

**CITY OF GROSSE POINTE WOODS**  
**20025 Mack Plaza**  
**Regular City Council Meeting Agenda**  
**Monday, February 3, 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. City Council 01/27/20
  - B. Judicial Liaison Committee 11/19/18
  - C. Planning Commission and Workshop 11/26/19
  
7. COMMUNICATIONS
  - A. Legacy Oaks Update
    1. Verbal Report – John LaQuiere
    2. Committee-of-the-Whole Excerpt 09-23-19
  
  - B. Purchase: High Speed Letter Opener Replacement
    1. Memo 01/28/20 – City Clerk
    2. Pitney Bowes Quote 01/22/20
  
  - C. Budget Amendment/Public Defender Services for Indigent Persons
    1. Memo 01/28/20 – Treasurer/Comptroller
  
  - D. Boundary Validation Program Boundary and Annexation Survey (BAS), U.S. Census Bureau
    1. Letter Rec'd 01/23/20 – U.S. Census Bureau
    2. Boundary Validation Program (BVP) Information Sheet
    3. 2020 Initial BVP (Signature Page)
    4. Memo 01/27/20 – City Administrator
    5. Memo 01/27/20 – Building Inspector
    6. Memo 01/27/20 – City Assessor
    7. Memo 01/27/20 – Ass't Director of Public Services
    8. Boundary and Annexation Survey Maps 12/10/19 (4 Pages)

8. CLAIMS/ACCOUNTS      A. City Attorney
  1. Charles T. Berschback 01/29/20 - \$8,215.00.
9. NEW BUSINESS/PUBLIC COMMENT
10. 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><b>NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST</b></p>
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MINUTES OF THE RESCHEDULED CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JANUARY 27, 2020, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:03 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke  
Council Members: Bryant, Gafa, Granger, Koester, McConaghy, McMullen  
Absent: None

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

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

The following Commission members were in attendance:

Tom Vaughn, Planning Commission

Motion by Gafa, seconded by Koester, 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

Motion by Bryant, seconded by McConaghy, regarding **appointment – Acting City Administrator**, that the City Council concur with the recommendation of the City Administrator and appoint Frank Schulte as Acting City Administrator during a period of vacancy in the office of Administration, and absence from the City.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, that the **City Council Minutes dated January 6, 2020**, be approved as amended, and set a term ending 12/31/21 for Tom Vaughn and a term ending 12/31/22 for Grant Gilezan who are serving on the Building Authority.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **City Audit ending June 30, 2019**, that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting held January 13, 2020, and accept the Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2019, and the City of Grosse Pointe Woods Municipal Court Financial Report Ended June 30, 2019.

Motion carried by the following vote:

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

Motion by Granger, seconded by McConaghy, regarding **Ordinance Amendment: Zoning – Section 50-373 Design Standards**, that the City Council refer the recommendation of the Planning Commission at their meeting held November 26, 2019, to the Committee-of-the-Whole.

The Chair asked Tom Vaughn to provide an overview regarding the Planning Commission's recommendation, which he did.

Motion carried by the following vote:

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

Motion by Koester, seconded by McMullen, regarding **METRO Act Permit – Rocket Fiber**, that the City Council approve the METRO Act Right of Way Telecommunications Permit submitted by Rocket Fiber, and authorize the City Administrator to sign the permit.

City Attorney was asked to find out what the City can do to have restoration addressed timely.

Motion carried by the following vote:

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

Motion by Koester, seconded by Bryant, regarding **2020 Beautification Commission Flower Sale**, that the City Council approve the 2020 Flower Sale as requested in the letter dated February 12, 2020, and authorize an amount not to exceed \$27,000.00 for event expenses; and to approve a budget amendment in the amount of \$3,000.00 from the Beautification Commission fund balance Account No. 205-000-390.310 into the Flower Sales Account No. 205-000-675.200.

Motion carried by the following vote:

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

Motion by Granger, seconded by McConaghy, regarding **Geographic Information System (GIS) Technician**, that the City Council approve the hiring of a part-time GIS Technician to be paid a \$20.00 hourly wage; and, to approve a budget amendment in the amount of \$14,982.75 from the Water/Sewer Fund Balance Account No. 592-000-697.000 into the Water/Sewer Repair and Maintenance Salaries and Wages Account No. 592-537-702.000.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Granger, regarding **Purchase/Budget Amendment: replacement election laptops**, that the City Council approve the purchase of seven (7) Latitude 3500 BTX Laptop Computers from Dell at a cost of \$651.28 each, at a total cost not to exceed \$4,558.96; and to approve

a budget transfer from the General Fund fund balance Account No. 101-000-699.000 into the City Clerk's Election Account No. 101-215-731.000.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Granger, regarding **Popular Annual Financial Report FY Ended June 30, 2019**, that the City Council receive this report as submitted.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Gafa, regarding **Monthly Financial Report – December 2019**, that the City Council refer this report to the Finance Committee.

Motion carried by the following vote:

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

Motion by Bryant, seconded by McConaghy, regarding **Addendum to Independent Contractor Agreement (McKenna)/Budget Amendment**, that the City Council approve the Independent Contractor Agreement with McKenna, authorize the City Administrator to sign said Agreement, and approve a budget transfer in the amount of \$25,851.74 from Prior Year Reserve Fund Balance Account No. 101-000-699.000 into Building Inspections Account No. 101-180-818.000.

Motion carried by the following vote:

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

Motion by Granger, seconded by McConaghy, regarding **claims/accounts**, that the City Council approve payment of Items 10A-10L as listed on the Council agenda and as identified in the pink sheet in the respective amounts and accounts listed, as follows:

**A. 2019 Sewer Structure Rehabilitation Repair Program:**

1. L. Anthony Construction Pay Estimate No. 5 01/05/20 - \$11,572.38; Account Nos:
  - a. 202-451-974.200 - \$76.28;
  - b. 203-451-974.200 - \$1,602.06;
  - c. 592-537-975.400 - \$1,960.05;
  - d. 592-537-976.002 - \$7,933.99.

**B. 2019 Road Program Beaufait Reconstruction and Oxford Resurfacing:**

1. Florence Cement Co Pay Estimate No. 4 01/05/20 - \$17,803.76; Account Nos:
  - a. 202-451-974.200 - \$861.31;
  - b. 203-451-977.804 - \$14,143.18;
  - c. 592-537-975.400 - \$1,837.47;
  - d. 203-451-974.200 - \$746.47;
  - e. 203-451-977.804 - \$215.33.

**C. Bond Improvements Roofs & HVAC:**

1. Cross Renovation, Inc. Final Payment No. 11 - \$304,521.36; Account Nos:
  - a. 420-902-977.103 - \$6,807.57;
  - b. 420-902-977.104 - \$232,735.59;
  - c. 420-902-980.000 - \$64,978.20.

**D. 2017 SAW Grant Sewer Cleaning and CCTV Investigation:**

1. Doetsch Industrial Services 11/30/19 Final Pay Estimate No. 13 - \$70,451.95; Account No. 592-537-975.005.

**E. City Engineers – AEW:**

1. Capital Improvements/Roofs Invoice No. 0124868 01/14/20 - \$6,785.00; Account No. 420-451-974.201.
2. General Engineering Invoice No. 0125057 01/21/20 - \$2,089.40; Account Nos:
  - a. 101-441-818.000 - \$696.46;
  - b. 101-444-818.000 - \$696.47;
  - c. 592-537-818.000 - \$696.47.
3. SAW Grant-Wastewater Asset Mgt Plan Invoice No. 0125058 01/21/20 - \$9,184.05; Account No. 592-537-975.004.
4. 2018 Road Program Invoice No. 0125059 01/21/20 - \$206.00; Account Nos:

- a. 203-451-977.803 - \$146.26;
  - b. 592-537-975.401 - \$59.74.
5. Vernier Rd Resurfacing-Fairway to ECL Invoice No. 0125060 01/21/20 - \$294.50; Account No. 202-451-974.803 - \$294.50.
6. 2019 Sewer Structure Rehab Invoice No. 0125061 01/21/20 - \$5,741.50; Account Nos:
  - a. 202-451-974.201 - \$51.72;
  - b. 203-451-974.201 - \$1,086.23;
  - c. 592-537-975.401 - \$736.57;
  - d. 592-537-976.001 - \$3,866.98.
7. 2019 Sewer Open Cut Repair Program Invoice No. 0125062 01/21/20 - \$795.40; Account No. 592-537-976.001.
8. Beaufait Rd Reconstruction – Mack to WCL Invoice No. 0125063 01/21/20 - \$7,147.75; Account Nos:
  - a. 202-451-974.201 - \$585.88;
  - b. 203-451-977.803 - \$4,804.23;
  - c. 203-451-974.201 - \$507.76;
  - d. 592-537-975.401 - \$1,249.88.
9. Bournemouth WM Replacement Invoice No. 0125064 01/21/20 - \$8,140.80; Account No. 592-0537-977.310.
10. 2019/20 GIS Maintenance Invoice No. 0125065 01/21/20 - \$167.00; Account No. 592-537-977.000.

**F. Professional Services – Plante & Moran:**

1. Invoice No. 176988 12/17/19 - \$20,450.00; taken from 9 various 818.000 accounts as identified.

**G. Building Services Monthly Retainer – McKenna:**

Funds to be taken from Account No. 101-180-818.000:

1. Invoice No. 21849-20 12/23/19 - \$1,500.00;
2. Invoice No. 21849-21 01/05/20 - \$1,500.00.

**H. Assessing Services – WCA Assessing:**

1. Invoice No. 1202020 01/20/20 - \$6,017.58; Account No. 101-224-818.000.

**I. Arbitrator – E.R.Scales**

1. File 111219 11/12/19 - \$1,800.00; Account No. 101-210-810.000.

**J. Legal Services – Tax Tribunal:**

1. Hallahan & Associates, P.C. Invoice No. 16905 01/02/20 - \$723.19; Account No. 101-210-801.301.



**K. Legal Services – FCC:**

1. Kitch Drutchas Wagner Valitutti & Sherbrook 12/31/19 - \$630.00; Account No. 101-210-812.000.

**L. Labor Attorney – Keller Thoma:**

1. Invoice No. 117772 01/01/20 - \$262.50; Account No. 101-210-810.000.

Motion carried by the following vote:

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

Nobody wished to be heard under New Business.

The following individuals were heard under Public Comment:

- Wendy Saigh. The City Attorney was asked to provide answers to questions posed pertaining to METRO Act Permit and to share the information with the City Council.
- Margaret Potter.

Motion by Granger, seconded by Koester, to adjourn tonight's meeting at 7:55 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

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Lisa Kay Hathaway  
City Clerk

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Robert E. Novitke  
Mayor

Approved by Committee 01/27/20 68

JUDICIAL LIAISON COMMITTEE  
11-19-18

MINUTES OF THE JUDICIAL LIAISON COMMITTEE MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, NOVEMBER 19, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:50 p.m. by Chair McConaghy.

In attendance: Chairman McConaghy  
Members: Novitke, McMullen  
Absent: None  
Also present: None

Motion by Novitke, seconded by McMullen, 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: McConaghy, McMullen, Novitke  
No: None  
Absent: None

Motion by McMullen, seconded by Novitke, that the following minutes be approved as submitted:

1. Judicial Liaison Committee dated May 23, 2005.

Motion carried by the following vote:  
Yes: McConaghy, McMullen, Novitke  
No: None  
Absent: None

The Committee commenced general discussion of the Municipal Court.

