

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Regular City Council Meeting Agenda
Monday, April 16, 2012
7:30 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. RECOGNITION OF COMMISSION MEMBERS
5. ACCEPTANCE OF AGENDA

6. MINUTES
 - A. Council and Closed Executive Session 04/02/12
 - B. Fireworks Committee 03/14/12, w/recommendations:
 1. Appointment – Tom Hauff
 2. Pyrotechnics Agreement/Certificate of Insurance
 3. Entertainment
 4. Glow product vendor
 5. Resolution – Vendors

7. COMMUNICATIONS
 - A. Permit for Fireworks Display
 - B. Application for Permit to Hold A Parade
 1. Application 04/02/12 – Dick Borland, Grosse Pointe Woods-Shores Little League
 2. Certificate of Liability Insurance
 - C. Annual Report – Department of Public Works
 1. Memo 04/02/12 – Director of Public Services
 2. 2011 Annual Report
 - D. Conference – 2012 Michigan Association of Municipal Clerks Annual Conference
 1. Memo 04/11/12 – City Clerk
 2. Conference Brochure
 - E. Monthly Financial Report – March 2012

8. BIDS / PROPOSALS/
CONTRACTS
 - A. Purchase: Fuel Management System
 1. Memo 04/03/12 – Director of Public Services
 - B. Contract: Rubbish Bags
 1. Memo 04/03/12 – Director of Public Services
 - C. Contract: Janitorial Services for Municipal Building
 1. Memo 04/10/12 – Director of Public Services
 - D. Contract: Yard Waste Bags

1. Memo 04/03/12 – Director of Public Services

- 9. PROCLAMATION A. National Public Works Week
- 10. NEW BUSINESS
- 11. ADJOURNMENT

Lisa Kay Hathaway, MMC
City Clerk

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440 or Telecommunications Device for the Deaf (TDD) 313 343-9249.

<p>NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST</p>
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MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, APRIL 2, 2012, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:30 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council members: Bryant, Granger, Ketels, Koester, Shetler
Absent: McConaghy

Also Present: City Administrator Fincham
City Attorney Berschback
Treasurer/Comptroller Irby
City Clerk Hathaway

Council, Administration, and the audience Pledged Allegiance to the Flag.

Motion by Ketels, seconded by Bryant, that Council Member McConaghy be excused from tonight's meeting.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler
No: None
Absent: McConaghy

The following Commission members were in attendance:

Tom Vaughn, Planning Commission
George McMullen, Board of Review
Eric Reiter, Beautification Commission

Motion by Granger, seconded by Shetler, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler
No: None
Absent: McConaghy

Motion by Granger, seconded by Ketels, that the following minutes be approved as submitted:

1. City Council and Closed Executive Session Minutes dated March 19, 2012.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler
No: None
Absent: McConaghy

Motion by Bryant, seconded by Ketels, that the following minutes be approved as submitted:

1. Committee-of-the-Whole sitting as Finance Committee minutes dated March 25, 2012.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler
No: None
Absent: McConaghy

Motion by Granger, seconded by Shetler, regarding **Application for Permit/License – Vendor/Solicitor/Peddler – Refuse**, that the City Council approve the application of John Lyndon Walls for a Refuse Vendor Permit.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler
No: None
Absent: McConaghy

Motion by Koester, seconded by Granger, regarding **Proposed General Fund Budget Summary FY 2012/13**, that the City Council receive and place on file the 2012/13 Proposed Budget Summary.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler
No: None
Absent: McConaghy

Motion by Ketels, seconded by Shetler, regarding **First Reading: An Ordinance Amending Chapter 50 Zoning, Article III District Regulations, by Adding Section 50-185, Prohibited Uses, to Provide That Any Use Contrary to State, Federal or Local Laws is Prohibited**, that concur with the recommendation of the Planning Commission at their meeting on March 27, 2012, and concur with the amendment of this ordinance, set a date of May 7, 2012, for a second reading and final adoption, and direct the City Clerk to publish same by title in the Grosse Pointe News.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler
No: None
Absent: McConaghy

Motion by Bryant, seconded by Shetler, regarding **Labor Attorney**, that the City Council approve the following statement dated March 1, 2012:

1. Labor Attorney Keller Thoma - \$10,119.54.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler
No: None
Absent: McConaghy

Motion by Shetler, seconded by Bryant, regarding **City Attorneys**, that the City Council approve the following statements dated March 28, 2012:

1. City Attorney Don R. Berschback - \$6,471.25;
2. City Attorney Charles T. Berschback - \$5,285.00.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler
No: None
Absent: McConaghy

Hearing no objections, the following items were heard under New Business:

Motion by Shetler, seconded by Bryant, that the proposed Solar Ordinance be received and placed on file.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler
No: None
Absent: McConaghy

Motion by Ketels, seconded by Shetler, that the Solar Ordinance be referred to the Committee-of-the-Whole.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, Novitke, Shetler
No: None
Absent: McConaghy

Motion by Shetler, seconded by Ketels, that the Council recess the regularly scheduled Council meeting at 7:41 p.m. and convene in Closed Executive Session for the purpose of discussing pending litigation at which time the City Council may or may not reconvene in regular session to address additional items as necessary, in accordance with the Open Meetings Act 1976 PA 267.

Motion carried by the following roll call vote:

McConaghy	Absent
Novitke	Yes
Shetler	Yes
Bryant	Yes
Granger	Yes
Ketels	Yes
Koester	Yes

Council reconvened in regular session at 8:30 p.m.

Also under New Business, the Treasurer/Comptroller provided an overview regarding two Michigan Tax Tribunal cases: Lochmoor Country Club and Sunrise II, and requested the City Council authorize an amount not to exceed \$42,000 to appraise both properties (Sunrise II \$22,000 and Lochmoor \$20,000) to be taken from General Fund Fund Balance and transferred into Account No. 101-210-801.300. The City Attorney and Treasurer/Comptroller recommended approval of this request.

Motion by Bryant, seconded by Shetler, regarding transfer of funds – Michigan Tax Tribunals, that the City Council authorize an expenditure in an amount not to exceed \$42,000.00 to engage the services of appraisers for the Lochmoor Club and Sunrise II, Michigan Tax Tribunal appeals, to be taken from the General Fund Fund Balance and transferred into Account No. 101-210-901.300.

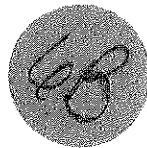
Motion carried by the following vote:

Yes:	Bryant, Granger, Ketels, Koester, Novitke, Shetler
No:	None
Absent:	McConaghy

Motion by Bryant, seconded by Shetler, to adjourn tonight's meeting at 8:35 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk



FIREWORKS COMMITTEE
March 14, 2012

MINUTES OF THE FIREWORKS COMMITTEE OF THE CITY OF GROSSE POINTE WOODS
HELD ON WEDNESDAY, March 14, 2012 AT THE GROSSE POINTE WOODS –
CONFERENCE ROOM, 20025 MACK, GROSSE POINTE WOODS, MICHIGAN.

Members Present: Chair Mayor Robert Novitke, Chris Fenton, Curt Bledsoe, Sara
Brown, Al Fincham, Vicki Granger, Richard Shetler, Jr.

Also in attendance: Susan Como, Recording Secretary

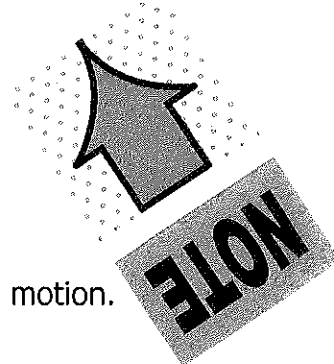
The Chair called the meeting to order at 5:38 p.m.

First item on the agenda discussed was the Mayoral appointment of a representative
from Lochmoor Club.

Motion by Granger, seconded by Shetler, to concur in the Mayor's appointment of Tom
Hauff as the Lochmoor Club Representative.

Motion passed by the following vote:

Yes: Bledsoe, Brown, Fenton, Fincham, Granger, Novitke, Shetler
No: None
Absent: None



Motion by Granger, seconded by Shetler, to immediately certify the previous motion.

Motion passed by the following vote:

Yes: Bledsoe, Brown, Fenton, Fincham, Granger, Novitke, Shetler
No: None
Absent: None

Next item discussed was the **2011 Ending Balance Sheet.**

Motion by Fenton, seconded by Shetler, to accept the 2011 Ending Balance Sheet as
presented.

Motion passed by the following vote:

Yes: Bledsoe, Brown, Fenton, Fincham, Granger, Novitke, Shetler
No: None
Absent: None

Next item discussed was the **2012 Proposed Budget.**

Motion by Fenton, seconded by Shetler, to pass the 2012 Proposed Budget as presented.

Motion passed by the following vote:

Yes: Bledsoe, Brown, Fenton, Fincham, Granger, Novitke, Shetler

No: None

Absent: None

The next item discussed were the two **Pyrotechnics Display** bids submitted by *American Fireworks* and *Melrose Pyrotechnics, Inc.*

Motion by Fenton, seconded by Granger, regarding the 2012 Pyrotechnics contract that the Firework's Committee recommend City Council approve an agreement with *Melrose Pyrotechnics, Inc.*, in the amount of \$33,000.00 to provide pyrotechnic services for the 2012 Grosse Pointe Woods firework's display.

Motion passed by the following vote:

Yes: Bledsoe, Brown, Fenton, Fincham, Granger, Novitke, Shetler

No: None

Absent: None

Discussion regarding the **Entertainment** at the 2012 firework's event was held. The following companies have expressed interest in providing entertainment for the 2012 firework's event: *Sun Messengers* and *Motor City Mix*.

Motion by Granger, seconded by Shetler, regarding 2012 firework's entertainment that the Firework's Committee recommend to City Council approval of the contract with the *Motor City Mix* to perform at the 2012 firework's event, in the amount of \$1,000.00 (plus \$100.00 date change fee).

Motion passed by the following vote:

Yes: Bledsoe, Brown, Fenton, Fincham, Granger, Novitke, Shetler

No: None

Absent: None

Discussion on choosing a **Glow Product Vendor** was held. Both, *GloWorks* and *Krave Products* have expressed interest in being vendors.

Motion by Shetler, seconded by Fenton, to award *Krave Products* exclusive rights to sell glow products at the 2012 firework's event, pay the City \$2,700.00 (or 25% of sales, whichever is greater) as well as provide an in-kind service to the hospitality tent.

Motion passed by the following vote:

Yes: Bledsoe, Brown, Fenton, Fincham, Granger, Novitke, Shetler

No: None

Absent: None

Next item discussed pertained to increasing the fee charged to **Food Vendors** to vend on Parcels field from \$250.00 to \$300.00.

Motion by Shetler, seconded by Bledsoe, to increase the fee charged to food vendors to \$300.00.

Motion passed by the following vote:

Yes: Bledsoe, Brown, Fenton, Fincham, Granger, Novitke, Shetler

No: None

Absent: None

The following establishments have expressed interest in being food vendors at this year's firework's event:

- *Wally's Frozen Custard;*
- *Goodtimes Pizza;*
- *Nick's Concessions (Unit #2 "Fresh Cut Fries").*

Motion by Granger, seconded by Shetler, to approve *Wally's Frozen Custard, Goodtimes Pizza and Nick's Concessions (Unit #2 "Fresh Cut Fries")* as the Food Vendors for the 2012 firework's event.

Motion passed by the following vote:

Yes: Bledsoe, Brown, Fenton, Fincham, Granger, Novitke, Shetler

No: None

Absent: None

Motion by Fenton, seconded by Shetler, regarding Parcels Field and Mason Field vendors, that the Firework's Committee recommend that City Council pass a Resolution, as required by Section 10-223(d) of the Code of the City of Grosse Pointe Woods, approving the following vendors:

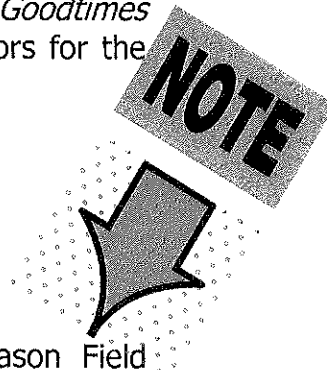
Parcels Field Food Vendors: *Wally's Custard, Goodtimes Pizza, Nick's Concessions.*

- Above named vendors are expected to pay a \$300.00 fee, plus provide in-kind services (food provided for staff and the hospitality tent); \$300.00 fee to be paid in advance.

Parcels Field and Mason Field Vendor: *Krave Products.*

- Above named vendor expected to pay \$2,700 or 25% of net sales (whichever is greater), plus provide in-kind service (glow products for the hospitality tent) to vend on Parcels Field and Mason Field.

Mason Field Food Vendor: None.



Motion passed by the following vote:

Yes: Bledsoe, Brown, Fenton, Fincham, Granger, Novitke, Shetler

No: None

Absent: None

The Committee reviewed the **2012 Fireworks Sponsorship List**. The following will be contacted.

<u>COMPANY NAME</u>	<u>Representative</u>
A.H. Peters Funeral Home	Bledsoe
Anderson, Eckstein and Westrick, Inc.	Fincham
Bob Maxey Lincoln/Ford	Granger
CHAS. Verheyden Funeral Homes, Inc.	Como
City of Grosse Pointe	Fincham
Don Berschback & Chip Berschback - City Attorneys	Fincham
Edmund t. Ahee Jewelry Company	Granger
Grosse Pointe News	Fincham
Judge Ted Metry and Family	Fincham
Lochmoor Club	Hauff
Mr. C's Car Wash	Novitke
Radar Industries, Inc.	Shetler
Rizzo Services	Fincham
Stevenson Company	Fincham
St. John Providence Health System	Brown
Talmer Bank and Trust	Irby
WOW! Internet Cable Phone	Fincham

<u>COMPANY NAME</u>	<u>Representative</u>
Adlhoch & Associates Realty	Granger
Beline Obeid Realty	Granger
Cathy Champion	Shetler
Chicken Shack	Granger
George Koueiter & Sons Jewelers	Granger
Grosse Pointe Chamber of Commerce	Fincham
the Little Blue Book	Novitke
Mack Avenue Business Association	Novitke
Plante Moran	Fenton
Tellys	Fenton

Recording Secretary Como advised the Committee that Paul Daudlin (*Daudlin, De Beaupre and Company* – Executive Search Consultants) and *Radar Industries, Inc.* have already sent in sponsor checks.

Committee member Bledsoe reminded the Committee that the goal is to have all sponsor monies in to Recording Secretary Como by Memorial weekend.

Next item discussed was the **Stationary**. The Committee approved the following changes to be made to the stationary:

Names to be Removed

- Lisa Pinkos Howle

Names to be Added

- Tom Hauff, Lochmoor Club Representative
- Richard Shetler Jr., Committee Member
- Susan Como, Executive Assistant

Remove

- For additional information, call Susan Como at (313) 343-2445

Change

- Phone number listed on letterhead from (313) 343.2440 to (313) 343.2445

New Business

Committee member Fenton to follow-up with Parcels on-field supervisor to ensure he will have the porta-johns delivered and school open the day of the event.

