

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Rescheduled City Council Meeting Agenda
Monday, February 24, 2020
7:00 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. RECOGNITION OF COMMISSION MEMBERS
5. ACCEPTANCE OF AGENDA
6. MINUTES
 - A. Council 02/03/20
 - B. Committee-of-the-Whole 02/10/20, w/recommendation:
 1. Contract: Dispatch/Lockup
 - a. Memo 02/03/20
 - b. Letter 02/03/20 – City Attorney
 - c. Grosse Pointe Shores-Grosse Pointe Woods Consolidated Dispatch and Lockup Services Contract
 - C. Election Commission 02/14/20, w/recommendation:
 1. Election Inspector's Rates of Pay
 - D. Construction Committee 02/11/19, 02/03/20
 - E. Citizen's Recreation Commission 01/14/20, 02/11/20
 - F. Tree Commission 12/04/19
 - G. Beautification Commission 01/08/20, w/recommendations:
 1. 2020 Awards Night
 - a. Facility Deposit
 - b. Expenses
7. COMMUNICATION
 - A. DTE LED Conversion/Budget Amendment
 1. Memo 02/05/20, w/attachment – Director of Public Services
 2. Exhibit A to Master Agreement – Purchase Agreement
 3. Aerial view map
 4. City Council Excerpt 07/01/19
 - B. Drinking Water Testing – EPA's 4th Cycle Unregulated Contaminant Monitoring
 1. Memo 02/06/20 – Director of Public Services
 2. Quote 02/03/20 – Microbac
 - C. Fee Schedule Revision
 1. Email 02/07/20 – Executive Assistant
 - D. Purchase: Lake Front Park Pool Awning

1. Memo 02/03/20 – Director of Public Services/Recreation Supervisor
 2. Quote 01/23/20 – Bell Isle Awning
 3. Quote 02/03/20 – J.C. Goss Co
- E. Special License Application – 2020 GPW Special Events
1. Special License Application
 2. Certified Resolution
 3. Credit Card Authorization
- F. Parade/Procession Permit Application-5K
1. Application 02/08/20 – Grosse Pointe North Student Assoc.
 2. Certificate of Liability Insurance
- G. Replacement Drainage Pump #4
1. Memo 02/08/20 – Director of Public Services
 2. Quote 02/07/20 – Kennedy Industries
 3. Certificate of Liability Insurance
- H. Purchase: Lakefront Swimming Association Timing System
1. Memo 02/14/20 – Recreation Supervisor
 2. Quote 02/12/20 - Daktronics
- I. Administrative Clerk II – Finance Dept.
1. Committee-of-the-Whole Excerpt 10/14/19
 2. Memo 02/06/20 w/attachment – Treasurer/Comptroller
- J. Payment Agreement Policy (Utilities)
1. Memo 02/19/20 -- Treasurer/Comptroller
 2. Issuance, Collection and Payment Agreements of Utility Bills – City Ordinance Chapter 44
- K. 2019 Annual Report – Department of Public Works
8. BIDS/PROPOSALS/
CONTRACTS
- A. Agreement: Business Associate/Data Use Agreement – Remedy Partners
1. Memo 01/23/20 – Treasurer/Comptroller
 2. Business Associate Agreement
 3. Remedy Partners, LLC Data Use Agreement

- B. Contract: Michigan Indigent Defense Council (MIDC) FY 2019/20
 - 1. Memo 02/18/20 – Municipal Court Clerk
 - 2. Letter Rec'd 02/18/20 – Michigan Indigent Defense Commission
 - 3. Grant Between the State of Michigan MIDC Department of License and Regulatory Affairs and City of Grosse Pointe Woods Rev 10-15-19

9. CLAIMS/ACCOUNTS

- A. DTE – Street Lighting
 - 1. Invoice 90302931 07/18/19 - \$113,384.00;
 - 2. Invoice 90303094 07/19/19 - \$459,317.00.
- B. MML Membership
 - 1. Invoice 2019-2020 02/01/20 - \$6,608.00.
- C. Milk River Drainage District
 - 1. County of Wayne Invoice 301655 01/24/20 - \$99,590.50.
- D. 2019 Sewer Structure Rehabilitation
 - 1. L. Anthony Construction Inc. Pay Estimate No. 6 02/02/20 - \$50,372.19.
- E. 2018 Road Program
 - 1. Florence Cement Co. Final Pay Estimate 01/29/20 - \$20,000.00.
- F. City Engineer – Anderson, Eckstein & Westrick
 - 1. Invoice No. 0125062 02/10/20 - \$382.25;
 - 2. Invoice No. 0125063 02/10/20 - \$2,035.60;
 - 3. Invoice No. 0125064 02/10/20 - \$7,239.25;
 - 4. Invoice No. 0125065 02/10/20 - \$1,629.65;
 - 5. Invoice No. 0125066 02/10/20 - \$1,598.55;
 - 6. Invoice No. 0125067 02/10/20 - \$5,597.32;
 - 7. Invoice No. 0125068 02/10/20 - \$10,444.50.
- G. Labor Attorney
 - 1. Keller Thoma Invoice No. 117861 02/01/20 - \$1,449.30.
- H. Legal Services – FCC
 - 1. Kitch Drutchas Wagner Valitutti & Sherbrook Invoice No. 463603 01/31/20 - \$750.

I. Legal Services – Tax Tribunal

1. Hallahan & Associates, P.C. Invoice No. 16978
02/03/20 - \$1,333.88.

10. NEW BUSINESS/PUBLIC COMMENT

11. ADJOURNMENT

**Lisa Kay Hathaway, CMMC/MMC
City Clerk**

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

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

<p>NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST</p>
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MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE
POINTE WOODS HELD ON MONDAY, FEBRUARY 3, 2020, IN THE COUNCIL-COURT
ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS,
MICHIGAN.

The meeting was called to order at 7:07 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council Members: Bryant, Gafa, Granger, Koester, McMullen
Absent: McConaghy

Also Present: City Administrator Smith
City Attorney Berschback
Treasurer/Comptroller Behrens
City Clerk Hathaway
Director of Public Services Schulte
Building Official Tutag

Motion by Granger, seconded by Koester, to excuse Council Member McConaghy from tonight's meeting as he is attending to a personal matter.

Motion carried by the following vote:

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

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

The following Commission Member was in attendance:

John Vitale, Planning Commission

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

Motion carried by the following vote:

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

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

1. City Council Minutes dated January 27, 2020.

Motion carried by the following vote:

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

The next item was regarding **Legacy Oaks Update**. John LaQuiere, the developer, provided a verbal report on the status of the construction project and stated that the equipment has been removed or placed inside. He stated approximately 75% of the inside construction is complete, but that they are awaiting receipt of some doors and windows that are being custom made. He stated that paving and some landscaping will take a few weeks, however much of the landscaping is complete. He anticipates the doors and windows to be installed in the spring, and the inside to be completely done this year. The Building Official agreed. A question was raised regarding the assessment and percentage of completion.

Motion by Bryant, seconded by Granger, regarding **purchase: high speed letter opener replacement**, that the City Council approve the purchase of a Pitney Bowes Model DL 400 High Speed Letter Opener at a cost of \$4,204.13, including one-year warranty, funds to be taken from the Water/Sewer Fund Operating Supplies Account No. 592-537-757.000 (\$2,004.13), the Treasurer/Comptroller's Minor Equipment Account No. 101-223-970.000 (\$1,200.00), and the City Clerk's Operating Supplies Account No. 101-215-757.000 (\$1,000.00).

Motion carried by the following vote:

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

Motion by Gafa, seconded by Granger, regarding **budget amendment/Public Defender Services for Indigent Persons**, that the City Council approve a budget amendment to meet the requirements of the City's Michigan Indigent Defense Commission grant's 10% fund match in the amount of \$2,533.00 from the General Fund fund balance Prior Year Reserves Account No. 101-000-699.000 into the MIDC Fund Local Match Account No. 275-000-548.000.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Granger, regarding **Boundary Validation Program Boundary and Annexation Survey (BAS), U.S. Census Bureau**, that the City Council not complete the 2020 Initial Boundary Validation Program (BVP) form because it is voluntary.

Motion carried by the following vote:

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

Motion by Granger, seconded by Gafa, regarding **City Attorney**, that Item 8A be approved as listed on the Council agenda and as identified in the pink sheet in the respective amounts and accounts listed:

1. Charles T. Berschback 01/29/20 - \$8,215.00; Account Nos.:
 - a. 101-210-801.000 - \$4,843.75;
 - b. 101-210-801.100 - \$3,216.25;
 - c. 101-21-801.300 - \$155.00.

Motion carried by the following vote:

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

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

- The City Administrator stated **Grosse Pointe City** is applying to be designated a Main Street Michigan community and has requested a letter of support for their application, which must be received by Friday. He provided an overview stating he does not believe there would be a negative impact to Grosse Pointe Woods by providing the letter, and that he sees positive spin-offs from providing one.

Motion by Bryant, seconded by Gafa, regarding Grosse Pointe City's request for a letter in support for their application to be designated a Main Street Michigan community, that the City Council authorize the Mayor to sign the letter in support as requested by the Grosse Pointe City.

Motion carried by the following vote:

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

No: None

Absent: McConaghy

- Council Member Koester inquired regarding the schedule relating to the Provencal appeal. The City Attorney responded with a timeline.

The following individual was heard under Public Comment:

- Dave DeWitt, 624 Hampton Rd.

Motion by Granger, seconded by Koester, to adjourn tonight's meeting at 7:36 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, FEBRUARY 10, 2020, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Gafa, Granger, Koester, McConaghy, McMullen

ABSENT: None

ALSO PRESENT: City Administrator Smith
Treasurer/Comptroller Behrens
City Attorney Berschback
Building Official Tutag
Deputy City Clerk Antolin
Director of Public Services Schulte

Also in attendance were Commissioners Ketels, Vaughn, and, Vitale of the Planning Commission.

Mayor Novitke called the meeting to order at 7:11 p.m.

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

Motion carried by the following vote:

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

No: None

Absent: None

The first item was regarding **Proposed Ordinance Amendment – Colonial Theme**. Commissioner Vaughn of the Planning Commission provided an overview of the importance of having a theme on Mack Avenue, however, there is no reason to have a theme if it's not enforced. Some concerns for maintaining a Colonial theme are turning away potential new businesses. The Building Official stated that businesses inquiring about opening in Grosse Pointe Woods may have deterred them because of the required Colonial theme, especially national retail companies that already have a standardized theme. Changing the required Colonial theme to a preferred design allows flexibility for the reviewing body. The City Attorney has no objections to the review and possible changes to the ordinance. There was a consensus of the Council to direct the City Attorney to collaborate with the Planning Commission regarding proposed modifications to the ordinance to encourage a Colonial theme but providing the Planning Commission with suitable flexibility, for review and consideration by the Council.

The next item was the **Dispatch/Lock-Up Agreement**. The City Administrator provided an update of the Director of Public Safety's memo dated February 3, 2020. Transfer of liability and annual fees were addressed. The City Administrator and the City Attorney responded to questions from the Council regarding the proposed contract.

Motion by Bryant, seconded by Granger, regarding **Dispatch/Lock-Up Agreement**, that the City Council recommends approval of the agreement and to authorize the City Administrator to sign the said contract.

Motion carried by the following vote:

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

The next item was regarding **DTE Street Light Project Update**. The Director of Public Services provided an overview of his memo dated February 5, 2020. He stated that there will be a significant cost savings after the completion of the projects including the streetlights, City Hall parking lot lights, and Lake Front Park lights.

All street light projects are complete except for the City Hall parking lot and Lake Front Park, at a cost of \$594,000.00. The project's cost will break even in 5.2 years. This item to be placed on the next Council Meeting agenda.

The next item was **Administrative Clerk II – Finance Department**. The Treasurer/Comptroller provided an overview of her memo dated February 6, 2020, with references to the Committee-of-the-Whole excerpt dated October 14, 2019. Discussion ensued. There was a consensus of the Committee to move forward with this item and to place on the next Council Meeting agenda.

The next item discussed was regarding **Water Billing Payment Agreement Policy**. The Treasurer/Comptroller provided an overview of her memo dated February 5, 2020. She stated that there are utility customers that have entered into payment agreements that have been lingering as far back as 2015. The Treasurer/Comptroller has proposed a Payment Agreement Policy that will shortened the length of the agreements and balances will be paid off in a timely manner. This item is to be placed on the next Council Meeting agenda.

The next item was **Medstar Update**. Currently, Medstar provides ambulance service to residents and the City has paid for the balance of any portion not covered by the resident's insurance. Grosse Pointe Woods pays a significant amount more than the other Grosse Pointe communities and Grosse Pointe Woods is not obligated to pay Medstar for residents' balances not covered by insurance. Discussion ensued regarding whether or not to continue to pay Medstar for residents' balances not covered by insurance. There was a consensus of the Committee to discontinue paying for the residents' balances to Medstar. The Treasurer/Comptroller will notify Medstar.

Motion by Granger, seconded by Bryant, that the following **items be remove from the Committee-of-the-Whole:**

- A. FY 06/30/19 Audit
- B. GFL
- C. Budget Amendment: Grosse Gratiot Drain District (Milk River)
- D. Legacy Oaks Update

Motion carried by the following vote:

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

No: None

Absent: None

The Chair recessed at 8:55 p.m. and reconvened at 9:05 p.m.

Under New Business, no one wished to be heard.

Under Public Comment, the following individual was heard:

- Mary Rogers, The Avenue in the Woods

Motion by McConaghy, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 9:12 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin
Deputy City Clerk

Robert E. Novitke
Mayor



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

RECEIVED

FEB - 3 2020

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Date: February 3rd, 2020

To: Bruce Smith, City Administrator *[Signature]* 2/3/2020

From: John G. Kosanke, Director of Public Safety
[Signature]

Subject: Dispatch/Lock-Up Agreement

The communities of Grosse Pointe Woods and Grosse Pointe Shores received a \$500,000.00 State of Michigan grant for the purpose of combining services of Lock-Up and Dispatch. Officials from both cities have been working on a detailed contract during the time that Grosse Pointe Woods renovated its Lock-Up area and Dispatch Center to accommodate the consolidation. As the renovations are now complete, it is my recommendation that the City of Grosse Pointe Woods and the Village of Grosse Pointe Shores move forward with the consolidation.

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

CHARLES T. BERSCHBACK

RECEIVED

JAN 31 2020

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

DON R. BERSCHBACK

OF COUNSEL

February 3, 2020

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

RE: Consolidated Dispatch and Lockup Services Contract with Grosse Pointe Shores
COW Agenda 2.10.2020

Dear Mayor and Council:

In conjunction with the renovation of our lockup facility, the City has been negotiating with Grosse Pointe Shores for joint dispatching and lockup services. Both cities have engaged in extensive negotiations regarding all terms, and several drafts of the agreement have been exchanged and revised.

I have attached a final draft of a contract which is subject to review and approval by both City Councils. The important points of the contract can be summarized as follows:

- GPS is responsible for all transitional costs of transferring the dispatch services to GPW.
- Initial annual fee to Grosse Pointe Woods is \$70,000.00. Any annual cost increases for each year of the initial three year term will be capped at 2.5% per year.
- Input from Grosse Pointe Shores on day to day administrative issues and hiring decisions, with the final decision as to any complaint, conflict, or hiring decision resting with GPW.
- Initial three year term with possibility of automatic renewals for an additional one year term thereafter.
- Quarterly meetings of an "oversight committee" to address any policies, procedures, or protocols relating to the services.

The Honorable Mayor and City Council
February 3, 2020
Page 2

Once discussed by the COW, it would be the prerogative of the City Council to approve the Grosse Pointe Shores-Grosse Pointe Woods Consolidated Dispatch and Lockup Services Contract and authorize the City Administrator to sign the contract.

Very truly yours,



CHARLES T. BERSCHBACK

CTB:nmg

cc: Bruce Smith
Lisa K. Hathaway
Director John Kosanke

GROSSE POINTE SHORES – GROSSE POINTE WOODS CONSOLIDATED DISPATCH AND LOCKUP SERVICES CONTRACT

THIS CONSOLIDATED DISPATCH AND LOCKUP SERVICES CONTRACT is entered into between The Village of Grosse Pointe Shores, A Michigan City (hereinafter “GPS”), and the City of Grosse Pointe Woods (hereinafter “GPW”) on this ____ day of _____ 2020 (hereinafter “Contract”).

WHEREAS, GPS and GPW have previously entered into a Mutual Aid Agreement and an Automatic Aid Agreement to provide mutual assistance for the purpose of providing police, fire, and emergency medical services to the citizens of GPS and GPW.

WHEREAS, since entering into the Mutual Aid Agreement, the Public Safety Departments of the respective cities have effectively coordinated fire and emergency medical services. However, dispatching emergency and non-emergency calls for the cities requires duplication of effort and results in higher costs for personnel and equipment.

WHEREAS, the responses to police, fire, and medical emergencies through a consolidated dispatch provides efficient dispatch services with reduced costs to the citizens of each city without reducing emergency response times.

WHEREAS, GPS and GPW have determined that it is in the best interests of the citizens of both cities for the police, fire, and emergency medical dispatch services to be consolidated and service initiated from GPW.

NOW, THEREFORE, in consideration of the foregoing recitals, each of which is hereby incorporated into this Contract as if set forth herein in its entirety, the Parties hereby agree as follows:

DISPATCH SERVICES

1. **Consolidation of Dispatch Services:** Through its Dispatch Center (the “Dispatch Center”), GPW will process all requests for police, fire, and emergency medical calls for service and all other related service and notification requests (hereinafter “Dispatch Services”.) GPW will provide communications with dispatched units by providing Law Enforcement Information Network (LEIN) and National Crime Information Center (NCIC) information via radio. GPW agrees to turn over to GPS all information and documents, whether contained on paper or electronic format, necessary for the efficient delivery of service required in this Contract. GPW will support the provision of the Dispatch Services for both GPS and GPW to the extent that funding is available, budgeted and appropriated by the GPW City Council, as follows:

a. **Staffing:** The Dispatch Center will staff the position of Dispatcher/Clerk twenty-four (24) hours a day, seven (7) days a week, 365 days a year with a combination of full-time and/or part-time personnel. All personnel will be GPW employees.

b. **Transitional Costs:** GPS shall be responsible for all transitional costs for the transferring of Dispatch Services to GPW. Such costs shall be itemized by GPW, and GPW

shall provide an itemized list of, and documents supporting such costs, to GPS for its prior review and approval, no later than sixty (60) days following the Effective Date of this Contract.

c. **Operations:** The Dispatch Center shall be equipped with a stand-alone and/or electronically dedicated non-emergency phone for GPS non-emergency calls to the Dispatch Center. This GPS non-emergency line shall be answered, "***Grosse Pointe Shores Police and Fire.***" If and when a second call is received simultaneously from GPS, the second call can, if necessary, be routed into the regular non-emergency GPW dispatch lines, to be answered "***Grosse Pointe Woods/Shores Police***". All administrative calls to GPS will be routed through the GPS phone tree and will not be transferred through the dispatch center in GPW.

d. **Warrants:** GPW Dispatch Personnel will manage the GPS criminal warrants. This process will include the entering, verifying, confirming and recalling of warrants. GPS personnel will transport all physical warrants to GPW and provide any and all transportation of warrant paperwork to and from the Dispatch Center.

2. **Costs of Operating the Dispatch Center:** The annual cost attributable to GPS, for the operation of the Dispatch Center and lock up services for the first year of this Contract shall be \$70,000, beginning on _____, 2020 and ending one year from the effective date. GPS payments shall be made in four (4) equal quarterly payments in arrears, commencing on the first day of each quarter following the Effective Date. At least ninety (90) days prior to the conclusion of each one (1) year period of this Contract, the City Managers of GPS and GPW, or their designees, shall meet to review the actual operational costs for the previous year so as to evaluate the future annual costs of contracted services.

Based on Collective Bargaining Agreement increases for GPW personnel, the annual cost increase for each year of a term shall be capped at 2.5%. Notwithstanding anything to the contrary above, GPS' cost for the first one (1) year period of this Contract will be prorated per diem for each day in which this Contract has not been implemented following the Effective Date. In the event that this Contract is terminated by either party in accordance with paragraphs 5 and 20 below, the final quarterly payment will be calculated on a pro-rated daily basis.

3. **GPW Dispatchers:** GPS Public Safety Department shall have an active and supportive role in the selection and hiring of future GPW dispatchers. In addition, GPS and GPW will have collective responsibility in the resolution of citizen, officer or administrative complaints regarding dispatch services relating to GPS matters. GPW and GPS shall each designate one (1) command officer to monitor day to day operations. With input from both Public Safety Directors, the final resolution of any conflict, complaint, or hiring decision shall rest with GPW.

4. **Effective Date:** _____, 2020.

5. **Term:** The initial term of this Contract shall be for three years. The Contract is automatically renewed for additional one year term(s) unless either party provides the other party of its intent not to renew on or before 90 days of expiration of any term, by a written resolution of its City Council.

6. **Emergency Calls:** All calls for GPS police, fire, and emergency medical services and other related service requests that are received by the GPW Dispatch Center shall be promptly dispatched to GPS on Channel #1 according to established procedures. GPS civilian clerks shall be responsible for contacting

off-duty GPS DPW employees for emergency city services.

7. **Radio Frequencies:** All radio communications between and among the Dispatch Center and dispatched units responding to police, fire, and emergency medical services and other related service requests will be conducted on Channel #1 series zone and talk groups. Additional talk groups may become necessary based upon operational needs established through protocols similar to the Grosse Pointe/Harper Woods Radio System. GPW shall notify GPS as soon as practical of any significant changes in its radio system due to regulation changes, system enhancements, or interoperability capabilities.

8. **Mobile Data Computers:** GPW and GPS shall each be responsible for the purchase and maintenance of the mobile data computers to serve their respective police, fire, and emergency medical units. GPW will be responsible for network availability and maintenance through its IT Department. GPW will assume 2/3 of any cost upgrades and GPS shall be responsible for 1/3 of the total costs. All equipment must be compatible with the CLEMIS system.

9. **Courts for Law Enforcement Management Information Systems (CLEMIS):** GPW and GPS shall be responsible for upgrades and maintenance of their respective CLEMIS systems.

10. **Geographic Information System:** GPS will provide an annual update of its Geographic Information System data file (the "GIS Data File") to GPW no later than the beginning of each new one (1) year period of this Contract. No update will be required if there are no changes to the GIS Data File provided for the previous year; rather, GPS will provide written notice to GPW of the same no later than the beginning of the new one (1) year period.

11. **Lockup Services:** Lock up services may include, but not be limited to:

- a) Detention of persons awaiting processing, booking, court appearances, or transportation to the jail for a period not to exceed 48 hours.
- b) Providing meals to detainees in the lockup in accordance with GPW Department of Public Safety rules and regulations.
- c) Providing conditions of detention in accordance with GPW rules and regulations.
- d) Testifying in court at depositions or any required criminal or any required administrative hearing.
- e) Releasing detained persons pursuant to GPW/GPS Public Safety policies and procedures.
- f) Taking, processing and securing bonds amounts from detained persons
- g) Providing other lockup services as agreed to by the parties.

12. **Searching, Lodging and Release of Prisoners and Detainees:** When GPS desires to have a prisoner detained, the GPS officer shall notify GPW by phone or radio that it is transporting a processed prisoner to its facility. The GPS officer will then turn the subject over to the GPW intake officer with all booking, intake and property forms completed as requested by the GPW officer in charge. The GPS officer transporting the subject shall conduct a thorough and arrest-appropriate search of the subject prior to turning the subject over to GPW. GPW may conduct its own search of the subject prior to accepting the subject for lodging. OWI prisoners with a BAL over .30% shall be conveyed to the closest appropriate hospital for observation/treatment by the department of the arresting officer(s). Any blood draws related to OWI or OUID shall be completed by GPS personnel prior to lodging in GPW. GPS OWI prisoners shall have reached a .03% BAL by PBT prior to being considered for release. GPW will house GPS prisoners only after they have been processed and thoroughly searched by GPS Public Safety personnel at the GPS facility unless otherwise stipulated. A GPS prisoner once accepted and lodged in GPW shall remain in the GPW lock-up until the

prisoner is released from custody. GPW shall be responsible for securing and the feeding of the GPS detainees. GPS will be responsible for the costs of feeding its prisoners while housed in GPW. The cost of feeding GPS prisoners shall be included in the annual contract amount paid to GPW.

a. **Bonds:** GPW Public Safety personnel shall accept bonds for lodged GPS prisoners on GPS-provided bond receipts. The bond amounts, bond receipts, prisoner property logs and any related GPW reports shall be stored in a secure GPW location until physically picked up by GPS officers. The GPW Municipal Court will not be required to process any bonds for GPS. When releasing GPS prisoners who cannot provide total bond amounts, GPW shall contact the on-duty GPS supervisor to seek approval for bond reductions or personal bonds.

b. **Refusal of Subjects:** GPW reserves the right to refuse admittance to its lockup of any prisoner who is deemed unacceptable for housing in GPW lockup for any reason in the opinion of GPW officer-in-charge (or his/her designee), including but not limited to refusal of admittance to any subject suffering from mental illness or from a medical condition that threatens the security or the efficient operation of GPW lockup. GPS will insure that all GPS prisoners needing medical attention are treated at a medical facility before lodged at GPW.

c. **Transportation:** GPS shall be responsible for transportation of its detainees lodged in the GPW lockup to court hearings, county jail or other facilities as required. GPS shall have access to the GPW video arraignment system within the lock-up. All prisoner property that is not accepted by the county jail or other facility, shall be retained in GPS until final release of the prisoner.

d. **Administrative Paperwork:** GPW personnel shall process the administrative paperwork, secure the bond and release those bondable GPS prisoners directly from the GPW facility. Bonds, bond receipts and prisoner property forms shall be forwarded to GPS after release in an accounting practice acceptable to both GPS and GPW. GPS prisoner property shall be sealed in a clear bag, identified with the prisoner's complete information and remain with the prisoner in GPW until the prisoner is released from custody. The property contained in the bag shall be entered on a GPS prisoner property sheet which will remain with the prisoner until release. GPS shall be responsible for the retention of any GPS prisoner property from a prisoner that is lodged in any county or other facility where upon intake their property is not accepted.

13. **Medical Services Detainees:** GPS shall be responsible for the costs of medical services provided to any of its detainees under this Contract for the full duration of detention. If any GPS detainee accepted by GPW for lockup services necessitates medical care or treatment, GPW or its contracted medical personnel shall evaluate the patient and make the necessary determination of whether to provide medical care and/or transport the patient to a medical facility. In all cases, GPW or its contracted medical services, shall, if required, transport the patient to the closest appropriate facility, in accordance with GPW contractual medical services agreement. GPS shall provide officers to guard the detainee while in custody and throughout his treatment at the medical facility.

14. **Oversight Committee:** An oversight committee (the "Oversight Committee") will be created that will be composed of the GPS and GPW Public Safety Directors or their designee(s). The Oversight Committee will meet quarterly, if needed, to address policies, procedures and protocols relating to the services covered in this Contract and to assess the efficiency and reliability of the Consolidated Dispatch Services. The Oversight Committee will research policies, procedures or protocols for the Dispatch Center and will make recommendations to their respective City Managers for consideration and implementation. The Oversight Committee shall investigate all complaints related to the delivery of Dispatch Services. Complaints

related to Dispatch Services may have a GPW dispatcher assigned to assist in the investigation. Cancellation of a scheduled meeting will require the consent of the Public Safety Directors. GPS and GPW will have collective responsibility in the resolution of citizen, officer or administrative complaints regarding lock up services related to GPS detainees. GPW dispatch procedures will be followed by all employees in the Dispatch Center.

15. **Indemnification:** Except for damage or injury resulting from the negligent or intentional acts of GPS or its agents or employees, GPW hereby agrees to indemnify, defend and hold GPS harmless from any and all claims or assertions of injury or damage to person or property of every kind and nature. Except for damage or injury resulting from the negligent or intentional acts of GPW or its agents or employees, GPS hereby agrees to indemnify, defend and hold GPW harmless from any and all claims or assertions of injury or damage to person or property of every kind and nature.

16. **Independent Contractor:** GPW shall provide the Lockup Services to GPS as an independent contractor. GPW shall be responsible for procuring its own workers' compensation and other insurances covering its operations pursuant to this Contract, and shall be responsible for its own income tax, social security, and other withholdings, and for compensation or benefits provided to GPW employees involved in providing the Dispatch and Lockup Services. At no time shall any GPW employee involved in providing services be considered or claimed be to an employee or agent of GPS.

17. **Insurance:** Prior to the Effective Date, GPW and GPS shall a) have their respective insurers name the other party as an additional insured under their respective liability, automobile, workers compensation and other applicable policies of insurance, and b) each provide the other party with a copy of the insurer certificates naming the other party as an additional insured.

18. **Mutual Aid Agreements:** Nothing in this Contract shall be construed to in any way amend, alter, modify or in any other way impact the Mutual Aid Agreement, Automatic Aid Agreement or any other mutual aid/assistance agreement to which either GPW or GPS are parties or any other rules, regulations, or practices regarding a multi-jurisdictional incident response.

19. **No Third Party Beneficiaries:** The sole and exclusive purpose of this Contract is to provide Dispatch and Lockup Services as between GPW and GPS. This Agreement is not intended to, and does not create any special or other duty, obligation, promise, benefit or right to services not herein described in favor or for the benefit of any person, entity, or organization that is not a party to this Contract.

20. **Termination:** Unless there is a breach of contract, neither party may terminate this Contract during any term, since both parties have the option of non-renewal under paragraph 5.

21. **Modifications:** All modifications, amendments and/or changes to this Contract shall be in writing and signed on behalf of both parties.

22. **Governing Law and Venue:** This Contract and any dispute hereunder shall be governed by the Laws of the State of Michigan.

23. **Dispute Resolution:** Any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

24. **Integration:** If any provision of this Contract is deemed by the arbitrator(s) or a court of competent jurisdiction upon entering judgment on the award entered by the arbitrator(s), to be invalid, or if such provision is otherwise invalid because it is in violation of applicable local, state or federal law or regulations, such invalidity shall not affect the enforceability of the remainder of the provisions of this Contract.

25. **Miscellaneous:** Headings and captions are provided in this Contract for ease of reference only and shall not be used to construe or interpret any provision of this Contract.

26. **Counterparts:** This Contract may be executed in one or more counterparts, each of which shall be deemed an original; but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have caused this Contract to be duly executed, intending to be bound thereby.

CITY OF GROSSE POINTE WOODS

BY:
ITS:
DATE:

**THE VILLAGE OF GROSSE POINTE SHORES,
A MICHIGAN CITY**

BY:
ITS:
DATE:



ELECTION COMMISSION
02-14-20

MINUTES OF THE ELECTION COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON FRIDAY, FEBRUARY 14, 2020, IN THE CITY HALL JURY ROOM, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The Chair called the meeting to order at 3:01 p.m.

Roll Call: Chair/City Clerk Lisa Hathaway
City Attorney Charles Berschback
Council Member George McMullen

Absent: None

Motion by Berschback, seconded by McMullen, that all items on the agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Berschback, Hathaway, McMullen
No: None
Absent: None

Motion by Berschback, seconded by McMullen, regarding **temporary relocation of Precinct 4 – Community Center**, that the Election Commission approve to temporarily relocate Precinct 4 to Parcels Middle School for the March 10, 2020, Presidential Primary Election due to administrative offices occupying the Community Center location for Precinct 4 during reconstruction of administrative offices.

Motion carried by the following vote:

Yes: Berschback, Hathaway, McMullen
No: None
Absent: None

Motion by Berschback, seconded by McMullen, regarding **Certification of Election Inspectors and Receiving Boards and Rates of Pay** for the March 10, 2020, Presidential Primary Election, that the Election Commission approve the list of Election Inspectors as presented and recommend the City Council approve the rates of pay as presented.

Motion carried by the following vote:

Yes: Berschback, Hathaway, McMullen
No: None
Absent: None

Hearing no objections, the following was discussed under New Business:

- Member McMullen inquired regarding the Inspectors rates of pay, whether they are competitive, and whether an increase would improve interest to work. The City Clerk will provide comparison rates for the next meeting to be held on March 3, 2020.

Nobody wished to be heard under Public Comment.

Motion by Berschback, seconded by McMullen, that today's meeting minutes be immediately certified.

Motion carried by the following vote:

Yes: Berschback, Hathaway, McMullen
No: None
Absent: None

Motion by McMullen, seconded by Berschback, that the meeting be adjourned at 3:17 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
Chair/City Clerk



CITY OF GROSSE POINTE WOODS

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

Certification of Board of Election Inspectors

The undersigned, members of the Election Commission of the City of Grosse Pointe Woods, for the **March 10, 2020, Presidential Primary Election**, do hereby certify the following:

1. The number of members of the Board of Election Inspectors shall be seven (7) in each precinct, seven (7) each in two (2) absent voter counting boards; one (1) of whom shall be designated as Chair, and one (1) of whom shall be designated as Co-Chair. One additional Inspector may be appointed to some precincts as needed.
2. The flat rate compensation for all regular precincts and absent voter counting board(s) shall be as follows:

\$175.00	Chair
160.00	Co-Chair
135.00	Inspector
90.00	Intern
3. If necessary, the City Clerk is authorized to appoint Election Inspectors to vacancies on the Board of Inspectors due to refusal or failure to serve. There shall be at all times during the times the polls are open a majority of Board of Election Inspectors on duty and there shall be at least one from each major political party: Republican and Democrat.
4. The number of members of the three Receiving Boards shall be six (6) total. The flat rate compensation for all receiving board members shall be \$50.00.
5. The members of the Board of Election Inspectors and Receiving Board for the above election are listed on the attached summary.

Respectfully submitted,

ELECTION COMMISSION

Lisa Kay Hathaway, City Clerk/Chair

Arthur Bryant, Council Member Representative

Charles T. Berschback, City Attorney

Dated: February 14, 2020

Attachment

	LAST	FIRST	ADDRESS1	ADDRESS2	TITLE	PTY	PHONE NUM
1	CLOR	KYLE	1796 VERNIER RD	GROSSE POINTE WOODS, MI 48236	CHAIR	REP	313-475-2359
1	KOTES	AMANDA	18063 WINSOME RD	FRASER, MI 48026	CO-CHAIR	DEM	586-943-0592
1	SOLTERISCH	LINDA	1930 LOCHMOOR BLVD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-701-3142
1	BURKHARDT	JUDITH	2039 COUNTRY CLUB DR	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-530-5595
1	KURDZIEL	DANIEL	1852 KENMORE	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-378-1853
1	PFAENDTNER	JEAN	2057 COUNTRY CLUB DR	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-886-3125
1	WALSH	SEAN	1313 HAWTHORNE	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	586-282-4485
2	STELLINGWERF	FRANK	1575 FAIRHOLME RD	GROSSE POINTE WOODS, MI 48236	CHAIR	REP	313-882-5232
2	GROSSO	LORI	1251 PAGET COURT	GROSSE POINTE WOODS, MI 48236	CO-CHAIR	DEM	313-878-8500
2	ZELENOCK	CAMILLE	2112 STANHOPE ST	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-605-7474
2	CHICKLAS	DANIEL	1120 N. RENAUD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-881-4437
2	WALTON	PRECIOUS	1980 ALLARD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-522-7287
2	MASSERANG	JUDITH	20104 E. BALLANTYNE CT.	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-886-6945
2	TILCHEN	NANCY	1072 N. BRYN DR	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-460-4103
3	POPKIN	DEBRA	1681 ROSLYN RD	GROSSE POINTE WOODS, MI 48236	CHAIR	DEM	313-882-4699
3	THIBODEAU	ROY	1860 BROADSTONE	GROSSE POINTE WOODS, MI 48236	CO-CHAIR	REP	313-882-3877
3	ROUSSEAU	JANE	755 VERNIER	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-574-5212
3	COLBORN	TED	2009 LOCHMOOR	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-885-5577
3	RAMSEY	TERESA	19823 IDA LANE W	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	937-657-1784
3	STATHIS	DEMETRIOS	741 BRIARCLIFF	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-720-3111
3	LAI	TITO	1707 NEWCASTLE	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-605-3053
4	PERRY	DAVID	2065 VAN ANTWERP	GROSSE POINTE WOODS, MI 48236	CHAIR	DEM	313-882-1673
4	ELWART	SUZANNE	23814 LAKEWOOD	ST. CLAIR SHORES, MI 48082	CO-CHAIR	REP	586-859-7176
4	KRAMB	MICHAEL	1610 HAWTHORNE	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-605-5256
4	ROMANO	FRANK	40 RIVER LANE	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-881-4285
4	BARTNIK	LISA	1080 MARIAN CT.	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-318-2829
4	PROFETA	JIM	534 SADDLE LN.	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-882-5042
4	JANSON	LINDA	1899 LENNON	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-886-4873
5	HIGLEY	DENVER	2041 STANHOPE ST	GROSSE POINTE WOODS, MI 48236	CHAIR	REP	313 805-2705
5	LEO	JUDITH	20718 YOUNG LANE	GROSSE POINTE WOODS, MI 48236	CO-CHAIR	DEM	313-310-9936
5	MCQUILLAN	PEGGY	1765 STANHOPE	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	248-379-0375
5	VANASSCHE	JOHN	2134 VAN ANTWERP	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-618-4849

5	SANTALUCIA	HOLLY	563 N. ROSEDALE CT	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-886-2212
5	GROSSHANS	PAUL	1765 STANHOPE	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	586-321-7376
5	UNGER	JERILYN	1854 ALLARD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-885-8678
6	MCGOVERN	ROBERT D.	808 SHOREHAM RD	GROSSE POINTE WOODS, MI 48236	CHAIR	REP	313-715-3253
6	OTIOTIO	JOSEPHINE	2022 ROSLYN	GROSSE POINTE WOODS, MI 48236	CO-CHAIR	DEM	414-336-5868
6	PRIMO	JANICE	1748 SEVERN	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-886-8595
6	CWENGROS	PAUL	21407 RIVER RD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-881-0509
6	DIXON	JONATHON	1091 S.RENAUD	GROSSE POINTE WOODS, MI 48236	INSPECTOR		313-882-1197
6	HOLCOMB	JOHN	20670 VERNIER CIR	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-884-8593
6	FLETCHER	LORNA	1555 FAIRHOLME	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-886-6027
CB-7	ADAMS	SANDRA	1178 WHITTIER RD	GROSSE POINTE PARK, MI 48230	CHAIR	REP	313-401-4785
CB-7	KUMMER	CYNTHIA	21905 RIDGEWAY ST	ST. CLAIR SHORES, MI 48080	CO-CHAIR	DEM	586-634-9385
CB-7	RIZZO	A. CHRISTINA	561 PEACHTREE LN	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-881-8693
CB-7	MALBOUEF	BARBARA	1700 S. RENAUD RD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-882-7234
CB-7	BOZELL	BARBARA	883 BRIARCLIFF	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-806-6624
CB-7	BURLESON	DONNA	1694 NEWCASTLE	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-550-4224
CB-7	YOSHIDA	NAOMI	1357 S. RENAUD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-405-4953
CB-8	GOERKE	MARY	920 S. OXFORD	GROSSE POINTE WOODS, MI 48236	CHAIR	DEM	313-885-9498
CB-8	DOBRZECHOWSKI	MICHAEL	1090 ANITA	GROSSE POINTE WOODS, MI 48236	CO-CHAIR	REP	586 530-6919
CB-8	ROMANO	KATHLEEN	2040 ALLARD AVE	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-824-0534
CB-8	JOHNSON	ALSCE	1685 BOURNEMOUTH	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	586-229-5507
CB-8	NUGENT	JANEL	20063 E. BALLANTYNE CT	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-432-0320
CB-8	PLIETH	JANE	885 N. RENAUD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM	313-882-8504
CB-8	MITCHELL	LARRY	788 WOODS LN	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP	313-881-8863
RB	SZABO	MONICA	1620 FAIRHOLME RD.	GROSSE POINTE WOODS, MI 48236	RECEIVING BOARD	REP	313-882-8412
RB	LENTINE	MICHAEL	1570 ANITA	GROSSE POINTE WOODS, MI 48236	RECEIVING BOARD	DEM	313-473-8698
RB	TOCCO	DAWN	575 HIDDEN LN	GROSSE POINTE WOODS, MI 48236	RECEIVING BOARD	REP	313-885-4091
RB	FELDMAN	JAMES	1268 ROSLYN RD	GROSSE POINTE WOODS, MI 48236	RECEIVING BOARD	DEM	313-881-5358
RB	MATYN	TIMOTHY	932 N. BRYN	GROSSE POINTE WOODS, MI 48236	RECEIVING BOARD	DEM	313-505-6025
RB	PASIAK	ANTOINETTE	1041 BLAIRMOR CT.	GROSSE POINTE WOODS, MI 48236	RECEIVING BOARD	REP	313 407-6108



MINUTES OF THE MEETING OF THE CONSTRUCTION COMMITTEE, OF THE CITY OF GROSSE POINTE WOODS, HELD ON MONDAY, FEBRUARY 3, 2020, IN THE CITY COUNCIL/COURT ROOM IN THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair Granger
Koester, Novitke

ABSENT: None

ALSO PRESENT: City Administrator Smith
Treasurer/Comptroller Behrens
City Clerk Hathaway
Director of Public Services Schulte
City Engineer Lockwood

The meeting was called to order by Chair Granger at 6:32 p.m.

