



**CITY OF MADISON HEIGHTS**

**CITY HALL - COUNCIL CHAMBERS, 300 W. 13 MILE RD.**

**CITY COUNCIL REGULAR MEETING AGENDA**

**MARCH 27, 2023 AT 7:30 PM**

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**CALL TO ORDER**

**ROLL CALL**

**INVOCATION and PLEDGE OF ALLEGIANCE - COUNCILMAN SOLTIS**

**APPROVAL OF THE AGENDA:**

- [1.](#) Additions/Deletions

**PRESENTATIONS**

**PUBLIC HEARINGS:**

**ITEMS ON AGENDA OF INTEREST TO PARTIES IN THE AUDIENCE:**

**MEETING OPEN TO THE PUBLIC:**

**CONSENT AGENDA:**

- [2.](#) Police Chief - Purchase of Radar Units
- [3.](#) City Manager - Resolution in Support of the Community Project Funding Grant for City Park Lights - LED Conversion and Post Replacement
- [4.](#) City Council Special Meeting Minutes of March 13, 2023
- [5.](#) City Council Regular City Council Meeting Minutes of March 13, 2023

**COMMUNICATIONS:**

**REPORTS:**

- [6.](#) Director of Public Services - Fee Waiver Request - Madison Heights Citizens United

**ITEMS FOR FUTURE PUBLIC HEARINGS:**

**BID AWARDS/PURCHASES:**

- [7.](#) Director of Public Services - Police Department HVAC Replacement, Phase 1

**ORDINANCES:**

**UNFINISHED BUSINESS:**

**MINUTES:**

**EXECUTIVE SESSION:**

**ADJOURNMENT**

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: [clerks@madison-heights.org](mailto:clerks@madison-heights.org) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

DATE: March 21, 2023

TO: City Council

FROM: Melissa R. Marsh, City Manager

SUBJECT: Agenda Comments for the Regular Council Meeting of Monday, March 27, 2023

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The following are my comments on items appearing on the agenda of the Regular Council Meeting on Monday, March 27, 2023.

**CONSENT AGENDA:**

It is the recommendation that the City Council approve the following items as part of the Consent Agenda:

**PURCHASE OF RADAR UNITS**

The FY 2023 Budget included funding for replacing the Radar Units in the police vehicles for the purposes of traffic enforcement and speed detection. These units are beyond their useful life and in need of replacement.

Therefore, staff and I recommend City Council approve the purchase of fifteen (15) radar units and three (3) dual antenna units for a total of \$24,381 from the Michigan State Police contract as part of the consent agenda. Funding is budgeted and available.

**RESOLUTION – COMMUNITY PROJECT FUNDING GRANT – PARK LIGHTS**

The City has been notified that our application for the Community Project Funding Grant to replace park lights has advanced past the initial phase. This is excellent news, but in order to be considered further in the grant process, a resolution in support of the Community Project Funding Grant is required by City Council prior to March 28, 2023.

Staff recommends City Council adopt the Resolution in Support of the Community Project Funding Grant for City Park Lights - LED Conversion and Post Replacement as part of the consent agenda.

**REPORTS:**

**FEE WAVIER REQUEST – MADISON HEIGHTS CITIZENS UNITED JUNETEENTH**

Non-profit Madison Heights Citizens United has requested a waiver of all park and pavilion rental fees and temporary business licensing fees for the upcoming Juneteenth Celebration, to be held on Saturday, June 17, at Civic Center Park. This amounts to \$100.00 for the park rental, including the damage deposit, and \$100.00 for the temporary/seasonal business license application, for a total of \$200.00.

Although fee waiver requests such as these are infrequent and typically involve non-profit entities, they do require staff time to be prepared and added to the City Council Agenda and coordination with the timing of upcoming meetings.

Staff recommends this fee waiver request be approved and in the ongoing interest of streamlining these processes, it is recommended that Council consider a motion to empower Staff to administratively approve such fee waiver requests from non-profit organizations.

## **BID AWARDS/PURCHASES:**

### **POLICE DEPARTMENT HVAC REPLACEMENT, PHASE 1**

The FY 2023 Budget includes phased funding for the total replacement of the HVAC system at the police department. Four firms attended the pre-bid walkthrough, and a single bid was received by the deadline from Denny's Heating and Cooling, who has been the responsible low bidder on HVAC replacement and upgrades at the Active Adult Center, Library, Court, and the current Civic Center Campus project.

Upon review, it was found that the entire project greatly exceeded the budgeted amount. As it is within the City's ability to award a bid in part if it is determined to be in the best interest of the City, Staff and Energy Sciences, our consultant on this project requested that Denny's develop a phasing plan within an estimated budget amount.

Staff recommends that Council consider two motions:

1. To approve a Budget Amendment to account 101-301-987-0000 in the amount of \$46,100. (This takes a super majority (5) of the City Council to pass.)
2. To accept the selected parts of the proposal from Denny's Heating and Cooling, to be known as Phase 1 as presented, which includes the two options, as well as the project management and alternate 3, 4, and 5 from the initial bid response, for a total cost of \$496,100.



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 3/27/23

**PREPARED BY:** Crystal Schell, Police Department

**AGENDA ITEM CONTENT:** Purchase of Radar Units

**AGENDA ITEM SECTION:** Consent Agenda

**BUDGETED AMOUNT:** \$26,000

**FUNDS REQUESTED:** 24,381.00

**FUND:** 101-301-982-0000

**EXECUTIVE SUMMARY:**

Current radar units are past the useful life and are scheduled and budgeted for replacement.

**RECOMMENDATION:**

Staff recommends City Council approve the purchase of twelve (12) single antenna units for \$18,396 and three (3) dual antenna units for \$5,985 for a combined total of \$24,381 from Applied Concepts, who holds the Michigan State Police contract pricing for the State of Michigan.

# MADISON HEIGHTS POLICE DEPARTMENT


Item 2.

280 West Thirteen Mile Road • Madison Heights, Michigan 48071

248-585-2100 • Fax 248-585-8090 • Administration 248-837-2729

COREY K. HAINES  
Chief of Police

BRENT S. LEMERISE  
Deputy Chief of Police

Date: March 17, 2023  
To: Melissa R. Marsh, City Manager  
From: Corey K. Haines, Chief of Police  
Subject: Purchase of New In-Car Radar Units 

Melissa,

The radar units that are in the police vehicles for the purposes of traffic enforcement and speed detection have exceeded their preferred time period of use and are well out of warranty. I have researched new radar units and determined that we should remain with Stalker Radar, which is sold through the company, Applied Concepts, Inc. This company currently holds the Michigan State Police contract pricing for the State of Michigan which we are allowed to purchase as a government agency.

We need to purchase fifteen (15) radar units to replace our current units. We need to purchase three (3) dual antenna units for our unmarked police vehicles that are primarily used for traffic enforcement giving them the ability to operate radar from the front and rear of the vehicle. The cost of each of these radar units is \$1,995.00 for a total of \$5,985.00. We need to purchase twelve (12) single antenna units for the remainder of our marked vehicles at the cost of \$1533.00 for each unit for a total of \$18,396.00. This brings the total cost of this replacement project to \$24,381.00.

This project has been budgeted for in the approved FY2022-23 budget. I would respectfully request that this purchase be approved.

855 E. Collins Blvd  
Richardson, TX 75081  
Phone: 972-398-3780  
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Inside Sales Partner: Bart Hogue  
+1-972-801-4864  
barth@a-concepts.com

Reg Sales Mgr: Dewey Gatts  
972-398-3780  
dewey@stalkerradar.com

Page 1 of 2

Date: 03/15/23

Effective From : 03/13/2023

Valid Through: 06/11/2023

Lead Time: 45 working days

<b>Bill To:</b> Madison Heights Police Dept 280 W 13 Mile Rd Madison Heights, MI 48071-1804	<b>Customer ID:</b> 016089  Accounts Payable	<b>Ship To:</b> Madison Heights Police Dept 280 W 13 Mile Rd Madison Heights, MI 48071-1804	<i>FedEx Ground</i>  Chief Corey Haines
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Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	3	805-0022-00	Dual - 2 Antenna Radar System	36	\$1,995.00	\$5,985.00
	<b>Ln</b>	<b>Qty</b>	<b>Part Number</b>	<b>Description</b>	<b>Price</b>	<b>Ext Price</b>
	1	3	200-0998-40	Dual Enhanced Counting Unit, 1.5 PCB, FCC Filtered		\$0.00
	2	3	200-0996-30	Dual Modular Display, Bright LEDs		\$0.00
	3	6	200-1468-00	Dual DSR Ka Antenna		\$0.00
	4	3	200-0920-00	Dual SL Remote Control w/Screw Latch		\$0.00
	7	3	200-0243-00	Counting/Display Tall Mount		\$0.00
	8	3	200-0244-00	Antenna Dash Mount		\$0.00
	9	3	200-0245-00	Antenna Tall Deck Mount		\$0.00
	10	3	200-0648-00	Display Sun Shield		\$0.00
	11	3	155-2591-08	8 Foot Antenna Cable, IP67		\$0.00
	12	3	155-2591-16	16 Foot Antenna Cable, IP67		\$0.00
	13	3	200-0622-00	VSS Cable Kit		\$0.00
	14	3	200-0820-00	Dual Manual Kit		\$0.00
	15	3	035-0361-00	Shipping Container, Dash Mounted Radar		\$0.00
	16	3	005-1468-00	Dual Certified Package		\$0.00
	17	3	060-1000-36	36 Month Warranty		\$0.00
	18	3	006-0300-00	Michigan Certificate of Compliance, Radar	\$0.00	\$0.00
<b>Group Total</b>						\$5,985.00

