



TROY CITY COUNCIL

REGULAR MEETING AGENDA

JULY 22, 2024

CONVENING AT 7:30 P.M.

**Submitted By
The City Manager**

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 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.



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:

This meeting agenda was prepared according to the City Council's Rules of Procedure. It provides detailed information to help facilitate informed deliberations. Many agenda items also include City staff recommendations for your consideration.

Many City staff members contributed to preparing this agenda, and I thank them for their efforts. We have attempted to provide accurate and detailed information. However, City staff can answer questions or provide additional information whenever necessary.

Please contact the City Manager's Office at CityManager@troymi.gov or (248) 524-3330 to ask questions or request additional information.

Respectfully,

Robert J. Bruner
Acting 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 4th day of December, 2023.



Mayor Ethan Baker



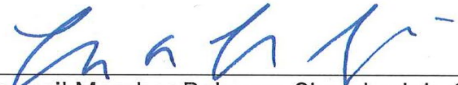
Council Member Theresa Brooks



Council Member Hirak Chanda



Council Member David Hamilton



Council Member Rebecca Chamberlain-Creanga



Council Member Mark Gunn



Mayor Pro Tem Ellen Hodorek



CITY COUNCIL AGENDA

July 22, 2024 – 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

or on Local Access Cable Channels

(WOW – Ch 10, Comcast – Ch 17, AT&T – Ch 99)

INVOCATION: 1

PLEDGE OF ALLEGIANCE: 1

A. CALL TO ORDER: 1

B. ROLL CALL: 1

C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS: 1

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D. CARRYOVER ITEMS: 1

D-1 No Carryover Items 1

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E-1 No Public Hearings 1

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	December 9, 2024 Regular Meeting	11
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INVOCATION:**PLEDGE OF ALLEGIANCE:****A. CALL TO ORDER:****B. ROLL CALL:**

- a) Mayor Ethan Baker
- Theresa Brooks
- Rebecca A. Chamberlain-Creanga
- Hirak Chanda
- Mark Gunn
- David Hamilton
- Ellen Hodorek

Excuse Absent Council Members:

Suggested Resolution

Resolution #2024-07-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **EXCUSES** the absence of _____ at the Regular City Council Meeting of July 22, 2024, due to _____.

Yes:

No:

C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:

- C-1** Troy Family Aquatic Center Report Presentation (*Presented by: Brian Goul, Recreation Director*)

D. CARRYOVER ITEMS:

- D-1** No Carryover Items

E. PUBLIC HEARINGS:

- 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

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 – Downtown Development Authority, Local Development Finance Authority; b) City Council Nominations – None**a) Mayoral Nominations:Suggested Resolution

Resolution #2024-07-

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:

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		Mayor per State Statute	At Large	
Blair	Timothy	6/17/2017	9/30/2027	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	9/30/2027	In District	
Koza	Kenny	9/18/2019	9/30/2025	In District	
Kuppa	Padma		9/30/2026	At Large	
MacLeish	Daniel	6/28/2023	9/30/2025	In District	
Reschke	Ernest	7/5/2024	9/30/2026	At Large	
Richards Jr.	John	2/13/2025	9/30/2026	Resident Member	
Stone	David	3/11/2023	9/30/2027	In District	
Tomcsik-Husak	Tara	9/22/2022	9/30/2024	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****In District**

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

Interested Applicants:

Last Name	First Name	App Resume Expire	Notes 1	Notes 2
Aceves Jr.	Alfonso	12/11/2025	At Large	
Battle	Timothy	10/28/2024	At Large	
Beyer	Joseph	12/13/2024	In District	
Comiskey	Ann	1/20/2026	At Large	
Dicker	Susanne F.	1/3/2025	At Large	
Faiz	Iqbal	6/7/2025	At Large	
Kenkre	Mahendra	1/19/2025	At Large	
Kornacki	Rosemary	2/24/2025	At Large	Brownfield Redev Auth exp 4/30/26
Pettinato	Jillian	11/27/2025	At Large	
Smieliauskas	Fabrice	4/9/2026	At Large	
von Oeyen	Schuyler	7/20/2024	At Large	

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	6/30/2027	Resident Member	
Baker	Ethan		City Council Term	Alternate; City Council	City Council exp. 11/2027; DDA; GTAC, LDFA
Hodorek	Ellen		City Council Term	Alternate; City Council	City Council exp 11/2025
Rosenblum	Anthony	11/10/2024	6/30/2026	Resident Member	
Schmitz	Jim	9/14/2024	6/30/2028	Resident Member	
Smieliauskas	Fabrice	9/7/2025	6/30/2028	Resident Member	

Starks	Louis			Oakland County Designee	
Vacancy			6/30/2027	Resident Member	Nickolas Vitale resigned 7/17/21 (Term expired 6/30/2023)

Nominations to the Local Development Finance Authority (LDFA):

Term Expires: 6/30/2027

Resident Member

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

Interested Applicants:

Last Name	First Name	App Resume Expire	Notes 1
Battle	Timothy	10/28/2024	
Christiansen	Dale	11/22/2024	
Faiz	Iqbal	6/7/2025	
Vassallo	Joseph	12/20/2024	Brownfield Redev Auth exp 4/30/24

Yes:

No:

b) City Council Nominations: None

I-3 No Closed Session Requested

I-4 Bid Waiver – Dispatch Recorder System Replacement - Troy Police Department (Introduced by: Sam Kalef, Communications Manager)

Suggested Resolution

Resolution #2024-07-

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 the NICE Voice Logging and Multimedia Recording solutions to *WSI Technologies of Indianapolis, IN*, for an estimated paid in full total amount of \$80,887.00, which includes hardware, software, licensing, installation, training, and five years of warranty, service, support and maintenance as per the quote dated June 17, 2024, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

Yes:

No:

I-5 Bid Waiver – Troy Public Library Consulting Services (Introduced by: Emily Dumas, Library Director)Suggested Resolution

Resolution #2024-07-

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 *ReThinking Libraries, of Ft. Collins, CO*, for Troy Public Library Consulting Services for a not to exceed amount of \$15,000, as detailed in the contract dated July 8, 2024. The Library has funds available for this project in the Library's FY2025 operating budget, 271.790.816.010 – Consultant Services.

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.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the Library Director to execute the contract agreement with ReThinking Libraries, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

Yes:

No:

J. CONSENT AGENDA:

J-1a Approval of “J” Items NOT Removed for DiscussionSuggested Resolution

Resolution #2024-07-

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:

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

J-2 Approval of City Council MinutesSuggested Resolution

Resolution #2024-07-

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

- a) City Council Minutes-Draft – July 8, 2024

J-3 Proposed City of Troy Proclamations: None Submitted

J-4 Standard Purchasing Resolutions:

- a) **Standard Purchasing Resolution 4: Sourcewell Cooperative Contract – Kubota RTV and Accessories**

Suggested Resolution
Resolution #2024-07-

RESOLVED, That Troy City Council hereby **AWARDS** a contract to *Rosy Brothers, Inc.* of *Dryden, MI*, for the purchase of one (1) Kubota RTV-X1100CWL with related accessories for an estimated cost of \$54,473.26 at prices detailed in the attached quote as per the Sourcewell Cooperative Contract #122220, a copy of which shall be **ATTACHED** to the original Minutes of this meeting; not to exceed budgetary limitations.

- b) **Standard Purchasing Resolution 4: Sourcewell Cooperative Contract – Vermeer CTX1650 Mini Skid Loaders with Attachments**

Suggested Resolution
Resolution #2024-07-

RESOLVED, That Troy City Council hereby **AWARDS** a contract to *Vermeer Midwest of Fowlerville, MI*, for the purchase of two (2) Vermeer CTX160 Mini Skid Loaders with attachments for an estimated cost of \$173,103.16 as per the Sourcewell Cooperative Contract 031721-VRM and as detailed in quotes Q-27631-20240708-1450 and Q-27436, copies of which shall be **ATTACHED** to the original Minutes of this meeting; not to exceed budgetary limitations.

- c) **Standard Purchasing Resolution 4: OMNIA Partners Cooperative Contract – Toro Workman Utility Vehicles and Zero Turn Mower Replacements**

Suggested Resolution
Resolution #2024-07-

RESOLVED, That Troy City Council hereby **AWARDS** a contract to *Spartan Distributors of Sparta, MI*, for the purchase of two (2) Toro Workman Utility Vehicles (Model 07235) and one (1) Toro Z-Master Zero Turn Mower (Model 72027) for an estimated cost of \$48,469.04, less the trade in values, at prices detailed in the attached quote as per the Omnia Partners Contract #2023261; a copy of which shall be **ATTACHED** to the original Minutes of this meeting; not to exceed budgetary limitations.

- d) **Standard Purchasing Resolution 4: HGACBuy Purchasing Cooperative – 2024 Sewer Root Treatment – Fall Phase**

Suggested Resolution
Resolution #2024-07-

RESOLVED, That in the best interest of the City, Troy City Council hereby **AWARDS** a contract to *Duke's, 1020 Hiawatha Blvd., West | Syracuse, NY 13204*, to furnish all labor, materials and equipment to provide sewer root treatment for an estimated cost of \$248,943.40 at the prices detailed in the proposal and per the HGACBuy Purchasing Cooperative Contract #SC06-24; not to exceed budgetary limitations.

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

e) **Standard Purchasing Resolution 5: Approval to Expend Budgeted Funds – LED Street Light Replacement**

Suggested Resolution
Resolution #2024-07-

RESOLVED, That Troy City Council hereby **APPROVES** expending budgeted funds for the purchase of LED Street Lamp Fixtures to *Michigan Lighting Systems East of Auburn Hills, MI*, (Resolution #2014-12-164-J-6), for an estimated cost of \$49,926.00 as detailed in the quote, a copy of which shall be **ATTACHED** to the original Minutes of this meeting; not to exceed budgetary limitations.

f) **Standard Purchasing Resolution 8: Best Value Award – Preferred Caterer/Restaurant List for the Troy Community Center**

Suggested Resolution
Resolution #2024-07-

RESOLVED, That Troy City Council hereby **APPROVES** the Pre-Qualified Preferred Caterers/Restaurants List to be offered for room rentals at the Community Center for three (3) years with an option to renew for 2 additional years; a copy of which shall be **ATTACHED** to the original Minutes of this meeting; list expiring July 31, 2029

BE IT FURTHER RESOLVED, That Troy City Council **AUTHORIZES** City Management to update the Pre-Qualified Preferred Caterers/Restaurants List when in the best interest of the City and the Community Center.

J-5 Sub-Recipient Agreement Between Oakland County and City of Troy for 2024 High Intensity Drug Trafficking Area (HIDTA) Grant

Suggested Resolution
Resolution #2024-07-

WHEREAS, The Oakland County Narcotic Enforcement Team (NET) is a multi-jurisdictional drug enforcement task force charged with the responsibility of investigating drug trafficking within

Oakland County and Southeastern Michigan. The purpose of the task force is to detect and apprehend persons who violate narcotic and drug laws; and,

WHEREAS, Troy Police Department provides a full-time investigator for participation in NET; and,

WHEREAS, NET has entered into a Grant agreement with the Michigan High Intensity Drug Trafficking Area of the United States Office of National Drug Control Policy whereby NET investigators are eligible to receive reimbursement for qualifying NET-related costs, including overtime costs; and,

WHEREAS, A Subrecipient Agreement between Oakland County and City of Troy is required for purposes of receiving reimbursement for qualifying costs associated with the Troy PD investigator assigned to NET;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** the 2024 HIDTA Grant Subrecipient Agreement between Oakland County and City of Troy.

BE IT FURTHER RESOLVED, That Troy City Council hereby **AUTHORIZES** the Chief of Police to sign the 2024 HIDTA Grant Subrecipient Agreement between Oakland County and City of Troy, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

J-6 Fiscal Year 2025 SMART Municipal Credit and Community Credit Contract

Suggested Resolution Resolution #2024-07-

RESOLVED, That Troy City Council hereby **APPROVES** the Municipal Credit and Community Credit Agreement between the Suburban Mobility Authority for Regional Transportation (SMART) and the City of Troy for the Troy RYDE transportation service; and the Mayor and City Clerk are **AUTHORIZED** to execute the necessary documents; a copy of this agreement shall be **ATTACHED** to the original Minutes of this meeting.

K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:

K-1 Announcement of Public Hearings:

- a) August 12, 2024 – Planned Unit Development (File Number PUD-020 (JPLN2023-0021) – Proposed Village of Hastings PUD, East Side of Livernois, North of Square Lake (PIN #88-20-03-301-008, -023, -024, -025, and 88-20-03-351-004), Section 3, Presently Zoned NN (Neighborhood Node “Q”) and R-1B (One Family Residential) Zoning Districts

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

N-1 No Council Referrals Submitted

O. REPORTS:

O-1 Minutes – Boards and Committees:

a) Liquor Advisory Committee-Final – November 11, 2019

O-2 Department Reports: None Submitted

O-3 Letters of Appreciation: None Submitted

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

P. COUNCIL COMMENTS:

P-1 No Council Comments Submitted

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:

Respectfully submitted,



Robert J. Bruner
Acting City Manager

2024 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:

2024 SCHEDULED REGULAR CITY COUNCIL MEETINGS:

August 12, 2024.....	Regular Meeting
August 26, 2024.....	Regular Meeting
September 16, 2024	Regular Meeting
September 30, 2024	Regular Meeting
October 14, 2024	Regular Meeting
October 28, 2024	Regular Meeting
November 11, 2024	Regular Meeting
November 25, 2024	Regular Meeting
December 9, 2024	Regular Meeting
December 16, 2024	Regular Meeting



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA REPORT

Date: July 22, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Brian Goul, Recreation Director

Subject: Aquatic Center Report Presentation (Backup Information)

The Recreation Director, Recreation Supervisor of Aquatics, and Deputy DPW Director attended the World Waterpark Symposium last October. This conference was very beneficial to staff with new ideas and opportunities for the Troy Family Aquatic Center. At the conference, we were introduced to Ken Handler, President of Global Management Amusement Professionals.

Global Management Amusement Professionals prepared a proposal to visit the facility and review management and operating policies. They visited in January 2024 and spent two days with Recreation staff. The attached report outlines their recommendations and assessment of the facility and offers a more thorough introduction of their company.

Global Management Amusement Professionals believe that the success of waterparks hinge on their ability to continually evolve, remain at the forefront of development, and adapt to changing times. Global Management also believes there is significant untapped potential for revenue at the Aquatic Center. The Recreation Department has begun to adapt our management and operational practices to include recommendations given in this report.

Admissions and Hours

The Recreation Department is looking at the recommendations and plan on implementing pricing changes before the 2025 season with advertising the new rates in August of this year. New daily rates recommended for 2025 will be \$24/non-resident, \$15/resident.

Global Management believes it is essential that season passes are perceived as a discount on the gate fee rather than a membership. The new season pass rates will be a decrease in price compared to the past. A three-tier season pass system was recommended by Global Management and the tiered system that is being recommended for 2025 is below (names of passes TBD).

Memorial Day – Labor Day	Resident	Non-resident
<i>Basic Pass</i>	<i>\$49.99/person</i>	<i>\$79.99/person</i>
<i>Upgraded Pass</i>	<i>\$69.99/person</i>	<i>\$99.99/person</i>
<i>All-Inclusive Pass</i>	<i>\$129.99/person</i>	<i>\$159.99/person</i>

The Basic Pass would be admission only with no guaranteed entry if at capacity.



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA REPORT

The Upgraded Pass would include guaranteed entry if at capacity, entry into park a half hour before open swim, discounts on concessions and cabana rental, and entry into special events.

The All-Inclusive Pass will include everything in the Upgraded Pass and use of the Community Center fitness area, pool, and gym.

Recreation has started offering buy one get one and half off specials on cooler days this season to attempt at increasing attendance on those days. Special events have been added on Friday nights throughout the summer.

Global Management recommended the hours be changed to 10am-5pm on weekdays and 10am-6pm on weekends to allow for special events and rentals in the evenings. The season started with hours of 10am-6pm and after receiving feedback the hours were extended Monday – Thursday until 7pm. The earlier opening time has been requested by many pass holders and allows us to be a field trip location for more camps and groups.

Food and Beverage

The report also focuses on food and beverage sales at the concession stand. The stand is very limited on how much can be offered in a timely manner due to space constraints. Additional equipment has been purchased to assist with a quicker order time and additional staff hired to assist in delivering food this season. It is extremely important that the concession stand future is considered to ensure maximization of usage and profitability.

Staff has changed to a new pizza vendor that is willing to promote us and will be looking at other partnerships to be created in the future.

Lockers

It was recommended that rental lockers are available outside of the locker rooms for safety issues and dispose of the current quarter lockers at the facility. Staff will be looking into this for the 2025 season.

Cabanas

The report also indicates that offering cabana rentals is a great way to increase revenues. It was hoped that we would be able to have these available this year, but due to necessary requirements by the Building Department and budget availability there will be three installed next spring.

The area between the slides and main pool is currently available for rental and food is able to be consumed in that area if rented, as will be allowed in cabanas as well. A staff person will be assigned to assist with orders and deliveries in the future.

Camps and Programs

The City currently offers numerous day camps at our facilities. The Recreation staff will be looking at the possibilities of offering some additional camps at the Aquatic Center and the Rink at Stine Community Park next summer that may also incorporate Huber Park into the plan.



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CITY COUNCIL AGENDA REPORT

Additional special events have been planned for this season and additional events will be planned going forward. Birthday Parties returned this year and are booking quickly.

Retail

Global management recommended offering souvenirs, merchandise, and convenience items. The Harvey the Octopus theme can be enhanced as a branding opportunity and allow guests to take a piece of the waterpark home with them, reinforcing their connection to the park. Possibilities will be reviewed for the 2025 season.

Organizational Chart

Global Management has found during park reviews, that individuals within cities have too much on their plates to effectively lead the charge for the park. This results in a lack of motivation to formulate a strategy beyond meeting basic needs.

The Aquatics staff now has three full time positions (one currently vacant) and the Recreation Department has split the responsibilities up between these positions. These positions will be able to function more efficiently and create a presence for the facility throughout the year.

SWOT Analysis

While visiting the facility Global Management conducted a SWOT analysis for strategic planning for staff to set goals and devise strategies by understanding strengths, weaknesses, opportunities, and threats to the facility. Recreation staff and Marketing staff were included in this analysis. The results that were identified are in the report.

Marketing, Promotions, Social Media

Marketing and social media were emphasized during the review of the facility. Our marketing team at Recreation does their best at keeping social media and promotional material updated. They advertise the facility as time is available. Marketing staff is responsible for advertising the entire Department not just the Aquatic Center.

It is hoped that marketing can increase in the future with the new Communication Director creating a Department. The current team is looking at options to update the website during the off season. They also have started a TFAC e-newsletter and purchased some giveaways.

Theming and Story line

Although the Troy Family Aquatic Center has had a mascot named Harvey the Octopus it was suggested in the report that theming and story line is a critical element for any park. It creates an avenue for guests to actively participate and engage in a unique experience.

Recreation staff has enhanced the theming and story line by naming all amenities and areas at the Aquatic Center this season based around the mascot. An octopus is ordered and will greet patrons as they enter the park at the new entrance at the gate between the main building and concession stand. The report also recommends updating the name of the facility to match the theme that is used. The Recreation team looks forward to working with City Management and City Council to determine whether



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CITY COUNCIL AGENDA REPORT

a name change is to be considered for future years. The intent is to continue to expand the theme and story line in future seasons.

Development and Future Planning

It is important for the facility to remain appealing in the face of evolving customer preference and changing times. It is important to adopt a growth-oriented mindset, which includes continually expanding the park.

Adding additional slides and adding a play structure to replace the sand area would create a new experience to the facility. Replacing the locker rooms and concession buildings is necessary to meet the modern needs. Phase 1 would use the current blueprint and look to expand the blueprint in Phase 2.

Conclusion

Global management Amusement Professionals believes the Aquatic Center has the potential to become a remarkable attraction for the community with some straightforward park improvements that can enhance profitability and encourage a dynamic approach to operations. They look forward to assisting the City with any needs in the future.

The Recreation Department looks forward to working with City Management and City Council to plan the future of this facility. Tours are currently scheduled with City Council members to create awareness of changes that have been made and challenges that need to be addressed in the future.



ROAD MAP TO SUCCESS

INTRODUCTION

Dear Friends,

Thank you for your interest in Global Management Amusement Professionals. We invite you to take a close look at our services and operations.

GMAP is the industry's most successful specialist in starting companies, taking your vision to reality, not because of the size of our team, but because of the way we listen to our clients and work to meet their needs. While we are proud of our success in the start-up of parks and rehabilitations, we are most proud of the reputation we have earned and sustained over many decades.

GMAP is made up of the finest leaders who have been operating parks for the past few decades. We love what we do and that is why our clients continue to work with us over many years.

We have evolved continually, investing in our partners, facilities and technology and making calculated decisions directly related to our client's needs. It is important for us to work toward exceeding our client's expectations. GMAP today has worked with 100's of facilities. We are extremely honored and happy that our clients and partners continue to succeed.

As global demand continues for our services, our map of success is helping owners by putting their visions together and seeing those visions come to life on opening day. As President of GMAP, I am extremely proud of our teams success.

We look forward to working with you and helping your vision become a reality.

With Best Regards,

Ken Handler

President

Global Management Amusement Professionals, Inc.



BACKGROUND

- Leaders in providing a complete package from design, support, branding implementation and operations start on all levels. We are your "dream" start-up team.
- Our team offers over **150** years of combined true hands-on experience in successful park operations.
- Waterparks, theme parks, resorts, adventure parks and family entertainment centers.
- Our management team understands the challenges and hurdles of the entertainment and resort industry. GMAP has a proven track record of supporting our client's, assisting them, and achieving their objectives.
- Specialists in supporting design and actively building your operations, therefore a seamless approach to all projects with all divisions working together.



DESIGN

Feasibility Studies: All Projects start with a market study. We can provide and assist with assessing the project's relevant factors that include a study of the market and demographics. The findings from this become the benchmark for all business planning and design.

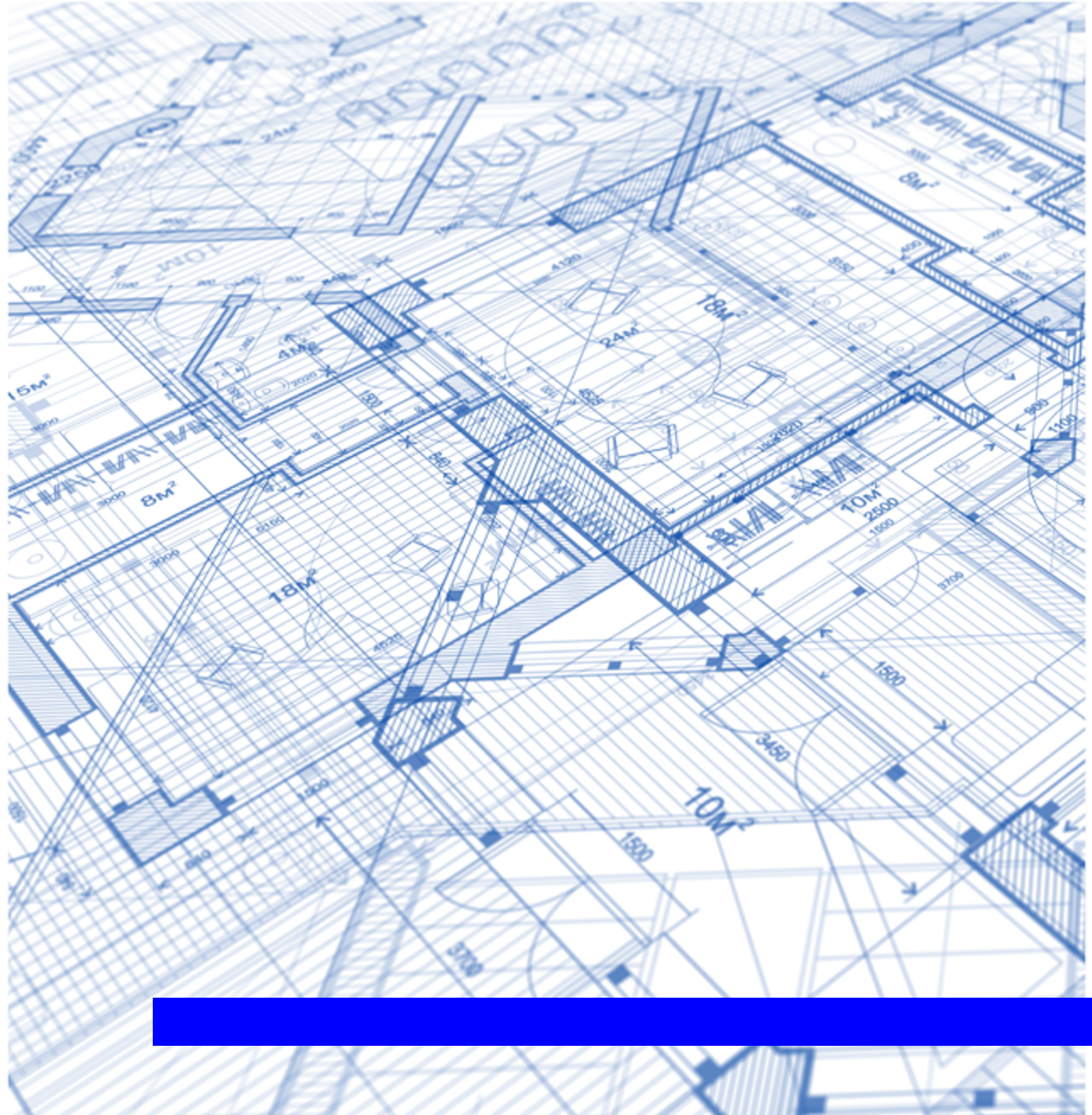
Conceptual work with designers and our team of master planners in the early phase of the design process is critical to articulate the interactions, revenue, flow, and operations of any plan.

Brand Creation, Planning, and Implementation are as critical as the park design. Our specialists are very effective developers and resources to a statically design our clients' business objectives that drives a brand closer to delivering on a valuable future vision.

Forecasting and Budget Business plans are our process of looking into the future and planning a course of action for our partners. We utilize our industry knowledge to predict the an organization's performance both present and future.

We get into the details that includes capital expenditures, payroll operating costs , and design work which occurs for all projects in house while consulting with a) local consultants to ensure all design is to code b) equipment suppliers c) operational efficient and d) maximize the bottom line.

We represent our clients throughout the process to ensure their vision is realized on opening day.



ROAD MAP TO SUCCESS

TEAM INTRODUCTIONS



Ken Handler
President
San Diego, California



Mark Moore
Operations Management & Maintenance Specialist
Hotel & Resort Specialist
Gulfport, Mississippi



Kevin Kopeny
Universal Theme Park Operations Director
LA, California



ROAD MAP TO SUCCESS

TEAM INTRODUCTIONS



Matt EMMA

Construction Superintendent and
Real Estate Project Manager
Rockville Centre, New York



Jimmy Holmes

Global and Regional Marketing Expert
Valdosta, Georgia



Stephanie Tassone

Digital Creative Marketing Professional
Phoenix, Arizona



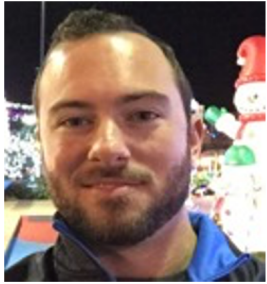
ROAD MAP TO SUCCESS

TEAM INTRODUCTIONS



Richard Perryman

Project and Operations Management Specialist
Sandy, Utah



Matt Massey

Operations and Safety Specialist
Red Cross IT
Fresno, California



Mike Ross

Accounting and Payroll Expert
Bakersfield, California



ROAD MAP TO SUCCESS

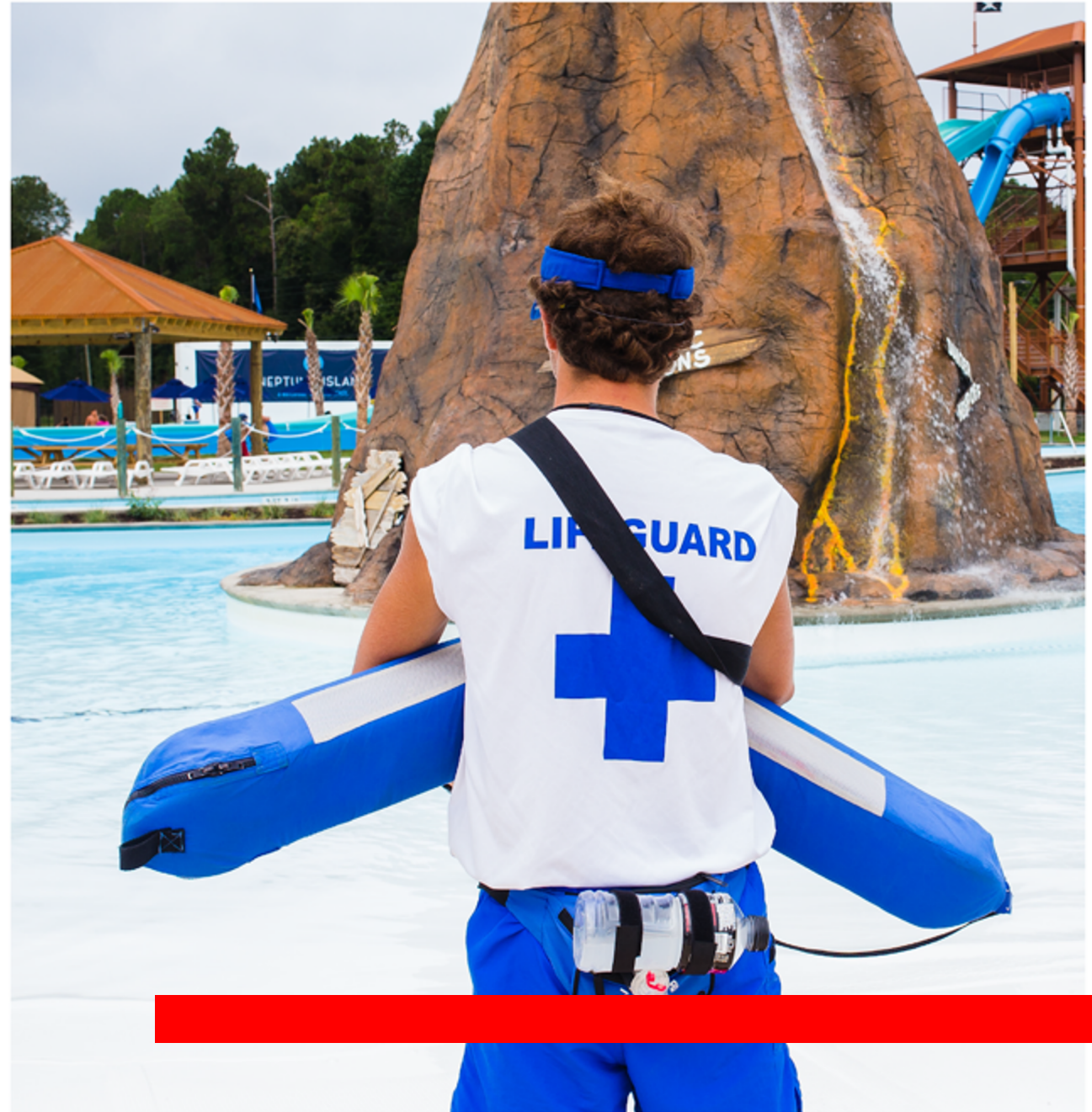
PROJECT MANAGEMENT

- Project Management is where we really initiate our plan, execution and controls working close with all teams to achieve precise goals and meet specific success criteria.
- Vendor Selection and Management is key to our process knowing we must make sure appropriate measures for controlling cost, reducing risk and ensuring excellent service is delivered.
- We are versatile, from kitchen design concepts and remodels to large scale complete park development, GMAP has all your needs covered.



PARK START UPS, OPERATIONS & MANAGEMENT

- GMAP has worked with some of the largest parks in the United States.
- Our team is involved from day one throughout of the project starting in initial concept, construction and leading into operations.
- Critical involved in the development of team scope, recruitment, training and operating facility.
- Instructors on the team from aquatics, OSHA to Serve Safe Management protocols.
- Key team members will be on the ground at crucial times throughout the development, opening month and weeks beyond.
- Opportunities for management contracts once project in operation with GMAP can offer 3, 5 and 10 year contracts.



PORTFOLIO

Adventure Park, TX
American Sports Center, CA
Aquatic Design Group, CA
Avondale Sports Center, AZ
Bay City Recreation Area State Park, MI
Bear Mountain- Big Bear, CA
Bellaboos, Lake Station, IN
Belle Isle, MI
Big Air, CA
Blue Mountain, PA
BREC- East Baton Rouge Parish Beaver Creek Golf Course, LA
BREC- East Baton Rouge Parish Liberty Lagoon Waterpark, LA
BREC- East Baton Rouge Parish Santa Maria Golf Course, LA
Champaign Park District –Sholem Aquatic Center, IL
Chesapeake Waterpark, MD
City of Dublin, CA
City of Fremont- Aqua Adventure Waterpark, CA
City of Fullerton, CA
City of Garland- Surf and Swim Waterpark,
City of Grand Prairie, TX
City of Hartsville, SC
City of Henderson, NV
City of Idaho Falls, ID
City of Keller- Keller Pointe Aquatic Complex, TX
City of La Mirada- Splash Waterpark, CA
City of Morgan Hill- Aquatic Complex, CA
City of Muskogee- River Country, OK
City of Muskogee- Sports Complex, OK
City of Palmdale- DryTown Waterpark, CA
City of Perris- Morgan Park, CA
City of Plano- Multiple Facilities, TX
City of Pomona, CA
City of Rancho Cucamonga, CA
City of Santa Maria- Sports park and Aquatic Center, CA
City of Tracy, CA

City of Vista –Wave Waterpark, CA
Country Place Resort, NY
County of Bloomington, MN
Deep River Waterpark, IA
Department of Natural Resources, MI
Desert Recreation District, CA
Flow House, NJ
Frozen Ropes, NY
Golfland Sunsplash Rossville, CA
Graceland, TN
Grand Haven State Park, MI
Groveland Campground, MI
Gulf Island Waterpark, MS
H2OBX, NC
Holly Recreation Area State Park, MI
Hyland Hill, CO
Island Recreation Area State Park, MI
Island Waterpark, CA
Kartrite Hotel and Indoor Waterpark, NY
Lake County Park District
Lost Island Waterpark, IA
Magic Springs and Crystal Falls Theme Park, AR
Moeller Design, CA
Neptune Island Waterpark
NRH2O Waterpark, TX
Oakland County Recreation Department, MI
Palatine Park District- Birchwood Pool, IL
Palatine Park District- Family Aquatic Center, IL
Point Mallard Waterpark, AL
Pontiac Recreation Area State Park, MI
Public Health Law Center William Mitchell College of Law, MN
Red Oaks Waterpark, MI
Riverside County- Cove Waterpark, CA
Riverside County-Drop Zone Waterpark, CA
RJM Design Group, CA
Roaring Springs Waterpark, ID

Rockford Park District- Sports Core I and II, IL
Saint. Paul Ramsey County Health Department, MN
Seven Peaks, UT
Snow Summit Ski Resort- Big Bear, CA
South Higgins Recreation Area State Park, MI
South Pasadena- Arryo Secco Golf Course, CA
South Pasadena- Senior Center, CA
South Pasadena- War Memorial, CA
Splash City Adventures
Splash Kingdom, CA
SplashTown Houston, TX
SplashTown San Antonio, TX
SplashZone Waterpark, NJ
Sports Facilities Advisor- Branchburg Sports Center, NJ
Sports Facilities Advisor- Legends Houston, TX
State of MI Recreation, MN
Sun Splash, FL
Tautphaus Zoo, ID
Valley Wide Park District- Diamond Valley Sports Complex, CA
Vernon Hills Park District- Family Aquatic Center, IL
Wahooz's and Pinz's Family Entertainment Center
Warren Dunes State Park, M
Wata Land Waterpark, Jamaica
Water World Waterpark, CO
Waterford Waterpark, MI
Wave Waterpark- Dublin, CA
West Chicago Park District- Turtle Splash Waterpark, IL
West Eastern County Recreation District- Multi Facilities, CO
Wet N Wild, Las Vegas
Wild River Country, AK
Wild Rivers, CA
Wild Waters Adventure, CA
William Sterling Recreation Area State Park, MI
Wings and Waves Waterpark
Zoom Flume Waterpark, NY

PORTFOLIO- Resume Includes



Owner and Operations
Raging Rivers Waterpark



Operations
Six Flags Hurricane Harbor



Director of Operations
Universal Studios Hollywood



Gulf Island Waterpark
General Manager and Operations



Owner and Operations
Pirate Island Theme Park
Under Construction



Owner and Operations
Mavericks Surf House
Under Construction



PORTFOLIO- Matt Emma

RAL Development Services- Senior Project Manager
Suffolk Construction- Superintendent
Hunter Roberts Construction Group- Superintendent
Hunter Roberts Construction Group
BuildingConnected, Inc.
Turner Construction Company

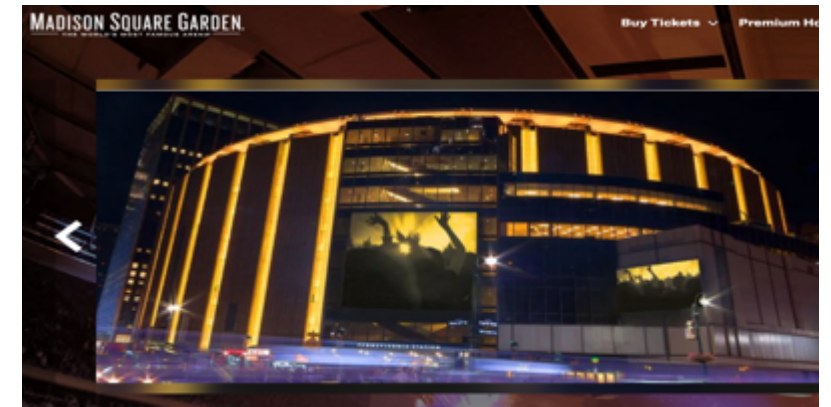
Four Seasons Cayo Largo	https://fourseasonpr.com
Kartrite Hotel and Waterpark	https://www.thekartrite.com/
Pier 6 Brooklyn Bridge Park	https://quaytowerbk.cm/
28 Liberty	http://28liberty.com/
Manhattan West SW Tower	http://manhattanwestnyc.com/
EOS	http://www.eosnomad.com/
The Oosten	http://theoosten.com/
The Greenwich Lane	http://www.thegreenwichlane.com/
Madison Square Garden V	http://www.thegarden.com/
East River Plaza	http://www.eastriverplaza.com/
The Lucida	http://www.extelldev.com/extell_residential_lucida.html
The SkyHouse	http://www.claret.com/



Four Seasons Cayo Largo <https://fourseasonpr.com>



Kartrite Hotel and Waterpark <https://www.thekartrite.com/>



Madison Square Garden V <http://www.thegarden.com/>



City of Troy

Park Revenue Review

Waterpark



By: Ken Handler

President

Global Management Amusement Professionals

Ken@amusementprofessionals.com



Introduction:

The success of waterparks hinge on their ability to continually evolve, remain at the forefront of development, and adapt to changing times. Development encompasses various aspects, and unfortunately, many parks built three decades ago lack a clear 5–10-year plan to stay relevant, competitive, and self-sustaining. Often, we witness over-designed parks aimed solely at receiving approval, leaving municipalities puzzled after a few years when they fail to generate revenue or sustain their facilities. The City of Troy finds itself at this crossroads.

The issues at hand encompass design considerations, the need for experienced operators who view waterparks as more than just pools, and the imperative to explore revenue maximization opportunities across numerous facets, including cabanas, admissions, birthdays, group sales, lockers, retail, food, rentals, parking, and more.

Throughout this report, we will present various methods to boost the bottom line, focusing on Admissions, Food and Beverage, Retail, Cabanas, and more. Additionally, we recognize significant untapped potential in Marketing and Promotions, proposing a comprehensive rebranding effort that positions the park as a summer haven for kids and enjoyment. As we embark on the Harvey the Octopus adventure (The City of Troy Kids Book linked to the waterpark), we aim to transform the park from a mere pool into a full-fledged waterpark. By following these suggestions, the City can unlock an annual revenue potential of \$500,000 and more that currently remains untapped and within reach.

We would like to thank the City of Troy Parks and Recreation Team for allowing us to Participate in their review of the Waterpark.

Best Regards,

Ken Handler

President

Global Management Amusement Professionals



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Admissions:

Municipally owned waterparks often grapple with determining the right pricing approach for front gate admissions. Addressing admission pricing is crucial as it allows the team to strike a balance between the park's financial sustainability and community favor. The challenge often lies in accommodating both residents and non-residents.

To navigate this, we propose the following changes:

- Amend resident rates with a 20% discount approach, requiring identification to be presented at the gate or entered through online ticketing.
- Designate specific days for non-residents to receive a discount.
- Introduce special family nights in the evening, offering reduced rates to accommodate those on tighter budgets. The objective is to make it more accessible for individuals in this economic bracket without compromising the revenue needed for full-day operations.

Maintaining a consistent ticket price range of \$20-\$24 enables the team to implement various promotions, including Twilight tickets, Buy One Get One offers, \$5-off promotions, and partnerships with media agencies, enhancing the value of the tickets offered in trade for their services.

Regarding operating hours, we recommend shifting them from 10 am to 5 pm on weekdays and 10 am to 6 pm on weekends. This schedule offers several advantages:

- Opening at 10 am allows guests to settle in, start enjoying the park, and build up an appetite for lunch.
- Camps and groups seeking field trip locations prefer longer stays, creating opportunities for additional spending by these groups.
- Guest spending typically peaks at opening, followed by lunch, and gradually tapers off during the final hours.
- Reducing operational hours by one hour daily will lead to estimated labor cost savings of \$19,200 over the season.

It's essential to remember that season passes should be perceived as a discount on the gate fee rather than a membership. This approach balances affordability for guests with the park's



financial sustainability. Since it is only a discount they should not have rights of guaranteed admissions, thus I do not recommend holding admissions back based on a discount. We must allow our team to maximize the bottom line whenever possible.

Patrons	Current Pricing	Recommendation	30,000 average annual attendance	Current expenses \$600,000 (average)- Netting
	\$12	\$20		
30,000	\$20	\$24 (average \$20)	\$600,000	Break Even
40,000		\$20 average	\$800,000	+\$200,000
50,000		\$20 average	\$1,000,000	+\$400,000

Note: This does not include the improvements on other revenue areas.

Season Pass Price Recommendations – 2 or 3 tiers (Example at end of report)

Basic Pass	\$49.99 per person
Silver Pass	\$69.99 per person
Gold Pass	\$89.99 per person

Include additional benefits to higher price passes: % off food sales, cabana rental discounts, early entry, free parking, special event entry, etc....



Food and Beverage:

Three key items related to food and beverage in a park or similar venue are:

- **Menu Variety and Quality:** Offering a diverse menu with high-quality food and beverages is essential. This includes catering to different tastes and dietary preferences to ensure a positive dining experience for all visitors.
- **Efficient Operations:** Efficient and well-organized food and beverage operations are crucial to minimize wait times, improve guest satisfaction, and optimize revenue. This includes streamlining order processing, payment methods, and food preparation.
- **Profitability Management:** Managing profitability is crucial to the success of food and beverage operations. It involves cost control, pricing strategies, and revenue optimization to ensure that the food and beverage offerings contribute positively to the park's overall financial performance.

We identify opportunities to enhance profitability through menu optimization and straightforward adjustments to our pricing structure.

Our concessions require a redesign to align with industry trends, with a focus on popular items. Critical improvements include the installation of a grill, fryers, and the implementation of proper storage solutions. The current layout, already tight, necessitates quick reconfiguration to facilitate faster service.

During staff interviews, long wait times were consistently reported. We recommend comprehensive staff training, covering concession operation, line management, and menu development. This education can later extend to include training for birthdays, catering services, and kiosk development.

Our staff is currently achieving a commendable per capita revenue of \$4 to \$5, which is a solid foundation to build upon. With strategic menu engineering, we anticipate boosting this figure by an additional \$1 per capita, translating to an extra \$25,000 to \$30,000 in added revenue to the bottom line.

It's important to emphasize that we manage our operations and are in control of menu development and pricing decisions. Additionally, the incorporation of additional service



windows can significantly enhance efficiency. Relocating the entry gate could enhance the visibility and aroma of our food offerings, creating more sales opportunities.

Furthermore, aiming to decrease the Cost of Goods Sold (COGS) to a respectable 30% would yield savings of \$10,000.

Lockers:

Lockers may appear small but can provide a steady stream of income for any park. The current lockers at TFAC have been operating on a quarter-based system for over 30 years. In general, parks charge a minimum of \$5 to \$10 for all-day locker usage, depending on the size. If we were to sell an average of 1000 lockers per season at \$0.25 each, our revenue would be a mere \$250. However, even if we opted for the lower end and charged \$5, our income would see a substantial increase, reaching a respectable \$5,000.

Discussions surrounding third-party partnerships have been ongoing, whether considering ownership or profit-sharing arrangements. Using the example of renting 1000 lockers:

- A third party would manage and maintain the lockers year-round, taking half of the revenue.
- If we owned our own lockers, we would retain 100% of the gross income but would be responsible for locker maintenance.

GMAP recommends placing lockers outside to enhance their visibility and accessibility to customers, reducing security risks associated with lockers being out of sight and out of mind. We can also consider converting the current lockers into key rentals, allowing customers to rent keys from the concession stand or lifeguard office for added convenience.

Furthermore, when we introduce cabanas, we can explore the possibility of cabana safes – lockers exclusively for individual users of each cabana location, enhancing security and convenience.





Cabanas:

TFAC is currently overlooking a robust revenue opportunity. After a thorough park assessment, it's evident that there are approximately 20-30 strategic locations where we can strategically place cabanas to maximize their potential.

Our priorities for cabana placement include:

Priority 1: Locations around the flat pool area, starting from the beach and extending to both the left and right sides of the pool.

Priority 2: Implementation within the children's area.

Cabanas not only offer the park a chance to enhance guest experience with cabana service but also have the added benefit of alleviating lines at concessions. Furthermore, cabana patrons tend to spend twice as much on food compared to customers with general admission tickets, making this initiative a promising avenue for revenue growth.

Number of Cabanas	80 days of rental	\$150 average rental 100% Yield	Average parks get 75% on peak pricing and 50% yield
10	800	\$120,000	\$45,000
20	1600	\$240,000	\$90,000
30	2400	\$360,000	\$135,000

An investment of \$10,000 in four to five cabanas and furniture would yield a return on investment (ROI) within the first year, excluding food costs. Additionally, cabanas can serve as a vibrant source of inspiration and color for the park, especially when carefully chosen. It's worth noting that many parks color code them according to their specific park locations.



The examples provided would cost less than \$1,600 apiece.





Camps and Programs:

Municipalities excel at hosting camps, so let's leverage this expertise and introduce an Adventure Camp and Junior Guard program at the park. The Junior Guard program is self-explanatory, and aside from their inherent benefits, these paying customers can provide valuable support for the park. With our current average of \$250 per person and a weekly booking of 50 kids, this could result in a substantial profit for the park, with a potential weekly gross of \$12,500 and a total of \$100,000 over eight weeks. Furthermore, this initiative also serves as a feeder system for future lifeguards, creating a seamless transition for them to join our workforce.

The Adventure Camp is designed for younger community members aged 7 to 10, offering similar potential with an additional \$100,000 in revenue. We have the advantage of neighboring parks and trails that the park can capitalize on. Therefore, it's crucial to expand our perspective beyond just the pool and consider the entire property's potential for maximum utilization and benefit.

Programs that should be considered in the next two years:

Adventure Camp

Mini Guards

Junior Guards

School Educational Program (With Harvey) To promote Swim lessons and camps.

Water aerobics before and after hours

Weekly DJ

Family Nights

Scuba classes

Dog Days

Off season events- Egg Hunt, Pumpkin Floats, Snow Hill/Sledding



Retail:

Retail is crucial to a waterpark's success for several reasons. Firstly, it provides an additional stream of revenue beyond admission tickets and concessions. Secondly, it enhances the overall guest experience by offering souvenirs, merchandise, and convenience items. Retail also serves as a branding opportunity, allowing guests to take a piece of the waterpark experience home with them, reinforcing their connection to the park. Ultimately, a well-executed retail strategy can contribute significantly to a waterpark's profitability while adding value to the visitor's journey.

Depending on the park's offerings, retail sales can generate revenue ranging from \$0.50 to \$5 per person. Currently, TFAC does not have any retail offerings for our customers, and we suggest starting with a straightforward approach until we expand. As we continue to theme the park around Harvey, we recommend the following items for sale:

Harvey theme items (plush toys, shirts, slippers)

Swim Diapers

Waterproof phone cases

Bottle Drinks

Sun block

Towels

Branded product

Souvenir cups

Goggles

Water toys

Arm floaties theme (coast guard approved)

Fake glitter tattoos



Sweat treats- ice cream cups and bars

We would move in small with a theme hut that can be secured. Attached is a list of items at a park that does 55,000 guests a year and makes over \$110,000 gross in retail.

Item	Company	Sale Average	Profit Average
Water Blasters	Strand	\$13.00	\$9.00
Googles	Strand	\$10.00	\$6.50
Swim Diapers	Amazon	\$10.00	\$5.00
Puddle Jumpers	Strand	\$30.00	\$22.00
Flip Flops Boys	Norty	\$11.00	\$5.50
Flip Flops Girls	Norty	\$11.00	\$5.50
Adult Flip Flops	Norty	\$11.00	\$5.50
Cotton Candy	Chocolate Story Book	\$5.50	\$2.78
Jelly Beans	Jelly Belly	\$4.00	\$2.50
Sun Glasses	Cliff Wiel	\$15.00	\$12.00
Kids Sun Glasses	Logo It	\$3.00	\$1.75
Stuffed Animals	First & Main	\$11.00	\$5.50
Jewelry	Cruz	\$8.00	\$5.00
Sum Bum	Sum Bum	\$18.50	\$9.25
Infant Swim Suits	Swim Suit Station	\$25.00	\$18.00
Toddler Swim Suits	Swim Suit Station	\$25.00	\$18.00
Girls Swim Suits	Swim Suit Station	\$20.00	\$13.00
Ladies Swim Suits	Swim Suit Station	\$25.00	\$11.00
Womens Swim Suits	Swim Suit Station	\$30.00	\$15.00
Infant Trunks	Swim Suit Station	\$16.00	\$10.00
Toddler Trunks	Swim Suit Station	\$25.00	\$18.00
Boys Trunks	Swim Suit Station	\$20.00	\$12.00
Mens Trunks	Swim Suit Station	\$25.00	\$18.00
Mens XL Trunks	Swim Suit Station	\$25.00	\$18.00
Ladies Swim Shorts	Swim Suit Station	\$20.00	\$12.00
Waterproof Phone Cases	Amazon	\$13.00	\$11.00
Swim Caps	Strand	\$8.00	\$5.00
Beach Bags	Del Sol	\$16.00	\$9.50
Swim Suit Cover Ups	Swim Suit Station	\$20.00	\$10.00
Kids Bucket Hats	Logo It		
Ladies Hats	Logo It		
Mens Hats	Logo It	\$32.00	\$17.00
Sun Dresses	Swim Suit Station		
Magnets	Logo It		
Visors	Logo It	\$15.00	\$11.00
Crop Tops	Logo It	\$25.00	\$14.00
Tank Tops (Mens)	Logo It	\$25.00	\$12.00
Nose Plugs	Strand	\$3.00	\$2.00
Color Changing Hair Clips	Del Sol	\$5.00	\$2.50
Color Changing Nail Polish	Del Sol	\$10.00	\$5.00
Color Changing Adult Shirt	Del Sol	\$25.00	\$15.00
Color Changing Youth Shirt	Del Sol	\$22.00	\$14.00
Rash Guard Shirts Adult	Swim Suit Station	\$25.00	\$15.00
Rash Guard Shirts Kids	Swim Suit Station	\$25.00	\$15.00
Towels	Logo It	\$26.00	\$12.50
infant Water Shoes	Norty	\$10.00	\$5.25
kids water shoes	Norty	\$14.00	\$9.52
Womens water shoes	Norty	\$16.00	\$11.00
mens water shoes	Norty	\$16.00	\$11.00
Freeze Dried Candy	SJT Enterprizes	\$10.00	N/A
Hoodies	Logo It		N/A
Silicone Cups	Sillipint	\$18.00	N/A
Ripped Shirts (Ladies)	Ripped Rags	\$25.00	N/A
Toddler Sandles	Norty	\$11.00	\$6.25
Hershey's Icecream	Hershey's	\$5.50	\$2.85
Youth Shirts	Logo It	\$16.00	\$10.50
Meat Sticks	Iowa Smoke House	\$2.50	N/A

Here are some photos of some pop-up retail stations for your consideration before we move into a more established location for customers to shop and enjoy.



We would anticipate a \$1.00 per person as we start out for the first year. Very easy to operate.



Organizational Chart:

Upon reviewing the organizational chart, we recommend placing the waterpark manager in a position of authority over the location. When executed correctly and with the right individual who possesses a strong commitment to the park's success, we can readily elevate the park to the next level of profitability. Sometimes, when one person juggles multiple responsibilities, it can divert focus. Given that waterparks promotion and preparation is year-round, it's crucial to have a dedicated leader.

Our parks hold weekly meetings to track tasks and progress, a critical practice to ensure the park stays on the right course. While we share some ideas and overarching objectives, there are approximately 100 tasks that must be executed to drive the park's success.

During park reviews, we become concerned when we find that individuals within cities have too much on their plates to effectively lead the charge for the park. This can result in a lack of motivation to formulate a strategy beyond simply meeting basic needs. It's imperative that the job description and expectations encompass the task of excelling and continuously growing the park, emphasizing the importance of this role.

Month	Notes for the Month	Additional notes
Jan	Promoting season passes, school educational program, staff recruitment. Promoting to schools and non-profits Safety Schools	Social media posts and advertising Our new camp programs
Feb	Groups and School bookings Staff recruitment	Social media posts and advertising
March	Corporate Campaign	Social media posts and advertising

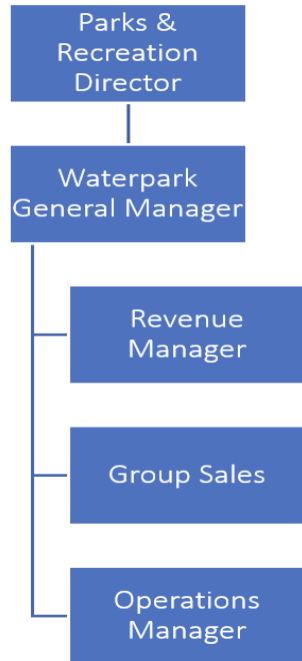
	<p>Programing of online POS updates</p> <p>Staff recruitment</p>	<p>Register for the camps</p>
April	<p>Final push for season passes, increase in pricing.</p> <p>Staff recruitment</p> <p>Training of leadership</p>	<p>Possible Easter event by the park to promote location and season passes.</p> <p>Social media/advertising increases</p>
May	<p>Start selling online tickets and cabanas, Staff Orientation, final preparations to opening, special school days and opening days</p>	<p>Social media/advertising doubles</p> <p>Register for the camps</p>
June	<p>Park Operating</p>	<p>Mix of special events with partnerships</p> <p>Advertising and Promotions</p>
July	<p>Park Operating</p>	<p>Outline needs for 2025.</p> <p>Mix of special events w/ partnerships</p> <p>Advertising and Promotions</p>



August	Park Operating	Projects being associated with construction/project management. Advertising and Promotions
September	Park Operating, end of season buyouts and Winterization	Budgets for 2025
October	Trade show and education, end of season report	Budgets for 2025
November	Trade show and education, Season pass sale at lowest price	Planning, Advertising and Promotions
December	Holiday special season pass	Advertising and Promotions

There are several key roles at a waterpark that make them successful. The roles go beyond just being a lifeguard and cashier. Every employee makes an impression.

Listed are some examples of Job descriptions of these key roles and what they are responsible for at a waterpark.



Under the Revenue Manager would be supervisor or leads for food and beverage, admissions, retail, rentals and cabana service.

Under the Group Sales leader would be birthdays, groups, and events.



Job Title: General Manager

Reports To: Parks and Recreation Director

Job Description:

Directs and coordinates activities of TFAC in accordance with identified company goals to obtain optimum efficiency, economy of operations, and maximize profits by performing the following duties personally or through managers.

Duties & Responsibilities:

Plans, develops & implements TFAC policies & goals.
Promotes organization in community and trade organizations.
Analyzes budget requests to identify areas in which reductions can be made and allocates operating budget.
Confers with administrative personnel and reviews activity, operating & sales reports to determine changes in programs or operations required.
Facilitates monthly meetings with Controller/Bookkeeper to evaluate profitability of different parks and areas.
Reviews activity reports & financial statements to determine progress & status in attaining objectives, and revises objectives & plans in accordance with current conditions.
Maintains a commitment to the company vision and the “spirit” of the company.
Presides over all companywide employee meetings and formal meetings of managers.
Reviews & Evaluates Key personnel. Holding Key personnel accountable for their job descriptions; providing accountability procedures and follow-up.
Provides guidance, counseling, and direction to all key individuals in the company.
Ensures that all legal and financial obligations of the company are met and to act, as necessary, to ensure the company’s continued, controlled & profitable growth.
Oversees the evaluation process for all company employees.
Oversees the employee training and the company safety program.



Builds a sense of teamwork within the various departments of the company, to get everyone working together to achieve common goals.
Maintains a positive company image and relationship in the surrounding business community.
Communicates clearly and directly with employees concerning performance expectations, productivity, and accountability.
Develops employees for future advancement when possible.
Develops specific plans to accommodate the strategic objectives of the CEO with the CEO. Interfaces with CEO to revise objectives & plans in accordance with current conditions.
Monitors, supervises, and evaluates all departments within the organization

Other Job Functions

Performs other job functions as required.

Preferred Prerequisites / Qualifications:

Personal Attributes:

Ability to supervise and assume responsibility for the overall management of TFAC.

Self Motivated

Great Customer Service including conflict resolution and the ability to remain calm

Integrity and Trustworthiness

Personable, Fun and Friendly

Optimistic Attitude

Team Player who is committed to building a team that functions in unison to reach their goals.

Skills:

Proven leadership/management skills and experience, preferably in the entertainment industry.

Excellent Communication skills & Conflict Management skills.



Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Ability to read, analyze, and interpret general business reports & periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals.

Ability to solve practical problems, define problems, collect data, establish facts, and draw valid conclusions.

Physical Requirements:

Must be able to work inside and outside with constant sitting, standing, walking, vision, hearing, and talking and fine motor skills.

Must be able to reach forward and above shoulder height, bending, twisting, kneeling, and crouching.

Must be able to lift, push, and pull a maximum of 25 pounds.

Climb stairs.

Environmental Factors:

In these environments the employee will be exposed to dirt and dust, extreme temperatures, noise and vibration, and occasional wetness and humidity.



Job Title: Group Sales Manager

Department: Sales

Reports To: General Manager

Job Summary:

The position is responsible for booking groups, corporate events, buyouts, birthday parties and driving customers to the waterpark. Act as a liaison to organizations, economic groups, and associations. It is important for the position to analyze marketing trends, create marketing programs for groups, assisting in reviewing sales budgets, and researching product information to advance sales and bookings. Position will work in partnership with the park marketing team, consultants and senior management staff. Additionally, they will supervise clerical staff. The selected candidate will receive limited technical supervision and serve as a point of contact for customers.

Supervision Exercised:

Assist in supervising in seasonal admissions, clerical and at times act as manager on duty.

Essential Job Functions:

Sales

- Promotes and sales to groups and corporate potential organizations.
- The position will cold call business, non-profit organizations, churches and other groups to book events at facilities.
- Develop and implement marketing campaigns relating to group sales.
- Attend conferences and trade shows to promote Parks and Recreation activities.

Promotions:

- Creates promotions that generate traffic to the parks, especially during slower times, to provide value for our guests, and improve our bottom line.
- Works with promotional partners.



Communications:

- Keeps the content of all three websites fresh, accurate and up to date. Implements new website features to enhance our guests' online experience, facilitate online purchases, and drive business to our parks.
- Assist in designs and prints informative and compelling collateral materials including brochures, group sales materials, menus and posters.
- Utilizes all opportunities for in-park advertising, including video screens, posters, fliers and signage.
- Communicates and coordinates all promotions, special events and media coverage with co-managers to ensure successful execution.

Special Events:

- Creates special events to drive traffic to the park, to enhance our guests' experience, and to build a positive image in our community.
- Carefully plans the details of each event, communicates and delegates responsibilities to co-managers, and is present to ensure each event is successfully executed.

Social Media:

- Maintains an engaging and informative conversation with our fans on Facebook.
- Continues with efforts to build our fan base.
- Creates effective Facebook ad campaigns.
- Posts videos to YouTube and maintains our channel.
- Oversees our search engine optimization efforts, including Google Ad Words, to maximize traffic to our websites.
- Creates and sends fun and informative e-newsletters to our subscribers.
- Continues to build our database of email subscribers.
- Stays on top of new social media trends and implements those that make sense for our parks.

Other:

- Maintains relationships and contracts with the parks' Corporate Sponsors. Find new sponsors as opportunities arise.



- Gathers and compiles facts, statistics, and develops estimates and projections to evaluate effectiveness of program results; recommends revisions in program direction because of statistical evaluation.
- Prepare or review program grant and funding requests; provides technical assistance to contract providers in the development of grant proposals; evaluates performance of contract providers from an administrative viewpoint; identifies potential sources for grant funds to augment County funding of specific programs.
- Assists in the preparation and maintenance of a program budget and the establishment of fiscal control; represents a program or its director relative to fiscal or budgetary matters in meetings with members of ownership; prepares budgetary, fiscal and administrative reports.
- Prepares proposals for Federal or State funding or County programs and complies with necessary supportive data.
- Studies existing status and proposed legislation to determine their effect on program operation and cost.
- Confers with department supervisors to devise more efficient office procedures.

NON-ESSENTIAL JOB FUNCTIONS

N/A

Essential Physical and Mental requirements:

Ability to sit for extended periods, stand while waiting on guest and performing custodial duties, walking to conduct regular review of facilities, climbing ladders to perform custodial duties, balancing to prevent falling and running in emergency situations. Duties also require kneeling, twisting, exerting, lifting, pulling, pushing, grasping, reaching, crawling, squatting and crouching. Speaking, writing, listening and ability to perform numerical computations.

Working conditions:

Frequent exposure to noise, heat, cold, crowds, smells, heights, confined spaces, objects that could cause injuries, dangerous/violent people-exposure that could cause harm or injury, Driving-operating motorized vehicles (golf carts) on roadways or in areas where accidents causing physical injury could occur. Transportation- being a passenger in an automobile, bus, or van



where accidents causing physical injury could occur. (Performing for up activities on a bus or van, may assist supervisor in a parks vehicle.)

IMPORTANT NOTE: The primary purpose of this job description is to set a fair and equitable salary range for this job classification. Generally, only those key duties necessary for proper job evaluation and/or labor market analysis have been included. Other duties and responsibilities will be assigned by the supervisor.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS & ABILITIES

A. Required minimum qualifications:

1. Pass the employment physical established for this classification.
2. Must have refined skills in public relations.
3. Must have Typing skills, Windows XP, Word, Excel, Outlook.
4. Additional: Stock Control System; POS System
5. At least five years in sales or marketing industry.
6. Must be aware of Management functions and can communicate with all levels of personnel and guests.
7. Must be able to check cost control reports and be fully aware of the internal organization of catering and sales department.
8. Always maintain a professional appearance.



Job Title: Director of Revenue

Reports To: General Manager

Job Description:

Oversees and maintains the Revenue operation(s); including all outlets, restaurants, retail, lockers, tube rentals, parking, admissions, cabanas, vending shacks, caterings and birthday parties.

Duties & Responsibilities:

- Maintains a courteous, cooperative, fun yet professional environment for patrons, co-workers, and general public.
- Reviews with supervisors/managers to resolve customer complaints regarding food sale errors, long ticket times or general unhappiness regarding food or beverage issues.
- Develops, implements and administers policies and procedures to operate the various food and beverage operations using daily checklists and continuous training.
- Ensures staffing levels to expedite line speed, while trimming back labor as much as possible.
- Completes and submits repair and maintenance work orders in a timely manner to assure long term equipment life.
- Ensures positive supervisor/management communication through use of communication log, as well as one on one walk-throughs of all food areas.
- Works with supervisors/Managers on Site Inspection list/task list and creates a monthly plan.
- Maintains equipment and trains employees to their proper use; ensures staff accountability through safety checklists.
- Responds to various calls over the radio system, thereby fostering positive communication.
- Coordinates the Manager/supervisor schedules to ensure that adequately staffed by qualified employees at all levels of operation, while maintaining labor goals.
- Works with management teams to organize and implement the processes and presentations associated locations, including movie outings, holiday parties, pizza after hour parties, etc.



- Oversees cleanliness and organization of all areas.
- Oversees food safety aspects of all F&B areas.
- Implements inventory controls for all food service areas, to include ordering, receiving, staff training, invoice coding, small-ware purchases, etc.
- Maintains food cost goals by monitoring ordering, pars, waste, and recipes as well as instructs supervisors/managers to follow through with training of lead staff to ensure these needs are met.
- Retail and Menu development placement for food, beverage and other assigned products; works to fine tune the products in different locations to achieve higher per caps, sales and efficiency with lower costs.
- Maintain and review COGS of all areas.
- Maintaining month end inventories
- Works with managers/supervisors to ensure all staff provide a consistent and quality product.
- Works with/communicates to other departments to ensure all details are met and all related events run smoothly.
- Completes Payroll for entire park.
- Programs point of sales system to work as needed for F&B, Retail, Sales, and Park.
- Helps with package development, continuity and pricing between Park, groups, birthdays, and F&B.

Other Job Functions

- Performs other job functions as required.

Preferred Prerequisites / Qualifications:

Personal Attributes:

- Self Motivated
- Integrity and Trustworthiness
- Personable and Friendly
- Detail Oriented
- Optimistic Attitude
- Team Player who is committed to building a team that functions in unison to reach their goals.



Skills:

- Proven management ability
- Be able to function successfully in stressful situations
- Time Management
- Decision Making
- Problem Solving
- Communication and conflict management skills
- Multi tasking of many varied food and beverage areas
- Flexible and able to work successfully with many management styles

Physical Requirements:

- Must be able to work inside and outside with constant sitting, standing, walking, vision, hearing, and talking and fine motor skills.
- Must be able to reach forward and above shoulder height, bending, twisting, kneeling, and crouching.
- Must be able to lift, push, and pull at least 50 pounds with the assistance of other team members.
- Must be able to move furniture, park benches and alto shams as needed.

Environmental Factors:

- The primary work location for this job is in an indoor environment as well as outdoor and in the office environment.
- In these environments the employee will be exposed to dirt and dust, extreme temperatures, noise and vibration, and occasional wetness and humidity.



SWOT Analysis

Conducting a SWOT analysis is particularly beneficial in a range of scenarios, notably in strategic planning to set goals and devise strategies by understanding strengths, weaknesses, opportunities, and threats. It's invaluable for making significant decisions, such as entering new markets or launching products, and is a key tool for problem-solving and competitive analysis. A SWOT analysis is also crucial before starting new and current facilities, as it can highlight potential risks and opportunities for a more informed approach. Additionally, during periods of organizational change, like mergers or leadership shifts, it provides clarity and direction. It's equally useful for effective resource allocation, pinpointing areas for investment and improvement.

Global Management Amusement Professionals

Strength:

- Staff desire to expand upon the current location.
- 30 plus years operations.
- We have additional land to grow into.
- Minimal expenses to run the park.
- Size of bathrooms.
- Slides are in great condition.
- Ropes blocking areas.
- Umbrellas & Shade.
- Tables.
- Solid google review and score- Complements/reviews.
- Maintenance / pump house up keep.
- 1.5 million possible patrons within 50 miles.
- 120k household income in City of Troy.
- Leadership looking for solutions to expand upon the park abilities knowledge and physical attributes.
- Getting 25k-35k without marketing and promotions.
- Vegetation throughout the park.
- Safety programs.

**Weakness:**

- Name of the waterpark.
- Marketing and promotions- need the tools to succeed.
- Website.
- No growth plans.
- No 5-to-10-year plan.
- Park has no story line/theme.
- Pricing matrix- to expensive for season pass and to cheap at admission.
- Minimal amount of funds to support the park.
- Kitchen design.
- Food and Beverage wait time to order and get food.
- Current front entrance through bathrooms.
- Park signage.
- No Cabanas.
- No Retail.
- Old lockers.
- Running in a municipal philosophy and not a waterpark operation.
- Sand and playgrounds creating mud.
- Point of sales system.
- Staff experience in Waterpark strategies.
- Staffing of park.
- Parking for customers and staffing.
- Lack of portfolio.
- Staff onsite hiding in offices.
- Stopped doing birthdays.
- Outside food station directly in front of the park.
- Desire to remove landscaping.
- Matrix and stats on special events.
- No formal Pepsi or Coke Contract.

Opportunities:

- Expand the park.
- Develop current sections with the park (volleyball court, kids' area and playground) into waterpark attractions.



- Add Cabanas.
- New lockers.
- New pricing structures to yield a better return per customer.
- Sensible weather- to protect the park and customer when weather becomes a challenge.
- Online ticket purchasing.
- Camp hosted on property @ \$250 a week (matching current pricing).
- Develop a retail store.
- Third party ticketing partnerships (EBG, Big box stores).
- Souvenir cup program.
- Formal Coke and Pepsi contract.
- In Park Sponsorship/advertising opportunities.
- Parks Rec- partnership with Tennis and new ice skating and roller rink.
- Development of the kitchen equipment/design to provide great product and speed of service.
- Relocate main entrance to gate by concessions.
- Theme the park.
- Develop the waterpark on social media.

Threats:

- Weather.
- Third party waterpark being built.
- Funds.

Department Staff SWOT

Strengths

- Location – near I-75, solid 5-mile radius.
- Not too big – capacity limits keep the crowd size comfortable compared to other parks.
- Longevity – Long time residents who grew up with it are now taking their kids.
- Everything you need on site, concessions, showers, etc.
- Space for play and exercise with lap lanes.
- Maintaining chemicals and filters for the pool.
- Training lifeguards, pool managers, cashiers, and concession staff.



- Making do with a not perfect environment.
- Following state guidelines in concessions.
- Customer service.
- Cleanliness.
- Highly trained lifeguards.
- Family features-small for small kid's attractions for the little bit older.
- Skills: we are a safe park.
- Operational (inside/background)- chemicals, mechanical, inventory.
- Creative-find ways to stay open and operate.
- Partnership with parks department.
- Community/Council Support* they want the park and approve what's needed

Weaknesses

- Not affordable for low-income families.
- Capped features due to size.
- Low staffing affects hours and feature availability.
- Confusion between TFAC and TCC pools, patrons don't understand fees are separate.
- Haven't brought back recurring events, not much incentivize for middle of the week visits.
- Recruiting lifeguards.
- Communication between staff and upper management.
- Swim lesson offerings.
- Communication between concessions and pool staff.
- Getting the word out.
- Managing rainy/stormy days better.
- Improve the appearance of the structure of the facility.
- Facility layout-bottle.
- Location-hidden in a back corner.
- Limited resources-funding, staffing.
- ON-boarding.
- Limited Programs.
- Community/Council Support*They focus on more what they want and not what's feasible (want it to be free).



Opportunities

- Community Nights to attract residents.
- Partnerships with hotels/businesses along Big Beaver.
- More passive events with low impact to staff – themed days with giveaways, games, etc.
- Connect with schools again to create new generations of return patrons.
- Take advantage of low patron days — calm music, sensory friendly mornings, senior mornings, etc.
- Expand theming of facility.
- Additional funding to rebuild or renovate.
- Expand programming.
- More rentals and events in the evenings.
- Reach out to other communities and businesses.
- Have a better use for our sand area.
- Have a better use for our sun hill area.
- Utilize the front area of the park
- New funding structure.
- New full-time staff people.
- Community Outreach event sponsorships.
- Rebranding.
- New Pavilion Opening nearby (draw more people to area)

Threats

- Hidden within Civic Center, poor way finding.
- Pricing hasn't been raised for so long; it always feels like a big jump for pass holders.
- With so much of a reach to walk up patrons, regular rules and regulations aren't easily communicated, leading to poor reviews.
- No splash pad, the latest trend for families.
- Not having the funds to continue to maintain the facility as needed.
- Pipes under pools are breaking.
- Two locker rooms open us up for transgender issues.
- Decreased attendance with nothing new.
- Recession decreased staffing.
- Continuing increase of costs for wages and supplies.
- Finding staff to staff the pool



- Nearby business-County Parks (public), swim schools (staff)
- Open green space/limited shelter
- Natural threats: normal aquatic threats and outdoor weather
- Animals- damages to facility, patron complaints (bees)
- Google: Misinformation



Marketing and Promotions

Marketing and promotions encompass numerous vital components. When discussing these aspects with the team, they express that they are constrained by time and unable to implement their desired improvements. The City of Troy is failing to effectively convey its existence to potential guests in an enticing manner, thus missing out on crucial elements of promotion.

Here are five critical elements of marketing along with brief descriptions:

- **Target Audience:** Identifying and understanding your ideal customers or clients is fundamental. This involves defining demographics, preferences, and behaviors to tailor your marketing efforts effectively.
- **Value Proposition:** Your unique value proposition (UVP) outlines what sets your product or service apart from competitors. It should clearly communicate the benefits and solutions you offer to your target audience.
- **Channels and Distribution:** Choosing the right marketing channels to reach your audience is crucial. Whether it's digital, social media, email, print, or in-person, selecting the appropriate distribution channels is essential for success.
- **Content and Messaging:** Crafting compelling and consistent content is essential. Your messaging should resonate with your audience and align with your brand's identity to convey your value effectively.
- **Measurement and Analytics:** Monitoring and analyzing your marketing efforts is vital for making data-driven decisions and improving your strategies. Metrics such as ROI, conversion rates, and customer engagement provide insights for optimization.

In 2024, we have a fantastic opportunity to launch a structured campaign aimed at attracting more visitors to our park, going beyond the usual "Now Open" sign. We possess various tools at our disposal, including MailChimp. However, it is essential to establish a distinct and marketable brand identity for the park.

We need to Rebrand! New Name! Rebranding a waterpark is essential to revitalize its image, stay competitive, and attract a broader audience. It helps in shedding any outdated perceptions, fostering excitement, and aligning with current market trends and customer preferences. A successful rebranding can breathe new life into the park, enabling it to better connect with visitors, convey a fresh identity, and ultimately drive increased attendance and revenue. Additionally, rebranding allows the park to position itself as a vibrant and appealing



destination while setting the stage for continued growth and profitability in an ever-evolving industry.

A website is critically important for several reasons:

- **Online Presence:** In the digital age, having an online presence is non-negotiable. A website serves as your virtual storefront and is often the first point of contact between your business and potential customers. It ensures that you are discoverable by people searching for your products, services, or information online.
- **Credibility and Trust:** A well-designed and professional website lends credibility to your business. It establishes trust with your audience, as it conveys that you are a legitimate and reliable entity. The lack of a website or a poorly designed one can deter potential customers.
- **24/7 Accessibility:** Unlike physical stores with opening and closing hours, a website is available 24/7, allowing customers to access information, make inquiries, and even purchase products or services at their convenience. This accessibility can lead to increased sales and customer satisfaction.
- **Marketing and Branding:** Your website serves as a central hub for your marketing efforts. It enables you to showcase your brand, tell your story, and convey your unique value proposition. Through various digital marketing strategies, you can reach a broader audience and engage with them effectively.
- **Information Hub:** Websites provide a platform to share essential information about your business, such as product details, pricing, contact information, and customer reviews. This helps potential customers make informed decisions and reduces the need for them to seek information elsewhere.
- **Global Reach:** With a website, your business can potentially reach a global audience. This expanded reach opens opportunities for growth and expansion beyond your local or regional market.
- **Data and Analytics:** Websites offer valuable insights into customer behavior and preferences through tools like Google Analytics. This data can inform your marketing strategies, allowing you to tailor your efforts to better serve your audience.
- **Customer Engagement:** Websites provide interactive features such as contact forms, chat support, and newsletters, enabling direct communication with customers. Engaging with your audience can foster loyalty and repeat business.



- **Cost-Effective:** Compared to traditional advertising methods, maintaining a website is cost-effective. It offers a platform for marketing and customer engagement without the high expenses associated with print media or physical storefronts.

In summary, a website is essential because it not only enhances your online presence and credibility but also serves as a versatile tool for marketing, customer engagement, and providing valuable information to your audience. It is a cornerstone of modern business strategy.

Let's Get Started on Building Our Website-

We should develop a dedicated website for the waterpark, featuring a unique design and a captivating landing page. This website will engage customers even before their visit by showcasing the park's theme, storyline, and the excitement it offers.

Key elements to include on the website:

- **Engagement:** Provide visitors with an immersive experience that captures the essence of the waterpark, building anticipation for their visit.
- **Online Purchases:** Allow customers to conveniently purchase tickets, cabanas, and other essential amenities directly through the website.
- **Group and Event Promotion:** Highlight options for hosting group events, birthdays, and parties at the park, offering enticing packages and information.
- **FAQ Section:** Create a comprehensive FAQ section to address common questions and provide guidance on what visitors should and shouldn't bring to ensure a successful park experience.
- **Information Page:** Include a map, rules for attractions, and the operating schedule to help visitors plan their day effectively.
- **Attraction Details:** Provide detailed information about each attraction, including descriptions and any restrictions.
- **Food Options:** Showcase the park's food offerings with clear explanations of available choices and dining locations.
- **Video Content:** Feature a captivating video on the homepage, showcasing smiling participants having a fantastic time at the park.
- **Events Page:** Promote special events, discounts, and secondary ticketing opportunities to encourage repeat visits and participation.



- **Contact Information:** Include a dedicated contact page to establish a connection with the park for additional information and inquiries.

By implementing these elements, the website will serve as a powerful tool for marketing and enhancing the overall guest experience at the waterpark.

Here are some pages that show case solid websites.

Municipal Waterparks Examples:

NRH2O- <https://www.nrh2o.com> (profitable park)

Waterworld CO- <https://www.waterworldcolorado.com> (profitable park)

Private Park Examples:

Raging Rivers Waterpark- <https://www.ragingrivers.com>

OC Waterpark NJ- <https://ocwaterpark.com>

Gulf island Waterpark- <https://www.gulfislandswaterpark.com>

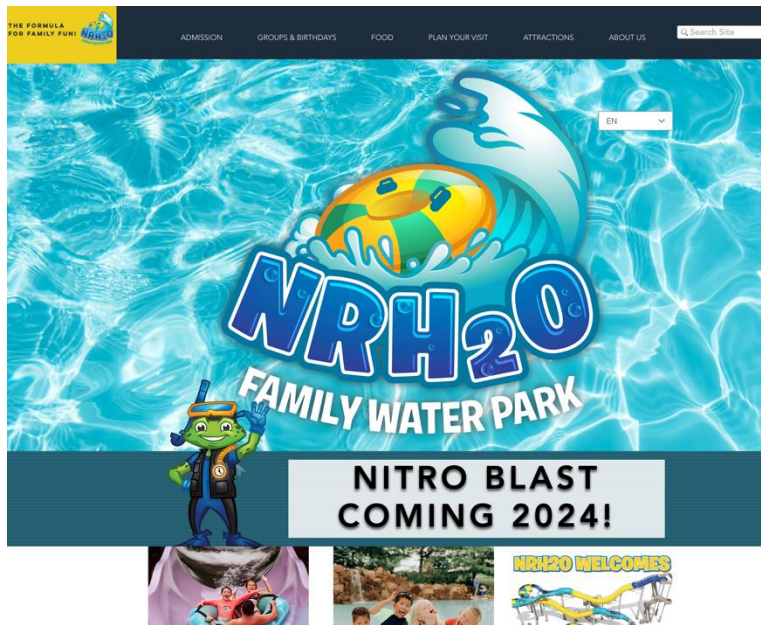
Wild Island: <https://wildisland.com>

Competition- Nothing to be excited about either.

Red Oaks Waterpark- <https://www.oakgov.com/community/oakland-county-parks/parks-trails/red-oaks/red-oaks-waterpark>

Waterford Oaks Waterpark- <https://www.oakgov.com/community/oakland-county-parks/parks-trails/waterford-oaks/waterford-oaks-wave-pool>

The key to the success of the website is staying on top of the information weekly to assure we keep our patrons better informed. Plus, excited to visit us!





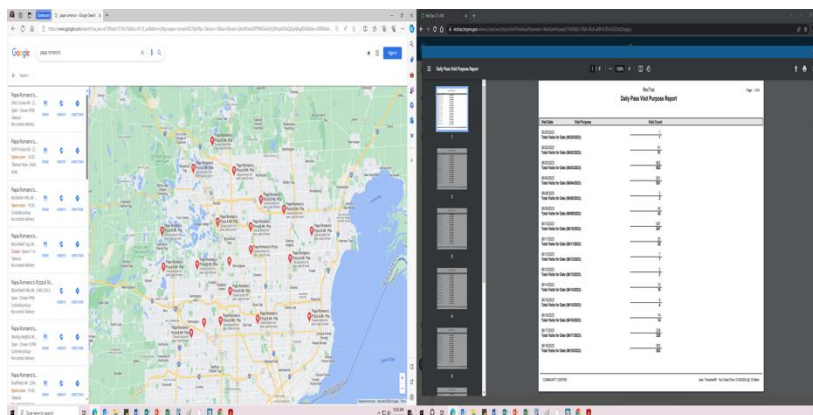
Partnerships:

Marketing partnerships are vital because they enable businesses to leverage the strengths and reach of each other to achieve mutual goals. By collaborating with another brand or organization, companies can tap into new customer bases, enhance credibility through association, and share marketing costs and resources. These partnerships foster innovation, creativity, and the opportunity to access previously untapped markets, all while reducing risks and diversifying marketing efforts. In an increasingly competitive business landscape, marketing partnerships provide a strategic advantage, allowing companies to expand their reach, drive growth, and create meaningful connections with customers more effectively.

Some readily available opportunities for the waterpark include collaborations with camps in neighboring cities, partnerships with local non-profit and for-profit camps, cooperation with third-party services affiliated with the City, Chamber, Economic Redevelopment Organization, and various other potential avenues.

Two Key Partnerships that we need to attach quickly before the season are:

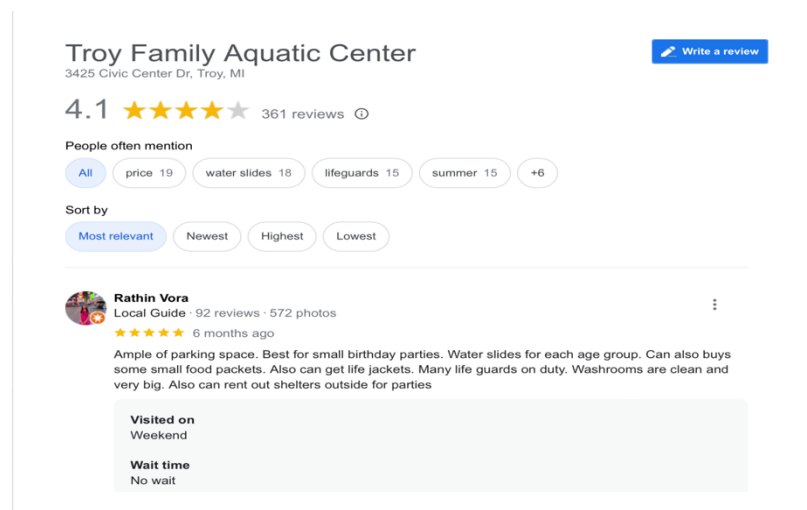
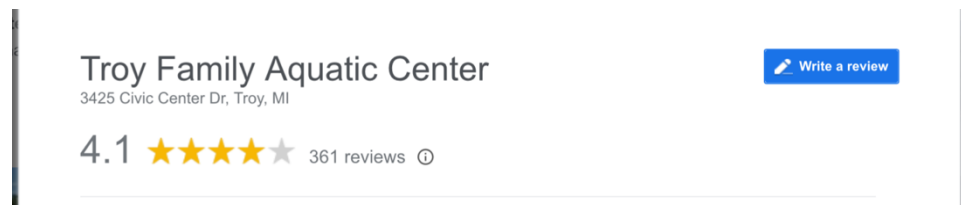
1. The fountain service of Coca Cola versus Pepsi. There are thousands upon tens of thousands of dollars that are very attainable.
2. Our current pizza provider Papa Romano's. They have close to two dozen stores around the County and Metro Detroit. If we negotiate the right deal, we could have TV, Radio and/or at a minimum a box topper going out promoting our park.
3. School District- Staff, Marketing and Programs.




Social Media:

Social media is of paramount importance in today's digital age due to its unparalleled ability to connect businesses with a vast and diverse audience. With billions of users worldwide, it offers an expansive reach, enabling brands to increase visibility, engage directly with customers, and gather valuable insights. Social media is a cost-effective marketing tool, providing opportunities for real-time updates, content distribution, and community building. It not only enhances brand recognition but also serves as a platform for customer support, partnerships, and influencer marketing. In essence, social media is a cornerstone of modern marketing, playing a pivotal role in establishing brand presence, fostering customer loyalty, and staying competitive in the ever-evolving digital landscape.


When examining our Google reviews, there are many reasons to celebrate. The industry standard aims for a rating of over 4.0, but our target should consistently be higher, aiming for above 4.5. Furthermore, we should actively promote these positive reviews on our new website, showcasing the outstanding experiences customers have had. While we may encounter a few challenging reviews, as is common with all parks, our investigation indicates that none of the reviews raise significant concerns.






Troy Family Aquatic Center

3425 Civic Center Dr, Troy, MI

4.1  361 reviews ⓘ

[Write a review](#)






love kings 680


Local Guide · 15 reviews · 3 photos

★★★★★ a year ago

I absolutely LOVE going here in the summer!! I love how the pool is walk in because you can just sit on the shore area and little kids can play. When my daughter was a kid she was obsessed with the small waterslide in the kid's area. Two fun waterslides... One with an intertube and one without. A nice concession stand that is very reasonably priced. It has a much better atmosphere then some of the bigger water parks and always seems super clean!

 4



Carolyn Peterson

5 reviews · 1 photo

★★★☆☆ 5 months ago

\$20 a person for water so cold the kids took a while to want to get all the way in, only like 5 tubes for the water slide so people were hoarding them, not enough chairs for even half the people there, and a lot smaller than they make it look on the website

Visited on

Weekend

Wait time


Up to 10 min

Reservation recommended

No

Price for adult entry

\$16–20

 Like

Here a couple of fantastic social media sites:

Zoom Flume Waterpark: <https://www.facebook.com/zoomflumewaterpark/>

Island Waterpark: <https://www.facebook.com/IslandWaterpark>

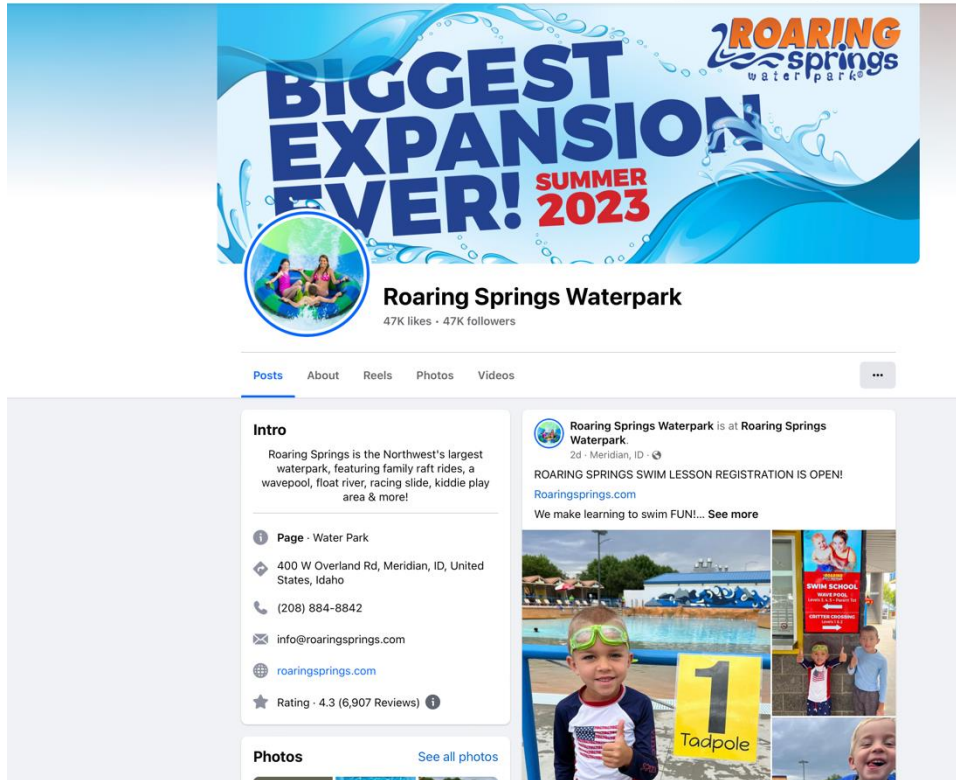


Wild Island Waterpark: <https://www.facebook.com/RoaringSprings/>

facebook

Email or phone

Password



Our goal is to continually boost our impressions and clicks to our recently launched website, closely monitoring the outcomes. These outcomes, driven by a robust marketing campaign, should ultimately translate into increased foot traffic and guest visits to our facility.

Theming and Story Line:

Theming and storyline are pivotal elements for any park, as they immerse customers in the action and make them feel like they are living an exciting adventure. This is crucial because it creates an avenue for our guests to actively participate and engage in a unique experience. Harvey serves as an excellent starting point for a park concept. An underwater theme featuring coral reefs, which aligns with the existing waterpark, along with mermaid grottos and themed decorations throughout would captivate visitors. Simple enhancements can add tremendous excitement for our young users as they embark on adventures within the park. This cohesive storyline also provides us with a valuable foundation for developing our website, school educational programs, and effective marketing campaigns, ensuring a seamless and engaging experience for our guests.

Theming is the heartbeat of attractions like Blizzard Beach, Typhoon Lagoon, Volcano Bay, and many others. However, it doesn't require a massive budget; all it takes is a creative touch in the right spots. Here are some rapid examples that could aid in generating excitement and buzz for our park.



Posting Harvey on top of our gate as customers walk in welcoming them. Kids will be excited as the story begins.



On top of our rock work and slide tower, Harvey sits and watches the action of the park's guests having a great time.



All the items we found online would be less than \$5,000. Easy to put up and winterize as needed. There is a lot throughout the park that can use the exciting touch. Must include coral reefs and other underwater spectacles throughout the park as well.

Development and Future Planning:

Every park across the nation grapples with the challenge of remaining appealing in the face of evolving customer preferences and changing times. Private parks often address this by constantly innovating, introducing new attractions, and expanding their entertainment offerings. When we examine our community and demographics, it's evident that Oakland County is in high demand for a waterpark that can adequately meet its needs. The existing parks are not aligned with these requirements and are, in fact, moving in the opposite direction. We must adopt a growth-oriented mindset, which includes continually expanding our park. Whether we explore indoor options or continue to operate outdoors, we have the potential to create an extraordinary experience for our community.

We took a few steps on mapping out some critical pieces to help guide the City with a few directions:



Phase 1 focuses on enhancing our existing infrastructure while expanding within the park. Key elements of this phase involve the creation of two distinct children's areas catering to different age groups (2-7 and 7-12). We will maximize the potential of the large slide tower deck by adding additional slides, enhance visibility with a prominent freeway billboard, provide more seating options, cabanas, lockers, establish a new customer entry point, design an entry sign that reflects the park's theme, and lay the groundwork for future expansion. As attendance increases, we will also address the need for additional parking facilities.

Phase 2, our focus shifts towards expanding the park's footprint and introducing new attractions that will significantly elevate its appeal. The introduction of a river and the possibility of a wave pool will undoubtedly make our park a prominent destination. This expansion will not only include additional seating and cabana options, but also new concessions stand, upgraded restroom facilities, enhanced slide towers, and more. With already experienced sold-out days, our goal is to maintain this momentum and keep drawing visitors to the park.

Example of a new kid's zone:



Replacing the Volleyball Court with an amazing play structure:



As we grow so does our revenue. Increase attendance equals a jump in admissions, food, rentals, cabanas and more.



Summary:

The City of Troy has an exciting opportunity to transform its original concept into a remarkable attraction for the community while achieving self-sustaining operations. We've explored straightforward park improvements that can enhance profitability and encourage a more dynamic approach to operations beyond the conventional "just open the doors" mindset. Managing waterparks requires dedicated attention, as reflected in the development of the organizational chart, and it opens opportunities for expansion beyond our current boundaries. Although not without its challenges, this decision is feasible, considering the success of numerous municipal waterparks nationwide. We aspire to be among them.

Global Management Amusement Professionals expresses gratitude to the City Staff for their collaboration, interviews, and idea-sharing. We firmly believe that the waterpark has the potential to achieve more than it does today, and our team eagerly anticipates exploring how we can contribute to its ongoing success and growth.



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: July 15, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Dee Ann Irby, Controller
Alex Bellak, Information Technology Director
Frank Nastasi, Chief of Police
Andrew Satterfield, Police Captain
David Quaiatto, Police Lieutenant
Sam Kalef, Communications Manager
David Druyor, IT Manager
Emily Frontera, Purchasing Manager

Subject: Bid Waiver - Dispatch Recorder System Replacement, Troy Police Department
(Introduced by: Sam Kalef, Communications Manager)

History

The City of Troy's Police and Fire dispatch recorder system is comprised of software and equipment that records all incoming and outgoing phone calls, as well as all radio traffic in the Communications Center. The Communication Center may handle over 34,000 emergency and 9-1-1 calls a year as well as over 100,000 non-emergency calls and inquires. It is imperative that all phone calls and radio traffic is recorded and preserved. A high quality and dependable dispatch recording system is essential for use by investigators and attorneys as well as information that may be disclosed to the public. The dispatch recorder system replacement project will replace equipment and software which had not been updated since 2006 and is nearing the end of life and support.

Other recording systems within similar price ranges were researched and considered. *WSI Technologies of Indianapolis, IN* provided a demonstration of the NICE Voice Logging and Multimedia Recording Solutions (NICE) with Troy Police command and IT staff in April 2024. NICE was proven to be more user friendly and compatible with current systems in place. Agencies all over the country currently use NICE, including locally the City of Detroit, Westland, Wayne County and Washtenaw County with no issues or complaints.

Purchasing

- *WSI Technologies of Indianapolis, IN* is the sole exclusive distributor of NICE Voice Logging and Multimedia Recording Solutions (NICE) providing support, R&D, and maintenance in the state of Michigan.
- As opposed to other recording systems, NICE offers several exclusive features as described in the attached letter. Notably, NICE offers full integration to Callworks/ECW which is currently use by the Communication Center. Consequently, it offers better connectively and more reliable uninterrupted service as well as immediate/direct security updates.



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Purchasing (continued)

- The pricing for the NICE system is \$89,875 less a 10% Pre-Pay Paid in Full discount of \$8,988 for an estimated total cost of \$80,887 which includes hardware, software, licensing, installation, training and five years of warranty, service, support and maintenance as detailed in the attached quote dated 6-17-2024.

Financial

Funds are budgeted and available in the Capital Fund for General Police Equipment under Project Number 2024C0012, which will be re-appropriated to the 2025 fiscal year with a total available budget of \$90,000. Expenditures will be charged to Account Number 401.301.11.325.978.010

Recommendation

City Management recommends, in the best interest of the City, waiving the bid process and awarding a contract for the NICE Voice Logging and Multimedia Recording solutions to *WSI Technologies of Indianapolis, IN* for an estimated paid in full cost of \$80,887.00 which includes hardware, software, licensing, installation, training, and five years of warranty, service, support and maintenance.



February 2, 2023

To: Whom it may concern

RE: Word Systems, LLC a.k.a WSI Technologies, NICE Public Safety Dealer

Dear Customer,

Thank you for the consideration of NICE Systems Inc., Word Systems, LLC a.k.a WSI Technologies and our NICE Public Safety Solutions.

Please be advised that WSI Technologies. is the only NICE contracted Public Safety Dealer Business for installation and support services for the following geographic territories.

- Indiana, Illinois, Wisconsin, Michigan, Florida and Georgia


WSI Technologies has NICE Factory trained and certified personnel and resources for sales, sales engineering and implementation as well as the sole source within these territories for NICE dispatch support services.

WSI Technologies has consistently been a top performing sales and support services public safety business partner since 1992.

NICE Systems Inc included WSI Technologies in the prestigious public safety "Premier Partner" group for maintaining quality customer satisfaction with quality systems and sales support.

Please contact me if you have any questions.

Sincerely,

DocuSigned by:

D3B7716224D8481...

Gerry Cockram

NICE Systems Inc.

VP Global Services and Support – Public Safety

gerry.cockram@nice.com




Digital Voice Logging System

Quote Date: 6/17/2024

Prepared For: Troy PD/City of Troy

Prepared By: Jim Hansen

Qty	Description			
1	Analog / Digital / Trunk full length PCI-E interface board (NO CABLE included) all SQL licensing SVR/USR/CAL			\$2,500.00
52	1 Primary Inform Professional Audio channel license, including Inform Professional applications site license, User Registration application, Record-on-Demand application, CTD, telephony CDR, CTI and ANI/ALI support. Application value per channel			\$26,000.00
52	QA PACK (Evaluator & Reporter) Per primary channel and Add on/Matrix Channel			\$8,840.00
1	Public Safety Support Agreement for NICE products			\$2,715.00
1	HP Tower/4U Server Performance (2x2TB RAID1, 32GB, Redundant PS, MS SVR STD) (Up to 56 channels of TDM or 100 VoIP channels as Essential logger OR may be used as Inform Pro server only)			\$6,600.00
1	External USB Systems Image Drive (Include one with each server)			\$150.00
1	HP Tower to Rack Conv Tray Universal Kit (for HP-ML110/ML310/ML30/ML350G10) Does not fit threaded rack holes.			\$1,500.00
	On Site Installation			\$7,500.00
1	Training Modules for all applications			\$2,500.00
1	Total of Five years warranty/service/support/maintenance			\$31,570.00
			Order Total	\$89,875.00
			Pre Pay Total	\$80,887.00
Payment terms				
Annual Payment Per Year- \$17,975 per year for 5 years Pre-Pay Discount 10%, Paid in Full Total \$80,887				
Terms and Conditions				
A	Please see Exhibit A (Separate Attached Doc) for sample Statement of Work -To be reviewed at Pre-installation meeting.			
B	Please see Exhibit B (Separate Attached Doc) for Technical Services Agreement.			
C	Optional Customer Provided Capture PC/Server Minimum specs on Exhibit C . (Separate Attached Doc)			
D	DELIVERY: Please allow estimated 30-60 days from date of written purchase order (or date of first payment when applicable) for delivery.			
E	Warranty on the equipment will start after installation is complete, or 90 days after acknowledgement from customer to order equipment and/or licenses via 50% deposit or special request, whichever is earliest.			
F	Custom equipment orders may not be returned. Stock merchandise and accessories may be returned if in the original packaging provided a restocking fee of not less than twenty-five percent (25%) or such greater restocking fee as determined by Word Systems' supplier is paid by customer.			
G	This quote does not include State and Local taxes. Customer to provide tax exempt certificate or taxes will be added to the invoice.			
H	Payment terms; 50% with order, 50% upon system installation.			
I	This price list together with all of its Exhibit and license terms and conditions from the software manufacturer, which are hereby incorporated by reference, constitutes the entire agreement with respect to its subject matter. No inconsistent or additional terms submitted by Customer in any purchase order or similar document will be binding on Word Systems			
J	Please mail purchase orders to Word Systems, 9045 River Road, Suite 125, Indianapolis, IN 46216 or FAX-317-544-2192			
K	QUOTATION IS VALID FOR 90 DAYS			
	Approved By	PO#		
	Title	Date		



Re: City of Troy/Troy PD Digital Voice Logging System

This SOW is as follows:

- Word Systems LLC will provide all the necessary hardware, licensing, and software to install and configure new servers and Inform/NRX software at Troy. Professional Tier recording and applications as well as assisting in mapping/archiving to a customer provided backup location if desired.
- Word Systems LLC will provide hardware and software warranties, along with 24/7/365 service and support through our helpdesk, phone support, remote access, and remote/on-site service for a period of 5 year. Replacement parts provided at no charge. Maintenance includes minor software updates and patches.

