



# TROY CITY COUNCIL

## REGULAR MEETING AGENDA

**JANUARY 9, 2023**

CONVENING AT 7:30 P.M.

**Submitted By  
The City Manager**

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***NOTICE: Persons with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk at (248) 524-3316 or via e-mail at [clerk@troymi.gov](mailto:clerk@troymi.gov) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.***

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500 West Big Beaver  
Troy, MI 48084  
troymi.gov

The Honorable Mayor and City Council Members

City of Troy  
500 West Big Beaver  
Troy, MI 48084

Dear Mayor and City Council Members:

In this packet, you will find the agenda for the City Council meeting. To help facilitate an informed discussion, the packet provides you with agenda items and additional details. The packet also contains recommended courses of action for your consideration and seeks to aid you in adopting sound policy decisions for the City of Troy.

This comprehensive agenda has been put together through the collaborative efforts of management and staff members. We have made all attempts to obtain accurate supporting information. It is the result of many meetings and much deliberation, and I would like to thank the staff for their efforts.

If you need any further information, staff is always available to provide more information and answer questions that may arise. You can contact me at [CityManager@troymi.gov](mailto:CityManager@troymi.gov) or 248.524.3330 with questions.

Respectfully,

Mark F. Miller,  
City Manager



## Chapter 14A – Elected and Appointed Persons' Ethics Ordinance Section 14.3 Annual Training and Acknowledgement

We, the undersigned Members of Troy City Council, have reviewed *Chapter 14A – Elected and Appointed Persons' Ethics Ordinance*, understand its contents, and agree to be bound by its provisions.

Signed this 14<sup>th</sup> day of November, 2022.

A blue ink signature of Mayor Ethan Baker, written in a cursive style.

Mayor Ethan Baker

A black ink signature of Council Member Edna Abraham, written in a cursive style.

Council Member Edna Abraham

A black ink signature of Mayor Pro Tem Rebecca Chamberlain-Creanga, written in a cursive style.

Mayor Pro Tem Rebecca Chamberlain-Creanga

A black ink signature of Council Member David Hamilton, written in a cursive style.

Council Member David Hamilton

A black ink signature of Council Member Theresa Brooks, written in a cursive style.

Council Member Theresa Brooks

A blue ink signature of Council Member Ann Erickson Gault, written in a cursive style.

Council Member Ann Erickson Gault

A black ink signature of Council Member Ellen Hodorek, written in a cursive style.

Council Member Ellen Hodorek





# CITY COUNCIL AGENDA

January 9, 2023 – 7:30 PM

City Council Chambers

500 W. Big Beaver Rd.

Troy, MI 48084

(248) 524-3316

View the Meeting Live at: [www.troymi.gov/webcast](http://www.troymi.gov/webcast)

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**INVOCATION:** 1

**PLEDGE OF ALLEGIANCE:** 1

**A. CALL TO ORDER:** 1

**B. ROLL CALL:** 1

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D-1 No Carryover Items 1

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E-1 No Public Hearings 1

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**INVOCATION:****PLEDGE OF ALLEGIANCE:****A. CALL TO ORDER:****B. ROLL CALL:**

- a) Mayor Ethan Baker  
Edna Abraham  
Theresa Brooks  
Rebecca A. Chamberlain-Creanga  
Ann Erickson Gault  
David Hamilton  
Ellen Hodorek

Excuse Absent Council Members:

Suggested Resolution

Resolution #2023-01-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **EXCUSES** the absence of \_\_\_\_\_ at the Regular City Council of January 9, 2023, due to \_\_\_\_\_.

Yes:

No:

**C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:**

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**C-1** No Certificates of Recognition and Special Presentations

**D. CARRYOVER ITEMS:**

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**D-1** No Carryover Items

**E. PUBLIC HEARINGS:**

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**E-1** No Public Hearings

**F. PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

**In accordance with the Rules of Procedure for the City Council:**

Any person not a member of the City Council may address the Council with recognition of the Chair, after clearly stating the nature of his/her inquiry or comment. **NOTE TO THE PUBLIC:** *City Council requests that if you do have a question or concern, to bring it to the attention of the*

*appropriate department(s) whenever possible. If you feel that the matter has not been resolved satisfactorily, you are encouraged to bring it to the attention of the City Manager, and if still not resolved satisfactorily, to the Mayor and Council.*

- Petitioners of items that are included in the pre-printed agenda booklet shall be given a fifteen (15) minute presentation time that may be extended with the majority consent of City Council.
- Any member of the public, not a petitioner of an item, shall be allowed to speak for up to three (3) minutes to address any Public Hearing item.
- Any member of the public, not a petitioner of an item, does not have the right to engage in discussion or debate with City Council during the Public Comment portions of the meeting.
- All members of the public who wish to address the Council at a meeting shall be allowed to speak only if they have signed up to speak within thirty minutes before or within fifteen minutes after the meeting's start time. Signing up to speak requires each speaker provide his or her name. If the speaker is addressing an item(s) that appears on the pre-printed agenda, then the speaker shall also identify each such agenda item number(s) to be addressed.
- City Council may waive the requirements of this section by a consensus of the City Council.
- Agenda items that are related to topics where there is significant public input anticipated should initiate the scheduling of a special meeting for that specific purpose.

Prior to Public Comment, the Mayor may provide a verbal notification of the rules of decorum for City Council meetings or refer to the pre-printed agenda booklet, which will include the following language, as approved by City Council:

Please direct your comments to the City Council as a whole rather than to any individual. Please do not use expletives or make derogatory or disparaging comments about any individual or group. If you do, there may be immediate consequences, including being muted and having your comments omitted from any re-broadcast of the meeting. Please abide by these rules in order to minimize the possibility of disrupting the meeting.

## **G. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

### **H. POSTPONED ITEMS:**

**H-1 No Postponed Items**

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### **I. REGULAR BUSINESS:**

**I-1 Board and Committee Appointments: a) Mayoral Appointments – None; b) City Council Appointments – None**

**a) Mayoral Appointments: None**

**b) City Council Appointments: None**



**I-2 Board and Committee Nominations: a) Mayoral Nominations – Board of Review, Downtown Development Authority, Local Development Finance Authority; b) City Council Nominations – Liquor Advisory Committee, Traffic Committee**

**a) Mayoral Nominations:**

Suggested Resolution

Resolution #2023-01-

Moved by

Seconded by

RESOLVED, That the Mayor of the City of Troy hereby **FORWARDS** the following nominated person(s) to serve on the Boards and Committees as indicated to the next Regular City Council Meeting for action:

**Board of Review**

Appointed by Mayor

3 Regular Members

3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1
Adams	John Howard	12/15/2024	1/31/2023	Requests Reappointment
Shoan	Michele	7/22/2023	1/31/2025	
Strahl	Frank	1/4/2023	1/31/2024	Resigned 12/13/2022

**Nominations to the Board of Review:**

**Unexpired Term Expiring:  
1/31/2024**

Term currently held by: Frank Strahl resigned 12/13/2022

**Term Expires: 1/31/2026**

Term currently held by: John Howard Adams

**Interested Applicants:**

No interested applicants on file.

**Downtown Development Authority**

Appointed by Mayor

13 Regular Members

4 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1	Notes 2
Baker	Ethan		11/13/2023	At Large	City Council exp. 11/13/23
Blair	Timothy	6/17/2017	9/30/2023	In District	
Garmo	Kathleen	6/17/2024	9/30/2026	In District	
Keisling	Laurence	9/11/2022	9/30/2024	At Large	
Kiriluk	Alan	9/29/2022	9/30/2024	In District	
Knollenberg	Martin	6/28/2021	9/30/2023	In District	
Koza	Kenny	9/18/2019	9/30/2025	In District	
MacLeish	Daniel	6/28/2023	9/30/2025	In District	
Reschke	Ernest	7/5/2024	9/30/2026	At Large	
Schroeder	Douglas	9/10/2020	9/30/2022	At Large	No Reappointment
Stone	David	3/11/2023	9/30/2023	In District	
Tomcsik-Husak	Tara	9/22/2022	3/30/2024	In District	
Vacancy			9/30/2024	In District	Cheryl Bush resigned 9/22/21

### **Nominations to the Downtown Development Authority:**

#### **Unexpired Term Expiring: 9/30/2024**

Term currently held by: Vacancy-Cheryl Bush resigned 9/22/21

#### **Term Expiring: 9/30/2026**

Term currently held by: Douglas Schroeder (NO Reappointment)

### **Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1	Notes 2
Battle	Timothy	10/28/2024	At Large	
Beyer	Joseph	12/13/2024	In District	
Dicker	Susanne Forbes	1/3/2025	At Large	Historic Dist. Comm exp 3/1/2023
Forster	Jeffrey	12/15/2024	At Large	Personnel Bd exp 4/30/24
Goetz	John	3/4/2023	At Large	
Kornacki	Rosemary	12/6/2024	At Large	Brownfield Redev Auth exp 4/30/23
Schick	Michael	12/22/2022	At Large	
Sekhri	Suneel	11/5/2023	At Large	
Sekhri	Arun	9/24/2022	At Large	
Thattai	Govindrajan	5/20/2024	At Large	Parks & Rec Bd exp 9/30/22

von Oeyen	Schuyler	7/20/2024	At Large	
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**Local Development Finance Authority (LDFA)**

Appointed by Mayor  
5 Regular Members  
Staggered 4 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1	Notes 2
Bachert	Sandra	11/18/2023	6/30/2023	Resident Member	
Baker	Ethan		11/13/2023	Alternate; City Council	City Council exp. 11/13/23; DDA; GTAC, LDFA
Hodorek	Ellen		City Council Term	Alternate; City Council	City Council exp 11/10/2025
Rosenblum	Anthony	11/10/2024	6/30/2026	Resident Member	
Schmitz	Jim	9/14/2024	6/30/2024	Resident Member	
Starks	Louis			Oakland County Designee	
Vacancy			6/30/2024	Resident Member	John Sharp resigned 11/1/19; Term exp 6/30/20
Vacancy			6/30/2023	Resident Member	Nickolas Vitale resigned 7/17/21

**Nominations to the Local Development Finance Authority (LDFA):**

**Unexpired Term Expiring: 6/30/2023**

**Resident Member**

Term currently held by: Vacant – N. Vitale resigned 7/17/21

**Term Expires: 6/30/2024**

**Resident Member**

Term currently held by: Vacant – J. Sharp resigned 11/1/19

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Battle	Timothy	10/28/2024	
Mudaliar	Vinodh Kumar	3/2/2024	
Rahman	Mahfuzur	9/24/2022	

Schick	Michael	12/22/2022	
Vassallo	Joseph	3/4/2023	Brownfield Redev Auth exp 4/30/24

Yes:

No:

**b) City Council Nominations:**

Suggested Resolution

Resolution #2023-01-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **FORWARDS** the following nominated person(s) to serve on the Boards and Committees as indicated to the next Regular City Council Meeting for action:

**Liquor Advisory Committee**

Appointed by Council

7 Regular Members

3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 2	Notes 3
Ashland	David	12/14/2022	1/31/2024		
Comiskey	Ann	2/5/2020	1/31/2024		
Ehlert	Max	1/8/2023	1/31/2024		
Giorgi	Lynn		12/31/2099		
Gorcyca	David	12/4/2021	1/31/2023		Requests Reappointment
Haight	David	4/11/2024	1/31/2025	Personnel Bd. exp 4/30/2023	
Jones	Kelly	12/11/2021	1/31/2023		Requests Reappointment
Martin	Matthew	5/11/2024	1/31/2025		

**Nominations to the Liquor Advisory Committee:**

**Term Expires: 1/31/2026**

Term currently held by: David Gorcyca

**Term Expires: 1/31/2026**

Term currently held by: Kelly Jones

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Gunn	Mark	3/4/2023	

**Traffic Committee**

Appointed by Council  
7 Regular Members  
3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1
Finlay	Scott		Ex-Officio Member	
Hullinger	Peter		Ex-Officio Member	
Kenkre	Shama	8/23/2024	1/31/2025	
Kilmer	Richard	12/3/2021	1/31/2023	
Koralewski	Tyler	11/12/2023	7/31/2022	Student – Graduates 2022
Nastasi	Frank		Ex-Officio Member	
Nurak	Cindy	1/28/2024	1/31/2025	
Petrulis	Al	12/16/2021	1/31/2023	
Swaminathan	Abi	3/6/2022	1/31/2024	
Wilsher	Cynthia	2/4/2023	1/31/2024	
Ziegenfelder	Peter	12/14/2024	1/31/2023	Requests Reappointment

**Nominations to the Traffic Committee:****Term Expires: 7/31/2023****Student**

Term currently held by: Tyler Koralewski

**Term Expires: 1/31/2026**

Term currently held by: Richard Kilmer

**Term Expires: 1/31/2026**

Term currently held by: Al Petrulis

**Term Expires: 1/31/2026**

Term currently held by: Peter Ziegenfelder

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Abdullah	Nehar	2/3/2023	
Aggarwal	Deepti	6/10/2023	Student – Graduates 2023

Chanda	Hirak	12/30/2022	Hist. Dist. Comm. exp 5/15/2024
Eisenbacher	David	4/6/2024	
Gill	Jasper	1/10/2024	
MacDonell	Sharon	4/13/2023	
Rose	Justin	11/5/2023	

Yes:

No:

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### **I-3 Request for Closed Session**

#### Suggested Resolution

Resolution #2023-01-

Moved by

Seconded by

BE IT RESOLVED, That Troy City Council **SHALL MEET** in Closed Session, as permitted by 15.267 (h)(MCL 15.243 (g)).

Yes:

No:

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### **I-4 Bid Waiver – ACCUTAB Tablets (Introduced by: Brian Goul, Recreation Director)**

#### Suggested Resolution

Resolution #2023-01-

Moved by

Seconded by

RESOLVED, That in the best interest of the City, Troy City Council hereby **WAIVES** the bid process and **AWARDS** a contract for twelve (12) months to supply ACCUTAB tablets and to provide chlorine feeder cleaning services for the pools at the Troy Family Aquatic Center and Troy Community Center to the sole source provider *Aquatic Source of Commerce Township, MI*, at a price of \$192.00 for a 60lb bucket, with the contract expiring December 31, 2023.

Yes:

No:

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### **I-5 Budget Amendment and Standard Purchasing Resolution 4: OMNIA Partners Cooperative Purchasing Contract – Golf Course Maintenance Equipment (Introduced by: Brian Goul, Recreation Director)**

#### Suggested Resolution

Resolution #2023-01-

Moved by

Seconded by

RESOLVED, That in the best interest of the City, Troy City Council hereby **WAIVES** the bid process and **AWARDS** a contract to *Spartan Distributors of Auburn Hills, MI*, for the purchase of five (5) TORO grounds maintenance equipment for Sanctuary Lake Golf Course and Sylvan Glen Golf Course for an estimated cost of \$197,701.14, less the total trade-in amount of \$8,000 for an estimated total cost of \$189,701.14.

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** a budget amendment in the amount of \$6,639.78 to the Sanctuary Lake Golf Course Capital General Equipment Fund and \$15,061.36 to the Sylvan Glen Golf Course Capital General Equipment Fund.

Yes:

No:

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**I-6 2023 City Council Meeting Schedule (Introduced by: Robert J. Bruner, Assistant City Manager)**

Suggested Resolution

Resolution #2023-01-

Moved by

Seconded by

RESOLVED, That Troy City Council **SHALL HOLD** a Special Joint Meeting with the Troy School District Board of Education on Tuesday, May 22, 2023 at 6:00 PM at the Troy Community Center or as otherwise provided by the City Council Rules of Procedure.

BE IT FURTHER RESOLVED, That Troy City Council **MAY RESCHEDULE** Regular Meetings and/or **SCHEDULE** additional Special Meetings in accordance with the City Charter and Michigan Open Meetings Act.

Yes:

No:

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**I-7 2022 City of Troy Advance Report (Introduced by: Robert J. Bruner, Assistant City Manager)**

**J. CONSENT AGENDA:**

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**J-1a Approval of "J" Items NOT Removed for Discussion**

Suggested Resolution

Resolution #2023-01-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **APPROVES** all items on the Consent Agenda as presented with the exception of Item(s) \_\_\_\_\_, which shall be **CONSIDERED** after Consent Agenda (J) items, as printed.

Yes:

No:

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**J-1b Address of “J” Items Removed for Discussion by City Council**

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**J-2 Approval of City Council Minutes**

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Suggested Resolution

Resolution #2023-01-

RESOLVED, That Troy City Council hereby **APPROVES** the following Minutes as submitted:

- a) City Council Minutes-Draft – December 12, 2022

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**J-3 Proposed City of Troy Proclamations: None Submitted**

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**J-4 Standard Purchasing Resolutions:**

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- a) **Standard Purchasing Resolution 2: Sole Bidder Meeting Specifications – Axle Scale Replacement – Department of Public Works; Standard Purchasing Resolution 4: Oakland County Cooperative Purchasing Contract – Electrical Contractor Services**

Suggested Resolution

Resolution #2023-01-

RESOLVED, That Troy City Council hereby **APPROVES** a contract for the Axle Scale Replacement at the Department of Public Works to the sole bidder meeting specifications; *NuWeigh Scales of Davisburg, MI*, for an estimated cost of \$64,976 and a 10% total project contingency amount of \$7,700, for an estimated total cost of \$72,676.

BE IT FURTHER RESOLVED, That Troy City Council hereby **WAIVES** the bid process and **APPROVES** a contract for electrical contractor services of the Axle Scale Replacement at the Department of Public Works to *Shaw Systems and Integration Inc. of Southfield, MI*, as per the attached proposal and as per the Oakland County Cooperative Purchasing Contract #005446/008405 for an estimated total cost of \$12,745, for an estimated project grand total of \$85,421, not to exceed budgetary limitations.

BE IT FINALLY RESOLVED, That the awards are **CONTINGENT** upon submission of proper contract and bid documents, including insurance certificates and all other specified requirements.

- b) **Standard Purchasing Resolution 10: Travel Authorization and Approval to Expend Funds for Council Members’ Travel Expenses – 2023 US Conference of Mayors 91<sup>st</sup> Winter Meeting**

Suggested Resolution

Resolution #2023-01-



RESOLVED, That Troy City Council **AUTHORIZES** City Council member travel expenses for the 2023 US Conference of Mayors 91<sup>st</sup> Winter Meeting, in accordance with accounting procedures of the City of Troy.

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**J-5 Contract Extension – Police IT Resources**

Suggested Resolution  
Resolution #2023-01-

WHEREAS, On December 4, 2017, Troy City Council awarded a two-year contract to provide Police IT Resources with an option to renew for two (2) additional years *BPI Information Systems of Farmington Hills, MI*, contract expiring December 31, 2021 (Resolution #2017-12-192-J-4b) and on January 12, 2022, the contract was extended for an additional year under the same prices, terms and conditions (Resolution #2022-01-008-J-6); and,

WHEREAS, BPI Information Systems continues to meet all contract terms and conditions and meets all expectations providing Police IT Resources and has expressed an interest in continuing to provide services for one additional year under the same terms and conditions but at the revised unit prices as contained in the attached fee schedule; and,

WHEREAS, A market survey was conducted which verified that the current pricing provided by BPI continues to be competitive and the best value for the City;

THEREFORE, BE IT RESOLVED, That in the best interest of the City, Troy City Council hereby **APPROVES** a one-year contract extension with *BPI Information Services of Farmington Hills, MI*, to provide Police IT Resources to the Troy Police Department for an estimated annual cost of \$93,600; not to exceed budgetary limitations.

BE IT FURTHER RESOLVED, That Troy City Council **AUTHORIZES** the ongoing use of BPI Information Systems contracted services for future Police IT Resource services on an as needed basis.

---

**J-6 Request for Acceptance of a Permanent Easement from Abhilash Kalluru, Sidwell #88-20-27-332-009**

Suggested Resolution  
Resolution #2023-01-

RESOLVED, That Troy City Council **ACCEPTS** a permanent easement for storm sewers and surface drainage from Abhilash Kalluru, owner of the property having Sidwell #88-20-27-332-009.

BE IT FURTHER RESOLVED, That the City Clerk is hereby **DIRECTED TO RECORD** the permanent easement with Oakland County Register of Deeds, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

---

**J-7 Application for New Micro Brewer License, New Small Wine Maker License and On-Premises Tasting Room Permit for Stumblebum Beer Company**

Suggested Resolution  
Resolution #2023-01-

(a) **New MicroBrewer License New Small Wine Maker License and On-Premises Tasting Room Permit**

RESOLVED, That Troy City Council hereby **GRANTS** local approval of the liquor license request as indicated below:

<b>Liquor License Applicant:</b>	<b>Stumblebum Beer Co, LLC</b>
<b>Type of License Requested:</b>	<b>New MicroBrewer License New Small Wine Maker License and On-Premises Tasting Room Permit under MCL 436.1536</b>
<b>Located at:</b>	<b>1965 W. Maple Rd.</b>
<b>MLCC Request #:</b>	<b>2210-13320</b>

BE IT FURTHER RESOLVED, That the City Clerk shall **SEND** a certified copy of this Resolution granting local approval to the Michigan Liquor Control Commission.

and

(b) **Agreement**

WHEREAS, Troy City Council deems it necessary to enter into agreements with applicants for liquor licenses for the purpose of providing civil remedies to the City of Troy in the event licensees fail to adhere to Troy Codes and Ordinances;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** an agreement with the liquor license applicant named in the approved resolution above, and hereby **AUTHORIZES** the Mayor and City Clerk to **EXECUTE** the agreement document, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

---

**J-8 Request for Recognition as a Nonprofit Organization from Athens Strength Boosters**

Suggested Resolution  
Resolution #2023-01-

RESOLVED, That Troy City Council hereby **APPROVES** the request from Athens Strength Boosters, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license as recommended by City Management.

**K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:**

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**K-1 Announcement of Public Hearings:**

- a) January 23, 2023 – Community Development Block Grant (CDBG) 2023 Funds

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**K-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time): None Submitted**

**L. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

**M. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

**N. COUNCIL REFERRALS:**

Items Advanced to the City Manager by the Mayor and City Council Members for Placement on the Agenda

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**N-1 No Council Referrals Submitted**

**O. REPORTS:**

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**O-1 Minutes – Boards and Committees:**

- a) Building Code Board of Appeals-Final – August 10, 2022
- b) Planning Commission-Final – September 13, 2022
- c) Planning Commission-Final – September 27, 2022
- d) Building Code Board of Appeals-Final – October 5, 2022
- e) Planning Commission-Final – October 25, 2022
- f) Planning Commission-Final – November 1, 2022
- g) Zoning Board of Appeals-Final – November 15, 2022

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**O-2 Department Reports:**

- a) Michigan Green Communities Challenge
- b) Troy Historic Village and Stage Nature Center Alcohol Policy
- c) Community Project Funding for Oakland County

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**O-3 Letters of Appreciation: None Submitted**

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**O-4 Proposed Proclamations/Resolutions from Other Organizations: None Submitted**

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**O-5 Notice of Hearing for the Customers of Consumers Energy Case No. U-21308**

**P. COUNCIL COMMENTS:**

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**P-1 No Council Comments**

**Q. PUBLIC COMMENT FOR ITEMS ON OR NOT ON THE AGENDA FROM MEMBERS OF THE PUBLIC OUTSIDE OF TROY (NOT RESIDENTS OF TROY AND NOT FROM TROY BUSINESSES):**

**R. CLOSED SESSION**

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**R-1 Closed Session**

**S. ADJOURNMENT:**

Respectfully submitted,

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

Mark F. Miller  
City Manager

**2023 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:**

April 10, 2023.....Special Meeting – Budget  
April 17, 2023.....Special Meeting – Budget  
December 2, 2023 .....Special Meeting –Troy Advance

**2023 SCHEDULED REGULAR CITY COUNCIL MEETINGS:**

January 23, 2023 ..... Regular Meeting  
February 13, 2023..... Regular Meeting  
February 27, 2023..... Regular Meeting  
March 13, 2023 ..... Regular Meeting  
March 20, 2023 ..... Regular Meeting  
April 10, 2023 ..... Regular Meeting  
April 17, 2023 ..... Regular Meeting  
May 8, 2023 ..... Regular Meeting  
May 22, 2023 ..... Regular Meeting  
June 12, 2023 ..... Regular Meeting  
June 26, 2023 ..... Regular Meeting  
July 10, 2023..... Regular Meeting  
July 24, 2023..... Regular Meeting  
August 7, 2023..... Regular Meeting  
August 21, 2023..... Regular Meeting  
September 11, 2023 ..... Regular Meeting  
September 18, 2023 ..... Regular Meeting  
October 2, 2023 ..... Regular Meeting  
October 16, 2023 ..... Regular Meeting  
November 13, 2023 ..... Regular Meeting  
November 20, 2023 ..... Regular Meeting  
December 4, 2023 ..... Regular Meeting  
December 11, 2023 ..... Regular Meeting



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: December 20, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Dee Ann Irby, Controller  
Brian Goul, Recreation Director  
Emily Frontera, Purchasing Manager

Subject: Bid Waiver – ACCUTAB Tablets

---

### History

- The Troy Community Center and Troy Family Aquatic Center (TFAC) currently are using ACCUTAB Units and Tablets as their chlorine feeder and tablet option.
- The ACCUTAB Feeders have been used for several years and have been very reliable.
- Aquatic Source will perform all cleaning services to the chlorine feeder which saves Facilities and Grounds staff having to do the work.
- Currently the ACCUTAB product is being purchased from Aquatic Source.
- Aquatic Source is the sole source provider of the ACCUTAB product in the State of Michigan.
- Approximate chlorine purchases per year are approximately \$11,000 at the Community Center and \$16,000 at TFAC.
- The market for chlorine is very volatile at this time and the provider is able to lower the price for the 2023 year, but is only willing to extend and hold pricing through December 31, 2023.
- The current contract is expiring. New contract pricing is detailed below:

	<u>Previously</u>	<u>New Pricing</u>
Cost	\$3.25	\$3.20
Unit Measure	60lb. Bucket	60lb. Bucket
Bucket Price	\$195.00	\$192.00

### Purchasing

It is not possible to secure competitive bids because *Aquatic Source of Commerce Township, MI* is the sole source vendor in the State of Michigan for ACCUTAB tablets.

### Financial

Funding is available in the Community Center Operating Budgets account number 101.752.31.755.7740.010 and the Aquatic Center Operating Budgets account number 587.787.7740.010 as budgeted. The ACCUTAB chlorine tablets will be purchased on an as needed basis.



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## CITY COUNCIL AGENDA ITEM

### **Recommendation**

City management recommends waiving the bid process and awarding a contract for twelve (12) months to supply ACCUTAB tablets and to provide chlorine feeder cleaning services for the pools at the Troy Family Aquatic Center and Troy Community Center to the sole source provider *Aquatic Source of Commerce Township, MI* at the price of \$192.00 for a 60lb bucket, with the contract expiring December 31, 2023.



**CITY COUNCIL AGENDA ITEM**

Date: December 21, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Rob Maleszyk, Chief Financial Officer  
Dee Ann Irby, Controller  
Brian Goul, Recreation Director  
Emily Frontera, Purchasing Manager

Subject: Budget Amendment and Standard Purchasing Resolution 4: OMNIA Partners Cooperative Purchasing Contract – Golf Course Maintenance Equipment

---

**History**

- The average age of the current ground’s maintenance equipment at the City of Troy Golf courses is 15-20 years.
- The City is eligible to utilize OMNIA Partners Purchasing Cooperative or Indigo Golf, TROON contracted pricing to purchase replacement grounds maintenance equipment for the golf courses at the most advantageous prices for the City.
- Indigo Golf has acquired pricing for five new pieces of machinery to replace this deteriorating equipment.
- This grounds equipment needs to be replaced as it has reached the end of its lifecycle and is necessary to maintain the course landscaping.

**Purchasing**

- The City has the ability to purchase five (5) pieces of equipment cooperatively utilizing the OMNIA Partners Cooperative Purchasing Contract #2017025 or Indigo Golf TROON National Account pricing.
- Upon analysis of the OMNIA Contract and the Indigo Golf TROON National Account pricing, this purchase is recommended for award utilizing the OMNIA Partners Cooperative Contract as the Indigo Golf TROON National Account will not guarantee a price until items are ready to be shipped whereas OMNIA will hold the quoted prices.
- Pricing to purchase the five (5) ground maintenance equipment has been secured from *Spartan Distributors of Auburn Hills, MI* based on the OMNIA Partners Cooperative Purchasing Contract #2017025, for an estimated total cost of \$197,701.14 less the trade-in amount of \$8,000 for the obsolete equipment, as detailed in the attached quote.

**Financial**

Funds are available in the Sanctuary Lake and Sylvan Glen Golf Course Capital General Equipment Fund for project 2023C0083, 2023C0084, 2023C0085, 2023C0086, & 2023C0087 as detailed below.





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## CITY COUNCIL AGENDA ITEM

### Financial (continued)

Golf Course	Qty.	TORO Equipment	Total	Budget	Project#
Sanctuary Lake	1	TORO Pro Force Blower	\$10,242.18	\$9,000.00	2023C0084
Sylvan Glen	1	TORO Pro Force Blower	\$10,242.18	\$9,000.00	2023C0085
Sanctuary Lake	1	TORO Groundsmaster 3500-D	\$44,397.60	\$36,500.00	2023C0083
Sylvan Glen	1	TORO Groundsmaster 3500-D	\$44,397.60	\$36,500.00	2023C0087
Sylvan Glen	1	TORO Groundsmaster 4500	\$88,421.58	\$77,000.00	2023C0086
<b>Grand Total All Equip.</b>			<b>\$197,701.14</b>		
LESS Trade-Ins			(\$8,000.00)		
<b>TOTAL PURCHASE PRICE</b>			<b>\$189,701.14</b>	<b>\$168,000.00</b>	

This purchase will require a budget amendment in the amount of \$6,639.78 to the Sanctuary Lake Golf Course Capital General Equipment Fund and a budget amendment in the amount of \$15,061.36 to the Sylvan Glen Golf Course Capital General Equipment Fund for the 2023 fiscal year to cover increases in quoted prices. Expenditures will be charged to account numbers 583.768.7978.010 and 584.788.7978.010.