Recording Secretary Como to contact Rizzo Services and ask them to provide cardboard recycle bins for this year's event.

Motion by Fincham, seconded by Shetler, to immediately certify the minutes of the March 14, 2012 firework's meeting; subject to any substantive corrections made by any Committee members of the finalized minutes.

Motion passed by the following vote:

Yes: Bledsoe, Brown, Fenton, Fincham, Granger, Novitke, Shetler

No: None

Absent: None

Motion by Granger, seconded by Shetler, to adjourn meeting at 6:50 p.m. Passed Unanimously.

Respectfully Submitted,

Susan Como
Recording Secretary

Resolution

Motion by, seconded by, regarding **Fireworks Display 2012 – Vendor Licenses**, that the Council adopt the following resolution in accordance with Section 10.223(d) of the 2007 City Code:

WHEREAS, the Council of the City of Grosse Pointe Woods, Michigan, is to establish the number, license fees, types of vendors and locations permitted for vendors for the 4th of July fireworks celebration to be held Sunday, June 24, 2012 (with a rain date of Monday, June 25, 2012);

NOW, THEREFORE, BE IT RESOLVED that there shall be for use at Parcels School Field (area bounded by east side of Mack Avenue to Sunningdale Park Drive, and Anita Road to Lochmoor Boulevard), food vendor licenses limited to the following:

- Wally's Frozen Custard
- Goodtimes Pizza
- Nick's Concessions (Unit #2 "Fresh Cut Fries")

BE IT FURTHER RESOLVED that a license fee in the amount of \$300.00 shall be paid by all food vendors in addition to providing in-kind services prior to the fireworks event;

BE IT RESOLVED that there shall be for use at Parcels School Field (area bounded by east side of Mack Avenue to Sunningdale Park Drive, and Anita Road to Lochmoor Boulevard), and for use at Mason School field (area bounded by the west side of Mack Avenue, and Charlevoix), glow products vendor license limited to the following:

- Krave Products

BE IT FURTHER RESOLVED that a license fee in the amount of 2,700 or 25% of net sales (whichever is greater), in addition to providing in-kind services prior to the fireworks event;

BE IT FURTHER RESOLVED that there shall be for use at Mason School field (area bounded by the west side of Mack Avenue, and Charlevoix), food vendor licenses limited to the following:

- None

BE IT FURTHER RESOLVED that a license fee in the amount of \$300.00 shall be paid by all vendors except as otherwise provided for Krave Products in addition to providing in-kind services prior to the fireworks event;

BE IT FURTHER RESOLVED that Veterans be allowed to vend on Parcell's field upon presentation of a valid license issued by the County Clerk (said license being personal to the licensee only), and presented annually to the City Clerk, identifying the Veteran as having been honorably discharged, that the veteran is required to display a sign printed in not less than 18-point boldfaced type displayed at the place of sale containing the name of the licensee, license number from the County, and a statement that "the profit from the sale of products is for the licensee's personal benefit", and that said statement printed in not less than 12-point boldfaced type also be attached to the goods being sold in accordance with Act 359 of 1921, *License to Sell Goods*, MCL 35.441-35.443.

Motion carried by the following vote:

Yes:

No:

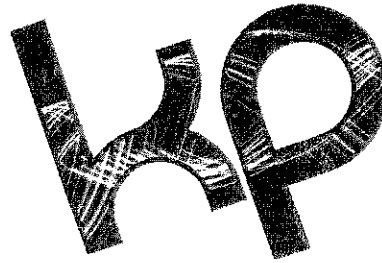
Absent:

CERTIFICATION

I, Lisa Kay Hathaway, Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Council on April 16, 2012 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be, or have been, made available as required by said Act.

Lisa Kay Hathaway
City Clerk

14830 Desman Rd.
La Mirada , CA 90638
Phone (586) 746-8664
Fax- (714) 522-0379



Friday, January 20, 2012

Grosse Pointe Woods Fireworks

ATTN: Fireworks Committee
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Contract:

1. Krave Products (KP) agrees to pay the City of Grosse Pointe Woods (COGPW) \$2,700 or 25% of net sales whichever is greater.
2. Krave Products agrees to pay \$1700.00 before June 1, 2011
3. COGPW agrees to allow KP exclusive selling glow-in-the-dark and light-up products.
4. Krave Products agrees sales of glows are limited the day(s) of the firework display unless otherwise stated by COGPW.
5. KP agrees to wear "Krave Products" t-shirts to identify themselves.
6. KP agrees to identification badges to differentiate themselves from illegal vendors.
7. Krave Products agrees to provide its own liability insurance.
8. COGPW agrees to make reasonable efforts to keep illegal glow product vendors out of the firework area.
9. COGPW agrees to help remove such illegal vendors from the firework area.
10. KP agrees to provide only high quality glow products to COGPW customers.
11. Krave Products agrees to have only neat and professional employees for the event, approximately 14-16 employees.
12. KP agrees to provide COGPW with a donation of Glow/LED/Flashing products for their hospitality tent.

Addendum:

*Krave Products WILL NOT sale any PACIFIERS!

City of Grosse Pointe Woods

Krave Products

Approved for Signature

Don R. Berschback
City Attorney

Date:_____

MELROSE PYROTECHNICS, INC.

AGREEMENT

This contract entered into this 26th Day of January AD 2012 by and between MELROSE PYROTECHNICS, INC. of Kingsbury, Indiana and City of Grosse Pointe Woods (Customer) of City Grosse Pointe Woods State Michigan.

WITNESSETH: MELROSE PYROTECHNICS, INC. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER one (1) Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display under the supervision and direction of the Customer, said display to be given on the evening of June 24, 2012 with the rain date of June 25, 2012 Customer Initial _____, weather permitting, it being understood that should inclement weather prevent the giving of this display on the date mentioned herein the parties shall agree to a mutually convenient alternate date, within six (6) months of the original display date. Customer shall remit to the first party an additional 15% of the total contract price for additional expenses in presenting the display on an alternate date. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of MELROSE PYROTECHNICS, INC. In the event the customer does not choose to reschedule another date or cannot agree to a mutually convenient date, MELROSE PYROTECHNICS, INC. shall be entitled to 40% of the contract price for costs, damages and expenses. If the fireworks exhibition is canceled by CUSTOMER prior to the display, CUSTOMER shall be responsible for and shall pay to MELROSE PYROTECHNICS, INC. on demand, all MELROSE PYROTECHNICS, INC.'s out of pocket expenses incurred in preparation for the show including but not limited to, material purchases, preparation and design costs, deposits, licenses and employee charges.

MELROSE PYROTECHNICS, INC. agrees to furnish all necessary fireworks display materials and personnel for a fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. Should this display require any Union related costs; their fees are not included in this agreement.

It is further agreed and understood that the CUSTOMER is to pay MELROSE PYROTECHNICS, INC. the sum of Thirty-Three Thousand Dollars 00/100 (\$33,000.00). A service fee of 1 ½ % per month shall be added, if account is not paid within 30 days of the show date.

MELROSE PYROTECHNICS, INC. will obtain Public Liability and Property Damage and Workers Compensation Insurance.

Customer will provide the following items:

- (a) Sufficient area for the display, including a minimum spectator set back of 700 feet at all points from the discharge area.
- (b) Protection of the display area by roping-off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Search of the fallout area at first light following a nighttime display.

It is further agreed and mutually understood that nothing in this contract shall be construed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations and neither party shall be responsible for any agreements not stipulated in this contract. Customer agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by MELROSE PYROTECHNICS, INC. in the collection or attempted collections of any amount due under this agreement and invoice.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

MELROSE PYROTECHNICS, INC.

By: _____

Date Signed: January 26, 2012

Mike VanLoo, Event Producer

1 Kingsbury Industrial Park, P.O. Box 302

Kingsbury, Indiana 46345

(800) 771-7976

Email: mvanloo@melrosepyro.com

Approved for Signature

Don R. Berschback
City Attorney

CUSTOMER

By: _____

Its duly authorized agent, who represents her/she has full authority to bind the customer.

Date Signed: _____

(PLEASE TYPE OR PRINT)

Name: _____

Address: _____

Phone: _____

Email: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/11/2012

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

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

PRODUCER Britton-Gallagher and Associates, Inc. 6240 SOM Center Rd. Cleveland OH 44139	CONTACT NAME: PHONE: (A/C, No, Ext): 440-248-4711 FAX: (A/C, No): 440-544-1234 E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Lexington Insurance Co INSURER B: Granite State Insurance Co. 23809 INSURER C: Travelers Indemnity Co. 25658 INSURER D: Maxum Indemnity Company 26743 INSURER E: INSURER F:
INSURED Melrose Pyrotechnics, Inc. Kingsbury Industrial Parkway Heinold Complex Kingsbury IN 46345	

COVERAGES

CERTIFICATE NUMBER: 228437760

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			1619273-04	1/15/2012	1/15/2013	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CA93487534	1/15/2012	1/15/2013	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$			EXC6017975	1/15/2012	1/15/2013	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	0323N491 (MI)	4/1/2012	4/1/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DISPLAY DATES: June 24, 2012 with a rain date of June 25, 2012 LOCATION: Lochmoor Country Club, Grosse Pointe Woods, MI
ADDITIONAL INSURED: City of Grosse Pointe Woods Fireworks Committee, Robert E. Novitke, Thomas R. Hauff, Richard Shetler Jr., Victoria Granger, Sara Brown, Al Fincham, Curt Bledsoe, Chris Fenton, Sue Como; City of Grosse Pointe Woods; Grosse Pointe Public School System; Lochmoor Club; Grosse Pointe Board of Education; Grosse Pointe Business and Professional Association of Mack Avenue; St. John Medical Center; Grosse Pointe Public Library; Parcels School.

CERTIFICATE HOLDER

CANCELLATION

City of Grosse Pointe Woods Attn: Sue Como 20025 Mack Plaza Drive Grosse Pointe Woods MI 48236	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

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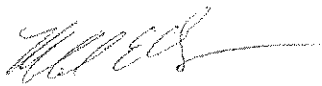
**AMENDMENT TO MELROSE PYROTECHNICS, INC.
AGREEMENT WITH CITY OF GROSSE POINTE WOODS**

With respect to the provision regarding insurance coverage, Melrose Pyrotechnics, Inc. agrees to furnish a Certificate of Liability Insurance including the following entities as additionally named insureds:

- All members of the Fireworks Committee including but not limited to :
Curt Bledsoe, Sara Brown, Susan Como, Chris Fenton, Al Fincham,
Victoria Granger, Robert Novitke, Richard Shetler Jr., Thomas R. Hauff.
- City of Grosse Pointe Woods.
- Grosse Pointe Public School System.
- Parcels School.
- Lochmoor Club.
- Grosse Pointe Board of Education.
- St. John Providence Hospital
- The Grosse Pointe Library

In addition, the amount of coverage on the insurance will be identical to the 2011 contract with Melrose Pyrotechnics, Inc obtaining \$1,000,000.00 public liability and \$1,000,000.00 property damage and \$1,000,000.00 Workers Compensation Insurance and a \$4,000,000.00 excess/umbrella liability policy.

MELROSE PYROTECHNICS, INC.

By: 
Mike VanLoo, Event Producer

Dated: 4/11/12

CITY OF GROSSE POINTE WOODS

By: _____
Al Fincham, City Administrator

Dated: _____



MOTOR CITY MIX BAND ENGAGEMENT CONTRACT

This Agreement defines Entertainment Services to be provided by MOTOR CITY MIX, hereinafter referred to as "The Band", to the purchaser, The City of Grosse Pointe Woods, hereinafter referred to as "The Client", for a specific engagement. The Client hereby engages The Band to perform the services as defined by all Terms and Conditions described herein. Specific information regarding this Agreement are as follows:

A. ENGAGEMENT

A1. Description 2012 FIREWORKS SHOW
A2. Location/Address/Room/Etc. PARCELS FIELD - GROSSE POINTE WOODS
A3. Day(s)/Date(s) JUNE 24 (Rain Date JUNE 25) A4. Time: From 7:00pm to 10:15pm (3.25) Hours
A5. Contact Person(s) _____

B. SERVICES PROVIDED

B1. The Band - Core 4 Piece - LIVE MUSICAL PERFORMANCE
B2. Other Services: BACKGROUND MUSIC BEFORE AND AFTER EVENT USE OF WIRELESS MIC AND PA SYSTEM DURING DEDICATION INCLUDED.
B3. Total size of group this engagement 4 Members

C. PRICE

C1. ONE THOUSAND & 00/100 dollars (\$ 1,000.00)

D. PAYMENT

D1. Deposit Amount \$ 0.00 D2. Due by (date) N/A
D3. Balance due on the date of the engagement or as otherwise arranged: 30 DAYS NET
FULL AMOUNT Dollars (\$ 1,000.00)

E. GENERAL TERMS & CONDITIONS

- Standard playing sets shall be forty-five minutes with twenty minute breaks unless otherwise specified.
- Background music shall be provided between live performance sets.
- The CLIENT will provide suitable performing stage area with appropriate electrical power.
- This agreement shall not be binding until signed by both parties.
- The CLIENT shall bear the cost and responsibility for any and all licensing and legal requirements of any and all federal, state, and local laws appurtenant to this engagement. Should this engagement fall under the jurisdiction of any union, it shall be the obligation of the CLIENT to see that all requirements of that union are met.
- The Band shall have the sole and exclusive control over the production, presentation and performance of the engagement hereunder, including but not limited to the details, means and methods of the performances of the performing artists hereunder, and The Band shall have the sole right to designate and change at any time the performing personnel. The Band's obligations hereunder are subject to detention or prevention by sickness, inability to perform, accident, means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, and act or order of any public authority or any other cause, similar or dissimilar, beyond The Band control.

F. ADDITIONAL TERMS & CONDITIONS

Additional fee of \$100.00 to be paid should the date need to be changed for any reason

It is hereby confirmed that the parties involved have completely read and do fully understand and agree with all information, terms and conditions presented herein or as attached.

Client Representative Name (print)	_____	Douglas Hamborsky	_____
Street	_____	The Band Representative	_____
City	State Zip	19982 E. Clairview Ct.	_____
Phone	Email	Street	_____
X	_____	Grosse Pointe Woods MI 48236	_____
Signature	Date	City	State Zip
		313-282-6432	hamgroup@aol.com
		Phone	Email
		X	_____
		Signature	Date

Approved for Signature

Don H. Berschback
City Attorney

Date: _____

SEE OTHER SIDE FOR INSTRUCTIONS

7A
2012

Permit for Fireworks Display
Michigan Department of Energy, Labor, & Economic Growth
Bureau of Fire Services
P.O. Box 30700
Lansing, MI 48909
(517) 241-8847

Authority: 196+8 PA 358	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, material status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American with Disabilities Act, you may make your needs known to this agency.
Compliance: Voluntary	
Penalty: Permit will not be issued	

This permit is not transferable. It authorizes the resident wholesale dealer or jobber named below to have in his or her possession fireworks of any type, for sale only to holders of permits for public display or agriculture control.

