

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Regular City Council Meeting Agenda
Monday, January 7, 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. Council 12/17/18, 12/26/18 (Special)
 - B. Committee-of-the-Whole 12/10/18
 - C. Citizen's Recreation Commission 11/13/18
7. COMMUNICATIONS
 - A. Application for Permit/License – Vendor/Solicitor/Peddler
 1. Brian Benson – Door to Door, Budget Blinds of Grosse Pointe 12/27/18
 - B. Conference: Michigan Association of Municipal Clerks – Master Academy
 1. Memo 12/20/18 – City Clerk
 2. Master Academy Registration Brochure
 3. Master Academy Schedule
 - C. Purchase: Ridgid 200' SeeSnake Camera
 1. Memo 12/03/18 – Director of Public Services
8. BIDS/PROPOSALS/ CONTRACTS
 - A. Contract: Michigan Indigent Defense Commission (MIDC) Grant
 1. Memo 01/02/19 – Court Administrator
 2. MIDC Contract - Grant No. 2019-103
9. RESOLUTIONS
 - A. Deficit Elimination Plan
 1. Memo 01/07/19 – Treasurer/Comptroller
 2. FY 2018-19 Deficit Explanation Worksheet
 3. Letter 12/28/18 – State of Michigan-Department of Treasury
 4. Proposed Letter
 5. Proposed Resolution – Solid Waste Fund
 6. Revenue/Expense Projections and Budget Worksheet – Solid Waste Fund
 7. Proposed Resolution – Capital Improvement Fund
 8. Proposed Resolution – 2015 Road Bond Debt Service Fund
 9. Budget Worksheet – Road Construction Debt
10. CLAIMS/ACCOUNTS
 - A. Plumbing and Mechanical Inspections
 1. McKenna Invoice No 21849-6 12/17/18 - \$1,500.00
 - B. Assessing Services

1. WCA Assessing Invoice No. 121818 12/18/18 - \$5,786.16
- C. Marina Pedestal Improvements – J. Ranck Electric, Inc.
 1. Pay Application No. 3 through 12/27/18 - \$39,488.40.
- D. City Engineers - Anderson, Eckstein & Westrick
 1. Invoice No. 0119875 11/27/18 - \$1,200.00;
 2. Invoice No. 0120150 12/10/18 - \$968.20;
 3. Invoice No. 0120151 12/10/18 - \$1,114.50;
 4. Invoice No. 0120152 12/10/18 - \$545.35;
 5. Invoice No. 0120153 12/10/18 - \$1,664.98;
 6. Invoice No. 0120155 12/10/18 - \$42,692.65;
 7. Invoice No. 0120156 12/10/18 - \$494.40;
 8. Invoice No. 0120157 12/10/18 - \$17,634.75;
 9. Invoice No. 0120433 12/19/18 - \$2,417.90;
 10. Invoice No. 0120430 12/19/18 - \$51.50;
 11. Invoice No. 0120427 12/19/18 - \$403.10;
 12. Invoice No. 0120450 12/19/18 - \$1,462.60;
 13. Invoice No. 0120425 12/19/18 - \$986.75;
 14. Invoice No. 0120451 12/19/18 - \$2,537.05;
 15. Invoice No. 0120428 12/19/18 - \$34,171.15;
 16. Invoice No. 0120429 12/19/18 - \$449.25;
 17. Invoice No. 0120431 12/19/18 - \$13,364.60;
 18. Invoice No. 0120453 12/19/18 - \$23,400.00;
 19. Invoice No. 0120218 12/17/18 - \$1,200.00.
- E. City Attorney
 1. Don R. Berschback 12/31/18 - \$3,357.50;
 2. Charles T. Berschback 12/27/18 - \$4,350.00.

11. NEW BUSINESS/PUBLIC COMMENT

12. CLOSED EXECUTIVE SESSION – To Discuss Pending Litigation
- A. Gerald Genna vs. City of Grosse Pointe Woods

13. 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.

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



COUNCIL
12-17-18 - 212

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, DECEMBER 17, 2018, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:06 p.m. by Chair Bryant.

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

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

Motion by Granger, seconded by McMullen, that Mayor Novitke and Council Member Koester be excused from tonight's meeting.

Motion carried by the following vote:

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

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

The following Commission members were in attendance:

Doug Hamborsky, Planning Commission (arrived 7:18 p.m.)

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

Hearing no objections, New Business was taken out of order.

Motion by McConaghy, seconded by McMullen, regarding **Renaming City Hall**, that with the completion of the renovations to City Hall, that City Hall be renamed to The City of Grosse Pointe Woods Robert E. Novitke Municipal Center.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Shetler, to excuse Council Member McConaghy from the remainder of tonight's meeting at 7:09 p.m.

Motion carried by the following vote:

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

The City Council made the following **appointment**:

Board of Review with terms expiring 01/01/20:

- Jeffrey A. Stieber (1-Year Alternate)

Motion by Granger, seconded by Shetler, that the City Council appoint Jeffrey A. Stieber to the Board of Review as an alternate with a term to expire January 1, 2020.

Motion carried by the following vote:

Yes: Bryant, Granger, McMullen, Shetler

No: None

Absent: Koester, McConaghy, Novitke

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

1. City Council Minutes dated December 3, 2018.

Motion carried by the following vote:

Yes: Bryant, Granger, McMullen, Shetler

No: None

Absent: Koester, McConaghy, Novitke

Motion by McMullen, seconded by Shetler, regarding **Water Meter Change Out Fees Waived**, that the City Council concur with the Committee-of-the-Whole at their meeting held on December 10, 2018, and to waive the \$75.00 permit and \$50.00 reconnect fees for water meter change out request, provided all required fees are paid and the request is made prior to 5 p.m. on January 2, 2019.

Motion carried by the following vote:

Yes: Bryant, Granger, McMullen, Shetler

No: None

Absent: Koester, McConaghy, Novitke

(Recording Secretary's Note: Mayoral appointment for Community Tree Commission - Maria Galbo, on hold until Mayor is present.)

Motion by Shetler, seconded by McMullen, regarding **Conference: Michigan Municipal Executives Winter Institute**, that the City Council authorize the City Administrator's request to attend the Michigan Municipal Executives Winter Institute in Battle Creek, MI, from February 5-8, 2019, in an amount not to exceed \$1,275.00, funds to be taken from

Account No. 101-172-958.001, and, to reimburse for any personal expenses incurred upon presentation and verification by the Finance Committee of an itemized Expense Report.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **Retiree Healthcare Trust Fund**, that the City Council approve the transfer of \$50,000.00 to the Retiree Health Care Trust Fund held at Charles Schwab for payment toward Other Post-Employment Benefits (OPEB), Funds to be taken from Account No. 101-299-999.736.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Shetler, regarding **Budget Amendment: Roof Replacement – Lake Front Park Activities Building**, that City Council approve the budget amendment and transfer in the amount of \$10,050.00, from the Fiscal Year 2018-2019 from Account No. 101-000-699.000, transfer from prior year Reserve Fund Balance, into Account No. 420-902-977.103, Capital Improvement – Public Works.

