

AGENDA FOR THE COMMITTEE OF THE WHOLE AND REGULAR SESSION  
MONDAY, APRIL 20th, 2015 7: 00 PM  
PRESIDING: THE HONORABLE MAYOR JOSEPH R. PETERSON  
CHAIRPERSON OF THE EVENING: THE HONORABLE SHERI M. FRICKE

ROLL CALL: FRICKE, GALESKI, MICIURA, SABUDA, SCHULTZ, STEC

PRESENTATION:

VFW POST 1136  
INTRODUCTION OF THE SALE OF  
POPPIES IN THE CITY OF  
WYANDOTTE  
ON MAY 7TH, 8TH, AND 9TH

\*\*\*\*\*

PRESENTATION BY  
KERI F. MARSH  
COMMUNITY ORGANIZER  
SUDDS  
(Stop Underage Drinking/Drugs)

COMMUNICATIONS MISCELLANEOUS:

1. Communication from Judith Maiga and Michael Izzo regarding a request for a City Ordinance as it pertains to allowing safe and reasonable access to property.
2. Communication from John and Chris Martin and the City Engineer relative to the purchase of property within the City of Wyandotte.
3. Communication from Ken Rutkowski regarding permission to pave an alley.

PERSONS IN THE AUDIENCE:

NEW BUSINESS (ELECTED OFFICIALS):

COMMUNICATIONS FROM CITY AND OTHER OFFICIALS

4. Communication from the City Administrator and Downtown Development Director regarding the Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Certification (RRC) Program.

5. Communication from the Downtown Development Director relative to Restaurant week in Wyandotte ; April 20th through April 25, 2015..

6. Communication from the Downtown Development Director regarding the placement of the Free Little Library sponsored by Girl Scout Troop 40101.

7. Communication from the Special Event Coordinator relative to the following:

A. Permission to hold the Wyandotte Street Art Fair on July 8, through July 11, 2015.

B. Permission to hold the Wyandotte Business Association May Third Friday and Special Saturday Events on May 15th and May 16th, 2015.

C. Wyandotte Street Art Fair stage/Sound/Light Rental/Performances.

8. Communication from the City Engineer regarding the purchase of additional 96 Gallon Toters.

9. Communication from the City Engineer regarding the sale of the former 1726-3rd street.

10. Communication from the Planning Commission regarding the rezoning of the property located at 633-639 Ford Avenue.

CITIZENS PARTICIPATION:

REPORTS AND MINUTES:

Daily Cash Receipts	April 15, 2015	\$224,537.22
Daily Cash Receipts	April 16, 2015	\$ 966.00
Beautification Commission	April 8, 2015	
Downtown Development	March 10, 2015	



VETERANS OF FOREIGN WARS  
OF THE UNITED STATES

City of Wyandotte Post No. 1136

633-639 FORD AVENUE • WYANDOTTE, MICH 48192



# PRESENTATION-APRIL 20<sup>TH</sup>

April 15<sup>th</sup> 2015

To The Honorable Mayor Joseph Peterson:

To the Wyandotte City Council:

VFW Post 1136 would like your permission to sell Poppies in the city of Wyandotte on May 7<sup>th</sup>, 8<sup>th</sup>, and the 9<sup>th</sup>, to raise the necessary funds to continue our work of providing strictly for our needy veterans here in this great city of Wyandotte and the state of Michigan. Your support in years past has allowed for this greatly needed work to continue on, so we hope you will support this year's program with permission to do so.

Thank You

Commander

James Macek

*Honoring the Dead by Helping the Living*

PRESENTATION APRIL 20TH

**SUDDS**  
STOP UNDERAGE DRINKING/DRUGS  
COALITION

[www.suddscoalition.com](http://www.suddscoalition.com)

*clean up your act*

13101 Allen Rd.  
Southgate, MI 48195  
734-785-7700 x7869

April 9, 2015

Dear Honorable Mayor and Council,

I am requesting to present at the Wyandotte City Council meeting on April 20, 2015.

The Stop Underage Drinking/Drugs (SUDDs) Coalition has completed a community needs assessment of the Downriver area and I would like to share it with Council Members. The SUDDs Coalition has created a Community Report which discusses youth's access to alcohol, tobacco and prescription drugs. The report also discusses what the coalition is doing to address the problem and how the larger community can get involved in reducing the number of young people abusing drugs and alcohol.

Thank you and I look forward to speaking on April 20.

Sincerely,

*Keri F. Marsh*

Keri F. Marsh, MPH  
Community Organizer  
Stop Underage Drinking/Drugs (SUDDs) Coalition

## What We're Doing

## Our Goals

### Alcohol

- Educate parents on how to talk to teens about the dangers of underage drinking
- Training teen coalition members to educate their peers on the dangers of binge drinking and put a spotlight on the majority who do not drink
- Project Sticker Shock and other initiatives to educate adults of the consequences of providing alcohol to minors

- Reduce the ease of youth obtaining alcohol
- Reduce the number of youth binge drinking
- Reduce the number of adults over 21 providing alcohol to minors



### Tobacco

- Teen coalition youth are educating their family and friends about the health risks of smoking
- Educating tobacco retailers to prevent tobacco sales to minors and training youth to perform undercover buys
- Working with schools to create comprehensive tobacco-free school policies

- Reduce the number of youth who report having smoked cigarettes recently
- Decrease the number of tobacco sales to minors



### Prescription Drugs

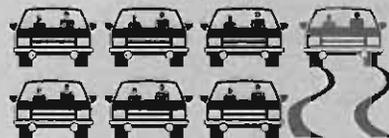
- Teen coalitions are creating PSAs to warn the community of the dangers of abusing prescription drugs
- Creating an online prescription drug abuse training video for medical professionals
- Encouraging community members to dispose of unused meds at prescription drug drop boxes

- Increase the number of youth and adults who report prescription misuse to be risky
- Reduce the number of unnecessary prescriptions written
- Reduce the number of unnecessary prescription medication in households

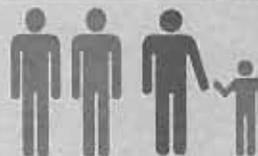


## Alcohol

**1 in 7**  
Rode in a Vehicle  
with someone who  
had been drinking



**Half**  
of youth indicate that  
**alcohol**  
is easy, or very easy, to  
**obtain**



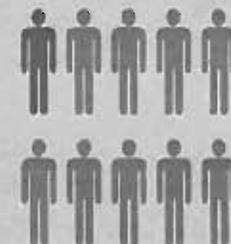
Most common  
**source of alcohol** for youth  
**are friends** over the age of 21



**1 in 5**  
youth drink any type of  
**Alcohol**



**1 in 10**  
**Binge**  
**Drinking**



## Tobacco

## Prescription Drugs



15.5% of youth in SUDs communities report using tobacco in the last 30 days

37.5% of youth reported that they had purchased their own cigarettes

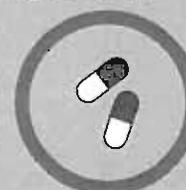
40.7% of youth in SUDs communities reported that it is sort of easy to get cigarettes

59% of youth believe that they will not get caught using tobacco at school

**one-and-a-half times**  
the amount of prescriptions are  
written in SUDs communities  
compared to Wayne County



**SUDs**  
Community



**Wayne**  
County



**One-Half**  
of youth indicate that  
**Prescription**  
**Drugs**  
are easy to obtain



**1 in 3**  
youth state  
**Rx DRUGS**  
are the drugs of choice

# SUDDs Community Report

The SUDDs Coalition began in 2008 when youth from several Downriver communities came together to address the high rate of underage drinking and tobacco use.

First called the Stop Underage Drinking Downriver Coalition, today SUDDs stands for Stop Underage Drinking/Drugs.

The goals of the SUDDs Coalition are to reduce underage drinking, youth access to tobacco and prescription drug abuse and to increase community collaboration in the Downriver area.

The SUDDs Coalition consists of community members from local schools, law enforcement agencies, city government, faith based organizations, businesses and civic groups.

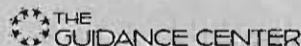
The SUDDs Coalition is supported by The Guidance Center and funded through the Detroit Wayne Mental Health Authority and the Drug Free Communities Support Program.



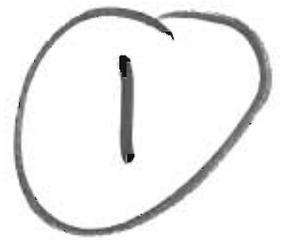
This report is funded in part by The Guidance Center and under grant #5H79 SPO19979-02 from the Office of National Drug Control Policy and Substance Abuse and Mental Health Services Administration, U.S. Dept. of Health and Human Services. The views, policies and opinions expressed are those of the authors and do not necessarily reflect those of the ONDCP, SAMHSA or HHS.

## SUDDs Coalition

- ✉ 13101 Allen Road, Building 4  
Southgate, MI 48195
- ☎ 734-785-7705 x7869
- 🌐 [www.suddscoalition.com](http://www.suddscoalition.com)



2015



April 10, 2015

Mayor Joseph Peterson and City Council Members:

Re: Request for City Ordinance Allowing Safe and Reasonable Access to Property

Dear Mayor and City Council:

I approach the Mayor and Council Members today with a request for a City Ordinance that will allow safe and reasonable access upon the property of a neighboring resident in cases where repairs/painting/improvements, etc. may need to be carried out on one's property and where it is impossible to do so without stepping on or temporarily utilizing the driveway or side yard of another resident.

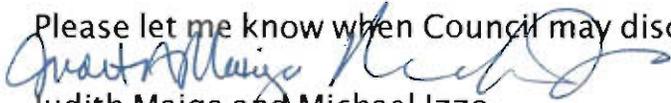
Many communities have these types of ordinances where the residences are within close proximity of each other and Wyandotte certainly has many, many homes that are within feet, and in some case even inches, of each other.

In the situation where a resident is having major work such as a roof replacement, siding or painting, the contractor may need to use the driveway or side yard of a neighbor to complete the work and this requires stepping on the property other than that owned by the person having the work done. Technically, this could be considered trespassing. It is my understanding upon contacting the City of Wyandotte that NO current ordinance of this type exists.

If the permission and cooperation of the next door neighbor is required and if the neighbor happens to be an unreasonable neighbor (and we unfortunately know first hand of examples of this within this City) who decides to deny the contractor access, the homeowner is left with few options to complete the work or have it completed. In short, if an unreasonable neighbor blocks his/her property or says "no", the homeowner has no way to perform repairs or have work done. This is not to imply that the neighbor of residents should not be given notice - notice should always be required out mere politeness, however, this ordinance would grant relief for those homeowners looking to have work performed who may be dealing with a vacant/missing homeowner or simply a neighbor who doesn't want to or won't cooperate. An ideal city ordinance would include:

I thank you in advance for your consideration. One would hope that in a perfect world people could just get along and this type of ordinance would not be necessary, but we all know this is simply not always the case. In speaking to several contractors I have heard many horror stories of neighbors blocking or refusing access for repairs or where the owner of the adjacent property could not be located to grant permission for entry. Homeowners should be confident in a city with narrow lots such as ours that they will be able to have improvements or repairs performed without relying on permission of neighbors who may not be willing to cooperate for no real reason other than to be difficult.

Please let me know when Council may discuss this proposed idea.

A handwritten signature in blue ink, appearing to read "Judith Maiga and Michael Izzo". The signature is stylized and overlaps the printed text below it.

Judith Maiga and Michael Izzo  
128 Cedar Wyandotte MI 48192

Search

# New York Real Property Actions & Proceedings - Article 8 - § 881 Access to Adjoining Property to Make Improvements or Repairs

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## Free Eviction Notice Form

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### Real Property Actions and Proceedings

§ 881. Access to adjoining property to make improvements or repairs. When an owner or lessee seeks to make improvements or repairs to real property so situated that such improvements or repairs cannot be made by the owner or lessee without entering the premises of an adjoining owner or his lessee, and permission so to enter has been refused, the owner or lessee seeking to make such improvements or repairs may commence a special proceeding for a license so to enter pursuant to article four of the civil practice law and rules. The petition and affidavits, if any, shall state the facts making such entry necessary and the date or dates on which entry is sought. Such license shall be granted by the court in an appropriate case upon such terms as justice requires. The licensee shall be liable to the adjoining owner or his lessee for actual damages occurring as a result of the entry.

Section: [Previous](#) [§11](#) [§12](#) [§13](#) [§15](#) [§17](#) [§21](#) [§31](#) [§33](#) [§41](#) [§43](#) [§51](#) [§53](#) [§61](#) [§71](#) [§81](#)

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- Pennsylvania
- Texas
- Virginia
- Washington

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- 1 USC - General Provisions
- 2 USC - The Congress
- 7 USC - Agriculture
- 8 USC - Aliens and Nationality
- 9 USC - Arbitration
- 10 USC - Armed Forces
- 11 USC - Bankruptcy
- 12 USC - Banks and Banking
- 13 USC - Census
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- 22 USC - Foreign Relations
- 23 USC - Highways
- 24 USC - Hospitals
- 25 USC - Indians
- 26 USC - Internal Revenue Code
- 27 USC - Intoxicating Liquors
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- 31 USC - Money and Finance
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- 33 USC - Navigation
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- 35 USC - Patents
- 36 USC - Patriotic Societies
- 37 USC - Uniformed Services
- 38 USC - Veterans' Benefits
- 39 USC - Postal Service
- 40 USC - Public Property
- 41 USC - Public Contracts

**From:** [John martin](#)  
**To:** [mavor@wvan.org](mailto:mavor@wvan.org)  
**Subject:** 1/2 vacant lot  
**Date:** Friday, April 10, 2015 3:16:58 PM

---

2-A

To Wyandotte city council and Honorable mayor Peterson  
please place on your agenda, my name is John Martin I live at 644 Kings hwy, in 2012 the former 638 Kings hwy was demolished, at that time I inquired to purchase the property. The council would only let me purchase half of it 17 1/2 feet the rest has set vacant for three years. The neighbor to the east does not want it and has recently turned in a letter stating that to Kelly Roberts, my wife and once again would like to purchase said property...

Thank you for your time and consideration  
John and Chris Martin  
644 Kings hwy

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

2-B

**MEETING DATE:** April 20, 2015

**AGENDA ITEM #**

**ITEM:** Sale of the former 638 Kings Highway (17.5' x 102.5')

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

*Mark Kowalewski 4-16-15*

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

**BACKGROUND:** This property was purchased with TIFA Area Funds. The attached map indicates that this lot and the adjoining lots were platted at thirty-five (35) feet in width. The City's current Zoning Ordinance requires a fifty (50) foot wide lot for single family residential homes. When splitting TIFA lots the policy has been to divide the City lot with the adjoining property owners to provide the adjoining owners' new lots to be equal in width. In 2012, one-half (1/2) or 17.5 feet of the City lot was sold to the Martins the owners of 644 Kings Highway. This increased their lot width to 52.5 feet. The remaining 17.5 feet has been offered to the Cades, the owners at 630 Kings Highway, and they are not interested at this time to purchase the property.

The City Council may decide to override the policy if you desire to sell this lot to the Martins at 644 Kings Highway.

**STRATEGIC PLAN/GOALS:** Committed to maintaining and developing excellent neighborhoods by; matching tools and efforts to the conditions in city neighborhoods and continuing neighborhood renewal projects, where needed, in order to revitalize structures and infrastructures in residential and commercial areas.

**ACTION REQUESTED:**

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

**IMPLEMENTATION PLAN:**

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:**

*J. Dysdale*

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

**MAYOR'S RECOMMENDATION:**

*J.M.P.*

**LIST OF ATTACHMENTS:** Property map and Resolution from June 5, 2012



EMMON'S BLVD.

115	237	8
	236	
	235	
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	233	
	232	
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	229	
	228	
	227	
	226	
	225	
	224	
	223	
	222	
	221	
	220	
	219	
	218	8
115	217	5.5
	216	40
	215	EMM

50 FT. WD.	102.5	65
	238	
	239	35
	240	
	241	
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	243	
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	251	
	252	
	253	
	254	
	255	
	256	
	257	
	258	
	259	35
50 FT. WD.	102.5	42.5
	260	
	261	35
	262	
	263	

KINGS HWY.

50	102.5	65
	372	
	371	35
	370	
	369	
	368	
	367	
	366	
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	352	
	351	35
50	102.5	42.5
	350	
	349	35
	348	
	347	

50	102.5	65
	373	
	374	35
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	394	35
50	102.5	25
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	396	20
	397	
	398	
	399	
	400	

RIVERSIDE DR.



HIGHLAND AVE.

50	102.5	65
	535	
	534	35
	533	
	532	
	531	
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	516	
	515	
	514	35
50	102.5	25
	513	
	512	20
	511	
	510	
	509	
	508	

630 Kings Highway - LOT 255 EMMON'S ORCHARD SUB P. C. 113 L38 P30 WCR Lot Size - 35' X 102.5'

Former 638 Kings Highway - THE E 17.5 FT OF LOT 254 EMMON'S ORCHARD SUB P. C. 113 L38 P30 WCR

644 Kings Highway - LOT 253 AND LOT 254 EXCEPT THE E 17.5 FT EMMON'S ORCHARD SUB P. C. 113 L38 P30 WCR Lot Size 52.5' X 102.5'

OFFICIALS

William R. Gilggs  
CITY CLERK

Andrew A. Swiecki  
CITY TREASURER

Colleen A. Kechu  
CITY ASSESSOR



COUNCIL

Todd M. Browning  
James R. DeSana  
Sheri M. Sutherby-Fricke  
Daniel E. Galeski  
Leonard T. Sabuda  
Lawrence S. Stee

June 5, 2012

JOSEPH R. PETERSON  
RESOLUTION

Mark A. Kowalewski  
City Engineer  
3131 Biddle Avenue  
Wyandotte, Michigan 48192

By Councilman Todd M. Browning  
Supported by Councilman Leonard Sabuda

RESOLVED by the City Council that the communication from the City Engineer and City Assessor regarding the sale of the former 638 Kings Highway is hereby received and placed on file; AND BE IT FURTHER RESOLVED that Council CONCURS with the recommendation of the City Engineer and City Assessor to split equally the former 638 Kings Highway between the adjacent property owners at 630 Kings Highway and 644 Kings Hwy with a per-front footage cost of \$100.00; AND BE IT FURTHER RESOLVED that Council authorizes the Engineering Department to prepare the proper Purchase Agreements to sell said property and forward back to City Council for approval; AND BE IT FURTHER RESOLVED that should the adjacent property owners construct a new driveway on the former 638 Kings Highway the cost to remove said tree will be paid by the City.

YEAS: Councilmembers Browning DeSana Fricke Sabuda Stee  
NAYS: None

RESOLUTION DECLARED ADOPTED

I, Maria Johnson, Deputy City Clerk for the City of Wyandotte, do hereby certify that the foregoing is a true and exact copy of a resolution adopted by the Mayor and Council of the City of Wyandotte, at the regular meeting held on June 4, 2012.

  
Maria Johnson  
Deputy City Clerk

CC: City Assessor

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan

Date: April 20, 2015

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

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL that the communications from the City Engineer and Mr. and Mrs. Martin regarding the sale of 17.5 feet of the former 638 Kings Highway be referred to the City Engineer and the Department of Legal Affairs to prepare the proper Purchase Agreement to sell the 17.5 feet to 644 Kings Highway.

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	_____
_____	Stec	_____

April 10, 2015

3

Mayor Joseph Peterson  
Wyandotte City Council

Dear Mayor and City Council:

I reside at 210 Riverside Drive on the southwest corner of Riverside Drive and Emmons Blvd. (Lots 549 and 550) and also own the adjacent property, (Lot 548). Dividing the two properties is a public alley with a storm sewer underneath running from the street to the Sexton Kilfoil Drain.