### Recommendation

City management recommends that the bid process be waived and a contract be awarded to *Spartan Distributors of Auburn Hills, MI* for the purchase of five (5) TORO Grounds Maintenance Equipment for Sanctuary Lake Golf Course and Sylvan Glen Golf Course for an estimated total cost of \$197,701.14, less a total trade-in amount of \$8,000 for a total estimated cost of \$189,701.14.

It is also recommended that City Council approve budget amendments to the Sanctuary Lake Golf Course Capital General Equipment Fund in the amount of \$6,639.78 and to the Sylvan Glen Golf Course Capital General Equipment Fund in the amount of \$15,061.36.

November 16, 2022

487 W Division Street  
PO Box 246  
Sparta, MI 49345  
616.887.7301  
Fax: 616.887.6288

1050 Opdyke Road  
Auburn Hills, MI 48326  
248.373.8800  
Fax: 248.373.8899

City of Troy - Sylvan Glen Golf Course  
Attn: Brian Goul  
5725 Rochester Rd  
Troy, MI 48085

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

(2)	TORO Pro Force Debris Blower (#44552)	\$ 20,484.36
(2)	TORO Groundsmaster 3500-D (#30807)	\$ 88,795.20
	• (2) LED Work Light Kit (#31692)	
(1)	TORO Groundsmaster 4500 (#30885)	\$ 88,421.58
	• (1) Universal Sunshade, White (#30669)	

Equipment Total \$ 197,701.14

The above TORO pricing is based on OMNIA Contract #2017025

---

Pricing is subject to change at time of shipment.

DELIVERY: As Arranged  
TERMS: Net 30 Days

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

Sincerely,  
*Tom Gill*

Tom Gill  
Commercial Sales

TG/jgm

December 6, 2022

487 W Division Street  
PO Box 246  
Sparta, MI 49345  
616.887.7301  
Fax: 616.887.6288

1050 Opdyke Road  
Auburn Hills, MI 48326  
248.373.8800  
Fax: 248.373.8899

City of Troy – Sylvan Glen Golf Course  
Attn: Brian Goul & Nic Thommes  
5725 Rochester Rd  
Troy, MI 48085

We are pleased to provide values on the following trade in equipment:

(1) <b>TORO Groundsmaster 3500 (#30821-210000527)</b> • New decks, RF motor, hydro	<b>#1</b>	<b>\$</b>	<b>2,000.00</b>
	5806 hours		
(1) <b>TORO Groundsmaster 3500 (#30839-270000776)</b> • New decks, W motors, brakes	<b>#2</b>	<b>\$</b>	<b>2,500.00</b>
	6569 hours		
(1) <b>TORO Groundsmaster 4000 (#30410-240000294)</b> • New center deck spindle • Golf ball cage	<b>#2</b>	<b>\$</b>	<b>3,500.00</b>
	4889 hours		

Pricing is subject to change based on time of trade, equipment status and hours.

Sincerely,

*Tom Gill*

Tom Gill  
Commercial Sales

TG/jgm



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

I-06

## CITY COUNCIL AGENDA ITEM

Date: December 20, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager

Subject: 2023 City Council Meeting Schedule

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### **Background**

The City Council approved its calendar year 2023 Regular Meeting schedule on November 14, 2022. The schedule also included two Special Meeting in April for presentation of the proposed budget in accordance with City Charter Section 8.2. City Council subsequently scheduled additional Special Meetings on Tuesday, March 21, 2023 for personnel evaluations and Saturday, December 2, 2023 for the 2023 City of Troy Advance.

### **Recommendation**

A Special Joint Meeting of the Troy City Council and Troy School District Board of Education was last held on Tuesday, May 22, 2018. A Special Joint Meeting is proposed on Tuesday, May 23, 2023. The meeting will be convened at the Community Center at 6:00 PM.

City of Troy  
November 19, 2022 Advance Meeting  
Post Meeting Report

December 2022



Report Prepared by:

Vettraino Consulting, LLC

P.O. Box 82202 ~ Rochester, MI 48308 ~ 248-379-8923 ~ VettrainoConsulting@gmail.com

In partnership with



**City of Troy  
November 19, 2022, Advance Meeting  
Post Meeting Report**

**December 2022**

In August 2022 Vettraino Counseling (VC) in partnership with Sonder Haven was retained to prepare for and facilitate the City of Troy's November 19, 2022, Advance Meeting. The consultants used a phased approach to execute the project. This Post Meeting Report is intended to review the activities of the meeting and highlight suggested post-meeting action steps.

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## **Phase 1: Preliminary Assessment and Identifying Goals for the Advance Meeting**

During August 2022, VC reviewed the project goals with the executive staff of the City and studied the project deliverables from the prior year's Advance Meeting. As an experienced local government professional, VC partnered with Troy's leadership team to develop a plan for the November 19, 2022, Advance. The preliminary assessment included reviewing the notes and outcomes from the 2021 Advance, as well as strategic planning, budgeting, and objective-setting documents of the City.

## **Phase 2: Interviews and Data Collection with Elected Officials and Executive Staff**

Between September 13 and 16, VC hosted individual interview meetings with the Mayor and City Council members to review each elected official's objectives, expectations, and desired outcomes for the Advance. On September 20, VC attended the staff leadership meeting to review the objectives, expectations, and desired outcomes for the Advance. VC also created and distributed a department head survey to receive individual feedback.

The consultants reviewed feedback received from the elected officials and leadership staff and began assembling common themes and desired outcomes among all stakeholders. Between September 27 and October 24 the consultants hosted several meetings with the City Manager's office to review possible Advance meeting structure and activities.

## **Phase 3: Assembly of Advance Meeting Agenda and Distribution of Relevant Data**

After considering the stakeholder feedback the consultants determined there would be two major parts of the Advance agenda: (A) a series of small group meetings focused on specific topics the stakeholders were ready to make specific progress on, and (B) a large group meeting to explore matching revenue with service level expectations.

The small group meeting topics selected, based on stakeholder feedback were: (1) Troy Public Library; (2) City Hall; (3) Troy Family Aquatic Center; (4) Recreation and Senior Services. VC asked the City to identify two or three subject matter experts (SME) to host small meetings with the elected officials. The SMEs were directed to prepare a short report of facts regarding the facility/services topics, to orient the elected officials with the day-to-day operation of the facility or service. Drafts of these documents were submitted to the consultants. Between November 3 and 10, VC met with each SME group to review the reports and provide guidance both in editing the reports and preparing for the small group meetings on the day of the Advance. In addition, VC hosted meetings with note-takers to assure the small group discussions were appropriately documented.

It was decided that those staff members who were not engaged in the small group meetings would work as a group to address challenges identified in the pre-Advance department head survey.

In the months preceding the Advance, the City Manager's office provided a series of four (4) public meeting presentations outlining City revenue, expense, fund balance, taxation, etc. City Council also received the results of a Community Survey regarding service level and taxation just in advance of the Advance meeting. VC asked the City Manager's office to prepare a brief summary of the previously presented information as a kickoff to a broader revenue and service level expectation discussion.

With the two major components of the Advance identified, the consultants created an agenda to facilitate the Advance, including activities to prepare the attendees for an effective meeting.

*-- Continued on next page --*



#### Phase 4: Facilitation of the Advance Meeting

The Advance was held at the Troy Community Center on November 19. Attendees are listed in Appendix 1. The Advance meeting started at 8:00 am and concluded at 3:30 pm. The activities of the meeting included:

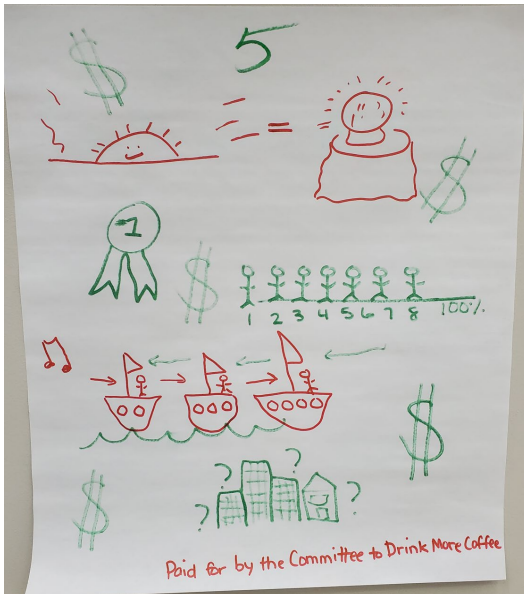
- A. Public Comment
- B. Review of the Purpose of the Day
- C. Guidelines for a Successful Meeting
- D. Vision of the Future Exercise
- E. Small Group Discussions
- F. Revenue and Service Level Discussion
- G. Capture of Additional Topics
- H. Quick Report Looking Forward to Next Year

While each Advance activity was important, below are the activities appropriate for report out by the consultants:

### Vision of the Future Exercise

Small groups of attendees were asked to draw a vision for the future of Troy, and what they would like to see one year from now. Below is the result of the exercise:





Each group had an opportunity to present their drawing. There was general agreement by all groups on the direction they hope the City will be going over the next year.

## Small Group Discussions

The elected officials (listed below) rotated between four (4) small groups. One or two elected officials spent approximately 20 minutes with each small group and then rotated to the next group.

### (1) Troy Public Library (TPL)

SME 1	Emily Dumas	Library Director
SME 2	Phillip Kwik	Assistant Library Director
Note Taker	Cindy Stewart	Community Affairs Director

Common themes, general points:

- Library is 42,800 sq ft.
- The staff would like to ask the public for their input regarding wants/needs for the Library.
- There is a need for the public to understand the options for the Library, current uses, and potential future possibilities.
- As of June 30, 2022, Library Fund balance was \$1.6 million; estimated to be \$4 million at end of fiscal year 2022-2023 and \$10.4 million at end of fiscal year 2030-2031 (end of the current millage approved in 2020).
- Youth renovation cost estimate increased 300% in 3 years.
- A new Library would be \$30 to \$40 million (\$500-\$600 sq ft).
- There is a lot of positive community feeling towards the Library.
- The new millage has caused the community to have certain expectations for the Library.
- There are some immediate maintenance needs (roof) and operational needs (accessibility and inclusion).

<b><u>Troy Public Library (TPL)</u> suggested follow-ups for staff:</b>		<b>Date*</b>
<ul style="list-style-type: none"><li>• Develop a comprehensive plan for two types of TPL projects:<ul style="list-style-type: none"><li>○ A plan to only use the current millage funding</li><li>○ A plan for a full renovation or new-build building</li></ul></li></ul>		During the 2023 fiscal year
<ul style="list-style-type: none"><li>• Engage with a community member committee to receive stakeholder and community input regarding their opinion, future expectations, and funding questions for the TPL.</li></ul>		During the 2023 fiscal year

\* as suggested by the consultants, needs to be validated by staff

## (2) City Hall

SME 1	Kurt Bovensiep	Public Works Director
SME 2	Aileen Dickson	City Clerk
SME 3	Rob Maleszyk	Chief Financial Officer
Note Taker	Meg Schubert	Assistant to the City Manager

Common themes, general points:

- The “bones” of City Hall are good.
- The OHM study (2019) needs to be completed and updated with current information.
  - Should also consider the relationship between the Police Department and City Hall services, including both in its recommendations.
  - It is believed there is enough space if it was used more efficiently.
  - Remote work needs to be taken into account.
- Public engagement is vital.
- City Hall is 72,000 sq ft.
- \$4.1 million is needed for immediate maintenance and \$150,000 per year for general annual maintenance.
- \$30 to \$40 million for renovation of the current building.
- New building \$80 to \$100 million.
- City Hall, the Police Department, and the Library should be looked at together, as a larger civic center project
- City Hall renovations do not rank high on the community survey

<u>City Hall</u> suggested follow-ups for staff:	Date*
<ul style="list-style-type: none"> <li>• Provide a list of immediate priorities with costs and timeline (i.e. HVAC, election law impacted, etc.) that need to be completed in order to continue to operate City Hall. This should focus on the needs of the building/departments/staff for the next three (3) years.</li> </ul>	2023 budget process
<ul style="list-style-type: none"> <li>• Reengage OHM, or another firm, to prepare a proposal and cost estimate to do a building study (use and capital needs) for both City Hall and the Police Department.</li> </ul>	2023 budget process

\* as suggested by the consultants, needs to be validated by staff

### (3) Troy Family Aquatic Center (TFAC)

SME 1	Jeanette Menig	Human Resources Director
SME 2	Brian Goul	Recreation Director
Note Taker	Brent Savidant	Community Development Director

Common themes, general points:

- A majority of the patrons are non-residents.
- The facility is 32 years old.
- Revenue has not covered expenses (and is not projected to do so in the future).
- Staffing is a significant challenge. One of the most important challenges is based on the number of employees who are younger than 18.
- Some capital expenditures are needed this coming year to keep the facility open.
- A facility like a splash pad would relieve a significant amount of employment challenges.
- Estimated cost for a splash pad would be \$4 million to \$10 million.
- Employment issues have been addressed by reducing hours, eliminating classes, and closing features.
- Staffing is expected to continue to be a critical issue, even if the facility is renovated.
- Would other cities be open to partnership for this type of service?
- There are some immediate operational needs (inclusive and family restrooms).
- The Community Center pool could accommodate more uses, only 15% of patrons of the CC are non-residents.
- Focus groups, surveys, and other public input tools would be good in order to consider alternative-type facilities.

<u>Troy Family Aquatic Center (TFAC)</u> suggested follow-ups for staff:	Date*
<ul style="list-style-type: none"> <li>• Immediate priorities, with costs and timeline that need to be completed to continue to operate the TFAC for the coming season.</li> </ul>	2023 budget process
<ul style="list-style-type: none"> <li>• Engage with a community member committee to receive stakeholder and community input regarding their opinion, future expectations, and funding questions for the TFAC.</li> </ul>	During the 2023 fiscal year

\* as suggested by the consultants, needs to be validated by staff

#### (4) Recreation and Senior Services

SME 1	Nikki McEachern	Assistant Rec Director
SME 2	Allyson Leach	Rec Supervisor, Senior and Adaptive Programming
Note Taker	Renee Hazen	City Treasurer

Common themes, general points:

- Staffing is a significant challenge for the department. Potential employees have many options in the current market. 180 part-time employees (most are minors).
- Management staff may need more help from HR or more department resources to manage the staffing challenges.
- Staff believes there is not a reduction in services for seniors, but there have been changes to service (elimination of duplication of services with other City departments and registration changes).
  - To provide more daytime services for seniors, more resources would be needed
- Challenge meeting the service expectations of both the community members and the feeling that program revenue should cover most of program costs.
- What is the City Council's expectation regarding fees covering program costs?
- Department feels that significant capital expense is not needed, but more staff support is needed. The facilities are adequate if they are used efficiently and the staff could get ahead of handling the day-to-day issues demanding immediate attention.
- Additional space, signage, and communication dedicated to senior services are needed.
- Grants could be an option but would need support to accomplish this (more personnel to write and administer grant applications).

<u>Recreation and Senior Services</u> suggested follow-ups for staff:	Date*
<ul style="list-style-type: none"> <li>• Prepare a report and request for City Council policy direction regarding the expectation (target number) of the percent of costs that should be covered by fee revenue for recreation and senior services. In addition, prepare a request for an additional position to support the department's human resources-related activities.</li> </ul>	2023 budget process
<ul style="list-style-type: none"> <li>• Presentation of a Senior Communication and Services plan to City Council.</li> </ul>	2023 budget process

\* as suggested by the consultants, needs to be validated by staff

## (5) Department Head Challenges Group

Staff participants who were not assigned as SMEs or note takers formed a fifth small group. This group reviewed challenges identified by the department heads in a pre-Advance survey.

City Attorney	Lori Grigg Bluhm
City Manager	Mark Miller
Assistant City Manager	Robert Bruner
Fire Chief	Peter Hullinger
Information Technology Director	Alex Bellak
Police Chief	Frank Nastasi
City Assessor (note taker)	Kelly Timm
City Engineer	Scott Finlay
Controller	Dee Ann Irby
Building Official	Salim Huerta
Facilities & Grounds Operations Manager	Dennis Trantham
Deputy City Clerk	Cheryl Stewart
Marketing Coordinator	Stephanie Fleischer

Participants were asked to select the top three challenges they would like to explore during their time together. Topics considered included:

- Internal staffing (recruiting, retention, workload)
- Development of office space
- Troy Public Library renovation
- Impact of inflation on budget
- IT financial challenges – shift to cloud-based
- Recruiting and retention of police officers and firefighters
- Community engagement strategy
- Park amenities

The three topics chosen were (in order of number of responses selecting them):

- Development of office space
- Internal staffing (recruiting, retention, workload)
- Community engagement strategy

Participants were then led in a facilitated discussion involving the bright spots (things going well, assets, strengths), dark clouds (challenges, threats), ideal outcomes, and potential next steps. The following is the output of those discussions -

## Topic #1 – Development of Office Space Facilities

### Bright Spots

- Police and fire have functional office space.
- There are worse city halls.
- Great location (City Hall).
- Most buildings, including City Hall, are structurally sound.
- Having a dedicated person near the entrance to direct residents.

### Dark Clouds

- Ongoing frustration of not having the funding to do needed repairs/renovations.
- Security and safety concerns.
- Every facility is at its maximum capacity for staff, especially City Hall.
- City Hall and other buildings are functionally obsolete.
- Ongoing discussion over rebuild vs. renovate.
- Police shooting range in proximity and within earshot of City Hall and its visitors.
- Lack of wayfinding signage.

### Ideal Outcomes

- Repaired stairs in City Hall.
- Council Chambers converted to a multi-purpose space for additional uses.
- Outside architectural firm to help define what is needed vs. what is wanted.
- Improved signage.

### What's Needed Next?

- Increased security systems within City Hall.
- Evaluation of needs, wants and options.
- Significant discussion on ALL facilities, not only City Hall.
- Decision on what's next with facilities – renovate vs. rebuild.

## Topic #2 – Internal Staffing (Recruiting, Retention, Workload)

### Bright Spots

- Government job security, competitive pay, and benefits (Recruiting, Retention).
- Work/life balance; work/life changes since Covid (Retention, Workload).
- Focus on education and training (Retention).

### Dark Clouds

- High turnover (Retention).
- Low application rate for open positions (Recruiting).
- Labor shortage for some positions (Recruiting).



- Employees not staying in one position very long (Retention).
- Not enough office space to hire new employees (Recruiting, Retention).
- Lack of opportunity for career advancement; lack of mid-level positions (Retention).
- Lack of employees leads to reactivity instead of proactiveness (Workload).

#### Ideal Outcomes

- Organizational structure with more opportunities for advancement.
- Succession planning.
- Continue to be competitive with salaries.

#### What's Needed Next?

- More funding for increased staff requirements.
- Exploration of employee incentives.
- Review organizational structure for potential changes to provide more opportunities for advancement.

### Topic #3 – Community Engagement (short discussion due to time)

#### Bright Spots

- Solid community support and engagement, as evidenced by surveys.
- Knowledge of what the community wants.

#### Dark Clouds

- Reactions to the “squeaky wheels” which get a lot of attention.
- Lack of capacity and resources.
- Need updated social media policy.

#### Ideal Outcomes

- Speak to residents regarding specific focus items.

#### What's Needed Next?

- Council decision on TFAC.
- Prioritization of community engagement items.

## Revenue and Service Level Discussion

Prior to the November 19, 2022, Advance, the City hosted a series of public meetings to review revenue, expenses, and service levels and conducted a Community Survey focused on funding and service levels. For a full context of participants' discussion during the Advance, it is important to consider the information and discussion that occurred at the pre-Advance meetings:

- ❖ August 15, 2022: Revenue Study Session
- ❖ August 22, 2022: Expenditure Study Session
- ❖ September 12, 2022: Revenue, Expenditures, and Fund Balance Study Session
- ❖ October 3, 2022: Property Values, Tax Rates, and Taxes Study Session
- ❖ October 3, 2022: Resident Budget Priorities Study Results Presentation (Community Survey)

This part of the Advance meeting included a brief summary presentation by the Assistant City Manager and a series of broad, open, questions to all participants. The facilitators captured the discussion using a Google Jamboard, noting if a comment was made by an elected official or a staff member. The discussion notes are not verbatim, but attempt to capture the essence of the comments. The Jamboard notes have been included on the following pages; Elected Officials on pink notes and Staff Members on green notes.

Below is a summary matrix of policymaker positions captured during the discussion and suggested actions for staff in response to those positions. It is very important to note that both the positions and the suggested actions are the summary and opinion of the facilitators. The City may use the summary matrix as a guide, but it must be considered within the context of the facilitators' potential narrow understanding, interpretation, and bias.

*-- Continued on next page --*

## Revenue and Service Level Discussion - Summary Matrix

Policy Maker Position	Suggested Staff Action
There is consensus that if the City is going to ask the community to approve additional revenue via a ballot initiative, the staff should plan for the November 2024 election.	As soon as possible, develop a calendar starting from Q1 2023 through the November 5, 2024, election date for drafting proposed ballot language and local ballot proposal deadlines.
For the 2023/24 budget year, there will be operational and capital needs that cannot wait until a funding cycle focused on November 2024.	Prepare 2023-2024 budget proposals to keep existing facilities and services operating effectively while alternatives and larger capital considerations are considered.
There is general agreement that focus groups or community member committees should be formed to explore revenue, service level, and capital needs questions.	Prepare a community engagement plan, including the formation of a community committee to examine budget and service priorities, in alignment with November 2024 ballot proposal deadlines.
There is not consensus on the type of revenue that should be raised (i.e., capital improvement bonds or special use operational millage).	At the appropriate point during the revenue/service timeline, a special meeting should be scheduled for staff to provide a report to the community regarding revenue-raising options. Pros and cons of several options should be provided and explored by the City.

## Jamboard Summary Discussion Statement by Elected Officials

Want to keep the idea of bond millages for building (capital) needs on the table, it is important to focus on this and not just operational mills

Public Safety Millage and reallocate of funds to other operational needs... but there are still considerable capital needs.

Work to create a clear timeline around Nov 2024 - before and after - for what it means for funding

If we focus on public safety and the "need" for taxes to fund the service, does that seem like we are being dishonest and/or some how "screwed up" public safety?

November 2023 is a city council election year. Timing of asking for tax revenue is important to keep in mind

Troy has consistently prioritized public safety. Need to be careful with the how to state the "new" funding is an opportunity to protect PS services

Does a public safety millage to free up funding in the Gen Fund for capital or debt seem like a shell-game? Or can it be explained

Potential use of focus groups to help understand how best to explain the millage options and use of funds

How can we explain "Safe Streets" funding and using open funding for other needs to the public?

Focus groups would be important to help develop what the city should be asking the voters to consider and/or support

Funding Ops and Funding Caps - how do we prioritize and communicate both needs to the voters. We can't go to the voters for both at the same time

Best bang for the buck - public safety millage for Ops or debt millage for caps - want a report from staff

What do you need to do before the Nov 2024 timeline ? You need to still address the urgent things that have been raised

The survey is a good leading indicator, but focus groups and more discussion is needed to validate and refine the results.

Use focus groups and/or citizen committees, to build up understanding of options for revenue options and to create ambassadors for a solution.

Would like to understand the plan for the "2 years" (or whenever the funding would come), what needs to be done prior to funding becoming available.

A focus group might be good to help understand if the Troy School bond approval (happened after the survey) might impact citizen answers

Part of honest transparency is to tell the public that they have been "off the hook" for new/more revenue for many years.

There are different tracks for different issues (i.e. the Library might be on a quicker path than others)

Would want a recommendation from staff of how best to order revenue needs for ops and caps. Which is first?



Jamboard - Summary Discussion Statement by **Staff Members**

Something to really keep in mind is to be able to answer the question of "what happens if we don't pass this revenue increase"

There are things that are not fixed by a large capital investment. For example employment issues at the Aquatic Center.

Public Safety is utilizing a lot of the current revenue. A narrative could be structured to help the public understand funding allocation.

It is likely the survey was expressing an implied increase in public safety services if the vote is for PS funding. This must be considered and explained with transparency.

Decisions are defined in a finite timeframe if you are targeting Nov 2024 as a clear date.

Potential for a citizen committee to go deeper with the questions, beyond the survey results

Dedicated millage for a service, there must be transparent explanation of the change in the way government is funded in Troy

The annual headlee reduction funding has consistently been taken from the city's capital investment. This needs to be explained to the voters.

People are willing to pay to keep Public Safety services (and keep the current special and specific deployments to schools and churches)

Each of the "big" decisions (Library, City Hall, Aquatic) need to be considered individually... this may not be directed tied to a Nov 2024 date

Each year the Gen Fund send \$1-\$2 mil to cap fund. This could fund a cap debt - for a 20 year bond

The \$1 or \$2 million cap funding currently in the Gen Fund, and public safety vehicles could be funded with a debt millage

Canton is one of the premier rec services in the County. The way they fund parks and rec is through General Fund. They also have a public safety millage which frees GF funds.

1 mill of taxes raise \$6M - Ops - on-going - can pay for bond debt from Gen Fund, without approval from the voters

Need to keep moving forward over the next several years and not only wait until 2024 (i.e. the youth wing, the City Hall steps, Aquatic center employment)

Having a target is important. The staff can use the Nov 2024 date as a clear planning date for how to operate from now until then and how to plan for what will be needed in 2024.

30% of survey respondents "need more information" before deciding what type of tax proposal they would prefer (dedicated millage, bonding, or general tax).

hi

## Capture of Additional Topics

The Advance focused on specific topics that were elevated by the stakeholders during the pre-Advance meeting. With a focus on the next 12 to 18 months, the facilitators made decisions as to the interest level and how developed the topic was (before the Advance). Recognizing this, participants were asked to briefly provide topics they hope the City will address in the near future and/or topics they would like to have in a “parking lot” for future discussion. As captured by the consultants:

- Sustainability
- Diversity, equity, and inclusion
- Big Beaver update, DDA work, diverging diamond interchange
- Office space, impact of remote work
- The impact of inflation
- Labor situation where the employee has more leverage than employers
- Create Vision / Mission / Values Statements
- City branding
- The Master Plan is in its final process of approval

## **Phase 5:      Delivery of Summary Report**

The report was prepared in draft form for review by the City Manager's office and is submitted in final for distribution. Post-Advance participant survey feedback is included in Appendix 2. The Consultant Bios are provided in Appendix 3.

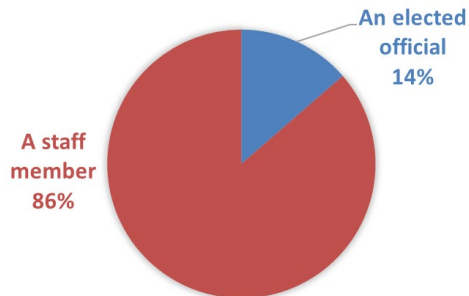
## Appendix 1: Advance Attendees

Title	Name	Title	Name
Mayor	Ethan Baker	Assistant Library Director	Phillip Kwik
Mayor Pro Tem	Rebecca Chamberlain Creanga	Assistant Recreation Director	Nikki McEachern
Councilmember	Ellen Hodorek	Building Official	Salim Huerta
Councilmember	Edna Abraham	City Assessor	Kelly Timm
Councilmember	Theresa Brooks	City Engineer	Scott Finlay
Councilmember	Ann Erickson Gault	Community Affairs Director	Cindy Stewart
Councilmember	David Hamilton	Community Development Director	Brent Savidant
City Manager	Mark Miller	Controller	Dee Ann Irby
City Attorney	Lori Grigg Bluhm	Facilities & Grounds Operations Manager	Dennis Trantham
Assistant City Manager	Robert Bruner	Human Resources Director	Jeanette Menig
Assistant to the City Manager	Meg Schubert	Information Technology Director	Alex Bellak
City Clerk	Aileen Dickson	Library Director	Emily Dumas
Deputy City Clerk	Cheryl Stewart	Marketing Coordinator	Stephanie Fleischer
Chief Financial Officer	Rob Maleszyk	Public Works Director	Kurt Bovensiep
Police Chief	Frank Nastasi	Recreation Director	Brian Goul
Fire Chief	Peter Hullinger	Recreation Supervisor	Allyson Leach
City Treasurer	Renee Hazen		

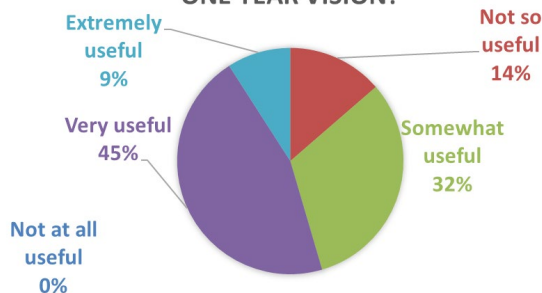


## Appendix 2: Post-Advance Meeting Stakeholder Feedback

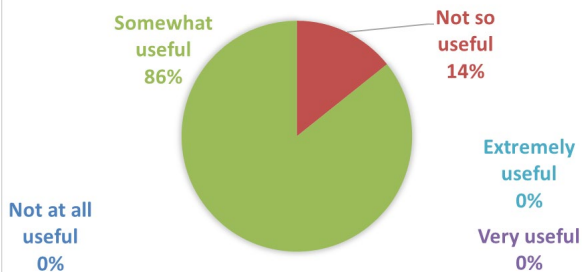
PLEASE INDICATE IF YOU ARE:



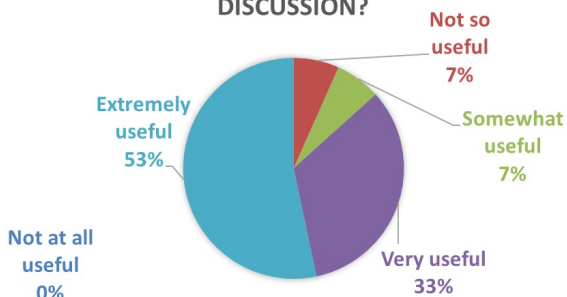
HOW USEFUL WAS THE DRAWING OF A ONE YEAR VISION?



