



# CITY OF GROSSE POINTE WOODS

## RESCHEDULED CITY COUNCIL MEETING

### AGENDA

Monday, July 11, 2022 at 7:00 PM

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*Robert E. Novitke Municipal Center - Council Chambers/Municipal Court,  
20025 Mack Plaza, Grosse Pointe Woods, MI 48236  
(313) 343-2440*

**1. CALL TO ORDER**

A. Administrative Memo: July 7, 2022

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. RECOGNITION OF COMMISSION MEMBERS**

**5. CONSENT AGENDA**

**A. Approval of Minutes**

1. Council 06/20/22, Special Council 06/30/22
2. Committee-of-the-Whole 06/20/22
3. Compensation and Evaluation Committee 06/30/22
4. Citizen's Recreation Commission 05/10/22, 06/14/22

**B. Bids/Proposals/Contracts**

1. 2022 Sewer Rehabilitation by Full Length CIPP Lining (AEW Project No. 0160-0454)
  - a. Memo 06/23/22 - Director of Public Services
  - b. Letter 06/20/22 - City Engineer
  - c. Tabulation of Bids - 06/07/22
2. 2022 Sewer Cleaning and Closed-Circuit Television Investigation Program (AEW Project No. 0160-0453)
  - a. Memo 06/23/22 - Director of Public Services
  - b. Letter 06/20/22 - City Engineer
3. Allard Avenue Reconstruction and Asphalt Patching Contract Modification (AEW Project No. 0160-0433)
  - a. Memo 06/23/22 - Director of Public Services
  - b. Letter 06/22/22 - City Engineer
  - c. Preliminary Estimate
4. 2022 Miscellaneous Concrete Pavement Repair Program (AEW Project No. 0160-0450)
  - a. Memo 06/24/22 - Director of Public Services

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cc: Council - 7  
City Administrator  
City Attorney

Treasurer/Comptroller  
City Clerk  
Email Group/Media

Post - 4

- b. Letter 06/20/22 - City Engineer
  - c. Tabulation of Bids - 06/07/22
5. 2022 Pavement Joint and Crack Sealing Program (AEW Project No. 0160-0451)
    - a. Memo 06/24/22 - Director of Public Services
    - b. Letter 06/20/22 - City Engineer
    - c. Tabulation of Bids - 06/07/22
  6. 2022 Sidewalk Repair Program (AEW Project No. 0160-0452)
    - a. Memo 06/24/22 - Director of Public Services
    - b. Letter 06/20/22 - City Engineer
    - c. Tabulation of Bids - 06/07/22
  7. Commit Fund Balance for Construction Projects and Equipment Purchases
    - a. Memo 06/08/22 - Treasurer/Comptroller
    - b. FY 2021-2022 Fund Balance Commitments spreadsheet
  8. FY 2022-2023 Milk River Drain Budget/Millage Request
    - a. Memo 06/27/22 - City Administrator/Treasurer/Comptroller
    - b. Budget Worksheets for Grosse Gratiot Drain
  9. Increase of C of O Inspection Fee from \$150.00 to \$200.00
    - a. Memo 06/30/22 - Building Official
  10. Mobile Food Vending Ordinance - Daily Permit Fee
    - a. Memo 07/05/22 - Building Official
  11. DAAA FY 2022 Annual Implementation Plan
    - a. Memo 07/05/22 - City Administrator
    - b. Email 07/05/22 - Peggy Hayes (The Helm Life Center)
    - c. Letter 06/27/22 - Detroit Area Agency on Aging (DAAA) President/CEO
    - d. Review and Approval Form
    - e. Proposed FY 2023 Annual Implementation Plan (DAAA)
  12. Chene/Trombley Park Improvement Project
    - a. Memo 07/06/22 - Director of Public Services
    - b. Proposal for Chene/Trombley Park Master Plan
    - c. Proposed Site Plan
- C. Claims and Accounts**
1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
    - a. Allard Rd. Reconstruction - Chester/Harper (WCL) - Invoice No. 0137698 - 06/15/22 - \$30,551.72.
    - b. Vernier Rd. Water Main Replacement - Invoice No. 0137699 - 06/15/22 - \$6,225.76.
    - c. GP North Field Turf Improve. Plan Review - Invoice No. 0137700 - 06/15/22 - \$250.00.
    - d. Sewer System Evaluation - Invoice No. 0137701 - 06/15/22 - \$883.24.
    - e. 2021 Misc. Concrete Repair - Invoice No. 0137863 - 06/15/22 - \$3,084.75.
    - f. 2021 Sewer Rehab. By FCIPP - Invoice No. 0137864 - 06/15/22 - \$577.30.
    - g. 2021-2022 General Engineering - Invoice No. 0137865 - 06/15/22 - \$1,352.50.
    - h. 2021-2022 GIS Maintenance - Invoice No. 0137924 - 06/14/22 - \$197.45.

**6. ACCEPTANCE OF AGENDA**

**7. ORDINANCE**

A. First Reading: Food Truck Ordinance

1. Committee-of-the-Whole Minutes Excerpt 06/06/22
2. Planning Commission Minutes Excerpt 05/24/22
3. Proposed Ordinance

B. First Reading: Ordinance Amendment Chapter 8, Section 8-274 through 8-284: Solid Fences

1. Committee-of-the-Whole Minutes Excerpt 06/20/22
2. Memo 06/15/22 - Building Official
3. Proposed Ordinance Amendment Draft Copy
4. Proposed Ordinance Amendment Clean Copy

C. First Reading: Vicious Dog Ordinance Amendment

1. Committee-of-the-Whole Minutes Excerpt 06/20/22
2. Memo 05/13/22 - City Administrator
3. Proposed Ordinance Amendment
4. Current Ordinance for Section 6.95

**8. NEW BUSINESS/PUBLIC COMMENT**

**9. ADJOURNMENT**

**Paul P. Antolin, MiPMC  
City Clerk**

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

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

**\*\*\* NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD THE COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST. \*\*\***

COUNCIL ADMINISTRATIVE MEMO  
July 7, 2022

OFFICE OF THE CITY ADMINISTRATOR

**Subject: Recommendations for Rescheduled Council Meeting of July 11, 2022**

- Item 1 CALL TO ORDER Prerogative of the Mayor to call this meeting to order.
- Item 2 ROLL CALL Prerogative of the Mayor to request a Roll Call from the City Clerk.
- Item 3 PLEDGE OF ALLEGIANCE Prerogative of the Mayor to lead the City Council, Administration, and members of the audience in the Pledge of Allegiance.
- Item 4 RECOGNITION OF COMMISSION MEMBERS Prerogative of the Mayor to request Commission Members in attendance at tonight’s meeting to approach the podium and introduce themselves and the Commission on which they serve.
- Item 5 CONSENT AGENDA All items listed under the Consent Agenda are considered routine by the Council and will be enacted by one motion and a second. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered. One member may request that an item be removed and no second is required.

Prerogative of the City Council to approve all items listed under the consent agenda as presented.

**A. Approval of Minutes**

- 1. Council 06/20/22, Special Council 06/30/22
- 2. Committee-of-the-Whole 06/20/22
- 3. Compensation and Evaluation Committee 06/30/22
- 4. Citizen's Recreation Commission 05/10/22, 06/14/22

**B. Bids/Proposals/Contracts**

- 1. 2022 Sewer Rehabilitation by Full Length CIPP Lining (AEW Project No. 0160-0454)
  - a. Memo 06/23/22 - Director of Public Services
  - b. Letter 06/20/22 - City Engineer
  - c. Tabulation of Bids - 06/07/22
- 2. 2022 Sewer Cleaning and Closed-Circuit Television Investigation Program (AEW Project No. 0160-0453)
  - a. Memo 06/23/22 - Director of Public Services
  - b. Letter 06/20/22 - City Engineer

3. Allard Avenue Reconstruction and Asphalt Patching Contract Modification (AEW Project No. 0160-0433)
  - a. Memo 06/23/22 - Director of Public Services
  - b. Letter 06/22/22 - City Engineer
  - c. Preliminary Estimate
  
4. 2022 Miscellaneous Concrete Pavement Repair Program (AEW Project No. 0160-0450)
  - a. Memo 06/24/22 - Director of Public Services
  - b. Letter 06/20/22 - City Engineer
  - c. Tabulation of Bids - 06/07/22
  
5. 2022 Pavement Joint and Crack Sealing Program (AEW Project No. 0160-0451)
  - a. Memo 06/24/22 - Director of Public Services
  - b. Letter 06/20/22 - City Engineer
  - c. Tabulation of Bids - 06/07/22
  
6. 2022 Sidewalk Repair Program (AEW Project No. 0160-0452)
  - a. Memo 06/24/22 - Director of Public Services
  - b. Letter 06/20/22 - City Engineer
  - c. Tabulation of Bids - 06/07/22
  
7. Commit Fund Balance for Construction Projects and Equipment Purchases
  - a. Memo 06/08/22 - Treasurer/Comptroller
  - b. FY 2021-2022 Fund Balance Commitments spreadsheet
  
8. FY 2022-2023 Milk River Drain Budget/Millage Request
  - a. Memo 06/27/22 - City Administrator/Treasurer/Comptroller
  - b. Budget Worksheets for Grosse Gratiot Drain
  
9. Increase of C of O Inspection Fee from \$150.00 to \$200.00
  - a. Memo 06/30/22 - Building Official
  
10. Mobile Food Vending Ordinance - Daily Permit Fee
  - a. Memo 07/05/22 - Building Official
  
11. DAAA FY 2022 Annual Implementation Plan
  - a. Memo 07/05/22 - City Administrator
  - b. Email 07/05/22 - Peggy Hayes (The Helm Life Center)
  - c. Letter 06/27/22 - Detroit Area Agency on Aging (DAAA) President/CEO
  - d. Review and Approval Form
  - e. Proposed FY 2023 Annual Implementation Plan (DAAA)

- 12. Chene/Trombley Park Improvement Project
  - a. Memo 07/06/22 - Director of Public Services
  - b. Proposal for Chene/Trombley Park Master Plan
  - c. Proposed Site Plan

**C. Claims and Accounts**

- 1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
  - a. Allard Rd. Reconstruction - Chester/Harper (WCL) - Invoice No. 0137698 - 06/15/22 - \$30,551.72.
  - b. Vernier Rd. Water Main Replacement - Invoice No. 0137699 - 06/15/22 - \$6,225.76.
  - c. GP North Field Turf Improve. Plan Review - Invoice No. 0137700 - 06/15/22 - \$250.00.
  - d. Sewer System Evaluation - Invoice No. 0137701 - 06/15/22 - \$883.24.
  - e. 2021 Misc. Concrete Repair - Invoice No. 0137863 - 06/15/22 - \$3,084.75.
  - f. 2021 Sewer Rehab. By FCIPP - Invoice No. 0137864 - 06/15/22 - \$577.30.
  - g. 2021-2022 General Engineering - Invoice No. 0137865 - 06/15/22 - \$1,352.50.
  - h. 2021-2022 GIS Maintenance - Invoice No. 0137924 - 06/14/22 - \$197.45.

Item 6 ACCEPTANCE OF THE AGENDA Prerogative of the City Council that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Item 7 ORDINANCES

Item 8A FIRST READING: FOOD TRUCK ORDINANCE – CHAPTER 10 – BUSINESSES, ARTICLE XVII – MOBILE FOOD VENDING Prerogative of the City Council to concur with the recommendation of this ordinance, to set a date of July 18, 2022, for a second reading and final adoption, and to publish same by title in the Grosse Pointe News.

Item 8B FIRST READING: ORDINANCE AMENDMENT TO CHAPTER 8, SECTION 8-274 THROUGH 8-284 – SOLID FENCES Prerogative of the City Council to concur with the recommendation of this ordinance amendment, to set a date of July 18, 2022, for a second reading and final adoption, and to publish same by title in the Grosse Pointe News.

Item 8C FIRST READING: ORDINANCE AMENDMENT TO CHAPTER 6, SECTION 6-95 – VICIOUS DOGS Prerogative of the City Council to concur with the recommendation of this ordinance amendment, to set a date of July 18, 2022, for a second reading and final adoption, and to publish same by title in the Grosse Pointe News.

Item 9      NEW BUSINESS/PUBLIC COMMENT Prerogative of the Mayor to ask if there is any New Business to come before the City Council from the City Council or Administration; and then, to ask members of the audience if there is any Public Comment to come before the City Council.

Item 10     ADJOURNMENT Upon the conclusion of public comment with no further business to be conducted by the City Council, prerogative of the City Council to motion for adjournment of tonight's meeting.

Respectfully submitted,



Frank Schulte  
City Administrator

COUNCIL  
06-20-22 – 058

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE  
POINTE WOODS HELD ON MONDAY, JUNE 20, 2022, IN THE COUNCIL-COURTROOM OF  
THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA DR., GROSSE  
POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:05 p.m. by Mayor Bryant.

PRESENT: Mayor Bryant  
Council Members: Brown, Granger, Koester, McConaghy, Vaughn  
ABSENT: Gafa

Also Present: City Administrator Schulte  
Treasurer/Comptroller Murphy  
City Attorney Morita  
City Labor Attorney Sashital  
City Clerk Antolin  
Director of Public Safety Kosanke  
Building Official Tutag

Motion by McConaghy, seconded by Brown, that Council Member Gafa be excused from tonight’s  
meeting for personal reasons.

Motion carried by the following vote:  
Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn  
No: None  
Absent: Gafa

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

The following Commission member was in attendance:

Catherine Dumke, Senior Citizens’ Commission

Motion by Granger, seconded by Koester, that all items on the Consent Agenda be approved as  
presented, except item D3, which has been removed from the Consent Agenda.

**A. Appointments**



COUNCIL  
06-20-22 – 059

- 1. Beautification Advisory Commission (Mayoral)
  - a) Beautification Advisory Commission Minutes Excerpt 06/08/22
  - b) Linda Elich - (Term to expire 12/31/22)
    - 1) Biographical Sketch
  - c) Scott Schorer - (Term to expire 12/31/23)
    - 1) Biographical Sketch

**B. Approval of Minutes**

- 1. Council 06/06/22
- 2. Committee-of-the-Whole 06/06/22
- 3. Beautification Advisory Commission 05/11/22
- 4. Historical Commission 04/14/22
- 5. Tree Commission 05/04/22

**C. Monthly Financial Report**

- 1. May 2022

**D. Bids/Proposals/Contracts**

- 1. Vendors with expenses over \$5,000
  - a. Memo 06/08/22 - Treasurer/Comptroller
  - b. Open Purchase Orders FY 2022-2023
- 2. Fiscal Year End 2021-2022 Budget Amendments
  - a. Memo 06/09/22 - Treasurer/Comptroller
  - b. FYE 2021-2022 Budget Amendments
- 3. Non-Union employees and Department Heads (Removed from Consent Agenda)
  - a. Memo 06/09/22 - City Administrator/Treasurer/Comptroller
- 4. Garbage Truck Acquisition Opportunity
  - a. Memo 06/08/22 - City Administrator

**E. Claims and Accounts**

COUNCIL  
06-20-22 – 060

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
  - a. Bournemouth Water Main Replacement - Final Pay Estimate - Fontana Construction, Inc. - 06/07/22 - \$199,841.29.
  - b. 2021 Water Main Replacement Program (Hollywood, Severn & Christine Court) - Pay Estimate No. 6 - Fontana Construction, Inc. - 06/7/22 - \$48,927.49
  - c. Allard Reconstruction (Harper - Chester) - Pay Estimate No. 2 – Florence Cement Company - 06/07/22 - \$101,226.11.
  - d. 2021 Concrete Pavement Repair Program - Pay Estimate No. 5 - L. Anthony Construction Inc. - 06/07/22 - \$46,251.62.
  - e. Bournemouth WM Replacement - Invoice No. 0137191 - 05/18/22 – \$194.76.
  - f. Allard Rd. Recon. Chester/Harper (WCL) - Invoice No. 0137192 - 05/18/22 - \$12,126.61.
  - g. Vernier Rd. Water Main Replacement - Invoice No. 0137193 – 05/18/22 - \$5,440.00.
  - h. Sewer System Evaluation - Invoice No. 0137194 - 05/18/22 – \$2,578.55.
  - i. 2021-2022 GIS Maintenance - Invoice No. 0137237 - 05/20/22 – \$438.50.
  - j. 2022-2023 Rate Study - Invoice No. 0137445 - 05/25/22 - \$1,861.04.
  - k. 2020-2021 Water Main Replacement Program - Invoice No. 0137630 – 05/31/22 - \$13,877.85.
  - l. 2021 Misc. Concrete Repair - Invoice No. 0137631 - 05/31/22 – \$3,075.81.
  - m. 2021 CCTV Investigation - Invoice No. 0137632 - 05/31/22 – \$8,562.75.
  - n. 2021 Sewer Rehab. by FCIPP - Invoice No. 0137633 - 05/31/22 – \$2,595.16.
  - o. 2021-2022 General Engineering - Invoice No. 0137634 - 05/31/22 – \$1,244.30.
  
2. WCA Assessing - Invoice No. 06162022 - July 2022 Services - 06/16/22 - \$6,508.50.
  
3. Hallahan & Associates, P.C. - Professional Services - Invoice No. 19631 - May 2022 - \$3,091.83.

COUNCIL  
06-20-22 – 061

- 4. McKenna - Building Services
  - a. Invoice No. 21849-53 - May 2022 - 06/06/22 - \$3,920.00;
  - b. Invoice No. 21849-52 - April 2022 - 05/10/22 - \$3,370.00.
  
- 5. York, Dolan & Tomlinson, P.C. - Legal Services - May 2022 - 06/07/22 - \$3,828.50.
  
- 6. Keller Thoma - Legal Services - Invoice No. 122248 - 06/01/22 - \$2,843.75.
  
- 7. Rosati, Schultz, Joppich & Amtsbuechler, P.C. - Legal Services - Invoice No. 1077638 - 06/10/22 - \$3,754.34.
  
- 8. Jacobs and Diemer, P.C. - Legal Services - Claim No. JPJPC-20222Q - USSIC v GPW - 06/15/22 - \$3,562.50.

Motion carried by the following vote:

Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn  
 No: None  
 Absent: Gafa

Motion by Granger, seconded by Brown, that all items on tonight's agenda be received, placed on file, and taken in order of appearance, including item D3, which was removed from the consent agenda.

Motion carried by the following vote:

Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn  
 No: None  
 Absent: Gafa

Motion by McConaghy, seconded by Brown, regarding **Legal Proceedings: Daniel Brys vs City of Grosse Pointe Woods**, that the City Council refer this case to the City Attorney for further processing.

Motion carried by the following vote:

Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn  
 No: None  
 Absent: Gafa

COUNCIL  
06-20-22 – 062

Motion by Granger, seconded by Koester, regarding **City Charter Proposed Amendment to Section 8.8 – Purchase and Sale of Property**, that the City Council concur with the City Administrator’s recommendation and approve the proposed City Charter Amendment Ballot Language to Section 8.8 – Purchase and Sale of Property from \$5,000.00 to \$10,000.00, request the State of Michigan Attorney General by Resolution to recommend the amendment change to the Governor to be placed on the City of Grosse Pointe Woods November 8, 2022 ballot, and authorize the City Clerk to sign the resolution and transmit a copy of the proposed amendment to the Governor and Attorney General of the State of Michigan, as required by law.

Motion carried by the following vote:

Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn  
No: None  
Absent: Gafa

Under New Business, no one wished to be heard.

Under Public Comment, the following individual was heard:

- Jim Reno, 793 Hollywood
- B. Bottiglierio, 1610 Fairholme
- Kristen Dellamora, 2111 Anita
- Theresa Lombardi, 911 Anita

Motion by Granger, seconded by Koester, that the City Council recess the Regular City Council Meeting at 7:21 p.m. and convene in Closed Session, pursuant to MCL 15.268 (h) to consider material exempt from discussion or disclosure by state or federal statute; MCL 15.243 (g) information or records subject to the attorney-client privilege.

Motion carried by the following roll call vote:

Gafa: Absent  
Granger: Yes  
Koester: Yes  
McConaghy: Yes  
Vaughn: Yes  
Brown: Yes  
Bryant: Yes

COUNCIL  
06-20-22 – 063

City Council reconvened in regular session at 8:46 p.m.

Motion by McConaghy, Seconded by Granger, that the City Council concur with the Assessor’s recommendations and approve the Michigan Tax Tribunal (MTT) Settlement between the City of Grosse Pointe Woods and Sunrise On Mack located at 21260 Mack Avenue.

Motion carried by the following vote:

Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn  
No: None  
Absent: Gafa

Motion by Brown, Seconded by McConaghy, that the City Council approve the tentative agreement as presented between the City of Grosse Pointe Woods and Police Officers Labor Council (POLC).

Motion carried by the following vote:

Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn  
No: None  
Absent: Gafa

Motion by Vaughn, seconded by McConaghy, that the City Council approve the tentative agreement as presented between the City of Grosse Pointe Woods and Technical, Professional, and Office Workers Association of Michigan (TPOAM).

Motion carried by the following vote:

Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn  
No: None  
Absent: Gafa

Motion by Granger, seconded by Vaughn, that the City Council approve the tentative agreement as presented between the City of Grosse Pointe Woods and Fraternal Order of Police, Dispatchers.

Motion carried by the following vote:

Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn  
No: None  
Absent: Gafa

COUNCIL  
06-20-22 – 064

Motion by Koester, seconded by Granger, regarding item D3 - Non-Union employees and Department Heads, which was removed from the Consent Agenda, that the City Council approve the updated Non-Union Employees and Department Heads agreement according to the City Administrator/Treasurer/Comptroller’s memo dated June 9, 2022.

Motion carried by the following vote:

- Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn
- No: None
- Absent: Gafa

Motion by Brown, seconded by McConaghy, that the City Council approve the Pension Basis Recovery Correction and approve a budget amendment in the amount of \$5,796.45 from prior year reserves Account No. 101-000-699.000 to Account No. 101-223-757.101 Operating Expense.

Motion carried by the following vote:

- Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn
- No: None
- Absent: Gafa

Motion by McConaghy, seconded by Koester, to adjourn tonight’s meeting at 8:50 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

\_\_\_\_\_  
Paul P. Antolin  
City Clerk

\_\_\_\_\_  
Arthur W. Bryant  
Mayor

COUNCIL  
06-30-22 – 065

MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 30, 2022, IN THE CONFERENCE ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA DR., GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 6:03 p.m. by Mayor Bryant.

PRESENT: Mayor Bryant  
Council Members: Brown, Gafa, Granger, Koester, McConaghy, Vaughn  
ABSENT: None

Also Present: City Administrator Schulte  
Treasurer/Comptroller Murphy  
City Labor Attorney Sashital  
City Clerk Antolin  
Assistant City Administrator Como

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

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

Motion carried by the following vote:

Yes: Brown, Bryant, Gafa, Granger, Koester, McConaghy, Vaughn  
No: None  
Absent: None

Under New Business/Public Comment, no one wished to be heard.

Motion by Granger, seconded by Gafa, that the City Council recess the Regular City Council Meeting at 6:07 p.m. and convene in Closed Session to discuss labor negotiations in accordance with MCL 15.268 (c).

COUNCIL  
06-30-22 – 066

Motion carried by the following roll call vote:

Granger: Yes  
Koester: Yes  
McConaghy: Yes  
Vaughn: Yes  
Brown: Yes  
Bryant: Yes  
Gafa: Yes

City Council reconvened in regular session at 6:27 p.m.

Motion by Granger, seconded by Koester, to adjourn tonight’s meeting at 6:27 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

\_\_\_\_\_  
Paul P. Antolin  
City Clerk

\_\_\_\_\_  
Arthur W. Bryant  
Mayor



COMMITTEE-OF-THE-WHOLE  
06-20-22 – 016

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 20, 2022, IN THE COUNCIL CHAMBERS/COURTROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA DR., GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Bryant  
Council Members: Brown, Granger, Koester, McConaghy, Vaughn  
ABSENT: Gafa

Also Present: City Administrator Schulte  
City Attorney Morita  
Treasurer/Comptroller Murphy  
Deputy City Clerk Antolin  
Building Official Tutag

Mayor Bryant called the meeting to order at 8:50 p.m.

Motion by Vaughn, seconded by Granger, that Councilmember Gafa, be excused from tonight's meeting.

Motion carried by the following vote:  
Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn  
No: None  
Absent: Gafa

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

Motion carried by the following vote:  
Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn  
No: None  
Absent: Gafa

The first item discussed was regarding **Proposed Ordinance Amendment to Chapter 8 – Solid Fences**. The Building Official provided an overview of his memo dated June 15, 2022. He stated that the current fence ordinance only permits solid fences when facing a street or an alley. Many residents request to install a solid fence when not facing a street or alley and gets denied resulting in a variance request and/or unhappy residents.

After many discussions with the Mayor, Council and City Attorney Tomlinson, the Building Official recommends getting rid of the requirements for solid fences and amending the ordinance to make

COMMITTEE-OF-THE-WHOLE  
06-20-22 – 017

solid fences permissible all together. The only change in the ordinance would be that residents will be permitted to install a solid fence, up to 6’ in height, even if they do not face a street or alley, with the neighbor’s signature.

A brief discussion ensued regarding the history of the ordinance, fence maintenance, and the comparison to the other communities.

Motion by McConaghy, seconded by Brown, regarding the **Proposed Ordinance Amendment to Chapter 8 – Solid Fences**, that the Committee-of-the-Whole refer this item to the next City Council meeting for Council’s approval.

Motion carried by the following vote:

- Yes: Brown, Bryant, Granger, McConaghy, Vaughn
- No: Koester
- Absent: Gafa

The next item discussed was regarding **Vicious Dog Ordinance Amendment: Section 6-95**. The City Administrator provided an overview of his memo dated May 13, 2022. He stated that Administration is requesting to amend Section 6-95 of the City Ordinance regarding vicious dogs.

There are three court dates a month making it difficult for administration to conduct on-going business when there is constant interruption with the plaintiffs, defendants and determining whether to remove the dog from the city or contain them at home until the ticket of the court date is written. It would make it easier for Administration to set a court date following conditions of the new ordinance specifying that once a ticket is written, it will be set for the closest court date and in turn, the dog will have to be leashed in its own backyard by an adult and contained until the judge determines if it has to be removed from the city.

The purpose of the ordinance amendment is to eliminate additional hearings that has to be held by Administration and to keep the dog in confinement until the court date.

Discussion ensued regarding the history of the ordinance and procedures of local communities. It was stated that there has been four incidents regarding vicious dogs since January of 2022.

Motion by Granger, seconded by Vaughn, regarding the **Vicious Dog Ordinance Amendment: Section 6-95**, that the Committee-of-the-Whole refer this item to the next Council Meeting for Council’s approval.

Motion carried by the following vote:

- Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn
- No: None
- Absent: Gafa

COMMITTEE-OF-THE-WHOLE  
06-20-22 – 018

Hearing no objections, the following were heard under New Business:

- Council was provided an update regarding the Food Truck Ordinance.

Under Public Comment, the following individual was heard:

- Stephen Lorenz, 2049 Lancaster – Dog Park in Ghesquiere Park

Motion by Granger, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 9:23 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

\_\_\_\_\_  
Paul P. Antolin  
City Clerk

\_\_\_\_\_  
Arthur W. Bryant  
Mayor

COMPENSATION AND EVALUATION COMMITTEE  
June 30, 2022

MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON THURSDAY, JUNE 30, 2022, IN THE CONFERENCE ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

- PRESENT:                   Chair: Mayor Arthur W Bryant
- Member: Council Member Todd McConaghy
- Member: Council Member Angela Brown
- ABSENT:                   None

The meeting was called to order by Chair Bryant at 6:35 p.m.

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

Motion carried by the following vote:

- Yes:                         Brown, Bryant, McConaghy
- No:                         None
- Absent:                   None

Motion by McConaghy, second by Brown, to approve the minutes of the meeting of March 21, 2022.

Motion carried by the following vote:

- Yes:                         Brown, Bryant, McConaghy
- No:                         None
- Absent:                   None

COMPENSATION AND EVALUATION COMMITTEE  
June 30, 2022

A Discussion was held on Compensation and Evaluation Recommendations for the City Councils' consideration.

Motion by McConaghy, second by Brown, to recommend to the Grosse Pointe Woods City Council to extend the contract of the City Administrator from July 1, 2022 through June 30, 2023 with a 3 percent increase in compensation and a \$1,000 Employee Recognition Bonus.

The motion carried by the following vote:

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

Motion by McConaghy, second by Brown, to recommend to the Grosse Pointe Woods City Council to extend the contract of the City Treasurer/Comptroller from July 1, 2022 through June 30, 2023 with a 3 percent increase in compensation and a \$1,000 Employee Recognition Bonus.

The motion carried by the following vote:

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

Motion by McConaghy, second by Brown, to recommend to the Grosse Pointe Woods City Council to extend the contract of the City Clerk from July 1, 2022 through June 30, 2023 with a 3 percent increase in compensation and a \$1,000 Employee Recognition Bonus.

Motion carried by the following vote:

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

COMPENSATION AND EVALUATION COMMITTEE  
June 30, 2022

Motion by McConaghy, second by Brown that the minutes of the meeting of June 30, 2022 be immediately certified.

The motion carried by the following vote:

Yes: Brown, Bryant, McConaghy

No: None

Absent: None

Motion by McConaghy, second by Brown, that the meeting be adjourned at 6:46 p.m.

Motion carried by the following vote:

Yes: Brown, Bryant, McConaghy

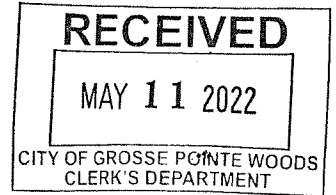
No: None

Absent: None

Respectfully submitted,

Arthur Bryant

**Citizen’s Recreation Commission Meeting Minutes**  
Meeting of the Citizen’s Recreation Commission was held on May 10, 2022 at Grosse Pointe Woods, Michigan.



**CALLED TO ORDER: 7:09**

**PRESENT:**

Lindsay Fratarolli  
Gib Heim  
Barb Janutol  
Mark Miller  
Tony Rennpage  
Amanda Starkey

**ABSENT:**

Abby Klotz  
Amanda York

**ALSO, PRESENT:**

Angela Coletti Brown, Mayor Arthur Bryant

**APPROVAL OF THE AGENDA:**

**Motion** was made for acceptance of the agenda for May 10, 2022 by Barb Janutol and seconded by Gib Heim.

**Approval of motion:**

**Yes:** Fratarolli, Miller, Rennpage, and Starkey  
**No:** None  
**Absent:** Klotz and York

**APPROVAL OF THE MINUTES:**

**Motion** to accept the minutes from April 12, 2022 was made by Mark Miller and seconded by Gib Heim.

**Approval of motion:**

**Yes:** Fratarolli, Janutol, Rennpage, and Starkey  
**No:** None  
**Absent:** Klotz and York

**COUNCIL MEETING REPORT:**

- The Memorial Day Circle of Honor will be held on May 30, 2022 at 10am.
- Mayor Bryant thanked the commission for a wonderful Spring Fest event.
- Mayor Bryant reported that people “really loved it”

- Mayor Bryant commented that because of the overwhelming positive feedback on the event, the City of Grosse Pointe Woods is open to support both a Winter Fest and a Spring event if the commission wants to do it.

**SUPERVISOR'S REPORT:**

- The Recreation Department is still looking to fill 30-40 more lifeguard positions for the Summer.
- Everything is on track to open the pools Memorial Day Weekend

**OLD BUSINESS:**

- Recap of Spring Fest:
  - Estimate that 1500-2000 attendees
  - Food trucks did well
  - Little League offered to open Concessions for future events
- Mark Miller suggested tabling discussion of Spring Fest 2.0 for June meeting
- Chene Trombly: City Council needs advisement on Grand Opening plans or ceremony

**NEW BUSINESS:**

A **Motion** was made by Mark Miller and seconded by Lindsay Fratarolli to approve the release of \$2500 from the Recreation Commission 2021/2022 budget to cover the estimated costs for the Fishing Derby, including expenditures for t-shirts, supplies, and prizes.

**Approval of motion:**

**Yes:** Heim, Janutol, Rennpage, and Starkey

**No:** None

**Absent:** Klotz and York

A **Motion** was made by Mark Miller and seconded by Tony Rennpage to **immediately certify** the motion to approve the release of \$2500.00 from the Recreation Commission 2021/22 budget to purchase the Fishing Derby t-shirts, supplies, and prizes.

**Approval of motion:**

**Yes:** Fratarolli, Heim, Janutol, and Starkey

**No:** None

**Absent:** Klotz and York

- The commission agreed to invite two applicants to the next meeting for interviews



- Amanda Starkey will add time slots to the top of the agenda for the June meeting
- Amanda York will reach out to applicants to invite

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

**Motion** was made to adjourn the meeting by Gib Heim and seconded by Barb Janutol.

**Approval of motion:**

**Yes:** Fratarolli, Miller, Rennpage, and Starkey

**No:** None

**Absent:** Klotz and York

**Meeting Adjourned at 7:52 pm.**

Respectfully submitted by: Amanda Starkey, secretary of the Grosse Pointe Woods Citizen's Recreation Commission.

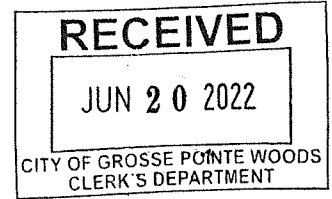
**Citizen's Recreation Commission Meeting Minutes**  
Meeting of the Citizen's Recreation Commission was held on June 14, 2022 at Grosse Pointe Woods, Michigan.

**CALLED TO ORDER: 7:05**

**PRESENT:**

Lindsay Fratarolli  
Gib Heim  
Barb Janutol  
Abby Klotz  
Mark Miller  
Amanda Starkey  
Amanda York

**ABSENT:**



**ALSO, PRESENT:** Angela Coletti Brown, Tony Rennpage and Melinda Billingsly.

**APPROVAL OF THE AGENDA:**

**Motion** was made for acceptance of the agenda for June 14, 2022 by Gib Heim and seconded by Amanda Starkey.

**Approval of motion**

**Yes:** Fratarolli, Heim, Janutol, Klotz, Miller, Starkey and York  
**No:** None  
**Absent:** None

**APPROVAL OF THE MINUTES:**

**Motion** to accept the minutes from May 10, 2022 was made by Mark Miller and seconded by Gib Heim.

**Approval of motion**

**Yes:** Fratarolli, Heim, Janutol, Klotz, Miller, Starkey and York  
**No:** None  
**Absent:** None

**COUNCIL MEETING REPORT:**

- First Music on the Lawn is schedule for June 24<sup>th</sup> from 7pm until 10pm.
- Discussion of a new ordinance regarding permits for food trucks in the Woods is taking place.
- There is a new Library return drop box located in front of city Hall near the mail/voting/city business boxes.

**SUPERVISOR'S REPORT:**

- Swim lessons are highly popular.
- Lifeguards are still needed.
- Water slide attendants are needed.
- A junior swim instructor program will help facilitate the regular instructors during lessons.
  - Discussion ensued as to the problems recruiting lifeguards.
  - Members discussed the amazing amount of responsibility that we place on our lifeguards.
  - Commission members favored increasing the hourly pay for guards to an amount that fairly competes with other job opportunities.

**Motion:** A motion was made to increase the starting hourly pay to \$15.00 by Amanda York and seconded by Mark Miller.

**Approval of motion**

**Yes:** Fratarolli, Heim, Janutol, Klotz, Miller, Starkey and York  
**No:** None  
**Absent:** None

**Motion:** A motion was made to immediately certify the June 14, 2022 minutes by Mark Miller and seconded by Gib Heim.

**Approval of motion**

**Yes:** Fratarolli, Heim, Janutol, Klotz, Miller, Starkey and York  
**No:** None  
**Absent:** None

**OLD BUSINESS:**

- Chene-Trombley Park:  
 A final meeting is being scheduled with the architects, foundation representatives and recreation commission representatives to discuss final changes and update construction timelines.

**NEW BUSINESS:**

Open seats on our commission:

- The Commission decided to table open seat interviews until our September meeting to allow us to concentrate on the Fishing Derby organization.

- Possible candidates will be invited to attend the Fishing Derby in August.

Fishing Derby 2022:

- August 6<sup>th</sup>, 2022, ages 16 and under.
- Two sessions in the morning:  
8am – 9:30am and 10:30 until noon.  
No more than 75 kiddos per session.
- Amanda York will update the flyer and tee shirt order.
- Goody bags will be given out.
- Winning trophies will be presented at the August 26<sup>th</sup> Music on the Lawn.

Winter Fest 2023 will be held on Saturday, January 28<sup>th</sup>.

Discussion of the possibility of hosting a Spring Fest will take place at the September meeting.

**PUBLIC COMMENT:**

No public comment.

**ADJOURNMENT:**

**Motion** was made to adjourn the meeting by Mark Miller and seconded by Gib Heim.

**Approval of motion**

**Yes:** Fratarolli, Heim, Janutol, Klotz, Miller, Starkey and York

**No:** None

**Absent:** None

**Meeting Adjourned at 8:25 pm.**

Respectfully submitted by: Barbara Janutol for Amanda Starkey, Secretary of the Grosse Pointe Woods Citizen's Recreation Commission.

MEMO 22-24

TO: Frank Schulte, City Administrator  
FROM: James Kowalski, Director of Public Services  
DATE: June 23, 2022  
SUBJECT: Recommendation – 2022 Sewer Rehabilitation by Full Length C.I.P.P. Lining  
AEW Project No. 0160-0454

RECEIVED

JUN 27 2022

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

During the Construction Committee meeting a discussion was held regarding the proposed 2022/2023 construction projects. Included in discussion was the 2022 Sewer Rehabilitation by Full Length C.I.P.P. (Cured-In-Place Pipe) Lining.

On Tuesday, June 7, 2022, two bids were received for the 2022 Sewer Rehabilitation by Full Length C.I.P.P. Lining. The lowest qualified bidder was Insituform Technologies USA, LLC, of Chesterfield, Missouri.

Insituform Technologies USA, LLC	\$225,999.40
Inland Waters Pollution Control, Inc.	\$246,460.00

The repair locations are considered high priority and the total bid exceeds the budgeted amount. AEW recommends to complete all locations this fiscal year and has previously worked with Insituform Technologies USA, LLC. They are qualified to perform this type of work and their work is satisfactory.

Based upon the recommendation of AEW, I concur that the contract for the 2022 Sewer Rehabilitation by Full Length C.I.P.P. Lining be awarded to Insituform Technologies USA, LLC, 17988 Edison Avenue, Chesterfield, Missouri 63005 in the amount of \$225,999.40.

I recommend a construction contingency in an amount not to exceed \$22,000.00 for any unforeseen problems should they arise. I further recommend construction engineering fees that will be provided by Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Rd., Shelby Twp., MI 48315 in an amount not to exceed \$28,600.00. Design engineering was previously approved by Council in the amount of \$16,600.00. The total project will not exceed \$293,199.40.

