

CITY OF GROSSE POINTE WOODS
Electronic Re-Scheduled City Council Meeting Agenda
Monday, April 12, 2021
7:00 p.m.

The City Council will be conducting a meeting of the Grosse Pointe Woods City Council by video (Zoom) and telephone conference in accordance with the City of Grosse Pointe Woods City Council resolution adopted November 16, 2020, establishing rules for remote attendance pursuant to the Open Meetings Act as amended. This notice is being provided to ensure that those wishing to participate in the meeting have an opportunity to do so. Additional instructions are listed below.

Join Zoom Meeting

<https://zoom.us/j/97329560779?pwd=dIBhNFVTY09YcnpCbHU1WlI4SXl5QT09>

Meeting ID: 973 2956 0779

Passcode: 920724

Join by phone:

Dial by your location

888 788 0099 US Toll-free

877 853 5247 US Toll-free

Meeting ID: 973 2956 0779

Passcode: 920724

Facilitator's Statement

1. CALL TO ORDER
2. ROLL CALL
3. ACCEPTANCE OF AGENDA
4. MINUTES
 - A. Council 03/15/21, 03/29/21
 - B. Committee-of-the-Whole 03/22/21 w/recommendation:
 1. 2021-23 Engineering Rates – Anderson, Eckstein & Westrick
 2. Tokio Marine-Part C Authorization
 - C. Committee-of-the-Whole 03/29/21 w/recommendation:
 1. City Council Vacancy Appointments (2)
 - D. Finance Committee 05/12/20
 - E. Citizens Recreation Commission 02/09/21
 - F. Tree Commission 03/03/21, 02/03/21 w/recommendations:
 1. Appointments (Mayoral):
 - a. Biographical Sketch - David Andrews
 - b. Biographical Sketch - Ted Colborn
 - G. Historical Commission 03/12/20
5. COMMUNICATIONS
 - A. FY 2021/22 Budget Summary
 1. Memo 04/12/21 – Treasurer/Comptroller

2. 2021/22 Proposed Budget Summary

B. Corrective Action Plan Monitoring – PA 202/Budget Amendment

1. Finance Committee Excerpt 03/31/21
2. Memo 03/30/21 – Treasurer/Comptroller
3. Letter 01/07/21 – State of Michigan Department of Treasury
4. Protecting Local Government Retirement and Benefits Act – Corrective Action Plan Monitoring: Application for Certification of Compliance
5. Council Excerpt 02/25/19

C. 2021 BAC Flower Sale

1. Letter 03/21/21 – Chairperson
2. Email 04/08/21 - Chairperson

D. DPW Water/Sewer Garage Lumber Cost Increase/Budget Transfer

1. Memo 03/23/21 – Director of Public Services
2. Letter 03/18/21 – City Engineer
3. Letter 03/10/21 – Ashor Associates
4. Lumber Jack-Marine City Estimate 212353/3
5. Lumber Jack-Marine City Estimate 251142/3

E. Grosse Pointe Farms Radio Maintenance Invoice/Budget Amendment

1. Memo 03/31/21 – Director of Public Safety
2. Grosse Pointe Farms Invoice 3669 12/31/20

F. Resignations

1. Council Member Arthur W. Bryant 03/30/21
2. Planning Commissioner Richard Rozycki 03/16/21
3. Planning Commissioner Keven Ketels 03/16/21

G. 2020 Annual Report – Department of Public Safety

6. BIDS/PROPOSALS/
CONTRACTS

A. Purchase: 2021/22 Road Salt

1. Memo 03/09/21 – Director of Public Services
2. Email 03/01/21 – Farmington Hills

B. Agreement: Appraisal Services

1. Memo 04/05/21 – City Assessor
2. Appraisal Retainer Agreement – Frohm & Widmer Inc.

7. PROCLAMATIONS

A. Arbor Day

B. Holocaust

8. CLAIMS/ACCOUNTS

A. DPW Garage

1. L. Anthony Construction Inc Invoice No. 670
03/15/21 - \$24,500.00.

B. Building Services

1. McKenna Invoice No. 21849-34 03/16/21 -
\$1,720.00.

C. Assessing Services

1. WCA Assessing Invoice No. 03082021 03/08/21 -
\$6,258.25.

D. City Engineers – Anderson, Eckstein & Westrick

1. 2020-21 GIS Maintenance Invoice No. 0129967
02/22/21 - \$189.00.
2. Vernier Rd Resurfacing – Fairway to ECL Invoice
No. 0130269 03/08/21 - \$2,508.20.
3. 2019 Sewer Structure Rehab Invoice No. 0130270
03/08/21 - \$114.50.
4. 2019 Sewer Open Cut Repair Program Invoice No.
0130271 03/08/21 - \$1,661.50.
5. Beaufait Rd Reconstruct-Mack to WCL Invoice
No. 0130272 03/08/21 - \$985.80.
6. 2020/21 General Engineering Invoice No.
0130273 03/08/21 - \$1,071.75.
7. LFP Vehicular Bridge Replacement Invoice No.
0130274 03/08/21 - \$16,722.25.
8. 2020/21 Watermain Replacement Program Invoice
No. 0130275 03/08/21 - \$18,532.39.
9. 2020 Concrete Pavement Repair Program Invoice
No. 0130276 03/08/21 - \$1,233.00.
10. Sewer Rehab-Lining Invoice No. 0130277
03/08/21 - \$16,964.75.
11. Sewer Rehab-Open Cut Invoice No. 0130278
03/08/21 - \$12,937.50.

9. NEW BUSINESS/PUBLIC COMMENT

10. ADJOURNMENT

**Lisa Kay Hathaway, MiPMC-3/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 to individuals with disabilities. Closed captioning and audio will be provided for all electronic meetings. All additional requests must be made in advance of a meeting.

Instructions for meeting participation

1. To join through Zoom: The meeting may be joined by clicking on the link provided on the agenda at the start time posted on the agenda, enter the meeting identification number, and password. Zoom may provide a couple of additional instructions for first time use. As an alternative to using the link, accessibility to the meeting may be obtained by using the browser at join.zoom.us. If having trouble logging in, try a different browser e.g. Chrome.

Join Zoom Meeting

<https://zoom.us/j/97329560779?pwd=dIBhNFVY09YcnpCbHU1WlI4SXl5QT09>

Meeting ID: 973 2956 0779

Passcode: 920724

2. Join by telephone: Dial the toll-free conferencing number provided and enter the meeting identification number, and password. Dial *9 to be heard under Public Comment.

Dial by your location

888 788 0099 US Toll-free

877 853 5247 US Toll-free

Meeting ID: 973 2956 0779

Passcode: 920724

In an effort to alleviate feedback and disruption of the meeting, choose one of the media options, either phone or Zoom, not both.

Meeting notices are posted on the City of Grosse Pointe Woods website home page at www.gpwmi.us and the on-line calendar, both containing a link to the agenda. The agenda contains all pertinent information including business to be conducted at the meeting, a hyperlink to participate using Zoom, and call-in telephone number with necessary meeting identification, and a password. Agendas will also be posted on six (6) City bulletin boards along Mack Avenue.

The following are procedures by which persons may contact members of the public body to provide input or ask questions:

1. To assist with meeting flow and organization, all public comment will be taken at the end of the meeting unless it is moved to a different location on the agenda upon a consensus of the City Council;
2. The phone-in audience, when making public comment please state your name (optional) when called upon;
3. Audience participants will be muted upon entry and will have a chance to speak during the public comment portion of the meeting at the end of the agenda, at which time the microphones will be unmuted.
4. Those joining by Zoom will also be muted and may use the virtual raised “hand” to request to be heard under Public Comment.
5. Those joining by telephone need to dial in using the phone number provided on the agenda. When prompted, enter the meeting number and the password also located on the agenda. Dial *9 to be heard under Public Comment.
6. The published agenda invites participants from the community to provide written questions, comments, and concerns in advance of the meeting to any Elected Official or the City Clerk regarding relevant City business and may be read under Public Comment. Emails may be sent to:

Art Bryant, Mayor	arthurwbryant@gmail.com	313 885-2174
Ken Gafa, Council Member	kgafa@comcast.net	313 580-0027
Vicki Granger, Council Member	grangergpw@aol.com	313 640-5250
Mike Koester, Council Member	koester.gpw@gmail.com	313 655-4190
Todd McConaghy, Council Member	todd.mcconaghygpw@yahoo.com	248 765-0628
Lisa Hathaway, City Clerk	lhathaway@gpwmi.us	313 343-2447

You may contact Lisa Hathaway, City Clerk, at lhathaway@gpwmi.us should you have any questions prior to the meeting starting.

<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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COUNCIL
03-15-21 - 28

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE
POINTE WOODS HELD REMOTELY ON MONDAY, MARCH 15, 2021.

The Facilitator's statement was read.

The meeting was called to order at 7:01 p.m. by Mayor Pro-Tem Bryant.

Roll Call*: Mayor Pro-Tem Bryant
Council Members: Gafa, Granger, Koester, McConaghy (Southfield, MI)
Absent: None
(*Unless specifically identified otherwise, Council Members attended remotely from Grosse Pointe Woods, MI.)

Also Present: City Administrator Smith
City Attorney Anderson
Treasurer/Comptroller Murphy
Director of Public Safety Kosanke
Director of Public Services Schulte
Building Official Tutag
IT Manager Capps
Recreation Supervisor Gerhart
Deputy Clerk Antolin
Facilitator/Administrative Clerk Miotto

Mayor Pro-Tem Bryant paused for a moment of silence in honor of the late Mayor Robert Novitke.

Motion by Granger, seconded by Gafa, 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, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by Gafa, seconded by McConaghy, that the following minutes be approved as presented:

1. City Council Minutes dated March 1, 2021 and February 22, 2021.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by Koester, seconded by Granger, regarding **website/content management**, that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting held March 8, 2021, and authorize the City Administrator to sign a contract with Municode for website redesign, hosting, and support in a total amount not to exceed \$32,500.00 with costs spread out over four years, funds to be taken from Contractual Services Account No. 101-855-818.000.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by Granger, seconded by Gafa, regarding **2020 Vision Plan Implementation-Streetscape Improvement Proposal**, that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting held March 8, 2021, and approve the portions of the 2020 Vision Plan Implementation regarding Streetscape Improvement proposals as set forth with full finding in the amount of \$98,724.40, and approve a budget amendment from the Prior Year Reserves Account No. 101-000-699.000, into the Municipal Improvement Account No. 401-902-977.101.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by Gafa, seconded by McConaghy, regarding **COVID Time Bank for Employees**, that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting held March 8, 2021, and approve the recommendation from the City Administrator establishing an employee bank for COVID time for the calendar year 2021 as outlined in his memo dated February 11, 2021.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by McConaghy, seconded by Granger, regarding **Charter Amendment-Proposed Ballot Language regarding Administrative Services**, that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting held March 8, 2021, and proceed immediately with the City Attorney's proposal as set forth in her March 2, 2021, correspondence to the City Council including the language that she has set forth and also encompassing the comment from Council Member Gafa, and that the City Administrator's title may be changed to City Manager but only as amendment nomenclature as opposed to changing any other job duties.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, McConaghy
No: Koester
Absent: None

Motion by Gafa, seconded by McConaghy, that the following minutes be approved as presented:

1. Committee-of-the-Whole Minutes dated March 8, 2021.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by Koester, seconded by Gafa, regarding **Postponement of Memorial Tree Ceremony**, that the City Council concur with the recommendation of the Tree Commission at their meeting held March 3, 2021, and postpone the Memorial Tree Ceremony scheduled for Wednesday, April 7, 2021, to a later date yet to be determined.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

THE MEETING WAS THEREUPON OPENED AT 7:16 P.M. FOR A PUBLIC HEARING IN ACCORDANCE WITH CHAPTER 8, BUILDINGS AND BUILDING REGULATIONS, ARTICLE IX, FENCES, TO HEAR THE APPLICATION OF **ASTRIT AND EDIT BACI, 21479 MORNINGSIDE DR., GROSSE POINTE WOODS**, WHO IS REQUESTING TO REPLACE AN OLD WOOD FENCE WITH A SOLID VINYL FENCE, WHICH IS

NONCOMPLIANT WITH SECTION 8-279(1) OF THE CITY CODE REQUIRING A MINIMUM 2” OPENINGS THROUGHOUT 50% OF THE LENGTH OR HEIGHT OF THE FENCE. A VARIANCE IS THEREFORE REQUIRED.

Due to the two vacancies on City Council, discussion ensued regarding the petitioners’ option to postpone the hearing until a full Council is present. The petitioners decided to proceed with the hearing.

Motion by McConaghy, seconded by Gafa, that for purposes of the public hearing the following items be received and placed on file, Items 5A 1-10:

1. Letter Received 02/12/21 – Edit Baci
2. Neighbors signed approvals
3. Application for Fence 10/04/20
4. Photos (3)
5. Google Earth Map
6. Memo 03/02/21 – Building Inspector
7. Photos (7)
8. Memo 02/19/21 – Director of Public Services
9. Affidavit of Property Owners Notified
10. Aerial Views

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

The Building Official provided an overview of his memo dated March 2, 2021.

The Chair asked if anyone from the audience wished to speak in favor of the proposed request. The following individuals were heard:

Astrit and Edit Baci
21479 Morningside Dr.

The Chair asked if anyone from the audience wished to speak in opposition to the proposed request. No one wished to be heard.

Motion by McConaghy, seconded by Gafa, that the public hearing be closed at 7:28 p.m. PASSED UNANIMOUSLY.

Motion by Gafa, seconded by Granger, regarding **Fence Public Hearing: Astrit and Edit Baci, 21479 Morningside Dr.**, that the Council approve the variance based on the fact that the fence is surrounding a pool, at which special circumstances or conditions do exist.

Motion failed by the following roll vote:

Bryant	No
Gafa	Yes
Granger	Yes
Koester	No
McConaghy	No

Motion by McConaghy, seconded by Koester, regarding **Bark Mulch and Mulch Injection Services**, that the City Council approve bark mulch and injection services provided by Unique Clips, LLC at a cost of \$18,990.00, and an amount not to exceed \$4,000.00 for contingency, for a total cost not to exceed \$22,990.00, contingent upon appropriate insurance being received, funds to be taken from:

- Lake Front Park Account No. 101-774-818.102 - \$ 4,000.00;
- Major Streets Account No. 202-463-818.000 - \$18,990.00.

Motion carried by the following vote:

Yes:	Bryant, Gafa, Granger, Koester, McConaghy
No:	None
Absent:	None

Motion by Granger, seconded by McConaghy, regarding **Replacement Doors – Department of Public Safety**, that the City Council approve the replacement of doors in the Department of Public Safety, services to be provided by Overhead Door West in the amount of \$25,895.00, and to include a contingency in the amount of \$1,000.00 for a total project cost not to exceed \$26,895.00, funds to be taken as follows:

- City Hall Equipment Maintenance and Repairs Account No. 101-444-850.000 - \$19,000.00;
- Municipal Complex Contractual Services Account No. 101-444-818.000 - \$7,895.00.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by Gafa, seconded by McConaghy, regarding **2021 Lake Front Park Pool Opening**, that the City Council approve Aquatic Source to provide pool opening services in the amount of \$5,875.00, funds to be taken from Parks and Recreation Account No. 101-774-818.103, and to authorize the City Administrator to sign the proposal.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by Granger, seconded by Gafa, regarding **Request to use Bramcaster/Jackson Soccer Fields**, that the City Council approve the request of Eastside FC to use Bramcaster and Jackson Soccer Fields from April 1, 2021, through November 30, 2021, contingent upon the items listed:

1. Teams submit practice and game schedules;
2. Teams follow all park rules and clear the fields during storms;
3. Teams clean up trash around the fields after use;
4. Teams submit current rosters;
5. Eastside FC provide appropriate insurance as identified.

During discussion, it was stated that Eastside FC used to be called “Eastside Soccer” and/or “Grosse Pointe Soccer Association”.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by Koester, seconded by McConaghy, regarding **Department of Public Works 2020 Annual Report**, that the City Council receive the Department of Public Works 2020 Annual Report.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by McConaghy, seconded by Koester, regarding **Monthly Financial Report - February 2021** that the City Council refer this report to the Finance Committee.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by Gafa, seconded by Granger, regarding **2021 CDBG Activities – Request for Proposals**, that the City Council authorize the City Administrator to sign proposal documents for the 2021 CDBG Activities Program allocating \$6,000.00 to PAATS and \$14,000.00 to The Helm Life Center Senior Services, a total of \$20,000.00 in CDBG public service funds, to opt out of the 2021 RFP Program; and to adopt the Resolution as presented.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by Granger, seconded by McConaghy, regarding **Second reading: An Ordinance to Amend the Code of Ordinances for the City of Grosse Pointe Woods, Chapter 2, Administration, Article VI, Elections to Revise the Nominating Petition Deadline Identified in Section 2-416**, that the City Council approve this proposed ordinance as presented and make it effective 20 days after its enactment.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by McConaghy, seconded by Granger, regarding **Claims/Accounts**, that the City Council approve payment of Items 9A – 9H as listed on the Council agenda and as identified in the pink sheet in the respective amounts and accounts listed, as follows:

A.	Milk River Drainage System SRF Program 1. County of Wayne Invoice No. 305601 02/15/21 - \$965,992.11; Account Nos.: a. 365-445-991.000 - \$740,996.00; b. 365-445-992.000 - \$224,996.11.
B.	Claim No. 191382 – Michael Fox (Deductible Recovery) 1. Tokio Marine HCC Invoice 03/01/21 - \$15,000.00; Account No. 101-210-812.000.
C.	Lake Front Park Bridge Replacement 1. E.C. Korneffel Co Pay Estimate No. 4 02/28/21 - \$62,177.90; Account No. 401-903-977.109.
D.	2020 Sewer Rehabilitation by Full Length CIPP Lining 1. Corby Energy Services Pay Estimate No. 2 02/28/21 - \$123,944.28; Account No. 592-537-976.002.
E.	Metro Act Attorney 1. Kitch Drutchas Wagner Valitutti & Sherbrook Invoice No. 492714 02/25/21 - \$90.00; Account No. 101-210-812.000.
F.	Labor Attorney 1. Keller Thoma Invoice No. 119899 03/01/21 - \$633.75; Account No. 101-210-810.000.
G.	City Attorney 1. York, Dolan & Tomlinson PC 03/02/21 - \$3,627.00; Account Nos.: a. 101-210-801.200 - \$1,255.50; b. 101-210-801.100 - \$2,371.50.
H.	City Attorney 1. Rosati, Schultz, Joppich & Amtsbuechler PC, Invoice No. 1075187 03/09/21 - \$9,441.50; Account Nos.: a. 101-210-801.000 - \$8,883.50; b. 101-210-801.300 - \$558.00.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

The following items were heard under New Business:

- Council Member Granger requested the Director of Public Services to investigate any current plaque programs and coordinate with the Streetscape project.
- Members of City Council shared memories and experiences with the late Mayor Novitke.
- Council Member McConaghy requested the Building Official to call the homeowners/petitioners of 21479 Morningside Dr. regarding the fence variance, to answer any questions and clarify the ordinance.

Under Public Comment, the following individual was heard:

- George Bailey, Planning Commission Member

Motion by Granger, seconded by Koester, to adjourn tonight's meeting at 7:53 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin
Deputy Clerk

Arthur W. Bryant
Mayor Pro-Tem

MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD REMOTELY ON MONDAY, MARCH 29, 2021.

The Facilitator's statement was provided.

The meeting was called to order at 7:01 p.m. by Mayor Pro-Tem Bryant.

Roll Call*: Mayor Pro-Tem Bryant
Council Members: Gafa, Granger, Koester, McConaghy
Absent: None

(*Unless specifically identified otherwise, Council Members attended remotely from Grosse Pointe Woods, MI.)

Also Present: City Administrator Smith
City Attorney Anderson
Treasurer/Comptroller Murphy
City Clerk Hathaway
Director of Public Safety Kosanke
Director of Public Services Schulte
Facilitator/Deputy City Clerk Antolin

Motion by Granger, seconded by Gafa, 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, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by McConaghy, seconded by Granger, regarding **appointments – Mayor**, that the City Council concur with the Committee-of-the-Whole at their meeting held March 22, 2021, declaring a vacancy in the office of the Mayor and to appoint Arthur W. Bryant to fill the vacancy until the next regular election on November 2, 2021, and to direct the City Clerk to administer the Oath of Office.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

The City Clerk administered the Oath of Office to newly appointed Mayor Arthur W. Bryant.

Motion by Gafa, seconded by Koester, regarding **appointment – Mayor Pro-Tem**, that the City Council concur with the Committee-of-the-Whole at their meeting held March 22, 2021, and nominate and appoint Vicki Granger to serve as Mayor Pro-Tem until the first Council meeting following the November 2, 2021, election.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by Koester, seconded by Granger, regarding **Milk River Drainage District – Joint Escrow Agreement**, that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting held March 22, 2021, and approve return of the escrow bond for the Milk River Drainage District project and authorize the City Administrator to sign the Joint Directive To Terminate Escrow Agreement and Disburse Funds.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

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

- The Chair discussed the second charter amendment proposal regarding changing the title of *City Administrator* to *City Manager*. While in communication with the Attorney General's office, the City Attorney stated the Attorney General's office representative indicated they would likely be in opposition to changing *Administrator* to *Manager* and that moving forward with the second proposal may muddy up consideration of the first charter amendment proposal.

Motion by Granger, seconded by Gafa, that the City Council not go forward with a proposal to change the designation from *City Administrator* to *City Manager* and to eliminate this proposal from the ballot.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

- The City Attorney recommended City Council declare a vacancy on City Council due to Art Bryant having been appointed Mayor, and to consider an appointment to fill the vacancy from the applicants provided.

Motion by McConaghy, seconded by Gafa, that City Council declare an additional vacancy on City Council (making two Council Member vacancies), and to consider an appointment to fill the additional vacancy from the applicants provided.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Nobody wished to be heard under Public Comment.

Motion by Gafa, seconded by McConaghy, to adjourn tonight's meeting at 7:13 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Arthur W. Bryant
Mayor

4B

COMMITTEE-OF-THE-WHOLE
03-22-21 - 16

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF
GROSSE POINTE WOODS HELD REMOTELY (ZOOM) ON MONDAY, MARCH 22, 2021.

PRESENT*: Mayor Pro-Tem Bryant
Council Members Gafa, Granger, Koester, McConaghy (Southfield, MI)

ABSENT: None

ALSO PRESENT: City Administrator Smith
City Attorney Anderson
Treasurer/Comptroller Murphy
City Clerk Hathaway
Deputy City Clerk/Facilitator Antolin

(*Unless specifically identified otherwise, Council Members attended from Grosse Pointe Woods, MI.)

Also in attendance was City Engineer Scott Lockwood from Anderson, Eckstein & Westrick.

The Facilitator's Statement was read.

Mayor Pro-Tem Bryant called the meeting to order at 7:02 p.m.

Motion by Granger, seconded by McConaghy, 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, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

The first item on tonight's agenda was regarding **sponsorship: Grosse Pointe Chamber of Commerce 2021 Community Public Art Project – Heartbeat of Grosse Pointe**. The Chair provided an overview and asked the Committee whether the City would like to participate in the foundation's fundraiser, and if yes, at what level of sponsorship. Following a brief discussion, there was a consensus to participate at the \$3,000.00 level.

Motion by Granger, seconded by Gafa, regarding sponsorship: Grosse Pointe Chamber of Commerce 2021 Community Public Art Project – Heartbeat of Grosse Pointe, that the City Council support the Grosse Pointe Chamber Foundation and participate in the Heartbeat project as a \$3,000.00 sponsor.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

The next item discussed was regarding **2021-23 Engineering Hourly Rates**. The Chair stated the city engineers have not had an increase in rates for sixteen years. They are asking for 5% this year, and an incremental increase at 2.8% for the next two years. The Chair stated according to the Treasurer/Comptroller the cost for city engineering with Anderson, Eckstein & Westrick in 2020 totaled \$860,000.00. The increased cost for 2021 would amount to approximately \$43,000.00.

Motion by McConaghy, seconded by Granger, regarding 2021-23 Engineering Rates – Anderson, Eckstein & Westrick, that the Committee-of-the-Whole recommend City Council approve the rate increases as presented, 5% increase for FY 2021/22; and 2.8% increase for Fiscal Years 2022/23 and 2023/24.

The Treasurer/Comptroller was asked to identify the engineering rate versus the amount of business over the last five years.

Motion carried by the following vote:

Yes:	Bryant, Gafa, Granger, Koester, McConaghy
No:	None
Absent:	None



Discussion then ensued regarding **Vacancy – Office of the Mayor and Council**. The Chair provided an overview regarding the Inside Grosse Pointe Magazine, which covers and includes information on the Grosse Pointe area City Councils, provides a statement from each of the Mayors, includes information on the parks and amenities in each of the cities, as well as Board of Education information. He believes it is important to meet the publication deadline and provide complete up to date information, which has a tentative deadline of April 5, 2021. He suggested moving forward at this time to meet the deadline and to identify the Mayor and a full City Council. He requested the Committee provide proposals for Council to vote on including appointment of the Mayor and appointment of a Mayor Pro-Tem.

Motion by McConaghy, seconded by Granger, regarding **Vacancy and Appointment – Mayor**, that the Committee-of-the-Whole recommend to City Council declaring a vacancy in the Office of the Mayor and to appoint Arthur W. Bryant to fill the vacancy until the next regular election on November 2, 2021.

The question was raised whether anyone else wished to be considered for the appointment of Mayor. Nobody voiced an interest.

Motion carried by the following vote:

Yes:	Bryant, Gafa, Granger, Koester, McConaghy
No:	None
Absent:	None

Motion by McConaghy, seconded by Gafa, regarding **Appointment of Mayor Pro-Tem**, that the Committee-of-the-Whole recommend to City Council the nomination of Vicki

Granger to serve as Mayor Pro-Tem until the first Council meeting following the November 2, 2021, election.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

The Chair stated that a Special City Council Meeting needs to be scheduled for Monday, March 29, 2021, to address the previous motions. Immediately following, a Committee-of-the-Whole will be scheduled to begin the process of discussing candidates.

