

# CANCELLED

**CITY OF GROSSE POINTE WOODS  
20025 Mack Plaza  
Regular City Council Meeting Agenda  
Monday, March 4, 2019  
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 02/25/19
  - B. Committee-of-the-Whole 02/25/19
  - C. Historical Commission 01/10/19
  - D. Tree Commission 12/05/18
7. CLAIMS/ACCOUNTS
  - A. City Engineers – Anderson, Eckstein & Westrick
    1. Invoice No. 0120503 01/15/19 - \$1,200.00;
    2. Invoice No. 0120714 01/30/19 - \$2,420.25;
    3. Invoice No. 0120715 01/30/19 - \$2,778.45.
  - B. Bond Improvements, Roofs and HVAC
    1. Cross Renovation Inc. Payment No. 8 02/21/19 - \$104,329.80.
  - C. City Attorneys
    1. Don R. Berschback 02/27/19 - \$1,700.00;
    2. Charles T. Berschback 02/27/19 - \$7,087.50.
8. NEW BUSINESS/PUBLIC COMMENT
9. 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.

# CANCELLED



COUNCIL  
02-25-19 - 23

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, FEBRUARY 25, 2019, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:25 p.m. by Mayor Novitke.

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

Also Present: City Administrator Smith  
City Attorney Chip Berschback  
Treasurer/Comptroller Behrens  
City Clerk Hathaway  
Director of Public Services Schulte  
City Engineer Lockwood  
Recreation Supervisor Gerhart

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

The following Commission members were in attendance:

Jim Profeta, Planning Commission  
Kelly Martin-Rahaim, Beautification Commission

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

Motion carried by the following vote:

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

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

# CANCELLED

COUNCIL  
02-25-19 – 24

1. City Council Minutes dated February 4, 2019.

Motion carried by the following vote:

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

Motion by Granger, seconded by Koester, regarding **Agreement-City of Grosse Pointe Farms**, that the City Council concur with the Committee-of-the-Whole at their meeting held February 11, 2019, and terminate the Agreement with the City of Grosse Pointe Farms for Provencal Road and that the City of Grosse Pointe Woods will provide necessary services.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **Budget Amendment/Road Projects: Beaufait (Mack to West City Limit) and Oxford (West City Limit to Jackson)**, that the City Council authorize the City Engineer to obtain bids for Beaufait (Mack to west City limits) and Oxford (west City limit to Jackson) to be included in the 2019 Road Construction Projects, to approve an amount not to exceed \$85,000.00 for design engineering, and to approve a budget amendment in the amount of \$85,000.00 from Prior Year Fund Balance Account No. 101-000-699.000 into Local Streets Engineering Construction Account No. 203-451-977.803.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Koester, regarding **contract: Beautification Awards Night**, that the City Council concur with the Beautification Commission at their meeting held January 9, 2019, and approve a \$1,000.00 deposit payment to reserve

# CANCELLED

COUNCIL  
02-25-19 – 25

Lochmoor Club for the 2019 Beautification Commission Awards Night Dinner to be held on November 13, 2019, funds to be taken from the FY 2018/19 Beautification Commission Fund Balance Account No. 205-000-390.310.

Motion carried by the following vote:

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

No: None

Absent: None

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

1. Committee-of-the-Whole minutes dated February 11, 2019.

Motion carried by the following vote:

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

No: None

Absent: None

Motion by McConaghy, seconded by Koester, regarding **2019 Awards Night Ceremony Budget**, that the City Council concur with the Beautification Commission at their meeting held January 9, 2019, and approve an amount not to exceed \$7,000.00 for total expenses to hold the 2019 Awards Night Ceremony to be held on November 13, 2019, funds to be taken from the FY 2018/19 Beautification Commission Fund Balance Account No. 205-000-390.310.

Motion carried by the following vote:

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

No: None

Absent: None

Motion by McMullen, seconded by Granger, regarding **Membership: Michigan Municipal League (MML)**, that the City Council approve payment in the amount of \$6,453.00 to the MML for annual membership, funds to be taken from Account No. 101-101-958.000, and to authorize the City Administrator to sign the invoice.

# CANCELLED

COUNCIL  
02-25-19 – 26

Motion carried by the following vote:

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

Motion by Shetler, seconded by Granger, regarding **Emergency Repairs: Torrey Road Pump Station**, that the City Council approve payment in the amount of \$10,595.00 to Kennedy Industries, Inc. for emergency repairs performed on Pumps #1 and #2 at the Torrey Road Pump Station, funds to be taken from the Pump Station Contractual Services Account No. 592-542-818.000.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Granger, regarding **Municipal Court Awning**, that the City Council approve the installation of an awning over the Municipal Court walkway by Belle Isle Awning in the amount of \$13,550.00 in the color green #2156, and not to include lettering, funds to be taken from Municipal Improvement Account No. 401-902-977.101.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Bryant, regarding **2019 (45<sup>th</sup>) Beautification Commission Flower Sale**, that the City Council approve the 2019 (45<sup>th</sup>) Flower Sale as requested in the letter dated February 8, 2019, and authorize an amount not to exceed \$24,700.00 for event expenses, funds to be taken from Account No. 205-870-820.200.

Motion carried by the following vote:

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

# CANCELLED

COUNCIL  
02-25-19 – 27

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

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

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

Motion by Koester, seconded by McConaghy, regarding **Pool Opening – Lake Front Park**, that the City Council approve Aquatic Source to provide pool opening services in the amount of \$5,525.00, funds to be taken from General Ledger Account No. 101-774-818.103 for pool maintenance contractual services, and authorize the City Administrator to sign the proposal.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Granger, regarding **Budget Amendment/Municipal Complex Exterior and Vestibule Restoration**, that the City Council approve the City Hall restoration work to be performed by Rely-On Construction in the amount of \$32,850.00; and to approve a budget amendment in the amount of \$35,850.00 from the Prior Year Fund

# CANCELLED

COUNCIL  
02-25-19 – 28

Balance Account No. 101-000-699.000 into Municipal Improvement Account No. 401-902-977.101.

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

Motion by Shetler, seconded by Bryant, regarding **Second Reading: An Ordinance to Amend Chapter 50, Zoning Article III District Regulations, by adding New Section 50-186, "Prohibited Uses – Marijuana Establishments", to Prohibit Marijuana Establishments under the Michigan Regulation and Taxation of Marihuana Act (MRTMA)**, that the City Council approve this proposed ordinance as presented making it effective 20 days after its enactment, and to authorize the City Clerk to publish by title of the final adoption in the Grosse Pointe News.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Koester, regarding **Second Reading: An Ordinance to Amend Chapter 28 Offenses, by Amending Sec. 28-316, Marijuana, to Update the Ordinance in Accordance with State Law, Adopting State Law Definitions, Prohibitions and Penalties**, that the City Council approve this proposed ordinance as presented and make it effective 20 days after its enactment.



# CANCELLED

COUNCIL  
02-25-19 – 29

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **First Reading: An Ordinance to Amend Chapter 28 Offenses, Sec. 28-398 Regulation of Consumer Fireworks Consistent with the Michigan Firework Safety Act as Amended by Public Acts 634 and 635 of 2018**, that the City Council concur with the amendment of this ordinance, set a date of March 18, 2019, for a second reading and final adoption, and publish same by title in the Grosse Pointe News.

The City Attorney stated that he will be prepared to provide additional information at the second reading as to whether the City currently has an ordinance to regulate firecrackers, cherry bombs, and M-40's.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **First Reading: An Ordinance to Amend Chapter 10 Businesses, Article VI Peddlers, Vendors, Solicitors, Division 2 Licenses, To Amend Various Sections of Division 2 to Allow Administrative Approval and Renewals, Clarify Certain Prohibited Conduct and to Limit the Number of Available Refuse Vendor Licenses**, that the City Council concur with the amendment of this ordinance, set a date of March 18, 2019, for a second reading and final adoption, and publish same by title in the Grosse Pointe News.

Motion carried by the following vote:

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



# CANCELLED

COUNCIL  
02-25-19 – 30

Motion by Granger, seconded by Bryant, regarding **2017 SAW Grant Sewer Cleaning and CCTV**, that the City Council approve the following invoice:

1. Doetsch Industrial Services Pay Estimate No. 9 02/13/19 - \$38,867.53; Acct. No. 592-537-975.005.

Motion carried by the following vote:

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

Motion by Koester, seconded by Shetler, regarding **Marina Pedestal Improvements**, that the City Council approve the following invoice:

1. J. Ranck Electric Inc. Pay Application No. 4 01/28/19 - \$31,021.00; Acct. No. 594-785-977.200.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Koester, regarding **City Engineer – Anderson, Eckstein & Westrick, Inc.**, that the City Council approve the following invoices for the City Engineer- Anderson, Eckstein & Westrick, Inc.:

1. Invoice No. 0120716 01/30/19 - \$112.00; Acct. No. 101-000-285.530;
2. Invoice No. 0120717 01/30/19 - \$5,685.00; Acct. No. 592-537-977.410;
3. Invoice No. 0120718 01/30/19 - \$278.10; Acct. No. 592-537-818.000;
4. Invoice No. 0120719 01/30/19 - \$206.75; Acct. No. 203-451-977.803;
5. Invoice No. 0120720 01/30/19 - \$225.00; Acct. No. 202-451-974.803;
6. Invoice No. 0120721 01/30/19 - \$185.80; Acct. No. 592-537-977.000.

# CANCELLED

COUNCIL  
02-25-19 – 31

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Koester, regarding **Wireless Communications Attorney**, that the City Council approve the following invoice:

1. Kitch Drutchas Wagner Valitutti & Sherbrook Invoice No. 441943 01/31/19 - \$150.00; Acct. No. 101-210-812.000.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Granger, regarding **Building Services**, that the City Council approve the following invoice:

1. McKenna Invoice No. 21849-8 02/06/19 - \$1,500.00; Acct. No. 101-180-818.000.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Granger, regarding **Assessing Services**, that the City Council approve the following invoices for WCA Assessing:

1. Invoice No. 020419 02/04/19 - \$5,786.16; Acct. No. 101-224-818.000;
2. Invoice No. 021819 02/18/19 - \$5,786.16; Acct. No. 101-224-818.000.

