

CITY OF GROSSE POINTE WOODS

Monday, February 1, 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 Public Act 228. 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/93875933877?pwd=NmIxVGUzSzVyZVhZdHVCZTJ0b1RrUT09>

Meeting ID: 938 7593 3877

Passcode: 484827

Join by phone:

Dial by your location

888 788 0099 US Toll-free

877 853 5247 US Toll-free

Meeting ID: 938 7593 3877

Passcode: 484827

Facilitator's Statement

1. CALL TO ORDER
2. ROLL CALL
3. ACCEPTANCE OF AGENDA
4. MINUTES
 - A. Council 01/25/21
5. BIDS/PROPOSALS/
CONTRACTS
 - A. Agreement: Intergovernmental Public Safety Training for VirTra and Firefighter Training
 1. Memo 01/22/21 – Director of Public Safety
 2. Intergovernmental Public Safety Training Agreement
6. RESOLUTIONS
 - A. Carry Forward of Poverty Exemptions
 1. Letter 01/28/21 – City Attorney re: Resolutions
 2. Summary of Changes to MCL 211.7u Poverty Exemption in Public Act 253 of 2020
 3. The General Property Tax Act Excerpt – Act 206 of 1893
 4. Memo 01/29/21 – City Assessor
 5. Proposed Resolution Authorizing Carry Forward of Poverty Exemptions

B. Poverty Exemption Policy and Guidelines

1. Proposed Resolution Adopting Poverty Exemption Policy and Guidelines
2. Poverty Exemption Policy
3. City of Grosse Pointe Woods Application for Poverty Exemption for 2021 – Guidelines and Instructions for Poverty Exemption
4. Income Guidelines for Poverty Exemption
5. Poverty Exemption Worksheet
6. Poverty Exemption Affidavit
7. Application for MCL 211.7u Poverty Exemption

7. CLAIMS/ACCOUNTS

A. City Engineer – Anderson, Eckstein & Westrick

1. Invoice No. 0129185 01/04/21 - \$600.00;
2. Invoice No. 0129199 01/04/21 - \$4,600.75;
3. Invoice No. 0129336 01/07/21 - \$3,414.50;
4. Invoice No. 0129337 01/07/21 - \$9,501.54;
5. Invoice No. 0129572 01/15/21 - \$455.00;
6. Invoice No. 0129573 01/15/21 - \$83.50;
7. Invoice No. 0129574 01/15/21 - \$2,922.75;
8. Invoice No. 0129575 01/15/21 - \$1,685.50;
9. Invoice No. 0129576 01/15/21 - \$5,901.80;
10. Invoice No. 0129578 01/15/21 - \$10,724.40;
11. Invoice No. 0129579 01/15/21 - \$1,898.00;
12. Invoice No. 0129586 01/18/21 - \$43,274.40.

B. Legal Services – Kitch Drutchas Wagner Valitutti & Sherbrook

1. Invoice No. 478411 08/31/20 - \$1,890.00;
2. Invoice No. 485693 11/30/20 - \$690.00;
3. Invoice No. 488711 01/15/21 - \$150.00;
4. Invoice No. 488715 01/15/21 - \$150.00.

C. Labor Attorney

1. Keller Thoma Invoice No. 119714 01/01/21 - \$1,936.25.

D. Final Bill – City Attorney

1. Charles T. Berschback 01/28/21 - \$4,456.25.

8. NEW BUSINESS/PUBLIC COMMENT

9. CLOSED EXECUTIVE SESSIONS

- A. Consideration of a Closed Session under Section 8(h) of the Open Meetings Act to consider a written attorney letter exempt from disclosure under Section 13(1)(g) of the Freedom of Information Act.
- B. Consideration of a Closed Session under section 8(e) of the Open Meetings Act to consult with legal counsel regarding trial or settlement strategy in connection with pending litigation in Wayne County Circuit Court Case No. 19-008405-NZ, *Michael Fox v City of Grosse Pointe Woods, et al*, as an open meeting would have a detrimental effect on the position of the City.

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/93875933877?pwd=NmlxVGUzSzVyZVhZdHVCZTJ0b1RrUT09>

Meeting ID: 938 7593 3877

Passcode: 484827

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: 938 7593 3877

Passcode: 484827

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:

Mayor Robert E. Novitke	mayornovitke@comcast.net	586 899-2082
Art Bryant, Council Member	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.

NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST



MINUTES OF THE RESCHEDULED CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD REMOTELY ON MONDAY, JANUARY 25, 2021.

The Facilitator's statement was provided.

The meeting was called to order at 7:02 p.m. by Mayor Novitke.

Roll Call*: Mayor Novitke

Council Members: Bryant, 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
City Clerk Hathaway
Director of Public Services Schulte
Information Technology Manager Capps
City Engineer Wilberging (AEW)
Facilitator/Deputy City Clerk Antolin

Motion by Bryant, 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, Novitke

No: None

Absent: None

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

1. City Council Minutes dated January 4, 2021.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke

No: None

Absent: None

Motion by Bryant, seconded by McConaghy, regarding **Charter Amendment**, that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting held January 11, 2021, that the

City Council put together the proper committee to write the amendment to the charter that would put the City Administrator in more of a position of a City Manager with the responsibility of administering all the departments in the City government.

Motion carried by the following vote:

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

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

1. Committee-of-the-Whole Minutes dated January 11, 2021.

Motion carried by the following vote:

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

Regarding **appointments (Mayoral)**, the Mayor concurred with the Beautification Advisory Commission at their meeting held October 14, 2020, and made the following appointments:

1. Matt Wettstein with a term to expire 12/31/21;
2. Rachel Moran with a term to expire 12/31/22.

Motion by Granger, seconded by McConaghy, regarding **Budget Transfer – Retiree Healthcare Trust Fund**, that the City Council approve a budget transfer in the amount of \$50,000.00 from Account No. 101-299-999.736, into the Retiree Health Care Trust Fund. This item is included in the 2020/21 budget.

Motion carried by the following vote:

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

Motion by Gafa, seconded by Bryant, regarding **Budget Transfer – Phone System**, that the City Council approve a budget amendment in the amount of \$20,055.12 from Account No. 101-000-699.000 into Account No. 101-855-977.000 to cover the final invoice from BSB Communications Inc. dated July 31, 2020, in the amount of \$20,055.12.

Under discussion, the Treasurer/Comptroller explained that a budget amendment, rather than a transfer, is necessary because this is not a budgeted item.

Motion carried by the following vote:

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

Motion by Koester, seconded by Granger, regarding **purchase: computers**, that the City Council approve the purchase of twenty computers through the NASPO/ValuePoint State of Michigan contract, funds not to exceed \$26,130.00 to be taken as follows:

5 Computers	Acct. No. 101-855-970.000	\$6,439.00
5 Computers	Acct. No. 101-855-977.299	\$7,000.00
2 Computers	Acct. No. 101-855-970.349	\$2,426.00
2 Computers	Acct. No. 101-855-970.599	\$2,426.00
6 Computers	Acct. No. 101-855-970.799	\$7,839.00

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **fee schedule change**, that the City Council approve the Film Permit fee increase from \$50.00 to \$150.00, and authorize the City Clerk to revise the Fee Schedule accordingly.

Motion carried by the following vote:

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

Regarding **resignation – Beautification Advisory Commission**, the Mayor accepted the resignation of Tracy Ragland from the Beautification Advisory Commission with regret, and directed that appropriate thanks and recognition be sent to Ms. Ragland.

Motion by McConaghy, seconded by Bryant, regarding **Monthly Financial Report – December 2020**, that the City Council refer this report to the Finance Committee.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Koester, regarding **Agreement: Urban County Cooperative/Federal Community Development Block Grant Program**, that the City Council authorize the Mayor to sign the Amended and Restated Urban County Cooperative Agreement for the Federal Community Development Block Grant Program for Fiscal Years 2021/22/23.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **contract: 2021 Road**, that the City Council award a contract to Pamar Enterprises, Inc. in the amount of \$616,747.60 for the 2021 Road Program, to include construction contingency in an amount not to exceed \$25,000.00 and construction engineering in an amount not to exceed \$88,000.00; a total project cost in an amount not to exceed \$729,747.60; authorize the City Administrator to sign the contracts, and funds are to be taken as follows:

Oxford Road Construction	203-451-977.804	\$532,747.60
Lochmoor Asphalt Patch Construction	202-451-974.200	\$50,000.00
Oxford Road Construction (Water/Sewer)	592-537-975.400	\$59,000.00
Oxford Road Engineering	203-451-977.803	\$66,000.00
Lochmoor Asphalt Patch Engineering	202-451-974.201	\$10,000.00
Oxford Road Engineering (Water/Sewer)	592-537-975.401	\$12,000.00

Motion carried by the following vote:

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

Motion by Gafa, seconded by Bryant, regarding **proposal: Lake Front Park Roof Replacement**, that the City Council approve a contract with J & J Roofing in the amount of \$19,000.00 to replace the roofs of Pavilion 1 and Gazebos 1, 2, and 3 at Lake Front Park, to include a contingency in an amount not to exceed \$3,000.00; a total project cost not to exceed \$22,000.00, and authorize the City Administrator to sign the proposal with funds to be taken from Parks and Recreation Account No. 101-774-977.000.

Motion carried by the following vote:

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

Regarding **proclamation – Mark Dybis Day**, the Mayor read and issued a Proclamation naming July 16, 2021, (marking the start of the 2021 Life Transplant Games) as Mark Dybis Day in the City of Grosse Pointe Woods.

Motion by Koester, seconded by McConaghy, regarding **claims and accounts**, that the City Council approve payment of Items 8A - 8E as listed on the Council agenda and as identified in the pink sheet in the respective amounts and accounts listed, as follows:

- A. 2019 Sewer Open Cut Repair Program
 - 1. Fontana Construction Pay Estimate No. 7 01/10/21 - \$21,499.50; Account No. 592-537-976.002.
- B. Lake Front Park Bridge Replacement
 - 1. E.C. Korneffel Co Pay Estimate No. 1 01/10/21 - \$248,724.86; Account No. 401-903-977.109.
- C. Professional Services - Kitch Drutchas Wagner Valitutti & Sherbrook:
 - 1. Invoice No. 485714 11/30/20 - \$527.96; Account No. 101-210-812.000.
 - 2. Invoice No. 487914 12/31/20 - \$90.00; Account No. 101-210-812.000.
- D. Professional Services
 - 1. Rosati, Schultz, Joppich & Amtsbuechler Invoice No. 1074988 01/12/21 - \$200.00; Account No. 101-210-801.300.
- E. Professional Services
 - 1. Hallahan & Associates PC Invoice 01/04/21 - \$1,454.04; Account No. 101-210-801.300.

