



## City of Rochester

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400 Sixth Street  
Rochester, MI 48307  
P: (248) 733-3700  
F: (248) 733-3170  
[www.rochestermi.org](http://www.rochestermi.org)

### CITY COUNCIL

### REGULAR MEETING AGENDA

**Mayor Nancy Salvia**  
**Mayor Pro Tem Stuart Bikson**  
**Council Members Christian Hauser, Debbie Jones,**  
**Sara King, Steve Sage and Marilyn Trent**

<b>400 Sixth Street</b>	<b>February 24, 2025</b>	<b>7:00 PM</b>
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1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment Scheduled/Non-Scheduled/Presentations
5. Approval of the Consent Agenda
  - A. Consideration of the minutes of the Joint Planning Commission and City Council Meeting of January 23, 2025, City Council Meeting February 10, 2025 and Special Budget Workshop after regular meeting of February 10, 2025.
  - B. Consideration to approve the Detroit Dachshund Club Walk Fundraiser.
  - C. Consideration to approve the Knights of Columbus Tootside Roll Drive.
  - D. Consideration to approve the Farmers Market Season 2025.
  - E. Consideration to approve the Movies in the Moonlight Event.
  - F. Consideration to approve the Rockin Rods Event.
  - G. Consideration to approve the St. Baldrick's Festival
  - H. Receipt of the Check Register Report.
6. Old Business/Tabled Items

7. Public Hearings
8. Legislative Deliberation
9. Reports and Regular Business
  - A. Consideration of Resolution regarding Compensation Commission Decision.
  - B. Consideration of Easement Agreement - 339 East Street.
  - C. Confirmation of the Mayoral appointment to the Planning Commission.
10. Receive a Report from the Various Boards and Commissions
  - A. Receipt of a report from the Cemetery Committee.
  - B. Receipt of a report from the Paint Creek Trailways Commission.
  - C. Receipt of a report from the Rochester Community House.
  - D. Receipt of a report from the Downtown Development Authority.
11. Public Comment
12. General Miscellaneous
13. Adjourn

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-733-3700 forty-eight (48) hours prior to the meeting. Staff will be pleased to make the necessary arrangements to provide necessary reasonable accommodations, including auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting.



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### Procedure for Hybrid Public Meeting

The City has returned to in-person public meetings as of March 14, 2022, with limited online capabilities. The public bodies (our boards and commissions) are meeting in-person; however, some staff, consultants, and guests will still be able to participate remotely. While in-person audience seating is now available, with limited COVID-19 procedures in place, staff asks that anyone who feels sick not attend in-person.

If you choose to participate virtual, please follow the links and information below:

- Live stream audio and video content on two (2) separate streaming platforms available at the City's [YouTube](#) and at the City's website at [www.rochestermi.org/201/City-Webcasts](http://www.rochestermi.org/201/City-Webcasts). (Click the "Live" links to go there.)
- The City remains committed to accessibility; however, due to the limitations of technology, City staff encourages residents to send an email with your comments to [rsvp@rochestermi.org](mailto:rsvp@rochestermi.org) prior to the meeting, but not later than Noon on the day of the meeting, so that your comments can be read into the record. This will decrease the demand on our virtual meeting infrastructure. (After Noon on the day of the meeting, email comments to: [bdannunzio@rochestermi.org](mailto:bdannunzio@rochestermi.org).)
- For those who prefer to use a telephone to participate, you will need to call (646) 558-8656 and enter meeting **ID: 858 4473 4493**. When prompted, enter a participant number or just touch the # key. During the call, use \*9 to raise hand and you will be "called on" by the last 3-digits of your phone number. (For example, my last digits are 8029. Callers will be asked to speak by referencing the last 4-digits of their phone number.) Note: Phone participants will have their numbers masked, for privacy.
- To provide additional opportunity to participate, members of the public are welcome to join the meeting by copying and pasting the following link in their browser: <https://us02web.zoom.us/j/85844734493> (Downloading Zoom is required.)
- We appreciate your understanding as staff will do our best to assist everyone; but, **please be advised for virtual meetings there is a three (3) minute limit for public comments.**

For assistance, or questions accessing and/or making public comment during the meeting, or other support, please reach out to our Deputy City Clerk, Mr. Brian D'Annunzio by email: [bdannunzio@rochestermi.org](mailto:bdannunzio@rochestermi.org).

CITY COUNCIL JOINT WITH PLANNING COMMISSION  
CITY OF ROCHESTER  
FIRE STATION  
277 E. SECOND STREET, ROCHESTER MICHIGAN

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SPECIAL MEETING  
JANUARY 23, 2025  
7:00 P.M.

**CALL TO ORDER**

Mayor Salvia at 7:00 P.M.

**ROLL CALL**

PRESENT CITY COUNCIL: Mayor Nancy Salvia, Mayor Pro Tem Stuart Bikson, Councilmembers Christian Hauser and Marilyn Trent.

ABSENT: Councilmembers Debbie Jones and Steve Sage.

PRESENT PLANNING COMMISSION: Chair David Gassen, Vice Chair & City Councilmember Christian Hauser, Mayor Nancy Salvia, Commissioners Daniel Bachmann, Jessica Clauser and Richard Kendziuk.

ABSENT: Commissioners Laura Murphy and Matthew Stone.

**PLEDGE OF ALLEGIANCE**

Mayor Salvia led the Pledge of Allegiance.

**PUBLIC COMMENT**

Jana Yezak, Churchill Circle, commented on retail sales on South Street.

**DISCUSSION OF IMPLEMENTATION PROCESS TO CREATE NEW ZONING CLASSIFICATIONS**

The purpose of this joint meeting of City Council and Planning Commission was to discuss with the City Planners, McKenna Associates, how to proceed with adoption of the revised Zoning Ordinance and Zoning Map. City Planner John Jackson proposed the following schedule:

- February 3, 2025 Planning Commission Ordinance review with focus on MF1 & MF2, Industrial Districts and the Zoning Map.
- March 3, 2025 Planning Commission Public Hearing and recommendation of approval for all districts.
- April 7, 2025 Planning Commission Public Hearing and recommendation of approval for the Zoning Map and miscellaneous provisions of the Zoning Ordinance.
- April 28, 2025 City Council Public Hearing and Introduction and First Reading for the Zoning Ordinance.
- May 12, 2025 City Council Second Reading and Adoption of the Zoning Ordinance
- May 26, 2025 Publication of the adopted Zoning Ordinance and Zoning Map.
- June 30, 2025 Zoning Ordinance and Zoning Map take effect.

**PLANNING COMMISSION MOTION**

MOTION: Hauser moved, Clauser seconded,

To approve the proposed adoption schedule for the Zoning Ordinance and Zoning Map and schedule a Public Hearing on March 3, 2025 and April 7, 2025.

PLANNING COMMISSION VOTE:

YES: Gassen, Hauser, Salvia, Bachmann, Clauser, Kendziuk

NO: None.

ABSENT: Murphy and Stone

Motion Carried.

**CITY COUNCIL MOTION**

MOTION: Hauser moved, Trent seconded,

To approve the proposed adoption schedule for the Zoning Ordinance and Zoning Map and schedule a Public Hearing for April 28, 2025.

VOTE: YES: Salvia, Bikson, Hauser, Jones, King, Sage and Trent.

NO: None.

Motion Carried.

**ADJOURN**

Mayor Salvia adjourned at 8:29 p.m.

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Lee Ann O'Connor, City Clerk

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Nancy Salvia, Mayor

**1. CALL TO ORDER**

Mayor Salvia at 7:00 p.m.

**2. ROLL CALL**

PRESENT: Mayor Nancy Salvia, Mayor Pro Tem Stuart Bikson, Councilmembers Christian Hauser, Debbie King, Sara King, Steve Sage and Marilyn Trent.

ABSENT: None.

**3. PLEDGE OF ALLEGIANCE**

Mayor Salvia led the Pledge of Allegiance.

**4. PUBLIC COMMENT SCHEDULED/NON SCHEDULED/PRESENTATIONS**

4A. Council was given a presentation from community partner Rainbow Connection on their services for terminally ill children.

Public Comment. NONE.

**5. CONSENT AGENDA**

5A. Minutes for the Regular Meeting of January 25, 2025 and the Special Meeting January 25, 2025.

MOTION: Jones moved, Trent seconded,

To approve the Minutes for the Regular Meeting of January 27, 2025 and the Special Meeting January 25, 2025.

VOTE: YES: Salvia, Bikson, Hauser, Jones, King, Sage and Trent.

NO: None.

Motion Carried.

5B. Special Event Application from the American Cancer Society to hold the Making Strides Against Breast Cancer Walk on Saturday, October 18, 2025 in the Municipal Park.

MOTION: Jones moved, Trent seconded,

To approve the Special Event Permit for the American Cancer Society to hold the Making Strides Against Breast Cancer Walk on Saturday, October 18, 2025 in the Municipal Park.

VOTE: YES: Salvia, Bikson, Hauser, Jones, King, Sage and Trent.

NO: None.

Motion Carried.

5C. Special Event Application from Woodhouse Day Spa/New Day to hold the Woodhouse 5k for New Day on July 26, 2025 in the Municipal Park.

MOTION: Jones moved, Trent seconded,  
To approve the Special Event Permit for Woodhouse Day Spa/New Day to hold the Woodhouse 5k for New Day on July 26, 2025 in the Municipal Park.

VOTE: YES: Salvia, Bikson, Hauser, Jones, King, Sage and Trent.

NO: None.

Motion Carried.

5D. Special Event Application from O'Connor's Public House to hold their annual St. Patrick's Day Celebration on March 17, 2025 in the Mitzelfeld private parking lot.

MOTION: Jones moved, Trent seconded,  
To approve the Special Event Permit for O'Connor's Public House to hold their annual St. Patrick's Day Celebration on March 17, 2025 in the Mitzelfeld private parking lot.

VOTE: YES: Salvia, Bikson, Hauser, Jones, King, Sage and Trent.

NO: None.

Motion Carried.

5E. Special Event Application from O'Connor's Public House to hold the Friends of Foster Kids Charity Pre-St. Patrick's Day event on March 15, 2025 in the Mitzelfeld private parking lot.

MOTION: Jones moved, Trent seconded,  
To approve the Special Event Permit for O'Connor's Public House to hold the Friends of Foster Kids Charity Pre-St. Patrick's Day event on March 15, 2025 in the Mitzelfeld private parking lot.

VOTE: YES: Salvia, Bikson, Hauser, Jones, King, Sage and Trent.

NO: None.

Motion Carried.

5F. Special Event Application from the Roman James Foundation to hold a fun run on August 2, 2025 in the Municipal Park.

MOTION: Jones moved, Trent seconded,  
To approve the Special Event Permit for the Roman James Foundation to hold a fun run on August 2, 2025 in the Municipal Park.

VOTE: YES: Salvia, Bikson, Hauser, Jones, King, Sage and Trent.

NO: None.

Motion Carried.

5G. Special Event Application from the Rochester Lions Club to hold the Heritage Car Show on May 24, 2025 in the Municipal Park.

MOTION: Jones moved, Trent seconded,

To approve the Special Event Permit for the Rochester Lions Club to hold the Heritage Car Show on May 24, 2025 in the Municipal Park.

VOTE: YES: Salvia, Bikson, Hauser, Jones, King, Sage and Trent.

NO: None.

Motion Carried.

5H. Check Register reports for January 23 and 30, 2025.

MOTION: Jones moved, Trent seconded,

To receive the Check Register reports for January 23 and 30, 2025.

VOTE: YES: Salvia, Bikson, Hauser, Jones, King, Sage and Trent.

NO: None.

Motion Carried.

#### **6. OLD BUSINESS/ TABLED ITEMS.**

NONE.

#### **7. PUBLIC HEARINGS**

NONE.

#### **8. LEGISLATIVE DELIBERATIONS**

NONE.

#### **9. REPORTS AND REGULAR BUSINESS**

9A. Resolution for Arbor Day in Rochester Michigan on April 22, 2025.

MOTION: Trent moved, Hauser seconded,

To adopt the Resolution for Arbor Day in Rochester Michigan on April 22, 2025.

VOTE: YES: Salvia, Bikson, Hauser, Jones, King, Sage and Trent.

NO: None.

Motion Carried.

9B. Council received the annual Tree Report from City Manager Nik Banda.

9C. Quote for Sewer Vactor Repairs from JDC in Northville in the amount of \$23,025.43.

MOTION: Hauser moved, Sage seconded,

To approve the Quote for Sewer Vactor Repairs from JDC in Northville in the amount of \$23,025.43.

VOTE: YES: Salvia, Bikson, Hauser, Jones, King, Sage and Trent.

NO: None.

Motion Carried.

### **10. BOARDS AND COMMISSIONS REPORTS.**

10A. Rochester Area Youth Assistance – Jones commented on the pancake breakfast fundraiser and the Youth Council filling the Freedge.

10B. Planning Commission – Hauser stated they discussed the next steps in the Master Plan process and discussed how the northside of South Street could be developed along with the area on Ludlow near the Eagles and Dillman and Upton.

10C. Principal Shopping District – Jones stated they reviewed the event calendar, there will be a tourism study and Foodie February event has begun.

10D. Compensation Commission – Attorney Kragt noted that there will be two Resolutions for Council consideration on the next agenda.

10E. Budget and Finance Committee – report postponed.

### **11. PUBLIC COMMENT**

Pat Kane, West Fourth, commented on Master Plan changes.

### **12. GENERAL MISCELLANEOUS.**

Sage nominated Pat Kane for the Historical Commission.

MOTION: Sage moved, Jones seconded,

To approve the nomination and appointment of Pat Kane to the Historical Commission.

VOTE: YES: Salvia, Bikson, Hauser, Jones, King, Sage and Trent.

NO: None.

Motion Carried.

Trent stated that Emily Williams will have online sign up for the Community Garden up next week and that Oakland County Parks had a walk thru at Dinosaur Nature Preserve.

Mayor Salvia nominated David Hardin for the Planning Commission. Confirmation of the appointment will be considered at the next meeting.

Rochester City Council

February 10, 2025

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**13. ADJOURN**

Mayor Salvia adjourned the meeting at 7:40 p.m.

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Lee Ann O'Connor, City Clerk

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Nancy Salvia, Mayor

**CALL TO ORDER**

Mayor Salvia called the meeting to order at 7:45 P.M.

**ROLL CALL**

PRESENT: Mayor Nancy Salvia, Mayor Pro Tem Stuart Bikson, Councilmembers Christian Hauser, Debbie Jones, Sara King, Steve Sage and Marilyn Trent.

ABSENT: None.

This February meeting was the Budget Workshop for Goals and Objectives for the FYE 2026 annual budget. Finance Director Anthony Moggio and Deputy Finance Director Marcy Moriwaki presented the current proposed budget.

**ADJOURN**

Mayor Salvia adjourned at 9:00 p.m.

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Lee Ann O'Connor, City Clerk

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Nancy Salvia, Mayor

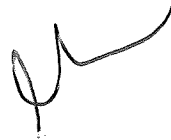
# ROCHESTER POLICE DEPARTMENT

400 SIXTH STREET  
ROCHESTER, MICHIGAN 48307  
PHONE (248) 651-9621  
FAX (248) 651-3607  
<http://www.rochestermi.org>

GEORGE T. ROUHIB JR.  
CHIEF OF POLICE

## MEMORANDUM

Date: February 10, 2025  
To: Nik Banda, City Manager  
From: George T. Rouhib Jr., Chief of Police  
Subject: Detroit Dachshund Club Walk Fundraiser



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**Issue:** Request to hold the Detroit Dachshund Club Walk Fundraiser.

**Analysis:** A special event application was submitted by the Detroit Dachshund Club for Dachshund Haus Rescue to hold a walk fundraiser on Saturday, **May 10, 2025**, from noon to 3 pm on Paint Creek Trail. here are no costs associated with this event and there will be no street closures. This is a first time event and approximately 50-75 participant are expected to attend. A hold harmless agreement and proof of liability insurance have been submitted.

**Requested Action:** Review and approve event as presented.

**Attachment(s):** Special event application

**APPLICATION FOR SPECIAL EVENT PERMIT  
PARKS & PUBLIC SPACES**

Complete & sign this form and return to City of Rochester Police Chief along with a non-refundable check made to the City of Rochester  
Application fee for first time event \$100, 2<sup>nd</sup> and subsequent years \$75

Date/Hours of Event:

Sat May 10 Noon-3P

Date/Hours of Event:

Alternate Sat May 17

Name of Event:

Description of Event:

Detroit Dachshund Club walk fundrasier to raise money for the Dachshund Haus Rescue (dhacr.org) a non-profit 501c in Michigan helping this dog breed with medical care and adoption for a forever home.

Location Requested:

Meeting place at parking lot near pond and police station, walk to paint creek trail (see map)

*NOTE: Reservations for the Kiwanis and Lion's Shelters are handled under a separate permit available at City Hall. Please Check availability first by calling City Hall at (248) 733-3700.*

Date/Hours of Event:

Sat May 10 Noon-3P

Date/Hours of Set-up and Tear Down:

11:30A set-up, no tear down needed

Organization Name:

Detroit Dachshund Club for Dachshund Haus Rescue

Organization Address (include street address, city, state & zip):

13375 Cloverlawn Dr  
Sterling Heights MI 48312

Organization Phone Number:

586-265-0258

Name of Contact Person and Phone Number:

Kelly Honos 586.265.0258

Contact Person E-Mail (must be provided):

detroitdachshundclub@gmail.com

On-Site Event Manager/Contact Person Name & Phone Number:

Mary Ann Capo 248.760.0951

**ACKNOWLEDGEMENT**

The Rochester City Council shall have sole and complete discretion whether to issue a permit.

Nothing contained in the City Code shall be construed to require the City to issue a permit to an applicant, and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to the event as determined by the City and will comply with all local, state and federal rules, regulations and laws.