Motion by Novitke, seconded by McMullen, that tonight's meeting adjourn at 8:00 p.m.  
PASSED UNANIMOUSLY.

Respectfully submitted,

Todd A. McConaghy  
Committee Chair

Approved by  
Commission 1/28/20  
PA.



PLANNING COMMISSION  
11-26-19 - 36

MINUTES OF THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON NOVEMBER 26, 2019, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:26 p.m. by Chair Profeta.

Roll Call: Chair Profeta  
Planning Commissioners: Bailey, Fuller, Gilezan, Hamborsky, Ketels, Vaughn, Vitale  
Absent: Rozycki

Also Present: City Attorney Berschback  
Building Inspector Tutag  
Deputy City Clerk Antolin

Motion by Vaughn, seconded by Gilezan, that Commission Member Rozycki be excused from tonight's meeting.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, Ketels, Profeta, Vaughn, Vitale  
NO: None  
ABSENT: Rozycki

The Planning Commission, Administration, and the audience Pledged Allegiance to the Flag.

The Chair recognized Council Representative Granger and Council Member McMullen who were in attendance.

Motion by Vaughn, seconded by Vitale, that all items on tonight's agenda be received, placed on file, and taken in order of appearance, as presented.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, Ketels, Profeta, Vaughn, Vitale  
NO: None  
ABSENT: Rozycki

PLANNING COMMISSION  
11-26-19 - 37

Motion by Ketels, seconded by Fuller, regarding **Approval of Minutes**, that the following Minutes be approved as amended:

1. Planning Commission Minutes dated October 22, 2019.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, Ketels, Profeta, Vaughn, Vitale  
NO: None  
ABSENT: Rozycki

The first item was regarding **Discussion: Colonial Theme**. The commission addressed the possibility of amending the Zoning Ordinance to eliminate specific reference to Colonial Themes.

The City Attorney summarized the previous discussion on this topic from the September 24, 2019, Planning Commission Meeting including the following comments:

- We have moved away from specific Colonial Theme. We are focusing on high quality material and products;
- The focus is more on scale, proportion and depth...etc.
- One specific design theme should not be required, but to eliminate the references to Colonial Theme, Williamsburg, and to create a less restrictive updated material list to encourage good material and new products on the market.

Approved by  
Commission  
01/28/20 PA

Motion by Ketels, seconded by Vaughn, regarding **Discussion: Colonial Theme**, to recommend that the City Council authorize the City Attorney to draft an ordinance for City Council's consideration eliminating specific references to the Colonial Theme and updating redesign standards ordinance, Section 50-373.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, Ketels, Profeta, Vaughn, Vitale  
NO: None  
ABSENT: Rozycki

Motion by Gilezan, seconded by Fuller to immediately certify the previous motion.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, Ketels, Profeta, Vaughn, Vitale  
NO: None  
ABSENT: Rozycki

The Commission requested the Building Official be present when the previous motions are presented to City Council.

The next item was the **Building Official's Monthly Report**, and the following items were presented for the month of October 2019:

- Strong activity and busy with inspections
- Indian restaurant opening soon
- Dance studio looking to put up blade signs

Chair Profeta reported on the November 18, 2019, Council Meeting. Commissioner Vaughn reported on the November 25, 2019, Council Meeting.

Commissioner Rozycki will be reporting on the December Council Meetings.

Under New Business, the following items were discussed:

- A. **2020 Plan** – Refresh the plan.
- B. **Branding** – Consider eliminating this subcommittee. Maintain correspondence with The Avenue in the Woods Association.
- C. **Crosswalk/Pocket Park** – Awaiting meeting with Commissioner Killeen.
- D. **Streetscape** – Provide work product for next meeting.

Motion by Ketels, seconded by Bailey, to remove (disband) the Branding Subcommittee from Planning Commission.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, Ketels, Profeta, Vaughn, Vitale  
NO: None  
ABSENT: Rozycki



PLANNING COMMISSION  
11-26-19 - 39

The Commission requested Council Representative Granger to assist with having the 2020 Plan placed on the next Committee-of-the-Whole agenda.

Discussion ensued regarding the annual Planning Commission election of officers.

Chair Profeta reminded the Commission of his holiday dinner on December 10, 2020.

Under Public Comment, no one wished to be heard.

Motion by Bailey, seconded by Ketels, that the Planning Commission Meeting adjourn at 8:16 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin  
Deputy City Clerk

Approved by  
Commission 1/28/20  
P.A.

PLANNING COMMISSION WORKSHOP  
11-26-19

MINUTES OF THE PLANNING COMMISSION WORKSHOP MEETING HELD ON NOVEMBER 26, 2019, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 6:08 p.m. by Chair Profeta.

Roll Call: Chair Profeta  
Planning Commissioners: Bailey, Fuller, Ketels,  
Absent: Gilezan (arrived at 6:13 p.m.), Hamborsky (arrived at 6:15 p.m.), Rozycki,  
Vaughn (arrived at 6:13 p.m.), Vitale (arrived at 6:45 p.m.)

Also Present: City Attorney Berschback  
Building Official Tutag  
Deputy City Clerk Antolin

Motion by Fuller, seconded by Ketels, that Commission Members Gilezan, Hamborsky, Rozycki, Vaughn, and Vitale be excused from tonight's meeting.

Motion carried by the following vote:

YES: Bailey, Fuller, Ketels, Profeta  
NO: None  
ABSENT: Gilezan, Hamborsky, Rozycki, Vaughn, Vitale

Motion by Ketels, seconded by Bailey, that tonight's agenda be accepted as presented.

Motion carried by the following vote:

YES: Bailey, Fuller, Ketels, Profeta  
NO: None  
ABSENT: Gilezan, Hamborsky, Rozycki, Vaughn, Vitale

Discussion ensued regarding the **2020 Plan**. The key topic of this meeting was to discuss the current status of the 2020 plan and use a more coordinated effort to revitalize the plan by involving City Council and other commissions/committees. The Chair stated that gathering information from the City Council and the various commissions and committees would create a foundation of where to begin implementing changes.

The topic of funding the plan arose including applying for grants and possibly hiring a professional grant writer.

PLANNING COMMISSION WORKSHOP  
11-26-19

The next topic was the subcommittees of the 2020 Plan. The Commission concurred to remove the Branding subcommittee however, discussion ensued regarding streetscapes, street lighting, enhanced crosswalks, and marketing concepts on Mack Avenue.

There was a consensus of the Commission to update and the 2020 Plan, and identify the progress, including completed projects before presenting to Council for review.

Under Public Comment, the following individual was heard:

- Margaret Potter

Motion by Ketels, seconded by Hamborsky, that the Planning Commission Workshop be adjourned at 7:20 p.m. Passed unanimously.

Respectfully submitted,

Paul P. Antolin  
Deputy City Clerk



The first item discussed was regarding **Legacy Oaks Update**.

Motion by McMullen, seconded by Koester, that the follow items be received and placed on file:

1. Email 09/22/19 – Kathi Rouls;
2. Email 09/23/19 – Marilyn Galsterer.

Motion carried by the following vote:

Yes: Bryant, Koester, McMullen, Shetler

No: None

Absent: Granger, McConaghy, Novitke

John LaQuiere, project manager/owner - Legacy Oaks, provided an update regarding the project. Mr. LaQuiere stated the project has taken longer than originally expected due to:

- Preserving the historical value and green space;
- Restoring with quality preservation;
- Building intended to last hundreds of years;
- The alternative would be forty new homes, assisted living, college campus, or charter school to be built on the site as others offered to purchase the property from him;
- Will have owner-occupied residents;
- Keeping the legacy of University Liggett school, gym, and auditorium;
- Mechanical systems have been upgraded;
- Walls and stone removed by hand, cleaned original brick, and re-bricked.

Mr. LaQuiere distributed before/after photographs of the auditorium, exterior, and interior of the building.

Motion by Shetler, seconded by McMullen, that the following items be received and placed on file:

- A. 3 sheets of photographs.

Motion carried by the following vote:

Yes: Bryant, Koester, McMullen, Shetler

No: None

Absent: Granger, McConaghy, Novitke

Additionally, Mr. LaQuiere stated:

- Auditorium is restored completely, repaired roof, dome ceiling, seating, carpet, foyer, woodwork and trim.
- Exterior improvements include parking, west wall windows, reduced headlights shining at residents homes, new parking garage, matched mortar detail, custom formed ivory trim including limestone, located additional brick from Pennsylvania, ordered mixed brick, handmade brick shapes, coins, and gutters as original.

- Interior progress included custom woodwork, window trim, baseboard cast iron radiant heat, foyer restored similar to auditorium, original light fixtures repaired, shower/tile, greenhouse converted into living space for condo with copper roof.
- The trades needed were difficult to contract that were capable of performing this historical preservation.

He stated the residents are his friends and neighbors, and he provided his phone number but has not received complaints. He was requested to start the project later than originally planned, the noise ordinance was observed, and he is trying to accommodate everybody. There was an exception to original timeline starting in mid-2016, was permitted in 2015, over 75,000 sq. ft. created five custom condos. It is a bigger project than he anticipated, and would liked to have been done several years ago. Challenges have been finding trades that do this type of work. Everything is unique, a unique building, there is only one 850 Briarcliff. Extensive time was spent to locate matching materials, and there was the difficulty of duplicating architectural features. The air conditioning is installed. He stated it took two years to get a sprinkler contractor. In addition, the custom condos are being built to each owner's requirements and go through an approval process.

The project is almost done outside and there will be a major noise reduction by end of 2019. Doors and windows have been ordered for the main garage and will be installed to reduce noise. People working late at night are doing work inside. He will be installing an automatic switch to shut the garage light off. Carriage doors were ordered in May and awaiting arrival. All of the condos are reserved.

The Chair asked Mr. LaQuiere to return the beginning of January to provide another report, however he stated he will provide answers to questions posed by the residents shortly. Questions and answers ensued. Three units will be done by middle to end of next year, the other two possibly the same time. He agreed to provide his email and phone to the residents. He is hoping to have the entire project done by end of next year; everything is currently approximately 80% done.

This item is to return to the Committee-of-the-Whole in January.


# CITY OF GROSSE POINTE WOODS

## Office of the City Clerk

7B

### Memorandum

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**DATE:** January 28, 2020  
**TO:** Mayor and City Council  
**FROM:** Lisa Hathaway, City Clerk   
**SUBJECT:** Purchase: High Speed Letter Opener Replacement

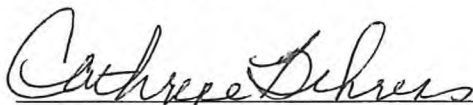
The City's current High Speed Pitney Bowes Model 1250 Letter Opener is 30 years old as it was installed in 1990 and is used by all City Hall departments. This model has been discontinued and recently informed that parts are no longer available. I am requesting to replace the opener with the purchase of a Pitney Bowes Model DL400 at a price of \$4,204.13 including a one-year warranty; which quote utilizes government pricing through state bid (MiDeal). The Maintenance Agreement costs \$496.00 annually following the first warranty year, however the Maintenance Agreement would not be purchased for this new equipment, but rather a service call would be placed if needed. A lease to own option is available on a 60-month term at \$127.67 per month; a total cost of \$7,660.20, which includes a 12% interest rate.