This is a budgeted item included in 2022/2023 fiscal year budget in the water/sewer sewer repair construction account no. 592-537-976.002 in the amount of \$208,000.00 and the water/sewer sewer repair engineering account no. 592-537-976.001 in the amount of \$25,400.00. This will also will require a budget amendment from the Water/Sewer Fund Balance account no. 592-000-697.000 into water/sewer sewer repair construction account no. 592-537-976.002 in the amount of \$39,999.40 and the water/sewer sewer repair engineering account no. 592-537-976.001 in the amount of \$3,200.00.

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council Consideration:

Frank Schulte, City Administrator

Date

Fund Certification:

Account numbers and amounts have been verified as presented.

Shawn Murphy, Treasurer/Comptroller

Date



**ANDERSON, ECKSTEIN & WESTRICK, INC.**  
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

June 20, 2022

Frank Schulte, City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, Michigan 48236-2397

Reference: 2022 Sewer Rehabilitation by Full Length C.I.P.P. Lining  
City of Grosse Pointe Woods  
AEW Project No. 0160-0454

Dear Mr. Schulte:

On Tuesday, June 7, 2022, two (2) bids were received for the above referenced project. We have tabulated the bids and have included a summary herewith for your use.

The low bidder for this project is Insituform Technologies USA, Inc., of Chesterfield, Missouri. We have previously worked with Insituform Technologies USA, Inc. in Grosse Pointe Woods, Eastpointe, Center Line, Macomb and Clinton Townships, and find them qualified in performing this type of work.

The total bid amount is \$225,999.40, which exceeds the budgeted construction amount of \$208,000.00. The repair locations are considered high priority. Therefore, we recommend that the project budget be increased to complete all project locations.

On the basis of past performance, availability of funds, and the lowest bid submitted, we recommend that the contract for the **2022 Sewer Rehabilitation by Full Length C.I.P.P. Lining Program** be awarded to **Insituform Technologies USA, Inc.**, 17988 Edison Avenue, Chesterfield, Missouri 63005 in the amount of **\$225,999.40**.

In addition, we are recommending additional budget for construction contingency of \$22,000 and construction engineering of \$28,600. Design engineering was previously approved in the amount of \$16,600. Therefore, the total project cost estimate is \$293,199.40.

If you have any questions, please advise.

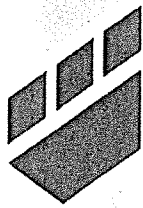
Sincerely,

Frank D. Varicalli  
Infrastructure Rehab Group Lead

cc: James Kowalski, Director of Public Services, with Bid Tab  
Scott Lockwood, PE, Anderson, Eckstein and Westrick, Inc.

Enclosure

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**TABULATION OF BIDS**  
CITY OF GROSSE POINTE WOODS  
2022 SEWER REHABILITATION BY  
FULL LENGTH CIPP LINING  
AEW PROJECT NO. 0160-0454

Prepared by Anderson, Eckstein and Westrick, Inc.  
51301 Schoenherr Road  
Shelby Township, MI 48315

DATE: 6/7/2022  
TIME: 10:00 AM

**BIDDER RANKING**

RANK	BIDDER'S NAME	TOTAL BID
1	Insituform Technologies USA, LLC	\$ 225,999.40
2	Inland Waters Pollution Control, Inc.	\$ 246,460.00

**TABULATION OF BIDS**  
**CITY OF GROSSE POINTE WOODS**  
**2022 SEWER REHABILITATION BY**  
**FULL LENGTH CIPP LINING**  
**AEW PROJECT NO. 01.60-0454**



Item No.	Description	Estimated Quantity	Units	Insituform Technologies USA, LLC		Inland Waters Pollution Control, Inc.	
				Unit Price	Amount	Unit Price	Amount
1.	_Bonds, Insurance and Initial Set-Up Expense (3% Max)	1	LS	6,500.00	6,500.00	6,000.00	6,000.00
2.	_Audio Visual Record of Construction Area	1	LS	2,646.40	2,646.40	1,650.00	1,650.00
3.	_Sewer, Pre-Construction, Clean and CCTV, 10 inch	750	Ft	4.80	3,600.00	6.00	4,500.00
4.	_Sewer, Pre-Construction, Clean and CCTV, 12 inch	2,400	Ft	5.00	12,000.00	6.50	15,600.00
5.	_Sewer, Pre-Construction, Clean and CCTV, 15 inch	650	Ft	5.30	3,445.00	7.00	4,550.00
6.	_Sewer, CIPP, 10 inch, Full Length	750	Ft	31.20	23,400.00	42.00	31,500.00
7.	_Sewer, CIPP, 12 inch, Full Length	2,400	Ft	46.70	112,080.00	50.00	120,000.00
8.	_Sewer, CIPP, 15 inch, Full Length	650	Ft	62.10	40,365.00	60.00	39,000.00
9.	_Sewer, Post-Construction, CCTV, 10 inch	750	Ft	1.10	825.00	2.00	1,500.00
10.	_Sewer, Post-Construction, CCTV, 12 inch	2,400	Ft	1.10	2,640.00	2.00	4,800.00
11.	_Sewer, Post-Construction, CCTV, 15 inch	650	Ft	1.10	715.00	2.00	1,300.00
12.	_Lateral, Preparation	10	Ea	52.90	529.00	95.00	950.00
13.	_Lateral, Reinstate	83	Ea	90.40	7,503.20	95.00	7,885.00
14.	_Cutting Service Lead Protrusions	5	Ea	52.90	264.50	95.00	475.00
15.	_Mineral Deposit, Rem	50	Ea	52.90	2,645.00	95.00	4,750.00
16.	_Traffic Maintenance and Control	1	LS	6,312.00	6,312.00	1,000.00	1,000.00
17.	_Deliverables	1	LS	529.30	529.30	1,000.00	1,000.00
<b>TOTAL AMOUNT BID</b>				<b>\$</b>	<b>225,999.40</b>	<b>\$</b>	<b>246,460.00</b>



RECEIVED

JUN 27 2022

MEMO 22-23

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

TO: Frank Schulte, City Administrator  
FROM: James Kowalski, Director of Public Services *J.K.*  
DATE: June 23, 2022  
SUBJECT: Recommendation – 2022 Sewer Cleaning and Closed-Circuit Television Investigation Program – AEW Project No. 0160-0453

On Tuesday, June 29, 2021, four bids were received for the 2021 Sewer Cleaning and Closed-Circuit Television Investigation Program. The lowest qualified bidder was Corby Energy Services, Inc. of Belleville, Michigan.

On Monday, August 2, 2021, City Council approved the contract with Corby Energy Services, Inc. in amount not to exceed \$218,375.00, including engineering fees.

Corby Energy Services has agreed to extend the current unit bid prices, the original bid was 13% lower than the next lowest bid in 2021. They are qualified to perform this work and it is satisfactory.

Based upon the recommendation of AEW, I concur that the contract for the 2022 Sewer Cleaning and Closed-Circuit Television Investigation Program be awarded to Corby Energy Services, Inc., 6001 Schooner, Belleville, Michigan 48112 in the amount of \$125,000.00.

I further recommend construction engineering fees that will be provided by Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Rd., Shelby Twp., MI 48315 in an amount not to exceed \$10,900.00. Design engineering was previously approved by Council in the amount of \$14,100.00. The total project will not exceed \$150,000.00.

This is a budgeted item included in 2022/2023 fiscal year budget in the water/sewer sewer cleaning - construction account no. 592-537-975.005 in the amount of \$125,000.00 and the water/sewer sewer cleaning - engineering account no. 592-537-975.004 in the amount of \$10,900.00.

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council Consideration:

*Frank Schulte*  
\_\_\_\_\_  
Frank Schulte, City Administrator

*6-25-22*  
\_\_\_\_\_  
Date

Fund Certification:

Account numbers and amounts have been verified as presented.

*Shawn Murphy*  
\_\_\_\_\_  
Shawn Murphy, Treasurer/Comptroller

*6-25-2022*  
\_\_\_\_\_  
Date



**ANDERSON, ECKSTEIN & WESTRICK, INC.**  
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS  
11501 Schumacher Road, Suite 100, Livonia, MI 48150  
Tel: 724-1234 | www.aewinc.com

June 20, 2022

Frank Schulte, City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, Michigan 48236-2397

Reference: 2022 Sewer Cleaning and CCTV Investigation Program  
City of Grosse Pointe Woods  
AEW Project No. 0160-0453

Dear Mr. Schulte:

Corby Energy Services has offered to extend their contract unit prices from the 2021 Sewer Cleaning and CCTV Investigation for the proposed 2022 Sewer Cleaning and CCTV Investigation program. A summary of the bid items is included in the attached Bid Form.

The original Bid by Corby Energy Services for the 2021 Sewer Cleaning and CCTV Investigation was 13% lower than the next lowest bid in 2021. We believe the City would not see a benefit in seeking bids for the 2022 Sewer Cleaning and CCTV Investigation Program.

Therefore, we recommend the contract for the **2022 Sewer Cleaning and CCTV Investigation Program** be awarded to **Corby Energy Services, Inc.** for the **Total of All Bid Prices (See Page \_ of the attached Bid Form)** in the amount of **\$125,000.00**.

In addition, we are recommending additional budget for construction engineering in the amount of \$10,900. Design engineering was previously approved by Council in the amount of \$14,100.00. Therefore, the total project cost estimate is \$150,000.00.

If you may have any questions please advise.

Sincerely,

Frank D. Varicalli  
Infrastructure Rehab Group Lead

cc: James Kowalski, Director of Public Services  
Shawn Murphy, Controller  
Scott Lockwood, PE, Anderson, Eckstein and Westrick, Inc.

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MEMO 22-22

RECEIVED

TO: Frank Schulte, City Administrator

JUN 27 2022

FROM: James Kowalski, Director of Public Services

*J.K.* CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

DATE: June 23, 2022

SUBJECT: Recommendation – Allard Avenue Reconstruction and Asphalt Patching Contract Modification – AEW Project No. 0160-0433

On Tuesday, January 11, 2022, six bids were received for the reconstruction of Allard from Chester and the west city limit, and the asphalt patching on Lochmoor from Wedgewood to east city limit, Lennon from Mack to west city limit, Bramcaster from Prestwick to Huntington, and the Torrey Road Municipal Parking Lot. The lowest qualified bidder was Florence Cement Company of Shelby Township, Michigan.

On Monday, February 28, 2022, Council approved this project for a total cost not to exceed \$1,111,279.79.

Florence Cement has offered to extend their contract unit prices to perform the asphalt patching for the 2022/2023 fiscal year. Performing this work with the Allard Avenue Reconstruction project will allow for repairs to be made before another winter. They are qualified to perform this work and it is satisfactory.

Based upon the recommendation of AEW, I concur that we recommend a contract modification to the Allard Avenue Reconstruction and Asphalt Patching project to Florence Cement Company, 21515 Corridor, Shelby Twp., Michigan 48315, in the amount of \$50,000.00. I further recommend construction engineering fees that will be provided by Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Rd., Shelby Twp., MI 48315 in an amount not to exceed \$10,000.00. The total project modification will not exceed \$60,000.00.

This is a budgeted item included in 2022/2023 fiscal year budget in the Major Streets Construction account no. 202-451-974.200 in the amount of \$25,000.00, Local Streets Construction account no. 203-451-974.200 in the amount of \$25,000.00, Major Streets Engineering Construction account no. 202-451-974.201 in the amount of \$5,000.00, and into Local Streets Engineering Construction account no. 203-451-974.201 in the amount of \$5,000.00.

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council Consideration:

  
\_\_\_\_\_  
Frank Schulte, City Administrator

*6-25-22*  
\_\_\_\_\_  
Date

Fund Certification:

Account numbers and amounts have been verified as presented.

  
\_\_\_\_\_  
Shawn Murphy, Treasurer/Comptroller

*6-27-2022*  
\_\_\_\_\_  
Date



**ANDERSON, ECKSTEIN & WESTRICK, INC.**  
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

51301 Schoenherr Road, Shelby Township, MI 48315  
586.726.1234 | www.aewinc.com

June 22, 2022

Frank Schulte, City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, Michigan 48236-2397

**Reference: Allard Avenue Reconstruction and Asphalt Patching**  
Harper to Chester  
AEW Project No. 0160-0433

Dear Mr. Schulte:

The City of Grosse Pointe Woods budgeted \$60,000 for concrete joint repairs and asphalt patching for the 2022/2023 fiscal year.

Florence Cement Company successfully performed this work as part of the Allard Avenue Reconstruction project on Lochmoor, Lennon, Bramcaster, and the Torrey Rd Parking Lot. Florence Cement Company is willing to perform this additional at with the contract unit prices from the Allard Avenue Reconstruction project.

Performing this work with the Allard Avenue Reconstruction project will allow for repairs to be made prior to another Michigan winter and freeze-thaw cycle. Additionally, the contract unit prices were established in January, 2022 prior to increases in fuel costs as well as the inflation experienced since the early spring. We believe the city would not see a benefit in seeking bids for this work.

Based on timeline, past performance, and availability of funds, we recommend that the City execute a Contract Modification for the **Allard Avenue Reconstruction** with **Florence Cement Company**, 51515 Corridor, Shelby Township, MI 48315 in the amount of **\$50,000.00**.

In addition, we are recommending construction engineering in the amount of \$10,000.

If you have any questions, please advise.

Sincerely,

Scott Lockwood, PE

Enclosure: Preliminary Estimate  
cc: Jim Kowalski, DPW Director  
Shawn Murphy, Deputy Controller

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MEMO 22-25

RECEIVED

TO: Frank Schulte, City Administrator  
FROM: James Kowalski, Director of Public Services  
DATE: June 24, 2022  
SUBJECT: Recommendation – 2022 Miscellaneous Concrete Pavement Repair Program  
AEW Project No. 0160-0450

*J.K.*

JUN 27 2022  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

During the Construction Committee meeting a discussion was held regarding the proposed 2022/2023 construction projects. Included in discussion was the 2022 Miscellaneous Concrete Pavement Repair Program.

On Tuesday, June 7, 2022, three bids were received for the 2022 Miscellaneous Concrete Pavement Repair Program. The lowest qualified bidder was Mattioli Cement Company, LLC of Fenton, Michigan.

Mattioli Cement Company, LLC	\$641,535.00
Great Lakes Contracting Solutions, LLC	\$668,465.00
JB Contractors Inc.	\$716,700.00

The total bid amount was \$641,535.00, which exceeds the budgeted construction amount, so the project scope was reduced to the available funding of \$521,000.00.

AEW has worked with Mattioli Cement Company, LLC in Center Line and Fraser and they are qualified to perform this type of work.


Based upon the recommendation of AEW, I concur that the contract for the 2022 Miscellaneous Concrete Pavement Repair Program be awarded to Mattioli Cement Company, LLC, 6085 McGuire, Fenton, Michigan 48430 in the amount of \$521,000.00. I further recommend construction engineering fees not to exceed \$57,400.00. Design engineering was previously approved by Council in the amount of \$46,600.00. The total project will not exceed \$625,000.00.

This is a budgeted item included in 2022/2023 fiscal year budget in the accounts listed in the table below.

	Amount	Account No.
Construction Major Streets	\$156,000.00	202-451-974.200
Construction Local Streets	\$104,000.00	203-451-974.200
Construction Parking	\$104,000.00	585-561-977.000
Construction Water/Sewer	\$157,000.00	592-537-975.400
<b>Total Construction</b>	<b>\$521,000.00</b>	
Engineering Major Streets	\$1,500.00	202-451-974.201
Engineering Local Streets	\$21,000.00	203-451-974.201
Engineering Parking	\$4,400.00	585-561-978.300
Engineering Water/Sewer	\$30,500.00	592-537-975.401
<b>Total Construction Engineering</b>	<b>\$57,400.00</b>	
<i>Design Engineering *Previously Approved</i>	<i>\$46,600.00</i>	
<b>Total Project</b>	<b>\$625,000.00</b>	

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council Consideration:

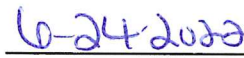
  
\_\_\_\_\_  
Frank Schulte, City Administrator

  
\_\_\_\_\_  
Date

Fund Certification:

Account numbers and amounts have been verified as presented.

  
\_\_\_\_\_  
Shawn Murphy, Treasurer/Comptroller

  
\_\_\_\_\_  
Date



**ANDERSON, ECKSTEIN & WESTRICK, INC.**  
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

10000 Westland Road, Suite 100, Westland, MI 48186  
313.426.1200 or 313.426.1201

June 20, 2022

Frank Schulte, City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, Michigan 48236-2397

Reference: 2022 Miscellaneous Concrete Pavement Repair Program  
City of Grosse Pointe Woods  
AEW Project No. 0160-0450

Dear Mr. Schulte:

On Tuesday, June 7, 2022, three (3) bids were received for the above referenced project. We have tabulated the bids and have included a summary herewith for your use.

The low bidder for this project is Mattioli Cement Company, LLC of Fenton, Michigan. We have previously worked with Mattioli Cement Company in Center Line and Fraser with references in Novi and Oak Park, and find them qualified in performing this type of work.

The total bid amount is \$641,535.00, which exceeds the budgeted construction amount. However, the project scope will be reduced to the available funding of \$521,000.00.

On the basis of past performance, availability of funds, and the lowest bid submitted, we recommend that the contract for the **2022 Miscellaneous Concrete Pavement Repair Program** be awarded to **Mattioli Cement Company, LLC**, 6085 McGuire, Fenton, Michigan 48430, in the amount of **\$521,000.00**.

In addition, we are recommending additional budget for construction engineering in the amount of \$57,400. Design engineering was previously approved in the amount of \$46,600. Therefore, the total project cost estimate is \$625,000.

If you have any questions, please advise.

Sincerely,

Frank D. Varicalli  
Infrastructure Rehab Group Lead

cc: James Kowalski, Director of Public Services, with Bid Tab  
Scott Lockwood, PE, Anderson, Eckstein and Westrick, Inc.

Enclosure

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**TABULATION OF BIDS**  
CITY OF GROSSE POINTE WOODS  
2022 MISCELLANEOUS CONCRETE  
PAVEMENT REPAIR PROGRAM  
AEW PROJECT NO. 0160-0450

Prepared by Anderson, Eckstein and Westrick, Inc.  
51301 Schoenherr Road  
Shelby Township, MI 48315

DATE: 6/7/2022  
TIME: 10:00 AM

**BIDDER RANKING**

RANK	BIDDER'S NAME	TOTAL BID
1	Mattioli Cement Co., LLC	\$ 641,535.00 *
2	Great Lakes Contracting Solutions, LLC	\$ 668,465.00
3	JB Contractors Inc.	\$ 716,700.00 *

\* CORRECTED BY ENGINEER



**TABULATION OF BIDS**  
**CITY OF GROSSE POINTE WOODS**  
**2022 MISCELLANEOUS CONCRETE**  
**PAVEMENT REPAIR PROGRAM**  
**AEW PROJECT NO. 0160-0450**

Item No.	Description	Estimated Quantity	Units	Mathioli Cement Co., LLC		Great Lakes Contracting Solutions, LLC		JB Contractors Inc.	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1.	_Bonds, Insurance & Mobilization Expense- 3% Max	1	LS	17,000.00	17,000.00	19,000.00	19,000.00	20,000.00	20,000.00
2.	Dr Structure, Rem	2	Ea	300.00	600.00	700.00	1,400.00	600.00	1,200.00
3.	Sewer, Rem, Less than 24 inch	50	Ft	100.00	5,000.00	25.00	1,250.00	30.00	1,500.00
4.	Curb and Gutter, Rem	50	Ft	20.00	1,000.00	25.00	1,250.00	10.00	500.00
5.	Sidewalk, Rem	560	Syd	15.00	8,400.00	14.00	7,840.00	21.00	11,760.00
6.	_Driveway, Conc. Rem	250	Syd	15.00	3,750.00	14.00	3,500.00	21.00	5,250.00
7.	_Subgrade Undercutting, Modified	100	Cyd	42.00	4,200.00	65.00	6,500.00	40.00	4,000.00
8.	Maintenance Gravel, LM	200	Cyd	23.00	4,600.00	45.00	9,000.00	35.00	7,000.00
9.	_Sewer, PVC Truss, 10 inch, Tr Det B	25	Ft	60.00	1,500.00	135.00	3,375.00	90.00	2,250.00
10.	_Sewer, PVC Truss, 12 inch, Tr Det B	25	Ft	70.00	1,750.00	145.00	3,625.00	100.00	2,500.00
11.	_External Structure Wrap, 12 inch	5	Ea	610.00	3,050.00	500.00	2,500.00	600.00	3,000.00
12.	_External Structure Wrap, 18 inch	6	Ea	775.00	4,650.00	550.00	3,300.00	800.00	4,800.00
13.	Dr Structure Cover, Adj, Case 1, Modified	11	Ea	520.00	5,720.00	500.00	5,500.00	250.00	2,750.00
14.	Dr Structure Cover, Adj, Case 2	1	Ea	520.00	520.00	500.00	500.00	250.00	250.00
15.	Dr Structure, 24 inch dia	1	Ea	3,000.00	3,000.00	2,800.00	2,800.00	2,000.00	2,000.00
16.	Dr Structure, Adj, Add Depth	21	Ft	265.00	5,565.00	350.00	7,350.00	250.00	5,250.00
17.	Dr Structure, Tap, 4 inch	4	Ea	195.00	780.00	200.00	800.00	500.00	2,000.00
18.	Dr Structure, Tap, 10 inch	1	Ea	600.00	600.00	300.00	300.00	600.00	600.00
19.	Dr Structure, Tap, 12 inch	1	Ea	1,000.00	1,000.00	400.00	400.00	600.00	600.00
20.	_Dr Structure Frame and Cover, Manhole	6	Ea	600.00	3,600.00	650.00	3,900.00	800.00	4,800.00
21.	_Dr Structure Frame and Cover, Storm Catch Basin	5	Ea	675.00	3,375.00	720.00	3,600.00	800.00	4,000.00
22.	_Dr Structure Trap, 10 inch	1	Ea	1,000.00	1,000.00	550.00	550.00	600.00	600.00
23.	_Dr Structure Trap, 12 inch	1	Ea	1,000.00	1,000.00	650.00	650.00	600.00	600.00
24.	_Dr Structure, 36 inch dia	1	Ea	3,300.00	3,300.00	3,800.00	3,800.00	3,000.00	3,000.00
25.	Underdrain, Subgrade, 4 inch, Modified	900	Ft	19.00	17,100.00	18.00	16,200.00	20.00	18,000.00
26.	Joint, Expansion, E2	75	Ft	31.00	2,325.00	28.00	2,100.00	20.00	1,500.00

**TABLULATION OF BIDS**  
**CITY OF GROSSE POINTE WOODS**  
**2022 MISCELLANEOUS CONCRETE**  
**PAVEMENT REPAIR PROGRAM**  
**AEW PROJECT NO. 0160-0450**



Item No.	Description	Estimated Quantity	Units	Mattioli Cement Co., LLC		Great Lakes Contracting Solutions, LLC		JB Contractors Inc.	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
27.	Cement	5	Ton	100.00	500.00	165.00	825.00	150.00	750.00
28.	Lane Tie, Epoxy Anchored	3,800	Ea	7.00	26,600.00	11.00	41,800.00	10.00	38,000.00
29.	Pavl Repr. Nonreinf Conc. 8 inch	4,200	Syd	60.00	252,000.00	62.00	260,400.00	70.70	296,940.00
30.	Pavl Repr. Nonreinf Conc. 9 inch	1,000	Syd	65.00	65,000.00	65.00	65,000.00	76.50	76,500.00
31.	_Full Depth Sawcutting through Existing Pavements, Sidewalk, Driveway or Curb	4,000	Fl	6.00	24,000.00	3.00	12,000.00	5.00	20,000.00
32.	_Joint, Expansion, Erg. Modified	150	Fl	40.00	6,000.00	20.00	3,000.00	10.00	1,500.00
33.	_Pavl Repr. Rem. Modified	5,200	Syd	15.00	78,000.00	15.00	78,000.00	17.50	91,000.00
34.	_Curb Casting	1	Ea	1,000.00	1,000.00	550.00	550.00	900.00	900.00
35.	Driveway, Nonreinf Conc. 6 inch	250	Syd	59.00	14,750.00	55.00	13,750.00	72.00	18,000.00
36.	Curb and Gutter, Conc. Det F4	50	Fl	40.00	2,000.00	28.00	1,400.00	60.00	3,000.00
37.	Detectable Warning Surface	50	Fl	66.00	3,300.00	55.00	2,750.00	40.00	2,000.00
38.	Sidewalk, Conc. 4 inch	3,000	Sft	7.50	22,500.00	8.00	24,000.00	6.00	18,000.00
39.	Sidewalk, Conc. 6 inch	1,000	Sft	7.90	7,900.00	9.00	9,000.00	10.00	10,000.00
40.	_Sidewalk Ramp, Conc. 8 inch	1,000	Sft	9.00	9,000.00	10.00	10,000.00	12.00	12,000.00
41.	_Traffic Control and Maintenance	1	LS	23,000.00	23,000.00	25,000.00	25,000.00	18,000.00	18,000.00
42.	_Surface Restoration, Seeding	400	Syd	4.00	1,600.00	25.00	10,000.00	1.00	400.00
<b>TOTAL AMOUNT BID</b>				\$	<b>641,535.00</b>	\$	<b>668,465.00</b>	\$	<b>716,700.00</b>

\* CORRECTED BY ENGINEER

MEMO 22-26

TO: Frank Schulte, City Administrator  
FROM: James Kowalski, Director of Public Services *J.K.*  
DATE: June 24, 2022  
SUBJECT: Recommendation – 2022 Pavement Joint and Crack Sealing Program  
AEW Project No. 0160-0451

RECEIVED  
JUN 27 2022

CITY OF GROSSE POINTE WOODS  
PROGRESS DEPARTMENT

During the Construction Committee meeting a discussion was held regarding the proposed 2022/2023 construction projects. Included in discussion was the 2022 Pavement Joint and Crack Sealing Program.

On Tuesday, June 7, 2022, two bids were received for the 2022 Pavement Joint and Crack Sealing Program. The lowest qualified bidder was Michigan Joint Sealing of Farmington Hills, Michigan.

Michigan Joint Sealing, Inc. \$34,115.00  
Scodeller Construction \$51,820.00

AEW has worked with Michigan Joint Sealing, Inc. in Grosse Pointe Woods and they are qualified to perform this type of work.

Based upon the recommendation of AEW, I concur that the contract for the 2022 Pavement Joint and Crack Sealing Program be awarded to Michigan Joint Sealing, 28830 West Eight Mile, Suite 103, Farmington Hills, Michigan 48336 in the amount of \$34,115.00. I further recommend construction engineering fees not to exceed \$8,000.00. Design engineering was previously approved by Council in the amount of \$2,000.00. The total project will not exceed \$44,615.00.

This is a budgeted item included in 2022/2023 fiscal year budget in the accounts listed in the table below.

	Amount	Account No.
Joint and Crack Sealing Major Streets	\$8,500.00	202-451-975.300
Joint and Crack Sealing Local Streets	\$25,615.00	203-451-975.300
<b>Total Construction</b>	<b>\$34,115.00</b>	
Engineering Major Streets	\$1,000.00	202-451-975.310
Engineering Local Streets	\$7,000.00	203-451-975.310
<b>Total Construction Engineering</b>	<b>\$8,000.00</b>	
<i>Design Engineering *Previously Approved</i>	<i>\$2,000.00</i>	
<b>Total Project</b>	<b>\$44,615.00</b>	

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council Consideration:

*Frank Schulte*  
Frank Schulte, City Administrator

*6-24-22*  
Date

Fund Certification:

Account numbers and amounts have been verified as presented.

*Shawn Murphy*  
Shawn Murphy, Treasurer/Comptroller

*6-24-22*  
Date



**ANDERSON, ECKSTEIN & WESTRICK, INC.**  
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

June 20, 2022

Frank Schulte, City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, Michigan 48236-2397

Reference: 2022 Pavement Joint and Crack Sealing Program  
City of Grosse Pointe Woods  
AEW Project No. 0160-0451

Dear Mr. Schulte:

On Tuesday, June 7, 2022, two (2) bids were received for the above referenced project. We have tabulated the bids and have included a summary herewith for your use.

The low bidder for this project is Michigan Joint Sealing with a total bid amount of \$34,115.00. We have previously worked with Michigan Joint Sealing in Grosse Pointe Woods, Harper Woods, St. Clair Shores and Fraser, and find them qualified in performing this type of work.

On the basis of past performance, availability of funds, and the lowest bid submitted, we recommend that the contract for the **2022 Pavement Joint and Crack Sealing Program** be awarded to **Michigan Joint Sealing**, 28830 West Eight Mile, Suite 103, Farmington Hills, Michigan 48336 in the amount of **\$34,115.00**.

In addition, we are recommending additional budget for construction engineering in the amount of \$8,000. Design engineering was previously approved in the amount of \$2,000. Therefore, the total project cost estimate is \$44,615.00.

If you have any questions, please advise.

Sincerely,

Frank D. Varicalli  
Infrastructure Rehab Group Lead

cc: James Kowalski, Director of Public Services, with Bid Tab  
Scott Lockwood, PE, Anderson, Eckstein and Westrick, Inc.

Enclosure

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**TABULATION OF BIDS**  
CITY OF GROSSE POINTE WOODS  
2022 PAVEMENT JOINT AND CRACK SEALING PROGRAM  
AEW PROJECT NO. 01.60-0451

Prepared by: Anderson, Eckstein and Westrick, Inc.  
51301 Schoenherr Road  
Shelby Township, MI 48315

DATE: 6/7/2022  
TIME: 10:00 AM

**BIDDER RANKING**

RANK	BIDDER'S NAME	TOTAL BID
1	Michigan Joint Sealing, Inc.	\$ 34,115.00
2	Scodeller Construction	\$ 51,820.00



**TABULATION OF BIDS**

CITY OF GROSSE POINTE WOODS

2022 PAVEMENT JOINT AND CRACK SEALING PROGRAM

AEW PROJECT NO. 0160-0451

Item No.	Description	Estimated Quantity	Units	Michigan Joint Sealing, Inc.		Scodeller Construction	
				Unit Price	Amount	Unit Price	Amount
1.	_Bonds, Insurance and Initial Set-Up Expense (3% Max)	1	LS	1.00	1.00	500.00	500.00
2.	_Cleaning and Sealing Existing Cracks (Asphalt Pavt)	41,100	Ft	0.83	34,113.00	1.20	49,320.00
3.	_Traffic Control and Maintenance	1	LS	1.00	1.00	2,000.00	2,000.00
<b>TOTAL AMOUNT BID</b>				<b>\$</b>	<b>34,115.00</b>	<b>\$</b>	<b>51,820.00</b>

MEMO 22-27

TO: Frank Schulte, City Administrator  
FROM: James Kowalski, Director of Public Services  
DATE: June 24, 2022  
SUBJECT: Recommendation – 2022 Sidewalk Repair Program  
AEW Project No. 0160-0452

*J.K.*

RECEIVED

JUN 27 2022

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

During the Construction Committee meeting a discussion was held regarding the proposed 2022/2023 construction projects. Included in discussion was the 2022 Sidewalk Repair Program.

On Tuesday, June 7, 2022, four bids were received for the 2022 Sidewalk Repair Program. The lowest qualified bidder was JB Contractors, Inc. of Detroit, Michigan.

JB Contractors, Inc.	\$188,600.00
Luigi Ferdinandi & Son Cement Co., Inc.	\$204,760.00
K.D. Cement, LLC	\$224,100.00
Decima, LLC	\$292,941.50

AEW has worked with JB Contractors, Inc. in nearby communities and they are qualified to perform this type of work.

Based upon the recommendation of AEW, I concur that the contract for the 2022 Sidewalk Repair Program be awarded to JB Contractors, Inc., 2933 Military Street, Detroit, Michigan 48219 in the amount of \$188,600.00. I recommend a contingency in an amount not to exceed \$1,400.00 for any unforeseen problems should they arise. I further recommend construction engineering fees not to exceed \$2,000.00. Design engineering was previously approved by Council in the amount of \$8,000.00. The total project will not exceed \$200,000.00.

This is a budgeted item included in 2022/2023 fiscal year budget in the accounts listed in the table below.

	Amount	Account No.
Construction Major Streets	\$36,600.00	202-451-976.100
Construction Local Streets	\$95,000.00	203-451-976.100
Construction Water/Sewer	\$57,000.00	592-537-976.100
Construction Contingency	\$1,400.00	202-451-976.100
<b>Total Construction</b>	<b>\$190,000.00</b>	
Engineering Major Streets	\$2,000.00	202-451-976.100
<i>Design Engineering *Previously Approved</i>	<i>\$8,000.00</i>	
<b>Total Project</b>	<b>\$200,000.00</b>	

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council Consideration:

*Frank Schulte*  
Frank Schulte, City Administrator

*6-24-22*  
Date

Fund Certification:

Account numbers and amounts have been verified as presented.

*Shawn Murphy*  
Shawn Murphy, Treasurer/Comptroller

*6-24-2022*  
Date





**ANDERSON, ECKSTEIN & WESTRICK, INC.**  
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

June 20, 2022

Frank Schulte, City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, Michigan 48236-2397

Reference: 2022 Sidewalk Repair Program  
City of Grosse Pointe Woods  
AEW Project No. 0160-0452

Dear Mr. Schulte:

On Tuesday, June 7, 2022, four (4) bids were received for the above referenced project. We have tabulated the bids and have included a summary herewith for your use.

The low bidder for this project is JB Contractors, Inc., of Detroit, Michigan, with a total bid amount of \$188,600.00. We have previously worked with JB Contractors in Ecorse, Eastpointe and Birmingham, and find them qualified in performing this type of work.

On the basis of past performance, availability of funds, and the lowest bid submitted, we recommend that the contract for the **2022 Sidewalk Repair Program** be awarded to **JB Contractors, Inc.**, 2933 Military Street, Detroit, Michigan 48219, in the amount of **\$188,600.00**.

In addition, we are recommending additional budget for construction contingency of \$1,400 and construction engineering of \$2,000. Design engineering was previously approved in the amount of \$8,000. Therefore, the total project cost estimate is \$200,000.00.

If you have any questions, please advise.

Sincerely,

Frank D. Varicalli  
Infrastructure Rehab Group Lead

cc: James Kowalski, Director of Public Services, with Bid Tab  
Scott Lockwood, PE, Anderson, Eckstein and Westrick, Inc.

Enclosure

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**TABULATION OF BIDS**  
CITY OF GROSSE POINTE WOODS  
2022 SIDEWALK REPAIR PROGRAM  
DISTRICT 8  
AEW PROJECT NO. 0160-0452

Prepared by Anderson, Eckstein and Westrick, Inc.  
51301 Schoenherr Road  
Shelby Township, MI 48315

DATE: 6/7/2022  
TIME: 10:00 AM

**BIDDER RANKING**

RANK	BIDDER'S NAME	TOTAL BID
1	JB Contractors, Inc.	\$ 188,600.00 *
2	Luigi Ferdinandi & Son Cement Co., Inc.	\$ 204,760.00
3	K.D. Cement, LLC	\$ 224,100.00
4	Decima LLC	\$ 292,941.50 *

\* CORRECTED BY ENGINEER

**TABULATION OF BIDS**  
**CITY OF GROSSE POINTE WOODS**  
**2022 SIDEWALK REPAIR PROGRAM**  
**DISTRICT 8**  
**AEW PROJECT NO. 01.60-0452**



Item No.	Description	Estimated Quantity	Units	JB Contractors, Inc.		Luigi Ferdinandi & Son Cement Co., Inc.	
				Unit Price	Amount	Unit Price	Amount
1.	_Bonds, Insurance & Mobilization Expense- 3% Mo	1	LS	5,000.00	5,000.00	2,000.00	2,000.00
2.	Sidewalk, Rem	1,970	Syd	20.00	39,400.00	18.00	35,460.00
3.	_Subgrade Undercutting, Modified	40	Cyd	40.00	1,600.00	20.00	800.00
4.	_Maintenance Gravel, LM	50	Cyd	35.00	1,750.00	20.00	1,000.00
5.	_External Structure Wrap, 18 inch	3	Ea	800.00	2,400.00	300.00	900.00
6.	Dr Structure Cover, Adj, Case 1, Modified	3	Ea	250.00	750.00	300.00	900.00
7.	Dr Structure Cover, Adj, Case 2	1	Ea	250.00	250.00	500.00	500.00
8.	Dr Structure, Adj, Add Depth	10	Ft	250.00	2,500.00	300.00	3,000.00
9.	_Dr Structure Frame and Cover, Manhole	2	Ea	800.00	1,600.00	500.00	1,000.00
10.	_Dr Structure Frame and Cover, Gate Well	1	Ea	800.00	800.00	500.00	500.00
11.	Sidewalk, Conc, 4 inch	15,500	Sft	6.00	93,000.00	8.00	124,000.00
12.	Sidewalk, Conc, 6 inch	1,500	Sft	7.00	10,500.00	9.00	13,500.00
13.	Sidewalk, Conc, 8 inch	500	Sft	8.50	4,250.00	12.00	6,000.00
14.	_Sidewalk Ramp, Conc, 4 inch	250	Sft	10.00	2,500.00	12.00	3,000.00
15.	_Traffic Control and Maintenance	1	LS	7,000.00	7,000.00	2,000.00	2,000.00
16.	_Surface Restoration, Seeding	300	Syd	1.00	300.00	9.00	2,700.00
17.	_Trimming Tree Roots	100	Ea	150.00	15,000.00	75.00	7,500.00
<b>TOTAL AMOUNT BID</b>				<b>\$</b>	<b>188,600.00</b>	<b>\$</b>	<b>204,760.00</b>

\* CORRECTED BY ENGINEER

**TABLATION OF BIDS**  
**CITY OF GROSSE POINTE WOODS**  
**2022 SIDEWALK REPAIR PROGRAM**  
**DISTRICT 8**  
**AEW PROJECT NO. 0160-0452**



Item No.	Description	Estimated Quantity	Units	K.D. Cement, LLC		Decima LLC	
				Unit Price	Amount	Unit Price	Amount
1.	_Bonds, Insurance & Mobilization Expense- 3% Ma	1	LS	6,525.00	6,525.00	8,136.19	8,136.19
2.	Sidewalk, Rem	1,970	Syd	22.50	44,325.00	15.00	29,550.00
3.	_Subgrade Undercutting, Modified	40	Cyd	85.00	3,400.00	43.75	1,750.00
4.	_Maintenance Gravel, LM	50	Cyd	65.00	3,250.00	21.25	1,062.50
5.	_External Structure Wrap, 18 inch	3	Ea	200.00	600.00	1,500.00	4,500.00
6.	Dr Structure Cover, Adj, Case 1, Modified	3	Ea	750.00	2,250.00	500.00	1,500.00
7.	Dr Structure Cover, Adj, Case 2	1	Ea	750.00	750.00	500.00	500.00
8.	Dr Structure, Adj, Add Depth	10	Fl	350.00	3,500.00	275.00	2,750.00
9.	_Dr Structure Frame and Cover, Manhole	2	Ea	950.00	1,900.00	8,750.00	17,500.00
10.	_Dr Structure Frame and Cover, Gate Well	1	Ea	950.00	950.00	8,750.00	8,750.00
11.	Sidewalk, Conc, 4 inch	15,500	Sft	7.50	116,250.00	10.94	169,570.00 *
12.	Sidewalk, Conc, 6 inch	1,500	Sft	8.50	12,750.00	13.75	20,625.00
13.	Sidewalk, Conc, 8 inch	500	Sft	9.50	4,750.00	17.50	8,750.00
14.	_Sidewalk Ramp, Conc, 4 inch	250	Sft	10.00	2,500.00	8.75	2,187.50 *
15.	_Traffic Control and Maintenance	1	LS	7,500.00	7,500.00	13,560.31	13,560.31
16.	_Surface Restoration, Seeding	300	Syd	18.00	5,400.00	1.25	375.00
17.	_Trimming Tree Roots	100	Ea	75.00	7,500.00	18.75	1,875.00
<b>TOTAL AMOUNT BID</b>				<b>\$</b>	<b>224,100.00</b>	<b>\$</b>	<b>292,941.50 *</b>

\* CORRECTED BY ENGINEER



**CITY OF GROSSE POINTE WOODS**  
Office of the City Treasurer/Comptroller

**Memorandum**

**RECEIVED**

**DATE:** June 8, 2022

**TO:** Mayor and City Council

**FROM:** Shawn Murphy, Treasurer/Comptroller

**SUBJECT:** Commit Fund Balance for Construction Projects and Equipment Purchases

JUN 13 2022

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

The Governmental Accounting Standards Board (GASB 54) requires City Council action to “commit” or carry forward any budgeted expenses that are paid in the next fiscal year.