Mary Ann Capo  
Signature of Applicant

2/7/2025  
Date

**PLEASE COMPLETE THE FOLLOWING EVENT INFORMATION:**

**EVENT LAYOUT:** Please attach all sketches of the layout to the completed Application.

Organization Type:  Government  Non-Profit  For-Profit

List any additional Sponsors or Participants:

Is this event a fundraiser?  YES  NO  
If yes, indicate beneficiary information:  
**Dachshund Haus Rescue**

Is this the first time the event is being held in Rochester?  YES  NO  
Describe:  
Detroit Dachshund Club walk fundraiser to raise money for the Dachshund Haus Rescue (dhacr.org) a non-profit 501c in Michigan helping this dog breed with medical care and adoption for a forever home.

Was this even previously held outside of Rochester?  YES  NO  
Describe:

Total estimated attendance each day:  
50-75 attendees with small dogs - dachshund breed sizes range from approx 8-25 lbs.

What parking arrangements will be necessary to accommodate attendance?  
Describe:  
**Use park and downtown Rochester parking**

Is amplification of music or speakers planned or anticipated?  YES  NO  
If yes, describe:

Will volunteer staff be provided to assist with safety, security and maintenance:  YES  NO  
**Detroit Dachshund Club/Dachshund Haus Rescue board members will assist**

Will alcoholic beverages be served?  YES  NO  
If yes, describe:

Will food/beverages be sold?

YES

NO NOTE: Peddler & Vendor permits are required. Also, Health Department approval required for food sales.

If yes, describe:

We will drive business to Lipuma's Coney Island

Will merchandise be sold?

YES

NO

If yes, describe:

Merchandise will be sold online to support the event to raise funds but sales will not happen on-site

Will the event require the use of any of the following municipal equipment?

Picnic Tables

YES

NO

If yes, number requested: \_\_\_\_\_

Trash Receptacles

YES

NO

If yes, number requested: \_\_\_\_\_

Dumpsters

YES

NO

If yes, number requested: \_\_\_\_\_

Electrical Connections

YES

NO

If yes, number requested: \_\_\_\_\_

Meter Bags

YES

NO

If yes, number requested: \_\_\_\_\_

Barricades

YES

NO

If yes, number requested: \_\_\_\_\_

Traffic Cones

YES

NO

If yes, number requested: \_\_\_\_\_

Other

YES

NO

If yes, number requested: \_\_\_\_\_

Will you be requesting City safety personnel to be assigned to this event (Police/Fire):  YES  NO

Describe:

Unless the city deems necessary

Will street closures be necessary?  YES  NO

If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and tear down.

Describe:

**PLEASE INDICATE IF YOU WILL BE REQUIRING, CONSTRUCTING OR LOCATING ANY OF THESE ITEMS IN THE AREA OF THE EVENT:**

**Kiwanis and/or Lion's Shelter**  YES  NO

*Reservations for the Kiwanis and Lion's Shelters are handled under separate permits available at City Hall.  
Please check availability first by calling City Hall at (248) 733-3700.*

**Booths**  YES  NO  
If yes, indicate number of booths and size of each.

**Tents**  YES  NO  
If yes, indicate number of tents and size of each.

*\*The City requires inspection of all tents larger than 10' x 10'. If any of the tents for your event are larger than 10' x 10', please provide the date and time the tent is assembled so an inspection may be scheduled:*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Awnings**  YES  NO  
If yes, number of awnings and size of each:

**Canopies**  YES  NO  
If yes, number of canopies and size of each:

**Tables**  YES  NO  
If yes, number of tables and size of each:

**Portable Restrooms**  YES  NO  
If yes, number of portable restrooms requested and locations:

**Other Items Requested**  YES  NO  
If yes, describe:

(For Internal Use Only: City of Rochester Department Review/Comments)

Department	Name	Comments	Costs Expected
City Manager			
DPW/Parks & Recreation	Jill Ottke	NO ISSUES	<del>0</del>
Police Department	Chief Rouhib	''	<del>0</del>
Fire Department	Chief Creslik	''	<del>0</del>
Building Department			
Finance Department			
Clerk			
DDA (*If in the district)			

## Michigan Sales and Use Tax Certificate of Exemption

**INSTRUCTIONS: DO NOT send to the Department of Treasury. Certificate must be retained in the seller's records. This certificate is invalid unless all four sections are completed by the purchaser.**

### SECTION 1: TYPE OF PURCHASE

- A. One-Time Purchase  
Order or Invoice Number: \_\_\_\_\_
- C. Blanket Certificate  
Expiration Date (maximum of four years): \_\_\_\_\_
- B. Blanket Certificate. Recurring Business Relationship

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's Name and Address
---------------------------

### SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1.  All items purchased.
2.  Limited to the following items: \_\_\_\_\_

### SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1.  For Lease. Enter Use Tax Registration Number: \_\_\_\_\_
2.  For Resale at Retail. Enter Sales Tax License Number: \_\_\_\_\_

The following exemptions DO NOT require the purchaser to provide a number:

3.  Agricultural Production. Enter percentage: \_\_\_\_\_%
4.  Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization).
5.  Contractor (must provide *Michigan Sales and Use Tax Contractor Eligibility Statement* (Form 3520)).
6.  For Resale at Wholesale.
7.  Industrial Processing. Enter percentage: \_\_\_\_\_%
8.  Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization (must provide IRS authorized letter with this form).
9.  Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form).
10.  Rolling Stock purchased by an Interstate Motor Carrier.
11.  Qualified Data Center
12.  Other (explain): \_\_\_\_\_

### SECTION 4: CERTIFICATION

*I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.*

Business Name <b>Dachshund Haus Rescue</b>		Type of Business (see codas on page 2) <b>15</b>
Business Address <b>13375 Cloverlawn Dr.</b>		City, State, ZIP Code <b>Sterling Heights Mi, 48312</b>
Business Telephone Number (include area code) <b>(734) 620-5627</b>		Name (Print or Type) <b>Jennifer Wright</b>
Signature and Title		Date Signed <b>03/14/18</b>

### Instructions for completing *Michigan Sales and Use Tax Certificate of Exemption (Form 3372)*

**Purchasers** may use this form to claim exemption from Michigan sales and use tax on qualified transactions. It is the Purchaser's responsibility to ensure the eligibility of the exemption being claimed. All claims are subject to audit. Non-qualified transactions are subject to tax, statutory penalty and interest.

**Sellers** are required to maintain records, paper or electronic, of completed exemption certificates for a period of four years. Michigan does not issue "tax exempt numbers" and a seller may not rely on a number for substitution of an exemption certificate. Other documentation that sellers in the State of Michigan may accept are the Uniform Sales and Use Tax Certificate approved by the Multistate Tax Commission, the Streamlined Sales and Use Tax Agreement Certificate of Exemption, the same information in another format from the purchaser, or resale or exemption certificates or other written evidence of exemption authorized by another state or country.

#### SECTION 1:

Place a check in the box that describes how you will use this certificate.

- A) Choose "One-Time Purchase" and include the invoice number this certificate covers.
- B) Choose "Blanket Certificate" if there is a "recurring business relationship." This exists when a period of not more than 12 months elapses between sales transactions between the seller and purchaser.
- C) Choose "Blanket Certificate" and enter the expiration date (maximum four years) when there is a period of more than 12 months between sales transactions.

Print the vendor's name and address in the area provided.

#### SECTION 2:

Place a check in the box for "All items purchased" or choose "Limited to" and list the items that are covered by the exemption claim.

#### SECTION 3:

Place a check in the box that applies and provide the additional information requested for that exemption. The exemptions listed are the most common. If the exemption you are claiming is not listed use "Other" and enter the qualifying exemption.

#### SECTION 4:

Use the number that describes your business or explain any other business type not provided.

01	Accommodations	10	Utilities
02	Agricultural	11	Wholesale
03	Construction	12	Advertising, newspaper
04	Manufacturing	13	Non-Profit Hospital
05	Government	14	Non-Profit Educational
06	Rental or leasing	15	Non-Profit 501(c)(3) or 501(c)(4)
07	Retail	16	Qualified Data Center
08	Church	17	Other
09	Transportation		

Print the name of the business, address, city, state and ZIP code. Sign and provide your title (i.e. owner, president, treasurer, etc.). Provide your printed name and date the certificate.

**DO NOT SEND THIS EXEMPTION CERTIFICATE TO THE DEPARTMENT OF TREASURY.**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 09 2018

DACHSHUND HAUS RESCUE  
13375 CLOVERLAWN DR  
STERLING HEIGHTS, MI 48312-0000

Employer Identification Number:  
82-4454431  
DLN:  
26053452001328  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Form 990-PF Required:  
Yes  
Effective Date of Exemption:  
February 16, 2018  
Addendum Applies:  
No

Dear Applicant:

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

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

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

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

Letter 1076

DACHSHUND HAUS RESCUE

Sincerely,

*Stephen A. Martin*

Director, Exempt Organizations  
Rulings and Agreements

Letter 1076

# Hold Harmless Agreement

**Prepared for:**

**City of Rochester**

**Created by:**

**Kelly Honas**

**Detroit Dachshund Club**

This Hold Harmless Agreement (herein referred to as "Agreement") is made effective on the 17th of May, 2025 by and between Detroit Dachshund Club and the city of Rochester. Both are sometimes individually referred to as "Party" and collectively referred to as the "Parties" herein this Agreement.

Whereas, Detroit Dachshund Club desires to hold harmless the city of Rochester from any legal liability arising out of the city of Rochester's actions in connection with Detroit's Dachshund Club's First Annual Wiener Walk 2025.

Now, therefore, in consideration of the mutual covenants and conditions contained herein this Agreement, both hereby agree as follows:

## **Terms**

### **1. Hold harmless**

Detroit Dachshund Club shall fully indemnify, defend, and hold harmless the city of the Rochester from any and all lawsuits, claims, demands, liability, causes of action, loss, injury, and/or damage of any kind whatsoever (including without limitation all claims for property damage, monetary loss, personal injury, wrongful death, and/or equitable relief), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any omissions, acts, negligence, or willful misconduct on the part of city of Rochester, its officers, personnel, owners, agents, employees, volunteers, invitees, or contractors.

This indemnification applies to and includes, without limitation, the payment of all fines, penalties, awards, judgments, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to city of Rochester by Detroit Dachshund Club, for all legal expenses, fees, and costs incurred.

## **2. Authority, understanding, and willingness to enter agreement**

Each Party warrants that the individuals who have signed this Agreement have the actual legal right, power, and authority to make this Agreement and bind each respective Party to the covenants and conditions herein. Each Party warrants that they fully understand the covenants herein and have not been coerced or beguiled into signing this Agreement.

## **3. Amendments, additions, and modifications**

No modification, addition, or amendment of this Agreement shall be legally binding unless executed in writing and signed by both Parties.

## **4. Waiver**

At no point shall any waiver of any single default constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, privilege, benefit, or service that is voluntarily given or performed by a Party shall give the other Party any contractual right by estoppel, custom, or otherwise.

## **5. Attorneys' costs and fees**

If any legal action or other proceeding is brought forward in relation to this Agreement, the successful Party, if any, shall be entitled to recover reasonable attorneys' fees and other related legal costs, in addition to any other relief to which that Party is legally entitled.

In the event that the recovery of attorneys' fees becomes the subject of dispute, the court who presides over such legal action or proceeding is empowered to establish which Party, if any, is the prevailing party in line with this provision.

## **6. Entire agreement**

There exists no other oral or written statement with superiority to this Agreement. This Agreement contains the entire agreement between the Parties related to the matters detailed herein and supersedes any prior written or oral statements or agreements between the Parties relating to such matters.

## **7. Severability**

If any covenant of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions shall continue unextinguished and fully binding and enforceable.

If a court finds that any provision of this Agreement is invalid or unenforceable in its current form, but that by limiting such provision, it would become valid and enforceable, then such provision shall be determined to be written, construed, and enforced as so limited.

The intent of the Parties is to provide as broad and all-encompassing of an indemnification as possible under Michigan law. In the event that any aspect of this Agreement is determined to be unenforceable, the court is empowered to modify this Agreement to give the broadest possible interpretation allowed under Michigan law.

## **8. Applicable law**

This Agreement shall be governed exclusively by the laws of Michigan, without regard to conflict of law provisions.

## 9. Exclusive jurisdiction and venue

Any lawsuit or legal proceeding relating to or arising out of this Agreement in any way whatsoever shall be exclusively litigated in the federal and state courts of Michigan. Each Party expressly submits and consents to this exclusive jurisdiction and exclusive venue.

Each Party expressly waives the right to challenge this venue and/or jurisdiction as inconvenient or improper. Each Party consents to the dismissal of any lawsuit that they bring in any other venue or jurisdiction.

## 10. Signatures

This Agreement shall be signed by a representative of the city of Rochester and on behalf of Detroit Dachshund Club by Kelly Honos, and effective as of the date first written at the onset of this Agreement.

Print Name Kelly Honos

Signature Kelly Honos Date 1/29/25

**Detroit Dachshund Club**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**City of Rochester**

## George Rouhib

---

**From:** MARY ANN CAPO <mary.capo@stellantis.com>  
**Sent:** Friday, February 7, 2025 12:17 PM  
**To:** George Rouhib; Nancy Salvia  
**Cc:** Kelly Honos  
**Subject:** Special Event Application - Detroit Dachshund Club Walk - Fundraiser May 10th  
**Attachments:** Special-Event-App-Detroit Dachshund Club Walk.pdf;  
DachshundHausNonProforCertification.pdf; Hold Harmless Agreement Signed by K  
Honos UPDATED.pdf

Hello Chief George,

Per our phone conversation from earlier this week, attached in an e-copy of the special event application for the requested May 10th Detroit Dachshund Club fundraiser walk at the Rochester Municipal Park and Paint Creek Trail.

Additionally, I have attached the Dachshund Haus Non-Profit certification and the Hold Harmless Agreement and below is a map of the park with callouts for the event.

From our conversation I gathered we will need to ensure all dogs are on leashes and have current dog licenses as proof of vaccinations; we will communicate within the event details and requirements to sign-up for the event.

Should there be any additional information needed or requirements, Kelly Honos copied here (club founder and rescue board member) and I will look forward to hear from you or the City Manager.

We are excited about doing the event in beautiful Rochester.

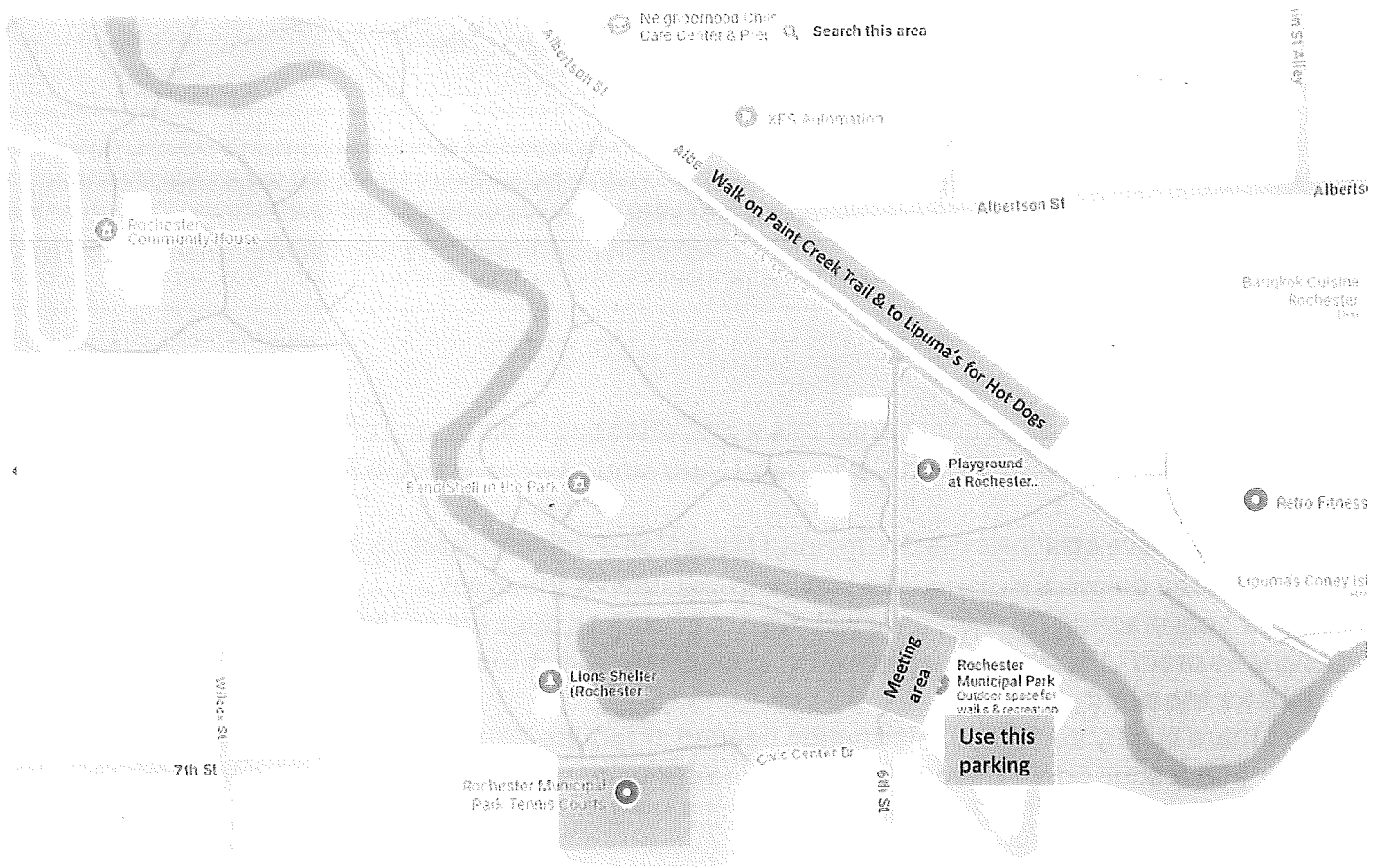
Nancy,

I am putting you in copy in follow-up to our exchange on this fundraiser so we can be in touch about working together to promote it.

We need the approval of the city council (and you) and I look for it to be discussed at the Feb 17<sup>th</sup> City Council meeting.

