

Beautification Advisory Commission
City of Grosse Pointe Woods

February 10, 2025

Grosse Pointe Woods City Council
20025 Mack Ave.
Grosse Pointe Woods, MI 48236

RECEIVED

FEB 11 2025

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Re: 2025 BAC Flower Sale

Dear City Council Members:

The Beautification Advisory Commission is planning the 50th Annual Flower Sale. To make this successful, I request the Council's authorization of the following:

1. To conduct the 2025 BAC Flower Sale, to be held on the front lawn and circle drive of City Hall on the following dates and times:

Tuesday, May 6, 2025	1pm to 5pm (3 lg. tent set up & table set up)
Wednesday, May 7, 2025	8am to 4 pm (flower delivery from vendor, finish set-up)
Thursday, May 8 2025	9am to 7 pm (Pre-order delivery & pick-up)
Friday, May 9, 2025	10am to 5 pm (Flower Sale)
Saturday, May 10. 2025	8am to 4pm (Flower Sale)

2. Request approval for expenditures as outlined in Attachment 1. These expenditures will be more than offset by proceeds from the sale.
3. Request approval for an email distribution to all residents with an email address on file with the City. This would include details of the sale.

4. The director of public works to assist in the following items:
 - A. Display the flower sale announcement banner between the two front columns of City Hall on or about April 15, 2025.
 - B. Repaint the flower sale announcement sign to reflect the above dates and times. Place the sign and the banner on City property in front of City Hall in proximity to Mack Avenue on or about April 15, 2025.
 - C. Set up 3 large city tents on circle drive in front of City Hall on Tuesday, May 6, 2025, prior to flower delivery on Wednesday morning.
 - D. Set up 4 City pop-up tents, small one in front of City Hall steps, small one attached to handrails below steps (community center) and two on lawn by Mack Plaza Dr. drive Wednesday, May 7, 2025.
 - E. Deliver and set up the BAC basket display racks (16) on the City Hall lawn around clock tower, Wednesday, May 7, 2025.
 - F. Deliver 22 long tables (6'-8') (Tuesday, May 6, 2025)
 - G. Folding chairs (5)
 - H. Extension cords (2) (electrical outlets work on covered porch?)
 - I. Water hose (100') and wand hookup (water turned-on)
 - J. Garbage cans (4 to 5) with extra bags
 - K. Place temporary "No Parking" signs along the curb on Mack Plaza Dr. during sale days.
 - L. Saw horses (2)
 - M. Compost delivery - 2 flats
 - N. Picnic tables (6)

5. Request the City Treasurer-Comptroller to provide access to process credit card transactions on site and through web portal for the sale.
6. Request the Director of Public Safety to park a police vehicle in front of City Hall on the evenings of Wednesday May 7, Thursday May 8, and Friday May 9, 2025 to serve as a deterrent to vandals.

I am available to be present at the City Council meeting to answer any questions City Council members may have regarding this request. Please advise me of the date of the city council meeting if my presence is requested.

The Beautification Advisory Commission appreciates your support and consideration to these requests, so that we can again have a successful flower sale.

Sincerely,

Melissa Puppos
Toni Feltman
2025 Flower Sale Chairs
melissa.puppos@gmail.com
Toni.feltman@gmail.com

cc: Frank Schulte, City Administrator
Jim Kowalski, Director of Public Services
Steven Schmidt, City Treasurer-Comptroller
Owen Gafa, Director of Parks and Rec

Attachment 1

Expenses:

State of Michigan License	\$100.00
Cash Advance	\$400.00
Flowers for pre & same day sales	\$40,000.00
Wild Birds Unlimited	\$1,000.00
Newspaper Ad	\$300.00
Copies, signs, posts, ect.	\$400.00
TOTAL EXPENSES	\$42,200.00