The attached spreadsheet details fiscal year 2021-2022 budget expenses that will be carried over into fiscal year 2022-2023.

I respectfully request City Council to commit Fund Balance in the following funds:

FUND	AMOUNT
101-GENERAL FUND	132,323.42
202-MAJOR ROADS	82,335.35
203-LOCAL ROADS	785,259.51
401-MUNICIPAL IMPROVEMENT	25,000.00
585-PARKING	52,942.73
592-WATER AND SEWER	3,280,053.35
640-MOTOR VEHICLE	47,412.64
598-COMMODITY SALES	70,586.80
<b>TOTAL</b>	<b>4,475,913.80</b>

**Total Carryover at June 30, 2022 is \$4,475,913.80**

Shawn Murphy  
Treasurer/Comptroller

CITY OF GROSSE POINTE WOODS  
FISCAL YEAR 2021-2022 FUND BALANCE COMMITMENTS

Account #	Balance	PO Limit	PO #	Date PO Obtained	VENDOR NAME	DESCRIPTION
640851850.000	4,635.00	\$ 4,635.00	46751	8/31/2021	BAILEIGH INDUSTRIAL HOLDINGS, LLC	DRILL PRESS
101774818.110	4,875.00	\$ 4,875.00	46898	2/1/2022	GEMINI ELECTRIC CO. INC.	LFP BOAT LAUNCH POWER REPAIR
592537757.000	14,600.00	\$ 14,600.00	46939	3/1/2022	BADGER METER INC.	FOUR NEW GATEWAYS
592537818.000	19,620.00	\$ 19,620.00	46940	3/1/2022	NOASH CONSTRUCTION INC.	INSTALL FOUR NEW GATEWAYS
101444818.000	3,200.00	\$ 3,200.00	46990	4/8/2022	LANDSCAPE SOURCE	SPRUCE PINES
592542818.000	32,300.00	\$ 32,300.00	47002	4/26/2022	RELY-ON CONSTRUCTION	PAINT INTERIOR OF TORREY ROAD PUMP STATION
592542818.000	4,929.00	\$ 4,929.00	47055	5/31/2022	NORTHERN ELECTRICAL TESTING INC.	TRPS-SWITCHGEAR MAINTENANCE
592537977.310	0.00	\$ 197,500.00	45552	9/10/2019	AEW	2019 WATER MAIN DESIGN ENGINEERING FEES-0160-0417
592537977.310	63,717.73			C.O. 3/17/2020		2019 WATER MAIN CONSTRUCTION ENGINEERING FEES
592537976.001	6,565.05	\$ 106,000.00	45637	12/4/2019	AEW	2019 SEWER OPEN CUT REPAIR PROGRAM-0160-0413
592537976.002	61,789.05	\$ 539,779.00	45638	12/4/2019	FONTANA CONSTRUCTION INC.	2019 SEWER OPEN CUT REPAIR PROGRAM CONSTRUCTION - AEW PROJECT NO. 0160-0413
592537976.002	20,000.00					CONSTRUCTION CONTINGENCY
640852977.200	42,777.64	\$ 159,606.40	45789	5/5/2020	GROUNDWATER & ENVIRONMENTAL SERVICE	UST LEAK MUSTA FUND
592537977.310	748.76	\$ 108,000.00	46057	8/11/2020	AEW	DESIGN ENGINEERING 2020 WATER MAIN REPLACEMENTS (SEVERN, HOLLYWOOD, AND CHRISTINE COURT)
592537977.310	86,736.02			3/1/2021		CONSTRUCTION ENGINEERING
592537976.001	0.00	\$ 175,000.00	46059	8/11/2020	AEW	DESIGN ENGINEERING SEWER REHAB - OPEN CUT
592537976.001	64,513.28			11/9/2020		CONSTRUCTION ENGINEERING SEWER REHAB - OPEN CUT
592537976.002	484,092.65	\$ 750,000.00	46160	11/9/2020	FONTANA CONSTRUCTION INC.	2020 SEWER OPEN CUT REPAIR PROGRAM CONSTRUCTION - AEW PROJECT NO. 0160-0430
592537977.300	614,822.48	\$ 1,725,631.70	46244	3/2/2021	FONTANA CONSTRUCTION INC.	2021 WATER MAIN REPLACEMENT PROGRAM - AEW PROJECT NO. 0160-0426
592537977.300	100,000.00					CONSTRUCTION CONTINGENCY
202451974.200	24,938.67	\$ 541,000.00	46681	7/13/2021	L. ANTHONY CONSTRUCTION, INC	CONCRETE PAVEMENT / PARKING REPAIR PROGRAM - AEW PROJECT NO. 0160-0435
203451974.200	17,742.62					CONCRETE PAVEMENT / PARKING REPAIR PROGRAM
585561977.000	38,330.79					CONCRETE PAVEMENT / PARKING REPAIR PROGRAM
592537975.400	24,938.67					CONCRETE PAVEMENT / PARKING REPAIR PROGRAM
202451974.201	8,848.08	\$ 109,000.00	46682	7/13/2021	AEW	CONCRETE PAVEMENT / PARKING REPAIR PROGRAM ENGINEERING AEW PROJECT NO. 0160-0435
203451974.201	6,466.11					CONCRETE PAVEMENT / PARKING REPAIR PROGRAM ENGINEERING
585561978.300	14,611.94					CONCRETE PAVEMENT / PARKING REPAIR PROGRAM ENGINEERING
592537975.401	8,848.08					CONCRETE PAVEMENT / PARKING REPAIR PROGRAM ENGINEERING
592537976.001	10,018.88	\$ 41,000.00	46701	8/3/2021	AEW	DESIGN ENGINEERING SEWER REHAB - LINING AEW PROJECT NO. 0160-0440
592537976.002	18,180.37	\$ 259,423.50	46703	8/3/2021	INSITUFORM TECHNOLOGIES USA, INC.	2021 SEWER REHABILITATION PROGRAM CONSTRUCTION - AEW PROJECT NO. 0160-0440
592537976.002	50,000.00					CONSTRUCTION CONTINGENCY
592537977.310	176,200.00	\$ 217,000.00	46704	8/3/2021	AEW	DESIGN ENGINEERING 2021 WATER MAIN REPLACEMENTS (NORTH AND SOUTH SIDE VERNIER)
203451977.803	0.00	\$ 180,000.00	46705	8/3/2021	AEW	DESIGN ENGINEERING ALLARD ROAD RECONSTRUCTION AEW PROJECT NO. 0160-0433
202451974.201	4,032.40			C.O. 3/1/2022		CONSTRUCTION ENGINEERING
202451975.310	2,516.20					CONSTRUCTION ENGINEERING
203451974.201	4,032.40					CONSTRUCTION ENGINEERING
203451975.310	5,790.50					CONSTRUCTION ENGINEERING
203451977.803	63,227.88					CONSTRUCTION ENGINEERING
592537975.401	27,710.59					CONSTRUCTION ENGINEERING
592537975.004	3,009.29	\$ 56,000.00	46707	8/3/2021	AEW	ENGINEERING FEES - 2021 SEWER CLEANING AND CCTV INVESTIGATION PROGRAM - AEW PROJECT NO. 0160-0438

CITY OF GROSSE POINTE WOODS  
FISCAL YEAR 2021-2022 FUND BALANCE COMMITMENTS

Account #	Balance	PO Limit	PO #	Date PO Obtained	VENDOR NAME	DESCRIPTION
592537975.004	6,781.10					MODIFICATION
592537975.005	0.00	\$ 243,937.50	46708	8/3/2021	CORBY ENERGY SERVICES, INC.	2021 SEWER CLEANING AND CCTV INVESTIGATION PROGRAM - AEW PROJECT NO. 0160-0438
592537975.005	0.00					CONSTRUCTION CONTINGENCY
592537975.005	36,155.02			C.O. 1/24/22		MODIFICATION
592537975.005	10,000.00					MODIFICATION CONTINGENCY
598787977.103	3,500.00	\$ 8,000.00	46811	10/20/2021	AEW	AEW FEES CONSTRUCTION ENGINEERING FOR DPW BAG BARN ADDITION - AEW PROJECT NO. 0160-0426
598787977.103	57,086.80	\$ 67,086.80	46812	10/20/2021	ASHOR ASSOCIATES	DPW WCONSTRUCTION OF DPW BAG BARN ADDITION - AEW PROJECT 0160-442
598787977.103	10,000.00					CONTINGENCY
202451974.200	25,000.00	\$ 979,779.79	46943	3/1/2022	FLORENCE CEMENT COMPANY	ALLARD ROAD PROGRAM CONSTRUCTION - AEW PORJECT NO. 0160-0433
202451975.300	17,000.00					ALLARD ROAD PROGRAM CONSTRUCTION - AEW PORJECT NO. 0160-0433
203451974.200	25,000.00					ALLARD ROAD PROGRAM CONSTRUCTION - AEW PORJECT NO. 0160-0433
203451975.300	33,000.00					ALLARD ROAD PROGRAM CONSTRUCTION - AEW PORJECT NO. 0160-0433
203451977.804	630,000.00					ALLARD ROAD PROGRAM CONSTRUCTION - AEW PORJECT NO. 0160-0433
592537975.400	249,779.79					ALLARD ROAD PROGRAM CONSTRUCTION - AEW PORJECT NO. 0160-0433
592537818.000	93,446.54	\$ 107,000.00	46947	3/3/2022	AEW	AEW FEES FOR SEWER SYSTEM EVALUATION STRATEGY AND BUDGET AEW PROJECT NO. 0160-0449
592537977.000	53,629.05	\$ 75,000.00	47035	5/17/2022	HESCO	SEWER SYSTEM EVALUATION - LEVEL SENSOR DEVICES AEW PROJECT NO. 0160-0449
592537977.000	21,370.95					CONTINGENCY
592537977.000	84,475.00	\$ 100,000.00	47035	5/17/2022	MOTOR CITY ELECTRIC TECHNOLOGY	SEWER SYSTEM EVALUATION - LEVEL SENSOR DEVICES AEW PROJECT NO. 0160-0449
592537977.000	15,525.00					CONTINGENCY
592537977.300	815,551.00	\$ 815,551.00	47170	6/7/2022	FONTANA CONSTRUCTION	VERNIER ROAD WATER MAIN REPLACEMENT-AEW PROJECT 0160-0446
101305851.000	88,000.00	\$ 111,050.00	46471	7/1/2021	CITY OF GROSSE POINTE FARMS	FY 21-22 ANNUAL RADIO MAINTENANCE
101441851.000	19,000.00					
101774818.110	4,050.00					
401902977.102	25,000.00	\$ 25,000.00	NO PO ISSUED	FY 21-22 BUDGET	PROJECT IN BEGINNING STAGES	911 RECORDING SYSTEM
101310757.000	7,103.70	\$ 8,000.00	46474	7/1/2021	KIESLER'S POLICE SUPPLY	AMMUNITION-ON BACK ORDER
101310757.000	3,070.72	\$ 3,070.72	46977	3/30/2022	VANCE'S LAW ENFORCEMENT	AMMUNITION-ON BACK ORDER
101310757.000	3,024.00	\$ 3,024.00	47018	5/5/2022	VANCE'S LAW ENFORCEMENT	TRAINING AMMUNITIN-RIFLE PROGRAM-ON BACKORDER

TOTAL 4,475,913.80

GENERAL FUND	132,323.42
MAJOR ROADS	82,335.35
LOCAL ROADS	785,259.51
MUNICIPAL IMPROVEMEN	25,000.00
PARKING	52,942.73
WATER AND SEWER	3,280,053.35
MOTOR VEHICLE	47,412.64
COMMODITY SALES	70,586.80
TOTAL	4,475,913.80



# CITY OF GROSSE POINTE WOODS MEMORANDUM

**Date:** June 27, 2022

**To:** Mayor and City Council

**From:** Shawn Murphy, Treasurer/Comptroller  
Frank Schulte, City Administrator

**Re:** FY 2022-2023 Milk River Drain Budget/Millage Request

On June 23, 2022 the Milk River Intercounty Drainage District Board approved the 2022-2023 Operating Budget. The City of Grosse Pointe Woods is assessed 60.50% of Operations and Maintenance, 51.28% of SRF Loan 5446-01 and 35.89% of SRF Loan 5446-02. Detailed budget worksheets are attached.

The following amounts will be collected from the assessments levied:

	Millage	Amount
Milk River Drain Operations	3.0611	\$2,470,580
Milk River Drain Debt Payments	1.5870	\$1,280,836
Administration	.0431	\$34,846
<b>TOTAL</b>	<b>4.6912</b>	<b>\$3,786,262</b>

I respectfully request City Council approve the FY 2022-2023 Milk River Drain Budget and authorize the Milk River Drain millage of 4.6912 mills be placed on the City of Grosse Pointe Woods 2022 winter tax bill.

If you have any questions, please feel free to call me.

Thank you.

*Shawn Murphy*

Shawn Murphy  
Treasurer/Comptroller

*Frank Schulte*

Frank Schulte  
City Administrator

**RECEIVED**

**JUN 27 2022**

**CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT**





**CITY OF GROSSE POINTE WOODS  
BUDGET WORKSHEET - GROSSE GRATIOT DRAIN  
FY 2022-2023**

Section , Item 8.

ACCOUNT NO.	ACCOUNT NAME	FY 18 - 19	FY 19-20	FY 2020-2021	FY 2021-2022	FY 2022-2023	DEPT REQUESTED	CITY ADMIN RECOMM
		ACTUAL AMOUNT	ACTUAL AMOUNT	ACTUAL AMOUNT	AMENDED BUDGET AMOUNT	07/01/2021-06/30/2022 ACTUAL		
<b>GENERAL EXPENDITURES</b>								
365445818000	CONTR-O&M MILK RIVER	1,555,260	1,842,407	2,178,527	2,291,621	1,427,680	2,470,580	2,470,580
355445840000	PRIOR YR TAX REFUNDS	-	-	-	-	-	-	-
365445980000	CAPITAL OUTLAY	3,849,088	6,614,528	2,094,304	-	-	-	-
365445991000	MILK RIVER - PRINCIPAL	-	723,048	740,996	827,891	-	847,647	847,647
365445992000	MILK RIVER - INTEREST	247,440	331,749	421,376	443,974	201,334	433,189	433,189
365445992200	SRF CONSTRUCTION SHORTFALL	-	0	(116,155)	-	-	-	-
365445998000	FEES & CHARGES	4,829	4,957	1,791	3,500	132	3,500	3,500
	DEPARTMENT TOTAL	5,656,616	9,516,688	5,320,839	3,566,986	1,629,146	3,754,916	3,754,916
<b>TRANSFERS &amp; OVERHEAD</b>								
365482999101	TRF TO GENERAL	-	-	-	-	-	-	-
365482999203	TRF TO LOCAL STREET	-	-	-	-	-	-	-
365482999592	TRF TO WATER/SEWER	-	-	-	-	-	-	-
365482999650	TRF TO MIS	-	-	-	-	-	-	-
	DEPARTMENT TOTAL	-	-	-	-	-	-	-
<b>DEBT SERVICE - OTHER</b>								
365993757000	OPERATING SUPPLIES	-	-	-	-	-	-	-
365993818000	CONTRACTUAL SERVICES	5,500	5,775	6,064	6,246	6,246	6,367	6,367
365993914000	INSURANCE	8,639	10,212	15,977	24,978	24,978	24,979	24,979
	DEPARTMENT TOTAL	14,139	15,987	22,041	31,224	31,224	31,346	31,346
	<b>GRAND TOTAL MILK RIVER DRAIN EXPENSE</b>	<b>5,670,755.06</b>	<b>9,532,674.37</b>	<b>5,342,880</b>	<b>3,598,210</b>	<b>1,660,370</b>	<b>3,786,262</b>	<b>3,786,262</b>

CITY OF GROSSE POINTE WOODS  
 BUDGET WORKSHEET - GROSSE GRATIOT DRAIN  
 FY 2022-2023  
 ACCOUNT DETAIL INFORMATION

ACCOUNT		QTY	UNIT COST	FY 2022-2023	
NUMBER	DESCRIPTION			DEPT REQUESTED	CITY ADMIN RECOMM
365445818000	CONTR-O&M MILK RIVER				
365445818000	<i>July 2022-June 2023</i>			2,470,580	2,470,580
365445818000	<b>4,083,603*60.50%</b>				
365445818000				-	-
365445818000				-	-
365445818000				-	-
365445818000					
365445818000					
365445818000				-	-
365445818000				-	-
365445818000				-	-
<b>ACCOUNT TOTAL</b>				<b>2,470,580</b>	<b>2,470,580</b>

CITY OF GROSSE POINTE WOODS  
 BUDGET WORKSHEET - GROSSE GRATIOT DRAIN  
 FY 2022-2023  
 ACCOUNT DETAIL INFORMATION

ACCOUNT		QTY	UNIT COST	FY 2022-2023	
NUMBER	DESCRIPTION			DEPT REQUESTED	CITY ADMIN RECOMM
365445991000	MILK RIVER - PRINCIPAL				
365445991000	<b>Bond Payment April 1, 2023</b>			\$779,456	779,456
365445991000	<b>GPW Share Priority 1B (5446-01) 51.28%</b>			-	-
	<b>1,520,000*51.28%</b>			-	-
365445991000				-	-
365445991000	<b>Bond Payment April 1, 2023 SRF (5446-02)</b>			68,191	68,191
365445991000	<b>GPW Share 35.89%</b>				
365445991000	<b>190,000*35.89%</b>			-	-
365445991000				-	-
365445991000				-	-
365445991000				-	-
ACCOUNT TOTAL				847,647	847,647

CITY OF GROSSE POINTE WOODS  
 BUDGET WORKSHEET - GROSSE GRATIOT DRAIN  
 FY 2022-2023  
 ACCOUNT DETAIL INFORMATION

ACCOUNT				FY 2022-2023	
NUMBER	DESCRIPTION	QTY	UNIT COST	DEPT REQUESTED	CITY ADMIN RECOMM
365445992000	MILK RIVER - INTEREST				
365445992000	<b>Bond Payment October 1, 2022</b>			204,030	204,030
365445992000	GPW Share Priority 1B (5446-01) 51.28%			-	-
365445992000	397,875.00*51.28%			-	-
365445992000	<b>Bond Payment April 1, 2023</b>			204,030	204,030
365445992000	GPW Share Priority 1B (5446-01) 51.28%				
365445992000	397,875.00*51.28%				
365445992000				-	-
365445992000	<b>Bond Payment April 1, 2023 SRF (5446-02)</b>			12,564	12,564
365445992000	GPW Share 35.89%				
365445992000	35,008*35.89%				
365445992000				-	-
365445992000	<b>Bond Payment Oct. 1, 2021 SRF (5446-02)</b>			12,564	12,564
365445992000	GPW Share 35.89%			-	-
365445992000	35,008 * 35.89%			-	-
365445992000				-	-
365445992000				-	-
365445992000				-	-
365445992000				-	-
ACCOUNT TOTAL				433,189	433,189

CITY OF GROSSE POINTE WOODS  
 BUDGET WORKSHEET - GROSSE GRATIOT DRAIN  
 FY 2022-2023  
 ACCOUNT DETAIL INFORMATION

ACCOUNT		QTY	UNIT COST	FY 2022-2023	
NUMBER	DESCRIPTION			DEPT REQUESTED	CITY ADMIN RECOMM
365445998000	MILK RIVER - INTEREST				
365445998000	Bank Service Charges			3,500	3,500
365445998000				-	-
365445998000				-	-
365445998000				-	-
365445998000				-	-
365445998000				-	-
365445998000				-	-
365445998000				-	-
365445998000				-	-
ACCOUNT TOTAL				3,500	3,500

CITY OF GROSSE POINTE WOODS  
 BUDGET WORKSHEET - GROSSE GRATIOT DRAIN  
 FY 2022-2023  
 ACCOUNT DETAIL INFORMATION

ACCOUNT		QTY	UNIT COST	FY 2022-2023	
NUMBER	DESCRIPTION			DEPT REQUESTED	CITY ADMIN RECOMM
365993818000	Contractual Services				
365993818000	Audit			6,367	6,367
365993818000				-	-
365993818000				-	-
365993818000				-	-
365993818000				-	-
365993818000				-	-
365993818000				-	-
365993818000				-	-
365993818000				-	-
ACCOUNT TOTAL				6,367	6,367

CITY OF GROSSE POINTE WOODS  
 BUDGET WORKSHEET - GROSSE GRATIOT DRAIN  
 FY 2022-2023  
 ACCOUNT DETAIL INFORMATION

ACCOUNT		QTY	UNIT COST	FY 2022-2023	
NUMBER	DESCRIPTION			DEPT REQUESTED	CITY ADMIN RECOMM
365993914000	Insurance				
365993914000	Insurance			24,979	24,979
365993914000				-	-
365993914000				-	-
365993914000				-	-
365993914000				-	-
365993914000				-	-
365993914000				-	-
365993914000				-	-
365993914000				-	-
ACCOUNT TOTAL				24,979	24,979



**CITY OF GROSSE POINTE WOODS**

Building Department

**MEMORANDUM**

DATE: June 30, 2022  
TO: The Mayor and City Council  
FROM: Gene Tutag, Building Official  
SUBJECT: Increase of CofO Inspection Fee from \$150 to \$200

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The current fee of a Certificate of Occupancy (CofO) inspection is \$150.00. A CofO inspection includes all residential/commercial sales, new businesses, and residential rentals. The fee of \$150 has not been updated since 2002 and is no longer covering the administrative and inspection costs as it once has.

Grosse Pointe Farms, City of Grosse Pointe, and Grosse Pointe Park have all recently increased their CofO fee to \$200. We are requesting the fee for a CofO inspection be increased from \$150.00 to \$200.00.

Thank you,  
Gene Tutag  
Building Official

**RECEIVED**  
**JUN 30 2022**  
**CITY OF GROSSE POINTE WOODS**  
**CLERK'S DEPARTMENT**

**CITY OF GROSSE POINTE WOODS**

Building Department

**MEMORANDUM**

DATE: July 5, 2022  
TO: Mayor and City Council  
FROM: Gene Tutag, Building Official  
SUBJECT: Mobile Food Vending Ordinance – Daily Permit Fee

---

After many discussions with City Attorney, Tim Tomlinson and the Planning Commission, the Mobile Food Vending Ordinance was brought forward to the Committee-of-the-Whole on June 6, 2022.

The proposed ordinance states: **“Sec. 10-644 - Fees. An applicant for a mobile food vending unit permit shall pay a daily fee as established by resolution of City Council.”**

I am recommending a \$25 daily permit fee. This proposed daily fee would offset any cost incurred by the city and seems reasonable based on what other communities are doing, especially specific to Grosse Pointe Woods and the proposed ordinances’ intent.

Please see below for Ferndale and Birmingham’s Food Truck permit fees for reference.

Ferndale’s Mobile Food Truck fee schedule goes as follows:

- **Application fee: \$275.00**
- **Cash bond for all applicants: \$50.00**
- **Daily parking per day/space: \$13.00**
  - **Weekly: \$45.50**
  - **Monthly: \$156.00**

Birmingham’s Mobile Food Truck fee goes as follows:

- **Application Fee: \$50.00**
- **Daily Fee Option: \$10.00 per day/peddler**
- **Yearly Fee Option: \$1,825.00 (calendar year – January 1 to December 31)**
- **Amendment to the Application: \$16.00**

I will be available to answer any questions you may have.

Thank you,  
  
Gene Tutag  
Building Official



## CITY OF GROSSE POINTE WOODS MEMORANDUM

---

**DATE:** July 5, 2022

**TO:** Mayor and City Council

**FROM:** Frank Schulte, City Administrator *F.S.*

**SUBJECT:** *DAAA FY 2022 Annual Implementation Plan*

---

The proposed *DAAA FY 2023 Annual Implementation Plan* has been reviewed and recommended for acceptance by the Services for Older Citizens' Executive Director Peggy Hayes.

I've reviewed the proposed *DAAA FY 2023 Annual Implementation Plan* and concur with the recommendation from Peggy Hayes to accept the *DAAA FY 2022 Annual Implementation Plan* as submitted.

Attachments

**Susan Como**

---

**From:** Peggy Hayes <phayes@helmlife.org>  
**Sent:** Tuesday, July 5, 2022 2:44 PM  
**To:** Susan Como  
**Cc:** Frank Schulte  
**Subject:** RE: Request

CAUTION: This email originated from outside of the organization. DO NOT click links, open attachments or reply to this message unless you recognize the sender and know the content is safe:

Thanks for sharing. The Helm approves.

Peggy Hayes  
The Helm Life Center | Executive Director

office: (313) 882-9600 | direct: (313) 649-2101  
email: phayes@helmlife.org  
www.helmlife.org  
support us | facebook

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

From: Susan Como <SComo@gpwmi.us>  
Sent: Tuesday, July 5, 2022 12:32 PM  
To: Peggy Hayes <phayes@helmlife.org>  
Cc: Frank Schulte <fschulte@gpwmi.us>  
Subject: Request

Hi Peggy:

As done in previous years, can you please review the attached DAAA 2023 Implementation Plan and advise if you approve.

Thanks,

Susan Como  
Assistant City Administrator  
City of Grosse Pointe Woods

Phone: 313.343.2445  
scomo@gpwmi.us

"There is a very real relationship, both quantitatively and qualitatively, between what you contribute and what you get out of this world."

~ Oscar Hammerstein II ~

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

From: CityHall@gpwmi.us <CityHall@gpwmi.us>  
Sent: Tuesday, July 5, 2022 12:21 PM  
To: Susan Como <SComo@gpwmi.us>  
Subject:

CAUTION: This email originated from outside of the organization. DO NOT click links, open attachments or reply to this message unless you recognize the sender and know the content is safe:

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[00:17:c8:4d:d5:2e]  
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Property of the City of Grosse Pointe Woods. If you have received this transmission in error, please delete immediately.



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JUN 30 2022

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

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

Ronald S. Taylor, MBA President & CEO Wayne W. Bradley, Sr. Chair, Board of Directors

June 27, 2022

Mr. Frank Schulte City Administrator City of Grosse Pointe Woods 20025 Mack Plaza Grosse Pointe Woods MI 48236

Re: Review & Approval of the Proposed FY 2023- FY 2025 Multi Year Plan

Dear Mr. Schulte:

The Bureau of Aging, Community Living and Supports requires all sixteen of the state's Area Agencies on Aging within the State of Michigan to seek review and approval of their FY 2023 – FY 2025 Multi Year Plan and FY 2023 Annual Implementation Plan for services from municipalities and/or counties within their planning and service areas.

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

Enclosed for your review is a copy of the DAAA's proposed three-year plan. DAAA is requesting the submission of the Review & Approval form indicating your acceptance or disapproval of the plan with comments prior to July 14, 2022. The signed Review and Approval form may be faxed to (313) 446-4445, mailed to the DAAA office or emailed to MYP@daaa1a.org. A Municipal Sign-off status letter must be submitted from DAAA to the State by July 18, 2022.

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



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

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



June 27, 2022  
Mr. Frank Schulte  
Page Two

This draft plan has been developed with input from the DAAA Board of Directors and its Advisory Council and Long Range Planning Committee. Three Town Hall meetings were held in March 2022 to obtain input from seniors, caregivers, and other stakeholders and has been used to shape the development of proposed plan. DAAA held public hearings on the plan on both June 7 and June 8, 2022 to seek oral and written testimony from the public. In addition, DAAA disseminated a Community Needs Assessment Survey to obtain input from the community.

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

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

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

Sincerely,



Ronald Taylor  
President and Chief Executive Officer

RT/AHD/th

Enclosures: Draft FY 2023 – FY 2025 Multi-Year Plan  
Municipal Review & Approval Form

cc: Jonita Bunch, Monica Meyers, Wanda Bowman, Anne Holmes Davis



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

DETROIT AREA AGENCY ON AGING
FY 2023 – FY 2025 Multi-Year Plan
FY 2023 Annual Implementation Plan

REVIEW & APPROVAL FORM

Name:
Address:
City: Zip Code:
Phone: Fax:
Contact:
Email Address:

- City: [ ] City of Detroit [ ] Grosse Pointe Park [ ] Hamtramck
[ ] Grosse Pointe [ ] Grosse Pointe Shores [ ] Harper Woods
[ ] Grosse Pointe Farms [ ] Grosse Pointe Woods [ ] Highland Park

Municipal Sign-Off Review Process (Please describe your method of review and approval: Check the appropriate box below):

[ ] Mayor's Office Review [ ] City Council Review [ ] City Manager Review [ ] Other: (Please specify):

I hereby acknowledge approval of the FY 2023-2025 Multi-Year Plan (MYP) and FY 2023 Annual Implementation Plan (AIP) for Planning and Service Area I-A without any revisions.
I hereby acknowledge approval of the FY 2023-2025 Multi-Year Plan (MYP) and FY 2023 Annual Implementation Plan (AIP) for Planning and Service Area I-A with recommended revisions.
I hereby acknowledge receipt of and disapprove FY 2023-2025 Multi-Year Plan (MYP) and FY 2023 Annual Implementation Plan (AIP) for Planning and Service Area I-A.

Date for Approval/Disapproval Vote:

Authorized Official Signature

City

Date



## COMMENTS ON THE FY 2023-2025 MULTI-YEAR PLAN

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

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**Please mail or fax this Review & Approval form to DAAA no later than July 14, 2022.**

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

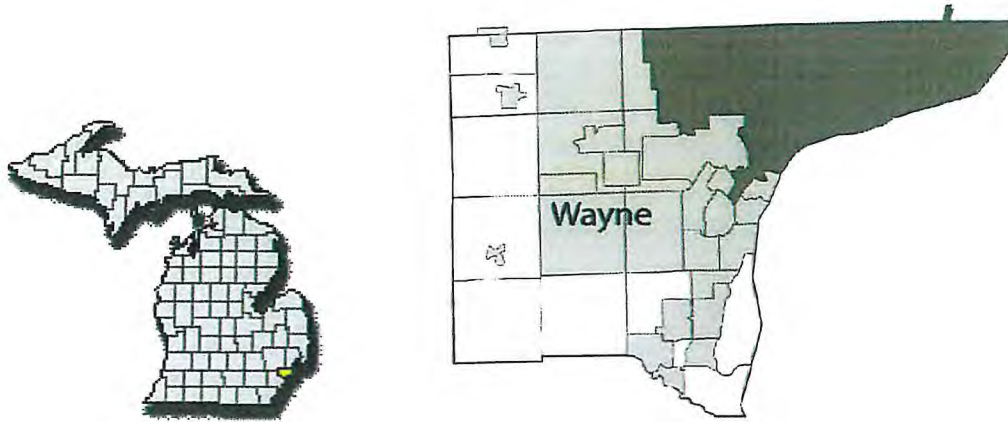
**To mail:** Mail this form to Detroit Area Agency on Aging, 1333 Brewery Park Blvd., Suite 200, Detroit, Michigan 48207- 4544.

**To scan/email:** Download form from DetroitSeniorSolution.org Website and email signed form to: [MYP@daaa1a.org](mailto:MYP@daaa1a.org).

**For additional copies of this form, go to DAAA Website – Planning & Research [www.DetroitSeniorSolution.org](http://www.DetroitSeniorSolution.org) or [www.daaa1a.org](http://www.daaa1a.org)**

For further information, please contact Anne Holmes Davis, Vice President of Planning and Program Development at (313) 446-4444, ext. 5803 or at [MYP@daaa1a.org](mailto:MYP@daaa1a.org).

2023-2025 Multi Year Plan  
**FY 2023 ANNUAL IMPLEMENTATION PLAN**  
**DETROIT AREA AGENCY ON AGING 1-A**



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**Planning and Service Area**  
Cities of Detroit, Grosse Pointe  
Grosse Pointe Farms  
Grosse Pointe Park  
Grosse Pointe Shores  
Grosse Pointe Woods, Hamtramck  
Harper Woods, Highland Park

**Detroit Area Agency on Aging 1-A**  
1333 Brewery Park Blvd., Suite 200  
Detroit, MI 48207  
313-446-4444  
313-446-4445 (fax)  
Ronald Taylor, President and CEO  
[www.detroit seniorsolution.com](http://www.detroit seniorsolution.com)

**Field Representative Laura McMurtry**  
[mcmurtryl@michigan.gov](mailto:mcmurtryl@michigan.gov)  
517-284-0174

---

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**FY2023-2025 Multi Year Plan**

**FY 2023 Annual Implementation Plan**

**Detroit Area Agency on Aging**

**FY 2023**

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**Detroit Area Agency on Aging**

**FY 2023**

**Executive Summary**

**OUR MISSION**

The Detroit Area Agency on Aging's (DAAA) mission is to "educate, advocate and promote healthy aging to enable people to make choices about home and community-based services and long-term care that will improve their quality of life. "

**OUR VISION**

A community that cares for the vulnerable and advocates for the well-being of our constituents.

**OUR CORE VALUES**

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

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

The DAAA was founded in 1980 as a private, non-profit agency established to provide services to older adults in the City of Detroit and its central and eastern suburbs: Highland Park, Hamtramck, the five Grosse Pointes and Harper Woods. Since that time, its constituents have grown to include 18-plus adults with disabilities, veterans, and family caregivers. DAAA's service area consists of about 300,000 individuals inclusive of 153,540 older persons aged 60 years and over, adults living with disabilities and family caregivers providing support to spouses, parents, sibling(s), adult children, grandchildren, and other loved ones. DAAA serves some of the most at-risk older adults within the State of Michigan and has documented premature, excess deaths of this population through its award-winning Dying Before Their Time report which found that older residents have a mortality rate two to 2.5 times higher than older adults in the remainder of the State due to poor access to care, multiple chronic conditions, and elevated hospitalizations and ER Visits. Sadly, the COVID-19 Pandemic has exacerbated premature death in these communities.

DAAA has a staff of over 100 employees and coordinates a service provider network of 120 service provider agencies. It utilizes an annual budget of \$73 million and makes an array of services available to consumers through the Older Americans Act of 1965 (as amended) and the Older Michiganians Act of 1981 as well as other public and private resources. The organization receives Medicaid funding for the MI Choice Home and Community-Based Waiver from the Michigan Department of Health and Human Services (MDHHS). In addition, it also provides Long Term Care Supports and Services through MI Health Link in collaboration with AmeriHealth, Meridian/Michigan Complete Health and Midwest/HAP. DAAA also provides Care Transition services through a Total Home Health Care contract and bills for Medicare services under the Senior

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TelehealthConnect, Diabetes Self-Management Program and eventually for Medical NutritionTherapy.

**SPECIAL PARTNERSHIPS AND INITIATIVES**

Over the next three years, DAAA will be partnering with AARP Michigan and other partners to implement its Vision 2021 - 2025 Strategic Plan, this proposed Multi-Year Plan as well as an Inclusive Health Care Taskforce Community Action Plan in order to provide critically needed services and to better coordinate and integrate the Social Determinants of Health (SDOH). The agency will also continue to partner with United Way of Southeastern Michigan on its Community Information Exchange/Close the Loop Initiative to coordinate SDOH and to continue work through Connect 313 to increase access to Internet connectivity, training and support. DAAA will also continue to partner with members of the Aging and Disability Resource Collaborative to coordinate services for older persons, adults with disabilities and caregivers. In addition, it will facilitate services and capacity-building efforts through its Community Wellness Service Center Advisory Council, the Senior Housing Preservation-Detroit (SHP-Detroit) and the Senior Regional Collaborative amongst other partnerships.

**ACCREDITATION**

NCQA, CARF and AADE accredited, the agency prides itself in maintaining high-quality services. This National Committee on Quality Assurance (NCQA), Commission on Accreditation of Rehabilitation Facilities (CARF) and American Association of Diabetes Educators (AADE) helps the organization to embed quality assurance measures in all services to meet the needs of its constituents. The agency's Information and Assistance Specialists are AIR-certified within one year of employment. Recently, DAAA expanded it Quality and Compliance Department and is seeking the Malcolm Balridge Award while always operating under its five guiding principles of Servant Leadership - being good stewards of People, Service, Growth, Finance and Quality.

**COVID-19 EMERGENCY RESPONSE & NEW PRIORITIES**

With the on-set of the COVID-19 Pandemic, DAAA has been at the forefront of emergency response to the older adults within its community. During the first six to twelve months of this health crisis, the agency served three times as many constituents by making emergency food, personal protection equipment and supplies, In-Home Vaccinations, wellness checks and telephone reassurance, activity/personal care packets and other services available. To continue to be responsive, DAAA has initiated Senior TelehealthConnect; Counseling Services to address increases in depression, mental health challenges and substance abuse; expanded Friendly Reassurance and Wellness Checks and the kick off of a Community Care Corps to help caregivers as well as care recipients with Chore, Respite Care, Friendly Visiting and One-on-One and Group Support. It will also continue to make Emergency Grocery Shopping available to the most vulnerable through newly tapped funding.

**EMERGING COMMUNITY NEEDS**

With the 2020 US Census, DAAA realized a 3.4% growth in its senior population - an increase from 148,458 to 153,540 sixty-plus individuals. In analyzing data from its 2022 Community Needs Assessment findings as well as its three community forums and two public hearings, DAAA found that the top ten needs consists of: 1)

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Home Repair Services; 2) Caregiver/Kinship Support; 3) Transportation; 4) Social Isolation; 5) Food/Food Insecurity; 6) COVID-19 Response (PPE, In-Home Vaccination and COVID-19 Testing); 7) Access to Technology/Training; 8) In-Home Services; 9) Diversity, Equity and Inclusion, and; 10) Leveraging Community Partnerships and Volunteers. It is hoped that this proposed Multi-Year Plan, when coupled with the agency's Vision 2021 - 2025 Strategic Plan, will enable the agency to responsively address the needs of the community.