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
2	12	805-0021-00	Dual - 1 Antenna Radar System	36	\$1,533.00	\$18,396.00
	<b>Ln</b>	<b>Qty</b>	<b>Part Number</b>	<b>Description</b>	<b>Price</b>	<b>Ext Price</b>
	19	12	200-0998-40	Dual Enhanced Counting Unit, 1.5 PCB, FCC Filtered		\$0.00
	20	12	200-0996-30	Dual Modular Display, Bright LEDs		\$0.00
	21	12	200-1468-00	Dual DSR Ka Antenna		\$0.00
	22	12	200-0920-00	Dual SL Remote Control w/Screw Latch		\$0.00
	25	12	200-0243-00	Counting/Display Tall Mount		\$0.00
	26	12	200-0244-00	Antenna Dash Mount		\$0.00
	27	12	200-0648-00	Display Sun Shield		\$0.00
	28	12	155-2591-08	8 Foot Antenna Cable, IP67		\$0.00
	29	12	200-0622-00	VSS Cable Kit		\$0.00
	30	12	062-0041-00	One-Antenna Operation		\$0.00



applied concepts, inc.

855 E. Collins Blvd  
Richardson, TX 75081  
Phone: 972-398-3780  
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Inside Sales Partner: Bart Hogue  
+1-972-801-4864  
barth@a-concepts.com

QUOTE  
#2071847

Item 2.

Page 2 of 2

Date: 03/15/23

Reg Sales Mgr: Dewey Gatts  
972-398-3780  
dewey@stalkerradar.com

Effective From : 03/13/2023

Valid Through: 06/11/2023

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<b>Bill To:</b> Madison Heights Police Dept 280 W 13 Mile Rd Madison Heights, MI 48071-1804	<b>Customer ID:</b> 016089  Accounts Payable	<b>Ship To:</b> Madison Heights Police Dept 280 W 13 Mile Rd Madison Heights, MI 48071-1804	<i>FedEx Ground</i>  Chief Corey Haines
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Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
2	12	805-0021-00	Dual - 1 Antenna Radar System	36	\$1,533.00	\$18,396.00
	Ln	Qty	Part Number	Description	Price	Ext Price
	31	12	200-0820-00	Dual Manual Kit		\$0.00
	32	12	035-0361-00	Shipping Container, Dash Mounted Radar		\$0.00
	33	12	060-1000-36	36 Month Warranty		\$0.00
	34	12	006-0300-00	Michigan Certificate of Compliance, Radar	\$0.00	\$0.00
Group Total						\$18,396.00

Product	\$24,381.00	Sub-Total:	\$24,381.00
Discount	\$0.00	Sales Tax 0%	\$0.00
Payment Terms: Net 30 days		Shipping & Handling:	\$0.00
		<b>Total: USD</b>	<b>\$24,381.00</b>

Vehicle Information:  
2020+ Dodge Durango and FI SUV

MI State Contract: 210000000351

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This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and indemnification provisions, all of which may affect your rights. Please review these Terms and Conditions carefully before proceeding.



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 3/27/23

**PREPARED BY:** Melissa Marsh, City Manager

**AGENDA ITEM CONTENT:** Resolution in Support of Community Project Funding Grant

**AGENDA ITEM SECTION:** Consent Agenda

**BUDGETED AMOUNT:**

**FUNDS REQUESTED:**

**FUND:**

**EXECUTIVE SUMMARY:**

The City has been notified that our application for the Community Project Funding Grant to replace park lights has advanced past the initial phase. In order to be considered further in the grant process, a resolution in support of the Community Project Funding Grant is required by City Council prior to March 28, 2023.

**RECOMMENDATION:**

Staff recommends City Council adopt the Resolution in Support of the Community Project Funding Grant for City Park Lights - LED Conversion and Post Replacement.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADISON HEIGHTS  
SUPPORTING THE COMMUNITY PROJECT FUNDING GRANT FOR  
CITY PARK LIGHTS – LED CONVERSION AND POST REPLACEMENT**

**WHEREAS**, the City of Madison Heights has submitted a Community Project Funding Grant to assist with the LED conversion and post replacement of the City park lights, and

**WHEREAS**, the project is a top priority in the City’s Parks and Recreation Master Plan and the City’s Strategic Plan, and

**WHEREAS**, this project is vital to the health and safety of our residents and park users as the current lights are over 50 years old and post that are not structurally sound,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby approves and strongly supports the grant application submitted for City Park Lights – LED Conversion and Post Replacement; and

**IT IS FURTHER RESOLVED THAT:**

1. As included in the City’s Parks and Recreation Master Plan, these light replacements are a need and a top priority at Silverleaf Park, Rosie’s Park, and Huffman Park; and
2. The City of Madison Heights has verified that the conversion to LED lights helps the City achieve energy efficiency and meet one of our city-wide priorities of sustainability, and;
3. The City of Madison Heights certifies that if this project is awarded, the City will have the capability to complete this project within 1-year of receiving funding and appropriate necessary funding for the full project cost of \$685,000.

Yeas:

Nays:

**CERTIFICATION:**

I, Cheryl E. Rottmann, the duly appointed City Clerk of the City of Madison Heights, County of Oakland, State of Michigan, do hereby certify that the foregoing is a resolution adopted by the Madison Heights City Council at their Regular Meeting held on March 27, 2023.

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Cheryl E. Rottmann  
City Clerk

City Council Special Meeting  
Madison Heights, Michigan  
March 13, 2023

A City Council Special Meeting was held on Monday, March 13, 2023 at 6:30 PM at City Hall  
Executive Conference Room - 300 W. 13 Mile Road

**PRESENT**

Mayor Roslyn Grafstein  
Mayor Pro Tem Mark Bliss  
Councilman Sean Fleming  
Councilor Emily Rohrbach  
Councilman David Soltis  
Councilor Quinn Wright

**ABSENT**

Councilwoman Toya Aaron

**OTHERS PRESENT**

City Manager Melissa Marsh  
City Attorney Larry Sherman  
Special Legal Counsel Soni Mithani (via conference call)  
City Clerk Cheryl Rottmann  
Finance Director Linda Kunath

**CC-23-64. Excuse Councilmember.**

Motion made by Councilman Fleming, Seconded by Councilman Soltis, to excuse Councilwoman Aaron from tonight's meeting.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**MEETING OPEN TO THE PUBLIC:**

There were no members of the public wishing to speak.

**CC-23-65. Legal Opinion - Storm Water Rates, which is exempt from disclosure as provided under Section 8 of the Open Meetings Act.**

Mayor Grafstein asked for a motion to enter into Closed Executive Session at 6:31 p.m.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilor Wright, to enter into Closed Executive Session to discuss a Legal Opinion - Storm Water Rates, which is exempt from disclosure as provided under Section 8 of the Open Meetings Act.

Roll Call Vote:

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**ADJOURNMENT:**

Having no further business, Mayor Grafstein adjourned the meeting at 7:33 p.m.

City Council Regular Meeting  
Madison Heights, Michigan  
March 13, 2023

A City Council Regular Meeting was held on Monday, March 13, 2023 at 7:40 PM at City Hall  
- Council Chambers, 300 W. 13 Mile Rd.

**PRESENT**

Mayor Roslyn Grafstein  
Mayor Pro Tem Mark Bliss  
Councilman Sean Fleming  
Councilor Emily Rohrbach  
Councilman David Soltis  
Councilor Quinn Wright

**ABSENT**

Councilwoman Toya Aaron

**OTHERS PRESENT**

City Manager Melissa Marsh  
City Attorney L. Sherman  
City Clerk Cheryl Rottmann

Councilor Rohrbach gave the invocation and the Pledge of Allegiance followed.

**PRESENTATIONS:**

**Oakland County Treasurer Robert Wittenberg - Presentation on Foreclosure Prevention**

Oakland County Treasurer Robert Wittenberg presented programs the Oakland County Treasurer's Office offer to assist homeowners and business with delinquent property taxes. He stated the office is currently in the heavy prevention period assisting taxpayers because the deadline is April 1st. The goal is to get people caught up and paying back on time to the City. He encouraged residents who are having problems to reach out to the Oakland County Treasurer either in-person, by phone or through email. He added that there are other programs available for assistance including the Michigan Homeowner Assistance Fund (MHAF) that will grant up to \$2500 per household if eligible and MiHope which has grants up to \$25,000 for upgrades for homes.

