Charter Amendments – Meeting Dates and Elected Assessor
4. License Request – New Brew Pub, MS Management, 1175 Eureka
5. Special Event Application – HFWH Benefit Walk
6. 2017 WBA Third Fridays – Property Use & Street Closures
7. Former McKinley School (640 Plum) Bid
8. Annual MDOT Permit Authorizations – Misc. Operations & State Right-of-Way
9. CDBG Public Hearing Scheduling
10. Purchase of Toro Groundskeeper - DPS

## REPORTS & MINUTES

City Council	January 9, 2017
Beautification Commission	Nov. 9 & Dec. 14, 2016 and Jan. 11, 2017
Daily Cash Receipt	January 6 & 13, 2017
Fire Commission	December 13, 2016
Municipal Services Commission	January 11, 2017
Police Commission & Police Statistics Reports	December 13, 2016 & January 10, 2017
Retirement Commission	January 19, 2017

## BILLS & ACCOUNTS

## CITIZENS PARTICIPATION

## RECESS & RECONVENE

## FIRST READING OF AN ORDINANCE

- #1445: 1128 Eureka Rezoning, B-1 (Neighborhood Business) to B-2 (General Business)

## RESOLUTIONS

## ADJOURNMENT

**Subject:** FW: Request for permission to Metal Detect within the city limits of Wyandotte...

**Importance:** High

1

---

**From:** Hicks, George (TREASURY)

**Sent:** Tuesday, January 17, 2017 12:56 PM

**To:** [blekity@wyan.org](mailto:blekity@wyan.org)

**Cc:** Kelly Roberts;

**Subject:** Request for permission to Metal Detect within the city limits of Wyandotte...

**Importance:** High

Good Morning Ms. Lekity and the Wyandotte City Council –

Greetings and thank you for allowing me to introduce myself!

My name is George Hicks. In addition to being a baseball fan, I am quite the history enthusiast. It is with that passion that explains my love for metal detecting and the reason for my email.

After conducting some extensive online research, I have discovered that Southeastern Michigan holds lots of early American history (first settlers into the Wilds of the Old Western frontier and the War of 18120. In the spirit of saving history rather than letting it disappear, I am sending you this email in an effort to respectfully gain permission to allow my 15 year old son and I (and perhaps an additional friend) to metal detect city parks and vacant city lots.

Unfortunately, there are some misperceptions of how metal detecting is really done and what people believe happens. The sport does requires a small divot (typically between 4" to 8" around) of ground to be temporarily displaced, which is then immediately returned. Because we do this properly, yards/grass appears **completely** undisturbed and all yard waste (i.e. Pull tabs, pop-tops, screws, nails etc.) are removed and recycled. Essentially, you are unable to see any difference!

My son and I love the hobby as a means to save history and not for profiteering (passion over profit). As a lifelong Michigan resident and history collector, we do not sell items that we recover and the procurement of permissions is the proper way to listen to new ground. We would really enjoy having the opportunity to save some early Wyandotte history! In the end, we are more than willing to accommodate any additional requests that you may have including discussing further so you have full confidence in our abilities.

Thank you for spending a few moments to read my email - and I am looking forward to hearing from you!

Respectfully,

George and Kameron Hicks

---

**From:** Kelly Roberts [<mailto:kroberts@wyandottemi.gov>]

**Sent:** Wednesday, January 11, 2017 8:17 AM

**To:** Hicks, George (TREASURY) <[HicksG@michigan.gov](mailto:HicksG@michigan.gov)>

**Subject:** FW: Metal Detecting Hold Harmless form...

**Importance:** High

Geo:

I am in receipt of your email requesting to perform metal detecting on City owned property. You will need to request permission from the Wyandotte City Council.

You can submit a letter to the City Clerk and they will forward it to the City Council. This request must be received on or before the Thursday before the meeting. The next meeting of the Council is January 23, 2017. They meet at 7:00 p.m.

If you have any further questions, please do not hesitate to email or call me

Kelly Roberts, Development Coordinator  
City of Wyandotte  
3200 Biddle Avenue  
Wyandotte, Michigan 48192  
734-324-4555

---

**From:** Hicks, George (TREASURY) [<mailto:HicksG@michigan.gov>]

**Sent:** Wednesday, December 28, 2016 3:53 PM

**To:** [engineering1@wyan.org](mailto:engineering1@wyan.org)

**Cc:** [hicksg1970@gmail.com](mailto:hicksg1970@gmail.com)

**Subject:** Metal Detecting Hold Harmless form...

**Importance:** High

Good Afternoon!

My name is George Hicks and I would like the opportunity for my son and I to metal detect some vacant Wyandotte city owned property.

Based on what I can tell online (City Council meeting from 04142014), the preferred method is to complete this form and then you would be willing to share those identified properties.

Can you assist? I've come up empty finding the proper form to complete.

Thank you for all of your help!

Geo.

**RESOLUTION**

DATE: January 23, 2017

RESOLUTION by Councilperson \_\_\_\_\_

BE IT RESOLVED that Council permits Mr. George and Kameron Hicks to metal detect city parks and vacant city lots as identified and approved by the Department of Engineering and Building.

BE IT FURTHER RESOLVED that Mr. Hicks will complete a Hold Harmless agreement, as prepared by the Department of Legal Affairs

I Move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

SUPPORTED by Councilperson \_\_\_\_\_

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	<b>Fricke</b>	_____
_____	<b>Galeski</b>	_____
_____	<b>Miciura</b>	_____
_____	<b>Sabuda</b>	_____
_____	<b>Schultz</b>	_____
_____	<b>VanBoxell</b>	_____

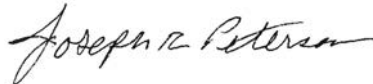
**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 23, 2017

AGENDA ITEM # **2**

**ITEM:** Re-appointments to the Downtown Development Authority

**PRESENTER:** Mayor Joseph R. Peterson



**INDIVIDUALS IN ATTENDANCE:**

**BACKGROUND:** Section 28-32 of the Wyandotte Code of Ordinance establishes a Downtown Development Authority consisting of the Mayor and eight members. The term of each member shall be four (4) years. The following members have expired terms and have requested to be reappointed:

- Rick DeSana
- Leo Stevenson

**STRATEGIC PLAN/GOALS:** To encourage and respect citizen participation and provide transparency in all city matters and to comply with and enforce all the requirements of our laws and regulations.

**ACTION REQUESTED:** Concur with Mayor Peterson's recommendation to re-appoint Rick DeSana and Leo Stevenson to the Downtown Development Authority.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** n/a

**IMPLEMENTATION PLAN:** n/a

**COMMISSION RECOMMENDATION:** n/a

**CITY ADMINISTRATOR'S RECOMMENDATION:**

**LEGAL COUNSEL'S RECOMMENDATION:** n/a

**MAYOR'S RECOMMENDATION:**

**LIST OF ATTACHMENTS:**

**MODEL RESOLUTION:**

RESOLUTION

Wyandotte, Michigan  
Date: January 19, 2017

RESOLUTION by Councilperson \_\_\_\_\_

BE IT RESOLVED

That the City Council hereby CONCURS in Mayor Joseph Peterson's recommendation in the following re-appointments to the Downtown Development Authority, terms to expire June 2020:

- Rick DeSana
- Leo Stevenson

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

Supported by Councilperson \_\_\_\_\_


<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	VanBoxell	_____

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 23, 2017

AGENDA ITEM # **3**

**ITEM:** Recommended Charter Amendments – Meeting Dates and Elected Assessor

**PRESENTER:** Todd A. Drysdale, City Administrator 

**INDIVIDUALS IN ATTENDANCE:** N/A

**BACKGROUND:** A recent review of the City Charter has identified the following two (2) items to be included as amendments to the City Charter for the next available election:

1. A revision to eliminate the requirement of the City Council to meet in regular session at least once a week. It is recommended, in short, that the requirement be to hold at least two (2) regular meetings each month at times and dates to be determined by the Council by resolution.
2. A revision to eliminate the elected position of City Assessor.

**STRATEGIC PLAN/GOALS:** To provide the finest services and quality of life; to excel technologically and to be financially responsible; and to stand for all the requirements of our laws and regulations.

**ACTION REQUESTED:** Concur with the recommendation and direct the Department of Legal Affairs to prepare the necessary ballot language for City Council Approval.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** N/A

**IMPLEMENTATION PLAN:** City Administrator to work with the Department of Legal Affairs to prepare the ballot language to be approved by the City Council which will then be forwarded to the State's Attorney General for approval prior to the deadline to be provided to the County Clerk.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:** Concur

**LEGAL COUNSEL'S RECOMMENDATION:** N/A

**MAYOR'S RECOMMENDATION:** 

**LIST OF ATTACHMENT:**

1. Paragraph 69 of the City Charter
2. Paragraph 40 of the City Charter

**MODEL RESOLUTION:**

Resolved by the City Council that the recommendation from the City Administrator to place two (2) charter amendments relative to the City Council Regular Meeting dates and the Elected Assessor on the next available election ballot is received and placed on file and

FURTHER, concurs with the recommendation to have the Department of Legal Affairs prepare the necessary ballot language for City Council approval and

FURTHER, instructs this information to be presented back to the City Council prior to the deadline established by the State of Michigan and the County of Wayne for the next available election.

I move the adoption of the foregoing resolution.

MOTION by  
Councilperson \_\_\_\_\_

Supported by Councilperson \_\_\_\_\_

YEAS

COUNCIL

NAYS

Fricke  
Galeski  
Miciura  
Sabuda  
Schultz  
Van Boxell

**Regular meetings; special meetings; meetings to be public.**

69. *Section 5.* The council shall meet in regular session, at the council chambers in the city hall, at least once each week as a committee of the whole, for the purpose of receiving communications, complaints, petitions and reports, holding public hearings and discussing pending matters and shall meet in regular session at least once each week, in the evening. The mayor or any three (3) members of the council may call special meetings thereof, notice of which, in writing, shall be given to each member of the council, or left at his place of residence, at least twelve (12) hours before the meeting. All meetings of the council or any committee thereof shall be public.

**Editor's note**—The above paragraph appears as amended by the electorate on April 3, 1950 by a vote of 4872 to 3068.

**State law reference**—Mandatory that charter provide for public meetings, MCL § 117.3(1), MSA § 5.2073(1).

**Quorum, two-thirds vote required for certain purposes.**

70. *Section 6.* A majority of the council elect, exclusive of the mayor, shall constitute a quorum for the transaction of business; but a less number may adjourn from time to time and all pending business and business noticed and set down for hearing at such meeting shall be taken up and heard at such adjourned meeting without further notice, and the members present may compel the attendance of absent members in such manner as shall be prescribed by rules or ordinance. But no office shall be created or abolished, nor any tax or assessment be imposed, street, alley, or public ground be vacated, real estate or any interest therein purchased, leased, sold or disposed of, or private property be taken for public use, unless by a concurring yea and nay vote of two-thirds of the council elect, exclusive of the mayor, nor shall any vote of the council be reconsidered or rescinded at a special meeting, unless there be present as many councilmen as were present when such vote was taken. No money shall be appropriated except by ordinance or resolution of the council; nor shall any resolution be passed or adopted except by the vote of a majority of the council elect, except as otherwise herein provided.

**Record of meetings, all actions to be by written resolution or ordinance.**

71. *Section 7.* The council shall prescribe the rules of its own proceedings and keep a record or journal thereof in the English language; provided, however, that the rules of procedure of the preceding council shall be followed until changed. All votes shall be taken by yeas and nays, and be so entered upon the journal as to show the names of those voting in the affirmative and those in the negative, and with ten (10) days after any meeting of the council, all the proceedings and votes taken thereat shall be published in one of the newspapers of the city. All proceedings of the council shall be by resolution except where, by the provisions of this charter, an ordinance must or may be passed. Every resolution or ordinance shall be reduced to writing and read before a vote is taken thereon.

**State law reference**—Mandatory that charter provide for keeping of a journal of each session, MCL § 117.3(m), MSA § 5.2073(m).

there shall be no choice for any office by reason of two (2) or more candidates having received an equal number of votes, the council shall, at the meeting mentioned in the preceding section, determine by lot between such persons which shall be considered elected to such office.

**State law reference**—Determination of election by lot, MCL § 168.851 et seq., MSA § 6.1851 et seq.

#### **Recall of elective officers.**

**38. Section 25.** Any holder of an elective office may be recalled and removed therefrom by the qualified electors of the city, in the manner provided by the constitution and general laws of this state.

**Editor's note**—There is no paragraph 39.

**State constitution reference**—Recall, Mich. Const. 1963, Art. II, § 8.

**State law references**—Recall, MCL § 168.951 et seq., MSA § 6.1951 et seq.; Charter may provide for recall of officials, MCL § 117.4i(6), MSA § 5.2082(6).

### **CHAPTER IV. ELECTIVE OFFICERS**

#### **Designated.**

**40. Section 1.** The elective officers of the city shall be a mayor, six (6) councilmen, a city clerk, a city treasurer, a city assessor, a justice of the peace, an associate justice of the peace, and two (2) constables, all of whom shall be elected at large, and shall be electors and freeholders of the city, provided that the justices of the peace of the city now holding office shall continue their official duties and retain all their official powers, until their respective terms have expired.

**Editor's note**—Ord. No. 658, § 1, enacted July 21, 1980, provides that "the authority and office of constable as set forth in the charter of the City of Wyandotte is hereby abolished."

**State law references**—Election of certain officers mandatory, MCL § 117.3(a), MSA § 5.2073(a); justices of the peace have been abolished, see MCL § 600.9921, MSA § 27A.9921; the city, pursuant to MCL § 117.32, MSA § 5.2112, has abolished constables.

#### **Terms of office.**

**41. Section 2.** On the first Monday of April in the year 1951 and on the first Monday in April in every second year thereafter, all of the officers mentioned in section 1 [of this chapter], except the justice of the peace and the associate justice of the peace, shall be elected for a term of two (2) years. That all elective officers whose terms have not expired as of the first Monday in April 1951 shall continue in office until the first Monday in April 1953. On the first Monday in April in the year 1951 three (3) councilmen shall be elected for a term of two (2) years, and on the first Monday in April in the year 1953 a mayor, six (6) councilmen, a city clerk, city treasurer, city assessor and two (2) constables shall be elected for a term of two (2) years. The justice of the peace and the associate justice of the peace now holding office, whose terms

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 23, 2017

AGENDA ITEM # 4

**ITEM:** License Request for MS Management LLC (DBA: The Rockery) – 1175 Eureka

**PRESENTER:** Lawrence S. Stec, City Clerk



**INDIVIDUALS IN ATTENDANCE:** Lawrence S. Stec, City Clerk

**BACKGROUND:** The City Clerk's office has received notification of the application for a New Brew Pub License from the Michigan Liquor Control Commission within the State of Michigan's Department of Licensing and Regulatory Affairs. This permit was applied for by Mr. Mark Skehan under the business name of MS Management LLC (DBA: The Rockery). This license was applied for in October of 2016 and is pending the approval of local government, which is required by the MLCC, for this specific type of license.

**STRATEGIC PLAN/GOALS:** To remain committed to enhancing the community's quality of life by fostering local business and revitalization of buildings.

**ACTION REQUESTED:** Review the request as it pertains to Chapter 21, Article X of the Wyandotte Code of Ordinances and provide recommendation for completion of state required form LCC-106 by the Clerk's office.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** N/A

**IMPLEMENTATION PLAN:** The Clerk's office will complete Form LCC-106 as required by the State of Michigan MLCC under the direction of the City Council and forward said completed form and copy of certified resolution to appropriate state personnel.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:** *3 Daysdale*

**LEGAL COUNSEL'S RECOMMENDATION:**

**MAYOR'S RECOMMENDATION:** *J.P.*

**LIST OF ATTACHMENTS:**

Department Approval/Denial Request Email & Letter  
Form LCC-106 – Resolution to Approve/Deny  
Departmental Recommendation Letters (6)

**MODEL RESOLUTION:**

DATE: January 23, 2017

RESOLUTION by Councilperson \_\_\_\_\_

WHEREAS Mr. Mark Skehan of MS Management LLC (DBA: The Rockery) at 1175 Eureka has applied for a New Brew Pub License with the Michigan Liquor Control Commission and the Commission is requiring the review and recommendation of the Mayor and Council of the City of Wyandotte.

BE IT RESOLVED that the Council recommends that the application from Mr. Mark Skehan of MS Management LLC (DBA: The Rockery) at 1175 Eureka for a New Brew Pub License be considered for approval by the Michigan Liquor Control Commission and directs the City Clerk to complete Form LCC-106 accordingly and forward to the Michigan Liquor Control Commission.

BE IT FURTHER RESOLVED that, under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

SUPPORTED by Councilperson \_\_\_\_\_

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	<b>Fricke</b>	_____
_____	<b>Galeski</b>	_____
_____	<b>Miciura</b>	_____
_____	<b>Sabuda</b>	_____
_____	<b>Schultz</b>	_____
_____	<b>VanBoxell</b>	_____

**From:** [Beth Lekity](#)  
**To:** ["Mark Kowalewski"](#); ["Kelly Roberts"](#); ["Jeff Carley"](#); ["Dan Grant"](#); [Bill Look](#); ["rszczehowski@wyan.org"](#); ["Rod Lesko"](#); ["Valerie Hall"](#)  
**Cc:** ["Lawrence S. Stec"](#)  
**Subject:** New Brew Pub Request - MS Management Group, 1175 Eureka  
**Date:** Wednesday, December 14, 2016 3:37:00 PM  
**Attachments:** [Liquor License Approval Packet MS Management Group.pdf](#)

---

Good afternoon, all!

We have received a request from the management group with ownership of 1175 Eureka and the MLCC for local government approval of a Brew Pub License at the aforementioned address. Please see attached and respond at your earliest convenience, as I will be unable to place on the agenda until I have approval from all departments. Your cooperation in this matter is greatly appreciated.

Thank you and have a super day!  
Beth

Beth Lekity  
Deputy City Clerk  
City of Wyandotte  
3200 Biddle Avenue  
Wyandotte, MI 48192  
(734) 324-4560

**OFFICIALS**

**Joseph R. Peterson**  
MAYOR

**Todd M. Browning**  
CITY TREASURER

**Thomas R. Woodruff**  
CITY ASSESSOR



**COUNCIL**

**Sheri M. Sutherby-Fricke**  
**Daniel E. Galeski**  
**Ted Miciura Jr.**  
**Leonard T. Sabuda**  
**Donald C. Schultz**  
**Kevin VanBoxell**

**LAWRENCE S. STEC**  
**CITY CLERK**

December 14, 2016

Mark A. Kowalewski, City Engineer  
Jeffrey Carley, Fire Chief  
Daniel J. Grant, Police Chief  
William R. Look, Department of Legal Affairs  
Robert J. Szczechowski, Deputy City Treasurer  
Rod Lesko, General Manager of Municipal Service

To whom it may concern:

Please review the attached request as it pertains to your department and respond accordingly with any payment or obligations to the City of Wyandotte as cited in the Wyandotte Code of Ordinances Chapter 21, Article X.

Thank you,

A handwritten signature in black ink, appearing to read "Lawrence S. Stec". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Lawrence S. Stec  
City Clerk





Michigan Department of Licensing and Regulatory Affairs  
 Liquor Control Commission (MLCC)  
 Toll Free: 866-813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
 Request ID: \_\_\_\_\_  
 (For MLCC use only)

**Local Government Approval**  
 (Authorized by MCL 436.1501)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a \_\_\_\_\_ Regular \_\_\_\_\_ meeting of the \_\_\_\_\_ City of Wyandotte \_\_\_\_\_ council/board  
(regular or special) (township, city, village)  
 called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(date) (time)  
 the following resolution was offered:

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

that the application from MS Management Group, LLC. (DBA: The Rockery)  
(name of applicant)

for the following license(s): Brew Pub  
(list specific licenses requested)

to be located at: 1175 Eureka Rd

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)  
 approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

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

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

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

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the \_\_\_\_\_  
 council/board at a \_\_\_\_\_ meeting held on \_\_\_\_\_  
(regular or special) (date) (township, city, village)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

**OFFICIALS**

Lawrence S. Stec  
CITY CLERK

Todd M. Browning  
CITY TREASURER

Thomas R. Woodruff  
CITY ASSESSOR



**MAYOR**  
Joseph R. Peterson

**COUNCIL**  
Sheri Sutherby Fricke  
Daniel E. Galeski  
Ted Miciura, Jr.  
Leonard T. Sabuda  
Donald C. Schultz  
Kevin VanBoxell

MARK A. KOWALEWSKI, P.E.  
CITY ENGINEER

January 13, 2017

Mr. Lawrence S. Stec  
City Clerk  
City Hall  
Wyandotte, Michigan

RE: 1175 Eureka

Dear Mr. Stec:

In response to the request from the Michigan Liquor Control Commission regarding a request for a Brew Pub at the above captioned property following applies. The Owners have placed \$2,000.00 in escrow to insure the repairs for the Certificate of Conformity are completed.

Therefore, the undersigned has no objections to this request.

Very truly yours,

Mark A. Kowalewski  
City Engineer

MAK:kr



**OFFICIALS**

**Thomas Woodruff**  
CITY ASSESSOR

**Lawrence S. Stec**  
CITY CLERK

**Todd M. Browning**  
CITY TREASURER



**JEFFERY CARLEY**  
FIRE CHIEF

**MAYOR**  
Joseph R. Peterson

**COUNCIL**  
Sheri Sutherby Fricke  
Daniel E. Galeski  
Ted Miciura, Jr.  
Leonard T. Sabuda  
Donald C. Schultz  
Kevin VanBoxell

January 19, 2017

Lawrence Stec, City Clerk  
City of Wyandotte  
3200 Biddle, Avenue  
Wyandotte, Michigan 48192

RE: New Brew Pub License for 1175 Eureka

Dear Mr. Stec,

The undersigned has review the request for the New Brew Pub License for 1175 Eureka. This department has no objection.

If you should have any other questions regarding this matter, please contact me at your convenience.

Sincerely,

*Jeffery Carley*

\_\_\_\_\_  
Jeffery Carley, Fire Chief

**MAYOR**  
Joseph R. Peterson

**CITY CLERK**  
Lawrence S. Stec

**TREASURER**  
Todd M. Browning

**CITY ASSESSOR**  
Thomas R. Woodruff



**CITY COUNCIL**

Sheri Sutherby Fricke  
Daniel E. Galeski  
Ted Miciura, Jr.  
Leonard T. Sabuda  
Donald C. Schultz  
Kevin VanBoxell

**DANIEL J. GRANT**  
CHIEF OF POLICE

December 15, 2016

Lawrence S. Stec, City Clerk  
City of Wyandotte  
3200 Biddle Avenue, Suite 100  
Wyandotte, MI 48192

Dear Mr. Stec:

**SUBJECT: LCC REQUEST – MS Management Group, LLC, DBA: The Rockery, 1175 Eureka**

The Police Department has reviewed the request for a Brew Pub, 1175 Eureka Rd., Wyandotte, Michigan, 48192, Wayne County. Concluding a review of the proposed request, the police portion of the request is recommended for approval.

The Police Department's final recommendation to the Liquor Control Commission is subject to the applicant meeting all laws and ordinances as required by the Fire and Engineering Departments, and approval of the Mayor and City Council through Resolution.

If there are any additional questions, please feel free to contact my office.

Sincerely,

Daniel J. Grant  
Chief of Police

**LOOK, MAKOWSKI AND LOOK**

PROFESSIONAL CORPORATION

ATTORNEYS AND COUNSELORS AT LAW

2241 OAK STREET

WYANDOTTE, MICHIGAN 48192

(734) 285-6500

Fax (734) 285-4160

WILLIAM R. LOOK  
STEVEN R. MAKOWSKI

RICHARD W. LOOK  
(1921 - 1993)

December 14, 2016

To: Honorable Mayor and City Council

From: Department of Legal Affairs

Re: 1175 Eureka (The Rockery)

Dear Mayor and City Council:

I am in receipt of the communication from the City Clerk concerning the request for license for a Brew Pub.

My department is not aware of any legal issues that would prohibit said request provided the applicant has signed the city agreement concerning Dance and Entertainment Permits if a Dance and Entertainment permit is being applied for.

Respectfully submitted,

Department of Legal Affairs

LOOK, MAKOWSKI and LOOK  
Professional Corporation



William R. Look

WRL:ks

**OFFICIALS**

Lawrence S. Stec  
CITY CLERK

Todd M. Browning  
CITY TREASURER

Thomas R. Woodruff  
CITY ASSESSOR



**MAYOR**  
Joseph R. Peterson

**COUNCIL**  
Sheri M. Sutherby-Fricke  
Daniel E. Galeski  
Ted Miciura Jr.  
Leonard T. Sabuda  
Donald C. Schultz  
Kevin D. VanBoxell

**TODD M. BROWNING**  
CITY TREASURER

December 14, 2016

Lawrence S. Stec, City Clerk  
3200 Biddle Avenue  
Wyandotte, Michigan 48192

RE: 1175 Eureka

Dear Mr. Stec,

The Treasurer's Department has reviewed the tax files for the property located at 1175 Eureka. According to the files, there are no delinquent personal property taxes due to the City of Wyandotte.

Should you have any questions, or require any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. J. Szczechowski".

Robert J. Szczechowski  
Deputy Treasurer/Assistant Finance Director

**From:** [Valerie Hall](#)  
**To:** "Beth Lekity"; [rlesko@wyan.org](mailto:rlesko@wyan.org)  
**Cc:** "Lawrence S. Stec"  
**Subject:** RE: New Brew Pub Request - MS Management Group, 1175 Eureka  
**Date:** Friday, December 16, 2016 2:48:03 PM

---

Beth,

There are no outstanding utilities on this account.

-----Original Message-----

From: Beth Lekity [<mailto:blekity@wyan.org>]  
Sent: Wednesday, December 14, 2016 3:39 PM  
To: 'Mark Kowalewski'; 'Kelly Roberts'; 'Jeff Carley'; 'Dan Grant'; Bill Look; [rszczehowski@wyan.org](mailto:rszczehowski@wyan.org); 'Rod Lesko'; 'Valerie Hall'  
Cc: 'Lawrence S. Stec'  
Subject: New Brew Pub Request - MS Management Group, 1175 Eureka

Good afternoon, all!

We have received a request from the management group with ownership of 1175 Eureka and the MLCC for local government approval of a Brew Pub License at the aforementioned address. Please see attached and respond at your earliest convenience, as I will be unable to place on the agenda until I have approval from all departments. Your cooperation in this matter is greatly appreciated.