Word Systems LLC to provide the following:

Implementation Services

- (1) Configuration of up to 52 recording resources
- (1) HW/SW with updated Inform, NRX, SQL, OS

Professional Services

- (1) Installation, Configuration, Training
- (1) 5 Year Total Warranty, Service, Support

Should you need further clarification on any of the information above, please contact me at 906-241-3380.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Hansen'.

Jim Hansen
VP
Word Systems LLC



Warranty Agreement

This is an agreement (hereafter referred to as the "**Agreement**") between Word Systems, Inc. (hereafter referred to as "**WSI**") and the Customer _____ (hereafter referred to as "**Customer**"). The term of this Agreement shall be from the **Start Date** referenced below, and remain in effect for the duration noted on this agreement, not to exceed one full calendar year.

This Agreement is for the sale of items listed on the WSI "**Sales Invoice**" and becomes effective upon completion of installation and full payment therein, (hereinafter such items collectively referred to as the "**Equipment**" and "**Software**" or the "**System**") and covers the service, support, parts, and labor for the System during the Term of this Agreement.

Start Date: **UPON COMPLETION OF INSTALLATION**

Warranty Duration: _____

ARTICLE I

WARRANTY SERVICES

A. SERVICES WSI will provide to Customer support as follows:

- 1) Support for Software and Equipment purchased hereunder. WSI may provide error correction on software by means of a "temporary fix," in which case it will continue to use reasonable efforts to pursue a permanent solution.
- 2) Repairs will be performed and replacement parts will be furnished, if available, at no charge. The returned defective and/or worn parts WSI replaces become the property of WSI. WSI reserves the right to replace or exchange any defective piece of Equipment with another if WSI determines there is a need to do so, regardless of age or serial number.
- 3) Installation of Equipment, or any Software revisions to basic Equipment, that is required by the manufacturer to correct a problem. It must be determined to be essential and be needed to keep the Equipment running. This does not include extra features and enhancements that are sold to increase performance or functionality.
- 4) Training will be performed remotely between 8 am and 5 pm, Monday through Friday, EST, excluding holidays, unless other arrangements have been agreed upon in writing prior to the Start Date.
- 5) Services are to be performed Monday – Friday 8AM – 5PM EST, unless the service is deemed to be for a 'down' system or a high severity call that greatly effects the site.
- 6) In the event of replacement parts or equipment during the course of this agreement, the new items will have a 90 day warranty, or will be covered for the duration of the Warranty, whichever is longer in duration.
- 7) Warranty includes 90 days onsite service, and remote support in accordance with the Warranty duration listed above. Any TSA/RTSA purchased by customer will supersede this agreement.
- 8) Access to available knowledge resources i.e., technical documents, bulletins, webinars, user guides and User Group contact information.

B. ADDITIONAL CHARGES Additional Charges, if any, will be assessed per this Agreement as shown below:

- 1) WSI will charge for time and materials for performing any services connected with relocation of equipment and expansions of equipment (30 days prior approval required). WSI will charge time and materials rates for all repairs and software support needed to repair computer virus contamination of the WSI supplied computer system. WSI will charge for installation of any system expansions. The Customer agrees not to load any software on the WSI supplied computer without the prior written permission from WSI. WSI will charge for any installation of system expansions, software enhancements, software and related modifications or additional attachments and accessories that the Customer requests but would not normally be essential to keeping the equipment operational with its then current functionality.
- 2) Additional onsite training, beyond initial training provided with purchase, will be invoiced at WSI standard hourly rate.
- 3) WSI will charge for any parts or equipment that must be replaced due to cause other than normal wear and tear. Damages caused by accident, abuse, operator errors, etc. are chargeable.
- 4) WSI shall not have any obligations with respect to problems due to any modification of the Equipment or Software by anyone other than WSI, the improper combination of Equipment or Software with other products not provided by WSI, or the use of the Software or Equipment in an unreasonable manner. Any services that WSI agrees to perform due to the foregoing shall be charged at WSI's then current rates.
- 5) WSI shall not have any obligations with respect to problems due to Customer's failure to install standard software updates or comply with the manufacturers' recommended operating environment or specifications, or due to changes in Customer's own network or hardware. Any services that WSI agrees to perform due to the foregoing shall be charged at WSI's then current rates.
- 6) WSI shall use commercially reasonable efforts to provide the agreed upon technical services. If an identical part or Equipment is not commercially reasonably available when there is a need for replacement, then WSI may use a compatible, alternate part or equipment. However, should WSI determine that a part or certain equipment of Customer is not commercially reasonably available for repair or replacement of an identical or compatible, alternate part or equipment, due to its age, technology advances in conjunction with Customer's other equipment, services, or compatibility with Customer's systems, then Customer shall be required to purchase a replacement part or equipment in order for WSI to complete the technical services pursuant to this Agreement.

C. EXCLUSIONS WSI does not provide:

- 1) Electrical work, cabling, drilling or carpentry;
- 2) Technical support of equipment not provided by WSI;
- 3) Loaner equipment. Consult account manager for spare/redundant systems;
- 4) Additional equipment or upgrades to existing equipment or operating systems, software or other tools or utilities or networks or components that may be required in connection with a manufacturer's major software upgrade;
- 5) Support in resolving network, workstation, database, environmental or other errors not directly related to the Software and Equipment listed in this Agreement;

- 6) Technical support of systems that have non-standard configurations that have not been certified by 3rd party providers are specifically excluded from the Agreement unless otherwise agreed in writing by WSI and included in this Agreement;
- 7) Any hardware, software or systems supplied to the Customer by a third party, unless specifically included in this Agreement.

- 8) Management of anti-virus or other security applications (see WSI for approved 3rd party applications).

Warranty Exclusion: WSI is providing technical services in lieu of any warranties from manufacturer. To the fullest extent permitted by law, the services herein and the Software and Equipment are provided on an "as is" basis. WSI does not warrant that the Equipment and Software will operate uninterrupted or error free or that all defects will be corrected or that they will meet customer's requirements or will operate in combinations with other equipment, software, or data not provided by WSI. **WSI DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE SOFTWARE, EQUIPMENT, AND SYSTEM. WSI DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WORKMANLIKE EFFORTS, NON-INFRINGEMENT OR WARRANTIES ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM A COURSE OF DEALING OR USAGE OF TRADE. In lieu of such warranties, WSI shall provide all of the services stated herein throughout the term.**

ARTICLE II

GENERAL TERMS AND CONDITIONS

A. WSI RESERVES the right to modify or delete any term or condition of this

Agreement by giving a 30-day prior notice to Customer, in which case Customer may terminate this Agreement by giving WSI written notice of its intent to terminate within 30 days of its receipt of notice from WSI regarding the change, in which case WSI will provide a pro-rata refund of pre-paid Technical Services Fees for the remainder of the Term.

B. LIABILITY DISCLAIMERS WSI shall not be liable or held responsible for any delay in or failure or defect of performance under this Agreement, or be liable for any other consequence, damage, injury, or loss, caused by or resulting from any act, event, occurrence, or cause beyond the reasonable control of WSI, including (without limitation) acts of God, war, fires, hurricanes, explosions, floods, strikes, major mechanical breakdown, system malfunctions, interruption of utility services, acts of any unit of government or agency thereof, work stoppage, breakdown, virus contamination, theft, loss of data, lack of available parts from the manufacturer, loss caused by power failures, loss caused by lack of Customer equipment or software backups, or work done due to lack of proper training of Customer's personnel. Customer is expected to insure the Equipment, Software, and System and to backup all data, voice and video files and to protect the computer from incoming virus damage. Service calls that are caused by any of the foregoing exclusions shall be invoiced at the currently published time and materials rates.

To the fullest extent permitted by law:

- 1) WSI and its officers, directors, employees, shareholders, agents and representatives shall not be liable to customer or any other party for incidental, special, exemplary or consequential damages (including, without limitation, loss of anticipated profits, loss of data, and loss of goodwill) arising out of or related to this Agreement or the goods and services provided, even if advised in advance of the possibility.
- 2) Except with respect to damages caused by WSI's willful misconduct, WSI's liability (including attorneys' fees) to customer or any third party arising out of or related to this Agreement and the goods and services provided shall, for any and all causes and claims, regardless of the form of action, whether based on contract, tort, negligence, strict liability, indemnification or otherwise, in the aggregate not exceed the price paid by Customer for the particular goods or services involved prior to such claim's accrual under which such damages arose.

C. CUSTOMER RESPONSIBILITY It is the responsibility of the Customer to have trained personnel operating the Equipment who have basic PC knowledge. Additional training is available from WSI for an additional charge as new people are hired to run the Equipment. The Customer shall make the Equipment available to the service department representative as soon as a representative arrives on-site and agrees to

allow the WSI technical services representative access to the Equipment, immediately upon arrival. Any delays will be charged for at our regularly published service rates. Access will be given to him/her for as long as it takes to repair and adequately test the Equipment.

D. FORCE MAJEURE If either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of inclement weather, strikes, lockouts, labor troubles, inability to procure material, failure of power, restrictive governmental laws or regulations, riots, insurrection, war or other reason of a like nature not the fault of the party delayed in performing work or doing acts required under this Agreement, the period for the performance of any such act shall be extended for a period equivalent to the period of such delay. Notwithstanding the foregoing, the provisions of this section shall at no time operate to excuse Customer from any obligations for payment when due, and all amounts shall be paid by Customer to WSI when due.

E. GOVERNING LAW; VENUE This Agreement and any matters and disputes related thereto shall be governed by and construed in accordance with the laws of the State of Indiana without regard to the choice of law principles thereof. Any cause of action arising hereunder may only be brought in a federal or state court located in Marion County, Indiana. Each party expressly agrees that Marion County shall be deemed to be a county of preferred venue and each such party waives any entitlement each might

otherwise have to a transfer of venue out of Marion County under any preferred venue requirements of Indiana Trial Rule 75 or any other venue rules or laws which may be applicable. The parties hereby submit to the exclusive jurisdiction of the Indiana courts.

F. SEVERABILITY In the event that any of the provisions of this Agreement is held to be invalid or unenforceable in whole or in part by a court of competent jurisdiction, those provisions to the extent enforceable and all other provisions will nevertheless continue to be valid and enforceable as though the invalid or unenforceable provisions had not been included in this Agreement, and this Agreement shall be construed by adding a valid provision which effectuates the intent of the invalid provision as nearly as lawfully possible.

G. EXECUTION AND DELIVERY Each of the persons who has signed this Agreement represents and warrants that he or she has been duly authorized to sign this Agreement by all necessary action on the part of the entity on whose behalf he or she has signed this Agreement. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and part of one and the same Agreement. Delivery of an executed copy of this Agreement by facsimile transmission or email shall constitute effective and binding execution and delivery thereof and the signatures thereon shall be deemed to be original signatures for all purposes.

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500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: July 16, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Dee Ann Irby, Controller
Kurt Bovensiep, Public Works Director
Dennis Trantham, Deputy Public Works Director
Emily Dumas, Library Director
Emily Frontera, Purchasing Manager

Subject: Bid Waiver - Troy Public Library Consulting Services (Introduced by: Emily Dumas, Library Director)

History

In April 2023, after a public bid process, Troy City Council contracted with ReThinking Libraries to assist Troy Public Library staff in creating a High Level 2024-2028 Strategic Plan for the Library. (#2023-04-061-J-4a)

On June 10, 2024, ReThinking Libraries delivered this Plan to Troy City Council. The Plan cited deficiencies in the Library building and concluded that the building is dramatically undersized and functionally obsolete for a modern library. The Plan suggested steps to move a discussion on the building forward, including a deeper exploration of the size, needs, and cost of expanded Library space; and a robust engagement with the public on this issue. (*Library Strategic Plan, page 19, attached*)

On June 24, 2024, Troy City Council discussed the Library building. Council members agreed that staff should pursue the outline laid out in the Strategic Plan.

Library staff is now seeking permission to waive the bid process and to use budgeted operational funds to contract with ReThinking Libraries for consulting services during the next steps of this process.

Specifically, ReThinking Libraries would: assist Library staff during a Feasibility/Concept Development stage, including identifying and working with an appropriate architect; support community engagement efforts; ensure that design work is in line with the needs of the community; and support the work on the Space Needs and Cost Finalization stage.

Purchasing

ReThinking Libraries has submitted a contract agreement to the City, dated July 8, 2024, for consulting services for the Library in an amount not to exceed \$15,000.

Financial

The Library has funds available for this project, in the Library's FY2025 operating budget, 271.790.816.010 – Consultant Services.

Recommendation

City Management, in the best interest of the City, recommends waiving the bid process and awarding a contract to *ReThinking Libraries, of Ft. Collins, CO*, for Troy Public Library Consulting Services as detailed in the attached contract agreement for a not to exceed amount of \$15,000.

Recommended Next Steps

■ Conduct a full Community Needs Assessment and Facility Feasibility Study

- Though input was sought about the library facility and the related community and staff needs, and basic space assessments and a preliminary space needs analysis were completed. Those were not as complete and thorough as a facility-focused process would be.
- An architect should also be engaged to fully assess the possibilities of the current site, and other potential sites (likely somewhere on the civic campus).
- More accurate and dependable pricing estimates would also be developed during this process.
- Staff and community leaders should visit other libraries across the region to gain further perspectives and look for elements that would best resonate with Troy residents.

■ Continue to engage the community and conduct focus groups about the library facility and the issues being faced

- The library should continue to engage the community around its specific needs and seek further input into possible plans and directions under consideration.
- The library should continue to raise awareness about the facility's problems and limitations, through marketing and facility tours (in person and virtual).

■ Begin a conversation about possible funding solutions for an enhanced library building

- City Leaders should begin to explore the variety of avenues that could be pursued to fund a new or renovated/expanded library.

■ Develop the initial outline of a capital campaign. Private fundraising should be a key component of a public project of this size

- Start to identify overall goals for private funding.
- Being conversations about participation in and leadership of a future campaign

"When you are growing up there are two institutional places that affect you most powerfully: the church, which belongs to God, and the public library, which belongs to you." – Keith Richards

RETHINKING LIBRARIES, LLC
CONSULTANT CONTRACT

This Contract made and entered into on this ____ day of _____ 2024, by and between the City of Troy Public Library located at 510 W Big Beaver Rd, Troy, MI 48084, hereinafter called the "CLIENT," and ReThinking Library, LLC (RTL) located at 508 Villanova CT, Fort Collins, CO 80525 hereinafter called the "CONSULTANT".

I.A. Services

The CLIENT and the CONSULTANT agree as set forth below:

- A. CONSULTANT is in the business of providing facility vision, assessments, guidance, and recommendations for improving the design, usability, efficiency, and aesthetics of public libraries and generally guiding libraries through the process of evaluating and designing new or renovated library facilities.
- B. Rob Cullin shall serve as the Lead Principal on this project with Janet Nelson in full support and engagement throughout. Other RTL Associates will also likely be engaged to help with various aspects of the project.

Phase 1 Service Details (Facilities Plan Development and Feasibility Study Support)

- Support TPL in the next phases of evaluating building replacement or major renovation
- Support as needed Architect selection for Feasibility Study
- Support the Feasibility Study as needed in terms of space needs and program
- Support the library in any additional needed community/stakeholder engagement

II. Point of Contact

For purposes of this engagement, Emily Dumas, Library Director, will act as the primary point of contact for the CLIENT and Janet Nelson will act as the first point of contact for CONSULTANT concerning this Project with Rob Cullin being the secondary point of contact.

III. Contract Costs

Project will be handled as a time and material agreement with a NOT TO EXCEED amount of \$15,000 unless otherwise agreed to by CLIENT in advance and in writing. Time for Principal Consultants: Rob Cullin and Janet Nelson will be billed at \$150/hour, and other RTL associates billed at \$100/hour. Work as outlined in the proposal will include project management, staff and community input and survey, facility and space analysis, concept development with recommendations, and budgetary estimates to coincide with these recommendations. Any incurred expenses (onsite travel IF requested and approved in writing by TPL) will be billed at costs.

IV. Timetable for Completion of the Consultation and Reports

CONSULTANT will work with CLIENT to ensure that project progresses in a timely manner.

V. Payment Schedule

- As this is a time and material project, all expended work and incurred expenses will be billed on a monthly basis at the aforementioned rates.
- The monthly invoices will provide detailed information on the hours spent on all project related tasks by day by consultant.
- All expenses will be billed to the CLIENT at their cost to RTL.

Payments should be made in 30 days or less whenever possible.

RETHINKING LIBRARIES, LLC
CONSULTANT CONTRACT

VI. Additional Services and the use of Subcontractors

Any work above and beyond this scope must be pre-approved by the CLIENT in writing and will be billed on a time and material basis for hours completed at the rates of \$150/hour for Rob Cullin or Janet Nelson, and \$100/hour for other non-professional Associates, plus reasonable associated out of pocket expenses.

CONSULTANT reserves the right to engage subcontractors subject to advanced written approval by CLIENT for the purposes of providing services herein, granted that those services are deemed necessary and in support of the project. Primary responsibility for the project and primary communications with the CLIENT shall not be sub-contracted.

VII. Ownership of Intellectual Property

To the extent that CONSULTANT has received payment of compensation as provided in this Contract, CONSULTANT hereby assigns to CLIENT all right, title, and interest in any intellectual property created or developed by CONSULTANT for CLIENT under this Contract including any reports generated herein. Notwithstanding the preceding sentence, it is understood and agreed that CONSULTANT may incorporate proprietary routines, sub routines, libraries, tools, interfaces, methodologies, procedures, templates or controls that CONSULTANT has developed, refined or licensed over time (and apart from the work done for CLIENT by CONSULTANT) for the efficient execution of common functions (collectively "CONSULTANT Proprietary Works".) With respect to these CONSULTANT Proprietary Works, all right, title and interest remain with CONSULTANT. Further, CONSULTANT and its personnel shall be free to use and employ its and their general skills, know-how, and expertise, and to use, disclose, and employ any generalized ideas, concepts, know-how, methods, techniques, or skills gained or learned during the course of any assignment, so long as it or they acquire and apply such information without disclosure of any confidential or proprietary information of CLIENT and without any unauthorized disclosure of work product. CONSULTANT also reserves the right to share the in READ-ONLY form any public documents that results from the project, as required to further its business interests with current and future clients.

VIII. Confidentiality/Mutual Non-Disclosure/Reliance on Client's Information

Each party acknowledges that in connection with this Contract it may receive certain confidential, sensitive or proprietary technical and business information and materials of the other party (hereinafter, "Confidential Information"). Notwithstanding the foregoing, CONSULTANT acknowledges that CLIENT is a governmental unit which is subject to Freedom of Information Act (FOIA) requests. As such, public records that are not exempt from disclosure may be provided to CLIENT under this engagement and may be subject to such FOIA requests. Moreover, any materials presented at any meeting of the Troy City Council may be included in the Council packet which is posted on the CLIENT website and generally available to the CLIENT employees, its patrons, and the general public. Each party, its agents and employees shall hold and maintain in strict confidence all Confidential Information, shall not disclose Confidential Information to any third party, and shall not use any Confidential Information except as may be necessary to perform its obligations under the proposal contained in Attachment A except as may be required by a court or governmental authority. Notwithstanding the foregoing, Confidential Information shall not include any information that is in the public domain or becomes publicly known through no fault of the receiving party, or is otherwise properly received from a third party without an obligation of confidentiality.

RETHINKING LIBRARIES, LLC
CONSULTANT CONTRACT

CLIENT acknowledges and agrees that CONSULTANT will be using and relying on information provided to CONSULTANT without assuming any responsibility for independent verification thereof and that CONSULTANT does not assume responsibility for the accuracy or completeness of such information or any other information regarding CLIENT.

CLIENT shall: (a) provide CONSULTANT with reliable, accurate and complete information, and such information will not contain any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements therein not misleading in light of the circumstances under which such statements are made, as required; (b) promptly notify CONSULTANT if CLIENT learns of any material inaccuracy or misstatement in, or omission from, any information previously provided to CONSULTANT; and (c) make timely decisions and obtain required management approvals.

IX. Responsibilities of CONSULTANT and CLIENT

CONSULTANT is responsible for completing the project described in this Contract in a timely fashion. CLIENT and CLIENT'S representatives are responsible for cooperating with CONSULTANT by, among other things, furnishing the required information, services, and decisions relating to this Contract as expeditiously as necessary for the orderly progress of the project.

X. Limitation of Liability

The liability of the CLIENT and the CONSULTANT shall be limited to the total amount of compensation included in this Contract. In no event shall CONSULTANT be liable for any loss of profit or revenue by CLIENT, or for any other consequential, incidental, indirect or economic damages incurred or suffered by CLIENT arising as a result of or related to CONSULTANT's work whether in contract, tort, or otherwise, even if CLIENT has advised of the possibility of such loss or damages.

Up to and including the limits of its liability, CONSULTANT shall indemnify and hold CLIENT and its employees, contractors, and agents harmless from and against any claims, demands, losses, damages, and expenses (i) resulting from any claim that CONSULTANT is not an independent contractor, (ii) resulting from a breach by CONSULTANT of its covenants or obligations under this Agreement, (iii) related to or resulting from any negligent or intentional act performed by CONSULTANT in the scope of performing its duties under this Contract, and/or (iv) Workers' Compensation claims incurred by CONSULTANT's employees in the course of providing services to CLIENT. In no event shall CLIENT be liable for any consequential, incidental, or punitive damages, losses, or expenses in any such circumstance, even if it has been advised of their possible existence. CLIENT shall similarly indemnify and hold CONSULTANT harmless from any claim or loss resulting from the conduct of CLIENT's officials, employees, agents, or other contractors.

XI. Termination of Contract

Either party may terminate this Contract for any reason after providing 30 days' advance written notice, unless both parties agree in writing that notice has been provided and this Contract should be terminated in fewer than 30 days. In the event of termination for any reason, CONSULTANT shall be compensated for the services and expenses performed and incurred through the date of termination. and CLIENT shall pay all expenses, fees, out of pockets incurred through and up to, the date of cancellation. In the event of termination by CLIENT and upon full payment of compensation as provided herein, CONSULTANT grants to CLIENT full right and title with respect to those deliverables provided to and accepted by CLIENT as of the date of termination.

RETHINKING LIBRARIES, LLC
CONSULTANT CONTRACT

XIII. Arbitration

In the event of a dispute regarding the meaning or performance of this Contract, the Parties shall first attempt in good faith to resolve the dispute, without formal legal proceedings, via a telephone conference or other meeting. If a resolution or settlement cannot be reached through such informal means, the Parties agree to submit such dispute to binding arbitration, with each Party responsible for its own respective attorney fees and costs, unless the arbitrator agrees in his/her discretion that an award of attorney's fees and costs to the prevailing Party is appropriate, in which case the arbitrator can award such fees and costs. The arbitration shall be governed by the then applicable American Arbitration Association rules for commercial arbitration. The Parties shall each be responsible for paying fifty percent (50%) of the cost of the arbitrator's fee. To the extent that it cannot be held remotely, any arbitration proceeding will be held in Metro Detroit, MI, and Michigan law will control the interpretation of this Contract, as well as the parties' rights and liabilities pursuant to the terms of this Contract.

XIV. Relationship of the Parties

The performance by CONSULTANT of its duties and obligations under this Contract shall be that of an independent contractor, and nothing herein shall create or imply an agency relationship between CONSULTANT and CLIENT, nor shall this Contract be deemed to constitute a joint venture or partnership between the parties. CONSULTANT shall retain the right to perform work for others during the term of this Contract. CLIENT shall retain the right to cause work of the same kind or a different kind to be performed by its own personnel or other consultants during the term of this Agreement.

XV. Employee Solicitation/Hiring

During the period of this Contract and for twelve (12) months thereafter, neither party shall directly or indirectly solicit or offer employment to or hire any employee, former employee, subcontractor, or former subcontractor of the other. The terms "former employee" and "former subcontractor" shall include only those employees or subcontractors of either party who were employed or utilized by that party on date this Contract is last executed.

XVI. Miscellaneous Provisions

- A. Except as provided herein, neither party may assign this Contract, in whole or in part, without the prior written consent of the other party. This Contract shall inure to the benefit of, and be binding upon, the parties hereto, together with their respective legal representatives, successors, and assigns, as permitted herein.
- B. If any term of this Contract is found to be unenforceable or contrary to applicable state or federal law, it shall be modified to the least extent necessary to make it enforceable, and the remaining portions of this Contract will remain in full force and effect.
- C. Neither party shall be held responsible for any delay or failure in performance of any part of this Contract to the extent such delay is caused by events or circumstances beyond the delayed party's reasonable control.
- D. The waiver by any party of any breach of covenant shall not be construed to be a waiver of any succeeding breach or any other covenant. No custom or practice of the parties that varies from this Contract shall constitute a waiver of the right of a party to demand exact compliance. All waivers must be in writing, and signed by the party waiving its rights. This Contract may be modified only by a written instrument executed by authorized representatives of the parties hereto.

RETHINKING LIBRARIES, LLC
CONSULTANT CONTRACT

- E. This Contract constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior agreements, proposals, negotiations, representations, or communications relating to the subject matter.
- F. The headings contained in this Contract have been inserted solely for the convenience of the parties and shall be of no force or effect in the interpretation of the provisions in this Contract.

XVII. Signatures

This Contract is effective when it is by authorized representatives of each party. The contract may be executed in one or more counterparts, each of which will constitute an original agreement, but is not enforceable until delivery and exchange of the executed counterparts. Copies of this Contract (including facsimiles) have the same force and effect as a signed original document.

CLIENT:
Troy Public Library

CONSULTANT:
ReThinking Libraries, LLC
Robert S Cullin
Managing Principal

By: _____
Signature

By: _____
Signature

Date Signed

Date Signed

Appendices:

Future Possible Phases

- *The following future services can be covered under this contract with an extension of contract amount in writing by TPL/City of Troy.*

Pre-Design and Programming Prep

- This service includes working with the TPL team in establishing final space and facility needs and requirements.
- Developing the final building program and coordinating/collaborating with project architects on final design considerations.

Design Collaboration, Reviews, and Ongoing Project Consultation

- This service includes RTL working collaboratively with the project team, side by side with the TPL team, and other key stakeholders, including the architectural team throughout the design process and even the construction phase if desired.
- Specific work elements might include:
 - Design collaboration and/or review through the design process including support for Collection and Shelving planning (highly recommended)
 - Interior Design collaboration or input/review (RTL has deep experience in Library Furniture, Shelving, and even carpet and finishes that work well in public library environments)
 - Signage and wayfinding design input
 - Technology consulting (requirements, meeting rooms, specialty--RFID & Sortation/AMH Systems)
 - Advice or review of construction/design changes and assessment of impact on library operations or long-term building upkeep.
 - Support through construction phases as (if) needed.

Mayor Pro Tem Hodorek 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, July 8, 2024, at City Hall, 500 W. Big Beaver Rd. Mayor Pro Tem Hodorek called the meeting to order at 7:31 PM.

B. ROLL CALL:

- a) Mayor Ethan Baker-Absent
Theresa Brooks
Rebecca A. Chamberlain-Creanga
Hirak Chanda
Mark Gunn
David Hamilton
Ellen Hodorek

Excuse Absent Council Members:

Resolution #2024-07-087

Moved by Hodorek

Seconded by Hamilton

RESOLVED, That Troy City Council hereby **EXCUSES** the absence of Mayor Baker at the Regular City Council Meeting of July 8, 2024, due to being out of the County.

Yes: Brooks, Chamberlain-Creanga, Chanda, Gunn, Hamilton, Hodorek

No: None

Absent: Baker

MOTION CARRIED

C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:

C-1 No Certificates of Recognition and Special Presentations

D. CARRYOVER ITEMS:

D-1 No Carryover Items

E. PUBLIC HEARINGS:

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:

H-1 No Postponed Items

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 – None; b) City Council Nominations – None

a) **Mayoral Nominations: None**

b) **City Council Nominations: None**

I-3 No Closed Session Requested

I-4 Contract Ratification – Troy Command Officers Association (TCOA) (*Introduced by: Jeanette Menig, Human Resources Director*)

Resolution #2024-07-088

Moved by Brooks

Seconded by Chanda

RESOLVED, That Troy City Council hereby **RATIFIES** the collective bargaining agreement between the City of Troy and the Troy Command Officers Association (TCOA) for the period July 1, 2024 through June 30, 2027, and the Mayor and City Clerk are **AUTHORIZED** to execute the final agreement; a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

Yes: Chamberlain-Creanga, Chanda, Gunn, Hamilton, Hodorek, Brooks

No: None

Absent: Baker

MOTION CARRIED

I-5 Contract Ratification – Troy Fire Staff Officers Association (TFSOA) (Introduced by: Jeanette Menig, Human Resources Director)

Resolution #2024-07-089

Moved by Chanda

Seconded by Chamberlain-Creanga

RESOLVED, That Troy City Council hereby **RATIFIES** the collective bargaining agreement between the City of Troy and the Troy Fire Staff Officers Association (TFSOA) for the period July 1, 2024 through June 30, 2029, and the Mayor and City Clerk are **AUTHORIZED** to execute the final agreement; a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

Yes: Chanda, Gunn, Hamilton, Hodorek, Brooks, Chamberlain-Creanga

No: None

Absent: Baker

MOTION CARRIED**J. CONSENT AGENDA:**

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

Resolution #2024-07-090-J-1a

Moved by Hamilton

Seconded by Chamberlain-Creanga

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

Yes: Gunn, Hamilton, Hodorek, Brooks, Chamberlain-Creanga, Chanda

No: None

Absent: Baker

MOTION CARRIED

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

J-2 Approval of City Council Minutes

Resolution #2024-07-090-J-2

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

- a) City Council Special Meeting Minutes-Draft – June 24, 2024
- b) City Council Minutes-Draft – June 24, 2024

J-3 Proposed City of Troy Proclamations: None Submitted

J-4 Standard Purchasing Resolutions: None Submitted

J-5 Traffic Committee Recommendations and Minutes – June 19, 2024

Resolution #2024-07-090-J-5

4. Request for Traffic Control – Northfield Parkway – Troy High School

RESOLVED, That a School Zone **BE ESTABLISHED** on Northfield Parkway at Troy High School, between Long Lake Road and Wintergreen Drive for the purpose of reducing the speed limit in accordance with the Michigan Vehicle Code.

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:**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

N-1 No Council Referrals Submitted

O. REPORTS:

O-1 Minutes – Boards and Committees:

- a) Personnel Board-Final – June 7, 2023
- b) Civil Service Commission (Act 78)-Final – May 20, 2024
Noted and Filed

O-2 Department Reports: None Submitted

- a) Second Quarter 2024 Litigation Report
Noted and Filed

O-3 Letters of Appreciation:

- a) To Recreation from Laura Hutt Regarding Jeanne Stine Park
Noted and Filed

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

P. COUNCIL COMMENTS:

P-1 Council Comments

Council Member Gunn commented that he has heard many complaints regarding fireworks being discharged in backyards, which is dangerous and can cause a house fire. City Attorney Bluhm commented that state law prohibits local municipalities from enacting regulations that are stricter than state law. She said currently Troy has the most restrictive regulations allowed by state law.

Council Member Gunn commented that he would like to see some presentations and information shared for seniors to educate on how to prevent becoming a victim of financial scams. Council Member Chamberlain-Creanga commented that she would like to know what programs are available to help seniors, and what could the City do to provide more education regarding prevention of financial scams.

Council Member Chamberlain-Creanga wished everyone a happy Independence Day.

Council Member Chamberlain-Creanga commented that Rite Aid stores are closing, and prescriptions are being transferred to other drug stores such as Walgreen's.

Council Member Chanda wished everyone a happy Independence Day.

Council Member Chanda commented that there are presentations from the Michigan Attorney General's office regarding prevention of financial scams, and he has seen other presentations such as at the Troy Public Library. He would like to see more educational events for seniors regarding prevention.

Council Member Brooks commented

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 .

Mayor Pro Tem Hodorek

M. Aileen Dickson, MMC, MiPMC2
City Clerk

2024 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:**2024 SCHEDULED REGULAR CITY COUNCIL MEETINGS:**

July 22, 2024.....	Regular Meeting
August 12, 2024.....	Regular Meeting
August 26, 2024.....	Regular Meeting
September 16, 2024	Regular Meeting
September 30, 2024	Regular Meeting
October 14, 2024	Regular Meeting
October 28, 2024	Regular Meeting
November 11, 2024	Regular Meeting
November 25, 2024	Regular Meeting
December 9, 2024	Regular Meeting
December 16, 2024	Regular Meeting



500 West Big Beaver
Troy, MI 48084
troymi.gov

J-04a

CITY COUNCIL AGENDA ITEM

Date: July 12, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Dee Ann Irby, Controller
Kurt Bovensiep, Public Works Director
Dennis Trantham, Deputy Public Works Director
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 4: Sourcewell Cooperative Contract – Kubota RTV and Accessories

History

- The Parks Division is responsible for the maintenance of the Troy Trails and the pathways throughout the City of Troy parks.
- Currently there are nearly 3 miles of Troy Trails and 9 miles of paved pathway throughout the parks.
- In 2020 the Parks Division of the Department of Public Works began maintaining the pathways and trails at the same level as other city owned sidewalks.
- This additional equipment will allow for a timelier response to servicing the pathways and trails during inclement weather.
- There is also opportunity to use this type of equipment to perform maintenance to the unpaved pathways and routine maintenance throughout the parks.

Purchasing

- Pricing has been secured from *Rosy Brothers, Inc* of *Dryden, MI*, based on the Sourcewell Cooperative Contract #122220.
- City Council authorized participation in the Cooperative Purchasing Programs on February 5, 2024 (Resolution #2024-02-031-J-5).

Financial

Funds are budgeted and available in the Public Works Capital Fund under project number 2025C0035 for the 2025 fiscal year. Expenditures will be charged to account number 401.464.978.010.

Recommendation

City Management recommends awarding a contract for the purchase of one (1) Kubota RTV-X1100C with various accessories to *Rosy Brothers, Inc.* of *Dryden, MI*, for an estimated cost of \$54,473.26, as detailed in the attached quote and as per the Sourcewell Cooperative Contract #122220; not to exceed budgetary limitations.

-- Standard Features --

-- Custom Options --



V Series RTV-X1100CWL-H
*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Model Kubota D1105
3 Cyl. 68.5 cu in
+24.8 Gross Eng HP
75 Amp Alternator

TRANSMISSION

VHT-X
Variable Hydro Transmission
Forward Speeds:
Low 0 - 15 mph
High 0 - 25 mph
Reverse 0 - 17 mph
Limited-slip Front Differential
Rear differential lock

HYDRAULICS

Hydrostatic Power Steering
with manual tilt-feature
Hydraulic Cargo Dump
Hydraulic Oil Cooler

FLUID CAPACITY

Fuel Tank 7.9 gal
Cooling 8.3 qts
Engine Oil 4.3 qts
Transmission Oil 1.8 gal
Brake Fluid 0.4 qts

CARGO BOX

Width 57.7in
Length 40.5 in
Depth 11.2 in
Load Capacity 1102 lbs
Vol. Capacity 15.2 cu ft

+ Manufacturer Estimate

KEY FEATURES

Factory Cab w/ A/C, Heater,
Defroster
Fully opening roll-down door
windows
Digital Multi-meter
Speedometer
Pre-wired w/ speakers/antenna for
stereo
Front Independent Adjustable
Suspension
Rear Independent Adjustable
Suspension
Brakes - Front/Rear Wet Disc
Rear Brake Lights / Front
Headlights
2" Hitch Receiver, Front and Rear
Deluxe 60/40 split bench seats
with driver's side seat adjustment
Underseat Storage Compartments
Deluxe Front Guard
(radiator guard, bumper, and lens
guard)

SAFETY EQUIPMENT

SAE J2194 & OSHA 1928 ROPS
Horn
Dash-mounted Parking Brake
Spark Arrestor Muffler
Retractable 2-point Seat Belts

DIMENSIONS

Width 63.2 in
Height 79.5 in
Length 120.3 in
Wheelbase 80.5 in
Tow Capacity 1300 lbs
Ground Clearance 10.4 in
Suspension Travel 8 in
Turning Radius 13.1 ft

Factory Spray-on Bedliner
"L" Models Only

Bright Alloy Wheels (Silver-
painted)
Silver-painted with machined
surface
"S" Models only

TIRES AND WHEELS

Heavy Duty Worksite 25 x 10 - 12, 6 ply

RTV-X1100CWL-H Base Price: \$26,399.00

(1) 66" RESIDENTIAL SNOWBLOWER PNF V5296-66" RESIDENTIAL SNOWBLOWER PNF	\$5,659.00
(1) 50/50 POLY AND STEEL BRUSH KIT PNF V5269-50/50 POLY AND STEEL BRUSH KIT PNF	\$829.00
(1) SKID SHOES PNF V5285-SKID SHOES PNF	\$149.00
(1) 4PT HITCH AND POWER UNIT V5293B-4PT HITCH AND POWER UNIT	\$6,059.00
(1) PTO DRIVE AND K-CONNECT V5299B-PTO DRIVE AND K-CONNECT	\$4,439.00
(1) GRILL GUARD ADAPTOR KIT PNF 77700-V5278-GRILL GUARD ADAPTOR KIT PNF	\$135.53
(1) MUD GUARD - REAR WHEELS PNF K7591-99510-MUD GUARD - REAR WHEELS PNF	\$209.07
(1) HEAVY LOAD DAMPER - FRONT K7591-99180-HEAVY LOAD DAMPER - FRONT	\$345.65
(1) RTV BED MOUNTED SPAYER V5292A-RTV BED MOUNTED SPAYER	\$2,159.00
(1) 78" WIDE V-BLADE PNF V5295A-78" WIDE V-BLADE PNF	\$3,969.00
(1) 66" BROOM (PTO) PNF V5266-66" BROOM (PTO) PNF	\$5,179.00
(1) SALT SPREADER 10 CU FT BED MOUNTED V5005-SALT SPREADER 10 CU FT BED MOUNTED	\$5,389.00
(1) RTV-X1100C LED FRONT WORKLIGHT 77700-11811-RTV-X1100C LED FRONT WORKLIGHT	\$182.58
(1) BACKUP ALARM K7591-99640-BACKUP ALARM	\$188.06
(1) REAR WINDOW UTILITY NET/GUARD/RTV1100 K7711-99280-REAR WINDOW UTILITY NET/GUARD/RTV1100	\$324.64
(1) TURN SIG/HAZARD LGT KIT/RTV-X1100C K7731-99610-TURN SIG/HAZARD LGT KIT/RTV-X1100C	\$377.17
(2) STANDARD EXTERNAL MIRROR KIT CAB PNF 77700-V5059-STANDARD EXTERNAL MIRROR KIT CAB PNF	\$204.12
(1) STROBE LIGHT MOUNT KIT 77700-VC5058-STROBE LIGHT MOUNT KIT	\$202.98
(1) MUD GUARD - FRONT WHEELS PNF K7591-99520-MUD GUARD - FRONT WHEELS PNF	\$146.03
(1) RTV-X1100C LED REAR WORKLIGHT 77700-11812-RTV-X1100C LED REAR WORKLIGHT	\$100.98
Configured Price:	\$62,646.81
Sourcewell Discount:	(\$13,782.30)
SUBTOTAL:	\$48,864.51
Dealer Assembly:	\$3,107.50
Freight Cost:	\$1,556.25
PDI:	\$400.00
Kubota Bluetooth Radio	\$395.00
Dealer Prep	\$150.00

Total Unit Price: \$54,473.26

Quantity Ordered: 1

Final Sales Price: \$54,473.26

**Final pricing will be based upon pricing at the time of
final delivery to Sourcewell members.
Purchase Order Must Reflect Final Sales Price.**

***Some series of products are sold out for 2022. All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price.** All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

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198.143.32.10



500 West Big Beaver
Troy, MI 48084
troymi.gov

J-04b

CITY COUNCIL AGENDA ITEM

Date: July 16, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Dee Ann Irby, Controller
Kurt Bovensiepe, Public Works Director
Dennis Trantham, Deputy Public Works Director
Mike Verstraete, Streets and Drains Operations Manager
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 4: Sourcewell Cooperative Contract – Vermeer CTX160 Mini Skid Loaders with Attachments

History

The Streets and Drains Division is responsible for maintaining road and storm sewer infrastructure assets located both within the Rights-of-Way and in easements and in the rear of private properties. The equipment used for these tasks must be versatile enough to access rear yard easements when necessary, ensuring effective maintenance of the road and sanitary sewer infrastructure.

The Grounds Division is responsible for the maintenance of all municipal grounds, including the urban forest within Rights-of-Way and on municipal properties, as well as athletic field maintenance. Using versatile equipment and accessories enhances the division's efficiency in managing approximately 600 acres of developed and undeveloped parkland in the City of Troy.

The acquisition of two (2) Vermeer CTX160 mini skid loaders will significantly benefit the Streets and Drains Division as well as the Grounds Division. This equipment will allow staff to perform maintenance on numerous municipal assets safely and efficiently, while minimizing the disturbance of the ground.

Purchasing

- Pricing for the CTX 160 Mini Skid Loaders with attachments has been secured from *Vermeer Midwest of Fowlerville, MI* through the Sourcewell Contract #031721-VRM as detailed in the attached quotes Q-27631-20240708-1450 and Q-27436-1.
- City Council authorized participation in the Cooperative Purchasing Programs on February 5, 2024 (Resolution #2024-02-031-J-5).



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Financial

Streets Division

Funds are budgeted and available in the Major Streets Capital Fund under project number 2025C0021 for the 2025 fiscal year. Expenditures will be charged to account number 401.449.202.978.010.

Grounds Division

Funds are budgeted and available in the Public Works Capital Fund under project number 2025C0037 for the 2025 fiscal year. Expenditures will be charged to account number 401.464.978.010.

Recommendation

City Management recommends awarding a contract for the purchase of two (2) Vermeer CTX160 Mini Skid Loaders with attachments to *Vermeer Midwest of Fowlerville, MI* for an estimated cost of \$173,103.16 as detailed in the attached quotes as per the Sourcewell Cooperative Contract 031721-VRM; not to exceed budgetary limitations.



940 Garden Lane
Fowlerville, MI 48836
517-915-0555
www.vermeermidwest.com

7/8/2024

Quote #: Q-27631-20240708-1450
PO #:

Bill To:
City of Troy Streets and Drains DPW
Dennis Trantham
4693 Rochester Rd.
500 W. Big Beaver
Troy, MI 48085
248-680-7288

Ship To:
City of Troy Streets and Drains DPW
Dennis Trantham
4693 Rochester Rd.
500 W. Big Beaver
Troy, MI 48085
248-680-7288

To Whom It May Concern:

I would like to submit this quote to you.

1 New 2024 Vermeer CTX160	\$48,492.82
~ Kohler 40hp Tier 4F KDI 1903 Diesel Engine ~ 92.5" Long & 59" Tall ~ Width of 42" w/ 9" Tracks ~ Machine Weight (no attachments): 3,850 lbs. ~ Ground Pressure 4.2 psi w/ 9" Tracks ~ 1,600 lbs of Operating Capacity ~ 88" Height to Hinge Pin ~ 4.4 MPH Ground Speed ~ Pilot Operated Ground Drive Control System ~ Stand up Ride on Operator Platform, Spring Cushioned ~ 12 Volt Power Port ~ Duel Fuel Tanks 14.5 Gallon Capacity ~ 12 Gallon Hydraulic Tank Capacity ~ 16.7 GPM at 3,045 PSI Hydraulic Flow ~ Flat Faced Hydraulic Quick Disconnects ~ 2 Year/2,000 Hour Standard Kohler Engine Warranty ~ 3 Year/3,000 Hour Warranty on the Loader Arms and Main Frame ~ 1 Year/1,000 Hour Parts and Labor Standard Limited Vermeer Warranty ~ SOURCEWELL CONTRACT # 031721-VRM	
1 CID Land Leveler 44"	\$880.00
1 Berlon Pallet Forks 42"	\$970.00
1 Bradco 4 in 1 Bucket 42"	\$3,000.00
CP PREM 24 MOS, UNLIMITED HRS - 500 HRS MAINT	\$5,375.00
CP PREM 24 MOS, UNLIMITED HRS - 500 HRS MAINT	
Untaxed Machine	\$53,342.82
Freight and Prep	\$900.00
Warranty	\$5,375.00

Initials: _____

Quote #:Q-27631

Grand Total **\$59,617.82**

Total Due **\$59,617.82**

Finance Options with Approved Credit

Payment Details	Monthly Payment
Approximate payment on 60 months based on \$0 down	\$1,190.40

Proposal good for 30 days; we reserve the right at any time prior to acceptance to revoke this quotation.

Accepted by: _____

Date: _____

Thank you for your consideration.

Sincerely,

Brent Martin
brent.martin@vermeermidwest.com

Initials: _____

Quote #:Q-27631



940 Garden Lane
Fowlerville, MI 48836
517-915-0555
www.vermeermidwest.com

7/16/2024

Quote #: Q-27436-1

PO #:

Bill To:
City of Troy
Dennis Trantham
4693 Rochester Rd.
500 W. Big Beaver
Troy, MI 48085
248-680-7288

Ship To:
City of Troy
Dennis Trantham
4693 Rochester Rd.
500 W. Big Beaver
Troy, MI 48085
248-680-7288

To Whom It May Concern:

I would like to submit this quote to you.

1 New Vermeer CTX160	\$48,492.82
~ Kohler 40hp Tier 4F KDI 1903 Diesel Engine ~ 92.5" Long & 59" Tall ~ Width of 42" w/ 9" Tracks ~ Machine Weight (no attachments): 3,850 lbs. ~ Ground Pressure 4.2 psi w/ 9" Tracks ~ 1,600 lbs of Operating Capacity ~ 88" Height to Hinge Pin ~ 4.4 MPH Ground Speed ~ Pilot Operated Ground Drive Control System ~ Stand up Ride on Operator Platform, Spring Cushioned ~ 12 Volt Power Port ~ Duel Fuel Tanks 14.5 Gallon Capacity ~ 12 Gallon Hydraulic Tank Capacity ~ 16.7 GPM at 3,045 PSI Hydraulic Flow ~ Flat Faced Hydraulic Quick Disconnects ~ 2 Year/2,000 Hour Standard Kohler Engine Warranty ~ 3 Year/3,000 Hour Warranty on the Loader Arms and Main Frame ~ 1 Year/1,000 Hour Parts and Labor Standard Limited Vermeer Warranty ~ <i>SOURCEWELL CONTRACT # 031721-VRM</i>	
1 New Vermeer RC14	\$6,425.06
~ Root Cutter Attachment ~ 2 1/2 Inch Wide	
1 Vermeer URLG46	\$6,807.37
~ Hydraulically Rotating Log Grapple	
1 New Vermeer SVP18	\$7,796.43
~ Vibratory Attachment W/ Pull Blade	
1 New Berlon 54" HD Low Profile Bucket	\$1,015.48

Initials: _____

Quote #:Q-27436

1	New Berlon 42" Pallet Forks	\$970.00
1	New Ryan's Equipment 42" Rake Grapple	\$3,700.00
1	New Bradco Mini Tilt	\$2,059.25
1	New Paladin Harley Rake	\$9,400.00
1	Bradco Hydraulic Dozer Blade W/ Tilt	\$3,561.00
1	Bradco Tiller	\$4,402.43
1	New Premier Attachments Auger Drive	\$4,382.00
	~ Includes 12" and 36" Bits	
1	CID Land Leveler Attachment 44"	\$880.00
1	New Vermeer STR48	\$7,000.00
	~ Trencher Attachment	

CP PREM 24 MOS, UNLIMITED HRS - 500 HRS MAINT **\$5,375.00**

CP PREM 24 MOS, UNLIMITED HRS - 500 HRS MAINT

Untaxed Machine	\$106,891.84
Freight and Prep	\$1,218.50
Warranty	\$5,375.00
Grand Total	\$113,485.34
-----	-----
Total Due	\$113,485.34
-----	-----

Finance Options with Approved Credit

Payment Details	Monthly Payment
Approximate payment on 60 months based on \$0 down	\$2,311.21

Proposal good for 30 days; we reserve the right at any time prior to acceptance to revoke this quotation.

Accepted by: _____

Date: _____

Thank you for your consideration.

Sincerely,

Brent Martin
brent.martin@vermeermidwest.com

Initials: _____

Quote #:Q-27436



500 West Big Beaver
Troy, MI 48084
troymi.gov

J-04c

CITY COUNCIL AGENDA ITEM

Date: July 12, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Dee Ann Irby, Controller
Kurt Bovensiepe, Public Works Director
Dennis Trantham, Deputy Public Works Director
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 4: OMNIA Partners Cooperative Contract – Toro Workman Utility Vehicles and Zero Turn Mower Replacements

History

The Parks Division is responsible for the daily maintenance and seasonal activities in the City of Troy parks. The larger community parks often have staff stationed at the parks during the spring, summer, and fall months. To ensure an efficient operation, utility vehicles are provided to the employees to transport athletic field materials, trash to the dumpster, park monitoring, and other related activities. In addition to these activities, utilities vehicles are also used at special events such as Troy Family Daze and the Frightful 5K.

With the outsourcing of the mowing operations during the Great Recession, the turf maintenance equipment in the Grounds Division has been reduced to only a few pieces of equipment, with a zero-turn mower being one of those remaining pieces of equipment. The existing unit was purchased approximately 15 years ago and has reached the end of its useful life leading to significant downtime and repairs. Replacing this piece of equipment allows staff to perform additional mowing when necessary for a variety of reasons including special events.

Purchasing

- The OMNIA Partners Contract prequalifies vendors and equipment through a competitive bid process. *Spartan Distributors of Sparta, MI* is one of the awarded low bidders for the State of Michigan and is included in Contract #2023261 for Toro Equipment.
- Pricing to purchase two (2) Toro Workman Utility Vehicles and one (1) Z-Master Zero Turn Mower has been secured by Spartan Distributors as per the OMNIA Partners Cooperative Contract #2023261, as detailed in the quote dated July 10, 2024.
- City Council authorized participation in the Cooperative Purchasing Programs on February 5, 2024 (Resolution #2024-02-031-J-5).

Financial

Funds are budgeted and available in the Public Works Capital Fund under project numbers 2025C0034 and 2025C0036 for the 2025 fiscal year. Expenditures will be charged to account number 401.464.978.010.



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Recommendation

City Management recommends awarding a contract for the purchase of two (2) Toro Workman Utility Vehicles (Model 07235) and one (1) Toro Z-Master Zero Turn Mower (Model 72027) to *Spartan Distributors of Sparta, MI* for an estimated cost of \$48,469.04, less the trade-in values, at prices detailed in the attached quote as per the OMNIA Partners Contract #2023261; not to exceed budgetary limitations.

July 10, 2024

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
Attn: Dennis Trantham
4693 Rochester Rd
Troy, MI 48085

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

(2) TORO Workman MDX (#07235)		\$ 26,651.04
		Unit Price: \$ 13,325.52
(1) Z-Master 7500 (#72027)		\$ 21,818.00
• 25HP Yanmar Turbo Diesel w/60" Turbo Force Deck		
Less Trades		
• (1) TORO Workman MD (#07279-314000316), 649 hours	\$	-300.00
• (1) TORO Workman MD (#07279-314000303), 939 hours	\$	-300.00
• (1) TORO Z-Master (#74265-260001137), 688 hours w/Kubota Diesel	\$	-1,500.00

The above TORO pricing is based on OMNIA Contract #2023261

**Pricing is subject to change at time of shipment.
Trades to be applied toward the Workman MDX.**

DELIVERY:	As Arranged
TERMS:	Net 30 Days

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



CITY COUNCIL AGENDA ITEM

Date: July 22, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Dee Ann Irby, Controller
Kurt Bovensiep, Public Works Director
Jason Schmidt, Water & Sewer Operations Manager
Emily Frontera, Purchasing Manager
G. Scott Finlay, City Engineer

Subject: Standard Purchasing Resolution #4 – HGACBuy Purchasing Cooperative – 2024 Sewer Root Treatment – Fall Phase

History

- City DPW staff proactively cleans and televises the sanitary sewers in the City. Sewer lines with extensive root intrusions have been identified for treatment.
- Sewer root treatment was planned and budgeted in FY24/25.

Purchasing

- HGAC is the Houston-Galveston Area Council Cooperative Purchasing Program that has been in existence for over 30 years; specializing in high ticket, capital intensive products and services that require technical, detailed specifications and extensive professional skills to evaluate bid responses. Products available thru the HGACBuy Program are products utilized by Public Safety, Public Works, Emergency Services and Communications.
- On February 8, 2024, bid responses were received from twenty-one (21) vendors. The bid was hosted by HGAC Purchasing Cooperative. Contracts were awarded to the lowest responsible bidder providing best value for each product item as detailed in the bid specifications. *Duke's Root Control, Inc.* is the awarded low bidder for sewer root treatment services.
- Pricing for the 2024 Sewer Root Treatment per contract SC06-24 including all labor, materials and equipment has been secured from *Duke's Root Control, Inc of Syracuse, NY* through the HGACBuy Purchasing Cooperative.

Financial

Funding for this work is budgeted and available in the 2024-2025 Sewer Capital Fund; Project #2025C0055. Expenditures will be charged to Account # 590.527.535.973.214025.



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Recommendation

It is recommended that City Council award the 2024 Sewer Root Treatment – Fall Phase contract to *Duke's Root Control, Inc. of Syracuse, NY* for an estimated amount of \$248,943.40, as detailed in the attached proposal and as per the HGACBuy Purchasing Cooperative Contract #SC06-24; not to exceed budgetary limitations.

A copy of the proposal and recommendation shall be attached to the original Minutes of this meeting.



CONTRACT PRICING WORKSHEET
For Catalog & Price Sheet Type Purchases

Contract No.:

SC06-24

Date Prepared:

15-Jul

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of Troy, MI	Contractor:	DUKE'S ROOT CONTROL, INC.
Contact Person:	Emily Ause	Prepared By:	Bob Hunn
Phone:	248-524-3438	Phone:	800-447-6687
Fax:		Fax:	
Email:	emily.ause@troymi.gov	Email:	bob@dukes.com / bids@dukes.com

Catalog / Price Sheet Name:	SEWER CLEANING, HYDRO EXCAVATING, INSPECTION EQUIPMENT, AND MISCELLANEOUS SERVICES
General Description of Product:	Chemical Root Control

A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary

Quan	Description	Unit Pr	Total
62219	Chemical Root Control - 6"-8" Dia. - Per LF	2.02	125682.38
50394	Chemical Root Control - 10"-12" Dia. - Per LF	2.43	122457.42
98	Chemical Root Control - 18"-22" Dia. - Per LF	8.2	803.6
			0
			0
			0
			0
			0
			0
			0
			0
			0
Total From Other Sheets, If Any:			
Subtotal A:			248943.4

B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary

(Note: Unpublished Items are any which were not submitted and priced in contractor's bid.)

Quan	Description	Unit Pr	Total
			0
			0
			0
			0
Total From Other Sheets, If Any:			
Subtotal B:			0

Check: Total cost of Unpublished Options (B) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).

For this transaction the percentage is:

0%

C. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

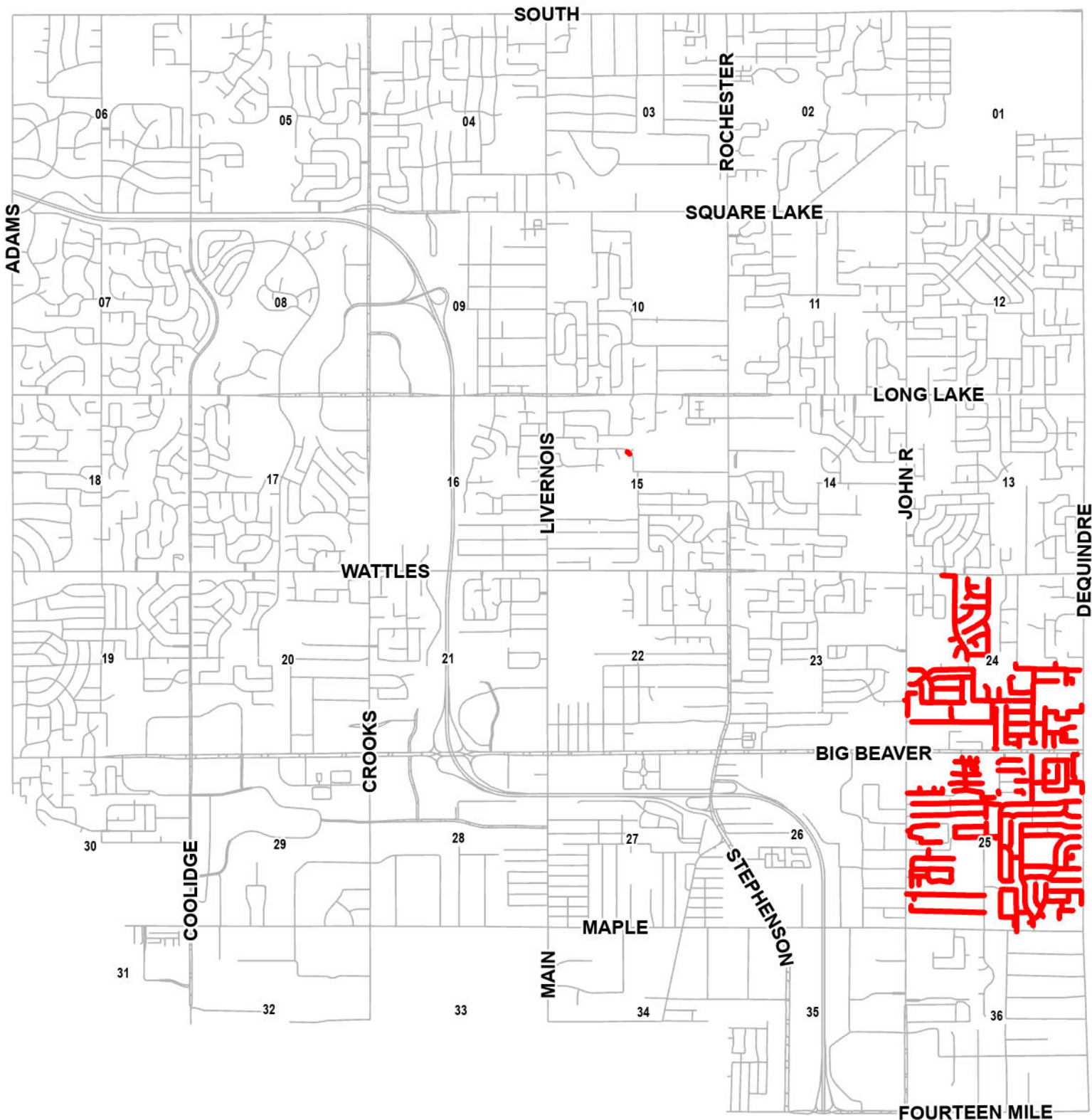
Subtotal C:	0

Delivery Date: 1/11/2025

D. Total Purchase Price (A+B+C):

248943.4

Sewer Root Cleaning - Contract 24-03



Legend

— Root Cleaning

**TOTAL LENGTH OF
PIPE FOR PROJECT
112,712 FT**

TOTAL LENGTH BY SECTION

Section	Length (ft)
15	98
23	91
24	44,431
25	68,092





500 West Big Beaver
Troy, MI 48084
troymi.gov

J-04e

CITY COUNCIL AGENDA ITEM

Date: July 12, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Dee Ann Irby, Controller
Kurt Bovensiep, Public Works Director
Mike Verstraete, Streets and Drains Operations Manager
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 5: Approval to Expend Budgeted Funds – LED Street Light Replacement

History

The City of Troy maintains 1,116 Street Lamps on major and industrial roads in Troy. Since 2014, the Streets and Drains Division has been purchasing LED Street Lamps to replace older, less efficient high-pressure sodium lamps, and ones that no longer function. On December 15, 2014 Troy City Council waived the bid process and authorized the City of Troy to purchase Cree LED street lamp fixtures from the exclusive authorized CREE distributor in the State of Michigan, Michigan Lighting Systems East in subsequent years (RESOLUTION #2014-12-164-J-6). Since then, LED street lamp upgrades have taken place on:

- The divided (boulevard) portion of Long Lake
- Rochester from Barclay to I-75
- Big Beaver from Golfview to Dequindre
- Coolidge from Golfview to Big Beaver and Cunningham to Jack
- Square Lake from Elmoor to Justine
- Crooks from South Boulevard to Long Lake
- Investment, Tower, Corporate and New King
- Brinston Park and Firefighter's Park
- Long Lake from Livernois to Dequindre

Purchasing

- Pricing to purchase the required Cree LED replacement street lights has been secured by *Michigan Lighting Systems East of Auburn Hills, MI* for an estimated total cost of \$49,926 as per the attached detailed quote.
- Troy City Council authorized a bid waiver with Michigan Lighting Systems East, on December 15, 2014 (Resolution #2014-12-164-J-6).



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Financial

Funds are budgeted and available in the Street Lighting Capital Fund for fiscal year 2025. Expenditures will be charged to account number 401.448.978.010 and associated Project Number 2025C0019.

Recommendation

City Management recommends granting the authority to expend budgeted Street Lighting Capital Funds to *Michigan Lighting Systems East of Auburn Hills, MI* for LED Street Lamp Replacement for an estimated cost of \$49,926.00 as detailed in the attached quote; not to exceed budgetary limitations.

Date: Jul 2, 2024

Quote: EL24-126603-1

Quote

Page 1/1



MLS
EAST

Michigan Lighting Systems East, LLC
691 North Squirrel Road, Suite 200
Auburn Hills MI 48326
Phone: (248) 542-2200
Fax: (248) 519-2700
From: Angela Snowden
Quoter Ph:
email: acampbell@mls-east.com

Project Location **City of Troy - Cree Roadway -**
Quote Troy MI
EL24-126603-1

To: Mike Verstraete
City of Troy
4693 Rochester Road
Troy MI 48085
Phone: (248) 524-3501
EMail: mike.verstraete@troymi.gov

For
Bid Date Jul 1, 2024
Expires Jul 31, 2024
Owner: City of Troy

QTY	Type	MFG	Part	Price	UQ	ExtPrice
Note			INSTALLER TO VERIFY VOLTAGE, COLOR & MOUNTING PRIOR TO ORDER			
106		CREE	XSPLG-D-HT-2LG-18L-57K7-UL-BZ-N XSPLG Series D HT 2LG 18L 57K7 UL BZ N	\$462.00		\$48,972.00
106		CREE	XA-XSLSHRT CAP,SHRTNG CAP NEMA	\$9.00		\$954.00
Total:						\$49,926.00

Terms and conditions of sale:

1. Pricing is firm for 30 days from date of quotation, release of order within 60 days from date of quotation and is based on the complete BOM. Changes will result in a requote.
2. Subject to manufacturer's published terms and conditions of sale, Std Warranties Apply unless otherwise noted.
3. Prices DO NOT include spare material, fuses, special finishes, mounting devices, installation, or applicable taxes unless otherwise noted.
4. The purchaser is responsible for verifying voltage, quantities.
5. Michigan Lighting Systems will NOT be responsible for errors resulting on orders released without receipt of Approved Submittals, or errors missed in the Approval Process.
6. Where applicable, Poles quoted are provided for the Fixture EPA's ONLY unless otherwise noted.
7. This quote may contain separately invoiced drawings, documentation, and field service fees.
8. Michigan Lighting Systems and our Manufacturers are not responsible for lost or damaged material that shows up to a job site or electrical distributors location. All material should be inspected for damage and accounted for before the freight company leaves the site.
9. No lamps included unless noted otherwise

Mfg Terms:

CREE Cree Lighting USA, LLC
Freight Allowed: \$3000.00. Anchor Bolts Pre-Shipped are Plus Freight.
Cree Freight Terms Under \$3000: NOTE: MIN. FREIGHT CHARGE \$50 min. or 9% of the total cost if higher than \$50.

Freight
Allowance
Minimum
Order



500 West Big Beaver
Troy, MI 48084
troymi.gov

J-04f

CITY COUNCIL AGENDA ITEM

Date: July 16, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Dee Ann Irby, Controller
Brian Goul, Recreation Director
Emily Frontera, Purchasing Manager

Subject: Award Standard Purchasing Resolution 8 – Best Value Award - Preferred Caterer/Restaurant List for the Troy Community Center

History

- Since 2011, a service offered to residents when renting space at the Community Center is the option to use Catering Services.
- Prior to 2019, the City contracted with a single food service provider who had exclusive rights to all rentals.
- Although contracting with a single food provider was successful, many customers requested more catering and food options which resulted in staff deciding to go the preferred caterer direction offering a variety of caterers.
- On July 22, 2019, Troy City Council approved a three-year contract with an option to renew for 2 additional years for a Pre-Qualified Caterers/Restaurants List. (Resolution 2019-07-083-J-4b)
- Four (4) caterers were chosen to be part of the original list; Sedona Taphouse, Kosch Catering, Crank's Catering, and Granite City Food and Brewery.
- City Council further authorized City management to update the prequalified preferred Caterers/Restaurant List when in the best interest of the City and the Community Center and as a result, Maggiano Little Italy, Priya Indian Cuisine, and Zio's Catering were also added to the list.
- Kosch Catering and Priya Indian Cuisine were removed from the list due to closure.
- The current contract expires on July 31, 2024.

Purchasing

On June 6, 2024, a bid opening was conducted as required by City Charter/Code in order to Pre-Qualify Caterers and develop a Preferred Caterers List for the Recreation Department. The bid was posted on the MITN Purchasing Group website: www.bidnetdirect.com/city-of-troy-mi. Four Hundred Eighty-Eight (488) vendors were notified via the MITN website. Four (4) responses were received. Below is a detailed summary of potential suppliers:

Companies notified via MITN	488
Troy Companies notified via MITN	10
Troy Companies - Active email Notification	10
Troy Companies - Active Free	0
Companies that viewed the bid	32
Troy Companies that viewed the bid	2

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



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Purchasing (continued)

The Request for Proposal was also directly emailed to eleven (11) local caterers and restaurants.

There are four (4) qualified Caterers:

Golconda Foods, LLC dba Kurrys Indian Cuisine	Troy, MI
Cass Catering LLC	Clinton Township, MI
Benito's Pizza	Troy, MI
SOK Venture, LLC dba Olga's Kitchen	Livonia, MI

The purpose of this solicitation process was to qualify caterers/restaurants in order to develop a Preferred Catering List to be offered when Community Center space is rented.

Financial

Preferred Caterers will pay the City a license fee for each private event catered at the Troy Community Center which will be predicated on 10% for all food and non-alcoholic beverages only sold or served.

Recommendation

City Management recommends the approval of the Pre-Qualified Preferred Caterers/Restaurants List as detailed above to be offered for room rentals at the Community Center, for three (3) years with an option to renew for 2 additional years. City management also requests the ability to extend and add vendors as needed to the Pre-Qualified Preferred Caterers/Restaurants List when in the best interest of the City and the Community Center.



500 West Big Beaver
Troy, MI 48084
troymi.gov

Preferred Caterer/Restaurant List

Golconda Foods, LLC, dba Kurrys Indian Cuisine	Troy, MI
Cass Catering LLC	Clinton Township, MI
Benito's Pizza	Troy, MI
SOK Venture LLC dba Olga's Kitchen	Livonia, MI

CITY OF TROY
BID TABULATION
PREFERRED CATERING SERVICESFOR TROY COMMUNITY CENTER

VENDOR NAME:	Golconda Foods, LLC dba Kurrys Indian Cuisine	Cass Catering, LLC	Benitos Pizza	SOK Venture, LLC dba Olga's Kitchen
CITY:	Troy, MI	Clinton Twp, MI	Troy, MI	Livonia, MI

CATERERS MUST HAVE THE FOLLOWING MINIMUM QUALIFICATIONS TO BE CONSIDERED FOR FURTHER EVALUATION					
EXPERIENCE					
Qualifications of Personnel Minimum Five (5) years of continuous experience in the development, management, and operation of a high quality food service business.	Y or N	Y	Y	Y	Y
Three (3) years experience providing off-premise food and catering sales and services in the greater Detroit area for social and corporate/business meetings and events Provided three specific sample proposals per RFP specifications.	Y or N	Y	Y	Y	Y
ABILITIES					
Qualifications of Personnel Contains information that demonstrates ability and lists personnel including their experience and responsibilities.	Y or N	Y	Y	Y	Y
LICENSES & QUALIFICATIONS					
Fully Licensed Provided copies of applicable licenses (If offering alcohol service, Caterer must have a valid MLCC catering license and be in compliance with all MLCC rules and regulations)	Y or N	Y	Will Provide	N	N
Project Understanding and Approach Caterer's understanding of the private event business at the Troy Community Center with its unique opportunities and challenges	Y or N	Y	Y	Y	Y
Provided Address of caterer's main brick and mortar kitchen (should be within (25) miles from the Troy Community Center)	Y or N	Y	Y	Y	Y
Provided a PDF of the most recent health permit covering the kitchen	Y or N	Y	Will Provide	N	N
COST OF SERVICES					
Cost of Services a. Supply three specific sample proposals that would be suitable for the Troy Community Center, including cost breakdown. Examples: Large Business Event, Wedding and Family Event b. Include three (3) or more photos of food presentation. c. Provide sample final invoices for each proposal. Indicate whether caterer will include license fee as a line item or incorporate within overall costs.	Y or N	Y	Y	Y	Y
CONTRACT REQUIREMENTS					
References – Minimum three (3) references for whom comparable services were provided to in the last three (3) years	Y or N	Y	Y	Y	Y
Insurance	Y or N	Not Specified	Y	Not Specified	Not Specified
Contract Forms	Y or N	Y	Y	Y	Y

ATTEST:

Brain Goul

Andrew Chambliss

Nellie Bert

Bryan Pompa

Martinique Gates

Emily Frontera
Purchasing Manager

CATERING LICENSE AGREEMENT

This CATERING LICENSE AGREEMENT ("Agreement"), entered into this 22nd day of July, 2024 ("Commencement Date"), by and between the CITY OF TROY, a municipal corporation ("City"), and _____, a Michigan corporation ("Caterer").

RECITALS

A. City is a municipal corporation duly organized and validly existing under the laws of the State of Michigan with the power to carry on its business as it is now being conducted under the statutes of the State of Michigan and Charter of the City. City is the owner and operator of the Troy Community Center.

B. Caterer is a corporation in good standing in the State of Michigan.

C. The City issued a Request for Proposals for Preferred Caterers for Private Events ("RFP") at the Troy Community Center, a copy of which is incorporated by reference. The RFP identifies the conditions required for catering events and the specific areas available at the Troy Community Center for catering.

D. In response to the RFP, the Caterer provided a Proposal dated on or about June 6, 2024 ("Proposal"), a copy of which is incorporated by reference.

E. From the various proposals submitted in response to the RFP, the City has created a List of Preferred Caterers for referral to individuals or entities renting the Troy Community Center for meetings or social functions. Caterer is one of the caterers on the City's List of Preferred Caterers.

F. City and Caterer desire to enter into this Agreement to allow the Caterer to provide catering services at the Troy Community Center when requested by individuals or entities renting the City Facilities, upon the terms and conditions set forth herein. Accordingly, this is not intended to be an exclusive license, but instead, a limited nonexclusive catering license.

G. The City reserves the right to accept other bids from other caterers in the future to add to the preferred caterer list as long as they meet the required criteria and execute a similar contract. The City also reserves the right to delete vendors to the preferred catering list based on performance and/or need.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

AGREEMENT

1. TERM OF AGREEMENT.

1.1. Initial Term. The term of this Agreement shall be for a period of three (3) years commencing from the Commencement Date terminating at midnight three years thereafter, unless extended pursuant to Section 1.2 or terminated pursuant to Section 16, below.

1.2. Extension Term. City shall have a separate option to extend the term of this Agreement by an additional period of two (2) years on the same terms and conditions. The City may exercise its option, at its sole and complete discretion, by letter written by the City Manager or designee.

2. GRANT OF LICENSE; AND LICENSE AREA.

2.1. Catering of Permitted Items. City hereby grants to Caterer a limited nonexclusive revocable license to provide catering services as set forth in the Caterer's Proposal and in accordance with this Agreement to cater events to individuals or entities with a Facilities Use Permit issued by the City for the Troy Community Center. All rentals at the Troy Community Center shall be made through the City; but the individual or entity with a Facilities Use Permit can select their own caterer from the List of Preferred Caterers.

2.2. License Area. Caterer's activities are limited to those areas of the Troy Community Center that are specified with the Facilities Use Permit for each catered event ("License Area"). This License includes the Caterer's reasonable right of access to and from the License Area.

3. REQUIREMENTS OF USE.

Caterer shall comply with all of the following requirements for use of the License Area:

3.1. Caterer Contacts. Caterer shall designate (i) a permanent Account Manager to handle all the Troy Community Center referrals and be present at the initial meeting with individuals or entities granted a Facilities Use Permit; and (ii) a permanent Business Manager to handle the insurance, License Fee, notices and other requirements set forth in this Agreement;

3.2. Full Service Catering. Caterer shall provide, directly or indirectly, full services required by the individuals granted a Facilities Use Permit, including glassware, silverware, china, and linens;

3.3. Catering Uniforms. Caterer shall conform to a professional dress code and appearance;

3.6. Menus. Caterer shall provide Menus (with prices) for the food services offered and drop-off services;

3.7. Staging. Food staging areas are not available;

3.8. Onsite Cooking. Cooking of food onsite by Caterers is not allowed. Caterers are permitted to utilize transit boxes, convection ovens and other heating and warming ovens in order to complete final preparation of the menu;

3.9. Alcohol Service. Alcohol service must be served by a properly-licensed and bonded Caterer and in accordance with all applicable laws and a valid Caterer's Permit issued by the MLLC. Guests are required to consume alcohol only in the licensed areas specified in the Facilities Use Permit. Caterer is responsible for the cessation of alcohol service one-half hour prior to the end of an event;

3.12. Event Ending. The end time for each event will be specified in the Facilities Use Permit. Caterer(s) are responsible to insure they are off-site at the closure time for all events;

3.13. Furniture Rental. All furniture for event set- up is provided by the Troy Facilities staff; no outside rental of furniture is permitted;

3.14. Rental Restrictions. There are restrictions imposed for use of City Facilities. This includes, but is not limited to prohibitions against smoke machines, heat lamps, fog machines and candles.

3.15. Troy Guidelines and Policies. Caterer shall comply with all Troy Guidelines and Policies, as may be amended from time to time by the City in its sole discretion. Caterers have been provided with a current copy of Troy's Guidelines and Policies. Any amendments to the Troy Guidelines or Policies will be provided by the City to the Caterers prior to implementation of said guidelines; and

3.16. Discounts and Donations. Any discount or donations of food and beverage to the individual or entity granted a Facilities Use Permit must be in full compliance with the Troy Policy on Discounts and Donations, and shall require advance written approval from the City in accordance with said policy.

3.17. Although nothing in this Agreement is intended to prohibit Caterer from providing food or beverage service for individuals, businesses and third parties at other venues where Caterer is licensed, Caterer shall not encourage a different venue for patrons for the sole purpose of establishing a client base at the expense of the City of Troy.

4. LICENSE FEE.

4.1. License Fee. For each catered event, Caterer(s) agree to pay the City a license fee in the amount of ten percent (10%) of Gross Sales of all food and non-alcoholic beverages, as defined herein.

The term "Gross Sales", as used in this License, shall mean and include the entire amount of the actual sales prices for all sales of food and nonalcoholic beverage originating from business conducted by Caterer in, on or from the License Area. No deduction shall be allowed for uncollected or uncollectible credit accounts or for direct or indirect discounts, rebates, credits, or other deductions unless offered on a uniform basis. The term "Gross Sales" shall not, however, include any sums collected and paid out by Caterer for any sales or excise tax imposed by and accounted for by Caterer to any duly constituted governmental authority, and for approved discounts and donations of food and beverage approved in advance by the City in accordance with the Troy Policy on Discounts and Donations.

4.2. Payment of Gross Sales. Caterer shall prepare and deliver to City a written Statement of Caterer's Gross Sales by the 15th of the month for all events catered for the month prior, along with the payment of License Fees, without set off or deduction, and copies of final invoices. Payment shall be made by check or money order payable to the City of Troy, and shall be mailed or delivered to the following address:

Event Services
Troy Community Center
3179 Livernois
Troy, MI 48083

4.3. Late Fees. Caterer acknowledges that late payments of its monetary obligations to the City will cause the City to incur costs not contemplated by this License and the exact amount of these costs will be extremely difficult to ascertain. If Caterer fails to pay any of its monetary obligations to the City within ten (10) calendar days from the date the payment is due, late charges in the amount of ten percent (10%) of the unpaid amount shall be paid by the Caterer as Additional License Fees. Caterer shall pay this amount for each calendar month in which all or any part of any payment to the City remains delinquent for more than ten (10) calendar days after the due date. The parties agree that late charges represent a fair and reasonable estimate of the costs the City will incur for late payment of any monetary obligations. Acceptance of the late charges by the City shall not constitute a waiver of the Caterer's defaults with respect to the overdue amount or prevents the City from exercising any of its rights and remedies pursuant to this License. Caterer shall pay the late charge as Additional License Fees at the time the next installment of License Fees is paid.

5. RESPONSIBILITY FOR CATERER'S USE OF LICENSE AREA

Caterer accepts the License Area in "AS IS" condition and City shall not be required to make any alterations, improvements or repairs therein or thereon. Caterer hereby waives any and all rights, any expressed or implied warranties concerning the condition of such areas. Caterer shall not make any changes to or remove any portion of such areas without first securing City's written consent. All such approved changes or removals shall be at the sole expense of Caterer. In the event of any damage to the License Area or its contents caused by Caterer or any of its vendors, employees or agents, Caterer agrees to promptly repair all such damage immediately to the City's satisfaction.

6. EMPLOYEES AND MECHANICS' LIENS.

Caterer shall operate the catering activities in such a manner as to prevent the filing of any mechanics' liens, and other liens, and liens for labor, services, supplies, equipment, or material incurred by it, and Caterer will at all times fully pay and discharge and wholly protect, defend and hold harmless City on account of said liens, claims assertions, or filing thereof.

7. TAXES.

The Caterer shall exonerate, indemnify, and hold harmless the City from and against, and shall defend the City from and against, and shall assume full responsibility for payment of all wages or salaries and all federal, state, and local taxes or contributions imposed or required under the Unemployment Insurance, Social Security, Income Tax laws, Worker's Compensation laws, or other laws with respect to the Caterer's employees engaged in the performance of Caterer's obligations thereunder. Caterer shall pay any and all taxes upon personal property and improvements and possessory interests belonging to said Caterer and Caterer shall pay all sales and other taxes levied against the operation of said business.

8. INSURANCE REQUIREMENTS.

Prior to the Commencement Date, Caterer shall procure, maintain and pay for insurance against claims for injuries to persons or damage to property that may arise from or in connection with the catering services by Caterer or his/her/its agents, representatives, employees or subcontractors for the duration of this Agreement. Caterer must obtain insurance that, at a minimum, meets the requirements for insurance set forth in Exhibit A, Insurance Requirements and Verifications, which is attached hereto and incorporated herein by reference.

9. RECORD OF TRANSACTIONS

Caterer shall keep complete records and accounts in accordance with generally accepted accounting principles (GAAP) of all business transacted pursuant to this Agreement. Caterer shall give City access, during reasonable business hours, to such records and accounts. Caterer shall retain all primary sales records as evidence of Gross Sales for each year for at least thirty-six (36) months after the expiration of this License.

The acceptance by City of payments of any license fees due under this Agreement shall be without prejudice to City's right to an examination of Caterer's books and records of its Gross Sales in order to verify the amount of Caterer's Gross Sales. At any reasonable time during normal business hours and at Caterer's principal place of business within two (2) years after receipt of any statement furnished it by Caterer and upon ten (10) days' prior written notice to Caterer, City may cause a special audit to be made of Caterer's business records relating to Gross Sales from said leased License Area for the period covered by such statement. Except as provided in the following paragraph, City shall pay the cost of such audit. The Caterer shall promptly pay any deficiency disclosed by such audit. Any accounting firm selected by City shall perform any such special audit.

If such audit shall disclose an additional liability for License Fee in excess of five percent (5%) of the percentage of the License Fee theretofore computed and paid by Caterer for the period covered by the audit, Caterer shall also pay to City the cost of the audit.

Each Statement of Gross Sales submitted by the Caterer shall become binding upon City two (2) years after delivery thereof to City, unless within such two (2) year period City shall cause a special audit to be commenced.

10. LAWS AND ORDINANCES.

During the term of this License, Caterer shall comply with all applicable federal, state and local laws, ordinances, codes and regulations ("Applicable Laws") that may be amended from time to time. The violation of any Applicable Law shall be deemed a material breach of this License.

11. PERMITS AND LICENSES.

The Caterer shall be required to obtain any and all governmental permits or licenses that may be required from time to time in connection with the services to be performed under this Agreement, including, but not limited to a Catering permit issued by the MLCC if alcohol is to be served. Evidence of required permits and licenses shall be supplied as soon as possible. All required permits and licenses shall be current, and

shall not have an expiration date within fourteen days of any scheduled event at the City Facilities.

12. PROHIBITION AGAINST TRANSFER.

The parties hereby specifically agree that this License is personal to Caterer and that Caterer is prohibited from assigning all or any of its interests under or pursuant to this License to any other party or parties. Any attempt to do so shall be null and void, and any purported assignee, sub lessee, or transferee shall acquire no right or interest in this Agreement. All required permits, licenses and any agreements related to the Caterer's operation must be in Caterer's name or it will be deemed a purported transfer.

13. WAIVERS.

A waiver by the City of any breach of any term, covenant or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein, whether of the same or a different character.

14. HOLD HARMLESS, DEFEND AND INDEMNIFICATION.

Caterer shall indemnify, defend and hold harmless City, its City Council, boards and commissions, officers, agents, employees and volunteers (collectively, the "City") from and against any and all actions, causes of action, obligations, costs, damages, losses, claims, liabilities and demands of any nature whatsoever, including, but not limited to, reasonable attorneys' fees, regardless of the merit or outcome of any such claim or suit, arising from or in any manner connected to: (i) Caterer's use or possession of the License Area; (ii) the exercise of the Agreement by Caterer; (iii) the activities and operations of Caterer, its officers, agents, employees, vendors, guests and invitees; and (iii) furnishing or supplying work, services, materials, equipment or supplies. Caterer further agrees that the City shall not be liable for any loss, damage or injury to Caterer's business or property or for any injury to Caterer's employees, agents, guests or invitees.

15. INDEPENDENT CONTRACTOR.

It is understood and agreed that Caterer, in the performance of this Agreement, will be acting in the wholly independent capacity and not as agents, employees, partners, or joint ventures of the City. This Agreement does not create a tenancy of any nature whatsoever between City and Caterer.

16. DEFAULT AND TERMINATION.

16.1. Events Constituting Material Default. The occurrence of any one or more of the following events shall constitute a material default and breach of this Agreement: (i) Caterer's failure to abide by any of the terms and conditions of this Agreement; (ii)

Caterer's making of any arrangement or assignment of this Agreement for the benefit of creditors; (iii) Caterer's becoming a "debtor" as defined in 11 U.S.C. Section 101; (iv) the attachment, execution or other judicial seizure of any of Caterer's interest in this Agreement; (v) the discovery by City that any financial or other information given by Caterer to City was false or misleading in any respect; (vi) Caterer's failure to comply with the applicable laws, regulations, ordinances, statutes or rules; and (vii) Caterer's failure to obtain and keep all permits and licenses required by law.

16.2. Notice and Opportunity to Cure. In the event of default of any of the provisions of this Agreement, the City may elect to issue one of the following:

i. Notice of Noncompliance. A written notice identifying the noncompliance and setting forth the cure and the time period to effectuate a cure ("Notice of Noncompliance"). The Caterer shall be required to cure within the time period specified in the Notice of Noncompliance or prior to the occurrence of the next catered event, whichever is earlier; or

ii. Notice of Material Default. A written notice of material default with a cure period of three (3) calendar days after receipt of notice.

16.3. City's Remedies for Breach. After providing notice and opportunity to cure, the City may: (i) terminate this Agreement for cause upon issuance of a Notice of Termination; (ii) maintain this License subject to enforcement of all of the City's rights and remedies under this Agreement; and (iii) pursue any other remedy now or hereafter available to City under the laws and judicial decisions of the State of Michigan. All unpaid License Fees, Additional License Fees or any other monetary obligations of Caterer under the terms of this License shall bear interest from the date due at the maximum rate then allowable by law.

16.4. Termination Without Cause. Either party has the right to terminate this Agreement without cause upon ten (10) days written notice to the other party. In the event City exercises its right to terminate this Agreement, Caterer shall be permitted to fulfill its obligations and honor any catering contracts for the City Facilities that Caterer entered into prior to such termination notice, as long as the Administrator provides detail of any such contracts to the City prior to the termination date.

16.5. Obligations Upon Termination. Upon termination of the Agreement, Caterer shall remove all catering activities and any other personal property from the License Area. In the event Caterer fails to remove its property by the date of termination set forth in the written notice, City may take exclusive possession of the License Area by removing the Caterer's property and storing the same at the expense of Caterer, without commencing any legal action or obtaining any court order therefore. Caterer shall be obligated to pay for any other monetary obligations Caterer has under the terms of this Agreement with interest at the legal rate.

17. NOTICES.

All notices, demands, requests or approvals to be given under this Agreement, shall be given in writing and shall be deemed served when sent by email and either (i) delivered personally, or (ii) seventy two (72) hours after the deposit thereof in the United States mail, postage prepaid, addressed as hereinafter provided.

All notices, demands, requests or approvals from the Caterer to City shall be addressed to:

Recreation Director
Troy Community Center
3179 Livernois
Troy, Michigan 48083
Email: GoulB@TroyMI.gov
Telephone Number: (248) 524-3484

All notices, demands, requests or approvals from the City to Caterer shall be addressed to:

Caterer Contact: _____

Company Name: _____

Address: _____

Address: _____

Email: _____

It is the responsibility of the Caterer to maintain updated and current contact information.

18. RIGHTS LIMITED.

Notwithstanding anything contained in this Agreement or the actions of the parties in the future, under no circumstances shall the Agreement herein ripen into either a lease or easement (whether under claim of prescriptive right or otherwise).

19. INTERRUPTION OF RIGHTS DUE TO EMERGENCY.

In the event of an emergency that jeopardizes the health, safety or welfare of the public or any individual, City may remove Caterer from the License Area and regain possession of it without notice to Caterer. The exercise of City's rights under this Section shall be at City's sole and absolute discretion.

20. RELATIONSHIP OF PARTIES.

The relationship between City and Caterer is solely that of City and Caterer. Both parties acknowledge the relationship is not of landlord and tenant, easement grantor and easement grantee, or any other relationship.

21. MERGER OF NEGOTIATIONS.

This Agreement represents the full and complete understanding of every kind and nature whatsoever between the parties hereto and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions hereof, and this Agreement shall not be modified except upon the written agreement of both City and Caterer.

22. NONDISCRIMINATION.

Caterer agrees not to discriminate against any individual because any protected classification under State or Federal law.

23. COST OF LITIGATION.

Should either party hereto institute any action or proceeding to enforce any provision hereof or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing party shall be entitled to receive from the losing party all costs and expenses and such amount as is adjudged to be reasonable attorney's fees for the costs incurred by the prevailing party in such action or proceeding.

24. CAPTIONS OF CONVENIENCE.

The captions herein are for convenience only and are not a part of this Agreement and do not in any way limit, define or amplify the terms and provisions hereof.

25. COUNTERPARTS.

This Agreement may be executed in several counterparts, each of which original and all of which together constitute but one and the same document.

26. MERGER OF NEGOTIATIONS.

This Agreement represents the full and complete understanding between the parties hereto and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions hereof.

27. GOVERNING LAWS.

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties hereunder, shall be interpreted and construed pursuant to the law of the State of Michigan.

28. ALCOHOL SERVICE.

If Caterer desires to offer alcohol service, then Caterer shall designate and use an already existing Michigan Liquor Control Commission liquor license held in Caterer's name and/or which can be used for catering services at the Troy Community Center. It is the responsibility of Caterer to apply to or obtain any required permission or licenses for whatever liquor license it will use for catering. The Caterer shall keep the license in good standing under Caterer's name during the term of the Agreement. The Caterer shall pay all up-front costs for the application and/or liquor license required by the MLCC. Violations of the State of Michigan liquor laws will be considered as a violation of the Agreement and may result in a termination of the Agreement at City's discretion. Employees serving alcoholic beverages shall do so in compliance with the State of Michigan liquor laws and guidelines as set forth by the MLCC. Serving violations by a Caterer's employee or agent will be just cause for the termination of the Agreement at City's discretion, and the Caterer shall be deemed responsible if such conduct occurs. The Caterer shall in no way jeopardize the liquor license obtained for use at the Troy Facilities. Caterer agrees to be responsible for all sanctions and/or penalties assessed for violations of the MLCC Administrative Rules and Regulations and/or federal, state, or local laws concerning the sale/serving of alcohol at the Troy Facilities. Caterer or its agents or employees shall not sell or permit intoxicating liquors to be consumed by minors.

29. SERVSAFE CERTIFICATION.

Caterer shall earn a Servsafe certification and keep it current.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed the day and year first above written.

CITY OF TROY
a municipal corporation

By: _____

Its: _____

CATERER:

ATTEST:

By: _____

Its: _____



CITY OF TROY
REQUEST FOR PROPOSAL

RFP-COT 24-08

PREFERRED CATERING SERVICES FOR TROY COMMUNITY CENTER

City of Troy
Troy Community Center
3179 Livernois Road
Troy, MI 48084

I. INTRODUCTION & PROJECT DESCRIPTION

The City of Troy, (referred to hereafter as “the City”) is inviting proposals from qualified caterers interested in PREFERRED CATERING SERVICES FOR TROY COMMUNITY CENTER at the Troy Community Center (referred to hereafter as “the Community Center”). Selected caterers will be offered an agreement with the City for a period of three years, with two options for renewal of one year each, to be exercised at the City’s sole discretion.

A. BACKGROUND

The City is establishing a list of preferred caterers to address client needs. Caterers in Troy and the greater Detroit area, who cover a variety of price points and cuisines including but not limited to vegetarian, vegan, and ethnic, are invited to apply. Caterers do not need to provide multiple cuisines to be considered.

B. PRIVATE EVENTS and CATERING AT THE COMMUNITY CENTER

1. Event Services Sales and Operations

When a prospective client approaches the Community Center to book an event, City of Troy Staff guides them from initial inquiry through site visits, proposals and permitting. City Staff advises clients to contact caterers for estimates prior to booking the facility from the City’s Preferred Catering List. Once an event is permitted, an Event Coordinator is assigned to the event. Event Coordinators work with clients to determine set-up requirements to ensure that clients are in compliance with regulatory conditions and to monitor for overall protection of the Community Center. After an event, the City surveys clients for feedback regarding catering and other service issues at the Troy Community Center.

Rental availability throughout the year is as follows – (7 days/week year-round 6am – Midnight) depending on times available.

- Events may NOT be scheduled for:
 - New Year’s Day
 - Easter
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Eve and Christmas Day
 - New Year’s Eve

2. The Community Center Event Spaces

The **Community Center Space** includes the **Banquet and Meeting Rooms**.

3. Catering Opportunities and Challenges

The Troy Community Center operates under a number of regulatory conditions. A full understanding of the regulatory conditions, compliance with the Event Services policies, and an ability to respect and master the conditions and policies while creating successful events, is critical for inclusion on the preferred caterer list.

The regulatory conditions and policies include, but are not limited to, the following:

- Cooking onsite is not allowed. Transit boxes, convection ovens and other heating and warming ovens are permitted in the food staging areas in order to complete final preparation of the menu.

- Food staging areas include tables, counters, refrigerators, sinks and disposals.
- All areas used must be cleaned thoroughly at the end of the event.
- If there is a request for alcohol service, it must be provided by a properly-licensed and bonded caterer in accordance with all applicable laws.
 - Guests may enjoy alcoholic beverages in rented area(s) and indoors only.
 - Caterer is responsible to stop all alcohol service at least one-half hour prior to the end of an event.
- Events end by Midnight, seven (7) days/week.
- All furniture for event set-up is provided by the Troy Community Center; no outside rental of furniture is permitted.

C. SELECTION PROCESS AND TIMELINE

The following is a list of key dates:

Request for Proposals issued..... Thursday, May 9, 2024
 OPTIONAL Pre-Proposal Meeting.... Wednesday, May 15, 2024 (10:30am)
 Questions/Inquiries submitted Prior to or by Wednesday, May 22, 2024
 Question Responses posted Monday, May 27, 2024
Proposals due.....Thursday, June 6, 2024 (10am)
 Caterer interviews..... Week of June 17, 2024
 City Council approval of Preferred Catering List.....Monday, July 8, 2024
 New Preferred Catering List published.....End of July, 2024

An OPTIONAL Pre-Proposal Meeting for caterers will take place on Wednesday, May 15, 2024 at the Troy Community Center, 3179 Livernois Road, Troy, MI 48083. This pre-proposal meeting will provide caterers an opportunity to walk through the Troy Community Center, view food staging areas and event spaces, and ask questions about the City's goals and the RFP process.

Attendance at this Pre-Proposal Meeting is NOT a requirement for any caterer that will be submitting a proposal.

Any additional written material such as professional records, certifications, etc. that your Company may think important should be attached and submitted to augment the data included in the proposal. All costs incurred in the preparation and presentation of the proposal shall be wholly borne by the prospective bidder.

Sealed Proposals for **PREFERRED CATERING SERVICES FOR THE TROY COMMUNITY CENTER** will be *electronically* and *physically* accepted by the City of Troy, 500 W. Big Beaver Rd. Troy, MI 48084 until **THURSDAY, June 6, 2024 at 10:00 AM E.D.T.**, after which time Proposals will be publicly opened and read in the specified Zoom Meeting listed below.

ELECTRONIC PROPOSALS MUST BE ENTERED INTO BIDNET (MITN) PROCUREMENT SYSTEM ON OR BEFORE 10:00AM THURSDAY, JUNE 6, 2024.

PHYSICAL/HARD COPY PROPOSALS MUST BE SUBMITTED TO THE CLERK'S OFFICE ON OR BEFORE 10:00AM THURSDAY, JUNE 6, 2024. **PROPOSALS MUST BE IN SEALED ENVELOPES LABELED: RFP-COT 24-08 PREFERRED CATERING SERVICES FOR TROY CC

At the specified time and date stated above, all submitted Proposals shall be opened. The names only of Firms submitting a proposal shall be publicly read aloud. All Proposal information received shall be held confidential until after final action by the City of Troy, except as required by law. Any interested parties may attend. No immediate decision shall be rendered.

BID OPENING INFO

Date & Time: June 6, 2024 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88992481214?pwd=bXBSd3Mxa3hmZTlsbmVFL29wMjh2Zz09>

Phone Number: +16468769923,,88992481214#,,,,*042356# US (New York)

Meeting ID: 889 9248 1214

Passcode: 042356

Find your local number: <https://us02web.zoom.us/u/kczd374zqx>

Opening of Proposals: At the specified time and date stated above, all submitted Proposals shall be opened. The names only of Firms submitting a proposal will be publicly read aloud. All Proposal information received will be held confidential until after final action by the City of Troy, except as required by law. Any interested parties may attend the Zoom Meeting. No immediate decision will be rendered.

Proprietary Information: The information provided in the RFP is intended solely for internal use by the Proposer in its Proposal preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.

Submitted proposals will be reviewed by the evaluation team. The evaluation team may request additional information, or may require tasting and presentation of specific menu items. Caterers that have met the minimum requirements outlined in the next section below may be invited to participate in an interview with the evaluation team during the week of June 17, 2024.

Finality of Decision: Any decision made by the City of Troy, including the Firm selection, shall be final.

City of Troy Reservation of Rights: The City of Troy reserves the right in its sole discretion (for this and the other provisions of this RFP) to accept or reject any or all Proposals with or without cause. The City of Troy reserves the right to waive any irregularity or informality in the RFP process, and the right to award the Contract to other than the Proposer submitting the best financial Proposal. The City of Troy reserves the right to request additional information from any or all Proposers. The City of Troy reserves the right to negotiate with the Proposers concerning their Proposals.

D. MINIMUM QUALIFICATION REQUIREMENTS

The City is seeking professional, innovative, and enthusiastic caterers who demonstrate an understanding of the unique nature of the Troy Community Center as both a public destination and a private event venue.

The City may, in its sole discretion, contact prospective caterers regarding their submission(s) for clarification. Caterers are responsible for submitting full and complete information and should not rely on the City to ask for additional information to meet/pass any of the evaluation criteria in this RFP.

Caterers must have the following **minimum qualifications** to be considered for further evaluation:

- **EXPERIENCE**

- Minimum of five years of continuous experience in the development, management, and operation of a high quality food service business, and be well-established and financially sound, with managerial and staffing resources necessary to maintain a successful operation.
- Minimum of three years of experience and licensure to serve alcoholic beverages, if applicable.
- Minimum of three years of experience providing off-premise food and catering sales and services in the greater Detroit area for social (weddings, bar mitzvahs and other celebratory events) and corporate and business meetings and events.
 - Types of venues/locations (museums, public attractions, office buildings, etc.) where services have been provided should be identified.

- **ABILITIES**

- Designate a permanent account manager to handle all Troy Community Center referrals and be present at the initial meeting with the client.
- Demonstrate a range of menu choices for breakfast, lunch, dinner, receptions, buffet, sit down and children's meals.
- Provide menu choices at pricing which appeals to a wide cross-section of customers, as well as an ability to customize menus that work effectively within the constraints of the regulatory conditions.
- Provide hot food service within the constraints of the regulatory conditions (see Catering Opportunities and Challenges).
- Provide service starting as early as 6am and continuing for all hours of operation.
- Respond to inquiries in a timely manner.
- Assume liability for all subcontracted vendors such as beverage service, ice cream vendors, coffee carts, wedding cake providers and others.
- Take a proactive approach in promoting their City of Troy relationship in marketing materials such as digital newsletters, websites and social media.
- Partner with the City of Troy on marketing opportunities with organizations such as the Troy Chamber of Commerce, and other entities.
- Agree to minimum contract requirements specified in Section I, part E.

- **LICENSES & QUALIFICATIONS**

- Fully licensed (business, health and alcoholic beverage sales/service) in compliance with all applicable City of Troy, State of Michigan, and U.S. Government code requirements and regulations (provide copies of applicable licenses).
 - Advise if company has had any health, safety code, and/or alcoholic beverage license violations in the last three years that has resulted in a hearing and/or license suspension or revocation. Include copies of any relevant documents in this regard.
 - Ability to serve liquor.
- Provide address of caterer's main brick and mortar kitchen, which should be **within (25) miles from the Troy Community Center.**
- Provide a PDF of the most recent health permit covering the kitchen.
- Provide coordination of services and rentals to the client (directly or indirectly), regardless of menu and event size. Rentals may include table linens, glassware, silverware, china, etc.
- If offering alcohol service, Caterer must have a valid MLCC catering license and be in compliance with all MLCC rules and regulations.???

E. MINIMUM CONTRACT REQUIREMENTS

Once selected, caterers will be required to comply with all requirements of the Professional Services Agreement including (but not limited to):

- Caterer must present valid License(s) or permit(s) and pay all applicable state, federal and local taxes.
- Caterer must procure and maintain the following insurance with the City of Troy listed as an additional insured:
 - Commercial General Liability Insurance of not less than \$1,000,000.00 per occurrence
 - Liquor Liability with limits of no less than \$1,000,000.00 per occurrence
 - Workers Compensation and Employer's Liability Insurance as required by the State of Michigan with limits of no less than \$1,000,000.00 per accident for bodily injury or disease
 - Other insurance provisions as detailed in the attached Professional Services Agreement.
- Caterer must complete and submit a pro forma statement (provided by the City) detailing gross receipts for food, non-alcoholic beverages and alcohol, with final invoices and payment of license fees by the 15th of each month.
- Caterer shall pay the City a license fee for each private event catered at the Troy Community Center with the following percentages on gross receipts:

- 10% for Food, *only*
- Caterer must conform to professional dress code and appearance.

F. CITY CONTACT

The City has designated Brian Goul as its “City Contact” for this Contract.

Brian Goul, Recreation Director
City of Troy Community Center
Telephone: 248 524 3529
E-mail: goulb@troymi.gov

Additional Information

For additional information/questions concerning this Request for Proposal, contact Andrew R Chambliss, Buyer, at (248) 619-7609 or Andrew.Chambliss@troymi.gov

Any inquiries or requests regarding this procurement and/or the procurement process should be submitted to the Buyer via email. **Proposers may contact ONLY the Purchasing Department regarding this solicitation.** Other City officers, agents, employees or representatives do not have authority to respond on behalf of the City. Contact with unauthorized City personnel during the selection process may result in disqualification.