☒ PUBLIC DISPLAY

☐ AGRICULTURAL PEST CONTROL

Issued To <i>MELROSE PYROTECHNICS, INC.</i>		Age (18 or over)
Address <i>7441 STOREY RD., BELDING, MI 48809</i>		
Name of Organization, Group, Firm, or Corporation <i>City of Grosse Pointe Woods</i>		
Address <i>20025 Mack Avenue, Grosse Pointe Woods, MI 48236</i>		
Number and Types of Fireworks <i>Approximately 2,300 aerial display shells ranging in size from 1 1/4 inches to 10 inches in diameter</i>		
Exact Location of Display <i>Lochmoor Country Club</i>		
City, Village, Township <i>Grosse Pointe Woods</i>		Date <i>June 24, 2012 with a rain date of June 25, 2012</i>
Bond or Insurance Filed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Time <i>Dusk</i>
		Amount <i>\$5,000,000.00</i>

Issued by action of the ☒ council ☐ commission ☐ board of the

☒ city ☐ village ☐ township of Grosse Pointe Woods
(Name of City, Village, Township)

on the _____ day of _____,

(Signature and Title of Council/Commission/Board Representative)

2012

<input checked="checked" type="checkbox"/> PUBLIC DISPLAY		<input type="checkbox"/> AGRICULTURAL PEST CONTROL		Date of Application <i>4/11/11</i>	
Name of Applicant <i>MELROSE PYROTECHNICS, INC.</i>		Address <i>P.O. BOX 302, KINGSBURY, IN 46345</i>		Age (18 or over)	
If a Corporation, Name of President <i>MICHAEL CARTOLANO</i>		Address <i>P.O. BOX 302, KINGSBURY, IN 46345</i>			
If a Non-resident Applicant: Name of MI Attorney or Resident Agent <i>MIKE VAN LOO</i>		Address <i>7441 STOREY RD., BELDING, MI 48809</i>		Phone No. <i>(616) 794-0205</i>	
Name of Pyrotechnic Operator <i>MIKE VAN LOO</i>		Address <i>P.O. BOX 123, BELDING, MI 48809</i>		Age (18 or over) <i>43</i>	
No. Years Experience No. Displays <i>16 YEARS 260+</i>		Where <i>MICHIGAN, ILLINOIS, INDIANA, KENTUCKY, OHIO</i>			
Name of Assistant: <i>JOHN KLAPKO</i>		Address <i>P.O. BOX 123, BELDING, MI 48809</i>		Age <i>49</i>	
Name of Other Assistant: <i>SCOTT FERMAN</i>		Address <i>P.O. BOX 123, BELDING, MI 48809</i>		Age <i>45</i>	
Exact Location of Proposed Display <i>Lochmoor Country Club</i>					
Date of Proposed Display <i>June 24, 2012 with a rain date of June 25, 2012</i>			Time of Proposed Display <i>Dusk</i>		
No. Of Fireworks		Kind of Fireworks to be Displayed			
<i>Approximately 2,300</i>		<i>Aerial display shells ranging in size from 1 1/4 inches to 10 inches in diameter</i>			
Manner & Place of Storage Prior to Display (Subject to Approval of Local Fire Authorities)					
<i>NO STORAGE NECESSARY, DELIVERED ON DATE OF DISPLAY</i>					
Amount of Bond of Insurance (to be set by local gov't) <i>\$5,000,000.00</i>			Name of Bonding Corporation or Insurance Company <i>BRITTON-GALLAGHER & ASSOCIATES</i>		
Address of Bonding Corporation or Insurance Company <i>6240 SOM CENTER RD., CLEVELAND, OH 44139</i>					
Signature of Applicant <div style="text-align: center; font-family: cursive; font-size: 1.2em;"> <i>Wanda Schoof</i> </div>					
<i>For Melrose Pyrotechnics, Inc.</i>					



City of Grosse Pointe Woods
20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397

Telephone
(313)343-2440
FAX (313)343-2785

7B

APPLICATION FOR PERMIT TO HOLD A PARADE, PROCESSION,
FUN RUN, GROUP WALK, MARATHON WALK, RACE OR BIKE-A-THON

RECEIVED
APR 02 2012
CITY OF GROSSE POINTE WOODS

INSTRUCTIONS TO APPLICANT: In accordance with Title VIII, Chapter 17, of the City Code of the City of Grosse Pointe Woods, an application for a permit to hold a parade, procession, fun run, group walk, marathon walk, race or bike-a-thon shall be made on this form. All questions shall be answered and if the requested information is unavailable, an explanation shall be made as to why such information cannot be furnished. Knowingly furnishing or filing false information in an attempt to obtain a permit is a violation of the City Code. Application should be made 90 days prior to the scheduled event.

- (OPENING DAY PARADE) !!!
- State the name, address and telephone number of the individual or organization making such request:
GROSSE PTE. WOODS-SHORES LITTLE LEAGUE (DICK BORLAND)
1470 OXFORD RD G.P. WOODS 48236
 - State the name and address of the charity, institution or organization that will benefit:
GROSSE PTE. WOODS-SHORES LITTLE LEAGUE
Name DICK BORLAND - PRESIDENT
Address 1470 OXFORD RD. G.P.W. MI. 48236
 - If a similar event has been held by the applicant within 12 months preceding the above date, explain as follows:
Date of event: MAY 6, 2012
Gross amount collected: \$ _____
Amt. Of funds remitted to charity: \$ _____
 - Describe a map of the starting point, route, and ending point of the event:
G.P.W.S. OPENING DAY PARADE FOR THE LITTLE LGE. (MACK)
WILL START APPX. AT 12:45 AT THE CUMERICA BANK RENTAL
PARKING LOT AND PROCEED DOWN MACK AVE. TO
CHESQUIRE PARK FOR LITTLE LGE. OPENING DAY CEREMONIE
 - State the date of the event, the starting time and estimated ending time of the event:
MAY 6 2012, 12:45 PM - 1:45 PM
 - State the number and approximate age of the participants who will take part in the event:
500 PLAYERS/COACHES 5YRS - 12 YRS AND ADULT COACHES

IT IS HEREBY ACKNOWLEDGED THAT ANY PERMIT ISSUED BY THE CITY OF GROSSE POINTE WOODS IS CONDITIONAL UPON THE APPLICANT FULFILLING CERTAIN REQUIREMENTS PRIOR TO THE EVENT AND SHOULD THE APPLICANT FAIL OR NEGLECT TO FULFILL ANY SUCH CONDITION, THEN SUCH APPROVAL FOR THE EVENT, AS OBTAINED FROM THE CITY COUNCIL, SHALL BE AUTOMATICALLY RESCINDED.

Date: 4-2-2012 Dick Borland
Signature of Applicant

Attach copy of current \$1 million dollar liability insurance certificate, with an "A" rating or better, indemnifying the City.
RETURN THE COMPLETED APPLICATION TO THE CITY CLERK'S OFFICE.

ROUTE PERMIT TO:

City Clerk	Insurance certificate attached	()	Initials/
	Calendar check for conflict	()	<u>BT</u>
Comptroller	Insurance rating "A" or better	()	<u>BT</u>
Dir. DPSafety	Approved	()	<u>ND</u>
	Disapproved	()	<u>BT</u>
City Administrator	Approved	()	<u>BT</u>
	Disapproved	()	<u>BT</u>
City Council	Approved	()	<u>BT</u>
	Disapproved	()	<u>BT</u>
	Date:	_____	

NOTE

SUBMIT TO CITY CLERK'S OFFICE FOR PROCESSING
Original: City Clerk
Yellow: Public Safety
Pink Copy: Applicant

CERTIFICATE OF LIABILITY INSURANCE

DATE 12/29/11

Keystone Risk Managers, LLC
1995 Point Township Drive
Northumberland, PA 17867

CERTIFICATE # 1220605-1

1 22 06

ADDITIONAL NAMED INSURED:

GROSSE PT WD-SHORES L.L.
DICK BORLAND
1470 OXFORD RD

GROSSE POINTE WOODS MI 48236

INSURERS AFFORDING COVERAGE:

INSURER A: LEXINGTON INSURANCE COMPANY

INSURER B: NATIONAL UNION FIRE INSURANCE
(Non-Liability) COMPANY OF PITTSBURGH, PAINSURER C: CHARTIS SPECIALTY
INSURANCE COMPANY**COVERAGES**

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

ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE MM/DD/YYYY	POLICY EXPIRATION DATE MM/DD/YYYY	LIMITS
X	GENERAL LIABILITY	9472464	1/01/2012	1/01/2013	EACH OCCURRENCE \$1,000,000
	X OCCURRENCE				GENERAL AGGREGATE \$2,000,000
	X INCL. PARTICIPANTS				PRODUCTS/COMP OPS AGGREGATE \$1,000,000
	X SEXUAL ABUSE				SEXUAL ABUSE OCCURRENCE \$1,000,000
	MEDICAL PAYMENTS				SEXUAL ABUSE AGGREGATE \$2,000,000
X	DIRECTORS & OFFICERS	24214367	1/01/2012	1/01/2013	ANY ONE PERSON
					EACH LOSS \$1,000,000
	CRIME COVERAGE				AGGREGATE \$1,000,000
					EACH LOSS \$35,000
X	SPORTS EXCESS ACCIDENT	SRG9105434	1/01/2012	1/01/2013	Crime Deductible: \$250 Property/\$1,000 Money
					AGGREGATE NONE
					As in Master Policy Med. Max. \$100,000 Ded. \$50
					As in Master Policy Excess

"X" INDICATES COVERAGE SELECTED FOR ADDITIONAL NAMED INSURED**ADDITIONAL INSURED**

Who is an insured (SECTION II) of the General Liability policy is amended to include as an insured the person or organization shown in the schedule, but only with respect to liability arising out of the above named Little League's maintenance or use of ball fields, or other premises loaned, donated, or rented to that Little League by such person or organizations and subject to the following additional exclusions:

1. Structural alterations, new construction, maintenance, repair or demolition operations performed by or on behalf of the person or organization designated in the Schedule unless performed by the above named Little League and
2. That part of the ball field or other premises not being used by the above named Little League

NAME AND ADDRESS OF PERSON OR ORGANIZATION:

CITY OF GROSSE POINTE WOODS 2. VILLAGE OF GROSSE POINTE SHORES 3. GROSSE
POINTE SCHOOL DISTRICT

INSURED

Little League Baseball Risk Purchasing Group, Inc.
39 U.S. RT. 15 HIGHWAY
South Williamsport, PA 17702

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES TO THE ABOVE NAMED LITTLE LEAGUE BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER OR THEIR REPRESENTATIVE WILL MAIL 30 DAYS WRITTEN NOTICE TO THE DESIGNATED PERSON OR ORGANIZATION AT THEIR LAST KNOWN ADDRESS TO US.

AUTHORIZED REPRESENTATIVE

MEMO 12 - 22

7C
RECEIVED
APR 11 2011
CITY OF GROSSE PTE. WOODS


TO: Alfred Fincham, City Administrator
FROM: Joseph J Ahee, Jr., Director of Public Services
DATE: April 2, 2012
SUBJECT: Annual Report – Department of Public Works

Attached is the 2011 Annual Report for the Department of Public Works. The report details special projects completed by DPW staff during 2011 as well as a comparison of routine maintenance and other services provided in 2011 compared to 2010.

If you have any questions concerning the report please contact me.

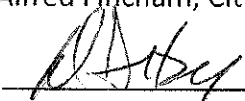
c.c. O/F
dm

Recommended for Approval as Submitted:



Alfred Fincham, City Administrator

4-3-12
Date



Dee Ann Irby, City Treasurer/Comptroller

4-5-12
Date

Council Approval Required

CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT
2011

CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS
2011 ANNUAL REPORT

Joseph J. Ahee, Jr., Director
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236

This report provides a general summary of the many services provided by the Department of Public Works. The department is responsible for water/sewer operations, major and local street maintenance, signs and parking meters, forestry, maintenance of city vehicles, and the oversight of solid waste disposal. In addition, the DPW is responsible for the maintenance of all city buildings and grounds including all city parks.

In 2011, the Department of Public Works staff was reduced as the result of four retirements and the elimination of one position from 28 to 23 full-time employees and 4 part-time employees. Department management included the Director, Assistant Director, and Foreman of Public Services. Full-time employees include six Crew Chiefs, 11 Operator II's, one Mechanic, one Confidential Administrative Assistant, and one Administrative Clerk at the DPW. Part-time employees include one Operator I at the Torrey Road Pump Station, two Operator I employees at Lake Front Park, and a contractual janitorial employee who cleans the DPW offices. The Department also hires approximately 12 seasonal employees each year to assist with general grounds maintenance throughout the city and its parks and may hire 1-3 temporary employees to assist with fall leaf clean up, if needed.

In 2011, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised over \$3.5 million in city infrastructure construction projects. These projects included:

- Water Main installations on 7 city streets funded by a \$2.2 million State of Michigan low-interest DWRP loan; project to be completed on 4 city streets in 2012
- Water Meter Reading System installations in all city businesses and residences funded by a \$1.25 million State of Michigan low interest DWRP loan; project to be completed in 2012
- Miscellaneous water/sewer break concrete repairs and concrete repairs at storm basins throughout the city
- Joint Sealing in District 4 (West of Mack from City Hall to north city limits)

Additionally, Public Works management and AEW worked together on a State of Michigan Sewer Revolving Loan Fund (SWRF) project recently approved for the replacement of many sewers throughout the city. This project totals approximately \$4.86 million and should be completed over the next several years.

The following report offers information on special projects and tasks accomplished during 2011, as well as general tasks completed by DPW employees during 2011 as compared to 2010.

SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2011. These projects included:

City Hall

- Remodeled office space in the Community Center
- Removed gazebo in Ghesquiere Park
- Ongoing repairs and renovations to Cook School
- Installed door between Public Safety and Building Department to meet LIEN regulations
- Began a remodel of the Dispatch area in the Public Safety Department

DPW

- Installed antenna for meter reading system upgrade
- Installed energy efficient compact fluorescent lights in Office Building, Mechanic's Garage and Garage 2

Torrey Road Pump Station

- Assisted with major repairs to automatic switch gear
- Removed and installed replacement sanitary pump

Mack Avenue

- Relocated parking meter posts from the curb line splash walks to the grassy areas

Lake Front Park

- Trenched and installed conduit and cable for security cameras at gate and bath house
- Built new server room and installed air conditioner for temperature control

BUILDINGS & GROUNDS

DPW employees perform many routine repairs and maintenance services for city buildings and grounds as well as general services to other city departments as needed.