This model uses milling technology eliminating the need for a loud jogger accessory and tamping of envelopes. The milling of the envelope's edge protects the contents as it eliminates the need of a sharp cutting blade, reduces waste, and mill dust is captured and stored for easy disposal.

This is not a budgeted item however funds are available in the Water/Sewer Fund Operating Supplies Account No. 592-537-757.000 (\$2,004.13), and the Treasurer/Comptroller Minor Equipment and City Clerk's Operating Supplies Account Numbers 101-223-970.000 (\$1,200.00), and 101-215-757.000 (\$1,000.00), respectively.

I recommend City Council approve the purchase of a Pitney Bowes Model DL400 High Speed Letter Opener at a cost of \$4,204.13, including a one-year warranty, with funds to be taken from the Water/Sewer Fund Operating Supplies Account No. 592-537-757.000 (\$2,004.13), and the Treasurer/Comptroller Minor Equipment and City Clerk's Operating Supplies Account Numbers 101-223-970.000 (\$1,200.00), and 101-215-757.000 (\$1,000.00), respectively.

Funds have been verified:

  
Cathrene Behrens, Treasurer/Comptroller



## Letter Opener Proposal Prepared for City of Grosse Pointe Woods



Presented by:  
**Andy Shahin**  
**Government Major Account Manager**  
**State of Michigan**  
**Pitney Bowes**  
M: 248-935-2813 | F: 203.617-6572|  
[Andrew.Shahin@pb.com](mailto:Andrew.Shahin@pb.com)  
01.22.2020

# Business Objectives

- 1) Replace legacy equipment with latest technology
- 2) Leverage MiDeal Contract for transition
- 3) Lease-to-own contract option for budget consistency
- 4) Non-Appropriations agreement per State Contract



## DL400™ High Speed Letter Opener

The DL400 is designed for organizations with moderate to high volumes, and who require careful opening to protect the contents of incoming mail. The robust design of the DL400 will ensure safe operations getting the job done fast. Using advanced milling technology, the DL400 stands out from alternatives that use slicing blades or guillotine-type cutters. The milling protects contents, prevents paper cuts and minimizes waste.

Fast and productive:  
Up to 400 envelopes per minute

Track Production:  
Resettable piece count

Protect contents and  
minimize waste:  
New milling technology

Feed wide variety  
of envelopes:  
Self-adjusting  
feeder

Adjust for  
envelope size:  
2 position cut  
depth setting

Compact footprint:  
Only 40" L x 16" D

Maintain clean workspace:  
Chip waste is stored for  
easy disposal

Handle oversized and thick envelopes:  
Milling means no jogging  
or tamping of envelopes





## DL200 vs DL400 Quick Overview:

DL200 blade cut.

DL400 Milling cut.

DL200 contents need “jogging”.

DL400 no jogging necessary.

DL200 Pressure Paddle Feeder.

DL400 Self Adjusting Feeder.

DL200 speed 250/minute

DL400 speed 400/minute

DL200 can not do cardboard envelopes.

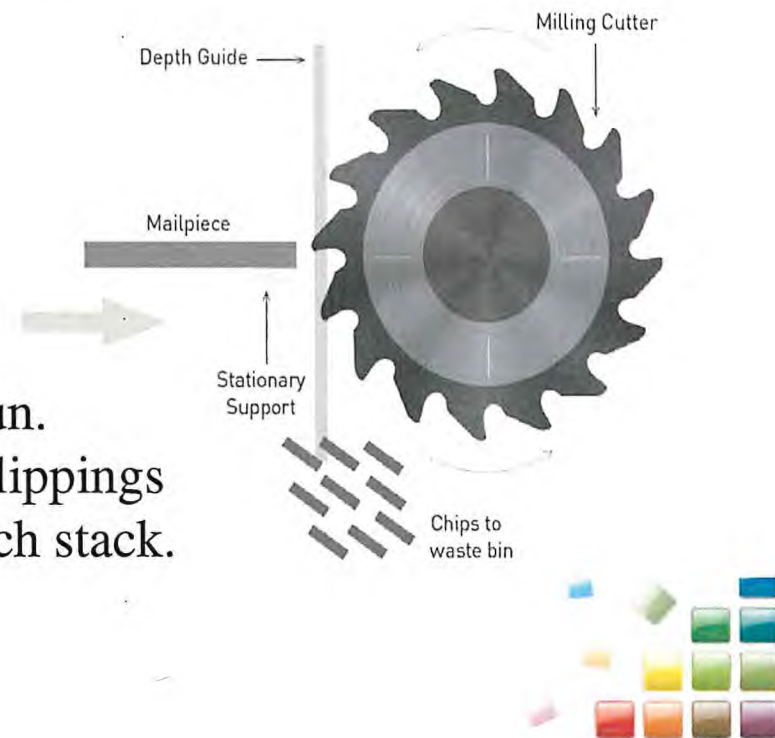
DL400 can do hard side envelopes.

DL200 cut strips need removed after each run.

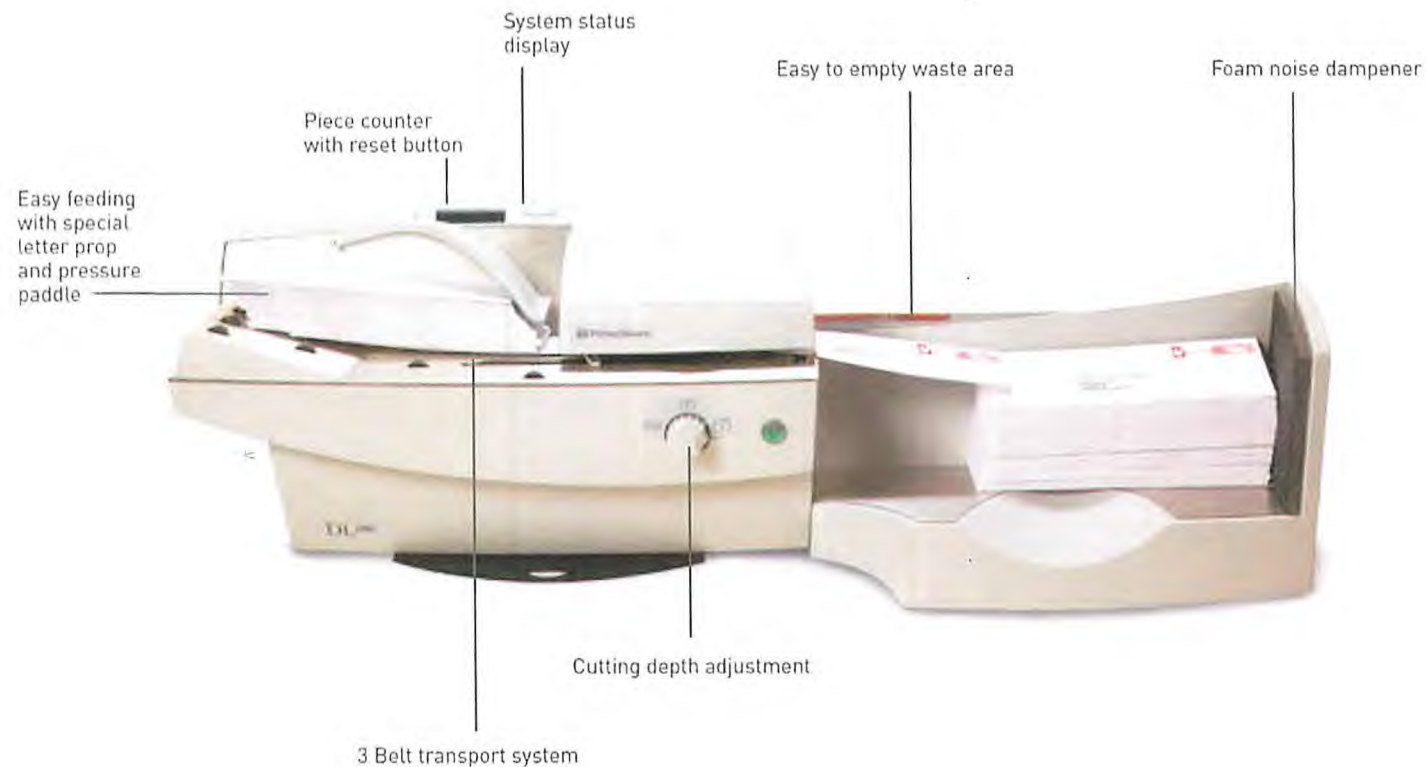
DL400 waste bin stores 100's of envelope clippings  
so no need for clearing deck after each stack.

### Milling technology

The milling cutter produces a soft, featured edge using rotating cutting blades. The tiny chips are removed from the top edge of the envelope to allow easy removal of the contents. Milling has a distinct advantage over alternatives that may damage contents, leave sharp edges, and produce waste that can jam a slicing blade. **With milling, no jogging of contents is necessary.** It's completely safe for you and the valuable contents of your mail.



# DL 200 Letter Opener





# Proposed Options and Pricing\*

Lease to own Options	60-Month term (Monthly cost shown, billed quarterly)
DL 400 Letter Opener	\$127.67
DI 200 Letter Opener	\$60.95
<b>Purchase Option:</b> DL400 DL 200	<b>Purchase Price:</b> \$4,204.13 \$2,064.69  Machines come with 12-month warranty and full maintenance contract.  Optional Maintenance after year 1: DL 400 \$496.00 DL 200 \$220.00 (Maintenance contract price held for years 2-5 with no increases per contract)

Lease includes maintenance for full term (all inclusive)

**\*Pricing From State of Michigan Contract # 171180000000011  
(MiDeal)**





## CITY OF GROSSE POINTE WOODS MEMORANDUM

7C

**Date:** January 28, 2020  
**To:** Mayor and City Council  
**From:** Cathrene Behrens, Treasurer/Comptroller  
**CC:** Bruce Smith, City Administrator  
Beth Ann Miro, Court Administrator  
**Subject:** Budget Amendment

RECEIVED  
JAN 28 2020  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

The City of Grosse Pointe Woods receives grant funding through the Michigan Indigent Defense Commission (MIDC) to provide public defender services to indigent persons who have entered the judicial system. These funds can be used for attorney fees and attorney training who provide their services for these individuals.

A 10% match by the City is required to be eligible to receive these funds. In FY 2018 – 19 (October 1, 2018 – September 30, 2019) grant funding received by the MIDC totaled \$38,640 with a 10% match of \$3,083 required from the City. During FY 2018 – 19 the court only expended \$550.00 of the 10% match at fiscal yearend. State reporting requires that the City show in the general ledger that \$3,083 was allocated specifically to the MIDC fund.

I have talked with the State about the allocation of these funds for their fiscal year ending September 30, 2019. Staff has the ability to allocate these funds prior to September 30, 2019 by utilizing a posting date of September 30, 2019. In doing so, we will meet the necessary requirements of the reporting for fiscal year 2018 – 19.

I am requesting that the City Council authorize a budget amendment in the amount of \$2,533 from the general fund balance account #101-000-699.000, Prior YR Reserves into the MIDC fund account #275-000-548.000, MIDC Local Match.

Thank you.