Years ago, I had the alley paved with asphalt making the alley look better and giving me better access to my garage. Over time, the asphalt has degraded and become in need of replacement. After acquiring a bid from a contractor (FDR Cement Co. Inc.) to replace the asphalt with concrete, I was notified that I need permission from Mayor and Council to proceed. I understand that the city maintains the right of access to the alley and in the case of repairs to the storm sewer, the concrete may be removed with no obligation to replace it.

I have also contracted FDR to replace the concrete driveway on my property from the alley to my garage. For the purpose of a more uniform look, as well as cost effective and timely completion of the project, I like to be able to use the same contractor.

Please advise me of the next step in this process, as FDR would like to proceed with acquiring permits as soon as possible.

Sincerely,



Ken Rutkowski

210 Riverside Drive

(734) 282-3951

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

4

**MEETING DATE:** April 20<sup>th</sup>, 2015

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

**ITEM:** Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Certification (RRC) Program.

**PRESENTER:** Todd A. Drysdale- City Administrator, Natalie Rankine - Downtown Development Authority.

**INDIVIDUALS IN ATTENDANCE:** Natalie Rankine

**BACKGROUND:** The Michigan Economic Development Corporation is the arm of state government responsible for marketing Michigan and developing programs that improve business climate, increase business investment and drive job creation in the state.

One such initiative - the MEDC's Redevelopment Ready Communities (RRC) program - focuses on the following Best Practices to make a community development-friendly by focusing on:

- Community Plans and Public Outreach
- Zoning Policy and Regulations
- Development Review Process
- Recruitment and Education
- Redevelopment Ready Sites®
- Community Prosperity

The benefits of becoming an MEDC Redevelopment Ready Certified Community are many. At minimum, a Redevelopment Ready Certified community signals a proactive, business friendly environment to developers and investors. The MEDC will also assist in marketing a certified community's select RRC sites to the best practice standard. Most importantly, once certification is achieved, communities with solid development projects receive priority for funding at the MEDC and MSHDA.

**STRATEGIC PLAN/GOALS:** *We are committed to revitalizing the community through economic development, streamlining government and making government more transparent to it's citizens.*

**ACTION REQUESTED:** Adopt a resolution supporting the City of Wyandotte's participation in the Michigan Economic Development's Redevelopment Ready Communities (RRC) program.

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

**IMPLEMENTATION PLAN:** City Administrator, City Engineer and Downtown Development

Authority Director to work with other City Departments to obtain Redevelopment Ready Community Certification.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:** *SDunlap*

**LEGAL COUNSEL'S RECOMMENDATION:** *W Looch*

**MAYOR'S RECOMMENDATION:** *ALT*

**LIST OF ATTACHMENTS:**

1. MEDC's Redevelopment Ready Communities Program brief
2. MEDC's Redevelopment Ready Communities Best Practices
3. List of communities participating in the MEDC's RRC Program

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: April 20<sup>th</sup>, 2014

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

WHEREAS, The City of Wyandotte strives to be actively involved in revitalizing our community through economic development; and

WHEREAS, The City of Wyandotte includes within its boundaries properties that present opportunities for redevelopment; and

WHEREAS, Development and refinement of Best Practices and strategies for redevelopment are of benefit to the economic vitality of the community and in accordance with the City of Wyandotte's and the Downtown Development Authority's Adopted Strategic Plans; and

WHEREAS, The City of Wyandotte has been selected for participation in the Redevelopment Ready Communities certification program of the Michigan Economic Development Corporation (MEDC); and

WHEREAS, The Redevelopment Ready Communities certification program includes entry into a Memorandum of Understanding between a Community and the Michigan Economic Development Corporation (MEDC) toward an evaluation and assessment of current redevelopment processes and recommends strategies for implementation of Best Practices

NOW, THEREFORE, BE IT RESOLVED, that the City of Wyandotte is interested in securing certification from the MEDC under the Redevelopment Ready Communities Program ("Program") as a Redevelopment Ready Community ("RRC") and to receive assistance from the

Program in promoting sites within the Community.

BE IT FURTHER RESOLVED that, in furtherance of its participation in the certification program, the City of Wyandotte City Council hereby approves the City's participation in the MEDC's Redevelopment Ready Certification program.

I move the adoption of the foregoing resolution.

MOTION by

Councilmen \_\_\_\_\_

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

YEAS

COUNCIL

NAYS

Fricke  
Galeski  
Micuirra  
Sabuda  
Schultz  
Stec

## MICHIGAN REDEVELOPMENT READY COMMUNITIES PROGRAM

The Redevelopment Ready Communities® (RRC) Program is a state-wide certification program that supports communities to become development ready and competitive in today's economy. It encourages communities to adopt innovative redevelopment strategies and efficient processes which build confidence among businesses and developers. Through the RRC program, local municipalities receive assistance in establishing a solid foundation for development to occur in their communities – making them more attractive for investments that create places where people want to live, work and play.

Once engaged in the program, communities commit to improving their redevelopment readiness by undergoing a rigorous assessment, and then work to achieve a set of criteria laid out in the RRC Best Practices. Each best practice addresses key elements of community and economic development, setting the standard for evaluation and the requirements to attain certification. The program measures and then certifies communities that actively tap the vision of local residents and business owners to shape a plan for their future while also having the fundamental practices in place to be able to achieve that vision. The six RRC best practices include:

- Community Plans and Public Outreach
- Zoning Regulations
- Development Review Process
- Recruitment and Education
- Redevelopment Ready Sites®
- Community Prosperity

Through the RRC best practices, communities build deliberate, fair and consistent development processes from the inside out. RRC provides the framework and benchmarks for communities to strategically and tactically ask “What can we do differently?” By shifting the way municipalities approach development, they're reinventing the way they do business – making them more attractive for investments that create places where talent wants to live, work and visit.

The RRC program also has an advisory council consisting of public and private sector experts to assist in guiding the development of the best practices, provide feedback and recommendations on community assessments, and consider new opportunities to enhance the program. In addition to Michigan Economic Development Corporation (MEDC) assistance, communities receive comments from multiple perspectives from experts working in the field, tapping into a broader pool of talent.

RRC certification formally recognizes communities for being proactive and business friendly. Certified communities clearly signal they have effective development practices such as well-defined development procedures, a community-supported vision, an open and predictable review process and compelling sites for developers to locate their latest projects. Through the program, MEDC provides evaluation support, expertise and consultation, training opportunities, and assist certified communities market their top redevelopment sites. These packaged sites are primed for new investment because they are located within a community that has effective policies, efficient processes and broad community support.

For more information email [RRC@michigan.org](mailto:RRC@michigan.org) or contact the MEDC at 517.373.9808.



# Redevelopment Ready Communities®

## **Best Practices**

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## Looking for more info?

Some parts of the Best Practices have further explanation. If a word is in **blue**, hover your mouse over it and a yellow box will appear for more information. If a word is **blue and underlined**, it contains a hyperlink.

If you still have questions, feel free to contact the RRC team at [RRC@michigan.org](mailto:RRC@michigan.org).

Does your community plan for future investment?  
Welcome public input? Offer superior customer service?  
The **Redevelopment Ready Communities**® certification indicates that  
your community has worked hard to make reinvestment easy!

Redevelopment Ready Communities® (RRC) is a statewide program that certifies Michigan communities who actively engage stakeholders and plan for the future. An RRC certification signals to business owners, developers and investors that the community has removed development barriers by building deliberate, fair and consistent processes. RRC looks to foster communities that creatively reuse space, embrace economic innovation and proactively plan for the future—making them more attractive for investments that create places where people want to live, work and play.

Through RRC, communities commit to improving their redevelopment readiness by agreeing to undergo a rigorous assessment, and then work to achieve a set of criteria laid out in this document. Developed by public and private sector experts, the RRC best practices are the standard for evaluation. Each best practice addresses key elements of community and economic development.

Evaluations are conducted by the RRC team through interviews, observation and data analysis. After the evaluation, a community is presented with a report of findings outlining recommended strategies for implementation on any missing best practice criteria. It is important to note,

a community may choose alternate approaches to accomplish missing certification requirements. To be awarded certification, a community must demonstrate all of the RRC best practice components have been met.

When a community becomes a certified Redevelopment Ready Community, it signals that it has effective development practices such as clear development procedures, a community-supported vision, an open and predictable review process and compelling sites for developers to locate their latest projects. RRC certification says to a developer that a community integrates transparency, predictability and efficiency into their daily practices. Once certified, the Michigan Economic Development Corporation will assist in the promotion and marketing of up to three Redevelopment Ready Sites®. These packaged sites are primed for new investment because they are located within a community that has effective policies, efficient processes and broad community support.

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# Best Practice One: Community Plans and Public Outreach

## 1.1—The Plans

Best practice 1.1 evaluates community planning and how a community’s redevelopment vision is embedded in the master plan, capital improvements plan, downtown development plan and corridor plan. Comprehensive planning documents are a community’s guiding framework for growth and investment. The information and strategies outlined in the plans are intended to serve as policy guidelines for local decisions about the physical, social, economic and environmental development of the community.

The master plan is updated, at a minimum, every five years to provide a community with a current and relevant decision making tool. The plan sets expectations for those

involved in development, giving the public some degree of certainty about their vision for the future, while assisting the community achieving its stated goals. An updated master plan is essential to articulating the types of development the community desires and the specific areas where the community will concentrate resources. Coordination between the master plan and redevelopment strategies, capital improvements plan, downtown plan and corridor plan is essential. It is also important that planning documents are actionable for implementation and have benchmarks for monitoring progress.

Evaluation criteria	Expectations
The governing body has adopted a master plan in the past five years.	<input type="checkbox"/> The <b>master plan</b> reflects the community’s desired direction for the future. <input type="checkbox"/> The master plan is accessible online.
The master plan identifies a strategy for redevelopment or the governing body has adopted a redevelopment plan.	<input type="checkbox"/> The redevelopment strategy/plan identifies priority redevelopment sites, neighborhoods, and/or districts. <input type="checkbox"/> The redevelopment strategy/plan contains goals/actions, implementation steps and tools for the identified priority redevelopment sites, neighborhoods, and/or districts. <input type="checkbox"/> The redevelopment strategy/plan includes a timeline that identifies responsible parties and benchmarks. <input type="checkbox"/> Progress on the redevelopment strategy/plan implementation, barriers, and accomplishments is <b>annually reported</b> to the governing body.



# Best Practice One: Community Plans and Public Outreach

## 1.1—The Plans *continued*

Evaluation criteria	Expectations
<p>The governing body has adopted a capital improvements plan.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The <b>capital improvements plan</b> details a minimum of six years of projects and improvements and is reviewed annually.</li> <li><input type="checkbox"/> The capital improvements plan coordinates projects to minimize construction costs and impacts.</li> <li><input type="checkbox"/> The capital improvements plan coordinates with the master plan, redevelopment strategy/plan and budget.</li> <li><input type="checkbox"/> The capital improvements plan is accessible online.</li> </ul>
<p>The governing body has adopted a <b>downtown</b> plan, if applicable.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The downtown plan identifies development area boundaries.</li> <li><input type="checkbox"/> The downtown plan identifies projects, and includes estimated project costs and a timeline for completion.</li> <li><input type="checkbox"/> The downtown plan contains mixed-use and pedestrian oriented development elements.</li> <li><input type="checkbox"/> The downtown plan addresses transit oriented development, if applicable.</li> <li><input type="checkbox"/> The downtown plan coordinates with the master plan, redevelopment strategy/plan and capital improvements plan.</li> <li><input type="checkbox"/> The downtown plan is accessible online.</li> </ul>



# Best Practice One: Community Plans and Public Outreach

## 1.1—The Plans *continued*

Evaluation criteria	Expectations
The governing body has adopted a <b>corridor</b> plan, <b>if applicable</b> .	<ul style="list-style-type: none"><li><input type="checkbox"/> The <b>corridor plan</b> identifies development area boundaries.</li><li><input type="checkbox"/> The <b>corridor plan</b> identifies projects, and includes estimated project costs and a timeline for completion.</li><li><input type="checkbox"/> The corridor plan contains mixed-use and pedestrian oriented development elements.</li><li><input type="checkbox"/> The corridor plan addresses transit oriented development, if applicable.</li><li><input type="checkbox"/> The corridor plan coordinates with the master plan, redevelopment strategy/plan and capital improvements plan.</li><li><input type="checkbox"/> The corridor plan is accessible online.</li></ul>

# Best Practice One: Community Plans and Public Outreach

## 1.2—Public Participation

Best practice 1.2 assesses how well a community identifies its stakeholders and engages them, not only during the master planning process, but on a continual basis. A public participation plan is essential to formalize those efforts and outline how the public will be engaged throughout the planning and development process.

Public participation is the process by which a community consults with interested or affected stakeholders before making a decision. It is two-way communication and collaborative problem solving with the objective of being

intentionally inclusive, and the goal of achieving better and more acceptable decisions. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle.

The best plans and proposals have the support of many stakeholders from businesses, residents, community groups and elected and appointed community officials. Public engagement should be more frequent and interactive than only soliciting input during the master plan update and public hearings.

Evaluation criteria	Expectations				
<p>The community has a <b>public participation plan</b> for engaging a diverse set of community stakeholders.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The plan identifies <b>key stakeholders</b>, including those not normally at the visioning table.</li> <li><input type="checkbox"/> The plan describes public participation methods and the appropriate venue to use each method.</li> <li><input type="checkbox"/> If a third party is consulted, they adhere to the public participation plan.</li> </ul>				
<p>The community demonstrates that public participation efforts go beyond the basic methods.</p>	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p><b>Basic methods</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Open Meetings Act</b></li> <li><input type="checkbox"/> Newspaper posting</li> <li><input type="checkbox"/> Website posting</li> <li><input type="checkbox"/> Flier posting on community hall door</li> <li><input type="checkbox"/> Postcard mailings</li> <li><input type="checkbox"/> Attachments to water bills</li> <li><input type="checkbox"/> Local cable notification</li> <li><input type="checkbox"/> Announcements at governing body meetings</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <p><b>Proactive practices</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Individual mailings</li> <li><input type="checkbox"/> Charrettes</li> <li><input type="checkbox"/> One-on-one interviews</li> <li><input type="checkbox"/> Canvassing</li> <li><input type="checkbox"/> Community workshops</li> <li><input type="checkbox"/> Focus groups</li> <li><input type="checkbox"/> Social networking</li> <li><input type="checkbox"/> Crowd-sourcing</li> </ul> </td> </tr> <tr> <td colspan="2" style="padding-top: 10px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Community tracks success of various methods.</li> </ul> </td> </tr> </table>	<p><b>Basic methods</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Open Meetings Act</b></li> <li><input type="checkbox"/> Newspaper posting</li> <li><input type="checkbox"/> Website posting</li> <li><input type="checkbox"/> Flier posting on community hall door</li> <li><input type="checkbox"/> Postcard mailings</li> <li><input type="checkbox"/> Attachments to water bills</li> <li><input type="checkbox"/> Local cable notification</li> <li><input type="checkbox"/> Announcements at governing body meetings</li> </ul>	<p><b>Proactive practices</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Individual mailings</li> <li><input type="checkbox"/> Charrettes</li> <li><input type="checkbox"/> One-on-one interviews</li> <li><input type="checkbox"/> Canvassing</li> <li><input type="checkbox"/> Community workshops</li> <li><input type="checkbox"/> Focus groups</li> <li><input type="checkbox"/> Social networking</li> <li><input type="checkbox"/> Crowd-sourcing</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Community tracks success of various methods.</li> </ul>	
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<ul style="list-style-type: none"> <li><input type="checkbox"/> Community tracks success of various methods.</li> </ul>					
<p>The community shares outcomes of public participation processes.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Community participation results are communicated in a consistent and transparent manner.</li> </ul>				

# Best Practice Two: Zoning Regulations

## 2.1—Zoning Regulations

This best practice evaluates a community’s zoning ordinance and how well the ordinance regulates for the goals of the master plan.

Zoning is a key tool to implement plans in a community. Inflexible or obsolete zoning regulations can discourage redevelopment and investment. Outdated regulations

force developers to pursue rezoning or variance requests, disturbing project timelines, increasing costs and creating uncertainty. Communities should look to streamline ordinances and regulate for the kind of development that is truly desired. In addition, zoning is an essential tool for shaping inviting, walkable communities.

Evaluation criteria	Expectations
The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.	<ul style="list-style-type: none"> <li><input type="checkbox"/> The community has reviewed the master plan’s zoning plan to determine if changes to the zoning map or ordinance text are necessary to implement master plan vision.</li> <li><input type="checkbox"/> The community has reviewed zoning district intent statements to reflect master plan land use recommendations.</li> </ul>
The zoning ordinance is user-friendly and accessible online.	<ul style="list-style-type: none"> <li><input type="checkbox"/> The <b>zoning ordinance</b> portrays clear definitions and requirements.</li> <li><input type="checkbox"/> The zoning ordinance is available in an electronic format at no cost. Hard copies are available for review at convenient locations.</li> </ul>
The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	<ul style="list-style-type: none"> <li><input type="checkbox"/> The community allows mixed use in areas of concentrated development by right.</li> <li><input type="checkbox"/> The community understands form-based zoning and has reviewed their zoning ordinance to consider how form-based zoning might help them achieve community goals.</li> <li><input type="checkbox"/> Zoning for areas of concentrated development include the following placemaking elements, where appropriate:               <ul style="list-style-type: none"> <li>» Build-to lines</li> <li>» Open store fronts</li> <li>» Outdoor dining</li> <li>» Ground floor signage standards</li> <li>» <b>Public realm standards</b></li> <li>» Other pedestrian-friendly elements</li> </ul> </li> </ul>

# Best Practice Two: Zoning Regulations

## 2.1—Zoning Regulations *continued*

Evaluation criteria	Expectations
<p>The zoning ordinance includes flexible zoning tools to encourage development and redevelopment.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The ordinance provides standards for flexible development and preserves sensitive historic and environmental features.</li> <li><input type="checkbox"/> Special land use and conditional zoning approval procedures and requirements are clearly defined.</li> <li><input type="checkbox"/> Industrial districts permit related non-industrial uses that serve <b>new economy-type businesses</b>.</li> </ul>
<p>The zoning ordinance allows for a variety of housing options.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The zoning ordinance allows for <b>one or more</b> of the following non-traditional housing types:               <ul style="list-style-type: none"> <li>» Accessory dwelling units</li> <li>» Attached single-family units</li> <li>» Stacked flats</li> <li>» Co-housing</li> <li>» Live/work</li> <li>» Residential units above non-residential uses</li> <li>» Mixed-income housing</li> <li>» Corporate temporary housing</li> <li>» Housing for those with special needs</li> </ul> </li> </ul>
<p>The zoning ordinance includes standards to improve non-motorized transportation.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The community understands the benefits of walkable and transit oriented development and has included related zoning standards where appropriate.</li> <li><input type="checkbox"/> The community understands the benefits of <b>connectivity</b> and has <b>ordinance requirements</b> that accommodate pedestrian activity within and around development.</li> <li><input type="checkbox"/> The community encourages the provision of bicycle parking through ordinance or guidelines.</li> <li><input type="checkbox"/> The ordinance provides for pedestrian lighting, traffic calming and streetscape elements.</li> </ul>

# Best Practice Two: Zoning Regulations

## 2.1—Zoning Regulations *continued*

Evaluation criteria	Expectations
<p>The zoning ordinance includes flexible parking standards.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The <b>ordinance considers:</b> <ul style="list-style-type: none"> <li>» Availability of on-street and public parking</li> <li>» Interconnected vehicle passage between lots</li> <li>» Shared parking agreements</li> <li>» Parking maximums or waivers</li> <li>» Electric vehicle charging stations</li> <li>» Bicycle parking</li> </ul> </li> </ul>
<p>The zoning ordinance includes <b>standards</b> for green infrastructure.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The ordinance considers:           <ul style="list-style-type: none"> <li>» <b>Rain gardens, bioswales and other treatment techniques</b></li> <li>» Green roofs</li> <li>» Rain barrels</li> <li>» Landscape regulations that encourage or require use of native, non-invasive species</li> <li>» Pervious pavement</li> </ul> </li> <li><input type="checkbox"/> The community recognizes the benefits of street trees and parking lot landscaping to mitigate the impacts of heat island effects.</li> </ul>

# Best Practice Three: Development Review Process

## 3.1—Development Review Policy and Procedures

This best practice evaluates the community’s site plan review policies and procedures, project tracking and internal/external communication.