Thank you and have a super day!  
Beth

Beth Lekity  
Deputy City Clerk  
City of Wyandotte  
3200 Biddle Avenue  
Wyandotte, MI 48192  
(734) 324-4560

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** January 23<sup>rd</sup> 2017

**AGENDA ITEM # 5**

**ITEM: Special Event Application - HFWH Walk**

**PRESENTER:** Heather A. Thiede, Special Events Coordinator

**INDIVIDUALS IN ATTENDANCE:** Heather A. Thiede, Special Events Coordinator

**BACKGROUND:** Attached please find the Special Event Application from Henry Ford Wyandotte Hospital for their Walk to be held Saturday, September 9<sup>th</sup> 2017. The Chief of Police, Recreation Superintendent and Fire Chief have reviewed this application/event and approved with the recommendation the organization signs a hold harmless agreement as well as add the City of Wyandotte as additional insured. (Please see the attached application)

**STRATEGIC PLAN/GOALS:** The City of Wyandotte hosts several quality of life events throughout the year. These events serve to purpose the goals of the City of Wyandotte by bringing our community together with citizen participation and supporting the local businesses and non-profit organizations.

**ACTION REQUESTED:** It is requested the City Council concur with the support of the Chief of Police, Fire Chief, and Recreation Superintendent and support the use of City sidewalks for their event on September 9<sup>th</sup> 2017.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** N/A

**IMPLEMENTATION PLAN:** The resolutions and all necessary documents will be forwarded to the Chief of Police, Department of Public Service, Recreation, Fire Department and Special Event Coordinator. It is requested the City Council concur with the support of the Chief of Police, Fire Chief, and Recreation Superintendent and support the use of City sidewalks for their event on September 9<sup>th</sup> 2017.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:**

*Spysdale*

**LEGAL COUNSEL'S RECOMMENDATION:** Concurs with recommendation, approval on file.

**MAYOR'S RECOMMENDATION:**

*J.P.*

**LIST OF ATTACHMENTS**

Special Event Application - HFWH

**MODEL RESOLUTION:**

RESOLUTION

Wyandotte, Michigan  
Date: January 23<sup>rd</sup> 2017

RESOLUTION by Councilman \_\_\_\_\_

BE IT RESOLVED by the City Council that Council Concurs with the recommendation of the Special Event Coordinator, Fire Chief, Police Chief and Recreation Superintendent to approve the use of city sidewalks, for the event September 9<sup>th</sup> 2017 with the recommendation the organization signs a hold harmless agreement as well as add the City of Wyandotte as additional insured.

I move the adoption of the foregoing resolution.

MOTION by Councilmen \_\_\_\_\_

Supported by Councilman \_\_\_\_\_

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
	Fricke	
	Galeski	
	Miciura	
	Sabuda	
	Schultz	
	VanBoxell	

# Application for Special Event

Special Events Office, City of Wyandotte  
2624 Biddle Avenue Wyandotte, Michigan 48192  
P: 734-324-4502 F: 734-324-7283  
hthiede@wyan.org www.wyandottestreetartfair.org

Date of proposed event: Saturday, September 9, 2017 Times: 10:00 am

Name of Applicant: Anne Abrahamson, MD, Medical Director and Chairman of PM & R

Name of Business or Organization: Henry Ford Wyandotte Hospital

Type of legal entity of your business/organization: Hospital - Healthcare

Name of individual authorized to sign documents on behalf of your business/organization: \_\_\_\_\_

Address: 2333 Biddle Avenue; Wyandotte, MI 48192

Email: annebolyard@yahoo.com Cell Phone: 734-246-8985

Please attach a detailed description and site map (please see details for proper site map on page 3 of this document) of the proposed event to this application for review by the Special Event Office.

Site of proposed event: commencing at HFWH and utilizing city sidewalks throughout Downtown Wyandotte

Estimated maximum number of persons expected at the event for each day: 150

Is Alcohol going to be served or provided at this event: No Do you have a license: N/A

Do you need water hook up for this event? No

If you will need water hook up, please list where and what the water will be for: N/A

**Electrical needs:** Please list on the attached electrical sheet your electrical needs for your event. This document must be returned to the Special Event Office along with this application if you require power at your event.

**Application fee:** \$50 Please make checks or money orders payable to the City of Wyandotte.

If you have any questions regarding this application and its details feel free to contact the Special Event Office at hthiede@wyan.org or 734.324.4502.



**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** January 23<sup>rd</sup> 2017

**AGENDA ITEM # 6**

**ITEM: Special Event Applications – Wyandotte Business Association**

**PRESENTER:** Heather A. Thiede, Special Events Coordinator

**INDIVIDUALS IN ATTENDANCE:** Heather A. Thiede, Special Events Coordinator

**BACKGROUND:** Below please find the requested dates for streets/property the Wyandotte Business Association (WBA) would like to utilize for their Third Friday and special events. The WBA is asking permission for the following items:

**Fire & Flannel Festival - Jan 20 - 5p.m. - 9 p.m.**

- Street Closures:
  - Maple (Biddle to Sports Brew Pub)
  - 1st (Maple to Elm)
  - Sycamore (Biddle to Coastal Thai)

**Mannequin Challenge - Feb 17 - 5p.m. - 8 p.m.**

- Street Closures:
  - Maple (Biddle to Sports Brew Pub)
  - 1st (Maple to Elm)

**St. Patrick's Day - March 17 - 9a.m. - 9 p.m.**

- Street Closures: Yes
  - Elm (Biddle to Parking Lot on Water)
- Use of parking lot behind Whiskey's to put up a tent

**Ladies Night Out - April 21 - 6p.m. - 9p.m.**

- Street Closures:
  - Sycamore (Biddle to Coastal Thai)
- Stage: YES

**BBQ Throw down - May 19 & 20 (times TBD)**

- Street Closures
  - Elm (Biddle to East Parking Lot)
  - Full access to the Parking Lot Behind Whiskey's
  - Park Access for kid's activities
  - Theatre Lot and Parking lot at Oak & 1st
  - Motor Cycle Parking TBD
- Stage: YES

**Bark on Biddle: June 16 - 12 noon to 9p.m. / June 17 - 10 a.m. - 9 p.m.**

- Street Closures
  - Biddle Avenue between Oak and Eureka Road
  - Sycamore from Biddle to Alley – East
  - Maple from Biddle to Alley – East
  - Elm to Biddle to Alley – East
  - Sycamore and Biddle to just past Coastal Thai
  - Maple from Biddle to alley
  - Elm from Biddle to the Alley – West
  - First Street behind Chelsea’s Menswear
- Old Theater Lot
- Stage: YES

**Throwback to the 80's Fest: July 21 - 6p.m. - 11 p.m.**

- Street Closures
  - Elm (Biddle to Alley)
  - 1st (Oak to Elm)
- Theatre lot
- Stage: YES

**Wine Crawl: Aug 18 - 6p.m. - 10 p.m.**

- Street Closures
  - Biddle Avenue between Oak and Eureka Road
  - Sycamore from Biddle to Alley – East
  - Maple from Biddle to Alley – East
  - Elm to Biddle to Alley – East
  - Sycamore and Biddle to just past Coastal Thai
  - Maple from Biddle to alley
  - Elm from Biddle to the Alley – West
  - First Street behind Chelsea’s Menswear
- Gravel parking lot at the former City Hall 3131 Biddle
- Stage: YES

**Beer Fest: Sept 15 - 6p.m. - 12 mid**

- Street Closures
  - Biddle Avenue between Oak and Eureka Road
  - Sycamore from Biddle to Alley – East
  - Maple from Biddle to Alley – East
  - Elm to Biddle to Alley – East
  - Sycamore and Biddle to just past Coastal Thai
  - Maple from Biddle to alley
  - Elm from Biddle to the Alley – West
  - First Street behind Chelsea’s Menswear
- Gravel parking lot at the former City Hall 3131 Biddle
- Stage: YES

**Fall Festival: Oct 20 - 5p.m. - 10 p.m.**

- Street Closures:
  - Elm (Biddle to Alley)

- 1st (Oak to Elm)
- Theatre Lot - Tent
- Stage: YES

**Cookie Crawl: Nov 17 - 5p.m. - 9 p.m. / Dave & Chuck .5k - Nov 18 - 7a.m. - 6 p.m.**

- Street Closures:
  - Elm (Biddle to Alley)
  - 1st (Oak to Elm)
- Theatre Lot - Tent
- Stage: YES

**Santa Pub Crawl: Dec**

- Street Closures: NO

Permission to allow the city sidewalks listed below to be used during 3rd Friday Events in 2017.

- Biddle Avenue, Eureka to Chestnut Street
- Oak Street, Van Alstyne to Third Street
- Elm Street, Van Alstyne to Third Street
- Maple Street, Van Alstyne to Third Street
- Sycamore Street, Van Alstyne to Third Street
- Eureka Road, Van Alstyne to Third Street
- First Street, Oak to Maple

Merchants who want to utilize the space in front or behind any of their businesses in the downtown area during any of the above dates, must send an application to the WBA. Further, this permission should extend only to those merchants who have been issued a permit/granted permission by the City of Wyandotte/ Special Events Office. They are not authorized to sub-contract their space. Enforcement of this policy should be authorized by the Wyandotte Police Department under Ordinance 32-1.

If there are any costs for any city staff/material/property for said event, the WBA will be responsible for those fees no later than 14 days after said event date. Any tents on the street or sidewalk must be weighted (no stakes are allowed to be used to anchor tents) to prevent collapse. Clean up before/during and after the event must be done by the WBA. This means any glass, spills; broken items will need to be cleaned during the event. The WBA must add the City of Wyandotte as additional insured to their insurance policy and sign a hold harmless agreement. Any requests made after this letter is reviewed and approved will be evaluated by the Special Events Coordinator and necessary Department Heads for approval/denial (Please see the attached applications).

**STRATEGIC PLAN/GOALS:** The City of Wyandotte hosts several quality of life events throughout the year. These events serve to purpose the goals of the City of Wyandotte by bringing our community together with citizen participation and supporting the local businesses and non-profit organizations.

**ACTION REQUESTED:** It is requested the City Council concur with the support of the Special Event Coordinator, Police Chief, Recreation Superintendent, Fire Chief and Department of Public Service Superintendent and support the use of city streets, sidewalks and property for their events held:

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** N/A

**IMPLEMENTATION PLAN:** The resolutions and all necessary documents will be forwarded to the Chief of Police, Department of Public Service, Recreation, Fire Department and Special Event Coordinator.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:**

*S. Dunsdale*

**LEGAL COUNSEL'S RECOMMENDATION:** Concurs with recommendation, approval on file.

**MAYOR'S RECOMMENDATION:**

*J.P.*

**LIST OF ATTACHMENTS**

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: January 23<sup>rd</sup> 2017

RESOLUTION by Councilman \_\_\_\_\_

BE IT RESOLVED by the City Council that Council Concurs with the recommendation of the Special Event Coordinator to approve the use of city sidewalks, streets and property for the events held

**Fire & Flannel Festival - Jan 20 - 5p.m. - 9 p.m.**

- Street Closures:
  - Maple (Biddle to Sports Brew Pub)
  - 1st (Maple to Elm)
  - Sycamore (Biddle to Coastal Thai)

**Mannequin Challenge - Feb 17 - 5p.m. - 8 p.m.**

- Street Closures:
  - Maple (Biddle to Sports Brew Pub)
  - 1st (Maple to Elm)

**St. Patrick's Day - March 17 - 9a.m. - 9 p.m.**

- Street Closures: Yes
  - Elm (Biddle to Parking Lot on Water)
- Use of parking lot behind Whiskey's to put up a tent

**Ladies Night Out - April 21 - 6p.m. - 9p.m.**

- Street Closures:
  - Sycamore (Biddle to Coastal Thai)
- Stage: YES

**BBQ Throw down - May 19 & 20 (times TBD)**

- Street Closures
  - Elm (Biddle to East Parking Lot)
  - Full access to the Parking Lot Behind Whiskey's
  - Park Access for kid's activities
  - Theatre Lot and Parking lot at Oak & 1st
  - Motor Cycle Parking TBD
- Stage: YES

**Bark on Biddle: June 16 - 12 noon to 9p.m. / June 17 - 10 a.m. - 9 p.m.**

- Street Closures
  - Biddle Avenue between Oak and Eureka Road
  - Sycamore from Biddle to Alley – East
  - Maple from Biddle to Alley – East
  - Elm to Biddle to Alley – East
  - Sycamore and Biddle to just past Coastal Thai
  - Maple from Biddle to alley
  - Elm from Biddle to the Alley – West
  - First Street behind Chelsea’s Menswear
- Old Theater Lot
- Stage: YES

**Throwback to the 80's Fest: July 21 - 6p.m. - 11 p.m.**

- Street Closures
  - Elm (Biddle to Alley)
  - 1st (Oak to Elm)
- Theatre lot
- Stage: YES

**Wine Crawl: Aug 18 - 6p.m. - 10 p.m.**

- Street Closures
  - Biddle Avenue between Oak and Eureka Road
  - Sycamore from Biddle to Alley – East
  - Maple from Biddle to Alley – East
  - Elm to Biddle to Alley – East
  - Sycamore and Biddle to just past Coastal Thai
  - Maple from Biddle to alley
  - Elm from Biddle to the Alley – West
  - First Street behind Chelsea’s Menswear
- Gravel parking lot at the former City Hall 3131 Biddle
- Stage: YES

**Beer Fest: Sept 15 - 6p.m. - 12 mid**

- Street Closures
  - Biddle Avenue between Oak and Eureka Road
  - Sycamore from Biddle to Alley – East
  - Maple from Biddle to Alley – East
  - Elm to Biddle to Alley – East
  - Sycamore and Biddle to just past Coastal Thai
  - Maple from Biddle to alley
  - Elm from Biddle to the Alley – West
  - First Street behind Chelsea’s Menswear
- Gravel parking lot at the former City Hall 3131 Biddle
- Stage: YES

**Fall Festival: Oct 20 - 5p.m. - 10 p.m.**

- Street Closures:
  - Elm (Biddle to Alley)

- 1st (Oak to Elm)
- Theatre Lot - Tent
- Stage: YES

**Cookie Crawl: Nov 17 - 5p.m. - 9 p.m. / Dave & Chuck .5k - Nov 18 - 7a.m. - 6 p.m.**

- Street Closures:
  - Elm (Biddle to Alley)
  - 1st (Oak to Elm)
- Theatre Lot - Tent
- Stage: YES

**Santa Pub Crawl: Dec**

- Street Closures: NO

Permission to allow the city sidewalks listed below to be used during 3rd Friday Events in 2017.

- Biddle Avenue, Eureka to Chestnut Street
- Oak Street, Van Alstyne to Third Street
- Elm Street, Van Alstyne to Third Street
- Maple Street, Van Alstyne to Third Street
- Sycamore Street, Van Alstyne to Third Street
- Eureka Road, Van Alstyne to Third Street
- First Street, Oak to Maple

I move the adoption of the foregoing resolution.

MOTION by Councilmen \_\_\_\_\_

Supported by Councilman \_\_\_\_\_

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
	Fricke	
	Galeski	
	Miciura	
	Sabuda	
	Schultz	
	VanBoxell	

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 23, 2017

AGENDA ITEM # 7

**ITEM:** Former McKinley School at 640 Plum Street

**PRESENTER:** Mark A. Kowalewski, City Engineer



**INDIVIDUALS IN ATTENDANCE:** Mark A. Kowalewski, City Engineer

**BACKGROUND:** On October 10, 2016, City Council approved Specifications for Qualifications and Proposals for Redevelopment of Former McKinley School at 640 Plum Street (enclosed). One (1) proposal was received from Coachlight Properties, LLC/Jonesboro Investments Corp. in the amount of \$1.00 plus other considerations.

As requested in the Specifications:

- The proposal is a quality redevelopment of the property as a senior residential facility.
- The Developer is experienced, qualified and has shown a readiness to redevelop the property.
- This is the highest and best use of the property determined by impact to the City in terms of dollars invested (\$7,500,000), positive financial impact for downtown merchants, and long-term tax base generated.
- The development is consistent with the City's Strategic Plan.

This proposal is a modification of a proposal submitted by the same Developer on November 4, 2013. This proposal includes:

- Sale of the property for \$1.00.
- Maximum number of units to be 60. (Approximately thirty (30) units will be in the existing building and approximately thirty (30) units will be in the new construction.)
- Parking will be provided at a rate of 1.5 parking spaces per unit.
- Any additions to the building will be a complimentary architectural style of the existing building.
- Reconfiguration of existing park space with buyer committing up to \$100,000 for improvement subject to City's approval. Buyer to maintain Public Park.
- The City's support of an Obsolete Property Rehabilitation Act Exemption (OPRA) and Brownfield Plan would be included in the Agreement. The capturing of state school tax as part of a future Brownfield Plan will not be pursued.
- The State of Michigan Historic Preservation Office (SHPO) Supervisor has provided support for the project being included on the National Register of Historic Places. He indicated the architectural detail and overall design of the building including potential renovations makes the building an ideal candidate.

**STRATEGIC PLAN/GOALS:** This recommendation is consistent with the 2010-2015 Goals and Objectives of the City of Wyandotte Strategic Plan in committing to maintaining and developing excellent neighborhoods by utilizing vacant school properties and other space to add age-appropriate public amenities to residential areas and continuing neighborhood renewal projects, where needed, in order to revitalize structures and infrastructure in residential areas.

**ACTION REQUESTED:** Authorize the City Engineer and City Attorney to negotiate a Purchase Agreement with Coachlight Properties LLC/Jonesboro Investments Corp.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Future maintenance costs to school building avoided and additional revenue received by the City.

**IMPLEMENTATION PLAN:** Present Purchase Agreement to City Council for approval.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:** *Shryrdal*

**LEGAL COUNSEL'S RECOMMENDATION:** Approved as to form. W. Look

**MAYOR'S RECOMMENDATION:** *J.P.*

**LIST OF ATTACHMENTS:** Proposal from Coachlight Properties LLC/Jonesboro Investments Corp. and Council Resolution of October 10, 2016, with Specifications for Qualifications and Proposals for Redevelopment of Former McKinley School.

RESOLUTION

Wyandotte, Michigan  
January 23, 2017

RESOLUTION by Councilperson \_\_\_\_\_

BE IT RESOLVED BY THE MAYOR AND COUNCIL that the communication from the City Engineer regarding the proposal received for the sale of the former McKinley School Site at 640 Plum Street is hereby received and placed on file; AND

BE IT RESOLVED that Council accepts the proposal from Coachlight Properties LLC/Jonesboro Investments Corp. and authorizes the City Engineer and City Attorney to negotiate a Purchase Agreement for same to be presented to the Council for approval.

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

Supported by Councilperson \_\_\_\_\_

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	VanBoxell	_____

---

January 9, 2017

Honorable Mayor Peterson  
Honorable City Council Members  
City of Wyandotte  
3200 Biddle Avenue  
Wyandotte, Michigan 48192

Re: McKinley School – Request for Proposal – January 9, 2016

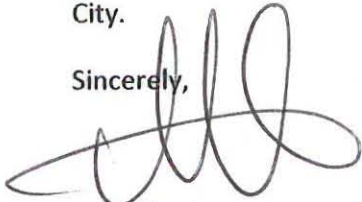
Honorable Mayor and Council,

It is with great pleasure we resubmit our Senior Housing Project in response to your request for proposal for the property commonly known as 640 Plum Street (Redevelopment of the former McKinley School). We are fully familiar with the project, as well as to the sensitivity of those who reside within the adjoining neighborhood. It is also our understanding that this project has been the source of political divide between the governing body. While that has never been our intent, we hope to move forward with this much needed project.

We are committed to continue working with your staff to have this project become a successful senior housing development. Therefore, please refer to the enclosed previously approved letter of intent, which was approved by this Honorable Mayor and Council, as the foundation to progress to a final purchase agreement.

We look forward to continuing to work with you on the forward moving progress of this great City.

Sincerely,



Joe DiSanto  
Coachlight Properties LLC



Timothy Morgan  
Jonesboro Investments Corp.

**PROPOSAL SIGNATURE SHEET**

DATE: JANUARY 9, 2017

TO: The Honorable Mayor and City Council  
 Wyandotte City Hall, 3200 Biddle Avenue  
 Wyandotte, Michigan 48192

**PROJECT: SPECIFICATIONS FOR QUALIFICATIONS AND PROPOSALS FOR REDEVELOPMENT OF FORMER MCKINLEY SCHOOL AT 640 PLUM IN THE CITY OF WYANDOTTE, MICHIGAN. BID FILE #4630**

**THE UNDERSIGNED HEREBY CERTIFY AS FOLLOWS:  
 (each box must be checked by Proposal Maker)**

- INSPECTION: Familiarity with the present condition of premises based on recent inspection.
- COMPREHENSION: Understanding Specifications, including expeditious agreement, Council approval, permits prior to closing, and commitment to develop within six (6) months.
- PROPOSED BUILDING FEATURES: Proposals must be attached.
- BID PRICE FOR PROPERTY: ONE Dollars  
 (\$ 1.00) PLUS OTHER CONSIDERATIONS.
- EXECUTED ANTI-COLLUSION AFFIDAVIT: to be attached.
- DEPOSIT: Ten Thousand Dollars (\$10,000)  
 Check No. - SEE ENCL. 10

SIGNATURE:  \_\_\_\_\_

Name: GIUSEPPE M. DISANTO  
 (please print)

Company Name: CONCH LIGHT PROPERTIES / JONESBORO INVEST CORP

Address: 2289 HUST  
WYANDOTTE, MI 48192

Phone Number: (734) 487-3 Fax Number: \_\_\_\_\_

E-mail address: gdisanto@stglobal.net - tmorgan@jonesborocorp.com

ADDENDUMS RECEIVED: none issued

**ANTI-COLLUSION AFFIDAVIT**

Note: The affidavit set forth below MUST be executed on behalf of the proposal maker and furnished with every proposal.

STATE OF MICHIGAN  
COUNTY OF WAYNE

GIUSEPPE DISANTO, being first duly sworn, deposes and says

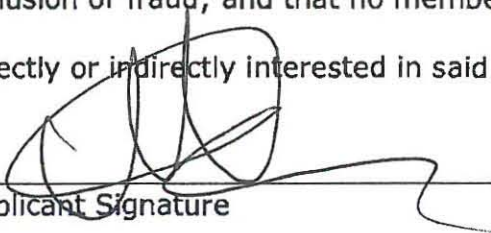
he/she is the MEMBER of COASTLIGHT PROPERTIES LLC  
TITLE (if applicable) NAME OF COMPANY

the proposal maker which has submitted on the 9 day of JAN, 2017

to the City of Wyandotte, Michigan, a proposal for the development of the former McKinley School 640 Plum Street in the City of Wyandotte, all as fully set forth in said proposal. The aforementioned proposal maker constitutes the only person, firm or corporation having any interest in said bid or in any contract, benefit or profit which may, might or could accrue to, or grow out of the acceptance in whole or in part of said proposal, except as follows:

JONESBORO INVESTMENT CORP

Affiant further states that said proposal is in all respects fair and is submitted without collusion or fraud; and that no member of the City Council, or officer or employee of said City is directly or indirectly interested in said proposal.

  
Applicant Signature

SWORN TO and subscribed before me, a Notary Public, in and for the aforementioned named State and County this 9 day of January, 2017.

Notary Public: Rhonda K. Tomasik  
Rhonda K. Tomasik

My Commission Expires: February 12, 2018

RHONDA K. TOMASIK  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF WAYNE  
MY COMMISSION EXPIRES Feb 12, 2018  
ACTING IN COUNTY OF Wayne

Wyandotte, Michigan June 2, 2014

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that Council CONCURS with the City Engineer and City Administrator as set forth in their communication dated June 2, 2014 and hereby authorizes the Mayor and City Clerk to sign the Letter of Intent; AND FURTHER grants permission to the City Engineer and City Administrator to continue negotiations with Coachlight Properties, LLC for the sale of the former McKinley School at 640 Plum, Wyandotte.

I move the adoption of the foregoing resolution.

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri M. Fricke

YEAS: Councilmembers Fricke, Sabuda, Schultz, Stec, Mayor Peterson

NAYS: Councilman Miciura

Wyandotte, Michigan June 2, 2014

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that the rezoning application as submitted by the City Engineer on behalf of the City of Wyandotte requesting the property at 640 Plum (McKinley School) between 6th Street and 7th Street on the north side of the street be rezoned from RA to PD is hereby referred to the Planning Commission to schedule the proper public hearing.

I move the adoption of the foregoing resolution.

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri M. Fricke

YEAS: Councilmembers Fricke, Sabuda, Schultz, Stec

NAYS: Councilmember Miciura

Wyandotte, Michigan June 2, 2014

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that Council CONCURS with the recommendation of the City Engineer dated June 2, 2014, to acquire the properties at Tax ID 57-029-19-0009-000; 516 Plum in the amount of \$0.00; and Tax ID 57-006-08-0007-000; 642 Ford Avenue in the amount of \$0.00 offered to the City of Wyandotte from Wayne County Tax Foreclosure; AND BE IT FURTHER RESOLVED that Council directs the Department of Legal Affairs procure a clear title on all properties that are received from Wayne County; AND BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to sign all documents, subject to the approval of the Department of Legal Affairs.

I move the adoption of the foregoing resolution.

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri M. Fricke

YEAS: Councilmembers Fricke, Miciura, Sabuda, Schultz, Stec

NAYS: None

## LETTER OF INTENT

### **Part 1. Access to the Premises/Purchase Price**

In consideration of the payment of a refundable lump sum of Ten Thousand Dollars (\$10,000.00) ("Earnest Money Deposit") by Coachlight Properties LLC, a Michigan limited liability company located at 2289 7<sup>th</sup> Street, Wyandotte, Michigan 48192 and Jonesboro Investments Corp., an Ohio corporation located at 549 East Washington Street, Chagrin Falls, Ohio 44022 (collectively "LLC") to the City of Wyandotte ("City") located at 3200 Biddle Avenue, Wyandotte, Michigan, 48192, at the time of execution of this document, City agrees to the following:

1) City will provide free access to the property described in Exhibit A ("Property") to LLC to enter upon the property and conduct test borings, demolition reports, surveys and studies, including, but not limited to, the right to have access to the premises to enable an independent environmental consultant chosen by LLC to conduct any investigation of the environmental condition of the premises deemed necessary by LLC and as approved by the City. The activity shall be conducted in a manner that will not cause disruption to the premises and the cost and expenses of LLC's environmental assessment shall be borne by the LLC. LLC shall hold City harmless from and against any and all liability or damages which City may sustain by reason of any of the above-described activity upon the premises by LLC or its agents. At the conclusion of the above-described work by LLC, the premises shall immediately be returned to the condition that existed prior to said activity. The deposit shall be returned to the LLC once all the requirements are satisfied and the property is returned to its prior condition. The term for access to the premises shall be six (6) months from the date of execution of this Agreement. LLC shall add the City of Wyandotte as an additional insured Party to LLC to cover LLC activity on our premises during six month access period. The Earnest Money Deposit shall be fully refundable to LLC for a six month period from execution of this Agreement.