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

Motion passed by the following vote:

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

Motion by Novitke, seconded by Koester, that the Construction Committee minutes dated February 11, 2019, be approved as amended.

Motion passed by the following vote:

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

The purpose of today's meeting was to **review proposed 2020 Construction Projects and prior year projects**. The Director of Public Services stated he and the City Engineer had been working for six months on proposed 2020 projects list, projects they feel need work, and they are presented this evening, which includes the Lake Front Park vehicular bridge. The City Engineer provided an overview regarding the projects. While discussing the Oxford Road Reconstruction with Asphalt project, he stated concrete lasts about 10 years longer, while asphalt costs about \$125,000.00 less than the cost of concrete and is easier to maintain.

Discussion ensued regarding the Lake Front Park vehicular bridge. The existing bridge opens for boaters to pass however it was out of operation more than it was in operation last season. He stated an option would be designing the bridge as a permanent, 14' bridge instead of an opening bridge requiring it to be

staffed with a bridge attendant. The bridge is not required to be ADA compliant. Although requested, bids have been unattainable for the current design of the bridge. The previous bridge repair company is not returning calls to provide pricing for repairs. The Director stated the bearings are shot, the bridge would need to be dismantled, and parts may need to be made by hand to possibly get the existing bridge back into working order.

The Mayor asked that before spending money on bridge 14' up and down, whether there are any liability issues and can consideration be given to the size of the boats. The City Engineer stated the majority of the boats are nearest Jefferson and with high water levels boats could not get under the bridge. The Committee stated their concerns regarding construction of a permanent bridge 14' in height.

Discussion ensued regarding the Lake Front Park marina boat ramp pole barn. The Director stated it would be placed behind the tennis courts and would be used to house small vehicles and pickup trucks. The existing maintenance building is in good shape and he would intend to keep using it for storage. When the Mayor asked if the Boat Dock Enterprise Fund could be used for this, the Treasurer/Comptroller replied there was significant use of the Fund last year to install shore boxes. Approximately \$135,000.00 now remains in the fund.

Following discussion, the Chair stated that by deleting the pedestrian bridge (\$200,000.00) and the pole barn (\$270,000.00); a total of \$470,000.00, could possibly look at Hampton and Roslyn. The City Engineer projected a three-year lifespan for the vehicular bridge when it was evaluated two years ago, and the Director stated that we are in the second year. Additionally, the Director stated the Milk River building is anticipated to be completed by October.

Nobody wished to be heard under New Business or under Public Comment. The Chair stated agenda items not addressed this evening will be addressed at the next Construction Committee Meeting scheduled for Monday, February 10, 2020.

Motion by Koester, seconded by Novitke, that tonight's meeting minutes be immediately certified.

Motion passed by the following vote:

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

Motion by Koester, seconded by Novitke, that the meeting of the Construction Committee be adjourned at 6:58 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Approved by Committee 02/03/20

CONSTRUCTION COMMITTEE
02-11-19

MINUTES OF THE MEETING OF THE CONSTRUCTION COMMITTEE, OF THE CITY OF GROSSE POINTE WOODS, HELD ON MONDAY, FEBRUARY 11, 2019, IN THE CONFERENCE ROOM IN THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair Granger
Koester, Novitke

ABSENT: None

ALSO PRESENT: City Administrator Smith
City Clerk Hathaway
Director of Public Services Schulte
City Engineer Lockwood

The meeting was called to order by Chair Granger at 6:31 p.m.

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

Motion passed by the following vote:

Yes: Granger, Koester, Novitke

No: None

Absent: None

The purpose of today's meeting was to **review 2018 construction projects** and discuss **proposed 2019 road projects**. The City Engineer provided an overview regarding projects that have carried over from 2018 due to the union lockout. He stated work on Anita was started and the storm drain is performing well. Stanhope did have a storm sewer constructed. He stated Stanhope and Anita will be first to be addressed in the spring as well as Lochmoor, Brys, and the Virginia Lane water main.

The Mayor asked about the location of the City water mains, whether they are located under the street or in green space. The Director stated they are under the street on Anita. The City Engineer stated most water mains are in the right-of-way; in the green space. Road work is being taken into consideration when water mains are being replaced. Telescoping of the main trunk lines is now in process. Critical areas are identified on the 2019 projects list, and roads will also be tied in with sewer work. Alleys were also briefly discussed. The City Engineer was asked to enlarge and copy the alley portion of the street map into an alley map making the rating of the alleys legible.

The Committee then reviewed the Fund Balance Analysis. Beaufait and Oxford are the last two major roads that need to be completed that were not included in the bond. Asphalt joint patching

CONSTRUCTION COMMITTEE

02-11-19

is planned for Holiday and Fairway; being the same treatment as used on Cook Road. The Director stated eleven water main breaks occurred on Bournemouth in 2018. The City Engineer explained the needs of the projects listed on the Proposed 2019 Construction Projects list. He stated that the Boat Launch Parking Lot and Sailboat Lane are total reconstruction projects. The Mayor requested the Treasurer/Comptroller to determine if the Parking Fund can be used for a parking area outside of the City, such as Lake Front Park, and why more funds are not being taken from the parking fund. Regarding the pole barn, the Director stated a lot of materials are currently stored outside and water department vehicles could also be stored in a pole barn.

Motion by Koester, seconded by Novitke, that the Construction Committee recommends to the Finance Committee approval of the construction projects as presented in the 2019 Proposed Projects list.

Motion passed by the following vote:

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

Corrected per Committee
02/03/20. lkh

Motion by Koester, seconded by Novitke, that the previous motion be immediately certified.

Motion passed by the following vote:

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

Under New Business, a stand-alone Committee-of-the-Whole Meeting was scheduled prior to the City Council Meeting on February 25, 2019, for purposes of discussing Beaufait and Oxford (Mack to West City Limit) Road projects and authorizing the City Engineer to go out for bids. Project funds are to be taken from the FY 2018/19 Budget.

Motion by Koester, seconded by Novitke, that the meeting of the Construction Committee be adjourned at 7:08 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Approved by
Commission 2/11/20

RECEIVED

JAN 17 2020

CITY OF GROSSE POINTE WOODS

6E

Citizen's Recreation Commission Meeting Minutes

Meeting of the Citizen's Recreation Commission was held on January 14, 2020
at Grosse Pointe Woods, Michigan

CALLED TO ORDER: 7:03

PRESENT:

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

ABSENT:

ALSO PRESENT:

Nicole Gerhart, Art Bryant, Mary Rogers, and Kenn Gafa.

Motion to accept the minutes from December 10, 2019 by Mark Miller and seconded by Gib Heim.

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

No: None

Absent: None

SUPERVISOR'S REPORT:

- The new 3-year park passes are being renewed and so far, few complaints have been lodged about the process.
- Mother/Son movie was cancelled at the Woods location and will be hosted by the Farms on Feb 8th.

COUNCIL MEETING REPORT:

- Ongoing business reported.

WINTERFEST 2020 updates:

- Chamberlain Pony Rides/Zoo will discount their bill for next year, if we book before February 1st. Barb is in contact with them, to facilitate this booking.

- Set up will begin at 8:30am. Members are asked to meet in the Council Chambers by this time.
- The Community Center bathrooms will be open for use during the Winterfest.
- The Library will host a craft event in the Cook School House between 11:00am and 1pm.
- Face Painting will also be held in the Schoolhouse. Lindsey Fratarolli will facilitate Schoolhouse activities.
- Amanda York will facilitate the Princesses' program in the Council Chambers beginning at noon.
- Gib Heim and Mark Miller will help with the Petting Zoo and Horseback riding activities.
- Tom Jerger will oversee the fire pits.
- Nikki's staff will facilitate the cookies and hot chocolate.
- Angela Brown will take charge of the Party Tent activities, including the Photo Booth, DJ and the Magic show.
- Sarah Seger, Barb Janutol and Tony Rennpage will manage the information tent.
- Angela and Amanda will contact Jan about a press release inviting residents and guest to the Winter Fest.
- Angela will update the park information flyer.
- Barb will take care of information signage.
- Saucy's Pizza will be setting up their own tent and may need electrical hook-ups. Amanda will contact them for this information.
- Nikki will make sure a sound speaker is located by the ice skating rink.

OLD BUSINESS:

- Park Evaluation discussion:
 - An Ad Hoc committee of Recreation Commission members will meet on January 22nd. The Commission will review their findings at the February meeting and formulate a "park improvement focus" for presentation to the Council.

NEW BUSINESS:

- The DIA "Inside Out" program has chosen the City of Grosse Pointe Woods as a location for artwork to be placed from May until October of this year. Amanda and Nikki will be the city representatives on hand at the DIA on January 24th for the general information meeting.

- Gib Heim has made contact with a possible Fishing Derby donor.
- Mary Rogers would like to work with some of the Commissions to help facilitate activities that would promote the Mack Avenue Businesses in the Woods. More information to follow.

ADJOURNMENT:

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

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

No: None

Absent: None

Meeting Adjourned at 8:03 pm.

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

*Approved by
Commission 2/11/20.*

RECEIVED

FEB 13 2020

Citizen's Recreation Commission Meeting Minutes

Meeting of the Citizen's Recreation Commission was held on February 11, 2020 at Grosse Pointe Woods, Michigan.

CALLED TO ORDER: 7:04

PRESENT:

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

ABSENT:

ALSO PRESENT:

Art Bryant, and Kenn Gafa.

Motion to accept the minutes from January 14, 2020 by Mark Miller and seconded by Gib Heim.

Yes: Brown, Heim, Fratarolli, Janutol, Jerger, Miller, Rennpage, Seger, and York.
No: None
Absent: None

SUPERVISOR'S REPORT:

- No report

COUNCIL MEETING REPORT:

- Ongoing business reported.
- Mary Rogers inquired as to who would spearhead a family bike ride in conjunction with the Inside Out Program this spring, summer and early fall.

WINTERFEST 2020 wrap up:

- Chamberlain Pony Rides/Zoo has discounted their bill for next year.
- Library activities in the Cook School House should be allotted more time next year.
- Gib Heim and Mark Miller reported that the Petting Zoo and Horseback riding activities were a great success.
- Nikki's staff did a great job facilitating the cookies and hot chocolate. Amanda will include them in the Thank You list.

- The Party Tent activities, including the Photo Booth, DJ and the Magic show went well, but they need a larger tent area next year.
- Little Brother's Burgers and Saucy's Pizza did well.
- The fine details of the event were mostly handled by Amanda. Next year we need to share more of these duties.
- A cost breakdown will be available at the March meeting. We can assess our budget for next year then.

OLD BUSINESS:

- Park Evaluation discussion:
 - An Ad Hoc committee of Recreation Commission members met twice to formulate the Park Improvement Proposal. The Commission reviewed their report and cover letter. With some discussion and minor corrections, all agreed to send the cover letter and proposal on to the Council.
 - A short presentation to the Council should take place as soon as possible. A suggestion to present at the next committee of the whole meeting was made.

Motion to approve the submission of the final draft of the Park Improvement Proposal to Council was made by Mark Miller and seconded by Gib Heim.

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

No: None

Absent: None

NEW BUSINESS:

- Amanda York and Susan Como met with the Coordinator of the Inside Out Program and scouted possible locations for artwork to be placed from May until October of this year. More discussion will take place at our March meeting regarding possible "kick-off activities".

Motion to immediately certify these meeting minutes, including the Park Improvement Proposal and Cover Letter, by Mark Miller and seconded by Gib Heim.

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

No: None

Absent: None

ADJOURNMENT:

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

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

No: None

Absent: None

Meeting Adjourned at 8:24 pm.

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



**MEMORANDUM
CITY OF GROSSE POINTE WOODS
CITIZENS' RECREATION COMMISSION**

TO: The Honorable Mayor and City Council
FROM: Citizens' Recreation Commission
SUBJECT: Park Improvement Proposal (PIP)
DATE: February 11, 2020

Dear Mayor Novitke and City Council Members:

In 2019, the nine-member Citizens' Recreation Commission performed a comprehensive onsite evaluation of four local parks, including Chene Trombly, Sweeney, Lakefront and Ghesquire. For each park, we assessed the safety, quality and condition of the existing structures and amenities. In the attached report, we provide a summary of our findings and have highlighted deficiencies and safety repairs needed at these designated parks.

Our parks are a vital asset to our community and therefore, enhancing our parks represents an important investment in our community and one that will generate favorable outcomes, including:

- Attract future residents, especially young families
- Positively impact the health and wellness of our residents
- Improve the safety, comfort and enjoyment of the parks, thereby increasing utilization
- Preserve our City's reputation as one of the top, safe, family-friendly places to live

Our overall analysis is that the parks in the City of Grosse Pointe Woods lack toddler age appropriate equipment as well as handicap and special needs equipment, particularly when compared to our peer communities.

We understand that the list of proposed enhancements is exhaustive and therefore, costs, staffing other factors will need to be assessed in regard to project timing. A three-phase approach over a designated time may need to be considered. While we have areas of concern at all four parks, we believe Chene Trombly has the most potential for improvement and recommend that phase one focus on Chene Trombly and the proposed enhancements outlined in the report.

We request that City Council review this report and further investigate the identified park enhancements. In addition, we welcome the opportunity to present our report in person and have a constructive discussion with you at an upcoming Committee of the Whole meeting. In the meantime, if you have any questions about the proposed PIP, please contact the Citizens' Recreation Commission members.

We look forward to your feedback. Thank you for your time and attention to this important matter.

attachment

Park Improvement Proposal

Chene Trombly

Location: Corner of Mack Ave and Ridgemont (across from Licavoli's)	
Current Purpose:	<ul style="list-style-type: none"> Provides a place for children to play (ages 5-12) Offers ice rink in the winter
Future Vision:	<ul style="list-style-type: none"> Provide a play area specifically for toddlers (under 5). Make it family and group-friendly for picnics. Offer a walking path for fitness.
Existing Resident Perks:	<ul style="list-style-type: none"> Large open space that is contained by fencing. Ample parking. Close location near Mack Ave local businesses.
Recommended Safety Repairs:	<ul style="list-style-type: none"> Add rubber safety padding to playground (replace wood chips).
Proposed Enhancements:	<ul style="list-style-type: none"> Add toddler-friendly play equipment with a shade tent. Add ¼ mile paved walking path around the perimeter of the park. Add kids swings. Add more picnic tables and benches. Add double safety gate at entrance. Enhance entrance with a visually optimizing welcome sign. Add bike racks. Add drinking fountain and water bottle refill station. Improve drainage. Add signage to attract Mack Ave traffic. Add attractive new fencing. Make handicap-accessible.

Park Improvement Proposal

Ghesquire Park

Location: Behind GPW City Hall, off Mack Ave between Kenmore and Huntington	
Current Purpose:	<ul style="list-style-type: none"> • Sports venue, offering five baseball diamonds. • Playground for children age 5-12. • Year-round ice rink structure. • Location of award-winning Winterfest in January.
Future Vision:	<ul style="list-style-type: none"> • Expand use for toddlers and seniors. • Optimize park patron comfort.
Existing Resident Perks:	<ul style="list-style-type: none"> • Large space serving all residents with versatile functions • Indoor bathrooms. • New concession stands. • Ample parking in front and back of park.
Recommended Safety Repairs:	<ul style="list-style-type: none"> • Add rubber safety padding (replace wood chips on playground lot.) • Add sign "No batting practice permitted near playground".
Proposed Enhancements:	<ul style="list-style-type: none"> • Add toddler-appropriate play equipment, ie. sand box and install additional swings. • Build a pavilion in the open green space to provide shade and additional seating area. • Add walking path around the perimeter of the park and to the arbor area in order to increase usage of open space. • Add more picnic tables. • Add bike racks. • Add more swings to playground. • Add dog park to front of municipal complex, which would require additional fencing, bag dispenser, garbage can.

Park Improvement Proposal

Lakefront Park

Location: Lakeshore Drive and Marter	
Current Purpose:	<ul style="list-style-type: none"> • Provides various recreational activities for residents, including pool, marina, miniature golf, fishing, tennis, activity center. • Location for annual city picnic, fishing derby and Hob Nobbin.
Future Vision:	<ul style="list-style-type: none"> • Maintain quality and safety of park, with minor enhancements noted below.
Existing Resident Perks:	<ul style="list-style-type: none"> • Year-round versatile recreational space. • Lighted, paved 1.4 mile walking path with fitness stations. • Ample parking. • Swimming pools and lessons in the summer. • Tennis courts and lessons in the summer. • Boat wells and kayak storage. • Concessions • Dog park.
Recommended Safety Repairs:	<ul style="list-style-type: none"> • For playground: Add rubber safety padding (replace wood chips). • For restrooms at the pool house: Employ quality cleaning service on a routine basis and add lighting.
Proposed Enhancements:	<ul style="list-style-type: none"> • Add splash pad or children's water play fountain. • Add toddler playground equipment (under 5 years old). • Add more shaded areas around pool and create shade at the miniature golf course. • Add more cooking grills throughout the park. • Resurface bocce ball and shuffleboard courts.

Park Improvement Proposal

Sweeney Park

Location: Between Fairholme and Torrey at Holiday Road	
Current Purpose:	<ul style="list-style-type: none">• Provides a place for neighborhood children to play (age 5-12)• Offers ice rink in the winter.
Future Vision:	<ul style="list-style-type: none">• Offer toddler-friendly play equipment.• Improve drainage issue.
Existing Resident Perks:	<ul style="list-style-type: none">• Large open space with plenty of shade.• Existing playground equipment and swings are in good condition.
Recommended Safety Repairs:	<ul style="list-style-type: none">• Add rubber padding to playground (replace wood chips).• Repair and/or replace existing benches.
Proposed Enhancements:	<ul style="list-style-type: none">• Improve drainage.• Add picnic tables.

*Approved by
Commission
2/5/20* **6F**

Minutes of the Grosse Pointe Woods Tree Commission Meeting December 4, 2019.

The meeting was called to order by Chairman Chan at 7:30 p.m.

The following members were present:

Tim Butler
Stephen Chan
Maria Galbo
Robert Greening
Peter Groschner
Paul Lechner
Jeff Profeta
Randy Rennpage

The following members were excused:

Laura Gaskin
George Hathaway
Mary Ellen Meyering

Motion by Groschner, seconded by Lechner to approve the agenda for the meeting December 4, 2019 passed by the following vote.

Yes: 8 No: 0 Excused: 3

Motion by Lechner, seconded by Groschner to approve the minutes for the meeting November 6, 2019 passed by the following vote.

Yes: 8 No: 0 Excused: 3

Treasurer's Report:

Tim Butler reported that our balance is \$1875.

Old Business:

Funds for the Arbor Day seedlings were approved at the November 18, 2019 City Council meeting.

New Business:

The application for Tree City USA was submitted by Ms. Jean Duffy.

Commission plans for 2020 Arbor Week are complete and tasks assigned to members.

Council representative Kenn Gafa provided an update of current city business.

Motion to adjourn at 8:07 p.m. moved by Groschner, and seconded by Lechner, was unanimous.

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

Approved by
Commission
2/12/20 RECEIVED

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CITY OF GROSSE POINTE WOODS

**Beautification Advisory Commission
Grosse Pointe Woods Cook School House
20025 Mack Plaza Dr., Grosse Pointe Woods
Meeting – January 8, 2020 – 7:00 p.m.**

Present: G. Arslanian, M. Casinelli, P. Hage, R. Koester, D. McCarthy, K. Marshall, J. Miller, T. Ragland, E. Reiter, C. Sauter, L. Spreder, L. Stephens, M. Stewart

Excused: B. Medura

Not Excused: J. Hess

Also Present: K. Gafa, M. Koester

Guest: Colleen Dyer, The Avenue in the Woods

Call to Order: The meeting was called to order by Chairperson, D. McCarthy at 7:01 p.m.

Minutes: The October 9, 2019 minutes were distributed and reviewed.

Motion by L. Stephens, seconded by E. Reiter, to approve the October 9, 2019 minutes as presented.

Motion carried by the following vote:

Yes: G. Arslanian, M. Casinelli, P. Hage, R. Koester, D. McCarthy, K. Marshall, J. Miller, T. Ragland, E. Reiter, C. Sauter, L. Spreder, L. Stephens, M. Stewart

No: none

Excused: B. Medura

Not Excused: J. Hess

Treasurer's Report: M. Stewart presented the treasurers report.

Motion by M. Casinelli, seconded by P. Hage to approve the report as presented.

Motion carried by the following vote:

Yes: G. Arslanian, M. Casinelli, P. Hage, R. Koester, D. McCarthy, K. Marshall, J. Miller, T. Ragland, E. Reiter, C. Sauter, L. Spreder, L. Stephens, M. Stewart

No: none

Excused: B. Medura

Not Excused: J. Hess

Chairperson's Report: McCarthy presented chairperson report. Reminded re-appointed committee members to receive Oath of Office at City Hall. Reviewed invitation to join Beautification Council of Southeastern Michigan.

Motion by M. Casinelli, seconded by J. Miller to recommend to City Council the request to join the Beautification Council of Southeastern Michigan at the cost of \$20.00 annually.

Motion carried by the following vote:

Yes: G. Arslanian, M. Casinelli, P. Hage, R. Koester, D. McCarthy, K. Marshall, J. Miller, T. Ragland, E. Reiter, C. Sauter, L. Spreder, L. Stephens, M. Stewart

No: none

Excused: B. Medura

Not Excused: J. Hess

Awards Program: Final report presented by L. Stephens and reviewed by Beautification Advisory Commission.

Motion by L. Stephens, seconded by E. Reiter that the City Council approve an amount of \$1,000.00 to reserve Lochmoor Club for the 2020 Beautification Commission Awards Night Dinner on November 11, 2020.

Motion carried by the following vote:

Yes: G. Arslanian, M. Casinelli, P. Hage, R. Koester, D. McCarthy, K. Marshall, J. Miller, T. Ragland, E. Reiter, C. Sauter, L. Spreder, L. Stephens, M. Stewart

No: none

Excused: B. Medura

Not Excused: J. Hess

Motion by L. Stephens, seconded by L. Spreder, that the City Council approve a budget not to exceed \$7,000.00 for the total expense of the 2020 Awards Night Ceremony to be held on November 11, 2020.

Motion carried by the following vote:

Yes: G. Arslanian, M. Casinelli, P. Hage, R. Koester, D. McCarthy, K. Marshall, J. Miller, T. Ragland, E. Reiter, C. Sauter, L. Spreder, L. Stephens, M. Stewart

No: none

Excused: B. Medura

Not Excused: J. Hess

Flower Sale: K. Marshall updated the committee on the 2020 flower sale. 2020 Flower Sale to be held May 8 and May 9, 2020. Delivery on Wednesday, May 6, 2020. Sorting on May 7, 2020.

Council Report: M. Koester presented council report.

Old Business: none

New Business: Colleen Dyer from The Avenue in the Woods and M. Koester discussed possible collaboration with the Beautification Committee on beautification projects on Mack Ave.

Motion by J. Miller, seconded by L. Spreder to adjourn the Beautification Advisory Commission meeting at 8:17 pm.

Motion carried by the following vote:

Yes: G. Arslanian, M. Casinelli, P. Hage, R. Koester, D. McCarthy, K. Marshall, J. Miller, T. Ragland, E. Reiter, C. Sauter, L. Spreder, L. Stephens, M. Stewart

No: none

Excused: B. Medura

Not Excused: J. Hess

Respectfully submitted,
Rachelle Koester

MEMO 20-08

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RECEIVED

FEB 14 2020

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services *FS*
DATE: February 5, 2020
SUBJECT: Additional DTE LED Conversion

Over that last year, City Administrator Bruce Smith and I have met with DTE on numerous occasions to discuss LED ornamental, streetlight and parking lot lighting conversion of the old outdated sodium lights to more efficient LED lights and the costs to complete the conversions. The LED conversion project was broken into two projects street lighting and parking lot lighting.

At the LED Conversion pilot meeting on March 26, 2019 held at the City of Grosse Pointe Woods DPW yard, the City provided DTE with information showing the city owned parking location and lighting fixtures in each lot.

DTE performed their preflight on Grosse Pointe Woods for the street and parking lot lighting project and the contract was executed for the LED conversion project on July 2, 2019. At the LED parking lot preconstruction meeting on October 10, 2019, it was discovered that DTE had failed to include the 22 LED ornamental light fixtures at the Robert E. Novitke Municipal Center and 13 cobra parking lot lights at Lake Front Park bathhouse parking lot.

DTE has provided costs of additional LED conversion of the missed parking lots. Please see attachment.

After inspection of the 13 city owned streetlight poles at the Lake Front Park bathhouse parking lot by Colville Electric Company, it was determined that they are in good condition. These lights can be converted in house to LED by Department of Public Works staff for a cost of \$8,000.00. This will result in a savings of \$42,683.00 compared to the DTE proposal. The annual electric savings would be \$1,239.00 after conversion to LED. It is recommended to convert these lights in house and maintain ownership.

It is also recommended to have DTE convert the remaining 22 ornamental lights at the Robert E. Novitke Municipal Center. This will give ownership of all city owned parking lot lighting to DTE, except for the Lake Front Park bathhouse parking lot. The city would no longer be responsible to service any lighting in city parking lots, except for Lake Front Park. The cost for conversion of the 22 lights by DTE is \$12,940.00, which would provide annual savings of \$1,216.00.

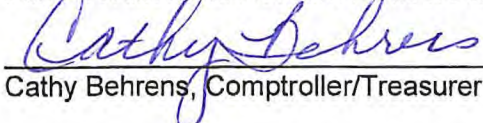
I am requesting Council to authorize the conversion of the remaining 22 ornamental lights at the Robert E. Novitke Municipal Center to DTE Energy, 8001 Haggerty Road, Belleville, MI 48111, in the amount of \$12,940.00. I further request Council to authorize the conversion of the remaining 13 city owned streetlights at the Lake Front Park bathhouse parking lot by Department of Public Works staff in the amount of \$8,000.00. This is not a budgeted item in fiscal year 2019/2020 budget and would require a budget amendment from budget line 585-000-395.000, Parking Prior Fund Balance, into budget line 585-569-977.585, Equipment-Parking in the amount of \$20,940.00.

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


Bruce Smith, City Administrator

2/12/2020
Date

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


Cathy Behrens, Comptroller/Treasurer

2/14/2020
Date

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FEB 18 2020
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

City of Grosse Pointe Woods

City Hall Acquisition

Current State

City owned lighting at 20025 Mack Ave
22 Light Fixtures 150w HPS Fixtures

DTE Proposal

Acquire City Owned Lighting System

Convert 22 lights to 60w LED
Re-feed all lights to DTE secondary
Paint Posts

Total Project Cost	\$ 30,232.00
Annual Cost to City	\$ 5,764.00
Revenue Credit to Project	\$ (17,292.00)
Revenue Credit	
Cost to City	\$ 12,940.00
Annual Electric Savings	\$ 1,216.00

Lakefront Park

Current State

City owned lighting
16- 250w HPS Fixtures

DTE Proposal

Remove City owned lighting

Remove 13 City owned posts (10 posts rusted beyond DTE standards*)
Install 16-136w LED stock fixtures on 13 -28' stock posts

Total Project Cost	\$ 66,415.00
Annual cost to City	\$ 5,244.00
Revenue Credit	\$ (15,732.00)
Cost to City	\$ 50,683.00
Annual Electric Savings	\$ 1,239.00

Exhibit A to Master Agreement

Purchase Agreement

This Purchase Agreement (this "Agreement") is dated as of [February 11, 2020] between DTE Electric Company ("Company") and [City of Grosse Pointe Woods] ("Customer").

This Agreement is a "Purchase Agreement" as referenced in the Master Agreement for Municipal Street Lighting dated [June 17, 2019] (the "Master Agreement") between Company and Customer. All of the terms of the Master Agreement are incorporated herein by reference. In the event of an inconsistency between this Agreement and the Master Agreement, the terms of this Agreement shall control.

Customer requests the Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	1.TBD If this is a conversion or replacement, indicate the Work Order Number for current installed equipment: [##### or N/A]	
2. Location where Equipment will be installed:	[Acquisition of 22 City-owned streetlight at City Hall 20025 Mack], as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	[22]	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	[Install 22-60w stock acorn fixtures on 22 existing posts]	
5. Estimated Total Annual Lamp Charges	\$5,764.00	
6. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$30,232.00
	Credit for 3 years of lamp charges:	\$17,292.00
	CIAC Amount (cost minus revenue)	\$12,940.00
7. Payment of CIAC Amount:	Due promptly upon execution of this Agreement	
8. Term of Agreement	5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.	
9. Does the requested Customer lighting design meet IESNA recommended practices?	(Check One) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices _____	
10. Customer Address for Notices:	[20025 Mack Ave] [Grosse Pointe Woods] [Bruce Smith]	

11. Special Order Material Terms:

All or a portion of the Equipment consists of special order material: (check one) ☐ YES ☒ NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. Customer acknowledges that all or a portion of the Equipment is special order materials ("SOM") and not Company's standard stock. Customer will purchase and stock replacement SOM and spare parts. When replacement equipment or spare parts are installed from Customer's inventory, the Company will credit Customer in the amount of the then current material cost of Company standard street lighting equipment.

B. Customer will maintain an initial inventory of at least 1 posts and 0 luminaires and any other materials agreed to by Company and Customer, and will replenish the stock as the same are drawn from inventory. Costs of initial inventory are included in this Agreement. The Customer agrees to work with the Company to adjust inventory levels from time to time to correspond to actual replacement material needs. If Customer fails to maintain the required inventory, Company, after 30 days' notice to Customer, may (but is not required to) order replacement SOM and Customer will reimburse Company for such costs. Customer's acknowledges that failure to maintain required inventory could result in extended outages due to SOM lead times.

C. The inventory will be stored at 1200 Parkway Drive, Grosse Pointe Woods. Access to the Customers inventory site must be provided between the hours of 9:00 am to 4:00 pm, Monday through Friday with the exceptions of federal Holidays. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to the Company:

Name: Frank Schulte Title: Director of Public Services
Phone Number: 313.343.2463 Email: fschulte@gpwmil.us

The Customer will notify the Company of any changes in the Authorized Customer Representative. The Customer must comply with SOM manufacturer's recommended inventory storage guidelines and practices. Damaged SOM will not be installed by the Company.

D. In the event that SOM is damaged by a third party, the Company may (but is not required to) pursue a damage claim against such third party for collection of all labor and stock replacement value associated with the damage claim. Company will promptly notify Customer as to whether Company will pursue such claim.

E. In the event that SOM becomes obsolete or no longer manufactured, the Customer will be allowed to select new alternate SOM that is compatible with the Company's existing infrastructure.

F. Should the Customer experience excessive LED equipment failures, not supported by LED manufacturer warranties, the Company will replace the LED equipment with other Company supported Solid State or High Intensity Discharge luminaires at the Company's discretion. The full cost to complete these replacements to standard street lighting equipment will be the responsibility of the Customer.

Company and Customer have executed this Purchase Agreement as of the date first written above.

Company:

DTE Electric Company

By: _____

Name: _____

Title: _____

Customer:

[City of Grosse Pointe Woods]

By: _____

Name: Bruce J. Smith

Title: City Administrator



Approved for Signature

Charles T. Berschback

Charles T. Berschback

City Attorney

Date: Feb 18, 2020

Attachment 1 to Purchase Agreement

Map of Location

[To be attached]



COUNCIL EXCERPT
07/01/19

Motion by Granger, seconded by Shetler, regarding **DTE Street Light Conversion and Upgrades**, that the City Council approve the following Agreements and authorize the City Administrator to sign:

1. DTE Master Agreement for Municipal Street Lighting;
2. DTE Purchase Agreement (Project #1) - \$459,317.00;
3. DTE Purchase Agreement (Project #2) - \$113,384.00;

And, to approve financing of Project #1 - DTE Street Light LED Conversion through Comerica Bank in a principal amount of \$459,317.00 with an estimated interest rate of 2.992%, and authorize the City Administrator to sign said Agreement;

And, to approve a budget amendment for Project #2 - City-owned Street Light Update/Conversion in the amount of \$113,384.00 from Prior Fund Balance Account No. 585-000-395.000 into Equipment-Parking Account No. 585-569-977.585.

Motion carried by the following vote:

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

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services *FS*

DATE: February 6, 2020

SUBJECT: United States Environmental Protection Agency's Fourth Cycle of the Unregulated Contaminant Monitoring Rule (UCMR 4) - Drinking Water Testing

RECEIVED
FEB - 6 2020
7B
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

The 1996 Safe Drinking Water Act (SDWA) amendments require that once every five years, the United States Environmental Protection Agency (EPA) issue a new list of no more than 30 unregulated contaminants to be monitored by public water systems.

The Unregulated Contaminant Monitoring Rule (UCMR) provides the Environmental Protection Agency (EPA) and other interested parties with data on the occurrence of particular contaminants in drinking water and is an unfunded mandate from the United States Environmental Protection Agency (EPA).

Currently, the fourth Unregulated Contaminant Monitoring Rule (UCMR 4) was published in the Federal Register on December 20, 2016. The fourth Unregulated Contaminant Monitoring Rule (UCMR 4) requires monitoring of 30 chemical contaminants between 2018 and 2020 using analytical methods developed by the Environmental Protection Agency (EPA) and consensus organizations. This monitoring provides a basis for future regulatory actions to protect public health.

All community water systems serving more than 10,000 residents are required to monitor for 10 cyanotoxins and 20 additional contaminants listed by the fourth Unregulated Contaminant Monitoring Rule (UCMR 4). Grosse Pointe Woods has over 16,000 residents; therefore, the city is required to complete this monitoring.

The United States Environmental Protection Agency (EPA) requires municipalities to only use Unregulated Contaminant Monitoring Rule approved laboratories and have provided a list to the city. After reviewing the approved laboratories list, the Department of Public Works contacted the approved laboratories on the list that were in the closet proximity and received the following quotes to complete the fourth Unregulated Contaminant Monitoring Rule:

Microbac Laboratories, Inc.	\$6,080.00
Eurofins Eaton Analytical	\$8,600.00
Suburban Testing Labs	No Quote (not accredited for UCMR 4)

Therefore, I am requesting Council to authorize the fourth Unregulated Contaminant Monitoring Rule (UCMR 4) testing to be completed by Microbac Laboratories, Inc., 61 Louisa Viens Drive, Dayville, CT 06241 in the amount of \$6,080.00. I further recommend a contingency in an amount not to exceed \$1,500.00 for any unforeseen problems should they arise for further testing. The total program will not exceed \$7,580.00. This was not a budgeted item in the 2019/2020 fiscal year budget. Funds are available in the water/sewer contractual services account no. 592-537-818.000.

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

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

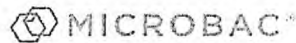
Bruce Smith
Bruce Smith, City Administrator

2/6/2020
Date

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

Cathrene Behrens
Cathrene Behrens, Treasurer/Comptroller

2/6/20
Date



Microbac Laboratories, Inc.
61 Louisa Viens Drive
Dayville, CT 06241
800.334.0103

Job Proposal	
Quotation Number:	
Date Proposed:	3-Feb-2020
Page Number:	Page 1 of 1
Sales Representative:	Pete Rundell

Client Project Information	
Project Name:	UCMR4
PWSID#:	MI0002920
P.O. #:	
TAT:	21 Days

Client Information		
Company: Grosse Pointe Woods		
Contact: Jim Kowalski		
Address: 1200 Parkway Drive		
City: Grosse Pointe Woods	State: MI	Zip: 48236
Main Phone: 313-343-2460	Cell Phone:	
Email: jkowsk@gpwmi.us		

Fourth Unregulated Contaminant Monitoring Rule (UCMR4)						
Item	Assessment Monitoring Protocols	Method	Matrix	Quantity	Item Cost	Total Cost
AM1: Metals, Pesticides, Alcohols & SVOC's (Year 2020)						
	T-Germanium & Manganese	200.8	Water	4	\$ 45.00	\$ 180.00
	Pesticides & PM Byproduct	525.3	Water	4	\$ 200.00	\$ 800.00
	Alcohols	541	Water	4	\$ 175.00	\$ 700.00
	Semivolatile Organic Chemicals	530	Water	4	\$ 170.00	\$ 680.00
AM2: Disinfection Byproducts Groups (Year 2020)						
	HAA Group	552.3	Water	4	\$ 130.00	\$ 520.00
	Bromide*	300.1	Water	0	\$ 40.00	\$ -
	Total Organic Carbon*	SM5310C	Water	0	\$ 40.00	\$ -
AM3: Cyanotoxins (Year 2020)						
	Total Microcystins & Nodularins	546	Water	8	\$ 150.00	\$ 1,200.00
	Determination of Cylindrospermopsis & Anatoxin-a	545	Water	8	\$ 250.00	\$ 2,000.00
	**Determination of Microcystins & Nodularins ** IF NEEDED	544	Water	PER SAMPLE	\$ 350.00	
Estimated Quotation Costs						\$ 6,080.00

- General Job / Quotation Information & Provisions**
- 1) This quotation identifies the quantity of samples based on the AM1 (March to December 2020 (4 events)), AM2 (March to December 2020 (4 events)), and AM3 (2020 April to July (8 events) schedules from the CDX site within the EPA.
 - 2) All prelabelled sample bottles, preservatives, coolers, Prefilled chains of custody and detailed sample collection instructions will be sent to designated locations. All Blanks and QA/QC samples are included in the above prices.
 - 3) All Sample kits will shipped or delivered to the customer at no additional costs.
 - 4) Analytical results will be uploaded to the US EPA SDWRS site by Microbac Laboratories.
 - 5) Microbac is fully accredited for all analytes in UCMR4.
 - 6) *TOC and Bromide analysis is to be performed once per event for Raw, Incoming, or Source Water where applicable.
 - 7) **** AM3: Determination of Microcystins & Nodularins - EPA 544 is only analyzed if EPA 546 (Total Microcystins) is great than or equal to 0.3 ug/L. A unit cost is given should this need to be performed.**
 - 8) Return shipping is included in the above costs. Prepaid return shipping labels will be included with each set.

Quotation Authorized By: _____ Quotation Accepted by: _____

Manager Signature: Pete Rundell Signature: _____

Print Name: Pete Rundell Print Name: _____

Authorized Agent of Microbac Laboratories, Inc. Authorized Agent or Officer of: _____

Title: Sales Representative - Corporate Title: _____

Date Authorized: 3-Feb-2020 Date Authorized: _____

**SIGN
HERE**

PWS: MI0002920 / Grosse Pointe Woods

Fac ID	Fac Name	Fac Type	Water Type	SP ID	SP Name	SP Type	Monitoring	SE1	SE2	SE3	SE4	SE5	SE6	SE7	SE8
04940	Distribution System	DS	SW	DBP1	1200 Parkway Dr.	DS	AM2	Mar 2020	Jun 2020	Sep 2020	Dec 2020				
10927	Detroit Connection	CC	SW	CC002	Primary Connection	EP	AM1	Mar 2020	Jun 2020	Sep 2020	Dec 2020				
10927	Detroit Connection	CC	SW	CC002	Primary Connection	EP	AM3	Apr 2020, wk 2	Apr 2020, wk 4	May 2020, wk 2	May 2020, wk 4	Jun 2020, wk 2	Jun 2020, wk 4	Jul 2020, wk 2	Jul 2020, wk 4



Lisa Hathaway

From: Susan Como
Sent: Friday, February 7, 2020 5:28 PM
To: Lisa Hathaway
Cc: Bruce Smith
Subject: Request

Lisa:

Please add the \$50.00 Film Permit fee to the Fee Schedule being addressed at the February 24 meeting.

