

**City of Pleasant Ridge**  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

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**City Commission Meeting  
November 15, 2022  
Agenda**

Honorable Mayor, City Commissioners and Residents: This shall serve as your official notification of the Public Hearing and Regular City Commission Meeting to be held Tuesday, November 15, 2022, at 7:30pm, in the City Commission Chambers, Pleasant Ridge City Hall, 23925 Woodward Avenue, Pleasant Ridge, MI 48069. The following items are on the Agenda for your consideration:

**PUBLIC HEARING AND REGULAR CITY COMMISSION MEETING – 7:30 P.M.**

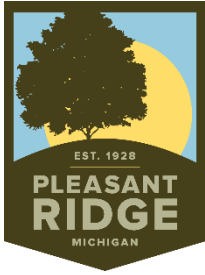
1. **Meeting Called to Order.**
2. **Pledge of Allegiance.**
3. **Roll Call.**
4. **FY2022 Annual Audit.**
5. **Woodward Heights Traffic Study report.**
6. **PUBLIC DISCUSSION – items not on the Agenda.**
7. **Governmental Reports.**
8. **City Commission Liaison Reports.**
  - **Commissioner Schmier – Historical Commission.**
  - **Commissioner Budnik – Recreation Commission.**
  - **Commissioner Lenko – Ferndale Public Schools.**
  - **Commissioner Perry – Planning/DDA.**
9. **Consent Agenda.**

*All items listed on the Consent Agenda are considered to be routine by the City Commission, will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of these items unless a City Commissioner or visitor so requests, in which event, the item will be removed from the consent agenda and considered as the last item of business.*

  - a. Minutes of the Regular City Commission Meeting held Tuesday, October 11, 2022.
  - b. Monthly Disbursement Report.
10. **Whistle Stop Café LLC Class C Liquor License Transfer Application.**
  - a. **PUBLIC HEARING –** Application to transfer an existing Class C liquor license for the property commonly known as Whistle Stop Café LLC.
  - b. Application to transfer an existing Class C liquor license for the property commonly known as Whistle Stop Café LLC.

11. **Oakland County Community Development Block Grant Program Year 2023 Community Application and Subrecipient Agreement.**
  - a. **PUBLIC HEARING** – Proposed Oakland County Community Development Block Grant Program Year 2023 Community Application and Subrecipient Agreement.
  - b. Oakland County Community Development Block Grant Program Year 2023 Community Application and Subrecipient Agreement.
12. **Establish public hearing on Tuesday, December 13, 2022, at 7:30 p.m., to solicit public comments on An Ordinance to amend Chapter 82, Zoning, of the Pleasant Ridge City Code, Section 82-3 – Definitions; Section 82-164 – Yard and Bulk Requirements; Section 82-197 – Special Land Use; and the addition of a new Section 82-208 – Access Management.**
13. **City Commission Rules and Procedures.**
14. **City Manager's Report.**
15. **Other Business.**
16. **Adjournment.**

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations. If you have any ADA questions, please call the Clerk's Office (248) 541-2901.



# City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager  
To: City Commission  
Date: November 10, 2022  
Re: FY22 Year End Financial Statements

## Overview

Attached are the year-end FY22 financial statements for the City.

## Background

The attached audited financial statements have been prepared by Maner Costerisan, the City's auditors.

### ***Net Position***

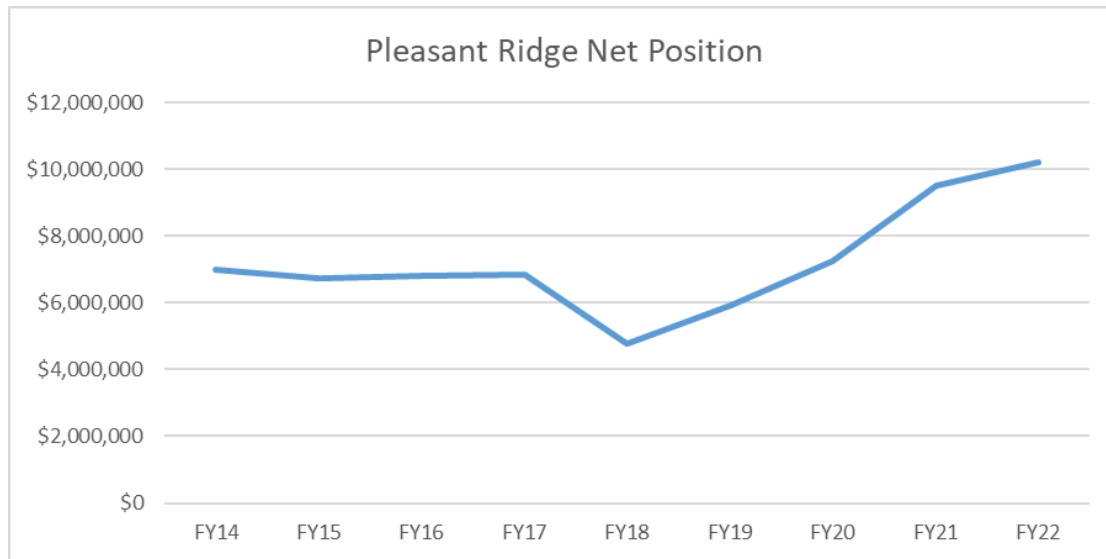
The City's net position increased 7.6%, from \$9,499,965 to \$10,226,007. The City's net position is the difference between total assets plus deferred outflows of resources minus total liabilities plus deferred inflows of resources. The three components of net position are net investment in capital assets, restricted balances<sup>1</sup>, and unrestricted balances. Some capital assets are depreciated and reduce in value each year. Most capital assets other than land are depreciated, reflecting that they have a finite useful life and must be replaced over time.

Changes in net position over time can reflect a stronger or weaker overall financial position for the community. For instance, if assets are not replaced as they depreciate while the City's net position decreases, the City's cash position may be maintained but it will not be able to sustain itself over time when infrastructure requires replacement.

The chart on the following page shows the City's net position over time.

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<sup>1</sup> The following fund balances are restricted because they can only be used for specific purposes: 202 and 203 Major and Local Streets, 218 Infrastructure Improvements, 226 Solid Waste, 251 Pool and Fitness Facility, and 271 Library.



Note that GASB Statements 74 and 75 required local governments to change how OPEB liabilities are reported in annual financial statements starting in FY18. This created the decline in the City's net position in FY18, but our work to reduce our OPEB liabilities has resulted in a corresponding increase in our net position since FY18.

Our OPEB liabilities were \$5,243,712 in FY16, \$3,331,088 in FY18, and \$1,191,699 in FY22 – a reduction of over \$4 million since FY16. This has been accomplished in large part by eliminating City-provided retirement health care for new hires and replacing it with a retirement health care savings plan.

### ***General Fund Fund Balance***

We were able to increase our general fund fund balance by \$68,884 in FY22. Refer to page 14 of the audit document. This was a modest fund balance increase due to the City transferring \$300,000 from the general fund to fund 218 (infrastructure) to help fund future infrastructure projects, most notably the water main and lead service line replacement.

Our general fund ended with a fund balance of \$1,793,328, which is 57.8% of total general fund expenditures. The City Commission's stated goal is to maintain a minimum general fund fund balance of 75% of expenditures. We were at 16% in 2014, so we are happy to report that we have successfully built our fund balance over the past 8 years, strengthening the City's financial position. We are making progress towards achieving our fund balance goal.

### ***Pension and OPEB***

The financial statements also highlight our underfunded pension and Other Post-Employment Benefits (OPEB, i.e. retirement health care) status. We have stabilized and begun to increase funding levels for our retirement benefits programs over the past few years. Specifically:

- Our net pension liability was reduced (improved) by \$526,714 and stood at \$2,138,491 on 12/31/21 (page 40 of the audit document). This improvement was due to strong investment returns during 2021, and the additional pension funding provided by the Police Pension millage.

We expect that our pension liability will increase in 2022 due to the poor market performance this calendar year.



- Our pension funded level varied between 48% and 55% from 2015 through 2018. Despite MERS reducing assumptions which had the effect of lowering the calculated funding level, we have managed to increase our pension funding level to 68%. See page 52 of the audit document.
- The increase in pension funded level was due to plan changes to control future costs, and extra contributions made possible by the police pension millage passed in 2017 and phased in over four budget years from FY18 through FY21. Refer to page 53 of the audit document which shows how annual pension contributions have increased from \$255,997 in FY17 to \$470,756 in FY22 due to the police pension millage.
- Our OPEB liability was reduced (improved) by \$41,368 and stood at \$1,191,699 on 6/30/22.
- In 2016 our OPEB liability was \$5,243,712. We have managed to reduce our OPEB liability by over \$4 million over the past 6 years. Refer to page 54 for the last 5 years of history following GASB 74 and 75 taking effect.

## Requested Action

City Commission action to receive and file the FY22 City of Pleasant Ridge financial statements.



2425 E. Grand River Ave.,  
Suite 1, Lansing, MI 48912

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November 7, 2022

To the Honorable Mayor and  
Members of the City Commission of the  
City of Pleasant Ridge, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Pleasant Ridge, Michigan (the City), for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 18, 2022. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. As described in Note 13 to the financial statements, the City adopted Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*, during the year ended June 30, 2022. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the governmental activities, business-type activities, Water and Sewer Fund, and the discretely presented component unit financial statements was:

Management's calculation of depreciation expense for the current period is based on an estimate of the useful lives of the capital assets.

The most sensitive estimates affecting the governmental activities, business-type activities, and Water and Sewer Fund financial statements were:

The calculation of the net OPEB liability and the related deferred inflows and outflows of resources are based on an actuarial study which utilized certain actuarial assumptions.

The calculation of the net pension liability and the related deferred inflows and outflows of resources are based on an actuarial study which utilized certain actuarial assumptions.

The most sensitive estimates affecting the governmental activities financial statements were:

Management's calculation of the percentages for current and noncurrent compensated absence payments is based on an estimate of the percentage of employees' use of compensated absences.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 7, 2022.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison schedule, and pension and other post-employment benefit schedules, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual nonmajor fund financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### Restriction on Use

This information is intended solely for the use of the City Commission and management of the City of Pleasant Ridge, Michigan, and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Maney Costeiran PC*

**CITY OF PLEASANT RIDGE  
OAKLAND COUNTY, MICHIGAN**

**REPORT ON FINANCIAL STATEMENTS  
(with required and additional  
supplementary information)**

**YEAR ENDED JUNE 30, 2022**

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## INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and  
Members of the City Commission  
City of Pleasant Ridge, Michigan

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Pleasant Ridge, Michigan (the City), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material aspects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Pleasant Ridge, as of June 30, 2022, and the respective changes in the financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Pleasant Ridge, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.



## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and the pension and OPEB schedules, as identified in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Pleasant Ridge's basic financial statements. The other supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Manes Costeian PC*

November 7, 2022

## CITY OF PLEASANT RIDGE MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the City of Pleasant Ridge's (the "City") financial performance provides an overview of the City's financial activities for the fiscal year ended June 30, 2022. Please read it in conjunction with the City's financial statements.

### **Financial Highlights**

As discussed in further detail in this discussion and analysis, the following represents the most significant financial highlights for the year ended June 30, 2022:

- Property tax revenues are the City's largest revenue source. Property tax revenue for the year ended June 30, 2022 was approximately \$3.6 million, which is a 2.5% increase from the year before. This resulted from a 3.9% increase in taxable value and 0.1415 more mills being levied.
- The City ended the year with total net position of \$13,761,508. This is an increase of \$1,452,664 from the prior year.

### **Using this Annual Report**

This annual report consists of a series of financial statements. The statement of net position and the statement of activities provide information about the activities of the City as a whole and present a longer-term view of the City's finances. This longer-term view uses the accrual basis of accounting so that it can measure the cost of providing services during the current year, and whether the taxpayers have funded the full cost of providing government services.

The fund financial statements present a short-term view; they tell us how the taxpayers' resources were spent during the year, as well as how much is available for future spending. Fund financial statements also report the City's operations in more detail than the government-wide financial statements by providing information about the City's most significant funds.

### **Governmental Activities**

The following table shows, in a condensed format, the current year's net position and changes in net position compared to the prior year:

	<u>June 30, 2021</u>	<u>June 30, 2022</u>	<u>Change from Prior Year</u> <u>In Dollars</u>	<u>As a Percent</u>
ASSETS				
Current and other assets	\$ 7,144,900	\$ 7,598,976	\$ 454,076	6.36%
Capital assets	10,549,072	9,952,101	(596,971)	-5.66%
<b>TOTAL ASSETS</b>	<b>17,693,972</b>	<b>17,551,077</b>	<b>(142,895)</b>	<b>-0.81%</b>
DEFERRED OUTFLOWS OF RESOURCES	291,671	360,745	69,074	23.68%
LIABILITIES				
Current liabilities	685,088	733,686	48,598	7.09%
Noncurrent liabilities	7,418,975	6,513,105	(905,870)	-12.21%
<b>TOTAL LIABILITIES</b>	<b>8,104,063</b>	<b>7,246,791</b>	<b>(857,272)</b>	<b>-10.58%</b>
DEFERRED INFLOWS OF RESOURCES	381,615	439,024	57,409	15.04%

**CITY OF PLEASANT RIDGE  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Governmental Activities (continued).**

	June 30, 2021	June 30, 2022	Change from Prior Year	
			In Dollars	As a Percent
<b>NET POSITION</b>				
Net investment in capital assets	\$ 6,699,417	\$ 6,432,000	\$ (267,417)	-3.99%
Restricted	1,222,295	1,847,518	625,223	51.15%
Unrestricted	1,578,253	1,946,489	368,236	-23.33%
<b>TOTAL NET POSITION</b>	<b>\$ 9,499,965</b>	<b>\$ 10,226,007</b>	<b>\$ 726,042</b>	<b>7.64%</b>
	June 30, 2021	June 30, 2022	Change from Prior Year	
			In Dollars	As a Percent
<b>REVENUES</b>				
Program Revenues				
Charges for services	\$ 755,884	\$ 969,825	\$ 213,941	28.30%
Operating grants and contributions	481,547	445,857	(35,690)	-7.41%
General revenues				
Property taxes	3,518,013	3,605,999	87,986	2.50%
State shared revenues	296,617	333,630	37,013	12.48%
Investment earnings and other	647,932	(360,554)	(1,008,486)	-155.65%
<b>TOTAL REVENUES</b>	<b>5,699,993</b>	<b>4,994,757</b>	<b>(705,236)</b>	<b>-12.37%</b>
<b>EXPENSES</b>				
General government	649,105	653,440	4,335	0.67%
Public safety	778,369	1,151,264	372,895	47.91%
Public works	1,285,146	1,504,547	219,401	17.07%
Recreation and culture	613,637	845,299	231,662	37.75%
Interest on long-term debt	124,769	114,165	(10,604)	-8.50%
<b>TOTAL EXPENSES</b>	<b>3,451,026</b>	<b>4,268,715</b>	<b>817,689</b>	<b>23.69%</b>
<b>Change in net position</b>	<b>\$ 2,248,967</b>	<b>\$ 726,042</b>	<b>\$ (1,522,925)</b>	<b>-67.72%</b>

The City's governmental net position increased 7.6% from a year ago, increasing from \$9,499,965 to \$10,226,007. Total governmental revenues were \$4,994,757 while total governmental expenses were \$4,286,715, resulting in an overall increase in net position of \$726,042.

Total governmental revenues decreased \$705,236 or 12.37%. Investment and other revenue decreased \$1,008,486, primarily due to unfavorable market performance and charges for services increased \$213,941, primarily due to an increase in building permits.

The City's total governmental expenses increased \$817,689 or 23.69% from the prior year. Increased costs were associated with public safety, public works, and recreation and culture functions.

**CITY OF PLEASANT RIDGE  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Business-type Activities**

The following table shows, in a condensed format, the current year's net position and changes in net position compared to the prior year:

	<u>June 30, 2021</u>	<u>June 30, 2022</u>	<u>Change from Prior Year</u>	
			<u>In Dollars</u>	<u>As a Percent</u>
ASSETS				
Current and other assets	\$ 1,248,445	\$ 1,824,535	\$ 576,090	46.14%
Capital assets	<u>2,013,702</u>	<u>2,142,756</u>	<u>129,054</u>	6.41%
TOTAL ASSETS	<u>3,262,147</u>	<u>3,967,291</u>	<u>705,144</u>	21.62%
DEFERRED OUTFLOWS OF RESOURCES	<u>5,803</u>	<u>7,563</u>	<u>1,760</u>	30.33%
LIABILITIES				
Current liabilities	192,832	258,881	66,049	34.25%
Noncurrent liabilities	<u>257,909</u>	<u>171,710</u>	<u>(86,199)</u>	-33.42%
TOTAL LIABILITIES	<u>450,741</u>	<u>430,591</u>	<u>(20,150)</u>	-4.47%
DEFERRED INFLOWS OF RESOURCES	<u>8,330</u>	<u>8,762</u>	<u>432</u>	5.19%
NET POSITION				
Net investment in capital assets	1,710,814	1,941,545	230,731	13.49%
Unrestricted	<u>1,098,065</u>	<u>1,593,956</u>	<u>495,891</u>	45.16%
TOTAL NET POSITION	<u>\$ 2,808,879</u>	<u>\$ 3,535,501</u>	<u>\$ 726,622</u>	25.87%
REVENUES				
Program Revenues				
Charges for services	\$ 1,497,652	\$ 1,977,753	\$ 480,101	32.06%
Operating grants and contributions	-	254,840	254,840	100.00%
General revenues				
Investment earnings	<u>9,609</u>	<u>3,681</u>	<u>(5,928)</u>	-61.69%
TOTAL REVENUE	<u>1,507,261</u>	<u>2,236,274</u>	<u>729,013</u>	48.37%
EXPENSES				
Water and sewer systems	<u>1,286,980</u>	<u>1,509,652</u>	<u>222,672</u>	17.30%
Change in net position	<u>\$ 220,281</u>	<u>\$ 726,622</u>	<u>\$ 506,341</u>	229.86%

The City's business-type activities consist of the water and sewer systems. The City provides water and sewer services to residents through contracts or consortiums with the Great Lakes Water Authority. Total net position of the business-type activities increased approximately \$726,622 from a year ago.

## **CITY OF PLEASANT RIDGE MANAGEMENT'S DISCUSSION AND ANALYSIS**

### **The City's Funds**

Our analysis of the City's major funds begins on page 12, following the government-wide financial statements. The fund financial statements provide detail information about the most significant funds, not the City as a whole. The City Commission creates funds to help manage money for specific purposes as well as to show accountability for certain activities, such as special property tax millages. The City's major funds for the current year include the General Fund, the I-696 Segregated Capital Asset Fund, and the Infrastructure Improvements Fund.

The General Fund pays for most of the City's governmental services. However, the most significant governmental service is public safety, including police and fire protection, which incurred expenditures of approximately \$1.6 million in 2022, which was an increase of \$145,147, or 9.97 percent, from 2021.

Total General Fund revenues increased from a year ago by \$203,745. Total General Fund revenues for 2022 were more than expenditures resulting in an increase in fund balance of \$68,884. Ending fund balance was \$1,793,328 all of which was unassigned except for the \$44,770 which related to prepaids and, therefore, was classified as nonspendable. Unassigned fund balance represents 56 percent of total General Fund expenditures.

The I-696 Segregated Capital Asset Fund was established to account for the funds received from the State of Michigan in connection with condemnation proceedings instituted by the State to acquire City-owned property for the construction of interstate highway 696. As of June 30, 2022, the I-696 Segregated Capital Asset Fund reported a fund balance of \$3,433,443 a decrease of \$302,745 from the prior year due to investment losses. The total fund balance is considered committed for a specific purpose. Recently, the City has been using this fund to provide temporary financing for capital improvement, infrastructure, and park improvement projects instead of issuing bonds or spreading projects over multiple years. The fund will be reimbursed with the proceeds from the park improvement millage until Fiscal Year 2025. The net amount to be reimbursed in future years is \$350,574.

The Infrastructure Improvement Fund finances new infrastructure projects within the City. As of June 30, 2022, the Infrastructure Improvement Fund reported a fund balance of \$1,281,680, an increase of \$478,459 from the prior year.

The Water and Sewer Fund is used to account for the operations required to provide water distribution, water treatment, sewage disposal, and sewage treatment systems for the general public, the costs (expenses, including depreciation) are financed or recovered primarily through user charges. As of June 30, 2022, the Water and Sewer Fund reported a net position of \$3,535,501, an increase of \$726,622 from the prior year.

### **General Fund Budgetary Highlights**

Over the course of the year, the City amended the budget to take into account events during the year. Overall, revenues exceeded the amended budget by \$182,618 and expenditures were less than amended budget by \$30,553. Budget amendments were made as a result of changes in estimates for licenses and permits, charges for services, and fines and forfeits.

## **CITY OF PLEASANT RIDGE MANAGEMENT'S DISCUSSION AND ANALYSIS**

### **Capital Asset and Debt Administration**

The City's investment in capital assets for its governmental and business-type activities as of June 30, 2022, amounted to \$12,094,857, net of accumulated depreciation. This investment in capital assets includes land, buildings, police equipment, roads and the water and sewer system. Current year additions to capital assets included building and land improvements totaling \$89,930, infrastructure improvements of \$327,163 and a combination of vehicles and equipment making up the remaining additions. Additional information on capital assets can be found in Note 4 of the Notes to Financial Statements section.

As of June 30, 2022, the City's primary government had total long-term obligations outstanding of \$3,855,132. The outstanding obligations consist of general obligation bonds, accrued compensated absences, and contractual obligations to the County for the City's share of drain bonds. In addition, the City has accrued a net other post-employment benefit (OPEB) liability of \$1,191,699 and a net pension liability of \$2,138,491. Additional information on long-term obligations can be found in Notes 5, 6, and 7 of the Notes to Financial Statements section.

### **Economic Factors and Next Year's Budgets and Rates**

Economic factors and constraints on local government revenue imposed by the State challenge the City's budgets each fiscal year and the City continues to budget conservatively.

The City continues to increase its contributions towards our underfunded pension plan with revenues generated by the police pension millage. We are now in the fifth year of this millage, originally approved by the voters in 2017 as a 15-year millage. Our police pension funding levels have increased from 47% in 2017 to 61% currently, in large part due to the additional contributions made possible by the police pension millage.

The largest issue facing the City currently is water infrastructure. The City's water distribution system is 100 years old and at the end of its useful life. The State of Michigan's mandate that local water suppliers replace all lead service lines, public and private, at public cost has compelled the City to take on the replacement of nearly all water mains and lead service lines over the coming 20-30 years. The total project cost is estimated at \$25 million in 2022 dollars. Water rates have increased, and a new water infrastructure property tax millage levied at 1.6987 mills starting in FY23 will generate revenue necessary to handle the capital costs for water infrastructure.

### **Contacting the City's Management**

The financial report is intended to provide our citizens, taxpayers, customers, and investors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the clerk's office.

## **BASIC FINANCIAL STATEMENTS**



**CITY OF PLEASANT RIDGE  
STATEMENT OF NET POSITION  
JUNE 30, 2022**

	Primary Government			Component
	Governmental	Business-type	Total	Unit
	Activities	Activities		(DDA)
<b>ASSETS</b>				
Cash and investments	\$ 7,394,758	\$ 1,373,411	\$ 8,768,169	\$ 251,404
Receivables	52,377	449,842	502,219	-
Due from other governmental units	105,422	-	105,422	-
Prepays	46,419	1,282	47,701	-
Capital assets not being depreciated	1,746,700	-	1,746,700	72,500
Capital assets being depreciated, net	8,205,401	2,142,756	10,348,157	118,684
<b>TOTAL ASSETS</b>	<b>17,551,077</b>	<b>3,967,291</b>	<b>21,518,368</b>	<b>442,588</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Deferred outflows of resources related to pensions	348,060	7,390	355,450	-
Deferred outflows of resources related to OPEB	12,685	173	12,858	-
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>360,745</b>	<b>7,563</b>	<b>368,308</b>	<b>-</b>
<b>LIABILITIES</b>				
Accounts payable	170,387	167,028	337,415	-
Accrued liabilities	111,412	8,309	119,721	-
Accrued interest payable	29,041	1,228	30,269	-
Unearned revenue	4,655	-	4,655	-
Noncurrent liabilities				
Due within one year				
Compensated absences	83,637	-	83,637	-
Current portion of long-term debt	334,554	82,316	416,870	-
Due in more than one year				
Compensated absences	50,183	-	50,183	-
Long-term debt	3,185,547	118,895	3,304,442	-
Net pension liability	2,106,378	32,113	2,138,491	-
Net other post-employment benefits liability	1,170,997	20,702	1,191,699	-
<b>TOTAL LIABILITIES</b>	<b>7,246,791</b>	<b>430,591</b>	<b>7,677,382</b>	<b>-</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Deferred inflows of resources related to pensions	404,756	8,357	413,113	-
Deferred inflows of resources related to OPEB	34,268	405	34,673	-
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>439,024</b>	<b>8,762</b>	<b>447,786</b>	<b>-</b>
<b>NET POSITION</b>				
Net investment in capital assets	6,432,000	1,941,545	8,373,545	191,184
Restricted for				
Streets	308,713	-	308,713	-
Infrastructure improvements	1,281,680	-	1,281,680	-
Other purposes	257,125	-	257,125	-
Unrestricted	1,946,489	1,593,956	3,540,445	251,404
<b>TOTAL NET POSITION</b>	<b>\$ 10,226,007</b>	<b>\$ 3,535,501</b>	<b>\$ 13,761,508</b>	<b>\$ 442,588</b>

See notes to financial statements.

**CITY OF PLEASANT RIDGE  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2022**

Functions/Programs	Expenses	Net (Expense) Revenue and Changes in Net Position					
		Program Revenues		Primary Government			Component Unit (DDA)
		Charges for Services	Operating Grants and Contributions	Governmental Activities	Business-type Activities	Total	
Primary government							
Governmental activities							
General government	\$ 653,440	\$ 347,870	\$ 24,908	\$ (280,662)	\$ -	\$ (280,662)	\$ -
Public safety	1,151,264	233,030	-	(918,234)	-	(918,234)	-
Public works	1,504,547	173,829	329,638	(1,001,080)	-	(1,001,080)	-
Recreation and culture	845,299	215,096	90,376	(539,827)	-	(539,827)	-
Interest on long-term debt	114,165	-	935	(113,230)	-	(113,230)	-
Total governmental activities	4,268,715	969,825	445,857	(2,853,033)	-	(2,853,033)	-
Business-type activities							
Water and sewer	1,509,652	1,977,753	254,840	-	722,941	722,941	-
Total primary government	<u>\$ 5,778,367</u>	<u>\$ 2,947,578</u>	<u>\$ 700,697</u>	<u>(2,853,033)</u>	<u>722,941</u>	<u>(2,130,092)</u>	<u>-</u>
Component unit							
Downtown Development Authority	<u>\$ 96,694</u>	<u>\$ -</u>	<u>\$ 3,912</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(92,782)</u>
		General revenues					
		Property taxes		3,605,999	-	3,605,999	97,456
		State shared revenue		333,630	-	333,630	-
		Investment earnings		(405,215)	3,681	(401,534)	529
		Miscellaneous		44,661	-	44,661	-
		Total general revenues		<u>3,579,075</u>	<u>3,681</u>	<u>3,582,756</u>	<u>97,985</u>
		Change in net position		726,042	726,622	1,452,664	5,203
		Net position, beginning of the year		<u>9,499,965</u>	<u>2,808,879</u>	<u>12,308,844</u>	<u>437,385</u>
		Net position, end of the year		<u>\$ 10,226,007</u>	<u>\$ 3,535,501</u>	<u>\$ 13,761,508</u>	<u>\$ 442,588</u>

See notes to financial statements.

**CITY OF PLEASANT RIDGE  
GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2022**

	General	I-696 Segregated Capital Asset	Infrastructure Improvements	Nonmajor Governmental Funds	Total
<b>ASSETS</b>					
Cash and investments	\$ 1,924,217	\$ 3,433,443	\$ 1,283,912	\$ 753,186	\$ 7,394,758
Accounts receivable	14,851	-	-	37,526	52,377
Due from other governmental units	58,796	-	-	46,626	105,422
Prepays	44,770	-	500	1,149	46,419
<b>TOTAL ASSETS</b>	<b>\$ 2,042,634</b>	<b>\$ 3,433,443</b>	<b>\$ 1,284,412</b>	<b>\$ 838,487</b>	<b>\$ 7,598,976</b>
<b>LIABILITIES</b>					
Accounts payable	\$ 138,966	\$ -	\$ 2,732	\$ 28,689	\$ 170,387
Accrued liabilities	105,685	-	-	5,727	111,412
Unearned revenue	4,655	-	-	-	4,655
<b>TOTAL LIABILITIES</b>	<b>249,306</b>	<b>-</b>	<b>2,732</b>	<b>34,416</b>	<b>286,454</b>
<b>FUND BALANCES</b>					
Nonspendable					
Prepays	44,770	-	500	1,149	46,419
Restricted					
Solid waste	-	-	-	46,912	46,912
Streets and highways	-	-	-	308,713	308,713
Infrastructure improvements	-	-	1,281,180	-	1,281,180
Public safety	-	-	-	1,541	1,541
Library	-	-	-	11,406	11,406
Recreation	-	-	-	196,117	196,117
Debt service	-	-	-	20,642	20,642
Committed					
Segregated capital asset	-	3,433,443	-	-	3,433,443
Infrastructure improvements	-	-	-	217,591	217,591
Unassigned	1,748,558	-	-	-	1,748,558
<b>TOTAL FUND BALANCES</b>	<b>1,793,328</b>	<b>3,433,443</b>	<b>1,281,680</b>	<b>804,071</b>	<b>7,312,522</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 2,042,634</b>	<b>\$ 3,433,443</b>	<b>\$ 1,284,412</b>	<b>\$ 838,487</b>	<b>\$ 7,598,976</b>

See notes to financial statements.

**CITY OF PLEASANT RIDGE  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
JUNE 30, 2022**

**Total fund balances - governmental funds** \$ 7,312,522

Amounts reported for the governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental funds.

Cost of capital assets	\$ 21,726,029	
Accumulated depreciation	<u>(11,773,928)</u>	
Capital assets, net		9,952,101

Governmental funds report actual pension/OPEB expenditures for the fiscal year, whereas the governmental activities will recognize the net pension/OPEB liability as of the measurement date. Contributions subsequent to the measurement date will be deferred in the statement of net position. In addition, resources related to changes of assumptions, differences between expected and actual experience, net differences between projected and actual plan investment earnings, and changes in proportion and differences between employer contributions and proportionate share of contributions will be deferred over time in the government-wide financial statements. These amounts

Deferred outflows of resources related to pensions	348,060	
Deferred outflows of resources related to OPEB	12,685	
Deferred inflows of resources related to pensions	(404,756)	
Deferred inflows of resources related to OPEB	<u>(34,268)</u>	
		(78,279)

Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds balance sheet. Long-term liabilities at year-end consist of:

Bonds payable	(3,415,000)	
Unamortized bond premium	(105,101)	
Accrued interest payable	(29,041)	
Compensated absences	(133,820)	
Net OPEB liability	(1,170,997)	
Net pension liability	<u>(2,106,378)</u>	
		<u>(6,960,337)</u>

**Net position of governmental activities** \$ 10,226,007

**CITY OF PLEASANT RIDGE  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
YEAR ENDED JUNE 30, 2022**

	General	I-696 Segregated Capital Asset	Infrastructure Improvements	Nonmajor Governmental Funds	Total
<b>REVENUES</b>					
Taxes	\$ 2,475,145	\$ 110,684	\$ 438,367	\$ 687,293	\$ 3,711,489
Licenses and permits	149,410	-	-	-	149,410
Intergovernmental	363,391	918	8,476	322,168	694,953
Charges for services	316,704	-	-	241,285	557,989
Fines and forfeits	126,107	-	-	-	126,107
Interest and rents	23,088	(414,042)	3,685	749	(386,520)
Other	115,597	-	-	25,732	141,329
<b>TOTAL REVENUES</b>	<b>3,569,442</b>	<b>(302,440)</b>	<b>450,528</b>	<b>1,277,227</b>	<b>4,994,757</b>
<b>EXPENDITURES</b>					
Current					
General government	722,155	-	-	-	722,155
Public safety	1,601,078	-	-	8	1,601,086
Public works	379,769	305	1,472	610,460	992,006
Recreation and culture	397,556	-	-	260,700	658,256
Capital outlay	-	-	26,597	152,323	178,920
Debt service	-	-	244,000	202,588	446,588
<b>TOTAL EXPENDITURES</b>	<b>3,100,558</b>	<b>305</b>	<b>272,069</b>	<b>1,226,079</b>	<b>4,599,011</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>468,884</b>	<b>(302,745)</b>	<b>178,459</b>	<b>51,148</b>	<b>395,746</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	-	-	300,000	145,000	445,000
Transfers out	(400,000)	-	-	(45,000)	(445,000)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(400,000)</b>	<b>-</b>	<b>300,000</b>	<b>100,000</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>68,884</b>	<b>(302,745)</b>	<b>478,459</b>	<b>151,148</b>	<b>395,746</b>
Fund balances, beginning of year	1,724,444	3,736,188	803,221	652,923	6,916,776
Fund balances, end of year	<u>\$ 1,793,328</u>	<u>\$ 3,433,443</u>	<u>\$ 1,281,680</u>	<u>\$ 804,071</u>	<u>\$ 7,312,522</u>

See notes to financial statements.

**CITY OF PLEASANT RIDGE  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2022**

**Net change in fund balances - total governmental funds** **\$ 395,746**

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported as expenditures in governmental funds. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Capital outlay	\$ 232,563
Net effect of disposal of capital assets	(2,249)
Depreciation expense	<u>(827,285)</u>

Excess of depreciation expense and other items over capital outlay (596,971)

Repayment of long-term debt and borrowing of long-term debt is reported as expenditures and other financing sources in governmental funds, but the repayment reduces long-term liabilities and the borrowing increases long-term liabilities in the statement of net position. In the current period, these amounts consist of:

Bond principal retirements	320,000
Amortization of bond premium	<u>9,554</u>

329,554

Some items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. These activities consist of:

Decrease in accrued interest payable	2,869
Decrease in compensated absences	18,980
Decrease in net OPEB liability	38,980
Increase in deferred outflows of resources related to pensions	56,389
Increase in deferred outflows of resources related to OPEB	12,685
(Increase) in deferred inflows of resources related to pensions	(243,352)
Decrease in deferred inflows of resources related to OPEB	185,943
Decrease in net pension liability	<u>525,219</u>

597,713

**Change in net position of governmental activities** **\$ 726,042**

**CITY OF PLEASANT RIDGE  
PROPRIETARY FUND  
STATEMENT OF NET POSITION  
JUNE 30, 2022**

	Business-type Activities
	<u>Water and Sewer</u>
ASSETS	
Cash and investments	\$ 1,373,411
Accounts receivable	449,842
Prepaid expenses	1,282
Capital assets being depreciated, net	<u>2,142,756</u>
TOTAL ASSETS	<u>3,967,291</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows of resources related to pensions	7,390
Deferred outflows of resources related to OPEB	<u>173</u>
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>7,563</u>
LIABILITIES	
Accounts payable	167,028
Other accrued liabilities	8,309
Accrued interest payable	1,228
Noncurrent liabilities	
Due within one year	
Current portion of long-term debt	82,316
Due in more than one year	
Long-term debt	118,895
Net pension liability	32,113
Net other post-employment benefits liability	<u>20,702</u>
TOTAL LIABILITIES	<u>430,591</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows of resources related to pensions	8,357
Deferred inflows of resources related to OPEB	<u>405</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>8,762</u>
NET POSITION	
Net investment in capital assets	1,941,545
Unrestricted	<u>1,593,956</u>
TOTAL NET POSITION	<u><u>\$ 3,535,501</u></u>

**CITY OF PLEASANT RIDGE  
PROPRIETARY FUND  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION  
YEAR ENDED JUNE 30, 2022**

	Business-type Activities <u>Water and Sewer</u>
OPERATING REVENUES	
Charges for services	\$ 1,951,299
Penalties and fines	<u>26,454</u>
TOTAL OPERATING REVENUES	<u>1,977,753</u>
OPERATING EXPENSES	
Salaries, wages, and fringe benefits	73,049
Contractual services	402,960
Water purchases	185,885
Sewage treatment	610,831
Administrative charges	31,849
Operating supplies	6,957
Other	31,124
Depreciation	<u>160,248</u>
TOTAL OPERATING EXPENSES	<u>1,502,903</u>
OPERATING INCOME	<u>474,850</u>
NONOPERATING REVENUES (EXPENSES)	
Intergovernmental	254,840
Interest income	3,681
Interest expense and fees	<u>(6,749)</u>
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>251,772</u>
CHANGE IN NET POSITION	726,622
Net position, beginning of year	<u>2,808,879</u>
Net position, end of year	<u><u>\$ 3,535,501</u></u>

See notes to financial statements.



**CITY OF PLEASANT RIDGE  
PROPRIETARY FUND  
STATEMENT OF CASH FLOWS  
YEAR ENDED JUNE 30, 2022**

	Business-type Activities <u>Water and Sewer</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Cash receipts from customers	\$ 1,855,603
Cash paid to suppliers	(1,186,199)
Cash paid to employees	<u>(75,453)</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>593,951</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
Intergovernmental grant	254,840
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Capital asset acquisitions	(289,302)
Payments on borrowing	(101,677)
Interest and fees paid	<u>(7,362)</u>
<b>NET CASH (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES</b>	<u>(398,341)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest received	<u>3,681</u>
<b>NET CASH PROVIDED BY INVESTING ACTIVITIES</b>	<u>3,681</u>
<b>NET INCREASE IN CASH AND INVESTMENTS</b>	454,131
Cash and investments, beginning of year	<u>919,280</u>
Cash and investments, end of year	<u><u>\$ 1,373,411</u></u>
<b>Reconciliation of operating income to net cash provided by operating activities</b>	
Operating income	\$ 474,850
Adjustments to reconcile operating income to net cash provided by operating activities	
Depreciation	160,248
(Increase) decrease in:	
Accounts receivable	(122,150)
Prepaid expenses	191
Deferred outflows of resources	(1,760)
Increase (decrease) in:	
Accounts payable	83,216
Net other post-employment benefits liability	(2,388)
Net pension liability	(1,495)
Other accrued liabilities	2,807
Deferred inflows of resources	<u>432</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u><u>\$ 593,951</u></u>

See notes to financial statements.

**CITY OF PLEASANT RIDGE  
FIDUCIARY FUNDS  
STATEMENT OF FIDUCIARY NET POSITION  
JUNE 30, 2022**

	Other Employee Benefit Trust Fund	Custodial Fund
	Retiree Health Insurance Plan Trust	Tax Collections
ASSETS		
Cash and investments	\$ 52,950	\$ -
LIABILITIES	-	-
NET POSITION		
Restricted for other post-employment benefits (health insurance)	<u>\$ 52,950</u>	<u>\$ -</u>

**CITY OF PLEASANT RIDGE  
FIDUCIARY FUNDS  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
YEAR ENDED JUNE 30, 2022**

	Other Employee Benefit Trust Fund Retiree Health Insurance Plan Trust	Custodial Fund Tax Collections
ADDITIONS		
Contributions		
Employer	\$ 90,373	\$ -
Investment earnings	(4,671)	-
Property tax collections for other governmental units	-	4,325,892
	<u>85,702</u>	<u>4,325,892</u>
TOTAL ADDITIONS	85,702	4,325,892
DEDUCTIONS		
Administrative expenses	100	-
Benefit payments	83,023	-
Property tax distributions to other governmental units	-	4,325,892
	<u>83,123</u>	<u>4,325,892</u>
TOTAL DEDUCTIONS	83,123	4,325,892
Net position, beginning of year	<u>50,371</u>	<u>-</u>
Net position, end of year	<u><u>\$ 52,950</u></u>	<u><u>\$ -</u></u>

See notes to financial statements.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The City of Pleasant Ridge (the City) is located in Oakland County, Michigan and has a population of approximately 2,600. The City operates with a City Manager/Commission form of government and provides services to its residents in many areas including general government, law enforcement, highways and streets, human services, and utilities services.

The City has five City Commissioners, including the Mayor, who are elected at-large every two years for overlapping four year terms. The Commissioner with the most votes in the prior election is the Mayor Pro-Tem. A full-time City Manager is appointed by the City Commission to carry out the policies that are established.

The financial statements of the City have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to city governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The City's more significant accounting policies are described below.

Reporting Entity

As required by accounting principles generally accepted in the United States of America these financial statements present the financial activities of the City (primary government) and its component units. The discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the City.

The inclusion of the activities of various agencies is based on the manifestation of oversight criteria, relying on such guidelines as the selection of the governing authority, the designation of management, the ability to exert significant influence on operations, and the accountability for fiscal matters. The accountability for fiscal matters considers the possession of the budgetary authority, the responsibility for surplus or deficit, the controlling of fiscal management, and the revenue characteristics, whether a levy or a charge. Consideration is also given to the scope of public service. The scope of public service considers whether the activity is for the benefit of the reporting entity and/or its residents and is within the geographic boundaries of the reporting entity and generally available to its citizens.

Based upon the application of these criteria, the financial statements of the City contain all the funds controlled by the City Commission.

Discretely Presented Component Unit

This component unit is reported in a separate column to emphasize that, while legally separate, the City remains financially accountable for this entity or the nature and significance of the relationship between the entity and the City is such that exclusion of the entity would render the financial statements misleading or incomplete.

Downtown Development Authority - The members of the governing board of the Downtown Development Authority (DDA) are appointed by the City Commission. The City Commission approves the DDA's annual budget and any required budget amendments. The City Commission also has the ability to significantly influence operations of the DDA. The DDA is included in the City's audited financial statements and is not audited separately.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Fiduciary Component Unit

The Retiree Health Insurance Plan Trust Fund was established to account for the assets set aside to fund the City of Pleasant Ridge Retiree Health Insurance Plan. The primary purpose of the Trust is to provide the necessary funding for the retiree health insurance premiums provided to eligible City employees during retirement. The Trust was established through MERS Retiree Health Funding Vehicle, with the City Commission serving as the trustees. The assets of the Trust are for the exclusive benefit of the participants and their beneficiaries, and the assets shall not be diverted to any other purpose prior to the satisfaction of all liabilities. The assets are protected from any of the City's creditors. The City Commission has the ability to exercise responsibility, specifically in the area of designation of management.

Joint Ventures

The City participates in the following activities which are considered to be joint ventures in relation to the City, due to the formation of an organization by contractual agreement between two or more participants that maintain joint control, financial interest, and financial responsibility.

Southeastern Oakland County Resource Recovery Authority - The City is a member of the Southeastern Oakland County Resource Recovery Authority (SOCRRA), which is a joint venture among 12 municipalities in Oakland County, including the City of Pleasant Ridge. The City appoints one member of the governing board, which approves the annual budget. SOCRRA provides waste disposal and recycling services to its municipal communities. Principal funding for the Authority is derived from waste disposal charges to the member municipalities. For the year ended June 30, 2022, the City of Pleasant Ridge expended \$224,220 in payments to SOCRRA.

The City has no explicit and measurable equity interest in the joint venture. The City is also unaware of any circumstances that would cause any significant additional financial benefit or burden to the participating governments in the near future.

The financial activities of SOCRRA are accounted for and reported separately from the participating units. Separate audited financial statements for the year ended June 30, 2021, are available at SOCRRA's administrative offices. As of June 30, 2021, SOCRRA had net position of \$4,772,711.

Southeastern Oakland County Water Authority - The City is a member of the Southeastern Oakland County Water Authority (SOCWA), which is a joint venture among 12 municipalities in Oakland County, including the City of Pleasant Ridge. The City appoints one member of the governing board, which approves the annual budget. SOCWA provides a water supply system for use by the participating municipalities. Principal funding for the Authority is derived from water charges to the member municipalities. For the year ended June 30, 2022, the City of Pleasant Ridge expended \$185,885 in payments to SOCWA.

The City has no explicit and measurable equity interest in the joint venture. The City is also unaware of any circumstances that would cause any significant additional financial benefit or burden to the participating governments in the near future.

The financial activities of SOCWA are accounted for and reported separately from the participating units. Separate audited financial statements for the year ended June 30, 2021, are available at SOCWA's administrative offices. As of June 30, 2021, SOCWA had net position of \$21,828,873.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Basis of Presentation

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The statement of net position and the statement of activities (the government-wide financial statements) present information for the primary government and its component unit as a whole. All non-fiduciary activities of the primary government are included (i.e. fiduciary fund activities are not included in the government-wide financial statements). For the most part, interfund activity has been eliminated in the preparation of these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities presents the direct functional expenses of the primary government and its component unit and the program revenues that support them. Direct expenses are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. Program revenues are associated with specific functions and include charges to recipients of goods or services and grants and contributions that are restricted to meeting the operational or capital requirements of that function. Revenues that are not required to be presented as program revenues are general revenues. This includes all taxes, interest, and unrestricted State revenue sharing payments and other general revenues and shows how governmental functions are either self-financing or supported by general revenues.

**FUND FINANCIAL STATEMENTS**

The fund financial statements present the City's individual major funds and aggregated nonmajor funds. Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the later are excluded from the government-wide financial statements. Major individual governmental funds and the major individual enterprise fund are reported as separate columns in the fund financial statements.

The City reports the following *Major Governmental Funds*:

- a. The *General Fund* is the City's primary operating fund. It accounts for all financial resources of the general government except for those that are required to be accounted for in another fund.
- b. The *I-696 Segregated Capital Asset Fund* was established to account for the funds received from the State of Michigan in connection with condemnation proceedings instituted by the State to acquire City-owned property for the construction of interstate highway 696. The City is now using the balance of the fund to provide temporary financing for various capital projects throughout the City, including roads and park improvements. The fund will be reimbursed over the next several years from the revenue generated by the separate infrastructure improvement and park improvement millages.
- c. The *Infrastructure Improvement Fund* was established to account for funds received from the City's infrastructure improvement millage and bond proceeds for various infrastructure capital projects throughout the City.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Basis of Presentation (continued)

FUND FINANCIAL STATEMENTS (continued)

The City reports the following *Major Enterprise Fund*:

- a. The *Water and Sewer Fund* is used to account for the operations required to provide water distribution, water treatment, sewage disposal, and sewage treatment systems for the general public, the costs (expenses, including depreciation) are financed or recovered primarily through user charges.

The City also reports the Retiree Health Insurance Plan Trust (pension and other employee benefit trust fund) and the Tax Collections Fund (custodial fund) as fiduciary funds.

Measurement Focus

The government-wide, proprietary, and fiduciary fund financial statements are presented using the economic resources measurement focus, similar to that used by business enterprises or not-for-profit organizations. Because another measurement focus is used in the governmental fund financial statements, reconciliations to the government-wide financial statements are provided that explain the differences in detail.

All governmental funds are presented using the current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in fund balance.

Basis of Accounting

Basis of accounting refers to the timing under which transactions are recognized for financial reporting purposes.

Governmental funds are accounted for using the modified accrual basis of accounting. Under this method, revenues are recognized when they become susceptible to accrual (when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current period. Revenues susceptible to accrual include state and federal grants and interest revenue. Other revenues are not susceptible to accrual because generally they are not measurable until received in cash. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt which are recorded when due.

All proprietary and fiduciary funds are accounted for using the accrual basis of accounting. The revenues are recognized when they are earned, and the expenses are recognized when they are incurred.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Basis of Accounting (continued)

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the costs of sales and services, administrative expenses, and other costs of running the activity. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

If/when both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Budgets and Budgetary Accounting

The General and Special Revenue Fund budgets shown as required supplementary information were prepared on the same modified accrual basis used to reflect actual results. This basis is consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are adopted for all required governmental fund types. The City employs the following procedures in establishing the budgetary data reflected in the financial statements.

- a. The City requires the City Manager to submit an estimate of revenues and anticipated expenditures for the succeeding fiscal year on or before April 10 of each year. The City Manager is then authorized to assign and transfer budget amounts within each fund to the extent that the net total fund appropriation (which the City defines as gross authorized expenditures less related revenues that are specifically designated to fund those activities) is not exceeded. City Commission approval is required for any budgetary changes that result in an increase to net appropriations.
- b. A budget workshop is held between the time of the City Manager's submission of the budget and the second meeting held in May.
- c. A Public Hearing is conducted to obtain taxpayers' comments in May.
- d. Prior to the second regular Commission meeting in May, the budget is legally enacted through passage of a resolution.
- e. The budget is legally adopted at the activity level for the General Fund and total expenditure level for the Special Revenue Funds; however, they are maintained at the account level for control purposes.
- f. The City does not employ encumbrance accounting as an extension of formal budgetary integration in the governmental funds. Appropriations unused at June 30 are not carried forward to the following fiscal year.
- g. Budgeted amounts are reported as originally adopted or amended by the City Commission during the year. Individual amendments were appropriately approved by the City Commission as required.



**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Cash and Investments

The City pools cash resources of various funds in order to facilitate the management of cash. Cash applicable to a particular fund is readily identifiable. The balances in the pooled cash accounts are available to meet current operating requirements. Cash in excess of current requirements is invested in various interest bearing securities and disclosed as part of the City's investments. Cash consists of checking, savings, and money market accounts. Cash equivalents consist of temporary investments in mutual funds.

Investments include mutual funds, equity securities, and participation in a governmental investment pool. Investments are recorded at fair value. Restricted investments in the governmental activities related to bond proceeds which have not yet been spent.

In accordance with Michigan Compiled Laws, the City is authorized to invest in the following investment vehicles:

- a. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- b. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a State or nationally chartered bank or a State or Federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office located in this State under the laws of this State or the United States, but only if the bank, savings and loan association, savings bank or credit union is eligible to be a depository of surplus funds belonging to the State under Section 6 of 1855 PA 105, MCL 21.146.
- c. Commercial paper rated at the time of purchase within the three highest classifications established by not less than two standard rating services and which matures not more than 270 days after the date of purchase.
- d. The United States government or federal agency obligations repurchase agreements.
- e. Bankers' acceptances of United States banks.
- f. Mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

Due from Other Governmental Units

Due from other governmental units consists of amounts due from the State of Michigan or other governments for various payments and grants.

Receivables

Receivables consist of amounts due from individuals and businesses related to charges for services, interest receivable, taxes levied that have not been collected, and other amounts owed to the City at year-end.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Prepays

Prepaid expenditures in the governmental funds, such as insurance premiums, which are expected to be written off within the next fiscal year, are included in net current assets. Reported prepaid expenditures are equally offset by nonspendable fund balance which indicates they do not constitute "available spendable resources" even though they are a component of net current assets.

Unearned Revenue

The City defers revenue recognition in connection with resources that have been received but not yet earned.

Compensated Absences

City employees are granted vacation and sick leave in varying amounts. In the event of termination, an employee is paid for accumulated vacation and sick time. All employees with accumulated unused vacation and sick time pay at June 30, 2022, were vested and the total due to them, along with related payroll taxes, is recorded entirely in the government-wide financial statements.

Interfund Transactions

During the course of normal operations, the City has numerous transactions between funds, including expenditures and transfers of resources to provide services, construct assets, and service debt. The accompanying financial statements generally reflect such transactions as transfers. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements.

Capital Assets

Capital assets are recorded (net of accumulated depreciation, if applicable) in the government-wide financial statements under the governmental activities, business-type activities, and component unit columns. Capital assets are those with an initial individual cost of \$5,000 or more and an estimated useful life of more than one year. Capital assets are not recorded in the governmental funds. Instead, capital acquisition and construction are reflected as expenditures in governmental funds, and the related assets are reported in the government-wide financial statements. All purchased capital assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at acquisition cost on the date received. Infrastructure assets reported by governmental activities include all roads and streets regardless of their acquisition date or amount.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Depreciation is computed using the straight-line method over the following useful lives:

Land improvements	15 years
Buildings and improvements	10 - 50 years
Vehicles	3 years
Equipment	5 - 15 years
Software	3 years
Infrastructure - streets and alleys	12 - 20 years
Water and sewer transmission and distribution	25 years
Water meters	15 years

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Long-term Liabilities

Long-term debt and other long-term obligations are recognized as a liability in the government-wide financial statements and proprietary fund types when incurred. The portion of those liabilities expected to be paid within the next year is a current liability with the remaining amounts shown as noncurrent.

Long-term debt is recognized as a liability of a governmental fund when due or when resources have been accumulated in a Debt Service Fund for payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund.

Accrued Interest Payable

Accrued interest is presented for long-term obligations in the government-wide financial statements.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then.

In addition to liabilities, the statement of financial position and balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position/fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until then.

The City reports deferred outflows of resources and deferred inflows of resources related to the net pension liability and net OPEB liability for differences between expected and actual experience, changes in assumptions, differences between projected and actual pension plan investment earnings, and contributions made subsequent to the measurement date. These amounts are deferred and recognized as an outflow or inflow of resources in the period to which they apply.

Property Tax

The City of Pleasant Ridge bills and collects its own property taxes and also taxes for other governmental units. The City's property tax revenue recognition policy and related tax calendar disclosures are highlighted in the following paragraph:

Property taxes are levied and become a lien on July 1 on the taxable valuation of property located in the City as of the preceding December 31 and are payable without penalty through July 31, or if elected by the taxpayer, paid in eight monthly installments from July through February. The July 1 levy is composed of the City's millage, County's millage assessments, and school taxes. All real property taxes not paid to the City by March 1 are turned over to the Oakland County Treasurer for collection. The Oakland County Treasurer purchases the receivables of all taxing districts on any delinquent real property taxes. Delinquent personal property taxes receivable are retained by the City for subsequent collection. City property tax revenues are recognized as revenues in the fiscal year levied.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Property Tax (continued)

The City is permitted by charter to levy taxes up to 20 mills (\$20 per \$1,000 of taxable valuation) for general governmental services. The City is also permitted to levy additional mills specifically designated for refuse services, community promotion, infrastructure improvements, library services, pool operations, park improvements, pool debt, and police pension stabilization. For the year ended June 30, 2022, the City levied 12.4262 mills per \$1,000 of taxable valuation for general governmental services, 1.4829 mills for refuse services, 0.2850 mills for community promotion, 2.5968 mills for infrastructure improvements, 0.3503 mills for library services, 1.1009 mills for pool operations, 0.6557 mills for park improvements, 1.1100 mills for pool debt, and 1.3032 mills for police pension stabilization. The total taxable value for the 2021 levy for property within the City was \$173,552,930.

Net Pension Liability

The net pension liability is deemed to be a noncurrent liability and is recognized in the government-wide and proprietary fund financial statements.

Net OPEB Liability

The net OPEB liability is deemed to be a noncurrent liability and is recognized in the government-wide and proprietary fund financial statements.

Fund Balance Classifications

Fund balance classifications comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The following are the five fund balance classifications:

*Nonspendable* - assets that are not available in a spendable form such as inventory, prepaid expenditures, and long-term receivables not expected to be converted to cash in the near term. It also includes funds that are legally or contractually required to be maintained intact such as the corpus of a permanent fund or foundation.

*Restricted* - amounts that are required by external parties to be used for a specific purpose. Constraints are externally imposed by creditors, grantors, contributors or laws, regulations or enabling legislation.

*Committed* - amounts constrained on use imposed by formal action of the government's highest level of decision making authority (i.e., Board, Council, etc.).

*Assigned* - amounts intended to be used for specific purposes. This is determined by the governing body, the budget or finance committee or a delegated municipality official.

*Unassigned* - all other resources; the remaining fund balance after nonspendable, restrictions, commitments, and assignments. This class only occurs in the General Fund, except for cases of negative fund balances. Negative fund balances are always reported as unassigned, no matter which fund the deficit occurs in.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - DESCRIPTION OF CITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Fund Balance Classification Policies and Procedures

The formal action that is required to be taken to establish a fund balance commitment is a resolution by the City Commission, the highest level of decision making authority, of the City of Pleasant Ridge.

For assigned fund balance, the City of Pleasant Ridge has not approved a policy indicating who is authorized to assign amounts to a specific purpose. In the absence of such a policy, this authority is retained by the governing body.

The City of Pleasant Ridge has not formally adopted a policy that determines which should be used first when both restricted and unrestricted fund balances are available. In the absence of such a policy, resources with the highest level of restriction will be used first.

Restricted Net Position

Restrictions of net position shown in the government-wide financial statements indicate that restrictions imposed by the funding source or some other outside source which preclude their use for unrestricted purposes.

Comparative Data

Comparative data for the prior year has not been presented in the accompanying financial statements since their inclusion would make the statements unduly complex and difficult to read.

**NOTE 2 - DEPOSITS AND INVESTMENTS**

As of June 30, 2022, the City had deposits and investments subject to the following risk.

Custodial Credit Risk - Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the City's deposits may not be returned to it. As of June 30, 2022, \$2,843,530 of the City's bank balance of \$3,343,530 was exposed to custodial credit risk because it was uninsured and uncollateralized. The carrying value on the books for deposits at the end of the year was \$3,214,277. The financial statements report \$1,060 of imprest cash on hand.

Custodial Credit Risk - Investments

For an investment, this is the risk that, in the event of a failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

The City will minimize custodial credit risk, which is the risk of loss due to the failure of the security issuer or backer, by limiting investments to the types of securities authorized by the Commission and pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the City will do business in accordance with Commission approved policy.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 2 - DEPOSITS AND INVESTMENTS (continued)**

Interest Rate Risk

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio.

The City's investments in Oakland County Government Investment Pool and MERS total market portfolio are reported at their individual Net Asset Values. The weighted average maturity for the underlying investments held by each portfolio is not calculated or provided.

Credit Risk

State law limits investments in certain types of investments to a prime or better rating issued by nationally recognized statistical rating organizations (NRSRO's). Obligations of the U.S. government or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk and do not require disclosure of credit quality. The City's investments as of June 30, 2022, were not subject to rating.

Concentration of Credit Risk

The City will minimize concentration of credit risk, which is the risk of loss attributed to the magnitude of the City's investment in a single issuer, by limiting investments to the types of securities listed in the "Authorized Investments" section; pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance with the "Authorized Institutions" section; and diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

Foreign Currency Risk

The City is not authorized to invest in investments which have this type of risk.

Fair Value Measurements

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments that are measured at fair value using the net asset value per share (or its equivalent) as a practical expedient are not classified in the fair value hierarchy below.

In instances where inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The City's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset or liability.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 2 - DEPOSITS AND INVESTMENTS (continued)**

Fair Value Measurements (continued)

As of June 30, 2022, the carrying amounts and fair values for each investment type are as follows:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Fair Value Measurement</u>		
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Mutual Funds	<u>\$ 2,475,197</u>	<u>\$ 2,475,197</u>	<u>\$ -</u>	<u>\$ -</u>

Investments in Entities that Calculate Net Asset Value per Share

The City holds shares or interests in MERS and Oakland County Government Investment Pool where the fair value of the investments is measured on a recurring basis using net asset value per share (or its equivalent) of the investment companies as a practical expedient. MERS invests assets in a manner which will seek the highest investment return consistent with the preservation of principal and meet the daily liquidity needs of participants.

At the year ended June 30, 2022, the fair value, unfunded commitments, and redemption rules of those investments are as follows:

	<u>Fair Value</u>	<u>Unfunded Commitments</u>	<u>Redemption Frequency, if Eligible</u>	<u>Redemption Notice Period</u>
PRIMARY GOVERNMENT				
Oakland County Government Investment Pool	\$ 3,329,039	\$ -	No restrictions	None
FIDUCIARY FUNDS				
MERS total market portfolio	<u>52,950</u>	<u>-</u>	No restrictions	None
	<u>\$ 3,381,989</u>	<u>\$ -</u>		

The cash and investments referred to above have been reported in the cash and investments captions on the basic financial statements, based upon criteria disclosed in Note 1. The following summarizes the categorization of these amounts as of June 30, 2022:

	<u>Primary Government</u>	<u>Component Unit</u>	<u>Fiduciary Funds</u>	<u>Reporting Entity</u>
Cash and investments	<u>\$ 8,768,169</u>	<u>\$ 251,404</u>	<u>\$ 52,950</u>	<u>\$ 9,072,523</u>

**CITY OF PLEASANT RIDGE**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 3 - INTERFUND TRANSFERS**

Permanent reallocation of resources between funds of the reporting entity is classified as interfund transfers. For the purpose of the statement of activities, all interfund transfers between individual governmental funds have been eliminated.

Funds Transferred In	Funds Transferred Out	Amount
Infrastructure Improvements Fund	General Fund	\$ 300,000
Capital Projects Fund (nonmajor)	General Fund	100,000
Local Street Fund (nonmajor)	Major Street Fund (nonmajor)	45,000

Transfers made to the infrastructure fund and nonmajor governmental funds from the General Fund were related to capital improvements. Transfers made to the nonmajor governmental funds from other nonmajor governmental funds were related to infrastructure and other capital improvements.

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2022, was as follows:

**Primary Government**

	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022
Governmental activities				
Capital assets not being depreciated				
Land	\$ 1,746,700	\$ -	\$ -	\$ 1,746,700
Capital assets being depreciated				
Land improvements	2,559,690	-	-	2,559,690
Buildings and improvements	4,766,042	89,930	-	4,855,972
Vehicles	285,393	43,567	(122,603)	206,357
Equipment	727,296	69,844	(90,992)	706,148
Software	27,824	-	-	27,824
Infrastructure - streets and alleys	11,594,116	29,222	-	11,623,338
Subtotal	19,960,361	232,563	(213,595)	19,979,329
Less accumulated depreciation for				
Land improvements	(1,291,641)	(118,804)	-	(1,410,445)
Buildings and improvements	(2,416,801)	(174,492)	-	(2,591,293)
Vehicles	(235,870)	(28,467)	120,651	(143,686)
Equipment	(465,758)	(53,478)	90,695	(428,541)
Software	(22,228)	(2,798)	-	(25,026)
Infrastructure - streets and alleys	(6,725,691)	(449,246)	-	(7,174,937)
Subtotal	(11,157,989)	(827,285)	211,346	(11,773,928)
Net capital assets being depreciated	8,802,372	(594,722)	(2,249)	8,205,401
Capital assets, net	\$ 10,549,072	\$ (594,722)	\$ (2,249)	\$ 9,952,101



**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 4 - CAPITAL ASSETS (continued)**

**Primary Government (continued)**

Depreciation expense was charged to the following governmental activities:

General government	\$ 36,078
Public safety	36,013
Public works	532,219
Recreation and culture	<u>222,975</u>
	<u><u>\$ 827,285</u></u>

	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022
Business-type activities				
Capital assets being depreciated				
Water and sewer transmission and distribution system	\$ 3,833,872	\$ 239,733	\$ -	\$ 4,073,605
Water meters	634,130	49,569	-	683,699
Vehicles and miscellaneous equipment	<u>56,910</u>	<u>-</u>	<u>-</u>	<u>56,910</u>
Subtotal	<u>4,524,912</u>	<u>289,302</u>	<u>-</u>	<u>4,814,214</u>
Less accumulated depreciation for				
Water and sewer transmission and distribution system	(2,270,594)	(126,374)	-	(2,396,968)
Water meters	(195,809)	(30,771)	-	(226,580)
Vehicles and miscellaneous equipment	<u>(44,807)</u>	<u>(3,103)</u>	<u>-</u>	<u>(47,910)</u>
Subtotal	<u>(2,511,210)</u>	<u>(160,248)</u>	<u>-</u>	<u>(2,671,458)</u>
Capital assets, net	<u><u>\$ 2,013,702</u></u>	<u><u>\$ 129,054</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,142,756</u></u>

**Component Unit**

	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022
Downtown Development Authority (DDA)				
Capital assets not being depreciated				
Land	\$ 72,500	\$ -	\$ -	\$ 72,500
Capital assets being depreciated				
Land improvements	214,471	-	-	214,471
Less accumulated depreciation for				
Land improvements	<u>(84,838)</u>	<u>(10,949)</u>	<u>-</u>	<u>(95,787)</u>
Net capital assets being depreciated	<u>129,633</u>	<u>(10,949)</u>	<u>-</u>	<u>118,684</u>
Capital assets, net	<u><u>\$ 202,133</u></u>	<u><u>\$ (10,949)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 191,184</u></u>

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 5 - LONG-TERM OBLIGATIONS**

The City issues general obligation bonds to provide funds for the acquisition, construction, and improvement of major capital facilities. General obligation bonds are direct obligations and pledge the full faith and credit of the City. County contractual agreements and installment purchase agreements are also general obligations of the government.

The following is a summary of changes in long-term debt (including current portion) of the City for the year ended June 30, 2022.

	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022	Amounts Due Within One Year
Primary Government					
Governmental activities					
Other debt					
General Obligation Bonds	\$ 3,735,000	\$ -	\$ (320,000)	\$ 3,415,000	\$ 325,000
Unamortized bond premium	114,655	-	(9,554)	105,101	9,554
Other long-term obligations					
Compensated Absences	152,800	91,978	(110,958)	133,820	83,637
	4,002,455	91,978	(440,512)	3,653,921	418,191
Business-type activities					
Direct borrowings and direct placements					
Water and Sewer System					
George W. Kuhn Drain Bonds	302,888	-	(101,677)	201,211	82,316
	<u>\$ 4,305,343</u>	<u>\$ 91,978</u>	<u>\$ (542,189)</u>	<u>\$ 3,855,132</u>	<u>\$ 500,507</u>

Significant details regarding outstanding long-term debt (including current portion) are presented below:

**Primary Government**

General Obligation Bonds

\$2,550,000 2003 General Obligation Unlimited Tax Bonds dated June 1, 2003, due in annual installments ranging from \$150,000 to \$200,000 through April 1, 2028, with interest ranging from 4.250 to 4.375% payable semiannually.

\$ 1,050,000

\$3,000,000 2017 Limited Tax General Obligation Bonds dated May 2, 2017, due in annual installments ranging from \$175,000 to \$260,000 through October 1, 2032, with interest of 3.000%, payable semiannually.

2,365,000

\$ 3,415,000

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 5 - LONG-TERM OBLIGATIONS (continued)**

**Primary Government (continued)**

Water and Sewer System George W. Kuhn Drain Bonds

The City is a participating community in the George W. Kuhn drain project. The project is administered by the Oakland County Drain Commission, and financed through the sale of drain bonds, drawdowns from the State of Michigan revolving fund, Federal and State of Michigan grants, and contributions from Oakland County, Michigan. The City, along with thirteen other local communities, is obligated for the payment of principal and interest of the outstanding debt. The City is obligated for varying percentages of each of the county bond issuances.

\$ 201,211

Other Long-Term Obligations

Individual employees have vested rights upon termination of employment to receive payments for unused sick/vacation time. The dollar amounts of these vested rights including related payroll taxes, which have been recorded in the government-wide financial statements, amounted to \$133,820 at June 30, 2022.

The annual requirements to pay the principal and interest outstanding for the bonds payable are as follows:

**Primary Government**

Year Ending June 30,	Governmental Activities		Business-type Activities	
	Other Debt		Direct Borrowings and Direct Placements	
	Principal	Interest	Principal	Interest
2023	\$ 325,000	\$ 113,537	\$ 82,316	\$ 4,911
2024	335,000	101,762	83,667	2,911
2025	365,000	89,762	8,185	879
2026	370,000	76,549	8,370	696
2027	405,000	63,024	7,393	508
2028-2032	1,355,000	137,074	11,280	493
2033	260,000	3,900	-	-
	<u>\$ 3,415,000</u>	<u>\$ 585,608</u>	<u>\$ 201,211</u>	<u>\$ 10,398</u>

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 6 - DEFINED BENEFIT PENSION PLAN**

Plan Description

The City's defined benefit pension plan provides certain retirement, disability, and death benefits to plan members and beneficiaries. The City participates in the Municipal Employees' Retirement System (MERS) of Michigan. MERS is an agent multiple-employer, statewide public employee pension plan established by the Michigan's Legislature under Public Act 135 of 1945 and administered by a nine-member Retirement Board. MERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained by accessing MERS website at [www.mersofmich.com](http://www.mersofmich.com).

Summary of Significant Accounting Policies

For the purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Municipal Employees' Retirement System (MERS) of Michigan and additions to/deductions from MERS' fiduciary net position have been determined on the same basis as they are reported by MERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Benefits Provided

Benefits provided include plans with multipliers ranging from 1.70% to 2.50%.

Vesting period of 6 to 8 years.

Normal retirement age is 60 with early retirement of 50 to 55 with 15 or 25 years of service or reduced early retirement at 50 with 25 years of service or 55 with 15 years of service.

Final average compensation is calculated based on three to five years. Member contributions range from 0.00% to 3.00%.

Benefit terms, within the parameters established by MERS, are generally established and amended by authority of the City Commission, generally after negotiations of these terms with the affected unions. Benefit terms may be subject to binding arbitration in certain circumstances.

At the December 31, 2021, valuation date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries receiving benefits	19
Inactive employees entitled to but not yet receiving benefits	10
Active employees	10
	<hr/>
	39
	<hr/>

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 6 - DEFINED BENEFIT PENSION PLAN (continued)**

Contributions

Article 9, Section 24 of the State of Michigan constitution requires that financial benefits arising on account of employee service rendered in each year be funded during that year. Accordingly, MERS retains an independent actuary to determine the annual contribution. The employer is required to contribute amounts at least equal to the actuarially determined rate, as established by the MERS retirement board. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability. The employer may establish contribution rates to be paid by its covered employees.

Employer contributions ranged from 3.73% to 5.28% based on annual payroll for open divisions. Divisions that are closed to new employees require a flat monthly contribution.

Payable to the Pension Plan

At June 30, 2022, there were no amounts outstanding by the City for contributions to the pension plan required for the year ended June 30, 2022.

Net Pension Liability

The net pension liability was measured as of December 31, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of that date.

Actuarial Assumptions

The total pension liability in the December 31, 2021 annual actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation: 2.50%

Salary increases: 3.00% plus merit and longevity, 3.00% in the long-term.

Investment rate of return: 7.00%, net of investment and administrative expense including inflation.

Although no specific price inflation assumptions are needed for the valuation, the 3.00% long-term wage inflation assumption would be consistent with a price inflation of 3.00-4.00%.

Mortality rates used were based on a version of Pub-2010 and fully generational MP-2019.