The Chair provided an overview regarding the previous process followed by the Council to fill the vacancy created upon the resignation of Gabriella Boddy and filled by Kevin Ketels. Member Gafa inquired whether adding an additional seat to fill an additional vacancy is appropriate at this time. The City Attorney confirmed no specific process is in place and this is okay. As the deadline for candidates to apply expires March 25, 2021, at 4 p.m., the City Clerk will be distributing the applicant's information in Friday's City Council packets.

Motion by McConaghy, seconded by Koester, that a Special City Council Meeting be scheduled for Monday, March 29, 2021, at 7 p.m. for the purpose of ratifying the votes from this evening for the appointments of Mayor and Mayor Pro-Tem.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Motion by Granger, seconded by Gafa, regarding **consideration of items to be removed from the Committee-of-the-Whole**, that the following items be removed from the Committee-of-the-Whole:

- A. Winterfest
- B. City Attorney Charles Berschback – Retirement
- C. Generator Ordinance
- D. Employee Handbook
- E. Medstar Update
- F. FOIA Procedures
- G. Honeywell Energy Savings
- H. Proposed Ghesquiere Improvements (Concession Stand)
- I. Road Projects: Beaufait and Oxford -Mack to West City Limit
- J. Public Safety Dispatch/Lockup Consolidation
- K. Fire Truck
- L. Elevator

- M. Residential Parking Permits – Overnight only
- N. Credit Card Policy

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

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

- The City Administrator provided an update regarding the **Milk River Drainage District** and return of \$150,000.00 held in escrow. He explained the work is complete and advised that following an inspection performed by the Director of Public Services, the funds held in escrow would be released and he would be signing the appropriate agreement.

Motion by McConaghy, seconded by Gafa, regarding return of Milk River Drainage District escrow, that the Committee-of-the-Whole recommend City Council approve return of the escrow bond for the Milk River Drainage District project and authorize the City Administrator to sign the Agreement.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

- The City Administrator provided an overview regarding a new procedure with Tokio Marine when handling liability claims under Part C of the policy covering medical claims. He requested to be the City's authorized representative to approve Tokio Marine's handling claims under Part C-Medical Reimbursements, which caps at \$10,000.00 on each injury case. This will permit Tokio Marine to handle medical cost reimbursements and to obtain necessary signed releases. Formal approval is required with each claim, and rather than return to Council for each claim, he is requesting authorization to approve each case as it arises.

Motion by Gafa, seconded by McConaghy, regarding Tokio Marine-Part C Authorization, that the Committee-of-the-Whole recommend City Council authorize the City Administrator to approve claims to be applied under Part C-Medical Reimbursement of Costs as required by the City's liability insurance provider, Tokio Marine.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

- Scott Lockwood, City Engineer, thanked Council for the consideration of the rate increases recommended for approval by Council at tonight's meeting.



COMMITTEE-OF-THE-WHOLE
03-22-21 - 20

- The Chair mentioned the City Engineer rate increase will be effective July 2021.

Nobody wished to be heard under Public Comment.

Motion by Gafa, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 7:38 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Arthur W. Bryant
Mayor Pro-Tem



MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF
GROSSE POINTE WOODS HELD REMOTELY ON MONDAY, MARCH 29, 2021.

Facilitator's statement was read.

PRESENT*: Mayor Bryant
Council Members Gafa, Granger, Koester, McConaghy

ABSENT: None
(*Unless specifically identified otherwise, Council Members attended remotely from Grosse Pointe Woods, MI.)

ALSO PRESENT: City Administrator Smith
City Attorney Anderson
Treasurer/Comptroller Murphy
City Clerk Hathaway
Director of Public Services Schulte
Facilitator/Deputy City Clerk Antolin

Mayor Bryant called the meeting to order at 7:14 p.m.

Motion by Koester, seconded by Granger, 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, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

Discussion ensued regarding two (2) vacancies on City Council caused by the passing of Mayor Robert E. Novitke and Council Member George McMullen. The Chair stated eighteen applications had been received on time to fill the vacancies. A nineteenth application was received by email after the March 25, 2021, 4 p.m. deadline, however it was sent on time and therefore it would be accepted for consideration. There were no objections voiced from the Committee. The Chair outlined the process. He stated the Committee would go down the list of applicants #1 through #19, and by a show of hands, three or more, would determine further consideration.

Following the poll, five hands were raised for Candidate #3 – Angela Coletti Brown and Candidate #18 – Tom Vaughn; these two candidates received unanimous support.

Motion by McConaghy, seconded by Gafa, that the Committee-of-the-Whole recommend that City Council appoint Tom Vaughn and Angela Coletti Brown to fill the two vacancies with terms to expire the next regular City election, November 2, 2021.



COMMITTEE-OF-THE-WHOLE
03-29-21 - 22

Under discussion it was noted that these appointments are temporary until the next regular election. The two vacancies will be placed on the November 2021 ballot as required by charter.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy
No: None
Absent: None

The following item was discussed under new business:

- Regarding the new Council appointments: a letter to applicants and new Council orientation.

Nobody wished to be heard under Public Comment.

Motion by Granger, seconded by Gafa, that the meeting of the Committee-of-the-Whole be adjourned at 7:39 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Arthur W. Bryant
Mayor

Committee Approved
3/31/21



FINANCE COMMITTEE
05-12-20

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE CITY OF GROSSE POINTE WOODS HELD REMOTELY ON TUESDAY, MAY 12, 2020.

The Facilitator's Statement was presented.

The meeting was called to order at 5:02 p.m. by Chair McConaghy.

In attendance: Chairman McConaghy
Members: Koester, Novitke

Absent: None

Also present: City Administrator Smith
Treasurer/Comptroller Behrens
City Clerk Hathaway
Deputy City Clerk Antolin
Director of Public Services Schulte

Motion by Koester, seconded by Novitke, that all items on tonight's agenda be received and placed on file.

Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke
No: None
Absent: None

Motion by Novitke, seconded by Koester, that the meeting minutes dated March 16, 2020, be approved as submitted.

Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke
No: None
Absent: None

The purpose of tonight's meeting was to **review proposed budget 2020/21 and fiscal forecast**. The Mayor provided a brief overview and stated items having an effect on this year's budget included COVID-19 and State Revenue Sharing.

The Mayor stated there are three non-reoccurring major items presented in this budget including replacement of the vehicular bridge at Lake Front Park at \$631,000.00, payment of the new fire truck at \$500,000.00, and paving of Oxford Road. A decision needs to be made whether or not to keep all three projects in the budget. He also stated consideration needs to be given to whether some items can be delayed such as public safety

and public works vehicle purchases, LED conversation, and whether to consider not opening the pool for three months, June – August. The Mayor also reminded the Committee that City events have been cancelled, although there may be consideration given to Polar Express with practicing social distancing.

Discussion also included the possibility of not filling a position at the Department of Public Works if it becomes vacant, and according to the Director of Public Services one position may retire. The Director of Public Services confirmed that the City will receive rebates from DTE after completing the LED conversions and that the project is supported by the parking fund.

The Treasurer/Comptroller provided information regarding the City obtaining a Capital Improvement Bond for \$1.5 million as well as possible financing. She confirmed there are three current bonds including a Capital Improvement Bond (paid from the General Fund) and two for roads (paid from water/sewer).

Further discussion included commission budgets appearing to be arbitrarily high, liability insurance, and OPEB. The Mayor discussed assumptions for healthcare being based on an average history, and the Treasurer/Comptroller was asked to check with Mark Manquin for actual numbers. The Treasurer/Comptroller, when asked, explained that the park budget increased due to the bridge construction cost of \$650,000.00 and pool filter sand at \$60,000.00. The Mayor discussed the MIS employee pension cost at \$26,131.00; the Treasurer/Comptroller confirmed the cost is 31.19% of the employees annual payroll.

The Treasurer/Comptroller confirmed the State has not released information regarding State Shared Revenues but that it is scheduled for a 1.9% increase but she does not anticipate it coming through; each percent is equal to \$16,000.00 and if increased by 5% would equate to \$80,000.00.

Discussion included a trash removal increase of 3% per the contract, a road bond debt surplus, Grosse Gratiot Bond, and Capital Improvement obligation remains at \$1.5 million for 14 more years. The Treasurer/Comptroller stated of the road bond issuance through 2025, after the first issuance into this fiscal year including 2021, the City owes \$4.761 million on the bond issued for \$6.6 million; and on second bond issue \$3.158 million including interest at 2.875% interest.

The Mayor stated with the pool not opening, there should be \$150,000.00 to recapture for bridge cost. The Director of Public Services stated if the bridge is not replaced this year it could collapse based on a survey completed one year ago. The survey identified one-three years life left on the bridge; 2020 being the second year.

Discussion ensued regarding the cost of the pool's sand filters and resurfacing of one of the tennis courts and whether to keep these items in the budget. The Director of Public Services recommended keeping the sand filters and maintaining the tennis courts.

The Mayor identified three non-recurring expenses in this budget including the pedestrian bridge, Oxford Rd construction, and the fire truck, and he would like to not put off too many things from this next budget.

The Committee and Treasurer/Comptroller discussed the \$600,000.00 deficit in the current budget, keeping the three projects in the budget for 2020/21, and discussed formulas and methods for retaining a minimum 25% fund balance with and without bonding or financing. The Committee discussed the \$150,000.00 pool expenses recaptured for June and \$50,000.00 for not hosting City events this year. There was mention of performing an audit on equipment and employees in the Clerk's Department and not purchasing \$4,200.00 for election laptops.

The Mayor stated Commission budgets appear to be overfunded by \$10,000.00, and the City programs not being held for residents this year due to COVID-19. He also does not believe there should be a Commission Appreciation Reception this year due to the public safety standpoint for the need to social distance. The Mayor asked that the Commission Appreciation be taken out of the budget, that the Commission budgets be reduced to realistic costs, and to include reductions from the pool not opening. There was a consensus to operate on the assumption that City events will not be held.

The Mayor asked what the fund balance projections would be including the Committee's recommendations. The Treasurer/Comptroller calculated the budget summary with the Committee's recommended changes resulting in a 24.04% fund balance, but did not address Oxford Rd. Discussion ensued regarding keeping Oxford Rd in the budget and whether to finance or not finance the project. The Treasurer/Comptroller confirmed the proposed budget as presented did not take into account the \$150,000.00 for not opening the pool, and adding \$150,000.00 for each July and August, totaling a \$450,000.00 expenditure reduction. After recapturing \$50,000.00 for City programs that are not self-sufficient and \$10,000.00 off for Commission expenses, the fund balance including paying the fire truck from the fund balance was down to 17.7%.

The Committee agreed to this current configuration including fire truck financing, possibly paying it off early, and having a 23.24% fund balance. The Treasurer/Comptroller was asked to take another look to be sure that healthcare assumption percentages are actual numbers. The Treasurer/Comptroller stated the number is artificially high due to road projects expensed in the current fiscal year budget.

The Mayor asked if the Committee agreed to adoption of this budget with no funding for the pool for July and August 2020, reduce the Commission budgets down to actual amounts expended, and remove the Commission Appreciation Reception. The Committee agreed. He then asked if Public Works vehicles (chipper, dump truck and another vehicle) could be deferred. The Director of Public Services stated the vehicles affects the General Fund by \$100,000.00. The Treasurer/Comptroller stated the biggest vehicles expense to the General Fund-Local Road Fund is \$57,000.00.

The Treasurer/Comptroller confirmed \$150,000.00 in pharmacy savings was built into the proposed budget for retiree health care costs.

Motion by Koester, seconded by Novitke, regarding the proposed FY 2020/21 budget, that the Finance Committee recommend the City Council approve this budget as presented with modifications reflecting that the pool would not be open for July and August 2020, that the commission's budgets be reduced to what is projected to be their actual expenditures, cancellation of the Commission Appreciation Reception, and cancellation of the City events for the calendar year 2020.

Motion passed by the following vote:

Yes:	Koester, McConaghy, Novitke
No:	None
Absent:	None

The Chair thanked the City Administrator, Treasurer/Comptroller, Director of Public Services, and everyone else who helped with the budget.

Nobody wished to be heard under New Business.

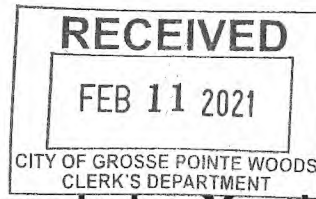
The following individual was heard under Public Comment:

Catherine Dumke
20081 East Ballantyne Ct.

Motion by Novitke, seconded by Koester, that tonight's meeting be adjourned at 7:17 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk



Commission Approved
3/9/21

4E

Citizen's Recreation Commission Meeting Minutes

Virtual meeting of the Citizen's Recreation Commission was held on February 9, 2021 at Grosse Pointe Woods, Michigan.

CALLED TO ORDER: 7:04

PRESENT:

Angela Brown
Lindsey Fratarolli
Gib Heim
Barb Janutol
Tom Jerger
Mark Miller
Sarah Seger
Amanda York

ABSENT:

Tony Rennpage

ALSO, PRESENT:

Art Bryant, and Nicole Gerhart

APPROVAL OF THE AGENDA:

Motion was made for acceptance of the agenda for February 9, 2021 by Mark Miller, and seconded by Angela Brown.

Approval of motion:

Yes: Brown, Fratarolli, Heim, Janutol, Jerger, Miller, Seger and York

No: None

Absent: Rennpage

APPROVAL OF THE MINUTES:

Motion to accept the minutes from January 12, 2021 was made by Gib Heim and seconded by Angela Brown.

Approval of motion:

Yes: Brown, Fratarolli, Heim, Janutol, Jerger, Miller, Seger and York

No: None

Absent: Rennpage

COUNCIL MEETING REPORT:

- A favorable discussion of the proposed updates for Chene Trombley Park took place at the Committee of the Whole meeting on Monday, February 8th. The Committee moved the discussion to the next Council meeting.

- The Grosse Pointe Woods Foundation has expressed an interest in helping facilitate the Chene-Trombley project.
- Updated information regarding this project will be shared at our March meeting.

SUPERVISOR'S REPORT:

- The fitness classes are up and running again. They are booked solid!
- The City is still not hosting public events. No reservations are being taken for building use at this time, including the Community Center and Activities Building.
- The Fishing Derby is on the calendar for this summer, although City events are still closed. Members feel planning should continue for this event, just in case events are opened up. Discussion will continue at our March meeting.

OLD BUSINESS:

Snowman building contest:

- The Contest is running through February 28th.
- Members were asked to share the flyer with family and friends.
- At this point 6 entries have been submitted.

Kayak Update:

- The updates presently include a new storage rack, along with an entry way with a dedicated ramp, located in the open slip next to the boat ramp. The cost for this downsized project is more in tune with the availability of funds.
- More discussion on final decisions will take place at our March meeting

NEW BUSINESS:

Art Bryant expressed an interest in what else the Recreation Commission could do to facilitate the Chene-Trombley project.

Discussion took place with the members agreeing to the possibility of planning special events at this park when updates have been completed.

A suggestion was made that the Beautification Commission and the Tree Commission might be interested in partnering up with us on this project.

Mr. Bryant also suggested that walking paths be included in the updates to Ghesquiere and Chene-Trombley parks. Since walking paths were included in our original suggestions for updates, we hope that these are presently being considered by the Council.

ADJOURNMENT:

Motion was made to adjourn the meeting by Gib Heim and seconded by Mark Miller.

Approval of motion:

Yes: Brown, Fratarolli, Heim, Janutol, Jerger, Miller, Seger and York

No: None

Absent: Rennpage

Meeting Adjourned at 8:00 pm.

Respectfully submitted by: Barb Janutol, Secretary of the Grosse Pointe Woods
Citizen's Recreation Commission.

Minutes of the Grosse Pointe Woods Tree Commission Meeting March 3, 2021.



The meeting was called to order by Chairman Lechner at 7:34 p.m.

The following members were present:

Tim Butler
Maria Galbo
Laura Gaskin
Peter Groschner
Paul Lechner
Mary Ellen Meyering
Jeff Profeta
Randy Rennpage

The following members were excused:

The following members were absent:
Robert Greening

The following were also in attendance:

Michael Koester, Council Representative
Gretchen Miotto, Moderator
Dave Andrews
Ted Colborn

Motion by Gaskin, seconded by Rennpage to approve the agenda for the meeting March 3, 2021 passed by the following vote:

Yes: 8 No: 0 Excused: 0

Motion by Gaskin, seconded by Galbo to approve the minutes for the meeting February 3, 2021 passed by the following vote:

Yes: 8 No: 0 Excused: 0

Treasurer's Report:

Tim Butler reported that our balance is \$3694.18. \$375 was spent on markers for memorial trees, but will not count against our budget of \$1200. Motion by Groeschner, seconded by Rennpage to accept the treasurer's report passed by the following vote:

Yes: 8 No: 0 Excused: 0

Old Business:

Nichole Gerhardt of the Recreation Commission suggested to Chairman Lechner that we consider postponing our Memorial Tree Ceremony until June and conducting it outdoors due to new guidance from the State. Profeta reports that we have 20 Tree donations over the last two years, so the potential for a large attendance exists. Profeta moved that we postpone the ceremony to a later date, to be determined, Gaskin seconded. The motion passed by the following vote:

Yes: 8 No: 0 Excused: 0

Gaskin moved to immediately certify the vote to postpone the ceremony, Groeschner seconded. The motion passed by the following vote:

Yes: 8 No: 0 Excused: 0

Lechner checked in with Rebecca Fannon with the GP Public Schools to determine how we can conduct our traditional Arbor Day activities. Montieth and Mason are interested in participating and Ferry is not interested in the presentation, but will distribute the trees. Star of the Sea is interested. Presentations will most likely be done via Zoom. Everything is in line with our tree order and using the DPW to bag the trees.

Andrews and Colburn have been recommended to Council as new members.

New Business:

After discussion, Meyering moved that we approve the same \$1200 budget as last year.

Profeta seconded and the motion passed by the following vote:

Yes: 8 No: 0 Excused: 0

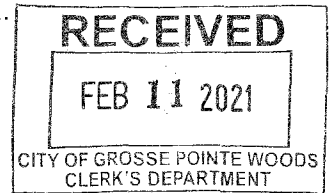
Council representative Michael Koester provided an update of current city business.

Motion to adjourn at 8:43 p.m. moved by Gaskin, and seconded by Galbo, was unanimous.

Submitted by: Mary Ellen Meyering Office Held: Secretary Cell: 313 505 2352

Commission Approved
3/3/21

Minutes of the Grosse Pointe Woods Tree Commission Meeting February 3, 2021.



The meeting was called to order by Chairman Lechner at 7:38 p.m.

The following members were present:

Maria Galbo
Peter Groschner
Paul Lechner
Mary Ellen Meyering
Jeff Profeta

The following members were excused:

Tim Butler
George Hathaway (resigned)
Randy Rennpage

The following members were absent:

Laura Gaskin
Robert Greening

The following were also in attendance:

Michael Koester, Council Representative
Gretchen Miotto, Moderator
Dave Andrews
Ted Colborn

Motion by Groeschner, seconded by Profeta to approve the agenda for the meeting February 3, 2021 passed by the following vote:

Yes: 5 No: 0 Excused: 3

Motion by Galbo, seconded by Groeschner to approve the minutes for the meeting December 2, 2020 passed by the following vote:

Yes: 5 No: 0 Excused: 3

Treasurer's Report:

No Treasurer's report this month.

Old Business:

Lechner is working with the schools to determine how we can conduct our traditional Arbor Day activities. He will also contact the tree vendor to discuss our options.

The April Memorial Tree Ceremony is on the City calendar for April 7, 2021 at 7:30. We plan to honor the trees dedicated in both 2020 and 2021 with appropriate social distancing. Invitations will be sent after our next meeting to allow for any unanticipated changes to the City Hall situation.

New Business:

Discussion of the budget was tabled until next month when Treasurer Butler is available.

Our application for Tree City USA has been appropriately filed.

Groeschner correct his wife's name on the roster.

The members interviewed the two candidates for the Commission opening. With Mr. Hathaway's resignation, there will be two openings. After discussion, Meyering moved that we recommend both candidates to Council. Groeschner seconded and the motion passed by the following vote:

Yes: 5 No: 0 Excused: 3

Council representative Michael Koester provided an update of current city business.

Motion to adjourn at 8:34 p.m. moved by Groeschner, and seconded by Galbo, was unanimous.

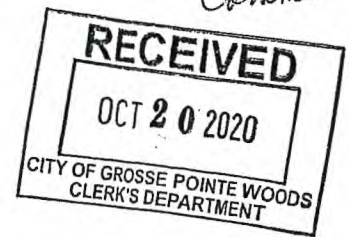
Submitted by: Mary Ellen Meyering Office Held: Secretary Cell: 313 505 2352





CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

cc: Mayor
Cammis



BIOGRAPHICAL SKETCH

✓ I am interested in making application to serve as a member on the following Board/Commission:

✓ Beautification Commission	Building Authority
Board of Review	✓ Community Tree Commission
✓ Citizens' Recreation Commission	Downspout Board of Appeals
Construction Board of Appeals	Historical Commission
Community Events Committee	Mack Avenue Business Study Committee
Local Officers' Compensation Commission	Planning Commission
Pension Board	Other:
Senior Citizens' Commission	

NAME: DAVID ANDREW

ADDRESS: 1915 Kenmore Drive

TELEPHONE: Home: 313 370 8656 Office: _____

E-Mail: DAVID814 @ AOL.COM (GPW) 2

OCCUPATION: RETIRED TEACHER PART-TIME GPW GIS TECH + GARDENER

OF YEARS RESIDENT OF GROSSE POINTE WOODS: 23 years

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

I'VE BEEN ON EVERY BLOCK, MEASURED TREES, GPS FIRE HYDRANTS, → over

EDUCATION: BA + MA EDUCATION LEADERSHIP W.S.U.

PROFESSIONAL / SERVICE CLUB AFFILIATIONS: PAST BOARD MEMBER:

WOODS/SHORES L.L.C., GROSSE POINTE HOCKEY ASSOC.

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD: HAVING WORKED FOR THE CITY THESE PAST 3 YEARS I CAN/HAVE SEEN WHAT WE NEED.

[Signature]
Signature of sponsor

[Signature]
Signature of applicant

Date: 10-15-20

Return to Clerk's Office

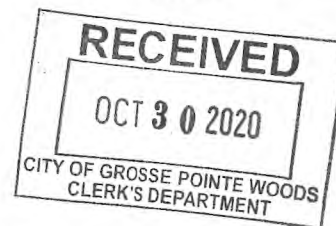
NOTE: Biographical sketches will be retained on file for one year. Please resubmit a new form after that time.



CITY OF GROSSE POINTE WOODS

20025 Mack Plaza
Grosse Pointe Woods, MI 48236

cc: Mayor
Tree Comm



BIOGRAPHICAL SKETCH

✓ I am interested in making application to serve as a member on the following Board/Commission:

Board/Commission	Board/Commission
Board of Review	<input checked="" type="checkbox"/> Community Tree Commission
Citizens' Recreation Commission	Downspout Board of Appeals
Construction Board of Appeals	Historical Commission
Community Events Committee	Mack Avenue Business Study Committee
Local Officers' Compensation Commission	Planning Commission
Pension Board	Other:
Senior Citizens' Commission	

NAME: Ted Colborn

ADDRESS: 2009 Lochmoor Drive, G.P.W.

TELEPHONE: Home: 313-885-5577 Office: Call: 313-702-5578

E-Mail: colborns@sbcglobal.net

OCCUPATION:

OF YEARS RESIDENT OF GROSSE POINTE WOODS: 29

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

In 19th year as G.P.W. school crossing guard (Mack & Vernier)

EDUCATION: Wayne State University

PROFESSIONAL / SERVICE CLUB AFFILIATIONS: amateur tree huggers league's member of St. Michael's Church, G.P.W.

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD: I have travelled far in G.P.W., walking the residential streets and our great parks.

Kate Colborn
Signature of sponsor
Kate Colborn

Ted Colborn
Signature of applicant

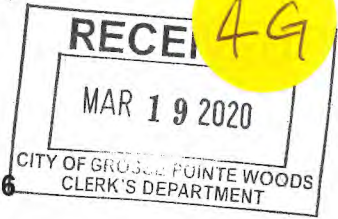
Date: Oct. 29, 2020

Return to Clerk's Office

NOTE: Biographical sketches will be retained on file for one year. Please resubmit a new form after that time.

References over, please.

Commission Approved
3/11/21



**City of Grosse Pointe Woods
Historical Commission Minutes
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236
Cook Schoolhouse March 12th, 2020**

1. Call to Order

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:33 p.m. by Chairperson Sean Patrick Murphy.

2. Roll Call

Present: Shirley Hartert, Suzanne Kent, Stephanie Listman, Lynne Millies, Jim Motschall, Sean Patrick Murphy, Frank Romano, Becky Veitengruber, Giles Wilborn

Excused: Mary Kaye Ferry, Council Representative Kenn Gafa

Unexcused: Del Harkenrider

Also Present: GPW resident George McMullen Jr. (1382 Hollywood), Julie Baumer

3. Approval of Minutes

Motion by Hartert, seconded by Motschall to approve the February 13th, 2020 minutes as presented. Ayes: all. Motion carried.

4. Items

A. Treasurer's Report: Murphy reported for Motschall that the Cook Schoolhouse balance is \$30,523.11 and the balance of the Historical Commission is \$1,653.82.

B. Cook School Report: Open House dates and assignments for 2020:

- Saturday June 13th 12:00-2:00 p.m. (Motschall)
- Saturday July 18th 12:00-2:00 p.m. (Romano, Veitengruber, Wilborn)
- Saturday Sept. 19th 5:00-7:00 p.m. (Listman, Murphy)
- Sunday Oct. 4th 1:00-3:00 (Hartert, Listman, Millies)

C. Commission Files Report: Discussion about hanging photos at Lakefront Park

5. Old Business

A. Memorial Day: Commission went over "Things to Do List."

Motion by Hartert, seconded by Murphy, to approve for Memorial Day 2020, \$595.00 payment to Ralph Miller for band. Ayes: all. Motion carried.

Motion by Kent, seconded by Hartert, to approve for Memorial Day 2020, \$540.00 payment to Hotz Catering for chairs. Ayes: all. Motion carried.

Motion by Veitengruber, seconded by Romano, to approve for Memorial Day 2020, \$275.00 payment to John Denomme for sound system. Ayes: all. Motion carried.

