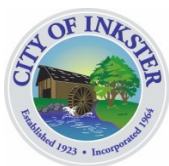


1. Agenda

Documents: [CITY COUNCIL REGULAR MEETING AGENDA 7-5-16.PDF](#)

2. Packet

Documents: [CITY COUNCIL REGULAR MEETING AGENDA PACKET 7-5-16.PDF](#)



INKSTER CITY COUNCIL

July 5, 2016
26215 Trowbridge, Inkster, MI 48141
(313) 563-4232 www.cityofinkster.com

Mayor – Byron Nolen
Mayor Pro Tem – Timothy Williams, District I

Council Members:

Clarence Oden, Jr., District II
Sandra K. Watley., District III
Jewell Jones, District IV
Kim Howard, District V
DeAtriss Richardson, District VI

FELICIA RUTLEDGE
CITY CLERK

MARK STUHLBREHER
INTERIM CITY MANAGER

DAVID JONES
CITY ATTORNEY

Council may be addressed during the Regular Meeting by filling out the Public Participation Form. Address Council as a whole through the Mayor. Please state your name and your address for the record prior to providing your comments. Comments are limited to three (3) minutes.

Council Orientation Agenda – 6:00 PM

1. Call to Order
2. Discussion
 - A. Agenda Discussion
3. Public Participation (limit to 3 minutes)
4. CLOSED SESSION – Council may enter into Closed Session to discuss contract negotiations, purchase or lease of real property and/or pending litigation in accordance with MCL 15.268 (a), (c), (d), (e) and/or (f).
5. Adjournment

July 5, 2016

Regular City Council Agenda – 7:30 PM

1. Call Meeting to Order

- A. Pledge of Allegiance
- B. Roll Call

2. Approval of Agenda

3. Presentations/Discussion

4. Public Hearing

5. Consent Agenda

- A. June 20, 2016 Regular City Council Meeting Minutes.
- B. June 20, 2016 Special City Council Meeting Minutes.
- C. Allen Brother's & Attorney's PLLC. Invoice \$20,463.20

Pg. 1

Pg. 7

Pg. 9

6. Boards and Commissions

- A. Update of current list of appointments to Boards & Commissions.

7. Previous Business

8. Ordinance(s)

- A. First Reading(s)
- B. Second Reading(s)

9. New Business

- A. Discussion/Action: (Mark Stuhldreher) Consideration and approval of a one year Service Agreement with Plante Moran at a monthly fee of \$15,000. **Pg. 10**
- B. Discussion/Action: (Felicia Rutledge) Consideration and approval of a Special Event; Commission on Aging Annual Picnic from 11:30 a.m. until 2:30 p.m., August 12, 2016 at Wheatley Park. **Pg. 23**

- C. Discussion/Action: (Felicia Rutledge) Consideration of a street closure request of Redmill Dr. between Redmill Dr. and Cherry Lane streets on July 16, 2016 for a Block Party between 1:00 p.m. until 8:00 p.m. (applicant is Glen Oliver) **Pg. 41**
- D. Discussion/Action: (Felicia Rutledge) Consideration of a street closure request of Andover between Princess and John Daly streets on July 8, 2016 for a Birthday Party between 4:00 p.m. until 9:30 p.m. (applicant is Lateasha Murray) **Pg. 52**

10. Public Participation (limit to 3 minutes)

11. City Clerk

12. City Manager

13. Mayor and Council Communication

14. Closed Session

Council may enter into Closed Session to discuss contract negotiations, purchase or lease of real property and/or pending litigation in accordance with MCL 15.268 (a), (c), (d), (e) and/or (f).

15. Adjournment

Felicia Rutledge
City Clerk

June 20, 2016

Regular City Council Meeting – 7:30 PM

The regular meeting of the Council of the City of Inkster, Wayne County, Michigan convened in the Council Chambers, 26215 Trowbridge, on Monday, June 20, 2016.

Prior to the Regular Council Meeting: City Council members discussed:

A. The agenda.

City Council and the public in attendance pledged allegiance to the flag of the United States of America.

Prayer

Prayer was led by Rev. George Williams

Roll Call

Mayor Nolen	Present	Councilwoman Howard	Present
Councilwoman Watley	Present	Mayor Pro-Tem Williams	Present
Councilman Oden	Present	Councilman Jones	Present
Councilwoman Richardson	Absent		

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Jones that Council convenes into a Closed Executive Session at 6:50 p.m. to discuss pending litigation in accordance with MCL 15.286 (e).

Roll Call Vote:

YEAS: 7
NAYS: 0
ABSENT: 0

Moved by Councilmember Jones, Seconded by Councilmember Oden to adjourn the closed Executive Session at 7:26 p.m. – Motion carried unanimously.

Call Meeting to Order

Mayor Nolen called the meeting to order at 7:37 p.m.

Pledge of Allegiance

***A Quorum was present**

Approval of Agenda

Moved by Councilmember Jones, Seconded by Councilmember Oden

to approve the agenda with added items " I", "J", "K", "L" under New Business.

Resolution 6-16-156R - Motion carried.

Presentations/Discussion

- A. Inkster Chamber of Commerce – Martha Theis
- B. Development Overview of Overtime Sports Bar – Jim Jenkins (Jenkins Construction)

Public Hearings

Consent Agenda

- A. June 6, 2016 Regular City Council Meeting Minutes.
- B. June 13, 2016 Special City Council Meeting Minutes.

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Jones to approve the Consent Agenda.

Resolution 6-16-157R – Motion carried.

Boards and Commission

- A. Update of current list of appointments to Boards & Commissions.

Moved by Councilmember Jones, Seconded by Councilmember Oden to appoint Brittini Abiolu to the TIFA Board.

Resolution 6-16-158R – Motion carried.

Previous Business

- A. Discussion/Action: (Jeannie Fields) Consider an extension of the McKenna Building Department Additional Services Agreement for one (1) year (July 1, 2016 June 30, 2016). ***(Remove from the table)***

Moved by Councilmember Oden, Seconded by Councilmember Jones to remove from the table an agreement for additional services for the building department with McKenna Services.

Resolution 6-16-159R – Motion carried.

Moved by Councilmember Howard, Seconded by Councilmember Jones to approve an extension of the McKenna Building Department additional services agreement for one (2) years with a 65/35 split.

Resolution 6-16-160R – Motion carried.

NAY: (Williams)

- B. Discussion/Action (Jeannie Fields) Consider approval of an offer to purchase (Case # LD16-07) 3902 Beech Daly which is located on the west side of Beech Daly between Dartmouth and Andover and is legally described as Lot 13 Frank H. Fellraths Sub T2S R10E L33 P58 WCR (Property ID #44-024-01-0013-000) in the amount of \$2,000.00 to Key Management LLC (Kimani Powell). Pg. 26
(Remove from the table)

Moved by Councilmember Jones, Seconded by Councilmember Oden to remove from the table an offer to purchase (Case# LD16-07) 3902 Beech Daly.

Resolution 6-16-161R – Motion carried.

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Oden to approve an offer to purchase (Case LD16-07) 3902 Beech Daly which is located on the west side of Beech Daly between Dartmouth and Andover and is legally described as Lot 13 Frank H. Fellraths Sub T2S R10E L33 P58 WCR (Property ID #44-024-01-0013-000) in the amount of \$2000.00 to Key Management LLC (Kimani Powell).

Resolution 6-16-162R – Motion carried.

Ordinance(s)

A. First Reading(s)

B. Second Reading(s)

New Business

- A. Discussion/Action: (Felicia Rutledge) Consideration and approval of a Special Event; Inkdown Music and Rib-Fest to be held July 1st thru the 3rd at the old Inkster High School location.

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Jones to approve a Special Event; Inkdown Music and Rib-Fest to be held July 1st thru the 3rd at the Old Inkster High School location. (applicant is C-One Entertainment).

Resolution 6-16-163R – Motion carried.

- B. Discussion/Action: (Felicia Rutledge) Consideration of a street closure request of Lehigh between Bayhan and Meadowdale streets on June 25, 2016 for a Family and Friends Day between 8:00 a.m. until 8:00 p.m. (applicant is Elijah Fizer)

Moved by Councilmember Jones, Seconded by Mayor Pro-Tem Williams to approve a street closure request of Lehigh between Bayhan and Meadowdale streets on June 25, 2016 for a Family and Friends Day between 8:00 a.m. until 8:00 p.m. (applicant is Elijah Fizer).

Resolution 6-16-164R – Motion carried.

- C. Discussion/Action (Felicia Rutledge) Consideration of a street closure request of Meadowdale between Kitch and Penn streets on July 3rd and 4th for a Family and Friends Reunion from 3:00 p.m. until 10:00 p.m. (applicant is Mary Carter-Murray)

Moved by Councilmember Jones, Seconded by Councilmember Oden to approve a street closure request of Meadowdale between Kitch and Penn Streets on July 3rd and July 4th, 2016 for a Family and Friends Reunion from 3:00 p.m. until 10:00 p.m. (applicant is Mary-Carter Murray).

Resolution 6-16-165R – Motion carried.

- D. Discussion/Action: (Felicia Rutledge) Consideration of a street closure request of Florence between Sylvia and Princess streets on July 16, 2016 for a Block Party from 12:00 p.m. until 9:00 p.m. (applicant is Donna Vincent Lawrence)

Moved by Councilmember Jones, Seconded Councilmember Howard_ to approve a street closure request of Florence between Sylvia and Princess streets on July 16, 2016 for a Block Party from 12:00 p.m. until 9:00 p.m. (applicant is Donna Vincent Lawrence).
Resolution 6-16-166R – Motion carried.

- E. Discussion/Action: (Felicia Rutledge) Consideration of a street closure request of Eastern between Avondale and Grandview streets on July 3, 2016 for a Birthday Party from 2:00 p.m. until 10:00 p.m. (applicant is Roger Johnson)

Moved by Councilmember Howard, Seconded by Councilmember Jones to approve a request for a street closure of Eastern between Avondale and Grandview on July 3, 2016 for a Birthday Party from 2:00 p.m. until 10:00 p.m. (applicant is Roger Johnson).
Resolution 6-16-167R – Motion carried.

- F. Discussion/Action: (Mark Stuhldreher) Consideration and approval of FY2016 budget amendments for the General Fund, Major Street, Local Street, Drug Forfeiture, Court Building and Water/Sewer Funds.

Moved by Councilmember Jones, Seconded by Mayor Pro-Tem Williams to approve the FY2016 budget amendments for the General Fund, Major Street, Local Street, Drug Forfeiture, Court Building and Water/Sewer Funds.
Resolution 6-16-168R – Motion carried.