The actuarial assumptions used in valuation were based on the results of the most recent actuarial experience study of 2014-2018.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 6 - DEFINED BENEFIT PENSION PLAN (continued)**

Projected Cash Flows

Based on these assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net of investment and administrative expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Target Allocation Gross Rate of Return</u>	<u>Long-Term Expected Gross Rate of Return</u>	<u>Inflation Assumption</u>	<u>Long-Term Expected Real Rate of Return</u>
Global Equity	60.0%	7.0%	4.2%	2.5%	2.7%
Global Fixed Income	20.0%	4.5%	0.9%	2.5%	0.4%
Private Investments	20.0%	9.5%	1.9%	2.5%	1.4%
	<u>100.0%</u>		<u>7.0%</u>		<u>4.5%</u>

Discount Rate

The discount rate used to measure the total pension liability is 7.25%. The current discount rate shown for GASB 68 purposes is higher than the MERS assumed rate of return. This is because, for GASB 68 purposes, the discount rate must be gross of administrative expenses, whereas for funding purposes, it is net of administrative expenses. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 6 - DEFINED BENEFIT PENSION PLAN (continued)**

Changes in the net pension liability during the measurement year were as follows:

Changes in Net Pension Liability	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a)-(b)
Balances at December 31, 2020	\$ 6,544,381	\$ 3,879,176	\$ 2,665,205
Changes for the Year			
Service cost	68,405	-	68,405
Interest on total pension liability	484,999	-	484,999
Difference between expected and actual experience	(246,744)	-	(246,744)
Changes in assumptions	239,385	-	239,385
Employer contributions	-	438,766	(438,766)
Employee contributions	-	56,078	(56,078)
Net investment income	-	584,257	(584,257)
Benefit payments, including employee refunds	(394,033)	(394,033)	-
Administrative expense	-	(6,342)	6,342
Net changes	152,012	678,726	(526,714)
Balances at December 31, 2021	\$ 6,696,393	\$ 4,557,902	\$ 2,138,491

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**

The following presents the net pension liability of the employer, calculated using the discount rates of 7.25%, as well as what the City's net pension liability would be using a discount rate that is 1% lower (6.25%) or 1% higher (8.25%) than the current rate.

	1% Decrease	Current Discount Rate	1% Increase
Net pension liability	\$ 2,913,117	\$ 2,138,491	\$ 1,491,550

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 6 - DEFINED BENEFIT PENSION PLAN (continued)**

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2022, the employer recognized pension expense of \$131,527. The City reported deferred outflows and inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences in experience	\$ -	\$ 123,372
Differences in assumptions	119,693	-
Excess (deficit) investment returns	-	289,741
Contributions subsequent to the measurement date*	<u>235,757</u>	<u>-</u>
Total	<u>\$ 355,450</u>	<u>\$ 413,113</u>

\* The amount reported as deferred outflows of resources resulting from contributions subsequent to the measurement date will be recognized as a reduction in the net pension liability for the year ending June 30, 2023.

Amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending June 30,	Pension Expense
2023	\$ (44,513)
2024	(117,780)
2025	(83,766)
2026	(47,361)

Change in Assumptions

The actuarial assumptions were changed during the year as follows:

Decrease in investment rate of return from 7.35% to 7.00%.

Change in discount rate from 7.60% to 7.25%.

Changes in Benefits

There were no changes of benefit terms during plan year 2021.



**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 7 - OTHER POST-EMPLOYMENT BENEFITS**

Plan Description

The City of Pleasant Ridge Other Post-Employment Benefits Plan (the “Plan”) is a single-employer defined benefit healthcare plan administered by the City of Pleasant Ridge using MERS’ retiree health funding vehicle (RHFV). The Plan provides certain retiree medical benefits as other post-employment benefits (OPEB) to all applicable employees, in accordance with union agreements and/or personnel policies. Benefit provisions are established and amended by the City Commission. The plan does not issue a separate stand-alone financial statement.

Benefits Provided

Union employees hired before July 1, 2017 and non-union employees hired before January 1, 2011, and their surviving spouses, are eligible for continuation of certain medical, prescription drug, dental, and vision coverage upon reaching the earlier of age 60 with 8 years of service or age 50 with 25 years of service. The City covers the cost of coverage for these benefits less the balance of premiums required to be contributed by retirees in accordance with Plan provisions.

The City has no obligation to make contributions in advance of when the premiums are due for payment (i.e., may be financed on a “pay-as-you-go” basis). Administrative costs of the plan are paid for by the City.

Summary of Plan Participants

At the June 30, 2021 valuation date, the following employees were being covered by the benefit terms.

Inactive employees or beneficiaries receiving benefits	10
Active employees	<u>3</u>
	<u><u>13</u></u>

Contributions

For the year ended June 30, 2022, the City contributed \$7,350 in addition to its portion of premium payments.

Net OPEB Liability

The net OPEB liability of the City was measured as of June 30, 2022, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2021 rolled forward to June 30, 2022.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 7 - OTHER POST-EMPLOYMENT BENEFITS (continued)**

Actuarial Assumptions

The total OPEB liability in the June 30, 2022 valuation was determined using the following assumptions applied to all periods included in the measurement.

Discount rate	6.89%
Long-term rate of return	7.00%
Inflation rate	2.50%
Healthcare cost trend rate(s)	Medical - 8.00% graded down 0.50% per year for 7 years; 4.50% in all years post 2028; 4.00% per year for Dental and 3.00% per year for Vision
AA 20-year municipal bond rate	4.09%

Mortality rates were based on regulations as set forth by the IRS, based on SOA Pub-2010 Tables with scale MP-2020.

The assumptions used in the June 30, 2022 valuation were determined by the City's management as of June 30, 2022.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global equity	60.00%	4.50%
Global fixed income	20.00%	2.00%
Private investments	20.00%	7.00%

Discount Rate

The discount rate used to measure the total OPEB liability was 6.89%. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made at rates equal to the most recent recommended contribution expressed as a percentage of covered payroll. Based on those assumptions, the retirement plan's fiduciary net position was not projected to be sufficient to make all projected future benefit payments of current plan members. For projected benefits that are covered by projected assets, the long-term expected rate was used to discount the projected benefits. From the year that benefit payments were not projected to be covered by the projected assets (the "depletion date"), projected benefits were discounted at a discount rate reflecting a 20-year AA/Aa tax-exempt municipal bond yield. A single equivalent discount rate that yields the same present value of benefits is calculated. This discount rate is used to determine the total OPEB liability.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 7 - OTHER POST-EMPLOYMENT BENEFITS (continued)**

Change in Net OPEB Liability

The change in the net OPEB liability for the year ended June 30, 2022, is as follows:

Calculating the Net OPEB Liability			
	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a)-(b)
Balances at June 30, 2021	\$ 1,283,438	\$ 50,371	\$ 1,233,067
Changes for the year			
Service cost	5,943	-	5,943
Interest	87,900	-	87,900
Experience losses	(69,346)	-	(69,346)
Change in actuarial assumptions	19,737	-	19,737
Contributions - employer	-	90,373	(90,373)
Net investment income (loss)	-	(4,671)	4,671
Benefit payments	(83,023)	(83,023)	-
Administrative expense	-	(100)	100
Net changes	(38,789)	2,579	(41,368)
Balances at June 30, 2022	\$ 1,244,649	\$ 52,950	\$ 1,191,699

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability of the City, as well as what the City's net OPEB liability would be if it were calculated using a discount rate that is 1% lower (5.89 %) or 1% higher (7.89%) than the current discount rate:

	<u>1% Decrease</u>	<u>Current Rate</u>	<u>1% Increase</u>
Net OPEB liability	<u>\$ 1,338,149</u>	<u>\$ 1,191,699</u>	<u>\$ 1,069,513</u>

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the net OPEB liability of the City, as well as what the City's net OPEB liability would be if it were calculated using healthcare cost trends rates that are 1% lower or 1% higher than the current healthcare cost trend rates:

	<u>1% Decrease</u>	<u>Current Rate</u>	<u>1% Increase</u>
Net OPEB liability	<u>\$ 1,054,574</u>	<u>\$ 1,191,699</u>	<u>\$ 1,357,293</u>

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 7 - OTHER POST-EMPLOYMENT BENEFITS (continued)**

OPEB Expenses and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2022, the City recognized an OPEB benefit of \$153,398. At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ -	\$ 34,673
Changes of assumptions	9,869	-
Net investment earnings (gains)/losses	<u>2,989</u>	<u>-</u>
	<u>\$ 12,858</u>	<u>\$ 34,673</u>

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ending June 30,</u>	<u>OPEB Expense</u>
2023	\$ (24,173)
2024	453
2025	149
2026	1,756

Changes in Assumptions

The actuarial assumptions were changed during the year as follows:

- Decrease in the discount rate from 7.04% to 6.89%.
- Decrease in the long-term rate of return from 7.35% to 7.00%.
- Increase in the AA 20-year municipal bond rate from 2.19% to 4.09%.

Changes in Benefits

There were no changes of benefit terms during plan year 2022.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 8 - CODE ENFORCEMENT FINANCIAL INFORMATION**

The City has elected to report the financial activities of the code enforcement department in the General Fund. The following is the required information as it relates to this department for the year ended June 30, 2022:

REVENUES	
Licenses and permits	
Electrical permits	\$ 12,485
Building permits	128,280
Plumbing/heating permits	17,918
Landlord licenses	1,040
Registration fees	3,420
Administrative fee	<u>11,625</u>
 TOTAL REVENUES	 <u>174,768</u>
 EXPENDITURES	
Salaries and wages	101,509
Other	<u>43,331</u>
 TOTAL EXPENDITURES	 <u>144,840</u>
 EXCESS OF REVENUES OVER EXPENDITURES	 29,928
 PRIOR CUMULATIVE EXCESS OF REVENUES (UNDER) EXPENDITURES	 <u>(36,799)</u>
 CUMULATIVE EXCESS OF REVENUES (UNDER) EXPENDITURES	 <u>\$ (6,871)</u>

**NOTE 9 - RISK MANAGEMENT**

The City participates in a State pool, the Michigan Municipal Risk Management Authority, with other municipalities for property and casualty losses. The pool is organized under Public Act 138 of 1982, as amended. The City has individual self-insured retention amounts of \$75,000 for Sewage System Overflows (per occurrence) and a \$1,000 deductible per occurrence of property and crime coverage. State pool members' limits of coverage (per occurrence) are \$15,000,000 for liability and approximately \$5,300,000 for property. In the event the pool's claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessment to make up the deficiency. The City has not been informed of any special assessments being required in any of the past three fiscal years.

The City also participates in a pool, the Michigan Municipal League Workers' Compensation Fund, with other municipalities for workers' compensation losses. The pool is organized under Public Act 317 of 1969, as amended. In the event the pool's claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessment to make up the deficiency. The City has not been informed of any special assessments being required in any of the past three fiscal years.

**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 10 - SEGREGATED CAPITAL ASSET CAPITAL PROJECTS FUND**

The I-696 Segregated Capital Asset Fund ("SCAF") was established in 1986 to account for the funds received from the State of Michigan in connection with condemnation proceedings instituted by the State to acquire City-owned property. The property is located along the City's northern boundary and was acquired by the State for right-of-way for the I-696 highway. The property consisted of unimproved land used by the City for recreation purposes.

The State had remitted in prior years, its "good faith offer" of \$1,022,000 to the City together with related interest. During fiscal year 1995, the City of Pleasant Ridge and the State signed a settlement agreement ending the condemnation proceedings. The City received \$4,250,000 as final compensation covering unpaid principal and interest and any other costs or claims which the City had against the Department of Transportation arising out of the condemnation proceedings. Out of the proceeds, \$700,000 was earmarked under the settlement agreement for the repair and improvement of local roads that the City claimed were damaged by the I-696 project. In addition, the City was obligated, under a binding agreement, to pay one-third of the amount received, or \$1,416,667, to attorneys representing the City in the matter. The attorneys accepted \$1,250,000 in full settlement for their services.

The funds that were received, after the above deductions, are defined as the fund's principal by the City's code of ordinances (Chapter Two, Article II, Division 9, Sections 2-131 through 2-139). The ordinance stipulates that the principal, \$3,242,872, is to remain intact with the investment income derived from the principal to be spent on various capital related purposes at the direction of the City Commission. The principal can be spent upon a vote of at least four (4) of the five (5) city commissioners. Recently, the City has begun using a portion of the principal to provide temporary financing for various capital projects throughout the City, including roads and park improvements. The SCAF is being reimbursed over the next several years from the revenue generated by the separate infrastructure improvement and park improvement millages.

**NOTE 11 - RESTRICTED NET POSITION**

Restrictions of net position shown in the government-wide financial statements indicate that restrictions imposed by the funding source or some other outside source which precludes their use for unrestricted purposes. The following are the various net position restrictions as of June 30, 2022:

PRIMARY GOVERNMENT	
Governmental activities	
Restricted for streets	\$ 308,713
Restricted for infrastructure improvements	1,281,680
Restricted for other purposes	
Solid waste	47,671
Public safety	1,541
Library	11,406
Recreation	196,507
	<hr/>
	\$ 1,847,518
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**CITY OF PLEASANT RIDGE  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 12 - UPCOMING ACCOUNTING PRONOUNCEMENTS**

In May 2020, the GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangement*. The statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended. The City is currently evaluating the impact this standard will have on the financial statements when adopted during the 2022-2023 fiscal year.

In June 2022, the GASB issued Statement No. 100, *Accounting Changes and Error Corrections – an amendment of GASB Statement No. 62*. This Statement prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections. This Statement requires that (a) changes in accounting principles and error corrections be reported retroactively by restating prior period, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimate be reported prospectively by recognizing the change in the current period. The City is currently evaluating the impact this standard will have on the financial statements when adopted during the 2023-2024 fiscal year.

In June 2022, the GASB issued Statement No. 101, *Compensated Absences*. This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. The City is currently evaluating the impact this standard will have on the financial statements when adopted during the 2024-2025 fiscal year.

**NOTE 13 - CHANGE IN ACCOUNTING PRINCIPLE**

For the year ended June 30, 2022, the City implemented the following new pronouncement: GASB Statement No. 87, *Leases*.

**Summary:**

Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*, was issued by the GASB in June 2017. The objective of this Statement is to increase the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use the underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

There was no material impact on the City's financial statement after the adoption of GASB Statement No. 87.

## **REQUIRED SUPPLEMENTARY INFORMATION**



**CITY OF PLEASANT RIDGE  
GENERAL FUND  
BUDGETARY COMPARISON SCHEDULE (NON-GAAP BUDGETARY BASIS)  
YEAR ENDED JUNE 30, 2022**

	Budgeted Amounts			Variance with
	Original	Final	Actual	Final Budget
<b>REVENUES</b>				
Property taxes	\$ 2,461,590	\$ 2,461,590	\$ 2,475,145	\$ 13,555
Licenses and permits	92,050	129,050	149,410	20,360
Intergovernmental	280,000	280,000	363,391	83,391
Charges for services	212,555	293,555	312,677	19,122
Fines and forfeits	60,000	105,000	126,107	21,107
Interest and rents	12,500	21,750	23,086	1,336
Other	89,900	89,900	113,647	23,747
<b>TOTAL REVENUES</b>	<b>3,208,595</b>	<b>3,380,845</b>	<b>3,563,463</b>	<b>182,618</b>
<b>EXPENDITURES</b>				
Current				
General government				
Commission	27,550	18,550	17,314	1,236
Manager	188,780	201,250	197,463	3,787
Treasurer	117,550	115,050	126,571	(11,521)
Clerk	119,865	119,865	108,420	11,445
Assessor	22,670	22,670	22,468	202
Elections	10,760	10,760	5,843	4,917
General government	151,150	173,650	149,150	24,500
Attorney services	26,500	26,500	21,080	5,420
Information technology	75,250	75,250	70,701	4,549
Cable television	3,410	3,410	3,145	265
<b>Total general government</b>	<b>743,485</b>	<b>766,955</b>	<b>722,155</b>	<b>44,800</b>
Public safety				
Police department	1,266,703	1,294,203	1,270,041	24,162
Fire services	256,581	256,581	256,581	-
Building department	79,194	79,194	74,456	4,738
<b>Total public safety</b>	<b>1,602,478</b>	<b>1,629,978</b>	<b>1,601,078</b>	<b>28,900</b>
Public works				
Public works services	291,261	291,261	330,388	(39,127)
Street lighting	44,000	44,000	49,381	(5,381)
<b>Total public works</b>	<b>335,261</b>	<b>335,261</b>	<b>379,769</b>	<b>(44,508)</b>

**CITY OF PLEASANT RIDGE  
GENERAL FUND  
BUDGETARY COMPARISON SCHEDULE (NON-GAAP BUDGETARY BASIS) (continued)  
YEAR ENDED JUNE 30, 2022**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
EXPENDITURES (continued)				
Current (continued)				
Recreation and culture				
Parks and recreation department	<u>\$ 394,937</u>	<u>\$ 391,937</u>	<u>\$ 390,576</u>	<u>\$ 1,361</u>
TOTAL EXPENDITURES	<u>3,076,161</u>	<u>3,124,131</u>	<u>3,093,578</u>	<u>30,553</u>
EXCESS OF REVENUES OVER EXPENDITURES	132,434	256,714	469,885	213,171
OTHER FINANCING (USES)				
Transfers out	<u>(100,000)</u>	<u>(400,000)</u>	<u>(400,000)</u>	<u>-</u>
Net change in fund balance (Budgetary basis)	<u>\$ 32,434</u>	<u>\$ (143,286)</u>	69,885	<u>\$ 213,171</u>
Budgetary perspective difference			<u>(1,001)</u>	
Net change in fund balance (GAAP basis)			<u>\$ 68,884</u>	

**CITY OF PLEASANT RIDGE**  
**SCHEDULE OF CHANGES IN EMPLOYER'S NET PENSION LIABILITY AND RELATED RATIOS**  
**LAST EIGHT MEASUREMENT DATES (ULTIMATELY TEN YEARS WILL BE DISPLAYED)**  
**(AMOUNTS WERE DETERMINED AS OF 12/31 OF EACH FISCAL YEAR)**

	2021	2020	2019	2018	2017	2016	2015	2014
Total Pension Liability								
Service cost	\$ 68,405	\$ 66,803	\$ 67,264	\$ 63,336	\$ 64,548	\$ 75,507	\$ 71,305	\$ 67,290
Interest	484,999	466,911	481,608	469,388	461,959	455,540	433,753	422,582
Difference between expected and actual experience	(246,744)	(78,070)	(222,908)	30,352	(33,559)	(75,651)	40,456	-
Changes of assumptions	239,385	187,411	213,162	-	-	-	248,716	-
Benefit payments, including employee refunds	(394,033)	(417,657)	(413,234)	(411,327)	(387,647)	(351,726)	(367,542)	(345,474)
Other	-	-	-	(2)	-	-	(4)	(2)
Net change in total pension liability	152,012	225,398	125,892	151,747	105,301	103,670	426,684	144,396
Total Pension Liability, beginning	6,544,381	6,318,983	6,193,091	6,041,344	5,936,043	5,832,373	5,405,689	5,261,293
Total Pension Liability, ending	<u>\$ 6,696,393</u>	<u>\$ 6,544,381</u>	<u>\$ 6,318,983</u>	<u>\$ 6,193,091</u>	<u>\$ 6,041,344</u>	<u>\$ 5,936,043</u>	<u>\$ 5,832,373</u>	<u>\$ 5,405,689</u>
Plan Fiduciary Net Position								
Contributions - employer	\$ 438,766	\$ 384,992	\$ 334,687	\$ 280,238	\$ 290,004	\$ 244,324	\$ 211,243	\$ 200,664
Contributions - employee	56,078	93,708	11,300	10,786	11,713	11,785	10,639	10,149
Net investment income (loss)	584,257	441,251	410,872	(125,829)	393,028	312,825	(42,958)	183,562
Benefit payments, including employee refunds	(394,033)	(417,657)	(413,234)	(411,327)	(387,647)	(351,726)	(367,542)	(345,474)
Miscellaneous other charges/revenue	-	-	-	-	-	-	-	-
Administrative expenses	(6,342)	(6,831)	(7,074)	(6,303)	(6,224)	(6,175)	(6,399)	(6,715)
Net change in plan fiduciary net position	678,726	495,463	336,551	(252,435)	300,874	211,033	(195,017)	42,186
Plan Fiduciary Net Position, beginning	3,879,176	3,383,713	3,047,162	3,299,597	2,998,723	2,787,690	2,982,707	2,940,521
Plan Fiduciary Net Position, ending	<u>\$ 4,557,902</u>	<u>\$ 3,879,176</u>	<u>\$ 3,383,713</u>	<u>\$ 3,047,162</u>	<u>\$ 3,299,597</u>	<u>\$ 2,998,723</u>	<u>\$ 2,787,690</u>	<u>\$ 2,982,707</u>
City's Net Pension Liability	\$ 2,138,491	\$ 2,665,205	\$ 2,935,270	\$ 3,145,929	\$ 2,741,747	\$ 2,937,320	\$ 3,044,683	\$ 2,422,982
Plan Fiduciary Net Position as a percentage of the Total Pension Liability	68%	59%	54%	49%	55%	51%	48%	55%
Covered Payroll	\$ 691,894	\$ 606,376	\$ 651,713	\$ 632,814	\$ 528,668	\$ 618,585	\$ 568,862	\$ 550,037
City's Net Pension Liability as a percentage of Covered Payroll	309%	440%	450%	497%	519%	475%	535%	441%

**CITY OF PLEASANT RIDGE  
SCHEDULE OF PENSION CONTRIBUTIONS  
LAST EIGHT FISCAL YEARS (ULTIMATELY TEN FISCAL YEARS WILL BE DISPLAYED)  
(AMOUNTS WERE DETERMINED AS OF 6/30 EACH FISCAL YEAR)**

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Actuarial determined contributions	\$ 470,756	\$ 406,807	\$ 364,278	\$ 303,820	\$ 287,985	\$ 255,997	\$ 242,271	\$ 189,972
Contributions in relation to the actuarially determined contribution	<u>470,756</u>	<u>406,807</u>	<u>364,278</u>	<u>303,820</u>	<u>287,985</u>	<u>255,997</u>	<u>242,271</u>	<u>196,956</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (6,984)</u>
Covered Payroll	\$ 758,786	\$ 699,627	\$ 651,671	\$ 636,667	\$ 583,206	\$ 625,950	\$ 854,741	\$ 821,298
Contributions as a percentage of covered payroll	62%	58%	56%	48%	49%	41%	28%	24%

**CITY OF PLEASANT RIDGE**  
**SCHEDULE OF CHANGES IN EMPLOYER'S NET OPEB LIABILITY AND RELATED RATIOS**  
**LAST FIVE MEASUREMENT DATES (ULTIMATELY TEN YEARS WILL BE DISPLAYED)**  
**(AMOUNTS WERE DETERMINED AS OF 6/30 OF EACH FISCAL YEAR)**

	2022	2021	2020	2019	2018
Total OPEB Liability					
Service cost	\$ 5,943	\$ 8,030	\$ 7,809	\$ 34,150	\$ 34,998
Interest	87,900	106,770	121,017	192,083	210,015
Difference between expected and actual experience	(69,346)	(412,272)	(205,623)	(1,362,444)	(352,622)
Change of assumptions	19,737	(25,952)	75,547	(240,088)	(394,964)
Benefit payments	<u>(83,023)</u>	<u>(105,152)</u>	<u>(115,288)</u>	<u>(143,529)</u>	<u>(151,237)</u>
Net change in total OPEB liability	(38,789)	(428,576)	(116,538)	(1,519,828)	(653,810)
Total OPEB Liability, beginning	<u>1,283,438</u>	<u>1,712,014</u>	<u>1,828,552</u>	<u>3,348,380</u>	<u>4,002,190</u>
Total OPEB Liability, ending	<u>\$ 1,244,649</u>	<u>\$ 1,283,438</u>	<u>\$ 1,712,014</u>	<u>\$ 1,828,552</u>	<u>\$ 3,348,380</u>
Plan Fiduciary Net Position					
Contributions - employer	\$ 90,373	\$ 114,494	\$ 122,285	\$ 148,529	\$ 156,237
Net investment income	(4,671)	10,690	591	636	1,218
Benefit payments	(83,023)	(105,152)	(115,288)	(143,529)	(151,237)
Administrative expense	<u>(100)</u>	<u>(79)</u>	<u>(52)</u>	<u>(46)</u>	<u>(39)</u>
Net change in plan fiduciary net position	2,579	19,953	7,536	5,590	6,179
Plan Fiduciary Net Position, beginning	<u>50,371</u>	<u>30,418</u>	<u>22,882</u>	<u>17,292</u>	<u>11,113</u>
Plan Fiduciary Net Position, ending	<u>\$ 52,950</u>	<u>\$ 50,371</u>	<u>\$ 30,418</u>	<u>\$ 22,882</u>	<u>\$ 17,292</u>
City's net OPEB liability	\$ 1,191,699	\$ 1,233,067	\$ 1,681,596	\$ 1,805,670	\$ 3,331,088
Plan fiduciary net position as a percentage of the total OPEB liability	4.25%	3.92%	1.78%	1.25%	0.52%
Covered payroll	\$ 258,930	\$ 230,814	\$ 221,909	\$ 214,120	N/A
City's net OPEB liability as a percentage of covered payroll	460.2%	534.2%	757.8%	843.3%	N/A

**CITY OF PLEASANT RIDGE**  
**SCHEDULE OF OPEB CONTRIBUTIONS**  
**LAST FIVE FISCAL YEARS (ULTIMATELY TEN YEARS WILL BE DISPLAYED)**  
**(AMOUNTS WERE DETERMINED AS OF 6/30 OF EACH FISCAL YEAR)**

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Actuarially determined employer contribution	\$ 109,806	\$ 136,655	\$ 149,919	\$ 249,765	\$ 241,246
Employer contribution	<u>90,373</u>	<u>114,494</u>	<u>122,285</u>	<u>148,529</u>	<u>156,237</u>
Contribution deficiency (excess)	<u>\$ 19,433</u>	<u>\$ 22,161</u>	<u>\$ 27,634</u>	<u>\$ 101,236</u>	<u>\$ 85,009</u>
Covered payroll	\$ 258,930	\$ 230,814	\$ 221,909	\$ 214,120	N/A
Contribution as a percentage of covered payroll	34.9%	49.6%	55.1%	69.4%	N/A

**CITY OF PLEASANT RIDGE**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

**NOTE 1 - EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

The City's budgeted expenditures for the General Fund have been shown at the functional classification level. The approved budgets of the City have been adopted at the activity level for the General Fund and total expenditure level for the Special Revenue Funds.

During the year ended June 30, 2022, the City incurred expenditures in excess of the amounts appropriated as follows:

	<u>Amounts Appropriated</u>	<u>Amounts Expended</u>	<u>Variance</u>
General Fund			
Current			
General government			
Treasurer	\$ 115,050	\$ 126,571	\$ 11,521
Public works			
Public works services	291,261	330,388	39,127
Street lighting	44,000	49,381	5,381
Drug Forfeiture Fund	-	8	8
Library Fund	59,381	59,396	15

**NOTE 2 - RECONCILIATION FROM BUDGETARY BASIS TO GAAP BASIS**

The amounts presented in the General Fund budgetary comparison schedule were adopted by the City Commission on a basis utilized prior to the implementation of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The budgetary perspective difference shown on the Budgetary Comparison Schedule (Non-GAAP Basis) reconciles the change in fund balance to the GAAP-basis basic financial statements and the details related to these amounts are as follows:

Net change in General Fund Balance (budgetary basis)	\$ 69,885
Net change in fund balance related to Historical Fund	
Revenue related to additional sales, interest, and other	5,979
Expenditures related to administration and capital outlay	<u>(6,980)</u>
Net change in General Fund Fund Balance (GAAP basis)	<u><u>\$ 68,884</u></u>

**CITY OF PLEASANT RIDGE**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

**NOTE 3 - EMPLOYEE RETIREMENT PLAN**

Changes in Assumptions

The actuarial assumptions were changed during the year as follows:

Decrease in investment rate of return from 7.35% to 7.00%.

Change in discount rate from 7.60% to 7.25%.

Changes in Benefits

There were no changes of benefit terms during plan year 2021.

**NOTE 4 - OTHER POST-EMPLOYMENT BENEFITS PLAN**

Changes in Assumptions

The actuarial assumptions were changed during the year as follows:

Decrease in the discount rate from 7.04% to 6.89%%.

Decrease in the long-term rate of return from 7.35% to 7.00 %

Increase in the AA 20-year municipal bond rate from 2.19% to 4.09%.

Changes in Benefits

There were no changes of benefit terms during plan year 2022.



## **OTHER SUPPLEMENTARY INFORMATION**

**CITY OF PLEASANT RIDGE  
NONMAJOR GOVERNMENTAL FUNDS  
COMBINING BALANCE SHEET  
JUNE 30, 2022**

	Special			
	Major Streets	Local Streets	Solid Waste	Pool/Fitness Facility (Operating)
<b>ASSETS</b>				
Cash and cash equivalents	\$ 192,831	\$ 70,294	\$ 26,696	\$ 208,149
Accounts receivable	-	-	37,526	-
Due from other governmental units	34,787	11,839	-	-
Prepays	-	-	759	390
<b>TOTAL ASSETS</b>	<b>\$ 227,618</b>	<b>\$ 82,133</b>	<b>\$ 64,981</b>	<b>\$ 208,539</b>
<b>LIABILITIES</b>				
Accounts payable	\$ 1,038	\$ -	\$ 16,699	\$ 6,916
Accrued wages	-	-	611	5,116
<b>TOTAL LIABILITIES</b>	<b>1,038</b>	<b>-</b>	<b>17,310</b>	<b>12,032</b>
<b>FUND BALANCES</b>				
Nonspendable				
Prepays	-	-	759	390
Restricted				
Solid waste	-	-	46,912	-
Streets and highways	226,580	82,133	-	-
Public safety	-	-	-	-
Library	-	-	-	-
Recreation	-	-	-	196,117
Debt service	-	-	-	-
Committed				
Infrastructure improvements	-	-	-	-
<b>TOTAL FUND BALANCES</b>	<b>226,580</b>	<b>82,133</b>	<b>47,671</b>	<b>196,507</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 227,618</b>	<b>\$ 82,133</b>	<b>\$ 64,981</b>	<b>\$ 208,539</b>

Revenue		Capital Projects	Debt Service	
Drug Forfeiture	Library	Capital Projects	Pool/Fitness Center Debt Service	Total
\$ 1,541	\$ 11,406	\$ 221,627	\$ 20,642	\$ 753,186
-	-	-	-	37,526
-	-	-	-	46,626
-	-	-	-	1,149
<u>\$ 1,541</u>	<u>\$ 11,406</u>	<u>\$ 221,627</u>	<u>\$ 20,642</u>	<u>\$ 838,487</u>
\$ -	\$ -	\$ 4,036	\$ -	\$ 28,689
-	-	-	-	5,727
-	-	4,036	-	34,416
-	-	-	-	1,149
-	-	-	-	46,912
-	-	-	-	308,713
1,541	-	-	-	1,541
-	11,406	-	-	11,406
-	-	-	-	196,117
-	-	-	20,642	20,642
-	-	217,591	-	217,591
<u>1,541</u>	<u>11,406</u>	<u>217,591</u>	<u>20,642</u>	<u>804,071</u>
<u>\$ 1,541</u>	<u>\$ 11,406</u>	<u>\$ 221,627</u>	<u>\$ 20,642</u>	<u>\$ 838,487</u>

**CITY OF PLEASANT RIDGE  
NONMAJOR GOVERNMENTAL FUNDS  
COMBINING STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
YEAR ENDED JUNE 30, 2022**

	Special			Pool/Fitness Facility (Operating)
	Major Streets	Local Streets	Solid Waste	
REVENUES				
Taxes	\$ -	\$ -	\$ 250,326	\$ 186,088
Intergovernmental	223,748	95,485	1,011	750
Charges for services	-	-	173,749	67,536
Interest and rents	223	17	17	183
Other	-	-	-	37
TOTAL REVENUES	223,971	95,502	425,103	254,594
EXPENDITURES				
Current				
Public safety	-	-	-	-
Public works	73,308	112,630	423,930	-
Recreation and culture	-	-	-	201,304
Capital outlay	19,165	10,057	-	11,988
Debt service	-	-	-	-
TOTAL EXPENDITURES	92,473	122,687	423,930	213,292
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	131,498	(27,185)	1,173	41,302
OTHER FINANCING SOURCES (USES)				
Transfers in	-	45,000	-	-
Transfers out	(45,000)	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(45,000)	45,000	-	-
NET CHANGE IN FUND BALANCES	86,498	17,815	1,173	41,302
Fund balances, beginning of year	140,082	64,318	46,498	155,205
Fund balances, end of year	\$ 226,580	\$ 82,133	\$ 47,671	\$ 196,507

Revenue		Capital Projects	Debt Service Pool/Fitness Center Debt Service	Total
Drug Forfeiture	Library	Capital Projects		
\$ -	\$ 59,129	\$ -	\$ 191,750	\$ 687,293
-	239	-	935	322,168
-	-	-	-	241,285
2	10	297	-	749
-	-	25,695	-	25,732
2	59,378	25,992	192,685	1,277,227
8	-	-	-	8
-	-	592	-	610,460
-	59,396	-	-	260,700
-	-	111,113	-	152,323
-	-	-	202,588	202,588
8	59,396	111,705	202,588	1,226,079
(6)	(18)	(85,713)	(9,903)	51,148
-	-	100,000	-	145,000
-	-	-	-	(45,000)
-	-	100,000	-	100,000
(6)	(18)	14,287	(9,903)	151,148
1,547	11,424	203,304	30,545	652,923
\$ 1,541	\$ 11,406	\$ 217,591	\$ 20,642	\$ 804,071

**CITY OF PLEASANT RIDGE  
 COMPONENT UNIT FUND  
 BALANCE SHEET - DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
 JUNE 30, 2022**

ASSETS	
Cash and investments	<u>\$    251,404</u>
LIABILITIES	
	<u>\$                  -</u>
FUND BALANCE	
Unassigned	<u>251,404</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$    251,404</u>

**CITY OF PLEASANT RIDGE  
 COMPONENT UNIT FUND  
 RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET POSITION -  
 DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
 JUNE 30, 2022**

**Total fund balance - governmental fund** **\$ 251,404**

Amounts reported for the governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental fund.

Cost of capital assets	\$	286,971	
Accumulated depreciation		<u>(95,787)</u>	
Capital assets, net			<u>191,184</u>
<b>Net position of governmental activities</b>			<b><u><u>\$ 442,588</u></u></b>

**CITY OF PLEASANT RIDGE  
 COMPONENT UNIT FUND  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -  
 DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
 YEAR ENDED JUNE 30, 2022**

REVENUES	
Taxes	\$ 97,456
Intergovernmental	3,909
Interest	529
Other	<u>3</u>
TOTAL REVENUES	<u>101,897</u>
EXPENDITURES	
Current	
Community and economic development	<u>85,745</u>
EXCECSS OF REVENUES OVER EXPENDITURES	16,152
Fund balance, beginning of year	<u>235,252</u>
Fund balance, end of year	<u><u>\$ 251,404</u></u>



**CITY OF PLEASANT RIDGE  
 COMPONENT UNIT FUND  
 RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND  
 CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES -  
 DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
 YEAR ENDED JUNE 30, 2022**

<b>Net change in fund balance - governmental fund</b>	\$ 16,152
-------------------------------------------------------	-----------

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported as expenditures in the governmental fund. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Depreciation expense	(10,949)
<b>Change in net position of governmental activities</b>	<u><u>\$ 5,203</u></u>



# City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager  
 To: Planning Commission  
 Date: November 10, 2022  
 Re: Woodward Heights Final Report

## Overview

Toole Design has delivered their final report and recommendation, which is attached. Toole Design is recommending that the City advance the traffic calming with no operational changes to concept design.

They also advise that the City could consider converting Woodward Heights to one-way eastbound traffic from Woodward to Bermuda.

## Background

**Recommended Traffic Calming Option.** The recommended traffic calming/non-operational change would include a series of horizontal and vertical deflections to slow traffic and discourage trucks from using Woodward Heights. Vertical deflections are speed humps and speed tables, and horizontal deflections are elements such as chicanes, median islands, or bump outs which prevent vehicles from traveling in a straight, uninterrupted line. The traffic calming option would preserve two-way travel on Woodward Heights but would eliminate the possibility of vehicles traveling at high speed and would seek to reduce truck traffic by making it difficult and uncomfortable for trucks to continue down Woodward Heights through Pleasant Ridge.

The traffic calming option will not eliminate all traffic problems on Woodward Heights, but it will significantly mitigate them. Traffic calming will improve pedestrian conditions and reduce traffic speeds and has a very high likelihood of reducing traffic volumes, including truck volume.

**One-Way Street Option.** Another alternative that Toole Design suggests the City can consider is making Woodward Heights one-way eastbound from Woodward to Bermuda. This would require restricting the westbound lane just east of Bermuda Street at the Pleasant Ridge/Ferndale border.

There are some important considerations attached to the one-way option:

- It will displace current westbound traffic to other streets or routes. It is most likely that traffic that is currently heading west on Woodward Heights will reroute to either use Sylvan via Gainsboro, or Oakridge or other streets in Ferndale via Bermuda Street.

Moving the problem around is not an overall solution. Residents on Woodward Heights and nearby

streets have made decisions about where to live and buy houses based on one set of street and market conditions. Changing those long-standing conditions can create winners and losers.

- One alternative that is discussed in the Toole Design study is making Gainsboro a one-way southbound street just north of Woodward Heights. The largest issue with this is that Gainsboro Street is in Ferndale, and while it would prevent traffic from diverting to other Pleasant Ridge streets, it would likely cause traffic to divert almost entirely to Ferndale streets. It is difficult to see how Ferndale would approve of such a change.
- We know from experience that drivers will simply ignore and drive around barricades or barriers that block half of the street unless the lane disappears on the other side of the barrier. We experienced this during the Woodward Heights construction in 2019 and have experienced it during other construction projects in the City.

The one-way option would require us to reduce Woodward Heights (and, possibly, Gainsboro) to one travel lane using physical barriers to prevent vehicles from driving around the one-way restrictions and continuing west (or north) on the street. The location and nature of these barriers will have to preserve driveway access for homes on the north side of the street but also be sufficient to prevent vehicles from driving west.

- Making Woodward Heights one-way eastbound and restricting Gainsboro to one-way southbound would prevent Pleasant Ridge residents from entering the City. It is likely that most residents would take Bermuda Street south to one of the Ferndale streets, continue west to Woodward or the Woodward Alley, and then travel north to get into Pleasant Ridge, as would most traffic that is currently traveling westbound on Woodward Heights.
- It is very unlikely that Ferndale would pay for the changes to streets in their City, meaning that Pleasant Ridge would be paying to make improvements to Ferndale streets outside of our City boundaries, assuming they would allow us to do so.
- An alternative to closing Gainsboro would be to close Fairwood and Sylvan mid-block at the Pleasant Ridge/Ferndale border. This would require the construction of hammerhead turnarounds such as the one at the end of Maywood. It would also require us to consider how to maintain Fire/EMS access while also effectively preventing non-emergency vehicle traffic from passing through the barrier.

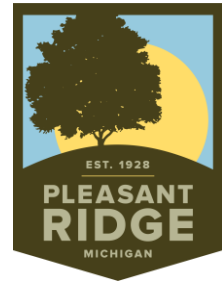
## Next Steps

The next step is to advance one or both options to the design phase. The City Commission should provide direction to staff if either, or both, of the alternatives should be advanced to the design stage. Staff will work with Toole Design to develop design plans based on the City Commission's direction.

It is likely that implementation of the selected alternative will be phased. The interim step will use removable materials such as paint and bollards, while final implementation will require moving curbs and reconstructing portions of the street. Implementing an interim condition could provide staff time to pursue grant funding for the likely substantial cost to implement the final design plan.

## Requested Action

City Commission action to receive the Woodward Heights report and provide direction to staff on next steps.



# RECOMMENDATIONS REPORT

Date: October 25, 2022

Project: Woodward Heights Traffic Management Study

Project Summary .....	1
Transportation Elements Inventory and Review .....	2
StreetLight Data Origin-Destination Analysis Summary .....	9
Alternatives Studied .....	10
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Recommendations .....	27
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## Traffic Studies Disclaimer

*This is a preliminary report, and all results, recommendations, and commentary contained herein is based on assumptions and predictions of future land use, development patterns, population growth, transportation mode split, traffic patterns and other factors which are subject to change. This document provides a relative prediction of potential changes in traffic operations as a result of a particular project but is not intended to provide a precise determination of conditions at any future date. Further engineering analysis and design are necessary prior to implementing recommendations contained herein. This document is an instrument of professional service. Reuse or alteration is at the user's sole risk.*

## Project Summary

### Project Background

Woodward Heights is a connector between the Woodward Avenue business district(s) and neighborhoods to the east, shown in Figure 1. Woodward Heights is the only street in Pleasant Ridge that continues across the railroad tracks, making it an important connection for all modes of travel.

Residents have expressed concerns about motor vehicle traffic volume and speeding on the street. The purpose of this project is to assess current issues on Woodward Heights, work with residents to broaden understanding of those issues, and provide technical backing for proposed mitigation strategies. Through the public and stakeholder engagement process, residents noted that project goals include reducing the negative impacts of motorists on Woodward Heights, prioritizing pedestrians and kids, and reducing the level of stress for bicyclists. The public and stakeholder engagement is summarized in the Public Engagement Summary, dated October 25, 2022.



**Figure 1: Project Area**

## Project Findings

It is recommended that the City of Pleasant Ridge advance to concept design traffic calming with no operational changes on Woodward Heights. The City may also consider converting Woodward Heights to one-way eastbound from Woodward Avenue to Bermuda Street. Either of these alternatives may be implemented on their own, or they may be implemented concurrently or in tandem.

The following report summarizes the alternatives that were considered for the Woodward Heights Traffic Management Study. This summary integrates the findings and deliverables of the previous tasks and outlines steps for implementing the desired vision for Woodward Heights. The recommendations are based on the existing and future conditions analyses and community input.

## Transportation Elements Inventory and Review

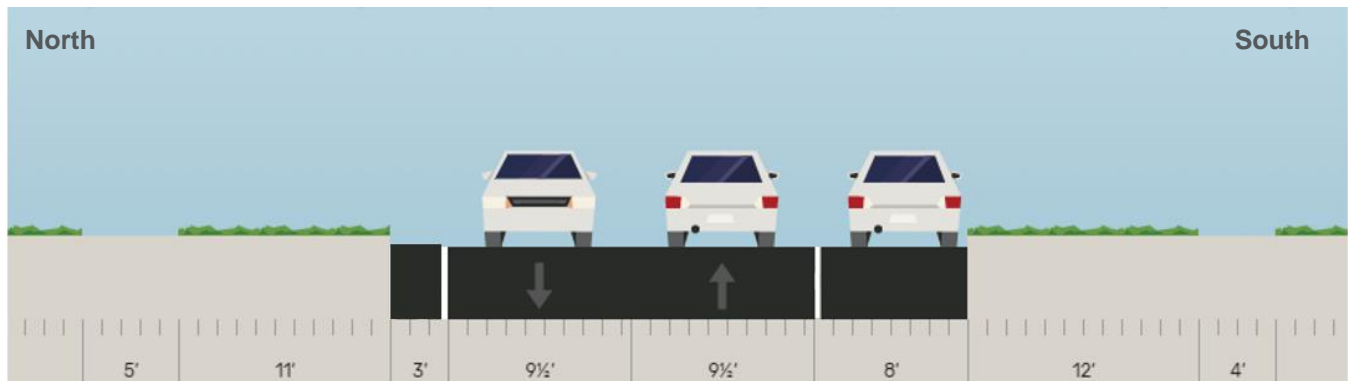
To understand the existing conditions on Woodward Heights, the project team conducted an inventory of transportation elements on the corridor and a review of the facilities and services provided on the street as well as travel and safety data. This information is provided in detail in the Existing Conditions Summary, dated September 13, 2022, and is summarized in the text and maps below.

## Cross Sections and Facility Descriptions

Woodward Heights in Pleasant Ridge has one travel lane in each direction, a parking lane on the south side, and a painted buffer on the north side of the street. There are grass buffers adjacent to the street and sidewalks on both sides outside of these buffers. The total curb-to-curb width is approximately 30 feet and the edge of sidewalk to edge of sidewalk is approximately 60 feet. This cross section is shown in Figure 2. West of the Woodward Avenue Alley, the grass buffer on the north side is replaced with a wide concrete sidewalk. There are residential driveways with eight-foot to 50' spacing along the length of Woodward Heights. Bermuda Street is the eastern limit of Pleasant Ridge. Beyond that point, Woodward Heights widens to approximately 36' curb to curb and includes one travel lane in each direction and one-way separated bike lanes. These separated bike lanes

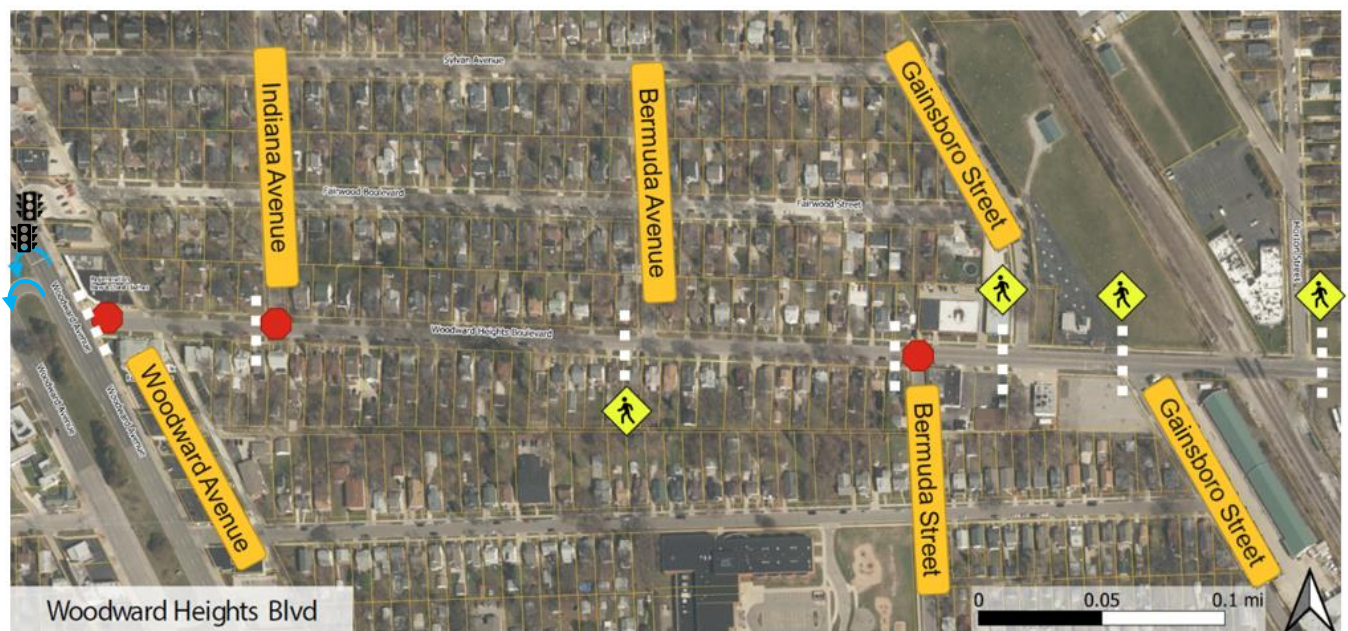


continue until the bike lanes on Hilton Road. Woodward Heights is right-in right-out only on the west end at Woodward Avenue. Woodward Heights is classified as a Major Collector.



**Figure 2: Existing Cross Section on Woodward Heights between Woodward Avenue Alley and Bermuda Street**

There are existing all-way stop signs on Woodward Heights at Indiana Avenue and Bermuda Street with marked crosswalks across Woodward Heights at Indiana Avenue, Bermuda Avenue, and Bermuda Street. The crossing at Bermuda Avenue includes pedestrian warning signs, as shown in Figure 3. There are marked crosswalks at north and south Gainsboro Street which include pedestrian warning signs.



**Figure 3: Woodward Heights Traffic Control Devices**

### Street Network

Woodward Heights is one of two east-west streets between Nine Mile Road and Ten Mile Road to cross the railroad tracks. This disconnected grid puts more traffic and freight pressure on the streets that do cross - Woodward Heights and Cambourne - than may be desirable. It also means that people walking and biking are using Woodward Heights to make the same critical connection. This combination can create undesirable and unsafe conditions.

A less frequent vehicle link spacing is only acceptable if the remaining streets can handle increased traffic. Vehicle links should be spaced at most one half-mile apart. If streets are spaced a mile apart, the streets will likely need to have four to six lanes of traffic. Wide streets like this are generally undesirable because they are barriers to walking and biking, they are loud, and they pollute.<sup>1</sup> This is even more important to consider in Pleasant Ridge where there are fewer local streets in between them, due to the railroad barrier.

Woodward Heights is also an important part of the citywide bikeway network. The Ferndale section of Woodward Heights has protected bike lanes starting at Gainsboro Street and connecting east to Hilton Road. Currently, the west side bike lanes don't connect to any other bike lanes. In the future, planned bike lanes and bike routes along Woodward Avenue will make the gap in bicycle facilities on Woodward Heights more critical.

## **Motor Vehicle Volumes and Speeds**

Twenty-four-hour speed and volume data were collected on Woodward Heights for the seven-day period from Wednesday, June 1, 2022 – Tuesday, June 7, 2022. Twelve-hour multimodal turning movement counts (TMCs) were collected from 8AM-8PM on June 1, 2022, at the intersection of Woodward Heights and Indiana Avenue for the purposes of a multi-way stop warrant study.

### **Volumes**

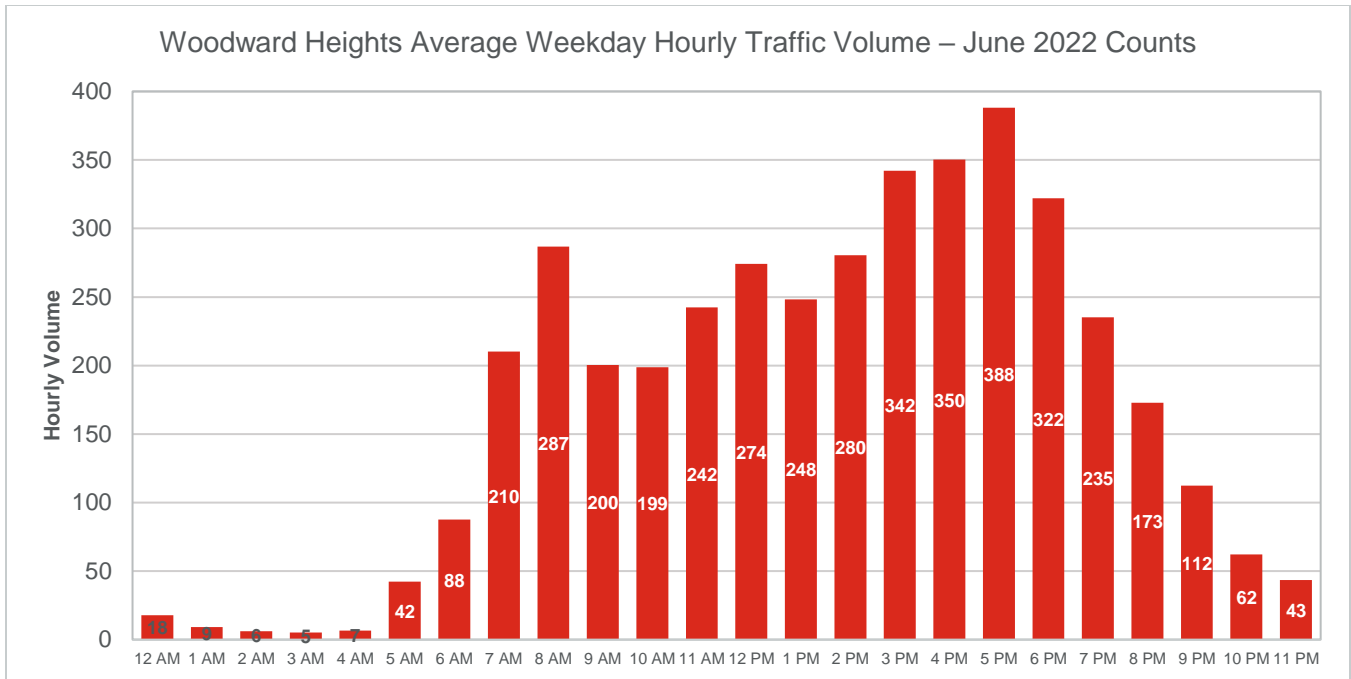
Based on the 2022 measured volumes as shown in Figure 9, there are distinct weekday AM and PM peaks, with the PM peak generally experiencing higher traffic volumes for a longer duration than the AM peak. Average weekday traffic was 4,145 vehicles per day. Average weekend traffic was 3,427 vehicles per day. These result in an average 7-day volume of 3,940 vehicles per day. Westbound volumes were higher than eastbound volumes throughout the day with 57% of traffic in the westbound direction and 43% in the eastbound direction.

This is in the range of typical vehicle volumes on residential streets.<sup>2</sup> Vehicle volume is not the only factor to consider, and this report will look at speed, the design of the street, and vehicle type in the following sections. The way the street is designed and operates can cause safety and livability concerns separate of vehicle volumes.

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<sup>1</sup> Institute of Traffic Engineers (ITE) (2017). *Designing Walkable Urban Thoroughfares: A Context Sensitive Approach*. p.31,70

<sup>2</sup> Institute of Traffic Engineers (ITE) (2017). *Designing Walkable Urban Thoroughfares: A Context Sensitive Approach*. Table 6.4



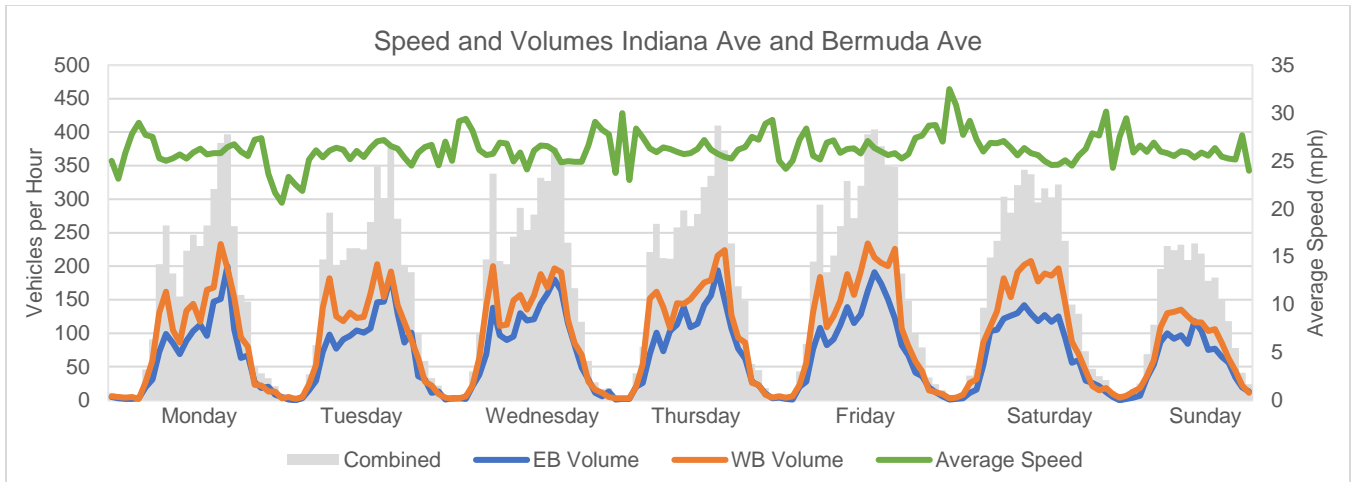
**Figure 4: Woodward Heights Average Weekday Hourly Traffic Volume – June 2022 Counts**

### *Speeds*

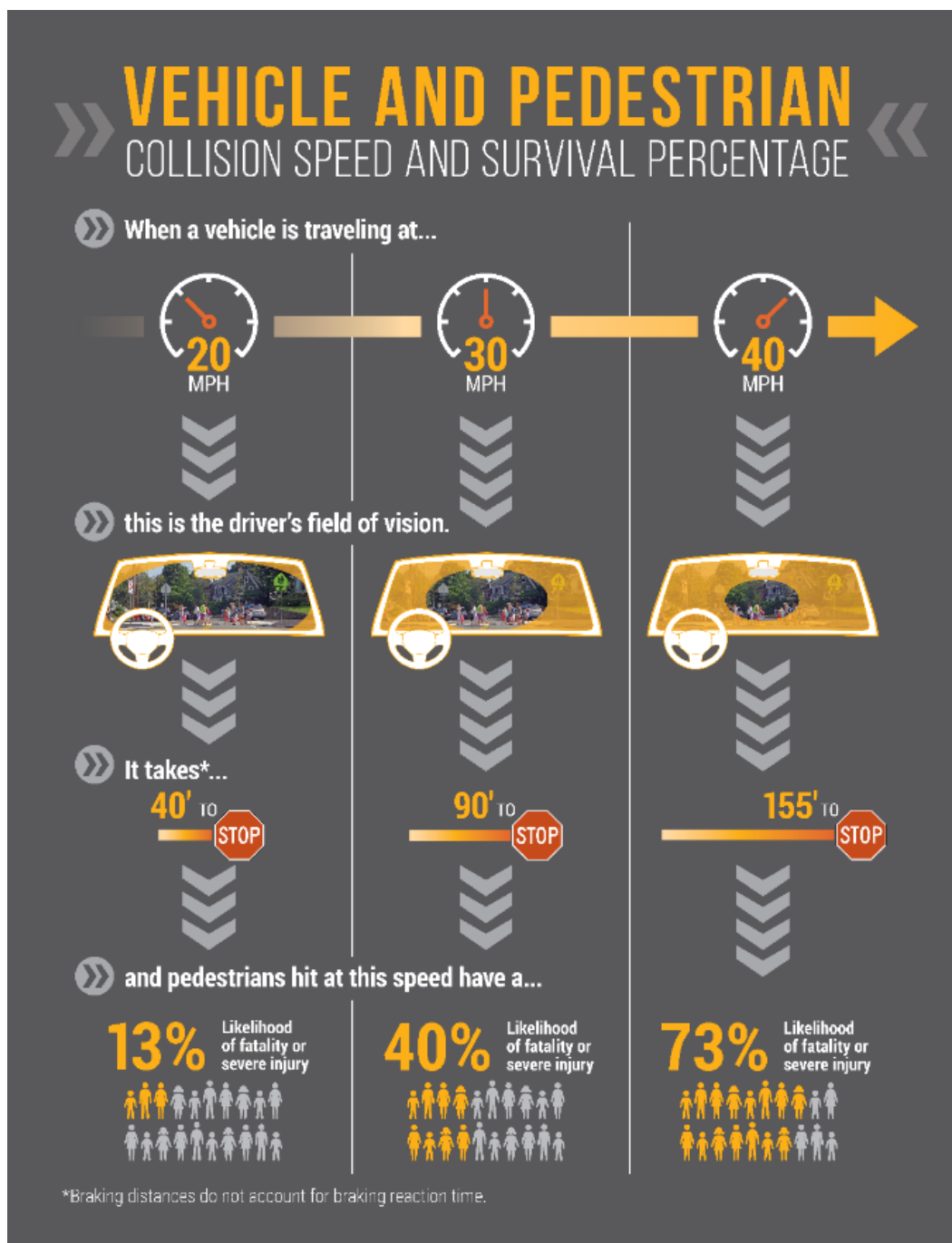
Speed data was collected at the same time and locations as the vehicle volumes. The average speed was 26mph, which means that many people are traveling above the posted speed of 25mph. The 85<sup>th</sup> percentile speed was 28.3 mph, which means 85% of drivers were traveling at or below this speed and 15% of drivers were traveling faster than this speed. The maximum recorded speed was greater than 76 mph. Speeds are more consistent during the daytime with greater variability overnight, with the highest average speeds occurring overnight from Friday to Saturday, shown in Figure 5.

The speeds along the corridor increase both the likelihood and severity of crashes. The faster a driver is traveling, the less they can see at any one time (e.g., to notice and begin to slow for a crossing pedestrian) and the greater the distance required to stop is. Pedestrians and bicyclists are particularly vulnerable in the event of a crash with a motor vehicle. The severity of a pedestrian injury in the event of a crash is directly related to the speed of the vehicle at the point of impact. For example, a pedestrian who is hit by a motor vehicle traveling at 20 mph has a 13% likelihood of fatality or severe injury, whereas a pedestrian hit by a motor vehicle traveling at 40 mph has a 73% likelihood of fatality or severe injury, see Figure 6. The percent of drivers traveling between these speed thresholds is shown on Table 1.





**Figure 5: 7-day Speed and Volume Data on Woodward Heights**



**Figure 6: Safe Speeds<sup>3</sup>**

**Table 1: Woodward Heights Vehicle Speeds – June 2022 (All Days) Tube Counts**

Speed	Vehicles per day	Percent of Daily Traffic
25 mph or less	2,555	65.0%
Over 25 mph	1,384	35.0%








<sup>3</sup> Tefft, B.C. "Impact Speed and a Pedestrian's Risk of Severe Injury or Death." Accident Analysis and Prevention, Vol. 50, 2013, pp. 71-878  
AASHTO A Policy on Geometric Design of Highways and Streets (Green Book, 2011 edition)

Over 30 mph	184	4.6%
Over 35 mph	21	0.5%
Over 40 mph	6	0.1%

### Vehicle Classification

Woodward Heights includes signs indicating no trucks are permitted on the street. Vehicle classification, meaning the type of vehicle, was also collected with the traffic counts. Based on these counts, 99.3% of vehicles were a passenger car, a two axle single unit truck, or a motorcycle. 0.7% of vehicles were larger vehicles defined as four or less axle, single trailer trucks, buses, or three axle, single unit trucks. These classifications are shown in Table 2.

**Table 2: Woodward Heights Vehicle Classification – June 2022 (All Days) Tube Counts**

Vehicle Classification	Percent of Daily Traffic	
Passenger Cars Four tire, single unit	80.8%	
	15.5%	
Two axle, six tire, single unit	2.0%	
Motorcycles	1.0%	
Four or less axle, single trailer	0.3%	
Buses	0.2%	
Three axle, single unit	0.2%	

## StreetLight Data Origin-Destination Analysis Summary

The project team used StreetLight Data to learn more about travel patterns on Woodward Heights, and throughout Pleasant Ridge. StreetLight gathers anonymous data from smart phones and navigation devices and combines this data with other sources such as parcel data and road network data to analyze travel patterns. StreetLight analyses were performed to determine the origins and destinations of trips on Woodward Heights, trip and traveler attributes, and top routes to and from Woodward Heights. These analyses were conducted for trips made in all vehicle types, and truck specific trips. Below is a list of summary bullets of takeaways learned through the StreetLight Analyses.

- 12% of all vehicle trips on Woodward Heights begin and/or end in Pleasant Ridge.
- 16% of medium sized truck trips on Woodward Heights begin and/or end in Pleasant Ridge.
- 8% of large sized truck trips on Woodward Heights begin and/or end in Pleasant Ridge.
- 25% of all vehicle trips on Woodward Heights begin in the Ferndale block groups adjacent to the study area.
- 19% of all vehicle trips on Woodward Heights end in the Ferndale block groups adjacent to the study area.
- Most eastbound trips on Woodward Heights enter Pleasant Ridge on Woodward Ave North or South and exit on Woodward Heights continuing over the railroad tracks.
- Most westbound trips on Woodward Heights enter Pleasant Ridge on Woodward Heights coming from the railroad tracks and exit on Woodward Ave North or South.
- Top Routes analyses show how motorists that begin or end their trips in Pleasant Ridge use Woodward Heights to connect to the broader network and how motorists that travel on Woodward Heights use the broader network.

## Alternatives Studied

The Transportation Elements Inventory and Review, StreetLight Data Origin-Destination Analysis, and Public Engagement were used to develop specific alternatives that were evaluated further by the project team. The following project goals established through the public process were also used to identify and review design ideas:

1. Reduce the negative impact of motorists on Woodward Heights
2. Prioritize pedestrians and children
3. Reduce level of stress for bicyclists

The studied alternatives are listed below.

1. Barrier west end of Woodward Heights
2. Barrier east end of Woodward Heights
3. One-way eastbound on Woodward Heights
4. One-way eastbound on Woodward Heights + one-way southbound on N Gainsboro Street
5. Non-Operational

The alternatives all accomplish some degree of traffic calming. Traffic calming is the implementation of measures that reduce the negative impact of motor vehicle use by altering driver behavior. The degree to which motorist speed and/or volume is affected is dependent upon the traffic calming feature, spacing, and overall street network.

## Traffic Analysis Approach

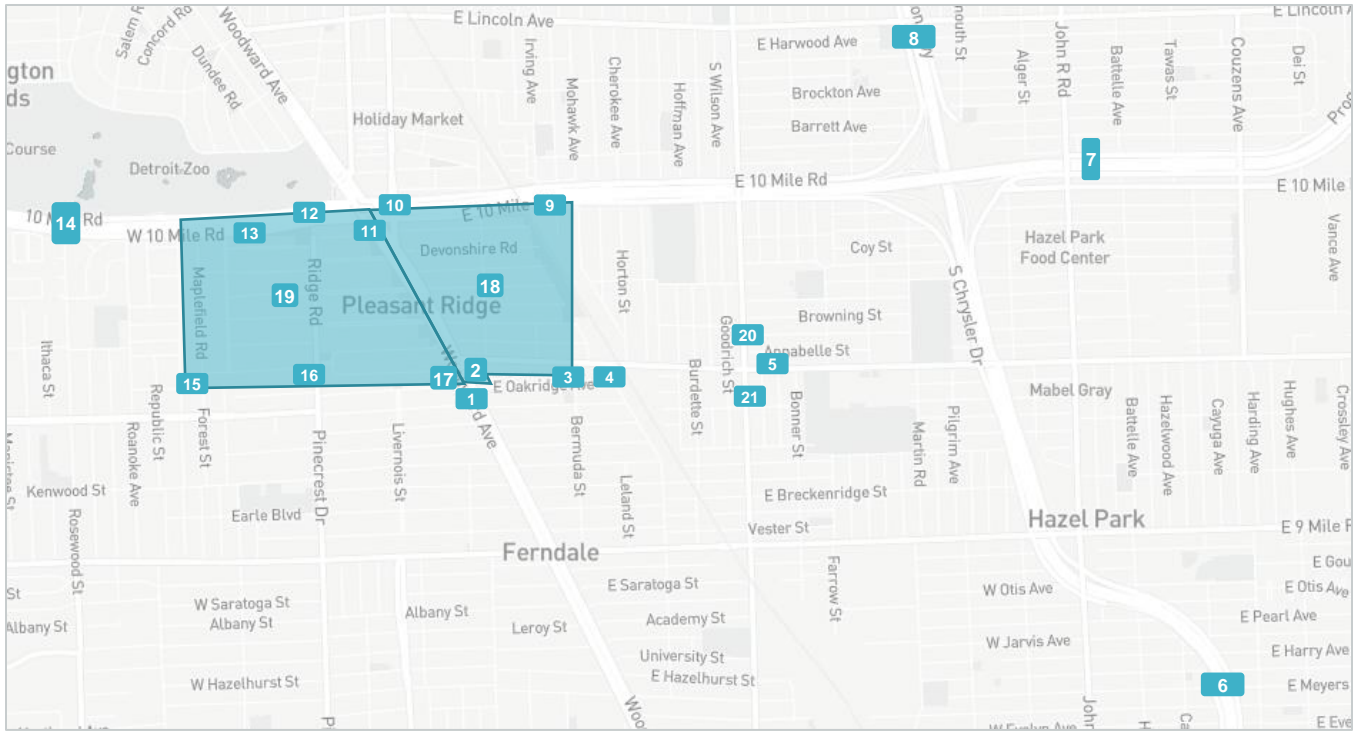
A Traffic Analysis was conducted to estimate the traffic volumes on nearby streets for the alternatives with operational changes including:

1. Barrier west end of Woodward Heights
2. Barrier east end of Woodward Heights
3. One-way eastbound on Woodward Heights
4. One-way eastbound on Woodward Heights + one-way southbound on N Gainsboro Street

The Traffic Analysis includes vehicle routing scenarios that may occur as a result of each alternative studied. The vehicle routing scenarios were developed based on StreetLight Top Routes Analysis, StreetLight Origin-Destination Analysis and Google Maps directions for existing vehicles trips that use Woodward Heights. StreetLight origins and destinations are listed below and shown in Figure 7.

### *Street Network Origins and Destination Gateways*

- |                                              |                             |
|----------------------------------------------|-----------------------------|
| 1. Woodward Ave - South                      | 12. Detroit Zoo Bridge      |
| 2. East Woodward Ave Alley                   | 13. West 10 Mile Road       |
| 3. Bermuda Street                            | 14. I-696 - West            |
| 4. South Gainsboro Street                    | 15. Maplefield Road         |
| 5. Woodward Heights Boulevard east of Hilton | 16. Ridge Road              |
| 6. I-75 - South                              | 17. West Woodward Ave Alley |
| 7. I-696 - East                              | 18. Pleasant Ridge East     |
| 8. I-75 - North                              | 19. Pleasant Right West     |
| 9. East 10 Mile Road                         | 20. Hilton Street North     |
| 10. Main Street Bridge                       | 21. Hilton Street Sout      |
| 11. Woodward Ave - North                     |                             |



**Figure 7: Street Network Origins and Destination Gateways**

Details regarding specific trips on Woodward Heights are noted below.