Motion by Veitengruber, seconded by Kent, to approve for Memorial Day 2020, \$35 payment to Moehring Woods Flowers for wreath. Ayes: all. Motion carried.

Motion by Millies, seconded by Listman, to approve for Memorial Day 2020, \$12 payment to GPW Beautification Commission for commemorative tile for speaker. Ayes: all. Motion carried.

B. Internship Update: Murphy is staying in contact with a Grosse Pointe North High School Social Studies teacher.

C. Bathhouse Photos Update: (see 4c. *Commission Files*, above)

6. New Business

No new business at this time.

7. Public and Commissioner Comments

George McMullen Jr. invited the commission to attend the Tree Commission's annual ceremony on April 1st, 7:00 p.m.

8. Adjournment

The meeting was adjourned at 8:15 p.m. by Chairperson Murphy.

Respectfully submitted: Becky Veitengruber, Acting Secretary for Mary Kaye Ferry.

The next meeting of the Grosse Pointe Woods Historical Commission will take place on April 9th, 2020 at 7:30 p.m. in the Cook Schoolhouse, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236



**CITY OF GROSSE POINTE WOODS
MEMORANDUM**

Rec'd 4/12/21
5A

Date: April 12, 2021

To: Mayor and City Council

Re: Proposed 2021-2022 Budget

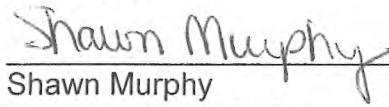
Pursuant to Section 8.2 of the City Charter, I hereby present the proposed budget summary for fiscal year 2021-2022. It is prepared in compliance with state law and was discussed during the Finance Committee meeting on March 31, 2021.

The budget summary has been compiled utilizing the City's post Board of Review taxable value of 767,141,507 with a proposed millage rate of 13.1292 for general operating; .0651 for public relations; and 2.5099 for solid waste.

Staff has scheduled meetings with city engineers to review the water/sewer budget proposal and the Grosse Gratiot Drain budget proposal.

Attached is a summary of the total budget projection for fiscal year 2021-2022.

Thank you.


Shawn Murphy
Treasurer/Comptroller

2021 - 2022 PROPOSED BUDGET SUMMARY
City of Grosse Pointe Woods

3.31.2021

	2020 - 2021 AMENDED	2021 - 2022 PROPOSED	Change
<u>GENERAL FUND</u>			
General Government	\$3,541,214	\$3,786,151	
Public Safety	\$6,492,524	\$6,737,511	
Public Works	\$3,436,231	\$2,393,779	
Management Info. Systems	\$484,877	\$560,125	
Parks & Recreation	\$2,160,617	\$1,848,028	
Total General Fund	<u>\$16,115,463</u>	<u>\$15,325,594</u>	(789,869)
<u>SPECIAL REVENUE</u>			
Major Street	897,865	1,389,241	
Local Street	1,524,284	1,600,804	
Parkway Beautification	55,500	55,500	
Cable Fund	0	0	
Act 302 Training	13,800	5,000	
Solid Waste	1,830,992	1,896,164	
CDBG	20,000	20,000	
911 Service Fund	116,877	121,671	
Drug Forfeiture	16,500	6,000	
SOM MIDC Grant	21,151	21,148	
Total Special Revenue	<u>\$4,496,969</u>	<u>\$5,115,528</u>	618,559
<u>DEBT SERVICE FUND</u>			
Grosse Gratiot Drain (Milk River) **	\$5,368,881	\$1,634,263	
Road Bond Debt	\$956,985	\$1,033,544	
Capital Improvement Debt	\$215,588	\$222,363	
Total Debt Funds	<u>\$6,541,454</u>	<u>\$2,890,170</u>	(3,651,284)
<u>CAPITAL PROJECTS FUND</u>			
Municipal Improvement	\$1,019,150	\$30,000	
Capital Improvement Fund	\$317,500	\$0	
Total Capital Projects Fund	<u>\$1,336,650</u>	<u>\$30,000</u>	(1,306,650)
<u>INTERNAL SERVICE FUNDS</u>			
Workmen's Compensation	\$133,984	\$130,149	
Motor Vehicle Fund	\$1,440,274	\$1,189,461	
Total Internal Service Funds	<u>\$1,574,258</u>	<u>\$1,319,610</u>	(254,648)

2021 - 2022 PROPOSED BUDGET SUMMARY
City of Grosse Pointe Woods

3.31.2021

	2020 - 2021 AMENDED	2021 - 2022 PROPOSED	Change
<u>ENTERPRISE FUNDS</u>			
Water & Sewer**	\$11,985,853	\$9,309,400	
Parking	\$1,141,195	\$658,277	
Boat Dock	\$203,009	\$205,867	
Commodity Sales	\$55,605	\$151,000	
Total Enterprise Funds	<u>\$13,385,662</u>	<u>\$10,324,544</u>	(3,061,118)
<u>FIDUCIARY FUNDS</u>			
Supplemental Annuity	\$271,000	\$274,290	
Pension Trust Funds	\$3,897,821	\$3,617,171	
Retiree Healthcare (OPEB)	\$50,000	\$0	
Total Fiduciary Funds	<u>\$4,218,821</u>	<u>\$3,891,461</u>	(327,360)
Budget Total	<u>\$47,669,277</u>	<u>\$38,896,907</u>	(8,772,370)

**Note: Water & Swer Enterprise Fund and Grosse Gratiot Drain (Milk River) Debt Service Fund will be completed after meetings with City Engineers

5B

FINANCE COMMITTEE EXCERPT
PENDING APPROVAL
03-31-21

Motion by Bryant, seconded by Koester, regarding **Corrective Action Plan-Monitoring Retiree Health Care**, to recommend City Council the approval of a budget amendment in the amount of \$150,000 from account no. 101-000-699.000 Prior Year Reserves to account no. 101-299-999.736 Transfer to OPEB.

Motion passed by the following vote:

Yes: Bryant, Koester, McConaghy
No: None
Absent: None

Motion by Bryant, seconded by Koester, to amend the previous motion by inserting "and to approve the Corrective Action Plan Monitoring Application for Certification of Compliance".

Motion passed by the following vote:

Yes: Bryant, Koester, McConaghy
No: None
Absent: None



CITY OF GROSSE POINTE WOODS
MEMORANDUM

Date: March 30, 2021

To: Finance Committee

From: Shawn Murphy, Treasurer/Comptroller

CC: Bruce J. Smith, City Administrator

Re: Public Act 202 – Corrective Action Plan Monitoring

On January 7, 2021, the City received the attached letter from the State of Michigan Local Retirement Reporting Team advising the City that we have now reached the Corrective Action Plan monitoring period for The City of Grosse Pointe Woods Retiree Health Care Plan.

Attached are the following documents:

- Corrective Action Plan Monitoring: Application for Certification of Compliance
- Revised document prepared by Foster & Foster (formerly Rodwan Consulting) that includes additional employer contributions of \$200,000 per year into the Retiree Health Care Trust Fund. The City has contributed \$50,000 for fiscal year 2018-2020. The approved Corrective Action Plan stated the City would contribute \$200,000 per year through 2047
- Sustainability Worksheet
- Documentation pertaining to the change in prescription coverage for Medicare eligible retirees; showing a cost savings to the City

I respectfully request the Finance Committee recommend to City Council approval of the Corrective Action Plan Monitoring: Application for Certification of Compliance. Upon approval from City Council, the application and required documents will be submitted to the State of Michigan Local Retirement Reporting Team for review.

In addition, I am requesting the Finance Committee recommend to City Council the approval of a budget amendment in the amount of \$150,000 from account 101-000-699.000 Prior Year Reserves to account 101-299-999.736 Transfer to OPEB. Upon approval, a transfer of \$150,000 to The Retiree Health Care Trust Fund held at Charles Schwab will be completed.

Thank you for your consideration.

A handwritten signature of Shawn Murphy in black ink.

Shawn Murphy
Treasurer/Comptroller

A handwritten signature of Bruce J. Smith in black ink.

Bruce J. Smith
City Administrator



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

January 7, 2021

**Retirement Corrective Action Plan(s):
Corrective Action Plan Monitoring**

Fiscal Year: 2017
Municipality Code: 822130

Sent Via Email
City of Grosse Pointe Woods
cbehrens@gpwm.us

Dear Administrative Officer or Designee:

In accordance with Public Act 202 of 2017 (the Act), the Municipal Stability Board (the Board) is tasked with monitoring each underfunded local government's compliance with any approved retirement corrective action plan (CAP). **Your local government has reached the CAP monitoring period for all retirement systems in corrective action.**

How to File the Corrective Action Plan Monitoring Form(s)

The attached CAP monitoring form is due back to the Department of Treasury (Treasury) **within 90 days of this notification** via email to LocalRetirementReporting@Michigan.gov.

The CAP monitoring form includes detailed instructions on how to complete the form. Additionally, the Board has approved CAP monitoring criteria and procedures, which includes detailed information about CAP monitoring compliance. Please review the Board's criteria and complete the attached CAP monitoring form(s).

If you have CAPs for multiple systems, you are required to complete separate monitoring forms and send a separate email for each system in CAP. Please attach each plan as a separate PDF document in addition to all applicable supporting documentation. The subject line of each email should be in the following format: **Corrective Action Plan Monitoring, Local Government Name, Retirement System Name, System Type** (e.g. Corrective Action Plan Monitoring, City of Lansing, Employee Retirement System, Pension). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the form.

Next Steps:

- Once your CAP monitoring form(s) is submitted, the Board will officially review the form(s) for compliance with the Act. The Board shall then certify your local government as compliant, compliant with conditions, or noncompliant with the Act;
- Failure to submit a CAP monitoring form(s) will result in local government noncompliance until the CAP monitoring form(s) is submitted and the Board certifies compliance.

Noncompliance has the following impact on your local government:

- Your local government will be listed on the Michigan Department of Treasury website as noncompliant;
- Pursuant to Section 518 (5)(i) of Public Act 34 of 2001, your local government will not be eligible to issue a municipal security for the purpose of funding defined benefit pension retirement plans or postemployment health care plans;

Thank you for your commitment to fiscal stability and compliance with the Act. For more information regarding the Act, please visit Michigan.gov/LocalRetirementReporting for step-by-step reporting instructions and helpful FAQs. If you would like to speak with a member of our team, please email our office at LocalRetirementReporting@michigan.gov or schedule a phone call appointment using the [Local Retirement Calendar](#). A team member will contact you with a conference number to call at your scheduled time.

Sincerely,

Local Retirement Reporting Team
Community Engagement and Finance Division

Protecting Local Government Retirement and Benefits Act Corrective Action Plan Monitoring: Application for Certification of Compliance

Issued under the authority of Public Act 202 of 2017

LOCAL GOVERNMENT INFORMATION

Local Government Name: City of Grosse Pointe Woods Six-Digit Muni Code: 822130
Defined Benefit Retirement System Name: Grosse Pointe Woods
System Type: ☐ Pension ☒ Retirement Health Care (OPEB)
Contact Name (Administrative Officer): Shawn Murphy
Title (if not Administrative Officer): Treasurer/Comptroller Telephone: 313-343-2604
Email (Communication will be sent here): smurphy@gpwmi.us
Fiscal Year System was Determined to be Underfunded: 2017

I. GENERAL INFORMATION

Corrective Action Plan Monitoring: The Municipal Stability Board (the Board) shall monitor each underfunded local government's compliance with Public Act 202 of 2017 (the Act) and any approved corrective action plan (CAP). The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local government is in substantial compliance with the Act.

Due Date: The local government has **90 days from the date the CAP Monitoring Form is sent** to return the form to the Board.

Filing: The submitted monitoring form must demonstrate through distinct supporting documentation that the local government is addressing its underfunded status in accordance with its CAP and the Act. Consistent with the Board's best practices document, supporting documentation utilized should include a projection within their annual valuation that includes, but is not limited to, actuarially determined contributions (ADC), retirement benefit payments, assets, liabilities, and discount rates.

The completed monitoring form must be submitted via email to Treasury at LocalRetirementReporting@michigan.gov for review by the Board. **If you have CAPs for multiple systems, you are required to complete separate monitoring forms and send a separate email for each CAP.** Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of each email should be in the following format: **Corrective Action Plan Monitoring, Local Government Name, Retirement System Name, System Type** (e.g. Corrective Action Plan Monitoring, City of Lansing, Employee Retirement System, Pension). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the form.

Municipal Stability Board: The Board shall certify and vote whether each local government is compliant with their CAP and the Act. If a CAP is certified as compliant, the Board will continue to monitor the CAP and review the local government's compliance with the Act not less than every two years.

Review Process: After receiving your submitted CAP monitoring form, Treasury will provide it to the Board to review and certify the local government for compliance with the Act.

CAP Monitoring Approval Criteria: A CAP may be certified as compliant by meeting the Board approved CAP monitoring criteria. In general, certification of compliance by the Board will occur if a local government is able to demonstrate through distinct supporting documentation that the CAP addresses:

- 1) **Underfunded Status:** The local government continues to address underfunded status in a reasonable timeframe (60% funded for pension systems or 40% funded for OPEB systems OR; if the local government is a city, village, township, or county, the ADC as a percentage of governmental fund revenues is less than 10% for pensions or 12% for OPEB);
- 2) **Substantial Changes:** The actions documented in the CAP remain substantially the same, OR alternative actions have been implemented to address underfunded status;
- 3) **Sustainability:** The local government and the Board certify that the projected payments remain sustainable and affordable both now and into the future.

Certification of Compliance: Following a review of the monitoring process for each CAP, the Board will certify a local government as one of the following:

- **Compliant:** A local government certified as compliant has met all published criteria from the Board.
- **Complaint with Conditions:** A local government certified as compliant with conditions has met the published criteria, but the Board has determined that the local government's plan(s) may not be sustainable or the Board is unable to reasonably confirm future sustainability. With this certification, the local government will have until the next monitoring period to address the stated concerns regarding the plan(s).
- **Noncompliant:** A local government certified as noncompliant failed to meet one or more of the Board's published criteria for monitoring certification of compliance or failed to file the monitoring form. If voted noncompliant, the Board shall notify the local government within 15 days, detailing the reasons for the determination for noncompliance. The local government has 60 days to address the determination of noncompliance.

2. UNDERFUNDED STATUS CERTIFICATION

Previously, local governments demonstrated that they would be addressing their underfunded status within a reasonable timeframe in accordance with the Board's Corrective Action Plan Development: Best Practices and Strategies guide. The purpose of this section is for the local government to certify that their plan is still addressing its underfunded status within this approved timeframe.

Please check the applicable answer:

- I. Referencing supporting documentation, is the local government addressing its underfunded status in the same timeframe or less than the CAP?

☐ **Yes, we are addressing underfunded status by fiscal year _____ as originally approved.**

☒ **No, underfunded status will be now be addressed by fiscal year 2049, which is within the Board's required timeframe.**

Required timeframe: As general guidance, a local government with a severely underfunded pension system (45% funded or less) should reach a funded ratio of 60% within 20 years of the original determination of underfunded status. A local government with a severely underfunded retirement health care system (25% funded or less) should reach a funded ratio of 40% within 30 years of the original determination of underfunded status.

If no, provide additional explanation:

Due to budget constraints, The City of Grosse Pointe Woods did not contribute the additional \$200,000 for fiscal year end 2018 through 2020. The City contributed \$50,000 for fiscal year 2018-2020. The City will begin contributing \$200,000 into the Retiree Health Care Plan beginning in fiscal year ending 2021. Attachment 2A-additional employer contributions

3. SUBSTANTIAL CHANGES CERTIFICATION

The Board recognizes that as a local government implements the prospective actions in their CAP, specific solutions may need to be adjusted to continue to address its underfunded status. This section asks the local government to certify that the corrective actions documented in the plan to address underfunded status remain substantially the same.

Please check the applicable answer:

Does the CAP remain substantially the same as the originally approved submission?

☒ **Yes**

☐ **No** (If no, please complete a revised Form 5597 for OPEB or Form 5598 for pension and attach to this form)

Please check all that apply:

☒ **Actions Implemented from CAP** – What actions included in the CAP has the local government implemented?

Sample Statement: In June 2019, our local government began making additional payments of \$100,000 per year above its ADC to the **General Employees' Retirement System**, as stated in our CAP. Page 8 of our actuarial valuation (attachment 2a) shows our pension will be 62% funded by fiscal year 2028.

The original CAP included increasing employer contributions from \$50,000 per year to \$200,000 per year. Due to budget constraints, the City contributed \$50,000 for fiscal year 2018, 2019 and 2020, totaling \$150,000. In addition employee contributions for fiscal year 2018 through 2020 totaled \$177,772. Attachment 2A Additional Employer Contributions shows funding will be at 42.75% beginning fiscal year July 1, 2049.

☒ **Actions Not Implemented from CAP** – What corrective actions has the local government failed to implement since the plan was approved?

Sample Statement: In the June 2019 contract negotiations, our local government sought to lower the system's multiplier for current employees from 2.5X to 2X for the **General Employees' Retirement System**. We were able to negotiate to a 2.25X multiplier. On page 8 of our actuarial valuation (attachment 2a), it shows we will be 62% funded by fiscal year 2028 instead of 2024, as outlined in our CAP. The revised fiscal year remains within the Board's required timeline.

City Administration continues to evaluate the feasibility of mirroring retiree health care plans to the active membership with our local unit which would result in co-payment increases to retirees and reductions in our unfunded liabilities. The City continues to review contracts for existing retirees to determine if there are any changes that can be implemented.

☒ **Additional Actions Approved** – What additional actions has the local government implemented or planned to implement to supplement the CAP since the plan was originally approved? (**Provide proof of governing body approval for all additional actions**)

Sample Statement: Since our local government was unable to lower the multiplier to 2X as outlined in our CAP, we implemented additional actions to address our underfunded status within the Board's required timeframe. Beginning in fiscal year 2020, we will begin amortizing the unfunded portion of the pension liability using a **level-dollar amortization method over a closed period of 10 years**. This will allow the retirement system to reach a funded status of 62% by fiscal year 2028 as shown on page 8 of the actuarial analysis (attachment 2a).

January, 2020, the City implemented a change in prescription drug coverage for all of our Medicare eligible retirees. The cost savings to the City for calendar year 2020 was \$173,000.--see attachment 3

The Plan fiduciary net position as a percentage of the total OPEB liability has increased from 1.94% in 2018 to 2.75% in 2020.

4. SUSTAINABILITY CERTIFICATION

The local government must certify the plan is still affordable through detailed supporting documentation. This includes documentation that the local government's retirement costs are not increasing at a rate greater than what can be afforded through reasonable revenue growth. Retirement costs also must not have substantially increased above the original projection in the CAP.

The Board recommends that supporting documentation include a projection of all annual retirement payments (Pension ADC(s) + OPEB Benefit Payment(s) + all additional contributions) as a percentage of projected governmental fund revenues over the next five years. A local government should project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation. This analysis may include projected enterprise funds specifically allocated to pay retirement costs.

What is the highest combined annual retirement payment as a percentage of your projected governmental revenues over the next five fiscal years? (Examples and Worksheet)

Fiscal year: 2024

1. Total pension ADC(s): 2,300,617
2. Total OPEB benefit payment(s): 1,821,540
3. Total additional contributions for pension: .00
4. Total additional contributions for OPEB: 200,000
5. Total governmental fund revenues: 22,959,552
6. Enterprise funds used to pay retirement costs (if applicable): 343,300

Total percentage [(Payments #1-4)/(Revenues #5-6)]: 18.5%

Do the projected annual payments increase by an amount greater than an average of 5% per year over the next five fiscal years?

- ☒ **Yes** (Explain and list actions implemented or planned to implement to address increased payments)
☐ **No**

The percentage increase from 2020 to 2021 is 18.2%. This increase is the result of the following assumption changes: Mortality table updated to Pub 2010 Tables with MP 2018, investment return reduced to 7.5% from 7.75%. In addition, the recognized rate of investment return on the smoothed funding value of assets was less than the assumed rate (3.14% vs 7.5%).

Utilizing a projection of all annual retirement payments, do the approved corrective actions listed in this plan allow for the local government to continue to make, at a minimum, the ADC payment for the defined benefit pension system(s) and/or any applicable statutorily required payments for retirement health benefit system(s), according to your long-term budget forecast? Note: For retirement health benefit systems, local governments are required to make all retiree premium payments, as well as any applicable normal cost payments for employees first hired after June 30, 2018 in accordance with Section 4(l) of Public Act 202 of 2017.

- ☒ **Yes**
☐ **No** (Explain and list actions implemented or planned to implement to address increased payments)

5. REQUIRED DOCUMENTATION

Documentation should be attached as a PDF with this monitoring form. The documentation should detail and confirm the claims made in this document regarding the CAP that is being implemented to adequately address the local government's underfunded status. Please check all documents that are included as part of this form and attach in successive order as provided below. When attaching documents, please use the naming convention below:

Naming Convention

Type of Document

☒ Attachment – 1

(Required) This CAP monitoring form;

☒ Attachment – 2a

(Required) An actuarial projection, an actuarial valuation, or an internally developed analysis (in accordance with GASB and/or actuarial standards of practice), which illustrates how and when the local government will reach the Act's required funded ratio. Or, if the local government is a city, village, township, or county, how and when the ADC as a percentage of governmental revenues will be less than the Act's requirements. The Board recommends that supporting documentation show a projection for the duration of the CAP that includes, but is not limited to, assets, liabilities, funded ratios, normal cost payments (if applicable), actuarial assumptions, and retiree benefit payments, using reasonable calculations;

☒ Attachment – 2b

(Required) An actuarial projection, an actuarial valuation, or an internally developed analysis (in accordance with GASB and/or actuarial standards of practice), which projects all annual retirement payments (Pension ADC(s) + OPEB Benefit Payments(s) + all additional contributions) as a percentage of projected governmental fund revenues over the next five fiscal years. A local government should project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation. This analysis may include projected enterprise funds specifically allocated to pay retirement costs;

☒ Attachment – 3

(Required if applicable) Documentation from the governing body approving additional corrective actions including documentation of commitment to additional payments or actions not previously included in the CAP (e.g. resolution, ordinance);

☐ Attachment – 4

(Required if applicable) In the event that the previous plan is no longer substantially in effect, a separate CAP to address its underfunded status which includes documentation of prior actions, prospective actions, governing body approval, and the positive impact on the system's funded ratio;

☐ Attachment – 5

Other documentation not categorized above.

6. CORRECTIVE ACTION PLAN CRITERIA

Please confirm that each of the CAP monitoring criteria listed below have been satisfied when submitting this document. Specific detail on CAP criteria can be found in the Corrective Action Plan Monitoring: Policy and Procedures document.

CAP Monitoring Criteria

Description

☒ Underfunded Status

The local government certifies that there is adequate supporting documentation showing that the CAP will continue to address the local government's underfunded status in a reasonable timeframe;

☒ Substantial Changes

The local government certifies that the corrective actions documented in the CAP remain substantially the same OR; the local government has implemented or planned to implement additional actions to continue to address their underfunded status;

☒ Sustainability

The CAP continues to allow the local government to make all required annual retirement payments, without increasing to a level that is unsustainable.

7. LOCAL GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN MONITORING FORM

I, Shawn Murphy, as the government's administrative officer (Ex. City/Township Manager, Executive Director, Chief Executive Officer, etc.) **(insert title)** Treasurer/Comptroller approve this *Corrective Action Plan Monitoring: Application for Certification of Compliance* and will continue to implement the actions of the CAP.

I confirm to the best of my knowledge that because of the actions referenced within this form, one of the following statements will occur:

☒ The City of Grosse Pointe Woods **(insert retirement system name)** will achieve a funded status (60% for pension or 40% for OPEB) by fiscal year 2049 as demonstrated by required supporting documentation listed in Section 5.

OR, if the local government is a city, village, township, or county:

☐ The ADC for all defined benefit pension or retirement health benefit (OPEB) systems as a percentage of governmental fund revenues will be less than the Act's underfunded status threshold (10% for pension or 12% for OPEB) by fiscal year _____ as demonstrated by required supporting documentation listed in Section 5.

Signature: _____ Date: _____

Corrective Action Plan Monitoring Certification of Compliance: Section 4 Sustainability Certification Worksheet

Instructions

Fiscal Year	Pension Payments		OPEB Payments		Projected (Actual) Governmental Revenues	Projected Enterprise Funds used for Retirement Costs	Projected Retirement Contributions as a Percent of Revenues	Annual Retirement Cost Increase
	Total Pension ADC (All Systems)	Additional Pension Contributions (All Systems)	Total OPEB Benefit Payment Amount (All Systems)	Additional OPEB Contributions (All Systems)				
2019								
2020	\$1,742,239		\$1,351,986	\$50,000	\$21,211,077	\$271,926	14.6%	
2021	\$2,137,629		\$1,519,182	\$200,000	\$21,635,299	\$288,242	17.6%	22.7%
2022	\$2,303,261		\$1,614,490	\$200,000	\$22,068,005	\$305,536	18.4%	6.8%
2023	\$2,294,682		\$1,735,782	\$200,000	\$22,509,365	\$323,868	18.5%	2.7%
2024	\$2,300,617		\$1,821,540	\$200,000	\$22,959,552	\$343,300	18.5%	2.2%

Projected Annual Revenue Growth (Please select)	2%
---	----

2020	3,094,225	
2021	3,656,811	18.2%
2022	3,917,751	7.1%
2023	4,030,464	2.9%
2024	4,122,157	2.3%

average increase 7.6%

Pension Beg. July 1	ER	EE
2019-actual	1,406,409	262,296
2020	1,833,259	266,895
2021	2,067,153	258,266
2022	2,073,286	247,497
2023	2,092,012	242,467
2024	2,106,845	234,712

*page 6 Act. Inf.
SA5B 67/68 FY end 2020

Pension Beg. July 1		
SA	ER	EE
2019-actual	335,830	0
2020	304,370	0
2021	236,108	0
2022	221,396	0
2023	208,605	0
2024	195,362	0

**page 6 SA Act. Inf.
GA5B 67/68 FY end 2020

Pension Beg. July 1 OPEB	ER
2019-actual	1,351,986
2020	1,519,182
2021	1,614,490
2022	1,735,782
2023	1,821,540
2024	1,932,348

City of Grosse Pointe Woods
Retiree Health Plan
Additional Employer Contributions for PA202 Corrective Action Plan

The contributions below include an additional contribution each year in excess of the benefit payout (\$50,000 per year for fiscal 2018 - 2020; \$200,000 per year thereafter).