Thank you!

Mary Ann Capo



**Mary Ann Capo**

Mobile: 248.760.0951

Email: [mary.capo@stellantis.com](mailto:mary.capo@stellantis.com)

## 2025 Rochester Event Calendar Tentative Events

February 7, 2025									
Month	Time	Event	Location	Reviewed Department Heads	Reviewed City Manager	Council Approval	Costs		
<b>January</b>									
17-18	10am-6pm	Downtown Rochester Frost Festival	Downtown Rochester	Yes	Yes	Yes	\$ -		
19	9 am-11am	Frozen Paw 5K	Downtown Rochester	Yes	Yes	Yes	\$ 2,600		
<b>February</b>									
		No Events							
<b>March</b>									
15	1pm-11pm	Friends of Foster Kids Charity-Pre St. Patricks Day	O'Connors	Yes	Yes	No	\$ -		
17	7am-2am	Annual St. Patrick's Day Celebration	O'Connors	Yes	Yes	No	\$ 250		
<b>April</b>									
<b>May</b>									
10	Noon-3 pm	Detroit Dashhond Club Walk Fundraisewr	Paint Creek Trail	No	No	No			
24	6:30am-5 pm	Heritage Car Show	Municipal Park	Yes	Yes	No	\$ -		
<b>June</b>									
19	6:30pm-11:30 pm	Moves in the Moonlight	East Parking Deck	No	No	No			
26	6:30pm-11:30 pm	Moves in the Moonlight	East Parking Deck	No	No	No			
<b>July</b>									
26	6 am-11 am	Woodhouse 5K-New Day	Municipal Park	Yes	Yes	No	\$ 750		
27	11 am-3 pm	Italian Happening Car Show	Municipal Park	Yes	Yes	Yes	\$ 2,750		
<b>August</b>									
2	3pm-6pm	Roman James Foundatin Fun Run 2025	Municipal Park	Yes	Yes	No	\$ -		
2	6:30pm-11:30 pm	Movines in the Moonlight	East Parking Deck	No	No	No			
9	6 am-2 pm	Detroit Congenital Heart Walk	Municipal Park	Yes	Yes	Yes	\$ -		
<b>September</b>									

27	0800-1100	Hometown Hustle	Downtown Rochester	No	No	No
<b>October</b>						
5	8:30 am-11 am	Scare Away Hunger 5K & Family Fun Run	Municipal Park	Yes	Yes	Yes \$ 600
18	9 am-12:30 am	Making Strides Against Breast Cancer	Municipal Park	Yes	Yes	No \$ 360
<b>November</b>						
<b>December</b>						

# ROCHESTER POLICE DEPARTMENT

400 SIXTH STREET  
ROCHESTER, MICHIGAN 48307  
PHONE (248) 651-9621  
FAX (248) 651-3607  
<http://www.rochestermi.org>

GEORGE T. ROUHIB JR.  
CHIEF OF POLICE

## MEMORANDUM

Date: February 10, 2025  
To: Nik Banda, City Manager  
From: George T. Rouhib Jr., Chief of Police  
Subject: Knights of Columbus Tootsie Roll Drive Event

---

**Issue:** Request to hold the Knights of Columbus Tootsie Roll Fundraising Drive for the Mentally Challenged.

**Analysis:** A special event application was submitted by the Knights of Columbus in Rochester to hold a Tootsie Roll Fundraising Drive for the mentally challenged on April 11-13<sup>th</sup>, 2025 from 10 am to 5 pm. The solicitation will take place at the intersection of Main St. & University. There are no costs associated with this event and there will be no street closures. A hold harmless agreement and proof of liability insurance have been submitted

**Requested Action:** Review and approve event as presented.

**Attachment(s):** Special event application

APPLICATION FOR SPECIAL EVENT PERMIT  
PARKS & PUBLIC SPACES

Complete & sign this form and return to City of Rochester Police Chief along with a non-refundable check made to the City of Rochester  
Application fee for first time event \$100, 2<sup>nd</sup> and subsequent years \$75

Date/Hours of Event:

April 11,12,13

Date/Hours of Event:

10:00Am - 5:00 Pm

Name of Event:

Knights of Columbus Tootsie Roll Drive for Mentally Challenged

Description of Event:

Knight will walk between cars at intersection when cars are stoped at red light.

Location Requested:

Intersection of Main St. & University DR.

NOTE: Reservations for the Kivans and Lion's Shelters are handled under a separate permit available at City Hall. Please Check availability first by calling City Hall at (248) 733-3700.

Date/Hours of Event:

April 11,12,13 10:00 AM -5:00 PM

Date/Hours of Set-up and Tear Down:

None

Organization Name:

Knights of Columbus, Father Baumgartner, Council #5452 Rochester, Mi.

Organization Address (include street address, city, state & zip):

P.O. Box 81195 Rochester MI  
48308

Organization Phone Number:

248-977-9321

Name of Contact Person and Phone Number:

Jim Cairns 586-943-2059

Contact Person E-Mail (must be provided):

jcairns1952@gmail.com

On-Site Event Manager/Contact Person Name & Phone Number:

Stan Wondolowski 248-613-8496

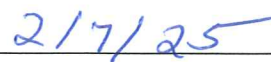
**ACKNOWLEDGEMENT**

The Rochester City Council shall have sole and complete discretion whether to issue a permit.

Nothing contained in the City Code shall be construed to require the City to issue a permit to an applicant, and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to the event as determined by the City and will comply with all local, state and federal rules, regulations and laws.

  
Signature of Applicant

  
Date

**PLEASE COMPLETE THE FOLLOWING EVENT INFORMATION:**

**EVENT LAYOUT:** Please attach all sketches of the layout to the completed Application.

**Organization Type:**  Government  Non-Profit  For-Profit

**List any additional Sponsors or Participants:**  
none

**Is this event a fundraiser?**  YES  NO  
If yes, indicate beneficiary information:

**Is this the first time the event is being held in Rochester?**  YES  NO  
Describe:

**Was this even previously held outside of Rochester?**  YES  NO  
Describe:

**Total estimated attendance each day:**  
four knights at intersection

**What parking arrangements will be necessary to accommodate attendance?**  
Describe:  
none

**Is amplification of music or speakers planned or anticipated?**  YES  NO  
If yes, describe:

**Will volunteer staff be provided to assist with safety, security and maintenance:**  YES  NO  
knights at intersection

**Will alcoholic beverages be served?**  YES  NO  
If yes, describe:

**Will food/beverages be sold?**

YES

NO NOTE: Peddler & Vendor permits are required. Also, Health Department approval required for food sales.

If yes, describe:

**Will merchandise be sold?**

YES

NO

If yes, describe:

**Will the event require the use of any of the following municipal equipment?**

Picnic Tables  YES  NO If yes, number requested: \_\_\_\_\_

Trash Receptacles  YES  NO If yes, number requested: \_\_\_\_\_

Dumpsters  YES  NO If yes, number requested: \_\_\_\_\_

Electrical Connections  YES  NO If yes, number requested: \_\_\_\_\_

Meter Bags  YES  NO If yes, number requested: \_\_\_\_\_

Barricades  YES  NO If yes, number requested: \_\_\_\_\_

Traffic Cones  YES  NO If yes, number requested: \_\_\_\_\_

Other  YES  NO If yes, number requested: \_\_\_\_\_

**Will you be requesting City safety personnel to be assigned to this event (Police/Fire):**  YES  NO

Describe:

**Will street closures be necessary?**  YES  NO

If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and tear down.

Describe:

**PLEASE INDICATE IF YOU WILL BE REQUIRING, CONSTRUCTING OR LOCATING ANY OF THESE ITEMS IN THE AREA OF THE EVENT:**

**Kiwanis and/or Lion's Shelter**  YES  NO

*Reservations for the Kiwanis and Lion's Shelters are handled under separate permits available at City Hall.  
Please check availability first by calling City Hall at (248) 733-3700.*

**Booths**  YES  NO

If yes, indicate number of booths and size of each.

**Tents**  YES  NO

If yes, indicate number of tents and size of each.

*\*The City requires inspection of all tents larger than 10' x 10'. If any of the tents for your event are larger than 10' x 10', please provide the date and time the tent is assembled so an inspection may be scheduled:*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Awnings**  YES  NO

If yes, number of awnings and size of each:

**Canopies**  YES  NO

If yes, number of canopies and size of each:

**Tables**  YES  NO

If yes, number of tables and size of each:

**Portable Restrooms**  YES  NO

If yes, number of portable restrooms requested and locations:

**Other Items Requested**  YES  NO

If yes, describe:

(For Internal Use Only: City of Rochester Department Review/Comments)

Department	Name	Comments	Costs Expected
City Manager			
DPW/Parks & Recreation	Jill Caffke	NO ISSUES	<del>0</del>
Police Department	Chief Rouhi's	//	<del>0</del>
Fire Department	Chief Cieslik	//	<del>0</del>
Building Department			
Finance Department			
Clerk			
DDA (*If in the district)			



# Knights of Columbus

Father Baumgartner Council, No. 5452  
P.O. Box 81195  
Rochester, MI 48308

February 7, 2025

George Rouhib Jr.  
Chief of Police  
Rochester, MI 48307

## Hold Harmless Agreement

To the fullest extent permitted by law the Knights of Columbus Council #5452 its officers, directors, employees, agents, contractors, volunteers, representatives and others working on behalf of the applicant/organizer of the event.

Knights of Columbus Council #5452 is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Rochester, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Rochester against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Rochester, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Rochester, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the applicant's/event organizer's activities permitted pursuant to its special event permit dates: April 11, 12 and 13, 2025 issued by the City of Rochester. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of Rochester, its elected or appointed officials, employees, volunteers, or others working on behalf of the City of Rochester.

James Soisson  
Knights of Columbus Council #5452  
GrandKnight



## 2025 Rochester Event Calendar Tentative Events

February 7, 2025

Month	Time	Event	Location	Reviewed Department Heads	Reviewed City Manager	Council Approval	Costs
<b>January</b>							
17-18	10am-6pm	Downtown Rochester Frost Festival	Downtown Rochester	Yes	Yes	Yes	\$ -
19	9 am-11am	Frozen Paw 5K	Downtown Rochester	Yes	Yes	Yes	\$ 2,600
<b>February</b>							
		No Events					
<b>March</b>							
15	1pm-11pm	Friends of Foster Kids Charity-Pre St. Patricks Day	O'Connors	Yes	Yes	No	\$ -
17	7am-2am	Annual St. Patrick's Day Celebration	O'Connors	Yes	Yes	No	\$ 250
<b>April</b>							
11,12,13	10 am-5 pm	Knights of Columbus Tootsie Roll Drive	Main/University	No	No	No	\$ -
<b>May</b>							
10	Noon-3 pm	Detroit Dashhund Club Walk Fundraisewr	Paint Creek Trail	No	No	No	
24	6:30am-5 pm	Heritage Car Show	Municipal Park	Yes	Yes	No	\$ -
<b>June</b>							
19	6:30pm-11:30 pm	Moves in the Moonlight	East Parking Deck	No	No	No	
26	6:30pm-11:30 pm	Moves in the Moonlight	East Parking Deck	No	No	No	
<b>July</b>							
26	6 am-11 am	Woodhouse 5K-New Day	Municipal Park	Yes	Yes	No	\$ 750
27	11 am-3 pm	Italian Happening Car Show	Municipal Park	Yes	Yes	Yes	\$ 2,750
<b>August</b>							
2	3pm-6pm	Roman James Foundatin Fun Run 2025	Municipal Park	Yes	Yes	No	\$ -
2	6:30pm-11:30 pm	Movines in the Moonlight	East Parking Deck	No	No	No	
9	6 am-2 pm	Detroit Congenital Heart Walk	Municipal Park	Yes	Yes	Yes	\$ -
<b>September</b>							


27	0800-1100	Hometown Hustle	Downtown Rochester	No	No	No	
<b>October</b>							
5	8:30 am-11 am	Scare Away Hunger 5K & Family Fun Run	Municipal Park	Yes	Yes	Yes	\$ 600
18	9 am-12:30 am	Making Strides Against Breast Cancer	Municipal Park	Yes	Yes	No	\$ 360
<b>November</b>							
<b>December</b>							

# ROCHESTER POLICE DEPARTMENT

400 SIXTH STREET  
ROCHESTER, MICHIGAN 48307  
PHONE (248) 651-9621  
FAX (248) 651-3607  
<http://www.rochestermi.org>

GEORGE T. ROUHIB JR.  
CHIEF OF POLICE

## MEMORANDUM

Date: February 10, 2025  
To: Nik Banda, City Manager  
From: George T. Rouhib Jr., Chief of Police   
Subject: Special Event Application-Farmer's Market Season

---

**Issue:** Request to hold the Farmers Market Season at the East Upper Parking Deck.

**Analysis:** The Rochester DDA has submitted a special event application to hold this year's Farmer Market at the East Upper Parking Deck every Saturday from May-October 2025 from 8 am to 1 pm. As a result of the Graham construction at the current Farmers Market location, the event needs to be temporarily relocated to better serve the vendors and customers. A briefing sheet was submitted with full details.

The event application has been reviewed by department heads. The only costs received were from the DPW in the amount of \$1200 for labor. A portion of the street may be closed in front of the upper structure from East to the E. Alley to allow larger trucks to load and unload. It may be difficult for larger vehicles to negotiate a turn into the upper deck based on the narrow width and height of the entrance/exit lanes. Proof of liability insurance and a hold harmless agreement shall be submitted prior to the event.

**Requested Action:** Review and approve event as presented.

**Attachment(s):** Special event application

## MEMORANDUM

DATE: February 6, 2025

TO: Rochester City Council

FROM: Taylor Knuth, DDA Marketing Coordinator

SUBJECT: Request for Recommendation – 2025 Farmers' Market Season Relocation

At the PSD Board Meeting held on February 5, the Board recommended approval of the 2025 Farmers' Market Season. We respectfully request the City Council's approval of the relocation of the Farmers' Market for this 2025 season. The Farmers' Market season operates every Saturday, May – October from 8:00 am – 1:00 pm.

For the past 25 seasons the Market has operated in Lot # 7 ( at the corner of E. Third & Water). Due to our upcoming expansion project. The Market + The Graham – it has been requested to relocate the Farmers' Market for the season in order to expedite construction.

We are requesting the use of just *the upper level of the East Parking Deck* (East St. & E. University). The DDA is requesting the East Parking Deck due to its similar size at Lot #7 – in order to accommodate our farmers' market vendors, sponsors and businesses. In addition, East Deck has infrastructure such as access to electricity and water which are necessary for our the health and safety of our market operations.

The lot will need to close in the early hours of Saturday morning and remain closed until 2:00 pm - for vendors to vacate the premises. We will be working with Police and DPW to coordinate closures and traffic. Upon approval, a communication plan will be rolled out to nearby businesses to communicate this closure.

Each Saturday, Individual 10' x 10' or 10' x 20' tents will be set up for vendors to sell their fruits, vegetables, food, flowers and more! In addition, we as a market schedule live musicians and program on a regular basis.

Thank you for your consideration in this matter.

**APPLICATION FOR SPECIAL EVENT PERMIT  
PARKS & PUBLIC SPACES**

Complete & sign this form and return to City of Rochester Police Chief along with a non-refundable check made to the City of Rochester  
Application fee for first time event \$100, 2<sup>nd</sup> and subsequent years \$75

**Date/Hours of Event:**

Saturdays, May - October

**Date/Hours of Event:**

8 am - 1 pm

**Name of Event:**

Downtown Rochester Farmers' Market

**Description of Event:**

The Rochester Farmers' Market allows for families and individuals to access the freshest, locally grown Michigan-made products. In it's 26th season, the Farmers' Market is a frequent stop for area residents to enjoy the vibrant colors, aromas and flavors of southeast Michigan's growing season. The market will feature a variety of fresh produce, herbs, flowers, specialty foods, including gourmet coffee, fresh bread, and much more!

**Location Requested:**

The upper level of the East Parking Deck ( East St. & E. University)

*NOTE: Reservations for the Kiwanis and Lion's Shelters are handled under a separate permit available at City Hall. Please Check availability first by calling City Hall at (248) 733-3700.*

**Date/Hours of Event:**

Saturdays, May - October 8 am - 1 pm

**Date/Hours of Set-up and Tear Down:**

6:00 am - 2:00 pm

**Organization Name:**

Rochester DDA

**Organization Address (include street address, city, state & zip):**

431 S. Main Rochester, MI 48307

**Organization Phone Number:**

248-656-0060

**Name of Contact Person and Phone Number:**

Taylor Knuth - 248-656-0060

**Contact Person E-Mail (must be provided):**

taylor@downtownrochestermi.com

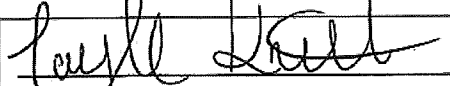
**On-Site Event Manager/Contact Person Name & Phone Number:**

Taylor Knuth - 248-978-6429

**ACKNOWLEDGEMENT**

The Rochester City Council shall have sole and complete discretion whether to issue a permit. Nothing contained in the City Code shall be construed to require the City to issue a permit to an applicant, and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to the event as determined by the City and will comply with all local, state and federal rules, regulations and laws.

  
Signature of Applicant

2/06/2025  
Date

**PLEASE COMPLETE THE FOLLOWING EVENT INFORMATION:**

**EVENT LAYOUT:** Please attach all sketches of the layout to the completed Application.

**Organization Type:**  Government  Non-Profit  For-Profit

**List any additional Sponsors or Participants:**  
Henry Ford Hospital - Rochester

**Is this event a fundraiser?**  YES  NO  
If yes, indicate beneficiary information:

**Is this the first time the event is being held in Rochester?**  YES  NO  
Describe:

**Was this even previously held outside of Rochester?**  YES  NO  
Describe:

**Total estimated attendance each day:**  
2,000 attendees per Saturday

**What parking arrangements will be necessary to accommodate attendance?**  
Describe:  
Due to vendors hauling product and equipment by truck/trailer. Trailers and/or trucks will need to be parked off-site.