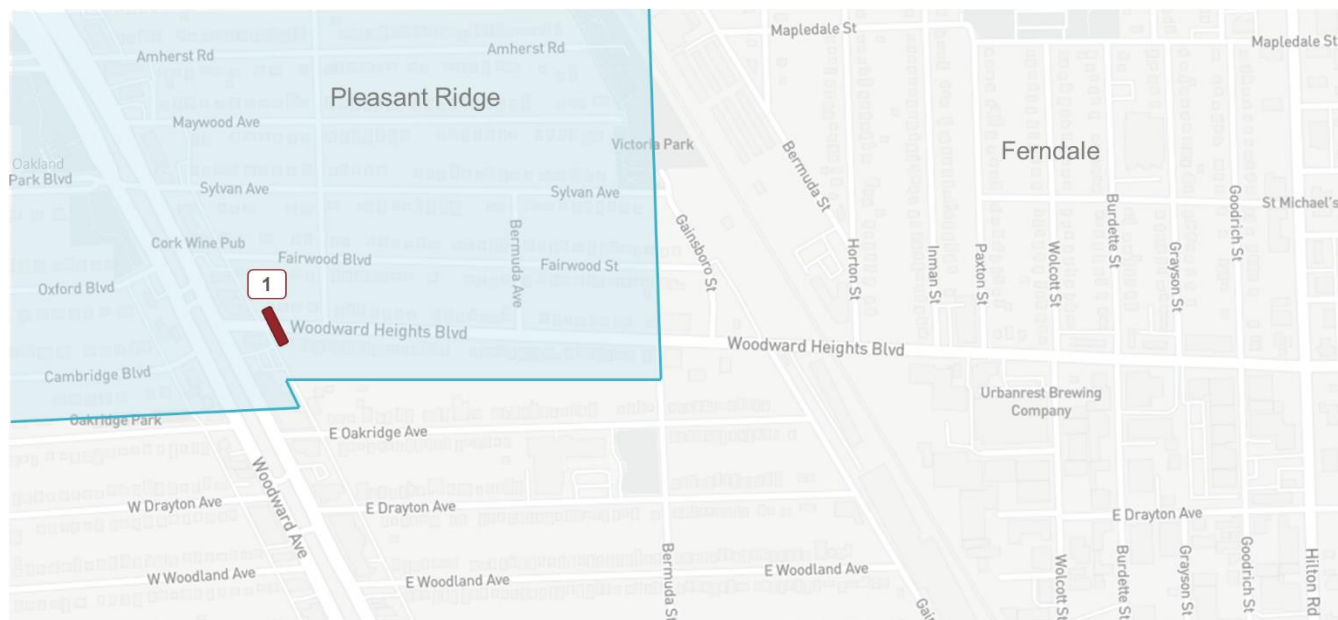
- 12% of vehicle trips on Woodward Heights (approximately 500 vehicles) begin or end in Pleasant Ridge. It is assumed that these trips will continue to route on local streets through Pleasant Ridge. These trips were assumed to disperse through the study area, therefore they are not represented in the rerouting numbers.
- For the purposes of the analysis, only origin-destination pairs with 10 or more vehicles trips were incorporated into the rerouting calculations. A total of 11% of vehicle trips on Woodward Heights (approximately 450 vehicles) traveled between these less common origin-destination pairs with fewer than 10 trips between the pairs. It was assumed these trips will disperse throughout the network and therefore are not represented in the rerouting numbers.
- Given these assumptions, the routing scenario volumes from the Origin-Destination Analysis account for 77% of trips on Woodward Heights. The remaining 23% represent trips that begin or end in Pleasant Ridge (12%), or begin or end at less common origins or destinations (11%).

The sections below include several figures which describe the operational change, the assumed rerouting, and the resulting volume changes on Woodward Heights and nearby streets.

## 1. Barrier west end of Woodward Heights

## Operational Change

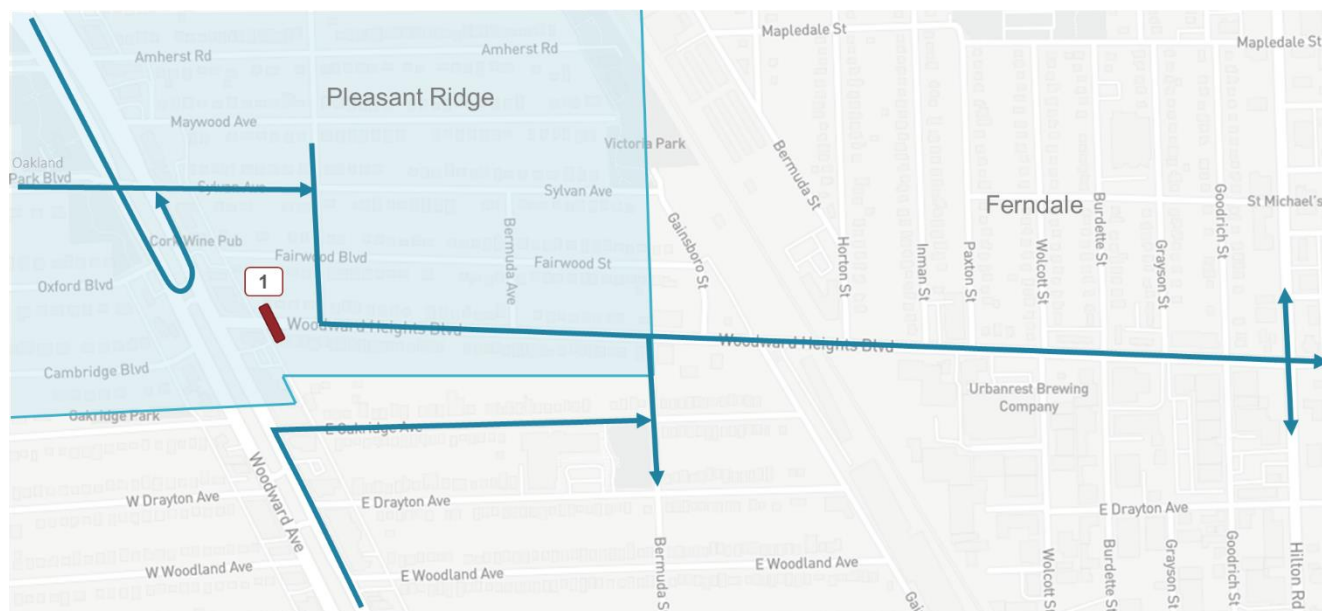
Alternative 1 includes a full closure on the west end of Woodward Heights. This would close Woodward Heights to all traffic at a point just east of the Woodward Ave Alley.



**Figure 8: Barrier west end of Woodward Heights – Operational Change**

### Eastbound Rerouting

In the eastbound direction, it was assumed vehicles coming from the south would turn onto Oakridge Avenue, avoiding Woodward Heights. Vehicles from the north would travel onto Sylvan Avenue and Indiana Avenue, thus traveling on Woodward Heights east of Indiana Avenue.

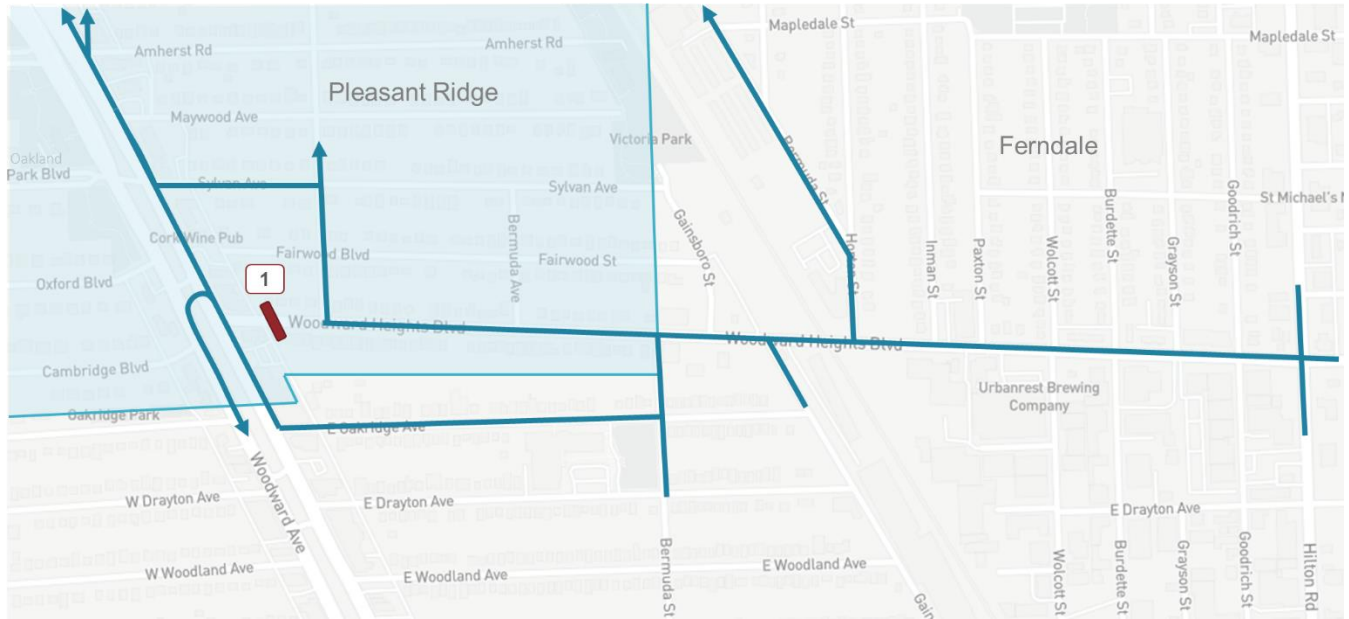


**Figure 9: Barrier west end of Woodward Heights – Eastbound Rerouting**



### Westbound Rerouting

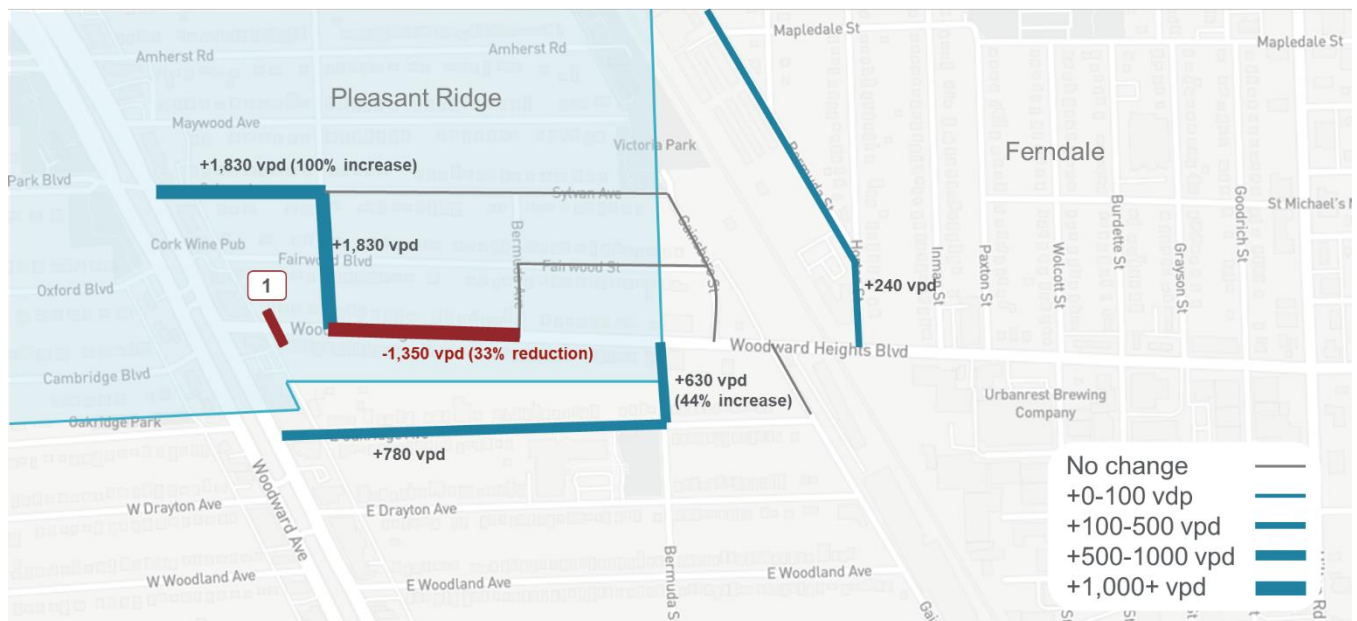
In the westbound direction, it was assumed vehicles eventually going south of Woodward Avenue would turn off of Woodward Heights at Bermuda Street and use Oakridge Avenue. Vehicles going north would turn onto Indiana Avenue and Sylvan Avenue, also traveling on Woodward Heights for most of its length in Pleasant Ridge.



**Figure 10: Barrier west end of Woodward Heights – Westbound Rerouting**

### Volume Changes

The block from Indiana Avenue to Bermuda Street would experience a 33% reduction in traffic volumes, primarily from vehicles traveling to/from south Woodward Avenue that were rerouted onto Oakridge Avenue. Vehicles traveling to/from north Woodward Avenue are still on Woodward Heights through this block but would increase the vehicles on Sylvan Avenue by 100%.



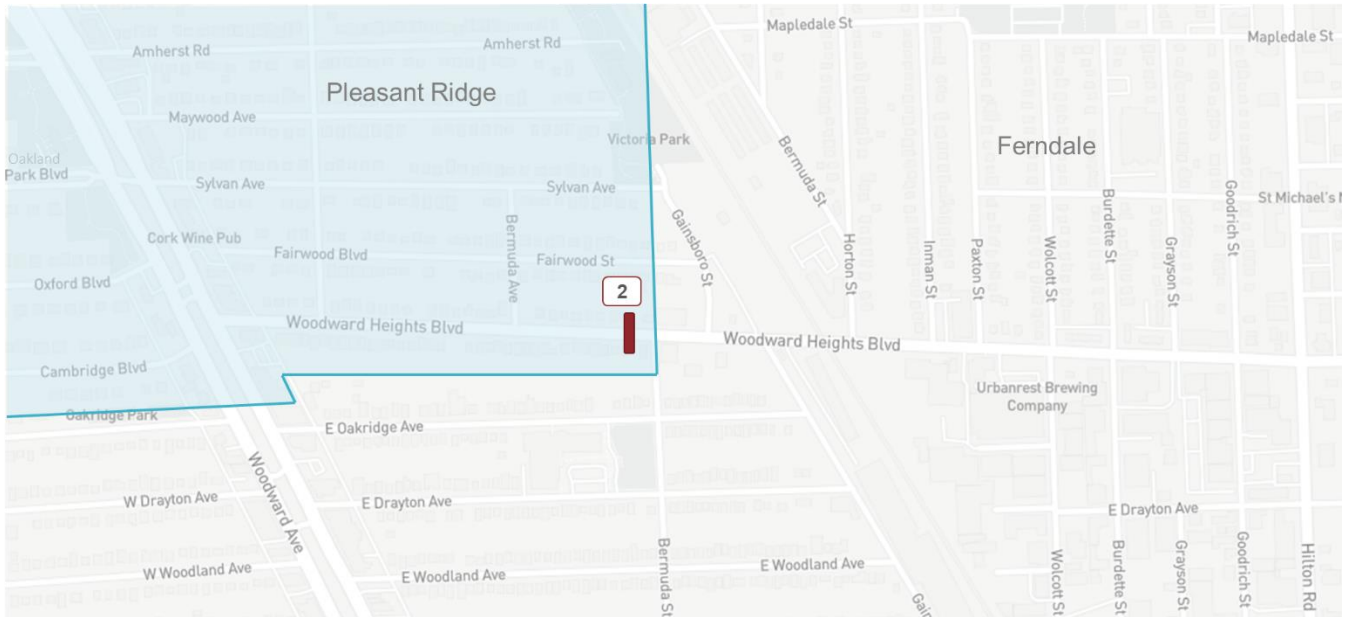
**Figure 11: Barrier west end of Woodward Heights – Volume Changes**



## 2. Barrier east end of Woodward Heights

### *Operational Change*

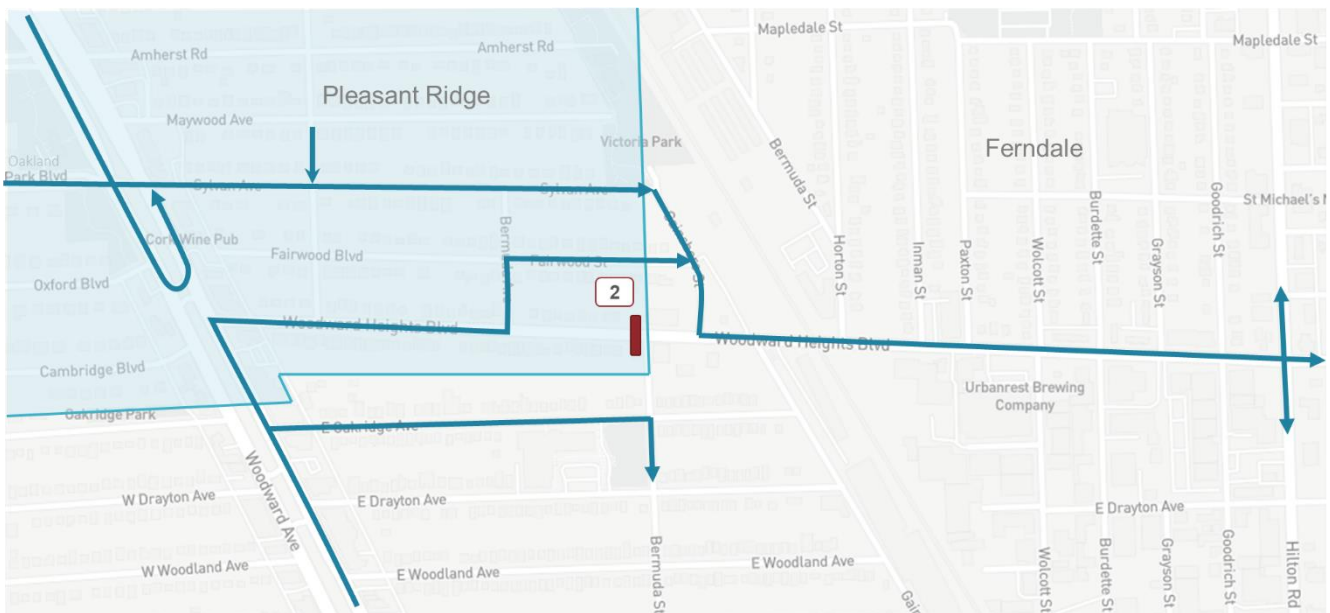
Alternative 2 includes a full closure on the east end of Woodward Heights. This would close Woodward Heights to all traffic at a point just west of the Pleasant Ridge boundary at Bermuda Street.



**Figure 12: Barrier east end of Woodward Heights – Operational Change**

### *Eastbound Rerouting*

In the eastbound direction, it was assumed vehicles coming from the south and going to Bermuda Street would turn onto Oakridge Avenue, avoiding Woodward Heights, but vehicles coming from the south and continuing east on Woodward Heights would bypass the closure on Fairwood Boulevard thus traveling on Woodward Heights until Bermuda Street. Vehicles from the north would travel onto Sylvan Avenue and Gainsboro Street.



**Figure 13: Barrier east end of Woodward Heights – Eastbound Rerouting**

### Westbound Rerouting

In the westbound direction, it was assumed vehicles eventually going south of Woodward Avenue would turn off of Woodward Heights at Bermuda Street and use Oakridge Avenue. Vehicles going north would turn onto Gainsboro Street and Sylvan Avenue.

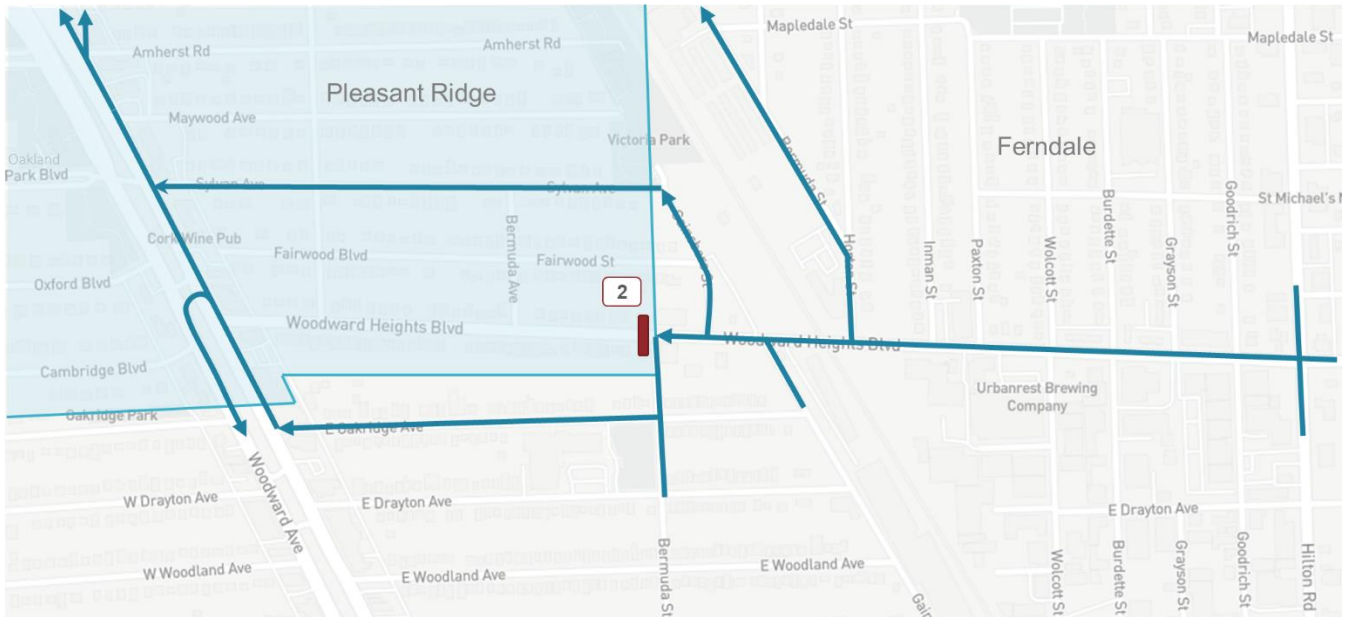


Figure 14: Barrier east end of Woodward Heights – Westbound Rerouting

### Volume Changes

The block from Indiana Avenue to Bermuda Street would experience a 60% reduction in traffic volumes, primarily from vehicles traveling to/from north Woodward Avenue that were rerouted onto Sylvan Avenue, increasing the number of vehicles on Sylvan Avenue from Woodward Avenue to Gainsboro Street by 94%.

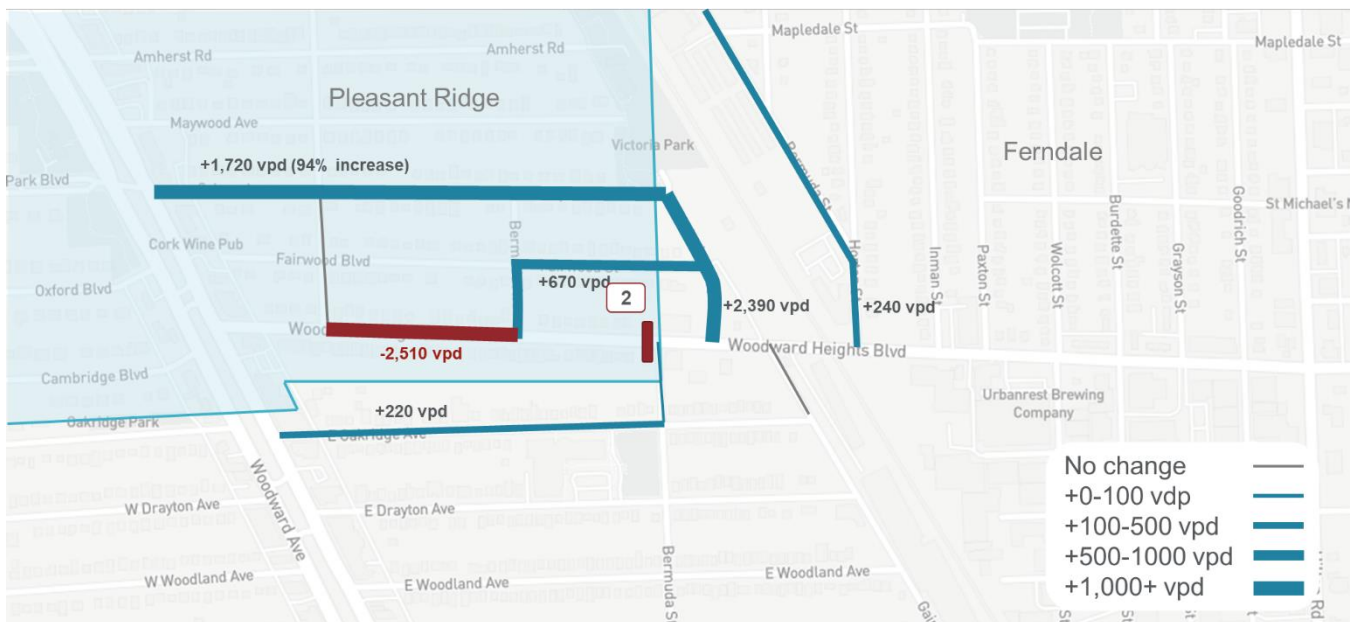
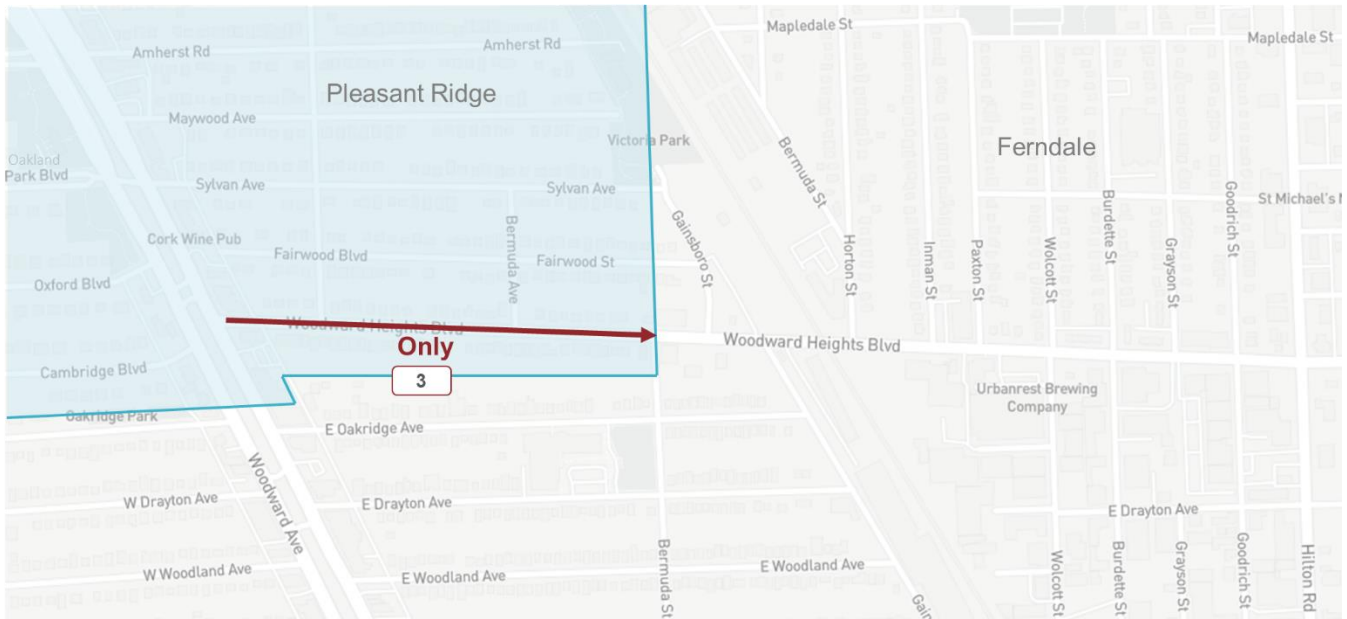


Figure 15: Barrier east end of Woodward Heights – Volume Changes

### 3. One-way eastbound on Woodward Heights

#### *Operational Change*

Alternative 3 includes a one-way conversion of Woodward Heights. From Woodward Avenue to Bermuda Street, Woodward Heights would operate one-way in the eastbound direction. A transition would be designed west of Bermuda Street so vehicles from the east could not enter. Eastbound routing does not change in this alternative.



**Figure 16: One-way eastbound on Woodward Heights – Operational Change**

### Westbound Rerouting

In the westbound direction, it was assumed vehicles eventually going south of Woodward Avenue would turn off of Woodward Heights at Bermuda Street and use Oakridge Avenue. Vehicles going north would turn onto Gainsboro Street and Sylvan Avenue.

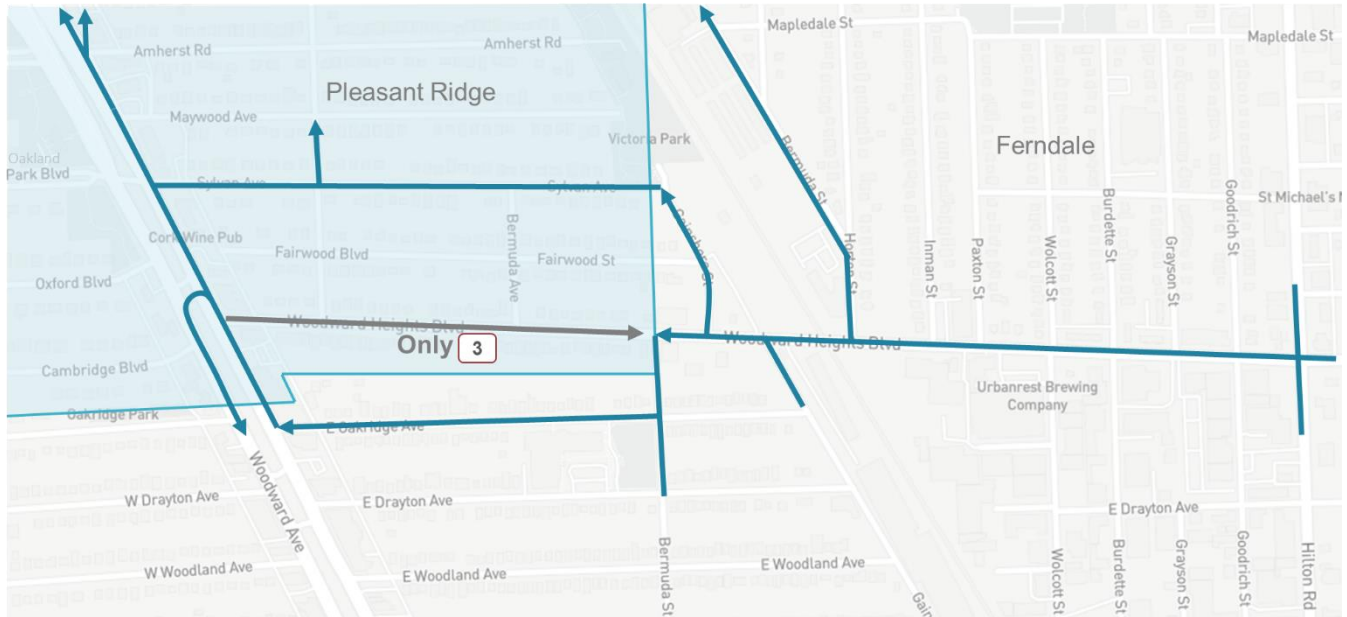


Figure 17: One-way eastbound on Woodward Heights – Westbound Rerouting

### Volume Changes

The block from Indiana Avenue to Bermuda Street would experience a 44% reduction in traffic volumes, which is all traffic in the westbound direction. Gainsboro Street and Sylvan Avenue would experience an increase of 1,120 vehicles per day which is a 61% increase in vehicles on Sylvan Avenue from Woodward Avenue to Gainsboro Street.

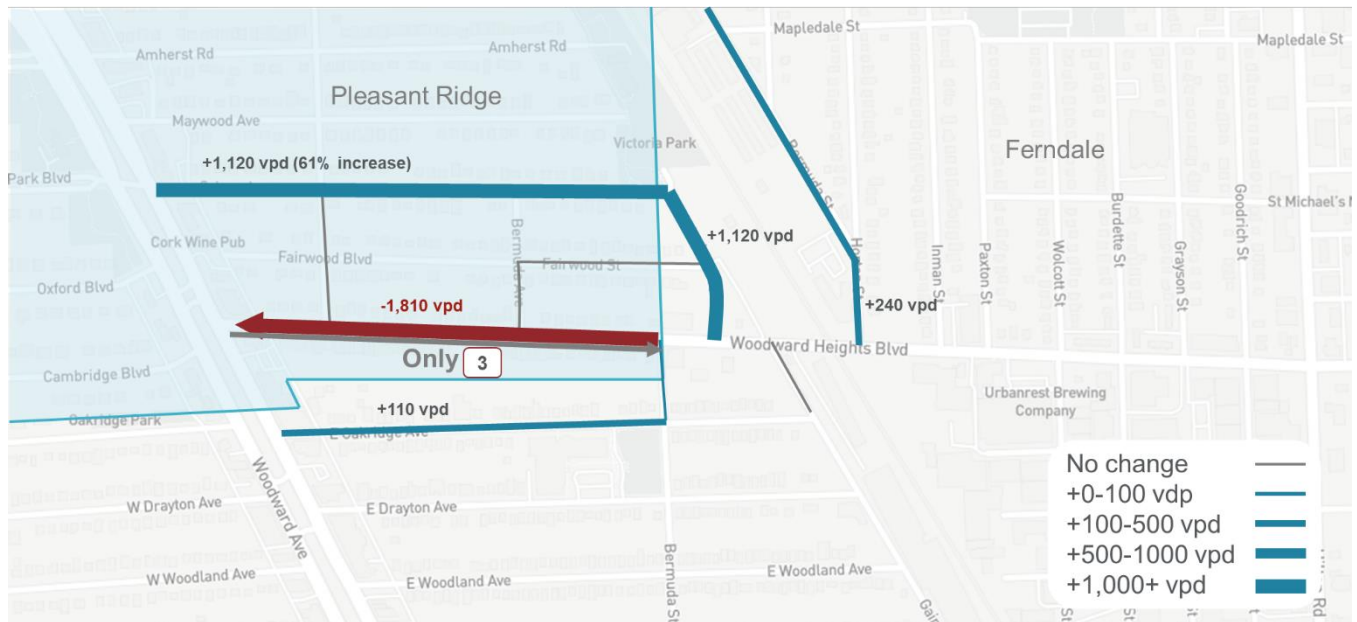


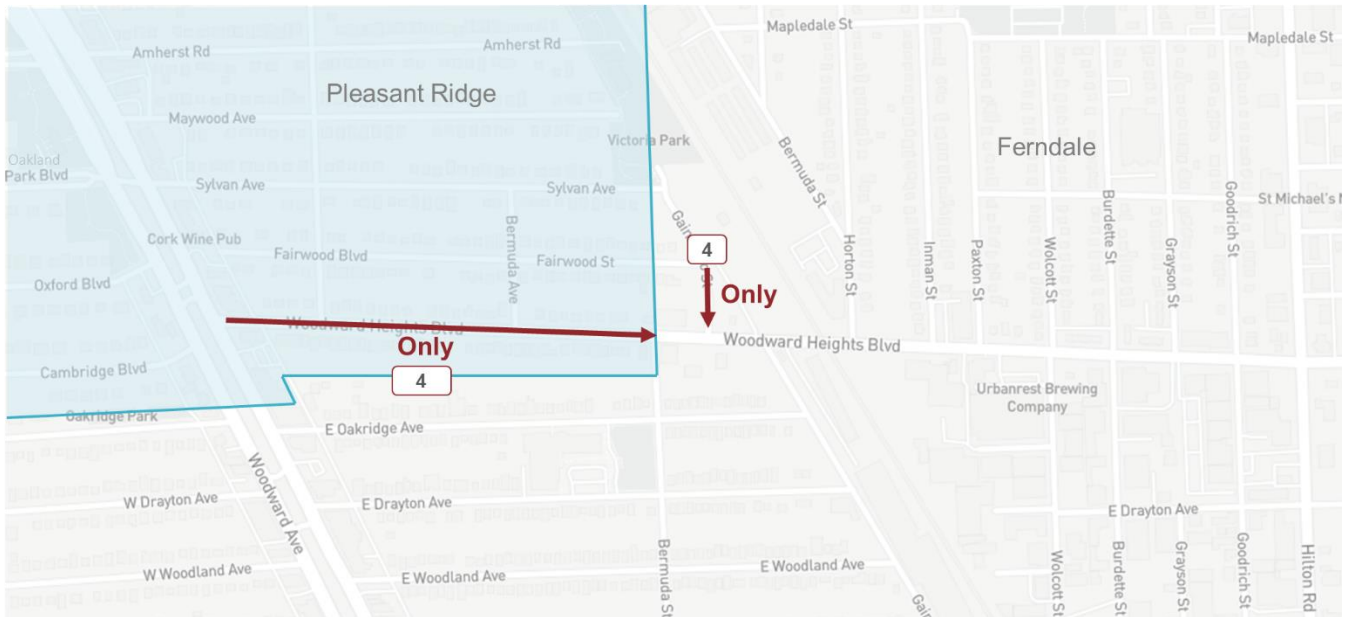
Figure 18: One-way eastbound on Woodward Heights – Volume Changes



**4. One-way eastbound on Woodward Heights + one-way southbound on N Gainsboro Street**

## Operational Change

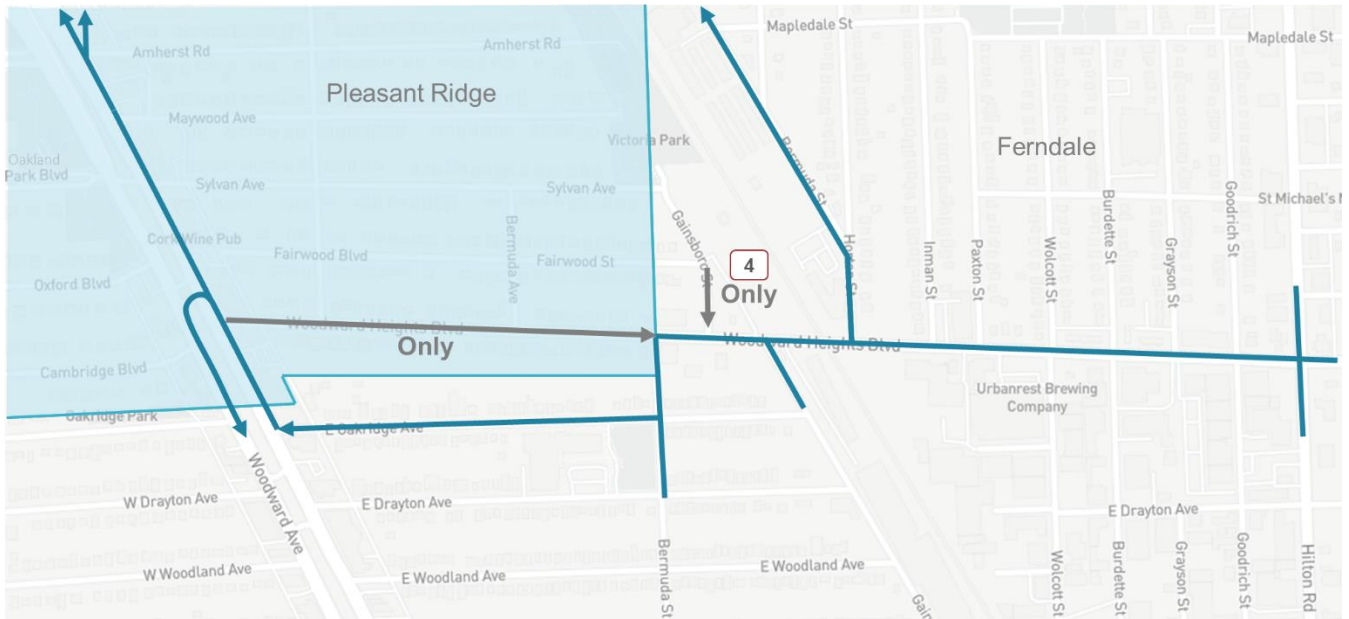
Alternative 4 builds upon Alternative 3, including a one-way conversion of Woodward Heights as well as a one-way conversion of North Gainsboro Street. This change would require coordination with Ferndale as North Gainsboro Street is located in Ferndale. From Woodward Avenue to Bermuda Street, Woodward Heights would operate one-way in the eastbound direction. North Gainsboro Street from Woodward Heights to Fairwood Boulevard would operate one-way in the southbound direction so no drivers could turn onto North Gainsboro Street from Woodward Heights.



**Figure 19: One-way eastbound on Woodward Heights + one-way southbound on N Gainsboro Street – Operational Change**

### Westbound Rerouting

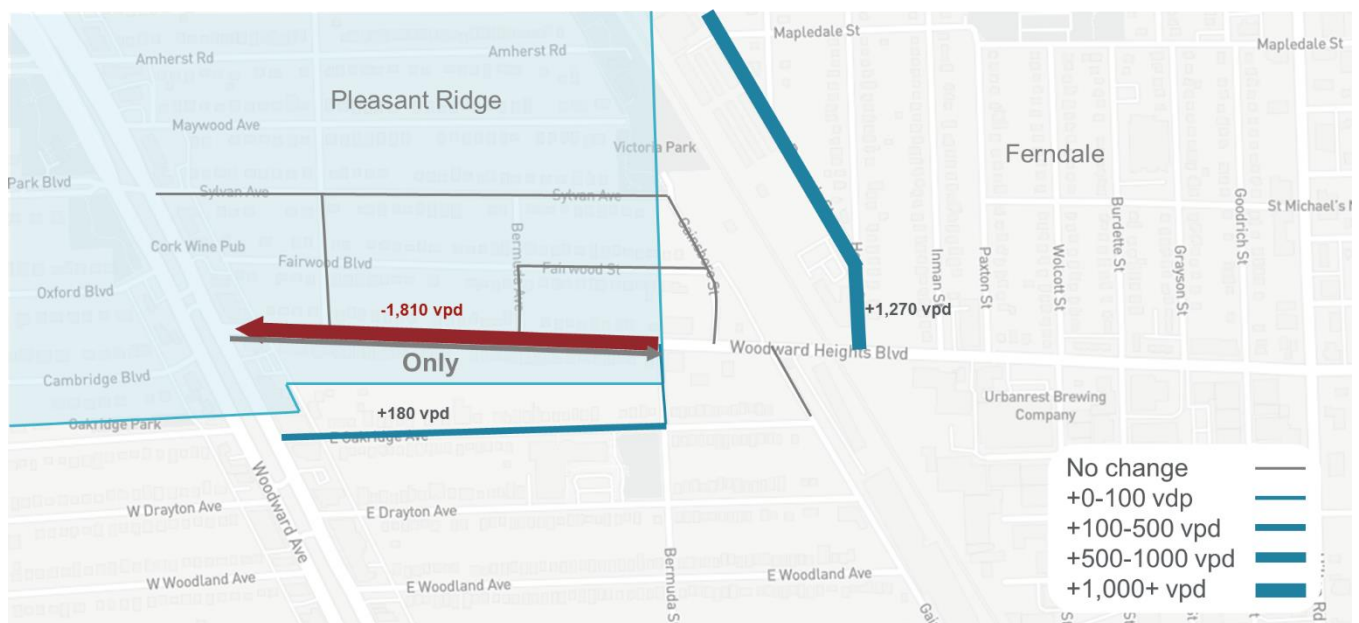
In the westbound direction, it was assumed vehicles eventually going south of Woodward Avenue would turn off Woodward Heights at Bermuda Street and use Oakridge Avenue. Vehicles going north would either also turn onto Oakridge Avenue or would turn onto Horton Street and onto Bermuda Street in Ferndale to bypass Pleasant Ridge to travel to the interstates or farther north on Woodward Avenue. In order to access Pleasant Ridge, including Fairwood Boulevard and Sylvan Street, travelers would have to travel onto Oakridge Avenue and Woodward Avenue to access these destinations.



**Figure 20: One-way eastbound on Woodward Heights + one-way southbound on N Gainsboro Street – Westbound Rerouting**

#### *Volume Changes*

The block from Indiana Avenue to Bermuda Street would experience a 44% reduction in traffic volumes, which is all traffic in the westbound direction. Horton Street and Bermuda Street in Ferndale would experience an increase of approximately 1,270 vehicles per day.



**Figure 21: One-way eastbound on Woodward Heights + one-way southbound on N Gainsboro Street – Volume Changes**

## 5. Non-Operational

The non-operational alternative includes elements that could be incorporated into any of the alternatives with operational changes or implemented without any operational changes to the street.

Non-operational changes on Woodward Heights would build upon the City of Pleasant Ridge Traffic Calming Manual through a series of horizontal or vertical deflection traffic calming elements installed at closely spaced intervals along Woodward Heights. These traffic calming elements are described in more detail below along with illustrations of how they could be implemented on Woodward Heights.

### *Vertical Deflection*

Vertical deflection would include either speed humps or speed tables. Compared to traditional speed bumps, humps or tables are less abrupt resulting in less noise as vehicles drive over them. Speed tables are wide enough that a crosswalk can fit within the raised space, which helps improve visibility of the pedestrians. Speed humps and speed tables are shown in Figure 22 and the potential locations on Woodward Heights are shown in Figure 23. The location and design of the vertical deflection will need to take into account driveway locations.



**Figure 22: Speed Hump and Speed Table**



**Figure 23: Speed Hump and Speed Tables on Woodward Heights**



### Horizontal Deflection

Horizontal deflection requires drivers to navigate through elements on either side of the street so they cannot drive through one straight segment on the street. Horizontal deflection can be achieved through chicanes, changing the side of the street parking is on, or median islands and bump outs. These elements are shown in Figures 24 – 26.

When considering horizontal deflection, it should be noted that the taper lengths greatly impact motorists speed as well as the ability to navigate the street. These tapers can be designed in a way to achieve desired speeds and may reduce the amount of heavy vehicle traffic on the street. The location and design of the horizontal deflection will also need to take into account driveway locations. Example figures of these elements on Woodward Heights are shown in Figures 27 – 29.

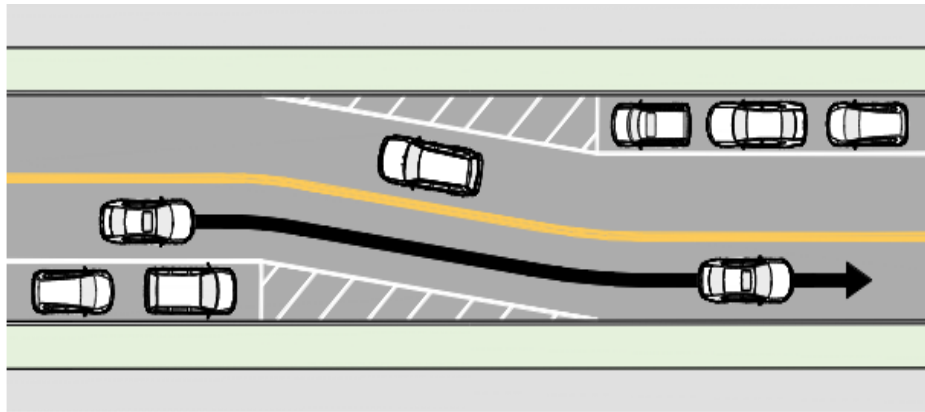


Figure 24: Horizontal deflection achieved with parking

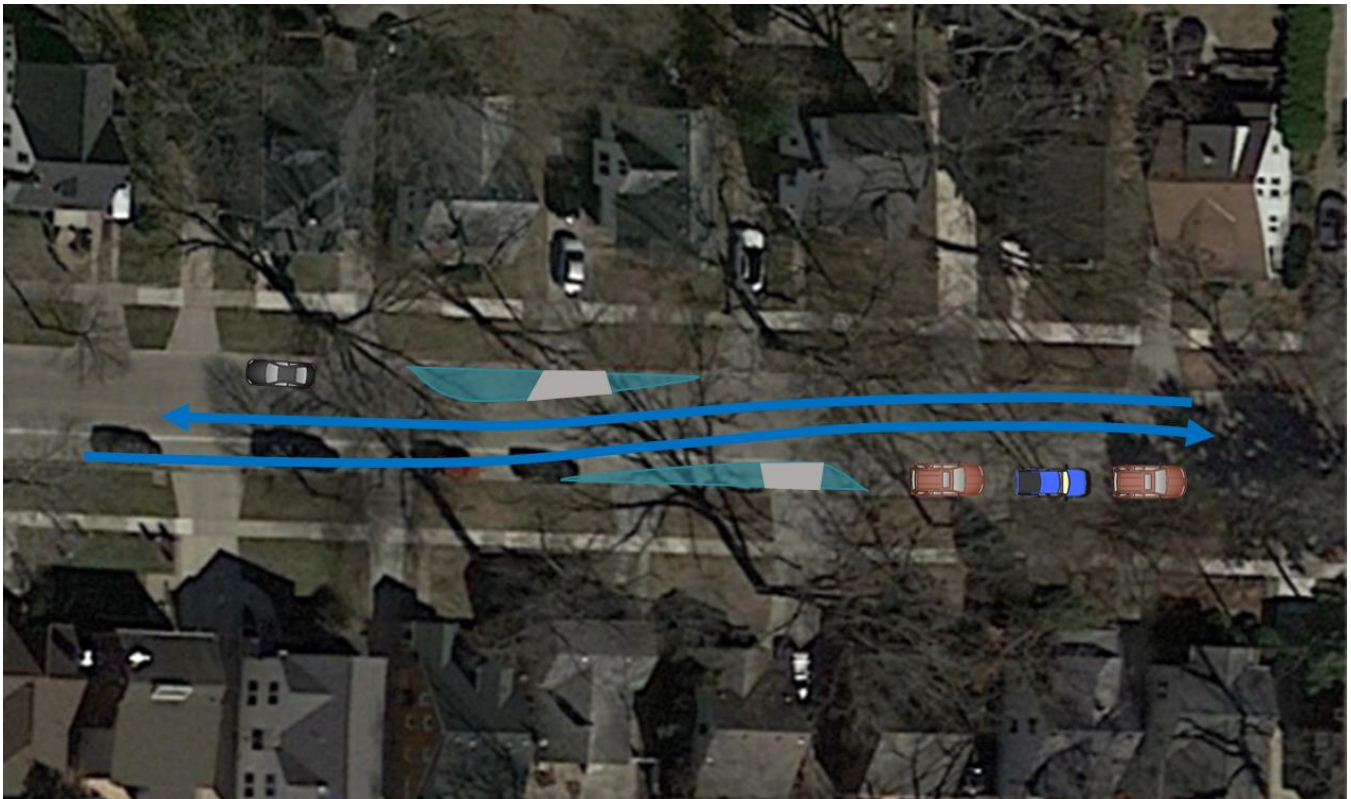


Figure 25: Chicanes





**Figure 26: Median Islands and Bump Outs (Mitchell Street / Petoskey, MI)**



**Figure 27: Horizontal deflection achieved with parking on Woodward Heights**





**Figure 28: Chicanes, Median Islands and Bump Outs on Woodward Heights**



**Figure 29: Corridor Treatments on Woodward Heights**

### Speed and Volume Changes

While any one horizontal or vertical deflection element on its own may not significantly impact speeds or volumes along the length of Woodward Heights, a series of elements appropriately spaced along the corridor may reduce motorists' speeds by as much as 7 mph or 20 percent<sup>4</sup>. Impacts of traffic calming to traffic volumes are highly dependent upon the larger street network than characteristics of the street itself; if a suitable parallel route exist, motorists may choose to take that route rather than take the traffic calmed route. Volume reductions can range from 5 to 22 percent<sup>2</sup> depending upon the treatment type.

### Summary of Volume Changes

A summary of the estimated impact to traffic volumes on Woodward Heights and surrounding streets if Alternatives 1 through 4 are implemented are provided in Table 3. While it can be assumed that Alternative 5 will have some impact to traffic volumes, the impact is dependent upon the design of traffic calming elements and therefore is not included in this summary.

**Table 3: Summary of Volume Changes (vehicles per day)**

	Alternative 1 Barrier West End	Alternative 2 Barrier East End	Alternative 3 One-Way East	Alternative 4 One-Way East & Gainsboro One Way South
Woodward Heights	-1350	-2510	-1810	-1810
Fairwood	+/-0	+670	+/-0	+/-0
Sylvan	+1830	+1720	+1120	+/-0
Oakridge	+780	+220	+110	+180
Horton/Bermuda	+240	+240	+240	+1270
Gainsboro North	+/-0	+2390	+1120	+/-0

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<sup>4</sup> Traffic Calming: State of the Practice ITE/FHWA, August 1999. <https://safety.fhwa.dot.gov/saferjourney1/library/pdf/toolsintro.pdf>

## Impact Matrix

The impacts of the alternatives studied were evaluated in terms of access, vehicle volumes, right-turn and weave onto Woodward Avenue, bicycle facilities, and pedestrian comfort. Alternative 4 includes the greatest impact related to access, requiring the greatest degree of rerouting while Alternative 5 maintains full access for residents. Alternatives 1, 2, and 3 would result in relatively high increases in vehicle volume on parallel streets, with Alternative 2 being the highest increase. Alternative 2 would result in the greatest reduction in volumes on Woodward Heights. The right-turn and weave on Woodward Avenue is a potential safety concern that is removed with one-way eastbound traffic on Woodward Heights. The one-way alternatives also offer the space needed to provide bicycle facilities on Woodward Heights, cross sections shown in Figures 30 – 31. Each alternative offers different benefits for pedestrian comfort, ranging from reduced speeds, reduced volume, or shorter crossing distances.

Alternatives Studied	Access for			Vehicle volumes on		Right-turn and weave onto Woodward Avenue	Bicycle facilities		Pedestrian Comfort
	Woodward Heights Residents	Pleasant Ridge Residents	Ferndale residents east of WWH	Woodward Heights	Parallel Streets		On WWH	On Woodward Ave Alley	
1. Barrier west end of Woodward Heights	Minimal impact	Minimal impact	Minimal impact	Reduced near barrier	High increase	Allowed	Does not provide space	Barrier closes WWH east of Alley	Reduced volume of WWH
2. Barrier east end of Woodward Heights	Minimal impact	Minimal impact	Minimal impact	Greatest reduction	Greatest increase	Allowed	Does not provide space	Minimal impact	Reduced volume of WWH
3. One-way eastbound on Woodward Heights	Moderate impact	Moderate impact	Moderate impact	Eliminates westbound, existing eastbound volume	Moderate increase	Removed	Provides space + connection to existing facility	Minimal impact	Shorter crossing distances; vehicles only coming from one direction
4. One-way eastbound on Woodward Heights + one-way southbound on N Gainsboro St	High impact	High impact	High impact	Eliminates westbound, existing eastbound volume	Minimal impact (Pleasant Ridge) / Greatest Increase (Ferndale)	Removed	Provides space + connection to existing facility	Minimal impact	Shorter crossing distances; vehicles only coming from one direction
5. Non-Operational (Traffic Calming)	Full Access	Full Access	Full Access	Existing <sup>5</sup>	Existing <sup>5</sup>	Allowed	Does not provide space	Difficult crossing Woodward Heights at Alley	Reduced vehicle speeds

<sup>5</sup>Impact to vehicle volumes will be dependent upon design of traffic calming elements.

## Potential One-way Cross Sections

Alternatives 3 and 4 remove the westbound travel lane therefore providing the space needed for dedicated bicycle facilities on Woodward Heights. Figures 30 – 31 show two options of how this space could be used. Figure 30 shows a two-way cycle track on the south side of Woodward Heights with parking on the north side. Parking on the north side may provide a clearer indication to westbound drivers at the transition point that they must turn. Westbound bicyclists on Woodward Heights coming from Ferndale would have to transition to the south side on the street at the transition. Figure 31 shows a protected contraflow bicycle lane with a door zone bike lane in the direction of traffic and parking on the south side of the street. While the door zone bike lane is not ideal, this option would provide a smoother transition to the bicycle lanes in Ferndale.

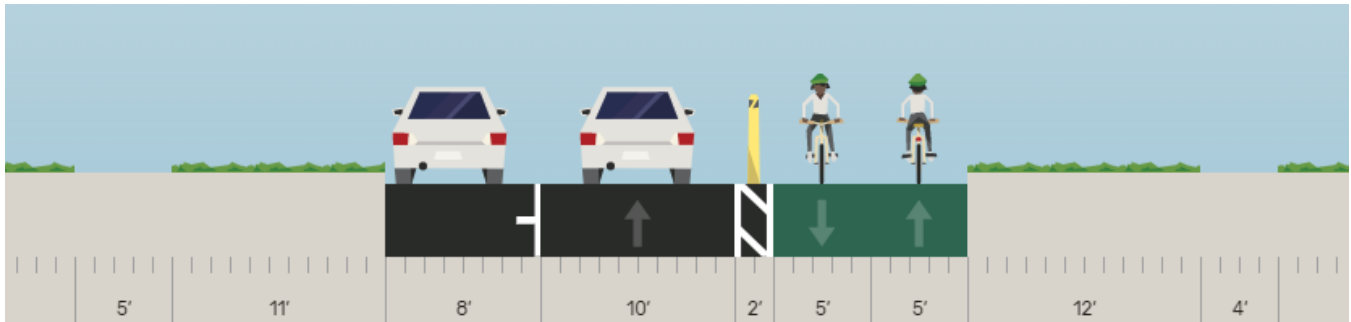


Figure 30: Two-way Cycle Track

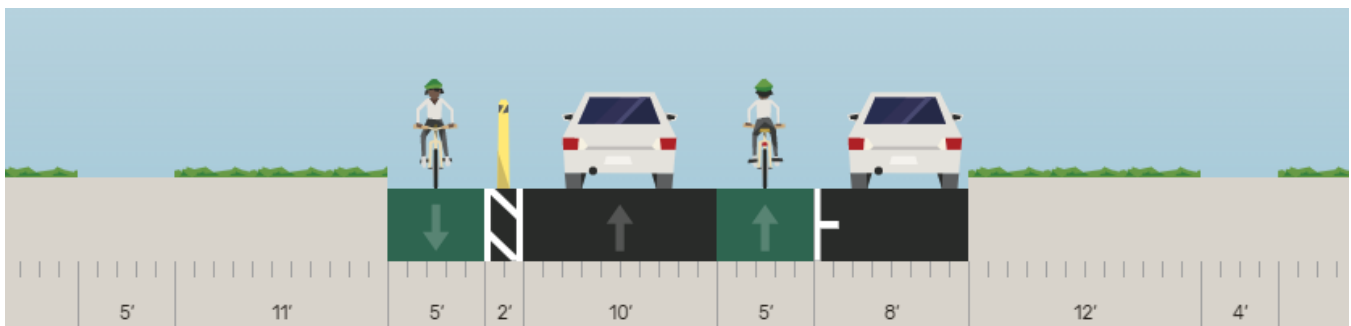


Figure 31: Protected Contraflow + Door Zone Bike Lane with Traffic

## Multi-way Stop Analysis

The project team conducted a multi-way stop analysis for the intersection of Indiana Avenue and Woodward Heights to determine if all way stop control is appropriate at the present location. The analysis included an evaluation of traffic volumes, crash history, and restricted views. Based on the evaluation of these factors, multi-way stop control is **not recommended** for the intersection of Woodward Heights and Indiana Avenue. It is recommended to remove the stop signs on Woodward Heights at Indiana Avenue when changes are made to Woodward Heights to reduce vehicle speeds. Details about this analysis are provided in Appendix A.



## Recommendations

### Recommended Alternatives

Alternatives 5 (traffic calming with no operational changes) and 3 (one-way eastbound travel on Woodward Heights) best address the stated goals of the project and should be advanced into concept design. Based on the feedback from participants at the September 27 meeting, Alternative 5 is the primary recommendation, with Alternative 3 being one that the City may also consider. Either of these alternatives may be implemented on their own, or they may be implemented concurrently or in tandem.

Alternative 5, with a series of vertical deflection and/or horizontal deflection elements in series, will reduce vehicle speeds and may reduce volumes on Woodward Heights. Additionally, the vertical and horizontal deflection included in Alternative 5, visible from the truck route turn at Gainsboro Street, would deter large trucks from continuing straight on Woodward Heights due to the navigation required through the various horizontal and vertical elements. Alternative 5 will increase safety for pedestrians, children, and bicyclists that choose to share the street with motorists as motorists on Woodward Heights will travel at a slower and more consistent speed. This alternative could be implemented as a quick build with bollards and paint, followed by a more significant street reconstruction project. The degree of speed and volume reduction will be dependent upon design of the traffic calming elements.

Alternative 3 will eliminate westbound traffic completely, decreasing traffic and truck volumes on Woodward Heights by more than half. Bike facilities can be installed in place of the removed travel lane, narrowing the perceived width of the roadway to decrease vehicle speeds, shorten crossing distance for pedestrians, and increase gaps in traffic for pedestrians to cross the street. This alternative will eliminate the stacking and idling that occurs on Woodward Heights approaching Woodward Avenue as motorists wait to cross Woodward Avenue to use the southbound turnaround and will eliminate the crashes that occur on Woodward Avenue due to these vehicle movements. This alternative will increase vehicle volumes on other streets but providing a safe and connected bike network for residents of Pleasant Ridge and Ferndale may balance the negative impact of shifting traffic volumes to other streets.

Alternative 4 is similar to Alternative 3 and would limit the vehicle volume impact to Fairwood and Sylvan but is not recommended due to the coordination required to implement and continually enforce the one-way operation of Gainsboro Street. Additionally, access for residents is highly impacted in Alternative 4, requiring residents travelling from the east to use E 10 Mile Road or E 9 Mile Road and Woodward Avenue to access Woodward Heights, Fairwood Boulevard, or Sylvan Avenue.

Alternatives 1 and 2 (barriers on either end of Woodward Heights) are not recommended due to the level of vehicle traffic increase to parallel streets. These alternatives will double or nearly double traffic volumes on Sylvan Avenue. Alternative 2 will route these vehicles near the park on the corner of Sylvan Avenue and Gainsboro Street which is not desirable. Alternatives 1 and 2 will increase safety for pedestrians, children, and bicyclists for a limited distance on Woodward Heights, but will decrease safety on parallel streets where vehicle traffic will increase.

### Additional Recommendations

In addition to the recommendations described above, the signs indicating truck restrictions on Woodward Heights should be upgraded to be MUTCD compliant, increasing the size to convey the required truck route onto Gainsboro Street, and adding a sign for northbound trucks to turn onto Horton and Bermuda Street. The City of Pleasant Ridge should also consider implementing neighborhood slow zones or safety zones, which implement traffic calming on local streets in a neighborhood-wide scale instead of considering speeding block by block or

street by street. The City of Pleasant Ridge should consider removing the all-way STOP sign at Indiana at Woodward Heights when changes are made to Woodward Heights to reduce vehicles speeds.

## Appendix A

### Multi-way Stop Analysis



## MEMORANDUM

October 25, 2022

To: James Breuckman

Organization: City Pleasant Ridge

From: Katy Sawyer, PE, Emily Koehle, PE

Project: Woodward Heights Traffic Management Study



**Re: Multi-way Stop Warrant Analysis: Woodward Heights and Indiana Avenue**

### Overview

Toole Design has conducted multi-way stop analysis for the intersection of Woodward Heights and Indiana Avenue in the City of Pleasant Ridge, Michigan, shown in Figure 1. This analysis is being conducted as part of the Woodward Heights Traffic Management Study. There is existing all-way stop control at the intersection.

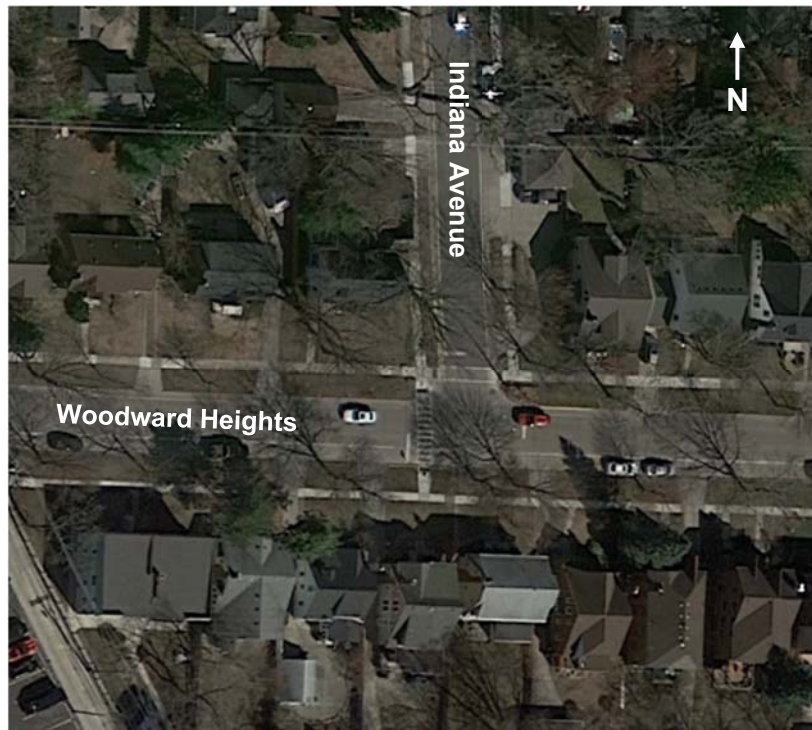


Figure 1: Woodward Heights and Indiana Avenue

## Multi-Way Stop Analysis

When considering stop controlling an approach at an intersection, a number of factors should be considered: traffic volumes, crash history, restricted views, and engineering judgment. This section will describe how each of these factors were considered and how they do or do not warrant stop control implementation. According to the *Manual on Uniform Traffic Control Devices (MUTCD)*<sup>1</sup>, a Federal Highway Administration Publication, Section 2B.07 Multi-Way Stop Applications, the following criteria should be considered in the engineering study for a multi-way STOP sign installation<sup>2</sup>:

- A. *Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
- B. *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
- C. *Minimum volumes:*
  - 1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
  - 2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
  - 3. *If the 85<sup>th</sup>-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
- D. *Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

Other criteria that may be considered in an engineering study include:

- A. *The need to control left-turn conflicts;*
- B. *The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;*
- C. *Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and*
- D. *An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.*

The following sections consider the warrant conditions above at the study area intersection.

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<sup>1</sup> *Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD)*; Washington, D.C.: U.S.; Department of Transportation, Federal Highway Administration, 2010.

<sup>2</sup> The Michigan Department of Transportation (MDOT) MUTCD supplement does not provide supplemental information on this topic so the criteria from the national MUTCD was used in this Multi-way Stop Analysis.

## Summary of Findings

**Table 1: MUTCD Multi-Way Stop Warrant Report**

Criteria from MUTCD Section 2B.07 Multi-Way Stop Applications

Intersection: Woodward Heights and Indiana Avenue, Traffic Counts provided in Attachment A

Primary Criteria	Site Conditions	Met?
A. Future Location of Signal	Not Applicable	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
B. 5 Correctable Crashes in a 12-month period	One correctable crash	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
C. Minimum Volumes for any 8 hours of an average day (1 and 2) Qualifies for reduced criteria: 85 <sup>th</sup> Speed > 40MPH <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No		
1. At least 300 vph on major street (210 reduced)	At least 300 vph on major street met for five (5) hours	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
2. At least 200 vph+bike+ped per hour on minor street (140 reduced), and 30+ sec delay during highest hour	Max of 60 veh+bike+ped per hour	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
D. Criteria B, C.1, C.2 satisfied to 80 percent of minimum values (1, 2 and 3)		
1. 4 Correctable Crashes in a 12-month period	One correctable crash	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
2. At least 240 vph on major street	At least 240 vph on major street met for nine (9) hours	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
3. At least 160 veh, bike, and ped per hour on minor street and 24+sec delay during highest hour	Max of 60 veh+bike+ped per hour	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No

Additional Criteria	Site Conditions	Met?
A. Need to control left-turn conflicts	Minor volume of left turns	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
B. Need to control vehicle/pedestrian conflicts where there are high pedestrian volumes?	Minor volume of pedestrians and other treatments possible to mitigate crossing	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
C. Safety issues due to inadequate sight distances	Straight segments and 90-degree intersection with no apparent sight distance limitations	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
D. Intersection of two residential neighborhood collector streets where multi-way stop would improve operational characteristics	Woodward Heights classified as Major Collector; Indiana Avenue classified as Local Road. Volume imbalance indicates multi-way stop would not greatly improve operational characteristics.	<input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No

Recommendation:	Remove stop signs on Woodward Heights.
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## Existing Conditions - Primary Criteria Supporting Information

Below is the *language from 2B.07 of the MUTCD* and Toole Design's response.

04 *The following criteria should be considered in the engineering study for a multi-way STOP sign installation:*

- A. *Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*

Response:

A traffic signal control is not proposed at this location.

- B. *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*

Response:

Based on data from the SEMCOG Crash Location Map, shown below for the years 2016-2020, there were two (2) crashes at this location in the five (5) year period. One of these crashes was a left-turn crash between a vehicle and a bicyclist that would be susceptible to correction by a multi-way stop installation (note: multi-way stop control existed when the crash occurred).

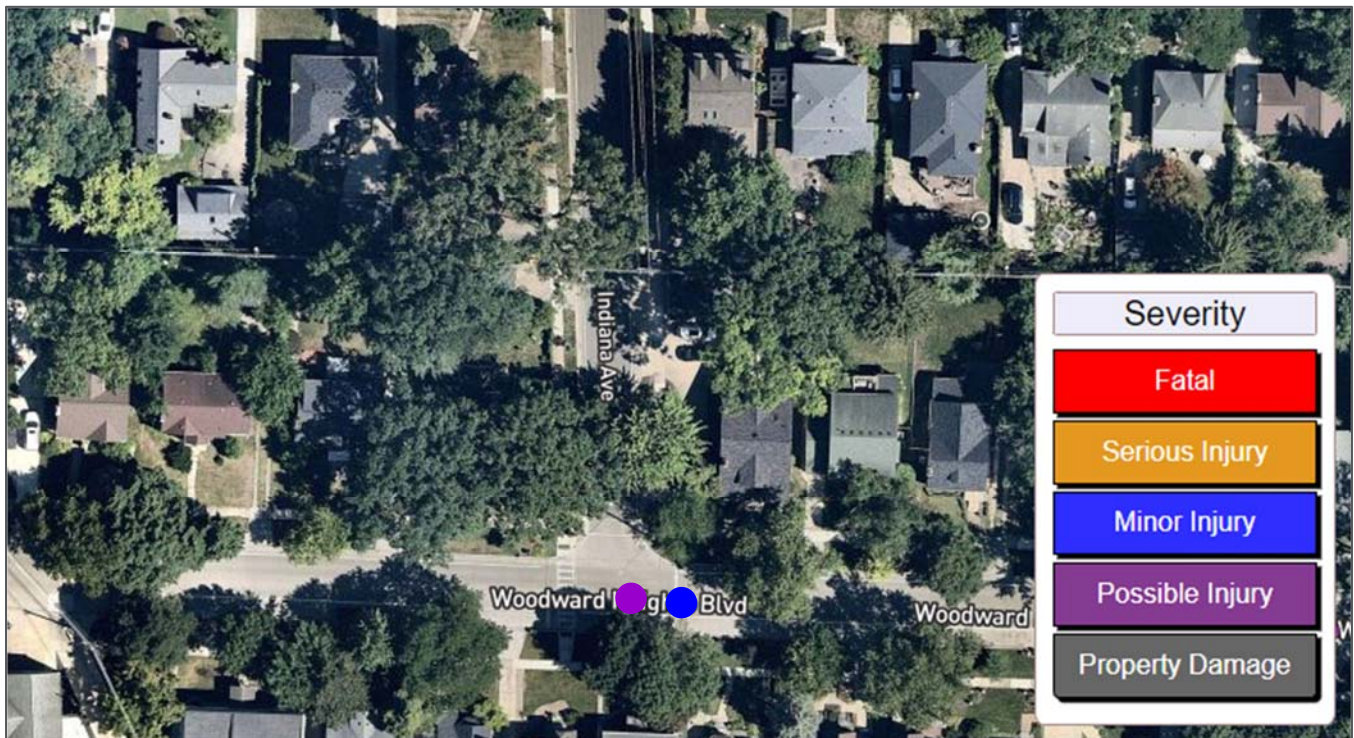


Figure 2: SEMCOG Crash Location Map showing crashes from 2016-2020



C. *Minimum volumes:*

1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
3. *If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*

Response:

The C.1 volume threshold is not met with at least 300 vehicles per hour on the major street for five (5) hours of the day (measured from the top of the hour). See Table 2.

