SPECIAL NOTICE

Due to Governor Whitmer’s Stay Home Stay Safe Executive Order and to minimize the spread of COVID-19, this meeting will be held electronically. Please see instructions below for participating in this ZOOM video/phone conference.

AGENDA

1. Roll Call
2. Setting the Agenda
3. Consent Agenda
   a. Approval of Invoices
   b. Approval of Minutes
   c. DTE easement for Public Works building
   d. 2020 Sidewalk Replacement Program
4. New Business
   a. Site Plan Review – Façade renovation – 16906 Kercheval Avenue
   b. Public Hearing – Planning Commission and City Council
      E-R Estate Residential District
      Moratorium on Demolition and New Building Permits
   c. Main Street Grosse Pointe DDA Bylaws
5. Public Comment – for agenda and non-agenda items
6. Staff Reports
7. Council Comment
8. Closed Session - requested by a public official for a performance evaluation
9. Adjournment

INSTRUCTIONS FOR ALL PERSONS TO PARTICIPATE IN VIRTUAL MEETING

When: Jul 20, 2020 07:00 PM Eastern Time (US and Canada)
Topic: Council Meeting
Please use the link below to join the regular Council meeting:
https://us02web.zoom.us/j/81093705613?pwd=YTNlQU0yVzdCMFpiNkJxWS9iTTZvzd09
Password: GPCouncil
Or iPhone one-tap: US: +19292056099,81093705613#,,0#,,498571180# or 13017158592,81093705613#,,0#,,498571180#
Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799
   Webinar ID: 810 9370 5613
   Password: 498571180
For agenda item 8, the City Council may leave the Zoom meeting above and establish a new Zoom meeting for the closed session topic. If you would like to view any open meeting session that follows, please use this link below to be placed in a waiting room until the Council moves back into public session and for adjournment of the regular July 20, 2020 Council meeting:

https://us02web.zoom.us/j/81623530888?pwd=L0Z0YmJQbm8rbGtm9ieFJZWDUwZz09
Password: close2020

Or iPhone one-tap:
US: +19292056099,,81623530888#,,,,0#,,,,0#,,5769531222# or +13017158592,,81623530888#,,,,0#,,5769531222#

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799
Webinar ID: 816 2353 0888
Password: 576953122

INSTRUCTIONS FOR INDIVIDUALS WITH DISABILITIES

Michigan Relay is a communications system that allows hearing persons and deaf, hard of hearing, or speech impaired persons to communicate by telephone. Dial 7-1-1 to reach Michigan Relay and have the operator then connect with Zoom conference number above. There is no additional charge to use this service.

Please contact city@grossepointecity.org at least 48 hours in advance of the meeting with any other requests for accommodations.

INSTRUCTIONS FOR PUBLIC COMMENT

The following public comment instructions are for use by members of the public during the virtual Council meetings held using the Zoom video and phone conferencing program:

A. During this electronic virtual meeting, individuals who wish to address the Council on any agenda or non-agenda item may do so during the designated public comment period or during a public hearing listed on the agenda. An individual wishing to make a public comment should indicate so by using the raise hand feature on the Zoom application. This is typically found in the upper right hand corner when you click on “View Participant list”. This opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand when the chair of the meeting calls for public comments. If you are using the audio only call-in feature, you can hit *9 on the phone keypad to activate the raise hand feature.

B. Public comment during a virtual Council meeting is welcome. Individuals have a maximum of three (3) minutes to address the Council and present any comments. Councilmembers will listen to concerns but will not interact or answer questions.

C. Each speaker should begin comments by providing their name and address.

D. Disorderly Conduct: The chair may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarity, engaging in hate speech, or otherwise breaching the peace.

E. Alternatively, public comments can also be submitted by email to city@grossepointecity.org no later than 5:00 pm on the day of the meeting. All electronic comments received will be distributed to the City Council in advance of the start of the meeting.
**Title:** Approval of Invoices – Confirming  
**Date:** July 20, 2020

**Summary:** The following invoices are submitted for review:

- **a) Bruce Diver**
  - Check Valve, June 2020, $5,600.00
- **b) Michigan Joint Sealing, Inc.**
  - Joint and Crack Sealing, Estimate #1, $26,155.13
- **c) Michigan Municipal League**
  - Workers Compensation, Installment #1, $23,525.00
- **d) City of Grosse Pointe Park**
  - Cadieux Charlevoix Project, June 2020, $60,137.28
- **e) GFL**
  - Recycling, July 2020, $9,121.00
- **f) Art Tucker**
  - Check Valve, June 2020, $5,460.00
- **g) Tri-County International Trucks, Inc.**
  - Refuse Truck Repairs, June 2020, $27,488.70
- **h) Great Lakes Water Authority**
  - Sewer Charges, June 2020, $74,500.00
- **i) Ferguson Waterworks**
  - Meter Reading System, June 2020, $7,534.25
  - Meter Reading System, June 2020, $29,958.90
- **j) DTE**
  - Public Works Building, June 2020, $13,887.34

**Financial Impact:** $283,367.60

**Recommendation:** Motion to approve invoices. Invoices listed represent budgeted or council approved expenditures. Invoices which exceed $5,000 are required to be presented to council for approval.

**Reviewed By:** Peter Dame  
**Title:** City Manager

**Prepared By:** Kim Kleinow  
**Title:** Finance Director/Treasurer
INVOICE

586-360-7682
BruceDiver@live.com

27636 Groveland St
Roseville, MI 48066

Attention: Neil Johnston
Public Service Supervisor
17147 Maumee
Grosse Pointe, MI 48230

Date: 06/17/19

Service Description: Installation of Pipe One Way Valve, Broke cutting and Video inspection of Pipe and sea wall.

Terms:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Fee</td>
<td>1</td>
<td>$1,500</td>
<td>$1,500</td>
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<tr>
<td>Broco Cutting</td>
<td>1</td>
<td>$3,500</td>
<td>$3,500</td>
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<tr>
<td>Inspection Video of sea wall</td>
<td>1</td>
<td>$250</td>
<td>$250</td>
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<tr>
<td>Installed One way Valve</td>
<td>1</td>
<td>$350</td>
<td>$350</td>
</tr>
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</table>

Subtotal: $5,600
Total: $5,600

Please make all checks out to BruceDiver and mail to:

27636 Groveland St, Roseville, MI 48066.

Thank you for your business, I look forward to working with you again.

Sincerely

Eric "Bruce" Graham

---

Installation at outlets.
June 12, 2020

Pete Randazzo  
Public Services Director  
City of Grosse Pointe  
17147 Maumee Avenue  
Grosse Pointe, Michigan 48236

Reference: 2020 Joint and Crack Sealing Program  
City of Grosse Pointe  
AEW Project No. 0155-0207

Dear Mr. Randazzo:

Enclosed please find Construction Pay Estimate No. 1 for the above referenced project. For work completed through June 7, 2020, we recommend issuing payment for the **Net Earnings this Period (see Page 2)** in the amount of **$26,155.13** to Michigan Joint Sealing, Inc., 28830 West 8 Mile Road, Suite 103, Farmington Hills, Michigan 48336.

If you have questions or require additional information, please feel free to contact our office.

Sincerely,

R. Ryan Kern, P.E.  
Senior Project Engineer

cc: Peter J. Dame, City Manager  
Michigan Joint Sealing, Inc.
Grosse Pointe, City Of
17147 Maumee Ave.
Grosse Pointe, MI 48230

Remit to: MML Workers’ Comp Fund
P.O. Box 972081
Ypsilanti, MI 48197-0835

Please remit top portion with payment

For any questions regarding payment information, please contact Insurance Accounting at (734) 669-6373. For any questions regarding invoice or policy information, contact Underwriting at (248) 204-8530.

### MICHIGAN MUNICIPAL LEAGUE WORKERS' COMPENSATION FUND

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**YOUR NEXT INSTALLMENT WILL BE DUE ON: 9/15/2020**
City of Grosse Pointe Park
15115 EAST JEFFERSON AVENUE
GROSSE POINTE PARK, MICHIGAN 48230

July 1, 2020

City of Grosse Pointe
17147 Maumee
Grosse Pointe Park MI 48230

Your share of MDOT/Cadieux/Charlevoix/SRTS project
$60,137.28

[Handwritten notes: PETE
Highway Final
Maj 3 Road
Reconstruction]

202-440-970100

MAKE CHECK PAYABLE TO CITY TREASURER GROSSE POINTE PARK
**INVOICE**

**PAYMENT DUE:** UPON RECEIPT

**INVOICE NUMBER:** 0044953395
**INVOICE DATE:** 06-15-20
**SERVICE PERIOD:** JULY

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<td>Sub Total Taxes, Oil/Environmental &amp; Fees</td>
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<td></td>
<td>Site Sub Total:</td>
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<td><strong>Total New Charges</strong></td>
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| 7 bins   | **4557**                          |                  | 9121    |

**IMPORTANT NEWS:**

To avoid late fees and service interruption, payments must be received by the due date. Except as may be otherwise provided by written contract, all past due balances will be assessed a 1.8% late fee with a minimum charge of $6.00. By payment of this invoice, you are expressly confirming your consent to be contacted, with respect to this account, at the Billing Contact # reflected above.

BE SURE TO WRITE YOUR INVOICE NUMBER ON YOUR CHECK.

- **CUSTOMER ACCOUNT #:** 001661539
- **INVOICE NUMBER:** 0044953395
- **PAYMENT DUE:** UPON RECEIPT
- **TOTAL AMOUNT DUE:** $19,152.00

Amount Enclosed $ 9121.00

Remit to: www.gflusa.com

GFL ENVIRONMENTAL
2201 HOOVER RD
WARREN, MI 48089-2554

Check here and see reverse for address and phone corrections

8926306-6630-1 1 1 6630 1 AB 0.419 18

CITY OF GROSSE POINTE
17147 MAUMEE AVE
GROSSE POINTE MI 48230-1534

 unparalleled service

GFL ENVIRONMENTAL offers Pay-By-Phone! Call 1-844-464-3687. Choices. Checking, Visa, American Express and Mastercard are accepted.