During FY 2023 – FY 2025, DAAA will be implementing a variety of initiatives to make services available to the community. Some of these programs and services will be funded through Older Americans Act funding while others will be supported through American Rescue Plan and unrestricted funding as well as other resources .

Infusing American Rescue Plan Act (ARPA) funding into the agency's service budget will enable DAAA to implement a variety of initiatives to add value to programs and services including the purchasing of equipment and supplies for service providers; investing in Information Technology; expanding caregiver support services; and reinvigorating our disease prevention/ health promotion program with a hybrid model.

American Rescue and unrestricted funding will help DAAA and its partners to modernize and reimagine our Congregate and Home Delivered Meals Programs to attract new 'young at heart' and existing participants. These innovative strategies will be tested to examine how Restaurant Vouchers, Mobile Food Trucks and catered meals can be shared through our Silver Café' Innovation Initiative. Congregate Meal Site Directors will be recruited, trained and equipped with iPads or tablets for registration and program reporting purposes, where possible.

To address the need for home repair and environmental modifications , DAAA will partner with non-traditional providers to build a "Maintenance Central Home Repair" model, implement intergenerational summer camp/mentoring programs for Grandparents Raising Grandchildren; Senior Lyft-Uber Concierge services along with using a Region 1-A customized wellness check app to perform volunteer-based outreach to isolated older adults and caregivers. Strategies will be piloted with diversity, an expanded community reach and sustainability in mind.

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**County/Local Unit of Government Review**

Every three years, the Michigan Bureau of Aging, Community Living and Supports (Bureau ACLS - formerly Aging and Adult Services Agency) requires the 16 Area Agencies on Aging (AAAs) under its auspices to develop a plan for older adult services. This year, the State Unit on Aging office is requesting AAAs to develop a FY 2023 – FY 2025 Multi-Year Plan (MYP)/FY 2023 Annual Implementation Plan to outline how services will be delivered during this period. To develop this three-year plan, the Detroit Area Agency on Aging (DAAA) is not only obtaining input and support from older adults and caregivers within its service area, but also seeking approval from municipal governments within its nine targeted communities. As a part of this review and approval process, DAAA has notified all municipalities regarding its two public hearings on the proposed plan. After the two public hearings, DAAA will distribute a letter and final draft plan through the U.S. mail with delivery and signature confirmation to the Mayors and City Manager/Liaison’s Offices advising the officials of the availability of the proposed plan for review and comment. The letter will include instructions about how to view a mailed, printed or posted copy on the DAAA Website. The agency will also note the availability of DAAA to discuss the plan with local government officials. The Detroit Area Agency on Aging’s Planning Department and/or members of the DAAA Board of Directors will follow up with the assigned city officials between June 1st to July 12, 2022, to encourage feedback from communities including the establishment of meetings or conference calls with the appropriate parties. Although the proposed plan is due in AMPS by June 24, 2022 for the ACLS Bureau, representatives from municipalities can email, fax, or mail their approval or disapproval of the MYP and any related concerns preferably, by July 8, 2022. After the Municipal Sign-Off Review and Approval deadline, DAAA staff team will draft a letter to the ACLS Bureau Field Representative by July 14, 2022, noting the status of the local government review process. This includes notifying the State if municipalities have formally approved, passively approved, or disapproved the MYP/AIP.

**TIMELINE**

---

January 12, 2022	Initiation of the MYP development with the Long Range Planning Committee.
February 9, 2022	Meeting of Long Range Planning Committee regarding FY 2023 – FY 2025 MYP.
March 1-2, 2022	Convene three town hall meetings to seek input from constituents.
March 9, 2022	Review findings from the town hall meetings held on March 1-2, 2022.
March 18, 2022	Present town hall data to DAAA Advisory Council.
April 12, 2022	Drafting of the proposed MYP and Service Budget.
April 13, 2022	Long Range Planning Committee presents draft plan to obtain input.
April 19, 2022	Presentation of the proposed plan to the DAAA Advisory Council.
April 25, 2022	DAAA Board of Directors release for public review and comment.
April 27, 2022	Thirty-day public notice regarding public hearings placed in classified ad.
April 27, 2022	Press release disseminated to Community Newspapers
May 6, 2022	Invitational flyers mailed to consumers and community stakeholders.
May 23, 2022	MYP is posted on DAAA Website 15 days before the public hearings.
June 27, 2022	Municipalities emailed a preview copy of the proposed plan.
May/June 2022	Municipal Sign-Off Letter and Review Forms mailed to Nine Municipalities
June 7-8, 2022	Convene public hearings on the FY 2023 - FY 2025 Multi-Year Plan.
June 8, 2022	Long Range Planning Committee recommends any revisions of the proposed plan.

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June 15, 2022	Presentation of draft MYP to DAAA Advisory Council.
June 24, 2022	MYP entered fully into AMPS for ACLS Bureau
June 27, 2022	Final draft plan approved by the DAAA Board of Directors
June 30, 2022	Draft MYP reviewed by Bureau of ACLS Field Representative in AMPS
July 14, 2022	Region 1-A Deadline for submitting Municipal Sign-Offs to DAAA.
July 18, 2022	Status Letter of Municipal Sign-Off provided to ACLS Bureau.
Sept 16, 2022	MYP is presented to the Commission on Services to the Aging.
September 2022	Posting of FY 2023 – FY 2025 MYP on the DAAA Website.



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**Public Hearings**

Date	Location	Time	Barrier Free?	No. of Attendees
06/07/2022	Public Hearing - Powered by Z	10:00 AM	Yes	18
06/08/2000	Public Hearing - Powered by Z	10:00 AM	Yes	34
03/01/2022	City of Detroit Town Hall Meeti	10:00 AM	Yes	119
03/01/2000	Grosse Pointes/Harper Woods	01:30 PM	Yes	21
03/02/2022	Hamtramck/Highland Park Tov	10:00 AM	Yes	23

The Detroit Area Agency on Aging (DAAA) conducted two public hearings on the proposed FY 2023 - FY 2025 Multi-Year Plan/FY 2023 Annual Implementation Plan which were powered by Zoom for a third year due to the Covid-19 Pandemic. The Virtual Public Hearings were held on June 7th and June 8th from 10:00 a.m - 12:00 noon. DAAA marketed the public hearings through the distribution of promotional flyers and disseminated a public service announcement via a press release to Community Newspapers as well as through Social Media platforms, Email Blasts using Constant Contacts. The Planning Team also reached out to agencies who serve Arab Americans, Chinese Americans, Native Americans and Spanish-Speaking seniors and caregivers as well as the LGBTQ+ communities. A 30-Day notice was published in the Sunday edition of the Classified Ads section of the Detroit Newspapers on May 3, 2022. The public hearing complied with the Michigan Open Meetings Act.

DAAA utilized Zoom's Language Channels staffed by interpreters to engage older adults, caregivers, service providers and the general public who spoke other languages or English as a second language. Interpreters were on hand to translate the MYP/AIP presentations of the town hall and public hearings in Arabic (input session/public hearing); Chinese (public input session only); and Spanish (input sessions/public hearing). The public hearings consisted of a Welcome by Anne Holmes Davis, Vice President of Planning and Program Development; presentation of the proposed plan by Crisshara Allen, Associate Planner and Ms. Davis, and the acceptance of public testimony. Ryan Micheal, Planner, polled the audience regarding their satisfaction level and announced a door prize winner. Ronald Taylor, President and CEO thanked the audience for their engagement. Both Virtual Public Hearings had a total attendance of fifty-two (52) individuals over the two-day period.

DAAA utilized a variety of strategies to obtain input from the community while drafting the proposed plan. DAAA worked with team members and Board and Advisory Council members of the Long Range Planning Committee to solicit their guidance and input. A printed and online Community Needs Assessment was disseminated online, via email and to Meals on Wheels participants to update the 2019-2020 survey conducted by Wayne State University School of Social Work with an emphasis on how DAAA could support older adults, caregivers and providers given the COVID-19 Pandemic. The surveys were translated into Chinese and Spanish using a Website with translation capabilities and reviewed by community partners with

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**FY 2023**

staff that speak these languages. Three virtual town hall meetings were held on March 1-2, 2022 via Zoom. The first meeting targeted City of Detroit residents with **119** individuals attending. The following day, the sessions engaged older residents of the five Grosse Pointes and Harper Woods as well as the City of Highland Park and Hamtramck with **21** and **23** individuals attending respectively. Older adults who speak other languages were encouraged to attend the City of Detroit Town Hall meeting where Arabic, Chinese and Spanish-speaking translators were available thanks to staff and community partners. Overall, a total of 215 individuals were engaged in the community forums and a total of 122 submitted Community Needs Assessments that were collected and analyzed.

***A brief summary of the public testimony and comments that were made during the Virtual Town Hall meetings are highlighted below. The summaries of the three town hall meetings and results of the Community Needs Assessment have been uploaded.***

**ORAL TESTIMONY**

***Marilyn Lawson, Caregiver Consultant***

Ms. Lawson noted that she felt that the Detroit Area Agency on Aging's proposed plan was hitting the mark with its caregiving strategies. She suggests the addition of more caregiver support groups as well as the incorporation of faith-based organizations into the delivery of these services. Ms. Lawson also expressed the need to support those seniors that do not wish to live in nursing homes or who access senior centers so that they have options that support independent living.

***Erin Peets, Attorney, Neighborhood Legal Services***

Ms. Erin Peets stated that she loves the idea of having a caregiver resource center, but she is concerned that legal services would not be involved in that approach. She expressed the need for additional funding for these legal services in order for their organization to continue to provide quality services. She said NLS is having difficulties referring older adults and caregivers to services tied to the Social Determinants of Health as well as addressing legal issues experienced by participants.

***Angela Gabridge, Executive Director, SAGE Metro Detroit***

Ms. Gabridge of SAGE Metro Detroit, noted that her organization is one of the few organizations in the community that center around serving older adults of the LGBTQ+ community. She indicated that the organization would love to be designated as a Community Focal Point. She noted that SAGE Metro Detroit can provide training and education services to the LGBTQ+ community as well as community agencies. Ms. Gabridge asked what was the plan for making Community Focal Points welcoming and affirming to the LGBTQ+ community and who is providing the culturally responsive training. She indicated that SAGE Metro provides tailored LGBTQ+ trainings for providers and caregivers either in person and/or online. CEU's are also available for nurses and social workers. Ms. Gabridge noted that she is grateful that DAAA is making the LGBTQ+ community a visible part of this plan.

***Cornelius Wilson, Corktown Health Center***

Mr. Wilson supports the designation of SAGE Metro Detroit as a Community Focal Point for the LGBTQ+ community. Corktown Health Center continues to partner with DAAA and has expressed an interest in providing health and wellness as well as other services to LGBTQ+ older adults. Mr. Wilson noted that he

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wanted Corktown to expand their footprint in the community and further reach the senior population.

**Robin Coleman**

Robin Coleman expressed her support for the proposed Multi-Year Plan. She stated that the draft plan was filled with great ideas and she loves the work the DAAA is doing in the community .

**Crystal White, Caregiver Support Coordinator, Detroit Area Agency on Aging**

Crystal White noted that the number of people with Dementia or Alzheimer's Disease is increasing and that caregivers definitely need a variety of supportive services such as respite, education about disease prevention/health promotion and support groups.

**Carole Green, Caregiver**

Carole Green noted that she supported Caregiver Support Services and shared that the services were rewarding. She indicated that she has been deeply touched by the excellent quality of services and training she has received. She said the connections to other caregivers have been invaluable. She highly recommends the Caregiver Support Services to any caregiver in need of assistance.

**Maggie Rapai, Program for All Inclusive Care**

Maggie Rapai of Program for All Inclusive Care (PACE) inquired about how American Rescue Plan Act funding was being used and if they came from Wayne County , Michigan or the Federal Government. Ronald Taylor, President and CEO of the DAAA responded stating that the ARPA funds were received from the federal government through our State Unit on Aging. Anne Holmes Davis noted some of the ways DAAA plans to utilize the funding.

**La Sed Senior Center Member:**

This La Sed Senior Center member expressed her desire for the DAAA to provide organized events and outings at Community Wellness Service Centers. She also shared that the La Sed should continue to consider the needs of immigrant seniors and those who may be undocumented.

**Dawn O'Neal:**

Dawn O'Neal stated that DEI training for service providers in LGBTQ+ literacy would be welcomed as her organization hires caregivers for clients in this community. She noted that the proposed plan was an aggressive three-year strategy that could make a huge impact on the community.

**Essie Bell:**

Ms. Essie Bell asked what type of funding or resources are currently available for caregivers in Wayne County as this individual is an unofficial caregiver. This individual was given contact information and made aware of the Caregiver Support Services offered by the DAAA and its provider network .

**Revisions in the Proposed FY 2023 - FY 2025 Multi-Year Plan/FY 2023 Annual Implementation Plan Resulting from the Public Hearing**

As a result of the public hearings, DAAA designated SAGE Metro Detroit as a Community Focal Point to support older adults who identify as LGBTQ+ older adult or caregivers. SAGE Detroit is located in Ferndale,

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MI but serves southeastern Michigan. There are members with physical locations in the City of Detroit including Corktown Health Center.

Additional Title III-E funding was earmarked to support Caregiver Education, Training and Support, Kinship Support, and Legal Assistance Services.

DAAA earmarked funding for Counseling Services for the first time to address depression , psychological treatment and substance abuse given input on emerging needs related to the COVID-19 Pandemic.

The funding level for Friendly Reassurance was doubled to \$50,000 to address social isolation.

Agency earmarked Unrestricted and/or American Rescue Plan funding to support Information and Assistance Call Center.

American Rescue Plan Act funding will also be used to modernize Nutrition Services, expand caregiving and home care, support environmental modifications to expand Emergency-Gap Filling Fund and expand or enhance of programs and services.

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**Regional Service Definitions**

**Service Name/Definition**

Community Service Navigator - Provision of service referrals, options counseling for older adults and family caregivers at the individual and community levels designed to assist consumers to navigate service delivery systems and access a wide range of home and community-based services, public benefits and other resources to facilitate community living.

Rationale (Explain why activities cannot be funded under an existing service definition.)

DAAA created this regional service definition to enable Community Wellness Service Centers the flexibility to provide service coordination on-site and/or in the home for older adults and caregivers without the burden of unnecessary assessments and reassessments and extensive paper work for all customers being linked to services. It also allows for options counseling as needed, benefits counseling and service referrals. This supports a robust continuum of care system within PSA 1-A.

Service Category	Fund Source	Unit of Service
<input checked="" type="checkbox"/> Access <input type="checkbox"/> In-Home <input type="checkbox"/> Community	<input checked="" type="checkbox"/> Title III PartB <input type="checkbox"/> Title III PartD <input type="checkbox"/> Title III PartE <input type="checkbox"/> Title VII <input type="checkbox"/> State Alternative Care <input type="checkbox"/> State Access <input type="checkbox"/> State In-home <input type="checkbox"/> State Respite <input type="checkbox"/> Other _____	One hour of service

**Minimum Standards**

Allowable Services

A basic assessment and subsequent reassessment every six months and the monitoring of a service plan tailored to the consumer's needs. The Community Service Navigators are responsible for brokering and arranging new or existing community services while working to enhance formal and informal support in the service area. This includes providing referrals to internal and external home and community-based services and developing needed resources in collaboration with community partners, other organizations and trained volunteers. In addition, the Navigators will identify and communicate with appropriate community agencies to arrange for services and evaluate the effectiveness and benefit of the services provided . Referrals will also be made to health and wellness programs within and outside the center.

Allowable Services: Service Coordination, service referrals, options counseling and/or benefits counseling for older adults and caregivers.

Minimum Standards

1. The rendering of community service navigator services on-site, homebound or isolated older adults and caregivers to assist them with the following services:
  - a. Service Referral to community resources that support independent living.
  - b. Options counseling for older adults needing long term care services.
  - c. Arrangement of supportive services.
  - d. Benefits counseling including Medicare and Medicaid Assistance Program.
  - e. Linkage to primary care and other health and wellness services including evidence-based programs.

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- f. Screening of older adults for Project CHOICE, MI Choice, MI Health Link and other services.
2. The Community Service Navigator will maintain relationships with Wayne County Department of Human Services (Medicaid and Adult Home Help), PACE, MI Choice Waiver, Assisted Living and Independent Living Facilities, Hospice, Home Health Agencies, local healthcare systems and other programs.
3. The Community Service Navigator will act as a broker of services in Region 1-A to ensure that seniors and caregivers are linked to resources that address their unmet needs through a service-specific collaborative network of organizations. This collaborative partnership should include the following elements to address service gaps in the service area:
  - a. Consumers
  - b. Government
  - c. Area businesses and/or corporations
  - d. Fraternal organizations and/or foundations
  - e. Faith-based Organizations
  - f. ADRC partners in the area
  - g. DAAA designated community focal points
  - h. Hospitals and Wellness programs
  - i. Medicare-Medicaid Assistance Program
4. Community Service Navigator staff shall receive in-service training at least twice each fiscal year which is specially designed to increase their knowledge and understanding of the program and clients, and to improve their skills for tasks performed in the provision of service. An individualized in-services training plan should be developed for a staff person, when performance evaluations indicate a need. In-service trainings may also be made available in groups settings within Region 1-A for all Community Service Navigators.
5. The Community Service Navigator may provide other home and community-based services, but must also refer participants to outside resources.
6. The Community Service Navigator is responsible for client tracking, program reporting and documenting unmet need. This includes individual and community-level development, brokering and arrangement of services.

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<b>Service Name/Definition</b>		
<p>Emergency Gap-Filling Services: the provision of services and assistance provided to older adults 60 years or over residing within Region 1-A in the event of an emergency. These services will help to eliminate threats to independence, health, safety and well-being of the older adult. These services would be provided when the emergency requires immediate actions when other resources are not available or accessible.</p>		
<p>Rationale (Explain why activities cannot be funded under an existing service definition.)</p> <p>This emergency response fund will enable DAAA to work with its provider network to process emergency assistance during natural and man-made disaster. Currently, there are no minimum standard that will specifically assist seniors with services and assistance in the state of an emergency or pandemic that requires immediate action.</p>		
<b>Service Category</b>	<b>Fund Source</b>	<b>Unit of Service</b>
<input checked="" type="checkbox"/> Access <input type="checkbox"/> In-Home <input type="checkbox"/> Community	<input checked="" type="checkbox"/> Title III PartB <input type="checkbox"/> Title III PartD <input type="checkbox"/> Title III PartE <input type="checkbox"/> Title VII <input type="checkbox"/> State Alternative Care <input type="checkbox"/> State Access <input type="checkbox"/> State In-home <input type="checkbox"/> State Respite <input type="checkbox"/> Other _____	One emergency assistance occurrence per year

**Minimum Standards**

1. Provide services as a last resort based to older adults and/or caregivers experiencing emergency
2. Conducts a brief telephonic intake and screening process used by DAAA and provider agency .
3. Verifies lack of availability of assistance, supplies and/ or equipment.
4. Encourages client to cost share, when possible.
5. Services may include, but are not limited to:
  - a.) Basic needs
  - b.) Relocation costs due to emergency
  - c.) Extermination costs for individual residences
  - d) Environmental Modifications
6. Emergency services may include the following:
  - a.) Emergency equipment and supplies
  - b) accessibility issues which limit mobility or present barrier hazards to individuals.
  - c.) Costs associated with an sporadic on ongoing emergency event
  - d) Emergency minor home repairs, purchasing of appliances and utility shut-off, addressed on a case-by-case basis
  - f) Emergencies from natural or man-made disasters such as power outages, flooding or viral pandemics.
7. Other services that may be deemed necessary to reduce risk.
8. Older adults do not need to be enrolled in following programs:
  - a.) Care management program to receive emergency gap-filling services
9. Provider agencies will be able to approve gap filling services as follows:
  - a.) At a pre-approved funding level noted by DAAA
  - b.) Higher funding level above cap if approved by AAA.
10. DAAA's President and CEO or designee will have final approval:
  - a. Request over the pre-approved level at the DAAA and the service provider level.
  - b. Approval of a request needed within Region 1-A.

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**Access Services**

**Care Management**

Starting Date 10/01/2023 Ending Date 09/30/2025

Total of Federal Dollars Total of State Dollars \$719,734.00

Geographic area to be served

Region 1-A

**Specify the planned goals and activities that will be undertaken to provide the service.**

**Goal 1: Ensure high level of participant satisfaction with care management services.**

Activities:

1. Supports Coordinator will comply with protocol, policies, and procedures to ensure high quality of services rendered through great customer service.
2. Supports Coordinator will distribute satisfaction surveys when annual documents are completed and encourage participant to complete the survey and return in self-addressed stamped envelope.
3. Supports Coordinator will at next monthly contact question if survey was mailed and if not encourage participant to complete and mail.

Expected Outcome: Overall 90% of the total participant satisfaction survey responses are positive or neutral.

**Goal 2: Improve the Quality of Life of participants by comparing quality of life Before and After Receiving Services.**

Activities:

1. Supports Coordinator will assess participant's quality of life during enrollment before receiving Care Management services.
2. Supports Coordinator will assess participant's quality of life after receiving Care Management services at each monthly contact-discussing their satisfaction with services received during past month and during assessments.
3. Data from the surveys and monthly contacts will be used to incorporate program improvements.

Expected Outcome: Overall 90% of the total participant satisfaction survey responses about quality of life after receiving services are positive or neutral.

**Goal 3: Decrease Social Isolation of Care Management participants.**

Activities:

1. Supports Coordinator will encourage participants to take part in activities in their home, faith-based organizations or and/or community encouraging wearing of mask and observing social distancing.
2. Supports Coordinator will assist the participants to register for free and low-cost transportation.
3. Supports Coordinator will encourage participants to request a senior telephone reassurance.
4. Supports Coordinator will encourage participants to have informal supports and have gatherings at the



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participant’s home when possible and encourage wearing of mask and observing social distancing .  
5. Supports Coordinator will encourage participants to participate in monthly virtual Advisory Council Consumer meetings.

Expected Outcome: Reduce the average percentage of all participants who are alone for long periods of time or always AND who also report feeling lonely – or –distressed by declining social activity , 90 days prior to assessment/reassessment (or since last assessment to less than 90 days to 9%.

**Goal 4: Reduce prevalent of Emergency Room Visits and Hospital Stays from care management participants**

Activities:

1. Supports Coordinator will educate participant regarding signs and symptoms to trigger a contact with their medical doctor and when to go to the hospital or emergency room.
2. Supports Coordinator will educate participants regarding the importance of taking medication(s) and following medical regimen to prevent hospital and emergency room visits.
3. Supports Coordinator will encourage participant to contact the doctor’s office for health concerns or issues before going to emergency room or hospital especially after discharge.

Expected Outcome: Reduce the percentage of all participants who have had one or more hospitalizations or emergency room visits during the last 90 days since the assessment/reassessment (or since the last assessment if less than 90 days) to 25%.

**Goal 5: Reduce the prevalence of malnutrition and dehydration.**

Activities:

1. Supports Coordinator will review Nutrition/Hydration section of COMPASS identifying participants who ate one or fewer meals in 4 of the last seven days and participants who drank less than four 8oz cups per day.
2. The Supports Coordinator will educate participants regarding healthy nutrition and encourage eating small frequent meals rather than 2-3 large meals.
3. Supports Coordinator will assess nutrition and fluid intake at monthly contacts and educate as needed.
4. Supports Coordinator will educate participants regarding the importance of adequate fluid intake and prevention of dehydration.

Expected Outcome: Prevalence of Inadequate Meals and Dehydration - Decrease the prevalence of participants who ate one or fewer meals in four of the last seven days. Reduce the prevalence of participants who were dehydrated due to insufficient fluid intake. Prevalence of all participants who in 4 of the last 7 days ate one or fewer meals to less than 2%.

Number of client pre-screenings:	Current Year:	140	Planned Next Year:	140
Number of initial client assessments:	Current Year:	70	Planned Next Year:	70
Number of initial client care plans:	Current Year:	70	Planned Next Year:	70
Total number of clients (carry over plus new):	Current Year:	289	Planned Next Year:	289

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Staff to client ratio (Active and maintenance per Full time care)      Current Year: 1:55      Planned Next Year: 1:55

**Information and Assistance**

Starting Date                      10/01/2023                      Ending Date                      09/30/2025  
Total of Federal Dollars      \$138,268.00                      Total of State Dollars      \$124,616.00

Geographic area to be served

Region 1-A

**Specify the planned goals and activities that will be undertaken to provide the service.**

**Goal 1: Update and maintain Information & Assistance (I&A) Resource Database to be able to provide accurate and updated information to all identified populations in collaboration with the United Way of Southeast Michigan and other partners.**

Activities:

1. Complete the identification and removal of resources in database that are no longer valid.
2. Continue to update valid resources in the database.
3. Identify gaps in available resources.
4. Collaborate with community organizations to identify resources to fill gaps.
5. Add identified community resources to the database.
6. Maintain the database according to AIRS standards.
7. Ensure that services for diverse populations are maintained in the database.
8. Translate materials to other languages, utilize translators and TDD language line, where needed.
9. Upgrade Service Point
10. Participate in the United Way of Southeastern Michigan Close The Loop Initiative.

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

**Goal 2: Enhance the skills of Information & Assistance Specialists.**

Activities:

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

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

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**Goal 3: Collaborate with Community Wellness Service Center, Community Development Corporations and other partners to expand Information and Assistance, education and Options Counseling to increase accessibility, streamline services, navigate the environment and identify isolated seniors for wellness checks.**

Activities:

1. Utilize ADRC, Community Service Navigators and community partners to coordinate community service navigation services at Community Wellness Service Centers and throughout the community .
2. Develop tools to track outcomes of community I & A and Options Counseling.
3. Provide I & A and Options Counseling training that meets AASA and AIRS standards .
4. Provide I & A and Options Counseling at Community Wellness Service Center agencies to all populations .
5. Collaborate with Community Wellness Center partners to evaluate tracking data and determine next steps .

Expected Outcome: Increase access to long term care supports and services and other community resources.

**Options Counseling**

<u>Starting Date</u>	10/01/2023	<u>Ending Date</u>	09/30/2025
Total of Federal Dollars	\$40,000.00	Total of State Dollars	

Geographic area to be served

Region 1-A

**Specify the planned goals and activities that will be undertaken to provide the service.**

Goal 1: Further expand Options Counseling services for older adults and caregivers to enhance their quality of life.

Activities:

1. Further define options counseling services in Region 1-A.
2. Provide options counseling and follow up with consumers for at least 90 days.
3. Further expand options counseling services to connect participants to their optimal living settings and other community resources.
4. Further integrate options counseling into Information and Assistance Call Center , Caregiver Support services, and other key services.
5. Expand capacity building through new procedures and processes.
6. Further enhance and expand options counseling trainings.
7. Build options counseling resources and a printed and web-based resource guide in Service Point or another software program.
8. Coordinate options counseling with CWCSs.
9. Develop a strategy to promote options counseling through social media and other methods.
10. Strengthen relationships and referrals to Long Term Care Supports and Services including PACE , Skilled Nursing Homes. Adult Home Help, Assisted Living, Foster Care, and Homes for the Aging.

Expected Outcome: Expand, enhance and integrate options counseling into the service delivery system within Region 1-A.

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**Direct Service Request**

**Disease Prevention/Health Promotion**

Total of Federal Dollars     \$130,200.00

Total of State Dollars

Geographic Area Served     Region 1-A

**Planned goals, objectives, and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

**Goal 1: Provide Support to Community Wellness Service Centers (CWSCs).**

Activities:

1. Utilize the Community Wellness Service Center Advisory Committee to promote best practices , program promotion, partnership building and sustainability.
2. Monitor evidence-based programs and perform fidelity checks.
3. Track self-reported program outcomes quarterly.
4. Evaluate effectiveness of programs.
5. Facilitate ongoing training, technical assistance and support the development, maintenance, and expansion of CWSCs.
6. Expand the Distance Learning and Technology Training Corps to qualifying older adults , including those that have received a Chromebook.

Expected Outcomes: Improve the health status of older adults and caregivers by addressing the social determinants of health.

**Goal 2: Further expand evidence-based health promotion and disease prevention services, including trainings for CWSCs to support capacity building and growth.**

Activities:

1. Continue technical assistance and support for Community Wellness Service Centers (CWSCs) and satellites including Agencies United for Healthy Aging.
2. Assist CWSCs to recruit and train lay leaders, coaches and instructors in evidence-based programs.
3. Set volunteer recruitment and program completion targets.
4. Track measurable outcomes for DSMT on AADE Annual Report with input from the DSMT Advisory Council.
5. Promote sustainability of Diabetes Prevention Program at select CWSCs.
6. Incorporate Diabetes Self-Management Training/Medical Nutrition Therapy (MNT) into Senior Telehealth Connect to support nutrition education and counseling associated with prevention and management of chronic illnesses.
7. Explore cost sharing, fee-for-services, membership fees and third-party reimbursement opportunities.
8. Work with CWSCs to expand and sustain Passport to Health services, if feasible.
9. Utilize the Passport to Health toolkit and business plan to value proposition that can be marketed to managed care organizations, health systems and other parties.
10. Coordinate virtual Evidence-Based programming with Area Agencies on Aging Association of

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Michigan, if feasible.

11. Implement health promotion and disease management strategies in the Vision 2021 – 2025 Strategic Plan.

12. Build/rebuild infrastructure for Enhance Fitness, Tai Chi, and other Evidence Based Programs.

Expand/replicate Passport to Health.

13. Implement caregiver support coordination service through internal/external partners.

Expected Outcomes: Improve health status of older adults participating in health promotion and disease management programs through proven evidence-based program interventions.

**Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).**

**(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.**

**(B) Such services are directly related to the Area Agency’s administrative functions.**

**(C) Such services can be provided more economically and with comparable quality by the Area Agency.**

DAAA proposes to administer community health and wellness services directly and to contract with four Community Wellness Service Centers in order to maintain licensing and certifications centrally to avoid duplication of efforts and maintain efficiencies and effectiveness. This will also enable DAAA to monitor the evidence-based programs to maintain fidelity and compliance; provide technical assistance and support as well as to take advantage of program development and third-party reimbursement opportunities that can expand service delivery and sustain services.

CWSC services will be supported through Community Service Navigator, Chore, Home Care Assistance, Respite Care, Transportation, Disease Prevention and Health Promotion as well as Caregiver Education, Training and Support.

**Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency’s efforts to secure services from an available provider of such services; or a description of the area agency’s efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

Administration of the disease prevention and health promotion services has enabled DAAA to secure additional resources from public and private partners such as the Michigan Health Endowment Fund and AASA through a coordinated effort. Community needs assessment finding support the continuation of health and wellness services.

**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

Virtual Town Hall Conferences Call were held on June 7th and 8th, 2022. Select attendees support the continuation of disease prevention/health promotion services in order to prevent chronic disease.

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**Long Term Care Ombudsman**

Total of Federal Dollars     \$149,342.00                      Total of State Dollars     \$88,202.00

Geographic Area Served     Region 1-A

**Planned goals, objectives, and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

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

Activities:

1. Continue to educate nursing facility and community living residents regarding their rights.
2. Investigate complaints from nursing facilities, MI CHOICE, adult foster care and homes for the aged residents and their family members.
3. Collaborate with residents, resident supports, and nursing home facilities to resolve complaints.
4. Assist residents who would like to transition from institutional to community settings.
5. Assist residents who are experiencing nursing home closure.
6. Continue to participate on the Elder Abuse Task Force to prevent elder abuse and scams.
7. Finalize LTC Ombudsman nursing home guide and distribute to nursing home residents.
8. Continue to work with nursing home residents and their families to reduce social isolation and the impact of COVID-19.
9. Disseminate Long Term Care Ombudsman calendars and other materials.
10. Implement Long Term Care Ombudsman strategies in alignment with the Vision 2023 – 2025 Strategic Plan.

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

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

Activities:

1. Continue to develop relationships with nursing home and community living residents and family support to raise awareness of resident rights and elder abuse.
2. Collaborate with outreach program to target events to provide community education.
3. Collaborate with county organizations to educate and increase community awareness of all populations on elder abuse.
4. Work to protect nursing home residents from voter-related and other types of fraud.
5. Coordinate trainings on Elder Abuse for Information & Assistance Specialists.
6. Implement Long Term Care Ombudsman strategies in alignment with the Vision 2021 – 2025 Strategic Plan.

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

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Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).

**(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.**

**(B) Such services are directly related to the Area Agency's administrative functions.**

**(C) Such services can be provided more economically and with comparable quality by the Area Agency.**

DAAA proposes to continue to provide Long Term Care Ombudsman services because the services are 1) administered in conjunction with Information and Assistance; 2) provided economically and effectively and 3) maintains continuity of service in Region 1-A until AASA finalizes its plans to directly administer this program through a third party. DAA has been unable to identify an outside vendor for these services.

**Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

DAAA has elected to continue to provide LTC Ombudsman services given the State of Michigan's plans to centralize these services in the future.

**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

There were no comments regarding LTC Ombudsman services during the Virtual Town Hall public hearings held via Zoom on June 7th and/or 8th, 2022.

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**Regional Direct Service Request**

**Emergency Gap-Filling**

Total of Federal Dollars     \$33,950.00                      Total of State Dollars

Geographic Area Served     Region 1-A

**Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

Goal: To administer Emergency Gap-Filling Services as a last resort to at-risk older adult or family caregiver.

Objective 1: Modify policy, procedures and protocols for implementing Gap-filling Services

Activities:

- 1. Revise Intake and Screening process.
- 2. Update policy, procedures and protocols.
- 3. Supplement funding with other monetary and in-kind resources.

Objective 2: Implement Gap-Filling Services Through an Inter-departmental Committee

- 1. Meet monthly or as needed to review request for gap filling services
- 2. Order equipment or services needed.
- 3. Track delivery of services, secure signatures and satisfaction regarding outcome.
- 4. Submit invoices to Finance.

**Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).**

**(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.**

**(B) Such services are directly related to the Area Agency’s administrative functions.**

**(C) Such services can be provided more economically and with comparable quality by the Area Agency.**

The Detroit Area Agency on Aging is requesting approval to administer Emergency Gap-Filling Services because it can administer the program regionally to ensure efficiencies , supplement funding and ensure an adequate supply of resources to respond to Covid-19 and other emergencies.

**Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency’s efforts to secure services from an available provider of such services; or a description of the area agency’s efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

DAAA has been working with the Service Provider Network to make Emergency resources available during Covid-19 Pandemic, Power Outages and Flooding. It has the administrative staff and resources available to expedite these resources in collaboration with the provider network.



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**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

Community Needs Assessment data and input from the community supports the need to make these resources available to the community to address unmet needs and emergencies. Both constituents and service providers are requesting that resources be in place to respond basic needs and natural/man-made disasters and emergencies.

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**Program Development Objectives**

**Area Agency on Aging Goal**

**A. GOAL 1: Strengthen public and private partnerships to leverage additional funding for high-priority programs and services.**

State Goal Match: 0

Narrative

In an effort to strengthen public and private partnerships to leverage additional funding for high-priority programs and services, DAAA will increase monetary and in-kind resources for home repair services for older adults in DAAA's service area. We will also increase public and private resources for transportation services to expand and enhance service delivery

Lastly, DAAA will expand revenues for other programs and services through cost-sharing, increased program income, private pay, and/or in-kind resources.

Objectives

- 1. Increase monetary and in-kind resources for home repair services for older adults in DAAA's service area .  
Timeline: 10/01/2023 to 09/30/2025

Activities

- 1.1. Partner with public and private partners to plan, develop and implement a strategy to address home repair services including relocation of older adults living in unsafe housing.
- 1.2. Develop a senior home repair model to address minor home repairs, environmental modifications, and housing rehabilitation.
- 1.3. Seek resources to fund home repair services and housing rehabilitation services.
- 1.4. Identify vetted, trained, and licensed contractors who can be referred to older adults who can pay for home repair services.
- 1.5. Work with municipalities and other partners to relocate older adults and caregivers living in unsafe housing.
- 1.6. Refer older adults to programs and services to address property tax/mortgage foreclosures, blight tickets, utility, and other housing-related issues.
- 1.7. Educate the community about DAAA's role in housing and home repair services to dispel myths and misinformation.

Expected Outcome

Expand access to home repairs, environmental modification, and housing rehabilitation for older adults in DAAA's service area in collaboration with community partners.

- 2. Increase public and private resources for transportation services to expand and enhance service delivery.  
Timeline: 10/01/2023 to 09/30/2025

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- 1.1. Partner with Regional Transportation Authority (RTA), DDOT, SMART, Uber, and Lyft to expand the availability of transportation services for older adults.
- 1.2. Partner with DDOT and SMART to make transportation services available through the network of transportation providers.
- 1.3. Work with Uber and Lyft to develop a senior-focused transportation program for older adults that closely vets drivers.
- 1.4. Educate older adults of transportation options available in DAAA's service area.
- 1.5. Continue to provide partners with State of Michigan, RTA and AAA 1-B to make transportation services available through myrides2, MI Choice and for special events.
- 1.6. Continue to improve the quality of senior transportation services.
- 1.7. Research Transportation broker software options.

Expected Outcome

Expand and enhance transportation services to expand access to care.

3. Expand revenues for other programs and services through cost-sharing, increased program income, private pay, and in-kind resources.

Timeline: 10/01/2023 to 09/30/2025

Activities

- 1.1. Expand voluntary contributions and/or cost sharing across DAAA programs and services: home-delivered and congregate meals; in-home and community services.
- 1.2. Create a private pay program for home-delivered meals and home care assistance.
- 1.3. Promote private pay for evidence-based programs through third party reimbursement.
- 1.4. Restart HDM program income.

Expected Outcome

Diversify revenue sources to support the maintenance or expansion of programs and services.

**B. GOAL 2: Expand Access to Information, Services and Benefits to address Basic Needs and Other Community Resources.**

State Goal Match: 1

Narrative

In order to expand access to information, services and benefits to address basic needs and other community resources, DAAA will continue to build a new infrastructure for the Information & Assistance Call Center and increase Financial Literacy and Access to Benefits and Services.

Objectives

1. Objective 2.2: Increase Financial Literacy and Access to Benefits and Services (Strategic Goal #1 - Objective 1.B. 1)

Timeline: 10/01/2023 to 09/30/2025

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Activities

- 1.1. Continue to expand access to public benefits and services through capacity building, financial literacy and training of older adults, caregivers, and benefits counselors.
- 1.2. Implement processes to bridge the gap for older adults who require basic needs such as water shut off, mortgage, property/income taxes, and utility (heating and electricity) assistance.
- 1.3. Facilitate the navigation of Social Security benefits among older adults through partnership building, placement of kiosks and other strategies.
- 1.4. Advocate for needed changes in public benefits and services at the federal, state, and local levels.

Expected Outcome

Increase economic security through public and private benefits.