Motion carried by the following vote:

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

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

The Mayor discussed the following:

- There will be a Closed Session to address a legal opinion on the February 1st Council agenda.
- There will be a Committee-of-the-Whole Meeting on 02/08/21 to address:
 - The City Council vacancy;
 - Language as discussed under 4B1-Charter Amendment. The City Attorney is to prepare draft language.
- City's liability coverage. There was a consensus of the Council that the City Attorney:
 - Review the City's current liability insurance policy;
 - Determine coverage;
 - Determine exposure;
 - Identify items for which the City does not have insurance;
 - Identify items for which the City cannot be covered.

Council Member Gafa discussed the following:

- Requested an update on Legacy Oaks. The City Administrator/Acting City Administrator were asked to provide updated information.
- Requested a copy of the Infrastructure Inventory to reply to constituents. This item is to be discussed at the Committee-of-the-Whole on February 8, 2021.

Nobody wished to be heard Public Comment.

Motion by Bryant, seconded by Gafa, to adjourn tonight's meeting at 8:02 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk


Robert E. Novitke
Mayor



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



Date: January 22, 2021

To: Bruce Smith, City Administrator 

From: John G. Kosanke, Director of Public Safety

Subject: Intergovernmental Public Safety Training Agreement for VirTra
and Firefighter Training

I am requesting the City of Grosse Pointe Woods to enter into a joint Intergovernmental Public Safety Training Agreement with our mutual aid partners for the VirTra Training and Firefighter Training Tower. Details of the joint agreement are described in detail in the attached unsigned agreement and appendix. The agreement has been reviewed by both former City Attorney Chip Berschback and new City Attorney Lisa Anderson.

The training agreement would strengthen the unity between the departments. Having the same knowledge of equipment and techniques would enable all to be better equipped in emergency situations which require quick action. This would prove beneficial to residents and businesses of all local communities who depend on our services.

The Intergovernmental Training Agreement has already been approved by Grosse Pointe City, Grosse Pointe Farms, and the Village of Grosse Pointe Shores. It is currently scheduled for the February agenda for Council approval in Grosse Pointe Park and is being considered in Harper Woods.

The joint agreement includes all member cities sharing equally in the costs for equipment and necessary upgrades.

Intergovernmental Public Safety Training Agreement

This Intergovernmental Public Safety Training Agreement ("Training Agreement") is entered into between the CITY OF GROSSE POINTE ("City") and the CITY OF GROSSE POINTE FARMS, VILLAGE OF GROSSE POINTE SHORES (a Michigan City), CITY OF GROSSE POINTE WOODS, and CITY OF GROSSE POINTE PARK, and HARPER WOODS ("Mutual Aid Partners").

WHEREAS, the City and the Mutual Aid Partners are contiguous to one another in northeast Wayne County and each currently maintains its own separate police and fire apparatus, equipment and personnel, and

WHEREAS, it is desirable and advantageous to the City and its Mutual Aid Partners to train together and assist each other in the training of its officers, and

WHEREAS, the City has facilities and equipment capable of meeting the training goals established with its Mutual Aid Partners, and

WHEREFORE, the City and its Mutual Aid Partners desire to enhance their Mutual Aid Agreement by entering into a Public Safety Training Agreement with respect to VirTra and firefighter training as described below.

NOW THEREFORE, pursuant to the provisions of the Urban Cooperation Act of 1967, the City and its Mutual Aid Partners agree to the following provisions:

TRAINING FACILITY

This Training Agreement shall apply to all training conducted at the City facilities that include, but are not limited to, the Fire Training Tower, Apparatus Bay or Training Room located at 17320 Mack Avenue, Grosse Pointe, MI 48320.

REIMBURSEMENT FOR COSTS

The Mutual Aid Partners agree to reimburse the City for direct costs associated with VirTra /firefighter training as defined in attached Appendix A.

LIABILITY/INDEMNIFICATION

All users of the City facilities shall comply with all federal, state and local laws and ordinances while on City property.

The parties agree that at all times and for all purposes under the terms of this Training Agreement, there is no employer-employee relationship among the parties. No liability, right or benefit

associated with any employer-employee relationship shall be implied by the terms of this Training Agreement or service performed under this Training Agreement.

The Mutual Aid Partners agree that the City shall have no liability for disability or workers' compensation benefits, including derivative benefits, dependent benefits or other benefits related to disability and workers' compensation benefits, for Mutual Aid Partners' employees and, if applicable, others working on their behalf.

Each Mutual Aid Partner waives all claims against the City for compensation for any loss or damage, and/or personal injury or death occurring as a consequence of training conducted in training facilities owned or under the supervision of the City. Each Mutual Aid Partner shall be responsible for defending potential liability and potential costs of any damage to its equipment and potential liability for the death of, or injury to, its personnel, while training at the City's facilities. Each Mutual Aid Partner shall indemnify and hold harmless the City for all costs and liability associated with defending any such claims, including attorney's fees.

With respect to training coordinators at City facilities, each Mutual Aid Partner on behalf of itself and its employees, waives all claims against the City for compensation for any property loss or damage, and/or personal injury or death occurring as a consequence of any negligent acts, conduct, instructions or commands given by the individual that assumes the position of training coordinator at a training exercise at the City facilities.

REVOCATION

Any party, including the City, may withdraw from this Training Agreement upon 30 days written notice to the City. If the City is the withdrawing party, the Training Agreement shall be null and void except that the Liability and Indemnification provisions shall survive the Training Agreement.

CITY OF GROSSE POINTE

Date: _____

By: _____
Its: _____

CITY OF GROSSE POINTE
FARMS

Date: _____

By: _____
Its: _____

[Signature provisions continue on the following page]

VILLAGE OF GROSSE POINTE
SHORES (a Michigan City)

Date: _____

By: _____
Its: _____

CITY OF GROSSE POINTE
WOODS

Date: _____

By: _____
Its: _____

Approved for Signature

Lisa A. Anderson
City Attorney for the

City of Grosse
Pointe Woods

1/27/2021

CITY OF GROSSE POINTE
PARK

Date: _____

By: _____
Its: _____

CITY OF HARPER WOODS

Date: _____

By: _____
Its: _____

Appendix A

VIRTRA Training

While the City provided the original investment for the VIRTRA system, the City and its Mutual Aid Partners agreed to pay for any upgrades to the system as detailed to them prior to the purchase of the system. The City and the Mutual Aid Partners were advised by the manufacturer that after 60 months of operation, the computer system would need to be upgraded at the current cost of ten thousand dollars (\$10,000.00). The City and its Mutual Aid Partners agree to share this upgrade cost equally; i.e. \$2,000.00 per party based on the current estimate.

The City and its Mutual Aid Partners have trained their own officers to operate the VIRTRA system and will continue to do so going forward. If a Mutual Aid Partner does not have an officer capable of operating the system and requires an officer from the City to perform training functions, the cost of City personnel shall be paid for by the Mutual Aid Partner requiring a City officer for the training of its officers.

Other costs the Mutual Aid Partners are responsible for include but are not limited to the following:

1. Weapons that are needed that are exclusive to an individual Mutual Aid Department.
2. Incidental costs for supplies to operate the VIRTRA system such as; CO2, repair parts, etc.
3. For Mutual Aid Partners who did not purchase weapons for the exclusive use of their respective department and will need the use of City weapons, a daily rental fee for the use of the VIRTRA system will be required, and agreed upon prior to the use of the system.

Fire Training Tower

While the City provided the original investment for the Training Tower and the equipment to operate it, the City and Mutual Aid Partners agree to the following fees for the use of the facility:

1. Incidental costs related to operate the Tower, such as solution to produce smoke, replacement of glass if broken during training, etc. shall be shared equally among the parties; i.e., 20% each when training together or the direct cost to a department using the facility, including but not limited to manpower or material costs.

LISA A. ANDERSON
landerson@rsjalaw.com

27555 Executive Drive, Suite 250
Farmington Hills, Michigan 48331
P 248.489.4100 | F 248.489.1726
rsjalaw.com



ROSATI | SCHULTZ
JOPPICH | AMTSBUECHLER

January 28, 2021

The Honorable Mayor and City Council
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe, MI 48236

RE: Resolution Authorizing Carry Forward of Poverty Exemptions
Resolution Adopting Poverty Exemption Policy and Guidelines

Dear Mayor and Council:

A recent amendment to the General Property Tax Act made several changes to the poverty exemption statute (MCL 211.7u) that will impact how assessors and boards of review handle property tax exemptions based on poverty. Among the changes, the statute allows the City to adopt a resolution to:

- Allow an exemption of property taxes based on poverty granted in 2019 or 2020 to carry forward and remain in effect in the 2021, 2022, and 2023 tax years without reapplying for the exemption, provided there was no change in the ownership or occupancy of the property.
- Allow a poverty exemption granted for the first time in the 2021, 2022, or 2023 tax years to carry forward and remain in effect for up to an additional 3 years without reapplying if there was no change in ownership or occupancy of the property and the individual received a fixed income from public assistance.
- If the Assessor finds that a poverty exemption granted for the 2019 or 2020 tax year is still eligible, the poverty exemption will remain in effect for the 2021 tax year if on or before February 15, 2021, the City Council has adopted a Resolution that continues the poverty exemption for the 2021 tax year for all principal residences that had a poverty exemption for the 2019 and/or 2020 tax years.

The carry forward provisions are optional, meaning Council is not required to adopt these provisions. If a resolution is adopted, the City must develop and implement an audit program to monitor continued eligibility for poverty exemptions that are carried forward without reapplication. If the carry forward provisions are not adopted, residents may continue to apply annually for a poverty exemption as they currently do.

Attached for Council's consideration is a resolution that would carry forward the poverty exemptions as described above. It is my understanding the City Assessor does not recommend adoption of the carry forward provisions and will be available at the February 1, 2021 Council

meeting to answer Council's questions. If Council decides it does not wish to approve a resolution to adopt the carry forward provisions, no action on the resolution is needed, in which case a motion as follows would be appropriate:

Move that City Council accept the City Assessor's recommendation on the carry forward provisions and continue with the City's current procedure of requiring residents to qualify annually for poverty exemptions.