For Customer Service and Account Inquiries. Please call (586) 864-1500

Convenience. It's fast! Your statement is online right now. Control. You decide how and when to pay. To Enroll: myaccount.gflusa.com
JOB DESCRIPTION: INSTALL BACK WATER VALVE
LAKELAND AT THE LAKE

6-25-20 EXCAVATE TO INSTALL BACK WATER VALVE.
EXCAVATE DOWN TO 30" STORM SEWER. CUT OUT
SECTION AND USED BREAKER TO REMOVE. INSTALL
VALVE AND BACKFILL. $ 5,460.00

TOTAL AMOUNT DUE..........................................................$ 5,460.00

LQA - Lakeland Outfall Check Valve Installation

592-857-737100
1 CUSTOMER SUSPECTS EGRC IS LEAKING

CAUSE:
CORRECTION:
DIAG AND TESTING FOUND EGR COOLER WAS LEAKING, COOLANT HAS PASSED THRU ENGINE AND DAMAGED DPF AND DOC.
REPLACED EGR COOLER, DPF AND DOC. CHANGED ENGINE OIL, OIL FILTER AND FUEL FILTER. RAN ENGINE TO OPERATING TEMP, ENGINE HAD MISFIRE. DIAG AND TESTING SHOWED CYLINDER 6 HAD ZERO COMPRESSION, CYLINDERS 2,3,5 ARE LOW.
REMOVED CYLINDER HEAD AND INSPECTED HEAD AND CYLINDERS, FOUND #6 CYLINDER SLEEVE HAS PITTING AND CROSS HATCH IS GONE. REPLACED ALL 6 SLEEVES AND PISTONS, INSTALLED CYLINDER HEAD AND REASSEMBLED. SENT RADIATOR AND CAC TO BE CHECKED. RADIATOR WAS OK, CAC HAD HOLE IN IT.
REPLACED CAC, INSTALLED RADIATOR AND CAC. REINSTALLED ALL REMOVED COMPONENTS. FILLED COOLANT AND OIL TO SPEC, RAN ENGINE TO OPERATING TEMP AND RAN ENGINE AT HIGH IDLE. ROADTESTED/COLDSTARTED SEVERAL TIMES POWER WASH ENGINE BAY. ENGINE IS OPERATING TO SPEC

TOTAL LABOR 12,150.00
TOTAL PARTS 14,139.38
TOTAL SUBLET PARTS 1,009.32
TOTAL CORES 2,300.00
TOTAL DIRTY CORES 2,300.00

BRAYMAN, TIMOTHY CERT # M282243
MAYVILLE, TIM CERT # M103113
SUTTON, JOHN CERT # M133619

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TERMS: DUE ON RECEIPT, ALL PAST DUE AMOUNTS WILL BE CHARGED 1.5% PER MONTH

STATEMENT OF DISCLAIMER: THE FACTORY WARRANTY CONSTITUTES ALL OF THE WARRANTIES WITH RESPECT TO THE SALE OF THIS ITEM/ITEMS. THE SELLER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SELLER NEITHER ASSUMES FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THIS ITEM/ITEMS. CERTIFICATION: ALL REPAIRS AND PARTS LISTED IN COMPLIANCE WITH MICHIGAN AUTO REPAIR ACT (P.A. 300)

ALL PARTS NEW UNLESS OTHERWISE INDICATED

CUSTOMER: X

DATE

DATE
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**SHOP SUPPLIES** 150.00
**COMPUTER FEE** 40.00

**COMPUTER FEE** 40.00
**SLS CORE SHOP CUST** 2,300.00
**SALES PTS SHOP CUST** 14,139.38
**DIRTY CORE SHP CUST** -2,300.00
**SALES LABOR CUST** 12,150.00
**SALES SUBL PARTS CUST** 1,009.32
**SHOP SUPPLIES** 150.00
**PLEASE PAY THIS TOTAL** 27,488.70

**TERMS: DUE ON RECEIPT, ALL PAST DUE AMOUNTS WILL BE CHARGED 1.5% PER MONTH**

**STATEMENT OF DISCLAIMER: THE FACTORY WARRANTY CONSTITUTES ALL OF THE WARRANTIES WITH RESPECT TO THE SALE OF THIS ITEM/ITEMS. THE SELLER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SELLER NEITHER ASSUMES FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THIS ITEM/ITEMS. CERTIFICATION: ALL REPAIRS AND PARTS LISTED IN COMPLIANCE WITH MICHIGAN AUTO REPAIR ACT (P.A. 300)**

**CUSTOMER: X**
## SEWER BILL

**Account Name:** GROSSE POINTE  
**Account Number:** 200-0631-S  
**Billing Date:** 07/01/2020  
**Due Date:** 08/17/2020

**Billing Inquiries:** (313) 964-9027

---

**CITY OF GROSSE POINTE**  
**BONNIE KLOBUCAR, ACCT. PAY**  
**17147 MAUMEE AVE**  
**GROSSE POINTE, MI 48230**

---

**PREVIOUS BALANCE**  
$74,500.00

**ADJUSTMENTS AND PAYMENTS APPLIED**  
$(-74,500.00)

**PREVIOUS AMOUNT DUE**  
$0.00

---

**CURRENT CHARGES**

**SEWER CHARGES FOR THE MONTH OF JUNE 2020**

**SEWAGE MONTHLY FIXED CHARGE**  
$74,500.00

---

**TOTAL DUE**  
$74,500.00

---

**PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT**

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<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Due Date</th>
<th>Amount Due</th>
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<tbody>
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**AMOUNT REMITTED**

---

**REMIT TO:**  
Great Lakes Water Authority  
**Attn:** Treasury  
P.O. Box 441370  
Detroit, MI 48244-1370

---

24 200063119 000007450000 7
Please contact with Questions: 616-803-7521

CITY OF GROSSE POINTE
METER SALES ONLY
17147 MAUMEE AVE
GROSSE POINTE MI 48230-1534

SHIP TO:

Ferguson WATERWORKS #3386
PO BOX 802817
CHICAGO, IL 60680-2817

Looking for a more convenient way to pay your bill?

Log in to Ferguson.com and request access to Online Bill Pay.

Terms: NET 10TH PROX

Please refer to invoice number when making payment and remit to:

INVOICE NUMBER  TOTAL DUE  CUSTOMER  PAGE
0101432-1  $7,534.25  2361  1 of 1

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION PRODUCTS WITH "NP" IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

Ordered  Shipped  Item Number  Description  Unit Price  UM  Amount
1  0  N13812103  AMI 360 ESSENTIAL 1001-2500  EA  0.00
1  0  N13812001  360 ESSENTIAL SETUP FEE  EA  0.00
1  1  N13655000  MRX920 MOBILE DATA COLL V3  EA  7534.25

INVOICE SUB-TOTAL  7534.25

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at https://www.ferguson.com/content/website-info/terms-of-sale, incorporated by reference. Seller may convert checks to ACH.
In the event that you need to transmit payment information when making payment and remit to:

Ferguson Waterworks #3386
PO Box 802817
Chicago, IL 60680-2817

___

City of Grosse Pointe
17147 Maumee
Grosse Pointe, MI 48230

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<th>CUSTOMER ORDER NUMBER</th>
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<td>MRXS920 MOBILE DATA COLL V3</td>
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<td>EA</td>
<td>0.00</td>
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</table>

INVOICE SUB-TOTAL: 29958.90

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH "NP" IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

Looking for a more convenient way to pay your bill?

Log in to Ferguson.com and request access to Online Bill Pay.

Terms: NET 10th Prox

Original Invoice: $29,958.90

Total Due: $29,958.90

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at https://www.ferguson.com/content/website-info/terms-of-sale, incorporated by reference. Seller may convert checks to ACH.
# ALTERATION OF GAS SERVICE

**Name:** CAROLYN PAWLUCHUK  
**Phone Number:** 313.408.0495  
**Need Date:**  
**Address, City, State:** 17147 MAUMEE  
**Municipality:** GROSSE POINTE  
**Zip Code:** 48230

## JOB ESTIMATE INFORMATION

1. Alteration Fee $ 5,911.52  
2. Relocate / Renew Service Line  
   $ 6,879.82  
3. Cut & Cap Service  
   [Blank] qty.  
   $ 720.00  
4. Replace asphalt or concrete  
   [Blank] sqf x [Blank] sqf  
   $ 376.00  
5. Additional Meters  
   [Blank] mtrs  
6. Fuel Line Installation  
   [Blank] ft.  
   [Blank] ft.  
7. Permit / Municipality Fees  
   [Blank] qty.  
8. Directional Boring  
   [Blank] ft.  
9. Additional Time / Materials  

**TOTAL COST** $ 13,887.34

---

**SKETCH:**

![Sketch of Public Works Project]

**Installation Remarks:** CITY OF GROSSE POINTE, NEEDS NEW SERVICE AND 7M METER MANIFOLD

**Building Type:** COMMERCIAL  
**Job Type:** SERV ALT  
**Investigator:** NICK ARIOLI  
**Date:** 6/3/2020

**Disclaimer:** It is the customer's responsibility to indicate their underground facilities within the property lines and provide a location, if known. DTE Energy-Gas will not be liable for damages to customer's facilities that are not indicated. It is DTE Energy-Gas's policy to bring facilities up to current standards whenever work is performed on existing service.

I understand this is an estimate. Actual costs could be higher or lower than estimate. Work will not be scheduled until payment is received. Estimate expires in 90 days.

**Customer Acceptance:**

---

**Amt Paid:**  
**Date Paid:**  
**Payment Type:**

The meeting was called to order at 7:01 p.m.

ROLL CALL
Present: Mayor Tomkowiak, Council Members Juip, Parthum, Stempfle, Thomas, Williams

In Attendance: City Manager Dame, Attorney Kennedy, City Clerk Arthurs, Public Safety Director Poloni, Public Service Director Randazzo, Parks and Recreation Director Hardenbrook and City Planner Connachie.

Motion by Council Member Parthum, second by Council Member Williams to excuse Council Member Walsh from the meeting for personal reasons.

ROLL CALL VOTE
Ayes: Juip, Parthum, Stempfle, Thomas, Williams, Mayor Tomkowiak
Nays: None

MOTION CARRIES.

SETTING AGENDA

City Manager Dame requested that a Council Resolution be added to the agenda. Mayor Tomkowiak added the proposed resolution as Item 4e.

CONSENT AGENDA

Motion by Council Member Parthum, second by Council Member Williams, to approve the Consent Agenda consisting of the following:

1. Invoices
   a. Arbor Pro – Tree Trimming, June 2020, $5,376
   b. McGraw Morris PC – Legal, February 2020, $8,998.86
   c. Robotronics, Inc. – Fire Prevention, March 2020, $5,149.40
   d. City of Grosse Pointe Farms – Water Purchased, January-March 2020, $93,103.27
   e. GFL – Recycling, June 2020, $9,186
   f. Art Tucker – Lead Water Service, December 2019, $6,565
   g. Great Lakes Water Authority – Sewer Charges, May 2020, $74,500
   i. Partner in Architecture Design Build, LLC – New Buildings, April 2020, $1,101,292.63

2. Minutes from the regular and closed meeting held on May 11, 2020 and minutes from the regular meeting held May 18, 2020.

3. Adoption of the Wayne County Permits, Annual Maintenance, Annual Pavement Restoration and Special Events Resolutions.

ROLL CALL VOTE
Ayes: Juip, Parthum, Stempfle, Thomas, Williams, Mayor Tomkowiak
Nays: None

MOTION CARRIES.
ELWORTHY TOT LOT COMMUNITY BUILDING CONCEPTUAL APPROVAL

City Manager Dame made the following report:

The Rotary Club of Grosse Pointe has proposed construction and donation of a year-round community building for Elworthy Field, adjacent to the Tot Lot renovation project, that is currently under construction. The community building, to be located on Waterloo, would replace the underutilized outdoor pavilion with a multi-purpose community space, with bathrooms accessible from the exterior and interior. It is a one room building the perfect size for small events like birthday parties, indoor picnics, tennis teams/tournaments, and potentially for a platform tennis warming area for platform tennis players in the winter. It is not a large facility that would handle banquets or weddings.