A handwritten signature in blue ink that reads "Cathrene Behrens".  
Cathrene Behrens, Treasurer/Comptroller



**BVP-L3-I  
(9-2019)**

OMB Control No.: 0607-0151  
Expiration Date: 11-30-2021



**UNITED STATES DEPARTMENT OF COMMERCE  
U.S. Census Bureau**

Office of the Director  
Washington, DC 20233-0001 Mail Stop 7400

**RECEIVED**

**JAN 23 2020**

**RECEIVED**

**JAN 17 2020**

**CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT**

January 2020

Sequence: 007795-000426  
BAS ID: 12600035580

The Honorable Robert Novitke  
Mayor  
Office of the Mayor  
20025 Mack Plz  
Grosse Pointe Woods, MI 48236-2343

A Message from the Director, U.S. Census Bureau:

The U.S. Census Bureau is now conducting the Initial Boundary Validation Program (BVP). The Initial BVP is your opportunity, as the Highest Elected Official, to review the Census Bureau's boundary data to ensure the Census Bureau has the correct legal boundary, name, and status for your government. The Census Bureau uses this boundary information to tabulate data for the 2020 Census.

The Initial BVP package includes an Initial BVP form and paper maps, or a CD/DVD containing maps, for your government. The maps should reflect the legal boundary for your government effective on January 1, 2020.

**Please review our depiction of your legal boundary for accuracy and return the completed Initial BVP form by March 1, 2020.** Return the completed Initial BVP form by email at <geo.bas@census.gov>, by fax (1-800-972-5652), or using the enclosed postage-paid envelope.

The Initial BVP is conducted in parallel with the 2020 Boundary and Annexation Survey (BAS). Your state participates in a BAS state agreement, so your state BAS contact is responsible for submitting updates to the BAS on behalf of your government. If any information is incorrect, please work with your state BAS contact to submit corrections. Contact information for your state's BAS contact is printed below. If boundary updates are submitted to the BAS by March 1, 2020, you will have an additional opportunity to verify your government's boundaries prior to the final data tabulation for the 2020 Census. Changes received after March 1, 2020 will be used to correct the boundary, but we will not have sufficient time to send you an updated map before final data tabulations.

**State BAS Contact Information**

Our records indicate your state BAS contact is:

Name: Mr. Timothy Lauxmann  
Position: Geodata Manager  
Department: MI Dept of Technology, Management, & Budget  
Mailing Address: 111 S Capital Ave Fl 10  
Lansing, MI 48933-1555  
Phone: 517-241-8840  
Email: lauxmann@tmi.michigan.gov

Please contact the Census Bureau with questions about the BVP or BAS through email at <geo.bas@census.gov>, by phone at 1-800-972-5651, or visit our website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>. Thank you for your participation in the Initial BVP.

Enclosures



# Boundary Validation Program

## What is the 2020 Boundary Validation Program (BVP)?

The BVP provides Tribal Chairs (TCs) and Highest Elected Officials (HEOs) of eligible tribal, state, and local governments a final opportunity to ensure the U.S. Census Bureau has the correct legal boundary, name, and status for their government. The Census Bureau will use this information to tabulate data for the 2020 Census.



### The BVP validates the creation, dissolution, and changes in boundaries for:

- All federally recognized tribes with reservations and/or off-reservation trust land.
- All actively functioning counties or county equivalents.
- Incorporated places (including consolidated cities).
- All functioning minor civil divisions.
- Municipios, barrios, barrio-pueblos and subbarrios in Puerto Rico.

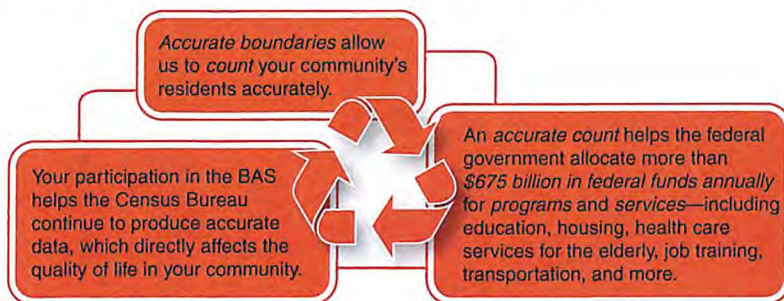
### How does the BVP relate to Boundary and Annexation Survey (BAS)?

The BVP is conducted every (10) years to provide TCs and HEOs the opportunity to review the boundary data collected during the BAS. The program is administered in two phases (Initial BVP and Final BVP) and runs in parallel with the 2020 BAS. TCs and HEOs will receive BVP materials approximately (2) weeks after the BAS contact receives the 2020 BAS annual response e-mail or letter. This provides TCs and HEOs an opportunity to review their legal boundary to verify or provide corrections prior to the 2020 Census. If boundary corrections are required, TCs and HEOs are instructed to work with their BAS contact to provide updates through the 2020 BAS.

### How does the BVP benefit you?

The U.S. Census Bureau uses legal boundaries collected through the BAS to tabulate data for the 2020 Census.

Responding to the BVP ensures that tribal, state, and local governments have the most accurate boundary data available for the tabulation of the 2020 Census housing and population counts. This data is the base for ongoing programs such as the American Community Survey and Population Estimates Program. Government agencies and other groups use this tabulated data to allocate \$675 billion of government funds to communities across the country. Legal boundary data is also made publicly available and is used by federal agencies, researchers, and the public.



## What is the Boundary and Annexation Survey (BAS)?

Every year, the Census Bureau conducts the BAS to collect information about selected legally defined geographic areas. The BAS invites governments to report official name changes, (dis) incorporations, and (de) annexations. Governments can also update boundaries, features, and landmarks for:

- Federally recognized tribes with reservations or off-reservation trust lands.
- Cities, towns, boroughs, and villages (incorporated places).
- Townships and towns (minor civil divisions).
- Counties (or county equivalents).
- Consolidated cities.
- Roads and other applicable features.

## Contact Information

### E-mail Address:

[geo.bas@census.gov](mailto:geo.bas@census.gov)

**Phone Number:** 1-800-972-5651

### Web site:

<https://www.census.gov/programs-surveys/bas/information/bvp.html>



## How to participate?

The BVP is conducted in two phases, Initial BVP and Final BVP. During each of these phases, TCs and HEOs are instructed to work with their BAS contact to review and update their government's boundary, name, and status information. TCs and HEOs do not need to register to participate in BVP. The materials will be provided automatically.

### Initial BVP

The Initial BVP materials include an Initial BVP letter, form, and paper maps or a CD/DVD containing PDF maps. The maps should reflect the legal boundary for the government effective on January 1, 2020. TCs and HEOs are instructed to review the Census Bureau's depiction of the legal boundary for accuracy and to return the completed Initial BVP form by March 1, 2020.

If the information is correct, no further action is required.

If any information is incorrect, TCs and HEOs should work with their BAS contact to submit corrections through the 2020 BAS. If boundary updates are submitted to the BAS by March 1, 2020, TCs and HEOs will have an additional opportunity to verify their government's boundary prior to final data tabulation for the 2020 Census. Changes received after March 1, 2020 will be used to correct the boundary, but there will not be sufficient time to send updated maps before final data tabulations for the 2020 Census.

### Final BVP

The Final BVP provides an opportunity for TCs and HEOs to review recent boundary updates provided through the 2020 BAS. Only governments that reported corrections to the 2020 BAS on or before March 1, 2020 will receive Final BVP materials. The Final BVP materials include a Final BVP letter, form, and a paper map or map index sheet. The maps should reflect the legal boundary for the government effective on January 1, 2020. TCs and HEOs are instructed to review the Census Bureau's depiction of the legal boundary for accuracy and to return the completed Final BVP within five (5) business days.

If the boundary is correct, no further action is required.

If any information is incorrect, TCs and HEOs should work with their BAS contact to submit corrections, within five (5) business days of receipt of materials.

## Responding with boundary updates is easy.

The Census Bureau provides multiple free, user-friendly methods for the BAS contact to report boundary corrections through participation in BAS.

- Paper option: Participants can request free paper maps and annotation materials from the BAS Web site.
- Basic digital option: The Geographic Update Partnership Software (GUPS) is a free, customized Geographic Information Systems (GIS) tool. It was specifically developed for people who do not have geographic training or are not experienced GIS users. Please note that the GUPS option will not be available to report boundary updates during the Final BVP phase.
- Advanced digital option: Experienced GIS users have the opportunity to download shapefiles from the BAS Web site and make updates using their own GIS software (e.g., ArcGIS).



## Schedule

- January 1, 2020—Legal boundary updates must be in effect on or before this date to be included in the 2020 Census.
- January 2020—BAS and Initial BVP materials will be mailed.
- March 1, 2020—Boundary updates submitted by this date will receive Final BVP materials to provide governments an opportunity to confirm that the correct legal boundary is used for 2020 Census data tabulations.
- May 31, 2020—Boundary updates sent by this date will be reflected in the 2020 Census.
- June 2020—Final BVP materials will be mailed. Participants have until July 2020 to respond with updates or approval of the legal boundaries.





**UNITED STATES DEPARTMENT OF COMMERCE  
U.S. Census Bureau**

Office of the Director  
Washington, DC 20233-0001 Mail Stop 7400

BAS ID: 12600035580  
Sequence: 007795-000426



## 2020 Initial Boundary Validation Program (BVP)

The U.S. Census Bureau is now conducting the Initial BVP. The Initial BVP is your opportunity, as the Tribal Chair (TC)/Highest Elected Official (HEO), to review and ensure the Census Bureau's boundary data for your government is accurate. The enclosed paper maps or maps on the CD/DVD should reflect the legal boundary for your government effective on January 1, 2020.

**Please review the maps for accuracy, then complete and return this form to the Census Bureau by March 1, 2020.** (Please check a box. Sign below if the boundary is correct.)

- ☐ **The legal boundary for our government is correct.** (Please sign below.)  
☐ **The legal boundary for our government is NOT correct.**

I, as the Tribal Chair/Highest Elected Official, verify that the boundary for our governmental unit is correct.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Tribal Reservation/Government Name:** Grosse Pointe Woods **State:** MI

If the Census Bureau's boundary is incorrect, please work with your Boundary and Annexation Survey (BAS) contact to submit corrections through the BAS program. Information for your BAS contact is found on the cover letter in this package.

Please review and correct the contact information printed below. Our records indicate the TC/HEO contact is:

Name: The Honorable Robert Novitke  
Position: Mayor  
Department: Office of the Mayor  
Mailing Address: 20025 Mack Plz  
Grosse Pointe Woods, MI 48236-2343  
Phone: 313-343-2447  
Email: mayornovitke@comcast.net

### Form return options:

**Email:**

Scan and email the completed form to  
<geo.bas@census.gov>.

**Fax:**

Fax the completed form to  
**1-800-972-5652**

**Mail:**

Use the provided postage-paid envelope to mail the completed form to  
**U.S. Census Bureau  
National Processing Center  
Attn: BVP Returns, Bldg. 63E  
1201 East 10th Street  
Jeffersonville, IN 47132**

We estimate that completing this program will take a total of 2 hours on average. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to <geo.bas@census.gov>. This collection has been approved by the Office of Management and Budget (OMB). The eight digit OMB approval number that appears at the upper left of the letter confirms this approval. If this number were not displayed, we could not conduct this survey. The Census Bureau conducts this program under the legal authority of the Title 13 U.S. Code, Section 6.




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INTEROFFICE MEMORANDUM

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TO: MAYOR AND CITY COUNCIL  
FROM: BRUCE SMITH   
SUBJECT: CENSUS BOUNDARY MAPS  
DATE: JANUARY 27, 2020

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RECEIVED  
JAN 27 2020  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

I was asked to have a review conducted of the Census Bureau Maps of the City's boundaries. The maps were reviewed by Gene Tutag of the Building Department, Holly Cozza of WCA Assessing, and by Jim Kowalski of Public Services. All three are in agreement that the boundaries on the maps are correct. I am in agreement with Mr. Tutag and Ms. Cozza that the seven properties on Provencal which were recently annexed by Grosse Pointe Farms are still shown within Grosse Pointe Woods boundaries. Those addresses are 306, 320, 330, 338, 344, 348, and 350 Provencal.