**Is amplification of music or speakers planned or anticipated?**  YES  NO  
If yes, describe:  
Live musician daily from 10 am - Noon

**Will volunteer staff be provided to assist with safety, security and maintenance:**  YES  NO  
A Market Manger is on-site each market day to ensure the market is running smoothly and if there are any customer issues.

**Will alcoholic beverages be served?**  YES  NO  
If yes, describe:

Will food/beverages be sold?

YES

NO NOTE: Peddler & Vendor permits are required. Also, Health Department approval required for food sales.

If yes, describe:

Food trucks and packaged food/ drinks

Will merchandise be sold?

YES

NO

If yes, describe:

Will the event require the use of any of the following municipal equipment?

Picnic Tables

YES

NO

If yes, number requested: \_\_\_\_\_

Trash Receptacles

YES

NO

If yes, number requested: 5-6

Dumpsters

YES

NO

If yes, number requested: \_\_\_\_\_

Electrical Connections

YES

NO

If yes, number requested: \_\_\_\_\_

Meter Bags

YES

NO

If yes, number requested: \_\_\_\_\_

Barricades

YES

NO

If yes, number requested: \_\_\_\_\_

Traffic Cones

YES

NO

If yes, number requested: \_\_\_\_\_

Other

YES

NO

If yes, number requested: \_\_\_\_\_

Will you be requesting City safety personnel to be assigned to this event (Police/Fire):  YES  NO

Describe:

Will street closures be necessary?  YES  NO

If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and tear down.

Describe:

**PLEASE INDICATE IF YOU WILL BE REQUIRING, CONSTRUCTING OR LOCATING ANY OF THESE ITEMS IN THE AREA OF THE EVENT:**

**Kiwanis and/or Lion's Shelter**  YES  NO

*Reservations for the Kiwanis and Lion's Shelters are handled under separate permits available at City Hall.  
Please check availability first by calling City Hall at (248) 733-3700.*

**Booths**  YES  NO

If yes, indicate number of booths and size of each.

**Tents**  YES  NO

If yes, indicate number of tents and size of each. 40 - 50 tents

*\*The City requires inspection of all tents larger than 10' x 10'. If any of the tents for your event are larger than 10' x 10', please provide the date and time the tent is assembled so an inspection may be scheduled:*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Awnings**  YES  NO

If yes, number of awnings and size of each:

**Canopies**  YES  NO

If yes, number of canopies and size of each:

**Tables**  YES  NO

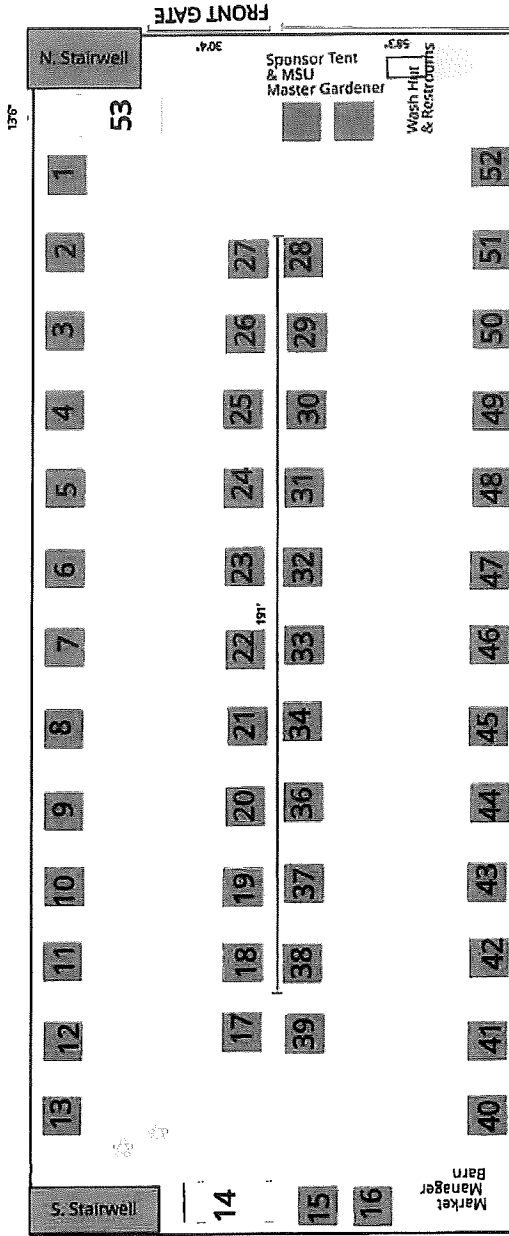
If yes, number of tables and size of each:

**Portable Restrooms**  YES  NO

If yes, number of portable restrooms requested and locations:

**Other Items Requested**  YES  NO

If yes, describe:



E. Fourth

EAST STREET

East Parking Deck - May 03, 2025  
East Parking Deck - FM

(For Internal Use Only: City of Rochester Department Review/Comments)

Department	Name	Comments	Costs Expected
City Manager			
DPW/Parks & Recreation	Jill CARRIKO	Bamcoads - TRASH, CLEANUP	\$1,200
Police Department	Chief Rochib	NO ISSUES	0
Fire Department	Chief Crosby	NO ISSUES	0
Building Department			
Finance Department			
Clerk			
DDA (*If in the district)			

## 2025 Rochester Event Calendar Tentative Events

										February 7, 2025		
Month	Time	Event	Location	Reviewed Department Heads	Reviewed City Manager	Council Approval	Costs					
<b>January</b>												
17-18	10am-6pm	Downtown Rochester Frost Festival	Downtown Rochester	Yes	Yes	Yes	\$ -					
19	9 am-11am	Frozen Paw 5K	Downtown Rochester	Yes	Yes	Yes	\$ 2,600					
<b>February</b>												
		No Events										
<b>March</b>												
15	1pm-11pm	Friends of Foster Kids Charity-Pre St. Patricks Day	O'Connors	Yes	Yes	No	\$ -					
17	7am-2am	Annual St. Patrick's Day Celebration	O'Connors	Yes	Yes	No	\$ 250					
<b>April</b>												
<b>May</b>												
24	6:30am-5 pm	Heritage Car Show	Municipal Park	Yes	Yes	No	\$ -					
<b>June</b>												
19	6:30pm-11:30 PM	Moves in the Moonlight	East Parking Deck	No	No	No						
26	6:30pm-11:30 PM	Moves in the Moonlight	East Parking Deck	No	No	No						
<b>July</b>												
26	6 am-11 am	Woodhouse 5K-New Day	Municipal Park	Yes	Yes	No	\$ 750					
27	11 am-3 pm	Italian Happening Car Show	Municipal Park	Yes	Yes	Yes	\$ 2,750					
<b>August</b>												
2	3pm-6pm	Roman James Foundatin Fun Run 2025	Municipal Park	Yes	Yes	No	\$ -					
2	6:30pm-11:30 pm	Movines in the Moonlight	East Parking Deck	No	No	No						
9	6 am-2 pm	Detroit Congenital Heart Walk	Municipal Park	Yes	Yes	Yes	\$ -					
<b>September</b>												
27	0800-1100	Hometown Hustle	Downtown Rochester	No	No	No						




# ROCHESTER POLICE DEPARTMENT

400 SIXTH STREET  
ROCHESTER, MICHIGAN 48307  
PHONE (248) 651-9621  
FAX (248) 651-3607  
<http://www.rochestermi.org>

GEORGE T. ROUHIB JR.  
CHIEF OF POLICE

## MEMORANDUM

Date: February 10, 2025  
To: Nik Banda, City Manager  
From: George T. Rouhib Jr., Chief of Police   
Subject: Special Event Application-Movies in the Moonlight

**Issue:** Request to hold the Movies in the Moonlight event

**Analysis:** The PSD has submitted a special event application to hold the Movies in the Moonlight event on the following dates and times at the upper East Parking Deck.

- July 19, 2025 from 6:30 to 11:30 pm.
- July 26, 2025, from 6:30 to 11:30 pm.
- August 2, 2025, from 6:30 pm to 11:30 pm.

A briefing sheet was submitted with full details.

The event application has been reviewed by department heads. The only costs received were from the DPW in the amount of \$200 for labor. Proof of liability insurance and a hold harmless agreement shall be submitted prior to the event.

**Requested Action:** Review and approve event as presented.

**Attachment(s):** Special event application

## MEMORANDUM

DATE: February 6, 2025  
TO: City Council  
FROM: PSD Board  
SUBJECT: Request for Approval – Movies in the Moonlight

We respectfully request City Council's approval of the 2025 Movies in the Moonlight schedule.

**Movies in the Moonlight** is a family-friendly film festival held on four Saturday evenings –July 19, 26 and August 2. The hours of each event are 6:30 – 11:30 p.m. and will be held at the top level of the East Parking Structure. Setup will begin following the close of the Farmers' Market each week. Admission is free and guests are encouraged to bring their own seating. Featured movies begin at around 8:15 pm with a pre-show before.

The Little Donut Factory will be selling fresh hot mini donuts, popcorn, water and soft drinks, but guests are welcome to bring their own goodies (no alcohol or glass containers allowed).

### Schedule:

7/19: Wicked

7/26: Beetlejuice Beetlejuice

8/2: Moana 2

APPLICATION FOR SPECIAL EVENT PERMIT  
PARKS & PUBLIC SPACES

Complete & sign this form and return to City of Rochester Police Chief along with a non-refundable check made to the City of Rochester  
Application fee for first time event \$100, 2<sup>nd</sup> and subsequent years \$75

Date/Hours of Event: July 19, 26 & Aug 2

Date/Hours of Event: 6:30 - 11:30 pm

Name of Event:  
Movies in the Moonlight

Description of Event:  
Summer movie series

Location Requested:  
Upper level of East parking deck (East Street & E 4th)

NOTE: Reservations for the Kiwanis and Lion's Shelters are handled under a separate permit available at City Hall. Please Check availability first by calling City Hall at (248) 733-3700.

Date/Hours of Event: 6:30 - midnight

Date/Hours of Set-up and Tear Down: Sat. 7/19 7/26 & 8/2

Organization Name:  
PSD Board

Organization Address (include street address, city, state & zip):  
431 S. Main Street Rochester, MI 48307

Organization Phone Number: 248 656 0060

Name of Contact Person and Phone Number: Jenna Odell 248 656 0060

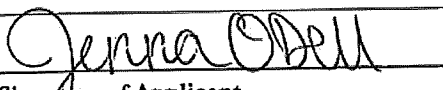
Contact Person E-Mail (must be provided): jenna@downtownrochestermi.com

On-Site Event Manager/Contact Person Name & Phone Number: Jenna 248 835 7205

**ACKNOWLEDGEMENT**

The Rochester City Council shall have sole and complete discretion whether to issue a permit.  
Nothing contained in the City Code shall be construed to require the City to issue a permit to an applicant, and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to the event as determined by the City and will comply with all local, state and federal rules, regulations and laws.

  
Signature of Applicant

2-6-2025  
Date

**PLEASE COMPLETE THE FOLLOWING EVENT INFORMATION:**

**EVENT LAYOUT:** Please attach all sketches of the layout to the completed Application.

**Organization Type:**  Government  Non-Profit  For-Profit

**List any additional Sponsors or Participants:**

TBD

**Is this event a fundraiser?**

YES

NO

If yes, indicate beneficiary information:

**Is this the first time the event is being held in Rochester?**

YES

NO

Describe:

**Was this even previously held outside of Rochester?**

YES

NO

Describe:

**Total estimated attendance each day:**

500-1,000

**What parking arrangements will be necessary to accommodate attendance?**

Describe:

Public Parking

**Is amplification of music or speakers planned or anticipated?**

YES

NO

If yes, describe:

speakers & movie screen

**Will volunteer staff be provided to assist with safety, security and maintenance:**

YES

NO

DDA staff & volunteers for clean up

**Will alcoholic beverages be served?**

YES

NO

If yes, describe:

Will food/beverages be sold?

YES

NO NOTE: Peddler & Vendor permits are required. Also, Health Department approval required for food sales.

If yes, describe:

The little donut factory will sell donuts, popcorn, soda/water & fresh lemonade

Will merchandise be sold?

YES

NO

If yes, describe:

Will the event require the use of any of the following municipal equipment?

Picnic Tables

YES

NO

If yes, number requested: \_\_\_\_\_

Trash Receptacles

YES

NO

If yes, number requested: 4-6

Dumpsters

YES

NO

If yes, number requested: \_\_\_\_\_

Electrical Connections

YES

NO

If yes, number requested: to power screen

Meter Bags

YES

NO

If yes, number requested: \_\_\_\_\_

Barricades

YES

NO

If yes, number requested: \_\_\_\_\_

Traffic Cones

YES

NO

If yes, number requested: \_\_\_\_\_

Other

YES

NO

If yes, number requested: \_\_\_\_\_

Will you be requesting City safety personnel to be assigned to this event (Police/Fire):  YES  NO

Describe:

Will street closures be necessary?  YES  NO

If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and tear down.

Describe:

NO street closures, just the top of the parking deck after the farmers' market

**PLEASE INDICATE IF YOU WILL BE REQUIRING, CONSTRUCTING OR LOCATING ANY OF THESE ITEMS IN THE AREA OF THE EVENT:**

**Kiwanis and/or Lion's Shelter**  YES  NO

*Reservations for the Kiwanis and Lion's Shelters are handled under separate permits available at City Hall.  
Please check availability first by calling City Hall at (248) 733-3700.*

**Booths**  YES  NO

If yes, indicate number of booths and size of each.

**Tents**  YES  NO

If yes, indicate number of tents and size of each.

*\*The City requires inspection of all tents larger than 10' x 10'. If any of the tents for your event are larger than 10' x 10', please provide the date and time the tent is assembled so an inspection may be scheduled:*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Awnings**  YES  NO

If yes, number of awnings and size of each:

**Canopies**  YES  NO

If yes, number of canopies and size of each:

**Tables**  YES  NO

If yes, number of tables and size of each:

**Portable Restrooms**  YES  NO

If yes, number of portable restrooms requested and locations:

*2 will be placed - we will use the same ones from the market*

**Other Items Requested**  YES  NO

If yes, describe:

(For Internal Use Only: City of Rochester Department Review/Comments)

Department	Name	Comments	Costs Expected
City Manager			
DPW/Parks & Recreation	Jill Caffke	NO ISSUES Barricades/cleanup	\$200
Police Department	Chief Rouhi		0
Fire Department	Chief Crestic		0
Building Department			
Finance Department			
Clerk			
DDA (*If in the district)			

## 2025 Rochester Event Calender Tentative Events

February 7, 2025

Month	Time	Event	Location	Reviewed Department Heads	Reviewed City Manager	Council Approval	Costs
<b>January</b>							
17-18	10am-6pm	Downtown Rochester Frost Festival	Downtown Rochester	Yes	Yes	Yes	\$ -
19	9 am-11am	Frozen Paw 5K	Downtown Rochester	Yes	Yes	Yes	\$ 2,600
<b>February</b>							
		No Events					
<b>March</b>							
15	1pm-11pm	Friends of Foster Kids Charity-Pre St. Patrick's Day	O'Connors	Yes	Yes	No	\$ -
17	7am-2am	Annual St. Patrick's Day Celebration	O'Connors	Yes	Yes	No	\$ 250
<b>April</b>							
<b>May</b>							
24	6:30am-5 pm	Heritage Car Show	Municipal Park	Yes	Yes	No	\$ -
<b>June</b>							
19	6:30pm-11:30 PM	Moves in the Moonlight	East Parking Deck	No	No	No	
26	6:30pm-11:30 PM	Moves in the Moonlight	East Parking Deck	No	No	No	
<b>July</b>							
26	6 am-11 am	Woodhouse 5K-New Day	Municipal Park	Yes	Yes	No	\$ 750
27	11 am-3 pm	Italian Happening Car Show	Municipal Park	Yes	Yes	Yes	\$ 2,750
<b>August</b>							
2	3pm-6pm	Roman James Foundatin Fun Run 2025	Municipal Park	Yes	Yes	No	\$ -
2	6:30pm-11:30 pm	Movines in the Moonlight	East Parking Deck	No	No	No	
9	6 am-2 pm	Detroit Congenital Heart Walk	Municipal Park	Yes	Yes	Yes	\$ -
<b>September</b>							
27	0800-1100	Hometown Hustle	Downtown Rochester	No	No	No	



# ROCHESTER POLICE DEPARTMENT

400 SIXTH STREET  
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<http://www.rochestermi.org>

GEORGE T. ROUHIB JR.  
CHIEF OF POLICE

## MEMORANDUM

Date: February 11, 2025  
To: Nik Banda, City Manager  
From: George T. Rouhib Jr., Chief of Police  
Subject: Rockin Rods n' Rochester Event

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**Issue:** Review of the Special Event Application to hold the Rockin Rods n' Rochester Event.

**Analysis:** The Rochester Lions Club Charities, Inc., submitted a special event application to hold the Rockin Rods n' Rochester event on Sunday, **August 10, 2025**, from 5am-5pm. The event will take place on Walnut from Fourth to Second Street. Parking lots 4,5, and 12 will be used to display vintage vehicles. Portions of Walnut will be open to allow parking at the West Deck.

The event application was reviewed by the department heads with no issues. The total approximate costs will be \$850 that will consist of barricades, trash pickup and general lot/street maintenance. A hold harmless agreement and proof of liability insurance has been submitted.

**Requested Action:** Review and approve event as presented.

**Attachment(s):** Special event application

APPLICATION FOR SPECIAL EVENT PERMIT  
PARKS & PUBLIC SPACES

Complete & sign this form and return to City of Rochester Police Chief along with a non-refundable check made to the City of Rochester  
Application fee for first time event \$100, 2<sup>nd</sup> and subsequent years \$75

Date/Hours of Event: Sunday, Aug. 10, 2025

Date/Hours of Event: 9am-5pm

Name of Event: Rockin Rod n' Rochester

Description of Event: Classic Car Show

Location Requested: Walnut Blvd., 4th to 2nd Sts. including all parking (see attached maps)

NOTE: Reservations for the Kwanis and Lion's Shelters are handled under a separate permit available at City Hall. Please Check availability first by calling City Hall at (248) 733-4700.