Motion carried by the following vote:

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

Motion by Shetler, seconded by McMullen, regarding **Monthly Financial Report – November 2018**, that the report be referred to the Finance Committee.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Shetler, regarding **Great Lakes Water Authority – Water Service Contract**, that the City Council approve the Water Service Contract with Great Lakes Water Authority (GLWA), effective when signed by both parties for a 4-year term, and to authorize the City Administrator to sign the contract.

Motion carried by the following vote:

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

(Recording Secretary's Note: Fire Truck Purchase Agreement postponed.)

Motion by Shetler, seconded by Granger, regarding **marina pedestal improvements – J. Ranck Electric, Inc.**, that the City Council approve the following invoice:

1. Pay Application No. 2 11/26/18 - \$198,225.00; Acct. No. 594-785-977.200.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Shetler, regarding **parking lot improvements – S & J Asphalt Co.**, that the City Council approve the following invoices:

1. Pay Estimate No. 5 12/02/18 - \$25,143.00; Account No. 585-561-979.000.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **water main replacement project – Bidigare Contractors Inc.**, that the City Council approve the following invoices:

1. Pay Estimate No. 3 12/02/18 - \$511,764.68; Acct. No. 592-537-976.018.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **roof replacement – Lake Front Park – K & S Ventures**, that the City Council approve the following invoices:

1. Invoice No. 17626011918 11/27/18 - \$10,050.00; Acct. No. 420-902-977.103.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **legal services – WCA Assessing**, that the City Council approve the following invoices:

1. Invoice No. 121018/15955 12/10/18 - \$5,238.57; Acct. No. 101-224-818.000.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Shetler, regarding **Labor Attorney – Keller Thoma**, that the City Council approve the following invoices:

1. Invoice No. 115581 12/01/18 - \$641.10; Acct. No. 101-210-810.000.

Motion carried by the following vote:

Yes: Bryant, Granger, McMullen, Shetler

No: None

Absent: Koester, McConaghy, Novitke

New Business/Public Comment:

- Al (Allen) Dickinson, who served in the City for 29 years of which 14 years were on City Council, spoke and applauded and thanked City Council for honoring Mayor Novitke.

Motion by McMullen, seconded by Shetler, to adjourn tonight's meeting at 7:27 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin
Deputy City Clerk

Arthur W. Bryant
Mayor Pro-Tem

MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON WEDNESDAY, DECEMBER 26, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:00 p.m. by Mayor Novitke.

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

Also Present: City Administrator Smith
City Attorney Don Berschback
Treasurer/Comptroller Behrens
Deputy City Clerk Antolin
Director of Public Safety Kosanke

Motion by McConaghy, seconded by Shetler, that Council Members Bryant, Granger, and Koester, be excused from tonight's meeting.

Motion carried by the following vote:

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

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

Council Member Granger arrived at 7:01 p.m.

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

Motion by Shetler, seconded by McConaghy, regarding **PURCHASE AGREEMENT: FIRE TRUCK**, that the City Council approve the purchase of a fire truck through West Shore in the amount of \$1,071,000.00, including a trade-in amount of \$6,000.00 for the 1985 Seagrave Fire Engine, costs as follows:

1. E-One Metro Apparatus (Fire Truck) - \$996,000.00;
2. Additional Loose Equipment - \$75,000.00;

to include a contingency in an amount not to exceed \$5,000.00, for a total cost not to exceed \$1,076,000.00, to designate the City Administrator as the City's representative to receive notices, and to authorize the City Administrator to sign the West Shore Purchase Agreement.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler, regarding **Immediate Certification of Minutes**, that the City Council immediately Certify the minutes of the Special Council Meeting, held on December 26, 2018.

Motion carried by the following vote:

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

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

- Treasurer/Comptroller Behrens provided an update of the City's Financial Report regarding the Investment Fund's earnings and bank fees.

Motion by Granger, seconded by Shetler, to adjourn tonight's meeting at 7:07 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin
Deputy City Clerk

Robert E. Novitke
Mayor



MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, DECEMBER 10, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ALSO PRESENT: City Administrator Smith
City Attorney Chip Berschback
Deputy City Clerk Antolin
Director of Public Services Schulte
Director of Public Safety Kosanke
Treasurer/Comptroller Behrens
City Engineer Lockwood (arrived 7:35 p.m.)

Also in attendance:

Sgt. Provost - Department of Public Safety
James Profeta - Planning Commission

Mayor Novitke called the meeting to order at 7:01 p.m.

Motion by Bryant, seconded by Koester, to excuse Council Members Granger from tonight's meeting.

Motion carried by the following vote:

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

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

Hearing no objections, the agenda items were taken out of order.

The first item discussed was regarding the **Purchase of a New Fire Truck**. It was stated that members of the Fire Truck Committee were Public Safety Director Kosanke, Lieutenant Lefurgey and Sergeant Provost. Discussion ensued regarding the purchase agreement of the fire truck. Specific topics were:

1. Total Cost – \$1,071,000.00
 - A. Price of truck - \$996,000.00;
 - B. Equipment for truck - \$75,000.00;
 - C. Additional contingency fees - \$5,000.00.
2. Materials used for construction of truck
 - A. Frame Assembly – powder coated;
 - B. Chassis – coating.
3. Loose Equipment
 - A. old tools will be repurposed;
 - B. gas powered tools converted to battery powered.
4. Delivery and freight
 - A. Florida to Allendale, MI;
 - B. Delivery to Grosse Pointe Woods, MI.
5. Warranties
6. Scrap/sell old fire truck

The Director of Public Safety will be attending a preconstruction conference in Florida following the signing of the contract.

The Committee requested the City Attorney and Director of Public Safety to provide more information and clarification on the contract. This item is to be left on the Committee-of-the-Whole.

Discussion ensued regarding **Update: Public Safety Dispatch/Lockup**. The Director of Public Safety stated that Dispatch is 90% complete. A few more monitors are waiting for new camera equipment. The 911 system has been installed and went into service on November 11, 2018.

The Lockup project had a couple of snags where a new Project Manager was hired to oversee operations. The previous Project Manager was not adhering to the contractual timeline. A meeting is scheduled for Thursday, December 13, 2018, with the construction company to express concerns. Currently, the completion of the project is uncertain. It was suggested to introduce a penalty phase for non-compliance with the contractual agreement. This item is to remain on the Committee-of-the-Whole.

Discussion then ensued regarding **Update: Municipal Roof**. The Director of Public Services distributed a handout and provided an update on the Municipal Roofs and HVAC Improvement projects. The project is on schedule to be 100% complete by the end of February 2019. This item is to remain on the Committee-of-the-Whole.

The next item discussed was regarding **Provencal/Colonial Road Municipal Services**. The contract originated in 1955 with Grosse Pointe Farms. The contract stated that no less than 90 days prior to the end of the fiscal year can the parties terminate the contract. Provencal Road is considered a private road and should not be on contract for road maintenance costs. The entire portion of road in question is in Grosse Pointe Farms and not in Grosse Pointe Woods.

There was a study performed on response times for emergency services. Discussion ensued regarding the response times and it was determined that Grosse Pointe Woods can adequately cover emergency services on Provencal Road.