The School District owns the property and the Grosse Pointe Board of Education will have to approve the facility. As such, the Michigan Department of Education must also approve the facility. The goal is to raise funds this year and plan for construction in 2021. The Grosse Pointe School District is not in a position to operate or maintain the facility, which would be available for public use by reservation. The City of Grosse Pointe currently bears the cost to operate and maintain all of Elworthy Field, including the ball fields, storage buildings, the tot lot, tennis courts, pavilion and platform tennis facilities under 50-year agreement that expires in March 2021. Regardless of the expiration or extension of that agreement in any form, the City of Grosse Pointe is being requested to guarantee that it will maintain and operate this facility as part of the Parks and Recreation Department.

Michael Carmody, Chairman of the Tot Lot Project, provided an overview of the project and updated Council on fundraising efforts. Marc Chamberlin, project architect, described the building designs, specifications and color renderings of the proposed structure. A recent topographical study and an illustrated placement of the building superimposed over the current shelter structure for placement were reviewed.

City Planner Connochie reviewed the concept for a new recreation community building at Elworthy Field and reviewed details of the Planner's Report dated June 11, 2020. The building is a one and a half story traditional-style building made of durable, high-quality materials that are consistent with those found on other structures in the park. The building will provide restrooms, a drinking fountain, kitchenette, and space for gatherings and parties of up to 20 people, as well as shelter from the elements in cold or inclement weather. It is proposed to replace the existing picnic pavilion and will be located in approximately the same spot. It will create an additional, year-round amenity for all park users, including those using the nearby tennis courts, tot lots, and baseball fields. The tot lot will maintain the outdoor picnic tables for those who wish to have outdoor gatherings. It was noted that the entire building will be ADA compliant and barrier free, including the restrooms. It was noted that the Planner review is based on preliminary concepts and is meant to be informative, not a determination of compliance. Planner comments speak to how the project will fit in with its surrounding context and promote sound planning principles, which the Council may find useful when considering the Rotary Club's proposal. Should the City Council give approval to proceed, staff will continue to work with the applicant to guide the project through the next steps. The City Planner finds the proposed structure will create a positive amenity for park users and minimally impact the surrounding residential property owners. The year-round nature of the use and addition of restrooms are particularly positive additions to Elworthy Field. The building is a substantial improvement over the existing park pavilion, is high-quality in its design, and is consistent with the land use and architectural character of the surrounding area.

Council discussion took place regarding the addition of restrooms, or more specifically restrooms designated as "family" restrooms would be an important improvement to Elworthy Field. Discussion took place regarding the operational costs of the facility, the City's responsibility, the design concept and the related long-term lease agreement with the Grosse Pointe Public School District. The Council commended and thanked the Rotary Club for the excellent job developing the project.
Motion by Council Member Stempfle, second by Council Member Parthum, that the City approve the community building concept and agree to accept operational and maintenance responsibility of it upon completion, contingent upon Grosse Pointe Board of Education approval of the building, and approval of the final building plans.

ROLL CALL VOTE
Ayes: Juip, Parthum, Stempfle, Thomas, Williams, Mayor Tomkowiak
Nays: None

MOTION CARRIES.

EXTENSION OF 2nd QUARTER PARKING PERMITS

City Manager Dame made the following report:

Due to the COVID-19 Pandemic, City parking operations came to a standstill as only essential workers were kept working. Parking equipment was covered as it could not be regularly sanitized, nor collected, nor equipment repaired if needed. Finally, lack of commercial activity made parking collection enforcement unnecessary. While parking fees were not waived, it was not possible to pay them. However, just before the Stay at Home order was issued, the City had sent out parking permit renewals for the second quarter permits for the period of April through June. In the first quarter, the City received about $32,500 in quarterly parking permit renewals, but only about $25,000 were received for the second quarter.

Given that most permit holders did not actually receive full benefit of their payment for the second quarter permits, City staff is recommending an extension of the second quarter permits so that they are also valid for the 3rd quarter. That means that any second quarter permit holders (who did not request a refund) would have their permit automatically extended to also cover the 3rd quarter without additional payment. It is the City’s intent to have a new revenue control system implemented by the end of the 3rd quarter in the City’s parking structure and permit lots at which time all long-term parkers will be required to have a paid permit in order to continue parking there. While there will be a significant short-term financial impact to this extension, it is hoped that this action will assist employers and employees as businesses start to reopen.

Motion by Council Member Parthum, second by Council Member Williams, to approve the proposed 2nd Quarter parking permit extension.

ROLL CALL VOTE
Ayes: Juip, Parthum, Stempfle, Thomas, Williams, Mayor Tomkowiak
Nays: None.

MOTION CARRIES.

ELIMINATION OF PEG FEES FROM CABLE FRANCHISES

City Manager Dame made the following report:

In February, the agreement with the Grosse Pointe War Memorial to provide community programming and PEG channel support on the cable systems serving Grosse Pointe ended. The Grosse Pointes and Harper Woods communities that were a part of that 10-year agreement did have discussions with the Grosse Pointe School District about providing a similar service to replace that of the War Memorial. However, due primarily to new FCC rules, an agreement was not able to be reached. Those FCC rules override Michigan’s Uniform Franchise Act which had been used to provide funds to the War Memorial by dictating that PEG funds cannot be used for anything other than equipment. The school’s proposal was almost entirely a service that would have gone to operational costs of providing the service. Additionally, under these new FCC rules, cable companies can deduct any PEG fees not used for equipment from cities’ franchise fees that are paid for the companies’ use of the public’s right of way. The School District has continued to operate its own educational access channel as it

Minutes – Council Meeting – June 15, 2020
long has. Staff recommends that instead of collecting a 1.15% PEG fee from all Comcast subscribers and 2% from all AT&T U-Verse subscribers, those fees shall be eliminated from their bills as soon as the cable companies can implement this change. Grosse Pointe Woods has already taken this action.

Discussion took place regarding when the elimination of the fees would effective, and how reimbursements to subscribers would be implemented.

Motion by Council Member Parthum, second by Council Member Thomas, to authorize the execution of amendments to the Uniform Video Service Local franchise agreements between the City of Grosse Pointe and Comcast of Grosse Pointe, and between the City of Grosse Pointe and AT&T, to eliminate the collection of PEG fees to subscribers within the City of Grosse Pointe.

ROLL CALL VOTE
Ayes: Juip, Parthum, Stempfle, Thomas, Williams, Mayor Tomkowiak
Nays: None.

MOTION CARRIES.

EXTENSION OF RECYCLING CONTRACT

City Manager Dame made the following report:

The recycling contract for curbside recycling for the collective cities of Grosse Pointe, Grosse Pointe Farms, Grosse Pointe Park, Grosse Pointe Shores, and Harper Woods with Rizzo Services expires at the end of June. Last year, the Grosse Pointe recycling coalition of cities extended its agreement with GFL for one year. This reflected the fact that the recycling market had been undergoing a significant change in the market. On behalf of the coalition, the City of Grosse Pointe Farms has negotiated a 15-month extension. For the first three months, there is no cost increase, and then a 2% cost increase for the remainder of the term.

City staff recommends approval of the contract extension. GFL is doing a good job handling the City’s recycling pickups. The pandemic and resulting economic reversal caused uncertainties in the recycling market. Staff does not believe it would be advantageous to bid out these services at this time. However, the coalition has hired a solid waste and recycling firm to craft an RFP. The cities do intend to bid out these services by the end of this extension. Discussion took place regarding recycling practices and how much of recyclables are actually recycled.

ROLL CALL VOTE
Ayes: Juip, Parthum, Stempfle, Thomas, Williams, Mayor Tomkowiak
Nays: None.

MOTION CARRIES.

COUNCIL RESOLUTION - CONDEMNING RACISM, RACIAL INJUSTICE AND SUPPORTING DIVERSITY AND INCLUSION

Mayor Tomkowiak read the following resolution:

Be it resolved and affirmed by the City Council of the City of Grosse Pointe:

We share in the outrage and grief expressed in multiple protests, here and elsewhere, over the wrongful death of George Floyd and other African-Americans who have died in police custody.

We condemn and oppose racism, racial injustice and discrimination in any and all forms in Grosse Pointe and elsewhere.
We declare that the City of Grosse Pointe is committed to fostering a welcoming and inclusive community for all people, where everyone is treated equally, with justice, dignity and respect. We commit the City of Grosse Pointe to equity, diversity and inclusion because these values are proper and just, and they result in a stronger community. We believe that engagement, interaction and fair treatment of all people fosters unity, increases understanding, and promotes respect for differences. We believe in a community where everyone belongs and everyone matters.

We pledge to be open to all voices in the community, to hear and understand concerns about racial injustice, systemic racism, and the excessive use of force by police in society.

We commit to taking action, in collaboration with the community, to examine and address concerns that are raised. We will make every possible effort to combat inequalities and increase trust by and among all members of the community, its government officials, staff and public safety officers.

Motion by Council Member Parthum, second by Council Member Thomas, to adopt the Resolution as presented.

ROLL CALL VOTE
Ayes: Juip, Parthum, Stempfle, Thomas, Williams, Mayor Tomkowiak
Nays: None.

MOTION CARRIES.

PUBLIC COMMENT

Laura Sullivan – 320 Washington stated she received the notice about the lot split request late and could not find the minutes from the meeting at which the request was discussed. She expressed concern that a multi-family structure would be built on the lot, instead of a single-family home.

Robert Hindelang, 235 Lincoln requested that the Council reconsider and reverse its decision to approve the lot split at 250 Washington. A written public comment was submitted in accordance with the public comment guidelines prior to the meeting and the written public comment was distributed to the City Council.

Sandra Fischer, 16 Alger, expressed concern about the lot split at 250 Washington and allowing a driveway onto Jefferson and the impact on traffic. She stated that it is important to cherish the home styles in the area.

STAFF REPORT

Public Service Director Randazzo provided an update of ongoing facilities construction and City Hall parking lot construction. He provided an update on recent storm damage. Parks and Recreation Director Hardenbrook provided a review of the status of gate attendants at Neff Park, park pass issuance hours, park maintenance and pool cleaning, swim reservations and park facility rentals. He noted that the marina has two boat slips remaining for the season. Public Safety Director Poloni provided an update on COVID-19 and protests regarding racial injustice and discrimination. City Manager Dame reported that City Hall reopened on Monday, June 15, with COVID-19 precautions in place. City Manager Dame asked that if residents can conduct City business online, by mail or email or phone, please continue to do so. Residents are encouraged to use the newly installed drop box at the entrance to City Hall to simply drop off payments, absentee ballots, or other documents and applications. There is a seven-person visitor limit. Visitors and City staff must maintain 6-foot distances and wear masks. Counter shields are in place. Meetings with a staff person are by appointment in advance.
COUNCIL COMMENT

The City Council commented on the following topics:

- Appreciation was expressed to Council Member Thomas for taking the lead on the Council Resolution condemning racism, racial injustice and supporting diversity and inclusion.
- Appreciation was expressed to Chief Poloni for his work during this difficult time. Teamwork and resiliency of all council members, and City staff has been outstanding.
- Appreciation was expressed to Project Bloom for their hard work in planting flowers in The Village and at Neff Park.
- Community members were encouraged to continue to be patient, wear face coverings, practice social distancing and support local businesses.

On Motion, the meeting was adjourned at 8:12 p.m.