The C.2 volume threshold is not met with a maximum of 60 units (veh+ped+bike) on the minor street. See Table 3. A delay study was not conducted for C.2 as the first criteria was not satisfied.

- D. *Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values.*

Response:

There were not four (4) or more correctable crashes in a 12-month period.

The D.2 volume threshold is met with at least 240 vehicles per hour on the major street for nine (9) hours of the day (measured from the top of the hour). See Table 2.

The D.3 volume threshold is not met with a maximum of 60 units (veh+ped+bike) on the minor street. See Table 3. A delay study was not conducted for D.2 as the first criteria was not satisfied.

**Table 2: Vehicular volume entering the intersection from the major street**

Time	Woodward Heights		Total
	Eastbound	Westbound	
8:00 AM	138	202	340
9:00 AM	99	117	216
10:00 AM	91	117	208
11:00 AM	94	145	239
12:00 PM	132	156	288
1:00 PM	121	139	260
2:00 PM	125	159	284
3:00 PM	147	192	339
4:00 PM	169	180	349
5:00 PM	184	199	383
6:00 PM	168	182	350
7:00 PM	111	129	240

**Table 3: Combined vehicular, pedestrian, and bicycle volume entering from the minor street approaches**

Time	Vehicular and bicycle entering from Indiana Avenue	Pedestrians Crossing Woodward Heights	Total
8:00 AM	39	0	39
9:00 AM	23	1	24
10:00 AM	25	2	27
11:00 AM	41	1	42
12:00 PM	50	1	51
1:00 PM	24	0	24
2:00 PM	36	0	36
3:00 PM	41	0	41
4:00 PM	59	1	60
5:00 PM	44	4	48
6:00 PM	38	0	38
7:00 PM	33	6	39

### Existing Conditions - Additional Criteria Supporting Information

Below is the *language from 2B.07 of the MUTCD* and Toole Design's response.

*05 Other criteria that may be considered in an engineering study include:*

- A. *The need to control left-turn conflicts;*

#### Response:

This criteria is not satisfied. There is a minimal volume of left turns from Woodward Heights with no major left-turn conflicts. See Table 4.

**Table 4: Vehicular left-turning and conflicting volume**

Time	Eastbound left vehicles+bikes	Westbound through vehicles+bikes conflicting with Eastbound left	North crosswalk pedestrians conflicting with Eastbound left
8:00 AM	9	160	1
9:00 AM	8	99	1
10:00 AM	1	96	1
11:00 AM	7	118	5
12:00 PM	3	139	0
1:00 PM	7	118	0
2:00 PM	9	129	1
3:00 PM	10	159	1
4:00 PM	12	144	1
5:00 PM	13	160	4
6:00 PM	7	150	5
7:00 PM	2	106	5

- B. *The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;*

Response:

Multi-way stop control should be considered for locations with high pedestrian volumes and safety conflicts between people walking and driving. There is a maximum of six pedestrians per hour crossing Woodward Heights, the primary concern when considering multi-way stop compared to one-way stop on Indiana Avenue. As described in the Recommendations Report, there are other crossing treatments possible to mitigate and improve the Woodward Heights crossing for these pedestrians, compared to multi-way stop control.

**Table 5: Combined vehicular, pedestrian, and bicycle volume entering from the minor street approaches**

Time	Pedestrians Crossing Indiana Avenue	Pedestrians Crossing Woodward Heights		Total
	North Leg	West Leg	East Leg	
8:00 AM	1	0	0	1
9:00 AM	1	1	0	2
10:00 AM	1	1	1	3
11:00 AM	5	1	0	6
12:00 PM	0	1	0	1
1:00 PM	0	0	0	0
2:00 PM	1	0	0	1
3:00 PM	1	0	0	1
4:00 PM	1	1	0	2
5:00 PM	4	3	1	8
6:00 PM	5	0	0	5
7:00 PM	5	4	2	11

- C. *Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and*

Response:

Indiana Avenue and Woodward Heights are both straight segments that intersection at approximately 90 degrees with no apparent sight distance limitations.

- D. *An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.*

Response:

A multi-way stop should be considered when it would improve the operational characteristics of an intersection of two neighborhood collector streets in a residential setting. Woodward Heights classified as Major Collector; Indiana Avenue classified as Local Road. Volume imbalance indicates multi-way stop would not greatly improve operational characteristics.

## Conclusions

Based on the Multi-way Stop Analysis described above, a multi-way stop is not recommended at the intersection of Woodward Heights and Indiana Avenue. Remove stop signs on Woodward Heights and maintain stop sign on Indiana Avenue.

## **Attachment A – Traffic Counts**



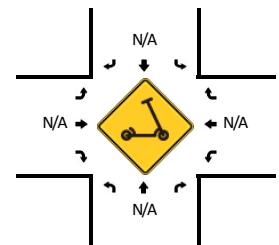
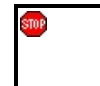
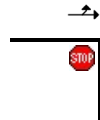
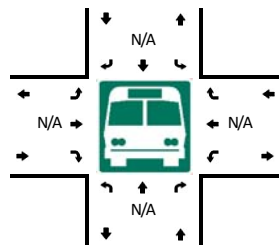
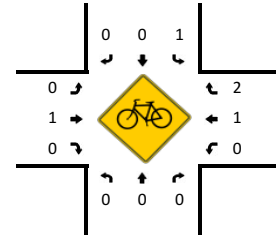
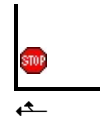
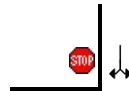
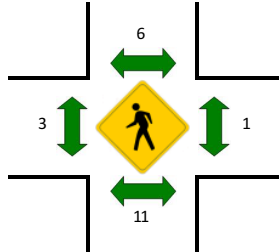
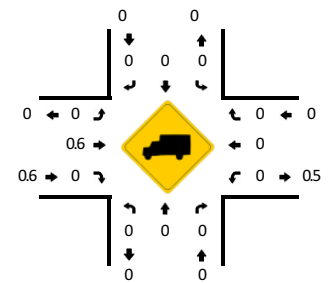
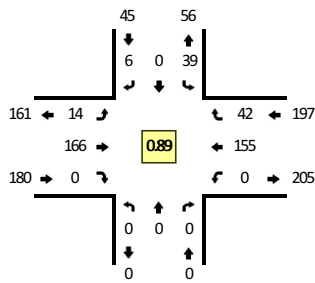
LOCATION: Indiana Ave -- Woodward Heights

QC JOB #: 15719101

CITY/STATE: Pleasant Ridge, MI

DATE: Wed, Jun 1 2022

Peak-Hour: 5:15 PM -- 6:15 PM  
Peak 15-Min: 6:00 PM -- 6:15 PM



15-Min Count Period Beginning At	Indiana Ave (Northbound)				Indiana Ave (Southbound)				Woodward Heights (Eastbound)				Woodward Heights (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
8:00 AM	0	0	0	0	6	0	3	0	2	26	0	0	0	37	8	0	82	
8:15 AM	0	0	0	0	7	0	2	0	5	36	0	0	0	44	15	0	109	
8:30 AM	0	0	0	0	6	0	3	0	0	22	0	0	0	49	13	0	93	
8:45 AM	0	0	0	0	10	0	2	0	2	25	0	0	0	30	6	0	75	359
9:00 AM	0	0	0	0	6	0	2	0	5	17	0	0	0	26	4	0	60	337
9:15 AM	0	0	0	0	4	0	1	0	2	30	0	0	0	28	5	0	70	298
9:30 AM	0	0	0	0	3	0	1	0	0	16	0	0	0	20	6	0	46	251
9:45 AM	0	0	0	0	3	0	3	0	1	20	0	0	0	25	3	0	55	231
10:00 AM	0	0	0	0	6	0	1	0	0	16	0	0	0	18	4	0	45	216
10:15 AM	0	0	0	0	6	0	2	0	1	9	0	0	0	33	5	0	56	202
10:30 AM	0	0	0	0	5	0	0	0	0	21	0	0	0	27	6	0	59	215
10:45 AM	0	0	0	0	3	0	2	0	0	25	0	0	0	18	6	0	54	214
11:00 AM	0	0	0	0	4	0	2	0	2	15	0	0	0	25	4	0	52	221
11:15 AM	0	0	0	0	11	0	2	0	1	13	0	0	0	27	7	0	61	226
11:30 AM	0	0	0	0	9	0	4	0	2	16	0	0	0	20	5	0	56	223
11:45 AM	0	0	0	0	5	0	3	0	1	21	0	0	0	44	13	0	87	256
12:00 PM	0	0	0	0	7	0	6	0	0	33	0	0	0	34	5	0	85	289
12:15 PM	0	0	0	0	9	0	3	0	1	25	0	0	0	31	3	0	72	300
12:30 PM	0	0	0	0	11	0	1	0	0	20	0	0	0	36	1	0	69	313
12:45 PM	0	0	0	0	7	0	4	0	2	20	0	0	0	37	9	1	80	306
1:00 PM	0	0	0	0	3	0	2	0	4	23	0	0	0	34	2	0	68	289
1:15 PM	0	0	0	0	4	0	0	0	0	28	0	0	0	32	8	0	72	289
1:30 PM	0	0	0	0	5	0	3	0	2	24	0	0	0	24	2	0	60	280
1:45 PM	0	0	0	0	6	0	1	0	1	28	0	0	0	28	9	0	73	273
2:00 PM	0	0	0	0	6	0	2	0	2	25	0	0	0	28	5	0	68	273
2:15 PM	0	0	0	0	9	0	1	0	2	26	0	0	0	31	6	0	75	276
2:30 PM	0	0	0	0	5	0	1	0	2	24	0	0	0	35	14	0	81	297
2:45 PM	0	0	0	0	6	0	5	0	3	24	0	0	0	35	5	0	78	302
3:00 PM	0	0	0	0	6	0	1	0	2	23	0	0	0	39	7	0	78	312
3:15 PM	0	0	0	0	11	0	2	0	3	30	0	0	0	43	4	0	93	330
3:30 PM	0	0	0	0	6	0	0	0	2	25	0	0	0	39	17	0	89	338
3:45 PM	0	0	0	0	12	0	3	0	3	34	0	0	0	37	6	0	95	355
4:00 PM	0	0	0	0	8	0	3	0	3	22	0	0	0	36	5	0	77	354
4:15 PM	0	0	0	0	12	0	5	0	6	30	0	0	0	37	10	0	100	361
4:30 PM	0	0	0	0	13	0	1	0	2	28	0	0	0	40	10	0	94	366
4:45 PM	0	0	0	0	14	0	3	0	1	42	0	0	0	31	11	0	102	373
5:00 PM	0	0	0	0	10	0	2	0	4	30	0	0	0	42	12	0	100	396
5:15 PM	0	0	0	0	13	0	2	0	3	36	0	0	0	39	12	0	105	401
5:30 PM	0	0	0	0	5	0	2	0	3	43	0	0	0	33	7	0	93	400

15-Min Count Period Beginning At	Indiana Ave (Northbound)				Indiana Ave (Southbound)				Woodward Heights (Eastbound)				Woodward Heights (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
5:45 PM	0	0	0	0	8	0	1	0	3	39	0	0	0	45	9	0	105	403
6:00 PM	0	0	0	0	13	0	1	0	5	48	0	0	0	38	14	0	119	422
6:15 PM	0	0	0	0	10	0	0	0	0	35	0	0	0	49	6	0	100	417
6:30 PM	0	0	0	0	3	0	2	0	2	28	0	0	0	37	9	1	82	406
6:45 PM	0	0	0	0	7	0	1	0	0	24	0	0	0	23	6	1	62	363
7:00 PM	0	0	0	0	4	0	0	0	1	26	0	0	0	28	7	0	66	310
7:15 PM	0	0	0	0	5	0	5	0	0	20	0	0	0	26	3	0	59	269
7:30 PM	0	0	0	0	4	0	3	0	1	28	0	0	0	27	12	0	75	262
7:45 PM	0	0	0	0	6	0	3	0	0	18	0	0	0	21	5	0	53	253
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	0	0	0	0	52	0	4	0	20	192	0	0	0	152	56	0	476	
Heavy Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Buses																		
Pedestrians		8				8				0				0			16	
Bicycles	0	0	0		0	0	0		0	0	0		0	0	0		0	
Scooters																		
<i>Comments:</i>																		

Report generated on 6/13/2022 3:19 PM

SOURCE: Quality Counts, LLC (<http://www.qualitycounts.net>) 1-877-580-2212



## PUBLIC ENGAGEMENT SUMMARY

Updated: October 25, 2022

Project: Woodward Heights Traffic Management Study

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This document summarizes engagement in Pleasant Ridge surrounding the Woodward Heights Traffic Management Summary. Initial engagement included an online survey, open between June 21 and July 18, a stakeholder walk through on July 13, and a public meeting on July 14. A second round of engagement included an online public meeting held on September 27 from 6-7:30 PM.

### Engagement Goals

The project management team defined the following engagement goals for the Woodward Heights Traffic Management Study.

- Ensure all community members feel they have had an opportunity to have their concerns heard.
- Conduct a well-documented and transparent process.
- Find solutions supported by residents.
- Provide information to residents about traffic calming approaches and best practice techniques.

## Schedule

This summary primarily summarizes the online survey and in-person engagement activities in July, and the public meeting in September

	Jun			Jul			Aug			Sep			Oct			Nov			Dec		
Publicize Engagement																					
Online Survey																					
Stakeholder Walk																					
Public Meeting 1																					
Ongoing updates																					
Public Meeting 2																					

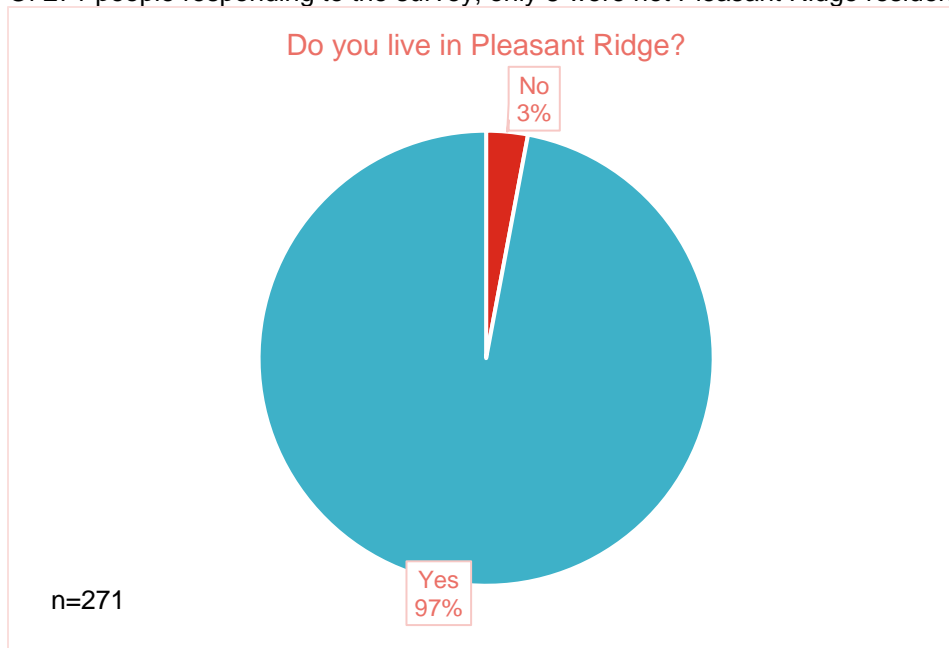
## Online Survey Results

The public engagement survey was open for input from residents between June 21 and July 18. A total of 271 people responded to the survey, with 227 people answering all the questions. The survey included four sections: questions about traffic on the specific street of residence; questions about traffic in the city overall, questions about conditions on Woodward Heights, and questions about demographics, car ownership and deliveries. Results that are relevant to traffic conditions on Woodward Heights are summarized below; responses pertaining to other streets and the city overall are not summarized but were provided in raw form to the City. The total number of responses to each question are stated as “n=#”. Comments in this section are unedited.

## Place of Residence

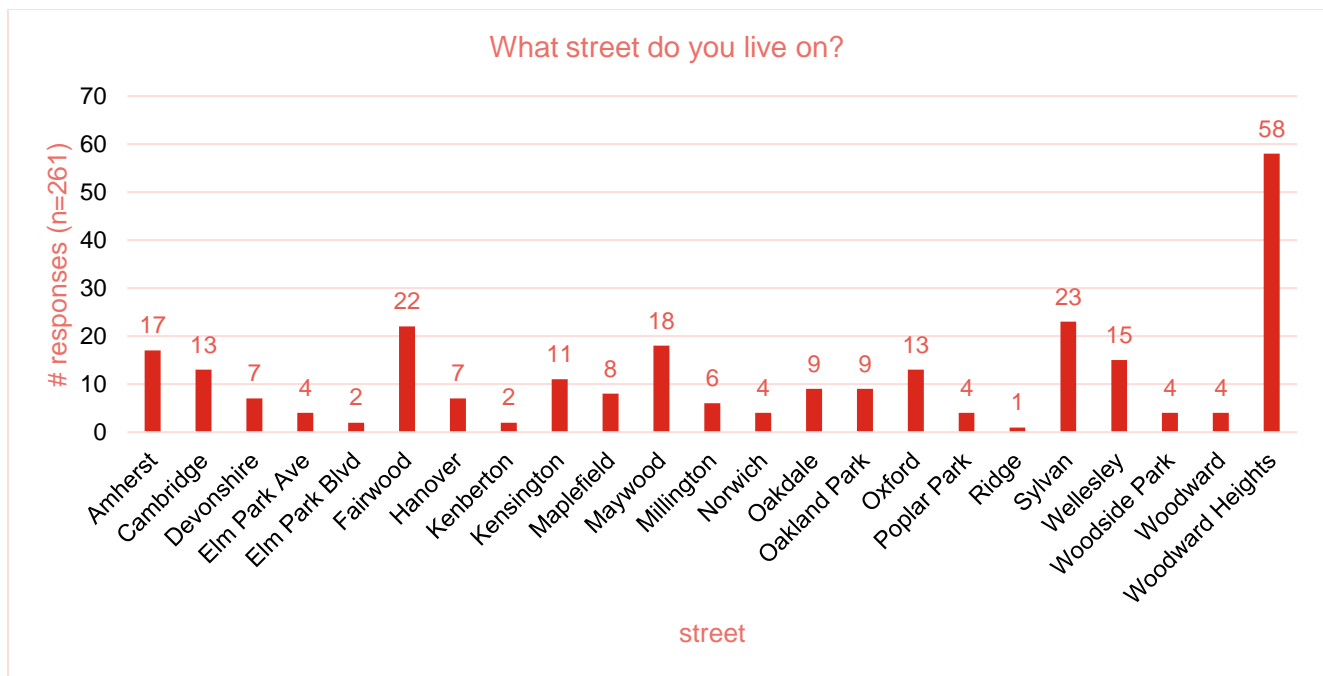
### 1. Do you live in Pleasant Ridge?

Of 271 people responding to the survey, only 8 were not Pleasant Ridge residents.



### 2. What street do you live on?

22% of the respondents who were Pleasant Ridge residents live on Woodward Heights, and 17% live on one of the two closest parallel streets, Sylvan and Fairwood. 59% of responses came from residents of the east side of the city (living on Amherst, Devonshire, Fairwood, Kensington, Maywood Sylvan, Wellesley, or Woodward Heights), and 41% from west side residents (living on Cambridge, Elm Park Ave/Blvd, Hanover, Kenberton, Maplefield, Millington, Norwich, Oakdale, Oakland Park, Oxford, Poplar Park, Ridge, Woodside Park, or Woodward Ave).



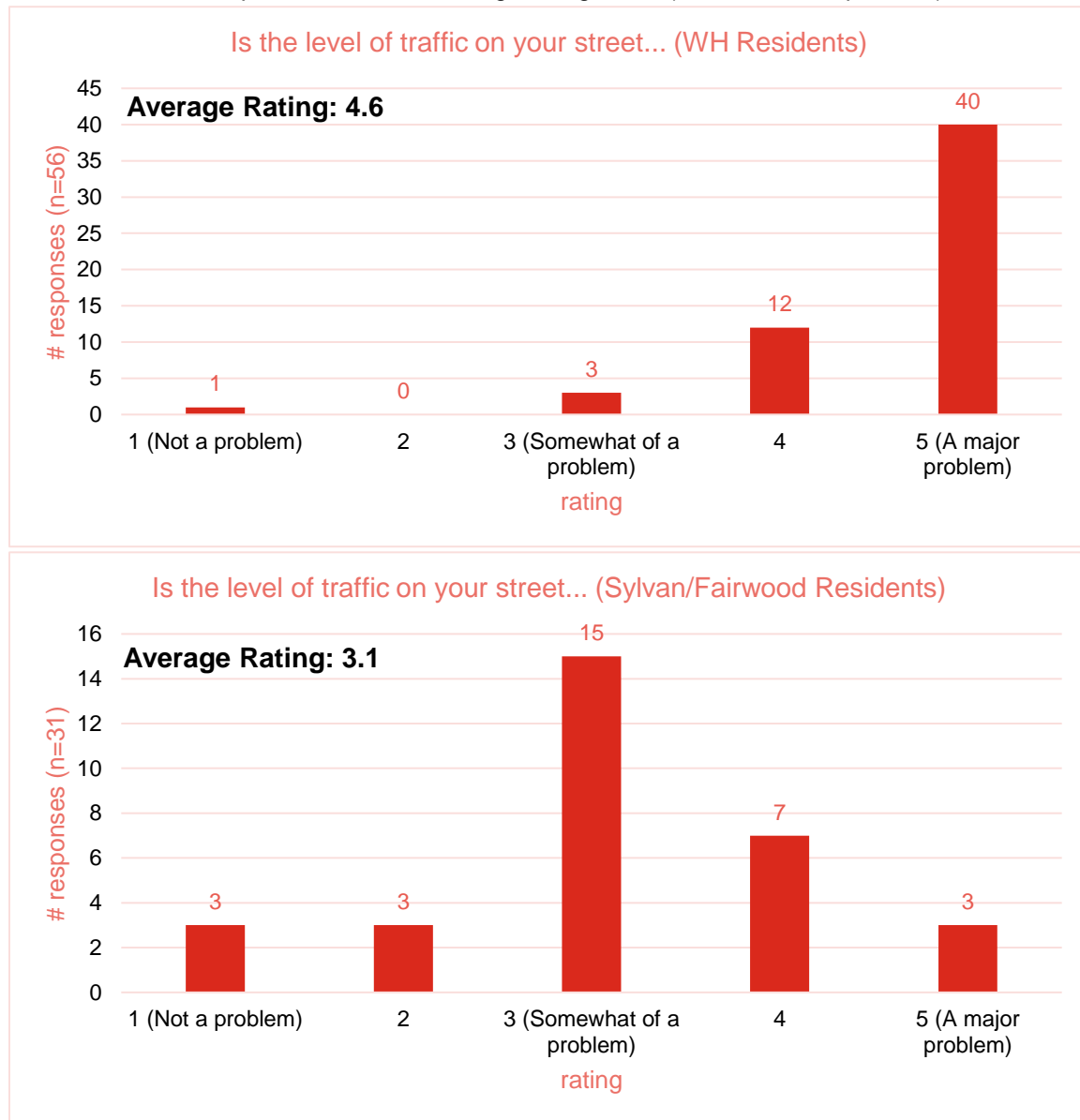
(Note that the above numbers total more than 269 as Woodward Heights and Sylvan/Fairwood are subsets of “All East Side”.)

### Traffic on your street – Woodward Heights and Fairwood/Sylvan Residents

The following section includes summaries of responses by residents of Woodward Heights and residents of Fairwood and Sylvan. Traffic on Sylvan and Fairwood could be affected by any changes made on Woodward Heights.

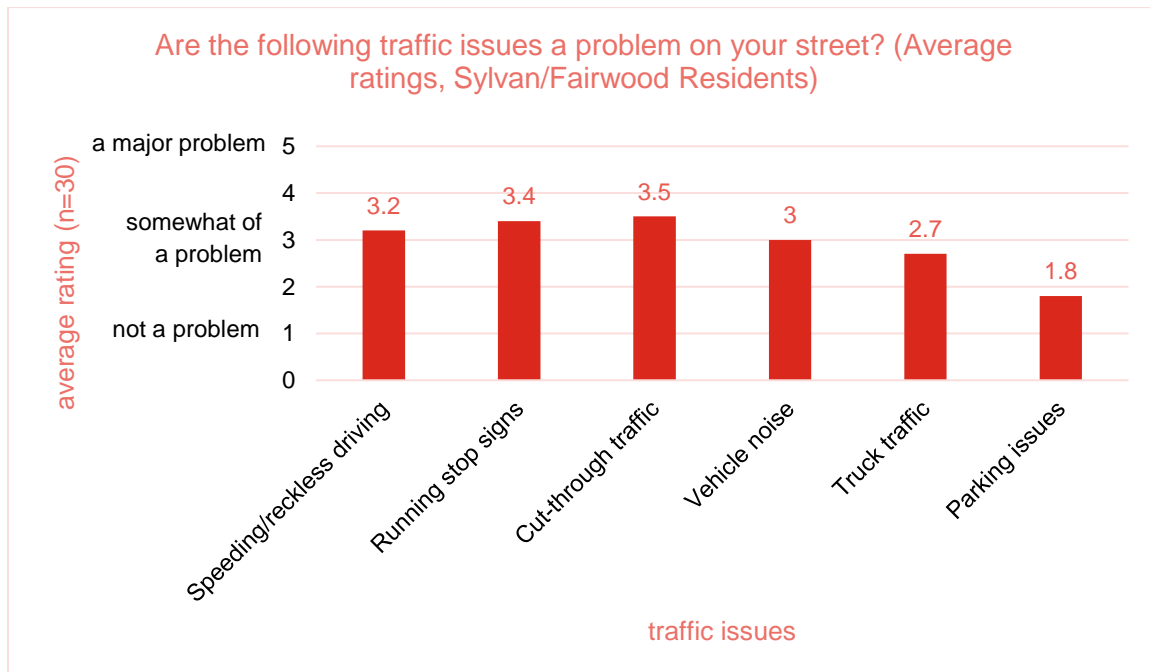
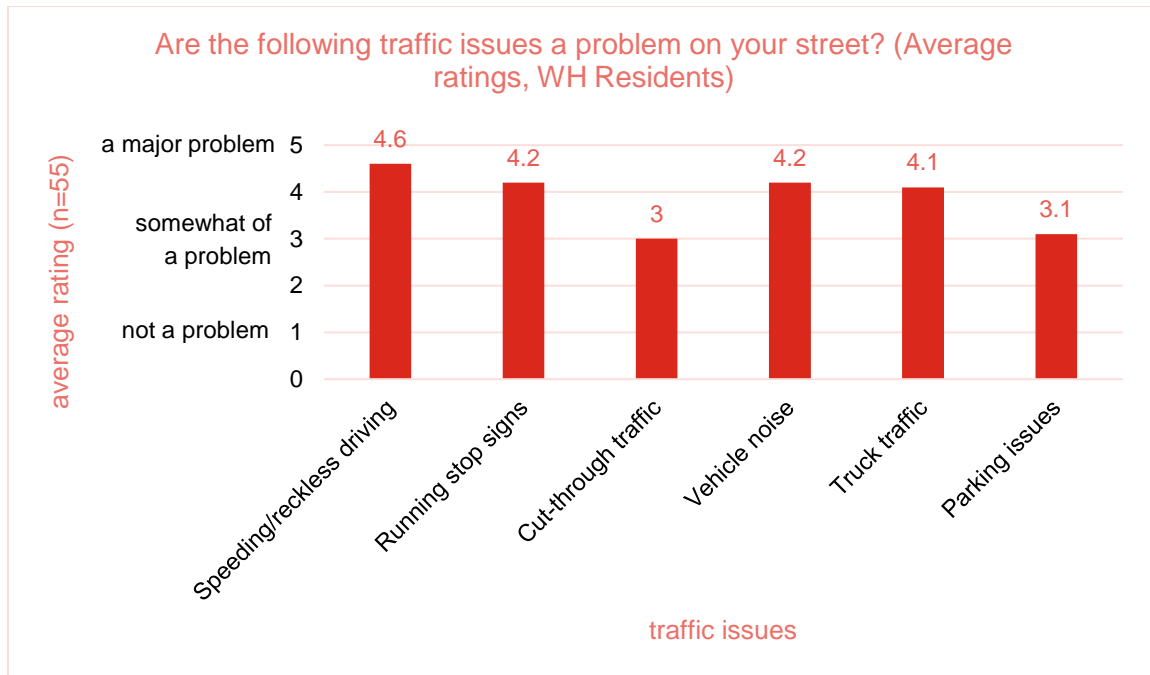
#### 3. Is the level of traffic on your street...

Residents were asked to rate the level of traffic on their street from 1 (not a problem) to 5 (a major problem). Currently, the majority (71%) of Woodward Heights (WH) residents responding rate traffic on their street at a 4 or 5 (more of a problem), and the average rating was 4.6. On Sylvan and Fairwood, 48% of respondents find traffic to be somewhat of a problem, with an average rating of 3.1 (somewhat of a problem).



#### 4. Are the following traffic issues a problem on your street?

Residents rated 6 different aspects of traffic on their street from 1 (not a problem) to 5 (a major problem). The below graphs show the average rating for each. For Woodward Heights residents, speeding/reckless driving, drivers running stop signs, and vehicle noise were rated as the biggest problems. Sylvan and Fairwood residents found cut-through traffic and people running stop signs to be the biggest issues on their streets.



#### 5. Comment about any parking issues on your street

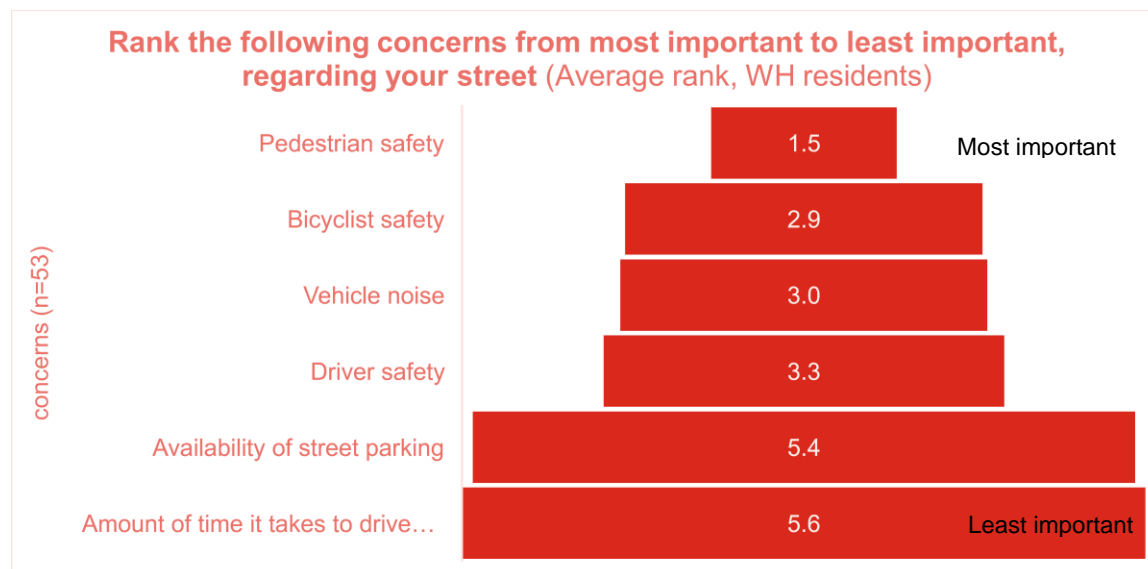
36 Woodward Heights residents commented on specific parking concerns they have, which are summarized below; full responses are at the end of this document.



- Many comments discussed cars parked too close to intersections and driveways, reducing visibility. Similarly, responses mentioned the volume/speed of traffic limit some residents' ability to see around corners at intersections or to exit their driveway.
- Some respondents would like to see more attention given to regulation of parking approaching Woodward Avenue because commercial parking seems to be increasing.
- Some mentioned debris at the curb prohibiting parking.

#### 6. Rank the following concerns from most important to least important, regarding your street

Woodward Heights residents were asked to rank seven traffic concerns in order from most to least important for their street, from 1 (most important) to 7 (least important). On average, residents placed the highest importance on pedestrian safety, and the lowest on the amount of time it takes to drive places.



#### 7. Do you have specific concerns about traffic, vehicle speeds, or other issues on your street? Please describe the issue.

Many of the comments reiterated the traffic concerns listed above, and others mentioned additional concerns. The open-ended responses were categorized by the topics they addressed and are summarized below. Full responses are found at the end of this document

Topic of concern	Number of comments mentioning this topic (n=53)
Speeding vehicles	34
High volume of vehicles	25
Vehicles running stop signs	18
Safety for pedestrians	16
Safety for children	14
Noise levels	14
Safety when crossing the street	13

Difficulty exiting driveways due to the volume of vehicles or congested traffic	12
Amount of truck traffic and related issues	12
Cut through traffic	9
Displeasure about removal of the stop sign at Bermuda	8
Driver attitudes and aggression	5
Traffic congestion	5
Safety for bicyclists	3
Crashes that have occurred	3
Reckless or distracted driving	4
Vehicles blocking intersections	2
Pollution and smells (due to trucks)	2
Patrons of local businesses parking on the street	1

#### 8. How would you like to see your main traffic problems on your street, if any, resolved?

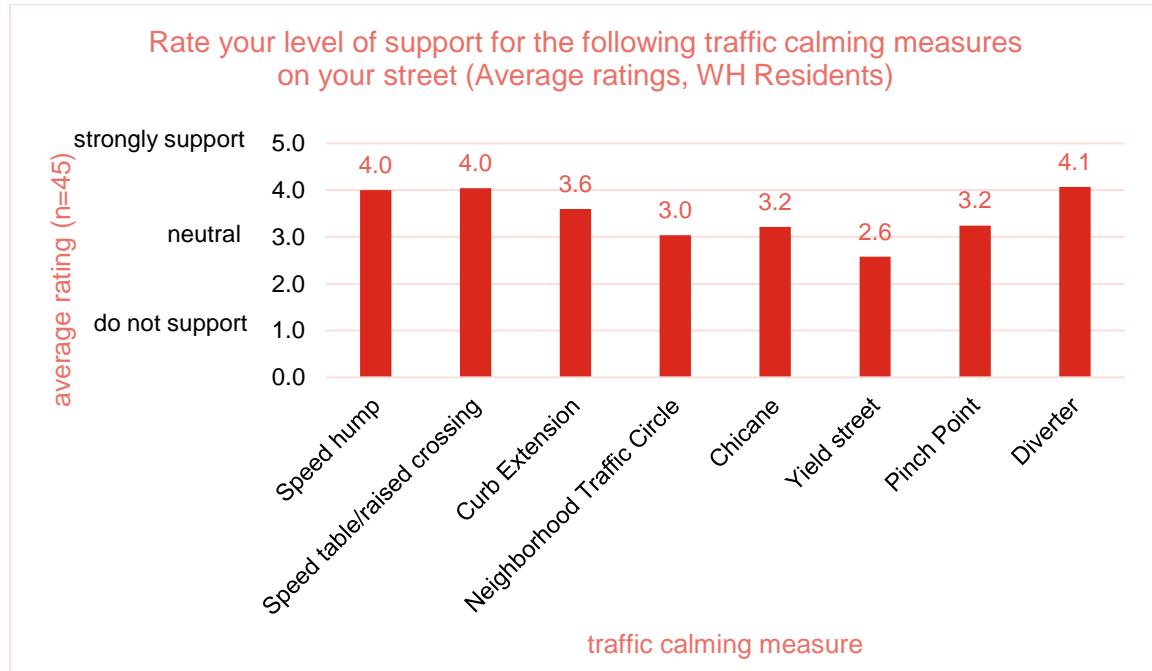
Woodward Heights residents shared a variety of ideas of how they think their traffic concerns could best be addressed. The open-ended responses were categorized by the topics they addressed and are summarized below. Full responses are found at the end of this document.

<b>Ideas</b>	<b>Number of comments mentioning this topic (n=51)</b>
Close one (or both) ends of street	15
Enforcement, either by police or with automated tools such as speed cameras	18
Reinstall the stop sign that was removed at Bermuda	13
Install speed humps or other traffic calming	12
Make the street one way	6
Prohibit all trucks and more effectively prevent them from using the street	5
Add bumpouts or pinch points to narrow the street, or generally narrow the street	5
Add radar speed feedback signs	4
Add more stop signs	4

Lower the speed limit	3
Redirect traffic to other streets	3
Do not close the street	2
Make it difficult or unpleasant to drive on the street	2
Move the traffic signal on Woodward Ave to Woodward Heights intersection	2
Add more no truck signs	2
Add a bike lane	1
Close the alley	1
Paint a double yellow line	1
Install flashing beacons at crossing	1
Add no thru traffic signs	1
More posted speed limits signs	1
Remove parking at Woodward heights	1
Remove stop sign	1
restrict more types of trucks (lower weights)	1

### 9. Rate your level of support for the following traffic calming measures on your street

Woodward heights residents rated their level of support for various traffic calming measures if used on their street, from 1 (I do not support) to 5 (I strongly support). On average, there was the most support for a traffic diverter, speed humps and speed tables/raised crossings, and the least support for a yield street.



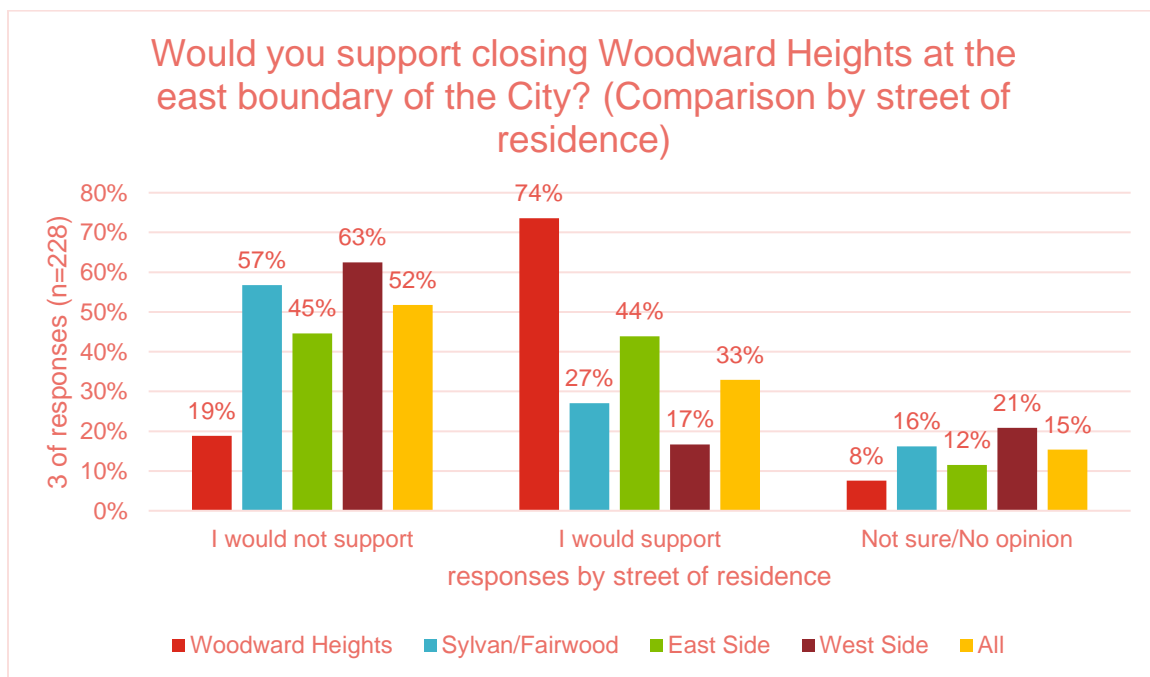
Questions 10 – 16 were about traffic conditions in the city overall and are not summarized here.

## Woodward Heights questions

In the following section, all respondents were asked to answer questions pertaining specifically to Woodward Heights. Responses are summarized for residents of Woodward Heights; residents of Sylvan and Fairwood; east side residents; west side residents; and all respondents.

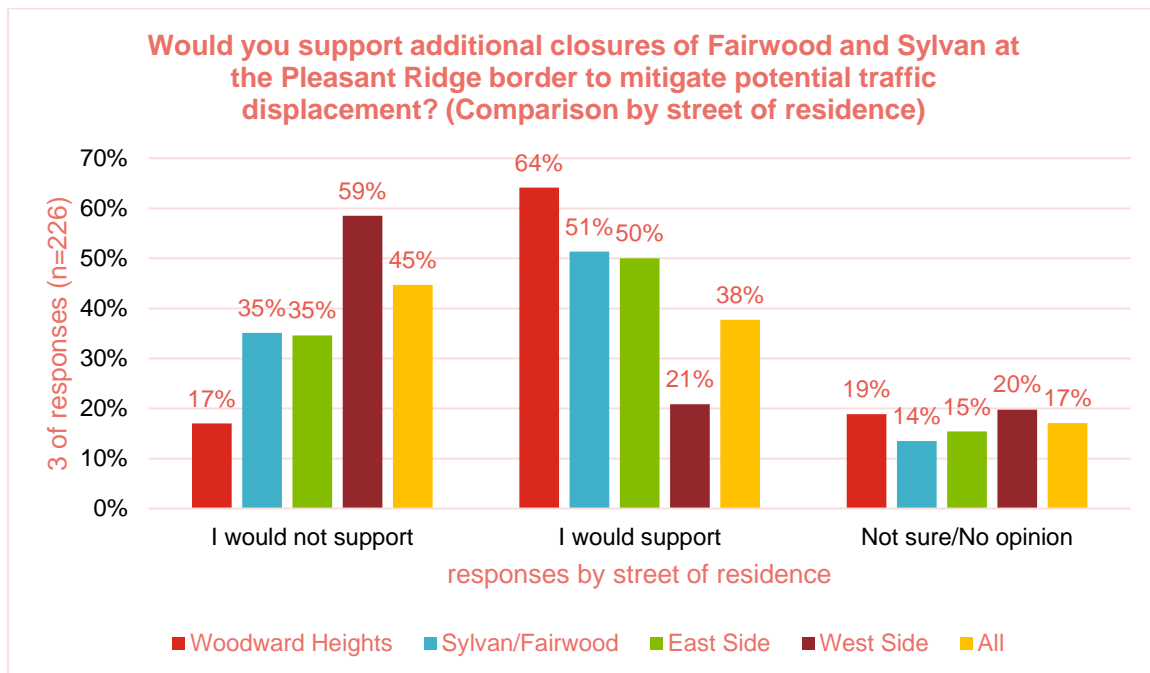
### 17. Would you support closing Woodward Heights at the east boundary of the City (at Bermuda South where the Heights Market was located)?

Support for the idea of a street closure is high for residents of Woodward Heights, with 74% of the 53 street residents who responded in favor. However, support among other residents is not as high. Only 27% or Sylvan/Fairwood residents who responded expressed support, 44% of east side residents, and only 17% of west side residents. Out of all 228 responses, only 33% were in support and 52% were opposed. A portion of each of these groups expressed indifference or were unsure. Residents of Sylvan/Fairwood and of the west side were the most strongly opposed (57% and 63% respectively).



**18. If Woodward Heights was closed on the east end, the current traffic issues could be displaced onto parallel streets. Would you support additional closures of Fairwood and Sylvan at the Pleasant Ridge border to mitigate potential traffic displacement?**

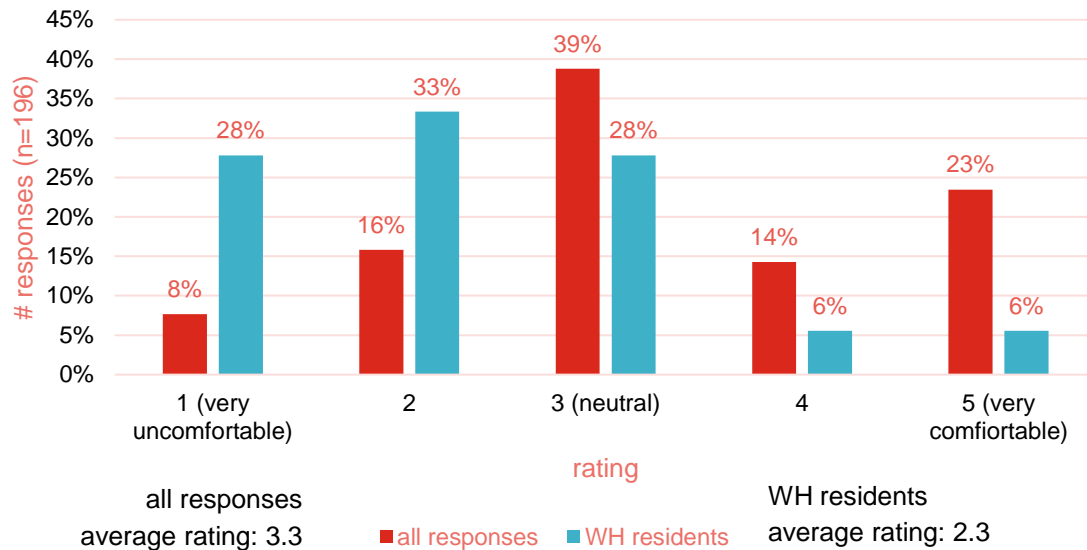
Responses to this question tracked similarly to the previous question. Residents of Woodward Heights strongly support the additional closure (64%), and around half of Sylvan/Fairwood and East Side residents. 59% of west side residents did not support the closure. Out of all respondents, 45% did not support, with 38% supporting and 17% not sure or indifferent.



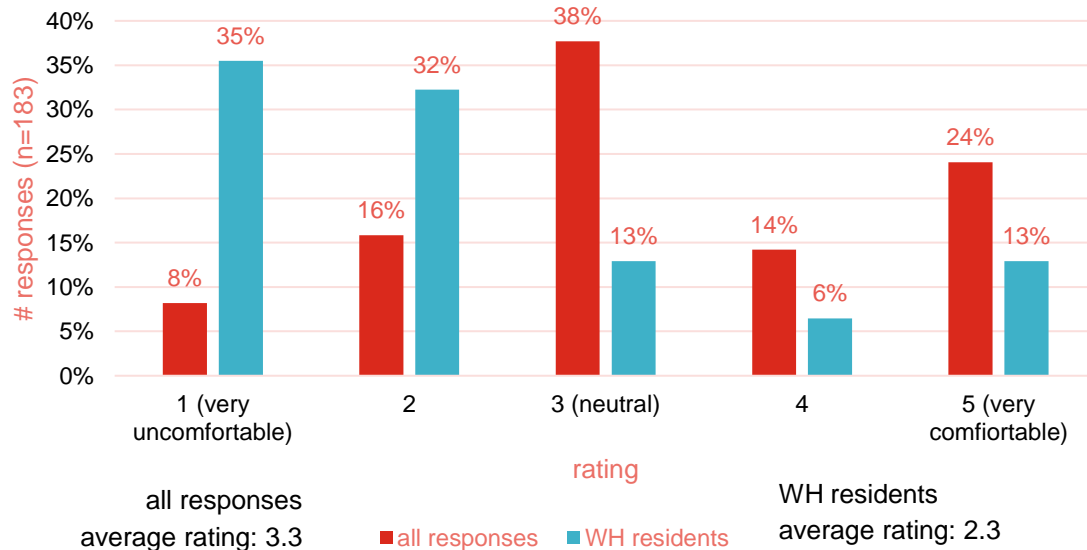
**19. How comfortable is it to cross Woodward Heights at present?**

Residents were asked to rate their level of comfort crossing Woodward Heights at Indiana and Bermuda Avenue between 1 (very uncomfortable) and 5 (very comfortable). More people ranked the crossing at Indiana to be on the more uncomfortable side of scale, and more people ranked the crossing at Bermuda to be on the more comfortable side of the scale. However, on average both crossings were rated at 3.3 (slightly above neutral). Woodward Heights residents generally gave lower rankings to the crossings, with the majority ranking the crossings between 1 and 3 and average ratings for both of 2.3 (slightly below neutral).

### How comfortable is it to cross Woodward Heights at present at Indiana Ave?



### How comfortable is it to cross Woodward Heights at present at Bermuda Ave?



## 20. Please describe other concerns or ideas you have for managing traffic on Woodward Heights.

Respondents largely repeated concerns and ideas captured in other areas of this survey. Some expanded on earlier ideas. There were 130 responses to this question from all respondents, and full responses are included in Appendix A – Full responses to open-ended questions in online survey on page 28. Key takeaways are:

Many comments support the idea of **making the street one-way**. Some additional thoughts on this idea include:

- Use extra space from one-way conversion to install bike lanes
- Make the street one way only for a short section in the middle
- Make the street one way in two directions (a traffic diverter)
- Prohibit direct access from Woodward Avenue
- Make Woodward Heights eastbound and Sylvan westbound

Many comments discuss a **full street closure**. Some are in support, additional thoughts on this idea include:

- Add parking in the new space created by closing it off at Woodward Avenue
- Can the closures be time sensitive – during rush hour?

Other respondents **do not support a full street closure**. Additional thoughts include:

- Closing Woodward Heights would limit access to Pleasant Ride from the east side
- Concerns that this would make the city less bike accessible
- Closing the street would cut off access for school, which is in Ferndale
- Concerns for additional traffic on Fairwood/Sylvan
- Concerns with closing it quickly, as there are a lot of road projects closing roads at this time
- Woodward Heights is an important connection across the railroad tracks
- It is unfair for one street to cut off access to the neighborhood
- Closing streets is elitist, focus on traffic calming

Many comments added detail to concerns over **large vehicles**. New suggestions include:

- Increase enforcement
- Implement a weight limit
- Better signage

Many comments incorporated ideas about **traffic calming** into their response. Ideas include:

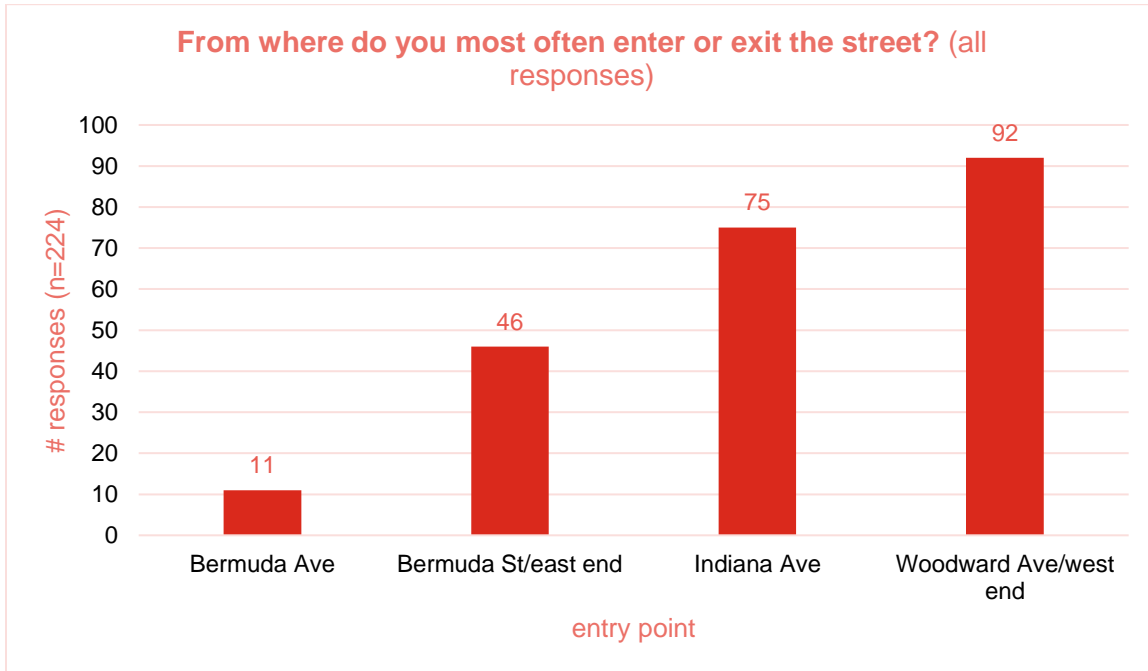
- Reduce speed limit to 15mph
- Intense traffic calming – every 200'
- Add blinking lights at pedestrian crossings
- Install raised crosswalks
- Visually redesign the street, make it look like cars shouldn't use it
- Add the stop sign back at Bermuda

The comments in this section are varied and some people think the street is fine as-is today. People also discussed Woodward Avenue and the importance of looking at this intersection as the entrance to Woodward Heights which is becoming more of a destination with a bus stop, retail store, and multifamily residential. People would also like to see more enforcement, pursue automated speed enforcement, police presence, speed signs, and tickets.



## 21. From where do you most often enter or exit the street?

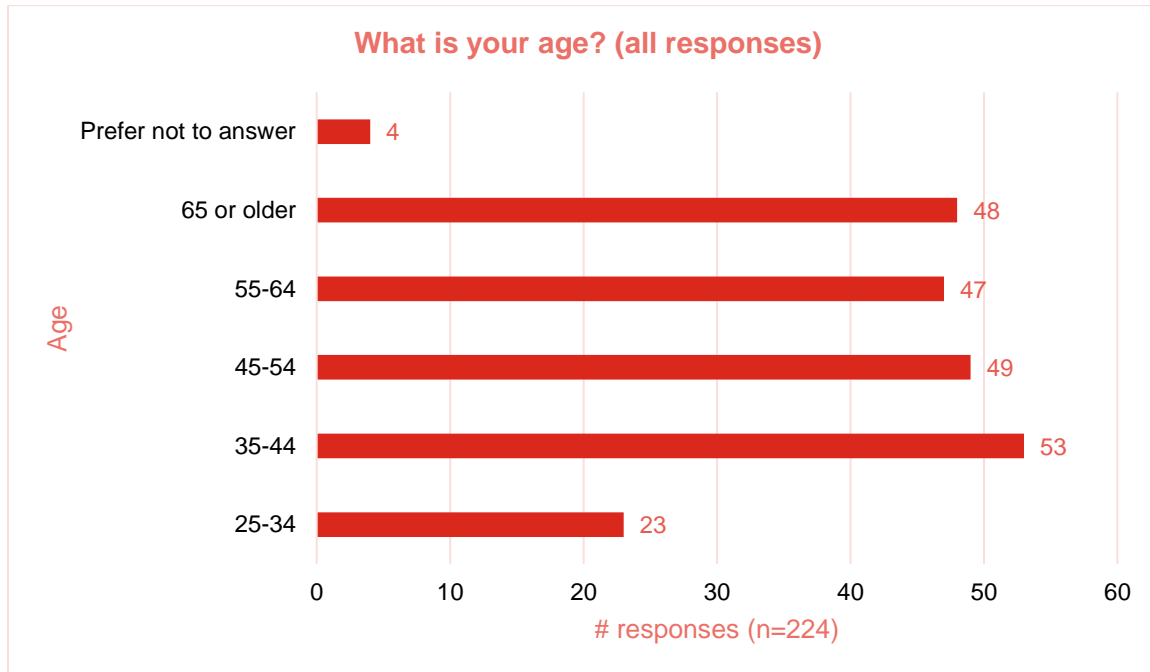
Understanding from which direction residents enter Woodward Heights can help guide decisions about possible closures. Out of all the responses, the majority (41%) enter from Woodward Ave/the west end, followed by 33% entering from Indiana Ave. Only 25% most often enter or exit via Bermuda Ave or Bermuda St/the east end.



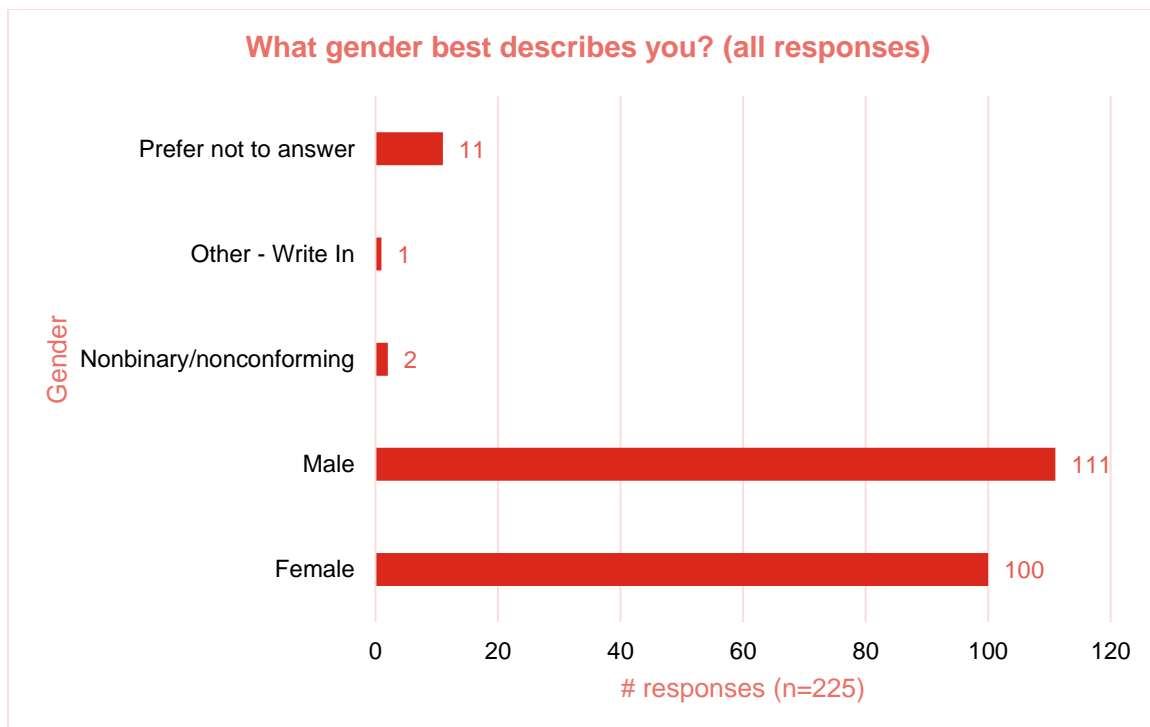
## Demographics

The final survey questions pertained to the demographics of respondents, and also attempted to understand how home delivery patterns and car ownership may affect traffic patterns on the street.

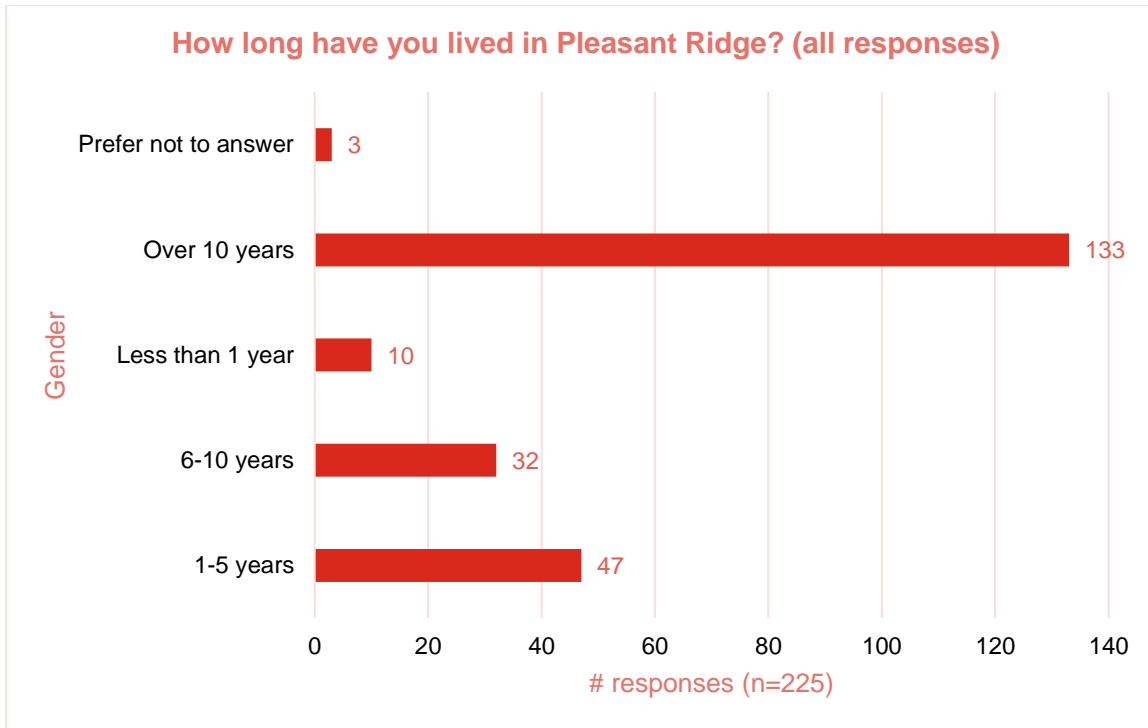
### 22. What is your age?



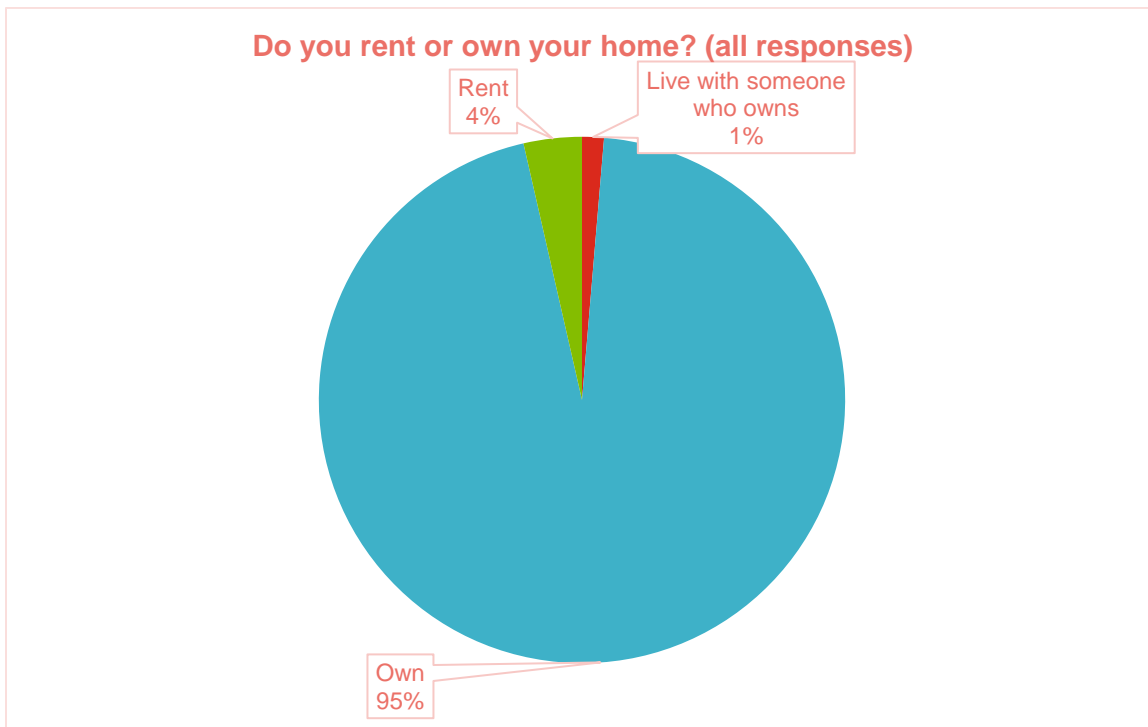
### 23. What gender best describes you?



### 24. How long have you lived in Pleasant Ridge?



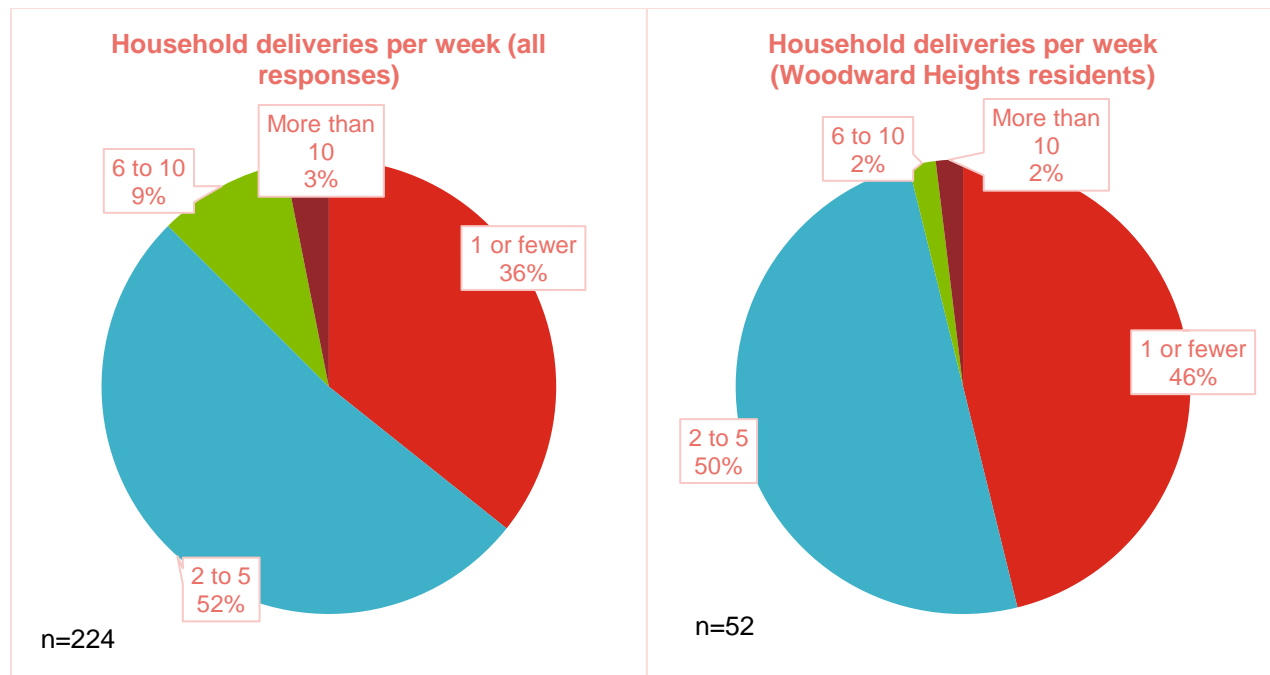
**25. Do you rent or own your home?**



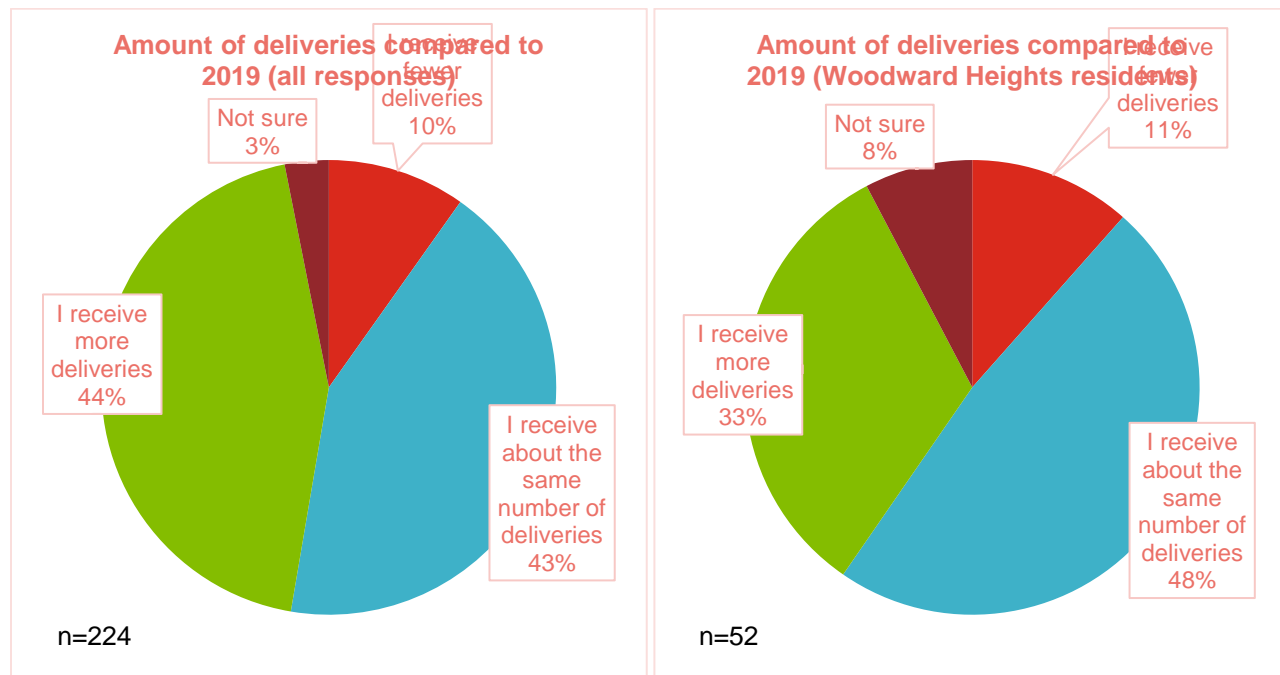
**26. Approximately how many deliveries (e.g. Amazon, UPS, Fed-Ex) does your household receive per week, on average?**

The study team was curious as to whether a change in online shopping and delivery habits may have affected traffic volumes in recent years. Home deliveries in the city overall are clearly common and frequent, with 64%

of all respondents and 54% of Woodward Heights respondents stating they receive 2 or more deliveries per week. Compared to in 2019, 44% of all respondents and 33% of Woodward Heights residents state that they receive more deliveries (see question 27 below). These data are not conclusive, but indicate there are likely high volumes of delivery vehicles servicing the community.



**27. How does your current amount of household deliveries compare to the amount you typically received in 2019?**



## Stakeholder Walk



On July 13, 2022, Toole Design Staff along with City's project management team, invited residents of Woodward Heights Avenue to join a walk of the street. The walk was offered at two time slots, 4pm and 6pm, to ensure the groups were small enough to hear one another and to accommodate schedules. Each walk covered the length of Woodward Heights within Pleasant Ridge. Residents discussed traffic behavior, existing concerns, and potential solutions on Woodward Heights. Approximately 35 total residents were able to participate.