CITY’S ONLINE VENDOR PORTAL

The City of Troy officially distributes RFP documents from the Purchasing Department or through the MITN Purchasing Group website (Bidnet Direct). Copies of RFP documents obtained from any other source are not considered official copies. Only those vendors who obtain RFP documents from either the Purchasing Department or the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN Purchasing Group site, www.BidnetDirect.com/City-of-Troy-MI, and obtain an official copy.

G. REQUEST FOR PROPOSAL DOCUMENTS

Caterer shall complete and return the following documents:

- Proposal
- RFP Addenda(s), if issued
- **CONTRACT FORMS:** Caterers shall complete and sign the Legal Status of Bidder, Non-Collusion Affidavit, Certification regarding Debarment, the Certification regarding “Iran Linked Business” and the Familial Disclosure Forms and return with your bid proposal.

H. BEST QUALIFIED PERSON OR FIRM

The award, if any, will be made to the best qualified person or firm(s). In evaluating whether a proposer(s) is (are) the best qualified person or firm(s) pursuant to the City of Troy Code, City staff may utilize some or all of the following criteria:

1. The credentials and experience of the person or firm;
2. The demonstrated competence, ability, capacity and skill of the person or firm to perform the contract or provide the services;
3. The capacity of the person or firm to perform the contract or provide the service promptly, within the time specified, and without delay;
4. The sufficiency of the person’s or firm’s financial and other resources;

5. The character, integrity, reputation and judgment of the person or firm;
6. The ability of the person or firm to provide such future service as may be needed;
7. The price which the person or firm proposes to charge, including whether the price is fair, reasonable and competitive; and
8. Any other factor which will further the intent set forth in Chapter 13 of the City Charter or Chapter 12 of the Troy City ordinances.

The City shall have absolute discretion in determining the applicability and weight or relative weight of some or all of the criteria listed above and is not required to select the lowest monetary proposer.

II. CONDITIONS GOVERNING THE PROCUREMENT

This procurement will be conducted in accordance with the City of Troy procurement codes and procedures.

1. Receiving Time / Late Proposals

It is the responsibility of proposer to see that their proposal is submitted with sufficient time to be received by the City prior to the proposal closing time.

ELECTRONIC PROPOSALS MUST BE ENTERED INTO BIDNET (MITN) PROCUREMENT SYSTEM ON OR BEFORE 10:00AM THURSDAY, JUNE 6, 2024.

PHYSICAL/HARD COPY PROPOSALS MUST BE SUBMITTED TO THE CLERK'S OFFICE ON OR BEFORE 10:00AM THURSDAY, JUNE 6, 2024. **PROPOSALS MUST BE IN SEALED ENVELOPES LABELED: RFP-COT 24-08 PREFERRED CATERING SERVICES FOR TROY CC

Late bid submittals will not be accepted. Bid responses are not accepted via fax or email transmission.

2. Acceptance of Conditions Governing this RFP

Submission of a proposal constitutes acceptance of the Evaluation Factors contained in this RFP.

3. Incurring Cost

Any cost incurred by the proposer in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the proposer.

4. Caterer Responsibility

Any agreement that may result from the RFP shall specify that the Caterer is solely responsible for fulfillment of the agreement with the City.

5. Amended Proposals

A proposer may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. City personnel will not merge, collate, or assemble proposal materials.

6. Proposer's Rights to Withdraw Proposal

Proposers will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The proposer must submit a written withdrawal request signed by the proposer's duly authorized representative addressed to the City Contact.

7. **Best and Final Offer**

The City reserves the right to request Best and Final Offers from any or all proposers. This will be the only opportunity to amend or modify proposals based on feedback from the City. Information from competing proposals will not be disclosed to other proposers prior to submission of a Best and Final Offer.

8. **Disclosure of Proposal Contents**

All proposals are subject to the provisions of the Michigan Freedom of Information Act, MCL 15.231 et seq. and any information submitted with a response is a public record subject to disclosure, unless a specific exemption applies.

9. **No Obligation**

This RFP in no manner obligates the City to the eventual rental, lease, purchase, etc., of any goods or services offered until a valid written agreement is executed by the City and the selected proposer.

10. **Termination**

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the City determines such action to be in the best interest of the City of Troy.

11. **Sufficient Appropriation**

Any agreement awarded for multiple years as a result of this RFP may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be affected by sending written notice to the selected proposer. The City's decision as to whether sufficient appropriations and authorizations are available will be accepted by the selected proposer as final.

12. **Errors and Restrictive Specifications**

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the proposer should immediately notify the Purchasing Department Contact designated in Section I, F. Without disclosing the source of the request, the City may issue a written addendum to clarify the ambiguity, or to correct the problem, omission, or other error.

If prior to the submission date, a proposer knows of or should have known of an error in the RFP but fails to notify the Purchasing Department Contact of the error, the proposer shall submit their proposal at his, her or its own risk, and, if awarded an agreement, shall not be entitled to additional compensation or time by reason of error or its later correction.

13. **Legal Review**

The City requires that all proposers agree to be bound by the General Requirements contained in this RFP.

14. **Governing Law**

This RFP, and any agreement entered into pursuant to this RFP, are governed by the laws of the State of Michigan.

15. **Oral Changes and Basis for Proposal**

Proposers may not rely upon oral explanations. All changes and addenda will be issued in writing. Only information supplied by the City in writing through the City's Contact, or in this RFP should be used as the basis for the preparation of proposals.

16. **Agreement Terms and Conditions**

The agreement between the City and the selected proposer(s) will follow the format specified by the City and contain the terms and conditions set forth in Exhibit A, Professional Services Agreement. **However, the City reserves the right to negotiate with a successful proposer the final provisions or provisions in addition to**

those contained in this RFP. The contents of this RFP, as revised and/or supplemented, and the successful proposal will be incorporated into and become part of the agreement.

Should a proposer object to any of the City's terms and conditions, as contained in this Section or in Exhibit A, that proposer must propose specific alternative language in his, her, or its proposal. Proposer must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording. The City may or may not accept the alternative language. General references to the proposer's terms and conditions or attempts at complete substitutions are not acceptable to the City and may result in disqualification of the proposer.

17. **Proposer's Terms and Conditions**

Proposers must submit with the proposal a complete set of any additional terms and conditions that they expect to have included in an agreement negotiated with the City.

18. **Proposer Qualifications**

The City may make such investigations as necessary to determine the ability of the proposer to adhere to the requirements specified within this RFP.

19. **Right to Waive Minor Irregularities**

The City reserves the right to waive minor irregularities and the right to waive mandatory requirements, provided that all of the otherwise responsive proposals fail to meet the same mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the City.

20. **Change in Agreement or Representatives**

The City reserves the right to require a change in the selected proposer or representatives if the assigned representatives are not, in the opinion of the City, meeting its needs adequately.

22. **City of Troy Reservation of Rights:**

The City of Troy reserves the right in its sole discretion (for this and the other provisions of this RFP) to accept or reject any or all Proposals with or without cause. The City of Troy reserves the right to waive any irregularity or informality in the RFP process, and the right to award the Contract to other than the Proposer submitting the best financial Proposals. The City of Troy reserves the right to request additional information from any or all Proposers. The City of Troy reserves the right to negotiate with the Proposers concerning their Proposals.

23. **Ownership of Proposals**

All documents submitted in response to the RFP shall become the property of the City of Troy and are subject to the provisions of the Michigan Freedom of Information Act, MCL 15.231 et seq.

24. **Agreement Award**

Proposal(s) will be evaluated by an Evaluation Committee comprised of City staff and may include outside consultants. The Evaluation Committee will make an award recommendation and present it to the Troy City Council. City Council may give approval of the agreement and/or direct staff to negotiate the final terms and execute the agreement.

This agreement shall be awarded to the proposers whose proposals are best qualified, taking into consideration the evaluation factors set forth in the RFP. The most qualified proposals may or may not have received the most points or be the lowest cost proposal. Proposers will be notified when an award recommendation goes to the City Council for approval.

25. **Preferred Caterer List – “Refresh”**

Vendors who are not qualified under this Solicitation, along with any “new” Vendors that did not submit a proposal by the due date, may attempt to qualify under subsequent open enrollment Solicitations. These open enrollment opportunities will occur on a periodic basis, if requirements indicate a need for additional qualified Vendors.

The City of Troy reserves the right, at its sole discretion, to expand the Preferred Caterer List in any or all categories of service if it is deemed to be in the best interest of the City of Troy.

26. **Removal of Vendor from the Preferred Caterer List**

Vendors may be removed from the Preferred Caterer List for the following reasons, but not limited to:

- In the circumstance of changing business conditions, the City may request refreshed qualification data for review that may change a Vendor’s preferred status.
- In the circumstance of contract termination due to Vendor performance, the Vendor’s Preferred Caterer status may change.

III. SUBMISSION FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

1. Proposers may submit multiple proposals, if desired. If more than one bid is submitted, a separate bid proposal form must be used for each. Forms are enclosed or obtainable at the Purchasing Department, Troy City Hall or on the MITN Purchasing Group website at www.bidnetdirect.com//city-of-troy-mi.

B. PROPOSAL FORMAT

1. Cover Letter

- a. Caterer Profile
 - o Indicate size of company – annual sales, number of clients in Detroit area, number of employees, geographic area of operation, etc.
 - o Indicate percentage of total 2022 & 2023 annual sales attributed to off-premise catering versus onsite food service (operating cafes, restaurants, etc.)
 - o Indicate percentage of 2022 & 2023 off-premise catering attributed to social versus corporate catering
- b. Denote that the caterer has read the RFP, and is in agreement with all the terms and conditions outlined in the RFP document and Agreement (contract)
- c. Acknowledge receipt of any and all amendments to this RFP

2. Minimum Qualifications

Refer to Section I, part D for **Minimum Qualification Requirements** for this RFP. In order for the proposal to be considered, Caterer must address each qualification and if necessary, provide additional information and/or documentation for each item.

Be certain that a response is provided for each qualification, even if the response is “not applicable”.

3. Key Personnel

Describe the project team composition and include resumes of key personnel. The City must be promptly notified of any changes in key personnel prior to award.

Identify the name and contact information of:

- a. Owner
- b. Person authorized to contractually obligate the organization
- c. Person to be contacted for clarification

- d. Person responsible for license(s)
- e. Account manager assigned to address Troy Community Center client inquiries and events
- f. Local office and contact

4. Experience and Technical Competence

Describe relevant experience in developing and managing a successful food service operation and knowledge of the industry and how they relate to Community Center events. Highlight off-premise catering experience, the quality of such experience, and demonstrated ability, experience at similar historic and/or cultural institutions, and any prior work with other public agencies. Catering experience must include ability to provide catering menus, pricing and variety to meet the needs of Troy Community Center events.

Describe ability to respond to prospective client inquiries, including response time to initial inquiry, ability and past experience in assembling a highly qualified staff, efficiency and timeliness in completion of events.

This section must also include customer service policies and practices, employee staffing and training plans, and marketing, sales and advertising strategies.

4. Project Understanding and Approach

Describe caterer's understanding of the private event business at the Troy Community Center with its unique opportunities and challenges, and discuss the manner in which caterer would operate in compliance, utilize sustainable best practices, and bring a high-level of value and innovation.

- a. State how caterer would comply with liquor liability license and insurance requirements.
- b. Outline standard format for client proposals and a sample of how caterer might frame regulatory and operating conditions.

5. Cost of Services

Sample proposals and invoices specified below should include cost breakdown and detail of services and items provided. Breakdown should include food, beverages, labor, and applicable rentals and/or disposables.

- a. Supply three specific sample proposals that would be suitable for the Troy Community Center, including cost breakdown. Examples: Large Business Event, Wedding and Family Event
- b. Include three (3) or more photos of food presentation.
- c. Provide sample final invoices for each proposal. Indicate whether caterer will include license fee as a line item or incorporate within overall costs.

6. References

List a minimum of three (3) references for whom comparable services were provided to in the last three (3) years. Include the name of the organization, name of the contact, telephone number of the contact, email address of contact (if available), brief description of the services provided and caterer's role, and the start and completion date. There must be at least one (1) corporate and one (1) social reference.

IV. EVALUATION

A. EVALUATION POINT SUMMARY

All proposals meeting the minimum qualifications will be further evaluated using the criteria and point structure below. Additionally, caterers whose proposals meet the minimum qualifications may be invited to participate in an interview. Evaluations will be based on the weighted criteria listed, which correspond to information requested in various sections of the proposal:

CRITERIA	MAXIMUM POINTS
Minimum Qualifications	25
Experience and Technical Competence	25
Project Understanding and Approach	25
Cost of Services	10
Quality and Completeness of Proposal/Presentation	10
Value Added/Breadth of Service	5
TOTAL POINTS	100

B. EVALUATION FACTORS

Minimum Qualifications: Up to 25 points may be awarded based on the evaluation of caterer's experience, abilities, licenses and qualifications in response to **Minimum Qualifications** section.

Experience and Technical Competence: Up to 25 points may be awarded based on the evaluation of the degree of knowledge, innovation and creativity exhibited in the proposal and described prior experience, including that of key personnel; experience with previous projects of comparable complexity, scale and nature, and quality of responses to **Key Personnel** and **Experience and Technical Competence** sections.

Project Understanding and Approach: Up to 25 points may be awarded based on the caterer's stated ability to operate in compliance with City and Troy Community Center regulations, opportunities and challenges and the quality of responses to **the Project Understanding and Approach** section.

Cost of Services: Up to 10 points may be awarded for the ability to maintain competitive pricing, based on proposals and sample invoices required in **Cost of Services** section.

Quality and Completeness of Proposal and Presentation/Demonstration: Up to 10 points may be awarded based upon overall quality of responses to questions, proposal submission (including menu samples), and presentation/tasting of specific menu items.

Value Added/Breadth of Service: Up to 5 points may be awarded based on previous or current relationship with the caterer (if a current Troy Community Center caterer) and/or caterer's ability to provide insight and information on industry best practices.

C. CATERER SELECTION PROCESS

Selection

The City of Troy has the sole authority to select the Caterers that will be made available on the Preferred Catering List and reserves the right to reject any and all proposals. The City reserves the right to approve all sub-contractors proposed to be retained by the prime Caterer. Upon signing of the agreement, no change in proposed personnel or sub-contractors can be made without the City's review and written authorization.

By submitting a response to this RFP, prospective caterers waive the right to protest after award or seek any legal remedies whatsoever regarding any aspect of this RFP. The City reserves the right to select any number of finalists. In addition, the City reserves the right to issue written notice to all participating caterers of any changes in the proposal submission schedule, should the City determine in its sole and absolute discretion that such changes are necessary. The City reserves the right to request additional information from any proposing caterer. All original work products, including computer files, shall remain the property of the City.

The City reserves the right to retain an expert to evaluate the caterer's work or qualifications at all stages in the selection process. Additionally, any contract entered into will be subject to termination at any stage if in the judgment of the City, such termination is in the best interest of the City. In the event such decision is made, appropriate written notice would be given before any termination.

Any number of caterers whose proposal is the most advantageous to the City, taking to consideration all the evaluation factors, will be recommended for inclusion on the preferred list. Notwithstanding the Evaluation Team's selection, the City reserves the right to award this RFP and the resultant Contract in any manner it deems to be in the best interest of the City and make the selection based on its sole discretion. The City is the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP.

Contract Award and Execution

Selection of a caterer with whom the City enters into contract negotiations with, or a recommendation of an award by the Evaluation Team or any other party, does not constitute an award of Contract.

The RFP document and the successful party's proposal response, as amended by agreement between the City of Troy and the successful party, may become part of the Contract documents. Additionally, the City of Troy may verify the successful party's representations that appear in the proposal. Failure of the successful party to perform as represented may result in elimination of the successful party from further negotiation or in Contract cancellation or termination.

No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a Vendor shall be binding. The City of Troy shall not be bound, or in any way obligated, until the City has awarded the Contract and all documents have been executed. The proposing party may not incur any chargeable costs prior to final Contract execution.



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

A **corporation** duly organized and doing business under the laws of the State of _____ for
whom _____, bearing the office title of _____, whose
signature is affixed to this proposal, is duly authorized to execute contracts.

A **partnership**, all members of which, with addresses, is:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

_____	_____
-------	-------



**CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT**

TO WHOM IT MAY CONCERN:

_____, being duly sworn deposed, says that he/she
(Print Full Name)

is _____. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

SIGNATURE OF PERSON SUBMITTING BID

NOTARY'S SIGNATURE

Subscribed and sworn to before me this _____ day of _____, 20__ in and for _____
County.

My commission expires:



**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2-Contracts.

[] I am able to certify to the above statements.

Name of Agency/Company/Firm *(Please Print)*

Name and title of authorized representative *(Please Print)*

Signature of authorized representative

Date

[] I am unable to certify to the above statements. Attached is my explanation.



**VENDOR CERTIFICATION
THAT IT IS NOT AN
“IRAN LINKED BUSINESS”**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS”, as defined by law.

Vendor	
Legal Name	
Street Address	
City	
State, Zip	
Corporate I.D. Number/State	
Taxpayer I.D. #	

The undersigned, with: 1.)full knowledge of all of Vendors business activities, 2.)full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an “IRAN LINKED BUSINESS” as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: _____

Printed Name of Vendor's Authorized Agent: _____

Witness Signature: _____

Printed Name of Witness: _____

G:\ BidLanguage_IranLinkedBusiness



Proposer's Sworn and Notarized Familial Disclosure
(to be provided by the Proposer)

The undersigned, the owner or authorized officer of _____ (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of _____ and any member of the City of Troy City Council or City of Troy Administration.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)

)ss.

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 2024, by

EXHIBIT A

CATERING LICENSE AGREEMENT

This CATERING LICENSE AGREEMENT ("Agreement" or "License"), entered into this _____ day of _____, 2024 ("Commencement Date"), by and between the CITY OF TROY, a municipal corporation ("City"), and _____, a Michigan corporation ("Caterer"), is made with reference to the following:

RECITALS

- A. City is a municipal corporation duly organized and validly existing under the laws of the State of Michigan with the power to carry on its business as it is now being conducted under the statutes of the State of Michigan and Charter of the City. City is the owner and operator of the Troy Community Center.
- B. Caterer is a _____ corporation in good standing in the State of Michigan.
- C. The City issued a Request for Proposals for Preferred Caterers for Private Events ("RFP") at the Troy Community Center in the City of Troy ("Community Center"), a copy of which is incorporated by reference. The RFP identifies the conditions required for catering events and the specific areas available at the Community Center for catering.
- D. In response to the RFP, the Caterer provided a Proposal dated on or about XXX XXX, 2024 ("Proposal"), a copy of which is incorporated by reference.
- E. From the various proposals submitted in response to the RFP, the City has created a List of Preferred Caterers for referral to individuals or entities renting the Troy Community Center for meetings or social functions. Caterer is one of the caterers on the City's List of Preferred Caterers.
- F. City and Caterer desire to enter into this Agreement to allow the Caterer to provide catering services at the Troy Community Center, when requested by individuals or entities renting the Troy Community Center, upon the terms and conditions set forth herein. Accordingly, this is not intended to be an exclusive license, but instead, a limited nonexclusive catering license.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

///

AGREEMENT

1. TERM OF AGREEMENT.

1.1. Initial Term. The term of this Agreement shall be for a period of three (3) years commencing from the Commencement Date and terminating at midnight five years thereafter, unless extended pursuant to Section 1.2 or terminated pursuant to Section 16, below.

1.2. Extension Term. City shall have two (2) separate options to extend the term of this Agreement by an additional period of one (1) year each on the same terms and conditions. The City may exercise its option, at its sole and complete discretion, by letter written by the City Manager or designee.

2. GRANT OF LICENSE; AND LICENSE AREA.

2.1. Catering of Permitted Items. City hereby grants to Caterer a limited nonexclusive revocable license to provide catering services as set forth in the Caterer's Proposal and in accordance with this Agreement to cater events to individuals or entities with a Facilities Use Permit issued by the City for the Troy Community Center ("Permittee"). The menu items and services may be modified from time to time by mutual agreement by the Caterer and City. Caterer is designated as one of the City preferred caterers authorized pursuant to this License to cater events to Permittees. All rentals at the Troy Community Center shall be made through the City; however the Permittee can select their own caterer from the List of Preferred Caterers.

2.2. License Area. Caterer's catering activities are limited to those areas of the Troy Community Center rented by Permittee for each catered event ("License Area"). This License includes the Caterer's reasonable right of access to and from the License Area.

3. REQUIREMENTS OF USE.

Caterer shall comply with all of the following requirements for use of the License Area:

3.1. Caterer Contacts. Caterer shall designate (i) a permanent Account Manager to handle all the Troy Community Center referrals and be present at the initial meeting with Permittee; and (ii) a permanent Business Manager to handle the insurance, License Fee, notices and other requirements set forth in this Agreement;

3.2. Full Service Catering. Caterer shall provide, directly or indirectly, full services required by the Permittee, including glassware, silverware, china, and linens;

3.3. Catering Uniforms. Caterer shall conform to a professional dress code and appearance;

3.6. Menus. Caterer shall provide Menus (with prices) for the following food services: continental breakfast, plated or buffet brunch, plated lunch, buffet lunch, plated dinner, buffet dinner, hors d'oeuvres reception and drop-off services;

3.7. Staging. Food staging areas are not available;

3.8. Onsite Cooking. Cooking of food onsite by caterers is not allowed. Caterers are permitted to utilize transit boxes, convection ovens and other heating and warming ovens in the service kitchens in order to complete final preparation of the menu;

3.9. Alcohol Service. Alcohol service must be served indoors by a properly-licensed and bonded Caterer and in accordance with all applicable laws and a valid Caterer's Permit issued by the MLLC. Guests are required to consume alcohol only in the licensed areas rented by Permittee. Caterer is responsible for the cessation of alcohol service one-half hour prior to the end of an event;

3.12. Event Ending. Events must end by Midnight Monday through Friday and Midnight Saturday and Sunday. Caterer(s) are responsible for all rentals arranged through caterer to be off-site by site closure times;

3.13. Furniture Rental. All furniture for event set up is provided by the Troy Community Center; no outside rental of furniture is permitted;

3.14. Rental Restrictions. Examples of items that may Not be brought in as rentals include; smoke machines, heat lamps, fog machines and candles.

3.15. Troy Community Center Guidelines and Policies. Caterer shall comply with all Troy Community Center Guidelines and Policies, as may be amended from time to time by the City in its sole discretion. Any amendments to the Troy Community Center Guidelines or Policies will be provided by the City to the Caterers prior to implementation of said guidelines; and

3.16. Discounts and Donations. Any discount or donations of food and beverage to the Permittee must be in full compliance with the Troy Community Center Policy on Discounts and Donations, and shall require advance written approval from the City in accordance with said policy.

3.17. Although nothing in this Agreement is intended to prohibit Caterer from providing food or beverage service for individuals, businesses and third parties at other venues where Caterer is licensed, Caterer shall not encourage a different venue for patrons for the sole purpose of establishing a client base at the expense of the City of Troy.

4. LICENSE FEE.

4.1. License Fee. For each catered event, Caterer(s) agree to pay the City a license fee in the amount of ten percent (10%) of Gross Sales, as defined herein.

The term "Gross Sales", as used in this License, shall mean and include the entire amount of the actual sales prices for all sales of food and nonalcoholic beverage originating from business conducted by Caterer in, on or from the License Area. No deduction shall be allowed for uncollected or uncollectible credit accounts or for direct or indirect discounts, rebates, credits, or other deductions unless offered on a uniform basis. The term "Gross Sales" shall not, however, include any sums collected and paid out by Caterer for any sales or excise tax imposed by and accounted for by Caterer to any duly constituted governmental authority, and for approved discounts and donations of food and beverage approved in advance by the City in accordance with the Troy Community Center Policy on Discounts and Donations.

4.2. Payment of Gross Sales. Caterer shall prepare and deliver to City a written Statement of Caterer's Gross Sales by the 15th of the month for events catered for the month prior, along with the payment of License Fees, without set off or deduction, and copies of final invoices. Payment shall be made by check or money order payable to the City of Troy, and shall be mailed or delivered to the following address:

Event Services
Troy Community Center
3179 Livernois
Troy, MI 48083

4.3. Late Fees. Caterer acknowledges that late payments of its monetary obligations to the City will cause the City to incur costs not contemplated by this License and the exact amount of these costs will be extremely difficult to ascertain. If Caterer fails to pay any of its monetary obligations to the City within ten (10) calendar days from the date the payment is due, late charges in the amount of ten percent (10%) of the unpaid amount shall be paid by the Caterer as Additional License Fees. Caterer shall pay this amount for each calendar month in which all or any part of any payment to the City remains delinquent for more than ten (10) calendar days after the due date. The parties agree that late charges represent a fair and reasonable estimate of the costs the City will incur for late payment of any monetary obligations. Acceptance of the late charges by the City shall not constitute a waiver of the Caterer's defaults with respect to the overdue amount or prevents the City from exercising any of its rights and remedies pursuant to this License. Caterer shall pay the late charge as Additional License Fees at the time the next installment of License Fees is paid.

5. RESPONSIBILITY FOR CATERER'S USE OF LICENSE AREA

Caterer accepts the License Area in "AS IS" condition and City shall not be required to make any alterations, improvements or repairs therein or thereon. Caterer hereby waives any and all rights, any expressed or implied warranties concerning the condition of such areas. Caterer shall not make any changes to or remove any portion of such areas without first securing City's written consent. All such approved changes or removals shall be at the sole expense of Caterer. In the event of any damage to the License Area or its contents caused by Caterer or any of its vendors, employees or agents, Caterer agrees to promptly repair all such damage immediately to the City's satisfaction.

6. EMPLOYEES AND MECHANICS' LIENS.

Caterer shall operate the catering activities in such a manner as to prevent the filing of any mechanics' liens, and other liens, and liens for labor, services, supplies, equipment, or material incurred by it, and Caterer will at all times fully pay and discharge and wholly protect, defend and hold harmless City on account of said liens, claims assertions, or filing thereof.

7. TAXES.

The Caterer shall exonerate, indemnify, and hold harmless the City from and against, and shall defend the City from and against, and shall assume full responsibility for, payment of all wages or

salaries and all federal, state, and local taxes or contributions imposed or required under the Unemployment Insurance, Social Security, Income Tax laws, Worker's Compensation laws, or other laws with respect to the Caterer's employees engaged in the performance of Caterer's obligations thereunder. Caterer shall pay any and all taxes upon personal property and improvements belonging to said Caterer and upon its possessory interests, if any, and Caterer shall pay all sales and other taxes levied against the operation of said business.

8. INSURANCE REQUIREMENTS.

Prior to the Commencement Date, Caterer shall procure, maintain and pay for insurance against claims for injuries to persons or damage to property that may arise from or in connection with the catering services by Caterer or his/her/its agents, representatives, employees or subcontractors for the duration of this Agreement. Caterer must obtain insurance that, at a minimum, meets the requirements for insurance set forth in Exhibit A, Insurance Requirements and Verifications, which is attached hereto and incorporated herein by reference.

9. RECORD OF TRANSACTIONS

Caterer shall keep complete records and accounts in accordance with generally accepted accounting principles (GAAP) of all business transacted pursuant to this Agreement. Caterer shall give City access, during reasonable business hours, to such records and accounts. Caterer shall retain all primary sales records as evidence of Gross Sales for each year for at least thirty-six (36) months after the expiration of this License.

The acceptance by City of payments of any license fees due under this Agreement shall be without prejudice to City's right to an examination of Caterer's books and records of its Gross Sales in order to verify the amount of Caterer's Gross Sales. At any reasonable time during normal business hours and at Caterer's principal place of business within two (2) years after receipt of any statement furnished it by Caterer and upon ten (10) days' prior written notice to Caterer, City may cause a special audit to be made of Caterer's business records relating to Gross Sales from said leased License Area for the period covered by such statement. Except as provided in the following paragraph, City shall pay the cost of such audit. The Caterer shall promptly pay any deficiency disclosed by such audit. Any accounting firm selected by City shall perform any such special audit.

If such audit shall disclose an additional liability for License Fee in excess of five percent (5%) of the percentage of the License Fee theretofore computed and paid by Caterer for the period covered by the audit, Caterer shall also pay to City the cost of the audit.

Each Statement of Gross Sales submitted by the Caterer shall become binding upon City two (2) years after delivery thereof to City, unless within such two (2) year period City shall cause a special audit to be commenced.

10. LAWS AND ORDINANCES.

During the term of this License, Caterer shall comply with all applicable federal, state and local laws, ordinances, codes and regulations ("Applicable Laws") that may be amended from time to time. The violation of any Applicable Law shall be deemed a material breach of this License.

11. PERMITS AND LICENSES.

The Caterer shall be required to obtain any and all governmental permits or licenses that may be required from time to time in connection with the services to be performed under this Agreement, including, but not limited to a Catering permit issued by the MLCC if alcohol is to be served. Permits must be submitted within 14 days of expiring permit.

12. PROHIBITION AGAINST TRANSFER.

The parties hereby specifically agree that this License is personal to Caterer and that Caterer is prohibited from assigning all or any of its interests under or pursuant to this License to any other party or parties. Any attempt to do so shall be null and void, and any purported assignee, sub lessee, or transferee shall acquire no right or interest in this License. All required permits, licenses and any agreements related to the Caterer's operation must be in Caterer's name or it will be deemed a purported transfer of this License.

13. WAIVERS.

A waiver by the City of any breach of any term, covenant or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein, whether of the same or a different character.

14. HOLD HARMLESS, DEFEND AND INDEMNIFICATION.

Caterer shall indemnify, defend and hold harmless City, its City Council, boards and commissions, officers, agents, employees and volunteers (collectively, the "City") from and against any and all actions, causes of action, obligations, costs, damages, losses, claims, liabilities and demands of any nature whatsoever, including, but not limited to, reasonable attorneys' fees, regardless of the merit or outcome of any such claim or suit, arising from or in any manner connected to: (i) Caterer's use or possession of the License Area; (ii) the exercise of the License by Caterer; (iii) the activities and operations of Caterer, its officers, agents, employees, vendors, guests and invitees; and (iii) furnishing or supplying work, services, materials, equipment or supplies. Caterer further agrees that the City shall not be liable for any loss, damage or injury to Caterer's business or property or for any injury to Caterer's employees, agents, guests or invitees.

15. INDEPENDENT CONTRACTOR.

It is understood and agreed that Caterer, in the performance of this Agreement, will be acting in the wholly independent capacity and not as agents, employees, partners, or joint ventures of the City. This Agreement does not create a tenancy of any nature whatsoever between City and Caterer.

16. DEFAULT AND TERMINATION.

16.1. Events Constituting Material Default. The occurrence of any one or more of the following events shall constitute a material default and breach of this License: (ii) Caterer's failure to abide by any of the terms and conditions of this License; (iii) Caterer's making of any arrangement or assignment of this License for the benefit of creditors; (iv) Caterer's becoming a "debtor" as defined in

11 U.S.C. Section 101; (v) the attachment, execution or other judicial seizure of any of Caterer's interest in this License; (vi) the discovery by City that any financial or other information given by Caterer to City was false or misleading in any respect; (vii) Caterer's failure to comply with the applicable laws, regulations, ordinances, statutes or rules; and (viii) Caterer's failure to obtain and keep all permits and licenses required by law.

16.2. Notice and Opportunity to Cure. In the event of default of any of the provisions of this Agreement, the City may elect to issue one of the following:

i. Notice of Noncompliance. A written notice identifying the noncompliance and setting forth the cure and the time period to effectuate a cure ("Notice of Noncompliance"). The Caterer shall be required to cure within the time period specified in the Notice of Noncompliance or prior to the occurrence of the next catered event, whichever is earlier; or

ii. Notice of Material Default. A written notice of material default with a cure period of three (3) calendar days after receipt of notice.

16.3. City's Remedies for Breach. After notice and opportunity to cure, the City may: (i) terminate this License for cause upon issuance of a Notice of Termination; (ii) maintain this License subject to enforcement of all of the City's rights and remedies under this License; and (iii) pursue any other remedy now or hereafter available to City under the laws and judicial decisions of the State of Michigan. All unpaid License Fees, Additional License Fees or any other monetary obligations of Caterer under the terms of this License shall bear interest from the date due at the maximum rate then allowable by law.

16.4. Termination Without Cause. Either party has the right to terminate this License without cause upon ten (10) days written notice to the other party. In the event City exercises its right to terminate this License, Caterer shall be permitted to fulfill its obligations and honor any catering contracts for the Licensed Area that Caterer entered into prior to receiving such termination notice, and must inform the City or its Administrator of such contracts.

16.5. Obligations Upon Termination. Upon termination of the License, Caterer shall remove Caterer's catering activities and any other personal property from the License Area. In the event Caterer fails to remove its catering activities or other personal property by the date of termination set forth in the written notice, City may take exclusive possession of the License Area by removing the catering activities or personal property and storing the same at the expense of Caterer, without commencing any legal action or obtaining any court order therefore. Caterer shall be obligated to pay for any other monetary obligations Caterer has under the terms of this License with interest at the legal rate.

17. NOTICES.

All notices, demands, requests or approvals to be given under this Agreement, shall be given in writing and shall be deemed served when sent by email and either (i) delivered personally, or (ii) seventy-two (72) hours after the deposit thereof in the United States mail, postage prepaid, addressed as hereinafter provided.

All notices, demands, requests or approvals from the Caterer to City shall be addressed to:
Brian Goul, Recreation Director
Troy Community Center
3179 Livernois
Troy, Michigan 48083
Email: GoulB@troymi.gov
Telephone Number: (248) 524-3529

All notices, demands, requests or approvals from the City to Caterer shall be addressed to:
Caterer Contact
Company Name
Address
Address

It is the responsibility of the Caterer to maintain updated and current contact information.

18. RIGHTS LIMITED TO REVOCABLE LICENSE.

Notwithstanding anything contained in this License or the actions of the parties in the future, under no circumstances shall the License granted herein ripen into either a lease or easement (whether under claim of prescriptive right or otherwise).

19. INTERRUPTION OF LICENSE RIGHTS DUE TO EMERGENCY.

In the event of an emergency that jeopardizes the health, safety or welfare of the public or any individual, City may remove Caterer from the License Area and regain possession of it without notice to Caterer. The exercise of City's rights under this Section shall be at City's sole and absolute discretion.

20. RELATIONSHIP OF PARTIES.

The relationship between City and Caterer is solely that of City and Caterer. Both parties acknowledge the relationship is not of landlord and tenant, easement grantor and easement grantee, or any other relationship.

21. MERGER OF NEGOTIATIONS.

This License represents the full and complete understanding of every kind and nature whatsoever between the parties hereto and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions hereof, and this License shall not be modified except upon the written agreement of both City and Caterer.

22. NONDISCRIMINATION.

Caterer agrees not to discriminate against any individual because of race, color, religion, national origin, ancestry, sex, sexual orientation, age, weight, disability, or condition of having AIDS, in connection with the License granted herein.

23. COST OF LITIGATION.

Should either party hereto institute any action or proceeding to enforce any provision hereof or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing party shall be entitled to receive from the losing party all costs and expenses and such amount as is adjudged to be reasonable attorney's fees for the costs incurred by the prevailing party in such action or proceeding.

24. CAPTIONS OF CONVENIENCE.

The captions herein are for convenience only and are not a part of this Agreement and do not in any way limit, define or amplify the terms and provisions hereof.

25. COUNTERPARTS.

This Agreement may be executed in several counterparts, each of which original and all of which together constitute but one and the same document.

26. MERGER OF NEGOTIATIONS.

This Agreement represents the full and complete understanding between the parties hereto and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions hereof.

27. GOVERNING LAWS.

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties hereunder, shall be interpreted and construed pursuant to the law of the State of Michigan.

28. ALCOHOL SERVICE.

If Caterer desires to offer alcohol service, then Caterer shall designate and use an already existing Michigan Liquor Control Commission liquor license held in Caterer's name and/or which can be used for catering services at the Troy Community Center. It is the responsibility of Caterer to apply to or obtain any required permission or licenses for whatever liquor license it will use for catering at the Troy Community Center. The Caterer shall keep the license in good standing under Caterer's name during the term of the Agreement. The Caterer shall pay all up-front costs for the application and/or liquor license required by the MLCC. Violations of the State of Michigan liquor laws will be considered as a violation of the Agreement and may result in a termination of the Agreement at City's discretion. Employees serving alcoholic beverages shall do so in compliance with the State of Michigan liquor laws and guidelines as set forth by the MLCC. Serving violations by an employee will be just cause for the termination of the Agreement at City's discretion, and the Caterer shall be deemed responsible if such conduct occurs. The Caterer shall in no way jeopardize the liquor license obtained for use at the Troy Community Center. Caterer agrees to be responsible for all sanctions and/or penalties assessed for violations of the MLCC Administrative Rules and Regulations and/or federal, state, or local laws concerning the sale/serving of alcohol at the Troy Community Center. Caterer or its agents or employees shall not sell or permit intoxicating liquors to be consumed by minors.

29. SERVSAFE CERTIFICATION.

Caterer shall possess a SERV safe certification and keep it current.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed the day and year first above written.

ATTEST:

CITY OF TROY
a municipal corporation

M. Aileen Dickson
City Clerk

By: _____
Ethan Baker
Mayor

APPROVED AS TO FORM:

Lori Grigg Bluhm
City Attorney

CATERER:

By: _____
Its: _____

ATTEST:

EXHIBIT B

INSURANCE REQUIREMENTS

Caterer shall procure, maintain and pay for the duration of the Agreement insurance against claims for injuries to person or damages to property that may arise from or in connection with the performance of services by the Caterer, its agents, representatives, employees or subcontractors.

A. Minimum Scope and Limits of Insurance. Coverage shall be at least as broad as:

- (1) Commercial General Liability (CGL). Insurance Services Office Form CG 00 01 covering GCL on an "occurrence" basis, including products-completed operations and personal & advertising injury, with limits of no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- (2) Liquor Liability. Insurance with limits of no less than \$1,000,000 per occurrence, if applicable.
- (3) Workers' Compensation and Employer's Liability. Workers' Compensation insurance as required by the State of Michigan and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.

If the Caterer maintains higher limits than the minimums shown above, the City of Troy requires and shall be entitled to coverage for the higher limits maintained by the Caterer.

B. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

- (1) Additional Insured Status (CGL policy). The City of Troy, its officers, officials, employees and volunteers are to be covered as additional insured on the GCL policy with respect to liability arising out of work or operations performed by or on behalf of Caterer including materials, parts or equipment furnished in connection with such work or operations. The additional insured status can be provided in the form of an endorsement at least as broad as Insurance Services Office Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.
- (2) Primary Coverage (all policies). For any claims related to this Agreement, the Caterer's insurance shall be primary as respects the City of Troy, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City of Troy, its officers, officials, employees or volunteers shall be in excess of the Caterer's insurance and shall not contribute with it.
- (3) Notice of Cancellation (all policies). Each insurance policy required herein shall state that coverage shall not be cancelled, except after 30 days prior written notice (10 days for non-payment) has been given to the City of Troy.
- (4) Waiver of Subrogation (all policies). Caterer hereby grants to the City of Troy a waiver of any right of subrogation which any insurer of said Caterer may acquire against the City of Troy by virtue of payment of any loss. Caterer agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Troy has received the a waiver of subrogation endorsement from the insurer.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Troy for all work performed by the Caterer, its employees, agents and subcontractors.

- C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City of Troy. The City of Troy may require the Caterer to reduce or eliminate the deductible or retention applicable to the contracted work or provide satisfactory proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of no less than A:VII, unless otherwise acceptable to the City of Troy.
- E. Verification of Coverage. Caterer shall furnish the City of Troy with original certificates and amendatory endorsements or copies of the applicable policy language providing the insurance coverage required herein. All certificates and endorsements are to be received and approved by the City of Troy before work commences. However, failure to obtain required documents prior to the work beginning shall not waive the Caterer's obligation to provide them. The City of Troy reserves the right to require complete, certified copies of all required insurance policies, including the endorsements required herein, at any time.
- F. Failure to Maintain Insurance Coverage. If Caterer, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. The City of Troy, at its sole option, may terminate this Agreement and obtain damages from the Caterer resulting from said breach. Alternatively, City of Troy may purchase such coverage (but has no special obligation to do so), and without further notice to the Caterer, the City may deduct from sums due to the Caterer any premium costs advanced by the City for such insurance.
- G. Subcontractors. Licensee shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.
- H. Special Risk or Circumstances. The City of Troy reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



**STATEMENT OF NO BID
CITY OF TROY**

BID NUMBER: ITB-COT 24-08
TITLE: PREFERRED CATERING SERVICES FOR TROY COMMUNITY CENTER

Please Send or Fax To:
 City of Troy Purchasing Department
 500 W. Big Beaver Rd.
 Troy, MI 48084

FAX NUMBER: (248) 619-7608

We, the undersigned, have declined to bid on the subject bid for the following reasons:

Check All That Apply	REASON
<input type="checkbox"/>	Our company does not handle the type of product / service
<input type="checkbox"/>	We cannot meet the specifications nor provide an approved alternate – please explain below
<input type="checkbox"/>	Our company is not interested in bidding at this time
<input type="checkbox"/>	Job is too small
<input type="checkbox"/>	Job is too large
<input type="checkbox"/>	Cannot be competitive
<input type="checkbox"/>	Liability Issues such as insurance, bonding, indemnification, hold harmless
<input type="checkbox"/>	Insufficient time to respond – please explain below
<input type="checkbox"/>	Our company's schedule would not permit performance of the specifications
<input type="checkbox"/>	Other – describe below
<input type="checkbox"/>	Remove our company's name from this commodity code (Please note that NIGP Commodity Code numbers used by the City of Troy are general classes of items and may result in deletion from a list for another relevant

REMARKS: _____

COMPANY INFORMATION:

COMPANY NAME: _____
 SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____
 TITLE: _____
 COMPANY: ADDRESS: _____

FAX NUMBER: _____ TELEPHONE NUMBER: _____

IMPORTANT NOTE: To qualify as a respondent to the bid, the vendor must submit a bid or return this completed form.

VENDOR REGISTRATION: The City of Troy uses the MITN Purchasing Group website for vendor registration, bid and tabulation posting, award information and other processes. Final bid results will be posted on the MITN website after award. Please register to see results - - www.bidnetdirect.com/city-of-troy-mi.



Kurrys group of restaurants has over 6 years experience in the food service business, running Indian Restaurants in Farmington Hills and Troy. We started our Farmington Hills location in March 2018 with a passion to provide the best quality food for an affordable price. Upon customer demand we started serving all over Detroit Metro and as far west as East Lansing. Due to the exceptional feedback from our Troy customers, we opened our second location in the City of Troy after the Pandemic. We have consistently maintained successful operations, ensuring the highest standards of service and customer satisfaction.

Kurrys at Troy is located right in the center of Troy at 3303 Rochester Rd and is just 1.4 miles from Troy Community Center. We have about 15 Full Time and Part Time employees. We run a very lean and efficient team without any middle management. As owners of Kurrys, Srinivas Vemuri and Sudhakar Pamidimukkala primarily run Troy and Farmington Hills locations. Srinivas Vemuri has been a resident of Troy for the past 15 years and is an outstanding citizen.

Kurrys at Troy annual sales -

2022 - 1.13M

2023 - 1.19M

Roughly 30% of our revenue comes from Off-Premise Caterings. Approximately 20% of our Catering revenue comes from Corporate Events, the remaining 80% being Social and Private Events.

- a. Owner - Srinivas Vemuri srivems@gmail.com 313-433-5250
- b. Person authorized to contractually obligate the organization - Srinivas Vemuri
- c. Person to be contacted for clarification - Sudhakar Pamidimukkala
- d. Person responsible for license(s) - Sudhakar Pamidimukkala
- e. Account manager assigned to address Troy Community Center client inquiries and events - Srinivas Vemuri
- f. Local office and contact - 3303 Rochester Rd, Troy, MI 48083

Apart from our Dining and To Go operations at both locations, we catered to hundreds of off-site locations to crowds as large as 1300 people for private and public occasions like Weddings, Corporate Events, Office/Hospital Lunches, Holiday Celebrations, Dance Recitals, Cultural Events, Social Gatherings, Association and other celebratory events.

A few venues that we catered multiple times at but not limited to -

- City Halls - Novi, Wixom, Rochester Hills, Ford Community & Performing Arts Center in Dearborn
- Major Hotel Chains - Westin in Southfield, Marriott in Auburn Hills
- Banquet halls - San Marino Club in Troy, St. Lucy Church in Troy, The Palazzo Grande in Shelby, Burton Manor in Livonia, Farmington Manor, St. Toma Church in Farmington Hills, The Meridian in Farmington Hills
- Public/Private Schools - Athens High, Lake Orion High, Rochester High, Clawson High, Eagle Creek Academy
- Offices/Hospitals - Magna Electronics, Ally Financial, SMR Automotive, General Motors, Ford Motor Company, Ascension St. John Hospital

We have a wide range of choices including Vegan, Vegetarian, Chicken, Goat, Lamb and Seafood items. Our pricing starts at a reasonable \$12 per head for over 100 guests and we cater round the clock starting from Breakfasts, Brunches, Lunches, High Teas, Cocktail Hours, Dinners and Late Night Snacks.

We have a dedicated Banquet facility in Farmington Hills but do not have one in Troy. We are looking forward to partnering with Troy Community Center and promoting it as our primary Banquet facility. We had multiple customers request Kurrys to cater for their events at the Troy Community Center and some opted for different venues since Kurrys was not on the City's Preferred Caterers List.

Please find attached documents that we believe will help City of Troy make a decision to add us to the Preferred Caterers List -

Articles of Incorporation - Troy and Farmington

Food Service Licenses - Troy and Farmington

Latest Health Inspection Report

Food Safety Manager Certifications

Catering Menu Pricing & Choice of Items

Sample Catering Invoices

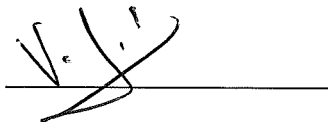
Sample Reviews and Testimonials from our Catering Customers

Sample Photographs at our Catering Events

Some Awards received from Charitable and Social Organizations

I attest to the fact that we have read the RFP in its entirety and that I am in agreement with all the terms and conditions outlined in the RFP document and Catering License Agreement.

Signature :



Full Name : SRINIVAS VEMURI

Title : OWNER

Email : srivems@gmail.com

Contact No : 313-433-5250

SAMPLE REFERENCES -

Corporate -

Magna Electronics
Julia Ibrahim
julia.ibrahim@magna.com
586-480-9345

Provided Catering Services to Magna Electronics on multiple occasions at their facilities in Troy, Auburn Hills and Rochester Hills. Sample Invoice attached.

Social -

Maharashtra Mandal of Detroit
Prashant Javkar (MMD 2024 President)
prashant.javkar@mmdet.org
734-325-3872

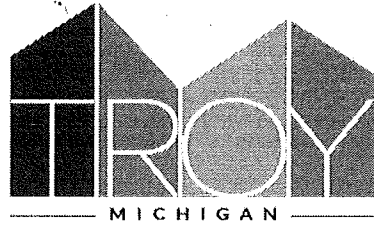
Provided Full Service Catering to 800 guests at MMD Cultural Event in Lake Orion High School

Private Party -

Purush
248-703-8921

Provided Full Service Catering to 250 guests for Mr. Purush's daughter's wedding at San Marino Club

MORE REFERENCES FURNISHED UPON REQUEST



**CITY OF TROY
REQUEST FOR PROPOSAL**

RFP-COT 24-08

PREFERRED CATERING SERVICES FOR TROY COMMUNITY CENTER

City of Troy
Troy Community Center
3179 Livernois Road
Troy, MI 48084



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

A **corporation** duly organized and doing business under the laws of the State of MICHIGAN for whom SRINIVAS VEMURI, bearing the office title of OWNER, whose signature is affixed to this proposal, is duly authorized to execute contracts.

[Handwritten signature]

A **partnership**, all members of which, with addresses, is:

AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

--	--



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

SRINIVAS VEMURI, being duly sworn deposed, says that he/she
(Print Full Name)

is OWNER. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

[Signature]
SIGNATURE OF PERSON SUBMITTING BID

[Signature]
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 05th day of June, 2024 in and for Oakland
County.

My commission expires:
12/10/2028

ARICA
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF OAKLAND
My Commission Expires 10-Dec-2028
Acting in the County of Oakland

06/05/2024





**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2-Contracts.

☐ I am able to certify to the above statements.

GOLCONDA FOODS LLC DBA KURRYS AT TROY

Name of Agency/Company/Firm (Please Print)

SRINIVAS VEMURI

Name and title of authorized representative (Please Print)

[Signature]
Signature of authorized representative

06/05/2024

Date

☐ I am unable to certify to the above statements. Attached is my explanation.



**VENDOR CERTIFICATION
THAT IT IS NOT AN
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	GOLCONDA FOODS LLC DBA KURRYS AT TROY
Street Address	3303 ROCHESTER RD
City	TROY
State, Zip	MI 48063
Corporate I.D. Number/State	802632956 / MICHIGAN
Taxpayer I.D. #	86-2787324

The undersigned, with: 1.) full knowledge of all of Vendors business activities, 2.) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: _____

Printed Name of Vendor's Authorized Agent: _____

Witness Signature: _____

Printed Name of Witness: _____

G:\ BidLanguage_IranLinkedBusiness



Proposer's Sworn and Notarized Familial Disclosure
(to be provided by the Proposer)

The undersigned, the owner or authorized officer of Golconda Foods LLC (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of GOLCONDA FOODS LLC and any member of the City of Troy City Council or City of Troy Administration.

List any Familial Relationships:

BIDDER:

V. S.

By: SRINIVAS VEMURI

Its: OWNER

STATE OF MICHIGAN)

)ss.

COUNTY OF Oakland)

This instrument was acknowledged before me on the 05 day of June, 2024, by

Srinivas Vemuri

A Rico A Rico

A RICA
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF OAKLAND
My Commission Expires 10-Dec-2028
Acting in the County of Oakland



Form Revision Date 02/2011

ARTICLES OF ORGANIZATION
For use by DOMESTIC LIMITED LIABILITY COMPANY

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:

Article I

The name of the limited liability company is:

GOLCONDA FOODS, LLC

Article II

Unless the articles of organization otherwise provide, all limited liability companies formed pursuant to 1993 PA 23 have the purpose of engaging in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan. You may provide a more specific purpose:

FULL-SERVICE RESTAURANT

Article III

The duration of the limited liability company if other than perpetual is:

PERPETUAL

Article IV

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

1. Agent Name: SUDHAKAR PAMIDIMUKKALA
2. Street Address: 3303 ROCHESTER ROAD
Apt/Suite/Other:
City: TROY
State: MI Zip Code: 48083

3. Registered Office Mailing Address:

P.O. Box or Street Address: 3303 ROCHESTER ROAD
Apt/Suite/Other:
City: TROY
State: MI Zip Code: 48083

Signed this 23rd Day of March, 2021 by the organizer(s):

Signature	Title	Title if "Other" was selected
SUDHAKAR PAMIDIMUKKALA	Organizer	
SRINIVAS VEMURI	Organizer	
HEMANAGU KONERU	Organizer	

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 ORGANIZATION

for

GOLCONDA FOODS, LLC

ID Number: 802632956

received by electronic transmission on March 23, 2021 ***, is hereby endorsed.***

Filed on March 23, 2021 ***, by the Administrator.***

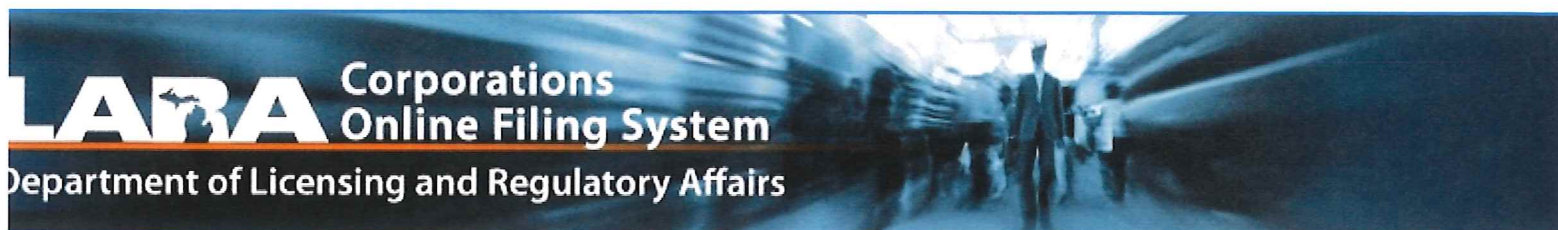
The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 23rd day of March, 2021.

Linda Clegg

Linda Clegg, Director
Corporations, Securities & Commercial Licensing Bureau



Form Revision Date 02/2011

ARTICLES OF ORGANIZATION
For use by DOMESTIC LIMITED LIABILITY COMPANY

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:

Article I

The name of the limited liability company is:

AMARAVATI FOODS, LLC

Article II

Unless the articles of organization otherwise provide, all limited liability companies formed pursuant to 1993 PA 23 have the purpose of engaging in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan. You may provide a more specific purpose:

Full service Restaurant

Article III

The duration of the limited liability company if other than perpetual is:

PERPETUAL

Article IV

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

1. Agent Name: SUDHAKAR PAMIDIMUKKALA
2. Street Address: 24361 HALSTED ROAD
- Apt/Suite/Other:
- City: FARMINGTON HILLS
- State: MI Zip Code: 48335
3. Registered Office Mailing Address:
- P.O. Box or Street Address: 24361 HALSTED ROAD
- Apt/Suite/Other:
- City: FARMINGTON HILLS
- State: MI Zip Code: 48335

Signed this 14th Day of March, 2018 by the organizer(s):

Signature	Title	Title if "Other" was selected
SUDHAKAR PAMIDIMUKKALA	Organizer	
RAVI KIRAN DOPPALAPUDI	Organizer	
SRINIVAS VEMURI	Organizer	
NAGA SATISH KANCHERLA	Organizer	

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.

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the ARTICLES OF ORGANIZATION

for

AMARAVATI FOODS, LLC

ID Number: 802173500

received by electronic transmission on March 14, 2018 ***, is hereby endorsed.***

Filed on March 14, 2018 ***, 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 14th day of March, 2018.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

Expires: 04/30/2025

Issued To: GOLCONDA FOODS LLC
3303 ROCHESTER RD
TROY MI 48083-5454

Responsible Party and Address:

GOLCONDA FOODS LLC
3303 ROCHESTER RD
TROY MI 48083-5454

State of Michigan

Department of Agriculture &
Rural Development
Food and Dairy Division

SFE-3963-253202

**FOOD SERVICE - FIXED
ESTABLISHMENT**

Display for Public View



Dr. Tim Boring
Director

Issued by the Michigan Department of Agriculture and Rural Development to operate a Food Service Establishment in accordance with provisions of Act 92, P.A. of 2000, as amended.

This license is not transferrable.

Failure to post in a conspicuous place is a misdemeanor. (See Section 4119)

Notify the Local Health Department before a change of ownership. (See Section 4123)

Direct Inquiries to the Oakland County Health Division

Expires: 04/30/2025

Issued To: AMARAVATI FOODS LLC
24361 HALSTED RD
FARMINGTON HILLS MI 48335-1609

Responsible Party and Address:

AMARAVATI FOODS LLC
24361 HALSTED RD
FARMINGTON HILLS MI 48335-1609

State of Michigan

Department of Agriculture &
Rural Development
Food and Dairy Division

SFE-4063-224552

**FOOD SERVICE - FIXED
ESTABLISHMENT**

Display for Public View



Dr. Tim Boring
Director

Issued by the Michigan Department of Agriculture and Rural Development to operate a Food Service Establishment in accordance with provisions of Act 92, P.A. of 2000, as amended.

This license is not transferrable.

Failure to post in a conspicuous place is a misdemeanor. (See Section 4119)

Notify the Local Health Department before a change of ownership. (See Section 4123)

Direct Inquiries to the Oakland County Health Division

FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

Establishment Name:	GOLCONDA FOODS LLC	Establishment ID:	441469
Establishment Address:	3303 ROCHESTER RD	Establishment Type:	FIXED ESTABLISHMENT
City, State, Zip:	TROY MI 48083	License Number:	SFE3963253202
Establishment Phone:	(248)524-1944	Owner Name:	SUKHAKAR PAMIDIMUKKALA
Establishment Fax:	(248)438-8438	CVT:	276

INSPECTION INFORMATION:

Inspection Date:	02/16/2024	NSDI:	08/16/2024
Follow-up Date:		Inspection Type:	Routine
Consumer Advisory Required:	No	Consumer Advisory Correct:	N/A
Consumer Advisory Handout Provided:	No		
Priority and Priority Foundation Violations Cited:	Yes	All Priority and Priority Foundation Violations Corrected:	Yes
Repeat Violations Cited:	No		
All Priority and Priority Foundation Violations Not Corrected:			
Inspection ID:	485573	Allergen Awareness Posted:	Yes
License Limitations:	No	Water:	Municipal
Variance:	No	Sewage:	Municipal
License Posted:	Yes	Seating Capacity:	50
Anti-Choking Techniques Posted:	No	Non-Smoking Area:	Yes

Based on this inspection, the following items marked are violations of the Michigan Food Law. Violations cited in this report shall be corrected within the time frames specified, but within a period not to exceed 10 calendar days for priority and priority foundation items (8-405.11) or 90 days for core items (8-406.11). Failure to comply with this notice may result in action against your food service license. You have the right to appeal any violations listed.

Take our client satisfaction survey at www.oakgov.com/healthsurvey.



Received By: SUKHAKAR
(Person in Charge)

Inspected By: Dawn Ransdell
Public Health Sanitarian

Date : 02/16/2024

OAKLAND COUNTY HEALTH DIVISION
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

Establishment Name:	GOLCONDA FOODS LLC	Establishment ID:	441469
Establishment Address:	3303 ROCHESTER RD	Establishment Type:	FIXED ESTABLISHMENT
City, State, Zip:	TROY MI 48083	License Number:	SFE3963253202
Establishment Phone:	(248)524-1944	Owner Name:	SUKHAKAR PAMIDIMUKKALA
Establishment Fax:	(248)438-8438	CVT:	276

CERTIFIED MANAGER INFORMATION:

<u>Manager Name</u>	<u>Certificate Number</u>	<u>Certificate Type</u>	<u>Issue Date</u>	<u>Exp. Date</u>	<u>Verified</u>	<u>Allergen</u>
SUMANTH CHOWDARY-PINNAKA	19c068-jf31f5e	State Food Safety	08/07/2023	08/07/2028	Yes	No
SAMANTHA DARAM	1caaj7-jijf0e0	State Food Safety	02/02/2024	02/02/2029	Yes	No

A certified foodservice manager is a requirement of the Oakland County Sanitary Code, Article IV.

CURRENT OBSERVATIONS:

<u>Source</u>	<u>Violation Number</u>	<u>Violation Type</u>	<u>Correct By Date</u>	<u>Corrected</u>	<u>Repeat</u>
Food Code	4-101.11	Priority	02/16/2024	Yes	No

Observation: "Thank You" bags used for food contact and packaging.

Code Requirements: Materials that are used in the construction of utensils and food-contact surfaces of equipment may not allow the migration of deleterious substances or impart colors, odors, or tastes to food and under normal use conditions shall be: P

- (A) Safe; P
- (B) Durable, corrosion-resistant, and nonabsorbent;
- (C) Sufficient in weight and thickness to withstand repeated warewashing;
- (D) Finished to have a smooth, easily cleanable surface; and
- (E) Resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition.

Method of Correction: Cannot use Thank you" bags as containers for food. Must use food grade.

Correction Detail: Food was removed and placed in food grade bags.

Food Code	7-102.11	Priority Foundation	02/16/2024	Yes	No
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Observation: Unlabeled chemical spray bottle found in dish area.

Code Requirements: Working containers used for storing poisonous or toxic materials such as cleaners and sanitizers taken from bulk supplies shall be clearly and individually identified with the common name of the material. Pf

Method of Correction: Label all working chemical containers with common name of chemical.

Correction Detail: Spray bottle was labeled.

COMMENTS:

For more information regarding vaccines or to make an appointment visit oakgov.com/health. Nurse on call is available at 800-848-5533 Monday through Friday 8:30 a.m. - 5 p.m. Inspection conducted by Dawn Ransdell. Call 248-343-5404 or email ransdell@oakgov.com with any questions.



Received By: SUKHAKAR
(Person in Charge)

Inspected By: Dawn Ransdell
Public Health Sanitarian

Date : 02/16/2024

StateFoodSafety

A CERTUS COMPANY



StateFoodSafety

FOOD MANAGER CERTIFICATION

PRESENTED TO

Samatha Daram

for successfully completing the StateFoodSafety Food Protection Manager Certification Exam.

This exam is accredited by the ANSI National Accreditation Board (ANAB).

Feb 2, 2024

DATE OF ISSUANCE

Valid five (5) years from date of issuance.



1caaj7-ijf0e0

VERIFICATION NUMBER

Verify certificate online at
www.statefoodsafety.com/Verify



VERIFICATION CODE

Use any QR code reader on a
mobile device to verify.

42

EXAMINATION FORM

John Comly
John Comly
Chief Executive Officer

Contact us at www.statefoodsafety.com.



ACCREDITED PROGRAM
ANSI National Accreditation Board
and the Conference for Food Protection

StateFoodSafety

A CERTUS COMPANY



StateFoodSafety

FOOD MANAGER CERTIFICATION

PRESENTED TO

Sumanth Choudhary Pinnaka

for successfully completing the StateFoodSafety Food Protection Manager Certification Exam.

This exam is accredited by the ANSI National Accreditation Board (ANAB).

Aug 7, 2023

DATE OF ISSUANCE

Valid five (5) years from date of issuance.



19c068-jf31f5e

VERIFICATION NUMBER

Verify certificate online at
www.statefoodsafety.com/Verify



VERIFICATION CODE

Use any QR code reader on a
mobile device to verify.

40

EXAMINATION FORM

John Conly
John Conly
Chief Executive Officer

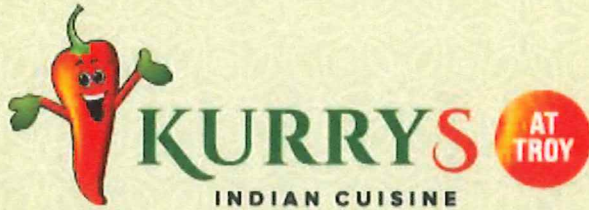


ACCREDITED PROGRAM
ANSI National Accreditation Board
and the Conference for Food Protection

Contact us at www.statefoodsafety.com.

ID 1020

INVOICE



3303 Rochester Rd, Troy, MI 48083



248-599-2995



/kurrysattroy

www.kurrysattroy.com

DATE	4/14/2024
QUOTE #	M101
CUSTOMER ID	MMD01

CUSTOMER

Ash Naik 248-703-9482

Deepa Band 248-550-1163

Deepa Ingale 313-207-8872

DESCRIPTION

				TAXED	AMOUNT
Lunch Catering for 800 People on 04/14/2024 @ \$10 per head					\$ 8,000.00
Chapathi					
Methi Chaman					
Aloo Jeera					
Masale Bhat					
Jalebi					
Mattha					
Cutlery, Delivery, Setup & Service including 5 Resources for 800 guests @ \$2.5 per head					\$ 2,000.00

OTHER COMMENTS

Sales Tax is Exempt for Non Profit Organizations

Subtotal	\$ 10,000.00
Tax rate	0.000%
Tax due	-
Other	-
TOTAL	\$ 10,000.00

Make all Checks payable to
Kurrys At Troy

If you have any questions about this quote, please contact
Kurrys at Troy Management at kurrysattroy@gmail.com

Thank You For Your Business!

If you have any questions about this quote, please contact
Kurrys Management at info@kurrys.com
Thank You For Your Business!



KURRY'S
INDIAN CUISINE

24361 Halsted Rd
Farmington Hills, MI 48335

☎ 248-826-2014
f /kurrysrestaurant

www.kurrys.com

DATE	4/21/2018
INVOICE #	101
CUSTOMER ID	DTA
DUE DATE	4/27/2018

BILL TO

Detroit Telugu Association
26233 Taft Rd
Novi, MI 48374
reply2nm@gmail.com

DESCRIPTION	TAXED	AMOUNT
Ugadi 2018 Celebrations Vegeratian Food Catering for 600 people @ \$7 per head		\$ 4,200.00
Bottled Water for 600 people		\$ 108.00

OTHER COMMENTS

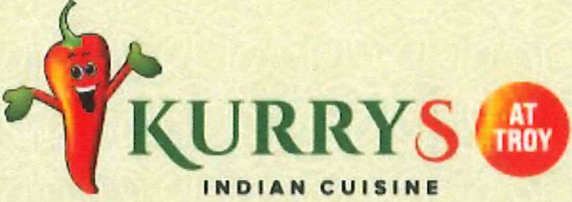
1. Total payment due in 7 days
2. Please include the invoice number on your check



Subtotal	\$ 4,308.00
Taxable	-
Tax rate	6.000%
Tax due	-
Other	-
TOTAL	\$ 4,308.00



Make all checks payable to
Amaravati Foods

If you have any questions about this invoice, please contact
Ravi Doppalapudi ravi.netcool@gmail.com 571-606-9919

Thank You For Your Business!



3303 Rochester Rd, Troy, MI 48083
  **248-599-2995**

  /kurrysattroy
www.kurrysattroy.com

INVOICE

DATE	2/1/2023
INVOICE #	103
CUSTOMER ID	MTS

CUSTOMER
Tamil Sangam Michigan
Sterling Hts, MI, United States
Non-Profit Tax ID : 38-2391677

DESCRIPTION	TAXED	AMOUNT
Catering for 1150 People @ \$12.75 per head		\$ 14,662.50
\$14,662.50 Check payable to KURRYS AT TROY		
Serving by Kurrys Crew for 1150 people @ \$1.50 per head		\$ 1,725.00
\$1,725.00 Cash payable to KURRYS AT TROY		
Banana Leaves 1050 count @ \$1.90		\$ 1,995.00
Extra 100 Banaana Leaves with Shipping @ \$3.00		\$ 300.00
\$2,295.00 Check payable to RADHA RENGANATHAN		
	Subtotal	\$ 18,682.50
	Taxable	\$ -
	Tax rate	0.000%
	Tax due	-
	Other	-
	TOTAL	\$ 18,682.50

OTHER COMMENTS

--

If you have any questions about this quote, please contact
 Kurrys at Troy Management at kurrysattroy@gmail.com
Thank You For Your Business!



INVOICE

DATE	1/29/2024
INVOICE #	M104
CUSTOMER ID	Magna



3303 Rochester Rd, Troy, MI 48083

248-599-2995

/kurrysattroy
www.kurrysattroy.com

CUSTOMER

Magna Electronics
ATTN. Julia Ibrahim
[2730 Research Dr](#)
[Rochester Hills, MI 48309](#)


DESCRIPTION	TAXED	AMOUNT
Lunch Catering for 140 People on 01/31/2024		
2 Trays Gobi Manchurian		\$ 220.00
1.5 Trays Chicken Manchurian		\$ 195.00
1 Tray Kadai Paneer		\$ 120.00
1.5 Trays Malai Kofta		\$ 180.00
1.25 Trays Butter Chicken		\$ 150.00
0.75 Tray Lamb Korma		\$ 135.00
50 Nos Butter Naan		\$ 100.00
50 Nos Tandoori Roti		\$ 125.00
1 Tray Veg Biryani		\$ 100.00
1 Tray Paneer Biryani		\$ 115.00
1 Tray Boneless Chicken Biryani		\$ 125.00
0.75 Tray Goat Dum Biryani		\$ 120.00
140 Nos Gulab Jamun		\$ 140.00
70 Nos Rasmalai		\$ 70.00
180 Nos Soft Drink (Coke, Diet Coke & Sprite)		\$ 180.00
Servingware, Plates, Bowls, Napkins & Cutlery		\$ 100.00
Delivery		\$ 60.00
	Subtotal	\$ 2,235.00
	Taxable	\$ 2,235.00
	Tax rate	6.000%
	Tax due	134.10
	Other	-
	TOTAL	\$ 2,369.10


OTHER COMMENTS

Make all ACH payments to
Kurrys At Troy

If you have any questions about this quote, please contact
Kurrys at Troy Management at kurrysattroy@gmail.com
Thank You For Your Business!

CATERING PACKAGES - KURRYS

PICK 1 ITEM FROM EACH LINE ITEM BELOW	VEG ONLY PACKAGES			
	20 GUESTS	30 GUESTS	40 GUESTS	50 - 100 GUESTS
1. APPETIZER - VEG	\$270	\$400	\$550	\$13 PER HEAD \$1 FOR EACH EXTRA <u>ITEM</u>
2. APPETIZER - VEG				
3. BIRYANI OR INDO CHINESE - VEG				
4. BIRYANI OR INDO CHINESE - VEG				
5. CURRY - VEG				
6. CURRY - VEG				
7. NAAN				
8. SAMBAR/RASAM				
9. PLAIN RICE				
10. YOGURT RICE				
11. DESSERT				
	EXTRA CHARGE FOR PANEER ITEMS			
				\$12 PER HEAD \$1 FOR EACH EXTRA <u>ITEM</u>
<div></div> <div>KURRYS INDIAN CUISINE</div> <div>AT TROY</div>				

PICK 1 ITEM FROM EACH LINE ITEM BELOW	VEG AND NON VEG PACKAGES			
	20 GUESTS	30 GUESTS	40 GUESTS	50 - 100 GUESTS
1. APPETIZER - VEG	\$300	\$450	\$600	\$15 PER HEAD \$1 FOR EACH EXTRA <u>ITEM</u>
2. APPETIZER - NON VEG				
3. BIRYANI OR INDO CHINESE - VEG				
4. BIRYANI OR INDO CHINESE - NON VEG				
5. CURRY - VEG				
6. CURRY - NON VEG				
7. NAAN				
8. SAMBAR/RASAM				
9. PLAIN RICE				
10. YOGURT RICE				
11. DESSERT				
	EXTRA CHARGE FOR PANEER, BONELESS CHICKEN, GOAT/LAMB AND SEAFOOD ITEMS			
				\$14 PER HEAD \$1 FOR EACH EXTRA <u>ITEM</u>
<div></div> <div>KURRYS INDIAN CUISINE</div>				

CHOICE OF ITEMS

APPETIZER - VEG	APPETIZER - NON VEG	CURRY - VEG	CURRY - NON VEG	BIRYANI / INDO CHINESE - VEG	BIRYANI / INDO CHINESE - NON VEG	NAAN
Samosa	Egg Bonda	Dal Tarkka	Egg Masala	Coconut Rice	Egg Biryani	Plain Naan
Samosa Chut	Gunter Chicken Fry - Bone In - DRY	Tomato Dal	Chicken Curry	Jhana Rice	Egg Vajpayada Gungur Bir	Butter Naan
Onion Samosa	Gunter Chicken Fry - Bone In - WET	Manjoo Dal	Chicken Chettinad	Chicken Rice	Chicken Dum Biryani	Garlic Naan
Corn Samosa	Kodi Vepudai(Dry - Sukka)	Gongura Dal	Pepper Chicken Curry	Temarind Rice	Kurrys Cha Fry Piece Biryani	Tandoori Roti
Pakora - Veg	Bayalaseema Kodi Vepudu	Chana Masala	Kodi Vepudai(Semi Gravy)	Sambal Rice	Labbiagi Long Joint Biryani	Bullet Naan
Pakora - Onion	Chettinad Chicken Varnval	Aloo Gobi	Andhra Chicken Curry	Curry Leaf Rice	Chicken Vajpayada Gungur Biryani - BONE IN	
Pakora - Spinach	South Indian Chilli Chicken - BONE IN	Blindi Masala	Mild Chicken Curry	Mint Pulav	Gongura Vajpayada Gungur Biryani	
Kaju Spinach Pakora	Tandoori Chicken	Blindi Kaju Fry	EXTRA CHARGE FOR ITEMS BELOW	Biryani Rice	Mild Chicken Biryani	
Mirchi Bajji - Andhra Style	Gongura Tandoori Chicken	Tindora Peanut Fry	Butter Chicken	Dum Rice	Gongura Chicken Biryani	Gulab Jamun
Cut Mirchi - Andhra Style	Tempp Tandoori Chicken	Pruriyal(Beetroot /Carrot/Mix Veg Chabbayi)	Chicken Tikka Masala	Kudal - Jhana Samba Rice	Ulavacharu Chicken Biryani	Rasmalai
Aloo Bonda	EXTRA CHARGE FOR ITEMS BELOW	Biryani Masala	Chicken Korma	Veg Biryani	EXTRA CHARGE FOR ITEMS BELOW	AVAILABILITY VARIES FOR ITEMS BELOW
Plantain Bajji	Chicken 65 Andhra	Gutthi Vachara	Chicken Methi	Gongura Veg Biryani	Special Chicken Biryani	Double Ka Metha
Veg Manchurian	Chicken 65 Hyderabad	Veg Chettinad	Chicken Vindaloo	Avakaya Veg Biryani	Boneless Chicken Biryani	Gajar Ka Halwa
Gobi Manchurian	South Indian Chilli Chicken	Nilgiri Veg Curry	Kashe Chicken	Chana Masala Biryani	Chicken Vajpayada Gungur Biryani - BONELESS	Fruit Custard
Gobi 65	Chilli Chicken	EXTRA CHARGE FOR ITEMS BELOW	Gongura Chicken	Veg Fried Rice	Mughlai Chicken Biryani	
Korapad Gobi	Pepper Chicken Appetizer	Horriana Korma	Avakaya Chicken	Veg Hakka Noodles	Amravati Chicken Biryani	Mousse(Mango/Strawberry/Chocolate)
Baby Corn Manchurian	Chicken 325	Paneer Saag	Chicken Curry - BONELESS	Veg Schwaan Fried Rice	Shah Jahant Chicken Biryani	Moong Dal Halwa
Baby Corn Pepper Fry	Chicken 325	Kadal Kotha	Chicken Chettinad - BONELESS	Veg Schwaan Noodles	Gongura Boneless Chicken Biryani	Semiya Kheer
Water Chestnut Manchurian	Chicken Manchurian	Paneer Tikka Masala	Pepper Chicken Curry - BONELESS	AVAILABILITY VARIES FOR BELOW ITEMS	Avakaya Boneless Chicken Biryani	Rice Kheer(Phirni)
Water Chestnut Pepper Fry	Spiced Chicken	Paneer Butter Masala/Mahani	Kodi Vepudai(Semi Gravy) - BONELESS	AVAILABILITY VARIES FOR ITEMS BELOW	Ulavacharu Boneless Chicken Biryani	Payasam(Semiya/Sabudana/Avil)
Matte Chestnut Pepper Fry	Chicken Manjula	Paneer Paneer	Kodi Vepudai(Dry - Sukka) - BONELESS	Raju Gari Veg Pulav	EXTRA CHARGE FOR ITEMS BELOW	Sweet Pongal
Korma Pakoda - Veg	Curry Leaf Chicken	Kadal Paneer	Andhra Chicken Curry - BONELESS	Guthi Venkaya Pulav	Goat Dum Biryani	Mango Rasmalai
EXTRA CHARGE FOR ITEMS BELOW	Curry Leaf Chicken	Mirin Chaman	Nilgiri Chicken Curry - BONELESS	Jack Fruit Biryani	Goat Fry Biryani	
Chilli Paneer	Kothimeera Koli	Nilgiri Paneer Curry	EXTRA CHARGE FOR ITEMS BELOW	EXTRA CHARGE FOR ITEMS BELOW	Hyderabad Lamb Biryani(Boneless)	
Korapad Paneer	Monagada Chicken	Paneer Chettinad	Gongura Goat	Ulavacharu Veg Biryani	Vajpayada Gungur Lamb Biryani(Boneless)	
Kothimeera Paneer	Mughlai Chicken Appetizer		Mirgalaya Mamsam	Paneer Biryani	Special Goat Biryani	
Idly	Ginger Chicken		Andhra Goat Curry	Vajpayada Gungur Paneer Biryani	Nilgiri Goat Biryani(Bagara)	
Melao Vada	Dusseada Dragon Chicken		Lamb Curry	Nizami Paneer Biryani	Ulavacharu Goat Biryani	
Pinugulu	Mirchi Kodi		Lamb Vindaloo	Labbiagi Paneer Biryani	EXTRA CHARGE FOR ITEMS BELOW	
Sambur Vada	Korapad Chicken		Lamb Saag	Mughlai Paneer Biryani	Spring Biryani	
Dahi Vada	Chicken 999		Lamb Chettinad	Nilgiri Paneer Biryani(Bagara)	Spring Fry Biryani	
	Chicken Lollipop-Dry		Kodi Vindaloo	Gongura Paneer Biryani	Spring Vajpayada Gungur Bir	
	Chicken Lollipop - Wet		Lamb Curry	Ulavacharu Paneer Biryani		
	Kodi Vepudai(Dry - Sukka) - BONELESS		Nilgiri Lamb Curry	EXTRA CHARGE FOR ITEMS BELOW		
	Kodi Pakotta - Egg		EXTRA CHARGE FOR ITEMS BELOW			
	Kodi Pakotta - Chicken					
	Asado Fish					
	Hyderabad Fish					
	Times Fish					
	Shrimp 65					
	Shrimp Chilli					
	Shrimp Curry					
	Shrimp Sukka					
	EXTRA CHARGE FOR ITEMS BELOW					
	Lamb Sukka					
	Goat Sukka - Bone In					



George Panicker

4 reviews



8 months ago

Delivery | Other | \$100+

Kurru's did catering for our son's wedding. It was for over 600 people. They handled it very easily and exceeded our expectations. From the initial meeting to the execution they were very professional. Highly recommend them for any size events; small dine in, small carry out, and bigger catering all are handled with extreme care and above and beyond our expectations! Go Kurru's!



Anil B

Local Guide · 187 reviews · 29 photos



2 years ago

We ordered the food for a party of 100 people and it was simply superb... Even though many Indian restaurants in Troy there is no consistency in the taste and quality of the food.. But our experience with Troy Kurrys is always great, we have been ordering takeout quite often and every time food tastes great. Especially Biryani taste very good. Thanks Kurrys team



A big thank you 🙏 to everyone at Kurry's andi.... My friend son's grad party was super successful by serving the amazing food... Receiving amazing feedback for almost each and every item served like Basundi, Chennai Chicken Biryani, Veg Pulav, Methi Chaman, Butter chicken, Gongura Goat curry etc... We couldn't have done this kind of grad party without your support of proving awesome food. From bottom of our hearts, heartfelt thanks for everything you all do for me going above and beyond for my catering orders. Special thanks to Srinu Garu for always being there to accommodate my requests 🙏🙏🙏 Thanks to front desk girls also for always being courteous...

Mahesh 8913 KurrysAtTroyCust • Jul 15, 2023

Purush KurrysAtTroyCust, Sridevi KurrysAtTroyCust
Group message

Great. Thanks

Purush KurrysAtTroyCust • Oct 21, 2023

Dear Kurry folks. Everybody loved the food and offered great compliments 🍌🍌



We are very thankful for the food and service. Please let me know when you are free Monday so I can come by and pay the bill. Thanks again. 🙏🙏🙏

Purush KurrysAtTroyCust • Oct 22, 2023

Hi Purush Sir and Sridevi Ma'am - We are very happy to hear such feedback from the guests and glad to keep up the expectations.
Thank you for giving us this opportunity to cater the Wedding Reception. We look forward to work with you again!

If you do not mind, shall we meet on Tuesday evening please.

Oct 22, 2023









Official Bid

Rec'd: 6/6/24



@

9:40

pm

RFP - COT 24-08
PREFERRED CATERING SERVICES
FOR TROY CC

Preferred Catering Services for Troy Community Center

RFP-COT 24-08t



Prepared By:

CASS

Catering | Events | Experiences

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Cass Catering Profile

SIZE OF COMPANY

Annual Sales: 2 million in revenue.

Annual Number of Clients in the Detroit Area: Approximately 150

Number of Clients: 150+

Number of Employees: 6 full time and 15 part time and 15 on call

Geographic Area of Operation: Anywhere between Traverse City and Toledo

Off-Premises Catering Breakdown (1.5 million)

- 50% corporate
- 50% Social

RFP Acknowledgement

Cass Catering has read and agree with the terms and conditions outlined in the RFP.

We acknowledge and receipt all amendments to the RFP

Minimum Qualifications

EXPERIENCE

Relevant Experience in managing a successful food service operations

- Cass Catering is a successful catering company delighting customers for over 5 years. Chef Cass has over 22 years of catering and hospitality experience and serviced the Troy Community Center for 10 of those years.

Minimum of three years of experience and licensure to service alcoholic beverages.

- The owner of Cass Catering has managed the service of alcoholic beverages for 27 years and followed all MLCC guidelines. Cass Catering carries liquor liability insurance. All Cass Catering bartenders are TIPS certified as required by our insurance carrier.

Minimum of three years of experience providing off-premises food and catering

- Cass Catering has successfully catered hundreds of off-premises social events including, but not limited to weddings, baby showers, bridal showers, bar mitzvahs, birthdays, various corporate events, Quinceanera, picnics, private dinner parties, and graduation parties. Cass Catering has catering private corporate events including, but not limited to, product launches, Holiday events, Grand Openings, Company anniversary parties, lunch and learns, corporate retreats, networking events.

Types of Venues

- Museums, Factories, Community centers, Private residences, Sports arenas, Stadiums, schools, and hospitals.

ABILITIES

Designated Account Manager

- Cass Catering will allocate resources to ensure that Troy Community Center has a dedicated resource for all planning needs.

Demonstrate a range of menu choices

- Cass Catering will provide innovative menus for all types of events. Please see our website- Casscatering.com for all menu options

Provide menu choices with various price points as well as provide customized menus.

- Cass Catering currently has a wide range of offerings that fit within all budgets. Custom menus can be provided if requested.

Provide hot food service within the constraints of the regulatory conditions

- Cass Catering understands there is no cooking onsite and is fully prepared to deliver hot quality food. Cass Catering complies with the Catering opportunities and challenges

Provide service starting as early as 6am

- Cass Catering operates 24-7 for all catering needs

Minimum Qualifications

ABILITIES

Respond to inquiries in a timely matter

- Cass Catering prides themselves on returning all emails and phone calls within 24 hours.

Assume liability for all subcontractors.

- Cass Catering complies with this request

Take a proactive approach in promoting their City of Troy relationship in marketing materials

- Cass Catering has a strong social media presence and will proactively promote the City of Troy

Partner with the City of Troy on marketing opportunities with organizations such as the Troy Chamber of Commerce.

- Cass Catering will review and participate in marketing opportunities where they see fit

Agree to minimum contract requirements specified in Section I, part E

- Cass Catering complies with the Minimum Contract Requirements if selected.

LICENSES & QUALIFICATIONS

Fully licensed

- Cass Catering is fully licensed by Macomb County Health Department and insured
- Cass Catering has not had any health, safety code, and/or alcoholic beverage license violations in the last 3 years that has resulted in a hearing.

Address

- Cass Catering is located at - 370 North Gratiot Ave, Clinton Township MI.

Health Permit

- See attached health permit

Coordinate of services of rentals

- We include all appropriate high-grade disposables, buffet linens for food and beverage service ordered, chafing dishes with fuel if applicable, serving utensils, and buffet attendant(s) to maintain your food and beverage setups. Cass Catering owns and rents its own inventory of table linens, table wear, glass wear, silverware, and concession equipment to rent to potential clients.

Valid MLCC catering license

- Cass Catering will be in compliance with all MLCC regulations

Who We Are

Taste. Quality. Dependability.

We are thankful for every opportunity to provide great memories for our customers. Above all, we value the dining experience itself. The uniquely human privilege of breaking bread and enjoying oneself with friends and colleagues.



Our Mission

To continue serving as a trusted food service and catering partner enhancing the culinary experience with unmatched professionalism and dedication



Our Team



CASS PRZYBYLSKI

- Chef/Owner
- 27 Years of experience
- 10 year's experience working at the Troy Community Center



JESSICA MINCH

- Food and Beverage Director
- 6 Years of experience
- Menu planning
- Recipe implementation
- Quality control



ALEX DOUMA

- Operations Manager
- 9 Years of experience
- Logistics
- Fleet management
- Equipment inventory and maintenance



TAYLOR ZUELCH

- HR/Administrative Support
- Employee orientation
- Training
- Employee certifications
- Accounting/payroll

Cass Przybylski



CASS PRZYBYLSKI

Cass has 27 years of Catering, event management, contract food service management and marketing.

Cass is both ServeSafe and Allergens certified

Phone: 248-789-7250 | Email: Cass@CassCatering.com

Cass Przybylski- Resume

CASS PRZYBYLSKI

248.789.7250 • cass@casscatering.com • [linkedin.com/in/cassprzybylski](https://www.linkedin.com/in/cassprzybylski)

Highly Experienced Lead Catering Chef and Event Manager

Dedicated chef with 27 years of experience executing all food and beverage aspects of off premise catered events, banquets, event venues, country clubs, and corporate contract food and beverage.

Unique qualifications as an event manager and sales associate working directly with clients for all their event coordination needs.

The hybrid nature of my experiences over the past 27 years makes me a valuable asset to any organization seeking a qualified chef and/or event manager.

Culinary Summary of Qualifications

- Menu Planning and Creation
- High Volume Production
- Culinary Vision
- Cost Controls
- Scheduling
- Strategic Menu Development
- Catering Fleet Management
- BOH Delivery Schedules
- Production Sheets
- Purchasing-Food and Beverage
- Fostering Key Customer Relationships
- Face to Face Client Interaction
- Pastry Experience
- Garde Manger Experience
- Enhanced Knife Skills

Event Manager and Sales Summary of Qualifications

- Rental Coordination
- Create Event Timelines
- Cost Negotiations
- Manage Event Budgets
- Multi-Tasker
- Event Design Creation
- Creative Theme Creation
- Event Layouts
- Entertainment Coordination
- Work With A Sense of Urgency
- Coordinate with Marketing
- Load In/Load Out Scheduling
- BEO Creation
- Manage Event Profit Margins
- Day of Event Leadership

Professional Experience

Owner / Operator

November 2019-Present

Cass Catering LLC

Manage day to day operations of Cass Catering. Drive new company initiatives.

- Direct the Cass Catering Sales team
- Manage current portfolio of preferred and exclusive venues
- Oversight of catering and off premise event management
- Develop and implement Standard operations procedures
- Develop and manage food and labor cost
- Develop and manage various social media platforms

V.P. Of Catering Sales and Operations

January 2013-September 2019

Kosch Dining Solutions- Rochester, MI

Oversight of \$3.5 million in revenue consisting of banquet centers, event venues, preferred venues, and freelance off premise catered events.

Cass Przybylski- Resume

- Direct supervisor to a sales team consisting of 3 people
- Direct supervisor to multiple onsite banquet and event venue managers
- Direct supervisor to the Executive Chef and off premise catering team
- Build and maintain key partnerships with various vendors and varying levels of clientele
- Staff training
- Directly responsible for menu creation by location
- Profit & Loss statement oversight by location
- Review weekly operating reports by location

Catering Sales and Account Manager
Kosch Dining Solutions- Rochester MI

December 2010- January 2013

Catering sales and event management with a focus on off premise events that included client communication, event operations, marketing, social media management, menu design, and new sales staff training.

- Direct contact for initial customer inquiry through completion of contracted event
- Proposal creation consisting of all food, beverage, and event managed services
- BEO creation
- Site visits to determine and coordinate event logistics
- Day of event oversight to ensure all details are executed as sold
- Specialty rental and entertainment coordination
- Host weekly all team meetings with catering team to review all BEO details

Catering Operations Lead Chef
Kosch Dining Solutions- Rochester, MI

December 1997- November 2010

Hands on execution of all areas of catering operations.

- Oversight of high-volume production kitchen
- Management, Development, and Training of 25+ culinary employees with varying skill sets
- Managed all purchasing and receiving inclusive of beverage and alcohol
- Prepared weekly production sheets
- Job costing to confirm profit margin
- Face-to-face interaction in with high end clientele
- Coordinated deliveries with an emphasis of being on time as scheduled
- Managed a fleet of 9 vehicles which included routine maintenance and repairs
- Coordinate activities with other internal departments and participate in management team/BEO meetings

Wedding Cake Designer & Consultant
Designer Cake Services- Oakland Twp., MI

April 1999- Present

- Meet with bridal clientele to discuss design specifications and customer expectations
- Average 25 customized, tiered wedding cakes annually
- Bake, frost and build varying designs of wedding cakes
- Manage delivery and onsite construction of cakes throughout Southeastern Michigan

Education and Certifications

Associates of Arts Degree in Culinary Arts
Macomb Community College -2000-2002

Certified Professional Food Manager CPFM
ServSafe Allergens Michigan Certification
TIPS Certification
Chauffer License

Experience & Technical Competence

**This is a small sampling of some of the locations we have serviced.
Our team has catered thousands of events all throughout Michigan.**

Oakland Schools, Waterford
University of Detroit Jesuit High School, Detroit
Walsh College, Troy
Butler College, Indianapolis (IN)
Leader Dogs for the Blind, Rochester
Rochester Community House, Rochester
Van Hoosen Farm & Museum, Rochester
Huron-Clinton Metroparks
Lake St. Clair Metropark Thomas Walsh Activity Center, Harrison Township
Indian Springs Metropark Environmental Discovery Center, White Lake
Stony Creek Metropark Sunset Terrace Banquet Tent, Shelby Township
Park Pavilions
KUKA Automation, Sterling Heights
Velocity Center, Sterling Heights
Paint Creek Country Club, Lake Orion
Troy Community Center, Troy
St. Nicholas Church, Troy
Lear Corporation, Southfield
Blossom Heath Inn, St. Clair Shores
Belle Isle Casino, Detroit
Detroit Historical Museum, Detroit
Dossin Great Lakes Museum, Detroit
The Whiskey Factory, Detroit
State Savings Bank, Detroit
Chateau on the River, Trenton
The Venues at Goldner Walsh, Pontiac
Packard Proving Grounds, Shelby Township
The Holly Vault, Holly
Venue One- Eleven, Holly
The Holly Cafe, Holly
Automotive Hall of Fame, Dearborn
The Charles H. Wright Museum of African American History
Dynatrace, Detroit
Detroit Free Press, Detroit

Experience & Technical Competence

Please enjoy the sampling of photos from previously catered events



Experience & Technical Competence

Catering Menu- Copy of the full catering menus can be found at CassCatering.com

CASS

Catering | Events | Experiences



248-789-7250 | Cass@casscatering.com | CassCatering.com

Catering FAQ's

ARE THERE TIME LIMITS FOR MY CATERING SERVICE?

Yes. All services include a 2 hour service window. Additional accommodations can be made with advanced notice.

WHEN DO I NEED TO FINALIZE MY ORDER

All orders must be finalized no later than 10 days prior to the service date.

WHAT IS YOUR CANCELLATION POLICY

Any cancellations once a deposit has been paid will result in a forfeiture of 100% of all payments paid.

WHAT IS INCLUDED WITH MY CATERING?

All appropriate high grade disposables, buffet linens for food and beverage service ordered, chafing dishes with fuel if applicable, serving utensils, and buffet attendant(s) to maintain your food and beverage setups.

CAN WE RENT REAL PLATES, FLATWARE AND ADDITIONAL LINENS?

YES! Cass Catering owns and rents its own inventory of table linens, table wear, glass wear, silverware, and concession equipment to rent to potential clients

ARE THERE ANY ADDITIONAL SERVICE FEES?

All serviced caterings will incur a 25% service fee. The service fee includes delivery, set up, breakdown, and staff wages. The service fee will be waived for all drop off catering orders.

Experience & Technical Competence

Staffing and Training Plans

Our responsibility is to provide continual training and oversight to our team members with a focus on unlocking their potential. Good leadership will inspire others to achieve great things.

Our employees will go through a comprehensive onboarding process that will involve a sit-down with the onsite manager and/or an owner of the company to directly discuss the following requirements:

- Uniform
- Name Tag
- Recipe Consistency
- Expectations of high standards of cleanliness, courtesy, and customer service
- Employee handbook review

We will provide continuing education opportunities in the form of Serve-Safe certifications and allergens certifications for all full-time employees.



Marketing and Advertising Strategies

Cass Catering has a social media following and will promote and recommend Troy Community Center on all platforms.



Project Understanding

Understanding of the Private event business at the Troy Community Center

Cass Przybylski- owner has 10 years' experience in catering events at the Troy Community Center and is familiar with the unique opportunities and challenges.

Cass Catering will follow MLCC compliance when it comes to the service of liquor and carries a liquor liability insurance policy.

Client Proposals

When Cass Catering creates a proposal for a potential client, it will always include a detailed description and itemized breakdown of the services provided along with a full summary of costs based on an estimated guest count.

Cass Catering is unique in that we create an event order from the very first contact we have with a client that becomes their working file from beginning to end. All details communicated from the initial contact get worked into this file as decisions are made. It includes any agreements they need to sign off on as well as include detailed payment/deposit history. Once an event order has all of its details finalized by their due dates, it transitions to becoming a finalized invoice and any remaining open balances are paid from the payment details contained in that finalized invoice. Keeping proposals as separate documents from billing/payment history only create confusion and billing errors. It also leads to mistakes when executing finalized catering orders.

Cost of Services

SAMPLE CORPATE PROPOSAL



Remit Payment To:
Cass Catering L.L.C.
P.O. Box 342
Lakeville MI 48366

INVOICE #
ISM062724

DATE OF FUNCTION	See each service
OCCASION	ISM Hospitality @ RMC
CLIENT CONTACT	Matt Kolarczyk
CLIENT CONTACT PHONE:	
CLIENT CONTACT CELL:	(312) 724-5543
A/P CONTACT:	
ARRIVAL TIME EST:	TBD
SERVICE TIME:	See each service
GUEST COUNT:	See each service
EVENT COORDINATOR:	

CUSTOMER ADDRESS:
205 North Michigan Ave Ste 840
Chicago IL 60601

DELIVERY ADDRESS:
TBD

FAX: _____
EML: mkolarczyk@sportsmanagement.net

Amount	DESCRIPTION	TOTAL
	Thursday, June 27, 2024	\$8,410.00
	Friday, June 28, 2024	\$12,216.00
	Saturday, June 29, 2024	\$5,347.00
	Sunday, June 30, 2024	\$5,317.95
	4 Day Beverage Service	\$3,770.00
	Rental Service	\$3,700.00
	Staffing Service	\$8,230.00
	Fuel Charge	\$0.00

Fuel Charge	\$0.00
Rental cost	\$3,700.00
Food & Beverage	\$38,060.95
Taxable Subtotal	\$38,760.95
Service Charge	\$8,765.24
Sales Tax	\$2,325.66
Staffing	\$8,230.00
Event Total	\$58,081.84

Final headcount & menus due no later than 12:00pm on this date:==>

6/13/2024

Payment Type	Check	25968
Credit Card		Credit Card Billing Address:
Expiration:		
Approval Code		

1st Payment	4/10/24	\$24,589.54
Processing %		\$0.00
Total Due		\$24,589.54
Balance Due		\$33,492.30

Payment Type	Check	26001
Credit Card		Credit Card Billing Address:
Expiration:		
Approval Code		

Final Payment	6/3/24	\$33,492.30
Processing %		\$0.00
Total Due		\$33,492.30
Balance Due		\$0.00

Cost of Services

SAMPLE CORPORATE PROPOSAL

INVOICE #
ISM062724

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
105	Chef Attended Omelet Station (7am-11am)	\$ 11.00	\$1,155.00
	Eggs, egg beaters, and egg whites		
	Broccoli, spinach, tomatoes, onions, bell peppers, and mushrooms		
	Cheddar and feta cheese		
	Cheesy hash brown potatoes		
	Package Add Ons:		
105	Buttermilk pancake bar-strawberry topping, whipped cream, butter, and syrup	\$ 2.00	\$ 210.00
105	Crispy bacon, turkey sausage links	\$ 3.00	\$ 315.00
105	Cinnamon coffee cake	\$ 1.00	\$ 105.00
105	Mix and Match BBQ Double Trouble (12pm-3pm)	\$ 23.00	\$ 2,415.00
	Marinated chicken breasts		
	Grilled NY strips		
	Roasted baby potatoes with fresh herbs/Grilled citrus asparagus		
	Cheese tortellini pasta salad/Tossed caesar salad		
	Herb garlic toast		
105	Dessert	\$ 4.00	\$ 420.00
	Summer dessert cubes		
	Strawberry shortcake, peach cobbler, and chocolate mousse		
	*Afternoon Reception (4pm-7pm)		
1	Custom CNC logo'd ice shrimp cocktail dispenser	\$ 1,200.00	\$1,200.00
5	Colossal shrimp cocktail, local horseradish vodka cocktail sauce (50ct)	\$ 160.00	\$800.00
	Tray Passed Selections:		
3	Coconut chicken tenders, honey pineapple relish (50ct)	\$ 110.00	\$ 330.00
3	Sourdough grilled cheese with havarti, dill, and tomato relish (50ct)	\$ 80.00	\$ 240.00
3	Smoked meatball bites, Faygo R & R BBQ sauce (50ct)	\$ 80.00	\$ 240.00
105	Flatbread Display	\$ 6.00	\$630.00
	Bacon, date and feta flatbreads with aged balsamic		
	Buffalo chicken		
	Pepperoni margherita		
	Pesto arugula with fresh mozzarella and sundried tomato		
100	Dessert	\$ 3.50	\$ 350.00
	Funnel fries		
	Chocolate ganache, drunken strawberry coulis, powdered sugar		
	**High grade disposables service for the afternoon reception		
Subtotal for Food Service			\$8,410.00

Cost of Services

SAMPLE CORPORATE PROPOSAL

INVOICE #
ISM062724

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
110	Chef Attended Omelet Station (7am-11am)	\$ 11.00	\$1,210.00
	Eggs, egg beaters, and egg whites		
	Broccoli, spinach, tomatoes, onions, bell peppers, and mushrooms		
	Cheddar and feta cheese		
	Homestyle hash brown potatoes		
	Package Add Ons:		
110	Blueberry cream cheese french toast bake	\$ 2.00	\$ 220.00
110	Crispy bacon, turkey sausage links	\$ 3.00	\$ 330.00
110	Avocado toast bites	\$ 1.00	\$ 110.00
110	Two Entrée Buffet Selections (12pm-3pm)	\$ 18.00	\$ 1,980.00
	Traverse city chicken		
	Thai sweet chili glazed salmon		
	Garden vegetable rice pilaf/House medley vegetables		
	Mini salad bar with a selection of greens, toppings, and dressings		
	Fresh baked bread with butter		
110	Dessert	\$ 4.00	\$ 440.00
	Ice cream sundae bar		
	Vanilla and chocolate ice cream		
	Sanders hot fudge, caramel sauce, whipped cream and candy toppings		
	*Afternoon Reception (4pm-7pm)		
	Tray Passed Selections:		
3	Beef tenderloin medallions, creamy horseradish and stone ground mustard (50ct)	\$ 160.00	\$ 480.00
3	Truffle parmesan shoe string fry cups (50ct)	\$ 90.00	\$ 270.00
3	Bacon wrapped asparagus tips (50ct)	\$ 90.00	\$ 270.00
1,101	Taste of the Masters Display Station	\$ 6.00	\$6,606.00
	Pimiento cheese tea sandwiches		
	Southern egg salad tea sandwiches		
	Chicken salad on mini brioche		
	Pork bbq sandwich on mini brioche		
100	Dessert	\$ 3.00	\$ 300.00
	Assorted individual walking cupcakes		
	Red velvet, carrot, lemon poppy seed		
	**High grade disposables service for the afternoon reception		
	Subtotal for Food Service		\$12,216.00

Cost of Services

SAMPLE CORPORATE PROPOSAL

INVOICE #
ISM062724

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
81	Chef Attended Omelet Station (7am-11am)	\$ 11.00	\$891.00
	Eggs, egg beaters, and egg whites		
	Broccoli, spinach, tomatoes, onions, bell peppers, and mushrooms		
	Cheddar and feta cheese		
	Biscuits with sausage gravy		
	Package Add Ons:		
81	Assorted fresh baked muffins and danish	\$ 2.00	\$ 162.00
81	Crispy bacon, turkey sausage links	\$ 3.00	\$ 243.00
81	Yogurt parfaits with fresh fruit, granola, dark chocolate chips, and honey	\$ 1.00	\$ 81.00
81	Two Entrée Buffet Selections (12pm-3pm)	\$ 23.00	\$ 1,863.00
	Smoked dinosaur bones (bone in beef short ribs)		
	Mediterranean roasted chicken		
	Smoked mac and cheese/lazy kabob vegetables		
	Fattoush salad		
	Warm pita bread with garlic sauce and hummus		
	Dessert		
5	Assorted fresh baked cookies (dz)	\$ 15.00	\$ 75.00
5	Assorted brownies (dz)	\$ 20.00	\$ 100.00
	*Afternoon Reception (4pm-7pm)		
	Tray Passed Selections:		
3	Beef tenderloin bruschetta bites (50ct)	\$ 160.00	\$ 480.00
3	Chicken and waffles bites (50ct)	\$ 80.00	\$ 240.00
3	Spicy pork medallions (50ct)	\$ 80.00	\$ 240.00
81	Charcuterie Display	\$ 8.00	\$648.00
	Selection of imported and domestic hard and soft cheeses		
	Selection of cured and uncured meats and sausages		
	House roasted nuts, dried fruits, olives		
	Selection of mustards and jams with crostini and crackers		
81	Dessert	\$ 4.00	\$ 324.00
	Tiered donut stand		
	Boston cream, glazed, vanilla sprinkle, chocolate sprinkle, apple fritter		
	**High grade disposables service for the afternoon reception		
	Subtotal for Food Service		\$5,347.00

Cost of Services

SAMPLE CORPORATE PROPOSAL

INVOICE #
ISM062724

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
81	Chef Attended Omelet Station (7am-11am)	\$ 11.00	\$891.00
	Eggs, egg beaters, and egg whites		
	Broccoli, spinach, tomatoes, onions, bell peppers, and mushrooms		
	Cheddar and feta cheese		
	Biscuits with sausage gravy		
	Package Add Ons:		
81	Belgian waffle bar- strawberry and blueberry topping, Whipped cream and butter	\$ 2.00	\$ 162.00
81	Crispy bacon, turkey sausage links	\$ 3.00	\$ 243.00
81	Bagel bar-assorted cream cheeses, butters, jams, and spreads	\$ 1.00	\$ 81.00
81	Sizzling Fajitas (12pm-3pm)	\$ 22.00	\$ 1,782.00
	House fried tortilla chips-pico de gallo, guacamole, queso		
	Taco salad-ground beef, lettuce, tomato, cheese, refried beans, tostada sauce		
	Fajitas-Steak, chicken, and vegan fajita pepper blend		
	Sides-Cilantro lime rice, vegan black beans, mexican street corn casserole		
	Corn and flour tortillas		
	Dessert		
81	Dulce de leche cake	\$ 3.00	\$ 243.00
	*Afternoon Reception (4pm-7pm)		
	Tray Passed Selections:		
3	Shredded brisket corn bread canapes (50ct)	\$ 120.00	\$ 360.00
3	Louisiana style crab cakes, remoulade sauce (50ct)	\$ 120.00	\$ 360.00
3	Risotto croquettes, olive tapenade (50ct)	\$ 80.00	\$ 240.00
81	Taste of Detroit Station	\$ 8.00	\$648.00
	Mini coney dogs		
	Detroit style deep dish pizza fingers		
	Classic sliders-cheese, onion, pickle, ketchup and mustard		
	Greek martini salads		
	Dessert		
1	Novelty ice cream cart	\$ 150.00	\$ 150.00
81	Strawberry shortcake bars, ice cream sandwiches, Vanilla drumsticks, cookie sandwiches	\$ 1.95	\$ 157.95
	**High grade disposables service for the afternoon reception		
	Subtotal for Food Service		\$5,317.95

Cost of Services

SAMPLE CORPORATE PROPOSAL

INVOICE #
ISM062724

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
	Bartenders		
2	7am-7pm (Thursday)	\$420.00	\$840.00
2	7am-7pm (Friday)	\$420.00	\$840.00
1	7am-7pm (Saturday)	\$420.00	\$420.00
1	7am-7pm (Sunday)	\$420.00	\$420.00
6	Bartender Prepaid Gratuity (non tipping bar service)	\$200.00	\$1,200.00
	Station Attendants		
2	Omelet station (6/27)	\$270.00	\$540.00
1	Grilled attendant lunch (6/27)	\$150.00	\$150.00
2	Omelet station (6/28)	\$270.00	\$540.00
1	Ice cream attendant lunch (6/28)	\$150.00	\$150.00
2	Omelet station (6/29)	\$270.00	\$540.00
1	Fajita attendant lunch (6/30)	\$150.00	\$150.00
2	Omelet station (6/30)	\$270.00	\$540.00
	Waitstaff		
1	8am-7pm (Thursday)	\$275.00	\$275.00
1	8am-7pm (Friday)	\$275.00	\$275.00
1	8am-7pm (Saturday)	\$275.00	\$275.00
1	8am-7pm (Sunday)	\$275.00	\$275.00
	Custodial Attendant (restrooms and general cleanup)		
1	11am-7pm (Thursday)	\$200.00	\$200.00
1	11am-7pm (Friday)	\$200.00	\$200.00
1	11am-7pm (Saturday)	\$200.00	\$200.00
1	11am-7pm (Sunday)	\$200.00	\$200.00
	Total Staffing Service		\$8,230.00

Cost of Services

SAMPLE CORPORATE PROPOSAL

INVOICE #
ISM062724

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
	Thursday-Friday 7am-7pm		
105	Full Premium Bar Mixer Service (Thursday)	\$10.00	\$1,050.00
110	Full Premium Bar Mixer Service (Friday)	\$10.00	\$1,100.00
81	Full Premium Bar Mixer Service (Saturday)	\$10.00	\$810.00
81	Full Premium Bar Mixer Service (Sunday)	\$10.00	\$810.00
	Includes club soda, tonic water, orange juice, cranberry juice, bloody mary mix		
	Soft drinks, bottled water, lemons, limes, cherries, olives, pickles, tabasco		
	Stirrer sticks, fruit picks, clear disposable cups, ice, bar setups and tools		
	Regular and decaf coffee with hot tea and all the fixings		
	**Client will be providing all beer, wine and liquor purchased at retail		
	Cass Catering will coordinate the purchase and delivery if requested		
	with option to return unopened product for a credit		
	Subtotal for Beverage Service		\$3,770.00

Cost of Services

SAMPLE CORPORATE PROPOSAL

INVOICE #
ISM062724

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
	Thursday-Friday 7am-7pm		
105	Full Premium Bar Mixer Service (Thursday)	\$10.00	\$1,050.00
110	Full Premium Bar Mixer Service (Friday)	\$10.00	\$1,100.00
81	Full Premium Bar Mixer Service (Saturday)	\$10.00	\$810.00
81	Full Premium Bar Mixer Service (Sunday)	\$10.00	\$810.00
	Includes club soda, tonic water, orange juice, cranberry juice, bloody mary mix		
	Soft drinks, bottled water, lemons, limes, cherries, olives, pickles, tabasco		
	Stirrer sticks, fruit picks, clear disposable cups, ice, bar setups and tools		
	Regular and decaf coffee with hot tea and all the fixings		
	**Client will be providing all beer, wine and liquor purchased at retail		
	Cass Catering will coordinate the purchase and delivery if requested		
	with option to return unopened product for a credit		
	Subtotal for Beverage Service		\$3,770.00

SAMPLE CORPORATE PROPOSAL

CASS
Catering | Events | Experiences

Cost of Services

SAMPLE CORPORATE PROPOSAL

Agreement

Deposits and Payments:

A 50% non-refundable payment is required to secure the services of Cass Catering. This will be applied to your total food and beverage order. Dates are reserved on a first come, first serve basis when deposits and signed copy of this agreement page are returned.