The current contract states 10 mils should be charged and it appears Grosse Pointe Woods has been charged 14.95 mils. The City Administrator was asked to find out what was actually charged and paid.

The Director of Public Services stated that homes on Provencal are connected to the Grosse Pointe Farms water/sewer systems.

This item is to remain on the Committee-of-the-Whole to be addressed in January.

The next item was regarding the **Water Service Contract**. The City Engineer provided an update on negotiations with Great Lakes Water Authority (GLWA) referencing Exhibits A and B of the supporting documents.

Discussion ensued regarding Max Day/Peak Hour rates. Max Day and Peak Hour usage determines 2/3 of the ultimate rate. It was stated that Peak Hour usage has the most impact, however, it is ideal to have Max Day match Peak Hours usage. It is impossible to project the actual rates because other communities' usage is unknown. There will be renegotiations in the Fall of 2019 in efforts to bring peak hour rates down.

The City Engineer recommended the City Council accept the Max Day rate of 3.98 mgd and Peak Hour rate of 4.84 mgd. (mgd = millions of gallons per day) It was stated that the rates will be reflected in Addendums to the contract. There was a consensus of the Committee to accept the Max Day/Peak Hour rates as proposed. The Deputy City Clerk was asked to place this item on the December 17, 2018, Council agenda.

Motion by Bryant, seconded by Koester, that the Great Lakes Water Authority Water Service Contract be removed from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

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

The next item was regarding **MTT – Settlement Limits**. Discussion ensued and it was confirmed that the Settlement Limit is set at \$175,000.00 for State Equalized Value for Commercial properties.

Motion by McConaghy, seconded by Shetler, that the MTT – Settlement Limits be removed from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

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

The next item was regarding **Proposed Modification of Fence Ordinance – Penalty to Make Continued Non-Compliance a Misdemeanor Following the Issuance of a First Civil Infraction and Non-Compliance.** It was stated in the ordinance that:

- 1st Civil Infraction offense - \$350.00
- 2nd Civil Infraction offense - \$500.00
- 3rd Civil Infraction offense within 2 years of the first offense - misdemeanor

The Mayor asked consideration be given to an option to charge the 2nd offense and non-compliance as a misdemeanor. The City Attorney stated that there may be issues between the City Ordinances and Construction Codes. This item is to remain on the Committee-of-the-Whole for a meeting to be held in February 2019.

The Chair declared a recess at 8:17 p.m., and reconvened at 8:20 p.m.

The next item discussed was regarding **The Avenue in the Woods Business Association.** Discussion ensued regarding the letter the association submitted on November 14, 2018. The Committee discussed the following requests made by the association:

- 1) Allow use of Schoolhouse or other city meeting area at no charge – In the past, similar organizations would meet at different businesses within the city and the local library. It was stated that if the association is permitted the use of a room at no charge, residents and other organization will also request use with no charge. It was mentioned that the association needs to show status of legally having formed the association. The Committee would like to hear from the association.
- 2) Representative from city attend monthly meeting – Discussion ensued regarding this request. It was not clear whom the association considered as the City Representative. The Committee would like more information from the association.
- 3) Planning Commission present the 2020 plan to business owners – The Committee left the decision for this request up to the Planning Commission.
- 4) Install banners on the center light poles on Mack Avenue - Discussion ensued regarding this request. It was stated that the light poles are city-owned, however they are located on Wayne County's Right-of-Way. There was a consensus with the Committee to allow banners to be placed on the light poles, provided they are given Wayne County's permission.

- 5) Allow free parking on Mack Avenue from December 15-26, 2018. – Discussion ensued regarding this request. It was stated that the revenue from the meters is between \$5,000-\$5,300/month. Another purpose of the meters is to keep cars moving along and prevent cars from parking all day. There was a consensus of the Committee to deny this request.

The Committee requested the City Administrator to give notice to the Association to appear in front of Council to discuss their requests and to obtain clarification. This item is to remain on the Committee-of-the-Whole.

(*Recording Secretary's Note: Item 6. **Honeywell Energy Savings** was not addressed)

New Business:

- The Treasurer/Comptroller stated that we are approaching the year end for water meter change out requests. However, the City ran out of meters and are on order. It is uncertain when they will be received. The letter sent to residents stated that a request for a meter change out needs to be submitted and the work completed by December 31, 2018, in order to have the \$75.00 permit and \$50.00 reconnect fees waived. Because City offices will be closed on December 31, 2018, and January 1, 2019, the Treasurer/Comptroller proposed the City extend the deadline to January 2, 2019, provided all required fees are paid, and the request is made prior to 5 p.m. on January 2, 2019. There was a consensus of the Committee to move forward with extending the deadline to January 2, 2019. The Mayor directed the Deputy City Clerk to place this item on the December 17, 2018, Council agenda.
- Planning Commission Appointment discussion ensued.

Motion by Bryant, seconded by Shetler, that the meeting of the Committee-of-the-Whole be adjourned at 9:05 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin
Deputy City Clerk

Robert E. Novitke
Mayor



Citizen's Recreation Commission Meeting Minutes
Meeting of the Citizen's Recreation Commission held on November 13th, 2018
at Grosse Pointe Woods, Michigan

CALLED TO ORDER: 7:01

PRESENT:

Barb Janutol
Gib Heim
Mark Miller
Christina Ventimiglia
Sarah Seger
Amanda York
Angela Brown

ABSENT:

Tom Jerger
Tony Rennpage

RECEIVED

DEC 05 2018

CITY OF GROSSE POINTE WOODS

approved by
Commission
on 12-11-18

(SR)

ALSO PRESENT:

Nicole Gerhart was present at the meeting. Councilman Mike Koester was also present for the meeting.

Motion to accept the minutes from October 9, 2018 by Barb Janutol and seconded by Mark Miller.

Yes: York, Janutol, Heim, Miller, Ventimiglia, Seger, and Brown.

No: None

Absent: Jerger, Rennpage

SUPERVISOR'S REPORT:

Woods Aglow happening next Tuesday. Hot cocoa and cookies will be served.

Polar Express tickets still on sale, 90% sold out

COUNCIL MEETING REPORT:

All new members of the Citizens Recreation Committee have been approved.

Committee of the Whole meeting recommended \$4500 for Winterfest, will now go to City Council for approval.

OLD BUSINESS:

Congrats to Sarah and Angela on being appointed!

All permanent info needs to be in by March for the city newsletter. Something to keep in mind for future events.

NEW BUSINESS:

Committee of the Whole meeting went well, and Winterfest was well received.
Event will take place on Saturday, January 26th from 11am-3pm.

Food Trucks, weather depending: Sticks & Stone Pizza (free), Bucks-N-Dinks (must get \$700 in sales). Insurance is needed for food trucks

It was suggested to get menus for the welcome table as people enter.

Enchanted Princess Party will be inside the Community Center.

Yard games, Jenga, and Cornhole will be available day of event.

Petting Zoo will be at event, additional insurance is needed, Nikki will get.

Possible schoolhouse tours

Map out event logistics at next month's meeting for layout.