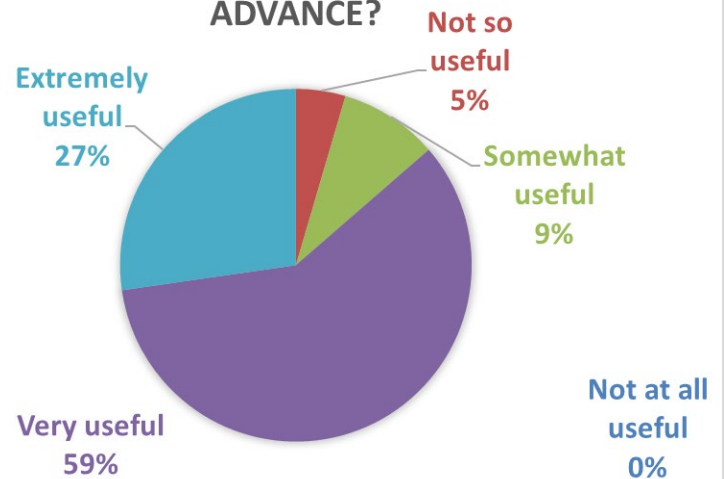
HOW USEFUL WAS THE SEPARATE ROOM, SQUARE TABLE, DISCUSSION ?



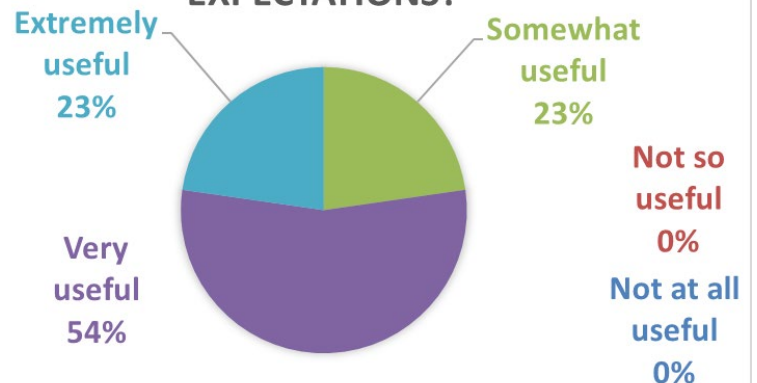
HOW USEFUL WAS THE SMALL GROUP, ROUND TABLE, DISCUSSIONS DISCUSSION?



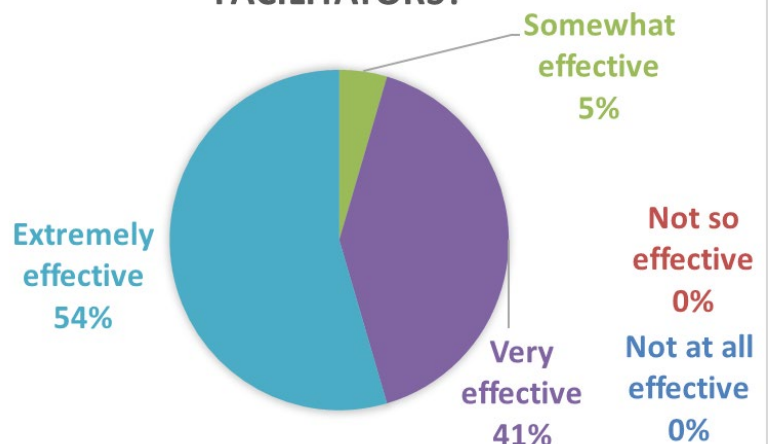
OVERALL, HOW USEFUL WAS THE ADVANCE?



HOW USEFUL WAS THE DISCUSSION OF REVENUE AND SERVICE EXPECTATIONS?



HOW EFFECTIVE WERE THE FACILITATORS?



## What aspects of the Advance went well?

Really well organized and targeted to what we needed to discuss.
The small group discussions were important, and went well.
We were able to get a direction from council for the most part.
I think in year two, we finally got to the point where we are on the same page that our aging infrastructure needs attention through the use of a new funding source.
the ability to discuss in detail with council members. the process worked, but more time was needed.
Seems like everyone is on the same page.
I liked the small groups but I feel I and others missed out on a lot of the important conversation. Maybe a panelist style conversation in the future would achieve the same goals.
The morning individual table rotation focused on the four topics was well done. From the "one-pagers" provided ahead of time to give an advanced briefing, right thru to the opportunity to learn from the subject matter experts. Not only was the information provided valuable, but the opportunity to get to know one another is something I very much appreciate.
Overall it was really well done.
The facilitators were spectacular. I very much appreciated the small group discussions, as it's so rare to get that kind of an audience with Council. I also thought the large discussion that followed was where all the action happened.
Small group sessions worked well.
Separating elected officials from staff. Specifically, elected officials should have a significantly louder voice than staff. This was not the case at previous Advances/Retreats.
The small group work, with structured reporting back to the whole group, was very effective. As a small group SME I felt heard and found it valuable to be in an "intimate" discussion where honest comments/questions were safe to be stated/asked.
Keeping on track/ time management, facilitated discussions
good opportunity to make sure both groups were aligned

Everyone on the same page moving forward when it comes to funding.
Small groups and a plan for the future
Vision of the Future Drawing and explanations from each group, small group round table discussions
The facilitation of conversation was fantastic. The time was well used and conversations were focused.
The ability to communicate with the Elected Officials on day to day issues.
Opportunity to speak directly and candidly with elected officials.

### **What aspects of the Advance could have been better?**

I wish more people shared thoughts.
Something to try and take the emotion out of decisions council needs to make.
It was well timed and planned. No major recommendations.
Perhaps a clearer vision of next steps and expectations so we keep the ball rolling.
There was still no decisions made other than waiting until 2024 to get additional revenue.
I heard some grumblings from the people in the bigger group that they wished they'd talked about different topics other than City Hall.
I left wondering if enough direction had been provided. Had we properly addressed all concerns? I believe we did, in a high-level way. But I have concerns about whether everyone there, especially employees facing challenges (e.g., the recreation folks), understand/feel assured that we did.
Perhaps this will happen over time. But I would like to see finer detail from Council.
The only thing I would have asked for is more time in the small groups, although I know that could make logistics weird. I felt like just as we were starting to into it would be when it was time to switch.
It seemed to be the most productive this year.

Small sessions could have been a bit longer.
Slightly more time for the small group work.
although beyond the scope, mission and goals should also be addressed at some time in the future
Overall, I thought it went very well. The facilitators did a great job, thank you.
introduction of each person present at beginning, not all departments communicate with one another so there are people who don't know each other
Would have liked to hear more from all the staff in the afternoon session. Elected officials and a few individual staff spoke a lot.
I think a panel approach for the specific topics may have been better than the small groups. I also understand the difficulties of fitting everything into a short period of time. Perhaps on Friday evening prior to the Advance there would be an opportunity to host the small groups or panel discussions that lead into Saturday? Although i am sure no one wants to give up their weekend.

### What comments would you like to share?

I'm very pleased and thankful!
Great job to the facilitators and the staff who planned the day!
We need to take the outcomes of the Advance and keep moving forward.
my unenthusiastic responses have more to do with Council's response, than with the set up of the day
I have attended these for many years and it is the same topics with no action or decisions.
1,000% better than last year.
This year's Advance was a definite improvement over last year's; everything from the pre-planning/study sessions to the facilitation on the day of. I truly hope it was as helpful to the budget planning process as it appeared to be at the conclusion of the session. The blending of the political realities with the service delivery realities helps us all see more clearly what we need to do going forward. Really appreciate the opportunity to be a part of it all!

Excellent advance! I hope Jaymes runs it again next year.
Facilitator knows municipal make-up which helped the flow this year
Appreciate the facilitators
This years advance was time well spent. We were able to walk away with some future direction that will allow us, as staff, to plan more efficiently.
Could this be on a weekday in the future?

### **Appendix 3: Consultant Bios**

#### Jaymes Vettraino

Vettraino Consulting, LLC

Jaymes provides municipal management consulting services to communities. His focus is on assisting with operational management, financial planning, community engagement, facilitation, and economic development. In addition, through a partnership with GovHR USA, Jaymes provides executive recruitment and employee class and compensation study services.

Prior to starting his consulting service, Jaymes spent 17 years as a City Manager. Most recently as the City Manager of Rochester, MI, where he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the “great recession.” Prior to serving the City of Rochester, Jaymes was the Manager of Kutztown, PA and had the chance to be the first Manager of Pen Argyl, PA.

Jaymes currently serves Rochester University as its first Director of Civic Engagement and as an Assistant Professor, where he is accelerating the University’s development of students that have a passion for working in the social and community service sector. Jaymes has an MBA in Management from Lehigh University and a BA in Political Science from Michigan State University.

#### Nancy Maurer

Sonder Haven

Nancy Maurer is joining the project as a special project consultant to focus on planning for the Advance Meeting process and facilitation of the day-of agenda of the Advance Meeting.

Nancy Maurer, Principal/Owner, Sonder Haven, LLC is committed to being a catalyst and resource for individuals, organizations, and communities to be as strong, healthy, vibrant, and productive as possible.

She founded Sonder Haven following more than 25 years working for a wide range of organizations with a dedication to serving the community, most notably Leadership Oakland. As the former Executive Director of this highly reputable non-profit, she was responsible for designing, developing, and delivering programs to strengthen leaders throughout the Southeast Michigan region.

Prior to Leadership Oakland, she was responsible for organizational and leadership development efforts at Beaumont Health in Michigan and The MetroHealth System in Ohio. Nancy holds a B.A. in Communications from Saginaw Valley State University and an MBA from Ashland University in Ohio.

Pastor Simion Timbuc from Bethesda Romanian Pentecostal Church performed the Invocation. The Pledge of Allegiance to the Flag was given.

#### **A. CALL TO ORDER:**

A Regular Meeting of the Troy City Council was held on Monday, December 12, 2022, at City Hall, 500 W. Big Beaver Rd. Mayor Baker called the meeting to order at 7:32 PM.

#### **B. ROLL CALL:**

- a) Mayor Ethan Baker
- Edna Abraham
- Theresa Brooks
- Rebecca A. Chamberlain-Creanga
- Ann Erickson Gault
- David Hamilton
- Ellen Hodorek

#### **C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:**

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**C-1** Proclamation Celebrating Kristi Hudson, Troy Auto Care Female Shop Owner of the Year 2022

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**C-2** Proclamation Celebrating Troy Auto Care 2022 AAPEX Shop Owner of the Year

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**C-3** Troy Community Foundation – Troy Daze Update *(Introduced by: Karen Greenwood, Troy Community Foundation)*

#### **D. CARRYOVER ITEMS:**

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**D-1** No Carryover Items

#### **E. PUBLIC HEARINGS:**

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**E-1** No Public Hearings

#### **F. PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

#### **G. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

#### **H. POSTPONED ITEMS:**

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**H-1** No Postponed Items

**I. REGULAR BUSINESS:**

**I-1 Board and Committee Appointments: a) Mayoral Appointments – Global Troy Advisory Committee, Planning Commission; b) City Council Appointments – Employees Retirement System Board of Trustees / Retiree Health Care Benefits Plan and Trust, Historic District Commission, Parks and Recreation Board**

**a) Mayoral Appointments:**

Resolution #2022-12-185

Moved by Baker

Seconded by Erickson Gault

RESOLVED, That the Mayor of the City of Troy hereby **APPOINTS** the following nominated person(s) to serve on the Boards and Committees as indicated:

**Global Troy Advisory Committee**

Appointed by Mayor

12 Regular Members

3 Year Term

**Nominations to the Global Troy Advisory Authority:**

**Term Expires: 10/30/2023**

**Sadia Cheriguene**

Term currently held by: Vacancy–Rebecca Chamberlain-Creanga resigned 2/26/20

Yes: All-7

No: None

**MOTION CARRIED**

Resolution #2022-12-186

Moved by Baker

Seconded by Hamilton

RESOLVED, That the Mayor of the City of Troy hereby **APPOINTS** the following nominated person(s) to serve on the Boards and Committees as indicated:

**Planning Commission**

Appointed by Mayor

9 Regular Members

3 Year Term

**Nominations to the Planning Commission:**

**Term Expires: 12/31/2025**

**Thomas Krent**

Term currently held by: Thomas Krent



**Term Expires: 12/31/2025****Marianna Perakis**

Term currently held by: Marianna Perakis

**Term Expires: 12/31/2025****Tyler Fox**

Term currently held by: Sadek Rahman

Yes: All-7

No: None

**MOTION CARRIED****b) City Council Appointments:**

Resolution #2022-12-187

Moved by Chamberlain-Creanga

Seconded by Brooks

RESOLVED, That Troy City Council hereby **APPOINTS** the following nominated person(s) to serve on the Boards and Committees as indicated:

**Employees Retirement System Board of Trustees / Retiree Health Care Benefits Plan and Trust**

Appointed by Council

7 Regular Members and 2 Ordinance Members

3 Year Term

**Nominations to the Employees Retirement System Board of Trustees / Retiree Health Care Benefits Plan and Trust:**

**Term Expires: 12/31/2025****Mark Owczarzak****City of Troy Retiree**

Term currently held by: Mark Owczarzak

Yes: All-7

No: None

**MOTION CARRIED**

Resolution #2022-12-188

Moved by Chamberlain-Creanga

Seconded by Abraham

RESOLVED, That Troy City Council hereby **APPOINTS** the following nominated person(s) to serve on the Boards and Committees as indicated:

**Historic District Commission**

Appointed by Council

7 Regular Members

3 Year Term

**Nominations to the Historic District Commission:****Term Expires: 3/1/2025****W. Kent Voigt**

Term currently held by: W. Kent Voigt

Yes: All-7

No: None

**MOTION CARRIED**

Resolution #2022-12-189

Moved by Chamberlain-Creanga

Seconded by Erickson Gault

RESOLVED, That Troy City Council hereby **APPOINTS** the following nominated person(s) to serve on the Boards and Committees as indicated:

**Parks and Recreation Board**

Appointed by Council

7 Regular Members and 1 Troy School Board of Education Representative

Regular Member: 3 Year Term / Troy School Board Member: 1 Year Term

**Nominations to the Parks and Recreation Board:****Term Expires: 9/30/2025****Jasper Gill**

Term currently held by: Hitesh Patel

Yes: All-7

No: None

**MOTION CARRIED**

**I-2 Board and Committee Nominations: a) Mayoral Nominations – None; b) City Council Nominations – None**

**a) Mayoral Nominations: None**

**b) City Council Nominations: None**

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**I-3 No Closed Session Requested**

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**I-4 Agreement with Troy Community Foundation for Use of Public Property for “Troy Family Daze” Festival (*Introduced by: Kurt Bovensiep, Public Works Director*)**

Resolution #2022-12-190

Moved by Baker

Seconded by Chamberlain-Creanga

RESOLVED, That in the best interest of the City, Troy City Council **WAIVES** the requirement of a sealed bid procedure pursuant to Section Chapter 12. 1 of the City Charter and hereby **APPROVES** the Agreement for Use of Public Property for “Troy Family Daze” Festival; the Mayor and City Clerk are **AUTHORIZED TO EXECUTE** the Agreement on behalf of the City of Troy, a copy of the Agreement shall be **ATTACHED** to the original Minutes of this meeting.

Yes: All-7

No: None

**MOTION CARRIED**

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**I-5 Recommended Pay Ranges for Part-Time Classifications (*Introduced by: Jeanette Menig, Human Resources Director*)**

Resolution #2022-12-191

Moved by Erickson Gault

Seconded by Brooks

WHEREAS, The Pay Ranges and Job Classifications for part-time employees was last revised January 2022; and,

WHEREAS, Competitive market forces, minimum wage laws and organizational changes require updates to job classifications and pay ranges in this plan;

BE IT RESOLVED, That Troy City Council hereby **APPROVES** the January 1, 2023 revisions to the Pay Ranges for Part-time Job Classifications.

Yes: All-7

No: None

**MOTION CARRIED****J. CONSENT AGENDA:**

---

**J-1a Approval of “J” Items NOT Removed for Discussion**

Resolution #2022-12-192-J-1a

Moved by Abraham

Seconded by Erickson Gault

RESOLVED, That Troy City Council hereby **APPROVES** all items on the Consent Agenda as presented.

Yes: All-7  
No: None

## MOTION CARRIED

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### **J-1b Address of “J” Items Removed for Discussion by City Council**

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### **J-2 Approval of City Council Minutes**

---

Resolution #2022-12-192-J-2

RESOLVED, That Troy City Council hereby **APPROVES** the following Minutes as submitted:

- a) City Council Minutes-Draft – December 5, 2022

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### **J-3 Proposed City of Troy Proclamations: None Submitted**

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### **J-4 Standard Purchasing Resolutions:**

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- a) **Standard Purchasing Resolution 4: Oakland County Extended Purchasing Contract – Police Department Exhaust Fan Replacements**

Resolution #2022-12-192-J-4a

RESOLVED, That in the best interest of the City, Troy City Council hereby **WAIVES** the bid process and **AWARDS** a contract to *Limbach Inc. of Pontiac, MI*, for the Police Department Exhaust Fan Replacements for an estimated cost of \$15,703 as detailed in the attached proposal per the Oakland County Extended Purchasing Contract #009746; not to exceed budgetary limitations.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the submission of properly executed contract documents, including insurance certificates and all other specified requirements.

- b) **Standard Purchasing Resolution 5: Approval to Expend Budgeted Funds – Troy Public Library Quiet Study Area Interior Design Services**

Resolution #2022-12-192-J-4b

RESOLVED, That Troy City Council hereby **APPROVES** to expend budgeted capital funds to *OHM Advisors, of Livonia, MI*, for the Design Development, Procurement Assistance and Installation Management of the Troy Public Library Quiet Study Area for a total estimated cost of \$29,000 and a \$2,900 contingency, for a total project cost of \$31,000.

**K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:****K-1 Announcement of Public Hearings: None Submitted****K-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time): None Submitted****L. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

Loraine Scussel	Thanked City Council for their support during the efforts to resolve the issues with I-75 traffic noise and sound study, and provided a status update.
Graham Bush	Commented on the traffic noise and sound study, and working with MDOT.
Siri Kashyap	Commented on the food donations collected and distributed by Sewa Diwali
Michelle Pallas	Commented on the need to commit to sustainability
Daniel Kang	Commented on the need to preserve green space in the city

**M. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

Council Member Abraham	Responded that compared to a year ago, we have gotten past a lot of barriers regarding the I-75 noise issue, and it's thanks to the residents who stayed engaged.
Council Member Abraham	Responded that the Save Diwali food drive is remarkable, and she commended their efforts.
Council Member Abraham	Responded that the challenge of balancing property owner rights with the desire to preserve green space is ongoing, but there are ordinances in place that help where they can with tree preservation, for example.
Council Member Abraham	Responded that every member of City Council is concerned about sustainability, and wants to find ways for the City to do more. She said that the City has done many things towards sustainability, but have faced challenges such as shortage of staffing.
City Manager Miller	Commented that the group of residents focused on the I-75 noise issue can contact the City Manager's Office regarding assistance with coordinating information with MDOT.
Council Member Hodorek	Thanked the residents who spoke about the I-75 noise issue, and encouraged them to stay involved.
Mayor Pro Tem Chamberlain-Creanga	Responded that she has heard the I-75 noise for herself, and knows what an issue it is. She expressed her appreciation for the residents' efforts, and she supports them.

Mayor Pro Tem Chamberlain-Creanga	Responded that she has spoken to leadership of Michigan Green Communities, and suggested that Troy participate in the Green Communities Challenge.
Mayor Baker	Responded that the City will introduce the newly elected State Representative and State Senator to the residents involved with the I-75 noise issue. He said that the City will support the residents in their efforts, and he thanked them for their efforts.

## **N. COUNCIL REFERRALS:**

**Items Advanced to the City Manager by the Mayor and City Council Members for Placement on the Agenda**

---

**N-1 No Council Referrals Submitted**

## **O. REPORTS:**

### **O-1 Minutes – Boards and Committees:**

- a) Zoning Board of Appeals-Final – October 18, 2022  
Noted and Filed

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**O-2 Department Reports: None Submitted**

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**O-3 Letters of Appreciation: None Submitted**

---

**O-4 Proposed Proclamations/Resolutions from Other Organizations: None Submitted**

## **P. COUNCIL COMMENTS:**

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**P-1 No Council Comments**

## **Q. PUBLIC COMMENT FOR ITEMS ON OR NOT ON THE AGENDA FROM MEMBERS OF THE PUBLIC OUTSIDE OF TROY (NOT RESIDENTS OF TROY AND NOT FROM TROY BUSINESSES):**

## **R. CLOSED SESSION**

---

**R-1 No Closed Session**

## **S. ADJOURNMENT:**

The Meeting **ADJOURNED** at 8:52 PM.

---

Mayor Ethan Baker

---

M. Aileen Dickson, MMC, MiPMC II  
City Clerk

**2023 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:**

April 10, 2023 ..... Special Meeting – Budget  
April 17, 2023 ..... Special Meeting – Budget

**2023 SCHEDULED REGULAR CITY COUNCIL MEETINGS:**

January 9, 2023..... Regular Meeting  
January 23, 2023..... Regular Meeting  
February 13, 2023 ..... Regular Meeting  
February 27, 2023 ..... Regular Meeting  
March 13, 2023 ..... Regular Meeting  
March 20, 2023 ..... Regular Meeting  
April 10, 2023 ..... Regular Meeting  
April 17, 2023 ..... Regular Meeting  
May 8, 2023 ..... Regular Meeting  
May 22, 2023 ..... Regular Meeting  
June 12, 2023 ..... Regular Meeting  
June 26, 2023 ..... Regular Meeting  
July 10, 2023..... Regular Meeting  
July 24, 2023..... Regular Meeting  
August 7, 2023 ..... Regular Meeting  
August 21, 2023 ..... Regular Meeting  
September 11, 2023..... Regular Meeting  
September 18, 2023..... Regular Meeting  
October 2, 2023..... Regular Meeting  
October 16, 2023..... Regular Meeting  
November 13, 2023..... Regular Meeting  
November 20, 2023..... Regular Meeting  
December 4, 2023..... Regular Meeting  
December 11, 2023..... Regular Meeting





500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: January 3, 2023

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Rob Maleszyk, Chief Financial Officer  
Dee Ann Irby, Controller  
Kurt Bovensiep, Public Works Director  
Brian Varney, Fleet Operations Manager  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Sole Bidder Meeting Specifications – Axle Scale Replacement – Department of Public Works  
Standard Purchasing Resolution 4: Oakland County Cooperative Purchasing Contract – Electrical Contractor Services

### History

- The axle scale located at the Department of Public Works is a critical tool used daily by staff, vendors, and the public.
- The axle scale is used for inventory control of bulk materials and provides load weight information to drivers so that vehicles can stay in compliance with weight limitations and restrictions.
- The axle scale is used by the Police Traffic Division to enforce frost laws and weight limit restrictions.
- The axle scale was originally installed approximately in 1975 and then rebuilt in 2007.
- The axle scale has exceeded life expectancy and with repair parts becoming obsolete the scale needs to be replaced.
- The new axle scale will be integrated to the City network for better inventory control and record keeping.

### Purchasing

- On December 15, 2022 a bid opening was conducted as required by the City Charter/Code for the Axle Scale Replacement at the Department of Public Works.
- The bid was posted on the MITN Purchasing Group website; [www.bidnetdirect.com//city-of-troy-mi](http://www.bidnetdirect.com//city-of-troy-mi).
- Forty-one (41) vendors were notified via the MITN website. One (1) bid response was received. Below is a detail summary of the potential vendors:

Companies notified via MITN	41
Troy Companies notified via MITN	1
Troy Companies notified Active email Notification	1
Troy Companies - Active Free	0
Companies that viewed the bid	27
Troy Companies that viewed the bid	0

*MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.*

**Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

**Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City. **Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

### Purchasing (continued)

- *NuWeigh Scales of Davisburg, MI* is the sole bidder meeting specifications and is being recommended for award.
- *NuWeigh Scales* is a leading commercial scale company in Michigan and has been providing scale calibration and repair services to the City on an as needed basis.
- Pricing for electrical contractor services including all labor, materials and equipment for the Axle Scale Replacement has been secured by *Shaw Systems and Integration Inc. of Southfield, Michigan* through the Oakland County Cooperative Purchasing Contract #005446/008405 as per proposal ID SCOT220713002-1.
- City Council authorized participation in the Cooperative Purchasing Program on November 14, 2022 (Resolution #2022-11-157)

### Financial

- Funds are budgeted and available in the Public Works Capital Fund with associated project number 2023C0091 for the 2023 fiscal year.
- Total available budget in Project Number 2023C0091 is \$75,000. Estimated total cost for this project is \$85,421. Additional funds are available in the Fleet Capital Fund to cover the shortfall of \$10,421 in the unused portion of Project Number 2022C0093.
- Expenditures will be charged to account number 661.549.565.7975.900.

Axle Scale Replacement	Cost	Project Number	Budget
NuWeigh Scales	\$64,976	2023C0091	\$75,000
Shaw Systems	\$12,745	2022C0091	
Contingency 10%	\$ 7,700	2022C0091	
<b>Total Cost</b>	<b>\$85,421</b>		<b>\$-10,421</b>

### Recommendation

City Management recommends awarding a contract for the Axle Scale Replacement at the Department of Public Works to the sole bidder meeting specifications; *NuWeigh Scales of Davisburg, MI* at prices contained in the attached bid tabulation, opened December 15, 2022 for an estimated cost of \$64,976.00 and a 10% total project contingency amount of \$7,700, for an estimated total cost of \$72,676.

City Management further recommends that the bid process be waived and a contract for electrical contractor services of the Axle Scale Replacement at the Department of Public Works be awarded to *Shaw Systems and Integration Inc. of Southfield, MI*, as detailed in the attached proposal as per the Oakland County Cooperative Purchasing Contract #005446/008405 for an estimated total cost of \$12,745, for an estimated project grand total of \$85,421.

Opening Date: 12/15/2022  
Date Reviewed: 12/15/2022

CITY OF TROY  
BID TABULATION  
DPW AXLE SCALE

ITB-COT 22-20  
Page 1 of 1

VENDOR NAME:	NuWeigh Scales
CITY:	Davisburg, MI
CHECK #:	64218
CHECK AMOUNT:	\$3,750.00

**PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO REPLACE THE DPW AXLE SCALE FOR THE CITY OF TROY**

DESCRIPTION		TOTAL
<b>PROPOSAL A:</b>		
<b>REMOVE AND REPLACE DPW AXLE SCALE:</b> Furnish all labor, materials and equipment to replace the City's current axle scale. This includes the removal and disposal of old equipment.		\$64,976.00
<b>TOTALS:</b>		
Site Inspection Date:		Yes; 12/09/2022
Can Meet Completion Date:	Y or N	Y
Ability to provide training:	Y or N	Y
Authorized Dealer:	Y or N	Y
Warranty:		5 Years
Work will not be subcontracted:	Y or N	Y
Contact Information:	Contact Person:	David Ferko; Amber Kler
	Hours of Operation:	8:00 - 4:30
	24 Hour Phone No.:	947-201-9394
References:	Y or N	1 municipality reference provided
Can Meet Insurance:	Y or N	Y
Payment Terms:	Y or N	60 Days
Delivery Date:	Y or N	April 2023
Exceptions:		None
Acknowledgement:	Y or N	Y
Addendums 1 & 2	Y or N	Y
Forms:	Y or N	Y

**ATTEST:**

(\*Bid Opening conducted via a Zoom Meeting)

Brian Varney  
Dennis Trantham  
Andrew Chambliss  
Beth Zaccardelli

Emily Frontera  
Purchasing Manager



# Proposal & Scope of Work

Date: 1/3/2023

Proposal ID: SCOT220713002-1

TO: Dennis Trantham  
City of Troy  
4695 Rochester Road  
Troy, MI 48085

FROM: Mark A Feters  
PROJECT: City of Troy DPW SCALE Power/Data Drop

## Shaw Service and Maintenance Contacts

Mark Feters, Service Manager	Direct (248) 228-2019   Cell (248) 345-9538   <a href="mailto:mfeters@shawsi.com">mfeters@shawsi.com</a>
Dispatch	Direct (248) 228-2028
After Hours Emergency Number	(877) 370-7076
Service Email	<a href="mailto:service@shawsi.com">service@shawsi.com</a>

Included	Excluded		Included	Excluded	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment & Performance Bonds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical Permit Costs & Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overtime Costs
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fire Division Inspection Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Temperature Controls
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Building Permit Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Patching &/or repair of holes in walls or floors

This Proposal is based upon Shaw Service & Maintenance's Standard Terms and Conditions (see Page 2) unless otherwise indicated below.

### SCOPE OF WORK:

Furnish and install (1) Dedicated 120V Circuit from electrical room panel (RPX) to new scale

Furnish and install (1) 20 Amp Single Pole Breaker in existing panel

Furnish and install (1) CAT 6 Data drop from IDF to Kiosk

Underground conduit provided by other (2 RACEWAYS WILL BE REQUIRED), interior conduit/raceways by SHAW

Transition from interior to exterior by SHAW

Labor	: <a href="#">\$10,282.00</a>
Equipment	: <a href="#">\$594.00</a>
Material	: <a href="#">\$1,869.00</a>
Offering Price	: <a href="#">\$12,745.00</a>

### EXCLUSIONS & ASSUMPTIONS:

Work is expected to be performed during Monday through Friday during normal working hours excluding holidays.

Quoted as time and material not to exceed

Pricing per Oakland County contract 5446

Mark A Feters

Shaw Service & Maintenance

### Standard Terms & Conditions

1. Payment terms are monthly progress payments net 30 days due.
2. The offering price is valid for 30 days. Shaw Service & Maintenance reserves the right to extend this term without notice.
3. Subcontract terms and conditions are subject to review and approval prior to award of a subcontract to Shaw Service & Maintenance.
4. Terms are pending approval by Shaw Service & Maintenance credit manager.
5. This Proposal is based on the schedule and time durations presented at time of bid. A change in schedule shall constitute a change in scope of work.
6. All equipment furnished is F.O.B. shipping points with freight allowed to jobsite.
7. The price includes a warranty as specified in the Bid Documents. No other warranty is expressed or implied.