**MEETING OPEN TO THE PUBLIC:**

There were no members of the public wishing to speak.

**CM-23-66. Consent Agenda.**

Motion made by Councilor Rohrbach, Seconded by Councilman Fleming, to approve the Consent Agenda as read.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**CM-23-67. Deliza Lee - Resignation from the Crime Commission.**

Motion made by Councilor Rohrbach, Seconded by Councilman Fleming, to accept Deliza Lee's resignation from the Crime Commission and declare the seat vacant.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**CM-23-68. Director of Public Services - Amended Pricing for Vehicle #424.**

Motion made by Councilor Rohrbach, Seconded by Councilman Fleming, to approve the additional expenditure of \$6,700 for the amended pricing for replacement of a single-axel dump truck, vehicle #424.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**CM-23-69. City Council Regular Meeting Minutes of February 27, 2023.**

Motion made by Councilor Rohrbach, Seconded by Councilman Fleming, to approve the City Council Regular Meeting Minutes of February 27, 2023, as printed.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**CM-23-70. City Council Workshop Meeting Minutes of February 27, 2023.**

Motion made by Councilor Rohrbach, Seconded by Councilman Fleming, to approve the City Council Workshop Meeting Minutes of February 27, 2023, as printed.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**CM-23-71. City Council Special Meeting Minutes of February 27, 2023.**

Motion made by Councilor Rohrbach, Seconded by Councilman Fleming, to approve the City Council Special Meeting Minutes of February 27, 2023, as printed.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**CM-23-72. CED Director - First Reading - PRZN 23-01 (Ordinance 2193) - 31010 John R Road - B-1 to B-2.**

Motion made by Mayor Pro Tem Bliss, Seconded by Councilor Wright, to approve PRZN 23-01 (Ordinance 2193) - 31010 John R Road - B-1 to B-2 on First Reading and schedule a public hearing and Second Reading on April 10, 2023.

Mayor Pro Tem Bliss stated that the property was a retail store prior and Goodwill is also a retail store. The City needs to eliminate stigma-based zoning.

In response to Councilor Rohrbach's question, Jeff Ukrainec, Vice President of Donations for Goodwill Industries responded that Goodwill is a nonprofit which helps individuals get job training and placement. Goodwill reinvests into the community and helps those that are challenged for entering the job market and gives them second chances. We are also committed to sustainability and hope to minimize donation collection bins in the community.

In response to Councilman Soltis' question, Mr. Ukrainec stated that Goodwill Industries is an international agency that provides employment opportunities and is a tier one supplier to Big 3 automotive companies.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**COUNCIL COMMENTS:**

Mayor Pro Tem Bliss stated that this evening's meeting is a perfect example of why City Council needs to have increased flexibility in meeting scheduling. He stated his wife, Ali, will be at the Library this Wednesday as Belle from Beauty and the Beast. Please come out and bring your kids to this fun event.

Councilor Wright stated that March is Reading Month, and Stories with Belle is a good opportunity to participate. He wished his daughter Happy Birthday tomorrow. He reminded everyone to not judge people by their appearance, but rather by who they are. Remember to be kind.

City Attorney Sherman stated that he serves as the Vice President of the Michigan Jewish Sports Foundation that raises money for cancer research. On June 12th, this organization is awarding Judge Jamie Wittenberg posthumously the Bremen Memorial Inspirational Award. He expressed his condolences to Judge Wittenberg's wife and their four daughters, and to the entire Wittenberg family on their incredible loss. He continued by stating Judge Wittenberg had very special qualities and this was an incredible loss for the entire community.

City Manager Marsh had no comments this evening.

City Clerk Rottmann had no comments this evening.

Councilor Rohrbach thanked Treasurer Wittenberg for attending the meeting this evening. She stated that many can benefit from the programs that he spoke of, so please reach out if you need assistance. The Garden Grant application from ECC is now available. There is a mini grant for residents to build, create, develop or help facilitate a native garden; the application deadline is April 2nd and awards will be announced on April 24th. Help us to be a more sustainable, green city.

Councilman Fleming announced that the Chamber of Commerce Green Crawl is this Friday. The Firefighters are holding their annual Autism Awareness t-shirt sale, with proceeds going to Healing Haven. Next week is Serve Weather Awareness Week and a special siren will be going off on March 24th at 1 p.m. He stated residents can sign up for Oak Alert to receive emails from Oakland County for emergencies; a link will be on the City's website.

Councilman Soltis had no comments this evening.

Mayor Grafstein thanked Treasurer Wittenberg for attending this evening and thanked him for having these programs to help our residents. This Friday is the Green Crawl and on March 24th, the Memorial Day Parade Committee is having a spaghetti dinner fundraiser; if you can't attend, donations can also be made. The Firefighter Autism Awareness t-shirt proceeds go to Healing Haven and they were able to use previous proceeds for a playground. She noted that the Healing Haven is also having an Open House on March 24th. She thanked everyone in attendance this evening and stated the next meeting is on March 27th.

## **ADJOURNMENT**

Having no further business, Mayor Grafstein adjourned the meeting at 8:16 p.m.



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 3/27/23

**PREPARED BY:** Sean P. Ballantine, Deputy Director of Public Services

**AGENDA ITEM CONTENT:** DPS - Fee Waiver Request - Madison Heights Citizens United

**AGENDA ITEM SECTION:** Reports

**BUDGETED AMOUNT:**

**FUNDS REQUESTED:**

**FUND:**

**EXECUTIVE SUMMARY:**

Resident Kevin Wright, representing Madison Heights Citizens United, has submitted a request for a waiver of all park and pavilion rental fees and temporary business licensing fees for the upcoming Juneteenth Celebration, to be held on Saturday, June 17, at Civic Center Park. This amounts to \$100.00 for the park rental including damage deposit, and \$100.00 for the temporary/seasonal business license application, for a total of \$200.00

Related to this matter, although fee waiver requests such as these are generally infrequent, and typically involve non-profit entities, they do require staff time to be prepared and added to the City Council Agenda, and coordination with the timing of upcoming meetings.

**RECOMMENDATION:**

If it is the wish of Council, Staff recommends that these fee waivers be approved.

In the ongoing interest of streamlining these processes, it is recommended that Council consider a motion to empower Staff to administratively approve such fee waiver requests from non-profit organizations.

**MEMORANDUM**

Item 6.

**DATE:** March 20, 2023  
**TO:** Melissa R. Marsh, City Manager  
**FROM:** Sean P. Ballantine, Deputy Director of Public Services  
**SUBJECT:** Fee Waiver Request – Madison Heights Citizens United

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Resident Kevin Wright, representing Madison Heights Citizens United, has submitted a request for a waiver of all park and pavilion rental fees and temporary business licensing fees for the upcoming Juneteenth Celebration, to be held on Saturday, June 17, at Civic Center Park. If it is the wish of Council, Staff recommends that these fee waivers be approved. This amounts to \$100.00 for the park rental including damage deposit, and \$100.00 for the temporary/seasonal business license application, for a total of \$200.00

Related to this matter, although fee waiver requests such as these are generally infrequent, and typically involve non-profit entities, they do require staff time to be prepared and added to the City Council Agenda, and coordination with the timing of upcoming meetings. In the ongoing interest of streamlining these processes, it is recommended that Council consider a motion to empower Staff to administratively approve such fee waiver requests from non-profit organizations.

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**Department of Public Services**

City of Madison Heights  
801 Ajax Drive  
Madison Heights, Michigan 48071

p (248) 589-2294 | f (248) 589-2679



# Madison Heights Citizens United

The Hon. Mayor Roslyn Grafstein & City Council  
City of Madison Heights  
300 West Thirteen Mile Road  
Madison Heights, MI 48071

Dear Mayor Grafstein and Councilmembers:

Madison Heights Citizens United, a 501 (c)(3) non-profit, would like to request the waiving of all Park and Pavilion Rental Fees and temporary business licensing fees for MHCU and all vendors, including food trucks, for the **2023 Madison Heights Juneteenth Celebration** on Saturday, June 17, 2023 at Civic Center Park.

This will be our third annual Celebration in Madison Heights. The festival has grown each year and attracts widespread media attention and visitors from across the Metropolitan Detroit Area. We anticipate attendance at this year's event to be 1,500-2,000 people.

As with our previous two Celebrations, this year's festival will feature live music, a food truck court, vendor booths, educational exhibits, children's activities and more. Our aim in asking for these waivers is to keep our vendor fees low to help support these small businesses, as well as to keep the Celebration free to our community.

Please let us know if there are any questions.

We thank the City in advance for its continued support of this historic Celebration of Freedom.