Resolution Adopting Poverty Exemption Policy and Guidelines

In addition to the changes to the poverty exemption statute addressed above, the General Property Tax Act, as amended by Public Act 253 of 2020, eliminated the Board of Review's ability to deviate from adopted poverty exemption policies for substantial and compelling reasons. The revised statute also requires the Board to grant a full exemption equal to a 100% reduction in taxable value if a person qualifies for a poverty exemption, or grant a partial exemption equal to a 25% or 50% reduction in taxable value, or other percentage approved by the State Tax Commission. The City is required to adopt a policy and guidelines it will use when deciding to grant poverty exemptions and make the policy available to the public on its website.

The City adopted guidelines for poverty exemptions by resolution in 2018. Those guidelines, which followed the law as it then existed, allow the Board of Review to deviate from the established policies for substantial and compelling reasons, which is no longer permitted.

The City Assessor has recommended guidelines for granting poverty exemptions consistent with the revised statute. The proposed Resolution Adopting Poverty Exemption Policy and Guidelines removes the ability of the Board of Review to deviate from the adopted policy for "substantial and compelling reasons" and adopts the Assessor's recommended guidelines for a poverty exemption.

Summary of Changes to MCL 211.7u Poverty Exemption in Public Act 253 of 2020

Public Act 253 of 2020 was signed into law on December 23, 2020. The Act made several changes to the poverty exemption statute (MCL 211.7u) that will impact how local units, assessors, and boards of review handle the exemption starting with the 2021 tax year:

- Removes the word “supervisor” from statute, making it clear that only the Board of Review can grant/deny poverty exemption
- Clarifies that the federal income levels used are those adopted in the *prior* tax year (2020 federal levels are used for 2021 exemptions)
- Requires the local unit to make the policy, guidelines and application form available on their website
- Removes the ability for Boards of Review to deviate from the adopted policy/guidelines for “substantial and compelling reasons”
- Local units can adopt a resolution that allows an exemption granted in 2019 or 2020 to carry forward to 2021, 2022 and 2023 for those persons who receive a fixed income solely from public assistance that is not subject to significant annual increases (Federal Supplemental Security Income, Social Security disability or retirement benefits). Local units can also adopt a resolution for any new exemptions in 2021, 2022 or 2023 to remain exempt for up to 3 years for persons who receive a fixed income (MCL 211.7u(6))
- Local units can carry a poverty exemption forward that was granted in 2019 or 2020 for the 2021 tax year, without an application or protest to the Board of Review. **Local units must adopt a resolution by February 15, 2021 to carry the exemption forward** (MCL 211.7u(8))
- If a person meets all eligibility requirements in statute, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value OR a partial exemption equal to a 25% or 50% reduction in taxable value OR any other percentage reduction in taxable value approved by the STC

A person receiving the extended exemption in MCL 211.7u(6) for up to 3 years due to receiving a fixed income is required to file an affidavit rescinding the exemption within 45 days of no longer being eligible for the exemption.

Local units that adopt a resolution to extend the poverty exemption for up to 3 years for those persons who receive a fixed income solely from public assistance **or** local units that carry the 2019/2020 granted poverty exemptions forward to 2021 must implement an audit program and if found ineligible, the person is subject to repayment of the taxes plus interest.

Local units may need to revise their guidelines, policies, etc to implement the changes in statute. This includes revised guidelines that remove any other calculation of the taxable value for approved poverty exemptions, i.e. formulas that take into consideration the homestead tax credit to calculate the property tax liability and revised TV based on that calculated tax liability. The guidelines may only provide for a full exemption equal to a 100% reduction in taxable value (TV of 0) or a partial exemption equal to a 25% reduction or 50% reduction in taxable value, or any other percentage reduction approved by the State Tax Commission.

PA 253 requires the State Tax Commission to issue a bulletin on how to develop and implement the audit program for the extended poverty exemption provisions in MCL 211.7u(6) and (8). The State Tax Commission will also be working to create the statutorily required poverty application form and other necessary forms and guidance.

THE GENERAL PROPERTY TAX ACT (EXCERPT)

Act 206 of 1893

211.7u Principal residence of persons in poverty; exemption from taxation; applicability of section to property of corporation; eligibility for exemption; application; policy and guidelines to be used by local assessing unit; duties of board of review; exemption by resolution and without application for certain tax years; appeal of property assessment; audit program; "principal residence" defined.

Sec. 7u. (1) The principal residence of a person who, in the judgment of the supervisor and board of review, by reason of poverty, is unable to contribute toward the public charges is eligible for exemption in whole or in part from the collection of taxes under this act. This section does not apply to the property of a corporation.

(2) To be eligible for exemption under this section, a person shall, subject to subsections (6) and (8), do all of the following on an annual basis:

(a) Own and occupy as a principal residence the property for which an exemption is requested. The person shall affirm this ownership and occupancy status in writing by filing a form prescribed by the state tax commission with the local assessing unit.

(b) File a claim with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year. If a person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year, an affidavit in a form prescribed by the state tax commission may be accepted in place of the federal or state income tax return. The filing of a claim under this subsection constitutes an appearance before the board of review for the purpose of preserving the claimant's right to appeal the decision of the board of review regarding the claim.

(c) Produce a valid driver license or other form of identification if requested by the supervisor or board of review.

(d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.

(e) Meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.

(3) The application for an exemption under this section must be filed after January 1 but before the day prior to the last day of the board of review.

(4) The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under this section. If the local assessing unit maintains a website, the local assessing unit shall make the policy and guidelines, and the form described in subsection (2)(b), available to the public on the website. The guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets.

(5) The board of review shall follow the policy and guidelines of the local assessing unit in granting or denying an exemption under this section. If a person claiming an exemption under this section is qualified under the eligibility requirements in subsection (2), the board of review shall grant the exemption in whole or in part, as follows:

(a) A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted.

(b) A partial exemption equal to 1 of the following:

(i) A 50% or 25% reduction in taxable value for the tax year in which the exemption is granted.

(ii) As approved by the state tax commission, any other percentage reduction in taxable value for the tax year in which the exemption is granted, applied in a form and manner prescribed by the state tax commission.

(6) Notwithstanding any provision of this section to the contrary, a local assessing unit may permit by resolution a principal residence exempt from the collection of taxes under this section in tax year 2019 or 2020, or both, to remain exempt under this section in tax years 2021, 2022, and 2023 without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption under subsection (2), and may permit a principal residence exempt for the first

Rendered Wednesday, January 27, 2021

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time from the collection of taxes under this section in tax year 2021, 2022, or 2023 to remain exempt under this section for up to 3 additional years after its initial year of exempt status without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption under subsection (2), if the person who establishes initial eligibility under subsection (2) receives a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits. Both of the following apply to a person who obtains an extended exemption under this subsection:

(a) The person shall file with the local assessing unit, in a form and manner prescribed by the state tax commission, an affidavit rescinding the exemption as extended under this subsection within 45 days after either of the following, if applicable:

(i) The person ceases to own or occupy the principal residence for which the exemption was extended.

(ii) The person experiences a change in household assets or income that defeats eligibility for the exemption under subsection (2).

(b) If the person fails to file a rescission as required under subdivision (a) and the property is later determined to be ineligible for the exemption under this section, the person is subject to repayment of any additional taxes with interest as described in this subdivision. Upon discovery that the property is no longer eligible for the exemption under this section, the assessor shall remove the exemption of that property and, if the tax roll is in the local tax collecting unit's possession, amend the tax roll to reflect the removal of the exemption, and the local treasurer shall, within 30 days of the date of the discovery, issue a corrected tax bill for any additional taxes with interest at the rate of 1% per month or fraction of a month computed from the date the taxes were last payable without interest. If the tax roll is in the county treasurer's possession, the tax roll must be amended to reflect the removal of the exemption and the county treasurer shall, within 30 days of the date of the removal, prepare and submit a supplemental tax bill for any additional taxes, together with interest at the rate of 1% per month or fraction of a month computed from the date the taxes were last payable without interest. Interest on any tax set forth in a corrected or supplemental tax bill again begins to accrue 60 days after the date the corrected or supplemental tax bill is issued at the rate of 1% per month or fraction of a month. Taxes levied in a corrected or supplemental tax bill must be returned as delinquent on the March 1 in the year immediately succeeding the year in which the corrected or supplemental tax bill is issued.

(7) A person who files a claim under this section is not prohibited from also appealing the assessment on the property for which that claim is made before the board of review in the same year.

(8) Notwithstanding any provision of this section to the contrary, if the assessor determines that a principal residence of a person by reason of poverty is still eligible for this exemption and the property was exempt from the collection of taxes under this section in tax year 2019 or 2020, or both, the property shall remain exempt from the collection of taxes under this section through tax year 2021 if, on or before February 15, 2021, the governing body of the local assessing unit in which the principal residence is located adopts a resolution that continues the exemption through tax year 2021 for all principal residences within the local assessing unit that were exempt from the collection of taxes under this section in tax year 2019 or 2020, or both. The local assessing unit may require the owner of a principal residence exempt from the collection of taxes under this subsection to affirm ownership, poverty, and occupancy status in writing by filing with the local assessing unit the form prescribed by the state tax commission under subsection (2)(a).

(9) A local assessing unit that adopts a resolution under subsection (6) or (8) must develop and implement an audit program that includes, but is not limited to, the audit of all information filed under subsection (2). If property is determined to be ineligible for exemption as a result of an audit, the person who filed for the exemption under subsection (2) is subject to repayment of additional taxes including interest to be paid as provided in subsection (6)(b). The state tax commission shall issue a bulletin providing further guidance to local assessing units on the development and implementation of an audit program under this subsection.

(10) As used in this section, "principal residence" means principal residence or qualified agricultural property as those terms are defined in section 7dd.

History: Add. 1980, Act 142, Imd. Eff. June 2, 1980;—Am. 1993, Act 313, Eff. Mar. 15, 1994;—Am. 1994, Act 390, Imd. Eff. Dec. 29, 1994;—Am. 2002, Act 620, Imd. Eff. Dec. 23, 2002;—Am. 2003, Act 140, Eff. Jan. 1, 2004;—Am. 2012, Act 135, Imd. Eff. May 16, 2012;—Am. 2020, Act 253, Imd. Eff. Dec. 22, 2020.

Popular name: Act 206

TO: The Honorable Mayor and City Councilmembers
FROM: Eric Dunlap, City Assessor
DATE: January 29, 2021
RE: Adoption of Policy, Guidelines and Application for Poverty Exemption from Property Tax

Background

The State of Michigan provides for relief from a portion of property taxes when a property owner meets certain guidelines under the poverty exemption statute (MCL 211.7u). On December 23, 2020, Public Act 253 of 2020 was signed into law making several changes to the statute. These changes will impact how local units, assessors, and boards of review handle the exemption starting with the 2021 tax year.