These repairs and services include, but are not limited to:

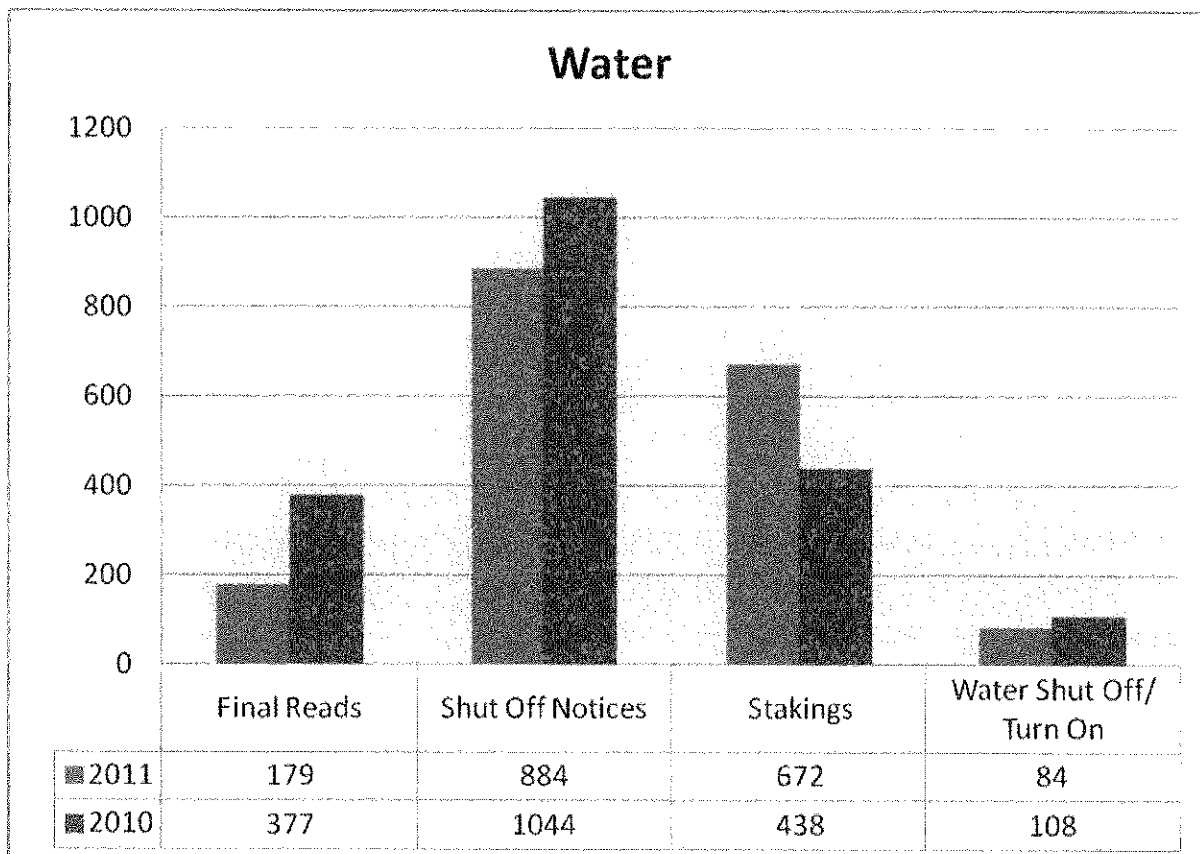
- Custodial/maintenance duties/repairs at City Hall, Public Safety and DPW
- Repairs to decorative light poles throughout the city
- Raise and lower flags
- Set up/take down signs and voting booths at precincts and errands for city clerk's office during elections
- Water line repairs, power washing slide, and regular building and grounds repairs and all general maintenance at Lake Front Park
- Plant shrubbery and perform all general grounds maintenance at Ghesquiere Park
- Refresh play surface material around play equipment in city parks
- Restore and maintain tennis courts in city parks

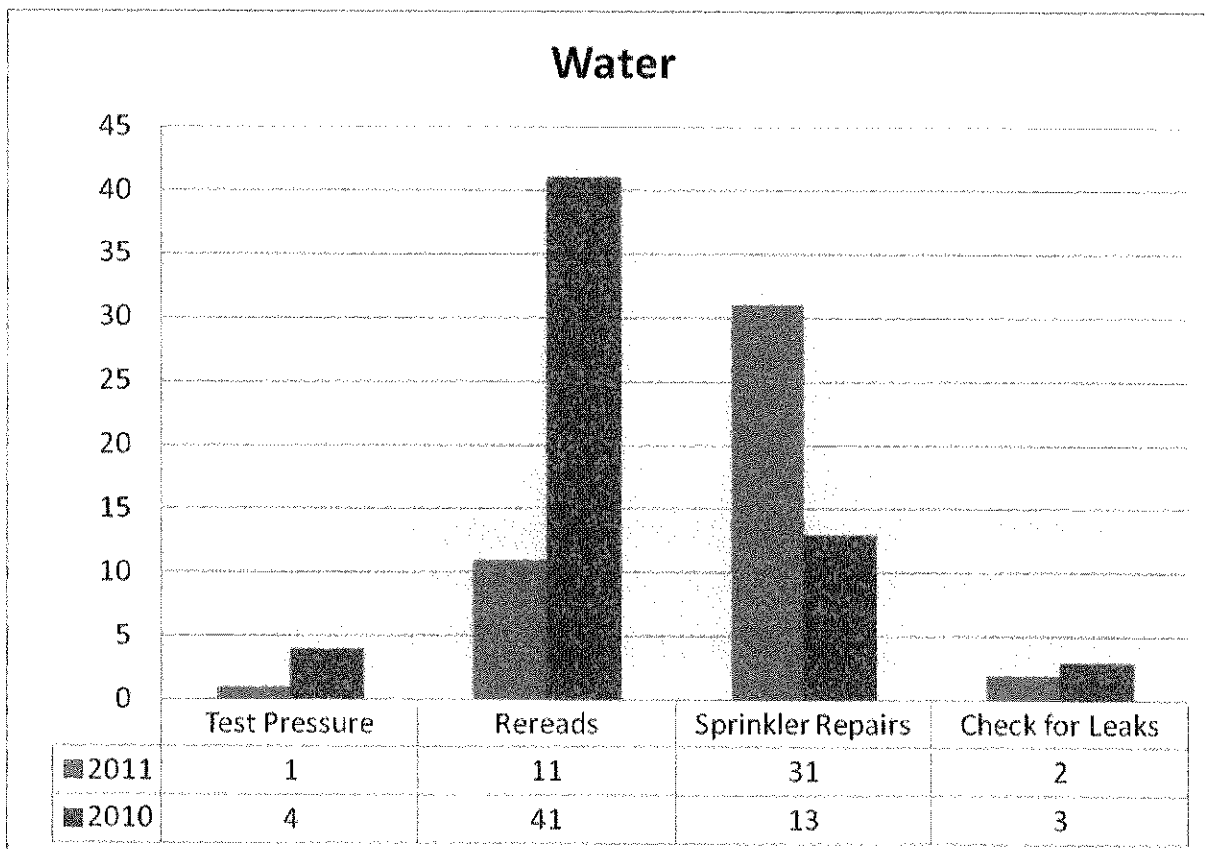
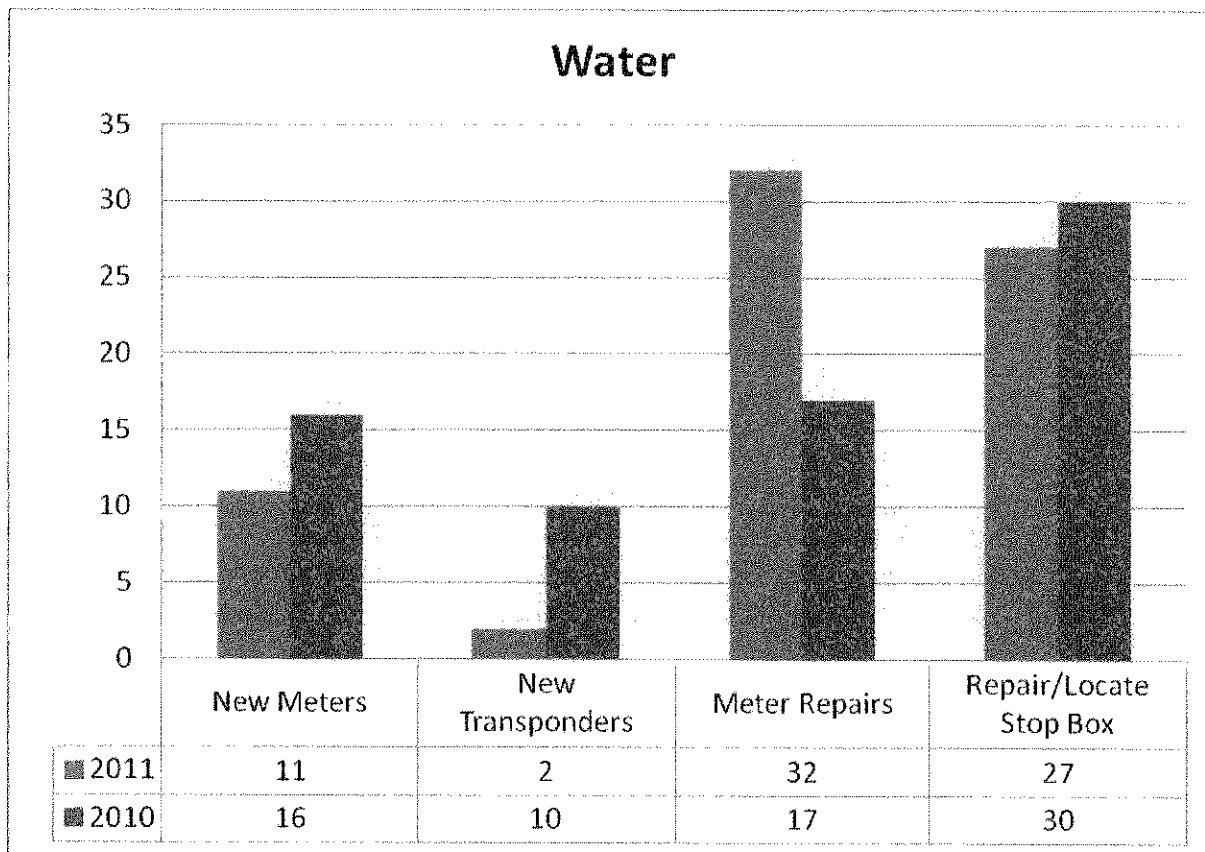
WATER / SEWER

The DPW is responsible for the water distribution system of approximately 58 miles of various size water mains. The State of Michigan requires our city to have at least one certified water distribution operator with a title of S-2 or above. Department of Public Works employees currently hold one S-1, one S-2, two S-3 and seven S-4 licenses.

In 2011, DPW employees performed 179 final water reads, 672 water stakings for Miss Dig and completed 31 sprinkler system repairs. Staff members delivered 884 water shut off notices in 2011 – a 15% decrease from the 1,044 delivered in 2010. Employees installed a total of 13 new water meters and transponders in 2011 compared to 26 installed during 2010. Employees also repaired 59 meters and stop boxes in 2011 compared to 47 repairs in 2010. In addition, 84 water services were shut off in 2011, a 22% decrease from the 108 shut off in 2010, and 2 water services were checked for leaks in 2011 compared to 3 in 2010. Other water related services performed on a regular basis include:

- Reading water meters throughout the city
- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance and repairs of city irrigation system
- Winterizing the city irrigation system
- Replacing lead water services between water main and stop box as needed





WATER & SEWER REPAIRS/SERVICE

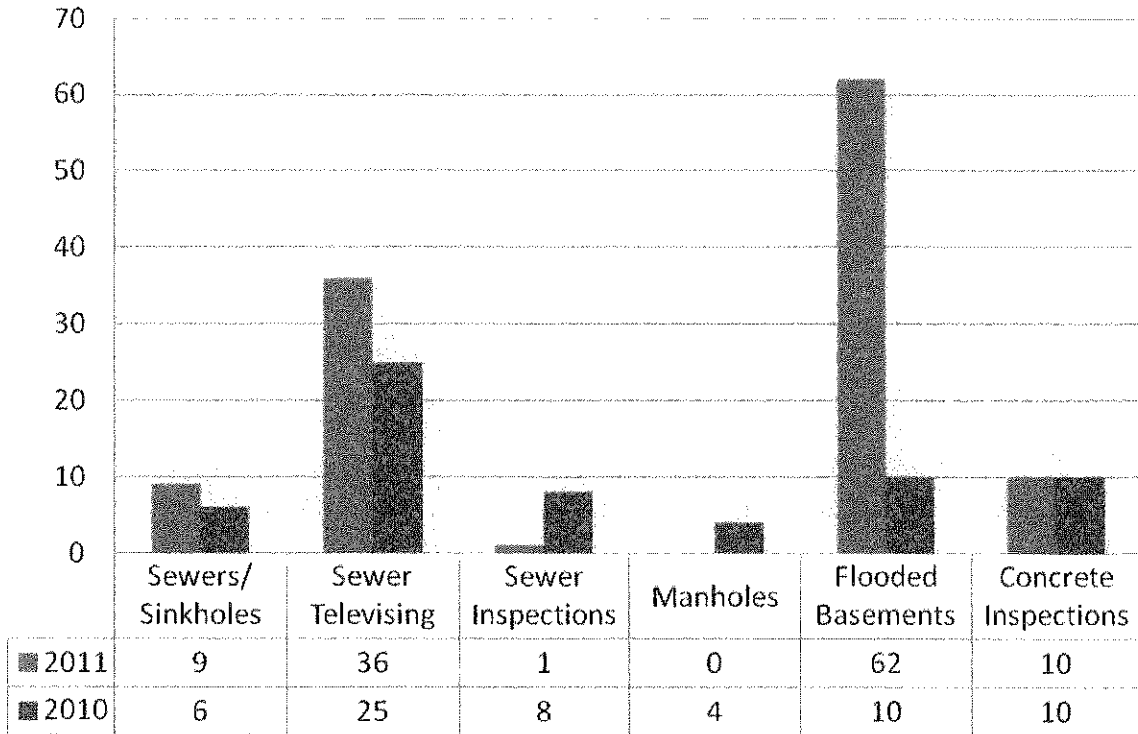
In 2011 DPW employees repaired 30 water main breaks; a 20% increase from the 25 repairs completed in 2010. Repairs to hydrants, gate wells, gate valves and catch basins decreased 59%, from 22 in 2010 to 9 in 2011. Three new water services were installed in 2011 compared with none installed in 2010. As part of our 8-year rotating maintenance schedule, hydrants in district #7 (south city limits to Huntington and Fairford from Mack to the east city limits) were pressure tested, flushed and greased in 2011 and all hydrants in the city were checked, pumped and winterized during October and November.

The department is also responsible for maintaining approximately 95 miles of sewer, 1,297 manholes, and the Torrey Road Pump Station (TRPS) which pumps sanitary and storm water from Grosse Pointe Woods to the Milk River Pump Station. Department sewer related functions include repairing storm and sanitary sewer breaks, maintaining and rebuilding manholes and catch basins, and cleaning city sewer lines. Regular cleaning of catch basins and removal of debris after storms ensures proper street drainage. Sewer inspections increased 200% from 8 in 2010 to 24 in 2011 and sewer/sinkhole repairs increased 50% from 6 in 2010 to 9 in 2011. As a result of heavy rains experienced during 2011, the total number of flooded basements and sewer televising calls increased to 98 in 2011, a 180% increase from 35 in 2010. Concrete inspections remained steady at 10 in both 2010 and 2011. Each year DPW management measures city sewers in various locations for chemical root treatments. In 2011, over 4,500 feet of city sewers were treated.