The purpose of the site plan review process is to assure plans for specific types of development comply with local ordinances and are consistent with the master plan. Streamlined, well-documented site plan policies and procedures ensure a smooth and predictable experience when working with a community. It is essential for a community’s site plan review team to also coordinate with permitting and inspections staff.

Unnecessary steps and layers or unclear instructions increase time and expenses associated with development. Community leaders should look to simplify and clarify policies, operate in a transparent manner and increase efficiency to create an inviting development climate that is vital to attracting investment. To do this sound internal procedures need to be in place and followed. Tracking projects internally across multiple departments can alleviate potential delays. Offering conceptual site plan review meetings is one more step a community can take to show investors they are working to remove development barriers and cut down on unexpected time delays.

Evaluation criteria	Expectations
The zoning ordinance articulates a thorough site plan review process.	<input type="checkbox"/> The responsibilities of the governing body, staff, zoning board of appeals, planning commission and other reviewing bodies are clearly documented.
The community has a qualified intake professional.	<input type="checkbox"/> The community identifies a project point person and trains staff to perform intake responsibilities including: <ul style="list-style-type: none"> <li>» receiving and processing applications and site plans</li> <li>» maintaining contact with the applicant</li> <li>» facilitating meetings</li> <li>» processing applications after approval</li> <li>» coordinating projects with permitting and inspections staff</li> </ul> <input type="checkbox"/> Staff understands the importance of excellent customer service.
The community defines and offers <b>conceptual site plan review</b> meetings for applicants.	<input type="checkbox"/> The community has clearly defined expectations posted online, and an internal requirements checklist to be reviewed at conceptual meetings.
The community has a clearly documented internal staff review policy.	<input type="checkbox"/> The review process articulates clear roles, responsibilities, and timelines. <input type="checkbox"/> Administrative review standards are clearly articulated.

# Best Practice Three: Development Review Process

## 3.1—Development Review Policy and Procedures *continued*

Evaluation criteria	Expectations
<p>The appropriate departments engage in <b>joint site plan reviews</b>.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The joint site plan review team consists of the following representatives, as applicable:               <ul style="list-style-type: none"> <li>» Planning department</li> <li>» Department of Public Works                   <ul style="list-style-type: none"> <li>• <i>traffic</i></li> <li>• <i>water, sewer</i></li> </ul> </li> <li>» Building department</li> <li>» Fire</li> <li>» Police</li> <li>» Community manager or supervisor</li> <li>» Historic District Commission</li> <li>» Economic development</li> <li>» Transportation department</li> <li>» County</li> <li>» Consultant</li> <li>» Assessor</li> </ul> </li> </ul>
<p>The community has a method to track development projects.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The community demonstrates they have and use a <b>tracking mechanism</b> for development projects during the site plan review process.</li> <li><input type="checkbox"/> The community demonstrates they have and use a tracking mechanism for permitting and inspections.</li> </ul>
<p>The community promptly acts on <b>development requests</b>.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The community does not require governing body approval for permitted uses.</li> <li><input type="checkbox"/> The community follows its documented procedures and timelines.</li> <li><input type="checkbox"/> The community has easy to follow flowcharts of development requests that include timelines.</li> <li><input type="checkbox"/> Community development staff coordinates with permitting and inspections staff to ensure a smooth and timely development process.</li> </ul>
<p>The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The community <b>assists the developer</b> in soliciting input on a proposal before site plan approval as detailed in the public participation plan.</li> </ul>



# Best Practice Three: Development Review Process

## 3.1—Development Review Policy and Procedures *continued*

Evaluation criteria	Expectations
<p>The community annually reviews the successes and challenges with the site plan review and approval procedures.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The site plan review team meets to capture lessons learned and amend the process accordingly.</li> <li><input type="checkbox"/> The community’s permitting and inspections staff meets with the development team to capture lessons learned and amend the process accordingly.</li> <li><input type="checkbox"/> The community obtains customer feedback on the site plan approval and permitting and inspections process and integrates changes where applicable.</li> </ul>

# Best Practice Three: Development Review Process

## 3.2 — Guide to Development

This best practice evaluates the accessibility of a community’s planning and development information.

Development information and applications must be assembled to help citizens, developers and public officials

gain a better understanding of how the development process in the community works. Documents should be updated regularly and provide a general overview of development processes and steps necessary to obtain approvals and should be readily available online.

Evaluation criteria	Expectations
<p>The community maintains an online <b>guide to development</b> that explains policies, procedures and steps to obtain approvals.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The guide includes:               <ul style="list-style-type: none"> <li>» Relevant <b>contact information</b></li> <li>» Relevant meeting schedules</li> <li>» Easy to follow <b>step-by-step flowchart</b> of development processes</li> <li>» Clear approval <b>timelines</b> for reviewing bodies</li> <li>» <b>Conceptual meeting</b> procedures</li> <li>» Relevant ordinances to review prior to site plan submission</li> <li>» Site plan review <b>requirements and application</b></li> <li>» Rezoning request process and <b>application</b></li> <li>» Variance request process and <b>application</b></li> <li>» Special land use request process and <b>application</b></li> <li>» Fee schedule</li> <li>» Special meeting procedures</li> <li>» Financial assistance <b>tools</b></li> <li>» Design guidelines and related processes                   <ul style="list-style-type: none"> <li>• <i>clear explanation for site plans that can be approved administratively</i></li> <li>• <i>permit requirements and applications</i></li> <li>• <i>instructions for online forms</i></li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Community accepts credit card payment for fees</li> </ul>
<p>The community annually reviews the fee schedule.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The fee schedule is updated to cover the community’s true cost to provide services.</li> </ul>

# Best Practice Four: Recruitment and Education

## 4.1—Recruitment and Orientation

This best practice evaluates how a community conducts recruitment and orientation for newly appointed or elected officials and board members.

Diversity on boards and commissions can ensure a wide range of perspectives are considered when making deci-

sions on development and financial incentives. Communities should seek applicants with desired skill sets and establish expectations prior to new officials and board members becoming active.

Evaluation criteria	Expectations
The community sets expectations for board and commission positions.	<input type="checkbox"/> Board and commission applications outline expectations and <b><u>desired skill sets</u></b> for open seats. <input type="checkbox"/> The applications are accessible online.
The community provides orientation packets to all appointed and elected members of development related boards and commissions.	<input type="checkbox"/> The <b>orientation packet includes</b> all relevant planning, zoning and development information.



# Best Practice Four: Recruitment and Education

## 4.2—Education and Training

This best practice assesses how a community encourages ongoing education and training and tracks training needs for appointed or elected officials, board members and staff.

Planning commissioners, zoning board of appeals members, the governing body and staff make more informed

development decisions when they receive adequate training on land use and development issues. Turnover in officials and staff can create gaps in knowledge, which makes ongoing training essential to the efficient functioning of a community's development processes.

Evaluation criteria	Expectations
The community has a dedicated source of funding for training.	<input type="checkbox"/> The community has a training budget allocated for <b>elected and appointed officials and staff.</b>
The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	<input type="checkbox"/> The community manages a simple tracking mechanism for logging individual training needs and attendance. <input type="checkbox"/> The community identifies trainings that assist in accomplishing their stated goals and objectives.
The community encourages the governing body, boards, commissions and staff to attend trainings.	<input type="checkbox"/> The community consistently notifies its elected/appointed officials and staff about training opportunities.
The community shares information between the governing body, boards, commissions and staff.	<input type="checkbox"/> Training participants share information with those not in attendance. <input type="checkbox"/> The community holds collaborative work sessions. <input type="checkbox"/> The community conducts joint trainings on development topics. <input type="checkbox"/> The community annually meets to review planning, zoning, economic and redevelopment benchmarks.

# Best Practice Five: Redevelopment Ready Sites®

## 5.1—Redevelopment Ready Sites®

This best practice assesses how a community identifies, visions and markets their priority redevelopment sites. A priority redevelopment site is a site targeted by the community for investment.

Identified redevelopment ready sites assist a community to stimulate the real estate market for **obsolete, vacant and underutilized property**. Developers look to invest in communities that have a vision for the community, and a vision for priority sites. Communities that have engaged the public and determined desired outcomes for priority

sites create a predictable environment for redevelopment projects. A community which takes steps to reduce the risk of rejected development proposals will entice hesitant developers to spend their time and financial resources pursuing a project in their community. If a priority redevelopment project is deemed controversial, additional visioning sessions should be held to ensure community support. To encourage redevelopment, it is essential that communities actively package and market sites prioritized for redevelopment.

Evaluation criteria	Expectations
The community identifies and prioritizes redevelopment sites.	<input type="checkbox"/> The community maintains an updated list of high priority sites to be redeveloped.
The community gathers preliminary background information for prioritized redevelopment sites.	<input type="checkbox"/> Information to consider: <ul style="list-style-type: none"> <li>» Market analysis, feasibility study or target market analysis</li> <li>» Existing structure and previous uses <b>report</b></li> <li>» Known environmental and/or contamination conditions</li> <li>» Soil conditions</li> <li>» Natural <b>features</b> map</li> <li>» GIS information including site location, street maps and utility locations</li> </ul>
The community has developed a vision for the priority redevelopment sites.	<input type="checkbox"/> The <b>vision</b> includes desired development outcomes and specific development criteria. <input type="checkbox"/> Community champions for the redevelopment site are identified. <input type="checkbox"/> High controversy redevelopment sites may require additional public engagement.

# Best Practice Five: Redevelopment Ready Sites®

## 5.1—Redevelopment Ready Sites® *continued*

Evaluation criteria	Expectations
<p>The community identifies available resources and incentives for prioritized redevelopment sites.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The community determines the level of support it will give to a project, based on the project meeting the community’s vision and desired development outcomes.</li> <li><input type="checkbox"/> The community gathers financial support from other partners for projects including:               <ul style="list-style-type: none"> <li>» Development authorities</li> <li>» Chamber of commerce</li> <li>» Land bank</li> <li>» Private funders</li> <li>» State agencies</li> <li>» Others</li> </ul> </li> </ul>
<p>A “Property Information Package” for the prioritized redevelopment site(s) is assembled.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The “Property Information Package” includes or identifies:               <ul style="list-style-type: none"> <li>» Vision statement and any specific required development criteria</li> <li>» Planned public infrastructure improvements as identified in the CIP</li> <li>» Property survey</li> <li>» GIS information including site location and street maps</li> <li>» Water, sewer, broadband and other utility locations, capacities and contact information</li> <li>» Property tax assessment information</li> <li>» Current or future zoning</li> <li>» Deed restrictions</li> <li>» Existing building condition report</li> <li>» Previous uses</li> <li>» Traffic studies</li> <li>» Known environmental and/or contamination conditions</li> <li>» Soil conditions and natural features map</li> <li>» Current property owner</li> <li>» Market analysis or feasibility study results</li> <li>» Demographic data, at community and block group levels</li> <li>» Surrounding <b>amenities</b></li> <li>» Available financial incentives</li> </ul> </li> </ul>
<p>Prioritized redevelopment sites are actively marketed.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The “Property Information Package(s)” are accessible online.</li> </ul>



# Best Practice Six: Community Prosperity

## 6.1—Economic Development Strategy

This best practice assesses what goals and actions a community has identified to assist in strengthening its overall economic health.

Today, economic development means more than business attraction and retention. While business development is a core value, a community needs to include community de-

velopment and talent in the overall equation for economic success. The goal of the economic development strategy is to provide initiatives and methods that will encourage diversity of the region's economic base, tap into opportunities for economic expansion and help to create a sustainable, vibrant community.

Evaluation criteria	Expectations
<p>The community has an approved economic development strategy.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The economic development strategy is part of the master plan, annual budget or a separate document.</li> <li><input type="checkbox"/> The economic development strategy connects to the master plan and capital improvements plan.</li> <li><input type="checkbox"/> The economic development strategy identifies the unique economic opportunities and challenges of the community.</li> <li><input type="checkbox"/> The economic development strategy contains goals/actions, implementation steps and tools for the identified opportunities and challenges.</li> <li><input type="checkbox"/> The economic development strategy identifies responsible parties and includes benchmarks.</li> <li><input type="checkbox"/> The economic development strategy coordinates with a regional economic development strategy, if applicable.</li> <li><input type="checkbox"/> The economic development strategy is accessible online.</li> </ul>
<p>The community annually reviews the economic development strategy.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The community annually reports on the stated benchmarks and amends the strategy as needed.</li> </ul>

# Best Practice Six: Community Prosperity

## 6.2—Marketing and Promotion

This best practice assesses how a community promotes and markets itself to create community pride and increase investor confidence. It also evaluates the ease of locating pertinent planning, zoning and economic development documents on the community’s website.

promotional strategy through marketing campaigns, advertising and special events to encourage investment. Marketing campaigns can assist with sharing the established community vision, values and goals. Developing a brand to promote a consistent identity can position a community for future success. A community’s website is an important marketing tool and must be well-designed to provide information to the public and build a positive image.

Community marketing and promotion can take many forms, but the goal is to create a positive image that rekindles community pride and improves consumer and investor confidence. Communities must develop a positive,

Evaluation criteria	Expectations
<p>The community has developed a marketing strategy.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The marketing strategy identifies marketing opportunities and specific strategies to attract businesses, consumers and real estate development to the community.</li> <li><input type="checkbox"/> The marketing strategy objectives strive to create or strengthen an <b>image</b> for the community, heighten awareness about the community, and attract and retain businesses.</li> <li><input type="checkbox"/> The community is coordinating marketing efforts with local, regional and state partners.</li> <li><input type="checkbox"/> The marketing strategy includes specific approaches to market the community’s prioritized redevelopment sites.</li> </ul>
<p>The community has an updated, user-friendly municipal website.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The community’s website is easy to navigate and find information.</li> <li><input type="checkbox"/> The community’s development information is grouped together.</li> <li><input type="checkbox"/> The community’s website contains or links to the following information:               <ul style="list-style-type: none"> <li>» Master plan and amendments</li> <li>» Capital improvements plan</li> <li>» Downtown plan, if applicable</li> <li>» Corridor plan, if applicable</li> <li>» Zoning ordinance</li> <li>» All components listed in the “guide to development”</li> <li>» Online payment option, if applicable</li> <li>» Board and commission applications</li> <li>» “Property Information Packages” for the identified priority redevelopment site(s)</li> <li>» Economic development strategy</li> </ul> </li> </ul>

**Communities receiving formal RRC Evaluation in 2014:**

Alpena  
Battle Creek  
Dearborn  
Dexter  
Escanaba  
Farmington  
Flint  
Hillsdale  
Imlay City  
Jackson  
Kalamazoo  
Manistee  
Marshall  
Middleville  
Midland  
Saginaw  
Traverse City

**Communities participating to work toward RRC certification:**

Allegan  
Ann Arbor  
Boyer City  
Eastpointe  
East Lansing  
Ferndale  
Lansing  
Lathrup Village  
Lincoln Park  
Muskegon  
Novi  
Roseville  
Southfield  
Ypsilanti

CITY OF WYANDOTTE  
REQUEST FOR COUNCIL ACTION

5

MEETING DATE: April 20<sup>th</sup>, 2015

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

**ITEM:** Restaurant Week in Wyandotte 2015

**PRESENTER:** Natalie Rankine, Downtown Development Authority

**INDIVIDUALS IN ATTENDANCE:** N/A

**BACKGROUND:** In an effort to bring awareness about our many fine restaurants, coffee shops, bars and “sweets” shops in Wyandotte, the Downtown Development Authority (DDA) and the Wyandotte Business Association (WBA) will once again host Restaurant Week in Wyandotte from April 20<sup>th</sup> to 25<sup>th</sup>. The DDA and the WBA will actively market this event and offer a variety of restaurant giveaways to visitors during this week. We will be profiling participating restaurants through E-Newsletters, press releases and social media avenues. The event is an effort to raise awareness about the vast array of dining choices available in the City of Wyandotte. Weeklong specials will be listed on our website at [www.wyandotte.net/restaurantweek](http://www.wyandotte.net/restaurantweek)

**STRATEGIC PLAN/GOALS:** This action is consistent with the Goals and Objectives identified in the *City of Wyandotte's Strategic Plan 2010-2015* that identifies a *commitment to enhancing the community's quality of life.*

**ACTION REQUESTED:** Receive information regarding Restaurant Week in Wyandotte and place on file.

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

**IMPLEMENTATION PLAN:** N/A

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:** *S. Dupdale*

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

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

**LIST OF ATTACHMENTS**

**MODEL RESOLUTION:**

RESOLUTION

Wyandotte, Michigan  
Date: April 20th, 2015

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

BE IT RESOLVED by the City Council that Council concurs with the City Administrator and the Downtown Development Authority Director in the following resolution:

RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYANDOTTE that the communication from the Downtown Development Authority Director relative to Restaurant Week in Wyandotte from April 20<sup>th</sup> to 25<sup>th</sup> is hereby received and placed on file. AND BE IT FURTHER RESOLVED that Mayor and Council hereby APPROVE Restaurant Week in the City of Wyandotte and encourages all citizens to take part in same.

I move the adoption of the foregoing resolution.

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

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

YEAS

COUNCIL

NAYS

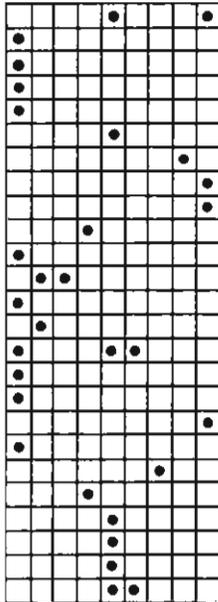
Browning  
DeSana  
Fricke  
Galeski  
Sabuda  
Stec

\$5 of your purchase of \$25 or more  
 Buy 2 entrees, receive free appetizer  
 Buy 2 entrees, receive free dessert  
 2 for 1 special  
 \$1.00 special  
 \$5.00 special  
 10.00 special  
 2 for \$20 special  
 In-house special

# WYANDOTTE RESTAURANT WEEK



**APRIL 20<sup>TH</sup> TO 25<sup>TH</sup>**



- Angelina's Mexican Restaurant, 3033 Biddle Ave.
- Belicaso Martini Cigar Bar, 3030 Biddle Ave.
- Bourbon's Brews & Bayou, 118 Sycamore
- Captain's, 126 Oak Street
- Camina Real, 3851 Fort Street
- Cheesesteak Institute of America, 3037 Biddle Ave.
- Joe's Hamburgers, 3041 Biddle Ave.
- Jersey Giant Subs, 350 Eureka
- The Little Pierogi & Crepe Kitchen, 125 Elm Street
- Nanna's Kitchen, 2962 Biddle Ave.
- Mancino's Pizza & Grinders, 480 Eureka
- Magdalena Ristarante, 152 Elm Street
- RP McMurphy's, 2922 Biddle Ave.
- Pancho's II Mexican Restaurant, 3960 Biddle Ave.
- Sanders Chocolate & Ice Cream Shap, 3042 Biddle Ave.
- Serendipity Cakery, 1752 Eureka
- Smakies Restaurant & Tavern, 930 Biddle Ave.
- Sports Brew Pub, 166 Maple Street
- Stone Pub, 132 Sycamore
- Sushi Bor & Japanese Cuisine, 130 Maple Street
- Sweet Arrangements, 3209 Biddle Ave.
- Tangue's Protein Bor, 2958 Biddle Ave.
- Total Health Foods Juice Bar, 2919 First Street
- Sweet Nathings, 145 Mople Street
- Yogurtawn, 2913 Biddle Ave.