Respectfully,

Kevin Wright  
President  
Board of Directors

P.O. Box 71276

Madison Heights, MI 48071

(248) 533-0848

[mhcitizensunited.org](http://mhcitizensunited.org)





# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 03/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Ann Arbor Insurance Centre, Inc. 2755 Carpenter Rd  Ann Arbor MI 48108		<b>CONTACT NAME:</b> Sam Thurmon <b>PHONE (A/C, No, Ext):</b> (734) 973-9444 <b>FAX (A/C, No):</b> (734) 973-8318 <b>E-MAIL ADDRESS:</b> sthurmon@annarborinsurancecentre.com	
		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Alliance of Nonprofits for Ins	<b>NAIC #</b> 10023
<b>INSURED</b> Madison Heights Citizens United P.O. Box 71276  Madison Heights MI 48071		<b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER: CL233114838

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		2022-73323	05/04/2022	05/04/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 20,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMPI/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b>						Liquor Liability \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB						
	<input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	<input type="checkbox"/> CLAIMS-MADE						
	DED RETENTION \$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

City of Madison Heights 300 W 13 Mile Rd  Madison Heights MI 48071	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Sam Thurmon</i>
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# Madison Heights Pavilion Checklist

<b><u>Please answer the following questions regarding your event:</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
<b>Will your event be open to the public?</b>	✓	
<b>Are you expecting more than 125 people?</b>	✓	
<b>Are you renting more than one pavilion or the <u>entire park</u>?</b>  *Please keep in mind that other patrons are using the park.	✓	
If you answered yes to any of the above, the event is considered a "Special Event" and requires hazard insurance listing the City of Madison Heights as additionally insured. Subject to approval by the Director of Public Services.		
<b>Will your event have a DJ or live band?</b>  *Only allowed as part of a Special Event.	✓	
<b>Will your event have a bounce house?</b>  *Must provide liability insurance. No motorized vehicles or trailers are permitted on the grass or walking trails (even to unload).	✓	
<b>Will your event have alcohol?</b>  *Beer and wine allowed with additional permit required through Madison Heights Police Department. No alcohol allowed with Graduation parties.		✓
<b>If any of the above information is falsified, you will forfeit the right to your security deposit. Do you acknowledge and understand this information?</b>		

Signature: Kenn Na

Date: 3-5-23





## City of Madison Heights Park and Pavilion Rental Checklist

~FOR OFFICE USE ONLY~	
TAKEN BY: _____	Item 6.
DATE: _____	
RENTAL FEE: _____	
DAMAGE DEPOSIT: _____	
TOTAL FEE: _____	

Park/Pavilion Rental \_\_\_\_\_ Special Event ☒

### For Special Events Applicants

30 day notice is required for all Park users.

Location Civic Center Park

- ☐ Completed Signed Application(s)
- ☐ Fee(s) Submitted \_\_\_\_\_
- ☒ Fee Waiver Requested\* (eligible groups only)

\*Qualifying criteria for Pavilion Reservation Fee Waiver:

- Any group sponsored by the City of Madison Heights
- Madison Heights non-profit (501-C3) and education organizations
- Any non-profit groups that do not reside in Madison Heights but are holding a charitable event
- Service clubs that reside in Madison Heights

Please submit a letter for City Council requesting approval for a Special Event and a fee waiver if applicable. The letter should include a detailed description of the event, the group or person(s) requesting to use the pavilion/park and the amount of people anticipated. The letter should also include the appropriate Certificate of Liability Insurance that coincides with Medium Hazard, High Hazard or Carnival Ride Hazard and also names the City of Madison Heights as additionally insured. Please review packet for each level of hazard risks for requirements. Please submit completed application, letter and certificate of liability insurance to the City Clerk's office to be presented at the next scheduled Council Meeting.

- ☐ Insurance Requirements Met
  - ☐ General Liability or Homeowners Policy
  - ☐ High Hazard Liability (Special Event Requirement)
  - ☐ Insurance for Equipment brought in for Applicant
- ☐ Beer and Wine Application (if required) NOT FOR BUILDING RENTALS
  - ☐ Liquor Liability Insurance
- ☐ Other Approval(s), if applicable
  - ☐ Community Development \_\_\_\_\_
  - ☐ Fire Department \_\_\_\_\_
  - ☐ Council Approval \_\_\_\_\_

I acknowledge that I have read and understand the requirements necessary for approval of this application.

Applicant Signature

3-5-23  
Date

**PARK RESERVATION APPLICATION**

City of Madison Heights  
Madison Heights, MI 48071

DPS: 248.589.2294 or Clerk's Office: 248.583.0826

**CHOOSE 1** ☐ **PARK NAME** ☒ **SPECIAL EVENT** Civic Center Park

Pavilion "A" Palmer St. (City Hall side) ☒ Pavilion "B" Agnello Dr. (School side) ☒ Pavilion "C" (by Fire Station) ☐ None ☐

Park Building Rental Civic Center Park ☒ Huffman Park ☐ Rosies' Park ☐ \$25/hr w/ \$100 refundable damage dep.  
Non-residents \$50/hr w/ \$100 damage deposit/ Building Key will be signed out 24 hours before event or on Fridays for weekend events.

Date(s) Requested June 17, 2023 Time 8 a.m. To 7 p.m.

Name of Person/Organization/Group Madison Heights Citizens United Phone Number 248-217-6232

Address P.O. Box 71276 City/Zip Madison Heights, MI 48071

Contact Person's Email Address mhcitizensunited@gmail.com Contact Person's Cell 248-217-6232

Activity Planned 2023 Madison Heights Juneteenth Celebration Expected Attendance 1,500 - 2,000

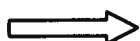
Refund Check Made Payable To and Address Same as above

**PARK FACILITIES**

1. Park Hours: Sunrise to 10:00 p.m.
2. Park Pavilions are available for rent to both Madison Heights residents and Non-residents, businesses, civic groups and religious organizations. Pavilions "A" and "B" shelters are approximately 30 feet x 35 feet and will seat approximately 80 people. Pavilion "C" is approximately 30 feet x 52 feet and will seat approximately 115 people. Pavilions are rented on a first-come, first-served basis and a General Liability or Homeowner's Insurance is required. **There is a maximum of 100 people in Pavilion "A" & "B", and a maximum of 125 people in Pavilion "C".**
3. Restrooms will be open to the public on Saturdays and Sundays, 11:00 a.m.-7:00 p.m., from approximately May 16<sup>th</sup> through September 30<sup>th</sup>. Restrooms may be available Monday - Friday during this time, based upon your individual request. As a pavilion user, your cooperation in maintaining the cleanliness of the restrooms in the park is appreciated.
5. Picnic and volleyball kits are available for rent on a first-come, first-served basis at the Department of Public Services.
6. Not more than two (2) temporary signs announcing any annual or semi-annual public, charitable, educational or religious event or function, located entirely within the premises on which the event or function is to occur shall be permitted. Maximum sign area shall not exceed thirty-two (32) square feet per side or sixty-four (64) square feet total and the sign shall be free standing. Signs shall be erected no more than one (1) week prior to the event and shall be removed within twenty-four (24) hours after the end of the event or function.

**RESERVATIONS**

1. Pavilion Fees: **\$50.00 per Pavilion Resident / \$100 per Pavilion Non-Resident**  
**\$50.00 per Pavilion Resident AND Non-Resident refundable damage/cleanup deposit**
2. The Department of Public Services reserves the right to cancel any reservation, in conflict with a City-sponsored event. A minimum of 48-hours notice will be given to the applicant if the need arises to cancel a reservation.
3. Reservations will be taken beginning in January of each year for the coming May through September. **All reservations must be made in person.** Reservations will be accepted on a first-come, first-served basis.
4. Pavilion reservations are valid for the date and time shown above on the permit. No rain dates are provided.
5. A \$10.00 service fee will be assessed for a pavilion rental cancellation. If the cancellation notification is within one week of rental, no refund will be issued.
6. Proof of Madison Heights residency or affiliation with group/organization must be provided when making reservation.
7. If a pavilion user wishes to use the ball field, a separate permit must be obtained from the Department of Public Services.
8. A separate beer/wine only permit is required and must be obtained from the Madison Heights Police Department. An approved park reservation is required prior to obtaining a beer/wine only permit and users must have a Park Shelter Permit or a Ball Field Permit. **NOTE: A BEER/WINE ONLY PERMIT WILL NOT BE ISSUED FOR A GRADUATION PARTY.**
9. A Park Ranger will periodically check with the pavilion users during the rental time.