The State Tax Commission (STC) has issued guidelines to assist local units in implementing these changes. This includes adoption by the City Council of updated policy, guidelines and application forms, and then posting these documents on the City website.

Attached is a summary of the changes issued by the STC. The most significant updates reflected in the policy include:

- Number 5 in the policy attachment mentions “previous” year of the federal poverty guidelines are used.
- It removes the “substantial and compelling reasons” language.
- Number 7 covers the asset test, clarifying that: “Maximum total allowed assets, including amounts in banking/investment accounts may not exceed the amount of the federal poverty guideline for the number of persons in the household”.
- Number 8 says we will use 50%.
- Number 9 makes it clear that we are not adopting the “carry forward” option.

The main procedural changes are:

- The Board of Review is no longer allowed to deviate from the guidelines for compelling reasons (e.g. medical bills).

- Maximum asset holdings will be set at the federal poverty guidelines. For one person, their total assets, other than their income and homestead, cannot exceed \$12,760.
- If someone qualifies, their taxable value is reduced by 50%. We previously used a formula to determine the reduction but the law now says we can only use 100%, 50% or 25% reductions. We have established a 50% reduction factor because historical research shows the average reduction for the past three years in several communities came to roughly 40 to 50%. The use of only the 50% reduction option, for a qualifying taxpayer, removes the possibility of discrimination. We also recommend not reducing the taxable to zero (the 100% option) because the taxpayer can file for the Homestead Property Tax Credit and receive up to a \$1,500 refund from the State.
- There is an option for a “carry forward” but we recommend not adopting this. If the City approves this option and the taxpayer is granted a multiple year exemption, it will be the responsibility of the taxpayer to inform the City if their situation has improved and they no longer qualify. There is a form they will file with the City if that occurs. If they don’t file that form and still receive the exemption for a “carry forward” year when they did not qualify, they would be penalized with significant interest penalties. Because situations can easily change from year to year, we feel the safest option is for the taxpayer to apply every year as we have done in the past.

Requested Council Action:

- **Adoption of the attached Poverty Exemption Policy, with an effective date of March 1, 2021, and**
- **Approval of the attached City of Grosse Pointe Farms Application for Poverty Exemption for 2021, including guidelines and instructions.**

CITY OF GROSSE POINTE WOODS, MICHIGAN

RESOLUTION NO. _____

RESOLUTION AUTHORIZING CARRY FORWARD OF POVERTY EXEMPTIONS

At a regular meeting of the City Council of the City of Grosse Pointe Woods, Wayne County, Michigan held by video (Zoom) and telephone conference on February 1, 2021 at 7:00 p.m. in accordance with the City of Grosse Pointe Woods resolution adopted May 4, 2020 and Public Act 254 of 2020.

Present:

Absent:

The following resolution was offered by _____ and seconded by _____:

WHEREAS, the principal residence of a person who, in the judgment of the Supervisor and Board of Review, by reason of poverty, is unable to contribute to the public charges is eligible for exemption in whole or in part from the collection of taxes under the General Property Tax Act; and

WHEREAS, pursuant to Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), as amended by Public Act 253 of 2020, City Council of the City of Grosse Pointe Woods may permit by resolution:

- a. Poverty exemptions granted for the 2019 and/or 2020 tax years to be continued for the 2021, 2022, and 2023 tax years without reapplication if there is no change in the ownership or occupancy status of the person who was eligible for the poverty exemption; and
- b. Poverty exemptions granted for the first time in the 2021, 2022, or 2023 tax years to be continued for an additional 3 years after the initial year of exemption, without reapplication if: (i) there is no change in the ownership or occupancy status of the person who was eligible for the poverty exemption, and (ii) the person who establishes initial eligibility for a poverty exemption receives a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.

WHEREAS, Section 7u of the General Property Tax Act (MCL 211.7u), as amended by Public Act 253 of 2020, states that if the Assessor determines that a principal residence granted a poverty exemption for the 2019 or 2020 tax year is still eligible for that exemption, that poverty exemption shall remain in effect for the 2021 tax year if on or before February 15, 2021, the City Council has adopted a Resolution that continues the poverty exemption for the 2021 tax year for all principal residences that had a poverty exemption for the 2019 and/or 2020 tax years, subject to the owner of each such residence affirming the required ownership, occupancy, and poverty status to the City on a State Tax Commission approved form.

IT IS THEREFORE RESOLVED THAT as authorized by MCL 211.7u(6), poverty exemptions granted for the 2019 and/or 2020 tax years shall be continued for the 2021, 2022, and 2023 tax years without reapplication if no change in the ownership or occupancy status of the person who was eligible for the poverty exemption is documented by that person filing annually a completed Affidavit of Ownership and Occupancy to Remain Exempt by Reason of Poverty, State Tax Commission approved form, with the Assessor no later than 2 days before the last day of the Board of Review for that tax year.

IT IS FURTHER RESOLVED THAT as authorized by MCL 211.7u(6), poverty exemptions granted for the first time in the 2021, 2022, or 2023 tax years shall be continued for an additional 3 tax years after the initial year of exemption, without reapplication if the person who was eligible for the poverty exemption annually files a completed Affidavit of Ownership and Occupancy to Remain Exempt by Reason of Poverty, State Tax Commission approved form, with the Assessor no later than 2 days before the last day of the Board of Review for that tax year, affirming that there has been (i) no change in the ownership or occupancy status of the person who was eligible for the poverty exemption, and (ii) that person receives a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation.

IT IS FURTHER RESOLVED THAT a person receiving the extended exemption in the preceding paragraphs is required to file an affidavit rescinding the exemption with the Assessor within 45 days of no longer owning or occupying the principal residence or a change in household income or assets that defeats eligibility for the poverty exemption.

IT IS FURTHER RESOLVED that as authorized by MCL 211.7u(8), poverty exemptions are continued for the 2021 tax year for all principal residences that had a poverty exemption for the 2019 and/or 2020 tax years, subject to the owner of each such residence affirming the required ownership, occupancy, and poverty status to the City by filing a completed Affidavit of Ownership and Occupancy to Remain Exempt by Reason of Poverty, State Tax Commission approved form, with the Assessor no later than 2 days before the last day of the Board of Review for the 2021 tax year.

IT IS FURTHER RESOLVED THAT as required by MCL 211.7u(9), the City will develop and implement an audit program for the continued poverty exemptions provided for in this Resolution under MCL 211.7u(6) and MCL 211.7u(8), following State Tax Commission guidance.

Ayes:

Nays:

Abstentions:

RESOLUTION DECLARED _____

STATE OF MICHIGAN)

) ss.

COUNTY OF WAYNE)

I, the undersigned, the duly qualified Clerk of the City of Grosse Pointe Woods, Wayne County, Michigan, do hereby certify that the foregoing resolution was adopted by the City Council at a regular meeting held on the 1st day of February, 2021.

Date _____

Lisa Hathaway, Clerk



CITY OF GROSSE POINTE WOODS, MICHIGAN

RESOLUTION NO. _____

RESOLUTION ADOPTING POVERTY EXEMPTION POLICY AND GUIDELINES

At a regular meeting of the City Council of the City of Grosse Pointe Woods, Wayne County, Michigan held by video (Zoom) and telephone conference on February 1, 2021 at 7:00 p.m. in accordance with the City of Grosse Pointe Woods resolution adopted May 4, 2020 and Public Act 254 of 2020.

Present:

Absent:

The following resolution was offered by _____ and seconded by _____:

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of a person who, in the judgment of the Supervisor and Board of Review, by reason of poverty, is unable to contribute to the public charges is eligible for exemption in whole or in part from the collection of taxes under the General Property Tax Act; and

WHEREAS, City Council is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), as amended by Public Act 253 of 2020, to determine and make available to the public the policy and guidelines the City will use when deciding to grant poverty exemptions; and

WHEREAS, the City Council adopted guidelines for poverty exemptions by resolution in 2018 which allowed the City to update the Poverty Exemption Guidelines and Application annually without resolution, unless alternate guidelines were purposed; and

WHEREAS, the City Assessor has recommended that City Council adopt the following policy and guidelines, including the Poverty Exemption Policy (attached), for granting poverty exemptions pursuant to Public Act 206 of 1893, as amended by Public Act 253 of 2020.

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that the City of Grosse Pointe Woods, Wayne County, Michigan, adopts the following policy and guidelines for the Board of Review to implement.

The guidelines for granting an exemption shall include, but not be limited to, the specific income and asset levels of the claimant and the total household income and assets for all persons residing in the household.

To be eligible for a poverty exemption under MCL 211.7u, a person shall do all of the following on an annual basis:

- 1) Be an owner of, and occupy as a principal residence the property for which an exemption is requested.
- 2) File an Application for Poverty Exemption in its entirety with all requested documentation with the Assessor or Board of Review. It must be accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year on a signed form approved by the State Tax Commission.
- 3) Produce a valid driver's license or other form of identification if requested.
- 4) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 5) Meet the guidelines stated in the attached Poverty Exemption Policy.
- 6) Meet the federal poverty guidelines for the year of application as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body, provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.

The following is the current **2020** federal poverty income guidelines which will be updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principle residence.

2020 Federal Poverty Guidelines Used in the Determination of Poverty Exemptions

Size of Family Unit	2020 Poverty Guidelines
1	\$12,760
2	\$17,240
3	\$21,720
4	\$26,200
5	\$30,680
6	\$35,160
7	\$39,640
8	\$44,120
For each additional person	\$4,480

The City of Grosse Pointe Woods Poverty Exemption Guidelines and Application will be updated annually with the current year Poverty Income Guidelines as established by the United States Department of Health and Human Services without further resolutions. If alternative guidelines are adopted by this governing body a new resolution will be required.

Ayes:
Nays:
Abstentions:

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

Date _____

Lisa Hathaway, Clerk

Poverty Exemption Policy

PURPOSE:

The purpose of this policy is to establish guidelines to be used by the Board of Review in determining whether a homeowner is eligible for a poverty exemption from property taxes.

SCOPE:

The poverty exemption policy applies to qualified low-income individuals who own homesteads in the City of Grosse Pointe Woods. The policy limits the length of poverty exemptions to one year.