2) During the term of access to the premises, the City will not solicit or entertain offers from, negotiate with or discuss, accept or consider any proposal of any other person relating to acquisition of the property for a period of six months.

### **Part 2. LLC Interest in Developing Property**

1) The Property is intended to be developed, constructed and operated for occupancy by tenants fifty-five (55) years of age and older. The Property shall be operated as an age restricted community in compliance with all federal, state and local laws, including the Fair Housing Act and any applicable provisions of Michigan law, and neither the LLC or City shall have the right to amend the age-restricted status of the Property, provided that, the foregoing prohibition shall not apply where such amendment is required to comply with federal, state or local law. Persons under nineteen (19) years of age may stay overnight in a residential unit for up to, but not exceeding thirty (30) days during any twelve (12) consecutive month period and shall not be entitled to occupy any unit. Each residential unit shall be occupied by persons fifty-five (55) years of age and older.

2) Any purchase agreement between the parties would be in the form that the LLC and City mutually agreed upon. The agreement would include a provision that would permit the museum to salvage areas of the building that would be demolished or salvage items in the portion of the building that will not be demolished and items that will not be reused in the remodeling of the building.

3) City notifies the LLC that prior to the execution of any purchase agreement between the parties, LLC would be required to comply with the following procedures:

a) Make a presentation at a public hearing at a city council meeting describing the construction and operation of the Property as a senior living facility and being prepared to answer questions from the elected officials and the public.

b) LLC would provide to the City a detailed explanation of the financing for this project including but not limited to:

- (i) The identity of all anticipated lenders;
- (ii) A description of all financial commitments in place for the project;
- (iii) Detailed background of all project participants;
- (iv) Disclosure of the estimated total development cost of the project including proposed rental rates;
- (v) Review of a proposed Site Plan, including the number of parking spaces provided.
- (vi) Review of estimated property taxes with City and inclusion in budget.

c) LLC to provide to the City a detailed explanation on what amenities are to be included in a reconfiguration of the existing park space and estimated cost, as well as maintenance cost for park in budget.

d) LLC would request the City to pursue a rezoning of the Property to Planned Unit Development (PUD) and would support the City for such a rezoning request.

e) LLC will procure a one hundred percent (100%) payment and performance bond from the general contractor to ensure a timely completion of the development. LLC anticipates naming the City as an additional obligee on the payment and performance bond.

4) LLC acknowledges that City has advised that it may require outside consultants to advise the City on the above provided information and City may require LLC to pay these costs with the agreement that if a purchase is ultimately executed and the project constructed, LLC will receive a credit for said cost from the City.

5) City and LLC acknowledge and agree that future tax revenue from the private development and ownership of the Property is a material part of the consideration to City for any Purchase Agreement and the sale of said Property. LLC agrees not to transfer or close on a sale

of the property to an entity that will result in the property or buildings becoming tax exempt or making use of any of the property or building that would result in any of the property or building being exempt from taxation without monetary compensation paid to the city in an amount agreed upon by the parties. A written agreement in a form and manner agreed to by the parties would be required to be executed and made part of any purchase agreement.


6) The LLC may request that the City generally support the LLC's use of various tax incentives and grant or loan programs to assist with redeveloping the Property, if determined by LLC to improve the financial feasibility of the Property, including but not limited to the following: (a) real property tax reduction for any eligible residential portion of the property, such as the Neighborhood Enterprise Zone (NEZ) Act, Act 147 of 1992, as amended; (b) the Community Revitalization Program (CRP), a grant and/or loan program available through the Michigan Strategic Fund (MSF) and Michigan Economic Development Corporation (MEDC); and (c) other economic assistance that may be available through any other programs available at the federal, state, county or local level. City acknowledges that the LLC may submit a request for a Brownfield Plan or Tax Increment Financing reimbursements for costs which are eligible pursuant to the state Brownfield statute. The City shall assist in providing the necessary documents to pursue any potential financial incentives.

7) This Letter of Intent may not be modified, replaced, amended or terminated without the prior written consent of the parties to this Letter of Intent. Notwithstanding the foregoing, LLC shall be permitted to assign its rights and obligations under this Letter of Intent to any affiliate of LLC or its individual members.

8) Neither party is bound by the terms of this Letter of Intent to enter into a future purchase agreement for the property.

Dated: April 23, 2014

Coachlight Properties LLC

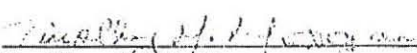


---

By: Joe DiSanto

Its: Managing Member

Jonesboro Investments Corp.

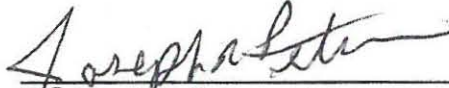


---

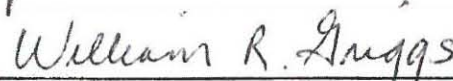
By: Timothy M. Morgan

Its: President

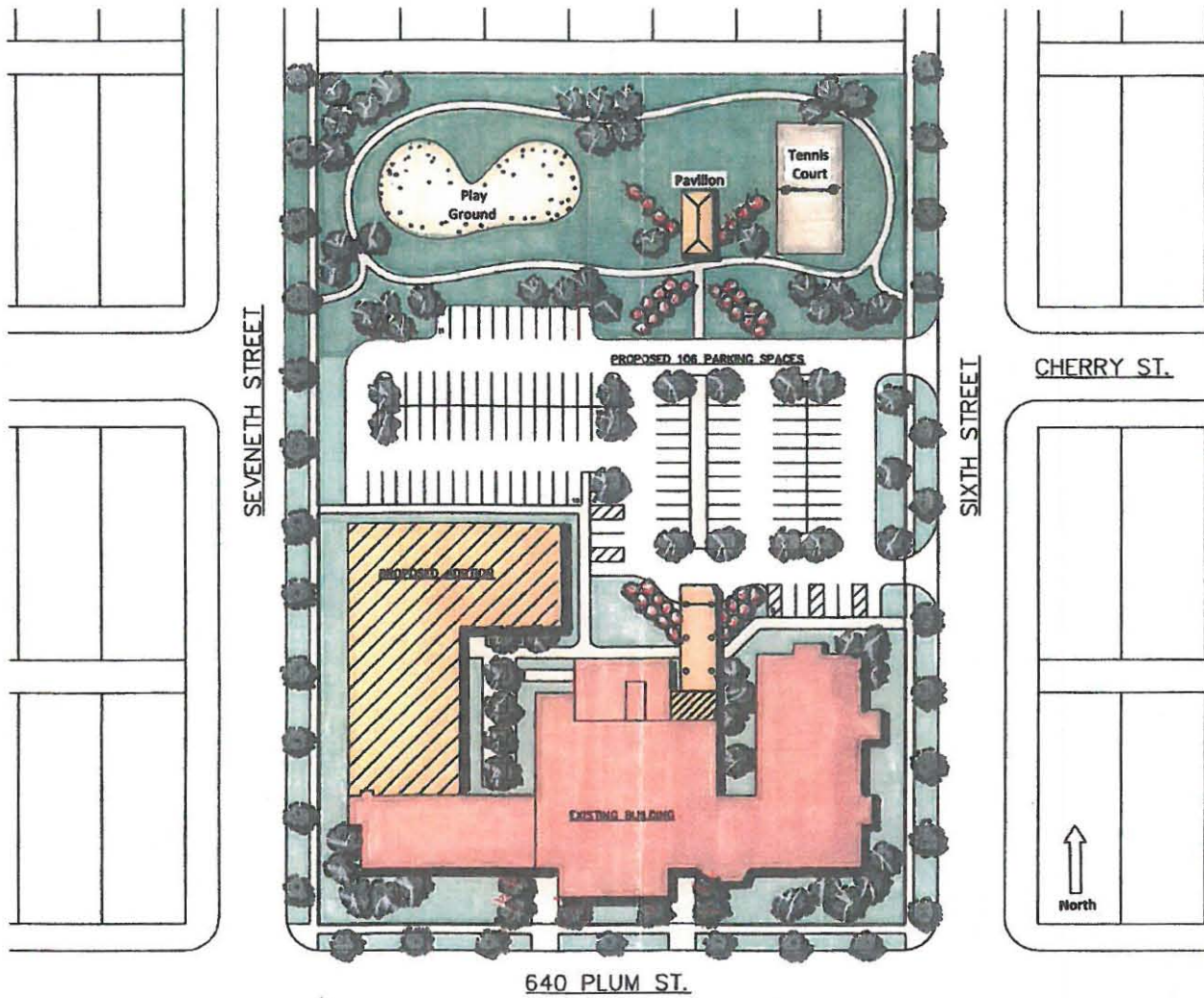
City of Wyandotte  
A Michigan Municipal Corporation



By: Joseph R. Peterson, Mayor



By: William R. Griggs, City Clerk



**Preliminary Site Development Plan**

**McKinley Place  
Wyandotte, MI**

**CITY OF WYANDOTTE, MICHIGAN  
CERTIFIED RESOLUTION  
2016-510**

REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE CITY OF WYANDOTTE,  
WAYNE COUNTY, MICHIGAN, HELD IN THE COUNCIL CHAMBERS, OF THE MUNICIPAL  
BUILDING.

UNDER THE DATE OF: October 10, 2016

MOVED BY: Councilperson Schultz

SUPPORTED BY: Councilperson VanBoxell

BE IT RESOLVED that the communication from the City Engineer regarding the sale of the former McKinley School Site at 640 Plum Street is hereby received and placed on file; AND  
BE IT RESOLVED that Council concurs with the Specifications for Qualifications and Proposals for Redevelopment of Former McKinley School at 640 Plum Street and authorizes the City Engineer to solicit proposals for same; AND  
BE IT RESOLVED that the City Engineer is authorized to return the bid bond/bid check to Coachlight Properties, LLC; AND  
BE IT FURTHER RESOLVED that the property be listed in out-of-state publications and posted on the MLS, with proposals due on January 9, 2017; AND  
BE IT FURTHER RESOLVED that the park shall not be included in the property that is for sale.  
Motion unanimously carried.

**I, LAWRENCE S. STEC, duly authorized City Clerk of Wyandotte, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City Council on October 10, 2016 said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of Michigan, 1976.**

  
\_\_\_\_\_  
Lawrence S. Stec  
City Clerk

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

MEETING DATE: October 10, 2016

AGENDA ITEM # \_\_\_\_\_

**ITEM:** Former McKinley School at 640 Plum Street

**PRESENTER:** Mark A. Kowalewski, City Engineer and William Look, City Attorney

*Mark Kowalewski*

**INDIVIDUALS IN ATTENDANCE:** Mark A. Kowalewski, City Engineer

**BACKGROUND:** At the Council meeting of September 26, 2016, Council directed the City Engineer to re-advertise the former McKinley School for sale. Therefore, attached are the Specifications for Qualifications and Proposals for Redevelopment of the Former McKinley School at 640 Plum Street. If you concur with these specifications, the Engineering Department will solicit proposals for same.

Also, if it is the desire of the City Council to rebid this project, the attached Resolution will authorize the City Engineer to release the bid deposit of Coachlight Properties, LLC.

**STRATEGIC PLAN/GOALS:** This recommendation is consistent with the 2010-2015 Goals and Objectives of the City of Wyandotte Strategic Plan in committing to maintaining and developing excellent neighborhoods by utilizing vacant school properties and other space to add age-appropriate public amenities to residential areas and continuing neighborhood renewal projects, where needed, in order to revitalize structures and infrastructure in residential areas.

**ACTION REQUESTED:** Concurs with specifications.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** n/a

**IMPLEMENTATION PLAN:** Re-bid the property and submit all bids to the City Council.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:**

**LEGAL COUNSEL'S RECOMMENDATION:**

*W Look*

**MAYOR'S RECOMMENDATION:**

**LIST OF ATTACHMENTS:** Specifications for Qualifications and Proposals for Redevelopment of Former McKinley School at 640 Plum Street

**SPECIFICATIONS FOR QUALIFICATIONS  
AND PROPOSALS FOR REDEVELOPMENT OF  
FORMER MCKINLEY SCHOOL AT 640 PLUM STREET  
IN THE CITY OF WYANDOTTE, MICHIGAN**

**BID FILE #4630**

Issue Date:  
Closing Date:

City of Wyandotte  
Department of Engineering and Building  
3200 Biddle, Suite 200  
Wyandotte, Michigan 48192  
[www.wyandotte.net](http://www.wyandotte.net)

Mark A. Kowalewski, PE, City Engineer

**Table of Contents**

Background Information ..... 3

Property Information ..... 3-4

Required content for proposals..... 4-6

Instructions to proposal makers..... 7-8

Award Procedures ..... 9

Administrative Procedures ..... 10

Proposal signature sheet ..... 11

Anti-collusion affidavit ..... 12

**ATTACHMENTS**

Site Map ..... Exhibit A

City Map..... Exhibit B

## BACKGROUND INFORMATION

The City of Wyandotte is pleased to announce the offering of a prime Wyandotte Parcel for residential redevelopment. This property is a vacant elementary school. The City will consider the rehabilitation of the current building or the removal of the building and redevelopment of the entire site into a residential use.

~~The property is currently zoned Single Family Residential District (RA) and the City will only consider residential development of this site.~~

The City will only consider projects that are taxable entities.

## PROPERTY INFORMATION

### A. LOCATION:

The property is known as 640 Plum, Wyandotte, the former McKinley Elementary School. The property is located four (4) blocks south of Eureka Road.

### B. DESCRIPTION OF PROPERTIES, HISTORY & LEGAL DESCRIPTION:

The building located at 640 Plum is most recently the former McKinley Elementary School. The building consists of approximately 53,719.5 square feet not including the basement. There are two (2) floors and a full basement.

The legal description for this property is: Lots 1 thru 14, Block 179, Plat of Part of Wyandotte as recorded in Liber 1 Page 295.

The City may consider proposals that include the adjoining park which is Lots 8 thru 14, Block 178 Plat of Part of Wyandotte as recorded in Liber 1 Page 142 and the vacated Cherry Street. This area is 350' x 220'.

See map identified as Attachment A.

### C. ZONING:

~~The property is currently zoned RA (Single Family Residential District). Property has been rezoned to Plan Development (PD). Proposals will only be accepted for uses that are residential. The City would consider rezoning of the property provided it is for residential use.~~ Copies of our current zoning ordinance may be found on our website at [www.wyandotte.net](http://www.wyandotte.net).

### D. BUILDING AND SITE CONDITIONS:

The building is currently vacant and is being sold in an "as is" condition without expressed or implied warranty. The City of Wyandotte assumes no responsibility for the environmental conditions, including existing underground conditions of the property.

The City is in the process of performing a Phase I Environmental Assessment on the property. ~~Once this report is completed, A Phase I has been complete on the site -it is available for -will be made available for viewing~~ in the Engineering and Building Department.

## E. DEVELOPMENT OBJECTIVES

1. The City of Wyandotte will consider either a development that utilizes the existing structure or provides demolition of the building. The purchaser is responsible for all work necessary to rehabilitate the structure or provide for demolition, including but not limited to the following: legal, architectural, environmental, engineering, infrastructure, utilities, public right-of-way improvements, legal descriptions and any other related work.
2. A Proposed Development should be consistent with the development objective outlined in the City of Wyandotte's Strategic Plan 2010-2015. This document may be found on City's website at [www.wyandotte.net](http://www.wyandotte.net)

## REQUIRED CONTENT FOR PROPOSALS

### F. QUALIFICATIONS

1. Previous experience: Respondents should present a listing of previously completed projects similar in scope of work of the proposed project.
2. Financial resources: Respondents should submit the names, addresses, telephone numbers and relevant positions of several project and banking references.
3. Participants: Respondents should identify each of the participants involved in the project, identify their roles and provide an overview of their previous experience.
4. Plan of action: Respondents should provide a detailed overview of how the proposal will be implemented. The description should include a detailed, step-by-step schedule for implementation of the project including a projected time schedule and preliminary cost estimates.
5. Financing: Respondents should demonstrate how the project will be financed. A detailed narrative identifying the method of financing, sources of funds and amounts from each source should be provided.

### G. PRELIMINARY SITE PLAN & SCHEMATIC DESIGN

1. In order to review all feasible alternatives, the City will accept multiple preliminary design proposals. Preliminary site plans do not have to be drawn to scale, as they are conceptual. If a proposal is otherwise acceptable, a scaled site plan will be required. A preliminary site plan must accompany each proposal and shall include:
  - a. Proposed layout and use of each floor, including basement.
  - b. Provisions for parking and showing whether covered or uncovered.
  - c. Means of ingress and egress.
  - d. Landscaping plan. The landscaping plan must comply with the City's landscaping ordinance requirements. Regardless of the proposed use, the site plan submitted in response to this request must include a site layout indicating the pavement areas to remain and the pavement areas to be removed.

2. More specific information about the proposed project, i.e., finish construction materials and architectural renderings will aid the city in formulating recommendations to the Mayor and City Council.
3. If possible, provide a visual representation of the proposed development and provide schematic plans that include typical floor plan(s) and elevations of front, side and rear views. Such visual representation need not be elaborate or costly, but should offer a clear picture of the proposed end result.
4. Provide a description of the construction quality, green building techniques (ie, LEED) utilized and any energy efficiency gains produced, and the quality of the internal aesthetics.

#### H. ECONOMIC IMPACT

The respondent must provide a description of the anticipated impact of the proposed project, such as construction and permanent jobs created, estimated total dollar amount invested in the rehabilitation of the property, and the estimated cost of equipment, machinery and furnishings purchased for site. A full market study is not required, but the statement should demonstrate the respondent's understanding of the larger market issues and how the project will be successful within that context.

#### I. PRICE

The proposed bidding price must be written in both words and numerals. Provided the building will remain vacant during remodeling, an escrow deposit would be required for the estimated cost of building repairs and improvements. Your proposal must outline the amount you intend to pay at closing, and the means of financing required for the remainder of the balance. Preference will be given to those bidders with a higher percentage of initial cash to percentage financed.

#### J. EARNEST MONEY DEPOSIT

Proposals in response to this offering shall include a Ten Thousand Dollar (\$10,000.00) deposit in the form of a cashier's check, bank money order, or certified check payable to the "City of Wyandotte". In order to protect the integrity of this solicitation and review process, deposits may be forfeited in cases where acceptable proposals are withdrawn prior to execution of any agreement. This earnest money deposit shall be applied to the purchase price of the successful bidder at the time of closing. All other deposits shall be returned at the discretion of the City Council.

#### K. DISCLOSURE AND ANTI-COLLUSION

Proposal makers must complete the sworn affidavit included in this Request for Qualifications and Proposals, listing all persons, firms or corporations having any interest in the Agreement that would result from acceptance of the proposal, and stating whether any member of the City Council, or Officer, or Employee of the City is directly interested in said proposal (page 12).

## L. STANDARDS

Purchaser understands that in addition to contractual obligations that result from this proposal process, development of the property is subject to all usual codes and ordinances applicable for construction and use, as follows.

1. City of Wyandotte Zoning Ordinance.
2. City of Wyandotte Building Code. The City utilizes the State of Michigan Building Code, 200015 (or current edition(s) at time of construction).
3. Michigan Rehabilitation Code for Existing Buildings

## M. EVALUATION

Responses to this offering will be evaluated for the best combination of the following:

1. Quality of the proposed redevelopment.
2. Experience, qualifications and readiness of the prospective purchaser to redevelop the property.
3. Highest and Best Use of the property determined by impact to the City in terms of dollars invested, positive financial impact for downtown merchants, and long-term tax base generated.
4. Dollar amount bid for the property.
5. A development that is consistent with the City of Wyandotte's Strategic Plan 2010-2015. This document may be found on the City's website at [www.wyandotte.net](http://www.wyandotte.net).

## N. REQUIRED BUILDING IMPROVEMENT DOCUMENTS PRIOR TO CLOSING

1. The successful bidder will be required to submit the following to the City prior to a Purchase Agreement being forwarded to Mayor and City Council: (1) a rehabilitation or demolition/construction schedule with time frames identified and a budget with cost estimates; and (2) a document indicating the ability to finance the project or obtain financing.
2. Prior to closing on the property, the successful bidder must complete the following: (1) rehabilitation or new construction plans must be approved by the City and all required permits pulled; (2) evidence of adequate financing in the form of a bank statement, loan approval or other acceptable documentation; (3) a final rehabilitation budget with a list of contractors and associated costs (based on permits pulled by the contractors); (4) site and landscape plan approved by the Planning Commission.

## INSTRUCTIONS TO PROPOSAL MAKERS

### A. DELIVERY

Proposals with bid deposits in response to this Request for Qualifications and Proposals shall be delivered to the City Clerk, Wyandotte City Hall, 3200 Biddle Avenue, Suite 100, Wyandotte, Michigan, prior to the deadline in a sealed envelope which shall be clearly marked as follows:

**SPECIFICATIONS FOR QUALIFICATIONS AND PROPOSALS FOR  
REDEVELOPMENT OF FORMER MCKINLEY SCHOOL AT 640 PLUM  
STREET IN THE CITY OF WYANDOTTE, MICHIGAN    BID FILE #4630**

### B. DEADLINE

Monday, ~~November 4, 2013~~ \_\_\_\_\_ at 2:00 p.m. Local Time

### C. PRE-PROPOSAL WALK-THROUGH

Friday, ~~October 25, 2013~~ \_\_\_\_\_, from 10:00 a.m. to Noon at 640 Plum, the City will conduct a pre-proposal meeting and tour of the building. All proposal makers are encouraged to attend this meeting.

### D. OPENING

The proposals will be publicly opened and read aloud at Wyandotte City Hall, City Council Chambers, at 2:00 p.m., ~~November 4, 2013~~ \_\_\_\_\_, or as soon thereafter as convenient.

### E. EXPEDITIOUS AGREEMENT

The successful bidder shall expeditiously enter into a purchase agreement, subject to the terms set forth in the specifications, for submission to the City Council.

### F. PROPOSAL SELECTION

The City intends to utilize submittals to these specifications as a method of determining qualifications of purchasers and as an evaluation of the proposals submitted. Interviews of selected purchasers may also be scheduled.

### G. TERMS OF SALES AGREEMENT

The terms of any eventual Agreement of Sale will include, but are not limited to, the following:

1. "As-Is" condition. The property being sold is in "As-Is" condition, without express or implied warranty.
2. Title Insurance. The City of Wyandotte will furnish a Warranty deed. Title insurance must be obtained at the purchaser's expense.
3. Taxes and Prorated Items. The City as Seller shall pay all taxes and assessments, which have become a lien upon the land at the date of the purchase agreement. Current taxes, if any, including current taxes on structures already demolished, shall be prorated and adjusted as of the date of closing in accordance with the "Due Date" basis of the taxing unit in which the property is located.

4. The property is being offered as one parcel.
5. Evidence of adequate financing for rehabilitation or demolition/construction of project.
6. Site plan approval.
7. The purchase agreement will require obtaining a City building permit and submitting a property survey prior to closing. Purchaser will have 120 days from Council acceptance of the Purchase Agreement to obtain a building permit. One (1) thirty (30) day extension may be granted by the City Engineer at his discretion.
8. Purchaser is responsible for the payment of the TWO HUNDRED DOLLAR (\$200.00) closing fee. The closing fee will be paid at the time of closing. .
9. The respondent shall be responsible for obtaining at its sole cost: all permits, standard regulatory approvals, approvals for zoning appeals or regulatory changes of any kind, as well as any required engineering and environmental studies title for the properties, all closing costs, any costs for appraisals, surveys, legal descriptions, and, any other typical development "soft costs".

#### H. RESERVATION

The City, as always, reserves the right to reject any or all responses and the right to waive any formal defects in proposals when deemed in the best interest of the City. Material submitted by respondents to the City becomes the property of the City and may not be returned.

#### I. ADDITIONAL COPIES

This RFQ & P is on file in the Office of the City Clerk and copies are available for download on the City of Wyandotte's Website: [www.wyandotte.net](http://www.wyandotte.net) and also at the Michigan Inter-governmental Trade Network (MITN) website at: [www.mitn.info](http://www.mitn.info)

#### J. INQUIRES

Questions about this proposal shall be submitted, in writing, by \_\_\_\_\_  
~~October 29, 2013~~ at 1:00 p.m. and directed to:

Mark Kowalewski, PE, City Engineer  
 3200 Biddle Avenue, Suite 200, Wyandotte, Michigan  
 734-324-4554, [mkowalewski@wyan.org](mailto:mkowalewski@wyan.org)

Or

Kelly Roberts, Development Coordinator  
 3200 Biddle Avenue, Suite 300, Wyandotte, Michigan  
 734-324-4555, [kroberts@wyan.org](mailto:kroberts@wyan.org)

## AWARD PROCEDURES

### A. ELIGIBILITY FOR AWARD

1. In the event that the city determines that it has received one proposal, which, at the sole determination of the City, is feasible, then the City may make an award for the property under the terms of this RFP. In order to be eligible for such an award, the proposal must be responsive to the RFP. Responsive proposals must follow all guidelines established herein for preparation and submission and achieve goals stated within this RFP.
2. Respondent may be required to make a presentation to the Wyandotte City Council.
3. The City may designate a Review Panel for evaluating the proposal. The size and composition of the Review Panel is the sole responsibility of the City. The Review Panel shall have the opportunity to review all written materials and may request additional written materials or oral presentations from any or all Respondents.
4. The Wyandotte City Council will make the final decision regarding the award of the project. In doing so, the Council retains the right to accept, reject or revise all recommendations, to request additional information from the Review Panel, City Staff, any or all Respondents and to reject all Respondents.

### B. NOTICE OF AWARD

Official notice of award will be sent by U.S. Mail to the address and contact persons listed on the Proposal Signature Sheet. Respondents who are not selected will be similarly notified by U.S. Mail after a proposal has been accepted and approved.

## ADMINISTRATIVE INFORMATION

## Issue Date:

~~October 7, 2013~~TBD

## Issuing Officer:

City of Wyandotte, Department of Engineering and Building  
3200 Biddle Avenue  
Wyandotte, Michigan 48192

## Obtaining RFP:

The RFP is available free of charge from the Michigan Inter-Governmental Trade Network (MITN) website at [www.mitn.info](http://www.mitn.info) the City of Wyandotte's website at [www.wyandotte.net](http://www.wyandotte.net) . All addendums will be listed on these websites.

## Questions and Inquires:

Written questions and inquires will be accepted from respondents and must be submitted by ~~October 29, 2013~~ at 1:00 p.m. Please direct questions to [mkowalewski@wyan.org](mailto:mkowalewski@wyan.org) or [kroberts@wyan.org](mailto:kroberts@wyan.org).