## Specials all week!

Same restrictions may apply. Please see individual businesses for details regarding Restaurant Week specials.

**Downtown Development Authority  
 Wyandotte Business Association  
[www.wyandotte.net/restaurant-week](http://www.wyandotte.net/restaurant-week)**

# Specials all week!

dinner *sea foods*

DESSERTS *wine*

*special* FAST FOOD

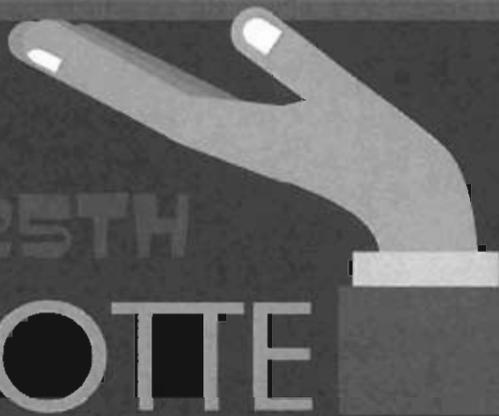
*food* **pasta**

**Lunch** BREAKFAST



**APRIL**

20TH TO 25TH



**WYANDOTTE**

**RESTAURANT WEEK**

**Downtown Development Authority**

**Wyandotte Business Association**

**[www.wyandotte.net/restaurant-week](http://www.wyandotte.net/restaurant-week)**

CITY OF WYANDOTTE  
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 20<sup>th</sup>, 2015

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

6

**ITEM:** Girl Scout Troop 40101 Request: Free Little Library referral

**PRESENTER:** Natalie Rankine, Downtown Development Authority Director

**INDIVIDUALS IN ATTENDANCE:** Natalie Rankine, Mark Kowalewski

**BACKGROUND:** Wyandotte Girl Scout Troop 40101 has requested to place 'Free Little Library' kiosks at the Farmers Market lot and a location on the field between Jefferson and Wilson schools. In discussions with the Superintendent of Schools, it was decided that the district should wait for the installation of the kiosk at the Jefferson/Wilson site due to construction work expected to occur in that area this summer. The School Board will re-visit the project once the work is complete. Therefore, it is recommended that approval for only one kiosk be granted at this time.

The placement of the 'Free Little Library' kiosk was reviewed at the Downtown Development Authority meeting on April 14<sup>th</sup>, 2015 and the DDA concurs with the installation of the kiosk on this site as per the resolution below:

**RESOLUTION**

**Motion by P. Slack, seconded by A. Madglinger to recommend the placement of the 'Free Little Library' kiosk at the corner of First and Elm on the Farmers Market site. Roll called. All in favor. Motion carried.**

The City Engineer has reviewed and concurs with this recommendation.

**STRATEGIC PLAN/GOALS:** *We are committed to enhancing the community's quality of life by working with organizations to bring quality programming and projects to Wyandotte.*

**ACTION REQUESTED:** Concur with the Downtown Development Authority's concurrence to place the **Free Little Library** kiosk at the corner of First & Elm as depicted in the attached site plan.

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

**IMPLEMENTATION PLAN:** Downtown Development Authority Director will supply the Engineering and Building Department, Department of Public Services with the attached map for coordination of installation with the girl scouts and obtain a Hold Harmless/Maintenance Agreement from the Girl Scout Troop 40101 in accordance with the Department of Legal Affairs.

COMMISSION RECOMMENDATION: Concur

CITY ADMINISTRATOR'S RECOMMENDATION: *SDunsdale*

LEGAL COUNSEL'S RECOMMENDATION: *W Looch*

MAYOR'S RECOMMENDATION: *ALP*

LIST OF ATTACHMENTS:

- 1. Farmers Market site plan.
- 2. Downtown Development Authority Minutes, April 14<sup>th</sup>, 2015
- 3. Hold Harmless

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan  
Date: April 20<sup>th</sup>, 2015

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

BE IT RESOLVED by the City Council that Council concurs with the Downtown Development Authority in the following resolution:

Resolution to place Girl Scout Troop 40101 Free Little Library kiosk on the Farmers Market site at the southeast corner of Elm and First Streets provided the proper Hold Harmless Agreement is executed as prepared by the Department of Legal affairs.

BE IT FURTHER RESOLVED that the Girl Scout Troop 40101 shall accept full responsibility for the maintenance of the 'Free Little Library' kiosk in a timely manner.

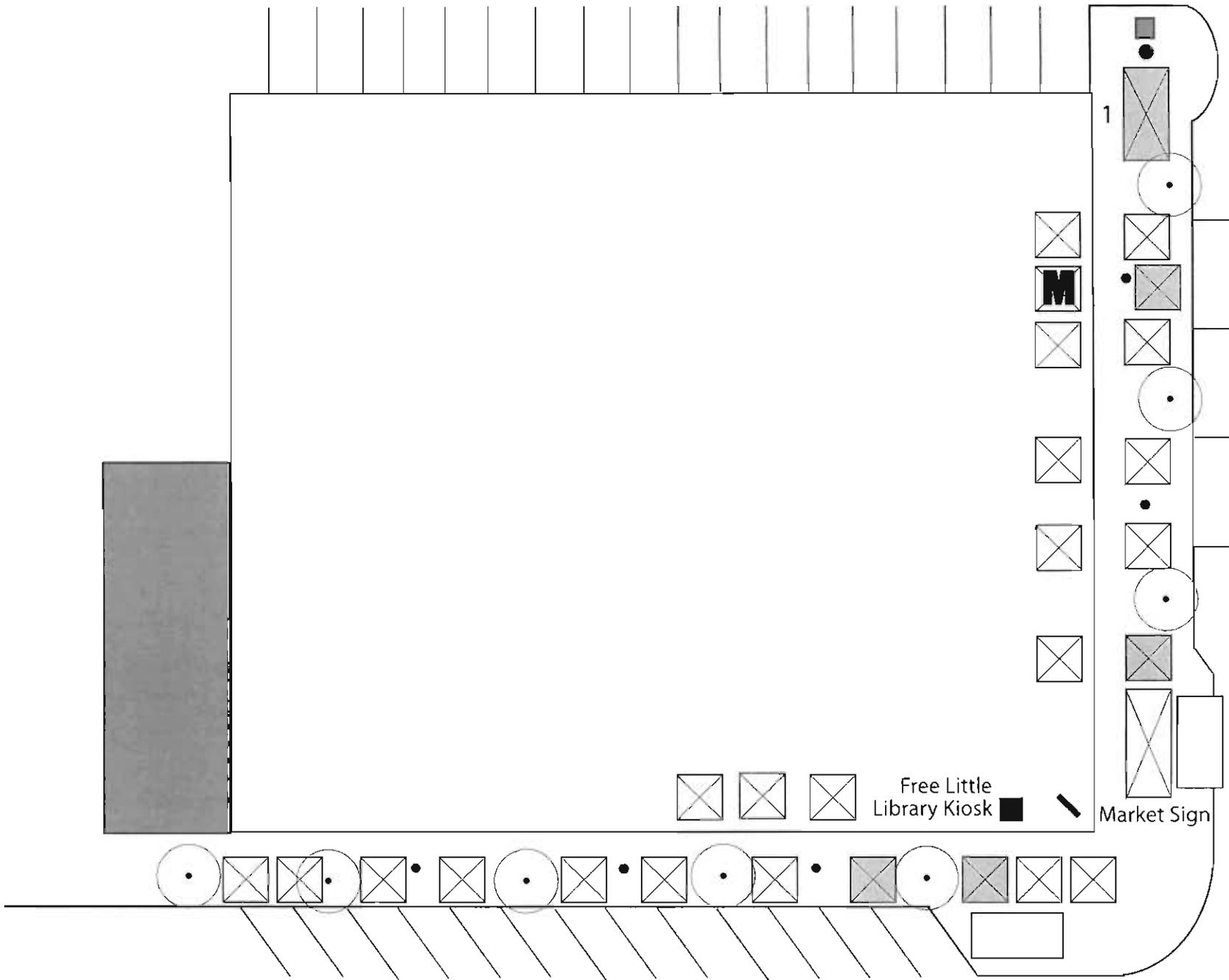
I move the adoption of the foregoing resolution.

MOTION by

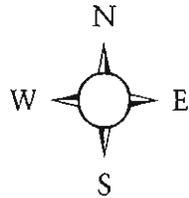
Councilmen \_\_\_\_\_

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

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
	Fricke	
	Galeski	
	Micuire	
	Sabuda	
	Schultz	
	Stec	



FIRST STREET



ELM STREET

Free Little Library Kiosk  Market Sign 

**OFFICIALS**

Thomas Woodruff  
CITY ASSESSOR

William R. Griggs  
CITY CLERK

Todd M. Browning  
TREASURER



**COUNCIL**

Sheri M. Sutherby-Fricke  
Daniel E. Galeski  
Tadeusz Miciura Jr.  
Leonard T. Sabuda  
Donald Schultz Jr.  
Lawrence S. Stec

**DOWNTOWN DEVELOPMENT AUTHORITY**

**Meeting Minutes**  
**Tuesday, April 15<sup>th</sup>, 2015**  
**Council Chambers, 3200 Biddle Avenue, Suite 300, Wyandotte, MI 48192**

**MEMBERS PRESENT:** Rick DeSana, Greg Gilbert, Gerry Lucas, Anne Madjlinger, Patt Slack, Leo Stevenson, Norm Walker.

**MEMBERS EXCUSED:** Mayor Peterson, John Jarjosa

**OTHER PRESENT:** None

**PUBLIC COMMENT:** No public comment

**APPROVAL OF MINUTES AND AGENDA:**

It was noted that the minutes stated that Mayor Peterson made the motion to adjourn. The motion was made by P. Slack.

**Motion by N. Walker supported by G. Lucas to approve of the minutes from the March meeting. All in favor, motion carried.**

N. Rankine noted that she would like to add item 9g to the agenda: Beautification Clean-up

**Motion by G. Lucas supported by N. Walker to approve of the agenda for the April meeting. All in favor, motion carried.**

**INFORMATION TO RECEIVE AND PLACE ON FILE:**

- a. Beautification Commission Meeting Minutes

**Motion by G. Gilbert supported by G. Lucas to receive the Beautification Commission Minutes and place on file. All in favor, motion carried.**

**MONTHLY REVENUE/EXPENDITURE REPORT:**

N. Rankine presented the monthly revenue and expenditure report.

3200 Biddle Avenue • Wyandotte, Michigan 48192 • 734-324-7298 • Fax 734-324-7283 • email: [nrankine@wyan.org](mailto:nrankine@wyan.org) • [www.wyandotte.net](http://www.wyandotte.net)

**Motion by L. Stevenson, supported by P. Slack to approve of the monthly revenue and expenditure report. Roll Call, all in favor, motion carried.**

#### **ONGOING PROJECTS AND BUSINESS:**

- a. WBA Updates: N. Rankine notified the board that the WBA had not yet submitted the end-of-the-year report or the most recent quarterly report. The WBA has been sent a reminder every few weeks of the deadline.
- b. Oak Street Parking Lot: N. Rankine updated the board about the bids for the Oak Parking Lot dumpster enclosure. The project came in under budget and will be completed sometime in June as the target is prior to the Farmer's Market opening. All businesses which use this dumpster will be notified via mail. N. Rankine noted that the meeting minutes from the January 2015 meeting inadvertently read 'compactor', but that it is only an dumpster enclosure.
- c. Restaurant Week: Restaurant week in Wyandotte occurs from April 20<sup>th</sup> to 25<sup>th</sup>. All participating restaurants will be offering specials throughout the week.
- d. Hotel RFP: N. Rankine will update the board on the Hotel RFP when information is received.
- e. Design & Promotions: N. Rankine presented the board with the breakdown of the approved marketing budget for 2015.

#### **NEW BUSINESS**

- a. DDA Available Properties Link: N. Rankine updated the available properties list on the City website. PDF versions are available for download. R. DeSana requested that a 'Coming Soon' page with businesses in the DDA be listed on the site as well and N. Rankine will add to the website.
- b. MEDC: N. Rankine updated the board on the presentation that the MEDC will make on the Redevelopment Ready Communities (RRC) Certification on Monday, April 20<sup>th</sup> at the City Council meeting. The RRC program assists cities in becoming redevelopment friendly by assessing what can be done to make regulations and guidelines easier for developers to understand. Communities who participate in the program also receive priority grant funding through the MEDC and MISHA. All DDA board members are encouraged to attend this presentation on April 20<sup>th</sup>.
- c. Free Little Library: City Council referred the communication from the Girl Scout troop 40101 in Wyandotte regarding their plan to install a Free Little Library kiosk on the site of the Wyandotte Farmers Market. The proposed kiosk would be located at the corner of Elm and First Streets and would be filled with books that people could swap for free. The Girl Scout troop would be responsible for maintaining the kiosk all year round.

**Motion by P. Slack, seconded by A. Madglinger to recommend the placement of the 'Free Little Library' kiosk at the corner of First and Elm on the Farmers Market site. Roll called. All in favor. Motion carried.**

N. Rankine will bring the DDA's motion of support to the City Council meeting on Monday.

- d. Grant Reimbursement Request: Jason D’Herin requested that he be reimbursed for the work done at the old ‘Why Not’ building located at 2903 Biddle Avenue, despite the business not being open yet. All grant guidelines clearly state that recipients must be open for regular business in order to be reimbursed. The board consensus was that Mr. D’Herin should wait until the business is open to receive reimbursement, so a resolution for support was not made.
- e. Grant Request: Magdelano’s Resturant – outdoor café. The grant subcommittee met prior to the DDA meeting and is asking for a business plan and personal guarantee to be submitted. The application will be reviewed again at the DDA meeting in May.
- f. Pop-up Retail: P. Slack spoke about getting Pop-Up retail funding for the next holiday season in the next budget. The Design & Promotions committee will put together a proposal for this and bring it to Finance subcommittee before the next round of budget talks.
- g. Beautification Clean-up: N. Rankine spoke about the Downtown Clean-up and thanked volunteers and members of the Beautification Commission for organizing the annual clean-up event.

**NEXT REGULAR MEETING:**

May 12th, 2015

**ADJOURNMENT**

**Motion by A. Madglinger supported by G. Lucas to adjourn the meeting, all in favor, motion carried.**

Respectfully submitted,



Natalie Rankine

**HOLD HARMLESS AGREEMENT**

In consideration of the City of Wyandotte granting permission to Wyandotte Girl Scout Troop 40101, to place Free Little Library kiosk at southeast corner of Elm and First, the undersigned hereby assumes all risk and liability relating to the aforementioned activity, and the undersigned agrees to hold harmless and indemnify the City of Wyandotte and all city officials, employees, volunteers and agents from all liability or responsibility whatever for injury (including death) to persons, or for any damage to any City of Wyandotte property, or to the property of others arising out of or resulting from the aforementioned use to place Free Little Library kiosks at southeast corner of Elm and First.

The undersigned further does hereby remise, release and forever discharge said City of Wyandotte, its officers, agents and employees from any and all claims, demands, actions, causes of action, damages and liabilities resulting or arising out of either directly or indirectly, from the aforementioned use to place Free Little Library kiosk at southeast corner of Elm and First.

The undersigned represents personally that he/she is authorized to execute this Agreement on behalf of the undersigned.

Agreed to this                      day of April, 2015

Girl Scout Troop 40101

\_\_\_\_\_  
By:

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

7-A

**MEETING DATE:** April 20<sup>th</sup> 2015

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

**ITEM:** Wyandotte Street Art Fair Event Approval

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

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

**BACKGROUND:** The 54<sup>th</sup> Annual Wyandotte Street Art Fair will be held on July 8-11, 2015. This letter is sent to request that the Public Works Department be notified to close Biddle Avenue, from Oak to Eureka, for the 2015 Wyandotte Street Art Fair from Sunday, July 5, starting at 12:01 AM through Monday, July 13, 8 AM. North and southbound traffic will be rerouted on Third Street with detours at Oak Street and Eureka, all truck traffic to be rerouted to M-85 (Ford Street) via Eureka or Ford (Northline).

**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:** The Chief of Police is requested to apply to the Wayne County Office of Public Service for a road closing permit; he should be designated and authorized to sign said street closing permit document on behalf of the City of Wyandotte. Responsibility for all damage claims which may arise from the road closing must be assumed by the City of Wyandotte. The Fire Department should also be notified of this event to reroute emergency vehicles.

Also, the Wyandotte Street Art Fair would like to request the following:

1. Permission to allow the city sidewalks listed below to be used during the Art Fair only, July 8-11, and by those merchants who are issued permits from the Art Fair Committee/Special Events Office:

- 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

Further, this permission should extend only to those merchants who have been issued a permit. 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.

2. Permission for the use of First Street from Oak to Maple Street for the display and sale of handmade craft items as authorized by the Wyandotte Street Art Fair Committee/Staff and the utilization the Parking Lot # 10 on First Street for their crafter parking.

3. Permission for a non-profit group/organization to have paid parking in parking lot # 11 from July 8 through July 11 funds from this lot are to return to the non-profit/organization with a small percentage to be donated to the Wyandotte Street Art Fair.

4. The Wyandotte Street Art Fair Committee request that outdoor sale and drinking of all alcoholic beverages be done by licensed vendors which have been authorized by the Art Fair Committee. Enforcement of this policy should be authorized by the Wyandotte Police Department under Ordinance 25-9. It is to be prohibited for any person to bring in their own alcoholic beverages at the Wyandotte Street Art Fair.

5. Permission to utilize the Chase Bank Building Parking Lot, area closest to Third Street, July 8 through July 11, as a parking lot for with a charge for the benefit of the Wyandotte Goodfellows and Old Time Ballplayers.

6. Permission to utilize the waterfront parking lot #1, grassy area, and adjacent between Elm and Oak, for entertainment and refreshment area.

7. Permission to utilize Biddle Avenue, from Eureka to Plum Street, to be utilized as a designated parking area, under the control of the Wyandotte Boat Club, subject to approval and coordination of the Department of Legal Affairs, Engineering Dept. and Police Department.

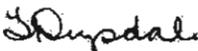
8. Permission to utilize Chestnut Street from Biddle to Second Street for a Downriver Council for the Arts (DCA) Indie Arts and Crafts Show from July 8 through the 11<sup>th</sup> 2015.

9. Permission to use 20 spaces in the city lot across from the DCA during the fair to be used for artist parking from July 10<sup>th</sup> through 11<sup>th</sup> 2015.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** None

**IMPLEMENTATION PLAN:** The resolutions and all necessary documents will be forwarded to the necessary departments.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:** 

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

**MAYOR'S RECOMMENDATION:** 

**LIST OF ATTACHMENTS:** None

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: April 20, 2015

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

Resolved by City Council to approve the request of the Special Event Coordinator to approve of the road closure for the City of Wyandotte Street Art Fair scheduled for July 8<sup>th</sup> through the 11<sup>th</sup> 2015.

I move the adoption of the foregoing resolution.