**Remember to sign the back of this applica**

**PARK RULES**

1. The pavilion areas must be left clean and all trash must be placed in the large dumpster near the tennis courts.
2. Applicants shall not be permitted to store items in the Park Shelter Building unless approved as part of a Special Event.
3. No motorized vehicles or trailers (including caterers) are permitted on the grass or walking trails (not even to unload). Cars are only allowed on the street and parking lots.
4. No tents are permitted. Dunk tanks, moonwalks, or any other outside equipment requires **high risk insurance**.
5. Volleyball or softball must be played in designated areas. **No horseshoes are permitted.**
6. No political or religious signage or political fundraisers will be permitted.
7. **No bands or disc jockeys are permitted unless approved as part of a Special Event.**
8. No alcohol is permitted in the parks except beer and wine by permit issued by the Madison Heights Police Department.
9. No rowdy, raucous, or unacceptable behavior of any persons affiliated with this rental will be tolerated.
10. No fires are allowed except in grills.
11. This permit can be revoked at any time without refund for non-compliance with any provision of this rental agreement, or if the best interests of the City of Madison Heights are served.

**ACTIVITY SUPERVISION**

1. The applicant must be a responsible person over the age of 18.
2. Adult supervision is required at all events. We recommend that groups composed of persons less than 18 years of age have at least one adult present for every 20 persons under the age of 18.
3. Adults will be responsible for minor children at all times.
4. Keep in mind that other patrons are using the park. Please be courteous!

**LIABILITY**

1. The City of Madison Heights assumes no responsibility, financial or otherwise, for loss of property, the spread of sickness or disease, accidents or injuries sustained by individuals or groups of individuals using the facilities.
2. The Applicant will be billed for any loss/breakage or abuse of City equipment or the grounds.
3. The City reserves the right to deny any applicant use of the facility based on the type of activity or liability exposure.

**INDEMNIFICATION AGREEMENT**

1. The applicant will indemnify the City of Madison Heights, defend and save it harmless from and against any and all claims, actions, damages, liability, and expense, including attorney's fees, in connection with loss of life, personal injury and/or damage to property arising from or out of the occupancy or use by the applicant of the premises or any part thereof or any other parts of the City's property, occasioned wholly or in part by an act or admission of the applicant, its agents, contractors, or employees.
2. **A General Liability or Homeowners insurance certificate is required in accordance with the Uniform Insurance Requirements for Special Events, a copy of which is attached. The insurance certificate must be reviewed and accepted by the City prior the date of the activity.**

I have read the attached policies and understand them thoroughly. I further state that I have the authority to sign this application for the above-named group/organization.

SIGNATURE OF APPLICANT

DATE

3-5-23

**Uniform Insurance Requirements for Special Events  
City of Madison Heights**

The type of special event will be categorized into "Hazard Groups".

These groupings are as follows:

**LOW HAZARD**

**MEDIUM HAZARD**

**HIGH HAZARD**

**SPECIAL HAZARD**

**EXCLUDED HAZARD**

These "Hazard Groups" are defined as follows:

**LOW HAZARD:** No physical activity by participants and not severe exposure to spectators, such as indoor or outdoor meetings, organized religious and/or academic studies, small theatrical performances, auctions, picnics without alcoholic beverages and social gatherings without alcoholic beverages.

**MEDIUM HAZARD:** Limited physical activity by participants and no severe exposure to spectators, such as dances, flea markets, picnics with alcoholic beverages, parades with no floats or motorized, wheeled vehicles, walk-a-thons that take place on the sidewalk or in the park, "family-type" concerts, and on-street solicitations.

**HIGH HAZARD:** Extensive participation by participants and/or moderate to severe exposure to spectators, such as team or individual sporting events (non-professional), such as softball tournaments, little league football, baseball, and soccer, Olympic fairs, circuses, parades with floats or motorized, wheeled vehicles, domesticated animal shows, runs, wherever located, walks that take place on public streets, or similar races, outdoor camping activities, and custom car shows.

**SPECIAL HAZARD:** Extensive participation by participants and/or severe exposure to spectators, such as carnival rides, rock concerts, professional or collegiate sporting events, non-domesticated animal shows, rodeos, haunted houses, community fairs and all functions where alcoholic beverages are served. Any events in this group should be reviewed and thoroughly planned with input from risk manager and legal counsel.

**EXCLUDED HAZARD:** Extensive participation by participants and/or inherently dangerous exposure to spectators, such that the City would not allow any club or organization to perform this activity on City property or in the City Right-of-Way, like Bungee Jumping or Skydiving; or, an activity that the City would insist on performing or through an appropriate contractor, such as Fireworks Displays.

The following minimum insurance coverages for each hazard group, evidence of which coverage is to be provided by way of a Certificate of Insurance to the City prior to the event:

1. **LOW HAZARD:** (See Exhibits 1 and 2) No physical activity by participants and no severe exposure to spectators, such as indoor or outdoor meetings, organized religious and/or academic studies, small theatrical performances, auctions, picnics without alcoholic beverages and social gatherings without alcoholic beverages.

- a) \*Personal Comprehensive or Commercial General Liability (CGL) Policy;  
(whichever applies)
- b) \*Occurrence Basis Coverage;
- c) \*\$100,000 or 300,000.00 per occurrence and/or aggregate, combined single limit for bodily injury, products liability, personal injury and property damage  
(whichever applies);
- d) \$50,000.00 fire damage for anyone fire;
- e) \*\$1,000.00 or 5,000.00 medical expense for anyone person (whichever applies);
- f) Include an endorsement naming City as an additional insured;
- g) Thirty (30) days advance written notice to City of cancellation, non-renewal, reduction and/or material change in policy. It is understood that a 10-day notice is permitted, by State insurance laws, for non-payment of premium;
- h) \*Indemnification, Defend and Hold Harmless Agreement; (See application) and
- i) Insurance company issuing policy must be acceptable to City.

\*Applies to Pavilion Rentals

2. **MEDIUM HAZARD:** (See Exhibit 3) Limited physical activity by participants and no severe exposure to spectators, such as dances, flea markets, picnics with alcoholic beverages, parades with no floats or motorized, wheeled vehicles, walk-a-thons that take place on the sidewalk or in the park, "family-type" concerts and on-street solicitations.

- a) Comprehensive or Commercial General Liability (CGL) Policy;
- b) Occurrence Basis Coverage;
- c) \$1,000,000.00 per occurrence and/or aggregate, combined single limit for bodily injury, products liability, personal injury and property damage;
- d) \$50,000.00 fire damage for anyone fire;
- e) \$5,000.00 medical expense for anyone person;

- f) \$1,000,000.00 vehicle liability coverage and Michigan No-Fault coverages, including all owned, non-owned and hired vehicle (if applicable to event);
- g) Include an endorsement naming City as an additional insured;
- h) Thirty (30) days advance written notice to City of cancellation, non-renewal, reduction and/or material change in policy. It is understood that a 10-day notice is permitted, by State insurance laws, for non-payment of premium; and
- i) Indemnification, Defend and Hold Harmless Agreement (See application); and
- j) Insurance company issuing policy must be acceptable to City.

3. **HIGH HAZARD:** (See Exhibit 4) Extensive participation by participants and/or moderate to severe exposure to spectators, such as team or individual sporting events (nonprofessional), such as softball tournaments, football, baseball, and soccer, Olympic fairs, circuses, parades with floats or motorized, wheeled vehicles, domesticated animal shows, runs, wherever located, walks that take place on the public streets, or similar races, outdoor camping activities, and custom car shows.

- a) Comprehensive or Commercial General Liability (CGL) Policy;
- b) Occurrence Basis Coverage;
- c) \$3,000,000.00 per occurrence and/or aggregate, combined single limit for bodily injury, products liability, personal injury and property damage;
- d) \$50,000.00 fire damage for anyone fire;
- e) \$5,000.00 medical expense for anyone person;
- f) \$3,000,000.00 vehicle liability coverage and Michigan No-Fault coverages, including all owned, non-owned and hired vehicle (if applicable to event);
- g) City to be named as an additional insured;
- h) Thirty (30) days advance written notice to City of cancellation, non-renewal, reduction and/or material change in policy. It is understood that a 10-day notice is permitted, by State insurance laws, for non-payment of premium; and
- i) Indemnification, Defend and Hold Harmless Agreement (See application); and
- j) Insurance company issuing policy must be acceptable to City.

**4. SPECIAL HAZARD:** (See Exhibit 5) Extensive participation by participants and/or severe exposure to spectators, such as carnival rides, rock concerts, professional or collegiate sporting events, non-domesticated animal shows, rodeos, haunted houses, community fairs and all functions where alcoholic beverages are served. Any events in this group should be reviewed and thoroughly planned with input from risk manager and legal counsel.