## Deadline:

The deadline for receipt of proposals is 2:00 p.m. local time on Monday, ~~November 4, 2013~~ \_\_\_\_\_ . Proposals will be dated and time stamped upon submission. Use of the U.S. Postal Service, private delivery companies or courier services is undertaken at the sole risk of the Respondent. It is the Respondent's sole responsibility to ensure that the proposal is in the possession of the City by the deadline.

## Submitting Responses to RFP:

All proposals must be delivered to:

The City of Wyandotte will receive proposals at Wyandotte City Hall, City Clerk's Office, 3200 Biddle Avenue, Suite 100, Wyandotte, Michigan.

Please submit one (1) original with original signatures plus two (2) copies totaling three (3) submissions of each proposal and all materials together in one envelope, clearly marked as follows:

**SPECIFICATIONS FOR QUALIFICATIONS AND PROPOSALS  
FOR REDEVELOPMENT OF FORMER MCKINLEY SCHOOL  
AT 640 PLUM STREET IN THE CITY OF WYANDOTTE, MICHIGAN  
BID FILE #4630**

**PROPOSAL SIGNATURE SHEET**

DATE: \_\_\_\_\_, 201~~6~~<sup>3</sup>

TO: The Honorable Mayor and City Council  
Wyandotte City Hall, 3200 Biddle Avenue  
Wyandotte, Michigan 48192

**PROJECT: SPECIFICATIONS FOR QUALIFICATIONS AND PROPOSALS FOR REDEVELOPMENT OF FORMER MCKINLEY SCHOOL AT 640 PLUM IN THE CITY OF WYANDOTTE, MICHIGAN. BID FILE #4630**

**THE UNDERSIGNED HEREBY CERTIFY AS FOLLOWS:  
(each box must be checked by Proposal Maker)**

- INSPECTION: Familiarity with the present condition of premises based on recent inspection.
- COMPREHENSION: Understanding Specifications, including expeditious agreement, Council approval, permits prior to closing, and commitment to develop within six (6) months.
- PROPOSED BUILDING FEATURES: Proposals must be attached.
- BID PRICE FOR PROPERTY: \_\_\_\_\_ Dollars  
(\$\_\_\_\_\_.00)
- EXECUTED ANTI-COLLUSION AFFIDAVIT: to be attached.
- DEPOSIT: Ten Thousand Dollars (\$10,000)  
Check No. \_\_\_\_\_
- SIGNATURE: \_\_\_\_\_  
Name: \_\_\_\_\_  
(please print)  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_
- ADDENDUMS RECEIVED: \_\_\_\_\_

**ANTI-COLLUSION AFFIDAVIT**

Note: The affidavit set forth below MUST be executed on behalf of the proposal maker and furnished with every proposal.

STATE OF MICHIGAN  
COUNTY OF WAYNE

\_\_\_\_\_, being first duly sworn, deposes and says he/she is

the \_\_\_\_\_ of \_\_\_\_\_, the proposal maker  
TITLE (if applicable) NAME OF COMPANY

which has submitted on the \_\_\_\_ day of \_\_\_\_\_, 201~~63~~ to the City of Wyandotte, Michigan, a proposal for the development of the former McKinley School 640 Plum Street in the City of Wyandotte, all as fully set forth in said proposal. The aforementioned proposal maker constitutes the only person, firm or corporation having any interest in said bid or in any contract, benefit or profit which may, might or could accrue to, or grow out of the acceptance in whole or in part of said proposal, except as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiant further states that said proposal is in all respects fair and is submitted without collusion or fraud; and that no member of the City Council, or officer or employee of said City is directly or indirectly interested in said proposal.

\_\_\_\_\_  
Applicant Signature

SWORN TO and subscribed before me, a Notary Public, in and for the aforementioned named State and County this \_\_\_\_ day of \_\_\_\_\_, 2013.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**EXHIBIT A**

**SCHOOL PROPERTY:**

Lots 1 thru 14, Block 179, Plat of Part of Wyandotte as recorded in Liber 1 Page 295.

**PARK PROPERTY:**

Lots 8 thru 14, Block 178 Plat of Part of Wyandotte as recorded in Liber 1 Page 142 and the vacated Cherry Street.

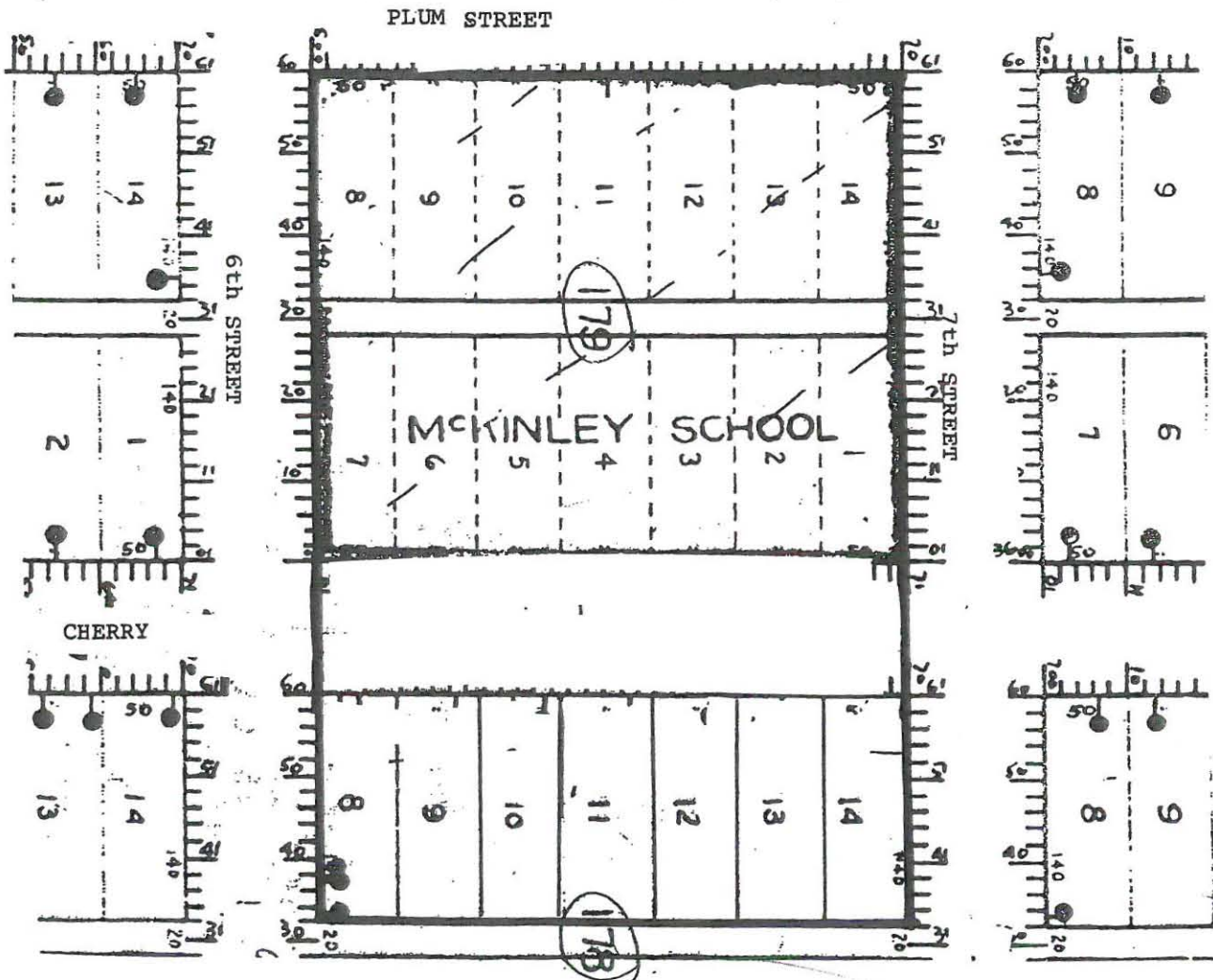
EXHIBIT A

SCHOOL PROPERTY:

Lots 1 thru 14, Block 179, Plat of Part of Wyandotte as recorded in Liber 1 Page 295.

PARK PROPERTY:

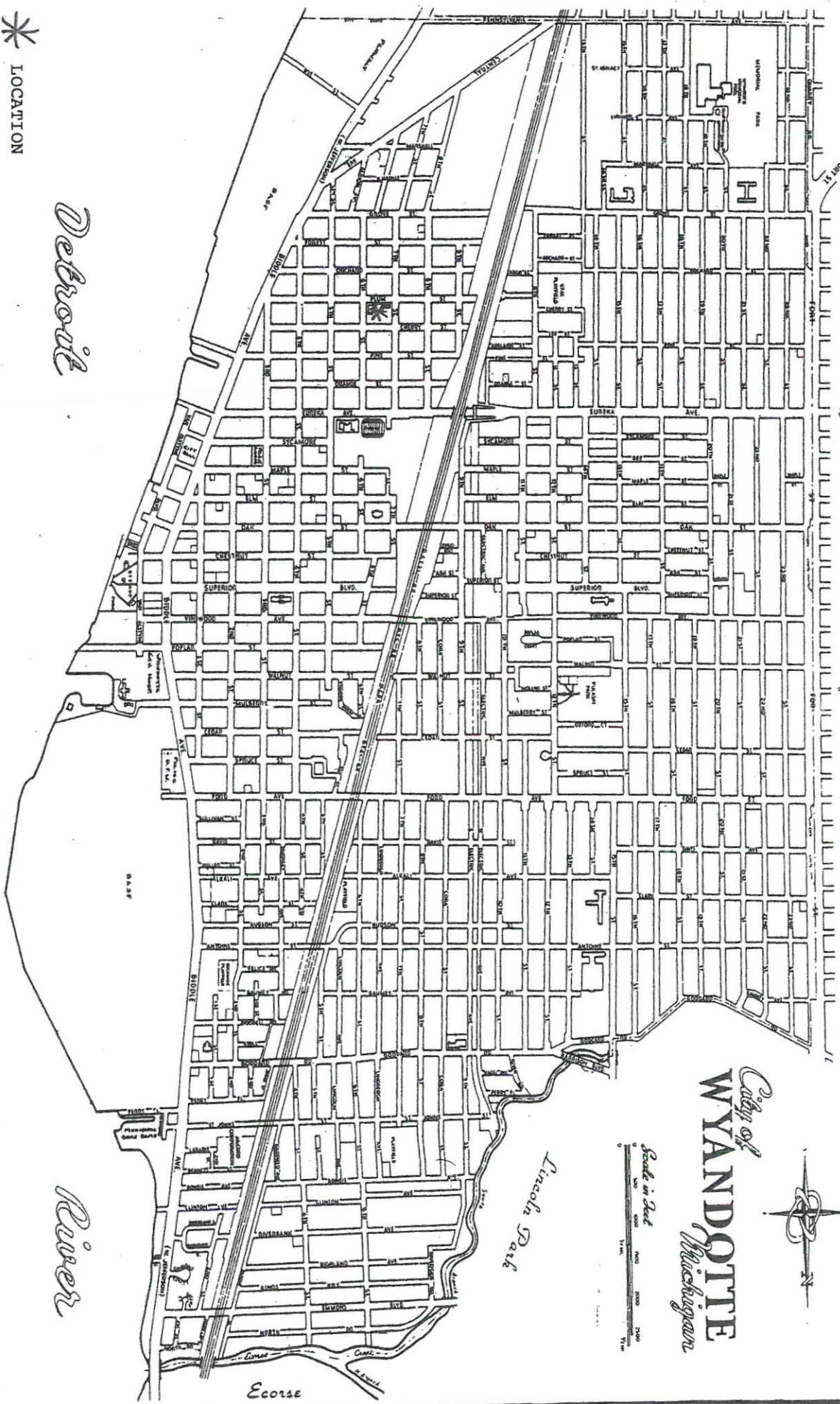
Lots 8 thru 14, Block 178 Plat of Part of Wyandotte as recorded in Liber 1 Page 142 and the vacated Cherry Street.



Riverview

★ LOCATION

Detroit



River

Ecorse

City of  
**WYANDOTTE**  
Michigan

Scale in Feet  
0 500 1000 1500 2000



**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** January 23, 2017

**AGENDA ITEM # 8**

**ITEM:** Annual Permit for Maintenance, Pavement Restoration and Special Events performed in the Wayne County Right of Way

**PRESENTER:** Mark A. Kowalewski, City Engineer



**INDIVIDUALS IN ATTENDANCE:** Mark A. Kowalewski, City Engineer

**BACKGROUND:** The City is required to apply annually for permits from Wayne County for the following activities in the County Right-of-Way:

1. Sanitary sewer inspection, repair, and routine maintenance.
2. Watermain inspection, repair, routine maintenance and installation of residential and commercial water service connections.
3. Repair and replacement of existing sidewalks.
4. Perform street sweeping operations during daylight hours only.
5. Replace and repair pavement cuts due to utility repairs.
6. Temporarily close a county road for a reasonable length of time for a parade, marathon, festival or similar activity
7. Use a county road as a detour of traffic around such activity taking place on a non-county road
8. Place a temporary banner with in the county right-of-way

**STRATEGIC PLAN/GOALS:** n/a

**ACTION REQUESTED:** Approve submission of annual permits and authorize the City Engineer and Police Chief as the position authorized to apply.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** n/a

**IMPLEMENTATION PLAN:** Forward the Resolution to Wayne County

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:**



**LEGAL COUNSEL'S RECOMMENDATION:** Approved as to form. W. Look

**MAYOR'S RECOMMENDATION:**



**LIST OF ATTACHMENTS:** Resolutions and Applications

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

Resolution No. \_\_\_\_\_

At a Regular Meeting of the Wyandotte City Council (Name of Community Governing Board) on January 23, 2017 (date), the following resolution was offered:

**WHEREAS**, the Wyandotte City Council (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 on behalf of the Community.

<u>Name</u>	<u>Title</u>
Mark A. Kowalewski	City Engineer
Dan Grant	Police Chief

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 Wyandotte City Council (name of Community), County of Wayne, Michigan, on January 23, 2017.

I move the adoption of the foregoing resolution.  
#305299-v2

MOTION by Councilperson \_\_\_\_\_

Supported by Councilperson \_\_\_\_\_

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	VanBoxell	_____





## 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.

**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. <b>A-17160</b>	
ISSUE DATE <b>1/1/2017</b>	EXPIRES <b>12/31/2017</b>
REVIEW No.	WORK ORDER

PROJECT NAME  
 WYANDOTTE - SPECIAL EVENTS

LOCATION  
 VARIOUS

CITY/TWP  
 WYANDOTTE

PERMIT HOLDER  
 CITY OF WYANDOTTE  
 3200 BIDDLE AVENUE  
 WYANDOTTE, MI 48192-5915

CONTRACTOR

CONTACT  
 MARK KOWALEWSKI (734) 324-4551

CONTACT  
 <BLANK>

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

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

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

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

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

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

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

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

FINANCIAL SUMMARY		DEPOSITOR	APPROVED PLANS PREPARED BY
PERMIT FEE .....	\$0.00	LETTER OF CREDIT DEPOSITO	PLANS APPROVED BY      DATE PLANS APPROVED
PLAN REVIEW FEE.....	\$0.00		1/1/2017
PARK FEE.....	\$0.00		REQUIRED ATTACHMENTS
OTHER FEE.....	\$0.00		GENERAL CONDITIONS
BOND.....	\$0.00		ANNUAL ROAD SPECIAL EVENTS FOR MUNICIPALITIES
INSPECTION DEPOSIT.....	\$0.00		ANNUAL BANNER PERMIT ATTACHMENT FOR MUNICIPALITIES
OTHER BOND	\$0.00		SAMPLE COMMUNITY RESOLUTION
TOTAL COSTS .....	\$0.00	RULES, SPECIFICATIONS AND PROCEDURES FOR PERMIT CONSTRUCTION - AVAILABLE ONLINE AT	
TOTAL CHECK AMOUNT	\$0.00	www.waynecounty.com/dps_engineering_cpoffice.htm	
CASHIER	DATE		(PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)
	1/1/2017		

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**

MARK KOWALEWSKI      DATE      PREPARED BY  
 PERMIT HOLDER / AUTHORIZED AGENT

<BLANK>      DATE      VALIDATED BY Mr. Ali Aljawad      DATE  
 CONTRACTOR / AUTHORIZED AGENT



**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.

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 23, 2017

AGENDA ITEM # **9**

**ITEM:** COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

**PRESENTER:** Mark A. Kowalewski, City Engineer



**INDIVIDUALS IN ATTENDANCE:** Mark A. Kowalewski

**BACKGROUND:** Based on Wyandotte's population the City receives Community Development Block Grant (CDBG) dollars through Wayne County. The County receives grant dollars via the Housing Urban Development (HUD). The City is anticipating receiving approximately \$137,397 in funding. In the past, these funds have been used for street improvements, youth assistance, housing rehabilitation and administrative costs to run the program. In order to receive these funds, two (2) public hearings are required to seek input from the public. The Engineering Department is requesting the hearings be held on February 13, and February 27, 2017. These public hearings will provide an opportunity for public comment.

The application for this grant program is due on March 1, 2017.

**STRATEGIC PLAN/GOALS:** We are committed to maintaining and developing excellent neighborhoods by matching tools and efforts to the conditions in city neighborhoods; tracking infrastructure conditions in all neighborhoods. The city will work to establish and sustain the quality of street lighting, sidewalks, curbs, gutters and pavement; continuing neighborhood renewal projects, where needed, in order to revitalize structures and infrastructures in residential and commercial areas.

**ACTION REQUESTED:** Adopt a Resolution concurring with the City Engineer to set a public hearing for February 13, 2017.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The grant allows for reimbursement of the City monies spent as part of the CDBG Program.

**IMPLEMENTATION PLAN:** Hold public hearing on February 13, 2017, and February 27, 2017.

**COMMISSION RECOMMENDATION:** n/a

**CITY ADMINISTRATOR'S RECOMMENDATION:**



**LEGAL COUNSEL'S RECOMMENDATION:** n/a

**MAYOR'S RECOMMENDATION:**



**LIST OF ATTACHMENTS:** Notice of Public Hearings

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: January 23, 2017

RESOLUTION by Councilperson \_\_\_\_\_

BE IT RESOLVED BY THE CITY COUNCIL that Council concurs with the City Engineer regarding Community Development Block Grant (CDBG) Funds; AND

BE IT FURTHER RESOLVED that Council has set a Public Hearing for February 13, 2017 and February 27, 2017, to hear public comments on the proposed distribution of 2017 Community Development Block Grant (CDBG) Funds.

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

Supported by Councilperson \_\_\_\_\_

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	VanBoxell	_____

CITY OF WYANDOTTE  
NOTICE OF PUBLIC HEARING

A Public Hearing will be held immediately following the regular session of the Mayor and Council on Monday, February 13, 2017, at 7:00 P.M. in the Council Chambers of the Wyandotte City Hall, 3200 Biddle Avenue, Wyandotte, Michigan. Purpose of the Hearing is to receive suggestions or comments for the 2017 Community Development Block Grant Program (CDBG). The City of Wyandotte expects to receive an estimated \$137,397 in CDBG funding. In addition, the City also plans to request Housing Rehabilitation funds in the amount of \$20,000. Program Income is often generated from the Housing Rehabilitation Program as houses sell and loans are repaid. We anticipate received approximately \$20,000 in Program Income to be generated during the 2017 Program Year. If Program Income is generated, it will be allocated back to the Housing Rehabilitation Program to assist additional homeowners.

The public should note that these figures are an estimate based upon expected allocations to the program. If changes need to be made based on the final allocation received from HUD by Wayne County, then a proportional reduction or increase for all projects will occur.

The primary objectives of the CDBG Program are to assist low to moderate income families directly or provide benefits in areas where 51% of the residents are low to moderate income, such as replacing the urban infrastructure of streets, improve recreational facilities and programs and assist in meeting special needs of the physically disabled.

Citizen comments are welcome. Individuals with disabilities who require special accommodations, auxiliary aids or services to respond to this notice should contact the City Clerk's Office at 734-324-4563. Written comments may be sent to the City Clerk 3200 Biddle Avenue, Wyandotte, Michigan 48192. Responses will be accepted until Monday, February 13, 2017.

Lawrence S. Stec, City Clerk

P.O. No. 011617  
Publish: February 1, 2017  
The News Herald

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 23, 2017

AGENDA ITEM # 10

**ITEM:** Purchase of a Toro Groundsmaster for the Department of Public Service (DPS)

**PRESENTER:** Mark A. Kowalewski, City Engineer



**INDIVIDUALS IN ATTENDANCE:** Mark A. Kowalewski, City Engineer

**BACKGROUND:** Recently, the Department of Public Service (DPS) Tractor #121 transmission failed. The cost to repair the transmission is excessive. Rather than repairing the tractor, the recommendation is to replace the tractor with new equipment.

The cost of a new Toro Groundsmaster via National IPA is \$43,106.54. National IPA is an Inter-Governmental Competitive Solicitation Agency. There are currently 866 non-profit Michigan Agencies participating with National IPA.

**STRATEGIC PLAN/GOALS:** This recommendation is consistent with the 2010-2015 Goals and Objectives of the City of Wyandotte Strategic Plan in committed to creating fiscal stability, streamlining government operations; make government more accountable and transparent to its citizens and making openness, ethics and customer service the cornerstones of our City government.

**ACTION REQUESTED:** Approve acceptance of quote from National IPA in an amount of \$43,106.54.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Account No. 101-448-850-530 DPS, Vehicles: \$26,000; Account No. 101-448-850-540 DPS, Other Equipment \$17,106.54 (\$2,106.54 carry forward from 2016 budget).

**IMPLEMENTATION PLAN:** Purchase Toro Groundsmaster for utilization by the DPS.

**COMMISSION RECOMMENDATION:** n/a

**CITY ADMINISTRATOR'S RECOMMENDATION:**



**LEGAL COUNSEL'S RECOMMENDATION:**

**MAYOR'S RECOMMENDATION:**



**LIST OF ATTACHMENTS:** National IPA Contracting Process, Toro Bid

**MODEL RESOLUTION:**

RESOLUTION

Wyandotte, Michigan  
Date: January 23, 2017

RESOLUTION by Councilperson \_\_\_\_\_

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL that the communication from the City Engineer regarding purchasing one (1) Toro Groundskeeper is hereby received and placed on file; AND

BE IT FURTHER RESOLVED that Council approves the purchase of said Toro Groundskeeper thru National IPA from Spartan Distributors, Sparta, Michigan, in the amount of \$43,106.54 from account no.101-448-850-530 \$26,000.00 and 101-448-850-540 \$17,106.54.

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

Supported by Councilperson \_\_\_\_\_

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	VanBoxell	_____



January 18, 2017

487 W Division Street  
PO Box 246  
Sparta, MI 49345  
616.887.7301  
Fax: 616.887.6288  
  
1050 Opdyke Road  
Auburn Hills, MI 48326  
248.373.8800  
Fax: 248.373.8899

City of Wyandotte  
Attn: Dave Rothermal  
4201 – 13<sup>th</sup>  
Wyandotte, MI 48192

Dear Dave,

We are pleased to provide a quote on the following equipment:

<b>(1) TORO Groundsmaster 7210 (Tier 4) (#30695)</b>	<b>\$ 38,146.54</b>
• (1) 12V Power Port/Electrical Accessory Kit (#30382)	
• (1) Polar Trac Cab (#30474)	
• (1) Polar Trac Kit (#30675)	
<b>(1) M&amp;B 60" Broom (#MCT)</b>	<b>\$ 4,960.00</b>
<b>Equipment Total</b>	<b>\$ 43,106.54</b>

The above TORO prices are based on National IPA Contracts #R141201 and #120535

Spartan Distributors, as well as many other distributors, has been eliminated from MiDeal/Michigan State Contract. Spartan Distributors participates in a similar national purchasing cooperative (National IPA).

---

Pricing is firm for 30 days from date of quotation.

DELIVERY: As Arranged

TERMS: Net 30 Days

---

Thank you for your interest in our line of equipment. If you have any questions, please feel free to call me at 800-822-2216.

Sincerely,

*Michael Brannigan*

Michael Brannigan  
Commercial Sales

MB/jgm

PURE MICHIGAN®

## Trac System

### Engine

**Model:** Kubota®, 3-cylinder, diesel  
**Rating:** 35 bhp (26 kW) turbo  
**Cooling:** Liquid  
**Displacement:** 1123 cu. in. (18.4 liter)  
**Fuel capacity:** 11.5 gallon (43.5 liter)

---

### Traction Unit

**Transmission:** Direct drive to engine, integrates dual wheel motor pumps and hydraulic clutch directly mounted to engine  
**PTO Clutch:** Hydraulically actuated wet multi-disc clutch  
**Wheel Drive:** Independent high-torque, low-speed wheel motors with 310cc displacement  
**Steering:** Adjustable twin sticks with high performance CYB® hydraulic dampers  
**Instrumentation:** Hour meter, glow plug, temperature, oil pressure, alternator  
**Seat:** High back cushion, adjustable for operator weight, seat back angle, fore/aft position, lumbar support and armrest height  
**ROPS:** 2-post foldable

---

### Electrical

**Battery:** 12 volt, 540 CCA  
**Alternator:** 40 amp  
**Interlock:** Traction neutral, operator presence, parking brake, PTO on, auxiliary hydraulics on, high temp and overtemp

---

**Track System:** Three wheels distribute weight over each track; front two wheels are mounted to a

walking axle permitting motion without losing track tension

**Track Tread:** Kevlar reinforced rubber compound

**Ground Speed:** 0-8 mph (12.9 km/h)

**Attachment System:** Quick-connect allows swapping of attachments without tools; discharge chute or the angular position of both the rotary broom and straight blade

**Attachment Controls:** Two foot pedals; Left pedal: Raise/Lower/Hold/Float; Right pedal: Attachment angle control-right/left

**Snow Attachments:** 53" (135 cm) Snowblower, 60" (152 cm) rotary broom, 60" (152 cm) angled snow blade and 48" (122 cm) V-plow

**Polar Trac Cab:** ROPS certified, tinted safety glass, includes heater/pressurizer, front wiper, dome light, upholstered interior, floor mat, rubber isolator mounts

**Cab Light System:** Work/road lights, turn signals, flashers and tail lamps

---

### Dimensions

**Width:** 49.5" (126 cm)

**Length:** 91" (231 cm) from rear bumper to front quick connect system

**Height:** 78" (198 cm) to top of cab

**Track Connect Length:** 40" (102 cm)

**Weight:** Groundsmaster 7210: 2320 lbs. (1052 kg)

---

### Safety Certifications

OSHA 1928.51, SAE J1194, CSA B352.1, ANSI/ASAE S279.12

---

## Accessories

### Rotary Broom, M-B Model MCT

**Type:** Windrow type, front mounted mechanical drive broom. Hydraulic angling, 30 degrees left and right

**Swing:** Swing pivot inline with 50 degree CV joint

**Broom Size:** 25" (63.5 cm) diameter brush, 60" (152 cm) width

**Brush:** Sectional brush with choice of polypropylene, wire or combination radial segments

**Shipping Weight:** 60" Broom: 500 lbs (227 kg)

**Options:** Hydraulic Swing Cylinder, Electric Swing Mechanism, Dirt Deflector, Storage Stands

## Attachments

53" (133 cm) Snow Blower



60" (150 cm) Rotary Broom



48" (120 cm) V-Plow



60" (150 cm) Angled Snow Blade



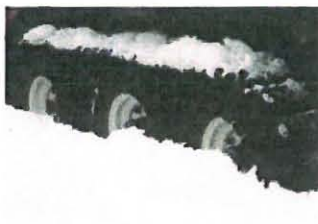
## Exclusive features.