# CANCELLED

COUNCIL  
02-25-19 – 32

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Bryant, regarding **Legal Services**, that the City Council approve the following invoice for WCA Assessing:

1. Invoice No. 020819 02/08/19 - \$3,431.15; Acct. No. 101-210-810.301.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Koester, regarding **Labor Attorney**, that the City Council approve the following invoice for Keller Thoma:

1. Invoice No. 115759 02/01/19 - \$568.75; Acct. No. 101-210-810.000.

Motion carried by the following vote:

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

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

- The City Administrator provided an overview regarding Cell Block Construction by Cross Renovation, Inc., which caused damage to cell block walls during installation of the HVAC system. He stated Cross offered a settlement to forgive \$18,000 the City owes them for change orders, Cross would not owe \$11,000 for liquid damages, and Cross would paint the damaged cell walls versus replacing the walls.

Motion by McConaghy, seconded by Shetler, regarding Cross Renovation, Inc. – cell block damages, that City Council accept the settlement offer from Cross Renovation.

# CANCELLED

COUNCIL  
02-25-19 – 33

Motion carried by the following vote:

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

- Council discussed coyote and turkey sightings. Administration was asked to address it or ask Public Safety to take look.

The following individuals were heard under public comment:

- Mary Rogers – The Avenue in the Woods Association. This item is scheduled for the Committee-of-the-Whole on March 25, 2019.
- Jim Profeta – a business association was included in the 20/20 Plan.

Motion by Bryant, seconded by Granger, to adjourn tonight's meeting at 8:30 p.m.  
PASSED UNANIMOUSLY.

Respectfully submitted,

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Lisa Kay Hathaway  
City Clerk

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Robert E. Novitke  
Mayor

# CANCELLED

COMMITTEE-OF-THE-WHOLE  
02-25-19 - 8

CB

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, FEBRUARY 25, 2019, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke  
Council Members Bryant, Granger, Koester, McMullen, Shetler  
ABSENT: McConaghy (Arrived at 6:38 p.m.)  
  
ALSO PRESENT: City Administrator Smith  
Treasurer/Comptroller Behrens  
City Clerk Hathaway  
Director of Public Services Schulte  
City Engineer Lockwood

Mayor Novitke called the meeting to order at 6:37 p.m.

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

Motion carried by the following vote:

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

Motion by Granger, 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, Granger, Koester, McConaghy, McMullen, Novitke, Shetler  
No: None  
Absent: None

The Committee commenced discussing **Road Projects: Beaufait (Mack to West City Limits) and Oxford (West City Limit to Jackson)**. The City Engineer stated that proposed in the next construction season was Beaufait reconstruction and Oxford resurfacing. These projects were included with the road bond immediate streets list and are the only two immediate sections not being addressed. Some of the work will be associated with sewer work. The Treasurer/Comptroller distributed a Fund Balance Analysis that was updated on February 21, 2019. She stated the fund balance will remain healthy after funding these two projects.

Under New Business:

- The City Administrator discussed the cell block project stating Cross Renovation is performing heating and cooling improvements. The City has accrued \$18,100 in change orders above the budgeted amount approved for the project. There are

# CANCELLED

COMMITTEE-OF-THE-WHOLE

02-25-19 - 9

\$11,000 in liquidated damages claimed that Cross has accrued for not meeting their completion date. He stated Cross caused \$37,000 in damages to the porcelain walls, owing the City about \$48,000. Cross offered a settlement, they are willing to forgive the City's \$18,000 in change orders if the City is willing to eliminate \$48,000 in claimed damages and to paint the cell walls tomorrow that they damaged. The City Administrator and Director of Public Safety did not recommend rebuilding the walls due to the delay time it would add to completing the project. The City Engineer and City Administrator recommended accepting their offer of settlement. There was a consensus of the Committee accept the settlement and paint the walls.

Public Comment:

- Margaret Potter regarding painting cell walls;
- Dennis Janowski, of the Knights of Columbus regarding their Tootsie Roll Drive, requested their organization be allowed to submit an application without the necessary liability insurance, in order to save a date for soliciting. He stated the insurance would be provided prior to soliciting rather than with the application. The City Clerk stated that the procedure includes all necessary documentation be received at the time of applying including the application form, IRS 501(c)(3) letter, and liability insurance before a date would be secured, and that the policy is consistently applied to all organizations. She stated there was a discrepancy last year and that all organizations have observed the procedure in order to be secured a date.

The Chair asked the City Attorney about the ordinance allowing for a temporary approval. (The City Attorney is now in attendance at 7:10 p.m.) The City Attorney was asked to review the ordinance and whether an amendment would be needed to grant Mr. Janowski's request. Following his review, the City Attorney stated the ordinance is silent on accepting the application or time of issuance but must receive the permit 72 hours prior to an activity. The Chair asked whether the Council would be able to ask the Clerk to accept the Knights of Columbus application without insurance provided that such insurance was provided within 72 hours, and the City Attorney said yes. There was a consensus of the Committee to approve the request of the Knights of Columbus. The Committee directed the City Clerk to accept the application without the insurance being provided at the time of the application.

Motion by Bryant, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 7:14 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

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Lisa Kay Hathaway  
City Clerk

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Robert E. Novitke  
Mayor



# CANCELLED

RECEIVED

JAN 17 2019



City of Grosse Pointe Woods Historical Commission Minutes  
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236  
Conference Room at City Hall  
January 10, 2019

CITY OF GROSSE POINTE WOODS

approved by  
commission  
2-14-19 (AK)

## 1. Call to Order

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:35 p.m. by Chairperson Millies.

## 2. Roll Call

**Present:** George Bailey, Mary Kaye Ferry, Del Harkenrider, Shirley Hartert, Suzanne Kent, Lynn Millies, Jim Motschall, Sean Murphy, Frank Romano, Becky Veitengruber, Giles Wilborn

**Also Present:** Council Representative George McMullen Jr.

## 3. Approval of Agenda

**Motion** by Hartert, seconded by Bailey, to approve the agenda as presented. Ayes: all. Motion carried.

## 4. Approval of Minutes

**Motion** by Motschall, seconded by Harkenrider, to approve the December 13th, 2018 minutes as amended, by adding member Frank Romano as present, under *Attendance* and amending *New Business*, *Election of Officers* to read: 2019-2020. Ayes: all. Motion carried.

## 5. Items

### A. *Report of Treasurer:*

Bailey reported the balance of the commission: \$1,732.00 and the balance of the Cook Schoolhouse: \$5,124.11.

### B. *Cook School:*

**Winterfest:** Winterfest will be Saturday January 26<sup>th</sup>, with the Cook Schoolhouse open from 11:00 a.m. – 3:00 p.m. (Ferry, Motschall, Romano, Veitengruber will host 11-1). (Bailey, Hartert, Millies, Veitengruber will host 1-3.) Ferry reported that the interior of the schoolhouse looked okay when she checked on it.

### C. *Commission Files:*

Wilborn reported that he has been looking into organizing the files. Kent shared a handout about local history collections. Commission will look into regulations.

## 6. Old Business

### A. *Commission Policies:*

Bailey created and shared a draft for the commission about member guidelines. Members will Read and discuss at the February meeting.

**B. *Desk and Chair Donation Update:*** Bailey provided copies of "Donation of Personal Property" to be filed.

## 7. New Business

### A. *Election of Officers:*

**Motion** by Bailey, seconded by Motschall, to nominate Millies for Chair. Ayes: all. Motion carried.

**Motion** by Veitengruber, seconded by Bailey, to nominate Murphy for Vice Chair. Ayes: all.



# CANCELLED

Motion carried.

**Motion** by Motschall, seconded by Ferry, to nominate Veitengruber for Secretary. Ayes: all. Motion carried.

**Motion** by Romano, seconded by Murphy, to nominate Bailey for Treasurer. Ayes: all. Motion carried.

**B. Proposed Budget:**

Bailey shared a draft of the proposed budget with the commission.

**C. Annual Report:**

Kent will compile the report with highlighted items from last year.

**8. Public and Commissioner Comments**

Councilmember McMullen Jr. shared information of city events and updates.

**9. Adjournment**

The meeting adjourned at 9:05 p.m. by Chairperson Millies.

Respectfully submitted:

Becky Veitengruber, Secretary

*The next meeting of the Grosse Pointe Woods Historical Commission will take place on  
February 14th, 2019 at 7:30 p.m. in the Conference Room at City Hall, 20025 Mack Plaza  
Drive, Grosse Pointe Woods, MI 48236*

# CANCELLED



Minutes of the Grosse Pointe Woods Tree Commission Meeting December 05 , 2018.

The meeting was called to order by Chairman Chan at 7:35 PM.

The following members were present:

Laura Gaskin

Robert Greening

Mary Ellen Meyering

Randy Rennpage

The following members were excused:

Joe Backer

Tim Butler

Peter Groschner

George Hathaway

Jeff Profetta was absent.

Maria Galbo was present as a guest

Rick Shetler our council representative was present.

The Tree Commission did not have a quorum for the 5 Dec 2018 meeting, therefore no action was taken.

The meeting was adjourned at 8 PM.