- G. Discussion/Action: (Jerome Bivins) Consideration of a purchase agreement from DTE Energy to replace city street lights.

Moved by Mayor Pro-Tem Williams_, Seconded by Councilmember Howard to approve a purchase agreement from DTE Energy to replace street lights.
Resolution 6-16-169R – Motion carried.

- H. Discussion/Action: (Jeannie Fields) Consider approval of a Special Conditions Use (SCU 16-19) to allow a Medical Marijuana Provisionary Center located at 29385 Cherry Hill in the B-2 Thoroughfare Mixed Use District with conditions noted as recommended by the Planning Commission. (applicant is Samantha Bevins).

Moved by Councilmember Jones, Seconded by Councilmember Oden to approve a Special Conditions Use (SCU 16-19) to allow a Medical Marijuana Provisionary Center located at 29385 Cherry Hill in the B-2 Thoroughfare Mixed Use District with conditions noted as recommended by the Planning Commission. (applicant is Samantha Bevins)
Resolution 6-16-170R – Motion carried.
NAY: (Howard, Watley)

- I. Discussion/Action: (City Council) Consideration of an offer to purchase Overtime Sports Bar.

Moved by Councilmember Jones, Seconded by Councilmember Oden to approve an offer to purchase Overtime Sports Bar. (applicant is Jim Jenkins).
Resolution 6-16-171R – Motion carried.

- J. Discussion/Action: (City Council) To vote in accordance with the vote that was taken in closed session (Hughbanks).

Moved by Councilmember Jones, Seconded by Councilmember Howard to approve the vote taken in closed session. (Hughbanks)
Resolution 6-16-172R – Motion carried.

- K. Discussion/Action: (City Council) To vote in accordance with the vote that was taken in closed session (City Attorney Authorization)

Moved by Councilmember Jones, Seconded by Mayor Pro-Williams to approve the vote taken in closed session. (City Attorney Authorization)
Resolution 6-16-173R – Motion carried.

- L. Discussion/Action: (City Council) Consideration to record and televise the Charter Commission meetings.

Moved by Councilmember Jones, Seconded by Councilmember Howard to record and televise the Charter Commission meetings.
Resolution 6-16-174R – Motion carried.
NAY: (Nolen)

Public Participation

- **Toni Bailey** – Announced the Spring Clean on June 25, 2016.
- **Connie Mitchell** – Announced the City of Inkster most beautiful home contest. She stated that this contest was thought of to help keep the city neighborhood attractive. She asked if a plot of land could be used for an organic garden.
- **Sue Mason** – Stated she is a candidate for the 12th District Wayne County Commissioners seat.
- **Brittini Abiolu** – Stated the Down Town Development Authority is working with the Small Business Administration and SCORE to help with small business loans for city of Inkster businesses and build partnerships.
- **Carolyn Smith** – Announced the Inkster Task Force 5k Run on June 25, 2016. She further announced the 3rd Annual Starfish Community Fun Fair to be held on August 19, 2016.
- **Jackie Hoskins – Evans** – Asked who owned 27148 Lucerne. She further stated that the complaint she had about the property has been taken care of.
- **George Williams** – Thanked participants that attended the Boys to Men Luncheon.

City Clerk

City Manager

- Announced and reminded residents about Food Truck Days.

Mayor and Council

- **Councilwoman Watley** – Stated that Barb from the Adams Family Restaurant in Westland (corner of Middlebelt and Annapolis) has invited all organizations as well as any citizens to advertise on the restaurant's window for any events or upcoming programs. She further stated that Barb offered to begin a literacy program for the youth in Demby Terrace and Lemoyne Gardens once school is let out. Lastly, she would like to have a list compiled for any summer activities and programs for the children.

- **Councilman Oden** – Stated he was glad to see George Williams. He thanked Jerome Bivins for making sure the grass was cut on Middlebelt. He stated that he recognized the new police vehicles and they look good. Lastly, he stated that dumping is taking place on Eastern and Parkwood behind a vacant house.
- **Mayor Pro-Tem Williams** – Stated a sign was knocked down in Annapolis Park and he asked that it be removed. He further stated that an aerator needed to be placed in the ponds in Annapolis Park. He said that a mattress had been dumped on Middlebelt and Pine. Lastly, he asked if a no dumping sign can be placed on Beech and Middlebelt.
- **Councilman Jones** – Announced he would be leaving with military duties until July 27, 2016. He announced the 5K Run on June 25, 2016.
- **Mayor Nolen** – Stated that a property tax foreclosure seminar would take place at the Recreation Complex on June 22nd thru June 25th, 2016. The seminar is to help persons who are behind in their property taxes to make arrangements.

Closed Session

Adjournment

There being no further business to come before Council, on a motion duly made by Mayor Pro-Tem Williams, Seconded by Councilmember Oden and carried, the Regular Council meeting of June 20, 2016 was adjourned at 8:51 p.m.



Felicia Rutledge, City Clerk
City of Inkster

June 20, 2016

Special City Council Meeting – 9:30 AM

The special meeting of the Council of the City of Inkster, Wayne County, Michigan convened in the Council Chambers, 26215 Trowbridge, on Monday, June 20, 2016.

Call Meeting to Order

Mayor Nolen called the meeting to order at 9:15 a.m.

Roll Call

Mayor Nolen	Present	Councilwoman Howard	Present
Councilwoman Watley	Present	Mayor Pro-Tem Williams	Present
Councilman Oden	Present	Councilman Jones	Present
Councilwoman Richardson	Present		

***A Quorum was present**

New Business

A. Discussion/Action: (City Council) City Manager Interviews:

- | | |
|-----------------------|--------------------|
| 1. Cheryl Cohen-Vader | 9:00 – 10:00 a.m. |
| 2. Marc Ingram | 10:15 – 11:15 a.m. |
| 3. LUNCH BREAK | 11:15 - 12:00 p.m. |
| Recess | 12:00 – 1:00 p.m. |
| 4. Darin Carrington | 12:00 – 1:00 p.m. |
| 5. Reid Charles | 1:15 – 2:15 p.m. |
| 6. John Adams | 2:30 – 3:30 p.m. |

Public Participation

- **Dorothy Gardner** – Stated that she is trusting City Council to make the right decision on choosing an Interim City Manager. She stated one person that was interviewed discontinued CERT and that she took a CPR class under CERT and received a signed card that was not from the company or individual that she took the class from.
- **Phillip George** – Stated that interviewee John Adams came to the Fire Department as Chief, when the department was under duress. He stated he has been wonderful to work for, is professional and knows how to get things done.
- **Capt. Ferguson** – Stated that he has worked under interviewee John Adams and that the Fire Department was elevated under his supervision. He said this is the best he has seen the Fire Department operate.

Mayor and Council

Moved by Councilmember Oden, Seconded by Councilmember Jones that Council convenes into a Closed Executive Session a 3:05 p.m. to discuss pending litigation in accordance with MCL 15.286 (e).

Roll Call Vote:

YEAS: 7
NAYS: 0
ABSENT: 0

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Jones to adjourn the closed Executive Session at 4:10 p.m. – Motion carried unanimously.

Moved by Councilmember Jones, Seconded by Councilmember Oden to vote in accordance to the vote that was taken in closed session.

Resolution 6-16-175SP – Motion carried.

NAY: (Howard)

City Manager

Adjournment

There being no further business to come before Council, on a motion duly made by Mayor Pro-Tem Williams, Seconded by Councilmember Jones and carried, the Special Council meeting of June 20, 2016 was adjourned at 4:17 p.m.



Felicia Rutledge, City Clerk
City of Inkster

Allen Brothers
Attorneys & Counselors, PLLC
400 Monroe Street, Suite 620
Detroit, MI 48226-2963

Inkster, City of
26215 Trowbridge Street
Inkster, MI 48141

Attn: City Manager

Page: 1
06/28/2016
Account No: 1897M

BREAKDOWN OF FEES/EXPENSES BY CATEGORY

Category	Fees/Costs
Flat fee/City Attorney work	\$6,008.38
Municipal Legal Services	\$2,812.50
Labor	\$2,292.50
Litigation	\$9,349.82
Total Invoice for June 28, 2016	\$20,463.20

REQUEST FOR COUNCIL ACTION

To: City Council

Date: June 29, 2016

From: Mark Stuhldreher,
Interim City Manager/City Treasurer

Date for Council's Consideration: 07/05/16

ACTION REQUESTED: Approve a one year Service Agreement with Plante Moran at a monthly fee of \$15,000.

Current Action X Emergency Future

Funds Budgeted: Yes -X- Account # 801.800 (Professional/Accounting Services) No N/A

Treasurer's Approval MDS

BACKGROUND:

Plante Moran has been providing services since June of 2011 as outlined in an original Service Agreement dated June 2, 2011. The Service Agreement has been extended several times. Originally, Plante Moran staff was working three days per week. The monthly fee was \$10,000. Assuming an 8 hour day and a 4 week month, this equated to \$104.17/hr.

In February, 2012, the City entered into a Consent Agreement with the Michigan Department of Treasury. Due to reduction in resources and resulting reduction in city staffing level, the original scope of services defined in the Service Agreement was increased to ensure provisions of the Consent Agreement were followed and to ensure appropriate levels of financial management support exist. This increased scope of service resulted in Plante Moran staff providing support services five days per week for a monthly fee of \$15,000. Assuming an 8 hour day and a 4 week month, this equated to \$93.75/hr.

The terms of the previous Agreement(s) were short term in nature; sometime month to month but never longer than 3 months in duration. In April, 2014 the Agreement was extended to June 20, 2016. In exchange for the longer term nature of the Agreement, the monthly rate was set at \$12,500. Assuming an 8 hour day and a 4 week month, this equated to \$78.12/hr.

With the expiration of the existing Service Agreement, staff approached Plante Moran regarding executing a new Service Agreement for a term of one year at existing service levels. During discussions with Plante Moran, they originally proposed a month fee of \$17,000. Assuming an 8 hour day and a 4 week month, this equates to \$106.25/hr. Based on further discussions, a monthly fee of \$15,000 (\$93.75/hr.) was agreed upon and it is this fee that is incorporated into the Service Agreement that is the subject of current council consideration.

SCOPE OF SERVICES:

See the attached Summary of Services (Attachment A) for a detailed explanation of services provided under the Service Agreement. See also April, 2016 Summary of Services (Attachment B) for a description of a services provided during a typical month.

JUSTIFICATION:

Adequate financial management resources are a critical component as the City works toward long term fiscal and service sustainability. Absent the support provided by this Service Agreement, the organization risks not being able to properly manage the finances of the organization which will put at risk the progress that has been made over the last several years. The support provided by this Service Agreement will allow the City to continue to create and institute finance related systems, policies and procedures to ensure proper financial management of the organization moving forward.