Possible poster of parks at the Welcome Table?

Door prizes (slips at welcome table), drawing at 3:30. Need a sign for drawing

Dimensions needed for banner

Next meeting members will sign up for jobs

Possible outdoor music?

Need volunteers to help out day of event

Possible Photo Booth? Angela will look into it

Possible Kid Contest/Family Contest

Sandwich boards needed for event

Nikki will send an email blast, and a flyer will be available once it's approved. It is encouraged to share with local businesses.

Nikki will look into press release

ADJOURNMENT:

Motion was made to adjourn the meeting by Mark Miller and seconded by Barb Janutol.

Yes: York, Janutol, Heim, Miller, Ventimiglia, Seger, Brown.

No: None

Absent: Jerger, Rennpage

Meeting Adjourned at 8:40 pm.

Respectfully submitted by: Christina Ventimiglia, Secretary

RECEIVED

DEC 27 2018

CITY OF GROSSE POINTE WOODS

CITY OF GROSSE POINTE WOODS
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236
(313) 343-2440

Background Check(s) -
\$10.00 per person:
of people 1,
total cost \$ 10.

7A

APPLICATION FOR PERMIT/LICENSE - VENDOR/SOLICITOR/PEDDLER, ET AL

Chapter 10 Businesses. Section 10-220
Permit Fees: Annual \$75 Month \$20; Day \$10

PAID PR

Applicant: Brian Benson Birth Date: 01-20-1968

Home address: 1698 Hollywood Ave, Grosse Pointe Woods, MI 48236

Telephone: 860-378-5507 Driver's License No. 325-053-510-055

Business Name: Budget Blinds of Grosse Pointe Telephone: 313-416-9030

Business Address: 1698 Hollywood Ave, Grosse Pointe Woods, MI 48236

Description of Business: Window Treatments sales, installation and service

Assistants:

Name	Address	Date of Birth
Name	Address	Date of Birth
Name	Address	Date of Birth

If vehicle used, describe: 2018 Nissan NV2500 DB 50809
Year Make Model License Plate #

Other cities served: Grosse Pointe, Grosse Point Park, Shores, Farms, Harper Woods, St Clair Shores, Eastpointe, Detroit

Years previously licensed in Grosse Pointe Woods: 2018

VENDOR: Valid for use from 9 a.m. to dusk or 7 p.m., local time, whichever occurs first, Sec. 10.224(e).

REFUSE VENDOR: Shall not collect, remove or cart away any materials between the hours of 10 p.m. and 6 a.m. the following morning, Sec. 10.221(a).

SOLICITOR: Shall not walk on residential or commercial lawns; must use sidewalk.

NO PERSON: Shall deliver or deposit residential handbills at any residential home or apartment where a sign or notice has been posted in a conspicuous location, which sign or notice states "no handbills" or "no vendors or solicitors." Sec. 10.295

LICENSE: The license issued shall expire on December 31 of the year issued. The license fee is to be paid at the time of issuance.

Signed: BEB Date: 12-27-18

State of Michigan)
County of Wayne) ss.

Acknowledged by Brian Benson
before me on the 27 day of December, 2018.
Ashley Y Radcliffe
Signature of Notary Public
My Commission expires: 06-25-2020



	Approve	Deny
Public Safety:	<u>JK</u>	
City Clerk:	<u>J</u>	
Council Action:		
Plate No.:		
Date Issued:		
By:		

CITY OF GROSSE POINTE WOODS

Office of the City Clerk



Memorandum

DATE: December 20, 2018
TO: Mayor and City Council
FROM: Lisa Hathaway, City Clerk
SUBJECT: 2019 MAMC Master Academy

I am requesting to attend the Michigan Association of Municipal Clerk's (MAMC) Master Academy being held at the Comfort Inn and Conference Center in Mt. Pleasant, MI, beginning Tuesday, March 19, 2019, through Thursday, March 21, 2019, at a cost not to exceed \$1,000.00. This item is included in the FY 2018/19 budget, Training and Seminars Account No. 101-215-958.001. Points awarded for attending this seminar will be applied toward maintaining certification.

Thank you for your consideration.



MASTER ACADEMY

MARCH 19 - 21, 2019

MASTER ACADEMY REGISTRATION FEE

\$150 Per day*

*MEMBERS AND NON-MEMBERS ADD A LATE FEE OF \$50 IF POSTMARKED AFTER FEBRUARY 27, 2019. (LATE FEE IS ONE TIME ONLY, NOT \$50 PER DAY IF REGISTERING FOR MULTIPLE DAYS)

Master Academy registration fee includes sessions, materials, lunch each day and certificate of completion for each day. You will be your own for dinner each day. The Comfort Inn offers a complimentary continental breakfast for hotel guests. Lodging is separate.

MAMC accepts credit card payments and online registration

SCHEDULE HIGHLIGHTS

March 19

- Evaluating Employee Performance, Lewis Bender
- Leveraging Your Network, Bernadette Johnson

March 20

- Legislative Update, Jeremy Howard & Mary R. Clark
- Legal Update, Heide Hudson
- Beyond the Basics, Coco Stewert

March 21

- Risk-Limiting Audit, Expert Panel
- Managing Gossip in the Workplace, Lewis Bender



ATTIRE AT THE INSTITUTE AND MASTER ACADEMY

Casual business attire is appropriate throughout the week. The classrooms will be on the cool side, so plan accordingly. You may wish to dress up a bit for the banquet on Thursday evening of Institute.

ACCOMMODATIONS

The registration fee does not include lodging. There is a block of rooms reserved for MAMC Institute at the newly renovated Comfort Inn Hotel & Suites and Conference Center until February 22, 2019. Single occupancy rooms are available at reduced rates starting at \$79 plus tax. If you wish to share a room, you must provide the name of your roommate to the hotel. Identify yourself as a "MAMC" participant when making reservations. Provide your agency's tax-exempt number to avoid state taxes.

Comfort Inn Hotel & Suites Conference Center

2424 South Mission | Mt Pleasant, MI 48858
989-772-4000

Additional information on the Comfort Inn Hotel & Suites is available at www.mtpcomfortinn.com



MAMC INSTITUTE

THREE YEAR CURRICULUM

The Institute consists of three one-week, non-sequential sessions (one week each year) focusing on training that fulfills the IIMC and CMMC certification requirements. It includes a well-balanced combination of subjects that address Public Administration, Organizational Topics, Social Issues, Interpersonal Skills, and Elections.

Participation is mandatory for all sessions and attendance is monitored. The sessions are non-sequential, and one may begin the three-year cycle at any time.

When you register for the Institute, indicate if you are attending the Institute for the first, second or third time.