POLICY:

The Board of Review shall use the following guidelines to determine if a property owner qualifies for a poverty exemption from property taxes:

1. Exemptions will be granted to owners of homesteads only. Property must be granted at least a 50% homestead exemption from the State of Michigan.
2. Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. The application can be made by mail, if received one day prior to the last session of the Board of Review.
3. All applicants must file a claim with the Board of Review on a form prescribed by the State Tax Commission. The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.
4. Per MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.
5. The poverty threshold for eligibility for a poverty exemption is the Federal income standards established by the United States Department of Health and Human Services as identified in Section 7u(2)(e) of the General Property Tax Act, MCL 211.7u(2)(e), for the previous calendar year. To be eligible for a poverty exemption from property taxes, the income of the property owner (household) must be less than the poverty threshold for the number of persons within the household.

6. All income and assets for persons in the household are reported in accordance with a form prescribed by the State Tax Commission.
 - a. Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.
 - b. The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
 - c. Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
 - d. The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
 - e. If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.
7. Maximum total allowed assets, including amounts in banking/investment accounts may not exceed the amount of the federal poverty guideline for the number of persons in the household. The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:
 - a. A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
 - b. Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
 - c. Jewelry, antiques, artwork, equipment, and other personal property of value.
 - d. Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
 - e. Withdrawals of bank accounts and borrowed money.
 - f. Gifts, loans, lump-sum inheritances, and one-time insurance payments.
 - g. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
 - h. Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.

- i. The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)
 - j. The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.
- 8. Applicants that meet the income and asset qualifications will have the taxable value reduced by 50% for the current year.
- 9. Poverty exemptions shall be granted for one year only. The property owner must apply every year in order to receive an exemption.

EFFECTIVE DATE: March 1, 2021

City of Grosse Pointe Woods Application for Poverty Exemption **For 2021**

GUIDELINES AND INSTRUCTIONS FOR POVERTY EXEMPTION

- If granted an exemption, it is for the current year only. The Poverty exemption is intended to be a temporary form of assistance.
- Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. Board of Review dates are posted annually and may also be found at www.gpwmi.us or by calling (313) 343-2452. This application can be made by mail, if received one day prior to the last session of the Board of Review.
- The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.
- Per MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.

Required Documentation to be Attached to Poverty Exemption Application

- Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. **If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.**
- The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
- Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
- The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
- If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.

Common Reasons for Denial of Poverty Exemption Application

Below are common reasons (but not an exhaustive list) of why a claim for Poverty Exemption is denied:

- Failure to fill out all areas of the application, including "N/A" in areas not applicable to the applicant or signing the application.
- Failure to include State and Federal Income taxes or property tax credit returns for current or one preceding year for all persons residing in the home. ***Please note that the property tax credit returns are required to be filed with this application. Property tax credit returns (such as Michigan 1040CR) can still be filed with the State of Michigan even if the applicant does not file income taxes.***
- Failure to include complete banking/investment account and mortgage statements for all persons residing in the home. All pages must be submitted.

INCOME GUIDELINES FOR POVERTY EXEMPTION

This amount published annually by the US Dept. of Health and Human Services

** Per Michigan State Tax Commission Bulletin number 17 of 2020,
"Procedural changes for 2021," October 20, 2020*

<u>Number in Family</u>	<u>Income</u>	
1 member	\$ 12,760	-
2 members	\$ 17,240	
3 members	\$ 21,720	
4 members	\$ 26,200	
5 members	\$ 30,680	
6 members	\$ 35,160	
7 members	\$ 39,640	
8 members	\$ 44,120	
For each additional person	\$ 4,480	

According to the US Census Bureau, "income" includes:

- Money, wages, and salaries before any deductions
- Net receipts from non-farm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.)
- Net receipts from farm self-employment. (The same provisions as above for self-employment.)
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments and public assistance.
- Alimony, child support, and military family allotments.
- Private pensions, governmental pensions, and regular insurance or annuity payments.
- College or university scholarships, grants, fellowships, and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

ASSET LEVEL GUIDELINES FOR POVERTY EXEMPTION

The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:

- A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
- Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
- Jewelry, antiques, artwork, equipment, and other personal property of value.
- Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
- Withdrawals of bank accounts and borrowed money.
- Gifts, loans, lump-sum inheritances, and one-time insurance payments.
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
- The total interest income in all accounts (checking, savings, CDs, IRAs, 401ks, money market, annuities, etc.)
- The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.

Maximum total allowed assets, including amounts in banking/investment accounts may not exceed the amount of the federal poverty guideline for the number of persons in the household. See above for what is considered an asset.

a.	Taxable value on roll	\$	<hr/>
b.	Number of people in household		<hr/>
c.	Total household income from information provided	\$	<hr/>
d.	Income limit based on number of people in household as established by guidelines	\$	<hr/>
e.	Total assets of household	\$	<hr/>
f.	Does applicant meet all asset and income guidelines as established?	<input type="checkbox"/> YES <input type="checkbox"/> NO If no, reason must be provided by the Board of Review below.	
g.	If yes, multiply line "a" by 50% (0.50)	\$	<hr/>
<hr/> Appeal Denied		<hr/> Reduction Granted	

1. Does not qualify based on guidelines 2. Application not complete, missing information 3. Did not furnish proper documentation 4. Other: _____ _____ _____	<u>Taxable Value</u> As on Roll \$ _____ Revised \$ _____
---	--

Initials of Board Members:	Date: _____
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Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment		Length of Time at this Residence	
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

Continue on Page 2

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

Continue on Page 3

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)		Other (type and amount)
Other (type and amount)	Other (type and amount)		Other (type and amount)

Continue and sign on Page 4

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
E-mail: taxtrib@michigan.gov

7A



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

INVOICE

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

January 4, 2021
Project No: 0160-0420-0
Invoice No: 0129185

Project 0160-0420-0 DPW WATER & SEWER BARN

Professional Services from November 23, 2020 to December 20, 2020

Phase	03	CCA			
Fee					
Total Fee		4,000.00			
Percent Complete		35.00	Total Earned	1,400.00	
			Previous Fee Billing	800.00	
			Current Fee Billing	600.00	
			Total Fee		600.00
			Total this Phase		\$600.00
			Total this Invoice		\$600.00

Outstanding Invoices

Number	Date	Balance
0128790	12/3/2020	800.00
Total		800.00 ← pd. 1/15/2021

PO 20-46141
#592-537-978-300
OK - JS
SM 1/20/2021
Eckstein 1/21/21



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INVOICE

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

January 4, 2021
Project No: 0160-0432-0
Invoice No: 0129199

PO 20-45844
#592-537-977.000

OK- FS

SM 1/19/21

Project 0160-0432-0 2020-2021 GIS MAINTENANCE
FOR: UPDATES TO GIS PROTAL BASEMAP
Professional Services from November 23, 2020 to December 20, 2020
Professional Personnel

	Hours	Rate	Amount
DATABASE			
GRADUATE ENG/SUR/ARC			
MILLER, JEFFREY	1.50	83.50	125.25
GPW Mailer Notification owner information update			
GIS UPDATES			
GRADUATE ENG/SUR/ARC			
MILLER, JEFFREY	3.00	83.50	250.50
Mailing Tool configuration and training			
MILLER, JEFFREY	2.00	83.50	167.00
Revisions to mailer application			
MILLER, JEFFREY	4.00	83.50	334.00
Setup of mailing label application			
ENGINEERING AIDE III			
KOWALCHICK, ANTHONY	6.30	70.00	441.00
add lead anno and add missing pipes			
KOWALCHICK, ANTHONY	7.80	70.00	546.00
add missing pipes and adjust lead anno			
KOWALCHICK, ANTHONY	7.80	70.00	546.00
add missing pipes, fix lead anno, and add missing hydrants			
KOWALCHICK, ANTHONY	2.00	70.00	140.00
add new watermain breaks, add missing watermain plan and missing watermain fetures			
KOWALCHICK, ANTHONY	4.80	70.00	336.00
adjust lead anno, add missing manholes and leads/pipes			
KOWALCHICK, ANTHONY	6.50	70.00	455.00
ajust lead anno, and missing leads and pipes			
KOWALCHICK, ANTHONY	1.50	70.00	105.00
fix mistakes in map			
KOWALCHICK, ANTHONY	6.50	70.00	455.00
fix pavemant areas CB and pipe			
KOWALCHICK, ANTHONY	6.00	70.00	420.00
update Lead anno, add missing pipes and leads			
KOWALCHICK, ANTHONY	4.00	70.00	280.00
update open cuts, add underground detention			
Totals	63.70		4,600.75
Total Labor			4,600.75

Project	0160-0432-0	2020-2021 GIS MAINTENANCE	Invoice	0129199
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Billing Limits	Current	Prior	To-Date	
Total Billings	4,600.75	6,548.75	11,149.50	
Limit			21,000.00	
Remaining			9,850.50	
		Total this Invoice		\$4,600.75



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INVOICE

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

January 7, 2021

Project No: 0160-0417-0
Invoice No: 0129336

Project 0160-0417-0 BOURNEMOUTH WM REPLACEMENT
P.O. 19-45552 - (\$197,500.00)

Professional Services from November 23, 2020 to December 20, 2020

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER	4.00	103.00	412.00
LICENSED ENG/SUR/ARC	7.00	103.00	721.00
TEAM LEADER	2.00	83.50	167.00
ENGINEERING AIDE III	1.40	70.00	98.00
ENGINEERING AIDE II	1.50	62.00	93.00
CONSTRUCTION OBSERVATION			
TEAM LEADER	1.00	83.50	83.50
ENGINEERING AIDE III	13.00	70.00	910.00
ENGINEERING AIDE II	15.00	62.00	930.00
Totals	44.90		3,414.50
Total Labor			3,414.50

Billing Limits	Current	Prior	To-Date
Total Billings	3,414.50	125,988.97	129,403.47
Limit			197,500.00
Remaining			68,096.53

Total this Invoice \$3,414.50

Outstanding Invoices

Number	Date	Balance
0129049	12/14/2020	10,715.00
Total		10,715.00

← Paid 1/5/2021

PO 19-45552
592-537-977.310
OK -
1/21/21



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INVOICE

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

January 7, 2021
Project No: 0160-0423-0
Invoice No: 0129337

Project 0160-0423-0 OXFORD ROAD RECON. - MACK TO HOLIDAY
PURCHASE ORDER #20-46056

Professional Services from November 23, 2020 to December 20, 2020

Fee

Construction Cost	616,740.60
Fee Percentage	6.70
Total Fee	41,321.62

Percent Complete

95.00 Total Earned

39,255.54

Previous Fee Billing

29,754.00

Current Fee Billing

9,501.54

Total Fee

9,501.54

Total this Invoice

\$9,501.54

Outstanding Invoices

Number	Date	Balance
0128893	12/10/2020	10,268.00
Total		10,268.00

paid 1/5/2021

PO 20-46056

#203-451-977.803

OK - HF

SM 1/20/2021

Sum Smith 1/20/21

Oxford Road Reconstruction - Mack to Holiday
 AEW Project No. 0160-0423
 Summary of Time Spent for Design, Specification, Bidding
 and Subconsultant Fees