Memorandums from all three employees are attached.



**MEMORANDUM  
CITY OF GROSSE POINTE WOODS  
BUILDING DEPARTMENT**

**RECEIVED**  
JAN 27 2020  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

TO: Bruce Smith, City Administrator

FROM: Gene Tutag, Building Inspector *GT*

DATE: January 27, 2020

SUBJECT: 2020 Census Site Plan Review

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Upon review of the 2020 Census maps, they appear to be accurate with the exception of seven properties on Provencal Road (namely 306, 320, 330, 338, 344, 348, and 350) which are no longer in Grosse Pointe Woods.



## CITY OF GROSSE POINTE WOODS

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

RECEIVED  
JAN 27 2020  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Date: January 27, 2020

To: Bruce Smith, City Manager

From: Holly Cozza  
Assessor's Office

Re: 2020 Census Maps

I have reviewed the maps. They appear correct with the exception of the seven Provencal properties. The properties do not appear to have been removed or the boundary line adjusted to account for these properties annexed to Grosse Pointe Farms.

MEMO 20-05

RECEIVED  
JAN 27 2020  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

TO: Bruce Smith, City Administrator  
FROM: James Kowalski, Assistant Director of Public Services  
DATE: January 27, 2020  
SUBJECT: 2020 Census Boundary Validation

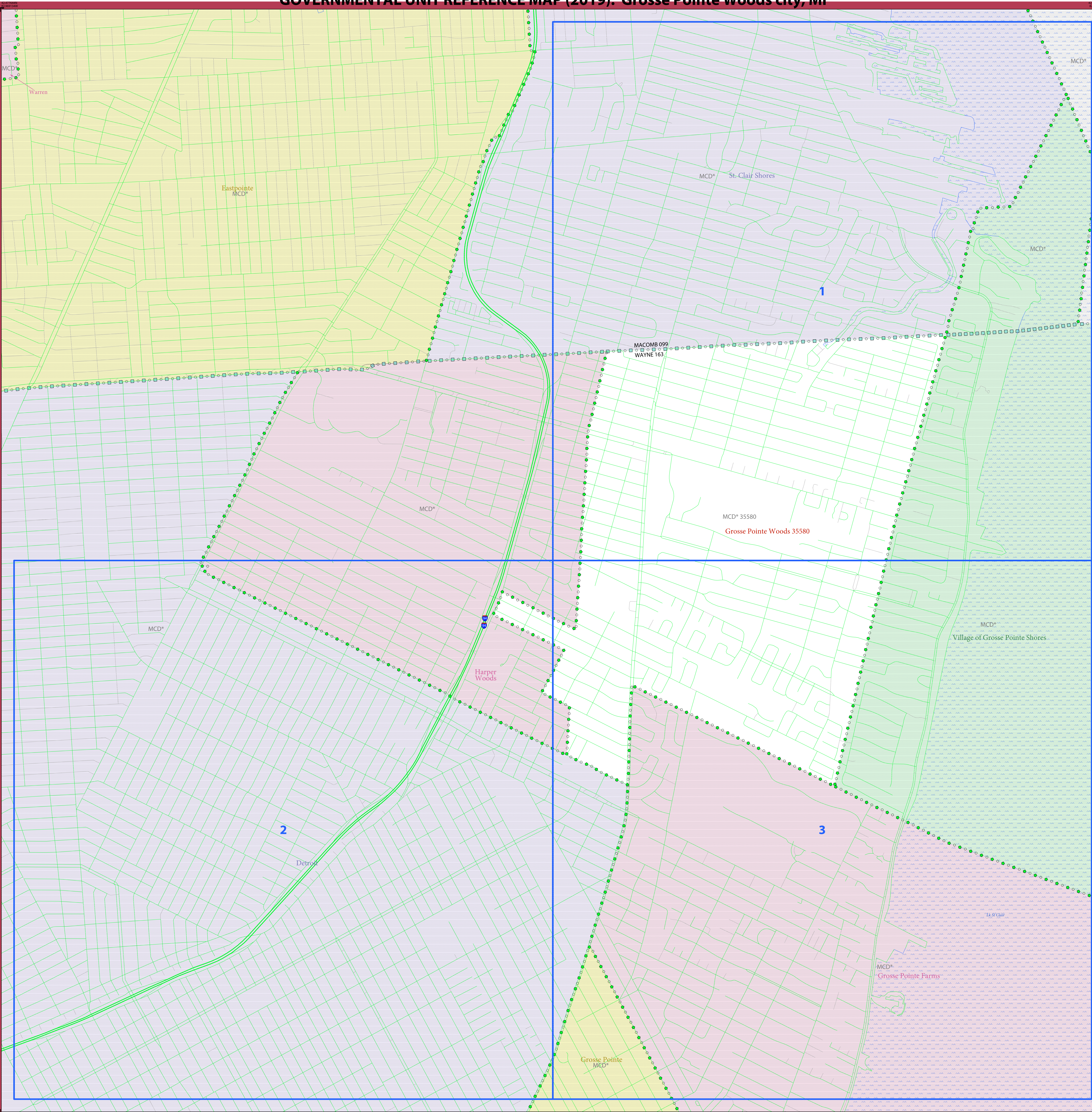
JK

I have reviewed the provided maps of the City of Grosse Pointe Woods boundaries and found that they are accurate.

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



GOVERNMENTAL UNIT REFERENCE MAP (2019): Grosse Pointe Woods city, MI



LEGEND		
SYMBOL DESCRIPTION	SYMBOL	LABEL STYLE
Federal American Indian Reservation	*****	L'ANSE RESERVATION (TA 1880)
Off-Reservation Trust Land	*****	T1880
American Indian Tribal Subdivision	*****	SHONTO (620)
Alaska Native Regional Corporation (ANRC)	*****	NANA ANRC 52120
State (or statistically equivalent entity)	////	NEW YORK 36
County (or statistically equivalent entity)		ERIE 029
Minor Civil Division (MCD) <sup>1</sup>	●●●●	Lee town 41460
Census County Division (CCD) <sup>2</sup>	●●●●	Jemez CCD 91650
Consolidated City	●●●●	MILFORD 47500
Incorporated Place - Subject Area	○●○●○●	Rome 63418
Incorporated Place - Other Area <sup>3</sup>	○●○●○●	Davis 18100
Census Designated Place (CDP) <sup>2</sup>	○●○●○●	Cochiti 16560

DESCRIPTION	SYMBOL	DESCRIPTION	SYMBOL
Interstate	—●—	Water Body	—Pleasant Lake—
U.S. Highway	—2—	Swamp or Marsh	—Okefenokee Swamp—
State Highway	—○—	Glacier	—Bering Glacier—
Other Road	—	Airport, Airfield, or Helicopter Landing Pad	—Oxnard Airport—
Cul-de-sac	—	College or University	—Coll/Univ—
Circle	—	Military	—Fort Belvoir—
Geographic Offset or Corridor	—	Prison or Juvenile Detention Center	—PJDC—
4WD Trail, Stairway, Alley, Walkway, or Ferry	—	Cemetery	—Powell Cemetery—
Railroad	—	National Park or Forest	—Yosemite NP—
Pipeline or Power Line	—	Other Park	—St Francis Park—
Ridge or Fence	—	Outside Subject Area	—
Property Line or Nonville boundary	—	Inset Area	—A1—
Perennial Stream	—		
Intermittent Stream	—		
Mountain Peak or Hill	▲		

Where state, county, and/or MCD/CCD boundaries coincide, the map shows the boundary symbol for only the highest-ranking of these boundaries. Where American Indian reservation and American Indian tribal subdivision boundaries coincide, the map shows only the American Indian reservation boundaries.

Entity names are followed by either their FIPS code or census code; parentheses indicate a census code.

1 'MCD\*' indicates a false MCD. These are for Census Bureau use only.

2 The CCD and CDP boundaries represent statistical entities only and are not updated through the BAS.

3 Incorporated place name color corresponds to the incorporated place fill color.

Due to space limitations, some road names, along with other feature and geography names on the map, may not be shown.

The Census Bureau stores primary and alternate road names, but only primary road names are used to label the roads on these maps.

BAS SIGNATURE BOX	
The corrected boundaries shown on the map are accurate as of January 1, 2020.	
Print Name	
Position	
Signature	
Telephone	Date

For Census Use Only	
NPC PROCESSING SHEET CHANGES	
State Code: _____	County Code: _____
Changes: (circle) N B C F A J PL AL	
Late BAS: Y N	
Other Entity Affected	Type of Change (circle)
_____	B F A L J
_____	B F A L J
_____	B F A L J
_____	B F A L J

Total Sheets: 4 (Index 1; Parent 3; Inset 0)

NAME: Grosse Pointe Woods city (35580)  
ENTITY TYPE: Incorporated Place  
ST: Michigan (26)  
CO: Wayne (163)

INDEX OR PARENT SHEET #: 000  
INSET SHEET #: 000000

2019 INCORPORATED PLACE REF MAP (INDEX)

51701260003558000000000

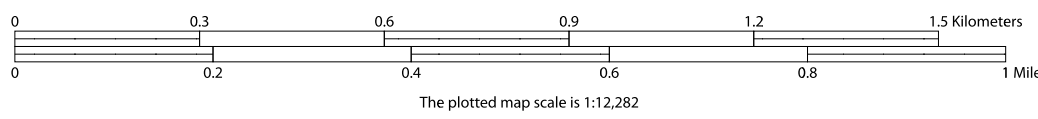
United States  
Census  
2020

All legal boundaries and names are as reported through the 2019 Boundary and Annexation Survey (BAS). The boundaries shown on this map are for Census Bureau statistical data collection and tabulation purposes only; their depiction and designation for statistical purposes does not constitute a determination of jurisdictional authority or rights of ownership or entitlement.