Year Beg 7/1	Employer Contribution *	Funded Ratio
2018	1,466,800	1.94%
2019	1,531,165	2.12%
2020	1,635,160	2.31%
2021	1,868,702	2.51%
2022	1,963,583	3.07%
2023	2,052,657	3.64%
2024	2,157,361	4.22%
2025	2,271,358	4.81%
2026	2,381,029	5.42%
2027	2,538,336	6.04%
2028	2,698,895	6.70%
2029	2,839,741	7.39%
2030	2,970,844	8.12%
2031	3,137,746	8.89%
2032	3,300,938	9.73%
2033	3,445,919	10.63%
2034	3,576,941	11.61%
2035	3,708,541	12.67%
2036	3,819,387	13.82%
2037	3,909,175	15.08%
2038	3,991,921	16.44%
2039	4,078,545	17.92%
2040	4,142,057	19.53%
2041	4,192,326	21.29%
2042	4,252,324	23.20%
2043	4,306,115	25.29%
2044	4,351,750	27.58%
2045	4,369,063	30.08%
2046	4,395,397	32.82%
2047	4,414,435	35.82%
2048	4,447,385	39.11%
2049	4,257,336	42.75%

* Includes the additional contributions each year as noted above.

Motion by Granger, seconded by Koester, regarding **PA 202 of 2017 - Corrective Action Plan**, that the following document be received and placed on file:

1. Received 02/25/19 by Treasurer/Comptroller Behrens – revised Page 2 of the Corrective Action Plan.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler, regarding PA 202 of 2017 – Corrective Action Plan: Retirement Health Benefit Systems, that the City Council approve the Corrective Action Plan as submitted and including amendments, and authorize the Treasurer/Comptroller to sign said document.

Motion carried by the following vote:

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

Beautification Advisory Commission
City of Grosse Pointe Woods



March 21, 2021

The Grosse Pointe Woods City Council
20025 Mack Avenue
Grosse Pointe Woods, MI 48236

Re: 2021 BAC Flower Sale

Dear City Council Members:

The Beautification Advisory Commission is planning the 46th Annual Flower Sale. In order to make this successful, I request the Council's authorization of the following:

1. To conduct the 2021 BAC Flower Sale, to be held on the front lawn and circle drive of City Hall on the following dates and times:

Thursday May 6, 2021	3:00 p.m. to 6:00 p.m.
Friday May 7, 2021	10:00 a.m. to 5:00 p.m.
Saturday May 8, 2021	8:00 a.m. to 4:00 p.m.
Reserve Sunday, May 9, 2021 as a rain day	
2. Request approval for expenditures as outlined in Attachment I. These expenditures will be more than offset by proceeds from the sale.
3. Request approval for an email distribution to all residents with an email address on file with the City. This would include details of the sale.
4. The director of public works to assist in the following items:
 - A) Display the flower sale announcement banner between the two front columns of City Hall on or about April 15, 2021.
 - B) Repaint the flower sale announcement sign to reflect the above dates and times. Place the sign and the banner on City property in front of City Hall in proximity to Mack Avenue on or about April 15, 2021.
 - C) Set up 2 City tents, small one in front of City Hall steps and one on lawn by entrance drive on Tuesday May 4, 2021. Have Allemons set up Two tents over circle drive in front of City Hall on Wednesday May 5, 2021, prior to flower delivery on Wednesday morning.

- D) Deliver and set up the BAC basket display racks on the City Hall lawn
Tuesday, May 4, 2021
 - E) Place temporary "No Parking" signs along the curb on the City Hall side of the
front drive during the sale days, May 5th thru May 8.
- 5. Request the City Treasurer-Comptroller to provide access to process credit card
transactions on-site and through web portal for the sale. We will also need WIFI
Password.
 - 6. Request the Director of Public Safety to park a police vehicle in front of City Hall on
the evenings of Wednesday May 5, Thursday May 6, and Friday May 7, 2021 to serve
as a deterrent to vandals.

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

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

Sincerely,

Gloria Arslanian

Gloria Arslanian
2021 Flower Sale Chairperson
313-574-6099
gloriaarslanian@gmail.com

cc: Bruce Smith, City Administrator
Frank Schulte, DPW
Shawn Murphy, City Treasurer-Comptroller

Attachment I: Estimated 2021 BAC Flower Sale Budget

EXPENSES:	State of Michigan License	\$100.00
	Cash Advance	\$400.00
	Flowers for Pre-& Same day Sales	\$12,500.00
	Newspaper Ad	\$300.00
	Copies, signs, posts, etc.	\$400.00
	TOTAL EXPENSES	\$13,700.00
RECEIPTS:	TOTAL SALES	<u>\$21,000.00</u>
	NET PROFIT	\$7,300.00

Lisa Hathaway

From: gloriaarslanian@gmail.com
Sent: Thursday, April 8, 2021 10:26 AM
To: Lisa Hathaway
Cc: 'McCarthy, Debbie'; 'Rachelle Koester'; 'Marlin Stewart'
Subject: RE: Council agenda item for 04/12/21 - need confirmation

Good Morning Lisa,

Thanks for double checking the guesstimated flower sale budget amount. Rethinking that amount is a reflection of the product already ordered, not taking into consideration any additional ordering from the pre-order form overflow. Could you please change that initial amount of \$13,700.00 to \$20,000.00?

Thanks Kindly,
Gloria Arslanian

From: DJMcCarthy <johnanddebmc@gmail.com>
Sent: Thursday, April 8, 2021 8:52 AM
To: 'Marlin Stewart' <marlin.stewart@att.net>; 'Gloria Arslanian' <gloriaarslanian@gmail.com>; 'Rachelle Koester' <rachellekoester@gmail.com>
Subject: FW: Council agenda item for 04/12/21 - need confirmation
Importance: High

Good morning,

Please see below from Lisa regarding the flower sale budget. Can you please confirm.

Thank you,

From: Lisa Hathaway [<mailto:LHathaway@gpwmi.us>]
Sent: Wednesday, April 7, 2021 6:34 PM
To: DJMcCarthy
Subject: Council agenda item for 04/12/21 - need confirmation
Importance: High

Hi Deb,

Will you please confirm that the request of the BAC is an amount not to exceed \$13,700.00 for the 2021 flower sale. I ask because the amount in 2019 was \$24,700.00.

Please advise as soon as possible.

Thank you,

Lisa Kay Hathaway, MiPMC-3/MMC

*City Clerk/F.O.I.A. Coordinator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
313 343-2447
313 343-5667 (Fax)*

*"It always seems impossible . . . until it's done."
~ Nelson Mandela*

Property of the City of Grosse Pointe Woods. If you have received this transmission in error, please delete immediately.

5D

MEMO 21-18

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services *FS*
DATE: March 23, 2021
SUBJECT: DPW Water and Sewer Garage - AEW Project No. 0160-0420 Lumber Cost Increase

On Tuesday, October 6, 2020, bids were received for the building of the DPW Water and Sewer Garage. The lowest qualified bidder was Ashor Associates of Troy, Michigan.

On Monday, October 19, 2020, Council approved this project for a total cost not exceed \$362,571.00.

On Wednesday, March 10, 2021, Ashor Associates sent a letter requesting additional compensation to cover the increase in costs to the lumber package that they received from their lumber supplier Lumber Jack (attached). All lumber material purchased will stay as stated in the written contract.

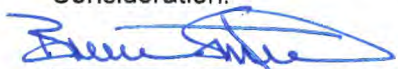
The city has also seen an increase in construction materials including lumber for the Lake Front Park Vehicular Bridge and smaller projects completed by the Department of Public Works. AEW has also has experienced an increase in construction materials costs with other projects.

Based upon the recommendation from AEW, I concur that we recommend the approval of the additional lumber cost for the DPW Water and Sewer Garage to Ashor Associates, 3745 Horseshoe Dr., Troy, MI 48083 in the amount of \$16,080.33. The total project will not exceed \$378,651.33.

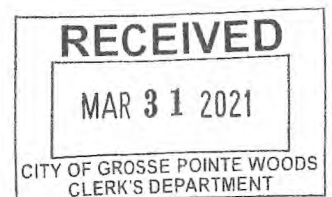
Additional Lumber Cost	\$16,080.33
Total Construction	\$374,651.33
Construction Engineering (<i>previously approved</i>)	\$4,000.00
Total Project	\$378,651.33

This is not a budgeted item in the 2020/2021 fiscal year budget and will require a budget amendment and transfer from the Water/Sewer Fund Balance account no. 592-000-697.000 in the amount of \$16,080.33 into account no. 592-537-978.200.

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council Consideration:


Bruce Smith, City Administrator

3/26/2021
Date



Fund Certification: Account numbers and amounts have been verified as presented.


Shawn Murphy, Treasurer/Comptroller

3-26-2021
Date



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

51301 Schoenherr Road, Shelby Township, MI 48015
586.725.1284 | www.aewinc.com

March 18, 2021

Frank Schulte
City of Grosse Pointe Woods DPW
1200 Parkway Dr.
Grosse Pointe Woods, MI 48236

Reference: DPW Water and Sewer Garage
Grosse Pointe Woods, MI
AEW Project No. 0160-0420

Dear Mr. Schulte:

On March 10, 2021 our office received the attached letter from Ashor Associates the General Contractor for the above referenced project. The letter requested additional compensation to cover the increase in costs to the lumber package that they received from their lumber supplier Lumber Jack. The lumber quotes from the supplier are also attached for your reference. AEW has contacted Lumber Jack directly to verify the quotes.

The increase in lumber including the specified structural posts is \$16,080.33. It was confirmed with Ashor Associates that no markup would be added and this amount would be directly passed through to the City. In our recent discussions with other contractors and in our own experience our office has seen an increase in construction materials including lumber and therefore would recommend approval of the additional amount of \$16,080.33.

If you have any questions, please advise.

Sincerely,

ANDERSON, ECKSTEIN AND WESTRICK, INC.

Jason Arlow, AIA

cc: Frank Schulte, GPW
Scott Lockwood, AEW

Enclosure: Bid tabulation

M:\0160\0160-0420\Gen\Letters\Recommendation AdditionalLumberCost.docx

Ashor Associates

General Contractor-residential-commercial

Date: March 10, 2021

Project: City of Grosse Pointe Woods DPW Water and Sewer Barn
1200 Parkway Drive, Grosse Pointe Woods, MI.

Dear Mr. Schulte

Thank you for the opportunity to work with you on this up coming project for the City of Grosse Pointe Woods.

When this project was bid/estimated last October 2020, the anticipated start date would be April 2021 which is coming up next month. As we have gone through the paperwork side of the project and have just about finalized contracts, I have reached out to a couple of my major suppliers for this job to let them know we are going to be starting soon, Specifically for the lumber and metal siding/roofing. Since I have reached out to them, my lumber supplier, Lumber Jack has brought to my attention that some materials for this project will be very hard to get, as they are by allocation only, not available at all or maybe 6-7 weeks out, this is specifically regarding the posts. Due to this, the costs of lumber have gone up significantly and are changing weekly. This is all due to the pandemic and has caused a unforeseen material shortage has also caused unforeseen material cost increases that no one could have expected. In October 2020 my lumber supplier budgeted \$15,750.00 for Lumber and \$8,500 for Trusses, for a total package of \$24,250.00. This budget at the time would be more than enough during "normal times" but since the pandemic we did account for some price increases that could possibly happen over the next 6 months, but could not have predicted where it is at now. Currently, the lumber package is at \$22,712.24 and the trusses are at \$11,756.58 for a total package of \$34,468.82. This comes to a total cost increase of \$10,236.82. Since I was informed about this, the major item that may not be available or possibly 6-7 weeks out is the posts that are specified on the drawing. Now knowing this, we have submitted an alternate post to AEW for review to consider for this project. The advantage of these posts is that they are available as of now (26 posts), they meet the structural requirements according to the supplier and the cost of the posts are included in the total current lumber package (\$4,230.73). The posts that are spec'd on the drawing my lumber supplier has found a vender that could provide them possibly with a 6-7 week lead time from date of purchased, but not a guarantee, the costs have gone up really high due to allocation and we have to purchase a minimum of 32 posts instead of the 26 posts required for the project. The cost for these is currently at \$10,074.24 If we did want to purchase this item. This would be an additional cost of \$5,843.51 on top of the \$10,236.82. So, the total increased cost with these posts currently will be \$16,080.33

In my opinion, the proposed alternate posts costs less, are designed for pole barn structures and are available so we could stay on schedule. to stay on schedule.

Finally, as your contractor I am not looking for any mark up on the material costs, I realize this is a unforeseen cost for both of us that was out of our control. I am letting you know these costs will unfortunately be an additional

3745 Horseshoe Drive, Troy, Michigan 48083
Phone: 248-910-4642 Email: ashorconstruction@yahoo.com

cost to the project. I would still like to build this project for you, but I also wanted to be upfront about these costs that are just too much for me to absorb. Even with these increased material costs I am still lower than the next bidding contractor. We should decide on this asap as the costs and availability of lumber material is changing weekly.

Also, the other item that the pandemic has caused shortages off, high freight costs which has caused the price to go up also, the metals and steel. This project has a metal roof and metal siding. I am supposed to get a current material quote today but I did not get it yet. I wanted to get these lumber costs to asap, so soon as I get the metal pricing I will get that over to you.

IF you have any questions please feel free to call at anytime.

Sincerely,

Ashor Associates

Edward C. Ashor

CC: Jason Arlow, Architect

Thank you again for the opportunity to work with you on this project.

LumberJack-Marine City
Mailing Address:
PO Box 385
Algonac, MI 48001
PHONE: (810) 765-8827

PAGE NO 1

CUST NO:	JOB NO:	PURCHASE ORDER:	REFERENCE:	TERMS:	CLERK:	DATE / TIME:
11619	000			BLUETARP STANDARD	TK1905	3/12/21 10:39

SOLD TO:

ASHOR ASSOCIATES, LLC
3745 HORSESHOE DR

TROY MI 48083

248-910-4642

SHIP TO:

GROSSE POINTE WOODS DPW
1200 PARKWAY DR
DPW WATER & SEWER BARN
GROSSE POINTE

EXP. DATE: 10/5/20

TERMINAL: 622 SALES REP: TK1905

TAX: MI MICHIGAN

ESTIMATE: 212353/3

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/	PER	EXTENSION
1		56	PC	1347256	2X6-12 EASY-V #2 SYP TREATED GC		56	10.44	/PC	584.64
2		6	PC	1347260	2X6-16 EASY-V #2 SYP TREATED GC		6	14.65	/PC	87.90
3		18	PC	1246010	2X6-10' PREMIUM #2 & BETTER		18	9.67	/PC	174.06
4		14	PC	1246011	2X6-12' PREMIUM #2 & BETTER		14	11.54	/PC	161.56
5		33	PC	1246012	2X6-14' SPF PREMIUM #2 & BETTER		33	13.42	/PC	442.86
6		165	PC	1246013	2X6-16' SPF PREMIUM #2 & BETTER		165	15.86	/PC	2,616.90
7		47	PC	1246014	2X6-18 WESTERN SPRUCE PREMIUM	YARD	47	18.03	/PC	847.41
8		42	PC	1246015	2X6-20 WESTERN SPRUCE PREMIUM		42	20.32	/PC	853.44
9		320	PC	1245887	2X4-16' PREMIUM #2 & BETTER		320	8.78	/PC	2,809.60
10		5	PC	1346940	2X10-12' SPF PREMIUM #2&BETTER		5	19.50	/PC	97.50
11		5	PC	1346948	2X12X12 #2 DOUG FIR		5	32.26	/PC	161.30
12		9	PC	1346950	2X12X16 #2 DOUG FIR		9	39.65	/PC	356.85
13		18	PC	1346578	1X4-16' ROOF BOARDS K.D.		18	4.02	/PC	72.36
14		2	PC	1346883	4X8-1/2" OSB		2	15.76	/PC	31.52
15		2	PC	1346600	4X8 1IN RIGID FOAM BD R5 25PSI		2	15.68	/PC	31.36
16					PALLET=96					
17		1	EA	003212353017	ROOF TRUSS PACKAGE		1	8018.87	/EA	8,018.87 *
18		70	EA	003212353018	SIMPSON RBC CLIPS		70	1.50	/EA	105.00 *
19		110	EA	003212353019	SIMPSON H8 CLIPS		110	0.74	/EA	81.40 *
20		498	EA	003212353020	1-3/4" X 11-1/4" LVL 2.0E		498	4.26	/EA	2,121.48 *
21					7/18', 16/20', 2/26'					
22		26	EA	003212353022	4-PLY 2X6 PERA-STRAIGHT GLULAM		26	122.80	/EA	3,192.80 *
23					COLUMN POSTS .60 BOTTOM 16'-0"					

TAXABLE 22848.81
NON-TAXABLE 0.00
SUBTOTAL 22848.81

TAX AMOUNT 1370.93

TOTAL 24219.74

TOT WT: 9826.42

X

Received By

Lumber

Summary Forecast Stats Download ▾ () Alerts

Chicago lumber futures have been trading around \$990 per thousand board feet as investors unwound long positions following a massive rally that drove prices to a record level of \$1,021.8 per thousand board feet on February 22nd. Still, Lumber prices doubled in value since last November, a surprise during the traditional weaker winter months in a positive sign of a building boom during the economic recovery from the Covid-19 hit. The stay-at-home lifestyle has encouraged homeowners to expand or remodel their existing dwellings. Record-low borrowing rates and an exodus from major cities exacerbated this home-building spree. On the supply front, mills were not able to ramp up fast enough to keep available supplies from drawing down. Given the above and the fact that the US economic recovery is gathering pace, this technical selling should be short-lived.

Today's Refinance Rate



1.98%

APR 15 Year Fixed | \$400K

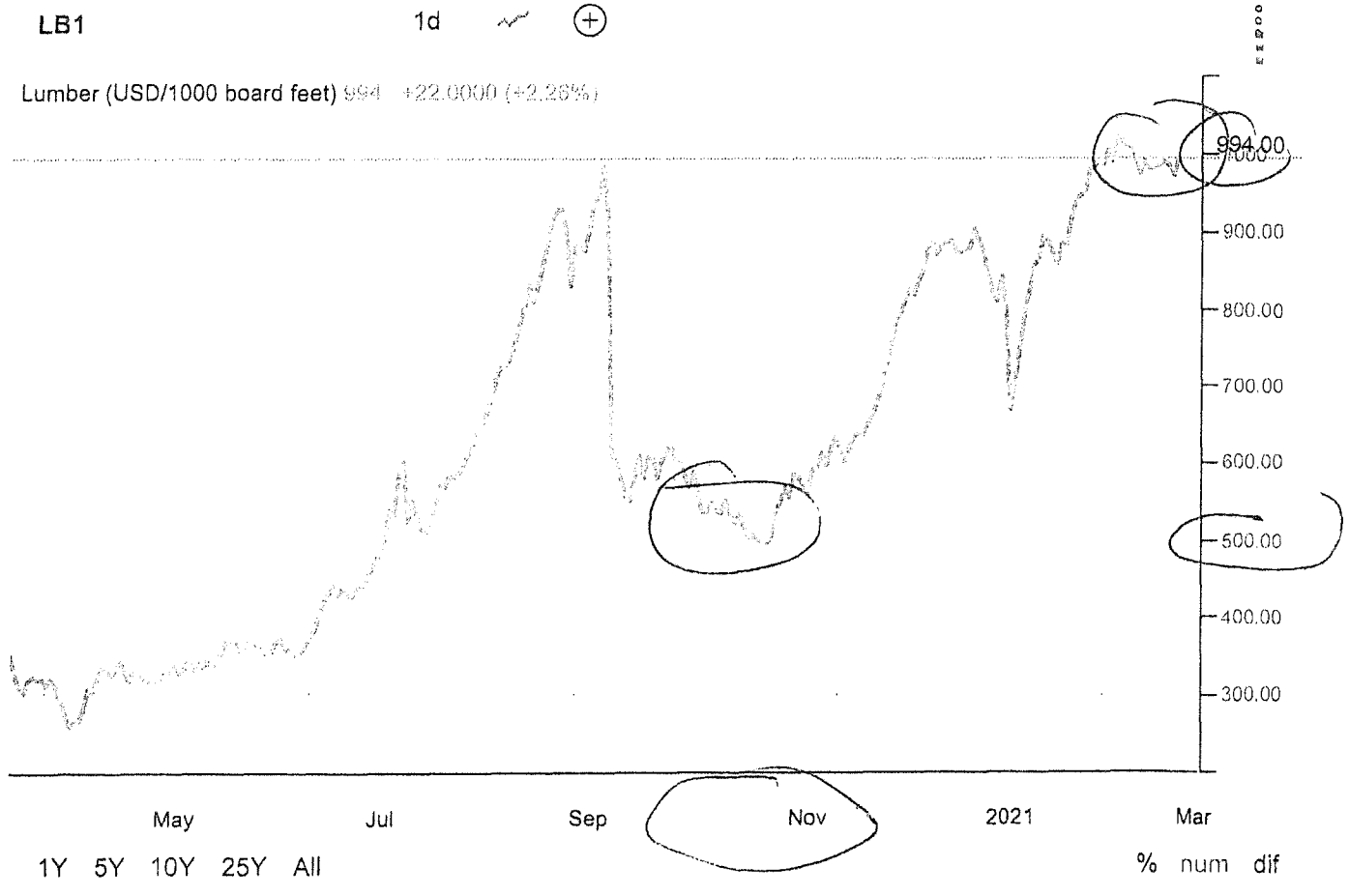
Select Loan Amount

\$400,000

LB1

1d  

Lumber (USD/1000 board feet) 994 +22.0000 (+2.26%)



LumberJack-Marine City
Mailing Address:
PO Box 385
Algonac, MI 48001
PHONE: (810) 765-8827

PAGE NO 1

CUST NO:	JOB NO:	PURCHASE ORDER:	REFERENCE:	TERMS:	CLERK:	DATE / TIME:
11619	000			BLUETARP STANDARD	TK1905	3/12/21 9:34

SOLD TO:
ASHOR ASSOCIATES, LLC
3745 HORSESHOE DR

TROY MI 48083
248-910-4642

SHIP TO:
GROSSE POINTE WOODS DPW
1200 PARKWAY DR
DPW WATER & SEWER BARN
GROSSE POINTE W

EXP. DATE: 3/7/21

TERMINAL: 622 SALES REP: TK1905

SALESPERSON: 53 TIM KUBINEC
TAX: MI MICHIGAN

ESTIMATE: 251142/3

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/	PER	EXTENSION
1		56	PC	1347256	2X6-12 EASY-V #2 SYP TREATED GC		56	11.652	/PC	652.51
2		6	PC	1347260	2X6-16 EASY-V #2 SYP TREATED GC		6	24.99	/PC	149.94
3		18	PC	1246010	2X6-10' PREMIUM #2 & BETTER		18	13.13	/PC	236.34
4		14	PC	1246011	2X6-12' PREMIUM #2 & BETTER		14	15.75	/PC	220.50
5		33	PC	1246012	2X6-14' SPF PREMIUM #2 & BETTER		33	18.38	/PC	606.54
6		165	PC	1246013	2X6-16' SPF PREMIUM #2 & BETTER		165	25.00	/PC	4,125.00
7		47	PC	1246014	2X6-18 WESTERN SPRUCE PREMIUM	YARD	47	27.909	/PC	1,311.72
8		42	PC	1246015	2X6-20 WESTERN SPRUCE PREMIUM		42	39.60	/PC	1,663.20
9		320	PC	1245887	2X4-16' PREMIUM #2 & BETTER		320	14.003	/PC	4,480.96
10		5	PC	1346940	2X10-12' SPF PREMIUM #2&BETTER		5	25.00	/PC	125.00
11		5	PC	1346948	2X12X12 #2 DOUG FIR		5	36.88	/PC	184.40
12		9	PC	1346950	2X12X16 #2 DOUG FIR		9	50.735	/PC	456.62
13		18	PC	1346578	1X4-16' ROOF BOARDS K.D.		18	4.623	/PC	83.21
14		2	PC	1346883	4X8-1/2" OSB		2	34.00	/PC	68.00
15		2	PC	1346600	4X8 1IN RIGID FOAM BD R5 25PSI		2	17.902	/PC	35.80
16					PALLET=96					
17		1	EA	003251142021	ROOF TRUSS PACKAGE		1	11091.11	/EA	11,091.11 *
18		70	EA	003251142024	SIMPSON RBC CLIPS		70	1.70	/EA	119.00 *
19		110	EA	003251142025	SIMPSON H8 CLIPS		110	0.80	/EA	88.00 *
20		498	EA	003251142026	1-3/4" X 11-1/4" LVL 2.0E		498	5.68	/EA	2,828.64 *
21					7/18', 16/20', 2/26'					
22		26	EA	003251142028	4-PLY 2X6 PERA-STRAIGHT GLULAM		26	153.51	/EA	3,991.26 *
23					COLUMN POSTS .60 BOTTOM 16'-0"					

TAXABLE 32517.75
NON-TAXABLE 0.00
SUBTOTAL 32517.75

TAX AMOUNT 1951.07

TOTAL 34468.82

TOT WT: 9826.42

X

Received By



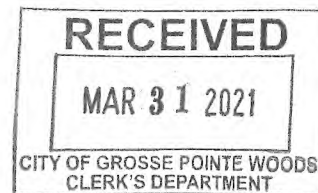
**CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC SAFETY**

5E

Date: March 31, 2021

To: Bruce Smith, City Administrator

From: John G. Kosanke, Director



Subject:

**Budget Amendment Request- City of Grosse Pointe Farms Radio Maintenance Invoice -
0000003669 - July 01 – December 31, 2020**

As a result of not being provided with an accurate estimate by the City of Grosse Pointe Farms for the cost of the semi-annual radio maintenance bill when the fiscal year budget was prepared in March, 2020, the actual cost of the July 01 – December 31, 2020 invoice exceeds our budgeted amount.

A transfer in the amount of \$12,741.56 from the General Fund balance will need to be distributed to the Radio Maintenance – Public Safety Administration account 101-305-851.000. This account currently has an available balance of \$25,913.67 which is not sufficient to cover the \$38,655.23 portion of the invoice.