PROJECT IMPROVEMENTS:

Which of the Five (5) Council Goals does this request meet?

- Develop a plan to address the City's current debt and legacy costs

COSTS:

The cost is \$15,000 per month and provides for Plante Moran to be on site five (5) days per week providing general financial management support.

PROJECTED TIME TABLE:

Services will be provided through the end of the fiscal year 2017 at which time the scope of services will be reevaluated.

RESOLUTION:

Authorization is hereby given to approve the attached Service Agreement with Plante Moran.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



Plante & Moran, PLLC
1088 Woodward Avenue
3226-1906
1.486.7200
1.486.7201
moran.com

OPEN

Mark Stuhldreher
City of Inkster
26215 Trowbridge
Inkster, MI 48141

Dear Mr. Stuhldreher:

We continue to be complimented by your selection of our firm to assist you. We are sending this letter and the accompanying Professional Services Agreement, which is hereby incorporated as part of this engagement letter, to confirm our understanding of the nature, limitations, and terms of the services we will provide to City of Inkster ("Inkster").

Scope of Services

We will continue to provide temporary financial assistance at your discretion. Our work product will be in the form of preparing and reviewing financial schedules and analysis created under the direction and supervision of you, Mark Stuhldreher, as Treasurer. Our consulting services will be provided to assist you with the following activities:

A. Monthly

- Reconciliation of bank and investment accounts
- Reconciliation of accounts payable between general ledger and subledger
- Maintain the financial reports, including review of general ledger postings, preparation and recording of journal entries, reconciliation of interfunds, preparation of monthly budget to actual reports as needed
- Prepare information necessary to make property tax and other monthly disbursements, as needed
- Preparation of currently required consent agreement monthly reports (accounts payable aging, cash flow, and budget to actual reports)
- Prepare information necessary to calculate monthly pension contributions

B. Quarterly/Yearly

- Assist with quarterly budget amendments
- Prepare 941 reconciliation
- Prepare unemployment reporting
- DEP updates as needed
- Assist management with annual budget preparation
- Prepare or review grant financial reports as required
- Reconciliation of long-term debt balances
- Preparation of other external reporting (Act 51, Qualifying Statement, F-65, Metro Act, etc.)



C. Audit preparation assistance

- Calculating and recording year-end accruals
- Preparing GASB 34 entries and related reconciliations
- Assistance with implementation of new GASB requirements
- Preparing "prepared by client (PBC)" schedules as requested by auditors
- Assist in the accumulation of data for audit report footnotes and Management's Discussion and Analysis (MD&A)
- Assist with answering auditor questions
- Assist with the review of the audited financial statements

The above task list is not all-inclusive of the work we will provide. Specific additional tasks may be requested by the City and performed by Plante Moran as contractual time permits.

It should be noted that we will not be responsible for making investment decisions, signing checks, making bank transfers, initiating ACH or wire transfers, or handling cash in any way. We will also not be responsible for the preparation, printing, or submitting to the State of Michigan the audited financial statement as this is the responsibility of the City's external auditors.

Timing of Services

Plante Moran staff will be available, on average, 5 days per week (40 hours per week), for this project. Absences for vacations, holidays, and training will be communicated to you in advance and arrangements will be made to ensure all necessary financial tasks are completed during these absences.

Fees and Payment Terms

Our fee for this assignment is ^{15,000 MRS} ~~\$47,000~~ per month which includes basic manager and partner support of the services described above. If additional staffing is required over and above 40 hours per week, we can make additional staff available upon your request. Any additional staff will be billed at the following hourly rates: Financial Specialist \$110, Manager \$155, Partner \$250.

Additional services may include certain duties currently performed by the Treasurer such as assistance with the overall management of the Treasurer's office and communication of budget and other fiscal matters to the Mayor and members of City Council at council meetings.

Our invoices will be rendered monthly and are due when received.

The terms as described above will be apply from the period of July 1, 2016 until June 30, 2017 and then continue on a month-to-month basis at the discretion of both parties.

If you are in agreement with our understanding of this engagement, as set forth in this engagement letter and the accompanying Professional Services Agreement, please sign the enclosed copy of this letter and return it to us with the accompanying Professional Services Agreement.

Thank you for the opportunity to serve you.

plante
moran

Mark Stuhldreher
City of Inkster, MI

3

OPEN

Very truly yours,

PLANTE & MORAN, PLLC

William Brickey

Agreed and Accepted

We accept this engagement letter and the accompanying Professional Services Agreement, which set forth the entire agreement between City of Inkster and Plante & Moran, PLLC with respect to the services specified in the Scope of Services section of this engagement letter.

City of Inkster

Mark Stuhldreher

Date

Title

plante
m
moran

**Professional Services Agreement – Temporary Finance Assistance
Addendum to Plante & Moran, PLLC Engagement Letter**

This Professional Services Agreement is part of the engagement letter for our temporary finance assistance services dated OPEN between Plante & Moran, PLLC (referred to herein as "PM") and City of Inkster (referred to herein as "Inkster").

1. **Management Responsibilities** – The services PM will provide are inherently advisory in nature. PM has no responsibility for any management decisions or management functions. Further, Inkster acknowledges that Inkster is responsible for all such management decisions and management functions; for evaluating the adequacy and results of the services PM will provide and accepting responsibility for the results of those services; Inkster is responsible for the design, implementation, and maintenance of internal controls, including monitoring ongoing activities in connection with our engagement. Accordingly, PM accepts no responsibility as a responsible party for the payment of taxes of any nature, including, but not limited to income, withholding, sales, excess of other taxes assessed at the Federal, State or local levels that may be owed or otherwise arise. Inkster has designated Mark Stuhldreher, City Treasurer to oversee the services PM will provide. Oversight includes evaluating the adequacy and the results of the services PM will provide and accepting responsibility for the results of those services.
2. **Review and Supervision** – Inkster understands and acknowledges that all PM staff assigned to this project are working solely at Inkster's direction and agree that all work performed will be subject to the same supervision, review and approval practices that Inkster undertakes with its own staff. It is further understood that the work of PM staff assigned to this project is typically not being reviewed by any other person at PM and that Inkster supervision, review and approval practices will include review and approval of any journal entries prepared by PM staff prior to posting.
3. **Nature and Limitations of Services** – PM's project activities will be based on information and records provided by Inkster. PM will rely on such underlying information and records and PM's project activities will not include audit or verification of the information and records provided to PM in connection with PM's project activities.

The project activities PM will perform will not constitute an examination or audit of any Inkster financial statements or any other items, including Inkster's internal controls. If Inkster requires financial statements or other financial information for third-party use, or if consulting services, a separate engagement letter will be required. Accordingly, Inkster agrees not to associate or make reference to PM in connection with any financial statements or other financial information of Inkster. In addition, PM's engagement is not designed and cannot be relied upon to disclose errors, fraud or illegal acts that may exist. However, PM will inform Inkster of any such matters that come to its attention.
4. **Project Deliverables** – At the conclusion of PM's project activities and periodically as the project progresses, PM will review the results of the project work with Inkster and provide Inkster with any observations related to PM's services that PM believes warrant Inkster's attention. PM also will provide Inkster with copies of analyses, tax filings, or other materials that PM may develop in the course of this engagement upon Inkster's request. PM will not issue a formal written report as a result of this engagement and Inkster agrees that the nature and extent of the work product that PM will provide, as outlined in this agreement, are sufficient for Inkster's purposes. On a monthly basis, PM will provide the City with a listing of the specific tasks performed during the month.
5. **Confidentiality, Ownership, and Retention of Workpapers** – During the course of this engagement, PM and PM staff may have access to proprietary information of Inkster, including, but not limited to, information regarding trade secrets, business methods, plans, or projects. PM acknowledges that such information, regardless of its form, is confidential and proprietary to Inkster, and PM will not use such information for any purpose other than our consulting engagement or disclose such information to any other person or entity without the prior written consent of Inkster.

In some circumstances, PM may use third-party service providers to assist with our engagement. PM will inform Inkster if it intends to use a third-party service provider. In order to enable these service providers to assist PM in this capacity, PM must disclose information to these service providers that is relevant to the services they provide. Disclosure of such information shall not constitute a breach of the provisions of this agreement.

In the interest of facilitating PM's services to Inkster, PM may communicate or exchange data by internet, e-mail, facsimile transmission, or other method. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM's obligations under applicable laws and professional standards, Inkster recognizes and accepts that PM has no control over the unauthorized interception of these communications or transmissions once they have been sent, and consent to PM's use of these electronic devices during this engagement.

Both Inkster and PM acknowledge, however, that PM may be required to make its written materials in its possession, custody, or control available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in which PM is not a party. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute

Professional Services Agreement – Temporary Finance Assistance

a breach of the provisions of this agreement. In the event that a request for any confidential information or workpapers covered by this agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform Inkster in a timely manner of such request and to cooperate with Inkster should it attempt, at Inkster's cost, to limit such access. This provision will survive the termination of this agreement. PM's efforts in complying with such requests will be deemed billable to Inkster as a separate engagement. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with the request.

PM reserves the right to destroy, and it is understood that PM will destroy, PM's written materials created or obtained in the course of this engagement in accordance with PM's record retention and destruction policies, which are designed to meet all relevant regulatory requirements.

Upon Inkster's written request, PM may, at its sole discretion, allow others to view any written materials relating to this engagement that remain in PM's possession if there is a specific business purpose for such a review. PM will evaluate each written request independently. Inkster acknowledges and agrees that PM will have no obligation to provide such access or to provide copies of such written materials, without regard to whether access had been granted with respect to any prior requests.

6. **Fee Quotes** – In any circumstance where PM has provided estimated fees, fixed fees, or not-to-exceed fees ("Fee Quotes"), these Fee Quotes are based on responsibilities under the scope of services. This assistance includes availability and cooperation of those Inkster personnel relevant to PM's project activities and providing needed information to PM in a timely and orderly manner. In the event that undisclosed or unforeseeable facts regarding these matters causes the actual work required for this engagement to vary from PM's estimates, the estimated fees will be adjusted for the additional time PM incurs as a result. PM will consult with the City of Inkster prior to adjusting the fees.

In any circumstance where PM's work is rescheduled due to Inkster's failure to provide information necessary for the engagement, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadline related to the completion of the work. Because rescheduling work imposes additional costs on PM, in any circumstance where PM has provided estimated fees, those estimated fees may be adjusted for additional time PM incurs as a result of rescheduling its work. PM will endeavor to advise Inkster in the event any circumstances occur which would require PM's work to be rescheduled. However it is acknowledged that the exact impact on the Fee Quote may not be determinable until the conclusion of the engagement. Such fee adjustments will be determined in accordance with the Fee Adjustments provision of this agreement.