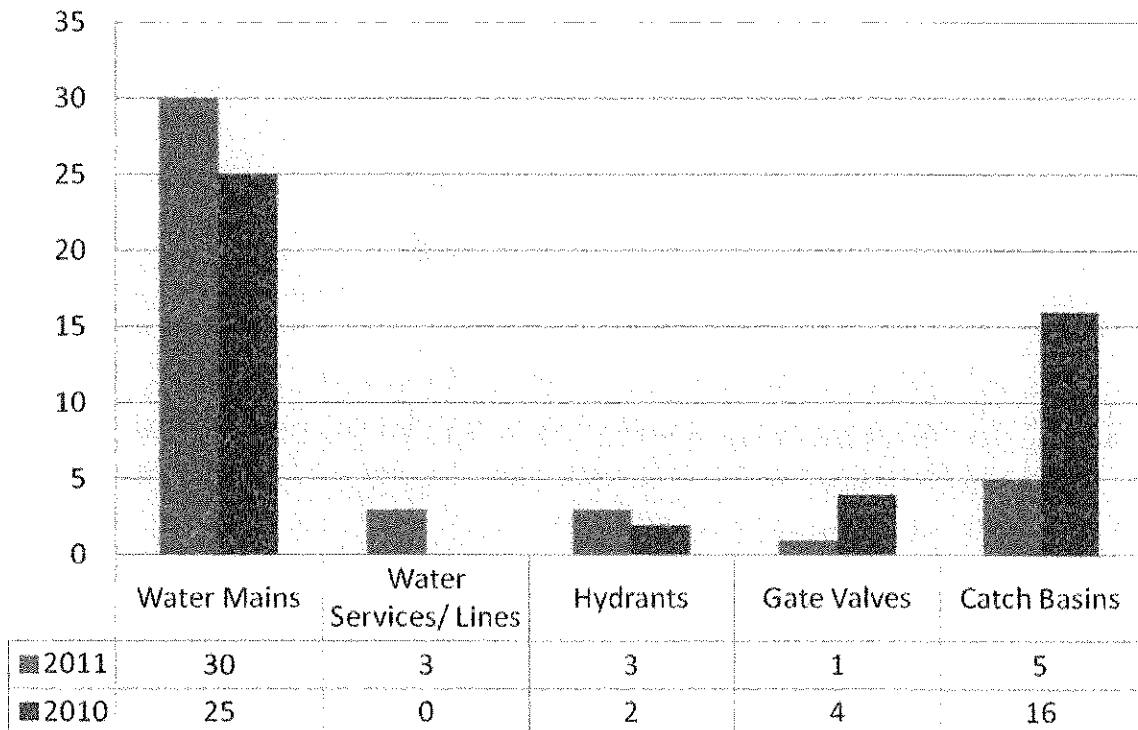
Other repairs and services provided in 2011 included:

- Assist in the daily operations of the Torrey Road Pump station
- Exercised water valves throughout the city
- Sewer jetted/cleaned 19,878 feet of city sewer lines in various city locations
- Inspected catch basins in District #3 for possible repairs or rebuilding
- Treated 1,514 catch basins throughout the city and parks to combat West Nile Virus
- Repaired damaged sod and/or square and lay sod at water main and sewer repair sites
- Rebuilt spare hydrants

Repairs / Service



Repairs / Service



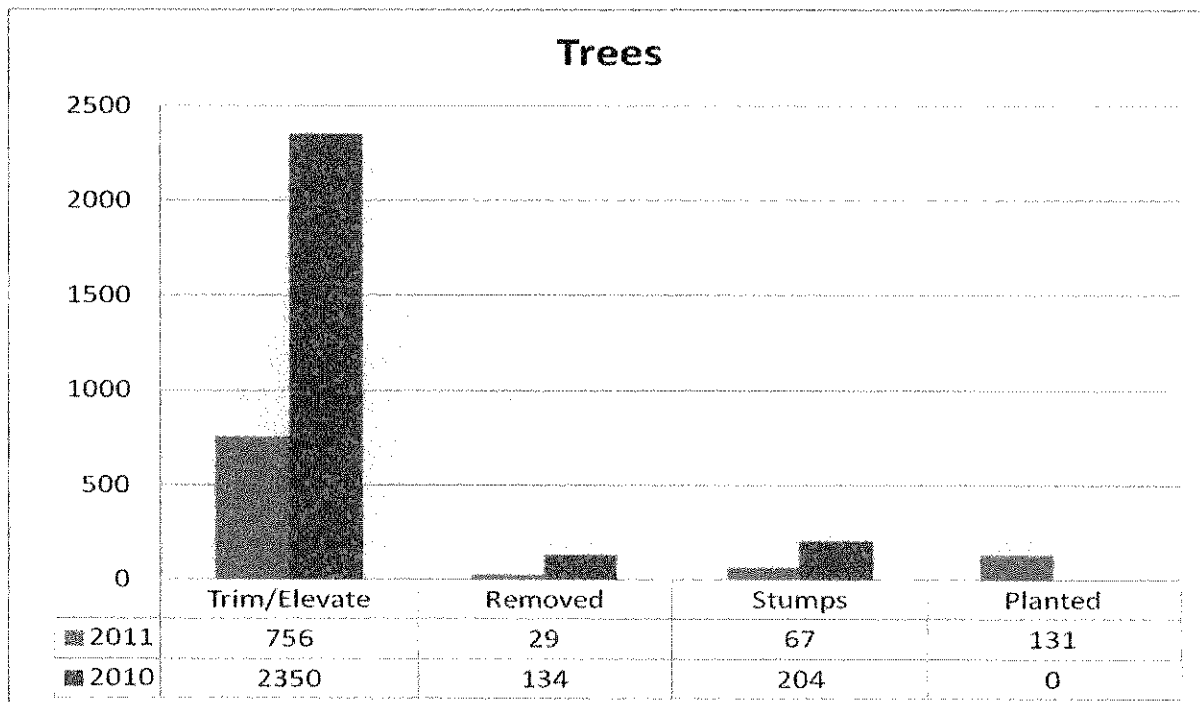
TREES

The DPW forestry crew is responsible for maintenance and care of all city trees including trees in city parks, on all city properties and islands, and between the sidewalk and curb in residential neighborhoods. Crews regularly trim and remove trees and stumps, trim shrubbery and mulch city trees. In 2011 the Director and Assistant Director of Public Services condemned all city and private diseased trees.

The annual fall tree planting program for 2010 was cancelled due to contractor default. As a result the city had both spring and fall tree plantings in 2011. In the spring, 66 trees were planted by Sherman Nursery Farms. An additional 8 trees were donated by the Country Club Woods Progressive Association and were planted in District #5 (west of Mack between City Hall and south city limits). In December, 57 trees were planted in the city's annual fall tree planting program. The city's Tree Commission holds a memorial tree dedication ceremony each year in April to recognize recipients of memorial trees during the previous year. In 2011, nine memorial trees were purchased.

During 2011 the DPW staff removed 29 trees and city contractor Michigan Tree & Landscaping and Wayne County removed another 38 trees for a total of 67 trees removed and stumped in 2011, a decrease of 67% from the 204 trees removed and stumped in 2010. We trimmed and elevated 756 trees in District 1 (north side of Vernier to the north city limits from Wedgewood to east city limits) and as needed throughout the city in 2011, a decrease of 68% from the 2,350 trees trimmed and elevated in District 2 and throughout the city in 2010.

The DPW grounds crew also places tree collars around newly planted street trees and straightens as needed, restores property with dirt and seed following removal of tree stumps, and plants memorial trees and installs memorial tree markers.



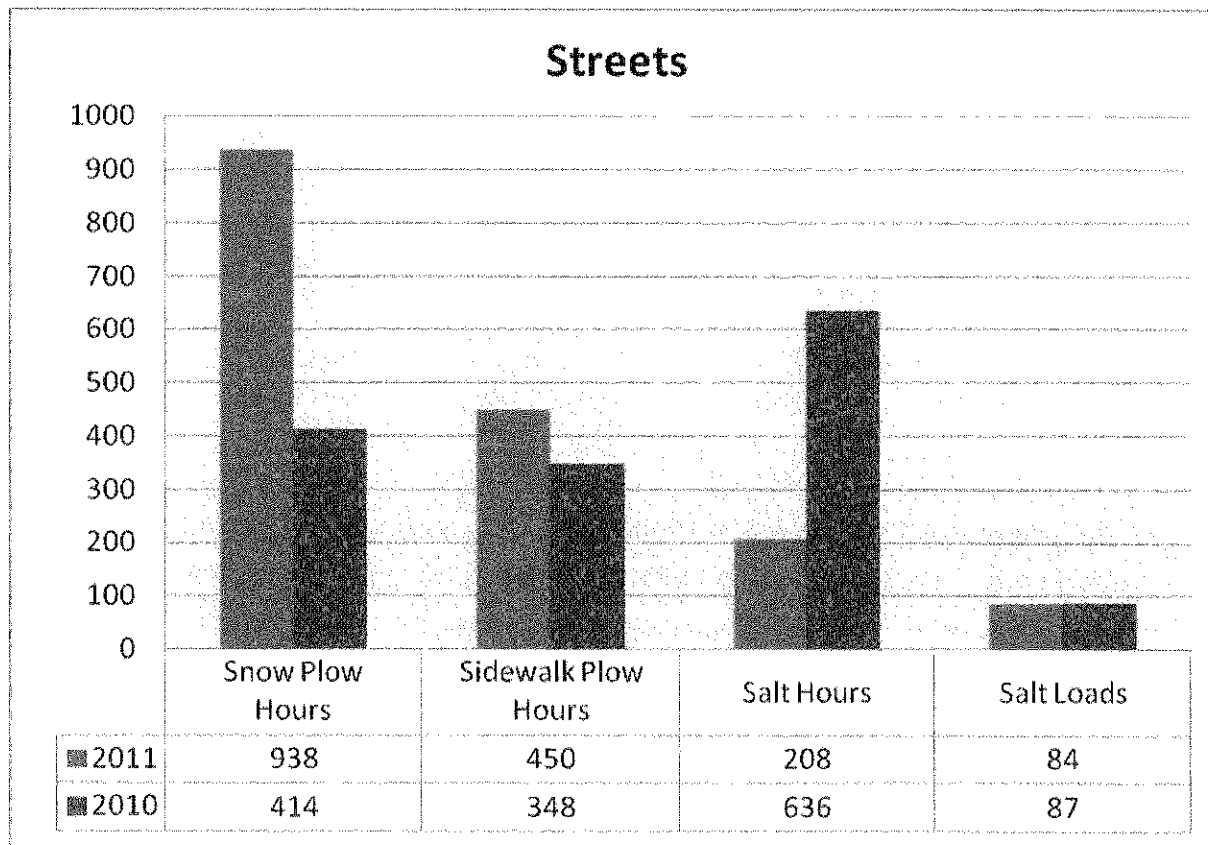
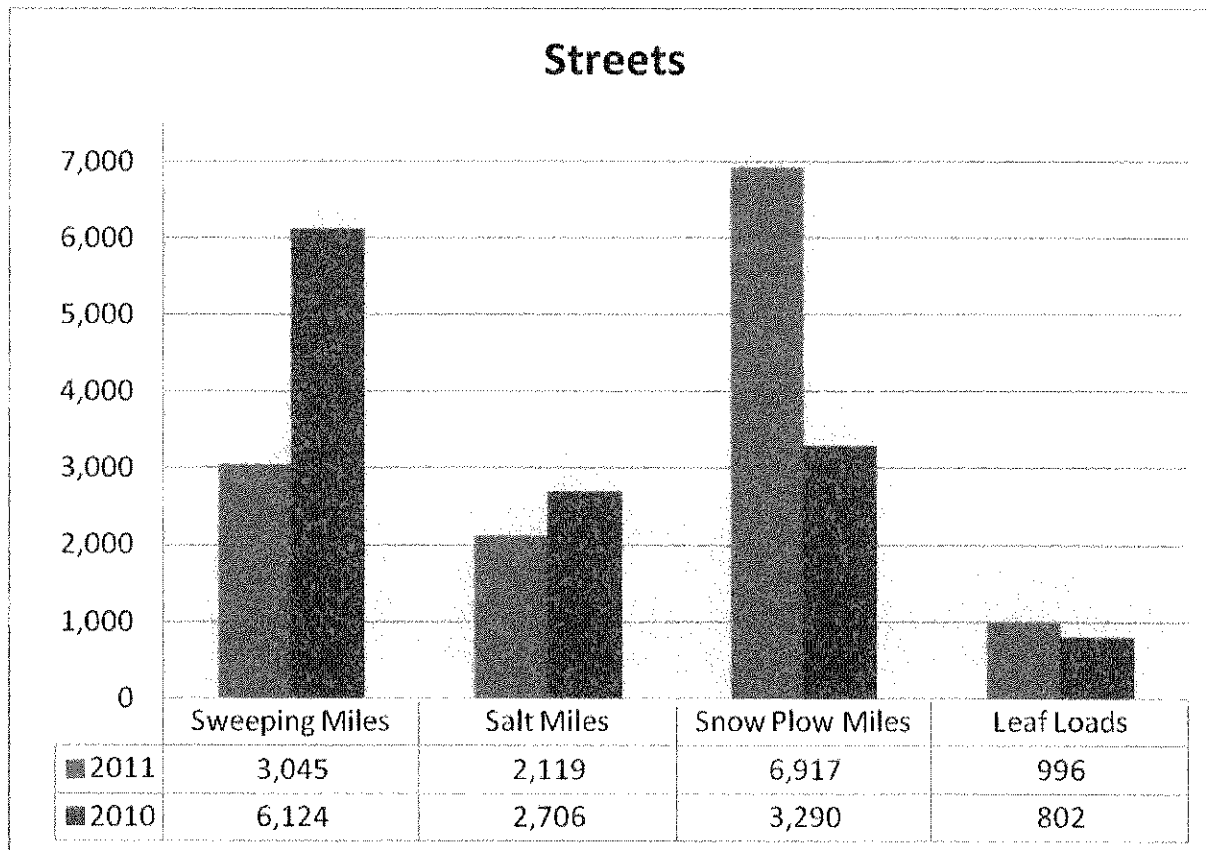
STREETS

The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/markings, and pothole repairs. The DPW administers the city's yearly sidewalk replacement program and street repairs including maintenance of both concrete and asphalt streets and curbs. As a result of ongoing budgetary constraints, the annual sidewalk replacement program scheduled for District 4 (west of Mack from City Hall to the north city limits) in 2010, and District 3 (Vernier to north city limits between Mack and Marter) in 2011, have been postponed indefinitely. DPW employees carefully inspected all sidewalks in District 4 during 2010 and in District 3 during 2011, ground trip hazards wherever possible and added flags requiring replacement to the miscellaneous street repair program. DPW employees also counted all sidewalk flags in District 3 for inclusion in the ongoing GIS mapping program. During the winter months, Public Works employees are responsible for the removal of snow from city streets and sidewalks – plowing and salting, keeping school crossings, city hall, and parking lots and bays clear of snow.

From October to December 2011, 996 leaf loads were collected curbside, an increase of 24% from the 802 loads collected in the same period in 2010. During the year the city's street sweeper registered 3,045 sweeping miles, a 50% decrease when compared to 6,124 miles in 2010. This decrease was due, in part, to implementing a bi-weekly sweeping schedule to help reduce the wear and tear on the equipment. While snow removal procedures implemented to conserve salt and to reduce overtime expense were continued in 2011, snow plow miles and hours both increased over 100% as a result of the heavy snowfalls and extreme temperatures experienced during the January-March 2011 winter months.