Data Source: U.S. Census Bureau's MAF/TIGER database (BAS20), November 2019  
Created by Geography Division: December 10, 2019

U.S. DEPARTMENT OF COMMERCE U.S. Census Bureau

Projection: Albers Equal Area Conic  
Datum: NAD 83  
Spheroid: GRS 80  
1st Standard Parallel: 42 47 51  
2nd Standard Parallel: 47 12 16  
Central Meridian: -86 16 13  
Latitude of Projection's Origin: 41 41 45  
False Easting: 0  
False Northing: 0



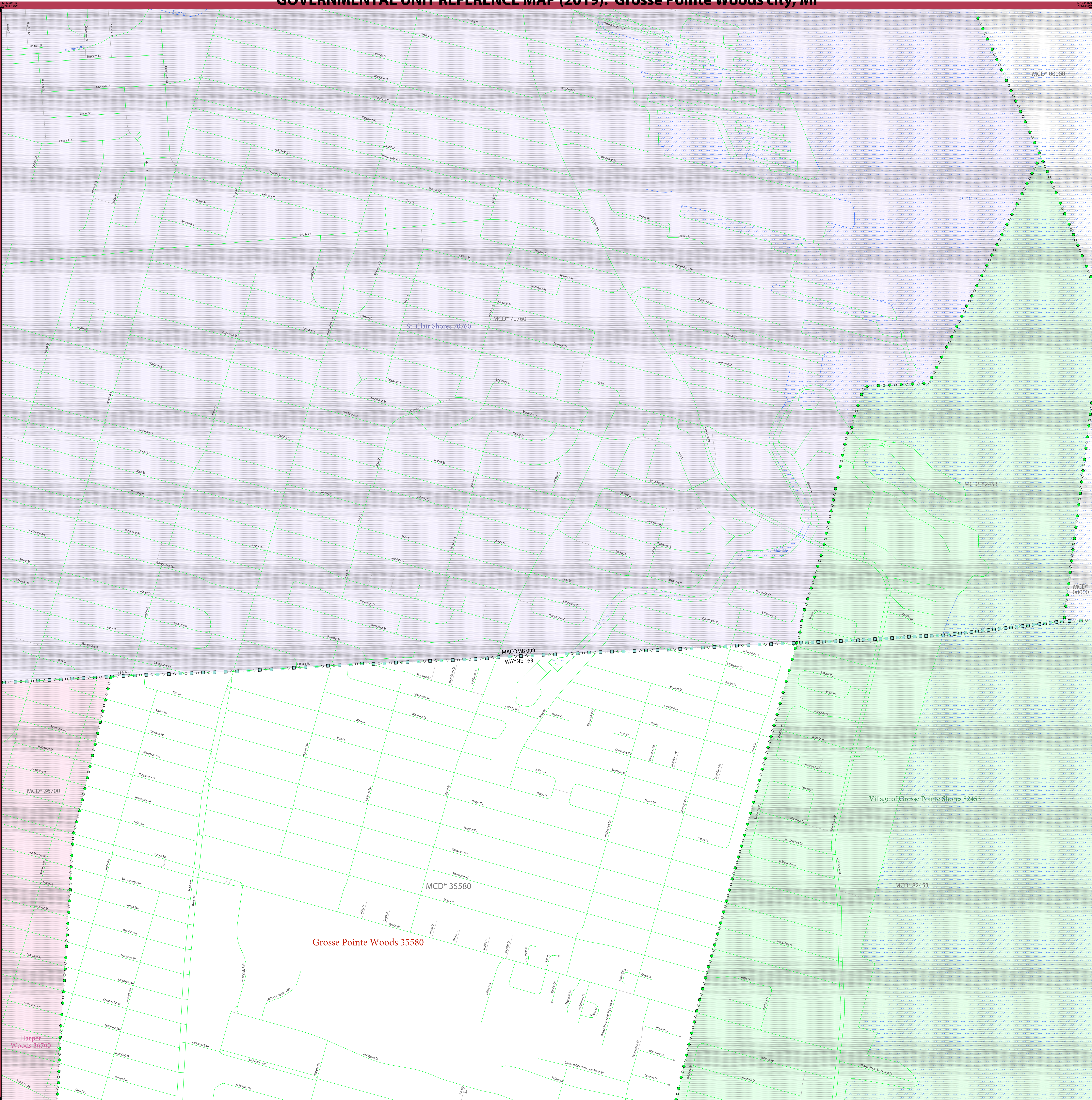
This map supports the following programs:  
2020 Boundary and Annexation Survey (BAS)  
2020 Initial Boundary Validation Program

Boundary and Annexation Survey (BAS) ID: 12600035580  
BAS Submission Deadline: March 1, 2020

PDF versions of the maps are available at: [www.census.gov/programs-surveys/bas/geographies.html](http://www.census.gov/programs-surveys/bas/geographies.html)  
For more information, or to request additional maps, please email: [geo.bas@census.gov](mailto:geo.bas@census.gov),  
call 1-800-972-5651, or visit [www.census.gov/programs-surveys/bas.html](http://www.census.gov/programs-surveys/bas.html).



GOVERNMENTAL UNIT REFERENCE MAP (2019): Grosse Pointe Woods city, MI



LEGEND		
SYMBOL DESCRIPTION	SYMBOL	LABEL STYLE
Federal American Indian Reservation		L'ANSE RESERVATION (TA 1880)
Off-Reservation Trust Land		T1880
American Indian Tribal Subdivision		SHONTO (620)
Alaska Native Regional Corporation (ANRC)		NANA ANRC 52120
State (or statistically equivalent entity)		NEW YORK 36
County (or statistically equivalent entity)		ERIE 029
Minor Civil Division (MCD) <sup>1</sup>		Lee town 41460
Census County Division (CCD) <sup>2</sup>		Jemez CCD 91650
Consolidated City		MILFORD 47500
Incorporated Place - Subject Area		Rome 63418
Incorporated Place - Other Area <sup>3</sup>		Davis 18100
Census Designated Place (CDP) <sup>2</sup>		Cochiti 16560

DESCRIPTION	SYMBOL	DESCRIPTION	SYMBOL
Interstate		Water Body	
U.S. Highway		Swamp or Marsh	
State Highway		Glacier	
Other Road		Airport, Airfield, or Helicopter Landing Pad	
Cul-de-sac		College or University	
Circle		Military	
Geographic Offset or Corridor		Prison or Juvenile Detention Center	
4WD Trail, Stairway, Alley, Walkway, or Ferry		Cemetery	
Railroad		National Park or Forest	
Pipeline or Power Line		Other Park	
Ridge or Fence		Outside Subject Area	
Property Line or Nonville Boundary		Inset Area	
Perennial Stream			
Intermittent Stream			
Mountain Peak or Hill			

Where state, county, and/or MCD/CCD boundaries coincide, the map shows the boundary symbol for only the highest-ranking of these boundaries. Where American Indian reservation and American Indian tribal subdivision boundaries coincide, the map shows only the American Indian reservation boundaries.

Entity names are followed by either their FIPS code or census code; parentheses indicate a census code.

1 'MCD\*' indicates a false MCD. These are for Census Bureau use only.

2 The CCD and CDP boundaries represent statistical entities only and are not updated through the BAS.

3 Incorporated place name color corresponds to the incorporated place fill color.

Due to space limitations, some road names, along with other feature and geography names on the map, may not be shown.

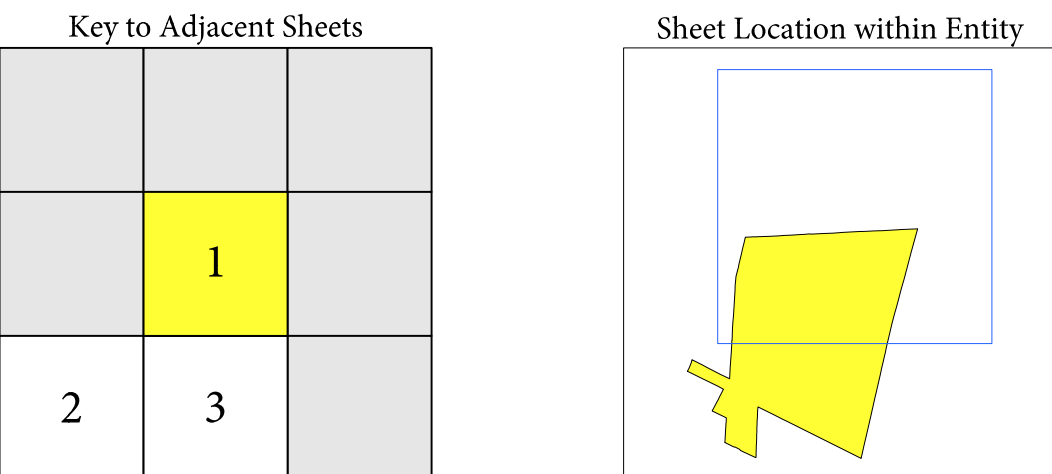
The Census Bureau stores primary and alternate road names, but only primary road names are used to label the roads on these maps.

SUBJECT AREA COUNTIES ON MAP SHEET

26163 Wayne

BAS SIGNATURE BOX	
The corrected boundaries shown on the map are accurate as of January 1, 2020.	
Print Name	
Position	
Signature	
Telephone	Date

For Census Use Only	
NPC PROCESSING SHEET CHANGES	
State Code: _____ County Code: _____	
Changes: (circle) N B C F A J PL AL	
Late BAS: Y N	
Other Entity Affected	Type of Change (circle)
_____	B F A L J
_____	B F A L J
_____	B F A L J
_____	B F A L J



Sheet 1 of 3 PARENT sheets  
Total Sheets: 4 (Index 1; Parent 3; Inset 0)

NAME: Grosse Pointe Woods city (35580)  
ENTITY TYPE: Incorporated Place  
ST: Michigan (26)  
CO: Wayne (163)

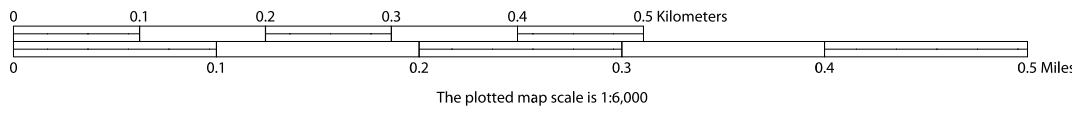


All legal boundaries and names are as reported through the 2019 Boundary and Annexation Survey (BAS). The boundaries shown on this map are for Census Bureau statistical data collection and tabulation purposes only; their depiction and designation for statistical purposes does not constitute a determination of jurisdictional authority or rights of ownership or entitlement.

Data Source: U.S. Census Bureau's MAF/TIGER database (BAS20), November 2019  
Created by Geography Division: December 10, 2019