7. **Payment Terms** – PM's invoices for the services provided are due on the agreed-upon dates. In the event any of PM's invoices are not paid in accordance with the terms of this agreement, PM may elect, at PM's sole discretion, to suspend work until PM receives payment in full for all amounts due or terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of our consulting work. Inkster agrees that in the event PM stops work or terminates this Agreement as a result of Inkster's failure to pay fees on a timely basis for services rendered by PM as provided in this Agreement, or if PM terminates this Agreement for any other reason, PM shall not be liable for any damages that occur as a result of PM ceasing to render services.
8. **Fee Adjustments** – Any fee adjustments for reasons described elsewhere in this agreement will be determined based on the actual time expended by PM staff at PM's current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and included as an adjustment to PM's invoices related to this engagement. Inkster acknowledges and agrees that payment for all such fee adjustments will be made in accordance with the payment terms provided in this agreement. PM will consult with the City of Inkster prior to adjusting the fees.
9. **Termination of Engagement** – This agreement may be terminated by either party upon 30 days written notice. Upon notification of termination, PM's services will cease and PM's engagement will be deemed to have been completed. Inkster will be obligated to compensate PM for all time expended and to reimburse PM for all out-of-pocket expenditures through the date of termination of this engagement.
10. **Hold Harmless and Indemnification** – As a condition of this engagement, City of Inkster agrees to hold PM, and all of its partners and staff, harmless against any losses, claims, damages, or liabilities, to which PM may become subject in connection with services performed in the engagement, unless a court having jurisdiction shall have determined in a final judgment that such loss, claim, damage, or liability resulted primarily from the willful misconduct or gross negligence of PM, or one of its partners or staff. This hold harmless includes the agreement to reimburse PM for any legal or other expenses incurred by PM, as incurred, in connection with investigating or defending any such losses, claims, damages, or liabilities. This provision shall survive any termination of this engagement.
11. **Conflicts of Interest** – PM's engagement acceptance procedures include a check as to whether any conflicts of interest exists that would prevent acceptance of this engagement. No such conflicts have been identified. Inkster

Professional Services Agreement – Temporary Finance Assistance

understands and acknowledges that PM may be engaged to provide professional services, now or in the future, unrelated to this engagement to parties whose interests may not be consistent with Inkster. If PM becomes aware of any conflicts of interest during the course of the engagement, PM will immediately disclose that fact to Inkster upon discovery.

12. **Agreement Not to Influence** – Inkster and PM each agree that each respective organization and its employees will not endeavor to influence the other's employees to seek any employment or other contractual arrangement with it, during this engagement or for a period of one year after termination of the engagement. Inkster agrees that PM employees are not "contract for hire." PM may release Inkster from these restrictions if Inkster agrees to reimburse PM for its recruiting, training, and administrative investment in the applicable employee. In such event, the reimbursement amount shall be equal to two hundred hours of billings at the current hourly rate for the PM employee.
13. **Governing Law** – This agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

End of Professional Services Agreement –Temporary Finance Assistance Services

Plante Moran Summary of Services

- **Monthly**

- Bank reconciliations:
 - General Pooled – Agree and reconcile to the General Ledger
 - Payroll – Agree and reconcile to the General Ledger
 - Community Development – Agree and reconcile to the General Ledger
 - Research various bank reconciliation miscellaneous differences
- All funds monthly cash reports
 - Prepare cash flow reports for the following funds: General, Major Street, Local Street, Parks, CDBG, Brownfield, TIFA, DDA, Drug Forfeiture, Justice Center Debt, and Water and Sewer
- Accounts payable reconciliation between general ledger and sub ledger (for all funds)
- Review and cleanup of general ledger
- Allocate chargebacks from Wayne County Delinquent monthly invoice/ check
- Review payroll's monthly state taxes to be paid to SOM
- Work with treasurer to journalize entries associated with wires and ACHs made
- Assist cashiers in correcting payment applications – involving support assistance with BS&A for best practices methods
- Post and journalize daily activity in Utility Billing and Tax modules within BS&A (online payments, rollbacks, NSF's...)
- Provide support within organization to various staff including answering questions related to proper expense accounts, researching vendor payment history, completing estimates for fringe benefit factors, etc...
- Prepare pension contribution and review for reasonableness
- Monitor AP and ATT business direct monthly payment for accuracy
- Update water consumption analysis spreadsheet
- Reconcile McKenna Invoice
- Prepare property tax distribution calculations, post journal entries in BSA, submit accounts payable requests and ACH requests
- Perform accounts receivable analysis

- **Quarterly**

- Complete survey of Property Tax Collections Form F-71
- Prepare Form 941
- Prepare Unemployment Report and upload to State of Michigan
- With Treasurer, prepare quarterly budget amendments
- Complete Conference of Western Wayne Tax Request Form

- **Annual**

- Develop and assist with the development of the Budget, update Personnel Cost Summary with the assistance of the Interim City Manager and Department Heads
- Prepare FY Cash Flow projections
- Prepare Industrial Facilities Tax Report (Tax Form 170)
- Prepare MSHDA Fee Report
- Prepare ACT 51 Report and upload to MDOT
- Prepare F-65 Report and upload to State of Michigan
- Prepare Qualifying Statement
- Prepare Continuing Disclosure Report
- Prepare General and Police/Fire Pension census data submission

- Prepare Tax Increment Financing Plan Report for Capture of Property Taxes (Tax Form 2604)
 - Prepare and submit for submission to City website the City, Village, and Township Revenue Sharing (CVTRS) requirements of Accountability and Transparency
 - Prepare Metro Act Report
 - Prepare MDOT 18j
 - Sales, Use, and Withholding Tax Form 5081
 - Reconcile fuel payment due from Senior Services
 - Allocate chargebacks from Wayne County Delinquent Settlement check
 - Perform Year-End closing function in BSA for General and Accounts Payable Module
 - With the assistance of the Interim City Manager, prepare Corrective Action Plan for submission to the State
 - Complete property tax chargebacks and reconciliation of distribution to settlement
 - Prepare PILOT tax analysis and distribution
 - Prepare MSHDA calculation and distribution
 - Prepare delinquent personal property distribution
 - Prepare NEZ distribution
 - Prepare County land bank calculation and distribution
 - Prepare State land bank calculation and distribution
 - Prepare Industrial facilities tax calculation and distribution
 - Perform Justice Assistance Grant (JAG) reconciliation
 - Perform Community Development Block Grant (CDBG) reconciliation
 - Perform Environmental Protection Agency (EPA) Grant reconciliation
- **Complete all audit prep work:**
 - Work with auditors directly to gather samples, supply information on walk-throughs and narratives as well as various audit work paper requests
 - Complete documents required for cash confirmations
 - Complete documents required for Attorney confirmations
 - Prepare prepaid expenses work paper
 - Prepare manual receivables work paper
 - Prepare manual payables work paper
 - Accrue payroll expenses and complete work paper
 - Prepare compensated absences reconciliation with payroll
 - Prepare long-term debt roll forward schedules
 - Prepare and determine future debt maturity schedules
 - Prepare Interfund balance supporting schedules
 - Prepare Interfund transfers supporting schedules
 - Prepare Cash and investments footnote disclosures
 - Calculate and determine the Net Present Value of Government Wide long-term liability adjustment (GASB 70)
 - Allocate OPEB and liability adjustments and prepare supporting schedules
 - Prepare other government wide adjustments to reconcile to fund level statements
 - Finalize TB, GL, revenue and expenditure report and balance sheet for auditors to begin importing data
 - Manage open items, various Inkster personnel requests from auditors and assist with communication between Rehmann and City

- Prepare Deposit and Investment Risk Disclosures (GASB 40)
 - Complete cash and debt work paper for the Inkster Housing report
 - Prepare Accounting and Financial Reporting for Pensions (GASB 68)
 - Assist Interim Manager with component unit disclosure for senior housing (GASB 61)
 - Review financial statement draft, assist the Interim City Manager with Management Discussion and Analysis (MDA) disclosures, subsequent events and contingencies, where applicable
 - Work with auditors to conclude on financial statements, final open items and submission of statements
- **Miscellaneous**
 - Complete \$3M emergency loan reporting requirements
 - Perform fiscal impact analysis on various program initiatives
 - Assist and/or create invoice(s) for City Clerk Special Events and reclassify revenue accordingly
 - Assist the Interim City Manager with maintaining and projecting the five-year forecast working document
 - Perform financial analysis of collective bargain proposals
- **Participate in the various meetings:**
 - Monthly or quarterly budget meetings with Department Heads, Treasurer, and Interim City Manager
 - Treasurer department staff meetings
 - Water and sewer operational meetings
 - Discuss various program initiatives with Interim City Manager and its financial impact
 - Greenway Phase 2 Budget with City Manager, Treasurer, Deputy DPW Director and Giffels Webster representatives
 - Discuss Commission on Aging and Inkster Senior Services
 - Discuss water tax billing routine
 - Discuss Healthcare Reconciliation-Deduction Codes
 - FDCVT Grant Reimbursement Request Process
 - Discuss Affordable Care Act Reporting Requirement and Status with Cornerstone, HR Director, Payroll, and Interim City Manager
 - Process of Specials/ Adjustments Written off Taxes
 - Discuss property transfer affidavit filing fee with City Manager/Treasurer and WCA
 - Tax Year billing process with Treasurer and WCA Assessing
 - Year-end Grant reconciliation with Treasurer and Police
 - Year-end Grant reconciliation with Treasurer and Community Economic Development
 - Year-end NSFs, DHS payments and other bank reconciling items with cashier staff
 - Year- end accounts payable procedures and cut-off with AP
 - Review June 30th FYE Results

Plante Moran April 2016 Summary of Services

- March 2016 bank recs:
 - General Pooled – Agreed and reconciled to the General Ledger
 - Payroll – Agreed and reconciled to the General Ledger
 - Community Development – Agreed and reconciled to the General Ledger
 - Researched various bank reconciliation miscellaneous differences
- All funds monthly cash reports (as required by consent agreement)
 - Cash flow reports prepared for the following funds: General, Major Street, Local Street, Parks, CDBG, Brownfield, TIFA, DDA, Drug Forfeiture, Justice Center Debt, and Water and Sewer.
- Accounts payable reconciliation between general ledger and sub-ledger (for all funds)
- Monthly review and cleanup of general ledger
- Allocate chargebacks from Wayne County Delinquent monthly invoice/ check
- Review payroll's monthly state taxes to be paid to SOM.
- Work with treasurer to journalize entries associated with wires and ACHs made.
- Assist cashiers in correcting payment applications – involving support assistance with BS&A for best practices methods.
- Post and journalize daily activity in Utility Billing and Tax modules within BS&A (online payments, rollbacks, NSF's...)
- Provide support within organization to various staff including answering questions related to proper expense accounts, researching vendor payment history, completing estimates for fringe benefit factors, etc...
- Prepare monthly pension contribution and review for reasonableness
- Monitor AP and ATT business direct monthly payment for accuracy
- Updated Tax Form 2604
- Property tax distribution calculations, journal entries, AP requests and ACH requests
- Continue the development of a five-year forecast working document.
- Participate in the following meetings:
 - Parks Budget Meeting
 - Police Budget Meeting
 - Inkster Green Way Trail Project meeting with Interim City Manager, DPW Director, and Giffels Webster Project Management Team.
 - Discuss Planner/Planning Services for FY 2017
- Continue FY2017 Budget Process:
 - Technical review of department head budget request
 - Develop and construct FY 2017 Budget with the assistance of the Interim City Manager
 - WS Rate Model meeting with Interim City Manager/Treasurer
 - WS Budget
 - WS PowerPoint Presentation update
 - Adjust complete budget document, inclusive of above
- Submitted Quarterly Report to the State as a requirement of the \$3M emergency loan received by the State in 2012.
- With Interim City Manager, completed third quarter budget amendments for submission to council for approval on May 2nd.
- Reconciled McKenna invoices for February and March services.