Submitted by : Laura Gaskin Office Held: Secretary Cell: 313 808 0948

**RECEIVED**

**JAN 29 2019**

**CITY OF GROSSE POINTE WOODS**

*approved by  
commission  
2-6-19*

# CANCELLED

RECEIVED

FEB 25 2019

7A



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

INVOICE

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

January 15, 2019  
Project No: 0160-0395-0  
Invoice No: 0120503

Project 0160-0395-0 CAPITAL IMPROVEMENTS, ROOFS  
FOR: CITY HALL FIELD MEASUREMENTS; PLAN AND SPEC BOOK PREPARATION

Professional Services from December 10, 2018 to January 6, 2019

Phase 02 CONTRACT ADMINISTRATION

## Fee

Total Fee	12,000.00		
Percent Complete	80.00	Total Earned	9,600.00
		Previous Fee Billing	8,400.00
		Current Fee Billing	1,200.00
		<b>Total Fee</b>	<b>1,200.00</b>
		<b>Total this Phase</b>	<b>\$1,200.00</b>
		<b>Total this Invoice</b>	<b>\$1,200.00</b>

## Outstanding Invoices

Number	Date	Balance
0116798	2/13/2018	14,400.00
0119875	11/27/2018	1,200.00
0120218	12/17/2018	1,200.00
<b>Total</b>		<b>16,800.00</b>

BILLING BACKUP REPORT

PO 18-44485

420-451-974.201

2/1/2019

CDL

2/1/19

# CANCELLED

## Project Detail - JTB

Monday, January 14, 2019

2:29:25 PM

Anderson, Eckstein & Westrick, Inc.

Transactions for 6/1/2010 through 1/6/2019

Total  
Hours

Project Number: 0160-0395-0 CAPITAL IMPROVEMENTS, ROOFS

Phase Number: 01 CONTRACT DOCUMENTS

Total for

Labor and Overhead

24 SECRETARIAL

000 UNASSIGNED

X 391 BICKHAM, BRENDA 10/26/2017 1.00  
2 Agreements

X 391 BICKHAM, BRENDA 6/19/2018 1.00  
Documents

Total for 391 2.00

Total for UNASSIGNED 2.00

Total for SECRETARIAL 2.00

35 CONST.DESIGN

000 UNASSIGNED

X 293 LOCKWOOD, SCOTT 5/29/2018 .50  
Discuss bid award

X 293 LOCKWOOD, SCOTT 6/5/2018 1.00  
Discuss award with JA, FS and Bond Counsel

X 293 LOCKWOOD, SCOTT 6/6/2018 1.00  
Review contingent award with City

X 293 LOCKWOOD, SCOTT 6/18/2018 1.00  
COW and Council to discuss award

Total for 293 3.50

Total for UNASSIGNED 3.50

Total for CONST.DESIGN 3.50

41 MEETINGS

000 UNASSIGNED

X 293 LOCKWOOD, SCOTT 9/18/2017 2.00  
COW meeting

X 293 LOCKWOOD, SCOTT 11/6/2017 1.00

X 293 LOCKWOOD, SCOTT 11/29/2017 1.50

X 293 LOCKWOOD, SCOTT 12/6/2017 1.00

X 293 LOCKWOOD, SCOTT 12/18/2017 1.00

Discuss HVAC study cost with JA and City

X 293 LOCKWOOD, SCOTT 12/21/2017 .50

X 293 LOCKWOOD, SCOTT 1/2/2018 .50

Review and discussion of HVAC proposal with JRA

X 293 LOCKWOOD, SCOTT 1/3/2018 1.00

Review of HVAC Proposal and discussion with City

X 293 LOCKWOOD, SCOTT 1/10/2018 .50

Review project timing

X 293 LOCKWOOD, SCOTT 1/22/2018 2.00

Discussion with City regarding scheduling and HVAC Study

X 293 LOCKWOOD, SCOTT 1/23/2018 1.00

Review DiClemente Siegal proposal and schedule

X 293 LOCKWOOD, SCOTT 1/25/2018 1.50

Review of scheduling and project progress

X 293 LOCKWOOD, SCOTT 1/26/2018 .50

Review revised bid and construction scheduling

X 293 LOCKWOOD, SCOTT 2/7/2018 1.50

Plan review and scheduling

X 293 LOCKWOOD, SCOTT 2/8/2018 1.00

Review plan and discussion about proposed treatment

**CANCELLED**

			Hours
X	293 LOCKWOOD, SCOTT	2/9/2018	1.00
	project progress and review of timeline with JRA		
X	293 LOCKWOOD, SCOTT	2/13/2018	2.00
	Review timing, plans and mechanical with JA		
X	293 LOCKWOOD, SCOTT	2/14/2018	1.50
X	293 LOCKWOOD, SCOTT	2/21/2018	1.00
	Review project timing		
X	293 LOCKWOOD, SCOTT	2/26/2018	1.50
	HVAC study		
X	293 LOCKWOOD, SCOTT	2/28/2018	1.00
	Review with City and DiClemente Segal		
X	293 LOCKWOOD, SCOTT	3/2/2018	1.00
	Review total project revisions/cost with JA		
X	293 LOCKWOOD, SCOTT	3/12/2018	1.50
	Review memo regarding current project costs and scope		
X	293 LOCKWOOD, SCOTT	3/15/2018	1.50
	Cost estimates		
X	293 LOCKWOOD, SCOTT	3/16/2018	2.00
	Project cost breakdown		
X	293 LOCKWOOD, SCOTT	3/19/2018	1.00
	Discussion regarding alternates for HVAC		
X	293 LOCKWOOD, SCOTT	3/23/2018	1.50
	review with JRA		
	Total for 293		33.00
	Total for UNASSIGNED		33.00
	Total for MEETINGS		33.00
	51 PROG/FEAS		
	000 UNASSIGNED		
X	402 ARLOW, JASON	8/7/2017	.50
	Set up project		
	Total for 402		.50
	Total for UNASSIGNED		.50
	Total for PROG/FEAS		.50
	52 DESIGN DEV		
	000 UNASSIGNED		
X	402 ARLOW, JASON	11/29/2017	3.50
	Meeting, review boiler, chiller, minutes		
X	402 ARLOW, JASON	11/30/2017	1.00
	Mark up plans		
X	402 ARLOW, JASON	12/4/2017	3.00
	Review roof reports, details		
X	402 ARLOW, JASON	12/14/2017	.50
	New work scope		
X	402 ARLOW, JASON	12/15/2017	.50
	New work scope		
	Total for 402		8.50
X	681 BERGE, MATTHEW	10/30/2017	1.00
	Research existing		
X	681 BERGE, MATTHEW	11/6/2017	1.00
	Roof plans for GPW improvements		
X	681 BERGE, MATTHEW	11/8/2017	1.00
	Compile existing plans for City Hall and Bath House for MEP consultant.		
X	681 BERGE, MATTHEW	11/9/2017	4.00
	Compile existing plans for Activities Building for MEP consultant.		
X	681 BERGE, MATTHEW	11/10/2017	1.00
	Compile existing plans		
	Total for 681		8.00
	Total for UNASSIGNED		16.50

**CANCELLED**

	Total Hours
Total for DESIGN DEV	16.50
53 CONST DOCUM	
000 UNASSIGNED	
X 402 ARLOW, JASON 10/25/2017	1.50
Consultant agreements	
X 402 ARLOW, JASON 10/26/2017	.50
Consultant agreements	
X 402 ARLOW, JASON 11/2/2017	.50
consultant agreements	
X 402 ARLOW, JASON 12/28/2017	1.00
Plan review, mark up	
X 402 ARLOW, JASON 1/2/2018	.50
Details	
X 402 ARLOW, JASON 1/4/2018	.50
Details	
X 402 ARLOW, JASON 1/11/2018	1.00
Ad for activities bldg	
X 402 ARLOW, JASON 1/12/2018	.50
Ad, bond req'mt for activities bldg	
X 402 ARLOW, JASON 1/22/2018	2.50
GPW cow	
X 402 ARLOW, JASON 1/23/2018	.50
Schedule	
X 402 ARLOW, JASON 1/25/2018	1.00
Review	
X 402 ARLOW, JASON 2/5/2018	.50
Plan review	
X 402 ARLOW, JASON 2/6/2018	1.00
Review ad	
X 402 ARLOW, JASON 2/7/2018	.50
Review plans	
X 402 ARLOW, JASON 2/8/2018	.50
review with gene	
X 402 ARLOW, JASON 2/12/2018	.50
Review plans	
X 402 ARLOW, JASON 2/14/2018	.50
Review plans	
X 402 ARLOW, JASON 2/15/2018	2.50
Review plans	
X 402 ARLOW, JASON 3/2/2018	1.00
review, fee, eng	
X 402 ARLOW, JASON 3/8/2018	1.00
Meeting with Schena Roofing	
X 402 ARLOW, JASON 3/12/2018	.50
Upate project costs	
X 402 ARLOW, JASON 3/22/2018	2.00
Meeting at city	
X 402 ARLOW, JASON 3/28/2018	1.00
plan mark up	
X 402 ARLOW, JASON 3/29/2018	3.00
review	
X 402 ARLOW, JASON 6/4/2018	1.00
Council meeting	
X 402 ARLOW, JASON 6/6/2018	.50
Invoices	
Total for 402	26.00
M 452 PASAMBA, ARMANDO 11/15/2017	1.00
BATH HOUSE	