Thanks,

Sue Como

From: Lisa Hathaway <LHathaway@gpwmi.us>
Sent: Wednesday, November 13, 2019 4:56 PM
To: Bruce Smith <bsmith@gpwmi.us>
Cc: Susan Como <SComo@gpwmi.us>
Subject: Fee Schedule-Film Permit and Misc Fees

Bruce,

Prior to budget preparation each FY, I send out a request to Department Heads for changes/revisions to the Fee Schedule, and is placed on the City Council agenda. Neither the \$50.00 Film Permit nor the Miscellaneous \$500.00 have been approved by City Council and added to the schedule.

I approved the request of Former Co – On Star – Reshoot, which mirrors your prior approval of their previous request. Insurance is approved.

Please place these fees on the Council agenda for approval by Council.

Thank you,

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

MEMO 20-07

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services
Nicole Gerhart, Recreation Supervisor

DATE: February 3, 2020

SUBJECT: Lake Front Park Pool Awning

7D

RECEIVED

FEB - 6 2020

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

F.S.
NG

The Grosse Pointe Woods Lake Front Pool deck currently has seven "funbrellas" which provide shade and protection from the weather. During a normal summer day, residents tend to crowd under the "funbrellas" for shade. Many residents have requested additional shade and protection from the weather. Installing an "A-Frame" awning that would bridge the fence that separates the main pool deck from the baby pool area would add more shade and protection from the weather.

The Department of Public Works requested and received the following quotes for the proposed awnings:

- | | |
|--------------------------------------|-------------------|
| • Belle Isle Awning | \$12,750.00 |
| • J.C. Goss Company | \$23,602.31 |
| • Royal Oak & Birmingham Awning, LLC | No quote obtained |

Therefore, I am requesting permission to accept the lowest quote to install an awning for the Lake Front Park pool deck from Belle Isle Awning, 13701 E. 9 Mile Road, Warren, MI 48089, in the amount of \$12,750.00. This item was included in the Fiscal Year 2019-2020 Budget in the Parks and Recreation account no. 101-774-977.000.

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


Bruce Smith, City Administrator

Feb 6, 2020
Date

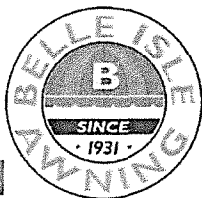
Fund Certification:

Account numbers and amounts have been verified as presented.


Cathrene Behrens, Treasurer/Comptroller

2/6/20
Date

13701 East Nine Mile Road Warren, MI 48089
586-294-6050 Fax: 586-294-2487



Web Site: belleisleawning.com
Email: info@belleisleawning.com

Job Site Information

Customer CITY OF GROSSE POINTE WOODS LAKESIDE PARK
Job Site 23000 JEFFERSON
City ST CLAIR SHORES Zip 48080
CR / ST MARTER
Contact: FRANK SCHULTZ
Phone: Cell 313-806-2509
Fax: Misc.
Email:

Company: CITY OF GROSSE POINTE WOODS
Address:
City:
State: Zip:
Contact: Cell:
Phone: Fax:
Email:

Fabric	SUNBRELLA	Total		Date	1/23/2020
Color	CAPTAIN NAVY (6046)	Deposit		Permit Sob.	
Trim		C.O.D.		Permit Apr.	
Graphics	Permit NO	Terms		Delivery	SAP

Order Specifications

QUOTE FOR LAKESIDE PARK POOL AWNING

- A) "A" - FRAME STYLE
A-1) APP. 38'-0" WIDE X 16'-0" DEEP
A-2) FRAME STEEL
TOTAL FOR A \$12,750.00
- B) OPTIONAL YEARLY STORAGE SERVICE
B-1) SPRING INSTALLATION
B-2) FABRIC STORED AT BELLE ISLE AWNING'S STORAGE FACILITY
B-3) FALL REMOVAL
TOTAL FOR B \$497.00

NOTE: AWNING SIMILAR TO THE AWNING AT G.P.S. POOL
QUOTE GOOD FOR 30 DAYS

Lot#	Cut	Sewn	Painted	Install	Rack
------	-----	------	---------	---------	------

Customer agrees to hold Belle Isle Awning Co. harmless for any damage or loss beyond the scope of the work set forth herein, including, but not limited to, consequential damages, damages for loss of use, loss of time, loss of profits, loss of income, pain and suffering or any other incidental damages. It is agreed-We retain Purchase Money Security Interest pursuant to the UCC. We retain title to property until paid in full. It is further agreed to that the above awning(s) are the property of The Belle Isle Awning Co. and may be reclaimed without court action. Deliveries are subject to fires, strikes, labor unrest, lockouts, and conditions beyond our control. A service charge of 1.5% per month will be levied on the unpaid balance of all accounts, unless otherwise specified in this agreement. Any and/or all legal fees incurred during collection of an invoice shall be the responsibility of the purchaser. The following is not included and will result in an additional charge that is non refundable. The process involving the city if intended but denied permits, permit drawings, engineering and architect seal.

Accepted Subject To Approval Of The Belle Isle Awning Company

The Order Is Placed With Full Knowledge Of Agreement Hereof And Is Agreed To

Frank Delaney

Sales Representative

Customer Signature

Proposal

SPECIFICATIONS &
ESTIMATE

J.C. GOSS COMPANY

15725 Martin Road
Roseville, MI 48066



313/259-3520

Proposal submitted to: City of Grosse Pointe Woods		Phone: 313-343-2460		Proposal Date: 2/3/2020	
Street: 1200 Parkway		City, State & Zip: Grosse Pointe Woods, MI 48236			
Job Name: Lakefront Park Pool Canopy		Job Location: 23000 Jefferson Ave, St Clair Shores, MI 48			
Architect/Contractor		Telephone No.		Job Phone	
				Approx. Installation Date: 8-10 Weeks	
Mfg. Color/Pattern #	Valance	Scalloped Pattern	Binding Color	Stripe/Appique	Painted Frame Color
Artwork	Opaque-Painted	Inserted	Translucent	Vinyl-Applied	Back-sprayed
N/A	N/A	N/A	N/A	N/A	N/A
Back-Lit	Lights	Ceiling	Shadowless Frame		
N/A	N/A	N/A	N/A		

We hereby submit specifications and estimates for:

FABRICATE & INSTALL 16' X 39' FREE STANDING, GABLE STYLE, WELDED FRAME CANOPY WITH REMOVEABLE TOP FOR WINTER STORAGE.

CHOICE OF FABRIC AND COLORS..

PERMITS AND ENGINEERING IF REQUIRED WILL BE BILLED FOR ACTUAL COSTS AND ARE NOT INCLUDED IN THIS QUOTE.

***** Permits & Engineering if required are not included unless specified**

WE PROPOSE hereby to furnish material and labor as described above.

AUTHORIZED

SIGNATURE

Robert H. Brobst

A PROPOSAL SHALL AUTOMATICALLY EXPIRE THIRTY (30) DAYS
AFTER DATE OF ISSUE.

NOTE: The acceptance of payment as follows:

50% Deposit Balance C.O.D.

This proposal is subject to Credit Approval by Contractor's Credit Department.

PRICE **\$23,602.31**

SALES TAX

PERMITS

TOTAL **\$23,602.31**

DEPOSIT

BALANCE DUE

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Customer is responsible for all permits unless otherwise specified.

Notes:

Customer Signature _____

Date of Acceptance _____

C.C.: _____

****READ CONDITIONS OF SALE ON REVERSE SIDE.**







7E

Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. **It is strongly recommended that you submit the application as soon as you know the date of your event(s).** Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: **City of Grosse Pointe Woods**

Applicant address: **20025 Mack Plaza**

City: **Grosse Pointe Woods**

Zip Code: **48236**

Contact name: **Bruce Smith**

Phone: **313 343-2450**

Email: **bsmith@gpwmil.us**

Alternate contact name: **Lisa Hathaway**

Phone: **313 343-2447**

Email: **lhathaway@gpwmil.us**

Leave Blank - MLCC Use Only

1. Has the applicant organization previously received a Special License? ☒ Yes ☐ No

If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)

2. Has the applicant organization been established for one (1) year or longer? ☒ Yes ☐ No

Date the applicant organization was established (month/day/year): _____

3. Is the applicant organization a municipality? ☒ Yes ☐ No

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: **City Hall, 20025 Mack Plaza**

City, township, or village where event will be held: **Grosse Pointe Woods**

County: **Wayne**

1. Will you submit your completed application at least ten (10) business days before your event? ☒ Yes ☐ No
It is strongly recommended that you submit the application as soon as you know the date of your event(s).

2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? ☒ Yes ☐ No

3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) ☒ Yes ☐ No

4. Is the event location within 500 feet of a church or school? ☒ Yes ☐ No
If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5)

5. Is the event location outdoors or partially outdoors? ☒ Yes ☐ No

If Yes, list the exact dimensions of the outdoor area:
Submit a clear diagram of the outdoor service area with your application form.

232 feet X **138** feet = **32,016** square feet
Width Length

Describe type and height of the barrier that will be used to enclose the outdoor area:

4' high vinyl winter fencing surrounding the perimeter.

6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons:

Public Safety Auxiliary will check I.D. and monitor activities. Signage will be posted identifying: "Must be 21 years of age or older to consume alcoholic beverage - Picture I.D. must be shown"

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? ☐ Yes ☒ No
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? ☐ Yes ☒ No
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? ☐ Yes ☒ No
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Have you applied for or been issued a Temporary Marihuana Event License from the Marijuana Regulatory Agency (MRA) for the event(s)? ☐ Yes ☒ No

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

11. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date.** If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

1	Jun 26, 2020		Describe event being held:	
	Date		Music on the Lawn	
	7 p.m.	10 p.m.	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

2	Jul 31, 2020		Describe event being held:	
	Date		Music on the Lawn	
	7 p.m.	10 p.m.	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

3	Aug 28, 2020		Describe event being held:	
	Date		Music on the Lawn	
	7 p.m.	10 p.m.	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

4	Sep 19, 2020		Describe event being held:	
	Date		Fall Fest	
	5 p.m.	9 p.m.	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

5			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

6			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

11. Special license date information Continued from Page 2.

7			Describe event being held:
	Date		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

8			Describe event being held:
	Date		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

9			Describe event being held:
	Date		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

10			Describe event being held:
	Date		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

11			Describe event being held:
	Date		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

12			Describe event being held:
	Date		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>	50.00
x Number of Special Licenses:	4
= Special License Fees: <i>MLCC Fee Code: 4008</i>	200.00
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>	
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>	
= TOTAL FEES DUE:	200.00

If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

Make checks payable to:
State of Michigan

Leave Blank - MLCC Use Only

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Robert E. Novitke 586 899-2082

Print Name and Phone Number of President

Signature of President Mayor

Date

Print Name of Notary

Signature of Notary

Date

Notary Public, State of Michigan, County of

Acting in the County of

My commission expires

Print Name and Phone Number of Secretary

Signature of Secretary

Date

Print Name of Notary

Signature of Notary

Date

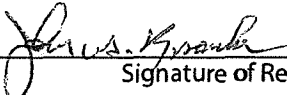
Notary Public, State of Michigan, County of

Acting in the County of

My commission expires

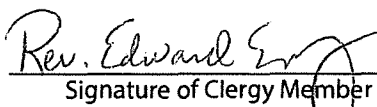
Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: City of Grosse Pointe Woods Department of Public Safety	
Name & title of reviewing officer: John Kosanke, Director of Public Safety	
Phone number of officer: 313 343-2420	Email of officer: jkosanke@gpwmil.us
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? N/A <input type="radio"/> Yes <input type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? N/A <input type="radio"/> Yes <input type="radio"/> No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
<div style="display: flex; justify-content: space-between;"> <div>  Signature of Reviewing Officer </div> <div> 2-12-2020 Date </div> </div>	

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

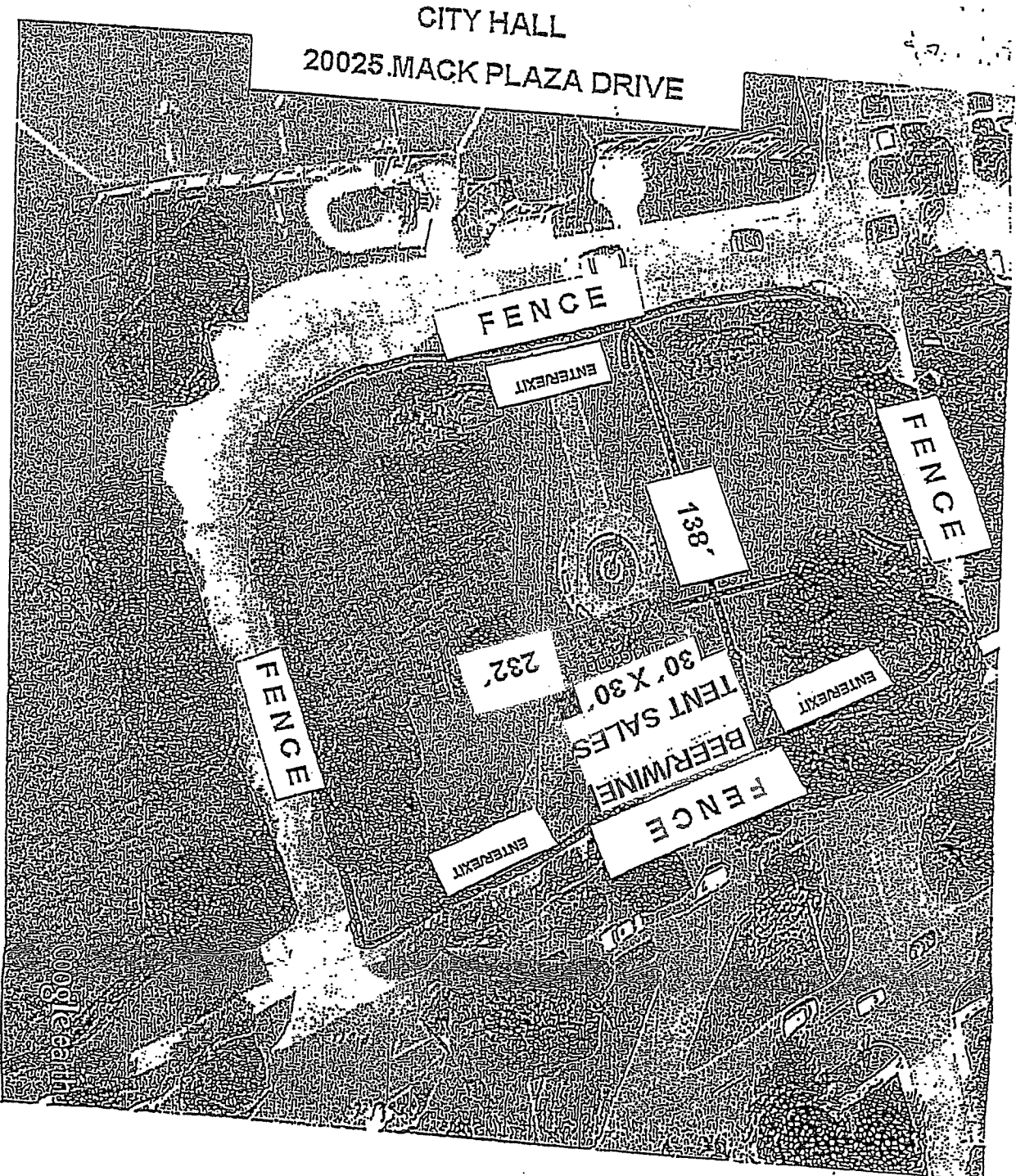
Name of church or school: Grosse Pointe Presbyterian Church	
Address of church or school: 19950 Mack Ave	
City: Grosse Pointe Woods	Zip Code: 48236
Phone number: 313 886-4301	Email: gpwpc@comcast.net
Name of clergy member or superintendent: Rev. Edward Dunn	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
<div style="display: flex; justify-content: space-between;"> <div>  Signature of Clergy Member or Superintendent </div> <div> 2-13-2020 Date </div> </div>	

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
<div style="display: flex; justify-content: space-between;"> <div> Signature of Authorized Signer for Licensee </div> <div> Date </div> </div>	



Google earth

feet
meters
100
30

RECEIVED

FEB 18 2020

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☐ Special meeting of the ☐ Membership ☐ Board of Directors

called to order by _____ on _____ (Date) at _____ (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
(Name of Organization)

for a Special License to serve alcohol on _____
(Event Date or Dates)

to be located at _____
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☐ Regular ☐ Special meeting held on _____
(Date)

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date

Wine Auction Special License Wine Donation Record

List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

[illegible]

Signature of Authorized Officer

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retail or nonretail business licensed by the Michigan Liquor Control Commission.

Print Name of Authorized Officer

Signature of Authorized Officer

Date _____



Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services **is not** a part of
the Michigan Liquor Control
Commission (see note below).

Credit Card Authorization Form

**** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 ****

**** DO NOT EMAIL OR MAIL THIS FORM ****

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

****IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED****

Name: _____	Transaction Amount: _____
Address: _____	Card Number: _____
City: _____	Check One:
State: _____	<input type="radio"/> MasterCard <input type="radio"/> Visa <input type="radio"/> Discover
Zip Code: _____	Security Code/CVV Code: _____
Phone: _____	Expiration Date: _____
Applicant/Licensee Name: _____	Request or Business ID #: _____

Payment is for: _____

Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Fee Type	Fee Amount	MLCC Fee Code
<input type="checkbox"/> Inspection Fee(s):	_____	4036
<input type="checkbox"/> Special License Fee(s):	_____	4008
<input type="checkbox"/> Temporary Authorization Fee:	_____	4037
<input type="checkbox"/> License Renewal Fee(s):	_____	4004
<input type="checkbox"/> Manufacturer License(s):	_____	4038
<input type="checkbox"/> Wholesaler License(s):	_____	4085
<input type="checkbox"/> New Retailer License(s):	_____	4012
<input type="checkbox"/> Transfer Retailer License(s):	_____	4034
<input type="checkbox"/> Conditional License	_____	4012
<input type="checkbox"/> New Add Bar <input type="checkbox"/> Transfer Add Bar:	_____	4012/4034
<input type="checkbox"/> Sunday Sales Permit (AM):	_____	4033
<input type="checkbox"/> Sunday Sales Permit (PM):	_____	4032
<input type="checkbox"/> Catering Permit:	_____	4031

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.



CITY OF GROSSE POINTE WOODS

20025 MACK PLAZA DRIVE
GROSSE POINTE WOODS, MI 48236
313-343-2440

WWW.GPWMI.US

Requires Council Approval

RECEIVED

FEB 10 2020

CITY OF GROSSE POINTE WOODS

Parade or Procession Permit Application

Chapter 38, Article V, Sec. 38-134 to 38-180

Instructions to Applicant:

- Application for a permit to hold a parade, procession, fun run, group walk, marathon walk, race or bike-athon shall be made on this form.
- All questions shall be answered and if the requested information is unavailable, an explanation shall be made as to why such information cannot be furnished.
- Knowingly furnishing or filing false information in an attempt to obtain a permit is a violation of the City Code.
- Application should be made 90 days prior to the scheduled event.
- Attach copy of current \$1 million dollar liability insurance certificate, with an "A" rating or better, indemnifying the City.

1. Name, address and telephone number of the individual or organization making request

Jonathan Byrne, 707 Vernier, (313) 432-5366, Grosse Pointe North Student Association

2. Name and address of the charity, institution or organization that will benefit

Grosse Pointe Animal Adoption Society, 20204 Harper Ave, Harper Woods

3. If applicant held a similar event within 12 months preceding the above date, explain as follows:

- Date of event: this will be our first time hosting a 5K
- Gross amount collected: \$
- Amt. Of funds remitted to charity: \$ 100%

4. Describe a map of the starting point, route, and ending point of the event

Starts at GPN, proceeds up Vernier to Lakeshore, turns right on Lakeshore, goes to Lakeshore and Oxford, then circles back around the same route back to North

5. Date of the event, the starting time and estimated ending time of the event

May 3, 2020 starting at 10:30 and ending at 12:00

6. Number and approximate age of the participants who will take part in the event

200 people and 70 dogs and the age range of participants will be from gradeschool to 60 years old

It is hereby acknowledged that any permit issued by the City of Grosse Pointe Woods is conditional upon the applicant fulfilling certain requirements prior to the event. Should the applicant fail or neglect to fulfill any such condition, then such approval for the event, as obtained from City Council, shall be automatically rescinded.

Return Completed Application to the City Clerk's Office.

Applicant Signature

Date

2-8-2020

ROUTE PERMIT TO:

Insurance certificate attached: (X)
Calendar check for conflict: (X) Little League at noon.

City Clerk: [Signature]

Insurance rating "A" or better: (X)
City Clerk: [Signature]

Approved: (X) Denied: () Date: 2-18-2020

Director of Public Safety: [Signature]

Approved: () Denied: (X) Date: 2-18-20

City Administrator: [Signature]

Approved: () Denied: () Date:

City Council:

Original: Clerk's Office
cc: Applicant
Public Safety



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/7/2020

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

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

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 300 Ottawa NW, Suite 301 Grand Rapids MI 49503	CONTACT NAME: Brian Pierce PHONE (A/C, No, Ext): 616-233-0926 FAX (A/C, No): 616-233-0923 E-MAIL ADDRESS: Brian_Pierce@ajg.com
INSURED MAISL Joint Risk Management Trust Grosse Pointe Public School System 389 St. Clair Avenue Grosse Pointe MI 48230	INSURER(S) AFFORDING COVERAGE INSURER A: MAISL Joint Risk Management Trust INSURER B: Great American Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 1087955440**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		Insurer A & B 3128240-PKG	7/1/2019 7/1/2019	7/1/2020 7/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ N/A PRODUCTS - COMP/OP AGG \$ Agg Applies per \$ Member
A B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			Insurer A & B 3128240-PKG	7/1/2019 7/1/2019	7/1/2020 7/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Insurer A & B 3128240-UMB	7/1/2019 7/1/2019	7/1/2020 7/1/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	School Board Legal Liability Professional & Errors & Omissions Liability			3128240-SBL	7/1/2019	7/1/2020	Per Claim Limit Aggregate Limit \$1,000,000 \$1,000,000

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

MAISL Joint Risk Management Trust is a qualified and approved self-insurance fund under the laws of the State of Michigan. SIR \$500,000

The City of Grosse Pointe Woods is an Additional Insured as respects to General Liability, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

RE: Grosse Pointe Public Schools' 5K Charity Run held on May 3, 2020.

CERTIFICATE HOLDER**CANCELLATION**The City of Grosse Pointe Woods
20025 Mack Ave Plaza
Grosse Pointe Woods MI 48236

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

MEMO 20-09

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services
DATE: February 8, 2020
SUBJECT: Replacement of Lake Front Park Drainage Pump Number Four

F.S.

RECEIVED
FEB 13 2020
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

76

The City of Grosse Pointe Woods Lake Front Park has four field drainage pumps. Drainage pump number four located by Sailboat Lane has failed. I have met with three pumping contractor and have received the following quotes for replacement.

Kennedy Industries, Inc.	\$9,005.00
Hydrodynamics, Inc	\$13,670.00
Pro-Seal Service Group	\$13,810.50

Kennedy Industries, Inc. submitted the lowest quote in the amount of \$9,005.00. They have completed other pump repair and replacement projects in the Grosse Pointe Woods and their work has been satisfactory.

Therefore, I am requesting Council to authorize the replacement of drainage pump number four for Lake Front Park drainage to Kennedy Industries, Inc., P.O. Box 930079 Wixom, MI 48393, in the amount of \$9,005.00. I further recommend a contingency in an amount not to exceed \$2,000.00 for any unforeseen problems should they arise. The total project will not exceed \$11,005.00. This is a budgeted item included in the 2019/2020 fiscal year budget in Water/Sewer Contractual Services account no. 592-537-818.000.

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

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


Bruce Smith, City Administrator

Feb. 10, 2020
Date

Fund Certification:

Account numbers and amounts have been verified as presented.


Cathrene Behrens, Treasurer/Comptroller

2/13/2020
Date



KENNEDY
INDUSTRIES

INNOVATE
SOLVE
MONITOR
REPAIR

QUOTATION		
DATE	NUMBER	PAGE
2/7/2020	0030239	1 of 2

B GRO250
I
L CITY OF GROSSE POINTE WOODS
L 20025 MACK PLAZA
T GROSSE POINTE W, MI 48236
O

Accepted By: _____

Company: _____

Date: _____

PO#: _____

ATTENTION:

FRANK SCHULTE

313-343-2460

pubwks@gpwwmi.us

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#		JOB TITLE	SLP	SHIPPING TYPE
REV 2		FLYGT REPLACEMENT PUMP, 3085.182-9880212	KES/JAR	FREIGHT ALLOWED
QTY	DESCRIPTION			

(1) FLYGT SUBMERSIBLE SEWAGE PUMP, MODEL NP3085.060 463 WITH HIGH CHROME IMPELLER AND INSERT RING. RATED FOR 2.4 HP, 1 PHASE, 230 VOLT WITH 3" DISCHARGE AND 50 FT. MOTOR AND SENSOR CABLE. PUMP EQUIPPED WITH SEAL FAIL/HIGH TEMP CABLE.

(1) FLYGT MINI CAS SEAL FAIL/HIGH TEMP MONITORING RELAY - TO BE MOUNTED IN EXISTING PANEL.

(1) FLYGT SINGLE PHASE START KIT - TO BE MOUNTED IN EXISTING PANEL.

DELIVERY: APPROXIMATELY 8-10 WEEKS AFTER RECEIPT OF ORDER.

UPON ORDER - PLEASE CONFIRM VOLTAGE AND CABLE LENGTH REQUIRED.

NET PRICE INCLUDING FREIGHT, BUT NO TAXES: --- \$7,355.00

THE FOLLOWING QUOTE IS FOR FIELD SERVICE REQUIRED ON YOUR ABOVE REFERENCED PUMP STATION:

FIELD SERVICE LABOR REQUIRED:

KENNEDY INDUSTRIES WILL PROVIDE (1) FIELD SERVICE TECHNICIAN(S) ONSITE TO INSTALL (1) FLYGT 3085.060 PUMP, (1) FLYGT MINICAS AND (1) START-KIT, TEST RUN TO VERIFY PROPER OPERATION.

TOTAL FIELD SERVICE COST: \$1,650.00

PLEASE PROVIDE WRITTEN OR VERBAL AUTHORIZATION SO THAT WE MAY RESPOND TO YOUR REQUIREMENTS.

IF YOU HAVE QUESTIONS, COMMENTS, OR ARE IN NEED OF ANY ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT ME AT (248) 684-1200.

WE DO NOT INCLUDE:

INSTALLATION, SITE WORK, CONCRETE, ANCHOR BOLTS, PIPING, VALVES, COVER, STARTERS, CONTROLS, CONDUIT, WIRING, JUNCTION BOXES OR START-UP UNLESS LISTED ABOVE.



KENNEDY
INDUSTRIES

INNOVATE
SOLVE
MONITOR
REPAIR

QUOTATION		
DATE	NUMBER	PAGE
2/7/2020	0030239	2 of 2

QTY	DESCRIPTION
-----	-------------

WE APPRECIATE THIS OPPORTUNITY TO QUOTE AND LOOK FORWARD TO BEING OF FUTURE SERVICE.

SINCERELY,

JESSICA RIVARD

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 4/2019) and Customer Warranty available at www.kennedyind.com which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE
NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-6011

www.KennedyInd.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/13/2020

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

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

PRODUCER
VTC Insurance Group 1-248-828-3377

1175 West Long Lake Road
Suite 200
Troy, MI 48098

INSURED
Kennedy Industries, Inc.

PO Box 930079

Wixom, MI 48393

CONTACT
NAME: Shelli Roehl
PHONE (A/C, No, Ext): 248-828-3377 FAX (A/C, No): 248-828-3741
E-MAIL: sroehl@vtcins.com
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: AMERISURE INS CO 19488

INSURER B: AMERISURE PARTNERS INS CO 11050

INSURER C: AMERISURE MUT INS CO 23396

INSURER D: ACCIDENT FUND INS CO OF AMER 10166

INSURER E: TRAVELERS PROP CAS CO OF AMER 25674

INSURER F: UNDERWRITERS AT LLOYDS LONDON 15792

COVERAGES

CERTIFICATE NUMBER: 58509376

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> X, C, U Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CPP2090622	12/31/19	12/31/20	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CA2090623	12/31/19	12/31/20	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CU2090626	12/31/19	12/31/20	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCV6201365	12/31/19	12/31/20	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Leased/Rented Equipment			QT6608A099777	12/31/19	12/31/20	Limit 235,000
F	Pollution/Professional			ENP0002193-03	12/31/19	12/31/20	Occ/Agg Limit 1M/2M

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

Where required by written contract, the following is addt'l insured for General Liability (GL) as respects ongoing & completed operations on a primary & non-contributory basis and addt'l ins with respects to Automobile liability. GL, Auto & Workers Comp policies include waiver of subrogation on behalf of the following as required by written contract and where allowed by law.
City Of Grosse Pointe Woods

CERTIFICATE HOLDER

City of Grosse Pointe Woods

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Alan P. Chandler

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MEMO 20-10

TO: Frank Schulte, Acting City Administrator
FROM: Nicole Gerhart, Recreation Supervisor *NG*
DATE: February 14, 2020
SUBJECT: Lakefront Swimming Association Timing System

7H
RECEIVED
FEB 18 2020
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

The Lakefront Swimming Association consists of teams from the five Grosse Pointes and St. Clair Shores. The City of Grosse Pointe Woods is the current 2020 League Secretary of the association.

As the 2020 League Secretary, the City of Grosse Pointe Woods is responsible for organizing and running the upcoming summer swim league, which includes managing expenses and billing for the league.

The Lakefront Swimming Association currently has a Daktronics touchpad timing system, which is used during the Relay Meets, Prelims and the Championship meet. The Daktronics system is over 16 years old and certain components are not working. In the past years, the league has borrowed equipment (such as timing pads, timing console, and starting blocks) from various organizations and that option is no longer available.

The league received a quote of \$10,347.00 from Daktronics to replace broken components of the timing system. For the current system and scoreboard to work with the new components, they must be Daktronics. The amount of \$10,347.00 will be split between the six cities; therefore, each city will be responsible to cover their portion of \$1,724.50. The new components come with a two-year warranty.

In order to run the swim league properly and efficiently, I am requesting Council to authorize the purchase of the Daktronics timing components in the amount of \$10,347.00. This item was not included in the Fiscal Year Budget, but funds are available in the Parks and Recreation account number 101-774-970.000. The City of Grosse Pointe Woods will be reimbursed by the City of Grosse Pointe, the City of Grosse Pointe Park, the City of Grosse Pointe Shores, the City of Grosse Pointe Farms and the City of St. Clair Shores in the amount of \$8,622.50. The total cost to the city will be \$1,724.50.

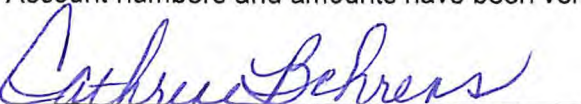
I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council Consideration:


Frank Schulte, Acting City Administrator

2-18-2020
Date

Fund Certification:

Account numbers and amounts have been verified as presented.


Cathrene Behrens, Treasurer/Comptroller

2/18/2020
Date

DAKTRONICS QUOTE # 722336-1-0

LAKEFRONT SWIMMING ASSOCIATION
Nicole Gerhart
20025 Mack Plaza Dr
Grosse Pointe Woods, MI USA 48236
Phone: (313)363-1258
Fax:
Email: ngerhart@gpwmi.us

14/Feb/2020
Quote valid for: 90 days
Terms: Payment With Order
Subject to Credit Review
FCA: DESTINATION
Delivery: Call for Production Time

Reference: Touchpads

Item No.	Model	Description	Qty	Price
1	T7060	60" x 22" T7000 Series Stainless Steel Touchpad; Includes Gutter Mount Bracket	7	\$6,552.00
2	FREIGHT	Shipping to site via LTL (enclosed trailer). Usually unloads at a dock, forklift or pallet jack may be required.	1	\$270.00

Services

3	G2C2-W	Two Year Warranty - Parts Coverage - G2G2	1	
Total Price Excluding Applicable Tax:				\$6,822.00

Please reference listed sales literature: DD1628366 for G2C2-W, SL-10421 for T7060

DAKTRONICS QUOTE # 722084-1-1

LAKEFRONT SWIMMING ASSOCIATION

20025 Mack Plaza Dr
Grosse Pointe Woods, MI USA 48236
Phone:
Fax:
Email:

12/Feb/2020

Quote valid for: 30 days
Terms: Payment Before Shipment
FCA: DAKTRONICS
Delivery: 2 week lead time

Reference: Case 1234261 _ LAKEFRONT SWIMMING ASSOCIATION

Item No.	Model	Description	Qty	Price
1	SERVICE 0A-1056-0155	POTTED PUSHBUTTON ASSY W/5' CORD	8	USD 600.00
2	SERVICE 0A-1056-0152	100FT LANE EXTENSION MODULE II	2	USD 530.00
3	SERVICE 0A-1056-0146	LANE MODULE IV	8	USD 2,080.00
4	REPAIR & RETURN FLAT RATE	Repair and Return Flat Rate (0A-1240-0002)	1	USD 250.00
	Comments	This part will need to be sent to our corporate repair center referencing the case number. The part will be returned 2-4 weeks from the date it is received. Repaired part(s) are entitled to a 90 day warranty.	1	
5	SERVICE SHIPPING GROUND	SHIPPING AND HANDLING GROUND	1	USD 65.00
Total Price Excluding Applicable Tax:				USD 3,525.00

Options*Please contact your sales or service representative for additional information*

SERVICE SHIPPING 2-DAY	SHIPPING AND HANDLING TWO DAY	1	USD 260.00
SERVICE SHIPPING OVERNIGHT	SHIPPING AND HANDLING OVERNIGHT	1	USD 625.00



Committee-of-the-Whole Excerpt
10/14/19

Next item discussed was regarding **Administrative Clerk II – Finance Dept.** The Treasurer/Comptroller provided an overview of her memo date September 26, 2019. She stated that a special skill set is required, however, all applicants will be considered. Discussion ensued regarding requesting a labor attorney review and the impact on other departments and employees. There was a consensus to place this item on the next Committee-of-the-Whole meeting.



CITY OF GROSSE POINTE WOODS

Office of the Treasurer/Comptroller

Memorandum

DATE: February 6, 2020

TO: Mayor Novitke and City Council

FROM: Cathrene Behrens, Treasurer/Comptroller

SUBJECT: Administrative Clerk II Position

RECEIVED
FEB - 6 2020
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

I am requesting council consideration to post for an Administrative Clerk II in the Finance Department. In a review of the job descriptions for these two positions (see attached), I have recognized that the skill level that is currently being performed by finance staff, requires them to work with some autonomy. This positions duties include:

- Preparation, adjustments and payment processing for all property tax received by the city in person, through the drop box or from large escrow accounts through the mortgage companies. Additionally, tax records are updated for mailing purposes and mortgage holder changes as they occur.
- Working closely with WCA assessing ensuring that property tax transfers and principal residence exemptions are "received" into the City and the documents are scanned into an electronic format and copies provided to the assessors for updates and property transfers. This position provides adjusted tax bills to the property owner and/or Mortgage Company and works closely with myself to process the appropriate refunds or increases, as they occur
- Coordinates 90% of the scheduling for our March Board of Review to ensure that our residents have the ability to schedule their appointment during normal business hours, five days per week.
- Serves as a backup position for the monthly generation of utility bills during vacation or leave time of our primary water billing specialist. Assists with the scheduling and preparation of final billing requests as properties are transferred or sold.
- Responsible for all accounts receivable invoices which are generated "citywide" from all departments. This involves the tracking, 2nd and 3rd notices of past due, if necessary, and logging the funds received to ensure the city is collecting all outstanding charges which were incurred through multiple departments. This particular task is very involved and complicated due to time requirement and effort sending multiple notices. Throughout all departments, several hundred account receivable invoices are generated annually.

The union contract requires that this position be posted for a period not less than seven (7) days for any TPOAM employee to apply for the position. Due to the highly technical nature of this position, it is very skill specific, but any and all candidates would be given consideration.

The additional personnel costs for a fiscal year are reflected in the table listed below:

ADMINISTRATIVE CLERK II PROPOSAL

Current Rate	18.87	36,796.70
Proposed Rate	19.46	37,947.00
Difference		1,150.31

Additional Payroll Related Costs

FICA	88.00
Pension	291.95

ANNUAL TOTAL	1,530.25
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I am not requesting any additional allocation of funds because I believe that the Finance budget can accommodate this increase without any amendment due to a permanent part-time vacancy we are currently recruiting for.

The Administrative Clerk I position that would be vacated, is to remain vacant, which is the City's option pursuant to the union contract.

Thank you for your consideration.



Treasurer/Comptroller Signature

Exhibit A-2b
DEPARTMENT OF ADMINISTRATION
Administrative Clerk I

Nature of Work: This is office and clerical work of limited complexity performed under supervision. Employees of this class accomplish a variety of clerical operations which can be learned by on-the-job training or by previous experience. Work involving a more complex task is normally given closer supervision than that which is repetitive in nature or which follows well-established procedures. Detailed instructions are given at the beginning of the work and on subsequent new assignments, but as the Clerk becomes more familiar with a particular procedure, work may proceed with independence of action. Completed work is subject to review and correction. Other duties involve contact with the public where information may be dispersed or obtained.

Examples of Work Performed: Maintain filing system of a particular department in accordance with predetermined classifications. Sort and file correspondence, books, applications, forms, reports and other material. Occasional typing of routine letters, forms, reports, tabulations and other materials from rough drafts or instructions. Over-the-counter work accepting prepared license applications, vouchers and permits.

Maintenance of electrical and plumbing license records and issuance of same. Operate the central telephone switchboard; provides information regarding the routine operations of all City departments; routing calls to appropriate individuals and accepting and delivering messages when required.

Prepare outgoing mail. Operate reproduction machine and other business machines as may be necessary. Be able to work in various administrative departments, adjusting to particular procedures which are unique to each department.

Receive various money payments due the City. Record and balance receipts, post and file related data. Perform related work as assigned.

Desirable Educational Skills: High school graduate; including or supplemented by courses in typing and commercial subjects. Typing speed to be at a rate of not less than 40 words per minute. Knowledge of Business English, spelling and commercial arithmetic.

Desirable Knowledge: Moderate skill in operating a typewriter, adding machine, cash register, accounting machine and other office machinery which does not require special training or experience. Ability to learn the general operation of municipal government and its various departments so that relative questions raised by residents may be answered courteously and informatively.

Appearance and demeanor to reflect composure and assurance. Accuracy in making mathematical calculations and in receiving money, and in transmitting verbal information related to same. Affable and courteous to co-workers and the public.

Exhibit A-1b
DEPARTMENT OF ADMINISTRATION
Administrative Clerk II

Nature of Work: This is moderately complex and varied clerical work which involves a degree of independent thought and decision making. Employees in this category perform some office clerical operations which require the use of judgment based on knowledge gained through experience.

Detailed instructions are received only when there is a change in procedure and in many instances employees of this classification may work for extended periods without direct supervision. Complete work is subject to review by department head.

Dictation may vary in amount and the subject matter may be highly diverse and may include technical terms which can be learned through experience.

Examples of Work Performed: A person working in this category has satisfactorily demonstrated all the skills and abilities required by an Administrative Clerk I. Types draft copy, letters, reports, statements, memoranda and other material. May compose routine correspondence. May act as secretary to the department heads.

Performs routine office and clerical work such as answering telephone inquiries, maintenance of records and a form file, posting, filing, over-the-counter transactions, searching records, tabulating and calculating, operating standard office machines which do not require previous special training; assembling of reports.

Maintains an up-to-date record of written office procedures for the particular department to which assigned. May be called upon to direct/instruct subordinate personnel when occasion arises. Guides and counsels subordinate personnel in the execution of their duties.

Performs related work as assigned.

Desirable Educational Skills: High school graduate; including or supplemented by courses in typing and commercial subjects. Typing speed to be at a rate of not less than 70 words per minute. Clerk I training or the equivalent. Knowledge of Business English, spelling, grammar and commercial arithmetic.

Desirable Knowledge: Knowledge of office procedures, practices and office equipment. Knowledge of the general operation of municipal governments and its various departments. Ability to direct/instruct personnel.




CITY OF GROSSE POINTE WOODS

Office of the Treasurer/Comptroller

Memorandum

7J
RECEIVED
FEB 19 2020
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

DATE: February 19, 2020
TO: Mayor Novitke and City Council
FROM: Cathrene Behrens, Treasurer/Comptroller 
SUBJECT: Payment Agreement Policy

Pursuant to the recommendation made at the Committee-of-the-Whole meeting held on February 10, 2020, please find attached a copy of the proposed Payment Agreement Policy for your review. I am requesting the approval of the policy, as attached, and authorization to sign the policy and distribute to staff.