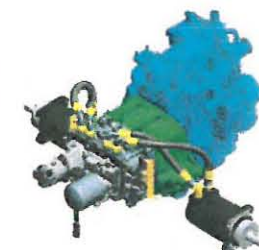
Two foot-pedal controls simplify the snow attachment operation.



Quick-connect attachment system allows swapping of attachments without tools.



The articulating rubber track system maximizes traction.



The integrated direct-drive transmission reduces maintenance and improves durability.

## Ready for anything.

The Polar Trac cab was designed to increase productivity by making the operator as safe and comfortable as possible. The spacious ROPS certified cab offers large windows for a clear visibility of attachments and surroundings. The zero-turn stick operation, easy two-pedal attachment controls and deluxe suspension seat ensure operator comfort and reduced fatigue. No matter what the winter brings, you'll be ready with the Toro Polar Trac System.



## Specifications Cont'd.

### SWING

- Broom capable of sweeping 30° left or right of center, with provisions to hold broom in the 0° position.
- Brush frame includes the pivot points for mounting to the swing frame.
- Hydraulic Swing - Hydraulic cylinder only, customer must provide hydraulic hoses, coupler, and valve to swing cylinder.

### BRUSH

- 25" diameter in 48" (4') or 60" (5') widths.
- Refillable core with flat wafers type segments, alternating with brush hubs functioning as spacers.
- Spacers manufactured from 20-gauge mild steel strap, 2" wide.

### BRUSH HOOD

- Manufactured from 16-gauge steel with both ends covered by formed 12-gauge steel end plates mounted to the brush frame.
- Covers 140° of the brush circumference.
- Has a formed edge fold for strength.
- Pre-drilled for deflector installation on leading edge.

### FINISH

- Steel surfaces undergo a phosphatizing acid bath to clean and etch the surfaces to provide a superior coating adhesion.
- One coat of epoxy primer and one coat of polyurethane topcoat.
- Painted MB Yellow.

## Available Options

- **Dirt Deflector** : Rubber sheet with support skeleton bolted to the front of the brush hood to reduce the height of material discharge.
- **Custom Mount**
- **Sight Indicators**



### WARRANTY

- Equipment warranted against defective materials and workmanship for a period of twelve (12) months after machine is put into service.
- Warranty includes ninety (90) day replacement or repair of defective parts and the associated labor to perform the repairs.



## M-B Companies Attachment Division

1615 Wisconsin Avenue • New Holstein, Wisconsin 53061

Phone: 1-800-558-5800 • Fax: 920-898-1085 • [www.m-bco.com](http://www.m-bco.com)

# TOUGH BROOM

# MCT

*Mechanical Broom attachment for Commercial Turf*



## Specifications

### GENERAL

- Mechanically driven rotary angle broom.
- Brush lift provided by the mower deck arms.
- Broom speed variable up to 200 RPM.
- Includes commercial mechanical mower front mount.

### FRAME

- 2.0" O.D. Schedule 80 round tubular cross member.
- Two brush arms formed from 3/16" steel plate support drive motor(s), brush core, motor guard(s), and bearing supports.
- Heavy-duty, self-aligning flange-type bearings support broom.
- Two 4.80 x 8 - 6-ply caster wheels are mounted behind the brush frame and travel in the swept path.
- Caster supports formed from 3/16" steel plate.
- Casters rotate 360° for maneuverability.
- Threaded adjustable link to compensate for brush wear.

- Frame formed from 3/8" steel plate with two caster supports.
- Storage stands simplify mounting and removal of broom from deck arms and provide support for unit during storage, extending brush life.

### DRIVE

- Core coupled to the driveline with a #50 roller chain.
- Driveshaft from prime mover PTO connects to broom 7:1 CCW or 8.25:1 CW, 3/4" input shaft gearbox that drives jackshaft, sprockets and chain.
- Core designed so that it can be installed with either end to the left or right with no effect on sweeping performance.
- Mechanical driveline fully shielded.

## About National IPA

National IPA saves you time and money. Participating in the cooperative buying power of more than **45,000** entities allows you to pay less for products and reduce administrative costs, which helps you do more with less. So why is National IPA so effective at creating more economical buying opportunities for you? Because we offer strength in numbers and years of government purchasing experience, you can have confidence in every contract.



Contracts are competitively solicited, evaluated and awarded by a government entity acting as the lead agency.

Contracts are awarded utilizing industry best practices, processes and procedures, ensuring maximum value and absolute security with complete transparency of the process.

Most experienced cooperative team in public procurement, cooperative purchasing and supply chain management.

Founding Member of National Coalition for Public Procurement.

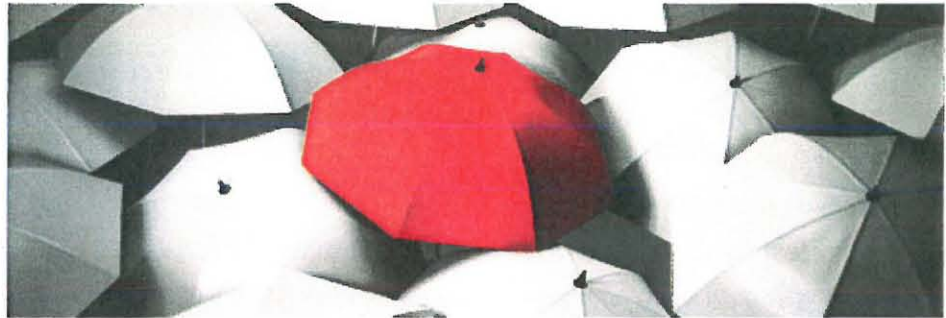
Robust portfolio of quality contracts.

In these days of dwindling dollars, you want a partner who can help strengthen your buying position, reliably and consistently.

# What Differentiates National IPA?

## Portfolio

National IPA has the most robust portfolio of quality contracts in the cooperative space! Our agreement portfolio has everything your organization needs to run efficiently and effectively.



## People

National IPA has the most experienced cooperative team in public procurement, cooperative purchasing and supply chain management. With over **145** combined years of public procurement experience and over **260** years of cooperative purchasing experience, you can trust that you are in good hands with our team!

## Process

Contracts are competitively solicited and publicly awarded by a government entity. Awards are made utilizing the best processes and procedures ensuring maximum value and absolute security with complete transparency of the process. The Lead Agency Model is considered to be a best practice in the industry!

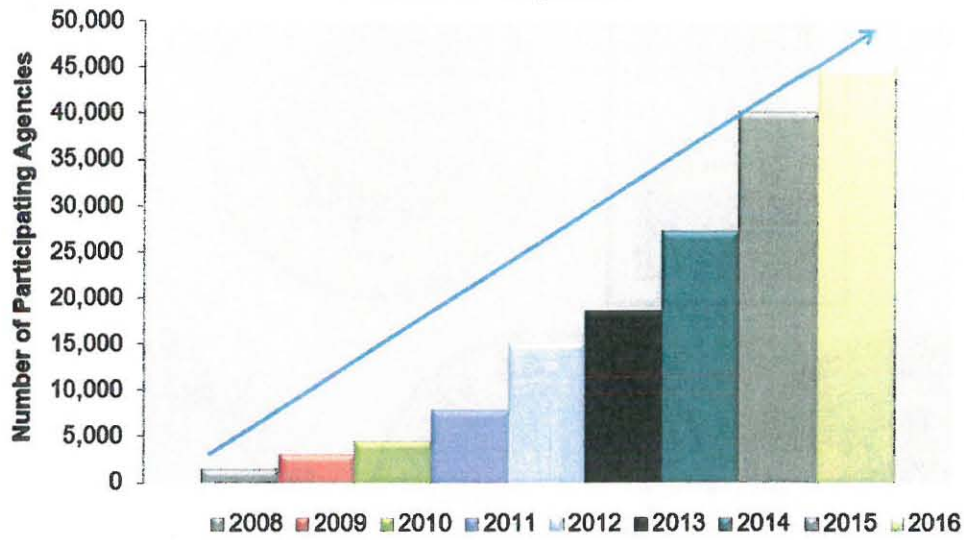
## Participation

Participating in the cooperative buying power of more than 45,000 entities allows you to pay less for products and reduce administrative costs, which helps you do more with less! We are the fastest growing in the market, resulting in the largest purchasing power to save you valuable time and resources!

Our partners are nationally-recognized, industry leading suppliers and manufacturers. You don't have to sacrifice great quality for a great price!

**Some of our top-notch partners include:**

### National IPA Participant Growth Jan 2008 – Sept 2016



## Partners

### Principal Lead Agencies

Our lead agencies are considered to be the best in public procurement. They adhere to the highest standards of procurement so you can feel secure knowing that you are in full compliance of industry regulations!



### Award Winning Agencies



The following lead agencies are proud recipients of the 2015 Achievement of Excellence in Procurement (APE) Award:

**City of Fort Worth, TX**

**City of Las Vegas, NV**

**City of Rochester Hills, MI**

**City of San Diego, CA**

**City of Tucson, AZ**

**Norfolk Public Schools - Norfolk, VA**

## Lead Agency Contracting Process



All agreements offered through National IPA are awarded via a thorough Request for Proposal (RFP) competitive solicitation by a public agency/governmental entity (e.g. state, city, university or school district). The contract is the foundation of National IPA and sets us apart from other cooperatives. In order for even the most difficult procurement, National IPA ensures that its practices, processes and procedures are

## The Cooperative Contracting Process

1. The lead agency prepares a competitive solicitation, incorporating language to make the agreement accessible nationally to agencies in states that allow intergovernmental (i.e.: "piggyback") contract usage.
2. The lead agency issues the solicitation and any required amendments and notifications, and conducts pre-proposal conferences/meetings.
3. Interested suppliers respond to the solicitation.
4. The lead agency evaluates the responses, negotiates the final terms and conditions and ultimately awards the master agreement.
5. All documentation is posted on the National IPA website and made available to the public.

National IPA is committed to the integrity of the procurement process. Access to solicitation and award documentation is always available in the Documentation sections of each awarded agreement. No FOIA or special request necessary.

The lead agency procurement teams and the National IPA team of certified public procurement officials

are available to answer any questions you may have or discuss the process in detail.

## The Lead Agencies

The lead agencies who currently solicit and award cooperative contracts available through National IPA are considered some of the best procurement teams in the nation. National IPA is honored to be partnered with the best-of-the-best when it comes to process, procedures and industry leaders.



# Guide Sheet

## FIRST READING OF AN ORDINANCE

#1445

AN ORDINANCE ENTITLED  
AN ORDINANCE TO AMEND THE CITY OF WYANDOTTE  
ZONING ORDINANCE TO REZONE THE PROPERTY KNOWN AS  
PART OF 1128 EUREKA FROM NEIGHBORHOOD BUSINESS DISTRICT (B-1)  
TO GENERAL BUSINESS DISTRICT (B-2)

AN ORDINANCE ENTITLED

AN ORDINANCE TO AMEND THE CITY OF WYANDOTTE ZONING  
ORDINANCE TO REZONE THE PROPERTY KNOWN AS  
PART OF 1128 EUREKA FROM NEIGHBORHOOD BUSINESS DISTRICT (B-1)  
TO GENERAL BUSINESS DISTRICT (B-2).

THE CITY OF WYANDOTTE ORDAINS:

Section 1. Rezoning of Property:

The following described property located in the City of Wyandotte, County of Wayne, State of Michigan, and described as follows:

Lots 10 and 12, Block 314 Hurst and Post's Subdivision

Known as: Part of 1128 Eureka, Wyandotte, Michigan

be and is hereby rezoned from Neighborhood Business District (B-1) to General Business District (B-2).

Section 2. Amendment of Zoning Map.

The zoning Map of the City of Wyandotte be and is hereby amended in accordance with the provisions of this Ordinance as set forth in Zoning Map. No. 290

Section 3. Severability.

All Ordinances or parts of Ordinances in conflict herein are hereby repealed, only to the extent to give this Ordinance full force and effect.

Section 4. Effective Date.

This ordinance shall be published along with the notice of adoption in a newspaper generally circulated in the City of Wyandotte within ten (10) days after adoption and shall take effect fifteen (15) days after its adoption or seven (7) days after publication whichever is later. The notice of adoption shall include the text of the amendment, the effective date of the Ordinance, and the place and time where a copy of the Ordinance may be purchased or inspected.

On the question, "SHALL THIS ORDINANCE NOW PASS?", the following vote was recorded:

YEAS	COUNCILMEN	NAYS
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	Van Boxell	_____

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

I hereby approve the adoption of the foregoing ordinance this \_\_\_\_\_ day of January, 2017.

**CERTIFICATE**

We, the undersigned, JOSEPH R. PETERSON and LAWRENCE STEC, respectively the Mayor and City Clerk of the City of Wyandotte, do hereby certify that the foregoing Ordinance was duly passed by the Council of the City of Wyandotte, at a regular session thereof on Monday, the \_\_\_\_ day of January, 2017.

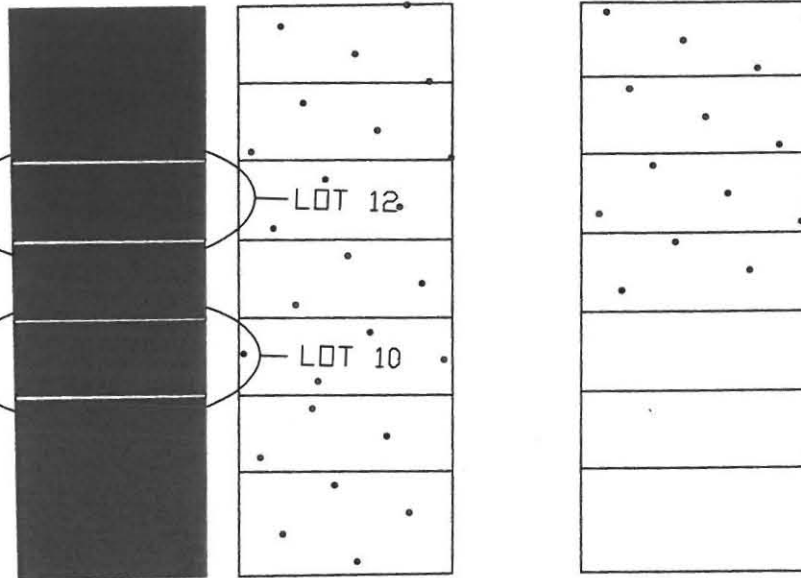
Dated: January \_\_\_\_\_, 2017

\_\_\_\_\_  
**JOSEPH R. PETERSON**, Mayor

\_\_\_\_\_  
**LAWRENCE STEC**, City Clerk

EUREKA AVENUE

TWELFTH STREET

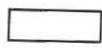
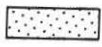



ELEVENTH STREET

LIMITS OF AMENDED DISTRICT



NOT TO SCALE

-  RA ONE FAMILY RESIDENTIAL DISTRICT
-  RM-1 MULTIPLE FAMILY RESIDENTIAL DISTRICT
-  B-2 GENERAL BUSINESS DISTRICT

CITY OF WYANDOTTE, MICHIGAN  
AMENDED ZONING MAP NO. 290

ORDINANCE NO. **1445**  
DATED **January 23, 2017**

MAYOR: \_\_\_\_\_  
JOSEPH R. PETERSON

CLERK: \_\_\_\_\_  
LARRY STEC

# Reports & Minutes

1

January 9, 2017

## CITY OF WYANDOTTE REGULAR CITY COUNCIL MEETING

A Regular Session of the Wyandotte City Council was held in Council Chambers, on Monday, January 9, 2017, and was called to order at 7:00pm with Honorable Mayor Joseph R. Peterson presiding.

The meeting began with the Pledge of Allegiance, followed by roll call.

---

Present: Councilpersons Sheri Fricke, Daniel Galeski, Ted Miciura, Leonard Sabuda, Donald Schultz, and Kevin VanBoxell

Absent: Thomas Woodruff, City Assessor

Also Present: Todd Browning, City Treasurer; William Look, City Attorney; Mark Kowalewski, City Engineer; and Lawrence Stec, City Clerk

---

### PRESENTATIONS

- Presentation of Outdoor Holiday Lighting & Decorating Awards by the Wyandotte Beautification Commission
- Presentation by Mary Fisher-Bohling and Anita Twardesky of the Downriver Linked Greenways Initiative (DLGI) and Tyler Klifman from the Southeast Michigan Council of Governments (SEMCOG).

### UNFINISHED BUSINESS

None

### COMMUNICATIONS MISCELLANEOUS

None

### PERSONS IN THE AUDIENCE

None

### NEW BUSINESS (ELECTED OFFICIALS)

None

### COMMUNICATIONS FROM CITY AND OTHER OFFICIALS

Discussion regarding Resolution #2017-2 thru 2017-14

### PRESENTATION OF PETITIONS

None

### REPORTS & MINUTES

City Council	December 19, 2016
Beautification Commission – Special Meeting	December 14, 2016
Daily Cash Receipt	December 20, 2016 & Jan. 5, 2017
Design Review Committee	December 20, 2016
Recreation Commission	December 13, 2016
Zoning Board of Appeals & Adjustment	December 7, 2016

### CITIZENS PARTICIPATION

None

### RECESS

**RECONVENE**

Present: Councilpersons Fricke, Galeski, Miciura, Sabuda, Schultz, VanBoxell, and Mayor Joseph R. Peterson

Absent: Thomas Woodruff, City Assessor

Also Present: Todd Browning, City Treasurer; William Look, City Attorney; Mark Kowalewski, City Engineer; and Lawrence Stec, City Clerk

**HEARINGS**

None

**FIRST & FINAL READING OF AN ORDINANCE**

None

**RESOLUTIONS****2017-1 MINUTES**

By Councilperson VanBoxell, supported by Councilperson Schultz

RESOLVED that the minutes of the meeting held under the date of December 19, 2016, be approved as recorded.

Motion unanimously carried.

**2017-2 YEARLY TRAINING BUDGET – BOARDS & COMMISSIONS**

By Councilperson VanBoxell, supported by Councilperson Schultz

WHEREAS, the MEDC has developed a program for certifying Redevelopment Ready Communities, and the City of Wyandotte desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

WHEREAS, the City of Wyandotte has engaged in the MEDC Redevelopment Ready Communities Program, in order receive Redevelopment Ready Communities Certification from the MEDC.

NOW, THEREFORE, BE IT HERBY RESOLVED, that the City of Wyandotte, Michigan through its City Council, accepts the Wyandotte's Yearly Training Budget for Boards & Commissions as written.

Motion unanimously carried.

**2017-3 ANNUAL PROCUREMENT RULES & POLICIES**

By Councilperson VanBoxell, supported by Councilperson Schultz

Whereas the amended City Charter requires the City Council to annually adopt the procurement rules and policies to be used by City departments, the City Council officials adopts the procurement procedure as written below:

**SUMMARY****FORMAL BID PROCESS****Approval/Authorization Process - \$10,000 and over**

1. Use Competitive Sealed Bidding Procedure
2. User department prepares specifications (including drawings, profiles, plans, estimates, etc.)
3. User submits specifications, vendor list, account number, budgeted amount, and proof of solicitation to City Clerk.
4. City Clerk submits specifications, vendor list, account number, budgeted amount, proof of advertisement for sealed bid, and bid opening date to the City Administrator for an authorization to proceed to the City Council.
5. City Council approves the purchase and the awarding of the bid.

**WRITTEN QUOTE PROCESS**

**Approval/Authorization Process - \$5,000 - \$9,999**

1. User department secures a minimum of three (3) written quotes. The written quotes will be valid ninety (90) days from the date of receipt
2. Quotes are submitted to the City Clerk with recommendation.
3. City Clerk submits recommendation and written quotes to the City Administrator for an authorization to proceed.
4. City Council approves the purchase (by approving the submitted “bills and accounts”)

**VERBAL QUOTE PROCESS****Approval/Authorization Process - \$0 - \$4,999**

1. User department secures a minimum of three (3) verbal quotes. Verbal quotes will be valid ninety (90) days from the date of receipt.
2. Quotes are submitted to the City Clerk with recommendation.
3. City Clerk submits recommendation and written quotes to the City Administrator for an authorization to proceed.
4. City Council approves the purchase (by approving the submitted “bills and accounts”)

**Competitive Sealed Bidding Procedures**

All contracts of the City for the purchase of goods, materials, supplies, equipment, and contractual services in excess of \$10,000 shall be awarded by competitive sealed bidding except as otherwise provided below (Sole Source Procurement, Emergency Procurement, Professional Services, Cooperative Purchasing).

- A. **Invitation to Bid** – An invitation for bids shall be issued to prospective bidders and shall include specifications, and all contractual terms and conditions applicable to the procurement
- B. **Bid Solicitation** – Public notice of the invitation for bids shall not be less than fourteen (14) calendar days prior to the date set forth for the opening of the bids. Such notice shall be publicized on the Michigan Inter-Governmental Trade Network (MITN) and the City’s website. Additional publications in trade specific journals or newspapers of general circulation could also be used when deemed advantageous (as determined by the user department) to attracting additional bidders. The public notice shall state the place, date, and time of the bid opening.
- C. **Bid Opening and Tabulation** – Bids shall be opened publicly by the City Clerk or City Clerk’s designee. A bid tabulation will be prepared by the user department. After review by the user department, the user department will provide a recommendation as to the lowest responsible bidder. The user department shall submit a recommendation to the City Administrator within thirty (30) days for consideration by the City Council. All bid recommendations shall be forwarded to the City Council within forty-five (45) days following bid opening.
- D. **Bid Bonds** – When deemed necessary by the user department and the Department of Legal Affairs, bid bonds may be required in the solicitation of a bid. Unsuccessful bidders shall be entitled to the return of their bid bond following contract agreement by the successful bidder. Bid bonds will be returned by the City Clerk’s Office after the bid is awarded by the City Council. Successful bidders failing to enter into a contract within twenty (20) days after award will forfeit their deposits.
- E. **Bid Acceptance and Bid Evaluation** – Bids shall be unconditionally accepted without alteration or correction except as outlined below. Bids shall be evaluated based on the requirements set forth in the specifications, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered for evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The

specifications shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that are not set forth in the specifications.

- F. Bid Rejection – The City Council may reject any or all bids or parts of bids when the public interest would be best served by rebidding.
- G. Bid Award – Only the City Council has the power to award a bid over \$10,000 as stated in the competitive sealed bid procedures. Bids will be awarded to the lowest responsible bidder whose bid meets the requirements and criteria set forth in the specifications. Factors to be used in bid award include, but are not limited to:
  - a. Previous work performance;
  - b. Reliability, skill, qualifications and integrity of bidder;
  - c. Bid price;
  - d. Cleanliness;
  - e. Sufficiency of equipment, fitness and responsibility or capacity to perform the work or furnish the supplies at the bid price;
  - f. Insurance and licenses when required by law in a form and amount satisfactory to the City;
  - g. References and experience of the bidder;
  - h. Good communication and compliance with the bid requirements set forth in the specifications;
  - i. Wyandotte-based business and consideration of the Wyandotte-based business preference (2%) as enumerated in the attached City Council Resolution dated July 24, 2006.
  - j. Any other criteria that the City, in its sole discretion, feels are necessary for the bid.
- H. Correction or Withdrawal of Bids - Correction or withdrawal of inadvertently erroneous bids may be permitted before the bid opening. Mistakes discovered before bid opening may be modified or withdrawn by written notice received by the Clerk’s Office prior to the time set for bid opening. After the bid opening, no changes or corrections are permitted to the bid prices or other provisions of bids prejudicial to the interest of the City or fair competition.
- I. Cancellation of Award – Cancellation of awards or contracts may be permitted where appropriate. Such cancellations must be submitted to the City Council with full explanation for consideration.
- J. Award to Other Than Low Bidder – When the bid award is not given to the lowest bidder meeting specifications, a full and complete statement of the reasons for placing the order elsewhere will be prepared by the department head and submitted to the City Administrator for submission to the City Council. A formal resolution stating reasons for award to other than the lowest bidder meeting specifications shall be prepared and submitted for consideration to the City Council.
- K. Wyandotte-based Vendors –consideration should be given to the Wyandotte-based business preference (2%) as enumerated in the attached City Council Resolution dated July 24, 2006.
- L. Tie Bids - Vendors – If two (2) or more bids received are for the same unit price, quality and service being equal, the contract will be awarded to the vendor whose bid is deemed most advantageous by the City Council.
- M. Prohibition against Subdivision – No contract or purchase shall be subdivided to avoid the provision of the procurement procedures adopted by the City Council.

- n. No Timely Bid Received – If no timely bid is received after bid notices have been published on any supplies, materials, equipment, or contractual services, the City Council may direct the City Administrator and department user to negotiate a contract with a prospective vendor or secure the item by solicitation of bids.
- o. Contract Coordination – Upon bid award, the department user will coordinate contract execution between the successful bidder and the City. The City Clerk will insure that all contract documents are completed with one complete set of original documents filed in the City Clerk's Office.
- p. Payment – Following the receipt of the goods or services and invoice, the Finance Department will make payment. Notice to the Finance Department will consist of the invoice approved by the proper department head. Any discrepancy between the invoice and the approved contract amount shall be reported to the City Administrator for review and discussion before payment.

#### Waiver of Competitive Bidding

The City Council may waive the requirement for competitive bidding, only when authorized by law, for the purchase of supplies, materials, equipment or contractual services when some material feature or characteristic of the item or service is unique in nature. The user department shall submit a full and complete statement of the reasons for waiving competitive bidding to the City Administrator for consideration by the City Council.

#### Sole Source Procurement

A bid may be awarded without competition when the City Administrator determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service, or construction. The City Administrator shall conduct negotiations, as appropriate, as to price, delivery, and terms. A record of sole source procurements shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the identification number of each bid file. Sole source purchases shall be submitted to the City Council for authorization and approval.