Julie E. Arthurs, City Clerk
City of Grosse Pointe
<table>
<thead>
<tr>
<th>TITLE: New DPW Utility Easement</th>
<th>DATE: July 6, 2020</th>
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**SUMMARY:** On September 17, 2018, the City Council approved the site plan for the new public works building located at 17147 Maumee Ave. Prior to installation, DTE requires an easement for a new underground utility line to run from the utility pole in the easement, under the concrete driveway and into the transformer pad on the outside of the building of the City owned property.

**FINANCIAL IMPACT:** None.

**RECOMMENDATION:** Staff recommends approval of granting a permanent easement to DTE for use of the City owned property at 17147 Maumee Avenue for utilities.

<table>
<thead>
<tr>
<th>REVIEWED BY: Peter Dame</th>
<th>TITLE: City Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREPARED BY: Peter Randazzo</td>
<td>TITLE: Public Service Director</td>
</tr>
</tbody>
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DTE Electric Company Overhead and Underground Easement (Right of Way) No. 53055906-53055919

On ______________, 2020, for the consideration of system betterment, Grantor grants to Grantee a permanent, non-exclusive underground easement ("Right of Way") in, on, and across a part of Grantor's Land called the "Right of Way Area".

"Grantor" is: City of Grosse Pointe, a Michigan municipal corporation
Whose address is 17145 Maumee Ave., Grosse Pointe, Michigan 48230

"Grantee" is: DTE Electric Company, a Michigan corporation, One Energy Plaza Drive, Detroit, Michigan 48226

"Grantor's Land" is in PRIVATE CLAIM NUMBER 239, IN THR CITY OF GROSSE POINTE, COUNTY OF WAYNE, AND STATE OF MICHIGAN, and is described as follows:

CYM THAT PART OF PRIVATE CLAIM 239 DESCRIBED AS BEGINNING AT A POINT ON THE NLY LINE OF MAUMEE AVE DISTANT ELY 178.80 FT FROM THE ELY LINE OF ST CLAIR AVE AND PROCEEDING TH NLY ON A LINE PARALLEL TO THE ELY LINE OF ST CLAIR AVE 438.61 FT TH ELY ON A LINE PARALLEL TO THE NLY LINE OF MAUMEE AVE 114.20 FT TH SLY ON A LINE PARALLEL TO THE ELY LINE OF ST CLAIR AVE 438.61 FT TO THE NLY LINE OF MAUMEE AVE TH WLY ALONG SAID NLY LINE 114.20 FT TO THE POB 1.15 ACRES K 0.00

Tax Identification Number(s): 37-004-99-0011-000
More commonly known as: 14147 MAUMEE, GROSSE POINTE, MICHIGAN 48230

The "Right of Way Area" is a ten (10') foot wide easement on part of Grantor's Land. The centerline of the Right of Way Area shall be established in the as-built location of the centerline of Grantee's facilities, and shall be installed on Grantor's Land in the approximate location described as follows:

THE LEGAL DESCRIPTION & EASEMENT DRAWING IS MORE PARTICULARLY DESCRIBED ON ATTACHMENT "A" ATTACHED HERETO AND MADE A PART HEREOF.

1. **Purpose**: The purpose of this Right of Way is to construct, reconstruct, modify, add to, repair, replace, inspect, operate and maintain underground utility line facilities, which may consist of poles, guys, anchors, wires, manholes, conduits, pipes, cables, transformers and accessories.

2. **Access**: Grantee has the right of pedestrian and vehicular ingress and egress to and from the Right of Way Area over and across Grantor's Land.

3. **Buildings or other Permanent Structures**: No buildings or other permanent structures or improvements may be constructed or placed in the Right of Way Area without Grantee's prior, written consent. Grantor agrees, at its own expense, to remove any improvement that interferes with the safe and reliable operation, maintenance and repair of Grantee's facilities upon the written demand of Grantee. If Grantor fails to comply with such demand, Grantor agrees that Grantee may remove any such improvement and bill Grantor for the cost thereof, which cost Grantor shall pay within thirty (30) days after demand therefor.

4. **Excavation**: Pursuant to 2013 Public Act 174, MISS DIG (1-800-482-7171 or 811 in some areas) must be called before any excavation in the Right of Way Area may proceed.

5. **Trees, Bushes, Branches, Roots, Structures and Fences**: Grantee may trim, cut down, remove or otherwise control any trees, bushes, branches and roots growing or that could grow or fall in the Right of Way Area and remove any structures, improvements, fences, buildings or landscaping in the Right of Way Area that Grantee believes could interfere with the safe and reliable construction, operation, maintenance and repair of Grantee's facilities. No landscaping, trees, plant life, structures, improvements or fences may be planted, grown or installed within 8 feet of the front door, or within 2 feet of the other sides, of transformers or switching cabinet enclosures, and Grantee shall not be responsible for any damage to, or removal of, landscaping, trees, plant life, structures, improvements and/or fences located in such areas.

Rev. 08/2015
6. **Restoration**: If Grantee's agents, employees, contractors, subcontractors, vehicles or equipment damage Grantor's Land while entering Grantor's Land for the purposes stated in this Right of Way, then Grantee will restore Grantor's Land as nearly as is reasonably practicable to the condition in which it existed prior to such damage. Restoration with respect to paved surfaces shall consist of asphalt cold patching of the damaged portion of any asphaltered surfaces when the weather conditions suggest such use and the cement patching of the damaged portion of any cemented surfaces. Grantee shall have no liability, however, for the restoration or cost of any improvements located within the Right of Way Area, including, but not limited to, parking islands, gutters, fences or landscaping such as trees, bushes, or flowers (but not a simple lawn which, if damaged, will be patched and re-seeded by Grantee) that are damaged by Grantee in the course of constructing, reconstructing, modifying, adding to, repairing, replacing, operating or maintaining its facilities as described in paragraph 1 above.

7. **Successors**: This Right of Way runs with the land and binds and benefits Grantor's and Grantee's successors and assigns.

8. **Exemptions**: This Right of Way is exempt from transfer tax pursuant to MCL 207.505(a) and MCL 207.526(a).

9. **Governing Law**: This Right of Way shall be governed by the laws of the State of Michigan.

Grantor:
City of Grosse Pointe, a Michigan municipal corporation

By: __________________________________________

Name: ________________________________________

Title: _________________________________________
(if Grantor is an entity)

Acknowledged before me in ______________ County, Michigan, on ______________, 2020, by
________________________, the ____________________________ of City of Grosse Pointe, a Michigan municipal corporation

Notary's Stamp ________________________________ Notary's
Signature __________________________

Acting in ______________ County, Michigan Printed Name __________________________

Drafted by and return to: **Al Ayoub, DTE Electric Company, One Energy Plaza, 565 SB, Detroit, MI 48226**
<table>
<thead>
<tr>
<th>TITLE: Award of Bid for Sidewalk Replacement</th>
<th>DATE: July 20, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMARY: The City of Grosse Pointe currently has 36 sidewalk slabs, equaling 1237 square feet of concrete, that are in need of replacement for its annual sidewalk program. The sidewalks sections either have a two inch or greater offset to adjoining slabs, or are broken beyond repair. The City contacted several different contractors to complete this task. The interested parties are listed below:</td>
<td></td>
</tr>
<tr>
<td>1. <strong>Asphalt Control Corporation</strong></td>
<td>$7,731.25</td>
</tr>
<tr>
<td>17938 E. Warren Ave.</td>
<td></td>
</tr>
<tr>
<td>Detroit, MI 48224</td>
<td></td>
</tr>
<tr>
<td>2. <strong>James J. Leamon Construction</strong></td>
<td>$9,975.00</td>
</tr>
<tr>
<td>18530 Mack Ave.</td>
<td></td>
</tr>
<tr>
<td>Grosse Pointe Farms, MI 48236</td>
<td></td>
</tr>
<tr>
<td>3. <strong>S&amp;A Concrete</strong></td>
<td>$25,000.00</td>
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<tr>
<td>14617 E. 10 Mile Rd.</td>
<td></td>
</tr>
<tr>
<td>Warren, MI 48089</td>
<td></td>
</tr>
<tr>
<td>FINANCIAL IMPACT:</td>
<td>$10,000 for this project is budgeted in the capital projects fund.</td>
</tr>
<tr>
<td>RECOMMENDATION:</td>
<td>Motion to award Asphalt Control Corporation the amount $7,731.25 for the completion of the 2020 Sidewalk Replacement Project.</td>
</tr>
<tr>
<td>REVIEWED BY: Pete Dame</td>
<td>TITIE: City Manager</td>
</tr>
<tr>
<td>PREPARED BY: Neil Johnston</td>
<td>TITIE: Public Services Supervisor</td>
</tr>
</tbody>
</table>
### Council Meeting
July 20, 2020

<table>
<thead>
<tr>
<th>TITLE: Site Plan Review – Planning Commission 16906 Kercheval Avenue – Façade Renovation</th>
<th>DATE: July 14, 2020</th>
</tr>
</thead>
</table>

**SUMMARY:** The applicant, Kercheval Company LLC, has submitted an application for site plan review for façade improvements and renovations for the building located at 16906 Kercheval Avenue. The building has frontage on Kercheval Avenue and Kercheval Place in the C-2 Central Business District. The proposed improvements represent a significant change from the existing façade. Section 90-74 (o) of the Zoning Ordinance requires site plan review and approval by the Planning Commission for façade renovations that are substantial in nature.

A detailed report by the City Planner McKenna is attached for your review.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** The City Planner recommends site plan approval for the façade renovations at 16906 Kercheval Avenue, subject to conditions specified in City Planner’s Report dated July 13, 2020.

<table>
<thead>
<tr>
<th>REVIEWED BY: Pete Dame</th>
<th>TITLE: City Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREPARED BY: Julie Connochie</td>
<td>TITLE: City Planner</td>
</tr>
</tbody>
</table>
July 13, 2020

Planning Commission
City of Grosse Pointe
17147 Maumee
Grosse Pointe, MI 48230

Subject: Façade Renovation Review
Zoning: 16906 Kercheval Avenue
Applicant: Kercheval Company LLC

Dear Commissioners:

We have completed our review of the application for the above referenced façade improvements for 16906 Kercheval Avenue. This building has frontage on Kercheval Street and Kercheval Place in the C-2 Central Business District. The applicant proposes to provide a modern renovation to the building façade. The building is currently vacant.

Section 90-74(o) of the Zoning Ordinance requires site plan review and approval by the Planning Commission for façade renovations that are substantial in nature. The proposed improvements represent a significant change from the existing façade; therefore, we recommended it for review in front of the Commission. We have reviewed the proposal consistent with Zoning Ordinance requirements and offer the following comments for your consideration.

FRONT FAÇADE ALTERATIONS

The existing building frontage includes a dark brown brick base below large storefront windows. Above the windows and front recessed door is a dark green awning, and dark brown wood paneling. The building is currently vacant and has no existing signage.

The proposed façade will include a modern update of the existing building, including white decorative Azek base and large storefront windows. Above the storefront windows and door, straight-edge panel Hardy Board plank shingles in either Monterey Taupe or Grey Slate color (see attached images), and white Azek cornices are proposed. Either color is in compliance with the Village Design Guidelines and C-2 District Development Standards, which requires a neutral palette compatible with the surrounding buildings.

Details regarding light fixtures have not been proposed as part of this site plan, however the applicant has provided correspondence regarding the type of lighting to be installed, including dark bronze downward facing decorative wall lights pictured in this report. Location of lighting details must be provided prior to issuance of a building permit.

