

Janice M. Winfrey
City Clerk

City of Detroit
OFFICE OF THE CITY CLERK

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENT PETITION REFERENCE COMMUNICATION

To: The Department or Commission Listed Below

From: Janice M Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

Petition No.	2024-211
Name of Petitioner	Steve McDonald
Description of Petition	Petition request to hold "Cooley Alumni Annual Pic Nic" at Historic Fort Wayne from July 14 th at 8:00 AM to July 14 th 8:00 PM. Set-up to begin July 14 th , 8:00 AM and be completed on July 14 th 9:00 AM with tear down to begin July 14 th at 6:00 AM and completed on July 14 th at 8:00 PM.
Type of Petition	Special Events
Submission Date	06/28/24
Concerned Departments	"Buildings, Safety Engineering, and Environmental Department (BSEED), Department of Public Works (DPW), Detroit Department of Transportation (DDOT), Detroit Fire Department (DFD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD)"
Petitioner Contact	Steve McDonald 20736 Knob Woods Dr. Apt. 103 Southfield, MI 48076 Macks_media89@yahoo.com

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

(313) 224 - 3260 | Fax: (313) 224 - 1466

City of Detroit Special Events Application Authorizations

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed special event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to special events. I further agree to abide by these rules, and further certify that I agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Detroit.

Applicant Signature:

Steve McDonald

Date:

4-25-24

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name:

Cooley x Alanna P.L.

Event Date:

7-11-24

Event Organizer:

Steve McDonald N.

Applicant Signature:

Steve McDonald

Date:

4-25-24

Cooley Alumni Cookout 2024 Site Map



← **Fw: Your Invoice I155326 is R...**



Invoice I155326

Issue Date: Jul 12, 2024

Dear Steve McDonald,

Invoice I155326 is ready to view.

Please Pay

Subtotal	\$640.00
Taxable Code (6%)	\$0.00
Payments	(\$0.00)
Amount Due	\$640.00

Due by

Jul 12, 2024

JD included this personal note:

Effective March 27, 2024 monthly invoices will be made dailey. Payment is due within 15 days of receipt. WINTER SERVICE FEE ARE \$20.00 PER UNIT, PER 28 DAY BILLING CYCLE. EFFECTIVE NOVEMBER 1ST TO APRIL 1ST EACH YEAR. Units are subject to a 28-day billing cycle, units are not prorated. Units MUST be called in to our office for pick up date. Returned check fee is \$30.00. Trailer rental required a non-refundable non-transferable deposit. Past due invoices subject to late fees.

Payments

We accept checks payable to **Jays Septic Tank Service (Portables)**, and most major credit cards.

[Pay Now →](#)

Billing Address

Steve McDonald
20736 Knob Woods Dr.
Southfield, MI 48076

Job Site Address

6325 W Jefferson Ave
Detroit, MI 48209



Home



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Contact US

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Camouflage is your complete solution for all your Security and Private Investigating needs. We're a full services Security and Private Investigating company under one roof with one common goal, providing solutions, leaving you with outstanding results.

[Yahoo Mail: Search, Organize, Conquer](#)

--- Forwarded Message ---

From: "STEVE MACK" <stevemcdonald2001@yahoo.com>
To: "stevemack656@yahoo.com" <stevemack656@yahoo.com>
Sent: Mon, Jun 17, 2024 at 8:09 PM
Subject: Fw: Document shared with you: "Cooley Alumni Cookout 2024"

[Yahoo Mail: Search, Organize, Conquer](#)

--- Forwarded Message ---

From: "Tracey Spencer (via Google Earth)" <drive-shares-dm-noreply@google.com>
To: "stevemcdonald2001@yahoo.com" <stevemcdonald2001@yahoo.com>
Sent: Fri, Jun 14, 2024 at 12:48 PM
Subject: Document shared with you: "Cooley Alumni Cookout 2024"

Yakeima Fife

From: steve McDonald <stevemack656@yahoo.com>
Sent: Friday, June 28, 2024 3:38 PM
To: Yakeima Fife
Subject: RE: [EXTERNAL] Cooley Alumni Cookout 2024, updated with 10x0 tents

Hello, I'm a retired nurse, I will also have other nurses there, Stacey McCarthy Dillard-313-221-0296, and Angee Roman 313-575-4178, we will have first aid kits, Blood Pressure monitoring devices, (blood pressure cuffs and Stethoscope), blood suger monitoring (glucometer) and 911 on speed dial, Angie Roman and one of her partners, another nurse, actually does health screening at various events such as blood pressure testing, HIV testing, CPR training, passing out condoms, Narcan and fentanyl strips, etc. she's going to have a table set up at the pic nic near my tent, we are well equipped and prepared to handle an emergency until 911 gets there

Adverse weather: in the event of bad weather we will immediately start breaking down our tents and prepare to leave

Lost child: we don't normally have many kids at our pic nic, but in the event of a lost child, we will immediately stop the music, and everyone will join in the search for the child,

Active shooter: call 911 immediately, make sure everyone is aware of the exits, help others if it's possible and safe to do so and seek a safe place away from the shooter

[Yahoo Mail: Search, Organize, Conquer](#)

On Fri, Jun 28, 2024 at 2:43 PM, Yakeima Fife
<fifeya@detroitmi.gov> wrote:

Here's an Outline

Good afternoon,

Please see the following to guide you in creating an effective Emergency Action Plan. Here is a list of the basic principles required for the Plan. Some may not apply depending on the location of the Event. The crowd mangers shall be at a ratio of 1 per 250persons at a minimum and familiar with these procedures. It is recommended that the Crowd Managers can be readily identified by Uniform or reflective vest by emergency responders, or contact list included with the Action Plan. If you have any questions feel free to reach out anytime.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Cooley Alumni Annual Pic Nic