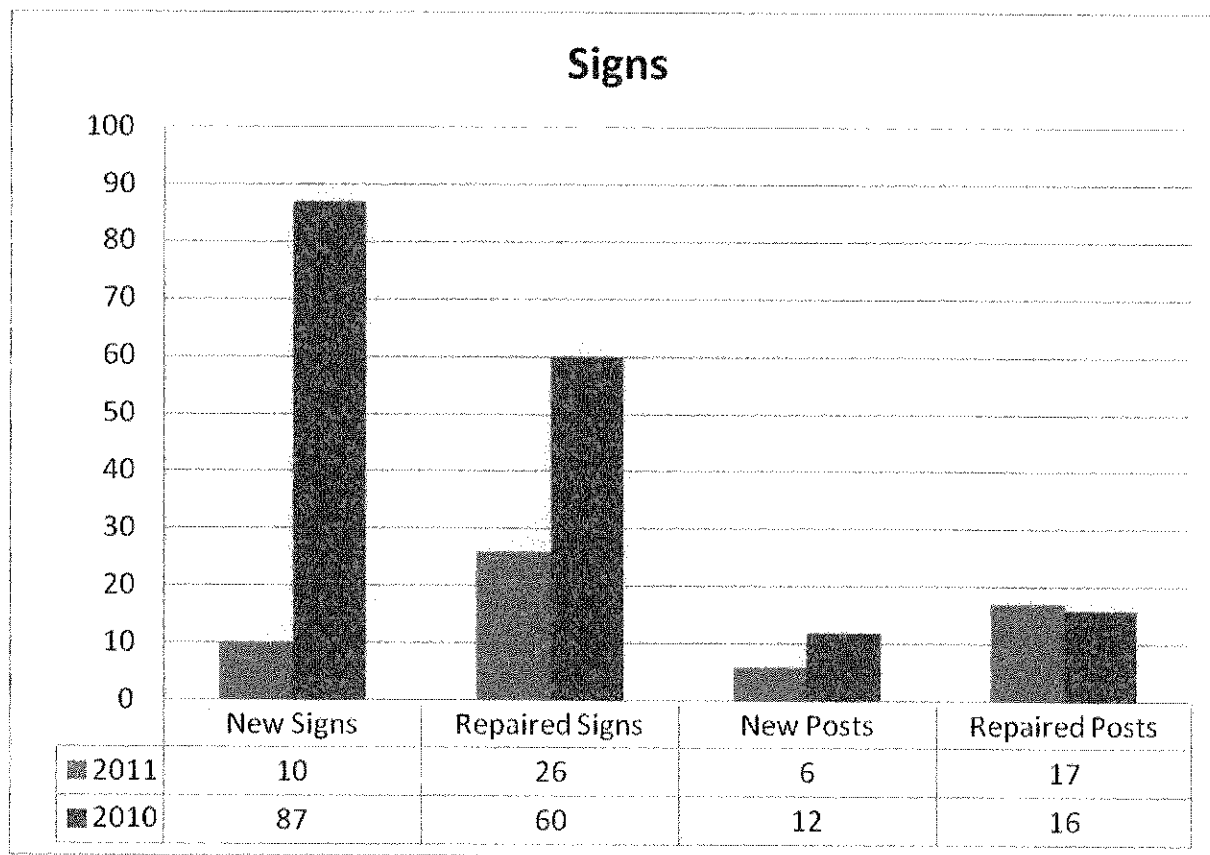
Other tasks performed in 2011 included:

- Cleaning up debris in streets after accidents
- Painting curbs and striping street and park parking lots
- Painting and applying 3M reflective materials at school crossings
- Mulching leaves in city parks and island landscape beds
- Put up and remove holiday decorations throughout the city
- Flood city park ice rinks and maintain throughout the winter



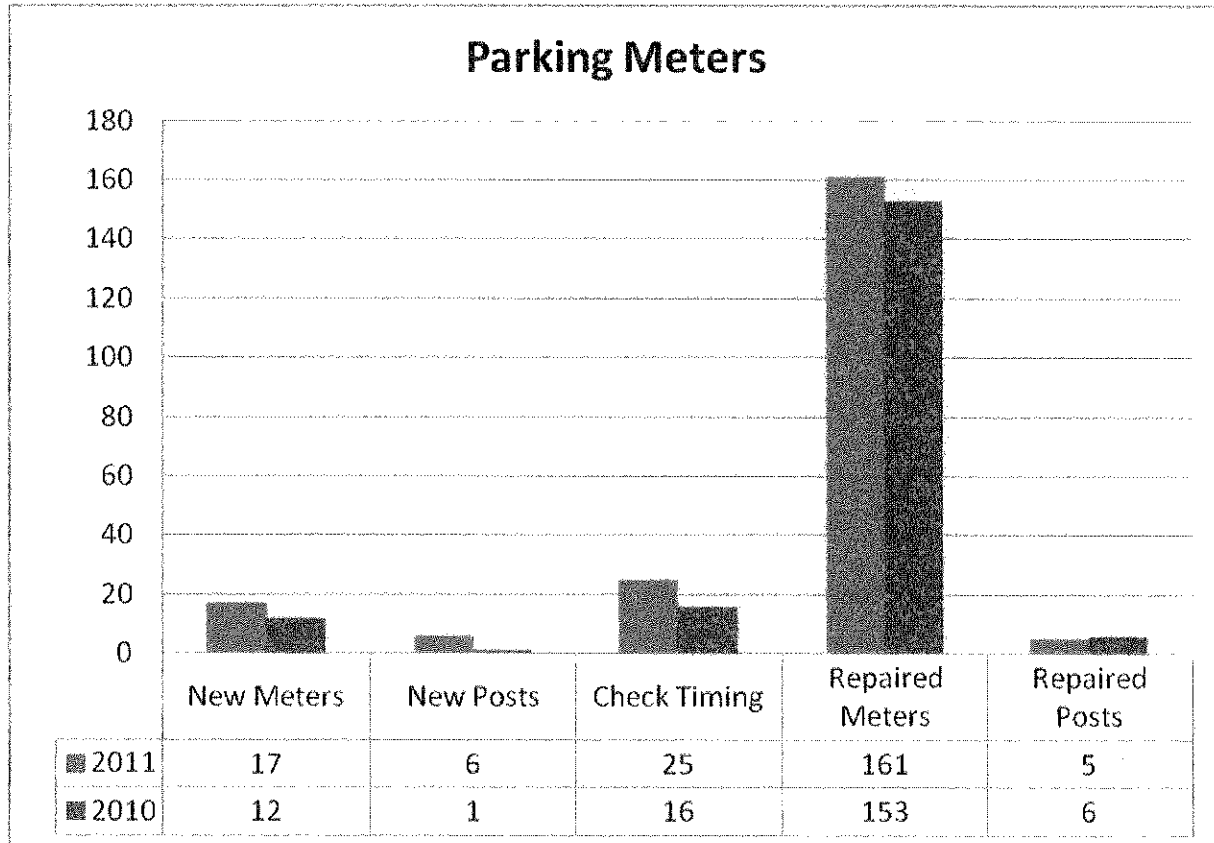
SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2011, a physical inspection of all city street signs was performed in District 2 (Vernier to north city limits between Marter and Wedgewood) to determine the need for replacement. An inventory of regulatory signs continues to determine how many signs will need to be replaced with high-intensity prismatic signs to comply with new federal laws. All city regulatory signage must be in compliance by 2015. Sixteen new signs and posts were installed in 2011 compared to 99 in 2010 and 43 sign and post repairs were completed in 2011 compared to 76 in 2010.



PARKING METERS

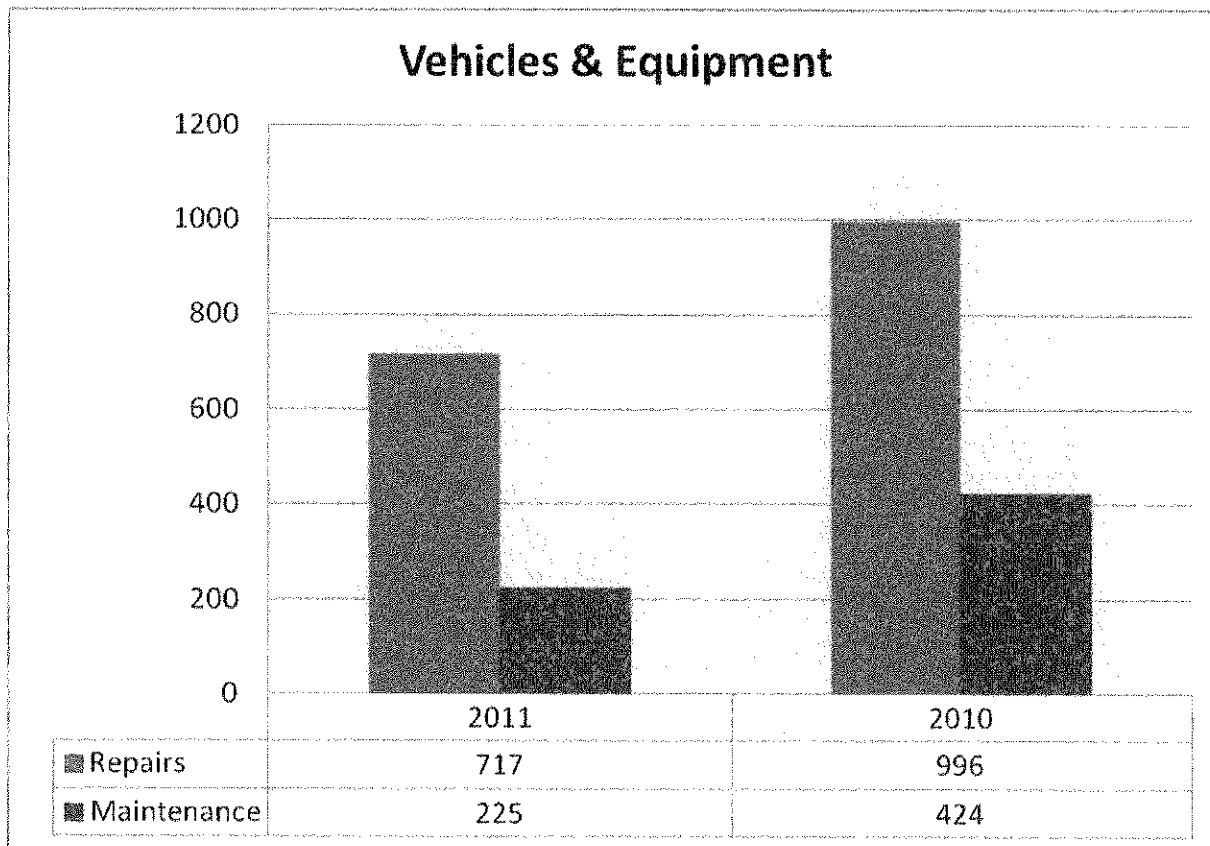
Parking meter repairs and maintenance as well as the weekly collection of parking meters also falls under the responsibility of the Department of Public Works. During 2011 there were 23 new meters and posts installed and 166 meters and posts repaired. This is a 10% increase compared to the 13 new meters and posts installed and 159 meters and posts repaired in 2010. DPW employees also checked the timing on 25 meters in 2011, a 56% increase when compared to the 16 checked in 2010.



VEHICLES & EQUIPMENT

The Public Works Department is responsible for providing preventative maintenance and daily repairs on approximately 175 vehicles and pieces of equipment that include autos, buses, trucks, lawn mowers, street cleaning equipment, fire trucks, an ambulance, tractors and other miscellaneous equipment. All Public Safety vehicles are scheduled for safety inspections, oil changes and lubrications once a month. Other vehicles and equipment are rotated throughout the year for preventative maintenance. Repairs are made as needed.

Due to budgetary constraints, one of two mechanic positions was eliminated from the DPW in 2011. The one remaining mechanic, along with assistance from other DPW staff, made 717 vehicle and equipment repairs, a 28% decrease compared to the 996 repairs made in 2010. Regular scheduled vehicle maintenance decreased 47% from 424 vehicles in 2010 to 225 vehicles in 2011.



The Grosse Pointe Woods Department of Public Works continually strives to provide the highest quality of service to our residents and fellow employees. On behalf of the DPW staff and myself, I would like to thank the Mayor, the City Council, the City Administration and all of our residents for your continued support.

CITY OF GROSSE POINTE WOODS

Office of the City Clerk

Memorandum

DATE: April 11, 2012

TO: Mayor and City Council

FROM: Lisa Hathaway 

SUBJECT: Michigan Association of Municipal Clerks (MAMC) Annual Conference

The Michigan Association of Municipal Clerk's (MAMC) annual conference is scheduled for Tuesday, June 22 through Friday, June 25, 2012, at the Great Wolf Lodge in Traverse City, MI. This is an approved item in the City Clerk's 2011/12 budget in the amount of \$1,400.00; Travel & Membership Acct. No. 101-215-958.000 - total budget \$4,530 with \$4,213.00 remaining. This conference provides valuable educational sessions on a wide-range of topics and provides networking opportunities resulting in implementation of best practices and cost savings to the City, and I am therefore requesting to attend at a cost not to exceed \$1,400.00.