Name	Hours	Description
ALLEGOET, JEFFREY	0.5	CADD oversight and coordination
ANGER, SCOTT	18	Survey
ANKAWI, BRYANNA	0.5	Admin
ANKAWI, MICHELLE	3.5	Admin
BICKHAM, BRENDA	4	Admin
BIGELOW, JUSTICE	5	Admin
CAMPBELL, RANDY	8	Survey
CARPENTER, AARON	2.5	Survey
DE OLIVEIRA, ROSANA	24.5	CADD
DIGIROLAMO, PIETRO	23	QA/QC
GAYESKI JR., JOSEPH	15	Survey Oversight, project setup
HARRINGTON, MICHAEL	9	QA/QC
KAERLE, KATHLEEN	2.9	Admin
LAGODNA, CARL	8.5	Survey
LOCKWOOD, SCOTT	60.5	Project Oversight, coordination
MARCUS, PATRICK	0.5	Research/Review
MILLER, JEFFREY	3	GIS
PIOTROWSKI, KEVIN	87.6	CADD
SMITH, BRADLEY	1	Admin
TRUAX, MICHAEL	2	Survey Oversight
VARICALLI, FRANK	1	Research/Review
WILBERDING, ROSS	83	Design
	363.5	

SUBCONSULTANTS

Amount	Description
2850	G2 CONSULTING GROUP, LLC
2850	

EXPENSES

Amount	Description
200	WAYNE COUNTY PERMIT REVIEW FEE
150	SESC PERMIT REVIEW FEE
350	



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INVOICE

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

January 15, 2021

Project No: 0160-0408-0

Invoice No: 0129572

Project 0160-0408-0 VERNIER RD RESURFACING - FAIRWAY TO ECL
P.O. 18-45021 (78,000.00)
P.O. 19-45443 (179,903.66)

Professional Services from November 23, 2020 to December 20, 2020

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
TEAM LEADER			
SMITH, BRADLEY	1.00	83.50	83.50
Completing forms needed for the final review			
ENGINEERING AIDE III			
SWITZER, BRIDGET	.20	70.00	14.00
4109 Processing			
SWITZER, BRIDGET	2.90	70.00	203.00
Needs List			
SENIOR PROJECT ENGINEER			
VIGNERON, MICHAEL	1.50	103.00	154.50
Contract Administration / Needs List / Closeout			
Totals	5.60		455.00
Total Labor			455.00

Billing Limits	Current	Prior	To-Date
Total Billings	455.00	243,278.90	243,733.90
Limit			257,903.00
Remaining			14,169.10

Total this Invoice

\$455.00

P0 19-45443

#202-451-974.803

OK- FS

SM 1/20/2021

[Signature] 1/21/21



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

INVOICE

January 15, 2021

Project No: 0160-0411-0

Invoice No: 0129573

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

Project 0160-0411-0 2019 SEWER STRUCTURE REHABILITATION
P.O. 19-45216 - (43,000)
P.O. 19-45445 - (111,000)

Professional Services from November 23, 2020 to December 20, 2020

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
TEAM LEADER	1.00	83.50	83.50
Totals	1.00		83.50
Total Labor			83.50

Billing Limits	Current	Prior	To-Date
Total Billings	83.50	153,591.33	153,674.83
Limit			154,000.00
Remaining			325.17

Total this Invoice

\$83.50

PO 45445
203-451-974.201 \$15.86
592-537-975.401 \$11.69
592-537-976.001 \$55.95
OK- B

SM 1/20/2021

[Signature] 1/21/21



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INVOICE

January 15, 2021

Project No: 0160-0413-0

Invoice No: 0129574

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

Project 0160-0413-0 2019 SEWER OPEN CUT REPAIR PROGRAM

P.O. 19-45637 - (106,000)

Professional Services from November 23, 2020 to December 20, 2020

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER	.50	103.00	51.50
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC	1.00	83.50	83.50
TEAM LEADER	8.50	83.50	709.75
ENGINEERING AIDE III	.90	70.00	63.00
ENGINEERING AIDE II	1.50	62.00	93.00
CONSTRUCTION OBSERVATION			
ENGINEERING AIDE II	31.00	62.00	1,922.00
Totals	43.40		2,922.75
Total Labor			2,922.75

Billing Limits	Current	Prior	To-Date
Total Billings	2,922.75	87,094.85	90,017.60
Limit			106,000.00
Remaining			15,982.40

Total this Invoice \$2,922.75

PO 19-45637
592-537-976.001
OK - FB

SM 1/20/2021
[Signature] 1/21/21



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CIVIL ENGINEERS SURVEYORS ARCHITECTS
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INVOICE

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

January 15, 2021
Project No: 0160-0418-0
Invoice No: 0129575

Project 0160-0418-0 2020-2021 GENERAL ENGINEERING

Professional Services from November 23, 2020 to December 20, 2020

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER	9.00	103.00	927.00
GENERAL			
LICENSED ENG/SUR/ARC	2.50	103.00	257.50
DATABASE			
GRADUATE ENG/SUR/ARC	6.00	83.50	501.00
Totals	17.50		1,685.50
Total Labor			1,685.50

Billing Limits	Current	Prior	To-Date
Total Billings	1,685.50	6,963.55	8,649.05
Limit			15,000.00
Remaining			6,350.95

Total this Invoice \$1,685.50

PO 45845
#101-441-818.000 \$561.83
#101-444-818.000 \$561.83
#592-537-818.000 \$561.84
OK - F

SM 1/20/2021
Bum Snp 1/21/21



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CIVIL ENGINEERS SURVEYORS ARCHITECTS
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INVOICE

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

January 15, 2021
Project No: 0160-0425-0
Invoice No: 0129576

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

Professional Services from November 23, 2020 to December 20, 2020

Professional Personnel

	Hours	Rate	Amount
SECRETARIAL			
SECRETARIAL	.50	33.00	16.50
PRINTS			
ENGINEERING AIDE I	3.30	56.00	184.80
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER	6.50	103.00	669.50
LICENSED ENG/SUR/ARC	27.00	103.00	2,781.00
TEAM LEADER	4.50	83.50	375.75
ENGINEERING AIDE III	.60	70.00	42.00
MEETINGS			
GRADUATE ENG/SUR/ARC	1.00	83.50	83.50
CONSTRUCTION OBSERVATION			
TEAM LEADER	7.00	83.50	584.50
ENGINEERING AIDE III	5.00	70.00	350.00
CONSTRUCTION ADMINISTRATION			
SENIOR PROJECT ENGINEER	7.50	103.00	772.50
STRUCTURAL			
GRADUATE ENG/SUR/ARC	.50	83.50	41.75
Totals	63.40		5,901.80
Total Labor			5,901.80

Billing Limits	Current	Prior	To-Date
Total Billings	5,901.80	39,792.40	45,694.20
Limit			108,000.00
Remaining			62,305.80

Total this Invoice **\$5,901.80**

PO 46060
401-903-977-109

OK - FB

SM 1/20/2021

[Signature] 1/21/21

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
ANKAWI, MICHELLE	0.5	Project setup
BIGELOW, JUSTICE	34	Survey
BIRKETT, CHRISTOPHER	4	Survey
CARPENTER, AARON	20.5	Survey
DE OLIVEIRA, ROSANA	47.3	CAD
DELAPAZ, CARLIE	240	Design
GAYESKI JR., JOSEPH	33.5	Survey Oversight, project setup
KAFERLE, KATHLEEN	0.6	Production
LAGODNA, CARL	41.5	Survey
LOCKWOOD, SCOTT	82.3	Project Oversight, coordination
RIBERAS, JOSEPH	14	Survey
TRUAX, MICHAEL	20.5	Survey Oversight
WILBERDING, ROSS	38.5	Design and coordination
	577.2	

SUBCONSULTANTS

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



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

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

January 15, 2021

Project No: 0160-0428-0

Invoice No: 0129578

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

Professional Services from November 23, 2020 to December 20, 2020

Professional Personnel

	Hours	Rate	Amount	
BUILDING LAYOUT				
TEAM LEADER	6.00	83.50	501.00	
RESEARCH/REVIEW				
PRINCIPAL ENGINEER	2.00	103.00	206.00	
PRINTS				
ENGINEERING AIDE I	1.40	56.00	78.40	
QUANTITIES				
ENGINEERING AIDE II	43.00	62.00	2,666.00	
CONTRACT ADMINISTRATION				
TEAM LEADER	9.50	83.50	793.25	
ENGINEERING AIDE III	2.30	70.00	161.00	
ENGINEERING AIDE II	3.00	62.00	186.00	
MEETINGS				
TEAM LEADER	.50	83.50	41.75	
CONSTRUCTION OBSERVATION				
ENGINEERING AIDE II	19.50	62.00	1,209.00	
CONSTRUCTION ADMINISTRATION				
SENIOR PROJECT ENGINEER	10.00	103.00	1,030.00	
GIS UPDATES				
ENGINEERING AIDE III	24.50	70.00	1,715.00	
Totals	121.70		8,587.40	
Total Labor				8,587.40

Reimbursable Expenses

REIMB. MISC. EXPENSE

12/9/2020 G2 CONSULTING GROUP, Invoice# 202531 670.00
LLC

Total Reimbursables 670.00 670.00

Unit Billing

3 PERSON CREW-CONSTRUCTION STAKEOUT	2.0 HOURS @ 169.50	339.00	
2 PERSON CREW-CONSTRUCTION STAKEOUT	8.0 HOURS @ 141.00	1,128.00	
Total Units		1,467.00	1,467.00

Billing Limits	Current	Prior	To-Date
Total Billings	10,724.40	46,374.70	57,099.10
Limit			134,000.00
Remaining			76,900.90

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

Voice: 248.680.0400
Fax: 248.680.9745

INVOICE

Invoice Number: 202531
Invoice Date: October 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	November 30, 2020		

Quantity	Description	Unit Price	Amount
4.25	Engineering Technician, Regular Hours, each	60.00	255.00
1.00	Engineering Technician, Regular Hours, Cylinder Pick-Up on 10/30/20, each	60.00	60.00
1.00	Project Manager, per hour	150.00	150.00
0.50	Administrative Assistant, per hour	50.00	25.00
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 10/28/20 and 10/29/20		
	Client Contact: Brad Smith		

Total Invoice Amount \$ 670.00


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.