The bill is normally split between three accounts however sufficient amounts to cover the remaining portions of the bill are available in the other two accounts, the majority of which still remains on an open purchase order 20-45881. The total amount of the bill is \$56,022.07.

I am requesting a budget amendment in the amount of \$12,741.56 from account 101-000-699.000 into account 101-305-851.000.

Although the item was a budgeted expense in the 2020-2021 fiscal year budget, not enough funds were budgeted as the radio maintenance costs were higher than anticipated. One of the reasons for the higher cost was that members were under-billed in error. Another was that a prior year adjustment was never billed and will be broken up over the next few billing cycles.

A budget amendment is required from the General Funds balance 101-000-699.000, Transfer from Prior Year Reserve, to the Radio Maintenance – Public Safety Administration account 101-305-851.000.

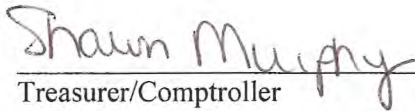
I respectfully request that you approve this budget amendment request. Please feel free to contact me if you have any questions.


Department Certification:

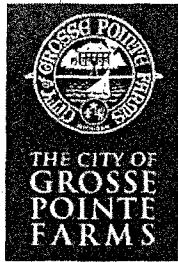
I hereby certify that the above items are necessary for the proper operation of this Department.


Department Head Fund Certification:

Account numbers have been verified as presented.


Treasurer/Comptroller

APPROVED FOR COUNCIL CONSIDERATION: 
City Administrator
3/29/2021

**City of Grosse Pointe Farms**90 Kerby Rd
Grosse Pointe Farms, MI 48236

INVOICE

Customer #: GPWOO
Invoice Number: 0000003669
Service Date: 12/31/2020
Invoice Date: 12/31/2020
Terms: NET 60
Due Date: 03/01/2021
Balance Due: \$56,022.07

CITY OF GROSSE POINTE WOODS
20025 MACK AVE
GROSSE POINTE WOODS, MI 48236**RECEIVED****MAR 10 2021**

DEPARTMENT OF PUBLIC SAFETY

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.000	RADIO DUE FROM GPW	56,022.07	\$56022.07

101-305-851.000

Radio maintenance - Public Safety Administration \$38,655.23

101-441-851.000

Radio maintenance - Public Works \$15,125.96

101-774-818.110

Contract Service-Misc. \$2,240.88

NOTES: JULY 1, 2020 THROUGH DECEMBER 31, 2020

PLEASE MAKE CHECKS PAYABLE TO: CITY OF GROSSE POINTE FARMS

Total Invoice: \$56022.07
Credits Applied: \$0.00
Payments Applied: \$0.00
Invoice Balance: \$56,022.07

Please keep top portion for your records

Please detach bottom portion and return with payment

REMIT PAYMENT TO:CITY OF GROSSE POINTE FARMS
90 KERBY RD
GROSSE POINTE FARMS, MI 48236

Customer ID: GPWOO
Invoice Number: 0000003669
Service Date: 12/31/2020
Invoice Date: 12/31/2020
Terms: NET 60
Due Date: 03/01/2021
Balance Due: \$56,022.07

CUSTOMER:

CITY OF GROSSE POINTE WOODS

INVOICE DESCRIPTION:

RADIO DUE FROM GPW



\$

AMOUNT PAID

3/30/2021

Gmail - Resignation from Grosse Pointe Woods City Council

5F



Arthur Bryant <arthurwbryant@gmail.com>

Resignation from Grosse Pointe Woods City Council

1 message

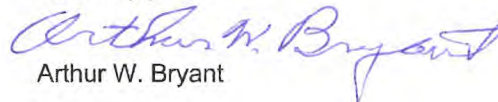
Arthur Bryant <arthurwbryant@gmail.com>
To: Lisa Hathaway <lhathaway@gpwmi.us>

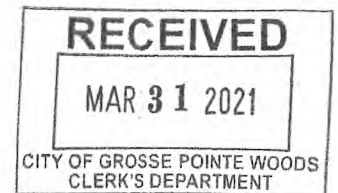
Tue, Mar 30, 2021 at 10:33 PM

City Clerk Lisa Hathaway,

Since The Grosse Pointe Woods City Council voted at a council meeting on Monday night, March 29, 2021 to declare a vacancy in the office of the Mayor and to appoint me to fill the vacancy until the next regular election on November 2, 2021, I am submitting my resignation for my position as a Council Member and the Mayor Pro-Tem of the Grosse Pointe Woods City Council.

Sincerely yours


Arthur W. Bryant



Lisa Hathaway

From: George Bailey <george@bailey-built.com>
Sent: Tuesday, March 16, 2021 10:00 AM
To: Lisa Hathaway
Subject: Fwd: Resignation from Planning Commission

Thanks. Regards.

george bailey, aia, ncarb
architect

313.451.1462 office
972.679.8829 cell

bailey built, pllc



----- Forwarded message -----

From: Rozycki, Richard <Richard.Rozycki@z-modular.com>
Date: Mon, Feb 22, 2021 at 1:59 PM
Subject: Resignation from Planning Commission
To: George Bailey <george@bailey-built.com>
Cc: Gene Tutag <GTutag@gpwmi.us>, Paul Antolin <pantolin@gpwmi.us>, Josephine Modrack <jmodrack@gpwmi.us>

Hi George,

Please allow this correspondence to serve as my official resignation from the Grosse Pointe Woods Planning Commission. I've recently accepted a CEO position with a modular construction company that will be relocating our family to Southern California. It has been an honor to serve on the commission over the last decade and I've enjoyed the opportunity to work with you, the GPW staff and the other commissioners in helping shape the City.

In the event you or anyone else needs to contact me, my information is as follows:

Personal email – rozyckir@gmail.com

Phone – (313) 319-5877

Regards,

Rich Rozycki

Senior Vice President

Z Modular

richard.rozycki@z-modular.com

o: (734) 738-5673

c: (313) 319-5877



A DIVISION OF ZEVELOFF INDUSTRIES



Lisa Hathaway

From: George Bailey <george@bailey-built.com>
Sent: Tuesday, March 16, 2021 9:59 AM
To: Lisa Hathaway
Subject: Fwd: Resignation

Thanks. Regards.

george bailey, aia, ncarb
architect

313.451.1462 office
972.679.8829 cell

bailey built, pllc



----- Forwarded message -----

From: Kevin Ketels <kevin.ketels@gmail.com>
Date: Fri, Mar 12, 2021 at 3:26 PM
Subject: Resignation
To: mayornovitke <mayornovitke@comcast.net>, Arthur W. Bryant <arthurwbryant@gmail.com>, George Bailey <george@bailey-built.com>

Dear Mayor Novitke,

It is with regret that I am resigning from my post on the planning commission effective immediately. Personal circumstances dictate my move to a new home in Grosse Pointe Park. Unfortunately, there were very few options in the Woods. I have very much enjoyed my service to the Grosse Pointe Woods community for the past 14 years. I will not be far away, and wish the leaders of this great city my best in continuing a long tradition of excellence.

Very fondly,
Kevin Ketels

--

Kevin Ketels
(586) 260-0845

kevin.ketels@gmail.com

City of Grosse Pointe Woods
Department of Public Safety
Annual Report
2020



TABLE OF CONTENTS

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CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY

John G. Kosanke, Director
20025 Mack Plaza
Grosse Pointe Woods, MI 48236-2397



April 01, 2021

Mayor Arthur W. Bryant
Grosse Pointe Woods, MI 48236

Dear Mayor and City Council,

On behalf of the members of the Department of Public Safety, I am proud to present the Annual Report for 2020 showing the crime statistics of the Grosse Pointe Woods Department of Public Safety. The information contained in this report reflects the combined efforts of all department members who have worked together to make the City of Grosse Pointe Woods a safe and welcoming community.

The impact of the challenges faced worldwide throughout the year 2020 will be felt for years to come. Law Enforcement professionals were challenged daily with learning how to fight crime and assist the public safely during the global pandemic in addition to keeping the peace during times of civil unrest and outcries to defund the police. The result in our department shows a significant change in statistics as well as the cancellation of annual community events such as the Public Safety Open House.

I am pleased to report that there was a 24 percent overall reduction in both Index and Non-Index crimes in 2020 with a total of 446 crimes reported compared to 586 in 2019. The overall reduction in crime can be attributed largely due to the Coronavirus pandemic which saw the temporary closures and reduction of hours in many non-essential businesses. The governor's Executive Stay-At-Home Order in the middle of the year changed the way that many people work as they had to adapt to new methods of working from home. As traffic on the roads decreased, so did crime.

There was a decrease in all of the major Index crimes with the exception of burglaries, which increased by two incidents, and Criminal Sexual Conduct, which increased by one incident. Of the four Criminal Sexual Conduct cases, two occurred more than ten years ago and were just reported in 2020. The other two incidents were also belated and no charges were pressed. Although larceny continued to be the highest crime reported in the community, the total of 73 incidents is the lowest total in this category since 2015 and is nearly 50% less than the 145 crimes in that category reported last year. There were no reports of arson or robberies.

Although fraud continued to be the highest Non-Index crime reported, it decreased by 10%. Decreases were also seen in the crimes of intimidation/stalking, hit & run, and non-aggravated assaults. D.U.I. arrests decreased by 45% from 33 in 2019 to 18 in 2020.

Crimes with increased totals since the previous year included public peace, sex offenses, and weapons laws. A significant increase was seen in Malicious Damage to Property which increased by 136% from 14 crimes to 33. Retail fraud also saw a jump from nine crimes reported in 2019 to 20 in 2020.

Our officers were kept busy with 284 fire runs in 2020, a 17% increase from the 243 runs in 2019. The number of actual fires increased by 118% from 11 to 24 and the amount of fire damage increased from \$73,600.00 in the previous year to \$366,150.00. The number of fire inspections decreased from 17 to 10. A severe storm on June 10 caused multiple fires, including one in which a family of six lost all of their possessions. Forty-three calls reporting damaged power lines were reported that day.

For the first time in five years, ambulance runs saw a slight decrease of five percent however the number of runs is still higher than the number reported in the years 2016 through 2018. Of the 1,396 ambulance runs in 2020, the number of advanced life support runs decreased 7.5 percent from 888 to 820.

As law enforcement officers throughout the nation are at a higher risk for exposure to the invisible droplets of the Coronavirus in the air due to their close proximity with the public, it became vital to change the methods of handling day-to-day business. The Public Safety lobby, in addition to City Hall, was closed to the public for much of the year and residents and business owners adapted to doing business over the phone or using the drop box outside. Officers were instructed to remain on the porches of residents unless it became absolutely necessary to enter the home.

In spite of utilizing PPE and following social distancing rules, the department was still hit hard by the virus in the month of December when over 25% of the staff became ill. The healthy members of the department pitched in during this difficult time to take on the increased workload and we were grateful to know that we had the support of our mutual aid partners if it was needed.

In addition, the department dealt with the year-long absence of Sergeant Brian Conigliaro, whose military stay on an Al Qaeda mission in Djibouti, Africa for the United States Naval Reserve was extended. We were proud to do our part to support the country and even prouder of Sergeant Conigliaro who has been serving as Senior Chief Master at Arms under difficult circumstances.

On April 01, 2020, the Village of Grosse Pointe Shores transferred its Dispatch and Lock-Up services to Grosse Pointe Woods. The change began upon acceptance of a \$500,000 State of Michigan grant in 2018 to upgrade and consolidate the Grosse Pointe Woods dispatch center. Building renovations in both areas had been completed in our facilities to enable this merger. Complex legal issues were worked out by the respective city attorneys. In addition, the department's rules and regulations were updated and reviewed by members of both departments. Grosse Pointe Woods now provides dispatch services and housing for prisoners from Grosse Pointe Shores, including bond collection. Dispatchers have a dedicated ring line for callers to Grosse Pointe Shores so they can answer them without confusion. Although the consolidation process was very involved, it provided the opportunity to update our dispatch center. The union between the Public Safety departments of the two cities is expected to last for many years to come.

The Executive Stay-at-Home Orders in the spring saw a number of requests from homebound residents for drive-by birthday greetings from officers. We did our part to bring this little bit of joy during somber times. In turn, the community has shown support for our efforts by expressing their appreciation with cards, gifts of food, and even yard signs.

Support was also given to department members in September when Ascension Health offered free non-invasive health screenings in a mobile unit parked near the Cook School House. The comprehensive exams were greatly appreciated.

The summer of 2020 will be remembered for demonstrations against police brutality triggered by the death of a Minneapolis resident at the hands of police. Department members were called out to assist in several walking protests for a local incident in Harper Woods.

The summer also brought with it the need for emergency purchases such as a malfunctioning computer in a patrol car which was no longer under warranty as well as a repair for the controller of the storm siren at the Lochmoor Country Club which had been damaged and burned by either a lightning strike or power surge. Another emergency purchase was necessary when the generator on the E-One Engine 5 fire truck broke down during a fire run in late October. The generator was unable to be repaired.

Another big project which took place in 2020 was the upgrading of Call Processing equipment necessary to connect to the Peninsula Fiber Network (PFN). The department accepted a subgrant from the State of Michigan in order to begin this process. It has been determined that the City will be responsible for three percent of the total cost. The project is still ongoing.

The department purchased eleven AED (Automatic External Defibrillator) units in 2020 to replace expired units throughout the City complex as well as in patrol cars. The medical devices are utilized to deliver electric shocks to someone who is experiencing sudden cardiac arrest. Upgrades made to the Public Safety lobby in 2020 included the addition of a bullet-proof glass window for the Records Department to ensure the safety and protection of our employees.

Funds from the department's drug forfeiture account were used to partner with the City of Grosse Pointe for the use of their new advanced police simulation training system, the VirTra Simulator. Costs were shared with the cities of Grosse Pointe and Grosse Pointe Park. As the area departments frequently work together through the mutual aid agreement, it is important to keep training levels on par. The VirTra simulator is designed to teach, train, and sustain both rookie and seasoned officers and equip them with the proper knowledge and skills to handle any type of situation. Officers have the opportunity to experience various situations on a large screen on which the scenarios change based on their actions and reactions.

The end of the year brought with it the request to purchase a new in-car-video system with up-to-date technology to replace the current equipment which had reached the end of its lifespan. Another major purchase request was for body cameras for all officers, including Code Enforcement, Parking, and Animal Control. Body cameras are a widely used tool which reduce complaints from citizens as well as the liability of the agency. The implementation of this tool will help to bring our department into the 21st century. It has been proven that people behave better when they know that they are being filmed. The end result is a decrease in crime, which is more important than ever due to the current situations involving policing in our country.

Two bright spots during 2020 were the addition to our staff of new officer Duncan Gill and the return of dispatcher Gregory Tourville who had retired from full-time status and came back as part-time. The department was sad to see the retirement of long-time employees Officer James Arthur and part-time Records Clerk Diana Cormier, who together had a combined total of 61 years of dedicated employment.

With 22 years of experience within the department, Detective Anthony Chalut earned a well-deserved promotion to the rank of Sergeant in April, 2020. The vacancy in the Detective Bureau was filled by Officer Kyle Seidel, who had often taken it upon himself to do investigative and surveillance work on his own while employed as an officer.

On a personal note, I celebrated my 30-year anniversary of service to the department last year and I have to admit that in all those years, there has never been a year quite like 2020. It has taught us all to appreciate what we have and not to take anything for granted, especially our health. It has been a challenging year but we have learned to adapt to the circumstances and to do the best that we can in any given situation.

In closing, I would like to express my sincere appreciation to the Mayor and members of Council for their continued support in helping to turn the department's aspirations for improvement into a reality. In addition, I would like to thank City Administrator/Police Commissioner Bruce Smith for sharing the wisdom and knowledge he has gained throughout his career in Law Enforcement and continuing to provide support and guidance.

The department would not be where it is today if not for the invaluable support given throughout the years by the late Mayor Robert E. Novitke, who had served as the Mayor of Grosse Pointe Woods since November, 1990. His wisdom and friendship will be greatly missed.

I would also like to thank the members of our Public Safety Department for their hard work and dedication and to Chaplain Matthew Swiatek for providing his guidance to them. The assistance and help provided by members of other departments within the city is also appreciated.

As we move into the future in 2021, my top priority will continue to be the safety and well-being of members of the community. I welcome suggestions from residents and business owners for improvements that can be made or for alerting us about problems which need resolutions. I will continue to work to the best of my ability to make this department the best that it can be.

Respectfully yours,

A handwritten signature in cursive script that reads "John G. Kosanke".

John G. Kosanke, Director of Public Safety

MISSION STATEMENT



The Mission of the Grosse Pointe Woods Department of Public Safety is to continually strive to improve the safety and quality of life within our community. This will be accomplished through a broad based combination of traditional and innovative police, fire and emergency medical services while always protecting constitutional and basic human rights. All members of the Department will at all times stand accountable for their conduct.



INTRODUCTION



Director of Public Safety John G. Kosanke

Each year, the Grosse Pointe Woods Department of Public Safety prepares an annual report of crime statistics for the City of Grosse Pointe Woods, the Michigan Incident Crime Reporting (MICR), and the Federal Bureau of Investigation Uniform Crime Report (UCR). This data is compiled from offenses reported to the Department of Public Safety, monthly police reports, and individual crime incident reports.

The primary objective of this annual report is to provide a reliable set of criminal justice statistics for police administration, operations, and management. The localized study of crime data enables personnel to assess the influence of crime in areas, neighborhoods, and with people. Similarly, crime statistics permit analysis among neighboring jurisdictions and with those of similar populations and other characteristics. A broad examination of the crime data allows individuals to view the nature and movement of crime, underlying changes, and fluctuations throughout the City of Grosse Pointe Woods, the State of Michigan, and the United States.

The Department of Public Safety is committed to improving the reliability and validity of our crime reporting data. We are attempting to achieve this goal by study and analysis of major crime indexes and understanding the impact of classification revisions mandated by the State. As a result, some offense categories have decreased, while others have increased. Our efforts are to provide a reporting system that will be more accurate, valid, reliable, and compatible with State and Federal standards.

DEPARTMENT PERSONNEL

Director of Public Safety

John G. Kosanke

Police Commissioner

Bruce Smith

Chaplain

Pastor Matthew Swiatek

Lieutenants

David Gardzella

James Lefurgey

Lieutenant/DB Commander

Keith Waszak

Sergeants

Anthony Chalut

Brian Conigliaro

Darrell Fisher

Walter Galat

Joseph Provost, Jr.

Brian Urban

Public Safety Officers

Miles Adams

Mark Agnetti

Steven Calabro

David Empson

Duncan Gill

Eugene Gunnery

Joseph Hazuka

Anthony Hojnacki

Neal Kapoor

Timothy Livingston

Jeffry Martel

Martin Mitchell

Matthew Muzia

Scott Nota

Jarod Smith

Michael Verbruggen

Dennis Walker

Detectives

Kevin Bonk

Kyle Seidel

Detective/Traffic Safety Officer

Ryan Schroerlucke

Communications Dispatchers - Full-Time

Erin Bremer

Agnes Burcar

Patricia Czech

Communications Dispatchers - Part-Time

Amber McNeil

Gregory Tourville

Code Enforcement

Debbie Reed

Parking Enforcement - Part-Time

Debra Fox

Carolyn Schefke

Confidential Administrative Assistant

Claudette Darga

Records Department - Full-Time

Darlene Jepson

Records Department - Part-Time

Tina Verbeke

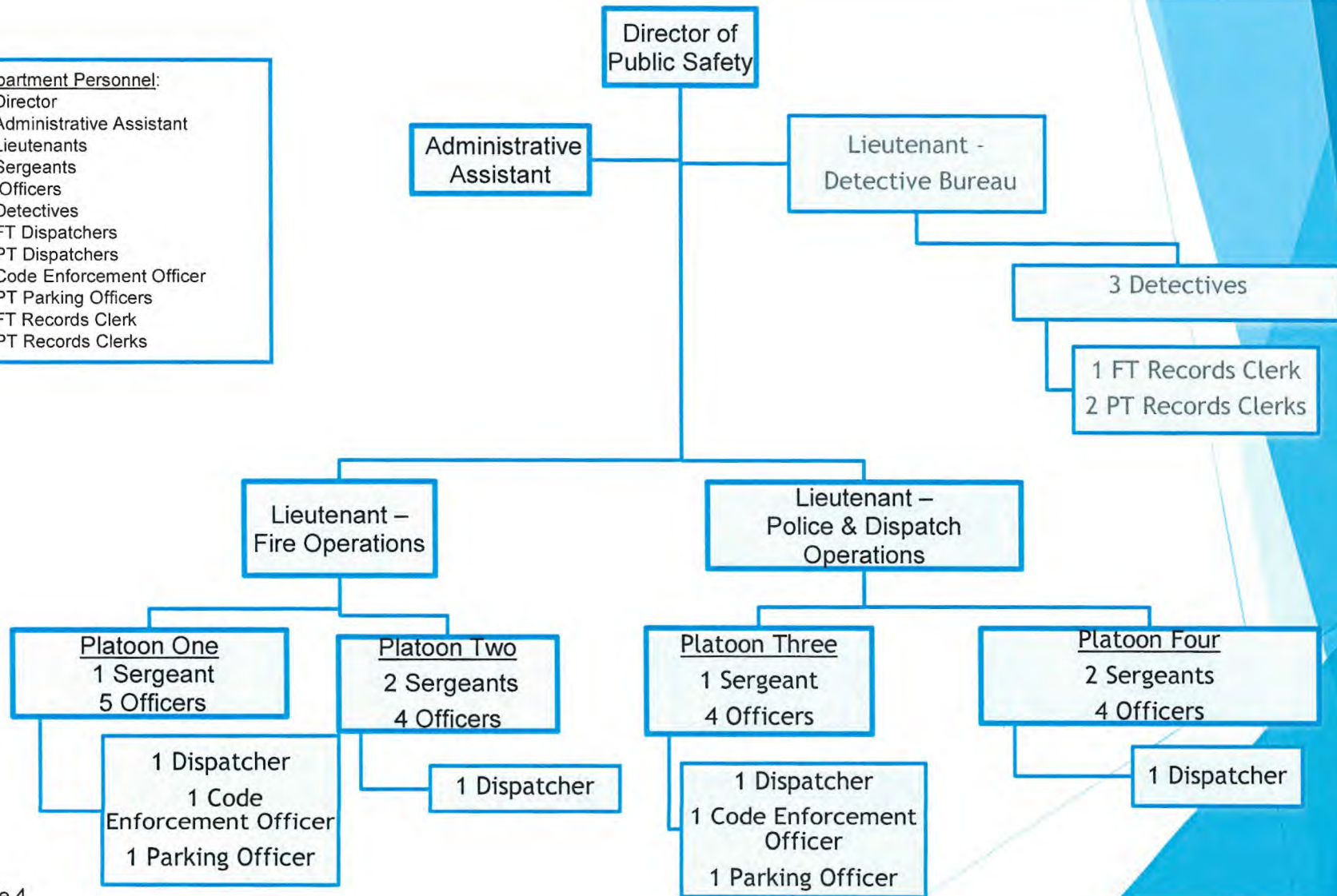
City of Grosse Pointe Woods

Department of Public Safety Organization Chart

2020

Department Personnel:

1 Director
1 Administrative Assistant
3 Lieutenants
6 Sergeants
17 Officers
3 Detectives
3 FT Dispatchers
2 PT Dispatchers
1 Code Enforcement Officer
2 PT Parking Officers
1 FT Records Clerk
2 PT Records Clerks

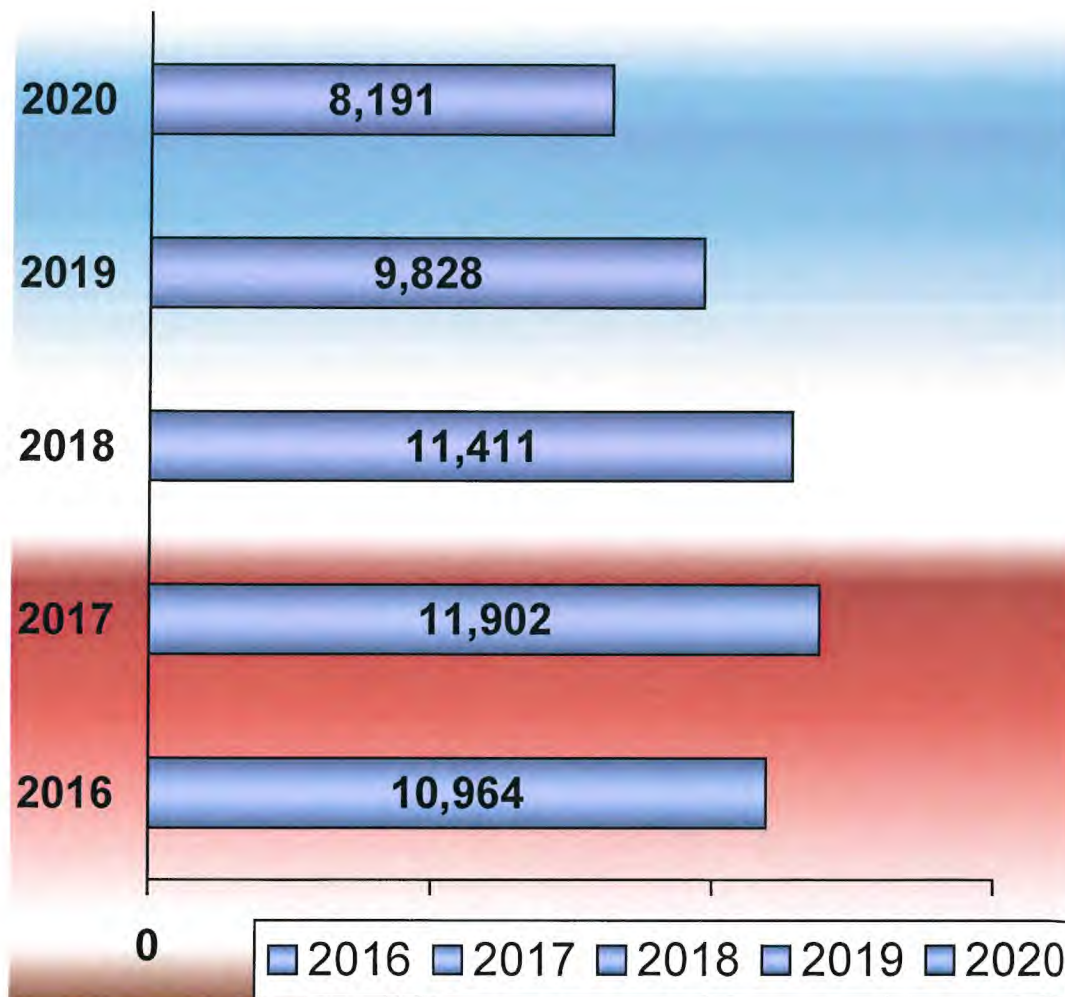


TOTAL INCIDENTS 2016 - 2020

Since the utilization of CLEMIS, the department has been able to successfully capture a wide magnitude of crime statistics. This valuable resource continues to enhance department operations with its ease of use and impressive capabilities.