All prices are subject to Michigan state sales tax and Cass service charge.
Gratuity to staff is not included in the total cost of this proposal unless noted and is not mandatory.

Groups requesting exemption from state sales tax must submit a tax exempt certificate upon confirming their catering with a deposit. Failure to submit this document prior to the event date will result in the sales tax being applied without refund.

Final payment is due ten (14) days before your event.

Payment types accepted include cash, check and credit card (3.75% processing fee if credit)
Any check returned with insufficient funds will incur a \$25 processing fee.
All payments made are non refundable

The signed catering contract must be returned prior to making any payments towards the event. Failure to do so may result in loss of any payments as no refund of payments made towards the event prior to submitting the signed catering contract will be issued in case Client does not proceed with reservation. Moreover, if Client makes a credit card payment prior to submitting their contract and does not proceed with the reservation, Client is responsible to reimburse Cass Catering of any credit card processing fees incurred by Cass.

Final Counts and Information:

Final headcount and menu adjustments are due ten (14) days prior to your event. This guest count will be considered your minimum guarantee. Changes to the order once finalized will incur a \$300 convenience charge per day changes occur
\$5,000 Per day food and beverage minimum expense required.

All orders must be finalized no later than 14 days prior to the event date. We will try to accommodate any changes/new orders within the 14-day time period if possible.

Final billing will reflect the actual number of guests served or guaranteed minimum head, whichever is greater.

Other:

Customers are permitted to save leftover food following events if they provide storage containers and adequate refrigeration as mandated by local Health Authorities.

Please consider weather when planning your outdoor event. Cass Catering delivers rain or shine. If you would like to reschedule your event due to

Cost of Services

SAMPLE CORPORATE PROPOSAL

weather, it must be rescheduled to a date within 7 days of your originally reserved date.

If you would like to reschedule your confirmed event, it must be rescheduled to a date within 7 days of your originally reserved date.

All prices and menu selections are subject to change without notice due to uncontrollable market conditions.

By placing money down on your event you hereby acknowledge that you have read, understand and agree to the Cass Policies and Procedures.

Cass Catering does not provide food labels unless requested in advance. In the event food labels are requested, there will be a \$150 fee added to your final balance. Food label requests must be received by noon 14 days prior to the event date along with the other final event details.

All agreement terms are non-negotiable and cannot be revised or altered in any way.

Rentals (If Applicable):

Cass Catering is not responsible for underground sprinklers or electrical lines.

Please call 8-1-1 to have any public underground lines marked prior to delivery of tents.

Customer agrees to pay for replacement of any lost or damaged property.

Cass Catering is not responsible for the setup and breakdown of any rental items unless coordinated through your sales associate.

Catering shall not be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, flood, loss of electricity, tornado, thunderstorm, war, strikes or labor disputes, embargoes, government orders or any other force majeure event.

By Signing and dating this page, I agree, understand, and accept the terms provided in this event order.

Print Name: _____

Signature: _____

Date _____

Invoice Number _____

Cost of Services

SAMPLE CORPORATE INVOICE

CASS

Catering | Events | Experiences

Remit Payment To:
Cass Catering LLC.
P.O. Box 342
Lakeville MI 48366

INVOICE #
ISM062724

DATE OF FUNCTION	See each service
OCCASION	ISM Hospitality @ RMC
CLIENT CONTACT	Matt Kolarczyk
CLIENT CONTACT PHONE:	
CLIENT CONTACT CELL:	(312) 724-5543
A/P CONTACT:	
ARRIVAL TIME EST:	TBD
SERVICE TIME:	See each service
GUEST COUNT:	See each service
EVENT COORDINATOR:	

CUSTOMER ADDRESS:
205 North Michigan Ave Ste 840
Chicago IL 60601

DELIVERY ADDRESS:
TBD

FAX: _____
EML: mkolarczyk@sportsmanagement.net

Amount	DESCRIPTION	TOTAL
	Thursday, June 27, 2024	\$8,410.00
	Friday, June 28, 2024	\$12,216.00
	Saturday, June 29, 2024	\$5,347.00
	Sunday, June 30, 2024	\$5,317.95
	4 Day Beverage Service	\$3,770.00
	Rental Service	\$3,700.00
	Staffing Service	\$8,230.00
	Fuel Charge	\$0.00

Fuel Charge	\$0.00
Rental cost	\$3,700.00
Food & Beverage	\$35,060.95
Taxable Subtotal	\$38,760.95
Service Charge	\$8,765.24
Sales Tax	\$2,325.66
Staffing	\$8,230.00
Event Total	\$58,081.84

Final headcount & menus due no later than 12:00pm on this date:==>

4/13/2024

Payment Type	Check	25968
Credit Card		Credit Card Billing Address:
Expiration:		
Approval Code		

1st Payment	4/10/24	\$24,589.54
Processing %		\$0.00
Total Due		\$24,589.54
Balance Due		\$33,492.30

Payment Type	Check	26001
Credit Card		Credit Card Billing Address:
Expiration:		
Approval Code		

Final Payment	6/3/24	\$33,492.30
Processing %		\$0.00
Total Due		\$33,492.30
Balance Due		\$0.00

Cost of Services

SAMPLE CORPORATE INVOICE

INVOICE #
ISM062724

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
105	Chef Attended Omelet Station (7am-11am)	\$ 11.00	\$1,155.00
	Eggs, egg beaters, and egg whites		
	Broccoli, spinach, tomatoes, onions, bell peppers, and mushrooms		
	Cheddar and feta cheese		
	Cheesy hash brown potatoes		
	Package Add Ons:		
105	Buttermilk pancake bar-strawberry topping, whipped cream, butter, and syrup	\$ 2.00	\$ 210.00
105	Crispy bacon, turkey sausage links	\$ 3.00	\$ 315.00
105	Cinnamon coffee cake	\$ 1.00	\$ 105.00
105	Mix and Match BBQ Double Trouble (12pm-3pm)	\$ 23.00	\$ 2,415.00
	Marinated chicken breasts		
	Grilled NY strips		
	Roasted baby potatoes with fresh herbs/Grilled citrus asparagus		
	Cheese tortellini pasta salad/Tossed caesar salad		
	Herb garlic toast		
105	Dessert	\$ 4.00	\$ 420.00
	Summer dessert cubes		
	Strawberry shortcake, peach cobbler, and chocolate mousse		
	*Afternoon Reception (4pm-7pm)		
1	Custom CNC logo'd ice shrimp cocktail dispenser	\$ 1,200.00	\$1,200.00
5	Colossal shrimp cocktail, local horseradish vodka cocktail sauce (50ct)	\$ 160.00	\$800.00
	Tray Passed Selections:		
3	Coconut chicken tenders, honey pineapple relish (50ct)	\$ 110.00	\$ 330.00
3	Sourdough grilled cheese with havarti, dill, and tomato relish (50ct)	\$ 80.00	\$ 240.00
3	Smoked meatball bites, Faygo R & R BBQ sauce (50ct)	\$ 80.00	\$ 240.00
105	Flatbread Display	\$ 6.00	\$630.00
	Bacon, date and feta flatbreads with aged balsamic		
	Buffalo chicken		
	Pepperoni margherita		
	Pesto arugula with fresh mozzarella and sundried tomato		
100	Dessert	\$ 3.50	\$ 350.00
	Funnel fries		
	Chocolate ganache, drunken strawberry coulis, powdered sugar		
	**High grade disposables service for the afternoon reception		
	Subtotal for Food Service		\$8,410.00

Cost of Services

SAMPLE CORPORATE INVOICE

INVOICE #
ISM062724

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
110	Chef Attended Omelet Station (7am-11am)	\$ 11.00	\$1,210.00
	Eggs, egg beaters, and egg whites		
	Broccoli, spinach, tomatoes, onions, bell peppers, and mushrooms		
	Cheddar and feta cheese		
	Homestyle hash brown potatoes		
	Package Add Ons:		
110	Blueberry cream cheese french toast bake	\$ 2.00	\$ 220.00
110	Crispy bacon, turkey sausage links	\$ 3.00	\$ 330.00
110	Avocado toast bites	\$ 1.00	\$ 110.00
110	Two Entrée Buffet Selections (12pm-3pm)	\$ 18.00	\$ 1,980.00
	Traverse city chicken		
	Thai sweet chili glazed salmon		
	Garden vegetable rice pilaf/House medley vegetables		
	Mini salad bar with a selection of greens, toppings, and dressings		
	Fresh baked bread with butter		
110	Dessert	\$ 4.00	\$ 440.00
	Ice cream sundae bar		
	Vanilla and chocolate ice cream		
	Sanders hot fudge, caramel sauce, whipped cream and candy toppings		
	*Afternoon Reception (4pm-7pm)		
	Tray Passed Selections:		
3	Beef tenderloin medallions, creamy horseradish and stone ground mustard (50ct)	\$ 160.00	\$ 480.00
3	Truffle parmesan shoe string fry cups (50ct)	\$ 90.00	\$ 270.00
3	Bacon wrapped asparagus tips (50ct)	\$ 90.00	\$ 270.00
1,101	Taste of the Masters Display Station	\$ 6.00	\$6,606.00
	Pimiento cheese tea sandwiches		
	Southern egg salad tea sandwiches		
	Chicken salad on mini brioche		
	Pork bbq sandwich on mini brioche		
100	Dessert	\$ 3.00	\$ 300.00
	Assorted individual walking cupcakes		
	Red velvet, carrot, lemon poppy seed		
	**High grade disposables service for the afternoon reception		
Subtotal for Food Service			\$12,216.00

Cost of Services

SAMPLE CORPORATE INVOICE

INVOICE #
ISM062724

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
81	Chef Attended Omelet Station (7am-11am)	\$ 11.00	\$891.00
	Eggs, egg beaters, and egg whites		
	Broccoli, spinach, tomatoes, onions, bell peppers, and mushrooms		
	Cheddar and feta cheese		
	Biscuits with sausage gravy		
	Package Add Ons:		
81	Assorted fresh baked muffins and danish	\$ 2.00	\$ 162.00
81	Crispy bacon, turkey sausage links	\$ 3.00	\$ 243.00
81	Yogurt parfaits with fresh fruit, granola, dark chocolate chips, and honey	\$ 1.00	\$ 81.00
81	Two Entrée Buffet Selections (12pm-3pm)	\$ 23.00	\$ 1,863.00
	Smoked dinosaur bones (bone in beef short ribs)		
	Mediterranean roasted chicken		
	Smoked mac and cheese/lazy kabob vegetables		
	Fattoush salad		
	Warm pita bread with garlic sauce and hummus		
	Dessert		
5	Assorted fresh baked cookies (dz)	\$ 15.00	\$ 75.00
5	Assorted brownies (dz)	\$ 20.00	\$ 100.00
	*Afternoon Reception (4pm-7pm)		
	Tray Passed Selections:		
3	Beef tenderloin bruschetta bites (50ct)	\$ 160.00	\$ 480.00
3	Chicken and waffles bites (50ct)	\$ 80.00	\$ 240.00
3	Spicy pork medallions (50ct)	\$ 80.00	\$ 240.00
81	Charcuterie Display	\$ 8.00	\$648.00
	Selection of imported and domestic hard and soft cheeses		
	Selection of cured and uncured meats and sausages		
	House roasted nuts, dried fruits, olives		
	Selection of mustards and jams with crostini and crackers		
81	Dessert	\$ 4.00	\$ 324.00
	Tiered donut stand		
	Boston cream, glazed, vanilla sprinkle, chocolate sprinkle, apple fritter		
	**High grade disposables service for the afternoon reception		
Subtotal for Food Service			\$5,347.00

Cost of Services

SAMPLE CORPORATE INVOICE

INVOICE #
ISM062724

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
81	Chef Attended Omelet Station (7am-11am)	\$ 11.00	\$891.00
	Eggs, egg beaters, and egg whites		
	Broccoli, spinach, tomatoes, onions, bell peppers, and mushrooms		
	Cheddar and feta cheese		
	Biscuits with sausage gravy		
	Package Add Ons:		
81	Belgian waffle bar- strawberry and blueberry topping, Whipped cream and butter	\$ 2.00	\$ 162.00
81	Crispy bacon, turkey sausage links	\$ 3.00	\$ 243.00
81	Bagel bar-assorted cream cheeses, butters, jams, and spreads	\$ 1.00	\$ 81.00
81	Sizzling Fajitas (12pm-3pm)	\$ 22.00	\$ 1,782.00
	House fried tortilla chips-pico de gallo, guacamole, queso		
	Taco salad-ground beef, lettuce, tomato, cheese, refried beans, tostadita sauce		
	Fajitas-Steak, chicken, and vegan fajita pepper blend		
	Sides-Cilantro lime rice, vegan black beans, mexican street corn casserole		
	Corn and flour tortillas		
	Dessert		
81	Dulce de leche cake	\$ 3.00	\$ 243.00
	*Afternoon Reception (4pm-7pm)		
	Tray Passed Selections:		
3	Shredded brisket corn bread canapes (50ct)	\$ 120.00	\$ 360.00
3	Louisiana style crab cakes, remoulade sauce (50ct)	\$ 120.00	\$ 360.00
3	Risotto croquettes, olive tapenade (50ct)	\$ 80.00	\$ 240.00
81	Taste of Detroit Station	\$ 8.00	\$648.00
	Mini coney dogs		
	Detroit style deep dish pizza fingers		
	Classic sliders-cheese, onion, pickle, ketchup and mustard		
	Greek martini salads		
	Dessert		
1	Novelty ice cream cart	\$ 150.00	\$ 150.00
81	Strawberry shortcake bars, ice cream sandwiches, Vanilla drumsticks, cookie sandwiches	\$ 1.95	\$ 157.95
	**High grade disposables service for the afternoon reception		
	Subtotal for Food Service		\$5,317.95

SAMPLE CORPORATE INVOICE

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
	Bartenders		
2	7am-7pm (Thursday)	\$420.00	\$840.00
2	7am-7pm (Friday)	\$420.00	\$840.00
1	7am-7pm (Saturday)	\$420.00	\$420.00
1	7am-7pm (Sunday)	\$420.00	\$420.00
6	Bartender Prepaid Gratuity (non tipping bar service)	\$200.00	\$1,200.00
	Station Attendants		
2	Omelet station (6/27)	\$270.00	\$540.00
1	Grilled attendant lunch (6/27)	\$150.00	\$150.00
2	Omelet station (6/28)	\$270.00	\$540.00
1	Ice cream attendant lunch (6/28)	\$150.00	\$150.00
2	Omelet station (6/29)	\$270.00	\$540.00
1	Fajita attendant lunch (6/30)	\$150.00	\$150.00
2	Omelet station (6/30)	\$270.00	\$540.00
	Waitstaff		
1	8am-7pm (Thursday)	\$275.00	\$275.00
1	8am-7pm (Friday)	\$275.00	\$275.00
1	8am-7pm (Saturday)	\$275.00	\$275.00
1	8am-7pm (Sunday)	\$275.00	\$275.00
	Custodial Attendant (restrooms and general cleanup)		
1	11am-7pm (Thursday)	\$200.00	\$200.00
1	11am-7pm (Friday)	\$200.00	\$200.00
1	11am-7pm (Saturday)	\$200.00	\$200.00
1	11am-7pm (Sunday)	\$200.00	\$200.00
	Total Staffing Service		\$8,230.00

Cost of Services

SAMPLE CORPORATE INVOICE

INVOICE #
ISM062724

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
	Thursday-Friday 7am-7pm		
105	Full Premium Bar Mixer Service (Thursday)	\$10.00	\$1,050.00
110	Full Premium Bar Mixer Service (Friday)	\$10.00	\$1,100.00
81	Full Premium Bar Mixer Service (Saturday)	\$10.00	\$810.00
81	Full Premium Bar Mixer Service (Sunday)	\$10.00	\$810.00
	Includes club soda, tonic water, orange juice, cranberry juice, bloody mary mix		
	Soft drinks, bottled water, lemons, limes, cherries, olives, pickles, tabasco		
	Stirrer sticks, frill picks, clear disposable cups, ice, bar setups and tools		
	Regular and decaf coffee with hot tea and all the fixings		
	**Client will be providing all beer, wine and liquor purchased at retail		
	Cass Catering will coordinate the purchase and delivery if requested		
	with option to return unopened product for a credit		
	Subtotal for Beverage Service		\$3,770.00

Cost of Services

SAMPLE CORPORATE INVOICE

INVOICE #
ISM062724

Amount	DESCRIPTION	PRICE EACH	TOTAL
1	Breakfast Table Ware (4 days)	\$ 1,000.00	\$ 1,000.00
	Dinner plates		
	Stainless forks		
	Stainless knives		
1	Lunch Table Ware (4 days)	\$ 1,200.00	\$ 1,200.00
	Dinner plates		
	Stainless forks		
	Stainless knives		
	Dessert plates		
	Dessert utensil		
1	Bar Specialty Glassware (4 days)	\$ 1,200.00	\$ 1,200.00
	Stemless champagne glass		
	All Purpose wine glasses		
	Stemmed all purpose glass		
	Rocks glass		
	Miscellaneous Supplies		
2	Trash cans with liners	\$ 50.00	\$ 100.00
1	Vacuum	\$ 175.00	\$ 175.00
1	Broom and dust pan	\$ 25.00	\$ 25.00
Total Rental Service			\$3,700.00

SAMPLE CORPORATE INVOICE

CASS
Catering | Events | Experiences

Cost of Services

SAMPLE WEDDING PROPOSAL

CASS

Catering | Events | Experiences

Remit Payment To:
Cass Catering L.L.C.
P.O. Box 342
Lakeville MI 48366

PROPOSAL ID
WES060124

DATE OF FUNCTION	Saturday, June 1, 2024
OCCASION	Wedding Reception
CLIENT CONTACT	Kevin West and Brooke Stano
CLIENT CONTACT PHONE:	
CLIENT CONTACT CELL:	734 239 5214
A/P CONTACT:	
ARRIVAL TIME EST:	
SERVICE TIME:	See each service
GUEST COUNT:	150 Estimated
EVENT COORDINATOR:	

CUSTOMER ADDRESS:
TBD

DELIVERY ADDRESS:
2 Gather More
Auburn Hills MI 48326

FAX: _____
EML: kevinwest5214@gmail.com

Amount	DESCRIPTION	TOTAL
	Dessert Service	\$0.00
	Beverage Service	\$1,050.00
	Food Service	\$8,700.00
	Rental Service	\$0.00
	Staffing Service	\$610.00
	Fuel Charge	\$25.00

Fuel Charge	\$25.00
Rental cost	\$0.00
Food & Beverage	\$9,750.00
Taxable Subtotal	\$9,750.00
Service Charge	\$2,437.50
Sales Tax	\$585.00
Staffing	\$610.00
Event Total	\$13,407.50

Payment Type	Credit Card
Credit Card	Credit Card Billing Address:
Expiration:	
Approval Code	

1st Payment	\$3,526.38
Processing %	\$123.42
Total Due	\$3,649.80
Balance Due	\$9,881.12

1/12/23

Payment Type	
Credit Card	Credit Card Billing Address:
Expiration:	
Approval Code	

Cost of Services

SAMPLE WEDDING PROPOSAL

INVOICE #
WES060124

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
150	Gold Buffet Package	\$ 42.00	\$6,300.00
	Appetizers (One Hour)		
	Display Appetizer		
150	Traditional Antipasto Display	\$ 4.00	\$600.00
	Tray Passed Appetizers		
	TBD		
	TBD		
	Two Entree Dinner Buffet (90 Minutes)		
	Salads and Rolls		
	Salad Choice-TBD		
	House baked bread with butter		
	Entrées		
150	Sliced beef tenderloin, juniper demi glace	\$ 12.00	\$1,800.00
	TBD		
	Sides		
	TBD		
	TBD		
	TBD		
	Dessert Management Included		
	Dessert Provided By The Client		
	Choice of One Late Night Snack or Sweet		
	TBD		
	Includes buffet linens, chafers, serving utensils, delivery and setup.		
	Subtotal for Food Service		\$8,700.00

Cost of Services

SAMPLE WEDDING PROPOSAL

INVOICE #
WFS060124

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
150	Full Bar Mixer Service (6 hour open bar estimate)	\$12.00	\$1,800.00
	Includes club soda, ionic water, orange juice, cranberry juice, soft drinks, bottled water, lemons, limes, cherries, olives, stirrer sticks, frill picks, clear disposable cups, ice, bar setups and tools		
	Includes Choice of 2 Signature His and Her Cocktails		
	Cass Catering will provide a referral for beer, wine and liquor purchase with option for return credit		
150	Package Discount (bundled dinner and bar service)	(\$5.00)	(\$750.00)
	Subtotal for Beverage Service		\$1,050.00

Cost of Services

SAMPLE WEDDING PROPOSAL

INVOICE #
WES060124

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
2	Bartenders	\$305.00	\$610.00
	<i>6 Hour Open Bar Estimate (includes setup and breakdown time)</i>		
3	Waitstaff Attendants	\$0.00	\$0.00
	<i>Passing apps and clearing during dinner</i>		
	<i>included with a confirmed guest count of 150 or more</i>		
	<i>Normally \$150 each if under 150 guests</i>		
	Total Staffing Service		\$610.00

Cost of Services

SAMPLE WEDDING PROPOSAL

INVOICE #
WES060124

Amount	DESCRIPTION	PRICE EACH	TOTAL
150	China Included with the Gold Package	\$0.00	\$0.00
	Appetizer Plates		
	Appetizer Forks		
	Dinner Plates		
	Dinner Forks		
	Dinner Knives		
	Dessert Plates		
	Dessert Forks		
	Water Glasses		
	Water Pitchers		
	Salt and Pepper Shaker Sets		
	Includes delivery, setup, scrape, stack and pickup		
	Total Rental Service		\$0.00

Cost of Services

SAMPLE WEDDING PROPOSAL

Agreement

Deposits and Payments:

A 25% non-refundable payment is required to secure a date on Cass Catering's calendar. This will be applied as a payment to your balance. Dates are reserved on a first come, first serve basis when deposits and signed copy of this agreement page are returned.

All prices are subject to Michigan state sales tax and Cass service charge.
Gratuities to staff is not included in the total cost of this proposal unless noted and is not mandatory.

Payment types accepted include cash, check and credit card
All credit card payments will incur a 3.5% credit card processing fee
Any check returned with insufficient funds will incur a \$50 processing fee
All payments made are non refundable

Important Deadlines:

By noon 30 days prior to your event date-All menu and linens choices (if applicable) due to be finalized
By noon 14 days prior to your event-All finalized guest counts and room layouts due
By noon 10 days prior to your event-Remaining payment of all balances due

Due Date	Initial Here
5/2/24	X
5/18/24	X
5/22/24	X

Food and Beverage Minimum Requirements:

Peak Season May 1st-October 31st

Fridays \$3,000
Saturdays \$5,000
Sundays \$2,000

Final billing will reflect the actual number of guests served or guaranteed minimum head, whichever is greater.

Other:

Customers are permitted to save leftover served food following events if they provide storage containers and adequate refrigeration as mandated by local Health Authorities.

Please consider weather when planning your outdoor event. Cass Catering delivers rain or shine.

All prices and menu selections are subject to change without notice due to uncontrollable market conditions.

By placing money down on your event you hereby acknowledge that you have read, understand and agree to the Cass Policies and Procedures.

Please plan accordingly when it comes to your service time stated on this contract. Extending your catering past the agreed upon service window will

Cost of Services

SAMPLE WEDDING PROPOSAL

result in a \$100 per hour fee with a minimum of 1 hour additional required.

Cass Catering does not provide food labels unless requested in advance. In the event food labels are requested, there will be a \$100 fee added to your final balance. Food label requests must be received by noon 30 days prior to the event date along with the other final event details.

All agreement terms are non-negotiable and cannot be revised or altered in any way.

Rentals (If Applicable):

Cass Catering is not responsible for underground sprinklers or electrical lines.

Please call 8-1-1 to have any public underground lines marked prior to delivery of tents.
Customer agrees to pay for replacement of any lost or damaged property.

Cass Catering is not responsible for the setup and breakdown of any rental items unless coordinated through your sales associate.

The signed catering contract must be returned prior to making any payments towards the event. Failure to do so may result in loss of any payments as no refund of payments made towards the event prior to submitting the signed catering contract will be issued in case client does not proceed with reservation. Moreover, if Client makes a credit card payment prior to submitting their contract and does not proceed with the reservation, Client is responsible to reimburse Cass Catering of any credit card processing fees incurred by Cass Catering

Catering shall not be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, flood, loss of electricity, tornado, thunderstorm, war, strikes or labor disputes, embargoes, government orders or any other force majeure event.

By Signing and dating this page, I agree, understand, and accept the terms provided in this event order.

Print Name: X _____

Signature: X _____

Date _____

Invoice Number _____

Cost of Services

SAMPLE WEDDING INVOICE

CASS

Catering | Events | Experiences

Remit Payment To:
Cass Catering L.L.C.
P.O. Box 342
Lakeville MI 48366

INVOICE #
WES060124

DATE OF FUNCTION	Saturday, June 1, 2024
OCCASION	Wedding Reception
CLIENT CONTACT	Kevin West and Brooke Stano
CLIENT CONTACT PHONE:	
CLIENT CONTACT CELL:	734 239 5214
A/P CONTACT:	
ARRIVAL TIME EST:	
SERVICE TIME:	See each service
GUEST COUNT:	176 confirmed (+2 kids under 5)
EVENT COORDINATOR:	

CUSTOMER ADDRESS:
TBD

DELIVERY ADDRESS:
2 Gather More
Auburn Hills MI 48326

FAX: _____
EMAIL: kevinwest5214@gmail.com

Amount	DESCRIPTION	TOTAL
	Dessert Service	\$0.00
	Beverage Service	\$1,879.50
	Food Service	\$8,484.00
	Rental Service	\$0.00
	Staffing Service	\$630.00
	Fuel Charge	\$25.00

Fuel Charge	\$25.00
Rental cost	\$0.00
Food & Beverage	\$10,363.50
Taxable Subtotal	\$10,363.50
Service Charge	\$2,590.88
Sales Tax	\$621.81
Staffing	\$630.00
Event Total	\$14,231.19

Payment Type	Credit Card	
Credit Card		Credit Card Billing Address:
Expiration:		
Approval Code		

1st Payment	\$3,526.38
Processing %	\$123.42
Total Due	\$3,649.80
Balance Due	\$10,704.81

1/12/23

Payment Type	Credit Card	
Credit Card		Credit Card Billing Address:
Expiration:		
Approval Code		

Final Payment	\$10,704.81
Processing %	\$374.67
Total Due	\$11,079.48
Balance Due	\$0.00

5/21/24

Cost of Services

SAMPLE WEDDING INVOICE

INVOICE #
WES060124

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
176	Gold Buffet Package	\$ 42.00	\$7,392.00
	Appetizers 4:30pm-5:30pm		
	Display Appetizer		
176	Dips and spreadables		
	Tray Passed Appetizers		
	Char-Grilled Chicken Caesar Crostini		
	Smoked Meatball Bites		
	Two Entree Dinner Buffet (6pm-7:30pm)		
	Salads and Rolls		
	Michigan Salad (GF)		
	House baked bread with butter		
	Entrées		
	Stout braised beef brisket		
	Lake michigan whitefish, remoulade on the side		
	Sides		
	Quinoa pilaf (GF)		
	Roasted baby potatoes with fresh herbs (GF)		
	House medley vegetables (GF)		
	Dessert As Part Of The Gold Package		
3	Donut Tiered Stand (3 guests attending after dinner a la carte priced)	\$ 6.00	\$ 18.00
	**no ceremonial cake cutting		
179	Add On-Late Night Snack (9pm)	\$ 6.00	\$ 1,074.00
	Classic american sliders		
	Includes buffet linens, chafers, serving utensils, delivery and setup.		
	Subtotal for Food Service		\$8,484.00

Cost of Services

SAMPLE WEDDING INVOICE

INVOICE #
WES060124

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
179	Full Bar Mixer Service (4:30pm-11pm)	\$17.50	\$3,132.50
	Main Bar Indoors, second bar setup on back patio weather permitting		
	Includes club soda, tonic water, orange juice, cranberry juice, margarita mix, Salt, soft drinks, bottled water, lemons, limes, cherries, olives, stirrer sticks, fill picks, clear disposable cups, ice, bar setups and tools		
	**only beer being served will be corona-extra limes		
	2 Signature His and Her Cocktails		
	Margaritas on the rocks		
	Cranberry mimosa		
	50 Cup coffee with all the fixings		
	Cass Catering will provide a referral for beer, wine and liquor purchase with option for return credit		
179	Package Discount (bundled dinner and bar service)	(\$7.00)	(\$1,253.00)
	Subtotal for Beverage Service		\$1,879.50

Cost of Services

SAMPLE WEDDING INVOICE

INVOICE #
WES060124

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
2	Bartenders	\$315.00	\$630.00
	4:30pm-11pm Open Bar		
3	Waitstaff Attendants	\$0.00	\$0.00
	Passing apps and clearing during dinner		
	Included with a confirmed guest count of 150 or more		
	Normally \$150 each if under 150 guests		
	Total Staffing Service		\$630.00

Cost of Services

SAMPLE WEDDING INVOICE

INVOICE #
WES060124

Amount	DESCRIPTION	PRICE EACH	TOTAL
150	China Included with the Gold Package	\$0.00	\$0.00
	Appetizer Plates		
	Appetizer Forks		
	Dinner Plates		
	Dinner Forks		
	Dinner Knives		
	Dessert Plates		
	Dessert Forks		
	Water Glasses		
	Water Pitchers		
	Salt and Pepper Shaker Sets		
	Includes delivery, setup, scrape, stack and pickup		
	Total Rental Service		\$0.00

Cost of Services

SAMPLE WEDDING INVOICE

INVOICE #
WES060124

General Notes

3 guests coming after dinner being billed for bar, dessert, and late night snack

Round tables seated with 8 guests

Square tables seated with 10 guests

VIP tables - 4, 12, 14 and the head table



Cost of Services

SAMPLE LUNCHEON PROPOSAL

CASS

Catering | Events | Experiences

Remit Payment To:
Cass Catering L.L.C.
P.O. Box 342
Lakeville MI 48366

PROPOSAL ID
ROT050724

DATE OF FUNCTION	Tuesday, May 7, 2024
OCCASION	Rochester Rotary
CLIENT CONTACT	Steve Oehler
CLIENT CONTACT PHONE:	
CLIENT CONTACT CELL:	248 330 8226
A/P CONTACT:	
ARRIVAL TIME EST:	
SERVICE TIME:	noon
GUEST COUNT:	30 estimated
REFERRED BY:	Allan RCH

CUSTOMER ADDRESS:

TBD

DELIVERY ADDRESS:

Rochester Community House

FAX:

EML: steveoehler79@gmail.com

Amount	DESCRIPTION	TOTAL
	Dessert Service	\$0.00
	Beverage Service	\$0.00
	Buffet Service	\$465.00
	Rental Service	\$0.00
	Staffing Service	\$0.00

Rental cost	\$0.00
Food & Beverage	\$465.00
Taxable Subtotal	\$465.00
Service Charge	\$0.00
Sales Tax	\$0.00
Staffing	\$0.00
Event Total	\$465.00

Final headcount & menus due no later than 12:00pm on this date:==>

5/3/2024

Payment Type	
Credit Card	Credit Card Billing Address:
Expiration:	
Approval Code	

Payment Type	
Credit Card	Credit Card Billing Address:
Expiration:	
Approval Code	

Cost of Services

SAMPLE LUNCHEON PROPOSAL

INVOICE #
RO1050724

AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
30	Menu Selection	\$ 15.50	\$ 465.00
	Weekly rotating menu with selections provided by Cass Catering		
	Mini Salad Bar (separate table setup)		
	Variety of salad toppings		
	Variety of salad dressings		
	Bakery basket with butter		
	Smoked cut kielbasa with kraut- horseradish on the side		
	Mini potato pierogis with sour cream		
	House vegetables		
	Assorted cookies		
	**One vegan in attendance		
	Beverage		
	Assorted Soft Drinks		
	Unsweetened Iced Tea		
	Water Pitchers		
	Includes real silverware, disposable plates and napkins, chafers, serving utensils, delivery, and setup.		
	Double sided buffet setup		
	Subtotal for Buffet Service		\$465.00

Cost of Services

SAMPLE LUNCHEON INVOICE



Remit Payment To:
Cass Catering LLC.
P.O. Box 342
Lakeville MI 48366

INVOICE #
ROT050724

DATE OF FUNCTION	Tuesday, May 7, 2024
OCCASION	Rochester Rotary
CLIENT CONTACT	Steve Oehler
CLIENT CONTACT PHONE:	
CLIENT CONTACT CELL:	248 330 8226
A/P CONTACT:	
ARRIVAL TIME EST:	
SERVICE TIME:	noon
GUEST COUNT:	40 Confirmed
REFERRED BY:	Allan RCH

CUSTOMER ADDRESS:

TBD

DELIVERY ADDRESS:

Rochester Community House

FAX:

EML: steveoehler79@gmail.com

Amount	DESCRIPTION	TOTAL
	Dessert Service	\$0.00
	Beverage Service	\$0.00
	Buffet Service	\$620.00
	Rental Service	\$0.00
	Staffing Service	\$0.00

Rental cost	\$0.00
Food & Beverage	\$620.00
Taxable Subtotal	\$620.00
Service Charge	\$0.00
Sales Tax	\$0.00
Staffing	\$0.00
Event Total	\$620.00

Final headcount & menus due no later than 12:00pm on this date: <<<

5/3/2024

Payment Type	Check	
Credit Card		Credit Card Billing Address:
Expiration:		
Approval Code		

1st Payment

5/7/24

Processing %

Total Due

Balance Due

\$620.00
\$0.00
\$620.00
\$0.00

Payment Type		
Credit Card		Credit Card Billing Address:
Expiration:		
Approval Code		

Cost of Services

SAMPLE LUNCHEON INVOICE

INVOICE # R01050724			
AMOUNT	DESCRIPTION	PRICE EACH	TOTAL
40	Menu Selection	\$ 15.50	\$ 620.00
	Weekly rotating menu with selections provided by Cass Catering		
	Mini Salad Bar (separate table setup)		
	Variety of salad toppings		
	Variety of salad dressings		
	Bakery basket with butter		
	Smoked cut kielbasa with kraut- horseradish on the side		
	Mini potato pierogis with sour cream		
	House vegetables		
	Assorted cookies		
	**One vegan in attendance		
	Beverage		
	Assorted Soft Drinks		
	Unsweetened Iced Tea		
	Water Pitchers		
	Includes real silverware, disposable plates and napkins, chafers, serving utensils, delivery, and setup.		
	Double sided buffet setup		
	Subtotal for Buffet Service		\$620.00

Cost of Services

Please enjoy the sampling of photos from our various private catered events



References



January 12th, 2023

To Whom it may concern:

Please let this serve as a letter of reference for Mr. Cass Przybylski and Cass Catering.

Over the last several years, Leader Dogs for the Blind has partnered with Mr. Przybylski and his team at Cass Catering on numerous Board, team and client events. Mr. Przybylski is incredibly responsive and very fair with his catering pricing. His menus are very creative, typically featuring seasonal ingredients, and his food is delicious! Mr. Przybylski's team is extremely professional and courteous; often going 'above and beyond' to assist our guests and support our team.

Cass Catering is our first choice when selecting a catering vendor and I highly recommend Mr. Przybylski and Cass Catering.

Sincerely,

Susan M. Daniels

Susan M. Daniels
President & CEO



Living the Magis

U of D Jesuit 49th Annual Auction

July 30, 2020

To whom it may concern,

I have been working with Cass Przybylski for more than six years. This November will be the seventh auction we have had the pleasure of working together. Our auction is a formal event held at U of D Jesuit averaging 550 guests and raises over \$500,000 annually for tuition assistance. The event starts with a silent auction including passed appetizers and multiple full bars, followed by a live auction including plated dinners and wine stewards, and concludes with a coffee bar and afterglow meal.

When looking for a caterer it was important that we hired someone who specialized in off-site catering due to the fact that our facilities are not set up to serve 550 plated meals at one time. Cass has somehow figured out how to turn our auxiliary gym into a full-blown working kitchen. The organizational charts, designated work areas, and over all supervision of the wait staff is definitely impressive. We also have donors who are very influential and having a chef who can interact with our donors professionally, produced high quality food with creative and trendy presentations is just icing on the cake. I have often said that Cass treats our guests as if they were his own.

It is also important for me to hire a chef that is a problem solver and forward thinking. Cass has proven that to us over and over again. Handling situations that arise before I am even made aware or by creatively solving a problem together such as bar lines, working our student volunteers into his wait staff, or cost effective menus are all things I can count on from Cass. I truly feel that having Cass as our caterer is a monumental reason why we are so successful. Being able to rely on Cass for every aspect of our catering, even last minute requests, allows me to attend to all other aspects of the evening. Last year about four weeks before our auction we were notified by Kosch Catering stating they had restructured the company and they would have an entirely new staff to work our event without Cass' involvement. After meeting with the Kosch ownership, it became very clear that they were in over their heads and our entire event was riding on Kosch Catering's ability to produce an effective team. After meeting with our leadership team, it was unanimous that we would not proceed without Cass working our event. This would have been a huge expense for us to walk away, but we felt it was less of a risk than proceeding. Cass had no personal obligation to come back and work our event, but he did. Not only did he say we could rely on him to come back and manage the auction reception, he also brought back the majority of his team that we could count on as well. It was truly one of our best events yet!

Moving forward our organization has used Cass Catering for numerous events and he has continued to show his integrity, reliability and professionalism. I highly recommend Cass and his team for all of your catering needs and welcome you to contact me to discuss further.

Sincerely,



Kathy Larabell-Renaud
Director of Auction

Kathy.Larabell-renaud@uofdjesuit.org

References



Kollin VanDenHeuvel

Local Guide · 37 reviews · 6 photos



★★★★★ a month ago

Cass Catering was an absolute dream to work with for our wedding buffet dinner. From the initial consultation to the tasting, planning, and the big day itself, they were a breeze to collaborate with. Their responsiveness and professionalism made the entire process seamless.

Now, about the food – it was phenomenal! While wedding buffet dinners often get lost in the shuffle, Cass Catering's dishes truly stole the show. The number of guests who couldn't stop talking about how delicious everything was is a testament to their culinary talent. From the appetizers to the main courses and late-night subs, every dish was expertly prepared and bursting with flavor.

If you're searching for a catering company that will elevate your wedding with exceptional food and service, look no further than Cass Catering. We couldn't be happier with our decision to entrust them with our special day.

Thank you, Cass Catering, for making our wedding dinner an unforgettable experience for us and our guests!



shanna cheng

[11 reviews](#)



★★★★★ 8 months ago

Cass catering did our wedding, and they went above and beyond. We met with 6-7 catering businesses, and we went with Cass because of his variety, customizability, and how kind/caring he is. My fiancé and I were planning our wedding from across the country, and Cass was always so understanding. We had a phone meeting where he ran through everything, making sure we understood exactly what he could offer. He answered all of our questions, and we never felt pressured or felt like we couldn't make requests. After our initial meeting, I knew we needed Cass to be our caterer.

I asked Cass a lot of questions and was constantly emailing him changes to our package before arriving at the package we felt most comfortable with. Despite all of these iterations, Cass always responded with kindness and grace. He was so understanding.

We did our tasting 4 months before our wedding while we were in town doing other wedding stuff. He knew we were planning from a distance and again was accommodating. Cass is a great communicator!



References



A Lech

2 reviews · 3 photos

★★★★★ 2 years ago

Cass Catering made my wedding shower the perfect event! The food was creative and perfect for a winter "high tea" theme. Alex and the whole team did a fabulous job and were so professional and kind. I am looking forward to having Cass cater my wedding!



Lynn Marie Oates

7 reviews · 2 photos

★★★★★ 2 years ago

Working with Cass and his team was a dream! They made the planning so easy! Answered every questions quickly and were very professional and helpful. And, on the day of the event they were totally prepared and organized ahead of schedule. And most important the food was amazing! We received wonderful rave reviews from our guests! I highly recommend Cass Catering!!!



Signed Contract Forms



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

A corporation duly organized and doing business under the laws of the State of MICHIGAN for whom CASS PRZYBYLSKI, bearing the office title of OWNER, whose signature is affixed to this proposal, is duly authorized to execute contracts.

~~A partnership, all members of which, with addresses, is:~~

<hr/>	<hr/>
<hr/>	<hr/>
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<hr/>	<hr/>

~~AN INDIVIDUAL, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:~~

<hr/>	<hr/>
<hr/>	<hr/>

Signed Contract Forms



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

CASS PRZYBYLSKI, being duly sworn deposed, says that he/she
(Print Full Name)

is OWNER. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

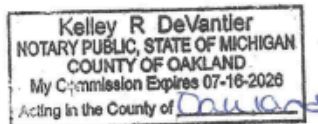
[Signature]
SIGNATURE OF PERSON SUBMITTING BID

Kelley R DeVantier
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 5 day of June, 2024 in and for Oakland
County.

My commission expires:

7-16-26



Signed Contract Forms



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2-Contracts.

☒ I am able to certify to the above statements.

CASS CATERING LLC

Name of Agency/Company/Firm (Please Print)

CASS PRZYBYLSKI OWNER

Name and title of authorized representative (Please Print)

[Signature]

Signature of authorized representative

6/4/24

Date

☐ I am unable to certify to the above statements. Attached is my explanation.

G:\Purchasing Forms - Instructions\Certification regarding debarment (2).doc

Signed Contract Forms



VENDOR CERTIFICATION THAT IT IS NOT AN "IRAN LINKED BUSINESS"

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	CASS CATERING LLC
Street Address	909 MCINTOSH CT
City	OAKLAND
State, Zip	MI 48363
Corporate I.D. Number/State	802381784
Taxpayer I.D. #	84-359 4962

The undersigned, with: 1.) full knowledge of all of Vendors business activities, 2.) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent:

Printed Name of Vendor's Authorized Agent:

CASS PRZYBYLSKI

Witness Signature:

Printed Name of Witness:

LAURA PRZYBYLSKI

G:\BidLanguage_IranLinkedBusiness

Signed Contract Forms



Proposer's Sworn and Notarized Familial Disclosure (to be provided by the Proposer)

The undersigned, the owner or authorized officer of CASS CATERING (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of _____ and any member of the City of Troy City Council or City of Troy Administration.

List any Familial Relationships:

BIDDER: CASS CATERING LLC

By: [Signature]

Its: OWNER

STATE OF MICHIGAN)
)ss.

COUNTY OF Oakland)

This instrument was acknowledged before me on the 5 day of June, 2024, by

Kelley R DeVantier



Signed Contract Forms



May 13, 2024
Addendum 1
RFP-COT 24-08
Page 1 of 1

Preferred Catering Services for Troy Community Center

To All Bidders:

Please be advised, the following document has been submitted for clarification for **RFP-COT 24-08 Preferred Catering Services for Troy Community Center**. The clarification(s) and or change(s) will be considered an integral part of the original proposal document.

Changes/Corrections

Please be advised that the Optional Pre-Proposal Meeting date has been changed.

REVISED OPTIONAL PRE-PROPOSAL MEETING DATE: Wednesday, May 22, 2024, at 10:30 AM EDT at the Troy Community Center, 3179 Livernois Road, Troy, MI 48083. This pre-proposal meeting will provide caterers an opportunity to walk through the Troy Community Center, view food staging areas and event spaces, and ask questions about the City's goals and the RFP process.

Please note the meeting will begin in Room 302 of the Troy Community Center

Please be advised that the City of Troy Purchasing Department has authorized the following clarifications to for Bid Proposal **RFP-COT 24-08, Preferred Catering Services for Troy Community Center**. The clarifications will be considered an integral part of the original proposal documents.

I, the undersigned Bidder, have read this addendum and have integrated the changes into the Bid Proposal documents for **ITB-COT 24-08, Preferred Catering Services for Troy Community Center**. All other items in the original proposal document remain the same. This addendum should be attached to the Electronic Bid Submission Response at the time of submission on or before Thursday, June 6, 2024 at 10:00 A.M., EDT.

COMPANY:

CASS CATERING LLC

NAME OF REPRESENTATIVE:

CASS PRZYBYLSKI

(Print)

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

[Signature]

DATE:

6/4/24

CASS

Catering 🍴 Events 🍷 Experiences



About Cass Catering

Taste. Quality. Dependability.

These are the main ingredients for an extraordinary caterer. You can depend on Cass Catering to provide quality food that tastes amazing every time. From attended buffets to elaborate food displays, Cass Catering offers a unique range of menu selections and service formats to best fit your needs.

With over two decades of event planning experience, rest easy knowing that Cass Catering can make your vision come to life.



Breakfast

CLASSIC CONTINENTAL

\$8 Per Guest

- Fresh Baked Pastries And Muffins
- Bagels With Cream Cheese
- Fresh Cut Fruit Salad
- Assorted Fruit Juice
- Signature Blend Coffee
- Hot Tea

WAFFLES AND PANCAKES

\$13 Per Guest

- Homestyle Waffles
- Buttermilk Pancakes
- Crispy Bacon
- Fresh Cut Fruit Salad
- Cheesy Hash Brown Casserole
- Assorted Fruit Juice
- Signature Blend Coffee
- Hot Tea

OMELETS COOKED TO ORDER

\$14 Per Guest

- Tomato
- Mixed Bell Peppers
- Onions
- Mushrooms
- Diced Ham
- Shredded Cheddar
- Cheesy Hash Brown Casserole
- Assorted Fruit Juice
- Signature Blend Coffee
- Hot Tea

\$150 Chef Attendant Fee Required. One Attendant Per 30 Guests

EARLY BIRD BREAKFAST BUFFET

\$15 Per Guest

- Fluffy Scrambled Eggs
- Buttermilk Pancakes
- Sausage Links
- Crispy Bacon
- Fresh Cut Fruit Salad
- Cheesy Hash Brown Casserole
- Assorted Fruit Juice
- Signature Blend Coffee
- Hot Tea

Consuming raw or undercooked eggs, meat, shellfish and seafood may increase your risk of food borne illnesses.

Build a Brunch

INCLUDES THE FOLLOWING

\$20 per Guest

- Sugar Glazed Ham Carving Station
- Chicken Piccata
- Baked Egg and Cheese Strata
- Crispy Bacon
- Potatoes With Peppers and Onions
- Michigan Salad
- Fresh Cut Fruit Display
- Assorted Fruit Juice
- Signature Blend Coffee
- Hot Tea

Optional Brunch Add-Ons

Blueberry Cream Cheese French Toast Bake: Add \$4 Per Guest

Belgian Waffle Bar: Add \$4 Per Guest

Buttermilk Pancake Bar: Add \$4 Per Guest

Omelet Bar: Add \$7 Per Guest

Quiche Assortment: Add \$4 Per Guest

Avocado Crostini: Add \$3 Per Guest

Assorted Tea Sandwiches: Add \$5 Per Guest

Yogurt With Granola and Fresh Berries: Add \$3 Per Guest

Biscuits With Gravy: Add \$3 Per Guest

Assortment Of Bagels With Variety Of Cream Cheeses And Spreads: Add \$4 Per Guest

Cinnamon Coffee Cake: Add \$3 Per Guest

Assortment Of Fresh Baked Muffins: Add \$3 Per Guest

Blueberry Scones: Add \$2 Per Guest

Assortment Of Mousse Dessert Shooters: Add \$3 Per Guest

Miniature Cookies: Add \$2 Per Guest

Cookie Dough Truffles: Add \$3 Per Guest

75 guest minimum required

Package substitutions not permitted

Consuming raw or undercooked eggs, meat, shellfish and seafood may increase your risk of food borne illnesses.

Deli Board

*BOXED LUNCH

\$12 Per Guest

- Thick Stacked Sandwich On Deli Style Bread
- Lettuce, Tomato, And Cheese
- Choice Of Two Sides For All Boxes
- Bag Of Sea Salt Kettle Chips
- Chocolate Chunk Cookie
- Appropriate Utensils and Condiments

Side Options

- Italian Pasta Salad, Cole Slaw, Redskin Potato Salad, Broccoli With Bacon Salad, Roasted Cauliflower Salad, Fresh Cut Fruit

Deli Meat Options

- Ham, Turkey, Roast Beef, Albacore Tuna, Chicken Salad, or Vegetarian Mediterranean Wrap

Meat Upgrade Options

- Chicken Club: Add \$2
- Beef Tenderloin: Add \$8
- Veggie Muffuletta: Add \$3

*Includes Up To 3 Meat Options Per Order
Additional Varieties: Add \$2 Each Per Boxed Lunch
Minimum 25 Box Requirement

DELI LUNCH BUFFET

\$14 per Guest

- Build Your Own Sandwiches
- Includes A Selection Of Deli Style Breads
- **Choice Of Three Meats**
 - Ham, Turkey, Roast Beef, Albacore Tuna, Chicken Salad, Vegetarian Tapenade
- Includes A Selection Cheeses
- Lettuce and Tomato
- Cheese Tortellini Pasta Salad
- Fresh Cut Fruit
- Assorted Bags Of Kettle Chips
- Relish Tray With Pickles and Olives
- Mustard, Mayonnaise, And Grey Poupon

Add Soup: \$3 Per Guest
Homestyle Chicken Noodle
Tomato Bisque
Cream Of Broccoli
Seasonal Selection

Buffet Selections

*Includes Your Choice Of Entree(s), One Pasta, One Vegetable, and One Starch
Also Includes A Mixed Greens Salad With Ranch And House Vinaigrette
Up To Five Chef Selected Cold Side Salads
Bakery Basket With Butter*

25-49 GUESTS		50-99 GUESTS		100-199 GUESTS		200+ GUESTS	
One Entree	\$16	One Entree	\$14	One Entree	\$12	One Entree	\$10
Two Entrees	\$18	Two Entrees	\$16	Two Entrees	\$14	Two Entrees	\$12
Three Entrees	\$20	Three Entrees	\$18	Three Entrees	\$16	Three Entrees	\$14

ENTREE SELECTIONS

- Traverse City Chicken
- Chicken Marsala
- Chicken Florentine
- Chicken Piccata
- Italian Chicken
- Bone In Butter Crumb Chicken
- Bone In Lemon Rosemary Chicken
- Cabernet Mushroom Roast Beef
- Bistro Style Roast Beef
- Rosemary Au Jus Roast Beef
- Herb Encrusted Whitefish
- Grilled Chicken Saltimbocca
- Vegetarian Portabello Romesco
- Provencal Ratatouille

PREMIUM ENTREE SELECTIONS

- Roasted Prime Rib Au Jus: Add \$7
- Mediterranean Salmon: Add \$4
- Panko Encrusted Salmon: Add \$4
- Maple Pecan Pork Chops: Add \$3
- Apricot And Sage Pork Loin: Add \$2
- Fall Spiced Apple Pork Loin: Add \$2

PASTA SELECTIONS

- Bowtie Pasta With Garlic Butter
- Bowtie Pasta Alfredo
- Penne With Marinara
- Penne With Meat Sauce: Add \$2
- Penne Palomino
- Macaroni And Cheese
- Pasta Primavera (GF)
- Meat Or Vegetarian Lasagna: Add \$3

STARCH AND VEGETABLE SELECTIONS

- Italian Roasted Redskin Potatoes
- Parmesan Whipped Potatoes
- Au Gratin Potatoes
- Scalloped Potatoes
- Garden Vegetable Rice Pilaf
- House Medley
- Green Bean Almondine
- Maple Glazed Carrots
- Roasted Cauliflower
- Roasted Broccoli

Consuming raw or undercooked eggs, meat, shellfish and seafood may increase your risk of food borne illnesses.

Themed Buffet Menu

PURE MICHIGAN

\$18 per Guest

- **Chef's Selection:** Chicken And Waffle Bites
- **Salad:** Greek Town Salad
- **Entree:** Better Made Encrusted Chicken Breast, Corridor Sausage, Penne, Peppers and Onions

- **Corn Bread:** Honey Butter
- **Sides:** Motown Mac and Cheese, Lazy Kabob Vegetables
- **Dessert:** Sander's Cream Puff Sundaes

CITY SLICKER GRILL

\$26 per Guest

- **Chef's Selection:** Traditional Antipasto Platter
- **Salad:** Bistro Salad- Mixed Greens, Chevre Croutes, Bacon, Orange Segments, Slivered Red Onion, Mustard Vinaigrette
- **House Baked Rolls:** Honey Butter
- **Pasta:** Smoked Mac and Cheese

- **Entree:** Certified Angus NY Striploin and Grilled Chicken Monterrey
- **Sides:** Baby Baked Potatoes, Grilled Asparagus & Citrus Butter
- **Dessert:** NY Style Cheesecake with Drunken Strawberries

SIZZLING FAJITAS

\$22 per Guest

- **Chef's Selection:** House Fried Tortilla Chips, Pico De Gallo, Guacamole, Queso and Mini Tostadas
- **Salad:** Lettuce, Taco Beef, Seeded Tomatoes, Cheese, Refried Beans, Tostada Sauce, House Ranch
- **Entree:** Steak, Chicken and Veggie Fajita Fixings

- **Sides:** Cilantro Lime Rice, Smokey Black Beans, Mexican Street Corn "Elote"
- **Dessert:** Cinnamon Churros, Vanilla Ice Cream and Cinnamon Chocolate Ganache Sauce

SEAFOOD BAKE

\$35 per Guest

- **Chef's Selection:** Cheese and Cracker Platters
- **Includes:** Balsamic Glazed Chicken, Jumbo Shrimp, Mussels, Smoked Kielbasa, Red New Potatoes, Corn Cobs

- **Creamy Cole Slaw**
- **Cheddar Garlic Biscuits:** Butter
- **Dessert:** Strawberry Shortcake

SOUTHERN COMFORT

\$23 per Guest

- **Chef's Selection:** Fried Green Tomatoes
- **Selection Of Cold Salads:** Dill Potato Salad, Creamy Macaroni Salad, Sweet Vinaigrette Slaw
- **House Baked Rolls:** Honey Butter
- **Pasta:** Mac And Cheese

- **Entree:** Buttermilk Fried Chicken and Honey Glazed Sugared Ham
- **Sides:** Buttery Whipped Potatoes, Gravy, Creamy Shoepeg Corn
- **Dessert:** Banana Rum Bread Pudding

Consuming raw or undercooked eggs, meat, shellfish and seafood may increase your risk of food borne illnesses.

Soup and Salad Bar

INCLUDES THE FOLLOWING

\$76 Per Guest

- Artisan Salad Greens
- Romaine Lettuce
- Iceberg Lettuce
- Cucumbers
- Tomatoes
- Shredded Carrots
- Mixed Bell Peppers
- Red Onion
- Hard Boiled Eggs
- Dried Cherries
- Pickled Beets
- Garbanzo Beans
- Black Olives
- Croutons

Soups: Pick Two

- Homestyle Chicken Noodle
- Tomato Bisque (VG)
- Cream Of Broccoli
- Minestrone
- Vegetable Tortellini

Proteins: Pick Two

- Julienned Ham
- Julienned Turkey
- Shredded Mozzarella
- Shredded Cheddar
- Cottage Cheese
- Feta Cheese

Protein Upgrade Options:

- Candied Walnuts: Add \$1
- Fresh Mozzarella: Add \$2
- Grilled Chicken: Add \$2
- Chicken Salad: Add \$2
- Blackened Salmon: Add \$4
- Grilled Steak: Add \$8

Dressings Included:

- Buttermilk Ranch
- House Vinaigrette (GF) (V)
- Strawberry Vinaigrette



*50 guest minimum required
Certain items subject to availability*

Smokehouse BBQ

50-99 GUESTS

Per Guest \$22

100-199 GUESTS

Per Guest \$18

200+ GUESTS

Per Guest \$17

INCLUDES THE FOLLOWING

- BBQ Pulled Pork
- Bone In BBQ Chicken
- Shredded BBQ Beef Brisket
- Dry Rubbed Spareribs
- Kaiser Rolls
- Assortment Of Sauces
- Loaded Pit Beans
- Smoked Mac And Cheese
- Sweet Vinaigrette Cole Slaw
- Smokehouse Potato Salad
- Corn Bread With Butter
- Relish Tray



50 guest minimum required

Onsite grilling available for an additional \$150-Includes grill and grill chef

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Mix and Match BBQ

DOUBLE TROUBLE \$13

- Two Entree Selections
- Two Hot Sides
- Two Cold Sides
- Assorted Potato Chips
- Relish Tray
- Appropriate Condiments

TRIFECTA \$16

- Three Entree Selections
- Two Hot Sides
- Two Cold Sides
- Assorted Potato Chips
- Relish Tray
- Appropriate Condiments

HOG HEAVEN \$19

- Four Entree Selections
- Two Hot Sides
- Two Cold Sides
- Assorted Potato Chips
- Relish Tray
- Appropriate Condiments

ENTREE SELECTIONS

- All Beef Hot Dogs
- Italian Sausage With Peppers and Onions
- Smoked Kielbasa
- 1/4# Hamburgers
- 1/4# Turkey Burgers
- Veggie Burgers
- Bone In BBQ Chicken Breast
- Boneless BBQ Chicken Breast: Add \$1
- Marinated Chicken Kabobs: Add \$3
- Southern Pulled Pork: Add \$2
- Dry Rubbed Ribs: Add \$5
- Shredded BBQ Beef Brisket: Add \$4
- Marinated Steak Kabobs: Add \$6
- Grilled Salmon: Add \$5

HOT SIDES

- Loaded Pit Beans
- Corn Cobs With Butter
- Steamed Vegetable Medley
- Roasted Redskins Potatoes
- Cheddar Whipped Potatoes
- Scalloped Potatoes
- Au Gratin Potatoes
- Smoked Mac and Cheese
- Roasted Cauliflower
- Creamed Spinach

COLD SIDES

- Creamy Cole Slaw
- Sweet Vinaigrette Cole Slaw
- American Potato Salad
- Dill Redskin Potato Salad
- Macaroni Salad
- Italian Pasta Salad
- Smokehouse Potato Salad
- Fresh Cut Fruit Salad
- Raw Veggie Platters With Dip
- Garden Salad With Dressing
- Classic Caesar Salad
- Summer Greens Salad With Berries
- Cheese Tortellini Pasta Salad
- Broccoli With Bacon Salad
- Roasted Cauliflower Salad
- Corn Bread Squares With Butter

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Appetizers

Includes A One Hour Service Window

Additional Hours Can Be Added For \$100 Per Full Hour

Appetizers Can Be Tray Passed-Additional Staffing Fees Will Apply

\$80 PER 50 PIECES

Smoked Meatball Bites

Faygo BBQ Sauce

Chicken and Waffle Bites

Maple Chardonnay Drizzle

Spanakopita

Tzatziki Sauce

Sourdough Grilled Cheese

Creamy Dill Havarti, Roasted Tomato Bisque

Char-Grilled Chicken Caesar Crostini

Parmesan, Onion, Tomato, Crisp Caper

Cabana Caprese Skewers (GF)

Melon, Fresh Mozzarella, Mint Pesto

Feta and Watermelon Lollipops (GF)

Extra Virgin Olive Oil, Cracked Black Pepper

Sweet Pepper and Tomato Bruschetta

Parmesan, Balsamic Glaze

\$110 PER 50 PIECES

Chicken Brochettes (GF)

Green Pepper, Tzatziki

Crab Rangoon

Honey Orange Sauce

Antipasto Kabobs

Tomato, Salami, Fresh Mozzarella, Balsamic

Caribbean Risotto Cakes (VG)

Mango Jalapeno Relish

Vegetable Spring Rolls

Duck Sauce

Spicy Pork Medallions

Honey Pineapple Relish

Cherry Pecan Goat Cheese Truffles (GF)

Dried Cherries, Pecans, Chevre Cheese

Mini Beef Wellingtons

Creamy Horseradish Sauce

\$160 PER 50 PIECES

Jumbo Shrimp Cocktail (GF)

Horseradish Vodka Cocktail Sauce

Petite Crab Cakes

Red Pepper Aioli

Seared Tuna Wontons

Cucumber, Avocado, Pickled Red Onion

Spicy Shrimp and Watermelon Gazpacho (GF)

Served As A Shooter

Coconut Chicken Tenders

Honey Pineapple Relish

Beef Medallion Crostinis

Whole Mustard and Horseradish Sauce

Beef Brochettes (GF)

Roasted Red Pepper, Juniper Demi Glace

Blue Cheese Stuffed Dates

Bacon Wrapped

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Appetizers

TABLESCAPE DISPLAYED

Grilled and Chilled Vegetable Display

Balsamic Glaze, Grated Parmesan

\$6 Per Guest

Imported and Domestic Cheese Board

Grape Clusters, Seasonal Berries, Skillet
Toasted Whole Almonds, Imported Crackers,
Lightly Toasted Baguette Slices, Garnished
with Fresh Herbs

\$5 Per Guest



Fresh Cut Fruit

Honey Dew, Cantaloupe, Pineapple,
Strawberries, Grape Clusters

\$5 Per Guest

Crudit  Vegetables

Onion Dill Dip, Buttermilk Ranch

\$4 Per Guest

Summer Bruschetta Grazing Board

Heirloom Tomato and Basil Salad, House
Boursin, Preserved Lemon Hummus, Ricotta
with Honey and Micro Basil

\$4 Per Guest

Dips and Spreadables

Warm Parmesan and Artichoke Fondue with
Pita Chips, Roasted Vegetable Tapenade with
Garlic Crostini, Preserved Lemon Hummus

with Soft Pita

\$4 Per Guest

Hummus and Tabouli

Creamy Garlic Hummus

Fresh Chopped Tabouli

Crisp Pita Chips

\$5 Per Guest



Napa Valley Flat Breads

Charred Vegetable

Smokey Black Beans and Jack Cheese

Smoked Chicken

Caramelized Onions, And Goat Cheese

Buffalo Chicken

Blue Cheese, Shaved Celery and Carrots

\$6 Per Guest

Charcuterie

Soppressata, Genoa Salami, Pepperoni,
Prosciutto, Assorted Imported and Domestic
Cheeses, Ciliegine Caprese Salad, Marinated
Portobello Mushrooms, Imported Marinated
and Cured Olives, Balsamic Braised Cipollini,
Tapenades and Spreads, Grape Clusters,
Assorted Dried Fruit, Rosemary Sprigs,
Tuscan Bread, Crostini, Sliced Baguettes,
Skillet Toasted Whole Almonds

\$8 Per Guest

(25 Guest Minimum)

Consuming raw or undercooked eggs, meat, shellfish and seafood may increase your risk of food borne illnesses.

Bite Sized Desserts

Add A Touch Of Sweetness To Your Cass Catering Experience

With Any Of Our Bite Sized Sweets Created Especially For You By Our In House Pastry Chef

Minimum 2 Dozen Per Type and Flavor

COOKIES BY THE DOZEN

\$15 PER DOZEN

Chocolate Chunk
White Chocolate Macadamia Nut
Oatmeal Raisin
Oatmeal Cranberry Walnut
Seasonal (Ask For Details!)



MOUSSE SHOOTERS BY THE DOZEN

\$36 PER DOZEN

Key Lime Pie
Mixed Wild Berry
Chocolate Nutella
Espresso
Seasonal (Ask For Details!)



BROWNIES BY THE DOZEN

\$20 PER DOZEN

Decadent Fudge
Candied Walnut
Oreo Crumble
Mini M&M

COBBLER CUPS BY THE DOZEN

\$26 PER DOZEN

Traverse City Cherry
Washington Apple
Georgia Peach
Wild Blueberry

Dessert Displays

NOVELTY ICE CREAM BARS WITH DECORATIVE ICE CREAM CART

24ct Ice Cream Sandwiches

\$36 Per Box

24ct Bomb Pops

\$48 Per Box

24ct Vanilla Drumsticks

\$50 Per Box

24ct Strawberry Shortcake Bars

\$50 Per Box

*Decorative Ice Cream Cart

\$150 Per 6 Hour Rental

*Included with a minimum \$500
ice cream bar purchase



ICE CREAM SUNDAE STATION \$5 PER GUEST + \$100 ATTENDANT

Vanilla and Chocolate Ice Cream
Hot Fudge And Caramel Sauce
Maraschino Cherries
Candy Toppings
Whipped Cream
Sprinkles



GRAND DESSERT TABLE \$6 PER GUEST

Pastry Chef Selected Variety Of

Cookies
Brownies
Mousse Shooters

Also Includes A Selection Of

Cakes
Tortes
Miniature Pastries

Drinks

A LA CARTE

\$2 EACH

INCLUDES COOLERS AND ICE

- Assorted 12 oz Canned Soft Drinks
- 16.9 oz Bottled Water
- Assorted 12 oz Lacroix Sparkling Water
- 12 oz Lipton Brisk Iced Tea
- Assorted 10 oz Bottled Juice



BULK BEVERAGES

PRICED PER CARAFE SIZE

INCLUDES ALL THE FIXINGS AND CUPS

Carafe Size	25 Cup	100 Cup
Regular Coffee	\$45	\$165
Decaf Coffee	\$45	\$165
Hot Tea	\$45	\$45
Hot Chocolate	\$38	\$140
Iced Coffee	\$45	\$165
Lemonade	\$25	\$90
Iced Tea	\$30	\$110
Orange Juice	\$40	\$155
Cranberry Juice	\$40	\$155



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FAQ's

ARE THERE TIME LIMITS FOR MY CATERING SERVICE?

Service windows are based on your finalized guest count, type of menu and type of service. These will be established during your initial proposal and once your order is finalized. Extensions to included service windows are permitted and will be billed accordingly by the hour.

WHAT IS THE PROCESS FOR SECURING MY CATERING?

A 50% non refundable payment and signed agreement is required to confirm a date with Cass Catering. Once confirmed, all order must be finalized no later than 10 days prior to your event date.

WHEN DO I NEED TO FINALIZE MY ORDER AND PAY MY BALANCE?

Orders need to be finalized no later than 10 days prior to your event date. Once finalized, any remaining balance due must be paid prior to the event date in full.

WHAT FORMS OF PAYMENT DOES CASS CATERING ACCEPT?

Cass Catering accepts cash, check, zelle, and all major forms of credit cards.

ARE THERE ANY ADDITIONAL FEES?

All prices are subject to Michigan sales tax and a 25% service charge. The service charge bundles the cost of delivery, setup, breakdown, and staff wages into one flat rate. In some circumstances, fuel charges may be added if necessary due to distance required for us to travel.

WHAT IS INCLUDED WITH MY CATERING?

We include all appropriate high grade disposables, buffet linens for food and beverage service ordered, chafing dishes with fuel if applicable, serving utensils, and buffet attendant(s) to maintain your food and beverage setups.

CAN WE RENT REAL PLATES, FLATWARE AND ADDITIONAL LINENS?

YES! Please inquire for pricing and details.

DO YOU HAVE ANY MINIMUM REQUIREMENTS?

We try to maintain a minimum expense requirement of \$1,000 per order. Under certain circumstances, we may be able to accommodate your order if it is less based on specific details of what is requested. Many things play a factor when deciding if we can accept your order below our minimum requirement.

DO I GET TO KEEP MY LEFTOVERS?

YES! We just ask that you provide proper packaging materials. Cass Catering does not include carryout containers with our services.

CASS

Catering | Events | Experiences



About Cass Catering

Taste. Quality. Dependability.

These are the main ingredients for an extraordinary caterer. You can depend on Cass to provide quality food that tastes amazing every time. From attended buffets to elaborate food displays, Cass offers a unique range of menu selections and service formats to best fit your needs.

With over two decades of event planning experience, rest easy knowing that Cass can make your vision come to life.

SERVICE

Cass Catering provides all necessary wait staff to clear and clean throughout the contracted services. Every gathering is also provided with Plateware, Flatware, Table Water Service and Dessert Management. *BBQ and Casual Wedding Packages are served utilizing **disposable** tableware and flatware.

PACKAGE STYLES

Buffet Style is a large display of varying food selections and is serviced by Staff Members.

Family Style is executed by providing each table with large platters and bowls of food which are then passed, just like you might do with your own family at home. This is a great option if you want to keep people seated at tables but don't want something as formal as a plated meal.

Plated Style is considered the most traditional reception style. Meals are served as all the guests are seated creating an intimate formal Dinner.

Plated Duet Style is similar to Plated Style but offers each guest a combination of Two Entrees instead of One. Place Cards only required if a Dietary Restricted Guest is Present.

Strolling Dinner Style is a unique way to get your guests mingling while exploring a variety of Menu Items, featuring multiple stations set up throughout the Venue.



Brunch Menu

BRUNCH BUFFET PACKAGE

\$22 per Guest

- Fluffy Scrambled Eggs
- Buttermilk Pancakes
- Belgian Waffles
- Fresh Cut Fruit Display
- Crispy Bacon & Sausage Links
- Cheesy Potato Casserole

Add-On Brunch Options

Strawberry Cream Cheese French Toast Bake (Add \$4 Per Guest)

Sliced Fresh Fruit And Berries (Add \$3 Per Guest)

Assortment Of Bagels And Toast With Variety Of Cream Cheeses And Spreads (Add \$4 Per Guest)

Cinnamon Coffee Cake (Add \$2 Per Guest)

Assortment Of Fresh Baked Muffins (Add \$3 Per Guest)

Sugar Glazed Ham Carving Station With Accompaniments (Add \$5 Per Guest)

Oven Browned Turkey Carving Station With Accompaniments (Add \$6 Per Guest)

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BBQ Wedding

*Package is served **Buffet Style** and is provided with **Disposable** Plateware and Flatware.

2 ENTREE PACKAGE

\$25 per Guest

4 ENTREE PACKAGE

\$35 per Guest

- Choice of Two Individual Appetizers
- Choice of BBQ Entrees
- Choice of Two Hot BBQ Sides
- Choice of Two Cold BBQ Sides
- House Fried Potato Chips
- Relish Tray of Pickles & Olives
- Condiments & Buns

Selections

ENTREES

Italian Sausage with Peppers & Onions
Polish Sausage with Kraut
1/4 pound Hamburgers
1/4 pound Veggie Burgers
BBQ Chicken Breast
Pulled BBQ Chicken
Marinated Chicken Kabobs (Add \$1.00/guest)
Southern Pulled Pork (Add \$1.50/guest)
Smoked Pork Spareribs (Add \$2.00/guest)
Texas Style Beef Brisket (Add \$2.00/guest)
Marinated Steak Kabobs (Add \$2.50/guest)
12oz New York Strip Steaks (Add \$3.00/guest)
Grilled Atlantic Salmon (Add \$3.00/guest)

HOT BBQ SIDES

Ranch Style Baked Beans
Pint-size Corn Cobs with Dill Butter

HOT BBQ SIDES CONT.

Steamed Seasonal Vegetables
Roasted Redskin Potatoes
Braised Collard Greens
Creamy Scalloped Potatoes
Cheesy Au Gratin Potatoes
Baked Macaroni & Cheese
Petite Baked Potato with Fixin's
Cheddar Whipped Potatoes

COLD BBQ SIDES

Smokehouse Potato Salad
Italian Pasta Salad
Sweet Cornbread Muffins
Cheesy Tortellini Salad
Broccoli with Bacon Salad
Creamy Coleslaw
Vinaigrette Coleslaw

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Casual Wedding

*Package is served **Buffet Style** and is provided with **Disposable** Plateware and Flatware.

PURE MICHIGAN

\$25 per Guest

- **Passed Appetizer:** Chicken And Waffle Bites
- **Salad:** Greek Town Salad
- **Entree:** Better Made Encrusted Chicken Breast, Corridor Sausage, Penne, Peppers and Onions
- **Corn Bread:** with Butter
- **Sides:** Motown Mac and Cheese, Lazy Kabob Vegetables
- **Dessert:** Sander's Cream Puff Sundaes

CITY SLICKER GRILL

\$33 per Guest

- **Appetizer:** Traditional Antipasto Platter
- **Salad:** Bistro Salad- Mixed Greens, Chevre Croutes, Bacon, Orange Segments, Slivered Red Onion, Mustard Vinaigrette
- **House Baked Rolls:** With Butter
- **Entree:** Certified Angus NY Striploin and Grilled Chicken Monterrey
- **Sides:** Baby Baked Potatoes, Grilled Asparagus & Citrus Butter
- **Dessert:** NY Style Cheesecake with Drunken Strawberries

SIZZLING FAJITAS

\$26 per Guest

- **Appetizer:** House Fried Tortilla Chips, Pico De Gallo, Guacamole, Queso.
- **Salad:** Ground Beef, Lettuce, Tomatoes, Cheese, Refried Beans, And Tostada Sauce
- **Entree:** Steak, Chicken and Shrimp Fajita Fixings
- **Sides:** Cilantro Lime Rice, Smokey Black Beans, Mexican Street Corn "Elote"
- **Dessert:** Cinnamon Churros, Vanilla Ice Cream and Cinnamon Chocolate Ganache Sauce

SEAFOOD BAKE

\$50 per Guest

- **Appetizer:** Cheese and Cracker Platters
- **Includes:** Balsamic Glazed Chicken, Jumbo Shrimp, Mussels, Smoked Kielbasa, Red New Potatoes, Corn Cobettes
- **Creamy Cole Slaw**
- **Cheddar Garlic Biscuits With Butter**
- **Dessert:** Strawberry Shortcake

Consuming raw or undercooked eggs, meat, shellfish and seafood may increase your risk of food borne illnesses.

Casual Wedding Cont'd

SOUTHERN COMFORT

\$25 per Guest

- **Appetizer:** Fried Green Tomatoes, Kickback Sauce
- **Selection Of Cold Salads:** Dill Potato Salad, Creamy Macaroni Salad, Sweet Vinaigrette Slaw
- **House Baked Rolls:** With Butter
- **Pasta:** Mac And Cheese
- **Entree:** Buttermilk Fried Chicken and Honey Glaze Sugared Ham
- **Sides:** Buttery Whipped Potatoes, Gravy, Creamy Shoepeg Corn
- **Dessert:** Banana Bread Pudding and Rum Sauce

PIZZA & PASTA

\$23 per Guest

- **Appetizer:** Fried Ravioli with Marinara Dip
- **Salad:** Antipasto Salad
- **Pasta:** Penne With Bolognese and Farfalle Alfredo
- **Breadsticks With Butter**
- **Pizza:** Pepperoni Margherita, Veggie Lovers
- **Dessert:** Warm Brownie A La Mode



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Buffet Style

SILVER PACKAGE

\$34 per Guest

- **Appetizer** - Imported and Domestic Cheese Board (see menu for details)
- **Choice of One Salad**
- **Choice of One Pasta**
- **Choice of Two Entrees** - Add A Third Entrée for only \$5 Per Guest
- **Choice of Two Sides**
- **House Baked Rolls** - with Butter

GOLD PACKAGE

\$44 per Guest

- **Choice of One Display Appetizer**
- **Choice of Two Individual Appetizers**
- **Choice of One Salad**
- **Choice of One Pasta**
- **Choice of Two Entrees**- Add A Third Entrée for only \$5 Per Guest
- **Choice of Two Sides**
- **House Baked Rolls** - with Butter
- **Choice of One Late Night Treat**

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Family Style

SILVER PACKAGE

\$43 per Guest

- **Appetizer** - Imported and Domestic Cheese Board (see menu for details)
- **Choice of One Salad**
- **Choice of One Pasta**
- **Choice of Two Entrees** - Add A Third Entrée for only \$5 Per Guest
- **Choice of Two Sides**
- **House Baked Rolls** - with Butter

GOLD PACKAGE

\$53 per Guest

- **Choice of One Display Appetizer**
- **Choice of Two Individual Appetizers**
- **Choice of One Salad**
- **Choice of One Pasta**
- **Choice of Two Entrees** - Add A Third Entrée for only \$5 Per Guest
- **Choice of Two Sides**
- **House Baked Rolls** - with Butter
- **Choice of One Late Night Snack**

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Plated Style

SILVER PACKAGE

\$47 per Guest

- **Appetizer** - Imported and Domestic Cheese Board (see menu for details)
- **Choice of One Salad**
- **Choice of One Entree**
(vegetarian offered as needed)
- **Choice of Two Sides**
- **House Baked Rolls** - with Butter

GOLD PACKAGE

\$57 per Guest

- **Choice of One Display Appetizer**
- **Choice of Two Individual Appetizers**
- **Choice of One Salad**
- **Choice of One Entree**
(vegetarian offered as needed)
- **Choice of Two Sides**
- **House Baked Rolls** - with Butter
- **Choice of One Late Night Treat**

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Plated Duet Style

SILVER PACKAGE

\$55 per Guest

- **Appetizer** - Imported and Domestic Cheese Board (see menu for details)
- **Choice of One Salad**
- **Guest is Served a Combination of Two Entrees** (vegetarian offered as needed)
- **Choice of Two Sides**
- **House Baked Rolls** - with Butter

GOLD PACKAGE

\$65 per Guest

- **Choice of One Display Appetizer**
- **Choice of Two Individual Appetizers**
- **Choice of One Salad**
- **Guest is Served a Combination of Two Entrees** (vegetarian offered as needed)
- **Choice of Two Sides**
- **House Baked Rolls** - with Butter
- **Choice of One Late Night Treat**

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Strolling Style

3 STATION PACKAGE

\$45 per Guest

4 STATION PACKAGE

\$55 per Guest

5 STATION PACKAGE

\$65 per Guest

Station Selections

Mexican Town: Chef-Assembled Fiesta Sampler

Flights - Hand-Mixed Fresh Guacamole with Lime and Tortilla (V) Chili-Rubbed Flank Steak, Adobo Pepper Jam, and Fresh Cilantro Crema, Roasted Corn Polenta, Black Bean Puree with Garlic (V)

Greek Town: Baby Lamb Sliders & Trio of Hummus

Gyro-Spiced Lamb Sliders, Pita Buns, Creamy Tzatziki, and Kasseri Cheese. Traditional Tahini Hummus, Mediterranean-Style Hummus with Cucumber, Kalamatas, and Fresh Feta. Robust Roasted Garlic and Lemon Hummus (V)

Motown: Chef-Attended Creamy Mac n' Cheese

Bar (V-optional) - Al Dente Cavatappi and Elbow Macaroni. Cheddar-Stout Sauce and Manchego-Brie Sauce. Fixings Include - Diced Smoked Beef Brisket, Diced Tomato, Peas, Crispy Onions, Blue Cheese Crumbles, Scallions

Main Street Market Deli Station - Smoked Brisket Sandwich- Sliced Beef Brisket, Onion Kaiser, Creamy Slaw, Smoked Cheddar and Canadian Rye Whiskey BBQ Sauce. Turkey Slider- Whiskey Braised Red Onion, Gouda and Cranberry Hooch Aioli. Dill Havarti Grilled Cheese Fingers With Tomato Bisque Dip. Also Includes House Fried Potato Chips

Eastern Market: Farm-to-Table Salad

Station (V) - Caesar Salad—Chopped Romaine, Butter Croutons, Parmesan Cheese, Cracked Black Pepper, served with Caesar Dressing

Traverse City Special—Baby Spring Mix, Candied Walnuts, Blue Cheese Crumbles, Sliced Michigan Apples and Michigan Tart Cherry Vinaigrette

Dearborn Fattoush—Chopped Romaine, Toasted Pita Bread, Fresh Cherry Tomatoes, Chickpeas, Red Cabbage, Mini Cucumbers, Sliced Red Onions, Parsley, Mint and a Tangy Lemon Vinaigrette

Charcuterie Station - Assortment of Salamis, Sausages and Prosciutto, Rustic Bakery Breads, Crostini and Parmesan Crisps, Cheese Board, Assortment of Pickles and Olives

Dancin' in the Streets: Detroit Dessert Bar

Mini Hot Fudge Cream Puffs Mini Faygo Root Beer Floats Mini Vernors Ginger Ale Floats

Ice Cream Sundae Bar - Includes a Full Topping Bar with Candy Crumbles, Fruit Toppings, Hot Fudge, Caramel, and Whipped Cream. Includes Three Flavors: Vanilla, Chocolate, and Strawberry,

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Appetizers

INDIVIDUAL APPETIZERS

CHICKEN

Chicken and Waffle Bites - Maple Chardonnay Drizzle

Chicken with Mushroom Duxelle - Wrapped in Puff Pastry

Carolina Style Pulled Chicken Canape - Corn Muffin, Micro Slaw

Char-Grilled Chicken Caesar Crostini - Chiseled Parmesan, Slivered Onion, Grape Tomato, Crisp Caper

Coconut Chicken Tenderloins - Pineapple Jalapeno Relish

Chicken Brochettes (GF) - Coconut Lemongrass, Peanut

VEGETARIAN

Caprese Skewers (GF) - Cilliegini, Tomato, Basil and Balsamic Reduction

Feta and Watermelon Lollipops (GF) - Extra Virgin Olive Oil, Cracked Black Pepper

Sourdough Grilled Cheese - Creamy Dill Havarti, Roasted Tomato Bisque

Risotto Croquettes - Chiseled Parmesan, Olive Tapenade

Elote Flat Breads - Roasted Local Corn, Cotija Cheese, Micro Cilantro

Local Cherry Pecan Goat Cheese Truffles (GF) - Dried Cherries, Toasted Pecan, Chevre Cheese

Fillo Wrapped Asparagus Tips - Asiago and Blue Cheese

PORK

Shallot Devilish Eggs - Niman Ranch Pork Belly, Crisp Caper

Spicy Pork Medallions - Pineapple Jalapeno Relish, Micro Cilantro

Bacon Wrapped Water Chestnuts (GF) - Sweet Thai Chili Glaze

Ham Pate - Smoked Ham, Creamy Dill Havarti, Cornichons, Sourdough Cracker

BEEF

Rosemary Beef Tenderloin Brochette - Roasted Red Peppers, Juniper Demi-Glace

Filet with Mushroom Duxelle - Wrapped in Puff Pastry, Horseradish Aioli

Braised Shortrib Canapes - Piped Parsnip, Potato Blini

Steak Crostini - Gorgonzola, Blueberry Onion Marmalade

Smoked Meatball Bites - Local Soda BBQ Sauce

Beef Bruschetta - Filet, Scallion Tomato Relish, Caramelized Garlic, Micro Arugula

SEAFOOD

Quick Smoked Salmon Tartare (GF) - Seedless Cucumber, Organic Dill, Free Range Egg, Snipped Chives Mascarpone Mousse

***Louisiana Style Crab Cakes** (Add \$3 Per Guest) - Cajun Remoulade Sauce

Chili Lime Salmon Satay (GF) - Robust Southwest Seasonings

***Colossal Poached Shrimp (GF)** (Add \$4 Per Guest) - Horseradish Vodka Cocktail Sauce

***Coconut Shrimp** (Add \$3 Per Guest) - Lemon Horseradish Crème

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Appetizers

DISPLAY APPETIZERS

Summer Bruschetta Grazing Board -

Heirloom Tomato and Basil Salad, House Boursin, Preserved Lemon Hummus, Ricotta with Honey and Micro Basil

Dips and Spreadable's -

Warm Parmesan and Artichoke Fondue with Pita Chips, Roasted Vegetable Tapenade with Garlic Crostini, Preserved Lemon Hummus with Soft Pita

Napa Valley Flat Bread Display -

Charred Vegetable with Smokey Black Beans and Monterey Jack Cheese, Smoked Chicken with Caramelized Onions, Goat Cheese, and Arugula Pesto Sicilian-Style with Salami and Sun-Dried Tomato
Buffalo Chicken with Roquefort Cheese, Shaved Celery and Carrots

Snacking Cup Parfaits - Buffalo Ranch Snacking Crackers, Skillet Toasted Almonds and Cashews, Spiced Crispy Chickpeas

***Iced Seafood Display (Market Price Upgrade) -** Jumbo Gulf Shrimp, Crab Claws, Puget Sound Oysters on the Half Shell, Horseradish Vodka Cocktail Sauce, Cajun Remoulade, Mustard Tarragon Cream and Lemon Wedges

Crudit  Vegetables - Cucumber Dill Chevre Dip, Buttermilk Ranch

Imported and Domestic Cheese Board -

Grape Clusters, Seasonal Berries, Skillet Toasted Whole Almonds, Imported Crackers, Lightly Toasted Baguette Slices, Garnished with Fresh Herbs

Baked Brie Enroute - Dried Cherry Compote, Cracker Assortment

Fresh Fruit and Berries - Local Honey Greek Yogurt

Flame Roasted Vegetables and Marinated Mushrooms - Drizzled with Balsamic Reduction, Chiseled Parmesan

***Charcuterie Grazer (Add \$3 Per Guest) -** Soppressata, Genoa Salami, Pepperoni, Prosciutto, Assorted Imported and Domestic Cheeses, Imported Marinated and Cured Olives, Balsamic Braised Cipollini, Grape Clusters, Assorted Dried Fruit, Crostini, Sliced Baguettes, Skillet Toasted Whole Almonds

***Southern Antipasto (Add \$2 Per Guest) -** Thinly Sliced Smoked Virginia Ham and Hickory Sausage, Chiseled Parmesan, Smoked Cheddar, Swiss Cheese, Platter of Fried Green Tomatoes with Garlic Aioli, Crisp Pepper Bacon, Imported Marinated and Cured Olives, Bread and Butter Pickles, Pickled Beets, Marinated Artichoke Hearts, Rye Crisps, Sesame and Poppy Crostini, Grape Clusters, Dried Peaches, Skillet Toasted Almonds

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Main Selections

ENTREES

CHICKEN

Traverse City - Sautéed Boneless Breast, White Wine Cream Sauce, Local Drunk Cherries

Marsala - Sautéed Boneless Breast, Golden Mushrooms, Rich Marsala Wine Reduction

Tuscan Chicken (GF) - Braised Boneless Thighs, Sundried Tomato and Spinach Pan Sauce

Piccata - Sautéed Boneless Breast, Lemon White Wine Sauce, Capers

Italian Chicken (GF) - Braised Boneless Thighs, White Wine, Tomatoes, Golden Mushrooms, Green Pepper

Crispy Butter Crumb - Bone In Breast, Savory Butter Crumb Coating, Herbs

BEEF

Sliced Roast Sirloin - Cabernet Red Wine, Seared Mushrooms

Bistro Style Sliced Roast Sirloin - Bourbon Mustard Glaze with Caramelized Baby Onions

Braised Beef Brisket - Guinness Stout, Shallot, Organic Thyme

***Morel Ecrusted Petite Beef Tender (GF)**
(Add \$3 Per Guest) - Red Wine Reduction

***Sliced Beef Tenderloin (GF)**
(Add \$12 Per Guest) - Juniper Demi Glaze

***Chef Carved Prime Rib Roast (GF)**
(Add \$6 Per Guest) - Horseradish Aioli

PORK

Glazed Pork Tenderloin (GF) - Honey Bourbon BBQ

Fall Spiced Pork Loin - Organic Apple, Saigon Cinnamon, Demi Reduction

Maple Pecan Pork Chops - Center Cut Chops, Maple Candied Pecans

SEAFOOD

Salmon (GF) - Pan Seared, Sweet Thai Chili Glaze

Lake Michigan Whitefish - Savory Butter Crumb Coating, Herbs, Remoulade Sauce, Lemon

***Maryland Crab Cakes**
(Add \$4 Per Guest) - Jumbo Lump Crab, Panko, Pineapple Jalapeno Relish

VEGETARIAN

Crispy Portabello Romesco - Panko Breaded Mushrooms, Spaghetti Squash, Romesco Sauce

Garden Vegetable Lasagna - Bechamel, Roasted Mix of Garden Vegetables, Creamy Ricotta

Lasagna Rolls - Palomino Sauce, Fresh Mozzarella

Vegetable Croquettes - Parmesan Garlic Aioli

Stuffed Tomatoes (GF) - Pearl Cous Cous, Goat Cheese, Scallion, Fresh Herbs

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Other Selections

SALAD

Includes Our Specialty House Baked Bread with Whipped Butter

Garden Salad (GF) - Mesclun Greens, Sliced Radishes, Grape Tomatoes, Shredded Carrots Buttermilk Ranch and Herb Vinaigrette

Classic Caesar - Crispy Hearts of Romaine, Slivered Red Onion, Chiseled Parmesan, Garlic Croutons and Creamy Caesar Dressing

Chopped Wedge (GF) - Iceberg Lettuce, Cherry Tomatoes, Blue Cheese Crumbles, Green Onion Rings, Smoked Bacon and Roquefort Dressing

Michigan Salad (GF) - Spring Greens, Local Dried Cherries, Candied Walnuts, Slivered Red Onion, Chevre Cheese and Strawberry Vinaigrette

PASTA

Gluten Free Pasta Primavera (GF) - Roasted Tomatoes, Garlic, Zucchini, Squash, Crimini Mushroom, And Extra Virgin Olive Oil

Gemelli - White Wine, Garlic Butter, Fresh Parsley

Farfalle Alfredo - Creamy Garlic Alfredo Sauce, Fresh Parsley

Baked Ziti - Layers Of Pasta, Red Sauce, Fresh Ricotta Cheese

Mostaccioli - Meatless Marinara, Mozzarella, Chiseled Parmesan

Baked Mac and Cheese - Béchamel, Cheddar, Mozzarella, Chiseled Parmesan

Gnocchi - Butter, Garlic and Parmesan

SIDES

House Medley Vegetables (GF) - Roasted Brussels, Cauliflower, Baby Carrots, Balsamic Glaze

Glazed Carrots (GF) - Butter, Maple, Ginger

Roasted Cauliflower (GF) - Olive Oil And Sea Salt

Provençal Style Ratatouille (GF) - Eggplant, Roma Tomatoes, Yellow Squashes, Zucchini, Onion, Garlic, Red And Yellow Bell Pepper

Grilled Asparagus (GF) - Citrus Butter

Steamed Broccoli (GF) - Sesame Oil, Red Pepper Flake, Toasted Sesame

Creamed Spinach (GF) - Boursin Cheese

Roasted Baby Potatoes (GF) - Baby Reds, Fresh Herbs

Potato Gratin (GF) - Layers Of Potatoes, Cheddar Cheese And Cream

Creamy Scalloped Potatoes (GF) - Layers of Potatoes, Smoked Gouda And Cream

Buttermilk Smashed Potatoes (GF) - Toasted Shallots

Quinoa Pilaf (GF) - Roasted Butternut Squash

Traditional Rice Pilaf (GF) - Butter And Fresh Herbs

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Late Night Treats

SNACKS

Pizza Fingers - Assortment of Cheese, Pepperoni & Garden Vegetable

Sliders - Classic American With Onions, Cheese, Pickles, Mustard & Ketchup

Mini Coneys - Detroit Coney Chili, Mustard & Ketchup

Bite Sized Brats - Braised Onions, Mustard & Ketchup

Baby Kielbasas - German Kraut, Mustard & Ketchup

Pierogi Bites - Potato Cheddar With Sour Cream & Caramelized Onions

French Fry Cups - Sea Salt & Cracked Black Pepper Shoe Strings, Sweet Potato Fries With Sriracha Aioli

Chicken Wings And Rings - Honey BBQ, Buttermilk Ranch, Mild Buffalo Sauce

Jumbo Soft Pretzels - Stout Cheddar Cheese, Whole Grain Honey Mustard

Party Subs - House Baked Sub Bread, Ham, Salami, Turkey, Cheese, Shredded Iceberg, Tomato, Slivered Onion, Banana Peppers and House Vinaigrette

Popcorn Bar - Butter And Sea Salt, Caramel, Candied Rainbow

SWEETS

Assorted Dessert Cups - Key Lime Pie, Chocolate Nutella, Mixed Berry, and Seasonal Selection

Ice Cream Bar - Waffle And Sugar Cones with Vanilla Bean, Chocolate, & Strawberry Ice Cream

Cookies, Brownies, and Milk - Chocolate Chunk Cookies, Decadent Fudge Brownies & 2% Milk Shooters

Donut Stand - Vanilla Sprinkle, Boston Cream, Bear Claw, Glazed, Red Velvet

Campfire S'Mores - Cinnamon Sugar Grahams, Chocolate Bars, Nutella, Peanut Butter, Marshmallows

Italian Cookie Collection - Butter Cookies, Almond Cookies, Biscotti

Sweet Table - A Selection of Mini Pastries, Cakes, Tortes, and Hand Held Desserts

Pricing

Unless already included in your Dinner Package, you may add on any Late Night Treat for an additional fee. Please inquire for an Official Quote.

ADD ONE TREAT... \$6 per guest

ADD TWO TREATS... \$8 per guest

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Cake Menu

CAKE FLAVORS

Yellow • French Vanilla • Classic White • Chocolate • Marble • Cherry Chip • Banana (with or without nuts) • Strawberry • Lemon Poppyseed • Fall Spice • Red Velvet • Strawberries And Cream • Orange • Orange Creamsicle • Cherry Nut • Carrot Cake • Chocolate Stout • Root Beer Float

MOUSSE FILLING

Strawberry Fluff • Royal Raspberry • Meyer Lemon • White Chocolate • Milk Chocolate • Dark Chocolate • Irish Cream • Oreo Cookie • French Roast Coffee • Key Lime

FRUIT FILLING

Simply Strawberry • Michigan Cherry • Wild Blueberry • Apple Cobbler • Apple Butter • Romeo Peach • Lemon Curd

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Pricing Guide →



WEDDING CAKE

(Starts at \$3.50 per Serving)

This Would Include Choice Of Any One Flavor Cake And Any Filling From Our Selections. Includes Delivery.

SHEET CAKE

(Starts at \$2.50 per Serving)

Available To Supplement Smaller Tiered Weddings Cakes. Includes Choice Of Any One Flavor Cake And Any Filling From Our Selections.

CUPCAKE TIER

(Starts at \$28.00 per Dozen)

Includes Choice Of Most Cake Flavors. Includes Micro Cake for Ceremonial Cutting. Multiple Cake Flavors And Fillings Available For An Additional Cost. Ask For Details!

DONUT TIER

(Starts at \$28.00 per Dozen)

Includes Choice Of Most Donut Flavors. Includes Micro Cake for Ceremonial Cutting. Ask For Details!