Project	0160-0428-0	2020 CONCRETE PAVEMENT REPAIR PROGRAM	Invoice	0129578
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Total this Invoice

\$10,724.40

PO 20-46055
 #202-451-974.201 \$2,037.64
 #203-451-974.201 \$1,286.93
 #585-561-978.300 \$5,362.20
 #592-537-975.401 \$2,037.63
 OK - 

SM 1/20/2021

 1/21/21



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

INVOICE

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

January 15, 2021
Project No: 0160-0429-0
Invoice No: 0129579

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

Professional Services from November 23, 2020 to December 20, 2020

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER	3.00	103.00	309.00
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC	8.50	83.50	709.75
TEAM LEADER	4.00	83.50	334.00
MEETINGS			
GRADUATE ENG/SUR/ARC	1.00	83.50	83.50
TEAM LEADER	.50	83.50	41.75
GIS UPDATES			
ENGINEERING AIDE III	6.00	70.00	420.00
Totals	23.00		1,898.00
Total Labor			1,898.00

Billing Limits	Current	Prior	To-Date
Total Billings	1,898.00	13,466.16	15,364.16
Limit			75,000.00
Remaining			59,635.84

Total this Invoice \$1,898.00

PO 20-46058
592-537-976.001

OK - PJ

SM 1/20/2021

[Signature] 1/21/21



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

INVOICE

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

January 18, 2021

Project No: 0160-0426-0

Invoice No: 0129586

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

Professional Services from November 23, 2020 to December 20, 2020

Fee

Construction Cost	1,898,000.00		
Fee Percentage	5.70		
Total Fee	108,186.00		
Percent Complete	60.00	Total Earned	64,911.60
		Previous Fee Billing	21,637.20
		Current Fee Billing	43,274.40
		Total Fee	43,274.40
		Total this Invoice	\$43,274.40

PO 46057

592-537-977.310

OK - HJ

SM 1/20/2021

Bruce Smith 1/21/21

KITCH DRUTCHAS WAGNER VALITUTTI & SHERBROOK

A PROFESSIONAL CORPORATION
Attorneys and CounselorsONE WOODWARD AVENUE, SUITE 2400
DETROIT, MICHIGAN 48226-5485

313-965-7900

IRS # 38-189622

7B

CITY OF GROSSE POINTE WOODS
ATTN: BRUCE J SMITH
CITY ADMINISTRATOR
20025 MACK PLAZA
GROSSE POINTE WOODS, MI 48238

RECEIVED

JAN 27 2021

AUGUST 31, 2020

FILE # 2371.002582

INVOICE # 478411

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

REGARDING: CITY OF GROSSE POINTE WOODS

FOR PROFESSIONAL SERVICES RENDERED

07/13/20 MJW EMAIL AND PHONE CALL WITH CLIENT RE COUNCIL CLOSED SESSION COORDINATION; REVIEW ZOOM AND AGENDA DOCS; PREPARE FOR COUNCIL ZOOM MTG; FURTHER REVIEW OF FILE DOCS AND NOTE ISSUES TO RAISE WITH ATT INCLUDING TERMINATION DATE AND "STATION" REFERENCES; ATTEND SAME	3.50
07/15/20 MJW DRAFT LETTER TO ATT RE CELL TOWER RENEWAL; TRACK DOWN ADDRESSES FOR NOTICE OF TERMINATION PURPOSES; FORWARD DRAFT TO CLIENT FOR COMMENT	2.80

TOTAL HOURLY CHARGES

\$1,890.00

-----RECAP-----

TIMEKEEPER	RATE	HOURS	AMOUNT
MICHAEL J WATZA	300.00	6.30	1,890.00
TOTALS		6.30	1,890.00

CURRENT AMOUNT DUE

\$1,890.00

101210812.000

Sm. 1/26/21
FJ

KITCH DRUTCHAS WAGNER VALITUTTI & SHERBROOK

A PROFESSIONAL CORPORATION
Attorneys and CounselorsONE WOODWARD AVENUE, SUITE 2400
DETROIT, MICHIGAN 48226-5485

313-965-7900

IRS # 38-1896224

CITY OF GROSSE POINTE WOODS
ATTN: BRUCE J SMITH
CITY ADMINISTRATOR
20025 MACK PLAZA
GROSSE POINTE WOODS, MI 48236

RECEIVED

JAN 27 2021

NOVEMBER 30, 2020

FILE # 2371.002582

INVOICE # 485693

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

REGARDING: CITY OF GROSSE POINTE WOODS

FOR PROFESSIONAL SERVICES RENDERED

10/04/20 MJW REVIEW AND RESPOND TO LOCAL NEWS ARTICLE RE GP CITIES GIVING UP PEG OPS AND EXPECTING REDUCTIONS IN SUBSCRIBER FEES AND RETURNING PEG FEES TO CABLE CO'S; COMMENT ON ISSUES WITH SUCH PLANS AS WELL AS OTHERS NOTED IN THE ARTICLE	1.00
10/05/20 MJW REQUEST FROM CLIENT TO FOLLOW UP ON NEWS ARTICLE RE PEG FEES AND SUBSCRIBER FEES AND RELATED CONCERNS; EMAIL BRIEF RESPONSE	.30
10/07/20 MJW PHONE CALL WITH CITY ATTY RE WHAT TO DO WITH PEG FEES; POLL NATIONAL COLLEAGUES; RETURN MONEY TO CABLE FOR RETURN TO SUBSCRIBERS OR, HOLD THE MONEY FOR THE TIME BEING	.50
10/08/20 MJW FOLLOW UP ON PEG FEE USE WITH CLIENT AND GP CITY	.50

TOTAL HOURLY CHARGES

\$690.00

-----RECAP-----

TIMEKEEPER	RATE	HOURS	AMOUNT
MICHAEL J WATZA	300.00	2.30	690.00
TOTALS		2.30	690.00

CURRENT AMOUNT DUE

\$690.00

101210812.000

Sm 1/26/21

KITCH DRUTCHAS WAGNER VALITUTTI & SHERBROOK

A PROFESSIONAL CORPORATION

Attorneys and Counselors

ONE WOODWARD AVENUE, SUITE 2400

DETROIT, MICHIGAN 48225-5485

313-965-7900

IRS # 38-1896224

RECEIVED

JAN 22 2021

CITY OF GROSSE POINTE WOODS

ATTN: BRUCE J SMITH

CITY ADMINISTRATOR

20025 MACK PLAZA

GROSSE POINTE WOODS, MI 48236

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

JANUARY 15, 2021

FILE # 2371.002582

INVOICE # 488711

REGARDING: CITY OF GROSSE POINTE WOODS

OUTSTANDING INVOICES

DATE	INVOICE #	BILLED	PAID	BALANCE DUE
08/31/20	478411	\$1890.00	\$.00	\$1890.00
11/30/20	485693	\$690.00	\$.00	\$690.00

1/22 requested
copies of invoices
not Recd

TOTAL OUTSTANDING INVOICES

\$2,580.00

FOR PROFESSIONAL SERVICES RENDERED

12/16/20 MJW REVIEW EMAIL AND ATTACHMENTS FROM CITY ATTY .30
RE WOW VIDEO SERVICE FRANCHISE AND PEG
REDUCTION ISSUES RESPOND BRIEFLY SEEKING
FURTHER INFORMATION

12/17/20 MJW PHONE CALL FROM CITY ATTY RE PEG AND .20
FRANCHISE AGREEMENT WITH WOW

TOTAL HOURLY CHARGES

\$150.00

RECAP

TIMEKEEPER	RATE	HOURS	AMOUNT
MICHAEL J WATZA	300.00	0.50	150.00
TOTALS		0.50	150.00

CURRENT AMOUNT DUE

OUTSTANDING INVOICES

TOTAL AMOUNT DUE

101210812000
SM 1/22/2021
Pay 7 \$150.00
\$2,580.00
\$2,730.00

YOUR FILE WILL BE DESTROYED 2 YEARS AFTER CLOSING
UNLESS YOU NOTIFY US IN ADVANCE

KITCH DRUTCHAS WAGNER VALITUTTI & SHERBROOK

A PROFESSIONAL CORPORATION

Attorneys and Counselors

ONE WOODWARD AVENUE, SUITE 2400
DETROIT, MICHIGAN 48226-5485

313-965-7900

IRS # 38-1896224

RECEIVED

JAN 22 2021

CITY OF GROSSE POINTE WOODS
ATTN: BRUCE J SMITH
CITY ADMINISTRATOR
20025 MACK PLAZA
GROSSE POINTE WOODS, MI 48230

JANUARY 15, 2021

FILE # 4297.005841
INVOICE # 488715

REGARDING: AT&T CELL TOWER RENEWAL - 5TH AM

OUTSTANDING INVOICES

DATE	INVOICE #	BILLED	PAID	BALANCE DUE
11/30/20	485714	\$527.96	\$.00	\$527.96 1/25 cc Agenda
12/31/20	487914	\$90.00	\$.00	\$90.00 1/25 cc Agenda
TOTAL OUTSTANDING INVOICES				\$617.96

FOR PROFESSIONAL SERVICES RENDERED

12/01/20 MJW SHORT REPLY FROM B&V RE ATT COUNTER RE CELL TOWER RENEWAL	.20
12/11/20 MJW NOTE FROM CITY ATTORNEY SEEKING UPDATE; REVIEW FILE AND RESPOND WITH BRIEF UPDATE NOTING AT&T RESPONSE TO OUR LAST OFFER OF OCT 4, DUE "SOON"	.30