Thank you for your consideration.



FINANCE DEPARTMENT

ISSUANCE, COLLECTION AND PAYMENT AGREEMENTS OF UTILITY BILLS

City Ordinance Chapter 44

A. BILLINGS:

Water and sewer bills will be based upon bi-monthly meter readings and billed bi-monthly.

B. CYCLES:

City utility accounts are split into two cycles with each cycle containing approximately 50% of total utility accounts. Cycle 1 will be billed each January, March, May, July, September and November. Cycle #2 will be billed each February, April, June, August, October and December.

C. READING & BILLING DATES:

Meters will normally be read for each cycle, via remote access, during the first week of the billing month, on or about the 3rd day of the month.

D. BILL DUE DATE:

Due date will normally be the 15th day of each month, with the due date printed on the bill, unless the 15th falls on a weekend or legal holiday, in which case, the due date will be the next business day.

E. LATE PENALTY ASSESSMENT:

Late penalty assessments of 10% of the prior billed amount will be applied when payment is not received by 9:00 a.m. on the day following the due date by mail, drop box, online payment or other means. Postmarks by the scheduled due date will be honored.

F. PAST DUE/DISCONNECT NOTICE:

Shut off notices with late penalty assessment will normally be mailed within three (3) business days following the due date. They will include the late penalty assessment and state that the service will be disconnected on a specific date.

Shut off notices will state that service will be shut off if not paid by the specified date and that no further notice will be given prior to shutoff.

Disconnects will take place throughout the week. Additional charges will apply to restore service. Payments will not be accepted by workers turning off the service.

G. PAYMENT ARRANGEMENTS:

A customer may request to enter into a payment agreement with the City upon receipt of a shut off notice. The city will enter into a payment agreement with a utility customer limited by specific criteria. That criteria is as follows:

- #1. A balance must be sixty (60) or more days past due;
- #2. The customer has received a valid shut-off notice from the city for this arrearage;
- #3. The customer has appeared in person at city hall to set up the payment agreement and signs the agreement form to indicate their understanding of the terms;
- #4. The customer is the legal property owner; if not, advise the renter/tenant that the property owner will receive a copy of the payment agreement via US mail;
- #5. ***Prior to calculating the payment agreement amount, ask the customer if they will be making a payment today towards the past due balance; if yes, post the payment in Cash Receipts (CR) and then calculate the past due balance; if no, calculate the past due balance as detailed below.***

Payment agreement amounts will be calculated/verified using the following procedure.
(See example below)

1. ***Verify the past due balance in Utility Billing (UB);***
2. ***Be on the account history page in the database;***
3. ***In the Account Report category select "Aged Accounts Receivable" report;***
4. ***Under Report Options select "Current Record";***
5. ***Hit Run report;***

Aged Accounts Receivable

Friday, April 26, 2019

Location ID	Status	Customer Name		1/5			
Account Number	Parcel Number	Service Address					
Bill Item Name	Non Delq	< 30 Days	30 Days	60 Days	90 Days	180+ Days	Total Due
<hr/>							
	ACTIVE						
10-WATER	\$0.00	\$39.27	\$0.00	\$42.84	\$0.00	\$0.00	\$82.11
20-SEWER	\$0.00	\$28.60	\$0.00	\$31.20	\$0.00	\$0.00	\$59.80
30-CAP IMPROVEMENT	\$0.00	\$21.78	\$0.00	\$6.04	\$0.00	\$0.00	\$27.82
50-METER CHARGE	\$0.00	\$45.67	\$0.00	\$45.67	\$0.00	\$0.00	\$91.34
70-BILLING EXPENSE	\$0.00	\$2.08	\$0.00	\$0.00	\$0.00	\$0.00	\$2.08
	\$0.00	\$137.40	\$0.00	\$125.75	\$0.00	\$0.00	\$263.15

PAYMENT AGREEMENT STANDARDS & MANDATORY DISCLOSURES

- #1. The past due balance will be divided by three (3) and this will establish the ***minimum*** payment amount on the payment agreement (i.e. $\$125.75 \div 3 = \41.92)

- #2. Customer will be required to make a payment at least once every fourteen (14) days;
- #3. Customer must be advised that a penalty of 10% will be accrued on the past due balance, penalty is not waived;
- #4. Customer must be advised that if a payment agreement is made late or not made at all; water service will be terminated without notice;
- #5. The customer must be advised if there is a problem which arises or a situation that comes up and they need to amend the terms, they **MUST** call and speak with water department staff to ensure their service remains active.
- #6. If the property is a "rental", advise the customer that the landlord will receive duplicate copies of all water billings and shut-notices which are mailed out.
- #7. Advise the tenant that the property owner and/or landlord will be sent a copy of the payment agreement.

Payment Agreements Equal to Less Than One-Third (1/3) Past Due

- *In limited situations, payment agreements may be made in amounts less than 1/3 of the past due balance;*
- *In these limited situations, the agreement must be made between the legal property owner and the City;*
- *In these situations, the agreement will be entered into for a time period of no more than six (6) weeks in length; at the end of the six week period, the customer will need to enter into a new payment agreement, increasing the monthly minimum payment by no less than ten (10) dollars per payment;*

Payment agreements will need the Treasurer/Comptroller's review and sign off prior to any approval.

Payments are accepted at city hall during normal business hours, by mail, drop box or online. After-hour turn on payments will be accepted at the Department of Public Safety.

H: PROPERTY OWNERS RESPONSIBLE:

Property owners are responsible for all bills and shall have duplicate notices for rental properties mailed to their address of record. **Property owners shall be mailed a copy of the payment agreement to their address of record.**

I: FINAL READ:

A customer may request a final read any time during a billing cycle, and a final bill will be prepared within twenty-four (24) hours during a normal work week. Exceptions will apply for weekends and legal holidays.

7K
RECEIVED

FEB 14 2020

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT 2019

**CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS
2018 ANNUAL REPORT
Frank Schulte, Director
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236**

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

During 2019, the Public Services/Public Works staff included 26 full-time employees, 6 part-time employees, and 1 part-time contractual employee. Department management includes the Director and Assistant Director of Public Services and Foreman of Parks & Recreation. Full-time Public Works employees include six Crew Chiefs, 13 Operator II's, two Mechanics, one Confidential Administrative Assistant and one Administrative Clerk at the DPW. Part-time employees include one Operator I at the Torrey Road Pump Station, five Operator I employees at Lake Front Park, one contractual janitorial employee who cleans the DPW offices. The Department also hires approximately 13 seasonal employees each year to assist with general grounds maintenance throughout the city and its parks during the summer and may hire 1-3 temporary employees to assist with fall leaf clean up, if needed.

In 2019, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised approximately \$6.5 million in city infrastructure construction projects. These projects included:

- Replacement of water main on Virginia Lane
- Sewer Structure Repairs throughout the city
- Miscellaneous Concrete Pavement Repairs throughout the city
- Resurfacing of Vernier Road from Morningside to Fairway
- Reconstruction of Stanhope from Chester to the west city limit
- Resurfacing of Anita from Mack to the west city limit
- Resurfacing of Brys from Mack to Helen
- Resurfacing of Lochmoor from Sunningdale Park to Fairway
- Reconstruction of Beaufait from Mack to west city limit
- Resurfacing of Oxford Road from west city limit to Jackson

The following report offers information on special projects and tasks accomplished during 2019, as well as general tasks completed by DPW employees during 2019 as compared to 2018.

SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2019. These projects included:

City Hall

- Installed new drop ceiling in Municipal Court hallway and Public Safety area
- Installed new handicap accessible door openers in Community Center and Municipal Court entrances
- Repaired Municipal Court hallway drywall from flood caused by pipe burst in bathroom
- Painted Municipal Court Administrator's office
- Plumbing repairs throughout Municipal Complex
- Relocated City Hall offices to Community Center after City Hall flood
- Installed new countertops in Community Center men's and women's bathrooms
- Installed automatic flushers in Community Center men's and women's bathrooms
- Assembled new mailbox distribution area for temporary administration offices
- Fixed leak in Community Center kitchen ceiling
- Delivered bulk mail to main post office for elections in 2019
- Preparation for special events including Music on the Lawn and Fall Fest
- Assembled and repaired wheels on multiple chairs in Public Safety Dispatch
- Repaired kitchen sink faucet in Public Safety kitchen
- Replaced bottom door seal in the Public Safety property room
- Installed new power outlet in the basement hallway for IT Department
- Replaced air conditioner in the telephone storage room
- Raised sidewalks around building with self-leveling caulk
- Repaired employee parking lot arm gate
- Repaired brick pavers

DPW

- Installed new garage floor plates in garage #2 that had deteriorated
- Painted mechanic garage
- Installed LED lighting in mechanic garage
- Rebuilt salt barn east wall
- Repaired park truck body that was damaged

Torrey Road Pump Station

- Switch gear maintenance and repairs
- Repaired damaged cable and USB port for printer
- City's largest storm pump, pump #3, removed, repaired, and reinstalled
- Sewage pump #5 rebuilt

City Streets

- Annual replacement of batteries in parking meters along Mack Avenue
- Changed out parking meter lenses as needed

- Hot patch street repairs throughout the city
- Replace signs removed or damaged throughout the city
- Hung banners along Mack Avenue to promote shopping local for *The Avenue in the Woods*
- Planted 1,000 daffodil bulbs throughout the city for *The Avenue in the Woods*
- Painted fire hydrants throughout the city
- Repaired brick walls damaged in municipal parking lots

Lake Front Park

- Built shed in pool filter area
- Painted pool filter room
- Replaced pool filter area fence and gate
- Installed new controls in pool filter room
- Raised the boat docks in the marina due to the rising water levels
- Built moat and sand bagged marina due to the rising water levels
- Installed steel arms for jet ski docks in marina to move freely up and down due to the rising water levels
- Backfilled erosion on the boardwalk due to the rising water levels
- Graded area next to steel seawall at the fishing pier
- Painted the seawall at the marina
- Relabeled boat docks at the marina
- Repaired buoy lights that were damaged
- Removed old concrete foot wash station
- Reset fence posts around pool deck
- Removed deteriorating concrete around the pool deck
- Repaired pool deck concrete
- Added drainage behind the pool
- Painted men's and women's bathrooms in pool bathhouse
- Removed Bradley shower columns and installed new dividers in showers in pool bathhouse
- Fixed and replaced floor drains
- Installed new showers in pool bathhouse
- Installed automatic flush urinals in men's bathroom in pool bathhouse
- Installed auto faucets in men's and women's bathrooms in pool bathhouse
- Installed LED lighting in pool bathhouse
- Trimmed trees throughout park
- Fixed damaged sprinklers
- Installed memorial tree markers
- Planted pine trees along the Doremus fence line
- Installed new threshold at front gate
- Installed bird strike tape to the Activities Building windows
- Replaced broken tile in Activities Building lobby
- Tore off shingles on Pavilion #2 and installed new roof
- Replaced rotted wood on pedestrian bridge
- Built picnic tables to replace old deteriorating tables
- Fixed shingles on the gazebos on the point

- Winterized the sprinklers, marina and concession stand
- Installed light on main entrance sign

Ghesquiere Park

- General maintenance and repairs to Cook School
- Repaired spot light in front of Cook School
- Installed new light and photo cell at the Cook School

BUILDINGS & GROUNDS

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

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

- Custodial, maintenance duties, and repairs at City Hall, Public Safety, DPW and all city parks
- Report streetlights out to DTE as reported by residents
- Raise and lower flags
- Set up/take down signs and voting booths at precincts and errands for city clerk's office during elections
- Water line repairs, rubbing out and polishing water slide, and regular building and grounds repairs and all general maintenance at Lake Front Park
- Plant shrubbery and perform all general grounds maintenance at Chene-Trombly Park, Ghesquiere Park, Jules De Porre Park, and Sweeney Park
- Refresh play surface material around play equipment in city parks
- Maintain tennis courts in city parks
- Set up and tear down for annual Beautification Commission flower sale

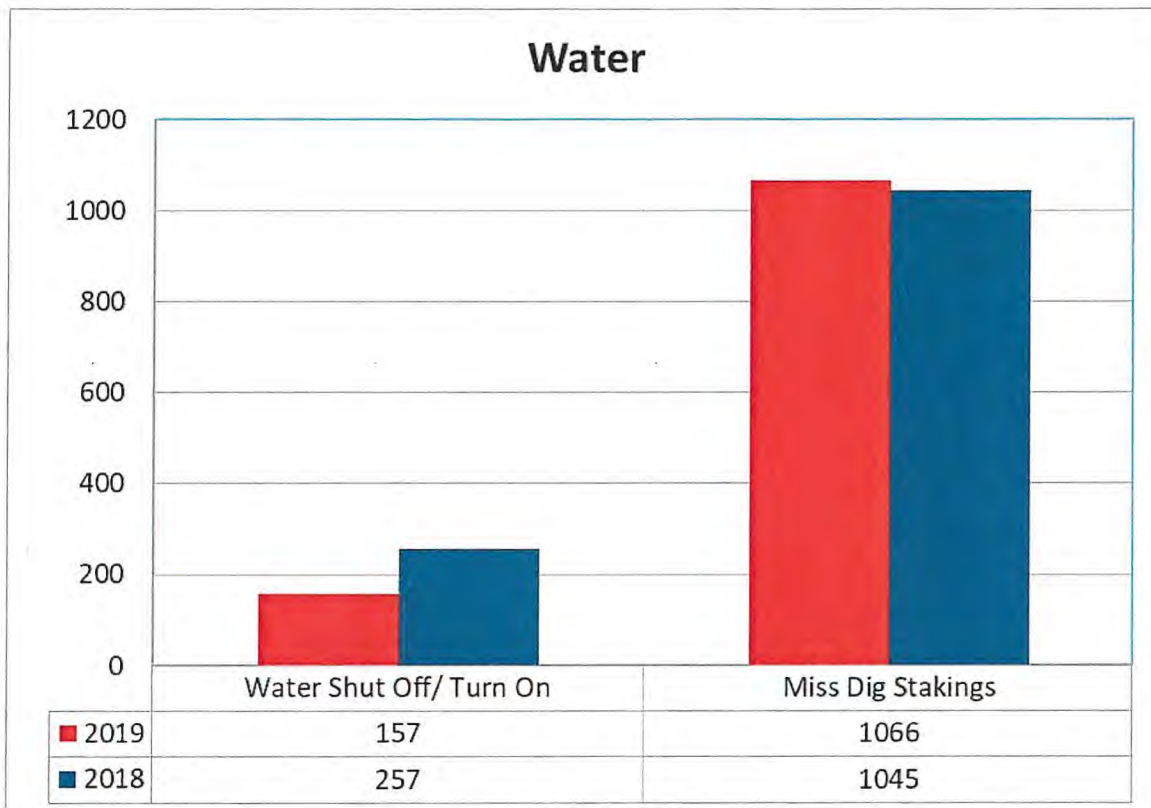
WATER / SEWER

The DPW is responsible for the water distribution system of approximately 68 miles of various size water mains. The State of Michigan requires our city to have at least one certified water distribution operator with a title of S-2 or above. Department of Public Works employees currently hold one S-1, two S-2, two S-3 and five S-4 licenses.

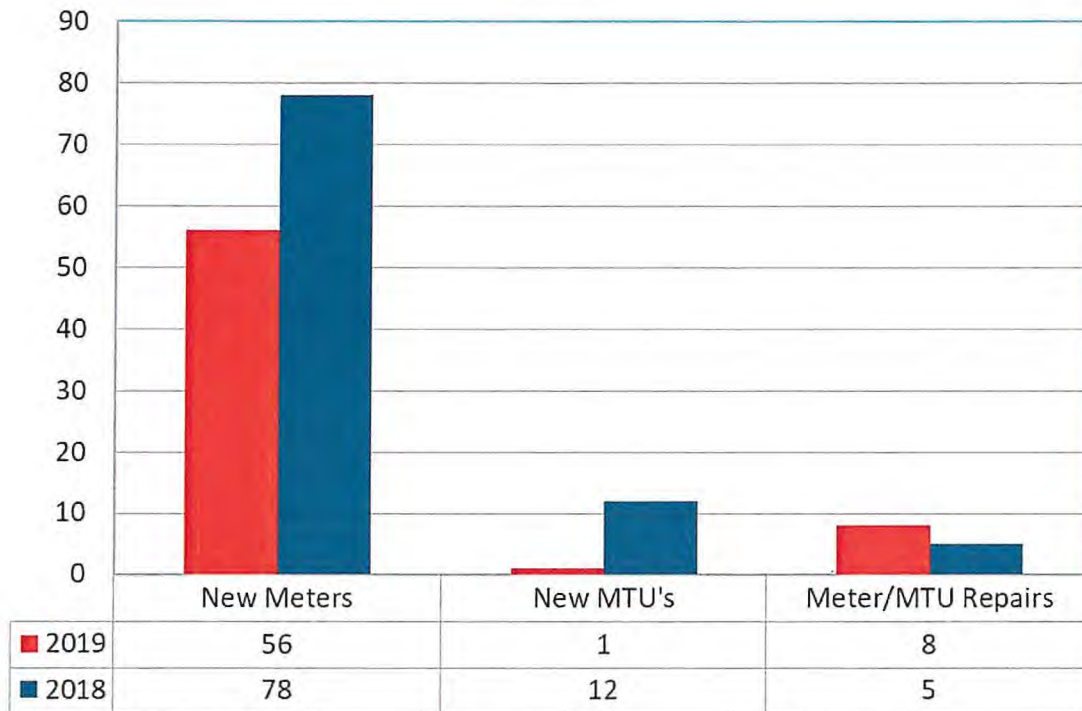
In 2019, DPW employees performed four final water reads, a decrease of 64% from the 11 finals performed in 2018. DPW employees staked 1,066 water service locations for Miss Dig in 2019, a 2% increase of the 1,045 staked in 2018 and completed 23 sprinkler system repairs compared to 33 in 2018. Employees installed 56 new water meters in 2019, a 28% decrease of the 78 new meters in 2018 when the water downsizing program first began, and installed one new MTU reading device in 2019 compared to 12 in 2018. DPW employees also repaired 28 meters, MTU reading devices, and stop boxes in 2019 compared to 22 repairs in 2018. In addition, 157 water services were shut off in 2019, a 39% decrease from the 257 shut off in

2018. Seventeen water services were checked for leaks in 2019 compared to 31 in 2018. Other water related services performed on a regular basis include:

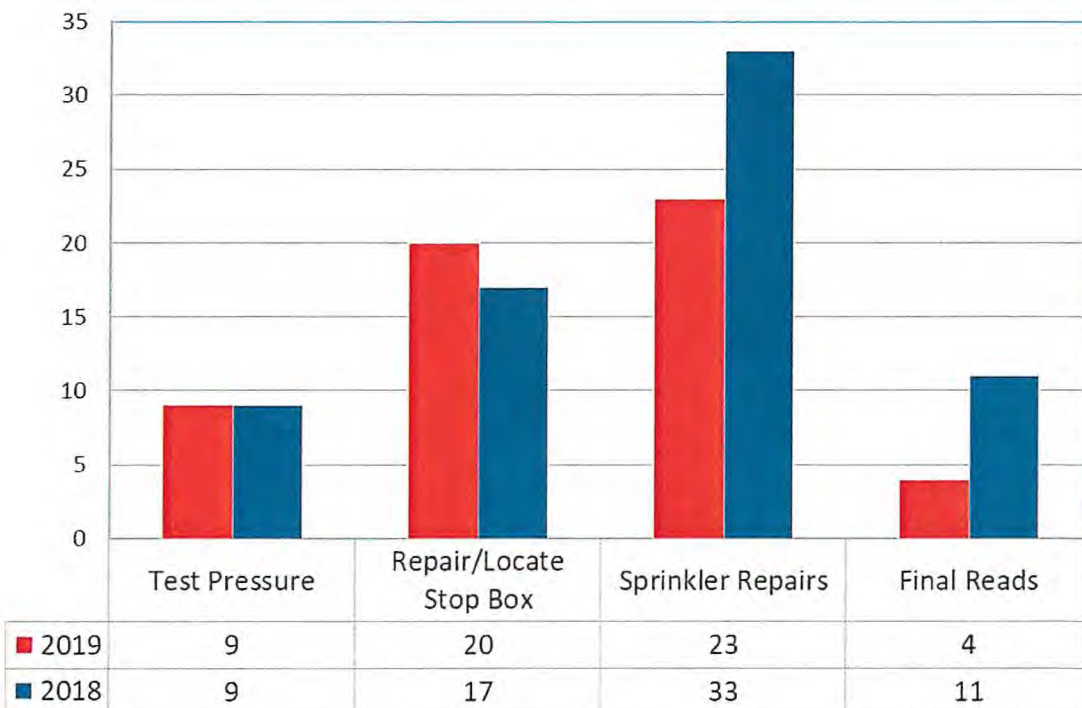
- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance, repairs and winterizing the city irrigation system
- Replacing lead water services between water main and stop box as needed



Water



Water



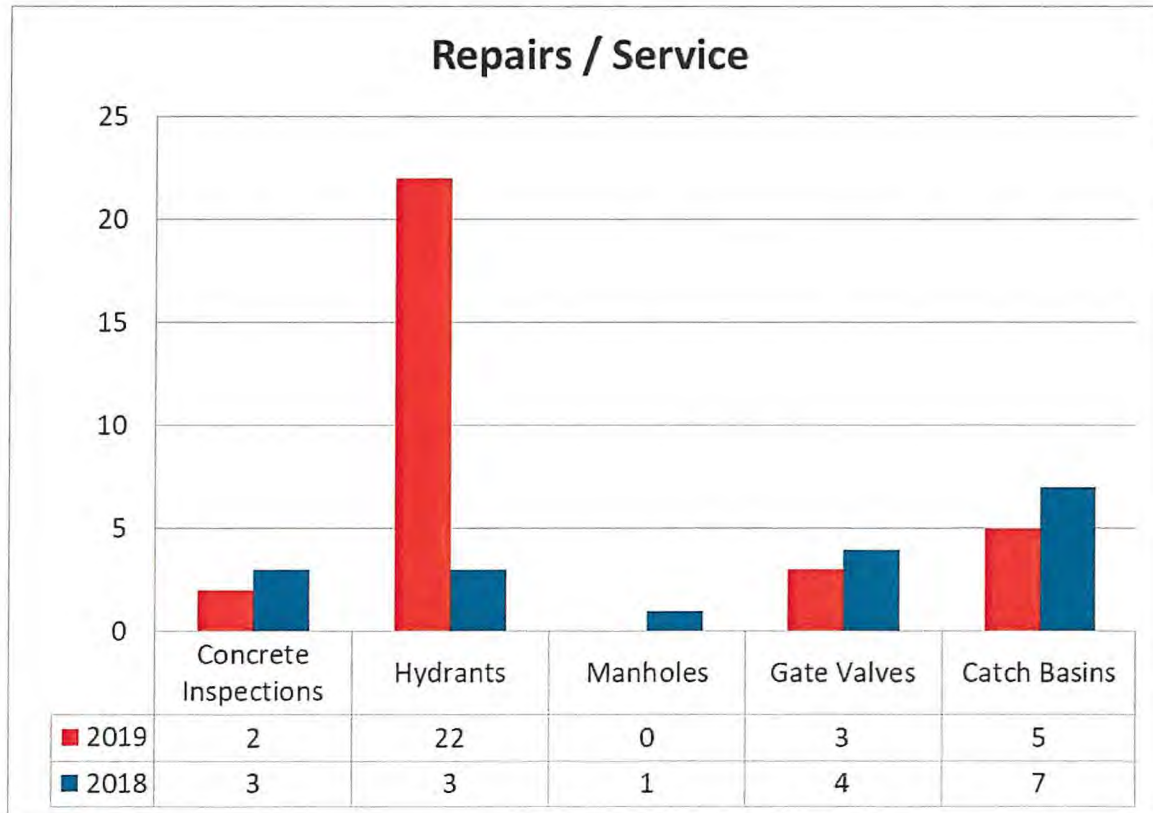
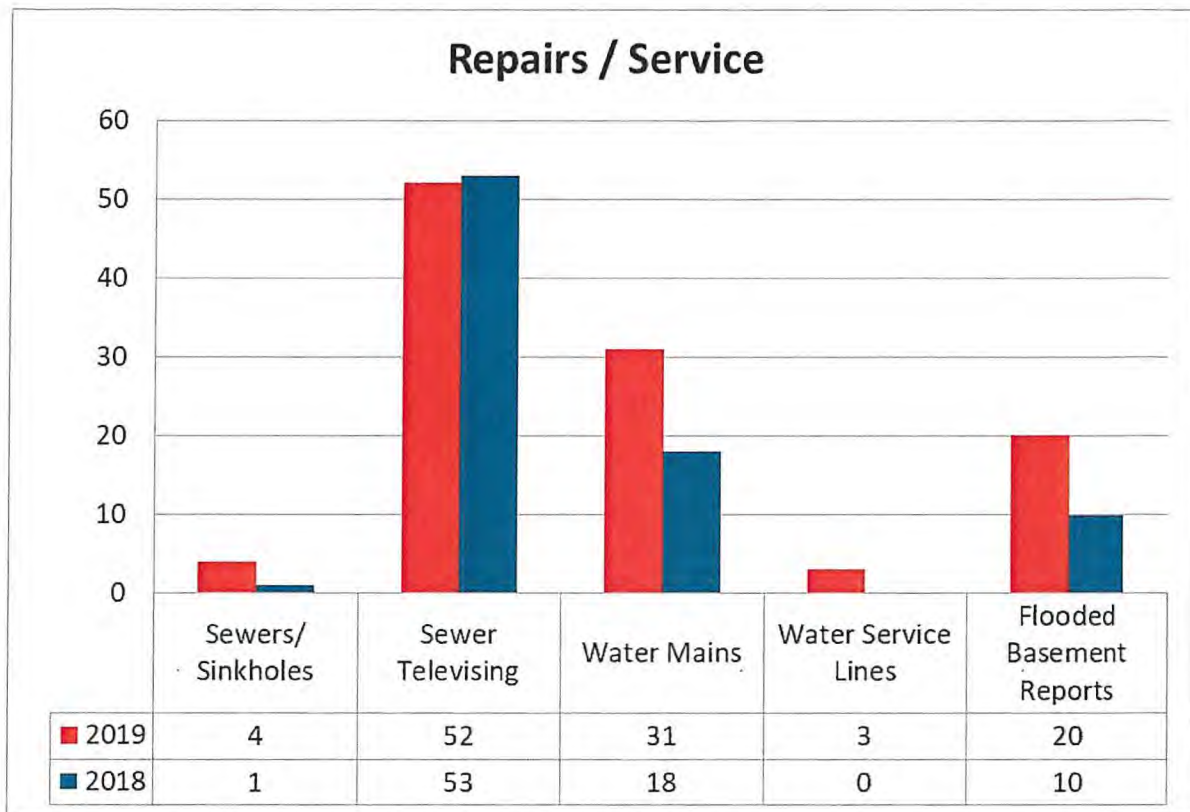
WATER & SEWER REPAIRS/SERVICE

In 2019, DPW employees repaired 31 water main breaks compared to 18 repairs completed in 2018. Twenty-two hydrants, three gate wells or gate valves, and five catch basins were repaired in 2019 compared to three hydrants, four gate wells or gate valves, and seven catch basins in 2018. Three new water service connections were made in 2019, while there were no new connections during 2018. As part of our 8-year rotating maintenance schedule, hydrants in district #7 (Mack to east city limit, from south city limit to Huntington and Fairford) were pressure tested, flushed and greased in 2019 as scheduled. During October and November of 2019, all 605 hydrants in the city were checked, pumped and winterized.

The department is also responsible for maintaining approximately 95 miles of sewer, 1,297 manholes, and the Torrey Road Pump Station (TRPS), which pumps sanitary, and storm water from Grosse Pointe Woods to the Milk River Pump Station. Department sewer related functions include repairing storm and sanitary sewer breaks, maintaining and rebuilding manholes and catch basins, and cleaning city sewer lines. Regular cleaning of catch basins and removal of debris after storms ensures proper street drainage. Eleven sewer inspections were performed in 2019 compared to two in 2018 and four sewer/sinkhole repairs was made in 2019 compared to one in 2018. Twenty flooded basements were reported in 2019 compared to 10 in 2018, and sewer-televising requests decreased 2% from 53 in 2018 to 52 in 2019. Concrete inspections decreased to two in 2019 compared to three in 2018.

Other repairs and services provided in 2019 included:

- Assist in the daily operations of the Torrey Road Pump Station
- Exercise water valves throughout the city so in an emergency the mains can be isolated for necessary repairs
- Sewer jetted/cleaned in various city locations
- Annual District sewer jetting to maintain free and clear running lines
- Annual cleaning of all catch basins throughout the city
- Repair damaged sod and/or square and lay sod at water main and sewer repair sites
- Flushing and pressure testing hydrants
- Winterizing hydrants
- Rebuilt spare hydrants



TREES

The DPW forestry crew is responsible for maintenance and care of all city trees including trees in city parks, on all city properties and islands, and between the sidewalk and curb in residential neighborhoods. Crews regularly trim and remove trees and stumps, trim shrubbery and mulch city trees. In 2019, the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In September and October of 2019, Landscape Source planted 84 trees throughout the city. They planted 28 trees at Lake Front Park. They also replaced eight memorial trees. The city's Tree Commission held its memorial tree dedication ceremony in April 2019 to recognize recipients of four memorial trees.

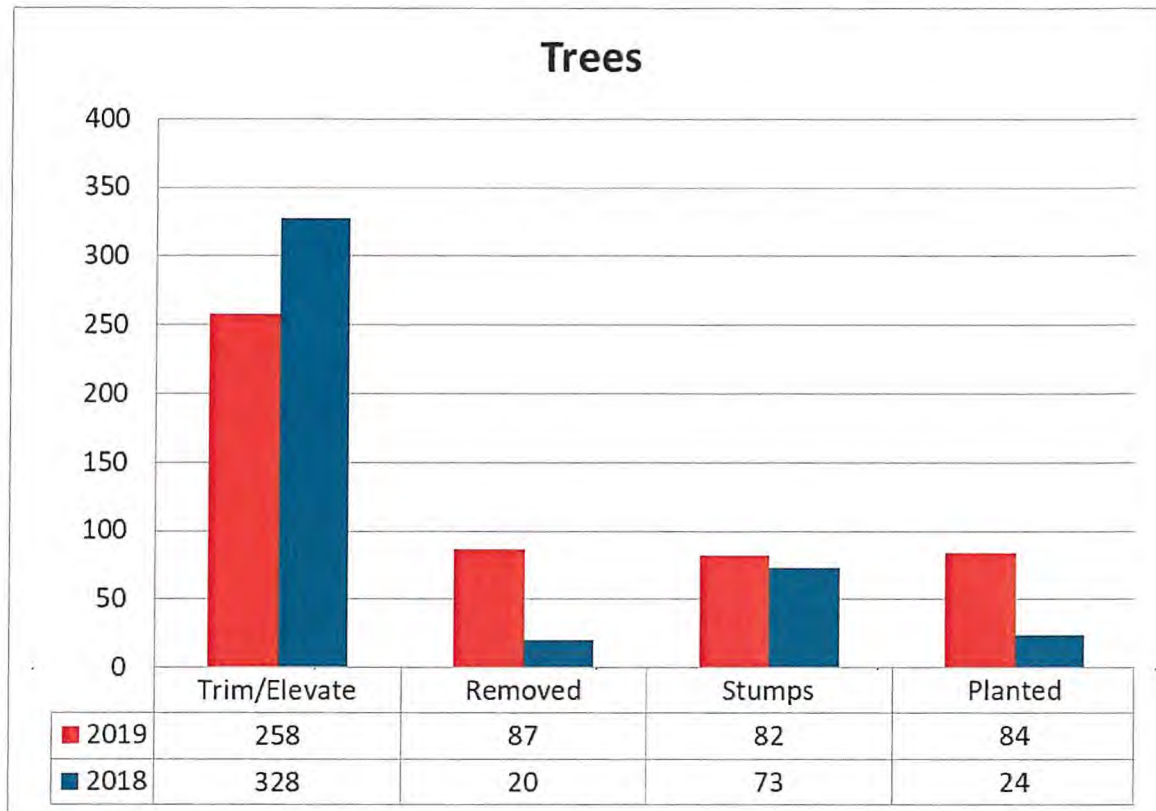
The DPW staff removed 20 trees and city contractor Arbor Pro Tree Service removed another 62 for a total of 82 trees removed in 2019, a 17% decrease from the 99 trees removed in 2018. The DPW staff also removed 82 stumps in 2019, nine more than in 2018.

In January and February of 2019, DPW crews trimmed and elevated trees in District 1 (north side of Vernier to north city limit, from east city limit to Wedgewood). By year-end 258 city trees were trimmed and elevated as part of the regular annual maintenance program and throughout the city as needed.

DPW employees also provide a chipping service to residents for 39 weeks on a four-day schedule. In 2019, DPW spent 2,016 hours chipping brush, compared to 608 hours in 2018.

The DPW grounds crew also performed the following annual duties:

- Clean landscape beds on Mack and Vernier and all planting beds throughout the city
- Regular grounds clean up in city parks
- Restore dirt and seed where tree stumps are removed
- Grass cutting and weed whipping, till, fertilize and weed city beds
- Plant annual flowers throughout city and water regularly throughout the season
- Install memorial tree markers



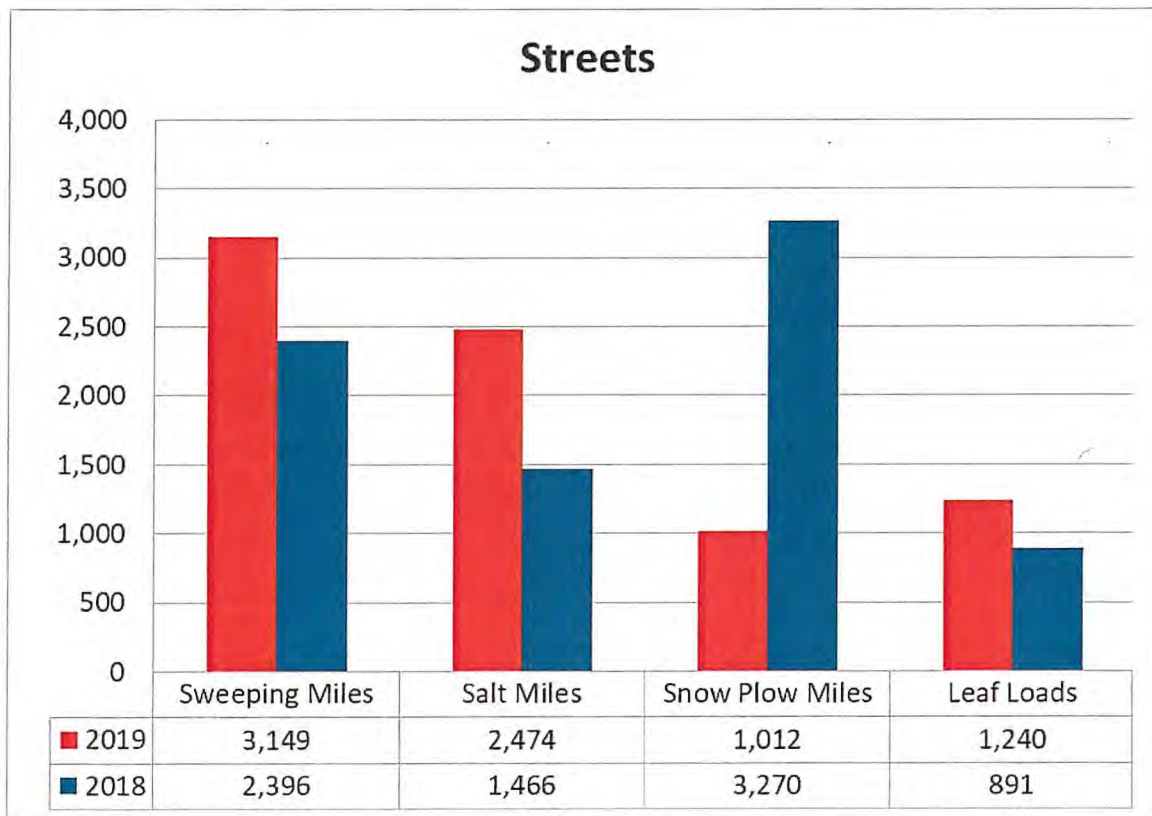
STREETS

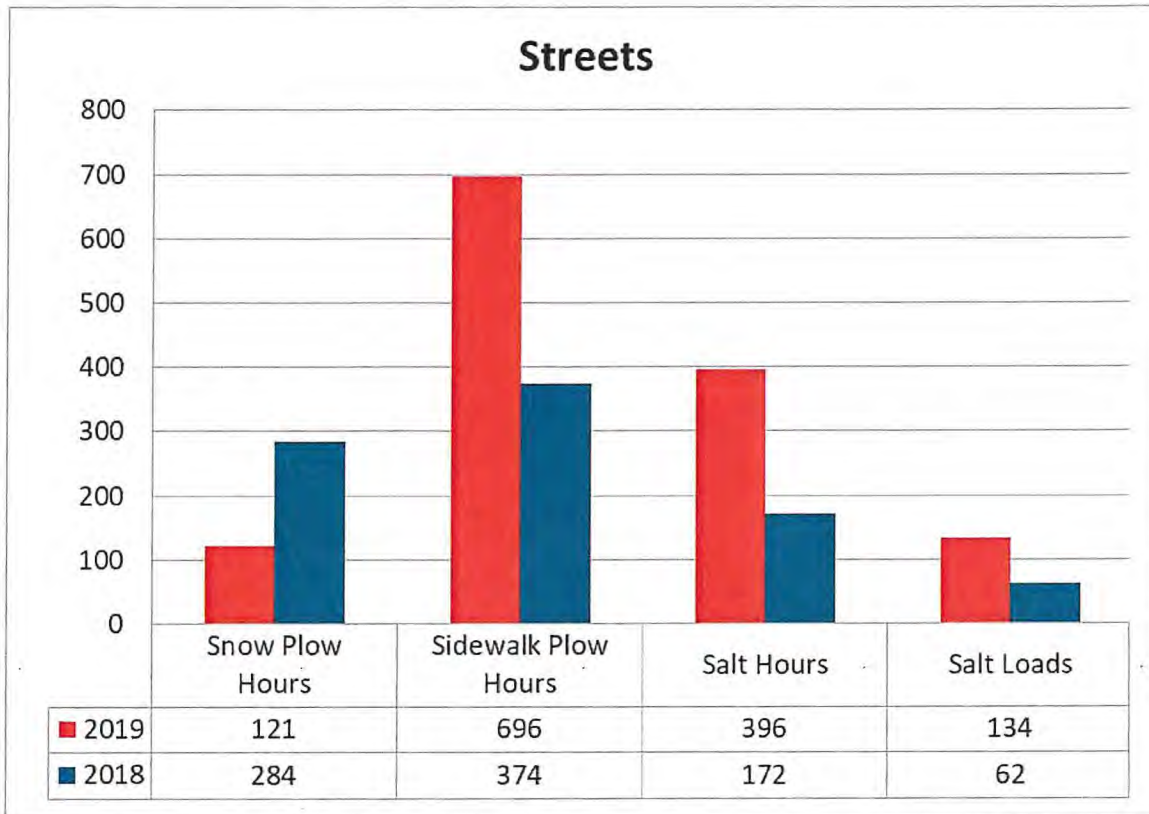
The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/markings, and pothole repairs. The DPW administers the city's yearly sidewalk replacement program and street repairs including maintenance of both concrete and asphalt streets and curbs. As a result of ongoing budgetary constraints, the annual sidewalk replacement program has been postponed indefinitely. DPW employees inspected all sidewalks in District 3 (Vernier to north city limit, between Mack and Marter) in 2019, ground trip hazards wherever possible and added flags requiring replacement to the miscellaneous concrete street repair program. During the winter months Public Works employees plow and clear snow from city streets, school crossings, city hall, parking lots and bays, and sidewalks and roads are salted as needed to ensure public safety.

From October to December of 2019, 1,240 leaf loads, weighing slightly over 2,700 tons, were collected curbside. During the year, the city's street sweeper registered 3,149 sweeping miles. Snow removal procedures implemented to conserve salt and to reduce overtime expense were continued in 2019. Salt loads used increased by 54% as a result of the polar vortex that brought arctic temperatures to the area. In total, DPW crews spread 1,143 tons of salt on city streets and sidewalks as needed. Snowplow miles and hours decreased significantly due to the milder winter weather in 2019.