- 2. Objective 2.1: Continue to build a new infrastructure for the Information & Assistance Call Center.  
Timeline: 10/01/2023 to 09/30/2025

Activities

- 1.1. Seek replacement of information technology for Service Point to enhance call center services through grants and resource development. (Strategic Plan Goal VI)
- 1.2. Create online resource guides to support older adults, caregivers, and provider networks.
- 1.3. Expand Information & Assistance reach through telephone reassurance using staff and trained volunteers.
- 1.4. Market DAAA's Information & Assistance call center as a trusted source for information in the DAAA service area.

Expected Outcome

Strengthen and enhance Information and Assistance services for older adults, caregivers, and the general public.

**C. GOAL 3: Improve and Expand Community Health, Wellness and Nutrition Services**

State Goal Match: 0

Narrative

In order to improve and expand Community Health, Wellness and Nutrition Services DAAA will continue to expand and enhance Telehealth, Mobile Health and Community-based Health and Wellness Services.

Objectives

- 1. Objective 1: Continue to expand and enhance Telehealth, Mobile Health and Community-based Health and Wellness Services  
Timeline: 10/01/2023 to 09/30/2025

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Activities

- 1.1. Expand Senior Telehealth **Connect** services in the targeted area to widen reach and depth of services.
- 1.2. Partner with health care partners to make mobile health services available to older adults.
- 1.3. Continue to expand virtual and face-to-face services through the network of Community Wellness Service Centers and satellite locations in collaboration with the Association of Area Agencies on Aging and local partners.
- 1.4. Partner with health plans and Integrated Care Organization to provide evidence-based programs to members through third-party reimbursements.
- 1.5. Rebuild the infrastructure for evidence-based programs for virtual and face-to-face programs.
- 1.6. Expand the availability of evidence-based programs to homebound seniors, older adults who speak other languages or honor different cultures.
- 1.7. Continue to improve health literacy among older adults, family caregivers and provider network.
- 1.8. Expand congregate meal sites in targeted areas based upon community needs, population shifts.
- 1.9. Implement Food First program to make restaurant-prepared meals available to caregivers and care recipients.
- 1.10. Implement Medical Nutrition Therapy program to address special diets needed by older adults .
- 1.11. Supporting a hybrid model for congregate meal program.
- 1.12. Options for halal/kosher and other cultural diets/meals. Specialized diets.
- 1.13. Create solutions for those who need assistance with online grocery shopping.
- 1.14. Re-image our Home Delivered Meals Programs to attract new and existing participants.
- 1.15. Modernize the DAAA's Congregate Meals Program including integrating technology , designation of new sites, implement Silver Cafe Innovative services as well as enhancing nutrition education strategies into programming.

Expected Outcome

Improve the health status of older adults in DAAA's service area through health promotion and disease management strategies.

**D. GOAL 4: Create a Caregiver Resource Center that Support Informal and Formal Caregivers.**

State Goal Match: 0

Narrative

To support creating a caregiver resource center that supports informal and formal caregivers , DAAA will work with public and private partners to establish a caregiver education, training support center in Region 1-A. DAAA will also make CEU training available for paid caregivers, direct care workers, and community health workers to increase their capacity to provide care within families, within home settings and the community.

Objectives

- 1. Objective 4.2 Make CEU training available for Paid Caregivers, Direct Care Workers, and Community Health Workers to Increase their Capacity to Provide Care within Families , within Home Settings and the Community.

Timeline: 10/01/2023 to 09/30/2025

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Activities

- 1.1. Survey paid caregivers, direct care workers and community health workers to discern education and training needs.
- 1.2. Develop and/or enhance training that can be offered to these professionals and paraprofessionals in collaboration with experts.
- 1.3. Seek CEU for the training, where appropriate.
- 1.4. Develop promotional materials to promote the training program.
- 1.5. Offer training series to targeted professionals to build capacity of service provider agencies to render high-quality services.
- 1.6. Evaluate programs for client satisfaction.

Expected Outcome

Increase capacity of caregivers, direct care workers and community health workers to provide care to grandchildren, adult children, older persons, and adults living with disabilities.

2. Objective 4.1: Work with public and private partners to establish a caregiver education , training support center in Region 1-A.  
Timeline: 10/01/2023 to 09/30/2025

Activities

- 1.1. Work with Alzheimer's Association, AARP Michigan, Community Wellness Service Centers, Senior Regional Collaborative, Lori Hands, and other partners to expand caregiver and kinship services.
- 1.2. Provision of Caregiving Services/Training to the Faith, Business and Educational Communities.
- 1.3. Continue to expand Creating Confident Caregivers; Powerful Tools for Caregivers; Universal Dementia and Dementia Dexterity Webinars; and, Aging Mastery caregiver training.
- 1.4. Seek additional resources to expand caregiver support, education, and training.
- 1.5. Enhance and expand caregiving and home-based services to help older adults remain in their homes and communities. (Objective II.B)
- 1.6. Development of respite services for caregivers and their families:
- 1.7. Overnight/Extended Services
- 1.8. Volunteer-based Home Friendly Visiting services.
- 1.9. Continue to enhance the Community Care Corps model to make chore, respite care and friendly visiting available to caregivers and their care recipients.
- 1.10. Maintain Caregiver Resource Guide and brochure to promote resources available for caregiver education, training, and support.
- 1.11. Promote caregiver support coordination programs with advertisements in TV, Radio, social media, etc.
- 1.12. Establish a Kinship Support Navigator in DAAA's service area.

Expected Outcome

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

**E. GOAL 5: Reduce Isolation, Loneliness & Depression Among At-Risk Older Adults.**

State Goal Match: 2

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Narrative

In order to reduce isolation, loneliness and depression among at-risk older adults, DAAA will increase socialization of at-risk older adults through volunteer-based strategies and partner with Behavioral Health and other community partners to expand access to mental health and substance abuse prevention services.

Objectives

- 1. Objective 5.2: Partner with Behavioral Health and other Community Partners to expand access to mental health and substance abuse prevention services.

Timeline: 10/01/2023 to 09/30/2025

Activities

- 1.1. Enhance Mental Health Services and Substance Abuse Education for Active and Home bound Seniors .
- 1.2. Implement Social Engagement and support programs to reduce social isolation.
- 1.3. Develop Mental Health and Substance Use Disorder Support programs for caregivers.

Expected Outcome

Strengthen partnerships and access to mental health and substance abuse prevention services.

- 2. Objective 5.1: Increase socialization of at-risk older adults through volunteer-based strategies.?

Timeline: 10/01/2023 to 09/30/2025

Activities

- 1.1. Research best practices to reduce social isolation, depression, and loneliness.
- 1.2. Continue to enhance the Community Care Corps friendly reassurance model in collaboration with volunteers and other partners.
- 1.3. Develop a telephone reassurance tool kit for staff and volunteers.
- 1.4. Seek funding and recruit volunteers.
- 1.5. Secure other in-kind resources, as needed.
- 1.6. Expand the model and measure health outcomes and community impact.

Expected Outcome

Reduce social isolation rating by 5 – 10% among targeted older adults.?

**F. GOAL 6: Improve the Accessibility of Services to Region 1A’s Communities and People of Color, Immigrants and LGBTQ+ Individuals**

State Goal Match: 0

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Narrative

To improve the accessibility of services to Region 1-A's Community and Peoples of Color, Immigrants and LGBTQ+ individuals, DAAA will ensure that AAA staff and subcontractors are trained in diversity, equity, and inclusion; Increase in cultural competency of AAA staff and contractors; Ensure that programming and outreach is culturally sensitive and welcoming to all; and Ensure that culturally and linguistically appropriate outreach is directed to non-English speaking persons and that providers are trained to adapt to diverse cultural needs.

Diversity, Equity, and Inclusion Goal

With increased awareness of the effects of racial and ethnic disparities on the health , well-being, and lifespans of individuals, the State Plan on Aging for FY 2023-2025 has implemented goals that relate to identifying and increasing services to black, indigenous and people of color as well as LGBTQ+ adults over age 60.

**Goal: Improve the Accessibility of Services to Michigan’s Communities and People of Color, Immigrants and LGBTQ+ Individuals.**

Please assess and summarize how well the area agency is currently addressing accessibility of services for the groups listed above and complete the objective(s), strategies and activities that are indicated for quality improvement in this area. Include planned efforts to:

1. Increase services provided to black, indigenous and people of color and the (LGBTQ+) communities.
2. Increase the number of area agency staff, providers and caregivers trained in implicit bias, cultural competencies, and root causes of racism.
3. Increase availability of linguistic translation services and communications based on the cultural needs in the region in which you serve.

During FY 2020 - FY 2023, the Detroit Area Agency on Aging has made a concerted effort to target services for African American, Native Americans, Chinese Americans, Hispanic/Latinx, the growing Arabic American populations as well as the LGBTQ+ community.

Currently, DAAA funds several agencies to implement targeted outreach to reach Chinese , Hispanics, Arabic and Native Americans. The agency also translates materials and use interpreters to provide services to reach constituents for input using Zoom's Language Line during community forums. The agency is also intentional in engaging/hiring and training of Board, Advisory Council, Staff and the Service Provider Network. DAAA also uses bilingual staff, community partners and hired translators for interpretation. Currently, a DAAA team member sits on the Southeast Michigan HIV and AID Council (SEM HAC). The agency is also implementing a Food & Friendship Connections in collaboration with partners from the LGBTQ+ community. The agency has used SAGE Metro Detroit, Wayne State University, Relias Learning Center and the Arab American Chaldean Council to conduct trainings on diversity, equity and inclusion, unconscious bias, LGBTQ+ and other topics.

DAAA's DEI Workgroup initiated a DEI e-Newsletter to share information about culture customs and differences. For 2022 Nutrition month, team members and community partners provided cooking demonstrations with food from around the world. During FY 2023 - FY 2025, DAAA will develop metrics in alignment with the State's goal to track progress on this critically important effort in order to embed it within the



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agency's operations and contracts. These metrics in tracking 1) increases services for black, indigenous, people of color and LGBTQ+; 2) the number of area agency staff, service providers and caregivers trained in implicit bias, cultural competency and root causes of racism; and 3) demonstrating increases in the availability of of linguistic translation servcies and communications in Region 1-A.

Objectives

1. Objective 6.4: Ensure that culturally and linguistically appropriate outreach is directed to non-English speaking persons and that providers are trained to adapt to diverse cultural needs.

Timeline: 10/01/2023 to 09/30/2025

Activities

1.1. Direct culturally and linguistically appropriate outreach is directed to non-English speaking participants through translation of materials and interpretation services.

1.2. Monitor cultural diversity hiring and training among staff, providers, and volunteers to assist DAAA and providers to adapt to diverse cultures.

1.3. Procurement of providers and vendors to support communications needs for a diverse population.

1.4. Development of culturally relevant programs and services that support culturally appropriate translation and communications.

5. Identify and use Web-based and other tools to support translation of materials and interpretation to targeted populations.

Expected Outcome

Increase the availability of linguistic translation services and communications based on the cultural needs of Region 1-A.

2. Objective 6.1: Ensure that AAA staff and subcontractors are trained in diversity, equity, and inclusion.

Timeline: 10/01/2023 to 09/30/2025

Activities

1.1. Strengthen the Diversity Equity and Inclusion Committee and review the diversity plan annually to support CARF and NCQA accreditation.

1.2. Plan and implement an annual diversity, equity and inclusion training for staff and service provider networks.

1.3. Facilitate individual web-based training of staff in culture diversity.

1.4. Continue to operationalize LGBTQ+ training developed through SAGE Metro Detroit and other partners.

1.5. Promote the hiring of team partners from cultural groups to reduce language, and/or cultural barriers.

1.6. Provide annual Cultural Competency training for the DAAA Advisory Council.

1.7. Procurement of providers and vendors

1.8. Development of culturally relevant programs and services

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Expected Outcome

Increase the number of AAA staff, contractors and caregivers trained in implicit bias, cultural competencies and root causes of racism.

3. Objective 6.3: Ensure that programming and outreach is culturally sensitive and welcoming to all.  
Timeline: 10/01/2023 to 09/30/2025

Activities

1. Promote programs with culturally inclusive manner to embrace diverse populations.
2. Implement culturally sensitive outreach strategies within neighborhoods and organization with targeted racial/ethnic, immigrant and LGBTQ+ groups.
3. Partner with community leaders who can help build rapport with targeted populations to link them to programs and services.
4. Utilize Zoom channels to reach multi-cultural groups and English as a Second Language (ESL) individuals.
5. Implement Social Engagement and support programs to reduce social isolation.

Expected Outcome

Increase culturally sensitive outreach regarding available programs to reach all populations.

4. Objective 6.2: Ensure that programming and outreach is culturally sensitive and without unconscious bias.  
Timeline: 10/01/2023 to 09/30/2025

Activities

- 1.1. Plan and implement an annual diversity, equity and inclusion training for staff and service provider network that includes exercises designed to assist participants to recognize and address unconscious bias.
- 1.2. Identify online trainings and other materials to reinforce a bias-free environment.

Expected Outcome

Increase services provided to black, indigenous, people of color and LGBTQ+ in Region 1-A.

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Supplemental Documents

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## SUPPLEMENTAL DOCUMENT A

## Board of Directors Membership

	Asian/Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	17	0	1	0	13	31
Aged 60 and Over	0	7	0	1	0	0	14

Board Member Name	Geographic Area	Affiliation	Membership Status
Wayne W. Bradley Sr.	Detroit	Detroit Community Health Connection, Inc.	Appointed
Suzanne Berschback	Grosse Pointe Farms	Beaumont Hospital	Appointed
Thomas Cervenak	Hamtramck	Retired- Community Representative	Appointed
Henry Conerway, Jr.	Detroit	Ambassador Nursing & Rehabilitation Centre	Appointed
Bryan Ecton	Macomb	Delphi Technologies	Appointed
Terra DeFoe	Detroit	City of Detroit Office of the Mayor	Appointed
Mark Wollenweber	Burtchville	Retired	Appointed
Sharmaine Robinson	Highland Park	Community Representative	Appointed
Kenneth Poynter	Harper Woods	Retired	Appointed
Navid Sayed	Farmington Hills	Capital Home Health Care, Inc.	Appointed
Alice G. Thompson	Detroit	Retired	Appointed
W. Anthony Jenkins	Detroit	Lawyer	Appointed
Fay Martin Keys, DL, MSW	Detroit	Wayne State University	Appointed
Rev. Oscar W. King, III	Detroit	Pastor	Appointed
Stacia Little	Detroit	Optimist Club	Appointed
Sherry McRill	Grosse Pointe Park	CNS HealthCare	Appointed

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Tomara Nolen	Detroit	DTE Energy	Appointed
Louis Green	Detroit	UAW Retired	Appointed
Reginald Hartsfield	Detroit	Advantage Management Group	Appointed
Juanita Hernandez	Detroit	Retired	Appointed
Reverend Jim Holley, PhD	Detroit	Pastor	Appointed
Marilyn French Hubbard Ph	Florida	Retired	Appointed
Sylvester Hester	Detroit	LM Manufacturing, LLC	Appointed
Michele Robinson	Detroit	Agape Financial & Consulting	Appointed
Amy O'Leary	Detroit	SEMCOG	Appointed

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**SUPPLEMENTAL DOCUMENT B**  
**Advisory Board Membership**

	Asian/ Pacific Islander	African American	Native American/A laskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	14	0	2	0	18	21
Aged 60 and Over	16	12	0	2	0	18	21

Board Member Name	Geographic Area	Affiliation
Victor Arbulu	Detroit	60+, Retired, Greater Detroit Agency for Blind
Sharon Bell	Detroit	60+, Community Activist
Sandra Booker	Detroit	60+, Representative of Older Person
Deloris Cortez	Detroit	Homeless Action Network of Detroit (HAND)
Nancy Courtney	Harper Woods	60+, Retired
Rose Marie Cutler	Detroit	60+, Representative Nutrition Service Provider
Timzetta Dickson	Detroit	Service Coordinator - Senior Housing
Elmer Duff	Detroit	60+, Retired Veteran
Phyllis Edwards	Detroit	60+, Retired - Bridging Communities, Inc.
Katy Graham	Detroit	Retired Attorney
Beverlyn Hilton	Detroit	60+, Wayne County Treasurer's Office
Ann Kraemer	Grosse Pointe	60+, Retired - General Public
Debra Lichtenburg	Grosse Pointe	General Public
Democale Randle	Detroit	Representative - Healthcare Provider
Charles Reese	Detroit	60+, Community Volunteer/Business Sector
Martha G. Scott	Detroit, H. Park, Hamtramck	60+ Elected Official/Wayne County Commissioner
Patricia Simpson	Detroit	60+, Retired
Virginia Skrzyniarz	Hamtramck	60+, Representative - Social Service Provider
Alberta Trimble	Detroit	60+, Retired
Katie Wheatley	Detroit	60+, Representative - Social Service Provider
Yvonne White	Detroit	60+, Retired

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**SUPPLEMENTAL DOCUMENT C**  
**Proposal Selection Criteria**

Date criteria approved by Area Agency on Aging Board: 06/27/2022

**Outline new or changed criteria that will be used to select providers:**

The Detroit Area Agency on Aging's Request for Proposal process for Aging Service Providers receiving line-item reimbursement will be modified for FY 2023 - FY 2025 Multi-Year Plan to transition contracts from line-item reimbursement to unit rate reimbursement through performance-based contracting. This phased approach will include gradually moving Traditional Providers from grants to unit rate reimbursement based upon performance as follows: FY 2023: 50% Line-Item Grant/50% Unit Rate Contract; FY 2024: 25% Line-Item Grant/75% Unit Rate Contract; and FY 2025: 0% Line-Item Grant/100% Unit Rate Contract. During this three-year period, DAAA will promote capacity building through technical assistance, training and support for traditional providers to assist them in this transition. The agency will also create a Five Star Reward System with Incentive Payments to promote high performance and continuous quality improvement. Incentive Payments will be provided through unrestricted funding or other resources.

The Proposal Selection Criteria will request applicants to sign an Attestation Statement noting that they will engage in Performance-based Contracting and participate in Capacity Building Training for Performance-Based Contracting.

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**SUPPLEMENTAL DOCUMENT D**

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

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

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

**777,797**

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

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

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



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**SUPPLEMENTAL DOCUMENT F**  
**Request to Transfer Funds**

1	The Area Agency on Aging requests approval to transfer funds <b>from Title III-B Supportive Services</b> to Title III-C Nutrition Services. The Agency assures that this action will not result in a reduction in support for in-home services and senior center staffing. Rationale for this request is below.	Amount of Transfer  0
2	The Area Agency on Aging requests approval to transfer funds <b>from Title III-C1 Congregate Nutrition Services</b> to Title III-B Supportive Services for in-home services. The rationale as to why congregate participation cannot be increased is described below.	Amount of Transfer  622,248
<p>The transfer of \$622,248 from Title III-C1 to Title III-B will be utilized to provide services through Community Wellness Service Centers, including Community Service Navigator (Regional Definition), Transportation and Disease Prevention/Health Promotion.</p> <p>There will also be an administrative transfer of \$68,052 from Title III C-2 to Title III C-1 to enable the Congregate Meals Program to be maintained at the FY 2022 level.</p> <p>A total of \$847, 470 is allocated from State Alternative Care, State Respite Care, Merit Awards and State In-Home Services to support the Home-Delivered Meals program by providing meals to eligible participants as a form of Respite Care.</p>		
3	The Area Agency on Aging requests approval to transfer funds <b>from Title III-C1 Congregate Nutrition</b> to Title III-B Supportive Services for participant transportation to and from meal sites to possibly increase participation in the Congregate Nutrition Program. Rationale for this request is below.	Amount of Transfer  0

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**Scope of Services**

**1. Describe key changes and current demographic trends since the last MYP to provide a picture of the potentially eligible service population using census, elder-economic indexes or other relevant sources of information.**

The COVID-19 pandemic has highlighted the importance of the Detroit Area Agency on Aging and its local aging service network. People over age 65 comprised 75 percent of COVID-19 deaths in the US by the end of 2021 and about 40% of the deaths during the first wave of the pandemic in the Detroit/Wayne County area. Like national statistics, DAAA has found that the fear of contracting the virus has continue to weigh heavily on our target population and caused long-term social isolation and serious physical and emotional health illnesses as well as substance abuse. The growing availability of support delivered remotely has been of great assistance. However, maintaining adequate services for those who are homebound, and their caregivers will continue to be essential, but challenging. Burdens on family caregivers have increased due to the closure of some in-person services and direct care worker shortages.

Despite the two and half-year old COVID-19 pandemic, DAAA has seen an 3.4% increase in its population based on the latest 2016 – 2020 American Community Survey. This accounts for an increase in our sixty-plus population from 148,454 to 153,540. This five-year ACS data reflects the fact that the senior population within the DAAA service area continues to grow following the 7.5% increase from 2010 to 2017. However, what has worsened includes a community experiencing more chronic disease due to not seeing their doctors because of delayed treatment; loss of benefits due to closure of services; and increased social isolation that has resulted in depression, substance abuse and other challenges. Trends that have changed since the development of the FY 2020 - FY 2022 Multi-Year Plan appears below:

**SENIOR POPULATION BY AGE**

Region 1-A's senior population represent 6% of Michigan's senior population and 40% of Wayne County's senior population.

Region 1-A's senior population account for 8% of Michigan's total population and 43% of the Wayne County's total population.

Of the 153,540 60-plus individuals living in Region 1-A, 45,248 (29%) are in the 60 – 64 year old cohort, followed by 37,214 who are 65 years to 69 years old (24%), 25,917 are 70 years to 74 years (17%); 18,053 are 75 – 79 years old (12%); 12,379 are 80 years and 84 years and 14,729 are 85 plus representing 10% of the region's population.

**RACE AND ETHNICITY**

Nearly 80 percent of the older adults in DAAA's service area are people of color . About 71% of the residents living in Region 1-A are African American, 20% Caucasian, 3% Other Races, 3% Two or more races, 3% Asian, and Native American/Pacific Islander, less than 1%.

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**POVERTY STATUS AND HOUSEHOLD INCOME**

Region 1-A is home to a large number of older adults who have incomes below 100% of the poverty level when compared to the State of Michigan and to a lesser extent Wayne County.

The percentage of seniors living in poverty is 8% higher in Region 1-A than in Wayne County and 13% higher than the poverty rate of Michigan seniors.

A large disparity exists regarding median income in Region 1-A as compared to workers living in other areas of the State and Wayne County. The Median Income of workers in Region 1-A is \$13,000 less than those in Wayne County and \$23,000 less than workers in the State of Michigan.

**MORTALITY / PREMATURE DEATH**

DAAA serves some of the most at-risk older adults in the Michigan and has documented premature, excess deaths of this population through the agency's award-winning Dying Before Their Time series which has found that older residents have a mortality rate 2 to 2.5 times higher than older adults in the remainder of the State due to poor access to care, multiple chronic conditions, and elevated hospitalizations and ER Visits. This has been exacerbated by COVID-19, where 40% of deaths in the first wave of the health crisis are tied to 60-plus older adults.

**DISABILITY STATUS**

Region 1-A 65-plus older adults have a higher acuity and disability rate than seniors in the rest of the State of Michigan. Region 1-A disabled population account for 38.2% of the State's older adults living with disabilities and the total senior population living with disabilities in Region 1-A is 2.5 times that of Wayne County.

Of the 138,815 65-plus living with disabilities in the Detroit area, 17% have hearing impairments (23,673); 20% have vision impairments (27,009); and 44% have cognitive impairments (60,646). In addition, 58% experience ambulatory difficulties (80,425); 27% have self-care difficulties (37,683), and; 44% experience difficulties living independently (60,448).

**CAREGIVING & GRANDPARENTING**

Region 1-A seniors are more likely to live and take care of their grandchildren than seniors living in the rest of Wayne County and the State of Michigan.

An estimated 100,000 caregivers live within Region 1-A with about 63% anxious about their ability to provide care, 50% providing financial support to the care recipient (an average of \$7,000 per year) and 39% spending at least 6 hours per week on caregiving, according to the University of Michigan CHRT Report. Seniors without

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family caregivers are 7X as likely to be admitted to a skilled nursing facility.

**TOTAL LIVING ALONE**

When examining living arrangements of the 65-plus in Region 1-A as compared to Michigan, DAAA found that 36% of local seniors live alone as opposed to 29% in the State of Michigan and 33% in Wayne County. Living alone is an indicator of need and often denotes that individuals may have a more fragile support system.

**VETERAN STATUS – 65 PLUS**

Region 1-A has 14,710 65-Plus Veterans compared to 40,782 65-Plus Veterans in Wayne County and 293,378 65-Plus Veterans in the State of Michigan.

**HOUSING AND RENT**

Gross Rents continue to climb in Region 1-A, Wayne County and the State of Michigan at \$852 per month, for DAAA's service area; \$896 a month in Wayne County and \$894 a month in the State of Michigan.

The development of the City of Detroit has reinvigorated the area; however the shift of subsidized housing to market rate has put pressure of the availability of affordable housing and cause some older adults to relocate to Down River area of Wayne County, Oakland County or beyond.

**TOP EMERGING NEEDS OF REGION 1-A SENIORS**

Top ten community needs among older adults and caregivers attending town hall meetings consist of: 1- Home Repair Services; 2 – Caregiver/Kinship Support; 3 – Transportation; 4 – Social Isolation; 5 – Food/Food Insecurity; 6 – Covid-19 Pandemic Assistance (PPE, CV-19 Vaccinations, Testing and Emergency Grocery Shopping; 7 – Technology & Training; 8 – In-Home Services; 9 – Diversity, Equity and Inclusion and 10 – Expansion of Partnership and Community Volunteerism.

Key results of the 2022 Community Needs Assessment survey found that respondents prioritized the best strategies DAAA can deploy to help older adults to stay safe during the Covid-19 Pandemic include: 1 – Emergency Meals/Food (91.6%); Wellness Checks/Telephone Calls (80.8%); PPE Distribution (78.3%); In-Home Vaccinations (71.6%) and Covid-19 Testing (70.8%).

For Caregivers, the top five needs of unpaid, family caregivers consists of the following: 1 – Caregiver Education/Workshops (75%); Respite Care/Adult Day Services (65.8%); Support Groups (60%); 4 – Caregiver Resource Guide (59%) and Legal Assistance (57%).

For Service Providers, the top five strategies DAAA can use to assist them to service the community include: 1 – Additional Funding (80.3%); Access to Free Personal Protection Equipment/Supplies (66%); Technical Assistance Regarding Covid-19 Guidelines: 60%; Relaxed Waiver to Provide Flexibility in the Provision of

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Services (45%) and Return to Office Protocol Technical Assistance/Information - (18%).

Discussions with public and private community partners under the Inclusive Health Care Taskforce's Community Action Plan supports increased access to Broadband, Technology and Training for community residents and seniors; development of a Social Media App and Toolkit to support Retirement Planning across the lifespan, Age Friendly Communities; a Senior Directed Cable Television Program, a Senior Millage and/or use of Michigan Lottery that supports older adults; and use of Multi-disciplinary Professionals, Community Health Workers and Home Health Aides in innovative ways to address the Social Determinants to Health .

**2. Describe identified eligible service population(s) characteristics in terms of identified needs, conditions, health care coverage, preferences, trends, etc. Include older persons as well as caregivers and persons with disabilities in your discussion.**

To target limited resources, DAAA will earmark the majority of its Older Americans Act and State funding for Congregate Meals, Home Delivered Meals, Community Service Navigator, Home Care Assistance and In-Home/Out-of-Home Respite/Adult Day Services to service older persons, adults with disabilities and family caregivers. The agency will prioritize individuals with the greatest social and/or economic need with special attention to low-income minority seniors through targeted outreach. DAAA will continue to embrace diversity, equity, and inclusion through partnership building, targeting, the translation of materials in other languages, DEI training and the hiring of diverse team members.

This also includes reaching out to underserved and underrepresented communities and populations within our service area. We will continue to work with the LGBTQ community as well as with older adults living with disabilities such as HIV, hearing and vision impairments and dementia. We will also focus on growing our ability to serve Returning Citizens, older adults impacted by substance use and behavioral health concerns. DAAA will also continue to focus on advocating and addressing the community programs and initiatives that will support eliminating the social and health disparities impacting our Planning and Service Area . This will require us to continue our work with many of our current partners such as AARP , MPHI, SAGE Metro Detroit, Detroit/Wayne County Disability Network, Alzheimer's Disease Association and Greater Detroit Agency for the Blind and Visually Impaired. Yet, we will also work to create and/or re-establish partnerships with other key community organizations and stakeholders.

**3. Describe the area agency's Targeting Strategy (eligible persons with greatest social and/or economic need with particular attention to low-income minority individuals) for the MYP cycle including planned outreach efforts with underserved populations and indicate how specific targeting expectations are developed for service contracts.**

To target resources to eligible older adults with the greatest social and/or economic need, DAAA will utilize the following approaches:

**Low Income** - To address the needs of low-income older persons, DAAA will screen all program participants for public and private benefits and services so referrals can be made to the appropriate health plans, benefits and services with the client's consent. This will be done with intake and screening and eligibility determination as early as possible in order to identify what clients are eligible for within the community.

**Frail, Homebound Seniors and Adults with Disabilities** - To serve frail, homebound seniors and adults with disabilities, DAAA will work closely with internal departments, long term care supports and services continuum

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partners and Community Wellness Service Centers to screen participants for services using a person-centered approach. This includes screening for Care Management, MI CHOICE Home and Community Based Services, MI Health Link, Adult Home Health, Program for All-Inclusive Care for the Elderly, Adult Foster Care, Homes for Aged and Skilled Nursing Care.

**Racial & Ethnic Minority Elders** - DAAA will fund Outreach through our provider network to identify and serve racial and ethnic groups that have cultural and language barriers. These services will target Native Americans, Asian Americans, Hispanic/Latinx and the growing Arab American communities. DAAA's Communications and Marketing Department will also work with agency departments to market DAAA programs and services as well as services across the local AAA network.

**Lesbian, Gay, Bisexual, Transgender, Questioning-Plus** - DAAA will continue to strengthen partnerships with SAGE Metro Detroit, Affirmations, Corktown Health Center on staff/provider training, cultural competency and program development efforts. It also plans to continue to expand its Food & Friendship Connections program, if funded with Ryan White funding.

**Family Caregivers** - DAAA has been successful in expanding its footprint to support family caregivers and grandparents raising grandchildren over the last three years. To continue to do this, DAAA will continue to use its Information and Assistance Call Center to screen caregivers and refer at-risk ones to T-CARE, adult day services, respite care and caregiver education, training and other support.

**Dementia Patients** - After conducting a self assessment for dementia capability, DAAA developed protocols and procedures that are used to improve service delivery for individuals with dementia and their families. It will continue to work with the Alzheimer's Disease Association to target African Americans, Hispanic and Arab American elders who need support.

**Vulnerable Adults At-Risk to Elder Abuse and Exploitation** - DAAA will continue to work with Neighborhood Legal Services, the Senior Regional Collaboratives, local financial institutions, community and faith-based organization, Wayne County Sheriff's Department, law enforcements, Colleges and Universities, MDHHS and other partners to prevent elder abuse and financial exploitation.

**Mental Impairments/Depression & Substance Abuse** - DAAA will add the NCOA IDEA Depression Screening questions to its intake and screening process to identify older adults who may need Counseling and/or referral to mental health treatment through the Mental Health Board.

The Detroit Area Agency on Aging will also require service providers seeking contracts through our Request for Proposal process to target services to the socio-economically vulnerable senior and caregiver population.

**4. Describe the agency's past practices, current activities and plans for addressing the needs of people living with dementia and their caregivers.**

DAAA will earmark the majority of its Older Americans Act and State funding for Congregate Meals, Home Delivered Meals, Community Service Navigator, Home Care Assistance and In-Home/Out-of-Home Respite/Adult Day Services to service older persons, adults with disabilities and family caregivers.

To better serve people living with dementia as well as their caregivers, DAAA will screen these individuals

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during the intake and screening process and refer to appropriate services including Alzheimer's Association, TCARE, Powerful Tools for Caregivers, Creating Confident Caregivers, Developing Dementia Dexterity Webinars as well as Adult Day Care, In and Out of Home Respite and the Community Care Corps.

**5. When a customer desires services not funded under the MYP or available where they live, describe the options the area agency offers.**

DAAA will work with community partners to tap into resources for the under-served. DAAA uses its Information and Assistance Call Center, Options Counseling and MMAP services to delay the need for additional services. In addition, DAAA partners with the Senior Regional Collaborative and other partners to make new and existing programs and services possible.

**6. Describe the area agency's priorities for addressing identified unmet needs within the PSA for FY 2020-2022 MYP.**

When confronted with unmet needs and service gaps, DAAA will work with community partners to tap into resources for the under-served including utilizing Emergency Gap-Filling Resources, State Emergency Relief and other resources. The agency will also continue to activate community volunteers and Emergency Response protocols, as needed.

To prioritize older adults who have unmet needs, DAAA will focus attention on at-risk, frail homebound seniors, individuals who have low-incomes and other individuals distressed due to emergencies.

DAAA will contract with providers who will target older residents and caregivers of greatest social and economic need through community outreach.

**7. Where program resources are insufficient to meet the demand for services, reference how your service system plans to prioritize clients waiting to receive services, based on social, functional and economic needs.**

DAAA uses its Information and Assistance Call Center, Options Counseling and MMAP services to delay the need for additional services. In addition, DAAA partners with the Senior Regional Collaborative and other partners to make new and existing programs and services possible.

When older adults residing within the service area request services that are not available, DAAA will institute the following strategies:

- Explore volunteer-based options
- Explore private pay options
- Investigate Emergency Gap-Filling Options
- Maintain Wait List to support personal advocacy efforts

As part of DAAA's Information and Assistance Call Center's comprehensive intake process, the protocol is to ask callers about their health conditions including whether they have Alzheimer' Disease or dementia. Caregivers calling in for services often provide intake staff with this information. If a caller inquires for assistance with Activities of Daily Living (ADLs), it triggers the completion of the Michigan Intake Guidelines (MIG), a pre-screening questionnaire for waiver services. This tool allows the identification of possible cognitive impairment or dementia and this information is shared with Support Coordinators, Care Coordinators and Direct Purchase of Service providers through a Request for Information under a Business

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Association Agreement. When MI Health Link staff become aware of possible cognitive impairment, the protocol is to notify the Integrated Care Organization. Inquiries from callers trigger a referral to their primary care physician or evaluation or to another provider that offers Mental Health evaluations. Suicides or individuals screened as having depression are assisted through Suicide hotlines, 911 and/or referral to Counseling Services or Behavioral Health Services.

**8. Summarize the area agency Advisory Council input or recommendations (if any) on service population priorities, unmet needs priorities and strategies to address service needs.**

The DAAA Advisory Council and Consumer Council for the MI Choice Waiver continue to provide input into how DAAA can address social isolation, strategies to address housing, transportation, and home repair services as key priorities. A DAAA Advisory Council member serves on the Long Range Planning Committee. DAAA Advisory Council members provided input on the draft Multi-Year Plan/FY 2023 Annual Implementation Plan before and after the drafting of the proposed plan. All members also had an opportunity to participate in the online Community Needs Assessment Survey. Key recommendations from the DAAA Advisory Council focused on continued interventions to combat the Covid-19 pandemic, the need to disseminate information throughout the community and home repair services/environmental modifications.

**9. Summarize how the area agency utilizes information, education, and prevention to help limit and delay penetration of eligible target populations into the service system and maximize judicious use of available funded resources.**

DAAA is governed by a 27-member Board of Directors and a 25-member Advisory Council. Through its governance and administrative structure, the agency offers information and services to the community directly and through 120 service providers, 23 congregate meal sites and two Nutrition Services Incentive Program (NSIP) sites within the local Aging Services Network.

DAAA and its contracted providers will target older residents and caregivers of greatest social and economic need through community outreach, linking these at-risk residents to public and private benefits and services

Special attention will be given to older adults who have cultural, language and socio-psychological needs to be addressed. In addition, DAAA and its provider network will reach out to hard-to-reach, isolated individuals within neighborhoods through traditional providers and neighborhood, community development corporations and other groups armed with a Wellness Check app developed in collaboration with RXA. It is our aim to reach these individuals to arm them with information, education and preventative measures to delay difficulties in accessing services when they need them.

Key characteristics to be used in these outreach efforts include: Low income status; racial/ethnic minority status, frailty or homebound status; Age 85 years and over, recent immigrant status; dementia patients/caregivers; mental or physical disability; cultural or social isolation; living alone without support, lack of access or inability to access community resources; LGBTQ+ status and individual at risk of abuse and/or exploitation.

DAAA and its service provider network will continue to use TDD, interpreters, braille, closed caption in Zoom, user-friendly materials, assistive technology, building accessible equipment and other methods to increase access of hearing, visually impaired and other vulnerable populations.



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**10. Identify the five service categories receiving the most funds and the five service categories with the greatest number of anticipated participants.**

The five service categories receiving the most funds and serving the most constituents are Home Delivered Meals, Respite Care, Congregate Meals, Care Management, Community Service Navigator. The Services with the greatest number of anticipated participants consist of the following: Home-Delivered Meals, Congregate Meals, Caregiver Education, Training and Support, Disease Prevention/Disease Promotion and Community Service Navigator.

**11. Describe the area agency's efforts to ensure diversity, equity, and inclusion, including how the agency ensures that staff at their agency and subcontracting agencies is diverse, equitable, inclusive and knowledgeable of the harms of implicit bias?**

DAAA will continue to embrace diversity, equity, and inclusion through partnership building, targeting, the translation of materials in other languages, DEI training and the hiring of diverse team members. The agency will continue to partner with providers who serve individuals who speak other languages and enhance services for immigrants, persons of color, SAGE Metro Detroit and SEMHAC Southeast Michigan HIV/AIDS COUNCIL.

This also includes reaching out to underserved and underrepresented communities and populations within our service area; translation of materials and information; the use of bilingual staff and/or translators and ongoing DEI training and education of our Board, Advisory Council, Staff and Service Provider Network. DAAA will continue to work with the LGBTQ+ community as well as with older adults living with disabilities such as HIV, hearing and vision impairments and dementia. We will also focus on growing our ability to serve Returning Citizens, older adults impacted by substance use and behavioral health concerns through Senior Telehealth, Counseling Services and other programs and services.