Date/Hours of Event: Sunday Aug. 10, 2025 9a-5p

Date/Hours of Set-up and Tear Down: Sun. Aug 10, 2025 9-1a, 4-5p

Organization Name: Rochester Lions Club Charities Inc.

Organization Address (include street address, city, state & zip): 819 Dartford Place Dr., Rochester Hills, MI 48307

Organization Phone Number: (248) 860-4544

Name of Contact Person and Phone Number: Rick Rhoades (248) 860-4544

Contact Person E-Mail (must be provided): rrhoades5924@gmail.com

On-Site Event Manager/Contact Person Name & Phone Number: Rick Rhoades  
(248) 860-4544

**ACKNOWLEDGEMENT**

The Rochester City Council shall have sole and complete discretion whether to issue a permit.  
Nothing contained in the City Code shall be construed to require the City to issue a permit to an applicant, and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to the event as determined by the City and will comply with all local, state and federal rules, regulations and laws.

Rick Rhoades  
Signature of Applicant

2/19/25  
Date

**PLEASE COMPLETE THE FOLLOWING EVENT INFORMATION:**

**EVENT LAYOUT:** Please attach all sketches of the layout to the completed Application.

Organization Type:  Government  Non-Profit  For-Profit

List any additional Sponsors or Participants:

Is this event a fundraiser?  YES  NO  
If yes, indicate beneficiary information:

Is this the first time the event is being held in Rochester?  YES  NO  
Describe:

Was this even previously held outside of Rochester?  YES  NO  
Describe:

Total estimated attendance each day:  
**several thousand**

What parking arrangements will be necessary to accommodate attendance?  
Describe:  
**Existing**

Is amplification of music or speakers planned or anticipated?  YES  NO  
If yes, describe:  
**DJ tent set up in front of the Leader Dog Training Building**

Will volunteer staff be provided to assist with safety, security and maintenance:  YES  NO  
**Lions club members, families & friends**

Will alcoholic beverages be served?  YES  NO  
If yes, describe:

**Will food/beverages be sold?**  YES  NO *NOTE: Peddler & Vendor permits are required. Also, Health Department approval required for food sales.*

If yes, describe:  
 Hot dogs, hamburgers, soft drinks, water, coffee (w/permit and health department approval)

**Will merchandise be sold?**  YES  NO

If yes, describe:  
 t-shirts, posters, dash plaques, toy wooden cars

**Will the event require the use of any of the following municipal equipment?**

Picnic Tables	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	If yes, number requested: _____
Trash Receptacles	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, number requested: <u>six</u>
Dumpsters	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	If yes, number requested: <u>will use existing ones</u>
Electrical Connections	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	If yes, number requested: _____
Meter Bags	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, number requested: <u>30</u>
Barricades	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, number requested: <u>see map</u>
Traffic Cones	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, number requested: _____
Other	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, number requested: _____

**Will you be requesting City safety personnel to be assigned to this event (Police/Fire):**  YES  NO

Describe:  
 except for removal of cars

**Will street closures be necessary?**  YES  NO

If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and tear down.

Describe:  
 Sunday, August <sup>10</sup>~~1~~, 202<sup>5</sup>~~4~~ 6a-5p see attached map

**PLEASE INDICATE IF YOU WILL BE REQUIRING, CONSTRUCTING OR LOCATING ANY OF THESE ITEMS IN THE AREA OF THE EVENT:**

**Kiwanis and/or Lion's Shelter**  YES  NO

*Reservations for the Kiwanis and Lion's Shelters are handled under separate permits available at City Hall.  
Please check availability first by calling City Hall at (248) 733-3700.*

**Booths**  YES  NO

If yes, indicate number of booths and size of each.

**Tents**  YES  NO

If yes, indicate number of tents and size of each.

*\*The City requires inspection of all tents larger than 10' x 10'. If any of the tents for your event are larger than 10' x 10', please provide the date and time the tent is assembled so an inspection may be scheduled:*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Awnings**  YES  NO

If yes, number of awnings and size of each:

**Canopies**  YES  NO

If yes, number of canopies and size of each:

**Tables**  YES  NO

If yes, number of tables and size of each:

**12 six foot tables provided by Leader Dog**

**Portable Restrooms**  YES  NO

If yes, number of portable restrooms requested and locations:

**provided by Lions Club, place in Leader Dog driveway**

**Other Items Requested**  YES  NO

If yes, describe:



**We Serve**

## Rochester Lions Club

Home Club of Leader Dogs for the Blind

819 Dartford Place Drive

Rochester Hills, MI 48307

[www.rochesterlionsclub.org](http://www.rochesterlionsclub.org)

February 9, 2025

### Hold Harmless Agreement

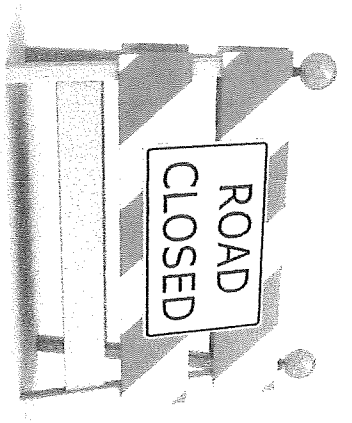
To the fullest extent permitted by law the **Rochester Lions Club**, its officers, directors, employees, agents, contractors, volunteers, representatives and others working on behalf of the applicant/organizer of the event, **Rockin Rods n' Rochester** is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Rochester, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Rochester against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Rochester, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Rochester, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the applicant's/event organizer's activities permitted pursuant to its special event permit dates: **Sunday, August 10, 2025** issued by the City of Rochester. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of Rochester, its elected or appointed officials, employees, volunteers or others working on behalf of the City of Rochester.

Rick Rhoades  
Rochester Lions Club  
Co-Chair Rockin Rods Car Show

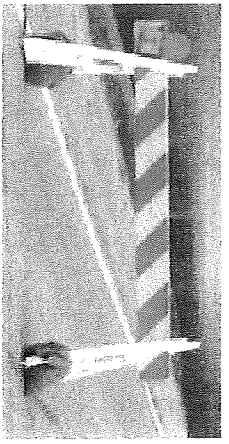
February 9, 2025



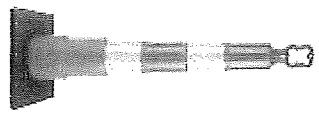
Full Size (4)



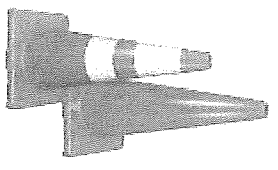
Barricades (12)

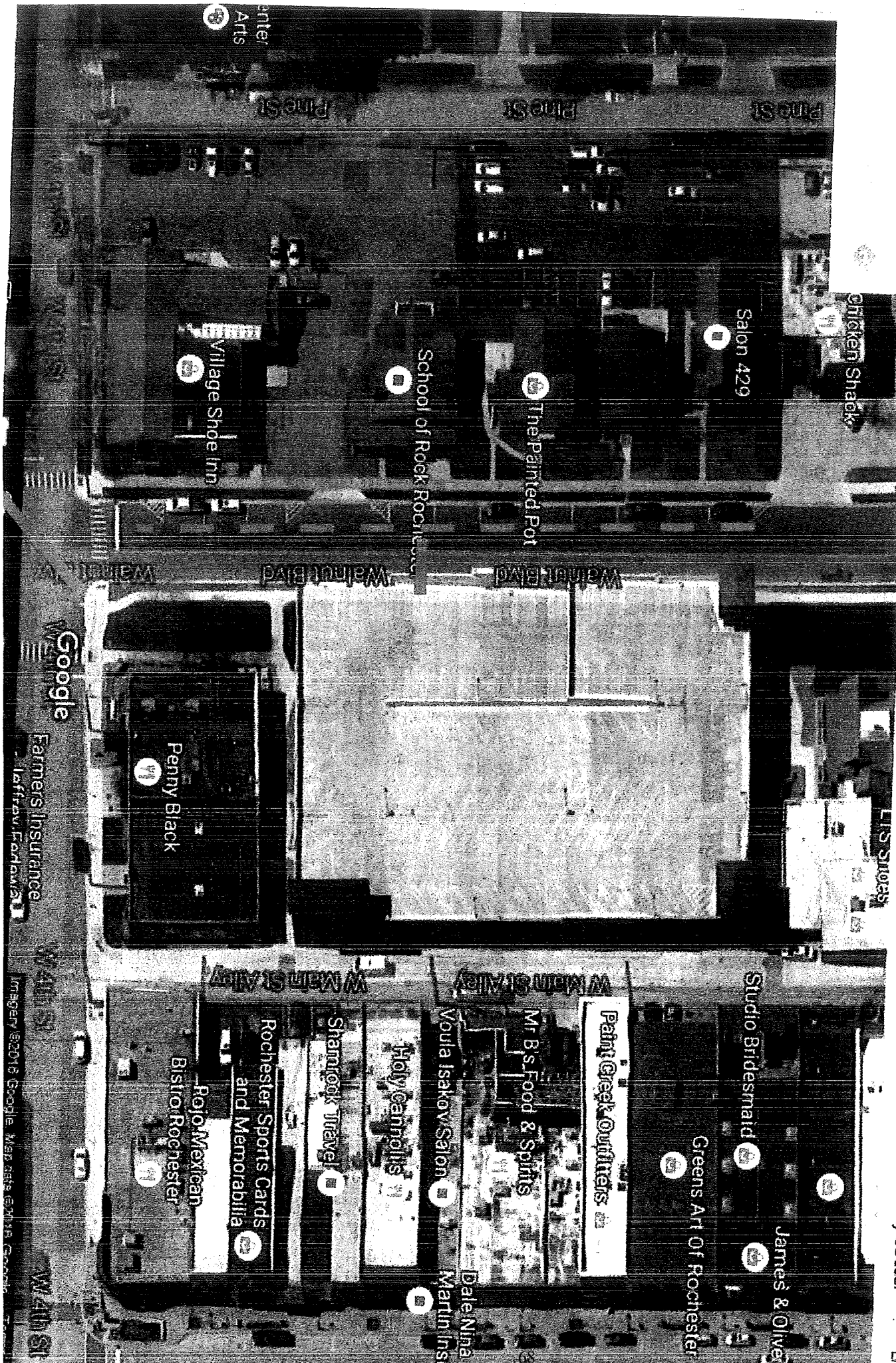


Large Cones (20)



Parking Cones (15)





Chicken Shack

Salon 429

The Painted Pot

School of Rock Rochester

Village Shoe Inn

Penny Black

Studio Bridesmaid

James & Olive

Greens Art Of Rochester

Paint Greek Outfitters

Mr B's Food & Spirits

Voula Isakov Salon

Holy Cannolis

Shamrock Travel

Rochester Sports Cards and Memorabilia

Rolo Mexican Bistro Rochester

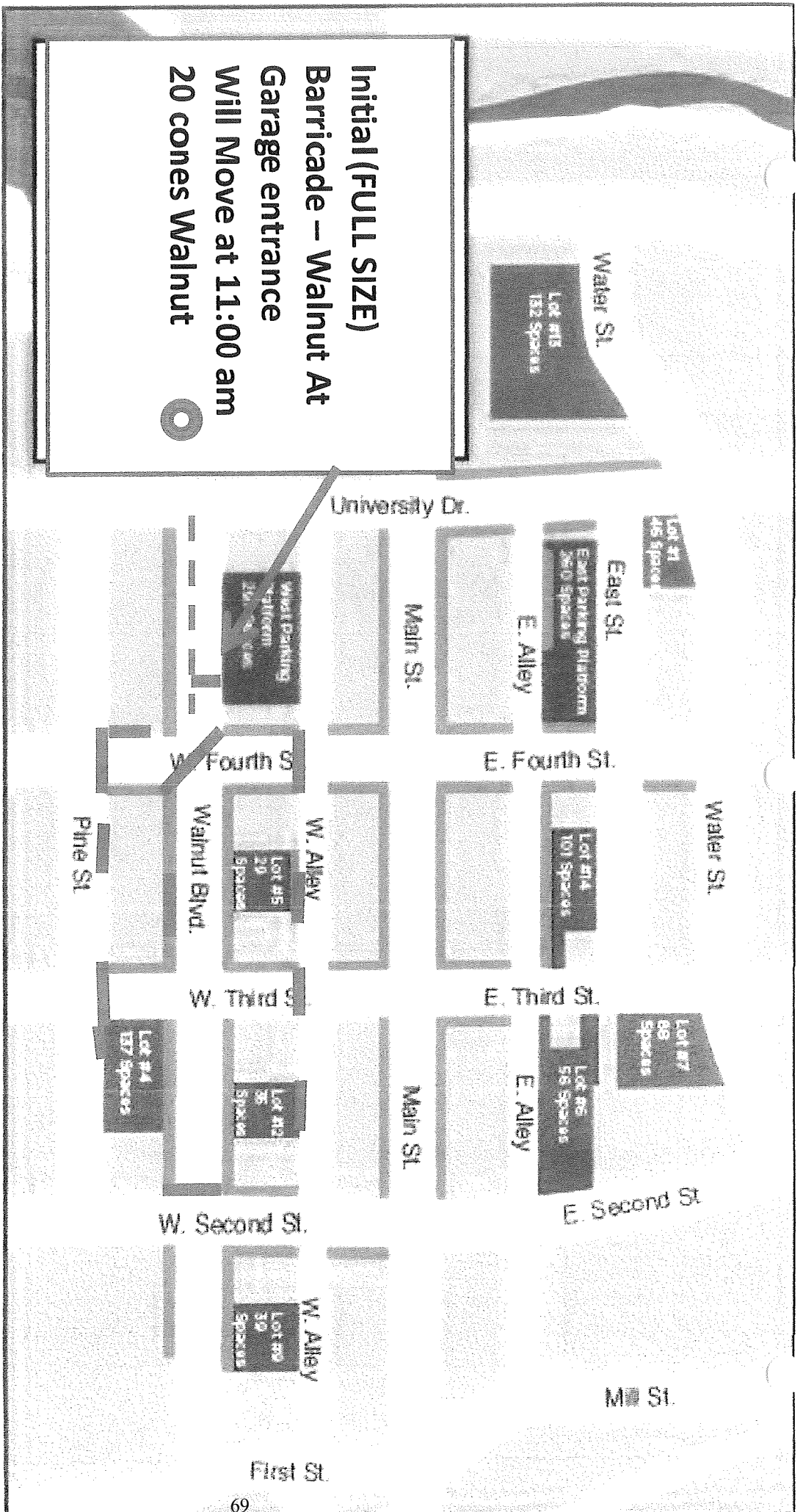
Dale Nina Martin Insur

Google

Farmers Insurance

Imagery ©2016 Google, Map data ©2016 Google

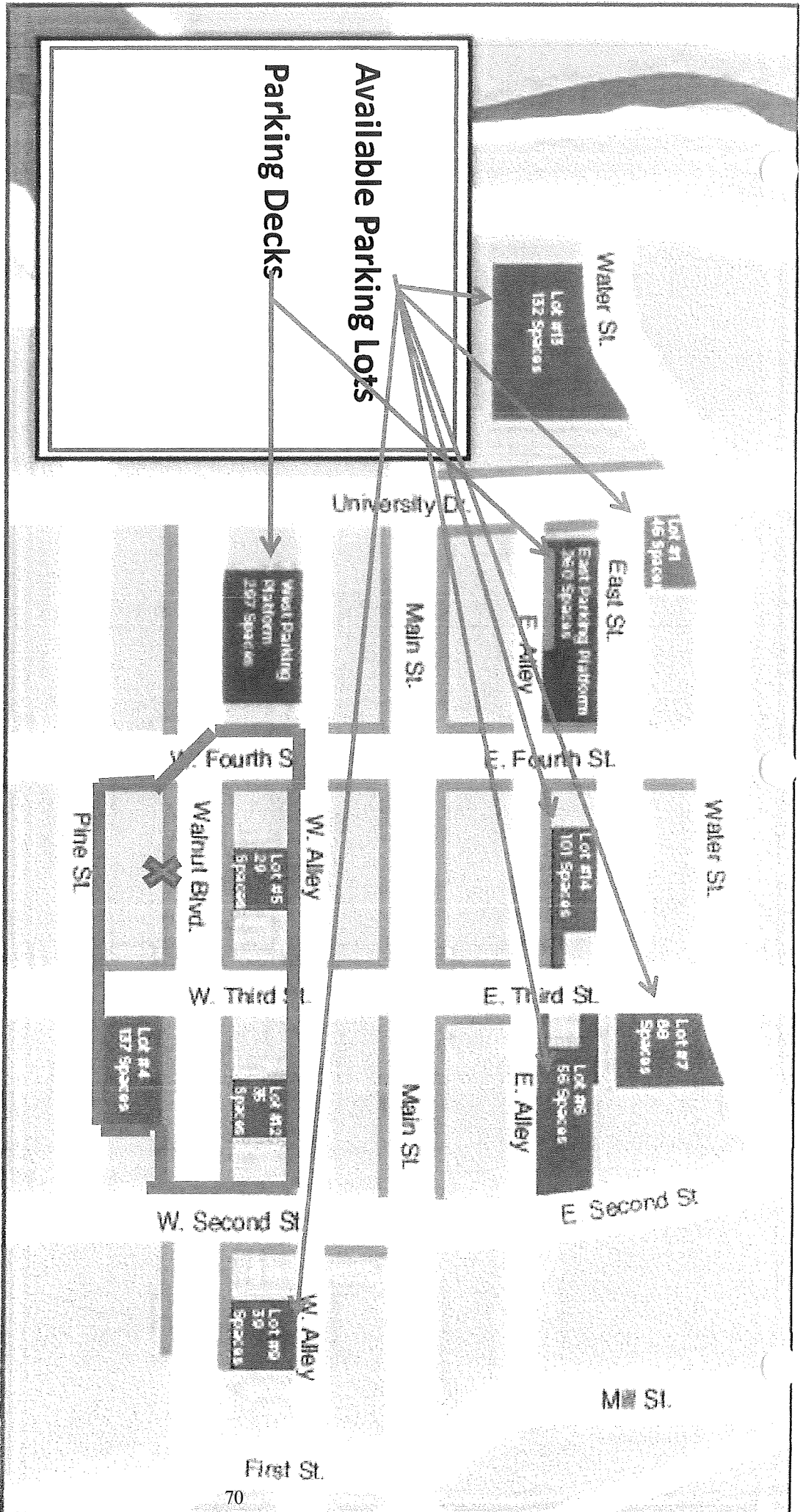
W 4th St



- Barricades at:
- Walnut & Deck Full Size
  - Fourth & Alley (FULL SIZE)
  - Lot 5 & W Alley (2)
  - 3rd & Alley (FULL SIZE)
  - Lot 12 & W Alley (2)
  - 4th and Pine(2)

- Barricades at:
- 3rd and Pine (2)
  - 1 @Rear Entrance Lot 4 & Pine
  - 2nd and Walnut (Full Size)
  - 1 at Pine & Funeral Home
  - 1 @DSW & 4th Street
  - 1 @DSW Deive way & Walnut

Sprinklers Lot 12  
 Front of Penny Black  
 No Parking W-Fourth  
 Meters



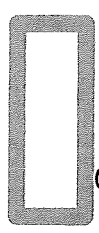
**Available Parking Lots**

**Parking Decks**

Main St is M150 – also known as Rochester Road  
 Parking Meters no charge on Sunday

X DJ Station 323 Walnut Blvd Rochester MI 48307

Car Show Area-Registered  
 Cars only



**Internal Revenue Service**

**Date:** January 24, 2005

ROCHESTER LIONS CLUB CHARITIES INC  
PO BOX 393  
ROCHESTER MI 48308

Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201

**Person to Contact:**  
Ms. Benson #31-07273  
Customer Service Representative  
**Toll Free Telephone Number:**  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
38-3259193

Dear Sir or Madam:

This is in response to your request of January 24, 2005, regarding your organization's tax-exempt status.