**CANCELLED**

		Total Hours
M	452 PASAMBA, ARMANDO 11/16/2017 BATH HOUSE	4.00
M	452 PASAMBA, ARMANDO 11/17/2017 HATCH HOUSE / ACTIVITY BLDG	4.00
X	452 PASAMBA, ARMANDO 11/7/2017	1.00
X	452 PASAMBA, ARMANDO 11/8/2017	5.00
X	452 PASAMBA, ARMANDO 11/10/2017	3.00
X	452 PASAMBA, ARMANDO 12/1/2017 City hall Field Measurement	4.00
X	452 PASAMBA, ARMANDO 2/6/2018 CONSTRUCTION DOCUMENT	4.50
Total for 452		<b>26.50</b>
M	596 CHIRCO, BRANDY 11/20/2017 roof and floor plans	2.50
M	596 CHIRCO, BRANDY 11/21/2017 roof and floor plans	.50
M	596 CHIRCO, BRANDY 11/27/2017 roof plans	4.00
M	596 CHIRCO, BRANDY 11/28/2017 roof plans	.30
M	596 CHIRCO, BRANDY 11/29/2017 city hall floor plan	6.20
M	596 CHIRCO, BRANDY 11/30/2017 city hall floor plan	4.10
M	596 CHIRCO, BRANDY 12/1/2017 field measurements of City Hall	4.00
M	596 CHIRCO, BRANDY 12/1/2017 updating city hall floor plan	.50
M	596 CHIRCO, BRANDY 12/4/2017 updating city hall floor plan	5.40
M	596 CHIRCO, BRANDY 12/5/2017 updating city hall floor plan	4.00
M	596 CHIRCO, BRANDY 12/6/2017 updating city hall floor plan	.20
X	596 CHIRCO, BRANDY 12/11/2017 roof plans	5.30
X	596 CHIRCO, BRANDY 12/15/2017 roof details	5.60
X	596 CHIRCO, BRANDY 12/18/2017 roof plans	5.00
X	596 CHIRCO, BRANDY 12/19/2017 roof plans	1.70
X	596 CHIRCO, BRANDY 12/22/2017 roof details	1.50
X	596 CHIRCO, BRANDY 1/2/2018 updates to plans	.50
X	596 CHIRCO, BRANDY 1/3/2018 updates to plans	1.00
X	596 CHIRCO, BRANDY 1/16/2018 roof plans	5.50
X	596 CHIRCO, BRANDY 1/17/2018 roof plans and details	7.50
X	596 CHIRCO, BRANDY 1/18/2018 details	.60
X	596 CHIRCO, BRANDY 1/19/2018 roof sections	1.80
X	596 CHIRCO, BRANDY 1/22/2018 sections and details	6.90



**CANCELLED**

			Total hours
X	596 CHIRCO, BRANDY	1/23/2018	4.70
	sections and details		
X	596 CHIRCO, BRANDY	1/24/2018	.20
	sections and details		
X	596 CHIRCO, BRANDY	1/25/2018	4.00
	sections and details		
X	596 CHIRCO, BRANDY	1/26/2018	6.20
	sections and details		
X	596 CHIRCO, BRANDY	1/29/2018	8.00
	sections and details		
X	596 CHIRCO, BRANDY	1/30/2018	7.50
	sections and details		
X	596 CHIRCO, BRANDY	1/31/2018	8.00
	sections and details		
X	596 CHIRCO, BRANDY	2/1/2018	7.00
	sections and details		
X	596 CHIRCO, BRANDY	2/2/2018	6.90
	sections and details		
X	596 CHIRCO, BRANDY	2/6/2018	1.00
	roof sections and details		
X	596 CHIRCO, BRANDY	2/7/2018	5.80
	roof sections and details		
X	596 CHIRCO, BRANDY	2/15/2018	3.70
	roof plans		
X	596 CHIRCO, BRANDY	2/16/2018	5.80
	bis issue plans		
X	596 CHIRCO, BRANDY	2/22/2018	5.20
	roof details		
X	596 CHIRCO, BRANDY	2/23/2018	5.70
	roof details		
X	596 CHIRCO, BRANDY	2/26/2018	3.60
	mark ups		
X	596 CHIRCO, BRANDY	3/5/2018	.20
	dormer louvers		
X	596 CHIRCO, BRANDY	3/8/2018	1.40
	estimate and roofing types		
X	596 CHIRCO, BRANDY	3/9/2018	.50
	estimate		
X	596 CHIRCO, BRANDY	3/12/2018	.80
	estimate		
X	596 CHIRCO, BRANDY	3/13/2018	.70
	shingle research		
X	596 CHIRCO, BRANDY	3/14/2018	.50
	shingle suppliers		
X	596 CHIRCO, BRANDY	3/20/2018	.80
	sections		
X	596 CHIRCO, BRANDY	3/21/2018	3.30
	roofing model		
X	596 CHIRCO, BRANDY	3/22/2018	1.00
	roofing model		
X	596 CHIRCO, BRANDY	3/23/2018	.70
	roofing model		
X	596 CHIRCO, BRANDY	3/28/2018	2.00
	roof alternates		
X	596 CHIRCO, BRANDY	3/29/2018	8.00
	specifications, sections, details		
Total for 596			177.80

**CANCELLED**

			Total Hours
X	681 BERGE, MATTHEW	1/18/2018	4.00
	Specifications		
X	681 BERGE, MATTHEW	1/24/2018	2.00
	Roof venting calculations		
X	681 BERGE, MATTHEW	1/25/2018	7.50
	Roof venting calcs for police garage, venting details for city hall.		
X	681 BERGE, MATTHEW	1/26/2018	5.50
	Project specifications		
X	681 BERGE, MATTHEW	1/29/2018	2.00
	Project specifications		
X	681 BERGE, MATTHEW	1/30/2018	2.00
	Research roof venting		
X	681 BERGE, MATTHEW	1/31/2018	1.00
	Review product information and calculations from roof vent mfr.		
X	681 BERGE, MATTHEW	2/1/2018	3.00
	Specs for roofing project		
X	681 BERGE, MATTHEW	2/2/2018	1.00
	Product specs		
X	681 BERGE, MATTHEW	2/5/2018	4.00
	Print and reveiw documents		
X	681 BERGE, MATTHEW	2/6/2018	4.00
	Revise details		
X	681 BERGE, MATTHEW	2/7/2018	4.00
	Roof details		
X	681 BERGE, MATTHEW	3/29/2018	2.00
	Review specifications		
X	681 BERGE, MATTHEW	3/30/2018	1.00
	Specs		
	Total for 681		43.00
	Total for UNASSIGNED		273.30
	Total for CONST DOCUM		273.30
	55 CONST ADMIN		
	000 UNASSIGNED		
M	596 CHIRCO, BRANDY	11/17/2017	1.00
	spec book		
M	596 CHIRCO, BRANDY	11/22/2017	.50
	spec book		
	Total for 596		1.50
	Total for UNASSIGNED		1.50
	Total for CONST ADMIN		1.50
	56 ME/ELEC DESG		
	000 UNASSIGNED		
X	552 EDWARDS, WILLIAM	2/8/2018	2.70
* X	552 EDWARDS, WILLIAM	2/21/2018	.60
X	552 EDWARDS, WILLIAM	2/22/2018	.50
	Total for 552		3.80
	Total for UNASSIGNED		3.80
	Total for ME/ELEC DESG		3.80
	58 STRUCTURAL		
	000 UNASSIGNED		
X	544 ZAUER, KEVIN	3/22/2018	1.00
	Mechanical unit loading/locations		
X	544 ZAUER, KEVIN	3/29/2018	6.00
	Roof framing analysis, review of existing plans		
	Total for 544		7.00
	Total for UNASSIGNED		7.00
	Total for STRUCTURAL		7.00
	Total for Labor and Overhead		341.10

**CANCELLED**Total  
Hours**Expenses****Reimbursable Expenses****520.00 REIMB. MISC. EXPENSE**X AP 0089296 11/20/2018 / DICLEMENTE  
SIEGEL DESIGN INC.**Total for 520.00****521.00 NON-REIMB. MISC. EXP.**F AP 0087068 12/18/2017 / ROOFING  
TECHNOLOGY ASSOCIATES  
F AP 0087541 2/28/2018 / DI CLEMENTE  
SIEGEL DESIGN INC.F AP 0089537 1/2/2019 / DICLEMENTE  
SIEGEL DESIGN INC.**Total for 521.00****Total for Reimbursable Expenses****Total for Expenses**

Total for 01 341.10

Phase Number: 02 CONTRACT ADMINISTRATION

**Total for****Labor and Overhead****23 RESEARCH/REVIEW****000 UNASSIGNED**

\* X 293 LOCKWOOD, SCOTT 3/2/2017 1.00

Photos of existing roofs

\* X 293 LOCKWOOD, SCOTT 3/27/2017 1.00

Review bid docs

**Total for 293 2.00****Total for UNASSIGNED 2.00****Total for RESEARCH/REVIEW 2.00****24 SECRETARIAL****000 UNASSIGNED**

\* X 391 BICKHAM, BRENDA 2/28/2017 .50

2 AIAs

\* X 391 BICKHAM, BRENDA 3/1/2017 .50

Spec

\* X 391 BICKHAM, BRENDA 7/11/2018 .50

Meeting Minutes

\* X 391 BICKHAM, BRENDA 12/17/2018 .50

AIA Document

**Total for 391 2.00**

\* X 520 DUBAY, GAIL 3/20/2017 .30

Placed Ads with Planhouses - JRA

**Total for 520 .30****Total for UNASSIGNED 2.30****Total for SECRETARIAL 2.30****25 PRINTS****000 UNASSIGNED**

X 360 LEIDEKER, RONDA 7/24/2018 .30

Books

X 360 LEIDEKER, RONDA 7/25/2018 .20

Prints

X 360 LEIDEKER, RONDA 7/30/2018 .40

Prints

**Total for 360 .90****Total for UNASSIGNED .90****Total for PRINTS .90**

**CANCELLED**Total  
Hours**37 SPECIFICATIONS****000 UNASSIGNED**

\* X 452 PASAMBA, ARMANDO 3/1/2017 2.00  
spec's and cad work

\* X 452 PASAMBA, ARMANDO 3/2/2017 .50

\* X 452 PASAMBA, ARMANDO 3/22/2017 1.50

\* X 452 PASAMBA, ARMANDO 3/24/2017 1.00

Total for 452 5.00

Total for UNASSIGNED 5.00

Total for SPECIFICATIONS 5.00

**38 CONTRACT ADMIN****000 UNASSIGNED**

\* X 293 LOCKWOOD, SCOTT 6/28/2018 2.00  
Conference call to discuss billing

\* X 293 LOCKWOOD, SCOTT 7/25/2018 .50  
precon meeting

\* X 293 LOCKWOOD, SCOTT 8/22/2018 1.00  
Pay process review

\* X 293 LOCKWOOD, SCOTT 9/26/2018 1.00

\* X 293 LOCKWOOD, SCOTT 9/28/2018 1.00  
Lightning rod research and resolve

Total for 293 5.50

Total for UNASSIGNED 5.50

Total for CONTRACT ADMIN 5.50

**41 MEETINGS****000 UNASSIGNED**

X 570 SOMMERS, MICHAEL 9/12/2018 1.00  
Progress Meeting

Total for 570 1.00

Total for UNASSIGNED 1.00

Total for MEETINGS 1.00

**53 CONST DOCUM****000 UNASSIGNED**

\* X 402 ARLOW, JASON 1/19/2017 .50  
Set up job

\* X 402 ARLOW, JASON 1/20/2017 .50  
spec

\* X 402 ARLOW, JASON 2/28/2017 3.00  
Front end specs

\* X 402 ARLOW, JASON 3/1/2017 2.00  
Specs

\* X 402 ARLOW, JASON 3/11/2017 .50  
Photos, plans

\* X 402 ARLOW, JASON 3/14/2017 2.50  
Roof plan and spec, smoke damage to maintenance bldg