Due to the unique circumstances involved in a special hazard event, it is impossible to set overall guidelines for each of the possible events. However, several specific past special hazard events have taken place on City property. One such special hazard event involves the serving of alcoholic beverages. The serving of alcoholic beverages on City property must be strictly controlled and monitored. The potential liability that can exist or be manifested emanating from behavior due to the consumption of alcoholic beverages could severely and adversely impact the financial wellbeing of the community. The following insurance coverage and requirements for any event where alcoholic beverages are served, during a one (1) to four (4) day period of time, on City property or in the City Right-of-Way:

**SERVING OF ALCOHOLIC BEVERAGES (see Exhibit 5):**

- a) Applicant must obtain approval from the Michigan Liquor Control Commission;
- b) At least one (1) person shall have training as an alcoholic beverage server from an organization such as Team-Michigan;
- c) \$1,000,000.00 Liquor Liability Insurance coverage;
- d) Comprehensive or Commercial General Liability (CGL) Policy;
- e) Occurrence basis coverage for each policy;
- f) \$1,000,000.00 per occurrence and/or aggregate, combined single limit for bodily injury, products liability, personal injury and property damage;
- g) \$50,000.00 fire damage for anyone fire for each policy;
- h) \$5,000.00 medical expense for anyone person for each policy;
- i) \$1,000,000.00 vehicle liability coverage and Michigan No-Fault coverage, including all owned, non-owned and hired vehicles for each policy (if applicable to event);
- j) Include an endorsement naming the City as an additional insured on each policy;

- k) Thirty (30) days advance written notice to City of cancellation, nonrenewal, reductions and/or material change in each policy. It is understood that a 10-day notice is permitted, by State insurance laws, for nonpayment of premium.
- l) Indemnification, Defend and Hold Harmless; (see application); and
- l) Insurance company issuing policies must be acceptable to City.

**CARNIVAL RIDES:**

- a) Comprehensive or Commercial General Liability (CGL) Policy;
- b) Occurrence Basis Coverage;
- c) \$3,000,000.00 per occurrence and/or aggregate, combined single limit for bodily injury, products liability, personal injury and property damage;
- d) \$50,000.00 fire damage for anyone fire;
- e) \$5,000.00 medical expense for anyone person;
- f) \$1,000,000.00 vehicle liability coverage and Michigan No-Fault coverages, including all owned, non-owned and hired vehicles (if applicable to event);
- g) Include an endorsement naming City as an additional insured;
- h) Thirty (30) days advance written notice to City of cancellation, nonrenewal, reduction and/or material change in policy. It is understood that a 10-day notice is permitted, by State insurance laws for non-payment of premium;
- i) Indemnification, Defend and Hold Harmless (see application); and
- j) Insurance company issuing policies must be acceptable to City.
- a) For your convenience, a concise table of Uniform Insurance Requirements for Special Events has been attached as Exhibit 6.

**EXCLUDED HAZARD:**

There are certain activities that are so inherently dangerous that the City would not allow any club or organization to perform on City property or in the City Right-of-Way. These activities include, but are not limited to: Skydiving and Bungee Jumping. The MMRMA has notified the City of Madison Heights that it has absolutely no insurance coverage, whatsoever, in regard to any Skydiving special event. The City would be required to pay any claim or judgment, resulting from a Skydiving mishap, directly out of its General Operating Funds or from its assets, or, if able, impose higher taxes on its citizens. Likewise, the safety of Bungee Jumping and the lack of regulations relative to the same have been called into question as a result of recent injuries and deaths. Until such time that the safety record of this event can be improved, it would be imprudent on the part of the City to presently approve such an event. Although a citizen may request to hold a special event in the City of Madison Heights and although the purpose of said special event may be a good one or for a worthy cause, it would be improper for the City to approve a non-governmental function on its property or in its right-of-way where the risks of catastrophe are so high. At the present time, such special events will not be approved under any circumstance. In addition, there are inherently dangerous activities, whose safety records have been verified if said activity is properly performed, that the City would insist on performing itself through an appropriate contractor, such as fireworks displays. On City property and in the City Right-of-Way, only the City will be permitted to perform the activity of firework displays. Any and all contractors hired by the City for the purpose of performing fireworks display must comply with the National Fire Protection Agency Code (NFPA) and supply the City with an appropriate Pyrotechnics-Fireworks insurance policy, in addition to other requirements.

**EXHIBIT 1****Allstate Indemnity Company**

Policy Number: 9 06 587223 05/10  
 For Premium Period Beginning: May 10, 2000

**COVERAGE AND APPLICABLE DEDUCTIBLES**  
 (See Policy for Applicable Terms, Conditions and Exclusions)
**LIMITS OF LIABILITY**

Personal Property Protection - Reimbursement Provision • \$500 All Peril Deductible Applies	\$20,000	
Additional Living Expense	Up To 12 Months	
Family Liability Protection	\$100,000	each occurrence
Guest Medical Protection	\$1,000	each person

**DISCOUNTS**

Your premium reflects the following discounts on applicable coverage(s):

Protective Device

5 %

Home and Auto

10 %

**RATING INFORMATION**
 Reproduced as of  
 May 12, 2000

Page 2

TOTAL P.03

# ACORD LOW HAZARD CERTIFICATE OF LIABILITY INSURANCE EXHIBIT 2

DATE (MM/YY) **00/00/20XX** Item 6.

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

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<b>PRODUCER</b> ABC Insurance Agency 123 Main Street Anywhere, USA	<b>CONTACT NAME:</b> PHONE (A/C No. Ex): <b>555-555-1234</b> FAX (A/C No.): <b>555-555-5678</b> E-MAIL: ADDRESS:  <div style="display: flex; justify-content: space-between;"> <div> <b>INSURER(S) AFFORDING COVERAGE</b>                      INSURER A: ABC Insurance Company                      INSURER B:                      INSURER C:                      INSURER D:                      INSURER E:                      INSURER F:                 </div> <div> <b>NAIC #</b>                      0000                 </div> </div>
<b>INSURED</b> XYZ Construction Company 456 Main Street  Anywhere MI	

## COVERAGES

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	00-00-00-00	00/00/00	00/00/00	EACH OCCURRENCE \$ <b>300,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>50,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>300,000</b> GENERAL AGGREGATE \$ <b>300,000</b> PRODUCTS - COMPROP AGG \$ <b>300,000</b>
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

List Event and Dates

Additional Insured - See Endorsement

Cancellation Notice - See Endorsement

Primary & Non-Contributory - See Endorsement

## CERTIFICATE HOLDER

City of Madison Heights  
 300 W. 13 Mile Rd.  
 Madison Heights, MI 48071

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Agent Signature



MEDIUM HAZARD

## CERTIFICATE OF LIABILITY INSURANCE

EXHIBIT 3

DATE (MM/DD/YY)  
00/00/20XX

Item 6.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC Insurance Agency 123 Main Street Anywhere, USA	CONTACT NAME:	PHONE (A/C No. Ex): 555-555-1234	FAX (A/C No.): 555-555-5678
	E-MAIL ADDRESS:		
INSURED XYZ Construction Company 456 Main Street  Anywhere MI	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: ABC Insurance Company		0000
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	00-00-00-00	00/00/00	00/00/00	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> PIP <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> PPI	Y	00-00-00-00	00/00/00	00/00/00	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE \$ OTH-ER \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
List Event and Dates

Additional Insured - See Endorsement  
Cancellation Notice - See Endorsement  
Primary & Non-Contributory - See Endorsement

## CERTIFICATE HOLDER

## CANCELLATION

City of Madison Heights 300 W. 13 Mile Rd. Madison Heights, MI 48071	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Agent Signature

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## HIGH HAZARD CERTIFICATE OF LIABILITY INSURANCE EXHIBIT 4

DATE (MM) Item 6.  
00/00/20XX

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ABC Insurance Agency 123 Main Street Anywhere, USA	<b>CONTACT</b> NAME: PHONE (A/C No. Ext): 555-555-1234 FAX (A/C No.): 555-555-56 E-MAIL: ADDRESS:																					
<b>INSURED</b> XYZ Construction Company 456 Main Street  Anywhere MI	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC</th></tr></thead><tbody><tr><td>INSURER A:</td><td>ABC Insurance Company</td><td>0000</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC	INSURER A:	ABC Insurance Company	0000	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC																				
INSURER A:	ABC Insurance Company	0000																				
INSURER B:																						
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	00-00-00-00	00/00/00	00/00/00	EACH OCCURRENCE \$ 3,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 3,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> PIP <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> PPI	Y	00-00-00-00	00/00/00	00/00/00	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

List Event and Dates

Additional Insured - See Endorsement

Cancellation Notice - See Endorsement

Primary & Non-Contributory - See Endorsement

## CERTIFICATE HOLDER

City of Madison Heights  
300 W. 13 Mile Rd.  
Madison Heights, MI 48071

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Agent Signature



CARNIVAL RIDES

## CERTIFICATE OF LIABILITY INSURANCE

EXHIBIT 5

DATE (MM/DD)

Item 6.