The department responded to 8,191 calls for service in 2020.

The five-year average is 10,459 calls for service.



INDEX CRIMES BREAKDOWN

The National Crime Index is composed of selected offenses used to gauge fluctuations in the overall volume and rate of crime reported to law enforcement. Index Crimes are considered to be the most serious of all crimes reported.

These include the violent crimes of:

- **Aggravated Assault**
- **Arson**
- **Auto Theft**
- **Burglary**
- **Criminal Homicide**
- **Criminal Sexual Conduct**
- **Larceny - Theft**
- **Robbery**

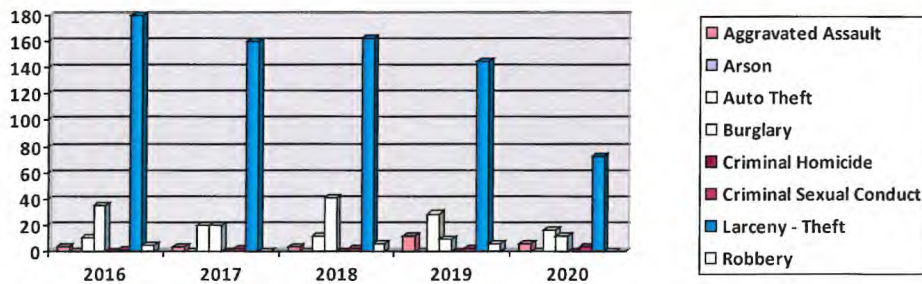
NON-INDEX CRIMES BREAKDOWN

Non-Index offenses encompass all other reportable classifications outside those defined as Index Offenses. Only arrest data involving the Non-Index offenses are reported to the FBI.

These include the crimes of:

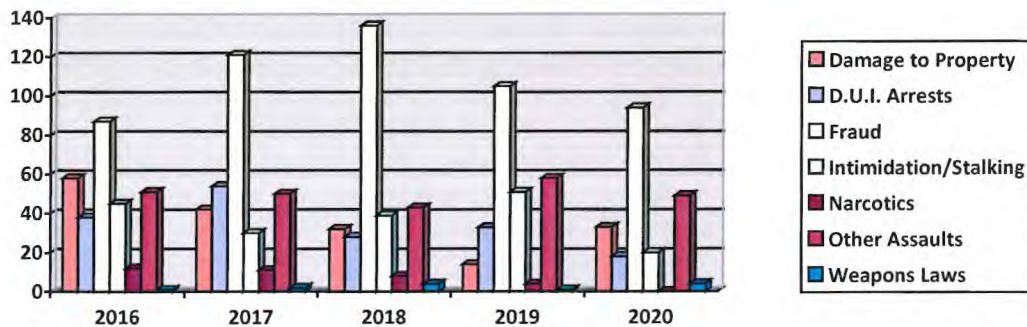
- **Curfew and Loitering Laws (persons under 18)**
- **Damage to Property**
- **Disorderly Conduct**
- **Driving Under the Influence of Alcohol**
- **Drug Abuse Violations**
- **Drunkenness**
- **Embezzlement**
- **Forgery and Counterfeiting**
- **Fraud**
- **Gambling**
- **Liquor Laws**
- **Offenses Against the Family and Children**
- **Other Assaults**
- **Prostitution and Commercialized Vice**
- **Runaways (persons under 18)**
- **Sex Offenses**
- **Stolen Property: Buying, Receiving, Possessing**
- **Weapons: Carrying, Possessing, etc...**
- **All Other Offenses**

INDEX CRIMES TOTALS



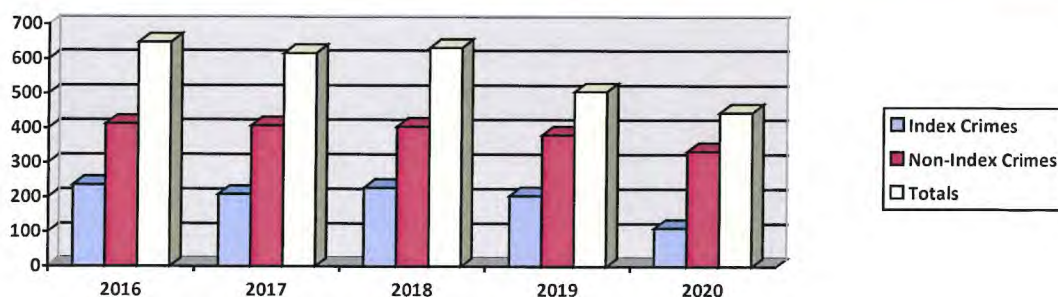
	2016	2017	2018	2019	2020
Aggravated Assault.	4	4	4	12	6
Arson	0	1	0	0	0
Auto Theft	11	20	12	29	17
Burglary	35	20	41	10	12
Criminal Homicide	0	0	0	0	0
Criminal Sexual Conduct	2	3	3	3	4
Larceny - Theft	179	160	162	145	73
Robbery	5	1	6	6	0

NON - INDEX CRIMES TOTALS



	2016	2017	2018	2019	2020
Damage to Property	58	42	32	14	33
D.U.I. Arrests	38	54	28	33	18
Fraud	87	121	136	105	94
Intimidation/Stalking	45	30	39	51	20
Narcotics	12	11	8	4	0
Other Assaults	51	50	43	58	49
Weapons Laws	1	2	4	1	4

CRIME TOTALS



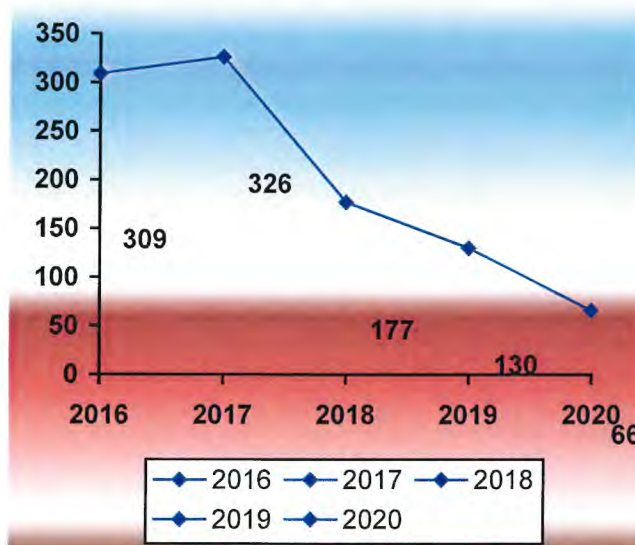
	2016	2017	2018	2019	2020
Index Crimes	236	209	228	205	112
Non-Index Crimes	413	408	405	381	334
Totals	649	617	633	586	446

The 446 Index and Non-Index crimes reported in 2020 represents a 24 percent decrease from the 586 crimes reported in 2019. The five-year average is 586 Index and Non-Index crimes.

ARREST TOTALS 2016 - 2020

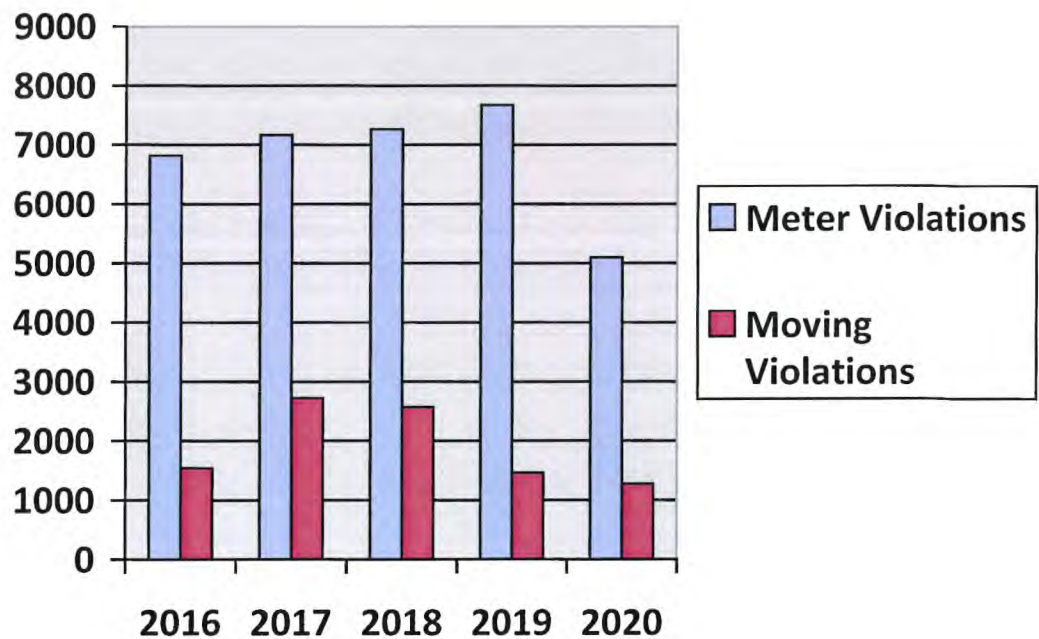
The five-year average is 201 arrests per year.

Arrests decreased from last year by 49 percent.



MOVING AND METER VIOLATIONS

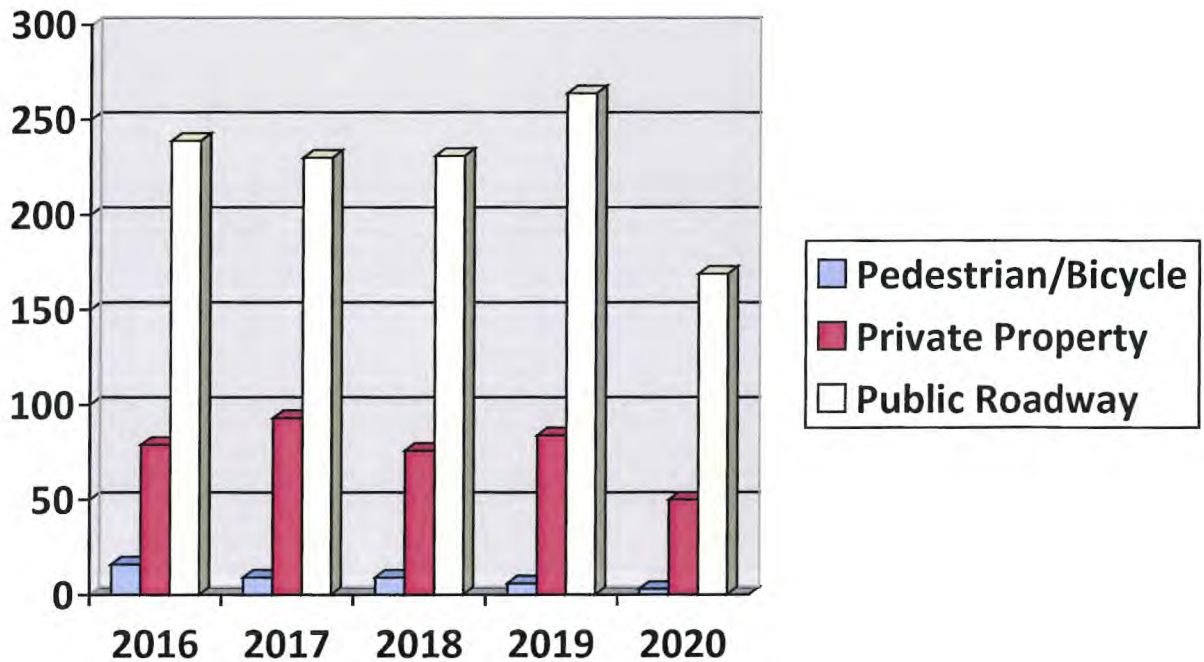
Using computers, updated radars, preliminary breath instruments, and mobile fingerprint readers in the patrol vehicles, the Public Safety Department continues to enforce traffic violations in the most effective manner possible.



	2016	2017	2018	2019	2020
Meter Violations	6821	7164	7263	7674	5101
Moving Violations	1541	2724	2569	1461	1273

TRAFFIC AND PEDESTRIAN ACCIDENTS

The statistics below include figures for private property accidents. The State of Michigan, for reporting purposes, does not include or record private property accidents. These types of accident reports are taken as a courtesy to citizens.



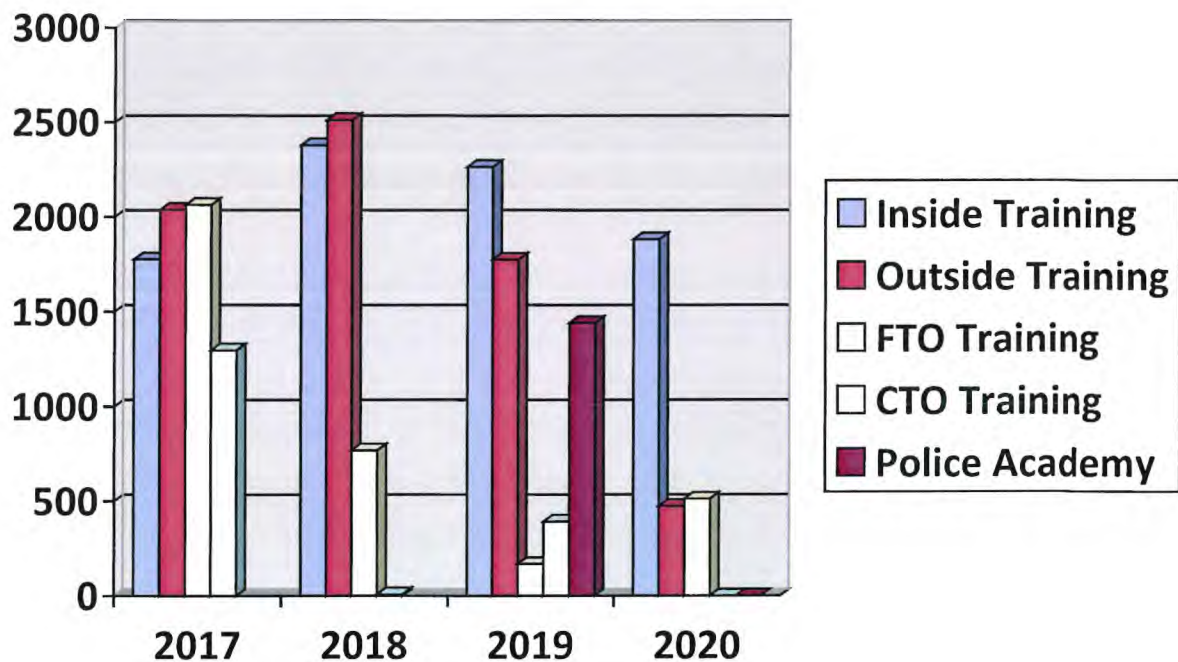
	2016	2017	2018	2019	2020
Pedestrian/Bicycle	16	9	9	6	3
Private Property	79	93	76	84	50
Public Roadway	239	230	231	264	169

There were no fatalities in 2020.

DEPARTMENT TRAINING

Members of the department work diligently with specialized rescue tools and fire equipment to train in preparation of any impending emergency. Members of the department attended 473 hours of Police and Fire training courses at local colleges and other training facilities in 2020 and participated in 1,882 hours of in-house training. The department received a total of 2,355 hours of training in 2020.

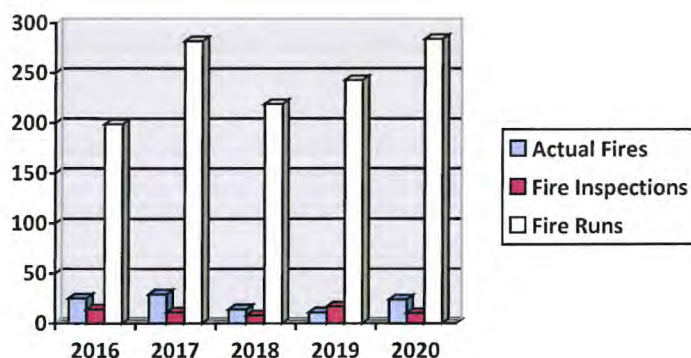
In addition, 512 hours were spent training a new officer (Field Training Officer training known as FTO training). The grand total of all department training in 2020 was 2,867 hours, a -52.50 percent decrease from the 6,039 total hours in 2019. The significant decrease reflects the impact that the global pandemic has had on gatherings of any kind.



FIRE OPERATIONS

Our officers perform dual duties involving both police and fire and are quick to respond in either type of emergency situation. In addition to eight residential dwelling fires in Grosse Pointe Woods, our firemen also responded to one vehicle fire, seven dumpster fires and 116 electrical related/power lines down incidents in 2020. We also provided mutual aid assistance for ten residential fires in Harper Woods and one residential fire each in Grosse Pointe Farms and Grosse Pointe Shores. Mutual aid was received by the department for six residential fires and two business fires.

The department has two certified fire inspectors who are primarily assigned to road patrol duties.



	2016	2017	2018	2019	2020
Actual Fires	25	29	14	11	24
Fire Inspections	14	11	8	17	10
Fire Loss	\$330,787	\$45,500	\$827,500	\$73,600	\$366,150
Fire Runs	199	282	219	243	284

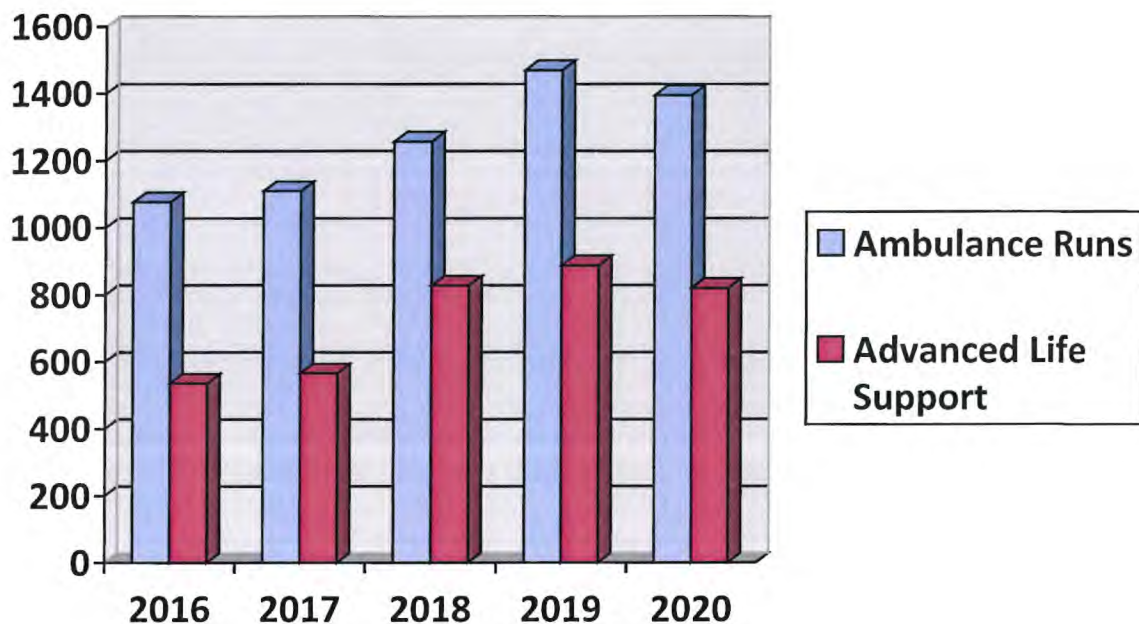
There were no fatalities or serious injuries resulting from the 24 actual fires in 2020.

EMERGENCY MEDICAL SERVICES

Public Safety officers respond to every ambulance run. All of our patrol vehicles are equipped with Automatic External Defibrillators (AED's).

With enhanced technology and equipment, the paramedics from Medstar can begin advanced lifesaving procedures and transmit reports to area hospitals before the patient arrives.

The 1,396 ambulance runs in 2020 represents a 5% decrease from the 1,470 runs in 2019 and the 820 runs involving advanced life support represents slightly more than a 7.5% decrease from the 888 advanced life support runs in 2019.



	2016	2017	2018	2019	2020
Ambulance Runs	1077	1110	1258	1470	1396
Adv. Life Support	536	566	828	888	820
% Adv. Life Support	50%	51%	66%	60%	59%

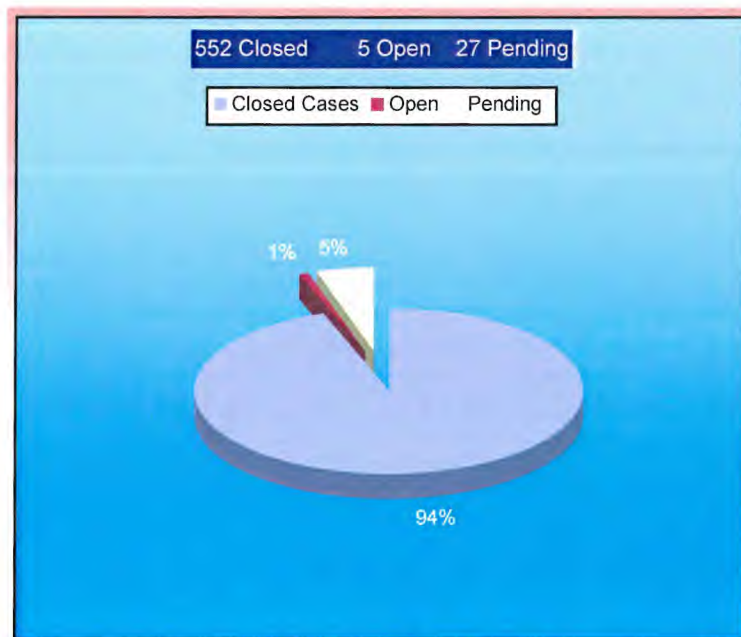
DETECTIVE BUREAU

The Detective Bureau is the Criminal Investigation Unit for the Department. The detectives assigned to this unit are responsible for investigating all crimes committed against persons or property in the community. They are on-call 24-hours a day to respond to a crime scene. All detectives receive specialized training to develop and enhance their investigative skills including attending legal update training and meetings with detective bureaus from neighboring jurisdictions. The Detective Bureau is also responsible for monitoring businesses that possess a Michigan liquor license to ensure compliance with Michigan liquor laws.

The Grosse Pointe Woods Detective Bureau, which operates under the supervision of Lieutenant Detective Bureau Commander Keith Waszak, consists of seasoned detectives Kevin Bonk and Ryan Schroerlucke and Detective Kyle Seidel, who joined the team in April, 2020. The detectives are responsible for investigating crimes, collecting and preserving evidence, identifying perpetrators, interviewing witnesses, interrogating suspects, and preparing cases for successful prosecution.

In addition to criminal investigations, Detective Seidel also serves as the department's Youth Officer by overseeing crimes and violations by persons under the age of seventeen. Detective Seidel is a direct liaison with school administrators, teachers, and students and maintains an additional office in Grosse Pointe North High School.

Detective Schroerlucke's additional duties include responsibility for the Traffic Safety programs, overseeing crossing guards, conducting traffic and speed studies, and investigating traffic-related incidents. Detective Bonk has served as the department liaison for the Auxiliary unit for seven years.



Summary of Case Assignments

94.50% of the 584 Criminal Cases assigned to the Detective Bureau in 2020 are closed.

SPECIAL RESPONSE TEAM (SRT)



The Special Response Team (SRT) is a specially trained law enforcement team comprised of 13 members of the five Grosse Pointe area departments and Harper Woods and one K-9, which responds to potentially dangerous situations. The SRT executes search and arrest warrants, intervenes in hostage situations, works on counter-terrorism missions, provides perimeter security for high-profile events, and provides assistance in other high-risk situations. The team operates under the leadership of Grosse Pointe Farms Sergeant Frank Zielinski.

In 2020, SRT members faced multiple challenges due to civil unrest and the Coronavirus pandemic. The team was activated four times for barricaded and warrant services and six times for protest/civil disobedience situations. Although the pandemic affected yearly training conferences, the officers learned to safely train together using PPE and social distancing.

The busy year began with a barricaded gunman situation in Grosse Pointe Park in March which lasted several hours until the team made entry into the residence and took the resident safely into custody. The team was activated again in June for a barricaded suicidal female subject in Harper Woods, which took several hours of negotiations until the subject surrendered.

The team was called out several times during the summer and fall to assist with walking protests in Harper Woods and one in Grosse Pointe City.

SRT members assisted Grosse Pointe Farms detectives with a search warrant in Warren in December which resulted in an arrest. The warrant was in regard to multiple charges of identity theft and fraud. The year ended with a call-out to Harper Woods for a domestic/shots fired situation. It was reported that the lone occupant was armed, highly intoxicated, and possibly hearing impaired. An armored vehicle was deployed and negotiations were conducted with a loudspeaker. A search of the residence was conducted after the subject surrendered hours later.

Although the Ohio Tactical Officers Association Conference in Sandusky, Ohio was cancelled due to the coronavirus pandemic, SRT members were able to attend an annual week-long training session at a military training facility located near Grayling, Michigan. The facility includes a mock city, multiple firearm ranges and a 360-degree shoot house. The 1,000 yard range in the Marksmanship Training Center in Lake City, a short distance from Grayling, was utilized for firearms training. Total team training hours for 2020 were 176 hours.

The two Grosse Pointe Woods officers who are members of the SRT have the ability to pass on the valuable techniques they learn through their extensive training to other members of the department. Officer Miles Adams joined the team in December, replacing Officer Mark Agnetti who had been with the SRT for five years.