- **Begin Tax settlement process by submitting required reports to Wayne County, reconciling the Tax Fund, and processing adjustments.**
- **Uploaded Quarterly Unemployment Insurance Agency report to the State of Michigan**
- **Completed Quarterly Form 941 Report and reconciliation**
- **Completed 2015 Annual Metro Act Report**
- **Assist HR with the OPEB valuation excel template**
- **Reconciled JAG and CDBG Grants**

Yes:
No:
Absent:



City of Inkster, Michigan

Application Packet For Class 1 and Class 2 Events

Received: _____

NOTICE OF INTENT TO APPLY FOR AN EVENT PERMIT

The first page of this packet implies your intent to hold an event, reserve a park, or close a street in the city of Inkster. The due date for the Notice of Intent can be found on the next page under your event class. In order to reserve a date and location, please fill out this first page and mail or email it to:

City Clerk's Office
26215 Trowbridge Rd. Inkster, MI. 48141
Office: (313) 563-9770; Fax: (313) 563-7378
E-Mail: frutledge@cityofinkster.com
www.cityofinkster.com

Event Title: Commission On Aging Annual Picnic
Type of Event: Picnic for senior citizens in the community
Estimated Class Level (please circle): Class 1 Class 2
Event Date (s): Friday, August 12, 2016 Event Hours: 11:30 AM - 2:30 PM
Park Name and Location (If only interested in a portion of a park, please specify the portion):
Wheatley Park

***Additional days for set up: _____ ***Additional days for clean-up: _____

***Please note, the rental rate allows for set up to begin after 5:00 pm the day prior and clean up to end by 10:00AM following your event. If this does not allow you enough time, please discuss with the Clerk's Office.

Please name the person(s) principally responsible for this event (applicant):

Name: Denise Champagne E-mail Address: dchampagne@cityofinkster.com

Phone 1: 313-561-2383 (work/home/cell) Phone 2: 313-570-2444 (work/home/cell) Fax: _____

Legal name of applicant's organization: City of Inkster Commission On Aging

Form of ownership:

☐ Doing Business As

☐ Corporation

☐ Non-Profit

**City of Inkster
Event Permit**

☐ Individual

☐ Association

☐ Partnership

Applicant organization is:

☒ Resident or located in the City (proof of residency is required) ☐ Non-resident

Legal address: 2000 Inkster Road, Inkster MI 48141

Mailing address: 2000 Inkster Road

City: Inkster State: MI Zip: 48141

Phone: 313-561-2382 Fax: _____ E-mail: dchampagne@cityofinkster.com

The permit shall not be issued until the application (pages 8-13) has been reviewed and approved by the Clerk's Office, DPW, Police, Fire Departments City Manager and City Council.

CLASSES / CATEGORIES

Alcohol is strictly prohibited in any City Street and/or any Public Property pursuant to the Inkster City Code.

	Pre-event meeting	Security Deposit Req.	City services Requirement	Notice of intent due	Applicable sections
Class 1 event: - Any street closure or park reservation that is <u>not</u> open to the public - Neighborhood association block parties. - Family reunion or private organization park reservation. - Less than 500 people in attendance at any one time. - No alcoholic beverages sold, served, or consumed. - Single day event.	May be Required	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14
Class 2 event: - Any event, street closure or park reservation that is <u>open</u> to the public - Less than 1,000 people in attendance at any one time. - No alcoholic beverages sold, served, or consumed.	Determined by City Event Organizer	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14

Please note your Security Deposit will be returned to you upon completed payment of your invoice. Fees are based on services provided.

DEADLINES

Class 1 Permit Deadlines

30 Days Prior to Event Date: • Notice of Intent • Application Fee	30 Days Prior to Event Date: • Application • Copy of insurance rider (if necessary). • Security Deposit
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Class 2 Permit Deadlines

30 Days Prior to Event Date: • Notice of Intent • Application Fee	30 Days Prior to Event Date: • Application • Copy of insurance rider. • Pre-event meeting scheduled (if necessary). • Security Deposit
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INSURANCE REQUIREMENTS

TIP: Check with your own insurance carriers (business, organization, auto, renters, home owners, etc.) to see if they will extend your coverage to cover the event before starting from scratch.

Please submit only the Certificate of Liability Insurance page of the policy with your application if your event class requires it.

Class 1 Insurance requirements

Insurance will be required for all Class 1 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured **if any of the following instances are planned:**

- Planned/Organized athletic event.
- Any commercial service being provided, including but not limited to:
 - Setting up of tents/canopies, such as family reunions, weddings, etc.
 - A hired act – magician, animal rides, band, etc.
 - A hired service, such as caterers, portable toilets, moonwalks, rides, etc.

Class 2 Insurance requirements

Insurance will be required for all Class 2 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured.

FEES

The City of Inkster provides a variety of public services for events. Event permit holders shall reimburse the City for 100% of the cost of services provided. The fees and rates below do not constitute a written or implied contract. The need for services and cost estimates will be determined at the pre-event meeting between the event permit applicant and City staff.

Fees paid via cash, check, credit card or money order payable to "City of Inkster" should be submitted with the application. If you wish to pay your application fee via credit card, please complete the Credit Card Authorization Form. Only MasterCard and Visa can be accepted for payment and a 3% fee is associated with using a credit card. If the actual costs differ from the amount paid, the City of Inkster or the permit holder must refund or pay the difference within 30 days after the event. Penalties and interest will be charged for late payments. The penalty for late payments is 3.0% of the outstanding balance. The interest charge for late payments is 0.5% of the outstanding balance each month until paid in full.

These rates are subject to change without notice on July 1.

Park key fee

To ensure that you have access to the park during the hours on the approved application, you can pick up a key for your event at the DPW office anytime Monday through Thursday between 9a – 4p for a \$20 key deposit. The deposit is 100% refundable after the key is returned.

Application Fee (non-refundable)

- Payable to "City of Inkster"

	<u>Application Fee</u>	
Class 1 Resident	\$75	
Class 1 Non-Resident	\$150	
Class 2 Resident	\$100	
Class 2 Non-Resident	\$200	

Security Deposit (refundable minus any costs incurred)

- Class 1 Event: \$300
- Class 2 Event: \$300
- Paid via check or money order or credit card payable to "City of Inkster"

Inkster Police Department Service Fees/Auxiliary

Labor Rates: These rates change annually on July 1 and are subject to change at any time

- Uniformed police officer: \$45/hour
- Uniformed sergeant: \$67/hour
- Uniformed lieutenant: \$69/hour
- Volunteer Service Corps: The Police Department's Volunteer Service Corps (VSC) is designed to supplement or substitute uniformed police personnel when appropriate. However, the Police Department has the sole authority to determine the level of use and deployment, if any, of the VSC for an event. In other words, some events may have VSC service and others events may not – the decision lies solely with the Police Department and its evaluation of event service needs. Although VSC members are volunteers, event permit holders are charged for a Sergeant's time to organize and schedule VSC members (1 hour for every 4 VSC members).
 - 1-4 VSC members \$67/Per Day
 - 5-8 VSC members \$134/Per Day
 - 9-12 VSC members \$201/Per Day

Equipment Rates:

- Mobile command post \$11.44/hour
- Police cruiser \$8.09/hour

Department of Public Works Service Fees

Labor Rates:

- Park worker (Straight Time): \$18.48/hour
- Park worker (Overtime): \$27.72/hour
- Crew Chief (straight time) \$20.76/hour
- Crew Chief (overtime) \$31.14/hour

Fire Department Rates

- Firefighter (Straight Time):\$ 38.00 /hour
(Rescue Vehicle)

Equipment Rates

- Trailer \$75.00/hour
- Pick Up Truck \$420.00/hour
- Stake Truck \$75.00/hour
- Weed Whip 4.16/hour
- Mower 26.43/hour
- Sweeper \$150.00/hour
- Loader \$150.00/hour

INVOICE EXAMPLES FROM PREVIOUS YEARS

Department of Public Works (DPW)

This is a common invoice for trash removal. Four of Republics trash boxes (55 gallons each) are equal to one cubic yard of trash. So the example below shows disposal of 18 boxes of trash.

Qty	Description	Unit Price	Total
2.5 hrs.	DPW Crew Chief Employee	\$20.76	\$51.90
2.5 hrs.	DPW Employee	\$18.48	\$46.20
.5 hrs.	Pick-up Truck	\$ 20.00	\$ 10.00
.5 hrs.	Loader	\$150.00	\$75.00
1 hrs.	Stake Truck	\$75.00	\$75.00
.5 hrs.	Trailer	\$50.00	\$25.00
4.5 cubic yards	Trash removal	\$20 per cubic yard (1 Republic Management box = 55 gallon trash bag = 1/4 a cubic yard. i.e. 4 55 gallon trash bags = \$20	\$85.00

Received: _____

EVENT PERMIT

Please note Event Organizer (s) is responsible for notifying vendors and attendees: Of the No Alcohol Policy/Ordinance.