22100 Telegraph  
Southfield, MI 48033  
Phone: (248) 228-2000  
Fax: (248) 228-2080

## CITY OF TROY BULLETIN BREAKDOWN

<b>PROJECT:</b> CITY OF TROY		<b>SHAW PROJECT #:</b> SCOT220713002
<b>QUOTE FOR:</b> COT DPW SCALE POWER		<b>SHAW MMS RFC #:</b>
<b>DATED:</b> 1/1/2023		<b>SHAW REVISION #:</b> 0
<b>DESCRIPTION:</b> PER PROVIDED SCOPE		<b>SHAW QUOTE DATE:</b> 1/1/2023
<b>PLANS ISSUED:</b> n/a		
<b>SPECS. ISSUED:</b> "		
<b>SKETCHES ISSUED:</b> "		
<b>QTY ELEC/TECH DWGS ISSUED:</b> 0		
<b>MATERIAL</b> <u>Conduit and wire estimated</u>		\$1,458
		0
		\$0
<b>MI USE TAX @</b> 6%		\$87
<b>MARKUP</b> 12%		\$185
<b>ESCALATION(CONTINGENCY)</b> 8%		\$138
<b>MATERIAL TOTAL</b>		\$1,869
<b>DIRECT INSTALLATION LABOR COST - PER ATTACHED SHEETS</b>		
0 HOURS @ Straight	\$ 82.00	\$0
0 HOURS @ "	\$ 97.00	JOURNEYMAN ELECTRICIAN \$0
80 HOURS @ "	\$ 119.00	SERVICE ELECTRICIAN \$9,520
0 HOURS @ Time & 1/2	\$ 105.00	\$0
0 HOURS @ "	\$ 130.00	JOURNEYMAN ELECTRICIAN \$0
0 HOURS @ "	\$ 151.00	SERVICE ELECTRICIAN \$0
0 HOURS @ Double	\$ 130.00	\$0
0 HOURS @ "	\$ 164.00	JOURNEYMAN ELECTRICIAN \$0
0 HOURS @ "	\$ 189.00	SERVICE ELECTRICIAN \$0
<b>SUPERVISION - 8% OF DIRECT LABOR HOURS (DETAILING, LOGISTICS) or PER ATTACHED SHEETS AS DIRECT LABOR</b>		
6.4 HOURS @ Straight	\$ 119.00	\$762
0 HOURS @ "		\$0
0 HOURS @ Time & 1/2		\$0
0 HOURS @ "		\$0
0 HOURS @ Double		\$0
0 HOURS @ "		\$0
	0%	INCREASE RATES FOR NON DAY SHIFT/FUTURE RATES \$0
<b>LABOR TOTAL</b>		\$10,282
<b>DJE EQUIPMENT - LARGE OR SPECIAL TOOLING</b>		
EXCAVATOR/TRENCHING EQUIPMENT		\$0
RIGGING / HOISTING / LULL / FORKLIFT		\$0
PARKING FEES / MILEAGE / FUEL		\$0
CIRCUIT TRACER		\$0
CORING		\$250
POWER LOGGER		\$0
PERMIT		\$0
<b>ENGINEERING / DOCUMENT MAINTENANCE</b>		
4 HOURS	\$ 86.00	SERVICE ENGINEER/FIELD DETAIL/SURVEY \$344
0 HOURS	\$ 80.00	BIM COORDINATOR/PLOTS/DWGS \$0
0 HOURS	\$ 65.00	ADMINISTRATIVE ASSISTANT \$0
<b>DIRECT JOB EXPENSES / SMALL TOOLS / SAFETY / CONSUMMABLES / FIRST AID</b>		
AS PERCENT @ 0.0% OF LABOR ABOVE TOTAL		\$0
or AS ITEMIZED ON THE DJE CHECKLIST SHEET (Page 2 of 2)		\$0
<b>DIRECT JOB EXPENSES TOTAL</b>		\$594
		\$12,745
		0%
<b>SUBCONTRACTORS</b>		\$0
X		\$0
x		\$0
x		\$0
<b>SUBCONTRACTOR TOTAL</b>		\$0
<b>FEE ON SUBS @</b> 5%		\$0
<b>PLM BOND / INSURANCE COSTS</b>		
		\$0
<b>TOTAL PRICE FOR THIS QUOTATION</b>		<b>\$12,745</b>



# CITY COUNCIL AGENDA ITEM

Date: December 22, 2022

To: Honorable Mayor and City Council Members

From: Mark F. Miller, City Manager  
Robert J. Bruner, Assistant City Manager  
Robert C. Maleszyk, Chief Financial Officer  
Beth Tashnick, Office Manager

Subject: Standard Purchasing Resolution 10: Travel Authorization and Approval to Expend Funds for Troy City Council Member Travel – 2023 US Conference of Mayors 91<sup>st</sup> Winter Meeting

**History**

In advance of conferences and workshops city council members have expressed interest, management prepares a standard purchasing resolution that will authorize the travel expenses that may be incurred.

**Purchasing**

Administrative memo 1-PU-9 "Travel Authorization and Approval to Expend Funds for Troy City Council Members' Travel Requests – Standard Purchasing Resolution 10" requires approval by resolution of travel by council members.

**Financial**

Registration for this event is \$1,500 (early bird discount) plus any additional activities selected. Airfare or mileage, car rental, lodging and food are additional expenses that may be incurred. Funds are available in the 2022/23 City Council Budget.

**Recommendation**

It is recommended that City Council authorize and approve the expenditure of funds on travel expenses for Council Members who wish to attendance this event.



THE UNITED STATES  
CONFERENCE OF MAYORS

Summary   Agenda  
Key Information  
**Fees**  
Registered Mayors

**Register Now**

THE UNITED STATES CONFERENCE OF MAYORS

# 91st Winter Meeting

January 17, 2023 – January 20, 2023

## Fees

Below is all of the pricing information for the event.

### Admission Items

---

### Event Registration

Non Member City Official

**\$2,500.00**

Changes to **\$2,800.00** after Wednesday, Jan. 11, 2023

[Refund policy](#)

Federal Official



**\$2,000.00**

Changes to **\$2,500.00** after Wednesday, Jan. 11, 2023

[Refund policy](#)

Member City Official

**\$1,500.00**

Changes to **\$2,000.00** after Wednesday, Jan. 11, 2023

[Refund policy](#)

Spouse-Partner

**\$500.00**

[Refund policy](#)

Member Mayor

**\$1,500.00**

Changes to **\$2,000.00** after Wednesday, Jan. 11, 2023

[Refund policy](#)

Non Member Mayor Elect

**\$2,500.00**

Non-refundable

Member Mayor Elect

**\$1,500.00**

Non-refundable

Additional Business Council Member -  
Platinum Sponsor

**\$2,500.00**

Changes to **\$2,800.00** after Wednesday, Jan. 11, 2023

[Refund policy](#)

City Representative

**\$1,500.00**

Changes to **\$2,000.00** after Wednesday, Jan. 11, 2023

[Refund policy](#)

Non Member Mayor



THE UNITED STATES  
CONFERENCE OF MAYORS

**Summary** Agenda  
Key Information  
Fees  
Registered Mayors

**Register Now**

THE UNITED STATES CONFERENCE OF MAYORS

# 91st Winter Meeting

January 17, 2023 – January 20, 2023

## About the Meeting

The U.S. Conference of Mayors 91st Winter Meeting will bring mayors from cities of all sizes and from all regions of the country together at the Capital Hilton Hotel in Washington, DC on January 17-20, 2023.

Under the leadership of Conference President Miami Mayor Francis Suarez, the 91st Winter Meeting will focus on some of the most pressing challenges facing our cities and key priorities of America's mayors, including mental health, public safety, technology and innovation, infrastructure, and jobs.

### Themes and Opportunities

The 91st Winter Meeting of The United States Conference of Mayors is being developed around the following areas:

- Key priorities to be discussed will include - but not be limited to - mental health, public safety, technology and innovation, infrastructure, and jobs.
- Direct engagement with many high-level White House and Department/Agency officials; Congressional leaders, and other policy and thought leaders.
- Legislative priorities for the new 118th Congress.
- Implementation of historic legislation passed by the 117th Congress and signed into law by President Biden:
- The American Rescue Plan Act (ARPA) — \$65.1 Billion for ALL Cities

- The Bipartisan Infrastructure Investment and Jobs Act (IIJA) — \$1.2 Trillion over 10 Years
- The Bipartisan CHIPS and Science Act
- The Bipartisan Safer Communities Act
- The Inflation Reduction Act (which includes key USCM priorities related to climate change and health care affordability and access).
- On Tuesday, January 17 there will be a Special Session open to all mayors and USCM Workforce Development Council (WDC) members only focused on “Mental Health for a Strong Workforce.”
- On Wednesday, January 18, from 5:00 p.m. to 6:15 p.m. there will be a Mayors-Only Session on a topic TBA.
- Many opportunities for direct mayor-to-mayor engagement on best practices on a wide range of topics impacting cities of all sizes and in all regions of our Nation.
- Important networking opportunities with our Platinum Partners and Mayors Business Council Members.
- Exciting official USCM evening events to allow mayors and other meeting attendees to reconnect, be together and talk about the opportunities and challenges facing America’s cities.



## Countdown to the Event



THE UNITED STATES  
CONFERENCE OF MAYORS

Summary **Agenda**  
Key Information  
Fees  
Registered Mayors

[Register Now](#)

THE UNITED STATES CONFERENCE OF MAYORS

# 91st Winter Meeting

January 17, 2023 – January 20, 2023

## Draft Agenda

*Updated 12/22/2022.*

## Agenda

Unless otherwise noted, all plenary sessions, committee meetings, council meetings, best practice forums, and social events are open to all mayors and other officially registered attendees.

### January 17, 2023

**Special Session on Mental Health for a Strong Workforce**

2:30 PM-4:45 PM

**> Punchbowl News' Pop-Up Conversation**

5:00 PM-6:00 PM

Activity

## January 18, 2023

### > Wednesday Morning Plenary Breakfast

8:00 AM-9:00 AM

Plenary

### Council on Metro Economies and the New American City

9:15 AM-10:30 AM

Task Force

### Mayors Water Council: Infrastructure Investment and Jobs Act (IIJA)

9:15 AM-10:30 AM

Task Force

### New Mayors Session

9:15 AM-10:30 AM

Forum

### Arts Conversation

10:45 AM-11:45 AM

Forum

### > ARPA Local Fiscal Recovery Funds: Update & Best Practices

10:45 AM-11:45 AM

Forum

### > Using One-Stop Service Centers to Better Serve Veterans at the Local Level

10:45 AM-11:45 AM

Forum

## Combating Hate and Extremism and the Violence They Fuel

10:45 AM-11:45 AM

## Opening Press Conference

11:45 AM-12:30 PM

## 2023 WDC Annual Winter Meeting

1/18/23 – 1/19/23

12:00 PM-5:00 PM

## > Opening Plenary Luncheon

12:30 PM-2:00 PM

Plenary

## Solving the Challenges of Affordable Housing

2:15 PM-3:15 PM

Forum

## Technology and Innovation

2:15 PM-3:15 PM

Forum

## Solving Homelessness: Achieving Functional Zero

3:30 PM-4:30 PM

Forum

## Opening Reception

6:30 PM-8:00 PM

Activity

## January 19, 2023

### Mayors and Business Leaders Plenary Breakfast

7:30 AM-9:00 AM

Plenary

### > Thursday Morning Plenary Session

10:30 AM-11:30 AM

Plenary

### Bipartisan Infrastructure Law Implementation

11:45 AM-12:45 PM

### > Childhood Obesity Prevention/Environmental Health & Sustainability Plenary Lunch

1:00 PM-2:30 PM

Plenary

### > Building Greater Equity into Local Transportation Investments

2:45 PM-3:45 PM

Forum

### > Wind Energy Accelerating the Clean Energy Transition

2:45 PM-3:45 PM

Forum

### Current Issues in Policing

2:45 PM-3:45 PM



## **Women Mayors Leadership Alliance of the U.S. Conference of Mayors**

4:00 PM-5:00 PM

Plenary

### **> Democratic Mayors Association Meeting**

5:30 PM-7:00 PM

Closed

## **Community Leaders of America (Republican Mayors Forum)**

5:30 PM-7:00 PM

Closed

## **Late Night Reception**

9:30 PM-11:30 PM

Activity

## **January 20, 2023**

### **> Plenary Breakfast Honoring Leadership in the Arts**

7:30 AM-9:00 AM

Plenary

### **> Responding to Mass Shootings**

9:15 AM-10:15 AM

Forum

## **Expanding America's Intercity Passenger Rail System**

9:15 AM-10:15 AM

Forum

**Executive Committee**

9:15 AM-10:15 AM

Closed

**> Friday Morning Plenary Session**

10:30 AM-11:30 AM

Plenary

**> Closing Plenary Lunch**

1:00 PM-2:15 PM

Plenary

Follow us on:

;



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

Date: December 21, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Robert C. Maleszyk, Chief Financial Officer  
Dee Ann Irby, Controller  
Frank Nastasi, Police Chief  
Michael Giorgi, Police Lieutenant  
Emily Frontera, Purchasing Manager

Subject: Contract Extension – Police IT Resources

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### **History**

- On December 4, 2017, Troy City Council approved a two (2) year contract to provide Police IT Resources with an option to renew for two (2) additional years to sole bidder *BPI Information Systems of Farmington Hills, MI* as a result of a best value process; contract expiring December 31, 2021 (Resolution #2017-12-192-J-4b).
- On January 12, 2022, Troy City Council approved a one (1) year contract extension under the same prices, terms and conditions as per RFP-COT 17-14; contract expiring December 31, 2022 (Resolution #2022-01-008-J-6).
- The Research and Technology Division of the Troy Police Department supports the electronic and technological logistics that the Police Department utilizes in pursuit of its mission statement. BPI Information Systems has helped ensure that there are no staffing gaps within the Police IT Division allowing the department to maintain the excellence that has historically been demonstrated.
- BPI Information Systems has been a trusted source of Information Technology personnel, assisting with regular operations and special projects. They have a trustworthy staff that is familiar with the City of Troy Police Department, business operations, and projects.

### **Purchasing**

- *BPI Information Systems of Farmington Hills, MI* has expressed an interest in extending its contract to provide Police IT Support for one (1) additional year at the revised fee schedule as detailed in the attached amended fee schedule.
- BPI Information Systems has met all contract terms and conditions in accordance to RFP-COT 17-14 and continues to meet expectations by delivering professional and responsive IT services.
- Individuals assigned to the Police Department Research and Technology Division have been knowledgeable and of great assistance to the Police IT Division. BPI Management stays in close contact and offers insight gained from working with other agencies offering training to the on-sight employee to meet the specific needs of the department.

# CITY COUNCIL AGENDA ITEM



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## **Purchasing (continued)**

- A market survey was performed by the City of Troy IT Department and it was found that the contract rates provided by BPI are very competitive and is in the best interest of the City to extend this contract for one (1) additional year.

## **Financial**

Funds are budgeted and available in the Police Department Research and Technology Contractual Services account. Expenditures will be charged to account number 101.301.11.334.7802.070.

## **Recommendation**

City Management recommends City Council approve the one (1) year contract extension with *BPI Information Systems of Farmington Hills, MI* to provide IT Services to the Troy Police Department under the same terms and conditions and revised pricing schedule for an estimated annual cost of \$93,600; not to exceed budgetary limitations. City Management further requests authorization to use the contracted services provided by BPI Information Systems for future Police IT Resources on an as needed basis.

## Troy Police Department Contract Amendment

*Original Contract Date:* December 4<sup>th</sup>, 2017

*Amendment Date:* January 1<sup>st</sup>, 2023

Pricing for the Troy Police Department is in the chart below. This contract amendment will begin January 1<sup>st</sup>, 2023, and will be guaranteed for 6 months, with the option for Troy PD to extend to 12 months.

Services	BPI Rate (Hourly)	Troy Police Rate (Hourly)
Supplemental User Support Services Help Desk	\$150.00	\$45.00
Technology Administration	\$150.00	\$45.00
Support Engineer (Tier 1)	\$150.00	\$45.00
PM/Network Engineer	\$200.00	\$150.00
Architect/Consultant	\$250.00	\$200.00
<b>After Hours 5pm – 8am</b>		
Support Engineer (Tier 1)	\$225.00	\$67.50
PM/Network Engineer	\$300.00	\$225.00
Architect/Consultant	\$375.00	\$300.00

*There will be no change to the services originally provided by BPI to Troy PD, and no change to the cost per hour. This is an amendment to protect BPI from requests outside the scope of work of our on-site Support Engineer/Tier 1 employee. The following services will be removed from the original contract but are available upon request and can be quoted by BPI: Data Center, Network Services, Business Application Software, Web Services, Cabling, Telecommunication.*

I have read and fully understand this amendment:

**Client:** Troy Police Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: December 19, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
G. Scott Finlay, City Engineer  
Larysa Figol, Sr. Right-of-Way Representative

Subject: Request for Acceptance of a Permanent Easement from Abhilash Kalluru,  
Sidwell #88-20-27-332-009

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### **History**

As part of the redevelopment of a residential parcel zoned R-1E and located in the southwest ¼ of Section 17 on Kirkton Avenue, north of Maple Road, the City of Troy received a permanent easement for storm sewers and surface drainage from Abhilash Kalluru, owner of the property having Sidwell #88-20-27-332-009.

### **Financial**

The consideration amount on this document is \$1.00.

### **Recommendation**


City Management recommends that City Council accept the attached permanent easement consistent with our policy of accepting easements for improvement and development purposes.

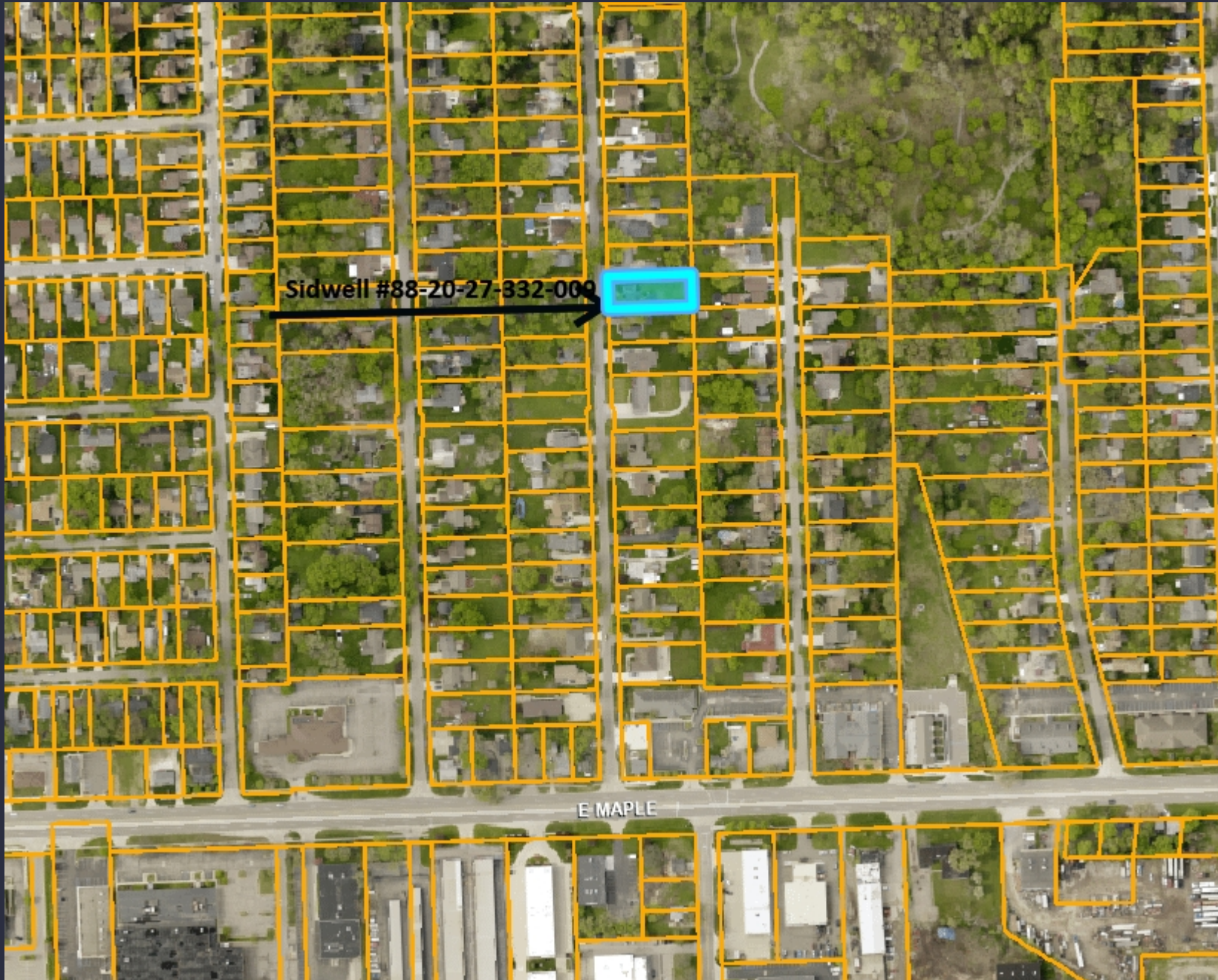




# GIS Online

Legend:

 Tax Parcel



Notes:

Kalluru, Abhilash  
#88-20-27-332-009  
Storm Sewers & Surface  
Drainage

Map Scale: 1=424

Created: December 19, 2022



Note: The information provided by this application has been compiled from recorded deeds, plats, tax maps, surveys, and other public records and data. It is not a legally recorded map survey. Users of this data are hereby notified that the source information represented should be consulted for verification.



**PERMANENT EASEMENT  
FOR STORM SEWERS AND SURFACE DRAINAGE**

Sidwell #88-20-27-332-009 (part of)


**Abhilash Kalluru**, whose address is 2717 Golfview, #102, Troy, MI, 48083 for and in consideration of the sum of: One and no/100 Dollar (\$1.00) paid by the **CITY OF TROY**, a Michigan municipal corporation, Grantee, whose address is 500 West Big Beaver Road, Troy, Michigan, 48084 grants to the Grantee the right to access, construct, reconstruct, modify, operate, maintain, repair, upgrade, improve, inspect, enlarge or remove and/or replace **storm sewers and surface drainage**, said easement for land situated in the City of Troy, Oakland County, Michigan described as:

The South 10.00 feet and the East 12.00 feet of the property described as Lot 113, COUNCIL HEIGHTS SUBDIVISION as recorded in Liber 18, Page 8 of Plats, Oakland County records.

and to enter upon sufficient land adjacent to said improvement(s) for the purpose of the construction, operation, maintenance, repair and/or replacement thereof.

This instrument shall be binding upon and inure to the benefit of the parties hereto, their heirs, representatives, successors and assigns and the covenants contained herein shall run with the land.

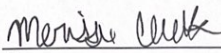
IN WITNESS WHEREOF, the undersigned hereunto affixed their signature(s)  
this 19<sup>th</sup> day of December, 2022.

By:  (L.S.)  
Abhilash Kalluru

STATE OF MICHIGAN     )  
COUNTY OF OAKLAND    )

The foregoing instrument was acknowledged before me this 19 day of December, 2022, by Abhilash Kalluru.

**Merissa Clark**  
Notary Public - State of Michigan  
County of Macomb  
My Commission Expires April 25, 2028  
Acting in the County of Oakland

  
\*  
Notary Public, \_\_\_\_\_ County, Michigan  
My Commission Expires \_\_\_\_\_  
Acting in \_\_\_\_\_ County, Michigan

Prepared by: Larysa Figol, SR/WA  
City of Troy  
500 West Big Beaver  
Troy, MI 48083

Return to: City Clerk  
City of Troy  
500 West Big Beaver  
Troy, MI 48084





500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: January 4, 2023

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Frank Nastasi, Chief of Police  
Lynn Giorgi, Staffing and Support Specialist

Subject: Application for new Micro Brewer License, new Small Wine Maker License and On-Premises Tasting Room Permit for Stumblebum Beer Company

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### **History**

Stumblebum Beer Co, LLC requests a new Micro Brewer license, New Small Wine Maker License, and new On-Premises Tasting Room Permit to be located at 1965 W. Maple Road, Troy, MI. The proposed name for the business at 1965 W. Maple Road is Stumblebum Beer Co.

The Micro Brewer and Small Wine Maker liquor license is a type of license that is not considered a quota license, and it is not in the retail liquor license category. A Micro Brewer and Small Wine Maker license is in the Manufacturing category of liquor licenses. According to the Michigan Liquor Control Commission (MLCC) rules, Micro Brewer/Small Wine license applicants must get approval for an On-Premises Tasting Room Permit if they want to allow patrons to taste their product on site. The applicant must get the approval from Troy City Council first, before the MLCC takes any action on the request.

The Police Department conducted an investigation into this application. The investigation did not reveal any issues that would cause us to recommend against this request based upon the guidelines outlined by the MLCC and the Troy City Ordinance Chapter 101.

This request complies with all applicable Troy City Ordinances and MLCC rules. This request did not go to the Liquor Advisory Committee for review/approval because the new Micro Brewer license and On-Premises Tasting Room permit requested is not a quota type license. An email has been sent to the current members of the LAC as a courtesy to keep them informed.

### **Recommendation**

Recommend approval of the request from Stumblebum Beer Co.

Prepared by: Lynn Giorgi

LG/City Council Agenda Item—Stumblebum Beer Co.

## AGREEMENT REGARDING LIQUOR LICENSE REQUEST

Re: Applicant: Eli Green Date: Nov 22, 2022  
Address: 1965 W Maple Rd Type of License/s: Microbrewer/Small Winemaker  
City/State/Zip: Troy, MI 48084 MLCC Request ID: 2210-13320

This Agreement, made by and between the CITY OF TROY, MICHIGAN, a municipal corporation, with offices located at 500 W. Big Beaver Road, Troy, Michigan, 48084, hereinafter known as THE CITY, and the Applicant as indicated above, hereinafter known as APPLICANT.

1. The City Council of the City of Troy, for and in consideration of the following covenants and conditions, agrees to recommend to the Michigan Liquor Control Commission Approval of the requested Liquor License to be located as indicated above in Troy Michigan.
2. In consideration of the City of Troy's recommendation for approval of the request, the applicant hereby agrees that:
  - (a) It has read and is aware of the provisions of City of Troy Ordinances, Chapter No. 67, Chapter No. 68, Chapter No. 98 and Chapter No. 101, and agrees that it shall be deemed to have knowledge of any subsequent amendments to said Chapters which may become effective during the term of this agreement.
  - (b) It agrees to observe and comply with all laws, statutes, ordinances, rules, regulations or resolutions of the United States government, State of Michigan, and the City of Troy, or any department or agency of the governmental entities, as well as the rules and regulations of the Michigan Liquor Control Commission as they pertain to the operation of a liquor licensed business in the City of Troy.
  - (c) It agrees to immediately require all employees who serve/sell alcohol to attend a recognized alcohol awareness program, and forward the names of each certified employee to the Troy Police Department. The alcohol awareness program must either be recognized by the Troy Police Department (i.e. TIPS, TAMS), or the program must be reviewed by the Troy Police Department to insure that the program is comparable to the recognized programs.
3. Applicant agrees that the recommendation for Approval agreed upon by the City Council is not a property right and is approved upon the express and continuing condition that no violation as set forth in paragraph 2 of this agreement shall occur.
4. Applicant agrees that the recommendation for Approval agreed upon by the City Council is approved upon the express and continuing condition that the physical characteristics (including but not limited to the inside layout, building design and engineering, seating capacity, parking space allocations, fire exits, and other physical attributes); and also the nature and type of business intended to be conducted remain virtually the same.
5. Applicant agrees that upon such violation, after full investigation and an opportunity for said applicant to be heard, upon a finding by the City Council that a violation as set forth in paragraph 2 of this agreement has occurred, the City Council shall have just cause for revocation of said recommendation for approval.

### LICENSEE AUTHORIZED REPRESENTATIVE

Witnesses: [Signature] By: [Signature]  
Stephanie Goodman Eli Green, President, Stumblebum Beer Co, LLC

Subscribed and sworn to before me this 22<sup>ND</sup> day of NOVEMBER 2022  
Notary Public, WAYNE County, MI  
Acting in the County of OAKLAND  
My commission expires: 12<sup>TH</sup> OCT 2027

BECHARA DAMOUNI  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF WAYNE  
My Commission Expires October 12, 2027  
Acting in the County of OAKLAND

### CITY OF TROY

Witnesses: \_\_\_\_\_ By: \_\_\_\_\_  
\_\_\_\_\_ Ethan Baker, Mayor  
\_\_\_\_\_ By: \_\_\_\_\_  
\_\_\_\_\_ M. Aileen Dickson, City Clerk

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
Notary Public, \_\_\_\_\_ County, MI  
Acting in the County of Oakland  
My commission expires: \_\_\_\_\_





Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll Free: 1-866-813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_

Request ID: \_\_\_\_\_

(For MLCC use only)

**Local Government Approval**

(Authorized by MCL 436.1501)

**Instructions for Applicants:**

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

**Instructions for Local Legislative Body:**

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

At a \_\_\_\_\_ meeting of the \_\_\_\_\_ City of Troy \_\_\_\_\_ council/board  
(regular or special) (township, city, village)

called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(date) (time)

the following resolution was offered:

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

that the application from Stumblebum Beer Co, LLC  
(name of applicant)

for the following license(s): Micro Brewer and Small Wine Maker Licenses  
(list specific licenses requested)

to be located at: 1965 West Maple, Troy, MI 48084

and the following permit, if applied for:

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

It is the consensus of this body that it \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

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

**Vote**

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

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

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

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

\_\_\_\_\_  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date

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

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

Michigan Liquor Control Commission

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

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

Fax to: 517-763-0059



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

Business ID: \_\_\_\_\_

Request ID: \_\_\_\_\_

(For MLCC use only)

**Local Government Approval For On-Premises Tasting Room Permit**  
(Authorized by MCL 436.1536)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new On-Premises Tasting Room Permit application.