Other tasks performed in 2019 included:

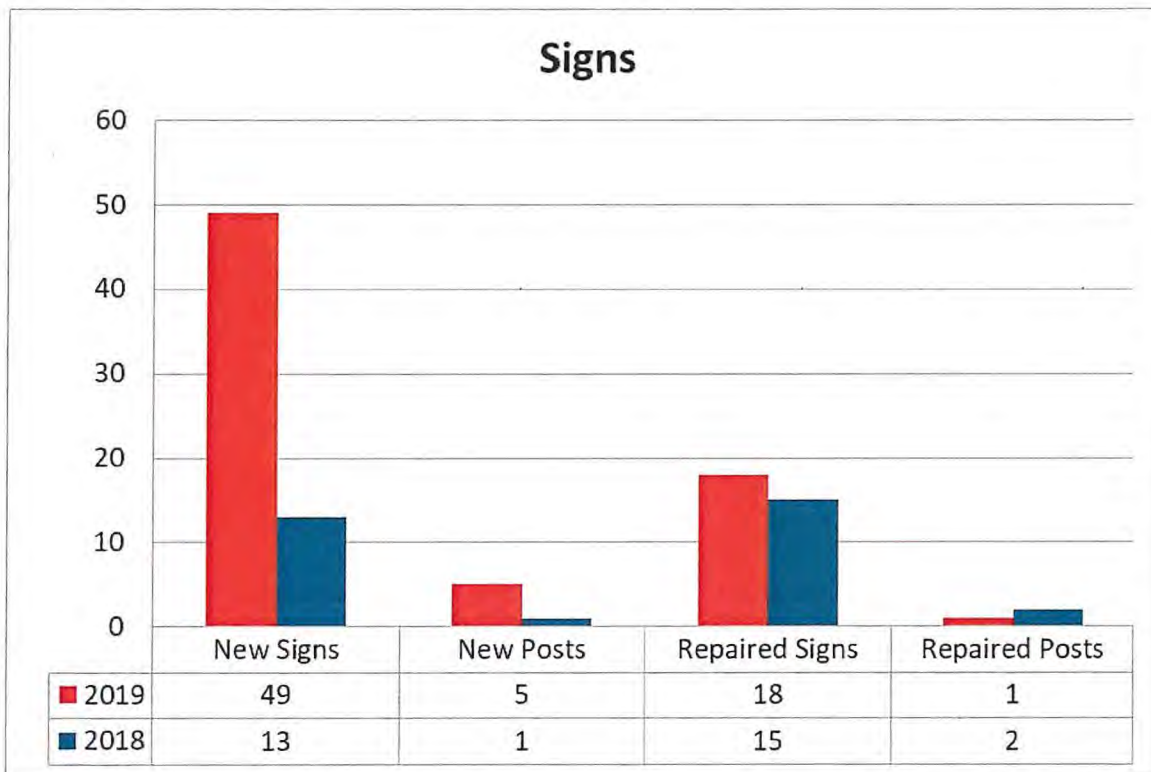
- Cleaning up debris in streets after accidents
- Painting curbs and striping street and park parking lots
- Painting and applying 3M reflective materials at school crossings
- Mulching leaves in city parks and island landscape beds
- Mulching trees in islands and city parks
- Put up and remove holiday decorations throughout the city
- Flood city park ice rinks and maintain throughout the winter
- Cleaning landscape beds on Mack, Vernier and at Lake Front Park
- Grass cutting and weed whipping
- Rototill, fertilize and weed islands and beds throughout city
- Plant annual flowers throughout city





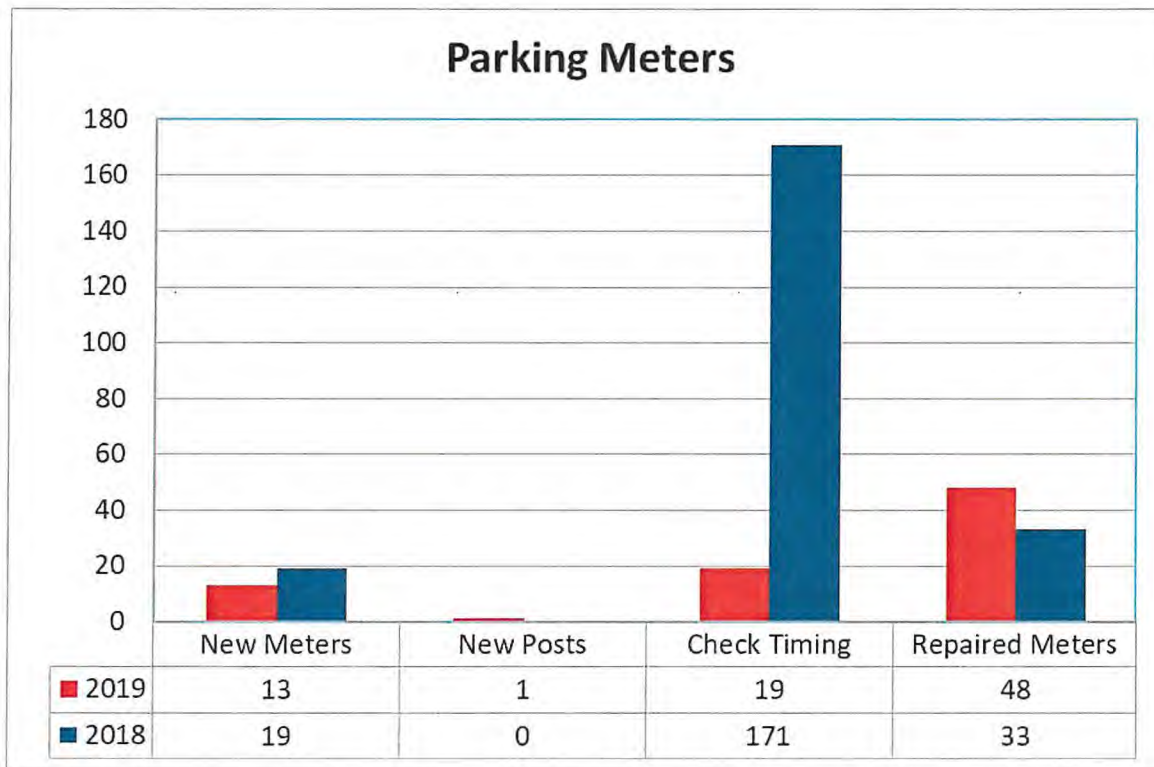
SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2019, a physical inspection of all city street signs was performed in District 2 (Vernier to north city limit, between Marter and Wedgewood) to determine the need for replacement. As signs need replacement, they are being replaced with high-intensity prismatic signs to comply with federal laws. During 2019, 54 new signs and posts were installed compared to 14 in 2018. In addition, 19 sign and post repairs were completed in 2019 compared to 17 repairs completed in 2018.



PARKING METERS

Parking meter repairs and maintenance, as well as the weekly collection of parking meters, also falls under the responsibility of the Department of Public Works. During 2019, 13 new meters were installed compared to 2018 when 19 new meters were installed. There were 48 meters repaired in 2019, a 45% increase from the 33 meters repaired in 2018. DPW employees also checked the timing on 19 meters in 2019, a significant decrease compared to the 171 meters checked in 2018.

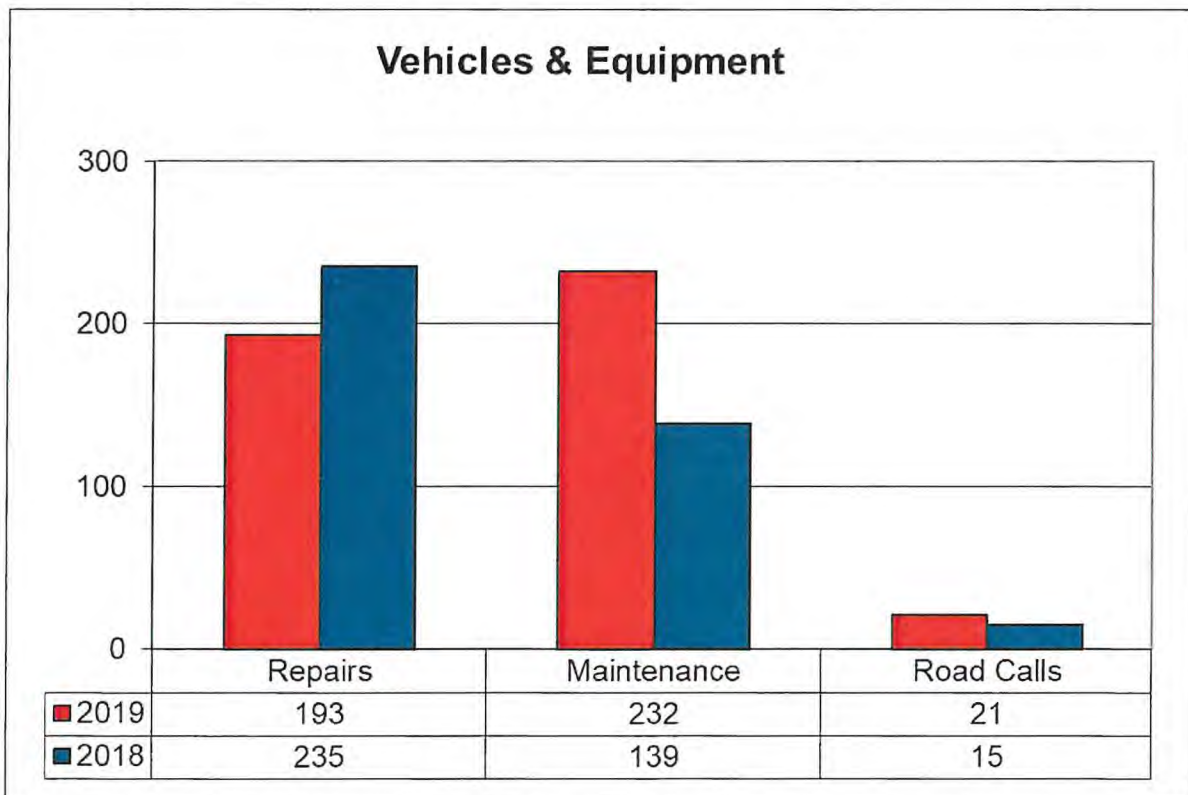


VEHICLES & EQUIPMENT

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

The two full-time DPW mechanics completed 193 vehicle and equipment repairs in 2019, an 18% decrease from the 235 repairs completed in 2018. Repairs decreased as a result of updating the fleet with new pickups, equipment and police vehicles. Regular scheduled vehicle maintenance increased 67% from 139 vehicles serviced in 2018 to 232 vehicles serviced in 2019.

In 2019, the DPW updated the fleet with one new 2019 Allstar 24 passenger bus to provide our residents with reliable summer bus services to Lake Front Park and to be used for Polar Express and smaller events for the senior citizen program. This bus replaced the two 1997 busses that were experiencing an increasing number of issues and had become unreliable.



* * * * *

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



CITY OF GROSSE POINTE WOODS

Office of the Treasurer/Comptroller

Memorandum

8A

RECEIVED

FEB 13 2020

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

DATE: January 23, 2020

TO: Mayor Novitke and City Council

FROM: Cathrene Behrens, Treasurer/Comptroller *cab*

SUBJECT: Business Associate Agreement – Remedy Partners

Please find attached a Business Association Agreement and Data Use Agreement between the City of Grosse Pointe Woods and Remedy Partners, LLC presented to the Grosse Pointe Health Care Coalition members in order to research the potential of coalition members contracting directly with Beaumont Hospital for a variety of health care services and to also identify potential new programs can offer to members at reduced costs.

This Business Associate Agreement is a standard document to acknowledge a recipients (the "city") responsibilities for protecting "private" health care data. Census data would be provided of current employees which is predominantly age, gender and zip code. No names or addresses would be provided for purposes of this agreement.

All coalition members have signed the Business Associate Agreement in order to participate in this analysis. City Attorney Berschback has reviewed and approved these documents for signing.

I would respectfully request that City Council approve the attached Business Associate Agreement and Data Use Agreement for signing and authorize the City Administrator to execute the documents.

[Signature]
1/23/2020

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (“Agreement”) by and between City of Grosse Pointe Woods (“Covered Entity”) and Remedy Partners, LLC (the “Business Associate”) is entered into on this ____ day of _____, 20__ (the “Effective Date”), for the purposes of complying with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), Public Law 104-191, the Health Information Technology for Economic and Clinical Health Act (the “HITECH Act”), Public Law 111-005 and the regulations promulgated thereunder; 45 C.F.R. Parts 160 and Part 164, Subparts A, C, D and E (Subpart E, together with the definitions in Subpart A is known as the “Standards for Privacy of Individually Identifiable Health Information” (the “Privacy Rule”) and Subpart C, together with the definitions in Subpart A, is known as the “Security Standards for the Protection of Electronic Protected Health Information” (the “Security Rule”) Subpart D, together with the definitions in Subpart A, is known as the “Breach Notification Rule” (“Breach Notification Rule”) (the Privacy Rule, Breach Notification Rule and the Security Rule are collectively called the “Privacy and Security Rules”). Business Associate and Covered Entity are collectively referred to as the “Parties” and individually as a “Party.”

WHEREAS, Covered Entity is a “covered entity” as that term is defined under HIPAA, and is required to enter into confidentiality agreements with certain of its service providers;

WHEREAS, the Parties have entered or may enter into an arrangement, and may in the future enter into additional arrangements (collectively, the “Underlying Agreements”) pursuant to which Business Associate may create on behalf of the Covered Entity, or receive from, or on behalf of, the Covered Entity, Protected Health Information (“PHI”) that Business Associate will use to render services to Covered Entity, including, without limitation, services related to Covered Entity’s evaluation of, and possible participation in, episode of care/bundled payment arrangements (the “Services”); and

WHEREAS, upon creation or receipt of such PHI, Business Associate would be a “business associate” in relation to the Covered Entity, as that term is defined under HIPAA.

NOW, THEREFORE, in consideration of the premises and the mutual promises contained herein, Covered Entity and Business Associate hereby agree as follows:

1. Capitalized Terms. All capitalized terms herein not otherwise defined shall have the meaning ascribed to such terms under HIPAA, the HITECH Act and the Privacy and Security Rules, each as may be amended from time to time.
2. Business Associate’s Responsibilities with Respect to Use and Disclosure of PHI. Business Associate hereby agrees, with regard to its Use and/or Disclosure of the PHI, to do the following:
 - a. to Use and/or Disclose PHI only: (i) to perform the Services for, or on behalf of, Covered Entity as specified in the Underlying Agreements (which may include de-identifying PHI pursuant to 45 C.F.R. § 164.514(a)-(c) as needed); (ii) consistent with the manner in which Covered Entity is permitted to Use and Disclose by 45 C.F.R. § 164.502 (as amended from time to time) and/or 45 C.F.R. § 164.512; (iii) for Business Associate’s proper management and administration; (iv) to fulfill any present or future legal responsibilities; (v) as otherwise permitted or required by this Agreement; (vi) to provide data aggregation services relating to Covered Entity’s health care operations (including, without limitation, Covered Entity’s evaluation of, and possible participation in episode of care/bundled payment arrangements); or (vii) as otherwise permitted or required by law;

- b. to report to Covered Entity, in writing, any material Use and/or Disclosure of the PHI by Business Associate that is not permitted or required by this Agreement of which Business Associate becomes aware;
 - c. to use commercially reasonable efforts to maintain the security of the PHI and to prevent its Use and/or Disclosures contrary to this Agreement;
 - d. to the extent that Business Associate creates, receives, maintains or transmits Electronic Protected Health Information as that term is defined by the Security Rule, on behalf of Covered Entity to report to Covered Entity any Security Incident of which Business Associate becomes aware to the extent such incidents represent successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an Information System that contains or has access to the Electronic Protected Health Information of Covered Entity, and upon request by Covered Entity, report all unsuccessful attempts for which Business Associate has records; and
 - e. to require all of Business Associate's subcontractors and agents utilized in providing the Services which Use and/or Disclose the PHI, to agree, in writing, to adhere to equivalent restrictions and conditions on the Use and/or Disclosure of the PHI that apply to Business Associate pursuant to this Agreement.
3. Safeguards. Business Associate shall employ appropriate administrative, technical and physical safeguards, consistent with the size and complexity of Business Associate's operations, to protect the confidentiality of PHI and to prevent the use or disclosure of PHI in any manner inconsistent with the terms of this Agreement, including meeting the requirements of 45 C.F.R. §§ 164.308, 164.310, 164.312, 164.314, and 164.316, which includes Business Associate's obligation to have written policies and procedures in place to document its administrative, technical and physical safeguards.
4. Access Requests. Business Associate shall process Covered Entity's requests to access records in the Designated Record Set and identified by Covered Entity so that Covered Entity can comply with 45 C.F.R. § 164.524.
5. Amendment Requests. Business Associate shall process Covered Entity's requests for amendment of the PHI in Business Associate's possession, solely upon Covered Entity's request and in a manner that allows Covered Entity to comply with 45 C.F.R. § 164.526 and in a manner that is consistent with the manner in which Covered Entity is amending the PHI in Covered Entity's possession.
6. Accounting of Disclosures. The Parties agree that Business Associate shall track and keep a record of all Disclosures of PHI, and that Business Associate shall provide to Covered Entity the information necessary for Covered Entity to provide an accounting of Disclosures, in a manner compliant with 45 C.F.R. § 164.528, to individuals who request an accounting. In each case Business Associate shall provide at least the following information with respect to each such Disclosure: (a) the date of the Disclosure; (b) the name of the entity or person who received the PHI; (c) a brief description of the PHI disclosed; and (d) a brief statement of the purpose of such Disclosure which includes an explanation of the basis for such Disclosure. In the event that Business Associate receives a request for an accounting directly from an individual, Business Associate shall forward such request to Covered Entity in writing.
7. Access to Books and Records Regarding PHI. Business Associate will make its internal practices, books, and records relating to the use and disclosure of the PHI received from, or created or received by Business Associate on behalf of, Covered Entity available to the Covered Entity upon request and available to the Secretary of the federal Department of Health and Human Services for purposes of

determining Covered Entity's compliance with the Privacy Rule.

8. Minimum Necessary. Covered Entity shall provide, and Business Associate shall request, Use and Disclose, only the minimum amount of PHI necessary to accomplish the purpose of the request, Use or Disclosure. The Parties acknowledge that the Secretary may issue guidance with respect to the definition of "minimum necessary" from time to time, and agree to stay informed of any relevant changes to the definition.
9. Reporting of Breaches of Unsecured Protected Information. In the event that Business Associate becomes aware or reasonably should be aware that any of Protected Information that is "unsecured Protected Health Information" (as those terms are defined by the Breach Notification Rule) has been subject to a Breach (as defined by the Breach Notification Rule) Business Associate shall immediately notify Covered Entity of the Breach, in the manner as described or defined by the Breach Notification Rule. Such notification shall include: (i) the identification of each individual who may be, has been or is reasonably believed to have been affected by the Breach; (ii) the date of the Breach; (iii) the date of discovery of the Breach; (iv) the scope and nature of the Breach; and (v) any steps Business Associate has taken to mitigate any harmful effects of the Breach and to protect against further Breaches. In all cases, the information included in Business Associate's notification shall be in accordance with any regulations and guidance provided by the Secretary of the United States Department of Health and Human Services ("Secretary").
10. No Remuneration. Business Associate shall not directly or indirectly receive remuneration in exchange for any PHI, except as permitted under the Privacy Rule.
11. Insurance Coverage. Business Associate shall maintain sufficient insurance coverage as shall be necessary to insure Business Associate, its agents or subcontractors and that will cover damages incurred, including but not limited to the costs associated with notification under the Breach Notification Rule and/or state law by Covered Entity and/or other third parties as a result of Business Associate's Unauthorized Use or Disclosure of PHI, Breach, or Security Incident.
12. Term. Unless otherwise terminated as provided in Section 13, this Agreement shall become effective on the Effective Date and shall have a term that shall run concurrently with the Term of the Data Use Agreement entered into by the parties to this Agreement on [REDACTED] This Agreement will terminate without any further action of the Parties upon the termination or expiration of the Data Use Agreement.
13. Termination. In the event of a material breach of this Agreement, either Party may, upon written notice, terminate this Agreement and/or any Underlying Agreement if the non-breaching Party has given the other Party written notice of such a breach of this Agreement and, the breaching Party has failed to cure the breach to the satisfaction of the non-breaching Party provided, however, that any termination of an Underlying Agreement under this section shall not affect any obligations of either Party under such Underlying Agreement or under this Agreement relating to events arising prior to or upon such termination.
14. Disposition of PHI Upon Termination. Upon the termination of this Agreement, or all Underlying Agreements, Business Associate shall return or destroy all PHI created or received by Business Associate from or on behalf of Covered Entity, which Business Associate and/or its subcontractors or agents still maintain in any form, and not retain any copies of such information. If such return or destruction is not feasible, Business Associate will notify Covered Entity of such in writing with sufficient specificity of the circumstances which make return or destruction infeasible, and upon acceptance of the Covered Entity, and will thereupon extend indefinitely the protections of this

Agreement to the PHI and limit further uses and disclosures to those purposes that make the return or destruction of the PHI infeasible, for so long as Business Associate maintains such PHI.

15. Third Party Beneficiaries. Nothing in this Agreement shall be construed to create any third party beneficiary rights in any person.
16. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original. Facsimile copies thereof shall be deemed to be originals.
17. Notices. All notices and other communications given or made pursuant to this Agreement shall be in writing and shall be deemed effectively given on the date delivered if delivered in person, or one (1) day after being sent if sent prepaid overnight, receipted courier service, or seven (7) days after being sent if sent by first class mail properly addressed to the respective Party at the address set forth below:

If to Business Associate:

Remedy Partners
800 Connecticut Avenue
3rd Floor East
Norwalk, CT 06854
Attn: General Counsel
Email: legal@remedypartners.com

If to Covered Entity:

City of Grosse Pointe Woods
20025 Mack Plaza Dr
Grosse Pointe Woods, MI 48236
Attn: Bruce Smith

18. Interpretation. The provisions of this Agreement shall prevail over any provisions in any other agreements between Business Associate and Covered Entity that may conflict or appear inconsistent with any provision of this Agreement, except as specifically provided in such other agreement. This Agreement shall be interpreted as broadly as necessary to implement and comply with HIPAA and the HITECH Act. The Parties agree that any ambiguity in this Agreement shall be resolved in favor of a meaning that complies with and is consistent with HIPAA and the HITECH Act.
19. Survival. Sections 4, 5, 6, 14, 15, 16, 18, 19 and 20 shall survive the termination of this Agreement.

[Signatures on following page]

INTENDING TO BE LEGALLY the Parties hereto have duly executed this Agreement as of the date first written above:

Covered Entity:

City of Grosse Pointe Woods

Business Associate:

Kennedy Partners, LLC

Signed: _____

Print Name: _____

Title: _____

Signed: _____

Print Name: _____

Title: _____

REMEDY PARTNERS, LLC DATA USE AGREEMENT

THIS AGREEMENT, (the "Agreement") dated [REDACTED] ("Effective Date") is between and among the City of Grosse Pointe Woods, a Michigan municipality having an office at 20025 Mack Plaza Dr, Grosse Pointe Woods, MI 48236 ("Client") and Remedy Partners, LLC, a Delaware limited liability company having an office at 800 Connecticut Avenue, Norwalk, CT 06854 ("Licensee").

WHEREAS, Client is prepared to license Client's health plan member claim data ("the Client Data" or "Data") to Licensee for the purpose of conducting bundled payment opportunity analysis and clinical episode pricing (the "Project");

NOW, THEREFORE, in consideration of the foregoing premises, and the mutual covenants set forth in this Agreement, the parties agree as follows:

1. Data License.

Subject to the terms and conditions of this Agreement, Licensee is granted a limited, non-transferable, non-exclusive license to receive and use the Client Data during the Term (as defined in Section 7) to complete the Project.

2. Client's Duties.

- a. No Responsibility for Licensee's Use of the Client Data. Client shall have no responsibility whatsoever to advise or assist Licensee with respect to using the provided Data.
- b. Format. Client will provide the Data in the format set forth in Exhibit A.

3. Duties of Licensee.

- a. Internal Use.
 - i. The license granted to Licensee hereunder is for internal use only. Public display of the Client Data provided through this Agreement is prohibited.
 - ii. Licensee may not allow anyone other than itself to access or use the Client Data and must not repost, retransmit or otherwise distribute the Client Data, in whole or in part, to any entity or individual, except as expressly permitted in this Agreement.
- b. Non-Distribution.
 - i. Licensee shall not distribute, publicize, or provide any information regarding the Client Data to any third party except to as expressly permitted by this Agreement or as required by law. For purposes of the foregoing sentence, third parties do not include any Affiliates of Licensee. For purposes of this Agreement an "Affiliate" means an entity that controls or is controlled by either Client or Licensee respectively; "control" means the possession, either directly or indirectly, of the power to direct or cause the direction of the management, board of directors/trustees, or policies of such entity, whether through the ownership of securities, partnership, membership or other ownership interests, by contract, or otherwise.
 - ii. Without limiting the generality of the foregoing, Licensee shall not share contract or pricing information of any healthcare provider with any other healthcare provider.
- c. Applicable Law. Licensee shall act and use the Client Data in accordance with all applicable laws.

4. Intellectual Property Rights.

- a. As used herein, "Intellectual Property Rights" means all intellectual property rights of any kind or nature however denominated throughout the world, including, without limitation, all copyrights, patents, patent applications, trade secrets, inventions, proprietary know-how, registered and unregistered trademarks,

registered and unregistered service marks, domain names, registered and unregistered trade names, rights of privacy and publicity, moral rights, and database rights.

- b. The Client Data and all Intellectual Property Rights therein are owned by Client. Licensee shall not reproduce, republish, distribute, modify, reverse engineer or otherwise exploit the Client Data provided in whole or in part, in any manner not expressly permitted by this Agreement and must not remove or modify any copyright, service mark, trade name or trademark notice or other notice of ownership. Client retains exclusive ownership of the Client Data, and if Licensee creates any derivatives to the Client Data provided in violation of this Agreement, Licensee will, and hereby does, assign to Client all of Licensee's rights, title and interests in and to such modifications and all Intellectual Property Rights therein. Licensee acknowledges that the Client Data may include the proprietary trade secrets of Client.
- c. All rights not explicitly granted to Licensee under this Agreement will remain with Client. Unless explicitly stated herein, nothing in this Agreement will be construed as conferring any license to Intellectual Property Rights of Client, whether by estoppel, implication, or otherwise.

5. Indemnification and Hold Harmless.

- a. Licensee shall indemnify, defend and hold each of Client and its Affiliates and the respective directors, officers, employees, successors and agents of Client and their respective Affiliates (collectively "Client Indemnitees") harmless from and against any and all third party liabilities, damages, demands, claims, causes of action, fines or penalties (including, without limitation, court costs and reasonable attorneys' fees) (collectively "Third Party Damages") to the extent arising out of or related to Licensee's negligence, misconduct or fraud relating to this Agreement or the Client Data. Licensee shall not settle or compromise any such matter without the prior written consent of the Client Indemnitee, which shall not be unreasonably withheld by the Client Indemnitee. .
- b. Client shall indemnify, defend and hold Licensee and its Affiliates, directors, officers, employees, successors and agents (collectively "Licensee Indemnitees") harmless from and against any and all Third Party Damages to the extent arising out of or related to (i) Client's gross negligence, willful misconduct or fraud relating to: (x) this Agreement, or (y) the Client Data. Client shall not settle or compromise any such matter without the prior written consent of the Licensee Indemnitee, which shall not be unreasonably withheld by Licensee Indemnitee. Licensee Indemnitee shall cooperate reasonably with Client in the defense or settlement of any third-party claim, action or proceeding for which indemnification is sought this provision.
- c.

6. Term.

Unless otherwise terminated in accordance with its terms, this Agreement shall have an initial term of one (1) years from the Effective Date ("Term"). The Agreement will thereafter not automatically renew for successive one (1) year terms unless a party notifies the other of its intent not to renew at least sixty (60) days before the end of the then-current term without written consent by the Client (such terms, with the Initial Term, the "Term").

7. Termination.

- a. Automatic Termination. This Agreement shall terminate automatically upon the earliest to occur of the following:
 - i. the expiration of the Term;
 - ii. upon sixty (60) days written notice from a party to the other party;
 - iii. upon sixty (60) days written notice from a party to the other party in the event of any material breach of this Agreement, the non-breaching party may terminate this Agreement by giving thirty (30) days prior written notice to the breaching party; provided, however, that this Agreement shall not terminate if the breaching party cures the breach prior to the expiration of such thirty (30) day period.
- b. Insolvency. Any party may terminate this Agreement effective immediately upon written notice to the other party if a party files a voluntary petition in bankruptcy, is adjudicated bankrupt, has a trustee or receiver

appointed over its assets, becomes insolvent or suspends its business or makes an arrangement for the benefit of creditors.

- c. Return or Destruction of Client Data. Upon expiration or termination of this Agreement, Licensee shall return all Client Data that was provided to Licensee or destroy and to certify such destruction of all Client Data that was provided to Licensee. Further, upon the date of termination Licensee's license shall automatically terminate, and Licensee shall cease using the Client Data in any manner.

8. Warranty Disclaimer.

CLIENT WILL NOT HAVE ANY RESPONSIBILITY AND WILL BEAR NO LIABILITY WHATSOEVER WITH REGARD TO REPLACING, UPLOADING, OR CORRECTING ANY CLIENT DATA ONCE RELEASED. CLIENT DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, OR ARISING OUT OF ANY COURSE OF DEALING. NOTHING IN THIS AGREEMENT SHALL BE CONSTRUED AS A REPRESENTATION OR WARRANTY REGARDING THE ACCURACY OF ANY DATA OR DATA INPUTS OR OTHER CONTENT PROVIDED TO CLIENT BY ANY THIRD PARTY.

Client represents and warrants that to the best of Client's actual knowledge, with respect to Client Data, Client has never received any written complaint, threat, assertion or allegation or any notice of any lawsuit, claim, demand, proceeding or investigation, involving the infringement or violation of a third party's patent, copyright, trade secret, trade mark or other intellectual property rights or a misappropriation of a trade secret or other personal rights of a third party (collectively a "Third Party's Intellectual Property Rights").

9. Liability Limitations.

EXCEPT IN CASES OF FRAUD, GROSS NEGLIGENCE AND/OR WILLFUL MISCONDUCT, NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR OTHER CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, LOSS OF REVENUE, LOSS OF GOODWILL, LOSS OF BUSINESS OPPORTUNITIES, LOSS OF PROFITS, LOSS OF SOFTWARE OR LOSS OF DATA, REGARDLESS OF THE FORM OF ACTION BROUGHT TO RECOVER ANY SUCH DAMAGES, IN CONNECTION WITH ITS OBLIGATIONS UNDER THE AGREEMENT OR ANY MATTER ARISING OUT OF OR RELATED TO THIS AGREEMENT OR LICENSEE'S USE OF THE CLIENT DATA.

EXCEPT IN CASES OF FRAUD, GROSS NEGLIGENCE AND/OR WILLFUL MISCONDUCT, THE MAXIMUM COLLECTIVE LIABILITY OF EITHER PARTY FOR ANY CLAIM ARISING OUT OF OR RELATED TO THIS AGREEMENT SHALL BE THE GREATER OF (A) TWO TIMES (2X) THE TOTAL OF FEES ACTUALLY RECEIVED FROM CLIENT FOR THE CONTRACT YEAR IN WHICH ANY SUCH CLAIM AROSE OR (B) TEN THOUSAND DOLLARS (\$10,000). THE LIMITATION SHALL NOT APPLY TO ANY CLAIMS FOR INDEMNIFICATION HEREUNDER.

10. General Provisions.

- a. Survival of Obligations. The provisions of Sections 4, 5, 9, and 10 shall survive termination of this Agreement.
- b. Relationship Between Parties. This Agreement or any rights granted hereunder shall not be transferable, encumbered or assigned by Licensee, nor shall the duties of Licensee hereunder be delegated or assigned. Any attempt to do so shall be null and void. Notwithstanding the foregoing, either party may, upon proper notice to the other party, assign this Agreement to any Affiliate. Licensee shall engage in the performance of the services hereunder as an independent contractor and shall not be deemed an agent or representative of Client. Nothing contained herein shall be construed in any manner to imply or create a relationship as partners or joint venturers between the parties hereto.
- c. Insurance. Each of Client and Licensee shall carry and maintain during the term of this Agreement comprehensive general liability insurance coverage with a reputable and financially secure insurance carrier in amounts prudent and customary for entity's performing the functions of Client and Licensee which in no event shall be less than \$1 million per occurrence and \$3 million in the aggregate (inclusive of umbrella coverage, if necessary).
- d. Publicity. Neither Client nor Licensee shall issue a press release or other public announcement concerning this Agreement or materials produced hereunder except in conformity with the provisions of this Agreement without the other party's prior written consent.

- e. Severability. If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected thereby.
- f. Entire Agreement. This Agreement constitutes the entire agreement between the parties relating to this subject matter and cancels and supersedes any prior or contemporaneous understanding or agreement, oral or written, with respect to the matters herein.
- g. Amendment. This Agreement and the rights and obligations under it may not be modified, amended, or waived, whether in whole or in part, except by a writing signed by authorized representatives of Client and Licensee.
- h. Notice. Any notice given by either party shall be in writing and shall be deemed given upon actual delivery to the other party at the following addresses:

TO Client
City of Grosse Pointe Woods
Attn: Bruce Smith
20025 Mack Plaza Dr
Grosse Pointe Woods, MI 48236

TO Remedy
Remedy Partners, LLC
ATTN: General Counsel
800 Connecticut Ave
Norwalk, CT 06854
E-mail: legal@remedypartners.com

- i. Governing Law. This Agreement, the rights and obligations hereunder, and any claims or disputes relating thereto, shall be governed by and construed in accordance with the laws of the Delaware without regard to the principles of conflicts of laws.
- j. Confidentiality. Each party acknowledges that it may receive or be exposed to certain information, materials, and data related to this Agreement that such party has designated as or that a reasonable party under the circumstances would consider to be confidential or proprietary. Such information, materials or data include but are not limited to financial information, business plans, customer information, and databases. Such information, materials or data include the Client Data, except as expressly provided by Client, all of which shall be considered confidential information of Client. The receiving party agrees to respect and maintain the confidentiality of such information, materials and data. Neither party shall use or disclose, or cause to be used or disclosed, at any time during or after the term of this Agreement, any such information, materials or data disclosed by the other party except as may be specifically authorized by such party, allowed to be disclosed pursuant to the terms of this Agreement, or as required by law. All provisions of this Agreement shall be treated as confidential information and shall not be shared with any third party without the prior written consent of the other party; provided that Client may share this Agreement with Agent. The parties agree that these provisions shall survive termination of this Agreement.
- k. Remedies. Licensee acknowledges that it may be difficult to measure the damages that would be suffered by Client if Licensee fails to comply with this Agreement and that in the event of any such failure, Client may not have an adequate remedy at law. Client shall, therefore, be entitled, in addition to any other rights and remedies, to seek to obtain specific performance of Licensee's obligations hereunder and to seek to obtain immediate relief without having to post a bond.
- l. Waiver. The failure of a party to enforce its rights under this Agreement in any particular circumstance does not constitute a waiver of its right to enforce this Agreement in any other circumstance, in any similar circumstance, or in any continuation or repetition of the circumstance in connection with which it had not previously enforced its right.
- m. Force Majeure. Neither party shall be responsible for any failure or delay in the performance of its obligations under this Agreement, including but not limited to interface failures or service interruptions experienced by Client, due to circumstances beyond its reasonable control including, without limitation, acts of God, fires, floods, wars, civil disturbances, sabotage, accidents, labor disputes (whether or not the employees' demands are reasonable and within the party's power to satisfy), utilities failure and governmental action.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed in duplicate by their duly authorized officers.



CLIENT

By: _____

Name: _____

Title: _____

Date: _____

REMEDY PARTNERS, LLC

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A **Data Elements and Format**

All data files should be tab delimited and in Unicode with no leading or trailing whitespaces for any variables.

Medical Claims File (MCF)

The medical claims file should include claims based on the claim date of service (i.e. "from date") for the months and years of data requested.

- All facility and professional claims for all lines of business
- All claims for providers both within and outside of network
- All claims regardless of payor status (e.g. primary vs. secondary)
- All encounter data on capitated claims

Member Eligibility File (MEF)

The member eligibility file should include member coverage, monthly enrollment status, and demographic information.

Provider Reference File (PRF)

The provider reference file should establish a relationship between individual providers and provider systems or groups. It should also give provider administrative and geographic information.

Data Dictionary

A data dictionary is requested for all data files. A detailed data dictionary for any variables that deviate from the requirements in this file must accompany the data. A data dictionary is requested for all data files. A detailed data dictionary for any variables that deviate from the requirements in this file must accompany the data.