00/00/20XX

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PRODUCER ABC Insurance Agency 123 Main Street Anywhere, USA	CONTACT NAME: PHONE (A/C No. Ext): 555-555-1234 FAX (A/C No.): 555-555-6678 E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: ABC Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED XYZ Construction Company 456 Main Street Anywhere MI	NAIC # 0000

## COVERAGES

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A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> PIP <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> PPI	Y	00-00-00-00	00/00/00	00/00/00	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					PER STATUTE OTHER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

List Event and Dates

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Cancellation Notice - See Endorsement

Primary & Non-Contributory - See Endorsement

## CERTIFICATE HOLDER

## CANCELLATION

City of Madison Heights  
300 W. 13 Mile Rd.  
Madison Heights, MI 48071

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Agent Signature

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SERVING ALCOHOL

## CERTIFICATE OF LIABILITY INSURANCE

EXHIBIT 5

DATE (MM/

Item 6.

00/00/20XX

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<b>PRODUCER</b> ABC Insurance Agency 123 Main Street Anywhere, USA	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C No. Ext):</b> 555-555-1234	<b>FAX (A/C No.):</b> 555-555-5678
<b>INSURED</b> XYZ Construction Company 456 Main Street  Anywhere MI	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> ABC Insurance Company	<b>NAIC #</b> 0000
	<b>INSURER B:</b> DEF Insurance Company	<b>NAIC #</b> 0000
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

## COVERAGES

## CERTIFICATE NUMBER:

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A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	00-00-00-00	00/00/00	00/00/00	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPI/OP AGG \$ 1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> PIP <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> PPI	Y	00-00-00-00	00/00/00	00/00/00	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NM) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Liquor Liability (one to four days)		00-00-00-00	00/00/00	00/00/00	General Aggregate - \$1,000,000 Each Occurrence - \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

List Event and Dates

Additional Insured - See Endorsement

Cancellation Notice - See Endorsement

Primary & Non-Contributory - See Endorsement

## CERTIFICATE HOLDER

City of Madison Heights  
300 W. 13 Mile Rd.  
Madison Heights, MI 48071

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Agent Signature

**Exhibit 6**  
**Table of Uniform Insurance Requirements for Special Events**

	Type of Insurance	Type of Policy	Amount of Coverage	Amount for Fire	Amount for Medical	Vehicle Coverage @	Additional Insured	Notice Cancel	Hold Harmless
Low Hazard	Commercial General Liability	Occurrence Basis	\$300,000	\$50,000	\$5,000	N/A	Yes	30 days	Yes
Low Hazard (pavillion rental)	Homeowners Policy	Occurrence Basis	\$100,000	\$0	\$1,000	N/A	N/A	N/A	Yes
Medium Hazard	Commercial General Liability	Occurrence Basis	\$1,000,000	\$50,000	\$5,000	\$500,000	Yes	30 days	Yes
High Hazard	Commercial General Liability	Occurrence Basis	\$3,000,000	\$50,000	\$5,000	\$1,000,000	Yes	30 days	Yes
Special Hazard	Commercial General Liability	Occurrence Basis	\$3,000,000	\$50,000	\$5,000	\$1,000,000	Yes	30 days	Yes
Alcoholic Beverage	Commercial General Liability	Approval from LCC	\$1,000,000	\$50,000	\$5,000	\$1,000,000	Yes	30 days	Yes
Carnival Rides	Commercial General Liability	Occurrence Basis	\$3,000,000	\$50,000	\$5,000	\$1,000,000	Yes	30 days	Yes

@ = where applicable



# Madison Heights Police Department

280 West Thirteen Mile Road  
Madison Heights, Michigan 48071  
248-585-2100 Fax 248-585-8090



## BEER & WINE APPLICATION FOR USE IN A CITY PARK

FULL NAME: \_\_\_\_\_  
(First) (Middle) (Last)

NAME OF BUSINESS, GROUP, OR ORGANIZATIONS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

MICHIGAN DRIVER'S LICENSE # OR STATE ID # \_\_\_\_\_

AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ PHONES: ( ) ( )  
(Home) (Cell)

DATE OF PARTY: \_\_\_\_\_ TIME OF PARTY: \_\_\_\_\_

☐ I HAVE ATTACHED A COPY OF THE PAVILLION RENTAL RECEIPT FOR THE DEPARTMENT OF PUBLIC SERVICES

☐ I HAVE ATTACHED A COPY OF MY HOMEOWNER'S INSURANCE POLICY LISTING THE CITY OF MADISON HEIGHTS AS AN **ADDITIONAL INTERESTED PARTY**

The alcoholic beverages **may not be sold or offered for sale** nor may you charge any type of admission for the event. The permit may be revoked at the discretion of the Police Department to preserve the Public Peace and to enforce all of the laws of the State of Michigan as they apply to the consumption of alcohol. (ref. Sec 19-5, Ord #510)

The person making application for this permit and signing below will be held responsible for the action of their guests. This person may be cited and charged under Michigan Statutes for any violations of the liquor laws relating to the consumption of alcohol by minors.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_



## CITY OF MADISON HEIGHTS

DATE 2-21-23TEMPORARY/SEASONAL BUSINESS LICENSE

LICENSE NO. \_\_\_\_\_

TYPE OF BUSINESS: Outdoor Sales \_\_\_\_\_ Mobile Food Vendor \_\_\_\_\_ Christmas Tree Lot \_\_\_\_\_

Snow Removal \_\_\_\_\_ Lawn Spraying \_\_\_\_\_ Special Event ☒BUSINESS NAME Madison Heights Citizens United (2023 Madison Heights Juneteenth Celebration)ADDRESS OF BUSINESS P.O. Box 71276, Madison Heights, MI 48071 TELEPHONE (248) 217-6232LIST OF ITEMS TO BE SOLD Crafts / apparel / jewelery / food (food trucks) / books / candlesDATES OF SALE/ACTIVITY Saturday, June 17, 2023NAME OF APPLICANT Kevin Wright TELEPHONE (248) 217-6232ADDRESS 745 Canterbury Drive CITY Madison Heights ZIP 48071BIRTH DATE 5-25-63 DRIVER'S LICENSE # W623 465 511 394ANY CONVICTION OF A CRIME, MISDEMEANOR OR MUNICIPAL ORDINANCE: No ☒ Yes \_\_\_\_\_

IF YES, GIVE DETAILS \_\_\_\_\_

MANAGER'S NAME Kevin Wright ADDRESS 745 Canterbury Dr., Mad. Hts, MI 48071MANAGER'S BIRTH DATE 5-25-63 MANAGER'S DRIVERS LICENSE # W623 465 511 394ANY CONVICTION OF A CRIME, MISDEMEANOR OR MUNICIPAL ORDINANCE: No ☒ Yes \_\_\_\_\_

\*LETTER FROM LAND OWNERS GIVING APPROVAL ATTACHED \_\_\_\_\_

SUBMIT ON SEPARATE SHEET OF PAPER A SITE DRAWING INCLUDING LOCATION OF BUILDINGS, SIDEWALKS, PARKING AREAS, ENTRANCE DRIVES, BUILDING ENTRANCES, DISPLAY AND SALES AREA.

FOR SPECIAL EVENTS, SUBMIT A LIST OF ANY OUTSIDE VENDORS WITH CONTACT INFORMATION.

BUILDING OWNER ADDRESS \_\_\_\_\_

BUSINESS LICENSE FEE: \_\_\_\_\_ \$100.00 CASH BOND DEPOSIT: \_\_\_\_\_ \$ 100.00  
(Required if not property owner)Kevin Wright  
APPLICANT'S NAME -PRINTEDKevin Wright  
APPLICANT'S SIGNATURE-----  
OFFICE USE ONLY:

DEPARTMENT APPROVALS:

RECEIPT NO. \_\_\_\_\_

LICENSE ISSUED \_\_\_\_\_

TREASURERS \_\_\_\_\_

POLICE DEPT. \_\_\_\_\_

FIRE DEPT. \_\_\_\_\_

C.E.D. DEPT. \_\_\_\_\_

HEALTH DEPT. \_\_\_\_\_

F:/users/pool/forms/temp seasonal/special event



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 3/27/23

**PREPARED BY:** Sean P. Ballantine, Deputy Director of Public Services

**AGENDA ITEM CONTENT:** DPS - Police Department HVAC Replacement, Phase 1

**AGENDA ITEM SECTION:** Bid Awards/Purchases

**BUDGETED AMOUNT:** \$450,000

**FUNDS REQUESTED:** \$496,100

**FUND:** 101-301-987-0000

**EXECUTIVE SUMMARY:**

The FY 2022-23 Budget includes phased funding for the total replacement of the HVAC system at the police department. Four firms attended the pre-bid walkthrough, and a single bid was received by the deadline from Denny's Heating and Cooling, who has been the responsible low bidder on HVAC replacement and upgrades at the Active Adult Center, Library, Court, and the current Civic Center Campus project. Upon review, it was found that the entire project greatly exceeded the budgeted amount.

As it is within the City's ability to award a bid in part, if it is determined to be in the best interest of the City, Staff and Energy Sciences, our consultant on this project, requested that Denny's develop a phasing plan within an estimated budget amount.