**Instructions for Local Legislative Body:**

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

At a \_\_\_\_\_ meeting of the \_\_\_\_\_ council/board  
(regular or special) (township, city, village)  
called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
the following resolution was offered: (date) (time)  
Moved by \_\_\_\_\_ and supported by \_\_\_\_\_  
that the application from Stumblebum Beer Co, LLC  
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW ON-PREMISES TASTING ROOM PERMIT**

to be located at: \_\_\_\_\_

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

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

**Vote**

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

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

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

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

\_\_\_\_\_  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date

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

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

Michigan Liquor Control Commission

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

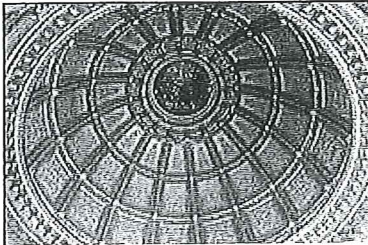
Hand deliveries: Constitution Hall - 525 W. Allegan Street, Lansing, MI 48933

Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906

Fax to: 517-763-0059



The Michigan Legislative Website data sources are undergoing upgrades. Thank you for your patience as we work through any issues.



# MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 93 of 2019  
House: Adjourned until Wednesday, November 20, 2019 10:00:00 AM  
Senate: Adjourned until Wednesday, November 20, 2019 10:00:00 AM

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NAVIGATE  
SECTIONS

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Chapter 436  
Act 58 of 1998  
58-1998-5  
Section 436.1536

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## Section 436.1536

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### MICHIGAN LIQUOR CONTROL CODE OF 1998 (EXCERPT) Act 58 of 1998

**436.1536 Multiple manufacturing licenses; eligibility requirements; operating multiple tasting rooms; compliance requirements; limitations; sale of alcoholic liquor under certain circumstances; samples; earmark for liquor control enforcement and license investigation revolving fund; local approval exceptions.**

Sec. 536.

(1) Except as provided in section 105(13), the commission shall allow a person to be licensed as more than 1 type of manufacturer in this state.

(2) A person that holds more than 1 type of manufacturing license in this state shall meet all applicable provisions of this act for each type of manufacturing license the person holds.

(3) Subject to the requirements of this section and section 537, the commission may approve a licensed manufacturer to operate 1 or more tasting rooms.

(4) Brewers and micro brewers shall not have more approved tasting rooms than allowed in section 411.

(5) A tasting room may be jointly operated by 2 or more manufacturers if either of the following conditions is met:

(a) The manufacturers are owned by the same person and their manufacturing premises share the same address.

(b) The manufacturers are not owned by the same person and their manufacturing premises do not share the same address.

(6) A tasting room is treated as licensed premises for purposes of this act.

(7) An approved tasting room located on the manufacturing premises of 1 or more manufacturers that are owned by the same person and whose manufacturing premises share the same address must comply with all of the following:

(a) The commission must approve and issue an on-premises tasting room permit to the manufacturer or manufacturers.

(b) The manufacturer or manufacturers must pay the \$100.00 initial permit fee, which is renewable annually.

(c) The manufacturer or manufacturers must be approved for the on-premises tasting room permit by the local legislative body in which the proposed licensed premises will be located, except in a city having a population of 600,000 or more or as provided in subsection (17).

(d) The manufacturer or manufacturers must comply with the server training requirements of section 906.



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mcl 436 1536

(e) The manufacturer or manufacturers must file with the commission proof of financial responsibility providing security for liability under section 801(3) of not less than \$50,000.00 as provided in section 803.

(f) A separate on-premises tasting room permit is not required for each license type for a person licensed by the commission under any combination of brewer, micro brewer, wine maker, small wine maker, distiller, small distiller, brandy manufacturer, or mixed spirit drink manufacturer licenses issued to that person at the same manufacturing premises.

(g) The commission shall not issue to a manufacturer or manufacturers a Sunday sales permit, catering permit, dance permit, entertainment permit, specific purpose permit, extended hours permit, or authorization for outdoor service unless the commission has issued an on-premises tasting room permit to the manufacturer or manufacturers. A Sunday sales permit, catering permit, dance permit, entertainment permit, specific purpose permit, extended hours permit, or authorization for outdoor service may be issued concurrently with the issuance of an on-premises tasting room permit.

(h) A brewer, micro brewer, wine maker, small wine maker, distiller, small distiller, brandy manufacturer, or mixed spirit drink manufacturer may own and operate a restaurant or allow another person to operate a restaurant as part of the on-premises tasting room on the manufacturing premises. If the brewer, micro brewer, wine maker, small wine maker, distiller, small distiller, brandy manufacturer, or mixed spirit drink manufacturer allows another person to operate a restaurant on the manufacturing premises, the brewer, micro brewer, wine maker, small wine maker, distiller, small distiller, brandy manufacturer, or mixed spirit drink manufacturer must hold a participation permit naming as a participant the other person. The other person must meet the requirements for a participant in R 436.1041(3) of the Michigan Administrative Code.

(8) Subject to subsection (10), an approved tasting room located off the manufacturing premises of 1 or more manufacturers, other than a brewer, micro brewer, or mixed spirit drink manufacturer, that are owned by the same person and whose manufacturing premises share the same address must comply with all of the following:

(a) The commission must approve and issue an off-premises tasting room license to the manufacturer or manufacturers.

(b) The manufacturer or manufacturers must pay the \$100.00 initial license fee, which is renewable annually.

(c) The manufacturer or manufacturers must be approved for the off-premises tasting room license by the local legislative body in which the proposed licensed premises will be located, except in a city having a population of 600,000 or more or as provided in subsection (17).

(d) The manufacturer or manufacturers must comply with the server training requirements of section 906 at the off-premises tasting room.

(e) The manufacturer or manufacturers must file with the commission proof of financial responsibility providing security for liability under section 801(3) of not less than \$50,000.00 as provided in section 803 for the off-premises tasting room.

(f) A separate off-premises tasting room license is not required for each license type for a person licensed by the commission under any combination of wine maker, small wine maker, distiller, small distiller, or brandy manufacturer licenses issued to that person at the same manufacturing premises.

(g) The commission shall not issue to a manufacturer or manufacturers a Sunday sales permit, catering permit, dance permit, entertainment permit, specific purpose permit, extended hours permit, authorization for outdoor service, or permission to maintain a direct connection to unlicensed premises unless the commission has issued an off-premises tasting room license to the manufacturer or manufacturers. A Sunday sales permit, catering permit, dance permit, entertainment permit, specific purpose permit, extended hours permit, authorization for outdoor service, or permission to maintain a direct connection to unlicensed premises may be issued concurrently with the issuance of an off-premises tasting room license.



(9) Subject to subsection (10), an approved jointly operated tasting room located off the manufacturing premises of 2 or more manufacturers, other than a brewer, micro brewer, or mixed spirit drink manufacturer, that are not owned by the same person and whose manufacturing premises do not share the same address must comply with all of the following:

(a) The commission must approve and issue a joint off-premises tasting room license to each of the manufacturers.

(b) Each manufacturer must pay the \$100.00 initial license fee, which is renewable annually.

(c) Each manufacturer must be approved for a joint off-premises tasting room license by the local legislative body in which the proposed licensed premises will be located, except in a city having a population of 600,000 or more or as provided in subsection (17).

(d) Each manufacturer must comply with the server training requirements of section 906 at the jointly operated off-premises tasting room.

(e) Each manufacturer must file with the commission proof of financial responsibility providing security for liability under section 801(3) of not less than \$50,000.00 as provided in section 803 for the jointly operated off-premises tasting room.

(f) Any management agreements with an unlicensed manager of the jointly operated off-premises tasting room must comply with the requirements of R 436.1041 of the Michigan Administrative Code and all the manufacturers must hold a participation permit naming as a participant the unlicensed manager. The unlicensed manager must meet the requirements for a participant in R 436.1041(3) of the Michigan Administrative Code.

(g) A Sunday sales permit, dance permit, entertainment permit, specific purpose permit, extended hours permit, authorization for outdoor service, or permission to maintain a direct connection to unlicensed premises may be issued in conjunction with a jointly operated off-premises tasting room. All manufacturers licensed at the jointly operated off-premises tasting room location must hold the same permits, permissions, and authorizations at the location.

(h) A violation of this act or the administrative rules by any manufacturer on the premises of the jointly operated off-premises tasting room is a violation by all the manufacturers licensed at the jointly operated off-premises tasting room.

(10) Approved off-premises tasting rooms or jointly operated off-premises tasting rooms described in subsections (8) and (9) must comply with all of the following:

(a) A wine maker, small wine maker, distiller, small distiller, or brandy manufacturer may have 1 of the following:

(i) No more than 5 off-premises tasting room licenses issued under subsection (8) where alcoholic liquor manufactured by the wine maker, small wine maker, distiller, small distiller, or brandy manufacturer may be sold by the glass for consumption on the premises or samples may be sold or given away for consumption on the premises as provided in section (14)(b) and (c).

(ii) No more than 5 joint off-premises tasting room licenses issued under subsection (9) where alcoholic liquor manufactured by the wine maker, small wine maker, distiller, small distiller, or brandy manufacturer may be sold by the glass for consumption on the premises or samples may be sold or given away for consumption on the premises as provided in section (14)(b) and (c).

(iii) A combination of no more than 5 off-premises tasting room licenses issued under subsection (8) and joint off-premises tasting room licenses issued under subsection (9) where alcoholic liquor manufactured by the wine maker, small wine maker, distiller, small distiller, or brandy manufacturer may be sold by the glass for consumption on the premises or samples may be sold or given away for consumption on the premises as provided in section (14)(b) and (c).

(iv) No more than the equivalent number of off-premises tasting room licenses issued under subsection (8), joint off-premises tasting room licenses issued under subsection (9), or a combination of off-premises tasting room



licenses issued under subsection (8) and joint off-premises tasting room licenses issued under subsection (9) that were issued before October 1, 2018 where alcoholic liquor manufactured by the wine maker, small wine maker, distiller, small distiller, or brandy manufacturer may be sold by the glass for consumption on the premises or samples may be sold or given away for consumption on the premises as provided in section (14)(b) and (c).

(b) Notwithstanding the limitation in subdivision (a), a wine maker, small wine maker, distiller, small distiller, or brandy manufacturer may have any number of off-premises tasting room licenses or joint off-premises tasting room licenses where alcoholic liquor manufactured by the wine maker, small wine maker, distiller, small distiller, or brandy manufacturer may only be sold or given away as samples for consumption on the premises as provided in subsection (14)(d).

(c) A wine maker, small wine maker, distiller, small distiller, or brandy manufacturer must designate at the time of application whether the tasting room location for which the off-premises tasting room license or the joint off-premises tasting room license application is being made will sell by the glass as provided in subdivision (a) or provide only samples as provided in subdivision (b). The designation made for the off-premises tasting room license or the joint off-premises tasting room license must not be changed after the license has been issued.

(d) All wine makers, small wine makers, distillers, small distillers, or brandy manufacturers licensed at the same approved jointly operated off-premises tasting room must have an identical designation under subdivision (c).

(e) A wine maker, small wine maker, distiller, small distiller, or brandy manufacturer that has an off-premises tasting room or jointly operated off-premises tasting room location that was approved by the commission before the effective date of the amendatory act that added this section must submit to the commission in writing a designation as required under subdivision (c) by April 1, 2019.

(11) A wine maker, small wine maker, brewer, micro brewer, distiller, small distiller, brandy manufacturer, or mixed spirit drink manufacturer may add a nonalcoholic mixing ingredient or an alcoholic mixing ingredient manufactured by the wine maker, small wine maker, brewer, micro brewer, distiller, small distiller, brandy manufacturer, or mixed spirit drink manufacturer to sampled or purchased alcoholic liquor if the sampled or purchased alcoholic liquor is consumed on the premises of the approved tasting room.

(12) A manufacturer is not a retailer under this act merely because the manufacturer has a tasting room.

(13) A manufacturer with an approved tasting room may sample and sell alcoholic liquor only as specifically allowed in this act.

(14) A manufacturer may do all of the following:

(a) Sell alcoholic liquor it manufactured for consumption off the premises in an approved tasting room under subsections (7) to (9).

(b) Subject to subsection (10)(a), sell alcoholic liquor it manufactured by the glass for consumption on the premises of an approved tasting room under subsections (7) to (9).

(c) Subject to subsection (10)(a), sell or give away samples of any size of alcoholic liquor it manufactured for consumption on the premises of an approved tasting room under subsections (7) to (9).

(d) Subject to subsection (10)(b), sell or give away samples of alcoholic liquor it manufactured for consumption on the premises of an approved tasting room under subsections (8) and (9) under all of the following conditions:

(i) A wine maker or small wine maker may offer samples of wine that do not exceed 3 ounces per sample.

(ii) A brandy manufacturer may offer samples of brandy that do not exceed 1/2 ounce per sample.

(iii) A distiller or small distiller may offer samples of spirits or mixed drinks that do not exceed 1/2 ounce per sample.

(15) A manufacturer issued a license before the effective date of the amendatory act that added this section that intends to sell for consumption off



its licensed premises or sell, serve, and allow consumption on its licensed premises of alcoholic liquor as allowed under this section and section 537 must comply with this section by April 1, 2019.

(16) The revenue received from subsection (7) must be deposited into the liquor control enforcement and license investigation revolving fund under section 543(9).

(17) Local approval under subsection (7)(c), (8)(c), or (9)(c) is not required for a tasting room that was in existence before the effective date of the amendatory act that added this section.

**History:** Add. 2018, Act 408, Imd. Eff. Dec. 19, 2018

**Compiler's Notes:** In subsection (10)(a)(i), (ii), (iii), and (iv), the reference to "section (14)(b) and (c)" evidently should read "subsections (14)(b) and (14)(c)."

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500 West Big Beaver  
Troy, MI 48084  
troymi.gov

J-08

## CITY COUNCIL AGENDA ITEM

Date: January 3, 2023

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
M. Aileen Dickson, City Clerk

Subject: Request for Recognition as a Nonprofit Organization from Athens Strength Boosters

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### **History**

Attached is a request from Athens Strength Boosters seeking recognition as a nonprofit organization for the purpose of obtaining a charitable gaming license for fundraising purposes.

### **Financial**

There are no financial considerations associated with this item.

### **Recommendation**

It has been City Management's practice to support the approval of such requests.

**Athens Strength Boosters**  
**4333 John R. Road**  
**Troy, MI 48085**

January 3, 2023

Ethan Baker and Troy City Council  
500 W. Big Beaver  
Troy, MI 48084

Dear Mayor Baker and City Council members:

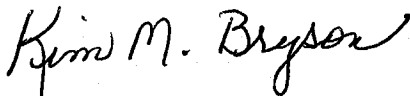
Please accept this letter as a request from the Athens Strength Boosters to be recognized as a non-profit organization for the purpose of obtaining a gaming license.

Our newly authorized 501(c)3 organization supports the Powerlifting Club and Strength and Conditioning program at Athens High School. The groups are supervised by Nicholas Lusk, a physical education teacher at Athens High School. The mission of these programs is to provide student-athletes with well-rounded and scientifically-based powerlifting, strength and conditioning programs in order to safely enhance their overall athletic performance while reducing their risk of injury along with developing an atmosphere that builds team work, respect for others, mental toughness, discipline, and develops high character individuals through rigorous physical and mental training.

Our goal is to support the operations of these groups of students through providing volunteer support and raising funds for needed equipment and supplies.

As such, please find included herein the documents required for your consideration of this application. We respectfully request that the enclosed resolution for charitable gaming license be completed at your scheduled meeting to be held on January 9, 2023. Please return the completed resolution to our treasurer, Kim Bryson via email at [athensstrength.treas@gmail.com](mailto:athensstrength.treas@gmail.com). She can also be reached for questions via telephone at 248-709-1438.

Sincerely,



Kim M. Bryson  
Treasurer

**Streamlined Application for Recognition of Exemption  
Under Section 501(c)(3) of the Internal Revenue Code**

Do not enter Social Security numbers on this form as it will be made public.

Information about Form 1023-EZ and its separate instructions is at [www.irs.gov/form1023](http://www.irs.gov/form1023)**Note:** If exempt status is approved,  
this application will be open for  
public inspection.

☒ **Check this box to attest that you have completed the Form 1023-EZ Eligibility Worksheet in the current instructions, are eligible to apply for exemption using Form 1023-EZ, and have read and understand the requirements to be exempt under section 501(c)(3).**

Have your annual gross receipts exceeded \$50,000 in any of the past 3 years and/or do you project that your annual gross receipts will exceed \$50,000 in any of the next 3 years? If yes, stop. Do not file Form 1023-EZ. See Instructions. ☐ Yes ☒ No

Do you have total assets the fair market value of which is in excess of \$250,000? If yes, stop. Do not file Form 1023-EZ. See Instructions. ☐ Yes ☒ No

**Part I Identification of Applicant**

<b>1a</b> Full Name of Organization ATHENS STRENGTH BOOSTERS		<b>b</b> Care Of Name (if applicable) NICHOLAS LUSK		
<b>c</b> Mailing Address (number, street, and room/suite). If a P.O. box, see instructions. 4333 JOHN R		<b>d</b> City TROY	<b>e</b> State MI	<b>f</b> Zip code + 4 48085
<b>2</b> Employer Identification Number 88-1124348	<b>3</b> Month Tax Year Ends (MM) 06	<b>4</b> Person to Contact if More Information is Needed KIM BRYSON		
<b>5</b> Contact Telephone Number 248-709-1438		<b>6</b> Fax Number (optional)	<b>7</b> User Fee Submitted \$275.00	
<b>8</b> List the names, titles, and mailing addresses of your officers, directors, and/or trustees. (If you have more than five, see instructions.)				
First Name: KIM		Last Name: BRYSON		Title: TREASURER
Street Address: 2101 HIGHBURY DRIVE		City: TROY		State: MI Zip code + 4: 48085
First Name: CHRISTINE		Last Name: BILINSKI		Title: PRESIDENT
Street Address: 1480 THREE LAKES DRIVE		City: TROY		State: MI Zip code + 4: 48085
First Name: NICOLE		Last Name: WILSON		Title: SECRETARY
Street Address: 4139 WASHINGTON CR		City: TROY		State: MI Zip code + 4: 48085
First Name: KRISTY		Last Name: OSTERLUND		Title: FINANCIAL SECRETARY
Street Address: 5395 CPRBIN DRIVE		City: TROY		State: MI Zip code + 4: 48098
First Name: NICHOLAS		Last Name: LUSK		Title: ADVISOR
Street Address: 8897 MARR ROAD		City: ALMONT		State: MI Zip code + 4: 48003
<b>9a</b> Organization's Website (if available):				
<b>b</b> Organization's Email (optional): ATHENSSTRENGTH.TREAS@GMAIL.COM				

**Part II Organizational Structure**

- 1** To file this form, you must be a corporation, an unincorporated association, or a trust. **Select the box** for the type of organization.  
☒ Corporation ☐ Unincorporated association ☐ Trust
- 2** ☒ **Check this box** to attest that you have the organizing document necessary for the organizational structure indicated above.  
(See the instructions for an explanation of **necessary organizing documents**.)
- 3** Date incorporated if a corporation, or formed if other than a corporation (MMDDYYYY): 03092022
- 4** State of Incorporation or other formation: Michigan
- 5** Section 501(c)(3) requires that your organizing document must limit your purposes to one or more exempt purposes within section 501(c)(3).  
☒ **Check this box** to attest that your organizing document contains this limitation.
- 6** Section 501(c)(3) requires that your organizing document must not expressly empower you to engage, otherwise than as an insubstantial part of your activities, in activities that in themselves are not in furtherance of one or more exempt purposes.  
☒ **Check this box** to attest that your organizing document does not expressly empower you to engage, otherwise than as an insubstantial part of your activities, in activities that in themselves are not in furtherance of one or more exempt purposes.
- 7** Section 501(c)(3) requires that your organizing document must provide that upon dissolution, your remaining assets be used exclusively for section 501(c)(3) exempt purposes. Depending on your entity type and the state in which you are formed, this requirement may be satisfied by operation of state law.  
☒ **Check this box** to attest that your organizing document contains the dissolution provision required under section 501(c)(3) or that you do not need an express dissolution provision in your organizing document because you rely on the operation of state law in the state in which you are formed for your dissolution provision.

**Part III Your Specific Activities**

- 1 Briefly describe the organization's mission or most significant activities (limit 250 characters)

Provide support for the Troy Athens High School Powerlifting Team and Strength & Conditioning Program through volunteering and raising funds to further the mission to provide student-athletes with well-rounded, proven fitness programs.

- 2 Enter the appropriate 3-character NTEE Code that best describes your activities (See the instructions):

B94

- 3 To qualify for exemption as a section 501(c)(3) organization, you must be organized and operated exclusively to further one or more of the following purposes. By checking the box or boxes below, you attest that you are organized and operated exclusively to further the purposes indicated.
- Check all that apply.**

- ☒ Charitable
 ☐ Religious
 ☒ Educational  
☐ Scientific
 ☐ Literary
 ☐ Testing for public safety  
☐ To foster national or international amateur sports competition
 ☐ Prevention of cruelty to children or animals

- 4 To qualify for exemption as a section 501(c)(3) organization, you must:

- ☐ Refrain from supporting or opposing candidates in political campaigns in any way.
- ☐ Ensure that your net earnings do not inure in whole or in part to the benefit of private shareholders or individuals (that is, board members, officers, key management employees, or other insiders).
- ☐ Not further non-exempt purposes (such as purposes that benefit private interests) more than insubstantially.
- ☐ Not be organized or operated for the primary purpose of conducting a trade or business that is not related to your exempt purpose(s).
- ☐ Not devote more than an insubstantial part of your activities attempting to influence legislation or, if you made a section 501(h) election, not normally make expenditures in excess of expenditure limitations outlined in section 501(h).
- ☐ Not provide commercial-type insurance as a substantial part of your activities.

☒ **Check this box** to attest that you have not conducted and will not conduct activities that violate these prohibitions and restrictions.

- 5 Do you or will you attempt to influence legislation? \_\_\_\_\_ ☐ Yes ☒ No  
(If yes, consider filing Form 5768. See the instructions for more details.)
- 6 Do you or will you pay compensation to any of your officers, directors, or trustees? \_\_\_\_\_ ☐ Yes ☒ No  
(Refer to the instructions for a definition of **compensation**.)
- 7 Do you or will you donate funds to or pay expenses for individual(s)? \_\_\_\_\_ ☐ Yes ☒ No
- 8 Do you or will you conduct activities or provide grants or other assistance to individual(s) or organization(s) outside the United States? \_\_\_\_\_ ☐ Yes ☒ No
- 9 Do you or will you engage in financial transactions (for example, loans, payments, rents, etc.) with any of your officers, directors, or trustees, or any entities they own or control? \_\_\_\_\_ ☐ Yes ☒ No
- 10 Do you or will you have unrelated business gross income of \$1,000 or more during a tax year? \_\_\_\_\_ ☐ Yes ☒ No
- 11 Do you or will you operate bingo or other gaming activities? \_\_\_\_\_ ☐ Yes ☒ No
- 12 Do you or will you provide disaster relief? \_\_\_\_\_ ☐ Yes ☒ No

**Part IV Foundation Classification**

**Part IV is designed to classify you as an organization that is either a private foundation or a public charity. Public charity status is a more favorable tax status than private foundation status.**

- 1 Are you applying for recognition as a church, school, or hospital (described in section 170(b)(1)(A)(i), (ii), or (iii) of the Internal Revenue Code)? If yes, stop. Do not file Form 1023-EZ. See Instructions ☐ Yes ☒ No
- 2 If you qualify for public charity status, check the appropriate box (2a - 2c below) and skip to **Part V** below.
- a ☐ **Select this box** to attest that you normally receive at least one-third of your support from public sources or you normally receive at least 10 percent of your support from public sources and you have other characteristics of a publicly supported organization. **Sections 509(a)(1) and 170(b)(1)(A)(vi).**
- b ☒ **Select this box** to attest that you normally receive more than one-third of your support from a combination of gifts, grants, contributions, membership fees, and gross receipts (from permitted sources) from activities related to your exempt functions and normally receive not more than one-third of your support from investment income and unrelated business taxable income. **Section 509(a)(2).**
- c ☐ **Select this box** to attest that you are operated for the benefit of a college or university that is owned or operated by a governmental unit. **Sections 509(a)(1) and 170(b)(1)(A)(iv).**
- 3 If you are not described in items 2a - 2c above, you are a private foundation. As a private foundation, you are required by section 508(e) to have specific provisions in your organizing document, unless you rely on the operation of state law in the state in which you were formed to meet these requirements. These specific provisions require that you operate to avoid liability for private foundation excise taxes under sections 4941-4945.
- ☐ **Select this box** to attest that your organizing document contains the provisions required by section 508(e) or that your organizing document does not need to include the provisions required by section 508(e) because you rely on the operation of state law in your particular state to meet the requirements of section 508(e). (See the instructions for explanation of the section 508(e) requirements.)

**Part V**      **Reinstatement After Automatic Revocation**

**Complete this section only if you are applying for reinstatement of exemption after being automatically revoked for failure to file required annual returns or notices for three consecutive years, and you are applying for reinstatement under section 4 or 7 of Revenue Procedure 2014-11. (Check only one box.)**

- 1    ☐ **Check this box** if you are seeking retroactive reinstatement under section 4 of Revenue Procedure 2014-11. By checking this box, you attest that you meet the specified requirements of section 4, that your failure to file was not intentional, and that you have put in place procedures to file required returns or notices in the future. (See the instructions for requirements.)
- 2    ☐ **Check this box** if you are seeking reinstatement under section 7 of Revenue Procedure 2014-11, effective the date you are filling this application.

**Part VI**      **Signature**

☒ **I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, and to the best of my knowledge it is true, correct, and complete.**

KIM BRYSON

(Type name of signer)

TREASURER

(Type title or authority of signer)

03242022

(Date)



Form Revision Date 07/2016

## ARTICLES OF INCORPORATION

For use by DOMESTIC NONPROFIT CORPORATION

*Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:*

### ARTICLE I

The name of the corporation is:

ATHENS STRENGTH BOOSTERS

### ARTICLE II

The purpose or purposes for which the corporation is formed are:

The Athens Strength Boosters provide support for the Troy Athens High School Powerlifting team and Strength & Conditioning program. Support is shown in many ways, including but not limited to volunteering time, raising money and contributing funds to better enhance the team or organization's performance.

### ARTICLE III

The Corporation is formed upon  basis.

If formed on a stock basis, the total number of shares the corporation has authority to issue is

If formed on a nonstock basis, the description and value of its real property assets are (if none, insert "none"):

None

The description and value of its personal property assets are (if none, insert "none"):

None

The corporation is to be financed under the following general plan:

Public donations

The Corporation is formed on a  basis.

### ARTICLE IV

The street address of the registered office of the corporation and the name of the resident agent at the registered office (P.O. Boxes are not acceptable):

1. Agent Name: NICHOLAS LUSK  
2. Street Address: 8897 MARR ROAD  
Apt/Suite/Other:  
City: ALMONT  
State: MI

Zip Code: 48003

3. Registered Office Mailing Address:

P.O. Box or Street Address: 4333 JOHN R  
Apt/Suite/Other:  
City: TROY  
State: MI

Zip Code: 48085

ARTICLE V

The name(s) and address(es) of the incorporator(s) is (are) as follows:


Name	Residence or Business Address
NICHOLAS LUSK	8897 MARR ROAD, ALMONT, MI 48003 USA
CHRISTINE BILINISKI	1480 THREE LAKES DRIVE, TROY, MI 48085 USA
NICOLE WILSON	4139 WASHINGTON CR, TROY, MI 48085 USA
KRISTY OSTERLUND	5395 CORBIN DRIVE, TROY, MI 48098 USA
KIM BRYSON	2101 HIGHBURY DRIVE, TROY, MI 48085 USA

Signed this 9th Day of March, 2022 by the incorporator(s).

Signature	Title	Title if "Other" was selected
Kim Bryson	Incorporator	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

 Decline

 Accept



***MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS***  
***FILING ENDORSEMENT***

***This is to Certify that the*** ARTICLES OF INCORPORATION

***for***

ATHENS STRENGTH BOOSTERS

***ID Number:*** 802822030

***received by electronic transmission on*** March 09, 2022 ***, is hereby endorsed.***

***Filed on*** March 09, 2022 ***, by the Administrator.***

***The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.***



***In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 9th day of March, 2022.***

*Linda Clegg*

***Linda Clegg, Director***

***Corporations, Securities & Commercial Licensing Bureau***

**Athens Strength Boosters  
Bylaws  
Adopted November 29, 2022**

**Article I. Name**

The name of this organization is Athens Strength Boosters hereinafter identified as Boosters.

**Article II. Organization**

The Boosters is incorporated in the state of Michigan as a non-profit association of its members which is organized and controlled by the procedures and rules contained in these bylaws. The organization is duly registered with the IRS as a tax-exempt corporation under code section 501c(3), As such, the Boosters shall operate within the confines of the laws of the state of Michigan and the Internal Revenue Service so as not to jeopardize this status.

**Article III. Mission**

The mission of the Troy Athens Powerlifting Team and Strength & Conditioning Program is to provide student-athletes with well-rounded and scientifically-based lifting, strength and conditioning programs in order to safely enhance their overall athletic performance, while reducing their risk of injury along with developing an atmosphere that encourages team work, respect for others, mental toughness, discipline, and builds character through rigorous physical and mental training.

The mission of the Athens Strength Boosters is to provide support for the Troy Athens Powerlifting Team and the Strength & Conditioning Program. Support is shown via volunteering time, raising money and contributing funds to better enhance the team or program's performance along with providing operational funds for the organization.

The Boosters supports and adopts the Mission Statement determined by the faculty and staff of Troy Athens High School which may be revised at any time.