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**Planned Service Array**

	Access	In-Home	Community
<b>Provided by Area Agency</b>	<ul style="list-style-type: none"> <li>• Care Management</li> <li>• Information and Assistance</li> <li>• Options Counseling</li> <li>• Emergency Gap-Filling Services: the provision of services and assistance provided to older adults 60 years or over residing within Region 1-A in the event of an emergency. These services will help to eliminate threats to independence, health, safety and well-being of the older adult. These services would be provided when the emergency requires immediate actions when other resources are not available or accessible.</li> </ul>		<ul style="list-style-type: none"> <li>• Disease Prevention/Health Promotion</li> <li>• Long-term Care Ombudsman/Advocacy</li> </ul>
<b>Contracted by Area Agency</b>	<ul style="list-style-type: none"> <li>• Outreach</li> <li>• Transportation</li> <li>• Community Service Navigator - Provision of service referrals, options counseling for older adults and family caregivers at the individual and community levels designed to assist consumers to navigate service delivery systems and access a wide range of home and community-based services, public benefits and other resources to facilitate community living.</li> </ul>	<ul style="list-style-type: none"> <li>• Chore</li> <li>• Home Care Assistance</li> <li>• Respite Care</li> <li>• Friendly Reassurance</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Day Services</li> <li>• Congregate Meals</li> <li>• Disease Prevention/Health Promotion</li> <li>• Home Repair</li> <li>• Legal Assistance</li> <li>• Vision Services</li> <li>• Programs for Prevention of Elder Abuse, Neglect, and Exploitation</li> <li>• Counseling Services</li> <li>• Kinship Support Services</li> <li>• Caregiver Education, Support and Training</li> </ul>
<b>Funded by Other Sources</b>	<ul style="list-style-type: none"> <li>• Care Management</li> <li>• Information and Assistance</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Homemaking</li> <li>• Home Health Aide</li> <li>• Medication Management</li> <li>• Personal Care</li> <li>• Assistive Devices &amp; Technologies</li> </ul>	<ul style="list-style-type: none"> <li>• Nutrition Counseling</li> <li>• Nutrition Education</li> <li>• Health Screening</li> <li>• Home Repair</li> <li>• Counseling Services</li> </ul>

\* Not PSA-wide

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**Planned Service Array Narrative**

DAAA has access to an effective access and service coordination continuum that helps participants to get the right service mix and maximizes the use of limited public funding to serve as many persons as possible. DAAA examined information and data shared by participants of our public input sessions and public hearings and sought to fund services that supplement and enhance what is being provided in the community by other public and private partners.

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**Strategic Planning**

**1. Describe your process to analyze your agency’s strengths, weaknesses, opportunities and threats.**

The Detroit Area Agency on Aging's Board of Directors adopted its Vision 2021 - 2025 Strategic Plan in November 2020 in order to launch implementation in January 2021. The strategic goals of this five-year plan consists of the following:

**PROGRAM GOALS**

**Goal I:** Engage collaborative partners and stakeholders in community-wide planning to address key social and environmental determinants of health.

**Goal II:** Address emerging needs and service gaps of older adults during the Covid-19 pandemic and on an ongoing basis.

**Goal III:** Engage organization and community stakeholders in advocacy, public policy and governmental relations activities.

**INFRASTRUCTURE/SUPPORT GOALS**

**Goal IV:** Develop and implement public image, branding and targeted marketing messaging to reach key audiences.

**Goal V:** Expand, enhance and diversify funding sources to increase revenue streams and members served.

**Goal VI:** Enhance technological capabilities and competencies of the organization, service provider network and constituents.

In developing the agency's Strategic and Multi-Year Plans, DAAA implemented a robust environmental planning process lead by Ronald S. Taylor and the Board Chair in collaboration with the Long Range Planning Committee. This consisted of listening sessions, interviews, online surveys and a community needs assessment survey that identified emerging trends and community needs, strengths, weaknesses, opportunities and threats as well as core issues that informed the agency on strategic goals to pursue. Strategic Planning Board Champions teamed with a Staff Champion sit on the Long Range Planning Committee to monitor progress on the Strategic Plan as well as the Multi-Year Plan.

**SWOT Analysis**

- **Strengths:** Accreditation - AADE, CARF and NCQA (Perfect Score); Leadership Team; Service Provider Network - Trained Boots on the Ground; Downtown Location; Partnership with Integrated Care Organizations, Trusted Provider in Community

- **Weaknesses:** Staff vacancies tied to Covid-19; Remote Work Environment, Direct Care Worker Shortage

- **Opportunities:** Health Partnerships; Senior Telehealth Connection - Medicare Billing; Passport to Health; MI Health Link and MI Choice Waiver Program; Growth of Aging Population; Re-development of Detroit; Increased Funding Tied to Covid-19; Flexibility with Covid-19 Waiver; Hybrid Service Model developed during the Pandemic - delivery of services through face to face interaction and virtual platforms; Private Pay / Third Party Reimbursement

- **Threats:** Continuation of the Covid-19 Pandemic; Direct Care Workforce Shortage; Economic Factors - Inflation and Recession; Cyber Security Attacks and Vulnerability of Seniors to Scams; Climate-Related

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Emergencies; Changing Customer Relations - face to face, telephonic and virtual; Increase demand on services - Poverty and Population Shifts Growth - Losses tied to Lack of Affordable Housing.

The COVID-19 pandemic as well as climate-related disruptions and a Cyber Security attack has armed DAAA with practical experience that tested its Emergency Response capabilities over the last two and a half years. This has enabled the agency to become more skilled and proactive in establishing safeguards in case of the upsurge of the virus; internet failure, hacking, or other connectivity issues; as well as power outages/flooding disruptions. As a result of these emergencies, DAAA continues to conduct a SWOT Analysis on an annual basis to examine our strengths, weaknesses, opportunities, and threats to strengthen our business operations and emergency planning system. As DAAA ventured into the delivery of MI Choice and MI Health Link, we continue to strengthen and expand third-party reimbursements, contingency planning, and use of unrestrictive funding.

**2. Describe how a potentially greater or lesser future role for the area agency with the Home and Community Based Services (HCBS) Waiver and/or managed health care could impact the organization.**

DAAA believes that administering the proposed access services Home and Community Based Services (HCBS) Waiver and/or managed health as well as administering Disease Prevention/Health Promotion and Long-Term Care Ombudsman will enable the agency to provide these services more efficiently through a centralized approach that is person-centered. These services also enables the agency and the service provider network to expand its reach and to provider services to more members/participants.

**3. Describe what the area agency would plan to do if there was a ten percent reduction in funding from the ACLS Bureau.**

DAAA is currently examining the possibility of a Senior Millage, additional third-party reimbursement ventures, increasing program income through voluntary contributions and cost-sharing. In addition, the agency continues to expand community partnerships to replace or supplement Older Americans Act (OAA) and state funding. Unrestricted funding will be used to address funding reductions along with increase grant development and fundraising.

**4. Describe what direction the area agency is planning to go in the future with respect to pursuing, achieving or maintaining accreditation(s) such as National Center for Quality Assurance (NCQA), Commission on Accreditation of Rehabilitation Facilities (CARF), Joint Commission on Accreditation of Hospitals (JCAH), or other accrediting body, or pursuing additional accreditations**

To ensure quality services, DAAA will maintain accreditation for NCQA, CARF and AADE. During FY 2023, DAAA will renew its accreditation with CARF for 2023 – 2026. It will also seek the Malcolm Baldrige Award. This will entail the embedding of Key Performance Indicators into the organization to maintain compliance with the ACLS Bureau and other oversight organizations. DAAA has also expanded its Quality and Compliance Department and is moving towards performance-based contracting through a phased approach supported by technical assistance and capacity-building.

**5. Describe in what ways the area agency is planning to use technology to support efficient operations, effective service delivery and performance, and quality improvement.**

The Detroit Area Agency on Aging is contractign with Malcolm Hedgepeth, LLC to examine ways it can utilized a single database to create more efficiencies across the organization . This approach would enable the organization to use fewer databases and to upgrade client tracking, information and referral and

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program/financial reporting to support is is aresearching Information and Assistance, Nutrition Services, Care Management and other programs and services.

**6. Describe your agency's emergency planning system, how planning is updated and whether back-up systems are adequate to maintain services during potential disruptions.**

DAAA has begun it implementation of a Strategic Technology Assessment Plan. The technology assessment plan focused on information technology that assures high quality and state-of-art equipment, data backup, security, and emergency response. DAAA has purchased additional hardware and software to operate an efficient and effective information system that support performance and quality improvement across the agency in a remote work environment. DAAA will continue to invest in a redundancy system that will support the operation of file servers.

DAAA has also expanded Computer and Cyber Security and IT support and is working with the provider network to do so. The agency has also expanded the Network maintenance agreements and initiated work with ensuring that its service provider network has secure IT Systems.

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**Advocacy Strategy**

To improve the quality of life for older adults within the PSA, DAAA will engage organization and community stakeholders in advocacy, public policy and governmental related activities. DAAA will enhance relationships with Michigan Legislators, set criteria for DAAA's support of issues and create ambassadors that can be deployed to advocate for older adults within the DAAA region. DAAA will focus on advocacy efforts related to the Social Determinants of Health.

The Detroit Area Agency on Aging will continue to be a leader in advocating for older people , adults with disabilities and caregivers with the DAAA Service Area at the federal , state and regional levels in partnership with our Board of Directors, Advisory Councils, Service Provider Network and Community Stakeholders and constituents. This encompasses public testimony and advocacy for Congressional representatives in collaboration with USAging, working with our Michigan Association of Area Agencies on Aging and local elected officials. The Agency continues to be committed to the USAging and Older Michigianians Day Platforms as well as addressing unique issues impacting our local constituents. Key Advocacy Platform issues projected over the next three years consist of the following:

- As Support and Strengthen the Direct Care Workforce including recruitment, recognition, fair wages, career ladders and proper credentialing
- Rebalance Community-Based Long-Term Services and Supports
- Expand Access to MI Choice Home and Community Based Waiver
- Increase Access to Home and Community-Based Services
- Bridging the Digital Divide for Older Adults including Expanding Access to Technology and Training
- Advocate for a Senior Mileage and/or Funding Earmarked for Seniors Through the Michigan Lottery
- Family and Paid Caregiver Education, Training and Support
- Advocate for additional funding for Nutrition Service Incentive Program (\$0.54) (2 sites)
- Accessible/Affordable Housing and Home Repair Services
- Accessible Escort and Door-to-Door Transportation

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**Leveraged Partnerships**

1. Include, at a minimum, plans to leverage resources with organizations in the following categories:

- a. Commissions Councils and Departments on Aging.
- b. Health Care Organizations/Systems (e.g. hospitals, health plans, Federally Qualified Health Centers)
- c. Public Health.
- d. Mental Health.
- e. Community Action Agencies.
- f. Centers for Independent Living.
- g. Other

The DAAA will continue to build stronger partnerships with the following partners to expand , enhance or create new programs and services:

**AARP Michigan** – Work with AARP Michigan to support Age Friendly Communities, Employment and Training for Older Workers and Implementation of the Inclusive Healthcare Taskforce.

**ACCESS/ACA Partnerships** – Strengthen partnerships with Arab Community Center for Economic and Social Services as well as the Arab American Chaldean Council to reach Arab American stakeholders and constituents.

**Aging and Disability Resource Center Collaborative - Detroit/Wayne County** - Increase access to programs and services for older adults and persons with disabilities.

**Aging Services Network** - DAAA will continue to strengthen the provider network to coordinate services , provide capacity building and enhance service delivery.

**Area Foundations and Private Corporations** - Work with public and private corporations and foundations to create, enhance and expand services.

**Authority Health (Formerly Detroit Wayne County Health Authority)** – Work with Authority Health to provide health services to older adults and persons with disabilities.

**Blue Cross - Blue Shield of Michigan Advisory Council** - Continue to advocate for Medigap, Medicaid, Medicare Advantage and other healthcare products that meet the needs of older persons in Region 1-A.

**City of Detroit / Other Municipalities** - Strengthen partnerships with Health, Public Safety, Transportation, Parks and Recreation, Neighborhood and other city services.

**Community Development Corporations/Block Clubs** – Continue to strengthen partnerships with CDCs, block clubs and civic organizations to provide community outreach, wellness, and home repair services.

**Coordinated Food Delivery System Consortium** – Implement Emergency Response planning through community partners.



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**Council of Nine** – Work with Greek life organizations to make Caregiver Program available to older adults and grandchildren.

**Detroit Wayne Integrated Care Network** – Strengthen behavioral health and substance abuse services in collaboration with mental health industry, local universities, and other community/faith-based partners.

**Faith-Based Organizations** – Partner with faith-based organizations to make caregiver support services and other programs available to the community.

**Federally Qualified Health Center/Medical Clinic** – Continue to work with Population Health, Health Centers Detroit, Detroit Community Health Connections, Dedicated Medical Centers and other FQHCs to provide in-home vaccinations.

**Hamtramck Housing Commission** – Work with the Commission to reach older adults and caregivers living in subsidized housing and create a gateway to older adults living in single family homes.

**Health Systems & Hospital Systems** - Continue to work with health systems on Caregiving, Food Insecurity, Care Transitions and other service gaps.

**Inclusive Health Care Taskforce** – Work with AARP Michigan, MPHI and other partners to implement a five-year Community Action Plan to address the social determinants of health and the digital divide to reduce health disparities found in Dying Before Their Time III Report.

**Intergenerational Partners** – Continue to work with Generations United, Durfee Innovation Society/Life Remodeled, Wayne State University and other groups to implement intergenerational programming.

**MI Health Link** - Maintain and expand relationships with Integrated Care Organizations to provide health care and long term care services and support to members.

**Michigan Public Health Institute** - Continue to work on Inclusive Health Care Taskforce Implementation efforts to address Social Determinants of Health.

**Population Health Institute** - Continue to partner with organization to support Covid-19 Home Vaccination,

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Covid-19 Testing and other initiatives.

**Non-Profit Housing Corporations** – Encourage the development of affordable subsidized housing for older residents being displaced by market rate housing tied to gentrification.

**NHI/Bento** – Implement healthy, multi-cultural meals through area restaurants to caregivers and their care recipients.

**Senior Regional Collaborative** - Partner with 40+ agencies serving older adults, adults with disabilities and caregivers in Southeast Michigan including the support of Advocacy, efforts, Benefits Access and Financial Literacy, Elder Caring, Caregiving and other initiatives.

**Southeastern Michigan HIV/AIDS Advisory Council** - Partner with SEMHAC on LGBTQ+ and HIV/AIDS Initiatives to support these outreach efforts.

**United Way of Southeastern Michigan** – Continue partnering with United Way on the Community Information Exchange/Close the Loop Initiative.

**Universities and Colleges** - Continue to partner with Wayne State University, Michigan State University, Madonna University, University of Michigan and Wayne County Community College District on student-based initiatives.

**Wayne County** - Partner with Wayne County on Veteran Meals, Treasurer's Office Outreach Initiatives and Senior /Veteran Affairs.

**Wayne Metro Community Action Agency** – Strength collaborative work with this CAP agency to help older adults to obtain weatherization, utility, housing, and other basic need assistance.

**2. Describe the area agency’s strategy for developing, sustaining, and building capacity for Evidence-Based Disease Prevention (EBDP) programs including the area agency’s provider network EBDP capacity.**

DAAA will improve the health status of older adults in DAAA’s service area through health promotion and disease management strategies by:

- infusing American Rescue Plan funding into the agency’s budget to reinvigorate our health promotion and disease management programming to a hybrid model.
- rebuild the infrastructure for evidence-based programs for virtual and face-to-face programs.
- contract through a network of service provider agencies
- expand the availability of evidence-based programs to homebound seniors, older adults who speak other languages or honor different cultures.

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**3. Describe the agency's strategy for developing non-formula resources and use of volunteers to support implementation of the MYP and increased service demand.**

DAAA will enhance volunteer efforts and use volunteers to support the implementation of the MYP in the following ways:

- Establish a Community Care Corps to provide volunteer-based services to older adults.
- Increase socialization of at-risk older adults through volunteer-based strategies.
- Engage volunteers in Chore Services, Telephone Reassurance, One-on-One/Group Support, Friendly Visiting and Respite Care Home
- Continue to engage volunteers in Holiday Meals on Wheels
- Seek funding and recruit volunteers.

DAAA will also implement a customized wellness check app to perform volunteer-based outreach to isolated older adults and caregivers.

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**Community Focal Points**

**Describe the rationale and method used to assess the ability to be a community focal point, including the definition of community. Explain the process by which community focal points are selected.**

The DAAA operates as a regional community focal point (CFP) within Region 1-A and has designated seventeen other organizations as community focal points. These organizations will be responsible for coordinating the delivery of co-located services within specific communities for older persons and caregivers. The definition and criteria for the community focal points for each service area will be defined as follows:

**Location/Accessibility** – The CFP is located within one of five service areas and are primarily accessible to the community within a specific area, but may serve the entire community, city or PSA..

**Administration/Staffing** – The facility has sufficient qualified staff to support its operations in the delivery of services in collaboration with DAAA and other partners. **Targeting/Outreach** – The facility has an interest and a demonstrated capacity to perform marketing and outreach in collaboration with partners. **Service**

**Delivery/ Capacity to Provide Health Promotion and Disease Self Managemnt Services and/or**

**Nutrition Services** – A CFP site is a facility where a broad range of evidence-based health promotion and disease management services are provided for older persons, adults with disabilities and caregivers along with nutrition services including congregate meals, nutrition education or coordination services.. **Capacity to**

**Provide Services to Promote Caregiver Support** – The designated organization has the capacity to provide or facilitate services for caregiver education, training and support.

The community focal points will coordinate the delivery of the following types of services: A. Congregate B. Home Delivered Meals C. Education/Training D. Computer Training E. Information & Assistance/Referral F. Outreach G. Social & Recreational Activities H. Counseling I. Telephone Reassurance J. Transportation/Escort K. Arts & Crafts L. Health Clinic M. Health Screening N. Health Education - especially evidence-based programs O. Exercise P. Medicare/Medicaid Assistance Counseling Q. Employment R. Volunteer Opportunities S. Advocacy Activities T. Legal Services U. Housing-Related Assistance V. Caregiver Education/Support W. Chore Services X. Healthy Aging/Disease Self-Management Y. Adult Day Services/Respite Z. Other: Community Navigator, Community Living Support, Community Wellness Center, Intergenerational Programs, Other Services The list of community focal points selected for the FY 2020- FY 2022 Multi-Year Plan appear below.

**Provide the following information for each focal point within the PSA. List all designated community focal points with name, address, telephone number, website, and contact person. This list should also include the services offered, geographic areas served and the approximate number of older persons in those areas. List your Community Focal Points in this format.**

Name:	Assn. of Chinese Americans
Address:	4750 Woodward Avenue, Detroit, MI 48201
Website:	www.acadetroit.org
Telephone Number:	(313) 831-3613
Contact Person:	Peggy Du, Executive Director
Service Boundaries:	PSA 1-A

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No. of persons within boundary: 153,540  
Services Provided: A, C, E, F, G, R, M, O, P, R U, Z

Name: Bridging Communities, Inc.  
Address: 6900 McGraw, Detroit, MI 48209  
Website: www.Bridgingcommunities.org  
Telephone Number: (313) 361-6377  
Contact Person: Phyllis Edwards, Executive Director  
Service Boundaries: Southwest Detroit  
No. of persons within boundary: 26,381  
Services Provided: A, B, C, I, H, J, M, O, P, R U, Z

Name: Brilliant Detroit  
Address: 5675 Larkins St  
Website: https://brilliantdetroit.org/  
Telephone Number: (313) 483-8992  
Contact Person: Cindy Eggleton  
Service Boundaries: City of Detroit  
No. of persons within boundary: 133,047  
Services Provided: C,O

Name: Butzel Family Center  
Address: 7737 Kercheval, Detroit, MI 48214  
Website: www.detroitmi.gov  
Telephone Number: (313) 628-2102  
Contact Person: Lisa Cunningham, Interim Center Coordinator  
Service Boundaries: City of Detroit  
No. of persons within boundary: 133,047  
Services Provided: A, C, D, E, F, F, K, O, P, V, X, Z

Name: City of Harper Woods  
Address: 19748 Harper, Harper Woods, MI 48225  
Website: www.harperwoodcity.org  
Telephone Number: (313) 343-2500  
Contact Person: Leslie Frank, Recreation Director  
Service Boundaries: City of Harper Woods  
No. of persons within boundary: 2,637  
Services Provided: C, G, K, O, X, Z

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Name: Cody-Rouge Comm Alliance  
 Address: 19231 W. Chicago, Detroit, MI 48228  
 Website: <https://www.codyrouge.org/>  
 Telephone Number: (313) 397-9280  
 Contact Person: Kenyatta M. Campbell  
 Service Boundaries: City of Detroit  
 No. of persons within boundary: 133,047  
 Services Provided: C,E,F,M,N,O,U,Q,R,T,Z

Name: Delray United Action Council  
 Address: 275 W. Grand Blvd, Detroit, MI 48216  
 Website: [www.caring.com/delray-unitedoaction-council](http://www.caring.com/delray-unitedoaction-council)  
 Telephone Number: (313) 297-7921  
 Contact Person: Jacqueline Bolden, Executive Director  
 Service Boundaries: Southwest Detroit  
 No. of persons within boundary: 26381  
 Services Provided: C,E,F, G, J, K, M, V, U, X, Z

Name: Detroit Area Agency on Aging  
 Address: 1333 Brewery Park Blvd. Detroit, MI 48207  
 Website: [www.detroitseiorsolution.org](http://www.detroitseiorsolution.org)  
 Telephone Number: (313) 446-4444  
 Contact Person: Ronald Taylor, President & CEO  
 Service Boundaries: PSA 1-A  
 No. of persons within boundary: 153,540  
 Services Provided: C,E,F, H, J, N, P,Q,R,S,V Z

Name: Ernest T. Ford Community Center  
 Address: 10 Pitkins, Highland Park, MI 48203  
 Website: [www.highlandparkmi.gov](http://www.highlandparkmi.gov)  
 Telephone Number: (313) 867-3999  
 Contact Person: Sue Norander, Recreation Director  
 Service Boundaries: City of Highland Park  
 No. of persons within boundary: 2,616  
 Services Provided: C, E, F, G, M, O, R, Z

Name: Farwell Recreation Center  
 Address: 2711 E. Outer Drive, Detroit, MI 48234

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Website: www.detroitmi.gov  
 Telephone Number: (313) 579-1000  
 Contact Person: L. Hardman, Center Manager  
 Service Boundaries: City of Detroit  
 No. of persons within boundary: 128,904  
 Services Provided: A, G, M, O, R, Z

Name: Franklin Wright Settlements  
 Address: 3360 Charlevoix, Detroit, MI 48207  
 Website: www.franklinwright.org  
 Telephone Number: (313) 579-1000  
 Contact Person: Wilsetta McClain/Rynette Young  
 Service Boundaries: City of Detroit  
 No. of persons within boundary: 153,540  
 Services Provided: A,B, G, J, K, L, M, N

Name: Genesis HOPE CDC  
 Address: 7200 Mack Ave  
 Website: www.GenesisHOPE.org  
 Telephone Number: 313-571-9037  
 Contact Person: Jeanine C. Hatcher  
 Service Boundaries: City of Detroit  
 No. of persons within boundary: 133,047  
 Services Provided: C,D,F

Name: George S. Patton Community Ctr.  
 Address: 2301 Woodmere, Detroit, MI 48209  
 Website: www.detroitmi.gov  
 Telephone Number: (313) 628-2000  
 Contact Person: Micheal Winn, Center Manager  
 Service Boundaries: City of Detroit  
 No. of persons within boundary: 128,904  
 Services Provided: A, C,G, K, M, O, R, O, X, Z

Name: Hamtramck Housing Commission  
 Address: 12025 Dequindre, Hamtramck, MI 48212  
 Website:  
 Telephone Number: (313) 868-7445

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Contact Person: Christ Cornwall  
 Service Boundaries: City of Hamtramck  
 No. of persons within boundary: 2,483  
 Services Provided: C, D, G, U

Name: Hamtramck Senior Plaza  
 Address: 2620 Holbrook Ave  
 Website: <https://hamtramck.us/housing-commission/>  
 Telephone Number:  
 Contact Person: Chris Comwell  
 Service Boundaries:  
 No. of persons within boundary:  
 Services Provided: C,U,

Name: Joseph Walker Williams Community Center  
 Address: 8431 Rosa Parks Blvd., Detroit, MI 48206  
 Website: [www.detroitmi.gov](http://www.detroitmi.gov)  
 Telephone Number: (313) 628-2039  
 Contact Person: Andrea Robinson, Center Manager  
 Service Boundaries: City of Detroit  
 No. of persons within boundary: 128,904  
 Services Provided: A, G, K, M, O, X, Z

Name: La Sed Senior Center  
 Address: 7150 W. Vernor Hwy, Detroit, MI 48209  
 Website: [www.acadetroit.org](http://www.acadetroit.org)  
 Telephone Number: (313) 841-8840  
 Contact Person: Andrea Castaneda, Operations Manager  
 Service Boundaries: Southwest Detroit  
 No. of persons within boundary: 153,540  
 Services Provided: A, C, D, E, F, G, H, J, K, M, N, O, P, Q, R, S, T, U, V, Z

Name: Neighborhood Service Organization @ Northwest Activities Center  
 Address: 18100 Meyer Road  
 Website: [www.nso-mi.org](http://www.nso-mi.org)  
 Telephone Number: (313) 578-7500  
 Contact Person: Laurie Yorke  
 Service Boundaries: PSA 1-A



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Services Provided: A, B, C, D, E, F, G, H, J, K, M, N, O, P, R, X, Z

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Name: North American Indian Assoc. of Detroit  
Address: 22700 Plymouth Road, Detroit, MI 48239  
Website: [www.naiadetroit.org](http://www.naiadetroit.org)  
Telephone Number: (313) 535-2966  
Contact Person: Brian Moore, Executive Director  
Service Boundaries: PSA 1-A  
No. of persons within boundary: 153,540  
Services Provided: A, C, E, F, G, K, M, N, P, R, S, U, V, Z

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Name: Revival Tabernacle Church of Highland Park  
Address: 16455 Woodward Ave.  
Website: <https://www.revivaltab.org/>  
Telephone Number: (313) 869-0140  
Contact Person: Rev. Devon Gough  
Service Boundaries: City of Highland Park  
No. of persons within boundary: 2,935  
Services Provided: A,N,C,F,G,O,M,N

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Name: SAGE Metro Detroit  
Address: 290 W. Nine Mile Rd  
Website: <https://www.sagemetrodetroit.org/>  
Telephone Number: (734)681-0854  
Contact Person: Angela Perone  
Service Boundaries: Metro Detroit  
No. of persons within boundary: 153,540  
Services Provided: C, D, E, F, G, T, R, S, X

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Name: Sinai-Grace Guild CDC  
Address: 6071 W. Outer Dr Suite L440, Detroit, MI 48235  
Website: <https://www.graceguildcdc.org/>  
Telephone Number: (313) 731-0001  
Contact Person: Lisa P. Campbell  
Service Boundaries: City of Detroit  
No. of persons within boundary: 133,047  
Services Provided: C,M,N,R,U,Q

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Name: St. Patrick Senior Center  
 Address: 58 Parsons, Detroit, MI 48201  
 Website: www.stpatsctr.org  
 Telephone Number: (313) 833-7080  
 Contact Person: Satrice Coleman-Betts, Executive Director  
 Service Boundaries: PSA 1-A  
 No. of persons within boundary: 153.540  
 Services Provided: A, C, D, E, F, G, H, J, K, K, M, N, O, P, R, S, C, X, Z

Name: The Helm at the Boll Life Center (Formerly SOC)  
 Address: 158 Ridge Road, Grosse Pointe Farms 48236  
 Website: thehelm.org  
 Telephone Number: (313) 882-9600  
 Contact Person: Peggy Hayes  
 Service Boundaries: Grosse Pointes & Harper Woods  
 No. of persons within boundary: 15,241  
 Services Provided: A, B, C, D, E, F, G, H, I, J, L, K, M, N, O, P, R, S, T, X, Z

Name: All Well-Being Services  
 Address: 1423 Field Street, Detroit, MI 48214  
 Website: www.awbs.org  
 Telephone Number: (313) 924-7860  
 Contact Person: Dawn Rucker, President & CEO  
 Service Boundaries: PSA 1-A  
 No. of persons within boundary: 133,047  
 Services Provided: G,M,N,O,X,Z

Name: Arab American Chaldean Council  
 Address: 62 W. Seven Mile Rd.  
 Website: MyACC.org  
 Telephone Number: (313) 893-6172  
 Contact Person: Walid Gammouh  
 Service Boundaries: PSA 1-A  
 No. of persons within boundary: 153,540  
 Services Provided: C,D,E,F,H,I,L,M,N,P,Q,R,S,W,X,Y

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**Other Grants and Initiatives**

**1. Briefly describe other grants and/or initiatives the area agency is participating in with ACLS Bureau or other partners.**

During FY 2023 – FY 2025, DAAA will be participating in a variety of programs and service grants to make services available to the community. Some of these programs and services will be funded through Older Americans Act funding while others will be supported through American Rescue Plan funding, Unrestricted funding or other resources.

Infusing American Rescue Plan funding into the agency’s budget will enable DAAA to implement a variety of initiatives to add value to programs and services including purchasing of equipment and supplies, expanding caregiver support services, and reinvigorating our health promotion and disease management programming to a hybrid model.

American Rescue and Unrestricted funding will help DAAA and its partners to modernize and reimage our Congregate our Home Delivered Meals Programs to attract new and existing participants. New innovative strategies will be tested to examine how Restaurant Vouchers, Mobile Food Trucks and catered meals can be shared through our Silver Café' Innovations. Congregate Meal Site Directors will be recruited, trained and equipped with iPads or Tablets for registration and program reporting, where possible.

To address the need for home repair and environmental modifications in the homes, DAAA will partner with non-traditional providers to build a “Maintenance Central Home Repair” model, intergenerational summer camp/mentoring programming, Senior Lyft-Umber Concierge services along with using a Region 1-A customized wellness check app to perform volunteer-based outreach to isolated older adults and caregivers. Strategies will be piloted with sustainability in mind.

The following programs and services will be implemented over the next three years:

**Aging Mastery Program** - Twelve session course for caregivers offered over six weeks to educate participants about aging and caregiving.

**Care Transitions** - Partnership with Total Health Care to assist older adults being discharged from healthcare systems.

**Creating Confident Caregivers (CCC)** - A six-week program for family caregivers of persons with dementia who are living at home. DAAA staff as well as facilitators at the Community Wellness Service Centers make these services available. The program, called Savvy Caregivers in other states, provides knowledge, skills, and information to improve caregiving for both the caregiver and person with dementia.

**Developing Dementia Dexterity Webinars** - Three sessions designed for family caregivers caring for older adults with dementia.

**The Diabetes Self-Management Training (DSMT)** - Program teaches participants to cope with and manage their diabetes.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**

**FY2023-2025 Multi Year Plan**

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**Detroit Area Agency on Aging**

**FY 2023**

**Diabetes Prevention Program** - DAAA works collaboratively with Centers for Disease Control, Greater Detroit Area Health Council and other partners to make the Diabetes Prevention Program (DPP) available to the community.

**Diabetes Personal Action Toward Health (DPATH)** - Six week evidence-based classes for older adults living with diabetes.

**EnhanceFitness** - Face-to-Face fitness classes offered three times per week or through a 12-week virtual platform.

**Inclusive Health Care Taskforce** - Implementation of the Inclusive Health Care Taskforce Community Action Plan designed to coordinate and integrate the Social Determinants of Health.

**Medical Nutrition Therapy (MNT)** - An evidence-based medical approach to treating certain chronic conditions through the use of an individually-tailored nutrition plan.

**Medicare Medicaid Assistance Program** - DAAA provides information, counseling and assistance that will help Medicare beneficiaries understand and apply for Medicare Low Income Subsidy (LIS) for help with Medicare Part D medication cost or Medicare Savings Program (MSP) for help with Medicare Part B medical monthly premium cost and increase awareness of Medicare Preventive/Wellness benefits through community outreach and education.

**MI Health Link** - DAAA partners with five integrated care organizations (ICOs) under MI Health Link to make health and long term care services available to older adults who have Medicare and Medicaid.

**Medical Nutrition Therapy (MNT)** is an evidence-based medical approach to treating certain chronic conditions through the use of an individually-tailored nutrition plan.

**Passport To Health** -The PTH is designed to address the complex chronic conditions that lead to premature death of older persons.

**Personal Action Towards Health (PATH)** - A six-week class designed for older adults managing chronic illnesses.

**Powerful Tools for Caregivers** - DAAA will make Powerful Tools for Caregivers classes available directly and through its network of Community Wellness Service Centers to help caregivers take better care of themselves while caring for a spouse, relative or friend.

**Senior Money Smart Expo / Webinar Series** - Annual financial literacy and benefits screening event support by quarterly webinars on a variety of topics that targets older adults, caregivers and professionals engaged in benefits screening and counseling services.

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**Senior Telehealth Connect** - Telephonic and virtual health services offered by physician and other health professional to monitor/manage health through remote patient monitoring reimbursable by Medicare or private pay.

**The Senior Project FRESH** - Market FRESH program is aimed at helping older adults eat healthier as they age.

**Tai Chi for Arthritis** - Six-week course introduces participants to Tai Chi to manage Arthritis.

**Tailored Caregiver and Referral for Elderly Program** - DAAA will provide TCARE to family caregivers to improve their lives by making them with a Personalized Assessment and connecting them to community resources in alignment with their care plan. Two Caregiver Support Coordinated conduct reassessments 90 to 180 days while following up with caregivers via telephone or through text messaging. This service is provided through Unrestricted Funding.

**United Way of Southeastern Michigan Close the Loop** - Community Information Exchange initiative designed to coordinate services that address the SDOH and communicates outcomes to the participants and community partners through technology.

**Universal Dementia** - Evidenced-based program for caregivers providing care to loved ones with dementia offered through a boot camp or educational series.

**2. Briefly describe how these grants and other initiatives will improve the quality of life of older adults within the PSA.**

American Rescue Plan Act (ARPA) and Unrestricted funding will help DAAA to improve the quality of life of older adults by modernizing services, expanding resources in the community and creating new services to address emerging needs. Information technology will be secured to improve effectiveness and efficiency of services among DAAA staff, service providers and constituents.

**3. Briefly describe how these other grants and initiatives reinforce the area agency’s planned program development efforts for FY 2023-2025.**

DAAA believes in pouring unrestricted funding back into services. To do this, the agency plans to continue to invest in Caregiver Support Coordination, Out-of-Home Respite Care that provide facility based care; caregiver skilled training as well as T-CARE Assessments and Reassessments. As Grandparents struggle with the special needs of caregivers, DAAA plans to make after-school transportation vouchers available through a Kinship Navigator position and to also translate Caregiver Resource Guide materials into Arabic, Chinese, Spanish and other languages. Mini-grants will also be made available to faith-based organizations to expand our reach to more caregivers.