2019 CURRICULUM

March 10 - 15, 2019

- Alternative Forms of Local Government
- Cyber Security
- Effective Communications
- Professionalism in the Clerk's Office
- Minutes and Agenda
- Managing Generational Differences
- Budgeting Basics
- Lansing's Effect on Local Government
- Training Across Generations
- Eureka to Action

2020 CURRICULUM

March 15 - 20, 2020

- If I Knew Then What I Know Now...
- Societal Trends
- Organizational Culture
- Records Management
- Time Management
- Managing Problem Employees
- Legal Update
- Michigan Legal System
- Leadership and Ethics
- Thriving Through Change
- Creating a Personal Strategic Plan

2021 CURRICULUM

March 14 - 21, 2021

- Changes in the Communities We Serve
- Financing Local Government Services
- Effective Meeting Techniques
- Understanding Yourself and Others
- Election Update
- Media and Community Relations
- Strategic Planning
- Communication Skills
- Presentation Skills
- Accountability in the Workplace
- Tactical Planning



MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

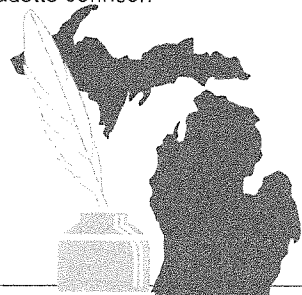
MASTER ACADEMY | March 19-21, 2019

Comfort Inn and Suites Conference Center Mt. Pleasant, Michigan

MASTER ACADEMY SCHEDULE

MARCH 19 THROUGH MARCH 21, 2019

TUESDAY March 19, 2019	WEDNESDAY March 20, 2019	THURSDAY March 21, 2019
8:00 – 8:45 AM REGISTRATION	8:00 – 8:45 AM REGISTRATION	8:00 – 8:45 AM REGISTRATION
8:45 AM – Noon EVALUATING EMPLOYEE PERFORMANCE <ul style="list-style-type: none">• Learn how to structure the performance discussion, what and how to measure it and how to facilitate useful evaluation discussions.• Learn why we gossip how to encourage the positive aspects, control the negative impacts and develop strategies for dealing with gossip in your personal lives and in the workplace. INSTRUCTOR: Lewis Bender, Ph.D. Professor Emeritus, Southern Illinois University, MAMC Institute Director, and Facilitator	8:45 – 10:00 AM LEGISLATIVE UPDATE <p>This session will cover current issues of interest to all Michigan communities Michigan communities.</p> INSTRUCTOR: Jeremy Howard, City Clerk, City of Mt. Pleasant MAMC Legislative Committee Chairperson Mary R. Clark, Township Clerk, Delta Township	8:45 AM – Noon RISK-LIMITING AUDIT <p>PANEL DISCUSSION: Tina Barton, City Clerk, City of Rochester Hills, Michigan Chris Swope, City Clerk, City of Lansing Scott Borling, City Clerk, City of Kalamazoo Ginny VanderRoest, Michigan Bureau of Elections Liz Howard, Brennan Center for Justice</p>
LUNCH	10:00 AM – Noon LEGAL UPDATE <ul style="list-style-type: none">• FOIA• Marijuana Laws• Sexual Harassment INSTRUCTOR: Heide Hudson, Shareholder Zausmer, August & Caldwell, P.C.	LUNCH
12:45 AM – 4:00 PM LEVERAGING YOUR NETWORK INSTRUCTOR: Bernadette Johnson	12:45 AM – 4:00 PM BEYOND THE BASICS <p>You asked for it! This course will offer advanced training in core Clerk responsibilities.</p> <ul style="list-style-type: none">• Notary laws• Parliamentary Procedure• Record Keeping and Retention INSTRUCTOR: Eleanor "Coco" Stewert, Professional Registered Parliamentarian	12:45 – 4:00 PM MANAGING GOSSIP IN THE WORKPLACE INSTRUCTOR: Lewis Bender, Ph.D. Professor Emeritus, Southern Illinois University, MAMC Institute Director, and Facilitator



WATCH FOR MORE INFORMATION ABOUT

MASTER ACADEMY

JUNE 18, 2019
Radisson
Kalamazoo Michigan

MAMC CONFERENCE

JUNE 19 – 21, 2019
Radisson
Kalamazoo Michigan

FREE EDUCATION DAY

SEPTEMBER 12, 2019
Soaring Eagle Resort
Mt. Pleasant, Michigan

MEMO 18-80

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services
DATE: December 3, 2018
SUBJECT: Purchase – Ridgid 200' SeeSnake Camera

RECEIVED

DEC 20 2018

GROSSE PTE. WOODS

The Department of Public Works currently uses televising sewer cameras to help residents with sewer line issues in their homes on a weekly basis. The department has two televising sewer cameras that are 12 and 17 years old. The older camera is broken and is not worth repairing due to the cost and its age. Currently the department has been providing this service to the city using only one camera. Recently this camera had to be repaired which left the city unable to assist a number of residents with sewer issues. Purchasing one additional televising sewer camera will allow the department to keep up with the resident's requests should the camera break down again.

The Department of Public Works requested quotes for a new televising sewer camera. We received the following quotes:

MTECH Company	\$10,375.00
Interworld Highway, LLC	\$11,090.00
Jack Doheny Companies, Inc.	\$11,100.00

MTECH Company submitted the low quote in the amount of \$10,375.00. Their specific camera is also compatible with the locating equipment our department already uses.

Therefore, I am requesting permission to purchase one Ridgid 200' SeeSnake Mini Push Camera from MTech Company, 7401 First Place, Cleveland, OH 44146 in the amount of \$10,375.00. This item is approved in the Fiscal Year 2018-2019 Budget in the Water/Sewer Minor Equipment account no. 592-537-970.000. Due to the price increase from the previous year, this will also require a budget amendment for the additional funds from the Water/Sewer Fund balance account no. 592-000-697.000 in the amount of \$1,375.00 into in the Water/Sewer Minor Equipment account no. 592-537-970.000.

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

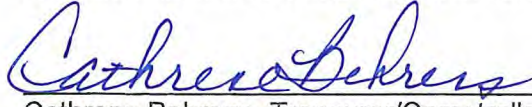
I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council consideration.


Bruce Smith, City Administrator


Date

Fund Certification:

Account numbers and amounts have been verified as presented.


Cathrene Behrens, Treasurer/Comptroller


Date

MEMO 18-80

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services
DATE: December 3, 2018
SUBJECT: Purchase – Ridgid 200' SeeSnake Camera

RECEIVED
DEC -5 2018
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MTECH Company submitted the low quote in the amount of \$10,375.00. Their specific camera is also compatible with the locating equipment our department already uses.

Therefore, I recommend a purchase order be issued for one Ridgid 200' SeeSnake Mini Push Camera to MTech Company, 7401 First Place, Cleveland, OH 44146 in the amount of \$10,375.00. This item is approved in the Fiscal Year 2018-2019 Budget in the Water/Sewer Minor Equipment account no. 592-537-970.000. Due to the price increase from the previous year, this will also require a budget amendment for the additional funds from the Water/Sewer Fund balance account no. 592-000-697.000 in the amount of \$1,375.00 into in the Water/Sewer Minor Equipment account no. 592-537-970.000.

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

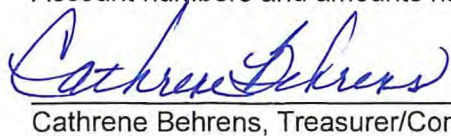
I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council consideration.