Toppers

**For More Dessert Options
for your Reception please
inquire for our Sweets &
Treats Menu.**

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Benito's
PIZZA EST. 1979

Benitos Pizza
4960 John R. Rd
Troy, MI 48085
248.528.9898
benitospizza.com

About Benitos Pizza Troy; 15 employees, \$630,000 annual sales, with 19,829 orders completed in 2023 & 23,918 orders completed in 2022. We operate mainly in the Troy & Sterling Heights area. 10% of orders were catering orders in 2022 & 2023. No off-site catering was done, we offer carryout/delivery of pizzas, salads, pastas, etc. to business that needed catering to serve their families, customers and/or clients. I have read the RFP and am in agreement with all the terms and conditions outlined in the RFP document and Agreement (contract). I also acknowledge the amendement to this RFP.

I want to thank you for the opportunity to submit this bid to be the preferred catering service for the Troy Community Center. I am very excited that you have given us the chance to become a part of the community center and serve the great residents of Troy. I have been in the same location since 2007 and have a strong focus on providing high quality fresh ingredients and putting out a pizza that you can be proud to serve.

We currently have agreements that some began 7-14 years ago to be pizza providers with Flagstar Bank, Larson Middle School, Troy Athens High School, St. Anastasia Church, Calvary Chapel Church, Bethesda Church, and Boys and Girls Club of Troy. We have fed anywhere from 1 person to 500 people for a company luncheon. Have fed entire schools. I tell you this to help strengthen your trust in us to fulfill your orders safely, quickly and with the highest level of customer service and satisfaction. I can provide more references if needed. We will do everything we can to make your events a success. See page 2 for your locked-in prices for the 2024-2025. If at any point you have any concerns, questions or feel I left something out, please don't hesitate to call me (248) 528-9898.

Key Personnel: Chris Yatooma & Brenden Kaley have been desingnated as the key personnel regarding Troy Community Center. Contact: Troybenitos@gmail.com OR (248)-528-9898

EXPERIENCE

- o Opened in 2007 and have 17 years of continuous experience in the development, management, and operation of a high quality food service business, and be well-established and financially sound, with managerial and staffing resources necessary to maintain a successful operation.
- o Not applicable to serving alcoholic beverages.
- o Opened in 2007 and have 17 years of experience providing off-premise food and catering sales and services in the greater Detroit area for social (weddings and other celebratory events) and corporate and business meetings and events.
- o Have serviced schools, churches, business, outdoor parks, concession stands and homes.

References:

1. Rachel Davis, Flagstar Bank (248) 925-2557. Catered 500 people luncheon 3/28/2024
2. Marian Shabo, LG Electronics (248) 709-3110. Catered 250 people luncheon on 3/5/2024
3. Jamie Muter, (248) 379-9991. Provided all pizzas to feed entire school at Wass Elementary for their end of school year party on 6/12/2022



Benito's

PIZZA

EST. 1979

Cost of Service

Benitos Pizza
4960 John R. Rd
Troy, MI 48085
248.528.9898
benitospizza.com

Pizzas	Pizza Cost	Additional Toppings
Large 14" Round Cheese Pizza - 12 slices	\$11.00	\$2.25
Large 14" Round Pepperoni Pizza - 12 Slices	\$13.25	\$2.25
Large 14" Specialty Pizzas - 12 Slices	\$22.25	\$2.25
XL Deep Dish 12"x17" Cheese Pizza - 12 slices	\$14.00	\$2.50
XL Deep Dish 12" x17" Pepperoni Pizza - 12 Slices	\$16.50	\$2.50
XL Deep Dish 12"x17" Specialty Pizzas - 12 Slices	\$26.50	\$2.50
Big Benito Cheese Pizza - 20 Slices	\$35.99	\$4.00
Big Benito Pepperoni Pizza - 20 slices	\$39.99	\$4.00
Big Benito Specialty Pizza - 20 Slices	\$49.99	

SALADS

Includes Cheese, Croutons, and Dressing of your choice	Half Tray (Feeds 12-15)	Full Tray (Feeds 25-30)
Tossed	\$29.99	\$54.99
Antipasto	\$39.99	\$74.99
Greek	\$39.99	\$74.99
Chicken Caesar	\$39.99	\$74.99
Add Chicken to any salad	\$14.99	\$21.99

Pasta

	Half Tray (Feeds 12-15)	Full Tray (Feeds 25-30)
Fettuccini Chicken Alfredo	\$44.99	\$84.99
Marinara Mostaccioli	\$39.99	\$74.99
Add Meatballs	\$14.99	\$21.99

Chicken Wings Served in Orders of 24

Tossed in Sauce: BBQ, Hot Sauce, Hot BBQ, Sweet & Spicy, Garlic Parmesan, or Plain

1-2 Orders	\$29.99
3-5 Orders	\$28.99
6-10 Orders	\$27.99
11+ Orders	\$26.99

Breads/Desserts/Sides

16 Pc Bread sticks or Cinnamon Sticks	\$6.99
24 Pc Bread Sticks or Cinnamon Sticks	\$9.99
16 Pc Benito Cheese Bread	\$8.99
24 Pc Benito Cheese Bread	\$12.99
8" Chocolate Chip Pizza Cookie - 8pc	\$7.99
3.25oz Pizza Sauce or Ranch Cup	\$1.00
14oz Bottle of Ranch	\$5.49

1. Free Delivery for every order placed.
2. We will prioritize any orders for TCC/HH/TFAC to fulfill promise time.
3. We will do all we can to make your events successful and make you happy.
4. You will do all you can to help us out by giving us prompt information and being up front on your wants and needs.
5. Each order placed will receive cutlery (plates, napkins, forks) based on items ordered. (If salad/pasta is NOT ordered, then no forks will be given, unless requested.
6. 15% gratuity included for every delivery (100% of this goes directly to the delivery driver)
7. Tax Exempt
8. If you would like pizzas cut into different amount of slices than what is offered, please notify us how you would like it cut



Benito's
PIZZA EST. 1979

Cost of Service

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Troy, MI 48085
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benitospizza.com

Example invoice

F31 ▾ | *fx*

	A	B	C	D	E	F	G
1	▼						
2							
3	Benito's Pizza						
4	4960 JOHN R						
5	TROY, MI 48085						
6	(248)-528-9898						
7							
8	Invoice						
9							
10							
11	Invoice for			Invoice #			
12							
13							
14							
15							
16							
17	Description		Qty		Total price		
18	Pizza Order 4-3-24		1		\$105.00		
19	Pizza Order 4-5-24		1		\$28.86		
20	Pizza Order 4-10-24		1		\$105.00		
21	Pizza Order 4-12-24		1		\$38.19		
22	Pizza Order 4-14-24		1		\$99.92		
23	Pizza Order 4-17-24		1		\$105.00		
24	Pizza Order 4-24-24		1		\$105.00		
25							
27							
28	Notes: Please make check payable to Benito's Pizza				Subtotal	\$586.97	
29	License fee 10%				Total	\$58.70	
30						\$645.67	



Benito's
PIZZA EST. 1979

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Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

A **corporation** duly organized and doing business under the laws of the State of Michigan for whom Chris Yatooma, bearing the office title of President, whose signature is affixed to this proposal, is duly authorized to execute contracts.

A **partnership**, all members of which, with addresses, is:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

_____	_____
-------	-------



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

Chris Yatooma, being duly sworn deposed, says that he/she
(Print Full Name)

is President. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

Christopher Yatooma
Chris Yatooma
SIGNATURE OF PERSON SUBMITTING BID

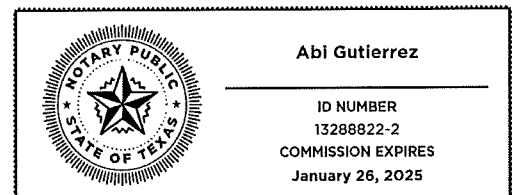
Abi Gutierrez
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 6th day of June, 2024 in and for Texas
County Ellis

My commission expires:

01/26/2025

Electronically signed and notarized online using the Proof platform.





**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2-Contracts.

☒ *I am able to certify to the above statements.*

Benito's Pizza of Troy

Name of Agency/Company/Firm *(Please Print)*

Chris Yatooma, President

Name and title of authorized representative *(Please Print)*

Chris Yatooma

6/6/2024

Signature of authorized representative

Date

☐ *I am unable to certify to the above statements. Attached is my explanation.*



**VENDOR CERTIFICATION
THAT IT IS NOT AN
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	Six Y's Inc. D/B/A Benito's Pizza Troy
Street Address	4960 John r Rd.
City	Troy
State, Zip	MI, 48085
Corporate I.D. Number/State	
Taxpayer I.D. #	20-8942900

The undersigned, with: 1.)full knowledge of all of Vendors business activities, 2.)full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: Chris Yatooma

Printed Name of Vendor's Authorized Agent: Chris Yatooma

Witness Signature: Brandon Kaley

Printed Name of Witness: Brenden Kaley

G:\ BidLanguage_IranLinkedBusiness



Proposer's Sworn and Notarized Familial Disclosure

(to be provided by the Proposer)

The undersigned, the owner or authorized officer of Six Y's Inc. D/B/A Benito's Pizza Troy (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of _____

Six Y's Inc. D/B/A Benito's Pizza Troy and any member of the City of Troy City Council or City of Troy Administration.

List any Familial Relationships:

BIDDER: Christopher Yatooma
Chris Yatooma

By: _____

Its: _____

Texas

STATE OF ~~MICHIGAN~~ TEXAS)

)ss.

COUNTY OF Ellis)

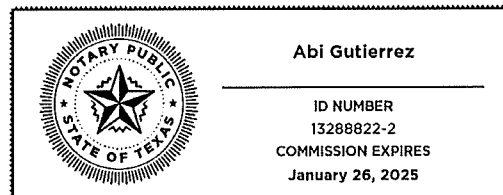
This instrument was acknowledged before me on the 6th day of June, 2024, by

Christopher Yatooma

Electronically signed and notarized online using the Proof platform.

Abi Gutierrez

Notary Public, State of Texas



Hot Buffet Catering SERVES 15-20

HOT BUFFET-STYLE OLGAS

Freshly grilled and served hot with everything you need to make it an event: Heating kit, serving utensils, tableware and 30 trio size pieces of The Best Bread on the Planet™.

THE ORIGINAL

Seasoned beef & lamb with Olgasauce®, vine-ripened tomato and sweet onion. 189.99 | Cal 17,710
A la carte 119.99

GRILLED CHICKEN

Mediterranean-seasoned chicken with honey mustard, vine-ripened tomato and sweet onion. 149.99 | Cal 10,053
A la carte \$99.99

THE VEGGIE

Fresh sautéed zucchini, bell peppers and red onion with hummus, vine-ripened tomato, fresh mixed greens and herb dressing. 169.99 | Cal 777

OLGA'S SNACKERS®

Crisp wedges of seasoned Olga Bread served with Swiss Almond Cheese 54.99 | Cal 8528

BONELESS SNACKER WINGS

Our signature Snacker-seasoned dry-rubbed wings with ranch dressing.

Small (48 Wings) 89.99 | Cal 10,128

Large (96 Wings) 149.99 | Cal 20,256

BONELESS WINGS FLIGHT

Our signature Snacker-seasoned dry-rubbed boneless wings with a flavorful flight of dipping sauces: Hell Fire® Detroit Habanero-Citrus, Honey Sriracha, Sweet Garlic Teriyaki, and Honey Bourbon BBQ served with ranch dressing. (96 Wings) \$159.99 | Cal 20,256

THE OLGA SALAD®

Fresh romaine and iceberg lettuce, feta, olive, red onion and vine-ripened tomato with herb dressing served on the side.

Small *SERVES 10-15* **Large** *SERVES 15-20*
32.99 | Cal 2878 59.99 | Cal 5,756

DETROIT AVALON BAKERY BROWNIES

64.99 | Cal 9120

DETROIT AVALON BAKERY SEA SALT CHOCOLATE CHUNK COOKIES

54.99 | Cal 5760



Olga's

KITCHEN®

CATERING MENU



FOR ALL CATERING ORDERS

Call 1.800.33.OLGAS or
Order Online at order.olgascaters.com
Bring the Best of Olga's to Your Event

Please provide 24 hours notice for catering orders.
Delivery available on orders of \$150 or more.

Take & Bake Kits

Enjoy the flavor of Olga's Kitchen in YOUR own Kitchen!

The Original Olga

The Original Olga® you know and love made into an experience to cook at home with the family!
35.99 *SERVES 4*
or 69.99 *SERVES 8*

Olga's Snackers®

Bring the creation of our famous Olga's Snackers® home! Complete with baking instructions to make it an easy snack for the family.
16.99 *SERVES 8 - 10*

Olga's Spinach & Cheese Pie

Olga's famous Spinach & Cheese Pies ready to be baked fresh in your home oven.
16.99 *SERVES 3*
32.99 *SERVES 6*

Canceled catering orders require notice at least 4 hours prior to scheduled pick-up or delivery time. Fees may apply

05212024



Starters & Sides SERVES 5-7

OLGA'S SNACKERS®

Crisp wedges of seasoned Olga Bread served with Swiss Almond Cheese.

13.99 | Cal 2065

BONELESS SNACKER WINGS

Choose from three flavors: Our signature Snacker seasoning dry-rub with cilantro, Sweet Heat Honey Sriracha, or Tangy BBQ. Served with ranch. Choose two flavors for Small or up to three for Large.

Small (24 Wings) SERVES 5-6

34.99 | Cal 4228-4708

Large (48 Wings) SERVES 10-12

65.99 | Cal 8455-9415

Soups & Salads SERVES 5-7

THE OLGA SALAD®

Romaine and iceberg lettuce, red onion, olive, vine-ripened tomato, feta. Served with Olga's herb dressing on the side.

With Chicken 36.98 | Cal 2000

Without Chicken 24.99 | Cal 1440

GALA APPLE SALAD

Kale, romaine and iceberg mix, Gala apple, red onion, feta, cranberries, candied pecans. Served with white balsamic dressing on the side.

With Chicken 31.99 | Cal 2130

Without Chicken 26.99 | Cal 1570

HUMMUS & OLGA BREAD

Creamy hummus served with The Best Bread On The Planet™.

17.99 | Cal 3640

POTATO CHIPS

Twelve individual bags of premium chips.

15.48 | Cal 1920

CUCUMBER & TOMATO SALAD

Fresh cucumber, red onion and grape tomatoes marinated in Olga's herb dressing & topped with feta cheese.

17.99 | Cal 764

COCONUT ZING RICE

Coconut rice with roasted garlic and onion.

13.99 | Cal 2700

OLGA'S PEASANT SOUP

Traditional house-made recipe, vegetables, seasoned beef and lamb, thick tomato-herb broth.

17.99 | Cal 495

CREAM OF BROCCOLI SOUP

Tender broccoli florets, creamy soup.

17.99 | Cal 625

WHITE BEAN CHICKEN CHILI

Mildly spicy recipe, chicken, white beans, Monterey Jack.

21.99 | Cal 1050

Desserts

DETROIT AVALON BROWNIES

Twelve of each 34.99 | Cal 4560

Single Brownie 3.69 | Cal 380

DETROIT AVALON SEA SALT CHOCOLATE CHUNK COOKIES

Twelve of each 29.99 | Cal 2880

Single Cookie 2.99 | Cal 240

COOKIES AND BROWNIES

Six of each 32.99

CINNAMON SUGAR SNACKERS

With cream cheese frosting 13.99 | Cal 2225



Beverages

PEPSI® PRODUCTS

2-liter bottle 4.99 | Cal 0-845

UNSWEETENED ICED TEA

Gallon 7.99 | Cal 20

FRESH-SQUEEZED LEMONADE

Gallon 7.99 | Cal 3090

BOTTLED WATER

Each 1.49 | Cal 0



The Ultimate Platter SERVES 5-7

Everything you need for the ultimate gathering! 10 half-size Olgas with a catering-sized Olga Salad, signature Snackers served with Swiss Almond Cheese, and 12 gourmet cookies. Select any two Olga choices for each package. 99.99

The Perfect Platter SERVES 5-7

10 half-size Olgas with our catering-sized Olga Salad. Select any two Olga choices for each package. 68.99

Olga Platter SERVES 5-7

10 half-size Olgas. Select any two Olga choices for each package. 46.99

OLGA CHOICES

HAM & CHEESE

Ham, Swiss, lettuce, vine-ripened tomato. Olgasauce® served on the side. | Cal 381

VEGGIE

Filled with sautéed fresh zucchini, bell peppers and red onion. Layered with fresh greens, tomato, and finished with hummus and herb dressing. | Cal 407

GRILLED CHICKEN

Lettuce, vine-ripened tomato. Honey mustard served on the side. | Cal 368

Olga Boxed Lunch

An Olga of your choice, with one side and a gourmet cookie, all packaged and labeled for each individual order. 12.99

Salad Boxed Lunch

The Olga Salad® or the Gala Apple Salad with one side and a gourmet cookie, all packaged and labeled for each individual order. 12.99 Add chicken for 3.00

Sides options include a small Olga Salad, a side of Olga's Snackers®, a Gala apple or potato chips.



THE ORIGINAL OLGA®

Seasoned beef and lamb, vine-ripened tomato, sweet onion. Olgasauce® served on the side. | Cal 453

HELL FIRE DETROIT® SPICY CHICKEN NEW

Crispy chicken tenders, lettuce, vine-ripened tomato, McClure's sweet & spicy pickles, sweet and red onions. Spicy habanero and honey citrus aioli on the side. | Cal 442

OVEN-ROASTED TURKEY

Oven-roasted turkey breast, lettuce, vine-ripened tomato. House-made garlic aioli served on the side. | Cal 349

2000 calories a day is used for general nutrition advice, but calorie needs vary. Additional nutritional information available upon request.

VEGAN OR VEGAN OPTION AVAILABLE



Day and Date:		Location:	
If Delivery Enter Time:		# of Guests:	Restaurant Phone #:
ANY SAME DAY CHANGES , Please CONTACT RESTAURANT DIRECTLY			
Business Name:			
Contact Name: Troy Proposal			
Phone Number:			
E-mail Address:			
Street Address:			
Delivery Instructions:			
Catering Loyalty:		Tax Exempt # - If Applicable	
Order			
Number of Boxes	Boxed Lunches	Price	Special Instructions
1	The Original Olga	\$12.99	
	Premium Chip		Sub Side Olga Salad Sub Snacker Side Sub Apple
	Grilled Chicken	\$0.00	
	Premium Chip		Sub Side Olga Salad Sub Snacker Side Sub Apple
	Oven-Roasted Turkey	\$0.00	
	Premium Chip		Sub Side Olga Salad Sub Snacker Side Sub Apple
	BLT	\$0.00	
	Premium Chip		Sub Side Olga Salad Sub Snacker Side Sub Apple
	Veggie	\$0.00	
	Premium Chip		Sub Side Olga Salad Sub Snacker Side Sub Apple
	Ham & Cheese	\$0.00	
	Premium Chip		Sub Side Olga Salad Sub Snacker Side Sub Apple
	Hell Fire Chicken	\$0.00	
	Premium Chip		Sub Side Olga Salad Sub Snacker Side Sub Apple
	Olga's Salad	\$0.00	
	Premium Chip		Sub Side Olga Salad Sub Snacker Side Sub Apple
	Gala Apple Pecan Salad	\$0.00	
	Premium Chip		Sub Side Olga Salad Sub Snacker Side Sub Apple
Number of Wings	Wings Size	Price	Special Instructions Sauces 2 for small, 3 for Large
	SMALL Boneless Wings (24)	\$0.00	
	SNACKER DRY-RUB		SWEET HEAT HONEY SRIRACHA TANGY BBQ
	LARGE Boneless WINGS (48)	\$0.00	
	SNACKER DRY-RUB		SWEET HEAT HONEY SRIRACHA TANGY BBQ
Number of Platters	Olga Platters (10 half-size)	Price	Special Instructions Qty Sauces
	Ultimate Platter	\$0.00	0 Olga's Salad Dressing
	See Salad and Olga picks below, each Platter comes with a Snacker box and Cookie box		
	Perfect Platter (5-7ppl)	\$0.00	0 White Balsamic Dressing
	Olga Salad		0 Olgasauce
	Gala Apple Pecan Salad		0 Garlic Aioli
	Olga Platter	\$0.00	0
	The Original Olga		0 Honey Mustard
	Grilled Chicken		0
	Oven-Roasted Turkey		0 Mayo
	BLT		0 Swiss Almond Cheese
	Veggie		0 Cream Cheese Frosting
	Ham & Cheese		
	Hell Fire chicken		
Number of Quarts	Quarts of Soup (5-7 ppl)	Price	Special Instructions
	Quarts of Soup	\$0.00	Olga's Peasant Soup Cream of Broccoli
	White Bean Chicken Chili	\$0.00	soup comes with bread
Number of Items	Starters	Price	Special Instructions
	Coconut Zing Rice	\$0.00	
	Hummus and Bread	\$0.00	
	Snackers (Box)	\$0.00	
	Extra Swiss Almond Cheese	\$0.00	
Number of Items	Extras	Price	Special Instructions
	Premium Chips (Individual Bag)	\$0.00	
	The Olga Salad (5-7ppl)	\$0.00	
	Cucumber-Tomato Salad	\$0.00	
	Gala Apple Pecan Salad (5-7ppl)	\$0.00	
	Grilled Chicken for Salads	\$0.00	
Number of Boxes	Desserts	Price	Special Instructions
	Cookies (12)	\$0.00	
	Brownies (12)	\$0.00	
	Cookies(6)/Brownies(6)	\$0.00	
	Cinnamon Sugar Snackers (Box)	\$0.00	
Misc. Menu Item	Miscellaneous	Price	Description / Special Instructions
	Extra Menu Items Requested (all)		
Number of Each	Beverage	Price	
	Gallon Beverages	\$0.00	Lemonade Ice Tea CUPS
	Soda 2 Liter	\$0.00	Pepsi Diet Pepsi Sierra Mist
	Ice Mountain Bottled Water	\$0.00	Ice Mountain
Date Sent to Store:	Sub-Total (taxable)	\$12.99	Notes:
	Sub-Total w/eClub Discount	\$12.99	Box Lunch
	Tax (6%)	\$0.78	
	Delivery charge		
	Requested Gratuity		
	Catering Total Order	\$13.77	
	Grand Total Order Quote	\$13.77	



Olga's Catering Order Guide (Michigan)
1-800-33-OLGAS Order.olgas.com

Day and Date:				Location:			
If Delivery Enter Time:		# of Guests:		Restaurant Phone #:			
ANY SAME DAY CHANGES , Please CONTACT RESTAURANT DIRECTLY							
Business Name:							
Contact Name: Troy Proposal							
Phone Number:							
E-mail Address:							
Street Address:							
Delivery Instructions:							
Catering Loyalty:				Tax Exempt # - If Applicable			
Order							
Number of Boxes		Boxed Lunches		Price		Special Instructions	
		The Original Olga		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Grilled Chicken		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Oven-Roasted Turkey		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		BLT		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Veggie		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Ham & Cheese		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Hell Fire Chicken		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Olga's Salad		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Gala Apple Pecan Salad		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
Number of Wings		Wings Size		Price		Special Instructions	
		SMALL Boneless Wings (24)		\$0.00		Sauces 2 for small, 3 for Large	
		SNACKER DRY-RUB				SWEET HEAT HONEY SRIRACHA TANGY BBQ	
		LARGE Boneless WINGS (48)		\$0.00			
		SNACKER DRY-RUB				SWEET HEAT HONEY SRIRACHA TANGY BBQ	
Number of Platters		Olga Platters (10 half-size)		Price		Special Instructions Qty	
1		Ultimate Platter		\$99.99		0 Olga's Salad Dressing	
		See Salad and Olga picks below, each Platter comes with a Snacker box and Cookie box					
		Perfect Platter (5-7ppl)		\$0.00		0 White Balsamic Dressing	
		Olga Salad				0 Olgasauce	
		Gala Apple Pecan Salad				0 Garlic Aioli	
		Olga Platter		\$0.00		0 Honey Mustard	
		The Original Olga				0 Mayo	
		Grilled Chicken				0 Swiss Almond Cheese	
		Oven-Roasted Turkey				0 Cream Cheese Frosting	
		BLT					
		Veggie					
		Ham & Cheese					
		Hell Fire chicken					
Number of Quarts		Quarts of Soup (5-7 ppl)		Price		Special Instructions	
		Quarts of Soup		\$0.00		Olga's Peasant Soup Cream of Broccoli	
		White Bean Chicken Chili		\$0.00		soup comes with bread	
Number of Items		Starters		Price		Special Instructions	
		Coconut Zing Rice		\$0.00			
		Hummus and Bread		\$0.00			
		Snackers (Box)		\$0.00			
		Extra Swiss Almond Cheese		\$0.00			
Number of Items		Extras		Price		Special Instructions	
		Premium Chips (Individual Bag)		\$0.00			
		The Olga Salad (5-7ppl)		\$0.00			
		Cucumber-Tomato Salad		\$0.00			
		Gala Apple Pecan Salad (5-7ppl)		\$0.00			
		Grilled Chicken for Salads		\$0.00			
Number of Boxes		Desserts		Price		Special Instructions	
		Cookies (12)		\$0.00			
		Brownies (12)		\$0.00			
		Cookies(6)/Brownies(6)		\$0.00			
		Cinnamon Sugar Snackers (Box)		\$0.00			
Misc. Menu Item		Miscellaneous		Price		Description / Special Instructions	
		Extra Menu Items Requested (all)					
Number of Each		Beverage		Price		Special Instructions	
		Gallon Beverages		\$0.00		Lemonade Ice Tea CUPS	
		Soda 2 Liter		\$0.00		Pepsi Diet Pepsi Sierra Mist	
		Ice Mountain Bottled Water		\$0.00		Ice Mountain	
Sub-Total (taxable)		\$99.99		Notes:			
Sub-Total w/eClub Discount		\$99.99		Platter			
Tax (6%)		\$6.00					
Delivery charge							
Requested Gratuity							
Catering Total Order		\$105.99					
Grand Total Order Quote		\$105.99					



Olga's Catering Order Guide (Michigan)
1-800-33-OLGAS Order.olgas.com

Day and Date:				Location:			
If Delivery Enter Time:		# of Guests:		Restaurant Phone #:			
ANY SAME DAY CHANGES , Please CONTACT RESTAURANT DIRECTLY							
Business Name:							
Contact Name: Troy Proposal							
Phone Number:							
E-mail Address:							
Street Address:							
Delivery Instructions:							
Catering Loyalty:				Tax Exempt # - If Applicable			
Order							
Number of Boxes		Boxed Lunches		Price		Special Instructions	
		The Original Olga		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Grilled Chicken		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Oven-Roasted Turkey		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		BLT		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Veggie		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Ham & Cheese		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Hell Fire Chicken		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Olga's Salad		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
		Gala Apple Pecan Salad		\$0.00			
		Premium Chip				Sub Side Olga Salad Sub Snacker Side Sub Apple	
Number of Wings		Wings Size		Price		Special Instructions	
		SMALL Boneless Wings (24)		\$0.00		Sauces 2 for small, 3 for Large	
		SNACKER DRY-RUB				SWEET HEAT HONEY SRIRACHA TANGY BBQ	
		LARGE Boneless WINGS (48)		\$0.00			
		SNACKER DRY-RUB				SWEET HEAT HONEY SRIRACHA TANGY BBQ	
Number of Platters		Olga Platters (10 half-size)		Price		Special Instructions	
1		Ultimate Platter		\$99.99		Qty 0	
		See Salad and Olga picks below, each Platter comes with a Snacker box and Cookie box				Olga's Salad Dressing	
		Perfect Platter (5-7ppl)		\$0.00		0 White Balsamic Dressing	
		Olga Salad				0 Olgasauce	
		Gala Apple Pecan Salad				0 Garlic Aioli	
		Olga Platter		\$0.00		0	
		The Original Olga				0 Honey Mustard	
		Grilled Chicken				0	
		Oven-Roasted Turkey				0 Mayo	
		BLT				0 Swiss Almond Cheese	
		Veggie				0 Cream Cheese Frosting	
		Ham & Cheese					
		Hell Fire chicken					
Number of Quarts		Quarts of Soup (5-7 ppl)		Price		Special Instructions	
		Quarts of Soup		\$0.00		Olga's Peasant Soup Cream of Broccoli	
		White Bean Chicken Chili		\$0.00		soup comes with bread	
Number of Items		Starters		Price		Special Instructions	
		Coconut Zing Rice		\$0.00			
		Hummus and Bread		\$0.00			
		Snackers (Box)		\$0.00			
		Extra Swiss Almond Cheese		\$0.00			
Number of Items		Extras		Price		Special Instructions	
		Premium Chips (Individual Bag)		\$0.00			
		The Olga Salad (5-7ppl)		\$0.00			
		Cucumber-Tomato Salad		\$0.00			
		Gala Apple Pecan Salad (5-7ppl)		\$0.00			
		Grilled Chicken for Salads		\$0.00			
Number of Boxes		Desserts		Price		Special Instructions	
		Cookies (12)		\$0.00			
		Brownies (12)		\$0.00			
		Cookies(6)/Brownies(6)		\$0.00			
		Cinnamon Sugar Snackers (Box)		\$0.00			
Misc. Menu Item		Miscellaneous		Price		Description / Special Instructions	
		Extra Menu Items Requested (all)					
Number of Each		Beverage		Price		Special Instructions	
		Gallon Beverages		\$0.00		Lemonade Ice Tea CUPS	
		Soda 2 Liter		\$0.00		Pepsi Diet Pepsi Sierra Mist	
		Ice Mountain Bottled Water		\$0.00		Ice Mountain	
Sub-Total (taxable)		\$99.99		Notes:			
Sub-Total w/eClub Discount		\$99.99		Platter			
Tax (6%)		\$6.00					
Delivery charge							
Requested Gratuity							
Catering Total Order		\$105.99					
Grand Total Order Quote		\$105.99					

All notices, demands, requests or approvals from the Caterer to City shall be addressed to:

Brian Goul, Recreation Director
Troy Community Center
3179 Livernois
Troy, Michigan 48083
Email: GoulB@troymi.gov
Telephone Number: (248) 524-3529

All notices, demands, requests or approvals from the City to Caterer shall be addressed to:

Caterer Contact **LESLIE KEYES**
Company Name **SOK VENTURE, LLC dba Olga's Kitchen**
Address **17800 LAUREL PARK DR NORTH, SUITE 200C, LIVONIA, MI 48152**
Address **248-357-6104, lkeyes@termschoolstak.com.**

It is the responsibility of the Caterer to maintain updated and current contact information.

18. RIGHTS LIMITED TO REVOCABLE LICENSE.

Notwithstanding anything contained in this License or the actions of the parties in the future, under no circumstances shall the License granted herein ripen into either a lease or easement (whether under claim of prescriptive right or otherwise).

19. INTERRUPTION OF LICENSE RIGHTS DUE TO EMERGENCY.

In the event of an emergency that jeopardizes the health, safety or welfare of the public or any individual, City may remove Caterer from the License Area and regain possession of it without notice to Caterer. The exercise of City's rights under this Section shall be at City's sole and absolute discretion.

20. RELATIONSHIP OF PARTIES.

The relationship between City and Caterer is solely that of City and Caterer. Both parties acknowledge the relationship is not of landlord and tenant, easement grantor and easement grantee, or any other relationship.

21. MERGER OF NEGOTIATIONS.

This License represents the full and complete understanding of every kind and nature whatsoever between the parties hereto and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions hereof, and this License shall not be modified except upon the written agreement of both City and Caterer.

22. NONDISCRIMINATION.

Caterer agrees not to discriminate against any individual because of race, color, religion, national origin, ancestry, sex, sexual orientation, age, weight, disability, or condition of having AIDS, in connection with the License granted herein.



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

SOK VENTURE, LLC

A corporation duly organized and doing business under the laws of the State of MICHIGAN for whom Mark S. Schostak, bearing the office title of Managing Member, whose signature is affixed to this proposal, is duly authorized to execute contracts.

A partnership, all members of which, with addresses, is:

N/A

AN INDIVIDUAL, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

N/A



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

Mark S. Schostak, being duly sworn deposed, says that he/she
(Print Full Name)

is Managing Member. The party making the foregoing proposal or bid,
(State Official) Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

[Signature]
SIGNATURE OF PERSON SUBMITTING BID

Bonnie J. Hamblin
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 5th day of JUNE, 2024 in and for WAYNE
County.

My commission expires:

JULY 16, 2024

BONNIE J. HAMBLIN
NOTARY PUBLIC, Wayne County MI
My commission expires July 16, 2024
Acting in Wayne County



**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2-Contracts.

☒ **I am able to certify to the above statements.**

SOK VENTURE, LLC dba Olga's Kitchen

Name of Agency/Company/Firm (Please Print)

Mark S. Schostak, Managing Member

Name and title of authorized representative (Please Print)

[Signature]

Signature of authorized representative

6.5.2024

Date

☐ **I am unable to certify to the above statements. Attached is my explanation.**



**VENDOR CERTIFICATION
THAT IT IS NOT AN
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	SOK VENTURE LLC dba Olga's Kitchen
Street Address	17800 LAUREL PARK DR. N, SUITE 200C
City	LIVONIA
State, Zip	MI, 48152
Corporate I.D. Number/State	B1147Q/MI
Taxpayer I.D. #	06-1724278

The undersigned, with: 1.) full knowledge of all of Vendors business activities, 2.) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: _____

Printed Name of Vendor's Authorized Agent: _____

Mark S. Schostak

Witness Signature: _____

Babala

Printed Name of Witness: _____

Lynn A. Babala

G:\ BidLanguage_IranLinkedBusiness



Proposer's Sworn and Notarized Familial Disclosure
(to be provided by the Proposer)

The undersigned, the owner or authorized officer of SOK VENTURE, LLC dba OLGA'S KITCHEN (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of SOK VENTURE, LLC and any member of the City of Troy City Council or City of Troy Administration.

List any Familial Relationships:

NONE KNOWN BUT OLGA'S/SOK VENTURE IS OWNED BY TEAM SCHOSTAK FAMILY RESTAURANTS WHICH HAS OVER 5,700 EMPLOYEES. IT IS POSSIBLE THAT THERE ARE SOME FAMILIAL RELATIONSHIPS

BIDDER:
SOK VENTURE/OLGA'S KITCHEN

By: [Signature]

Its: Managing Member

STATE OF MICHIGAN)

)ss.

COUNTY OF WAYNE)

This instrument was acknowledged before me on the 5TH day of JUNE, 2024, by

MARK S. SCHOSTAK

Bonnie J. Hamblin

BONNIE J. HAMBLIN
NOTARY PUBLIC, Wayne County MI
My commission expires July 16, 2024
Acting in Wayne County



May 13, 2024
Addendum 1
RFP-COT 24-08
Preferred Catering Services for Troy Community Center
Page 1 of 1

To All Bidders:

Please be advised, the following document has been submitted for clarification for **RFP-COT 24-08 Preferred Catering Services for Troy Community Center**. The clarification(s) and or change(s) will be considered an integral part of the original proposal document.

Changes/Corrections

Please be advised that the Optional Pre-Proposal Meeting date has been changed.

REVISED OPTIONAL PRE-PROPOSAL MEETING DATE: Wednesday, May 22, 2024, at 10:30 AM EDT at the Troy Community Center, 3179 Livernois Road, Troy, MI 48083. This pre-proposal meeting will provide caterers an opportunity to walk through the Troy Community Center, view food staging areas and event spaces, and ask questions about the City's goals and the RFP process.

Please note the meeting will begin in Room 302 of the Troy Community Center

Please be advised that the City of Troy Purchasing Department has authorized the following clarifications to for Bid Proposal RFP-COT 24-08, Preferred Catering Services for Troy Community Center. The clarifications will be considered an integral part of the original proposal documents.

I, the undersigned Bidder, have read this addendum and have integrated the changes into the Bid Proposal documents for **ITB-COT 24-08, Preferred Catering Services for Troy Community Center**. All other items in the original proposal document remain the same. This addendum should be attached to the Electronic Bid Submission Response at the time of submission on or before **Thursday, June 6, 2024 at 10:00 A.M., EDT.**

COMPANY: SOK Venture LLC dba Olga's Kitchen

NAME OF REPRESENTATIVE: Thomas G. Gergich

(Print) *Thomas G. Gergich*

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: 6/6/2024

1. **Cover Letter**

a. Caterer Profile

- Indicate size of company – 23 locations
- Annual sales, \$35,761,803 (2022) ; \$35,852,805 (2023)
- Number of clients in Detroit area, 2,258,740
- Number of employees, 728
- Geographic area of operation, Lower and SE Michigan
- Indicate percentage of total 2022 & 2023 annual sales attributed to off-premise catering versus onsite food service- \$645,886 (2022) ; \$917,446 (2023)
- Indicate percentage of 2022 & 2023 off-premise catering attributed to social versus corporate catering- About 20% social, 80% corporate both years

b. Denote that the caterer has read the RFP, and is in agreement with all the terms and conditions outlined in the RFP document and Agreement (contract) - YES

c. Acknowledge receipt of any and all amendments to this RFP - YES

2. **Key Personnel**

Describe the project team composition and include resumes of key personnel. The city must be promptly notified of any changes in key personnel prior to award.

Identify the name and contact information of:

- a. Owner, Multiple owners; Mark Schostak owns 17% and is Managing Member of LLC
- b. Person authorized to contractually obligate the organization: Ken Stanecki, CFO or Ryan Jones, VP Operations
- c. Person to be contacted for clarification: Leslie Keyes
- d. Person responsible for license(s): Leslie Keyes
- e. Account manager assigned to address Troy Community Center client inquiries and events: Leslie Keyes
- f. Local office and contact: Leslie Keyes

3. **Experience and Technical Competence**

Describe relevant experience in developing and managing a successful food service operation and knowledge of the industry and how they relate to Community Center events. Highlight off-premise catering experience, the quality of such experience, and demonstrated ability, experience at similar historic and/or cultural institutions, and any prior work with other public agencies. Catering experience must include ability to provide catering menus, pricing and variety to meet the needs of Troy Community Center events.

- I have been catering for ten years, with both Panera bread and Olga's Kitchen. Olga's Kitchen is able to develop and manage a successful food service operation by putting quality and standards first. We have 23 locations that cater with the same menu and pricing. We can fulfill orders placed the day before. We specialize in b2b lunches, but often do social events such as graduation parties, baby showers, wedding lunches and more.
- We have gluten free, vegan, and vegetarian options. We offer individual boxed lunches, platter style, as well as a hot buffet designed to accommodate food needing to be out for a long period.

Describe ability to respond to prospective client inquiries, including response time to initial inquiry, ability and past experience in assembling a highly qualified staff, efficiency and timeliness in completion of events.

- All client inquiries will be answered with a proposal of food including pricing and a pdf of the menu. Inquires will be answered within 24 hours.

This section must also include customer service policies and practices, employee staffing and training plans, and marketing, sales and advertising strategies.

- I work with clients to make their experience custom to their event. They will get my cell phone number to address any needs or concerns. We provide delivery and set up. However, we do not have onsite staff.
- We have a 98% delivery rating, providing on-time service. We have a dedicated training team.

4. **Project Understanding and Approach**

Describe caterer's understanding of the private event business at the Troy Community Center with its unique opportunities and challenges, and discuss the manner in which caterer would operate in compliance, utilize sustainable best practices, and bring a high-level of value and innovation.

- As a cater we would want to have a meeting with TCC to alien with you on the challenges and come to a working relationship.
- a. State how caterer would comply with liquor liability license and insurance requirements.
 - a. We do not sell liquor.
 - b. Outline standard format for client proposals and a sample of how caterer might frame regulatory and operating conditions.
 - a. Attached is our catering order form.
 - b. Order must be placed 24 hours in advanced.
 - c. Order can be canceled up to 4 hours before.

5. **References**

List a minimum of three (3) references for whom comparable services were provided to in the last three (3) years. Include the name of the organization, name of the contact, telephone number of the contact, email address of contact (if available), brief description of the services provided and caterer's role, and the start and completion date. There must be at least one (1) corporate and one (1) social reference.

1. Corporate: Raymond James, Joei Scarantino 248-935-2902 cell 734-718-1111 Joei.Scarantino@raymondjames.com. We do lunches for their office on a monthly basis, lunches range from box lunches and platter style.

2. Corporate: Curtis Martin, medical rep. for ABiomed. 616-540-0381 Cmartin@abiomed.com. Olga's does once a week orders for Curtis. These are lunch meetings at different medical offices. We deliver and set up at platter style lunch.

3. Social: Tracy Bride, Graduation party. We catered a Hot Buffet Catering for her son's graduation party. Delivery and set up for 250 People





500 West Big Beaver
Troy, MI 48084
troymi.gov

J-05

CITY COUNCIL AGENDA ITEM

Date: July 2, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Frank Nastasi, Chief of Police
Josh Jones, Police Captain
Larry Schehr, Police Lieutenant

Subject: Sub-recipient Agreement between Oakland County and City of Troy for 2024 High Intensity Drug Trafficking Area (HIDTA) Grant.

History

- The Oakland County Narcotic Enforcement Team (NET) is a multi-jurisdictional drug enforcement task force charged with the responsibility of investigating drug trafficking within Oakland County and Southeastern Michigan. The purpose of the task force is to detect and apprehend persons who violate narcotic and drug laws.
- The Troy Police Department provides a full-time investigator for participation in NET.
- Oakland County has entered into a Grant agreement with the Michigan HIDTA whereby NET investigators are eligible to receive reimbursement for qualifying NET-related costs, including overtime costs.
- A resolution by the City Council exercising approval of the attached 2024 HIDTA Grant Subrecipient Agreement between Oakland County and City of Troy is required for purposes of receiving reimbursement of qualifying overtime.

Financial

There is no anticipated negative financial impact on the city

Recommendation

City management recommends approval of the 2024 HIDTA Grant Sub-recipient Agreement between Oakland County and City of Troy.

Legal Review

This item was submitted to the City Attorney for review pursuant to City Charter Section 3.17.

PROGRAM YEAR 2024
HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA)
SUBRECIPIENT AGREEMENT BETWEEN
THE COUNTY OF OAKLAND AND CITY OF TROY
Unique Entity Identifier (UEI) #: QYPCKM4J5K81

This Agreement is made between Oakland County, a Constitutional Corporation, 1200 North Telegraph, Pontiac, Michigan 48341 ("County") and City of Troy, 500 W. Big Beaver Rd., Troy, MI 48084, a Michigan Municipal Corporation ("Municipality"). The County and Municipality shall be collectively referred to as the "Parties."

PURPOSE OF AGREEMENT.

The Parties enter into this Agreement for the purpose of delineating their relationship and responsibilities regarding the County's use of Grant funds (defined below) to reimburse the Municipality for overtime expenses that it incurred related to its participation in the Oakland County Narcotic Enforcement Team ("N.E.T."), a multijurisdictional drug enforcement task force under the direction and supervision of the Oakland County Sheriff's Office ("OCSO").

Under the Parties' separate N.E.T. agreement, the Municipality is responsible for providing a full-time employee for participation in N.E.T. and for all costs associated with that employment, including overtime.

The County, as the legal entity that administers N.E.T., submitted an Initiative Description and Budget Proposal (Exhibit A) to the Executive Board for Michigan HIDTA requesting the United States Office of National Drug Control Policy ("ONDCP") to grant N.E.T. an award for program year (PY) 2024 to reimburse N.E.T. participating agencies for eligible law enforcement officer overtime. PY 2024 begins January 1, 2024, and ends December 31, 2024.

If ONDCP grants N.E.T. an award for PY 2024, the ONDCP disburses the HIDTA grant funds to the City of Novi. To receive the Grant funds for overtime costs, N.E.T. must submit requests for reimbursement with the required supporting documentation to Michigan HIDTA. If Michigan HIDTA approves the N.E.T. overtime reimbursement requests, the City of Novi should distribute the Grant funds to County on behalf of N.E.T. The County has the authority to allocate a portion of the Grant funds to reimburse the Municipality for qualifying overtime costs subject to the terms and conditions of this Agreement.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

- 1. DEFINITIONS.** The following terms, whether used in the singular or plural, within or without quotation marks, or possessive or nonpossessive, shall be defined, read, and interpreted as follows:

2024 HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA) GRANT
SUBRECIPIENT AGREEMENT BETWEEN
OAKLAND COUNTY
AND
CITY OF TROY

- 1.1. **Claim** means any alleged loss, claim, complaint, demand for relief or damages, cause of action, proceeding, judgment, deficiency, liability, penalty, fine, litigation, costs, and/or expenses, including, but not limited to, reimbursement for attorney fees, witness fees, court costs, investigation expenses, litigation expenses, and amounts paid in settlement, which are imposed on, incurred by, or asserted against the County or Municipality, or the County's or Municipality's agents or employees, whether such claim is brought in law or equity, tort, contract, or otherwise.
- 1.2. **Grant funds** mean the funds that may be awarded to the County and the other participating agencies in N.E.T. pursuant to Michigan HIDTA Initiative Description and Budget Proposal Version 2024 (Exhibit A) submitted to Michigan HIDTA by County on behalf of itself and the other participating agencies in N.E.T.

2. EXHIBITS. The Exhibits listed below are incorporated and are part of this Agreement.

- 2.1. **Exhibit A** – Michigan HIDTA Initiative Description and Budget Proposal Version 2024.
- 2.2. **Exhibit B** - Template Request for HIDTA Overtime Reimbursement (Locals to County).
- 2.3. **Exhibit C** – Sample letter regarding notification of current overtime pay rate.
- 2.4. **Exhibit D** – Sample overtime slip, signed by the officer's supervisor that supports each Request for HIDTA Overtime Reimbursement.
- 2.5. **Exhibit E** – Sample paystub or payroll report that supports each Request for HIDTA Overtime Reimbursement.

3. FEDERAL AWARD PROJECT DESCRIPTION.

- 3.1. Catalog of Federal Domestic Assistance ("CFDA") #: 95.001
- 3.2. Federal Awarding Agency: United States Office of National Drug Control Policy ("ONDCP")
- 3.3. Program: High Intensity Drug Trafficking Areas (HIDTA)
 - 3.3.1. HIDTA Objective: To reduce drug trafficking and drug production in the United States by: (A) facilitating cooperation among Federal, State, local, and tribal law enforcement agencies to share information and implement coordinated enforcement activities; (B) enhancing law enforcement intelligence sharing among Federal, State, local, and tribal law enforcement agencies; (C) providing reliable law enforcement intelligence to law enforcement agencies needed to design effective enforcement strategies and operations; and (D) supporting coordinated law enforcement strategies which maximize use of available resources to reduce the supply of illegal drugs in designated areas and in the United States as a whole.
- 3.4. Period of Performance: January 1, 2024, through December 31, 2024.

2024 HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA) GRANT
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AND
CITY OF TROY

- 3.5. The Federal Award Identification Number (FAIN) is provided in the HIDTA Grant Agreement between ONDCP and the City of Novi, which is incorporated into this Agreement by reference.

4. USE OF HIDTA FUNDS.

- 4.1. The total amount of the federal award for overtime costs committed to the Municipality and obligated by this action by the County to the Municipality is not to exceed **\$6,000.00** for each participating law enforcement officer unless otherwise provided herein. That amount is based on the number of N.E.T participating agencies and eligible law enforcement officers at the time this Agreement was executed by both Parties. If the number of N.E.T participating agencies and/or eligible law enforcement officers changes during the term of this Agreement, the total amount of the federal award for overtime costs committed to the Municipality and obligated by this action by the County to the Municipality amount may change as funds are available on a pro rata basis. Such commitment and obligation for overtime costs is contingent upon the ONDCP awarding the Grant funds to N.E.T and the City of Novi reimbursing the County.
- 4.2. The County will reimburse the Municipality up to **\$6,000.00** for each participating law enforcement officer for qualifying N.E.T.-related overtime unless otherwise provided herein. That amount is based on the number of N.E.T participating agencies and eligible law enforcement officers at the time this Agreement was executed by both Parties. If the number of N.E.T participating agencies and/or eligible law enforcement officers changes during the term of this Agreement, the maximum reimbursement amount may change as funds are available on a pro rata basis. Such reimbursement shall only be made after the supporting documentation is submitted by the Municipality and approved by the County, as described in Paragraph 5.1. Such reimbursement is contingent upon the ONDCP awarding the grant funds to N.E.T and the City of Novi reimbursing the County.
- 4.2.1. HIDTA funds shall be used to pay overtime only if the overtime was performed in support of a HIDTA-designated Enforcement initiative or Intelligence and information Sharing Initiative. HIDTA funds shall not be used to pay overtime related to training attendance, financial management, drug treatment, drug demand reduction or prevention, or non-investigative related administrative work.
- 4.2.2. No HIDTA funds shall be used to supplant the Municipality's funds that would otherwise be made available for the same purposes.
- 4.3. There is no research and development performed pursuant to this Agreement.
- 4.4. No indirect costs shall be charged or reimbursed under performance of this Agreement.

5. REIMBURSEMENT OF ELIGIBLE N.E.T. OVERTIME.

- 5.1. To request reimbursement for eligible N.E.T. overtime costs, the Municipality shall submit to the County the documentation described in the following subparagraphs no later than thirty (30) days after PY 2024 has expired. If the County, in its sole discretion, determines that the

documentation submitted by the Municipality does not reconcile, then the Municipality shall provide any additional documentation requested by the County in order to process payment.

- 5.1.1. A fully completed and signed Request for HIDTA Overtime Reimbursement attached as Exhibit B.
- 5.1.2. A letter substantively similar to the sample letter regarding notification of current overtime pay rate attached as Exhibit C.
- 5.1.3. Overtime slips, signed by the officer's supervisor, that support each Request for HIDTA Overtime Reimbursement. The overtime slips shall be substantively similar to the sample overtime slip attached as Exhibit D.
- 5.1.4. The paystub or payroll report that supports each Request for HIDTA Overtime Reimbursement. The paystub or payroll report shall be substantively similar to the sample paystub attached as Exhibit E.
- 5.2. County will only reimburse Municipality for approved overtime costs after County has received the Grant funds from the City of Novi for that particular reimbursement request.

6. GENERAL COMPLIANCE.

- 6.1. The Municipality shall comply with to 28 C.F.R. Part 69 (New Restrictions on Lobbying) and 2 C.F.R. Part 25 (Universal Identifier and System of Award Management).
- 6.2. The Municipality shall comply with the Government-wide Suspension and Debarment provision set forth at 2 CFR Part 180.
- 6.3. The Municipality shall perform all activities in accordance with The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200 (the "Part 200 Uniform Requirements"), as adopted and implemented by the Office of National Drug Control Policy (ONDCP) in 2 C.F.R. Part 3603. For this award, the Part 200 Uniform Requirements supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.
- 6.4. The Municipality shall comply with ONDCP's HIDTA Program Policy and Budget Guidance, all other applicable Federal, state, and local laws and regulations, and the terms and conditions contained in this Agreement.
- 6.5. The Municipality shall comply with all applicable requirements for subrecipients that are provided in the HIDTA Grant Agreement between ONDCP and the City of Novi. The HIDTA Grant Agreement between ONDCP and the City of Novi will be provided to the Municipality within a reasonable time after the County receives a copy of it.
- 6.6. As specified in the HIDTA Program Policy and Budget Guidance, the Municipality must:

2024 HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA) GRANT
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AND
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- 6.6.1. Establish and maintain effective internal controls over the Federal award that provides reasonable assurance that Federal award funds are managed in compliance with Federal statutes, regulations and award terms and conditions. These internal controls should be in compliance with the guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- 6.6.2. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- 6.6.3. Evaluate and monitor compliance with applicable statute and regulations, and the terms and conditions of the Federal award.
- 6.6.4. Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- 6.6.5. Take reasonable measures to safeguard protected personally identified information (PII) and other information ONDCP or the Municipality designates consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality.

7. FINANCIAL ACCOUNTABILITY AND AUDIT REQUIREMENTS.

- 7.1. The Municipality shall maintain standards of financial accountability that conform to 2 C.F.R. §200.302 (Financial Management) and 2 C.F.R. §200.303 (Internal Controls).
- 7.2. The Municipality shall comply with audit requirements contained in 2 C.F.R. Part 200, Subpart F, which requires the Municipality to have an annual audit conducted within nine (9) months of the end of their fiscal year, if the Municipality has an aggregate expenditure of more than \$750,000 in federal funds in a fiscal year. Any deficiencies noted in audit reports must be fully cleared by the Municipality within thirty (30) days after receipt of same. The Grant funds spent by the County on behalf of the Municipality for training expenses shall be included on the Schedule of Expenditures of Federal Awards if the Municipality is required to have a single audit performed. Municipalities that are exempt from the Single Audit requirements that receive less than \$750,000 of total Federal funding must submit a Financial Statement Audit prepared in accordance with Generally Accepted Auditing Standards (“GAAS”) if the audit includes disclosures that may negatively impact the HIDTA program including, but not limited to fraud, financial misstatements, and violations of any contract or grant provisions. The County shall have the right to review and audit all records of the Municipality pertaining to any payment by the County.

8. CONFLICT OF INTEREST.

- 8.1. The Municipality shall comply with the following ONDCP conflict of interest policies:

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- 8.1.1. As a non-Federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of subawards and contracts.
- 8.1.2. None of your employees may participate in the selection, award, or administration of a subaward or contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a sub-award or contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients or contractors or parties to subawards or contracts.
- 8.1.3. If you have a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a sub-award or procurement action involving a related organization.

9. MANDATORY DISCLOSURE.

- 9.1. As a non-Federal entity, the Municipality must disclose, in a timely manner, in writing to ONDCP all violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award that includes the term and condition outlined in 200 CFR Part 200, Appendix XII “Award Term and Condition for Recipient Integrity and Performance Matters,” are required to report certain civil, criminal, or administrative proceedings to System for Award Management (SAM). Failure to make required disclosures can result in remedies such as: temporary withholding of payments pending correction of the deficiency, disallowance of all or part of the costs associated with noncompliance, suspension, termination of award, debarment, or other legally available remedies outlined in 2 CFR 200.338 “Remedies for Noncompliance”.

10. RECORD RETENTION.

- 10.1. The Municipality shall comply with the record retention provisions of 2 C.F.R. 200.333 (Retention requirements for records).
- 10.2. The Municipality should, whenever practicable, collect, transmit, and store Federal award-related information in open and machine readable formats rather than in closed formats or on paper in accordance with 2 C.F.R. 200.335 (Methods for collection, transmission and storage of information).

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11. ACCESS TO RECORDS.

- 11.1. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the County, or any of their authorized representatives, have the right of access to any documents, papers, or other records of the Municipal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the Municipality's personnel for the purpose of interview and discussion related to such documents. The right of access to the Municipality's records is not limited to the required retention period but last as long as the records are retained.
- 11.2. The Municipality shall permit the County and auditors to have access to the Municipality's records and financial statements as necessary for the County to meet the requirements of 2 C.F.R. Part 200.

12. TERM.

- 12.1. This Agreement and any amendments hereto shall be effective when executed by both Parties with concurrent resolutions passed by the governing bodies of each Party, and when the Agreement is filed according to MCL 124.510. The approval and terms of this Agreement and any amendments hereto shall be entered in the official minutes of the governing bodies of each Party. This Agreement shall end on December 31, 2024.

13. ASSURANCES.

- 13.1. Each Party shall be responsible for its own acts and the acts of its employees and agents, the costs associated with those acts, and the defense of those acts.
- 13.2. The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.
- 13.3. Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, laws, and requirements applicable to its activities performed under this Agreement.

14. TERMINATION OF AGREEMENT.

- 14.1. This Agreement may be terminated in whole or in part as follows:
 - 14.1.1. by the County, if the Municipality fails to comply with the terms and conditions of this Agreement;
 - 14.1.2. by the County for cause;

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14.1.3. by the County with the consent of the Municipality, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;

14.1.4. by the Municipality upon sending to the County written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the County determines in the case of partial termination that the reduced or modified portion of the subaward will not accomplish the purpose for which this Agreement was made, the County may terminate the Agreement in its entirety.

14.2. The County must provide to the Municipality a notice of termination. Written suspension or notice of termination will be sent to the Municipality's business address. If this Agreement is terminated or partially terminated, both the County and the Municipality remain responsible for compliance with the requirements at 2 CFR 200.343 Closeout and 2 CFR 200.344 Post-closeout Adjustments and Continuing Responsibilities.

15. CLOSEOUT.

15.1. The County shall close-out this Agreement when it determines that all applicable administrative actions and all required work under this Agreement have been completed by Municipality.

15.2. The Municipality shall comply with the closeout provisions of 2 C.F.R. 200.343 (Closeout).

16. POST-CLOSEOUT ADJUSTMENTS AND CONTINUING RESPONSIBILITIES.

16.1. The closeout of this Agreement does not affect any of the following:

16.1.1. The right of County to disallow costs and recover funds on the basis of a later audit or other review. The County must make any cost disallowance determination and notify the Municipality within the record retention period;

16.1.2. The obligation of the Municipality to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments;

16.1.3. Audit requirements in Subpart F—Audit Requirements of 2 C.F.R. Part 200.

16.1.4. Records retention as required in Subpart D—Post Federal Award Requirements of this part, §200.333 Retention requirements for records through §200.337 Restrictions on public access to records.

17. REMEDIES FOR NONCOMPLIANCE.

17.1. If the Municipality fails to comply with federal statutes, regulations, or the terms and conditions of this Agreement, the County may impose additional conditions, as described in 2 CFR §200.207 Specific Conditions. If the County determines that noncompliance cannot be

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remedied by imposing additional conditions, the County may take one or more of the following actions, as appropriate in the circumstances:

- 17.1.1. temporarily withhold cash payments pending correction of the deficiency by the Municipality or more severe enforcement action by the County;
- 17.1.2. disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
- 17.1.3. wholly or partly suspend or terminate the Agreement;
- 17.1.4. recommend that the Federal awarding agency initiate suspension or debarment proceedings as authorized under 2 CFR Part 180 and Federal awarding agency regulations;
- 17.1.5. withhold further funds for the project or program;
- 17.1.6. take other remedies that may be legally available.

18. NO THIRD-PARTY BENEFICIARIES. Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right, in favor of any other person or entity.

19. DISCRIMINATION. The Parties shall not discriminate against their employees, agents, applicants for employment, or another persons or entities with respect to hire, tenure, terms, conditions, and privileges of employment, or any matter directly or indirectly related to employment in violation of any federal, state or local law.

20. PERMITS AND LICENSES. Each Party shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all licenses, permits, certificates, and governmental authorizations necessary to carry out its obligations and duties pursuant to this Agreement.

21. RESERVATION OF RIGHTS. This Agreement does not, and is not intended to waive, impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties.

22. DELEGATION/SUBCONTRACT/ASSIGNMENT. Neither Party shall delegate, subcontract, and/or assign any obligations or rights under this Agreement without the prior written consent of the other Party.

23. NO IMPLIED WAIVER. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement.

No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

24. SEVERABILITY. If a court of competent jurisdiction finds a term, or condition, of this Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.

25. CAPTIONS. The section and subsection numbers and captions in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers and captions shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural number, any reference to the male, female, or neuter genders, and any possessive or nonpossessive use in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.

26. NOTICES. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first-class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

26.1. If Notice is sent to the County, it shall be addressed and sent to: Oakland County Board of Commissioners Chairperson, 1200 North Telegraph, Pontiac, Michigan 48341, with a copy to Oakland County Sheriff's Office, Sheriff Fiscal Officer, 1200 N. Telegraph, Bldg. 38E, Pontiac, Michigan 48341.

26.2. If Notice is sent to the Political Subdivision, it shall be addressed to: City of Troy.

26.3. Either Party may change the address and/or individual to which Notice is sent by notifying the other Party in writing of the change.

27. CONTACT INFORMATION.

<u>County of Oakland</u>	<u>City of Troy</u>
Lieutenant Bryan Wood Investigative & Forensic Services Division Narcotics Enforcement Team Office: 248-858-1722 Fax: 248-858-1754 Email: woodb@oakgov.com	Chief Frank Nastasi Chief of Police Troy Police Department Fax: 248-524-9023 Email: nastasifa@troymi.gov

28. GOVERNING LAW. This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan, without regard to Michigan's conflict of laws provisions.

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29. AGREEMENT MODIFICATIONS OR AMENDMENTS. Any modifications, amendments, rescissions, waivers, or releases to this Agreement must be in writing and executed by both Parties.

30. ENTIRE AGREEMENT. This Agreement represents the entire agreement and understanding between the Parties. This Agreement supersedes all other oral or written agreements between the Parties. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

IN WITNESS WHEREOF, David T. Woodward, Chairperson, Oakland County Board of Commissioners, acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners, a certified copy of which is attached, to execute this Agreement, and hereby accepts and binds the County to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____
David T. Woodward, Chairperson
Oakland County Board of Commissioners

WITNESSED: _____ DATE: _____
Printed Name: _____
Title: _____

IN WITNESS WHEREOF, _____, acknowledges that he/she has been authorized by a resolution of the Municipality's governing body, a certified copy of which is attached, to execute this Agreement, and hereby accepts and binds the Municipality to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____
Printed Name: _____
Title: _____

WITNESSED: _____ DATE: _____
Printed Name: _____
Title: _____



Michigan HIDTA

Initiative Description and Budget Proposal

All Initiatives which seek HIDTA funding must complete this proposal and return to Michigan HIDTA via e-mail by the announced deadline. Completion of all sections of this proposal is required. The Office of National Drug Control Policy examines these submissions very closely. Your proposal must be clear, concise and complete. **A complete proposal consists of this form AND the Michigan HIDTA FMS Budget Sheet.**

Program Year: Initiative Title:

Submitter's Rank/Name: Submitter's Telephone #:

Submitter's E-mail Address:

SECTION 1: INITIATIVES

Level of Activity - Check all that apply

☒ Local DTO Focus ☒ Multi-State DTO Focus ☐ International DTO Focus ☐ Interdiction Focus

Does this Initiative Routinely Provide Information to the HIDTA Investigative Support Center (ISDC)?

☒ YES ☐ NO

SECTION 2: PROFILEInitiative Description

Enter Lead Agency:

Enter Location of Initiative (City):

Check All That Apply

- ☐ Initiative is Collocated with other HIDTA Initiatives
- ☒ Initiative is Staffed with Full-Time Federal and Full-Time State/Local Personnel
- ☒ Full-Time Members of Initiative are Collocated and Commingled with Federal and State/Local Personnel

Initiative Description and Budget Proposal Instructions

Enter your initiative description and budget detail in the text box on the following page. The text box is not character limited, nor is it limited to the visible field on the page. It works best to compose the narrative in Word and copy into the text field on the following page. Please use narrative only to complete this section. The PMP software will not accept graphs, tables, charts, images, etc.

The narrative section is intended to describe the mission and proposed activities for your initiative (dismantling DTOs, meth labs, interdicting drugs/money, apprehending fugitives, etc.) and detail your initiative's funding request. This description should indicate when the initiative was first funded by HIDTA.

Your narrative must be clear, concise and complete. Do not include a long narrative detailing the history or accomplishments of your initiative. Please **limit** your initiative description to several short paragraphs.

The first paragraph should clearly **identify the threat** (drug problem, violent crime, money laundering) in your area. ONDCP expects detailed information regarding the threat in the **HIDTA county/counties which your initiative serves**. Describe the types of drugs being trafficked, the presence/activities of gangs and drug-related violent crime. Include information on DTOs and MLOs operating in your area. DO NOT use specific names/addresses for any organizations or provide any information which is law enforcement sensitive or classified. Referring to the Michigan HIDTA Annual Threat Assessment/Drug Market Analysis is essential when describing the threat in your region.

In the next paragraph **discuss your plan to attack the threat** in your region. Describe your initiative and detail your plan to address the specific threats/problems in your area and achieve your performance targets. If your initiative consists of multiple teams, explain how each team's activities attack the drug threat in your HIDTA county. Detail how you will work more efficiently and effectively by conducting intelligence-driven investigations and sharing information (leads).

The next paragraph(s) should **present your budget request**. Remember that HIDTA funding is added-value funding and cannot be used to supplant normal operating budget items. Each budget line item (overtime, equipment, supplies, vehicles, phones, services, etc.) must be detailed in narrative form, specifying the amount requested and how each line item amount will be utilized. It is important to relate why each line item is needed and how it fits into your plan to attack the threat in your region and attain your performance targets. Provide a clear, concise and complete explanation of all items in your budget request. The budget narrative will be reviewed by the Michigan HIDTA Steering Committee and Executive Board before being sent to ONDCP for review and approval.

ONDCP closely examines **vehicle expenditures**. Lease costs and other vehicle-related expenses must be detailed. Ensure the number of vehicles and expenses match the number of eligible officers in your initiative. Examples: "6 vehicles @ \$500/month x 12 months = \$36,000; Gasoline Expense, 6 officers @ \$200/month x 12 months = \$14,400 .

ONDCP also scrutinizes **overtime expenses**. Ensure these expenses line-up with eligible officers in your initiative. ONDCP caps overtime for individual officers at \$9,500 annually. The Michigan HIDTA limits the cap to \$6,500 per officer annually. Each initiative is required to maintain documentation/spreadsheet to ensure these limits are not exceeded. Example: 10 task force officers x \$3,000/annually = \$30,000 annual overtime.

PLEASE NOTE: Equipment vs. Supplies - There has been a change in how these items are categorized. All items purchased for **\$5,000 or more per item** are categorized as **Equipment**. All items purchased for **\$4,999 or less per item** are categorized as **Supplies**.

Equipment expenses must be detailed. Provide specifics for what will be purchased, the cost, and how it relates to your plan to address the threat. Example: 10 ballistic shields @ \$6,000 each = \$60,000.

Supplies expenses must be detailed. Provide specifics for what will be purchased, the cost, and how it relates to your plan to address the threat. Example: 12 laptop computers @ \$1,000 each = \$12,000.

Service expenses must also be detailed. Example: Monthly cell phone service for 12 officers @ \$100/monthly x 12 months = \$14,400.

The total of all items must match the total entered in the **"Total Dollar Amount Requested"** field at the top of the next page.

A complete proposal consists of this form AND the Michigan HIDTA FMS Budget Sheet.

Enter Initiative Description and Budget Proposal Detail Below

Total Dollar Amount Requested: \$132,300

Explain the mission of the initiative and provide a detailed explanation of the specific threat/s identified in the Michigan HIDTA Annual Threat Assessment that this initiative is designed to address. All sections below must be completed.

INITIATIVE PURPOSE:

The Oakland County Narcotic Enforcement Team (NET) is a cooperative partnership of federal, county and local law enforcement agencies in Oakland County, Michigan, and collocated at the Oakland County Sheriff's Office in Pontiac. NET

- Focuses on mid- to upper-level drug trafficking organizations (DTOs) and criminal groups operating in Oakland County
- Supports street-level investigative operations targeting illegal drug trafficking of cocaine, crack cocaine, methamphetamine, fentanyl, heroin, and controlled prescription drugs

THREAT PRIORITIES:

Primary Threats:

- Regional and local DTOs are the primary drug trafficking threats in the NET Area of Responsibility (AOR)
 - o DTOs transport cocaine, heroin, fentanyl, and methamphetamine into Oakland County
 - o Fentanyl and fentanyl mixed with other narcotics continue to be the most lethal category of illicit substances misused in Oakland County
 - o Heroin-related overdose deaths remain at high levels in the county
 - o NET has observed a substantial increase in methamphetamine distribution and use
 - o Cocaine has become a resurgent threat and is widely available throughout the county
 - o Controlled prescription drugs remain an area of concern
 - o Most of the illegal narcotics remain in Oakland County and are distributed by local DTOs and eventually consumed by users

INVESTIGATIVE APPROACH: (See Worksheet/Sample - 2024 IDBP handout with new format)

- NET will leverage HIDTA funds to support investigative overtime and communication services
 - o Drug seizures will be thoroughly investigated by NET investigators in order to
 - ☒ Trace seizures back to source(s) of supply
 - ☒ Assist investigators in ultimately disrupting and dismantling DTOs
 - o NET investigators monitor DTO trafficking patterns and share the information with our federal partners
 - ☒ NET's primary focus is investigations into upper- and mid-level DTOs to identify, disrupt and dismantle their illicit drug trafficking operations

Predicting Expected Outputs: When developing your expected outputs for the Program Year, please ensure you take into consideration your past 2-3 year performance averages. ONDCP frequently refers to these averages when evaluating future performance target numbers.

SECTION 3: DTOs

DTO Expected Outputs:

Predict the number of DTOs and MLOs you expect to disrupt and/or dismantle during the Program Year. Your performance targets should be aggressive but reasonably attainable, considering expected staffing and funding. Remember that your initiative's performance is compared to how successfully it attained its predicted totals. Please note Initiative's performance is not compared to the performance of other initiatives. Include pertinent notes in the Notes/Additional Information box.

DISRUPTED Defined

DISMANTLED Defined

Enter Number of **DTOs** Expected to be Disrupted or Dismantled This Program Year: Page 3

Notes/Additional Information:

N/A

Enter Number of **MLOs** Expected to be Disrupted or Dismantled This Program Year: Page 3

Notes/Additional Information:

N/A

SECTION 4: CLANDESTINE LABS

Predict the number of each of the following items which you expect to seize during the Program Year. Include pertinent notes in the Notes/Additional Information box.

Enter the Number of Lab Dump Sites Expected to be Seized

N/A

Enter the Number of Chemical/Glassware/Equipment Expected to be Seized

N/A

Enter the Number of Children Expected to be Affected

N/A

Enter the Number of **Meth Labs** Expected to be Dismantled

N/A

Enter the Number of **Other Clan Labs** (Production/Conversion) Expected to be Dismantled

N/A

Notes/Additional Information:

N/A

SECTION 5: ACTIVITIES

Predict the number of each of the following items for the Program Year. Include pertinent notes in the Notes/Additional Information box.

New HIDTA Cases:

Enter the Number of New HIDTA Initiative Cases Expected to be Opened This Program Year:

Notes/Additional Information:

N/A

Case Support:

Enter the Number of Cases Expected to be Provided Analytical Support This Program Year:

Refer to definition of Analytical Support (AS). Project only number of cases which will receive AS from an analyst embedded with your TF or the DSEMIIC/MIOC. Do not include cases which will receive AS from an analyst seated at the HIDTA. A case can be reported receiving AS only **ONCE IN A CALENDAR YEAR** but can be counted each calendar year it receives AS. Project the number of separate cases to receive AS in the year, not the number of times AS is received on all cases. **Important: Remember to submit a completed survey with your quarterly report for each case receiving AS.**

Enter the Number of Event Deconflictions Expected to be Submitted This Program Year:

Enter the Number of Case Matching Requests Expected to be Submitted This Program Year:

Notes/Additional Information:

N/A

SECTION 6: FUGITIVES

Predict the number of fugitives you expect to apprehend for the Program Year. A *Fugitive* is defined as an apprehension made pursuant to some type of court-issued pick-up order, such as an arrest warrant, a writ, etc. An *Arrest* is defined as any apprehension made absent any type of court-issued pick-up order, primarily arrests made on probable cause. Initiative plans to make *Arrests* during the year are indicated by selecting *Arrests* from the *Other Outputs* pick list in Section 7.

Enter the Number of Fugitives Expected to be Arrested This Program Year:

Notes/Additional Information:

N/A

SECTION 7: OTHER OUTPUTS

ENTRY OF MANDATORY OUTPUTS

FORENSIC ENHANCEMENT - MSP TECHNICAL SUPPORT UNIT - REDRUM

Continue to report Other Outputs contained in the pick list boxes below. Other Output information provided will be maintained internally at the HIDTA but will not be reported in PMP.

ALL OTHER HIDTA INITIATIVES

Report **ONLY** the four Other Outputs **ARRESTS, CRIMINAL GROUPS, FIREARMS SEIZED** and **T-III WIRETAPS**. This information will be reported in PMP.

FUGITIVES VS. ARRESTS

Fugitives: Provide a projection of how many fugitives your task force will arrest for the year in *Section 6: Fugitives*.

A fugitive is defined as an apprehension made pursuant to some type of court-issued pick-up order, such as an arrest warrant, a writ, etc.

Arrests: No projection of how many arrests your task force will make for the year is required. **An arrest is defined as any apprehension made absent any type of court-issued pick-up order; primarily arrests made on probable cause.** Indicate your task force's intentions to make arrests during the year by selecting/loading ARRESTS into one of the Other Output boxes below.

Definition of Wiretap

A wiretap is a form of electronic monitoring where a Federal or state court order authorizes law enforcement to surreptitiously listen to phone calls or intercept wireless electronic text messages or video communications. Indicate your plan to utilize wiretaps by selecting T-III WIRETAPS in one Other Output box to the right.

Reporting Wiretaps

No projection regarding the number of wiretaps to be utilized is required. The actual number of wiretaps is reported each quarter on the Task Force Quarterly Report. Report only the number of lines (telephone numbers) for which a court order authorized eavesdropping. Do not report an extension of a court order for the same telephone line (number) unless the extension is spanning the calendar year being reported. Note: Dialed number recorders (Pen Registers) are not considered a wiretap for PMP reporting purposes.

Select the Other Outputs your initiative plans to utilize in the pick list boxes below.

Other Output:

Other Output:

Other Output:

Other Output:

Other Output:

Other Output:

Other Output:

Other Output:

Other Output:

Other Output:

Other Output:

Other Output:



Michigan HIDTA

Request for HIDTA **Overtime** Reimbursement

ONE FORM PER OFFICER

REGULAR OVERTIME

Exhibit B

Michigan HIDTA
Mary Szymanski - Financial Manager
FAX: 248.356.6513
mszymanski@mi.hidta.net

OFFICER'S NAME AND RANK

HOME DEPARTMENT NAME

PHONE NUMBER

MAILING ADDRESS

FEDERAL TAX ID OR MSP INDEX/PCA

REQUESTING OFFICER IS REQUIRED TO TYPE HIS/HER NAME IN THE BLUE BORDERED BOX BELOW. By typing my name in the box below, I certify that this overtime was incurred pursuant to HIDTA-related investigations on the dates and in the amounts listed.

APPROVING TASK FORCE COMMANDER IS REQUIRED TO TYPE HIS/HER NAME IN THE RED BORDERED BOX BELOW: By typing my name in the box below, I certify I received this overtime request from the Requesting Officer, and have reviewed and approved after determining it to be in compliance with ONDCP Program Policy as previously provided to me.

ITEM #	COMPLAINT #	DATE OT WORKED	# OT HOURS WORKED	OT HOURLY RATE	TOTAL ENTRY COST	LOCATION: Address, City/Township/County
OVERTIME APPROVED FOR STATE/LOCAL OFFICERS ONLY. LIMIT PER OFFICER IS \$8,000 ANNUALLY AS PER MICHIGAN HIDTA PROGRAM POLICY.						
FEDERAL PARTICIPANTS ARE NOT ELIGIBLE TO RECEIVE HIDTA OVERTIME.						
1					\$0.0000	
2					\$0.0000	
3					\$0.0000	
4					\$0.0000	
5					\$0.0000	
6					\$0.0000	
					\$0.0000	

ITEM #	PROVIDE A BRIEF DETAIL OF THE CORRESPONDING ITEM # FROM THE TABLE ABOVE.
1	
2	
3	
4	
5	
6	

THIS INFORMATION IS CONFIDENTIAL. DISCLOSURE OF CONFIDENTIAL INFORMATION IS PROTECTED BY THE FEDERAL PRIVACY ACT.

YOUR AGENCY LETTERHEAD

January 17, 2022

Director
Michigan HIDTA
26211 Central Park Blvd.
Southfield, MI 48076

Dear Director:

Please accept this correspondence as notification of the current pay rate for the listed **ADD YOUR AGENCY NAME** police officer assigned to the Oakland County Narcotic Enforcement Team (NET). The rate became effective **July 1, 2021.**

Parent Agency:	ADD YOUR AGENCY NAME
Employee Name/Rank:	ADD OFFICER'S NAME AND RANK
Regular Pay Rate:	OFFICER'S REGULAR HOURLY RATE
Overtime Pay Rate:	OFFICER'S OVERTIME HOURLY RATE

As requested, the overtime rate listed does not include any fringe benefits, such as retirement, FICA, etc. Please contact my office if additional information is required.

Sincerely,

Please Note: This document is used for illustrative purposes only and the required documentation does not have to be the same, but must contain the same elements.

Required: Overtime slip signed by officer's supervisor. This item should include name, date, and overtime hours associated with HIDTA. The overtime rate should also be included unless provided in the paystub or payroll report.



[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

TIME SHEET

DATE	HOURS	OVERTIME	NET#
------	-------	----------	------

07/11/2016	08:30-16:30		
07/12/2016	08:30-16:30		
07/13/2016	08:30-16:30		
07/14/2016	08:30-16:30		
07/15/2016	08:30-16:30		

APPROVED

8/16/16

[REDACTED]

08/01/2016	15:00-23:00		
08/02/2016	15:00-23:00		
08/03/2016	14:00-00:00	2hour	16-net-419
08/04/2016	14:00-23:00	1hour	IR-16-263
08/05/2016	03:00-07:00	4hour	IR-16-264
08/05/2016	15:00-23:00		

APPROVING SIGNATURE: _____

[REDACTED]


[REDACTED]

OVERTIME IN RED HAS BEEN TAKEN AS NET TIME (COMP)
OVERTIME IN GREEN HAS BEEN SUBMITTED FOR MJ OT GRAMP

Please sign and return.

Please Note: This document is used for illustrative purposes only and the required documentation does not have to be the same, but must contain the same elements. **Exhibit E**

Required: Pay stub or payroll report containing the same information as pay stub. If the paystub does not indicate the overtime rate of pay, then please include with the overtime slip.

Pay Period Ending On: 08/07/2016
Check #: 
Check Date: 08/12/2016
Primary Rate: 31.2962
Withholding Rate: 00
Federal Allowances: 0

PAYCODE ID	HOURS	OT HOURS	GROSS	YTD	DEDUCTION ID	AMOUNT	YTD
LONGEVITY_PS	0.00	0.00	0.00	350.00	FIW	475.02	8,268.40
SALARY	80.00	7.00	2,832.31	41,498.79	SITW	112.08	1,906.87
TRAINING_PS	0.00	0.00	0.00	876.28	SOCSEC_EE	176.08	2,991.56
SICK PS 07/01	0.00	0.00	0.00	625.92	MEDICARE_EE	41.18	699.64
F/Y SICK PAYOUT	0.00	0.00	0.00	594.63	DUES_PSO	29.63	444.38
PS SCK GAP	0.00	0.00	0.00	2,879.25	PS_HBL VISION	9.13	104.73
IN_LIEU_MED_P_S	0.00	0.00	115.38	1,846.08	RETIRE_PS_OFF	84.97	1,424.49
LIFE INS	0.00	0.00	0.00	8.96	ICMA_PCNT	117.91	1,959.14
HOLIDAY	0.00	0.00	0.00	1,251.85	FLEX_PLAN	98.50	1,576.00
					SAVINGS_PSO	5.60	84.00
					PNC	647.59	11,474.94
					PNC	1,000.00	16,588.65
					ALLY	150.00	2,400.00
TOTALS:	80.00	7.00	2,947.69	49,931.76	TOTALS:	2,947.69	49,922.80

Net Pay This Period: 1,797.59

LEAVE BANK	PRIOR BALANCE	HOURS ACCRUED	HOURS LOST	HOURS TAKEN	NEW BALANCE
COMP_PS	7.50	0.00	0.00	0.00	7.50
F/Y SICK PAYOUT	0.00	0.00	0.00	0.00	0.00
PS KELLY BANK	0.00	0.00	0.00	0.00	0.00
SICK PS 07/01	96.00	0.00	0.00	0.00	96.00
SICK PS GAP	41.00	0.00	0.00	0.00	41.00
VAC_PS	124.00	0.00	0.00	0.00	124.00

08/12/2016

1,797.59

VOID**VOID*****VOID*****CHECK STUB REPRINT*****



500 West Big Beaver
Troy, MI 48084
troymi.gov

J-06

CITY COUNCIL AGENDA ITEM

Date: July 1, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Dee Ann Irby, Controller
Kurt Bovensiep, Public Works Director
Ashely Tebedo, Administrative Services Manager

Subject: Fiscal Year 2025 SMART Municipal Credit and Community Credit Contract

History

Community Municipal Credits are funds collected by the Suburban Mobility Authority for Regional Transportation (SMART) through property taxes. A portion of these funds are divided among every city, township and village in Oakland, Wayne and Macomb Counties based on the specialized services it provides. The Troy RYDE program is eligible to receive this funding as it is operating in accordance with SMART's Community Partnership Program. The available funding to the City of Troy for Municipal Credit is \$81,700 and \$141,630 for Community Credit, which is a total increase of \$6,747 from the previous year.

Financial

The Municipal Credit and Community Credit funding for 2024 through SMART allows the City of Troy to use an additional \$223,330 toward the Troy RYDE service.

Recommendation

It is recommended that the City enter into a contract for the Municipal Credit and Community Credit with SMART for \$81,700 and \$141,630 respectfully. These funds are utilized for transportation service for senior citizens and persons with disabilities through the Troy RYDE service.

Legal Review

This item was submitted to the City Attorney for review pursuant to City Charter Section 3.17.

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY2025

I, _____, as the _____ of the City of Troy (hereinafter, the “Community”) hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period July 1, 2024 through June 30, 2025 (Section 1 below), and **Community Credits** available for the period July 1, 2024 to June 30, 2025 (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use **\$81700** in **Municipal Credit** funds as follows:

- (a) Transfer to _____ Funding of: \$ _____
TRANSFEEEE COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 81,700
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)
- (d) Services Purchased from Subcontractor At the cost of: \$ _____

(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement)

Total \$81,700

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State’s approved budget. In the event that revenue actually received is insufficient to support the Legislature’s appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All Municipal Credit funding must be spent by June 30, 2027; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use **\$141,630** in **Community Credit** funds available as follows:

- (a) Transfer to _____ Funding of: \$ _____
TRANSFEEEE COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 141,630
(Including Charter and Taxi services)

- (c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)
- (d) Capital Purchases At the cost of: \$ _____
- (e) Services Purchased from Subcontractor At the cost of: \$ _____

(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement)

Total \$141,630

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 2025, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 30, 2029; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

This Agreement shall be binding once signed by both parties.

**SUBURBAN MOBILITY AUTHORITY
FOR REGIONAL TRANSPORTATION**

CITY OF TROY

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

EXHIBIT A

PROJECT DESCRIPTION

Overall Project Description (Provide a descriptive narrative):

The Troy Transportation Service provides transportation to seniors (60 years and older) and persons with disabilities who are residents of the City of Troy. Door to door transportation is available for eligible riders. Transportation to the following destinations include but are not limited to: Doctor and other medical appointments, physical therapy, shopping, salon appointments, employment and other locations deemed appropriate by the City of Troy.

This is a shared ride service and scheduling is arranged on a “first-come, first-served basis”. Reservations are made through various means detailed by the City of Troy and must be made 24 hours prior to the requested pick up time. Rides are prioritized with medical trips the highest ranking and other requests granted accordingly.

Per special request, the Troy Transportation Service may be utilized for transporting the general public to specific community events. These requests are reviewed on a case by case basis.

Service Area (Provide geographic boundaries):

NORTH – Auburn Road including Barclay Circle;

SOUTH – 12 Mile Road;

EAST – Mound Road;

WEST – Southfield Road, Adams Road.

Service Times (Provide days and hours of service):

Monday through Friday, 8am – 4pm

Eligible User Groups (Users eligible to use the service):

Residents of Troy who are seniors (60 years and older) and persons with disabilities

Fare Structure: (Cost to use service)

There are no direct fare fees to riders.

Service Mode (Describe the amount and type of vehicles available, and whether they are wheelchair lift-equipped):

All vehicles are wheelchair lift equipped. There are six (6) 13-passenger vans and one (1) van.

EXHIBIT B
PROJECT OPERATING BUDGET

Municipality: City of Troy

Contract Period: July 1, 2024 through June 30, 2025

Account Number: 48249

OPERATING EXPENSES:

Administrative Wages/Salary: *(All employees other than drivers and dispatchers)*

(10% max. of MC & CC funds) 81,700

Driver Wages 260,000

Fringe Benefits 65,000

Gasoline & Lubricants 70,000

Vehicle Insurance _____

Parts, Maintenance Supplies _____

Mechanic Wages _____

Fringe Benefits 18,000

Dispatch Wages 86,000

Other (Computers, software, phones) 25,000

Other (Specify) _____

Other (Specify) _____

Sub-Total (Operating Expenses) \$605,700

PURCHASED SERVICE:

Taxi Service _____

Charter Service _____

SMART Bus Tickets _____

SMART Shuttle Service _____

SMART Dial-A-Ride _____

Other (Specify) _____

Sub-Total (Purchased Service) _____

CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits)

Computer Equipment _____

Software _____

Vehicle _____

Maintenance Equipment _____

Other (Specify) _____

Sub-Total (Capital Equipment) _____

TOTAL EXPENSES _____ **Operating Expenses, Purchased Service, and Capital Equipment:** _____

EXHIBIT B, continued (Page 2)

REVENUES:

Municipal Credit Funds	<u>81,700</u>
Community Credit Funds	<u>141,630</u>
Specialized Service Funds	<u>27,692</u>
Specialized Service General	<u></u>
General Funds	<u>354,678</u>
Farebox Revenue	<u></u>
In-Kind Service	<u></u>
Special Fares (Contracted Service)	<u></u>
Other (Specify)	<u></u>

TOTAL REVENUE:

\$605,700

(Note: *TOTAL EXPENSES* must equal *TOTAL REVENUE*)

Suburban Mobility Authority for Regional Transportation

EEO COMPLIANCE REPORT A

COMMUNITY PARTNERSHIP FORM

Agency/Community Information

Program Type: **Community Partnership Program (CPP)** ☒ Specialized Service ☐ New Freedom ☐ JARC ☐ 5310 ☐

Name of Agency/Community: City of Troy

Address: 500 W. Big Beaver

City: Troy

State: MI

Zip: 48085

Agency/Community Data

1) Has your agency/community completed in excess of \$1,000,000 in

DOT federally-funded contracts from SMART in the past year?

Yes ☐ No ☒

2) Does your agency/community employ over fifty (50) transit related employees?

Yes ☐ No ☒

If the answers to the previous two questions were both "Yes", Please forward
your agency's/community's Affirmative Action plan to the address below:

Buhl Building
535 Griswold Street, Suite 600
Detroit, MI 48226

Attn: EEO Coordinator

Have all subcontractors been informed of their responsibility to file an EEO Compliance Report A form? Yes ☐ No ☐ N/A ☒

Drug and Alcohol Testing Program Requirements

Does your agency/community have a DOT Drug and Alcohol testing program for

Safety-sensitive employees? (Vehicle operators, dispatchers, mechanics and armed security)

Yes ☒ No ☐

Name of drug and alcohol testing manager? Danielle Carpenter

Title: Human Resources Specialist

Phone Number: 248.680.7296

Ext:

Email: Danielle.Carpenter@troymi.gov

Please Proceed to Employment Data Section on Back



500 West Big Beaver
Troy, MI 48084
troymi.gov

K-01a

CITY COUNCIL AGENDA ITEM

Date: July 9, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
R. Brent Savidant, Community Development Director

Subject: ANNOUNCEMENT OF PUBLIC HEARING – PLANNED UNIT DEVELOPMENT (File Number PUD 020 (JPLN2023-0021) – Proposed Village of Hastings PUD, East side of Livernois, North of Square Lake (PIN 88-20-03-301-088, -023, -024, -025 and 88-20-03-351-004), Section 3, Presently zoned NN (Neighborhood Node “Q”) and R-1B (One Family Residential) Zoning Districts.

The applicant GFA Development, Inc. seeks Conceptual Development Plan (CDP) and Preliminary Development Plan (PDP) approval for the Village of Hastings Planned Unit Development (PUD). The project features a total of 33 residential units comprised of 4 different housing types (single family detached, ranch style detached, single family attached and duplex). City Council is the approval body for PUD's, following a Planning Commission recommendation.

The Planning Commission held a public hearing on this item on April 9, 2024 and postponed the item to allow the applicant an opportunity to address some site design issues. The Planning Commission considered the item on May 28, 2024 and recommended approval of the project by a vote of 6-2.

A public hearing is scheduled for this item on August 12, 2024.

Legal Review

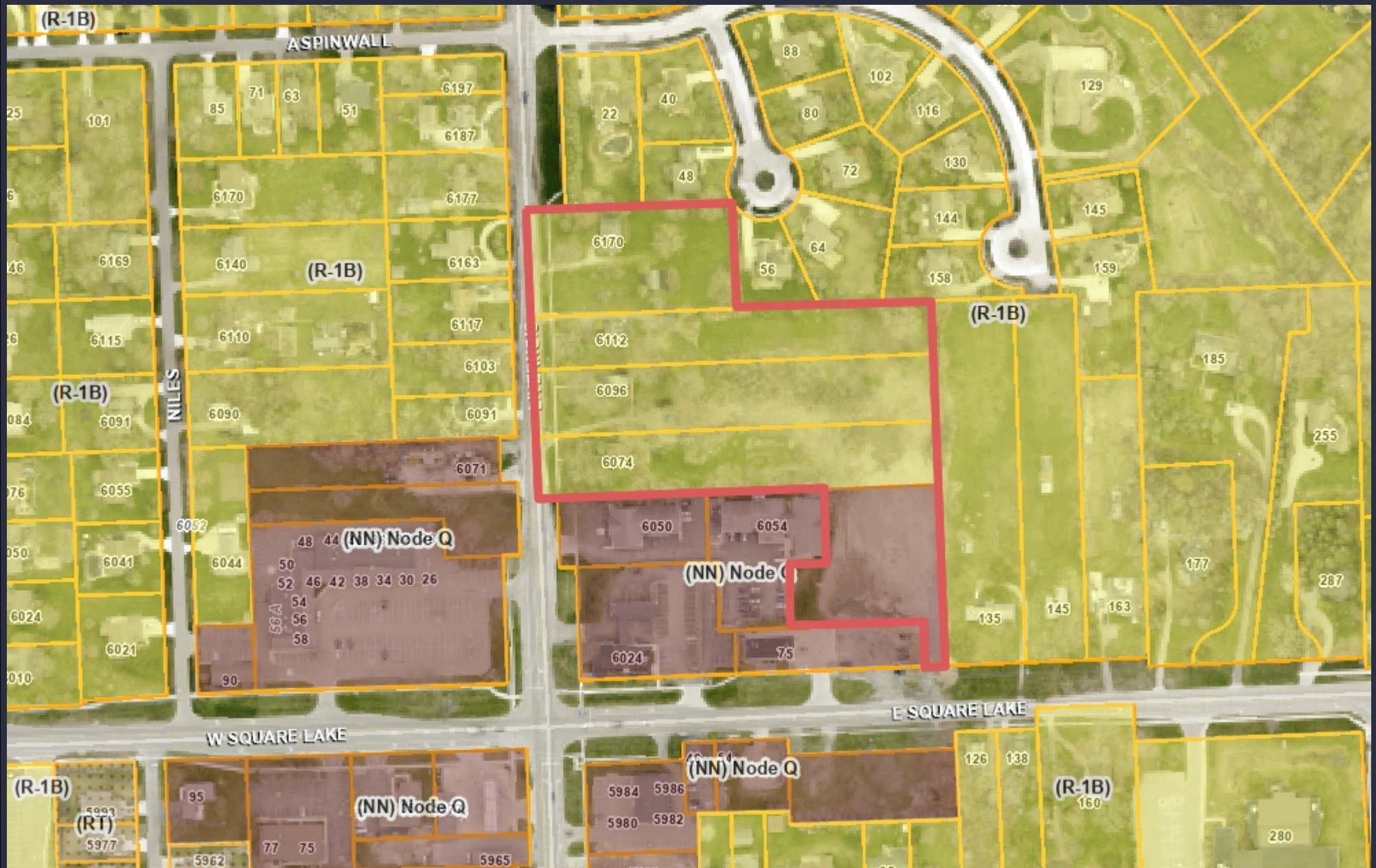
This item was submitted to the City Attorney for review pursuant to City Charter Section 3.17.

Attachments:

1. Maps
2. Planning Commission minutes from April 9, 2024 Planning Commission Regular meeting (excerpt)
3. Planning Commission minutes from May 28, 2024 Planning Commission Regular meeting (excerpt)
4. Report prepared by Carlisle/Wortman Associates, Inc. for May 28, 2024 Planning Commission meeting.
5. OHM Memo, dated August 24, 2023
6. PUD Application/Site Plan
7. Public comment



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.



577 0 288 577 Feet



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.

PLANNED UNIT DEVELOPMENT

7. **PUBLIC HEARING - PLANNED UNIT DEVELOPMENT (File Number PUD 020 JPLN2023-0021) - CONCEPT DEVELOPMENT PLAN (CDP) AND PRELIMINARY DEVELOPMENT PLAN (PDP) APPROVAL** – The Village of Hastings PUD, East Side of Livernois, North of Square Lake, (PIN 88-20-03-301-088, -023, -024, -025 and 88-20-03-351-004), Section 3, Presently Zoned NN (Neighborhood Node “Q”) and R-1B (One Family Residential) Zoning Districts

Mr. Carlisle provided a brief background of The Village of Hastings PUD application. He stated the applicant removed the privacy fence between the existing older homes and the adjacent new housing units and reduced the number of duplex units to two (2). Mr. Carlisle said the applicant has not provided building materials or an architectural color scheme. He asked the Planning Commission to hold a public hearing and consider public testimony. He said as part of the deliberations, the Planning Commission should consider if the project is consistent with the Master Plan, whether it meets the Site Plan Review Design Standards and whether it meets the PUD Standards.

In summary, Mr. Carlisle said any approval of the PUD application should be subject to the conditions as identified in his report dated March 15, 2024.

Applicant Gary Abitheira gave a PowerPoint presentation. He addressed the reduction of units, reorientation of entrance doors on units 9 through 12, the City Traffic Consultant report, traffic volume data from the RCOC (Road Commission of Oakland County) website, internal vehicular circulation, comparisons of density with previously approved PUD developments and the missing middle ranch style homes he is proposing. Mr. Abitheira walked through the PUD Standards one by one to substantiate how he feels the application meets the PUD Standards.

There was discussion, some comments related to:

- Applicant to keep the historic nature of the older homes, place them on the market for sale and incorporate such terms in the PUD Agreement.
- Walkability of the site.
- EVA (Emergency Vehicle Access); access and signage.
- Extension of sidewalk along Square Lake.
- Potential to provide a pedestrian crosswalk on Square Lake.
- Potential for additional green space in detention area.
- Circulation improvements requested by the City Traffic Consultant OHM; applicant has met.
- Trash pickup arrangement.
- Public amenities.
- Sustainability features.
- Design of ranch units as relates to the Site Plan Review Design Standards.
- Building materials and color scheme.
- Patios and/or decks on units.
- Inconsistency of building and lot dimension designations on the site plan.

It was the consensus of the Board members that the application does not meet the PUD Standard that references *innovative and creative site and building designs, solutions and materials*, and that the applicant could focus more on the Site Plan Review Design Standards.

It was clarified that the Long Lake and Crooks PUD development is the development that Ms. Dufrane referenced in a previous meeting stating it set a high bar for approval of a PUD development.

PUBLIC HEARING OPENED

- Michael Johnson, 450 E Square Lake; expressed support for the development, that any additional traffic that might be generated is negligible, concerns expressed by community and Board members have been addressed by applicant.
- Mary Rettig, 6860 Westaway; addressed definitions applied to different styles of housing units, square footage of units, concerns with parking and traffic.
- Allyson Wyckhuyse, 56 Telford; addressed orientation of her home as relates to the development and proposed public amenities.
- Sheila Lenz-Shomo, 6464 Fredmoor; addressed concerns with traffic, acceleration and deceleration lanes, density, internal vehicular circulation, and application meeting PUD Standards.
- Nanette Gearhart, 6197 Livernois; voiced opposition to the development, addressed concerns with parking and transition to existing neighborhood, would prefer the by-right proposal of single family residential.
- Leasa Williams, 159 Telford; voiced opposition to the PUD application, would prefer the by-right proposal of single family residential.
- Jeff Williams, 159 Telford; addressed PUD Standards that he feels application has not met.
- Ann Coleman, 6091 Livernois; addressed PUD Standards that she feels application has not met, support by-right proposal of single family residential.
- Dave Pampreen, 6408 Canmoor; addressed density of application in comparison to surrounding residential, concerns with artesian well allegedly on site.
- John Malott, 72 Telford; addressed comments of residents he surveyed within differential distances of the proposed PUD development, in support of the by-right proposal of single family residential.
- Deboral Louzecky, 6327 Donaldson; voiced opposition of the PUD development, prefer by-right proposal of single family residential, addressed PUD Standards that she feels are not met, concerns with residents west of Square Lake losing property.

PUBLIC HEARING CLOSED

Mr. Carlisle stated an application to develop single family residential at this site has not been submitted nor has it been through the site plan approval process. He said at this point it is not clear how many units might be allowed under the R-1B zoning classification.

Several board members shared comments as relates to a single family residential by-right development in comparison to the proposed PUD development.

Mr. Abitheira stepped forward to ask the Board's consideration in postponing the item because of the lateness of the meeting and that it would allow him the opportunity to improve the architectural design of the ranch style homes.

Resolution # PC-2024-04-018

Moved by: Fox

Seconded by: Buechner

RESOLVED, To postpone The Village of Hastings PUD, East side of Livernois, North of Square Lake, to allow the applicant to make improvements and provide updated elevations for the ranch style homes as specified in the Site Plan Review Design Standards, Section 8.06 of the Zoning Ordinance, as well as provide signage for the EVA, and address any outstanding items as identified in the Planning Consultant report dated March 15, 2024.

Yes: Buechner, Faison, Fox, Krent, Malalahalli, Perakis, Tagle

No: Hutson, Lambert

MOTION CARRIED

PLANNED UNIT DEVELOPMENT

5. PLANNED UNIT DEVELOPMENT (File Number PUD 020 JPLN2023-0021) - CONCEPT DEVELOPMENT PLAN (CDP) AND PRELIMINARY DEVELOPMENT PLAN (PD) APPROVAL – The Village of Hastings PUD, East side of Livernois, North of Square Lake, PIN 88-20-03-301-088, -023, -024, -025 and 88-20-03-351-004, Section 3, Presently Zoned NN (Neighborhood Node “Q”) and R-1B (One Family Residential) Zoning Districts

Mr. Savidant presented a brief background of the Village of Hastings PUD application and addressed the revisions to the application since last reviewed by the Planning Commission at their April 9, 2024 meeting. He said the revised plan addresses concerns relating to the building design and architecture, EVA (Emergency Vehicle Access) access and signage, extension of sidewalks and inclusion of crosswalks and trash pickup arrangement.

In summary, Mr. Savidant asked the Planning Commission to discuss whether the current proposal is consistent with the Master Plan and whether it meets the Site Plan Review Design Standards and the PUD Standards.

Gary Abitheira was present and said he had nothing more to add to the presentation given by the administration.

There was discussion, some comments related to:

- Trash removal arrangement among different housing units.
- Potential to provide right and left hand turning lanes on Livernois.
- Favorable comments on the revised elevations, preservation of historic homes and the applicant’s dedication to work with the Planning Commission.

Mr. Savidant explained the review and approval process of a PUD application. He said the Planning Commission is a recommending body only and that the City Council has the final decision on the application. Mr. Savidant stated a PUD Agreement would be prepared prior to the City Council consideration of the application, noting it is a legal contract between the City and the developer.

Mr. Savidant said numerous email messages received from the public since the April 9 meeting date were provided to the Planning Commission either in the agenda packet or at their seat prior to the beginning of tonight’s meeting.

A count was taken to determine the number of persons in the audience who were in support or in opposition of the proposed PUD application. There were 57 residents in opposition; one in support.

Mr. Fox cited data he researched on a U.S. Census survey relating to property values and home sales in communities with a mix of single family and multi-family homes in comparison to communities with only single family homes. The data signifies communities with a mix of single family and multi-family homes have higher property values and higher home sales. Mr. Fox said he is in support of the PUD application.

Resolution # PC-2024-05-029

Moved by: Fox
Seconded by: Malalahalli

WHEREAS, The applicant GFA Development, Inc. seeks Conceptual Development Plan (CDP) and Preliminary Development Plan (PDP) approval for the Village of Hastings Planned Unit Development (PUD), located on the east side of Livernois, north of Square Lake, in Section 3, approximately 6.05 acres in area; and

WHEREAS, The Village of Troy PUD features 3 detached single-family homes, 8 ranch style single family homes, 18 two-story attached homes and 4 single family duplex homes, for a total of 33 residential units; and

WHEREAS, The proposed development accomplishes a significant number of the Standards of Approval as per Section 11.03.B.

BE IT RESOLVED, That the Planning Commission recommends to City Council that Concept Development Plan Approval and Preliminary Development Plan Approval for the proposed Village of Hastings be granted.

Discussion on the motion on the floor.

There was discussion on whether to include a design consideration to have the Engineering Department look into providing left and right hand turning lanes.