This conference brings Clerks together from across the State of Michigan, including the Upper Peninsula, for educational and networking purposes. The City of Grosse Pointe Woods has benefitted in many ways over the years from my, and my predecessor's, attendance at this conference including but not limited to:

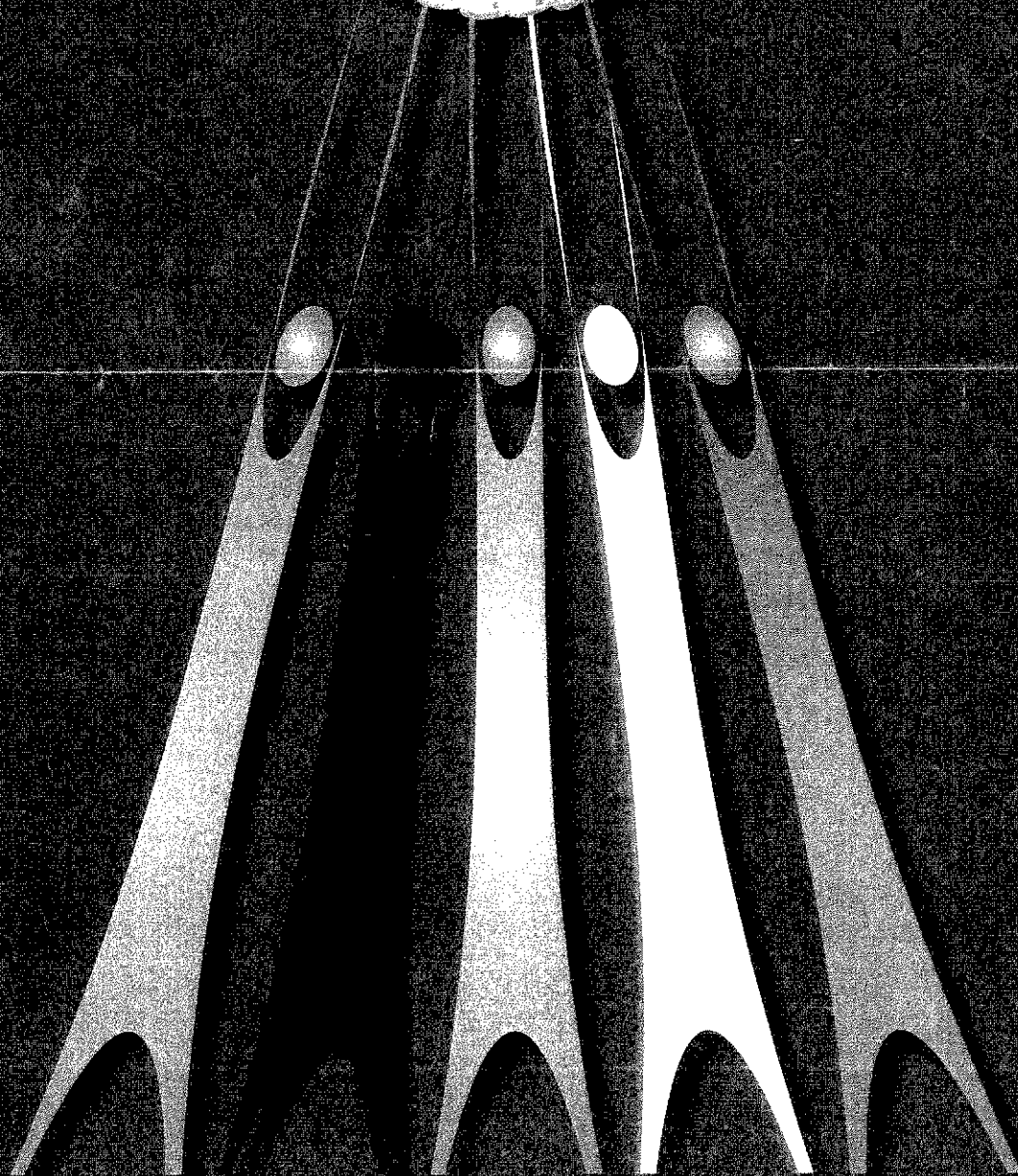
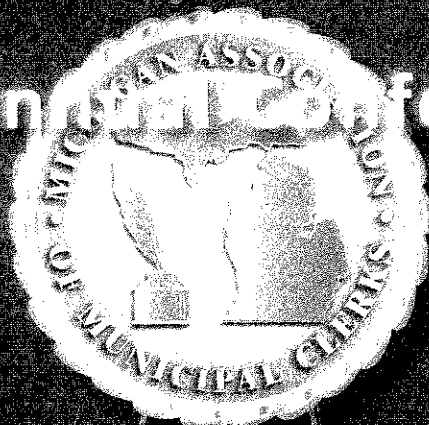
1. Award of federal grant money – Help America Vote Act:
 - a. Grant monies were awarded to the City to demolish and replace the Community Center Handicapped Ramp, handrails, and curbs (\$25,000);
 - b. Valuable resource information is continuously received. Example: Free HAVA-compliance inspections at all precincts;
 - c. Grant monies were awarded to the City for purchasing laptops, card scanners, and miscellaneous equipment to implement E-Poll Book in the precincts (\$4,500.)
2. Elections:
 - a. Legislation. Receive reports from the reining Secretary of State who addresses the membership providing very detailed updates on existing laws and upcoming amendments to legislation that regulate elections in Michigan, how they affect our communities financially, and directs Clerks how to proactively prepare and implement those changes;
 - b. Technology. Information and training is provided on:
 - i. Training on software updates for Qualified Voter File, which manages voter registration, absent voter application and ballot processing, and voter information for petition verification.
 - c. Procedures. Have streamlined procedures resulting from attending training sessions and through networking, which has reduced election staff in the Absent Voter Office and in the precincts while maintaining compliance with election law, implemented MOVE (Military/Overseas) Act processes, and Receiving Boards ;
 - d. Training. Attend hands-on training sessions. Example: Production of pre-determined chart of results and test decks prepared in-house for testing election equipment resulting in the ability to eliminate the vendor at cost savings of \$1,000 per election.
3. Records Retention in accordance with Association of Records Management (ARMA) and National Association of Governmental and Records Administrators (NAGARA) standards:

- a. Procedures: Attended, and I have taught, classes utilizing technology to implement procedures for electronic records management while maintaining compliance with Freedom of Information and Open Meetings Act, which has also resulted in proactively meeting the requirements of Gov. Snyder's proposal for governmental transparency.
 - b. Records Retention and Fee Schedules. The Clerk presents updates to the Records Retention Schedule and Fee Schedule utilized for proper records management, compliance with F.O.I.A., and cost recovery.
4. Vendor Exhibits:
 - a. Cost savings has been achieved throughout the Clerk's budget by having been provided the opportunity to meet with vendors to discuss new/improved products including equipment, ballot bags, printing services, forms, and supplies. (Example, implemented use of the Dual Absent Voter Application Form and saved the City thousands of dollars on mailing, postage, and payroll since implementation.)
5. Legislation: Legislative overviews were shared with Council and resulted in Council adopting Resolutions supporting/opposing certain House Bills (Examples: HB 5729 – Overseas Absentee Ballot; HB 4048 – No Reason AV), as well as changes to FOIA, OMA, and laws regulated by the Department of Labor such as FMLA, HIPAA, and other personnel management best practices.
6. Liquor Licensing. Based upon results of sessions with the Liquor Control Commission representatives, liquor licensing procedures have been periodically updated for compliance, and fees amended for cost recovery.

Thank you for your consideration.

GO FOR THE GOLD!

13th Annual Conference



Michigan Association of Municipal Clerks



GO FOR THE GOLD!

MAMC 13th Annual Conference • June 19 - 22, 2012

President's Message

Later this summer we will be joining with the entire nation shouting "USA, USA!" during the Summer Olympic Games. We can practice a couple weeks earlier in mid-June as we shout "MAMC, MAMC!" at our annual education conference at the Great Wolf Lodge. Just as our country's Olympians are going for the gold in London, we will be going for the gold in all we do this year. Our Olympians have been training hard and preparing for this year's games. Likewise, all of our clerks who run elections have been training and preparing for the Presidential Election: our version of the Olympics. Clerks don't just compete in one event though. I think of us more as preparing for the decathlon. Elections, Cemeteries, Records Management, Agendas and Minutes, Finances, Business Licenses, Passports, Liquor Licenses, Human Resources and "Everything Else Nobody Else Wants Or Is Willing To Do."

As President of the MAMC, I will be rooting you on and pulling for you as you "Go for the Gold." We need to work as a team and pull each other over the finish line. We see that as we share ideas via email, the forum, in a class or while socializing. This conference is a chance for you to work out and fine tune your skills with your fellow MAMC Teammates. Take advantage of the classes that are offered, but just as important is discussing situations one-on-one or in a group over a meal or during breaks. I look forward to seeing you in Traverse City as we "GO FOR THE GOLD" this year.

Joel Hondorp, CMC, MAMC President

Conference Highlights

Tuesday, June 19, 2012

- **Master Academy: Stress Management/Change Management:** Deb Dunbar, University of Indiana
- **Clerking 101:** Joe Bridgman, Charter Township of Plymouth; Susan Nassar, Village of Oxford; Maryanne Cornelius, City of Novi

Wednesday, June 20, 2012

- **Creating Test Decks and Charts:** Steve DeLongchamp
- **QVF Refresher:** Michigan Bureau of Elections
- **Golf Outing**
- **5K Run/Walk** with Sheila Taormina and Joel Hondorp, your MAMC President
- **Business Meeting and Opening Speaker:** Sheila Taormina
- **Clerk of the Year Banquet**

Thursday, June 21, 2012

- **AV Counting Board Process:** Michigan Bureau of Elections
- **Emotional Intelligence Part 2:** Cheri Najor, Center for Peak Performance
- **Liquor License:** Scott Ellis, Michigan Licensed Beverage Association
- **Vitalistic Principles of Health-Care - The Body's Winning Approach to Function, Structure, and Nutrition:** Dr. William Bender, Foundation for Wellness Education.
- **Our Mind-Body Connection... Let the Games Begin - How Emotions and Stress Affect Health:** Dr. William Bender, Foundation for Wellness Education.
- **Receiving Boards, Precinct Delegates:** Michigan Bureau of Elections
- **How to Train Super Election Workers:** Pam Mazich, Groveland Twp., and Terry Bennett, Canton

Thursday, June 21, 2012 (continued)

- **Creating Effective PowerPoint Presentations:** Heidi Isakson
- **Anatomy of a Lawsuit:** Stacy Belisle, McGraw Morris
- **Internal Controls, General Ledger & Journal Entry, Budgeting & Ask the Auditor:** Pam Hill and Chrystal Simpson, Plante Moran
- **All You Need to know about Challenged and Provisional Ballots:** Michigan Bureau of Elections
- **Update on Labor Laws:** Michael R. Blum, Foster, Swift, Collins & Smith, P.C.
- **Professional Etiquette in Municipal Government:** Stacy Belisle, McGraw Morris
- **Roberts Rules in Real Life:** Connie Deford, National Association of Parliamentarians
- **President's Dinner**

Friday, June 22, 2012

- **Closing Speaker:** Judith Brown Clarke, BEACON

Meet Michigan Olympians!

Sheila Taormina, Olympic Gold Medalist

Sheila Taormina has competed at four Olympics and is the first woman to qualify in three different sports, swimming, triathlon, and modern pentathlon. Sheila is a Gold Medalist in the 1996 Olympic Games in Atlanta for the 4 x 200 Meter Freestyle Relay.

Judith Brown Clarke, Ph.D., Olympic Silver Medalist

Judi Brown Clarke is the Diversity Director for the National Science Foundation's Bio-Computational Evolution in Action Consortium (BEACON) Center at Michigan State University. In addition to academic success, Judi has experienced great athletic success. In the 400-Meter Hurdles event, she is a five-time National Champion and Silver Medalist in the 1984 Olympic Games in Los Angeles. She holds numerous national records, and still owns an unbroken World Record as a member of the distance medley relay team.

Hotel Reservations

Each individual is responsible for making their own reservations by calling toll-free 1-866-962-9653 by May 30, 2012. Please use **Reservation # 1612MAMC** to receive the group rate. Due to the number of rooms available at the conference site, please do not wait to make your lodging reservations. Reservations made after the cut off date will receive the prevailing rate subject to availability.

Conference Information

MAMC Conference Committee Chairs

LISA HATHAWAY, MMC

Conference Chair
City of Grosse Pointe Woods
313.343.2447 Office
Email: lhathaway@gpwwmi.us

SARAH BYDALEK, CMC

Conference Co-Chair
City of Walker
616.791.6865 Office
Email: sbydalek@ci.walker.mi.us

Great Wolf Lodge

3575 N US Highway 31 S • Traverse City, MI 49645

Check-In and Check-Out Policies

Reservations. One night in advance plus tax required. Personal checks accepted for advance deposits only. Checks are not accepted for reservations within four weeks of arrival. Cancellations must be made 72 hours prior to arrival date to receive a refund less a \$25 processing fee.

Non-Smoking Policy. Smoking is not permitted in the suites. Failure to comply could result in removal from the facility without refund.

Check-in / Check-out. Check-in begins at 4:00 PM or as rooms become available thereafter. We require guests checking in to be at least 21 years of age. The credit card holder, the credit card used at the time of booking, and a photo ID is required upon check-in. Check-out time is prior to 11:00 AM.

What to Wear? • Dress is casual with the exception of the Clerk of the Year Dinner, where business attire is requested, but not required.

The President's Dinner has a "Go for the Gold" theme and everyone is encouraged to wear Athletic/Olympic/Team USA apparel. "Best Dressed" will win a free conference registration to the next MAMC conference.

Name Tags • Wear your name tag at all sessions and evening events. This helps others remember your name indicates to hotel and conference staff that you are a conference participant.

5K Fun Run/Walk

Wednesday: 7:00 AM

7th Annual MAMC 5K Fun Run/Walk: This 5K run/walk will wind through the resort. The entry fee is \$20.00, which includes a race T-shirt and bottled water. Olympic Medalist, Sheila Taormina will be present to give olympic tips for walking/running. Winners will be announced Wednesday at the Opening Session.

Golf Outing

Wednesday: 7:30 AM

Golf Scramble: Elmbrook Golf Course, 1750 Townline Rd. Traverse City, MI 49696. Choose from 9 holes for \$25 or a full 18 holes for \$35. Both options include a brown bag breakfast. Winners will be announced Wednesday at the Opening Session.

Workout with Jen!

Jennifer Schulte, ACE Certified Trainer, will conduct two workout sessions. Bring your workout clothes.

Evaluations • Let us know how we are doing! Take a few minutes after each session to rate the presentation. Evaluation forms will be collected at the end of the conference.

MAMC Scholarship Program • Members who wish to attend the conference but do not have the financial support of their municipality may be eligible for MAMC scholarship funds. For additional information go to: www.michigandclerks.org.

Great Food!!! The conference committee has selected a great conference menu. Conference registration fee includes dinner on Wednesday; breakfast, lunch and dinner on Thursday; and breakfast on Friday, as well as beverages and snacks at breaks during the day. Meals for spouses and guests must be prearranged and paid for at the time of your registration. Great Wolf Lodge has additional dining options. Please inquire at the front desk for a listing of choices and possible transportation.

Registration Policies & Procedures

- Only individuals registered with a name tag may attend conference events.
- Note that spouses and guests must wear name badges at all meals.
- Guest meals must be pre-arranged in advance of the conference.
- No registration will be processed without payment.
- Payment must accompany the registration form in order to receive the early registration discount.
- Checks and/or purchase orders received by MAMC without registration forms will be returned to your accounting office.
- All cancellations must be received in writing to: MAMC, c/o Betty Kennedy, Village of North Branch, Post Office Box 704, North Branch, MI 48461-0704 by June 1, 2012.
- There will be a \$50.00 administration fee for cancellations that are received on or before June 1.
- There will be a \$50.00 administration fee for registrations that are postmarked after June 1.
- No refunds for cancellations received after June 1. No shows will be charged the full registration fee.
- Substitutions from within the same organization are permitted at no additional cost. All substitutions must be made in writing and be accompanied by a completed MAMC Conference Registration form prior to the deadline.
- Spouse/Guest Registration: Fee provides spouses and guests admission for selected meals only. Note that due to limited space, spouses and guests may not attend educational sessions.

Vendor Exhibits

Wednesday: 10:00 AM - 5:00 PM

Thursday: 8:00 AM - 4:00 PM

Dozens of businesses have been invited to display new and existing products and services at the MAMC Conference. This year, vendors will be decorating their display areas to follow our olympics theme "Go for the Gold".

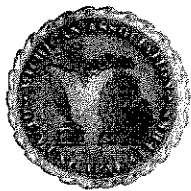
The vendor with the most votes will win a free vendor space at the 2013 MAMC Conference. Winners will be announced Friday at the Closing Session.