\* X 402 ARLOW, JASON 3/17/2017 1.50  
Ad, roof plan

\* X 402 ARLOW, JASON 3/20/2017 1.00  
Ad

\* X 402 ARLOW, JASON 3/21/2017 1.00  
Specs

\* X 402 ARLOW, JASON 3/22/2017 2.00  
Site visit, specs

\* X 402 ARLOW, JASON 3/24/2017 .50  
Specs

\* X 402 ARLOW, JASON 3/27/2017 1.00  
Specs, bid issue

Total for 402 16.00

**CANCELLED**

	Total Hours
Total for UNASSIGNED	16.00
Total for CONST DOCUM	16.00
54 BIDDING	
000 UNASSIGNED	
* X 402 ARLOW, JASON 4/11/2017	1.50
Pre bid, call bidders	
* X 402 ARLOW, JASON 4/18/2017	1.50
Bid opening	
Total for 402	3.00
Total for UNASSIGNED	3.00
Total for BIDDING	3.00
55 CONST ADMIN	
000 UNASSIGNED	
X 402 ARLOW, JASON 6/18/2018	2.50
COW and Council meetings	
X 402 ARLOW, JASON 6/19/2018	.50
Award letter	
X 402 ARLOW, JASON 6/20/2018	1.00
Award letter, review contract	
X 402 ARLOW, JASON 7/6/2018	.50
review shops	
X 402 ARLOW, JASON 7/11/2018	3.50
Coordination meeting, minutes, shops	
X 402 ARLOW, JASON 7/24/2018	1.00
shops	
X 402 ARLOW, JASON 7/25/2018	2.50
Pre con	
X 402 ARLOW, JASON 7/26/2018	1.00
Minutes	
X 402 ARLOW, JASON 7/30/2018	1.00
Poillice garage pre con	
X 402 ARLOW, JASON 7/31/2018	.50
Shop dwg	
X 402 ARLOW, JASON 8/1/2018	1.00
shops	
X 402 ARLOW, JASON 8/3/2018	.50
color selection	
X 402 ARLOW, JASON 8/8/2018	.50
shops, schedule	
X 402 ARLOW, JASON 8/13/2018	1.00
Pay ap 1	
X 402 ARLOW, JASON 8/14/2018	.50
Submittals, RFI	
X 402 ARLOW, JASON 8/15/2018	.50
Submittal	
X 402 ARLOW, JASON 8/21/2018	.50
Pay ap	
X 402 ARLOW, JASON 8/22/2018	.50
Pay ap	
X 402 ARLOW, JASON 8/27/2018	2.00
Progress meeting	
X 402 ARLOW, JASON 8/29/2018	1.50
Pay ap 2, meeting mins	
X 402 ARLOW, JASON 9/5/2018	.50
Debris follow up, schedule follow up	
X 402 ARLOW, JASON 9/6/2018	1.00
Site visit and follow up	

**CANCELLED**

			Total Hours
X	402 ARLOW, JASON	9/12/2018	2.00
	Progress meeting		
X	402 ARLOW, JASON	9/13/2018	1.00
	RFI's		
X	402 ARLOW, JASON	9/17/2018	1.50
	DPW punch list		
X	402 ARLOW, JASON	9/18/2018	.50
	RFI		
X	402 ARLOW, JASON	9/19/2018	.50
	Site meeting		
X	402 ARLOW, JASON	9/20/2018	.50
	RFI		
X	402 ARLOW, JASON	9/21/2018	.50
	RFI		
X	402 ARLOW, JASON	9/24/2018	1.00
	Pay app3		
X	402 ARLOW, JASON	9/26/2018	1.00
	progress meeting		
X	402 ARLOW, JASON	9/28/2018	1.00
	minutes		
X	402 ARLOW, JASON	10/9/2018	1.00
	RFI		
X	402 ARLOW, JASON	10/24/2018	2.50
	Progress meeting		
X	402 ARLOW, JASON	10/26/2018	1.00
	Pay app, minutes		
X	402 ARLOW, JASON	10/30/2018	1.00
	Update memo to bruce, vent color		
X	402 ARLOW, JASON	11/7/2018	1.00
	progress meeting		
X	402 ARLOW, JASON	11/10/2018	.50
	minutes		
X	402 ARLOW, JASON	11/12/2018	1.50
	Job meeting		
X	402 ARLOW, JASON	11/14/2018	.50
	Job meeting		
X	402 ARLOW, JASON	11/20/2018	1.00
	pay application		
X	402 ARLOW, JASON	11/28/2018	1.50
	progress meeting		
X	402 ARLOW, JASON	11/29/2018	1.00
	Summary and minutes		
X	402 ARLOW, JASON	12/5/2018	.50
	Progress memo to Frank		
X	402 ARLOW, JASON	12/6/2018	.50
	ERV		
X	402 ARLOW, JASON	12/10/2018	.50
	ERV relocation		
X	402 ARLOW, JASON	12/12/2018	.50
	ERV relocation		
X	402 ARLOW, JASON	12/13/2018	.50
	ERV Sketch		
X	402 ARLOW, JASON	12/19/2018	1.50
	Meeting, minutes		
X	402 ARLOW, JASON	12/21/2018	.50
	meeting		
X	402 ARLOW, JASON	1/2/2019	.50
	Pay app 6		

**CANCELLED**

			Total Hours
X	402 ARLOW, JASON	1/3/2019	.50
	Pay app 6		
X	402 ARLOW, JASON	1/4/2019	1.00
	Site meeting		
Total for 402			<b>52.50</b>
X	544 ZAUER, KEVIN	9/13/2018	.50
	Roof modifications for unit placement		
Total for 544			<b>.50</b>
X	596 CHIRCO, BRANDY	6/19/2018	2.90
	contract book, award letter		
X	596 CHIRCO, BRANDY	6/20/2018	.20
	contract book		
X	596 CHIRCO, BRANDY	7/2/2018	2.30
	submittals, contract book		
X	596 CHIRCO, BRANDY	7/6/2018	.80
	submittals		
X	596 CHIRCO, BRANDY	7/24/2018	.70
	contract book, submittals		
X	596 CHIRCO, BRANDY	7/25/2018	.40
	submittals		
X	596 CHIRCO, BRANDY	7/27/2018	.30
	submittal		
X	596 CHIRCO, BRANDY	7/30/2018	.90
	construction issue plans		
X	596 CHIRCO, BRANDY	7/31/2018	.40
	submittals		
X	596 CHIRCO, BRANDY	8/2/2018	.90
	submittals		
X	596 CHIRCO, BRANDY	8/3/2018	1.00
	submittals		
X	596 CHIRCO, BRANDY	8/8/2018	.30
	submittals		
X	596 CHIRCO, BRANDY	8/14/2018	.70
	submittals		
X	596 CHIRCO, BRANDY	8/16/2018	.40
	submittals		
X	596 CHIRCO, BRANDY	8/17/2018	.40
	submittals		
X	596 CHIRCO, BRANDY	8/22/2018	.40
	submittals		
X	596 CHIRCO, BRANDY	8/30/2018	.40
	submittals		
X	596 CHIRCO, BRANDY	1/4/2019	.50
	meeting mins		
Total for 596			<b>13.90</b>
X	681 BERGE, MATTHEW	10/11/2018	.50
	Forward plans to subcontractor		
X	681 BERGE, MATTHEW	10/30/2018	.50
	Review vent types for roof project.		
Total for 681			<b>1.00</b>
Total for UNASSIGNED			<b>67.90</b>
Total for CONST ADMIN			<b>67.90</b>
56 ME/ELEC DESG			
000 UNASSIGNED			
*X	552 EDWARDS, WILLIAM	10/2/2018	.30
	Lighting Rods		
*X	552 EDWARDS, WILLIAM	10/25/2018	.20
Total for 552			<b>.50</b>



**CANCELLED**

Total for UNASSIGNED	.50
Total for ME/ELEC DESG	.50
58 STRUCTURAL	
000 UNASSIGNED	
X 544 ZAUDEL, KEVIN 12/13/2018	1.00
ERV support coordination	
X 544 ZAUDEL, KEVIN 12/14/2018	.50
ERV purlin check	
Total for 544	1.50
Total for UNASSIGNED	1.50
Total for STRUCTURAL	1.50
74 GIS UPDATES	
000 UNASSIGNED	
X 654 DOURJALIAN, ANDREW	.10
11/28/2018	
GIS Reference Map Addition	
Total for 654	.10
Total for UNASSIGNED	.10
Total for GIS UPDATES	.10
<b>Total for Labor and Overhead</b>	<b>105.70</b>

**Expenses****Reimbursable Expenses****521.00 NON-REIMB. MISC. EXP.**

F AP 0086951 12/5/2017 / ROOFING

TECHNOLOGY ASSOCIATES

F AP 0087441 2/13/2018 / DI CLEMENTE

SIEGEL DESIGN INC.