**RECOMMENDATION:**

Staff recommends that Council consider two motions:

1. To approve a Budget Amendment to account 101-301-987-0000 in the amount of \$46,100
2. To accept the selected parts of the proposal from Denny's Heating and Cooling, to be known as Phase 1 as presented, which includes the two options, as well as the project management and alternate 3, 4, and 5 from the initial bid response, for a total cost of \$496,100.

**MEMORANDUM**

Item 7.

**DATE:** March 20, 2023  
**TO:** Melissa R. Marsh, City Manager  
**FROM:** Sean P. Ballantine, Deputy Director of Public Services  
**SUBJECT:** Police Department HVAC Replacement – Phasing Plan

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The FY 2022-23 Budget includes phased funding carried forward for the total replacement of the HVAC system at the police department. The original plan involved replacement of all rooftop air handling units, installation of a boiler system and all associated piping, installation of controls, and replacement of the electric reheat zone boxes and cabinet unit heaters in favor of hydronic ones. Four firms attended the pre-bid walkthrough, and a single bid was received by the deadline from Denny's Heating and Cooling, who has been the responsible low bidder on HVAC replacement and upgrades at the Active Adult Center, Library, Court, and the current Civic Center Campus project. Upon review, it was found that the entire project as bid greatly exceeded the budgeted amount.

As it is within the City's ability to award a bid in part, if it is determined to be in the best interest of the City, Staff and Energy Sciences, our consultant on this project, requested that Denny's develop a phasing plan within an estimated budget amount. The intent was to determine what we could do with available funding, based on the current condition of the HVAC system, and while being cognizant of the fact that the equipment currently has a 40 week lead-time. Although the entire HVAC system is original to the building, is in poor condition, and was not initially designed properly, it is not financially feasible to do the entire project at this time. The project team unanimously agreed that the highest priority would be to replace the rooftop air handlers. These have required greatly increasing amounts of maintenance, and are showing signs of failure in both the heating and cooling sides. The capabilities of the newer units will also help to alleviate existing deficiencies in the system, while being significantly more energy efficient. This proposal also calls to run the remainder of the communications and devices to add the rest of the building to the i-Vu control system, as well as complete the engineering for the future boiler project.

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**Department of Public Services**

City of Madison Heights  
801 Ajax Drive  
Madison Heights, Michigan 48071

p (248) 589-2294 | f (248) 589-2679

**MEMORANDUM**

Item 7.

Staff recommends that Council consider two motions:

1. To approve a Budget Amendment to account 101-301-987-0000 in the amount of \$46,100.
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Strategize • implement • Save

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Date: March 7, 2023

To: Sean Ballantine

Re: Madison Heights Police Dept. Building HVAC and Controls Upgrades

As consultants to the City for this project I am outlining the potential course of actions and my recommendations.

Since the overall bids for RFP for the building upgrades which included hydronic system implementation for hot water heating were far over budget, we met with the only proposing bidder to provide a solution to the future functionality of the HVAC systems. The original bid proposal is presented.

A constructive meeting was held last at the PD with you, me and Chris Thompson of Denny's Heating and Cooling and created a workable phased solution with a reasonable capital spending plan which will provide the City Police Department building significantly increased building comfort, energy savings, and reduced maintenance. Note: Denny's was the only bidder for the RFP.

We requested Denny's to break down costs for all major systems and equipment with labor to discuss at our meeting which was provided. Many considerations were taken to justify the phased approach specifically due to potential equipment failure and next heating season comfort conditions. Denny's was requested to provide a new proposal as directed by myself and you. The new proposed phased work plan is outlined below.

Phase I will consist of the following and implemented prior to 2023/24 heating season:

1. Replacement of all 5 roof top units (RTU's) which includes the gun range make-up air unit.
2. Existing BMS will be upgraded to control new RTU's.
3. Existing non-working VAV's will be repaired for full functionality including controls.
4. Infrared heating system to be replaced in the transfer garage.



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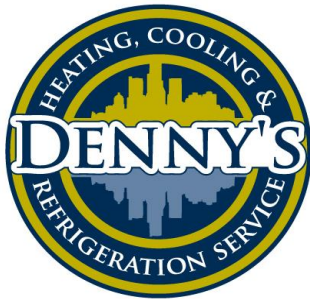
5. HVAC unit servicing the tunnel to District Court would be replaced.
6. Supply and return air system to be updated per code in gym.
7. Mechanical & electrical engineering for Phase 1
8. Balancing of supply/return systems and commissioning of controls/equipment

This phase will mitigate risk of RTU failures with extended outages for one or more areas of operations in the police department. The risk in not replacing the RTU's immediately is replacement part availability because of either supply chain issues or unit is not supported anymore by manufacturer.

Recommend revisiting full implementation of hot water heating system post installation for new functionality validation and future capital budget allocations.

Regards,

Frank



1831 Austin  
Troy, MI 48083  
248-669-4338 Phone  
248-669-3495 Fax

Item 7.

## HVAC PROPOSAL

### PROPOSAL TO:

Madison Heights  
300 W 13 Mile  
Madison Heights

### PROJECT:

Police New RTU and VAV box control

### ENGINEER:

EAM

### ATTN:

Sean

### DATE: (revisions)

3-6-23

### DRAWINGS:

Future Mechanical

We are pleased to provide a quote for above, based on design and future prints from EAM. General scope and description as follows:

- **Engineering design (mechanical and electrical) encompassing this scope (RTU and DDC)**
- **Replace 50 ton with New Carrier 48P7J050**
- **Replace 20-ton with New Carrier 48LCFB26 (23-ton)**
- **Replace 5-ton with New Carrier 48FCDA06**
- **Replace 11-ton with Carrier 12.5 ton 48FCFM14**
- **Carrier IVU control and commission above. Balance minimum fresh air to current code.**
- **Carrier IVU controls to all interior boxes. Includes commissioning boxes.**

**PRICE.....\$400,985.00**

### OPTIONS

- **Replace MUA with direct fired Captive Aire MUA with controls.....\$28,755.00**
- **Complete HVAC and electrical drawings (add hydronic).....\$19,200.00**

**PRICE INCLUDES:** tax, hangers, low voltage wiring, air balance, hoists, crane, duct, permits (fee waived), and inspections. **Also includes line voltage wiring by CNS.**

**PRICE DOES NOT INCLUDE:** \$600 for meter upgrade. Not needed at this time.

**DELIVERY:** Currently stating 40 weeks.

**Chris Thompson**  
**christ@dennysonline.com**

P:Proposals/Chris Thompson//2023/Madison Heights Police

**FORMS V through XI TO BE FILLED BY THE BIDDER:****V. PRICING PAGE:**

City of Madison Heights R.F.P. # M.H. 22-05:

Pricing and Warranty Page – Pricing is to be all-inclusive, and shall include all engineering, design, materials, installation, disposal and all necessary Labor. Pricing shall be held for one-hundred twenty days (120 days)

Warranty Period – Materials 1 Year Warranty Period – Labor 1 Year

<u>Pricing Table</u>			
<u>Base Scope</u>	<u>\$ Material</u>	<u>\$ Labor</u>	<u>Total in USD</u>
Base Scope Service as described in the Scope of Work section C (1)	\$560,000-	\$426,600-	\$986,600-
<u>Add Alternates</u>	<u>\$ Material</u>	<u>\$ Labor</u>	<u>Total in USD</u>
Add alternate 1: Third-party commissioning for the base scope service listed in the Scope of Work section C (1)	N/A	N/A	\$28,000-
Add alternate 2: Replacing the existing make-up air unit for the basement shooting range	\$23,400-	\$7,000-	\$30,400-
Add alternate 3: Supply and exhaust systems duct cleaning for all airside systems	N/A	N/A	\$17,160-
Add alternate 4: Replacing the heating and cooling unit for the tunnel that connects the Police Department to the City Hall	\$7,000-	\$5,000-	\$12,000-
Add alternate 5: Replacing two garage gas-fired infrared unit heaters	\$4,500-	\$2,500-	\$7,000-
Add Alternate 6: roof penetrations (If new RTU's or exhaust ventilation require modifications to existing curbing and/or penetrations)	N/A	N/A	N/A
Add alternate 7: Base Scope Service alternative if any (Use NA if not applicable) <u>*Brief description of the proposed alternative for the base scope:</u> Replace 13 Existing Exhaust Fans	\$14,000-	\$4,000-	\$18,000-
Alt 8: Above Base Price includes hydronic CUH except CUH-4, CUH-9A + CUH-9B. Those will be <u>new electric</u> . Based on size + location they are less practical to change to Hydronic. Add to make hydronic.	\$11,000-	\$20,000-	\$31,000-
Alt 9: Base Bid includes \$600- for gas upgrade (Actual cost - \$300 - see Attached) \$600- Deduct if Madison Heights handles upgrade with utility company. Denny's will complete paperwork + do gas 12 connections for new meter	N/A	N/A	<\$600->