U.S. DEPARTMENT OF COMMERCE U.S. Census Bureau

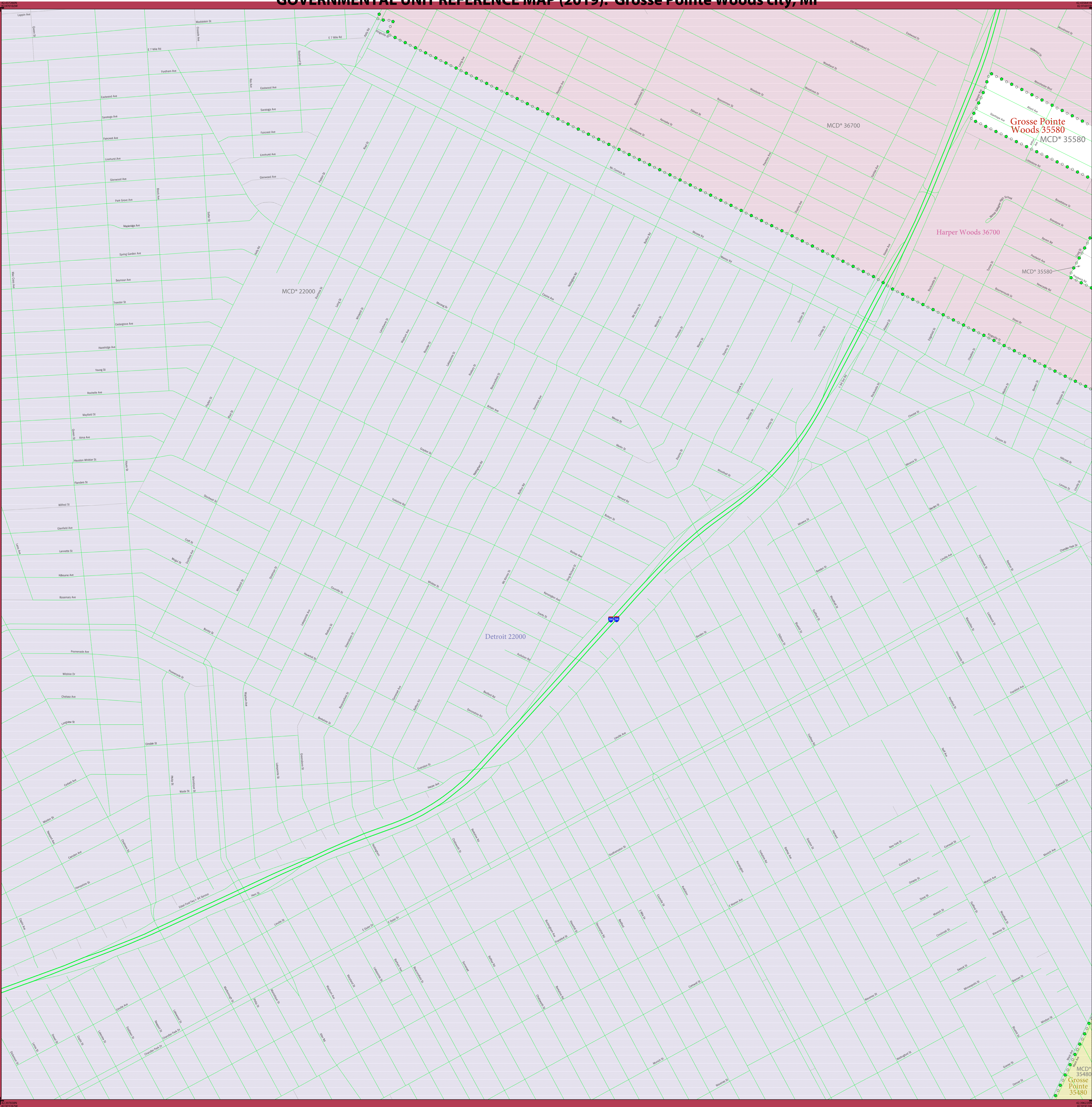
Projection: Albers Equal Area Conic  
Datum: NAD83  
Spheroid: GRS 80  
1st Standard Parallel: 42 47 51  
2nd Standard Parallel: 47 12 16  
Central Meridian: -86 16 13  
Latitude of Projection's Origin: 41 41 45  
False Easting: 0  
False Northing: 0



This map supports the following programs:  
2020 Boundary and Annexation Survey (BAS)  
2020 Initial Boundary Validation Program  
Boundary and Annexation Survey (BAS) ID: 12600035580  
BAS Submission Deadline: March 1, 2020  
PDF versions of the maps are available at: www.census.gov/programs-surveys/bas/geographies.html  
For more information, or to request additional maps, please email: geo.bas@census.gov, call 1-800-972-5651, or visit www.census.gov/programs-surveys/bas.html.



# GOVERNMENTAL UNIT REFERENCE MAP (2019): Grosse Pointe Woods city, MI



LEGEND		
SYMBOL DESCRIPTION	SYMBOL	LABEL STYLE
Federal American Indian Reservation	★ ★ ★ ★ ★	L'ANSE RESERVATION (TA 1880)
Off-Reservation Trust Land	★ ★ ★ ★ ★	T1880
American Indian Tribal Subdivision	● ● ● ● ●	SHONTO (620)
Alaska Native Regional Corporation (ANRC)	▼ ▲ ▼ ▲ ▼ ▲	NANA ANRC 52120
State (or statistically equivalent entity)	▬ ▬ ▬ ▬ ▬	NEW YORK 36
County (or statistically equivalent entity)	▬ ▬ ▬ ▬ ▬	ERIE 029
Minor Civil Division (MCD) <sup>1</sup>	● ● ● ● ●	Lee town 41460
Census County Division (CCD) <sup>2</sup>	● ● ● ● ●	Jemez CCD 91650
Consolidated City	● ● ● ● ●	MILFORD 47500
Incorporated Place - Subject Area	○ ○ ○ ○ ○	Rome 63418
Incorporated Place - Other Area <sup>3</sup>	○ ○ ○ ○ ○	Davis 18100
Census Designated Place (CDP) <sup>2</sup>	○ ○ ○ ○ ○	Cochiti 16560

DESCRIPTION	SYMBOL	DESCRIPTION	SYMBOL
Interstate	—●—	Water Body	—Pleasant Lake—
U.S. Highway	—2—	Swamp or Marsh	—Okefenokee Swamp—
State Highway	—○—	Glacier	—Bering Glacier—
Other Road	—	Marsh Lt.	—
Cul-de-sac	—	Airport, Airfield, or Helicopter Landing Pad	—Oxnard Airport—
Circle	—	College or University	—Coll/Univ—
Geographic Offset or Corridor	—	Military	—Fort Belvoir—
4WD Trail, Stairway, Alley, Walkway, or Ferry	—	Prison or Juvenile Detention Center	—PJDC—
Railroad	—	Cemetery	—Powell Entry—
Pipeline or Power Line	—	Golf Course	—Pinehurst SIK's—
Ridge or Fence	—	National Park or Forest	—Yosemite NP—
Property Line or Nonville Boundary	—	Other Park	—St Francis Park—
Perennial Stream	—Tumbling Cr—	Outside Subject Area	—
Intermittent Stream	—Phary Cr—	Inset Area	—A1—
Mountain Peak or Hill	▲ 1000 ft		

Where state, county, and/or MCD/CCD boundaries coincide, the map shows the boundary symbol for only the highest-ranking of these boundaries. Where American Indian reservation and American Indian tribal subdivision boundaries coincide, the map shows only the American Indian reservation boundaries.

Entity names are followed by either their FIPS code or census code; parentheses indicate a census code.

1 'MCD\*' indicates a false MCD. These are for Census Bureau use only.

2 The CCD and CDP boundaries represent statistical entities only and are not updated through the BAS.

3 Incorporated place name color corresponds to the incorporated place fill color.

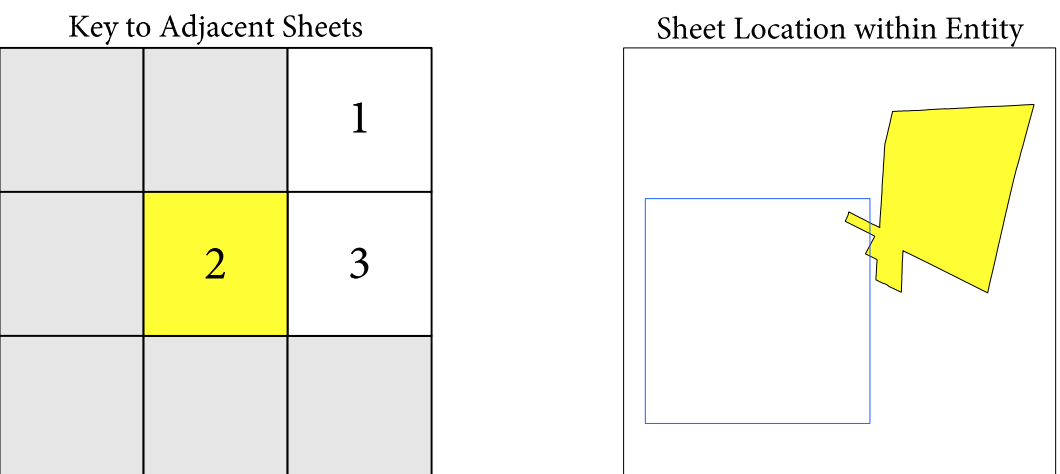
Due to space limitations, some road names, along with other feature and geography names on the map, may not be shown.

The Census Bureau stores primary and alternate road names, but only primary road names are used to label the roads on these maps.

**SUBJECT AREA COUNTIES ON MAP SHEET**  
26163 Wayne

BAS SIGNATURE BOX	
The corrected boundaries shown on the map are accurate as of January 1, 2020.	
Print Name	
Position	
Signature	
Telephone	Date

For Census Use Only	
NPC PROCESSING SHEET CHANGES	
State Code: _____	County Code: _____
Changes: (circle) N B C F A J PL AL	
Late BAS: Y N	
Other Entity Affected	Type of Change (circle)
_____	B F A L J
_____	B F A L J
_____	B F A L J
_____	B F A L J



Sheet 2 of 3 PARENT sheets  
Total Sheets: 4 (Index 1; Parent 3; Inset 0)

NAME: Grosse Pointe Woods city (35580)  
ENTITY TYPE: Incorporated Place  
ST: Michigan (26)  
CO: Wayne (163)

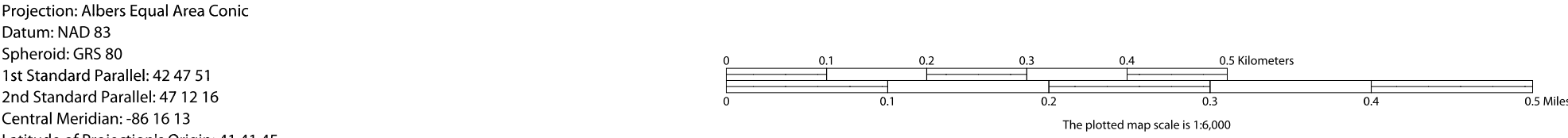


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Data Source: U.S. Census Bureau's MAF/TIGER database (BAS20), November 2019  
Created by Geography Division: December 10, 2019

U.S. DEPARTMENT OF COMMERCE U.S. Census Bureau

Projection: Albers Equal Area Conic  
Datum: NAD83  
Spheroid: GRS 80  
1st Standard Parallel: 42°47'51"  
2nd Standard Parallel: 47°12'16"  
Central Meridian: -86°16'13"  
Latitude of Projection's Origin: 41°41'45"  
False Easting: 0  
False Northing: 0