**Article IV. Membership and Dues**

**Section 1 – Membership** The following persons are considered to be members of the Boosters:

- a. Any parent or legal guardian of current or former Troy Athens High School students who participate(d) in the Athens Powerlifting Team or Strength and Conditioning Program
- b. Any member of the faculty or staff of Troy Athens High School who participates in the direction of the aforementioned activities
- c. Any Powerlifting Team or Strength and Conditioning Program coach along with his/her spouse

All members must subscribe to the mission, goals, policies, and bylaws of the Boosters. Membership is available without regard for race, gender, creed, disability, or national origin.

**Section 2 - Board Eligibility** Any member of the Boosters is eligible to hold an elected or appointed office or position.

**Section 3 - Dues** Dues, if any, will be determined and the amount set by the Board of Directors of the Boosters on an annual basis.

**Article V. Board of Directors', Advisor and Committees - Definitions and Duties**

CB

**Athens Strength Boosters**  
**Bylaws**  
**Adopted November 29, 2022**

Section 1 – Board Composition The Board of Directors is comprised of officers, as defined in Article V, Section 4.

Section 2 - Operational Consideration The Boosters may operate with no less than a president, secretary, and treasurer such that there are always 3 individuals on the board at all times. This minimum number should only be considered adequate to prevent the organization from being dissolved. Every attempt should be made to recruit other members to fill vacant positions.

Section 3 – Annual Statement Upon being elected to the Board of Directors and annually thereafter, each officer will agree to sign an Annual Statement indicating he/she has received and understand the current Booster's bylaws and will abide by its regulations.

Section 4 – Board Members and Duties

The following are considered to be the officers of the Boosters and their duties are defined below. All officers of the Organization agree to annually sign an Annual Statement indicating he/she has received a copy of the current bylaws, understands the organization's policies and agrees to comply.

a. President

- i. Prepare an agenda for every meeting
- ii. Preside at all Boosters general membership and Board of Directors meetings
- iii. Serve as a liaison to the Troy Athens administration as necessary
- iv. Coordinate the work of the Boosters' officers and committees
- v. Serve as an ex-officio member of each standing and special project committee
- vi. Ensure that the bylaws are presented to the general membership at the first meeting of the fiscal year.
- vii. Ensure that the Boosters' bylaws are reviewed annually, updated as needed and agreed to by each board member, in writing
- viii. Perform other duties as may be prescribed in these bylaws, assigned by the Board of Directors or delegated during a general membership meeting

b. Vice President

- i. Preside at all meetings in the absence of the President
- ii. Compile and maintain a complete roster of members including their name, phone number and email address
- iii. Perform the duty of providing the slate of officers which will be presented before a general membership meeting at the end of the season for the upcoming fiscal year
- iv. Perform other duties as may be prescribed in these bylaws, assigned by the Board of Directors or delegated during a general membership meeting

c. Secretary

- i. Take the minutes of all general membership and Board of Directors' meetings
- ii. Provide a draft of the minutes of all meetings to the members or board as applicable within one week of the meeting
- iii. Present the minutes at the next meeting for approval
- iv. Maintain custody of the official book of minutes of the Boosters which contain approved minutes of both general membership and Board of Directors meetings
- v. Once approved, file minutes of all meetings electronically on the Boosters Google drive

**Athens Strength Boosters  
Bylaws  
Adopted November 29, 2022**

- vi. Provide the final, approved minutes from any previous meeting to a Boosters member upon request
- vii. Perform other duties as may be prescribed in these bylaws, assigned by the Board of Directors or delegated during a general membership meeting

**d. Treasurer**

- i. Maintain custody of all assets of the Boosters
- ii. Maintain the assets in accounts with financial institutions approved by the Board of Directors
- iii. Keep full, accurate records of all transactions via a computer-based accounting system
- iv. Agrees to follow the Boosters' Internal Control Policies detailed in a separate document
- v. Prepare an annual budget with input from the board of directors and present it for approval to the general membership at the first general membership meeting of the fiscal year.
- vi. Deposit and disburse funds in accordance with the annual budget or other approved motions during the year. All deposits and disbursements should be done in a timely manner.
- vii. Receive from any Boosters committee, all records and proceeds from fund-raising activities.
- viii. In a timely manner, receive from all other committees, records of any financial activity to be included in the Boosters' records
- ix. Reconcile the financial and accounting records on a monthly basis
- x. In a clear and concise manner, prepare a financial statement and report all Boosters' financial activity for the period at every regular general membership meeting and, as requested, any regular or special Board of Directors meetings
- xi. Once approved, file minutes of all meetings electronically on the Boosters Google drive
- xii. Submit to the Financial Review Committee as defined in Article V, section 4, all records and books of the Boosters for each bi-annual financial review and ensure that the financial review results are presented at the next regularly scheduled general membership meeting
- xiii. Maintain the financial records of the organization in accordance with generally accepted accounting principles, all non-profit corporation laws of the State of Michigan and regulations of the Internal Revenue Service.
- xiv. Responsible for timely filing all required Michigan Annual reports, federal non-profit income tax returns and any other required documentation that arise.
- xv. Upon the election of a new treasurer to the Board of Directors, ensure that all files, accounts, and permissions are turned over to the new treasurer no later than one month after the end of the fiscal year or within 1 week from the date of a removal or resignation of the treasurer unless another date is mutually agreed upon by all Board members
- xvi. Perform duties as may be prescribed in these bylaws, assigned by the Board of Directors or delegated during a general membership meeting

**e. Financial Secretary**

- i. Authorized as the second signer on the bank account for the purpose of conducting transactions in accordance with these bylaws

**Athens Strength Boosters  
Bylaws  
Adopted November 29, 2022**

- ii. Perform any of the duties of the treasurer in his/her absence
- iii. Perform other duties as may be prescribed in these bylaws, assigned by the Board of Directors or delegated during a general membership meeting

**Section 5 - Advisor**

- a. The Boosters' resident agent as defined in organization's Michigan Annual Report shall act as an advisor to the board. At all times, the resident agent designated must be
  - i. Employed as a current staff member of Troy Athens High School
  - ii. Actively involved in the direction of the Athens Powerlifting Team or the Athens Strength and Conditioning Program
  - iii. Be an expert in physical fitness, conditioning and weight lifting
  - iv. Legally appointed as the Resident Agent on the Boosters' Michigan Annual Report as the person responsible for communications with the State of Michigan
  - v. Perform other duties as may be prescribed in these bylaws, assigned by the Board of Directors or delegated during a general membership meeting

**Section 6 - Committees**

- a. Committees will be established or abolished by the Board of Directors.
- b. Committee chairs will work with the Booster's treasurer such that the committee operates within the budget of the organization as well as ascertains how to submit deposits and request disbursements or reimbursements
- c. Each committee shall submit to the vice president, all documentation, either physical or electronic, outlining the operations of the committee during the fiscal year and any other guidelines deemed necessary for future committees
- d. Established committees
  - i. Fund Raising Committee This committee is responsible to find, create and implement fund raising opportunities with the goal of raising funds to insure the financial viability and stability of the Boosters. The committee members will work together with the Boosters' advisor to device the most advantageous opportunities while taking the members and athletes responsibilities for the proposed fund raiser into account.
  - ii. Tournament Committee This committee is responsible for the planning and execution of any tournaments to be hosted at Troy Athens High School including but not limited to promotion, set-up and clean up, registration, food service, vendors, and general management the day of the event.
  - iii. Financial Review Committee This committee will be compromised of three to five (3-5) members of the Boosters, of which one must be a board member who does not have signatory authority of the Boosters' bank account and shall be chosen by a vote of the membership at the last fiscal year general membership meeting, unless not already assigned. This committee shall review the records of the organization bi-annually and will report its findings at the next general membership meeting.
  - iv. Special Project Committees. On an as-needed basis, the Board with the agreement of the Boosters' advisor may create ad-hoc committees to carry out specialized duties and may appoint chairpersons to head them. The creation of Special Project committees and the appointment of chairpersons will have the

**Athens Strength Boosters**  
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approval of the majority of the Board of Directors. Each chairperson may recruit as many members of the Boosters to serve on the committee as deemed necessary and convenient to conduct its duties. Special committees shall not carry into a subsequent fiscal year but must be reappointed, if necessary, to continue duties.

**Article VI. – Elections, Vacancies and Removals**

**Section 1 - Eligibility** Only persons who are, or will continue to be members of the Boosters, as defined in Article IV, Section 1, may stand for election or appointment to an office or committee.

**Section 2 - Term** The term of office for officers and committee chairpersons is one fiscal year as defined in Article VIII unless a person resigns, is removed from office by a majority vote or the nominee cannot be located for the following term. Officers and chairpersons will remain in the position until a transition meeting has occurred on a mutually agreed upon date between the outgoing and incoming persons whichever is later. Members of the Boosters may be re-elected or re-elected or re-appointed to any office or committee chair position with no limit to the number of terms having been served.

**Section 3 - Officer Elections**

- a. A nomination ballot will be drafted and distributed using a method of distribution intended to reach the full membership. This ballot will nominate officers for the ensuing fiscal year of the Boosters and will clearly state that all positions are open to nomination. This ballot will include:
  - i. all board positions.
  - ii. the name(s) of all those currently serving in those positions.
  - iii. the name(s) of all those currently nominated for those positions for the ensuing fiscal year.
- i. The officers of the Boosters will be elected at the last regularly scheduled general membership meeting for the ensuing fiscal year.
- ii. Other than members proposed by the ballot nominating process, other persons may be nominated from the floor at the last regularly scheduled general membership meeting.
- iii. Consent to both stand for election and to serve will be obtained from each person prior to nomination by the current Vice President.
- iv. In the event that there is only one nominee per position, then voting is unnecessary. When a vote is deemed necessary, the voting shall be done at a general membership meeting either in a written or electronic format. The winner shall be determined by the voting policies detailed in Article VI Section 3.

**Section 5 – Annual Statement** – All Board members must agree in writing to uphold the Boosters' bylaws in effect when newly elected and then annually at the beginning of each fiscal year in which they serve.

**Section 6 - Vacancies** - In the event of a vacancy in any of the officer or chair positions of the Boosters, the remaining Board of Directors may vote to fill the vacancy from among the membership of the Boosters. Any replacement officer or chairperson selected will serve for the remainder of the current fiscal year.

**Section 7 - Removals** –Board members or committee chairs can be removed from office.

- a. Any member can initiate the process to remove a Board or committee member for reasons as defined below:

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- i. Participation – Failing to participate in general membership or Board meetings as evidenced by his/her absence from meetings unless otherwise previously excused by a majority of the other members of the Board of Directors in which their continued absence is deemed to have a detrimental effect on the organization due to the Board member not fulfilling his/her duties.
- ii. Performance – Due to a person's failure to perform his/her duties
- iii. Capacity – Due to a person's perceived diminished capacity
- iv. Conduct – Due to a person's conduct which is deemed unbecoming to the mission of the Boosters or is determined to be potentially harmful to himself or others
- b. The initiative to remove an individual from office must be submitted to the Board for consideration. This must be done respectfully and outside a general membership meeting. The Board will make a determination as to whether a resulting motion will be entertained at the next regular general membership meeting or at a special meeting.
- c. Any person subject to removal shall be notified of the motion in writing at least one week prior to the meeting at which such motion is to be voted on and shall be allowed the opportunity to be heard by members present at the meeting.
- d. The motion of removal will pass or fail as dictated by the normal voting process and regulations per Article VII Section 1
- e. If the motion passes, the member being removed from his/her position shall return all written or electronic records pertaining to his/her position to the Board member so designated within one week of being removed.

**Article VII. Meetings, Quorums, Notice, Voting, Approval Majorities**

**Section 1 - General Membership Meetings.**

- a. A minimum of two general membership Boosters' meetings will be held each fiscal year with one being held near the beginning of the athletic season.
- b. General Membership meetings are open to any Boosters member as defined in Article IV Section 1 and all such members are eligible to vote.
- c. Official business of the Boosters may be conducted when there are at least a 2/3 majority of the Board of Directors present at any duly called general membership meeting.
- d. Notice of a general membership meetings will be given at least one week in advance, using a method of distribution intended to reach the full membership.
- e. Special Boosters' meetings may be called at any time by the President, Advisor, two or more board members or a minimum of five Booster members.
- f. Voting on regular motions or elections - approval is defined as 'more than half of the members present'. The Boosters' advisor must affirm all motions for passage.
- g. Voting on amendments or revisions to these bylaws - approval is defined as 'at least two-thirds of the members present'.
- h. Voting may be conducted by voice, email or other electronic means at the discretion of the officer presiding at the meeting. Any member present may require that a vote be conducted by a formal show of hands or written ballot.

**Section 2 - Board of Directors Meetings.**

- a. Official business of the Boosters may be conducted when there are at least half the members of the Board of Directors present at any duly called meeting. Every effort must be made to include all board members and be scheduled at a time most convenient for the majority.

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- b. Notice of a meeting of the Board of Directors must be given to the membership at least one week in advance of the meeting using a method of distribution intended to reach the full membership.
- c. Voting on regular motions or elections - approval is defined as 'more than half of the board members present'. The Boosters' Advisor must affirm all motions for passage.
- d. Voting may be conducted by voice, email or other electronic means at the discretion of the officer presiding at the meeting. Any board member present may require that a vote be conducted by a formal show of hands or written ballot.
- e. In cases where issues need to be voted on between general membership Boosters' meetings, any board member may call a special Board of Directors' meeting or utilize another electronic means of voting, including but not limited to email or virtual voting. A 2/3 majority of the Board will be required to pass.

**Article VIII. General Policies and Procedures**

Section 1 – Fiscal Year The fiscal year of the Boosters begins on July 1, ending on the following June 30.

Section 2 - Organization The Boosters is noncommercial, nonsectarian, and nonpartisan.

Section 3 - Use of the Organization's Name No person or organization may use the name of the Boosters or the name of any of the officers or committee chairpersons for any purpose without the expressed approval of the Board of Directors.

Section 4 - Cooperation The Boosters will cooperate with other organizations and agencies concerned with the well-being of the students of Troy Athens High School.

Section 5 - Contracts Persons representing the Boosters will not make any commitments or representations that bind the Boosters in any way. All contracts which bind the Boosters in any manner must be signed by a Board member and be so indicated in the minutes of the organization.

Section 6 - Control - The government and direction of the Boosters, the control of its properties and records are vested in the Board of Directors.

**Article IX. Financial Policies and Procedures**

Section 1 - Cash All accounts necessary for the transaction of the financial business of the Boosters will be opened and maintained at recognized financial institutions using the full name of the organization. The placements of such accounts are to be approved by the Board of Directors. The cancellation of any accounts must have approval and authorization of the Board of Directors.

Section 2. - Required Signatures All bank accounts are required to have two signatures for any withdrawal transaction of more than \$1,000. The treasurer and Financial Secretary or the President in the absence of a Financial Secretary in a given year will be the only authorized signers for all bank accounts. All transactions or reimbursements must have documentation for any monies distributed.

Section 3 - Annual Budget - A tentative budget for the organization shall be drafted by the treasurer in conjunction with the board of directors. The budget shall be approved by majority vote at the first general membership meeting of each fiscal year.

CB



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Section 4 - Compensation – No member of the board shall receive compensation. All time and effort spent on behalf of the Boosters by these other Board members shall be done so gratuitously.

**Article X. - Financial Reviews**

- a. Bi-annual financial reviews will be conducted with one performed halfway through the fiscal year and the other after the fiscal year ends.
- b. A financial review will also be conducted, upon a change of Treasurer, prior to the transition to a new Treasurer.
- c. The results of the financial reviews will be presented at the next general membership meeting.
- d. The Board of Directors, at their discretion, may designate an outside authority to conduct an audit of the financial records with the provision that a written and signed report is specified and required.

**Article XI. Conflict of Interest**

All Board Members will abide by the Boosters Conflict of Interest Statement that follows. They agree to annually sign the Annual Statement as described in Article V Section 3.

**Section 1 - Purpose**

- a. The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Section 2 - Definitions**

- a. Interested Person - Any director, principal officer, or member of a committee with Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - i. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
  - ii. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
  - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate Board or committee decides that a conflict of interest exists.

**Section 3 - Procedures.**

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- a. Duty to Disclose - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the officers and members of committees with Board delegated powers considering the proposed transaction or arrangement.
- b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- c. Procedures for Addressing the Conflict of Interest.
  - i. An interested person may make a presentation at the Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - ii. The President of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - iii. After exercising due diligence, the Board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested officers whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- d. Violations of the Conflict of Interest Policy.
  - i. If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflict of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  - ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Section 4 - Recordings of Proceedings**

The minutes of the governing board and all committees with board designated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest
- b. The nature of the financial interest
- c. Any action taken to determine whether a conflict of interest was present
- d. Governing board's decision as to whether a conflict of interest in fact existed
- e. The names of the persons who were present for discussions and votes relating to the transaction agreement

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- f. The content of the discussion including any alternatives to the proposed transaction or arrangement
- g. Record of any votes taken in connection with the proceedings

**Section 5 - Compensation**

- a. A voting member of the Board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Section 6 - Annual Statements**

Each director or principal officer, and member of a committee with Board delegated powers shall annually sign a statement which affirms that he/she

- a. Has received a copy of the conflicts of interest policy
- b. Has read and understands the policy
- c. Has agreed to comply with the policy
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Section 7 - Periodic Review**

To ensure the Organization operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payment for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Section 8 – Use of Outside Experts**

When periodic reviews are conducted, the Organization may, but need not, use outside advisors. If outside advisors are used, their use shall not relieve the Board of its responsibility for ensuring that periodic reviews are conducted.

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Adopted November 29, 2022**

**Article XII. Amendments**

These bylaws may be amended or revised at any duly called meeting of the general membership by a two-thirds vote of those present.

**Article XIII. Dissolution**

The Boosters may be dissolved upon a 2/3 vote of the Board of Directors or a majority vote of the General Membership. If the Board of Directors has not met for more than 3 years, the Organization's Resident Agent or the Troy Athens High School Principal in the absence of a properly assigned Resident Agent may dissolve the Boosters at his/her discretion. Upon dissolution of the Boosters, all remaining assets will be distributed to Troy Athens High School for exempt purposes without further restrictions within the meaning of section of 501c(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

*Christine Belushi, president*  
*11-29-2022*



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

ATHENS STRENGTH BOOSTERS  
C/O NICHOLAS LUSK  
4333 JOHN R  
TROY, MI 48085

Date:  
04/07/2022  
Employer ID number:  
88-1124348  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending:  
June 30  
Public charity status:  
509(a)(2)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
March 9, 2022  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053487001472

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements



Charitable Gaming Division  
Box 30023, Lansing, MI 48909  
OVERNIGHT DELIVERY:  
101 E. Hillsdale, Lansing MI 48933  
(517) 335-5780  
www.michigan.gov/cg

## LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(K)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

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

that the request from \_\_\_\_\_ of \_\_\_\_\_,  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_.  
APPROVAL/DISAPPROVAL

### APPROVAL

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

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

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

### DISAPPROVAL

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

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

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

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_.  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.  
PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: December 19, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Kurt Bovensiepe, Public Works Director  
Dennis Trantham, Facilities & Grounds Operations Manager  
Cindy Stewart, Community Affairs Director

Subject: Community Development Block Grant (CDBG) 2023 Funds – Public Hearing  
Announcement for January 23, 2023

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### **Background**

Oakland County has advised the City of Troy to use \$182,205.00 as our planning estimate for program year 2023.

The following projects are being recommended for the 2023 CDBG program:

Parks-Recreational Facilities: Construction of a New Park	\$127,543.50
Public Services – Yard Services	<u>\$ 54,661.50</u>
Total:	\$182,205.00

Federal regulations require Oakland County as an “urban county” grantee to execute an annual Subrecipient Agreement with each participating community. We will submit the signed Agreement with our application.

### **Recommendation**

It is recommended that City Council hold a public hearing on January 26, 2023 to approve the Community Development Block Grant (CDBG) PY2023 application. The PY2023 Application project funds will be used for two different projects. The first project is to continue development and construction an inclusive park in Section 9. The 2023 funds of \$127,543.50 will be utilized for this project.

Thirty percent (maximum allowed) of the PY2021 funds (\$54,661.50) will also fund the City’s Yard Assistance Program offering mowing of lawns in the spring/summer/fall plus a spring and fall yard cleanup; and plowing driveways and sidewalks in the winter. This program serves low income seniors and persons with disabilities.

Chair Abitheira called the Regular meeting of the Building Code Board of Appeals to order at 3:02 p.m. on August 10, 2022 in the Council Chamber of Troy City Hall.

1. ROLL CALL

Members Present

Gary Abitheira

Teresa Brooks

Matthew Dziurman

Sande Frisen

Members Absent

Mark F. Miller, City Manager

Support Staff Present

Paul Evans, Zoning and Compliance Specialist

Kathy L. Czarnecki, Recording Secretary

2. APPROVAL OF MINUTES – May 4, 2022

Moved by: Frisen

Support by: Brooks

**RESOLVED**, To approve the minutes of the May 4, 2022 Regular meeting as submitted.

Yes: All present (4)

Absent: Miller

**MOTION CARRIED**

3. HEARING OF CASE

- A. **VARIANCE REQUEST, 3438 HARMONY, DANIEL NEAL** – This property is a double front corner lot. Since it is in the R1-D use district, it has a 25 feet required front setback along Harmony Drive and Crimson Drive. The petitioner is requesting a permit to install a 4-feet high, 117 feet long non-obscuring wood fence at the Crimson Drive side at a distance of 10 feet from the property line. From the 117 feet, a variance is required for 107 feet of the 4 feet high wood non-obscuring fence.  
**CHAPTER 83**

Mr. Evans gave a brief review of the variance request. He addressed its location within the Raintree subdivision, the required setbacks for the double front corner lot and the fence diagram submitted by the applicant.



Applicant Daniel Neal said he is seeking relief of the variance to install a fence for the protection and privacy of his two small children and 50-pound dog. He noted there is a man door in the garage that the dog would use for access in and out of the garage instead of entering the house.

There was discussion on:

- Information and pictures submitted with request.
- Existing six-foot high wood fence along rear of property.
  - Applicant stated fence was installed by previous owner.
- Definition of non-obscuring fence.
- Placement of fence outside of existing tree.
  - Appears required 25-foot setback would encumber existing tree.
- Property relationship to neighboring property.
- Acknowledgement of applicant's consideration to requested setback distance and fence construction material in the best interest of the neighborhood.

#### PUBLIC HEARING OPENED

There was no one present who wished to speak.

#### PUBLIC HEARING CLOSED

Chair Abitheira acknowledged receipt of two email messages, both of which appear to voice no opposition to the variance request. Copies of the email messages were provided to the Board prior to the beginning of the meeting.

Moved by: Dziurman  
Support by: Brooks

**RESOLVED**, That the variance request for 3438 Harmony be **granted** for a 4-foot-high fence with a 10-foot setback along Crimson Drive, as stated in their request, for the following reason:

1. The exceptional characteristics of the property for which the variance is sought make compliance with the requirements of this Chapter substantially more difficult than would be the case for the great majority of properties in the same zoning district. Characteristics of property which shall be considered include exceptional narrowness, shallowness, smallness, irregular shape, topography, vegetation, and other similar characteristics.

Yes: All present (4)  
Absent: Miller

**MOTION CARRIED**

4. COMMUNICATIONS

None.

5. PUBLIC COMMENT

There was no one present who wished to speak.

6. MISCELLANEOUS BUSINESS

Mr. Dziurman said he would not be present at the September 7, 2022 scheduled meeting.

7. ADJOURNMENT

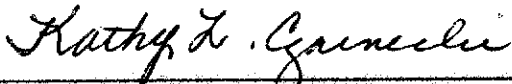
The Regular meeting of the Building Code Board of Appeals adjourned at 3:18 p.m.

Respectfully submitted,



---

Gary Abitheira, Chair



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Kathy L. Czarnecki, Recording Secretary

Chair Lambert called the Regular meeting of the Troy City Planning Commission to order at 7:00 p.m. on September 13, 2022, in the Council Chamber of the Troy City Hall. Chair Lambert and Vice Chair Perakis presented opening remarks relative to the role of the Planning Commission and procedure of tonight's meeting.

1. ROLL CALL

Present:

Toby Buechner  
Michael W. Hutson  
Tom Krent  
David Lambert  
Lakshmi Malalahalli  
Marianna Perakis  
Sadek Rahman  
John J. Tagle

Absent:

Carlton M. Faison

Also Present:

R. Brent Savidant, Community Development Director  
Julie Quinlan Dufrane, Assistant City Attorney  
Kathy L. Czarnecki, Recording Secretary

2. APPROVAL OF AGENDA

**Resolution # PC-2022-09-049**

Moved by: Krent  
Support by: Buechner

**RESOLVED**, To approve the Agenda as prepared.

Yes: All present (8)

Absent: Faison

**MOTION CARRIED**

3. APPROVAL OF MINUTES – August 23, 2022

**Resolution # PC-2022-09-050**

Moved by: Tagle  
Support by: Perakis

**RESOLVED**, To approve the minutes of the August 23, 2022 Regular meeting as submitted.

Yes: Hutson, Krent, Lambert, Malalahalli, Perakis, Tagle  
Abstain: Buechner, Rahman  
Absent: Faison

### **MOTION CARRIED**

#### 4. PUBLIC COMMENT – For Items Not on the Agenda

There was no one present who wished to speak.

### **PLANNED UNIT DEVELOPMENT**

#### 5. PUBLIC HEARING - PLANNED UNIT DEVELOPMENT (File Number PUD 019 JPLN2022-0013) – Proposed Village of Troy PUD, South side of Long Lake, West of Rochester (Parcels 88-20-15-201-046 and 88-20-15-201-033), Section 15, Currently Zoned RT (One Family Attached Residential), R-1C (One Family Residential) and CB (Community Business) Districts

Mr. Tagle disclosed his firm is currently working with Robertson Brothers Homes on a project that has no association with the project before the Board this evening. He assured Board members that he can act upon the project in an unbiased way.

Board members agreed there is no reason for Mr. Tagle to recuse himself.

Mr. Savidant summarized the Planned Unit Development (PUD) review and approval process. He stated the applicant this evening is bundling together the Concept Development Plan and Preliminary Site Plan applications. Mr. Savidant addressed the location, natural features, wetlands and woodlands, zoning, access and circulation, proposed residential housing, parking and how the plan relates to the Master Plan.

Mr. Savidant reviewed items discussed at the January 11, 2022 Planning Commission meeting. He noted the applicant maintained the townhome concept contrary to the Board's suggestion to consider alternative housing options. Mr. Savidant reviewed the proposed changes to the Site Plan since January 2022. He addressed dimensional deviations, benefits characterized by the applicant and the PUD Standards in Section 11.03 B of the Zoning Ordinance. Various elevations and housing types proposed by the applicant were displayed.

Mr. Savidant stated the City Traffic Engineer Consultant OHM recommends approval of the traffic impact study prepared by Fleis & Vanderbrink, dated June 22, 2022, with two exceptions as noted in the Planning Consultant report dated September 6, 2022. He announced Stephen Dearing of OHM is present in the audience should Board members have any questions.

In summary, Mr. Savidant said as part of the deliberation, the Planning Commission should consider:

- Does the applicant meet the intent and standards of a Planned Unit Development?
- Difference/distinction from attached townhomes and attached single-family homes.
- If alternatives to townhomes were considered?
- Are the proposed benefits commensurate with the relief requested?
- Materials and architectural details.
- Has the applicant sufficiently redesigned the site and provided a “villaging” concept as requested by the Planning Commission?

Mr. Savidant stated the role of the Planning Commission is to make a recommendation to City Council. He indicated another public hearing would be scheduled at the time City Council considers the application.

Tim Loughrin, Director of Land Acquisition for Robertson Brothers Homes, conducted a PowerPoint presentation. Some items addressed by Mr. Loughrin were:

- Village concept interconnecting various housing styles.
- Reduction in density; cut 40% townhomes.
- Increase of open space; 7 pocket parks, central park, pavilion.
- Parallel plan; what could be built under existing zoning.
- Elevations; design, square footage, building material, floor plans, price point.
- Sledding hill; quasi-public space located in southwest corner.
- Pedestrian pathway(s).
- Stormwater management; regional pond.
- Over 40% of site is active or passive recreational.
- Owner occupied homes.
- Surrounding zoning and area.
- PUD Standards.

Several members shared individual views on orientation of buildings, location of access drives, internal road design, public amenities and “village” concept. The applicant was encouraged to create something impactful that might attract one’s eyes within the project’s internal design such as a fountain or sculpture.

There was discussion, some comments related to:

- Quasi-public open space; liability, activity schedules.
- Orientation of homes, access drives, centrally located terminus drives.
- Screening on north and south sides; landscaping, berms, fencing.
- Stormwater management; regional pond.
- Parking; formula used to factor required number of spaces; consideration to landbank spaces if determined overparked.
- Building material; color scheme, cost, and maintenance of material.
- Board’s objection to vinyl siding.

- Potential to create additional pedestrian connections.
- Establishment of homeowners' associations.

#### PUBLIC HEARING OPENED

- Leonard Joseph, 4909 River Bank Court; addressed concerns with screening, asked about type of screening and additional tree line if trees are removed, asked if retention pond is connected to residents on River Bank Court and if streets are private.
- Susheel Vu, 4921 River Bank Court; addressed concerns with increase in traffic, left turn lane, noise and lights.
- Gary Osak, 4919 Davis Court; addressed concerns with density, increase in traffic, stormwater management, encouraged quality building materials and screening.
- Deepan Shrivastava, 4969 River Bank Court; addressed concerns with increase in traffic, no left turn, internal road design and wetlands.
- Sendhil Damodavan, 4933 River Bank Court; addressed project design and concerns with effect on property values.

#### PUBLIC HEARING CLOSED

Chair Lambert stated one email communication was received from Harpreet Singh. The resident asked that a tree line for screening be maintained and addressed concerns with property values.

Questions posed during public hearing were addressed as follows:

- Applicant is receptive to address concerns with screening.
- Applicant acknowledged the streets are private.
- Applicant will work with EGLE (Environment, Great Lakes, & Energy) with respect to wetland regulations.
- Applicant addressed stormwater management; regional pond; no connection with residents on River Bank Court.
- Applicant addressed amenities that might be incorporated in pocket parks.