FY 2023 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL

Agency: Detroit Area Agency on Aging  
 PSA: 1A

Budget Period: 10/01/22 to 09/30/23  
 Date: 04/07/22 Rev. No.: 0  
 Rev. 10/8/21 page 2 of 3

ng Standards For AAA's

SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII/EAP	Title VII A OMB	State Access	State In-Home	St. Alt Care	State Care Mgmt	State NHO	St. ANS	St. Respite (Escheat)	MATF	St. CG Suppl	TCM (Medicaid) MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
<b>Access Services</b>																			
Care Management									719,734							1,000		80,000	800,734
Case Coord/supp																			
Disaster Advocacy & Outreach Program																			
Information & Assis	138,268					60,629					63,987						260,828	26,000	549,712
Outreach	27,900		54,442								30,558					1,500		10,330	124,730
Transportation													18,714	31,286		6,850		10,500	67,350
Options Counseling	33,000		7,000																40,000
<b>In-Home</b>																			
Chore	70,000															15,000		22,000	107,000
Home Care Assis																			
Home Injury Cntrl																			
Homemaking	43,872						276,877	38,906								20,750	46,702	49,500	476,607
Home Health Aide																			
Medication Mgt																			
Personal Care	43,872						276,877	38,906								20,750	46,703	49,500	476,608
Assistive Device&Tech																			
Respite Care							527,196	160,449				133,387	95,531			4,350		120,500	1,041,413
Friendly Reassure	50,000																		50,000
Legal Assistance	65,000		35,000													800		10,000	110,800
<b>Community Services</b>																			
Adult Day Services													139,326			2,100		20,700	162,126
Dementia ADC																			
Disease Prevent/Health Promtion	118,182	66,949	45,069													37,500		56,000	323,700
Health Screening																			
Assist to Hearing Impaired & Deaf Cmty																			
Home Repair	100																		100
TC Ombudsman	49,342				14,656					52,855					20,691			14,000	151,544
Tr Ctr Operations																			
Tr Ctr Staffing																			
Vision Services	30,000																		30,000
Prevnt of Elder Abuse,Neglect,Exploitation					13,826											375		2,900	17,101
Counseling Services			50,000																50,000
Great Conf.CG@ CCC																			
Caregiver Supplmt Services																			
Grnship Support Services	4,373		95,627													400		5,500	105,900
Caregiver E,S,T			135,898													3,500		10,000	149,398
Program Develop	177,902																		177,902
Region Specific																			
Critical Urgent Unmet Needs																			
Nursing Services																			
6. Comm Serv Navigator	626,000															30,000		40,000	696,000
7. Emergency Gap Filling	33,950																		33,950
8. CLPI/ADRC Services																			
9. MATF Adm													25,078						25,078
9. St CG Sup Adm														3,094					3,094
<b>SUPPRT SERV TOTAL</b>	<b>1,511,761</b>	<b>66,949</b>	<b>423,036</b>	<b>13,826</b>	<b>14,656</b>	<b>60,629</b>	<b>1,080,950</b>	<b>238,261</b>	<b>719,734</b>	<b>52,855</b>	<b>94,545</b>	<b>133,387</b>	<b>278,649</b>	<b>34,380</b>	<b>20,691</b>	<b>144,875</b>	<b>354,233</b>	<b>527,430</b>	<b>5,770,847</b>

<b>FY 2023 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL</b>										
Agency: <u>Detroit Area Agency on Aging</u> Budget Period: <u>10/01/22</u> to <u>9/30/23</u>							Rev. 10/8/21			
PSA: <u>1A</u>				Date: <u>04/07/22</u>			Rev. Number <u>0</u>			page 3 of 3

<b>FY 2023 AREA PLAN GRANT BUDGET - TITLE III-C NUTRITION SERVICES DETAIL</b>										
Op Std	SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP Title III-E	Program Income	Cash Match	In-Kind Match	TOTAL
	<b>Nutrition Services</b>									
C-3	Congregate Meals	620,482		20,312		175,028			81,000	896,822
B-5	Home Delivered Meals		560,325		1,012,936	359,773	50,000	504,721		2,487,755
C-4	Nutrition Counseling									-
C-5	Nutrition Education									-
	AAA RD/Nutritionist*									-
	<b>Nutrition Services Total</b>	<b>620,482</b>	<b>560,325</b>	<b>20,312</b>	<b>1,012,936</b>	<b>534,801</b>	<b>50,000</b>	<b>504,721</b>	<b>81,000</b>	<b>3,384,577</b>

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

<b>FY 2023 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL</b>										
Op Std	SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
	<b>LTC Ombudsman Ser</b>									
C-11	LTC Ombudsman	49,342	14,656	-	52,855	20,691	-	-	14,000	151,544
C-15	Elder Abuse Prevention	-		13,826			375	-	2,900	17,101
	Region Specific	-	-		-		-	-	-	-
	<b>LTC Ombudsman Ser Total</b>	<b>49,342</b>	<b>14,656</b>	<b>13,826</b>	<b>52,855</b>	<b>20,691</b>	<b>375</b>	<b>-</b>	<b>16,900</b>	<b>168,645</b>

<b>FY 2023 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL</b>										
Op Std	SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
B-1	Chore	70,000						15,000	22,000	107,000
B-4	Homemaking	43,872		38,906	5,274	276,877		20,750	96,202	481,881
B-2	Home Care Assistance									-
B-6	Home Health Aide									-
B-10	Meal Preparation/HDM			160,449	66,819	527,196	93,006			847,470
B-8	Personal Care	43,872		38,906	5,273	276,877		20,750	96,203	481,881
	<b>Respite Service Total</b>	<b>157,744</b>	<b>-</b>	<b>238,261</b>	<b>77,366</b>	<b>1,080,950</b>	<b>93,006</b>	<b>56,500</b>	<b>214,405</b>	<b>1,918,232</b>

<b>FY 2023 AREA PLAN GRANT BUDGET-TITLE E- KINSHIP SERVICES DETAIL</b>										
Op Std	SERVICE CATEGORY	Title III-B	Title III-E				Program Income	Cash Match	In-Kind Match	TOTAL
	<b>Kinship Ser. Amounts Only</b>									
C-18	Caregiver Sup. Services	-					-		-	-
C-19	Kinship Support Services	4,373	95,627				400	-	5,500	105,900
C-20	Caregiver E,S,T	-	-				-	-	-	-
	<b>Kinship Services Total</b>	<b>4,373</b>	<b>95,627</b>				<b>400</b>	<b>-</b>	<b>5,500</b>	<b>105,900</b>

Planned Services Summary Page for FY 2023			PSA: 1A		
Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
<b>ACCESS SERVICES</b>					
Care Management	\$ 800,734	8.75%			X
Case Coordination & Support	\$ -	0.00%			
Disaster Advocacy & Outreach Program	\$ -	0.00%			
Information & Assistance	\$ 549,712	6.00%	X	X	X
Outreach	\$ 124,730	1.36%	X	X	
Transportation	\$ 67,350	0.74%	X	X	
Option Counseling	\$ 40,000	0.44%			X
<b>IN-HOME SERVICES</b>					
Chore	\$ 107,000	1.17%	X	X	
Home Care Assistance	\$ -	0.00%			
Home Injury Control	\$ -	0.00%			
Homemaking	\$ 476,607	5.21%	X	X	
Home Delivered Meals	\$ 2,487,755	27.17%	X	X	
Home Health Aide	\$ -	0.00%			
Medication Management	\$ -	0.00%			
Personal Care	\$ 476,608	5.21%	X	X	
Personal Emergency Response System	\$ -	0.00%			
Respite Care	\$ 1,041,413	11.37%	X	X	
Friendly Reassurance	\$ 50,000	0.55%	X	X	
<b>COMMUNITY SERVICES</b>					
Adult Day Services	\$ 162,126	1.77%	X	X	
Dementia Adult Day Care	\$ -	0.00%			
Congregate Meals	\$ 896,822	9.80%	X	X	
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ 323,700	3.54%	X	X	X
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	\$ -	0.00%			
Home Repair	\$ 100	0.00%	X	X	
Legal Assistance	\$ 110,800	1.21%	X	X	
Long Term Care Ombudsman/Advocacy	\$ 151,544	1.66%			X
Senior Center Operations	\$ -	0.00%			
Senior Center Staffing	\$ -	0.00%			
Vision Services	\$ 30,000	0.33%	X	X	
Programs for Prevention of Elder Abuse,	\$ 17,101	0.19%	X	X	
Counseling Services	\$ 50,000	0.55%	X	X	
Creating Confident Caregivers® (CCC)	\$ -	0.00%			
Caregiver Supplemental Services	\$ -	0.00%			
Kinship Support Services	\$ 105,900	1.16%	X	X	
Caregiver Education, Support, & Training	\$ 149,398	1.63%	X	X	
AAA RD/Nutritionist	\$ -	0.00%			
<b>PROGRAM DEVELOPMENT</b>	\$ 177,902	1.94%			X
<b>REGION-SPECIFIC</b>					
Critical Urgent Unmet Needs	\$ -	0.00%			
Nursing Services	\$ -	0.00%			
c. Comm Serv Navigator	\$ 696,000	7.60%	X	X	
d. Emergency Gap Filling	\$ 33,950	0.37%	X	X	
<b>CLP/ADRC SERVICES</b>	\$ -	0.00%			
<b>SUBTOTAL SERVICES</b>	\$ 9,127,252				
<b>MATF &amp; ST CG ADMINISTRATION</b>	\$ 28,172	0.31%			
<b>TOTAL PERCENT</b>		100.00%	9.35%	58.24%	32.42%
<b>TOTAL FUNDING</b>	\$ 9,155,424		\$855,164	\$5,332,364	\$2,967,896

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



STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**AGING & ADULT SERVICES AGENCY**

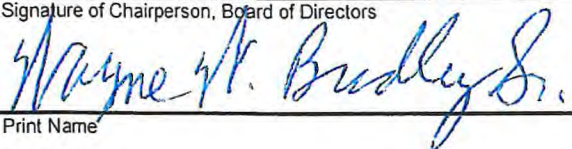
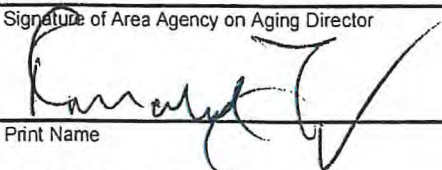
FY 2023-2023 Multi Year Plan

FY 2023 Annual Implementation Plan

**SIGNATURES**

This document covers Fiscal Year 2023. This document becomes valid upon approval by the Michigan Commission on Services to the Aging. It may be conditionally approved subject to all general and/or special conditions established by the Commission on Services to the Aging. This signature page may substitute for required signatures on documents within the documents if those documents are specifically referenced on this signature page.

The signatories below acknowledge that they have reviewed the entire document including all budgets, assurances, and appendices and they commit to all provisions and requirements of this Annual Implementation Plan.

Signature of Chairperson, Board of Directors 	Date 6-22-2022
Print Name Wayne Bradley	
Signature of Area Agency on Aging Director 	Date 6/22/2022
Print Name Ronald S. Taylor	
Area Agency on Aging Detroit Area Agency on Aging	
Documents referenced by the signature page: <ul style="list-style-type: none"> <li>▪ FY 2023 Area Plan Grant Budget</li> <li>▪ FY 2023 Direct Service Budgets</li> <li>▪ Request to Transfer Funds</li> <li>▪ Waiver for Direct Service Provision</li> <li>▪ Assurances and Certifications</li> <li>▪ Assurance of Compliance with Title VI of Civil Rights Act of 1964</li> <li>▪ Regional Service Definitions</li> <li>▪ Agreement for Receipt of Supplemental Cash-in-Lieu of Commodity Payments for the Nutrition Program for the Elderly</li> <li>▪ Waiver of Minimum Percentage for a Priority Service Category</li> </ul>	

MEMO 22-28

TO: Frank Schulte, City Administrator

FROM: Jim Kowalski, Director of Public Services *J.K.*

DATE: July 6, 2022

SUBJECT: Recommendation – Chene – Trombley Park Improvement Project

On September 15, 2020, City Administration met with the Grosse Pointe Woods Foundation to discuss improvements that had been submitted to City Council by the Citizens' Recreation Commission for Chene – Trombley Park.

The Grosse Pointe Woods Foundation's collaborative efforts with the City of Grosse Pointe Woods, Business Developer Joe Paluzzi, and private donors have raised \$70,000.00 for the Chene – Trombley Park project.

Park improvements includes new fencing, a covered picnic area, a rest room, a walking path, a tot lot, and an Americans with Disabilities approved swing set. Existing already in the park is a playscape for children ages 5 to 12 that will remain.

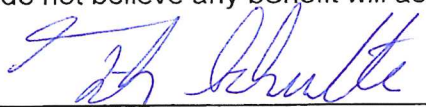
On February 11, 2021, Stucky Vitale Architects was awarded phase one of the project for \$3,500.00 which has been completed. Attached is the proposal from Stucky Vitale Architects, and new overhead view of Chene – Trombley Park.

<i>Phase One – Programing and Schematic Design of Master Plan</i> <i>(*previously approved)</i>	\$3,500.00*
Phase Two – Civil Engineering (Bids, drainage, grading, construction details)	\$11,500.00
Phase Three – Construction Oversight	\$5,000.00
 Total Engineering Cost	 \$20,000.00

To move forward with the Chene – Trombley Park project, I am recommending that Council approve funds for engineering that will be provided by Stucky Vitale Architects, located at 27172 Woodward Ave., Royal Oak, MI 48047, in the amount of \$16,500.00.

This is a budgeted item included in 2022/2023 fiscal year budget in Municipal Improvements – Parks and Rec account no. 401-902-977.104.

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council Consideration:

  
 \_\_\_\_\_  
 Frank Schulte, City Administrator

*7-6-22*  
 \_\_\_\_\_  
 Date

Fund Certification:

Account numbers and amounts have been verified as presented.

  
 \_\_\_\_\_  
 Steven Schmidt, Deputy Treasurer/Comptroller

*7-6-2022*  
 \_\_\_\_\_  
 Date



June 14, 2022  
 Revised June 30, 2022

Frank Schulte  
 City of Grosse Pointe Woods  
 1200 Parkway Dr.  
 Grosse Pointe Woods, MI 48236

Subject: Proposal for Professional Services  
 Chene Trombley Park Master Plan  
 Grosse Pointe Woods, Michigan  
 Architects' Project No.: 2021.027

Dear Mr. Schulte:

Stucky Vitale Architects (SVA) is pleased to offer the services of our staff to Grosse Pointe Woods for the above referenced project. Based on our site visit and future vision document, the following is our understanding of the project and services, which are to be provided.

#### PROJECT DESCRIPTION

SVA to provide a design master plan for Chene Trombley Park. The design will include the placement and evaluation of various elements described in the "Park Improvement Proposal".

SVA to meet with City of Grosse Pointe Woods personnel, and park committee to confirm the program. The master plan will review and coordinate all elements of the "future" vision document and incorporate these elements in the master plan design. SVA will develop entrance 6 to the park.

#### SCOPE OF SERVICE

We propose to provide the following basic professional services for the above-mentioned project:

#### PHASE ONE – PROGRAMMING AND SCHEMATIC DESIGN OF MASTER PLAN

- Field visit and photographic survey of existing conditions.
- Meet with the Owner to confirm the program.
- Develop schematic design documents.
- Develop design development documents.
- Provide final design development drawings for approval.
- Code review.
- Perform verbal presentation of design development documents.
- Attend two (2) C.O.W. meetings with City Council.
- Attend two (2) Parks Committee meetings.

Frank Schulte  
City of Grosse Pointe Woods  
Proposal – City of Grosse Pointe Woods – Chene Trombley Park Master Plan – GPW, MI  
Architects' Project No.: 2021.027  
June 30, 2022  
Page - 2 –

PHASE TWO – CONSTRUCTION DOCUMENTS

- Preparation of construction documents for City's approval, bidding, and construction. These to include architectural and civil engineering. All drawings prepared on AutoCAD Version 2018 software.
- CSI based specifications.
- Answer questions during the bidding phase. Preparation of addendums to clarify bid documents.
- Provide two progress reviews with the Owner – a 50% review and 90% review of the construction documents. Attend two progress review meetings.
- Assist in bid analysis and recommendation of contract award.

PHASE THREE – CONSTRUCTION ADMINISTRATION PHASE

- Answer questions of the Contractor during construction.
- Preparation of field orders and change orders to clarify construction if required.
- Site visits on a time and material basis.
- Preparation of a final punch list.

FEE

We propose to provide the Architectural and Civil Engineering Services described herein on an hourly basis not to exceed the following:

Phase One - Architectural Master Plan Design	\$ 3,500.00 (Completed)
Phase Two – Architectural, Civil Engineering (drainage, grading, construction details)	\$11,500.00
Phase Three – Allowance	\$ 5,000.00

CHANGES AND ADDITIONAL WORK

For additional work or changes in scope, we will provide the services of our staff on an hourly basis in accordance with our standard billing rate schedule plus reimbursable expenses.

Hourly Rates are as follows:

Principal Architect	\$150.00
Associate Architect	\$130.00
Senior Project Architect	\$120.00
Project Architect	\$110.00
Senior Architect	\$100.00
Architect	\$ 95.00
Senior Architectural Professional	\$ 90.00
Senior Interior Designer	\$ 95.00
Intermediate Architectural Professional	\$ 80.00
Architectural Professional	\$ 75.00
Interior Designer	\$ 75.00
CAD Technician	\$ 65.00
Administrative	\$ 55.00

Frank Schulte  
 City of Grosse Pointe Woods  
 Proposal – City of Grosse Pointe Woods – Chene Trombley Park Master Plan – GPW, MI  
 Architects' Project No.: 2021.027  
 June 30, 2022  
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#### REIMBURSABLE EXPENSES

For our reimbursable expenses, a multiple of 1.15 times the amount expended in the interest of the project.

1. Expense of reproductions, photographs, and renderings.
2. Any fees paid for securing approval of authorities having jurisdiction over the project.
3. Expense of long-distance telephone calls and postage.
4. Expense of any additional mechanical, electrical, structural, or civil engineering work beyond our basic services.

#### INVOICING PROCEDURES

Invoices for our services and reimbursable expenses will be submitted every four (4) weeks. Payments against our invoices will be expected within thirty (30) days from receipt of invoice.

#### SERVICES NOT INCLUDED

1. Attendance at meetings to secure approval of agencies having jurisdiction, unless indicated in Phase scope.
2. Reproduction of plans and specifications in excess of that required for coordination
3. Travel and lodging expenses for attendance at meetings to secure approval of agencies having jurisdiction.
4. Condominium documents
5. Estimate of probable construction cost
6. BIM, 3D models, professional renderings and presentation graphic boards
7. Dissemination of final CAD files
8. Mechanical and electrical engineering
9. COMcheck
10. Electric Demand Metering and/or Air Test Balancing
11. Existing utility evaluations
12. Soil borings, boundary survey, and topographical survey
13. As-built post-communication contract document updates
14. Infrastructure upgrades
15. Specialty/Hardware Consultant: Low voltage, specialty equipment (i.e. systems furniture, food service, laundry, medical equipment, etc.), security, audio visual, and/or acoustical.
16. Furniture, fixtures and/or art procurement
17. Energy and/or Life Cycle Cost Analysis
18. LEED certification and/or documentation
19. Commissioning of engineered systems
20. Value Engineering – design revisions for VE after (DD) plan sign-off

#### INSURANCE

For protection of our clients as well as our firm, we carry insurance protection including professional liability insurance. The extent and types of insurance can be provided upon your request.

Frank Schulte  
City of Grosse Pointe Woods  
Proposal – City of Grosse Pointe Woods – Chene Trombley Park Master Plan – GPW, MI  
Architects' Project No.: 2021.027  
June 30, 2022  
Page - 4 –

HAZARDOUS MATERIAL

The architect and/or their consultants shall have no responsibility for the presence, discovery, handling, removal or disposal of or exposure of persons to hazardous materials in any form including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

RISK ALLOCATION

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Architect, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any causes shall not exceed the amount of the Architect's fee or other amount agreed upon. Such causes include, but are not limited to, the Architect's negligence, errors, omissions, strict liability, breach of agreement or breach of warranty.

Stucky Vitale Architects, Inc. has the experience and resources to successfully complete this project and we would appreciate the opportunity to be of services. If you have any questions regarding our proposal or wish to discuss any aspect of this project, please contact us.

TERMINATION OF AGREEMENT

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Architect, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any causes shall not exceed the amount of the Architect's fee or other amount agreed upon. Such causes include, but are not limited to, the Architect's negligence, errors, omissions, strict liability, breach of agreement or breach of warranty.

WORKLOAD & TIMELINE

SVA has the required staff and project experience to meet the proposed project schedules and will work with the Owner to develop an agreeable design schedule and construction schedule for required review submittals and final approval package submittals. We would appreciate the opportunity to be of service. If you have any questions regarding our proposal or wish to discuss any aspect of this project, please contact us.

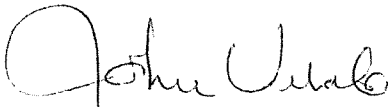
Frank Schulte  
City of Grosse Pointe Woods  
Proposal – City of Grosse Pointe Woods – Chene Trombley Park Master Plan – GPW, MI  
Architects' Project No.: 2021.027  
June 30, 2022  
Page - 5 -

ACCEPTANCE

You may indicate your acceptance of this proposal by signing all copies and returning one copy to our office.

This proposal is an extension of the AIA Standard Form of Agreement Between Owner and Architect. This document is intended to be used in conjunction with AIA Document A201.

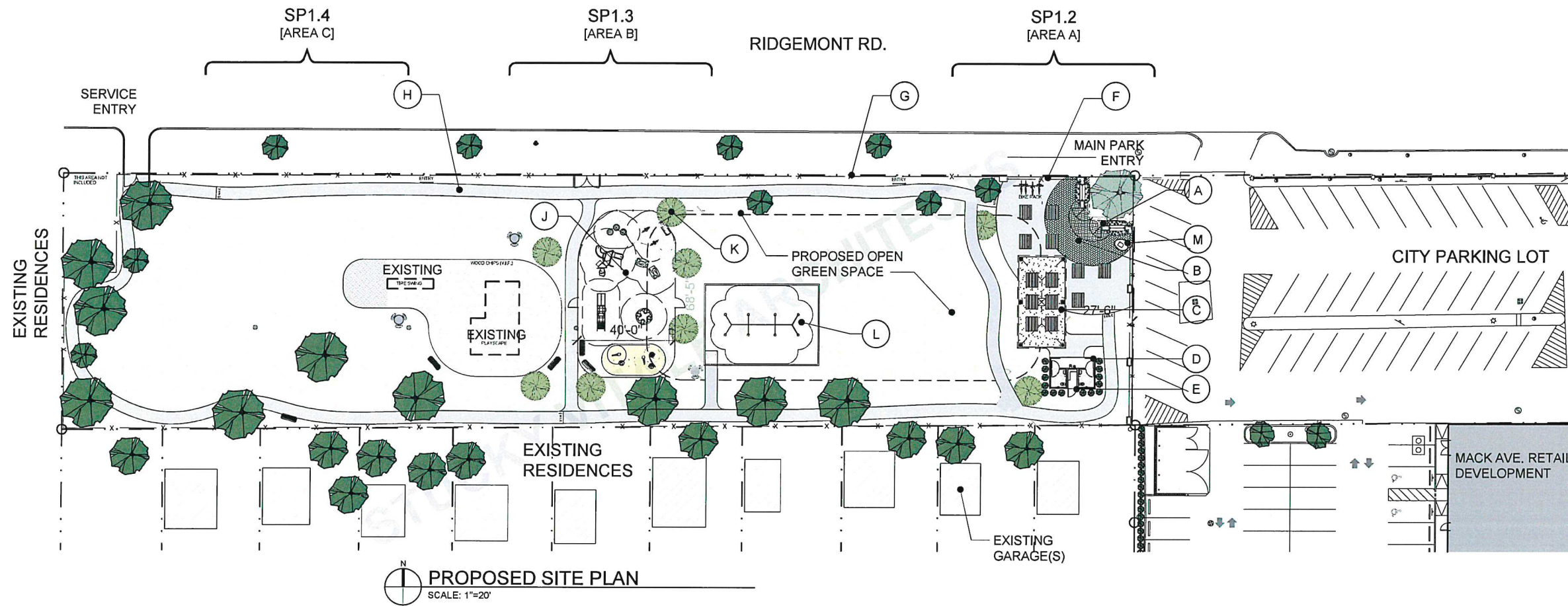
STUCKY VITALE ARCHITECTS



JOHN A. VITALE, CEO/PRESIDENT

\_\_\_\_\_  
CITY OF GROSSE POINTE WOODS

DATE: \_\_\_\_\_



NEW PROPOSED PARK IMPROVEMENTS	
TAG	DESCRIPTION
(A)	NEW MASONRY AND DECORATIVE METAL ENTRANCE GATE + SIGNAGE WITH UP-LIGHTING
(B)	NEW OUTDOOR HARDSCAPE PICNIC AREA
(C)	NEW OUTDOOR PAVILION STRUCTURE WITH ADA B.F. ACCESS
(D)	ADA UNISEX TOILET(S) + DRINKING FOUNTAIN WITH BOTTLE RE-FILL
(E)	STORAGE SHED WITH HOSE-BIBB WATER CONNECTION

NEW PROPOSED PARK IMPROVEMENTS	
TAG	DESCRIPTION
(F)	NEW WROUGHT IRON FENCING AND MASONRY PIER(S)
(G)	NEW 36" HT. FENCE
(H)	NEW CONCRETE WALKING PATH WITH DISTANCE MARKERS
(J)	NEW TOT LOT WITH 30" HT FENCE
(K)	NEW SHADE TREES
(L)	NEW SWING EQUIPMENT (B.F.) + SAFETY MAT BASE
(M)	BOULDER WITH HISTORIC DEDICATION PLAQUE

ALTERNATE SCHEME



MASTER PLAN DESIGN



2021.027  
CHENE-TROMBLEY PARK MASTER PLAN  
20861 RIDGEMONT RD.  
GROSSE POINTE WOODS, MI 48236  
DRAWN BY: JPM

# CONCEPTUAL DESIGN PACKAGE

JUNE 28, 2022

SP1.1a

© 2021 STEVEN VITALE ARCHITECTS

# CHENE-TROMBLEY PARK





**ANDERSON, ECKSTEIN & WESTRICK, INC.**  
 CIVIL ENGINEERS SURVEYORS ARCHITECTS  
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
 www.aewinc.com p(586)726-1234

**INVOICE**

CITY OF GROSSE POINTE WOODS  
 ACCOUNTS PAYABLE  
 20025 MACK AVENUE  
 GROSSE POINTE WOODS, MI 48236-2397

*F4 21-22*

June 15, 2022  
 Project No: 0160-0433-0  
 Invoice No: 0137698

Project 0160-0433-0 ALLARD RD RECON. CHESTER/HARPER (WCL)  
 PURCHASE ORDER #21-46705 - \$180,000.00  
 FOR: CONSTRUCTION OBSERVATION, CONTRACT ADMINISTRATION, SURVEY STAKING  
Professional Services from May 9, 2022 to June 5, 2022

**RECEIVED**  
 JUL 05 2022  
 CITY OF GROSSE POINTE WOODS  
 CLERK'S DEPARTMENT

**Professional Personnel**

	Hours	Rate	Amount
CONSTRUCTION STAKEOUT			
TEAM LEADER	6.50	87.70	570.05
RESEARCH/REVIEW			
PRINCIPAL ENGINEER	5.50	108.20	595.10
CONTRACT ADMINISTRATION			
LICENSED ENG/SUR/ARC	32.50	108.20	3,516.50
TEAM LEADER	2.50	87.70	219.25
ENGINEERING AIDE III	9.70	73.50	712.95
ENGINEERING AIDE I	.90	58.80	52.92
CONSTRUCTION OBSERVATION			
ENGINEERING AIDE III	275.50	73.50	20,249.25
ENGINEERING AIDE II	38.00	65.10	2,473.80
ENGINEERING AIDE I	4.00	58.80	235.20
Totals	375.10		28,625.02
<b>Total Labor</b>			<b>28,625.02</b>

**Unit Billing**

2 PERSON CREW-CONSTRUCTION STAKEOUT	7.0 HOURS @ 148.10	1,036.70
3 PERSON CREW-CONSTRUCTION STAKEOUT	5.0 HOURS @ 178.00	890.00
<b>Total Units</b>		<b>1,926.70</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	30,551.72	84,816.64	115,368.36
Limit			180,000.00
Remaining			64,631.64

**Total this Invoice \$30,551.72**

**Outstanding Invoices**

Number	Date	Balance
0137192	5/18/2022	12,126.61
<b>Total</b>		<b>12,126.61</b>

*SMW/22/22*

*P021-46705*  
*#202-451-974.201 \$1,222.07*  
*#202-451-975.310 \$611.03*  
*#203-451-974.201 \$1,222.07*  
*#203-451-975-310 \$1,527.59*  
*#203-451-977.803 \$18,025.51*  
*#592-537-975.401 \$7,943.45*

Please include the project number and invoice number on your check.



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**INVOICE**

CITY OF GROSSE POINTE WOODS  
ACCOUNTS PAYABLE  
20025 MACK AVENUE  
GROSSE POINTE WOODS, MI 48236-2397

*FY 21-22*

June 15, 2022  
Project No: 0160-0446-0  
Invoice No: 0137699

Project 0160-0446-0 VERNIER ROAD WATER MAIN REPLACEMENT  
PURCHASE ORDER #21-46704 - \$217,000.00  
Professional Services from May 9, 2022 to June 5, 2022

**RECEIVED**

*JUL 05 2022*

**Fee**

Construction Cost 815,551.00  
Fee Percentage 6.40  
Total Fee 52,195.26

Percent Complete 100.00

Total Earned 52,195.26  
Previous Fee Billing 46,240.00  
Current Fee Billing 5,955.26  
**Total Fee 5,955.26**

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**Professional Personnel**

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
LICENSED ENG/SUR/ARC	2.50	108.20	270.50
Totals	2.50		270.50
<b>Total Labor</b>			<b>270.50</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	6,225.76	46,240.00	52,465.76
Limit			217,000.00
Remaining			164,534.24

**Total this Invoice \$6,225.76**

**Outstanding Invoices**

Number	Date	Balance
0137193	5/18/2022	5,440.00
<b>Total</b>		<b>5,440.00</b>

*pd 6/23/22*

*PO 21-46704*

*# 592-537-977-310*

*OK J.K*

*ES-6-22-22*

*SM 6/22/22*

Vernier Road Water Main Replacement - West City Limit to Mack  
 AEW Project No. 0160-0446  
 Summary of Time Spent for Design, Specification, Bidding  
 and Subconsultant Fees

Name	Hours	Description
ANGER, SCOTT	10	Survey
BICKHAM, BRENDA	1.5	Admin
BIGELOW, JUSTICE	11	Survey
CARPENTER, AARON	24	Survey
COBBS, CHRISTIAN	19	Survey
DE OLIVEIRA, ROSANA	33.7	CADD
GAYESKI JR., JOSEPH	28.5	Survey Oversight, project setup
HARRINGTON, MICHAEL	6	QA/QC
KAFERLE, JARED	15.5	Survey
KAFERLE, KATHLEEN	1.5	Ad,om
LAGODNA, CARL	10.5	Survey Oversight, project setup
LOCKWOOD, SCOTT	4.8	Project Oversight
MILLER, JEFFREY	1	GIS
RIBERAS, JOSEPH	9.5	Survey
RICKARD, EMILY	45.5	CADD
WILBERDING, ROSS	47.5	Design
	269.5	

Expenses		Amount	Description
		200	Wayne County Construction Permit Review Fee
		150	Wayne County SESC Permit Review Fee
		350	



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**INVOICE**

June 15, 2022  
Project No: 0160-0447-0  
Invoice No: 0137700

*Fy 21-22*

CITY OF GROSSE POINTE WOODS  
ACCOUNTS PAYABLE  
20025 MACK AVENUE  
GROSSE POINTE WOODS, MI 48236-2397

Project 0160-0447-0 GP NORTH FIELD TURF IMPROVE. PLAN REVIEW

Professional Services from May 9, 2022 to June 5, 2022  
Fee

Total Fee	2,500.00		
Percent Complete	100.00	Total Earned	2,500.00
		Previous Fee Billing	2,250.00
		Current Fee Billing	250.00
		<b>Total Fee</b>	<b>250.00</b>
		<b>Total this Invoice</b>	<b>\$250.00</b>

*#592-537-818.000*

*OK - J.K*

*PA-6-24/22*

*SM 6/24/22*

*Will be reimbursed from Ehresman Associates.*

**RECEIVED**

**JUL 05 2022**

**CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT**



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**INVOICE**

CITY OF GROSSE POINTE WOODS  
ACCOUNTS PAYABLE  
20025 MACK AVENUE  
GROSSE POINTE WOODS, MI 48236-2397

*Fy 21-22*

June 15, 2022  
Project No: 0160-0449-0  
Invoice No: 0137701

Project 0160-0449-0 SEWER SYSTEM EVALUATION  
PURCHASE ORDER #22-46947 - \$107,000.00  
FOR: REVIEW AND EVALUATION OF SCADA PROPOSALS AND MONITORING DEVICE QUOTES  
Professional Services from May 9, 2022 to June 5, 2022

Phase 01 MONITORING EQUIP: SELECT, INSTALL, MAINT

**Professional Personnel**

	Hours	Rate	Amount	
PRINTS				
ENGINEERING AIDE I	.30	58.80	17.64	
CONTRACT ADMINISTRATION				
LICENSED ENG/SUR/ARC	1.50	108.20	162.30	
MEETINGS				
PRINCIPAL ENGINEER	4.00	108.20	432.80	
GENERAL				
LICENSED ENG/SUR/ARC	2.50	108.20	270.50	
Totals	8.30		883.24	
<b>Total Labor</b>				<b>883.24</b>
		<b>Total this Phase</b>		<b>\$883.24</b>
		<b>Total this Invoice</b>		<b>\$883.24</b>

*PO 22-46947  
# 592-537-818-000  
OK - J.K.*

*SM 6/22/2022  
R 6-22-22*

**RECEIVED**

JUL 05 2022

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT



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**INVOICE**

*Eq 21.22*

June 15, 2022  
Project No: 0160-0435-0  
Invoice No: 0137863

CITY OF GROSSE POINTE WOODS  
ACCOUNTS PAYABLE  
20025 MACK AVENUE  
GROSSE POINTE WOODS, MI 48236-2397

Project 0160-0435-0 2021 MISC. CONCRETE REPAIR  
P.O. 21-46682  
FOR: CONSTRUCTION INSPECTION AND ADMINISTRATION  
Professional Services from May 9, 2022 to June 5, 2022  
Professional Personnel

	Hours	Rate	Amount
<b>CONTRACT ADMINISTRATION</b>			
GRADUATE ENG/SUR/ARC	1.00	87.70	87.70
TEAM LEADER	3.50	87.70	306.95
ENGINEERING AIDE III	1.10	73.50	80.85
<b>CONSTRUCTION OBSERVATION</b>			
ENGINEERING AIDE III	35.50	73.50	2,609.25
Totals	41.10		3,084.75
<b>Total Labor</b>			<b>3,084.75</b>

Billing Limits	Current	Prior	To-Date
Total Billings	3,084.75	73,301.60	76,386.35
Limit			109,000.00
Remaining			32,613.65
		<b>Total this Invoice</b>	<b>\$3,084.75</b>

**Outstanding Invoices**

Number	Date	Balance
0137631	5/31/2022	3,075.81
<b>Total</b>		<b>3,075.81</b>

*Pd 6/23/22*

*P0 21-46682*  
*#202-451-974.201 \$709.49*  
*#203-451-974.201 \$462.72*  
*#585-561-978.300 \$1,203.05*  
*#592-537-975.401 \$709.49*  
*OK - J.K*  
*SM 6/22/22*  
*FJ 6-22-22*

**RECEIVED**  
 JUL 05 2022  
 CITY OF GROSSE POINTE WOODS  
 CLERK'S DEPARTMENT



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**INVOICE**

FY 21-22

June 15, 2022  
Project No: 0160-0440-0  
Invoice No: 0137864

CITY OF GROSSE POINTE WOODS  
ACCOUNTS PAYABLE  
20025 MACK AVENUE  
GROSSE POINTE WOODS, MI 48236-2397

Project 0160-0440-0 2021 SEWER REHAB. BY FCIPP  
PURCHASE ORDER #21-46701  
FOR: CONSTRUCTION OBSERVATION AND ADMINISTRATION  
Professional Services from May 9, 2022 to June 5, 2022

**Professional Personnel**

	Hours	Rate	Amount	
PRELIMINARY ENGINEERING				
TEAM LEADER	.50	87.70	43.85	
QUANTITIES				
ENGINEERING AIDE II	1.00	65.10	65.10	
CONTRACT ADMINISTRATION				
TEAM LEADER	2.00	87.70	175.40	
CCTV REVIEW				
ENGINEERING AIDE II	4.50	65.10	292.95	
Totals	8.00		577.30	
<b>Total Labor</b>				<b>577.30</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	577.30	33,576.28	34,153.58	
Limit			41,000.00	
Remaining			6,846.42	
		<b>Total this Invoice</b>		<b>\$577.30</b>

PO 21-46701  
# 592-537 976.001  
ok - J.K  
SM 6/22/22  
FS 6-22-22

**RECEIVED**

JUL 05 2022

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT



**ANDERSON, ECKSTEIN & WESTRICK, INC.**  
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**INVOICE**

June 15, 2022  
 Project No: 0160-0445-0  
 Invoice No: 0137865

CITY OF GROSSE POINTE WOODS  
 ACCOUNTS PAYABLE  
 20025 MACK AVENUE  
 GROSSE POINTE WOODS, MI 48236-2397

*Fy 21-22*

**RECEIVED**

**JUL 05 2022**

Project 0160-0445-0 2021-2022 GENERAL ENGINEERING  
 PURCHASE ORDER #21-46530 - \$15,000.00  
 FOR: GENERAL ENGINEERING, PROJECT STATUS AND UPDATES  
Professional Services from May 9, 2022 to June 5, 2022

**CITY OF GROSSE POINTE WOODS  
 CLERK'S DEPARTMENT**

**Professional Personnel**

	Hours	Rate	Amount
<b>RESEARCH/REVIEW</b>			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	1.00	108.20	108.20
Reservoir setting adjustments			
<b>GENERAL</b>			
LICENSED ENG/SUR/ARC			
WILBERDING, ROSS	1.00	108.20	108.20
Recommendation for Engineering Services. Sending bidspecs to city for infrastructure rehab projects			
WILBERDING, ROSS	1.00	108.20	108.20
reviewing POs to carry forward with J. Duffy. Reviewing grant application with F. Schulte and submitting			
WILBERDING, ROSS	1.50	108.20	162.30
CE vs DE breakdown			
WILBERDING, ROSS	.50	108.20	54.10
EGLE AP grant disbursement request			
WILBERDING, ROSS	1.00	108.20	108.20
Reviewing old POs for carrying forward			
WILBERDING, ROSS	6.50	108.20	703.30
SEMCOG Planning Assistance Program Application			
<b>Totals</b>	12.50		1,352.50
<b>Total Labor</b>			<b>1,352.50</b>

Billing Limits	Current	Prior	To-Date
Total Billings	1,352.50	13,277.96	14,630.46
Limit			15,000.00
Remaining			369.54

**Total this Invoice \$1,352.50**

**Outstanding Invoices**

Number	Date	Balance
0137634	5/31/2022	1,244.30
<b>Total</b>		<b>1,244.30</b>

*PO 21-46530*  
*#101-441-818.000 \$450.83*  
*#101-444-818.000 \$450.83*  
*#592-537-818.000 \$450.84*

*pd 6/23/22*

*OK - J.K. SM 6/22/22*





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**INVOICE**

*Fy 21-22*

June 14, 2022  
Project No: 0160-0443-0  
Invoice No: 0137924

CITY OF GROSSE POINTE WOODS  
ACCOUNTS PAYABLE  
20025 MACK AVENUE  
GROSSE POINTE WOODS, MI 48236-2397

Project 0160-0443-0 2021-2022 GIS MAINTENANCE  
P.O.# 21-46529

Professional Services from May 9, 2022 to June 5, 2022

**Professional Personnel**

	Hours	Rate	Amount
MEETINGS			
GRADUATE ENG/SUR/ARC	2.00	87.70	175.40
GIS UPDATES			
ENGINEERING AIDE III	.30	73.50	22.05
Totals	2.30		197.45
<b>Total Labor</b>			<b>197.45</b>

Billing Limits	Current	Prior	To-Date
Total Billings	197.45	11,309.85	11,507.30
Limit			21,000.00
Remaining			9,492.70
<b>Total this Invoice</b>			<b>\$197.45</b>

**Outstanding Invoices**

Number	Date	Balance
0137237	5/20/2022	438.50
<b>Total</b>		<b>438.50</b>

*pd 6/23/22*

*PO 21-46529  
#592-537-977.000  
OK - J.K.  
SM 6/22/22  
FJ 6-22-22*

**RECEIVED**

**JUL 05 2022**

**CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT**

COMMITTEE-OF-THE-WHOLE EXCERPT  
06-06-22

The next item discussed was regarding **Food Truck Ordinance**. The Building Official stated that businesses and churches have been requesting food trucks on their property. Currently, there is no regulation as to what a food truck is or what circumstances are required to be in the community. This ordinance has been discussed at numerous Planning Commission meetings and received input from Council Representative Vaughn. The purpose of this ordinance is not to prohibit Food Trucks, but to regulate them.

An ordinance has been drafted and review by the City Attorney and prepared for Council's review. The Mayor stated he has had a discussion with Council Representative Vaughn and claims the ordinance is ready to go.

Motion by Gafa, seconded by Brown, regarding the **Food Truck Ordinance**, that the Committee-of-the-Whole refer this item to the next Council Meeting for Council's approval.

Brief discussion ensued regarding types of fees and the application of the ordinance for local businesses.

Motion carried by the following vote:  
Yes: Brown, Bryant, Gafa, Koester  
No: None  
Absent: Granger, McConaghy, Vaughn

PLANNING COMMISSION EXCERPT  
PENDING MINUTES 5-24-22

**MOTION** by Gerhart, seconded by Bailey to refer the final draft of the Mobile Food Vending ordinance to the June 6, 2022 COW Agenda.

Motion carried by the following vote:

- YES: Bailey, Fuller, Gerhart, Gilezan, Hamborsky, McNelis, O’Keefe
- NO: None
- Absent: Fenton, Vitale

Discussion ensued between City Attorney Tim Tomlinson, Building Official Tutag, Planning Commissioners, and Council Representative Tom Vaughn regarding the recommended changes brought forward at tonight’s meeting to the final draft of Mobile Food Vending ordinance. City Attorney Tim Tomlinson stated he would make the revisions and send it over to the Building Department for distribution to the COW.

**MOTION** by Gerhart, seconded by O’Keefe, for continued support for the recommended changes to the Mobile Food Vending ordinance and the final draft as revised be referred to the June 6, 2022 COW Agenda.

- YES: Bailey, Fuller, Gerhart, Gilezan, Hamborsky, McNelis, O’Keefe
- NO: None
- Absent: Fenton, Vitale

**MOTION** by Gerhart, seconded by Bailey, that the above motions be immediately certified.

- YES: Bailey, Fuller, Gerhart, Gilezan, Hamborsky, McNelis, O’Keefe
- NO: None
- Absent: Fenton, Vitale

CITY OF GROSSE POINTE WOODS  
WAYNE COUNTY, MICHIGAN

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF GROSSE POINTE WOODS, *CHAPTER 10 – BUSINESSES*, BY ADDING *ARTICLE XVII – MOBILE FOOD VENDING*, TO REGULATE MOBILE FOOD VENDING, PROVIDE DEFINITIONS, PERMITTING, APPLICATION PROCESS, FEES, PERMIT EXPIRATION, LIMITATIONS ON PERMIT TRANSFER, EXCEPTIONS, LOCATIONS, HOURS OF OPERATION, APPEALS, VIOLATIONS AND TO PROVIDE FOR REPEALER, SEVERABILITY AND EFFECTIVE DATE.