#### Emergency Procurements

Notwithstanding any other provisions of this Manual, the City Administrator may make an emergency procurement not to exceed \$20,000 for materials, equipment, supplies, services, contractual services or construction items when there exists a threat to public health, welfare, and safety, or significant disruption of operations of the department and delivery of services provided that such emergency procurements shall be made with such competition as practical under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be submitted to the City Administrator for approval with a copy to be included in the bid file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file. Emergency procurements shall be submitted to the City Council for approval.

#### Intergovernmental (Cooperative) Purchases

The purpose of cooperative purchasing is to obtain lower prices from volume buying and to create a demand large enough to encourage suppliers to offer commodities and equipment at the lowest available price. The City may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any equipment, supplies, services, or construction with one or more governmental agencies. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts between local governments and open-ended State or Federal governmental contracts which may be available to local governments. Only if authorized by law, the use of cooperative purchasing programs will not require a competitive bid process be conducted as long as a similar competitive bid process was conducted by the sponsoring governmental or trade agency.

#### Professional Services

For the purpose of procuring professional services, the low bidder requirement will not be paramount in the procurement decision. All professional services where the estimated cost will exceed \$10,000 shall be purchased by formal written contract approved by the City Council. Due notice inviting proposals for professional services will be required only if a specific request for solicitation of bids is made by the City Council by resolution.

Professional services include, but are not limited to, the following disciplines:

- A. Appraisal services;
- B. Architectural services;
- C. Consulting services;
- D. Data processing consulting and programming services;
- E. Engineering services;
- F. Financial, accounting, and auditing services;
- G. Legal services;
- H. Insurance services;
- I. Personnel services;
- J. Photographic, art or marketing services;
- K. Testing and inspection services;
- L. Physician services;
- M. Items as determined by the City Council

Motion unanimously carried.

#### **2017-4 WFD PURCHASE TIRES**

By Councilperson VanBoxell, supported by Councilperson Schultz

WHEREAS the Fire Commission and Fire Chief are recommending the purchase and installation of ten (10) tires for the Wyandotte Fire Department's 2003 Peirce ladder truck from Shrader Tire and Oil.

BE IT RESOLVED that Council approves the purchase and installation of tires for the ladder truck in the amount of \$7,161.65, with funds to be supplied from the FY2017 Vehicle Maintenance Account (#101-336-825-430).

Motion unanimously carried.

#### **2017-5 SLIP LINING SEWERS**

By Councilperson VanBoxell, supported by Councilperson Schultz

BE IT RESOLVED that Council concurs with the recommendation of the City Engineer regarding approving LiquiForce to slip line seven (7) sewer lines for \$ 151,973.80 from account no. 590-200-926-310; AND

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the necessary Contract as presented to City Council.

Motion unanimously carried.

#### **2017-6 APPROVE REZONING APPLICATION – 1128 EUREKA**

By Councilperson VanBoxell, supported by Councilperson Schultz

BE IT RESOLVED that the communication from the Planning Commission regarding the rezoning of the property known as part of 1128 Eureka, Wyandotte, is hereby received and placed on file; AND THEREFORE, BE IT RESOLVED that Council concurs with the recommendation of the Planning Commission and approves the requested rezoning application for the property known as part of 1128 Eureka, Wyandotte, Michigan to General Business District (B-2); AND

BE IT FURTHER RESOLVED that said rezoning be referred to Department of Legal Affairs to prepare the proper ordinance change.

Motion unanimously carried.

### 2017-7 DUMPSTER FEES

By Councilperson VanBoxell, supported by Councilperson Schultz

BE IT RESOLVED that Council concurs in the recommendation of the City Engineer regarding dumpster pick-up charges in accordance with Chapter 14, Garbage, Trash and Weeds, Section 14-5 Commercial Rubbish; AND

BE IT FURTHER RESOLVED that Council approves the Proposed 2017 Monthly Dumpster Fees for non-portable receptacles (dumpster) effective February 1, 2017, as outlined below:

#### PROPOSED 2017 MONTHLY DUMPSTER FEES

	<u>Pick-up Once a Week</u>	<u>Pick-up Twice a Week</u>	<u>Pick-up Three Times a Week</u>
2 c.y.	\$ 42.50	\$ 65.50	\$ 94.00
3 c.y.	\$ 49.00	\$ 83.00	\$ 120.50
4 c.y.	\$ 55.50	\$101.00	\$ 148.50
Special: 3 c.y. Pick-up 4 Times a Week	\$167.00		
4 c.y. Pick-up 5 Times a Week	\$297.00		

#### Corrugated Cardboard

6 c.y.	\$ 39.50	\$ 61.00	\$93.00
	<ul style="list-style-type: none"> <li>• Extra Fee of \$16.00 per month if a dumpster does not have a secure lid. Any unscheduled extra pick-ups will be charged \$49.00.</li> <li>• If purchasing a dumpster from the City, the minimum monthly payment will be \$25.00 per month until the dumpster is paid off.</li> </ul>		

Motion unanimously carried.

### 2017-8 LIQUOR LICENSE TRANSFER -1519 OAK

By Councilperson VanBoxell, supported by Councilperson Schultz

WHEREAS Metro Enterprises, Inc. at 1519 Oak has applied for a Transfer of Ownership of a Class C License with the Michigan Liquor Control Commission.

BE IT RESOLVED that Council has taken into consideration the opinions of local residents and appropriate department heads and supports the issuance of the requested license to the applicant.

BE IT FURTHER RESOLVED that, under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor.

Motion unanimously carried.

### 2017-9 MUSEUM MOM-TO-MOM PARKING LOT USE

By Councilperson VanBoxell, supported by Councilperson Schultz

BE IT RESOLVED that Council concurs with the Museum Director and authorizes Wyandotte Museums to reserve and use the Yack Arena and City Hall parking lots on Saturday, June 24, 2017, to provide ample parking for the Munchkin Market Mom 2 Mom Sale.

Motion unanimously carried.

### 2017-10 WBA THIRD FRIDAY IN JANUARY

By Councilperson VanBoxell, supported by Councilperson Schultz

BE IT RESOLVED by the City Council that Council concurs with the recommendation of the Special Event Coordinator to approve the use of city sidewalks, streets and property for the events held in conjunction with the WBA Third Friday on January 20<sup>th</sup>, 2017.

BE IT FURTHER RESOLVED that Council approves the request of the WBA to:

- Utilize city sidewalks (ice sculptures and metal stands to remain a few days on site) on Friday, January 20<sup>th</sup>, 2017.
- Hold live ice carving/dueling saw competitions
- Close the following roads on January 20<sup>th</sup>, 2017 from 12noon until 11:00PM:
  - Maple Street from Biddle to Second Street
  - First Street from Elm to Maple Street
  - Sycamore from Biddle Avenue to Coastal Thai

BE IT FURTHER RESOLVED that the WBA will comply with the following:

- That any costs for any city staff/material/property for said event, will be the responsibility of the WBA to be paid no later than 30 days after said event date.
- Any tents on the street or sidewalk must be weighted (no stakes are allowed to be used to anchor tents) to prevent collapse.
- The WBA will be responsible for clean up before, during (glass, spills, broken items, etc.), and after the event.
- The WBA must add the City of Wyandotte as additional insured to their insurance policy and sign a hold harmless agreement.
- Any requests made after this letter is reviewed and approved will be evaluated by the Special Events Coordinator and necessary Department Heads for approval/denial.

Motion unanimously carried.

#### **2017-11 WALK MS WYANDOTTE**

By Councilperson VanBoxell, supported by Councilperson Schultz

WHEREAS the Michigan Chapter of the National Multiple Sclerosis Society has submitted an event application to the Special Events office requesting permission to hold the 2017 Walk MS: Wyandotte on Saturday, May 6, 2017, with set-up starting at 6:00AM, registration starting at 9:00AM, walk start time at 10:00AM, and completion by approximately 2:00PM.

WHEREAS the proposed walk route will start and finish at the Yack Arena and utilize various city sidewalks between Eureka and Ford Avenue, and Third St. and the boardwalk of Bishop Park.

BE IT RESOLVED that Council concurs with the recommendation of the Special Event Coordinator, Fire Chief, Police Chief, and Recreation Superintendent to approve the use of city sidewalks, the use of the Yack Arena, and parking lots for the Walk MS event on May 6<sup>th</sup>, 2017; AND

BE IT FURTHER RESOLVED that the organization is required to sign a hold harmless agreement as prepared by the Department of Legal Affairs, as well as add the City of Wyandotte as an additional insured.

Motion unanimously carried.

#### **2017-12 WSAF MEDIA GRUMP CONTRACT**

By Councilperson VanBoxell, supported by Councilperson Schultz

WHEREAS the Special Events Coordinator has requested to contract the services of Media Grump, in conjunction with the Wyandotte Street Art Fair 2017.

WHEREAS said services will consist of the following at various stages of the contract:

- November 2016/December 2016 /January 2017: Start Payment \$700. Website is live and fully functional.
- April 2017: Update Payment \$700 Website is live and fully functional. Graphics, images and content are in place.
- May/June 2017: Finalization Payment \$575. Adjustments and tweaks have been made. Graphics, images and content are in place.

RESOLVED that Council concurs with the Special Events Coordinator to APPROVE the contract for Media Grump for the 2017 WSAF Website with total funds of \$1,975.00 to be paid from the WSAF Expense Account 285-225-925-730-860, AND

FURTHER BE IT RESOLVED that the Mayor and City Clerk are hereby directed to execute said contract on behalf of the City of Wyandotte.

Motion unanimously carried.

#### **2017-13 WSAF CHILDREN'S ENTERTAINMENT CONTRACT**

By Councilperson VanBoxell, supported by Councilperson Schultz

BE IT RESOLVED that the request from the Special Event Coordinator to enter into a contract with Airborne Bouncers to provide amusement rides and/or concessions and/or inflatables for the 2017 Wyandotte Street Art Fair in the Theater Lot, with set up on July 11<sup>th</sup> at 1:00PM and tear down on July 16<sup>th</sup> at 1:00am is hereby approved; AND

BE IT FURTHER RESOLVED that a Hold Harmless Agreement shall be executed as prepared by the Department of Legal Affairs.

BE IT FURTHER RESOLVED that Mayor and City Clerk are authorized to execute said contract.

Motion unanimously carried.

#### **2017-14 WSAF SOUND CONTRACT – BASS NOTE PRODUCTIONS**

By Councilperson VanBoxell, supported by Councilperson Schultz

BE IT RESOLVED that Council concurs with the Special Event Coordinator and approves the contract between Bass Note Productions and the City of Wyandotte to provide sound for various 2017 special events, including:

4 <sup>th</sup> of July Parade	285-225-925-826	\$350
Christmas Parade and Tree Lighting	285-225-925-825	\$525
Vintage Base Ball Game	285-225-925-880	\$175

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby directed to execute said contract on behalf of the City of Wyandotte.

Motion unanimously carried.

#### **2017-15 BILLS & ACCOUNTS**

By Councilperson VanBoxell, supported by Councilperson Schultz

RESOLVED that the total bills and accounts of \$3,227,252.70 as presented by the Mayor and City Clerk are hereby APPROVED for payment.

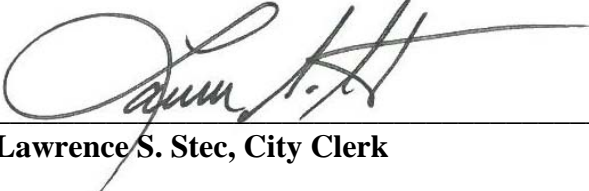
Motion unanimously carried.

#### **2017-16 ADJOURNMENT**

By Councilperson VanBoxell, supported by Councilperson Schultz

RESOLVED, that this regular meeting of the Wyandotte City Council be adjourned at 7:44 p.m.

Motion unanimously carried.




---

Lawrence S. Stec, City Clerk

CITY OF WYANDOTTE  
BEAUTIFICATION COMMISSION MEETING MINUTES, APPROVED  
NOVEMBER 9, 2016

Members Present: John Darin, Chairman, Kelly Dodson, Noel Galeski, Linda Orta, Alice Ugljesa

Members Excused: Michael Bak, Andrea Fuller, Stephanie Pizzo, Bill Summerell

Guest(s): Patricia Iacopelli, Applicant for Beautification Commission Appointment  
April Treece, Applicant for Beautification Commission Appointment

1. Call to Order: The meeting was called to order by John at 6:03 pm. This meeting's guests were introduced.
2. Reading and Approval of Previous Minutes:
  - a. October 12, 2016 Regular Meeting: After review of the minutes, Alice made a motion, seconded by Noel, to approve the draft minutes of the October 12, 2016 regular meeting of the Beautification Commission without change. The motion was approved.
3. Approval of Agenda: Alice requested that Action Items be moved earlier in the agenda, because she had to leave early. Motion was made by Noel, seconded by Alice, to approve this meeting's agenda with Action Items reviewed earlier. The motion was approved.
4. Chairperson's Report:
  - a. Documents: An updated Attendance Log was distributed.
  - b. Updated Commissioner Roles and Responsibilities Document: An updated Commissioner Roles and Responsibilities document was distributed and reviewed. The District Court Work Force Coordinator role is established as a stand-alone Role, to be shared between the Community Garden Coordinator, and the Hanging Basket Coordinator/Streetscape Maintenance Volunteer. The District Court Work Force internal contacts information were updated. There were numerous revisions to the text for clarity. Noel made a motion, seconded by Alice, to approve the Commissioner Roles and Responsibilities document as revised. The motion was approved.
  - c. Pending Beautification Commission Application – Ms. Patricia Iacopelli: Patricia introduced herself and reviewed her background and interests for the commissioners. Her application has been submitted to the Mayor's Office. She was invited to stay for the entire business meeting, which she did. John will email the Commission's consensus positive recommendation for appointment to Mayor Peterson.
  - d. Pending Beautification Commission Application – Ms. April Treece: April reviewed her background and interests for the commissioners. Her application has been submitted to the Mayor's Office. She was invited to stay for the entire business meeting, which she did. John will email the Commission's consensus positive recommendation for appointment to Mayor Peterson.
  - e. Follow-Up on City Lot #11 Site Landscaping Review: John reported that he and Alice met with Joe Gruber on-site to review the potential planting of selected vacant tree boxes in city parking lot 11, Oak & First Streets. It was noted that the brick paver walkway needs major restoration, multiple tree boxes are vacant, with at least 2 additional trees virtually dead and needing to be cut. Ideas included planting flowering trees in the vacant tree boxes, once prepped, mulching the tree boxes and relocating planter pots for seasonal decoration, and/or planting annuals and perennials in the vacant tree boxes. Watering was identified as a major problem, and an obstacle for planting annuals. The planted areas would likely need watering from the Gator. Joe will get the vacant tree box beds prepped, and we will continue to discuss our options.
  - f. BCSEM Quarterly Meeting, Thursday, December 8, 2016, Huntington Woods: John announced the upcoming BCSEM meeting in Huntington Woods. The invitation form was distributed, and all commissioners were encouraged to attend. The \$15 registration fee will be reimbursed.
5. Treasurer's Report:
  - a. FY 2016-2017 Approved Budget Plan: The FY 2016-2017 Budget Plan, as approved at the October meeting, was distributed and reviewed.
  - b. FY 2016-2017 YTD Expense Report: The FY 2016-2017 YTD Expense Report was distributed and reviewed. There were posted expenses of \$32.97 for gourds and seasonal decorations for pots, and \$100 for Adopt-A-Spot volunteer recognition signage, leaving a current balance of \$9,781.82 in the DDA-funded budget. There was one posted expense from the GoFundMe proceeds budget of \$35.83 for mums & kale for the nanna's Kitchen area, leaving a current balance of \$587.70.

6. Action Item: Review and Approval of 2017 Beautification Commission Officers and Coordinators: John distributed a draft slate for review. Noel offered to continue her Role as Fall Dig-In Coordinator, and Kelly offered to take the Role as Volunteer Coordinator. All other Roles will continue to be filled by the incumbent commissioners. Alice made a motion, seconded by Linda, to approve the 2017 slate of Commission Officers and Coordinators, as amended. The motion was approved. The highly-sought after positions of Recording Secretary and Treasurer remain to be filled. John will continue to fulfill those roles on a temporary basis, until commissioners are identified. The current list of 2017 Officers and Commissioners is as follows:

Chairperson:	John Darin
Corresponding Secretary:	Andrea Fuller
Recording Secretary:	- VACANT -
Treasurer:	- VACANT -
Beautification Awards Coordinator:	Alice Ugljesa
Community Garden Coordinator:	April Treece
Dig-In Coordinator, Spring:	Noel Galeski
Dig-In Coordinator, Fall:	Noel Galeski
District Court Work Force Coordinators:	April Treece & Alice Ugljesa
Hanging Basket Coordinator:	Alice Ugljesa
Holiday Lighting Awards Coordinator:	Michael Bak
Landscape Planting Coordinator:	Linda Orta
Public Relations & Social Media Coordinator:	Andrea Fuller
Spring Clean-Up Coordinator:	Noel Galeski
Volunteer Coordinator:	Kelly Dodson

7. Action Item: Review and Approval of 2017 Beautification Commission Meeting Dates: A draft schedule of regular meetings and special meeting was distributed and discussed. All regular meetings will be held on the 2<sup>nd</sup> Wednesday of each month, except for July on the 3<sup>rd</sup> Wednesday, at 6:00 pm in our current venue. There would be no regular meeting in December, but a special meeting would be held to select Annual Holiday Lighting Awards. Noel made a motion, seconded by Alice, to approve the 2017 Commission meeting dates, as revised after discussion. The motion was approved. The 2017 meeting dates are as follows:

<u>Meeting Date</u>	<u>Primary Agenda Focus</u>
January 11, 2017	
February 8, 2017	
March 8, 2017	Community Garden Planning, Spring Dig-In Planning
April 12, 2017	Spring Clean-Up & Hanging Baskets Planning
May 10, 2017	
June 14, 2017	
July 19, 2017 *	Mid-Year Budget Review
August 9, 2017	Beautification Awards Selection, Fall Dig-In Planning,
September 13, 2017	Winter/Holiday Baskets
October 11, 2017	FY 2016-2017 Budget Plan Review
November 8, 2017	Election of 2017 Officers & Coordinators 2017 Meeting & Event Dates Approval
December 13, 2017	Special Meeting: Holiday Lighting Awards Selection

8. Action Item: Review and Approval of 2017 Beautification Commission Special Event Dates: A draft schedule of special event dates was distributed and discussed. A typographical change was made. Of special significance, the date of the Commission's Spring Clean-Up is scheduled to coincide with international Earth Day. Noel made a motion, seconded by Linda to approve the 2017 Commission special event dates, as revised after discussion. The motion was approved. The 2017 special event dates are as follows:

Rain Dates will be established as necessary.

EVENT	SCHEDULED DATE
Residential Outdoor Holiday Lighting & Decorating Awards Presentation	January 9, 2017
City-Wide Spring Clean-Up	April 22, 2017 (Earth Day)
Community Garden Opening	April 29, 2017
Community Garden Work Days	Monthly, Specific Dates to be Established
Spring Dig-In	May 20, 2017
Beautification Awards Presentation	September 11, 2017
Fall Dig-In	September 16, 2017
Community Garden Closing	November 11, 2017

9. Communications, Event Marketing, & Volunteer Recruitment Report:
  - a. Promotion of Outdoor Holiday Lighting Awards: Andrea reported via email that the flyer has been made, the nomination form has been made, and they were distributed for review. All the outlets that we use for advertising have been arranged. The flyer and nomination form are currently posted/published on the City of Wyandotte website, (front page with a link to the form), City of Wyandotte Facebook page, and the Wyandotte Beautification Commission Facebook page. Both flyer and form will publish on the Wyandotte E-Newsletter (5,000 subscribers). Yack signage, Fort Street signage, and cable should be up and running with our flyer or pertinent info very soon. The flyers and posters are printed. She will need assistance in distributing the flyers and posters, and she requested that commissioners contact her to pick up flyers for distribution.
10. “Adopt-A-Spot in Wyandotte” Program Update: John reported that the recognition signs have been received and distributed. Final cost was below budget at \$100.00. A sample sign was distributed for review.
11. Community Garden Update: April reported that she has sent an end-of-season communication to all community gardeners, and will be monitoring the bed status over the next few weeks. April will contact the owner of Teezer’s Salon to arrange for water shut-off. This was a very successful gardening year! Many thanks to April for stepping up to the Community Garden Coordinator position!
12. Downtown Plantings Update: Noel and Michael applied seasonal decorations at Nanna’s, the teardrop, and 6 cubes.
13. Residential Holiday Lighting Award Program: Promotion for this program is well underway, as noted above, and there was much discussion. Noel made a motion, seconded by Linda, to extend the awards to businesses, also. The Top 10 residences and the Top 3 businesses will receive awards. The motion was approved. It was noted that the Special Meeting has been scheduled for Wednesday, December 14, 2016 at 5:00 pm (note time change). The awards will be presented at the January 9, 2017 City Council meeting.
14. Winter & Holiday Baskets Update: Alice reported that the holiday baskets will be delivered and installed on Tuesday, November 15<sup>th</sup>.
15. Old Business: There was no Old Business to report.
16. New Business: There was no New Business to report.

17. Round-Table Reports and Announcements: There were no Round-Table Reports or Announcements.
18. Next Meeting: There is no Regular Meeting scheduled in December. A Special Meeting to review "Outdoor Holiday Lighting Display Awards Nominations" has been scheduled for **Wednesday, December 14, 2016 at 5:00 pm** in City Hall, Mayor's Conference Room, Third Floor, 3200 Biddle Avenue.
19. Adjournment: The meeting was adjourned at 8:30 pm.

A handwritten signature in black ink, appearing to read "John M. Darin", with a long horizontal flourish extending to the right.

---

John M. Darin  
Chairman,  
Wyandotte Beautification Commission

CITY OF WYANDOTTE  
BEAUTIFICATION COMMISSION SPECIAL MEETING MINUTES, APPROVED  
DECEMBER 14, 2016

Members Present: John Darin, Chairman, Michael Bak, Kelly Dodson, Andrea Fuller, Noel Galeski, Alice Ugljesa

Members Excused: Linda Orta, Stephanie Pizzo, Bill Summerell

Guest(s): None

1. Call to Order: The meeting was called to order by John at 5:05 pm.
2. Approval of Agenda: The agenda for this Special Meeting was approved.
3. Action Item – Selection of First Annual Residential Holiday Lighting & Decorating Awards:
  - a. Scoring and Criteria: Each residence's lighting and decorating was observed during evening hours, and submitted nomination forms and photographs were reviewed. Each residence was given a summary score by each commissioner present on a scale of 1-5 points. The scoring criteria included workmanship, originality, color, scale, and proportion. There was a maximum of 25 points awarded to each residence, due to 5 commissioners being present during the evaluation and scoring phase of the judging.
  - b. Awards and Recognitions: It was previously decided that the top 10 scored residences would be designated as recipients of the First Annual Residential Holiday Lighting & Decorating Awards. Michael reported that the Award Winners will be honored with a presentation at the January 9, 2017 City Council meeting. They will be given special Christmas tree ornaments and a certificate. John requested that those nominees not receiving awards be recognized as "Honorable Mentions". This was agreed to by consensus. Andrea offered to compose a letter to mail to the Honorable mention nominees.
  - c. Evaluation of Nominated Residences: There were 29 residences nominated for Holiday Lighting and Decorating Awards.

Top 10 Award Winners:

25 points:	2374 21 <sup>st</sup> Street
24 points:	315 Sycamore Street
	1026 11 <sup>th</sup> Street
	1447 13 <sup>th</sup> Street
23 points:	214 Superior Boulevard
	513 Cherry Street
	1037 11 <sup>th</sup> Street
	3411 4 <sup>th</sup> Street
22 points:	563 St. John Street
	2332 17 <sup>th</sup> Street

Honorable Mention Entries (25 total):

1047 11th	2101 23rd	465 Forest
1054 11th	2229 23rd	534 Forest
1062 11th	2405 23rd	542 Forest
2249 12th	815 Cherry	842 Forest
2260 15th	124 Chestnut	455 Orange
2205 17th	163 Chestnut	746 Orchard
2381 20th	2127 Davis	167 Sullivan
2424 22nd	2140 Davis	3005 Van Alstyne
3107 22nd		

d. Next Steps and Follow-Up:

- 1) Alice will identify the top 10 award winner homeowner's names and contact phone numbers,
- 2) Michael will produce and complete certificates for presentation,
- 3) Andrea will compose and mail letters of congratulations to all Honorable Mention entrants,
- 4) Michael will purchase specially-marked ornaments for our awards, and
- 5) Ornament award and certificates will be presented by the Commission at the January 9, 2017 City Council meeting.

Next Meeting: The next Regular meeting is scheduled for Wednesday, January 11, 2017 at 6:00 pm in City Hall, Mayor's Conference Room, Third Floor, 3200 Biddle Avenue.

Adjournment: The meeting was adjourned at 6:10 pm.

A handwritten signature in black ink, appearing to read "John M. Darin", with a long horizontal flourish extending to the right.

---

John M. Darin  
Chairman,  
Wyandotte Beautification Commission

CITY OF WYANDOTTE  
BEAUTIFICATION COMMISSION MEETING MINUTES, DRAFT  
JANUARY 11, 2017

Members Present: John Darin, Chairman, Kelly Dodson, Andrea Fuller, Noel Galeski, Patricia Iacopelli, April Treece, Alice Ugljesa

Members Excused: Michael Bak, Linda Orta, Stephanie Pizzo, Bill Summerell

Guest(s): None

1. Call to Order: The meeting was called to order by John at 6:05 pm.
2. Introduction of New Members: John introduced and welcomed Patricia Iacopelli and April Treece as the Beautification Commission's new members!
3. Approval of Agenda: Motion was made by Alice, seconded by Kelly, to approve this meeting's agenda as presented. The motion was approved.
4. Reading and Approval of Previous Minutes:
  - a. November 9, 2016 Regular Meeting: After review of the minutes, Alice made a motion, seconded by Andrea, to approve the draft minutes of the November 9, 2016 regular meeting of the Beautification Commission without change. The motion was approved.
  - b. December 14, 2016 Special Meeting: After review of the minutes, Alice made a motion, seconded by Andrea, to approve the draft minutes of the December 14, 2016 special meeting of the Beautification Commission without change. The motion was approved.
5. Chairperson's Report:
  - a. Appointments of Ms. Patricia Iacopelli & Ms. April Treece to the Beautification Commission: John reported that Pat and April were appointed to the Beautification Commission by Mayor Peterson, and their appointments approved by the City Council, on Monday, December 19, 2016, with terms to expire April, 2019. They were both congratulated and welcomed onto the Commission!
  - b. Documents: An updated Attendance Log, updated Commission Roster, and list of 2017 Beautification Commission Officers and Coordinators were distributed.
  - c. City of Wyandotte Training Budget for the Beautification Commission: John reported that the City Council approved a \$50 training budget for the Beautification Commission for the 2018 Fiscal Year. The related Request for Council Action was distributed and reviewed.
  - d. City of Wyandotte Travel and Education Policy & Approval Request Form: John reviewed the City of Wyandotte policy that all expenditures over \$25 for education and travel have to be approved by the City Council's Education Committee. The Request for Travel/Education Approval Form was distributed and reviewed. Requests should be submitted to Julie Sadlowski for processing for approval in advance of the course or event date.
  - e. City of Wyandotte Vendor Electronic Payment Policy & Authorization Agreement Form: John reviewed the City of Wyandotte policy that encourages vendors to accept payments by direct deposit electronically. The Authorization Agreement Form was distributed and reviewed. All new vendors must be given a copy of this form for them to complete and return to the Accounting Department.
  - f. Status of Tree Planting in City Parking Lot 11: John reviewed the current status of the October, 2016 request by the DDA for to plant trees in parking lot 11. The Beautification Commission has not budgeted for this project, and will rely on future allocated funds from the DDA or other source to fund tree purchase and planting, should the Commission agree to participate in the project. According to Engineering and DDA representatives, the status of future parking lot repairs or re-build is under review for possible implementation in Spring, 2017. The Commission has no plans at the present time to plant any trees in this parking lot. We will wait for Spring, and assess what the plans are for that area, and evaluate options at that time. It was noted that the parking lot does need urgent work on the center main walkway to avoid potential trip-and-fall risks for the city and for the DDA.