City Traffic Consultant Stephen Dearing of OHM addressed the proposed project's traffic impact as relates to access points, future reconfiguration of median and westbound left turn lane, crossover traffic, trip distribution analysis and planned future road improvements.

Ms. Malalahalli stated she would like to see the applicant take into consideration Planning Commission feedback and public comment expressed this evening and come back to the Board.

**Resolution # PC-2022-09-051**

Moved by: Malalahalli

Support by: Krent

**RESOLVED**, To postpone the Village of Troy PUD application to allow the developer an opportunity to take into consideration the direction given by the Board and public comment and to meet some of the PUD Standards cited in Section 11.03 B of the Zoning Ordinance that the Board feels have not been met.

Yes: All present (8)

Absent: Faison

**MOTION CARRIED**

Mr. Savidant clarified there would be no public hearing when the application comes back to the Planning Commission. He encouraged residents to view agendas posted on the City website to find out the meeting date the application would be considered again.

Ms. Dufrane asked the applicant to share with their attorney that revisions to the application might necessitate changes in the draft PUD agreement.

**OTHER ITEMS**

6. **PUBLIC COMMENT** – For Items on the Agenda

There was no one present in the audience who wished to speak.

Chair Lambert opened the floor to Planning Commission comment.

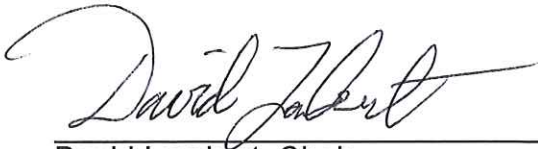
Mr. Savidant acknowledged Stephen Dearing and Sara Merrill of OHM for their assistance in traffic consultations and thanked Mr. Dearing for his explanation of complicated traffic matters in simplistic terms.

After a brief discussion, it was determined to schedule a few study session meetings in 2023 to discuss diverse topics.

7. **ADJOURN**

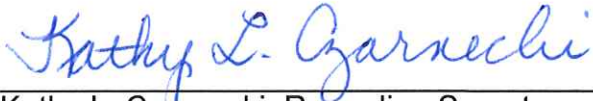
The Regular meeting of the Planning Commission adjourned at 9:29 p.m.

Respectfully submitted,



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David Lambert, Chair



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Kathy L. Czarnecki, Recording Secretary

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Chair Lambert called the Regular meeting of the Troy City Planning Commission to order at 7:00 p.m. on September 27, 2022, in the Council Chamber of the Troy City Hall. Chair Lambert presented opening remarks relative to the role of the Planning Commission and procedure of tonight's meeting.

1. ROLL CALL

Present:

Toby Buechner  
Carlton M. Faison  
Michael W. Hutson  
Tom Krent  
David Lambert  
Lakshmi Malalahalli  
Marianna Perakis  
Sadek Rahman  
John J. Tagle

Also Present:

R. Brent Savidant, Community Development Director  
Ben Carlisle, Carlisle Wortman Associates  
Julie Quinlan Dufrane, Assistant City Attorney  
Kathy L. Czarnecki, Recording Secretary

2. APPROVAL OF AGENDA

Ms. Perakis asked to add Planning Commission Comment as Agenda item #7.

**Resolution # PC-2022-09-052**

Moved by: Perakis

Support by: Krent

**RESOLVED**, To approve the Agenda as revised.

Yes: All present (9)

**MOTION CARRIED**

3. APPROVAL OF MINUTES – September 13, 2022

There was a brief discussion on the Village of Troy PUD application as relates to:

- The wording of Resolution # PC-2022-09-051 to postpone item.
- Scheduling of Public Hearing.

**Resolution # PC-2022-09-053**

Moved by: Buechner

Support by: Rahman

**RESOLVED**, To approve the minutes of the September 13, 2022 Regular meeting as submitted.

Yes: Buechner, Hutson, Krent, Lambert, Malalahalli, Perakis, Rahman, Tagle

Abstain: Faison

**MOTION CARRIED**4. **PUBLIC COMMENT** – For Items Not on the Agenda

There was no one present who wished to speak.

**PLANNED UNIT DEVELOPMENT**5. **PLANNED UNIT DEVELOPMENT (File Number PUD 2020-0018)** – Revised Concept Development Plan for Long Lake and Crooks Masterplan Development, Northwest Corner of Long Lake and Crooks, Section 8, Currently Zoned O (Office) District

Mr. Carlisle gave a brief background of the proposed Planned Unit Development (PUD) application and identified some of the changes since last reviewed at the August 9, 2022 Planning Commission Regular meeting.

- Reconfigured residential building at northwest corner, moved building parallel to Corporate Drive.
- Reconfigured hotel/restaurant building at southwest corner, moved building parallel to Corporate Drive, located parking in rear.
- Added another retail/restaurant building, moved retail/restaurant buildings to front on Long Lake, parking in rear.
- Reconfigured internal pedestrian grid system and outdoor seating plaza area between two main retail/restaurant buildings on Long Lake.
- Significant addition to the central gathering space, dedicated green space and functional usable open space.
- Added green “street” and “boulevard” that bisects site north/south, east/west.
- Added pedestrian amenities and grid system to connect with pedestrian amenities.
- Reduced size of sculpture garden located next to wetland, added parking.
- Expanded open space and natural features area on the north end of site.
- Added small retail zone on ground level of parking deck.

Anthony Antone of Kojoian introduced project team members in the audience; Randy Wertheimer of Hunter Pasteur Homes, Chris Beck of Gensler, Chris Kojoian of Kojoian and Tyler Tennent of Dawda Mann PLC.

Mr. Antone said the team wants to make sure they are on the right track and is asking for the Board's feedback again before coming forward with the Concept Development Plan. He said "The Great Lawn" area would be an all-season gathering place with diverse amenities, identifying at this time an ice-skating rink, pickleball courts and bocce ball.

Board members complimented the team on the plan revisions and expressed overall satisfaction of the plan.

Some items Board members asked the project team to consider:

- Prepare a brochure/pamphlet to illustrate the community gathering space.
- Food trucks; parking, competition with on-site restaurants.
- Seasonal gathering space; functionality.
- Add gardens, play structure.
- Location of pickleball courts and outdoor exercise stations.
- Parking.
  - Applicant advised boulevard offers on-street parallel parking.
  - Parking deck and office tower; levels of parking.
  - Shared parking.
  - Review of parking at each development phase.
- Retail/restaurant buildings; facilitation of loading/unloading and waste management.
- Provide a 'grand' and 'eye-catching' entrance to development.
- Hub for public transportation.

Mr. Savidant reviewed the PUD approval process.

Ms. Dufrane stated the elements of the PUD agreement encompass details relating to development phasing and open space.

Chair Lambert opened the floor for public comment.

Wei Cao, 6816 Vernmoor; addressed retail/restaurant portion of development, suggested smaller storefront retail/restaurants.

Chair Lambert closed the floor for public comment.

Mr. Antone said the market would drive tenancy of the project. He said a combination of larger and smaller retail/restaurant store fronts would be appealing.

OTHER ITEMS6. PUBLIC COMMENT – For Items on the Agenda

There was no one present in the audience who wished to speak.

7. PLANNING COMMISSION COMMENT

There were general comments, some relating to:

- Meeting schedule.
- Term expirations, reappointments.
- Agenda format; review of Bylaws.

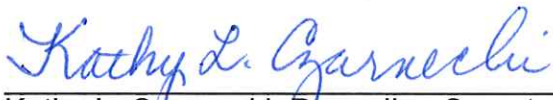
8. ADJOURN

The Regular meeting of the Planning Commission adjourned at 7:57 p.m.

Respectfully submitted,



David Lambert, Chair



Kathy L. Czarnecki, Recording Secretary

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Chair Abitheira called the Regular meeting of the Building Code Board of Appeals to order at 3:01 p.m. on October 5, 2022 in the Council Chamber of Troy City Hall.

1. ROLL CALL

Members Present

Gary Abitheira  
Teresa Brooks  
Matthew Dziurman  
Sande Frisen

Members Absent

Mark F. Miller, City Manager

Support Staff Present

Salim Huerta, Building Official  
Kathy L. Czarnecki, Recording Secretary

2. APPROVAL OF MINUTES – August 10, 2022

Moved by: Brooks

Support by: Frisen

**RESOLVED**, To approve the minutes of the August 10, 2022, Regular meeting as submitted.

Yes: All present (4)

Absent: Miller

**MOTION CARRIED**

Mr. Huerta asked that the following statement be on record: *The City is regulated by the Michigan Building Codes, Section 105 Permits, Section 105.2, Work Exempt from Permits (a) (ii), which designates the City enforces building permits only when the fence is over seven (7) feet high.*

Mr. Huerta stated the appeals before the City are based only on land use permits.

3. HEARING OF CASES

- A. **VARIANCE REQUEST, 5008 PRENTIS, ZHANG YI MARTIN** – This property is a double front corner lot. Since it is in the R1-C district, as such, it has a 30 feet required front setback along Prentis Drive and E. Long Lake Thoroughfare. Additionally, per the City of Troy Thoroughfare Plan at that location of E. Long Lake, it restricts to 60 feet from the center of it to the property line. The petitioner is requesting a variance to install a 6 feet high, 123 feet long, vinyl privacy fence two to four feet away from the

property line where the City Code limits fences to 30 inches high due to the fact that there isn't a back-to-back relationship to the neighboring lot.

#### **CHAPTER 83 FENCE CODE**

Mr. Huerta read the variance request narrative. He reported the department received no written responses to the published notice.

The applicant Zhang Yi Martin said the fence would provide privacy and safety and reduce traffic noise from Long Lake. She believes a fence would improve her property value. Ms. Martin submitted two photographs of neighboring fences.

A gentleman accompanying Ms. Martin (who did not sign in or identify himself) said there is no privacy sitting outside on the deck. He said they talked to neighbors about the fence and the neighbors expressed no objections.

There was discussion on:

- Information and pictures submitted with request.
- Aerial views of homes along Long Lake with existing fences.
  - Appeared not to have same relationship as subject property with adjacent properties.
  - Appeared to be consistent in providing 10 feet setback.
- Consideration of alternative options; landscaping up to property line, landscaping with lower fence height.
- 10 feet setback might require petitioner to cut down two large trees.
- Consideration of different dimensional setback.

#### **PUBLIC HEARING OPENED**

There was no one present who wished to speak.

#### **PUBLIC HEARING CLOSED**

Chair Abitheira advised the applicant she has the option to postpone action on the request until a full Board is present. Ms. Martin said she would like to go forward with the request today.

Discussed with the applicant:

- Various dimensional setbacks.
- If request denied, applicant could re-submit application requesting different dimensional setback.

Moved by: Dziurman  
Support by: Abitheira

**RESOLVED**, That the variance request for 5008 Prentis be **denied** as proposed in their request, for the following reason:

1. The variance would adversely affect properties in the immediate vicinity of the subject property.

Yes: Abitheira, Dziurman, Frisen

No: No

Absent: Miller

### **MOTION CARRIED**

The Board encouraged the applicant to come back requesting a different dimensional setback and to show in their application the location of trees and how the different proposed dimensional setback might save the trees.

Mr. Huerta said he would waive the application fee.

- B. **VARIANCE REQUEST, 2003 STRATFORD, JOLIE PELTIER** – This property is a double front corner lot. Since it is in the R1-E district, as such, it has 25 feet required front setback along Stratford Drive and Northampton. The petitioner is requesting a variance to install a 6 feet high, 89 feet long wood privacy fence one foot away from the property line where City Code limits to a 48 inches high unobscured fence due to the fact that there is the relationship to the neighboring lots across the street.

### **CHAPTER 83 FENCE CODE**

Mr. Huerta read the variance request narrative. Mr. Huerta reported the department received no written responses to the published notice.

The applicant Jolie Peltier and Matthew Peltier were present. Ms. Peltier said a privacy fence would provide safety and security for their children and dog. She said they are concerned also for the safety of school children and pedestrians who approach their dog while in the yard. Mr. Peltier stated he cleared about 75% of existing shrubbery and landscaping since purchasing the home.

There was discussion on:

- Information and pictures submitted with request.
- Location of fence; definitive area requiring variance.
- Board members expressed concern with height of proposed fence.
- Consideration of alternative options; lower fence height, landscaping to obscure.
- Existing fence is Code compliant.
- Fence height and material, as relates to characteristics of neighborhood.

### **PUBLIC HEARING OPENED**

There was no one present who wished to speak.

### **PUBLIC HEARING CLOSED**

Chair Abitheira advised the applicant they have the option to postpone action on the request until a full Board is present. Ms. Peltier said they would like to go forward with the request today.

Discussed with the applicant:

- Various dimensional setbacks.
- If request denied, applicant could re-submit application requesting different dimensional setback.

Moved by: Frisen

Support by: Dziurman

**RESOLVED**, That the variance request for 2003 Stratford be **denied** as proposed, for the following reason:

1. The variance request would adversely affect the intent of Chapter 83 Fence Code and neighboring properties.

Yes: All present (4)

Absent: Miller

### **MOTION CARRIED**

The Board encouraged the applicant to consider alternative options for screening or come back requesting a different dimensional setback.

Mr. Huerta said he would waive the application fee.

- C. **VARIANCE REQUEST, 6580 LIVERNOIS, DANIEL & KELLY XU** – This property is a double front corner lot. Since it is in the R1-B district, as such, it has 40 feet required front setback along Livernois Road and Lesdale. The petitioner is requesting a variance to install a 6-foot high, 113 feet out of 219 feet long wire fence, one foot away from the property line where City Code limits to a 30 inch high fence due to the fact that there isn't a back-to-back relationship to the neighboring lot.

#### ***CHAPTER 83 FENCE CODE***

Mr. Huerta read the variance request narrative. He reported the department received one written response to the published notice, a copy of which was placed before the Board prior to the beginning of today's meeting. Mr. Huerta addressed the non-conformance of the subject property as relates to a portion of the house is outside of the required setback.

Chair Abitheira read the written response to the published notice. The correspondence expressed objection to the proposed metal fence material. (*Note: published notice defined fence material as wire.*)



The applicant Daniel Xu said a fence would provide privacy and security for his family and two active dogs. He expressed a desire to maximize as much as possible the size of his yard. Mr. Xu said his variance request is for a 6 foot high fence but their preference is a 5 foot high fence. He stated a 4 foot high fence would not prevent his dogs from jumping over the fence.

There was discussion on:

- Information and pictures submitted with request.
- Location of fence; definitive area requiring variance.
- 30 inch high fence is allowed, obscuring or non-obscuring.
- Relationship of utility easement to subject property.
- Review by DPW of easement; practicality of removing fences, if necessary.
- Lot size as relates to septic or City sewer system.
- Published notice posted fence material as “wire”, not metal.
- Fence height and material, as relates to characteristics of neighborhood.

#### PUBLIC HEARING OPENED

There was no one present who wished to speak.

#### PUBLIC HEARING CLOSED

Moved by: Dziurman  
Support by: Frisen

**RESOLVED**, That the variance request for 6580 Livernois be **denied** as proposed, for the following reason:

1. The applicant has not demonstrated that exceptional characteristics of the property for which the variance is sought make compliance with the requirements of this Chapter substantially more difficult than would be the case for the great majority of properties in the same zoning district.

Yes: All present (4)  
Absent: Miller

#### **MOTION CARRIED**

Mr. Xu said he would consider alternative screening options or come back requesting a different dimensional setback.

Mr. Huerta said he would waive the application fee.

4. COMMUNICATIONS – None

None.

5. PUBLIC COMMENT

There was no one present who wished to speak.

6. MISCELLANEOUS BUSINESS

There were general comments, some relating to:

- Agenda items for November meeting.
- Meeting dates for calendar year 2023.

7. ADJOURNMENT


The Regular meeting of the Building Code Board of Appeals adjourned at 4:24 p.m.

Respectfully submitted,



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Gary Abitheira, Chair



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Kathy L. Czarnecki, Recording Secretary

Chair Lambert called the Regular meeting of the Troy City Planning Commission to order at 7:00 p.m. on October 25, 2022, in the Council Chamber of the Troy City Hall. Chair Lambert and Vice Chair Perakis presented opening remarks relative to the role of the Planning Commission and procedure of tonight's meeting.

1. ROLL CALL

Present:

Toby Buechner  
Carlton M. Faison  
Michael W. Hutson  
Tom Krent  
David Lambert  
Lakshmi Malalahalli  
Marianna Perakis  
Sadek Rahman  
John J. Tagle

Also Present:

R. Brent Savidant, Community Development Director  
Julie Quinlan Dufrane, Assistant City Attorney  
Kathy L. Czarnecki, Recording Secretary

2. APPROVAL OF AGENDA

**Resolution # PC-2022-10-054**

Moved by: Faison  
Support by: Krent

**RESOLVED**, To approve the Agenda as prepared.

Yes: All present (9)

**MOTION CARRIED**

3. APPROVAL OF MINUTES – September 27, 2022

**Resolution # PC-2022-10-055**

Moved by: Buechner  
Support by: Rahman

**RESOLVED**, To approve the minutes of the September 27, 2022 Regular meeting as submitted.

Yes: All present (9)

**MOTION CARRIED**

4. PUBLIC COMMENT – For Items Not on the Agenda

There was no one present who wished to speak.

**PRELIMINARY SITE PLAN REVIEW**

5. PRELIMINARY SITE PLAN REVIEW (SP JPLN2022-0121) – Proposed Forum Flats 200-Unit Residential Development, South side of Kirts, West of Livernois (295 Kirts; PIN 88-20-28-252-016), Section 28, Currently Zoned BB (Big Beaver) District

Mr. Savidant reviewed the Preliminary Site Plan application for Forum Flats. He addressed the proposed conversion of an existing office building to multi-family residential and construction of two additional apartment buildings as relates to location, number of apartment units and stories, transparency, carports along the west, east and south perimeters, and amenities. Mr. Savidant briefly addressed parking requirements and the applicant's request to reduce the number of spaces and landbank spaces. He encouraged Board members to pose traffic and parking questions to the traffic consultants present this evening.

In summary, Mr. Savidant said as part of the deliberation, the Planning Commission should consider:

- The use of landbanked parking, and the potential loss of the central site amenity if landbanked parking is constructed.
- If the application meets the Design Standards and Site Plan Standards.
- If building material selection, color selection and architectural style of the two new buildings complement or support the existing building.
- Update landscape plan to show landscaping in landbanked parking area above underground stormwater detention prior to Final Site Plan Approval.
- Consider conditioning approval of landbanked parking on the use of grasscrete parking areas to replace turf grass.
- Provide cut sheet of the proposed lighting fixtures prior to Final Site Plan Approval.

Discussion among administration and Planning Commission:

- Locations of covered and uncovered parking.
- Definition of 'grasscrete'.
- Explanation/purpose of landbanked parking.
- Development permitted by right.
- Traffic generation, as relates to existing office and proposed multi-family.
- Pedestrian connection on southern portion not designated on site plan; include as condition of approval.
- Access to site; one entrance/exit only on Kirts.

Present were Architect Jason Krieger of Krieger Klatt Architects, developers Jeff Parks and Mike Parks of Cypress Partners, Civil Engineer James Butler of PEA Group and Traffic Consultant Julie Kroll of Fleis & Vandenbrink.

Mr. Krieger's presentation included a descriptive PowerPoint presentation including an aerial view and three-dimensional (3D) rendering of the proposed development. He said there is a current trend to repurpose and redesign existing office buildings and shared that the project team considered numerous visionary concepts of the project before its submittal to the City. Mr. Krieger addressed parking calculations, proposed landbanked parking, site amenities, screening of adjacent parcels, underground detention, pedestrian walkway connection, open space, building materials and complementary architectural style of buildings. Mr. Krieger said the development lends to privacy because it faces inward toward the central open space area. Mr. Krieger's presentation displayed various floor plans, a clubhouse, common area lounges, a workout facility, business and work-from-home center and package delivery area.

There was discussion, some comments related to:

- Concerns with only one access point; potential for traffic congestion.
- Patios and/or balconies are not an option.
- Parking.
  - Number of spaces - covered, uncovered, garage – if sufficient to accommodate residents with more than one vehicle and visitors.
  - Parking calculations; data considered in determining number of spaces.
  - Landbanked parking; approach in utilization of spaces if needed in future.
  - Management of parking assignments and fee structure.
- Notification to adjacent parcels of proposed development.
- Pedestrian walkway connections; oversight on site plan to designate sidewalk on south side of development.
- Open space.
  - Calculations justified by Civil Engineer.
  - Requirement would be met even if landbanked spaces are utilized.
- Height of trees at time of planting; 15 to 20 feet.
- Internal trash rooms, external only for bulk items.
- Complimentary comments on the applicant's presentation.

Julie Kroll of Fleis & Vandenbrink addressed in detail the findings of the parking study prepared for Forum Flats, dated September 27, 2022, and their evaluation of the 85% percentile parking demand for the proposed site as calculated in accordance with ITE Parking Generation 5<sup>th</sup> Edition. She stated various data is used to determine trip generation and parking demands of actual users of sites across the country.

City Traffic Consultant Stephen Dearing of OHM reaffirmed the Fleis & Vandenbrink parking study determinations. He addressed the City parking requirements and the trend to relax current requirements. Mr. Dearing said the trip generation tables provided in the parking study show the proposed multi-family use in three buildings is expected to generate less traffic than the existing single office building if fully occupied. Mr. Dearing said he is comfortable with the proposed reduction in parking and landbanked parking. He said it would be reasonable and prudent to convert one or two areas of the landbanked parking in the future should it be necessary.

Ms. Perakis suggested lowering the building stories to two or converting the first floors of the buildings to garage spaces. She expressed concern with losing open space should it become necessary in the future to utilize the landbanked parking. Ms. Perakis said she is not comfortable with the plan's proposed parking and expressed safety concerns because of the lack of speed bumps, striped pedestrian crosswalks and only one access point.

Mr. Mike Parks addressed management's assignment of carports and garages to the residents and offered to provide a parking plan prior to Final Site Plan Approval should the Board desire. He said the project would not be economically feasible if building floors were eliminated.

Mr. Rahman expressed concerns that parking would be insufficient to accommodate residents who own more than one vehicle, as well accommodate visitor parking. He addressed the blend of providing sufficient parking and offering residents the amenity of open space. Mr. Rahman said there is no clear picture of how management would control the parking.

Mr. Tagle confirmed with the Planning Director that the application meets the Zoning Ordinance parking requirements and there is no requirement in the Zoning Ordinance that an applicant provide a parking plan prior to Final Site Plan Approval. He said he has no problem with the proposed parking and the landbanked spaces act as a safety net. Mr. Tagle suggested approval of the application could be conditioned on providing traffic calming measures and striped pedestrian walkways. He expressed support for the proposed development.

Chair Lambert expressed concern with the height of the building to the east and the visual impact it poses to those on Olympia. He asked if the applicant would consider reducing the height of the building to the east.

Mr. Krieger said he would consider adjusting the parapet height to reduce the visual impact and screen rooftop equipment internally. He noted the building height does meet Zoning Ordinance requirements.

Chair Lambert opened the floor for public comment. Acknowledging there was no one who wished to speak, Chair Lambert closed the floor for public comment.

Ms. Perakis questioned if the proposed carports would conflict with design standards set forth in Section 5.04, E, 5.b.i (Site Access and Parking, Location). She questioned the safety and look of the carports.

Mr. Savidant replied that design standard does not apply here because the side yard does not front on the building line. He said the Planning Commission should consider the compatibility of the lengthy carports and their relationship to screening adjacent properties.

Ms. Perakis questioned the requirement that the primary entrance of the existing building must be clearly identifiable and usable in the front. She said she is not prepared to approve the project at this time.

Mr. Savidant replied that provision does not apply in this case because there is no front relationship. He said the building is nonconforming and the applicant is not increasing to the non-conformance.

**Resolution # PC-2022-10-056**

Moved by: Tagle

Seconded by: Krent

**RESOLVED**, The Planning Commission hereby approves a reduction in the total number of required parking spaces for the proposed Forum Flats residential development to 308 when a total of 366 spaces are required on the site based on the off-street parking space requirements for multi-family residential. This 58-space reduction is sufficient to meet the parking demands based on landbanked parking provided on the site; and,

**BE IT FINALLY RESOLVED**, That Preliminary Site Plan Approval for the proposed Forum Flats 200-unit residential development, South side of Kirts, West of Livernois, Section 28, Currently Zoned BB (Big Beaver) District, be granted, subject to the following conditions:

1. Update the landscape plan to show landscaping in the landbanked parking area above the underground stormwater detention prior to Final Site Plan Approval.
2. Provide grasscrete parking areas to replace turf grass in landbanked areas.
3. Provide a cut sheet of the proposed lighting fixtures prior to Final Site Plan Approval.
4. On the east building, south side, lower the parapets to approximately three (3) feet above the roof line.
5. Address the concerns noted in the OHM memorandum, dated October 19, 2022.
6. Should landbanked parking be necessary in the future, utilize a piecemeal approach beginning at the east side of the building above the underground detention.

Yes: Buechner, Faison, Hutson, Krent, Lambert, Malalahalli, Tagle  
No: Perakis, Rahman

**MOTION CARRIED**

**OTHER ITEMS**

6. **PUBLIC COMMENT** – For Items on the Agenda

There was no one present in the audience who wished to speak.

7. **PLANNING COMMISSION COMMENT**

There were general comments, some relating to:

- Attendance at the Michigan Association of Planning (MAP) annual conference.
- November 1, 2022 Special Meeting; agenda items.
- Future meeting to discuss potential revisions to the Bylaws.

8. **ADJOURN**

The Regular meeting of the Planning Commission adjourned at 9:07 p.m.

Respectfully submitted,



David Lambert, Chair



Kathy L. Czarnecki, Recording Secretary



Chair Lambert called the Special meeting of the Troy City Planning Commission to order at 7:00 p.m. on November 1, 2022, in the Council Chamber of the Troy City Hall. Chair Lambert and Vice Chair Perakis presented opening remarks relative to the role of the Planning Commission and procedure of tonight's meeting.

1. ROLL CALL

Present:

Toby Buechner  
Carlton M. Faison  
Michael W. Hutson  
Tom Krent  
David Lambert  
Lakshmi Malalahalli  
Marianna Perakis  
Sadek Rahman  
John J. Tagle

Also Present:

R. Brent Savidant, Community Development Director  
Ben Carlisle, Carlisle Wortman Associates  
Julie Quinlan Dufrane, Assistant City Attorney  
Kathy L. Czarnecki, Recording Secretary

2. APPROVAL OF AGENDA

**Resolution # PC-2022-11-057**

Moved by: Krent  
Support by: Rahman

**RESOLVED**, To approve the Agenda as prepared.

Yes: All present (9)

**MOTION CARRIED**

3. PUBLIC COMMENT – For Items Not on the Agenda

There was no one present who wished to speak.

**PRELIMINARY SITE PLAN REVIEW**

4. PRELIMINARY SITE PLAN REVIEW (SP JPLN2022-0024) – Proposed Jeanne M. Stine Community Park Pavilion and Ice Skating Amenity, Southeast corner of Town Center Drive and Civic Center Drive, City of Troy Civic Center Campus, Section 21, Currently Zoned BB (Big Beaver) District

Mr. Savidant introduced Public Works Director Kurt Bovensiep and Architect Chris Ozog from OHM Advisors. He said a conceptual plan was presented to the Planning Commission at their May 24, 2022 meeting and feedback was supportive. Mr. Savidant said the plan is before the Board this evening for vetting and transparency reasons and, should the Board desire, to forward a Resolution of support to City Council.

A PowerPoint presentation given by Mr. Ozog summarized the following:

- Background and initial concept of project.
- Assessment from other communities with similar amenities.
- Funding.
- Bidding process.
- Site context as relates to Jeanne M. Stine Community Park.
- Goals and objectives; initiatives.
- Design elements.
- Landscape; natural feel, variety of species to accentuate four seasons.
- Renderings; visual of openness, natural feel.
- Building materials.
- Project schedule.

There was discussion on:

- New location for sculpture donated by K-Mart Headquarters.
- Relationship of project to annual Troy Daze festivities.
- Seasonal scope of project.
- Catalyst for future amenities.
- Uniqueness of facility.
- Overall cost and City budget.
- Intent to bid for the operations of ice skating facility.
- Relationship to Lane Drain; impact, provisions.
- Project entrance(s).
- Pedestrian sidewalk as relates to floodplain, topography, connection to Community Center.
- Radiant heating, gas fire pits.
- Lighting concept.
- Wayfinding means.
- Screening of utility equipment.

**Resolution # PC-2022-11-058**

Moved by: Hutson

Seconded by: Rahman

**WHEREAS**, The City of Troy established and dedicated 6.3 acres of land now known as the Jeanne M. Stine Community Park in 2022 which is home to the Troy Farmers' Market and other events in the spring and summer seasons; and,

**WHEREAS**, The City of Troy continually receives requests for year-round public gathering spaces for use by people who reside, work and visit the City;

**RESOLVED**, The Planning Commission hereby supports the proposed Preliminary Site Plan for the Jeanne M. Stine Community Park Pavilion and Ice Skating Amenity, located on the southeast corner of Town Center Drive and Civic Center Drive, on the City of Troy Civic Center Campus.

Yes: Faison, Hutson, Krent, Lambert, Malalahalli, Perakis, Rahman, Tagle

No: Buechner

**MOTION CARRIED**

**OTHER ITEMS**

5. **TROY DDA BIG BEAVER LANDSCAPE IMPROVEMENTS**

Mr. Savidant said the DDA Big Beaver Landscape Improvement conceptual plan was presented to the Board on March 8, 2022 for feedback. He said Mr. Bovensiep is here this evening to present a refined plan.

Mr. Bovensiep's presentation addressed:

- Funding by DDA, project cost and budget through 2025.
- Six phases of 10-year project, timeline.
- Project drivers: high impact, timeless, enjoyable, balanced, adaptive, safe, unique, coordinated.
- Consideration of various studies, on-line survey, stakeholders' engagement.
- Concept development (natural and consistent feel, sufficiency in landscape color).
- Corridor entrances.
- Visualization of vehicular traffic through corridor.
- Lighting; street, holiday season, potential pedestrian lighting in future.
- Plan concentrated on:
  - I-75 diverging diamond.
  - Medians.
  - Western gateway.
  - Major intersections.
  - Corner perspective (crosswalks).
  - Mid-block crossings.
  - Corner park improvement (southwest corner Livernois and Big Beaver).
- Uniqueness of project; no other landscape design in Michigan similar to this plan.
- Landscaping; maintenance, preservation of existing trees, diversity of plantings.
- Pedestrian traffic; comfort level, signalization.