Common comments include (sequentially from the intersection with Woodward Avenue to Ferndale):



Residents would like to see pedestrian safety a top priority of this project.



Vehicles que approaching Woodward Avenue - waiting for enough room to make left on Woodward



Bikers currently use alley, crossing of Woodward Heights is not safe



Make Burmuda St more of a gateway - so people know they are entering a slower area



Although not frequent, trains can block the street completely.



Truck traffic was noted as an issue - they are too frequent and loud.



## Public Meeting #1



A public meeting was held on July 14, 2022 from 6 to 8 PM, at the breezeway at Iron Ridge (660 E 10 Mile Road). The meeting was open to the public and included a brief presentation on the overall transportation network in Pleasant Ridge, a summary of the traffic counts and observations to date, and a report-back of specific concerns heard during the stakeholder walk from the day before. The full presentation is in Appendix B – Public Meeting #1 Presentation on page 49.

Following the presentation, participants split into three groups at tables, each staffed by a Toole Design staff member, for a small group discussion. Groups were provided with a large printed aerial map of the street and invited to place comments on issues and ideas for solutions onto the map.

Many comments on the maps were similar to those in the stakeholder walk through and more ideas were presented. See the full comments in Appendix C – Public Meeting #1 Table Maps and Comments on page 50. Key comments were organized in three areas and summarized on the next page:



### *Traffic calming*

- Make the street operate slowly
- Install a combination of traffic calming elements – notes included chicanes, bump outs, speed hump, and raised crosswalks
- Install a pedestrian island at the alley near Woodward Avenue – also serving the upcoming bike route

### *Operational Changes*

- Make Woodward Heights one-way, possibly adding bike facilities with the extra space
- Install a traffic diverter at the Bermuda Street on both sides of the railroad tracks
- Make a short section of Woodward Heights one-way
- Close the street to through traffic, possibly adding a parking lot at the intersection with Woodward Avenue
- Traffic calming features were discussed at all tables – see some of the chicane, bump out, speed hump, and raised crossing comments and drawings on the maps below.

### *Changes to Woodward Avenue*

- The line of cars waiting to turn onto Woodward Avenue have to wait for a large gap in traffic in order to make it to the left turn.
- Can a crossing and light be added at Woodward Heights

## **Public Meeting #2**

A second, online public meeting was held on September 27, 2022 from 6 to 7:30 PM, via the online platform Zoom. Residents were informed of the meeting via the project webpage and postcards mailed to all resident households the second week of September. 40 people or households were in attendance. The meeting was open to the public and included a brief presentation on the project background, work to date, and a summary of the potential operational and non-operational alternatives studied. The full presentation is in **Appendix D – Public Meeting #2 Presentation** on page 54.

Following the presentation, participants split into five breakout rooms, each staffed by a Toole Design staff member, for a small group discussion. Groups discussed their reactions and considerations of the alternatives presented. Notes from all groups were recorded via an online Miro board by group facilitators.

Questions that the groups were asked to discuss were:

- Describe your biggest concerns about traffic on Woodward Heights
- Discuss the options presented
- Which option do you think goes the furthest in addressing your biggest concerns on Woodward Heights?
- What are potential tradeoffs between the alternatives presented?

Following the half hour discussions, the groups returned to the main Zoom room where each reported back on major takeaways. Then participants used Mentimeter to indicate their preferences among the alternatives and provided any additional feedback. Major takeaways are summarized here; full responses are found in **Appendix E – Public Meeting #2 Group Notes** on page 55.

- Group 1
  - Concerns about high volume and speed of vehicles
  - Fairwood resident concerned about route being redirected on his commute towards the east side
  - Several talked about using speed humps/tables to slow traffic, current crosswalks not effective
  - Option 4 with integration of speed humps and tables preferred by some
  - Would like to see more conversations between Pleasant Ridge and Ferndale about decisions that affect each other
  - Option to have any operational change in combination with chicanes or traffic calming could be effective
- Group 2
  - Concerns about pedestrian safety, number of trucks, enforcement
  - Gainsboro one-way southbound may be difficult to enforce
  - Streets may not have been built for the number of trucks they are currently seeing
  - Motorists don't obey stop signs
  - Not fair to redirect all traffic off WWH to other neighborhood streets, solving problem for one might move to other streets
  - Chicanes and removing parking near intersection preferred by one member
  - Another liked one-way Gainsboro, maybe take it a step further to close Fairwood and Sylvan as well
- Group 3
  - Aware of the types users of streets, such as kids and people accessing park
  - Concern about additional traffic on Gainsboro curve near park
  - Noise, speed, and volumes top concerns
  - Acknowledge it needs to be a community-wide response, not just shifting the traffic elsewhere in PR, it is a complicated problem, but agree on need to slow and decrease traffic.
  - No one preferred alternative, consensus that some big impact solution is needed that won't just put a band-aid on the problems
- Group 4
  - Concerns: speed and volume on Woodward Heights
  - Making sure street is friendly for peds, especially older adults and children
  - Noise from cars driving fast
  - Liked some of the traffic calming options. Other options felt more daunting – can you access residences with operational changes?



- Speed humps, tables, chicanes and median islands discussed. Would like to see examples in SE Michigan
  - All ideas could be options
  - Is it fair to have other streets take some of the burden or is it more neighborly to avoid diverting the traffic?
- Group 5
  - Like all the options, with preference from Woodward Heights and possibly others for the one-way or barrier options
  - Like making it harder for cars to get through, easier for bikers, safer for peds
  - Concerns about trucks but realize a one-way or barrier might help reduce, can't get rid completely
  - Open to all options, would like to test them long-term as much as feasible (though traffic can take a while to readjust)
  - If we can get something like the one-way or barrier would be ideal and hope it doesn't affect other streets too much
  - All in support of adding bike lanes if feasible with any option for more access independent of cars

Mentimeter results are summarized below. Not all attendees were able to use the Mentimeter tool; meeting chat responses are included below the graphs. It is not known which street the responders in the chat box live on unless explicitly stated. It is not known if anyone responded both in Mentimeter and in the chat.

### 1. What street do you live on?

Woodward Heights residents made up the largest proportion of attendees, followed by Fairwood, Maywood, Sylvan and Devonshire residents. The meeting chat comments indicated that more Woodward Heights residents were in attendance than reflected in the Mentimeter poll.



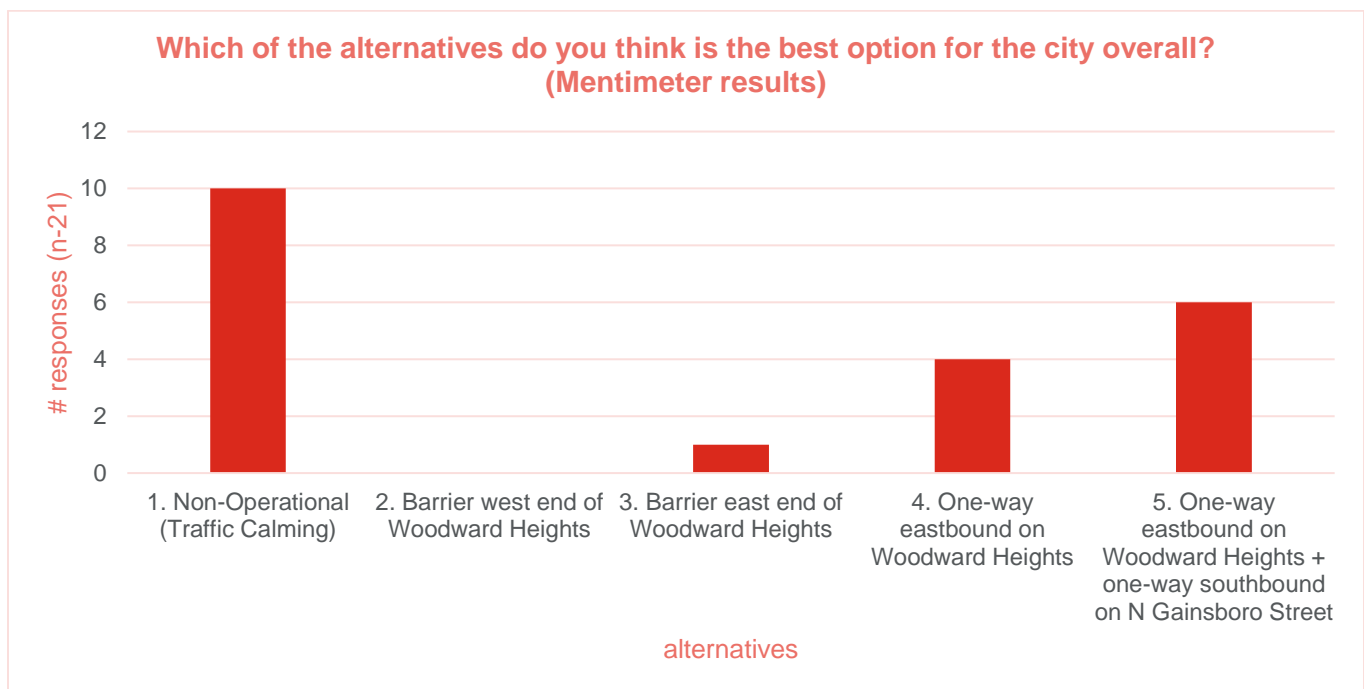
### Zoom chat responses:

- I live on Woodward Heights

- Woodward Hgts is in the house
- Wellesley is not listed. Just an FYI
- I live on Woodward Heights. Not sure how to use this tool.
- woodward hgts
- WWHts
- I'm on Woodward Heights
- Fairwood
- I am on Woodward heights. Cannot use mentimeter

## 2. Which of the alternatives presented do you think is the best option for the city overall?

Of 21 people responding in Mentimeter, non-operational traffic calming measures were the most popular solution, followed by alternative 5 (one-way eastbound on Woodward Heights and one-way southbound on N Gainsboro St).



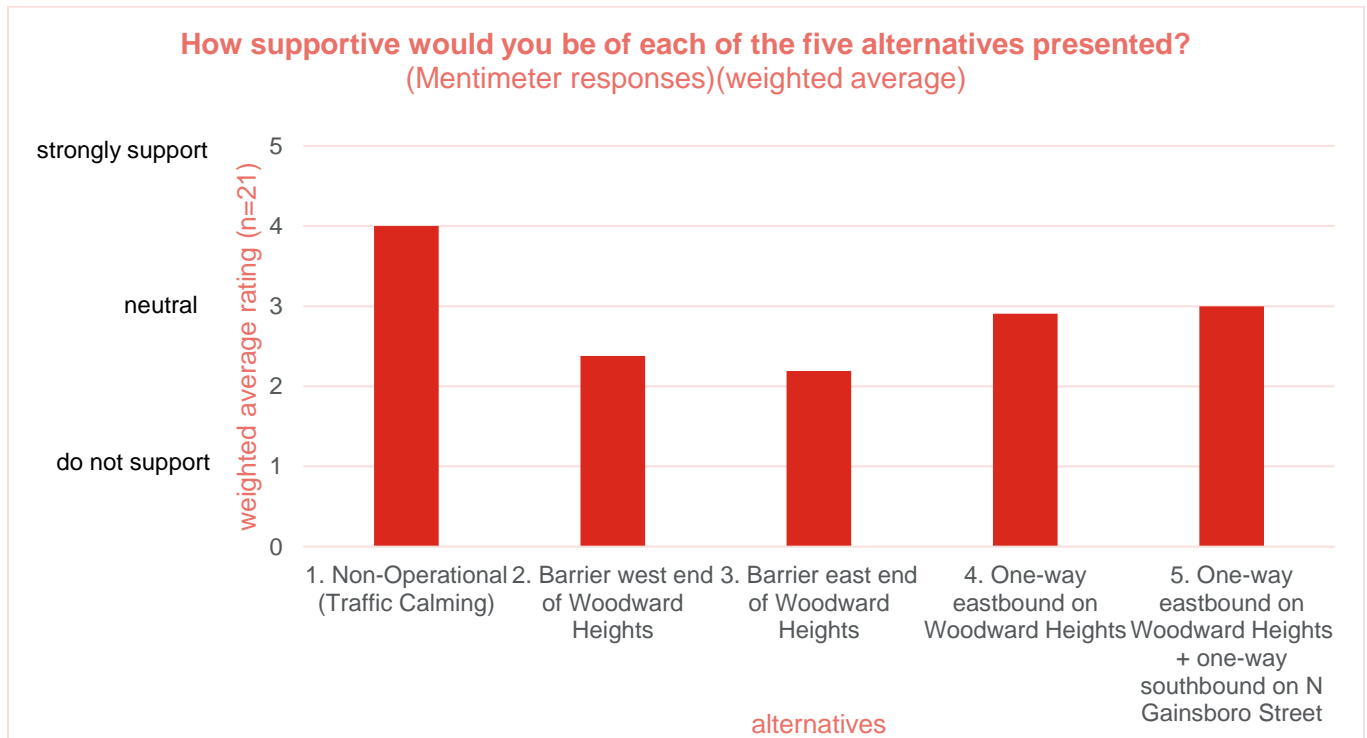
### Zoom chat responses:

- One way traffic and add bike trails
- Option 4 please!
- We like chicane. half and half on one way.
- I choose option 5
- Option 1
- we like \$#5
- I like option 4 the best. Much of west bound traffic goes south on Woodward. If drivers took Sylvan, they would need to go north of I 696 to go south, so I don't think Sylvan will pick up as much traffic as streets in Ferndale.
- 35

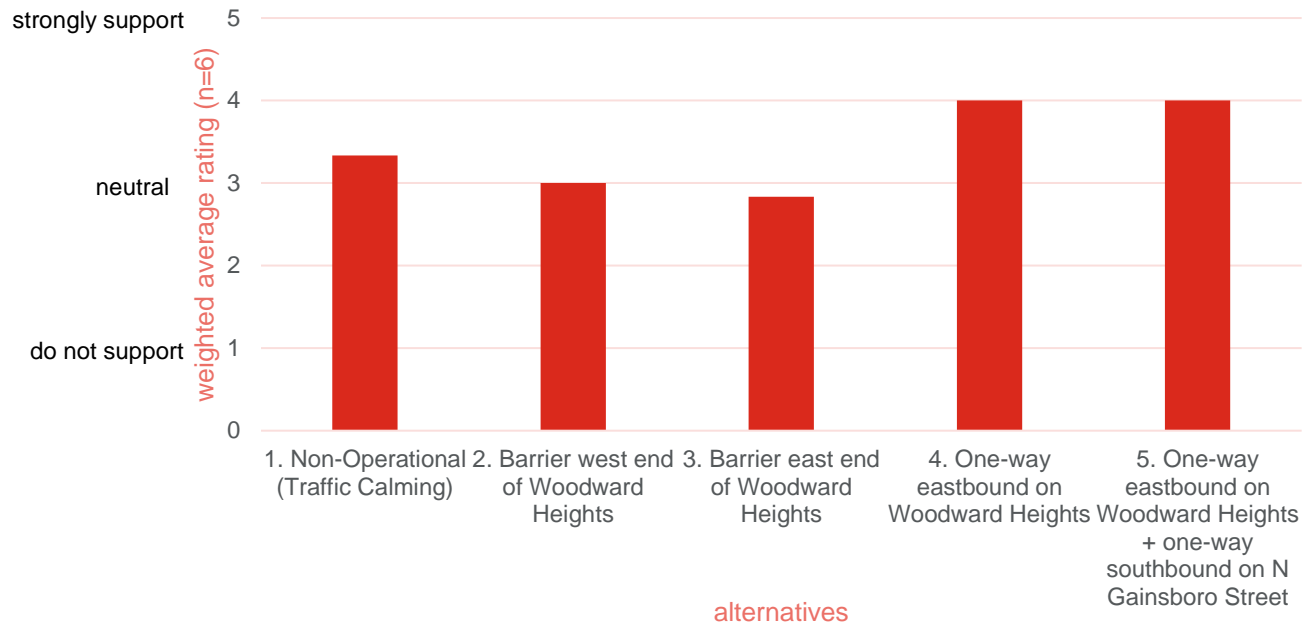
- Option 1
- No. 1 or No. 4
- We prefer option 5
- 1
- can we combine a couple options together?
- Option 1
- I live on Woodward Hts and prefer the operational changes (option 1)

### 3. How supportive would you be of each of the five alternatives presented?

For this question, respondents rated their level of support for each of the five alternatives, with 1 being “do not support” and 5 being “strongly support”. Overall, there was strongest support for alternative 1, followed by 5, then 4 (the one-way options), with lower support for options 2 or 3 to fully close one end of the road. When filtered to only Woodward Heights residents, options 4 and 5 had the highest level of support, followed by option 1, and options 2 and 3 with the least support.



**How supportive would you be of each of the five alternatives presented?**  
(weighted average) (WVH residents)



**4. Do you have any other comments to share about the alternatives presented? (n=10)**

- Give me a heads up if we're going to implement an option that increases traffic on Sylvan. I want to get the For Sale sign up first.
- Traffic calming much preferred. Does not move needed to other streets.
- I hope our city leaders take action based on citizen feedback and not ignore this important issue. Other west side streets have had similar concerns in past years with no action.
- Sylvan might be a better bike route than Woodward Heights.
- 1. Whatever traffic rules are used, please enforce them. Right now the stop signs are "optional". It has a "not tricks allowed" already.
- 2. Think globally about where traffic will be diverted. This is only going to worse with the road diet of Woodward Avenue
- Burden not "needed"
- Any significant increase in traffic on Sylvan, particularly at the Gainsborough curve would be very concerning.
- Enforcement today would help - but its been absent near the school in recent years.
- Nope
- Can the police not increase their presence on W Hs to stop/reduce the thru truck traffic.
- If we make it more difficult to travel easily through Woodward Heights, it does feel like naturally traffic will divert away from Pleasant Ridge to the surrounding mile roads and areas with easy access and higher speeds.
- It does not necessarily follow that traffic will increase on other streets as much of the traffic is not limited to PR residents
- Not now but would like the results of the survey.
- Thank you! Great options. Great to hear the impact of the choices. Thank you!

- I'm very concerned about the impacts on PR drivers on the east and west side having to detour if Gainsborough is one way.

**Zoom chat responses:**

- what about closing the east end of WH and the 2 streets north? On the survey, you asked if we would be in favor of closing those streets north. Ferndale doesn't need to agree. They can be closed in PR. It would add about 3 minutes to commutes.
- Howard if drivers take Sylvan they can go across to OPB and turn around by the police station which would be much more appealing.
- can you determine what percentage of the people supporting non operational changes are non WH residents?
- People who live on Woodward Heights walk and bike on other streets in Pleasant Ridge too. So there isn't much incentive to just boosting traffic elsewhere.
- I hope the votes from residents from Woodward Heights are considered priority
- Agree
- Thanks for the detailed information and thoughtful process!
- Thank you for your hard work and thoughtful recommendations and discussion.

## Appendix A – Full responses to open-ended questions in online survey

The following comments are unedited.

### 5. Comment about any parking issues on your street (Woodward Heights residents only)

#	comment
1	56 Woodward Hgths Parking on south side of street after stop sign was taken down makes it difficult when backing out of driveway.
2	At the corner of Woodward and Woodward Heights on the South side of the street there should be no parking from the corner until after the alley. It is far too hard to turn on an angle like that, especially when West bound traffic is in the middle of the road. Also, there should be a traffic light there, as Woodward Heights is a county road and Fairwood Blvd is not. There should not be a bike lane, as the street is too narrow and too busy.
3	Curb parking on Woodward Hts. at Woodward intersection outside of resale clothing store creates hazardous congestion for pedestrians and cars right turning onto Woodward Hts from Woodward. Should be a no-parking area.
4	Dangerous to exit vehicles and cross the street because of heavy, speeding traffic. Parking on the street is a necessity.
5	Difficulty getting in and out of driveway
6	Fewer and fewer spots available every year.
7	I can't see to get out of my own driveway
8	I have not had any issues with parking
9	It is very hard to back out of my driveway onto WH, due to a steady stream of traffic. The large vehicles that park all along the south side of WH make it almost impossible to see moving cars on WH approaching from the west and heading east. Almost have been hit a number of times as I try to pull out of my driveway! I realize there is nothing we can do about the larger size of vehicles today, but it is part of the problem.
10	It's fine although I'm fortunate to live on a corner whereas my driveway is accessed via the side street. I do however often see people struggling to back out of their driveways due to excessive traffic.
11	Living on the south side of WWH makes it VERY difficult to get out of your driveway with cars parked. If they are trucks, it is near impossible to see if cars are coming down the street. Cars will often not slow down for you, honk at you, if you are trying to reverse down your driveway.
12	Many houses have multiple tenants 4+ And they don't have driveway so they take all parking spots
13	No parking issues
14	Not a major issue

15	Not all houses have driveways. Parking becomes a problem when those neighbors do not use their driveways for multiple cars. One neighbor has their jeep on the street for months at a time and do not drive it often.
16	Parking by Regeneration is dangerous. Parking for their store should be more clearly defined. No Parking yellow curbs at the WWH & Indiana intersection should be more clearly defined and expanded for vehicles traveling southbound that are turning onto WWH.
17	Parking for Regeneration backs up onto our street and specifically in front of my house so there are several times that if I can't park in my driveway or if I have guests that can't park in my driveway we end up far from my home.
18	Parking in front of our house when we have a 1 car driveway is impossible sometimes as other neighbors with their huge driveways feel that they should park in the street instead of their driveway leaving us to sometimes park way down the street or sometimes on another street. We also have issues with customers parking in front of the house for nearby businesses or when festivals are happening, we have parking issues as well.
19	Parking is a periodic issue when there is a funeral on Woodward or perhaps a party. It is part of life and not a problem, really, as long as parking stays on one side and cars are moved somewhat regularly.
20	Parking spots erode being able to cross street where old stop sign was. If someone is parked on both ends, you literally can't see if cars are coming. Likewise pulling out of driveway is dangerous.
21	People not parking mindfully yo allow others to Park blocking possible spots. very few spots on the street.
22	People speeding down the street. Trying to back out of driveway is atrocious. I wish you would put back the stop sign at Bermuda.
23	People that use the cross-fit gym start parking their cars on the street at 6am on Woodward heights at Bermuda instead of parking behind the gym or around the corner. Some days every parking spot on WW heights for 5 or six houses has a CrossFit gym person parked on the street
24	Regeneration is under the false belief that they own all the street parking at the Woodward Heights / Woodward end of the street. Their customers and their horrible parking contribute to the traffic problem. They can't seem to understand that the parking spaces on the north side of the street are between the sidewalk and the street and continuously park in the street causing even worse backups than already exist.
25	Rental properties that have four or more individuals with no place to park due to not having a driveway.
26	The repositioning of a stop sign to the Ferndale border hasn't cut down on reckless driving and speeding. It remains difficult to cross at the Bermuda / Heights intersection because drivers frequently don't obey or pay attention to the big yellow signs. Because the city has failed to install most of the traffic calming measures it surveyed residents on in 2019, the intersection remains wide open and cars speed down the middle of the road. The nature of the street has changed over 30 years, but city government has not kept pace in adjusting how to handle traffic. Instead, the predisposition is to make it a quick cut through street. As a result, cars often don't stop at the Indiana intersection. I personally have witnessed this 10 times in the past year when I take walks. It also has become much more difficult to safely back out of our

	driveways when there is a lot of traffic. Because of street parking, driver's views are obscured and speeding cars cause issues when backing out.
27	the speeding traffic almost took my door off as I got out of the car!
28	The stop sign at WH and Bermuda was removed. This allows for much faster and consistent traffic on the street. Pulling out of driveways on WH has become far more difficult. Return the stop sign
29	The traffic is busy and get very close to the parked cars on the street. Sometimes it takes a while for traffic to clear to get in or out of your vehicle on the street.
30	There are barely enough spots at our intersection at Woodward heights and Indiana. It would help to paint lines to designate the separate spots on the curb.
31	Too many people with more cars than their driveway can fit.
32	Vehicles parked on Woodward heights are in danger of getting hit by speeding traffic. It's also problematic to park on the street and have traffic be so close to your cars that you can't open your door.
33	We have all day parking for people taking the bus; funeral parking; retail store parking; apartment building overflow parking. It all adds to congestion on the street - particularly at the intersection with Woodward - often creating very unsafe or congested conditions when turning off Woodward onto WH.
34	We should have designated sweeping and leaf pickup , also ticket during snow if vehicles left parked on street
35	We specifically struggle with parking issues because of the regeneration business patrons. That park across from our house and use our drive way as the turn around. They also do not understand the parking instructions of between the street and the sidewalk which bottle necks traffic even more and has also caused accidents. I personally have almost been struck by cars speeding through the bottleneck.
36	With the amount of cars speeding through, it is hard to see around the parked cars to back out of driveway. If the cars driving down the street would follow the posted speeds and the second stop sign at Bermuda was brought back, parking would not be an issue because we would be able to back out without fear of getting into an accident, getting honked at, and getting the bird flipped at us by unreasonably angry people in cars driving fast and easily in excess of 30 mph



**7. Do you have specific concerns about traffic, vehicle speeds, or other issues on your street? Please describe the issue. (Woodward Heights residents only)**

#	comment
1	Absolutely. High volume of cars is a big problem. Many cars roll or completely go through the stop signs which is also a concern especially with the higher volume of cars. I am often concerned for the safety of my young children living on Woodward heights, it has been a topic of discussion several times if we should move because of this. We love our home and the city of Pleasant Ridge but this road does not feel like a residential street and like I have stated above it often does not feel safe for my children. I also do not like the high volume of cars that park on our street for the Regeneration store that's on the corner.
2	As a family with a young child it is not safe living on Woodward Heights. We try to limit being in the front yard due to concerns of safety. Constant flow of traffic with cars/trucks driving at speeds that are not neighborly like at all. Crossing street is unsafe - waiting for someone to let you cross with a stroller - almost always an issue. Reckless driving at all points of day. Running stop signs. Not letting you back out of driveway the list goes on and on for WWH.
3	Bermuda/WH intersection - it was a bad idea to take out the stop signs. It is allowing for faster traffic which is opposite of what is needed. So dangerous for pedestrians and bicyclists. A lot of people take walks with children/pets. Bermuda between WH and Sylvan has become a very busy cut through as well.
4	Boone Road & Driftwood Cadillac, MI. 56 Woodward Heights when stop sign was taken down at Bermuda speeds have definitely picked up.
5	Cars driving way to fast over 35 mph in my street. I see many people on their phone, while driving, I'm afraid they won't see a pedestrian. It's a concern when walking my son to and from the bus stop. It can get difficult in rush hours to get out of my driveway, I almost have to defensively exit my drive way and make them stop otherwise I'll never make it out
6	Cars traveling West bound block Indiana.
7	Difficulty backing out of driveways, speeding, and running stop signs.
8	Excessive cut thru traffic. Back-ups all the way to Indiana as cars wait at Woodward intersection to hit the Woodward southbound turn-around at rush hour. It shouldn't be a battle of wills to enter/exit my driveway. Trucks. Noise, noise, NOISE from motor cycles, poorly maintained vehicles and muscle cars.
9	I have a 5 year old son and it is very concerning to walk down the sidewalk with him. Vehicles go WAY over the speed limit and pass other vehicles on the left into oncoming traffic who aren't speeding. It is the main reason we would ever move off this street. It is very dangerous and the majority of the traffic is not local.
10	I have lived in my house since 1995. The amount of traffic on my street has increased substantially in the past five years to the point that I cannot sit on my front porch to relax. The cars that ignore the stop sign make my blood boil! The traffic noise is such an issue that we rarely sleep with our windows open anymore. There is a serious issue with safety for the people walking or biking down the street. The police need to reinforce the traffic laws that people think twice about coming down our street.
11	I have lived on WH for 42 years, and the amount of traffic and noise from racing cars/motorcycles was never this bad. I knew when I originally moved here that this would be one of the busier streets in PR, but

	that did not deter me from purchasing my house. But I am concerned that a resident could be injured or killed due to all this current traffic.
12	I have many concerns: Removal of the stop sign at Bermuda has created a serious safety issue w/ many near misses; the pedestrian crossing IS NOT safe (it's simply a badly written law - requiring a pedestrian to step into the crosswalk before a driver has an obligation to stop); Ferndale's decisions to benefit its citizens by narrowing 9 Mile (and often closing 9 Mile), and changing patterns on the streets near WH has negatively impacted WH; WH is often used for racing - particularly as we get closer to Dream Cruise; without the stop sign (it should have been reinstalled until the study was complete) people are picking up speed as they drive along WH; who knows what additional problems we will have due to the proximity of a pot store on Woodward, just south of WH (the alley should be closed at the south end of the funeral home parking lot).
13	I'm by Bermuda on Woodward Heights and the number of people that run that stop sign on the daily is double digits easily
14	In the twenty some years I've lived here, the traffic has increased ten fold. Not only do drivers speed down the street, but run the stop sign at Woodward Hts and Indiana. The noise level is also a large issue.
15	It's very hard to live on Woodward Heights now. I've been here 27 years and am now looking to move out because of the horrible traffic on my street.
16	Lots of speeding and not stopping for pedestrians
17	Loud acceleration noise from stop signs Constant speeding Volume of traffic Traffic noise Truck traffic Truck exhaust smell
18	More than speed , the amount of heavy trucks all day long , the noise
19	My main concerns are the volume of traffic, especially people cutting through, and the truck traffic. I see semi- trucks come through on a regular basis,and sometimes two or three times a day
20	My specific concern is how backed up Woodward Heights gets at the Woodward intersection. I have a few issues with this: Effects the ability for me to enter and exit my driveway. To exit the driveway we have literally had to go out and ask drivers to stop for us that are sitting in line for the Woodward stop sign. When trying to enter from the East people who are sitting in line for the stop sign won't let us turn in. When heading west to turn in I have literally sat for upwards of 5 minutes looking at my house while sitting in the traffic backup. Regarding speed when the traffic isn't backed up, if people even make a full stop at Indiana, they leave you with the impression they are checking their vehicles 0-60 mph capabilities. Pedestrian safety: I can't tell you how many times I have seen pedestrians almost hit. Between the traffic, the speeds and customers parking in the street to visit Regeneration the pedestrian foot traffic is quite high. My fear is when they take one lane from Woodward for the bike lane it is only going to increase the Woodward congestion making it harder for people to turn off of Woodward Heights. This will cause even further and longer traffic backups on Woodward Heights.
21	Non-stop people driving through stop sign at Woodward heights and Bermuda. All day, every day. Haven't seen a police officer monitoring the stop sign for months. Because there's a stop sign there now, we get the noise of people peeling out and revving their engines all day and night. And at least 50 commercial trucks a day go down WW heights despite signs saying No Trucks. I have NEVER seen a PR police officer stop a truck on Woodward heights in the 22 years I've lived on this street. Not once.

22	Number of vehicles/traffic has double in the 8 years that I have owned my home. I have almost been struck, witness's multiple accidents in from of my home and seen 2 bicyclist hit. People do not obey speed limit and stop signs. The stop light on Woodward just past Woodward heights causes traffic to back up two blocks as people will sit and wait in order to cross all the way over to the turn around. The stop light would be more effective south of Woodward heights. I have to often times ask people to please allow me to exit my driveway or enter it as it is blocked most of the time.
23	Number one is the amount of traffic, it has gone up 5x over the past few years. And next is the speed it is out of control. Which that leads to the constant noise.
24	Pedestrian safety at the intersection of Woodward Heights and Bermuda is a huge concern! Please bring back the stop sign. Children's lives hang in the balance.
25	Return the stop sign at WH and Bermuda. Easy to enforce and ticket. Will ultimately lower traffic volume
26	Speed Safety to get out of my driveway
27	Speed is a serious issue. We do get some cars that take it too a new level. A Ferndale police officer, not chasing someone, was coming along at a very good clip the other day. Also there are many people who do not stop when you're in the cross walk. I am dealing with that as best I can by not going into the cross walk when I see someone or raising my hand. People will give you the finger when you're trying to cross the street and point to the cross walk. Speed by and give you the finger, putting the Pleasant in Pleasant Ridge. Traffic volume goes up when Nine Mile is shut down for festivals or events, as well.
28	Speeding and infrequency to stop at stop signs is major issue. Especially having a child, the front yard is a dangerous. Vast majority of reckless driving is non-local traffic from people who use Woodward heights as a cut through. There was an accident on the street in which a car flipped over. Drivers often bully other drivers by tailgating closely thru the stop signs. The street is not safe for children.
29	The amount of traffic during the day is very high and there is a steady flow of truck traffic that adds to he noise and congestion.
30	the amount of traffic has increased dramatically in the past 3 years. the trucks that use our street has also increased, although it has been somewhat better in the past few months. Many drivers are not obeying the speed limit.
31	The biggest issue is the number of cars and cut through traffic. I care more about reducing the number of cars going down Woodward Heights than any other issue.
32	The large commercial truck traffic is frequent & loud. I wish that we had a bike lane for safe bike riding through our neighborhood.
33	The new stop sign at WH & Bermuda has caused considerable noise with cars taking off from a stop and loud music playing- especially in warm weather months. The street is so busy I have to use my signal to ensure I don't get rear ended. Sitting out on my deck is not enjoyable due to the constant loud & fast traffic on WH. I can't even sit in my front three seasons room due to the noise and air pollution.
34	The stop sign at Bermuda and WWH really made it unsafe crossing the street. With a child and a stroller it is frightening that cars will fly by you as you wait at the green signs. They are doing nothing. I have had people scream at me saying 'It's NOT A STOP sign.' Nobody knows the rules and why would a person risk their life to actually wait in the street? Its become so bad on the street that we are considering moving to a

	different area. Completely unsafe. Constant traffic. Trucks every 5 minutes. Police don't monitor the street anymore. Some drivers drive at a speed where you say to yourself ok I feel safe with my child in the front yard. But at 25+ mph with cars going both ways every 5 seconds, it is BAD. So fed up with it.
35	The traffic on Woodward Heights is so bad that I fear when getting into my car when parked on the street. I have no driveway so either I access garage parking through the alley or park on the street. I especially fear when placing my grandkids in the car when parked on the street. Cars regularly run the stop sign when traveling east on Woodward Heights. They also speed. One car lost control and landed upside down on my lawn. It is also very difficult to get out of from Woodward Heights onto Woodward. Traffic backs up considerably during morning and evening rush hour.
36	The vehicle speeds are the biggest issue. The 3 way stop sign that was taken out at Bermuda ave (north) helped keep the speeds down. The new 3 way stop sign at Bermuda (south) is helpful, but both would be even better to keep vehicles from getting up to 45 mph by the time they get to Indiana.
37	There is a lot of traffic at times. There is a dangerous minority of drivers who speed through the street. Pedestrians have difficulty crossing at the Bermuda intersection. Pedestrians and drivers backing out get flipped off by drivers speeding through.
38	There is far too much traffic on Woodward Heights. Cars go too fast and don't stop for pedestrians.
39	There is much too much through traffic on Woodward Heights. We have seen the traffic levels increase over the last several years and it does not feel like a residential street anymore. The volume and speed of the traffic are problematic. Drivers are no longer on the lookout for pedestrians like they used to be at the stop sign at Bermuda, and elsewhere on the street when trying to cross the street even with a stroller, drivers will fly by. Much of the traffic including the truck traffic seems to come from outside of the neighborhood and is not aware of the residential nature of Pleasant Ridge. There are many semi trucks that are also coming through our street causing safety concerns. I have seen pedestrians and bikers in risky situations crossing the street and I personally have witnessed almost being hit several times, which is completely unacceptable. The traffic, vehicle speeds, And lack of a action plan from the city make me want to move.
40	They speed coming from the east , many blow through the stop sign at Bermuda . My biggest concern is children, pedestrians and bikers
41	Too many speeding cars, commercial traffic. But most importantly we have multiple kids with special needs on our block. Need signage to make drivers aware!!!
42	Truck traffic is a big part of the problem. The city is negligent in not enforcing the "No truck" signs. Shame on you policemen! We need TRAFFIC REDUCTION not traffic calming!
43	Vehicle speed is an issue on Woodward Heights in addition to traffic not stopping when pedestrians cross between north/south Woodward Heights.
44	Vehicle speeds are the biggest issue. Drivers speed through the sub between stop signs and sometimes get up to 45 or 50 miles an hour. There are children on the street and the major concern is the disregard of safety by drivers.
45	We are cut through street. Often cars are going around other cars, the road rage is out of control. We can't park on the street as there are no spots and our cars have been hit multiple times.

46	WH is a cut-thru street. It is loud, dangerous, ugly, and unlivable. Our historic 1920's homes were not built for cut-thru traffic. Many homes have bedroom windows less than 30 feet from the traffic. Pulling out of our driveways has become a white-knuckle nightmare - cut-thru drivers do not want to stop for us. Holding conversations in our own homes is not possible, watching TV with windows open is not possible, sleeping soundly through the night is not possible and sleeping during the day is not an option. Cut-thru drivers are surprisingly rude, aggressive, and dangerous. We have had 4 major accidents that have led to people being rushed to the hospital. We get side-swiped cars - the drivers flee the scene. We see, hear feel these vehicles all day and night 7 days a week. Vehicle pedestrian conflicts happen every day. Drivers blow their horns and scream obscenities, they purposefully rev their engines. Truck brakes (and car brakes) are exceptionally loud. Motorcycles rev their engines even though they are in no danger of stalling. Vehicles completely ignore the stop signs. Car radios disturb us day and night. We should have no more than 600 vehicles per day. The 2018 count was 3,600 per day. The 2020 numbers during covid were around 2,600/day. The city says they have no way of stopping the illegal trucks with the current police department staffing. Parents are scared to death that their children will be injured or worse. Speed is the least of our issues.
47	With over 3000 cars a day cutting through, 90% drive ok. It's the 10%, or about 300 cars a day that speed or drive reckless. That 300 cars is more than most other local neighborhood streets carry.
48	WWH & Indiana intersection is dangerous. There is little-to-no police enforcement for people who ignore the stop sign and speed limit.
49	Yes! Cars speed by making it hard to back out of driveway and cross the street even at the clearly marked crosswalk. As traffic has grown, drivers have been more likely to roll through stop signs and they are unconcerned and show annoyance/anger for residents trying to pull into and out of driveways. When driving on Woodward Heights, I'm often tailgated if I even go 30 mph, honked at when I slow down to stop for pedestrians or turn into my own driveway! Friends and family have started only parking in the street (and will park further away or on another street) because they are scared to try and back out of our driveway now. It's become worse with the number of cars increasing and the stop sign being taken away. There are many less natural breaks in the flow of traffic which used to allow us better opportunities to pull out of the driveway or cross the street. One shouldn't have to feel like they are burden in their own neighborhood! It no longer feels residential nor safe, especially for children and pets. I fear, and our neighbors have expressed fear, a pedestrian will get badly hurt or killed, and only then will something be done. This was supposed to be a forever home, but if things don't change, we will be moving now that it's gotten this bad and we have a baby.
50	Yes, a lot! We live a few houses off of Bermuda and Woodward Heights. So many people blow through the stop sign. It takes forever to get out of our own driveway whenever we try to leave. People speed like crazy as it seems they're using it as a cut through. Rush hour times it's horrible!
51	Yes, cars go too fast down Woodward Heights, especially after they removed the stop sign
52	Yes, people drive to fast on WWH. They roll past the stop signs. They barely notice pedestrians walking across the street. Also it is very noisy.
53	Yes. Constant noise, all day, all night. Speed and running the stop sign especially at Indiana.

**8. How would you like to see your main traffic problems on your street, if any, resolved? (WH residents only)**

#	comment
1	Adding a bike lane, somehow minimizing truck traffic.
2	Better police enforcement. Install bumpouts or pinch points as the city commission promised and then reneged on. Potentially close off Woodward Heights at the border with Ferndale.
3	Bring back the stop sign!!
4	Close street at East end.
5	Close Woodward Heights at Bermuda like you have done on other streets in Pleasant Ridge. I don't see any other way to minimize traffic.
6	Divert cut through traffic decreasing volume and noise making for a family child friendly street.
7	Eliminate on street parking at Woodward/Woodward Hts intersection. Increased enforcement of noise and faulty equipment violations, especially weekends, evenings, early mornings. Any reasonable step to cut volume/cut-thru traffic.
8	Eliminate truck traffic. Reinforce limit speed Maybe have cameras that can ticket drivers that exceed speed limit
9	Enforce the laws. Use ticket revenue share with off-duty Ferndale or Royal Oak police to enforce laws on Woodward Heights. Larger "NO TRUCK" signs at both ends of street.
10	Feel free to close one end of WH or the other in PR... but... I do know that is not a truly reasonable solution, so: reinstall the stop sign at (the PR part of ) Bermuda and WH; try some speed bumps - they seems to be working in Ferndale; close the alley heading south from WH at the end of the funeral home parking lot (to avoid lines of cars wanting "curbside" pickup at Little Herbs Co.); enforce speed and noise laws on WH and not just on Woodward; at least put in the pinch-points that were agreed to.
11	Get rid of the through traffic. Whether it is making it a one-way, dead-ending the street, the consistent traffic has got to stop. Speeds need to be less as well.
12	I do like a police officer giving speeding tickets. We do not see much police since the stop sign was taken away, which I imagine was the reason for taking the stop sign away from the start. No need to staff that corner. But it has driven up speeding. I do not want to see parking on both sides of what is a narrower street. It is not as wide as Catalpa. I do not want to see more signs that people ignore. I am not confident that you're going to solve anything with bump outs. Or making it harder to get out of driveways. They're just going to keep speeding through any crosswalks. A bump out isn't going to stop them there...but maybe slow down elsewhere..
13	I feel that blocking Woodward heights from Bermuda street would like divert cars to 9 mile instead of down Woodward heights which is much more appropriate.
14	I personally would like traffic calming measures to be introduced that are actually sustainable. For example I would like the old stop sign up Bermuda to be put back even if it is unprecedented. I would also like to see traffic humps or bumps, posted speed signs, cameras, away to give out tickets for speeding,



	police presence, bump out, dead ending the streetâ€¦ There are so many solutions to choose from and I hope that we choose at least a few of these real solutions because many of the neighbors are getting extremely frustrated on the street and want to see effective change now as we know there are effective solutions. Please please please from the bottom of my heart work on installing these solutions to create a safer environment for the young children especially that reside on Woodward Heights
15	I realize this street is needed as a connection to Hilton, so a cul-de-sac is NOT a solution. I appreciate the attempts being made to make WH more neighborhood friendly, but they are not working. Sadly, I have no idea how to resolve the traffic problems here.
16	I think moving the light on Woodward that is immediately to the north of Woodward Heights to Woodward Heights would help to reduce the amount of people stuck at the stop sign for extended periods of time and help to keep the traffic flowing. Putting a speed checker up that informs people of the speed limit and how fast they are going would help reduce the speeds. Eliminate the trucks that use the street as a cut through.
17	I think only a major decrease in traffic will help. That being said drastic measures need to be put into place. Something like making WWH one way east bound from Bermuda out to Ferndale. Or speed humps about every 200 feet, there would be no way to speed ever and no noise because there is simply no way to speed. Lower the speed to 15 mph. Thinning of the road the entire distance so cars can not pass each other only one at a time. Whatever happens it needs to be to the extreme that will make people go a different way, make it very painful to drive the street and they will find a better way. This is a direct result of what Ferndale has done to 9 mile they have also installed speed humps on other east bound streets. This has pushed all the traffic to WWH. Just get all the traffic off the street push it back to where is once was. Make it a pain in the ass to go down the street remove the cut through or make it a 10 min journey to go 1/2 a mile. How about just fix the problem.
18	I used to be happy with the idea of the two stop signs that were there at Indiana and the western Bermuda intersections and adding a third stop sign at the eastern Bermuda/ Ferndale border. Since the western Bermuda stop sign was taken away, I don't know if there stop signs are sufficient. I do believe the best option would be to make it a dead end at the alley so it doesn't directly hit Woodward or do something to similar to Fairwood where there is limited one way access to Woodward but it's . Doing this would still allow pleasant ridge residents to easily use Woodward heights to get to I75, Hilton, etc, but it would make it inconvenient for cut through traffic. With more businesses opening on Woodward Heights, Ferndale making 9 mile smaller, and soon Woodward being reduced, the problem will only get worse if something isn't done.
19	I would like several speed bumps versus stop signs installed. I would like to move the light going north on Woodward, south of 696 to Woodward Heights. I would like to see more police presence.
20	I would like the reaproved bump outs and radar speed control signs installed. I also think a double yellow line between the white lines would help and a lot more police presents. A "NO RIGHT FOR TRUCKS" at the corner of Woodward and Woodward Heights would help a lot with getting trucks off Woodward Heights. Reduce the GVW to 8000 pounds, so we can get the noisy box trucks off the street too.
21	I would like the stop sign at woodward heights and bermuda to return. This is not a safe place for pedestrians to cross and have witnessed many people almost hit by cars when trying to cross. Even a woman pushing a baby stroller was nearly hit. It's not safe and something needs to change!!!!

22	I would like to see a multi- fold approach. 1) Install speed cameras that monitor vehicle traffic and issue fines to drivers that exceed the speed limit. 2) Install stop sign cameras that enforce motorist to ensure the signs are obeyed. 3) Signs that say "No Thru Traffic". Royal Oak took this approach at Irving & Mohawk and Irving & Longfellow.
23	I would like to see it closed at one end, like Fairwood, or possibly make it one way
24	I would like to see the stop sign at Bermuda put back into place. I'd also love to see the automated speed signs posted to alert drivers to the speed limit. There seems to be very little regard for speeding and while there are police, it doesn't feel like they stop as many speeders as we have.
25	I would like to see the street end at Bermuda and no longer be a major cut through. The traffic must decrease for our safety.
26	I would like to see Woodward hights closed off to through traffic. Or add an extra stop sign and speed bumps.
27	Lessen the amount of traffic.
28	Lessen traffic, more enforcement on speed control and utilizing stop signs.
29	Make it harder and more annoying for cut through traffic. I would support blocking all cut through traffic via making a deadend by Burmuda.
30	Maybe stop signs that flash for pedestrian crossing? And keeping large trucks off the street.
31	More police enforcement. Traffic calming measures.
32	One way traffic, decrease traffic, slow down traffic. There needs to be some major changes. You have a ton of young families on the street and it is not safe. Cut down the car traffic. Direct them elsewhere. Make it one way going west. Whatever it takes to make us feel safe walking on our street and being around front.
33	Put stop sign back up. More police presence and passing out to folks speeding on our street.
34	Put the stop sign back at WH and Bermuda
35	Put the stop sign back onto Woodward Heights at Bermuda ave and add a large speed hump between Bermuda Ave and Indiana Ave
36	Put the stop sign back up at Bermuda and Woodward Hghts.
37	Reduce speed limit to15, more enforcement (bring back the officers that were always at WH/Bermuda/Fairwood) of the speed limit, bring back the stop signs at WH/Bermuda/Fairwood (current signs at Bermuda/WH by the store have been helpful), There is so much congestion at Woodward Ave/WH - this should be considered. Maybe move the light from the current spot so people can actually turn or cross. Not sure how the trucks do it. Loud. Truck traffic is very loud. Tried the speed humps and the rattling from trucks is super loud. Not sure if permanent speed bumps are better than the temporary ones.
38	Restrict cut through truck traffic and put the stop sign back up that was removed in the past year



39	Simple. Block off Woodward heights at Bermuda with a concrete island and landscaping. Problem solved. Pleasant ridge has NOTHING to gain by all of this through traffic to and from ferndale. WW heights is an industrial commercial street in ferndale, but all of that traffic keeps going straight through to Woodward through our RESIDENTIAL neighborhood. This traffic does not benefit the city of pleasant ridge: these drivers aren't stopping in PR businesses and shops. They are cutting through, mostly to avoid the mess that's been created on 9 mile in ferndale because of the "road diet" there. The city of PR blocked of the road at fairwood and Woodward several years ago to accommodate a restaurant. So now do the same on WW heights to accommodate DOZENS of tax-paying residents who are sick of the noise and traffic on our residential street. The commercial and industrial area traffic of ferndale should be routed through ferndale. It's THEIR traffic and THEIR problem. Why do PR Woodward heights residents have to pay the price?
40	Speed bumps Maybe a digital speed sign Digital camera to give tickets to trucks not allowed on street
41	Speed bumps , one way street , no trucks
42	Speed bumps all down Woodward heights
43	Speed camera that monitor traffic and stop signs. Issue fines to drivers that exceed speed limit and run stop signs.
44	Speed humps, possibly the removing of the stop sign, or redirection by way of blocking the street off.
45	Speed humps, speed bumps, stop signs at every intersection with heavy police enforcement. Somehow we need to create an air of neighbor street instead of SPEEDWAY!
46	Stop all the traffic. Since Ferndale has made it difficult for trucks to come out of the industrial area they come down our street more often.
47	Stop signs at every intersection. The police can park in my driveway to catch the sign runners. Pleasant ridge should adopt 15 mile per hour city wide , no need to speed anywhere in pleasant ridge, make it safer for all residents and guests
48	Stop the cut-thru traffic (which would include the illegal trucks). Turn both ends into cul-de-sacs, as many Pleasant Ridge streets have done in the past to stop cut-thru traffic and save neighborhoods. We tried speed humps - they were too loud. We tried pinch points - that turned into a game of chicken where cars would speed to beat the oncoming car. This also caused horn blowing and drivers screaming obscenities at each other. We tried parking on both sides of the street - this caused games of chicken, drivers were forced to back up, and parked cars were side-swiped. The city tried calming. It doesn't work. We don't want our street turned into an ugly obstacle course that simply causes more problems. Cutting streets off has worked for most of Pleasant Ridge - it's time to save Woodward Heights.
49	Take the stop sign down in front of my house, 14 Woodward Heights, as the multitude of cars that the city has funneled down my street is a huge problem. A 2-way stop would be sufficient i.e. a stop sign on the North side of Woodward Heights and a stop sign on Indiana (which are already there.) All the photos below are ridiculous, for Woodward Heights.
50	There need to be more stop signs. I'd like to see the stop sign at Bermuda put back in as well as keeping the second Bermuda stop sign. It would also be nice for there to be speed bumps through the residential portion, to discourage speeding.

51	Traffic calming should be priority on Woodward Heights. Narrowing of east-most and west-most road for traffic entering and exiting Pleasant Ridge on Woodward Heights. Ideally limiting Woodward Heights to eastbound traffic will lessen the amount of vehicles on this street (additional observations below). Also, a large majority of vehicles are using Woodward Heights head south on Woodward, causing vehicles to cross four lanes on northbound traffic on Woodward Ave. By diverting traffic down Sytan, as a west bound only street, would safely divert traffic across Woodward for travelers to head south on Woodward Ave.
1	Adding a bike lane, somehow minimizing truck traffic.

**20. Please describe other concerns or ideas you have for managing traffic on Woodward Heights. (All responses)**

#	comment
1	1. make the street one way east to west. 2. add the stop sign at Bermuda and leave the new sign at the east end of the street and/or install the traffic speed indicator as was proposed. There are children living at the intersection of Bermuda and Woodward Heights. Somebody is going to get killed there.
2	- Closing the street to large trucks and vehicles and (having weight restrictions) -
3	1. Speed humps
4	adding bumps in different spots of the street. don't allow direct access from Woodward heights blvd to the u turn right before the light on Woodward ave (traffic backs up bad for people trying to make an u turn) Add speed limit and cameras to ticket wreckless driving will think of more suggestions
5	Addressed in my previous comments
6	Again, stop signs for traffic coming. Absolute must!
7	All of the ideas in this survey sound helpful except the two-sided yield parking.
8	As a daily walker, I've observed removing the stop sign at NW Bermuda increased speeders heading both east & west on Woodward Heights. Adding the stop back at the SE corner of Bermuda & Woodward Heights makes the intersection safer as a walker & a driver. Before it was recently installed, I witnessed a car accident at the location.
9	As a driver, not a resident on the street, I have not faced issues crossing Woodward Heights in the car and don't walk on that street much. I do, however, use Woodward Heights frequently to get to Hilton, John R and other destinations east of the city, so would hate to see it closed. WH is important for exiting the city on Woodward Dream Cruise days and other times of backed up traffic on Woodward. Also concerned what will happen to traffic when the Woodward road diet is in place, therefore would like to have east-west streets like Woodward Heights as alternatives for getting out of the city.
10	Bring back the stop sign that was removed making 3 total Speed bump Police presence
11	Change to one way with extra lane used to expand bike lane

12	Closing off the street would be a major negative for the east side of the city by removing the entry/exit from PR to the east. The only entry/exit would be to Woodward.
13	Closing Woodward Hts and all the parallel roads would be a major inconvenience for people that live there
14	Concerned that street closures make city less bike accessible. Except at peak times traffic on Woodward Heights doesn't seem that bad. Maybe make changes time-specific?
15	Consider adding 15 mph signs Woodward Heights area and Ridge Areas. I would like to see the installation of a Traffic Light at Paxton and Woodward Heights (next to the BBQ food truck). I'm wondering if this a project for Oakland County Road commission ?
16	Could it be closed off at Woodward like Fairwood? So neighbors can go to Sylvan to get there but not close on East side? Pinch point? Make the whole intersection with me big huge traffic circle?
17	Curb extension and speed humps
18	Cut down some of the "landscaping" on the corners/intersections. Sometimes the drivers don't see the pedestrians.
19	Cut through traffic and the over abundance of trucks using the street as a cut through only. As well, the speed of most drivers on the street is of great concern.
20	Definitely needs addressing - closures highly recommended
21	Designate Woodward Heights as an east bound only street, and designate Sylvan as a west bound only street.
22	Digital radar signs with speed limit posted and flashing light when speeding.
23	Digital speed signs Speed bumps Camera to give tickets
24	don't live on east side so not overly concerned with cause/effect. why not make it a one way going EAST?
25	Drivers have a straight shot to gain speed and do not respect pedestrians
26	Electronic signs that shows people their speed and reminds them of the speed limit.
27	Enforce limits on truck traffic.
28	Enforce the no trucks rule?
29	How about signs no truck traffic. I don't know for sure because I don't live on that street but I use Woodward height for rentals in Ferndale and friends east of Hilton. So the diverted would become a pain
30	I am a frequent walker. I cross Woodward heights all the time. it's not that hard. I preferred the stop sign, though.
31	I am not in support of one way traffic. Add more stop signs to reduce traffic. Do not let big trucks on it. Police should patrol delivery trucks such as amazon that blow stop signs, block the road and drive too fast.

32	I believe due diligence has been done and it is time to move on.
33	I believe the traffic has increased due to multiple construction projects.
34	I do fully understand that something needs to change on Woodward heights. I do, however, feel I need more information on the possible road closure. It is quite convenient to come south on Hilton and right (W) on Woodward Heights and North on Indiana to come home. The alternative of coming along the 696 service drive (east) and having to wait for offcoming 696 traffic to clear so I can get over to the far left lane is a lengthy wait and tricky. Going straight west on service drive gets super chaotic to do a turnaround near zoo.
35	I do not currently think traffic on Woodward Heights is an issue.
36	I don't feel there is a huge problem. Woodward Heights is a major cut through street throughout Hazel Park, Ferndale, and Pleasant Ridge. I use this street to get home every day after work. It is unfair to the residents who live in our neighborhood to cut off our ability to enter on one end. I walk this street with my dog daily and feel safe doing so.
37	I don't know enough about traffic control measures. Logic tells me that if I have obstacles in the road I need to slow down.
38	I don't think you really need to close the street. Just make it one way.
39	I don't travel Woodward Heights very often so I don't consider my opinion one to count.
40	I have a disabled family member living on Woodward Heights. She cannot cross the street due to traffic. It often takes at least 3 minutes to back out of the driveway. I have many times had to avoid being hit by speeding vehicles between Bermuda and Indiana when backing out of the driveway. I have also blocked traffic waiting to pull into the driveway due to the increased amount of traffic on Woodward Heights.
41	I like all of the ideas listed here, but focus on the ones that will reduce the number of cars and reduce cut through traffic.
42	I must trust the experts as I have no ideas on how to manage this traffic.
43	I support many of the ideas previously recommended by the city.
44	I think a traffic circle/cul de sac near the border is a decent start, but it needs to be coupled with police enforcement. Also, if possible, increase the fine for violating the "no trucks" rule.
45	I think Ferndale needs to help with solutions. As their attempts to control traffic in their city can/has create issues for their neighbors.
46	I think that allowing parking on both sides of the street is something worth evaluating for a solid chunk of time. Closing the street is a non-starter due to its obvious effects on the other streets nearby. Can we also try mini-roundabouts at the intersections, to create pinch points there? Raised crosswalks (as in one of the examples) might be good also, as these should not create the level of noise that speed bumps would.
47	I understand the pickle the city is in and the frustration of some residents on WH, but some street has to allow for traffic to flow in that direction. That street was WH for me before I even moved to PR.

48	I use Woodward Heights from Bermuda to get to my home every single day. If I'm forced to only get home using Woodward Aveâ€”that's unacceptable. If Woodward is the only way out of the city from my homeâ€”that's also unacceptable. Especially with lanes on Woodward closing in the near future and the Dream Cruiseâ€¦. Thought: close Woodward Heights at the alley so westbound traffic cannot get out. Make a parking area like on Fairwood at Cork for the shopping center and funeral home. Put stop signs at every intersection on Indiana. Or massive speed humps that you have to crawl overâ€”those work like a charm in quiet neighborhoods or vehicles are damaged. Cut off access to a Woodward and make every other street so annoying people will eventually find another route, but residents will still be able to get home.
49	I wish Bermuda had no parking on one side so that i didn't always have to go around that silver Mercedes that never moves.
50	If closing the east end of Woodward heights at Bermuda is not approved then at the very least several speed bumps along Woodward heights with parking on both sides of the street would hopefully help reduce some cut through traffic and slow cars down
51	If our school district is Ferndale, the Ferndale ECC side street is off Woodward Heights. It would be very inconvenient to use that preschool if the road is closed.
52	If westbound traffic was routed up to Sylvan to get to Woodward with speed humps there may be a preference for drivers to detour through Ferndale instead. Any traffic that wanted to eventually go south on Woodward from silvan would have to cross over 696 before a turn around
53	I'm not a city planner so I can't say. But I utilize Harding Park often and the traffic has becoming increasingly worse over the past 5-6 years.
54	Implement speed humps and raised pedestrian crossings
55	It is a half mile road with expectations for heavier traffic.
56	It's a major road. It's going to have more traffic. It's right next to an industrial park. I think the Techniques that add some narrowing to the street at different points like pinchpoints and bumped out pedestrian crosswalks etc. will help make the street less attractive to trucks and speeding vehicles.
57	It's fine the way it is. This issue is ridiculous and is created by people who don't have anything else to do.
58	Ive lived in this neighborhood 32 years. I use Woodward Heights to avoid the God Awful lane reduction and red light runners at the 696 Woodward intersection. Please, please, please do not cut off Woodward Heights.
59	I've walked this many times. While there is traffic I don't think it's inconvenient to cross.
60	Law enforcement. Tickets like crazy. Follow laws regarding large trucks.
61	LEAVE IT ALONE. ITS FINE!!
62	Let's not close off the city- that is an elitist attitude in an already elite city. Dispersing traffic to other streets only makes more people frustrated. Make it harder for heavy vehicles to use WH and add police enforcement.

63	Long-term, I do not have a large objection with closing Woodward Heights at Bermuda. However, there are currently several large road projects underway in the immediate area (notably I-75). While this is obviously driving a large amount of traffic to Woodward Heights, it also makes Woodward Heights more necessary for residents of the community. I would like a clear estimate of Woodward Heights traffic reduction when the notable projects in the area are complete. Resident pass-through of Woodward Heights seems undeniable. The Hilton-Campbell corridor is booming with accessible business enterprises that would be unfair to deny to local residents in the long-term. To access that area and return to the community via 9 mile is excessively burdensome. However, this concern is to be weighed against the long-term estimates of traffic reduction from projects such as I-75.
64	Look forward to traffic study. Especially ongoing updates throughout study.
65	Make it a one-way. Dead end alley where pot shop will be in Ferndale. Make it harder for people to drive 30 mph. It has to change or else all the families will leave city.
66	Make the speed 15 mph. Make speed humps every 200 feet. Thin road entire distance so only one car can pass. Make it one way east bound from Bermuda to Ferndale. Force the traffic back to Ferndale. Do whatever you can to remove the traffic. Large bump outs the every 200 feet. Make it a maze to drive down the street. The westbound traffic is the major problem remove it. Large wide bike lane entire distance so only one car can pass. Please just fix this it so bad send it back to Ferndale. People will find a different way. And right now this is the path of least resistance. They will find a different way.
67	Making it a dead end at alley or something similar to Fairwood. With the parking and traffic generated by the businesses at the intersection of Woodward Ave and Woodward Heights, it is often difficult to turn onto Woodward Heights from Woodward because the cars going westbound from Woodward Heights to Woodward Ave narrow the space available, which is all made worse by the angle of the intersection. Sometimes this will even cause a backup onto Woodward Ave. (I also support making it a dead end at Ferndale border/Bermuda intersection of the former Heights liquor store)
68	Maybe blinking lights at the pedestrian crossings.
69	More enforcement. More stop signs. Better signage.
70	Mostly speeding is my issue. I understand there will be traffic. And that's fine, just need to slow down that traffic. And by making Woodward heights a slow street, it will naturally push people away from using it based on a delay in travel time.
71	Move the light on Woodward Immediately to the north of Woodward Heights to the south it will help with the congestion. Eliminate trucks
72	My concern would only be that something unnecessary is added because a few boisterous neighbors make a larger issue than there is.
73	n/a
74	Na
75	need dedicated bike lanes, clearly marked
76	Need far far fewer vehicles. No 2 ways about it.

77	Need to keep Woodward heights open as is to keep traffic from moving into neighborhoods
78	No thru traffic signs, or no right turn from Woodward, between 7-9:00am, and 4-7:00pm
79	No Truck traffic, except for home deliveries. Parking lot at Woodward, like at Fairwood Stop sign re-installed at Bermuda Only local traffic
80	No trucks
81	No trucks or commercial traffic. Have a police presence there. Ticket speeders.
82	None, its fine.
83	None, make the guy doing all the complaining move
84	Not allowing truck traffic
85	One resident suggested making a short stretch One Way (eastbound). That could work. Or perhaps a severe pinchpoint at Bermuda (rather than closure) to divert most westbound traffic through Ferndale on more substantial streets.
86	One way traffic entering Woodward Hgts from the east.
87	One-way traffic going west or east. Whatever allows for emergency vehicles to operate. Cut off the alley where weed shop is going to be. Won't even bike down WWH anymore as traffic is so bad and reckless. Post office people say they always do our street before gets dark because cars drive so bad.
88	Outside of what has already been mentioned, I think those are acceptable options for managing traffic. I would like to see speed humps and more stop signs and any other options to mitigate the traffic. I have no problem as a resident dealing with getting in and out of our subdivision in an alternative way if it means the traffic on Woodward Heights is cut down or slowed.
89	Patrol the street more. It makes the biggest difference. When it's patrolled on a regular basis, drivers mind their speed. When there not out, people rip through. Also radar speed signs will show drivers there speeding and most will slow down.
90	Please do not close access to PR from Woodward Heights, it's an important connector from the east back to our city.
91	Please do something ASAP otherwise we will seriously move from the city. I am not kidding, we have small children and are considering buying a new property outside of the neighborhood eminently if this is not addressed. The major concern and issue at hand is really the safety due to the incessant traffic that is driving at a fast speed with little care for the residence that reside on this street and in this neighborhood. I like your idea of making it a one-way street or shutting down the street adding speed bumps etc. thank you for your attention to this important matter
92	Please take a closer look at WH and Woodward where there is a bus stop, retail stroe, apartment building; funeral home, one way alley exit from Fairwood; crazy long lines to turn on and off Woodward; and soon - pot store traffic. The corner of WH and Bernuda ONLY became a problem because a couple of people complained about noise from cars and trucks (many of which should not have been on this street). Stop catering to a few loud voices and start making sense of the issues. Quit saying the stop sign at WH/Bermuda "isn't warranted" and finally recognize that it may not be warranted on the basis of



	traffic volume, but it is on the basis of pedestrian and bicyclist safety. Please get a better understanding of the crosswalk law - more often than not, it does not work and is not safe. I respect the Mayor's optimism that drivers can be trained so that crosswalks work, but (1) we are still trying to train some people to stop at stop signs and that law is clear; and (2) the pedestrian cross walk law is badly written - requiring a pedestrian to step into the street then pray the cars will stop.
93	Police presence
94	Put back Stop sign at Bermuda & Woodward Hgts
95	Put the stop sign back at Bermuda and provide enforcement of current traffic laws.
96	Put the stop sign back at WH and Bermuda
97	Remove Stop signs. And leave it alone! It's a needed half-mile street for traffic.
98	Seems like a waste of money
99	signage for trucks; adding stop lines. the whining of the residents is tiresome.
100	Simple. Block off Woodward heights at Bermuda with a concrete island and landscaping. Problem solved. Pleasant ridge has NOTHING to gain by all of this through traffic to and from ferndale. WW heights is an industrial commercial street in ferndale, but all of that traffic keeps going straight through to Woodward through our RESIDENTIAL neighborhood. This traffic does not benefit the city of pleasant ridge: these drivers aren't stopping in PR businesses and shops. They are cutting through, mostly to avoid the mess that's been created on 9 mile in ferndale because of the "road diet" there. The city of PR blocked off the road at fairwood and Woodward several years ago to accommodate a restaurant. So now do the same on WW heights to accommodate DOZENS of tax-paying residents who are sick of the noise and traffic on our residential street. The commercial and industrial area traffic of ferndale should be routed through ferndale. It's THEIR traffic and THEIR problem. Why do PR Woodward heights residents have to pay the price?
101	Simply stop (block) cut-thru traffic.
102	Speed and stop sign enforcement.
103	Speed bump, limit truck traffic
104	Speed humps would discourage speedy folks looking for a quick cut through and May discourage trucks
105	Speed. Stops signs
106	Stop signs at every intersection and multiple cross walks , 15mph speed limit
107	Strict Enforcement of truck rules Speed bumps Stop signs
108	Tell the annoying resident who is a pain to move / get over it
109	The new stop sign at Bermuda is not the solution. The problem has been moved to the end of the street where residents haven't been as vocal. It's frustrating that WH has become a major road (like Nine Mile) and not a residential street. I don't enjoy sitting outdoors due to the constant noise and traffic pollution.



110	The removal of the stop sign at Bermuda (middle) and the lack of any other moves has encouraged more cut through traffic and more brazen driving behavior. The only thing that is stopping this from becoming an immediate headache is the I-75 and other construction this summer, which has lowered traffic at times.
111	the solve can not result in driving additional traffic through Fairwood/Sylvan
112	The speed at which cars travel on our road make the situation very dangerous for families and children. My neighbors and I have brought this concern to the city commission's attention for the 25 years I have lived here. I feel like we are NOT HEARD. I feel like the city reps see Woodward Heights as the least valuable street in the PR community. I think the attitude could be changed. The value of our homes is clearly affected by the traffic issues. My husband and I have discussed moving because of the traffic issues. We raised our children here. We love our neighbors. I DON'T WANT TO MOVE, but that option is on the table because we don't want to live out our years listening to every loud motorcycle and car squeal down the street. Please help.
113	The stop signs at Indiana are ineffective, as cars roll through them constantly. You could increase patrols there and write tickets all day. Crossing there on foot is also risky.
114	The trucks are a nightmare , May be limit the time they can use WH
115	This is 9.5 mile. Anyone that didn't realize this when buying should have paid more attn. it is the only route over 75 out of our neighborhood. When I bought on Kensington I realized for a lower priced property I would have to deal with cut through and service drive noise. We live in a city, not a rural community. There is traffic. We all knew this when purchasing, to move traffic from wwh pushes onto other streets who didn't bargain for that when their homes were purchased.
116	This is a residential street that has morphed into a road where drivers feel it is their right to speed and honk horns at residents. I witnessed on passenger pick up truck give a finger to a family with a baby trying to back out of their driveway. No effort to stop, just swirve around the passenger car with the family and give the finger. It is not encouraging.
117	This survey is nice but the inaction of has been disheartening. Hopefully this will be different!
118	Tickets. Actually start enforcing speed limits.
119	To reiterate, I think automated traffic enforcement would help with the safety aspect. Primary concern is safety of children/pedestrians.
120	Too many cars and trucks in general
121	Too much truck traffic and loud vehicles using Indiana as a cut through to get on to Woodward, especially when traffic backs up past Indiana to get onto Woodward from Woodward Heights.
122	Trucks should not be allowed to travel through Pleasant Ridge via Woodward Heights. How this is achieved, I don't know. Simply putting up signs on already sign congested Woodward seems pointless. But a pinch point and truck route sign directing drivers to the service drive might be a start.
123	Visually redesign the street so it's basically hell for cut through traffic to use. Make it seem like a car shouldn't belong there. You'd probably need to do the same for fairwood and sylvan or else the cut

	through traffic would just move one street over. Drivers should want to switch to the mile roads for east west travel.
124	Weight limits for commercial vehicles
125	Why is this a major topic of conversation? As a west sider we pay a very large amount of taxes compared to the east side, plus WH is a fraction of our city population. How about we focus on water prices and lead line costs? Or is this a way to distract from the fact that our tax rates and water rates are exorbitant and we are wasting money on sending out fliers and surveys and walkthroughs about one street? We are a city, not a single street.
126	Wish we had bike lanes - such a shame it ends in PR
127	Woodward Height is an important connection across the railroad tracks between PR and Ferndale. This connection should be maintained. Many people in the community rely on this connection to access schools, businesses, and parks. Traffic calming measures are appropriate on Woodward Heights, particularly ones that make it a less attractive route for cut-through traffic, heavy trucks, and speeders.
128	Woodward Heights is not an issue. The City should focus its resources on calming traffic on residential streets that have no history of being an industrial artery.
129	Woodward traffic light south of WW hts
130	You guys need to do something to address Woodward Heights please put in speed bumps or something. Another idea would be to add cameras or bump outs, but I know we need something

## **Appendix B – Public Meeting #1 Presentation**

## Appendix C – Public Meeting #1 Table Maps and Comments













## **Appendix D – Public Meeting #2 Presentation**

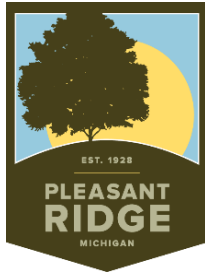


## Appendix E – Public Meeting #2 Group Notes

- General Information Comments
  - » Group 1
    - Biggest traffic concerns:
      - Fairwood resident - blocking or creating a one-way solution on Fairwood. Would increase travel time and inconvenient routing to Bermuda exit to 696.
      - WWH resident - feeling of safety, walking with kids, leaving driveways. Aware there could be impacts to other streets, but the volumes are untenable. Some of the ideas do address. Speeds clocked way over 30.
      - WWH resident - #4 seems like a good solution. Significant change. In mornings crossing WWH to southbound, lots of backups. Sylvan at the light could be a safer left turn but would increase volume on Sylvan. Feel we need to share the traffic.
      - Agree about volumes and speeds. Have gotten emails from neighbors about the conditions as well. Realize the traffic will go somewhere but have noticed the characteristic has changed. Peak speeds on weekend nights.
      - WWH resident - Street with the school - certain times of day have one-way traffic which causes some of the traffic on WWH. Did Ferndale discuss those changes with us? Could certain times of day changes be effective?
    - Closing WWH at both ends? With barricades that could go up and down?
    - Stoplight at Fairwood - much backup comes from people there making the turnaround down Woodward. Does not give enough time and space to get across. Move the stoplight further south on Woodward.
    - Of the options presented, would speed tables be included? Yes, could include on any option.
    - Option 4 - Seems like a reasonable option. Likely more pushback from parallel streets.
    - Option 5 - Likely more pushback from "high impact" groups
  - » Group 2
    - Concerns: speeding, traffic volumes, pedestrian friendliness, noise
    - Any of options 2-5 push traffic onto other streets and create a "never ending story"
  - » Group 3
    - Biggest concerns: Gainsboro corner and pedestrians/kids, speed on WWH + volumes have increased, small/connected communities need to be aware of where will the traffic go - answer is getting people to slow down/need to figure out how to reroute, trucks-noise, not concerned with rerouting traffic to Ferndale, have become more aware of traffic as life has changed and are home more, resident of Amherst using WWH
    - How do we address truck traffic? And how does chicanes impact parking?
    - Aware of kids trying to use the street, accessing the park on Gainsboro, noise, speeds, volume... But aware we need a community/big picture response and don't want to just shift traffic elsewhere in Pleasant Ridge. This is a complicated problem but we need to slow and decrease traffic. There wasn't one preferred alternative but just implementing some big impact solution.
    - Need to think of this as a whole community... need to come up with a long-term plan/solution. Wouldn't be happy with high impact of just closing and diverting. Need to think long term and big picture. Slow down and decrease.