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

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

YEAS

COUNCIL

NAYS

- Fricke
- Galeski
- Miciura
- Sabuda
- Schultz
- Stec

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

7-B

**MEETING DATE:** April 20<sup>th</sup> 2015

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

**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 date for streets/property the Wyandotte Business Association (WBA) would like to utilize for their May Third Friday and special event Saturday May 16<sup>th</sup> 2015. The WBA is asking permission for the following items:

May 15<sup>th</sup> and 16<sup>th</sup> 2015

- Permission to utilize city sidewalks/property
- Permission to close Sycamore Street at Biddle Avenue to Third Street (by 9am)
- Permission to utilize the south half of the Yack Arena Parking Lot starting on 9 am Friday, May 15<sup>th</sup> and all day Saturday May 16<sup>th</sup>.
- No parking signs to be placed in necessary areas prior to events
- Permission to utilize all of City Hall Parking Lot located at 3200 Biddle Avenue both Friday and Saturday

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 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. 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. Quysdal*

LEGAL COUNSEL'S RECOMMENDATION: N/A

MAYOR'S RECOMMENDATION: *AMR*

LIST OF ATTACHMENTS

Information sheet

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan  
Date: April 20<sup>th</sup> 2015

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 May 15<sup>th</sup> and 16<sup>th</sup> 2015.

I move the adoption of the foregoing resolution.

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

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

YEAS

COUNCIL

NAYS

- Fricke
- Galeski
- Miciura
- Sabuda
- Schultz
- Stec

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

7-c

**MEETING DATE:** April 20<sup>th</sup> 2015

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

**ITEM:** Wyandotte Street Art Fair Stage/Sound/Light Rental/Performances

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

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

**BACKGROUND:** Herewith, please find the beverage area stage rental agreement and two entertainment performances assembled and recommended by my office for the 2015 Wyandotte Street Art Fair. The Wyandotte Street Art Fair Committee and I have confidence that Embarco will provide us with quality services and are endorsing their contract for the 2015 WSAF. Please see the below breakdown of services:

Stage/Sound/Light - \$8,000  
Speed Painter - \$500  
Pistons Drumline - \$750

**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:** Adopt a resolution to concur with the above recommendation and authorize Mayor Peterson or William Griggs, City Clerk to sign the attached contract.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

285.225.925.730.860      WSAF Expense Account      \$9,250.00

**IMPLEMENTATION PLAN:** Contracts to be signed by Mayor Joseph R. Peterson and William Griggs, City Clerk to be returned to Heather A. Thiede for implementation.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:** *S. Dysdal*

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

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

**LIST OF ATTACHMENTS:**

Stage/Light/Sound Rental Agreement

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: April 20<sup>th</sup> 2015

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

BE IT RESOLVED by the City Council that Council Concurs with the Special Event Coordinator in the following resolution:

A resolution to APPROVE the stage/sound and light rental, entertainment performances to be provided Embarco for the 2015 Wyandotte Street Art Fair as outlined in the provided communication dated April 20<sup>th</sup> 2015, \$9,250.00 to be paid from the Wyandotte Street Art Fair account 285.225.925.730.860. BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby directed to execute said contract on behalf of the City of Wyandotte.

I move the adoption of the foregoing resolution.

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

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

YEAS

COUNCIL

NAYS

Fricke  
Galeski  
Miciura  
Sabuda  
Schultz  
Stec

400 Monroe, Suite 450  
Detroit, MI 48226



Client: Wyandotte Department of  
Recreation, Leisure and Culture

Agent: Mike Mitchell  
Phone: (586)933.3503

Contact: Heather Thiede  
Phone: (734)324.4502

Agreement made this date, April 8, 2015 by and between Embarco Management LLC (hereinafter referred to as Agency) and the Wyandotte Department of Recreation, Leisure & Culture (hereinafter referred to as Purchaser). It is understood and mutually agreed that Purchaser engages Agency to provide Staging, Sound & Lights (Provided by NRG Sound Co.) with set-up on Tuesday July 7 and service provided on July 8-11, 2015, Speed Painter Dave Santia & The Detroit Piston's Drumline to perform at the following engagement on Saturday July 11, 2015, upon all terms and conditions hereinafter set forth:

**ARTIST: The Detroit Piston's Drumline**

- (1) Two Hour Performance
- Date: TBD by purchaser
- Cost: \$750.00

**Speed Painter David Santia**

- (1) Two Hour Performance
- Date: TBD by purchaser
- Cost: \$500.00

**PRODUCTION: Provided By NRG Lights & Sound Co.**

- (4) Four Days of Lights, Sound & Staging
- Professional / Industry Standard Equipment,
- Cost: \$8,000.00
  
- **24x36 'STAGERIGHT' STAGING, INCLUDING ROOFING SYSTEM**
  
- **36 LED PAR 54 LIGHTS FOR UP-STAGE AND DOWN-STAGE TRUSSING (LOW WATTAGE LIGHTS, WITH NO HEAT BEING GENERATED.)**
  
- **12 MARTIN 250s, MOVING LIGHTING FIXTURES.**
  
- **BEHRINGER X32 FRONT OF HOUSE, DIGITAL MIXER.**
  
- **YAMAHA M4000 MONITOR MIXER.**
  
- **CLAIRE BROTHERS SPEAKERS.**
  
- **CROWN AMPLIFIERS.**
  
- **2 SIDE FILLS**

- 6 EAW MONITORS.
- SAFETETY RAILS & STAIRS
- (2) CERTIFIED AUDIO ENGINEERS TO RUN THE ENTIRE SHOW ALL FOUR DAYS.
- LABOR FOR THE BUILD AND TEAR DOWN.
- APPROPRIATE TARPS & TENT TO PROTECT ALL OF EQUIPMENT, IN CASE OF INCLEMENT WEATHER.
- ALL OF THE APPROPRIATE CABLING, MICROPHONES AND MIC STANDS.

**TOTAL INVESTMENT: \$9,250.00**

**PAYMENTS:** \$4,625.00 US Deposit to Embarco by check or credit card only due upon execution of this agreement.

The balance of the guarantee shall be paid to Agency or Agency representative no later than June 1, 2015 via check, online check or major credit card.

This contract shall not be binding unless signed by all parties hereto provided however, that the failure to sign this Agreement shall not subject Embarco Management LLC to any liability. Should any Rider, Addendum and/or Expense sheet be annexed to this Agreement it/they shall also constitute a part of this agreement on the date first above written. IN WITNESS WHEREOF, the parties hereto have hereunto set their names and seals on the day and first above written. This agreement must be signed by both parties to be valld.

The concessionaire shall procure and maintain (copy to be submitted to the City of Wyandotte by June 1, 2015) for the duration of the fair (including set up) bodily injury and property damage liability insurance in the amount of not less than \$1,000,000 combined single limit. Coverage shall include products liability. The City of Wyandotte and Wyandotte Art Fair Committee must be named as additional insured on the insurance policy.

All parties involved with or working directly for Embarco Entertainment agree to sign a "Hold Harmless" agreement, provided by the City of Wyandotte, prior to Juny 1, 2015.

Embarco Management LLC  
c/o Mike Mitchell

Wyandotte Department of Recreation, Leisure & Culture  
c/o Heather Thiede

X \_\_\_\_\_  
400 Monroe, Suite 450, Detroit, MI 48226

X \_\_\_\_\_  
2624 Biddle Avenue, Wyandotte, MI. 48192

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

⑧

**MEETING DATE:** April 20, 2015

**AGENDA ITEM #**

**ITEM:** Purchase Additional 96 Gallon Toters

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

*Mark Kowalewski 4-15-15*

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

**BACKGROUND:** The City offers residents to rent 96 gallon toters for \$48 for a two (2) year term. The Department of Public Service (DPS) desires to purchase an additional 144 toters from Cascade Engineering of Grand Rapids, Michigan to meet this demand. Cascade Engineering has supplied the previous carts to the City. The cost of \$6,730.56 (144 x \$46.74) to purchase these toters will be funded from the Solid Waste Fund. These carts will be black with the City of Wyandotte logo stamped on the container.

**STRATEGIC PLAN/GOALS:** The City is 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 the DPS to purchase 144- ninety-six gallon carts at a cost of \$6,730.56 from Cascade Engineering.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** 290-448-850-770-540

**IMPLEMENTATION PLAN:** Place order with Cascade Engineering of Grand Rapids, Michigan

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:**

*S. Dypdal*

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

**MAYOR'S RECOMMENDATION:**

*JLB*

**LIST OF ATTACHMENTS:** None

**MODEL RESOLUTION:**

RESOLUTION

Wyandotte, Michigan

Date: April 20, 2015

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

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL that Council concurs with the recommendation of the City Engineer to purchase 144 – Ninety-Six Gallon Carts from Cascade Engineering of Grand Rapids, Michigan in the amount of \$6,730.56 from account no. 290-448-850-770-540; each cart to be black with the City of Wyandotte’s logo, imprinted serial numbers and include a standard ten (10) year warranty.

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	_____
_____	Stec	_____

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

MEETING DATE: April 20, 2015

AGENDA ITEM #

⑨

**ITEM:** Sale of the former 1726 3<sup>rd</sup> Street (30' x 100')

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

*Mark Kowalewski 4-15-15*

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

**BACKGROUND:** This property was purchased with TIFA Area Funds. Recommendation is to sell this property to the adjacent property owner at 1720 3<sup>rd</sup> Street, Jerry Chamberlain, for the amount of \$1,500.00 which is based on \$50 per front footage price. The combination of the two (2) parcels will result in one (1) parcel measuring 60' x 100'.

**STRATEGIC PLAN/GOALS:** Committed to maintaining and developing excellent neighborhoods by; matching tools and efforts to the conditions in city neighborhoods and continuing neighborhood renewal projects, where needed, in order to revitalize structures and infrastructures in residential and commercial areas.

**ACTION REQUESTED:** Approve Purchase Agreements to sell property to the adjacent property owners.

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

**IMPLEMENTATION PLAN:** Once approved, will schedule closing on property.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:**

**LEGAL COUNSEL'S RECOMMENDATION:**

*in form (REVIEWED CONTRACT)*

**MAYOR'S RECOMMENDATION:**

*OK*

**LIST OF ATTACHMENTS:** Sales Agreement, property map and Resolution for the Policy for the Sale of Non-Buildable Lots.

William R. Look  
 Steven R. Makowski

Richard W. Look  
 (1912-1993)

**PURCHASE AGREEMENT**

1. **THE UNDERSIGNED** hereby offers and agrees to purchase the following land situated in the City of

Lot 105 Fordney's Subdivision as recorded in Liber 21 Page 26 of Plats, Wayne County Records being known as former 1726 3<sup>rd</sup> Street, and to pay therefore the sum of One Thousand Five Hundred Dollars & 00/100 (\$1,500.00) Dollars, subject to the existing building and use restrictions, easements, and zoning ordinances, if any, upon the following conditions;

**THE SALE TO BE CONSUMMATED BY  
 PROMISSORY NOTE/MORTGAGE SALE**

<b>PROMISSORY/ MORTGAGE SALE</b>	1. The Purchase Price of \$1,500.00 plus closing costs to be determined at closing shall be paid to the Seller when the above described property is sold, refinanced, transferred in any manner, conveyed or otherwise disposed of by the Purchaser as evidence by a Promissory Note. A mortgage will be executed and recorded at the time of closing to secure repayment. The mortgage will include the above described property and the adjacent property currently owned by Purchaser. Purchaser is responsible to pay for the recording costs of the mortgage and discharge of mortgage and said amounts will be added to the purchase price at the time of closing. In the event the Purchaser fails to pay the purchase price when due, the Seller may foreclose by advertisement on the mortgaged premises and Purchaser agrees to pay Seller's reasonable attorney fees and all costs associated with said foreclosure. Should this property or the property at <u>1720 3<sup>rd</sup> Street, Wyandotte, MI</u> be foreclosed on by any Financial or County Entity this property shall be returned to the Seller.
<b>Evidence of Title</b>	2. As evidence of title, Seller agrees to furnish Purchaser as soon as possible, a Policy of Title Insurance in an amount not less than the purchase price, bearing date later than the acceptance hereof and guaranteeing the title in the condition required for performance of this agreement, will be accepted. Purchaser is responsible to pay for the Title Insurance premium.
<b>Time of Closing</b>	3. If this offer is accepted by the Seller and if title can be conveyed in the condition required hereunder, the parties agree to complete the sale upon notification that Seller is ready to close.
<b>Purchaser's Default</b>	4. In the event of default by the Seller hereunder, the purchaser may, at his option, elect to enforce the terms hereof or demand, and be entitled to, an immediate refund of his entire deposit in full termination of this agreement.
<b>Seller's Default</b>	5. If objection to the title is made, based upon a written opinion of Purchaser's attorney that the title is not in the condition required for performance hereunder, the Seller shall have 30 days from the date, is notified in writing of the particular defects claimed, either (1) to remedy the title, or (2) to obtain title insurance as required above, or (3) to refund the deposit in full termination of this agreement if unable to remedy the title the Purchaser agrees to complete the sale within 10 days of written notification thereof. If the Seller is unable to remedy the title or obtain title insurance within the time specified, the deposit shall be refunded forthwith in full termination of this agreement.
<b>Title Objections</b>	6. The Seller shall deliver and the Purchaser shall accept possession of said property, subject to rights of the following tenants: _____ _____ If the Seller occupies the property, it shall be vacated on or before _____ From the closing to the date of vacating property as agreed, SELLER SHALL PAY she sum of \$ _____ _____ per day. THE BROKER SHALL RETAIN from the amount due Seller at closing the sum of \$ _____ _____ as security for said occupancy charge, paying to the Purchaser the amount due him and returning to the Seller the unused portion as determined by date property is vacated and keys surrendered to Broker.
<b>Taxes and Prorated Items</b>	7. All taxes and assessments which have become a lien upon the land at the date of this agreement shall be paid by the Seller. Current taxes, if any, shall be prorated and adjusted as of the date of closing in accordance with <u>due date</u> (Insert one: "Fiscal Year" "Due Date." If left blank, Fiscal Year applies) basis of the municipality or taxing unit in which the property is located. Interest, rents and water bills shall be prorated and adjusted as of the date of closing. <b>Due dates are August 1 and December 1.</b>
<b>Broker's Authorization</b>	8. It is understood that this offer is irrevocable for fifteen (15) days from the date hereof, and if not accepted by the Seller within that time, the deposit shall be returned forthwith to the Purchaser. If the offer is accepted by the Seller, the Purchaser agrees to complete the purchase of said property within the time indicated in Paragraph 3.

9. The Broker is hereby authorized to make this offer and the deposit of N/A Dollars may be held by him under Act No. 112. P.A. of 1960 Sect. 13, (j) and applied on the purchase price if the sale is consummated.

11. The covenants herein shall bind and inure to the benefit of the executors, administrators, successors and assigns of the respective parties.

By the execution of this instrument the Purchaser acknowledges THAT HE HAS EXAMINED THE ABOVE described premises and is satisfied with the physical condition of structures thereon and acknowledges the receipt of a copy of this offer.

The closing of this sale shall take place at the office of \_\_\_\_\_ . However, if a new mortgage is being applied for, Purchasers will execute said mortgage at the bank or mortgage company from which the mortgage is being obtained.

Additional conditions, if any: **Contingent upon the following: 1. City Council approval. 2. Seller agrees, at closing, to combine this property with property currently owned by Purchaser known as 1720 3<sup>rd</sup> Street. 3. Purchaser will be responsible for closing fees including, but not limited, to engineering & tax mapping services of Wayne County in the amount of \$150.00, title premium and recording fees. Closing fees will be included into the Promissory Note/Mortgage amount. Further, a deed restriction will be placed on the deed which will indicate that if the property at 1720 3<sup>rd</sup> Street is foreclosed on by any entity the property being purchased under this Agreement will revert back to the City of Wyandotte. 4. Property is being purchased in an "as is" condition.**

CHECK BOX IF CLOSING FEE OF \$200.00 IS TO BE PAID BY PURCHASER IS REQUIRED.

IN PRESENCE OF:

Gerald Chamberlain L.S.  
Gerald Chamberlain Purchaser

Robert Kollig \_\_\_\_\_  
\_\_\_\_\_ L.S.

Robt Kelly  
Dated 3-27-15

\_\_\_\_\_ L.S.  
Purchaser  
Address 19485 Lighthouse Pointe, Grosse Ile, MI  
Phone: 734-558-7161

**BROKER'S ACKNOWLEDGMENT OF DEPOSIT**

Received from the above named Purchaser the deposit money above mentioned, which will be applied as indicated in Paragraphs 8 and 9 above, or will be returned forthwith after tender if the foregoing offer and deposit is declined.

Address \_\_\_\_\_

Phone \_\_\_\_\_ By: \_\_\_\_\_  
\_\_\_\_\_ Broker

This is a co-operative sale on a \_\_\_\_\_ basis with \_\_\_\_\_

**ACCEPTANCE OF OFFER**

TO THE ABOVE NAMED PURCHASER AND BROKER:

The foregoing offer is accepted in accordance with the terms stated, and upon consummation Seller hereby agrees to pay the Broker for services rendered a commission of ( \_\_\_\_\_ Dollars) ( \_\_\_\_\_ per cent of the sale price), which shall be due and payable at the time set in said offer for the consummation of the sale, or if unconsummated, at the time of Seller's election to refund the deposit, or of Seller's or Purchaser's failure, inability or refusal to perform the conditions of this offer; provided, however, that if the deposit is forfeited under the terms of said offer, the Seller agrees that one-half of such deposit (but not in excess of the amount of the full commission) shall be paid to or retained by the Broker in full payment for services rendered.

By the execution of this instrument, the Seller acknowledges the receipt of a copy of this agreement.

CITY OF WYANDOTTE:

IN PRESENCE OF:

\_\_\_\_\_ L.S.  
Joseph R. Peterson, Mayor Seller

\_\_\_\_\_ L.S.  
\_\_\_\_\_ Seller

William R. Griggs, City Clerk Seller  
Address 3200 Biddle Ave., Wyandotte

Dated: \_\_\_\_\_

Phone 734-324-4555

**PURCHASER'S RECEIPT OF ACCEPTED OFFER**

The undersigned Purchaser hereby acknowledges the receipt of the Seller's signed acceptance of the foregoing Offer to Purchase.

Dated \_\_\_\_\_ L.S.  
\_\_\_\_\_ Purchaser

**THIS IS A LEGAL BINDING CONTRACT, IF NOT UNDERSTOOD SEEK COMPETENT HELP**

# POLICY FOR THE SALE OF NON-BUILDABLE LOTS

## OFFICIALS

William R. Griggs  
CITY CLERK

Andrew A. Swiecki  
CITY TREASURER

Colleen A. Keehn  
CITY ASSESSOR



## COUNCIL

Todd M. Browning  
James R. DeSana  
Sheri M. Sutherby-Fricke  
Daniel E. Galeski  
Leonard T. Sabuda  
Lawrence S. Stec

September 11, 2012.

JOSEPH R. PETERSON  
MAYOR  
RESOLUTION

Marjorie Griggs  
2442-9th Street  
Wyandotte, Michigan 48192

By Councilman Leonard Sabuda  
Supported by Councilman Todd M. Browning

RESOLVED by the City Council that the communication from Marjorie Griggs, 2442-9th Street, Wyandotte relative to the purchase of adjacent property is hereby received and placed on file. AND BE IT FURTHER RESOLVED that the City Engineer's office is directed to offer for sale all non-buildable lots at the cost of \$50.00 per front foot and to permit the purchase to be made by deferred payment. This resolution applies to any pending sales that have not yet closed.