Event Status: In Review- Clerk's Office (Step 2 of 6)

Petitioner Name / Organization: Steve McDonald

Event Location: Historic Fort Wayne

Event Date(s) and Time(s): 07/14/24 8:00 AM to 07/14/24 8:00 PM

Type of Event: Sports/Recreation

Applicant Contact:
Steven McDonald
macks_media89@yahoo.com
+1 (313) 598-8038

Submission Date:	05/03/24 1
Date of Clerk's Office Referral:	6/28/24
Date of City Departments Sign Off:	6/28/24
Date Referred to Council:	6/28/24

Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Reviewed-Ready for Council	DFD Reviewed-Ready for Council	EMS Reviewed-Ready for Council	GSD Reviewed-Ready for Council	DDOT Approval Not Required	MPD Approval Not Required	DPW Approval Not Required	DHD Reviewed-Ready for Council

BSEED
BSEED Reviewed-Ready for Council

Mayor's Office Special Events Signature: *Gaksima Fife*

Date: June 28, 2024

General Event Information

Has this event been hosted before? Yes

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? Yes

Is this an annual event? Yes

Event Website: N/A

Which spaces will be used? Park

Will this event include the use or sale of marijuana? No

Event Description

Brief Event Purpose & Description:

This is an annual reunion event for the Alumni of Cooley High, this will be our 3rd year at Fort Wayne and our 18th year hosting this event

Estimated Peak Attendance: 400

Estimated Total Attendance: 450

Is this a public event? Yes

Will there be ticket sales or admission charged? No

Does this event use Hart Plaza? No

Will there be merchandise sold? No

Will you be taking donations? No

Is this a charity event? No

Does this event involve campers, tents and/or RVs? Yes

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? No

Contact Information

Organization / Petitioner Name: Steve McDonald

Mailing Address: 20736 Knob Woods dr., apt. 103, apt. 103

Southfield MI 48076

Primary Contact:	Secondary Contact:
Steven McDonald	
macks_media89@yahoo.com	

Organization Type: Other

Organization Website: _____

Event Setup & Breakdown

Begin Setup: 07/14/24 8:00 AM

Complete Setup: 07/14/24 9:00 AM

Setup Location(s): Fort Wayne

Event Start: 07/14/24 8:00 AM

Event End: 07/14/24 8:00 PM

Begin Tear Down: 07/14/24 6:00 PM

Complete Tear Down: 07/14/24 8:00 PM

Number of Trash Containers: 10 Number of Recycling Containers: 5

Cleaning Service Vendor: We have a clean up team within our Alumni, every year we leave the fie

Other Waste Elements: N/A

Street Closures & Parking

How many streets will be closed: 0

Will you be closing any part of Woodward Avenue? _____

Street Closures (if there are 1-4 closed streets):

1. _____

2. _____

3. _____

4. _____

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:
The Fort Wayne parking lot always accommodates us

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 0 Number of non-truck food vendors: 0

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? No

Will there be sales, service and/or consumption of alcohol in public at the event? _____

What type(s) of alcohol will be served? _____

Day(s) and time(s) alcohol will be served: _____

Will ice be used in any served beverages? Yes

Stages, Tents, & Structures

Is a stage being built? No

How many stages will be used? _____

Do any of the stages have a canopy? _____

Number of tents 10' x 10' and smaller: 30

Number of tents larger than 10' x 10': 8

Tent Contractor: Everyone has their own tent

What other structures will your event include? N/A

Will your event use any grills? Yes

What kind of grills? Charcoal, we always use a wheelbarrow to collect the used coal and properly

Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? 1

Generator contractor: N/A

Will additional wiring be installed? No

Does the event require access to a hydrant? No

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? Yes

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: We have police officers and security within our Alumni

Number of private personnel per shift: 9

Which of these apply to the private security personnel? Licensed, Armed Bonded

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: We have nurses within our Alumni, they co

Does this event include fireworks? No

Day(s) and time(s) of fireworks: _____

Fireworks vendor: _____

Attachments

<input checked="" type="checkbox"/>	Applicant Signature Page (required)
<input checked="" type="checkbox"/>	Event Clean Up Plan (required)
<input type="checkbox"/>	Security Plan (500 or less attendees)
<input checked="" type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input type="checkbox"/>	Maintaining of Traffic Plan (1000+ attendees or if closing a street)
<input checked="" type="checkbox"/>	Build and Breakdown Schedule (if you are erecting any structures)
<input checked="" type="checkbox"/>	Site Map Plan (if event involves any temporary elements including tents)
<input type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input checked="" type="checkbox"/>	Security Contractor Agreement (if applicable)
<input checked="" type="checkbox"/>	Port-a-john Contractor Agreement (if applicable)
<input type="checkbox"/>	Sanitation Contractor Agreement (if applicable)

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to Steve McDonald to host "Cooley Alumni Annual Picnic" (2024-211) to be held on July 14, 2024 at Historic Fort Wayne, Detroit, MI from 8:00 AM to 8:00 PM.

PROVIDED, that there will be DPD Assisted Event; and be it further

PROVIDED, that there will be DFD Pending Inspections; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents, Generators and be it further

PROVIDED, that there will be Health Department licenses; and be it further

PROVIDED, that there will be a GSD Permit Required obtained following City Council approval; and be it further

PROVIDED, that all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.