**Total for 521.00****Total for Reimbursable Expenses****Total for Expenses**

Total for 02 105.70

Phase Number: 03 BATH HOUSE BOILER - ADDITIONAL SERVICES

**Total for****Labor and Overhead**

## 53 CONST DOCUM

## 000 UNASSIGNED

X 402 ARLOW, JASON 1/22/2018 1.00

Plan review

X 402 ARLOW, JASON 1/30/2018 .50

Review

X 402 ARLOW, JASON 2/2/2018 .50

Vent review

Total for 402 2.00

Total for UNASSIGNED 2.00

Total for CONST DOCUM 2.00

**Total for Labor and Overhead 2.00****Expenses****Reimbursable Expenses****521.00 NON-REIMB. MISC. EXP.**

X AP 0087715 3/27/2018 / DICLEMENTE

SIEGEL DESIGN INC. / Invoice #57421

**Total for 521.00****Total for Reimbursable Expenses****Total for Expenses**

Total for 03 2.00

Phase Number: 04 CITY HALL HVAC STUDY

**Total for**

**CANCELLED**Total  
Hours**Labor and Overhead**

## 50 ARCHITECT

## 000 UNASSIGNED

X	402	ARLOW, JASON	2/27/2018	2.00
		review report, talk to Bruce, Frank and DSD		
X	402	ARLOW, JASON	2/28/2018	3.00
		Study review		
X	402	ARLOW, JASON	3/2/2018	2.00
		mark ups on report		
X	402	ARLOW, JASON	3/3/2018	1.00
		Fee adjustment		
X	402	ARLOW, JASON	3/8/2018	.50
		Final report		
X	402	ARLOW, JASON	3/15/2018	.50
		project summary		

Total for 402 9.00

Total for UNASSIGNED 9.00

Total for ARCHITECT 9.00

## 58 STRUCTURAL

## 000 UNASSIGNED

X	544	ZAUEL, KEVIN	2/28/2018	.50
		Unit loading request		

Total for 544 .50

Total for UNASSIGNED .50

Total for STRUCTURAL .50

**Total for Labor and Overhead 9.50****Expenses****Reimbursable Expenses****521.00 NON-REIMB. MISC. EXP.**

F	AP 0087884	4/24/2018	/ DICLEMENTE
	SIEGEL DESIGN INC.		
F	AP 0088090	5/22/2018	/ DICLEMENTE
	SIEGEL DESIGN INC.		
F	AP 0089102	10/23/2018	/ DICLEMENTE
	SIEGEL DESIGN INC.		

Total for 521.00

**Total for Reimbursable Expenses****Total for Expenses**

Total for 04 9.50

Phase Number: 05 ADDITIONAL CITY HALL HVAC PER STUDY

**Total for****Labor and Overhead**

## 24 SECRETARIAL

## 000 UNASSIGNED

* X	391	BICKHAM, BRENDA	5/9/2018	.50
		Meeting Minutes		

Total for 391 .50

Total for UNASSIGNED .50

Total for SECRETARIAL .50

## 25 PRINTS

## 000 UNASSIGNED

* X	523	KAERLE, KATHLEEN	4/4/2018	1.00
		Plans		

Total for 523 1.00

* X	665	ANKAWI, MICHELLE	4/4/2018	1.50
		Print and Copy 8 Spec Books		

Total for 665 1.50

Total for UNASSIGNED 2.50

Total for PRINTS 2.50

**CANCELLED**Total  
Hours**26 DELIVERIES****000 UNASSIGNED**

\* X 596 CHIRCO, BRANDY 4/6/2018 2.00  
plans to Grosse Pointe Woods and St. Clair Shores

Total for 596 2.00

Total for UNASSIGNED 2.00

Total for DELIVERIES 2.00

**35 CONST.DESIGN****000 UNASSIGNED**

\* X 293 LOCKWOOD, SCOTT 4/3/2018 1.00  
Review issues with timing, permits

\* X 293 LOCKWOOD, SCOTT 4/4/2018 1.00  
Permit issues

\* X 293 LOCKWOOD, SCOTT 4/27/2018 1.00  
Review cost estimates with JA

\* X 293 LOCKWOOD, SCOTT 4/30/2018 1.00

\* X 293 LOCKWOOD, SCOTT 5/1/2018 1.50  
Bids with JA

\* X 293 LOCKWOOD, SCOTT 5/2/2018 1.00  
Discuss bids

\* X 293 LOCKWOOD, SCOTT 5/4/2018 2.50  
Review numbers and meet with JA, BS and CB

\* X 293 LOCKWOOD, SCOTT 5/7/2018 1.00  
discuss project options

\* X 293 LOCKWOOD, SCOTT 5/9/2018 2.00  
Discuss funding and project award

\* X 293 LOCKWOOD, SCOTT 5/14/2018 1.00  
Cost review

\* X 293 LOCKWOOD, SCOTT 5/16/2018 2.00  
meeting with Jason, Bruce and Cathy to review costs

Total for 293 15.00

Total for UNASSIGNED 15.00

Total for CONST.DESIGN 15.00

**37 SPECIFICATIONS****000 UNASSIGNED**

\* X 442 VIGNERON, MICHAEL 4/3/2018 .50  
Post to MITN

\* X 442 VIGNERON, MICHAEL 4/18/2018 .20  
Post Addendum No. 1

\* X 442 VIGNERON, MICHAEL 4/19/2018 .20  
Post Addendum No. 2

\* X 442 VIGNERON, MICHAEL 4/20/2018 .20  
Post Addendum No. 3

Total for 442 1.10

Total for UNASSIGNED 1.10

Total for SPECIFICATIONS 1.10

**50 ARCHITECT****000 UNASSIGNED**

\* X 402 ARLOW, JASON 1/12/2018 2.50  
DPW addition, site visit, field measure, sketch

\* X 402 ARLOW, JASON 1/15/2018 2.50  
Review roof quotes for activities building, letter to city, DPW addition estimate

Total for 402 5.00

Total for UNASSIGNED 5.00

Total for ARCHITECT 5.00

**CANCELLED**Total  
Hours

## 53 CONST DOCUM

## 000 UNASSIGNED

* X	402 ARLOW, JASON	4/3/2018	1.00
	Final review		
* X	402 ARLOW, JASON	4/10/2018	2.00
	Pre bid		
* X	402 ARLOW, JASON	5/1/2018	1.50
	bid opening		
* X	402 ARLOW, JASON	5/4/2018	2.50
	Review bids, Bond meeting		
* X	402 ARLOW, JASON	5/8/2018	3.50
	Meeting prep, contractor interview, notes		
* X	402 ARLOW, JASON	5/9/2018	.50
	Bid review		
* X	402 ARLOW, JASON	5/10/2018	.50
	DPW roof, cost savings		
* X	402 ARLOW, JASON	5/11/2018	.50
	letter of award		
* X	402 ARLOW, JASON	5/15/2018	1.00
	Revise letter		
* X	402 ARLOW, JASON	5/16/2018	.50
	Police garage roof letter and bid review		

Total for 402 13.50

* X	596 CHIRCO, BRANDY	4/2/2018	6.30
	updates to all plans		
* X	596 CHIRCO, BRANDY	4/3/2018	2.30
	specifications, updates to plans		
* X	596 CHIRCO, BRANDY	4/10/2018	.20
	addendum 1		
* X	596 CHIRCO, BRANDY	4/12/2018	.10
	addendum 1		
* X	596 CHIRCO, BRANDY	4/13/2018	.50
	addendum 1		
* X	596 CHIRCO, BRANDY	4/16/2018	.50
	addendum 1		
* X	596 CHIRCO, BRANDY	4/17/2018	1.20
	addendum 1		
* X	596 CHIRCO, BRANDY	4/18/2018	.90
	addendum 1		
* X	596 CHIRCO, BRANDY	4/19/2018	.50
	addendum 2		
* X	596 CHIRCO, BRANDY	4/20/2018	.70
	addendum 3		
* X	596 CHIRCO, BRANDY	4/23/2018	.20
	answering bidder questions		
* X	596 CHIRCO, BRANDY	4/30/2018	.70
	area and perimeter of roof		
* X	596 CHIRCO, BRANDY	5/2/2018	.70
	bid tab		
* X	596 CHIRCO, BRANDY	5/8/2018	1.00
	interview prep		

Total for 596 15.80

* X	681 BERGE, MATTHEW	4/2/2018	.50
	Review project specifications		
* X	681 BERGE, MATTHEW	4/3/2018	2.00
	Review specs and drawings		
* X	681 BERGE, MATTHEW	4/4/2018	1.00
	Print permit sets and prepare letters of transmittal.		

**CANCELLED**Total  
Hours

* X	681	BERGE, MATTHEW	4/5/2018	.50
		Compile and distribute permit sets.		
	Total for 681			4.00
	Total for UNASSIGNED			33.30
	Total for CONST DOCUM			33.30
	54 BIDDING			
	000 UNASSIGNED			
* X	402	ARLOW, JASON	4/16/2018	1.00
		Questions, addendum		
* X	402	ARLOW, JASON	4/17/2018	1.00
		Addendum questions		
* X	402	ARLOW, JASON	4/19/2018	1.00
		RFI, addendum		
* X	402	ARLOW, JASON	4/20/2018	.50
		RFI, addendum		
	Total for 402			3.50
* X	681	BERGE, MATTHEW	4/18/2018	2.00
		Compile addendum 1 documents		
	Total for 681			2.00
	Total for UNASSIGNED			5.50
	Total for BIDDING			5.50
	Total for Labor and Overhead			64.90
	Expenses			
	Reimbursable Expenses			
	521.00 NON-REIMB. MISC. EXP.			
	F	AP 0088629	8/14/2018 / DICLEMENTE	
		SIEGEL DESIGN INC.		
	F	AP 0088896	9/25/2018 / DICLEMENTE	
		SIEGEL DESIGN INC.		
	Total for 521.00			
	Total for Reimbursable Expenses			
	Total for Expenses			
	Total for 05			64.90
	Phase Number: 06 SMOKE CONTROL SYSTEM			
	Total for			
	Total for 06			
	Total for 0160-0395-0			523.20
	Final Totals			523.20

# CANCELLED

RECEIVED

FEB 25 2019



CITY OF GROSSE POINTE WOODS  
ANDERSON ENGINEERING & ARCHITECTS, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
www.aewinc.com p(586)726-1234

INVOICE

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

January 30, 2019

Project No: 0160-0290-0

Invoice No: 0120714

Project 0160-0290-0 GENERAL ENGINEERING  
FOR: GENERAL ENGINEERING.