6. PUBLIC COMMENT – For Items on the Agenda

There was no one present in the audience who wished to speak.

7. PLANNING COMMISSION COMMENT

Mr. Savidant announced the next Planning Commission meeting is scheduled for December 13.

Mr. Savidant announced the retirement of City Engineer Bill Huotari. Mr. Huotari has been with the City for 27½ years and will be greatly missed.

8. ADJOURN

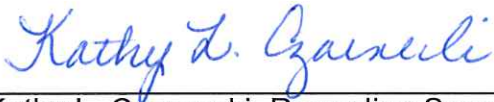
The Regular meeting of the Planning Commission adjourned at 8:24 p.m.

Respectfully submitted,



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David Lambert, Chair



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Kathy L. Czarnecki, Recording Secretary

On November 15, 2022 at 7:30 p.m., Chairperson Bossenbroek called the Zoning Board of Appeals meeting to order.

1. ROLL CALL

Present:

Michael Bossenbroek  
David Eisenbacher  
Jeffrey Forster  
Aaron Green  
Mahendra Kenkre  
Jayalakshmi Malalahalli  
Jim McCauley

Also Present:

Paul Evans, Zoning and Compliance Specialist  
Allan Motzny, Assistant City Attorney

2. PROCEDURE- read by Vice Chairperson Eisenbacher

3. APPROVAL OF MINUTES –

Moved by Green  
Seconded by Kenkre

RESOLVED, to approve the October 18, 2022 draft minutes as amended.

Yes: All

MOTION PASSED

4. APPROVAL OF AGENDA – No changes

5. HEARING OF CASES:

- A. 2227 RADCLIFFE, SWAMINATHAN PALANIAPPAN - A variance request to construct a proposed addition 28 feet from the rear property line where the Zoning Ordinance requires the proposed addition be setback 40 feet from the rear property line

Moved by McCauley  
Seconded by Forster

RESOLVED, to deny the request.

Yes: McCauley, Green, Bossenbroek, Forster  
No: Malalahalli, Kenkre, Eisenbacher

## MOTION PASSED

- B. 1429 BOYD, DAVID JACKSON - A variance request to construct a proposed addition 6.7 feet from the east property line where the Zoning Ordinance requires the proposed addition be setback 9.8 feet from the east property line.

Moved by Green

Seconded by Malalahalli

RESOLVED, to deny the request

Yes: All

## MOTION PASSED

6. COMMUNICATIONS – none
7. MISCELLANEOUS BUSINESS – 1) Board acknowledged receipt of 2023 meeting schedule. 2) By consent, Board agreed to revise meeting start time to 7:00 p.m. Mr. Evans to provide revised Rules of Procedure at next meeting.
8. PUBLIC COMMENT –None
9. ADJOURNMENT –The Zoning Board of Appeals meeting ADJOURNED at 9:12 p.m.

Respectfully submitted,

  
Michael Bossenbroek, Chairperson

  
Paul Evans, Zoning and Compliance Specialist



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

O-02a

## FROM THE OFFICE OF THE CITY MANAGER

Date: December 15, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Meg Schubert, Assistant to the City Manager

Subject: Michigan Green Communities Challenge

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### **Michigan Green Communities (network)**

Michigan Green Communities (MGC) is a statewide network of local government staff and officials that collaborate with one another, through peer learning and information sharing, to promote innovative sustainability solutions at the local, regional, and state level. The network is open to staff, elected officials, and appointed officials of cities, villages, townships, counties and higher education institutions. Members receive:

- Information on environmental sustainability events and funding opportunities
- Ability to participate in the MGC Challenge benchmarking program
- Exclusive learning cohorts with experts, peer-to-peer learning opportunities, including webinars and workshops on sustainability
- Access to the MGC forum – ask your peers questions, learn about interesting sustainability programs other communities are tackling

### **Michigan Green Communities Challenge (benchmarking program)**

The Michigan Green Communities Challenge is an annual benchmarking program that serves as a guide to help communities measure their progress towards sustainability. The current Michigan Green Communities Challenge (for 2022 actions) includes 127 action items in nine categories (attached). This Challenge is open between December 7, 2022 and March 31, 2023.

### **Getting Started**

The attached guide for communities new to the MGC Challenge highlights action items a community can take to start moving toward its sustainability goals. Completing any 10 of these 15 action items will earn a community bronze-level certification. After reviewing these action items, City staff plans to join the Michigan Green Communities network and complete these action items in 2023 so the City can take the next Michigan Green Communities Challenge (for 2023 actions) when it opens.



## ACTION ITEMS AND METRICS



## Planning for Inclusive & Lasting Impacts

### Embed Sustainability in Planning Processes

1. Incorporate measurable sustainability targets and indicators into an existing community master plan OR create a community sustainability plan with measurable sustainability targets and indicators.
2. Incorporate sustainability, energy use, green building standards, and/or climate metrics into capital improvements planning.
3. Begin implementing climate mitigation and adaptation measures in capital improvement projects.

### Leverage Local Expertise

4. Establish an internal sustainability team, made up of staff from different departments as relevant, to coordinate municipal sustainability initiatives.
5. Establish an external sustainability team (or broaden the original internal sustainability team) to include participation from community members, especially underserved and/or traditionally marginalized residents, who will identify and make recommendations on actions the municipality and community can take to reduce environmental impacts and improve overall sustainability.

### Integrate Equity into Community Sustainability

6. Staff, municipal commission/council members, and/or volunteer board members attend regular diversity, equity, and inclusion (DEI) training as part of their service/employment.
7. Pass a policy or resolution affirming the community's commitment to equity as a key component of sustainability and the municipality's mission, work, or actions.
8. Ensure diversity on volunteer boards and commissions using the existing demographic makeup of the community as a target.
9. Incorporate environmental justice implications and opportunities in planning and zoning documents OR in a community sustainability plan.
10. Require an environmental justice assessment for any new municipal policies or infrastructure projects.

### Leverage Partnerships

11. Participate in the Michigan Green Communities Network and share your community's successes and/or lessons learned.
12. Partner with other public, private, or nonprofit partners on regional sustainability initiatives.

<b>Climate Resilience &amp; Adaptation</b>	
<b>Greenhouse Gas (GHG) Emissions</b>	
1.	Develop a municipal operations GHG inventory.
2.	Develop a community wide GHG inventory and set GHG reduction goal.
3.	Set goal for GHG neutrality by 2030 or earlier in all municipal operations.
<b>Climate Adaptation &amp; Resiliency Planning</b>	
4.	Perform a climate vulnerability assessment that considers health and equity impacts.
5.	Develop a climate adaptation and resiliency plan in collaboration with the community.
6.	Provide incentives, support programs, and/or educational resources for businesses, households, and landlords to make improvements to properties that reduce GHG emissions and/or improve household-level resiliency to climate change (e.g., screens on windows & porches, improved insulation, tree planting, home gardening, bioswales, improved drainage & pervious surfaces).
<b>Hazard Mitigation</b>	
7.	Integrate hazard mitigation considerations and investments into community infrastructure plans.
8.	Develop a hazard mitigation plan with climate projections included.
9.	Implement hazard mitigation projects to address identified risks in the hazard mitigation plan (e.g., flood mitigation, tree planting for heat reduction).
<b>Green Buildings</b>	
10.	Develop a green building policy for municipal facilities.
11.	Achieve green building certification for a municipal building.
12.	Achieve green building certifications for at least 75% of municipal buildings.

Energy Efficiency & Renewable Energy	
Benchmark & Track	
1.	Conduct energy audits on municipal facilities.
2.	Adopt decarbonization targets for municipal operations and facilities.
3.	Track energy use for all municipal buildings using ENERGY STAR Portfolio Manager.
Fund Energy Efficiency & Renewable Energy	
4.	Implement an internal revolving loan fund, or similar financing tool, for municipal energy projects. *
5.	Implement a public financing or grant program to support community energy efficiency and renewable energy projects. *
6.	Ensure equitable access to any/all energy efficiency and renewable energy financing and grant program(s). *
Renewable Energy Deployment	
7.	Update Capital Improvements Plan (CIP) or Asset Management Plans to include current or future municipal renewable energy project(s).
8.	Adopt policies and/or ordinances that support renewable energy projects on private property (e.g., solar/wind ordinance, renewable energy overlay zones, expedited permitting).
9.	Implement at least one new renewable energy project (e.g., solar thermal, solar photovoltaic, geothermal, wind, district heating/cooling systems, biodigesters, biomass, or energy storage system) on public buildings/property in the last year.
Energy Efficiency Improvements	
10.	Develop a plan to upgrade/retrofit municipal buildings to improve energy efficiency.
11.	Upgrade/retrofit at least one municipal building in the last year to increase energy efficiency.
12.	Complete upgrades/retrofits of all municipal buildings to increase energy efficiency and help meet decarbonization targets.
13.	Develop a plan to upgrade/retrofit publicly owned affordable housing to improve energy efficiency. *
14.	Upgrade/retrofit at least one publicly owned affordable housing structure to improve energy efficiency. *
Efficient Street Lighting	
15.	Create an inventory of municipal owned street lighting. *

16. Develop a plan to replace municipal traffic signals, street lighting, and/or parking illumination with energy efficient lighting technologies (e.g., LEDs and other technologies of equal or greater efficiency). *
17. Replace most municipal owned traffic signals, street lighting, and/or parking illumination with energy efficient lighting technologies (e.g., LEDs and other technologies of equal or greater efficiency). *
<b>Community Energy Use</b>
18. Work with local utility providers to ensure that energy and water bills include household energy and water use statistics over time.
19. Develop community wide programs that promote energy efficiency among homeowners, landlords, and businesses.
20. Provide (or partner with other community organizations to provide) programs for low-income homeowners and/or renters and privately-owned affordable housing owners to make energy efficiency improvements to their properties.
21. Create and offer residents and/or businesses an opportunity to participate in a community renewable energy project (e.g., community solar park). *
<b>Fleet Management</b>
22. Adopt and enforce an anti-idling policy for the municipal vehicle fleet.
23. Audit the inventory and energy intensity of the municipal vehicle fleet and set a decarbonization target for the fleet.
24. Meet the decarbonization target set for the municipal vehicle fleet.

Responsibly Managing Materials	
Benchmark & Track	
1.	Perform an annual community wide recycling, organics (yard and/or food waste), and solid waste audit which includes quantities and information on materials content.
2.	Set a community waste diversion goal.
3.	Complete the Emerge Municipal Measurement Program database annually.
Support the Circular Economy & Eliminate Toxics	
4.	Develop or adopt a municipal sustainable purchasing policy that eliminates toxics, increases the use of recycled content, and builds or supports the low-carbon circular economy.
Recycling	
5.	Develop or update a community recycling, organics, and waste management plan that includes scrap, bulky waste, electronics, hard-to-recycle materials, and other miscellaneous wastes.
6.	Provide access to information about community recycling programs through the municipal website, local media, social media, or other outreach mechanisms.
7.	Collect traditional recycle materials from single family homes: <ul style="list-style-type: none"> <li>for communities over 5,000 people, provide/allow for single hauler (municipal, contract, or franchise) curbside collection of traditional materials. Recycling program should be opt-out.</li> <li>for communities under 5,000 people, provide convenient recycling drop-off centers for traditional and non-traditional materials.</li> </ul>
8.	Provide and/or require collection of traditional recycling materials at all multi-family housing, commercial properties, and public spaces/parks, as applicable.
Household Hazardous Waste	
9.	For communities of all sizes, provide comprehensive drop-off center for collection of non-traditional materials (such as household hazardous waste, electronics, polystyrene foam, textiles) OR offer at least two dedicated collection events per year.
Composting	
10.	For communities of all sizes, provide regular information and resources on how to compost at home and/or businesses.
11.	For communities over 5,000 people, provide on-site organics (food and/or yard waste) collection for single-family residents (at a minimum) and collection at drop-off site(s). *

Sustainable Land Use & Economic Development	
<b>Smart Growth</b>	
1.	Incorporate smart growth principles in community planning, policies, and zoning ordinances.
2.	Audit zoning, subdivision, and related development codes to remove barriers to sustainable land use (e.g., barriers to increased density).
3.	Adopt zoning ordinances that allow for infill housing development.
<b>Resource Protection</b>	
4.	Implement low impact development practices, habitat protection, and native species preservation on public properties/lands.
5.	Update ordinances to include specific sustainability measures such as natural features protection, wetlands preservation, green building practices, or other relevant resource protections.
6.	Acquire or provide support for private purchase of ecologically valuable parcels and habitat in your community.
<b>Economic Development Tools</b>	
7.	Update economic development incentive policies to encourage green buildings, green infrastructure, low impact design, and density.
8.	Participate in the MEDC Redevelopment Ready Community program.
<b>Brownfields</b>	
9.	Conduct a community wide brownfield audit of public- and privately-owned properties. *
10.	Use brownfield clean-up and redevelopment processes to further community sustainability goals. *
11.	Redevelop or remediate at least one brownfield site. *
<b>Green Jobs</b>	
12.	Train relevant municipal staff (e.g., public works, grounds and building maintenance) in principles of sustainability.
13.	Implement a green jobs initiative with your regional/local economic development agency, downtown development authority, corridor improvement authority, and/or local businesses.
14.	Prioritize economic development incentives/programs to support the attraction and retention of green industries.

<b>Local Sourcing</b>
15. Adopt a policy for the municipal purchase of local goods and services as practicable.
16. Implement a “buy local” campaign that educates residents about the social, economic, and environmental impacts of buying local.
<b>Agriculture &amp; Food Systems</b>
17. Update zoning ordinances to allow individuals and community groups to grow and sell food, enhancing their ability to be food self-sufficient.
18. Update zoning ordinances to meet the needs of small farm and food producers, processors, and other food businesses.
19. Create a community farmland preservation plan and/or promote farmland preservation programs. *
20. Allow for farmers market(s) or other farm-to-pantry/foodbank programs to enhance access to local food sources.
21. Adopt a local food product purchasing policy for the municipality and/or promote institutional buying of local food products and goods by anchor institutions.

Improving Health Outcomes	
Integrate Health Considerations into Policies & Programs	
1.	Municipal staff have attended a Health in All Policies (HIAP) training.
2.	Adopt a Health in All Policies (HIAP) approach to municipal programs, projects, and decision making.
3.	Implement a Health in All Policies (HIAP) approach when evaluating public and private development projects.
Benchmark & Track	
4.	Work with county health departments/municipalities to monitor and report on environmental health conditions in your community.
5.	Conduct health impact assessments as part of local policy making and project approval, and in conjunction with the local health department.
Healthy Indoor Environments	
6.	Evaluate municipal facilities for potential health risks (preferably in conjunction with energy and water audits) such as lead exposure, indoor air quality, mold, or other potential contaminant exposures.
7.	Upgrade municipal buildings to address identified health risks.
8.	Evaluate publicly owned affordable housing for potential health risks (preferably in conjunction with energy and water audits) such as lead exposure, indoor air quality, mold, and other potential contaminant exposures. *
9.	Create and implement a plan to remediate/mitigate potential health risks in publicly owned affordable housing. *
Improve the Community Health Environment	
10.	Adopt a community wide anti-idling policy.
11.	Implement a neighborhood tree canopy program to improve air quality and reduce heat impacts.
12.	Provide incentives, support programs, and/or educational resources for green roofs on commercial and residential buildings to improve air quality and reduce heat impacts.



Protecting & Conserving Water Resources	
Municipal Water Conservation	
1.	Track local water use for all municipal buildings using ENERGY STAR Portfolio Manager.
2.	Develop a plan to upgrade/retrofit municipal buildings to conserve water.
3.	Upgrade/retrofit at least one municipal building in the last year to reduce water use.
4.	Adopt an asset management plan for municipal water systems. *
5.	Improve municipal water and wastewater treatment plant efficiency. *
Nonpoint Source Protections	
6.	Implement nonpoint source pollution prevention measures in all municipal construction projects.
7.	Adopt policies that support or incentivize nonpoint source pollution control in private development and construction projects.
8.	Update zoning ordinances to require measures for controlling nonpoint source pollution.
Low Impact Development	
9.	Implement low impact development techniques in all municipal construction projects.
10.	Adopt a policy or ordinance that encourages or incentivizes green infrastructure and low impact design in private development and construction projects.
11.	Update zoning ordinances to require low impact design techniques in all new and redevelopment projects.
Flooding & Stormwater Mitigation	
12.	Set a limit for the total amount of imperviousness in the community in the master plan OR in the sustainability plan.
13.	Adopt a stormwater ordinance to properly manage stormwater runoff.
14.	Provide incentives and/or educational resources for property owners to decrease and/or disconnect impervious surfaces.
15.	Implement a municipal green infrastructure project.
Managing for Fluctuating Shoreline Water Levels	
16.	Establish minimum shoreland setback standards along lakes and rivers. *
17.	Conduct seawall inspections in coastal & waterfront communities. *

### Septic System Impacts

18. Evaluate the condition of septic systems in your community with the local health department using water quality testing in lakes, rivers, and streams. \*
19. Implement a local or regional education and outreach campaign on the need to maintain septic systems and replace failing septic systems. \*
20. Install sewer systems in areas with septic systems in high density areas, when possible. OR work with local health department and state programs to connect residents with financing and resources to help them to replace failing systems. \*

Support Clean & Inclusive Mobility	
<b>Non-Motorized Transportation</b>	
1.	Adopt a non-motorized transportation plan that includes a Complete Streets policy/ordinance.
2.	Incorporate non-motorized transportation elements into new municipal infrastructure projects, as relevant.
3.	Adopt policies or provide incentives for developers to incorporate non-motorized transportation features into private development and construction projects.
<b>Clean Motorized Vehicles</b>	
4.	Assess needs and develop a plan for deployment of public electric vehicle (EV) charging infrastructure.
5.	Install universally accessible public EV charging infrastructure in convenient locations.
6.	Adopt policies that require EV infrastructure or EV-ready infrastructure in any new private development or significant redevelopment project.
7.	Create incentives and/or provide educational resources for existing commercial property owners to add EV infrastructure to existing parking facilities.
<b>Urban, Suburban, &amp; Rural Public Transportation</b>	
8.	In urban and suburban communities, promote and encourage public transit use and/or incentivize municipal staff use of public transportation. *
9.	Work with regional partners to expand options and access to public and shared transportation. *

<b>Inspire &amp; Mobilize Residents</b>	
<b>Communicate Best Practices</b>	
1.	Create a local sustainability action website/webpage and/or social media page.
2.	Implement a community outreach/education campaign around sustainability initiatives.
<b>Meaningful Community Engagement</b>	
3.	Conduct focus groups, community surveys, and/or other community activities to acquire and share information on local sustainability initiatives.
4.	Proactively engage traditionally underserved populations in your community in sustainability planning/initiatives.
<b>Inspire Action</b>	
5.	Establish a "green" volunteer corps who can help plan and implement sustainability projects.
6.	Provide awards or incentives to residents, organizations, or businesses who take significant steps to improve the sustainability and/or resiliency of the community.



## Michigan Green Communities Challenge Metrics

	Question/Metric		Units of Measurement
<b>GHG Emissions</b>	1	What is your current population?	# of people
	2	When did your community complete a GHG inventory for municipal/county operations?	year
	3	When did your community complete a community wide GHG inventory?	year
	4	How many total metric tons of CO <sub>2</sub> e were being emitted in your GHG inventory for municipal/county operations?	Metric Tons CO <sub>2</sub> e (MTCO <sub>2</sub> e)
	5	How many total metric tons of CO <sub>2</sub> e were being emitted in your GHG inventory for the entire community?	Metric Tons CO <sub>2</sub> e (MTCO <sub>2</sub> e)
	6	Percent (%) reduction in GHG emissions from municipal/county operations from baseline year supplied above.	% reduction in MTCO <sub>2</sub> e from baseline supplied in survey
	7	Percent (%) reduction in community wide GHG emissions from baseline year supplied above.	% reduction in CO <sub>2</sub> e from baseline supplied in survey
	8	Percent (%) of energy supplied by renewable sources in municipal/county operations this calendar year.	% of annual kWh
<b>Nonmotorized Transportation</b>	9	Miles of sidewalks.	# miles
	10	Miles of dedicated/protected bike lanes/routes and nonmotorized trails.	# miles
	11	Miles of shared bike routes (e.g., roads with 'sharrows').	# miles
	12	Total road miles. (Centerline miles, not lane miles.)	# miles
<b>Water Use</b>	13	Water use in municipal/county operations in the 2021 calendar year.	CCF (hundred cubic feet) per capita
	14	Percent (%) reduction in water use from municipal/county operations in the 2022 calendar year.	% Reduction in water use from 2021
	15	Community-wide water use per capita. (Consult your local water utility provider. May not be discernable if your county/municipality does not have a public water utility.)	CCF (hundred cubic feet) per capita
	16	Percent (%) of county/municipal vehicle fleet that are EV/clean fuel vehicles. (Includes public safety fleet and light-, medium-, and heavy-duty vehicles. See list of clean/alternative fuels here. Not applicable if county/municipality has no vehicles.)	% of total fleet

Land Use	17	Number of publicly accessible EV charging stations (any level).	# of EV charging stations
	18	Number of cooling centers/resilience hubs. (See definition of resilience hubs. May include spaces that have plans to provide emergency services like public schools, libraries, etc.)	# of cooling centers/resilience hubs
	19	Tree canopy cover. (Information on i-Tree Canopy tool.)	% of total community land area (acres)
	20	Public transit use. (Consult your local transit authority for total annual ridership. Not applicable if there are no public transit options in your community. Dial-a-ride services count as public transit.)	# of total annual riders
	21	Percent (%) of area that is impervious surface.	% of total community land area (acres)
	22	Total acres of public greenspace/parks. (Not applicable if there are no public greenspaces or parks.)	# acres
	23	Total acres of agricultural, rural, or natural resource land that are permanently protected.	# acres
	24	Total acres of agricultural and natural resource land. (Use zoning to determine. Complete baseline survey.)	# acres

# GETTING STARTED WITH THE MICHIGAN GREEN COMMUNITIES CHALLENGE

*For communities new to the MGC Challenge*

Communities of all sizes can take the Michigan Green Communities Challenge. The MGC Challenge outlines actionable steps toward creating more environmentally sustainable, economically vibrant, and healthier communities. While many communities have ambitious goals, it can be difficult to identify where to get started. This guide highlights action items from the MGC Challenge that any community can take to start moving toward its sustainability goals.

Below are 15 action items that are require relatively minimal resources to complete. Completing any 10 of the action items will earn a community bronze-level certification. Points are also awarded for action items that are “in progress”!

The action items below are organized by the category that they fall under on the MGC Challenge. For a complete list of the action items, [please click here](#). Resources and tips for completing MGC Challenge action items can be found at the [Catalyst Communities site from Michigan Department of Environment, Great Lakes, and Energy](#).

## Planning for Inclusive and Lasting Impacts

**Action Item 4:** Establish an internal sustainability team, made up of staff from different departments as relevant, to coordinate municipal sustainability initiatives.

**Action Item 6:** Staff, municipal commission/council members, and/or volunteer board members attend regular diversity, equity, and inclusion (DEI) training as part of their service/employment.

**Action Item 11:** Participate in the Michigan Green Communities Network and share your community's successes and/or lessons learned.

## Energy Efficiency and Renewable Energy

**Action Item 1:** Conduct energy audits on municipal facilities.

**Action Item 2:** Adopt decarbonization targets for municipal operations and facilities.

**Action Item 15:** Create an inventory of municipal owned street lighting.

**Action Item 22:** Adopt and enforce an anti-idling policy for the municipal vehicle fleet.

## Responsibly Managing Materials

**Action Item 4:** Develop or adopt a municipal sustainable purchasing policy that eliminates toxics, increases the use of recycled content, and builds or supports the low-carbon circular economy.

## Sustainable Land Use and Economic Development

**Action Item 12:** Train relevant municipal staff (e.g., public works, grounds and building maintenance) in principles of sustainability.

**Action Item 15:** Adopt a policy for the municipal purchase of local goods and services as practicable.

## **Improving Health Outcomes**

**Action Item 1:** Municipal staff have attended a Health in All Policies (HIAP) training.

## **Protecting & Conserving Water Resources**

**Action Item 1:** Track local water use for all municipal buildings using ENERGY STAR Portfolio Manager.

## **Communicate Best Practices**

**Action Item 1:** Create a local sustainability action website/webpage and/or social media page.

**Action Item 4:** Proactively engage traditionally underserved populations in your community in sustainability planning/initiatives.

**Action Item 6:** Provide awards or incentives to residents, organizations, or businesses who take significant steps to improve the sustainability and/or resiliency of the community.





500 West Big Beaver  
Troy, MI 48084  
troymi.gov

O-02b

## FROM THE OFFICE OF THE CITY MANAGER

Date: January 5, 2023

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Brian Goul, Recreation Director

Subject: Troy Historic Village and Stage Nature Center Alcohol Policy

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The Troy Historic Village and Stage Nature Center offer indoor and outdoor rental space and these rentals provide an important revenue source for the Troy Historical Society (THS) and Troy Nature Society (TNS). However, the THS and TNS are unable to accommodate some rentals due to limitations on the consumption of alcohol.

The Agreement between City and TNS provides for the consumption of beer or wine in the designated Nature Center shelter/tent with a reservation permit issued by the City or TNS in accordance with Chapter 26 (see below). The Agreements between the City, THS, and TNS prohibit the use of alcohol unless approved by the City and unless a valid permit is issued by the Michigan Liquor Control Commission. These limitations require facility renters to hire a caterer with a Catering Permit issued by the Michigan Liquor Control Commission (MLCC).

Many potential renters are hosting small events and are either unable or unwilling to use a caterer. Sometimes their preferred caterer does not have an alcohol permit. In these cases, THS and TNS are losing rentals to other facilities.

For comparison, Chapter 26 (Parks) of the City Code provides for the consumption of beer or wine in public park shelters with a reservation permit issued by the Recreation Director or his/her designee. In 2022, the City charged \$30 for Beer/Wine Permits and required individuals (residents and non-residents) to provide proof of renters or homeowners insurance (\$500,000). Additional insurance requirements applied to larger events.

The THS and TNS are requesting the ability to implement similar rules for small events. The rentals would be monitored by staff at each facility. City staff recommends amending the agreements to provide the City Manager with the discretion to establish rules for alcohol consumption at the Historical Village and Nature Center.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA REPORT

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Date: January 4, 2023

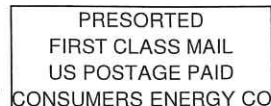
To: Mark Miller, City Manager

From: Robert J Bruner, Assistant City Manager  
G. Scott Finlay, City Engineer

Subject: Community Project Funding for Oakland County

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Congress approved nearly \$9 million in Community Project Funding for Oakland County because of the efforts of U.S. Sen. Debbie Stabenow and U.S. Reps. Brenda Lawrence, Elissa Slotkin, and Haley Stevens. The Evergreen-Farmington Sanitary Drain corrective action plan (CAP) projects has been earmarked to receive \$4 million of this funding. This will probably come off the Walnut Corrective Action Plan project, which was estimated at \$5.1M and is scheduled to go for bid later this year. These projects are required as part of both the EFSD and the City of Troy Administrative Consent Judgments. Troy's share for any CAP project is 3.15%, or approximately \$126,000 of the \$4M award will go to reducing costs for the City of Troy.



STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE GAS CUSTOMERS OF CONSUMERS ENERGY  
COMPANY

CASE NO. U-21308

- Consumers Energy Company requests Michigan Public Service Commission's approval for authority to increase its rates for the generation and distribution of electricity and for other relief.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company or on the Commission's website at: [michigan.gov/mpscedockets](http://michigan.gov/mpscedockets).
- A pre-hearing will be held:

**DATE/TIME:** Friday, January 13, 2023 at 10:00 AM

**BEFORE:** Administrative Law Judge Jonathan Thoits

**LOCATION:** Video/Teleconferencing

**PARTICIPATION:** Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8090, or by email at [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov) in advance of the hearing

ONE ENERGY PLAZA  
JACKSON MI 49202

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TR 1

\*\*\*\*\*AUTO\*\*ALL FOR AADC 480

Clerk, City of TROY  
500 W Big Beaver Rd  
Troy MI 48084-5254



The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) December 15, 2022 application requesting the Commission to approve: 1) Consumers Energy to adjust its retail natural gas rates so as to provide additional revenue of approximately \$212 million annually above the level established in Case No. U-21148 based on a projected 12-month test year ending September 30, 2024; 2) Consumers Energy to adjust its existing retail natural gas rates so as to produce a rate of return on common equity of not less than 10.25%; 3) the Defined Benefit Pension/ Other Post-Employment Benefits Volatility Mechanism as proposed by Consumers Energy in this case; 4) the Uncollectible Deferral/Refund Mechanism as proposed by Consumers Energy in this case; 5) the accounting authorizations described as proposed by Consumers Energy; 6) the modifications to the rates, rules, and regulations as described and proposed by Consumers Energy; and 7) Consumers Energy for such other and further relief.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: [michigan.gov/mpscedockets](http://michigan.gov/mpscedockets). Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov).

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by January 6, 2023. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. U-21308. Statements may be emailed to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

**CONSUMERS ENERGY COMPANY HAS REQUESTED THE INCREASES AND OTHER PROPOSALS DESCRIBED IN THIS NOTICE. THE MICHIGAN PUBLIC SERVICE COMMISSION MAY GRANT OR DENY THE REQUESTED INCREASES AND OTHER PROPOSALS, IN WHOLE OR IN PART, AND MAY GRANT LESSER OR GREATER INCREASES THAN THOSE REQUESTED, AND MAY AUTHORIZE A LESSER OR GREATER RATE FOR ANY CLASS OF SERVICE THAN THAT REQUESTED.**

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