Details regarding signage have not been proposed as part of this site plan. Proposed signage must be approved administratively prior to issuance of a building permit.
The improvements that are proposed for the front of the building will result in a façade that matches the character of adjacent and nearby buildings that have been updated and bring the façade into closer compliance with the development standards for the C-2 district. We also find the proposal supportive of the goals and objectives of the Village district.

REAR FAÇADE ALTERATIONS

The existing rear façade of the building is currently a tan painted brick, windows with dark green shutters, and one (1) green awning structure above the front recessed door. Existing signage includes a wall sign that includes the "Kramer" company name.

The applicant has not disclosed drawings of any proposed alterations to the rear façade as a part of this site plan review, however, the applicant provided correspondence that stated he plans to repaint the rear façade the same color as the proposed front façade, as well as potential replacement of shutters. The rear façade changes are solely aesthetic improvements and do not require site plan review. However, the applicant will need to provide confirmation on color and material details for any changes to the rear façade.

RECOMMENDATION

We recommend conditional approval provided that the applicant address the below outstanding items. The improvements are a positive step in contributing to the quality appearance of the Village. Nothing proposed indicates an increase in use intensity, and there are no structural changes that will increase the building footprint or impact adjacent properties. The outstanding items to be addressed include:

1. Provide specs and location of proposed lighting prior to issuance of a building permit.
2. Provide signage details and calculations for Administrative Review.
3. Confirmation of any alterations to the rear façade.

Respectfully Submitted,

McKENNA

Julie Connochie, AICP
Principal Planner

Natalie Bond
Assistant Planner
# ColorPlus® Technology

## Plank, Panel, Shingle and Batten Color Offering

<table>
<thead>
<tr>
<th>Color</th>
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<td>Navajo Beige</td>
<td>Khaki Brown</td>
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<tr>
<td>Monterey Taupe</td>
<td>Timber Bark</td>
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<td>Pearl Gray</td>
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<td>Aged Pewter</td>
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<td>Night Gray</td>
<td>Iron Gray</td>
<td>Deep Ocean</td>
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# HardieShingle®

**Thickness** 1/4 in

## STAGGERED EDGE PANEL
- **Length**: 48 in
- **Height**: 15.25 in
- **Exposure**: 6 in
- **Prime Pcs/Pallet**: 100
- **ColorPlus Pcs/Pallet**: 100
- **Sqr/Pallet**: 2
- **Pcs/Sq**: 50.0

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<tr>
<td>COLLECTION</td>
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<tr>
<td>PRIME</td>
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## STRAIGHT EDGE PANEL
- **Length**: 48 in
- **Height**: 15.25 in
- **Exposure**: 7 in
- **Prime Pcs/Pallet**: 86
- **ColorPlus Pcs/Pallet**: 80
- **Sqr/Pallet**: 2
- **Pcs/Sq**: 43.0

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## HALF ROUNDS
- **Length**: 48 in
- **Height**: 15.25 in
- **Exposure**: 7 in
- **Prime Pcs/Pallet**: 69
- **Sqr/Pallet**: 2
- **Pcs/Sq**: 43.0

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<td>STATEMENT</td>
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<td>COLLECTION</td>
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<tr>
<td>PRIME</td>
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*Available in Detroit District only*
CITY OF GROSSE POINTE
APPLICATION FOR SITE PLAN REVIEW

NOTICE TO APPLICANT: Applications for Site Plan Review by the Planning Commission must be submitted to the City in substantially complete form. The application must be accompanied by the data specified in the Zoning Ordinance and Site Plan Review Guidelines, including fully dimensioned site plans, plus the required review fees. Regular meetings of the Planning Commission are held on the fourth Monday of each month at 7:00 p.m. All meetings are held at Grosse Pointe City Hall, 17147 Maumee, Grosse Pointe, Michigan. 48230. Phone number (313) 885-5800.

TO BE COMPLETED BY APPLICANT:

I (we) the undersigned, do hereby respectfully request Site Plan Review and provide the following information to assist in the review:

Applicant: Kercheval Company LLC
Mailing Address: 20480 Vernier Rd. Apr. Woods 48225
Telephone: 313-454-4211 Fax: 313-885-7630
Property Owner(s) (if different from Applicant):
Mailing Address:

Telephone: Fax:

Applicant’s Legal Interest in Property: Owner/Manager

Location of Property: Street Address: 16906 Kercheval
Nearest Cross Streets: Notre Dame / Cadieux
Sidewell Number:

Property Description:

If part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., “acreage parcel”), provide metes and bounds description. Attach separate sheets if necessary.

STORE FRONT FORMERLY KRAEMEL'S

S.P.R. Appl: February 24, 2003
Property Size (Square Ft): 3000 SF (Acres): ______________

Existing Zoning (please check):
- [ ] R-1A Single-Family Residential District
- [ ] R-1B Single-Family Residential District
- [ ] R-2 Two-Family Residential District
- [ ] R-T Terrace Residential District
- [ ] RO-1 Restricted Office District
- [ ] C-1 Local Business District
- [ ] C-2 Central Business District
- [ ] P-1 Vehicular Parking District

Present Use of Property: VACANT

Proposed Use of Property: RETAIL

Please Complete the Following Chart:

<table>
<thead>
<tr>
<th>Type of Development</th>
<th>Number of Units</th>
<th>Gross Floor Area</th>
<th>Number of Employees</th>
<th>Number of Employees 9 to 5 Shift</th>
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</thead>
<tbody>
<tr>
<td>Commercial/Warehouse</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
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<tr>
<td>Retail</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Restaurant</td>
<td>1</td>
<td>3000 SF</td>
<td></td>
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<tr>
<td>Other/Mixed Use</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Professionals Who Prepared Plans:

A. Name: Mertz Casazzia
   Mailing Address: 654 St Clair
   Telephone: ______ Fax: ______ Primary Design Responsibility: Jamie Mertz

B. Name:
   Mailing Address:
   Telephone: ______ Fax: ______ Primary Design Responsibility:

C. Name:
   Mailing Address:
   Telephone: ______ Fax: ______ Primary Design Responsibility:

S.P.R. Appl: February 24, 2003
ATTACH THE FOLLOWING:

1. ( ) individually folded copies of the site plans, sealed by a registered architect, engineer, landscape architect or community planner.

2. A brief written description of the existing and proposed uses, including but not limited to: hours of operation, number of employees on largest shift, number of company vehicles, etc.

3. Proof of property ownership.

4. Review comments or approval received from county, state, or federal agencies that have jurisdiction over the project, including but not limited to:
   - Wayne County Road Commission
   - Michigan Department of Environmental Quality
   - Wayne County Health Division
   - Michigan Department of Natural Resources
   - Michigan Department of Transportation

PLEASE NOTE: The applicant or a designated representative MUST BE PRESENT at all scheduled review meetings or the site plan may be tabled due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a site plan application or to revoke any permits granted subsequent to site plan approval.

APPLICANT'S ENDORSEMENT:

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information required in this application and the Zoning Ordinance have been submitted. I further acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this site plan application.

[Signature of Applicant]

Date 6/22/20

[Signature of Applicant]

Date

[Signature of Property Owner Authorizing this Application]

Date

TO BE COMPLETED BY THE CITY

Submitted

Received By

Date of Public Hearing

PLANNING COMMISSION ACTION

Approved

Denied

Date of Action

S.P.R. Appl: February 24, 2003
**Council Meeting**  
**July 20, 2020**

<table>
<thead>
<tr>
<th><strong>TITLE:</strong> Resolution establishing a six-month moratorium on demolition permits for primary dwellings and coach houses and building permits for new dwellings in the E-R Zoning District</th>
<th><strong>DATE:</strong> July 20, 2020</th>
</tr>
</thead>
</table>

**SUMMARY:** Out of concern for retaining the historic character of the neighborhoods in residential zoning district (E-R), City staff is recommending a moratorium on issuance demolition permits for primary dwellings and coach houses in that district (see attached map). In addition, staff recommends that the moratorium extend to issuance of new dwelling building permits. A six-month moratorium will allow the City Council to evaluate whether to establish a historic district that would be intended to preserve the large historic home found in the E-R district. It would also allow the City Council to evaluate whether to establish design standards should be adopted.

There are recent or pending sales of several historic estate homes in the E-R district. There are also vacant lots in the E-R district available for construction. As recently discussed by City Council during the approval of a recent lot split, the City’s zoning code does not have any restrictions on tear downs of a home that may contribute the historic character of the E-R district (or anywhere else in the City), nor does the City have control of the design appearance. The City’s control of new buildings in that district does assure that only single-family homes can be constructed and that new homes meet the stated setbacks and heights contained in the E-R district zoning. However, the City does not have any assurance that new homes built in this district (or anywhere in the City) complement the traditional character of neighborhood.

Given the importance of the City’s Master Plan stated goal of maintaining the historic character of the area since designated by zoning as the estate residential district (E-R), the City should temporarily preclude any of the historic estate homes from being torn down and from being replaced with new homes that are not in keeping with the traditional character of that district. It should also temporarily stop any new homes from being built. During the moratorium period, the City Council should take up opportunities for public comment on and consider expert testimony about the desirability of new home design standards in this district and/or creation of a historic district that meets Michigan and U.S. Department of Interior standards for protection of historic buildings.

**FINANCIAL IMPACT:** None  
**RECOMMENDATION:** Staff recommends approval of the resolution establishing a six-month moratorium on demolition permits for primary dwellings and coach houses and building permits for new dwellings in the Estate Residential (E-R) Zoning District  
**PREPARED BY:** Peter Dame

**TITLE:** City Manager
CITY OF GROSSE POINTE
RESOLUTION

WHEREAS, the City of Grosse Pointe City Council finds it in the interest of the public welfare, the value of property, and the preservation of the quality of living in Grosse Pointe to consider additional means to preserve the historical integrity of the Estate Residential (E-R) District; and

WHEREAS, the City of Grosse Pointe will consider establishing a historic district in accordance with Act 169 of Michigan Public Acts of 1970 including all buildings and grounds within the E-R District that may qualify for historic designation either individually or as part of a local historic district; and

WHEREAS, the City of Grosse Pointe will consider other methods to encourage the preservation of the City’s historic assets within the E-R district including zoning and design standards; and

WHEREAS, pending and potential work will cause irreparable harm to resources located within the proposed historic district; and

WHEREAS, the City Council desires that no primary dwellings or coach houses currently within the E-R district be demolished prior to January 20, 2021;

NOW THEREFORE, IT IS RESOLVED BY THE CITY OF GROSSE POINTE AS FOLLOWS:

1. That the City of Grosse Pointe directs Peter J. Dame and City Building Official to issue no demolition permits for primary dwellings and coach houses or building permits for new dwellings within the Estate Residential (E-R) district during the period of July 20, 2020 - January 20, 2021.

Motion by ________________________ second by ________________________ to adopt the resolution as presented at a regular meetings of the City Council, City of Grosse Pointe held on July 20, 2020.