**Professional Services from December 10, 2018 to January 6, 2019**

**Professional Personnel**

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	2.00	103.00	206.00
LOCKWOOD, SCOTT	1.00	103.00	103.00
Budget			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Budget items for Construction Committee consideration			
LOCKWOOD, SCOTT	2.00	103.00	206.00
Preliminary Budget Discussion			
GENERAL			
GRADUATE ENG/SUR/ARC			
WILBERDING, ROSS	16.00	83.50	1,336.00
2019 Project Estimates			
WILBERDING, ROSS	.50	83.50	41.75
Estimate for Provencal Homes water and sewer			
WILBERDING, ROSS	1.50	83.50	125.25
Provencal Prelim Schematic PDF to correspond to estimate			
WILBERDING, ROSS	.50	83.50	41.75
Reviewing Estimates			
SENIOR PROJECT ENGINEER			
VIGNERON, MICHAEL	1.50	103.00	154.50
CIP Estimates			
VIGNERON, MICHAEL	1.00	103.00	103.00
Review Estimates for 2019 Capital Projects Budgeting			
Totals	27.00		2,420.25
<b>Total Labor</b>			<b>2,420.25</b>

Billing Limits	Current	Prior	To-Date
Total Billings	2,420.25	6,152.05	8,572.30
Limit			15,000.00
Remaining			6,427.70

**Total this Invoice \$2,420.25**

PO 18-44649  
101,441.818.000 \$806.75  
101,444.818.000 \$806.75  
592,537.818.000 \$806.75  
2/1/19  
C. Schreier  
F  
E. Schreier  
2/1/19

# CANCELLED

RECEIVED

FEB 25 2019



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

INVOICE

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

January 30, 2019

Project No: 0160-0364-0

Invoice No: 0120715

PO 17-43940

592-537 973.004

2/11/2019

Beckman

2/11/19

Project 0160-0364-0

SAW GRANT-WASTEWATER ASSET MGT PLAN

Professional Services from December 10, 2018 to January 6, 2019

Professional Personnel

	Hours	Rate	Amount
PRINTS			
ENGINEERING AIDE TRAINEE			
KAERLE, KATHLEEN	.40	40.50	16.20
Plans			
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC			
EBERLE, JOSEPH	1.00	83.50	83.50
disbursement request			
TEAM LEADER			
VARICALLI, FRANK	2.00	83.50	167.00
VARICALLI, FRANK	.50	83.50	41.75
review struct.data & rec.			
VARICALLI, FRANK	.50	83.50	41.75
site visit,mtg.w/insp.&contr.			
SENIOR PROJECT ENGINEER			
VIGNERON, MICHAEL	.50	103.00	51.50
Resident Call regarding TV and Clean			
MEETINGS			
TEAM LEADER			
VARICALLI, FRANK	.50	83.50	41.75
mtg.w/contract.			
DATABASE			
GRADUATE ENG/SUR/ARC			
MILLER, JEFFREY	.50	83.50	41.75
Revisions to Poor structure ratings spreadsheet			
ENGINEERING AIDE III			
SVOBODA, JOSEPH	16.00	70.00	1,120.00
created new truck map sets			
SVOBODA, JOSEPH	.30	70.00	21.00
exported structures spreadsheet for Nakeya			
BASE MAPS			
GRADUATE ENG/SUR/ARC			
MILLER, JEFFREY	1.50	83.50	125.25
Creation of known utility map for intersection of Chalfonte and Cook			
GIS UPDATES			
ENGINEERING AIDE III			
DOURJALIAN, ANDREW	5.40	70.00	378.00
AB Updates			

Please include the project number and invoice number on your check.



# CANCELLED

Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGMT PLAN	Invoice	0120715
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DOURJALIAN, ANDREW	4.50	70.00	315.00	
Portal Update				
CCTV REVIEW				
TEAM LEADER				
VARICALLI, FRANK	2.00	83.50	167.00	
VARICALLI, FRANK	2.00	83.50	167.00	
review cctv video & reports				
Totals	37.60		2,778.45	
Total Labor				2,778.45
		Total this Invoice		\$2,778.45



# CANCELLED

7B

ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 Schoenherr Road 586.726.1234  
Shelby Township, MI 48315 www.aewinc.com

February 21, 2019

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

PO # 18-44862  
420-902-977.101 \$74,074.16  
420-902-977.103 \$10,432.98  
420-902-977.104 \$19,822.66  
02-22-2019

Reference: City of Grosse Pointe Woods  
Bond Improvements, Roofs and HVAC  
AEW Project No. 0160-0395

*C. Behrens*  
*FIS*  
*Frank Schulte* 2/22/2019

Dear Mr. Smith:

Enclosed please find the General Contractor's Application and Certification for Payment No.8 for the above referenced project. We recommend issuing payment in the amount requested for \$104,329.80 to Cross Renovation, Inc. 34133 Schoolcraft, Livonia, MI 48150.

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

Sincerely,

*Jason R. Arlow*  
Jason R. Arlow, AIA

cc: Cross Renovation, Inc  
Frank Schulte, GPW  
Cathy Behrens, GPW  
Scott Lockwood, AEW

M:\0160\0160-0395\ConstServices\PayApplication\No8\PayApp#8\_letter.docx

# CANCELLED



Customer Name	City of Grosse Pointe Woods	Invoice #	8
Customer Address	20025 Mack Plaza Dr.	Date	02/28/19
	Grosse Pointe, MI 48236	Job #	BH-676

Job Name: Grosse Pointe Woods Roofs & HVAC

Original Contract Amount	\$2,393,481.00
Previously Billed	\$1,604,619.41
Current Amount Invoiced	\$104,329.80
Balance Remaining Including retainage	\$684,531.79

Amount Due this Invoice **\$104,329.80**



# CANCELLED

## APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/Cma

(Instructions on reverse side)

General Contractor

PAGE ONE OF 2 PAGES

CONTRACTOR: Cross Renovation, Inc.  
34133 Schoolcraft  
Livonia, MI 48150

PROJECT  
Grosse Pointe Woods Roofs & HVAC  
20025 Mack Plaza Dr  
Grosse Pointe, MI 48236

APPLICATION NUMBER. 8  
PERIOD TO: 02/28/19  
PROJECT NO. BH-878  
CONTRACT DATE. 06/26/18

Distribution to:  
☒ OWNER  
☒ CONSTRUCTION  
☒ ARCHITECT  
☐ CONTRACTOR

VIA General contractor:  
VIA ARCHITECT

Cross Renovation, Inc.

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract.

Continuation Sheet, AIA Document G703, is attached.

1 ORIGINAL CONTRACT SUM	\$2,393,481.00
2 Net Change By Change Orders.....	\$0.00
3 CONTRACT SUM TO DATE (Line 1 + 2)	\$2,393,481.00
4 TOTAL COMPLETED & STORED TO DATE..... (Column G on G703)	\$1,898,832.46
5 RETAINAGE: a. 10% of Completed Work	\$ 189,883.25

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Cross Renovation, Inc.

BY: [Signature] DATE 2/21/19

State of: MICH County of: Washtenaw  
Subscribed and sworn before me this 21 day of FEB, 20 19  
Notary Public:  
My Commission Expires: Renée Herdon

### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 104,329.80  
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

RENEE HERDON  
Notary Public, State of Michigan  
County of Washtenaw  
My Commission Expires 03-07-2024  
Acting in the County of Washtenaw

6 TOTAL EARNED LESS RETAINAGE..... \$1,708,949.21  
(Line 4 less Line 5 Total)

7 LESS PREVIOUS CERTIFICATES FOR PAYMENT  
(Line 6 from prior Certificate) \$1,604,619.41

8 CURRENT PAYMENT DUE \$104,329.80

9 BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) \$ 684,531.79

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total Approved this Month		
TOTALS		
NET CHANGES by Change Order		

ARCHITECT:  
By: [Signature] Date: 2/21/19

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CANCELLED

## CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE - 2 OF 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use column 1 on Contracts where variable retainage for line items may apply.