6. Treasurer's Report:
  - a. FY 2016-2017 YTD Expense Report: The FY 2016-2017 YTD Expense Report was distributed and reviewed. There were posted expenses totaling \$952.60 for various seasonal holiday & winter decorations, leaving a current balance of \$8,829.22 in the DDA-funded budget. There was one posted expense from the GoFundMe proceeds budget of \$115.88 for mixed evergreens for the Nanna's Kitchen area, leaving a current balance of \$471.82.
7. Communications, Event Marketing, & Volunteer Recruitment Report: Andrea reported that the promotion of the Outdoor Holiday Lighting Awards on the Commission's Facebook page has received over 5000 hits, and has been very successful in reaching out to the community! Andrea was congratulated on her hard work in promoting this new awards program!
8. Residential Holiday Lighting Award Program: The First Annual Residential Outdoor Holiday Lighting Awards were presented at the January 9<sup>th</sup> City Council meeting. This was a highly-successful event, with 10 awards being presented, and 25 additional Honorable Mention residences being recognized! Michael was congratulated on an excellent event that really caught the imagination of a number of residents! The Commission is looking forward to the 2<sup>nd</sup> Annual Awards in 2017. There was much discussion and a number of suggestions on how to further enhance this program going forward.
9. "Adopt-A-Spot in Wyandotte" Program Update: There was nothing new to report.
10. Community Garden Update: There was nothing new to report. The ground is still frozen.
11. Downtown Plantings Update: Noel reported that the power to the lighted ornaments by Nanna's Kitchen has been cut, likely because it is the end of the holiday lighting season, per city protocol.
12. Winter & Holiday Baskets Update: Alice reported that she will contact DPS to request that the red ribbons in the arbor hanging baskets be removed, and the greens to be retained through the winter. It was noted that the winter baskets looked great!
13. Old Business: There was no Old Business to report.
14. New Business: There was no New Business to report.
15. Round-Table Reports and Announcements: There were no Round-Table Reports or Announcements.
16. Next Meeting: The next Regular Meeting of the Beautification Commission is scheduled for **Wednesday, February 8, 2017 at 6:00 pm** in City Hall, Mayor's Conference Room, Third Floor, 3200 Biddle Avenue.
17. Adjournment: The meeting was adjourned at 7:20 pm.



---

John M. Darin  
Chairman,  
Wyandotte Beautification Commission

User: ktrudell

Post Date from 01/06/2017 - 01/06/2017 Open Receipts

DB: Wyandotte

Receipt #  
Description

Date

Cashier

Wkstn

Received Of  
Distribution

Amount

Receipt #	Date	Cashier	Wkstn	Received Of Distribution	Amount
O XT 492481	01/06/2017	ktrudell 101-000-001-000	F2	MIDWESTERN AUDIT 101-000-041-021	A/R MW AUDIT-RESCUE 16.67 CITY CHECK 19890
RESCUE COLLECTIONS NOVEMBER 2016 REC# 897935					
O RE 492484	01/06/2017	ktrudell 101-000-001-000	F2	HOLZMAN CORKERY PLLC 101-000-655-040	RECEIPTS-MISCELLANEOUS 35.00 CITY CHECK 149900
GARNISHMENT-BOGGS REC# 897936					
O RE 492486	01/06/2017	ktrudell 101-000-001-000	F2	AXIOM REQUISITION 101-000-655-040	RECEIPTS-MISCELLANEOUS 10.00 CITY CHECK 134645
FIRE AND RESCUE REPORT REC# 897937					
O AT 492487	01/06/2017	ktrudell 101-000-001-000	F2	TRIFECTA ATM NETWORKS 101-000-650-022	COURT ATM COMMISSION 11.00 CITY CHECK 9417
COURT ATM COMMISSION REC# 897938					
O EP 492489	01/06/2017	ktrudell 731-000-001-000	F2	CITY OF WYANDOTTE 731-000-392-040	Res. Police & Fire Employe 548.77 CITY CHECK 125237
POLICE DEFINED BENEFIT REC# 897939					
Total of 5 Receipts					621.44

User: ktrudell

Post Date from 01/06/2017 - 01/06/2017 Open Receipts

DB: Wyandotte

Receipt #	Date	Cashier	Wkstn	Received Of	Amount
Description				Distribution	

\*\*\* TOTAL OF CREDIT ACCOUNTS \*\*\*

101-000-041-021	A/R MW AUDIT-RESCUE				16.67
101-000-650-022	COURT ATM COMMISSION				11.00
101-000-655-040	RECEIPTS-MISCELLANEOUS				45.00
731-000-392-040	Res. Police & Fire Employee Contrib				548.77
TOTAL - ALL CREDIT ACCOUNT					621.44

\*\*\* TOTAL OF DEBIT ACCOUNTS \*\*\*

101-000-001-000	Cash				72.67
731-000-001-000	Cash				548.77
TOTAL - ALL DEBIT ACCOUNTS					621.44

\*\*\* TOTAL BY FUND \*\*\*

101	General Fund				72.67
731	Retirement System Fund				548.77
TOTAL - ALL FUNDS:					621.44

\*\*\* TOTAL BY BANK \*\*\*

GEN	GENERAL OPERATING FUND				
					<u>Tender Code/Desc.</u>
					(CCK) CITY CHECK
					72.67
TOTAL:					72.67
					(CCK) CITY CHECK
					548.77
TOTAL:					548.77
TOTAL - ALL BANKS:					621.44

\*\*\* TOTAL OF ITEMS TENDERED \*\*\*

					<u>Tender Code/Desc.</u>
					(CCK) CITY CHECK
					621.44
TOTAL:					621.44

\*\*\* TOTAL BY RECEIPT ITEMS \*\*\*

(1)	AT: COURT ATM COMMISSION				11.00
(1)	EP: PD EMPLOYEE PENSION CONTR				548.77
(2)	RE: RECEIPTS-MISCELLANEOUS				45.00
(1)	XT: A/R MW AUDIT-RESCUE				16.67
TOTAL - ALL RECEIPT ITEMS:					621.44

User: ktrudell

Post Date from 01/13/2017 - 01/13/2017 Open Receipts

DB: Wyandotte

Receipt #	Date	Cashier	Wkstn	Received Of Distribution	Amount	
O AC	494400 01/13/2017	ktrudell 101-000-001-000	F2	MICHALAK, JUDITH 101-000-257-078	30.00	Reserve-Animal Care CITY CHECK 357
DONATION FOR ANIMAL CARE REC# 897940						
O RE	494432 01/13/2017	ktrudell 101-000-001-000	F2	DOWNRIVER COMMUNITY CONFERENCE 101-000-655-040	900.00	RECEIPTS-MISCELLANEOUS CITY CHECK 108568
REIMBURSEMENT FOR MENTAL HEALTH FIRST AID CLASS ATTENDED BY TOM LYON REC# 897941						
O RE	495093 01/13/2017	ktrudell 101-000-001-000	F2	MEDTIPSTER.COM LLC 101-000-655-040	2,200.90	RECEIPTS-MISCELLANEOUS CITY CHECK 3805
PRESCRIPTION REBATES REC# 897942						
O EP	495096 01/13/2017	ktrudell 731-000-001-000	F2	CITY OF WYANDOTTE 731-000-392-040	558.49	Res. Police & Fire Employe CITY CHECK 125353
POLICE DEFINED BENEFIT REC# 897943						
O 7R	495098 01/13/2017	ktrudell 732-000-001-000	F2	MUNICIPAL SERVICE 732-000-670-010	1,096.20	RETIREMENT FUND REIMBURSE CITY CHECK 90532
MEDICARE PART B QUARTERLY HEALTH INS REIMB REC# 897944						
Total of 5 Receipts					4,785.59	

User: ktrudell

Post Date from 01/13/2017 - 01/13/2017 Open Receipts

DB: Wyandotte

Receipt #	Date	Cashier	Wkstn	Received Of	Amount
Description				Distribution	

## \*\*\* TOTAL OF CREDIT ACCOUNTS \*\*\*

101-000-257-078 Reserve-Animal Care					30.00
101-000-655-040 RECEIPTS-MISCELLANEOUS					3,100.90
731-000-392-040 Res. Police & Fire Employee Contrib					558.49
732-000-670-010 RETIREMENT FUND REIMBURSE					1,096.20
				TOTAL - ALL CREDIT ACCOUNT	<u>4,785.59</u>

## \*\*\* TOTAL OF DEBIT ACCOUNTS \*\*\*

101-000-001-000 Cash					3,130.90
731-000-001-000 Cash					558.49
732-000-001-000 Cash					1,096.20
				TOTAL - ALL DEBIT ACCOUNTS	<u>4,785.59</u>

## \*\*\* TOTAL BY FUND \*\*\*

101 General Fund					3,130.90
731 Retirement System Fund					558.49
732 Retiree Health Care Fund					1,096.20
				TOTAL - ALL FUNDS:	<u>4,785.59</u>

## \*\*\* TOTAL BY BANK \*\*\*

GEN GENERAL OPERATING FUND				<u>Tender Code/Desc.</u>	
				(CCK) CITY CHECK	3,130.90
				TOTAL:	3,130.90
RETIR WYANDOTTE EMPLOYEES RETIREMENT SYSTEM				(CCK) CITY CHECK	1,654.69
				TOTAL:	1,654.69
				TOTAL - ALL BANKS:	<u>4,785.59</u>

## \*\*\* TOTAL OF ITEMS TENDERED \*\*\*

				<u>Tender Code/Desc.</u>	
				(CCK) CITY CHECK	4,785.59
				TOTAL:	<u>4,785.59</u>

## \*\*\* TOTAL BY RECEIPT ITEMS \*\*\*

(1) 7R: RETIREMENT FUND REIMBURSE					1,096.20
(1) AC: RESERVE-ANIMAL CARE/POUND					30.00
(1) EP: PD EMPLOYEE PENSION CONTR					558.49
(2) RE: RECEIPTS-MISCELLANEOUS					3,100.90
				TOTAL - ALL RECEIPT ITEMS:	<u>4,785.59</u>

## *CITY OF WYANDOTTE FIRE COMMISSION MEETING*

The Fire Commission meeting was held in the 2<sup>nd</sup> Floor Conference Room at Police Headquarters on Tuesday, December 13, 2016. Commissioner Harris called the meeting to order at 6:02 p.m.

### **ROLL CALL:**

Present: Commissioner Harris  
Commissioner Heck  
Commissioner Melzer  
Chief Carley

Recording Secretary: Lynne Matt

### **READING OF JOURNAL**

Motioned by Commissioner Melzer, supported by Commissioner Heck to approve the minutes as recorded for the meeting held on November 15, 2016. Motion carried unanimously.

### **UNFINISHED BUSINESS**

1. *Update on Union Letter with regards to "Mutual Aid"*  
Chief Carley provided Commissioners with copy of Council Resolution dated December 5, 2016, in which letter was received and placed on file. Commissioner Melzer moved to receive and place on file; supported by Commissioner Heck. Motion carried.

### **COMMUNICATIONS**

### **DEPARTMENTAL**

1. *Wyandotte Fire Department Monthly Report "November 2016"*  
Chief Carley reported that for the month there were a total of 212 rescue runs, with average response time of 3 minutes 17 seconds and that \$97,866.50 was billed out. Also noted, we provided 7 mutual aid rescues and received 1. Commissioner Melzer motioned to receive report and place on file; supported by Commissioner Heck. Motion carried.
2. *Department bills submitted November 17, 2016 in the amount of \$3,018.38*  
*Department bills submitted December 1, 2016 in the amount of \$1,890.98*  
Commissioner Melzer motioned to pay bills and accounts submitted as stated above; supported by Commissioner Heck. Roll call; motion carried.

**DEPARTMENTAL (continued)**

3. *Daily Reports*

Commissioner Melzer inquire about L2 being out of service. Chief Carley stated that front power steering has failed and currently we are waiting on parts to come in. Commissioner Melzer motioned to receive and place on file reports; supported by Commissioner Heck. Motion carried.

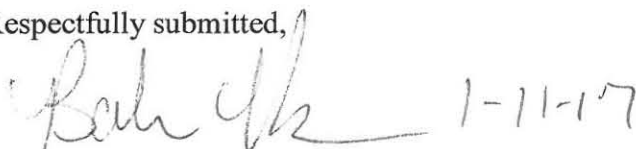
**LATE ITEMS**

Chief Carley requested that the next scheduled meeting Tuesday, December 27, 2016, be cancelled. Commissioner Melzer motioned to cancel; supported by Commissioner Heck. Motion carried.

**ADJOURNMENT**

No further business comes before the Commission, upon motion duly made and supported; the meeting adjourned at 6:17 p.m.

Respectfully submitted,



Bobie Heck  
Secretary

MI/lm

January 11, 2017

Wyandotte Municipal Services Commission  
Regular Meeting Minutes

A regular session of the Municipal Service Commission of the City of Wyandotte, Michigan was held at the office of the Commission on Wednesday, January 11, 2017 at 5:00 PM.

Roll Call: Present: Commissioner-Gerald P. Cole  
Robert K. Alderman  
Bryan Hughes-Excused  
Michael Sadowski-Excused  
Leslie Lupo

General Manager& Secretary- Rod Lesko

Also Present- Paul LaManes  
Amber Sutphin  
Steve Timcoe  
David Fuller  
Steve Colwell- CATV

**Approval of Minutes**

MOTION by Commissioner Lupo and seconded by Commissioner Alderman to approve the December 7, 2016 regular session meeting minutes of the Municipal Services Commission.

Commissioner Cole asked that the roll be attached. No objections were made to approve the regular session meeting minutes.

**Hearing of Public Concerns**

None

**Resolution # 1-2017-01**

MOTION by Commissioner Lupo and SECONDED by Commissioner Alderman to execute the renewal of the Comcast Spotlight Commercial Insertion Ad Sales agreement, as recommended by WMS Management.

Commissioner Cole asked that the roll be called.

YEAS: Commissioner Cole, Alderman, and Lupo  
NAYS: None

**Resolution # 1-2017-02**

MOTION by Commissioner Lupo and SECONDED by Commission Alderman to execute the renewal of the Retransmission Consent agreement with WDIV and affiliated stations (NBC-Graham Group Inc.), as recommended by WMS Management.

Commissioner Cole asked that the roll be called.

YEAS: Commissioner Cole, Alderman, and Lupo  
NAYS: None

January 11, 2017

Wyandotte Municipal Services Commission  
Regular Meeting Minutes

**Reports and Communications**

- Lansing Board of Water & Light (BWL) article

MOTION by Commissioner Cole to receive and place on file the Lansing Board of Water & Light (BWL) article on cyber matters.

Commissioner Cole asked that the roll be attached. No objections to receive and place on file and attach the role.

**Approval of Vouchers**

MOTION by Commissioner Lupo and seconded by Commissioner Alderman that the vouchers be paid as submitted.

#5312 - \$ 909,867.16

#5313- \$1,274,554.47

Commissioner Cole asked the roll to be called for approval of the vouchers.

YEAS: Commissioner Cole, Alderman, and Lupo

NAYS: None

**Late Items**

None

**Next Regular Meeting - Wednesday, January 25, 2017 at 5 PM**

Motion by Commissioner Lupo and seconded by Commissioner Alderman to now adjourn at 5:06PM. Roll attached no objections to adjournment of meeting.

X 

---

Roderick Lesko  
General Manager/Secretary

---

City of Wyandotte  
Police Commission Meeting

---

Regular Commission Meeting  
December 13, 2016

---

**ROLL CALL**

Present: Chief Daniel Grant  
Commissioner John Harris  
Commissioner Doug Melzer  
Commissioner Bobie Heck

Absent: None

Others Present: Inspector Brian Zalewski

The regular meeting was called to order at the Wyandotte Police Department, 2015 Biddle Avenue, Wyandotte, Michigan by Chairperson, Commissioner Harris at 6:18 p.m.

The Minutes from the special Police Commission meeting on November 15, 2016, were presented.

Melzer moved, Heck seconded,  
CARRIED, to approve the special minutes of November 15, 2016, as presented.

**UNFINISHED BUSINESS**

NONE

**COMMUNICATIONS**

1. **Thank You Email** – November 11, 2016 email from Michael Kibler to Chief Grant regarding Officer Sabo's fine job which kept him from committing suicide recently.

This correspondence was from a gentleman who was going to attempt suicide at the viaduct on Eureka Road. Officer Sabo did a great job to deescalate the situation.

The Commissioners offered their congratulations on a job well done.

Melzer moved, Heck seconded,  
CARRIED, to receive the correspondence from Mr. Kibler and place on file.

2. **Thank You Emails** – November 14, 2016 emails from Jessica and Drew Felsner thanking Chief Grant for allowing them to do an internship at our Department.

These two individuals were grateful for the opportunity to complete their internship here. Jessica is actually a part-time dispatcher for the DCD.

Melzer moved, Heck seconded,  
CARRIED, to receive the correspondence from both Jessica and Drew Felsner and place on file.

- 3. Thank You Email** – November 17, 2016 email from Dan Spangler to Chief Grant commending Detective Carr's response to an accident scene.

Mr. Spangler was quite happy with the response from Detective Carr upon arriving at the accident scene.

Melzer moved, Heck seconded,  
CARRIED, to receive the correspondence from Mr. Spangler and place on file.

## **DEPARTMENTAL**

- 1. Police and Fire Commission 2017 Meeting Calendar**

The Commissioners were in agreement with the 2017 Meeting Calendar as presented.

- 2. Police Statistics** – November 2016, Year-To-Date

Chief Grant will supply some comparison statistics from prior years as soon as the most recent figures are available and he is able to obtain them.

There is an increase in drug activity within the community, but nothing else stands out.

There was a general discussion about the success of our Special Ops unit and how they work closely with the DEA and neighboring communities, especially Lincoln Park.

Melzer moved, Heck seconded,  
CARRIED, to receive the November 2016 and Year-To-Date police statistics and place on file.

- 3. Purchase of Three New Patrol Vehicles**

The Department does not bid out for the purchase of new vehicles; we go through the state MI Deal program which guarantees the lowest prices. We are currently utilizing Chevy vehicles and will work with Berger Chevrolet to obtain the new ones.

Melzer moved, Heck seconded,  
CARRIED, to purchase the three new Tahoes as presented.

- 4. Citizen Questionnaire**

Detective Geiger worked on this case which was essentially an embezzlement case. The salon did not proceed with charges, and the case is considered closed.

Melzer moved, Heck seconded,  
CARRIED, to receive the Citizen Questionnaire response and place on file.

- 5. Bills and Accounts** – December 13, 2016, \$29,953.20

Melzer moved, Heck seconded,  
A Roll Call was held and the Motion  
CARRIED, to unanimously approve payment of the bills for December 13, 2016, \$29,953.20

**NEW BUSINESS**

**1. Recent Police Applicants**

All three applicants passed the physical and psychological exams. We will hire two as of the December 26<sup>th</sup> pay period, and the third will be hired upon successful completion of the academy in late Spring / early Summer.

**2. Department Use of Force**

There was a general discussion about the Department and how the officers either physically overpower a subject, use pepper spray or a taser and what necessitates the use of one type of force versus another kind.

The Commissioners would like to re-visit this topic, perhaps as an annual review.

**3. Upcoming I-75 Construction**

Commissioner Melzer was concerned about the upcoming I-75 construction and what impact it might have on the flow of traffic on Fort St. and Jefferson. Chief Grant said that MDOT usually holds meetings to discuss alternate routes due to construction and he hasn't heard anything yet.

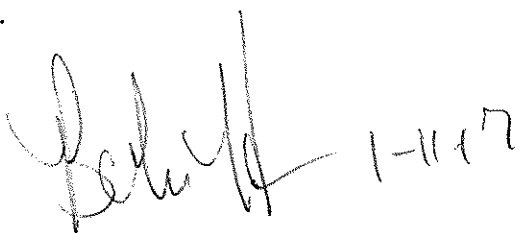
*Members of the Audience*

**ADJOURNMENT**

Since there was no further business to come before the Commission, there was a motion to adjourn the meeting at 6:45 p.m.

Melzer moved, Heck seconded,  
CARRIED, to adjourn meeting at 6:45 p.m.

Laura Allen  
Administrative Assistant  
Wyandotte Police Department



# SMIA

## Events by Nature Code by Agency

Agency: WYPD, Event date/Time range: 12/01/2016 00:00:00 - 12/31/2016 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
WYPD	911	0	0	6	6	0%	0:03:37	0:04:28	0:09:48	1:47:22	0:17:54
	911C	0	0	3	3	0%	0:03:50	0:03:52	0:08:48	0:49:35	0:16:32
	ABANDONED AUTO	0	129	9	138	9%	0:02:03	0:07:11	0:11:10	29:59:48	0:13:03
	ACCIDENT/NON TRAFFIC AREA	0	0	3	3	0%	0:04:17	0:06:52	0:34:49	1:49:45	0:36:35
	ACCIDENT/PERSONAL INJURY	0	0	2	2	0%	0:02:02	0:02:23	0:22:20	0:53:29	0:26:45
	ACCIDENT/PROPERTY DAMAGE	0	0	39	39	2%	0:03:26	0:05:57	0:36:35	28:49:11	0:44:20
	ALARM	0	0	51	51	3%	0:03:15	0:03:21	0:13:13	16:18:47	0:19:12
	ANIMAL COMPLAINT	0	1	6	7	0%	0:16:19	0:05:51	0:16:25	4:02:10	0:34:36
	ASSAULT & BATTERY	0	0	9	9	1%	0:06:26	0:04:46	0:37:40	7:19:54	0:48:53
	ASSIST OTHER AGENCY	0	2	15	17	1%	0:08:45	0:06:26	0:28:20	11:58:29	0:42:16
	BREAKING & ENTERING	0	0	3	3	0%	0:17:04	0:11:25	1:53:29	7:05:56	2:21:59
	BREAKING & ENTERING IN PROGRES	0	0	4	4	0%	0:02:25	0:02:34	0:21:52	1:47:26	0:26:52
	BUILDING CHECK	0	0	3	3	0%	0:13:02	0:03:40	0:21:09	1:53:36	0:37:52
	BUSINESS STOP	0	8	0	8	0%	0:00:01	0:03:03	0:03:39	0:50:46	0:06:21
	CHECK WELL BEING	0	0	60	60	4%	0:06:24	0:03:29	0:18:53	26:18:59	0:26:19
	CHILD ABUSE/NEGLECT	0	0	1	1	0%	0:00:12	0:00:00	0:00:00	0:02:26	0:02:26
	CITIZEN ASSIST	0	10	17	27	2%	0:03:42	0:07:01	0:16:42	10:20:04	0:22:58
	CIVIL DISPUTES	0	0	17	17	1%	0:07:06	0:04:54	0:29:00	11:21:16	0:40:04
	CRIMINAL SEXUAL CONDUCT	0	0	1	1	0%	0:00:33	0:00:00	0:00:00	4:44:55	4:44:55
	DEATH INVESTIGATION	0	0	5	5	0%	0:02:20	0:06:38	2:17:06	9:46:45	1:57:21
	DETAIL	0	3	0	3	0%	0:00:00	0:06:49	1:01:41	3:11:55	1:03:58
	DISORDERLY	0	1	27	28	2%	0:02:37	0:03:29	0:26:38	14:11:11	0:30:24
	DOMESTIC	1	0	33	34	2%	0:03:32	0:04:10	0:27:24	18:52:37	0:34:19
	DUMPING	0	0	1	1	0%	0:02:02	0:05:34	0:27:26	0:35:03	0:35:03

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	FIGHT	0	0	4	4	0%	0:02:08	0:01:17	1:27:51	6:05:07	1:31:17
	FIRE	0	0	1	1	0%	0:00:14	0:06:51	0:29:21	0:36:26	0:36:26
	FOLLOW-UP	0	123	0	123	8%	0:00:01	0:04:01	0:06:54	14:51:36	0:07:15
	FOUND PROPERTY	0	1	4	5	0%	0:09:25	0:13:16	0:04:58	2:05:04	0:25:01
	FRAUD	0	2	9	11	1%	0:10:20	0:02:58	0:37:29	11:17:59	1:01:38
	FUEL	0	26	0	26	2%	0:00:01	0:00:00	0:04:00	1:44:24	0:04:01
	GAS PUMP	0	2	0	2	0%	0:00:00	0:00:00	0:04:06	0:08:13	0:04:07
	HARASSMENT	0	0	5	5	0%	0:03:05	0:18:42	0:14:36	2:29:44	0:29:57
	HIT & RUN ACCIDENT	0	0	18	18	1%	0:04:13	0:06:59	0:41:04	13:45:27	0:45:52
	IDENTITY THEFT	0	0	4	4	0%	0:07:57	0:11:26	0:15:10	1:49:21	0:27:20
	JUVENILE COMPLAINT	0	1	3	4	0%	0:02:52	0:04:10	0:07:07	0:40:16	0:10:04
	LARCENY	0	2	16	18	1%	0:07:52	0:04:05	0:21:49	9:51:15	0:32:51
	MALICIOUS DESTRUCTION	0	0	9	9	1%	0:04:50	0:07:03	0:14:19	3:55:57	0:26:13
	MENTAL	0	0	1	1	0%	0:00:07	0:03:46	0:19:26	0:23:19	0:23:19
	MISCELLANEOUS	0	4	13	17	1%	0:03:39	0:07:24	0:20:15	6:22:19	0:22:29
	MISSING PERSON	0	0	4	4	0%	0:04:45	0:07:35	0:24:20	2:44:23	0:41:06
	MISSING PERSON - RECOVERED	0	0	1	1	0%	0:05:19	0:00:00	0:00:00	0:09:30	0:09:30
	NARCOTICS INVESTIGATION	0	1	0	1	0%	0:00:00	0:00:00	0:04:15	0:04:15	0:04:15
	NEIGHBORHOOD DISPUTE	0	1	3	4	0%	0:05:01	0:04:35	0:09:58	1:13:41	0:18:25
	NOISE COMPLAINT	0	0	4	4	0%	0:38:33	0:04:48	0:06:19	3:14:20	0:48:35
	OPERATING UNDER THE INFLUENCE	0	5	2	7	0%	0:00:13	0:04:24	2:05:00	14:44:56	2:06:25
	ORDINANCE VIOLATION	0	86	3	89	6%	0:01:19	0:08:20	0:10:04	17:20:59	0:11:42
	OVERDOSE	0	0	1	1	0%	0:04:45	0:02:55	0:36:57	0:44:38	0:44:38
	PARKING COMPLAINTS	0	34	23	57	4%	0:39:50	0:07:17	0:12:16	41:18:04	0:43:28
	PATROL CHECK	0	72	0	72	4%	0:00:01	0:00:12	0:16:15	19:32:12	0:16:17
	PRISONER TRANSPORT	0	0	1	1	0%	0:00:34	0:24:14	0:24:26	0:49:14	0:49:14
	RADAR ENFORCEMENT	0	2	0	2	0%	0:00:01	0:00:00	0:36:17	1:12:35	0:36:18