MCF - Variables

Requested Payor Variable	Variable Description	Required Format	Variable Type	Maximum Variable Length
account_no	Patient Account/Control Number		Char	
admission_date	Admission Date	ISO YYYYMMDD	Date	8
admission_source	Admission Source	See MCF - Codes tab	Char	1
admission_type	Admission Type	See MCF - Codes tab	Char	1
admitting_diagnosis	Admitting Diagnosis	ICD (No Decimal)	Char	7
allowed_amt	Amount Paid, total amount from all payors including member liability		Num	
apc	Ambulatory Payment Classification Number		Char	4
apc_version	Ambulatory Payment Classification Version		Char	2
apr_drg	APR DRG		Char	3
apr_drg_soi	APR DRG Severity of Illness		Char	1
attending_npi	Attending NPI		Char	10
billed_amt	Billed Amount		Num	
billing_id	Payor Internal Billing Provider ID		Char	
billing_name	Billing Provider Name or Organization Name		Char	
billing_npi	National Billing Provider ID		Char	10

billing_tax_id	Billing Provider Tax ID Number	No Dash	Char	9
billing_taxonomy	Billing Provider Taxonomy		Char	10
capitated	Flag for Claim Line Processed Under Capitation Agreement	Yes=1; No=0	Char	1
claim_id	Payor Claim Control Number		Char	
claim_status	Claim Line Activity Type Code or Claim Status (Reflecting Adjustments)	See MCF - Codes tab	Char	1
cob	Coordination of Benefits	See MCF - Codes tab	Char	2
cob_amt	Coordination of Benefits Amount, amount paid by other insurer		Num	
coinsurance_amt	Coinsurance Amount		Num	
contract_id	Plan Specific Contract Number		Char	
copay_amt	Co-pay Amount		Num	
deductible_amt	Deductible Amount		Num	
diagnosis_1	Other Diagnosis - 1	ICD (No Decimal)	Char	7
diagnosis_1_poa	Other Diagnosis - 1 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_2	Other Diagnosis - 2	ICD (No Decimal)	Char	7
diagnosis_2_poa	Other Diagnosis - 2 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_3	Other Diagnosis - 3	ICD (No Decimal)	Char	7
diagnosis_3_poa	Other Diagnosis - 3 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_4	Other Diagnosis - 4	ICD (No Decimal)	Char	7
diagnosis_4_poa	Other Diagnosis - 4 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_5	Other Diagnosis - 5	ICD (No Decimal)	Char	7
diagnosis_5_poa	Other Diagnosis - 5 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_6	Other Diagnosis - 6	ICD (No Decimal)	Char	7
diagnosis_6_poa	Other Diagnosis - 6 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_7	Other Diagnosis - 7	ICD (No Decimal)	Char	7
diagnosis_7_poa	Other Diagnosis - 7 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_8	Other Diagnosis - 8	ICD (No Decimal)	Char	7
diagnosis_8_poa	Other Diagnosis - 8 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_9	Other Diagnosis - 9	ICD (No Decimal)	Char	7
diagnosis_9_poa	Other Diagnosis - 9 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_10	Other Diagnosis - 11	ICD (No Decimal)	Char	7
diagnosis_10_poa	Other Diagnosis - 11 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_11	Other Diagnosis - 11	ICD (No Decimal)	Char	7
diagnosis_11_poa	Other Diagnosis - 11 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_12	Other Diagnosis - 12	ICD (No Decimal)	Char	7

diagnosis_12_poa	Other Diagnosis - 12 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_13	Other Diagnosis - 13	ICD (No Decimal)	Char	7
diagnosis_13_poa	Other Diagnosis - 13 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_14	Other Diagnosis - 14	ICD (No Decimal)	Char	7
diagnosis_14_poa	Other Diagnosis - 14 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_15	Other Diagnosis - 15	ICD (No Decimal)	Char	7
diagnosis_15_poa	Other Diagnosis - 15 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_16	Other Diagnosis - 16	ICD (No Decimal)	Char	7
diagnosis_16_poa	Other Diagnosis - 16 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_17	Other Diagnosis - 17	ICD (No Decimal)	Char	7
diagnosis_17_poa	Other Diagnosis - 17 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_18	Other Diagnosis - 18	ICD (No Decimal)	Char	7
diagnosis_18_poa	Other Diagnosis - 18 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_19	Other Diagnosis - 19	ICD (No Decimal)	Char	7
diagnosis_19_poa	Other Diagnosis - 19 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_20	Other Diagnosis - 20	ICD (No Decimal)	Char	7
diagnosis_20_poa	Other Diagnosis - 20 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_21	Other Diagnosis - 21	ICD (No Decimal)	Char	7
diagnosis_21_poa	Other Diagnosis - 21 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_22	Other Diagnosis - 22	ICD (No Decimal)	Char	7
diagnosis_22_poa	Other Diagnosis - 22 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_23	Other Diagnosis - 23	ICD (No Decimal)	Char	7
diagnosis_23_poa	Other Diagnosis - 23 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_24	Other Diagnosis - 24	ICD (No Decimal)	Char	7
diagnosis_24_poa	Other Diagnosis - 24 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_25	Other Diagnosis - 25	ICD (No Decimal)	Char	7
diagnosis_25_poa	Other Diagnosis - 25 Present on Admission	See MCF - Codes tab	Char	1
diagnosis_e_code	E-Code	ICD (No Decimal)	Char	7
discharge_date	Discharge Date	ISO YYYYMMDD	Date	8
discharge_status	Discharge Status	See MCF - Codes tab	Char	2
from_date	Date of Service - From Date	ISO YYYYMMDD	Date	8
icd_procedure_1	ICD Procedure Code - 1	ICD (No Decimal)	Char	7
icd_procedure_2	ICD Procedure Code - 2	ICD (No Decimal)	Char	7
icd_procedure_3	ICD Procedure Code - 3	ICD (No Decimal)	Char	7
icd_procedure_4	ICD Procedure Code - 4	ICD (No Decimal)	Char	7

icd_procedure_5	ICD Procedure Code - 5	ICD (No Decimal)	Char	7
icd_procedure_6	ICD Procedure Code - 6	ICD (No Decimal)	Char	7
icd_procedure_7	ICD Procedure Code - 7	ICD (No Decimal)	Char	7
icd_procedure_8	ICD Procedure Code - 8	ICD (No Decimal)	Char	7
icd_procedure_9	ICD Procedure Code - 9	ICD (No Decimal)	Char	7
icd_procedure_10	ICD Procedure Code - 10	ICD (No Decimal)	Char	7
icd_version	ICD Version (9/10)	See MCF - Codes tab	Char	2
line_no	Line Number		Char	10
lob	Insurance Type/Product Code/Line of Business	See MCF - Codes tab	Char	3
member_id	Unique Member Identification Code (Patient)		Char	
member_liability	Member Liability Amount		Num	
ms_drg	MS DRG		Char	3
operating_npi	Operating NPI		Char	10
paid_amt	Paid Amount		Num	
paid_date	Date Service Approved/Accounts Payable Date/Actual	ISO YYYYMMDD	Date	8
payor	Payor		Char	
place_of_service	Place Of Service	See MCF - Codes tab	Char	2
plan_id	Payor Internal Plan ID		Char	
prepaid_amt	Prepaid Amount		Num	
principal_diagnosis	Principal Diagnosis	ICD (No Decimal)	Char	7
procedure_code	Procedure Code	HCPCS/CPT	Char	5
procedure_code_mod_1	Procedure Modifier - 1		Char	2
procedure_code_mod_2	Procedure Modifier - 2		Char	2
procedure_code_mod_3	Procedure Modifier - 3		Char	2
procedure_code_mod_4	Procedure Modifier - 4		Char	2
procedure_code_mod_5	Procedure Modifier - 5		Char	2
provider_id	Payor Internal Provider ID		Char	
provider_name	Service Provider Name or Organization Name		Char	
provider_taxonomy	Service Provider Taxonomy		Char	10
provider_type	Service Provider Entity Type	See MCF - Codes tab	Char	2
revenue_code	Revenue Center Code		Char	4
thru_date	Date of Service - Through Date	ISO YYYYMMDD	Date	8
type_of_bill	Type of Bill - for Institutional (IP, SNF, HH, IRF, etc)	See MCF - Codes tab	Char	3
type_of_claim	Type of Claim Indicator	See MCF - Codes tab	Char	3
units	Units of Service/Days of Service		Num	

MEF- Variables

Requested Payor Variable	Variable Description	Required Format	Variable Type	Maximum Variable Length
member_id	Unique Member Identification Code (Patient)		Char	

member_first_name	Member First Name		Char	
member_middle_initial	Member Middle Initial		Char	
member_last_name	Member Last Name		Char	
member_dob	Member Date of Birth	ISO YYYYMMDD	Date	8
member_dod	Member Date of Death	ISO YYYYMMDD	Date	8
member_gender	Member Gender	See MEF - Code tab	Char	1
member_state	Member State or Province		Char	
member_zip	Member ZIP Code		Char	5
member_ssn	Member Social Security Number		Char	
medical_coverage	Medical Coverage	See MEF - Code tab	Char	1
drug_coverage	Prescription Drug Coverage	See MEF - Code tab	Char	1
esrd	ESRD Program Indicator	See MEF - Code tab	Char	1
payor	Payor		Char	
plan_id	Payor Internal Plan ID		Char	
plan_effective_date	Plan Effective Date	ISO YYYYMMDD	Date	8
plan_end_date	Plan End Date	ISO YYYYMMDD	Date	8

PRF

Requested Payor Variable	Variable Description	Required Format	Variable Type	Maximum Variable Length
payor	Payor		Char	
provider_id	Provider ID		Char	
provider_ccn	Provider CCN		Char	6
provider_npi	Provider NPI		Char	9
provider_tin	Provider Tax ID		Char	10
provider_name	Provider Name		Char	
provider_taxonomy	Provider Taxonomy		Char	10
system_name	Provider Group/System Name		Char	
system_id	Provider Group/System ID		Char	
provider_zip	Provider Zip Code		Char	5
provider_state	Provider State		Char	
provider_city	Provider City		Char	
contract_number	Contract Number		Char	
in_network	In-Network Provider Flag	Yes=1; No=0	Char	1



CITY OF GROSSE POINTE WOODS

8B

MEMORANDUM

Date: February 18, 2020
To: Grosse Pointe Woods City Council
From: Beth Miro, Municipal Court Clerk *Bum*
CC: Frank Schulte, Acting City Administrator
Subject: MIDC Contract FY 2019 - 2020

RECEIVED
FEB 18 2020
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

The Michigan Indigent Defense Council (MIDC) will now be the regulatory body in charge of funding the public defender system within each court in Michigan. Our authorized annual budget for this grant period is beginning October 1, 2019 and ending September 30, 2020 (FY 2019 – 2020) is the following:

GRANT PERIOD

October 1, 2019 to September 30, 2020

TOTAL AUTHORIZED BUDGET	\$57,200.00
FY 2020 State Grant Contribution	\$31,174.00
FY 2020 Local Share Contribution	\$3,151.00
FY 2019 Prior Year Unspent Funds	\$22,875.00

The MIDC has submitted the attached MIDC grant contract which the city is required to sign, committing to the local share listed above of \$3,151 for FY 2019 – 20. The City Attorney has reviewed the grant agreement and recommends that this grant agreement be approved by City Council and that the Court Clerk be authorized to sign this contract.

Funds in the amount of \$3,151 have been budgeted in the MIDC grant fund, budget line # 275-000-699.101, transfer from general fund, which will be transferred from the general fund upon council approval to allocate the City's match.

Fund Certification:

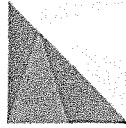
Account numbers and amounts have been verified as presented.

Cathrene Behrens
Cathrene Behrens, Treasurer/Comptroller

2/18/20
Date

Frank Schulte
Frank Schulte, Acting City Administrator

2/18/20
Date



MICHIGAN INDIGENT
DEFENSE COMMISSION

RECEIVED
FEB 18 2020
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Dear Grantee:

Attached is the fiscal year 2020 indigent defense grant contract for your local funding unit. If you are receiving this letter, the Michigan Indigent Defense Commission (MIDC) has approved your plan and cost analysis for compliance with approved MIDC Standards.

Fiscal Year 2020 Grant Contract

Please read the grant contract carefully and share it with any person in your funding unit that may be responsible for implementation, compliance reporting, or financial reporting related to the grant. The grant contract contains important information and dates regarding distribution of grant funds, compliance, and requirements for reporting.

Once the grant contract is signed by the authorized signatory for the funding unit, please return the signed contract by email to **LARA-MIDC-Info@michigan.gov**. You should include your Regional Manager on this email. The contract will be signed by MIDC and LARA and then entered into SIGMA for payment. You will receive a fully executed copy of the contract by email.

Once the contract has been fully executed, the initial state grant disbursement will be processed for advance payment. The state grant disbursement will be reduced by any reported FY19 unexpended state grant funds.

This contract covers any spending occurring between **October 1, 2019 and September 30, 2020** that has been approved as part of the cost analysis. Please see Attachment B to the contract for the funding unit's approved budget.

Grant Reporting and Webinars

The first quarterly compliance and financial reports will be due **January 31, 2020**. This report should reflect compliance and financial information for the period of October 1, 2019 through December 31, 2019. *Please note that budget adjustment and substantial plan change requests should only be submitted with the quarterly reports.* If you have questions about this, please contact your Regional Manager.

The MIDC staff will host informational webinars regarding first quarter reporting in January 2020. Additional information on the upcoming webinars will be available soon.

Upcoming Commission Meetings

The Commission's final meeting of the year will be December 17, 2019 at 200 N. Washington Square in downtown Lansing. The agenda and meeting packet will be posted on the Commission's website, www.michiganidc.gov, in advance of the meeting. We welcome you to attend the

meeting, which will begin at 11:00 a.m. The Commission will publish the schedule for 2020 meetings in December.

Please do not hesitate to contact me if you have any feedback, or your Regional Manager if you have questions about implementation under the grant contract. We encourage you to continue to check our website, www.michiganidc.gov/grants, where you can find information regarding the time and location of the Commission's meetings, as well as other updated information.

Sincerely,

s/Loren Khogali

Loren Khogali, Executive Director
Michigan Indigent Defense Commission
Phone: (517) 275-2845/Email: khogalil@michigan.gov

GRANT BETWEEN
THE STATE OF MICHIGAN
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC)
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA)
AND
City of Grosse Pointe Woods

GRANTEE/ADDRESS:

Beth Miro
Court Administrator
20024 Mack Plaza Drive
Grosse Pointe Woods, MI 48236
313-343-2456

GRANTOR/ADDRESS:

Michigan Indigent Defense Commission
Department of Licensing and Regulatory Affairs
200 N. Washington Square
Lansing, MI 48933
517-657-3060
866-291-0874

GRANT PERIOD:

From October 1, 2019 to September 30, 2020

TOTAL AUTHORIZED BUDGET: \$57,200.00

FY 20 State Grant Contribution:	\$31,174.17
FY 20 Local Share Contribution:	\$3,150.83
FY 19 Prior Year Unspent Funds:	\$22,875.00

ACCOUNTING DETAIL: Accounting Template No.: 6411113T032

SIGMA Vendor Code: 0047871

GRANT

This is Grant # 2020-103 between the Michigan Indigent Defense Commission (MIDC) (Grantor), and the city of Grosse Pointe Woods (Grantee), subject to terms and conditions of this grant agreement (Agreement).

1.0 Statement of Purpose

The purpose of this Grant is to provide funding to assist the Grantee to comply with the Compliance Plan and Cost Analysis approved by the MIDC for the provision of indigent criminal defense services through the Standards approved by LARA on May 22, 2017, and the process described in the Michigan Indigent Defense Act.. The funding for this grant is contingent upon an appropriation by the legislature that is signed by the Governor. In the event a budget is not enacted by the effective date of the grant, the grant agreement will not be executed.

1.1 Definitions

- A. Budget means a detailed statement of estimated costs consistent with the Grantee's approved Cost Analysis and required to implement the Compliance Plan.
- B. Budget Category means the aggregate of all funds in each of the high-level categories within Attachment B to the funding unit's grant budget.
- C. Compliance Plan is the plan submitted by the local funding unit and approved by the MIDC that specifically addresses how the Grantee shall meet the approved minimum standards established by the MIDC.
- D. Cost Analysis is a statement of the types of expenditures and funding necessary to bring Grantee's indigent defense system into compliance with the approved minimum standards established by the MIDC, including a statement of the funds in excess of the Grantee's local share as defined under the MIDC Act and as outlined in the Compliance Plan.
- E. MIDC Act means the Michigan Indigent Defense Commission Act, Public Act 93 of 2013, MCL 780.991 *et seq* as amended, enacted for the purpose of creating the Michigan Indigent Defense Commission and creating minimum standards for the local delivery of indigent criminal defense services that meet the constitutional requirements for the effective assistance of counsel.
- F. MIDC means the Michigan Indigent Defense Commission.
- G. Subgrantee means a governmental agency or other legal entity to which an MIDC subgrant is awarded by the Grantee. Attorneys representing indigent defendants, including both public defenders and attorneys contracted to represent indigent defendants, public defender office employees, judges, magistrates, court personnel, and professional service contract vendors shall not be considered subgrantees.

- H. "Substantial Change" to a Compliance Plan is a change to the plan or cost analysis that alters the method of meeting the objectives of the standard(s) in the approved plan.

1.2 Statement of Work

The Grantee agrees to undertake, perform and complete the services described in its approved Compliance Plan and in accordance with the Michigan Indigent Defense Act, MCL 780.991 *et seq*, specifically Standards 1 through 4. The Parties to this Agreement enter into this Agreement to facilitate the process described in the MIDC Act, which controls or supersedes any terms of this Agreement. Consistent with the Act and when applicable, an indigent criminal defense system shall comply with the terms of the grant in bringing its system into compliance with the minimum standards established by the MIDC within 180 days after receiving funds from the MIDC. Grantee may exceed 180 days for compliance with a specific item needed to meet minimum standards as set forth in the Act. Grantee's Compliance Plan, as submitted and approved by the MIDC (Attachment A), addresses the prescribed methods the grantee has chosen to provide indigent criminal defense services pursuant to MCL 780.993(3). Any substantial changes to the work described in the Compliance Plan must be submitted to the MIDC for approval as set forth in this Agreement prior to any changes being implemented. All provisions and requirements of this Agreement shall apply to any agreements the Grantee may enter into in furtherance of its obligations under this Agreement and Grantee shall be responsible for the performance of any Subgrantee work, as defined in subsection 1.1.

1.3 Detailed Budget

- A. This Agreement does not commit the State of Michigan (State) or the Department of Licensing and Regulatory Affairs (LARA) to approve requests for additional funds at any time.
- B. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, Attachment C, without the prior written consent of the MIDC.
- C. Attachment B is the Budget. The Grantee agrees that all funds are to be spent as detailed in the Budget, unless a budget adjustment request is approved, in accordance with section 1.3(E).
- D. Grantee will maintain a restricted fund within their Local Chart of Accounts for the sole purpose of accounting for the expenses and revenue sources for operation of this grant and the local adult indigent defense system.
- E. All requests for a budget adjustment or substantial changes to the Grantee's Compliance Plan will be submitted quarterly with the Grantee's quarterly report. MIDC staff shall respond to a request in writing within 30 days of receipt.
 - 1) Budget adjustments less than or equal to 5% of the Budget Category total, including adjustments between Budget Categories, do not require approval

by MIDC staff, but must be reported quarterly in the next financial status report.

- 2) A Budget adjustment involving greater than 5% of the aggregate of all funding within a Budget Category requires prior written approval by MIDC Staff and must be reported to the MIDC as soon after the Grantee is aware of the necessity of the Budget adjustment and reported in the Grantee's quarterly report.
- 3) Any substantial change to a Compliance Plan requires prior approval by MIDC staff and MIDC Commission.

1.4 Payment Schedule

The maximum amount of grant assistance approved is \$54,049.17

The Grantee must report and certify to Grantor by October 31st of each year the balance of any unexpended indigent defense grant funds from the prior fiscal year grant plus any interest earned on the advancement of the state grant funds in the previous fiscal year. Any funds from the previous fiscal year contained in an approved extension of the previous fiscal year's grant for projects that will be completed after September 30, 2019 will be carried over into the current fiscal year and shall not be considered unexpended funds, nor be included in the balance of unexpended funds. The current fiscal year indigent defense grant funds advanced will be reduced by the amount of unexpended funds from the prior fiscal year's grant.

An initial advance of 50% of the State Grant shall be made to the Grantee upon receipt by the Grantor of a signed Agreement. The Grantor shall make subsequent disbursements of 25% up to the total state grant amount in accordance with the following schedule:

Initial Advance of 50% of total grant – Within 15 days of receipt of executed agreement
25% disbursement – May 15, 2020
25% disbursement – August 14, 2020 (final payment).

The above schedule of disbursement of funds is contingent after receipt of quarterly reporting as addressed in this section and section 1.5 of this document. The financial status report (FSR) report must be submitted on the form provided by the MIDC/LARA and indicate:

Grant funds received to date;
Expenditures for the reporting period by budget category;
Cumulative expenditures to date by budget category;

The quarterly FSR must be supported and accompanied by documentation of those grant funded expenditures incurred for the reporting period, including but not limited to:

- The general ledger for the restricted local indigent defense fund, including a detailed expenditure report with all expenditure detail within the budget

categories, which must include documentation of payments to contract attorneys either by individual invoice or by report of payments made, by attorney;

- All invoices related to experts and investigators;
- All invoices related to construction;
- Personnel detail including full-time equivalency of any grant funded positions, including total compensation for that position;

Upon request, the Grantee shall provide the MIDC with additional documentation/verification of expenditures under the grant within 30 days of the making of the request. Documentation of expenditures shall be maintained according to record retention policies for audit purposes in order to comply with this Agreement. Grantee will be held to the full contribution of the Local Share within the original one-year grant period.

The quarterly FSR as provided in Attachment D and standards compliance report as addressed in Section 1.5, shall be provided in accordance with the following schedule:

Initial FSR and compliance report for 10/1/19–12/31/19 - – January 31, 2020

2nd FSR and compliance report for 1/1/20-3/31/20 – April 30, 2020

3rd FSR and compliance report for 4/1/20-6/30/20 – July 31, 2020

Final FSR and compliance report for 7/1/20-9/30/20 – October 31, 2020

1.5 Monitoring and Reporting Program Performance

A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work is being accomplished.

B. Quarterly Reports. The Grantee shall submit to the Grantor quarterly progress reports on compliance with the Standards and participate in follow up and evaluation activities. Compliance reports include narrative responses containing a description of the Grantee's compliance with standards 1-4, identifying problems or delays, actual, real or anticipated and any significant deviation from the approved Compliance Plan. The grantee will use its best efforts to provide data relevant to assessing compliance as contained in the compliance reporting template requested by MIDC. If Grantee is unable to provide the information requested on the template, Grantee will demonstrate in writing the steps taken to assess what information is currently available and how to retrieve it. Grantee also agrees to work with MIDC Research staff to seek additional options or ideas for the collection and retrieval of this information.

PART II - GENERAL PROVISIONS

2.1 Project Changes

Grantee must obtain prior written approval for substantial changes to the compliance plan from the Grantor.

2.2 Delegation

Grantee must notify the MIDC at least 90 calendar days before the proposed delegation with reasonable detail of subgrantee and the nature and scope of the activities delegated. If any obligations under this grant are delegated, Grantee must: (a) be the sole point of contact regarding all contractual project matters, including payment and charges for all Grant activities; (b) make all payments to the subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with a subgrantee. Grantee remains responsible for the completion of the Grant activities and compliance with the terms of this Grant.

2.3 Program Income

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be recorded in the Grantee's restricted Indigent Defense fund and included in the quarterly FSRs. The grant award shall not be increased by the amount of interest earned. Any grant funds attributable to interest and not spent at the end of the grant period shall be returned to the State or included in future grant awards from the MIDC consistent with MCL 780.993(15), as amended 12/23/18.

2.4 Share-in-savings

The Grantor expects to share in any cost savings realized by the Grantee in proportion of the grant funds to the local share.

2.5 Purchase of Equipment

The purchase of equipment must be made pursuant to the Grantee's established purchasing policy and if not specifically listed in the Budget, Attachment B, must have prior written approval of the Grantor. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

2.6 Accounting

The Grantee must establish and maintain a restricted indigent defense fund in their local chart of accounts to record all transactions related to the indigent defense grant. The restricted fund will not lapse to the local general fund at the close of the Grantee's fiscal year. The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which

will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all indigent defense funds received. Accounting records must be supported by source documentation of expenditures including, but not limited to, balance sheets, general ledgers, payroll documents, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

2.7 Records Maintenance, Inspection, Examination, and Audit

The State or its designee may audit the Grantee and the restricted indigent defense fund account to verify compliance with this Grant. Grantee must retain, and provide to the State or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors have occurred, the amount in error must be reflected as a credit or debit on subsequent disbursements until the amount is paid or refunded. Any remaining balance must be reported by the Grantee to the Grantor by October 31 of each year as required under the MIDC Act.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant activities in connection with this Grant.

If the Grantee is a governmental or non-profit organization and expends the minimum level specified in OMB Uniform Guidance (\$750,000 as of December 26, 2013) or more in total federal funds in its fiscal year, then Grantee is required to submit an Audit Report to the Federal Audit Clearinghouse (FAC) as required in 200.36.

2.8 Competitive Bidding

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition, consistent with Grantee's purchasing policies. Sole source contracts should be negotiated to the extent that such negotiation is possible. Attorney contracts, including managed assigned counsel contracts for representation of indigent or partially indigent defendants, are exempt from a competitive bid process, but must meet standard internal procurement policies, as applicable.

3.0 Liability

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the total grant amount.

3.1 Safety

The Grantee, and all subgrantees are responsible for ensuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, and every subgrantee are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

3.2 Indemnification

Each party to this grant must seek its own legal representation and bear its own legal costs; including judgments, in any litigation which may arise from the performance of this Grant and/or Agreement. It is specifically understood and agreed that neither party will indemnify the other party in any such litigation.

3.3 Failure to Comply and Termination

- A. Failure to comply with duties and obligations under the grant program as set forth in Public Act 93 of 2013, as amended, is subject to the procedures contained in sections 15 and 17 of said Act.
- B. Termination for Convenience

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, for State approved Grant responsibilities. If parties cannot agree to the cost to be paid by the State, the parties shall attempt to resolve the dispute by mediation pursuant to MCL 780.995. The Grantee's duty to comply with MIDC standards is limited to funding covering the cost of compliance as set forth in section 17 of Public Act 93 of 2013, as amended.

3.4 Conflicts and Ethics

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify the State of any violation or potential violation of this Section. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant activities in connection with this Grant.

3.5 Non-Discrimination

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 to 37.2804, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Grant.

3.6 Unfair Labor Practices

Under MCL 423.324, the State may void any Grant with a Grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

3.7 Force Majeure

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees except where the Commission determines that an unforeseeable condition prohibits timely compliance pursuant to MCL 780.993, Sec. 13(11).

4.0 Certification Regarding Debarment

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

4.1 Illegal Influence

The Grantee certifies, to the best of his or her knowledge and belief that:

- A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

4.2 Governing Law

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved as outlined in Sec. 15 of PA93 of 2013, as amended.

4.3 Disclosure of Litigation, or Other Proceeding

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") that arises during the term of the Grant against a public defender office, an attorney employed by a public defender office, or an attorney contracted to perform indigent defense functions funded by the Grantee that involves: (a) a criminal Proceeding; (b) a civil Proceeding involving a claim that, after consideration of Grantee's insurance coverages, would adversely affect Grantee's viability; (c) a civil Proceeding involving a governmental or public entity's claim or written allegation of fraud related to performance of the Grant; or (d) a Proceeding challenging any license that an attorney practicing on behalf of a public defender office or an attorney practicing pursuant to a contract to perform indigent defense functions for the Grantee is required to possess in order to perform under this Grant.

4.4 Assignment

Grantee may not assign this Grant to any other party without the prior approval of the State. Upon notice to Grantee, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If the State determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Grant.

4.5 Entire Grant and Modification

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant activities. Pursuant to the MIDC Act, the MIDC shall promulgate policies necessary to carry out its powers and duties. The MIDC may also provide guides, instructions, informational pamphlets for the purpose of providing guidance and information with regard to the Grant and MIDC policies. This Grant Agreement supersedes all terms of MIDC policies, guides, instructions, informational pamphlets and any other explanatory material that is in conflict with the Grant Agreement. This Grant may not be amended except by a signed written agreement between the parties.

4.6 Grantee Relationship

Grantee assumes all rights, obligations and liabilities set forth in this Grant. Grantee, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee, and not the State, is responsible for the payment of wages, benefits and taxes of Grantee's employees. Prior performance does not modify Grantee's status as an independent Grantee.

4.7 Dispute Resolution

The parties will endeavor to resolve any Grant dispute in accordance with section 15 of Public Act 93 of 2013. The dispute will be referred to the parties' respective representatives or

program managers. Such referral must include a description of the issues and all supporting documentation. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance or performance would require Grantee to spend in excess of its local share as defined by MCL 780.983(h).

5.0 Severability

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

5.1 Signatories

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

LeAnn Droste, Director
Bureau of Finance and Administrative Services
Department of Licensing and Regulatory Affairs
State of Michigan

Date

Loren Khogali, Executive Director
Michigan Indigent Defense Commission
Department of Licensing and Regulatory Affairs
State of Michigan

Date

Beth Miro, Court Administrator
City of Grosse Pointe Woods

Date



GRANT NO. 2020-103

MIDC FY20 COMPLIANCE PLAN AND COST ANALYSIS RENEWAL

Compliance Planning Costs

An indigent criminal defense system may submit to the MIDC an estimate of the cost of developing a plan and cost analysis for implementing the plan under MCL 780.993(2). Please attach documentation of planning time for FY20, if seeking reimbursement under this provision.

Are you submitting a worksheet for planning costs? ☒ Yes | ☐ No

If yes, do you have receipts showing that non-funding unit employees have been paid?

☐ Yes | ☒ No

Submitter Information

Funding Unit/System Name: Grosse Pointe Woods Municipal Court

Submitted By (include name, title, email address and phone number): Beth Miro, Court Administrator, bmiro@gpwwmi.us, 313-343-2456

Local Share

Please Note: Per MCL 780.983(i), the Local Share for your indigent defense system for FY 2020 will be indexed by 3% or the recent Urban Consumer Price Index (CPI), whichever is less. CPI for the most recent period is 2.2%; FY2020 requests should include Local Share funding enhanced by this factor.

Any change or corrections to your baseline local share calculation from FY19?

☐ Yes | ☒ No

If yes, please explain:

Attachments Submitted

- ✓ Have you attached your FY20 cost analysis? ☒ Yes | ☐ No
- ✓ Did you submit a list of the attorneys providing services? ☒ Yes | ☐ No
- ✓ If applicable, did you attach documentation supporting reimbursement for compliance planning? ☐ Yes | ☐ No
- ✓ Have you attached your revised local share certification (with CPI increase)?
☐ Yes | ☒ No
- ✓ If you have developed any local policies for implementing the MIDC's Standards, please attach to this application.

Standard 1

Training of Attorneys

Number of attorneys as of October 1, 2019 _____ 15 _____

Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1, 2019 _____ None Known _____

Any changes in your training plan from FY19? ☐ Yes | ☒ No

If yes, please describe:

Any changes in your funding needs from FY19 for this standard? ☐ Yes | ☒ No

If yes, please describe:

Standard 2

Initial Attorney meetings

How and when are defense attorneys notified of new assignments?

They will be notified by email and/or fax.

How are you verifying that in-custody attorney visits occur within three business days?

We will confirm with the attorney that this has occurred. I created a document for attorneys to complete. We will spot check with defendants to verify.

How are you verifying introductory communications from the attorney with defendants who are not in custody?

We will confirm with the attorney that this has occurred. We will confirm with the attorney that this has occurred. I created a document for attorneys to complete. We will spot check with defendants to verify.

How are you compensating attorneys for this standard? Please provide details:

We will pay them \$85 per initial interview.

Any change in the initial interview procedure from your FY19 plan? ☐ Yes | ☒ No

If yes, please explain:

Any change from your FY19 funding needs for initial interviews? ☐ Yes | ☒ No

If yes, please explain:

MIDC FY20 COMPLIANCE PLAN AND COST ANALYSIS RENEWAL

Confidential Meeting Spaces

Are there confidential meeting spaces in the jail? ☒ Yes | ☐ No

Please explain or describe:

There is a meeting room there, it is private and confidential, with open meeting space (no glass)

Are there confidential meeting spaces in the courthouse for in-custody and out-of-court clients? ☒ Yes | ☐ No

Please explain or describe:

They can use the probation office and/or the conference room

Any change from the FY19 plan for meeting spaces? ☐ Yes | ☒ No

Please explain or describe:

Any change in FY19 funding needs for meeting spaces? ☐ Yes | ☒ No

Please explain or describe:

If you had construction for meeting spaces in your FY19 plan, please provide an update on the construction project:

Standard 3

Experts and Investigators

Do you have a written policy for requesting experts or investigators? ☐ Yes | ☒ No

If yes, please explain or attach:

Any change in the process from FY19? ☐ Yes | ☒ No

If yes, please explain:

Any change in your funding needs for Standard 3 from FY19? ☐ Yes | ☒ No

If yes, please explain:

Standard 4

Counsel at First Appearance and Other Critical Stages

How are you providing counsel at first appearance and other critical stages? Please provide details:

We will have house counsel on court days. We will have on-call counsel for non-court days.

Are there any misdemeanor cases where your court accepts pleas without the defendant appearing before a magistrate or a judge? For example, pleas by mail, over the counter pleas, etc. ☒ Yes | ☐ No

If yes, please provide details:

Rarely. Possibly if the person is out of state.

How are you calculating compensation for this standard? Please provide details:

\$300 house counsel fee or \$85 for appearance plus \$50 on-call fee.

Will there be any change in this process from FY19? ☐ Yes | ☒ No

If yes, please explain:

Any change in how you are paying attorneys for this standard from FY19? ☐ Yes | ☒ No

If yes, please explain:

Will there be any change in your funding needs for this standard from FY19?

☐ Yes | ☒ No

If yes, please explain:

MIDC FY20 COMPLIANCE PLAN AND COST ANALYSIS RENEWAL

Personnel

Any personnel positions/hours eliminated or reduced from FY19? ☐ Yes | x No

If yes, please explain:

Any additional positions/hours requested from FY19? Yes | x ☐ No

If yes, please explain:

Any change in fringe benefits from FY19? ☐ Yes | x No

If yes, please explain:

Supplies & Other

Please list any supplies or equipment requested, and a brief explanation of need or use in FY20.

Indigent Defense System Cost Analysis

Grant Year October 1, 2019 - September 2020

Funding Unit Name (s) Grosse Pointe Woods Municipal Court

Personnel	Position	Calculation hours and rate	Total	State Grant	Local Share	Other Funding Sources	Total
Category Summary							
			0.00	0.00	0.00	0.00	0.00

Fringe Benefits	Percentage	Amount	State Grant	Local Share	Sources	Total
Category Summary						
	0.00%	0.00	0.00	0.00	0.00	0.00

Fringe Benefits Justification

Contractual

Contracts for Attorneys	Services Provided	Calculation hours and rate	Total	State Grant	Local Share	Other Funding Sources	Total
Indigent defense attorneys	House Counsel - court dates	\$300/day , per attorney. 300x4 days /mo x 12	14,400.00	14,400.00			
Indigent defense attorneys	Initial interviews & Arraignments/On-call/CAFA	caseload/12 mos/16 days per month x \$85/hour x 50 weeks	17,000.00	17,000.00			
Indigent defense attorneys	Appointed Attorneys	Based on prior 3 years of use, see rate chart	18,000.00	14,849.17	3,150.83		
Category Summary			49,400.00	46,249.17	3,150.83	0.00	49,400.00
We have court 3x/ month, with one day per month needing an extra attorney. In fiscal year 2019 we under estimated attorney need.							

Contracts for Experts and Investigators	Services Provided	Calculation hours and rate	Total	State Grant	Local Share	Other Funding Sources	Total
Investigators	Investigation	\$75/hour x 50 hrs	3,750.00	3,750.00			
Experts	Expert witnesses	\$200/hr x 15 hrs	3,000.00	3,000.00			
Category Summary			6,750.00	6,750.00	0.00	0.00	6,750.00

Experts and Investigators Justification - Provide explanation and justification if there are changes to the requested amounts for experts and investigators from the FY19 approved contract along with an explanation if requesting to adjust the rates from your FY19's approved contract rates.

Contracts for Construction Projects	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
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Category Summary			0.00	0.00	0.00	0.00	0.00
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Construction Project Justification - Provide as much detail as possible for the requested construction project identifying the need for the construction project, the component costs if possible, whether an estimate or if you were provided a documented quote. Attach a separate document if needed. Please attach the quote to the submission of the application.

Contracts Other	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
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Category Summary			0.00	0.00	0.00	0.00	0.00
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Contracts Other Justification - Provide justification for all other contract costs associated with the local indigent defense system with a * highlight to new request for FY20.

Equipment	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
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Category Summary			0.00	0.00	0.00	0.00	0.00
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Equipment Justification - Provide justification for new equipment requests for FY20

Training/Travel	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Membership - SADO	SADO	50 x 15	750.00	750.00			
Membership - NAPD	NAPD	20x15	300.00	300.00			

CAP Program	CAP	0	0.00
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Category Summary		1,050.00	1,050.00	0.00	0.00	1,050.00
Training and Travel Justification - Provide travel and training justification and *highlight new or changed requests for FY20.						

Supplies/Services	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
Category Summary			0.00	0.00	0.00	0.00	0.00
Supplies Justification - Provide justification for supplies requests and *highlight new or changed requests for FY20.							
Budget Total			57,200.00	54,049.17	3,150.83	0.00	57,200.00

Department of Licensing and Regulatory Affairs
Michigan Indigent Defense Commission
FINANCIAL STATUS REPORT

1. Name and Address of Grantee	2. Funding Unit(s)		3. Grant Number		4. Grant/Contract Period From: _____ To: _____				
	5. Current Report Period From: _____ To: _____		6. Final Report YES _____ NO _____		7. Total Grant Amount State Grant _____ Local Share _____				
Contracts									
8. Cost Categories	Salaries Fringes	Contract Attorneys	Experts Investigators	Construction	Other	Equipment	Travel Training	Supplies Services	Total
a. Expenditures this Report Period	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
b. Local Share	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c. State Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
d. Total Expenditures to date	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
e. Local Share Expenditures to date	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
f. State Grant Expenditures to date	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<div style="border: 1px solid black; display: inline-block; padding: 2px;">9. State Grant Advancements</div>									
a. Received this reporting period \$0.00									
b. Received to date \$0.00									
10. Remarks	11. Certification: I certify that to the best of my knowledge and belief this report is correct and complete and that all expenditures are for the purposes set forth in the approved compliance plan and consistent with the grant contract and attachments.				12. MIDC Approval				
	authorizing signature _____ date _____								
	position _____ email/phone contact _____								
					Grant Manager's Signature _____ Date _____ State Office Admin. Signature _____ Date _____				



DTE Electric Company
1 Energy Plz
DETROIT MI 48226-1221
USA

RECEIVED

INVOICE 90302931

FEB 13 2020

9A

Bill-To Number: 1000225	CITY OF GROSSE POINTE WOODS	Information
CITY OF GROSSE POINTE WOODS 20025 MACK PLAZA DR GROSSE POINTE WOODS MI 48236-2343	CLERK'S DEPARTMENT	Invoice Number: 90302931 Invoice Date: July 18, 2019 Transaction Date: July 18, 2019 Payment Terms: Net 120 Days Work Order Number: I00054007389 Customer Ref Number: PO#19-45458 Due Date: November 15, 2019 Total Due: \$113,384.00
Ship-To Party: 1000225		Payment Options
CITY OF GROSSE POINTE WOODS 20025 MACK PLAZA DR GROSSE POINTE WOODS MI 48236-2343		<ul style="list-style-type: none">Mail check payments using the coupon attachedWire Instructions: Send the Invoice Number, company name of DTE Electric Company and the bank name of JP Morgan Chase to ABA 021000021, Account Number 000000001102823ACH Instructions: Send the Invoice Number, company name of DTE Electric Company and the bank name of JP Morgan Chase to ABA 072000326, Account Number 000000001102823

Explanation:

CIAC TO INSTALL (20) 39 WATT STOCK ACORN FIXTURES ON (20) SPECIAL ORDER POSTS.
LOCATION: CITY PARKING LOTS, MACK AT TORREY, NEWCASTLE, LOCHMOOR, HOLLYWOOD AND HAMPTON.
PO#19-45458

Item	Material Description	Plant	Quantity	UOM	Unit Price	Net Amount
10	STREET LIGHTING CIAC	2201	1	EA	\$113,384.00/1 EA	\$113,384.00
Sub Total:						\$113,384.00
Total Taxes:						\$0.00
Total Amount:						\$113,384.00

Additional Information:

- Please make any inquiries regarding this bill before the due date
- Please have your invoice number and Bill-To number available when calling about your bill.

PO 45458
#585-569-977-585
OK -

Payment Coupon

Please Indicate Amount Paying \$ _____

Mail Payments To:

DTE ENERGY COMPANY
REMITTANCE PROCESSING CC0202
PO BOX 33844
DETROIT MI 48232-5844

Customer Acct No:	1000225
Invoice No:	90302931
Due Date:	November 15, 2019
Total Due:	\$113,384.00

CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA DR
GROSSE POINTE WOODS MI 48236-2343

Please fold on dotted line

Please Return Coupon With Payment



DTE Electric Company
1 Energy Plz
DETROIT MI 48226-1221
USA

RECEIVED

FEB 13 2020 INVOICE 90303094

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Bill-To Number: 1000225
CITY OF GROSSE POINTE WOODS 20025 MACK PLAZA DR GROSSE POINTE WOODS MI 48236-2343
Ship-To Party: 1000225
CITY OF GROSSE POINTE WOODS 20025 MACK PLAZA DR GROSSE POINTE WOODS MI 48236-2343

Information	
Invoice Number:	90303094
Invoice Date:	July 19, 2019
Transaction Date:	July 19, 2019
Payment Terms:	Net 120 Days
Work Order Number:	I00053526983
Customer Ref Number:	PO#-19-45458
Due Date:	November 16, 2019
Total Due:	\$459,317.00
Payment Options	
<ul style="list-style-type: none">● Mail check payments using the coupon attached● Wire Instructions: Send the Invoice Number, company name of DTE Electric Company and the bank name of JP Morgan Chase to ABA 021000021, Account Number 000000001102823● ACH Instructions: Send the Invoice Number, company name of DTE Electric Company and the bank name of JP Morgan Chase to ABA 072000326, Account Number 000000001102823	

Explanation:

2019 MV CONVERSION (1490) STREETLIGHTS

(3)-175MV TO 58 WATT LEDs
(1)-400MV TO 136 WATT LED
(1070)-100HPS TO 58 WATT LEDs
(294)-250HPS TO 136 WATT LEDs
(6)-175MV TO 72 WATT LEDs
(9)-100HPS TO 72 WATT LEDs
(1)-250HPS TO 58 WATT LED
(106)-100HPS TO 39 WATT LEDs

Item	Material Description	Plant	Quantity	UOM	Unit Price	Net Amount
10	STREET LIGHTING CIAC	2201	1	EA	\$459,317.00/1 EA	\$459,317.00
Sub Total:						\$459,317.00
Total Taxes:						\$0.00
Total Amount:						\$459,317.00

Additional Information:

- Please make any inquiries regarding this bill before the due date
- Please have your invoice number and Bill-To number available when calling about your bill.

PO 45458
401-901-977.202
ok- FB
C. Behrens

Payment Coupon

Please Indicate Amount Paying \$ _____

Mail Payments To:

DTE ENERGY COMPANY
REMITTANCE PROCESSING CC0202
PO BOX 33844
DETROIT MI 48232-5844

Customer Acct No:	1000225
Invoice No:	90303094
Due Date:	November 16, 2019
Total Due:	\$459,317.00

CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA DR
GROSSE POINTE WOODS MI 48236-2343

Please fold on dotted line

Please Return Coupon With Payment



michigan municipal league

MICHIGAN MUNICIPAL LEAGUE
MEMBERSHIP RENEWAL INVOICE

2019 - 2020

9B

Grosse Pointe Woods

ID: 211

Date: 02/01/2020

Membership Period: 04/01/2020 - 03/31/2021

Current Balance

* MML Dues	6,007.00
** Legal Defense Fund	601.00
	<hr/>
	\$6,608.00

Total Due by April 01, 2020:
\$6,608.00

Please sign, date and return one invoice copy with your payment.