YEAS: Councilmembers Browning DeSana Fricke Galeski Sabuda Stec

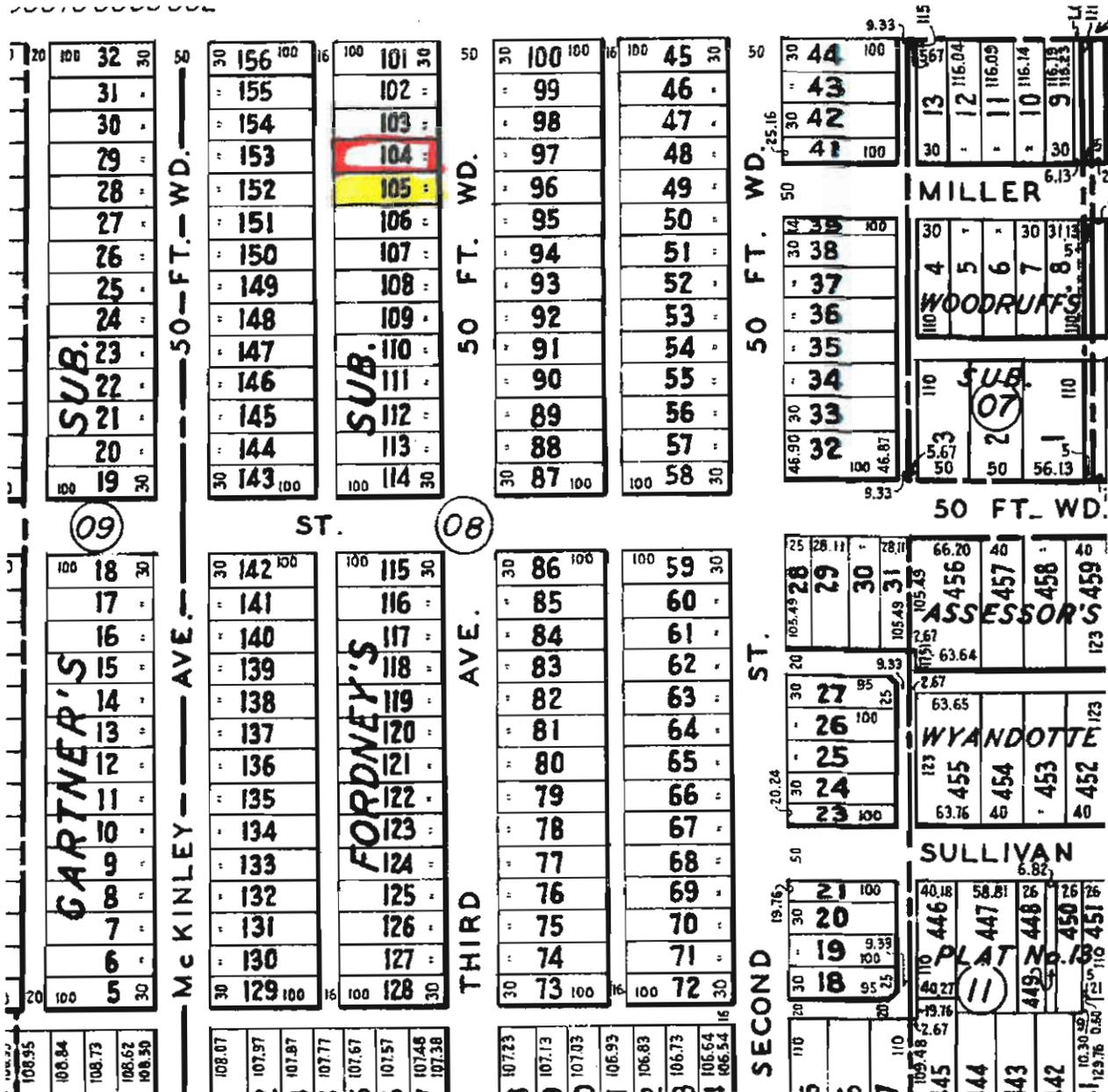
NAYS: None

RESOLUTION DECLARED ADOPTED

I, William R. Griggs, City Clerk for the City of Wyandotte, do hereby certify that the foregoing is a true and exact copy of a resolution adopted by the Mayor and Council of the City of Wyandotte, at the regular meeting held on September 10, 2012.

*William R. Griggs*  
William R. Griggs  
City Clerk

CC: City Engineer, City Assessor



1720 3<sup>rd</sup> Street - LOT 104 FORDNEY'S SUB T3S R11E L21 P26 WCR - Lot Size 30' x 100'

Former 1726 3<sup>rd</sup> - LOT 105 FORDNEY'S SUB T3S R11E L21 P26 WCR - Lot Size 30' x 100'

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan

Date: April 20, 2015

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

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL that Council approves the Purchase Agreement to sell the former 1726 3<sup>rd</sup> Street to the adjacent property owner at 1720 3<sup>rd</sup> Street, Jerry Chamberlain, for the amount of \$1,500.00; AND

BE IT FURTHER RESOLVED that the Department of Legal Affairs is hereby directed to prepare the necessary documents and the Mayor and Clerk are hereby authorized to sign said

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	_____
_____	Stec	_____

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

MEETING DATE: April 20, 2015

AGENDA ITEM # 10

**ITEM:** Rezoning of the property known as 633-639 Ford Avenue, Wyandotte

**PRESENTER:** Elizabeth A. Krimmel, Chairperson

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

**BACKGROUND:** VFW Post 1136, 633-639 Ford Avenue, Wyandotte, Owners, requested the rezoning of the property at 633-639 Ford Avenue from Neighborhood Business District (B-1) to General Business District (B-2). This requested was referred to the Planning Commission to hold the required public hearing.

The hearing was held on April 16, 2015, and the Commission Resolution was to recommend to City Council to approve this request.

**STRATEGIC PLAN/GOALS:** The City is committed to enhancing the community's quality of life by, fostering the revitalization and preservation of older areas of the City as well as developing, redeveloping new areas, ensuring that all new developments will be planned and designed consistent with the city's historic and visual standards; have a minimum impact on natural areas; and, have a positive impact on surrounding areas and neighborhoods, promoting the finest in design, amenities and associated infra-structure improvements in all new developments

**ACTION REQUESTED:** Concur with recommendation of the Planning Commission.

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

**IMPLEMENTATION PLAN:** n/a

**COMMISSION RECOMMENDATION:** February 19, 2015

**CITY ADMINISTRATOR'S RECOMMENDATION:**

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

**MAYOR'S RECOMMENDATION:**

**LIST OF ATTACHMENTS:** Resolution and Minutes of the Planning Commission

PLANNING COMMISSION RESOLUTION  
FROM APRIL 16, 2015

PUBLIC HEARING #02092015 – Request from Veterans of Foreign Wars of the U.S. Post #1136 (Owner and Appellant) to rezone the property known as 633 and 639 Ford Avenue, City of Wyandotte, County of Wayne, State of Michigan (N 250FT BLK 6 EXC ELY 60FT THEREOF ALSO EXC WLY 105FT THEREOF J. M. WELCH'S SUB T3S R11E L21 P46).

---

RESOLUTION

MOTION BY COMMISSIONER BENSON, supported by Commissioner Pasko to recommend to the City Council that the property at 633-639 Ford Avenue, Wyandotte, Michigan, be rezoned from Neighborhood Business District (B-1) to General Business District (B-2) be approved.

YES: Adamczyk, Benson, Duran, Krimmel, Lupo, Parker, Pasko, Rutkowski, Tavernier

NO: None

ABSENT: None

MOTION PASSED

PUBLIC HEARING #02092015 – Request from Veterans of Foreign Wars of the U.S. Post #1136 (Owner and Appellant) to rezone the property known as 633 and 639 Ford Avenue, Wyandotte, Michigan

Chairperson Kimmel opened the Public Hearing and asked if there was anyone present who wished to speak about this public hearing.

Cliff Harris, VFW, present.

Mr. Harris indicated that they would like the property rezoned so they could have an outdoor café. The café would be behind the building and not visible from the street. The café would have table, chairs and lights and be fenced in.

Commissioner Benson indicated that the public hearing is only for the rezoning you would need to come back for the outdoor café.

Mr. Harris indicated that he was aware of that and they would come back if the rezoning was approved.

Chairperson Kimmel indicated that this rezoning is consistent with the zoning of the area.

Mr. Tallerico indicated that the property across the street is zoning B-2 and this would not be spot zoning.

Chairperson Kimmel asked if there was anyone else present who wished to speak about this public hearing.

There being no further questions, the public hearing was closed.

No communications were received regarding this hearing.

---

**MODEL RESOLUTION:**

RESOLUTION

Wyandotte, Michigan

Date: April 20, 2015

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

RESOLVED BY THE MAYOR AND CITY COUNCIL that the communication from the Planning Commission regarding the rezoning of the property known as 633-639 Ford Avenue, Wyandotte is hereby received and placed on file; AND

NOW THEREFORE, BE IT RESOLVED that Council concur with the recommendation of the Planning Commission and hereby approves the requested rezoning application for the property at 633-639 Ford Avenue, 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.

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	_____
_____	Stec	_____

Wyandotte, Michigan April 13, 2015

Regular session of the City Council of the City of Wyandotte, the Honorable Mayor Joseph R. Peterson presiding.

ROLL CALL

Present: Councilpersons Fricke, Galeski, Miciura, Sabuda, Schultz, Stec

Absent: None

COMMUNICATIONS MISCELLANEOUS

Dear Mayor Peterson and City Council,

I am writing to ask permission to distribute poppies and collect donations on the corner of Eureka and Fort St. and Northline and Fort St. on May 14th, 15th, and 16th. Also would like to stand at the entrance of city hall and collect donations as well.

We would like our new poppy miss to meet you on Monday May 4th or the 11th whichever one works for you. Please let me know by either calling me at 734-674-1945 or e-mail me at nannydar98@yahoo.com

Thank you,  
Darlene Walker, American Legion unit 217  
Secretary, Treasurer and Poppy Chairman

April 8, 2015

City of Wyandotte, Honorable Mayor Peterson  
3200 Biddle Avenue, Wyandotte, MI 48195

RE: Abrahamson Building, 3247 Biddle Avenue

Dear Mr. Mayor and Council Members,

We are respectfully requesting permission to temporarily occupy the alley area directly behind the construction site and sidewalk along Biddle Avenue to facilitate the installation of the brickwork. Both alley and sidewalk masonry should be completed within 5 days for each and will not be done at the same time.

Wyandotte Police Traffic Safety Inspector Jamie Pouliot has informed us that we will be required to barricade the sidewalk and alley for the safety of the workers and public. We will barricade the area from our fenced construction holding area to the structure for safety in the alley and adjust existing fencing for the public safety on the sidewalk.

Thank you for your consideration in this matter. If I can provide you with any additional information, please feel free to contact me at your convenience.

Sincerely, Nick DiClaudio, DiClaudio Construction Co., Inc.  
3645 West Road • Trenton, MI 48183 • (734)675-2850 • Fax2Email: (734) 328-6030 •  
[www.diclaudio.biz](http://www.diclaudio.biz)

The Honorable Mayor Peterson and the City Council of Wyandotte  
3200 Biddle Avenue – Ste. 300, Wyandotte, MI 48192

I would like to seek your approval regarding hosting the 29th Annual Downriver CROP Hunger Walk which is planned for Sunday April 26th, 2015 between the hours of 2:00 P.M. and 5:00 P.M.

The CROP hunger walk is a charitable walk that supports worldwide & local food security programs as well as relief services. Last summer Church World Services in cooperation with the Red Cross provided clean-up kits to those affected by the flooding right here in the metro Detroit. In addition, 25% of the proceeds from our walk are donated to downriver community food pantries. Through the generosity of our local churches we were able to raise \$15,982.05 last year.

This year's planned route is through the community of Wyandotte. Extra care has been taken to plan a route that is both safe and enjoyable for our walkers. See the attached map for details of the proposed route.

Our walk provides the following services for our walkers:

- Crossing Guards as needed at major intersections
- A well marked route
- Water & Rest Stops
- A vehicle to circle the walk route as needed

We look forward to another successful year.

Thank you for your consideration,

Sincerely,  
Sean C. Remisoski, Downriver Crop Walk Coordinator

April 4, 2015

Mayor Peterson:

Let this letter serve as notification of my resignation from the Wyandotte Recreation Commission.

I thank Mayors Sabuda, DeSana and Peterson for their support and trust in me. I spend a sizable part of the year in Florida and have other commitments that have made my service to this commission a part time endeavor which is not in the best interest of the city.

I appreciate the encouragement and respect you have given me throughout my tenure and will continue to support quality of life issues in Wyandotte.

Wishing the Recreation Commission continued success!

With sincerity,  
Kenneth Prygoski, 3301 Biddle Avenue P3  
Wyandotte, Michigan

PERSONS IN THE AUDIENCE

None

NEW BUSINESS (ELECTED OFFICIALS)

None

COMMUNICATIONS FROM CITY AND OTHER OFFICIALS

Thursday, April 9, 2015

Honorable Mayor and City Council,

The audit recently presented to Council and the citizens of Wyandotte provided information that approximately over one million plus dollars are being held in a non-interest bearing account for escrows paid in order to receive a temporary Certificate of Occupancy. I would like to request the following information be provided to Council:

- Have an explanation of how and why these funds accrued and why the ordinance had not been enforced.
- Request from the City Engineer to provide a report on how many homes that have escrows over one year or longer and the total amount of escrow dollars of those properties of one year older or longer.
- Request that the Council be presented with a plan and provide documentation/reports of how this is currently being handled and how the ordinance will be enforced in the future through our City Engineer/ Engineering & Building Department.

Respectfully,

Sheri M Sutherby-Frick, Councilwoman, City of Wyandotte  
4249 15th, Wyandotte, MI 48192 (734) 552-6077

CITY OF WYANDOTTE REQUEST FOR COUNCIL ACTION  
MEETING DATE: April 13, 2015 AGENDA ITEM #6

ITEM: Council Inquiry – Full-Time and Part-time Employees

PRESENTER: Todd A. Drysdale, City Administrator

INDIVIDUALS IN ATTENDANCE: N/A

BACKGROUND: At the March 30, 2015, City Council meeting, Councilman Miciura made the following statements:

"Due to the Affordable Care Act (ACA) it seems like we are not hiring many full-time employees and it's all going to part-time everywhere"

"More part-time employees are being hired by more than 2 to 1, maybe 4 to 1, before a full-time employee is hired"

"...the ACA has changed that (our full-time hiring practice) and we are hiring more part-part-time people"

Attached you will find the budgeted full-time staffing models for the 2011 FY through the 2015 FY. Also attached is a summary of the budgeted line-items for part-time personnel costs for the same time period. Lastly, you will find a comparison of current staffing level versus roughly the same time period last year.

The current budgeted staffing levels for full-time employees and budget allocations for part-time employees are as follows:

FT	PT Allocation
2011 – 130	\$ 854,049
2012 – 129	\$1,010,168
2013 – 120	\$1,034,835
2014 – 125	\$ 956,863
2015 – 133	\$ 860,811

During the payroll period ending 5/4/2014, the City employed 124 full-time employees and 84 active part-time/seasonal employees. During the most recent payroll period ending 4/5/2015, the City employed 127 full-time employees and 90 active part-time /seasonal employees.

In summary, the assertions that the City is replacing full-time employees with part-time employees at a rate of "2 to 1" or "4 to 1" is clearly false. The facts indicate that our full-time staffing model show an increase of 10.833% since 2013 (our low point) while our part-time budget allocation has decreased by 16.8% from 2013 (our high point). Factoring in the additional employees shared by various collaborative efforts and with the Department of Municipal Service and the increase in the minimum wage, the budgeted staffing levels are consistent with the 2011 FY numbers showing an increase of three (3) full-time employees and a nominal increase (\$6,762) in part-time salary allocation.

Lastly, the ACA has not been a factor in our hiring practices as our strategy is not to replace full-time employees with part-time employees but rather to simply manage the amount of hours worked by our part-time employees. In fact, we have actually hired additional full-time employees to replace part-time employees when necessary to address various city operations which could not be staffed by reduced hours. Moreover, contrary to the assertions by Councilman Miciura, the provisions of the ACA that require the City to offer health insurance coverage to all employees averaging thirty (30) hours of work per week does not impact the City until the 2016 calendar year. The current year requirement is that the City can comply with the ACA by offering healthcare coverage to 70% of the eligible employees. The City is easily in compliance with this requirement based on the relatively low number of part-time employees compared to full-time employees.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Receive and place on file

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION: Concur

LEGAL COUNSEL'S RECOMMENDATION: N/A

MAYOR'S RECOMMENDATION: Joseph R. Peterson

LIST OF ATTACHMENTS:

1. Budgeted Schedule(s) of Full-time Employees (2011FY-2015FY)
2. Budgeted Schedule of Part-Time Salary Allocation (2010FY-2015FY)
3. Employee Count — Payroll Ending 5/4/2014
4. Employee Count — Payroll Ending 4/5/2015

Resolved by the City Council that Council acknowledges receipt of the information from the City Administrator relative to staffing levels within the City and receives and places on file

CITY OF WYANDOTTE REQUEST FOR COUNCIL ACTION

MEETING DATE: April 13, 2015 AGENDA ITEM #7

ITEM: Wyandotte Police Department Replacement Computers Purchase

PRESENTER: David Fuller, Director of Information Technology

INDIVIDUALS IN ATTENDANCE: David Fuller, Director of Information Technology

BACKGROUND: Computer usage has become integral in the day to day operations for all members of the Wyandotte Police Department staff. As such, any performance hindrances caused by faulty or reduced functionality equipment has an impact on the capability of said staff in supporting our citizens. The industry standard for replacing business-class computers, known as "PC Lifecycle," is between 3 and 5 years. This standard is to reduce staff down-time and to avoid excessive support costs. A remaining 18 computers have been identified that exceed the PC Lifecycle standard.

Computers are effectively commodities and CDW-G has recently offered us pricing below our other traditional vendors for equipment that meets our needs and will allow us to purchase modular computers and monitors, as well as additional Microsoft Office licenses, at a lower than expected cost.

STRATEGIC PLAN/GOALS: The replacement of these computers will continue to allow our officers and support staff to have access to internal records and reporting systems along with access to the State of Michigan, FBI LEIN, and INCIC systems, which is essential for them to provide service to the residents of the City of Wyandotte.

ACTION REQUESTED: Council approval to purchase 18 desktop computers and related equipment through CDW-G for a total cost of \$18,414.07.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this transaction will come from the Police Department Other Equipment account 101-301-850-540 and are part of the City Council approved 2015 budget.

IMPLEMENTATION PLAN: Upon approval, the Director of IT will coordinate provisioning and deployment of new computer replacements.

POLICE CHIEF RECOMMENDATION: Approved.

CITY ADMINISTRATOR'S RECOMMENDATION: Approved.

LEGAL COUNSEL'S RECOMMENDATION: N/A

MAYOR'S RECOMMENDATION: Approved.

#### LIST OF ATTACHMENTS

CDW-G Quote

#### CITY OF WYANDOTTE REQUEST FOR COUNCIL ACTION MEETING DATE: April 13, 2015 AGENDA ITEM #8

ITEM: Hiring of Dispatchers for Downriver Central Dispatch

PRESENTER: Jamic Pouliot, Inspector

INDIVIDUALS IN ATTENDANCE: Insp. Jamie Pouliot

BACKGROUND: There are currently two open full-time Dispatcher positions available in the Downriver Central Dispatch (DCD) center. Both positions are approved in the current budget as approved by the DCD executive and finance boards along with the Wyandotte City Council. Full-time candidates Bruce Vick and Valerie Jesse have been working in our center as part-time employees and have done an excellent job as public safety tele-communicators. They have been successful in the interview process, a background investigation, psychological evaluation, and a physical. If approved for full-time status, it is my opinion along with that of their supervisors that they will continue to be an asset to our dispatch center and great public servants.