- Others haven't considered impacts of their street changes. Aggressiveness is an issue... fear the City won't implement anything
  - » Group 4
    - Pedestrian safety
    - Pedestrian Safety. Rerouting traffic may just move ped safety issues to other streets
    - Motorists don't stop at stop signs
    - Vehicle volume and big trucks
    - Volume and big trucks
    - Volume and trucks. Enforcements
    - Woodward heights may not have been built for the number of trucks.
    - Cork restaurant has been closed for sometime and may have impacted spring counts
    - Concerns are same as Woodward Heights on other streets. Doesn't want anyone accessing their home to be inconvenienced
  - » Group 5
- Alternative 1 Comments
  - » Group 1
    - Chicanes - At intersections - not sure drivers would really fully flow down and still no reason to stop at the crossing and intersection, might be a practical option for other streets but not sure it addresses ped safety enough.
    - Speed humps feel like they will be more effective at forcing people to slow down. Still have constant flow of traffic with a steady rate of speed, doesn't motivate you to stop. Or combined.
    - Would like the street to be really undesirable to drive on.
  - » Group 2
    - like speed humps and tables
    - "I'd rather go down a street without them"
    - like chicanes and median islands, and they include an opportunity for landscaping
  - » Group 3
    - Worried about noise/back up from speed humps
    - thinks traffic calming may reduce impacts of cars
    - combine speed hump/table along with other options
  - » Group 4
  - » Group 5
    - Likes chicanes, daylighting for pedestrians. May reduce volume
- Alternative 2 Comments
  - » Group 1
  - » Group 2
  - » Group 3
  - » Group 4
  - » Group 5
    - Another street in Pleasant Ridge has no right turn, and traffic then goes to the next street. Not fair to create winners and losers
- Alternative 3 Comments
  - » Group 1
  - » Group 2
  - » Group 3
    - doesn't want to give other streets more traffic - not fair

- » Group 4
- » Group 5
  - Not fair to direct traffic on sylvan
  - Concerned that overflow will end up on Sylvan
  - Sylvan is already heavily trafficked. Pulling out of driveway is difficult. Will just get more difficult when Cork reopens
  - Any operational change solves one street problems and move them to another
- Alternative 4 Comments
  - » Group 1
  - » Group 2
  - » Group 3
    - likes to test this
    - concern about businesses at Woodward - can parking be added like Fairwood?
    - likes one-way or a barrier
    - all options that reduce traffic will open it up for biking
    - these options don't stop illegal trucks - what are the options?
    - would be consistent with Woodward Ave
  - » Group 4
- Alternative 5 Comments
  - » Group 1
  - » Group 2
  - » Group 3
  - » Group 4
    - Mark on Woodward Heights - likes one way Gainsboro. Could also close Fairwood and Sylvan



**City of Pleasant Ridge**  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

## **City Commission Meeting October 11, 2022**

Having been duly publicized, Mayor Scott called the meeting to order at 7:31pm.

Present: Commissioners Lenko, Perry, Schmier, Mayor Scott.  
Also Present: City Manager Breuckman, City Clerk Allison.  
Absent: Commissioner Budnik.

Mayor announced National Coming Out Day 10/22/2022

### **2022 City of Pleasant Ridge Beautification Awards**

Don Daniels gave presentation of 2022 awards. Committee members Jan Treuter, Amy Bowering, Jennifer Kueber, Sheryl Laidlaw, Amanda Wahl and Norma Melton. Special thanks to Tom Treuter for the photographs.

Recipients:

7 Oakland Park – Kristen and Steven Cares  
63 Maywood – Susie Sherman-Hall and George Hall  
8 Kenberton – Danielle and Corey Truesdell  
81 Oakdale – Richard Altherr  
17 Devonshire – Nikki and Christopher Maybee

### **Public Discussion**

Charlie Cavell, Oakland County Commissioner, updates regarding county and the Oakland County Public Transportation Authority (OCPTA) millage.

### **Governmental Reports**

Chief Teresa Robinson, Ferndale Fire Department, updates regarding fire department, fire prevention week, winter fire prevention tops.

Chief Kevin Nowak, Pleasant Ridge Police Department, police department update, Halloween.

Recreation Director Stamper, Halloween decoration contest, candy, Halloween candy donation for the troops, events related to the recreation department, Coats for the cold – November 1<sup>st</sup> – November 25<sup>th</sup>.

### **City Commission Liaison Reports**

Commissioner Perry – Planning/DDA - No meeting. Oct 24<sup>th</sup> meeting will be holding public hearings for zoning ordinance and special land use request. Woodward Heights traffic calming update – City Commission will consider Woodward Heights alternatives November 15<sup>th</sup>.

Commissioner Schmier – Historical Commission - Museum open October 15th from 10am – noon. September 23, 2023, home and garden tour date, looking for properties. Pewabic decorative ornaments, \$35.00.

Commissioner Lenko – Ferndale Public Schools – Homecoming went great, next meeting is October 17<sup>th</sup>.

## **Consent Agenda**

### **22-3579**

Motion by Commissioner Perry, second by Commissioner Lenko, that the Consent Agenda be approved.

Adopted: Yeas: Commissioners Perry, Lenko, Schmier, Mayor Scott.  
Nays: None.

## **24 Cambridge Lot Split Request**

Breuckman gave an overview of the request by the owner of 24 Cambridge, Nathaniel Mynsberge, for a lot split of the current 124.1 foot lot into two parcels. Mr. Mynsberge is requesting to create two parcels; parcel A will create a new 58.8-foot-wide parcel to be known as 26 Cambridge and parcel B would be a 63.3-foot-wide parcel to remain as 24 Cambridge. The minimum lot width on Cambridge is 50ft. The request is dividing the parcel back into three separate parcels and creating two lots/parcels.

Nate Mynsberge, homeowner would like two proposals considered, one is two new parcels with widths of 55 feet (parcel A) and 69.1 feet (parcel B), or two to create two new parcels with widths of 58.8 feet (parcel A) and 63.3 feet (parcel B). Addressed concerns from last meeting and discussed characteristics of surrounding lots. Eric Scheible, 28 Cambridge, not in favor of approving the lot spilt, believes several neighbors are not in favor. Would like City Commission to reject proposal as presented prior to the meeting and the proposal just introduced today. Eric Pott, 29 Cambridge, is not in favor of the proposals, would like to keep with the look and feel of the surrounding neighborhood, John Disbrow, 30 Cambridge, conditions of future development be considered and binding, if not, needs to be considered, not in favor of the proposal.

Allison read statement by Commissioner Budnik who was absent from the meeting.

### **22-3580**

Motion by Commissioner Perry, second by Commissioner Lenko, that application by Nathaniel Mynsberge, for the lot spilt of parcel #60-25-28-278-036, commonly known as 24 Cambridge, be denied.

Adopted: Yeas: Commissioners Perry, Lenko, Schmier, Mayor Scott.  
Nays: None.

## **Community Center Generator Bid**

### **22-3581**

Motion by Commissioner Perry, second by Commissioner Lenko, that the bid for the community center backup generator be awarded to Oak Electric of Waterford, Michigan in the total amount of \$42,658, plus 15% for contingencies.

Adopted: Yeas: Commissioners Perry, Lenko, Schmier, Mayor Scott.  
Nays: None.

**Schedule a public hearing - Application to transfer an existing liquor license for the property commonly known as Whistle Stop Café, LLC.**

**22-3582**

Motion by Commissioner Schmier, second by Commissioner Lenko, that that a public hearing be established for Tuesday, November 15, 2022, at 7:30pm, to solicit public comments on an application to transfer an existing liquor license for the property commonly known as Whistle Stop Café, LLC

Adopted: Yeas: Commissioners Schmier, Lenko, Perry, Mayor Scott.  
Nays: None.

**City Manager's Report**

Leaf Collection beginning – east side will be first – will continue through the week of December 5<sup>th</sup>.

Leaves can be placed in compost bag currently.

Gainsboro Park fireplace reservation system under consideration.

Dog Park light installation and tennis court lighting replacement proposals ongoing.

Woodward cooperative project has been started in Ferndale.

MDOT construction update.

Kensington Water main grant update.

Sidewalk project and DPW parking lot and building renovations and construction.

**Other Business**

Perry, Pleasant Ridge Women's Club trivia night event. Allison discussed election related items.

With no further business or discussion, Mayor Scott adjourned the meeting at 9:08pm.

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Mayor Bret Scott

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Amy M. Allison, City Clerk

October 2022

ACCOUNTS PAYABLE

PAYROLL LIABILITIES	\$	11,914.39
ACCOUNTS PAYABLE	\$	1,191,813.19
TAX LIABILITIES	\$	442,098.67
<b>TOTAL</b>	<b>\$</b>	<b>1,645,826.25</b>

PAYROLL

October 5, 2022	\$	44,379.67
October 19, 2022	\$	43,057.19
<b>TOTAL</b>	<b>\$</b>	<b>87,436.86</b>

CHECK REGISTER FOR CITY OF PLEASANT RIDGE  
PAYROLL LIABILITIES  
October 2022

PG 1

Check Date	Check	Vendor Name	Description	Amount
10/5/2022	6410500455	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 2,548.14
10/5/2022	6410500456	ALERUS FINANCIAL	HCSP CONTRIBUTIONS	\$ 901.36
10/5/2022	6410500457	FOPLC	UNION DUES	\$ 240.00
10/5/2022	6410500458	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 628.21
10/5/2022	6410500459	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 1,830.17
10/19/2022	6410500460	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 2,462.31
10/19/2022	6410500461	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 628.21
10/19/2022	6410500462	ALERUS FINANCIAL	HCSP CONTRIBUTIONS	\$ 906.80
10/19/2022	6410500463	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 1,769.19
TOTAL PAYROLL LIABILITIES				\$ 11,914.39



CHECK REGISTER FOR CITY OF PLEASANT RIDGE  
TAX LIABILITIES  
October 2022

PG 2

Check Date	Check	Vendor Name	Description	Amount
10/12/2022	2916	CITY OF PLEASANT RIDGE-TAXES	2022 TAX COLLECTIONS	\$ 37,020.02
10/12/2022	2917	FERNDALE SCHOOL DISTRICT	2022 TAX COLLECTIONS	\$ 14,676.38
10/12/2022	2918	OAKLAND COUNTY TREASURER	2022 TAX COLLECTIONS	\$ 23,979.67
10/25/2022	2919	CITY OF PLEASANT RIDGE-DDA	2022 TAX COLLECTIONS	\$ 4,356.72
10/25/2022	2920	CITY OF PLEASANT RIDGE-TAXES	2022 TAX COLLECTIONS	\$ 169,727.32
10/25/2022	2921	CORELOGIC CENTRALIZED REFUNDS	2022 TAX OVERPAYMENT	\$ 4,158.68
10/25/2022	2922	FERNDALE SCHOOL DISTRICT	2022 TAX COLLECTIONS	\$ 77,000.18
10/25/2022	2923	OAKLAND COUNTY TREASURER	2022 TAX COLLECTIONS	\$ 111,179.70
TOTAL TAX LIABILITIES				<u>\$ 442,098.67</u>

**CHECK REGISTER FOR CITY OF PLEASANT RIDGE**  
**ACCOUNTS PAYABLE**  
October 12, 2022

PG 3

Check Date	Check	Vendor Name	Description	Amount
10/12/2022	25668	45TH DISTRICT COURT	TICKET EXPENSES 22PR01479	\$ 175.00
10/12/2022	25669	ADKISON, NEED & ALLEN P.L.L.C.	CITY ATTORNEY SERVICES	\$ 1,416.75
10/12/2022	25670	ADVANCED MARKETING PARTNERS, I	2022 SUMMER TAX BILL PRINTING	\$ 499.00
10/12/2022	25671	AQUATIC SOURCE	POOL MAINTENANCE SERVICES	\$ 283.20
10/12/2022	25672	BADGER METER, INC.	METER READING SUPPORT SERVICES	\$ 1,152.33
10/12/2022	25673	BEST CHOICE HOME SERVICES	BUILDING CLEANING SERVICES	\$ 1,835.75
10/12/2022	25674	BLOOMFIELD SPORTS SHOP	SWIM TEAM AND SUMMER STAFF SUPPLIES	\$ 89.50
10/12/2022	25675	BRILAR	DPW SERVICES-SEPTEMBER 2022	\$ 20,097.62
10/12/2022	25676	CITY OF BERKLEY	DISPATCH SERVICES AGREEMENT	\$ 9,750.00
10/12/2022	25677	CITY OF FERNDALE	INSPECTION SERVICES-SEPT 2022	\$ 2,662.50
10/12/2022	25678	DAVEY TREE EXPERT COMPANY	TREE MAINTENANCE SERVICES	\$ 480.00
10/12/2022	25679	DETROIT EDISON COMPANY	STREETLIGHTING - SEPTEMBER 2022	\$ 3,857.29
10/12/2022	25680	DETROIT SALT COMPANY LLC	BULK ROAD SALT PURCHASES	\$ 6,066.06
10/12/2022	25681	ELIZABETH O'KEEFE	RECREATION PROGRAM INSTRUCTOR	\$ 590.40
10/12/2022	25682	EUGENE LUMBERG	PROSECUTOR SERVICES-SEPT 2022	\$ 742.50
10/12/2022	25683	FERNDAL SCHOOL DISTRICT	2022 SUMMER BUS TRANSPORTATION SERVICES	\$ 3,326.65
10/12/2022	25684	GREAT AMERICA FINANCIAL SRV	TELEPHONE LEASE SERVICES	\$ 433.00
10/12/2022	25685	GREAT LAKES WATER AUTHORITY	TWC CHARGES-AUGUST 2022	\$ 275.66
10/12/2022	25686	HAMBONES TRIVIA	RECREATION PROGRAM	\$ 175.00
10/12/2022	25687	HYDROCORP	CROSS CONNECTION CONTROL PROGRAM	\$ 125.00
10/12/2022	25688	JC EHRLICH	PEST EXTERMINATION SERVICES	\$ 136.73
10/12/2022	25689	JULIE BRAZEN	RECREATION PROGRAM INSTRUCTOR	\$ 153.60
10/12/2022	25690	KATIE MCGOWAN	RECREATION PROGRAM INSTRUCTOR	\$ 147.20
10/12/2022	25691	LABADIE FARMS	FALL FEST ENTERTAINMENT	\$ 875.00
10/12/2022	25692	MANER COSTERISAN	AUDIT SERVICES AGREEMENT	\$ 4,200.00
10/12/2022	25693	MICHAEL CHRISTY	RECREATION PROGRAM INSTRUCTOR	\$ 432.00
10/12/2022	25694	MICHELLE DELACOURT	RIDGER NEWSLETTER DESIGN SERVICES	\$ 520.00
10/12/2022	25695	MICHIGAN MUNICIPAL LEAGUE	UNEMPLOYMENT CONTRIBUTION Q3 2022	\$ 49.30
10/12/2022	25696	MISSIONSQUARE RETIREMENT	QUATERLY PLAN FEES	\$ 250.00
10/12/2022	25697	OAKLAND COUNTY ANIMAL CONTROL	DOG LICENSE EXPENSES	\$ 365.50
10/12/2022	25698	OAKLAND COUNTY TREASURER	SEWERAGE TREATMENT SERVICES	\$ 52,109.09
10/12/2022	25699	OAKLAND COUNTY TREASURER	CLEMIS USER FEES	\$ 2,393.50
10/12/2022	25700	OAKLAND COUNTY TREASURER	ELECTION RELATED COSTS	\$ 336.00
10/12/2022	25701	OAKLAND COUNTY TREASURER	ELECTION RELATED COSTS	\$ 621.40
10/12/2022	25702	OAKLAND SCHOOLS	WOODWARD HEIGHTS MEETING MAILER	\$ 719.79
10/12/2022	25703	PLANTE & MORAN PLLC	ACCOUNTING SERVICES AGREEMENT	\$ 10,530.00
10/12/2022	25704	ROCKET ENTERPRISE, INC	ANNUAL FLAG MAINTENANCE	\$ 1,150.00
10/12/2022	25705	SCHIEER'S ACE HARDWARE	DPW MAINTENANCE SUPPLIES	\$ 59.69
10/12/2022	25706	SHIFTSY BALLOON SHENANIGANS	FALL FEST ENTERTAINMENT	\$ 450.00
10/12/2022	25707	SNR ENTERTAINMENT	RECREATION PROGRAM ENTERTAINMENT	\$ 400.00
10/12/2022	25708	SOCRRA	REFUSE COLLECTION AGREEMENT	\$ 10,321.00
10/12/2022	25709	SOCWA	BULK WATER PURCHASES	\$ 22,245.49
10/12/2022	25710	TOSHIBA FINANCIAL SERVICES	COPIER LEASE AGREEMENT	\$ 982.92
10/12/2022	25711	UNIFIRST CORPORATION	MAT RENTAL AND JANITORIAL SUPPLIES	\$ 500.07
10/12/2022	25712	W-S CITY OF PLEASANT RIDGE	WATER PURCHASES-CITY OWNED	\$ 4,647.62
10/12/2022	25713	WEX BANK	FUEL PURCHASES	\$ 2,418.70
10/12/2022	25714	XFER COMMUNICATIONS	ONSITE NETWORK SUPPORT	\$ 182.00
10/12/2022	25715	OAK ELECTRIC	DEPOSIT FOR GENERATOR INSTALLATION 4 RID	\$ 15,717.80
<b>TOTAL ACCOUNTS PAYABLE</b>				<b>\$ 186,947.61</b>

CHECK REGISTER FOR CITY OF PLEASANT RIDGE  
ACCOUNTS PAYABLE  
October 26, 2022

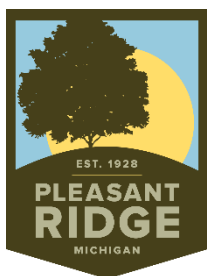
PG 4

Check Date	Check	Vendor Name	Description	Amount
10/26/2022	25716	45TH DISTRICT COURT	TICKET EXPENSES 22PR01522-TORNERO	\$ 175.00
10/26/2022	25717	ACCUSHRED, LLC	SHREDDING SERVICES	\$ 338.00
10/26/2022	25718	BS&A SOFTWARE	ANNUAL SOFTWARE MAINTENANCE AGREEMENT	\$ 3,440.00
10/26/2022	25719	CTICARDS-COSTCO	ANNUAL MEMBERSHIP DUES	\$ 360.00
10/26/2022	25720	CITY OF FERNDALE	FIRE PROTECTION AGREEMENT	\$ 21,381.72
10/26/2022	25721	CREATIVE AWARDS	SPORTS METALS	\$ 137.50
10/26/2022	25722	GREAT LAKES WATER AUTHORITY	IWC CHARGES - SEPT & OCT 2022	\$ 551.32
10/26/2022	25723	J & J AUTO TRUCK CENTER	VEHICLE MAINTAINANCE AND REPAIRS	\$ 534.56
10/26/2022	25724	JC EHRLICH	EXTERMINATION SERVICES	\$ 375.00
10/26/2022	25725	KIRK, HUTH & LANGE PLC	LABOR ATTORNEY SERVICES	\$ 116.25
10/26/2022	25726	LEGAL SHIELD	PREPAID LEGAL EXPENSES	\$ 77.70
10/26/2022	25727	NYE UNIFORM	UNIFORM PURCHASES-NOWAK	\$ 292.00
10/26/2022	25728	OAKLAND COUNTY TREASURER	INVESTMENT CONTRIBUTIONS	\$ 850,000.00
10/26/2022	25729	OAKLAND COUNTY TREASURER	ELECTION MAILINGS	\$ 239.52
10/26/2022	25730	OC WATER RESOURCES COMMISSIONER	WATER MAINTENANCE SERVICES	\$ 53,615.00
10/26/2022	25731	S&A CONCRETE CONSTRUCTION INC	FAIRWOOD PARKING LOT RETAINING WALL REPA	\$ 4,500.00
10/26/2022	25732	SLC METER SERVICE INC	WATER METER INSTALLATIONS	\$ 343.40
10/26/2022	25733	SOCRRA	REFUSE COLLECTION AGREEMENT	\$ 9,403.84
10/26/2022	25734	TEPEL BROTHER PRINTING	NEWSLETTER PRINTING	\$ 2,210.00
10/26/2022	25735	UNIFIRST CORPORATION	MAT RENTAL AND JANITORIAL SUPPLIES	\$ 214.57
10/26/2022	25736	UNUM LIFE INSURANCE COMPANY	LIFE INSURANCE BENEFITS	\$ 700.94
10/26/2022	25737	WETMORE TIRE AND AUTO	VEHICLE MAINTENANCE AND REPAIRS	\$ 30.00
10/26/2022	25738	XFER COMMUNICATIONS	ONSITE NETWORK SUPPORT	\$ 2,372.00
10/26/2022	25739	DOWNEY DOOR SERVICES LLC	BUILDING MAINTENANCE-DPW DOOR INSTALL	\$ 2,000.00
TOTAL ACCOUNTS PAYABLE				\$ 953,408.32

CHECK REGISTER FOR CITY OF PLEASANT RIDGE  
ELECTRONIC PAYMENTS  
October 2022

PG 5

Check Date	Check	Vendor Name	Description	Amount
10/07/2022	3292	MUNICIPAL EMP RETIREMENT SYST.	RETIREMENT CONTRIBUTIONS	\$ 45,007.26
10/25/2022	3293	HEALTH EQUITY	HSA CONTRIBUTIONS	\$ 5,850.00
10/25/2022	3294	HEALTH EQUITY	HSA CONTRIBUTION FAMILY CATCH UP	\$ 600.00
TOTAL ACCOUNTS PAYABLE				\$ 51,457.26



## City of Pleasant Ridge

James Breuckman, City Manager

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From: Jim Breuckman, City Manager  
To: City Commission  
Date: November 10, 2022  
Re: Whistle Stop Liquor License Transfer

### Overview

We have received an application for a transfer of ownership of the existing Whistle Stop restaurant. This requires City Commission approval to transfer the liquor license from the prior owners to the new owner, Arben Grajevci, following a public hearing.

### Background

In 2013 one of the City's two quota Class C liquor licenses was granted to Mae's. In April 2015, Valter Xhomaqi and David Crisovan purchased the business (Mae's) and reopened as Whistle Stop. The City Commission approved the transfer of the Class C liquor license transfer to Mr. Xhomaqi in September 2015.

Mr. Xhomaqi addressed many of the prior operating issues that Mae's experienced, most notably parking and trash issues. The Whistle Stop has been operating without issues or complaints other than those typical of restaurants for the past 7 years.

Whistle Stop LLC is the new owner of the business, with Mr. Grajevci being the principal member of the LLC. They have submitted their liquor license transfer application to the City as well as the MLCC. They have provided an operating agreement which is nearly identical to that which Mr. Xhomaqi operated under.

The application cover letter states that the new owners will "...continue operating the existing business at the Whistle Stop Diner without any changes. There are no planned changes to the building façade or signage. The name will remain Whistle Stop Diner. Also, there are no planned changes to the interior seating arrangement, and the interior of the restaurant and the seating/tables will remain the same as currently configured."

The Grajevci's application is attached. Much of the information contained in the application is personal and confidential and, to protect the privacy of the applicant, has not been included in the packet or redacted.

The City Commission may also discuss any operating issues with the new owners of the business.

## **Requested Action**

City Commission action to approve or deny the transfer of the liquor license following the public hearing.

# *Carlin Edwards Brown PLLC*

Attorneys & Counselors at Law

John B. Carlin, Jr. (1939-2018)  
Scott D. Edwards (Of Counsel)  
Michael J. Brown  
Steven J. Grobbel  
James V. Bellanca, III

Lansing Office

Northern Michigan Office

August 23, 2022

City of Pleasant Ridge  
Attn: Amy Allison – City Clerk  
23925 Woodward Ave.  
Pleasant Ridge, MI 48069

**Re: Whistle Stop Café LLC d/b/a Whistle Stop Diner  
Liquor License Transfer Application**

Dear Ms. Allison:

Our firm represents Whistle Stop Café LLC and its two members: Arben and Besim Grajqevci. Whistle Stop Café LLC is purchasing the Whistle Stop Diner at 24060 Woodward Ave. from its current owner Whistle Stop 1, Inc.

Whistle Stop Café LLC has filed an application to transfer ownership of the Class C liquor license from Whistle Stop 1, Inc. to Whistle Stop Café LLC. And we are now submitting our application to the City of Pleasant Ridge for the approval of this transfer from the City Council/Liquor License Committee.

In accordance with requirements and procedures of your Liquor License Ordinance, we are enclosing the following documents for your review:

- Development and Operation Agreement, including as exhibits:
  - Property Legal Description
  - Plan of Operation
  - Site Plan
- City of Pleasant Ridge Liquor License Application Questionnaire, including as exhibits:
  - Whistle Stop Café LLC Articles of Organization
  - Member Arben Grajqevci 2019-2021 federal and state income tax returns (we have provided only the first two pages of each return, as the returns are quite

lengthy. Should you wish to review the entire return, please advise and we will make them available)

- Menu
- Background Information Questionnaire - Arben Grajqevci (member of Whistle Stop Café LLC)
  - Certificate of Naturalization
  - Authorization for Release of Personal Information
- Background Information Questionnaire - Besim Grajqevci (member of Whistle Stop Café LLC)
  - Authorization for Release of Personal Information
- Supporting Documents for Background Information:
  - Arben Grajqevci driver's license
  - Arben Grajqevci Concealed Pistol License
  - Arben Grajqevci Social Security card
  - Arben Grajqevci Certificate of Naturalization
  - Besim Grajqevci driver's license
  - Besim Grajqevci passport
  - Commercial Lease Agreement for 24060 Woodward Ave., Pleasant Ridge
  - Asset Purchase Agreement between Whistle Stop 1, Inc. and Whistle Stop Café LLC
  - Whistle Stop Café LLC Articles of Organization
  - Whistle Stop Café LLC Operating Agreement
- Check for \$1200 payable to City of Pleasant Ridge for the Application Fee.

Whistle Stop Café LLC is going to continue operating the existing business at the Whistle Stop Diner without any changes. There are no planned changes to the building façade or signage. The name will remain Whistle Stop Diner. Also, there are no planned changes to the interior seating arrangement, and the interior of the restaurant and the seating/tables will remain the same as currently configured.

If you have any questions or need any additional information, please do not hesitate to contact me.

Very truly yours,

Carlin Edwards Brown PLLC



Steven J. Grobbel



Enc.





City of Pleasant Ridge

Liquor License Application

Questionnaire

## Application Information

### Requirements and Procedures

1. Complete the Michigan Liquor Control Commission Application. Contact M.L.C.C. in Lansing at 517-322-1400 or 1-866-813-0011.
2. Fully complete the Pleasant Ridge Liquor License Application Questionnaire and return it to the City of Pleasant Ridge Clerk's Office **within 30 days**.
3. Please review and include with the applicant's initial cover letter, a response to the Pleasant Ridge Liquor Control Ordinance.
4. Attached a non-refundable application fee of \$1,000.00, plus \$100.00 for each person with a financial or management interest in the application including, but not limited to, partnerships partners, corporate officers and directors. Please make check payable to the City of Pleasant Ridge.
5. Plan of Operation (12 copies, signed and sealed by a registered architect/engineer).
6. \*Site Plan, including a Parking Plan (12 copies, signed and sealed by a registered architect/engineer). If the facility is to be located in a proposed building for which site plan approval has not yet been obtained, or in an existing building that is to be remodeled, you must submit a conceptual site plan showing the proposed building and the relationship of the building to the surrounding properties and their uses.
7. \*Building Façade Plan (12 copies, signed and sealed by a registered architect/engineer) – all sides, including signage. If the proposed building final site plan has been previously approved by the Pleasant Ridge Planning Commission and City Administration, and there are **NO** changes, then please submit a letter of verification stating there will be no such changes along with this application.
8. \*Interior Plan with seating arrangement (12 copies, signed and sealed by a registered architect/engineer). If the proposed interior has been previously approved by the City of Pleasant Ridge Building Department and there are **NO** changes, then please submit a letter of verification stating there will be no such changed along with this application.
9. A written statement explaining in detail how the proposal meets the factors as listed in Subsection D of the Pleasant Ridge Liquor Control Ordinance.
10. One full copy of the menu.

\*No plan of operation, site plan, building façade plan, interior plan or any part thereof, may be changed by the applicant once they have received approval in conjunction with the liquor licensing process. Applicant must submit separate plans and fees as required by other City of Pleasant Ridge departments and consultants in accordance with standard review procedures, if applicable.

**City of Pleasant Ridge  
City Clerk's Office  
Liquor License Application**

*The Pleasant Ridge City Commission will consider whether an applicant's proposal for a liquor license is reasonable when measured against the information contained within this completed application. Please answer each question thoroughly. All answers should be typed or printed legibly and neatly in black ink. If the space provided is insufficient for a complete answer, use additional sheets of paper, following the same format used in the questionnaire and attach to that part of the application. Failure to provide all required information or attachments could result in delay or denial of liquor license. All liquor license applications are subject to final approval by the Pleasant Ridge City Commission. Please refer to the City of Pleasant Ridge Liquor Control Ordinance.*

I, Arben Grajgevc on behalf of Whistle Stop Cafe LLC, do hereby apply to the City of Pleasant Ridge, County of Oakland, Michigan, for a Class C / SDM liquor license to be located at the following address: 24060 Woodward Ave., Pleasant Ridge, Michigan 48069.

Mailing address of the proposed/licensed establishment (if different from above):

Same

Telephone Number of proposed/license establishment: [REDACTED]

Relationship of applicant to establishment: Owner / Operator

Name of business which will own establishment (if different from applicant):

Whistle Stop Cafe LLC

Trade name under which establishment will be operated (if different from above):

DBA: Whistle Stop Diner

Form of Business:

- A. Sole Proprietorship  
(if doing business under an assumed name attach D/B/A Certificate) \_\_\_\_\_
- B. Partnership (General or Limited)  
(provide full names, dates of birth, home addresses of all partners (pg 2-3);  
also attach applicable Articles of Partnership) \_\_\_\_\_
- C. Corporation  
(provide a copy of the Articles of Incorporation) \_\_\_\_\_
- D. LLC (Limited Liability Company) ✓  
(provide a copy of articles for LLC) \_\_\_\_\_
- E. Other  
(provide details on separate sheet of paper) \_\_\_\_\_

Federal Identification Number: 88-2174090

1. The following questions (1-10) must be answered:

- ▶ If the applicant is a Sole Proprietorship;
- ▶ If the applicant is a Corporation, by each stockholder;
- ▶ If the applicant is a General Partnership, by each partner;
- ▶ If the applicant is Limited Partnership by each general partnership (attach additional pages if necessary);
- ▶ If the applicant will not devote full-time to the business, by manager/operator.

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Arben		Grajqevci
(First Name)	(Middle Name)	(Last Name)
Member		51%
(Position held in organization)		(Amount of Stock Owned)
<div></div>		
(Address)	(City, State)	(Zip Code)
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(Home Telephone)	(Business Telephone)	(Cell Telephone)

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Besim		Grajqevci
(First Name)	(Middle Name)	(Last Name)
Member		49%
(Position held in organization)		(Amount of Stock Owned)
<div></div>		
(Address)	(City, State)	(Zip Code)
<div></div>		
(Home Telephone)	(Business Telephone)	(Cell Telephone)

.....

(First Name)	(Middle Name)	(Last Name)
(Position held in organization)		(Amount of Stock Owned)
(Address)	(City, State)	(Zip Code)
(Home Telephone)	(Business Telephone)	(Cell Telephone)

.....

(First Name)	(Middle Name)	(Last Name)
(Position held in organization)		(Amount of Stock Owned)
(Address)	(City, State)	(Zip Code)
(Home Telephone)	(Business Telephone)	(Cell Telephone)

.....

2. How long have you been a resident of Michigan? 23 years

3. List all other names used at any other time: N/A

4. List employer(s) and occupation(s) for the past ten (10) years:

Self employed - restaurant owner:

Grandy's Coney Island (2009 - present)

Pelican Cafe (2018 - present)

5. Give names, addresses and telephone numbers of five (5) citizens who know your reputation in the community in which you have lived or have done business during the past ten years:

Robert Iveza;

(Name)

(Telephone)

(Complete Address)

Henry Kelmendi

(Name)

(Telephone)

(Complete Address)

Engjello Ftalli

(Name)

(Telephone)

(Complete Address)

Vali Xhamagi

(Name)

(Telephone)

(Complete Address)

Leotrim Hjeku

(Name)

(Telephone)

(Complete Address)

6. Do you or any member of your family hold a license for the sale of alcoholic beverages at the present time, either as an individual, member of a partnership, or stockholder in a licensed corporation? NO If yes, list type of license -

List the name in which the license is issued and the relationship to you:

Name and Nature of Relationship

Complete Address

7. Have you, or any member of your family, held a license or any interest in a license for the sale of alcoholic beverages in the State of Michigan? NO If yes, list the type of license: - List the name in which the license is issued and the relationship to you:

Name and Nature of Relationship

Complete Address

8. Have you, or any member of your family, ever held a license or any interest in a license for the sale of alcoholic beverages in the United States? NO If yes, give the name, address, city and state in which the license was issued:

Name

Complete Address - Include City and State

9. For each license held, use a separate sheet of paper for each license and list the answers to the following questions:

- A. Name of licensee(s)
- B. Company or corporation name
- C. Doing business as (d/b/a) name
- D. Type of license
- E. Dates of license (start to finish)
- F. Full address
- G. List all violations of liquor laws including
  - a. Dates
  - b. Type of violation
  - c. Disposition of violation

10. Have you ever held a liquor license that was suspended or revoked? No If yes, explain the circumstances:

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11. Have you ever been refused a liquor license in Michigan or any other State? If yes, give details:

No

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12. Financial Qualifications Statement

A. Do you presently own the building? No If not, list the names and address of the owner, and the terms of the lease:

Alex & Pat Demus [REDACTED]

Name and complete address of owner

4 years and 8 months with option to extend 5 years

Terms of Lease Agreement

If you presently own the building, but it is subject to a mortgage or being purchased under a land contract, answer the following:

Name of Mortgage/Land Contract Holder

Complete address of above

Balance owing

Repayment terms (including interest rate)

- B. What is the cost of improvements to the building? \$ -
- C. What is the total down payment? \$ -
- D. What is your share of the down payment? \$ -
- E. Balance of loan to be paid off (per month) \$ -
- F. Interest rate of loan (annual) \$ -
- G. Length of loan (number of years) \$ -

H. Are all your city and county personal property taxes paid to date? Yes

I. Are you borrowing money to finance this business? No If yes, from whom?

Name

Amount(s) borrowed

Terms of repayment

J. If you are not borrowing the entire amount of money, state the specific source from which the money was obtained:

Source

Means

Amount



K. Do you presently own the fixtures? Yes If not, list the name and address of the owner:

Name

Address

Zip Code

L. Do you plan on purchasing the fixtures? - If yes, complete the following:

Purchase price

Terms

M. On a separate sheet of paper, list all other debts, including charge accounts and credit cards in the following format. See attached

- a. Type of debt
- b. Name, address and telephone number of Company or person
- c. Account Number
- d. Present Balance
- e. Monthly payment amount

N. Do you currently have pending or have you had any garnishment, wage assignment or judgment against you? NO If yes, give details:

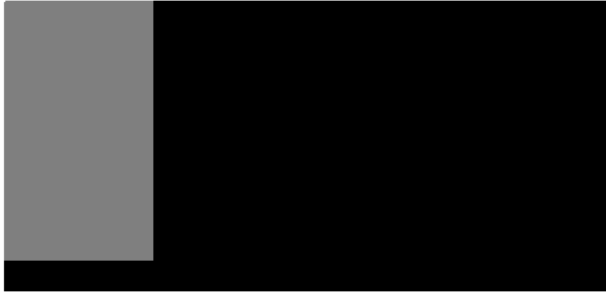
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

O. Have you ever had any property repossessed? ☒ Yes If yes, give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Liquor License Application Questionnaire  
Whistle Stop Café, LLC

12. M.





P. Have you ever been refused credit? No If yes, give details, names of business firms which refused credit and reasons for refusal:

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Q. Have you ever been delinquent on income tax payments or any other tax payments? No If yes, give details:

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R. Have you or any company in which you were a sole proprietor, partner, general partner, or owner of more than 10% of the stock ever filed for bankruptcy protection? Yes If yes, please explain:

S. Submit copies of your ENTIRE Federal Income Tax Returns as filed with the IRS for the past three (3) years. See attached

T. Submit copies of your ENTIRE State Income Tax Return as filed the State Treasury for the past three (3) years. See attached

13. The business is presently operating, or will be operated as: Whistle Stop ~~Cafe~~ Diner

14. List the hours of operation: 7:30 a.m. - 3:00 p.m. Monday  
8:00 a.m. - 3:00 p.m. Tuesday - Saturday  
Closed Sunday

15. Are you going to devote full time to the operation of this business? Yes

A. If managed, by whom? Arben Grajevci  
First Name Middle Name Last Name

B. Who will be authorized to sign checks and pay bills in connection with this operation of the licensed business? (attach separate sheet of paper if necessary)

Arben Grajevci  
First Name Middle Name Last Name

First Name Middle Name Last Name

First Name Middle Name Last Name

16. Describe the proposed facilities in some detail (square footage, seating capacity, parking capacity, mode of transportation, etc.):

The current restaurant will continue to operate unchanged. Square footage (~1100 sq/ft), seating capacity (54), and parking capacity remain the same.

17. Describe the building interior/exterior. Is there a basement?

The building remains the same. No changes are planned.  
Yes there is a basement

18. Does the applicant intend to have dancing and/or entertainment? If yes, describe the size of the dance floor and the type of entertainment provided.

No

19. If entertainment permit is being sought, answer the following:

- A. Type of entertainment? N/A
- B. Are dressing rooms required for the type of entertainment requested? N/A
- C. Are adequate dressing rooms provided for each sex, other than restrooms, public rooms, kitchens, or other similar areas for the changing of clothes by the entertainers? N/A
- D. Are acts secured through a booking agent? N/A If yes, list name address and telephone number of booking agent.
- E. Give the size and location of stage, if any N/A
- F. Do you plan to have coin operated amusement devices on the premises, such a video games, pool tables juke boxes, etc? N/A

20. Are gas pumps on premises or directly adjacent?

No

21. What is the applicant's management experience in the alcohol/liquor business?

No real experience in the liquor business, but I have owned and operated two successful restaurants

22. What is the applicant's general business management experience?

I have owned and operated two successful restaurants: Grundy's Coney Island since 2009 and Pelican Cafe since 2018

23. What is the applicant's general business reputation?

Excellent

24. What are the applicant's past criminal convictions involving moral turpitude, violence or alcoholic liquors?

None

25. Does any of the individuals referred to in Question 1 have any conviction for minor in possession of alcohol; operating while intoxicated; impaired driving; open alcohol in a motor vehicle or any other violation related to alcohol or alcohol abuse?

No

26. What is the effect that the issuance of a license would have upon the economic development of the surrounding area?

It will continue to provide jobs and tax revenue to the City and State

27. What effect would the issuance of a license have on the health, welfare and safety of the general public?

No deleterious effects.

28. Has the applicant received responses from the Police Department, Building Department, and/or Fire Department with regard to the proposed facility?

No

29. What is the public need or convenience for issuance of a liquor license for this facility at the proposed location?

This is a transfer of an existing licensed business that has operated successfully and without issue for a number of years

30. What is the uniqueness of the proposed facility when contrasted against other existing or proposed facilities and the compatibility of the proposed facility to surrounding architecture and land use?

N/A this is a currently licensed and approved facility

31. Does the facility to which the proposed liquor license is to be issued comply with the applicable building, plumbing, electrical and fire prevention codes and zoning ordinances applicable to the City of Pleasant Ridge? Has applicant received information from the appropriate departments?

Yes

32. What effect will the facility to which the proposed liquor license is to be issued have upon vehicular and pedestrian traffic in the area?

None. Impact will remain unchanged

33. What is the proximity of the proposed business facility to other similarly situated licensed liquor facilities?

There are no other active Class C on-premise licenses in the City

34. What is the proximity of the proposed business facility to complimentary uses such as office and commercial development?

No change

35. What effect would the proposed facility have upon the surrounding neighborhood and/or business establishments, including impacts upon residential areas, church and school districts?

No change. We will continue to be a good corporate citizen and a positive influence on the community

36. What proposed or actual commitments are being made by the applicant to establish permanency in the community?

The applicant, Whistle Stop Cafe, LLC is investing several hundred thousand dollars to purchase this business, we intend to be successful and remain in the community for a long time.

37. What utilities are available to serve the facility?

Full service - water, gas, electric

38. What other factors should the City of Pleasant Ridge consider?

The restaurant will be operated by Arben Grajcevci who has a proven track record as a successful restaurant owner. He will continue to maintain and operate the Whistle Stop in compliance with a City, State, and MCCC rules and regulations.

39. Has your location been approved by the following:

A.	Pleasant Ridge Zoning Board?	_____	Date of approval	_____
B.	Pleasant Ridge Planning Commission?	_____	Date of approval	_____
C.	Pleasant Ridge DDA?	_____	Date of approval	_____
D.	Pleasant Ridge Building Dept?	_____	Date of approval	_____
E.	Local Health Department?	_____	Date of approval	_____

(Attach copy of certificate)

I hereby authorize the City of Pleasant Ridge, its agents and employees, to seek information and conduct an investigation into the truth of the statements set forth in this application, and the qualifications of the applicant for the license, and I will execute waivers or authorization for the release of information upon request.

STATE OF MICHIGAN )  
 ) ss.  
COUNTY OF OAKLAND)

I, Arben Grajgevcic, hereby declare under penalty of perjury that the foregoing information in the application is true and correct, and understand any falsification or omission is grounds for denial or, if issued a license, grounds for revocation or recommendation for non-renewal.

\_\_\_\_\_  
Signature of Applicant

8-16-2022  
Date

On the 16<sup>th</sup> day of August, 2022, Arben Grajgevcic did appear personally, before me, a Notary Public, in and for said County, and being duly sworn by me, did state (s)he is the applicant of the within application, and that the information contained within the application is true, correct and complete.

[Signature]  
Notary Public  
Hillsdale County, Michigan

My Commission expires: 4/11/26

Acting in County of Oakland

CHARLENE R. COPELAND  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF HILLSDALE  
MY COMMISSION EXPIRES Apr 11, 2026  
ACTING IN COUNTY OF Oakland

Name and address of person making out foregoing application, if not made out by applicant:

Name: Attorney Steven Grubbel (assisted Arben Grajgevcic with application)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**LARA** Corporations  
Online Filing System  
Department of Licensing and Regulatory Affairs

Form Revision Date 02/2017

**ARTICLES OF ORGANIZATION**  
For use by DOMESTIC LIMITED LIABILITY COMPANY

*Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:*

**Article I**

The name of the limited liability company is:

WHISTLE STOP CAFE LLC

**Article II**

Unless the articles of organization otherwise provide, all limited liability companies formed pursuant to 1993 PA 23 have the purpose of engaging in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan. You may provide a more specific purpose:

**Article III**

The duration of the limited liability company if other than perpetual is:

PERPETUAL

**Article IV**

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

1. Agent Name: ARBEN GRAJQEVCI  
2. Street Address: 24060 WOODWARD AVE  
Apt/Suite/Other:  
City: PLEASANT RIDGE  
State: MI

Zip Code: 48069

3. Registered Office Mailing Address:

P.O. Box or Street  
Address:  
Apt/Suite/Other:  
City:  
State:

Zip Code:

Signed this 2nd Day of May, 2022 by the organizer(s):

Signature	Title	Title if "Other" was selected
Arben Grajqevci	Organizer	

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

☐ Decline ☒ Accept

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

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

***for***

WHISTLE STOP CAFE LLC

***ID Number:*** 802852178

***received by electronic transmission on*** May 02, 2022 ***, is hereby endorsed.***

***Filed on*** May 06, 2022 ***, by the Administrator.***

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



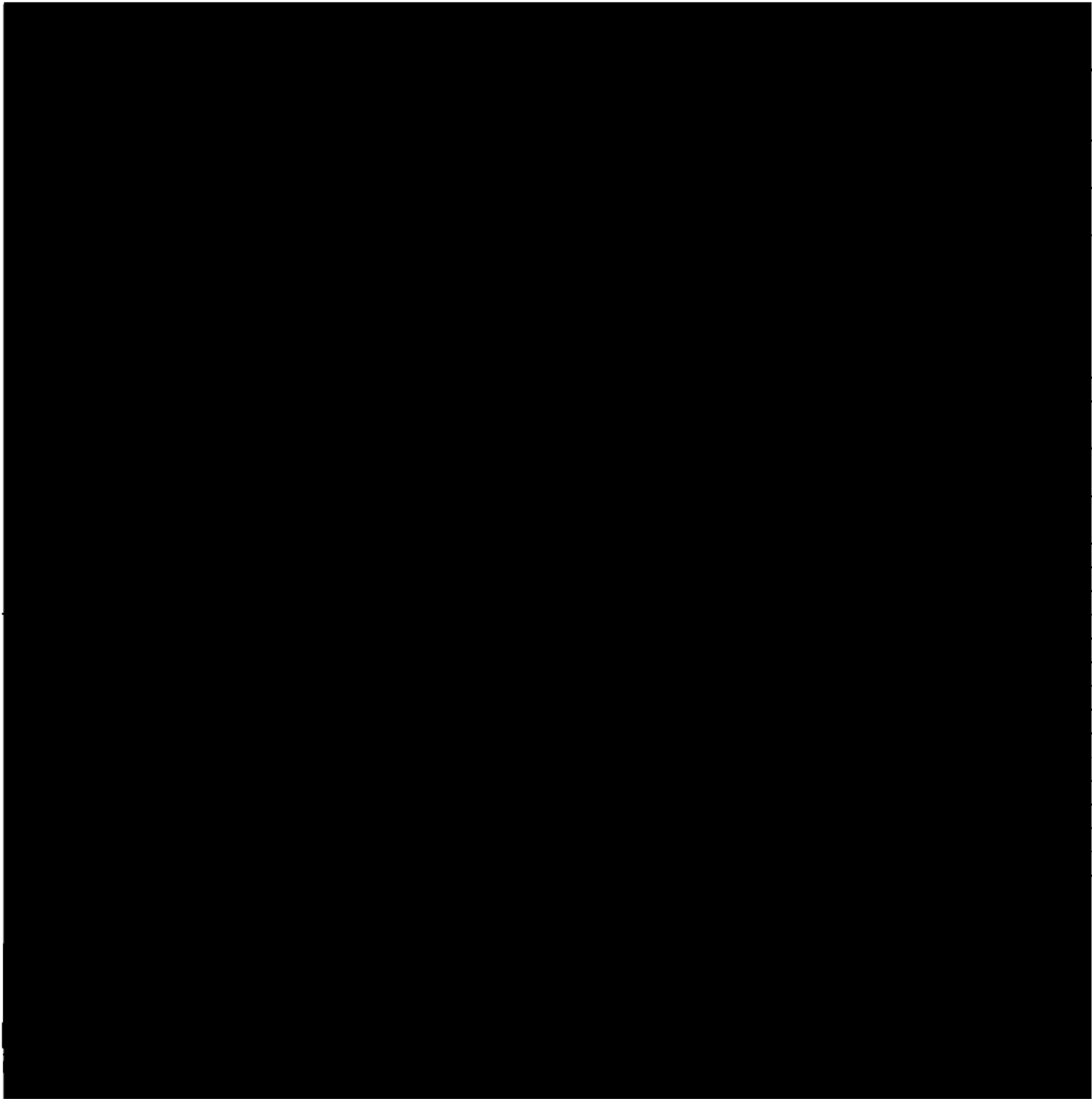
***In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 6th day of May, 2022.***

*Linda Clegg*

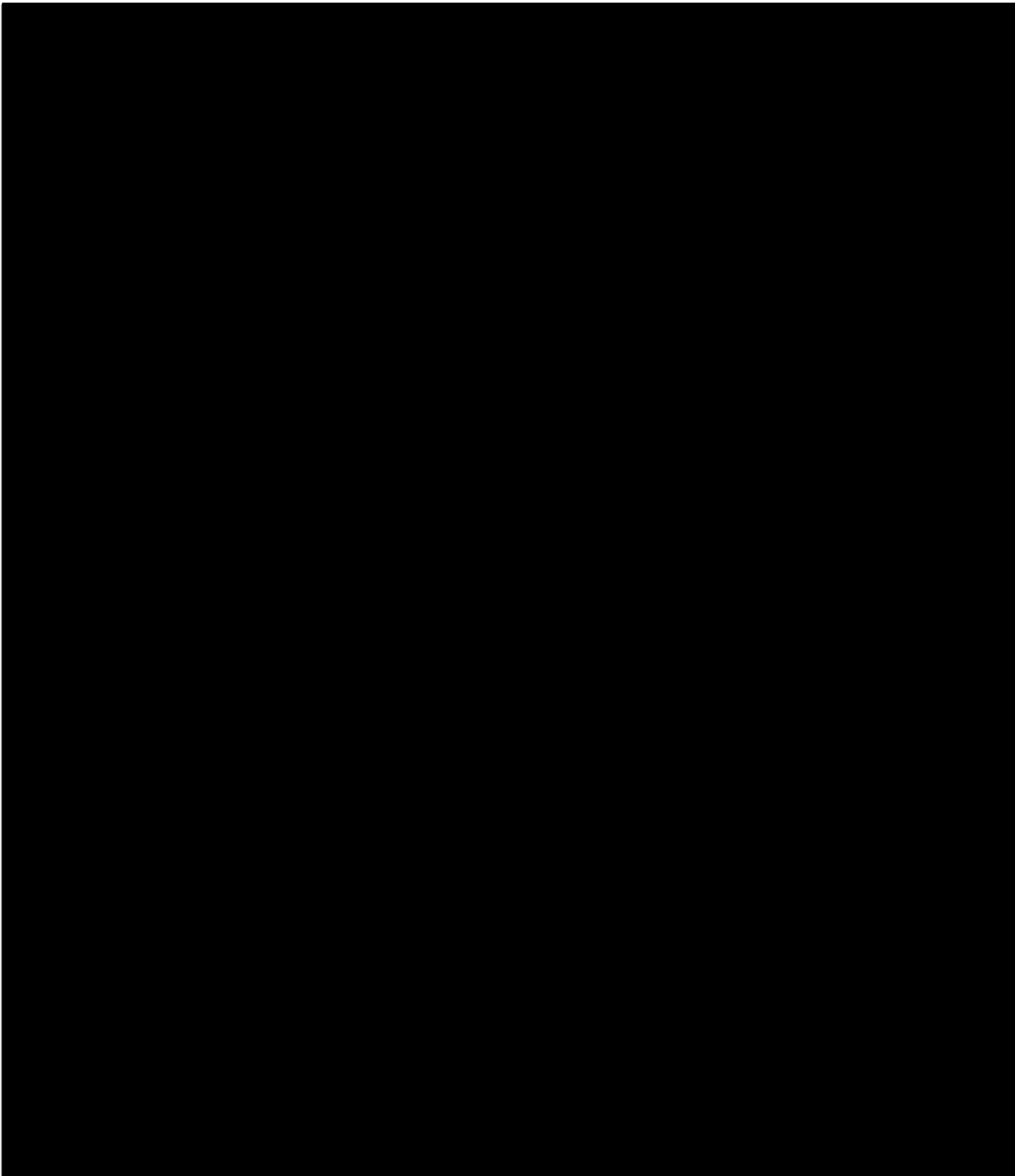
***Linda Clegg, Director***

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

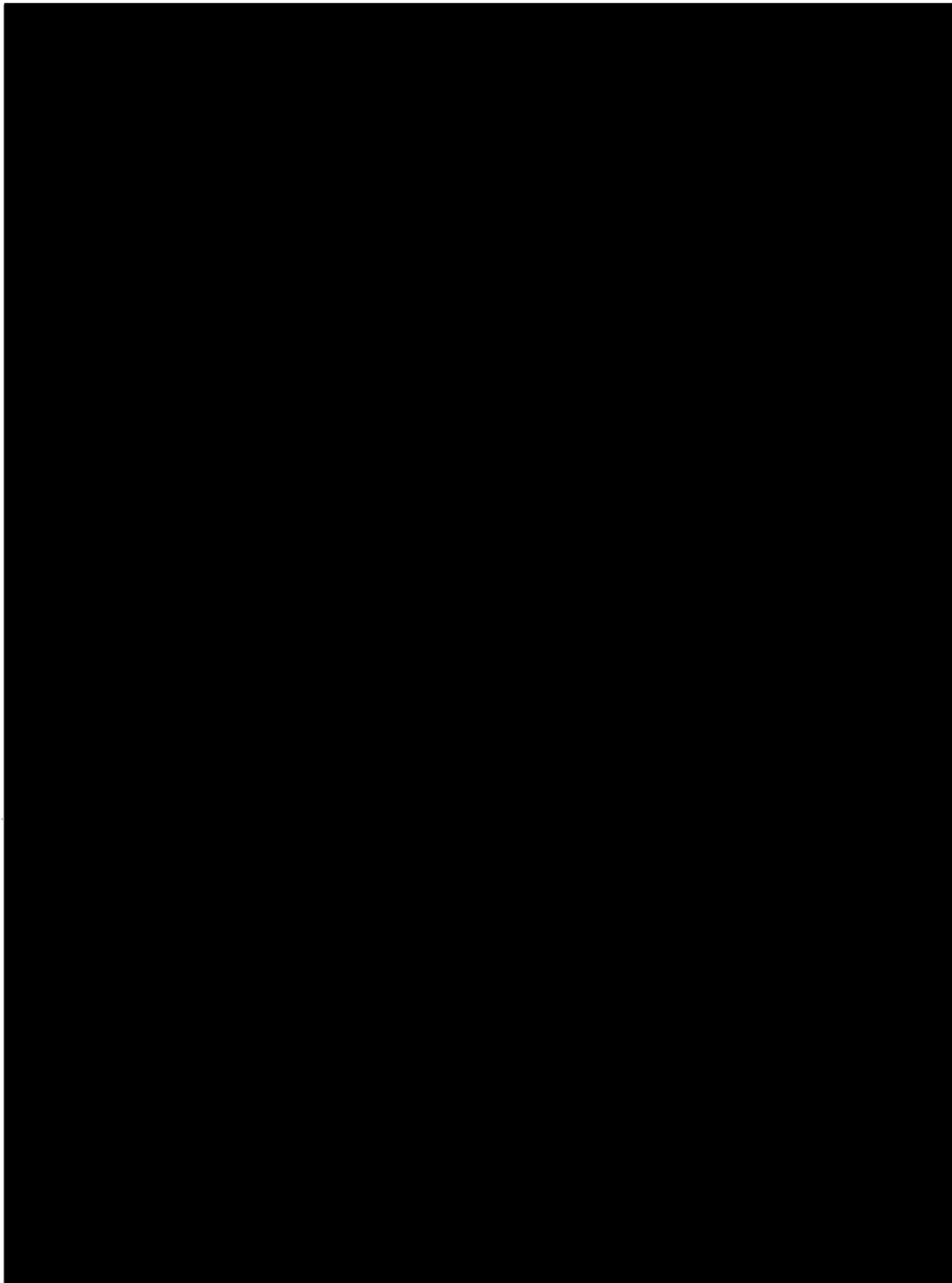




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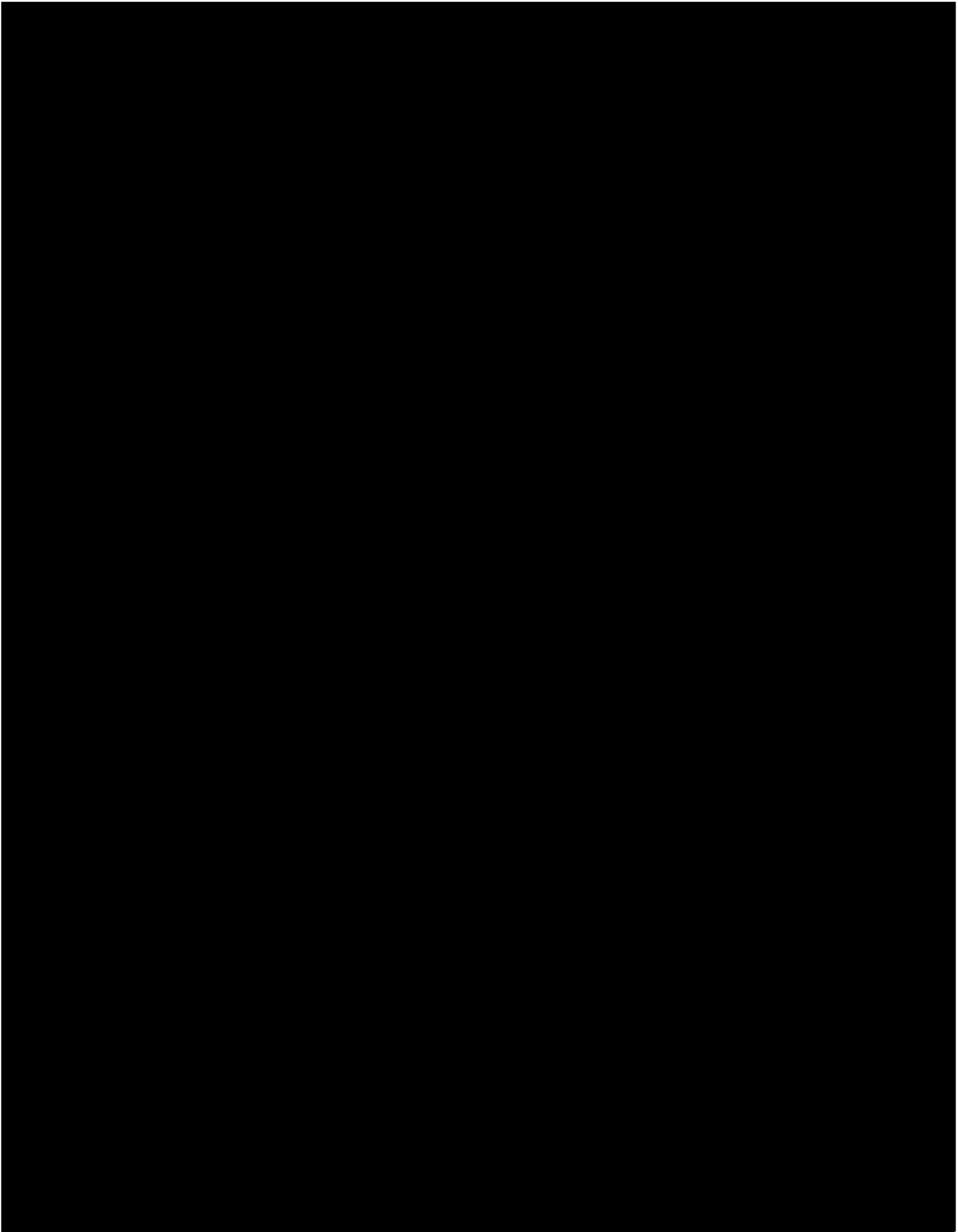


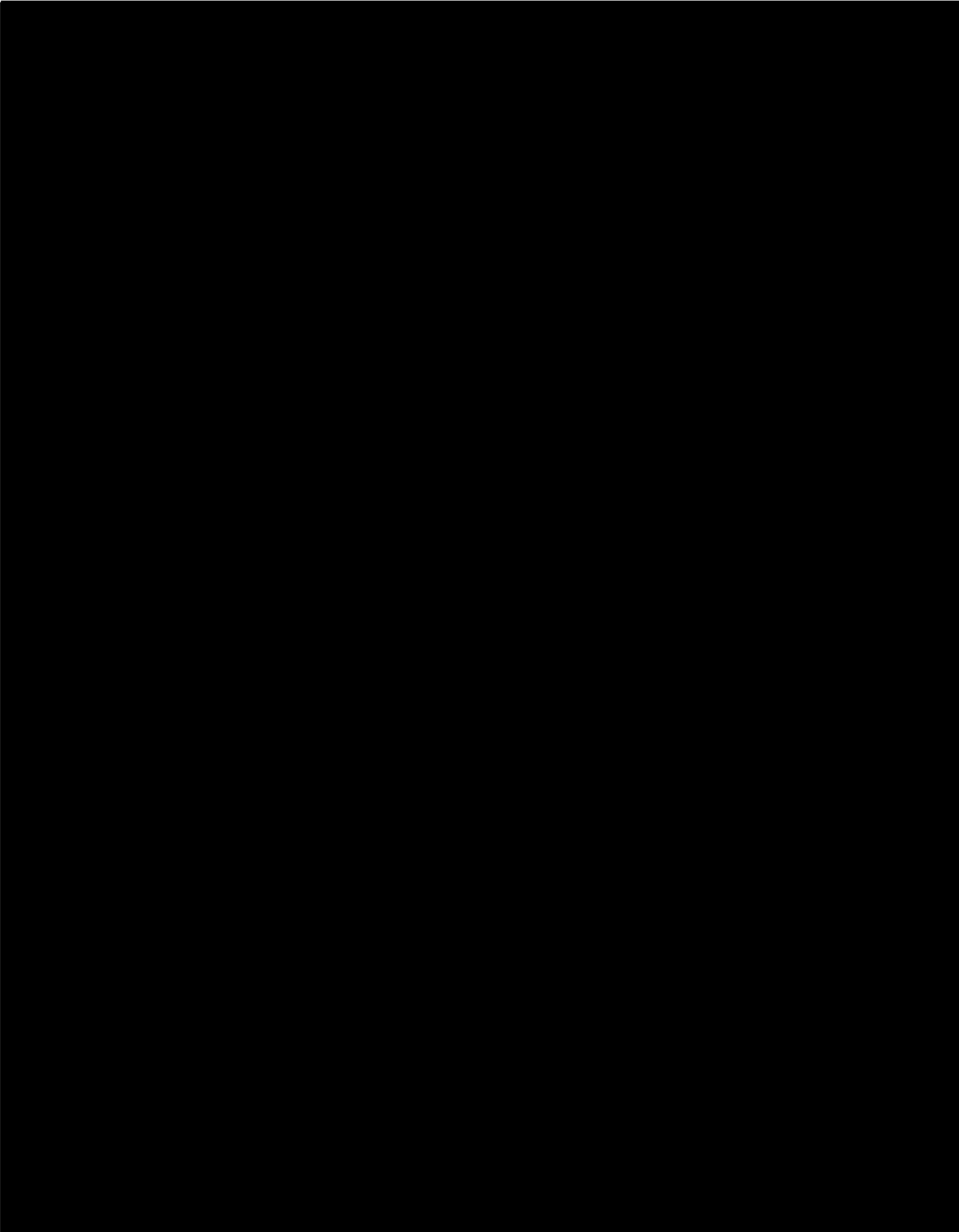




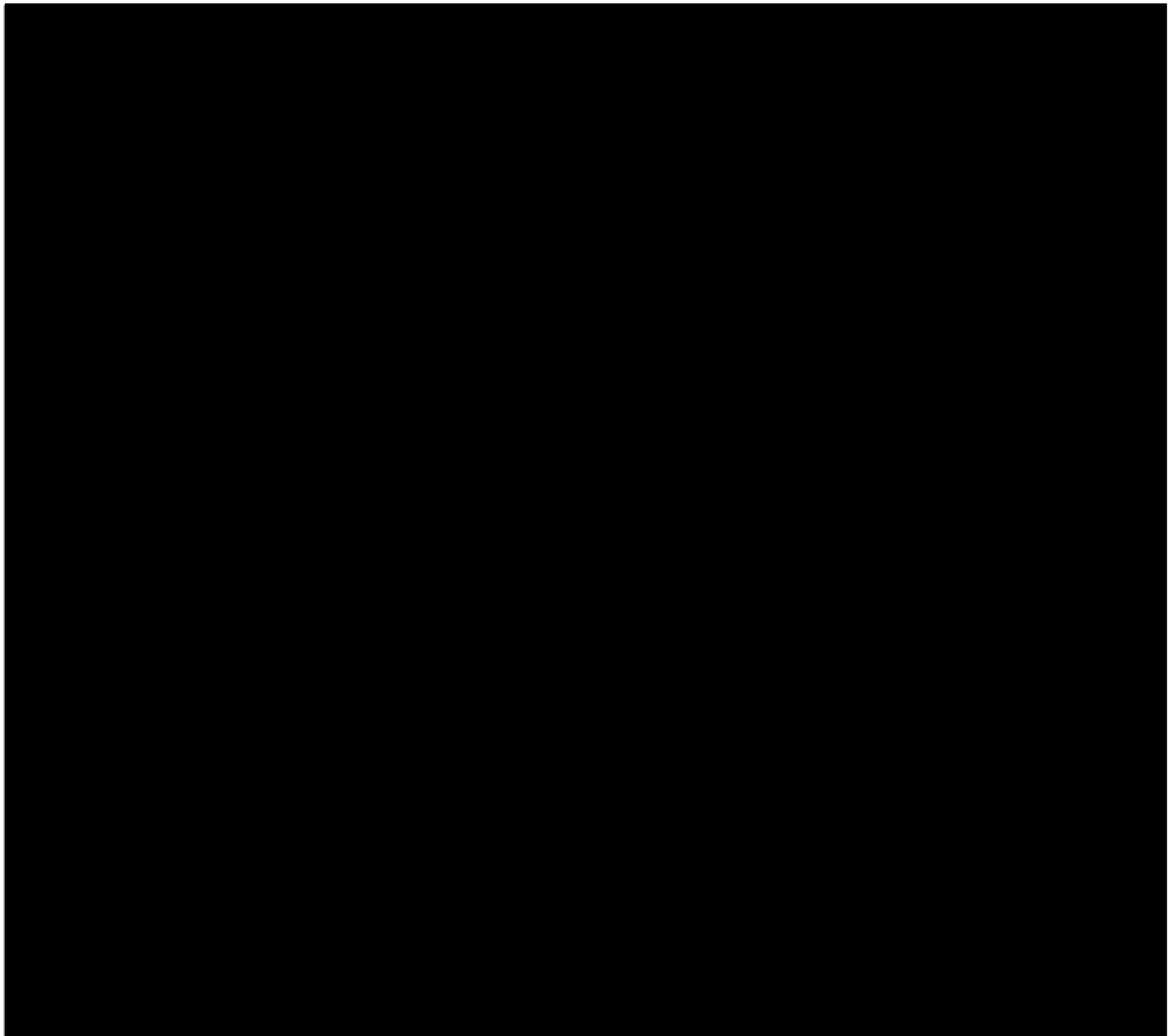


















Background Information – Liquor License

Date: August 22, 2022

Applicant's Name: Arben Grajgevcic for Whistle Stop Cafe LLC

Type of license applying for: Class C transfer

Doing business as (d/b/a): Whistle Stop Diner

Business Address: 24060 Woodward Ave, Pleasant Ridge, MI 48069  
Address City/State Zip Code

Business Telephone: (248) 632-1311

I. I, Arben Grajgevcic, do hereby certify that the following statements are correct in connection with an application for a Class C (transfer) Liquor License to be located at 24060 Woodward Ave., Pleasant Ridge, Michigan 48069.

II. Proposed location of establishment if there is no address at this time:

III. Are you the sole owner or proprietor? No or is the business to be operated as a partnership, company, corporation or limited liability company? (circle one)

IV. If the applicant is a partnership, company, or limited liability company, give the names, addressed and dates of birth for all persons who will have a financial investment in the licensed business or who will share in the profits of the licensed business:

NAME	ADDRESS	DATE OF BIRTH
Arben Grajgevcic	[REDACTED]	[REDACTED]
Besim Grajgevcic		

V. **Personal Data** To be filled out by each person having an investment in the license

1. Personal applicant information:

Name: Grajqevci Arben  
(last) (first) (middle)

Date of Birth: [REDACTED]

Place of Birth: [REDACTED]  
(City/County/State/Country)

Are you a citizen of the United States? Yes ☒ No

If naturalized, date [REDACTED]

Where did naturalization occur? Detroit, MI

**\*\*Attach copy of naturalization papers**

If not U.S. citizen, list Alien card # - *Attach copy of Alien card*

Marital Status: Married: ☒ Single: ☐ Divorced: ☐ Widowed: ☐

Social Security Number: [REDACTED]

**\*\*Attach copy of Social Security Card**

[REDACTED]

Has the applicant ever had his/her name legally changed or otherwise used a different name, including maiden name, if applicable? Is so, list such names:

N/A  
(last) (first) (middle)

(last) (first) (middle)

(last) (first) (middle)

Current Address: \_\_\_\_\_  
(number and street)

(city) (state) (zip)

Home phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: [REDACTED]

2. How long have you lived at your current address? 7 Years 2 Months  
3. How long have you resided in Michigan? 23 Years \_\_\_\_\_ Months  
4. How long have you lived in the U.S.? 23 Years \_\_\_\_\_ Months

5. List all of your home addresses for the past ten (10) years, excluding current:

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6. Spouse's information – All questions in bold print related to the applicant's spouse.