AUXILIARY UNIT

The Police Auxiliary Unit is a vital resource for the department. Not only do they assist officers at community events such as the Public Safety Open House, but they also provide assistance at fire scenes, perform fire hose testing protocols, and perform other essential duties. The role of an auxiliary officer is to assist and supplement our officers in the prevention of crime, protection of life and property, disaster operations, suppression of criminal activity, and preservation of peace. The auxiliary officers are an indispensable part of our community and their help is greatly appreciated.

The Auxiliary Unit underwent 80 hours of training and devoted 293.50 hours of service to the City of Grosse Pointe Woods in 2020.

At the end of 2020, the Police Auxiliary Unit consisted of Captain Charles Thomas, Squad Leaders David Podeszwik and Evan Allemon, and Auxiliary Officers Ryan Allemon, Douglas Alexander, Jose Carrion, Allen Herfi, Mark Higgins, Keith Kurtz, Patrick Kyc, John Mowatt, John Sabol and Anthoney Wimbush. Detective Kevin Bonk has been the department liaison for the past seven years.

CROSSING GUARDS

The parents of our community depend upon our Crossing Guard team for the safety of their children when walking or riding a bicycle on their route to school or home. No matter what the weather is, our team of dedicated guards is ready to guide and protect our children. We are deeply appreciative of their efforts.



Our crossing guard team has operated under the guidance and supervision of Detective Ryan Schroerlucke since 2015. At the end of 2020, the crossing guard team consisted of: Amy Biange, Patricia Bradley, Kenneth Carter, Maureen Carter, Theodore Colborn, Frank and Renee Dicristofaro, Kathleen Guertin, Sharon Harden-Bullock, Karen Kaled, Dana Linsdeau, Debra Miller, Charlotte Monaghan, Mary Moore, Jean Segodnia, Marjorie Warhurst, and William Westwood.

SUPERVISOR OF THE YEAR

The recipient of the 2020 Supervisor of the Year Award is Sergeant Brian Conigliaro.



Although Sergeant Brian Conigliaro was not physically a part of the department in 2020, he represented our department with bravery and courage during his service to the country as Senior Chief Master at Arms for the United States Naval Reserve in Djibouti, Africa. Sergeant Conigliaro endured many sacrifices and less than ideal living conditions while working in support of Operation Al Qaeda for nearly two years, including all of 2020. In recognition of his outstanding achievements, we are awarding this twenty-year veteran of our department with the 2020 Supervisor of the Year Award.

NEW HIRES

One new officer was hired by the department in September 2020.

A recently retired full-time dispatcher re-joined the department on a part-time basis at the end of August 2020 after eighteen and a half years of service.



Pictured above with Director John G. Kosanke is Officer Duncan Gill who came to us with experience as a police officer with the City of Detroit. Although he is too young to have gained much experience, Officer Gill is dedicated to serving others and hopes to help improve the perception of officers in our country.

Pictured in the Retirement Section of this report is Dispatcher Gregory Tourville who re-joined the department on a part-time basis after a lengthy career in Law Enforcement, including 18.50 years as a full-time Grosse Pointe Woods dispatcher and almost 26 years as a Harper Woods police officer.

RETIREMENTS

Three valued members of the department retired in 2020.



Officer James Arthur retired in August with 24 years of dedicated service to the department. During his career, he received several Life Saving Awards. In 2002, Officer Arthur saved the life of a choking restaurant patron by performing the Heimlich maneuver. In 2010, he performed CPR on a resident in full cardiac arrest. Along with other members of his platoon, he blocked off traffic in front of the station in 2017 to safely keep people away from a fully engulfed DTE truck which had burst into flames. Attached to the truck was a container with 2,500 pounds of natural gas. Officer Arthur will be remembered by his fellow officers as a kind and gentle man who rarely complained or lost his temper. He is a true gentleman who will be missed by all who had the pleasure to work with him.



Records Clerk Diana Cormier left her part-time position in the department after 37 years of dedicated service. In addition to her dedication, she will be remembered fondly for adding a touch of royalty to the department with her British accent, home-made scones and Welsh cakes.

Dispatcher Gregory Tourville retired in July 2020 after 18.50 years with the department as a full-time dispatcher. Department members were grateful when he returned in August as a part-time dispatcher, bringing with him the wisdom gained from his lengthy Dispatch career in Grosse Pointe Woods in addition to almost 26 years of experience as a Harper Woods police officer. Dispatcher Tourville is known for his wry sense of humor which never fails to brighten the day of his co-workers.

POLICE OFFICER'S PRAYER



Lord, I ask for courage;
Courage to face and conquer
my own fears...
Courage to take me where
others will not go.
I ask for strength;
Strength of body to protect others...
Strength of spirit to lead others.
I ask for dedication;
Dedication to my job to do it well...
Dedication to my community to keep it safe.
Give me, Lord, concern;
For all those who trust me...
And compassion for those who need me
And, please, Lord, through it all;
be at my side.

MEMO 21-16

6A
RECEIVED
MAR 15 2021
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services *FS.*
DATE: March 9, 2021
SUBJECT: Recommendation – Road Salt 2021/2022 Season

On March 14, 2018, a two-year bid request for supplying road salt for the winter maintenance seasons was posted on the Michigan Intergovernmental Trade Network (MITN) website by the City of Farmington Hills for the Oakland County Road Commission on behalf of 26 cooperative participants, including the City of Grosse Pointe Woods.

Detroit Salt Company's bid overall came in lower for the two-year contract and offered an option of three additional one-year extensions at the approved 3% per year increase upon mutual consent between the City and Detroit Salt Company.

On March 1, 2021, the Detroit Salt Company renewed the agreement at the 3% increase, bringing the cost to \$54.48 per ton for the 2021/2022 winter season.

I am requesting that council approve the fourth year of the cooperative salt contract with the option of one additional one-year extensions at the approved 3% per year increase upon mutual consent between the City and Detroit Salt Company. We have committed to 1,300 tons for the upcoming 2021/2022 winter season. The city is required to take a minimum of 910 tons or can take a maximum of 1,690 tons.

The Detroit Salt Co. is the lowest qualified bidder and is located in Michigan. They provided salt to the city through the MITN/Oakland County Road Commission cooperative bid from 2008 through 2021 and their service has been satisfactory. Therefore, I concur with the decision of the MITN/Oakland County Road Commission cooperative and recommend that we purchase road salt for the 2021/2022 winter maintenance season from The Detroit Salt Company, 12841 Sanders Street, Detroit, MI 48217 at a price of \$54.48 per ton in an amount of \$92,100.00 for the maximum of 1,690 tons. The unencumbered funds in accounts 202-478-757.000 (\$23,025.00) and 203-478-757.000 (\$69,075.00) will be available upon approval of the 2021/2022 budget.


I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council consideration.


Bruce Smith, City Administrator

3/15/2021
Date

Fund Certification:

Account numbers and amounts have been verified as presented.


Shawn Murphy, Treasurer/Comptroller

3-15-2021
Date

Jeanne Duffy

From: Kelly Monico <KMonico@fhgov.com>
Sent: Monday, March 1, 2021 2:12 PM
To: Brett Smith (gpsdpw@ameritech.net); Bryan Babcock (babcockb@scsmi.net); Chelsea Rodgers (crodgers@walledlake.com); Craig Treppa (ctreppa@cityofwarren.org); Derrick Schueller (dschueller@berkleymich.net); Devin Adams (dadams@cityofwestland.com); Doug Ballard (dballard@cityofclawson.com); Ed Mlynczyk (emlynczyk@oakparkmi.gov); Gary Harris (gharris@romulusgov.com); Gary McKinney (gmckinney@centerline.gov); Gerry McCallum (dcs@cityoforchardlake.com); Heidi Dziak (Heidi.Dziak@metroparks.com); Holly Donahue (hollyd@romi.gov); Jason Dickinson (JDickinson@rochestermi.org); Jeanne Duffy; Jill Nowak; Kevin McCarthy; Lisa Cummins; Lynn Conway (Lconway@romulusgov.com); Mark Carufel (mcarufel@sterling-heights.net); Martha Ritchie (martha.ritchie@southfieldk12.org); Mike Slater (mslater@ci.livonia.mi.us); Nikki Lumpkin (nlumpkin@cityofsouthfield.com); Noah Mehalski; Pamela Bratschi (treasurer@lathrupvillage.org); Paul Vandamme (pvandamme@roseville-mi.gov); Randy Altimus; Robert Scappaticci (rscappaticci@romulusgov.com); Sheryl Mitchell (smitchell@lathrupvillage.org); Thomas Vanderputte; Tim Skima (TSikma@wixomgov.org); Tocco, Scott (Scott.Tocco@southfieldk12.org); Tom Trice (TTrice@bloomfieldtwp.org)
Cc: Michelle Aranowski; Kevin McCarthy
Subject: Rock Salt Co-op

Follow Up Flag: Follow up
Due By: Wednesday, March 10, 2021 8:00 AM
Flag Status: Flagged

Hello All,

Its that time of year again. It is time to renew (if we so choose) our agreement with Detroit Salt. At the contracted 3% increase the renewal pricing would fall out as follows: Oakland County \$55.88, Macomb County \$55.52 & Wayne County \$54.48. Please let me know if you are interested in renewing AND HOW MANY TONS YOU PLAN ON PURCHSING NEXT YEAR. I know that Farmington Hills is in favor. Please get me your information by March 12. 2021.

Also please take a look at the current quantity information from Detroit Salt below. Per our agreement we can purchase as little as 70% of your guarantee and as much as 130%. As the price is going up you may want to buy as much as you can at this year's price. If there are discrepancies in your quantity information please contact Jean JSzatkowski@detroitssalt.com

Thanks!

Customer Name	Original Blanket	Quantity Shipped	Quantity On Order- being shipped
LIVONIA CITY	2,500	2,035.87	1,007.22
WARREN CITY	9,000	4,595.94	1,790.69
WESTLAND CITY	6,000	3,364.93	641.13
GROSSE POINTE SHORE	350	252.78	
ROMULUS CITY	3,000	1,485.78	
GROSSE POINTE WOOD	1,300	1,501.60	148.67
CENTER LINE CITY	650	859.07	
STERLING HEIGHTS CITY	8,000	3,641.50	1,370.38
ROSEVILLE CITY	2,000	1,968.13	39.59
WIXOM CITY	1,000	657.83	44.74
WALLED LAKE CITY	950	457.4	50
SOUTHFIELD SCHOOLS	350	205.74	
ROYAL OAK CITY	5,500	5,704.73	580.59
ROCHESTER HILLS CITY	4,000	2,047.57	500
ROCHESTER CITY	1,750	1,869.30	200
OAK PARK CITY	800	611	
LATHRUP VILLAGE	200	152.55	
FARMINGTON HILLS CI	5,000	2,378.37	239.23
CLAWSON CITY	1,400	1,234.86	200
BLOOMFIELD TOWNSH	4,800	2,036.21	1,000
BERKLEY CITY	1,400	1,118.07	
HURON-CLINTON METE	1,150	1,219.94	
SOUTHFIELD CITY	3,500	4,933.95	
ORCHARD LAKE	600	556.15	
ST CLAIR SHORES CITY	2,500	2,040.05	148.45
	67,700	46,929	7,961

Kelly Monico
 Director of Central Services
 City of Farmington Hills
 248-871-2435
kmonico@fhgov.com



CITY OF GROSSE POINTE WOODS

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

6B 4/8/21
Rec'd / epl

To: City Council
From: Eric Dunlap, City Assessor
Date: April 5, 2021
Re: Approval for Appraisal

The property at 1850 Vernier, known as Sunrise on Vernier, is under appeal at the Michigan Tax Tribunal. I am requesting approval to proceed with the attached appraisal retainer agreement. WCA has worked with John Widmer on several appeals. We have a high level of confidence in his work and his ability as an expert witness at the Tribunal.

He structured this agreement in two phases. Phase one includes a thorough market analysis and his estimate of true cash value for \$4,000. This will give us the information we need to determine if we want to proceed with the full appraisal report (phase 2) for an additional \$5,000.

Thank you for your consideration.

*Funds have been verified.
5M/ epl 4/8/21*

APPRAISAL RETAINER AGREEMENT

DATE: April 2, 2021

CLIENT: **City of Grosse Pointe Woods**
% Ms. Lisa Anderson, Esq.
Rosati Schultz Joppich & Amtsbuechler PC
27555 Executive Dr., Suite 250
Farmington Hills, Michigan 48331-3550

APPRAISER: John R. Widmer, Jr., MAI
FROHM & WIDMER, INC.
33966 West 8 Mile Road, Suite 108
Farmington Hills, Michigan 48335
Phone: (248) 471-6767, ext. 11
Contact e-mail: jwidmer@frohmwidmer.com

PROPERTY: Sunrise on Vernier
1850 Vernier Road, Grosse Pointe Woods, Michigan 48236
Tax Parcel No. 40-004-99-0006-700
Welltower Propco Group, LLC v. City of Grosse Pointe Woods
MOAHR Docket No. 20-001399



EXHIBIT 1

Sunrise on Vernier - Appraisal Retainer Agreement
1850 Vernier Road, Grosse Pointe Woods, Michigan 48236



The property that is the subject of this pending Ad Valorem appeal comprises a single tax parcel, with an estimated total site area of ± 0.86 acres, a total building area of $\pm 30,919$ square feet, and a total of 38 Memory Care units able to accommodate 46 residents. Operated as Sunrise on Vernier, this Continuing Care Retirement Community (CCRC) reportedly includes Memory Care, short-term stays and coordination of Hospice Care. The Appraisal Report will establish a contributory value for the real property only, which will exclude any non-realty items, including tangible and intangible assets.

SERVICES: This agreement represents a proposal to provide real property appraisal services, related to the requirement of establishing True Cash Value (TCV) for a pending ad valorem appeal. The Appraisal Report will provide a TCV conclusion retrospective to December 31, 2019 (Tax Year 2020).

All market analysis and appraisal reporting will be prepared and reported in conformance with the **Uniform Standards of Professional Appraisal Practice (USPAP) 2020-2021 Edition**, as well as all **Professional Appraisal Standards** and **Code of Professional Ethics** of the **Appraisal Institute**. For each appraisal assignment, an appraiser must:

- 1.) identify the problem to be solved;
- 2.) determine and perform the scope of work necessary to develop credible assignment results; and,
- 3.) disclose the scope of work in the report.

An appraiser must properly identify the problem to be solved in order to determine the appropriate scope of work. The appraiser must be prepared to demonstrate that the scope of

work is sufficient to produce credible assignment results. Scope of work includes, but is not limited to:

- the extent to which the property is identified;
- the extent to which tangible property is inspected;
- the type and extent of data researched; and,
- the type and extent of analyses applied to arrive at opinions or conclusions.

Appraisers have broad flexibility and significant responsibility in determining the appropriate scope of work for an appraisal assignment. Credible assignment results require support by relevant evidence and logic. The credibility of assignment results is always measured in the context of the intended use. An Appraisal Report requires the following items:

- (i.) State the identity of the client, or if the client requested anonymity, state that the identity is withheld at the client's request, but retained in the Appraiser's Workfile.
- (ii.) State the identity of any other intended users by name or type.
- (iii.) State the intended use of the appraisal.
- (iv.) Contain information, documents, and/or exhibits sufficient to identify the real estate involved in the appraisal, including the physical, legal and economic property characteristics relevant to the assignment.
- (v.) State the real property interest appraised.
- (vi.) State the type and definition of value and cite the source of the definition.
- (vii.) State the effective date of the appraisal and the date of the report.
- (viii.) Summarize the scope of work used to develop the appraisal.
- (ix.) Summarize the extent of any significant real property appraisal assistance.
- (x.) Provide sufficient information to indicate that the appraiser complied with the requirements of Standard 1, by:
 - Summarizing the appraisal methods and techniques employed
 - Stating the reasons for excluding the sales comparison, cost or income approach(es) if any have not been developed
 - Summarizing the results of analyzing the subject sales, agreements of sale, options and listings in accordance with Standards Rule 1-5
 - Stating the value opinion(s) and conclusion(s)
 - Summarizing the information analyzed and the reasoning that supports the analyses, opinions, and conclusions, including reconciliation of the data and approaches.
- (xi.) State the use of the real estate existing as of the effective date and the use of the real estate reflected in the appraisal.
- (xii.) When an opinion of highest and best use was developed by the appraiser, state that opinion and summarize the support and rationale for that opinion.
- (xiii.) Clearly and conspicuously, state all extraordinary assumptions and hypothetical conditions; and, state that their use might have affected the assignment results.
- (xiv.) include a signed certification in accordance with Standards Rule 2-3.

In this instance, true cash value will be established and reported initially in a Restricted Appraisal, in conformance with Standards Rule 2-2(b), to be followed up with an Appraisal Report, prepared in conformance with Standards Rule 2-2(a), if necessary. With regards to the above noted reporting requirements, the breadth of discussion will be predicated upon the extent to which each component would impact the true cash value conclusion. For factual data, a summarized presentation will be included. For factors that have a more influential impact on value, a more detailed discussion will be presented.

The general scope of work for this assignment will include the following:

- Identification of the subject property by its legal description and real property tax identification number.
- Inspection of the subject property, by viewing the property from the interior and exterior, to be accompanied by a representative of ownership.
- Consider property specific data related to the physical and location characteristics of the subject site, including but not limited to, shape, topography, availability of utilities, road frontage, access and surrounding developments.
- Consider data related to the physical characteristics of the site and building improvements.
- Perform research pertaining to market supply and demand factors, market conditions and operating trends impacting the subject's property type.
- Consider the subject's competitive position in the sub-market.
- Analyze property-specific data related to the subject property's functional utility, marketability and potential absorption profile.
- Identify relevant demographic, social, economic, political and governmental factors affecting the subject's sub-market.
- Review occupancy and operating performance of the subject property and each CCRC segment.
- Conduct market research relative to industry trends relating to CCRC communities in the subject's competitive sub-market.
- Conduct market research into rental data for similar CCRC properties located in the competitive sub-market, including existing, under construction and proposed projects.
- Conduct market research into recent sales of similar CCRC properties located in the competitive sub-market.
- Conduct market research into recent sales of vacant land located in the competitive sub-market, and analyze the property relative to establishing appropriate replacement cost measures relying mainly upon reported construction costs for the building, applying **Marshall Valuation Service (MVS)** as a test for replacement cost.
- Inspect all local market data relied upon in the appraisal.
- Analyze market data and concluded to a reasonably probable highest and best use for the property.
- Consider the application of the three traditional approaches to value (i.e., **Income, Sales Comparison and Cost Approaches**) in light of: (i) the subject property's physical and economic characteristics; (ii) market conditions; and (iii) valuation criteria typically employed by the likely segment for this type and class of property.
- Prepare a retrospective fee simple true cash value (i.e., effective December 31, 2019 - Tax Year 2020) considering a Cost Approach, Income Approach and Sales Comparison Approach.
- Reconcile the valuation analysis into a final true cash value conclusion for the real property only.

FEE: For this proposal, the appraisal process has been determined to comprise two (2) phases, initially comprising market research and conclusion of value, followed by preparation of the Appraisal Report for submission to the Michigan Office of Administrative Hearings and Rules (MOAHR). As such, this proposal will be provided in phases, and will specifically provide a **not to exceed (NTE)** estimate for the following:

Phase 1 (Research & Preliminary Value Conclusion): Market research, which will comprise compilation of market conditions, market comparables, and analysis of subject property specific data. The information compiled initially will be analyzed and true cash value will be reported. In maintaining conformance with USPAP, a Restricted Appraisal Report will be prepared. In this instance, a NTE fee has been estimated at \$4,000. Time expended will be billed at \$200 per hour and maintained and reported in the invoice for services rendered.

Phase 2 (Appraisal Report for submission to the MTT): This phase of the agreement contemplates preparation of an Appraisal Report (i.e., including all conclusions rendered in the Phase 1 Restricted Appraisal Report), to be submitted to the Michigan Tax Tribunal. The NTE fee for this segment of the agreement is \$5,000. Should this assignment proceed through Phase 2, the total NTE fee will be \$9,000.

Phase 2 of the agreement will survive final preparation and delivery of the Appraisal Report, however, excludes subsequent services rendered, including but not limited to meetings, other conferences, depositions, hearings, trial preparation, attendance and testimony at trial, or any other dissemination or defense of the assignment and its conclusions. These post-appraisal services, if applicable, will be billed at a rate of \$200 per hour. These additional expenses are not intended to cover review and/or questions concerning the appraisal, upon receipt and review of same by the client.

DELIVERY: Contingent upon receipt of information, to be submitted to the client should the terms of this agreement be acceptable, the preliminary analysis (Phase 1) will be targeted for completion by the week of May 17, 2021. If the agreement reaches Phase 2, delivery dates will be established so to meet all MTT scheduling orders, with valuation disclosure exchange now set for June 21, 2021.

CONFIDENTIALITY: Frohm & Widmer, Inc. considers all work done in connection with this assignment to be confidential. By acceptance of this engagement, it is understood that any private, confidential, or proprietary information provided during the course of this assignment will be kept strictly confidential. The appraiser will maintain the confidentiality and privacy of customer information obtained in the course of this assignment in compliance with USPAP and Regulation P, and Title V of the **Gramm–Leach–Bliley Act (GLB)**, also known as the **Financial Services Modernization Act of 1999**. Valuation assumptions, value conclusions, and/or related issues will ***NOT*** be discussed with any party other than the client and authorized parties as directed by the client. In addition, the appraiser agrees to comply with any confidentiality agreement that may be consummated between the City of Grosse Pointe Woods and Petitioner.

ACCEPTANCE: If the terms of this agreement are acceptable, please formally acknowledge your acceptance of these terms.

Frohm & Widmer, Inc.



	Vice President	04-02-2021
BY: John R. Widmer, Jr., MAI	TITLE	DATE

City of Grosse Pointe Woods

BY: _____	TITLE	DATE
-----------	-------	------

7A

CITY OF GROSSE POINTE WOODS

PROCLAMATION

WHEREAS, in 1872, J. Morton Sterling, a pioneer moving out West from Detroit, Michigan, proposed a tree-planting holiday to be called "**ARBOR DAY**" to the Nebraska Board of Agriculture; and

WHEREAS, this holiday was first observed with the planting of more than a million trees in Nebraska, as it was once a treeless plain, and it was the lack of trees there that led to the founding of **ARBOR DAY**; and

WHEREAS, trees are a vital component of the infrastructure in our City providing infinite environmental and economical benefits, as well as bringing beauty and nature into our daily lives; and


WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, in the words of J. Morton Sterling, "Other holidays repose upon our past. Arbor Day proposes for our future;" and

WHEREAS, Grosse Pointe Woods has been recognized as a **Tree City USA** by the National Arbor Day Foundation and desires to continue its tree-planting practices.

NOW, THEREFORE, I, ARTHUR W. BRYANT, Mayor of the City of Grosse Pointe Woods, Michigan, do hereby proclaim **April 30, 2021 ARBOR DAY** in the City of Grosse Pointe Woods, and urge all citizens to celebrate **ARBOR DAY** and to support efforts to protect and provide needed care for our trees and woodlands; and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.



Arthur W. Bryant

ARTHUR W. BRYANT

Mayor

April 12, 2021

7B

CITY OF GROSSE POINTE WOODS

PROCLAMATION

WHEREAS, the Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945 – six million were murdered; Roma (Gypsies), people with disabilities, and Poles were also targeted for destruction or decimation for racial, ethnic, or national reasons; and millions more, including homosexuals, Jehovah's Witnesses, Soviet prisoners of war, and political dissidents, also suffered grievous oppression and death under Nazi tyranny; and

WHEREAS, the history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments, to always remember the terrible events of the Holocaust, and to remain vigilant against hatred, persecution, and tyranny; and

WHEREAS, the Days of Remembrance have been set aside to remember the victims of the Holocaust as well as to reflect on the need for respect of all peoples.

NOW, THEREFORE, I, ARTHUR W. BRYANT, Mayor Pro-Tem of the City of Grosse Pointe Woods, Michigan, do hereby proclaim the week of Sunday, April 4, through Sunday, April 11, 2021, as Days of Remembrance in the City of Grosse Pointe Woods in memory of the victims of the Holocaust and in honor of the survivors as well as the rescuers and liberators.



Arthur W. Bryant

ARTHUR W. BRYANT

Mayor Pro-Tem

March 18, 2021



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

51301 Schoenherr Road, Shelby Township, MI 48315
586.726.1234 | www.aewinc.com

84

Rec'd 3/18/21
JHL

April 8, 2021

Frank Schulte
City of Grosse Pointe Woods DPW
1200 Parkway Dr.
Grosse Pointe Woods, MI 48236

Reference: DPW Water and Sewer Garage
Grosse Pointe Woods, MI
AEW Project No. 0160-0420

Dear Mr. Schulte:

Enclosed please find L. Anthony Construction Inc.'s Invoice for Payment No. 670 for the above referenced project. We recommend issuing payment in the amount requested for \$24,500.00 to L. Anthony Construction 11085 Lisa Lane, Shelby Twp, MI 48316.

If you have questions or need additional information, please contact our office.

Sincerely,

ANDERSON, ECKSTEIN AND WESTRICK, INC.

Jason Arlow, AIA

cc: Frank Schulte, GPW
Scott Lockwood, AEW

Enclosure: Invoice No. 670

M:\0160\0160-0420\ConstServices\PayEst\Site\PayApp#1_letter.docx

L Anthony Construction, Inc.

11085 Lisa Lane

RECEIVED

APR - 6 2021

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Invoice

Date	Invoice #
2/15/2021	670

Bill To
City of Grosse Pointe Wds 20025 Mack Ave Grosse Pte Wds MI 48236

[Signature] 3/24/21

PO 46054

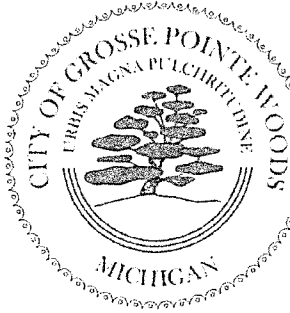
592-537-978.200

OK- *[Signature]*

SM 3/24/2021

P.O. No.	Terms	Project
		2020 Concrete Repair Progr...