Bruce Smith, City Administrator

12/5/18
Date

Fund Certification:

Account numbers and amounts have been verified as presented.


Cathrene Behrens, Treasurer/Comptroller

12/5/2018
Date



8A

CITY OF GROSSE POINTE WOODS

MEMORANDUM

Date: January 2, 2019

To: Grosse Pointe Woods City Council

From: Beth Miro

Subject: MIDC Contract

The MIDC will now be the regulatory body in charge of funding the public defender system within each court in Michigan. Our authorized annual budget for this grant period is \$39,200.00. The MIDC has submitted a grant agreement for the City to sign. The City Attorney has reviewed the grant agreement and recommends that this grant agreement be approved by City Council and that the Court Clerk be allowed to sign this contract.

Attached is supporting documentation and details of the required standards and budget.

RECEIVED
JAN - 2 2019
CITY OF GROSSE PTE. WOODS

GRANT NO. 2019-103

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

GRANTEE/ADDRESS:

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

GRANT ADMINISTRATOR/ADDRESS:

Michigan Indigent Defense Commission
Department of Licensing and Regulatory Affairs
200 N. Washington Square 3rd Floor
Lansing, MI 48933
517-657-3066
866-291-0874

GRANT PERIOD:

From October 1, 2018 to September 30, 2019

TOTAL AUTHORIZED BUDGET: \$39,200.00

State Grant Contribution:	\$36,117.00
Local Share Contribution:	\$3,083.00

ACCOUNTING DETAIL: Accounting Template No.: 6412503T007

SIGMA Vendor Code: 004381

GRANT

This is Grant #2019-103 between the Michigan Indigent Defense Commission (MIDC) (Grantor), and the city of Grosse Pointe Woods (Grantee), subject to terms and conditions of this grant agreement (Agreement).

1.0 Statement of Purpose

The purpose of this Grant is to provide funding to assist the Grantee to comply with the Compliance Plan and Cost Analysis approved by the MIDC for the provision of indigent criminal defense services through the Standards approved by LARA on May 22, 2017, and the process described in the Michigan Indigent Defense Act, as amended effective 12/23/18 by Public Act 214 of 2018.

1.1 Statement of Work

The Grantee agrees to undertake, perform, and complete the following project:

The Grantee agrees to undertake, perform and complete the services described in their approved Compliance Plan and in accordance with the Michigan Indigent Defense Act, created by Public Act 93 of 2013, specifically Standards 1 through 4. Consistent with MCL 780.993, Sec. 13(11), as amended effective 12/23/18, an indigent criminal defense system shall comply with the terms of the grant in bringing its system into compliance with the minimum standards established by the MIDC within 180 days after receiving funds from the MIDC. Grantee's Compliance Plan, as submitted and approved by the MIDC (Attachment A), addresses the prescribed methods the grantee has chosen to provide indigent criminal defense services pursuant to MCL 780.993(3). Any changes to the work described in the Compliance Plan must be submitted to the MIDC for approval prior to any changes being implemented. All provisions and requirements of this agreement shall apply to any agreements the Grantee may enter into in furtherance of its obligations under this agreement and shall be responsible for the performance of any contracted work.

1.2 Detailed Budget

- A. This Agreement does not commit the State of Michigan (State) or the Department of Licensing and Regulatory Affairs (LARA) to approve requests for additional State Grant funds at any time.
- B. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, Attachment C, without the prior written consent of the MIDC.
- C. Attachment B is the Budget. The Grantee agrees that all funds shown in the Budget are to be spent as detailed in the Budget.

- D. Grantee will establish and maintain a new restricted fund within their Local Chart of Accounts for the expressed purpose of accounting for the expenses and revenue sources for operation of this grant and the local adult indigent defense system.
- E. Any adjustments to the budget must be made in accordance with the policies and procedures of the Michigan Indigent Defense Commission and communicated promptly to Commission staff. A budget adjustment involving less than 5% of the budget category total, must be reported in the next quarterly Financial Status Report. A budget adjustment involving 5% or more within the budget category or *any* adjustment redistributing monies between categories of funding requires prior written approval by Commission staff. Any substantial change to a local system's compliance plan requires prior staff and Commission approval. A "substantial change" is a change to the compliance plan or cost analysis that alters the method of meeting the objectives of the standard(s) in the approved plan.

1.3 Payment Schedule

The maximum amount of grant assistance offered is \$ 36,117.00. An initial advance of 50% of the State Grant shall be made to the Grantee upon receipt by the Grantor of a signed Agreement. The Grantor shall make subsequent disbursements of 25% up to the total state grant amount in accordance with the following schedule:

Initial Advance of 50% of total grant – Within 15 days of receipt of executed agreement
25% disbursement – April 15, 2019
25% disbursement – July 15, 2019 (final payment).

The above schedule of disbursement of funds is contingent upon receipt of quarterly reporting as addressed in this section and section 1.4 of this document. The financial status report must indicate grant funds received to date, expenditures to date and be supported by documentation of those expenditures; such as computer printouts of accounts, general ledger sheets, balance sheets, etc.). Backup documentation such as computer printouts of accounts, ledger sheets, invoices, etc. shall be maintained according to record retention policies for audit purposes in order to comply with this Agreement. Grantee will be held to the full contribution of the Local Share within the original one-year grant period.

The quarterly financial status report (FSR) and standards compliance report as addressed in Section 1.4, shall be provided in accordance with the following schedule:

Initial FSR and compliance report – January 15, 2019
2nd FSR and compliance report – April 1, 2019
3rd FSR and compliance report – July 1, 2019
Final FSR and compliance report – October 15, 2019

Public Act 279 of 1984 states that the state shall take all steps necessary to assure that payment for goods or services, is mailed within 45 days after receipt of the goods or services, a

complete invoice for goods or services, or a complete contract for goods or services, whichever is later.

1.4 Monitoring and Reporting Program Performance

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

B. Quarterly Reports. The Grantee shall submit to the Grantor quarterly progress reports on compliance with the standards and participate in follow up and evaluation activities. A quarterly reporting template shall be provided by the MIDC and require the following information:

1. A description on progress toward compliance with standards 1-4, including a description of problems or delays, real or anticipated and any significant deviation from previously approved Compliance Plan submitted to the MIDC per PA93 of 2013 (Attachment A), which should be brought to the attention of the Grantor.
2. Specific standards compliance information as requested by MIDC and collected by the local system.
3. Local systems must provide complete compliance reporting. If a local system believes that it is unable to provide the compliance reporting as requested by MIDC, or that providing the requested information would pose an undue financial burden, the local system must take the following steps as to each requested performance metric that has asserted it is unable to provide:
 - a. Demonstrate that system stakeholders have reviewed requested performance metrics and assessed what is currently available and how to retrieve it. This should include documentation of conversations with court administrators, clerks, and IT employees or vendors, depending on whether it is an internally or externally provided system, as well as an assessment of data fields that could be added or repurposed to collect the requested data.
 - b. If these options do not enable the local system to provide the requested performance metrics, local systems must contact and work with MIDC Research staff to seek additional options or ideas.
 - c. Receive confirmation from MIDC Research staff and local Regional Manager that the data collection would constitute an undue financial or labor burden that is untenable within the initial year of the grant.