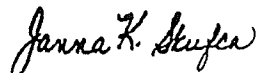
In May 1996 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Rochester Lions Club Charities, Inc.**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **501(c)3 Non-Profit Corporation**

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 1

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.) See instructions.  
**P.O. Box 80393**

**6** City, state, and ZIP code  
**Rochester, Michigan 48308**

**7** List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

			-					
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**OR**

**Employer identification number**

3	8	-	3	2	5	9	1	9	3
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## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**    Signature of U.S. person ▶ *Celia D. Domalowski*    Date ▶ \_\_\_\_\_

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

(For Internal Use Only: City of Rochester Department Review/Comments)

Department	Name	Comments	Costs Expected
City Manager			
DPW/Parks & Recreation	Jill Gaffke	Barricades, trash, cleanup	\$850
Police Department	Chief Rouhib	No Issues	No Cost
Fire Department	Chief Cieslik	No Issues	No Cost
Building Department			
Finance Department			
Clerk			
DDA (*If in the district)			

## 2025 Rochester Event Calendar Tentative Events

February 10, 2025

Month	Time	Event	Location	Reviewed Department Heads	Reviewed City Manager	Council Approval	Costs
<b>January</b>							
17-18	10am-6pm	Downtown Rochester Frost Festival	Downtown Rochester	Yes	Yes	Yes	\$ -
19	9 am-11am	Frozen Paw 5K	Downtown Rochester	Yes	Yes	Yes	\$ 2,600
<b>February</b>							
		No Events					
<b>March</b>							
15	1pm-11pm	Friends of Foster Kids Charity-Pre St. Patrick's Day	O'Connors	Yes	Yes	No	\$ -
17	7am-2am	Annual St. Patrick's Day Celebration	O'Connors	Yes	Yes	No	\$ 250
<b>April</b>							
11,12,13	10 am-5 pm	Knights of Columbus Tootsie Roll Drive	Main/University	Yes	No	No	\$ -
<b>May</b>							
10	Noon-3 pm	Detroit Dashhund Club Walk Fundraisewr	Paint Creek Trail	Yes	No	No	
24	6:30am-5 pm	Heritage Car Show	Municipal Park	Yes	Yes	No	\$ -
<b>June</b>							
19	6:30pm-11:30 pm	Moves in the Moonlight	East Parking Deck	No	No	No	
26	6:30pm-11:30 pm	Moves in the Moonlight	East Parking Deck	No	No	No	
<b>July</b>							
26	6 am-11 am	Woodhouse 5K-New Day	Municipal Park	Yes	Yes	No	\$ 750
27	11 am-3 pm	Italian Happening Car Show	Municipal Park	Yes	Yes	Yes	\$ 2,750
<b>August</b>							
2	3pm-6pm	Roman James Foundatin Fun Run 2025	Municipal Park	Yes	Yes	No	\$ -
2	6:30pm-11:30 pm	Movines in the Moonlight	East Parking Deck	Yes	No	No	
9	6 am-2 pm	Detroit Congenital Heart Walk	Municipal Park	Yes	Yes	Yes	\$ -
10	5am-5pm	Rockin Rods	Walnut Street	No	No	No	
<b>September</b>							


27	0800-1100	Hometown Hustle	Downtown Rochester	No	No	No	
<b>October</b>							
5	8:30 am-11 am	Scare Away Hunger 5K & Family Fun Run	Municipal Park	Yes	Yes	Yes	\$ 600
18	9 am-12:30 am	Making Strides Against Breast Cancer	Municipal Park	Yes	Yes	No	\$ 360
<b>November</b>							
<b>December</b>							

# ROCHESTER POLICE DEPARTMENT

400 SIXTH STREET  
ROCHESTER, MICHIGAN 48307  
PHONE (248) 651-9621  
FAX (248) 651-3607  
<http://www.rochestermi.org>

GEORGE T. ROUHIB JR.  
CHIEF OF POLICE

## MEMORANDUM

Date: February 19, 2025  
To: Nik Banda, City Manager  
From: George T. Rouhib Jr., Chief of Police   
Subject: Special Event Application-St. Baldrick's Festival

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**Issue:** Request to hold the St. Baldrick's Festival

**Analysis:** An event application has been submitted by the Rochester Corner Bar to host the St. Baldrick's Festival on March 16, 2025, from noon to 10 pm. This event will take place on Walnut from the south end of the West Deck to W. Fourth Street. This charity event supports the St. Baldrick's Foundation for childhood cancer research. The event will feature head-shaving by hair stylists and will be sponsored in part by the Roxy. A tent may be erected to provide weather protection for patrons.

The event application has been reviewed by department heads. The total approximate costs will be \$300 to set up and remove barricades and the tent inspection by the fire department if needed. The Corner Bar will provide their own security, and the police department will conduct periodic checks in the area. A valid proof of liability insurance and a hold harmless agreement shall be submitted prior to the event. In addition, if approved, the police chief shall sign a Temporary Authorization Application from the Liquor Control Commission (MLCC). This application must be submitted 12 days prior to the event.

**Requested Action:** Review and approve event as presented.

**Attachment(s):** Special event application

**APPLICATION FOR SPECIAL EVENT PERMIT  
PARKS & PUBLIC SPACES**

Complete & sign this form and return to City of Rochester Police Chief along with a non-refundable check made to the City of Rochester  
Application fee for first time event \$100, 2<sup>nd</sup> and subsequent years \$75

Date/Hours of Event:

3/16/2025

Date/Hours of Event:

3/16/2025 noon-10pm

Name of Event:

St. Baldrick's Fundraiser

Description of Event:

Hairstylists will come in to shave individuals heads for money. The money will be donated to children's cancer research

Location Requested:

Walnut Street from the South end of the west structure to W. Fourth Street.

*NOTE: Reservations for the Kiwanis and Lion's Shelters are handled under a separate permit available at City Hall. Please Check availability first by calling City Hall at (248) 733-3700.*

Date/Hours of Event:

3/16/25/Noon to 10 pm

Date/Hours of Set-up and Tear Down:

3/17/25/9 am

Organization Name:

BCJL Rocheser Acquisition, LLC

Organization Address (include street address, city, state & zip):

124 W. Fourth Street, Rochester, MI

Organization Phone Number:

248-294-7347

Name of Contact Person and Phone Number:

Christ Backos-586-855-2845

Contact Person E-Mail (must be provided):

ChristBackos@yahoo.com

On-Site Event Manager/Contact Person Name & Phone Number:

Same as above

**ACKNOWLEDGEMENT**

The Rochester City Council shall have sole and complete discretion whether to issue a permit.

Nothing contained in the City Code shall be construed to require the City to issue a permit to an applicant, and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to the event as determined by the City and will comply with all local, state and federal rules, regulations and laws.

Signature of Applicant

2/19/25  
Date

**PLEASE COMPLETE THE FOLLOWING EVENT INFORMATION:**

**EVENT LAYOUT:** Please attach all sketches of the layout to the completed Application.

Organization Type:  Government  Non-Profit  For-Profit

List any additional Sponsors or Participants:  
None at this time

Is this event a fundraiser?  YES  NO  
If yes, indicate beneficiary information:  
**St. Baldrick's**

Is this the first time the event is being held in Rochester?  YES  NO  
Describe:  
**3 years held in Rochester**

Was this even previously held outside of Rochester?  YES  NO  
Describe:  
**Romeo, MI**

Total estimated attendance each day:  
**400**

What parking arrangements will be necessary to accommodate attendance?  
Describe:  
**West Parking Structure**

Is amplification of music or speakers planned or anticipated?  YES  NO  
If yes, describe:  
**Speakers**

Will volunteer staff be provided to assist with safety, security and maintenance:  YES  NO

Will alcoholic beverages be served?  YES  NO  
If yes, describe:  
**Pending MLCC approval**

**Will food/beverages be sold?**  YES  NO *NOTE: Peddler & Vendor permits are required. Also, Health Department approval required for food sales.*  
 If yes, describe:  
**Beverages with the approval of MLCC/Beverages sold in tent outside the establishment**

**Will merchandise be sold?**  YES  NO  
 If yes, describe:

**Will the event require the use of any of the following municipal equipment?**

Picnic Tables	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	If yes, number requested: _____
Trash Receptacles	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	If yes, number requested: _____
Dumpsters	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	If yes, number requested: _____
Electrical Connections	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	If yes, number requested: _____
Meter Bags	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, number requested: <u>3-4</u>
Barricades	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, number requested: <u>6 class 3</u>
Traffic Cones	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	If yes, number requested: _____
Other	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	If yes, number requested: _____

**Will you be requesting City safety personnel to be assigned to this event (Police/Fire):**  YES  NO  
 Describe:  
**Will have own security on duty for the event**

**Will street closures be necessary?**  YES  NO  
 If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and tear down.  
 Describe:  
**Walnut between the structure and W. Fourth Street. The parking deck will be open for parking**

**PLEASE INDICATE IF YOU WILL BE REQUIRING, CONSTRUCTING OR LOCATING ANY OF THESE ITEMS IN THE AREA OF THE EVENT:**

**Kiwanis and/or Lion's Shelter**  YES  NO

*Reservations for the Kiwanis and Lion's Shelters are handled under separate permits available at City Hall.  
Please check availability first by calling City Hall at (248) 733-3700.*

**Booths**  YES  NO

If yes, indicate number of booths and size of each.

**Tents**  YES  NO

If yes, indicate number of tents and size of each.

*\*The City requires inspection of all tents larger than 10' x 10'. If any of the tents for your event are larger than 10' x 10', please provide the date and time the tent is assembled so an inspection may be scheduled:*

Date: 3/15/25 Time: 9 AM

**Awnings**  YES  NO

If yes, number of awnings and size of each:

**Canopies**  YES  NO

If yes, number of canopies and size of each:

**Tables**  YES  NO

If yes, number of tables and size of each:

**6 high tops**

**Portable Restrooms**  YES  NO

If yes, number of portable restrooms requested and locations:

**Other Items Requested**  YES  NO

If yes, describe:

**(For Internal Use Only: City of Rochester Department Review/Comments)**

<b>Department</b>	<b>Name</b>	<b>Comments</b>	<b>Costs Expected</b>
City Manager			
DPW/Parks & Recreation	Jill Gaffke	Barricades/Cleanup	\$300
Police Department	Chief Rouhib	No Issues	0
Fire Department	Chief Cieslik	No Issues	0
Building Department			
Finance Department			
Clerk			
DDA (*If in the district)			

0963

8639

PNC

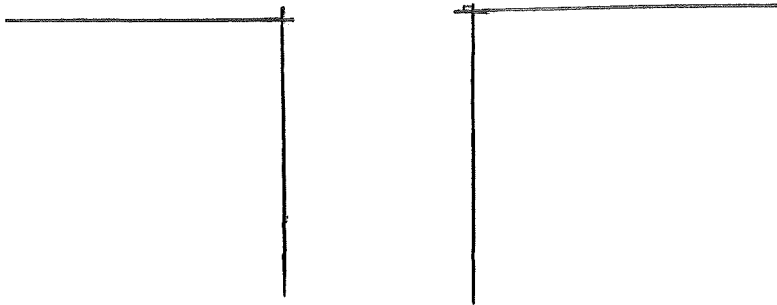
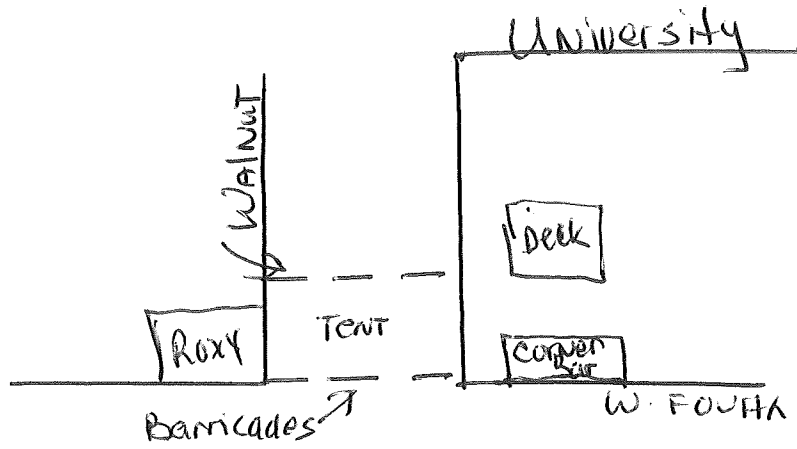
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Tentative Events

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		No Events					
March							
15	1pm-11pm	Friends of Foster Kids Charity-Pre St. Patrick's Day	O'Connors	Yes	Yes	Yes	\$ -
16	noon-10 pm	St. Baldrick's Fundraiser	Corner Bar	No	No	No	
17	7am-2am	Annual St. Patrick's Day Celebration	O'Connors	Yes	Yes	Yes	\$ 250
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11,12,13	10 am-5 pm	Knights of Columbus Tootsie Roll Drive	Main/University	Yes	Yes	No	\$ -
May							
10	Noon-3 pm	Detroit Dachshund Club Walk Fundraiser	Paint Creek Trail	Yes	Yes	No	\$ -
24	6:30am-5 pm	Heritage Car Show	Municipal Park	Yes	Yes	Yes	\$ -
June							
19	6:30pm-11:30 pm	Movies in the Moonlight	East Parking Deck	Yes	Yes	No	\$ -
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August							
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9	6 am-2 pm	Detroit Congenital Heart Walk	Municipal Park	Yes	Yes	Yes	\$ -
10	5am-5pm	Rockin Rods	Walnut Street	Yes	Yes	No	\$ 850