Event Title: Commission On Aging Annual Picnic

Location: Wheatley Park

Estimated Class Level (please circle): Class 1 Class 2

Event Date/time (s):

Date: Friday, August 12, 2016 Start: 1130 AM/PM End: 230 AM/PM

Please name the person (s) principally responsible for this event (applicant):

Name: Denise M. Champagne E-mail Address: dchampagne@cityofinkster.com

Mailing address: 2000 Inkster Road

City: Inkster State: MI Zip: 48141

Day Phone: 313-561-2383 Evening Phone: 313-274-2659

Cell Phone: 313-570-2444 Fax: _____

Names and addresses of all officers and directors (attach separate sheet if necessary):

President: Charles Coleman Secretary: Denise M. Champagne

Vice President: _____ Treasurer: _____

+++++

Were there any changes to event date/location/time/structure/etc. since the Notice of Intent was submitted?
If yes, please describe and explain:

**City of Inkster
Event Permit**

Section requirement by class	
1, 2	Please read and check the boxes stating that you are aware of the following. 1a. Ordinance inclusion on Promotional Materials <i>Please check the box to indicate you have read and understood this section.</i> The City of Inkster highly encourages adding the following information on all promotional materials, fliers, websites, etc. because people violating this ordinance will be asked to leave the premises: ☒ "The City's event ordinance prohibits the allowance of Alcoholic Beverages on premises. 1b. Ordinance inclusion on Signage: ☒ The City does not allow posting of flyers on any poles (utility or otherwise) within the City limits, nor does it allow posting of signs in any public right of way (space between street and sidewalk) without express permission (please attach copies of written authorization). Please note that the event organizer is responsible for informing vendors and other participants of these ordinances.
1, 2	2. Attendance: Please estimate the number of people you expect to attend the event: <u>125</u>
1, 2 DPW	3. Utilities: Does this event require any utilities? (Electricity in the parks may need to be requested in order to be turned on; not all parks are equipped with electricity). ☒ Yes (see below) ☐ No ☐ Electricity ☒ Water ☒ Other <u>Bathroom opened up</u> Are the necessary utilities available at the location? ☒ Yes ☐ No (see below) If not, how do you propose supplying the required utilities? _____ _____

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2
DPW

4. Street closures:

Does your event require street closures: ☐ Yes (see below) ☒ No

Michigan Ave., is considered a State Trunklines. MDOT must be notified of any closings of these streets. If you are listing a state trunkline, please put a Y in the trunkline column.

Please list all streets that will be closed, including their intersecting streets on either end.

EXAMPLE:

Street to close	From	To	Date	Time	Trunkline?
Penn	9/1/13	9/5/13	8/30/13	Noon-3p	N

Street to close	From	To	Date	Time	Trunkline?

(Please be sure to include enough time for event set up and clean up. Please attach additional sheets as necessary).

Will you require the use of City owned barricades to close the street(s)? Yes ☐ No ☐

If no, by what means will you close the street? _____

If yes, please provide the name and address of the person who will take responsibility for the barricades during the course of the event. (Barricades can be picked up at the Inkster Police Department the day before your event. Barricades should be returned to the Inkster Police Department upon completion of your event or a fee will be incurred.

If it's the same as the applicant, please write SAME in the name field.

Name: _____ Address: _____ Phone: _____

Describe the means by which you intend to inform residents of the street closing.

Will you permit local residential traffic street access during the event? Yes ☐ No ☐

If no, how do you intend to accommodate residents? _____

****Must have an entrance and exit for Emergency Vehicles.**

**City of Inkster
Event Permit**

Section requirement by class
1, 2
1, 2
1, 2 IPD
Section

5. Food Permit:

Will any food be prepared, distributed, or sold at event?

☒ Yes (see below) ☐ No

*Purchasing box lunches
that are prepared off site
and distributed at event.*

If food will be prepared on site, distributed or sold each vendor must apply for and receive a permit from the City Clerk's Office/Wayne County. ****

Please note that the Wayne County Health Department must be contacted and advised of event date (s), times, and event organizer contact information in case they have any questions.

6. Restrooms:

***Wheatley Park has Restrooms.**

Does your event require restroom facilities?

☒ Yes (see below) ☐ No

How many portable restrooms are you supplying? 0

7. Noise Permit:

Does your event require a noise permit: ☐ Yes (see below) ☒ No

Type of sound at this event:

☐ P.A. system ☐ live band ☐ stereo equipment ☒ other: *Small speaker for
Coke walk music*

Event coordinators are responsible for monitoring noise levels and ensuring compliance with the stated noise policy for park events.

1. Permissible Noise Levels – Maximum decibel levels shall not exceed 80 dB (A) from the hours of 10 am thru 10 pm. Maximum decibel levels shall not exceed 75 dB (A) from the hours of 10 pm thru 10 am. These measurements shall be taken from the ROW along the perimeters of the parks. Parties in violation will be given (1) warning to correct violations. If a second violation occurs, then the event will be shut down. Event holders are responsible for any cost incurred to the IPD in this respect.
2. No obscene language or racial epithets shall be allowed during stage productions.
3. The IPD reserve the right to cancel any production for any violation of item (1) or (2). No refunds shall be given and additional costs may be deducted from the security deposit.

Please state the days and times that music or P.A. system will be used:

Date:	Time from:	Time to:
<i>8-12-16</i>	<i>11:30 AM</i>	<i>2:30 PM</i>

Please attach a scaled layout/set up for the event

**PICNIC
SHELTER**

(Tables and chairs will be supplied (rented) by Commission on Aging.)
We will also utilize the picnic tables that are permanently installed around the shelter area.

RESTROOMS

***GRASSY AREA WILL
BE USED FOR THE
CAKE WALK***

**COMMISSION ON AGING
ANNUAL SENIOR CITIZEN PICNIC**

**FRIDAY, AUGUST 12, 2016
WHEATLEY PARK
11:30 am UNTIL 2:30 pm**

**PARKING
LOT**

**(Parking will also be
done on Penn Street)**

**City of Inkster
Event Permit**

requirement by class	
1, 2 DPW	8. Temporary Apparatus: Will your event include any of the following? ☐ Yes (see below) ☒ No If yes, check all that apply and include placement of each on event site plan: (Note that the city can only supply bleachers and picnic tables) ☐ Tent (s) ☐ Portable toilet (s)*** ☐ Inflatable devices*** ☐ Portable lights ☐ Other _____ ☐ Bleacher (s) Number requested from the City _____ ☐ Picnic Table (s) Number requested from the City _____ ***Please see page 4 for insurance requirements if these are utilized.
1, 2 DPW	9. Trash: How many trash receptacles (with liners) do you intend to provide <u>4</u> How do you intend to dispose of the trash following your event? <u>Trash will be taken with us if no other option available.</u> Republic sells event trash boxes (55 gallons each, 1box is equal to ¼ cubic yard). You can contact them at 877-264-5544
1, 2 DPW	10. Site Restoration: Site restoration and equipment removal are required by 10:00 am the morning following your event. What date do you agree to restore the location to the condition in which you found it? <u>8-12-16 (same day as event)</u>

**City of Inkster
Event Permit**

Event Title: Commission On Aging Annual Picnic
Event Date(s): Friday, August 12, 2016 Event Hours: 11³⁰ AM - 2³⁰ PM

ATTESTATION

As applicable to event, applicant understands and agrees to comply with City ordinances and rules governing events and agrees to make final payment within thirty (30) days after the scheduled event invoice is received for any additional services required. Failure to comply within thirty (30) days shall place the applicant in default status. Further, it is understood that in the event a permit holder is placed in default status, the permit holder will be denied any other event permit (s) for a period of at least eighteen (18) months from the date of final payment and/or default resolution.

I hereby agree to comply with all Federal and State Statutes and with all City of Inkster Ordinances, including the curfew and noise ordinances. I understand and agree that in the event any nuisance or disturbances are caused by the individuals attending the event, the use of the location may be terminated without prior notice by the Police Chief or the City Manager or their designee. I authorize the Fire Chief to determine the maximum number of persons who may attend this event based on available space. Further, I understand and agree to abide by any additional City requirements that may be deemed necessary to safely operate the proposed event.

This application represents my intent for the proposed event to the best of my knowledge. I am authorized to sign on behalf of the organization:

Denise M. Champagne Denise M. Champagne 6-14-16
Applicant Name (printed) Signature Date

City of Inkster Approvals

<u>Department Approval</u>	<u>Name (printed)</u>	<u>Approved?</u>	<u>Date</u>
City Council	Resolution Number		
Public Works	Jerome Bivins		
Inkster Fire Dept.	Chief John Adams		
Inkster Police	Chief Riley		
City Manager	Mark Stuhldreher (Interim)		
City Clerk	Felicia Rutledge		

A permit shall not be issued until all information has been submitted, application and security deposit fees paid and approved by all departments.



INKSSEN-01

CARRLAU

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/28/2015

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

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

PRODUCER Hylant - Southeast Michigan 24 Frank Lloyd Wright Dr, Ste J4100 Ann Arbor, MI 48106	CONTACT NAME:	
	PHONE (A/C, No. Ext.): (734) 741-0044	FAX (A/C, No.): (734) 741-1860
INSURED Inkster Senior Services, Inc. 2000 Inkster Road Inkster, MI 48141	E-MAIL ADDRESS: annarbor@hylant.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Ins Co	
	INSURER B: Michigan Insurance Company	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:		PHPK1387992	10/15/2015	10/15/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS		PHPK1387992	10/15/2015	10/15/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE ☐ DED ☐ RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	WCJ0011615	10/15/2015	10/15/2015	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES [ACORD 101, Additional Remarks Schedule, may be attached if more space is required]
City of Inkster is named as Additional Insured as respects to Liability.

CERTIFICATE HOLDER

CANCELLATION

City of Inkster 26215 Trowbridge Inkster, MI 48141	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Michelle M. Igle</i>

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REQUEST FOR COUNCIL ACTION

To: Mark Stuhldreher – Interim City Manager/Treasurer

Date: June 27, 2016

From: Felicia Rutledge, City Clerk

Date for Council Consideration: July 5, 2016

ACTION REQUESTED: Consider approving the request for street closures of Redmill Dr. and Cherry Lane streets on July 16, 2016 for a Block Party from 1:00 p.m. until 8:00 p.m. (Glen K. Oliver)

Current Action ☒ Emergency ☐ Future ☐

Funds Budgeted: If Yes ☐ Account # ☐ No ☐ N/A ☒

Treasurer's Approval ☐ N/A ☐

BACKGROUND INFORMATION

The request is to seek permission to close Redmill Drive between and Cherry Lane for a Block Party on July 16, 2016 from 1:00 p.m. until 8:00 p.m. A signed petition by neighbors has been included. All appropriate sign offs from the city have been obtained.