THE CITY OF GROSSE POINTE WOODS ORDAINS:

**Section 1.** The City of Grosse Pointe Woods Code of Ordinances, *Chapter 10 – Businesses*, is hereby amended by adding *Article XVII – Mobile Food Vending*, as follows:

**ARTICLE XVII - MOBILE FOOD VENDING**

**Sec. 10-640 - Definitions.**

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

*Mobile Food Vending* means vending, serving, or offering for sale food and/or beverages from a mobile food vending unit, which may include the ancillary sales of other items consistent with the food provided, such as a tee shirt that bears the name of the organization engaged in mobile food vending.

*Mobile Food Vending Unit* means any motorized or non-motorized vehicle, trailer, cart, or other similar device designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale. This definition does not apply to vehicles which dispense food or beverages that move from place to place and are stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks.

*Operate* means all activities associated with the conduct of business, including set up and take down and/or actual hours where the mobile food vending unit is open for business.

*Special Event* means the following:

- (1) store opening
- (2) fair

- (3) church function
- (4) community sports event
- (5) block party
- (6) sidewalk sale
- (7) Other event as determined by the City Administrator or resolution of City Council.

*Vendor* shall mean any entity, person or group of persons engaged in the business of mobile food vending. If more than one person or entity is operating a single stand, cart or other means of conveyance, then vendor shall mean all persons or entities operating such single stand, cart or other means of conveyance.

**Sec. 10-641 - Permit Required.**

It shall be unlawful for any person to operate a mobile food vending unit in the City without first obtaining a permit as provided in this Article.

**Sec. 10-642 - Application.**

A person desiring to operate a mobile food vending unit shall make written application for a permit to the City Clerk. Mobile food vending shall only be permitted at a special event. The application for a permit shall be on forms provided by the City Clerk, and shall include the following:

- (1) Name, signature, business address, telephone number, and email contact information of the applicant.
- (2) Information on the mobile food vending unit, to include a copy of the current vehicle registration and dimensions, which shall not exceed thirty-six feet (36') in length or ten feet (10') in width.
- (3) A plan which includes information setting forth the proposed location of operation, dates of operation (rain date, if applicable), hours of operation, plans for power access, water supply and wastewater disposal, and written property use agreements, if applicable.
- (4) Copies of all necessary licenses or permits issued by Wayne County and the State of Michigan.
- (5) Insurance coverage:
  - (a) Proof of Commercial Liability Insurance policy with limits of no less than One Million Dollars (\$1,000,000) combined Single Limit

coverage issued by an insurer licensed to do business in this state, and which names the City as an additional insured.

- (b) Proof of Commercial Auto Policy with bodily injury and property damage with limits of no less than One Million Dollars (\$1,000,000) per accident issued by an insurer licensed to do business in this state.
- (6) At the time of filing the application, a fee as established by resolution of the City Council to cover the cost of the review and administrative processing, no part of which shall be refundable.
- (7) A signed statement that the licensee shall indemnify and hold harmless the City, its officers, agents, and employees for any claims, damages, or injuries to persons or property which arise out of any activity by the licensee, its employees, or agents carried on under the terms of the license.

**Sec. 10-643 - Review of Application and Issuance.**

- (1) Upon receipt of an application, the original shall be forwarded to the City Clerk, the Public Safety Department, the Building Department and any other necessary City departments for review as to compliance with all applicable laws and Ordinances.
- (2) If as a result of such review the application is found not to be in compliance with all applicable laws and ordinances, the City Clerk shall endorse on the application disapproval and the reasons for disapproval, and shall notify the applicant that the application is disapproved and that no permit will be issued.
- (3) If as a result of such review the application is satisfactory, the City Clerk shall approve the application. The City Clerk, upon payment of the prescribed fee, shall issue a permit. All such permits shall contain the signature of the City Clerk, and show the name and address of the applicant, a description of the mobile food vending unit, the amount of the fee paid, and the date(s) and description of the special event.

**Sec. 10-644 - Fees.**

An applicant for a mobile food vending unit permit shall pay a daily fee as established by resolution of City Council.

**Sec. 10-645 - Limitations on Transfer of Permits.**

- (1) A permit issued under this Article shall not be transferable from person-to-person, from business-to-business, from vendor-to-vendor, from member/shareholder-to-member/shareholder, or any combination thereof.
- (2) A permit is valid for one mobile food vending unit, and shall not be transferred between mobile food vending units.

**Sec. 10-646 - Exceptions.**

A permit issued under this Article shall not be required for the following:

- (1) any school-sponsored mobile food vending unit operating on school property.
- (2) any City sponsored event.
- (3) a private party so long as the mobile food vending unit is wholly situated within the owner's private property, and not within any public street, right-of-way or public place.
- (4) restaurants who operate a permanent business physically present in the City while mobile vending on their own private property with their own mobile food vending unit, but shall not be permitted to subcontract or hire such vendors in an attempt to evade this Article.
- (5) mobile food vending that occurs entirely indoors, located inside a building.

Groups and individuals who are exempt under this Article from permitting must still receive written permission from the City before operating on public property under the control or jurisdiction of the City or Wayne County.

**Sec. 10-647 - Locations.**

- (1) Appropriate locations for mobile food vending units shall be limited to (i) private property with a written agreement signed by the property owner, and (ii) public areas, including on-street parking, parking lots or parks, with written permission from the City and/or Wayne County.
- (2) The issuance of a mobile food vending unit permit does not grant or entitle the vendor to the exclusive use of any service route or space.

**Sec. 10-648 - Hours of Operation.**

- (1) Mobile food vending units shall be permitted to operate between 9am and 9pm unless for a private party.
- (2) A mobile food vending unit shall not be parked overnight on public or private property, or left unattended and unsecured at any time food is in the vehicle or at the location. Any mobile food vehicle unit found to be unattended shall be considered a public safety hazard and may be ticketed and impounded.
- (3) Mobile food vending units shall be permitted to operate on private property during the hours of operation of the primary use business and shall not operate as an accessory use before or after the primary use business is open for business. The private property owner may dictate mobile vending operations less than their business hours.

**Sec. 10-649 - Regulations.**

- (1) Customers of mobile food vending units shall be provided with single service articles such as plastic utensils and paper plates.
- (2) All mobile food vending units shall provide a waste container for public use which the vendor shall empty at its own expense. All on-site trash and garbage originating from the operation of mobile food vending units shall be collected and disposed of off-site by the operators each day, and in such a manner so as to not allow overflowing containers during the course of operations. Spills of food or food by-products shall be cleaned up, and no dumping of gray water is permitted.
- (3) No mobile food vending unit shall make or cause to be made any unreasonable or excessive noise. The operation of all mobile food vehicles shall meet the City noise ordinance, including generators. No loud music, other high-decibel sounds, horns, “crying out” or any other audible methods to gain attention are permitted.
- (4) Signage is permitted when placed on mobile food units, so long as it does not extend above or beyond the mobile vending unit itself. One free-standing temporary sign of no more than six square feet (6’) in residential districts or twenty-four square feet (24’) in commercial or industrial districts is permitted but the signage must be located entirely within twenty feet (20’) of the mobile vending unit. The vendor must otherwise follow the City’s sign ordinance, including sandwich board signs.



- (5) No flashing or blinking lights, or strobe lights, are allowed on mobile food vending units or related signage at any time, unless part of an approved Special Events Application. All exterior lights with over sixty (60) watts shall contain opaque hood shields to direct the illumination downward.
- (6) Awnings for mobile food vehicles shall have a minimum clearance of seven feet (7') between the ground level and the lowest point of the awning. Seating, tables, waste disposal or cleaning apparatus of the vendor shall be located within twenty feet (20') of the vending unit and shall not constitute a danger or impedance to the public.
- (7) Any power required for the mobile food vending unit shall be self-contained, and a mobile food vending unit shall not use utilities drawn from the public right-of-way. Mobile food vending units on private property may use electrical power drawn from the property being occupied or an adjacent property, but only if the property owner provides written consent to do so. No power cable or equipment shall be extended at or across any City street, alley, or sidewalk.
- (8) The vendor shall make the mobile food vending unit permit available for inspection by any member of law enforcement or the Building Department at any time the vendor is operating.
- (9) The vendor shall follow all local, state and federal laws, rules and regulations in their operation of the mobile vending unit. A permit obtained under this Article shall not relieve the vendor of the responsibility of obtaining any other permit or authorization required by other ordinance, statute or administrative rule.
- (10) The vendor shall not represent the granting of a permit under this article to be in any way an endorsement by the City.
- (11) All permits and licenses shall be prominently displayed on the mobile food vending unit.

**Sec. 10-650 - Revocation.**

- (1) Permits issued under the provisions of this Article may be revoked by the City Administrator or Building Director after notice and hearing, by a preponderance of the evidence, for any of the following causes:
  - (a) Fraud, misrepresentation, or false statement contained in the application for permit or made in the course of operating a mobile food vending unit; or

- (b) Conducting the business of a mobile food vending unit in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public; or
  - (c) Any violation of this Article; or
  - (d) Failure to possess or maintain any required food safety licensure.
- (2) Notice of the hearing for revocation of a permit shall be given in writing, setting forth specifically the grounds of complaint and the time and place of hearing. Such notice shall be mailed, postage prepaid, to the applicant at the address provided at least five days prior the date set for the hearing.
- (3) Permits issued under the provisions of this Article may be immediately suspended by any law enforcement, health safety officer, City Administrator or Building Director prior to notice and hearing if continued operations of the mobile vending unit would be harmful to the health or safety of the general public. Any permit suspended under this section shall remain suspended until such time as a notice and hearing may take place regarding the truth of the accusation made regarding the health or safety effects of the mobile vending unit.

**Sec. 10-651 - Appeals.**

Any person aggrieved by the action of the City Clerk, law enforcement, health safety officer, City Administrator or Building Director in the denial of an application for a mobile vending permit, or in the decision with reference to the revocation or suspension of a permit, as provided in this Article shall have the right of appeal to the City Council. Such appeal shall be taken by filing with the Council, within 14 days after notice of the action complained of has been mailed to such person's last known address, a written statement setting forth fully the grounds for the appeal. The City Council shall set a time and place for a hearing on such appeal, and a notice of such hearing shall be given the appellant in the same manner as provided for notice of a hearing on revocation. The decision and order of the City Council on such appeal shall be final and conclusive.

**Sec. 10-652 - Violations.**

Except as otherwise provided by state law, persons who violate any of the provisions of this Article are responsible for a municipal civil infraction punishable by a fine of \$500. Each day that a violation exists shall be considered a new and separate offence and shall have imposed a new a separate municipal civil infraction.

**Section 2. Repealer Clause.** Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 3. Validity and Severability.** Should any portion of this Ordinance be found invalid for any reason, such a holding shall not be construed as affecting the validity of the remaining portions of the Ordinance.

**Section 4. Effective Date.** This Ordinance shall be effective twenty (20) days from and after its adoption and publication by the City of Grosse Pointe Woods City Council.

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

ABSENT \_\_\_\_\_

\_\_\_\_\_  
Arthur W. Bryant, Mayor

Attested:

\_\_\_\_\_  
Paul P. Antolin, City Clerk

**CERTIFICATION OF CLERK**

I, Paul P. Antolin, City Clerk of the City of Grosse Pointe Woods, Wayne County, Michigan, do hereby certify that Ordinance No. \_\_\_\_\_ was adopted by the City Council of Grosse Pointe Woods, assembled in regular session on \_\_\_\_\_, 2022. Said Ordinance was posted in the following places:

Notice of said posting was published in \_\_\_\_\_ (*Grosse Pointe News*) on \_\_\_\_\_, 2022.

\_\_\_\_\_  
Paul P. Antolin, City Clerk

First Reading: \_\_\_\_\_

Proposed Second Reading: \_\_\_\_\_

Published by Title: \_\_\_\_\_

Adopted: \_\_\_\_\_

Effective: \_\_\_\_\_

Published Final: \_\_\_\_\_

COMMITTEE-OF-THE-WHOLE MINUTES EXCERPT  
PENDING APPROVAL  
06-20-22

The first item discussed was regarding **Proposed Ordinance Amendment to Chapter 8 – Solid Fences**. The Building Official provided an overview of his memo dated June 15, 2022. He stated that the current fence ordinance only permits solid fences when facing a street or an alley. Many residents request to install a solid fence when not facing a street or alley and gets denied resulting in a variance request and/or unhappy residents.

After many discussions with the Mayor, Council and City Attorney Tomlinson, the Building Official recommends getting rid of the requirements for solid fences and amending the ordinance to make solid fences permissible all together. The only change in the ordinance would be that residents will be permitted to install a solid fence, up to 6’ in height, even if they do not face a street or alley, with the neighbor’s signature.

A brief discussion ensued regarding the history of the ordinance, fence maintenance, and the comparison to the other communities.

Motion by McConaghy, seconded by Brown, regarding the **Proposed Ordinance Amendment to Chapter 8 – Solid Fences**, that the Committee-of-the-Whole refer this item to the next City Council meeting for Council’s approval.

Motion carried by the following vote:

- Yes: Brown, Bryant, Granger, McConaghy, Vaughn
- No: Koester
- Absent: Gafa

**CITY OF GROSSE POINTE WOODS**

Building Department

**MEMORANDUM**

DATE: June 15, 2022

TO: The Committee-of-the-Whole GT

FROM: Gene Tutag, Building Official

SUBJECT: Proposed Amendments to Chapter 8 of City Code regarding Solid Fences

Our current fence ordinance states that solid fences are only permitted when facing a street or an alley. Many residents request a solid fence and their permits get denied due to their fence not facing a street or an alley; these denials often turn into variance requests or unhappy residents.

After many discussions with Mayor Bryant and City Attorney, Tim Tomlinson, we have considered getting rid of the requirements for solid fences, and amending the ordinance to make solid fences permissible all together.

Please see the attached:

- Proposed Draft Copy: Fences 8-274 – 8-284
- Proposed Clean Copy: Fences 8-274 – 8-284

Thank you,

Gene Tutag  
Building Official

CITY OF GROSSE POINTE WOODS  
WAYNE COUNTY, MICHIGAN

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF GROSSE POINTE WOODS, CHAPTER 8 – BUILDING AND BUILDING REGULATIONS, ARTICLE IX FENCES, TO DELETE CERTAIN DEFINITIONS RELATED TO OPEN FENCES, SEMI-OPEN FENCES AND SOLID FENCES, TO PROVIDE FOR REPEALER, SEVERABILITY AND EFFECTIVE DATE.**

**THE CITY OF GROSSE POINTE WOODS ORDAINS:**

**Section 1.** The City of Grosse Pointe Woods Code of Ordinances, Chapter 8 – Building and Building Regulations, Article IX Fences, Sec. 8-274, is hereby amended as follows:

**Sec. 8-274. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Adjacent property* means a property having a common boundary line.

*Fence* means any structure erected or placed along or within four feet of the property line to act as a boundary marker or erected for the purpose of restricting access to or from a lot or parcel of land, whether enclosing all or a part of said lot or parcel in all zoning districts.

*Front yard* means that portion of the front yard established between the sidewalk and ten feet behind the front most main building line. If a sidewalk does not exist, the front yard shall mean that portion of the front yard established between the end of the city right-of-way and ten feet behind the front most main building line.

~~*Open fence* means and includes fences commonly known as chain link, post and rail, wrought iron, and picket, which allow 50 percent or more open space between the boards, slats, or rails. Examples of open fences are on file and available for inspection with the building department.~~

*Ornamental tops* means wood, vinyl or metal decorative caps placed on the tops of fence posts, corners, ends or gateposts.

*Property grade line*, for determining the height of a fence or landscaping used in place of fencing, means the level of the ground or pavement adjacent to the fence or landscaping.

*Rear yard* means that portion of the yard between the rearmost corner of the main building line and the rear property line.

~~*Semi-open fence* means and includes fences commonly known as "shadowbox" and "board on board" fences, which allow spacing between the boards, slats, and rails when viewed from a 45 degree angle. Examples of semi-open fences are on file and available for inspection with the building department.~~

*Side yard* means that portion of the yard between the residential home and side property line, beginning at ten feet back from the front most main building line to the rearmost corner of the main building line.

*Solid fence* means a fence constructed of opaque or substantially opaque material (such as wood or vinyl) that prevents viewing the other side of the fence, thereby providing a visual barrier. A visual barrier exists if less than 50 percent of the vertical or horizontal surface of the entire fence is open to the free passage of air and light, and the distance or open space between the boards, slats, or rails is less than or equal to two inches when viewed

at 90 degrees to the fence line. Solid fences includes fences commonly referred to as privacy fences and other sight obscuring fences. Examples of solid fences are on file and available for inspection with the building department. Determination of whether a fence is solid or not shall be made by the building official utilizing this article and the examples on file with the building department.

**Section 2.** The City of Grosse Pointe Woods Code of Ordinances, Chapter 8 – Building and Building Regulations, Article IX Fences, Sec. 8-279, is hereby amended as follows:

**Sec. 8-279. General requirements and maintenance.**

The following are general requirements for fences:

- (1) *Approved fence materials.* All fence material must be approved by the building official and include materials normally manufactured for and used as fencing material such as; wrought iron or other decorative metals suitable for fence construction, wood, chain link and vinyl composite manufactured specifically as fencing material. Alternative material may be approved by the building official if the official finds that the proposed design is satisfactory and complies with the intent of this article and that the materials are at least the equivalent permitted in this article with respect to quality, strength, effectiveness, durability and safety.
- (2) Fences shall not be constructed with sharp points at the uppermost portion of the fence.
- (3) The supporting framework of any fence shall not face adjacent properties or streets.
- (4) Fences shall not be attached to existing fences, i.e., cyclone fence attached to wooden fence.
- (5) No fence shall be erected adjacent to another fence.
- (6) No fence shall have barbed wire, razor wire, electrical current, concertina wire or other similar material.
- (7) The owner of any fence shall maintain their fence in accordance with the provisions of this Code.
- (8) All fences shall be maintained plumb and true with adequate support in a safe manner. The owner of a fence shall remove and/or repair a fence that is dangerous, dilapidated or otherwise in violation of this Code.
- (9) Any person who erects, builds and/or constructs any fence upon property which such person owns and/or leases shall be responsible for the repair, upkeep and maintenance of the fence.
- (10) Any person who owns property upon which a fence has been constructed by a previous owner shall be responsible for the care, upkeep and maintenance of the fence.
- (11) It shall be the responsibility of the person installing the fence to ensure such fence is placed on or within their own property line.
- ~~(12) Solid fences are prohibited except as provided in section 8-284(3).~~
- ~~(13) Semi-open fences are permitted provided that they meet the two-inch spacing requirement in section 8-274 and other requirements of this article.~~
- ~~(14) Open fences are permitted provided they meet the other requirements of this article.~~



**Section 3.** The City of Grosse Pointe Woods Code of Ordinances, Chapter 8 – Building and Building Regulations, Article IX Fences, Sec. 8-284, is hereby amended as follows:

**Sec. 8-284. Exceptions to this article.**

(a) *Exceptions.* Notwithstanding anything to the contrary provided in this article, exceptions from the provisions of this article shall be made under the following circumstances:

(1) *Rear fences.* Rear yard fences may be constructed to a maximum height of six feet from the property grade line with the adjacent property owners' consent. Consent from the adjacent property owners must be submitted to the building department in writing with the permit application. If a rear yard is directly parallel to a public street and not a residential lot, property owners are then the city, and consent from the city administrator is required.

(2) *Side yard fences.* Side yard fences may be constructed to a maximum height of six feet from the property grade line with the adjacent property owners' consent. Consent from the adjacent property owners must be submitted to the building department in writing with the permit application. If a side yard is directly parallel to a public street and not a residential lot, property owners are then the city, and consent from the city administrator is required.

~~(3) *Solid fences.* Notwithstanding the general requirements found in subsection 8-279(1), solid fences are permitted under the following circumstances:~~

- ~~a. For that portion of a fence that faces a street on a corner lot;~~
- ~~b. When a fence faces an alley.~~

~~(4)~~(3) *Special circumstances.* Applications meeting the requirements of this article and subsections (a)(1), (2) or (3) above do not require a public hearing, and shall be approved by the building inspector if the application otherwise meets the requirements of this chapter. All other exceptions from the provisions of this article require a public hearing and approval from the city council. The council may consider any or all of the following, along with other information:

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

(b) *Public hearing.* Any applicant seeking a hearing under the provisions of this article shall pay to the city a hearing notice fee set by council resolution for the scheduling of such hearing. Payment shall be made at the time the application is made for a hearing. The public hearing fee may be modified by a resolution of the city council as adopted from time to time. The city shall mail notice of the hearing to adjacent property owners at least seven days prior to the hearing date.

**Section 4. Repealer Clause.** Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 5. Validity and Severability.** Should any portion of this Ordinance be found invalid for any reason, such a holding shall not be construed as affecting the validity of the remaining portions of the Ordinance.

**Section 6. Effective Date.** This Ordinance shall be effective twenty (20) days from and after its adoption by the City of Grosse Pointe Woods City Council.

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

ABSENT \_\_\_\_\_

\_\_\_\_\_  
Arthur W. Bryant, Mayor

Attested:

\_\_\_\_\_  
Paul P. Antolin, City Clerk

**CERTIFICATION OF CLERK**

I, Paul P. Antolin, City Clerk of the City of Grosse Pointe Woods, Wayne County, Michigan, do hereby certify that Ordinance No. \_\_\_\_\_ was adopted by the City Council of Grosse Pointe Woods, assembled in regular session on June \_\_\_\_, 2022. Said Ordinance was posted in the following places:

Notice of said posting was published in \_\_\_\_\_ (*insert newspaper*) on June \_\_\_\_, 2022.

\_\_\_\_\_  
Paul P. Antolin, City Clerk

First Reading: \_\_\_\_\_

Proposed Second Reading: \_\_\_\_\_

Published by Title: \_\_\_\_\_

Adopted: \_\_\_\_\_

Effective: \_\_\_\_\_

Published Final: \_\_\_\_\_

CITY OF GROSSE POINTE WOODS  
WAYNE COUNTY, MICHIGAN

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF GROSSE POINTE WOODS, CHAPTER 8 – BUILDING AND BUILDING REGULATIONS, ARTICLE IX FENCES, TO DELETE CERTAIN DEFINITIONS RELATED TO OPEN FENCES, SEMI-OPEN FENCES AND SOLID FENCES, TO PROVIDE FOR REPEALER, SEVERABILITY AND EFFECTIVE DATE.**

**THE CITY OF GROSSE POINTE WOODS ORDAINS:**

**Section 1.** The City of Grosse Pointe Woods Code of Ordinances, Chapter 8 – Building and Building Regulations, Article IX Fences, Sec. 8-274, is hereby amended as follows:

**Sec. 8-274. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Adjacent property* means a property having a common boundary line.

*Fence* means any structure erected or placed along or within four feet of the property line to act as a boundary marker or erected for the purpose of restricting access to or from a lot or parcel of land, whether enclosing all or a part of said lot or parcel in all zoning districts.

*Front yard* means that portion of the front yard established between the sidewalk and ten feet behind the front most main building line. If a sidewalk does not exist, the front yard shall mean that portion of the front yard established between the end of the city right-of-way and ten feet behind the front most main building line.

*Ornamental tops* means wood, vinyl or metal decorative caps placed on the tops of fence posts, corners, ends or gateposts.

*Property grade line*, for determining the height of a fence or landscaping used in place of fencing, means the level of the ground or pavement adjacent to the fence or landscaping.

*Rear yard* means that portion of the yard between the rearmost corner of the main building line and the rear property line.

*Side yard* means that portion of the yard between the residential home and side property line, beginning at ten feet back from the front most main building line to the rearmost corner of the main building line.

**Section 2.** The City of Grosse Pointe Woods Code of Ordinances, Chapter 8 – Building and Building Regulations, Article IX Fences, Sec. 8-279, is hereby amended as follows:

**Sec. 8-279. General requirements and maintenance.**

The following are general requirements for fences:

- (1) *Approved fence materials.* All fence material must be approved by the building official and include materials normally manufactured for and used as fencing material such as; wrought iron or other decorative metals suitable for fence construction, wood, chain link and vinyl composite manufactured specifically as fencing material. Alternative material may be approved by the building official if the

official finds that the proposed design is satisfactory and complies with the intent of this article and that the materials are at least the equivalent permitted in this article with respect to quality, strength, effectiveness, durability and safety.

- (2) Fences shall not be constructed with sharp points at the uppermost portion of the fence.
- (3) The supporting framework of any fence shall not face adjacent properties or streets.
- (4) Fences shall not be attached to existing fences, i.e., cyclone fence attached to wooden fence.
- (5) No fence shall be erected adjacent to another fence.
- (6) No fence shall have barbed wire, razor wire, electrical current, concertina wire or other similar material.
- (7) The owner of any fence shall maintain their fence in accordance with the provisions of this Code.
- (8) All fences shall be maintained plumb and true with adequate support in a safe manner. The owner of a fence shall remove and/or repair a fence that is dangerous, dilapidated or otherwise in violation of this Code.
- (9) Any person who erects, builds and/or constructs any fence upon property which such person owns and/or leases shall be responsible for the repair, upkeep and maintenance of the fence.
- (10) Any person who owns property upon which a fence has been constructed by a previous owner shall be responsible for the care, upkeep and maintenance of the fence.
- (11) It shall be the responsibility of the person installing the fence to ensure such fence is placed on or within their own property line.

**Section 3.** The City of Grosse Pointe Woods Code of Ordinances, Chapter 8 – Building and Building Regulations, Article IX Fences, Sec. 8-284, is hereby amended as follows:

**Sec. 8-284. Exceptions to this article.**

- (a) *Exceptions.* Notwithstanding anything to the contrary provided in this article, exceptions from the provisions of this article shall be made under the following circumstances:
  - (1) *Rear fences.* Rear yard fences may be constructed to a maximum height of six feet from the property grade line with the adjacent property owners' consent. Consent from the adjacent property owners must be submitted to the building department in writing with the permit application. If a rear yard is directly parallel to a public street and not a residential lot, property owners are then the city, and consent from the city administrator is required.
  - (2) *Side yard fences.* Side yard fences may be constructed to a maximum height of six feet from the property grade line with the adjacent property owners' consent. Consent from the adjacent property owners must be submitted to the building department in writing with the permit application. If a side yard is directly parallel to a public street and not a residential lot, property owners are then the city, and consent from the city administrator is required.
  - (3) *Special circumstances.* Applications meeting the requirements of this article and subsections (a)(1), (2) or (3) above do not require a public hearing, and shall be approved by the building inspector if the application otherwise meets the requirements of this chapter. All other exceptions from the provisions of this article require a public hearing and approval from the city council. The council may consider any or all of the following, along with other information:

- a. Balancing the relative hardships between the property owner and adjacent property owners;
  - b. Whether special circumstances or conditions exist;
  - c. Whether pedestrian or vehicular vision will be affected;
  - d. The general health, safety and welfare of the neighborhood.
- (b) *Public hearing.* Any applicant seeking a hearing under the provisions of this article shall pay to the city a hearing notice fee set by council resolution for the scheduling of such hearing. Payment shall be made at the time the application is made for a hearing. The public hearing fee may be modified by a resolution of the city council as adopted from time to time. The city shall mail notice of the hearing to adjacent property owners at least seven days prior to the hearing date.

**Section 4. Repealer Clause.** Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 5. Validity and Severability.** Should any portion of this Ordinance be found invalid for any reason, such a holding shall not be construed as affecting the validity of the remaining portions of the Ordinance.

**Section 6. Effective Date.** This Ordinance shall be effective twenty (20) days from and after its adoption by the City of Grosse Pointe Woods City Council.

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

ABSENT \_\_\_\_\_

\_\_\_\_\_  
Arthur W. Bryant, Mayor

Attested:

\_\_\_\_\_  
Paul P. Antolin, City Clerk

**CERTIFICATION OF CLERK**

I, Paul P. Antolin, City Clerk of the City of Grosse Pointe Woods, Wayne County, Michigan, do hereby certify that Ordinance No. \_\_\_\_\_ was adopted by the City Council of Grosse Pointe Woods, assembled in regular session on June \_\_\_\_, 2022. Said Ordinance was posted in the following places:

Notice of said posting was published in \_\_\_\_\_ (*insert newspaper*) on June \_\_\_\_, 2022.

\_\_\_\_\_  
Paul P. Antolin, City Clerk

First Reading: \_\_\_\_\_

Proposed Second Reading: \_\_\_\_\_

Published by Title: \_\_\_\_\_

Adopted: \_\_\_\_\_

Effective: \_\_\_\_\_

Published Final: \_\_\_\_\_

COMMITTEE-OF-THE-WHOLE MINUTES EXCERPT  
PENDING APPROVAL  
06-20-22

The next item discussed was regarding **Vicious Dog Ordinance Amendment: Section 6-95**. The City Administrator provided an overview of his memo dated May 13, 2022. He stated that Administration is requesting to amend Section 6-95 of the City Ordinance regarding vicious dogs.

There are three court dates a month making it difficult for administration to conduct on-going business when there is constant interruption with the plaintiffs, defendants and determining whether to remove the dog from the city or contain them at home until the ticket of the court date is written. It would make it easier for Administration to set a court date following conditions of the new ordinance specifying that once a ticket is written, it will be set for the closest court date and in turn, the dog will have to be leashed in its own backyard by an adult and contained until the judge determines if it has to be removed from the city.

The purpose of the ordinance amendment is to eliminate additional hearings that has to be held by Administration and to keep the dog in confinement until the court date.

Discussion ensued regarding the history of the ordinance and procedures of local communities. It was stated that there has been four incidents regarding vicious dogs since January of 2022.

Motion by Granger, seconded by Vaughn, regarding the **Vicious Dog Ordinance Amendment: Section 6-95**, that the Committee-of-the-Whole refer this item to the next Council Meeting for Council's approval.

Motion carried by the following vote:  
Yes: Brown, Bryant, Granger, Koester, McConaghy, Vaughn  
No: None  
Absent: Gafa



# CITY OF GROSSE POINTE WOODS

## MEMORANDUM

**Date:** May 13, 2022  
**To:** Mayor and Council  
**From:** Frank Schulte, City Administrator FS  
**Subject:** Vicious Dog Ordinance Amendment

Administration is requesting to amend City Ordinance Section 6-95 Administrative hearings concerning *vicious dogs*.

The ordinance requires an Administrative Hearing to be held by the City Administrator “whenever a violation ticket is issued by a member of the department of public safety or the animal warden of the city which complaint alleges that a person is in possession of or is harboring a vicious *dog*” in the city.

The hearing is held to allow the City Administrator to review all documents, hear statements from the complainant, dog owner and witnesses to make an interim decision about the vicious dog prior to the court date. The decision ranges from confinement in the home to having the animal removed from the city with documentation that is has been removed until the Vicious Dog Complaint is adjudicated by the Municipal Court.

The city’s Municipal Court is held three times per month. Administration feels that there is not a need to have a separate hearing and recommend they be eliminated and propose the following ordinance amendment:

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR THE CITY OF GROSSE POINTE WOODS, CHAPTER 6, ANIMALS, ARTICLE II, DOGS, CATS, AND WILD ANIMALS; DIVISION 3, VICIOUS DOGS AND OTHER VICIOUS ANIMALS; TO AMEND SECTION 6-95 TO REQUIRE QUARANTINE OF AN ALLEGED VICIOUS DOG UNTIL THE NEXT AVAILABLE COURT DATE AND TO ELIMINATE A HEARING BY THE CITY ADMINISTRATOR (see attached for complete proposed ordinance)

It is Administration’s recommendation to City Council to approve the proposed amendment to *City Ordinance Section 6-95* Administrative hearings concerning *vicious dogs*.



ORDINANCE # \_\_\_\_\_

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR THE CITY OF GROSSE POINTE WOODS, CHAPTER 6, ANIMALS, ARTICLE II, DOGS, CATS, AND WILD ANIMALS; DIVISION 3, VICIOUS DOGS AND OTHER VICIOUS ANIMALS; TO AMEND SECTION 6-95 TO REQUIRE QUARANTINE OF AN ALLEGED VICIOUS DOG UNTIL THE NEXT AVAILABLE COURT DATE AND TO ELIMINATE A HEARING BY THE CITY ADMINISTRATOR**

**THE CITY OF GROSSE POINTE WOODS ORDAINS:**

**Section 1. Ordinance Amendment.**

**Chapter 6, Animals, Article II, Dogs, Cats, and Wild Animals; Division 3, Vicious Dogs and Other Vicious Animals; Section 6-95 is hereby amended to read as follows:**

**Sec. 6-95. Hearings concerning vicious dogs.**

(a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, unless the context clearly indicates a different meaning.

*Municipal judge* means the judge in the 32F Municipal Court in Grosse Pointe Woods.

*Vicious dog* means:

- (1) Any dog with a known propensity, tendency or disposition to attack unprovoked, or to cause injury to or otherwise threaten the safety of human beings or domestic animals; or
- (2) Any dog which, without provocation, attacks or bites or has attacked or bitten a human being.

(b) *Quarantine pending hearing required.* Whenever a violation ticket is issued by a member of the department of public safety or the animal control officer of the city which complaint alleges that a person is in possession of or is harboring a vicious dog, the violation ticket will be issued for the person to appear at the next available Municipal Court date. Such person shall quarantine the dog at their residence until further order of the municipal judge, which means that the dog may only have access to a completely fenced rear yard with a closed gate to relieve itself and only when on a leash held by the owner, if that person is an adult, or other responsible adult.

(c) *Violation.* Each day that the owner or person in possession of or harboring the alleged vicious dog which is required to be quarantined pending a hearing fails to confine and control the dog as set forth in (b) shall be deemed to be a separate violation of this Code, and upon conviction thereof such person shall be found guilty of a misdemeanor.

(Code 1975, §§ 8-21-1—8-21-6; Code 1997, § 6-102)

**Section 2 of Ordinance. Repealer.**

All ordinances, parts of ordinances, or sections of the City Code in conflict with this Ordinance are repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 3 of Ordinance. Severability.**

Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

**Section 4 of Ordinance. Savings.**

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect, are saved and may be consummated according to the law in force when they were commenced.

**Section 5 of Ordinance. Effective Date.**

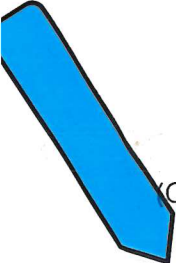
This ordinance shall be effective upon publication as required by law.

**CERTIFICATION OF CLERK**

I hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the City Council of the City of Grosse Pointe Woods, County of Wayne, State of Michigan, at a regular meeting of the City Council duly called and held on \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Paul Antolin, City Clerk

- First Reading:
- Second Reading:
- Published in GPN:
- Adopted:
- Effective:
- Date Posted:

- 
- (3) Any *dog* which, without provocation, seriously injures or kills another *dog* or domestic animal.

(Code 1975, § 8-11-9; Code 1997, § 6-101)

**Sec. 6-95. - Administrative hearings concerning *vicious dogs*.**

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, unless the context clearly indicates a different meaning.

*Administrative hearing officer* means the city administrator or the acting city administrator.

*Vicious dog* means:

- (1) Any *dog* with a known propensity, tendency or disposition to attack unprovoked, or to cause injury to or otherwise threaten the safety of human beings or domestic animals; or
  - (2) Any *dog* which, without provocation, attacks or bites or has attacked or bitten a human being.
- (b) *Hearing required.* Whenever a violation ticket is issued by a member of the department of public safety or the animal warden of the city which complaint alleges that a person is in possession of or is harboring a vicious *dog*, such person shall also be given a notice of administrative hearing, which notice shall contain a date and time for an administrative hearing whereat the administrative hearing officer will make a determination whether such animal meets the definition of a vicious *dog* and whether or not the animal shall be removed from the city pending the adjudication of the complaint by the court. The notice of hearing shall establish a hearing date not later than three working days from and after the date of the issuance of the complaint alleging the harboring or possession of a vicious *dog* and notify the person of the administrative hearing fee as set by council resolution from time to time. The fee shall be paid to the municipal court as court costs. The hearing date may be adjourned by the administrative hearing officer at the request of the party to whom the violation ticket was issued, but such adjournment shall not be for a period longer than five working days.
  - (c) *Hearing procedure.*
    - (1)

At the administrative hearing, the administrative hearing officer shall receive and review any reports of the public safety department concerning the events preceding the issuance of the complaint of possessing or harboring a vicious *dog*, and shall hear and consider any statement of the complainant in such matter or any witnesses to such events and any comments or statement of the owner or person alleged to be in possession or harboring the *dog* involved in the complaint.

- (2) The administrative hearing officer shall determine, based upon information received at the administrative hearing, the following:
  - a. The name of the owner or person in possession of or harboring the alleged vicious *dog*.
  - b. Whether such *dog* did or does meet the provisions of the definition of vicious *dog* contained in subsection (a) of this section.
- (d) *Determination.* After conducting the hearing provided for in subsection (b) of this section, the hearing officer shall prepare a written report of his findings of fact and conclusions as to whether the *dog* involved does in fact meet the definition of a vicious *dog*.
- (e) *Order to remove dog from city.* If the conclusion of the administrative hearing officer is that the *dog* is a vicious *dog* as defined in subsection (a) of this section, the administrative hearing officer may order that the owner or person harboring such *dog* shall cause such *dog* to be removed from the city and remain outside of the city until the original vicious *dog* complaint is adjudicated by the municipal court. A copy of the administrative hearing officer's order that the *dog* shall be removed from the city and remain outside of the city pending the adjudication of the court complaint shall be personally delivered and served upon the person found to be the owner of the *dog* or person in possession or harboring such *dog*. The order shall provide that the owner or person in possession of or harboring such *dog* shall have the *dog* removed from the city within 24 hours of receipt of such notice.
- (f) *Failure to abide by order of hearing officer.* Should the owner or person in possession or harboring such *dog* determined to be a vicious *dog*, after receiving the order of the administrative hearing officer directing that such *dog* be removed from the city and remain outside of the city until the court has adjudicated the original complaint that such *dog* is a vicious *dog*, fail to abide by such order, such person shall be deemed to be in violation of the provisions of this Code and may be proceeded against for such violation.
- (g)

*Violation.* Each day that the owner or person in possession of or harboring such vicious *dog* which has been ordered to be removed from the city fails to remove such *dog* from the city shall be deemed to be a separate violation of this Code, and upon conviction thereof such person shall be found guilty of a misdemeanor.

(Code 1975, §§ 8-21-1—8-21-6; Code 1997, § 6-102)

**Sec. 6-96. - State law.**

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Nothing in this division prevents the city from pursuing dangerous animal proceedings under state law.