N ↑



Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank A1 ACCOUNTS PAYABLE					
02/06/2025	139934	ABEL ELECTRONICS	ABEL ELECTRONICS	JOYSTICK REPAY	157.50
02/06/2025	139935	ABSOPURE WATER COMPANY	ABSOPURE WATER COMPANY	ABSOPURE WATER FOR DPW GARAGE & ADMI	8.00
			ABSOPURE WATER COMPANY	ABSOPURE WATER COOLER FOR PARKS - C6	4.00
			ABSOPURE WATER COMPANY	ABSOPURE SPR 5GAL AND BOTTLE DEPOSIT	13.90
			ABSOPURE WATER COMPANY	ABSOPURE DIS 5GAL AND BOTTLE DEPOSIT	69.30
					<u>95.20</u>
02/06/2025	139936	AMERIGAS PROPANE LP	AMERIGAS PROPANE LP	PARKS PROPANE DELIVERY FOR HEAT FOR	1,043.02
02/06/2025	139937	AQUATEST LABORATORIES, INC	AQUATEST LABORATORIES, INC	WATER DEPARTMENT BAC-T SAMPLING JP	532.00
02/06/2025	139938	BADGER METER INC.	BADGER METER INC.	BADGER METER- MBL HOSTING SERV UNIT	235.95
02/06/2025	139939	BANGKOK CUISINE	BANGKOK CUISINE	REDEEMED GIFT CERTIFICATES	50.00
02/06/2025	139940	BEAN BROS. TROPHY & AWARD	BEAN BROS. TROPHY & AWARD	MADD PLATE	11.00
02/06/2025	139941	BETTER PAINTING	BETTER PAINTING	CITY HALL POLICE STATION KITCHEN REM	7,230.00
			BETTER PAINTING	CITY HALL UPSTAIRS OFFICES- INSTALL	2,360.00
					<u>9,590.00</u>
02/06/2025	139942	BLUE CARE NETWORK OF MICHIGAN	BLUE CARE NETWORK OF MICHIGAN	BLUE CARE NETWORK HMO 00129741 01 3	15,904.01
02/06/2025	139943	BOLOGNA VIA CUCINA	BOLOGNA VIA CUCINA	REDEEMED GIFT CERTIFICATES	330.00
02/06/2025	139944	BRIAN CLAYCOMB	BRIAN CLAYCOMB	INSPECTIONS FOR JANUARY 2025	1,207.50
02/06/2025	139945	BS&A SOFTWARE	BS&A SOFTWARE	ANNUAL BLDG PERMIT SERVICE CONTRACT	4,221.00
02/06/2025	139946	C & G NEWSPAPERS	C & G NEWSPAPERS	C&G NEWSPAPERS INV 0032635-IN	227.00
02/06/2025	139947	CHOMP DELI & GRILL	CHOMP DELI & GRILL	REDEEMED GIFT CERTIFICATES	430.00
02/06/2025	139948	CULLIGAN OF ROMEO	CULLIGAN OF ROMEO	CITY HALL WATER SOFTENER CHARGES 1/	85.00
02/06/2025	139949	CULLIGAN OF ROMEO	CULLIGAN OF ROMEO	CITY HALL WATER SOFTENER - SOLAR 40	25.00
02/06/2025	139950	DAFOES FEED	DAFOES FEED	DE-ICER FOR AUTO PARKING, DDA, DPW/S	2,327.50
02/06/2025	139951	DEBORAH M BRODSKY	DEBORAH M BRODSKY	DEBORAH BRODSKY LLC LABOR ARBITRATOF	900.00
02/06/2025	139952	DETROIT SALT COMPANY	DETROIT SALT COMPANY	ROCK SALT ORDER 109.45 TONS DELIVERE	6,721.33
			DETROIT SALT COMPANY	ROCK SALT ORDER 215.74 TONS DELIVERE	13,248.60
					<u>19,969.93</u>
02/06/2025	139953	DILLMAN & UPTON	DILLMAN & UPTON	PARKS DEPT - MATERIALS FOR GBB MAINI	40.62
02/06/2025	139954	DOWNTOWN TAROT COMPANY	DOWNTOWN TAROT COMPANY	REDEEMED GIFT CERTIFICATES	200.00
02/06/2025	139955	DTE ENERGY	DTE ENERGY	FEBRURY 2025 DTE	11,113.07
02/06/2025	139956	ELIZABETH ASMARY	ELIZABETH ASMARY	REFUND OF 2024 WINTER TAX 15-15-226-	1,763.09
02/06/2025	139957	ENVIRONMENTAL WOOD SOLUTIONS	ENVIRONMENTAL WOOD SOLUTIONS	WOOD CHIPS DUMP CHARGE	17.40
02/06/2025	139958	ERNIE'S ON THE CREEK	ERNIE'S ON THE CREEK	REDEEMED GIFT CERTIFICATES	200.00
02/06/2025	139959	ESSBE	ESSBE	REDEEMED GIFT CERTIFICATES	350.00
02/06/2025	139960	GUNNERS METERS & PARTS, INC.	GUNNERS METERS & PARTS, INC.	WATER DISTRIBUTION MAINTENANCE MATEF	720.00
02/06/2025	139961	HYDROCORP	HYDROCORP	CROSS CONNECTION CONTROL PROGRAM INS	1,258.00
			HYDROCORP	CROSS CONNECTION CONTROL PROG INSPEC	4,307.00
					<u>5,565.00</u>
02/06/2025	139962	INTERNATIONAL CONTROLS & EQUIP	INTERNATIONAL CONTROLS & EQUIP	FIRE TRAINING CENTER GATE - NOT WORK	515.00
02/06/2025	139963	JOSHUA BEAZLEY	JOSHUA BEAZLEY	UNIFORM ALLOWANCE-BEAZLEY	215.34
02/06/2025	139964	KENNEDY INDUSTRIES INC.	KENNEDY INDUSTRIES INC.	WATER PLANT & TOWER - KIKSM SCADA MC	1,964.00
02/06/2025	139965	KIMI K SALON & SPA	KIMI K SALON & SPA	REDEEMED GIFT CERTIFICATES	50.00
02/06/2025	139966	KRUSE AND MUER ON MAIN	KRUSE AND MUER ON MAIN	REDEEMED GIFT CERTIFICATES	2,765.00
02/06/2025	139967	KRUSE'S PAINT CREEK TAVERN	KRUSE'S PAINT CREEK TAVERN	REDEEMED GIFT CERTIFICATES	645.00
02/06/2025	139968	LAKE PRO INC.	LAKE PRO INC.	2025 STATE OF MICHIGAN EGLE PERMIT F	229.50
02/06/2025	139969	MARCY MORIWAKI	MARCY MORIWAKI	REIMBURSEMENT FOR STAND UP DESKS TAF	352.67
02/06/2025	139970	MICHIGAN BUSINESS CONNECTION, I	MICHIGAN BUSINESS CONNECTION, I	LOAN PAYMENT FOR 265 E SECOND, LOAN	15,143.31
02/06/2025	139971	MICHIGAN STATE POLICE	MICHIGAN STATE POLICE	AI TRAINING-ANDERTON	1,000.00

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
02/06/2025	139972	MR C'S CAR WASH #6 LLC	MR C'S CAR WASH #6 LLC	POLICE CAR WASHES	30.00
02/06/2025	139973	NICHOLS PAPER & SUPPLY CO	NICHOLS PAPER & SUPPLY CO	JANITORIAL SUPPLIES FOR CITYHALL/CEM	356.70
02/06/2025	139974	ONSITE WELLNESS LLC	ONSITE WELLNESS LLC	MONTHLY WELLNESS PROGRAM JAN 2025	895.00
02/06/2025	139975	RESALE CONNECTION	RESALE CONNECTION	REDEEMED GIFT CERTIFICATES	125.00
02/06/2025	139976	ROAD COMMISSION OF OAKLAND CO.	ROAD COMMISSION OF OAKLAND CO.	TRAFFIC SIGNAL MAINTENANCE-DTE ENERC	938.41
02/06/2025	139977	ROCHESTER CHOP HOUSE AND	ROCHESTER CHOP HOUSE AND	REDEEMED GIFT CERTIFICATES	1,180.00
02/06/2025	139978	ROCHESTER CORNER BAR	ROCHESTER CORNER BAR	REDEEMED GIFT CERTIFICATES	225.00
02/06/2025	139979	ROCHESTER PLUMBING & HEATING	ROCHESTER PLUMBING & HEATING	AUTO PARKING WEST DECK- MINI SPLIT F	169.00
02/06/2025	139980	SPENCER OIL COMPANY	SPENCER OIL COMPANY	87 OCT UNLEADED W/ 10% ETHANOL FUEL	5,181.15
			SPENCER OIL COMPANY	DYED DIESEL FUEL 600 GAL DELIVERED T	1,553.52
			SPENCER OIL COMPANY	DYED DIESEL FUEL 399.6 GAL DELIVERED	1,051.58
			SPENCER OIL COMPANY	87 OCT UNLEADED W/ 10% ETHANOL FUEL	5,102.50
					<u>12,888.75</u>
02/06/2025	139981	STATE OF MICHIGAN	STATE OF MICHIGAN	CERTIFICATE OF OPERATION RENEWAL FOF	310.00
02/06/2025	139982	STATE OF MICHIGAN	STATE OF MICHIGAN	STORM WATER ANNUAL 2025 PERMIT FEE F	3,000.00
02/06/2025	139983	TALULAH BELLE	TALULAH BELLE	REDEEMED GIFT CERTIFICATES	125.00
02/06/2025	139984	TELUS COMMUNICATIONS (U.S.)	INTELUS COMMUNICATIONS (U.S.)	INMVP- SKYHAWK CONNECT ANYWHERE MONTHI	113.28
02/06/2025	139985	THE DECK GUYS	THE DECK GUYS	DPW SALT BARN REPAIR	1,850.00
02/06/2025	139986	ULYSSES HERNANDEZ	ULYSSES HERNANDEZ	HEALTH INSURANCE REIMBURSEMENT HERNANDEZ	500.00
02/06/2025	139987	UPDOG YOGA	UPDOG YOGA	REDEEMED GIFT CERTIFICATES	65.00
02/06/2025	139988	VAN HORN TRUCK PARTS INC.	VAN HORN TRUCK PARTS INC.	MVP PARTS FOR VEH# 731, STOCK, & DEF	872.22
02/06/2025	139989	WEX BANK	WEX BANK	GAS PURCHASES PD, FD, CITY HALL AND	24.41
02/10/2025	1081 (A)	BOND ELECTRIC, LLC	BOND ELECTRIC, LLC	INSPECTIONS FOR JANUARY 2025	2,040.40
02/10/2025	1082 (A)	CIVIC PLUS	CIVIC PLUS	CIVIC PLUS ARCHIVE SOCIAL STANDARD	7,188.00
02/10/2025	1083 (A)	DLZ MICHIGAN INC	DLZ MICHIGAN INC	PROJ 2445777900 FY 2024-2025 MS4	548.00
			DLZ MICHIGAN INC	PROJ 2445771300 2024 GENERAL ENGINE	2,611.50
			DLZ MICHIGAN INC	PROJ 2345758800 OC GRANT WM LOOPIN	239.75
					<u>3,399.25</u>
02/10/2025	1084 (A)	DTN LLC	DTN LLC	WEATHER APP CHARGES FOR DPW 1/28/202	288.86
02/10/2025	1085 (A)	JODY ALLEN KINJORSKI	JODY ALLEN KINJORSKI	INSPECTIONS FOR JANUARY 2025	1,254.00
02/10/2025	1086 (A)	NYE UNIFORM	NYE UNIFORM	UNIFORM ALLOWANCE-RAINS	49.50
			NYE UNIFORM	UNIFORM ALLOWANCE-DUSOVIC	94.50
			NYE UNIFORM	UNIFORM ALLOWANCE-DREHMER	202.50
					<u>346.50</u>
02/10/2025	1087 (A)	TK ELEVATOR	TK ELEVATOR	SERVICE CALL FOR COMMUNITY HOUSE ELE	918.50
					<u><u>918.50</u></u>
<b>A1 TOTALS:</b>					
Total of 63 Checks:					139,293.89
Less 0 Void Checks:					0.00
Total of 63 Disbursements:					<u>139,293.89</u>

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank A1 ACCOUNTS PAYABLE					
02/13/2025	1092 (E)	BLUE CROSS BLUE SHIELD OF MICH	BLUE CROSS BLUE SHIELD OF MICH	BCBSM 7006068/ERS 3.1-31.25 BILLING	100,969.39
02/13/2025	139990	ANDERSON, ECKSTEIN AND	ANDERSON, ECKSTEIN AND	PROJ 0270-0197-0 PRO SERVICES 12/16/	1,052.60
			ANDERSON, ECKSTEIN AND	PROJ 0270-0213-0 PRO SERVICES 12/16/	828.00
			ANDERSON, ECKSTEIN AND	PROJ 0270-0212-0 PRO SERVICES 12/16/	1,854.00
			ANDERSON, ECKSTEIN AND	PROJ 0270-0209-0 PRO SERVICES 12/16/	2,850.00
			ANDERSON, ECKSTEIN AND	PROJ 0270-0208-0 PRO SERVICES 12/16/	2,188.90
			ANDERSON, ECKSTEIN AND	PROJ 0270-0207-0 PRO SERVICES 12/16/	1,067.00
			ANDERSON, ECKSTEIN AND	PROJ 0270-0206-0 PRO SERVICES 12/16/	360.00
			ANDERSON, ECKSTEIN AND	PROJ 0270-0205-0 PRO SERVICES 12/16/	300.50
			ANDERSON, ECKSTEIN AND	PROJ 0270-0201-0 PRO SERVICES 12/16/	566.50
			ANDERSON, ECKSTEIN AND	PROJ 0270-0200-0 PRO SERVICES 12/16/	414.00
			ANDERSON, ECKSTEIN AND	PROJ 0270-0194-0 PRO SERVICES 12/16/	515.00
			ANDERSON, ECKSTEIN AND	PROJ 0270-0192-0 PRO SERVICES 12/16/	965.00
			ANDERSON, ECKSTEIN AND	PROJ 0270-0139-0 PRO SERVICES 12/16/	119.00
			ANDERSON, ECKSTEIN AND	PROJ 0270-0115-0 CUMBERLAND RIDGE PA	257.50
					<u>13,338.00</u>
02/13/2025	139991	BETTER PAINTING	BETTER PAINTING	AUTO PARKING EAST DECK - ELECTRICAL	600.00
			BETTER PAINTING	DINOSAUR HILL - STOP LEAK IN BASEMEN	200.00
					<u>800.00</u>
02/13/2025	139992	CITY OF ROCHESTER HILLS	CITY OF ROCHESTER HILLS	SEWER SERVICES FOR HARDING (844,838,	333.24
02/13/2025	139993	D'MARCOS ITALIAN RESTAURANT	D'MARCOS ITALIAN RESTAURANT	REDEEMED GIFT CERTIFICATES	1,065.00
02/13/2025	139994	DAFOES FEED	DAFOES FEED	DE-ICER FOR AUTO PARKING, DDA, DPW/S	1,396.50
02/13/2025	139995	DESSERT OASIS LLC	DESSERT OASIS LLC	REDEEMED GIFT CERTIFICATES	20.00
02/13/2025	139996	DETROIT SALT COMPANY	DETROIT SALT COMPANY	ROCK SALT ORDER 54.49TONS DELIVERED	3,346.23
02/13/2025	139997	ELEMENT 22 COMMERCIAL GROUP	ELEMENT 22 COMMERCIAL GROUP	CHIEF FINANCIAL VEHICLE PURCHASES MC	2,302.57
			ELEMENT 22 COMMERCIAL GROUP	CHIEF FINANCIAL VEHICLE PURCHASES MC	4,412.43
					<u>6,715.00</u>
02/13/2025	139998	EVERON	EVERON	ALARM SYSTEM AT DINOSAUR HILL MARCH	77.64
02/13/2025	139999	GREAT LAKES WATER AUTHORITY	GREAT LAKES WATER AUTHORITY	INDUSTRIAL WASTEWATER CHARGES FOR PF	165.00
02/13/2025	140000	KELLER THOMA	KELLER THOMA	JAN 2024 GENERAL MATTERS INVOICE LAE	935.00
02/13/2025	140001	LEXIPOL, LLC	LEXIPOL, LLC	GRANT WRITER CONTRACT	6,000.00
02/13/2025	140002	MICHIGAN MUNICIPAL LEAGUE	MICHIGAN MUNICIPAL LEAGUE	ANNUAL LIABILITY AND PROPERTY INSURA	192,156.00
02/13/2025	140003	MORLEY CANDY MAKERS	MORLEY CANDY MAKERS	REDEEMED GIFT CERTIFICATES	376.49
02/13/2025	140004	MR C'S CAR WASH #6 LLC	MR C'S CAR WASH #6 LLC	EXPRESS & BILL'S BEST EXTERIOR WASH	19.50
02/13/2025	140005	NICHOLAS BANDA	NICHOLAS BANDA	MEDICAL REIMBURSEMENT FOR FEBRUARY 2	850.00
02/13/2025	140006	NOVEL: A BOOK AND SANDWICH SHC	NOVEL: A BOOK AND SANDWICH SHC	REDEEMED GIFT CERTIFICATES	150.00
02/13/2025	140007	OAKLAND COUNTY TREASURERS	OAKLAND COUNTY TREASURERS	OAKLAND-MACOMB INTERCEPTOR DRAINAGE	109,310.18
			OAKLAND COUNTY TREASURERS	CLINTON OAKLAND SEWAGE DISPOSAL SYST	182,207.73
					<u>291,517.91</u>
02/13/2025	140008	PETTY CASH 1	PETTY CASH 1	PETTY CASH NOV 24-JAN 2025	74.20
02/13/2025	140009	PRIORITY WASTE	PRIORITY WASTE	DPW YARD ROLLOFF SWITCHES: 12/04/2	3,234.97
			PRIORITY WASTE	JANUARY 2025 TRASH CONTRACT - RESIDE	79,374.23
					<u>82,609.20</u>
02/13/2025	140010	ROCHESTER PLUMBING & HEATING	ROCHESTER PLUMBING & HEATING	FIRE TRAINING CENTER - GAS HEATER IN	169.00
02/13/2025	140011	RUSS MILNE FORD, INC	RUSS MILNE FORD, INC	CONTRACTED REPAIR & PARTS FOR VEH# 6	2,747.83
02/13/2025	140012	SOCRRA	SOCRRA	HOUSEHOLD HAZARDOUS WASTE DROP OFFS-	400.00

02/13/2025 11:45 AM  
 User: CMEYERS  
 DB: Rochester

CHECK REGISTER FOR CITY OF ROCHESTER  
 CHECK DATE FROM 02/13/2025 - 02/18/2025

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
02/13/2025	140013	THE MEETING HOUSE	THE MEETING HOUSE	REDEEMED GIFT CERTIFICATES	645.00
02/13/2025	140014	TRANSPORTATION IMPROVEMENT	TRANSPORTATION IMPROVEMENT	JANUARY 1, 2025 - DECEMBER 31, 2025	4,844.00
02/13/2025	140015	WXYZ - CHANNEL 7	WXYZ - CHANNEL 7	INVOICE 1342247-2 DOWNTOWN ROCHESTER	16,400.00
02/18/2025	1088(A)	ENTERPRISE FM TRUST	ENTERPRISE FM TRUST	CITY HALL ELECTRIC VEHICLE LEASE VEH	484.34
02/18/2025	1089(A)	LAW OFFICES OF JEFFREY S KRAGILAW OFFICES OF JEFFREY S KRAGI	LAW OFFICES OF JEFFREY S KRAGILAW OFFICES OF JEFFREY S KRAGI	PROFESSIONAL SERVICES THROUGH JANUAF	11,616.00
02/18/2025	1090(A)	TK ELEVATOR	TK ELEVATOR	MAINTENANCE CONTRACT FOR CITY HALL &	449.56
02/18/2025	1091(A)	WINDCAVE INC	WINDCAVE INC	PARKING PLATFORM MONTHLY HOSTING FEE	1,275.00

A1 TOTALS:

Total of 31 Checks:	741,945.03
Less 0 Void Checks:	0.00
Total of 31 Disbursements:	<u>741,945.03</u>



# City of Rochester

400 Sixth Street  
Rochester, MI 48307  
P: (248) 651-9061  
F: (248) 651-2624  
www.rochestermi.org

## MEMORANDUM

Date: February 17, 2025  
To: Nik Banda, City Manager  
From: Jeffrey S. Kragt  
Subject: Consideration of Resolution regarding Compensation Commission Decision  
Copies: Anthony Moggio, Marcy Moriwaki, Jeremy Peckens, Holly Meyers, Megan Frazho, Lee Ann O'Connor

**Issue:** Consideration of Resolution regarding Compensation Commission Decision.

**Analysis:** As Council knows from my meeting update at the last meeting, the Compensation Commission met on February 6, 2025, in accordance with the City’s Charter and Code. To refresh memories on process, Section 3.4 of the City Charter states that remuneration for City Councilmembers for services performed in the discharge of their official duty for or on behalf of the City shall be set by ordinance, and Chapter 2, Article IV, Division 4 of the City Code sets forth that the setting of such salaries/remuneration is determined by the Compensation Commission

At its meeting, the Compensation Commission made the following compensation determinations:

Mayor	\$2000 per year
Mayor Pro-Tem	\$1800 per year
City Councilmembers	\$1600 per year

These are set fees to be paid, regardless of the number or types of meetings attended in any capacity. This would not, however, affect the additional compensation received by the Mayor and the other City Councilmember appointed to serve on the Planning Commission. Payments are currently made on a quarterly basis and the Compensation Commission agreed that it could stay that way, or be changed to a different frequency as City administration may determine to be appropriate. No additional compensation would be paid for attendance at



other board, commission or council meetings, or for attendance at other events. As the salary structure is a set yearly salary, there is no longer a maximum number of meetings figure (currently 24 is the max).