STRATEGIC PLAN/GOALS: To elevate to full-time status Dispatch employees who have proven to be an outstanding Dispatchers and continue to provide quality service to our residents who call for the request of public safety services.

ACTION REQUESTED: Concur with the Police Department to hire part-time Dispatchers Bruce Vick and Valerie Jesse as Dispatchers at full-time status.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for their salary/benefits are budgeted in the Downriver Central Dispatch budget.

IMPLEMENTATION PLAN: The City Administrator's Office will coordinate the hiring and implementation of benefits for the position.

COMMISSION RECOMMENDATION: The Police Commission has approved hiring both Dispatchers at full-time status at their regular meeting which was held on Thursday April 2, 2015.

CITY ADMINISTRATOR'S RECOMMENDATION: Based on a review of the City's current resources, organizational structure, and staffing expectations, the filling of these positions appears necessary to provide effective services to the users of the centralized dispatch center. Concur with recommendation.

LEGAL COUNSEL'S RECOMMENDATION: N/A

MAYOR'S RECOMMENDATION: Concur with recommendation.

(Joseph Peterson, Mayor)

LIST OF ATTACHMENTS: 1. Application for Employment – Bruce Vick  
2. Application for Employment – Valerie Jesse

CITY OF WYANDOTTE REQUEST FOR COUNCIL ACTION  
MEETING DATE: April 13, 2015 AGENDA ITEM #9A

ITEM: Special Event Application – Week in Wyandotte

PRESENTER; Heather A. Thiede, Special Events Coordinator

INDIVIDUALS IN A. Thiede, Special Events Coordinator

BACKGROUND: Attached please find the Special Event Application from Wyandotte Family Church requesting to hold their annual Week in Wyandotte July 21st through July 26th 2015 and use Bishop Park This event has been reviewed and approved by Police Chief, Fire Chief, Recreation Superintendent, and Department of Public Service provided the group add the City of Wyandotte as additional insured to their insurance policy and sign a hold harmless agreement. They are looking to have bounce houses at the events and the company who they have contracted with has added the city to their insurance policy as additional insured. (Please see the attached application and information sheets).

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 the City Park and property for their event held July 21st through July 26th 2015.

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: TDrysdale

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

MAYOR'S RECOMMENDATION: jrp

LIST OF ATTACHMENTS

Special Event Application - Wyandotte Family Church

CITY OF WYANDOTTE REQUEST FOR COUNCIL ACTION  
MEETING DATE: April 13, 2015 AGENDA ITEM #9B

ITEM: Special Event Application – Wayne State University

PRESENTER: Heather A. Thiede, Special Events Coordinator

INDIVIDUALS IN ATTENDANU: Heather A. Thiede, Special Events Coordinator

BACKGROUND: Attached please find the Special Event Application from Wayne State University requesting to hold The Baroudeur, a WSU cycling event on Saturday, August 22nd 2015 and the use of city sidewalks and streets. This event has been reviewed and approved by Police Chief, Fire Chief, Recreation Superintendent, and Department of Public Service. (Please see the attached application and information sheets).

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 property on August 22nd 2015.

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 ADMINISTRATORS RECOMMENDATION: TDrysdale

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

MAYOR'S RECOMMENDATION jrp

LIST OF ATTACHMENTS

Special Event Application - Wayne State University

CITY OF WYANDOTTE REQUEST FOR COUNCIL ACTION  
MEETING DATE: April 13, 2015 AGENDA ITEM #9C

ITEM: Special Event Application – Bay Sail

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 Bay Sail. For their use of the Bishop Park Dock from 7:30 pm to 1 am on June 22 2015. This event has been reviewed and approved by Police Chief, Fire Chief, Recreation Superintendent, and Department of Public Service provided the group add the City of Wyandotte as additional insured to their insurance policy, pay all fees associated with docking at Bishop park and sign a hold harmless agreement. (Please see the attached application and information sheets).

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 the City Park and property for their event held June 22nd 2015.

**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:** TDrysdale

**LEGAL COUNSELS RECOMMENDATION:** Concurs with recommendation, signature on file.

**MAYOR'S RECOMMENDATION:** jrp

**LIST OF ATTACHMENTS**

Special Event Application - Bay Sail

**CITY OF WYANDOTTE REQUEST FOR COUNCIL ACTION  
MEETING DATE: APRIL 13TH, 2015 AGENDA ITEM #9D**

**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 date for streets/property the Wyandotte Business Association (WBA) would like to utilize for their April Third Friday and special event. The WBA is asking permission for the following items: (see attached Special Event applications for details)

April 17th 2015

- Permission to utilize city sidewalks/property
- Permission to close Elm Street at First Street to the alley behind CVS on Elm Street (by 2pm)
- No parking signs to be placed in necessary areas prior to event

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 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. 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: TDrysdale

LEGAL COUNSEL'S RECOMMENDATION: NA

MAYOR'S RECOMMENDATION: jrp

LIST OF ATTACHMENTS

Information Sheet

CITY OF WYANDOTTE REQUEST FOR COUNCIL ACTION  
MEETING DATE: April 13, 2015 AGENDA ITEM #10

ITEM: Department of Engineering -- File #4658 -- Dumpster Enclosures

PRESENTER: Gregory J. Mayhew, Assistant City Engineer

INDIVIDUALS IN ATTENDANCE: Gregory J. Mayhew, Assistant City Engineer

BACKGROUND: On March 16, 2015, proposals were opened and read aloud in the Wyandotte City Hall for File #4658 - Dumpster Enclosures. Attached is the Bid Opening Summary for the construction of dumpster enclosures in the parking lots at Oak Street and 1st Street, and, Oak Street and Van Alstyne.

The undersigned recommends acceptance of the proposal from Davenport Brothers Construction, Belleville, Michigan, in the amount of \$52,240.45 as being the best bid received meeting specifications to construct the dumpster enclosures.

STRATEGIC PLAN/GOALS: This recommendation is consistent with the Goals and Objectives of the City of Wyandotte Strategic Plan in the continuing effort to enhance the quality of life for residents and the maintenance of infrastructure.

ACTION REQUESTED: Approve award of contract to Davenport Brothers Construction.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The Dumpster Enclosure costs will be paid as follows: Oak Street and 1st Street from DDA Fund Balance Account #499-200-850.831 in the amount of \$30,703.00 (see attached DDA Meeting Minutes from January 13, 2015); and, Oak Street and Van Alstyne from TIFA Account #492-200-850.543 Parking Lots in the amount of \$21,537.45

IMPLEMENTATION PLAN: If approved by Council, authorize Mayor and Clerk to sign contract with Davenport Brothers Construction

COMMISSION RECOMMENDATION: DDA Meeting Minutes of January 13, 2015, regarding the parking lot at 1St and Oak are attached.

CITY ADMINISTRATOR'S RECOMMEN ATION: TDrysdale

LEGAL COUNSEL'S RECOMMENDATION: N/A

MAYOR'S RECOMMENDATION: Joseph R. Peterson

LIST OF ATTACHMENTS: Bid Summaries, DDA Meeting Minutes

REPORTS AND MINUTES

Daily Cash Receipts	April 8, 2015	\$10,873.47
Beautification Commission	March 11, 2015	
Design Review Committee	April 7, 2015	
Police Commission	April 2, 2015	
Municipal. Service	April 1, 2015	
Fire Commission	March 10, 2015	

CITIZENS PARTICIPATION

David Fuller, 2404 – 23<sup>rd</sup>, Wyandotte Cable will have all meetings scheduled on line along with live telecasts.

RECESSRECONVENINGROLL CALL

Present: Councilpersons Fricke, Galeski, Miciura, Sabuda, Schultz, Stec

Absent: None

RESOLUTIONS

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that the reading of the minutes of the previous meeting be dispensed with and the same stand APPROVED as recorded without objection.

I move the adoption of the foregoing resolution.  
 MOTION by Councilperson Lawrence S. Stec  
 Supported by Councilperson Sheri M. Fricke  
 ROLL ATTACHED

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that the communication from Darlene Walker, American Legion Unit # 217, Secretary, Treasurer and Poppy Chairman is hereby received and placed on file. AND BE IT FURTHER RESOLVED that Council GRANTS permission to American Legion Unit # 217 to distribute poppies and collect donations on the corner of Eureka and Fort Street and Northline and Fort Street on May 14th, 15th, and 16th, 2015. AND FURTHER the American Legion may collect at the entrance of City Hall. AND BE IT FURTHER RESOLVED that the presentation of the 2015 MISS POPPY shall take place on Monday, May 11th, 2015 in the City Council Chambers at 7:00 p.m.

I move the adoption of the foregoing resolution.  
 MOTION by Councilperson Lawrence S. Stec  
 Supported by Councilperson Sheri M. Fricke  
 ROLL ATTACHED

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that the communication from DiClaudio Construction regarding the Abrahamson Building 3247 Biddle Avenue is hereby received and placed on file. AND BE IT FURTHER RESOLVED that the communication from the City Engineer regarding the Hold Harmless Agreement for the allowance of closing the alley in order for scaffolding to be installed to allow the brick layers to brick the east wall of 3247 Biddle Avenue is hereby received and placed on file. AND BE IT RESOLVED that Council APPROVES the Hold Harmless Agreement between DiClaudio Construction and the City of Wyandotte for the closing of the alley so that scaffolding can be installed and the bricklayers can brick the east wall of 3247 Biddle Avenue in the city-owned alley provided that the Hold Harmless Agreement is executed by DiClaudio Construction; AND FURTHER, DiClaudio Construction is to contact Wayne County for permission to utilize the Wayne County Right-of-Way.

I move the adoption of the foregoing resolution.

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri M. Fricke

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

NAYS: None

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that the communication from Sean C. Remisoski, Downriver Crop Walk Coordinator relative to the 29th Annual Downriver CROP Hunger Walk to take place on Sunday, April 26th, 2015 between the hours of 2:00 p.m. and 5:00 p.m. is hereby received and placed on file. AND BE IT FURTHER RESOLVED that Council GRANTS permission for said walk to take place in the City of Wyandotte with the routes as designated by said communication with copies to Police and Fire for information.

I move the adoption of the foregoing resolution.

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri M. Fricke

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

NAYS: None

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that Mayor and Council hereby ACCEPT the resignation from Kenneth Prygoski from the Wyandotte Recreation Commission. AND BE IT FURTHER RESOLVED that Mayor and Council thank Mr. Prygoski for his many years of dedicated service.

I move the adoption of the foregoing resolution.

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri M. Fricke

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

NAYS: None

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that the communication from Councilwoman Fricke relative to escrow accounts as they pertain to temporary Certificates of Occupancy and various other issues is hereby referred to the City Engineer for a review and report back to Council in two (2) weeks; (April 27, 2015).

I move the adoption of the foregoing resolution.

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri M. Fricke

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

NAYS: None

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that Council acknowledges receipt of the information from the City Administrator relative to staffing levels within the City and receives and places on file said information.

I move the adoption of the foregoing resolution.

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri M. Fricke

ROLL ATTACHED

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that Council CONCURS with the recommendation of the Director of Information Technology to purchase 18 desktop computers and related equipment through CDW-G for a total cost of \$18,414.07 using the City Council approved FY2015 Police Department budget funds.

I move the adoption of the foregoing resolution.

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri M. Fricke

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

NAYS: None

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that Council acknowledges receipt of the communication from the Police Department dated April 13, 2015, regarding the dispatcher positions in the Downriver Central Dispatch and CONCURS with the recommendation therein and hereby declares said positions vacant and authorizes the filling of such vacancies and FURTHER RESOLVED by the City Council that Council APPROVES the hiring of Bruce Vick and Valerie Jesse as full-time dispatchers consistent with the terms of the collective bargaining agreement.

I move the adoption of the foregoing resolution.

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri M. Fricke

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

NAYS: None

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that Council CONCURS with the recommendation of the Special Event Coordinator, Fire Chief, Police Chief, Recreation Superintendent, and Public Service Department and hereby GRANTS permission to the Wyandotte Family Church to hold their annual Week in Wyandotte July 21st through July 26th, 2015 utilizing Bishop Park. AND BE IT FUTHER RESOLVED that the Wyandotte Family Church submit the necessary insurance and execute a Hold Harmless Agreement as prepared by the Department of Legal Affairs and adhere to all park rules and regulations including the NO DRIVING OF SPIKES in the ground when erecting the tents.

I move the adoption of the foregoing resolution.

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri M. Fricke

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

NAYS: None

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that Council CONCURS with the recommendation of the Special Event Coordinator, Fire Chief, Police Chief, Recreation Superintendent and Department of Public Service and hereby GRANTS permission to the Wayne State University to hold The Baroudeur; a cycling event on Biddle Avenue between the Ecorse Creek and Pennsylvania Road on Saturday, August 22nd, 2015; provided a Hold Harmless Agreement is executed as prepared by 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, Galeski, Miciura, Sabuda, Schultz, Stec

NAYS: Nonc

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that Council CONCURS with the recommendation of the Special Event Coordinator, Fire Chief, Police Chief, Recreation Superintendent and Department of Public Service and hereby GRANTS permission to Bay Sail for the use of the Bishop Park Dock on June 22, 2015 from 7:30 p.m. to 1:00 a.m. provided they submit the necessary insurance and execute a Hold Harmless Agreement as prepared by 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, Galeski, Miciura, Sabuda, Schultz, Stec

NAYS: None

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that Council CONCUR with the recommendation of the Special Event Coordinator, Fire Chief, Police Chief, and Department of Public Service and hereby GRANTS permission to the Wyandotte Business Association to hold their April Third Friday event on April 17, 2015. AND BE IT FURTHER RESOLVED that all requests outlined in said communication including road closures be coordinated by the Department of Public Service, Police and Fire Departments.

I move the adoption of the foregoing resolution.

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri M. Fricke

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

NAYS: None

Wyandotte, Michigan April 13, 2015

RESOLUTION by Councilperson Lawrence S. Stec

RESOLVED by the City Council that Council hereby CONCURS in the recommendation of the City Engineer to accept the proposal from Davenport Brothers Construction, Belleville, Michigan, in the amount of \$52,240.45 as being the best bid received meeting specifications to perform work on File #4658-Dumpster Enclosures for the parking lots at Oak Street and 1st Street, and at Oak Street and Van Alstyne; AND FURTHER, the Dumpster Enclosure construction costs shall be paid as follows:

Oak Street and 1st Street	DDA Fund Balance Account # 499-200-850.831	\$30,703.00
Oak Street and VanAlstyne	TIFA Account # 492-200-850.543	\$21,537.45

AND FURTHER, this recommendation is consistent with the Goals and Objectives of the City of Wyandotte Strategic Plan in the continuing effort to enhance the quality of life for residents and the maintenance of infrastructure. AND FURTHER that all bid bonds be returned to the unsuccessful bidders.

I move the adoption of the foregoing resolution.

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri M. Fricke

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

NAYS: None

#### ADJOURNMENT

MOTION by Councilperson Lawrence S. Stec

Supported by Councilperson Sheri Fricke

That we adjourn.

Carried unanimously

Adjourned at 7:35 PM

April 13, 2015



William R. Griggs, City Clerk

User: ktrudell

Post Date from 04/15/2015 - 04/15/2015 Open Receipts

DB: Wyandotte

Receipt #	Date	Cashier	Wkstn	Received OF	Amount
Description				Distribution	
O XV	270571	04/15/2015	ktrudell F2	ANN ARBOR CREDIT BUREAU 101-000-041-024	A/R ANN ARBOR COL-RESCUE 734.05 CITY CHECK 14880
MARCH 2015 RESCUE COLLECTIONS REC #557836					
O DI DA	270572	04/15/2015	ktrudell F2	CITY OF LINCOLN PARK 101-000-068-013 101-000-068-015	DWNRIVR CENTRAL DISPATCH DR CENTRAL ANIMAL CONTROL 71,877.94 6,250.00 <hr/> 78,127.94 CITY CHECK 55311
DR CENTRAL DISPATCH OCT-DEC 2014 DR CENTRAL ANIMAL CONTROL OCT-DEC 2014 REC# 557837					
O M1 M3 M2 M6 M7 M9 AS AW	270573	04/15/2015	ktrudell F2	27TH DISTRICT COURT 101-000-650-010 101-000-650-012 101-000-650-011 101-000-650-017 101-000-650-018 101-000-650-020 101-000-650-021 101-000-650-024	FINES DIST COURT WYAN DIST CT RIVERVIEW CASES WORK FORCE-WYANDOTTE WORK FORCE-RIVERVIEW COURT TECHNOLOGY WYANDOTT COURT DRUG TESTING FEES COURT SCREENING ASSESSMEN CHEMICAL AWARENESS 71,260.03 44,668.10 9,941.00 4,481.00 2,910.00 3,664.00 5,582.00 2,225.00 <hr/> 144,731.13 CITY CHECK 8281
MARCH 2015 REC# 557838					
O 7R	270574	04/15/2015	ktrudell F2	MUNICIPAL SERV 732-000-670-010	RETIREMENT FUND REIMBURSE 944.10 CITY CHECK 86453
1ST QTR MEDICARE PART B RECIPIES REC# 86453					
Total of 4 Receipts					<hr/> 224,537.22

User: ktrudell

Post Date from 04/15/2015 - 04/15/2015 Open Receipts

DB: Wyandotte

Receipt #	Date	Cashier	Wkstn	Received Of Distribution	Amount
*** TOTAL OF CREDIT ACCOUNTS ***					
101-000-041-024				A/R ANN ARBOR COL-RESCUE	734.05
101-000-068-013				DWNRIVR CENTRAL DISPATCH	71,877.94
101-000-068-015				DR CENTRAL ANIMAL CONTROL	6,250.00
101-000-650-010				FINES DIST COURT WYAN	71,260.03
101-000-650-011				WORK FORCE-WYANDOTTE	9,941.00
101-000-650-012				DIST CT RIVERVIEW CASES	44,668.10
101-000-650-017				WORK FORCE-RIVERVIEW	4,481.00
101-000-650-018				COURT TECHNOLOGY WYANDOTT	2,910.00
101-000-650-020				COURT DRUG TESTING FEES	3,664.00
101-000-650-021				COURT SCREENING ASSESMEN	5,582.00
101-000-650-024				CHEMICAL AWARENESS	2,225.00
732-000-670-010				RETIREMENT FUND REIMBURSE	944.10
TOTAL - ALL CREDIT ACCOUNT					224,537.22
*** TOTAL OF DEBIT ACCOUNTS ***					
101-000-001-000				Cash	223,593.12
732-000-001-000				Cash	944.10
TOTAL - ALL DEBIT ACCOUNTS					224,537.22
*** TOTAL BY FUND ***					
101				General Fund	223,593.12
732				Retiree Health Care Fund	944.10
TOTAL - ALL FUNDS:					224,537.22
*** TOTAL BY BANK ***					
GEN				GENERAL OPERATING FUND	
				<u>Tender Code/Desc.</u>	
				(CCK) CITY CHECK	223,593.12
				TOTAL:	223,593.12
RETIR WYANDOTTE EMPLOYEES RETIREMENT SYSTEM				(CCK) CITY CHECK	944.10
				TOTAL:	944.10
TOTAL - ALL BANKS:					224,537.22
*** TOTAL OF ITEMS TENDERED ***					
				<u>Tender Code/Desc.</u>	
				(CCK) CITY CHECK	224,537.22
				TOTAL:	224,537.22
*** TOTAL BY RECEIPT ITEMS ***					
(1)				7R: RETIREMENT FUND REIMBURSE	944.10
(1)				AS: COURT SCREENING ASSESMEN	5,582.00
(1)				AW: CHEMICAL AWARENESS	2,225.00
(1)				DA: DR CENTRAL ANIMAL CONTROL	6,250.00
(1)				DI: DWNRIVR CENTRAL DISPATCH	71,877.94
(1)				M1: FINES DIST COURT WYAN	71,260.03
(1)				M2: WORK FORCE-WYANDOTTE	9,941.00
(1)				M3: DIST CT RIVERVIEW CASES	44,668.10
(1)				M6: WORK FORCE-RIVERVIEW	4,481.00
(1)				M7: COURT TECHNOLOGY WYANDOTT	2,910.00
(1)				M9: COURT DRUG TESTING FEES	3,664.00
(1)				XV: A/R ANN ARBOR COL-RESCUE	734.05
TOTAL - ALL RECEIPT ITEMS:					224,537.22