Make checks payable to the Michigan Municipal League and mail to the address below. Thank you.

(Signature)

(Date)

101.101.958.000
2/7/2020
C. Behrens

* MML dues include annual subscriptions to *The Review* for your officials at \$12.00 per subscription, which is 50% of the regular subscription rate.


** The Legal Defense Fund is an optional charge. The purpose of the Fund is to provide specialized legal assistance to member municipalities in cases that have significant statewide impact.

See what the League can do for you by visiting www.mml.org

Michigan Municipal League
P.O. Box 7409
Ann Arbor, MI 48107-7409
800-653-2483

February 03, 2020

Ms. Lisa K. Hathaway
City Clerk
Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236-2397



RECEIVED
FEB - 5 2020
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Dear Ms. Hathaway,

Thank you for your continued participation and support of the Michigan Municipal League. Now is as important of a time as ever to be committed to fighting on behalf of local government issues, educating local leaders on critical topics, and spreading awareness of these issues to the broader public. In the past year, the League has been doing just that.

The focal point of our efforts continues to be SaveMlCity.org, our municipal finance reform initiative. We've expanded our efforts thanks to a generous sponsorship from the CS Mott Foundation, and have joined forces with like-minded organizations to broaden this initiative. We intend to further intensify our efforts to make sure that we have a funding system that works for all of our members.

Additionally, the League is extensively involved both publicly and behind the scenes promoting the interests of municipalities in Lansing and Washington, D.C. Over the past year, we saw numerous legislative victories, especially during the historic lame duck period. With over 400 bills being debated during that period, League members saw significant wins on issues like more local control on fireworks regulation, full funding for Fire Protection Grants for communities which have major state facilities, and an extension and expansion for communities to utilize bond financing as a tool to address pension and retiree health care costs.

The new legislative term has brought many new faces to the state legislature and Governor's office and your team is actively working to highlight League priorities like the restoration of revenue sharing cuts and protecting municipalities from short term rental zoning preemption and efforts to undermine local property taxes. With road funding and infrastructure issues being at the top of everyone's list this year, the League will continue to be a key player in negotiations on behalf of our members.

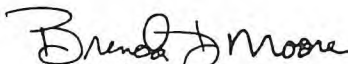
We continue to bring more trainings to communities throughout the state with our *You Need to Know* series on specific topics, and due to popular demand, we've added an additional weekend of education on the essential issues local leaders need to know through our Elected Officials Academy. Strong local communities need strong local leaders, and we continue to emphasize the importance of diversity and inclusion in the local government chief administrative role through our 16/50 Project and the Women's Municipal Leadership Program. We continue to support our members with innovative approaches to crowdfunding their placemaking efforts and attracting the private development interest that builds on local investment.

The League's Board of Trustees recognizes the strained financial conditions present in many Michigan communities. We have worked very hard over the last several years to keep dues low, resulting in savings of over 20 percent. This year we are passing along a modest 2.4 percent inflationary adjustment to League dues.

The true power of the League comes from the combined voices of communities across Michigan. Together we have made a real difference, and our opportunities for greater success are evident. Your Michigan Municipal League membership is one of the best investments your community can make. Be sure to maximize your membership by contacting us with your questions, and by actively participating at League events. Thank you for your support. We look forward to our continued partnership.

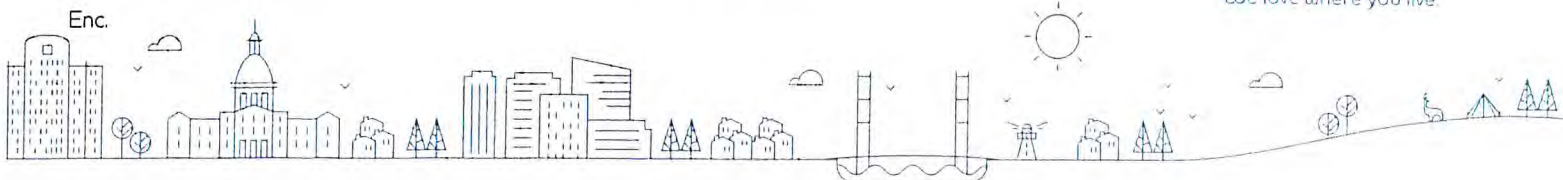
Sincerely,


Daniel P. Gilmartin
Executive Director & CEO


Brenda Moore
President, 2019-2020

Enc.

We love where you live.



Membership Benefits at a Glance

Legislative Advocacy & Policy Development

Legislative Advocacy: Expert advocacy and dedicated representation at the state and federal levels on municipal issues, with a newsletter and blog to keep members informed.

Policy Research: Original policy research on emerging issues made available to members.

Legal Advocacy

Legal Advocacy: Legal assistance on community issues, and advocacy for the interests of municipalities in the courts.

Legal Defense Fund: Advocacy program for municipalities in the state and federal appellate courts (member rates apply).

Placemaking & Redevelopment Assistance

Crowdfunding: Information about crowdfunding and investment crowdfunding and how it may apply to your community, as well as expertise on programs available in Michigan.

Redevelopment Ready Communities®: Assistance navigating the RCC program through support from Michigan Economic Development Corporation.

Michigan Vacant Property Campaign: Partnership with several entities to assist local efforts addressing physical deterioration caused by vacant properties and preserving the places people live.

Michigan Green Communities Network: Collaborative effort to share resources and knowledge around clean energy and environmental sustainability.

Information, Resources & Consulting

E-books: *Ethics Handbook for Michigan Municipalities*; *Restoring Michigan Communities*; *Handbook for Municipal Officials*.

One-Pager Plus Fact Sheets: Summaries of common municipal topics available online.

Sample Documents: Contracts, ordinances, policies, resolutions, and Request for Proposals (RFPs) available on our website.

Inquiry Service: Information and custom research on your municipal questions.

Directory of Michigan Municipal Officials: Annual listing of elected and key appointed city and village officials.

The Review: Bi-monthly magazine geared specifically to the municipal audience.

Wage and Salary Database: Searchable database of 143 titles, available to respondents of the annual online survey.

Executive Search Service: Recruit the League to facilitate your executive search process.

Consulting Services: Draw on the League's expertise for your management consulting.

Education & Events

Elected Officials Academy: Certification program designed to help elected officials lead in the 21st century.

Seminars and workshops: On-site and online training opportunities.

Convention and Capital Conference: Gain tools to improve your community and receive the latest Lansing updates.



We love where you live.

Insurance & Employee Benefits *(premiums apply)*

League Workers' Compensation Fund: Group self-insurance fund offering affordable workers' compensation coverage.

League Liability and Property Pool: Covers community property and offers liability protection against most municipal exposures.

League Sponsored BCBSM Program: Provides access to BCBS health insurance for our member communities of under 100 employees.

Unemployment Compensation Fund: Helps members deal more effectively with unemployment claims.

Leadership & Professional Development Opportunities

League Leadership Positions: Opportunity to hold a League leadership position or serve on a board for the Elected Officials Academy, insurance programs, or the Michigan Municipal League Foundation.

Committees: Serve on a committee or taskforce.

Affiliate Organizations: Join one of several tailored organizations for leadership, networking, and training.

Voting Privileges: Voting privileges at the League's annual business meeting.

Savings, Vendor & Additional Services

Telecommunications: Cut telecom costs by partnering with Abilita, a telecommunications consulting leader.

U.S. Communities Government Purchasing Alliance: Favorable pricing for various products and services.

CDL Drug and Alcohol Testing Consortium: Random testing program in accordance with DOT regulations.

Classified Ads: Municipal job openings, as well as items for sale, on the League's website.

Business Alliance Program: Vendors providing services to the municipal market.

RFP Sharing Service: Access the companies in the League's Business Alliance Program to help get your RFPs to more prospective bidders.

MML Foundation

John Barr Scholarship: For local elected and appointed officials to use for leadership training.

Tim Doyle Scholarship: Helps newly elected officials attend the Elected Officials Academy Core Weekender seminar.

George D. Goodman Scholarship: Encourages high school and college students to pursue careers in public service.

Youth Scholarship Fund: Covers expenses for young people to attend the National League of Cities Summit.



We love where you live.

800.653.2483

 michigan municipal league

www.mml.org

Invoice Number
301655

Invoice Date
01/24/20

COUNTY OF WAYNE

Warren C. Evans - County Executive
500 Griswold, Detroit, Michigan 48226

Invoice **RECEIVED**

FEB - 7 2020

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT



Send Remittance to:

Wayne County
Department of Environment
400 Monroe, Suite 300
Detroit, Michigan 48226

Customer:

Grosse Pointe Woods, City of
20025 Mack Plaza
Grosse Pointe Woods MI 48236

Customer Number

500012

Direct Inquiries to:

Telephone (313) 224-7843

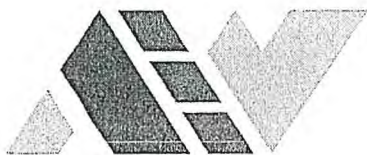
Department of Environment

Line No.	Due Date	Description of Item, Material, Services or Work	Amount
001	02/23/20	FY 2020 QUARTER 1 MILK RIVER DRAINAGE DISTRICT SUPPLEMENTAL FUNDING FOR CONSTRUCTION 830.54724.589000 CASH ACCT# 830.004724 <i>365-445-992.200</i> <i>2/6/2020</i> <i>ABH</i> <i>OK - PJ</i>	99,590.50
Please Pay This Amount =>			\$ 99,590.50

Return Remittance Copy of Invoice with Payment

Invoice Number
301655

Invoice Date
01/24/20



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 Schoenherr Road 586.726.1234
Shelby Township, MI 48315 www.aewinc.com

9D

RECEIVED

FEB 13 2020

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

PO #19-45446

202-451-974.200	\$332.07
203-451-974.200	\$6,973.42
592-537-975.400	\$8,531.65
592-537-976.200	\$34,535.05

02-07-2020

C. Behrens

F.S.
[Signature] 2/7/2020

February 6, 2020

Cathy Behrens
City of Grosse Pointe Woods
20025 Mack Avenue
Grosse Pointe Woods, Michigan 48236-2397

Reference: 2019 Sewer Structure Rehabilitation
Repair Program, City of Grosse Pointe Woods
AEW Project No. 0160-0411

Dear Ms. Behrens:

Enclosed please find Construction Pay Estimate No. 6 for the above referenced project. For work performed through February 2, 2020, we recommend issuing payment for the **Net Earnings this Period (see Page 2)** in the amount of **\$50,372.19** be made to L. Anthony Construction Inc., 11085 Lisa Ln., Shelby Twp., MI, 48316

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

Sincerely,

Frank D. Varicalli

Frank D. Varicalli
Project Manager

cc: Bruce Smith, City Administrator
Frank Schulte, Director of Public Services
Jeanne Duffy
Susan Como
L. Anthony Construction Inc.



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

2/6/2020 11:44 AM

FieldManager 5.3c

Contract: .0160-0411, 2019 Sewer Structure Rehabilitation

Estimate Date	Estimate No.	Entered By	Estimate Type	Electronic File Created	All Contract Work Completed	Construction Started Date
02/03/2020	6	Michelle Ankawi	Semi-Monthly	No		
Prime Contractor L Anthony Construction				Managing Office Anderson, Eckstein and Westrick, Inc.		
Comments						
Current Contract Amount: \$606,770.00 % Completed: 39%						

Item Usage Summary

Item Description	Item Code	Prop. Line	Project	Category	Project Line No.	Item Type	Mod. No.	Quantity	Dollar Amount
_ Catch Basin Trap	4037050	0085	0160-0411	0000	0085	00	000	7.000	\$3,500.00
_ Dr Structure Cover, Catch Basin	4037050	0090	0160-0411	0000	0090	00	000	15.000	\$7,500.00
_ Dr Structure, 36 inch dia	4037050	0100	0160-0411	0000	0100	00	000	9.000	\$22,500.00
_ Sewer, SDR 23.5 PVC, 12 inch, Tr Det B	4027001	0045	0160-0411	0000	0045	00	000	217.000	\$10,850.00
Dr Structure, 24 inch dia	4030200	0070	0160-0411	0000	0070	00	000	6.000	\$10,500.00
Dr Structure, Rem	2030011	0005	0160-0411	0000	0005	00	000	15.000	\$4,500.00
Maintenance Gravel, LM	3060021	0035	0160-0411	0000	0035	00	000	52.100	\$52.10
Sewer, Rem, Less than 24 inch	2030015	0010	0160-0411	0000	0010	00	000	217.000	\$2,170.00
Underdrain, Subgrade, 4 inch	4040071	0105	0160-0411	0000	0105	00	000	148.000	\$1,924.00

Total Estimated Item Payment: \$63,496.10

Stockpile Summary

Item Description	Item Code	Prop. Line	Project	Category	Project Line No.	Item Type	Mod. No.	Stockpile Type	Net Change	Total Amount Remaining
_ Dr Structure, 36 inch dia	4037050	0100	0160-0411	0000	0100	00	000	DR02	\$-5,607.00	\$2,492.00
Dr Structure, 24 inch dia	4030200	0070	0160-0411	0000	0070	00	000	DR01	\$-1,920.00	\$1,280.00

Total Stockpile Dollar Amount: \$-7,527.00

Time Charges

Site	Site Description	Site Method	Days Charged	Liq. Damages
00	SITE NUMBERS SHOULD BE CODED 00	Completion Date		\$0
Total Liquidated Damages:				\$0

Contract ID: .0160-0411

Estimate: 6

Page 1 of 2



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

2/6/2020 11:44 AM

FieldManager 5.3c

Pre-Voucher Summary

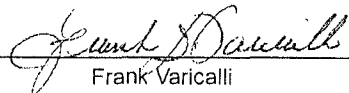
Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
0160-0411, 2019 Sewer Structure Rehabilitation	0006	\$63,496.10	\$-7,527.00	\$55,969.10
Voucher Total:				\$55,969.10

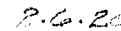
Summary

Current Voucher Total:	\$55,969.10	Earnings to date:	\$237,892.13
-Current Retainage:	\$5,596.91	- Retainage to date:	\$22,502.71
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$50,372.19	Net Earnings to date:	\$215,389.42
		- Payments to date:	\$165,017.23
		Net Earnings this period:	\$50,372.19

Estimate Certification

I certify the items included on this report constitute my estimate of work completed and due the contractor as of the date of this document.


Frank Varicalli


(Date)



Construction Pay Estimate Amount Balance Report

Estimate: 6

2/6/2020 11:44 AM

Anderson, Eckstein and Westrick, Inc.

FieldManager 5.3c

Contract: .0160-0411, 2019 Sewer Structure Rehabilitation

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
Dr Structure, Rem	2030011	0005	0160-0411	0000	58.000	15.000	22.000	22.000	38%	300.00000	\$6,600.00
Sewer, Rem, Less than 24 inch	2030015	0010	0160-0411	0000	475.000	217.000	252.000	252.000	53%	10.00000	\$2,520.00
Curb and Gutter, Rem	2040020	0015	0160-0411	0000	125.000		0.000			8.00000	
Sidewalk, Rem	2040055	0020	0160-0411	0000	650.000		165.200	165.200	25%	5.00000	\$826.00
_ Driveway, Conc, Rem	2047011	0025	0160-0411	0000	375.000		46.100	46.100	12%	7.00000	\$322.70
_ Subgrade Undercutting, Modified	2057021	0030	0160-0411	0000	50.000		0.000			20.00000	
Maintenance Gravel, LM	3060021	0035	0160-0411	0000	500.000	52.100	68.300	68.300	14%	1.00000	\$68.30
_ Sewer, SDR 23.5 PVC, 10 inch, Tr Det B	4027001	0040	0160-0411	0000	75.000		12.000	12.000	16%	50.00000	\$600.00
_ Sewer, SDR 23.5 PVC, 12 inch, Tr Det B	4027001	0045	0160-0411	0000	400.000	217.000	240.000	240.000	60%	50.00000	\$12,000.00
_ External Structure Wrap, 12 inch	4027050	0050	0160-0411	0000	2.000		3.000	3.000	150%	350.00000	\$1,050.00
_ External Structure Wrap, 18 inch	4027050	0055	0160-0411	0000	61.000		0.000			425.00000	
Dr Structure Cover, Adj, Case 1	4030005	0060	0160-0411	0000	1.000		10.000	10.000	1000%	200.00000	\$2,000.00
Dr Structure Cover, Adj, Case 2	4030006	0065	0160-0411	0000	1.000		0.000			200.00000	
Dr Structure, 24 inch dia	4030200	0070	0160-0411	0000	21.000	6.000	9.000	9.000	43%	1,750.00000	\$15,750.00
Stockpile Balance:											\$1,280.00
Dr Structure, Adj, Add Depth	4030280	0075	0160-0411	0000	8.000		53.000	53.000	663%	150.00000	\$7,950.00
Dr Structure, Tap, 12 inch	4030312	0080	0160-0411	0000	3.000		0.000			500.00000	
_ Catch Basin Trap	4037050	0085	0160-0411	0000	38.000	7.000	10.000	10.000	26%	500.00000	\$5,000.00
_ Dr Structure Cover, Catch Basin	4037050	0090	0160-0411	0000	55.000	15.000	28.000	28.000	51%	500.00000	\$14,000.00
_ Dr Structure Cover, Storm Manhole	4037050	0095	0160-0411	0000	1.000		8.000	8.000	800%	500.00000	\$4,000.00
_ Dr Structure, 36 inch dia	4037050	0100	0160-0411	0000	37.000	9.000	11.000	11.000	30%	2,500.00000	\$27,500.00
Stockpile Balance:											\$2,492.00
Underdrain, Subgrade, 4 inch	4040071	0105	0160-0411	0000	850.000	148.000	194.000	194.000	23%	13.00000	\$2,522.00
HMA, 13A	5010033	0110	0160-0411	0000	50.000		0.000			200.00000	
Joint, Expansion, E2	6020207	0115	0160-0411	0000	50.000		88.300	88.300	177%	15.00000	\$1,324.50

Contract: .0160-0411

Estimate: 6

Page 1 of 2



Construction Pay Estimate Amount Balance Report

Estimate: 6

2/6/2020 11:44 AM

Anderson, Eckstein and Westrick, Inc.

FieldManager 5.3c

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
_ Joint, Expansion, Erg, Modified	6027001	0120	0160-0411	0000	300.000		0.000			20.00000	
Cement	6030005	0125	0160-0411	0000	5.000		0.000			100.00000	
Lane Tie, Epoxy Anchored	6030030	0130	0160-0411	0000	2,300.000		859.000	859.000	37%	5.00000	\$4,295.00
Pavt Repr, Nonreinf Conc, 8 inch	6030044	0135	0160-0411	0000	3,300.000		1,661.820	1,661.820	50%	56.00000	\$93,061.92
Pavt Repr, Nonreinf Conc, 9 inch	6030046	0140	0160-0411	0000	100.000		0.000			60.00000	
_ Full Depth Sawcutting through Existing P avement, Driveway, or Curb	6037001	0145	0160-0411	0000	8,400.000		3,047.700	3,047.700	36%	1.30000	\$3,962.01
_ Pavt Repr, Rem, Modified	6037011	0150	0160-0411	0000	3,400.000		1,661.820	1,661.820	49%	10.00000	\$16,618.20
_ Curb Casting	7177050	0155	0160-0411	0000	1.000		0.000			700.00000	
Driveway, Nonreinf Conc, 6 inch	8010005	0160	0160-0411	0000	375.000		39.700	39.700	11%	54.00000	\$2,143.80
Curb and Gutter, Conc, Det F4	8020038	0165	0160-0411	0000	125.000		0.000			22.00000	
Detectable Warning Surface	8030010	0170	0160-0411	0000	70.000		5.000	5.000	7%	30.00000	\$150.00
Sidewalk, Conc, 4 inch	8030044	0175	0160-0411	0000	4,000.000		1,554.200	1,554.200	39%	5.50000	\$8,548.10
Sidewalk, Conc, 6 inch	8030046	0180	0160-0411	0000	1,100.000		30.000	30.000	3%	6.00000	\$180.00
_ Sidewalk Ramp, Conc, 8 inch	8037010	0185	0160-0411	0000	700.000		34.700	34.700	5%	8.00000	\$277.60
_ Traffic Maintenance and Control	8127051	0190	0160-0411	0000	1.000		0.100	0.100	10%	8,500.00000	\$850.00
_ Surface Restoration, Seeding	8167011	0195	0160-0411	0000	500.000		0.000			5.00000	

Percentage of Contract Completed(curr): 39%

(total paid to date / total of all authorized work)

Total Amount Paid This Estimate: \$55,969.10

Total Amount Paid To Date: \$237,892.13



ANDERSON, ECKSTEIN & WESTRICK, INC. 9E
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 Schoenherr Road 586.726.1234
Shelby Township, MI 48315 www.aewinc.com

RECEIVED

FEB - 4 2020

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

PO #18-44846

203-451-977.804 \$14,600.00

592-537-975.400 \$5,400.00

02-03-2020

Behrens

F.S.

2/4/2020

February 3, 2020

Cathy Behrens
City of Grosse Pointe Woods
20025 Mack Avenue
Grosse Pointe Woods, Michigan 48236-2397

Reference: 2018 Road Program
City of Grosse Pointe Woods
AEW Project No. 0160-0407

Dear Ms. Behrens:

Enclosed please find the Final Construction Pay Estimate along with the Consent of Surety and Sworn Statements for the above referenced project. For work performed through January 29, 2020 we recommend issuing payment for the **Net Earnings this Period (see Page 1)** in the amount of **\$20,000.00** to Florence Cement Company 51515 Corridor, Shelby Township, MI., 48315

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

Sincerely,

Scott Lockwood, PE
Project Manager

cc: Bruce Smith, City Administrator
Frank Schulte, Director of Public Services
Jeanne Duffy
Susan Como
Florence Cement Company



Construction Pay Estimate Report

Anderson, Eckstein and Westrick

1/29/2020 9:33 AM

FieldManager 5.3c

Contract: .0160-0407, 2018 Road Program

Estimate No.	Estimate Date	Entered By	Estimate Type	Managing Office
12	1/29/2020	Michelle Ankawi	Final	Anderson, Eckstein and Westrick
All Contract Work Completed 11/26/2019	Construction Started Date	Prime Contractor Florence Cement Company 12585 23 Mile Rd Shelby Township MI 48315-2623		
Comments Current Contract Amount: \$2,237,940.09 % Completed: 100%				

Time Charges

Site	Site Description	Site Method	Days Charged	Liq. Damages
00	SITE NUMBERS SHOULD BE CODED 00	Completion Date		\$0
Total Liquidated Damages:				\$0

Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
0160-0407 Ani, 2018 Road Program	0009	\$0.00	\$0.00	\$0.00
0160-0407 Bry, 2018 Road Program	0009	\$0.00	\$0.00	\$0.00
0160-0407 Coo, 2018 Road Program	0002	\$0.00	\$0.00	\$0.00
0160-0407 Loc, 2018 Road Program	0009	\$0.00	\$0.00	\$0.00
0160-0407 Sta, 2018 Road Program	0009	\$0.00	\$0.00	\$0.00
Voucher Total:				\$0.00

Summary

Current Voucher Total:	\$0.00	Earnings to date:	\$2,237,940.09
-Current Retainage:	(\$20,000.00)	- Retainage to date:	\$0.00
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$20,000.00	Net Earnings to date:	\$2,237,940.09
		- Payments to date:	\$2,217,940.09
		Net Earnings this period:	\$20,000.00



Construction Pay Estimate Report

Anderson, Eckstein and Westrick

1/29/2020 9:33 AM

FieldManager 5.3c

Estimate Certification

I certify the items included on this report constitute my estimate of work completed and due the contractor as of the date of this document. I also certify the prime contractor is meeting all requirements for minority percentages and the payrolls are current.

Scott P. Lockwood, PE AEW, Inc.

2/3/20
(Date)

Michael Randazzo

Michael Randazzo

Feb 3 2020 7:08 AM

Florence Cement Company

(Date)



Construction Pay Estimate Amount Balance Report

Estimate: 12

1/29/2020 9:33 AM

Anderson, Eckstein and Westrick

FieldManager 5.3c

Contract: .0160-0407, 2018 Road Program

Project: 0160-0407 Ani, 2018 Road Program

Category: 0001, Road

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0005	_ Reimbursable Permit Fees	1027060	4,070.000	Dir		4,070.000	4,070.000	100%	1.00000	\$4,070.00
0010	Mobilization, Max 5%	1500001	0.250	LS		0.250	0.250	100%	103,000.00000	\$25,750.00
0015	Tree, Rem, 6 inch to 18 inch	2020004	7.000	Ea		7.000	7.000	100%	500.00000	\$3,500.00
0020	Curb and Gutter, Rem	2040020	533.250	Ft		533.250	533.250	100%	18.00000	\$9,598.50
0025	Pavt, Rem	2040050	272.740	Syd		272.740	272.740	100%	19.00000	\$5,182.06
0030	Sidewalk, Rem	2040055	80.180	Syd		80.180	80.180	100%	23.00000	\$1,844.14
0035	Ero Con, Inlet Protection, Fabric Drop	2080020	0.000	Ea		0.000			100.00000	
0040	Aggregate Base, 6 inch	3020016	0.000	Syd		0.000			7.00000	
0045	Maintenance Gravel	3060020	132.290	Ton		132.290	132.290	100%	25.00000	\$3,307.25
0050	_ Geosynthetic Paving Fabric	3087011	3,762.670	Syd		3,762.670	3,762.670	100%	3.57000	\$13,432.73
0055	Dr Structure Cover, Adj, Case 1	4030005	5.000	Ea		5.000	5.000	100%	400.00000	\$2,000.00
0060	_ Gate Well Cover, Adj, Case 1	4037050	1.000	Ea		1.000	1.000	100%	640.00000	\$640.00
0065	_ Gate Well Cover, GPW	4037050	0.000	Ea		0.000			410.00000	
0070	Pavt, Cleaning	5010001	0.340	LS		0.340	0.340	100%	2,000.00000	\$680.00
0075	HMA Surface, Rem	5010005	3,563.500	Syd		3,563.500	3,563.500	100%	2.70000	\$9,621.45
0080	Joint and Crack, Cleanout	5010015	2,511.000	Ft		2,511.000	2,511.000	100%	0.45000	\$1,129.95
0085	Pavt Joint and Crack Repr, Det 7	5010020	1,448.500	Ft		1,448.500	1,448.500	100%	12.40000	\$17,961.40
0090	Hand Patching	5010025	9.000	Ton		9.000	9.000	100%	77.00000	\$693.00
0095	HMA, 5E1	5010056	420.690	Ton		420.690	420.690	100%	103.00000	\$43,331.07
0100	Conc Pavt w/ Int Curb, Nonreinf, 7 inch	6020162	26.350	Syd		26.350	26.350	100%	41.40000	\$1,090.89
0105	Cold Milling Conc Pavt	6030014	100.650	Syd		100.650	100.650	100%	3.00000	\$301.95
0110	Lane Tie, Epoxy Anchored	6030030	667.000	Ea		667.000	667.000	100%	8.00000	\$5,336.00
0115	Pavt Repr, Nonreinf Conc, 8 inch	6030044	81.640	Syd		81.640	81.640	100%	50.00000	\$4,082.00
0120	Pavt Repr, Rem	6030080	192.050	Syd		192.050	192.050	100%	30.00000	\$5,761.50
0125	Driveway, Nonreinf Conc, 6 inch	8010005	316.240	Syd		316.240	316.240	100%	42.50000	\$13,440.20
0130	Curb and Gutter, Conc, Det F1	8020035	517.480	Ft		517.480	517.480	100%	21.00000	\$10,867.08
0135	Sidewalk Ramp, Conc, 7 inch	8030037	475.620	Sft		475.620	475.620	100%	7.50000	\$3,567.15
0140	Sidewalk, Conc, 4 inch	8030044	224.960	Sft		224.960	224.960	100%	5.50000	\$1,237.28
0145	Pavt Mrkg, Waterborne, 4 inch, White	8110231	0.000	Ft		0.000			15.00000	

Contract: .0160-0407

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Anderson, Eckstein and Westrick

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FieldManager 5.3c

Project: 0160-0407 Ani, 2018 Road Program

Category: 0001, Road

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0150	Pavt Mrkg, Waterborne, 2nd Appl, 4, White	8110251	0.000	Ft		0.000			10.00000	
0155	Rem Curing Compound, for Longit Mrkg, 4"	8110307	0.000	Ft		0.000			20.00000	
0160	_ Traffic Control, Minor Street	8127050	1.000	Ea		1.000	1.000	100%	1,500.00000	\$1,500.00
0165	_ Proposed Trees	8157050	10.000	Ea		10.000	10.000	100%	560.00000	\$5,600.00
0170	_ Audio Visual Record of Construction Area	8507051	0.250	LS		0.250	0.250	100%	2,300.00000	\$575.00
0175	_ Rubbish Pickup	8507051	0.250	LS		0.250	0.250	100%	5,000.00000	\$1,250.00
Subtotal for Category 0001:										197350.60

Category: 0002, Water and Sewer

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0180	Dr Structure, Abandon	2030010	0.000	Ea		0.000			370.00000	
0185	Dr Structure, Rem	2030011	7.000	Ea		7.000	7.000	100%	370.00000	\$2,590.00
0190	Sewer, Rem, Less than 24 inch	2030015	105.200	Ft		105.200	105.200	100%	19.00000	\$1,998.80
0195	Curb and Gutter, Rem	2040020	88.650	Ft		88.650	88.650	100%	18.00000	\$1,595.70
0200	Pavt, Rem	2040050	1,406.780	Syd		1,406.780	1,406.780	100%	19.00000	\$26,728.82
0205	Aggregate Base, 6 inch	3020016	1,232.820	Syd		1,232.820	1,232.820	100%	7.00000	\$8,629.74
0210	Sewer, Cl IV, 24 inch, Tr Det B	4020993	609.300	Ft		609.300	609.300	100%	139.00000	\$84,692.70
0215	_ Sewer, Sch 40 PVC, 10 inch, Tr Det B	4027001	94.700	Ft		94.700	94.700	100%	60.00000	\$5,682.00
0220	_ Sewer, Sch 40 PVC, 4 inch, Tr Det B	4027001	0.000	Ft		0.000			230.00000	
0225	_ Sewer, Sch 40 PVC, 8 inch, Tr Det B	4027001	27.000	Ft		27.000	27.000	100%	230.00000	\$6,210.00
0230	_ Sewer Bulkhead, 10 inch	4027050	2.000	Ea		2.000	2.000	100%	200.00000	\$400.00
0235	_ CMP Detention System	4027051	1.000	LS		1.000	1.000	100%	47,600.00000	\$47,600.00
0240	Dr Structure, 24 inch dia	4030200	2.000	Ea		2.000	2.000	100%	1,600.00000	\$3,200.00
0245	Dr Structure, 48 inch dia	4030210	7.000	Ea		7.000	7.000	100%	2,500.00000	\$17,500.00
0250	Dr Structure, Adj, Add Depth	4030280	0.000	Ft		0.000			270.00000	
0255	Dr Structure, Tap, 4 inch	4030304	1.000	Ea		1.000	1.000	100%	180.00000	\$180.00

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Anderson, Eckstein and Westrick

FieldManager 5.3c

Project: 0160-0407 Ani, 2018 Road Program

Category: 0002, Water and Sewer

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0260	_ Catch Basin Cover, GPW	4037050	4.000	Ea		4.000	4.000	100%	410.00000	\$1,640.00
0265	_ Catch Basin Cover, Restricted, GPW	4037050	5.000	Ea		5.000	5.000	100%	450.00000	\$2,250.00
0270	_ Combined Manhole Cover, GPW	4037050	1.000	Ea		1.000	1.000	100%	410.00000	\$410.00
0275	_ Dr Structure Trap, 8 inch	4037050	1.000	Ea		1.000	1.000	100%	335.00000	\$335.00
0280	_ Storm Manhole Cover, GPW	4037050	4.000	Ea		4.000	4.000	100%	410.00000	\$1,640.00
0285	Underdrain, Subgrade, 4 inch	4040071	331.500	Ft		331.500	331.500	100%	11.00000	\$3,646.50
0290	Conc Pavt w/ Int Curb, Nonreinf, 7 inch	6020162	1,267.850	Syd		1,267.850	1,267.850	100%	41.40000	\$52,488.99
0295	Joint, Plane-of-Weakness, W	6020211	1,341.000	Ft		1,341.000	1,341.000	100%	2.20000	\$2,950.20
0300	Joint, Plane-of-Weakness W, Intersection	6020310	384.000	Ft		384.000	384.000	100%	2.60000	\$998.40
0305	Pavt Repr, Nonreinf Conc, 8 inch	6030044	299.130	Syd		299.130	299.130	100%	50.00000	\$14,956.50
0310	Pavt Repr, Rem	6030080	283.590	Syd		283.590	283.590	100%	30.00000	\$8,507.70
0315	Driveway, Nonreinf Conc, 6 inch	8010005	123.190	Syd		123.190	123.190	100%	42.50000	\$5,235.58
0320	Curb and Gutter, Conc, Det F1	8020035	104.450	Ft		104.450	104.450	100%	21.00000	\$2,193.45
0325	Sidewalk, Conc, 6 inch	8030046	97.630	Sft		97.630	97.630	100%	6.50000	\$634.60
0330	Part Width Intersection Construction	8120190	1.000	Ea		1.000	1.000	100%	0.01000	\$0.01

Subtotal for Category 0002: 304894.69

Subtotal for Project 0160-0407 Ani: 502245.29

Project: 0160-0407 Bry, 2018 Road Program

Category: 0001, Road

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0335	_ Reimbursable Permit Fees	1027060	0.000	Dir		0.000			1.00000	
0340	Mobilization, Max 5%	1500001	0.250	LS		0.250	0.250	100%	103,000.00000	\$25,750.00
0345	Curb and Gutter, Rem	2040020	167.350	Ft		167.350	167.350	100%	18.00000	\$3,012.30
0350	Pavt, Rem	2040050	35.240	Syd		35.240	35.240	100%	19.00000	\$669.56

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Anderson, Eckstein and Westrick

FieldManager 5.3c

Project: 0160-0407 Bry, 2018 Road Program

Category: 0001, Road

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Subtotal for Category 0001:	100223.16
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Category: 0002, Water and Sewer

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0460	Tree, Rem, 6 inch to 18 inch	2020004		1.000 Ea		1.000	1.000	100%	500.00000	\$500.00

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FieldManager 5.3c

Project: 0160-0407 Bry, 2018 Road Program

Category: 0002, Water and Sewer

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0465	Dr Structure, Rem	2030011	4.000	Ea		4.000	4.000	100%	370.00000	\$1,480.00
0470	Sewer, Rem, Less than 24 inch	2030015	245.000	Ft		245.000	245.000	100%	19.00000	\$4,655.00
0475	Curb and Gutter, Rem	2040020	0.000	Ft		0.000			18.00000	
0480	Pavt, Rem	2040050	87.300	Syd		87.300	87.300	100%	19.00000	\$1,658.70
0485	_ Sewer, Sch 40 PVC, 10 inch, Tr Det B	4027001	233.000	Ft		233.000	233.000	100%	60.00000	\$13,980.00
0490	_ Storm Sewer Repr, 10 inch	4027001	0.000	Ft		0.000			200.00000	
0495	Dr Structure, 24 inch dia	4030200	2.000	Ea		2.000	2.000	100%	1,600.00000	\$3,200.00
0500	Dr Structure, 48 inch dia	4030210	3.000	Ea		3.000	3.000	100%	2,500.00000	\$7,500.00
0505	_ Catch Basin Cover, Restricted, GPW	4037050	0.000	Ea		0.000			450.00000	
0510	_ Storm Manhole Cover, GPW	4037050	0.000	Ea		0.000			410.00000	
0515	Pavt Repr, Nonreinf Conc, 8 inch	6030044	277.940	Syd		277.940	277.940	100%	50.00000	\$13,897.00
0520	Pavt Repr, Rem	6030080	277.920	Syd		277.920	277.920	100%	30.00000	\$8,337.60
0525	Driveway, Nonreinf Conc, 6 inch	8010005	108.550	Syd		108.550	108.550	100%	42.50000	\$4,613.38
0530	Curb and Gutter, Conc, Det F1	8020035	0.000	Ft		0.000			21.00000	
0535	_ Proposed Trees	8157050	5.000	Ea		5.000	5.000	100%	560.00000	\$2,800.00

Subtotal for Category 0002: 62621.68

Subtotal for Project 0160-0407 Bry: 162844.84

Project: 0160-0407 Coe, 2018 Road Program

Category: 0001, Road

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0540	Hand Patching	5010025	240.270	Ton		240.270	240.270	100%	77.00000	\$18,500.79
0545	_ Pavt Joint and Crack Repr, Det 7, Special	5017001	6,396.100	Ft		6,396.100	6,396.100	100%	10.80000	\$69,077.88

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FieldManager 5.3c

Project: 0160-0407 Coo, 2018 Road Program

Category: 0001, Road

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0550	_ Traffic Control, Minor Street	8127050		1.000 Ea		1.000	1.000	100%	1,500.00000	\$1,500.00
Subtotal for Category 0001:										89078.67
Subtotal for Project 0160-0407 Coo:										89078.67

Project: 0160-0407 Loc, 2018 Road Program

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
1285	_ Payment for Events Submitted by Florence	1027051		1.000 LS		1.000	1.000	100%	161,025.46000	\$161,025.46
Subtotal for Category 0000:										161025.46

Category: 0001, Road

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0555	_ Reimbursable Permit Fees	1027060		0.000 Dlr		0.000			1.00000	
0560	Mobilization, Max 5%	1500001		0.250 LS		0.250	0.250	100%	103,000.00000	\$25,750.00
0565	Tree, Rem, 19 inch to 36 inch	2020002		3.000 Ea		3.000	3.000	100%	1,500.00000	\$4,500.00
0570	Tree, Rem, 6 inch to 18 inch	2020004		4.000 Ea		4.000	4.000	100%	500.00000	\$2,000.00
0575	Curb and Gutter, Rem	2040020		1,024.400 Ft		1,024.400	1,024.400	100%	18.00000	\$18,439.20
0580	Curb, Rem	2040021		2,058.300 Ft		2,058.300	2,058.300	100%	12.00000	\$24,699.60
0585	Pavt, Rem	2040050		1,016.190 Syd		1,016.190	1,016.190	100%	19.00000	\$19,307.61
0590	Sidewalk, Rem	2040055		116.510 Syd		116.510	116.510	100%	23.00000	\$2,679.73
0595	_ Station Grading, Special	2057001		0.000 Ft		0.000			25.00000	
0600	_ Subgrade Undercutting, Modified	2057021		29.460 Cyd		29.460	29.460	100%	45.00000	\$1,325.70
0605	Ero Con, Inlet Protection, Fabric Drop	2080020		35.000 Ea		35.000	35.000	100%	100.00000	\$3,500.00

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Anderson, Eckstein and Westrick