Mr. Lambert said he would vote no on the motion to approve because he thinks the application does not meet enough of the PUD Standards.

Vote on the motion on the floor.

Yes: Buechner, Faison, Fox, Krent, Malalahalli, Perakis
No: Hutson, Lambert
Absent: Tagle

MOTION CARRIED



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: October 10, 2023
December 19, 2023
February 21, 2024
March 15, 2024
May 14, 2024

PUD and Preliminary Development Plan Approval Review For City of Troy, Michigan

Applicant: GFA Development Inc

Project Name: Village of Hastings

Plan Date: January 24, 2024
Location: East side of Livernois, north of Square Lake

Zoning: R-1B, Single Family Residential (approx. 4.9 acres) & NN-Q
Neighborhood Node, (approx. 1.1 acres)

Proposed Zoning: Planned Unit Development

Action Requested: PUD and Preliminary Development Plan Approval Review

BACKGROUND

An application has been submitted to conditionally rezone a +/-6.0 acre site to PUD in order to construct thirty (30) new residential units and preserve three (3) existing homes on site. Eight (8) will be ranch style single-family homes, eighteen (18) will be two-story attached row homes, and four (4) will be single-family duplex homes. The site currently has four (4) existing single-family homes of which three (3) will be preserved and incorporated into the entire development. The site includes five (5) parcels. Approximately 4.9 acres of the site is currently zoned R-1B, which does not permit multi-family residential; while approximately 1.1 acres of the site is zoned Neighborhood Node, which does allow multi-family residential.

The subject site is located on the east side of Livernois, north of Square Lake. Access is via a new twenty-eight (28) foot wide private road off Livernois along with an emergency vehicle access road off Square Lake in the southeast corner of the development. The 30-units will be distributed in the format outlined below:

- Four (4) one (1) unit detached ranches. Four (4) units total.
- Two (2) two (2) unit attached ranches. Four (4) units total.
- Three (3) five (5) unit multi-unit row homes. Fifteen (15) units total.
- One (1) three (3) unit multi-unit row homes. Three (3) units total.
- Two (2) two (2) unit single-family duplex homes. Four (4) units total.
- Three (3) existing (1) unit single family homes. Three (3) units total.

Total of Units: 30 new units + 3 existing units = 33 units.

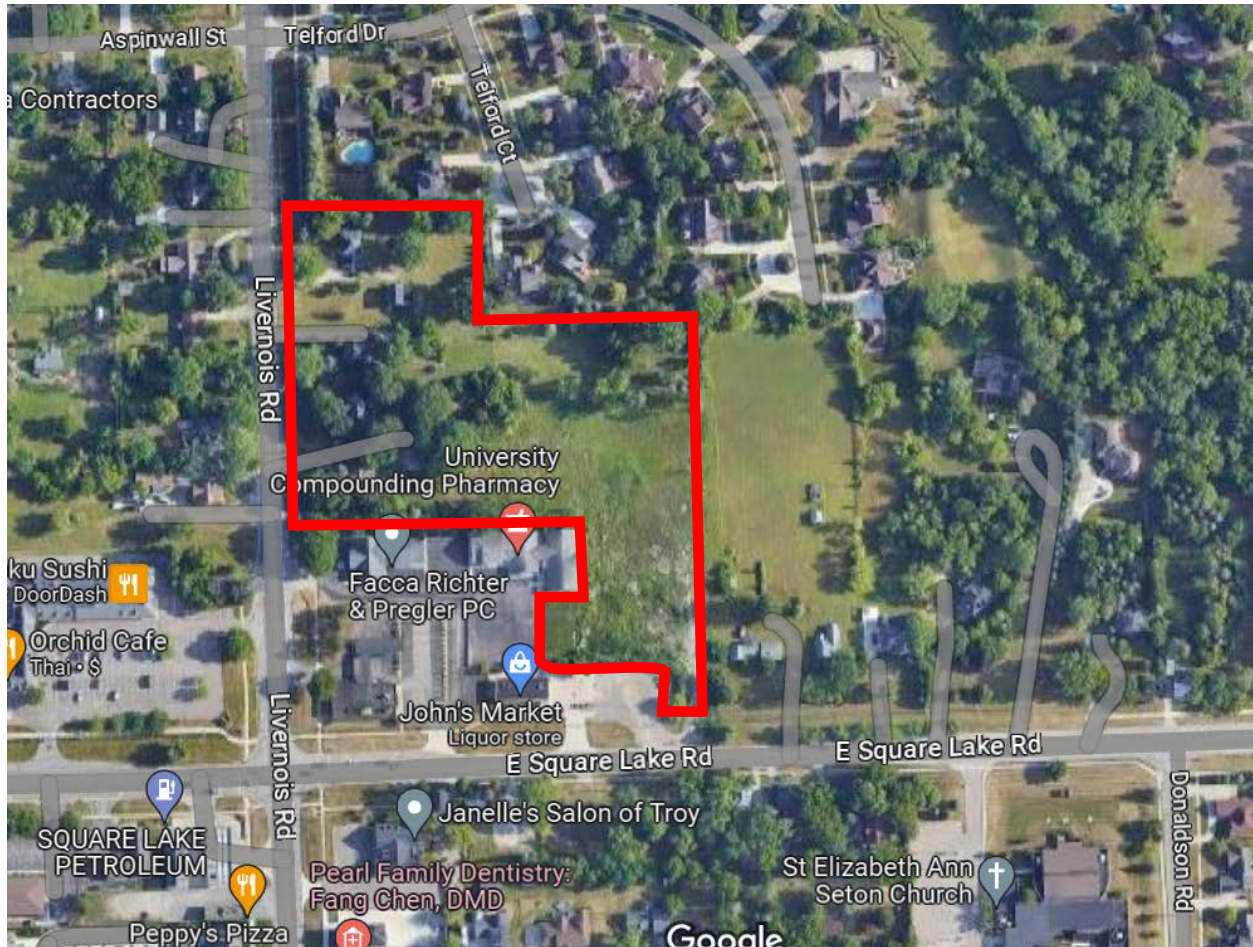
All duplex and multi-unit row homes are two stories. One (1) duplex unit measures roughly 1,900 square feet and one (1) row home unit measures roughly 2,000 square feet.

The following benefits have been noted by the applicant:

1. *Preservation of three existing homes built.*
2. *Offer multiple styles of housing.*
3. *Emergency Vehicle Access from Square Lake Road.*
4. *1.3 acres of open space including communal sport court, putting green, and butterfly garden.*
5. *Landscaping will be viable, interesting, and inviting to encourage outdoor recreation and exercise.*
6. *Extensive interior sidewalks to promote walkability.*
7. *Maximum Building Height shall not exceed 2 stories or 30' in height.*
8. *Maximum lot area covered by buildings will be 18%.*

If the PUD is recommended for approval by the Planning Commission, a PUD Agreement will be drafted between the applicant and the City Attorney's office prior to consideration by the City Council.

Location of Subject Site:



Current Zoning:

R-1B, Single Family Residential & NN-Q Neighborhood Node.

Proposed Uses of Subject Parcels:

Thirty-three (33) multi-family and single-family dwelling units.

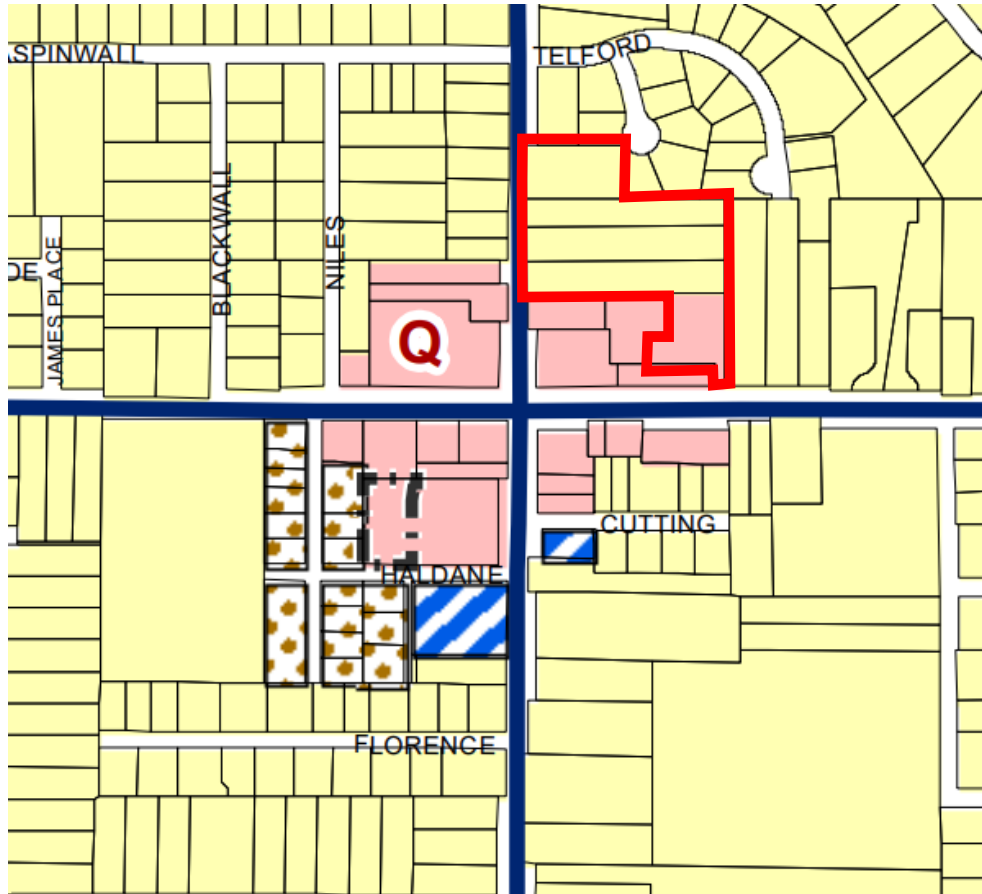
Current Use of Subject Properties:

Single Family Homes and undeveloped land.

Surrounding Property Details:

Direction	Zoning	Use
North	R-1B	Single Family Housing
South	NN-Q	Commercial / Office
East	R-1B	Single Family Housing
West	R-1B / NN-Q	Single Family Housing / Commercial

ZONING



The site includes a mix of zoned R1-B (one family residential) and NN, Neighborhood Node Zoning. Uses along this portion of Livernois and Square Lake Road are primarily low intensity office and retail located near the intersection. Institutional uses exist along Square Lake Road with Troy Preschool to the west of the intersection and Saint Elizabeth Ann Seton Church to the east of the intersection. Newer dense multi-family housing does exist south of the intersection along Livernois.

PUD PROCESS

A Planned Unit Development project is viewed as an integrated development concept. To that end, the provisions of this Article are not intended to be used as a device for avoiding the zoning requirements that would otherwise apply, but rather to allow flexibility and mixture of uses, and to improve the design, character and quality of new development. The use of a Planned Unit Development to permit variations from other requirements of this Ordinance shall only be approved when such approval results in improvements to the public health, safety and welfare in the area affected, and in accordance with the intent of this Article.

The approval of a Planned Unit Development (PUD) is a three-step process:

Step 1-Concept Plan: *The first step shall be application for and approval of a Concept Development Plan, which requires a legislative enactment amending the zoning district map so as to reclassify the property as a Planned Unit Development. A proposed Development Agreement shall be included and incorporated with the Concept Development Plan, to be agreed upon and approved coincident with said Plan. The Concept Development Plan and Development Agreement shall be approved by the City Council following the recommendation of the Planning Commission. Such action, if and when approved, shall confer upon the applicant approval of the Concept Development Plan and shall rezone the property to PUD in accordance with the terms and conditions of the Concept Development Plan approval.*

Step 2- Preliminary Development Plan Approval: *The second step of the review and approval process shall be the application for and approval of a Preliminary Development Plan (preliminary site plan) for the entire project, or for any one or more phases of the project. City Council shall have the final authority to approve and grant Preliminary Development Plan approvals, following a recommendation by the Planning Commission.*

Step 3- Final Development Plan Approval: *The third step of the review and approval process shall be the review and approval of a Final Development Plan (final site plan) for the entire project, or for any one or more phases of the project, and the issuance of building permits. Final Development Plans for Planned Unit Developments shall be submitted to the Zoning Administrator for administrative review, and the Zoning Administrator, with the recommendation of other appropriate City Departments, shall have final authority for approval of such Final Development Plans.*

The applicant is seeking a recommendation of approval for their Preliminary Development Plan.

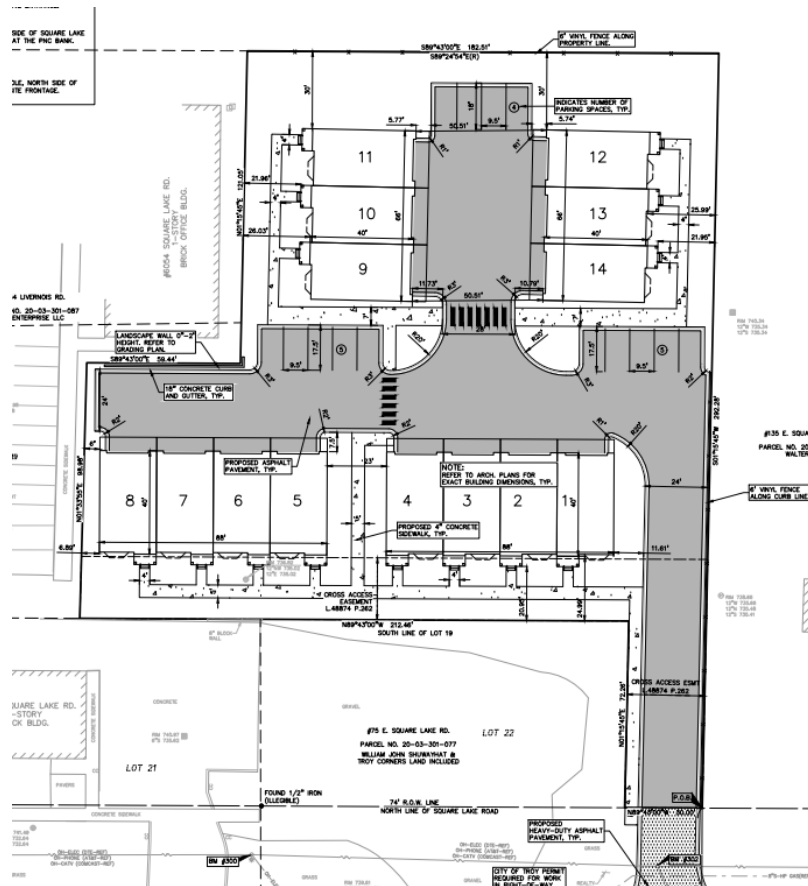
PUD INTENT

As set forth in Section 11.01, the intent of the Planned Unit Development option is to permit flexibility in the design and use of residential and non-residential land which, through the implementation of an overall development plan, when applicable to the site, will:

1. Encourage developments that will result in a long-term contribution to social, environmental and economic sustainability in the City of Troy.
2. Permit development patterns that respond to changing public and private needs.
3. Encourage flexibility in design and use that will result in a higher quality of development and a better overall project than would be accomplished under conventional zoning, and which can be accommodated without sacrificing established community values.
4. Provide for the long-term protection and/or preservation of natural resources, natural features, and/or historic and cultural resources.
5. Promote the efficient use and conservation of energy.
6. Encourage the use, redevelopment and improvement of existing sites where current ordinances do not provide adequate protection and safeguards for the site or its surrounding areas, or where current ordinances do not provide the flexibility to consider redevelopment, replacement, or adaptive re-use of existing structures and sites.
7. Provide for enhanced housing, employment, recreation, and shopping opportunities for the citizens of Troy.
8. Ensure the compatibility of design and use between various components within the PUD and with neighboring properties and uses.
9. Ensure development that is consistent with the intent of the Master Plan.

PREVIOUS PLANNING COMMISSION REVIEWS

The following 14-unit townhome development was approved in 2018:



2018 approved 14-unit site plan.

The applicant is revising the approved site layout shown above and expanding the project to the northwest.

The Concept Plan was first reviewed by the Planning Commission in July 2022. Discussion included:

- Previously approved development, housing types, timing and validity of approval, currently in engineering process
- Existing homes; historical in nature, and listed in Historic Preservation Chapter
- Neighborhood Node “Q” toured by Planning Commission and City Council
- Public benefit, preservation of two existing homes, housing types offered
- Intent of PUD development: provide flexibility from Zoning Ordinance regulations to allow a more creative and negotiable product

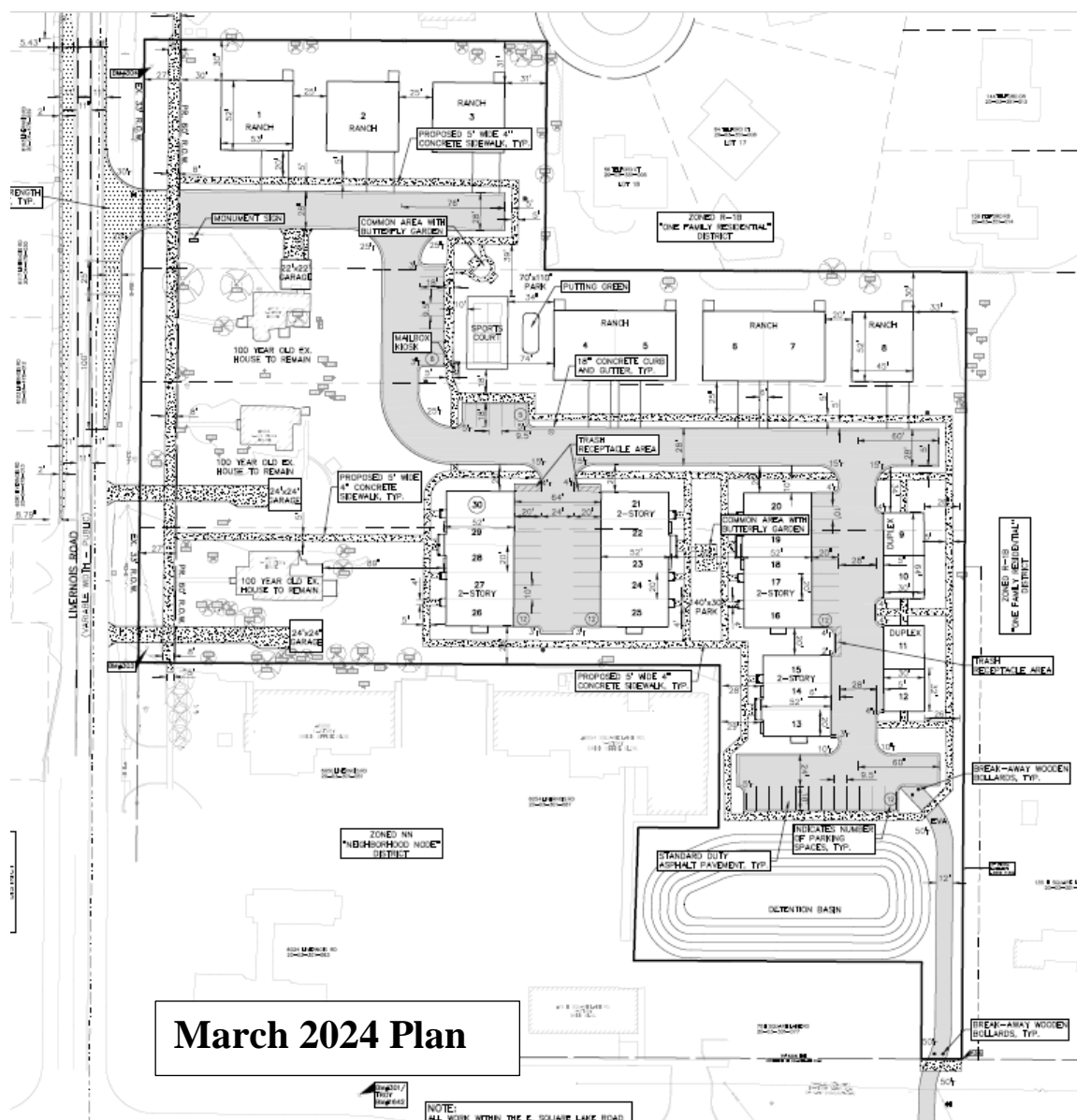
- On January 9, 2024, the Planning Commission considered a revised plan. After public commentary and lengthy deliberation, a vote to recommend approval of the plan to the City Council failed 4-5. No further action was taken.



REVISED PLANS

The applicant requested to submit a revised plan for further Planning Commission consideration. Per further discussion at the January 9, 2024 meeting, the applicant provided the following revisions in March 2024:

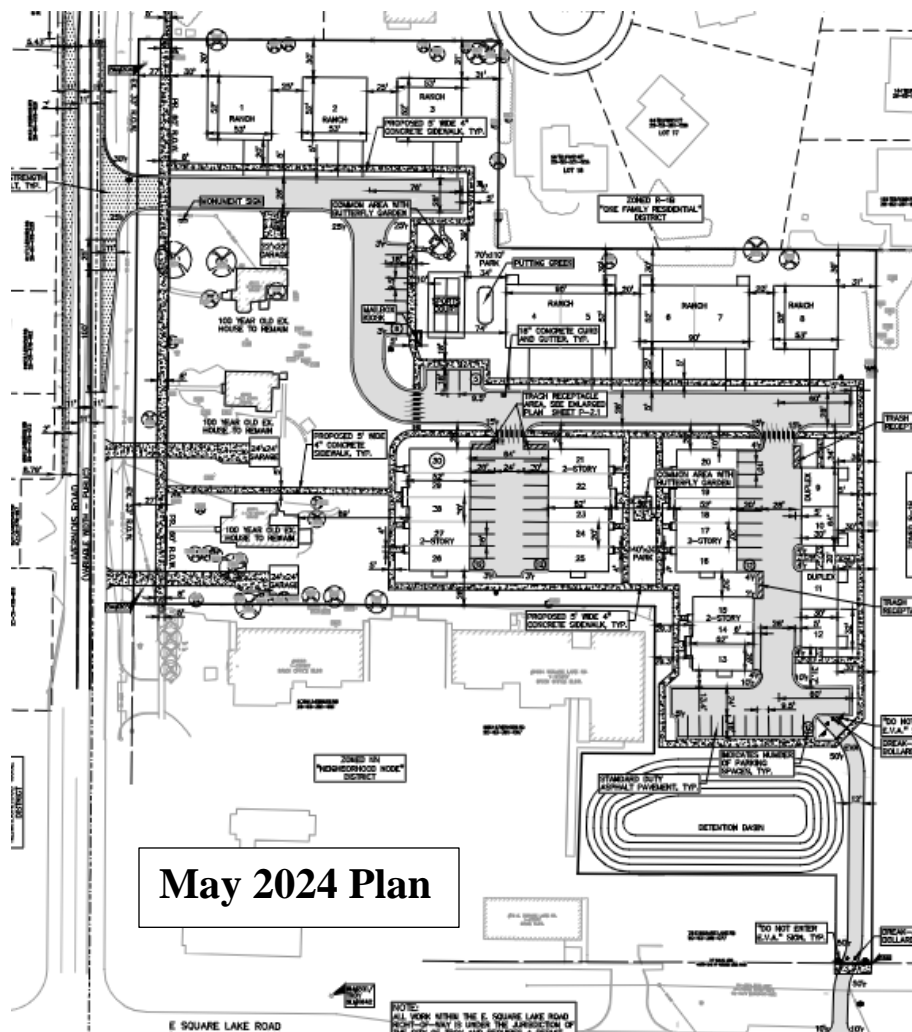
- Removal of the proposed privacy fence between the existing older homes and the adjacent new housing units.
- Reduction of two (2) units. Revisions include the removal of two (2) duplex units on the east side of the development.
- The four (4) remaining duplex units have a new footprint and layout.



The applicant brought the revised site plans to the Planning Commission meeting on April 9, 2024. Discussion at this meeting included:

- Preserving historic nature of older homes through terms in the PUD agreement
- Walkability of the site; extension of sidewalks and inclusion of crosswalks
- EVA (Emergency Vehicle Access); access and signage
- Additional green space, public amenities, and sustainability features
- Trash pickup arrangement
- Design, materials, and color scheme of units
- Inconsistency of building and lot dimension designations on the site plan

On May 14, 2024, the applicant submitted newly revised plans to the City's Planning Department. Through these revised plans, the applicant has addressed several concerns raised at the April 9th meeting, such as EVA access and signage, crosswalks, and the trash pickup arrangement. However, some concerns were not addressed, such as additional green space, public amenities, and sustainability features. These points are discussed further throughout this report.



NATURAL FEATURES

- Topography:** A topographic survey has been provided on sheet P-1.0. The site is relatively flat with the exception of the southeast corner where a natural depression exists and will be converted into the detention basin.
- Wetlands:** There are no state regulated wetlands on the site.
- Floodplain:** The site is not located within a flood hazard zone.
- Woodlands:** A tree inventory and replacement plan have been provided on Sheet T.1.0-T.1.1. The applicant surveyed a total of 305 trees on site. The composition of trees is predominantly woodland and invasive species with a small amount of landmark trees. Invasive species include silver maples, box elder, black walnut, elm, white mulberry, american elm, norway maple, catalpa, white poplar, green ash and cottonwood. Of the 305 on-site trees, 44 woodland trees and 5 landmark trees will be saved. Preserved trees will be primarily along the borders of the site and adjacent to the three (3) existing homes.

Replacement Details		
Protected Tree	Inches Removed	Replacement Required
Landmark	172 inches	172 inches
Woodland	329 inches	165 inches
Protected Tree	Inches Preserved	Credit
Landmark	94 inches	188 inches
Woodland	440 inches	880 inches
Protected Replacement Required	337 Inches	
Preservation Credit	1,068 Inches	
Total	0 inches of replacement required	
Total Tree Mitigation	0 inches of replacement required	

Items to be Addressed: None.

SITE ARRANGEMENT/SETBACKS/HEIGHT CONSIDERATION

The applicant is proposing to construct thirty (30) new residential units and maintain three (3) existing houses on site. Eight (8) new units will be ranch style single-family homes, eighteen (18) will be two-story attached row homes, and four (4) will be single-family duplex homes. The site currently has four (4) existing single-family homes of which three (3) will be preserved and incorporated into the entire development.

A detention basin is proposed for the southeastern portion of the site, which will be bordered by neighboring properties to the south and west, the site emergency vehicle access drive to the east, and on-site parking to the north. The plans include two (2) outdoor recreational areas: the northern central portion of the site features a sports court, butterfly garden, and putting green; and the southern central portion features a 420 square foot park with butterfly garden.

We note that our previous reports raised concerns about inconsistent setbacks found on the site plans. The applicant has addressed and alleviated these concerns with the latest site plan submitted on May 14, 2024. The applicant has shifted Units 13, 14, and 15, one-foot to the west to provide a compliant 30-foot rear setback.

Items to be Addressed: None.

PARKING

Section 13.06.G of the Zoning Ordinance requires:

	Required	Provided	Complies
Multiple-Family Residential			
1 space per each efficiency dwelling unit 2 spaces per each dwelling unit	2*33 units= 66 spaces	25 surface lot spaces 42 driveway spaces 30 garage spaces = 97 total	Complies

Items to be Addressed: None

SITE ACCESS AND CIRCULATION

Vehicular Access

The site will be accessed from Livernois Road via a two-lane entry. There is a one-lane Emergency Vehicular Access (EVA) proposed from Square Lake Road into the southeastern portion of the development. Based on Planning Commission comments on April 9, 2024, the applicant has provided signage around the EVA to inform that this lane is meant for emergency vehicles only.

Pedestrian Circulation

Five (5) foot wide sidewalks are shown throughout the development providing pedestrian connection to multiple units and open space amenities. To address concerns raised at the April 9, 2024 Planning Commission meeting, the applicant has also provided three (3) crosswalks in areas expected to have heavier pedestrian traffic. One (1) crosswalk connects the sidewalk south of the sports court to the adjacent sidewalk north of Unit 30. On the south side of the main road,

two (2) more crosswalks are provided where the sidewalk ends for vehicular entry into each parking lot.

Items to be Addressed: None.

LANDSCAPING

A landscaping plan has been provided on Sheets L-1.0 and L-1.1. The following table discusses the development's compliance with the landscape requirements set forth in Section 13.02.

	Required	Provided	Compliance
Greenbelt Planting			
Livernois: 1 tree per 30 feet of frontage	$463 / 30 = 15$	15	Complies
Property Lines			
<u>North (Residential):</u> 1 large evergreen tree per 10 lineal feet OR 1 narrow evergreen tree per 3 lineal feet	297-feet along western half / 10 = 30 trees	30 large evergreen trees	Complies
	305-feet along eastern half / 10 = 31 trees	31 large evergreen trees	Complies
<u>East (Residential):</u> 1 large evergreen tree per 10 lineal feet OR 1 narrow evergreen tree per 3 lineal feet	170-feet along northern quarter/3 = 57 trees	57 narrow evergreen trees	Complies
	586-feet along southern three quarters/3 = 195 trees	195 narrow evergreen trees	Complies
<u>South (Office):</u> Not required	N/A	2 trees	N/A
Parking Lot			
1 tree per 8 surface lot parking spaces	$25 / 8 = 3$ trees	None in parking lot; but 52 provided along the road	Complies
Subdivision and Site Condominium Landscaping			
1 tree per 50 lineal feet of public or private road frontage	$1,281 \text{ LF} / 50 = 26$ trees	52 trees	Complies

Overall			
Site landscaping: A minimum of 20% of the site area shall be comprised of landscape material	20%	26%	Complies

Trash Pickup

Ranch home residents will utilize private trash cans which shall be set along the road for pickup. Then, four (4) trash receptacles are provided within the parking lots for residents in the ROW and duplex style units. The four (4) trash receptacles are dispersed in a manner convenient for all units. We note that initially only three (3) trash receptacles were proposed on-site, and the applicant added a fourth trash receptacle following the April 9th Planning Commission meeting.

Items to be Addressed: None.

TRAFFIC

In an August 23rd, 2023 memo, OHM has reviewed traffic.

Traffic Counts:

Land Use	Number of Units	ITE Land Use Code	Number of Site Generation Trips								
			AM Peak Hour			PM Peak Hour			Daily		
			In	Out	Total	In	Out	Total	In	Out	Total
Single Family Detached	6	210	1	5	6	4	3	7	38	38	76
Single Family Attached	38	215	4	10	14	11	8	19	120	120	240
Site Totals – 44 units			5	15	20	15	11	26	158	158	316

OHM Conclusion

Traffic volumes are closely correlated with the number of residential units. Essentially all the trips generated by the Village of Hastings development will be delivered directly to Livernois Road, an arterial roadway, which will increase slightly over current conditions. The traffic generated by the proposed development would be minimal, adding less than 30 vehicle trips during the peak (“busiest”) hour. This equates to approximately one vehicle every 2-3 minutes during the peak hours. The traffic impact of this site on the adjacent road network is negligible and would be imperceptible to the majority of road users.

Items to be Addressed: None.

PHOTOMETRICS

The types of fixtures and footcandle measurements proposed are compliant with lighting standards. In regard to fixture height, the applicant notes: “No fixture to be mounted greater than 25 feet above grade. Fixtures at sports court to be no more than 15 feet above grade.”

Items to be Addressed: None.

FLOOR PLAN AND ELEVATIONS

Floor Plans

Ranch Unit:

The front façade of the ranch allows entry into the unit via the front door and through the garage. The unit features three (3) bedrooms, two (2) restrooms, a great room, kitchen, nook area, and laundry room. Ranch units can be built with either a 2-car garage or 3-car garage. The applicant has confirmed that this choice shall be made by the buyer at the time of sale. Ranch units with a 3-car garage will be slightly larger in width and will include a covered patio in the rear yard.

Ranch Duplex Unit:

Each ranch duplex unit is accessed via the front door or the 2-car garage. The unit includes (3) bedrooms, two (2) restrooms, a great room, kitchen, nook area, laundry room, and mud room.

2-story Duplex Unit:

The first floor of each 2-story duplex unit includes a 2-car garage, mechanical equipment area, and stairs. The main door entrance is located on the side of the unit. The second floor includes the living room, kitchen, laundry area, two (2) bedrooms, and one (1) restroom.

Multi-Unit ROW Homes/Townhouse:

The first floor of these units is where the 19' x 20' garage, living room, dining area, kitchen, pantry, and one (1) restroom are located. The second floor includes three (3) bedrooms, two (2) restrooms, and a laundry room. One (1) restroom is located in a common area and the other is solely accessible through the primary bedroom.

Elevations

The maximum proposed height of all housing units is 30 feet tall.

Building Materials

Overall, the same general building materials are proposed for all housing types at this development. These materials include asphalt shingles, brick veneer, board and batten siding, painted wood trim, and insulated vinyl windows. The only notable differences in materials are that the ROW homes also contain limestone veneer and the ranch duplexes have a couple of small areas with metal roofing. Colored renderings indicate that all housing types shall have a similar color scheme, including shades of red, orange, brown, white, gray, and black.

We note that since the April 9th Planning Commission meeting, the applicant has revised aspects of the building design to address architectural concerns. The “snout nose” appearance of the ranch units has been reduced, and more windows and architectural details have been incorporated to enhance natural light and building appearance. See the latest colored renderings below.

Rendering of Detached Ranch Unit, Dated May 14, 2024.



Rendering of Ranch Duplex Unit, Dated May 14, 2024.



Rendering of 2-story Duplex Unit, Dated May 14, 2024.



Rendering of Multi-Unit Townhouse, Dated May 14, 2024.



In light of these changes, we recommend the Planning Commission evaluate the proposed architecture in accordance with Site Plan Review Design Standards of Section 8.06.

Items to be Addressed: Planning Commission to evaluate proposed architecture in accordance with Site Plan Review Design Standards of Section 8.06.

PUD STANDARDS

As set forth in section 11.03, Standards for Approval, it should be demonstrated that the following standards will be met, as reasonably applicable to the site:

1. *The applicant shall demonstrate that through the use of the PUD option, the development will accomplish a sufficient number of the following objectives, as are reasonably applicable to the site, providing:*
2. *A mixture of land uses that would otherwise not be permitted without the use of the PUD provided that other objectives of this Article are also met.*
3. *A public improvement or public facility (e.g. recreational, transportation, safety and security) which will enhance, add to or replace those provided by public entities, thereby furthering the public health, safety and welfare.*
4. *A recognizable and material benefit to the ultimate users of the project and to the community, where such benefit would otherwise be infeasible or unlikely to be achieved absent these regulations.*
5. *Long-term protection and preservation of natural resources, natural features, and historic and cultural resources, of a significant quantity and/or quality in need of protection or preservation, and which would otherwise be unfeasible or unlikely to be achieved absent these regulations.*
6. *A compatible mixture of open space, landscaped areas, and/or pedestrian amenities.*
7. *Appropriate land use transitions between the PUD and surrounding properties.*
8. *Design features and techniques, such as green building and low impact design, which will promote and encourage energy conservation and sustainable development.*
9. *Innovative and creative site and building designs, solutions and materials.*
10. *The desirable qualities of a dynamic urban environment that is compact, designed to human scale, and exhibits contextual integration of buildings and city spaces.*
11. *The PUD will reasonably mitigate impacts to the transportation system and enhance non-motorized facilities and amenities.*
12. *For the appropriate assembly, use, redevelopment, replacement and/ or improvement of existing sites that are occupied by obsolete uses and/or structures.*
13. *A complementary variety of housing types that is in harmony with adjacent uses.*
14. *A reduction of the impact of a non-conformity or removal of an obsolete building or structure.*
15. *A development consistent with and meeting the intent of this Article, which will promote the intent of the Master Plan or the intent of any applicable corridor or sub-area plans. If conditions have changed since the Plan, or any applicable corridor or sub-area plans were adopted, the uses shall be consistent with recent development trends in the area.*
16. *Includes all necessary information and specifications with respect to structures, heights, setbacks, density, parking, circulation, landscaping, amenities and other design and layout features, exhibiting a due regard for the relationship of the development to the surrounding properties and uses thereon, as well as to the relationship between the various elements within the proposed Planned Unit Development. In determining whether these relationships have been appropriately addressed, consideration shall be given to the following:*
 - a. *The bulk, placement, and materials of construction of the proposed structures and other site improvements.*
 - b. *The location and screening of vehicular circulation and parking areas in relation to surrounding properties and the other elements of the development.*

- c. *The location and screening of outdoor storage, loading areas, outdoor activity or work areas, and mechanical equipment.*
 - d. *The hours of operation of the proposed uses.*
 - e. *The location, amount, type and intensity of landscaping, and other site amenities.*
17. *Parking shall be provided in order to properly serve the total range of uses within the Planned Unit Development. The sharing of parking among the various uses within a Planned Unit Development may be permitted. The applicant shall provide justification to the satisfaction of the City that the shared parking proposed is sufficient for the development and will not impair the functioning of the development, and will not have a negative effect on traffic flow within the development and/or on properties adjacent to the development.*
18. *Innovative methods of stormwater management that enhance water quality shall be considered in the design of the stormwater system. 18. The proposed Planned Unit Development shall be in compliance with all applicable Federal, State and local laws and ordinances, and shall coordinate with existing public facilities.*

SITE PLAN REVIEW STANDARDS

Site Plan review standards provide the Planning Commission with direction when reviewing the proposed site plan and design features of this development.

Section 8.06 outlines Site Plan Review Design Standards.

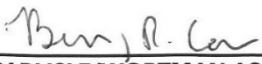
1. *Development shall ensure compatibility to existing commercial districts and provide a transition between land uses.*
 - a. *Building design shall enhance the character of the surrounding area in relation to building and parking placement, landscape and streetscape features, and architectural design.*
 - b. *Street fronts shall provide a variety of architectural expression that is appropriate in its context and prevents monotony.*
 - c. *Building design shall achieve a compatible transition between areas with different height, massing, scale, and architectural style.*
2. *Development shall incorporate the recognized best architectural building design practices.*
 - a. *Foster a lasting impact on the community through the provision of high quality design, construction, and detailing.*
 - b. *Provide high quality, durable materials, such as but not limited to stone, brick, glass, and metal. E.I.F.S. or material equivalent shall only be used as an accent material.*
 - c. *Develop buildings with creativity that includes balanced compositions and forms.*
 - d. *Design roofs that are appropriate to the architectural style of the building and create an appropriate visual exterior mass of the building given the context of the site.*

- e. *For commercial buildings, incorporate clearly defined, highly visible customer entrances using features such as canopies, porticos, arcades, arches, wing walls, ground plane elements, and/or landscape planters.*
 - f. *Include community amenities that add value to the development such as patio/seating areas, water features, art work or sculpture, clock towers, pedestrian plazas with park benches or other features located in areas accessible to the public.*
3. *Enhance the character, environment and safety for pedestrians and motorists.*
- a. *Provide elements that define the street and the pedestrian realm.*
 - b. *Create a connection between the public right of way and ground floor activities.*
 - c. *Create a safe environment by employing design features to reduce vehicular and pedestrian conflict, while not sacrificing design excellence.*
 - d. *Enhance the pedestrian realm by framing the sidewalk area with trees, awnings, and other features.*
 - e. *Improve safety for pedestrians through site design measures.*

SUMMARY

The Planning Commission has seen several revisions of the proposed project. We recommend the Planning Commission discuss whether the current proposal is consistent with the Master Plan, whether it meets the site plan design standards, and whether it meets the PUD standards.

Sincerely,



CARLISLE/WORTMAN ASSOC., INC.
Benjamin R. Carlisle, AICP, LEED AP
President



CARLISLE/WORTMAN ASSOC., INC.
Shana Kot
Community Planner

memorandum



Date: August 24, 2023

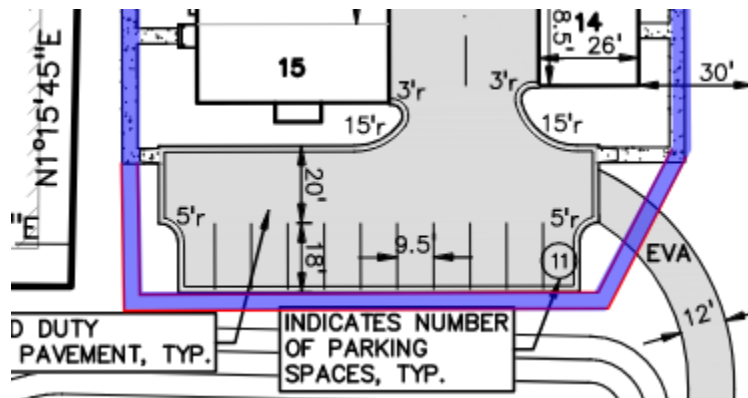
To: R. Brent Savidant, AICP
Scott G Finlay, PE

From: Stephen Dearing, PE, PTOE

Re: Village of Hastings – Mixed Residential
Site Review and Anticipated Traffic Impacts

We have reviewed the preliminary site plan for the Village of Hastings, prepared by PEA and dated August 9, 2023. There are a variety of issues and concerns that should be addressed and revised plans submitted.

1. The plans already proposed improvements to Livernois Rd in support of the development, widening to provide a center lane for left turns for SB movement into the site and a NB right turn lane. The geometry for the center lane needs to be changed for the width to be 11', not 10' as depicted. The right turn lane width needs to be dimensioned and should be at least 11' wide.
2. The Telford Court ROW looks to overlap with the parcel corner to the northeast of Ranch No. 3. Clarify this issue.
3. The developer should add sidewalk along the site's Square Lake Rd frontage, as there's only a few gaps remaining along that roadway.
4. Verify that emergency vehicles can navigate the proposed EVA to Square Lake by way of an AutoTurn analysis.
5. The following points relate to the image below:



- a. The aisle width of 20' for the parking lot does not conform to zoning ordinance requirements.
- b. Should have continuity of sidewalk, avoiding long transit of parking lot.
- c. The relocated portion adjacent to parking stalls needs to be 7' wide to account for bumper overhang.

- [illegible]

-



Anticipated Traffic Impacts

Usually, a traffic study is performed to identify any needed roadway improvements that would be required to support a proposed development. In this case, the site plan already shows reasonable turn lane improvements for the site's point of access. But it may be considered appropriate to at least identify the trip generation that is likely to result from the proposed development.

The proposed site development consisting of 2 existing single-family homes to remain, as well as 8 new ranch homes, 6 duplexes and 28 townhouses. All but one existing home will be accessing Livernois with the site's single street to Livernois.

The Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition, provides trip generation rates for numerous land uses, based on thousands of studies throughout the United States and Canada. This data can then be used to estimate the number of vehicle trips generated by a development. For residential housing, traffic impacts are usually most noticeable during the peak hour of adjacent street traffic – that is, during morning and evening peak commuter periods, when traffic on the roads is most congested. In most areas, the morning (AM) peak is a one hour period that occurs between 7 am – 9 am, and the evening (PM) peak is a one hour period usually between 4 pm – 6 pm.

The table below provides the calculated number of trips generated for the proposed Village of Hastings, based on the ITE Trip Generation Manual, 11th Edition, for various residential building types (ITE Land Use Codes #210 and 215).

Land Use	No. of Units	ITE Land Use Code	Number of Site-Generated Trips								
			AM Peak Hour			PM Peak Hour			Daily		
			In	Out	Total	In	Out	Total	In	Out	Total
Single Family Detached	6	210	1	5	6	4	3	7	38	38	76
Single Family Attached	38	215	4	10	14	11	8	19	120	120	240
Site Totals – 44 Units			5	15	20	15	11	26	158	158	316

Single family detached is self-explanatory and includes the two existing historic houses. The category of single family attached encompasses the four ranches that share a common wall, the six duplex units and the 28 townhouse units.

During the morning (AM) peak hour, the proposed Village of Hastings development is expected to generate 20 new trips: 5 inbound (entering the site), and 15 outbound (exiting the site). During the evening (PM) peak hour, the proposed site is expected to generate 26 new vehicle trips: 15 inbound (entering the site) trips, and 11 outbound (exiting the site). This pattern coincides with residents typically leaving in the morning for work and returning home in the evening.

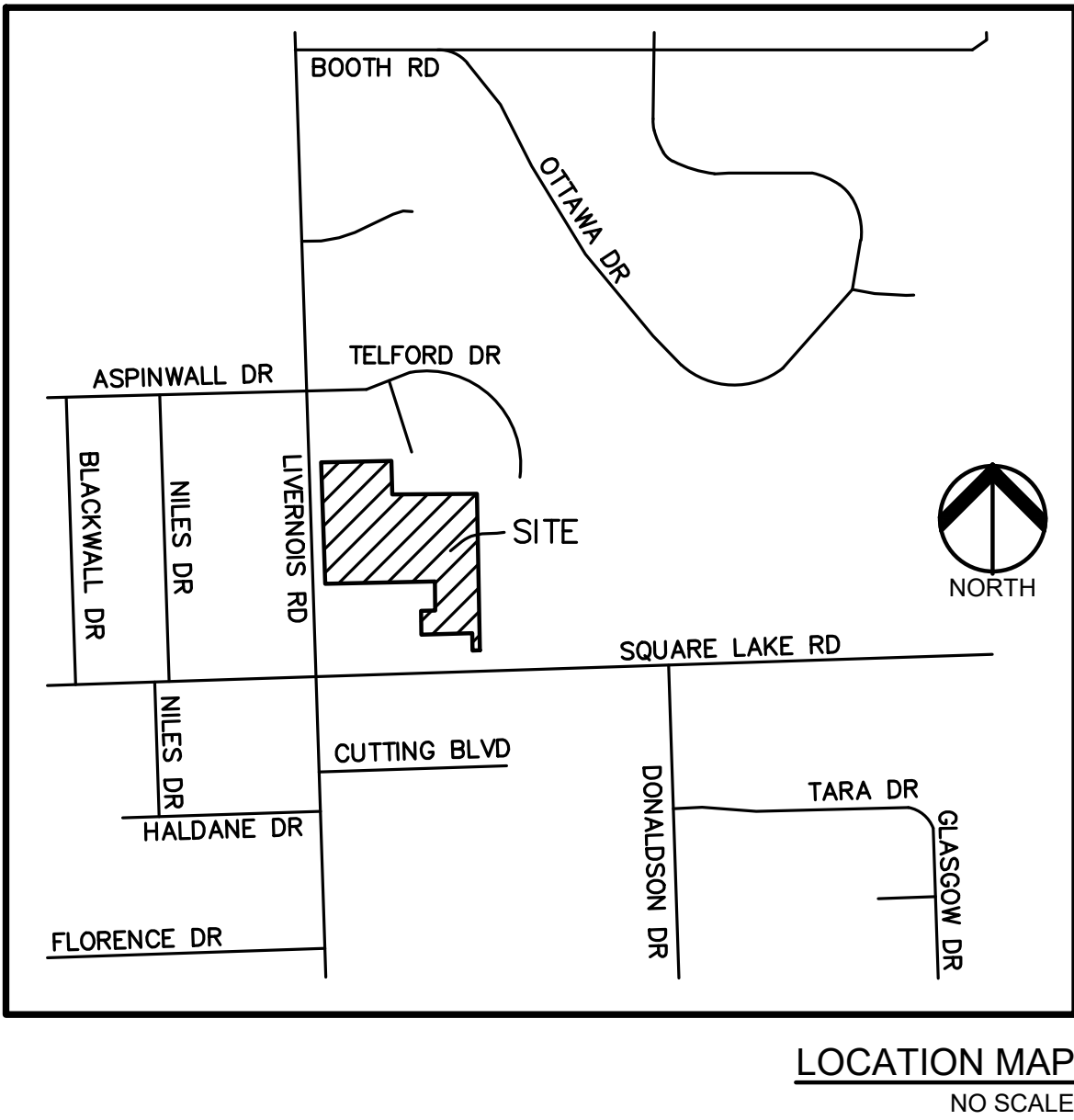
Traffic volumes are closely correlated with the number of residential units. Essentially all the trips generated by the Village of Hastings development will be delivered directly to Livernois Road, an arterial roadway, which will increase slightly over current conditions. The traffic generated by the proposed development would be minimal, adding less than 30 vehicle trips during the peak ("busiest") hour. This equates to approximately one vehicle every 2-3 minutes during the peak hours. The traffic impact of this site on the adjacent road network is negligible and would be imperceptible to the majority of road users.

PLANNED UNIT DEVELOPMENT
CONCEPT DEVELOPMENTAL PLAN

THE VILLAGE OF HASTINGS

PART OF THE SW 1/4 OF SECTION 3, T. 02N., R. 11E.,
CITY OF TROY, OAKLAND COUNTY, MICHIGAN

PERMIT / APPROVAL SUMMARY		
DATE SUBMITTED	DATE APPROVED	PERMIT / APPROVAL



LOCATION MAP
NO SCALE

INDEX OF DRAWINGS	
NUMBER	TITLE
	COVER SHEET
P-1.0	TOPOGRAPHIC SURVEY
P-2.0	PRELIMINARY SITE PLAN
P-2.1	ADDITIONAL SITE DETAILS
P-2.2	TRASH VEHICLE CIRCULATION PLAN
P-3.0	PRELIMINARY GRADING PLAN
P-4.0	PRELIMINARY UTILITY PLAN
L-1.0	PRELIMINARY LANDSCAPE PLAN
L-1.1	LANDSCAPE DETAILS
T-1.0	TREE PRESERVATION PLAN
T-1.1	TREE PRESERVATION LIST
ARCHITECTURAL PLANS	
A100	FIRST FLOOR UNIT PLAN
A200	ELEVATIONS
A300	3D VIEWS
A100	FIRST FLOOR UNIT PLAN
A200	ELEVATIONS - OPTION A
A200	ELEVATIONS - OPTION B
A300	3D VIEWS - OPTION A
A300	3D VIEWS - OPTION B
A100	FIRST FLOOR UNIT PLAN
A200	ELEVATIONS
A300	3D VIEWS
A101	FIRST FLOOR UNIT PLANS
A102	STANDARD SECOND FLOOR UNIT PLANS
A200	STANDARD NORTH & SOUTH ELEVATIONS
A201	STANDARD EAST & WEST ELEVATION
A400	STANDARD AXONMETRIC VIEWS
A100	FIRST FLOOR PLAN
A101	SECOND FLOOR PLAN
A200	ELEVATIONS
A300	3D VIEWS

DESIGN TEAM

OWNER/APPLICANT/DEVELOPER	CIVIL ENGINEER
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REVISIONS	
DESCRIPTION	DATE
ORIGINAL ISSUE DATE	6/1/2023
REVISED PER PLANNER COMMENTS DATED 6/2/2023	8/9/2023
REVISED PER PLANNER COMMENTS DATED 8/24/2023	11/17/2023
REVISED PER PLANNING COMMISSION COMMENTS DATED 11/28/2023	12/7/2023
REVISED PER PLANNING COMMISSION COMMENTS DATED 1/9/2024	1/24/2024
REVISED PER PLANNING COMMISSION COMMENTS DATED 4/9/2024	4/22/2024
REVISED PER PLANNING REVIEW DATED 3/15/2024	4/23/2024
REVISED PER PLANNING COMMENTS DATED 5/6/2024	5/13/2024



**GFA
DEVELOPMENT,
INC.**
3301 MIRAGE DRIVE
TROY, MI 48063

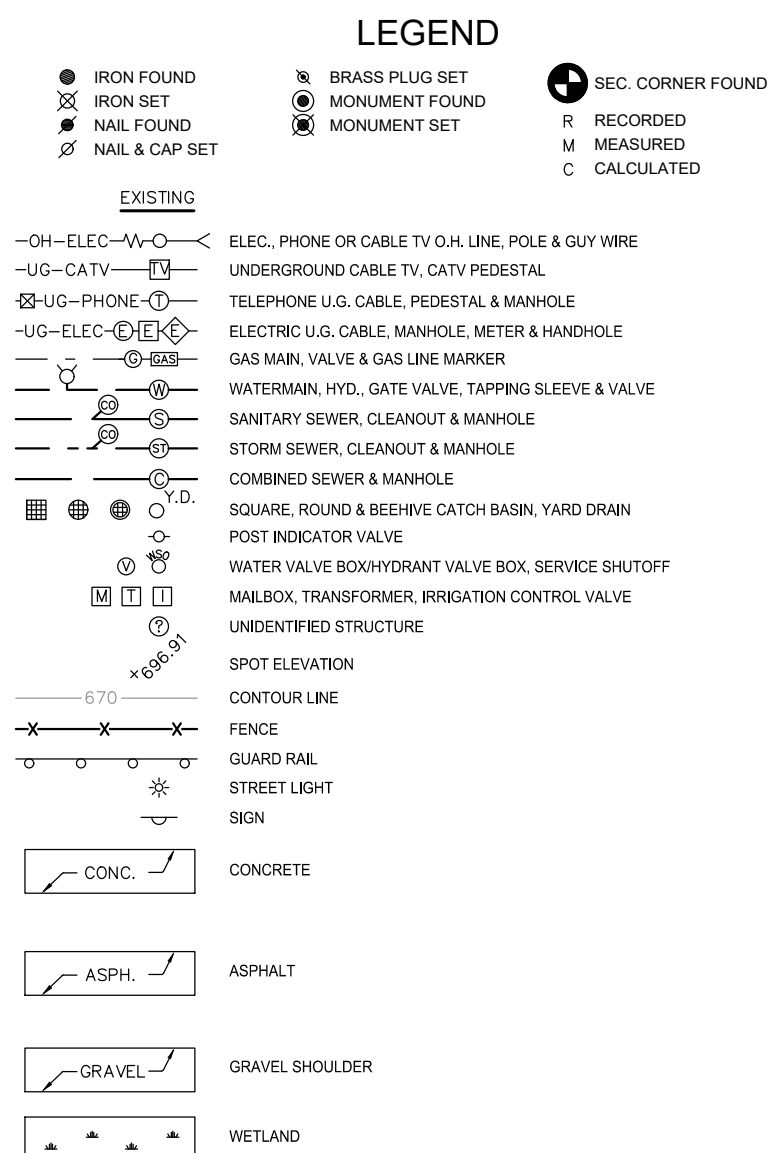
**THE VILLAGE
OF HASTINGS**
PART OF THE SW 1/4 OF
SECTION 3, T. 02N., R. 11E.,
TROY, MI

REV. PER COMMENTS 6/2/2023	8/9/2023
REV. PER COMMENTS 8/24/2023	11/17/2023
REV. PER PC COMMENTS 11/28/2023	12/7/2023
REV. PER PC COMMENTS 1/9/2024	1/24/2024
REV. PER PC COMMENTS 4/9/2024	4/22/2024
REV. PER REVIEW 3/15/2024	4/23/2024
REV. PER PLANNING 5/6/2024	5/13/2024

DRAWING TITLE

**TOPOGRAPHIC
SURVEY**

P-1.0



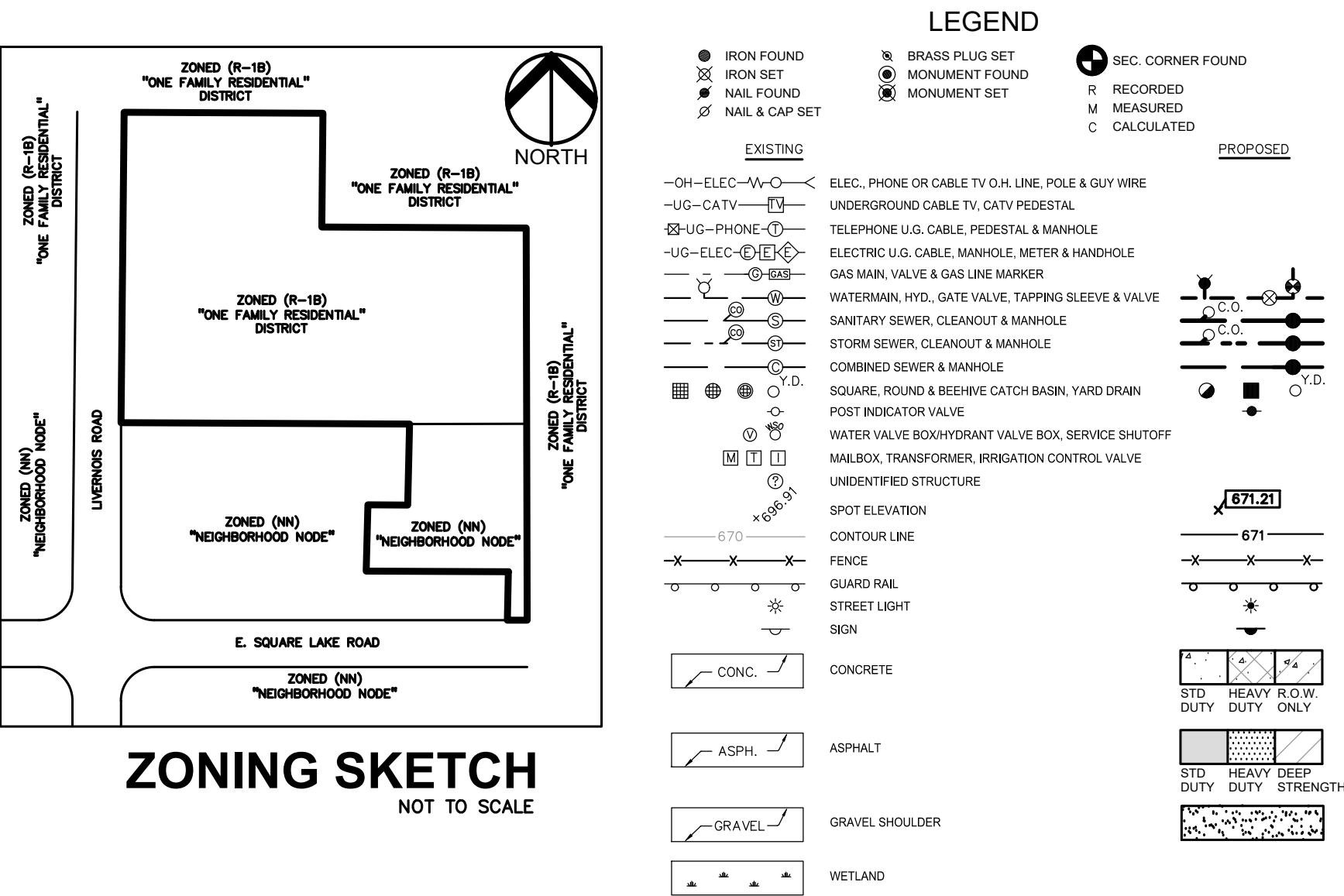
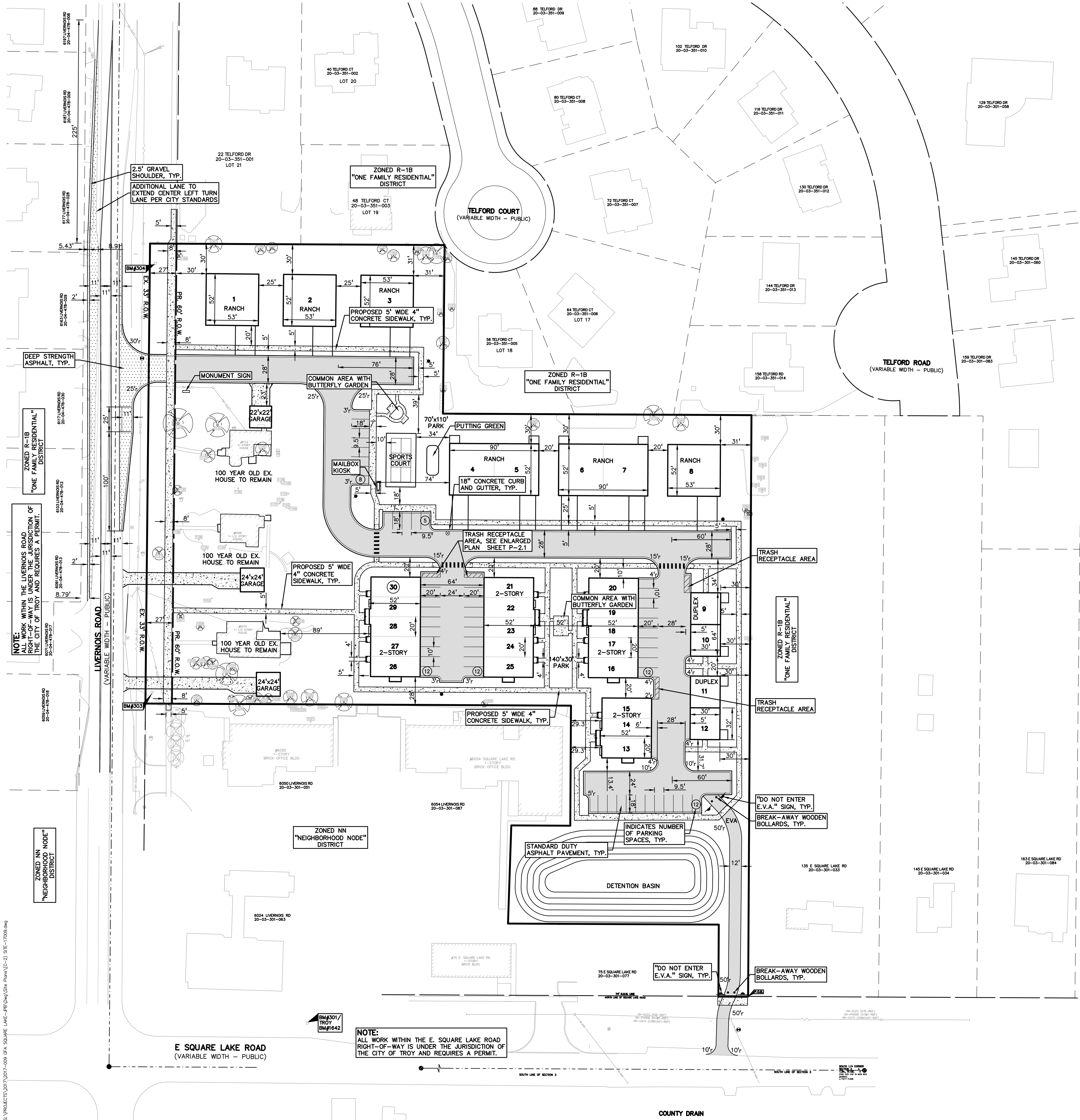
PRELIMINARY ALTA/NSSP SURVEY, PEA JOB NO. 2017-009, DATED JANUARY 24, 2016	
CABLE	COMCAST MAP NO. 1319-04A, DATED 4/03/07
ELECTRIC	DATE MAP 316-04A & 319-04A, DATED 2/15/2017
PHONE	DATE MAP 316-04A & 319-04A, DATED 2/15/2017
GAS	CONSUMERS ENERGY QUARTER SECTION MAP NO. 02-61-03-X, DATED 10-16-14
WATER MAIN	CITY OF TROY GIS ONLINE
SANITARY SEWER	CITY OF TROY GIS ONLINE
SEWER & WATER	CITY OF TROY GIS ONLINE
STORM SEWER	CITY OF TROY GIS ONLINE
	OKLAHOMA COUNTY WATER RESOURCES COMMISSION - KING DRAIN MAP SHEET #11-38-01-38 (2009-3)
	KING DRAIN, OKLAHOMA COUNTY DRAIN COMMISSION JOB NO. 880119, SHEET NO. 3, DATED 5-10-93, AS-BUILT 5-1-98
RAIN	STORM DRAIN SYSTEMS, SHEET 01T, WATER RESOURCES COMMISSION

Part of Lots 19 and 22 of "Supervisors Plat No. 7" as recorded in Liber 45 on pages 21 and 21A, Oakland County Records, together with part of the Southwest 1/4 of Section 3, Town 2 North, Range 11 East, City of Troy, Oakland County Michigan and being more particularly described as Commencing at the Southwest Corner of said Section 3; thence along the south line of said section N89°34'00"E, 120.05 feet; thence S00°08'00"W, 74.00 feet to the north line of said section; thence along the south line of said section N89°34'00"W, 74.00 feet to the point of Beginning; thence N89°34'00"W, 29.62 feet; thence N01°15'45"E, 72.25 feet to the north line of said Lot 22, said line also being the south line of said Lot 19; thence along said south line N89°34'00"W, 212.46 feet; thence N01°33'55"E, 88.99 feet; thence S89°43'00"E, 59.44 feet; thence N01°15'45"E, 121.05 feet to the easterly extension of the north line of Lot 18 of said Supervisors Plat; thence along said line, N89°43'00"W, 430.98 feet to the east line of Liverios Road, 33 1/2 feet wide; thence along said east line, N00°33'00"E, 463.76 feet to the easterly extension of the south line of said Lot 22, said line also being the south line of said Lot 18, said line also being the south line of said Section 3; thence along said south line S89°34'00"E, 297.00 feet to the west line of said Telford Ridge; thence along said west line, S00°34'30"W, 170.00 feet to the south line of said Telford Ridge, said line also being the north line of the south 660 feet of the southwest 1/4 of said Section 3; thence along said south line, S89°43'00"W, 305.34 feet to the west line of tax parcel 20-031-0031-033; thence along said west line, S00°08'00"E, 586.02 feet to the aforementioned north line of said Sauger Lake Road and along said line to the Point of Beginning.

Containing 63.33 acres of land more or less.

BM #304
ARROW ON HYDRANT, EAST SIDE OF LIVERNOIS, APPROX. 80' WEST OF
#6170 LIVERNOIS.
ELEV - 755.18

S:\PROJECTS\2017\2017-009 GFA SQUAKE LAKE - JRB\DWG\Site Plans\17-10009.dwg



SITE DATA:

LOCATION OF PROJECT: LIVERNOS ROAD, NORTH OF SQUARE LAKE ROAD		
SIZE OF PROPERTY: 6.31 ACRES GROSS, 6.05 ACRES NET		
PROPOSED USE OF PROPERTY: THREE (3) EXISTING HOMES TO REMAIN, EIGHT (8) RANCH STYLE SINGLE FAMILY HOMES, EIGHTEEN (18) 2 STORY ATTACHED SINGLE FAMILY HOMES, FOUR (4) SINGLE FAMILY DUPLEX HOMES.		
CURRENT ZONING: R-1B, ONE-FAMILY RESIDENTIAL DISTRICT AND (NN) NEIGHBORHOOD NODE Q, SITE TYPE NN-B, BUILDING FORM: C		
PROPOSED ZONING: PUD, PLANNED RESIDENTIAL DEVELOPMENT		
SURROUNDING PROPERTY DETAILS:		
DIRECTION NORTH SOUTH EAST WEST	ZONING R-1B, ONE-FAMILY RESIDENTIAL DISTRICT COMMERCIAL R-1B, ONE-FAMILY RESIDENTIAL DISTRICT NEIGHBORHOOD NODE Q	USE SINGLE-FAMILY HOMES COMMERCIAL SINGLE-FAMILY HOMES COMMERCIAL
REQUIRED AND PROVIDED LOT DIMENSIONS:		
FRONT	REQUIRED: 10'(NN) & 40'(R-1B) SETBACK	PROVIDED: 30' SETBACK
REAR	30'(NN) & 45'(R-1B) SETBACK	30' SETBACK
SIDES	N/A(NN) & 12.5'(R-1B) SETBACK	29.3' SETBACK
MAXIMUM HEIGHT	4 STORIES/55'(NN), 2.5 STORIES/30'(R-1B)	30 FEET, 2 STORY
OPEN SPACE	15%(NN)	26%
LOT COVERAGE BY ALL BLDGS	30%(NN)	18%
PARKING: REQUIRED: 2 SPACES PER DWELLING UNIT = 2 SPACES x 30 UNITS = 60 REQUIRED PARKING SPACES		
PROVIDED: 25 SURFACE LOT SPACES + 42 DRIVEWAY SPACES + 30 GARAGES SPACES = 97 PARKING SPACES		

PROJECT AND SITE DESCRIPTION:
PROPOSED DEVELOPMENT OF A 33-UNIT RESIDENTIAL CONDOMINIUM LOCATED ON LIVERNOS ROAD NORTH OF SQUARE LAKE ROAD. THE SITE CONSISTS OF 26 ATTACHED UNITS AND 4 DETACHED SINGLE FAMILY UNITS. ACCOMPANYING THE DEVELOPMENT IS THE PRESERVATION OF 3 CENTENNIAL SINGLE FAMILY HOMES. ACCESS TO ALL UNITS WILL BE VIA CONNECTION TO LIVERNOS ROAD, WITH TWO OF THE PRESERVED HOUSES HAVING DIRECT ACCESS TO LIVERNOS, AND AN EMERGENCY VEHICLE ACCESS (EVA) WILL BE PROVIDED TO SQUARE LAKE ROAD. THE PROPOSED RESIDENTIAL USE IS PERMITTED BY-RIGHT IN THE (NN) NEIGHBORHOOD NODE Q DISTRICT AND THE R-1B PORTION OF THE SITE. DUE TO THE MIXED HOUSING PRODUCTS AND MIXED ZONING A PUD IS PROPOSED FOR THIS PROPERTY.

NATURAL RESOURCES:
THE SITE CURRENTLY HAS MODERATE TREE COVER.

FLOODPLAIN:
THE PROPERTY IS NOT LOCATED WITHIN THE FLOOD HAZARD AREA INDICATED BY FLOOD INSURANCE RATE MAP (FIRM) NO. 26125C0532F DATED: SEPTEMBER 29, 2006 (ZONE X).

WETLAND:
PER THE 2022 SEMCOG WETLAND DATA, THE SITE CONTAINS NO WETLANDS.

ACCESS AND CIRCULATION:
VEHICULAR ACCESS AND CIRCULATION:
VEHICULAR ACCESS TO ALL UNITS WILL BE VIA A PRIVATE ROAD OFF OF LIVERNOS ROAD. THE NEW ROAD WILL HAVE A TWENTY-EIGHT (28) FOOT WIDE ACCESS AGREEMENT. AN EVA WILL BE PROVIDED TO SQUARE LAKE ROAD.

PEDESTRIAN ACCESS AND CIRCULATION:
SIDEWALKS ARE PROVIDED AT BUILDING ENTRANCES TO PARKING FIELDS. THIS WILL BE A WALK FRIENDLY DEVELOPMENT WITH CIRCULATION THROUGHOUT THE DEVELOPMENT WITH CONNECTIONS TO LIVERNOS ROAD VIA THE EVA.

UTILITIES:
UTILITIES ARE PLACED WITHIN EASEMENTS APPROVED AS TO SIZE AND LOCATION BY THE CITY ENGINEER.

ALL SITES ARE SERVED BY PUBLIC WATER, SANITARY SEWER, STORM WATER AND DETENTION/RETENTION SYSTEMS CONSTRUCTED TO CITY STANDARDS, AT THE EXPENSE OF THE DEVELOPER. EASEMENTS OVER THESE SYSTEMS SHALL BE CONVEYED AND RECORDED BEFORE OCCUPANCY PERMITS ARE ISSUED FOR DWELLING UNITS.

100-YEAR DETENTION IS PROPOSED WITH A RESTRICTED OUTLET DISCHARGING THROUGH CITY OF TROY STORM SEWER.

PEA
GROUP

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www.peagroup.com

NORTH

02550100

SCALE: 1" = 50'

CAUTION!!
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CLIENT
GFA DEVELOPMENT, INC.
3301 MIRAGE DRIVE
TROY, MI 48063

PROJECT TITLE
THE VILLAGE OF HASTINGS
PART OF THE SW 1/4 OF SECTION 3, T. 02N., R. 11E., TROY, MI

REVISIONS		
REV. PER COMMENTS 6/2/2023	8/9/2023	
REV. PER COMMENTS 8/24/2023	11/17/2023	
REV. PER PC COMMENTS 11/28/2023	12/7/2023	
REV. PER PC COMMENTS 1/9/2024	1/24/2024	
REV. PER PC COMMENTS 4/9/2024	4/22/2024	
REV. PER REVIEW 3/15/2024	4/23/2024	
REV. PER PLANNING 5/6/2024	5/13/2024	

ORIGINAL ISSUE DATE:
JUNE 1, 2023

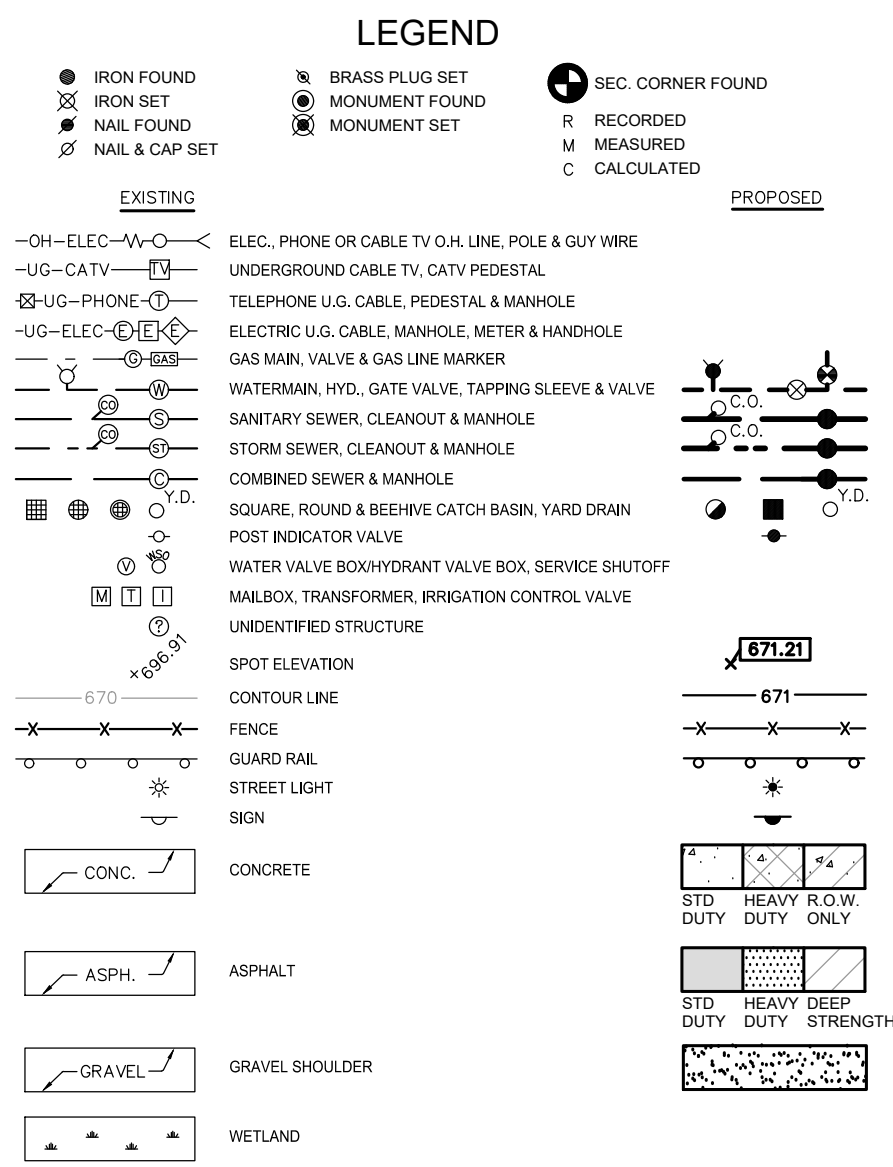
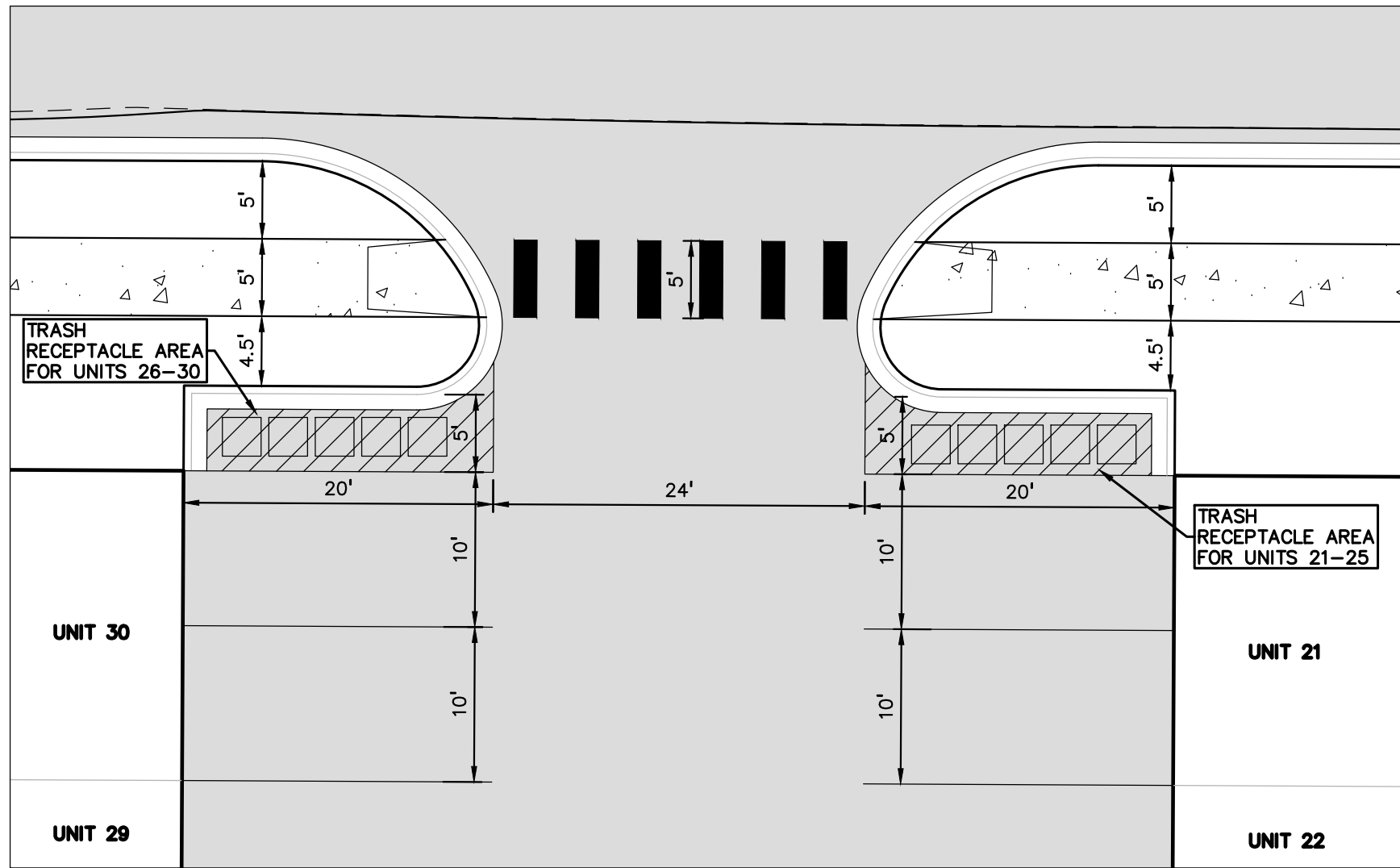
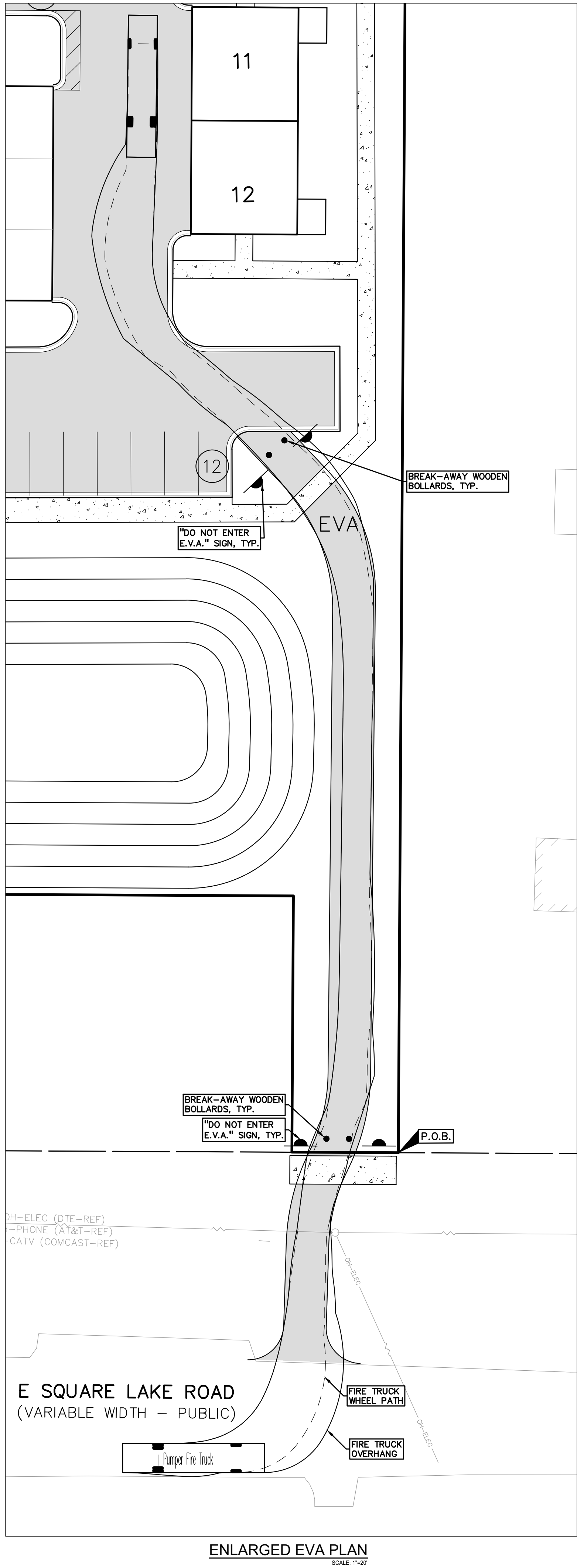
DRAWING TITLE
PRELIMINARY SITE PLAN

PEA JOB NO.	2017-009
P.M.	JBT
DN.	KMB
DES.	DSK
DRAWING NUMBER:	

NOT FOR CONSTRUCTION

P-2.0

S:\PROJECTS\2017\2017-009 GFA SQUARE LAKE - JRB\Draw\Site Plans\17-009.dwg



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CLIENT
GFA DEVELOPMENT, INC.
3301 MIRAGE DRIVE
TROY, MI 48063

PROJECT TITLE
THE VILLAGE OF HASTINGS
PART OF THE SW 1/4 OF SECTION 3, T. 02N., R. 11E., TROY, MI

REVISIONS

REV.	PER COMMENTS	6/2/2023	8/9/2023
REV.	PER COMMENTS	8/24/2023	11/17/2023
REV.	PER PC COMMENTS	11/28/2023	12/7/2023
REV.	PER PC COMMENTS	1/9/2024	1/24/2024
REV.	PER PC COMMENTS	4/9/2024	4/22/2024
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REV.	PER PLANNING	5/6/2024	5/13/2024

ORIGINAL ISSUE DATE:
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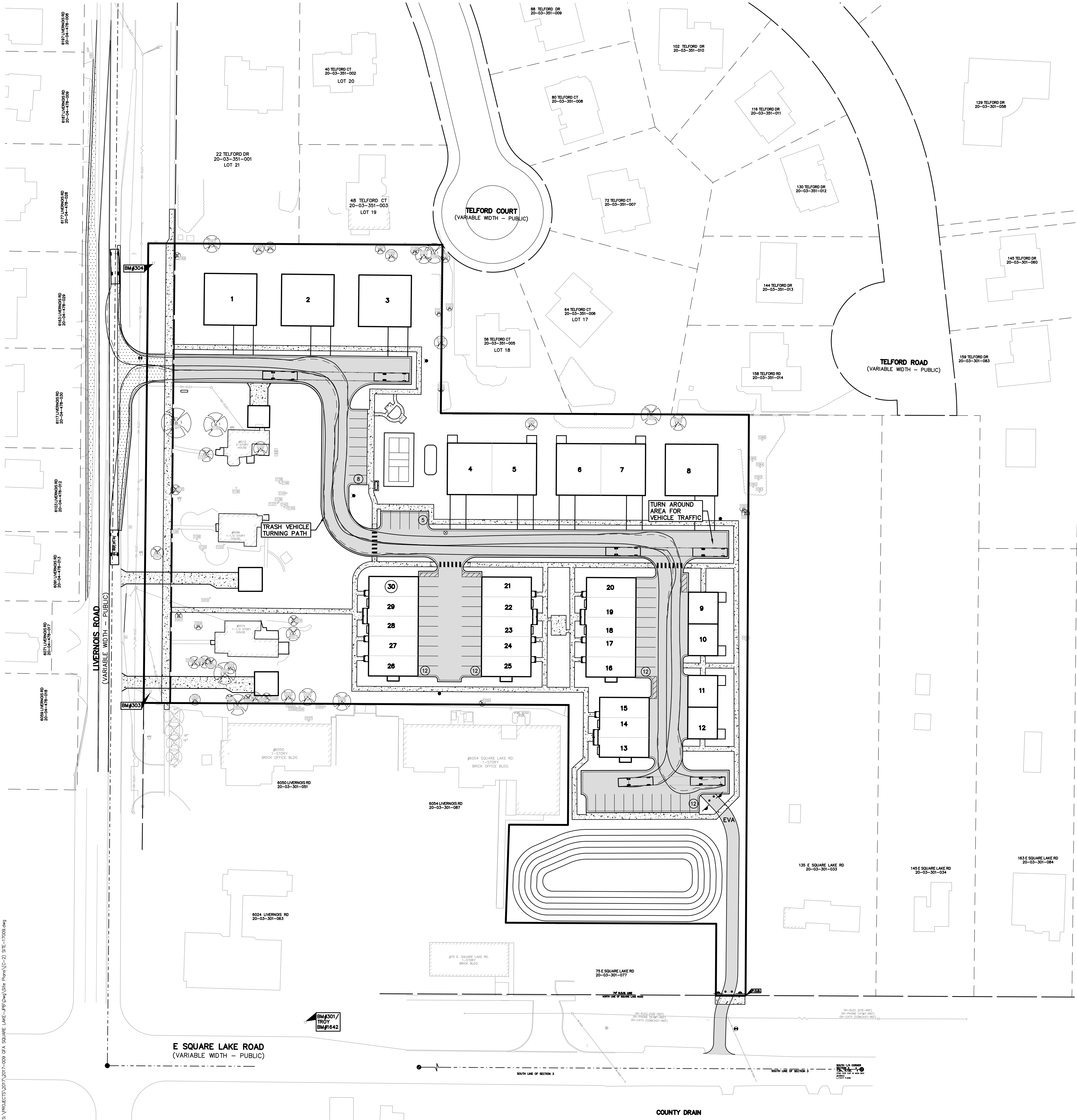
DRAWING TITLE
ADDITIONAL SITE DETAILS

PEA JOB NO. 2017-009
P.M. JBT
DN. KMB
DES. DSK
DRAWING NUMBER:

NOT FOR CONSTRUCTION

P-2.1

S:\PROJECTS\2017\2017-009 GFA SQUARE LAKE - J8B (Dwg) (Site Plans) (C-2) SITE-17009.dwg



LEGEND

EXISTING

PROPOSED

IRON FOUND

IRON SET

NAIL FOUND

NAIL & CAP SET

BRASS PLUG SET

MONUMENT FOUND

MONUMENT SET

SEC. CORNER FOUND

R RECORDED

M MEASURED

C CALCULATED

OH-ELEC

UG-CATV

UG-PHONE

UG-ELEC

WATERM.

SANITARY SEWER

STORM SEWER

COMBINED SEWER

POST INDICATOR VALVE

WATER VALVE BOX

MARBOX

UNIDENTIFIED STRUCTURE

SPOT ELEVATION

CONTOUR LINE

FENCE

GUARD RAIL

STREET LIGHT

CONC.

ASPH.

GRAVEL

WETLAND

ELEC. PHONE OR CABLE TV O.H. LINE, POLE & GUY WIRE

UNDERGROUND CABLE TV, CATV PEDESTAL

TELEPHONE U.G. CABLE, PEDESTAL & MANHOLE

ELECTRIC U.G. CABLE, MANHOLE, METER & HANDHOLE

GAS MAIN VALVE & GAS LINE WARMER

WATERMANN, HYD. GATE VALVE, TAPPING SLEEVE & VALVE

SANITARY SEWER, CLEANOUT & MANHOLE

STORM SEWER, CLEANOUT & MANHOLE

COMBINED SEWER & MANHOLE

SQUARE, ROUND & BEEHIVE CATCH BASIN, YARD DRAIN

POST INDICATOR VALVE

WATER VALVE BOX/HYDRANT VALVE BOX, SERVICE SHUTOFF

MARBOX, TRANSFORMER, IRRIGATION CONTROL VALVE

UNIDENTIFIED STRUCTURE

SPOT ELEVATION

CONTOUR LINE

FENCE

GUARD RAIL

STREET LIGHT

CONC.

ASPH.

GRAVEL

WETLAND

671.21

671

STD. HEAVY DUTY

STD. HEAVY DUTY ONLY

STD. HEAVY DUTY STRENGTH

Rear-Load Garbage Truck
Overall Length 35.000ft
Overall Width 8.375ft
Overall Body Height 10.546ft
Min Body Ground Clearance 1.000ft
Track Width 8.375ft
Lock-to-lock time 6.00s
Curb to Curb Turning Radius 29.300ft

REAR-LOAD GARBAGE TRUCK

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NORTH

0 25 50 100

SCALE: 1" = 50'

811

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CLIENT
GFA DEVELOPMENT, INC.
3301 MIRAGE DRIVE
TROY, MI 48063

PROJECT TITLE
THE VILLAGE OF HASTINGS
PART OF THE SW 1/4 OF SECTION 3, T. 02N., R. 11E., TROY, MI

REVISIONS		
REV. PER COMMENTS	6/2/2023	8/9/2023
REV. PER COMMENTS	8/24/2023	11/17/2023
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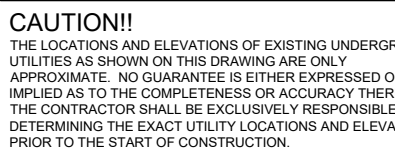
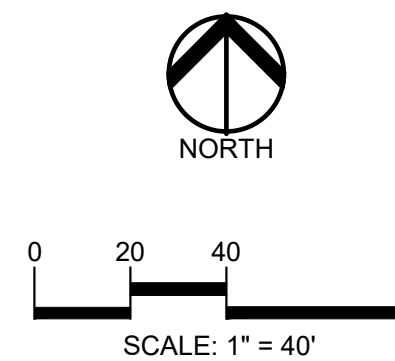
ORIGINAL ISSUE DATE:
JUNE 1, 2023

DRAWING TITLE
TRASH VEHICLE CIRCULATION PLAN

PEA JOB NO.	2017-009
P.M.	JBT
DN.	KMB
DES.	DSK
DRAWING NUMBER:	

NOT FOR CONSTRUCTION

P-2.2



PROJECT TITLE

**THE VILLAGE
OF HASTINGS**

PART OF THE SW 1/4 OF
SECTION 3, T. 02N., R. 11E.,
TROY, MI

DRAWING TITLE

**PRELIMINARY
GRADING PLAN**

P-3.0

P-3.0



0 20 40 80
SCALE: 1" = 40'



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CLIENT
GFA DEVELOPMENT, INC.
3301 MIRAGE DRIVE
TROY, MI 48063

PROJECT TITLE
THE VILLAGE OF HASTINGS
PART OF THE SW 1/4 OF
SECTION 3, T. 02N, R. 11E.,
TROY, MI

REVISIONS
REV. PER COMMENTS 6/2/2023 8/9/2023
REV. PER COMMENTS 8/24/2023 11/17/2023
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REV. PER REVIEW 3/15/2024 4/23/2024
REV. PER PLANNING 5/6/2024 5/13/2024

ORIGINAL ISSUE DATE:
JUNE 1, 2023

DRAWING TITLE
**PRELIMINARY
UTILITY PLAN**

PEA JOB NO. 2017-009

P.M. JBT

DN. KMB

DES. DSK

DRAWING NUMBER:

P-4.0

LEGEND

EXISTING	PROPOSED
OH-ELEC-W-W	ELEC. PHONE OR CABLE TV O.H. LINE, POLE & GUY WIRE
UG-CATV	UNDERGROUND CABLE TV, CATV PEDESTAL
UG-PHONE	TELEPHONE U.G. CABLE, PEDESTAL & MANHOLE
UG-ELEC-HEX	ELECTRIC U.G. CABLE, MANHOLE, METER & HANDHOLE
GAS MAN. VALVE & GAS LINE W/ HANDBOOK	GAS MAN. VALVE & GAS LINE W/ HANDBOOK
WATERMAN. HYD. GATE VALVE, TAPPING SLEEVE & VALVE	WATERMAN. HYD. GATE VALVE, TAPPING SLEEVE & VALVE
SANITARY SEWER, CLEANOUT & MANHOLE	SANITARY SEWER, CLEANOUT & MANHOLE
STORM SEWER, CLEANOUT & MANHOLE	STORM SEWER, CLEANOUT & MANHOLE
COMBINED SEWER & MANHOLE	COMBINED SEWER & MANHOLE
SQUARE, ROUND & BEEHIVE CATCH BASIN, YARD DRAIN	SQUARE, ROUND & BEEHIVE CATCH BASIN, YARD DRAIN
POST INDICATOR VALVE	POST INDICATOR VALVE
WATER VALVE BOX/HYDRANT VALVE BOX, SERVICE SHUTOFF	WATER VALVE BOX/HYDRANT VALVE BOX, SERVICE SHUTOFF
MARLB. TRANSFORMER, IRRIGATION CONTROL VALVE	MARLB. TRANSFORMER, IRRIGATION CONTROL VALVE
UNIDENTIFIED STRUCTURE	UNIDENTIFIED STRUCTURE
SPOT ELEVATION	SPOT ELEVATION
CONTOUR LINE	CONTOUR LINE
FENCE	FENCE
GUARD RAIL	GUARD RAIL
STREET LIGHT	STREET LIGHT
SIGN	SIGN
CONC.	CONCRETE
ASPH.	ASPHALT
GRAVEL	GRAVEL SHOULDER
WETLAND	WETLAND
STD. HEAVY FLOW DUTY ONLY	STD. HEAVY FLOW DUTY ONLY
STD. HEAVY DEEP DUTY STRENGTH	STD. HEAVY DEEP DUTY STRENGTH

WATER MAIN BASIS OF DESIGN: (Unit Factors Based on Oakland County Unit Assignment Factors) Residential Dwelling

ULTIMATE DESIGN	
Number of Units	41.0
REU	41.0
People / REU	3.5
Population (P)	144 People
Average Flow (150 GPCPD)	21,600 G.P.D.
	0.033 C.F.S.
	0.022 M.G.D.
Design Max. Flow = (2*avg)	43,200 G.P.D.
	0.067 C.F.S.
	0.043 M.G.D.

SQUARE LAKE SANITARY SEWER BASIS OF DESIGN: (Unit Factors Based on Oakland County Unit Assignment Factors) Residential Dwelling

ULTIMATE DESIGN	
Number of Units	35.0
REU (1.0 Per Dwelling)	35.0
People / REU	3.5
Population (P)	123 People
Average Flow (100 GPCPD)	12,300 G.P.D.
	0.019 C.F.S.
P (1000s)	0.123
Peaking Factor (PF)	4.22
PF = (18+sqrt(P))/(4+sqrt(P))	
Peak Flow (G.D.P.)	51,880 G.P.D.
Peak Flow (C.F.S.)	0.080 C.F.S.
8" Pipe Capacity Provided	0.906 C.F.S.

LIVERNOIS SANITARY SEWER BASIS OF DESIGN: (Unit Factors Based on Oakland County Unit Assignment Factors) Residential Dwelling

ULTIMATE DESIGN	
Number of Existing Units	4.0
Number of Existing Units Removed	2.0
Number of Proposed Units	6.0
Net REUs Added (1.0 Per Dwelling)	4.0
People / REU	3.5
Population (P)	14 People
Average Flow (100 GPCPD)	1,400 G.P.D.
	0.002 C.F.S.
P (1000s)	0.014
Peaking Factor (PF)	4.40
PF = (18+sqrt(P))/(4+sqrt(P))	
Peak Flow (G.D.P.)	6,159 G.P.D.
Peak Flow (C.F.S.)	0.010 C.F.S.
8" Pipe Capacity Provided	0.906 C.F.S.