Pursuant to Sec. 2-262, the Compensation Commission's determination will become effective 30 days after its determination unless City Council rejects the determination by a 2/3 vote of City Council. Section 2-264 states that City Council shall "implement this provision by resolution." Accordingly, I believe it to be a good idea to have City Council pass a resolution. I have provided alternative Resolutions, one rejecting the Compensation Commission's determination and one not rejecting the determination. That said, taking no action to reject within the 30 days of February 6, 2025 would result in the determination going into effect. If the determination is rejected, then the current compensation/salary would remain in effect.

**Attachment:** Alternate Resolutions Regarding City Council Compensation

## **RESOLUTION REGARDING CITY COUNCIL COMPENSATION**

**WHEREAS**, Section 3.4 of the City Charter states that remuneration for City Councilmembers for services performed in the discharge of their official duty for or on behalf of the City shall be set by ordinance;

**WHEREAS**, the setting of such salaries/remuneration is determined by the Compensation Commission, in Chapter 2, Article IV, Division 4 of the City Code;

**WHEREAS**, the Compensation Commission met on February 6, 2025, in accordance with said ordinances and made a determination as to the salaries of the Mayor, Mayor Pro-Tem and City Councilmembers;

**WHEREAS**, the Compensation Commission made the following determinations:

Mayor	\$2000 per year – regardless of the number of meetings attended in any capacity
Mayor Pro-Tem	\$1800 per year – regardless of the number of meetings attended in any capacity
City Councilmembers	\$1600 per year – regardless of the number of meetings attended in any capacity

In addition to the foregoing, Mayor and the other City Councilmember appointed to serve on the Planning Commission will continue to receive their current Planning Commission per-meeting attended payment as other Planning Commission members.

Said payments will be made on in a pro-rata basis quarterly, or under such other frequency as City administration may determine to be appropriate.

Mayor, Mayor Pro-Tem and City Councilmembers will not receive additional compensation for attendance at other board, commission or council meetings, or for attendance at other events.

As the salary structure is a set yearly salary, there is no longer a maximum number of meetings figure.

While outside of the Compensation Commission’s scope of consideration, if City Council wishes to implement a method by which individual City Councilmembers may voluntarily elect to not receive any salary, the Compensation Commission would not oppose such efforts.

**WHEREAS**, pursuant to Sec. 2-262, the Compensation Commission’s determination will become effective 30 days after its determination unless City Council rejects the determination by a 2/3 vote of City Council.

**NOW THEREFORE, BE IT RESOLVED**, that City Council has received the Compensation Commission’s February 6, 2025 determination and DOES reject said determination

**BE IT FURTHER RESOLVED**, that as a result of said salary determination rejection, the current salary and structure will continue unmodified according to Sec. 2-262.

Made and passed this \_\_\_\_ day of February, 2025.

### **CERTIFICATION**

I, Lee Ann O’Connor, the duly authorized Clerk of the City of Rochester, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the City of Rochester City Council on February \_\_\_\_, 2025.

\_\_\_\_\_  
Lee Ann O’Connor, City Clerk

## **RESOLUTION REGARDING CITY COUNCIL COMPENSATION**

**WHEREAS**, Section 3.4 of the City Charter states that remuneration for City Councilmembers for services performed in the discharge of their official duty for or on behalf of the City shall be set by ordinance;

**WHEREAS**, the setting of such salaries/remuneration is determined by the Compensation Commission, in Chapter 2, Article IV, Division 4 of the City Code;

**WHEREAS**, the Compensation Commission met on February 6, 2025, in accordance with said ordinances and made a determination as to the salaries of the Mayor, Mayor Pro-Tem and City Councilmembers;

**WHEREAS**, the Compensation Commission made the following determinations:

Mayor	\$2000 per year – regardless of the number of meetings attended in any capacity
Mayor Pro-Tem	\$1800 per year – regardless of the number of meetings attended in any capacity
City Councilmembers	\$1600 per year – regardless of the number of meetings attended in any capacity

In addition to the foregoing, Mayor and the other City Councilmember appointed to serve on the Planning Commission will continue to receive their current Planning Commission per-meeting attended payment as other Planning Commission members.

Said payments will be made on in a pro-rata basis quarterly, or under such other frequency as City administration may determine to be appropriate.

Mayor, Mayor Pro-Tem and City Councilmembers will not receive additional compensation for attendance at other board, commission or council meetings, or for attendance at other events.

As the salary structure is a set yearly salary, there is no longer a maximum number of meetings figure.

While outside of the Compensation Commission’s scope of consideration, if City Council wishes to implement a method by which individual City Councilmembers may voluntarily elect to not receive any salary, the Compensation Commission would not oppose such efforts.

**WHEREAS**, pursuant to Sec. 2-262, the Compensation Commission’s determination will become effective 30 days after its determination unless City Council rejects the determination by a 2/3 vote of City Council.

**NOW THEREFORE, BE IT RESOLVED**, that City Council has received the Compensation Commission’s February 6, 2025 determination and DOES NOT reject said determination

**BE IT FURTHER RESOLVED**, that said salary determination will become effective 30 days after February 6, 2025 according to Sec. 2-262, which would be March 8, 2025.

Made and passed this \_\_\_\_ day of February, 2025.

### **CERTIFICATION**

I, Lee Ann O’Connor, the duly authorized Clerk of the City of Rochester, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the City of Rochester City Council on February \_\_\_\_, 2025.

\_\_\_\_\_  
Lee Ann O’Connor, City Clerk



## City of Rochester

---

400 Sixth Street  
Rochester, MI 48307  
P: (248) 651-9061  
F: (248) 651-2624  
[www.rochestermi.org](http://www.rochestermi.org)

### MEMORANDUM

Date: February 11, 2025

To: Nik Banda, City Manager

From: Jeffrey S. Kragt

Subject: Easement Agreement – 339 East Street

Copies: Lee Ann O'Connor, Jeremy Peckens, Holly Meyers, Megan Frazho

---

**Issue:** Consideration of an Easement Agreement – 339 East Street

**Analysis:** The owners of 339 East Street received site plan approval from Planning Commission for their project. As part of the approval, Planning Commission required the owner to install and maintain 18” deep landscaping planting beds against the building along the north façade and half of the east façade of the property. These planter beds would extend into the City’s rights of way. Thus, the owner needs to get an easement from the City to comply with this requirement.

The owner would be required to perform all maintenance, upkeep and repairs for all improvements, and indemnify the City for any liabilities regarding the easement area. The City would be named as an additional insured as well. Note that there is a requirement to maintain at least a 5-foot wide sidewalk. The owner has already signed the Easement Agreement.

**Requested Action:** For City Council to approve the Easement Agreement as presented, and authorize City Manager to execute on behalf of the City. The Easement would then be recorded with the Oakland County Register of Deeds.

**Attachment(s):** Easement Agreement

## EASEMENT AGREEMENT

The City of Rochester, a Michigan municipal corporation, whose address is 400 Sixth Street, Rochester, Michigan 48307 ("Grantor"), for and in consideration of One Dollar (\$1.00) and other valuable consideration as set forth herein, grants to James Zaguroli, Jr., Trustee of the James Zaguroli Jr. Living Trust, whose address is 2705 Commerce Parkway, Auburn Hills, Michigan, 48326 ("Grantee") an Easement ("Easement") for landscaping planting beds to be constructed and maintained by Grantee in Grantor's right-of-way ("Grantor's Property"), extending across the north façade (E. 4<sup>th</sup> Street) and half of the east façade (East Street) of 339 East Street, Rochester, MI 48307, Parcel I.D. # 15-14-103-016 ("Grantee's Property").

The Grantee shall have the right under this Easement Agreement to install a continuous 18-inch deep planter bed with seasonal landscaping and irrigation abutting and attached to the building to be constructed on Grantee's Property along the north and east portions of said building. Said work is part of the project commenced by Grantee on Grantee's Property, the legal description of which is set forth on Exhibit A as "Parcel Legal Description." The project will be constructed in accordance with the approved site plan.

In consideration for Grantor granting this Easement, Grantee agrees to the following:

1. Grantee will construct the building and other improvements as set forth in the approved site plan for Grantee's Property.
2. Grantee will construct/install the planter beds, landscaping area and irrigation as set forth on the approved plans, all without cost or obligation to Grantor, regardless of whether said improvements are within or outside the Easement area, ensuring that the Grantor's sidewalk between the building and curb will retain a five (5) foot width.
3. Grantee shall maintain and upkeep the planters, beds, plantings, and irrigation at all times at its own cost.
4. Grantee understands and agrees that the sidewalk areas set forth herein will be used by the general public and shall be kept in such a condition to ensure safe public travel and usage.
5. To the fullest extent permitted by law, Grantee and any entity or person for whom Grantee is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold Grantor harmless, including Grantor's elected and appointed officials, employees and volunteers and others working on behalf of Grantor against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from Grantor,

its elected and appointed officials, employees, volunteers or others working on behalf of Grantor, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Easement Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of Grantor, or its elected or appointed officials, employees, volunteers or others working on behalf of Grantor.

6. Following the execution of this Easement Agreement, all taxes including, but not limited to, personal property taxes and taxes imposed pursuant to law, including P.A. 189 of 1953 (taxation of lessees and users of tax-exempt property), levied against Grantee's interest in the Easement shall be paid by Grantee before they become delinquent.

7. Any failures by Grantee to perform the maintenance, upkeep, and repairs set forth herein shall be a breach of this Easement Agreement. Should Grantee breach its obligations, Grantor may, in its sole discretion, perform the needed work and charge Grantee for the cost to do so. If unpaid, Grantor may place the unpaid costs onto the tax rolls of Grantee's Property and/or terminate this Easement Agreement.

8. This Easement Agreement shall terminate should the Easement area cease to be used in the manner and for the purposes set forth herein. As the planters and landscaping is part of the approved site plan, Easement termination or site plan failures to comply could result in unapproved and/or non-compliant property.

9. Grantee shall make the necessary arrangements to ensure that use of the Easement as a public area is covered under Grantee's general liability insurance policy, with insurance coverage of at least \$2,000,000. Grantor shall be named as an additional insured. Grantee shall maintain such coverage so long as the Easement is used as a public area. Upon request, Grantee will provide Grantor a copy of the Certificate of Insurance before using the Easement as a public area. While not abrogating or in any way diminishing the protections of governmental immunity, Grantee's insurance coverage shall be primary as to claims arising from the public use of the Easement.

This Easement shall run with the land and be binding upon the heirs, executors, administrators, successors and assigns of the undersigned, as the holders of the legal title to the lands and premises above described.

This instrument is exempt from the Michigan Real Estate Transfer Tax pursuant to the provisions of MCL 207.505(a) and 207.526(a), because the value of the consideration given is less than One Hundred Dollars (\$100.00).

The undersigned have hereunto set their hands and seals, this \_\_\_\_ day of \_\_\_\_\_, 2024.

GRANTOR:  
CITY OF ROCHESTER

By: \_\_\_\_\_

Nik Banda

Its: City Manager

Date: \_\_\_\_\_

STATE OF MICHIGAN )  
 )ss:  
COUNTY OF OAKLAND )

Acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2025, by Nik Banda, as City Manager on behalf of the City of Rochester, who executed and acknowledge the foregoing document of his own free act and deed.

\_\_\_\_\_  
Jeffrey S. Kragt, Notary Public  
Oakland County, State of Michigan  
Acting in Oakland County, Michigan  
My Commission Expires: February 26, 2027

GRANTEE:  
James Zaguroli, Jr. Living Trust

By: [Signature]  
James Zaguroli, Jr.

Its: Trustee  
Date: 1/28/2025

ACKNOWLEDGMENT

STATE OF MICHIGAN )  
 )SS  
COUNTY OF OAKLAND )

The foregoing instrument was acknowledged before me this 28<sup>th</sup> day of January 2024 by James Zaguroli, Jr., Trustee of James Zaguroli, Jr. Living Trust.

[Signature]  
Notary Public of Macomb County, Michigan.  
My Commission Expires: 10/24/28  
Acting in the County of \_\_\_\_\_



ANN M VOELKER  
My Commission Expires  
October 24, 2028  
County of Macomb  
Acting in the County of \_\_\_\_\_

DRAFTED BY AND WHEN RECORDED RETURN TO:

JEFFREY S. KRAGT, ESQ  
LAW OFFICES OF JEFFREY S. KRAGT, PLLC  
410 W. UNIVERSITY DR., STE. 200  
ROCHESTER, MI 48307  
248-938-4960

EXHIBIT A

PARCEL LEGAL DESCRIPTION

Land situated in the City of Rochester, County of Oakland, State of Michigan, more particularly described as:

The East 40 feet of Lot 108, of "Original Plat of the Village (now City) of Rochester", according to the plat thereof recorded in Liber 3, Page(s) 30 of Plats, Oakland County Records.

Address: 339 East Street, Rochester, MI 48307

Parcel I.D.: 15-14-103-016



## City of Rochester

---

400 Sixth Street  
Rochester, MI 48307  
P: (248) 733-3700  
F: (248) 733-3170  
[www.rochestermi.org](http://www.rochestermi.org)

2/20/2025

<b>MEMORANDUM</b>
-------------------

Date: February 10, 2025  
To: Mayor and City Council  
From: Lee Ann O'Connor, City Clerk  
Subject: Planning Commission confirmation of Mayor Nomination

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At the meeting of February 10, 2025, Mayor Salvia nominated David Hardin for Planning Commission.

For your consideration is confirmation of the Mayoral appointment of David Hardin to the Planning Commission.



4393 Collins Road  
Rochester, MI 48306  
(248) 651-9260  
Paintcreektrail.org

# Paint Creek Trailways Commission Meeting

Tuesday, February 18<sup>th</sup>, 2025 at 7:00 PM  
Paint Creek Cider Mill, 4480 Orion Road, Rochester, MI 48306

## MEETING AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
  - a. Minutes: Regular Meeting, January 21<sup>st</sup>, 2025
  - b. Treasurers Report – January 2025
6. **Approval of Invoices**
7. **Memo/Update:** Master Plan Open House
8. **Memo/Discussion:** Goals Update
9. **Update:** Trails Day
10. **Memo/Update:** Website Re-Design v2.0
11. **Manager's Report**
12. **Commissioner Reports**
13. **Adjournment of Regular Meeting**

### **Next Regular Meeting:**

February 18, 2025 – Paint Creek Cider Mill, 4480 Orion Road, Rochester, MI 48306

### **Mission**

*The Paint Creek Trailways Commission provides trail users a natural, scenic, and educational recreation experience while preserving the natural integrity of the Paint Creek Trail for the enjoyment of present and future generations.*

RCH  
Board Meeting Agenda  
February 18th. 2024.

Open meeting 4.00pm.

. September minutes.

. YTD financial's.

. Director's report:

1. Update on building renovation.
2. Planning meeting for public hearing March 3rd.
3. New board members
4. Kitchen renovation.
5. Holly and Ivy Luncheon and Santa Breakfast.
6. Fund raising and building wish list.

Misc.

Close meeting





Love local  
ROCHESTER 

**Rochester Downtown  
Development Authority**

Downtown Collaboration Studio  
431 S. Main Street  
Rochester, MI 48307  
248.656.0060  
DowntownRochesterMI.com

**Regular Meeting Agenda  
Wednesday, February 19, 2025 7:00 pm  
Rochester Municipal Building, 400 Sixth Street**

1. Call to Order
2. Roll Call
3. Approval of Meeting Minutes – January 15, 2025
4. Audience Comments
5. Liaison Reports
  - A. City Council – Marilyn Trent
  - B. Chamber of Commerce – Bob DiTommaso
  - C. Historical Commission – Don Sienkiewicz
  - D. Principal Shopping District – Paul Haig
6. General Business Items
  - A. Market + The Graham Update – Ben Giovanelli
  - B. 2025 Outdoor Dining Platforms Program – Kristi Trevarrow
7. Goals & Objectives Agenda Items
  - A. City Capital Projects in the District – Ben Giovanelli
  - B. Site Development Projects – Tony Lipuma/Kristi Trevarrow
    - i. Acorn Lightpole Replacements
    - ii. Rehab of Main Street Fencing & Main Street Lightpoles
    - iii. Donor Wall Park & Walkways
  - C. Love Local Art Program – Kristi Trevarrow
  - D. Miscellaneous
8. Receipt of Regular Reports
  - A. Executive Director Update
  - B. Events & Marketing Update
  - C. Financial Report for DDA
  - D. Business Development Committee
  - E. Site Development Committee
9. Adjourn

**The next regular meeting of the Rochester DDA will be held on Wednesday, March 19, 2025.**