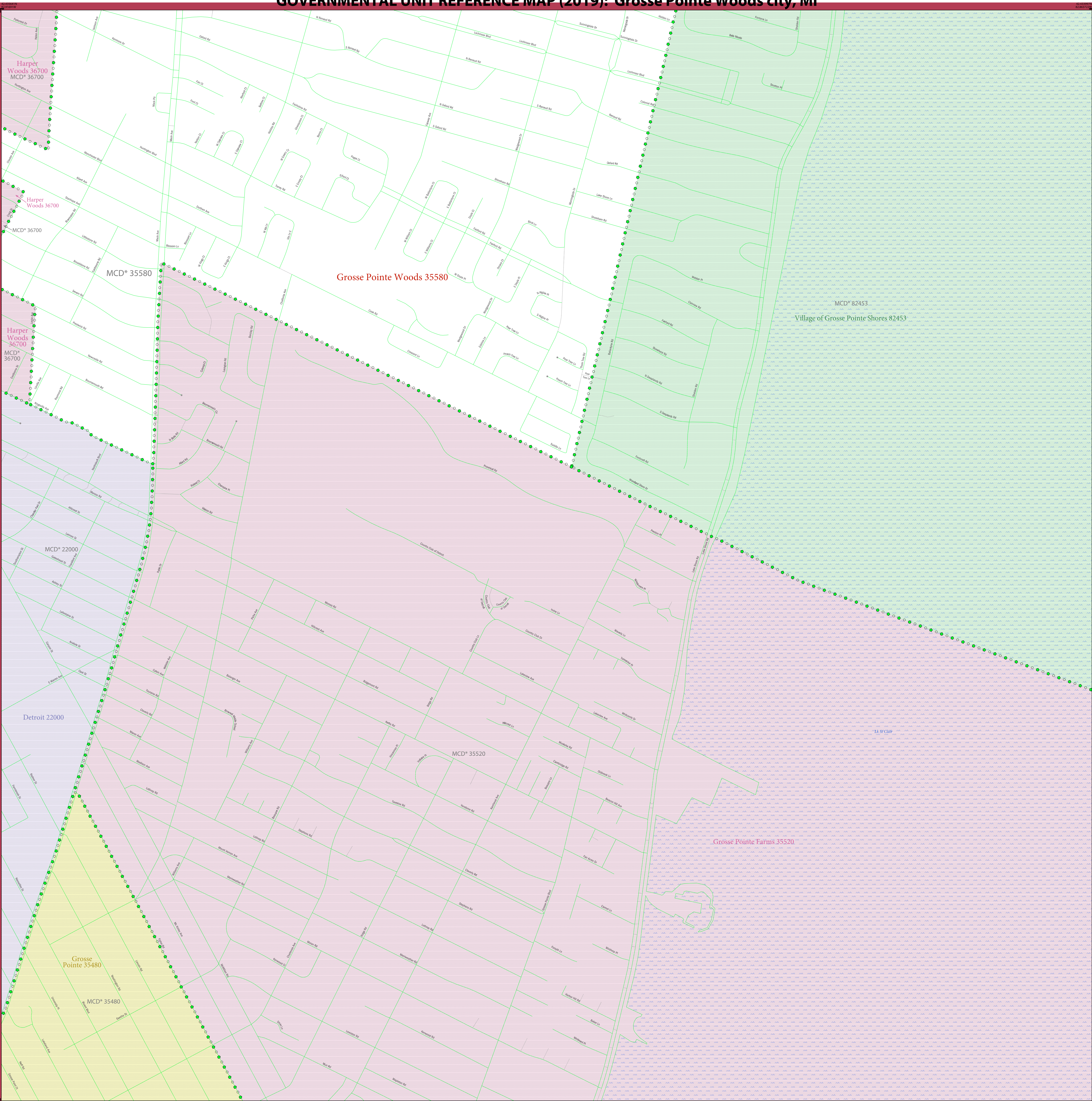


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2020 Initial Boundary Validation Program  
Boundary and Annexation Survey (BAS) ID: 12600035580  
BAS Submission Deadline: March 1, 2020

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GOVERNMENTAL UNIT REFERENCE MAP (2019): Grosse Pointe Woods city, MI



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Off-Reservation Trust Land	*****	T1880
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State (or statistically equivalent entity)	////	NEW YORK 36
County (or statistically equivalent entity)		ERIE 029
Minor Civil Division (MCD) <sup>1</sup>	●●●●	Lee town 41460
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4WD Trail, Stairway, Alley, Walkway, or Ferry	—	Cemetery	—Powell Cemetery—
Railroad	—	National Park or Forest	—Yosemite NP—
Pipeline or Power Line	—	Other Park	—St Francis Park—
Ridge or Fence	—	Outside Subject Area	—
Property Line or Nonville Boundary	—	Inset Area	—A1—
Perennial Stream	—Tumbling Cr—		
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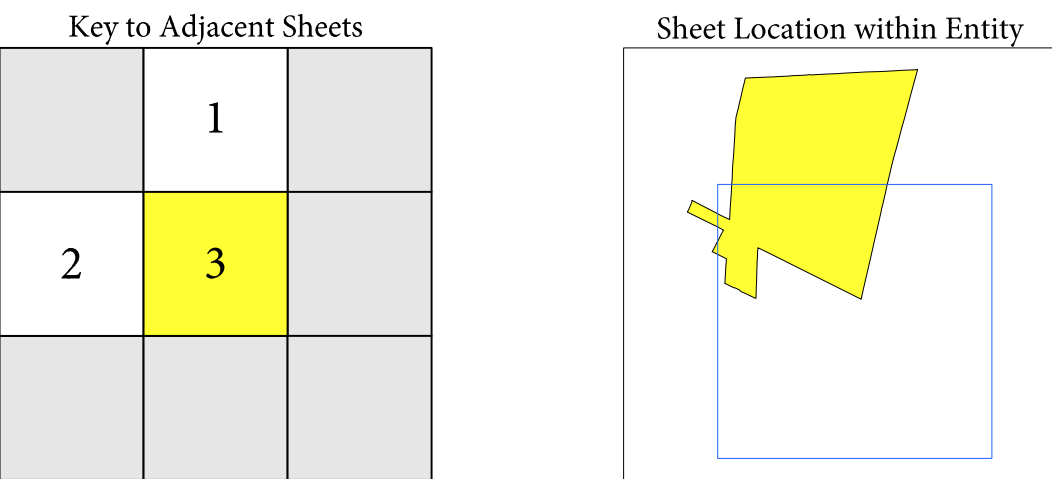
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Print Name	
Position	
Signature	
Telephone	Date

For Census Use Only	
NPC PROCESSING SHEET CHANGES	
State Code: _____ County Code: _____	
Changes: (circle) N B C F A J PL AL	
Late BAS: Y N	
Other Entity Affected _____ Type of Change (circle) _____	
_____ B F A L J	
_____ B F A L J	
_____ B F A L J	
_____ B F A L J	



Sheet 3 of 3 PARENT sheets  
Total Sheets: 4 (Index 1; Parent 3; Inset 0)

NAME: Grosse Pointe Woods city (35580)  
ENTITY TYPE: Incorporated Place  
ST: Michigan (26)  
CO: Wayne (163)

INDEX OR PARENT SHEET #: 003  
INSET SHEET #: 000000

2019 INCORPORATED PLACE REF MAP (PARENT)

51701260003558003000000

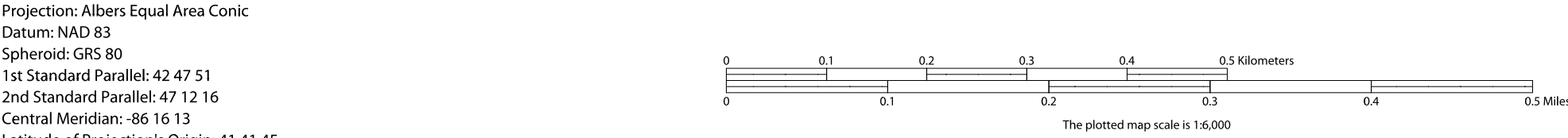
United States Census 2020

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U.S. DEPARTMENT OF COMMERCE U.S. Census Bureau

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2nd Standard Parallel: 47 12 16  
Central Meridian: -86 16 13  
Latitude of Projection's Origin: 41 41 45  
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False Northing: 0



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Boundary and Annexation Survey (BAS) ID: 12600035580  
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**CHARLES T. BERSCHBACK**

ATTORNEY AT LAW

24053 EAST JEFFERSON AVENUE

ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400

FAX (586) 777-0430

blbwlaw@yahoo.com

January 29, 2020

**RECEIVED****JAN 29 2020****CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT****DON R. BERSCHBACK  
OF COUNSEL**

CHARLES T. BERSCHBACK

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

**RE: January Billing**

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
12.20.19	Review of warrant request, TC Chalut (.25); TCs ED; Hunt Club (.25); TC Paul on solar panel variance, review of file (.50)	1.00
1.2.20	TCs BS, JK, GT (.50); review of new warrant, TC Chalut (.25); TCs LH, attorney, Stacy B on FOIA issue, review of records at PD (1.25); Municipal Court docket review (.50)	2.50
1.3.20	TCs on fence issue and light issue (.25); TC DV victim (.25); work on Lock-up; review of FS email on yard waste GFL issue (.25)	0.75
1.4.20	Review GFL file, prep for COW (.25); review Council and ZBA agendas and files (.25); research on littering (.50)	1.00
1.6.20	Work on Randazzo brief (1.00): TCs FS, GT, BS re: GFL, other matters (.75); TC LH, AFL-CIO solicitation letter, calls (.50); TCs on Lock-up Agreement (.75); attendance at COW and Council meeting (1.25)	4.25
1.7.20	Draft of GFL agreement, TC FS (.75); TCs emails on Lock-up Agreement (.50); TC Gary King, TC Laura Hallahan (.25)	1.50
1.8.20	Attendance at Municipal Court a.m. docket (2.75); TCs, emails Hunt Club, GFL (.25)	3.00
1.9.20	TCs GT, TC SBC (.25)	0.25
1.10.20	TCs on vicious dog trial (.75); review of new warrant; TC Chalut (.25)	1.00
1.11.20	Work on Randazzo Brief (2.00)	2.00
1.13.20	Municipal Court, TCs Det Bur and victim on bond issues; TC and letters on dog case settlement; calls on bond violation (1.25); TCs Hunt Club, settled (.25); Randazzo Brief (1.50); TCs Lockup Agreement and revision (.25)	3.25



1.14.20	Prep and calls on Wednesday docket (.75); work on Randazzo brief (1.75); TC GT, review of McKenna contract, letter to M/C (.25); TCs with attorney and Court on SBC briefing schedule, letter and Court filing (.50)	3.25
1.15.20	Municipal Court a.m. docket, follow up calls (3.25); TCs Dir. K; Keith Wasak on BAC datamaster (.25)	3.50
1.16.20	Miscellaneous TCs, emails on Hunt Club, Randazzo, BAC datamaster (.25); new warrant review (.25) SBC work (1.50); TCs on lockup, email (.25)	2.25
1.17.20	SBC (2.00)	2.00
1.18.20	SBC (1.50)	1.50
1.20.20	SBC (3.50); emails, review of Health Care Data Use Agreement from Manquen Vance (.50)	4.00
1.21.20	TC GT re: possible ordinance violations, TC DV victim (.25); SBC (2.25); TCs LH, JK, Dep Court Clerk (.25)	2.75
1.22.20	Review of Watza email, Peter Dame email, TC from Dame on PEG fees, TC BS (1.00); TC CB, review of Vance email (.25); work on SBC (1.25)	2.50
1.23.20	TCs BS, LH, GT; review of emails re: METRO Act, PEG; Cross renovations (.25)	0.25
1.24.20	SBC (2.00); review of Boundary Validation Program; TC BN, meeting with BS, LH (.75)	2.75
1.27.20	Review of Council agenda (.25); TC GT (.25); SBC (1.25); attendance at Council meeting (1.25)	3.00
1.28.20	Follow up on agenda items; METRO Act, TC GT, McKenna Contract (.75); Municipal Court, calls, emails, pending caes and Wednesday docket (.75)	1.50
1.29.20	Attendance at Municipal Court and follow up with witnesses (2.50); meeting with GT (.25); meeting with JK re: miscellaneous contract review; lockup; emails (.50)	3.25

CTB = 53.00 hours at \$155.00 per hour      \$8,215.00  
**TOTAL DUE:**      **\$8,215.00**

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

GT - Gene Tutag  
LH - Lisa Hathaway  
CB - Cathrene Behrens  
TT - Tax Tribunal

M/C - Mayor and Council  
Det. Bur. - Detective Bureau  
ED - Eric Dunlap  
FS - Frank Schulte

**Breakdown**

General	31.25 hours
Municipal Court	20.75 hours
Building/Planning Commission	0.00 hours
Tax Tribunal	1.00 hour

**101-210-801.000      \$4,843.75**  
**101-210-801.100      \$3,216.25**  
**101-210-801.300      \$155.00**

**01/29/2020**