User: ktrudell

Post Date from 04/16/2015 - 04/16/2015 Open Receipts

DB: Wyandotte

Receipt #	Date	Cashier	Wkstn	Received Of Distribution	Amount
O RE 270967	04/16/2015	ktrudell 101-000-001-000	F2	DTE ENERGY 101-000-655-040	345.00 CITY CHECK 622089
ENERGY REBATE-WALLSIDE WINDOWS INSTALLED AT 315 SUPERIOR. REBATE WILL BE USED TO PAY ON DTE BILL REC# 557841					
O MZ 270969	04/16/2015	ktrudell 101-000-001-000	F2	TRAVELERS PROPERTY CASUALTY INS 101-200-825-450 Insurance & Casualty	621.00 CITY CHECK 16495450
REFUND OVERPAYMENT ON AUTO INSURANCE REC# 557840					
Total of 2 Receipts					966.00

User: ktrudell

Post Date from 04/16/2015 - 04/16/2015 Open Receipts

DB: Wyandotte

Receipt #	Date	Cashier	Wkstn	Received Of	Amount
Description				Distribution	

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

101-000-655-040 RECEIPTS-MISCELLANEOUS					345.00
101-200-825-450 Insurance & Casualty					621.00
				TOTAL - ALL CREDIT ACCOUNT	<u>966.00</u>

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

101-000-001-000 Cash					966.00
				TOTAL - ALL DEBIT ACCOUNTS	<u>966.00</u>

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

101 General Fund					966.00
				TOTAL - ALL FUNDS:	<u>966.00</u>

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

GEN GENERAL OPERATING FUND				<u>Tender Code/Desc.</u>	
				(CCK) CITY CHECK	966.00
				TOTAL:	966.00
				TOTAL - ALL BANKS:	<u>966.00</u>

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

				<u>Tender Code/Desc.</u>	
				(CCK) CITY CHECK	966.00
				TOTAL:	<u>966.00</u>

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

(1) MZ: MISC CASH/VARIOUS					621.00
(1) RE: RECEIPTS-MISCELLANEOUS					345.00
				TOTAL - ALL RECEIPT ITEMS:	<u>966.00</u>

CITY OF WYANDOTTE  
BEAUTIFICATION COMMISSION MEETING MINUTES, DRAFT  
APRIL 8, 2015

Members Present: John Darin, Chairman, Kenneth Bearden, Michael Bozymowski, Noel Galeski, Lisa Lesage, Linda Orta, Stephanie Pizzo, Alice Ugljesa

Members Excused: Andrea Fuller, Bill Summerell

Guests: None

1. Call to Order: The meeting was called to order by John at 6:03 pm.
2. Reading and Approval of Previous Minutes:
  - a. February 11, 2015 Regular Meeting: After review of the minutes, motion was made by Alice, seconded by Linda, to approve the draft minutes of the March 11, 2015 regular meeting of the Beautification Commission as written. The motion was approved.
3. Approval of Agenda:
  - a. Approval of Meeting Agenda: Motion was made by Ken, seconded by Alice, to approve this meeting's agenda as submitted. The agenda was approved unanimously.
  - b. Addition of "Volunteer Update" Agenda Item: Lisa was asked if she would like her own "Volunteer Update" agenda item going forward. She responded affirmatively. All future regular meeting agendas will now include a volunteer update as a regular agenda item.
4. Chairperson's Report:
  - a. Documents: John distributed an updated Attendance Log and revised Commission business cards. All commissioners are encouraged to distribute their business cards when engaging vendors, volunteers, business owners, other city officials, and the public gardeners in the normal course of their commissioner duties. They were also encouraged to write their name and personal contact phone number on the cards when they distribute them.
  - b. BCSEM Report: John attended the Spring Quarterly Meeting in Mt. Clemens on March 19<sup>th</sup>. There was no BCSEM Board meeting that evening. John discussed a volunteer-recruiting web site that was introduced at the BCSEM meeting that may be very helpful to the Commission. This web site is [www.volunteermatch.org](http://www.volunteermatch.org), and is managed by a non-profit organization, VolunteerMatch. The web site's purpose is to match organizations (us) that need volunteer assistance with the persons who are seeking volunteer opportunities. Basic (free) service provides and supports basic recruiting tools, online referral management, referrals from corporate partners, tracking & reporting, photos, and a donation solicitation feature.  
Follow-Up: Lisa was requested to register the Beautification Commission on the VolunteerMatch web site to recruit volunteers for our upcoming activities and report back. There is no fee for this basic web service.
5. Treasurer's Report:
  - a. FY 2014-2015 Expense Report: Mike distributed the current fiscal year Expense Report. Submitted expenses total \$2,032.05 to date, with a current account balance of \$3,967.95.
  - b. FY 2014-2015 Budget Plan Revision: The approved revised FY 2014-2015 Budget Plan was distributed.
6. Communications and Event Marketing Report:
  - a. New City Phone System for Hotline: John reported for Andrea, who was excused. Andrea informed the Commission that the Commission's hotline telephone number has migrated to the new city phone system. There are a number of system enhancements. Updated voicemail access instructions were provided.
  - b. Revision to the Commissioner Roles and Responsibilities Document: John reviewed the updated Commissioner Roles and Responsibilities Guiding Document which reflected the reported changes to the Commission's Hotline process. Linda made a motion, seconded by Stephanie, to approve the revised Roles and Responsibilities document. The motion was approved.

- c. Communications & Event Marketing Update: John reported that Andrea's agenda item has been expanded to include event marketing. John distributed a copy of the flyer Andrea developed for marketing the 2015 Spring Clean-Up Day. Commissioners were encouraged to distribute the flyer to recruit volunteers for our upcoming event.
7. "Adopt-A-Spot in Wyandotte Program" Review, Revision, and Approvals:  
Copies of the Program Action Plan, Program Rules, Volunteer Application and Hold Harmless Agreement, and Program Marketing Flyer were distributed for commissioner review and approval, as follows:
  - a. Program Action Plan: New information was brought to light that the company responsible for maintaining the landscaped grounds at the Fort Street electronic sign is also responsible for re-planting and maintaining the beds at the welcome sign by Walgreen's at Fort and Eureka. Based on this new information, the Action Plan was revised to delete the Walgreen's site from the recommended areas to be planted and maintained under this Program.  
Follow-Up: John will distribute updated Action Plan.
  - b. Program Rules: It was the consensus of the Commission that language be added under "Volunteer Responsibilities" that clearly states that the volunteer(s) will purchase all necessary plant materials, soil, soil amendments, and mulch, after approval by the Commission or Commission's designee. The draft Rules were revised to reflect this new language.  
Follow-Up: John will distribute updated Program Rules.
  - c. Volunteer Application and Hold Harmless Agreement: The Adopt-A-Spot Hold Harmless Agreement incorporates previously-approved hold harmless language from the community garden rental application, and from the Engineering Department's "Adopt-A-Lot" program. It was recommended that this Agreement be reviewed by the City Attorney. There were no changes recommended.  
Follow-Up: John will submit the Hold Harmless Agreement to the Mayor's Office with the request that it be reviewed by the City Attorney at the earliest opportunity.
  - d. Program Marketing Flyer: There were no changes recommended.
  - e. Program Approval: There was a motion by John, seconded by Stephanie, to approve the Adopt-A-Spot Program Action Plan, Rules, Volunteer Application and Hold Harmless Agreement, and Marketing Flyer as revised, and with the stipulation for City Attorney review. The motion was approved.
  - f. Other Program Follow-Up:
    - It was the consensus of the Commission that the Commission will need to develop a "Recommended Annual and Perennial Flower Plant List" to be handed out to all adopters upon their approval.
    - The Commission will need to contact DPS and inquire regarding making signage identifying the adopter, to be placed by the Commission at their adopted site.
8. Community Garden Update:  
The Community Garden Opening is scheduled for Saturday, April 18, 2015. Ken reported that 28 of 31 available garden plots have been reserved. Water will be turned on April 13<sup>th</sup>. There is no need for additional topsoil at this time. Our existing soil berms will meet our current backfill needs.
9. Spring Clean-Up & Volunteer Update:  
The Spring Clean-Up is scheduled for April 11, 2015. We will gather at 8:30 am, with volunteers to report by 9:00 am. Lisa reported that she is planning on about 10 volunteers for this event. Lisa also volunteered to coordinate obtaining light snacks and water. Noel distributed and reviewed the "Spring Clean-Up To-Do Checklist" that she compiled for this event. The Spring Clean-Up Marketing flyer was previously reviewed. Bill will make arrangements to get the hand tools to Mike to delivery on-site. John will bring the tool tote, 20 lawn bags, plastic trash bags, and signage.
10. Spring Dig-In & Volunteer Update:  
The Spring Dig-In is scheduled for Saturday, May 16, 2015. It remains the consensus of the Commission that we will all have a better idea of the state of the downtown plantings after the Spring Clean-Up, including mulch needs.

- a. Plant Orders: Linda reviewed the plant order list from Four Star Greenhouse in the amount of \$1465.19 for the Spring Dig-In in the DDA. These plants are intended for the teardrop, fountain, arbor locations, 4 large pots by new city hall, and 5 round pots at old city hall. An order for the Purple Heart Memorial Garden in the amount of \$334.04 was also placed with Four Star Greenhouse. In addition, there was an order placed with Moose & Squirrel Horticultural in the amount of \$124.00 for plantings at the fountain.  
Follow-Up: Linda will generate a 2015 Spring Dig-In Planting Plan for use during the Dig-In.
  - b. Dig-In Organization & Marketing: Noel reported that she is updating her Spring Dig-In Checklist for use during the 2015 Dig-In. Noel also indicated that she is following-up regarding a marketing flyer for the Dig-In.  
Follow-Up: Noel will update her Spring Dig-In Checklist as necessary for review at our April meeting.  
Follow-Up: Noel will contact Natalie to have DPS turn the sprinkler system on the week before the Dig-In (week of May 11), so that any sprinkler coverage issues can be identified prior to planting.  
Follow-Up: Andrea will create a flyer for marketing the 2015 Wyandotte Annual Spring Dig-In. Andrea is requested to forward this flyer to Natalie for purposes of marketing this event to the businesses in the DDA to encourage their participation in the event, and also to post this flyer on the Beautification Commission's web site for download and printing.
  - c. Volunteer Update: Lisa reported that we should see a good number of volunteers, including from Wilson Middle School and, hopefully, Henry Ford Wyandotte Hospital. Stephanie offered that she knows the HFWH volunteer coordinator and was willing to work with Lisa to engage this potential group of volunteers. It was suggested that the Commission provide our specific Hotline contact information to facilitate volunteers to confirm their event attendance.  
Follow-Up: Stephanie will work with Lisa to engage the HFWH volunteer coordinator to optimize volunteer participation.
  - d. Re-Planting Vietnam Veterans Memorial Service Ribbon: John reported that he emailed Dave Polczynski, Treasurer for the Vietnam Veterans Committee regarding working with their volunteers to re-plant the service ribbon with annuals, as well as to weed the Vietnam Veterans Memorial on an on-going basis. Dave was requested to ensure that the Committee approves the necessary funding for the planting. The Commission will again order the annuals, as the Committee's agent. The timing of the re-planting is planned to coincide with the Spring Dig-In.  
Follow-Up: John will contact Dave with the necessary budget amount for the Committee to approve, after confirming with Linda.
11. Hanging Baskets and Planters/Urns Update:
- a. Winter & Spring Hanging Baskets: Alice reported that DPS removed the winter greens from the arbor hanging baskets. Spring baskets have been ordered for the arbor (7) and for the free-standing poles (6), and will be delivered and installed by Eckert's Greenhouse on May 16<sup>th</sup>, the date of the Spring Dig-In. The baskets at the arbor will be watered by the drip irrigation system. The baskets on the free-standing poles must be watered via the Gator and use of the water wand system that John configured and installed for Maggie.  
Follow-Up: Proper operation of the arbor drip irrigation system must be confirmed after the water has been turned on. John offers to refresh training on use of the custom water wand system.
  - b. Free-Standing Hanging Basket Delivery and Storage: There was much discussion regarding locations for installation of the free-standing hanging basket poles. The Commission was in favor of installing them in front of City Hall, with exact locations to be determined. The location requirements, per Engineering Department, are to place the poles 3 feet from the curb, and allow a 5 foot pedestrian walkway. In addition, they are to be installed using break-away bolts. The city hall location was approved by consensus.  
Follow-Up: The Commission will determine exact locations for installing the free-standing hanging basket poles following the Spring Clean-Up event.
  - c. Planter Pots & Urns: Alice reported that the pots and urns are still in storage.  
Follow-Up: Alice will contact Natalie to have DPS place the pots and urns in their locations prior to the Spring Dig-In, May 16th.

12. Old Business:

- a. Review of Engineering Department Grove Street Greenway Project: Linda reported that she and Bill reviewed the site, and are recommending that appropriate signage be installed in all greenspaces from 8<sup>th</sup> Street to Biddle Avenue, and that appropriate woody ornamentals be planted.  
Follow-Up: John will contact Ralph Hope to continue to work on details of this project.

13. New Business: There was no New Business.

14. Round-Table Reports and Announcements: John reports that the BCSEM Summer Quarterly Meeting is scheduled for Thursday, June 18<sup>th</sup> at the St. Clair Shores Golf Club. All commissioners are encouraged to attend to represent the City of Wyandotte.

15. Next Meeting: The next regular meeting of the Beautification Commission is scheduled for Wednesday, May 13, 2015 at 6:00 pm – 8:00 pm in City Hall, Mayor's Conference Room, Third Floor, 3200 Biddle Avenue.

16. Adjournment: The meeting was adjourned at 8:25 pm.

Respectfully Submitted,

John Darin  
Chairman,  
Wyandotte Beautification Commission

**OFFICIALS**

Thomas Woodruff  
CITY ASSESSOR

William R. Griggs  
CITY CLERK

Todd M. Browning  
TREASURER



**COUNCIL**

Sheri M. Sutherby-Fricke  
Daniel E. Galeski  
Tadeusz Miciura Jr.  
Leonard T. Sabuda  
Donald Schultz Jr.  
Lawrence S. Stec

**DOWNTOWN DEVELOPMENT AUTHORITY**

**Meeting Minutes**  
**Tuesday, March 10th, 2015**  
**Council Chambers, 3200 Biddle Avenue, Suite 300, Wyandotte, MI 48192**

**MEMBERS PRESENT:** Rick DeSana, Greg Gilbert, John Jarjosa, Gerry Lucas, Anne Madjlinger, Patt Slack, Norm Walker.

**MEMBERS EXCUSED:** Mayor Peterson, Leo Stevenson

**OTHER PRESENT:** Natalie Rankine, Vanessa Morse – owner Glow Fish studios

**PUBLIC COMMENT:** No public comment

**APPROVAL OF MINUTES AND AGENDA:**

**Motion by G. Lucas supported by N. Walker to approve of the minutes from the February meeting. All in favor, motion carried.**

**Motion by P. Slack supported by A. Madjlinger to approve of the agenda for the March meeting. All in favor, motion carried.**

**INFORMATION TO RECEIVE AND PLACE ON FILE:**

- a. DDA Finance Subcommittee Meeting Minutes
- b. DDA Design & Promotion Subcommittee Meeting Minutes
- c. Beautification Commission Meeting Minutes

**Motion by G. Lucas supported by A. Madjlinger to receive the Design & Promotion Subcommittee Meeting Minutes and place on file. All in favor, motion carried.**

**MONTHLY REVENUE/EXPENDITURE REPORT:**

N. Rankine presented the monthly revenue and expenditure report.

**Motion by G. Lucas, supported by P. Slack to approve of the monthly revenue and expenditure report. Roll Call, all in favor, motion carried.**

## ONGOING PROJECTS AND BUSINESS:

### a. WBA Updates

N. Rankine notified the board that the WBA had not yet submitted the end-of-the-year report or the most recent quarterly report. The WBA has been sent a reminder every few weeks of the deadline.

### b. Oak Street Parking Lot

N. Rankine updated the board about the finances for the Oak Street Parking Lot. The DDA finance subcommittee met again to explore last month's adopted resolution to patch the lot and build a dumpster enclosure. The subcommittee decided that it wouldn't be a good financial decision to re-build the lot this year. No further action is needed, as the resolution was adopted last month. N. Rankine will keep the board posted on the schedule of the bid and schedule as it is known.

- a. DDA Downtown Guidebook: N. Rankine indicated that the guidebook was finished and distributed.
- b. Hotel RFP: N. Rankine indicated that the hotel RFP will be sent out this week with a due date of April 13<sup>th</sup>. It will be sent to companies with a small/boutique hotel business model, listed on the MITN development website and in the papers. N. Rankine will update the board when RFPs are received.
- c. Restaurant Week: The Design & Promotions committee is working with the WBA to work with WDET, Metro Times, the Isle Camera and the News Herald to promote Restaurant Week in Wyandotte. WDET will also be doing gift certificate raffles during restaurant week to promote this event. All Wyandotte restaurants have been sent participation paperwork and the posters have been distributed. P. Slack indicated that we would be touching base with local food bloggers to see if they were able to write about Restaurant Week in Wyandotte.

## NEW BUSINESS

- a. Wyandotte Farmers Market: The Wyandotte Farmers Market is now accepting applications for the 2015 season which begins on Thursday, June 11<sup>th</sup>. The market is also looking for Power of Produce sponsors for the 2015 Season. G. Gilbert mentioned having a banner at the Council/DDA meetings to promote the Farmers Market and other events.
- b. Christmas Decoration Plan: N. Rankine indicated that the Design and Promotions Subcommittee would be ordering another stack of Christmas bulbs in lieu of the reindeer ordered. The D & P subcommittee will be ordering a large stack this fiscal year and another next year. J. Jarjosa suggested that business owners may want to order bulbs for the front of their businesses. N. Rankine will look into pricing for this and return to the subcommittee with information.
- c. Viaduct: N. Rankine indicated that Jennifer Ferris will attend the DDA meeting in April or May to speak on behalf of the RHS Viaduct project.
- d. Trash Cans: N. Rankine indicated that 10 additional trash cans had been delivered and that they would be placed by DPS as soon as the weather breaks. She mentioned that this project came in a bit under budget and that it was possible that the additional funding could be used for receptacles for dog feces, as this had been a problem or even the additional bike racks, as Glowfish Studios and Johnny Macs was interested in racks for their spaces. She indicated that she would get back to the subcommittee with pricing for these items.

**NEXT REGULAR MEETING:**

April 14<sup>th</sup>, 2015

**ADJOURNMENT**

**Motion by Mayor Peterson supported by N. Walker to adjourn the meeting, all in favor, motion carried.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'N. Rankine', with a long horizontal flourish extending to the right.

Natalie Rankine