Ayes:
Nays:
Absent:
NOTICE OF PUBLIC HEARING
CITY OF GROSSE POINTE, MICHIGAN
PLANNING COMMISSION AND CITY COUNCIL
MONDAY, JULY 20, 2020 AT 7:00 PM
17147 MAUMEE, GROSSE POINTE, MI 48230

E-R ESTATE RESIDENTIAL DISTRICT
MORATORIUM ON DEMOLITION AND NEW BUILDING PERMITS

PLEASE TAKE NOTICE that the Grosse Pointe Planning Commission and City Council will hold a public hearing as noticed above to consider a moratorium on demolition of primary dwellings and coach houses and issuance of building permits for new dwellings within the Estate Residential (E-R) district. The moratorium will not apply to unattached accessory buildings or building permits for existing dwellings.

The proposed moratorium would temporarily suspend the activities listed above within the E-R district for a period of six months. The Planning Commission and City Council are considering this moratorium to give the City time to determine whether additional historical standards or design guidelines are appropriate within the district.

The public hearing will be held either in person at the Grosse Pointe Unitarian Universalist Church at 17150 Maumee, Grosse Pointe, MI 48230 or virtually via Zoom on Monday, July 20, 2020 at 7:00 PM. Information regarding the meeting location and how to attend can be found on the City’s website, or by calling 313-885-5800.

Public comment is welcome. If you are unable to attend the hearing, written comments will be accepted until 5:00 pm on July 20, 2020. Public comments can be mailed to City Hall located at 17147 Maumee, Grosse Pointe, MI 48230, or sent via email to city@grossepointecity.org.

Julie E. Arthurs,
City Clerk
Memorandum

TO: Grosse Pointe City Council
FROM: John Jackson, AICP
        Julie Connachie, AICP
SUBJECT: Consideration of a Moratorium on Demolition of Primary Dwellings and Coach Housing and New Building Permits in the Estate Residential (E-R) District
DATE: July 17, 2020

Establishing additional design or historic preservation standards within the Estate Residential (E-R) district has been a recent topic of discussion in the City of Grosse Pointe. This idea is rooted in the City's Master Plan (last updated in 2012), which includes the following residential objectives:

- "Encourage the preservation of the remaining stately residences of the City by developing specific zoning regulations for larger lots and larger buildings in specific areas of the City."
- "Develop clear and reasonable zoning standards to ensure that residential redevelopment occurs in a manner that is consistent with the platted lot sizes within the City and the traditional character of homes within the City."

For the last 15 years, the current planning policy and zoning has been successful in preserving the character of the E-R District. Special zoning provisions regarding building height, lot size and coverage, and setbacks were developed to reflect the unique characteristics of homes in this district and facilitate reinvestment. However, as time has gone on and local conditions have changed, additional tools are needed to achieve the planning policies established in the Master Plan. Without more robust tools, the City cannot effectively enforce the purpose and intent of the E-R District. While the City reevaluates what the best tool(s) are, it has the ability to put a moratorium on specific activities within the E-R District into place. Those activities are identified in the attached resolution.

MORATORIUM BASICS
A moratorium puts a temporary stop to a specific activity to allow time for the municipality to develop and adopt proper regulations concerning the activity. It is typically used when a municipality feels it needs time to catch its ordinance up to address emerging or ongoing land use issues. Generally speaking, a moratorium should only be implemented when the absence of regulations constitutes a threat to public health, safety, and welfare. Such threat should be supported by substantial evidence and entered into the public record before the moratorium takes effect.

A moratorium is also temporary—the municipality is not allowed an indefinite amount of time to review needed changes to the ordinance. When enacted, a moratorium should be given a specific start and end date, and must be removed at the end of that date, unless there is a provision allowing an extension. In the State of Michigan, the basic moratorium is six months.

E-R MORATORIUM
The main benefit of implementing a zoning moratorium within the E-R District is that it would allow the City to halt any demolition or construction activity for a temporary period of time to review the existing district regulations and
adopt more appropriate standards. The City should be careful in defining the exact activities restricted by the moratorium, as they need to apply equally and fairly to all property owners within the affected district.

As mentioned in the section above, the City must first identify a governmental interest for enacting the moratorium, best argued through identifying threats to public health, safety, or welfare that result from a lack of existing standards. These reasons are clearly stated in the moratorium resolution included with this memorandum, but are based upon the following:

- The E-R District is unique within Grosse Pointe, and home to the majority of its remaining, original historic assets. A lack of preservation tools threatens to deteriorate this history.
- Standards that encourage preservation, investment, and stability of the E-R District come with significant cultural and economic benefits. These benefits to public welfare and property values are threatened when there is a lack of standards to encourage such activities.

The Council must find that irreparable harm may occur if a moratorium is not imposed.

**POTENTIAL ACTIONS**

If the City chose to implement a moratorium in the E-R District, it should do so with the intent to quickly review and resolve the issues clearly identified when the moratorium was enacted. Two proposed activities that the City may choose to explore during the moratorium to better effectuate the goals of the Master Plan and purpose and intent of the E-R District are:

- **Creation of a Local Historic District.** This is a process that would begin with the Council adopting a resolution authorizing a historic district study and appointing a committee to oversee the study. The ultimate outcome of this process is to establish both a historic preservation ordinance and historic preservation commission (HPC) to administer the ordinance and oversee proposed activities within the district, such as demolitions, exterior improvements, or new construction. To facilitate this, the City would create a process by which applicants apply for and receive a Certificate of Appropriateness (COA) from the HPC before undertaking work in the historic district. The boundary of the historic district may not exactly match the E-R District boundaries based on the findings of the inventory.

- **Creation of Estate Residential Design Guidelines.** The City could adopt a set of residential design guidelines for the E-R District. It would be up to the City to determine whether these are suggested guidelines or codified standards added to the E-R District section of the zoning ordinance. These standards could be structured similar to a historic preservation ordinance and based on the Department of the Interior’s recommended guidelines. Regardless of the approach, we recommend creating a formal review process. That review process should clearly designate the reviewing body (administration or Planning Commission) for different activities within the district.

These tools could either be implemented separately or in a complementary fashion. Additional information about each approach is enclosed for your review in the attached report. We will be in attendance at the July 20, 2020 City Council meeting to discuss the moratorium, and the potential actions outlined above, in more detail.

Respectfully Submitted,

McKENNA

John Jackson, AICP
President

Julie Connochie, AICP
Principal Planner
July 17, 2020

City Council
City of Grosse Pointe
17147 Maumee
Grosse Pointe, MI 48230

Subject: Potential Approaches for Supplemental Design Standards in the Estate Residential District

Dear Councilmembers,

This report provides additional information about potential approaches for better maintaining and improving structures within the E-R District. As laid out in our cover memorandum, there are two distinct tools the City can use to achieve this goal: creation of a Historic District and implementation of design standards. The City does not have to choose between one approach, these are complementary tools that can be combined. The purpose of this report is to give the Council a clear sense for what activities can be regulated and how.

City Council should balance the desire to maintain the character of the E-R District with the challenges in maintaining these types of properties. As mentioned in the cover memorandum to this report, the focus on the E-R District is the result of recent activities that threaten to undermine the purpose and intent of the District as established in the Zoning Ordinance. However, it should be noted that the exact boundaries where either a historic preservation ordinance or design guidelines apply may differ from those of the E-R District. These issues would be fine-tuned through studying the district in more detail.

CREATING AN HISTORIC DISTRICT

Creating a historic district would allow the City to adopt an ordinance with standards for review for any activity in the district and establishes a process for those reviews. The following covers the basics of establishing a historic district and a Historic Preservation Ordinance.

I. Steps for Establishing an Historic District

The steps for establishing a local historic district are established in Michigan’s Local Historic Districts Act (Section 3 of PA 269). The process begins with Council adopting a resolution authorizing a historic district study and appointing a committee to oversee the study. The study primarily consists of inventorying the historic assets within a district, researching and documenting their historical value, and summarizing their findings in a preliminary study. Following the creation of the preliminary report the:

- Study Committee transmits the report to the planning commission, the State Historic Preservation Office (SHPO), Michigan Historical Commission and State review board
- Study Committee holds a public hearing on the report (no less than 60 days after transmittal)
- Study Committee transmits a final report to the City Council (within one year of public hearing)
- City Council votes to approve or reject the local historic district

The ultimate outcome of this process is to establish both a historic preservation ordinance (HPO) and historic preservation commission (HPC) to administer the ordinance and oversee proposed activities within the district, such as demolitions, exterior improvements, or new construction. To administer the ordinance, the City would create a process by which applicants apply for and receive a Certificate or Appropriateness (COA).
II. Typical Components of an Historic Preservation Ordinance

Administration and Procedures

In general, the HPO should provide administrative and procedural standards for the following:

- Establishment of the HPC
- Appointment Procedures/Make-up of HPC
- Submission Requirements
- Activities Requiring Review
- Procedures and Timeline for Review
- Appeals Process

The HPC has the right to review all construction activity within the Historic District, including: exterior changes on all façades (other than repainting/replacement of existing features), additions, new construction, and demolitions. Local historic districts set a high bar for demolition of contributing and key structures, but cannot prevent a non-contributing structure from being demolished.

Review Standards

The HPO should contain clear standards for how the HPC will evaluate proposals for appropriateness. Many municipalities simply follow the Department of the Interior’s Standards for the Treatment of Historic Properties, which gives specific guidance for preserving, rehabilitating, restoring, and reconstructing historic buildings. The Interior also provides guidance for how new construction (either additions or infill) should be added to a historic district. Guidelines can then be tailored to the district as needed. Standards may address:

- Building Materials
- Building Features and Systems: Roofs, Windows, Entrances and Porches, etc.
- Building Site and Setting (District/Neighborhood)
- Sustainability

Historic significance is the key determinant of which guidelines (preservation, rehabilitation, restoration, reconstruction) should apply. A simple way of delineating this is to identify the following during a historical survey:

- **Key Buildings**: The most important historic structures. These buildings could individually qualify for State or National register designation.
- **Contributing buildings**: Historic assets that contribute to the historic character of an overall district. Would not be eligible on their own as an historic property, but could qualify as part of a historic district.
- **Non-contributing buildings**: Non-historic assets, such as new(er) construction, or buildings that have been too modified/deteriorated to be considered contributing.

In general, it is discouraged for new construction to "confuse the architectural record" of a historic district. This means that when new buildings are added to a district, they should be records of their specific "time and place," rather than facsimiles of historic styles made with newer construction techniques and materials. However, the HPC still has the right to review all construction activity within the Historic District for compatibility, and should set clear evaluation criteria for non-contributing and new construction so property owners know to what standards their project will be held.

**DESIGN GUIDELINES**

The City could adopt a set of residential design guidelines for the E-R District, either in lieu of or in addition to a Historic District. It would be up to the City to determine whether these are suggested guidelines or codified standards added to the E-R District section of the zoning ordinance. Design guidelines that are codified within a
zoning ordinance should always include a strong purpose and intent section, tied to the City’s Master Plan, that clearly establish how the additional standards relate to the City’s power to regulate zoning.

I. Potential Elements to Regulate

Building Form

- **Building Height**: Instead of simply regulating maximum building heights, it may be appropriate to regulate minimum building heights as well (e.g., 1.5-stories minimum to 3-stories maximum). However, this approach should be more surgical and tailored to the existing character of a block.

- **Façade Variation**: Requires variation in a façade, either with a change in material or modulation of the façade, through the inclusion of projections such as bay windows, porches, and dormers.