List full name of spouse: Fitore Grajgevc

Has the spouse ever had his/her name legally changed or otherwise used a different name, including maiden name, if applicable? If so, list such names:

\_\_\_\_\_  
(last) (first) (middle)

\_\_\_\_\_  
(last) (first) (middle)

\_\_\_\_\_  
(last) (first) (middle)

Spouse's date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Spouse's home address: \_\_\_\_\_  
\_\_\_\_\_  
(city) (state) (zip)

Years at this address: 7 Years living in Michigan 15 Years living in U.S. 15

Is spouse a citizen of the United States? Yes ☒ No ☐ If naturalized, date \_\_\_\_/\_\_\_\_/\_\_\_\_

Citizenship # \_\_\_\_\_ Where did naturalization occur? \_\_\_\_\_

**\*\*Attach copy of naturalization papers**

If spouse is not a United States citizen, list Alien Card #: \_\_\_\_\_

**\*\*Attach copy of spouse's alien card**

7. List every child born to applicant:

NAME	DATE OF BIRTH	PLACE OF BIRTH	ADDRESS	RESIDES WITH WHOM
Elsa Grajgevc				
Reis Grajgevc				
Sara Grajgevc				

8. If you were previously married, list all of your former spouses' names, dates of birth, and addresses:

N / A

9. If your current spouse has previous marriages, list all of their former spouses' names, dates of birth and addresses:

N / A

10. Military Record

Branch Served: N / A Rank at Discharge: \_\_\_\_\_  
Type of Discharge: \_\_\_\_\_ *Attach copy of your DD-214 (Discharge) forms.*

Were you ever Court Martialed, tried on charges, or were you the subject of a Summary Court, Deck Court, Captain's Mast, Company punishment, or any other disciplinary action while in the military? If yes, explain:

N / A

Have you ever served in a military organization of any foreign government? If yes, give details:

N / A

11. Business Experience

Are you engaged in any business as an owner or partner, other than the business involved in this application? If yes, list all Company or Corporation names, along with names and addresses of all co-owners or partners.

NAME	ADDRESS	TITLE/RELATIONSHIP
Grandly's Coney Island LLC	4604 E. Outer Dr. Detroit, MI 48234	owner / operator
Pelican Cafe	2625 Gratiot Marysville, MI 48040	owner / operator



12. Employment History

- A. What is your present occupation? restaurant owner  
 B. List names and addresses of applicant's employers for the past ten (10) years, including present employer (account for time unemployed).

NAME	ADDRESS	PHONE	TO/FROM	SUPERVISOR
Whistle Stop Diner	24060 Woodward Pleasant Ridge, MI	(248) 632-1311	2022 - present	Valter Thomas
Grandy's Coney Island	41004 E. Outer Dr. Detroit, MI	(313) 368-6160	2004 - present	None - I'm owner
Pelican Cafe	2825 Gratiot Marysville, MI	(616) 364-6383	2018 - present	None - I'm owner

- C. Were you ever subject to any disciplinary action in connection with any employment, including discharge or asked to resign? If yes, give details: employer, address, date of occurrence and details of the situation.

No

- D. Comments of your prior business experience:

I have owned and operated two successful  
restaurants: Grandy's Coney Island since 2004 and  
Pelican Cafe since 2018

13. Driving Record

- A. Driver's License number [REDACTED] Exp Date [REDACTED]  
 Type of license Chauffeur State MI

- B. Do you now or have you ever possessed a driver's license from another state? If yes, list the states and license numbers and attach copies of the licenses:

No

- C. Was your driver's license ever suspended or revoked? If yes, give details, including dates and reasons:

No

- D. When was your first driver's license issued? [REDACTED] State MI

- E. Were you ever involved in an accident while driving a vehicle? If yes, give details including dates, places, injuries and arrests:

Yes. 2004 near Six Mile and Woodward. Struck by  
driver who failed to yield. Suffered dislocated shoulder.  
I was not ticketed or arrested - I was not at fault

- F. Were police reports made on these accidents? If yes, list the police agencies involved:

Yes Detroit PD

14. Arrest/Criminal Record

- A. Were you ever arrested, detained, taken into custody or charged with a crime in this state, in any other state, in any other country, in the military service or elsewhere? If yes, indicate below: No

DATE	VIOLATION	LOCATION	COURT DISPOSITION/SENTENCE	POLICE DEPT.

- B. Were you ever investigated or suspected of being involved in a crime by the police? If yes, list all police departments involved and details:

No

- C. Were you ever summoned or subpoenaed to court in a civil proceeding; or were you ever a party (Plaintiff or Defendant) in a civil action in this state or elsewhere? If yes, indicate below: ~~No~~ Yes

DATE	ACTION/PROCEEDING	PLAINTIFF/DEFENDANT/WITNESS	COURT DISPOSITION
2017	Civil action against food distributor	Plaintiff	Settled

- D. Has any member of your family or close relative (including in-laws) ever been arrested for anything other than traffic violations? If yes, give details: No

NAME	RELATION	DATE	PLACE	CHARGE	FINAL DISPOSITION

- E. Do you associate with, or have you ever associated with, known persons who have been involved, charged or convicted of illegal gambling, narcotic or vice activities? If yes, explain in detail:

No

15. References

- A. Give the names, addresses and telephone numbers of three (3) reputable citizens (excluding relatives) who know your reputation.

NAME	ADDRESS/CITY	PHONE
Robert Ivezay		
Henry Kelmendi		
Engjello Ftoli		

- B. List names, addresses, and phone numbers of two (2) current neighbors.

NAME	ADDRESS	PHONE
Bedri Rukaj		
Kelly Heid		

16. Family Member's Past/Present Liquor Licenses

Does any member of your family now hold or has any member of your family in the past held a license or any interest in a license for the sale of alcoholic beverages in the State of Michigan or any other state? Yes \_\_\_\_\_ No ✓

If yes, state the type of license, the name in which license was issued, the relationship to you and the location:

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- Permit #                      County of issuance Macomb  
Date of original issuance                      Expiration                       
Permit restrictions None

A. Do you drink intoxicating liquor? If yes, state amount of consumption:

Yes on social occasions

- No

- C. Have you ever been treated for abuse of any type of drug? Yes \_\_\_\_\_  
No ☒ If yes, list drug:

Are you an unlawful user of, or addicted to: marijuana, cocaine, a depressant, a stimulant or a narcotic drug? Yes \_\_\_\_\_

No ☒ If yes, list the drugs:

**IMPORTANT: ANY QUESTIONS IN THE QUESTIONNAIRE ANSWERED FALSELY WILL RESULT IN THE IMMEDIATE REJECTION OF YOUR LIQUOR LICENSE APPLICATION OR REVOCATION OF YOUR LIQUOR LICENSE.**

Signature of applicant

Arben Grajcevci

Printed name of applicant


Address of applicant

City/State/Zip

Contact number of applicant

STATE OF MICHIGAN )  
 ) ss.  
COUNTY OF OAKLAND)

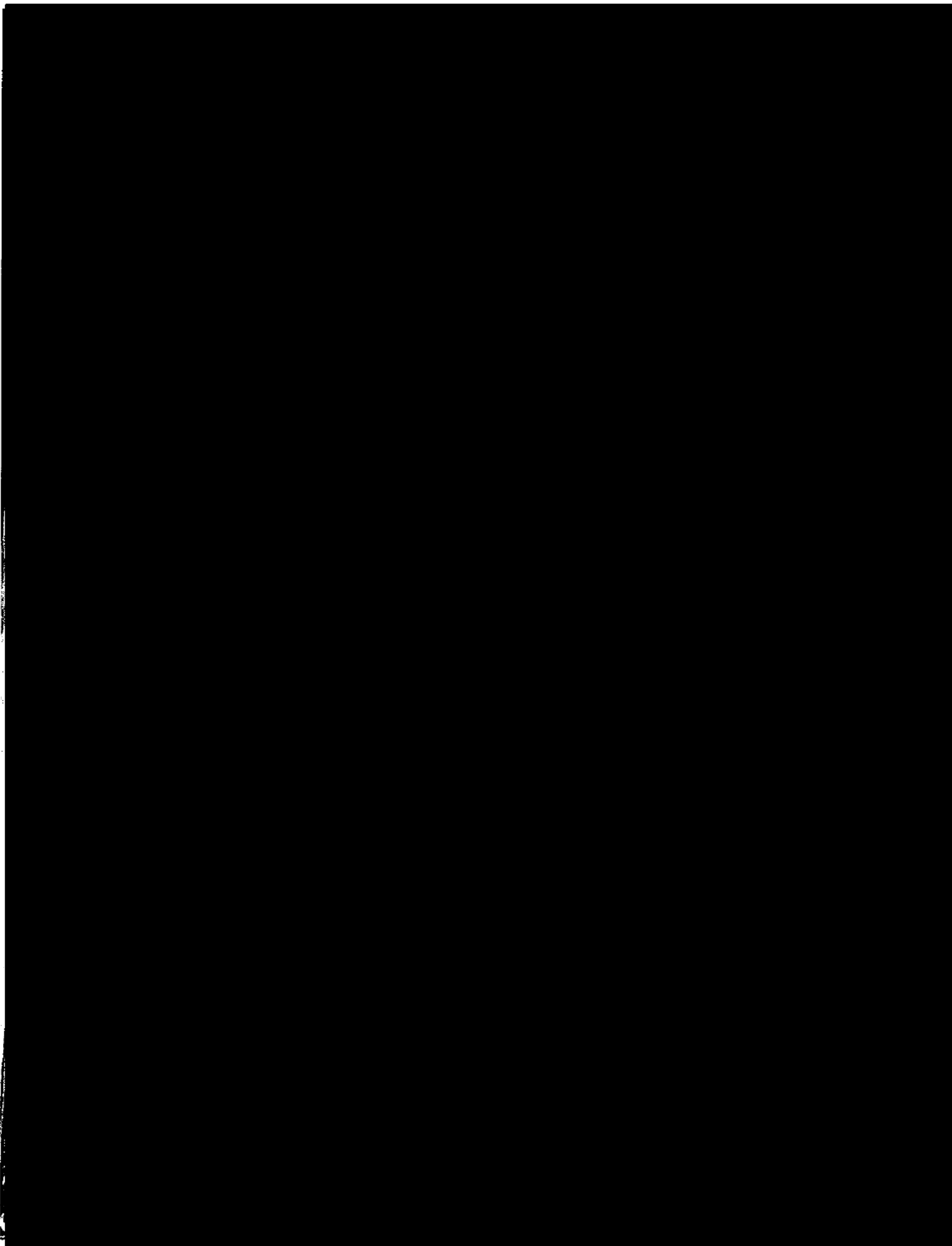
On the 19<sup>th</sup> day of August, 2022, Arben Grajgevi  
did appear personally, before me, a Notary Public, in and for said County, and being duly sworn  
by me, did state (s)he is the applicant of the within questionnaire, and that the information  
contained within the application is true, correct and complete.

  
\_\_\_\_\_  
Notary Public  
Hillsdale County, Michigan

My Commission expires: 4/11/26

Acting in County of Oakland

CHARLENE R. COPELAND  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF HILLSDALE  
MY COMMISSION EXPIRES Apr 11, 2026  
ACTING IN COUNTY OF Oakland



City of Pleasant Ridge  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069  
248-541-2900

Authorization for Release of Personal Information

I, Arben Grajgevc, whose date of birth is [REDACTED],  
am the applicant for the foregoing Liquor License application and background questionnaire for  
the City of Pleasant Ridge, Pleasant Ridge, Michigan.

I authorize a review and full disclosure of all records, or any part thereof, about my to any  
authorized employee for the City of Pleasant Ridge, whether the records are public or private,  
even if the records may be otherwise considered privileged or confidential. I intend this  
authorization to be used in providing information which will determine my suitability to obtain a  
liquor license.

This authorization is for the records of employment records; financial or credit institutions, credit  
reports or rating; and civil, criminal and/or traffic records.

All information in this application for a liquor license issued by the City of Pleasant Ridge, is  
true and complete to the best of my knowledge. I understand all information in the application  
and questionnaire will be investigated. Any inaccurate, untruthful, or misleading statements will  
be a reason for immediate rejection, refusal and/or revocation of my proposed or current liquor  
license.

If I need to update any information contained herein, I will send or bring the information to the  
City Manager, City of Pleasant Ridge, located at 23925 Woodward Avenue, Pleasant Ridge,  
Michigan 48069. A photocopy of this release will be valid as the original, even though the  
photocopy does not contain my original signature.

I agree to indemnify and hold harmless the City of Pleasant Ridge, and its agents, from all  
claims, demands, causes of action, damages, losses, and expenses arising out of, or because of,  
any matter relating to this authorization.

Arben Grajgevc  
Applicant's name – PRINTED

[REDACTED]  
Applicant's FULL LEGAL SIGNATURE

8/19/22  
Date

Steven Grubbel  
Witness Name – PRINTED

[REDACTED]  
Witness FULL LEGAL SIGNATURE

Background Information – Liquor License

Date: August 22, 2022

Applicant's Name: Besim Grajgevcic for Whistle Stop Cafe, LLC

Type of license applying for: Class C transfer

Doing business as (d/b/a): Whistle Stop Diner

Business Address: 24060 Woodward Ave., Pleasant Ridge, MI 48069  
Address City/State Zip Code


Business Telephone: (248) 632-1311

I. I, Besim Grajgevcic, do hereby certify that the following statements are correct in connection with an application for a Class C (transfer) Liquor License to be located at 24060 Woodward Ave., Pleasant Ridge, Michigan 48069.

II. Proposed location of establishment if there is no address at this time:

III. Are you the sole owner or proprietor? No or is the business to be operated as a partnership, company, corporation or limited liability company? (circle one)

IV. If the applicant is a partnership, company, or limited liability company, give the names, addressed and dates of birth for all persons who will have a financial investment in the licensed business or who will share in the profits of the licensed business:

NAME	ADDRESS	DATE OF BIRTH
<u>Arben Grajgevcic</u>		
<u>Besim Grajgevcic</u>		



V. **Personal Data** To be filled out by each person having an investment in the license

1. Personal applicant information:

Name: Besim Grajqevci Besim  
(last) (first) (middle)

Date of Birth: [REDACTED]

Place of Birth: [REDACTED]  
(City/County/State/Country)

Are you a citizen of the United States? Yes ☒ No ☐

If naturalized, date \_\_\_\_/\_\_\_\_/\_\_\_\_ Citizenship # \_\_\_\_\_

Where did naturalization occur? \_\_\_\_\_

**\*\*Attach copy of naturalization papers**

If not U.S. citizen, list Alien card # \_\_\_\_\_ *Attach copy of Alien card*

Marital Status: Married: ☒ Single: ☐ Divorced: ☐ Widowed: ☐

Social Security Number: [REDACTED]

**\*\*Attach copy of Social Security Card**

[REDACTED]

Has the applicant ever had his/her name legally changed or otherwise used a different name, including maiden name, if applicable? Is so, list such names:

No  
(last) (first) (middle)

(last) (first) (middle)

(last) (first) (middle)

Current Address: [REDACTED]  
(city) (state) (zip)

Home phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: [REDACTED]

2. How long have you lived at your current address? 4 Years 9 Months  
3. How long have you resided in Michigan? 23 Years \_\_\_\_\_ Months  
4. How long have you lived in the U.S.? 23 Years \_\_\_\_\_ Months

5. List all of your home addresses for the past ten (10) years, excluding current:

[REDACTED]

6. **Spouse's information – All questions in bold print related to the applicant's spouse.**

List full name of spouse: Donjeta Grajgeva

**Has the spouse ever had his/her name legally changed or otherwise used a different name, including maiden name, if applicable? If so, list such names:**

Hasani Donjeta  
(last) (first) (middle)

(last) (first) (middle)

(last) (first) (middle)

Spouse's date of birth: [REDACTED] Place of birth: [REDACTED]

Spouse's home address: [REDACTED]  
(number and street)  
[REDACTED]  
(city) (state) (zip)

Years at this address: 41 Years living in Michigan 41 Years living in U.S. 41

Is spouse a citizen of the United States? Yes ☐ No ☒ If naturalized, date        /        /       

Citizenship #        Where did naturalization occur?       

**\*\*Attach copy of naturalization papers**

If spouse is not a United States citizen, list Alien Card #:       

**\*\*Attach copy of spouse's alien card**

7. List every child born to applicant: N/A

NAME	DATE OF BIRTH	PLACE OF BIRTH	ADDRESS	RESIDES WITH WHOM

8. If you were previously married, list all of your former spouses' names, dates of birth, and addresses:

N / A

9. If your current spouse has previous marriages, list all of their former spouses' names, dates of birth and addresses:

N / A

10. Military Record

Branch Served: N / A Rank at Discharge: \_\_\_\_\_  
Type of Discharge: \_\_\_\_\_ *Attach copy of your DD-214 (Discharge) forms.*

Were you ever Court Martialed, tried on charges, or were you the subject of a Summary Court, Deck Court, Captain's Mast, Company punishment, or any other disciplinary action while in the military? If yes, explain:

N / A

Have you ever served in a military organization of any foreign government? If yes, give details:

N / A

11. Business Experience

Are you engaged in any business as an owner or partner, other than the business involved in this application? If yes, list all Company or Corporation names, along with names and addresses of all co-owners or partners. N o

NAME	ADDRESS	TITLE/RELATIONSHIP

12. Employment History

- A. What is your present occupation? restaurant manager  
 B. List names and addresses of applicant's employers for the past ten (10) years, including present employer (account for time unemployed).

NAME	ADDRESS	PHONE	TO/FROM	SUPERVISOR
Whistle Stop Diner	24060 Woodward Pleasant Ridge, MI	(248) 632-1311	2022 - present	Arben Grajgevc
Grandy's Conery Island	46041 E. Outer Dr. Detroit, MI 48234	(313) 368-8180	2016 - 2022	Arben Grajgevc

- C. Were you ever subject to any disciplinary action in connection with any employment, including discharge or asked to resign? If yes, give details: employer, address, date of occurrence and details of the situation.

No

- D. Comments of your prior business experience:

I have worked with my brother in the restaurant business for the past four years

13. Driving Record

- A. Driver's License number [REDACTED] Exp Date [REDACTED]  
 Type of license Enhanced Driver State MI

- B. Do you now or have you ever possessed a driver's license from another state? If yes, list the states and license numbers and attach copies of the licenses:

No

- C. Was your driver's license ever suspended or revoked? If yes, give details, including dates and reasons:

No

- D. When was your first driver's license issued? [REDACTED] State MI

- E. Were you ever involved in an accident while driving a vehicle? If yes, give details including dates, places, injuries and arrests:

Yes, 2017 ran a red light at Nine Mile and  
Sherwood in Warren. No injuries No arrests

- F. Were police reports made on these accidents? If yes, list the police agencies involved:

Yes Warren PD

14. Arrest/Criminal Record

- A. Were you ever arrested, detained, taken into custody or charged with a crime in this state, in any other state, in any other country, in the military service or elsewhere? If yes, indicate below: No

DATE	VIOLATION	LOCATION	COURT DISPOSITION/SENTENCE	POLICE DEPT.

- B. Were you ever investigated or suspected of being involved in a crime by the police? If yes, list all police departments involved and details:

No

- C. Were you ever summoned or subpoenaed to court in a civil proceeding; or were you ever a party (Plaintiff or Defendant) in a civil action in this state or elsewhere? If yes, indicate below: No

DATE	ACTION/PROCEEDING	PLAINTIFF/DEFENDANT/WITNESS	COURT DISPOSITION

- D. Has any member of your family or close relative (including in-laws) ever been arrested for anything other than traffic violations? If yes, give details: No

NAME	RELATION	DATE	PLACE	CHARGE	FINAL DISPOSITION

- E. Do you associate with, or have you ever associated with, known persons who have been involved, charged or convicted of illegal gambling, narcotic or vice activities? If yes, explain in detail:  
No

15. References

- A. Give the names, addresses and telephone numbers of three (3) reputable citizens (excluding relatives) who know your reputation.

NAME	ADDRESS/CITY	PHONE
Dylan Dempsey		
Marc Szalkowski		
Selvic Arifi		

- B. List names, addresses, and phone numbers of two (2) current neighbors.

NAME	ADDRESS	PHONE
Richard Browicki		
Brent Kuczaj		

16. Family Member's Past/Present Liquor Licenses

Does any member of your family now hold or has any member of your family in the past held a license or any interest in a license for the sale of alcoholic beverages in the State of Michigan or any other state? Yes \_\_\_\_\_ No ✓  
If yes, state the type of license, the name in which license was issued, the relationship to you and the location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Do you presently have a permit to carry a concealed weapon? If yes, state the following: No  
Permit # \_\_\_\_\_ County of issuance \_\_\_\_\_  
Date of original issuance \_\_\_\_\_ Expiration \_\_\_\_\_  
Permit restrictions \_\_\_\_\_

18. Alcohol/Drug Usage

A. Do you drink intoxicating liquor? If yes, state amount of consumption:

Yes on social occasions

B. Have you ever been treated for alcohol abuse? If yes, give details, including location of treatment, doctor's name, length of treatment and your current status:

No

C. Have you ever been treated for abuse of any type of drug? Yes \_\_\_\_\_  
No ✓ If yes, list drug:

Are you an unlawful user of, or addicted to: marijuana, cocaine, a depressant, a stimulant or a narcotic drug? Yes \_\_\_\_\_

No ✓ If yes, list the drugs:

**IMPORTANT: ANY QUESTIONS IN THE QUESTIONNAIRE ANSWERED FALSELY WILL RESULT IN THE IMMEDIATE REJECTION OF YOUR LIQUOR LICENSE APPLICATION OR REVOCATION OF YOUR LIQUOR LICENSE.**

[Signature]  
Signature of applicant

Besim Grajacvic  
Printed name of applicant

[Address]  
Address of applicant

[City/State/Zip]  
City/State/Zip

[Contact Number]  
Contact number of applicant

STATE OF MICHIGAN )  
 ) ss.  
COUNTY OF OAKLAND)

On the 19<sup>th</sup> day of August, 2022, Besim Grajcevi  
did appear personally, before me, a Notary Public, in and for said County, and being duly sworn  
by me, did state (s)he is the applicant of the within questionnaire, and that the information  
contained within the application is true, correct and complete.



Notary Public  
Hillsdale County, Michigan

My Commission expires: 4/11/26

Acting in County of Oakland

CHARLENE R. COPELAND  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF HILLSDALE  
MY COMMISSION EXPIRES Apr 11, 2026  
ACTING IN COUNTY OF

Oakland



City of Pleasant Ridge  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069  
248-541-2900

Authorization for Release of Personal Information

I, Besim Grasgeci, whose date of birth is [REDACTED],  
am the applicant for the foregoing Liquor License application and background questionnaire for  
the City of Pleasant Ridge, Pleasant Ridge, Michigan.

I authorize a review and full disclosure of all records, or any part thereof, about my to any  
authorized employee for the City of Pleasant Ridge, whether the records are public or private,  
even if the records may be otherwise considered privileged or confidential. I intend this  
authorization to be used in providing information which will determine my suitability to obtain a  
liquor license.

This authorization is for the records of employment records; financial or credit institutions, credit  
reports or rating; and civil, criminal and/or traffic records.

All information in this application for a liquor license issued by the City of Pleasant Ridge, is  
true and complete to the best of my knowledge. I understand all information in the application  
and questionnaire will be investigated. Any inaccurate, untruthful, or misleading statements will  
be a reason for immediate rejection, refusal and/or revocation of my proposed or current liquor  
license.

If I need to update any information contained herein, I will send or bring the information to the  
City Manager, City of Pleasant Ridge, located at 23925 Woodward Avenue, Pleasant Ridge,  
Michigan 48069. A photocopy of this release will be valid as the original, even though the  
photocopy does not contain my original signature.

I agree to indemnify and hold harmless the City of Pleasant Ridge, and its agents, from all  
claims, demands, causes of action, damages, losses, and expenses arising out of, or because of,  
any matter relating to this authorization.

Besim Grasgeci

Applicant's name – PRINTED

[REDACTED]

Applicant's FULL LEGAL SIGNATURE

8/19/22

Date

Steven Grobbel

Witness Name – PRINTED

[REDACTED]

Witness FULL LEGAL SIGNATURE

## BACKGROUND INFORMATION FOR LIQUOR LICENSE

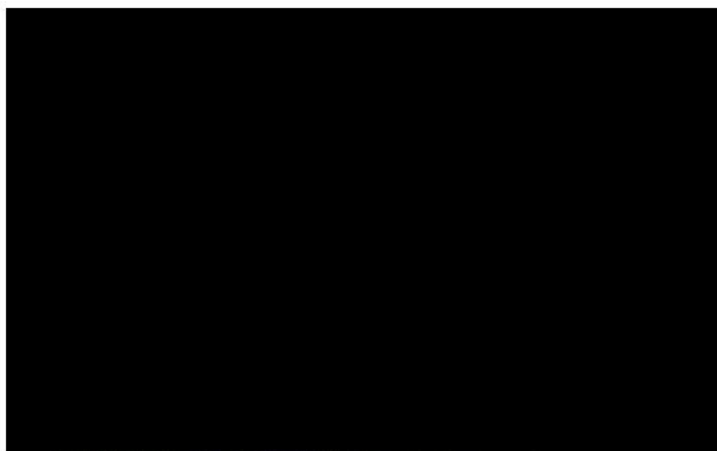
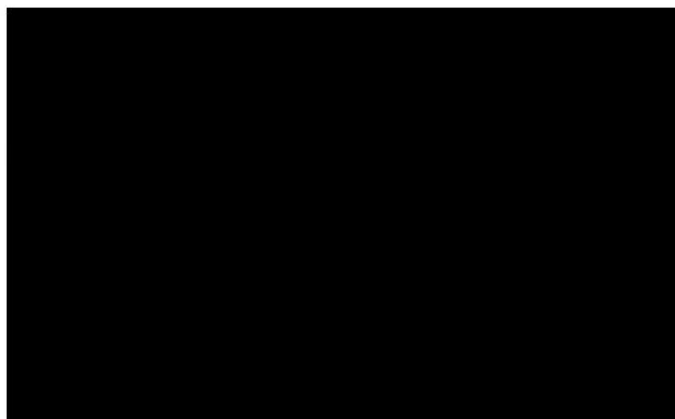
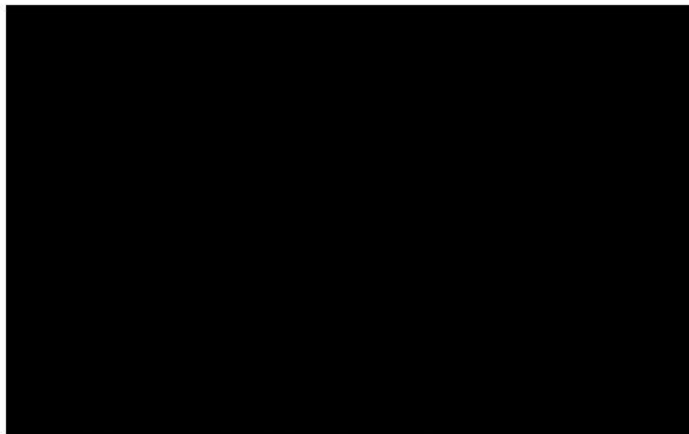
The information provided by the applicant in this questionnaire will be used in an investigation to determine whether or not the character and financial ability of each applicant to operate a liquor establishment meets the required standards set for by the Michigan Liquor Control Act and the Pleasant Ridge Liquor Control Ordinance. Please read every question carefully and answer truthfully and accurately. All statements are subject to verification; any deliberate inaccuracies, falsifications, or incomplete statements may result in the denial of applicant's request for a liquor license.

All answers in this questionnaire should be typed or printed legibly in black ink. If the space provided is insufficient for a complete answer, use additional sheets of paper following the same format used in the questionnaire and attach to that part of the application. If a question is not applicable to the applicant, answer with the symbol N/A (Not Applicable). Otherwise, there must be an answer for each question.

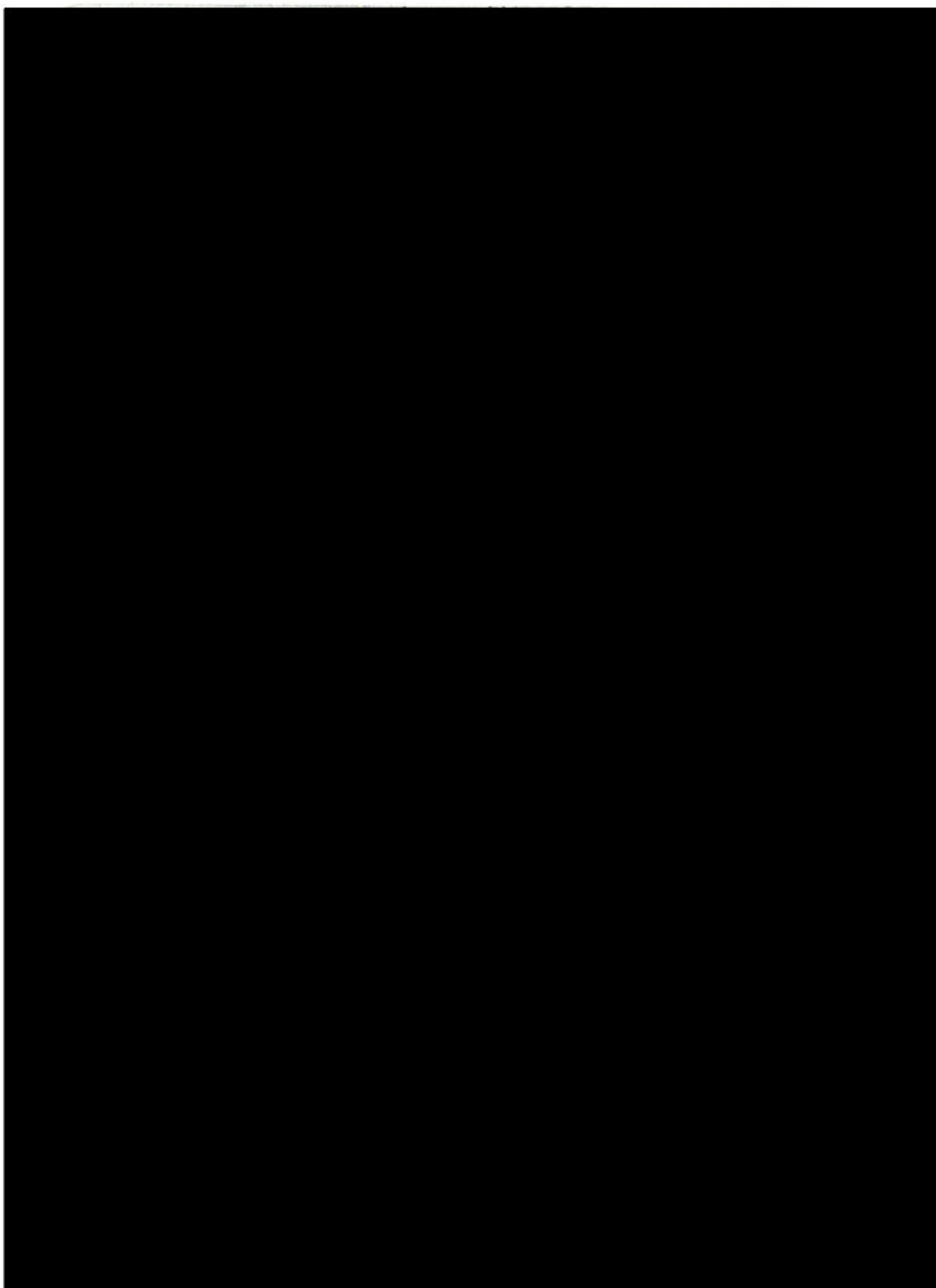
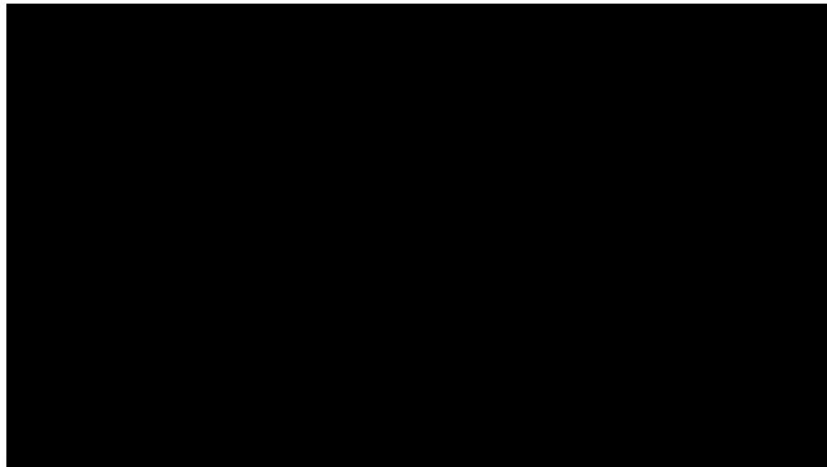
Photo copies of the following documents must be attached to the questionnaire, if applicable:

- ☐ Birth Certificate
- ☒ Driver's License
- ☒ Social Security Card
- ☐ Alien Card
- ☒ Naturalization/Citizenship Papers
- ☒ Concealed Weapons Permit
- ☒ Incorporation/Partnership Papers
- ☒ Partnership Agreement Papers
- ☐ Loan Statements
- ☒ Lease Agreements
- ☒ Purchase Agreements
- ☐ Preliminary Site Plan









**LARA** Corporations  
Online Filing System  
Department of Licensing and Regulatory Affairs

Form Revision Date 02/2017

**ARTICLES OF ORGANIZATION**

For use by DOMESTIC LIMITED LIABILITY COMPANY

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:

**Article I**

The name of the limited liability company is:

WHISTLE STOP CAFE LLC

**Article II**

Unless the articles of organization otherwise provide, all limited liability companies formed pursuant to 1993 PA 23 have the purpose of engaging in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan. You may provide a more specific purpose:

**Article III**

The duration of the limited liability company if other than perpetual is:

PERPETUAL

**Article IV**

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

1. Agent Name: ARBEN GRAJQEVCI  
2. Street Address: 24060 WOODWARD AVE  
Apt/Suite/Other:  
City: PLEASANT RIDGE  
State: MI

Zip Code: 48069

3. Registered Office Mailing Address:

P.O. Box or Street  
Address:  
Apt/Suite/Other:  
City:  
State:

Zip Code:

Signed this 2nd Day of May, 2022 by the organizer(s):

Signature	Title	Title if "Other" was selected
Arben Grajqevci	Organizer	

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

☐ Decline ☒ Accept

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

*This is to Certify that the* ARTICLES OF ORGANIZATION

*for*

WHISTLE STOP CAFE LLC

**ID Number:** 802852178

*received by electronic transmission on* May 02, 2022 *, is hereby endorsed.*

*Filed on* May 06, 2022 *, by the Administrator.*

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



*In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 6th day of May, 2022.*

*Linda Clegg*

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

OPERATING AGREEMENT FOR  
**WHISTLE STOP CAFE LLC**

A Michigan Limited Liability Company

**THIS OPERATING AGREEMENT** is made on May 6, 2022 by and between Whistle Stop Cafe LLC, a Michigan limited liability company, and the Members of the Company who agree as follows:

**ARTICLE 1  
DEFINITIONS**

For purposes of this Agreement, the following definitions shall apply:

**1.1 "Act"** means the Michigan Limited Liability Company Act, being Act No. 23, Public Acts of 1993, as may be amended.

**1.2 "Admission Agreement"** means the agreement executed by any new Member or by any assignee of any membership interest whereby the new Member agrees to be bound by the terms and conditions of this Agreement, the Articles and any other applicable laws or bylaws.

**1.3 "Agreement"** means this Agreement as it may be amended in accordance with the provisions of Section 9.6 hereof.

**1.4 "Articles"** means the Articles of Organization filed by the Company with the Michigan Department of Licensing & Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau, Corporations Division.

**1.5 "Capital Account"** means the financial record kept by the Company for each Member reflecting any and all capital transactions including, but not necessarily limited to, any capital contributions and any recognized gains or losses of the Company for tax purposes, for each Member in accordance with the terms of this Agreement.

**1.6 "Capital Commitment"** means the amount as set forth in Exhibit A that each Member agrees to contribute to the capital of the Company upon the execution of this Agreement.

**1.7 "Code"** means the United States Internal Revenue Code of 1986, as amended.

**1.8 "Company"** means Whistle Stop Cafe LLC, a Michigan limited liability company.

**1.9 "Member(s)"** shall collectively refer to the persons who have an ownership interest in the Company and who either execute this Agreement or who shall hereafter be admitted as members of the Company. The term **"Member"** means any individual who is one of the Members of the Company.



**1.10 "Regulations"** means the regulations issued by the United States Department of Treasury under the Code.

**1.11 "Sharing Ratio"** means the percentage interest of each Member in the total capital of the Company as adjusted from time to time to reflect changes in the Capital Accounts of the Members and the total capital in the Company.

## **ARTICLE 2 ORGANIZATION**

**2.1 Formation.** The Company has been organized as a Michigan limited liability company under and pursuant to the Act by the filing of the Articles with the Michigan Department of Licensing & Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau, Corporations Division. If the Company has not been organized as of the date of this Agreement, the Members agree to cause it to be organized.

**2.2 Name.** The name of the Company shall be Whistle Stop Cafe LLC. The Company may also conduct its business under one or more assumed names.

**2.3 Purpose.** The purposes of the Company are to engage in any activity for which limited liability companies may be formed under the Act. The Company shall have all the powers necessary or convenient to effect any purpose for which it is formed, including all powers granted by the Act.

**2.4 Duration.** The Company shall continue in existence for the period fixed in the Articles as the duration of the Company or until the Company shall be sooner dissolved and its affairs wound up in accordance with the Act or this Agreement.

**2.5 Effective Date.** This Agreement shall be effective as of the earliest of the date of this Agreement and the date of filing of the Articles and shall continue until terminated.

**2.6 Registered Office and Resident Agent.** The Registered Office and Resident Agent of the Company shall be as designated in the initial Articles or any amendment thereof. The Registered Office and/or Resident Agent may be changed from time to time. Any such change shall be made in accordance with the Act. If the Resident Agent shall ever resign, the Company shall promptly appoint a successor.

### **2.7 Conflicts of Interest.**

**2.7.1** Nothing herein shall be construed to prevent any Member, or any entity in which such person may have an interest, from dealing with the Company in the following circumstances: (a) with the consent of the Members or (b) if done in compliance with Section 409 of the Act.

**2.7.2** The Members may have other business interests and may engage in other activities in addition to those relating to the Company. The other business interests and

activities of the Members may be of any nature or description and may be engaged in independently or with other Members. Neither the Company nor any Member shall have any right, by virtue of this Agreement or the Company created hereby, in or to such other ventures or activities of a Member or to the income or proceeds derived therefrom, and the pursuit of such ventures, even if competitive with the business of the Company, shall not be deemed wrongful or improper.

### **ARTICLE 3 BOOKS RECORDS AND ACCOUNTING**

**3.1 Books and Records.** The Company shall maintain complete and accurate books and records of the Company's business and affairs as required by the Act and such books and records shall be kept at the Company's Registered Office. The Company shall also maintain at its offices a list of the names and addresses of all Members, which any Member or his or her designated representative may inspect during business hours upon reasonable notice to the Company. .

**3.2 Fiscal Year; Accounting.** The Company's fiscal year shall be the calendar year. The accounting methods and principles to be followed by the Company shall be selected by the Members from time to time.

**3.3 Reports.** Reports concerning the financial condition and results of operation of the Company and the Capital Accounts of the Members shall be provided to the Members in the time, manner and form as the Members determine. Such reports shall be provided at least annually as soon as practicable after the end of each calendar year and shall include a statement of each Member's share of profits and other items of income, gain, loss, deduction and credit.

**3.4 Member's Accounts.** Separate Capital Accounts for each Member shall be maintained by the Company. Each Member's Capital Account shall reflect the Member's capital contributions and increases for the Member's share of any net income or gain of the Company. Each Member's Capital Account shall also reflect decreases for distributions made to the Member and the Member's share of any losses and deductions of the Company.

**3.5 Distribution of Assets.** If the Company at any time distributes any of its assets in-kind to any Member, the Capital Account of each Member shall be adjusted to account for that Member's allocable share (as determined below) of the net profits or net losses that would have been realized by the Company had it sold the assets that were distributed at their respective fair market values immediately prior to their distribution.

**3.6 Sale or Exchange of Interest.** In the event of a sale or exchange of some or all of a Member's interest in the Company, the Capital Account of the transferring Member shall become the Capital Account of the assignee, to the extent it relates to the portion of the interest transferred.

**3.7 Compliance with Section 704(b) of the Code.** The provisions of this Article as they relate to the maintenance of Capital Accounts are intended, and shall be construed, and, if necessary, modified to cause the allocations of profits, losses, income, gains and credits pursuant to this Agreement to have substantial economic effect under the Regulations promulgated under

§704(b) of the Code, in view of the distributions and capital contributions made pursuant to this Agreement.

#### **ARTICLE 4 CAPITAL CONTRIBUTIONS**

**4.1. Initial Commitments and Contributions.** By the execution of this Agreement, the initial Members hereby agree to contribute to the Company, as the Capital Commitment, the cash and/or other property set opposite such Member's name in the attached Exhibit A. The Members may pay the Capital Commitment according to any schedule established by the Members and the Company. The Sharing Ratio for the Members is also set forth in Exhibit A. Any additional Member (other than an assignee of a membership interest who has been admitted as a Member) shall make the capital contribution set forth in an Admission Agreement. No interest shall accrue on any capital contribution and no Member shall have any right to withdraw or to be repaid any capital contribution except as provided in this Agreement.

**4.2 Additional Contributions.** Additional capital over and above the Capital Commitment shall be paid to the Company by the Members as agreed by vote of the Members.

#### **ARTICLE 5 ALLOCATIONS AND DISTRIBUTIONS**

**5.1 Allocations.** Except as may be required by the Code or this Agreement, net profits, net losses, and other items of income, gain, loss, deduction and credit of the Company shall be allocated among the Members in accordance with their Sharing Ratios.

**5.2 Distributions.** Distributions may be made to the Members from time to time after the Members determine in their reasonable judgment, that the Company has sufficient cash on hand which exceeds the current and the anticipated needs of the Company to fulfill its business purposes (including, needs for operating expenses, debt service, acquisitions, reserves and mandatory distributions, if any). All distributions shall be made to the Members in accordance with their Sharing Ratios. Distributions shall be in cash or property or partially in both, as determined by the Members. No distribution shall be declared or made if, after giving it effect, it would violate the provisions of applicable law governing the permissibility of distributions by limited liability companies to their members.

**5.3 Liquidation.** Upon the dissolution of the Company, the Company shall cease to carry on its business, except insofar as may be necessary for the winding up of its business, but its separate existence shall continue until a Certificate of Dissolution has been filed as required by the Act. Upon dissolution of the Company, the business and affairs of the Company shall be wound up and the Company liquidated as rapidly as business circumstances permit. The Members shall agree on the appointment of a liquidating trustee (who may or may not be a Member). The assets of the Company shall be liquidated and the proceeds thereof shall be distributed (to the extent permitted by applicable law) in the following order: (a) first, to creditors; (b) second, for reserves reasonably required to provide for liabilities (contingent or otherwise) of the Company; (c) third,

to each Member in an amount equal to such Member's positive Capital Account balance; and (d) fourth, pro rata to Members based upon their Sharing Ratios.

## **ARTICLE 6 DISPOSITION OF MEMBERSHIP INTERESTS**

**6.1. Assignment of Right to Receive Distributions.** A Member may assign such Member's right to receive distributions from the Company in whole or in part at any time upon execution of a written agreement between the assigning Member and the assignee. Other than as to the assigned distributions, the assignment of such right does not itself entitle the assignee to participate in the management and affairs of the Company or to become a Member. Such assignee is only entitled to receive, to the extent assigned, the distributions the assigning Member would otherwise be entitled. The assigning Member shall remain a Member and retain all rights and powers of a Member (other than as to the assigned distributions).

**6.2 Charging Order.** Any Member whose membership interest is subject to a charging order as provided in Section 507 of the Act shall remain a Member and retain all rights and powers of a Member except the right to receive distributions to the extent charged. The judgment creditor shall have only the rights of an assignee of a membership interest as provided in Section 6.1.

**6.3 Transfer of Membership Interest.** A Member may only assign, transfer or encumber such Member's membership interest, in whole or in part, upon the affirmative vote of the Members holding a majority of the total Sharing Ratios. No membership interest shall be transferred if: (i) the disposition would not comply with all applicable state and federal securities laws and regulations; or (ii) the transferee of the membership interest fails to execute an Admission Agreement, and to provide each of the other Members with the information and other agreements that they may require in connection with such a transfer. If admitted, the substitute member has, to the extent assigned, all of the rights and powers, and is subject to all of the restrictions and liabilities of a Member under the Articles, this Agreement, and the Act.

## **ARTICLE 7 MEMBERS**

**7.1 Management of Business.** The Company shall be managed by the Members who shall make the ordinary and usual decisions concerning the business and affairs of the Company. Each Member shall have the power, on behalf of the Company, to do all things necessary or convenient to carry out the business and affairs of the Company.

**7.2 Required Vote.** Unless a greater vote is required by the Act, the Articles or this Agreement, the affirmative vote or consent of Members entitled to vote or consent on such matter assuring a majority in interest of the Sharing Ratios is required to take or approve any action requiring a Member vote.

**7.3 Consent.** Any action required or permitted to be taken by the Members may be taken without a meeting, without prior notice, and without a vote. The consent must be in writing, set forth the action so taken, and be signed by the Members having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting at which all membership interests entitled to vote on the action were present and voted. Every written consent shall bear the date and signature of each Member who signs the consent. Prompt notice of the taking of action without a meeting by less than unanimous written consent shall be given to all members who have not consented in writing to such action.

**7.4 Tax Matters Partner.** Arben Grajqevci shall be the "tax matters partner" and, as such, shall be solely responsible for representing the Company in all dealings with the Internal Revenue Service and any state, local, and foreign tax authorities; but the tax matters partner shall keep the other Members reasonably informed of any Company dealings with any tax agency.

## **ARTICLE 8**

### **EXCULPATION OF LIABILITY; INDEMNIFICATION**

**8.1 Exculpation of Liability.** Unless otherwise provided by law or expressly assumed, a person who is a Member shall not be liable to any other Member, the Company, or any third party for the acts, debts or liabilities of the Company.

**8.2 Indemnification.** Except as otherwise provided in this Article; the Company shall indemnify and hold harmless any Member and may indemnify and hold harmless any employee or agent of the Company who was or is a party or is threatened to be made a party to a threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, and whether formal or informal, other than an action by or in the right of the Company, by reason of the fact that such person is or was a Member, employee or agent of the Company against expenses, including attorney's fees, judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with the action, suit or proceeding, if the person acted in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner that such person reasonably believed to be in the best interests of the Company and with respect to a criminal action or proceeding, if such person had no reasonable cause to believe such person's conduct was unlawful. To the extent that a Member, employee or agent of the Company has been successful on the merits or otherwise in defense of an action, suit or proceeding or in defense of any claim, issue or other matter in the action, suit or proceeding, such person shall be indemnified against actual and reasonable expenses, including attorney's fees, incurred by such person in connection with the action, suit or proceeding and any action, suit or proceeding brought to enforce the mandatory indemnification provided herein. Any indemnification permitted under this Article, unless ordered by a court, shall be made by the Company only as authorized in the specific case upon a determination that the indemnification is proper under the circumstances because the person to be indemnified has met the applicable standard of conduct and upon an evaluation of the reasonableness of expenses and amounts paid in settlement. This determination and evaluation shall be made by a vote of the Members holding a majority in interest of the total Sharing Ratios of all Members who are not parties or threatened to be made parties to the action, suit or proceeding. Notwithstanding the foregoing to the contrary, no indemnification shall be provided

to any Member, employee or agent of the Company for or in connection with the receipt of a financial benefit to which such person is not entitled, voting for or assenting to a distribution to Members in violation of this Agreement or the Act, or a knowing violation of law.

## **ARTICLE 9 MISCELLANEOUS PROVISIONS**

**9.1 Terms.** Nouns and pronouns will be deemed to refer to the masculine, feminine, neuter, singular and plural, as the identity of the person or persons, firm or corporation may in the context require.

**9.2 Article Headings.** The Article headings contained in this Agreement have been inserted only as a matter of convenience and for reference, and in no way shall be construed to define, limit or describe the scope or intent of any provision of this Agreement.

**9.3 Counterparts.** This Agreement may be executed in several counterparts, each of which will be deemed an original but all of which will constitute one and the same.

**9.4 Entire Agreement.** This Agreement constitutes the entire agreement among the parties hereto and contains all of the agreements among said parties with respect to the subject matter hereof. This Agreement supersedes any and all other agreements, either oral or written, between said parties with respect to the subject matter hereof.

**9.5 Severability.** The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

**9.6 Amendment.** This Agreement may be amended or revoked at any time by a written agreement executed by all of the parties to this Agreement. No change or modification to this Agreement shall be valid unless in writing and signed by all of the parties to this Agreement.

**9.7 Notices.** Any notice permitted or required under this Agreement shall be conveyed to the party at the address designated in writing by such party and will be deemed to have been given, when deposited in the United States mail, postage paid, or when delivered in person, or by courier or by facsimile transmission.

**9.8 Binding Effect.** Subject to the provisions of this Agreement relating to transferability, this Agreement will be binding upon and shall inure to the benefit of the parties, and their respective distributees, heirs, successors and assigns.

**9.9 Governing Law.** This Agreement is being executed and delivered in the State of Michigan and shall be governed by, construed and enforced in accordance with the laws of the State of Michigan.

9.9 **Governing Law.** This Agreement is being executed and delivered in the State of Michigan and shall be governed by, construed and enforced in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties hereto make and execute this Agreement on the dates set below their names, to be effective on the date first above written.

**Company**

**Members**

Whistle Stop Cafe LLC

By:

Arben Gragjevec  
Its: Member/Manager

Arben Gragjevec

Basim Gragjevec

**EXHIBIT A -  
CAPITAL**

**Member**

**Commitment**

**Sharing Ratio**

Arben Gragjevec	\$51.00	51%
Basim Gragjevec	\$49.00	49%

6.

**EXHIBIT A  
CAPITAL**

<b><u>Member</u></b>	<b><u>Commitment</u></b>	<b><u>Sharing Ratio</u></b>
Arben Grajqevci	\$51.00	51%
Besim Grajqevci	\$49.00	49%



# OPERATING AGREEMENT

## Whistle Stop Liquor License

THIS OPERATION AGREEMENT ("Agreement") is made and entered into on \_\_\_\_\_, 2022, by and between the City of Pleasant Ridge, a Michigan Municipal corporation, whose address is 23925 Woodward Ave., Pleasant Ridge, Michigan 48069 (referred to in this Agreement as the "City"); Arben Grajqevci, whose address is 53005 Gregory, Macomb, Michigan 48042 and Whistle Stop Café LLC, a Michigan limited liability company, whose address is 24060 Woodward Ave., Pleasant Ridge, Michigan 48069. Arben Grajqevci and Whistle Stop Café LLC are referred to jointly in this Agreement as the "Applicant." The City and the Applicant are collectively referred to in this Agreement as the "Parties."

### Recitals

- A. The Applicant operates a restaurant known as Whistle Stop (referred to in this Agreement as the "Restaurant") located at 24060 Woodward Avenue, Pleasant Ridge, Michigan, whose legal description is attached as Exhibit A (referred to in this Agreement as the "Property").
- B. The Applicant has requested that the City approve the transfer of a Class C liquor license (referred to in this Agreement as the "License") from the current licensee Whistle Stop I, Inc. to the Applicant for use at the Restaurant.
- C. Under Sections 501 and 531 of the Michigan Liquor Control Code of 1998 (being MCL 436.1501 and 436.1531), it is within the City's discretion to approve the issuance of Class C liquor licenses before the license is granted by the MLCC, and the City is neither required to approve issuance of a minimum number of Class C quota liquor licenses, nor required to approve the transfer of any existing Class C quota liquor licenses.
- D. The City has adopted Ordinance No. 391, which applies to the License requested by the Applicant. Said Ordinance No. 391, as it may be amended from time to time, is known and referred to in this Agreement as the "Liquor Control Ordinance."
- E. As part of the Applicant's application to the City for the Licenses and as an inducement to the City to approve the transfer of the License to the Applicant for its use at the Restaurant, the Applicant proposed and incorporated a plan of operation for the Restaurant, which is attached as Exhibit B (the "Plan"), and a site plan for the Property, which is attached as Exhibit C (the "Site Plan").
- F. As an additional inducement to the City to approve the issuance of the License to the Applicant for its use at the Restaurant, the Applicant acknowledges that it voluntarily offered or accepted the restrictions regarding the operation of the Restaurant as set forth or referred to in this Agreement and is, in all respects, willing to abide by the terms of this Agreement.
- G. The City held a public hearing on \_\_\_\_\_, to consider the Applicant's request for the License, pursuant to the Liquor Control Ordinance.

- H. The City has approved the Applicant's application for issuance of the License at the Restaurant, pursuant to the Liquor Control Ordinance, and, consistent with Applicant's representations and the City's approval, the Applicant and the City enter into this Agreement.

### **Agreement**

NOW, THEREFORE, as an integral part of the approval of the issuance of the License to the Applicant for its use at the Restaurant, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, IT IS AGREED as follows:

1. **Recitations and Exhibits.** The Recitations, above, are incorporated herein by this reference and expressly agreed to and made a part of this Agreement for all purposes. The exhibits attached hereto and the information contained therein are incorporated herein as though fully set forth as part of this Agreement.
2. **Approval of License.** The City will, in reliance upon the Applicant's agreement herein, declare its approval of the transfer of the above Class C Liquor License to the Applicant for its use at the Licensed Premises as having been finalized and will notify the MLCC of said City approval.
3. **Operation.** In connection with its operation of the Restaurant and use of the License, the Applicant agrees to comply with:
  - (a) all restrictions, limitations, requirements, representations and standards offered, proposed, set forth or otherwise identified in the Plan, the Site Plan, this Agreement, the Liquor control Ordinance, and all other applicable federal, state and City laws, ordinances, rules and regulations (altogether the "Documents"); and
  - (b) the following additional requirements:
    - (i) except as provided in (ii), below, the days and hours of operation shall be limited to 7:30 a.m. until 3:00 p.m. from Monday through Saturday, and 8:00 a.m. until 3:00 p.m. on Sunday;
    - (ii) the Restaurant may open for occasional private events (e.g., birthday parties, baby showers and wedding showers) between the hours of 5:30 p.m. and 10:30 p.m., provided there shall not be more than 1 such event in any seven (7) day period and no more than two (2) such events in any thirty (30) day period, and provided further that the Restaurant shall not be open to the general public during such events; and
    - (iii) there shall be no entertainment, such as performances, motion pictures, contests, patron dancing, other dancing, closed circuit television, or topless activity (as that term is defined by subsection

916(15) of the Michigan Liquor Control Code of 1998) at the Restaurant, and the Applicant hereby waives and releases the City from any claim that this mutually agreed upon restriction is unconstitutional or otherwise unenforceable.

In the event of any conflict between (a) and (b), above, the requirements in (b) shall apply. In the event of any conflict between any provisions of the Documents (other than the provisions in (b), above), the City shall have the sole discretion to determine which provision applies and shall notify Applicant of such determination in writing.

4. **Violations; Enforcement.** If Applicant fails to operate the Restaurant in compliance with all of the Documents, or uses the License in any manner that violates or does not comply with any of the Documents, the Parties agree that such noncompliance shall constitute a violation of the Liquor Control Ordinance and a breach of this Agreement, and, in such event, the Parties acknowledge and agree that the City may undertake enforcement in all or any of the following manners, in its discretion, pursuant to the Liquor Control Ordinance, other applicable ordinances of the City and applicable state law: (a) issue a misdemeanor appearance ticket, to Arben Grajcevci or any other officer or director of Whistle Stop Café LLC Inc. or manager of the Restaurant, for each such violation to be prosecuted in the District Court under the City Code of Ordinances and, in such event, each day on which any such violation shall continue shall constitute a separate and additional offense and shall be punishable as such; (b) notify the Michigan Liquor Control Commission of the violation(s) and seek nonrenewal of the License at its annual expiration date; and/or (c) seek immediate injunctive relief, specific performance, declaratory relief and other equitable and legal relief from the Oakland County Circuit Court, and Applicant agrees to be subject to the jurisdiction of the Oakland County Circuit Court and, if said Court determines that a violation of this Agreement or the Liquor Control Ordinance or any of the Documents has occurred, said Court may immediately suspend Applicant's liquor license and shall order liquidated damages to the City in the amount of \$1,000.00 for each day that the violation existed and continues to exist. With respect to (c), above, the Parties acknowledge the following: (i) this Agreement and the covenants and obligations in this Agreement are unique, and in the event of default by the Applicant, the City would not be able to be adequately or fully compensated solely by money damages, and the City shall therefore have the right to enforce the terms and provisions of this Agreement by a court action for specific performance, injunctive relief, declaratory relief and/or other equitable relief; and (ii) the burdens and costs incurred by the City in the form of administrative, police, fire, health, legal and other undertakings due to such violations are impossible to predict and the Parties have therefore agreed on the above amount of daily liquidated damages as being appropriate and reasonable in this matter. If the City prevails or is awarded any relief in any of the enforcement efforts described in this Section 4 of the Agreement, it shall be entitled to recover all reasonable court costs, expert costs and attorney fees it incurs in the course of undertaking such efforts.

5. **Transfers.** If Applicant seeks to transfer the License to another operator for use at the Property or another site located within the City of Pleasant Ridge, it shall comply with Section 18-56 of the Liquor Control Ordinance, and all other applicable Documents. For this purpose, a transfer of the License shall include a transfer of a majority of the membership interest of Whistle Stop Café LLC. In the event the Applicant transfers, sells or assigns its interest in the

License and/or Restaurant at the Property to another person or entity, it shall make the provision, as a requirement of said sale, that the purchaser or purchasers abide by the terms of the Documents and this Agreement, in writing, and enter into a new agreement with the City under the same terms and conditions as stated in this Agreement.

**6. Cessation of Operations.** If Applicant ceases operations of the Restaurant for more than 30 consecutive days, Applicant shall not place the License in escrow with the Michigan Liquor Control Commission, but rather shall return the License to the Michigan Liquor Control Commission and request that its rights to the License be terminated and that the License not be placed or continued in escrow but instead be returned to the City to be added to its available licenses under the quota provisions of Section 531 of the Michigan Liquor Control Code of 1998 (being MCL 436.1531). Notwithstanding the previous sentence, if the cessation of operations is due to an emergency business interruption event, such as a fire, weather - related damage, or governmentally-declared emergency, Applicant may place the License in escrow for a period not to exceed 120 days. The Applicant may request an extension of the time parameters from the City Commission because of extenuating circumstances. If the License cannot be reactivated by Applicant within that 120-day period, Applicant shall request that the License be cancelled unless granted additional time by the City Commission.

**7. Prohibition on License in Escrow.** If Applicant determines that it does not need or cannot use the License, for whatever reason, Applicant shall not place the License in escrow with the Michigan Liquor Control Commission, but rather shall request that its rights to the License be terminated and that the License not be placed or continued in escrow but instead be returned to the City to be added to its available licenses under the quota provisions of Section 531 of the Michigan Liquor Control Code of 1998 (being MCL 436.1531), unless after a request from the Applicant, the City approves the placement of the License into escrow.

**8. Assignment to City.** If the Applicant

- (a) determines that it desires to cancel the License and so notifies the City,
- (b) takes action so as to cancel the License and fails to notify the City, or
- (c) fails to take any action such that the License could be canceled by operation of law,

the City shall have the right and option, upon written notice to the Applicant, to accept the assignment and transfer of the License to the City, without payment to Applicant, pursuant to the Assignment of Liquor License, attached as Exhibit D.

**9. Indemnification and Insurance.** Applicant shall defend, hold harmless and indemnify the City, its elected and appointed officials, employees, and agents, against any claims, losses, damages, demands, expenses, or other liabilities, including attorneys' fees, which are caused in any way by Applicant's operation of the Restaurant or its use of the License, or by Applicant's employees, agents, or invitees, including but not limited to personal injury or property damage. In support of this hold harmless provision, Applicant shall secure and maintain commercial general liability insurance, insuring both personal injury and property damage, with limits not less than \$1,000,000 per occurrence. The City (and those persons

named above) shall be named as additional insureds and such policies shall have a 30-day notice provision prior to cancellation, lapse or non-renewal. A certificate of such insurance, showing such parties as additional insureds, shall be provided to the City upon issuance of the Policy and upon each renewal or replacement thereof.

**10. Waiver.** Applicant voluntarily waives and forever releases any right or option it may have under current or future state laws or regulations that are inconsistent with the terms of this Agreement, and agrees that the terms of this Agreement are reasonable and lawful.

**11. Non-Taking.** The Applicant fully accepts and agrees to the final terms, conditions, requirements, and obligations of this Agreement and the ordinances and policies of the City, and Applicant shall not be permitted in the future to claim that the effect of this Agreement or the ordinances and policies of the City result in an unreasonable limitation upon use of the Property, Restaurant or License, or claim that enforcement of this Agreement or the ordinances and policies of the City causes an inverse condemnation, other condemnation or taking of all or any portion of the Property, Restaurant or License. Furthermore, it is agreed and acknowledged hereby that the terms, conditions, requirements, and obligations of this Agreement and the ordinances and policies of the City are clearly and substantially related to the City's legitimate interests in preserving and promoting economic development and business growth within the City, and in protecting the public health, safety, and general welfare of the City.

**12. Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect: (a) such invalidity, illegality, or unenforceability shall not affect the enforceability of any other provision of this Agreement; (b) this Agreement shall be construed as if the invalid, illegal or unenforceable provision had never been contained in it; and (c) the remainder of this Agreement shall remain in full force and effect.

**13. Amendments.** No waiver, alteration, amendment, or modification of any provision of this Agreement shall be binding unless in writing and signed by the parties hereto. The fact that one of the parties to this Agreement may be deemed to have drafted or structured any provision of this Agreement shall not be considered in construing or interpreting any particular provision of this Agreement, either in favor of or against such party.

**14. Third Parties.** It is the intention of the parties hereto that this Agreement is not made for the benefit of any private third party.

**15. Non-Waiver; Estoppel.** A delay in enforcement of any provision of this Agreement shall not be construed as a waiver or estoppel of the City's right to eventually enforce, or take action to enforce, the terms of this Agreement. Failure by a Party to object to a violation of the terms of this Agreement shall not be a waiver of any continuing or subsequent violation.

**16. Miscellaneous.** This Agreement shall be binding upon the heirs, legal representatives, successors and assigns of the Parties. This Agreement shall be construed in

accordance with the laws of the State of Michigan. This Agreement may be executed in counterparts and such counterparts taken together shall be construed as an original. Time shall be of the essence for all obligations of this Agreement.

**17. Notice.** All requirements for notice contained in this Agreement shall be deemed to require notice in writing at the following addresses by hand delivery or facsimile followed by mail, with service being effective upon delivery or sending:

To City:           City Manager  
                      City of Pleasant Ridge  
                      23925 Woodward Avenue  
                      Pleasant Ridge, Michigan 48069

To Applicant:  
  
                      Arben Grajqevci  
                      Whistle Stop Café LLC  
                      24060 Woodward Ave.  
                      Pleasant Ridge, Michigan 48069

**18. Effective Date.** This Agreement shall become effective only upon the last to occur of the following events: (a) the execution of this Agreement by all of the Parties; (b) the effective date of the City's approval of the transfer requested by the Applicant; and (c) the effective date of the Michigan Liquor Control Commission's approval of the transfer requested by the Applicant. On the date, if any, that this Agreement becomes effective, The Original Operation Agreement dated 9/8/2015 shall be superseded by this Agreement and of no further force and effect.

Remainder of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the Parties have hereunto set their hands the day and year first above written.

**WHISTLE STOP CAFE LLC**, a Michigan limited liability company

By: \_\_\_\_\_  
Arben Grajqevci, Member

STATE OF MICHIGAN    )  
                                  )ss.  
COUNTY OF OAKLAND    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 2022, by Arben Grajqevci, Member of Whistle Stop Café LLC.

\_\_\_\_\_  
Charlene Copeland, Notary Public  
Acting in Oakland, Michigan  
My Commission expires: \_\_\_\_\_

**ARBEN GRAJQEVCI**, an individual and member of Whistle Stop Café LLC

By: \_\_\_\_\_  
Arben Grajqevci

STATE OF MICHIGAN    )  
                                  )ss.  
COUNTY OF OAKLAND    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 2022, by Arben Grajqevci, member of Whistle Stop Café LLC.

\_\_\_\_\_  
Charlene Copeland, Notary Public  
Acting in Oakland, Michigan  
My Commission expires: \_\_\_\_\_

**BESSIM GRAJQEVCI**, an individual and member of Whistle Stop Café LLC

By: \_\_\_\_\_  
Bessim Grajcevci

STATE OF MICHIGAN     )  
                                          )ss.  
COUNTY OF OAKLAND    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_ 2022, by Bessim Grajcevci, an individual.

\_\_\_\_\_  
Charlene Copeland, Notary Public  
Acting in Oakland, Michigan  
My Commission expires: \_\_\_\_\_

*Signatures continued on following page*



CITY OF PLEASANT RIDGE, a Michigan municipal corporation

**EXECUTED:**

By: \_\_\_\_\_  
Bret Scott, Mayor

**ATTESTED:**

By: \_\_\_\_\_  
Amy Allison, City Clerk

**APPROVED AS TO SUBSTANCE:**

By: \_\_\_\_\_  
James Breuckman, City Manager

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
\_\_\_\_\_, City Attorney

Dated: \_\_\_\_\_

# EXHIBIT A

## Property Legal Description

Parcel Number:  
60-25-27-105-028

OWNERS ADDRESS:  
DEMOS, ALEX  
DEMOS, PAT  
2 AMHERST RD  
PLEASANTRIDGE, MI 48069-1203

PROPERTY ADDRESS:  
24052 WOODWARD AVE  
PLEASANTRIDGE, MI 48069-1137

DATE PRINTED : 01/14/2013

**2012 LEGAL DESCRIPTION :**

T1N, R11E, SEC 27 PART OF SW 1/4 OF NW 1/4 BEG AT SW COR OF LOT 319 OF  
'SYLVAN GARDENS SUB', TH E TO SE COR OF SD LOT, TH SELY TO NE COR OF LOT 1  
OF SD SUB, TH SWLY TO ELY R/W LINE OF WOODWARD AVE, TH NWLY 74.30 FT ALG  
ELY LINE OF WOODWARD AVE TO BEG, ALSO LOT 319 OF 'SYLVAN GARDENS SUB'

# **EXHIBIT B**

## **Plan of Operation**

August 19, 2022

City of Pleasant Ridge  
23925 Woodward Ave.  
Pleasant Ridge, MI 48069

**Re: Whistle Stop Café LLC d/b/a Whistle Stop Diner  
Plan of Operation**

Dear Sir/Madam:

I am Arben Grajcevci, and on behalf of Whistle Stop Café LLC, I am respectfully submitting this Plan of Operation as required by Section 18-54 of the Pleasant Ridge Liquor Control Ordinance, in connection with Whistle Stop Café LLC's liquor license transfer application.

The Whistle Stop Diner is located at the corner of 24060 Woodward Avenue and Amherst Road. The Whistle Stop Diner has been operated by Whistle Stop 1, Inc. since 2015, pursuant to an approved Plan of Operation, Operating Agreement, and Liquor License from the City of Pleasant Ridge. Whistle Stop Café LLC is purchasing the business from Whistle Stop 1, Inc., and plans to continue operation essentially unchanged.

Whistle Stop Diner's current business hours are from 7:30 a.m. to 3:00 p.m. Monday through Saturday, and 8:00 a.m. to 3:00 p.m. on Sunday. There are occasions in which the Whistle Stop Cafe is open for private events, such as birthday parties, baby and wedding showers, typically between 5:30 p.m. and 10:00 p.m.

The Whistle Stop Diner is a 54-seat establishment, with seating for 38 at tables and 16 counter seats, serving both dine in and carry out meals for breakfast, brunch and lunch. The Whistle Stop has been, and will remain a real asset to the community. Whistle Stop Diner will continue with the current hours of operation, no modifications are planned for the interior layout, and the name, menu and business will continue essentially unchanged

We fully expect to continue with a higher percentage of food sales than alcohol sales, although the liquor license allows us to serve alcoholic beverages in keeping with standard brunch fare. Our alcohol inventory remains relatively small and includes vodka, champagne and cordials appropriate for coffee drinks, along with limited beer and wine selections.

The management structure is changing now that Whistle Stop Café LLC will own and operate the business. I am the majority owner and will act as the owner/operator of the business. I will devote full time to the business and will act as the manager of the restaurant utilizing my numerous years of experience as a restaurant manager and owner. I have been working with Valter at the Whistle Stop for the past few months in order to get comfortable running the business. My younger brother Besim also assists in the operation of the restaurant, and will be working full time at the restaurant.

City of Pleasant Ridge  
August 19, 2022  
Page 2

I understand that the parking situation has improved since Whistle Stop 1, Inc.'s purchase of the restaurant in 2015. The City installed signs directing traffic to the public parking lot at Wellesley Drive and Woodward Avenue and we have put up our own signs directing patrons to this public lot. We have more than the minimum number of six parking spaces required, which are available on Amherst Road adjacent to the restaurant and in the Wellesley public parking lot.

Currently, the restaurant arranges for an additional weekly trash pickup, so that our trash is picked up twice per week. We will continue with this twice weekly pickup so as to remedy any trash issues.

It has been my life's passion to own and operate my own restaurants. I currently own two successful restaurants and I will bring my accumulated knowledge and skills to the Whistle Stop in order to continue to operate this restaurant in a manner that honors the Pleasant Ridge community and the City of Pleasant Ridge. We are committed to the betterment of Pleasant Ridge and the Pleasant Ridge business district.

We look forward to a long and successful relationship with the City as a valuable member of the Pleasant Ridge business community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Arben Grajcevci', with a long horizontal line extending to the right.