TOTAL HOURLY CHARGES \$150.00

RECAP

TIMEKEEPER	RATE	HOURS	AMOUNT
MICHAEL J WATZA	300.00	0.50	150.00
TOTALS		0.50	150.00

CURRENT AMOUNT DUE

OUTSTANDING INVOICES

TOTAL AMOUNT DUE

101 210 812 000

SM 1/22/2021

Emm Smith
1/22/21

Pay →

\$150.00

\$617.96

\$767.96

KITCH DRUTCHAS WAGNER VALITUTTI & SHERBROOK

A PROFESSIONAL CORPORATION

Attorneys and Counselors

ONE WOODWARD AVENUE, SUITE 2400

DETROIT, MICHIGAN 48226-5485

313-965-7900

IRS # 38-1896224

CITY OF GROSSE POINTE WOODS
ATTN: BRUCE J SMITH
CITY ADMINISTRATOR
20025 MACK PLAZA
GROSSE POINTE WOODS, MI 48236

JANUARY 15, 2021

FILE # 2371.002582
INVOICE # 488711

REGARDING: CITY OF GROSSE POINTE WOODS

OUTSTANDING INVOICES

DATE	INVOICE #	BILLED	PAID	BALANCE DUE
08/31/20	478411	\$1890.00	\$.00	\$1890.00
11/30/20	485693	\$690.00	\$.00	\$690.00
TOTAL OUTSTANDING INVOICES				\$2,580.00

*1/22 requested
copies of invoices
not Rich*

FOR PROFESSIONAL SERVICES RENDERED

12/16/20	MJW REVIEW EMAIL AND ATTACHMENTS FROM CITY ATTY RE WOW VIDEO SERVICE FRANCHISE AND PEG REDUCTION ISSUES RESPOND BRIEFLY SEEKING FURTHER INFORMATION	.30
12/17/20	MJW PHONE CALL FROM CITY ATTY RE PEG AND FRANCHISE AGREEMENT WITH WOW	.20

TOTAL HOURLY CHARGES \$150.00

-----RECAP-----

TIMEKEEPER	RATE	HOURS	AMOUNT
MICHAEL J WATZA	300.00	0.50	150.00
TOTALS		0.50	150.00

CURRENT AMOUNT DUE

OUTSTANDING INVOICES

TOTAL AMOUNT DUE

101210812000
SM 1/22/2021
B. Smith 1/22/21 Pay → \$150.00
\$2,580.00
\$2,730.00

KITCH DRUTCHAS WAGNER VALITUTTI & SHERBROOK

A PROFESSIONAL CORPORATION

Attorneys and Counselors

ONE WOODWARD AVENUE, SUITE 2400
DETROIT, MICHIGAN 48226-5485

313-965-7900

IRS # 38-1896224

CITY OF GROSSE POINTE WOODS
ATTN: BRUCE J SMITH
CITY ADMINISTRATOR
20025 MACK PLAZA
GROSSE POINTE WOODS, MI 48236

JANUARY 15, 2021

FILE # 4297.005841
INVOICE # 488715

REGARDING: AT&T CELL TOWER RENEWAL - 5TH AM

OUTSTANDING INVOICES

DATE	INVOICE #	BILLED	PAID	BALANCE DUE
11/30/20	485714	\$527.96	\$.00	\$527.96 1/25 cc Agenda
12/31/20	487914	\$90.00	\$.00	\$90.00 1/25 cc Agenda
TOTAL OUTSTANDING INVOICES				\$617.96

FOR PROFESSIONAL SERVICES RENDERED

12/01/20 MJW SHORT REPLY FROM B&V RE ATT COUNTER RE CELL TOWER RENEWAL	.20
12/11/20 MJW NOTE FROM CITY ATTORNEY SEEKING UPDATE; REVIEW FILE AND RESPOND WITH BRIEF UPDATE NOTING AT&T RESPONSE TO OUR LAST OFFER OF OCT 4, DUE "SOON"	.30

TOTAL HOURLY CHARGES \$150.00

-----RECAP-----

TIMEKEEPER	RATE	HOURS	AMOUNT
MICHAEL J WATZA	300.00	0.50	150.00
TOTALS		0.50	150.00

CURRENT AMOUNT DUE

OUTSTANDING INVOICES

TOTAL AMOUNT DUE

101 240 812 000

Sm 1/22/2021



Pay →

\$150.00

\$617.96

\$767.96

KELLER THOMA
A PROFESSIONAL CORPORATION

COUNSELORS AT LAW
26555 EVERGREEN
SUITE 550
SOUTHFIELD, MICHIGAN 48076
313.965.7610
FAX 313.965.4480
www.kellerthoma.com

7C

FEDERAL I.D. 38-1996878

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

January 01, 2021
Client: 000896
Matter: 000000
Invoice #: 119714

Attention: Bruce Smith, City Manager

REGARDING: GENERAL MATTERS

For professional services rendered and expenses incurred relative
to the above matter:

TOTAL **\$1,936.25**

101210810.000
SM 1/19/21
Bruce Smith 1/19/21

KELLER THOMA
A PROFESSIONAL CORPORATION

COUNSELORS AT LAW
26555 EVERGREEN
SUITE 1240
SOUTHFIELD, MICHIGAN 48076
313.965.7610
FAX 313.965.4480
www.kellerthoma.com

FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: Bruce Smith, City Manager

January 01, 2021

Client: 000896

Matter: 000000

Invoice #: 119714

Page: 1

RE: GENERAL MATTERS

For Professional Services Rendered through December 31, 2020

DATE	ATTY	DESCRIPTION	HOURS
12/8/2020	TLF	Telephone call from City Councilman Todd McConaghy regarding personnel matters.	1.00
12/9/2020	GSR	Telephone call from Mr. Smith regarding mandatory vaccination policy.	0.25
12/14/2020	TLF	Attention to correspondence from and to Councilman Todd McConaghy regarding Employee Handbook/Charters.	0.50
12/15/2020	GSR	Correspondence and telephone discussion with Mr. Shulte regarding employee matter; preparation of LOU regarding the same; correspondence and telephone discussion with Director Kosanke regarding employee matter.	0.75
12/15/2020	KEJ	Attention to review of legal authority regarding bargaining obligations for mandatory vaccination program and preparation of written legal opinion regarding mandatory vaccination program.	2.25
12/16/2020	GSR	Correspondence with Director Kosanke regarding LOU regarding military leave.	0.25
12/16/2020	KEJ	Attention to preparation and drafting of written legal opinion regarding mandatory vaccination program.	1.25
12/17/2020	KEJ	Attention to review of EEOC technical assistance regarding Title VII and ADA issues related to vaccination and preparation and drafting of written legal opinion regarding mandatory vaccination program.	0.75
12/18/2020	KEJ	Attention to preparation and drafting of written legal opinion regarding mandatory vaccination program.	1.50
12/22/2020	GSR	Attention to preparation of revisions to legal opinion regarding mandatory vaccination policy.	0.50
12/22/2020	TLF	Telephone call from Mayor Novitke regarding personnel file and power of City Council; telephone call to Mr. McConaghy regarding same.	0.50

KELLER THOMA
A PROFESSIONAL CORPORATION

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: Bruce Smith, City Manager

January 01, 2021

Client: 000896

Matter: 000000

Invoice #: 119714

Page: 2

RE: GENERAL MATTERS

DATE	ATTY	DESCRIPTION	HOURS
12/28/2020	KEJ	Attention to review of legal authority regarding constitutional issues for mandatory vaccination program and preparation of revision to written legal opinion regarding the same.	2.25
Total Services			\$1,936.25

ATTORNEY	HOURS	RATE	AMOUNT
TLF THOMAS L. FLEURY	2.00	\$175.00	\$350.00
KEJ KATHRYN E. JONES	8.00	\$160.00	\$1,280.00
GSR GOURI SASHITAL	1.75	\$175.00	\$306.25

Total Amount Due \$1,936.25

CHARLES T. BERSCHBACK

ATTORNEY AT LAW
24053 EAST JEFFERSON AVENUE
ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400
FAX (586) 777-0430
blbwlaw@yahoo.com

January 28, 2020



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

RE: January Billing

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
12.29.2020	TCs, emails on transition, work on files (.50); TC SC; organized possible ordinance revisions for T. Tomlinson (1.00); TCs BN, BS (.25)	1.75
12.30.2020	TCs, plea negotiations on dog case (.25); emails, TC L.A. and Schultz (.75); miscellaneous work on transition, emails (1.50); meeting with Tim Tomlinson (1.00)	3.50
12.31.2020	Review of 01/04/2021 agenda; work on transition issues and T.T. case (1.00)	1.00
*NOTE - Work for January "not to exceed" 25 hours.		
01.04.2021	TCs BN, L.A., GT, FS, TCs emails on Municipal Court cases and transition (1.25)	1.25
01.05.2021	TCs, emails on Municipal Court (.25); TCs BN, emails LA, COW (1.00)	1.25
1.06.2021	TCs, emails on transition (.25)	0.25
1.07.2021	Emails, TCs BN, sign ordinance, employee handbook, attorney billings (.75)	0.75
1.08.2021	Prep some files for transfer (2.00); emailed contracts to L.A., TCs; review of files re: appointed official; prep for COW (1.00); TC email on TT cases (.25)	3.25
1.11.2021	Review of agenda, prep for meeting (.50); closed files, transition, emailed Word docs to LA (1.50); attendance at COW meeting (1.50)	3.50
1.12.2021	Organized files, transition, TCs Bucko, BS, LA (2.00)	2.00
1.13.2021	TC Laura Halohan re: COA oral argument; continued work on transfer files, TC BN (1.25)	1.25
1.15.2021	TC BS, review of bridge contract, TC L.A., letter re: design standards ordinance (.50)	0.50
1.18.2021	Work on transition files (1.50)	1.50

1.20.2021	Continued file work (2.00)	2.00
1.21.2021	Continued file work (1.00)	1.00
1.22.2021	Continued file work, TCs, email to SM re: CB (1.50)	1.50
1.25.2021	File work (.50)	0.50
1.26.2021	File work (1.00)	1.00
1.27.2021	File work (.50)	0.50
1.28.2021	File work (.50)	0.50

CTB = 28.75 hours at \$155.00 per hour	\$4,456.25
TOTAL DUE:	\$4,456.25

TC - Telephone
 BS - Bruce Smith
 PC - Planning Commission
 JK - Dir. John Kosanke
 DV - Domestic Violence

GT - Gene Tutag
 LH - Lisa Hathaway
 TT - Tax Tribunal
 ED - Eric Dunlap
 FS - Frank Schulte

M/C - Mayor and Council
 Det. Bur. - Detective Bureau
 LA - Lisa Anderson

Breakdown

General	27.00 hours
Municipal Court	1.50 hours
Building/Planning Commission	0.00 hours
Tax Tribunal	.25 hours

101210801.000	\$ 4185.00
101210801.100	232.50
101210801.300	38.75
	<hr/>
	\$ 4456.25

SM 1/28/2021
 FS 1-28-21