Site Drainage Data		
Select County:	Oakland	
Existing		
Natural Greenspace area:	0.00 acre	C = 0.35
Select NCRS Soil type:	D	
Select NCRS Soil type:	D	
Impervious Area:	0.00 acre	C = 0.95
Greenbelt Area:	6.31 acre	C = 0.35
Total Area (A):	6.31 acre	
Weighted Coefficient of Runoff (C):	0.35	

Proposed		
Natural Greenspace area:	0.00 acre	C = 0.35
Select NCRS Soil type:	D	
Improved Greenspace area:	3.07 acre	C = 0.35
Select NCRS Soil type:	D	
Wooded Area:	0.00 acre	C = 0.35
Select NCRS Soil type:	D	
Impervious Area:	2.96 acre	C = 0.95
Greenbelt Area:	3.07 acre	C = 0.35
Total Area (A):	6.03 acre	
Weighted Coefficient of Runoff (C):	0.64	

Rainfall Intensity	
Flood Control Time of Concentration, Tc =	20.00 min

Rainfall Intensity	
Time of Concentration (Tc)	20.00 min
Since 15<Tc<60, use intensity equation	
I1 = 30.2 / ((T + 9.17)^0.81)	1.97 in/hr
I10 = 50.12 / ((T + 9.17)^0.81)	3.26 in/hr
I100 = 83.3 / ((T + 9.17)^0.81)	5.42 in/hr

CPVC: Channel Protection Volume Control Volume	
Vcpvc = (4719)/CA	18,212 cf

CPRC: Channel Protection Rate Control Volume: Extended Detention	
VED = (6897)/CA	26,617 cf

CPRC Allowable Outlet Rate	
QVED = VED / (48*60*60)	0.15 cfs

Water Quality Control	
Forbay Volume = (545)/CA	2.103 cf
Forbay Release Rate: QVF = VF/(48*60*60)	0.012 cfs

100-Year Allowable Outlet Rate	
Since 2<A<100, Qvr = 1.1055-0.206ln(A)	
QVER =	0.74 cfs/ac

100-Year Peak Allowable Discharge	
Q100P = QVER(A)	4.43 cfs

100-Year Runoff Volume	
V100R = (18,985)/CA	73,267 cf

100-Year Peak Inflow	
Q100IN = Q100P/A	20.92 cfs

Storage Curve Factor (Vs/Vr)	
R = 0.206-0.15 x ln(Q100P/Q100IN)	0.439

100-Year Storage Volume	
Vs = R(V100R)	32,164 cf

No infiltration will be provided, so no CPVC deduction is taken.	
V100 = Vs	32,164 cf

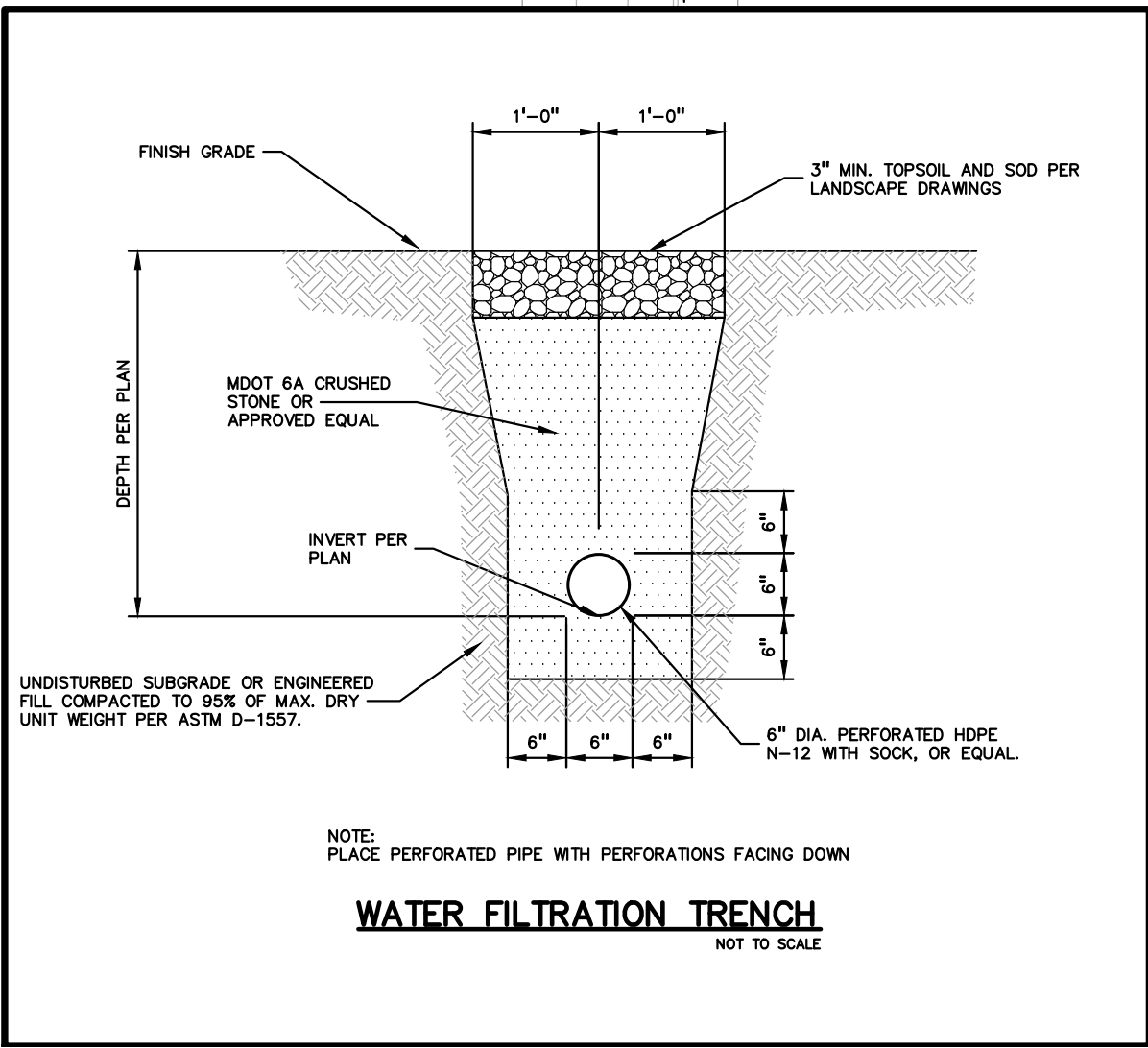
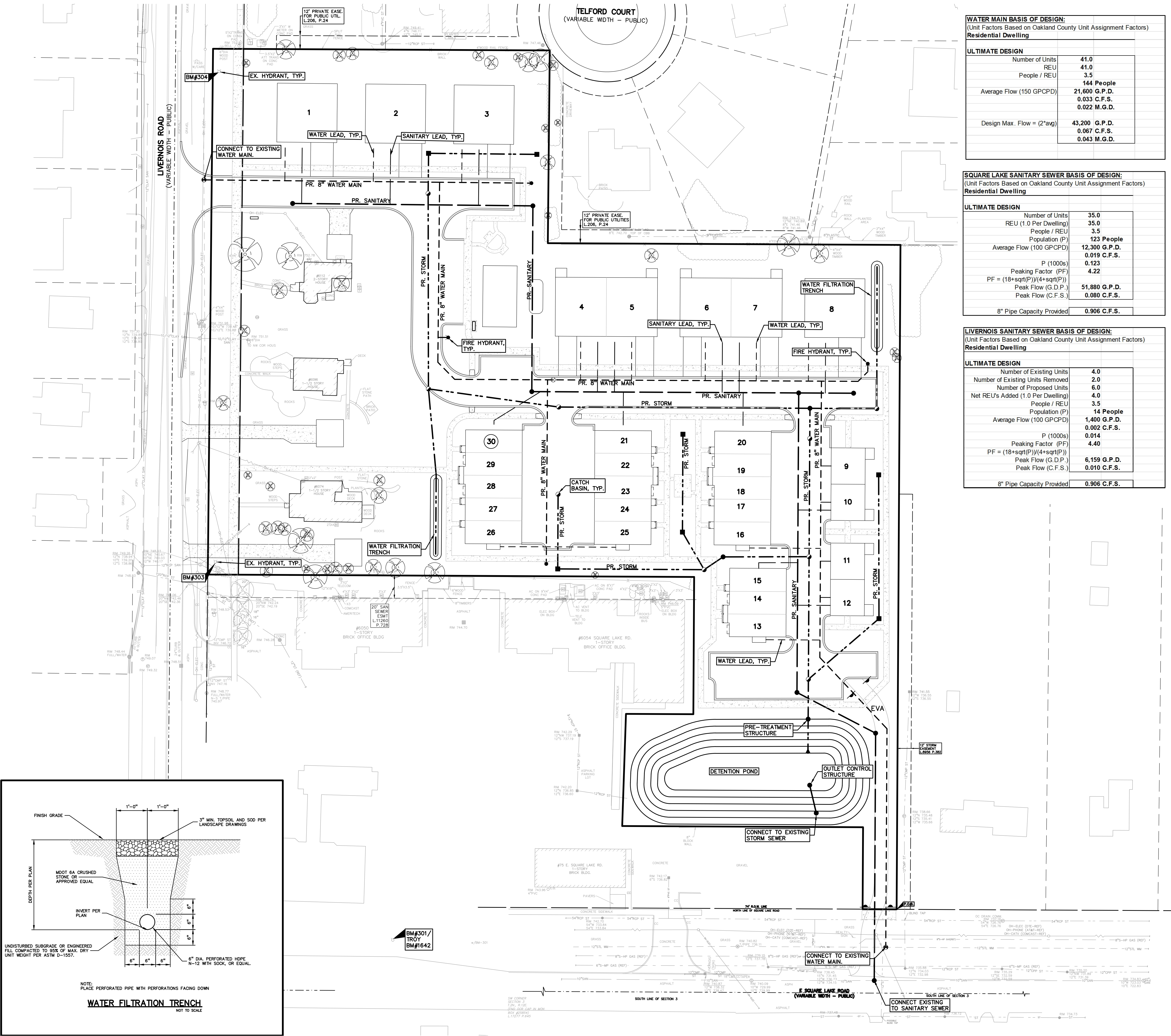
V100 must be larger or equal to VED:	
Is V100 >= VED?	Yes

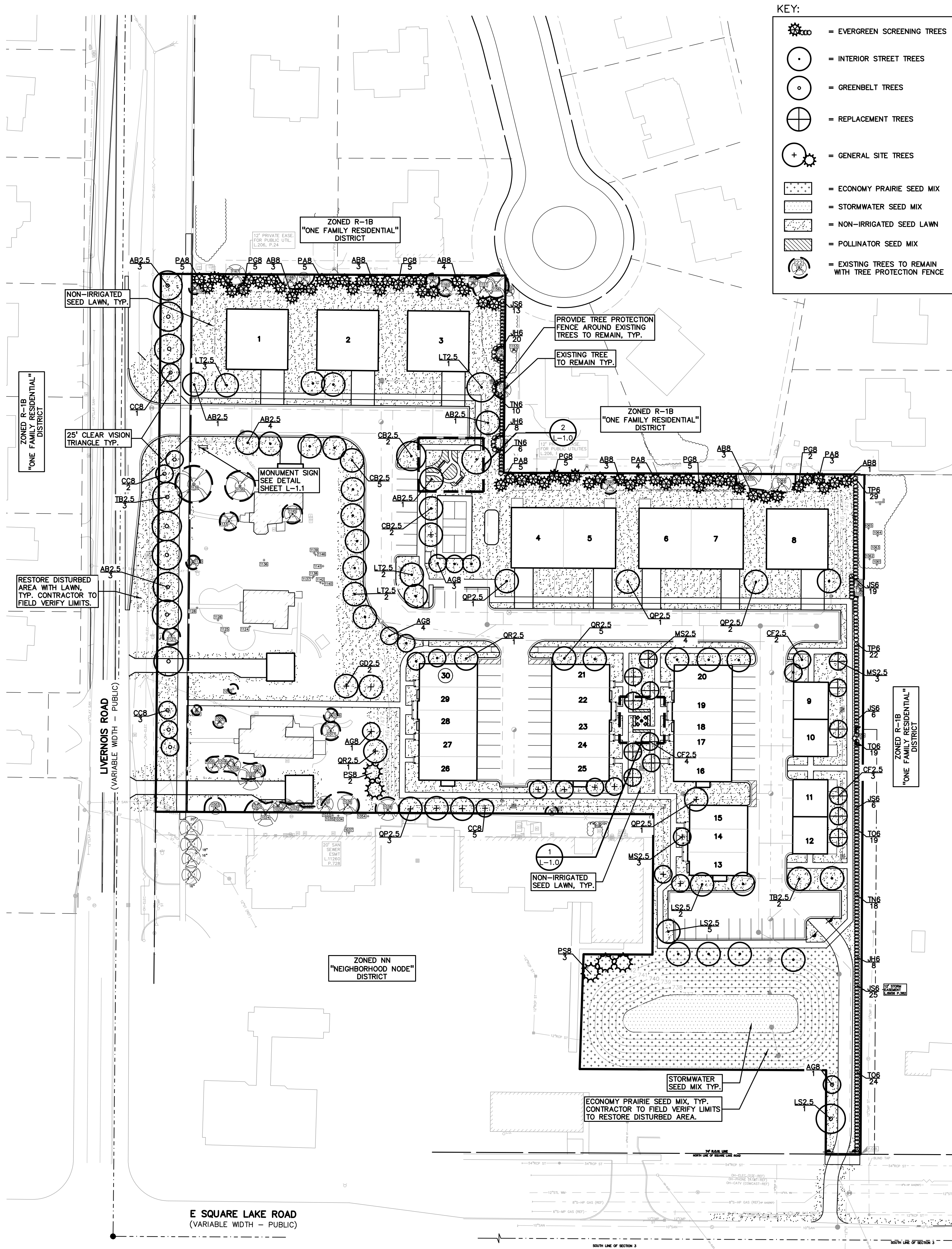
V100 =	32,164 cf
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Design Requirements		
CPVC Storage Volume: VCP,R =	NA cf	
CPVC Storage Outflow Rate: QCP,R =	NA cfs	
CPRC Extended Detention: VED =	26,617 cf	
CPRC Allowable Outlet Rate: QVED =	0.15 cfs	
100-Year Storage Volume, V100 =	32,164 cf	
100-Year Allowable Outlet Rate: QVER =	4.43 cfs	
100 Year Peak Inflow: Q100IN =	20.92 cfs	

Detention Basin		
CPRC Storage Elevation:	740.00	26,617 cf
100-yr Storage Elevation:	740.42	32,164 cf
Elev. (ft)	Area (sf)	Total Vol. (cf)
736.00	0	0
737.00	4,675	2,288
738.00	6,817	5,696
739.00	9,236	8,027
740.00	11,880	10,558
741.00	14,751	13,316

NOT FOR CONSTRUCTION





KEY:

	= EVERGREEN SCREENING TREES
	= INTERIOR STREET TREES
	= GREENBELT TREES
	= REPLACEMENT TREES
	= GENERAL SITE TREES
	= ECONOMY PRAIRIE SEED MIX
	= STORMWATER SEED MIX
	= NON-IRRIGATED SEED LAWN
	= POLLINATOR SEED MIX
	= EXISTING TREES TO REMAIN WITH TREE PROTECTION FENCE

DECIDUOUS TREE LIST:

QUANTITY	KEY SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE	SPEC
13	AB2.5	Bowhall Maple	<i>Acer rubrum 'Bowhall'</i> (columnar)	2.5" Cal.	B&B
9	AG8	Autumn Brilliance Serviceberry	<i>Amelanchier x grandiflora 'Autumn Brilliance'</i>	8-10' Ht.	B&B
9	CB2.5	European Hornbeam	<i>Carpinus betulus</i>	2.5" Cal.	B&B
11	CC8	Eastern Redbud	<i>Cercis canadensis</i>	8-10' Ht.	B&B
9	CF2.5	Cherokee Brave Flowering Dogwood	<i>Cornus florida 'Combo NO.1'</i>	2.5" Cal.	B&B
2	GD2.5	Kentucky Coffee Tree	<i>Gymnocladus dioica-male only</i>	2.5" Cal.	B&B
8	LS2.5	Sweetgum	<i>Liquidambar styraciflua</i>	2.5" Cal.	B&B
8	LT2.5	Tulip Tree	<i>Liriodendron tulipifera</i>	2.5" Cal.	B&B
10	MS2.5	Royal Star Magnolia	<i>Magnolia stellata 'Royal Star'</i>	2.5" Cal.	B&B
8	QP2.5	Regal Prince Oak	<i>Quercus robur x bicolor 'Long'</i> (columnar)	2.5" Cal.	B&B
7	QR2.5	Red Oak	<i>Quercus rubra</i>	2.5" Cal.	B&B
5	TB2.5	Boulevard Linden	<i>Tilia americana 'Boulevard'</i> (columnar)	2.5" Cal.	B&B
99		TOTAL DEC			

EVERGREEN TREE PLANT LIST:

QUANTITY	KEY SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE	SPEC
17	AB8	Balsam Fir	<i>Abies balsamea</i>	8' Ht.	B&B
22	PA8	Norway Spruce	<i>Picea abies</i>	8' Ht.	B&B
22	PG8	Black Hills Spruce	<i>Picea glauca 'Densata'</i>	8' Ht.	B&B
5	PS8	Eastern White Pine	<i>Pinus strobus</i>	8' Ht.	B&B
66		TOTAL EVERGREEN			

NARROW EVERGREEN LIST:

QUANTITY	KEY SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE	SPEC
62	TO6	Techny Arborvitae	<i>Thuja occidentalis 'Techny'</i>	6' Ht.	B&B
34	TN6	Dark Green Arborvitae	<i>Thuja occidentalis 'Nigra'</i>	6' Ht.	B&B
51	TP6	Pyramidal Arborvitae	<i>Thuja occidentalis 'Pyramidalis'</i>	6' Ht.	B&B
36	JH6	Hetz Columnar Juniper	<i>Juniperus chinensis 'Hetzii Columnaris'</i>	6' Ht.	B&B
69	JS6	Blue Arrow Juniper	<i>Juniperus scopolorum 'Blue Arrow'</i>	6' Ht.	B&B
252		TOTAL NARROW EVERGREEN			

2 BUTTERFLY GARDEN
SCALE: 1" = 10'-0"

1 SEATING AREA
SCALE: 1" = 10'-0"

LANDSCAPE CALCULATIONS:
PER CITY OF TROY ZONING ORDINANCE – FORM BASE DISTRICT (NN) NEIGHBORHOOD NODE Q; SITE TYPE NN:B; BUILDING FORM C

5.03 C-1a. = GENERAL SITE LANDSCAPE:
REQUIRED: 15% OF SITE AREA SHALL BE LANDSCAPE MATERIAL
274,863.6 SF * 15% = 41,229.5 SQ FT REQUIRED

PROVIDED: 71,465 SQ FT LANDSCAPE (26%)

13.02 B. = SCREENING BETWEEN USES:
REQUIRED: ABUTS R-1B USE SPACE TO THE NORTH AND EAST
REQUIRES SCREEN ALT. 1 (1 NARROW EVG. / 3')
OR ALT. 2 (1 LARGE EVG. TREE / 10 LF)

NORTH PROPERTY LINE –
WESTERN SEGMENT 297 LF AND EASTERN SEGMENT 305 LF.
ALT. 2: 297 LF / 10 = 30 AND 305 LF / 10 = 31 LARGE EVG. TREES
PROVIDED: WESTERN SEGMENT: 30 8' HT LARGE EVG. TREES
EASTERN SEGMENT: 31 8' HT LARGE EVG. TREES

EAST PROPERTY LINE –
NORTHERN SEGMENT 170 LF AND SOUTHERN SEGMENT 586 LF.
ALT. 1: 170 LF / 3 = 57 AND 586 LF / 3 = 195 NARROW EVG. TREES
PROVIDED: NORTHERN SEGMENT: 57, 6' HT. NARROW EVG. / 3' OC.
SOUTHERN SEGMENT: 195, 6' HT. NARROW EVG. / 3' OC.

13.02 F. INTERIOR STREET TREES:
REQUIRED: 1 TREE PER 50 LF OF INTERIOR STREETS
1281 LF / 50 = 26 TREES REQUIRED (EACH SIDE)

PROVIDED: 52 PROPOSED TREES

13.02 D2. GREENBELT:
REQUIRED: 1 TREE / 30 LF OF FRONTAGE TO PUBLIC RD.
LIVERNOS ROAD – 463 LF FRONTAGE / 30 = 15 TREES
E. SQUARE LAKE ROAD – 42 LF FRONTAGE / 30 = 2 TREES

PROVIDED: LIVERNOS ROAD: 15 TREES
E. SQUARE LAKE ROAD: 2 TREES

REPLACEMENT TREES:
SEE SHT. T-1.0 AND T-1.1 FOR EXISTING TREE LIST AND TREE PRESERVATION PLAN.

REQUIRED: 35" DBH TO REPLACE REMOVED REGULATED TREES

PROVIDED: 14 TREES AT 2.5" (14 * 2.5 = 35") PROVIDED

- GENERAL PLANTING NOTES:**
- LANDSCAPE CONTRACTOR SHALL VISIT SITE, INSPECT EXISTING SITE CONDITIONS AND REVIEW PROPOSED PLANTING AND RELATED WORK. IN CASE OF DISCREPANCY BETWEEN PLAN AND PLANT LIST, PLAN SHALL GOVERN QUANTITIES. CONTACT LANDSCAPE ARCHITECT WITH ANY CONCERNS.
 - CONTRACTOR SHALL VERIFY LOCATIONS OF ALL ON SITE UTILITIES PRIOR TO BEGINNING CONSTRUCTION ON HIS/HER PHASE OF WORK. ELECTRIC, GAS, TELEPHONE, CABLE TELEVISION MAY BE LOCATED BY CALLING MISS DIG 1-800-482-7171. ANY DAMAGE OR INTERRUPTION OF SERVICES SHALL BE THE RESPONSIBILITY OF CONTRACTOR. CONTRACTOR SHALL COORDINATE ALL RELATED ACTIVITIES WITH OTHER TRADES ON THE JOB AND SHALL REPORT ANY UNACCEPTABLE JOB CONDITIONS TO OWNER'S REPRESENTATIVE PRIOR TO COMMENCING.
 - ALL PLANT MATERIAL TO BE PREMIUM GRADE NURSERY STOCK AND SHALL SATISFY AMERICAN ASSOCIATION OF NURSERYMEN STANDARD FOR NURSERY STOCK. ALL LANDSCAPE MATERIAL SHALL BE NORTHERN GROWN, NO. 1. GRADE.
 - CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES SHOWN ON LANDSCAPE PLAN PRIOR TO PRICING THE WORK.
 - THE OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REJECT ANY PLANT MATERIAL NOT MEETING SPECIFICATIONS.
 - ALL SINGLE STEM SHADE TREES TO HAVE STRAIGHT TRUNKS AND SYMMETRICAL CROWNS.
 - ALL SINGLE TRUNK SHADE TREES TO HAVE A CENTRAL LEADER; TREES WITH FORKED OR IRREGULAR TRUNKS WILL NOT BE ACCEPTED.
 - ALL MULTI STEM TREES SHALL BE HEAVILY BRANCHED AND HAVE SYMMETRICAL CROWNS. ONE SIDED TREES OR THOSE WITH THIN OR OPEN CROWNS SHALL NOT BE ACCEPTED.
 - ALL EVERGREEN TREES SHALL BE HEAVILY BRANCHED AND FULL TO THE GROUND, SYMMETRICAL IN SHAPE AND NOT SHEARED FOR THE LAST FIVE GROWING SEASONS.
 - ALL TREES TO HAVE CLAY OR CLAY LOAM BALLS, TREES WITH SAND BALLS WILL BE REJECTED.
 - NO MACHINERY IS TO BE USED WITHIN THE DRIP LINE OF EXISTING TREES. HAND GRADE ALL LAWN AREAS WITHIN THE DRIP LINE OF EXISTING TREES.
 - ALL TREE LOCATIONS SHALL BE STAKED BY LANDSCAPE CONTRACTOR AND ARE SUBJECT TO THE APPROVAL OF THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF THE PLANT MATERIAL.
 - IT IS MANDATORY THAT POSITIVE DRAINAGE IS PROVIDED AWAY FROM ALL BUILDINGS.
 - ALL PLANTING BEDS SHALL RECEIVE 3" SHREDDED HARDWOOD BARK MULCH WITH PRE EMERGENT. SEE SPECIFICATIONS. SHREDDED PALETTE AND DYED MULCH WILL NOT BE ACCEPTED.
 - ALL LANDSCAPED AREAS SHALL RECEIVE 3" COMPACTED TOPSOIL.
 - SEE SPECIFICATIONS FOR ADDITIONAL COMMENTS, REQUIREMENTS, PLANTING PROCEDURES AND WARRANTY STANDARDS.
 - FOR NON-LAWN SEED MIX AREAS, AS NOTED ON PLAN, BRUSH MOW ONCE SEASONALLY FOR INVASIVE SPECIES CONTROL.
 - CONTRACTOR SHALL NOT INSTALL PLANTS UNDER BUILDING OVERHANG AND SHALL NOTIFY LANDSCAPE ARCHITECT IF DRAWINGS CONFLICT WITH BUILDING OVERHANGS.
 - TREES SHALL NOT CONFLICT/ BLOCK PROPOSED REGULATORY/ DIRECTION SIGNAGE, MONUMENT SIGNS, ADDRESS OR LIGHT POLES. SHIFT TREES AS NECESSARY TYP.



CAUTION!!
THE LOCATIONS AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT UTILITY LOCATIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.

CLIENT
GFA DEVELOPMENT, INC.
3301 MIRAGE DRIVE
TROY, MI 48063

PROJECT TITLE
THE VILLAGE OF HASTINGS
PART OF THE SW 1/4 OF SECTION 3, T. 02N., R. 11E., TROY, MI

REVISIONS

REV.	PER COMMENTS	DATE
REV.	PER COMMENTS 6/2/2023	6/9/2023
REV.	PER COMMENTS 8/24/2023	11/17/2023
REV.	PER PC COMMENTS 11/28/2023	12/17/2023
REV.	PER PC COMMENTS 1/9/2024	1/24/2024
REV.	PER PC COMMENTS 4/9/2024	4/22/2024
REV.	PER REVIEW 3/15/2024	4/23/2024
REV.	PER PLANNING 5/6/2024	5/13/2024

ORIGINAL ISSUE DATE:
JUNE 1, 2023

DRAWING TITLE
PRELIMINARY LANDSCAPE PLAN

PEA JOB NO.	2017-009
P.M.	JBT
DN.	LAW
DES.	LAW
DRAWING NUMBER:	

Forbs & Shrubs:	
<i>Asclepias syriaca</i>	Common Milkweed
<i>Asclepias tuberosa</i>	Butterfly Weed
<i>Chamaecrista fasciculata</i>	Partridge Pea
<i>Coreopsis lanceolata</i>	Sand Coreopsis
<i>Echinacea purpurea</i>	Broad-leaved Purple Coneflower
<i>Helianthus annuus</i>	False Sunflower
<i>Lupinus perennis</i>	Wild Lupine
<i>Monarda fistulosa</i>	Wild Bergamot
<i>Penstemon digitalis</i>	Foxglove Beard Tongue
<i>Pycnanthemum virginianum</i>	Common Mountain Mint
<i>Ratibida pinnata</i>	Yellow Coneflower
<i>Rudbeckia hirta</i>	Black-Eyed Susan
<i>Solidago speciosa</i>	Showy Goldenrod
<i>Symphoricarpon laeve</i>	Smooth Blue Aster
<i>Symphoricarpon novae-angliae</i>	New England Aster

Forbs & Shrubs:	
<i>Alisma</i> spp.	Water Plantain (Various Mix)
<i>Asclepias incarnata</i>	Swamp Milkweed
<i>Bidens</i> spp.	Bidens (Various Mix)
<i>Helenium autumnale</i>	Sneezeweed
<i>Iris virginica</i>	Blue Flag
<i>Lycopus americanus</i>	Common Water Horehound
<i>Mimulus ringens</i>	Monkey Flower
<i>Oligoneuron ridelii</i>	Ridgell's Goldenrod
<i>Penthorum sedoides</i>	Ditch Stonecrop
<i>Polygonum</i> spp.	Pinkweed (Various Mix)
<i>Rudbeckia subtomentosa</i>	Sweet Black-Eyed Susan
<i>Rudbeckia triloba</i>	Brown-Eyed Susan
<i>Sagittaria latifolia</i>	Common Arrowhead
<i>Senna hebecarpa</i>	Wild Senna
<i>Symphotrichum novae-angliae</i>	New England Aster
<i>Thalictrum dasycarpum</i>	Purple Meadow Rue

Forbs:	
<i>Allium cernuum</i>	Nodding Onion
<i>Aquilegia canadensis</i>	Wild Columbine
<i>Asclepias syriaca</i>	Common Milkweed
<i>Chamaecrista fasciculata</i>	Partridge Pea
<i>Coreopsis lanceolata</i>	Sand Coreopsis
<i>Dalea purpurea</i>	Purple Prairie Clover
<i>Liatris aspera</i>	Rough Blazing Star
<i>Lupinus perennis</i> v. <i>occidentalis</i>	Wild Lupine
<i>Monarda punctata</i>	Horse Mint
<i>Penstemon hirsutus</i>	Hairy Beard Tongue
<i>Solidago nemoralis</i>	Old-Field Goldenrod
<i>Symphytichum ericoides</i>	Heath Aster
<i>Zizia aurea</i>	Golden Alexanders

6 MASONRY WALL DETAIL
SCALE: 1/8" = 1'-0"

3 TREE PROTECTION DETAIL
SCALE: 1" = 3'-0"

8 PERENNIAL PLANTING DETAIL
SCALE: 1" = 2'-0"

5 MASONRY PIER DETAIL

SCALE: 1/8" = 1'-0"

2 EVERGREEN TREE PLANTING DETAIL
SCALE: 1" = 3'-0"


9 SHRUB PLANTING DETAIL
SCALE: 1" = 2'-0"

7 ALUMINUM EDGE DETAIL
SCALE: 1/2" = 1'-0"

4 MASONRY WALL AND PIER PLAN ENLARGEMENT

SCALE: 1/8" = 1'-0"

1 DECIDUOUS TREE PLANTING DETAIL
SCALE: 1" = 3'-0"



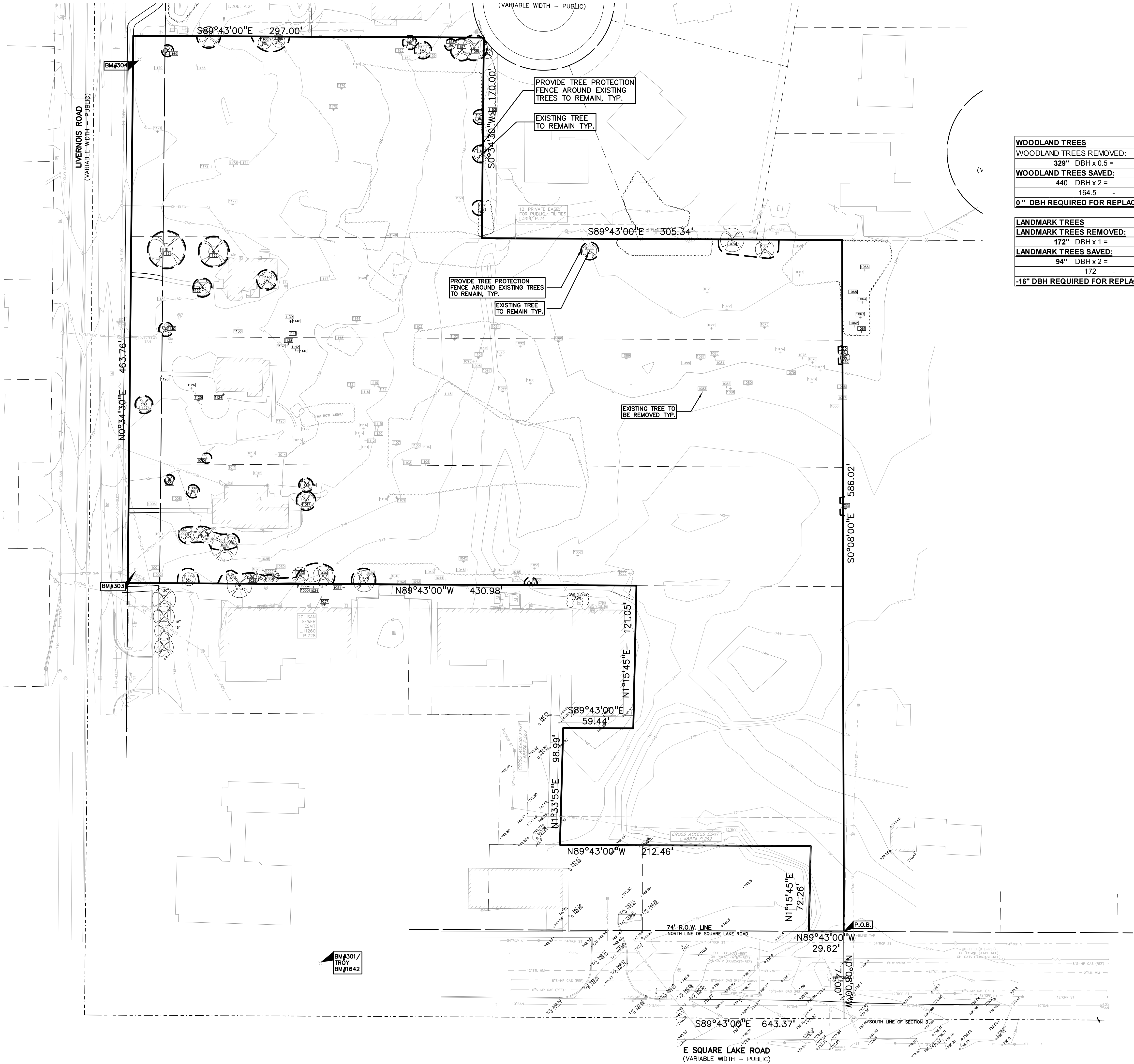
811 Know what's below.
Call before you dig.

CAUTION!!
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PROJECT TITLE
**THE VILLAGE
OF HASTINGS**
PART OF THE SW 1/4 OF
SECTION 3, T. 02N., R. 11E.,
TROY, MI

PEA JOB NO.	2017-009
P.M.	JBT
DN.	LAW
DES.	LAW
DRAWING NUMBER:	

L-1.1



KEY

- = EXISTING TREE/ TAG TO REMAIN
- = EXISTING TREE / TAG TO BE REMOVED
- = TREE PROTECTION FENCE

WOODLAND TREES			
WOODLAND TREES REMOVED:	30	(REPLACE AT 50% OF REMOVED DBH)	
329" DBH x 0.5 =		165" REPLACEMENT	
WOODLAND TREES SAVED:	44	(CREDIT OF 2X DBH)	
440 DBH x 2 =		880" CREDIT	
164.5	-	880	= -715.5
0" DBH REQUIRED FOR REPLACEMENT			

LANDMARK TREES			
LANDMARK TREES REMOVED:	10	(REPLACE AT 100% OF REMOVED DBH)	
172" DBH x 1 =		172" REPLACEMENT	
LANDMARK TREES SAVED:	5	(CREDIT OF 2X DBH)	
94" DBH x 2 =		188" CREDIT	
172	-	188	= -16
-16" DBH REQUIRED FOR REPLACEMENT			

PEA GROUP

t: 844.813.2949
www.peagroup.com



NORTH

0 20 40 80

SCALE: 1" = 40'



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CLIENT

GFA DEVELOPMENT, INC.
3301 MIRAGE DRIVE
TROY, MI 48063

PROJECT TITLE

THE VILLAGE OF HASTINGS
PART OF THE SW 1/4 OF SECTION 3, T. 02N., R. 11E., TROY, MI

REVISIONS		
REV.	PER COMMENTS	DATE
REV.	PER COMMENTS	DATE
REV.	PER COMMENTS	DATE
REV.	PER COMMENTS	DATE

ORIGINAL ISSUE DATE:
JUNE 1, 2023

DRAWING TITLE

TREE PRESERVATION PLAN

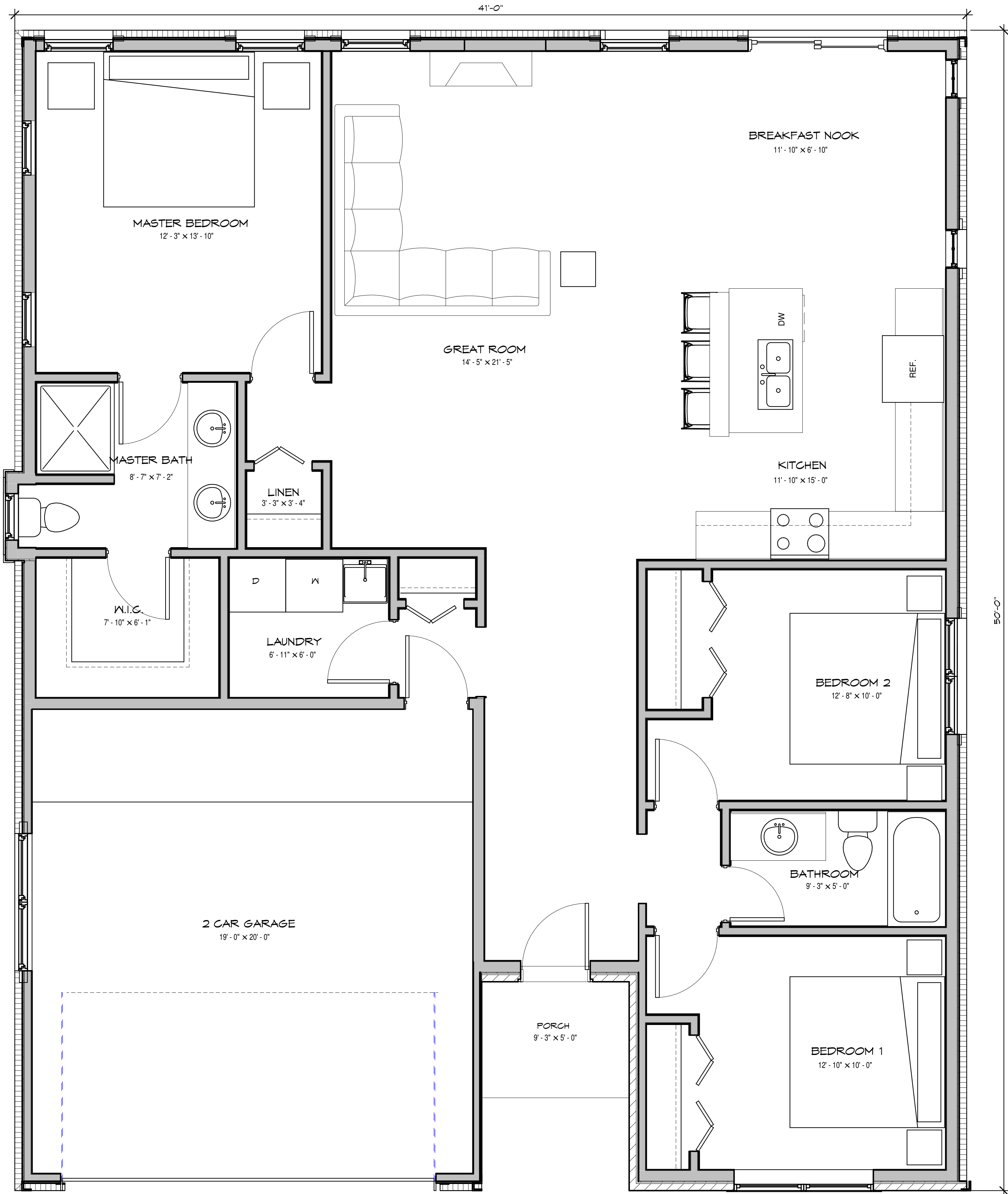
PEA JOB NO.	2017-009
P.M.	JBT
DN.	LAW
DES.	LAW
DRAWING NUMBER:	

NOT FOR CONSTRUCTION

T-1.0

TAG	CODE	DBH	COMMON NAME	LATIN NAME	CONDITION	NOTE	CLASS	SAVE / REMOVE	ON-SITE
1	E	6	American Elm	Ulmus americana	Poor		INVASIVE	S	Y
2	E	7	American Elm	Ulmus americana	Very Poor		INVASIVE	S	Y
3	CT	11	Cottonwood	Populus deltoides	Poor		INVASIVE	S	Y
4	BW	13	Black Walnut	Juglans nigra	Very Poor		WOODLAND	S	Y
5	B	8	Basswood	Tilia americana	Fair		WOODLAND	S	Y
6	BX	8	Box elder	Acer negundo	Very Poor		INVASIVE	S	Y
7	B	9	Basswood	Tilia americana	Fair		WOODLAND	S	Y
8	BX	6	Box elder	Acer negundo	Poor		INVASIVE	S	Y
9	E	9	American Elm	Ulmus americana	Fair		INVASIVE	S	Y
10	E	6	American Elm	Ulmus americana	Fair		INVASIVE	S	Y
11	B	6	Basswood	Tilia americana	Poor		WOODLAND	S	Y
12	E	9	American Elm	Ulmus americana	Fair		INVASIVE	S	Y
13	BX	8	Box elder	Acer negundo	Poor		INVASIVE	S	Y
14	BX	7	Box elder	Acer negundo	Poor		INVASIVE	S	Y
15	E	7	American Elm	Ulmus americana	Very Poor		INVASIVE	S	Y
16	E	7	American Elm	Ulmus americana	Fair		INVASIVE	S	Y
17	E	9	American Elm	Ulmus americana	Fair		INVASIVE	S	Y
18	CT	8	Cottonwood	Populus deltoides	Poor		INVASIVE	S	Y
19	NM	11	Norway Maple	Acer platanoides	Fair		INVASIVE	S	Y
20	E	12	American Elm	Ulmus americana	Poor		INVASIVE	S	Y
21	BX	12	Box elder	Acer negundo	Very Poor		INVASIVE	S	Y
22	E	9	American Elm	Ulmus americana	Poor		INVASIVE	S	Y
23	E	7	American Elm	Ulmus americana	Fair		INVASIVE	S	Y
24	CT	11	Cottonwood	Populus deltoides	Good		INVASIVE	S	Y
25	B	9	Basswood	Tilia americana	Poor		WOODLAND	S	Y
26	CT	8	Cottonwood	Populus deltoides	Poor		INVASIVE	S	Y
27	BX	7	Box elder	Acer negundo	Poor		INVASIVE	S	Y
28	E	10	American Elm	Ulmus americana	Good		INVASIVE	S	Y
29	E	13	American Elm	Ulmus americana	Fair		INVASIVE	S	Y
30	B	7	Basswood	Tilia americana	Poor		WOODLAND	S	Y
31	NM	15	Norway Maple	Acer platanoides	Good		INVASIVE	S	Y
32	NM	15	Norway Maple	Acer platanoides	Very Poor		INVASIVE	S	Y
33	B	7	Basswood	Tilia americana	Poor		WOODLAND	S	Y
34	B	10	Basswood	Tilia americana	Poor		WOODLAND	S	Y
35	B	11	Basswood	Tilia americana	Poor		WOODLAND	S	Y
36	E	6	American Elm	Ulmus americana	Fair		INVASIVE	S	Y
37	E	9	American Elm	Ulmus americana	Fair		INVASIVE	S	Y
38	BC	7	Wild Black Cherry	Prunus serotina	Fair		WOODLAND	S	Y
39	E	6	American Elm	Ulmus americana	Poor		INVASIVE	S	Y
40	B	7	Basswood	Tilia americana	Poor		WOODLAND	S	Y
41	B	9	Basswood	Tilia americana	Fair		WOODLAND	S	Y
42	B	8	Basswood	Tilia americana	Poor		WOODLAND	S	Y
43	B	8	Basswood	Tilia americana	Very Poor		WOODLAND	S	Y
44	B	6	Basswood	Tilia americana	Very Poor		WOODLAND	S	Y
45	BC	10	Wild Black Cherry	Prunus serotina	Good		WOODLAND	S	Y
46	B	8	Basswood	Tilia americana	Very Poor		WOODLAND	S	Y
47	B	8	Basswood	Tilia americana	Fair		WOODLAND	S	Y
48	B	8	Basswood	Tilia americana	Very Poor		WOODLAND	S	Y
49	B	11	Basswood	Tilia americana	Poor		WOODLAND	S	Y
50	B	7	Basswood	Tilia americana	Poor		WOODLAND	S	Y
51	B	7	Basswood	Tilia americana	Fair		WOODLAND	S	Y
52	B	7	Basswood	Tilia americana	Fair		WOODLAND	S	Y
53A	GA	7	Green Ash	Fraxinus pennsylvanica	Very Poor		INVASIVE	S	Y
53B	E	9	American Elm	Ulmus americana	Fair		INVASIVE	S	Y
54	E	7	American Elm	Ulmus americana	Poor		INVASIVE	S	Y
55	BW	8	Black Walnut	Juglans nigra	Fair		WOODLAND	S	Y
56	B	11	Basswood	Tilia americana	Fair		WOODLAND	S	Y
57	E	10	American Elm	Ulmus americana	Fair		INVASIVE	S	Y
58	B	12	Basswood	Tilia americana	Fair		WOODLAND	S	Y
59	BX	7	Box elder	Acer negundo	Poor		INVASIVE	S	Y
60	BX	7	Box elder	Acer negundo	Poor		INVASIVE	S	Y
61	CT	11	Cottonwood	Populus deltoides	Poor		INVASIVE	S	Y
62	NM	12	Norway Maple	Acer platanoides	Good		INVASIVE	S	Y
63	B	10	Basswood	Tilia americana	Fair		WOODLAND	S	Y
64	CT	21	Cottonwood	Populus deltoides	Good		INVASIVE	S	Y
65	B	10	Basswood	Tilia americana	Fair		WOODLAND	S	Y
66	B	12	Basswood	Tilia americana	Fair		WOODLAND	S	Y
67	CT	12	Cottonwood	Populus deltoides	Poor		INVASIVE	S	Y
68	NM	7	Norway Maple	Acer platanoides	Poor		INVASIVE	S	Y
69	NM	15	Norway Maple	Acer platanoides	Good		INVASIVE	S	Y
70	BX	9	Box elder	Acer negundo	Poor		INVASIVE	S	Y
71	B	11	Basswood	Tilia americana	Fair		WOODLAND	S	Y
72	BX	7	Box elder	Acer negundo	Poor		INVASIVE	S	Y
73	BX	7	Box elder	Acer negundo	Poor		INVASIVE	S	Y
74	B	13	Basswood	Tilia americana	Fair		WOODLAND	S	Y
75	B	12	Basswood	Tilia americana	Fair		WOODLAND	S	Y
76	B	11	Basswood	Tilia americana	Fair		WOODLAND	S	Y
77	B	11	Basswood	Tilia americana	Fair		WOODLAND	S	Y
78	BX	9	Box elder	Acer negundo	Fair		INVASIVE	S	Y
79	CT	14	Cottonwood	Populus deltoides	Fair		INVASIVE	S	Y
80	B	7	Basswood	Tilia americana	Fair		WOODLAND	S	Y
81	CT	12	Cottonwood	Populus deltoides	Fair		INVASIVE	S	Y
82	B	7	Basswood	Tilia americana	Poor		WOODLAND	S	Y
83	B	7	Basswood	Tilia americana	Poor		WOODLAND	S	Y
84	CT	12	Cottonwood	Populus deltoides	Fair		INVASIVE	S	Y
85	BX	8	Box elder	Acer negundo	Poor		INVASIVE	S	Y
86	PW	14	White Poplar	Populus alba	Good		INVASIVE	S	Y
87	BX	8	Box elder	Acer negundo	Poor		INVASIVE	S	Y
88	E	9	American Elm	Ulmus americana	Poor		INVASIVE	S	Y
89	BX	11	Box elder	Acer negundo	Poor		INVASIVE	S	Y
90	E	10	American Elm	Ulmus americana	Good		INVASIVE	S	Y
91	E	8	American Elm	Ulmus americana	Fair		INVASIVE	S	Y
92	BX	11	Box elder	Acer negundo	Poor		INVASIVE	S	Y
93	BX	13	Box elder	Acer negundo	Poor		INVASIVE	S	Y
94	B	14	Basswood	Tilia americana	Very Poor		WOODLAND	S	Y
95	BX	16	Box elder	Acer negundo	Poor		INVASIVE	S	Y
96A	B	9	Basswood	Tilia americana	Poor		WOODLAND	S	Y
96B	B	9	Basswood	Tilia americana	Poor		WOODLAND	S	Y
97	BX	10	Box elder	Acer negundo	Poor		INVASIVE	S	Y
98	BX	11	Box elder	Acer negundo	Very Poor		INVASIVE	S	Y
99	CT	11	Cottonwood	Populus deltoides	Fair		INVASIVE	S	Y
100	RO	8	Red Oak	Quercus rubra	Poor		WOODLAND	S	Y
101	B	7	Basswood	Tilia americana	Fair		WOODLAND	S	Y
102	BX	12	Box elder	Acer negundo	Poor		INVASIVE	S	Y
103	BX	8	Box elder	Acer negundo	Poor		INVASIVE	S	Y

TAG	CODE	DBH	COMMON NAME	LATIN NAME	CONDITION	NOTE	CLASS	SAVE / REMOVE	ON-SITE
104	BX	7	Box elder	Acer negundo	Very Poor		INVASIVE	S	Y
105	BX	9	Box elder	Acer negundo	Very Poor		INVASIVE	S	Y
106	BX	12	Box elder	Acer negundo	Poor		INVASIVE	S	Y
107	BX	17	Box elder	Acer negundo	Poor		INVASIVE	S	Y
108	BX	9	Box elder	Acer negundo	Poor		INVASIVE	S	Y
109	B	12	Basswood	Tilia americana	Fair		WOODLAND	S	Y
110	B	10	Basswood	Tilia americana	Fair		WOODLAND	S	Y
111	B	12	Basswood	Tilia americana	Fair		WOODLAND	S	Y
112	B	10	Basswood	Tilia americana	Fair		WOODLAND	S	Y
113	B	8	Basswood	Tilia americana	Fair		WOODLAND	S	Y
114	B	8	Basswood	Tilia americana	Fair		WOODLAND	S	Y
115	BX	7	Box elder	Acer negundo	Fair		INVASIVE	S	N
116	BX	8	Box elder	Acer negundo	Fair		INVASIVE	S	N
117	PW	6	White Poplar	Populus alba	Good		INVASIVE	S	N
1001	BS	10	Blue Spruce	Picea pungens	Poor		WOODLAND	R	Y
1002	AU	15	Austrian Pine	Pinus nigra	Fair		WOODLAND	R	Y
1003	SC	11	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	S	Y
1004	B	23	Basswood	Tilia americana	Good		LANDMARK	R	Y
1005	SM	12	Silver Maple	Acer saccharinum	Fair		INVASIVE	S	Y
1006	NS	14	Norway Spruce	Picea Abies	Fair		WOODLAND	R	Y
1007	WS	7	White Spruce	Picea glauca	Poor		WOODLAND	S	Y
1008	NM	27	Norway Maple	Acer platanoides	Good		INVASIVE	R	Y
1009	WS	14	White Spruce	Picea glauca	Fair		WOODLAND	S	Y
1010	TH	7	Thornapple/Hawthorne	Cragaegus spp.	Poor		WOODLAND	S	Y
1011	TH	11	Thornapple/Hawthorne	Cragaegus spp.	Poor		WOODLAND	S	Y
1012	SU	17	Sugar Maple	Acer saccharum	Fair		LANDMARK	S	Y
1013	NM	10	Norway Maple	Acer platanoides	Fair		INVASIVE	R	Y
1014	NM	13	Norway Maple	Acer platanoides	Good		INVASIVE	R	Y
1015	NM	11	Norway Maple	Acer platanoides	Good		INVASIVE	R	Y
1016	WS	10	White Spruce	Picea glauca	Poor		WOODLAND	S	Y
1017	SU	14	Sugar Maple	Acer saccharum	Very Poor	dead	WOODLAND	S	Y
1018	SC	12	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	S	Y
1019	NM	11	Norway Maple	Acer platanoides	Good		INVASIVE	S	Y
1020	SM	22	Silver Maple	Acer saccharinum	Fair		INVASIVE	S	Y
1021	SC	20	Scotch Pine	Pinus sylvestris	Good		LANDMARK	S	Y
1022	NM	12	Norway Maple	Acer platanoides	Fair		INVASIVE	S	Y
1023	SC	7	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	S	Y
1024	NM	21	Norway Maple	Acer platanoides	Good		INVASIVE	S	N
1025	SC	13	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1026	NM	8	Norway Maple	Acer platanoides	Good		INVASIVE	R	Y
1027	NM	10	Norway Maple	Acer platanoides	Good		INVASIVE	R	Y
1028	NM	10	Norway Maple	Acer platanoides	Good		INVASIVE	S	Y
1029	NM	8	Norway Maple	Acer platanoides	Good		INVASIVE	S	Y
1030	NM	9	Norway Maple	Acer platanoides	Good		INVASIVE	R	Y
1031	NM	9	Norway Maple	Acer platanoides	Good		INVASIVE	S	Y
1032	BX	14	Box elder	Acer negundo	Fair		INVASIVE	S	Y
1033	BX	11	Box elder	Acer negundo	Fair		INVASIVE	S	N
1034	AU	16	Austrian Pine	Pinus nigra	Fair		WOODLAND	S	N
1035	NM	6	Norway Maple	Acer platanoides	Good		INVASIVE	S	N
1036	AU	17	Austrian Pine	Pinus nigra	Very Poor	dead	WOODLAND	S	Y
1037	NM	12	Norway Maple	Acer platanoides	Fair		INVASIVE	S	N
1038	BX	18	Box elder	Acer negundo	Fair		INVASIVE	S	Y
1039	WC	6	White Cedar	Thuja occidentalis	Good		WOODLAND	R	Y
1040	WC	6	White Cedar	Thuja occidentalis	Fair		WOODLAND	R	Y
1041	BX	10	Box elder	Acer negundo	Fair		INVASIVE	R	Y
1042	NM	12	Norway Maple	Acer platanoides	Good		INVASIVE	R	Y
1043	SM	12	Silver Maple	Acer saccharinum	Fair		INVASIVE	R	Y
1044	SC	11	Scotch Pine	Pinus sylvestris	Very Poor	dead	WOODLAND	R	Y
1045	SM	43	Silver Maple	Acer saccharinum	Fair		INVASIVE	R	Y
1046	NM	8	Norway Maple	Acer platanoides	Good		INVASIVE	R	Y
1047	SM	16	Silver Maple	Acer saccharinum	Fair		INVASIVE	R	Y
1048	SC	14	Scotch Pine	Pinus sylvestris	Poor		WOODLAND	R	Y
1049	SC	14	Scotch Pine	Pinus sylvestris	Poor		WOODLAND	R	Y
1050	SM	6	Silver Maple	Acer saccharinum	Fair		INVASIVE	S	Y
1051	SM	22	Silver Maple	Acer saccharinum	Good		INVASIVE	R	Y
1052	NM	8	Norway Maple	Acer platanoides	Very Poor		INVASIVE	R	Y
1053	SM	30	Silver Maple	Acer saccharinum	Poor		INVASIVE	R	Y
1054	SU	7	Sugar Maple	Acer saccharum	Good		WOODLAND	S	N
1055	TH	7	Thornapple/Hawthorne	Cragaegus spp.	Very Poor	x2 dead	WOODLAND	S	Y
1056	SC	13	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1057	SC	12	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1058	SC	13	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1059	BX	8	Box elder	Acer negundo	Fair		INVASIVE	S	Y
1060	BX	8	Box elder	Acer negundo	Fair	x2	INVASIVE	S	Y
1061	BS	6	Blue Spruce	Picea pungens	Fair		WOODLAND	S	N
1062	NS	6	Norway Spruce	Picea Abies	Fair		WOODLAND	S	N
1063	NS	6	Norway Spruce	Picea Abies	Fair		WOODLAND	S	N
1064	NS	7	Norway Spruce	Picea Abies	Good		WOODLAND	S	N
1065	NS	6	Norway Spruce	Picea Abies	Fair		WOODLAND	S	N
1066	SC	17	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	S	N
1067	CT	25	Cottonwood	Populus deltoides	Good		INVASIVE	R	Y
1068	WP	21	(Eastern) White Pine	Pinus strobus	Fair		LANDMARK	R	Y
1069	BW	16	Black Walnut	Juglans nigra	Good		WOODLAND	S	Y
1070	AU	20	Austrian Pine	Pinus nigra	Good		LANDMARK	S	Y
1071	MH	16	Bitternut Hickory	Carya cordiformis	Good	bitternut hickory	LANDMARK	R	Y
1072	SH	16	Shagbark Hickory	Carya ovata	Good	hickory	LANDMARK	R	Y
1073	SH	8	Shagbark Hickory	Carya ovata	Very Poor	hickory	WOODLAND	R	Y
1074	SC	12	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1075	SC	10	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1076	SC	10	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1077	SC	9	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1078	SC	9	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1079	SC	8	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1080	SC	14	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1081	SC	8	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1082	SC	13	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1083	SC	16	Scotch Pine	Pinus sylvestris	Fair	x1	WOODLAND	R	Y
1084	SM	10	Silver Maple	Acer saccharinum	Good		INVASIVE	R	Y
1085	SC	14	Scotch Pine	Pinus sylvestris	Fair		WOODLAND	R	Y
1086	BT	9	Butternut	Juglans cinerea	Good		LANDMARK	R	Y
1087	SM	10	Silver Maple	Acer saccharinum	Fair		INVASIVE	R	Y
1088	SM	16	Silver Maple	Acer saccharinum	Good		INVASIVE	R	Y
1089	BX	12	Box elder	Acer negundo	Fair		INVASIVE	R	Y
1090	BS	12	Blue Spruce	Picea pungens	Good		WOODLAND	S	Y
1091	SM	12	Silver Maple	Acer saccharinum	Fair		INVASIVE	R	Y



FIRST FLOOR PLAN

Scale: 3/8" = 1'-0"



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Royal Oak, MI 48073

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248.549.7300 facs.

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Client:

GFA
Development -
Ranch Unit

Project Title:

VILLAGE OF
HASTINGS

Troy, MI

Sheet Title:

FIRST FLOOR
UNIT PLAN

Project Number: 22312

Drawn By: AJM, JS

Checked By: AJM

Approved By: AJM

Date: 06-16-2023

Issued:

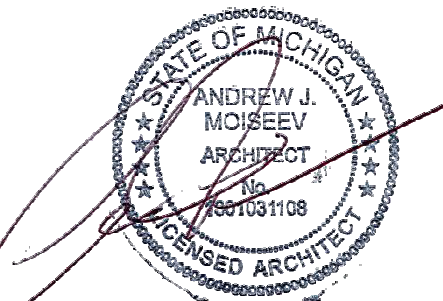
Owner's Review 06-16-23

Owner's Review 11-09-23

Site Plan Approval 04-29-24

Sheet Number:

A100



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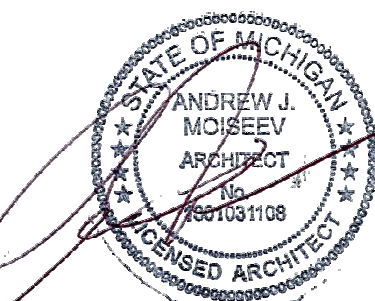
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Development -
Ranch Unit

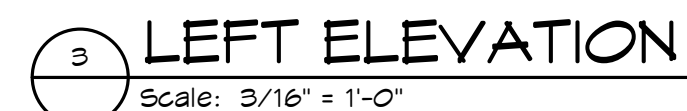
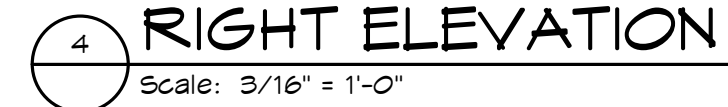
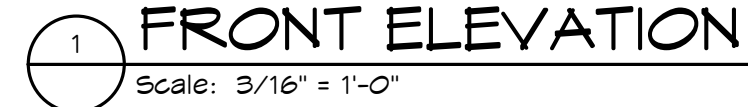
VILLAGE OF
HASTINGSELEVATIONS -
OPTION A

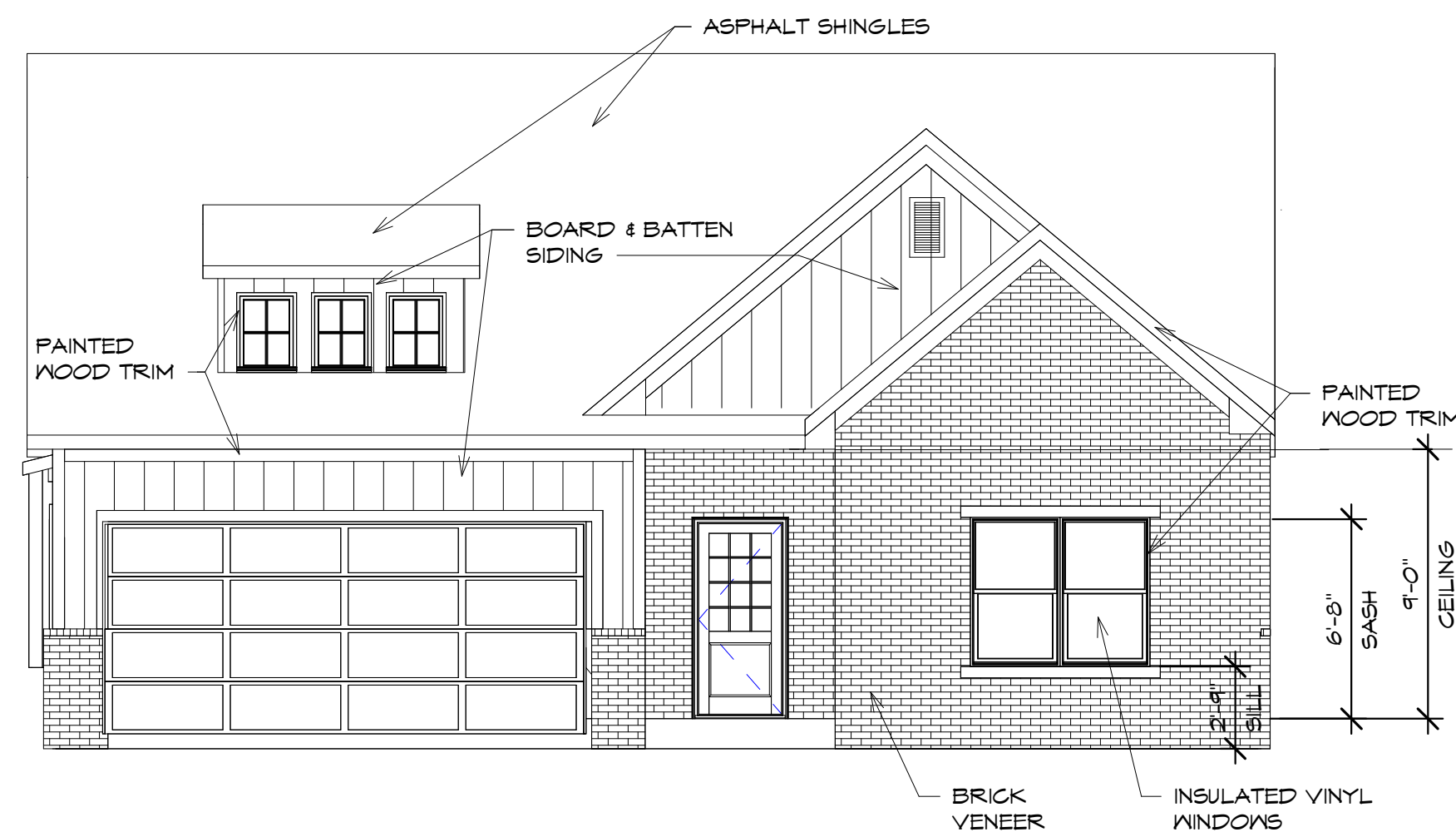
Owner's Review	11-09-23
Site Plan Approval	05-14-24

A200

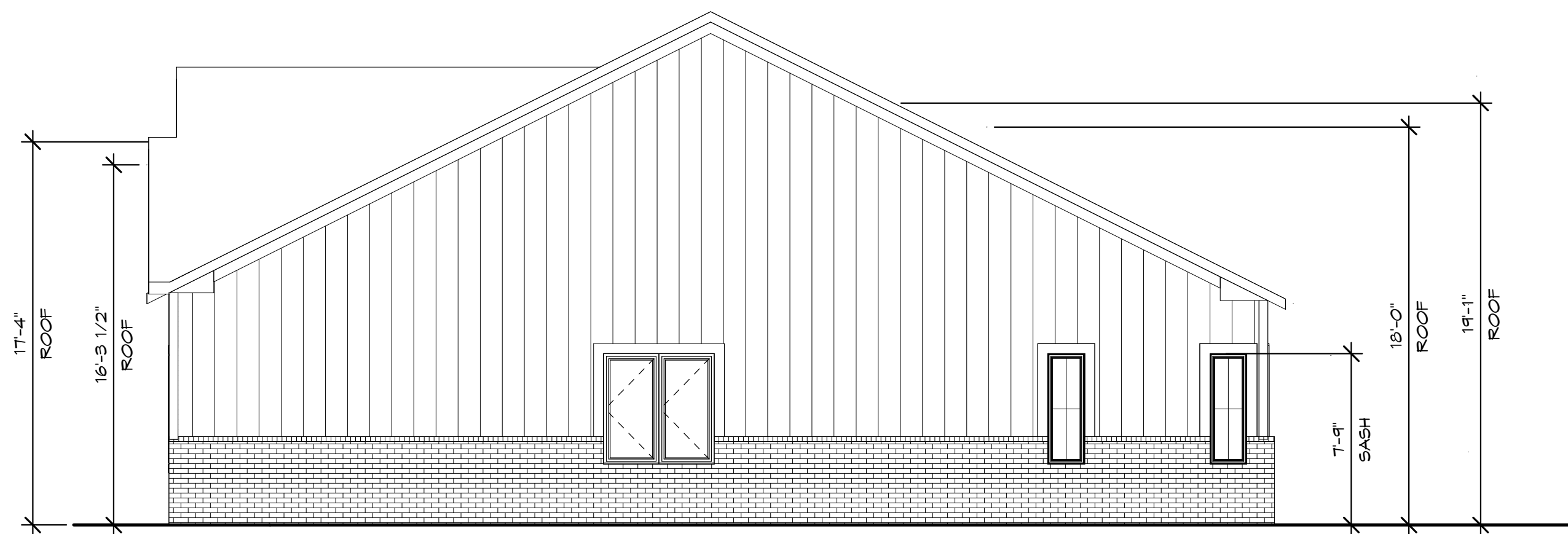


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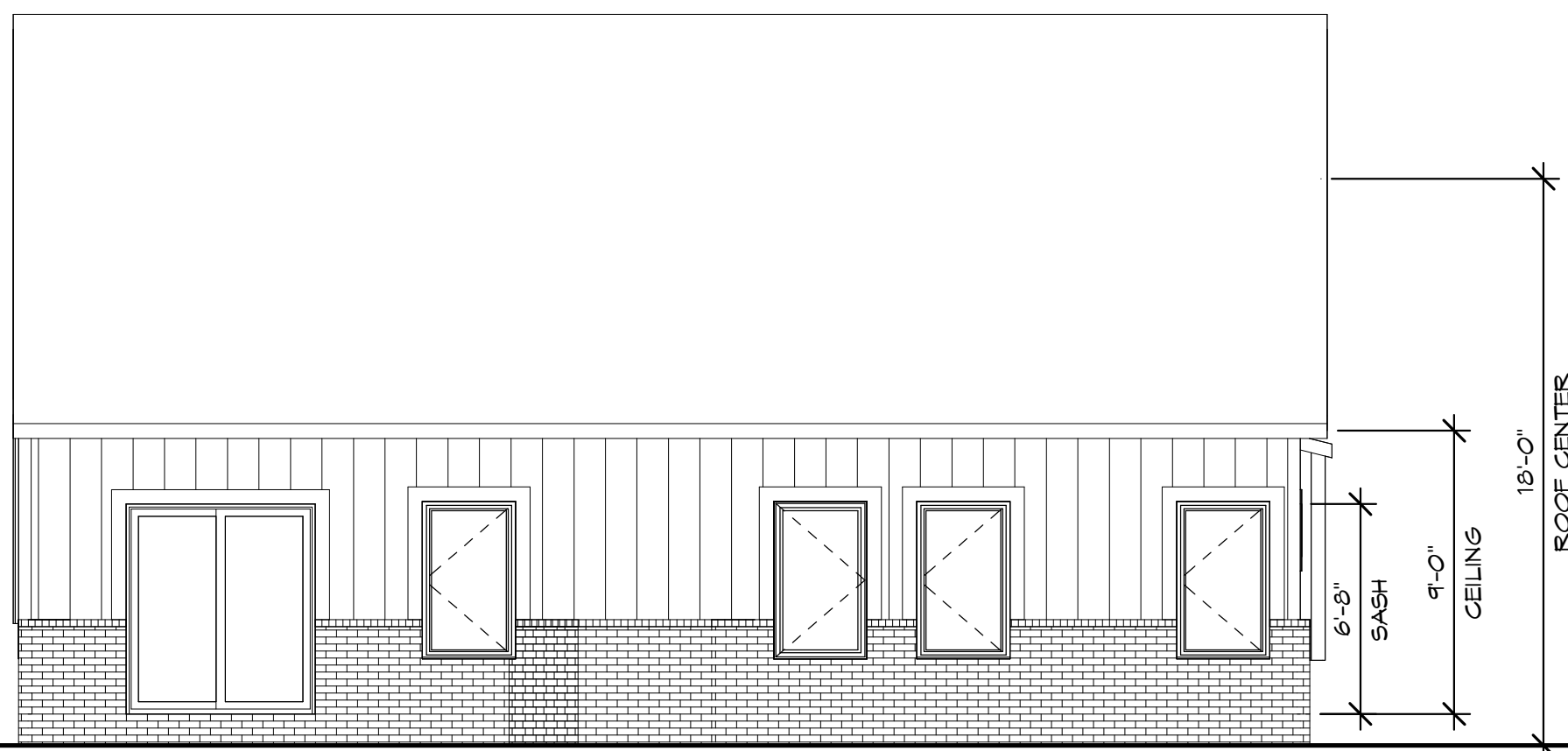




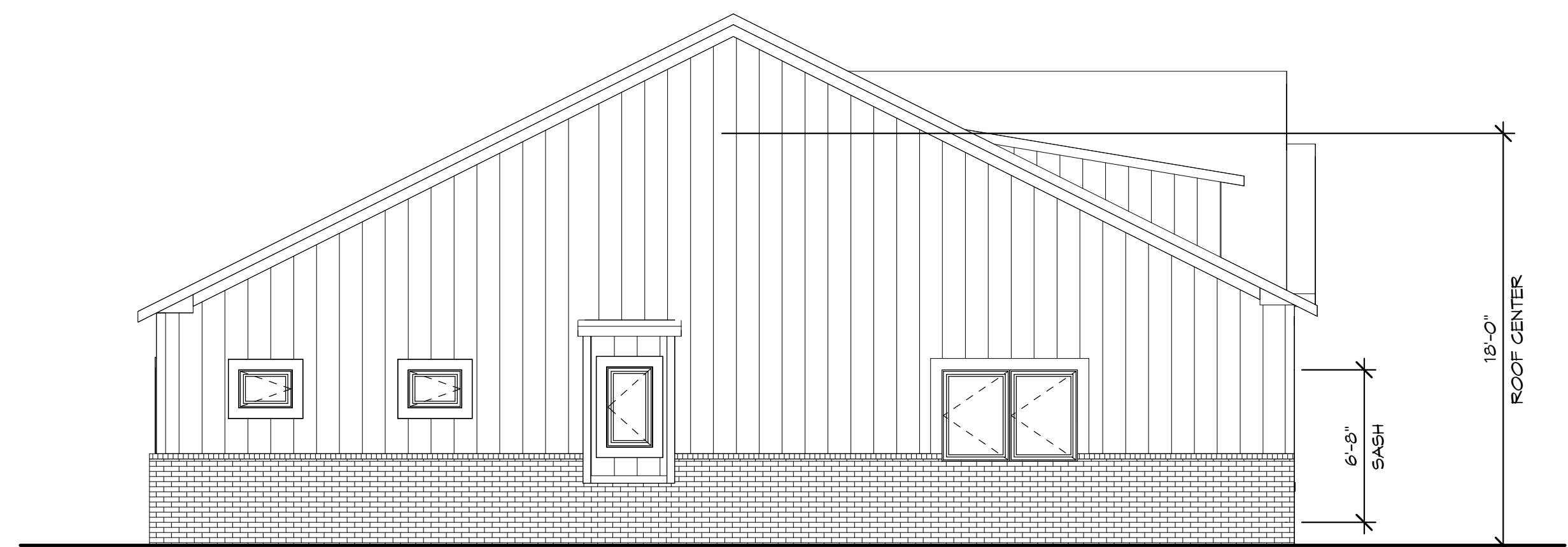
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4 RIGHT ELEVATION
Scale: 3/16" = 1'-0"



2 REAR ELEVATION
Scale: 3/16" = 1'-0"



3 LEFT ELEVATION
Scale: 3/16" = 1'-0"



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GFA

BOARD & BATTEN SIDING

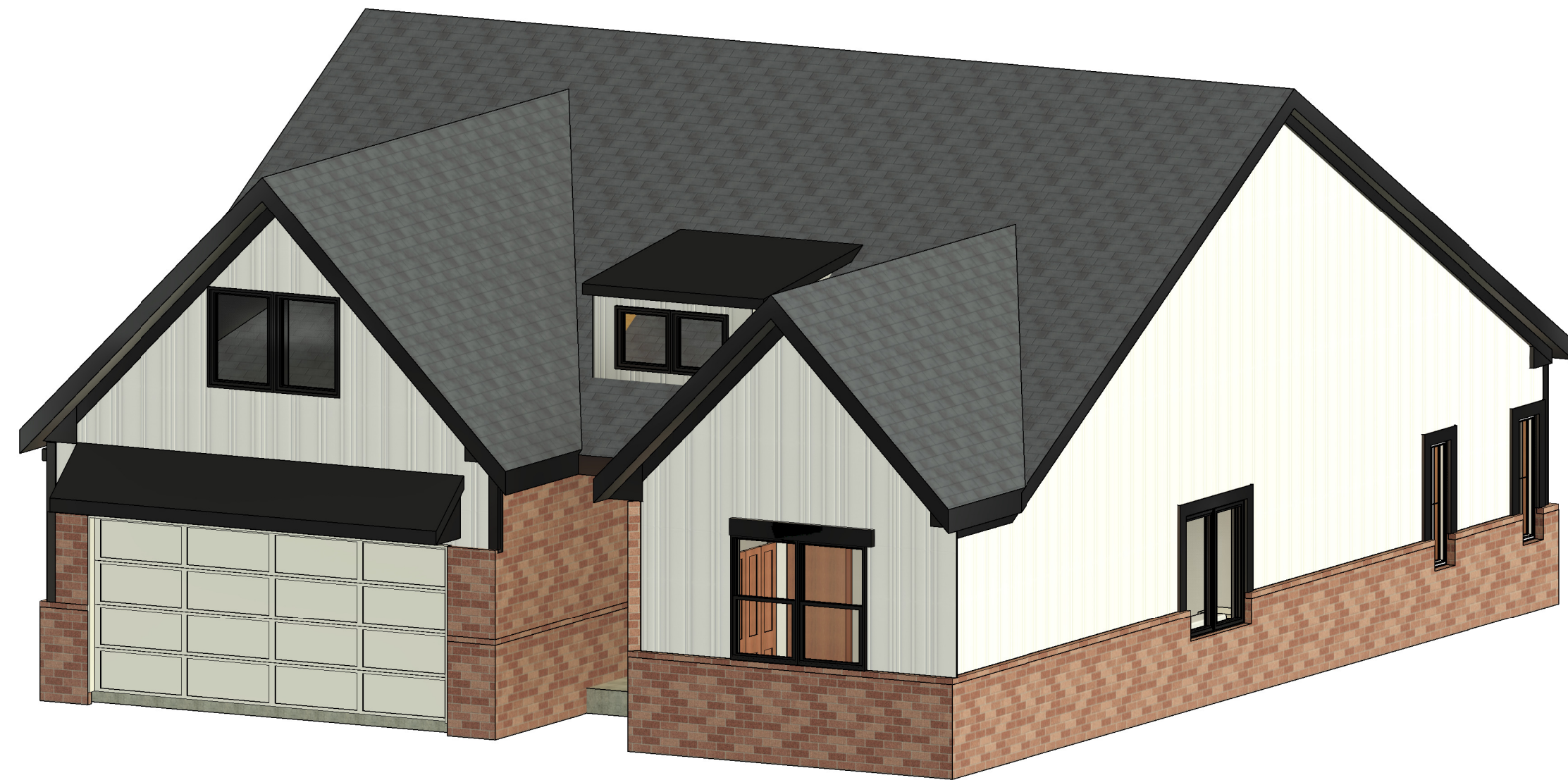
ASPHALT SHINGLES

PAINTED WOOD TRIM

PAINTED WOOD TRIM

BRICK VENEER

INSULATED VINYL FRAMES

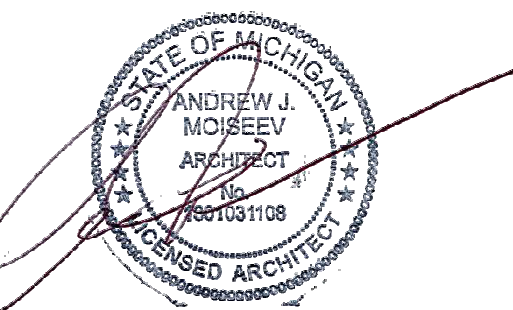


VILLAGE OF HASTINGS

3D VIEWS -
OPTION A

Site Plan Approval

A300



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Client:

GFA
Development -
Ranch Unit

Project Title:

VILLAGE OF
HASTINGS

Troy, MI

Sheet Title:

BD VIEWS -
OPTION B

Project Number: **22312**

Drawn By: **JS**

Checked By: **AJM**
Approved By:

Approved By: **AJM**
Date: **06-16-2023**

ssued:

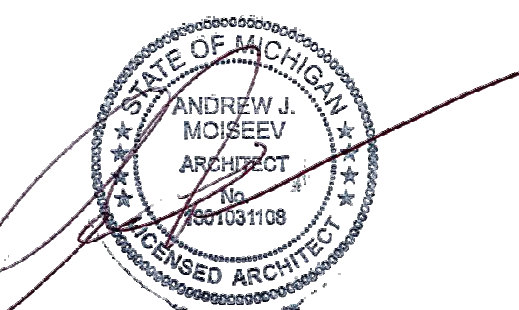
Owner's Review 06-16-23

Owner's Review	11-09-23
Site Plan Approval	01-09-24

Site Plan Approval 04-29-24

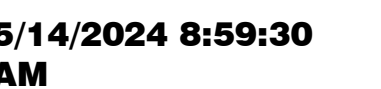
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A300



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GFA

Development - 3 Car Ranch Unit

VILLAGE OF
HASTINGS

Troy, MI

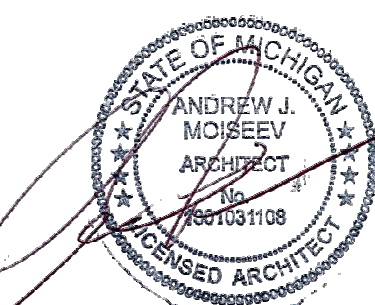
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Date:06-16-2023

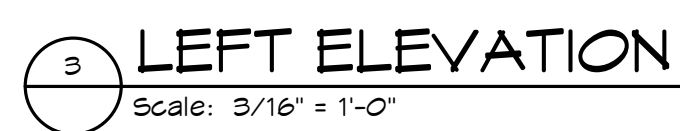
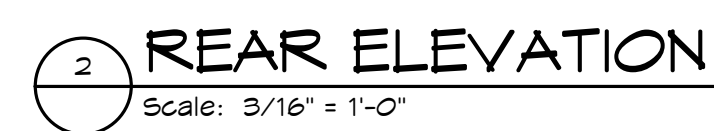
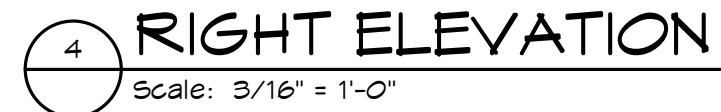
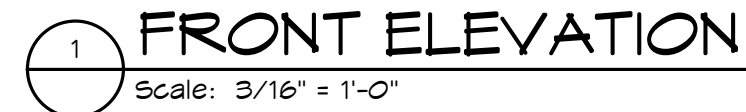
Site Plan Approval	05-14-24
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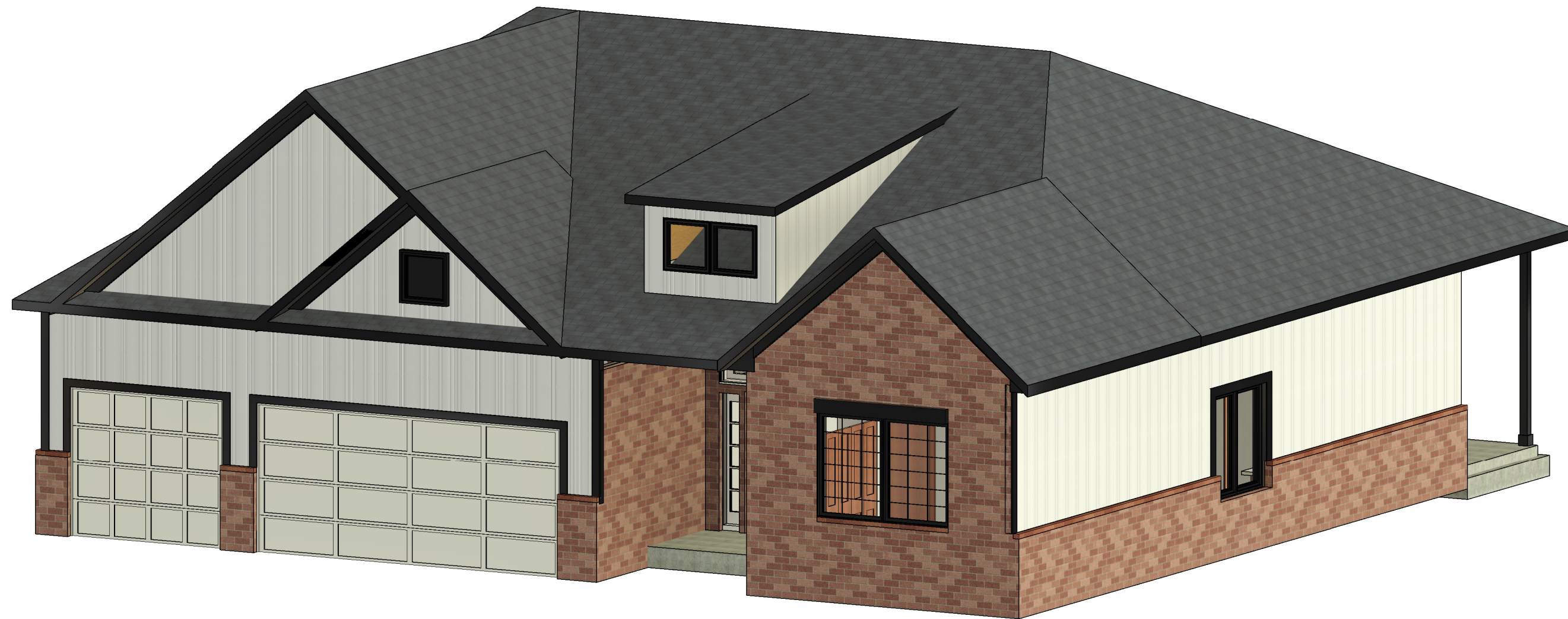
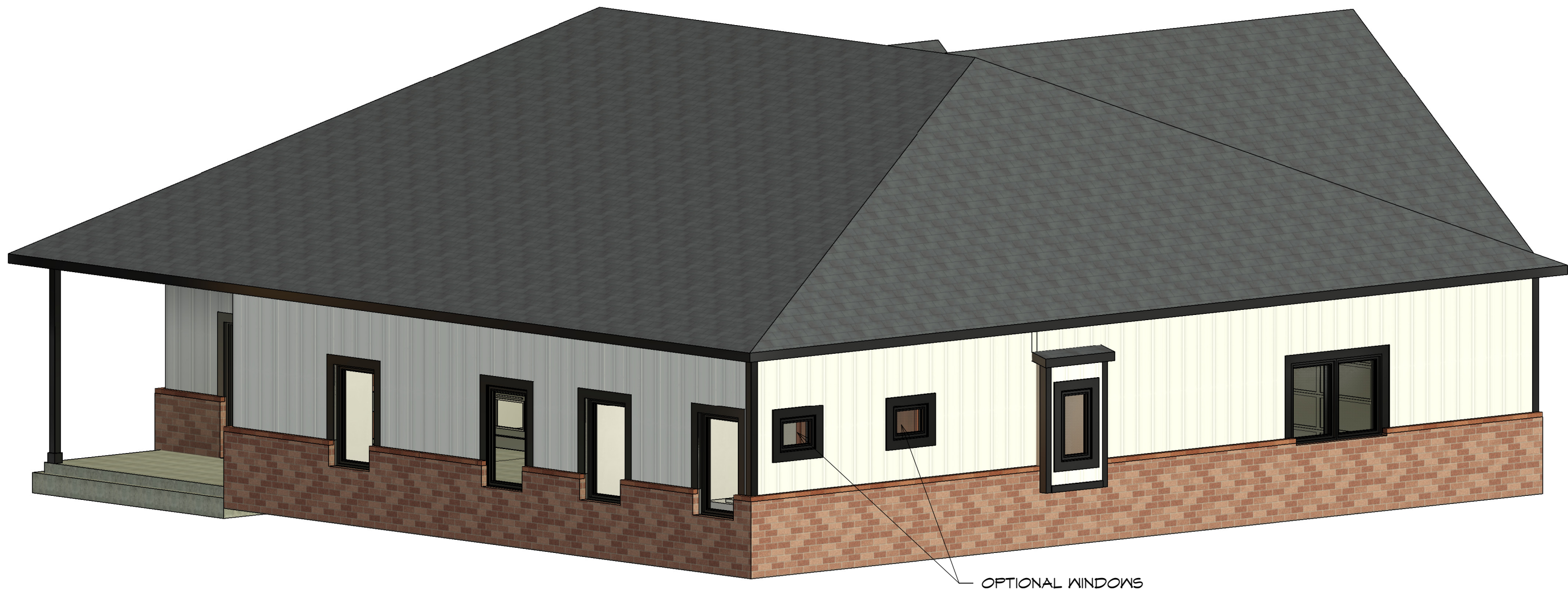
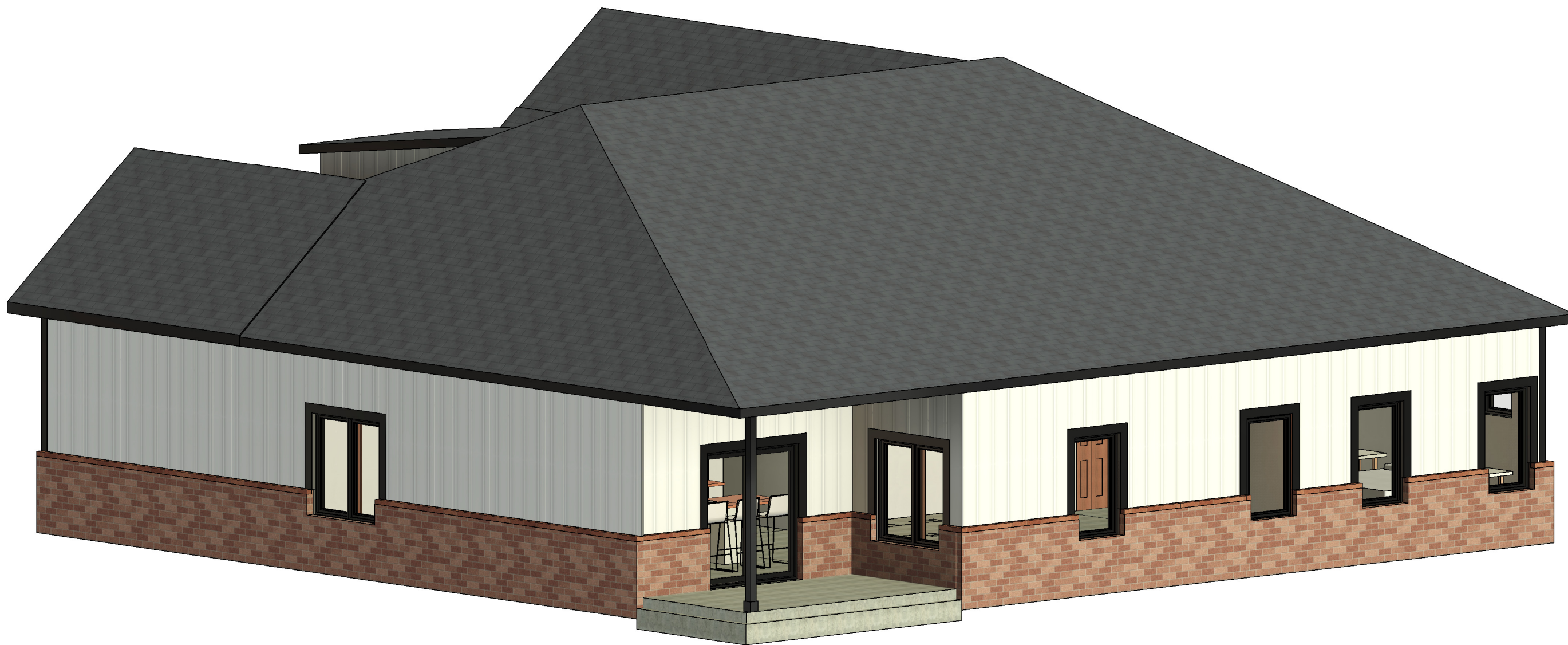
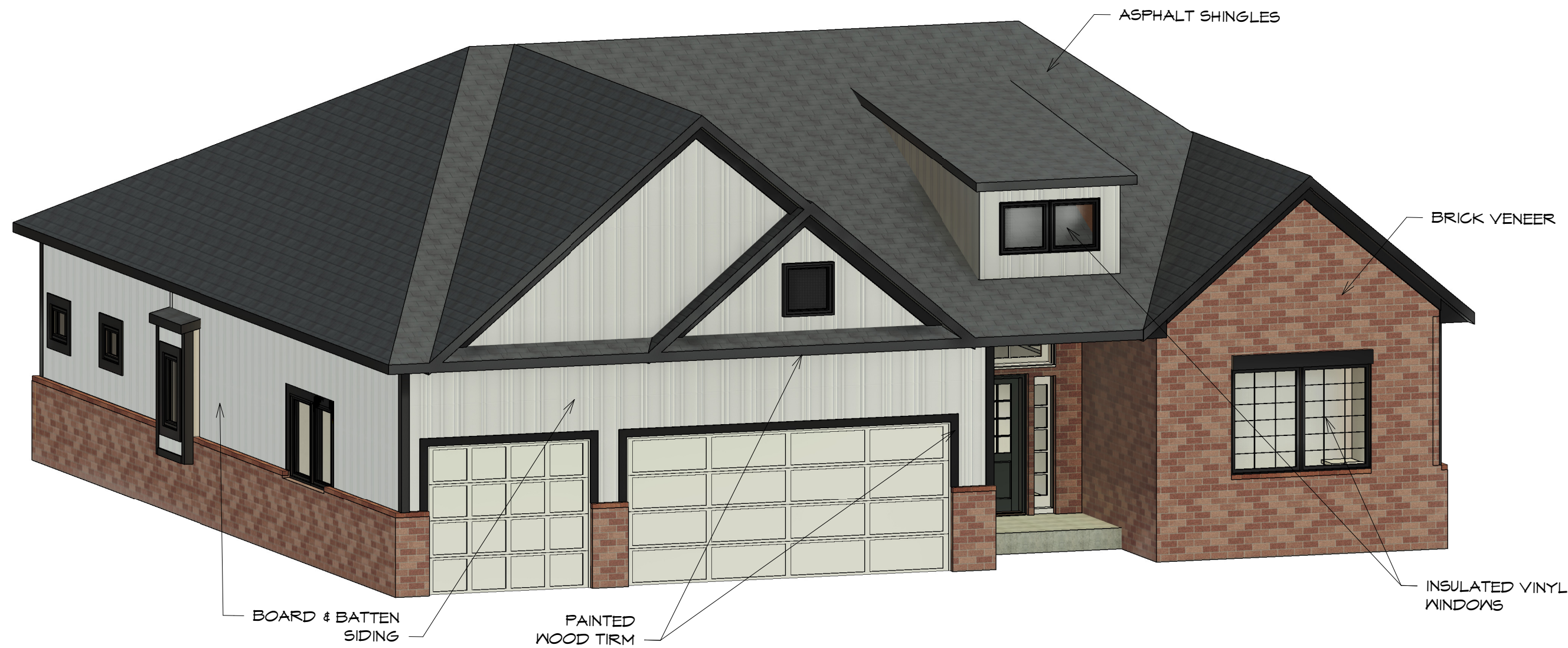
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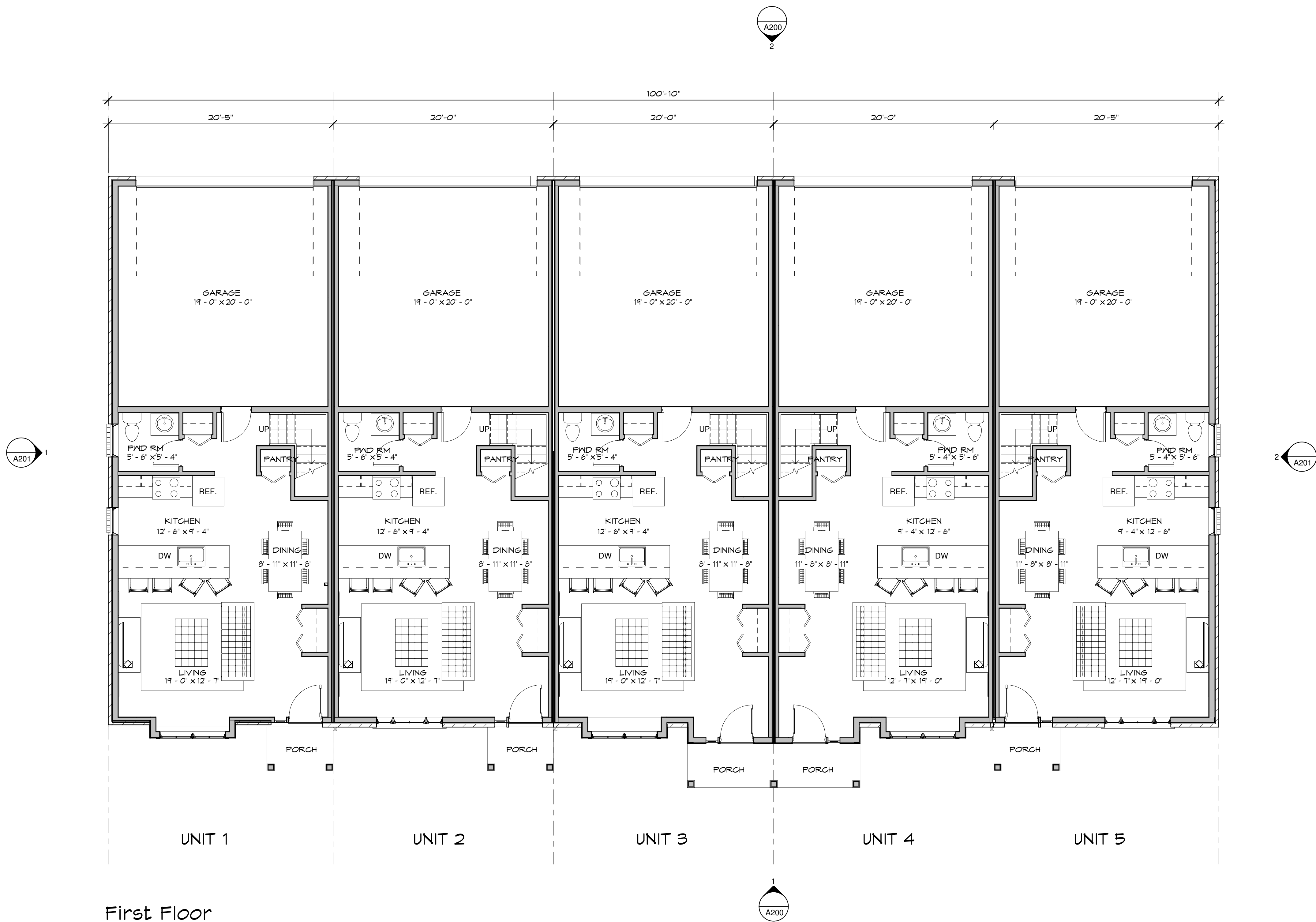


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RANCH UNIT -
3 CAR
GARAGE



First Floor

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5 UNIT

Project Title:

Troy, MI

Sheet Title:

Project Number:22312

Drawn By: AJM, JS

Checked By: AJM

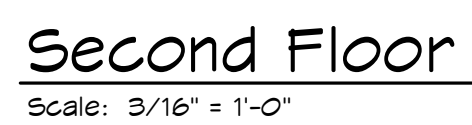
Approved By: AJM
Date: 11-03-23

Issued:

Owner's Review	06-29-23
Site Plan Approval	4-30-24

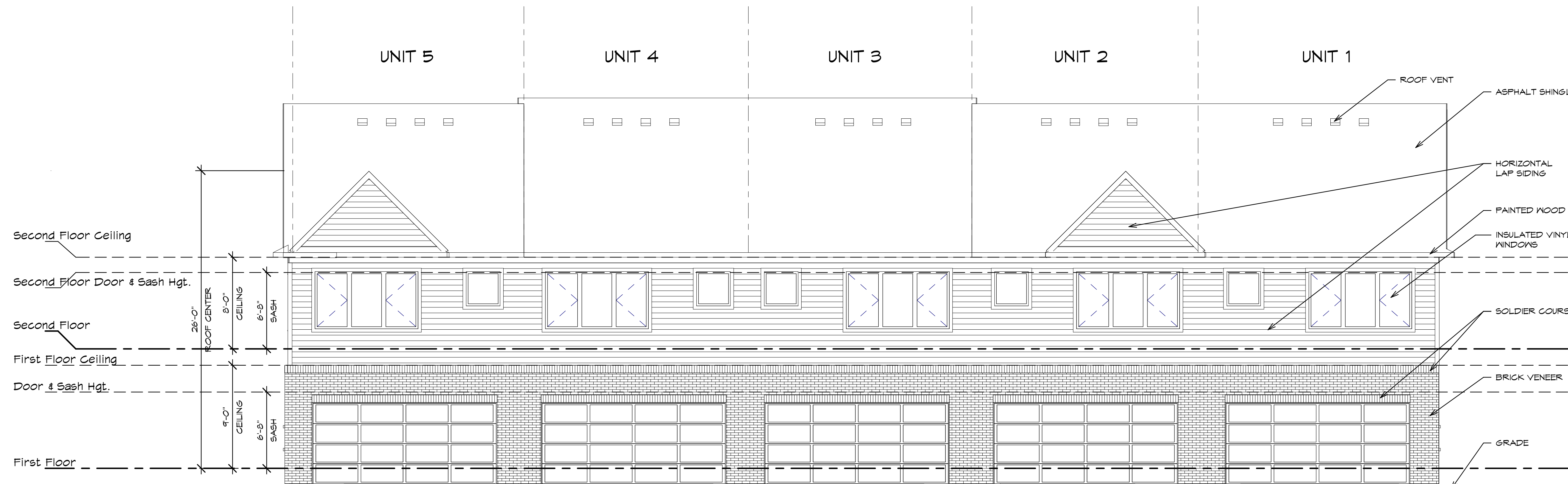
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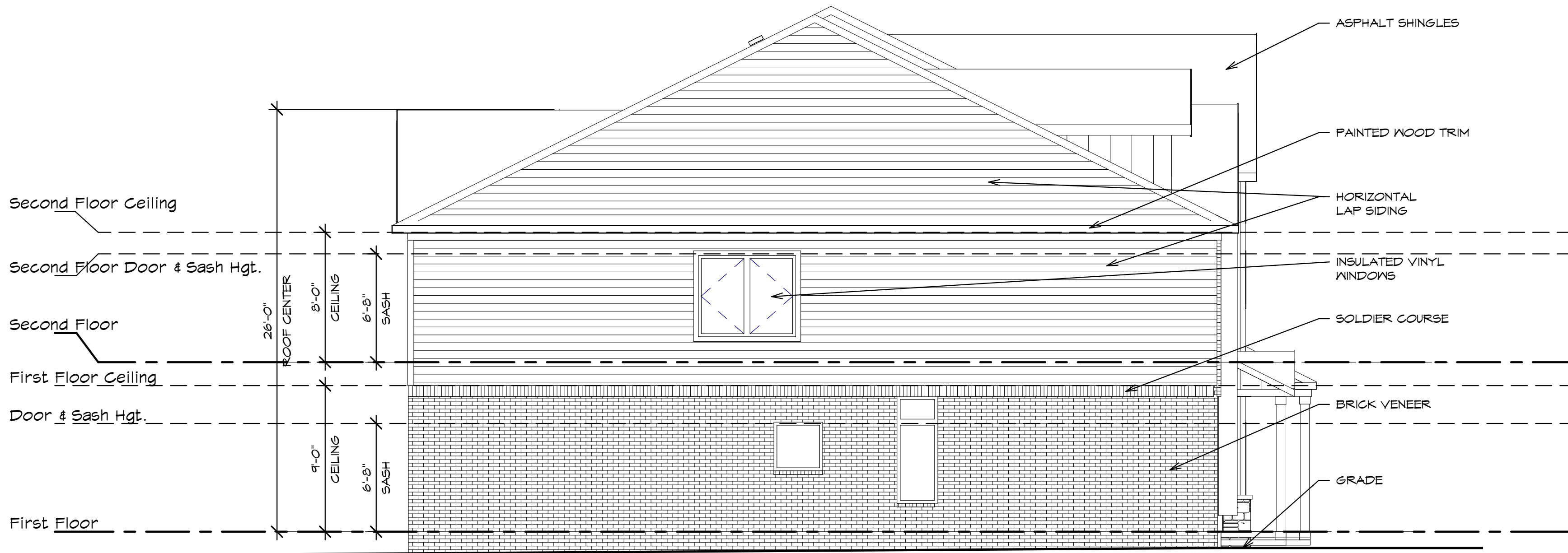