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	RECKLESS DRIVING	0	0	5	5	0%	0:04:36	0:02:22	0:14:52	1:38:35	0:19:43
	RECOVERED STOLEN VEH / PROP	0	0	2	2	0%	0:00:29	0:04:05	0:48:35	1:46:18	0:53:09
	RESCUE EMERGENCY	0	0	15	15	1%	0:01:04	0:10:42	0:25:11	9:58:25	0:39:54
	RESIDENTIAL CHECK	0	1	1	2	0%	0:12:50	0:05:24	0:05:04	0:41:13	0:20:37
	RETAIL FRAUD	0	0	4	4	0%	0:21:00	0:02:48	0:49:39	4:53:46	1:13:27
	RUNAWAY JUVENILE	0	0	2	2	0%	0:13:23	0:02:01	1:22:09	2:40:31	1:20:16
	SEARCH WARRANT	0	2	0	2	0%	0:00:01	0:00:00	0:33:48	1:07:37	0:33:49
	SHOTS FIRED	0	0	1	1	0%	0:02:03	0:01:10	0:24:55	0:28:08	0:28:08
	STOLEN VEHICLE	0	0	3	3	0%	0:08:21	0:04:26	0:15:03	1:23:29	0:27:50
	SUICIDE	0	0	3	3	0%	0:03:21	0:02:34	0:34:48	2:02:09	0:40:43
	SURVEILLANCE	0	2	0	2	0%	0:00:01	0:00:00	0:16:02	0:32:06	0:16:03
	SUSPICIOUS INCIDENT	0	4	21	25	2%	0:04:09	0:04:12	0:15:25	9:11:36	0:22:04
	SUSPICIOUS PERSON	0	7	16	23	1%	0:05:04	0:02:46	0:13:13	7:19:42	0:19:07
	SUSPICIOUS VEHICLE	0	3	11	14	1%	0:05:36	0:04:07	0:11:27	6:49:54	0:29:17
	THREATS	0	0	13	13	1%	0:08:41	0:06:58	0:29:59	9:53:28	0:45:39
	TRAFFIC HAZARD	0	6	10	16	1%	0:03:14	0:05:28	0:10:57	4:05:57	0:15:22
	TRAFFIC STOP	0	465	2	467	29%	0:00:01	0:00:00	0:08:17	65:26:49	0:08:25
	TRESPASSING	0	0	2	2	0%	0:04:30	0:08:38	0:09:16	0:44:49	0:22:25
	VIOLATION OF PUBLIC HEALTH COE	0	9	3	12	1%	0:00:43	0:20:00	1:38:37	20:50:03	1:44:10
	VIOLATION ROAD LAWS	0	21	1	22	1%	0:00:10	0:04:37	0:59:01	21:45:54	0:59:22
	WARRANT	0	6	2	8	0%	0:10:18	0:14:42	0:40:04	7:10:57	0:53:52
	WEAPONS	0	0	2	2	0%	0:02:09	0:01:52	1:31:33	3:11:08	1:35:34
	WRIT SERVED (JUVENILE)	0	2	0	2	0%	0:00:01	0:00:00	0:04:54	0:09:50	0:04:55
	<b>Subtotals for No Summary Code</b>	<b>1</b>	<b>1044</b>	<b>563</b>	<b>1608</b>	<b>100%</b>	<b>0:05:24</b>	<b>0:06:01</b>	<b>0:29:36</b>	<b>577:59:03</b>	<b>0:40:18</b>
	<b>Subtotals for WYPD</b>	<b>1</b>	<b>1044</b>	<b>563</b>	<b>1608</b>	<b>100%</b>	<b>0:05:24</b>	<b>0:06:01</b>	<b>0:29:36</b>	<b>577:59:03</b>	<b>0:40:18</b>

# SMIA

## Events by Nature Code by Agency

Agency: WYPD, Event date/Time range: 01/01/2016 00:00:00 - 12/31/2016 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
WYPD	911	0	0	35	35	0%	0:04:43	0:04:38	0:10:17	11:19:41	0:19:25
	911C	0	0	26	26	0%	0:04:24	0:04:30	0:32:20	17:47:56	0:41:04
	ABANDONED AUTO	0	698	93	791	4%	0:49:42	0:08:07	0:17:21	586:59:04	0:44:31
	ACCIDENT/FATALITY	0	0	1	1	0%	0:01:18	0:00:47	3:02:42	3:04:48	3:04:48
	ACCIDENT/NON TRAFFIC AREA	0	2	6	8	0%	0:04:43	0:05:34	0:26:43	4:14:17	0:31:47
	ACCIDENT/PERSONAL INJURY	0	1	46	47	0%	0:02:43	0:03:31	0:58:09	44:01:35	0:56:12
	ACCIDENT/PROPERTY DAMAGE	0	23	404	427	2%	0:04:23	0:06:13	0:41:01	347:37:24	0:48:51
	ACCIDENTAL DAMAGE	0	3	14	17	0%	0:07:04	0:07:38	0:22:12	9:18:20	0:32:51
	ALARM	0	4	506	510	2%	0:05:00	0:04:06	0:11:41	172:40:45	0:20:19
	ANIMAL BITE	0	5	16	21	0%	0:07:23	0:07:38	0:30:01	15:42:48	0:44:54
	ANIMAL COMPLAINT	0	56	120	176	1%	0:31:47	0:08:59	0:20:28	155:48:46	0:53:07
	ASSAULT & BATTERY	0	5	101	106	1%	0:05:21	0:04:25	0:45:41	90:53:43	0:51:27
	ASSAULT & BATTERY IN PROGRESS	0	0	3	3	0%	0:01:53	0:02:03	0:25:24	1:14:30	0:24:50
	ASSIST OTHER AGENCY	3	66	145	214	1%	0:04:26	0:06:57	0:35:22	150:46:42	0:42:53
	BREAKING & ENTERING	1	6	110	117	1%	0:08:31	0:07:11	0:49:34	117:53:36	1:00:59
	BREAKING & ENTERING IN PROGRES	0	0	34	34	0%	0:02:23	0:03:18	0:39:21	25:25:55	0:44:53
	BUILDING CHECK	0	18	18	36	0%	0:06:28	0:04:08	0:19:39	18:13:42	0:30:23
	BUSINESS STOP	0	81	0	81	0%	0:00:01	0:03:03	0:08:39	12:02:48	0:08:55
	CHECK WELL BEING	0	5	573	578	3%	0:07:57	0:04:35	0:22:51	332:29:35	0:34:31
	CHILD ABUSE/NEGLECT	0	0	26	26	0%	0:09:03	0:12:49	0:32:15	21:03:20	0:48:35
	CITIZEN ASSIST	0	107	174	281	1%	0:06:28	0:05:46	0:12:50	103:21:03	0:22:04
	CIVIL DISPUTES	1	9	210	220	1%	0:09:11	0:06:00	0:31:47	169:19:30	0:46:23
	CRIMINAL SEXUAL CONDUCT	0	6	14	20	0%	0:02:33	0:06:04	0:47:26	21:35:42	1:04:47

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	DAILY TRANSPORT LOG	0	1	0	1	0%	0:00:01	0:00:00	0:01:26	0:01:27	0:01:27
	DAMAGE TO COUNTY PROPERTY	0	0	1	1	0%	0:02:24	0:04:29	0:13:59	0:20:52	0:20:52
	DEATH INVESTIGATION	0	2	70	72	0%	0:04:32	0:10:10	1:45:55	115:42:42	1:36:26
	DETAIL	0	39	0	39	0%	0:00:01	0:04:41	0:40:01	27:57:27	0:43:01
	DISORDERLY	1	28	390	419	2%	0:04:50	0:03:59	0:40:06	326:00:07	0:46:48
	DOMESTIC	2	12	495	509	2%	0:04:24	0:05:03	0:36:07	380:41:31	0:45:03
	DRUG VIOLATIONS	0	2	11	13	0%	0:04:24	0:05:58	1:28:13	17:02:14	1:18:38
	DUMPING	0	3	4	7	0%	3:43:32	0:48:13	0:12:11	23:15:54	3:19:25
	EMBEZZLEMENT	0	0	2	2	0%	0:00:51	0:00:21	0:30:11	1:42:24	0:51:12
	ESCORTS	0	0	1	1	0%	0:25:48	0:06:08	0:11:18	0:43:14	0:43:14
	EXTORTION	0	0	2	2	0%	0:00:59	0:05:28	0:14:37	0:22:12	0:11:06
	FELONIOUS ASSAULT	0	0	10	10	0%	0:04:21	0:05:40	1:02:37	11:09:56	1:07:00
	FIELD CONTACTS	0	0	1	1	0%	0:00:21	0:00:00	0:00:00	0:00:31	0:00:31
	FIGHT	0	3	86	89	0%	0:02:07	0:04:20	0:36:25	59:03:49	0:39:49
	FIRE	0	0	40	40	0%	0:01:28	0:03:55	0:37:38	27:18:38	0:40:58
	FIREWORKS	0	0	42	42	0%	0:10:35	0:07:55	0:08:22	18:11:15	0:25:59
	FLEEING & ELUDING	0	2	8	10	0%	0:01:09	0:16:10	3:38:14	38:42:04	3:52:12
	FOLLOW-UP	0	1162	39	1201	6%	0:01:57	0:06:14	0:08:27	208:59:21	0:10:26
	FOUND PROPERTY	1	28	54	83	0%	0:30:44	0:07:01	0:18:13	61:49:33	0:44:42
	FRAUD	1	39	110	150	1%	0:07:24	0:06:34	0:33:56	103:10:19	0:41:33
	FUEL	0	219	0	219	1%	0:00:01	0:00:00	0:04:09	15:11:23	0:04:10
	GAS PUMP	0	41	0	41	0%	0:00:01	0:00:00	0:06:06	4:10:43	0:06:07
	HARASSMENT	2	12	95	109	1%	0:09:21	0:07:54	0:28:37	86:09:41	0:48:19
	HAZMAT	0	1	0	1	0%	0:00:00	0:00:00	0:49:06	0:49:06	0:49:06
	HEALTH & SAFETY VIOLATION	0	0	1	1	0%	1:11:00	0:15:33	0:15:34	1:42:08	1:42:08
	HIT & RUN ACCIDENT	0	1	165	166	1%	0:07:20	0:06:52	0:38:19	136:06:34	0:49:12
	HOUSE STOP	0	1	0	1	0%	0:00:00	0:00:00	0:40:09	0:40:09	0:40:09

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	IDENTITY THEFT	0	1	37	38	0%	0:05:06	0:10:10	0:21:33	20:56:02	0:33:03
	INDECENT EXPOSURE	0	0	20	20	0%	0:03:54	0:04:33	0:16:22	7:55:53	0:23:48
	INJURED INMATE	0	0	1	1	0%	0:00:27	0:00:00	0:00:00	1:31:26	1:31:26
	INJURY ON DUTY	0	0	1	1	0%	0:00:44	0:00:00	0:00:00	0:59:54	0:59:54
	INTERNET	0	0	1	1	0%	0:04:11	0:19:44	0:00:13	0:24:08	0:24:08
	JUVENILE COMPLAINT	0	7	124	131	1%	0:08:38	0:05:31	0:19:14	70:19:49	0:32:13
	KIDNAPPING	0	0	2	2	0%	0:01:34	0:05:16	1:46:50	2:07:19	1:03:40
	LARCENY	1	29	259	289	1%	0:09:43	0:06:18	0:28:39	201:15:05	0:41:56
	LIQUOR LAW VIOLATION	0	13	7	20	0%	0:00:52	0:01:48	0:41:22	14:00:04	0:42:00
	LOITERING	0	0	1	1	0%	0:05:54	0:03:17	0:01:23	0:10:34	0:10:34
	LOST PROPERTY	0	4	8	12	0%	0:02:33	0:05:50	0:18:52	5:24:46	0:27:04
	MALICIOUS DESTRUCTION	1	15	210	226	1%	0:09:52	0:07:14	0:27:41	160:03:38	0:42:41
	MENTAL	0	2	18	20	0%	0:04:04	0:08:04	0:28:24	11:57:14	0:35:52
	MINOR IN POSSESSION	0	0	3	3	0%	0:10:54	0:05:49	0:12:08	1:26:38	0:28:53
	MISCELLANEOUS	7	90	197	294	1%	0:27:04	0:06:11	0:29:48	225:29:04	0:47:08
	MISSING PERSON	2	6	52	60	0%	0:07:18	0:08:11	0:24:44	37:54:01	0:39:12
	MISSING PERSON - RECOVERED	0	0	10	10	0%	0:03:47	0:05:26	0:16:23	3:58:24	0:23:50
	NARCOTICS INVESTIGATION	0	30	29	59	0%	0:06:03	0:05:21	0:56:28	60:18:11	1:01:20
	NEIGHBORHOOD DISPUTE	0	4	87	91	0%	0:10:33	0:05:40	0:26:19	63:30:51	0:41:53
	NOISE COMPLAINT	0	7	211	218	1%	0:10:18	0:05:37	0:10:59	95:00:53	0:26:09
	ODOR	0	0	2	2	0%	0:11:45	0:08:04	0:11:31	1:02:40	0:31:20
	OPEN BURN	0	0	1	1	0%	0:00:06	0:00:16	0:12:06	0:12:28	0:12:28
	OPERATING UNDER THE INFLUENCE	0	85	19	104	0%	0:00:53	0:07:27	1:55:49	200:18:25	1:56:41
	ORDINANCE VIOLATION	1	1499	55	1555	7%	0:09:47	0:13:52	0:07:59	366:30:00	0:14:09
	OVERDOSE	0	1	17	18	0%	0:01:43	0:14:13	1:05:06	22:52:36	1:16:15
	PARKING COMPLAINTS	0	530	195	725	3%	0:26:51	0:08:52	0:17:38	446:27:49	0:36:57
	PATROL CHECK	0	661	2	663	3%	0:00:01	0:01:35	0:18:25	203:26:17	0:18:25

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	POLICE ASSIST TO FIRE	0	0	4	4	0%	0:06:31	0:03:31	0:25:23	1:58:00	0:29:30
	PRISONER CHECK	0	2	2	4	0%	0:00:11	0:01:24	0:38:37	2:43:29	0:40:52
	PRISONER TRANSPORT	0	13	18	31	0%	0:00:47	0:13:55	1:48:00	57:27:51	1:51:13
	PROSTITUTION	0	0	1	1	0%	0:03:17	0:07:51	0:06:52	0:18:01	0:18:01
	RACIAL INTIMIDATION	0	1	3	4	0%	0:01:51	0:03:22	0:15:50	1:20:52	0:20:13
	RADAR ENFORCEMENT	0	193	0	193	1%	0:00:01	0:00:00	0:20:07	64:44:42	0:20:08
	RECEIVING & CONCEALING	0	0	2	2	0%	0:02:41	0:04:48	2:41:07	5:32:25	2:46:13
	RECKLESS DRIVING	0	6	82	88	0%	0:09:21	0:05:58	0:22:34	48:38:13	0:33:10
	RECOVERED STOLEN VEH / PROP	0	1	12	13	0%	0:04:53	0:11:00	1:16:49	17:38:50	1:21:27
	RESCUE EMERGENCY	0	0	179	179	1%	0:02:10	0:05:00	0:43:29	144:18:51	0:48:22
	RESIDENTIAL CHECK	0	5	13	18	0%	0:06:28	0:03:25	0:24:06	9:32:25	0:31:48
	RETAIL FRAUD	0	1	45	46	0%	0:05:40	0:05:04	0:43:28	40:09:18	0:52:23
	ROBBERY	0	0	7	7	0%	0:05:22	0:11:26	1:30:11	8:56:17	1:16:37
	RUNAWAY JUVENILE	0	1	18	19	0%	0:10:46	0:08:39	0:32:43	16:35:46	0:52:25
	SEARCH WARRANT	0	18	0	18	0%	0:00:01	0:00:00	1:11:28	21:26:37	1:11:29
	SHOTS FIRED	0	3	20	23	0%	0:07:03	0:02:56	0:36:06	16:31:21	0:43:06
	SICK INMATE	0	1	2	3	0%	0:00:22	0:01:33	5:06:51	15:24:24	5:08:08
	SOLICITOR	0	1	17	18	0%	0:15:09	0:05:22	0:20:46	12:02:53	0:40:10
	STALKING COMPLAINTS	0	2	13	15	0%	0:04:33	0:07:37	0:43:48	13:18:12	0:53:13
	STOLEN VEHICLE	0	6	43	49	0%	0:07:26	0:08:19	0:38:21	39:22:58	0:48:13
	SUBPOENA	0	4	0	4	0%	0:00:01	0:14:19	0:12:19	1:03:40	0:15:55
	SUICIDE	0	2	64	66	0%	0:04:08	0:04:33	0:44:06	57:11:39	0:52:00
	SURVEILLANCE	0	15	1	16	0%	0:02:10	0:00:00	1:06:47	16:50:42	1:03:10
	SUSPICIOUS INCIDENT	1	49	410	460	2%	0:07:06	0:04:57	0:22:49	252:54:53	0:33:04
	SUSPICIOUS PERSON	0	161	230	391	2%	0:05:55	0:04:28	0:19:08	166:38:32	0:25:34
	SUSPICIOUS VEHICLE	0	48	169	217	1%	0:08:26	0:04:21	0:11:44	83:59:50	0:23:14
	TAMPERING WITH AUTO	0	0	6	6	0%	0:07:31	0:03:39	0:15:35	2:40:31	0:26:45

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	THREATS	1	18	142	161	1%	0:07:49	0:06:25	0:28:07	105:54:41	0:39:43
	TRAFFIC HAZARD	0	45	101	146	1%	0:04:24	0:05:29	0:13:26	49:34:23	0:20:22
	TRAFFIC STOP	0	6740	62	6802	32%	0:00:02	0:03:55	0:10:24	1188:31:26	0:10:29
	TRESPASSING	0	1	18	19	0%	0:11:45	0:05:37	0:22:33	12:06:31	0:38:14
	VIOLATION OF PARK RULES	0	4	0	4	0%	0:00:01	0:00:00	0:21:49	1:27:18	0:21:50
	VIOLATION OF PUBLIC HEALTH COE	0	92	10	102	0%	0:00:32	0:09:13	1:32:10	158:37:41	1:33:19
	VIOLATION ROAD LAWS	0	226	9	235	1%	0:00:14	0:09:57	0:50:56	201:33:21	0:51:28
	WARRANT	3	57	114	174	1%	0:06:47	0:17:52	0:50:07	198:17:40	1:09:35
	WEAPONS	0	5	31	36	0%	0:05:51	0:04:11	0:54:28	37:07:08	1:01:52
	WRIT SERVED (JUVENILE)	0	2	0	2	0%	0:00:01	0:00:00	0:04:54	0:09:50	0:04:55
	<b>Subtotals for No Summary Code</b>	<b>29</b>	<b>13398</b>	<b>7719</b>	<b>21146</b>	<b>100%</b>	<b>0:08:34</b>	<b>0:06:53</b>	<b>0:38:59</b>	<b>9398:16:04</b>	<b>0:49:07</b>
	<b>Subtotals for WYPD</b>	<b>29</b>	<b>13398</b>	<b>7719</b>	<b>21146</b>	<b>100%</b>	<b>0:08:34</b>	<b>0:06:53</b>	<b>0:38:59</b>	<b>9398:16:04</b>	<b>0:49:07</b>

# City of Wyandotte

## Police Commission Meeting

---

Regular Commission Meeting  
January 10, 2017

---

### ROLL CALL

Present: Inspector Brian Zalewski  
Commissioner John Harris  
Commissioner Bobie Heck

Absent: Commissioner Doug Melzer (excused)  
Chief Dan Grant (excused)

Others Present: None

The regular meeting was called to order at the Wyandotte Police Department, 2015 Biddle Avenue, Wyandotte, Michigan by Chairperson, Commissioner Harris at 6:27 p.m.

The Minutes from the regular Police Commission meeting on December 13, 2016, were presented.

Heck moved, Harris seconded,  
CARRIED, to approve the regular minutes of December 13, 2016, as presented.

### UNFINISHED BUSINESS

NONE

### COMMUNICATIONS

NONE

### DEPARTMENTAL

#### 1. **Police Statistics** – December 2016, Entire Year – 2016

Nothing stands out for the month of December 2016.

The Department did hold a staff meeting in December and talked about the officers being diligent in making sure they follow procedures to “enroute, arrive and clear” themselves from an incident. If they do not do this properly, it can skew the statistics.

There were over 13,000 self-initiated events for the year 2016. The Commissioners feel this is a very important statistic since the officers are not just sitting idle but are being proactive.

There were 6,740 traffic stops last year which accounted for 32% of time / events.

Heck moved, Harris seconded,  
CARRIED, to receive the December 2016 and entire year of 2016 police statistics and place on file.

## 2. Citizen Evaluation of Services

This response involved retail fraud at the gas station located at Biddle and Emmons. The responder was satisfied with Officer Webb's service.

Heck moved, Harris seconded,  
CARRIED, to receive the Citizen Evaluation of Service and place on file.

## 3. Bills and Accounts – December 27, 2016, \$14,234.31, January 10, 2017, \$12,466.25

Heck moved, Harris seconded,  
CARRIED, to approve payment of the bills for December 27, 2016, \$14,234.31, January 10, 2017, \$12,466.25

## NEW BUSINESS

### 1. Special Ops Statistics

A general discussion was held on the impact the Special Ops Unit is having in the community. Their efforts are definitely making a difference.

*Members of the Audience*

## ADJOURNMENT

Since there was no further business to come before the Commission, there was a motion to adjourn the meeting at 6:47 p.m.

Heck moved, Harris seconded,  
CARRIED, to adjourn meeting at 6:47 p.m.

Laura Allen  
Administrative Assistant  
Wyandotte Police Department



**RETIREMENT COMMISSION MEETING MINUTES**  
**THURSDAY, January 19, 2017**

Meeting called to order at 9:00 a.m. by Chairman Todd Browning

ROLL CALL:

PRESENT: Commissioners Browning, Harkleroad, LaManes, Lyon, and Roberts

ABSENT: Commissioner Schultz and City Attorney – William Look

ALSO PRESENT: Frank Deeter—Oppenheimer & Co.  
Larry Stec – City Clerk

MOTION by Commissioner Lyon, SUPPORTED by Commissioner LaManes  
RESOLVED that the minutes held under the date of December 15, 2016 be approved as recorded without objection.

MOTION UNANIMOUSLY CARRIED

MOTION by Commissioner Harkleroad, SUPPORTED by Commissioner LaManes  
RESOLVED that the 2017 Retirement Commission Meeting Schedule be approved as presented without objection.

MOTION UNANIMOUSLY CARRIED

PRESENTATIONS:

Mr. Frank Deeter of Oppenheimer & Co. reported on December, 2016 financial results:

- Strong Equity Markets
- Fixed Income Down
- No specific questions on month-end report
- Requested Fund Managers attend future meetings
- Frank Deeter is willing to set this up

MOTION by Commissioner Harkleroad, SUPPORTED by Commissioner Lyon  
RESOLVED by the Wyandotte Employees Retirement Commission that the report from Mr. Frank Deeter of Oppenheimer & Co., Inc. regarding December 2016 market segment fluctuations be received and placed on file.

MOTION UNANIMOUSLY CARRIED

COMMUNICATIONS MISCELLANEOUS:

MOTION by Commissioner Lyon, SUPPORTED by Commissioner Roberts  
RESOLVED the Retirement Commission Election was held on January 10<sup>th</sup> and 11<sup>th</sup>, 2017, to  
elect a Commissioner to represent a Police Member. The successful candidate is as follows:

Police Member – William Harkleroad, (10 votes), term to expire 01/31/2021

BE IT RESOLVED that the Retirement Commission hereby receives and places on file the  
aforementioned election results.

MOTION UNANIMOUSLY CARRIED

MOTION by Commissioner Lyon, SUPPORTED by Commissioner LaManes  
RESOLVED that the 2017 Retirement Commission updated Term Expirations be received and  
placed on file.

MOTION UNANIMOUSLY CARRIED

MOTION by Commissioner Harkleroad, SUPPORTED by Commissioner Roberts  
RESOLVED that the 2017 Retirement Commission updated the MAPERS Membership List by  
dropping Jerry Yoscovits and adding William Harkleroad be received and placed on file.

MOTION UNANIMOUSLY CARRIED

DISCUSSION:

- Distribution Formula for 13<sup>th</sup> Check – Todd Drysdale to make presentation on 13<sup>th</sup> check  
at February's meeting.
- How do Retirees Vote? – Determined that only the Police Active Members and Retirees  
that are part of the Defined Benefit Plan are able to vote in the January 10<sup>th</sup> & 11<sup>th</sup>, 2017  
Election

ADJOURNMENT

MOTION by Commissioner Lyon, SUPPORTED by Commissioner Harkleroad  
RESOLVED, that the meeting be adjourned at 9:53 a.m.

MOTION UNANIMOUSLY CARRIED

  
\_\_\_\_\_  
Lawrence S. Stec, Secretary  
Wyandotte Employee's Retirement Commission  
January 19, 2017