Silent Auction & Door Prizes

Wednesday: 9:00 AM - 1:00 PM & 4:30 PM - 5:30 PM

Thursday: 8:00 AM - 3:15 PM

Members and friends of MAMC donate great prizes and gifts that are sold at the silent auction or used as door prizes throughout the conference. Bidding will close at the end of the afternoon break on Thursday.



GO FOR THE

2012 Conference Registration Form

Last Name: _____ First Name: _____

Title: _____ Nickname for badge: _____

Municipality/Company Name: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

1. Your name and municipality will appear exactly as you indicate on the form.
2. Print or type all information.
3. Make additional copies of the form for any additional persons who wish to register.
4. Send a separate form for each registration!
5. Please copy your completed registration form for your records.

Registration Fees:

Before June 1st, 2012*

M = MAMC Member NM = Non-MAMC Member

<input type="checkbox"/>	Master Academy Class - Pre-conference Session: Includes class materials, lunch and breaks. Please refer to flyer for more information.		<input type="checkbox"/> \$150.00-M <input type="checkbox"/> \$175.00-NM
<input type="checkbox"/>	CLERKING 101 - Pre-conference Session: Includes class materials, lunch and breaks. Please refer to flyer for more information		<input type="checkbox"/> \$75.00-M <input type="checkbox"/> \$125.00-NM
<input type="checkbox"/>	CONFERENCE - Includes education sessions, vendor exhibit areas, Wednesday Clerk of the Year Dinner, Thursday breakfast, Thursday lunch, Presidents Dinner, Breakfast on Friday and Breaks. (pre-conference sessions not included)		<input type="checkbox"/> \$250.00-M <input type="checkbox"/> \$350.00-NM
<input type="checkbox"/>	THURSDAY ONLY - MAMC Member: Includes education sessions, vendor exhibit areas, lunch, Presidents Dinner and breaks		<input type="checkbox"/> \$150.00-M <input type="checkbox"/> \$250.00-NM
<input type="checkbox"/>	ANNUAL 5K FUN RUN/WALK - Includes entry fee and t-shirt for those registered by June 01. Indicate t-shirt size. (Unisex S-XXXL) _____		<input type="checkbox"/> \$20.00
<input type="checkbox"/>	GOLF OUTING Includes entry fee, brown bag breakfast and prizes.	9-Hole 18-Hole	<input type="checkbox"/> \$25.00 <input type="checkbox"/> \$35.00
<input type="checkbox"/>	POSTMARKED AFTER JUNE 1ST ADD LATE FEE		<input type="checkbox"/> \$50.00
<input type="checkbox"/>	GUEST MEALS - Add the total from the Meal Worksheet on the right if you are planning to bring a guest.		\$
<input type="checkbox"/>	DO YOU PLAN TO ATTEND BREAKFAST? Thursday <input type="checkbox"/> Friday <input type="checkbox"/>		
TOTAL			\$

If you are registered for the conference, you do not need to fill out this portion. This worksheet is for spouses, children and guests who are not registered for the conference. Guests will be required to wear a name badge, so please provide the first and last name of your spouse, children or guest as you wish it to appear on the name tag(s).

Guest Name: _____

Wednesday Clerk of the Year Dinner Guest Fee \$40.00	
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Thursday Breakfast Guest Fee \$18.00	
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Thursday Lunch Guest Fee \$20.00	
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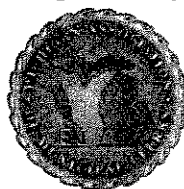
Thursday Evening President's Dinner Guest Fee \$40.00	
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Friday Breakfast Guest Fee \$15.00	
------------------------------------	--

Total the fees for spouses and guests, then enter amount on form on left.	\$
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*There will be a \$50 fee for registrations postmarked after June 1st.

Complete this form and return by June 1st to:



MAMC
c/o Betty Kennedy
Village of North Branch
Post Office Box 704
North Branch, MI 48461-0704

Clerking 101 Tuesday, June 19, 2012

Registration 8:00AM - 8:45 AM
Class 8:45AM - 12:00PM
Lunch 12:00PM - 1:00PM
Class 1:00PM - 4:15PM

Topics Include:

- Ethics and Codes of Conduct
- Governing Laws
- Open Meetings Act
- Parliamentary Procedure
- Agenda and Resolutions
- Minutes
- Records Retention and Management
- Freedom of Information Act
- Oaths of Office and Web Resources
- Government Accounting

MAMC MEMBER

\$75.00 if postmarked on or before June 1
\$125.00 if postmarked after June 1

NON MEMBER

\$125.00 if postmarked on or before June 1
\$175.00 if postmarked after June 1



Master Academy Tuesday, June 19, 2012

Registration 8:00AM - 8:45 AM
Class 8:45AM - 12:00PM
Lunch 12:00PM - 1:00PM
Class 1:00PM - 4:15PM

Managing Stress and Change in the Clerk's Office
Presenter: Deb Dunbar, University of Indiana

MAMC MEMBER

\$150.00 if postmarked on or before June 1
\$175.00 if postmarked after June 1

NON MEMBER

\$175.00 if postmarked on or before June 1
\$225.00 if postmarked after June 1

6 hours of instruction • 3 CMC, MMC Points
Cost Includes: instruction, great handouts, breaks, and lunch.

MAMC Education Committee Chairs

J. CHERILYNN TALLMAN, CMC

*Director, Education Co-Chair
City of Ferndale
300 East Nine Mile Rd
Ferndale, MI 48220-1797
(248) 546-2384 Office (248) 546-2369 Fax*

JOSEPH BRIDGMAN, MMC

*Director, Education Co-Chair
Charter Township of Plymouth
9955 N Haggerty Rd
Plymouth, MI 48170
(734) 354-3224 Office (734) 454-1643 Fax*

The Education Committee plans, organizes and conducts all educational classes at the annual conference, Clerking 101, Master Academy classes, the annual Education Day, and other educational opportunities for MAMC members. If you would like to join the education committee please contact Cherilynn Tallman or Joe Bridgman.

Master Academy Coordinator

MARY BENDER

*(231) 797-5536 Office
(231) 797-5865 Fax
mbender102@aol.com*

Great Wolf Lodge

Clerking 101 and Masters Academy will be held at:

**GREAT WOLF LODGE
3575 N US HIGHWAY 31 S
TRAVERSE CITY, MI 49645**

MEMO 12 - 21

TO: Alfred Fincham, City Administrator
FROM: Joseph J Ahee, Jr., Director of Public Services
DATE: April 3, 2012
SUBJECT: Recommendation – Fuel Management System

8A
RECEIVED
APR 11 2011
CITY OF GROSSE PTE. WOODS

The following bids were received to supply a fuel management system to the Department of Public Works:

Oscar W. Larson Co.	\$10,995.00
R.W. Mercer Co.	\$13,611.00
Leak Petroleum	No Bid

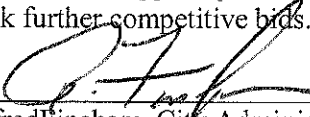
Our current fuel management system has been out of service for the last couple of years because parts are unavailable to repair it. The fuel management system is a valuable tool that tracks fuel usage by department, vehicle and operator/driver. It provides added security and accountability for unattended fueling operations. Based on odometer readings the system is able to calculate fuel efficiency and fuel consumption and can alert the driver and supervisor to maintenance requirements. The fuel management system will generate monthly reports that will provide improved budgeting capability by allowing us to estimate annual fuel consumption by vehicle and department more accurately.

The National Joint Powers Alliance (NJPA) is a nationwide contract purchasing cooperative that is similar to MIDEAL in Michigan. NJPA obtains the best pricing possible from participating vendors allowing them to offer considerable discounts to members on products and services. The low bidder, Oscar W. Larson Co. will purchase the fuel management system through the NJPA. This price includes removal and disposal of the old system, installation of new pedestal mounted unit, Windows based software, hose controllers, network interface card and encoder, a one-year warranty and four hours of on-site training. We will also need to purchase 100 keys at \$4.20 each for an additional \$420.00. I do not believe any benefit would accrue to the city by going out for additional bids. Therefore, I recommend the contract to supply the FuelMaster 2500 Plus fuel management system and keys be awarded to the lowest qualified bidder, Oscar W. Larson Co., 10100 Dixie Highway, Clarkston, MI 48348 in an amount not to exceed \$11,415.00. This is a budgeted item included in the 2011/2012 budget in municipal improvement account 401-902-977.103 in the amount of \$15,000.00.

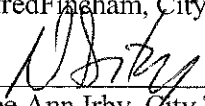
If you have any questions concerning this matter please contact me.

c.c. Dee Ann Irby
Bid File
O/F

I recommend approval of the above stated agreement and do not believe any benefit will accrue to the City to seek further competitive bids.


Alfred Fincham, City Administrator

Date


Dee Ann Irby, City Treasurer/Comptroller


Date

Council Approval Required

MEMO 12 - 20

TO: Alfred Fincham, City Administrator
FROM: Joseph J Ahee, Director of Public Services *JJA*
DATE: April 3, 2012
SUBJECT: Recommendation – Rubbish Bag Contract

RECEIVED
APR - 4 2011
CITY OF GHOSSE PTE. WOODS

On February 28, 2012, bids for supplying rubbish bags to the city were received as shown below.

Jetco Solutions	\$5.62 per 50 bag sleeve
Dyna Pak Corp.	\$7.60 per 50 bag sleeve
Calico Industries, Inc.	\$9.84 per 50 bag sleeve

Jetco Solutions is a Michigan company and they provided satisfactory product samples. The price of \$5.62 per sleeve is \$.55 per sleeve less than last year's price of \$6.17 per sleeve. I do not believe any benefit would accrue to the city by seeking additional bids. Therefore, I recommend the contract be awarded to the lowest qualified bidder Jetco Solutions, 560 5th Street, Suite 405, Grand Rapids, MI 49504 to supply rubbish bags at a cost of \$5.62 per 50 bag sleeve from May 15, 2012 through June 30, 2013. This is a budgeted item included in the 2011/2012 budget with an unexpended balance of \$37,852 in account 598-787-757.000. A purchase order for the fiscal year July 1, 2012 to June 30, 2013 in an amount not to exceed \$42,000 will be issued contingent upon approval of the 2012/2013 budget. Rubbish bag orders are placed as needed and based on current inventory we do not anticipate placing an order before July 1, 2013.

If you have any questions concerning this matter please contact me.

c.c. Dee Ann Irby
Bid File
O/F

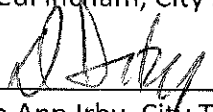
I recommend approval of the above stated agreement and do not believe any benefit will accrue to the City to seek further competitive bids.



Alfred Fincham, City Administrator

4-3-12

Date



Dee Ann Irby, City Treasurer/Comptroller

4-3-12

Date

Council Approval Required

MEMO 12 - 24

TO: Alfred Fincham, City Administrator

FROM: Joseph J Ahee, Jr., Director of Public Services *JJA*

DATE: April 10, 2012

SUBJECT: Recommendation – Janitorial Services for Municipal Building

RECEIVED
APR 11 2012
CITY OF GROSSE POINTE WOODS

Triple F Commercial Cleaning Services has the current contract to provide janitorial services for the municipal building through June 30, 2012. They are fully insured and bonded and their work is satisfactory. The bid specifications included a provision that the city could extend the contract for additional periods as long as service requirements and the contract price remained the same. Triple F's offer to extend current pricing for the upcoming fiscal year July 1, 2012 through June 30, 2013 is attached.

Therefore, I recommend a contract in an amount not to exceed \$13,000.00 be awarded to Triple F Commercial Cleaning Services, 22442 Marter Rd., St. Clair Shores, MI 48080 to supply janitorial services for the municipal building from July 1, 2012 through June 30, 2013. This is a budgeted item included in the 2012/2013 budget in account 101-444-818.000 in the amount of \$15,000.00 contingent upon approval of the 2012/2013 budget. I do not believe any benefit would accrue to the city by seeking additional bids.

If you have any questions concerning this matter please contact me.

Attachment

c.c. Dee Ann Irby
O/F

Recommend approval of the above stated and do not believe any benefit will accrue to the City to seek further competitive bids.

Alfred Fincham 4-11-12
Alfred Fincham, City Administrator Date

Dee Ann Irby 4-12-12
Dee Ann Irby, City Treasurer/Comptroller Date

Council Approval Required



April 4, 2012

To: **Joe Ahee**
Director of Public Works
20025 Mack Plaza Drive
Grosse Pointe Woods MI 48236

Triple F C.C.S will not make any changes on the total price for the services provided at the City of Grosse Pointe Woods.

Total price for June 2012 through June 2013 will remain at \$13,000.00

If you have any questions please don't hesitate to contact me.
Thank you

Tony Jucja
Account Manager
Cell: 586-863-7123
Email: tonyj@triplefcleaning.com

Triple F C.C.S
22442 Marter Rd
St. Clair Shores MI 48080



RECEIVED

APR 11 2011

CITY OF GROSSE PTE. WOODS

MEMO 12 - 23

TO: Alfred Fincham, City Administrator
FROM: Joseph J Ahee, Director of Public Services *JJA*
DATE: April 3, 2012
SUBJECT: Recommendation – Paper Yard Waste Bags

On March 22, 2012, bids for supplying paper yard waste bags to the city through June 30, 2013 were received as shown below.

Dano Enterprises, Inc.	\$0.329 per bag
Atlas Specialty Bags, Inc.	\$0.380 per bag
Hercules & Hercules	\$0.770 per bag

Dano Enterprises, Inc. has supplied quality paper yard waste bags to the City in the past and their service has been satisfactory. I do not believe any benefit will accrue to the City by seeking additional bids. Therefore, I recommend the contract be awarded to the lowest qualified bidder, Dano Enterprises, Inc., P.O. Box 4470, Stamford, CT 06907, to supply 30,000 paper yard waste bags at a net cost not to exceed \$9,870. This is a budgeted item included in the 2011/2012 budget with an unexpended balance of \$10,000 in account 598-787-757.000. Based upon a low current inventory we will need to place this order as soon as possible.

If you have any questions concerning this matter please contact me.

c.c. Dee Ann Irby
Bid File
O/F

I recommend approval of the above stated agreement and do not believe any benefit will accrue to the City to seek further competitive bids.

Alfred Fincham

Alfred Fincham, City Administrator

4-10-12

Date

Dee Ann Irby

Dee Ann Irby, City Treasurer/Comptroller

4-11-12

Date

Council Approval Required

CITY OF GROSSE POINTE WOODS

PROCLAMATION

Whereas, public works services provided in our community are an integral part of our citizens' everyday lives; and

Whereas, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

Whereas, the health, safety and comfort of this community greatly depends on these facilities and services; and

Whereas, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works employees; and

Whereas, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

Now, therefore, I, Robert E. Novitke, Mayor of the City of Grosse Pointe Woods, do hereby proclaim the week of May 20-26, 2012 as

"National Public Works Week"

in the City of Grosse Pointe Woods, Michigan. I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing public works services and to recognize the contributions that public works employees make every day to our health, safety, comfort, and quality of life.

Mayor Robert E. Novitke
April 16, 2012