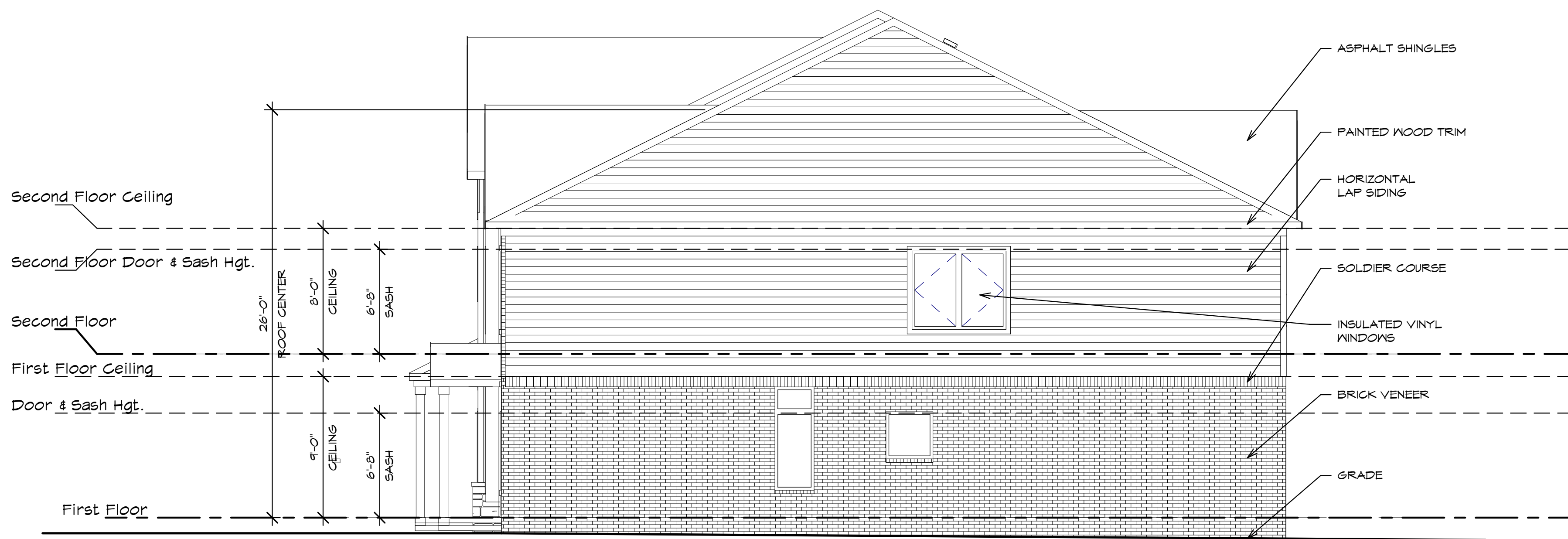
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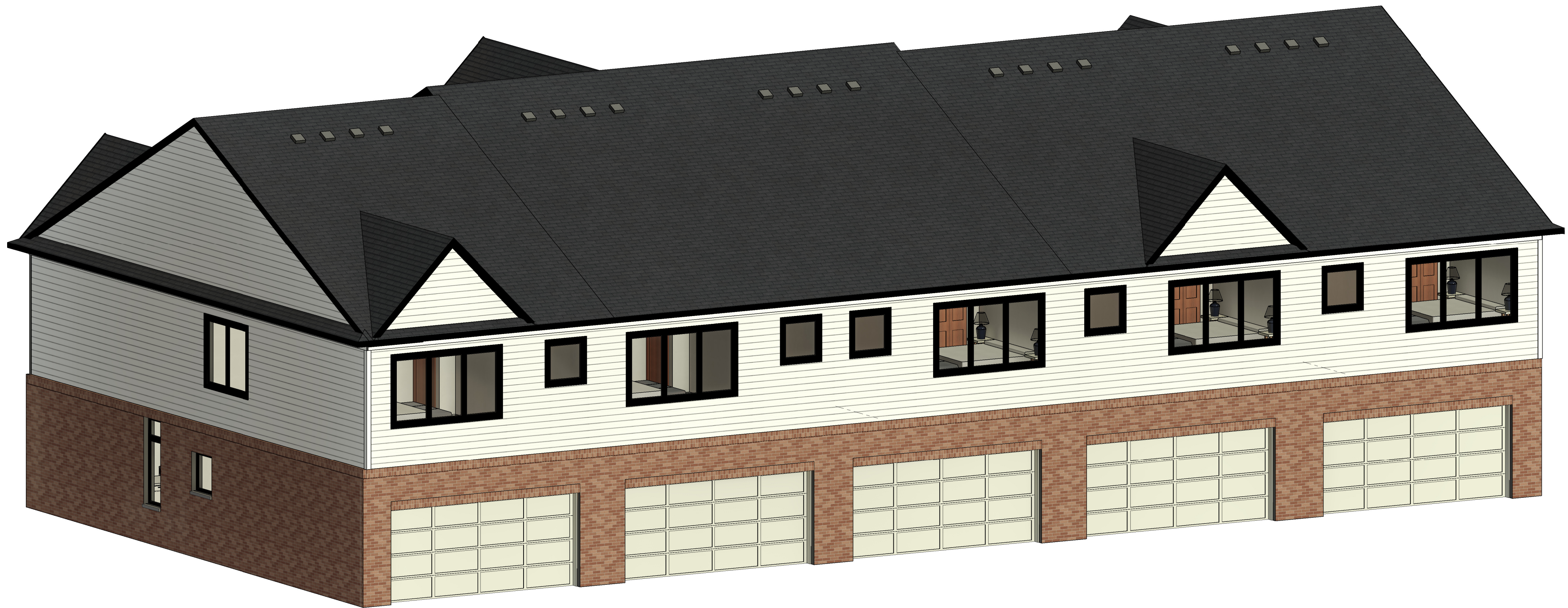
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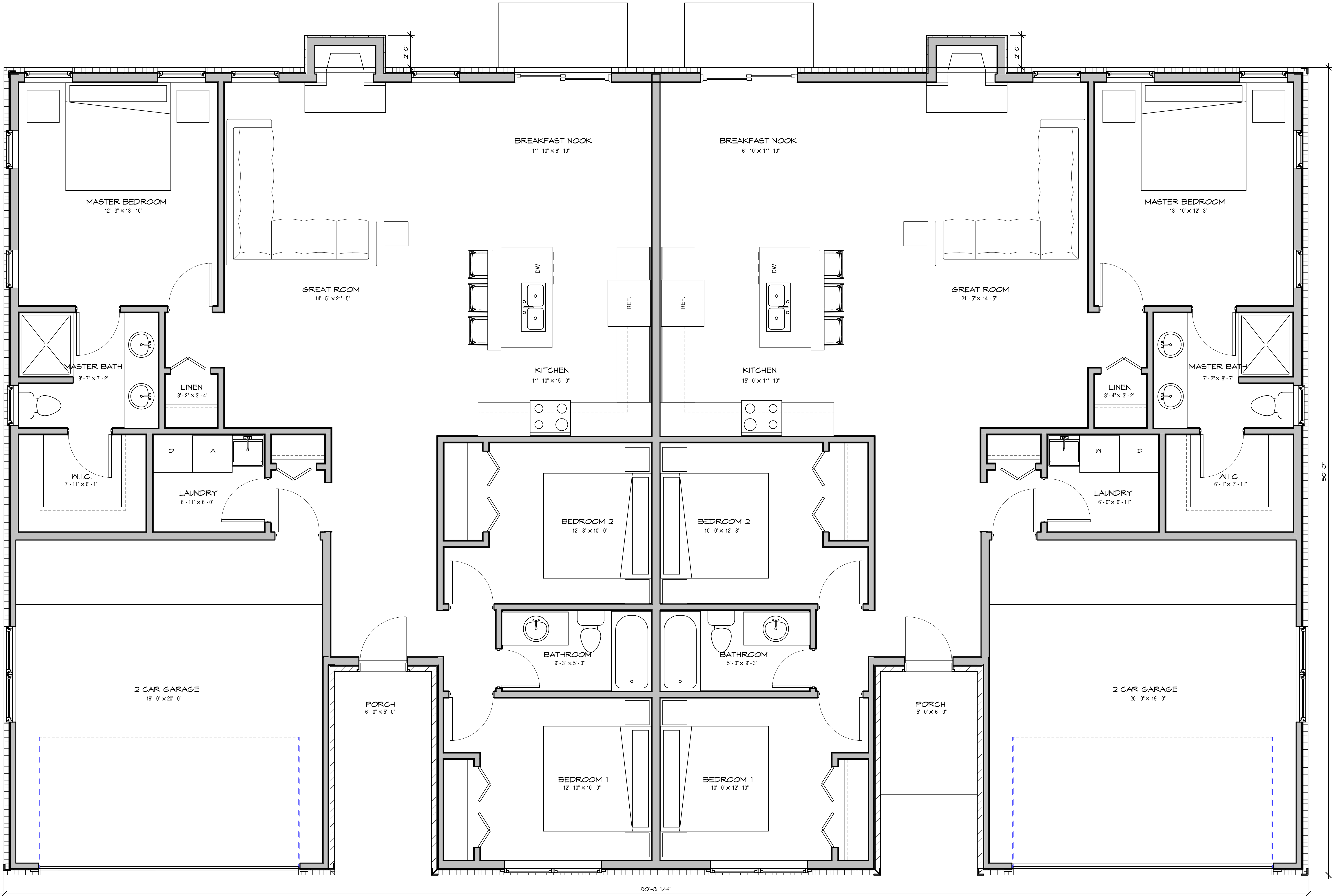


1 WEST ELEVATION
A101 Scale: 3/16" = 1'-0"



2 EAST ELEVATION
A101 Scale: 3/16" = 1'-0"





FIRST FLOOR PLAN

Scale: 3/8" = 1'-0"



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Client:

GFA
Development -
Ranch Duplex

Project Title:
VILLAGE OF
HASTINGS

Troy, MI

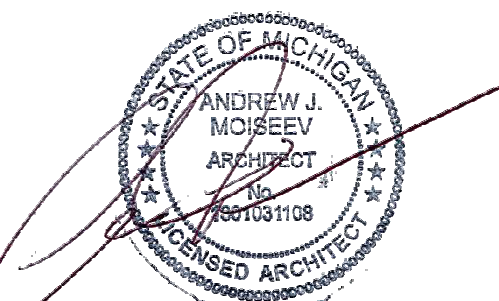
Sheet Title:
FIRST FLOOR
UNIT PLAN

Project Number: 22312
Drawn By: AJM, JS
Checked By: AJM
Approved By: AJM
Date: 06-16-2023

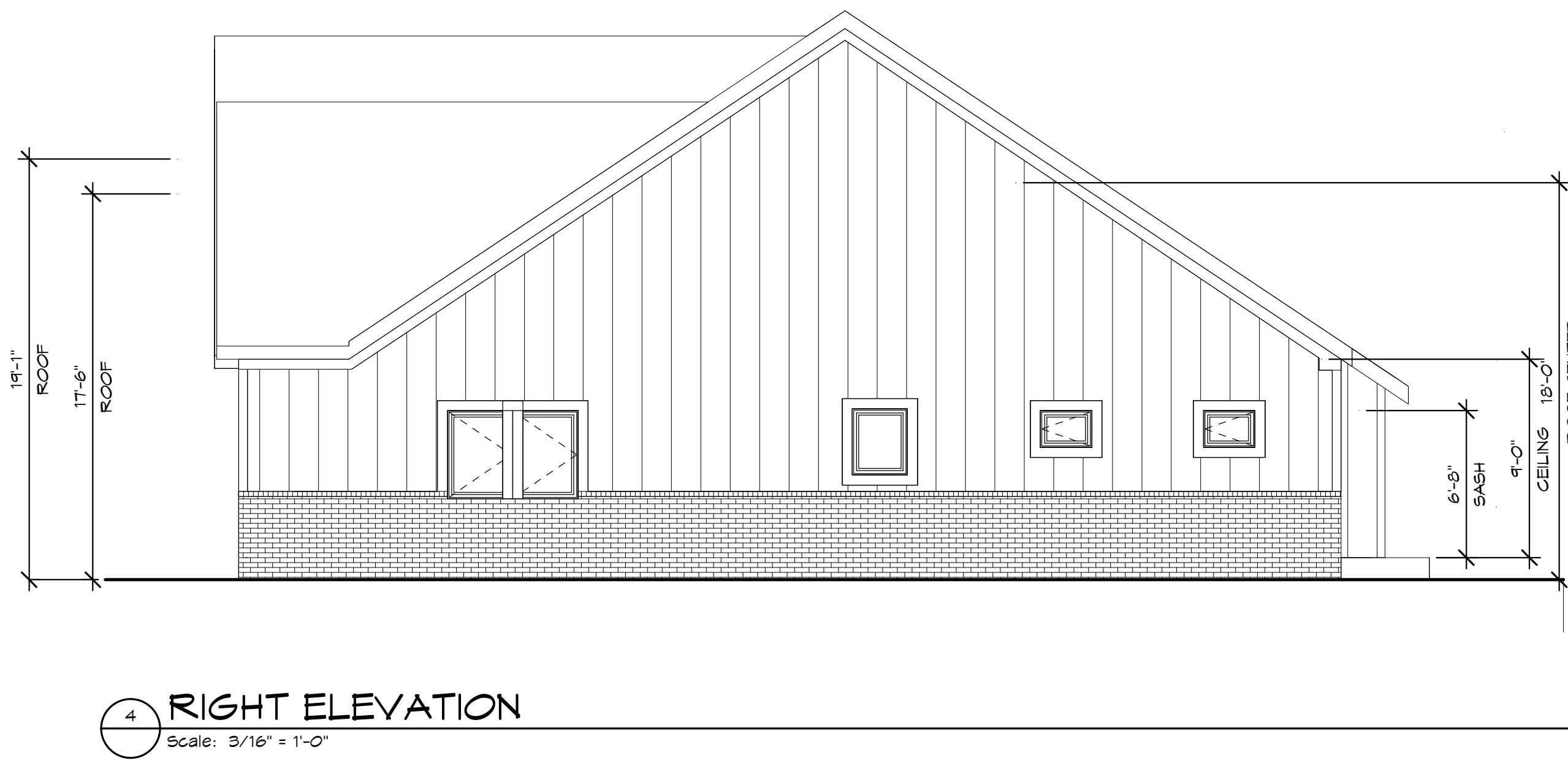
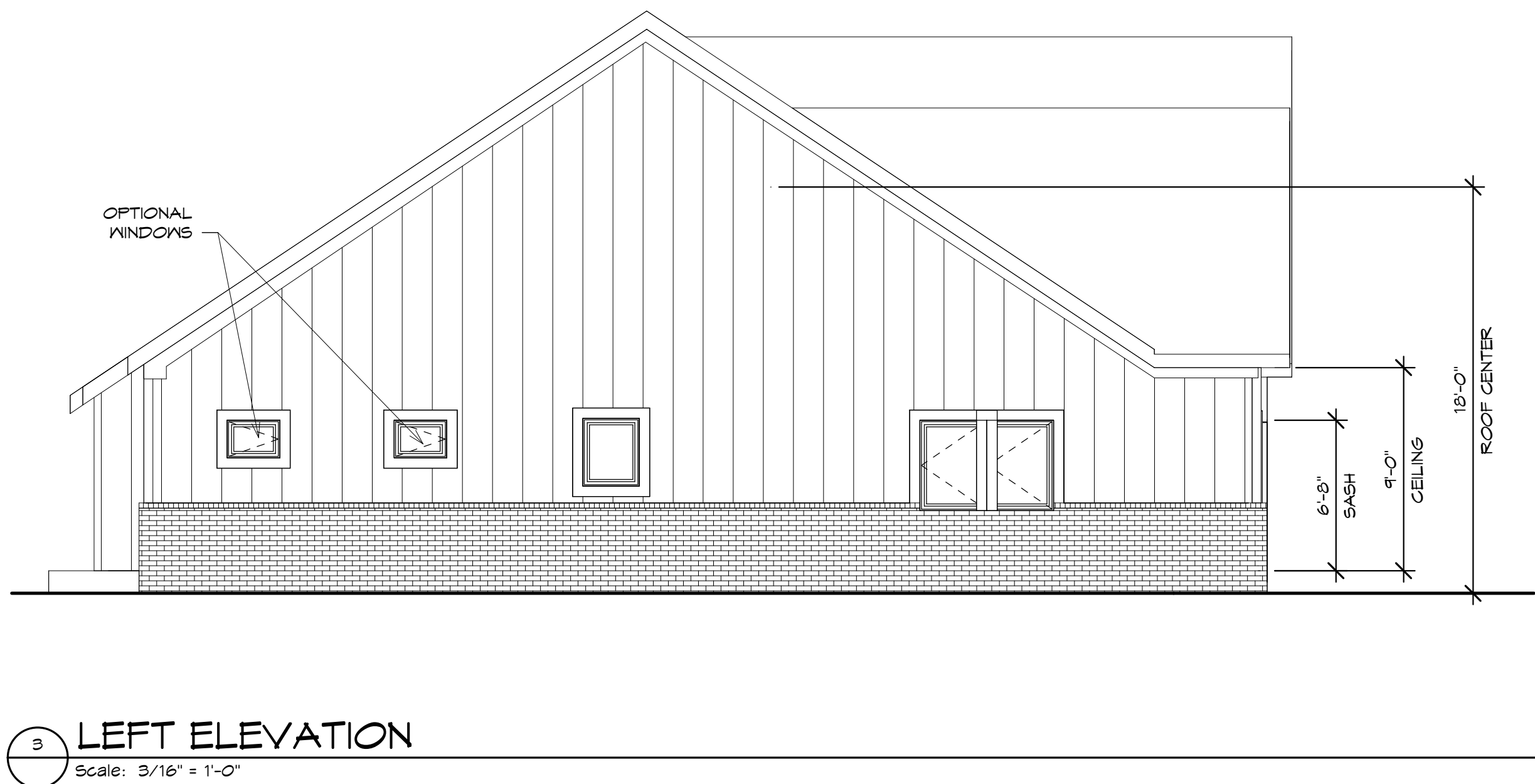
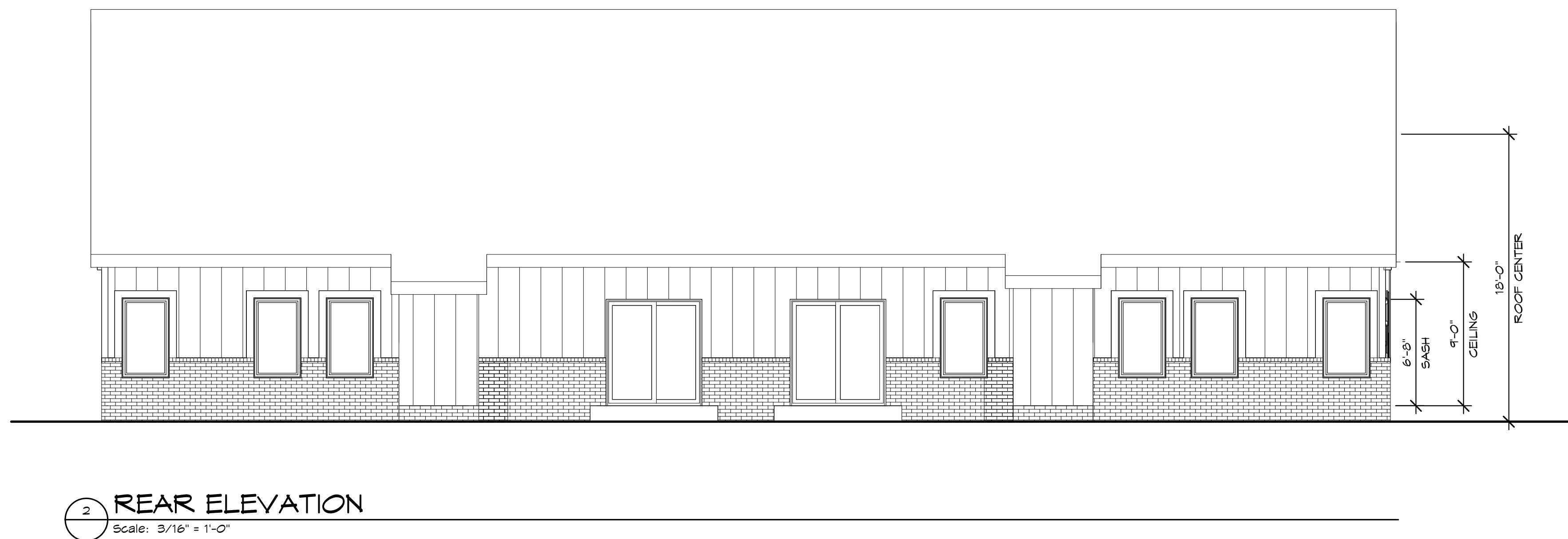
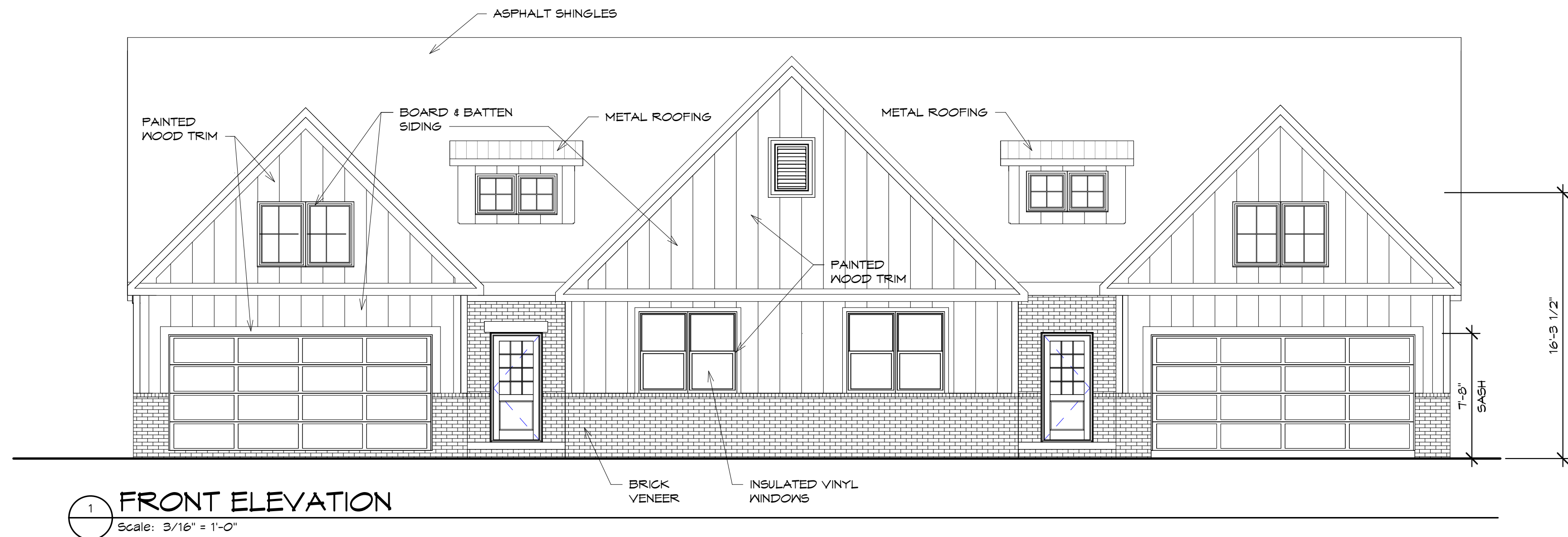
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Owner's Review 11-09-2023

Sheet Number:

A100



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Client:

TWO STORY
DUPLEX

Project Title:

VILLAGE OF
HASTINGS

Troy, MI

Sheet Title:

FIRST FLOOR
PLAN

Project Number: **22312**

Drawn By: **AJM, JS**

Checked By: **AJM**
Approved By: **AJM**

Approved By: **AJM**
Date: **06-16-2023**

06-16-2023

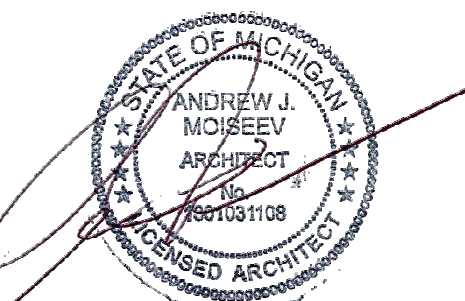
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Owner's Review	06-16-23
Buyer's Review	11-22-23

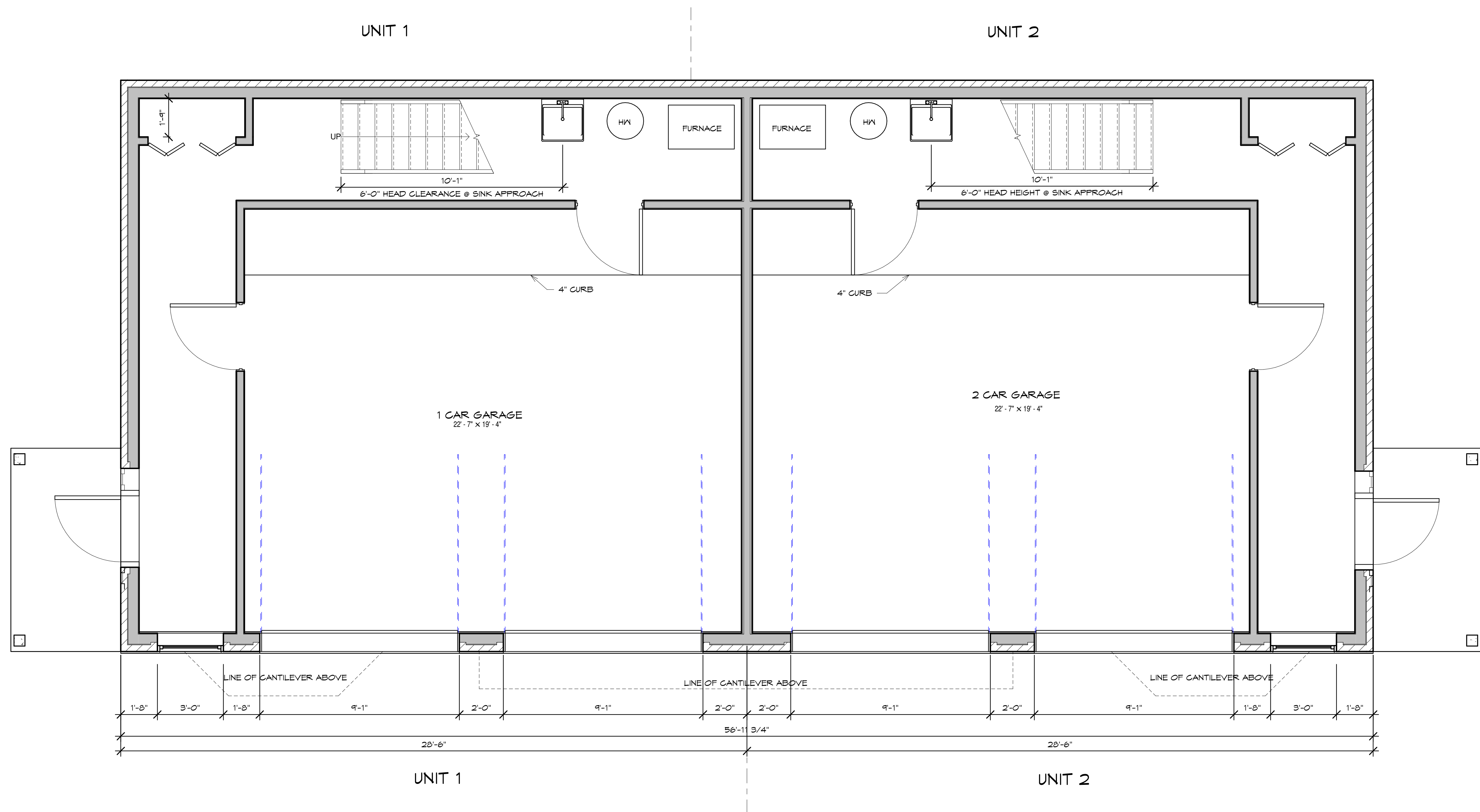
Owner's Review	11-08-23
Site Plan Approval	4-26-2024

Sheet Number:

A100



4/30/2024 4:41:07 PM



FIRST FLOOR PLAN

Scale: $\frac{3}{8}" = 1'-0"$

SECOND FLOOR PLAN

Scale: $3/8" = 1'-0"$



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Client:

Project Title:VILLAGE OF
HASTINGS

Troy, MI

Sheet Title:

ELEVATIONS

Project Number:22312

Drawn By: AJM, JS

Checked By: AJM

Approved By: AJM

Date:06-16-2023

Issued:

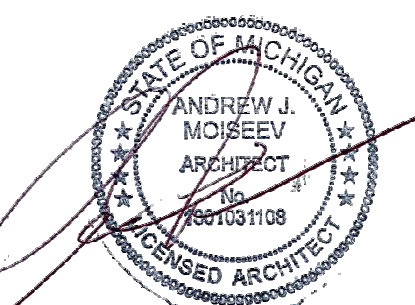
Review 08-04-16

Owner's Review	06-16-23
Summary Review	11-22-23

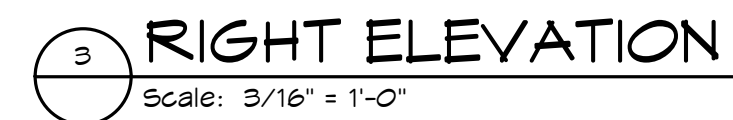
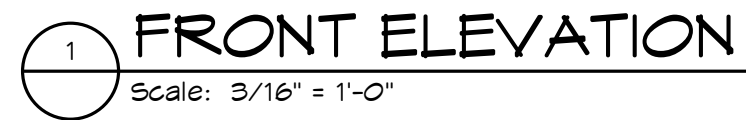
Owner's Review	11-08-23
Site Plan Approval	4-26-2024

Sheet Number:

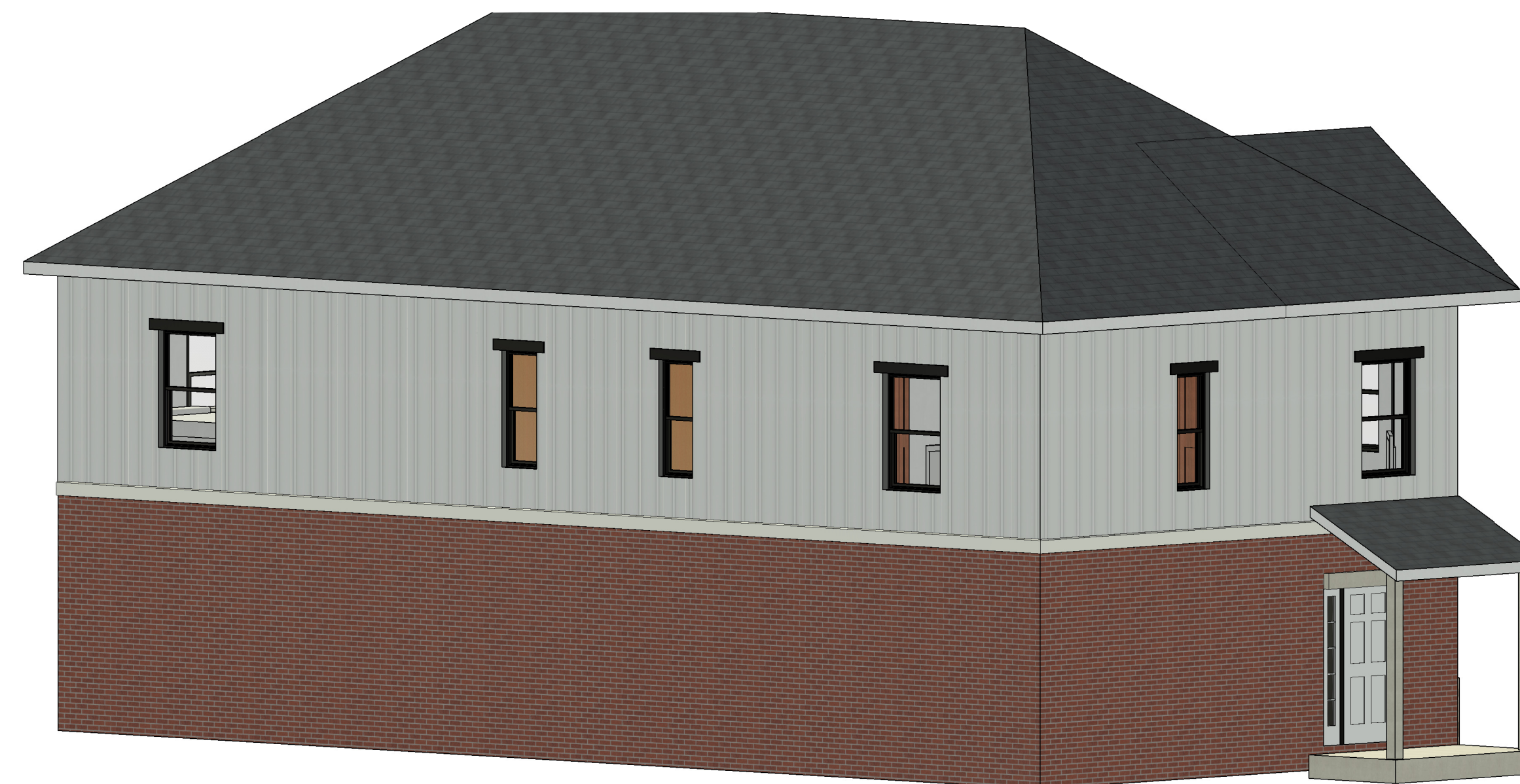
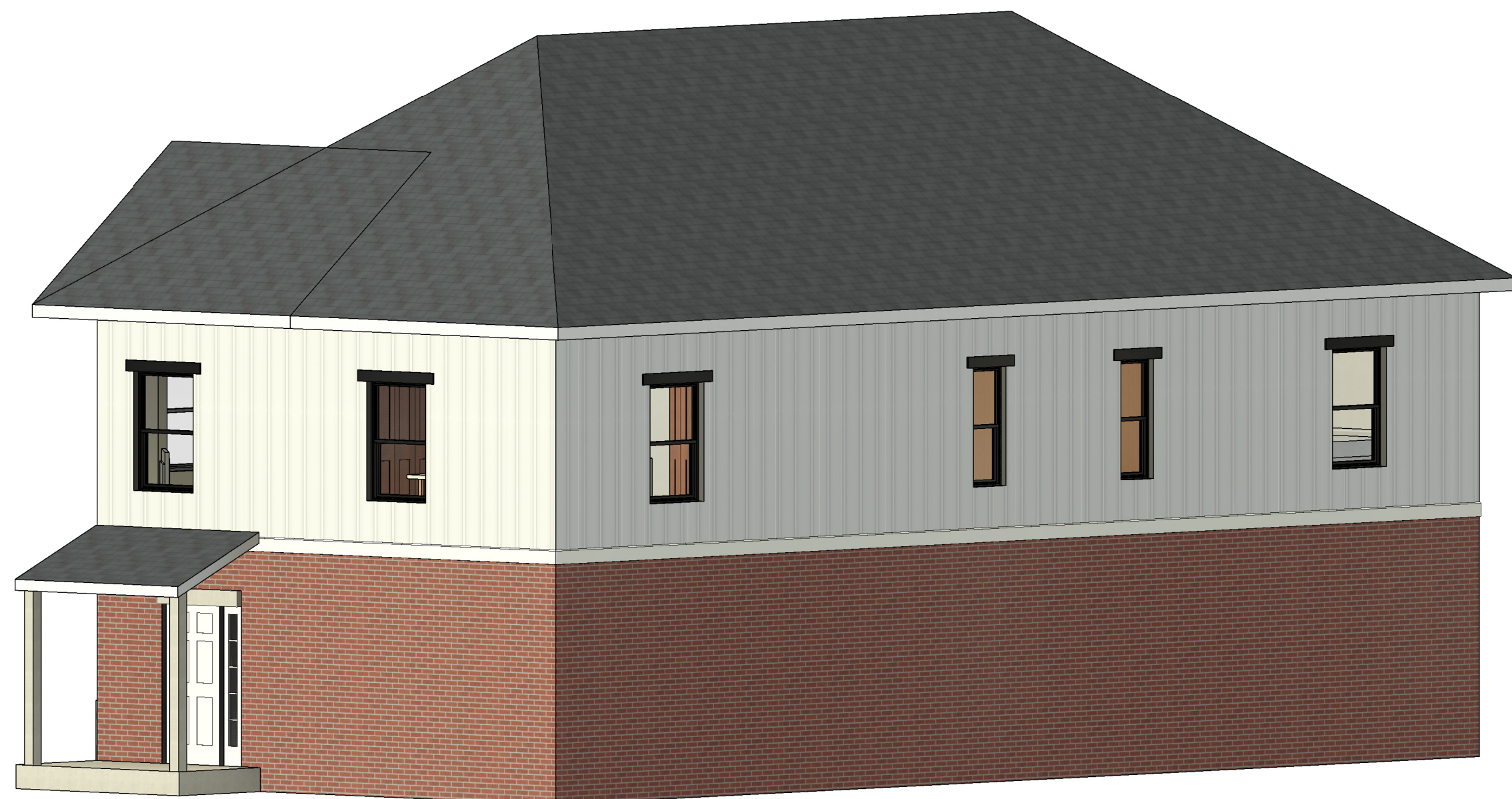
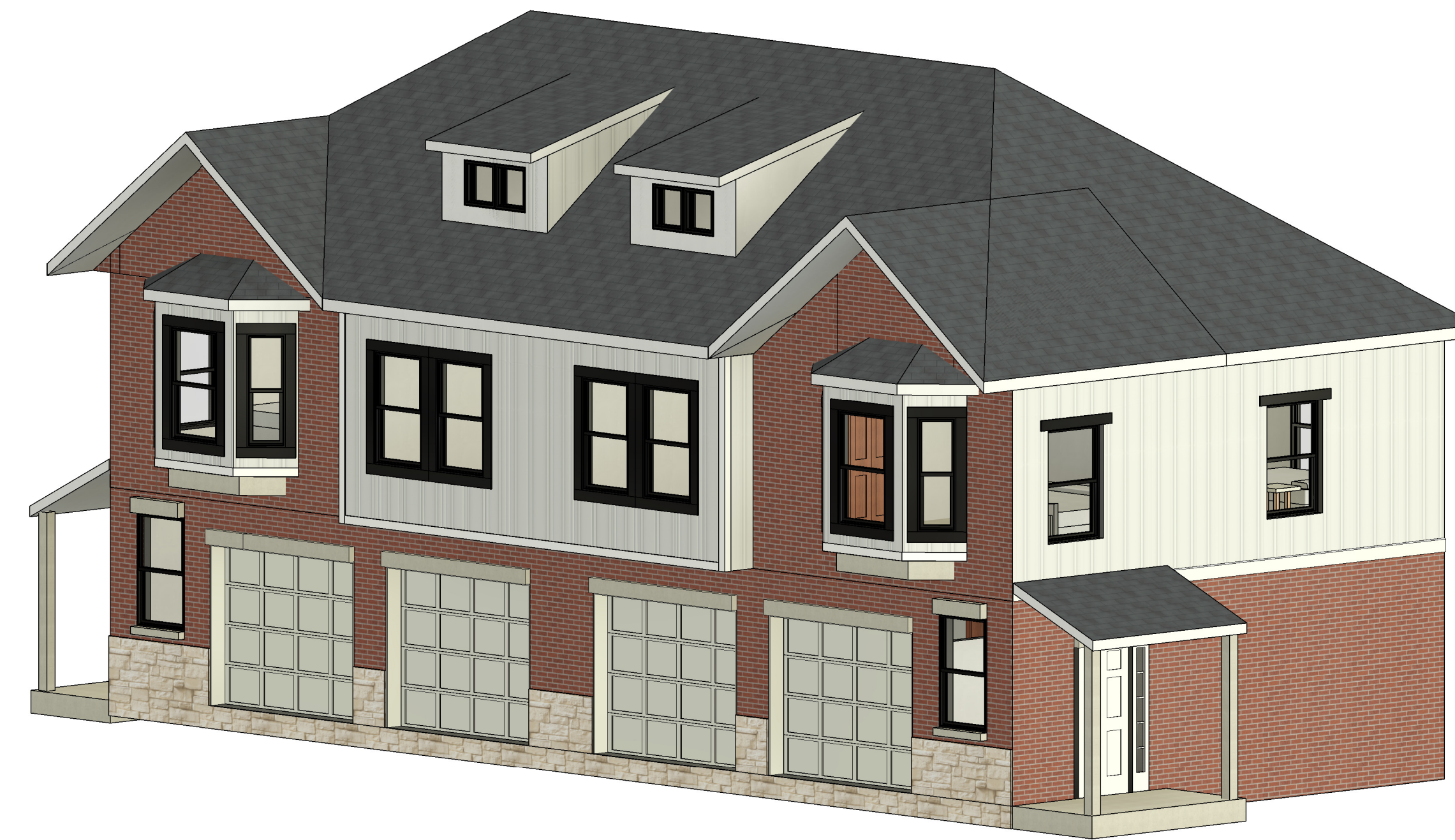
A200



4/29/2024 2:52:39 PM



4 LEFT ELEVATION
Scale: 3/16" = 1'-0"





Ranch Duplex Units
Village of Hasting

MGA Project Number 22312 May 14, 2024
Moiseev/Gordon Associates, Inc.
4351 Delemere Court Royal Oak, MI 48073

www.mga-architects.net
248.549.4500 voice 248.549.7300 facs

MGA

Architects/Designers
www.mga-architects.net
info@mga-architects.net
248.549.4500



3 – Car Ranch Unit
Village of Hasting

MGA Project Number 22312 May 14, 2024
Moiseev/Gordon Associates, Inc.
 4351 Delemere Court Royal Oak, MI 48073

www.mga-architects.net
 248.549.4500 voice 248.549.7300 faxes

MGA

Architects/Designers
www.mga-architects.net
info@mga-architects.net
 248.549.4500



5 Unit – Townhouse
Village of Hasting
 MGA Project Number 22312 April 30, 2024
Moiseev/Gordon Associates, Inc.
 4351 Delemere Court Royal Oak, MI 48073

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 248.549.4500



Ranch Duplex Units
Village of Hasting

MGA Project Number 22312 May 14, 2024
Moiseev/Gordon Associates, Inc.
4351 Delemere Court Royal Oak, MI 48073

www.mga-architects.net
248.549.4500 voice 248.549.7300 facs

MGA
Architects/Designers
www.mga-architects.net
info@mga-architects.net
248.549.4500



2 Story Duplex Unit
Village of Hasting

MGA Project Number 22312 April 29, 2024

Moiseev/Gordon Associates, Inc.
4351 Delemere Court Royal Oak, MI 48073

www.mga-architects.net
248.549.4500 voice 248.549.7300 faxes

MGA

Architects/Designers
www.mga-architects.net
info@mga-architects.net
248.549.4500

From: Lynn Cronin

To: Planning

Cc: Larry Cronin

Subject: Development

Date: Wednesday, October 18, 2023 6:38:02 PM

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Planning Commission,

This letter is in regards to the potential development north of Square Lake Road and east of Livernois, Parcel ID88-20-03-301-088. We are OPPOSED to the developer wanting to rezone the R1B to a PUD. We are OPPOSED to any multi-level structures such as the ones near the southwest corner of Square Lake Road, the Tisbury Square Townhouses.

We SUPPORT a development that maintains lot sizes consistent with Troy's Master Plan that was approved by a previous Troy Planning Commission and City Council.

Thank you for your consideration.

Larry and Lynn Cronin

130 Telford Dr.

Troy, MI 48085

From: [Jeff W](#)
To: [Planning](#)
Subject: Rezone Request Parcel Id: 20-03-301-088, -023, -024, -025, & 20-03-351-004
Date: Wednesday, October 25, 2023 12:42:15 PM

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Board Members....

I spoke last night at the Planning Commission meeting, 10-24-23....Non Agenda. There is a rezone request for the land near Troy Corners (Square Lake rd and Livernois) coming up on November 28th. I mentioned that, as one of the subdivision representatives, I would like to personally invite any and all Board Members to briefly stop by my house on 159 Telford Dr to view the properties in question. This rezone request is one of the largest for this corner in my 24 years living in Telford Ridge. My thoughts are that each of you could view the location from a different perspective. Instead of seeing the upcoming rezone request on paper, aerial shots or driving by, come and get a feel for the neighborhood and the surroundings. See what's here and get an up close visual on what it would be if the rezone request gets approved. Looking forward to meeting everyone....

Thanks for the consideration,
Jeff and Leasa Williams
159 Telford Dr
248 670 2020
kingwilly91@gmail.com

From: twig.teams-0v@icloud.com
To: [Planning](#)
Subject: "Village of Hastings"
Date: Tuesday, November 28, 2023 10:19:34 AM

[You don't often get email from twig.teams-0v@icloud.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear planning commission,

I am opposed to the village of Hastings project near Square Lake and Livernois. We should not be allowing developers to demolish 100+ year old historic structures just like the houses proposed demolished for this project. Historically, these four corners have been a population center; its own community called Troy Corners. I know that's long gone, but these old homes were a part of the original Troy Corners. Although, Troy has a bad reputation for demolishing historic homes and buildings for projects like this one. The community of Big Beaver was wiped off the face of the earth by bad suburban planning policies of previous Troy planning commissions. But all of you on the planning commission have a chance to help save historic houses, and make progress towards a better reputation for the city of Troy. It is my understanding that the developers plan calls for preserving two of four historic homes. That's not good enough. They have plenty of land behind the houses already, why are they being so greedy? The planning commission should not allow this project in its current state. I'd support it without the demolition of two (or more) historically significant homes.

I'd like to add that despite sharing concerns with members of an HOA, I think HOAs are bad and I encourage the dissolution of each and every one.

I cannot make the meeting but want my voice heard. Thank you for your consideration.

Sent from my iPhone

From: [Lynn Cronin](#)
To: [Planning](#)
Cc: [Larry Cronin](#)
Subject: Development
Date: Wednesday, October 18, 2023 6:38:02 PM

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Planning Commission,

This letter is in regards to the potential development north of Square Lake Road and east of Livernois, Parcel ID88-20-03-301-088. We are OPPOSED to the developer wanting to rezone the R1B to a PUD. We are OPPOSED to any multi-level structures such as the ones near the southwest corner of Square Lake Road, the Tisbury Square Townhouses.

We SUPPORT a development that maintains lot sizes consistent with Troy's Master Plan that was approved by a previous Troy Planning Commission and City Council.

Thank you for your consideration.

Larry and Lynn Cronin
130 Telford Dr.
Troy, MI 48085

From: [Bob Bruner](#)
To: [Planning](#)
Cc: [Mark F Miller](#); [Megan E Schubert](#)
Subject: FW: Village of Hastings
Date: Monday, October 30, 2023 9:41:58 AM

FYI

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

From: Nannette Gearhart <nannettegearhart@gmail.com>
Sent: Sunday, October 29, 2023 7:43 PM
To: City Council Email <CityCouncilEmail@troy.mi.gov>
Subject: Village of Hastings

[Some people who received this message don't often get email from nannettegearhart@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello I am emailing you tonight to make sure you are aware of the Village of Hastings development at Square Lake Road and Livernois. This project will require rezoning and demolition of at least 2 100 year old homes on Livernois. I live on the corner of Livernois and Aspinwall and myself and most of the neighbors are very upset with this project and feel that this area is the last unique area of Troy that has several 100 year old houses that the owners have spent many years and lots of money preserving these homes!!! This project does not belong in this area which includes 42 condominiums and 3 ranch houses. I plan on attending the Planning Commission Public Hearing on November 28th and hope that we have support in not moving forward with this proposal. Thank you Nannette Gearhart 6197 Livernois for the past 27 years

Sent from my iPhone

From: marv schoenherr

To: Planning

Subject: Proposed Village of Hastings Planned Unit Development PUD-020

Date: Friday, October 13, 2023 9:48:38 AM

Planning Commission,

The Telford Ridge HOA met with this developer on May 15, 2023 to discuss his proposed site plan for this development. After much discussion, he agreed to not make Telford Dr. a through street to Sq. Lake Rd., keep all buildings at two (2) stories, eliminate the pickle ball courts and put single family homes on the far east end of the proposed development. He further agreed to submit the revised plan to the Telford Ridge HOA prior to the planning meeting scheduled on October 24, 2023, which he has not done. So, his credibility is immediately in question.

We totally understand progress, as we live in what used to be a 'pasture', but we also live in this city because it has 'sanctuary' neighborhoods such as Telford Ridge. However, Troy is turning into a multi-family building community. Greenspace and yards for families to enjoy are getting lost in three and four storied buildings with covered parking spaces and concrete lots while traffic is increasing at an alarming rate.

We can agree to a rezoning IF this developer does exactly what he told us he would do, and we would have to see the site plan as submitted to the city for approval. However, if he does not, we are totally against this rezoning. He can build single family dwellings in accordance with the current zoning requirements.

This type of construction/zoning is not in the spirit of why we moved to Troy. The city, in our opinion, has not placed the residents' interest over tax collection.

We ask that you seriously consider this application, as well as those in the future, to keeping Troy a beautiful community and not a cluttered community.

In conclusion, we are against this rezoning without the consensus of the Telford Ridge HOA to the proposed site plan as discussed with this developer on May 15, 2023.

Respectfully,

Marv & Cindy Schoenherr
115 Telford Dr.
Troy, MI 48085

Ann Coleman
6091 Livernois Road
Troy, MI 48098

City of Troy Planning Commission
500 W Big Beaver Road
Troy, MI 48084

April 14, 2024

Dear Planning Commission,

I am writing to follow up on the topic of rezoning R1B to PUD that was discussed Tuesday April 9, 2024.

It was not my, nor do I believe anyone's intent, to create surprise among the commission. I and my neighbors have put many, many hours of learning, exploring, and thought into the proposal to rezone the R1B at Square Lake and Livernois roads to PUD.

An either-or choice was presented to the Telford HOA by the developer. The developer has not reached out to talk to me, or anyone on the west side of Livernois Road that I know of. In addition, I have repeatedly heard at commission meetings that the developer has the right to build the 14 units on Square Lake because of past decisions, he is within his rights, unless the PUD development can go in. So, I truly believe that we have an either-or choice. I respect the developer's rights.

In thinking about the loss of old/historic homes to build new single-family homes with adjacent unit development on Square Lake, vs keeping the homes and seeing unit development behind them, I would rather see the new homes in R1B. For 3 reasons:

- 1) *The developer has not maintained the old/historic homes from the curb view.* The landscape has overgrown, a chopped wood fence has fallen apart (although on Sunday the 14th I saw a man repairing it after years), and mold/mildew covers the siding. This tells me that he truly does not care about these homes as assets to the neighborhood. I do not trust his words that say he will repair them. I trust his previous actions. And there is no guarantee that a new owner would maintain them as historic. It would be a niche sale.
- 2) *The intent of this area has not changed, and I agree with the intent of the master plan for this area.* "The Master Plan recognizes that **single-family residential neighborhoods are vital components of the City....** The R-1A through R-1E Districts are further intended to **preserve and improve upon the quality of residential neighborhoods while permitting a limited number of other compatible uses** which support residential neighborhoods."
- 3) If the precedent is set to increase density of housing this will lead to a ripple effect of widening the road and *I will lose my house because it sits close it.* It is obvious that the properties on the east side of Livernois, south of Square Lake are likely going to be re-developed, along with the area to the east that the developer says he owns. We have many more homes getting built. Any density greater than R1B is concerning.

I believe that community development, when there is conflict, ought to be worked out through discussion and compromise. I believe I am a stakeholder. If I am wrong about these things, I humbly ask for correction.

Thank you, as always, for your service.

Respectfully submitted,

Ann Coleman

From: [Shelley Stenger](#)
To: [Hirak Chanda](#); [David Hamilton](#); [Ellen C Hodorek](#); [Mark A Gunn](#); [Ethan Baker](#); [Planning](#); [Rebecca A. Chamberlain-Creangă](#); [Theresa Brooks](#)
Subject: PUD and Troy Corners
Date: Monday, May 13, 2024 8:43:21 PM

Some people who received this message don't often get email from shellsellshomes1@gmail.com. [Learn why this is important](#)

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Dear Planning Commision and City Council members,

I am out of town so I wanted to send this to be included in the public remarks at the next meeting. I will keep this short and sweet.

My mom and I live on 437 E Hurst Drive near historic Troy Corners. My mom has lived here for 62 years after my dad built our house. We love our neighborhood but we do not like what has been happening in our area in the last handful of years.... beginning with the townhouses next to Peppy's Pizza.

I have attended the previous planning and council meetings and am afraid that we are not being heard. I believe there is some confusion about what the residents want and I want to be clear.

I know that there are other townhomes already approved on Square Lake Road by John's party store. But we are very **opposed to the PUD** that is proposed for the northeast corner of the intersection. We would much rather only have the townhouses on Square Lake Road ~ but with a larger setback than the buildings next to Peppy's. The PUD does not meet the requirements, plain and simple. Please hear our plea and do not approve the PUD.

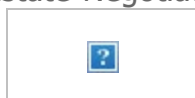
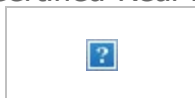
We also agree with the majority of the neighbors regarding our Node, no high density, no three- story, etc. Please, please keep any more large developments off of our 2 lane road. Too much traffic already. And we need to keep property values up in Troy! We are not a low income neighborhood.

Thank you for all of your time and effort in this matter. We really do appreciate your hard work!

Shelley Stenger & Shirley Hardwick



Certified Pricing Strategy Advisor
Certified Real Estate Negotiation Expert



Website: [Shellsellshomes1.com](https://shellsellshomes1.com)

From: [Jen Gillie](#)
To: [Planning](#)
Subject: Re: Stop Rezoning of Troy Corners Development
Date: Monday, April 22, 2024 7:21:26 PM

[You don't often get email from jenniferrobingillie@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am newer to the neighborhood and live at 212 Booth Rd. It took my family 5 years to find a house in this neighborhood. We choose this neighborhood because we love the big yards and not having neighbors so close. We moved from Royal Oak. We chose this neighborhood because of the community, we have over 10 families with kids around my son's age of 9, some younger. My son didn't learn to ride a bike until this past summer because the streets of Royal Oak, the houses were so congested you never knew if someone would be backing out of their driveway!

My biggest concern is the safety of my child and the children who ride their bikes and scooters in the street, if the builder ends up connecting our neighborhood to his multi family home plan this could increase the traffic on our streets by more than 68 cars based on his 34 unit development. 68 more cars driving our streets.

My next concern is our infrastructure, my yard is partially under water now, I feel this could cause more problems for our area adding that kind of density.

I understand that Troy Corners will at some point be developed. Let's keep the same look and feel of our community. Single family homes on 1/2 acres lots! We moved to this area for a reason!! Less congestion and more room for our family and our children to stay safe!

My other concern is possible redevelopment of our beautiful neighborhood. If Gary gets his way and connects our neighborhood through 400 Ottawa. Family's could start moving out and selling and then our beautiful ranches could all turn into multi family homes. Living in Royal Oak the last 18 years was a sad site to see all of the big foot homes moving in as they tore down the small ranches. When I first moved here I would stare out my back kitchen window and watch the sunrise! The most beautiful and relaxing view I had ever seen! And I have it here in Troy and didn't need to be on vacation to have such a beautiful view. Something I had not seen in years living in royal oak. All I could see were houses! Please let's keep our community in tact and keep the same feel that I am sure is the reason why we all live here. We do not want to live on top of each other and would like a safe place for our kids to grow up!

It would be a win for everyone if Gary would do single family homes, he would still make money as that's all he truly cares about! And it would keep the families of Troy Corners happy and this long drawn out fight would be over.

Sincerely,
Jennifer Gillie

> On Dec 9, 2023, at 12:22 PM, Jen Gillie <jenniferrobingillie@gmail.com> wrote:

>

> I am a resident on Booth Rd, just north of the Troy corners site. I am not ok with this being zoned for PUD. This area needs to stay single family homes to maintained the integrity of our neighborhoods we love so much!

>

> We recently moved from the Royal Oak area for the quiet neighborhood with a small town feel. We do not approve or desire to have high rise buildings. This will add unnecessary congestion to our area and the need to do future upgrades of our roads that we do not need today!

- >
- > Keep our small town feel, please do not approve this to be rezoned!
- >
- > Jennifer Gillie

Brent Savidant

From: Rosemarie Thommes <rthommes@aol.com>
Sent: Sunday, May 12, 2024 11:09 AM
To: Planning
Cc: Ethan Baker
Subject: Strong Opposition to Proposed PUD at Livernois Rd and Square Lake Rd

You don't often get email from rthommes@aol.com. [Learn why this is important](#)

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To: City of Troy Planning Commission

I am writing to reiterate my strong opposition to the proposed Planned Unit Development (PUD) near the Neighborhood Node at Livernois Rd and Square Lake Rd. This letter serves as a continuation of my previous communications on this matter.

My opposition is based on several key concerns:

- **Traffic Congestion:** Livernois Rd and Square Lake Rd are only two-lane roads, and I, along with many other residents, believe the traffic studies underestimate the significant impact this PUD will have. These roads cannot handle the additional traffic generated by a high-density development.
- **Neighborhood Character:** This proposal disrupts the established character of our neighborhood. The existing single-family homes, many over 100 years old, contribute significantly to the charm of the area. A PUD with multi-family units would be a stark contrast and not a welcome addition. It would disrupt the look and feel of the community, similar to the negative impact of the 3-story townhomes built on Livernois.
- **Inaccurate Comparisons:** The builder's argument referencing other approved PUDs is irrelevant. Those developments were situated on major roads with multiple lanes, unlike the narrow, local roads surrounding this proposed site.
- **Unaffordable Housing:** GFA's claim of providing affordable housing solutions is misleading. With starting prices of \$600,000 for homes and \$350,000 for townhomes, these units will be out of reach for most residents seeking affordability.

Alternative Solutions:

Instead of this ill-suited PUD, I urge the Commission to consider alternative locations for such developments:

- **Vacant Office Buildings:** There are numerous vacant office buildings in Troy that could be repurposed for multi-family housing.
- **Demolished Hotel Site:** The vacant site at Crooks Rd and I-75, where a hotel once stood, presents another perfect opportunity for a PUD with existing infrastructure already in place.
- **Long Lake Rd and Crooks Rd PUD:** The proposed PUD at this location seems like a much better fit and makes far more sense, with existing infrastructure capable of supporting additional traffic.

The entire community surrounding the proposed PUD at Livernois Rd and Square Lake Rd strongly opposes this development. We urge the Commission to maintain the current zoning and protect the character of our neighborhood.

Thank you for your time and consideration.

Sincerely,
Rosemarie Thommes
335 Ottawa Drive

From: [Planning](#)
To: [Brent Savidant](#)
Subject: FW: PUD Project: August 12th Council Meeting
Date: Tuesday, July 9, 2024 2:16:07 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)



Jackie Ferencz
Office Manager |
City of Troy Planning Dept
O: 248.524.3364



From: Dylan J Clark <Dylan.Clark@troymi.gov>
Sent: Tuesday, July 9, 2024 12:36 PM
To: Planning <planning@troymi.gov>
Subject: Fw: PUD Project: August 12th Council Meeting

Best,



Dylan Clark, M.P.A.
Management Analyst

Troy City Manager's Office
O: 248-524-1087

From: Rosemarie Thommes <rthommes@aol.com>
Sent: Monday, July 8, 2024 8:50 AM
To: Ethan Baker <Ethan.Baker@troymi.gov>; Ethan Baker <ethan@ethandbaker.com>; City Council Email <CityCouncilEmail@troymi.gov>
Subject: PUD Project: August 12th Council Meeting

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CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To the Esteemed City Council Members of Troy,

We are writing to express our strongest opposition to the proposed Planned Unit Development (PUD) located near Square Lake Road and Livernois, which is scheduled to be presented at the August 12th council meeting. This development poses a number of serious concerns that threaten the well-being of our community.

Traffic Gridlock: The most pressing issue is the single access point planned for this development. This already congested intersection, with its single lane in each direction, will be overwhelmed by the influx of traffic, especially during peak hours. The current traffic study fails to accurately reflect the true impact this PUD will have.

Incompatible Development: This PUD is entirely out of character for the existing neighborhood. The area is already a mishmash of developments, further burdened by the poorly planned 3-story townhouses built near Peppi's. This PUD adds to the haphazard nature of the area, straining resources and infrastructure.

Environmental Destruction: The proposed development disregards the sensitive environmental aspects of the land. Claims by developer Gary Abitheria of GFA Development regarding his commitment to the community **ring hollow** when considering his threat to demolish classic homes and his wetland destruction activities on Ottawa Drive, which violated EGLE regulations.

Unnecessary Rezoning: The PUD necessitates the rezoning of property from R1-B, a move vehemently opposed by surrounding residents. Troy has numerous other locations far better suited for such high-density developments. Areas like the Long Lake and Crooks Road project or vacant office buildings and empty properties near the I-75 and Crooks Road exit possess existing infrastructure that can accommodate the increased traffic and noise associated with multi-family units.

Loss of Green Space: The PUD will result in the destruction of valuable green space, impacting local wildlife and further straining our already strained storm water management systems. This quadrant of Troy is particularly susceptible to flooding, and this development will only exacerbate the problem.

Unwanted by Residents: The overwhelming sentiment among residents surrounding this proposed PUD is one of opposition. This project is simply not wanted by the people who call this area home. The Troy City Council should prioritize the desires of its current residents.

Alternative Solutions: Troy can achieve necessary development goals without sacrificing the character of established neighborhoods and the environment. Focusing efforts on revitalizing underutilized office buildings and vacant properties near major

roadways presents a far more responsible approach.

We urge you to reject the proposed PUD at Square Lake Road and Livernois. This development prioritizes profit over the well-being of our community and environment. Troy deserves better.

Sincerely,

Rosemarie Thommes

Dave Sicheneder

Residents and Voters residing at 335 Ottawa Drive

From: [Brad Sheppard](#)
To: [Ethan Baker](#); [Theresa Brooks](#); [Hirak Chanda](#); [Rebecca A. Chamberlain-Creanga](#); [Mark A Gunn](#); [David Hamilton](#); [Ellen C Hodorek](#); [City Manager External Contact](#); [Brent Savidant](#); [Planning](#)
Subject: Development near Square Lake and Livernois
Date: Wednesday, June 26, 2024 4:38:56 PM

Some people who received this message don't often get email from bradshep1@gmail.com. [Learn why this is important](#)

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Council and Planning Committee,

This note is in regards to the development north of Square Lake Road and East Livernois, Parcel ID 88-20-03-301-088. As a long time Troy resident, I wanted to express my concern and opposition to the developer's desire to rezone this area from R1B to a PUD. One reason I do NOT support this development effort is due to lot sizes that will not be consistent with Troy's Master Plan. I am opposed to a PUD at this location. Overall, my biggest concern with this development is related to the increase in traffic around this area that will be associated with a large development being added on this corner. The traffic is already heavy around this area especially during school start/end times. A development planned in the way this PUD is being considered is very concerning to me that it will become unbearable. I live in the Sylvan Glen subdivision and increased traffic will greatly impact the quality of my daily life. So please consider my concern and deny the PUD as the first step to help quality of life for long-term Troy residents.

Thank you,
Brad Sheppard

From: Lynn Cronin
To: Planning
Cc: Larry Cronin
Subject: For your consideration
Date: Tuesday, January 2, 2024 3:29:50 PM

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To: The Troy Planning Commission
From: Larry and Lynn Cronin
Date: January 2, 2024

As long time residents (37 years) of Troy we are opposing the rezone request from a R-1B to a PUD in the historic Troy Corners area of Square Lake and Livernois.

Before you make your decision, please consider:

1. This area does not qualify for a PUD per the Zoning Ordinance.
2. This would not be a good transition and is not the correct application for a PUD.
3. This does not follow the Old or New Master Plan which specifically asks for limited residential in the Neighborhood Nodes.
4. This is not equal to or compatible with the neighboring properties.

We hope you will consider the well being and quality of life issues of an established Troy neighborhood surrounding this zone as you make your decision.

Respectfully,
Larry and Lynn Cronin
130 Telford Dr.
Troy, MI

From: Danielle Vozel

To: Planning

Subject: Stop Rezoning of Troy Corners Development

Date: Sunday, December 17, 2023 8:46:07 AM

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

I am writing about my concern for the proposed new development at the northeast corner of square lake and Livernois. I live on Hurst just a couple streets north of this area with my husband and our 2 young children. We moved into this neighborhood last year because we fell in love with how quiet and welcoming this area is. This development would drastically increase traffic and noise in this area. Especially with the elementary school just ½ a mile down the street on Livernois, this would cause more issues for quite a lot of people. Please consider helping us keep our historical, warm, welcoming small neighborhood in the great city of Troy and do not approve this rezoning.

Thank you,
Danielle Loiselle

From: Danielle Favret

To: Planning

Subject: Square Lake and Livernois development

Date: Thursday, December 21, 2023 10:51:45 AM

You don't often get email from daniellefav44@gmail.com. [Learn why this is important](#)

Hello Planning Commission,

My name is Danielle Favret and I have lived in Troy at 6390 Montclair Dr, Troy, MI 48085 for the last 27 years. I have seen a lot of change over the years and understand the desire for growth and the appeal of living in Troy. I have so many good things to say about our city and our community and our schools. I could go on at length about wonderful experiences we have had in this community with such amazing people.

I am writing to you today to voice my opinion regarding the proposed development for square lake and Livernois. I am very opposed to this high density project. It does not fit in with our current neighborhood structure of single residences and in my specific neighborhood primarily ranch style homes. The intersection at square lake and Livernois is narrow and cannot handle the increased traffic such a large development will bring. If you look at the condos that were built on the south side of square lake and Livernois you can see a development that clearly doesn't fit aesthetically. Please do not allow this to happen again.

I appreciate the opportunity to share my opinion with you and am very hopeful that you will listen to the Troy citizens who feel strongly about this and are doing the research to protect and preserve the integrity of Troy as a residential community for the very long term view.
Thank you, Danielle Favret

From: [Wendy Dingwall](#)

To: [Planning](#)

Subject: Proposed development at Troy Corners (Livernois and Square Lake)

Date: Sunday, December 10, 2023 1:17:45 PM

You don't often get email from wendydingwall@live.com. [Learn why this is important](#)

I am writing in opposition to the proposed development in the area referred to as "Troy Corners" (Square Lake and Livernois).

I live at 5638 Folkstone, near this area. I frequently walk/run in the area. The proposal to increase population density in this area will likely result in increased traffic and congestion. Square Lake often backs up all the way from Rochester to Donaldson during rush hour periods, making it dangerous to cross on foot.

In addition, the development along Livernois on the other side of Square Lake has already increased density in the area and does not fit with the surrounding area. Buildings 3 or more stories tall should be along Big Beaver or Crooks (former Northfield Hilton site is available and desperately in need of development).

Please do not grant permission for the proposed development in this area.

Respectfully,

Wendy Dingwall
Michael Dingwall

From: Jen Gillie

To: Planning

Subject: Stop Rezoning of Troy Corners Development

Date: Saturday, December 9, 2023 12:22:06 PM

[You don't often get email from jenniferrobingillie@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am a resident on Booth Rd, just north of the Troy corners site. I am not ok with this being zoned for PUD. This area needs to stay single family homes to maintained the integrity of our neighborhoods we love so much!

We recently moved from the Royal Oak area for the quiet neighborhood with a small town feel. We do not approve or desire to have high rise buildings. This will add unnecessary congestion to our area and the need to do future upgrades of our roads that we do not need today!

Keep our small town feel, please do not approve this to be rezoned!

Jennifer Gillie

From: [Ryan Loiselle](#)

To: [Planning](#)

Subject: Stop Rezoning of Troy Corners Development

Date: Sunday, December 17, 2023 8:51:09 AM

You don't often get email from ryan.loiselle1@gmail.com. [Learn why this is important](#)

Hello,

I am writing about my concern for the proposed new development at the northeast corner of square lake and Livernois. I live on Hurst just a couple streets north of this area with my wife and our 2 young children. We moved into this neighborhood last year because we fell in love with how quiet and welcoming this area is. This development would drastically increase traffic and noise in this area. Especially with the elementary school just 1/2 a mile down the street on Livernois, this would cause more issues for quite a lot of people. Please consider helping us keep our historical, warm, welcoming small neighborhood in the great city of Troy and do not approve this rezoning.

Thank you,

Ryan Loiselle

From: Brenda Seldon

To: Planning

Subject: Rezoning and development for Troy Corners

Date: Sunday, December 10, 2023 8:26:06 AM

You don't often get email from brendaseldon@gmail.com. [Learn why this is important](#)

Dear Planning Commission,

Im writing to express my concerns as a resident and owner of property of 51 Aspinwall regarding the proposed rezoning development east of livernois and North of square lake (also known as Troy Corners). I attended the planning meeting on November 28th and expressed my concerns regarding this proposal for this development however, thought I would reiterate my concerns again in writing.

- 1) it will no doubt add more traffic on my street with people cutting through to avoid traffic backed up at the light.
- 2) cars cutting through and drive too fast on my street when cutting through
- 3) cars regularly turn on my street but backup in my driveway since I am the first house deciding that they need to turn around
- 4) I have noise concerns for additional traffic, additional neighbors and construction that would come with this development.
- 5) I have plumbing and sewer concerns. Since I have lived here, I have had at least 3 sewage backups in my basement. I approached the city on one occasion with them telling me it is not a city issue . I replaced all the plumbing in the floor of mybasement as a result. I have a concern of the new plumbing and sewer load that this new development would cause and of the city could even handle this development. I know if I get another backup in my basement I will be pissed (pardon my language) and I will look into taking action against the city.
- 6) in my eyes, this new development and the proposed structures are an eyesore. They are not what I would like to see in my direct neighborhood. I brought here for the nice size lot, because there is openness behind me and I like the quiet and nature it provides. I like to see the deer in my backyard. If this development goes through, it will take away from that and change the look and feel of this neighborhood.
- 7) Who would buy these new homes on the new development anyway? I feel they are overpriced and the setup of this development is not conducive to the amount of proposed units or structural integrity for this area.

I am confident that the planning commission will take all of my pain points and come to the right decision.

This development should not go through and instead of moving Troy forward, I feel it will put us in a position that you will lose residents in this area for the very reason.

Thank you for your consideration and hearing my concerns.

Regards, Brenda Seldon

From: Stephanie Heidt
To: Planning
Subject: Troy Corners Rezoning
Date: Saturday, December 16, 2023 7:53:37 AM

[You don't often get email from steph_klo@hotmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

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Dear Committee,

I kindly request that you deny to PUD request at Troy Corners as a resident of the neighborhood. The planning is the single family homes is one thing but the condos is another. Our neighborhood is known for having large lots and space, it's one of the things that attracted us to the area and we would like to keep this precedence for our neighborhood. Square Lake and Livernois are not set up to absorb any more traffic than they already have. If a PUD was to go in the streets, would need to be widen to help with the traffic flow. Traffic already backs up at the lights and it has become a very busy intersection. I also fear this will cause even more traffic on the neighborhood side streets and cars already use the neighborhood as a cut through going 50+ mph endangering our children please don't add to that.

Please vote not to the rezoning.

Sincerely,
Stephanie Heidt

From: [Walenda Green](#)

To: [Planning](#)

Date: Thursday, December 21, 2023 2:18:15 PM

You don't often get email from greenwalenda@gmail.com. [Learn why this is important](#)

Development at Sq. Lake and Livernois on West side.

I am opposed to 3 story Condo's. Homes or 2 story Condo's aren't bad.

Walenda Green

From: Walenda Green

To: Planning

Date: Saturday, December 16, 2023 10:03:24 AM

You don't often get email from greenwalenda@gmail.com. [Learn why this is important](#)

Property on Livernois North of Sq. Lake.

As someone who has lived in Troy all her life. I wonder what Troy is doing to this once beautiful city? We are looking like Southfield. Once a great and beautiful city now has turned into a ugly city. No more Condo's. The city wants to destroy Troy. Why do you think people are moving out of Troy? Troy is into destroying a once beautiful place. I am totally against building more Condo's and destroying wet lands.

Walenda Green

From: Jay Welch

To: Planning

Subject: Development, Livernois and Square lake

Date: Thursday, December 7, 2023 9:04:28 PM

You don't often get email from jaysusr@gmail.com. [Learn why this is important](#)

Greetings, planners

I am emailing you tonight to express my opposition for the new development Being proposed at the corner of Livernois and Square Lake Roads, by builder, Gary Abetheria. We do not need any more multifamily housing in this area coupled with the fact that he is planning on tearing down historic homes, and changing the face of Troy corners – the original Troy. If you have any questions, you can contact me at 248-709-4285. Thanks, Jay Welch.

Sent from mobile platform

Please excuse and typos & brevity

From: [Jennifer Bruns](#)

To: [Planning](#)

Subject: proposed development at Square Lake and Livernois

Date: Friday, December 8, 2023 10:07:07 AM

You don't often get email from jenkbruns@gmail.com. [Learn why this is important](#)

To Whom It May Concern:

I am writing to express my opposition to the proposed rezoning at the corner of Square Lake and Livernois. Please do not allow this developer to build high rise condos on that land. I live close to this intersection and I have concerns about how this will impact traffic and noise. Please leave this area for only the building of single family homes.

Thank you,

Jennifer Bruns
5964 Donaldson Dr
Troy

From: [Theresa Clancy](#)

To: [Planning](#)

Subject: Save Troy Corners!

Date: Friday, December 8, 2023 11:04:36 AM

You don't often get email from signuptheresa@gmail.com. [Learn why this is important](#)

Hi,

As a 29+ year resident of Troy, I am usually in favor of most things the Planning Commission approves. However, the proposed plan at Troy Corners is just wrong for the area. Too much density in buildings that are much too tall for that area. I urge you to not approve this as proposed!

Thank you,
Theresa Clancy

From: C Cof
To: Planning
Subject: Troy Corners
Date: Friday, December 8, 2023 7:18:32 AM

[You don't often get email from colorcc.222@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please stop building PUD properties! Please save the character of our city! Troy Corners should not be affected by this type of building.

Thank you. Cari Coffey
198 Aspinwall

From: Lucas, Linda

To: Planning; Ethan Baker

Subject: 11/28 meeting

Date: Thursday, November 30, 2023 9:53:01 AM

Some people who received this message don't often get email from linda.lucas@tenneco.com. [Learn why this is important](#)

Good Morning

I would like to put in my 2 cents about the building proposal that was spoken at the public meeting on 11/28 I am a resident in Troy at 99 E Lovell. You may think this doesn't affect me since I am further north of this area but it does. I feel like this building proposal does not "fit" our area. It is a homey, country like feel now and that is what brought us to the area 22 years ago.

I think the homes are too closely mashed in according to the slides that were shown. I also was completely shocked about the "emergency entrance" that only ambulance and other emergency traffic could go through on Square Lake Rd, it sounds like the residents would be trapped, only one way in and one way out. Very strange way of designing this. Also It sounds like the level of traffic will be ridiculous morning and night. There is already a large jam up in traffic, you add 42 more homes in the area multiply that by the average of 4 people per home that is an additional 168 people on the road at any given time. I also didn't like the builders suggestion of there could be a fire at the rentals he has (the 4 old houses on Livernois). That remark was ominous and sounds like a threat of sorts.

I also do not like the lack of green space. I didn't see ANY green on the slides.

The builder suggested that these would be affordable, when asked how affordable with the ranch homes he said approx. 650k. That's affordable? I don't know of a soul who would be interested in an area for 650k that has basically no backyard and trapped in a one way in one way out street.

Please reconsider any approval of this mess above, it doesn't fit the area, and I would think that the City of Troy should be conscious of the feelings of the citizens. I too was shocked of the Townhomes built next to Peppy's and in other areas of Troy. Honestly they are eyesores. I cannot imagine how the new building proposal would look. Also consider that a lot of these homes will basically be in the backyards of folks that have lived in this area for years. This is not fair.

Thank you

Sincerely

Linda Lucas

99 E Lovell

Troy MI 48085

Phone: 248-709-6978

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From: Erin Thompson

To: Planning

Subject: Proposed development NE corner SQ Lake and Livernois

Date: Thursday, December 7, 2023 9:44:27 PM

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CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To whom it concerns

Please do not allow more obnoxious multi-story, multi-family homes to be built at this corner of Troy. This corner has historical value. There are homes over 100 years old. It's already overly congested. We don't want this in our community. Residents, current residents that appreciate the city, need to be valued and heard. Stop the overdevelopment of our city!

If you should need any further follow up, please reach out.

Erin Ciaciuch
Troy Resident

Sent from my iPhone

From: [Walenda Green](#)
To: [Planning](#)
Date: Saturday, December 16, 2023 10:03:24 AM

You don't often get email from greenwalenda@gmail.com. [Learn why this is important](#)

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Property on Livernois North of Sq. Lake.

As someone who has lived in Troy all her life. I wonder what Troy is doing to this once beautiful city? We are looking like Southfield. Once a great and beautiful city now has turned into a ugly city. No more Condo's. The city wants to destroy Troy. Why do you think people are moving out of Troy? Troy is into destroying a once beautiful place. I am totally against building more Condo's and destroying wet lands.

Walenda Green

From: [Wendy Dingwall](#)
To: [Planning](#)
Subject: Proposed development at Troy Corners (Livernois and Square Lake)
Date: Sunday, December 10, 2023 1:17:45 PM

You don't often get email from wendydingwall@live.com. [Learn why this is important](#)

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I am writing in opposition to the proposed development in the area referred to as "Troy Corners" (Square Lake and Livernois).

I live at 5638 Folkstone, near this area. I frequently walk/run in the area. The proposal to increase population density in this area will likely result in increased traffic and congestion. Square Lake often backs up all the way from Rochester to Donaldson during rush hour periods, making it dangerous to cross on foot.

In addition, the development along Livernois on the other side of Square Lake has already increased density in the area and does not fit with the surrounding area. Buildings 3 or more stories tall should be along Big Beaver or Crooks (former Northfield Hilton site is available and desperately in need of development).

Please do not grant permission for the proposed development in this area.

Respectfully,

Wendy Dingwall
Michael Dingwall

From: [Lynn Cronin](#)
To: [Planning](#)
Cc: [Larry Cronin](#)
Subject: For your consideration
Date: Tuesday, January 2, 2024 3:29:50 PM

[You don't often get email from lynncro1@yahoo.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

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To: The Troy Planning Commission
From: Larry and Lynn Cronin
Date: January 2, 2024

As long time residents (37 years) of Troy we are opposing the rezone request from a R-1B to a PUD in the historic Troy Corners area of Square Lake and Livernois.

Before you make your decision, please consider:

1. This area does not qualify for a PUD per the Zoning Ordinance.
2. This would not be a good transition and is not the correct application for a PUD.
3. This does not follow the Old or New Master Plan which specifically asks for limited residential in the Neighborhood Nodes.
4. This is not equal to or compatible with the neighboring properties.

We hope you will consider the well being and quality of life issues of an established Troy neighborhood surrounding this zone as you make your decision.

Respectfully,
Larry and Lynn Cronin
130 Telford Dr.
Troy, MI

From: [Lynn Cronin](#)
To: [Planning](#)
Cc: [Larry Cronin](#); [Jeff W](#)
Subject: Rezoning Considerations
Date: Wednesday, January 3, 2024 8:17:52 PM

[You don't often get email from lynncro1@yahoo.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Planning Commission,

Upon further consideration we had a few more thoughts regarding the development north of Square Lake and east of Livernois, parcel Id 88-20-03-301-088. We are opposed to the developer wanting to rezone the RB1 to a PUD as this location does not meet the nine points needed to qualify for a PUD. We are opposed to any 3 story structures such as the ones on the southwest corner of Square Lake.

Here are a few more factual impacts this change would bring to our community for you to consider:

1. Are there storm water impacts that would be realized?
2. What about impacts on local school enrollment?
3. Can our fire and police departments provide adequate protection for the proposed development?
4. Is there adequate water and sewer infrastructure available to meet the new demand without compromising the current residents in this vicinity?
5. Are there traffic implications to consider as this corner is the corridor to three Troy schools which currently provide high volume traffic?

Again we respectfully request you consider the multiple impacts the rezoning of this site would have on your current residents and their quality of life.

Sincerely,
Larry and Lynn Cronin
130 Telford Dr.
Troy, MI 48085

From: [Walenda Green](#)
To: [Planning](#)
Date: Thursday, December 21, 2023 2:18:15 PM

You don't often get email from greenwalenda@gmail.com. [Learn why this is important](#)

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Development at Sq. Lake and Livernois on West side.

I am opposed to 3 story Condo's. Homes or 2 story Condo's aren't bad.

Walenda Green

From: [Jay Welch](#)
To: [Planning](#)
Subject: Development, Livernois and Square lake
Date: Thursday, December 7, 2023 9:04:28 PM

You don't often get email from jaysusr@gmail.com. [Learn why this is important](#)

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Sent from mobile platform

Please excuse and typos & brevity

From: [Jennifer Bruns](#)
To: [Planning](#)
Subject: proposed development at Square Lake and Livernois
Date: Friday, December 8, 2023 10:07:07 AM

You don't often get email from jenkbruns@gmail.com. [Learn why this is important](#)

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Thank you,

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Troy

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Please stop building PUD properties! Please save the character of our city! Troy Corners should not be affected by this type of building.

Thank you. Cari Coffey
198 Aspinwall

From: [Lucas, Linda](#)
To: [Planning](#); [Ethan Baker](#)
Subject: 11/28 meeting
Date: Thursday, November 30, 2023 9:53:01 AM

Some people who received this message don't often get email from linda.lucas@tenneco.com. [Learn why this is important](#)

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Good Morning

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Thank you

Sincerely
Linda Lucas
99 E Lovell
Troy MI 48085
Phone: 248-709-6978

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From: [Erin Thompson](#)
To: [Planning](#)
Subject: Proposed development NE corner SQ Lake and Livernois
Date: Thursday, December 7, 2023 9:44:27 PM

[You don't often get email from emthompson29@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

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To whom it concerns

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If you should need any further follow up, please reach out.

Erin Ciaciuch
Troy Resident

Sent from my iPhone

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To: [Planning](#)
Subject: Rezoning and development for Troy Corners
Date: Sunday, December 10, 2023 8:26:06 AM

You don't often get email from brendaseldon@gmail.com. [Learn why this is important](#)

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- 4) I have noise concerns for additional traffic, additional neighbors and construction that would come with this development.
- 5) I have plumbing and sewer concerns. Since I have lived here, I have had at least 3 sewage backups iny basement. I approached the city on one occasion with them telling me it is not a city issue . I replaced all the plumbing in the floor of my basement as a result. I have a concern of the new plumbing and sewer load that this new development would cause and of the city could even handle this development. I know if I get another backup in my basement I will be pissed (pardon my language) and I will look into taking action against the city.
- 6) in my eyes, this new development and the proposed structures are an eyesore. They are not what I would like to see in my direct neighborhood. I brought here for the nice size lot, because there is openness behind me and I like the quiet and nature it provides. I like to see the deer in my backyard. If this development goes through, it will take away from that and change the look and feel of this neighborhood.
- 7) Who would buy these new homes on the new development anyway? I feel they are overpriced and the setup of this development is not conducive to the amount of proposed units or structural integrity for this area.

I am confident that the planning commission will take all of my pain points and come to the right decision.

This development should not go through and instead of moving Troy forward, I feel it will put us in a position that you will lose residents in this area for the very reason.

Thank you for your consideration and hearing my concerns.

Regards, Brenda Seldon

From: [Danielle Favret](#)
To: [Planning](#)
Subject: Square Lake and Livernois development
Date: Thursday, December 21, 2023 10:51:45 AM

You don't often get email from daniellefav44@gmail.com. [Learn why this is important](#)

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Hello Planning Commission,

My name is Danielle Favret and I have lived in Troy at 6390 Montclair Dr, Troy, MI 48085 for the last 27 years. I have seen a lot of change over the years and understand the desire for growth and the appeal of living in Troy. I have so many good things to say about our city and our community and our schools. I could go on at length about wonderful experiences we have had in this community with such amazing people.

I am writing to you today to voice my opinion regarding the proposed development for square lake and Livernois. I am very opposed to this high density project. It does not fit in with our current neighborhood structure of single residences and in my specific neighborhood primarily ranch style homes. The intersection at square lake and Livernois is narrow and cannot handle the increased traffic such a large development will bring. If you look at the condos that were built on the south side of square lake and Livernois you can see a development that clearly doesn't fit aesthetically. Please do not allow this to happen again.

I appreciate the opportunity to share my opinion with you and am very hopeful that you will listen to the Troy citizens who feel strongly about this and are doing the research to protect and preserve the integrity of Troy as a residential community for the very long term view.
Thank you, Danielle Favret

From: [Danielle Vozel](#)
To: [Planning](#)
Subject: Stop Rezoning of Troy Corners Development
Date: Sunday, December 17, 2023 8:46:07 AM

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Hello,

I am writing about my concern for the proposed new development at the northeast corner of square lake and Livernois. I live on Hurst just a couple streets north of this area with my husband and our 2 young children. We moved into this neighborhood last year because we fell in love with how quiet and welcoming this area is. This development would drastically increase traffic and noise in this area. Especially with the elementary school just 1/2 a mile down the street on Livernois, this would cause more issues for quite a lot of people. Please consider helping us keep our historical, warm, welcoming small neighborhood in the great city of Troy and do not approve this rezoning.

Thank you,
Danielle Loiselle

From: [Jen Gillie](#)
To: [Planning](#)
Subject: Stop Rezoning of Troy Corners Development
Date: Saturday, December 9, 2023 12:22:06 PM

[You don't often get email from jenniferrobingillie@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

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I am a resident on Booth Rd, just north of the Troy corners site. I am not ok with this being zoned for PUD. This area needs to stay single family homes to maintained the integrity of our neighborhoods we love so much!

We recently moved from the Royal Oak area for the quiet neighborhood with a small town feel. We do not approve or desire to have high rise buildings. This will add unnecessary congestion to our area and the need to do future upgrades of our roads that we do not need today!

Keep our small town feel, please do not approve this to be rezoned!

Jennifer Gillie

From: [Ryan Loiselle](#)
To: [Planning](#)
Subject: Stop Rezoning of Troy Corners Development
Date: Sunday, December 17, 2023 8:51:09 AM

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Hello,

I am writing about my concern for the proposed new development at the northeast corner of square lake and Livernois. I live on Hurst just a couple streets north of this area with my wife and our 2 young children. We moved into this neighborhood last year because we fell in love with how quiet and welcoming this area is. This development would drastically increase traffic and noise in this area. Especially with the elementary school just 1/2 a mile down the street on Livernois, this would cause more issues for quite a lot of people. Please consider helping us keep our historical, warm, welcoming small neighborhood in the great city of Troy and do not approve this rezoning.

Thank you,

Ryan Loiselle

From: [Stephanie Heidt](#)
To: [Planning](#)
Subject: Troy Corners Rezoning
Date: Saturday, December 16, 2023 7:53:37 AM

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Dear Committee,

I kindly request that you deny to PUD request at Troy Corners as a resident of the neighborhood.

The planning is the single family homes is one thing but the condos is another. Our neighborhood is known for having large lots and space, it's one of the things that attracted us to the area and we would like to keep this precedence for our neighborhood.

Square Lake and Livernois are not set up to absorb any more traffic than they already have. If a PUD was to go in the streets, would need to be widen to help with the traffic flow. Traffic already backs up at the lights and it has become a very busy intersection. I also fear this will cause even more traffic on the neighborhood side streets and cars already use the neighborhood as a cut through going 50+ mph endangering our children please don't add to that.

Please vote not to the rezoning.

Sincerely,
Stephanie Heidt

From: [Jeff W](#)
To: [Planning](#); [Ethan Baker](#)
Subject: Troy Corners NO PUD Rezone
Date: Monday, April 15, 2024 10:01:03 AM

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Planning Commission,

I wanted to follow up on the many topics and comments made during last Tuesday night's Planning Commission meeting on April 9th, 2024. I believe the meeting started off very productively. The Neighborhood Node review for the Troy Corners location was a bit hard to follow and understand. I am concerned that this changed to attached residential. Which might make it denser. I did like that multiple commissioners made mention how unique, quiet, and special our node is, especially the Northeast corner. We were very encouraged that we were all on the same page.

When it came to addressing the PUD, that's when things got very confusing. The entire community was back (in person or with representation) to address another re-application for a PUD, when there were only (2) units removed from the last meeting. This is a lot of time and effort spent on another meeting when there was almost zero change from the last application.

Our team of representatives spoke about ***the only two options*** that have ever been presented. Option #1 is the PUD or Option #2 By-Right development. We have had many HOA meetings with the developer, and he has only given us (2) options. He has made it crystal clear that we

need to support the PUD, or he will put up 3 story condos. He also leverages that he will attach our Telford Ridge subdivision to Square Lake Rd or at the very least attach it to his new development. That is upsetting for everyone who lives in Telford Ridge. He said he would do this just because he could unless we support his PUD. He is leveraging properties he has not closed on. These are the two properties to the east of Plan A. We accept that these are likely to be developed; this is what makes us so focused on traffic. If you approve PUD now, there becomes an argument for more changeover into denser construction.

The decision from Previous Planning Commissioners approving the 3 story condos, is pushing the support of the PUD to get past the 3-story approval. This is very upsetting. On top of that, there have been 3 questionable extensions. Why would extensions be given if the 3 story condos are not even an option and highly disliked by the Planning Commission.

As a community, we DO NOT like the 3 story condos. BUT we have weighed the pros and cons of Option A and Option B. We found that R-1B is what the vast majority of all the surrounding neighbors are open to supporting vs the mass of condos in the center of the PUD. We have over 90%+ of all Telford Ridge residents supporting NO PUD. We have a petition with over 92 neighbors that are within 1000 linear feet from this development that are NO PUD.

The developer was in good faith given the extensions

over and over. But the developer is using the extensions as a means to leverage and frighten everyone involved. We are all on the same team, all stakeholders that care for the interest of Troy as a whole. The developer is dividing us by the choices we must make due to only having two choices to choose from.

Gary has full control to not build 3 story condos. It is not up to the residents to negotiate a solution that was set in motion by a previous planning commission and now a continuation of extensions.

As was mentioned previously, everyone has to give a little to get a little and no one is fully going to like what they end up with.

We **DO NOT** support a PUD above everything else.

Regards,
Jeff Williams
HOA President
Telford Ridge Subdivision
159 Telford Dr
248 670 2020

From: [Fred Eckhout](#)
To: [Planning](#)
Subject: Troy Development Concerns
Date: Monday, March 11, 2024 3:30:48 PM

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Commissioners:

I am writing to express my concern about excessive development in Troy. Every little parcel of land, every small stand of woods, every green space (outside of the Civic Center) is being replaced by a building. Troy will soon look like Birmingham--a city with no undeveloped land and a very unfavorable circumstance.

Over my forty years of residing in Troy, I have watched corn fields turn into subdivisions, roads change from small two-lane pathways to four-lane boulevards, and wooded corners evolve into small shopping centers. It seems like enough has been done. Overdevelopment is now characterized by a lack of architectural cohesion to the detriment of aesthetics. Many instances can be cited but a couple stand out: small tear downs being replaced by stand-alone big-foots and a 7-11 totally mismatched with the neighboring apartments (Wattles and Crooks; the kiddie corner apartment proposal should be rejected and the much ballyhooed housing shortage addressed through vacant office space conversion).

Great care should be taken with developing the vacant KMart site. It doesn't matter how long it takes to get the concept right. Somerset Mall was well-done and has stood the test of time; Somerset Apartments, not so much. Aesthetics, green space, and continued professional property management will go a long way to making the property a lasting treasure.

Thank you for your service and attention to these matters.

Fred Eckhout
Troy Resident

From: [Dr Claudia](#)
To: [Planning](#)
Subject: Master Plan concerning the Wattles/Crooks neighborhood node
Date: Sunday, March 10, 2024 4:21:56 PM

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To Whom It May Concern,

I understand you will be discussing the master plan regarding the Wattles and Crooks neighborhood node. I am aware that the same developer from a couple years ago will propose a new, yet very similar complex in that area. I wish to voice our opposition to this and our support of changing this neighborhood node.

Quite frankly, if this new proposal is even allowed before the commission, we find it a slap in the face to the HUNDREDS of neighbors who showed up in opposition the last time this was brought before you. Hundreds of hours, dedicated volunteers, emails rallying neighbors, money spent....this was all done to show Troy what is important to us and what we are willing to fight against. We do not need multiplexes of single family apartments that will congest the area and increase the population at our schools. Our son's class now sits at 27 students, too many students for one teacher to adequately educate. Continuing to allow these complexes to be built will overcrowd and have an affect on the current fabulous reputation of the Troy School District.

Please show the residents of Troy, specifically in the area of Wattles and Crooks, that you not only appreciated and heard our concerns but that you will act accordingly for our future.

Thank you,

Scott and Claudia Leman

1075 Fountain Dr

Troy, MI 48098

From: [Nannette Gearhart](#)
To: [Planning](#); [Nannette Gearhart](#)
Subject: Troy
Date: Tuesday, March 12, 2024 6:20:39 PM

[You don't often get email from nannettegearhart@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

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I'm in total agreement with the last 2 articles in the Troy Times!!! I support approving single family homes over rezoning for multi family buildings especially in areas that are not appropriate such as the Square Lake and Livernois "Hastings Village" proposal and the 400 Ottawa proposal. We don't need any additional developers disrespecting or disrupting our current neighborhoods in Troy!!! Please leave our wildlife ie deer and wild turkeys alone!!!

Thank you, Nannette Gearhart 6197 Livernois Road, Troy

Sent from my iPhone

From: [Karen Shaw](#)
To: [Planning](#)
Cc: treasurer@woodlandsoftroy.com; mlipinski@advtechnologies.com
Subject: Wattles & Crooks Node Deveopment
Date: Sunday, March 10, 2024 1:06:30 PM

[You don't often get email from kshawmi@comcast.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

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I am writing to you as a concerned citizen living in the Woodlands Sub-division. Once again the residents of the area must band together to fight the over-development of our main intersection, Wattles & Crooks. Two to three years ago we fought to prevent a multi-dwelling housing project just north of Wattles on the west side of Crooks proposed by the same developer. Lengthy research was submitted by several residents that convinced the commission that this was not a good thing for those living in the immediate area. After months of fighting, the residents won their case and the development was denied.

Nothing has changed so For all of the same reasons that existed then, the addition of either a daycare center or an apartment complex is NOT wanted now. Why do you continue to entertain plans such as this for that corner? Take a look at the previous case and you have all the reasons this development should not take place. And, by the way, why hasn't the zoning for this node been updated to reflect what the area citizens want?

I, for one, voted for the mayor & city council members because their campaign platforms supported a change to the Master Plan concerning the nodes. Nothing has been done to change our node since those elections. These officials do not seem to be listening to the residents adjacent to the Wattles and Crooks node. I think it's about time they did. I am VERY UNHAPPY with the performance of my city's officials at this time.

Karen Shaw
4040 Glencastle Dr.
Troy, MI 48098
Sent from my iPad

From: [Chuck Shepherd](#)
To: [Planning](#)
Subject: Comment for PUD at Livernois and Square Lake
Date: Monday, April 8, 2024 8:42:08 PM

You don't often get email from jcs621@gmail.com. [Learn why this is important](#)

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Planning Commission,

I am writing today in support of the PUD at Livernois and Long Lake. I will start by saying I regularly drive through this intersection multiple times per week on my way to and from work and have been doing so for the last 8 years. I genuinely do not understand the comments relating to traffic. No matter what time I drive through, rush hour or not, I never wait more than 1 light cycle and I never have. Given all the development in the surrounding areas, I don't see how 32 more units will increase traffic markedly when it hasn't changed in the previous 8 years.

I support this project because it includes the types of housing both that residents are asking for (ranches) and that will be affordable compared to the \$600k+ houses you see elsewhere in the city. This commission has several times discussed affordability, but when types of housing that are affordable are proposed and discussed there are many trifling objections that are rarely if ever made in discussions about purely single family development.

Lastly, I am disappointed there was no discussion about the benefit to local businesses. There are quite a few in the NW plaza and a couple others nearby. Having customers within walking distance is always good for our local businesses.

Please support the community and local businesses by approving this project.

Thanks,
Chuck Shepherd

From: J M

To: Planning

Cc: Ethan Baker; Jeff W.

Subject: Opposition to the PUD proposal at Square Lake and Livernois

Date: Saturday, May 25, 2024 10:55:04 AM

Dear Troy Planning Commission,

Thank you for your service. I know it is not easy serve on a committee such as yours weighing what is best for Troy AND the immediate surrounding areas in each proposal. As I have written previously, my wife Terri and I have been residents of Troy since 1987. We currently live in the Telford Ridge subdivision in the Troy Corners area, having moved here in 1999. We picked it for its quiet residential feel with a bit of small town mixed in. Most all of our neighbors in Telford Ridge and the surrounding areas feel much the same way. I know this because I have gone door to door speaking directly with many of them regarding the proposed development north of Square Lake Rd and east of Livernois, Parcel Id's

88-20-03-351-004

88-20-03-301-023

88-20-03-301-024

88-20-03-301-025

88-20-03-301-088

I believe this is currently being called 'The Village of Hastings' scheduled to be discussed in the Planning Commission meeting on May 28, 2024.

As a Troy Corners area resident, I am strongly OPPOSED to the developer wanting to rezone these R1B areas to any other type of zoning such as a PUD. Additionally, I am OPPOSED to any 3 story structures, such as the ones near the southwest corner of Square Lake Rd, the Tisbury Square Townhouses, or any multi-unit structures of any kind on parcels currently zoned as R1B. As I indicated, I have spoken to many of the Troy Corners area residents, I can say the overwhelming majority of those I have talked to also OPPOSE this proposal.

Changing the zoning for these currently zoned R1B areas will forever negatively affect the area's historical significance by inserting an overly dense condominium development that does not fit with the surrounding R1B zoned neighborhoods. Moreover, it will present unwanted potential utility, drainage, traffic and safety concerns along with significantly negatively impacting residents and wildlife in the area.

If there is to be any development on these parcels, I would support a residential development of single (NOT attached) individual residential homes only, consistent with the current R1B zoning such as those in the Telford Ridge subdivision. However, I am strongly OPPOSED to any such development connecting to the Telford Ridge streets in any way.

At the last Planning Commission meeting the commission seemed to be a 'leaning' toward approving the PUD proposal as a preference to the so-called 'by rights' proposal.

It seemed as though this was to avoid a previous Planning Commission mistake where 3 story condos were approved on the single parcel behind John's Market. Why recommend this PUD proposal that so many are against in order to avoid a previous mistake? It would seem the more prudent and forthright approach would be to work with the developer on the original 'by rights' proposal to make it more acceptable. This PUD proposal would be an even bigger mistake by affecting many more residents in the area. As you know, many Troy Corners area residents have publicly spoken out against this PUD. Unfortunately, I will not have the opportunity to publicly voice my opposition to this proposal on May 28. Please consider this letter to be my strong OPPOSITION to this PUD.

In all the previous meetings regarding this PUD proposal, and I suspect on May 28, you will have heard MANY of those local residents affected by this PUD proposal voice and write their objections to it. Thank you for hearing us. The question is; have you really LISTENED?

Once again, thank you for your service and for taking the time to read through my concerns.

Sincerely,

John Malott
72 Telford Court
Troy, MI 48085

LIQUOR ADVISORY COMMITTEE MINUTES – FINAL **DATE November 11, 2019**

A regular meeting of the Liquor Advisory Committee was held on Monday, November 11th 2019 in the Lower Level Conference Room of Troy City Hall, 500 West Big Beaver Road. Chairman Max K. Ehlert called the meeting to order at 7:05 p.m.

ROLL CALL:

PRESENT: Max K. Ehlert, Chairman
 Ann Comiskey
 David Gorcyca
 Andrew Kaltsounis
 Michael Pendy

ABSENT:

ALSO PRESENT: Julie Dufrane, Assistant City Attorney
 Jeffrey Oberski, Police Department Analyst/Planner
 Pat Gladysz, Police Department, Office Manager
 Shelby Larkin, Police Department, Administrative Assistant

Resolution to Approve Minutes of September 12, 2016 Meeting

Resolution #LC2019-11-001

Moved by Gorcyca

Seconded by Comiskey

RESOLVED, That the Minutes of the September 12, 2016 meeting of the Liquor Advisory Committee be **APPROVED**.

Yes: 5

No: 0

Absent: 0

Items for Action

1. **Uncle Julio's of Florida, Inc.** requests a new quota Class C License "above all others" to be located at 1985 W. Big Beaver Road, Troy MI 48084.

Prior to this meeting, the following businesses/individuals were notified of the meeting and were invited to appear before the Committee to express their interest in the Class C quota license. These businesses/individuals were provided with the City of Troy's Class C liquor license criteria that was established by Resolution in 1976 amended in 1980 and 1981, and revised by the Liquor Advisory Committee in 1993.

Uncle Julio's of Florida, Inc.	1985 W. Big Beaver Road, Troy, MI 48084
Jiti's Indian Fusion Food	5114 Rochester Road, Troy, MI 48085
Cucina Lab	3960 Crooks Road, Troy, MI 48084
Royal Indian Cuisine	3877 Rochester Road, Troy, MI 48083
Seo Yoon	2101 15 Mile Road, Sterling Hts, MI 48310

Attorney Patrick Howe appeared on behalf of **Uncle Julio's of Florida, Inc.** Uncle Julio's is a national chain with 35 locations around the United States. This would be the company's first location in Michigan. The restaurant would seat 240. The Uncle Julio's would be open 7 days a week. Mr. Howe agreed on behalf of the applicant to return the liquor license to the City of Troy's quota if there is a failure to thrive in the area.

Amarjit Nagpal and husband Amarjit S. Nagpal owners of **Jiti's Indian Fusion Food** appeared on behalf of their establishment. They are a local restaurant with a former location in Farmington, MI. The couple opened Jiti's Indian Fusion Food in April of 2019 based on recommendations of customers that drove from Troy to their establishment in Farmington. Currently their establishment seats 60, but the business plans on acquiring a banquet hall next door that would increase capacity by 80-90 additional seats.

Elisabetta Balzola appeared on behalf of her establishment **Cucina Lab**. The building will be completed in 3-4 months and will seat 49. Along with being a restaurant, the building will also be used to host cooking courses. Elisabetta emphasizes the cultural importance of liquor / wine for an Italian establishment such as Cucina Lab. The hours of the establishment will vary with the hours of dental office next door, in order to make the best use of the limited parking in the area and will be closed on Sunday and Monday.

Resolution #LC2019-11-002

Moved by Gorcyca

Seconded by Comiskey

RESOLVED, That the Liquor Advisory Committee recommends that the request of **Uncle Julio's of Florida, Inc.** for a new quota Class C License "above all others" be **APPROVED** with the understanding the applicant agrees to return the liquor license to the City of Troy's quota if there is a failure to thrive in the area.

Yes: 4

No: 1 -Kaltsounis

Absent: 0

The meeting adjourned at 8:10 p.m.

A handwritten signature in blue ink, appearing to read "David Gorcyca".

~~Ann Gomiskey~~ and on/ David Gorcyca

A handwritten signature in blue ink, appearing to read "Shelby R. Larkin".

Shelby R. Larkin, Administrative Assistant