PART II - GENERAL PROVISIONS

2.1 Project Changes

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

2.2 Delegation

Grantee must notify the State at least 90 calendar days before the proposed delegation, and provide the State any information it requests to determine whether the delegation is in its best interest. If any obligations under this grant are delegated, Grantee must: (a) be the sole point of contact regarding all contractual project matters, including payment and charges for all Grant Activities; (b) make all payments to the subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with a subgrantee. Grantee remains responsible for the completion of the Grant Activities, compliance with the terms of this Grant, and the acts and omissions of the subgrantee. The State, in its sole discretion, may require the replacement of any subgrantee.

2.3 Program Income

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be remitted to the Grantor or dedicated to the project up to the grant award. The grant award shall not be increased by the amount of interest earned. Any grant funds attributable to interest and not spent at the end of the grant period shall be returned to the State as required under Sec. 2.7 - Records Maintenance, Inspection, Examination, and Audit.

2.4 Share-in-savings

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, Grantee reimbursement will be based on actual expenditures.

2.5 Purchase of Equipment

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

2.6 Accounting

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with

budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

2.7 Records Maintenance, Inspection, Examination, and Audit

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

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant Activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance must be reported by the Grantee to the Grantor by October 31 of each year as required under MCL 780.993, Sec. 13(15), as amended 12/23/18.

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

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

2.8 Competitive Bidding

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grantor before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible. Attorney contracts are exempt from a competitive bid process, but must meet standard internal procurement policies.

3.0 Liability

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

3.1 Safety

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

3.2 General Indemnification

Inasmuch as each party to this grant is a governmental entity of the State of Michigan, each party to this grant must seek its own legal representation and bear its own costs; including judgments, in any litigation which may arise from the performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

3.3 Failure to Comply and Termination

- A. Failure to comply with the requirements of the grant program including implementation of the approved compliance plan, the submission of financial reports, progress reports, or data collection will result in the Commission implementing the procedures identified in section 15 and 17 of Public Act 93 of 2013, as amended effective 12/23/18 by Public Act 214 of 2018. Other breaches of this grant agreement, including failure to adhere to the requirements in the grant contract, proposing or implementing substantial program changes that deviate from the expressed purpose of the grant or filing a false certification for this grant or any documents or reports requested by the MIDC for this grant, will result in action being taken pursuant to sections 15 and 17 of Public Act 93 of 2013, as amended effective 12/23/18.

- B. Termination for Convenience

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Grant Responsibilities.

3.4 Conflicts and Ethics

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and

consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify the State of any violation or potential violation of these standards. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

3.5 Non-Discrimination

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or mental or physical disability. Breach of this covenant is a material breach of this Grant.

3.6 Unfair Labor Practices

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

3.7 Force Majeure

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees except where the Commission determines that an unforeseeable condition prohibits timely compliance pursuant to MCL 780.993, Sec. 13(11), as amended effective 12/23/18.

4.0 Certification Regarding Debarment

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

4.1 Illegal Influence

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

- A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of

any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

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

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

4.2 Governing Law

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

4.3 Compliance with Laws

Grantee must comply with all federal, state and local laws, rules and regulations.

4.4 Disclosure of Litigation, or Other Proceeding

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving a public defender office or attorney employed by a public defender office funded by Grantee that arises during the term of the Grant and involves: (a) a criminal Proceeding; (b) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Grantee's viability;

or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that an attorney practicing on behalf of a public defender office is required to possess in order to perform under this Grant.

4.6 Assignment

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

4.7 Entire Grant and Modification

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant Activities. This Grant may not be amended except by signed agreement between the parties.

4.8 Grantee Relationship

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

4.9 Dispute Resolution

The parties will endeavor to resolve any Grant dispute in accordance with section 15 of Public Act 93 of 2013, as amended 12/23/18. The dispute will be referred to the parties' respective Grantors or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

5.0 Severability


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

5.1 Waiver

Failure to enforce any provision of this Grant will not constitute a waiver.

5.2 Signatories

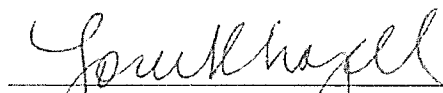
The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.



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

11-2-18

Date



Loren Khogali, Executive Director
Michigan Indigent Defense Commission

11/1/18

Date


Beth Miro, Court Administrator
City of Grosse Pointe Woods

Date

GRANT NO. 2019-103

5.2 Signatories

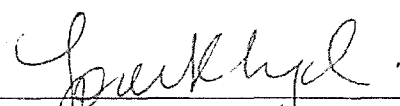
The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.



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

11-2-17

Date



Loren Khogali, Executive Director
Michigan Indigent Defense Commission

11/1/18

Date

Beth Miro, Court Administrator
City of Grosse Pointe Woods

Date

GRANT NO. 2019-103

ATTACHMENT A

COMPLIANCE PLAN NARRATIVE

Briefly describe the indigent defense delivery system(s) – contract, assigned counsel, or public defender – that the funding unit(s), for which this application is being considered, employed to deliver services before the MIDC Act took effect (July 1, 2013).

Grosse Pointe Woods currently has a system using primarily CAP trained attorneys and all have more than 2 years of criminal experience. They are selected from submitted resumes. They are on a random rotation as counsel for a specified case. At arraignment if the defendant is requesting counsel they will be assigned to the first available scheduled court date and assigned the counsel that is next in the rotation.

(See attachment 1 which is a copy of the court's Internal Payment Voucher CAA form.)

Generally, how does the system(s) intend to comply with the MIDC standards 1-4? Please address whether you will continue with the model in place above, whether you have already made a transition to a new delivery system, or whether you intend to transition to a new delivery system.

Compliance with the statutory requirements will require some modifications to our current plan. We will continue utilizing this plan and will make the modifications that are necessary to be compliant. Due to the size of our court delivering quality legal representation to defendants has always been a priority and we believe that keeping our current system with the additional modifications will work best in this Court.

For Standard 1: Grosse Pointe Woods Municipal Court will continue to utilize CAP trained attorneys or attorneys that have agreed to attend some type of criminal based class/seminar either through CLE, on-site seminar/expert or a comparable computer class.

For Standard 2: Initial Interview and first appearance will be conducted at the same time for all misdemeanor in-custody arraignments. The on-call assignment attorney will be notified by either phone text, email or fax. If they are not in custody and are given a bond for release or a personal recognizance bond with an appearance date, the attorney will be assigned according to rotation and will be notified by email or fax with the necessary information to make contact with the defendant within the 3-day timeline.

For Standard 3: As to Experts and Investigators, the assigned counsel will be educated as to requirements for submitting budget of hours/costs for each defendant that he/she represents if experts or investigators are going to be needed..

For Standard 4: Counsel at first appearance and other critical stages of each case and will be added to our existing policy.

Please identify the name and position held (e.g., county administrator, judge, defense attorney, etc.) for each person involved in the compliance planning process for this delivery system.