Materials and Colors

- **General**: Can simply require materials and colors to be compatible with the surrounding district. General requirements could be given for the primary façade, accents (doors, windows, shutters, etc.) and roofs. Example imagery and lists of prohibited materials and colors should be included.

- **Specific**: Give specific, historically-appropriate lists of permitted primary and secondary materials for façades and roofs. Careful research and consideration should be given to acceptable, modern alternatives and clear examples of approved materials provided. For colors, an approved palette can be included that base colors must fall within in terms of range and hue. These standards could also include specific caps on the number of colors that may be used for both the primary façade and accents.

Architectural Features

All architectural features on a building should be compatible with the design, massing, and colors of the primary structure. Some common features regulated in residential standards include the following.

- **Windows**: Guidelines for windows can address the placement and proportionality of windows on a façade as well as provide standards for inclusion of architectural details (such as sills, trim, shutters).

- **Entries and Porches**: Design standards for style, mass, roof forms, overhangs, columns, and stairs for porches/entryways. These should provide a range of acceptable options, as they will differ based on the architectural style of the building.

- **Roofs**: Require or prohibit specific roof types (mansard, hip, gable, flat, etc.). If permitted, flat roofs could have additional standards for the roof terminus, such as a decorative cornice. Encourage cross gables, dormers, and chimney projections from the roof to provide additional visual interest to the roof line.

Architectural Styles

Some municipalities create specific lists of acceptable styles (Queen Anne, Georgian, Tudor, Greek Revival, Colonial Revival, Federal, Mid-century Modern, etc.). These are generally best as encouraged, rather than required, standards to allow property owners and the reviewing entity some flexibility in determining whether a design is compatible. The City of Grosse Pointe Shores includes a pattern book of compatible styles, based on the existing character of specific areas, as a supplemental guide to their residential design standards (see image below).

Example (next page): Grosse Pointe Shores Pattern Book. The City of Grosse Pointe Shores has established a compatible building massing and styles tailored to specific neighborhoods to supplement design standards.
Exterior Features

- **Building Orientation:** Sets standards for the orientation of the front of the building, consistent with other homes on the block. Additional orientation standards could be included for garages and accessory structures.
- **Front Yard:** Require the front yard to provide a clear transition between public and private space with the use of landscaping, hedges, walls, or fences.
- **Streetscape, Pavement material and textures:** Designate standards for walks, drives, and pedestrian areas. In general, such standards encourage decorative treatments and added textures, such as pavers and scored concrete, over asphalt or concrete.

II. Applicability of Standards

The second decision the City should make if implementing design guidelines is the applicability of those standards, that is, which properties or activities the standards should or should not apply to. Having clear applicability standards helps property owners know what rules apply to their property. There are two primary approaches that could be used in a district where historical integrity and consistency are desired.

**Option 1: One Set of Standards That Apply District-wide.**

This is the simplest approach. One set of design guidelines would be drafted that would apply to all properties within the E-R District. All activities, including renovations, additions, and new construction, would be subject to compliance with the standards.

**Option 2: Different Standards Based on Historical Significance of Structure.**

While the above is simpler in application, historic districts usually require more nuanced approaches. As discussed in the historic preservation section above, best practice encourages standards that are sensitive to the historic character of the area and allow new construction to be compatible with, yet not confuse the architectural record of, the district. To do so requires different sets of standards for different types of structures or activities.

We would recommend one set of guidelines for the rehabilitation or modification historic assets, and separate, yet compatible standards for new construction. This allows for a higher standard to be applied to historic assets to ensure appropriate modifications, but not non-contributing buildings or new construction. There will still be standards that are applicable to both historic and non-historic properties. With this option, the City would still need to undertake a historical asset inventory to determine which properties are key, contributing, and non-contributing.
III. Review Process

Without an HPC designated to review and determine compliance with standards, a designated review body and process should be clearly established at the time the guidelines are adopted. Single-family residential projects are currently reviewed administratively. However, if desired, an Architectural Review Committee could be established to review projects. If the latter is desired, we would recommend establishing a narrow set of activities that would require committee review, to ensure that most minor projects can still be processed administratively.

OTHER CONSIDERATIONS
While the City is exploring the above options, it may also be worthwhile to consider other tools that will encourage maintenance and preservation of, and investment in, properties within the E-R. Those include:

1. Incentives: Tax abatements or matching grants that provide property owners direct incentives to invest in certain activities, such as restoration, renovation, or rehabilitation.

2. Creative solutions: Properties within the E-R District are large, and as a result are expensive to buy and maintain. Creative solutions, such as permitting accessory dwelling units (ADUs) in carriage houses would give homeowners other options for offsetting costs. This would also provide additional housing choice within the area without significantly changing neighborhood character.

Sincerely,

McKENNA

Julie Connochie, AICP
Principal Planner
<table>
<thead>
<tr>
<th>TITLE: Main Street Grosse Pointe DDA Bylaws</th>
<th>DATE: July 20, 2020</th>
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</thead>
<tbody>
<tr>
<td><strong>SUMMARY:</strong> The Council heard a presentation from MEDC officials at the June 2019 Council meeting and agreed to pursue designation as Michigan Main Street community for The Village. The DDA was selected as the logical organization to house the functions of the Main Street program as it had already been established as an entity to promote marketing and development of The Village. The Grosse Pointe Village DDA then established a large group of interested people who worked as a Main Street Steering Committee over the next eight months to raise support and awareness of the Main Street program and the benefits, proven nationwide, of its four point approach to revitalizing downtowns. In September of 2019, the City Council voted to contribute up to $50,000 in matching funds to private donations to support the needed financing of the Main Street program. DDA members, Village business and property owners, interested residents, and City staff then worked on a very detailed application packet submitted to the State of Michigan in December 2019. After the Main Street Steering Committee created a flash mob video in early 2020, representatives of The Village and City of Grosse Pointe made a presentation in Lansing to support the application in March of 2020. In May, the City of Grosse Pointe was notified that it was selected as one of two new Michigan Main Street communities for 2020. The Main Street program requires a change in how the DDA operates. The first major change is that this will be a working board. All the board members will need to commit to actually driving the Main Street operations and volunteering for committees and events. The second major change is that Main Street requires hiring of a full-time director to help coordinate the Main Street Board activities. These revised bylaws reflect those changes, as well as, incorporate the Four-Point Main Street approach to be clear of the goals for Main Street to the new Main Street Board as it is reconstituted. These draft bylaws have been developed over the course of the last several months by a Main Street bylaws committee of the DDA, City staff and attorneys, and Michigan Main Street officials. The bylaws were presented at the June meeting of the DDA and unanimously approved at the July 13 DDA Board meeting. Both the City Council and the DDA have to adopt identical bylaw revisions to become effective.</td>
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</table>
The intent of the DDA is for the current Board and City staff support to continue until a new Main Street Grosse Pointe DDA board is appointed and a full-time DDA director is hired by the new board. The plan is for the DDA Board to make recommendations from interested people to the Mayor, and then for the Mayor to present appointments, for approval by the Council, at the August 2020 meeting. The first meeting of the new Main Street Board would be at the beginning of September at which time the MEDC would begin providing technical assistance and support to The Village through the Main Street Grosse Pointe organization.

<table>
<thead>
<tr>
<th>FINANCIAL IMPACT:</th>
<th>None</th>
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<tbody>
<tr>
<td>RECOMMENDATION:</td>
<td>Approve the Main Street Grosse Pointe DDA Bylaws</td>
</tr>
<tr>
<td>PREPARED BY:</td>
<td>Pete Dame</td>
</tr>
<tr>
<td>TITLE:</td>
<td>City Manager / DDA Director</td>
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Bylaws of the Downtown Development Authority, d/b/a Grosse Pointe Main Street Program City of Grosse Pointe, Michigan

Adopted by the Downtown Development Authority, ____________, 2020
Adopted by the City Council of Grosse Pointe, ________________, 2020

Article I – Authority

Section 1: Authority

These Bylaws are hereby adopted for the City of Grosse Pointe Downtown Development Authority (DDA) pursuant to Ordinance #377 (7/21/08), creating a Downtown Development Authority (DDA), as authorized by Michigan Public Act 197 (1975, as amended). With prior approval of the DDA Board of Directors and the City Council, the DDA shall henceforth be doing business as the Main Street Program under this authority with all of its rights, responsibilities, and limitations.

Section 2: Name and Boundaries (DDA and Program Area)

The name of the Program shall be the Grosse Pointe Main Street Program, “the Program”. The Program shall operate within the geographic area indicated on the attached maps (Attachment 1). This area may be changed from time to time by the Board of Directors, subject to the confirmation of the City Council, and provided that any change to the Program area fully complies with Program requirements.

Section 3: Principal Office

The principal office of the Program shall be determined from time to time by the Board of Directors, except that said office must be within the Program area or within a facility of the City of Grosse Pointe.

Article II – Mission / Program of Work

Section 1: Mission

Utilizing the National Main Street four-point approach to historic preservation and economic development, the Grosse Pointe Main Street Program will:

- Foster a sense of pride and place in our community
- Focus on preservation of our heritage
- Develop a diverse, stable business environment
- Collaborate with community groups and organizations

Section 2: Program of Work

These goals will be achieved through the Board’s long-term commitment to the National Main Street’s Program of Work, using its volunteer-driven approach that incorporates comprehensive best practices for downtown management in four points, including promotions, design, economic vitality, and organization.
The Program shall not participate in any political campaign in support of a candidate.

**Article III – Board of Directors**

**Section 1: Responsibilities**

The overall responsibility for the work of the Program shall reside in its Board of Directors.

Each Director agrees to be an active member of one of the standing or special committees and/or actively serve as a volunteer at events sponsored by the Program.

The Board shall annually prepare a budget and submit it to City Council for approval.

An annual meeting of the Board to approve the budget shall take place in March.

The Board shall cause an annual audit of its business to be made. Within 90 days after the end of each fiscal year, the Board shall submit to the City Council, with copies to each taxing jurisdiction, a report on the status of the project fund.

**Section 2: Number, Tenure, Qualifications**

The Board of Directors shall consist of 11 members including the following:

- Eight (8) members nominated by the Board, appointed by the Chief Executive Officer (hereinafter the “Mayor”), and approved by City Council to serve for a term of four years commencing on July 1 each year except for members of the first Board of Directors pursuant to Article IX hereof shall include a number appointed for one, two, three, and four year terms respectively. Not less than seven (7) of the members shall be persons who have an interest in property including business entities that own real estate or operate a business (or their respective designee) located in the Program Area.

- The Mayor or his/her designee

- A member of the City Council to be appointed by the Mayor

- A representative of the County of Wayne, as otherwise set forth in Ordinances of the City of Grosse Pointe as amended and the agreement between the City of Grosse Pointe and the County of Wayne

The immediate past Chairperson, as set forth in Article IV, Section 3 below, shall serve as an ex officio (non-voting) member.

No other elected official or employee of the City of Grosse Pointe or County of Wayne shall serve as a member of the Board of Directors. However, the City Manager or the City Manager’s designee shall attend Board meetings in an ex officio (non-voting) capacity.
Notwithstanding anything herein to the contrary, except for the Mayor and the representative of the County, no one shall eligible to be appointed to a new four-year term after having served eight consecutive years on the Board. Nothing herein shall preclude such person to continue on a Committee or prevent such person from being selected to return to the Board after having been absent from the Board for at least two years.