Arben Grajcevci  
Whistle Stop Café LLC  
24060 Woodward Ave.  
Pleasant Ridge, MI 48069  
(248) 548-5355

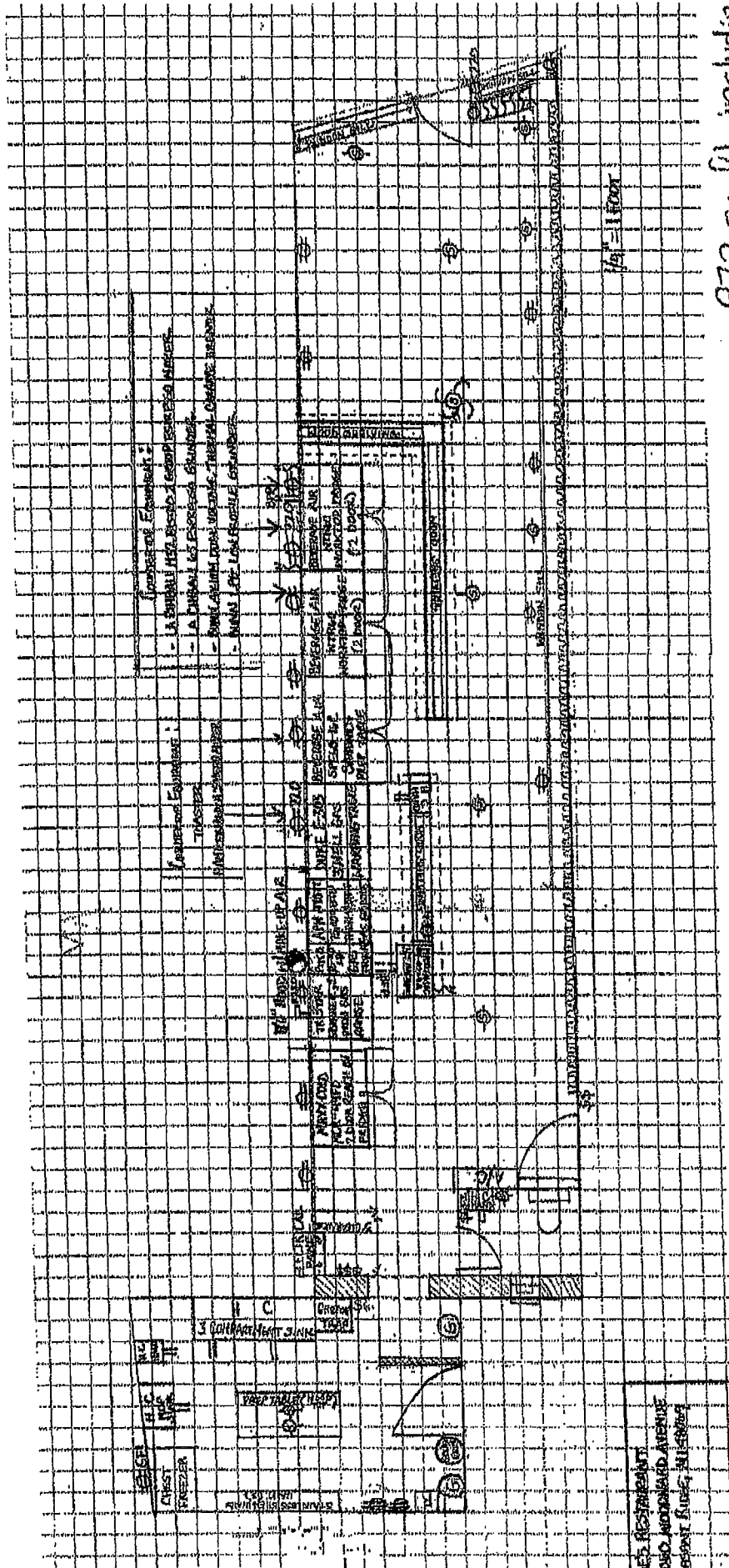
Enc.

# EXHIBIT C

## Site Plan

[illegible]

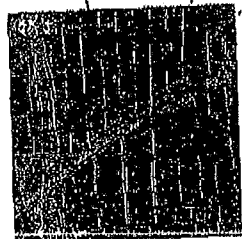




872 sq-ft. includin  
back prep room.

*Handwritten signature*

**Mae's Restaurant**  
2400 Woodward Ave., Pleasant Ridge, MI

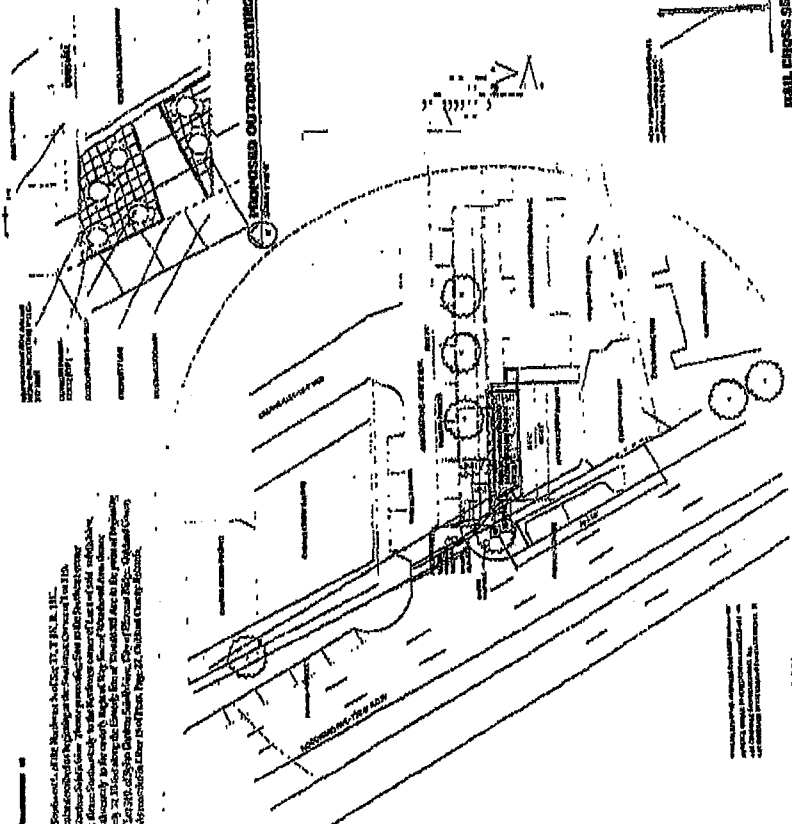


**LOCATION PLAN**



APPROXIMATE LOCATION OF PROPOSED OUTDOOR SEATING PLANE

**PROPOSED OUTDOOR SEATING PLANE**



Part of the Submittal, of the Building No. 2400 Woodward Ave., MI, was published in the Michigan State Building Code, Vol. 11A, under the heading of "Mae's Restaurant". The building was constructed in 1968 and is located on Woodward Ave. in the City of Pleasant Ridge, Michigan. The building is a two-story structure with a total area of 10,000 square feet. The building is currently used as a restaurant and is subject to the Michigan State Building Code. The building is located on Woodward Ave. in the City of Pleasant Ridge, Michigan. The building is a two-story structure with a total area of 10,000 square feet. The building is currently used as a restaurant and is subject to the Michigan State Building Code.

**RAIL CROSS SECTION**

**SEE PLAN**







# EXHIBIT D

ASSIGNMENT OF LIQUOR LICENSE

## ASSIGNMENT OF LIQUOR LICENSE

This Assignment of Liquor License (“Assignment”) is made and entered into on \_\_\_\_\_, 2022, by and between the City of Pleasant Ridge, a Michigan municipal corporation, whose address is 23925 Woodward Avenue, Pleasant Ridge, Michigan 48069 (referred to in this Agreement as the “City”); Arben Grajqevci and Besim Grajqevci, whose address is 24060 Woodward Ave., Pleasant Ridge, Michigan 48069; and Whistle Stop Café LLC., a Michigan limited liability company, whose address is 24060 Woodward Ave., Pleasant Ridge, Michigan 48069. Arben Grajqevci, Besim Grajqevci, and Whistle Stop Café LLC, are referred to jointly in this Agreement as the “Owner”. The City and the Owner are collectively referred to in this Agreement as the “Parties”.

### Recitals

- A. The Owner operates a restaurant known as the Whistle Stop Diner (referred to in this Agreement as the “Restaurant”) located at 24060 Woodward Avenue, Pleasant Ridge, Michigan 48069, whose legal description is attached as Exhibit A (referred to in this Agreement as the “Property”).
- B. The Owner has requested that the City approve the transfer of the Class C liquor license referred to in this Agreement as the “License”) from Whistle Stop 1, Inc., the current Licensee for use by the Applicant at the Restaurant.
- C. For purposes of inducing the City to approve the issuance of the License to the Owner for its use at the Restaurant, the Owner voluntarily offered or accepted the restrictions regarding the Operating of the Restaurant and other covenants as set forth or referred to in the Operating Agreement, dated \_\_\_\_\_, 2022 (the “Operating Agreement”).
- D. This Assignment is attached to the Operating Agreement and the execution of this Assignment is a principal inducement for the City to approve Owner’s request for the transfer of the License to it, and as agreed under and pursuant to Section 8 of the Operating Agreement, Owner and the City enter into this Assignment.

### Agreement

NOW, THEREFORE, as an integral part of the approval of the issuance of the License to the Owner for its use at the Restaurant, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, IT IS AGREED as follows:

1. **Assignment.** If Owner either A) determines that it desires to cancel the License and so notifies the City, B) takes action so as to cancel the License and fails to notify the City; or C) fails to take any action such that the License could be canceled by Operating of law (“Act of Cancellation”), Owner hereby transfers and assigns to the City all of Owner’s right, title and interest in and to the License, subject only to the approval of the Michigan Liquor Control Commission and the City’s acceptance of such transfer and assignment as provided herein. The transfer and

assignment under this Section shall become effective only upon the City exercising its right and option to accept the transfer and assignment by providing written notice of such acceptance to Owner within ninety (90) days of receiving written notice of the Act of Cancellation. Furthermore, upon any Act of Cancellation, Owner agrees to execute and deliver to the City any instruments necessary to effect a transfer of the License to the City.

2     **Power of Attorney.** If Owner fails to execute and deliver such instruments necessary to effect a transfer of the License to the City within three (3) business days after City's written request for such instruments, Owner hereby grants to the City an irrevocable power of attorney to execute and deliver such instruments to effect the transfer of the License to the City. This power of attorney shall not be considered executor in nature, but is fully effective as of the date of this Assignment. Owner hereby irrevocably appoints the City as its attorney-in-fact, with such appointment to be coupled with an interest, to execute any necessary documents on Owner's behalf in its name for the purposes of accomplishing the goals of this Assignment.

3     **Representations.** Owner represents and covenants to the City that its rights in the License are unencumbered; that it has executed no prior assignments of the License; that it shall not encumber or assign the License without prior written consent of the City; and that it shall do all things required to maintain the License in good standing at all times.

4     **Recitations and Exhibits.** The Recitations, above, are incorporated herein by this reference and expressly agreed to and made a part of this Assignment for all purposes. The exhibits attached hereto and the information contained therein are incorporated herein as though fully set forth as part of this Assignment.

5     **Miscellaneous.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect: (a) such invalidity, illegality, or unenforceability shall not affect the enforceability of any other provision of this Agreement; (b) this Agreement shall be construed as if the invalid, illegal or unenforceable provision had never been contained in it; and (c) the remainder of this Agreement shall remain in full force and effect. This Assignment shall be binding upon the heirs, legal representatives, successors and assigns of the Parties, This Assignment shall be construed in accordance with the laws of the State of Michigan, This Assignment may be executed in counterparts and such counterparts taken together shall be construed as an original. Failure by a Party to object to a violation of the terms of this Assignment shall not be a waiver of any continuing or subsequent violation. The prevailing Party in an action to enforce the terms of this Assignment is entitled to reimbursement of its costs, including reasonable attorneys' fees, from the non-prevailing Party. Time shall be of the essence for all obligations of this Assignment.

6     **Non-Waiver; Estoppel.** A delay in enforcement of any provision of this Agreement shall not be construed as a waiver or estoppel of the City's right to eventually enforce, or take action to enforce, the terms of this Agreement. Failure by a Party to object to a violation of the terms of this Agreement shall not be a waiver of any continuing or subsequent violation.

7     **Notice.** All requirements for notice contained in this Agreement shall be deemed to require notice in writing at the following addresses by hand delivery or facsimile followed by mail, with service being effective upon delivery or sending:



To City: City Manager  
City of Pleasant Ridge  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

To Owner: Arben Grajqevci  
24060 Woodward Ave.  
Pleasant Ridge, Michigan 48069

8. **Effective Date.** Except to the extent otherwise specifically provided in Section 1, above, the provisions of this Assignment shall become effective upon the last to occur of the following events: (a) the execution of this Agreement by all of the Parties; (b) the effective date of the City's approval of the issuance of the License requested by the Owner; and (c) the effective date of the Michigan Liquor Control Commission's approval and issuance of the License to Owner.

Remainder of page left intentionally blank. Signature page to follow

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

WHISTLE STOP CAFÉ LLC, a Michigan limited liability company

By: \_\_\_\_\_  
Print Name: Arben Grajqevci  
Print Title: Member

By: \_\_\_\_\_  
Print Name: Besim Grajqevci  
Print Title: Member

STATE OF MICHIGAN       )  
                                          ) ss  
COUNTY OF OAKLAND     )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022  
by Arben Grajqevci and Besim Grajqevci, the Members of Whistle Stop Café LLC, a  
Michigan limited liability company.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
Oakland County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in the County of \_\_\_\_\_

\_\_\_\_\_  
Arben Grajqevci, an individual

\_\_\_\_\_  
Besim Grajqevci, an individual

STATE OF MICHIGAN       )  
                                          ) ss  
COUNTY OF OAKLAND     )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022 by  
Arben Grajqevci and Besim Grajqevci, individuals.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
Oakland County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in the County of \_\_\_\_\_

CITY OF PLEASANT RIDGE, a Michigan municipal corporation

**EXECUTED:**

By: \_\_\_\_\_  
Bret Scott, Mayor

**ATTESTED:**

By: \_\_\_\_\_  
Amy Allison, City Clerk

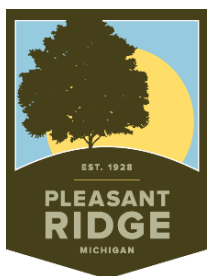
**APPROVED AS TO SUBSTANCE:**

By: \_\_\_\_\_  
James Breuckman, City Manager

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
\_\_\_\_\_, City Attorney

Dated: \_\_\_\_\_



# City of Pleasant Ridge

Amy M. Allison, Asst. City Manager/City Clerk

From: Amy M. Allison, Asst. City Manager/City Clerk  
 To: Mayor and City Commission  
 Date: November 9, 2022  
 Re: 2023 Community Development Block Grant (CDBG)

## Overview

In order to qualify for Federal funding through the Community Development Block Grant (CDBG) Program, a Public Hearing must be held, and a resolution adopted by the governing body to approve the application and Subrecipient agreement. Pleasant Ridge qualifies for the minimum funding level, which has been \$7,000. Since the City receives funding at the minimum level, all the funds can be programed into one designated category.

## Background

The City programs its CDBG funding into the Senior Center line item. It has been several years since the City's low/moderate income area was eliminated and the city lost its ability to designate funds for programs such as sidewalk repairs, tree planting, and street improvements, which require at least a portion of the project be in the low/mod area. Listed below is the program category and recommended funding for the 2023 Program year. This is the same program the City funded for the last several years.

Public Services/ - \$7,000  
 Senior Services

Public Service funds are designated to provide seniors, age 62 and above, transportation services for the Senior Travel Club, meals at the 50+ club events and other related workshops geared towards residents 62 and above. This program also may be used for the reasonable costs of overall program management, coordination, monitoring and for the program evaluation.

## Requested Action

After the public hearing, City Commission determination for funding appropriation and approval of the 2023 Community Development Block Grant (CDBG) Community Application and Subrecipient Agreement.

## CDBG APPLICATION PART 2 - APPLICANT INFORMATION

## A - APPLICANT CONTACT

Community:	Pleasant Ridge		
CDBG Planning Allocation:	\$ 7,000.00		
Contact Person:	James Breuckman		
Telephone:	2485412901		
Best time to contact:	M-TH 8am - 5 pm		
UEI #:	DVK4JJDPBYN4		
Copy of current SAMS attached:	Yes <input checked="" type="checkbox"/>	If No, Explain: _____	
Is community subject to Single Audit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	_____

## B - PROPOSED PROJECT

Project # 1 Name: Senior Services Allocation: \$ \$7,000.00

Total # of Projects:	1
# of Public Service Projects:	1
Public Service %:	100.0

## C - AFFIDAVIT OF COMPLIANCE

The undersigned certifies that the information in this application is true and correct. In applying for CDBG funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development (HUD), state and local regulations and laws.

Name of Highest Elected Official or Designee:	Bret Scott
Title of Highest Elected or Designee:	Mayor
Signature:	

## CDBG APPLICATION PART 2 - CONTINUED

### D - CONFLICT OF INTEREST CERTIFICATION

Code of Federal Regulations Title 24, Volume 3 Revised as of April 1, 2004 CITE: 24CFR570.611

#### TITLE 24--HOUSING AND URBAN DEVELOPMENT CHAPTER V--OFFICE OF ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT, DEPARTMENT OF HUD

##### Part 570 Community Development Block Grants

##### Subpart K Other Program Requirements

##### Sec. 570.611 Conflict of interest

(a) **Applicability.** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to Sec. 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to Sec. 570.203, 570.204, 570.455, or 570.703(i)).

(b) **Conflicts prohibited.** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

(c) **Persons covered.** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) **Exceptions.** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) **Threshold requirements.** HUD will consider an exception only after the recipient has provided the following documentation: (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) **Factors to be considered for exceptions.** In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable: (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available; (ii) Whether an opportunity was provided for open competitive bidding or negotiation; (iii) Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question; (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section; (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and (vii) Any other relevant considerations. By applying for CDBG funds, the Participating Community certifies that they have read the above:

Community Name:	Pleasant Ridge
Name of Highest Elected Official or Designee:	Bret Scott
Title of Highest Elected or Designee:	Mayor
Signature:	

# CDBG APPLICATION - PART 3 PROJECT TYPE

(Please check one box per project)

Project #1 Allocation: \$7,000.00

PROJECT TYPE					
Account	Account #	Objective	Goal	Indicator	Outcome
<b>ACQUISITION AND DISPOSITION</b>					
Acquisition of Real Property	172170-730003	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Disposition of Real Property	172170-730536	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Clearance and Demolition	172170-30345	Suitable Living Environment	Strengthen Communities	Slum Blight	Sustainability
Cleanup of Contaminated Sites		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Relocation		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<b>PUBLIC FACILITIES AND IMPROVEMENTS</b>					
Senior Center	172170-731696	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Facilities for Persons with Disabilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Homeless Facilities (not operating costs)		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Youth Centers		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Neighborhood Facilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Parks, Recreational Facilities	172170-731332	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Parking Facilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Solid Waste Disposal Improvements	172170-730744	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Flood Drainage Improvements	172170-730744	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Water/Sewer Improvements	172170-732114	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Street Improvements	172170-731864	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Sidewalks	172170-731745	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Child Care Centers		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Tree Planting	172170-732021	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Fire Stations/Equipment	172170-730733	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Health Facilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Facilities for Abused and Neglected Children		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Asbestos Removal		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Facilities for AIDS Patients (not operating costs)		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Other Public Improvements Not Listed in 03A-03T	172170-731498	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Remove Architectural Barriers	172170-731619	Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Special Assessments	172170-731815				

# CDBG APPLICATION - PART 3 PROJECT TYPE CONTINUED

(Please check one box per project)

Project # 1

Allocation: \$ 7,000.00

PROJECT TYPE CONTINUED					
Account	Account #	Objective	Goal	Indicator	Outcome
<b>PUBLIC FACILITIES AND IMPROVEMENTS CONTINUED</b>					
Interim Assistance		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Privately Owned Utilities		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
Non-Residential Historic Preservation	172170-31280	Suitable Living Environment	Strengthen Communities	Slum Blight	Sustainability
Tornado Shelters Serving Private Mobile Home Parks		Suitable Living Environment	Strengthen Communities	# of LMI HH with new/improved access	Sustainability
<b>PUBLIC SERVICES</b>					
Homeless/AIDS Patients Programs		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Senior Services	172160-731712				
Services for Persons with Disabilities	172160-730535	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Legal Services	172160-731073	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Youth Services	172160-732185	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Transportation Services	172160-732011	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Substance Abuse Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Services for victims of domestic violence/ dating violence/sexual assault/stalking	172160-730137	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Employment Training	172160-731941	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Crime Awareness/Prevention		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Fair Housing Activities (subject to PS cap)	132210-702010	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Tenant/Landlord Counseling		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Child Care Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Health Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Services for Abused and Neglected Children		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Mental Health Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Screening for Lead Poisoning		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Substance Payments	172160-730571	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Rental Housing Subsidies		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility
Security Deposits		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility



# CDBG APPLICATION - PART 3 PROJECT TYPE CONTINUED

(Please check one box per project)

Project #1 Allocation: \$7,000.00

PROJECT TYPE CONTINUED						
Account	Account #	Objective	Goal	Indicator	Outcome	
PUBLIC SERVICES CONTINUED						
Housing Counseling only, under 24 CFR 5.100	132210-702010	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility	
Neighborhood Cleanups		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility	
Food Banks		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility	
Housing Information and Referral Services		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility	
Housing Counseling Supporting Homebuyer Downpayment Assist (05R)		Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility	
Other Public Services Not Listed in 03T and 05A-05Y (Housekeeping/Safety & Repair/Yard)	172160-730880 172160-731665 172160-732170	Suitable Living Environment	Improve Quality of Life	# of LMI persons with new access	Availability/Accessibility	
HOUSING						
Loss of Rental Income		Decent Affordable Housing			Affordability	
Construction of Housing		Decent Affordable Housing			Affordability	
Housing Counseling for Homeownership Assist (13B)		Decent Affordable Housing			Affordability	
Homeownership Assistance – ex Housing Counseling		Decent Affordable Housing			Affordability	
Rehabilitation: Single-Unit Residential	132290-30898	Decent Affordable Housing	# of units brought to code		Affordability	
Emergency Rehab	172170-30569	Decent Affordable Housing	# of units brought to code		Affordability	
Minor Home Repair	172170-31227	Decent Affordable Housing	# of units brought to code		Affordability	
Mobile Home Repair		Decent Affordable Housing	# of units brought to code		Affordability	
Rehabilitation: Multi-Unit Residential		Decent Affordable Housing	# of units brought to code		Affordability	
Rehabilitation: Public Housing Modernization		Decent Affordable Housing	# of units brought to code		Affordability	
Rehabilitation: Other Publicly Owned Res Buildings	172160-31602	Decent Affordable Housing	# of units brought to code		Affordability	
Rehabilitation: Energy Efficiency Improvements		Decent Affordable Housing	# of units brought to code		Affordability	
Rehabilitation: Acquisition		Decent Affordable Housing	# of units brought to code		Affordability	
Rehabilitation: Administration	132280-31605	N/A	N/A	N/A	N/A	
Lead-Based Paint/Lead Hazards Testing/Abatement		Decent Affordable Housing			Affordability	
Housing Services, Excluding Housing Counseling		Decent Affordable Housing			Affordability	
Housing Counseling Support HOME Hsg Activities		Decent Affordable Housing			Affordability	
Housing Counseling in Conjunction with CDBG Assisted Housing Rehab		Decent Affordable Housing			Affordability	
Code Enforcement (See Part 4 C)	172170-30310	Suitable Living Environment	Strengthen Communities	# of LMI persons served	Sustainability	

# CDBG APPLICATION- PART 3 PROJECT TYPE CONTINUED

(Please check one box per project)

Project # 1 Allocation: \$ \$7,000.00

PROJECT TYPE CONTINUED						
Account	Account #	Objective	Goal	Indicator	Outcome	
<input checked="" type="checkbox"/> Residential Historic Preservation		Decent Affordable Housing				Affordability
<input type="checkbox"/> Operation and Repair of Foreclosed Property ("In-Rem Housing")		Decent Affordable Housing				Affordability
<b>ECONOMIC DEVELOPMENT</b>						
<input checked="" type="checkbox"/> Rehabilitation: Publicly or Privately Owned Commercial/Industrial						
<input type="checkbox"/> Commercial/Industrial: Acquisition/Disposition						
<input type="checkbox"/> Commercial/Industrial: Infrastructure Development						
<input type="checkbox"/> Commercial/Industrial: Building Acquisition, Construction, Rehabilitation						
<input type="checkbox"/> Commercial/Industrial: Other Improvements						
<input type="checkbox"/> Economic Development: Direct Financial Assistance to For-Profit Business						
<input type="checkbox"/> Economic Development: Technical Assistance						
<input type="checkbox"/> Economic Development: Microenterprise Assistance						
<b>GENERAL ADMINISTRATION</b>						
<input checked="" type="checkbox"/> General Program Administration						
<input type="checkbox"/> Fair Housing Activities (subject to Admin cap)						
<input type="checkbox"/> CDBG Funding of HOME Admin						
<input type="checkbox"/> CDBG Funding of HOME CHDO Operating Expenses						
<b>OTHER</b>						
<input checked="" type="checkbox"/> CDBG Non-Profit Capacity Building						

## CDBG APPLICATION - PART 4

Project # 1 Allocation: \$ \$7,000.00

A - CDBG NATIONAL OBJECTIVE		
Which one of the National Objectives will this project target?		
✓	Code/Description	24 CFR
<b>Benefits low and moderate income persons</b>		
For the National Objective that <b>principally benefits low- and moderate-income persons</b> is selected, describe how the activity will address ONE of the subcategories listed below:		
<input type="checkbox"/>	<b>1) Area Benefit Activity</b> - Those projects carried out in a neighborhood consisting predominantly of LMI persons and providing services for such persons yet could be available to other non-income eligible persons in the area. This information can be documented by documenting that the area is primarily residential (e.g., zoning map); and that the income characteristics of households in the service area (i.e., Census data)	570.208(a)
<input checked="" type="checkbox"/>	<b>2) Limited Clientele Activity</b> - Those that benefit a specific group of people (rather than all the residents in a particular area) who are, or presumed to be, income eligible. In order to meet the LMI Limited Clientele criteria, the activity must: serve at least 51% LMI, as evidenced by documentation and data concerning beneficiary family size and income; have income eligibility requirements which limit the service to persons meeting the LMI income requirements, as evidenced by procedures, intake/application forms, income limits and other sources of documentation; serve a specific group presumed by HUD to be income-eligible include: abused children, battered persons, elderly persons, handicapped adults, homeless persons, illiterate persons, migrant farm workers and persons living with AIDS; and be of such a nature and in a location that it may be concluded that the activity's clientele are LMI.	
<input type="checkbox"/>	<b>3) Income Eligible Housing Activity</b> - These projects add or improve a permanent residential structure wherein, upon completion, income eligible persons will occupy 51% or more of the housing units.	
<input type="checkbox"/>	<b>4) Job Creation or Retention Activity</b> - A project which creates or retains permanent jobs, of which at least 51% are either taken by or available to income eligible persons.	
<b>JUSTIFICATION:</b> <p>Senior Services line item benefits ages 62 &amp; older within the City. The funds allow greater access to programs the City can offer to this age demographic that would otherwise not be offered. <span style="float: right;">+</span></p>		
<b>Aids in the prevention or elimination of slums or blight</b>		
For the National Objective that <b>principally aids in the prevention of elimination of slums or blight</b> is selected, describe how the activity will address ONE of the subcategories listed below:		
<input type="checkbox"/>	<b>1) At least 25% of the properties throughout the area exhibit the following:</b> a. Physical deterioration of buildings/improvements; b. Abandonment of properties; c. Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings; d. Significant declines in property values or abnormally low property values relative to other areas in the community; or e. Known or suspected environmental contamination	570.208(b))
<input type="checkbox"/>	<b>2) Public improvements throughout the area are in a general state of deterioration.</b>	
Documentation must be maintained by the grantee on the boundaries of the area and the conditions that qualified the area at the time of its designation. The designation of an area as slum or blighted must be re-determined every 10 years for continued qualifications.		
<b>JUSTIFICATION:</b>    		

## CDBG APPLICATION - PART 4 CONTINUED

Project # 1 Allocation: \$ \$7,000.00

### B - PROJECT DESCRIPTION

Provide a detailed description of the proposed activity including how the activity will address the needs of the community:

Funding under this category will offset a portion of the cost of payroll for the Senior Activity Director/Assistant Recreation Director and the Recreation Director for hours spent related to planning and implementing activities through the City of Pleasant Ridge Recreation Department/Pleasant Ridge Community Center focusing on the senior citizen population of the City of Pleasant Ridge. These services would otherwise likely not be offered at the level provided with the current CDBG funding. Payroll related to this activity will be tracked and submitted for reimbursement.

Identify who will benefit from the proposed activity (ex: homeless, abused children, seniors, etc). If your program was designed to benefit persons on L/M income, describe the process you will use to identify these persons (process for income verification if persons are not members of HUD's presumed L/M clientele):

The benefits will be received by senior citizens 62 years of age or older. Participants must register through the City of Pleasant Ridge Community Center where their age and race will be tracked, as well as number of participants served.

## CDBG APPLICATION - PART 4 CONTINUED

Project # 1 Allocation: \$ \$7,000.00

### C - CODE ENFORCEMENT PROJECT ONLY

Will any of the supportive activities offered in conjunction with the Code Enforcement Program possibly trigger displacement of any "persons"? ☐ Yes  
☐ No

If "Yes" Explain:

The grantee will be required as a special condition of the CDBG grant contract to submit a formal relocation or displacement plan for the program prior to release of grant funds.

If "No" Explain how that determination was made?

**Service Area Where the Code Enforcement Program Will Be Carried Out:** Provide a brief narrative of the proposed activity and service area where the Code Enforcement activity will be carried out.

### Severity of Problem

What level of service is needed?

- ☐ A new code enforcement program
- ☐ An existing code enforcement program to be increased currently funded by:
- ☐ An existing code enforcement program previously funded with CDBG funds

How was need determined?

### Service Area Identified

Census Tract/Block Groups

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Group (s)	Block Group (s)	Block Group (s)	Block Group (s)	Block Group (s)

Specific streets within a service area

- ☐ Maps attached showing the area is primarily residential

### Beneficiaries (People)

Specify the type of beneficiaries who will benefit from this program. Supporting documentation is required.

- ☐ Primarily Low/Mod (Include % of total population that is Low/Mod)

**Jurisdiction's definition of *deteriorated or deteriorating* (HCDA, Section 105(a)(3)) Define:**

## CDBG APPLICATION - PART 4 CONTINUED

Project # <sup>1</sup>

Allocation: \$ \$7,000.00

### Conditions within the Service Area

Describe, in enough detail, the existing conditions in the service area that qualifies the area, as defined above by the jurisdiction, as deteriorating or deteriorated.

☐ Photos attached with any applicable reports or information

Identify problems resulting if the code enforcement program is not provided, continued or expanded:

### Extent of the Solution

Explain how and to what extent the proposed activity will solve the problem:

Provide a summary of the proposed strategy for using code enforcement together with public or private improvements or services (e.g., a homeowner rehabilitation program) that can be expected to arrest the decline of the service area.

Describe the methodology and metrics to be used to assess whether the code enforcement program and other activities will mitigate the deterioration of the service area during the time CDBG funds are expended to implement the code enforcement program.

### Activity Implementation Plan

Provide a detailed plan of how the code enforcement program, together with "supportive activities" (i.e. public or private improvements, rehabilitation, or services) will mitigate deterioration and is expected to arrest the decline of the area. Also, identify any current or potential funding sources available to assist with proposed supportive activities.

## CDBG APPLICATION - PART 4 CONTINUED

Project # 1 Allocation: \$ \$7,000.00

### D - PROJECT LOCATION

Please <input checked="" type="checkbox"/> one box	<input checked="" type="checkbox"/>	
Describe Project Location	<input checked="" type="checkbox"/>	City/Township/Village Wide
	<input type="checkbox"/>	Area Wide Benefit Only
	<input type="checkbox"/>	Specific
Parcel ID#	N/A	
Address	4 Ridge Road	
City	Pleasant Ridge	
Zip Code	48069	
Areawide Benefit (AWB) Projects Only	<b>List Census Tract</b>	
	<b>List Block Group</b>	
Attach AWB Map with project location indicated		
<b>Describe service area for:</b>		
Fire Stations/ Equipment	N/A	
Parks, Recreational Facilities	N/A	
Special Assessments	N/A	

### E - PROJECT PURPOSE

<b>ALL PROJECTS</b> Enter number of units in the appropriate type. Enter 0 for other unit types			
<b># of clients to be served</b>	<b>Type of clients to be served</b>		
120	People		
	Households		
	Housing Units		
	Public Facilities		
<b>PUBLIC SERVICES PROJECTS ONLY</b>			
Help Prevent Homelessness?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Help the Homeless?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Help those with HIV/AIDS?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Help Persons with Disabilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>PUBLIC FACILITIES &amp; IMPROVEMENTS PROJECTS ONLY</b>			
Will the project meet ADA standards for access?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>SENIOR CENTER PROJECT DEMOGRAPHICS</b>			
<b>Estimated Number of Current Members</b>			
White alone	118	Asian Alone	
Black or African American alone	2	Some other race alone	
American Indian and Alaska Native alone		Two or more races	
Native Hawaiian & Other Pacific Islander alone			



**CDBG APPLICATION - PART 4 CONTINUED**

Project #1 Allocation: \$7,000.00

This is a new project	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
This is an ongoing project	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
This is an expanded project from previous years	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**G - PROJECT ADMINISTRATION**

Community will manage project	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Community will hire a vendor to manage project	Yes <input type="checkbox"/>	No <input type="checkbox"/>
County will administer contract	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Other Federal Funds	\$ 0.00	State/Local Funds	\$ 0.00	Other	\$ 0.00
---------------------	---------	-------------------	---------	-------	---------

Please ☒ each box as it applies and attach all required documents

<input checked="" type="checkbox"/>	<b>Exempt Project</b>
<input checked="" type="checkbox"/>	Project is Exempt per 24 CFR 58.34
<input checked="" type="checkbox"/>	Exempt Form Attached <input checked="" type="checkbox"/> Project Location Map Attached

**OR**

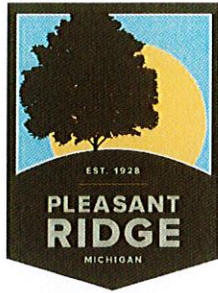
<input checked="" type="checkbox"/>	<b>Categorically Excluded Project</b>
<input type="checkbox"/>	Project is Categorically Excluded
<input type="checkbox"/>	Statutory Checklist Attached <input type="checkbox"/> Project Location Map Attached
<input type="checkbox"/>	Project is in Flood Plain <input type="checkbox"/> 8 Step Attached
<input type="checkbox"/>	Flood Plain Map <a href="https://gis.oakgov.com/PropertyGateway/Home.mvc">https://gis.oakgov.com/PropertyGateway/Home.mvc</a>

**OR**

<input checked="" type="checkbox"/>	<b>Environmentally Assessed Project</b>
<input type="checkbox"/>	Project is Environmentally Assessed
<input type="checkbox"/>	Environmental Assessment Attached <input type="checkbox"/> Project Location Map Attached
<input type="checkbox"/>	Project is in Flood Plain <input type="checkbox"/> 8 Step Attached
<input type="checkbox"/>	Flood Plain Map <a href="https://gis.oakgov.com/PropertyGateway/Home.mvc">https://gis.oakgov.com/PropertyGateway/Home.mvc</a>

<input checked="" type="checkbox"/>	<b>Other Projects</b>
<input type="checkbox"/>	Historic Preservation Profile (HPP) Attached <input type="checkbox"/> Demolition Checklist Attached





# City of Pleasant Ridge

23925 Woodward Avenue, Pleasant Ridge, Michigan 48069  
Phone: 248-541-2901 • Web: [www.cityofpleasantridge.org](http://www.cityofpleasantridge.org)

## City Commission

Bret Scott, Mayor  
Chris Budnik  
Alex Lenko  
Ann Perry  
Katy Schmier

## City Manager

James Breuckman

## City of Pleasant Ridge

23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

**NOTICE IS HEREBY GIVEN** in accordance with Section 4.03 (B) of the Pleasant Ridge City Code that a Public Hearing will be held on Tuesday, November 15, 2022, 7:30 p.m., in the City Commission Chambers, 23925 Woodward Avenue, Pleasant Ridge, Michigan 48069, to solicit comments on the following item:

**Oakland County Community Development Block Grant (CDBG) Program Year  
2023 Community Application in the approximate amount of \$7,000.00 to fund  
eligible projects  
and the  
2023 CDBG Subrecipient Agreement**

All interested citizens are requested to attend the public hearing. Comments will also be received in writing and in person at the Pleasant Ridge City Hall until Monday, November 14, 2022. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour advance notice. Contact the City Offices at (248)541-2901 for special services.

Amy M. Allison  
City Clerk

Published: The Daily Tribune  
Sunday, October 30, 2022  
AFFIDAVIT REQUESTED



U.S. Department of Housing and Urban  
Development  
451 Seventh Street, SW  
Washington, DC 20410  
www.hud.gov  
espanol.hud.gov

**Environmental Review  
for Activity/Project that is Exempt or  
Categorically Excluded Not Subject to Section 58.5  
Pursuant to 24 CFR Part 58.34(a) and 58.35(b)**

**Project Information**

**Project Name:** Senior Services

**Responsible Entity:** OAKLAND COUNTY

**Grant Recipient** (if different than Responsible Entity): City of Pleasant Ridge

**State/Local Identifier:** DUNS – 083942623 / EIN 38-6004725 / UEI# DVK4JJDPBYN4

**Preparer:** Amy Allison, Assistant City Manager/City Clerk

**Certifying Officer Name and Title:** Bret Scott, Mayor

**Consultant** (if applicable): None.

**Project Location:** Pleasant Ridge Community Center, 4 Ridge Rd. Pleasant Ridge, MI 48069 – Oakland County, Michigan.

**Description of the Proposed Project** [24 CFR 58.32; 40 CFR 1508.25]:

Funding under this category will offset a portion of the cost of payroll for the Senior Activities Coordinator/Assistant Recreation Director and the Recreation Director for hours spent dedicated to planning and implementing activities through the Pleasant Ridge Recreation Department/Pleasant Ridge Community Center focusing on the senior population of the City.

**Level of Environmental Review Determination:**

☒ Activity/Project is Exempt per 24 CFR 58.34(a): Public Services project that will not have a physical impact or result in any changes.

☐ Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b):

**Funding Information**

Grant Number	HUD Program	Funding Amount
OAKLAND	COUNTY	USE ONLY

**Estimated Total HUD Funded Amount:** Planning allocation amount \$7,000.00

**Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]:** \$7,000.00

**Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities**

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

<b>Compliance Factors:</b> Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
<b>STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6</b>		
<b>Airport Runway Clear Zones and Accident Potential Zones</b>  24 CFR Part 51 Subpart D	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	This public service project will have no impact on closest airport – Troy Municipal Airport, approximately 7 miles away.
<b>Coastal Barrier Resources</b>  Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	None Identified in Oakland County, Michigan – none identified in Pleasant Ridge, Michigan.
<b>Flood Insurance</b>  Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Flood insurance not required in Pleasant Ridge, Michigan. No mapped flood zone, or identifiable flood zone in Pleasant Ridge, Michigan.

**Mitigation Measures and Conditions [40 CFR 1505.2(c)]**

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure
Public Services project	No mitigation measures required. This public service project does not impact facility at all.

Preparer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

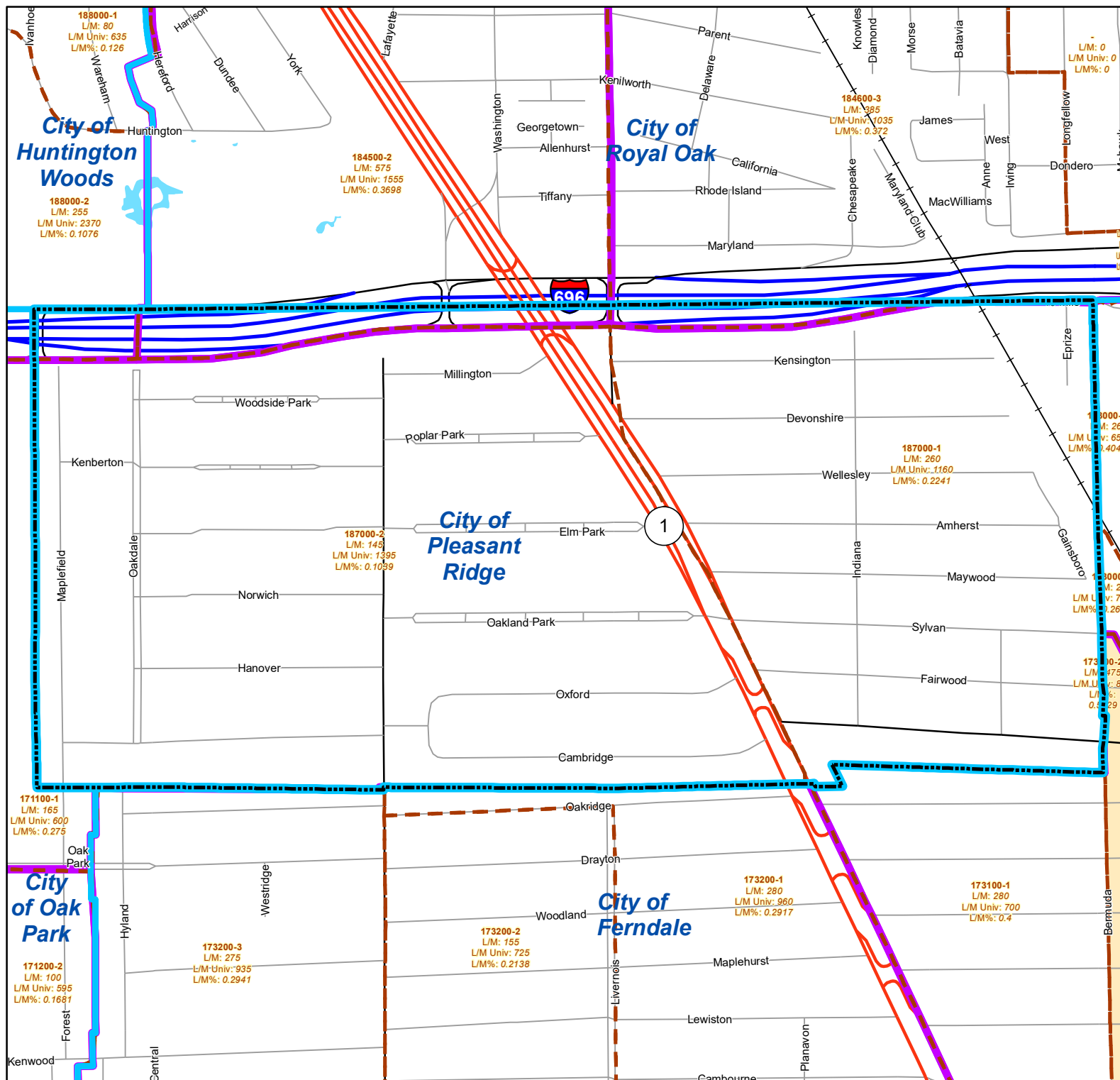
Name/Title/Organization: \_\_\_\_\_

Responsible Entity Agency Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

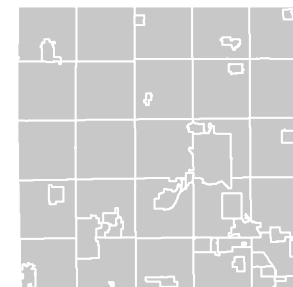
10/6/2022



Economic Development & Community Affairs  
David Coulter, County Executive

# OAKLAND COUNTY COMMUNITY & HOME IMPROVEMENT

Oakland Pointe  
250 Elizabeth Lake Road, Ste. 1900  
Pontiac, MI 48341-0414  
248.858.0493  
www.oakgov.com/chi



## Area-Wide Benefit Map City of Pleasant Ridge

- County Border
- Community Boundary (Highlighted)
- Community Boundary (Adjacent)
- Census Tract 2010
- Eligible Area-Wide Benefit Block Groups
- Non-Eligible Block Groups
- Interstate
- US
- State
- Major
- Minor
- Railroad
- Waterbodies



1 in = 0.14 miles

This Census Block Group map reflects the 2011-2015 American Community Survey (ACS).

Map Created On: 9/1/2020



# City of Pleasant Ridge

James Breuckman, City Manager

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From: Jim Breuckman, City Manager  
To: Planning Commission  
Date: November 15, 2022  
Re: Zoning Ordinance Amendments

## Overview

The City Commission passed a 6-month moratorium on drive-through uses at their August 9 meeting and directed the Planning Commission to consider a Zoning Ordinance amendment to prohibit future drive through uses along Woodward. The moratorium will expire in February.

The proposed amendment addresses access management standards, drive through uses, and front setback requirements along Woodward. It also includes an amendment to establish minimum open space requirements in one and two-family residential districts.

## Background

The moratorium was spurred by the recent Skymint marijuana dispensary review. That process highlighted the fact that our zoning ordinance neither permits nor specifically prohibits drive through uses along Woodward. Recent nearby experiences such as the Starbucks located at 13 and Woodward that often backs up off the site into travel lanes are an example of the impact that a drive through use can have.

Each driveway from an abutting property is a conflict point between people using the sidewalk and bicycle lanes and cars. The additional driveways and increased vehicle traffic associated with drive through uses negatively impact the environment for people on bikes and walking. An example of this is the two drive through restaurants on Woodward just south of downtown Ferndale. The character of the street abruptly changes at that point. Given that we will be constructing two-way cycle tracks along much of the Woodward frontage next year, it would be prudent to limit future driveways to protect the human scale of the Woodward streetscape. It is already a challenging environment for walking and bicycling along Woodward, and anything that makes it harder to walk or bike, such as vehicle driveways, should be precluded to the greatest extent possible.

Every Woodward abutting property in Pleasant Ridge has rear alley access, meaning that a driveway onto Woodward is not required for vehicle access. Most properties along Woodward do not have a driveway onto the street, so this will have little practical impact on those properties.

Following is a summary of the proposed amendments:

## **Access Management**

- Section 82-3 amended to add a new definition of drive through.
- Section 82-197(b)(1) amended to eliminate items d, e, and f. Those items were design standards for driveways onto Woodward, which will no longer be allowed if the access management standards are adopted.
- Section 82-208 Access Management added. The access management standards allow current driveways to remain unless a building is expanded or the use of a building changes, at which time driveway accesses must be eliminated. Drive through uses are also prohibited by the proposed amendment.

this section includes a provision that allows the Planning Commission to modify the access management standards to allow for a vehicle access from Woodward to be constructed or to remain if it finds it is necessary to do so.

## **Setback and Lot Coverage Requirements – RO and C Districts**

Reducing the front setback and eliminating maximum lot coverage requirements provides greater design flexibility to match existing character and to provide parking and service areas at the rear of the property. The three-foot setback is intended to provide a door zone along the sidewalk, and to provide some space for landscaping or other amenities without creating a crowded feeling along the sidewalk.

- Section 82-164, Yard and Bulk Requirements amended to
  - Reduce front setback requirements from 10 feet to 3 feet in the C district, from 20 feet to 3 feet in the RO district, and to reduce the side yard setback in the RO district to 0 feet. There are existing zero-lot-line buildings in both the C and RO districts, so the proposed amendment is consistent with the existing character of the Woodward business district.
  - Footnote 3 is proposed to be amended to require a 10-foot rear yard setback in the RO district where the rear property line abuts a public alley. This is consistent with the 10-foot rear yard setback requirement in the C district along Woodward and will create a consistent set of requirements for all districts along Woodward.
  - Maximum lot coverage requirement is proposed to be eliminated in the RO and C districts. Lot coverage is effectively regulated by setback requirements and other provisions of the Zoning Ordinance, meaning that there is no need to also have a specific lot coverage limit.

## **Minimum Open Space Requirements**

Minimum open space requirements are proposed to be added in single and two-family residential districts. We currently have a maximum lot coverage standard that applies to buildings and any structures that are three feet or more above grade, but we have no standard that would prevent someone from paving their entire yard.

The proposed minimum open space requirements have been calibrated to existing open space percentages for each zoning district. There are 15 properties in the City (about 1%) that would not meet the proposed minimum open space requirement. Those properties would be existing nonconforming properties

that could remain as-is. A spreadsheet with data has been provided to the Planning Commission under separate cover.

An analogous example is houses in the City that have porte-cocheres in the required side yard, or circle driveways, both of which were permitted at one time but are now prohibited. The non-conformity is allowed to remain until a homeowner chooses to remove it.

The following table shows the average lot area, the proposed minimum open requirement, the average current open space, and the minimum open space value which 95% of houses in each zoning district exceed. The table shows that the open space requirement has been calibrated based on existing conditions in each zoning district and is designed to preserve the existing character of the community rather than change it.

Zoning District	Average Lot Area (sq. ft.)	Proposed Minimum Open Space Requirement	Average Existing Open Space	Open Space Percentage that 95% of Properties Exceed	Lowest Existing Open Space Percentage
R-1A	19,280	50%	72.1%	54.2%	39.7%
R-1B	10,740	45%	64.7%	45.6%	42.1%
R-1C	7,690	35%	60.4%	39.0%	8.4%
R-1D	5,803	25%	53.4%	28.3%	18.4%
R2	6,584	25%	59.0%	36.0%	35.3%

- Section 82-3, Definitions amended to add a definition for “Open Space.”
- Section 82-164, Yard and Bulk Requirements is amended to add minimum open space requirements in the following districts:
  - R-1A: 50%
  - R-1B: 45%
  - R-1C: 35%
  - R-1D: 25%
  - R-2: 25%

## Requested Action

City Commission action to schedule a public hearing on the proposed zoning ordinance amendments at the December 13, 2022 City Commission meeting.



City of Pleasant Ridge  
Ordinance No. \_\_\_\_

AN ORDINANCE TO AMEND THE CITY OF PLEASANT RIDGE CODE OF ORDINANCES,  
CHAPTER 82 – ZONING

THE CITY OF PLEASANT RIDGE ORDAINS:

**Section 1. Intent and Purpose**

The City desires to amend its Zoning Ordinance to provide for access management standards for lots along Woodward Avenue, to adjust setback requirements in zoning districts which are located along Woodward Avenue, and to prohibit drive-through facilities.

**Section 2. Amendment**

1. Amend Section 82-3 to add the following new definitions:

**DRIVE THROUGH.** A commercial facility which provides food, beverages, other products, or services directly to a customer in a motor vehicle; or where the customer drives a motor vehicle onto the property and to a window or mechanical device through which the customer is served without exiting the vehicle. Fueling stations are not considered Drive-Through Facilities.

**OPEN SPACE.** The portion of a lot not covered by buildings, structures, or hard surfaces such as concrete, asphalt, brick, paver blocks, stone, or compacted gravel,

2. Amend Section 82-164, Yard and Bulk Requirements, as follows:

- RM front yard setback requirement changed to refer to footnote 9 of Section 82-164
- RO front yard setback reduced from 20 to 3 feet, and side (one) and side (total) setback requirements reduced to 0 feet.
- RO maximum lot coverage requirement eliminated
- C front setback requirement reduced from 10 feet to 3 feet
- C maximum lot coverage requirement eliminated
- Minimum open space requirement added for districts as follows:
  - R-1A: 50%
  - R-1B: 45%

- R-1C: 35%
- R-1D: 25%
- R2: 25%
- RM, RO, C, W, P: no minimum open space requirement
- Footnote 3 amended as follows: ~~No rear yard~~ A 10-foot rear yard is required in the RO and C districts ~~district~~ where the rear property line abuts upon a public alley.

3. Add new Section 82-208. Access Management:

(a) Intent. These access management standards are adopted to minimize the number of driveway accesses from Woodward Avenue onto abutting properties. The City has implemented or is in the process of implementing bicycle infrastructure, including two-way cycle tracks along most of the length of Woodward Avenue in the City. Individual driveway accesses for parcels along Woodward increase the number of conflict points between people using sidewalks or bicycle lanes and motorists. Furthermore, all parcels abutting Woodward Avenue also abut rear alleys which provide access to off-street parking areas. Finally, site driveways reduce the amount of on-street parking that can be provided along Woodward Avenue.

(b) Applicability. The provisions of this Section shall apply to all lots with frontage on Woodward Avenue. The standards herein apply in addition to, and simultaneously with, the other applicable regulations of the Zoning Ordinance. Permitted and special land uses on these lots shall be as regulated in the applicable zoning district, and shall meet the following additional provisions:

- (1) New driveway accesses onto Woodward Avenue are prohibited.
- (2) No building or structure shall be erected or enlarged unless existing driveway accesses onto Woodward Avenue are eliminated.
- (3) A change of use within a building shall require that existing driveway accesses onto Woodward Avenue be eliminated.

(c) Drive-Through Uses Prohibited. Drive-through uses are prohibited for any site along Woodward Avenue. This provision does not apply to instances where the customer is parked in an off-street parking space designed in accordance with the requirements of this Ordinance and the good or service is delivered to the customer by an employee outside of the building.

Existing drive-through uses may continue as nonconforming uses, subject to the requirements of Section 82-194.

(d) **Modification of Requirements.**

- (1) The Planning Commission may modify the standards of subsection (b) upon a finding that alternate off-site access points are insufficient and make it impractical to fully comply with the access management standards, or that the nature of a proposed use requires alternate circulation patterns.
- (2) The Planning Commission shall find that the proposed access point is the minimum necessary to adequately serve the use before granting a modification from this section to allow for a new access point to be constructed off Woodward, or to allow an existing access point to remain. The Planning Commission shall also determine that the proposed access point has been designed to minimize, to the greatest extent possible, conflicts with bicycle and pedestrian infrastructure.
- (3) If deemed necessary by the Planning Commission, the property owner or applicant shall provide a traffic study prepared by a qualified transportation engineer certifying that the access to Woodward Avenue is necessary because no alternative exists, and that the access point is not simply for the convenience of the development.

**Section 3. Severability.**

Should any provision or part of this Article be declared by any court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity or enforceability of the balance of this Article, which shall remain in full force and effect.

**Section 4. Repealer.**

All other ordinances or parts of ordinances in conflict with this ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 5. Savings clause.**

Nothing in this Article shall be construed to affect any suit or proceeding pending in any court or any rights acquired or any liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this Ordinance.

**Section 6. Effective Date.**

This Ordinance shall become effective fifteen days after enactment and upon publication as provided by law.

**Section 7. Adoption.**

This Ordinance is hereby declared to have been adopted by the City Commission of the City of Pleasant Ridge at a meeting duly called and held on the \_\_ day of \_\_\_\_\_ 202\_\_, and ordered to be given publication in the manner prescribed by law.

Planning Commission Introduction: .....Monday, October 24, 2022  
Planning Commission Public Hearing .....Monday, October 24, 2022  
City Commission Introduction:.....Tuesday, November 15, 2022  
City Commission Public Hearing: .....  
City Commission Adoption: .....  
Published:.....  
Effective:.....

Attest:

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Amy Allison  
City Clerk



# City of Pleasant Ridge

James Breuckman, City Manager

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From: Jim Breuckman, City Manager  
To: City Commission  
Date: November 10, 2022  
Re: City Commission Rules and Procedures

## Overview

Attached is a draft of a set of City Commission rules and procedures for meetings and general conduct. Many communities have adopted rules and procedures, and it is common practice for the City Commission to review and re-adopt the rules and procedures following an election of City Commission or Mayor seats.

## Background

The proposed rules of procedure seek to codify the practices and procedures that the City Commission has followed currently and in the past. The proposed rules do not introduce any new policies or procedures. Rather, they are intended to serve as a reference for the City Commission and the public to establish a clear, written set of rules, procedures, and expectations that will be followed by the Commission, staff, and the public during meetings and during the conduct of City business.

The Commission may review the rules and determine if and how to proceed with their adoption at this or a future meeting.

## Requested Action

City Commission review of the proposed rules and procedures. The City Commission may adopt them as is, with amendments, or may wait until a future meeting to provide additional time for review.



# City of Pleasant Ridge

## City Commission Rules of Procedure and Code of Conduct

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## **Statement of Purpose**

The residents and businesses of Pleasant Ridge are entitled to have a fair, ethical, and accountable municipal government which has earned the public's full confidence for integrity. The City of Pleasant Ridge's desire to fulfill this mission requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government.
- public officials be independent, impartial and fair in their judgment and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the City of Pleasant Ridge has adopted these Rules of Procedure and Code of Conduct for elected officials and members of appointed boards, Commissions, and committees to promote public confidence in the integrity of local government and its effective and fair operation.

## **Commission-Manager Form of Government**

The Commission-Manager form of government is based on the separation of roles and responsibility between the City Commission and the City Manager for the effective and efficient investigation, deliberation, and delivery of services. The City's goals are best achieved when there is an open, dynamic, and cooperative working relationship built on trust between the City Commission as a body, the City Commission members as individuals, and the Manager. This relationship is further enhanced by the understanding that each person is conducting themselves in their role in a reasonable, responsible, and accountable manner while working together in the best interest of the citizens of Pleasant Ridge. It is important that everyone involved has a shared understanding of the roles of each involved person and body.

### ***City Commission***

The City Commission legislates through ordinances and resolutions but may not exceed the scope of authority the body is granted through the City's charter and state law. In a Commission-Manager government, the Mayor and Commission members are the leaders and policy makers elected to represent the community. The Mayor acts as the Chair of the body but does not have veto power and is considered a voting member of the body along with the other Commission members. The City Commission acts as policy maker and long and short-term goal setter. They focus on policy issues that are responsive to citizens' needs and wishes. The City Commission is also responsible for approving the City's budget.

A City Commissioner is a goal setter who helps develop a vision for the community and helps establish goals and milestones. Commission members must remember that they are elected to make decisions as a collective body, not to act as individuals or apart from the Commission as a whole.

### ***City Manager***

The City Manager is the chief administrative officer of the city. Major responsibilities include oversight of preparation of the annual budget and long-range financial planning, supervision of all City departments,

coordination and development of programs and services and the implementation of the City Commission's strategic priorities and policy decisions. The City Manager is also responsible for recruiting, hiring (unless approval of a position is by the City Charter), supervising staff, and serving as the Commission's chief adviser.

The City Manager may make policy recommendations to the Commission, but the Commission may or may not adopt them and may modify the recommendations. The City Manager also provides regular reports and updates to the City Commission on these items. The manager is bound by whatever official action is taken by the Commission.

The City Manager reports to and is appointed by the City Commission under the Commission-Manager form of government.

## Regular Meetings

1. Regular meetings of the City Commission are held on the second Tuesday of each month beginning at 7:30 pm in the City Commission chambers at City Hall, located at 23925 Woodward Avenue, Pleasant Ridge, Michigan unless special circumstances warrant otherwise.
2. Special or supplemental meetings of the City Commission may be held on the fourth Tuesday of each month at the discretion of the Commission. If necessary, the City Commission may also call special meetings at other times.
  - a. Special meetings shall be held on the call of the Mayor, or Deputy Mayor in the absence of the Mayor, or of two (2) or more City Commissioners, on no less than twenty-four (24) hours' notice to each City Commissioner, designating the purpose of the meeting and served personally or left at the City Commissioner's usual place of residence by the city clerk or a person designated by the clerk.
  - b. Public notice of the meeting shall be given in accordance with the requirements of the Open Meetings Act. Only such business stated in the notice of the special meeting shall be transacted at such meetings.
  - c. Special meetings shall be held in the City Commission chambers at City Hall unless an alternate meeting location is determined to be necessary or desirable by the person or persons calling the meeting.
3. All meetings shall be governed by and subject to all applicable provisions of the City Charter and relevant Michigan Statutes, including, but not limited to, the Open Meeting Act, MCL 15.261 et seq.; MSA 4.1800 (1) et seq. as amended.
4. The Mayor and City Commission have a reasonable knowledge of the rules and conduct the Commission has adopted. This will keep meetings moving smoothly and efficiently, with a clear indication of each item's disposition.



5. The rules of parliamentary procedure as contained in Robert's Rules of Order, most recent edition, shall govern Commission meetings in all cases to which they are applicable, provided they are not in conflict with these Rules, City ordinances and charter, and/or any applicable state or federal law.
6. The Mayor shall preserve order and decorum and may speak to points of order in preference to other Commissioners. The Mayor shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the Commissioners present.
7. Any member may appeal a ruling of the Mayor to the Commission. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the Mayor may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be, "Shall the decision of the chair be sustained?" If the majority of the members present vote "aye," the ruling of the chair is sustained; otherwise it is overruled.
8. The Mayor, or in his/her absence or direction, the Deputy Mayor shall at the fixed time take the Chair for the convening of the City Commission to order. Upon the appearance of a quorum, the Commission shall be in session. If both the Mayor and Deputy Mayor are absent from a meeting, the Commissioner having served the longest uninterrupted term of office as a Commission member shall take the Chair for the purpose of calling the meeting to order.

### ***Meeting Agenda***

1. The agenda serves as the guide for conducting official business of the City at a meeting. The person responsible for setting the agenda is the Mayor in consultation with the City Manager.
2. City Commissioners can request to have an agenda item added to a Commission meeting by contacting the Mayor and City Manager with an email request not less than 7 days prior to a scheduled meeting.
3. The draft proposed meeting agenda will be sent to the City Commission 5 business days in advance for review and comment. The meeting agenda and supporting documents will be made available to the City Commission and published online two business days in advance of the meeting. Emergency items can be added to the agenda at any time, if necessary.

### ***Consent Agenda***

1. A consent agenda may be used to allow the Commission to act on numerous administrative or non-controversial items at one time. Example items include but are not limited to approval of minutes, payment of bills, approval of resolutions, etc.
2. Upon request by any member of the Commission, an item shall be removed from the consent agenda and placed as the last regular business item on the regular agenda.

## City Commission Meeting Rules and Procedures

### **Generally**

1. Commissioners may not speak until recognized for that purpose by the Mayor. After recognition, the Commissioner shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone, and avoid interjecting a personal note into the debate. No member shall speak more than once on the same question until every member desiring to speak have had the opportunity to do so.
2. Interrupting another Commissioner who has the floor is not allowed.
3. Civility and decorum will be maintained in all discussions with the Commission and the public. Difficult questions and challenges to a point of view are to be expected, as are criticism of ideas. This does not allow Commissioners to make belligerent, personal, impertinent, slanderous, threatening, abusive, and/or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.
4. All will respect the role of the Mayor in maintaining order. It is the responsibility of the Mayor to keep public meetings on track. Commissioners should respect efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following the rules outlined in parliamentary procedure.

### **Citizen Participation**

1. The City Commission welcomes and encourages the public to speak during the public comment and public hearing portions of the agenda. The Mayor may also choose to allow public comment on specific agenda items at his or her discretion.
2. There is no time limit for comment per member of the public. However, the Mayor may choose to implement a three-minute time limit if necessary. For issues where many members of the public wish to convey a similar sentiment, the Mayor may ask for a representative of the viewpoint to speak on behalf of the group.
3. Persons addressing the City Commission shall first state their name and address.
4. City Commission policy is to hear public comment, but not to act on items not on the agenda at the same meeting. Matters of public concern brought before the Commission during the public comment portion of the meeting will be referred to the City Manager for action, if any. If, after communicating with the City Manager no resolution is reached, the concern will be elevated to the Mayor and City Commission for action at a future meeting.

5. Persons addressing the City Commission shall refrain from making personal, disrespectful, slanderous, or profane remarks.
6. To preserve the order and decorum of Commission meetings, the audience shall refrain from interrupting others, cheering, applauding, or similar actions during the meeting.
7. Members of the audience shall address all remarks to the Mayor and Commission and shall not hold conversations or discussions with other members of the audience. Discussion or debates among the public at meetings are not permitted.
8. Members of the Commission should avoid debate with a member of the public at meetings. These debates seldom resolve concerns, and many times inflame feelings at a public meeting.
9. Written Comments
  - a. Members of the public may send written comments to the City Clerk in advance of the meeting. Such written comments will be provided to the City Commission and a summary of their position on the agenda item may be provided in the meeting at the discretion of the Mayor.
  - b. Written correspondence on items not on the agenda will not be read into the record.

### ***Disorderly Conduct***

All members of the public and Commissioners shall not disrupt meetings verbally or through non-verbal actions.

1. The Mayor may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than any allotted time, or being vulgar. Such person shall be seated until the Mayor determines whether the person is in order.
2. If the person shall continue to be disorderly and disrupt the meeting, the Chair may order the sergeant at arms to remove the person from the meeting. No person shall be removed from a meeting except for an actual breach of the peace committed at the meeting or otherwise in accordance with the law.

### ***Motions***

Business is brought before the Commission by motions, a formal procedure for taking actions. To make a motion, a Commissioner must first be recognized by the Mayor. After the Commissioner has made a motion (and after the motion is seconded if required), the chair will then restate it or rule it out of order, and then call for discussion. Most motions require a second, although there are a few exceptions.

Exact wording of motions and amendments is important for clarity and recording in the minutes.

1. Only one subject may be before a group at one time. Each item to be considered is proposed as a motion which usually requires a "second" before being put to a vote. Once a motion is made and seconded, the chair places the question before the Commission by restating the motion.
2. All members have equal rights. Each speaker must be recognized by the Mayor prior to speaking. Discussion should be confined to the issue at hand.
3. Only one person may speak at any given time. When a motion is on the floor, an order of speaking is prescribed by Robert's Rules, allowing:
  - a. The mover of a motion to speak first, so that the group understands the basic premise of the motion. This is the time to elaborate on the motion, including reasons for bringing it forward and informing Commission members about the motion and any necessary background or context.
  - b. Each Commissioner may speak once, until everyone else has had the opportunity to speak.
  - c. The mover also has the right to be the last to speak, so that the group has an opportunity to consider rebuttals to any arguments opposing the motion.
4. Calling the Question.
  - a. Once all Commissioners who wish to speak have done so, the Mayor will ask if the Commission is ready for the question. At this time the Mayor repeats the motion so that all are clear on what they will be voting by stating "The motion on the floor is: ..."
  - b. After the motion has been restated, the City Clerk shall conduct a roll call vote.
  - c. The Mayor will declare the motion as adopted or lost, depending on the outcome of the vote. The Mayor may also indicate the effect of the vote, if desired.
5. The rights of the minority must be protected, but the will of the majority must prevail. Persons who don't share the point of view of the majority have a right to have their ideas presented for consideration, but ultimately the majority will determine what the Commission will or will not do. Use parliamentary procedure as a tool, not a bludgeon.

## Requirements for Closed Session Meetings

A public body may meet in a closed session only for one or more of the permitted purposes specified in section 8 of the Open Meetings Act. The limited purposes for which closed sessions are permitted include, among others:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing.
2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
3. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

4. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.
5. To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act.
6. To consider material exempt from discussion or disclosure by state or federal statute. Note that a board is not permitted to go into closed session to discuss an attorney's oral opinion, as opposed to a written legal memorandum.
7. A closed session must be conducted during an open meeting – section 2(c) of the OMA defines "closed session" as "a meeting or part of a meeting of a public body that is closed to the public." Section 9(1) of the OMA provides that the minutes of an open meeting must include "the purpose or purposes for which a closed session is held."

## **City Commission Relations with City Staff**

City Commission policy is implemented through professional administrative staff. Therefore, it is critical that the relationship between the Commission and staff be well understood by all parties so policies and programs may be implemented successfully and efficiently.

1. Commissioners shall not debate with staff during a Commission meeting or general business meetings.
2. Any concerns by a Commissioner over the conduct, performance or work of a City employee during a Commission meeting or publicly through casual conversation, email and social media should be directed to the City Manager privately to ensure the concern is resolved.
3. All questions or requests for information by individual Commissioners shall be directed to the City Manager who shall determine whether the question or request relates to City business. All questions or requests determined by the City Manager to be related to City business shall be handled as a question or request made by the Commission, as set forth above.
4. Commissioners and the Mayor shall not coerce or attempt to influence staff in the processing of applications, the granting of licenses or permits, the hiring of personnel, or any other decision made by staff. The City Commission should avoid situations that can result in City staff being directed, intentionally or unintentionally, by one or more members of the City Commission.
5. Commissioners and the Mayor shall not retain the City Attorney or any member or associate of the City Attorney's law firm for legal representation in any personal matter during their tenure on the City Commission unless there is a special circumstance, and a waiver has been approved by the City Commission.

6. Commissioners do not attend meetings with City staff unless requested by the City Manager and or Department Head. Even if the Commissioner does not say anything at a City staff meeting, a Commissioner's presence may imply support or opposition, show partiality, intimidate staff, and/or hamper the staff's ability to do their job objectively.
7. Commissioners may respond to any person or business who has written to the entire City Commission. In response to a question or a request for comment:
  - a. The Commissioner shall state the City Commission's position, if there is one, on the given issue.
  - b. No Commissioner will state a position contrary to that of City Commission unless the member states the position of City Commission first and, then identifies his or her position as being personal and not that of adopted policy. For example, "While I voted against "x", the City Commission voted in support of."
  - c. All such correspondence in 6, 6(a), and 6(b) shall be copied to the City Manager except for social media posts and responses.

## General Provisions

1. If any provision, or any portion thereof, contained in these rules is held to be unconstitutional, invalid, or unenforceable, or if it conflicts with the City Charter, City Ordinance, or State or Federal law, the remaining rules or portions thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
2. These rules of the Commission will be placed on the agenda of the first meeting of the Commission following the seating of newly elected Commissioners for review and adoption. A copy of the rules adopted shall be distributed to each Commissioner. The City Commission may alter or amend its rules at any time by majority vote of its members after notice has been given of the proposed alteration or amendment at a prior City Commission meeting.
3. The Mayor shall be responsible for enforcing the City Commission Rules of Procedure and Code of Conduct.
4. These rules may be suspended for a specified portion of a meeting by majority of the Commission members present.

## Roberts Rules of Order Reference

Action	What to Say	Can Interrupt Speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend main motion	"I move to amend the motion by..." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee"	No	Yes	Yes	No	Majority
Postpone Item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question"	No	Yes	Yes	No	Majority
Object to procedure	"Point of Order"	Yes	No	No	No	Chair Decision
Recess the meeting	"I move we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting"	No	Yes	No	No	Majority
Request information	"Point of information"	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling"	Yes	Yes	Yes	No	Majority
Enforce the rules or point out incorrect procedure	"Point of order"	Yes	No	No	No	No vote
Table a motion	"I move to table..."	No	Yes	No	No	Majority
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
Reconsider a prior motion <sup>1</sup>	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3

<sup>1</sup> A member may make a motion to reconsider a prior motion, however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting, and it must be made by a person who voted on the prevailing side of the original motion.