FieldManager 5.3c

Project: 0160-0407 Loc, 2018 Road Program

Category: 0001, Road

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0610	Aggregate Base, 6 inch	3020016	1,067.760	Syd		1,067.760	1,067.760	100%	7.00000	\$7,474.32
0615	Aggregate Base, 12 inch	3020030	397.480	Syd		397.480	397.480	100%	16.00000	\$6,359.68
0620	Aggregate Base, Conditioning	3020051	35.500	Sta		35.500	35.500	100%	460.00000	\$16,330.00
0625	Maintenance Gravel	3060020	129.120	Ton		129.120	129.120	100%	25.00000	\$3,228.00
0630	_ Geosynthetic Paving Fabric	3087011	0.000	Syd		0.000			3.57000	
0635	_ External Structure Wrap, 18 inch	4027050	1.000	Ea		1.000	1.000	100%	400.00000	\$400.00
0640	Dr Structure Cover, Adj, Case 1	4030005	2.000	Ea		2.000	2.000	100%	400.00000	\$800.00
0645	_ Catch Basin Cover, Restricted, GPW	4037050	27.000	Ea		27.000	27.000	100%	450.00000	\$12,150.00
0650	_ Combined Manhole Cover, GPW	4037050	6.000	Ea		6.000	6.000	100%	410.00000	\$2,460.00
0655	Underdrain, Subgrade, 4 inch	4040071	345.000	Ft		345.000	345.000	100%	11.00000	\$3,795.00
0660	Pavt, Cleaning	5010001	0.330	LS		0.330	0.330	100%	2,000.00000	\$660.00
0665	HMA Surface, Rem	5010005	10,264.900	Syd		10,264.900	10,264.900	100%	2.70000	\$27,715.23
0670	Hand Patching	5010025	1.500	Ton		1.500	1.500	100%	77.00000	\$115.50
0675	HMA, 4E1	5010050	1,036.500	Ton		1,036.500	1,036.500	100%	89.00000	\$92,248.50
0680	HMA, 5E1	5010056	801.140	Ton		801.140	801.140	100%	103.00000	\$82,517.42
0685	Joint, Expansion, Erg	6030021	92.500	Ft		92.500	92.500	100%	22.00000	\$2,035.00
0690	Driveway, Nonreinf Conc, 6 inch	8010005	213.820	Syd		213.820	213.820	100%	42.50000	\$9,087.36
0695	Curb and Gutter, Conc, Det F4	8020038	1,169.310	Ft		1,169.310	1,169.310	100%	21.00000	\$24,555.51
0700	Sidewalk, Conc, 6 inch	8030046	77.500	Sft		77.500	77.500	100%	6.50000	\$503.75
0705	Part Width Intersection Construction	8120190	0.000	Ea		0.000			0.01000	
0710	_ Traffic Control, Minor Street	8127050	1.000	Ea		1.000	1.000	100%	1,500.00000	\$1,500.00
0715	_ Proposed Trees	8157050	5.000	Ea		5.000	5.000	100%	560.00000	\$2,800.00
0720	Sodding	8160055	2,876.144	Syd		2,876.144	2,876.144	100%	4.40000	\$12,655.03
0725	Topsoil Surface, Furn, 3 inch	8160061	2,472.050	Syd		2,472.050	2,472.050	100%	4.40000	\$10,877.02
0730	Water, Sodding/Seeding	8160090	0.000	Unit		0.000			80.00000	
0735	_ Surface Restoration, Hydroseeding	8167011	2,428.800	Syd		2,428.800	2,428.800	100%	6.80000	\$16,515.84
0740	_ Irrigation Pipe	8237001	746.000	Ft		746.000	746.000	100%	2.00000	\$1,492.00
0745	_ Sprinkler Head	8237050	97.000	Ea		97.000	97.000	100%	55.00000	\$5,335.00
0750	_ Sprinkler Head, Adj	8237050	26.000	Ea		26.000	26.000	100%	48.00000	\$1,248.00

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Anderson, Eckstein and Westrick

FieldManager 5.3c

Project: 0160-0407 Loc, 2018 Road Program

Category: 0001, Road

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0755	_ Audio Visual Record of Construction Area	8507051	0.250	LS		0.250	0.250	100%	2,300.00000	\$575.00
0760	_ Rubbish Pickup	8507051	0.250	LS		0.250	0.250	100%	5,000.00000	\$1,250.00
Subtotal for Category 0001:										448885.00

Category: 0002, Water and Sewer

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0765	Dr Structure, Rem	2030011	27.000	Ea		27.000	27.000	100%	370.00000	\$9,990.00
0770	Sewer, Rem, Less than 24 inch	2030015	481.800	Ft		481.800	481.800	100%	19.00000	\$9,154.20
0775	_ Station Grading	2057002	2.000	Sta		2.000	2.000	100%	2,700.00000	\$5,400.00
0780	Sewer, CI IV, 12 inch, Tr Det B	4020987	121.400	Ft		121.400	121.400	100%	64.00000	\$7,769.60
0785	Sewer Tap, 30 inch	4021208	0.000	Ea		0.000			1,600.00000	
0790	Sewer Bulkhead, 12 inch	4021230	6.000	Ea		6.000	6.000	100%	225.00000	\$1,350.00
0795	_ Sewer, Sch 40 PVC, 10 inch, Tr Det B	4027001	456.700	Ft		456.700	456.700	100%	60.00000	\$27,402.00
0800	Dr Structure Cover, Adj. Case 2	4030006	1.000	Ea		1.000	1.000	100%	400.00000	\$400.00
0805	Dr Structure, 24 inch dia	4030200	10.000	Ea		10.000	10.000	100%	1,600.00000	\$16,000.00
0810	Dr Structure, 48 inch dia	4030210	19.000	Ea		19.000	19.000	100%	2,500.00000	\$47,500.00
0815	Dr Structure, 60 inch dia	4030220	0.000	Ea		0.000			5,500.00000	
0820	Dr Structure, Adj. Add Depth	4030280	0.000	Ft		0.000			270.00000	
0825	Dr Structure, Tap, 4 inch	4030304	0.000	Ea		0.000			180.00000	
0830	Dr Structure, Tap, 10 inch	4030310	1.000	Ea		1.000	1.000	100%	250.00000	\$250.00
0835	Dr Structure, Tap, 12 inch	4030312	3.000	Ea		3.000	3.000	100%	290.00000	\$870.00
0840	Dr Structure, Temp Lowering	4030390	0.000	Ea		0.000			450.00000	
0845	Mh Base, 48 inch, Type 1	4030401	0.000	Ea		0.000			8,600.00000	
0850	Mh Riser	4030505	0.000	Ft		0.000			100.00000	
0855	_ Dr Structure Trap, 10 inch	4037050	6.000	Ea		6.000	6.000	100%	335.00000	\$2,010.00
0860	_ Dr Structure Trap, 12 inch	4037050	6.000	Ea		6.000	6.000	100%	335.00000	\$2,010.00

Contract: .0160-0407

Estimate: 12

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Construction Pay Estimate Amount Balance Report

Estimate: 12

Anderson, Eckstein and Westrick

1/29/2020 9:33 AM

FieldManager 5.3c

Project: 0160-0407 Loc, 2018 Road Program

Category: 0002, Water and Sewer

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0865	Conc Pavt w/ Int Curb,Nonreinf,7 inch	6020162	837.610	Syd		837.610	837.610	100%	41.40000	\$34,677.05
0870	Joint, Plane-of-Weakness W, Intersection	6020310	965.000	Ft		965.000	965.000	100%	2.60000	\$2,509.00
0875	Pavt Repr, Rem	6030080	16.450	Syd		16.450	16.450	100%	30.00000	\$493.50
0880	Detectable Warning Surface	8030010	80.000	Ft		80.000	80.000	100%	56.00000	\$4,480.00
0885	Sidewalk Ramp, Conc, 4 inch	8030034	577.000	Sft		577.000	577.000	100%	6.50000	\$3,750.50
0890	Sidewalk Ramp, Conc, 7 inch	8030037	234.430	Sft		234.430	234.430	100%	7.50000	\$1,758.23
0895	Sidewalk, Conc, 4 inch	8030044	196.020	Sft		196.020	196.020	100%	5.50000	\$1,078.11

Subtotal for Category 0002: 178852.19

Subtotal for Project 0160-0407 Loc: 788762.65

Project: 0160-0407 Sta, 2018 Road Program

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
1230	_ Reimbursement for Madison Electric Invoice	1027051	1.000	LS		1.000	1.000	100%	2,602.78000	\$2,602.78
1235	_ Reimbursement for Payment to DTE	1027051	1.000	LS		1.000	1.000	100%	2,750.00000	\$2,750.00

Subtotal for Category 0000: 5352.78

Category: 0001, Road

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0900	_ Reimbursable Permit Fees	1027060	0.000	Dlr		0.000			1.00000	
0905	Mobilization, Max 5%	1500001	0.250	LS		0.250	0.250	100%	103,000.00000	\$25,750.00
0910	Tree, Rem, 19 inch to 36 inch	2020002	4.000	Ea		4.000	4.000	100%	1,500.00000	\$6,000.00

Contract: .0160-0407

Estimate: 12

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Construction Pay Estimate Amount Balance Report

Estimate: 12

Anderson, Eckstein and Westrick

1/29/2020 9:33 AM

FieldManager 5.3c

Project: 0160-0407 Sta, 2018 Road Program

Category: 0001, Road

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0915	Tree, Rem, 6 inch to 18 inch	2020004	1.000	Ea		1.000	1.000	100%	500.00000	\$500.00
0920	Curb and Gutter, Rem	2040020	35.500	Ft		35.500	35.500	100%	18.00000	\$639.00
0925	Pavt, Rem	2040050	1,257.530	Syd		1,257.530	1,257.530	100%	19.00000	\$23,893.07
0930	Sidewalk, Rem	2040055	199.850	Syd		199.850	199.850	100%	23.00000	\$4,596.55
0935	_ Pavt, Rem, Modified	2047011	5,268.200	Syd		5,268.200	5,268.200	100%	9.30000	\$48,994.26
0940	_ Station Grading	2057002	19.000	Sta		19.000	19.000	100%	2,700.00000	\$51,300.00
0945	_ Subgrade Undercutting, Modified	2057021	45.280	Cyd		45.280	45.280	100%	45.00000	\$2,037.60
0950	_ Subgrade Undercutting, Special	2057021	0.000	Cyd		0.000			55.00000	
0955	Ero Con, Inlet Protection, Fabric Drop	2080020	9.000	Ea		9.000	9.000	100%	100.00000	\$900.00
0960	Aggregate Base, 6 inch	3020016	5,671.020	Syd		5,671.020	5,671.020	100%	7.00000	\$39,697.14
0965	Maintenance Gravel	3060020	51.890	Ton		51.890	51.890	100%	25.00000	\$1,297.25
0970	_ Geogrid	3087011	0.000	Syd		0.000			6.00000	
0975	Sewer Bulkhead, 12 inch	4021230	0.000	Ea		0.000			225.00000	
0980	_ Sewer, Sch 40 PVC, 10 inch, Tr Det B	4027001	0.000	Ft		0.000			60.00000	
0985	_ External Structure Wrap, 18 inch	4027050	0.000	Ea		0.000			400.00000	
0990	Dr Structure Cover, Adj, Case 2	4030006	3.000	Ea		3.000	3.000	100%	400.00000	\$1,200.00
0995	Dr Structure, Adj, Add Depth	4030280	0.000	Ft		0.000			270.00000	
1000	_ Catch Basin Cover, Restricted, GPW	4037050	12.000	Ea		12.000	12.000	100%	450.00000	\$5,400.00
1005	_ Combined Manhole Cover, GPW	4037050	1.000	Ea		1.000	1.000	100%	410.00000	\$410.00
1010	_ Dr Structure Cover, Adj, Case 1, Modified	4037050	2.000	Ea		2.000	2.000	100%	640.00000	\$1,280.00
1015	_ Dr Structure Trap, 12 inch	4037050	3.000	Ea		3.000	3.000	100%	335.00000	\$1,005.00
1020	_ Gate Well Cover, Adj, Case 2	4037050	1.000	Ea		1.000	1.000	100%	400.00000	\$400.00
1025	_ Gate Well Cover, GPW	4037050	0.000	Ea		0.000			410.00000	
1030	_ Storm Manhole Cover, GPW	4037050	3.000	Ea		3.000	3.000	100%	410.00000	\$1,230.00
1035	Underdrain, Subgrade, 4 inch	4040071	3,571.200	Ft		3,571.200	3,571.200	100%	11.00000	\$39,283.20
1040	Conc Pavt w/ Int Curb, Nonreinf, 7 inch	6020162	5,274.400	Syd		5,274.400	5,274.400	100%	41.40000	\$218,360.16
1045	Joint, Expansion, E2	6020207	100.000	Ft		100.000	100.000	100%	18.00000	\$1,800.00
1050	Joint, Plane-of-Weakness, W	6020211	3,925.000	Ft		3,925.000	3,925.000	100%	2.20000	\$8,635.00

Contract: 0160-0407

Estimate: 12

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Construction Pay Estimate Amount Balance Report

Estimate: 12

1/29/2020 9:33 AM

Anderson, Eckstein and Westrick

FieldManager 5.3c

Project: 0160-0407 Sta, 2018 Road Program

Category: 0001, Road

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
1055	Pavt Gapping	6020215	0.000	Ft		0.000			16.20000	
1060	Joint, Plane-of-Weakness W, Intersection	6020310	694.000	Ft		694.000	694.000	100%	2.60000	\$1,804.40
1065	Joint, Expansion, Erg	6030021	75.600	Ft		75.600	75.600	100%	22.00000	\$1,663.20
1070	Lane Tie, Epoxy Anchored	6030030	28.000	Ea		28.000	28.000	100%	8.00000	\$224.00
1075	Driveway, Nonreinf Conc, 6 inch	8010005	1,366.740	Syd		1,366.740	1,366.740	100%	42.50000	\$58,086.46
1080	Driveway, Nonreinf Conc, 7 inch	8010006	95.240	Syd		95.240	95.240	100%	47.00000	\$4,476.28
1085	_ Driveway Opening, Conc, Det M, Modified	8027001	60.700	Ft		60.700	60.700	100%	27.50000	\$1,669.25
1090	Detectable Warning Surface	8030010	71.800	Ft		71.800	71.800	100%	56.00000	\$4,020.80
1095	Curb Ramp Opening, Conc	8030030	79.000	Ft		79.000	79.000	100%	21.00000	\$1,659.00
1100	Sidewalk Ramp, Conc, 4 inch	8030034	886.760	Sft		886.760	886.760	100%	6.50000	\$5,763.94
1105	Sidewalk Ramp, Conc, 7 inch	8030037	650.000	Sft		650.000	650.000	100%	7.50000	\$4,875.01
1110	Sidewalk, Conc, 4 inch	8030044	183.270	Sft		183.270	183.270	100%	5.50000	\$1,007.99
1115	Sidewalk, Clay Brick Pavers, Rem	8030051	16.520	Sft		16.520	16.520	100%	9.00000	\$148.68
1120	_ Sidewalk, Clay Brick Pavers, Salv	8037010	4.830	Sft		4.830	4.830	100%	16.00000	\$77.28
1125	Part Width Intersection Construction	8120190	2.000	Ea		2.000	2.000	100%	0.01000	\$0.02
1130	_ Traffic Control, Minor Street	8127050	1.000	Ea		1.000	1.000	100%	1,500.00000	\$1,500.00
1135	_ Proposed Trees	8157050	8.000	Ea		8.000	8.000	100%	560.00000	\$4,480.00
1140	Sodding	8160055	4,633.570	Syd		4,633.570	4,633.570	100%	4.40000	\$20,387.71
1145	Topsoil Surface, Furn, 3 inch	8160061	4,633.570	Syd		4,633.570	4,633.570	100%	4.40000	\$20,387.71
1150	Water, Sodding/Seeding	8160090	0.000	Unit		0.000			80.00000	
1155	_ Irrigation Pipe	8237001	1,658.000	Ft		1,658.000	1,658.000	100%	2.00000	\$3,316.00
1160	_ Sprinkler Head	8237050	150.000	Ea		150.000	150.000	100%	55.00000	\$8,250.00
1165	_ Sprinkler Head, Adj	8237050	5.000	Ea		5.000	5.000	100%	48.00000	\$240.00
1170	_ Audio Visual Record of Construction Area	8507051	0.250	LS		0.250	0.250	100%	2,300.00000	\$575.00
1175	_ Rubbish Pickup	8507051	0.250	LS		0.250	0.250	100%	5,000.00000	\$1,250.00

Subtotal for Category 0001: 630470.96

Contract: 0160-0407

Estimate: 12

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Construction Pay Estimate Amount Balance Report

Estimate: 12

Anderson, Eckstein and Westrick

1/29/2020 9:33 AM

FieldManager 5.3c

Project: 0160-0407 Sta, 2018 Road Program

Category: 0002, Water and Sewer

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
1180	Dr Structure, Rem	2030011	12.000	Ea		12.000	12.000	100%	370.00000	\$4,440.00
1185	Sewer, Rem, Less than 24 inch	2030015	289.100	Ft		289.100	289.100	100%	19.00000	\$5,492.90
1190	Sewer, CI IV, 12 inch, Tr Det B	4020987	293.000	Ft		293.000	293.000	100%	64.00000	\$18,752.00
1195	Sewer Bulkhead, 12 inch	4021230	0.000	Ea		0.000			225.00000	
1200	_ Storm Sewer Repr, 10 inch	4027001	3.700	Ft		3.700	3.700	100%	200.00000	\$740.00
1205	_ Storm Sewer Repr, 12 inch	4027001	4.600	Ft		4.600	4.600	100%	200.00000	\$920.00
1210	Dr Structure, 24 inch dia	4030200	6.000	Ea		6.000	6.000	100%	1,600.00000	\$9,600.00
1215	Dr Structure, 48 inch dia	4030210	7.000	Ea		7.000	7.000	100%	2,500.00000	\$17,500.00
1220	Dr Structure, Tap, 12 inch	4030312	6.000	Ea		6.000	6.000	100%	290.00000	\$1,740.00

Subtotal for Category 0002: 59184.90

Subtotal for Project 0160-0407 Sta: 695008.64

Percentage of Contract Completed(curr): 100%
(total earned to date / total of all authorized work)

Total Amount Earned This Estimate: \$0.00

Total Amount Earned To Date: \$2,237,940.09

AIA[®] Document G707[™] – 1994

Consent Of Surety to Final Payment

Bond No.: CA 1540404

PROJECT: *(Name and address)*
2018 Road Program - AEW Project
No. 0160-0407

ARCHITECT'S PROJECT NUMBER:
CONTRACT FOR: Construction

OWNER: ☒
ARCHITECT: ☒
CONTRACTOR: ☒
SURETY: ☒
OTHER: ☒

TO OWNER: *(Name and address)*
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236-2397

CONTRACT DATED: 6/18/2018

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Great American Insurance Company
301 E. Fourth Street
Cincinnati, OH 45202

, SURETY,

on bond of
(Insert name and address of Contractor)

Florence Cement Company
51515 Corridor
Shelby Township, MI 48315

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the
Surety of any of its obligations to
(Insert name and address of Owner)

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

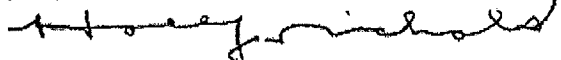
, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **January 30, 2020**
(Insert in writing the month followed by the numeric date and year.)

Great American Insurance Company

(Surety)



(Signature of authorized representative)

Holly Nichols, Attorney-In-Fact

(Printed name and title)

Attest:
(Seal):



GREAT AMERICAN INSURANCE COMPANY®

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by
this power of attorney is not more than SEVEN

No. 0 20903

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
NICHOLAS ASHBURN	ANNE M. BARICK	ALL OF
PAUL M. HURLEY	MICHAEL D. LECHNER	TROY, MICHIGAN
HOLLY NICHOLS	JASON ROGERS	\$100,000,000
ROBERT D. HEUER		

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 28TH day of FEBRUARY 2019



Atty L C. B.

Assistant Secretary

GREAT AMERICAN INSURANCE COMPANY

Mark V. Vicario

Divisional Senior Vice President

STATE OF OHIO, COUNTY OF HAMILTON - ss:

MARK VICARIO (877-377-2405)

On this 28TH day of FEBRUARY, 2019, before me personally appeared MARK VICARIO, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



Susan A. Kohorst
Notary Public, State of Ohio
My Commission Expires 06-18-2020

Susan A. Kohorst

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

CERTIFICATION

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 30th day of January 2020



Atty L C. B.

Assistant Secretary

SWORN STATEMENT

STATE OF MICHIGAN)
COUNTY OF MACOMB)

Doreen Lanni, being sworn, states the following:

Florence Cement Company, is the contractor for an improvement to the following real property in Wayne County, Michigan, described as follows:

Grosse Pointe Woods 2018 Road Program - County of Wayne, State of Michigan
FCC Job # 18040 - Contract # 0160-0407

That the following is a statement of each subcontractor and supplier and laborer for whom payment of wages or fringe benefits and withholdings is due but unpaid, with whom the contractor/subcontractor has contracted/subcontracted for performance under the contract with the owner or lessee of the property, and that the amounts due to the persons as of the date of this statement are correctly and fully set forth opposite their names as follows:

Name of subcontractor, supplier or laborer	Type of improvement furnished	Total contract price	Amount already paid	Amount currently owing	Balance to complete (optional)	Amount of laborer wages due but unpaid	Amount of laborer fringe benefits and withholdings due but unpaid
Alax Materials Corp.	Asphalt		196,893.07	-			
American Pavement Sawing, Inc.	Saw Cutting		7,023.06	-			
Cons & Main	Underground Materials		28,514.88	-			
EJ USA, Inc.	Frames & Covers		27,551.06	-			
Finishing Touch Photo & Video	Audio Visual Record		1,950.00	-			
GM & Sons Concrete Construction	Sidewalks, Driveways, Curb & Gutter		143,816.83	-			
National Industrial Maintenance, Inc.	Road Sweeping		29,213.25	-			
Northern Concrete Pipe, Inc.	Concrete Pipe		71,991.55	-			
Owen Tree Service, Inc.	Tree Removal		16,572.60	-			
Pavement Recycling, Inc.	MIEng		11,966.79	-			
Pierce & Pitt	Trucking		209,046.21	-			
Road Fabrics	Fabric Interlayer		20,364.03	-			
Site Solutions	Restoration		115,340.01	-			
Superior Materials	Concrete		120,785.41	-			
Troy Aggregates	Aggregate Materials		95,005.99	-			
State Barricades	Traffic Control		14,781.10	-			
ALL WAGES, FRINGES, BENEFITS, TAXES AND WITHHOLDINGS ARE PAID IN FULL.							
There are no subcontractors and / or suppliers other than those listed above.							
TOTALS		-	1,111,796.54	-			

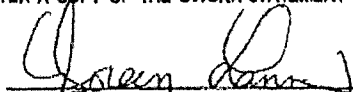
(Some columns are not applicable to all persons listed)

The contractor has not procured material from, or subcontracted with, any person other than those set forth, and owes no money for the improvement other than the sums set forth.

I make this statement as the contractor/subcontractor or as supplier/subcontractor of the contractor/subcontractor to represent to the owner or lessee of the property and his or her agents that the property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth in this statement and except for claims of construction liens by laborers that may be provided under section 109 of the construction lien act 1980, P.A. 497, MCL 570.1109.

WARNING TO OWNER OR LESSEE: AN OWNER OR LESSEE OF THE PROPERTY SHALL NOT RELY ON THIS SWORN STATEMENT TO AVOID THE CLAIM OF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF OR A LABORER WHO MAY PROVIDE A NOTICE OF FURNISHING UNDER SECTION 109 OF THE CONSTRUCTION LIEN ACT 1980 P.A.497, MCL 570.1109, TO THE DESIGNEE OR TO THE OWNER OR LESSEE IF THE DESIGNEE IS NOT NAMED OR HAS DIED.


IF THIS SWORN STATEMENT IS IN REGARD TO A RESIDENTIAL STRUCTURE, ON RECEIPT OF THE SWORN STATEMENT, THE OWNER OR LESSEE, OR THE OWNER'S OR LESSEE'S DESIGNEE, MUST GIVE NOTICE OF ITS RECEIPT, EITHER IN WRITING, BY TELEPHONE, OR PERSONALLY, TO EACH SUBCONTRACTOR, SUPPLIER, AND LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING UNDER SECTION 109 OR, IF A NOTICE OF FURNISHING IS EXCUSED UNDER SECTION 108 OR 108A, TO EACH SUBCONTRACTOR, SUPPLIER, AND LABORER NAMED IN THE SWORN STATEMENT. IF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO IS ENTITLED TO NOTICE OF RECEIPT OF THE SWORN STATEMENT MAKES A REQUEST, THE OWNER, LESSEE, OR DESIGNEE SHALL PROVIDE THE REQUESTER A COPY OF THE SWORN STATEMENT WITHIN 10 BUSINESS DAYS AFTER RECEIVING THE REQUEST.


Doreen Lanni, Controller

WARNING TO DEPONENT: A PERSON, WHO GIVES A FALSE SWORN STATEMENT WITH THE INTENT TO DEFRAUD IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, 1980 PA 497, MCL 570.1110.

Subscribed and sworn to before me on this

30th day of January, 2020.


Notary Public Signature

Kelly L. Cusumano
Macomb County, State of Michigan
My commission expires 12/13/2020



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

INVOICE

9F

RECEIVED

FEB 13 2020

CITY OF GROSSE POINTE WOODS
 CLERK'S DEPARTMENT

February 10, 2020
 Project No: 0160-0407-0
 Invoice No: 0125062

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

Project 0160-0407-0 2018 ROAD PROGRAM
 PURCHASE ORDER #18-44856
Professional Services from January 6, 2020 to February 2, 2020
Professional Personnel

PO #18-44856
 203-451-977.803 \$271.40
 592-537-975.401 \$110.85
 02-11-2020

C. B. Eckstein
 FS

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
LICENSED ENG/SUR/ARC			
WILBERDING, ROSS	.50	103.00	51.50
Following up on watering inquiry			
WILBERDING, ROSS	1.00	103.00	103.00
looking into fieldmanager rounding error			
TEAM LEADER			
SMITH, BRADLEY	.50	83.50	41.75
as-built plans roseville office			
ENGINEERING AIDE II			
ANKAWI, MICHELLE	1.00	62.00	62.00
Approved contract Mod created final estimate, emailed contractor for signature and closing paperwork.			
ANKAWI, MICHELLE	1.00	62.00	62.00
Generate IDR, create draft final Mod, final estimate. Go over rounding issue with Ross.			
ANKAWI, MICHELLE	.50	62.00	31.00
Generate Internal Contract Mod and gave to Scott for signature			
ANKAWI, MICHELLE	.50	62.00	31.00
Ran draft Balance report to get things ready for closing			
Totals	5.00		382.25
Total Labor			382.25
Billing Limits	Current	Prior	To-Date
Total Billings	382.25	408,317.93	408,700.18
Limit			409,098.61
Remaining			398.43
Total this Invoice			\$382.25



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

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February 10, 2020

Project No: 0160-0408-0

Invoice No: 0125063

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

CITY OF GROSSE POINTE WOODS
 CLERK'S DEPARTMENT

Project 0160-0408-0

VERNIER RD RESURFACING - FAIRWAY TO ECL

P.O. 18-45021 (78,000.00)

P.O. 19-45443 (179,903.66)

Professional Services from January 6, 2020 to February 2, 2020

Professional Personnel

\$2,035.60

PO # 18-45443

202-451-974.803

02-11-2020

Address

F.S.

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
TEAM LEADER			
SMITH, BRADLEY	1.00	83.50	83.50
site visit to verify sign installation			
ENGINEERING AIDE III			
SWITZER, BRIDGET	.20	70.00	14.00
2124 Filing			
SWITZER, BRIDGET	1.00	70.00	70.00
2124s / Pay Estimate Draft			
SWITZER, BRIDGET	8.50	70.00	595.00
File review for missing items (per Nardone email) / Review of Items & Materials associations			
SWITZER, BRIDGET	2.50	70.00	175.00
File review for missing items (per Nardone email)			
SWITZER, BRIDGET	3.00	70.00	210.00
IDR Updates per MAV for Rauhorn Items / Pay Estimate 010 Draft and Processing			
SWITZER, BRIDGET	3.50	70.00	245.00
Pay Estimate 010 Processing / Draft CM 005 Balancing			
SWITZER, BRIDGET	.10	70.00	7.00
Project Status review			
SWITZER, BRIDGET	.10	70.00	7.00
Project Update meeting with MAV			
SWITZER, BRIDGET	.60	70.00	42.00
Tracking Set Mark-up review			
SENIOR PROJECT ENGINEER			
VIGNERON, MICHAEL	1.00	103.00	103.00
Contract Administration - Mast Arm Delayed Delivery			
VIGNERON, MICHAEL	1.50	103.00	154.50
Contract Administration - Quantities / Pay Estimate			
VIGNERON, MICHAEL	.50	103.00	51.50
Contract Administration / Traffic Signal			
VIGNERON, MICHAEL	.70	103.00	72.10
Contract Administration			
VIGNERON, MICHAEL	2.00	103.00	206.00

Project	0160-0408-0	VERNIER RD RESURFACING - FAIRWAY TO ECL	Invoice	0125063
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Contract Administration / Contractor Submittals				
	Totals	26.20		2,035.60
	Total Labor			2,035.60
Billing Limits	Current	Prior	To-Date	
Total Billings	2,035.60	209,333.80	211,369.40	
Limit			257,903.00	
Remaining			46,533.60	
		Total this Invoice		\$2,035.60



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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FEB 13 2020

February 10, 2020

Project No: 0160-0411-0

Invoice No: 0125064

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

PO #19-45445

Project	0160-0411-0	2019 SEWER STRUCTURE REHABILITATION	202-451-974.201	\$65.22
P.O. 19-45216 - (43,000)			203-451-974.201	\$1,369.59
P.O. 19-45445 - (111,000)			592-537-975.401	\$928.71
Professional Services from January 6, 2020 to February 2, 2020			592-537.975.001	\$4,875.73

Professional Personnel

02/11/2020

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC	4.50	83.50	375.75
TEAM LEADER	10.00	83.50	835.00
ENGINEERING AIDE III	9.20	70.00	644.00
ENGINEERING AIDE II	34.50	62.00	2,139.00
MEETINGS			
TEAM LEADER	1.00	83.50	83.50
CONSTRUCTION OBSERVATION			
ENGINEERING AIDE II	51.00	62.00	3,162.00
Totals	110.20		7,239.25
Total Labor			7,239.25

Cherens
F.S.

Billing Limits	Current	Prior	To-Date
Total Billings	7,239.25	97,964.33	105,203.58
Limit			154,000.00
Remaining			48,796.42

Total this Invoice \$7,239.25



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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FEB 13 2020

February 10, 2020

Project No: 0160-0413-0

Invoice No: 0125065

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

\$1,629.65

PO # 19-45637

592-537-976.001

02-11-2020

Project 0160-0413-0

2019 SEWER OPEN CUT REPAIR PROGRAM

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

Professional Services from January 6, 2020 to February 2, 2020

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER	1.50	103.00	154.50
PRINTS			
ENGINEERING AIDE TRAINEE	.30	40.50	12.15
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC	8.00	83.50	668.00
TEAM LEADER	6.00	83.50	501.00
GIS UPDATES			
ENGINEERING AIDE III	4.20	70.00	294.00
Totals	20.00		1,629.65
Total Labor			1,629.65

Billing Limits	Current	Prior	To-Date
Total Billings	1,629.65	36,660.15	38,289.80
Limit			106,000.00
Remaining			67,710.20

Total this Invoice \$1,629.65



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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February 10, 2020
Project No: 0160-0414-0
Invoice No: 0125066

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

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Project 0160-0414-0 BEAUFIT ROAD RECONSTRUCTION-MACK TO WCL
FOR: INCLUDES OXFORD ROAD JACKSON TO HELEN
P.O. 19-45151 \$85,000
P.O. 19-45495 - \$180,000

Professional Services from January 6, 2020 to February 2, 2020

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER	11.10	103.00	1,143.30
LICENSED ENG/SUR/ARC	2.00	103.00	206.00
TEAM LEADER	1.50	83.50	125.25
ENGINEERING AIDE II	2.00	62.00	124.00
Totals	16.60		1,598.55
Total Labor			1,598.55

Billing Limits	Current	Prior	To-Date
Total Billings	1,598.55	185,910.88	187,509.43
Limit			265,000.00
Remaining			77,490.57
Total this Invoice			\$1,598.55

Outstanding Invoices

Number	Date	Balance	PO #19-45495
0124132	11/11/2019	29,025.30	202-451-974.201 \$131.03
Total		29,025.30	203-451-977.803 \$1,074.44
			203-451-974.201 \$113.56
			592-537-975.401 \$279.52

02/11/2020

C. Bickers
F.S.



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236-2397

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

February 10, 2020
Project No: 0160-0417-0
Invoice No: 0125067

Project 0160-0417-0 BOURNEMOUTH WM REPLACEMENT
P.O. 19-45552 - (\$70,000.00)

Professional Services from January 6, 2020 to February 2, 2020

Fee

Construction Cost	850,658.10
Fee Percentage	6.40
Total Fee	54,442.12

Percent Complete

100.00 Total Earned

54,442.12

Previous Fee Billing

48,844.80

Current Fee Billing

5,597.32

Total Fee

5,597.32

Billing Limits

Total Billings

Current 5,597.32

Prior 48,844.80

To-Date 54,442.12

Limit

70,000.00

Remaining

15,557.88

Total this Invoice

\$5,597.32

\$5,597.32

PO #19-45552

592-537-977.310

02-11-2020

Anderson
FS.

Bournemouth Water Main Replacement
 AEW Project No. 0160-0417
 Summary of Time Spent for Design, Specification, Bidding
 and Subconsultant Fees

Name	Hours	Description
ALLEGOET, JEFFREY	3	CADD oversight and coordination
AMEY, CRAIG	1.5	Survey Oversight, project setup
ANGER, SCOTT	60	Survey
ANKAWI, MICHELLE	2.5	Admin
BICKHAM, BRENDA	3	Admin
CAMPBELL, RANDY	10.5	Survey
CARPENTER, AARON	36	Survey
GAYESKI JR., JOSEPH	48	Survey Oversight, project setup
KAERLE, KATHLEEN	2.5	Production
LAGODNA, CARL	7	Survey
LECH, JOSEPH	6.5	Design
LEONARD, MICHAEL	9.5	Survey
LOCKWOOD, SCOTT	85.7	Project Oversight, coordination
RIBERAS, JOSEPH	25	Survey
RICKARD, EMILY	20.5	CADD
SOPCZYNSKI, MICHAEL	65.5	CADD
TRUAX, MICHAEL	6	Survey Oversight, project setup
VARICALLI, FRANK	1.5	Design
VIGNERON, MICHAEL	2.5	Design
WILBERDING, ROSS	78.5	Design
ZAINEA, MORGAN	15.5	Design
	490.7	

SUBCONSULTANTS

Amount	Description
0	G2 CONSULTING GROUP, LLC
0	



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
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February 10, 2020

Project No:

0160-0419-0

Invoice No:

0125068

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

Project 0160-0419-0 2019-2020 GIS MAINTENANCE
P.O. 19-45301

\$10,444.50
PO #19-45301
592-537-977.000
02-11-2020

Professional Services from January 6, 2020 to February 2, 2020

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER	2.50	103.00	257.50
MEETINGS			
GRADUATE ENG/SUR/ARC	9.00	83.50	751.50
DATABASE			
GRADUATE ENG/SUR/ARC	57.00	83.50	4,759.50
ENGINEERING AIDE III	2.00	70.00	140.00
GIS UPDATES			
ENGINEERING AIDE III	64.80	70.00	4,536.00
Totals	135.30		10,444.50
Total Labor			10,444.50

C. Beckers
FS

Billing Limits	Current	Prior	To-Date
Total Billings	10,444.50	1,753.00	12,197.50
Limit			21,000.00
Remaining			8,802.50

Total this Invoice \$10,444.50

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

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

Attention: Bruce Smith, City Manager

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FEB - 6 2020
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT
FEDERAL ID: 384996878

February 01, 2020

Client: 000896
Matter: 000000
Invoice #: 117861

REGARDING: GENERAL MATTERS

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

TOTAL \$1,449.30

 2/6/2020

101.210.810.000

2/6/20

Beckus

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

February 01, 2020
Client: 000896
Matter: 000000
Invoice #: 117861

Attention: Bruce Smith, City Manager

Page: 1

RE: GENERAL MATTERS

For Professional Services Rendered through January 31, 2020

DATE	ATTY	DESCRIPTION	HOURS
1/2/2020	GPK	Attention to preparation of correspondence regarding collective bargaining agreement application to disability leaves.	0.25
1/6/2020	GPK	Telephone call from Director Kosanke regarding promotional process.	0.25
1/7/2020	GPK	Attention to review of documents and legal research regarding Bullard-Plawecki issues.	0.50
1/7/2020	TLF	Telephone call from Mr. Smith regarding FLSA issues and comp time for City employees.	0.25
1/8/2020	GPK	Telephone call from client regarding Bullard-Plawecki issues.	0.25
1/8/2020	GSR	Telephone conference with HR Director and Public Safety Director regarding employee matter; attention to review of letter to employee regarding the same; telephone call to union attorney regarding the same; correspondence with Public Safety Director regarding the same.	1.00
1/10/2020	GPK	Attention to review of documents regarding request for documents in employee matter.	0.50
1/13/2020	TLF	Attention to receipt and review of correspondence from Ms. Como regarding wage-hour agreement.	0.25
1/14/2020	GPK	Attention to review of documents regarding request for employee documents.	1.50
1/14/2020	GSR	Attention to review of correspondence from Public Safety Director regarding employee matter.	0.25
1/16/2020	GPK	Attention to review of documents regarding document request regarding employee matter.	2.00
1/22/2020	GSR	Telephone calls from and to DPW Director regarding employee disability matter; telephone discussion with HR Director regarding the same.	1.00

KELLER THOMA
A PROFESSIONAL CORPORATION

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: Bruce Smith, City Manager

February 01, 2020

Client: 000896

Matter: 000000

Invoice #: 117861

Page: 2

RE: GENERAL MATTERS

DATE	ATTY	DESCRIPTION	HOURS
Total Services			\$1,400.00

ATTORNEY	HOURS	RATE	AMOUNT
TLF THOMAS L. FLEURY	0.50	\$175.00	\$87.50
GPK GARY P. KING	5.25	\$175.00	\$918.75
GSR GOURI SASHITAL	2.25	\$175.00	\$393.75

DISBURSEMENTS

1/20/2020	Document Reproduction	\$49.30
Total Disbursements		\$49.30

Total Amount Due **\$1,449.30**

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

9H

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FEB 13 2020

JANUARY 31, 2020

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

FILE # 2371.002582

INVOICE # 463603

REGARDING: CITY OF GROSSE POINTE WOODS

FOR PROFESSIONAL SERVICES RENDERED

12/10/19 MJW RECEIPT OF QUESTIONS ABOUT PEG FUNDING, SCHOOLS 1.50
OPERATIONAL COSTS AND POTENTIAL FOR RESIDENT
SUBSCRIBER CABLE BILL REDUCTIONS IF THE CITY
TERMINATED PEG OPS; PRELIMINARY RESEARCH AND
PREPARE PRELIMINARY DRAFT E-MAIL RESPONSE

12/23/19 MJW RESPOND TO FRIDAY E-MAIL FROM CLIENT REGARDING 1.00
SCHOOL FIBER PROJECT, PEG FEE USE AND METRO ACT
ISSUES

TOTAL HOURLY CHARGES

\$750.00

-----RECAP-----

TIMEKEEPER

RATE

HOURS

AMOUNT

MICHAEL J WATZA

300.00

2.50

750.00

TOTALS

2.50

750.00

CURRENT AMOUNT DUE

\$750.00

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FEB 12 2020

101,210.812.000

2/12/20

QBakers

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

Hallahan & Associates, P.C.

Attorneys at Law

1750 S. Telegraph Road, Suite 202

Bloomfield Hills, Michigan 48302-0179

(248) 731-3089

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CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

B. Hallahan 2/10/2020

101-210-801.301

02-10-2020

91

C. B. Hallahan

Email

February 3, 2020

City of Grosse Pointe Woods
c/o WCA Assessing
Aaron P. Powers, MMAO, Managing Director
38110 Executive
Westland, MI 48185

Please include Invoice No.
with your payment

Invoice No. 16978

\$1,333.88

Professional services rendered through January 31, 2020

DRSN Real Estate GP LLC - 17-001117

	Hours	Amount
[REDACTED]	0.10	16.07
[REDACTED]	0.10	16.07
[REDACTED]	0.20	32.14
[REDACTED]	0.50	80.36
[REDACTED]	0.80	128.57
[REDACTED]	0.20	32.14
[REDACTED]	0.10	16.07
Subtotal:	2.00	321.42

DRSN Real Estate GP LLC - 19-001412

[REDACTED]	0.90	144.64
[REDACTED]	0.20	32.14
[REDACTED]	0.20	32.14
[REDACTED]	0.30	48.21
[REDACTED]	0.10	16.07
[REDACTED]	0.10	16.07
Subtotal:	1.80	289.27

Subtotal of charges

\$610.69

Professional services rendered

3.80 \$610.69

Timekeeper Summary

Name	Hours	Rate
Laura M. Hallahan	1.60	160.71
Seth A. O'Loughlin	2.20	160.71

	<u>Amount</u>
Previous balance	\$723.19
AMOUNT DUE	<u>\$1,333.88</u>

<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120 Days</u>
610.69	723.19	0.00	0.00	0.00