Quantity	Description	Rate	Amount
1	26, 3' diameter footings with steel for dpw garage	24,500.00	24,500.00
		Total	\$24,500.00



ALL INVOICES
MUST BE BILLED AND MAILED TO:
ACCOUNTS PAYABLE



CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA DRIVE
GROSSE POINTE WOODS, MI 48236
Phone: 313-343-2440 Fax: 343-343-2785

PURCHASE ORDER

Issue Date: 08/17/2020

PO Number: **20-46054**

***THIS NUMBER MUST APPEAR ON
ALL INVOICES, SHIPPERS,
PACKING SLIPS AND PACKAGES***

Payment Terms: Net 30 Days

Tax Exempt #: 38-6007179

Buyer Name

Buyer Phone/Email

TO:

L. ANTHONY CONSTRUCTION
11085 LISA LANE
SHELBY TWP, MI 48316

SHIP TO:

DEPARTMENT OF PUBLIC WORKS
1200 PARKWAY DRIVE
GROSSE POINTE WOODS, MI 48236
CONTACT PHONE: (313) 343-2460

QTY	Unit	Description	Unit Price	Amount	Account Number
1.00	SERVICE	2020 CONCRETE PAVEMENT AND PARKING REPAI	125,000.00	125,000.00	202-451-974.200
1.00	SERVICE	2020 CONCRETE PAVEMENT AND PARKING REPAI	83,000.00	83,000.00	203-451-974.200
1.00	SERVICE	2020 CONCRETE PAVEMENT AND PARKING REPAI	333,000.00	333,000.00	585-561-977.000
1.00	SERVICE	2020 CONCRETE PAVEMENT AND PARKING REPAI	120,000.00	120,000.00	592-537-975.400
1.00	SERVICE	CONTRACT MOD - DPW WATER AND SEWER GARAG	79,100.00	79,100.00	592-537-978.200

APPROVED BY CITY COUNCIL 8/10/2020
2020 CONCRETE PAVEMENT AND PARKING REPAIR PROGRAM

AEW PROJECT NO. 0160-0428

BUDGETED ITEM

CONTRACT MODIFICATION FOR DPW WATER AND SEWER GARAGE - SITE FOR SUPPORT FOOTINGS AND FLAT WORK
APPROVED BY COUNCIL 10/19/2020



MCKENNA

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APR - 6 2021

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

8B

Mr. Bruce Smith
City Administrator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

March 16, 2021

Invoice No: 21849 - 34

Project 21849 Grosse Pointe Woods Building Services

Professional Services from February 1, 2021 to February 28, 2021

Monthly Retainer

Conduct Plumbing and Mechanical Inspections as directed by the City.

- 1 2/2/21 861 Oxford Rd S PM200320
- 2 2/2/21 2120 Stanhope St PP200164
- 3 2/4/21 2040 Lancaster St PM190100
- 4 2/4/21 2168 Hollywood Ave PM200307
- 5 2/4/21 723 Canterbury Rd PM200096
- 6 2/4/21 1526 Hawthorne Rd PP210011
- 7 2/4/21 2168 Hollywood Ave PP200166
- 8 2/9/21 21344 Van K Dr PM200240
- 9 2/9/21 1451 Roslyn Rd PM200120
- 10 2/9/21 1854 Prestwick Rd PM200306
- 11 2/9/21 2040 Lancaster St PM190100
- 12 2/9/21 525 Moorland Dr PP210019
- 13 2/9/21 726 Pear Tree Ln PM210007
- 14 2/9/21 1004 Canterbury Rd PM200135
- 15 2/9/21 1230 Renaud Rd N PP210026
- 16 2/11/21 19571 Mack Ave PP200031
- 17 2/11/21 576 Shoreham Rd PP210031
- 18 2/11/21 1579 Anita Ave PP210018
- 19 2/11/21 1230 Renaud Rd N PP210026
- 20 2/16/21 1764 Anita Ave PP200142

Project	21849	Grosse Pointe Woods Building Services	Invoice	34
21	2/18/21	1605 Fairholme Rd PM210018		
22	2/18/21	1579 Anita Ave PP210018		
23	2/23/21	1606 Lochmoor Blvd PM200242		
24	2/23/21	1227 Hollywood Ave PM210025		
25	2/23/21	863 Brys Dr S PM210004		
26	2/23/21	665 Peach Tree Ln PP210033		
27	2/23/21	1746 Littlestone Rd PM210026		
28	2/23/21	20402 Holiday Rd PP210029		
29	2/25/21	1560 Blairmoor Ct PM210019		
30	2/25/21	745 Vernier Rd PM210001		
31	2/25/21	621 Hollywood Ave PM210017		
32	2/25/21	658 Brys Dr S PM210036		
33	2/25/21	665 Peach Tree Ln PP210033		
34	2/25/21	1668 Littlestone Rd PM210035		
Total			1,500.00	\$1,500.00

INSPECTIONS OVER 30 PER MONTH

Inspection Services - Per Inspection

	4.0 inspection @ 55.00	220.00	
Subtotal			\$220.00
	Invoice Total		\$1,720.00

Outstanding Invoices

Number	Date	Balance
32	1/10/2021	(220.00)
Total		(\$220.00)

THANK YOU. Please remit to above address and indicate project number on voucher.

Email: cbehrens@gpwmi.us

PO# 20-45837
101-180-818.000
3-19-2021

SM 3/19/21
Bene S. 3/19/21
Hire Int 1/10/21-19-21

MARCH 2021 TIM

Inspector	Record Number	Inspection Type	Address	Complete Date	Result	Commission
McKenna-Tim Israel	PM200306	Final	1854 PRESTWICK RD	02/01/21	Canceled	\$0.00
	PM200320	Final	861 S OXFORD RD	02/02/21	Approved	\$30.00
	PP200164	Shower Pan Insp	2120 STANHOPE ST	02/02/21	Approved	\$30.00
	PM190100	Final	2040 LANCASTER ST	02/04/21	Locked Out	\$0.00
	PM200307	Final	2168 HOLLYWOOD AVE	02/04/21	Approved	\$30.00
	PM200096	Final	723 CANTERBURY RD	02/04/21	Disapproved	\$30.00
	PP210011	Rough	1526 HAWTHORNE RD	02/04/21	Approved	\$30.00
	PP200166	Final	2168 HOLLYWOOD AVE	02/04/21	Approved	\$30.00
	PM200240	Final	21344 VAN K DR	02/09/21	Approved	\$30.00
	PM200120	GPT/Final?	1451 ROSLYN RD	02/09/21	Approved	\$30.00
	PM200306	Final	1854 PRESTWICK RD	02/09/21	Approved	\$30.00
	PM190100	Final	2040 LANCASTER ST	02/09/21	Approved	\$30.00
	PP210019	Rough	525 MOORLAND DR	02/09/21	Approved	\$30.00
	PM210007	Final	726 PEAR TREE LN	02/09/21	Approved	\$30.00
	PM200135	Final A/C	1004 CANTERBURY RD	02/09/21	Approved	\$30.00
	PP210026	Rough	1230 N RENAUD RD	02/09/21	Disapproved	\$30.00
	PP200031	Final	19571 MACK AVE	02/11/21	Disapproved	\$30.00
	PP210031	Rough	576 SHOREHAM RD	02/11/21	Approved	\$30.00
	PP210018	Progree Insp.	1579 ANITA AVE	02/11/21	Approved	\$30.00
	PP210026	Rough/SH. Pan Tes	1230 N RENAUD RD	02/17/21	Approved	\$30.00
	PP200142	Final	1764 ANITA AVE	02/16/21	Approved	\$30.00
	PM210018	Final-Htg/A-C	1605 FAIRHOLME RD	02/18/21	Approved	\$30.00

Inspector

Record Number	Inspection Type	Address	Complete Date	Result	Commission
PM210025	Final	1227 HOLLYWOOD AVE	02/17/21	Canceled	\$0.00
PP210018	Rough	1579 ANITA AVE	02/18/21	Approved	\$30.00
PM200326	Final-Htg/A-C	1487 N RENAUD RD	02/18/21	Canceled	\$0.00
PM200242	Final A/C	1606 LOCHMOOR BLVD	02/23/21	Approved	\$30.00
PM210025	Final	1227 HOLLYWOOD AVE	02/23/21	Approved	\$30.00
PM210004	Gas Pressure/Fina	863 S BRYN DR	02/23/21	Approved	\$30.00
PP210033	Rough	665 PEACH TREE LN	02/23/21	Locked Out	\$0.00
PM210026	Final	1746 LITTLESTONE RD	02/23/21	Approved	\$30.00
PP210029	Rough	20402 HOLIDAY RD	02/23/21	Approved	\$30.00
PM210019	Final	1560 BLAIRMOR CT	02/25/21	Approved	\$30.00
PM210001	Final Furnace	745 VERNIER RD	02/25/21	Approved	\$30.00
PM210017	Final	621 HOLLYWOOD AVE	02/25/21	Approved	\$30.00
PM210036	Final-Fireplace	658 S BRYN DR	02/25/21	Approved	\$30.00
PP210033	Rough	665 PEACH TREE LN	02/25/21	Approved	\$30.00
PM210035	Final	1668 LITTLESTONE RD	02/25/21	Approved	\$30.00

Total for Inspector:**37****\$960.00****Total for Report:****37****\$960.00**

34 inspections
\$1,720 Commission

30 x \$50 = \$1,500
4 x \$55 = \$220

- 3
34

8C



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CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

March 8, 2021

Invoice 03082021

City of Grosse Pointe Woods
Accounts Payable
20025 Mack
Grosse Pointe Woods, MI 48236


RE: April 2021 Services

For contract assessing services rendered:

Contract Fee (\$75,099 ÷ 12)..... \$ 6,258.25

TOTAL AMOUNT DUE \$ 6,258.25

Respectfully submitted,


Lynette Plobyak
Business Manager

101224818000 \$ 6,258.25
SM 3/11/2021

38110 N. Executive Drive, Suite 100
Westland, MI 48185

734-595-7727 Office
734-595-7736 Fax

8D

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ANDERSON, ECKSTEIN & WESTRA, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELL TOWNSHIP, MI 48315
www.aewinc.com p(586)726-1234

INVOICE

February 22, 2021
Project No: 0160-0432-0
Invoice No: 0129967

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236-2397

Project 0160-0432-0 2020-2021 GIS MAINTENANCE

FOR: UPDATES TO GIS PROTAL BASEMAP

Professional Services from January 18, 2021 to February 14, 2021

Professional Personnel

	Hours	Rate	Amount
GIS UPDATES			
ENGINEERING AIDE III			
KOWALCHICK, ANTHONY	1.50	70.00	105.00
add a few missing storm pipes to Lakeside park			
KOWALCHICK, ANTHONY	1.00	70.00	70.00
add missing as-builts for 0160-0407			
KOWALCHICK, ANTHONY	.20	70.00	14.00
add missing GV			
Totals	2.70		189.00
Total Labor			189.00

Billing Limits	Current	Prior	To-Date
Total Billings	189.00	11,843.25	12,032.25
Limit			21,000.00
Remaining			8,967.75

Total this Invoice \$189.00

Outstanding Invoices

Number	Date	Balance
0129594	1/25/2021	693.75
Total		693.75

PO 45844

592-537-977.000

OK - FB

SM 3/16/2021

3/17/21



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
1501 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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INVOICE

APR - 6 2021

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT
CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236-2397

March 8, 2021
Project No: 0160-0408-0
Invoice No: 0130269

Project 0160-0408-0
P.O. 18-45021 (78,000.00)
P.O. 19-45443 (179,903.66)

PO 45443
#202-451-974.803
OK - PS SM 3/10/21
BGM 3/17/21

Professional Services from January 18, 2021 to February 14, 2021
Professional Personnel

	Hours	Rate	Amount	
RECORD PLANS				
ENGINEERING AIDE II				
WEEKS, ROBERT	10.00	62.00	620.00	
As Builts				
CONTRACT ADMINISTRATION				
TEAM LEADER				
SMITH, BRADLEY	17.00	83.50	1,419.50	
Mdot needs list, correspondence, projectwise work, idr revisions				
ENGINEERING AIDE III				
SWITZER, BRIDGET	.50	70.00	35.00	
CM 008 processing / Pay Estimate Draft for CM 008 / Interim CPE inquiry & resolution				
SWITZER, BRIDGET	.70	70.00	49.00	
Needs list - memo processing / Needs List sent to Heather Ball for additional review / WL List tracking update				
SWITZER, BRIDGET	1.60	70.00	112.00	
Needs List / IDR Memo Draft / CM 008 Processing / IDR signatures				
SWITZER, BRIDGET	.70	70.00	49.00	
Needs List				
SWITZER, BRIDGET	.40	70.00	28.00	
Pay Estimate 015 Processing				
SENIOR PROJECT ENGINEER				
VIGNERON, MICHAEL	.50	103.00	51.50	
Contract Administration				
VIGNERON, MICHAEL	.90	103.00	92.70	
Contract Administration / Closeout				
VIGNERON, MICHAEL	.50	103.00	51.50	
Contract Administration / Pay Estimate				
Totals	32.80		2,508.20	
Total Labor				2,508.20
Billing Limits	Current	Prior	To-Date	
Total Billings	2,508.20	244,222.90	246,731.10	
Limit			257,903.00	
Remaining			11,171.90	
Total this Invoice				\$2,508.20

Project	0160-0408-0	VERNIER RD RESURFACING - FAIRWAY TO ECL	Invoice	0130269
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ANDERSON, ECKSTEIN & WESTRICK, INC.
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51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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March 8, 2021

Project No:

0160-0411-0

Invoice No:

0130270

CITY OF GROSSE POINTE WOODS

ACCOUNTS PAYABLE

20025 MACK AVENUE

GROSSE POINTE WOODS, MI 48236-2397

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Project 0160-0411-0

2019 SEWER STRUCTURE REHABILITATION

P.O. 19-45216 - (43,000)

P.O. 19-45445 - (111,000)

Professional Services from January 18, 2021 to February 14, 2021

Professional Personnel

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
TEAM LEADER	1.00	83.50	83.50	
ENGINEERING AIDE II	.50	62.00	31.00	
Totals	1.50		114.50	
Total Labor				114.50
Billing Limits	Current	Prior	To-Date	
Total Billings	114.50	153,674.83	153,789.33	
Limit			154,000.00	
Remaining			210.67	
		Total this Invoice		\$114.50

PO 45445
203-451-974.201 \$ 21.76
592-537-975.401 \$ 5.26
592-537-976.001 \$ 87.48
OK - FS

SM 3/16/21
B. Smith 3/17/21



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
www.aewi.com p(586)726-1234

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CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236-2397

March 8, 2021
Project No: 0160-0413-0
Invoice No: 0130271

Project 0160-0413-0 2019 SEWER OPEN CUT REPAIR PROGRAM
P.O. 19-45637 - (106,000)

Professional Services from January 18, 2021 to February 14, 2021

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC	6.00	83.50	501.00
TEAM LEADER	3.00	83.50	250.50
MAPSET			
ENGINEERING AIDE III	13.00	70.00	910.00
Totals	22.00		1,661.50
Total Labor			1,661.50

Billing Limits	Current	Prior	To-Date
Total Billings	1,661.50	90,730.60	92,392.10
Limit			106,000.00
Remaining			13,607.90

Total this Invoice \$1,661.50

PO 45637

592-537-976.001

OK-F)

SM 3/16/21

BG 3/17/21



ANDERSON, ECKSTEIN & WESTRICK, INC.
 CIVIL ENGINEERS SURVEYORS ARCHITECTS
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March 8, 2021

Project No: 0160-0414-0

Invoice No: 0130272

CITY OF GROSSE POINTE WOODS
 ACCOUNTS PAYABLE
 20025 MACK AVENUE
 GROSSE POINTE WOODS, MI 48236-2397

CITY OF GROSSE POINTE WOODS
 CLERK'S DEPARTMENT

Project 0160-0414-0 BEAUFIT ROAD RECONSTRUCTION-MACK TO WCL

FOR: AS-BUILT PREPARATION

P.O. 19-45151 \$85,000

P.O. 19-45495 - \$180,000

Professional Services from January 18, 2021 to February 14, 2021

Professional Personnel

	Hours	Rate	Amount
RECORD PLANS			
ENGINEERING AIDE II	15.90	62.00	985.80
Totals	15.90		985.80
Total Labor			985.80

Billing Limits	Current	Prior	To-Date
Total Billings	985.80	204,426.28	205,412.08
Limit			265,000.00
Remaining			59,587.92
Total this Invoice			\$985.80

PO 45495

202-451-974.201 \$ 78.86

203-451-977.803 \$ 660.49

203-451-974.201 \$ 69.01

592-537-975.401 \$ 177.44

OK - FB

SM 3/12/2021

BS 3/17/21



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236-2397

March 8, 2021
Project No: 0160-0418-0
Invoice No: 0130273

Project 0160-0418-0 2020-2021 GENERAL ENGINEERING

Professional Services from January 18, 2021 to February 14, 2021

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER	7.00	103.00	721.00
GENERAL			
LICENSED ENG/SUR/ARC	3.00	103.00	309.00
BASE MAPS			
GRADUATE ENG/SUR/ARC	.50	83.50	41.75
Totals	10.50		1,071.75
Total Labor			1,071.75

Billing Limits	Current	Prior	To-Date
Total Billings	1,071.75	11,261.55	12,333.30
Limit			15,000.00
Remaining			2,666.70

Total this Invoice \$1,071.75

PO 45845

101-441-818.000 \$ 357.25

101-444-818.000 \$ 357.25

592-537-818.000 \$ 357.25

OK- P

SM 3/10/2021

BSM 3/17/21



ANDERSON, ECKSTEIN & WESTRICK, INC.
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51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236-2397

March 8, 2021
Project No: 0160-0425-0
Invoice No: 0130274

Project 0160-0425-0 LFP VEHICULAR BRIDGE REPLACEMENT
PURCHASE ORDER #20-46060

Professional Services from January 18, 2021 to February 14, 2021

Professional Personnel

	Hours	Rate	Amount
CONSTRUCTION STAKEOUT			
TEAM LEADER	11.50	83.50	960.25
SENIOR PROJECT SURVEYOR	3.00	103.00	309.00
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER	10.00	103.00	1,030.00
LICENSED ENG/SUR/ARC	14.00	103.00	1,442.00
TEAM LEADER	5.00	83.50	417.50
ENGINEERING AIDE III	1.50	70.00	105.00
ENGINEERING AIDE II	1.50	62.00	93.00
MEETINGS			
GRADUATE ENG/SUR/ARC	.50	83.50	41.75
CONSTRUCTION OBSERVATION			
TEAM LEADER	15.50	83.50	1,294.25
ENGINEERING AIDE III	93.00	70.00	6,510.00
CONSTRUCTION ADMINISTRATION			
SENIOR PROJECT ENGINEER	16.50	103.00	1,699.50
Totals	172.00		13,902.25
Total Labor			13,902.25

Unit Billing

2 PERSON CREW-CONSTRUCTION STAKEOUT	20.0 HOURS @ 141.00	2,820.00	
Total Units		2,820.00	2,820.00

Billing Limits

	Current	Prior	To-Date
Total Billings	16,722.25	62,537.75	79,260.00
Limit			108,000.00
Remaining			28,740.00

Total this Invoice \$16,722.25

PO 46060

401-903-977.109

OK - FB

SM 3/10/2021

BS [Signature] 3/17/21



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
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CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236-2897

March 8, 2021
Project No: 0160-0426-0
Invoice No: 0130275

Project 0160-0426-0 2020-2021 WATER MAIN REPLACEMENT PROGRA
PURCHASE ORDER #20-46057

Professional Services from January 18, 2021 to February 14, 2021

Fee

Construction Cost	1,725,631.00
Fee Percentage	5.75
Total Fee	99,223.78

Percent Complete

95.00

Total Earned

94,262.59

Previous Fee Billing

75,730.20

Current Fee Billing

18,532.39

Total Fee

18,532.39

Total this Invoice

\$18,532.39

PO 46057

592-537-977.310

OK - FJ

SM 3/16/2021

B. Smith 3/17/21

2020-2021 Water Main Replacement Program
 AEW Project No. 0160-0426
 Summary of Time Spent for Design, Specification, Bidding
 and Subconsultant Fees

Name	Hours	Description
ALLEGOET, JEFFREY	2.4	CAD Scheduling and oversight
ANKAWI, MICHELLE	0.5	Project setup
BICKHAM, BRENDA	2.5	Survey
BIGELOW, JUSTICE	34	Survey
BIRKETT, CHRISTOPHER	9	Survey
CARPENTER, AARON	20.5	CAD
DE OLIVEIRA, ROSANA	47.3	Design
DELAPAZ, CARLIE	411.5	Survey Oversight, project setup
GAYESKI JR., JOSEPH	36	Production
KAERLE, KATHLEEN	0.6	Survey
KOWALCHICK, ANTHONY	5	Project Oversight, coordination
LAGODNA, CARL	41.5	Survey
LOCKWOOD, SCOTT	101.8	CAD
RIBERAS, JOSEPH	14	Survey Oversight
RICKARD, EMILY	129.5	
TRUAX, MICHAEL	20.5	
WILBERDING, ROSS	75.5	Design and coordination
	952.1	

SUBCONSULTANTS

Amount	Description
<u>4,775</u>	G2 Consulting
4775	



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHARBY TOWNSHIP, MI 48315
www.aewinc.com p(586)726-1234

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APR - 6 2021

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236-2397

March 8, 2021
Project No: 0160-0428-0
Invoice No: 0130276

Project 0160-0428-0 2020 CONCRETE PAVEMENT REPAIR PROGRAM
PURCHASE ORDER #20-46055

Professional Services from January 18, 2021 to February 14, 2021

Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
PRINCIPAL ENGINEER	1.50	103.00	154.50	
CONTRACT ADMINISTRATION				
TEAM LEADER	1.00	83.50	83.50	
Totals	2.50		238.00	
Total Labor				238.00

Reimbursable Expenses

REIMB. MISC. EXPENSE				
1/26/2021 G2 CONSULTING GROUP	Invoice #203170	995.00		
Total Reimbursables		995.00		995.00

Billing Limits

	Current	Prior	To-Date
Total Billings	1,233.00	59,600.60	60,833.60
Limit			134,000.00
Remaining			73,166.40

Total this Invoice \$1,233.00

PO 46055

#202-451-974.201 \$234.27

#203-451-974.201 \$147.96

#585-561-978.300 \$616.50

#592-537-975.401 \$234.27

OK - PJ

SM 3/16/2021

B. J. 3/17/21

G2 Consulting Group, LLC
1866 Woodslee Street
Troy, MI 48083

Voice: 248.680.0400
Fax: 248.680.9745

INVOICE

Invoice Number: 203170
 Invoice Date: December 31, 2020
 Page Number: 1

Bill To: Accounts Payable
 Anderson, Eckstein & Westrick
 51301 Schoenherr Road
 Shelby Township, MI 48315

Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0428	200837	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	January 30, 2021		

Quantity	Description	Unit Price	Amount
6.75	Engineering Technician, Regular Hours, each	60.00	405.00
1.00	Engineering Technician, Regular Hours, Cylinder Pick-Up on 12/11/20, each	60.00	60.00
2.00	Project Manager, per hour	150.00	300.00
1.00	Administrative Assistant, per hour	50.00	50.00
12.00	Compressive Strength Test Cylinders, each	15.00	180.00
	AEW No. 0160-0428		
	2020 Concrete Program, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 12/9/20 through 12/15/20		
	Client Contact: Brad Smith		

Total Invoice Amount \$ 995.00

If you have any questions concerning this invoice, call Mark W. Smolinski, (248) 680-0400. Client agrees to pay a charge of 1.5 percent per month on accounts past due 30 days from invoice date.

Make all checks payable to: G2 Consulting Group, LLC.



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
www.aew-inc.com p(586)726-1234

INVOICE

RECEIVED

APR - 6 2021

March 8, 2021

Project No: 0160-0429-0

Invoice No: 0130277

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236-2397

Project 0160-0429-0 SEWER REHABILITATION - LINING
PURCHASE ORDER #20-46058

Professional Services from January 18, 2021 to February 14, 2021

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER	2.00	103.00	206.00
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC	1.00	83.50	83.50
TEAM LEADER	13.00	83.50	1,085.50
ENGINEERING AIDE III	4.00	70.00	280.00
ENGINEERING AIDE II	2.50	62.00	155.00
CONSTRUCTION OBSERVATION			
TEAM LEADER	15.50	83.50	1,294.25
ENGINEERING AIDE III	182.50	70.00	12,775.00
CCTV REVIEW			
TEAM LEADER	13.00	83.50	1,085.50
Totals	233.50		16,964.75
Total Labor			16,964.75

Billing Limits	Current	Prior	To-Date
Total Billings	16,964.75	20,449.66	37,414.41
Limit			75,000.00
Remaining			37,585.59

Total this Invoice \$16,964.75

PO 46058

592-537-976.001

OK - PJ

SM 3/16/2021

Bruce Smith 3/17/21



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
www.aewinc.com p(586)726-1234

INVOICE

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APR - 6 2021

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236-2397
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

March 8, 2021
Project No: 0160-0430-0
Invoice No: 0130278

Project 0160-0430-0 SEWER REHABILITATION - OPEN CUT
PURCHASE ORDER #20-46059

Professional Services from January 18, 2021 to February 14, 2021

Fee

Construction Cost	750,000.00
Fee Percentage	6.90
Total Fee	51,750.00

Percent Complete

75.00 Total Earned

38,812.50

Previous Fee Billing

25,875.00

Current Fee Billing

12,937.50

Total Fee

12,937.50

Total this Invoice

\$12,937.50

PO 46059

592-537-976.001

OK - [Signature]

SM 3/10/2021

[Signature] 3/17/21

Sewer Rehabilitation- Open Cut
 AEW Project No. 0160-0430
 Summary of Time Spent for Design, Specification, Bidding
 and Subconsultant Fees

Name	Hours	Description
ANDERSON, KEVIN	29.5	Design, Construct Documents
BICKHAM, BRENDA	2.5	Administration
DUBAY, GAIL	0.3	Administration
KOWALCHICK, ANTHONY	33.6	GIS, CAD
LOCKWOOD, SCOTT	30.3	Project Oversight
MARCUS, PATRICK	31.5	Design, Construct Documents
MILLER, JEFFREY	20	GIS, CAD
SVOBODA, JOSEPH	76.5	Design, Construct Documents
VARICALLI, FRANK	63	Project Oversight, Design
WILBERDING, ROSS	2	Project Oversight, Coordination
	289.2	

SUBCONSULTANTS

Amount	Description
0	
0	