SCOPE OF SERVICES

N/A

JUSTIFICATION

N/A

PROJECT OR IMPROVEMENT TASKS

N/A

COSTS

N/A

PROJECT TIME TABLE

July 16, 2016 from 1:00 p.m. until 8:00 p.m.

RESOLUTION

Authorization is hereby given for a street closure on Redmill Drive for a Block Party on July 16, 2016 from 1:00 p.m. until 8:00 p.m. (Glen K. Oliver)

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



Felicia Rutledge, City Clerk

City of Inkster
26215 Trowbridge
Inkster, MI 48141

www.cityofinkster.com
Phone: 313.563.9770
Fax: 313.563.7378
frutledge@cityofinkster.com

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

GLEN OLIVER
Name

(313) 565-5098
Phone Number

380 CHERRY LANE, INKSTER 48141
Applicant Address

glen_oliver2002@yahoo.com
Email (Optional)

REQUEST:

Street To Be Closed: REDMILL DR. Cross Streets: CHERRY LANE

Date(s) To Be Closed: JULY 16 2016

Event Hours: 1 PM am/pm To 8 PM am/pm (EVENTS MUST CONCLUDE BY 10PM)

Type Of Event: BLOCK PARTY

Please read this Waiver carefully before signing – The undersigned hereby verifies that he/she agrees to indemnify defend and save harmless the City of Inkster, its officers, agents and employees from and against all loss and expense be reason of liability imposed by law of bodily injury, including death at any time resulting there from, sustained loss of use thereof, arising out of or in consequence of performance of this agreement, whether such injuries to person or damage to property is due or claimed to be due to the negligence of the contractor, the City of Inkster, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the City of Inkster, its officers, agents and employees. The undersigned further understands that failure to comply with all arrangements herein stated or falsification of any information called for in this application will be grounds for denial of this or any future request.

Applicant assumes all responsibility for the return of all required barricades/cones used for this event. The barricades/cones are to be returned in the same condition as received on the business day following the event.

Furthermore, the undersigned will be liable for the replacement costs of the barricades/cones in the event of loss or damage. The replacement cost is \$20.00 (Twenty Dollars) per item. If the matter is adjudicated in court, attorney fees and court costs will be assessed.

The barricades/cones may be obtained at the Department of Public Service, 26900 Princeton St., between the hours of 10:00 a.m. and 3:00 p.m. Call to make arrangements: 313-563-9773

Applicant Signature: Glen K. Oliver

Date: JUNE 5, 2016

**OFFICIAL USE ONLY
REQUIRED APPROVALS:**

Police ☒ Fire ☒ DPS ☒ BLDG ☒

REQUIRED EQUIPMENT:

Barricades ☐ Cones ☐ Other ☐

CITY COUNCIL APPROVAL: Date Approved: _____ Resolution Number: _____

City Clerk Signature: _____ Date: _____



Felicia Rutledge, City Clerk

City of Inkster
26215 Trowbridge
Inkster, MI 48141

www.cityofinkster.com
Phone: 313.563.9770
Fax: 313.563.7378
frutledge@cityofinkster.com

Street Closure/Block Party Petition

We the undersigned acknowledge and support the request for a Block Party on

RED MILL DR between CHERRY LAKE
(Street) (Street)

and _____ for the date and time of JULY 16 2016 TIME 1PM-8PM
(Street) (Event date & time)

Block Party Coordinator: GLEN KOLIVER PHONE#(313)5655098
(Contact Person)

Daytime Number: (313) 565-5098 Evening Number: SAME

Name
Joe Abernethy
MARTIN & MYRTLE MUHAMMAD
LITTON & CALVIN NEWAL
MARIE LAKES
Mary + Dennise WOOD
PRAMOD KUMA

Address
316 Res Mill I-Lite, MI
320 RED MILL DR. INKSTER, MI
274 Red Mill DR. INKSTER, MI
260 RED MILL INKSTER
246 Red Mill INKSTER
344 Red Mill Inkster



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STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

GLEN K. OLIVER
 Name

(313) 565-5098
 Phone Number

380 CHERRY LANE, INKSTER 48141
 Applicant Address

glen_oliver2002@yahoo.com
 Email (Optional)

REQUEST:

Street To Be Closed: REDMILL DR. Cross Streets: CHERRY LANE

Date(s) To Be Closed: JULY 16 2016

Event Hours: 1 PM am/pm To 8 PM am/pm (EVENTS MUST CONCLUDE BY 10PM)

Type Of Event: BLOCK PARTY

Please read this Waiver carefully before signing – The undersigned hereby verifies that he/she agrees to indemnify defend and save harmless the City of Inkster, its officers, agents and employees from and against all loss and expense be reason of liability imposed by law of bodily injury, including death at any time resulting there from, sustained loss of use thereof, arising out of or in consequence of performance of this agreement, whether such injuries to person or damage to property is due or claimed to be due to the negligence of the contractor, the City of Inkster, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the City of Inkster, its officers, agents and employees. The undersigned further understands that failure to comply with all arrangements herein stated or falsification of any information called for in this application will be grounds for denial of this or any future request.

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The barricades/cones may be obtained at the Department of Public Service, 26900 Princeton St., between the hours of 10:00 a.m. and 3:00 p.m. **Call to make arrangements: 313-563-9773**

Applicant Signature: Glen K. Oliver

Date: JUNE 5, 2016

OFFICIAL USE ONLY REQUIRED APPROVALS:

Police _____ Fire _____ DPS _____ BLDG OK 6/13/16

REQUIRED EQUIPMENT:

Barricades _____ Cones _____ Other _____

CITY COUNCIL APPROVAL: Date Approved: _____ Resolution Number: _____

City Clerk Signature: _____ Date: _____

Street Closure/Block Party Petition

We the undersigned acknowledge and support the request for a Block Party on

RED MILL DR between CHERRY LAWE
(Street) (Street)

and _____ for the date and time of July 16 2016 TIME 1pm-8pm
(Street) (Event date & time)

Block Party Coordinator: GLEN COLIVER PHONE# (313) 565 5098
(Contact Person)

Daytime Number: (313) 565-5098 Evening Number: SAME

Joe Abernethy
MARTIN & MYRTLE MUHAMMAD
LITTON & CALVIN NEWELL
MARIE LAKES
MAY + DENNIS WOOD
PRANOD KUMA

Address
316 Red Mill T-lste, MI
320 Red Mill Dr. Inkster, MI
274 Red Mill Dr. Inkster, MI
260 Red Mill Inkster
246 Red Mill Inkster
344 Red Mill Inkster



Felicia Rutledge, City Clerk
City of Inkster
26215 Trowbridge
Inkster, MI 48141

www.cityofinkster.com
Phone: 313.563.9770
Fax: 313.563.7378
frutledge@cityofinkster.com

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

GLEN K. OLIVER
Name

(313) 565-5098
Phone Number

380 CHERRY LAKE, INKSTER 48141
Applicant Address

glen.oliver2008@yahoo.com
Email (Optional)

REQUEST:

Street To Be Closed: REDMILL DR. Cross Streets: CHERRY LAKE

Date(s) To Be Closed: JULY 16 2016

Event Hours: 1 PM am/pm To 8 PM am/pm (EVENTS MUST CONCLUDE BY 10PM)

Type Of Event: BLOCK PARTY

Please read this Waiver carefully before signing – The undersigned hereby verifies that he/she agrees to indemnify defend and save harmless the City of Inkster, its officers, agents and employees from and against all loss and expense be reason of liability imposed by law of bodily injury, including death at any time resulting there from, sustained loss of use thereof, arising out of or in consequence of performance of this agreement, whether such injuries to person or damage to property is due or claimed to be due to the negligence of the contractor, the City of Inkster, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the City of Inkster, its officers, agents and employees. The undersigned further understands that failure to comply with all arrangements herein stated or falsification of any information called for in this application will be grounds for denial of this or any future request.

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Applicant Signature: Glen K. Oliver

Date: JUNE 5, 2016

OFFICIAL USE ONLY
REQUIRED APPROVALS:

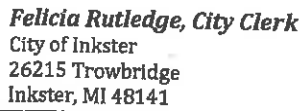
Police _____ Fire _____ DPS JB BLDG _____

REQUIRED EQUIPMENT:

Barricades X Cones _____ Other _____

CITY COUNCIL APPROVAL: Date Approved: _____ Resolution Number: _____

City Clerk Signature: _____ Date: _____



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STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

GLEN K. OLIVER
Name

(313) 565-5098
Phone Number

380 CHERRY LAKE, INKSTER 48141
Applicant Address

glen_oliver2002@yahoo.com
Email (Optional)

REQUEST:

Street To Be Closed: REDMILL DR. Cross Streets: CHERRY LAKE

Date(s) To Be Closed: JULY 16 2016

Event Hours: 1 PM am/pm To 8 PM am/pm (EVENTS MUST CONCLUDE BY 10PM)

Type Of Event: BLOCK PARTY

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The barricades/cones may be obtained at the Department of Public Service, 26900 Princeton St., between the hours of 10:00 a.m. and 3:00 p.m. Call to make arrangements: 313-563-9773

Applicant Signature: Glen K. Oliver

Date: JUNE 5, 2016

OFFICIAL USE ONLY REQUIRED APPROVALS:

Police ☒ Fire ☒ DPS ☒ BLDG ☒

REQUIRED EQUIPMENT:

Barricades ☐ Cones ☐ Other ☐

CITY COUNCIL APPROVAL: Date Approved: _____ Resolution Number: _____

City Clerk Signature: _____ Date: _____



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Inkster, MI 48141

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Phone: 313.563.9770
Fax: 313.563.7378
frutledge@cityofinkster.com

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

GLEN K. OLIVER
Name

(313) 565-5098
Phone Number

380 CHERRY LANE, INKSTER 4814
Applicant Address

glen.oliver2002@yahoo.com
Email (Optional)

REQUEST:

Street To Be Closed: REDMILL DR. Cross Streets: CHERRY LANE

Date(s) To Be Closed: JULY 16 2016

Event Hours: 1 PM am/pm To 8 PM am/pm (EVENTS MUST CONCLUDE BY 10PM)

Type Of Event: BLOCK PARTY

Please read this Waiver carefully before signing - The undersigned hereby verifies that he/she agrees to indemnify defend and save harmless the City of Inkster, its officers, agents and employees from and against all loss and expense be reason of liability imposed by law of bodily injury, including death at any time resulting there from, sustained loss of use thereof, arising out of or in consequence of performance of this agreement, whether such injuries to person or damage to property is due or claimed to be due to the negligence of the contractor, the City of Inkster, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the City of Inkster, its officers, agents and employees. The undersigned further understands that failure to comply with all arrangements herein stated or falsification of any information called for in this application will be grounds for denial of this or any future request.