HVAC



APPLICATION NO.  
APPLICATION DATE: 02/28/19  
PERIOD TO: 02/28/19  
ARCHITECT'S PROJECT: BH-676

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D CHANGE ORDERS TO DATE	E WORK COMPLETED		G MATERIALS PRESENTLY STORED	H TOTAL COMPLETED AND STORED TO DATE	I % (C/C)	J BALANCE TO FINISH (C-G)	K RETAINAGE
				FROM PREVIOUS APPLICATION	THIS PERIOD					
1	General Requirements	\$65,161.86		\$62,548.56	\$0.00		\$62,548.56	96%	\$2,613.30	\$6,254.86
	Allowance	\$140,000.00	\$0.00	\$59,691.84	(\$4,078.00)		\$55,613.84	40%	\$84,386.16	\$5,561.38
2	Existing Conditions	\$35,011.76		\$35,011.76	\$0.00		\$35,011.76	100%	\$0.00	\$3,501.18
3	Concrete	\$0.00					\$0.00	0%	\$0.00	\$0.00
4	Masonry	\$10,000.00		\$0.00	\$0.00		\$0.00	0%	\$10,000.00	\$0.00
5	Metals	\$0.00					\$0.00	0%	\$0.00	\$0.00
6	Wood, Plastics, And Composites	\$79,087.08		\$55,317.42	\$8,000.00		\$63,317.42	80%	\$15,769.66	\$6,331.74
7	Thermal And Moisture Protection	\$1,127,944.99		\$795,000.00	\$56,500.00	\$0.00	\$851,500.00	75%	\$276,444.99	\$85,150.00
8	Openings	\$0.00					\$0.00	0%	\$0.00	\$0.00
9	Finishes	\$5,042.01		\$0.00	\$0.00		\$0.00	0%	\$5,042.01	\$0.00
10	Specialties	\$0.00					\$0.00	0%	\$0.00	\$0.00
11	Equipment	\$0.00					\$0.00	0%	\$0.00	\$0.00
12	Furnishings	\$0.00					\$0.00	0%	\$0.00	\$0.00
13	Special Construction	\$0.00					\$0.00	0%	\$0.00	\$0.00
14	Conveying Equipment	\$0.00					\$0.00	0%	\$0.00	\$0.00
21	Fire Suppression	\$0.00					\$0.00	0%	\$0.00	\$0.00
22	Plumbing	\$0.00					\$0.00	0%	\$0.00	\$0.00
23	Heating Ventilating And Air Conditioning	\$766,666.66		\$680,983.33	\$51,000.00		\$731,983.33	95%	\$34,683.33	\$73,198.33
26	Electrical	\$88,295.46		\$74,879.55	\$4,500.00		\$79,379.55	90%	\$8,915.91	\$7,937.96
28	Electronic Safety And Security	\$0.00					\$0.00	0%	\$0.00	\$0.00
31	Earthwork	\$0.00					\$0.00	0%	\$0.00	\$0.00
32	Exterior Improvements	\$0.00					\$0.00	0%	\$0.00	\$0.00
33	Utilities	\$22,141.18		\$15,000.00	\$0.00		\$15,000.00	68%	\$7,141.18	\$1,500.00
	Alternate 1 (Temp Heating Allowance)	\$54,130.00	\$0.00	\$4,478.00	\$0.00	\$0.00	\$4,478.00	8%	\$49,652.00	\$447.80
		\$2,393,481.00	\$0.00	\$1,782,910.46	\$115,922.00	\$0.00	\$1,898,832.46	79%	\$494,648.54	\$189,883.25

# CANCELLED



## PARTIAL CONDITIONAL WAIVER

We have a contract/ PO with City Of Grosse Pointe Woods  
to provide the renovation of building according to plans and scope of work for  
Grosse Pointe Woods Roofs & HVAC and by signing this waiver, waive our construction lien to the  
amount of \$ 104,329.80 for labor and materials provided through 2/28/2019. This waiver, together  
with all previous waivers, if any, does cover all amounts due us for contract improvement provided  
through the date shown above. This waiver is conditional on actual payment of the amount shown above.  
If improvement is provided to property that is a residential structure and if the owner or lessee of the  
property of the owner's or lessee's designee has received a notice of furnishing from one of us, or if we  
are not required to provide one, and the owner, lessee, or designee has not received this waiver  
directly from one of us, the owner, lessee, or designee may not rely upon it without contacting one of us  
either in writing, by telephone or personally, to verify that this is authentic.

Cross Renovation, Inc.

By: \_\_\_\_\_

Mike Butcher

Address: 34133 Schoolcraft  
Livonia, MI. 48150

Telephone: 734-286-2244  
Fax: 734-943-6212

Signed on: \_\_\_\_\_

2/21/19



# CANCELLED



**DON R. BERSCHBACK**  
ATTORNEY AND COUNSELOR AT LAW  
24053 JEFFERSON AVENUE  
ST. CLAIR SHORES, MICHIGAN 48080-1530

(588) 777-0400  
FAX (588) 777-0430  
E-MAIL donberschback@yahoo.com  
February 27, 2019

OF COUNSEL  
CHARLES T. BERSCHBACK

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

RE: February 2019 Billing/DRB

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
2.1.19	Emails regarding Employee Handbook (.25); attention to FOIA and miscellaneous letters, emails and TCs (.50)	0.75
2.11.19	Personnel issues, meeting with appointed officials (1.25)	1.25
2.12.19	Work on outside litigation cases and report (.50);	0.50
2.14.19	Work on EEOC complaint (.25); FOIA (.25)	0.50
2.15.19	Review of Court cases (.50); follow up on citizen's complaint (.25)	0.75
2.18.19	TCs on all Court cases with victims, etc. (.50); TC with attorney on litigation matter (.25)	0.75
2.20.19	Municipal Court (2.25); warrant review and meeting with Detectives on cases (.75); review of bankruptcy filing (.25)	3.25
2.25.19	Follow up on Court cases (.25); all emails, letter correspondence and TCs on miscellaneous City matters (1.00)	1.25
2.26.19	FOIA (.25); Employee Handbook work (.50); citizen complaint work (.25)	1.00

DRB = 10.00 hours x \$170.00

TOTAL: \$ 1,700.00

<u>Breakdown</u>		
General		7.00 hours
Municipal Court		3.00 hours
Bldg/Planning Comm.		0.00 hours
MTT		0.00 hours

TC - Telephone  
CTB - Charles T. Berschback  
DRB - Don R. Berschback  
BS - Bruce Smith  
GPCRDA - Grosse Pointe Clinton Refuse Disposal Authority  
SEMSD - Southeast Macomb Sanitary District

LKH - Lisa K. Hathaway  
CC - City Council  
PC - Planning Commission  
FS - Frank Schulte

General	101-210-801.000	\$ 1,190
Municipal Court	101-210-801.100	\$ 510
		<u>\$ 1,700</u>

MTT - Michigan Tax Tribunal

*2/28/2019*

# CANCELLED

## CHARLES T. BERSCHBACK

ATTORNEY AT LAW

24053 EAST JEFFERSON AVENUE

ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400

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February 27, 2019

CHARLES T. BERSCHBACK

DON R. BERSCHBACK  
OF COUNSEL

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

RE: February Billing/ CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
1.30.19	All calls and follow up with Municipal Court, TC LH, TC GT (p.m.) (.25)	0.25
1.31.19	Meeting with BS, GT (1.00); attendance in Grosse Pointe City for Grosse Pointe Woods Municipal Court case, finalized case (1.00); work on marijuana ordinance (1.50); TCs LH on agenda items (.25)	3.75
2.1.19	TC GT; TC Municipal Court victim (.25); work on marijuana ordinance; TCs city attorneys (1.00); work on fireworks ordinance, letter to M/C (1.25); call on LCC issue, review of archived files (.75)	3.25
2.2.19	TCs JK and review of license agreement (.50); work on fireworks ordinance revisions (.25); Home Rule City Act, OMA, Zoning (1.00)	1.75
2.4.19	Review of Council packet, research on pending issues, TCs BN, LH, GT (1.50); work on fireworks ordinance amendment (.25); meeting with LH re: LCC, meeting with GT, TC JK (1.25); review of Municipal Court docket, prep for bench trial, call with witnesses (1.25); attendance at Council meeting (1.00)	5.25
2.5.19	TCs, work on refuse vendor ordinance (1.00); work on Provencal Road file (2.50); review of fence ordinance (.25); prep for Municipal Court, calls, etc. (.25)	4.00
2.6.19	Municipal Court a.m. docket and follow up (2.50); meetings with LH, CB, GT (.50); work on Provencal Road file (.25); reply to emails from LH on Lot Split and recodification, review of files (.25)	3.50
2.7.19	TC LH, revisions to refuse ordinance (1.00)	1.00
2.8.19	Continued work on refuse ordinance, TC LH (.50); review of other LCC ordinances (.50); continued work on Provencal Road (.50); TCs GT (.25)	1.75



# CANCELLED

2.9.19	Research and reply brief for motion to dismiss in Municipal Court criminal case; call with victim (1.50); review of COW packet (.25)	1.75
2.11.19	Finalized motion to dismiss, review of text messages, draft of amended criminal complaint (.50); work on Kroger SDM Special Land Use (SLU) request; draft of letter to Kroger attorney, TC GT and LH (1.50); work on SBC file, continued research (1.00); attendance at COW (2.50)	5.50
2.12.19	Finalize Municipal Court Brief and amended complaint (.50); work on Fireworks Ordinance (1.00); work on Refuse Ordinance (.50); TCs GT on various issues, review of Randazzo ticket (.25); work on Kroger LCC procedure letter (1.00)	3.25
2.13.19	Work on Vendor Ordinance (2.00)	2.00
2.14.19	Call and emails with LH, additional revisions to Vendor Ordinance (.75)	0.75
2.15.19	Work on SBC file (.25)	0.25
2.16.19	Work on Vendor Ordinance, research	0.25
2.19.19	TCs Municipal Court (.25)	0.25
2.25.19	Review of Ordinances and agenda, TCs (.25); meeting with defense attorney on DV case, TC complaining witness (.50); attendance at Council meeting (1.50)	2.25
2.26.19	Review of Municipal Court docket, TCs with witnesses and attorney (1.50); continued work on refuse vendor ordinance (1.00); review of Vernier Road Contract (.50)	3.00
2.27.19	Attendance at Municipal Court and follow up (3.50)	3.50

CTB = 47.25 hours at \$150.00 per hour

**TOTAL DUE:**

**\$7,087.50**

TC - Telephone  
BS - Bruce Smith  
JK - Dir. John Kosanke  
PC - Planning Commission  
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	33.25 hours
Municipal Court	14.00 hours
Building/Planning Commission	0.00 hours
Tax Tribunal	0.00 hours

General	101-210-801.000	\$ 4,987.50
Municipal Court	101-210-801.100	\$ 2,100.00
		<u>\$ 7,087.50</u>

*C. Behrens*  
2/28/2019