A Director shall hold office until his/her successor is appointed and assumes office.

Section 3: Selection of Board Members

The Mayor shall make Board appointments subject to approval of City Council. The Board shall oversee the process by which new and incumbent Directors are recommended to the Mayor who will make appointments, subject to approval of City Council. Ultimate discretion on appointments rests with the Mayor and Council by state statute.

Section 4: Attendance, Vacancies, and Removal of Directors

Directors are expected to attend all regularly-scheduled meetings of the Board of Directors, and all special meetings if possible. In addition, each Director shall serve on a Standing Committee or any other committee formed and/or regularly volunteer for projects and events sponsored by the Board. A Director may be removed for cause and after an appropriate hearing by City Council. If a Director has three (3) or more unexcused absences at regularly-scheduled meetings of the Board of Directors in the course of one fiscal year or otherwise fails to serve on committees or volunteer as set forth herein, that Director may be removed for cause.

Any vacancy occurring on the Board of Directors (other than those resulting from the expiration of terms) may be filled for the remainder of the vacated term by a majority vote of remaining Board Members, subject to appointment by the Mayor. Ultimate discretion on appointments rests with the Mayor by statute.

Any Director may resign by mailing or delivering written notice of his or her resignation addressed to the Chairperson, the Secretary, or the Board of Directors via email or at the principal address of the Program. A resignation is effective upon receipt by the Program or a subsequent time set forth in the notice of resignation.

Section 5: Disclosure of Interests and Code of Director Ethics

All Directors hereby agree to conduct their Board responsibilities in a manner that adheres to the ethics and procurement ordinances and policies of the City.

Section 6: Annual (Organizational) Meeting and Fiscal Year

An annual meeting of the Board of Directors shall be held each March for the purpose of approving the budget, assessing the prior year’s achievements, setting goals for the ensuing year, and for the transaction of such other business as may come before the meeting.

Budget submission should be consistent with the City’s budget submissions.
Nomination of new Board members will take place at the April meeting of the Board. While this meeting shall be held in April, Director Terms shall coincide with the fiscal year of the Program and the City, July 1 to June 30.

Section 7: Board Meetings

Regular meetings of the Board of Directors shall take place as frequently as monthly, but not less than eight (8) times per year at times and places fixed by the Board Chairperson and approved by the Board. No notice of regular meetings shall be required if the times and places thereof previously have been provided in writing to all Directors. Notices of regular meetings need not state the purpose or purposes thereof unless otherwise required by law or these Bylaws.

Special meetings of the Board may be called at the request of the City Council, the Board Chairperson, or by four or more Directors. The person(s) calling said special meeting shall designate its time and place, although any meeting so called shall be within the corporate limits of the City.

Section 8: Notice of Meetings, Quorum, Majority Rule, Public Meetings and Minutes

Meetings of the Board shall be preceded by Public Notice in accordance with Public Act 267 (1976, as amended).

A majority of the voting members of the Board then in office and present at the meeting as provided under state statute shall constitute a quorum for the conduct of business. Except as provided in these Bylaws, a simple majority of those voting shall affirm Board action. In the event that one or more Directors are disqualified from voting under the provisions of Article III, Section 5, the remaining members shall constitute a quorum for that issue alone, and a majority of the quorum shall then be required to affirm Board action.

An actual majority of the voting members of the Board then in office shall be necessary to approve the hiring or firing of the Executive Director, to approve the budget and to fund any new development.

All meetings of the Board shall be open to the public and provide for public comment on any item before the Board.

Minutes of all Board meetings shall be kept and made available to all Directors prior to the next regular meeting. A draft of the minutes shall be sent to all Board members within seven (7) days after each meeting.

Section 9: Compensation and Expenses of Directors

Directors shall serve without compensation but may be reimbursed for reasonable expenses incurred in the course of their service to the Program as approved by the Chairperson and the Executive Director.
Article IV – Officers

Section 1: Officers

The officers of the Board shall be a Chairperson, Vice Chairperson, Treasurer and Secretary. Managing the day-to-day finances of the Program shall be the responsibility of City staff. The City Treasurer shall act as the comptroller of the Program.

Section 2: Election; Term of Office; Duties

Officers of the Board shall be elected by the Board annually at the first meeting of the Board after approval by the Mayor and the City Council of the Nominees to the Board selected by the Board at the Annual Meeting (see Article III, Section 6). Each officer shall hold office until his/her successor is confirmed and installed. An officer may hold his/her position for no more than two consecutive one-year terms and may be reappointed to that office after a one year absence. To qualify as a candidate for officership, one must be a current Director in good standing, having served at least one full year on the Board, except for those elected to office in the first year pursuant to Article IX.

The Chairperson shall preside at all meetings of the Board and shall discharge the duties of Presiding Officer.

The Vice Chairperson shall discharge the duties of the Chairperson in his/her absence or inability to serve. When so serving, the Vice Chairperson shall have the powers and be subject to the restrictions imposed on the Chairperson. The Vice Chairperson shall perform such other duties as may be assigned by the Chairperson from time to time.

The Secretary shall take the Minutes at all Meetings of the Board and the Executive Committee and deliver them to the Board and the Executive Committee in draft form within seven (7) days after the meeting is adjourned.

Section 3: Officer Matters, Executive Committee, and Immediate Past Chairperson

The Executive Committee is a standing committee of the Board of Directors, the members of which shall be the Chairperson, the Vice Chairperson, the Secretary and the Mayor or his/her designated member of the Board of Directors, and up to two additional Directors appointed by the Chairperson who are not officers of the Program.

The Executive Committee shall have and exercise the authority of the Board of Directors in the management of the business of the Program between meetings of the Board. However, unless authorized by the Board, the Executive Committee may not:

- Appoint or dismiss the Executive Director
- Authorize the purchase or sale of real or personal property except within specific limits (if any) from time to time set by the Board of Directors
- Amend these Bylaws
- Enter into any grant, project, or redevelopment agreements
- Dissolve or revoke a dissolution of the DDA/Main Street Program
• Fix compensation of the directors for serving on the Board or a committee

A retiring Chairperson whose Board term expires simultaneously may remain on the Board in an ex officio (non-voting) capacity as Immediate Past Chairperson or may seek to be nominated to the Board as otherwise provided herein. The Immediate Past Chairperson may serve as a member of the Executive Committee. The Immediate Past Chairperson and the Executive Director shall be non-voting members of the Executive Committee in addition to the Committee members listed above.

**Article V – Employment of Personnel**

The Board of Directors may employ personnel it deems necessary to fulfill its mission. Personnel may include, but not be limited to, an Executive Director or Legal Counsel. The Executive Director (also known as the Main Street Program Manager) shall report directly to the Chairperson of the Board and shall supervise any other staff members. Compensation levels and performance appraisals of the Executive Director and other staff if any shall be determined by the Board and reviewed annually.

The Executive Director shall be responsible for the day-to-day operation of the Program and is expected to attend all regular and special Board meetings, as well as Executive Board meetings, and report on the status of the Program from time to time.

The Executive Director working with the Executive Committee annually shall prepare and submit for the approval of the Board a budget for the operation of the Program for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be adopted by the Board, it shall be approved by the City Council. Funds of the municipality shall not be included in the budget of the Program except those funds authorized by law and by the Council.

**Article VI – Committees**

**Section 1: Committees**

The Board of Directors by resolution may designate standing or ad hoc committees as it deems in the best interests of the Program and assign to each such committee such duties, responsibilities and powers as the Board of Directors deems appropriate for the proper performance of the committee’s duties. Committees will act on the objectives of Michigan Main Street’s Four Points: Organization, Promotion, Design, and Economic Vitality.

These committees shall have a Chairperson who shall be responsible for seeking volunteers to serve on the committee, including but not limited to other Board members, as well as others not on the Board and for directing and coordinating the business of the Committee. The Chairperson of the Board shall appoint each Chairperson of any standing committee or ad hoc committee as provided herein.

Standing, ad hoc and alternate committee members will be recommended by each Committee Chairperson and appointed by the Board Chairperson based on the skills, knowledge, expertise and willingness that prospective committee members would bring to the committee. The terms of the Committee members shall be for one year or until their replacement is named. All Committee Members’ terms may be renewed annually without limitation. Members of committees shall serve at the pleasure of the Board.
Section 2: Additional Special Committees

The Board of Directors may establish one or more Special Committees in addition to the Standing Committees. However, the designation of such committees and the delegation of authority thereto shall not relieve the Board of Directors of any responsibility imposed on it by law.

Section 3: Responsibilities of Committees

All committees shall determine and schedule their meeting times, dates, and locations. Each committee will notify the Executive Director of its meetings and will keep written reports of its proceedings and forward those reports to the Executive Director which will be reviewed at each meeting of the Board.

Committees are encouraged to consult with outside sources and interact with other outside bodies for an exchange of ideas that might be presented to the Board of Directors for action.

Committees are not authorized to enter into contracts or purchase agreements without the specific consent of the Board of Directors.

Article VII – Contracts, Checks, and Gifts

Section 1: Contracts

The Board of Directors may authorize the Chairperson or Executive Director to enter into any contract or execute any instrument in the name of the authority; such authorization may be either general or confined to specific instances.

Section 2: Payment of Debt

All orders for the payment of money, notes, or other evidence of indebtedness shall be approved by the Executive Director and be consistent with the budget and any approved contracts before being forwarded to the City Treasurer for the issuance of payment.

Section 3: Receipt of Gifts

The Board of Directors may accept any contribution, gift, or bequest for either a general or specific purpose of the Program. The Executive Director shall inform the City Treasurer of the receipt of any gift. The identity of the donor need not be disclosed if he/she wishes to remain anonymous.

Article VIII – Amendment to These Bylaws

The Board of Directors may alter, amend, or repeal these Bylaws or adopt new Bylaws, subject to approval by the City Council, all by a two-thirds (2/3) affirmative vote of all Directors, provided that no such action conflicts in any way with applicable statutes concerning the formation and operation of this authority. All amendments shall be submitted for approval to the City Council before they become effective.
ARTICLE IX—IMPLEMENTATION

These Bylaws are being amended in 2020 for the express purpose of complying with and implementing the "Main Street Program" sponsored by the State of Michigan. In order to complete such implementation, the following shall apply:

Section 1. The current Board of the Grosse Pointe Downtown Development Authority (DDA) shall be reconstituted in conformance with these Bylaws. Current Board members who continue to serve shall be reappointed in accordance with Section 2 below.

Section 2. The current DDA Board of Directors shall Nominate an initial eight (8) members of the Main Street Board of Directors subject to appointment by the Mayor and approval by the City Council of the City of Grosse Pointe, two of whom shall serve a term ending in June 2021, two of whom shall serve a term ending in June 2022, two of whom shall serve a term ending June 2023 and two of whom shall serve a term ending in June 2024. Ultimate discretion on appointments rests with the Mayor and Council by state statute.

Section 3. In addition, the Mayor of the City of Grosse Pointe or her designee, a Member of the City Council appointed by the Mayor, and a representative of the County of Wayne shall be members as otherwise provided herein.