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The barricades/cones may be obtained at the Department of Public Service, 26900 Princeton St., between the hours of 10:00 a.m. and 3:00 p.m. Call to make arrangements: 313-563-9773

Applicant Signature: Glen K. Oliver

Date: JUNE 5, 2016

OFFICIAL USE ONLY REQUIRED APPROVALS:

Police ☒ Fire ☒ DPS ☒ BLDG ☒

REQUIRED EQUIPMENT:

Barricades ☒ Cones ☒ Other PUT. SEC. OFFICIAL

CITY COUNCIL APPROVAL: Date Approved: _____ Resolution Number: _____

City Clerk Signature: _____ Date: _____



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Phone: 313.563.9770
Fax: 313.563.7378
frutledge@cityofinkster.com

We the undersigned acknowledge and support the request for a Block Party on

RED MILL DR between CHERRY LAWE
(Street) (Street)

and _____ for the date and time of July 16 2016 TIME 1pm-8pm
(Street) (Event date & time)

Block Party Coordinator: GLEN KOLIVER PHONE#(313)5655098
(Contact Person)

Daytime Number: (313) 565-5098 Evening Number: SAME

Address
316 Red Mill T-1ste, MI.
320 Red Mill Dr. Inkster, MI
274 Red Mill Dr. Inkster, MI
260 Red Mill Inkster
246 Red Mill Inkster
344 Red Mill Inkster

REQUEST FOR COUNCIL ACTION

To: Mark Stuhldreher – Interim City Manager/Treasurer

Date: June 27, 2016

From: Felicia Rutledge, City Clerk

Date for Council Consideration: July 5, 2016

ACTION REQUESTED: Consider approving the request for street closures of Andover between Princess and John Daly streets on July 8, 2016 for a Birthday Party from 4:00 p.m. until 9:30 p.m.

(Lateasha Murray)

Current Action ☒ Emergency ☐ Future ☐

Funds Budgeted: If Yes ☐ Account # ☐ No ☐ N/A ☒

Treasurer's Approval ☐ N/A ☐

BACKGROUND INFORMATION

The request is to seek permission to close Andover Street between Princess and John Daly for a Birthday Party on July 8, 2016 from 4:00 p.m. until 9:30 p.m. A signed petition by neighbors has been included. All appropriate sign offs from the city have been obtained.

SCOPE OF SERVICES

N/A
JUSTIFICATION

N/A

PROJECT OR IMPROVEMENT TASKS

N/A

COSTS

N/A

PROJECT TIME TABLE

July 8, 2016 from 4:00 p.m. until 9:30 p.m.

RESOLUTION

Authorization is hereby given for a street closure on Henry for a Birthday Party on July 8, 2016 from 4:00 p.m. until 9:30 p.m. (Lateasha Murray)

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



Felicia Rutledge, City Clerk
 City of Inkster
 26215 Trowbridge
 Inkster, MI 48141

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 Phone: 313.563.9770
 Fax: 313.563.7378
 frutledge@cityofinkster.com

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Lateasha Murray
 Name
26654 Anderson ST
 Applicant Address

(313) 739-0116
 Phone Number
N/A
 Email (Optional)

REQUEST:

Street To Be Closed: Anderson Cross Streets: Prince ss / Thursday
 Date(s) To Be Closed: July 3, 2016
 Event Hours: 4 am/pm To 9:30 am/pm (EVENTS MUST CONCLUDE BY 10PM)
 Type Of Event: Birthday Party

Please read this Waiver carefully before signing – The undersigned hereby verifies that he/she agrees to indemnify defend and save harmless the City of Inkster, its officers, agents and employees from and against all loss and expense be reason of liability imposed by law of bodily injury, including death at any time resulting there from, sustained loss of use thereof, arising out of or in consequence of performance of this agreement, whether such injuries to person or damage to property is due or claimed to be due to the negligence of the contractor, the City of Inkster, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the City of Inkster, its officers, agents and employees. The undersigned further understands that failure to comply with all arrangements herein stated or falsification of any information called for in this application will be grounds for denial of this or any future request.

Applicant assumes all responsibility for the return of all required barricades/cones used for this event. The barricades/cones are to be returned in the same condition as received on the business day following the event.

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The barricades/cones may be obtained at the Department of Public Service, 26900 Princeton St., between the hours of 10:00 a.m. and 3:00 p.m. Call to make arrangements: 313-563-9773

Applicant Signature: Lateasha Murray Date: 6-3-16

**OFFICIAL USE ONLY
 REQUIRED APPROVALS:**

Police ☒ Fire ☒ DPS ☒ BLDG ☒

REQUIRED EQUIPMENT:

Barricades _____ Cones _____ Other _____

CITY COUNCIL APPROVAL: Date Approved: _____ Resolution Number: _____

City Clerk Signature: _____ Date: _____

Street Closure/Block Party Petition

We the undersigned acknowledge and support the request for a Block Party on

Andover between Princess
(Street) (Street)
and John Daly for the date and time of 4pm-9:30pm
(Street) (Event date & time)

Block Party Coordinator: LATESHA MURRAY
(Contact Person)

Daytime Number: (313) 739-0116 Evening Number: (313) 854-2839

Name	Address
Jasper Murray	26665 Andover
Ta'Ke'Shia Gamm	26691 Andover
Deloris Reeves	26679 Andover
Mrs. William	26688 Andover
Freda Plaza	26706 Andover
Alynda Bridgeforth	26730 Andover
C. L. L. L.	26773 Andover
Robert A. L. L.	26754 John Daly
	26705 Andover



Felicia Rutledge, City Clerk
City of Inkster
26215 Trowbridge
Inkster, MI 48141

www.cityofinkster.com
Phone: 313.563.9770
Fax: 313.563.7378
frutledge@cityofinkster.com

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Lateasha Murray
Name

(313) 739-0116
Phone Number

26654 Andover ST
Applicant Address

N/A
Email (Optional)

REQUEST:

Street To Be Closed: Andover

Cross Streets: Princess / Thursday

Date(s) To Be Closed: July 2, 2016

Event Hours: 4 am/pm To 9:30 am/pm (EVENTS MUST CONCLUDE BY 10PM)

Type Of Event: Birthday Party

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Applicant Signature: Lateasha Murray

Date: 6-3-16

**OFFICIAL USE ONLY
REQUIRED APPROVALS:**

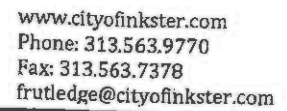
Police _____ Fire _____ DPS _____ BLDG CL 6/3/16

REQUIRED EQUIPMENT:

Barricades _____ Cones _____ Other _____

CITY COUNCIL APPROVAL: Date Approved: _____ Resolution Number: _____

City Clerk Signature: _____ Date: _____





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STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Lateasha Murray
 Name

(313) 739-0116
 Phone Number

26654 Anderson ST
 Applicant Address

N/A
 Email (Optional)

REQUEST:

Street To Be Closed: Anderson

Cross Streets: Princess / Thundaly

Date(s) To Be Closed: July 2, 2016

Event Hours: 4 am/pm To 9:30 am/pm (EVENTS MUST CONCLUDE BY 10PM)

Type Of Event: Birthday Party

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Applicant Signature: Lateasha Murray

Date: 6-3-16

OFFICIAL USE ONLY REQUIRED APPROVALS:

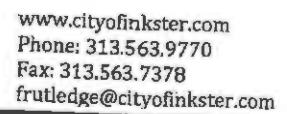
Police Fire DPS BLDG

REQUIRED EQUIPMENT:

Barricades Cones Other

CITY COUNCIL APPROVAL: Date Approved: Resolution Number:

City Clerk Signature: Date:





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STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Lateasha Murray
 Name

(313) 739-0116
 Phone Number

26654 Andover ST
 Applicant Address

N/A
 Email (Optional)

REQUEST:

Street To Be Closed: Andover

Cross Streets: Princess / Thursday

Date(s) To Be Closed: July 3, 2016

Event Hours: 4 am/pm To 9:30 am/pm (EVENTS MUST CONCLUDE BY 10PM)

Type Of Event: Birthday Party

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Applicant Signature: Lateasha Murray

Date: 6-3-16

OFFICIAL USE ONLY REQUIRED APPROVALS:

Police ✓ Fire ✓ DPS JB BLDG ✓

REQUIRED EQUIPMENT:

Barricades ✓ Cones Other

CITY COUNCIL APPROVAL: Date Approved: Resolution Number:

City Clerk Signature: Date:



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Street Closure/Block Party Petition

We the undersigned acknowledge and support the request for a Block Party on

Andover (Street) between Princess (Street)

and John Daly (Street) for the date and time of 4pm-9:30pm (Event date & time)

Block Party Coordinator: Lakisha Murray (Contact Person)

Daytime Number (313) 739-0116 Evening Number (313) 854-2839

Name

Address

Jasper Murray
La'Ke'Shia Gunn
Deloris Reeves
Mrs. William
Freda Blazer
Blenda Bridgeforth
C. English
Ann D.
Marlene Anderson

26665 Andover
26691 Andover
26679 Andover
26688 Andover
26706 Andover
26730 Andover
26773 Andover
2954 John Daly
26705 Andover



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STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Lakasha Murray
Name

(313) 739-0116
Phone Number

26654 Anchor ST
Applicant Address

N/A
Email (Optional)

REQUEST:

Street To Be Closed: Anchor

Cross Streets: Prince ss 1. Thursday

Date(s) To Be Closed: July 2, 2016

Event Hours: 4 am/pm To 9:30 am/pm (EVENTS MUST CONCLUDE BY 10PM)

Type Of Event: Birthday Party

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Applicant Signature: Lakasha Murray

Date: 6-3-16

OFFICIAL/USE ONLY REQUIRED APPROVALS:

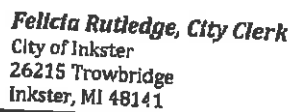
Police ☒ Fire ☒ DPS ☐ BLDG ☒

REQUIRED EQUIPMENT:

Barricades ☒ Cones ☒ Other ☐

CITY COUNCIL APPROVAL: Date Approved: _____ Resolution Number: _____

City Clerk Signature: _____ Date: _____



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We the undersigned acknowledge and support the request for a Block Party on
Anderson

I, Andover (Street) between Princess (Street)
and John Daly (Street) for the date and time of 4pm-9:30pm (Event date & time)
Block Party Coordinator 1st

Block Party Coordinator: Lakisha murray (Contact Person)

Daytime Number (313) 739-0116 Evening Number (313) 854-2839

Address

P62