Hon. Theodore A. Metry, Chief Judge
Susan Tobin, Court Administrator
Bruce Smith, City Administrator
Cathrene Behrens, City Treasurer/Comptroller

Provide an attachment with the names, license or P#'s, and years of criminal defense experience for all attorneys the funding unit(s) intends to have deliver services as part of the local indigent defense system.

See Attachment 2 for the list of attorneys as requested.

Standard 1 – Training and Education

Attorneys with fewer than two years of experience practicing criminal defense in Michigan shall participate in one basic skills acquisition class. Do any of the attorneys included in this plan have fewer than the required experience and require this training? No. How many? N/A

All attorneys shall annually complete at least 12 hours of continuing legal education. How many attorneys require training in this plan? 15

How will the funding unit(s) ensure that the attorneys satisfy the 12 hours of continuing legal education during the plan year?

It will be required that they submit notice of completion after attendance of any CLE class or submit proof of attendance to any seminar relating to criminal representation.

Standard 2 – Initial Interview

When a client is in local custody, counsel shall conduct an initial client intake interview within three business days after appointment. When a client is not in custody, counsel shall promptly deliver an introductory communication so that the client may follow-up and schedule a meeting. To be successful, this requires immediate notification of appointment and client contact information.

How does the plan facilitate immediate attorney assignment and notification of new cases?

Initial notification will be sent two ways to the assigned attorney upon the filing of a complaint. An initial

phone call or text to the attorney on call for arraignments if defendant is in custody with a follow-up email or fax with the MC222 form or the local voucher/assignment form. Either form will have the defendant information; case number, charges, date/time of arraignment and any other information that is relevant. If the defendant is an in-custody misdemeanor the initial interview will be conducted at the same time.

If the defendant is not in custody then there will be an email or fax of the MC222 form or the local voucher form that has all necessary information as described above. The attorney will contact the defendant by either email or US mail within the three-day requirement.

The defendant will also receive their assigned attorney information when the assignment is made. They will be given a CAA Notice of Assignment with the attorney's information with instructions to contact the court if they have not heard from the assigned counsel within a reasonable timeframe.

How will the system ensure attorneys are completing their interviews within three business days?

Submission of voucher. No contact from defendants as to not hearing from their assigned counsel.

How will the initial interview be accomplished?

In-custody: Initial meeting can occur in the police department holding area. If they are brought to the court area there are numerous rooms that can be used. We also have an attorney/client booth for video conferencing

Non-custody meetings can be held in one of the court conference rooms.

This standard further requires a confidential setting be provided for all client interviews.

Does the jail have confidential space for attorney-client interviews? Yes

Describe the space available for the interviews or the plan to provide confidential space.

A confidential meeting can occur in the police department holding area. There is a room for attorneys to meet with clients. If they are brought to the court area there are numerous rooms that can be used. We also have an attorney/client booth for video conferencing

Does the courthouse have confidential space for attorney-client interviews? Yes

Describe the space available for the interviews or the plan to provide confidential space.

Confidential meetings can occur in the police department holding area. There is a room for attorneys to meet with clients. If they meeting in the court area there are numerous rooms that can be used. We also have an attorney/client booth for video conferencing

Standard 3 – Experts and Investigators

This standard requires counsel to conduct an independent investigation. When appropriate, counsel shall request funds to retain an investigator to assist with the client's defense. Counsel shall request the assistance of experts where it is reasonably necessary to prepare the defense and rebut the prosecution's case. Counsel has a continuing duty to evaluate a case for appropriate defense investigations or expert assistance.

How will this standard be complied with by the delivery system?

Experts or investigators are identified by each assigned attorney and funds will be requested by counsel to pay for the expert or investigative services. Based on the most recent year's adult criminal case statistics, it is projected that investigative services will need to be retained at the Tier I amount of \$4,500.00. (\$75/hr x 60 hours).

Please note that this court has never had to perform this function therefore, it would be a guess as to a specific amount. We will not pursue greater than the Tier I amount at this time.

Standard 4 – Counsel At First Appearance and Other Critical Stages of the Case

Counsel shall be appointed to provide assistance to the defendant as soon as the defendant's liberty is subject to restriction by a magistrate or judge. All persons determined to be eligible for indigent criminal defense services shall also have appointed counsel at pre-trial proceedings, during plea negotiations and at other critical stages, whether in court or out of court.

How will this standard be complied with by the delivery system?

The defendant will be assigned an attorney from a list of attorneys maintained by the court that meet all of the requirements according to the court assigned counsel policy. The assignment will be made by the court upon receipt of the complaint. If the defendant is in custody the assignment will be made immediately with the attorney that is acting as arraignment attorney for the on-call period at the time of detention (on-call schedule will be shared as a group within the Municipal Courts.)

- If the matter is a felony then that assignment will be over after the arraignment and the attorney will submit a voucher for payment.
- After arraignment of the felony the PCC hearing will be scheduled according to the guidelines for time/date and the defendant's information will be forwarded to the 3rd Circuit Court for assignment of counsel.
- If the matter is a misdemeanor in-custody the on-call assignment attorney will conduct the initial interview along with the arraignment and continue with that defendant throughout the case until judgment is entered. The attorney will submit a voucher detailing the events for that defendant upon completion of that case. Documentation will need to be reviewed with relevant court hearings/dates.
- After arraignment/initial interview, other communications and events would have to be submitted on the internal voucher w/detailed documentation for time spent. There will be a limit of time/payment if there are excessive adjournments without justified cause.

- Any probation violation or bench warrant would be an assignment de-novo unless ordered otherwise by the chief judge.
- After arraignment the misdemeanor case will be scheduled to a date agreed upon by the court and the attorney assigned.
- Any case that is not moving according to the speedy trial time guidelines will be reviewed.

	A	B	C	D	E	F	G	H
1	Indigent Defense System Budget							
2	Grant Year October 1, 2018 - September 2019							
3								
4	Funding Unit Name (s)	Grosse Pointe Woods						
5								
6	Personnel	Position	Calculation hours and rate	Total	State Grant	Local Share	Other Funding Sources	Total
7								
8								
9								
10								
11								
12								
13								
14	Category Summary			0.00	0.00	0.00	0.00	0.00
15								
16	Fringe Benefits	Percentage	Amount	State Grant	Local Share	Other Funding Sources	Total	
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31	Category Summary	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
32								
33	Contractual							
34								

	A	B	C	D	E	F	G	H
35	Contracts for Attorneys	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
36	Indigent defense attorneys	Current costs	\$1200/mo x 12	14,400.00	11,317.00	3,083.00		
	Indigent defense attorneys	Initial interviews & CAFA	caseload/12 mos/16 days per month x \$85/hour x 50 weeks	17,000.00	17,000.00			
37								
38								
39								
40								
41								
42								
43	Category Summary			31,400.00	28,317.00	3,083.00	0.00	31,400.00
44								
45	Contracts for Experts and Investigators	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
46	Investigators	Investigation	\$75/hour x 50 hrs	3,750.00	3,750.00			
47	Experts	Expert witnesses	\$200/hr x 15 hrs	3,000.00	3,000.00			
48								
49								
50	Category Summary			6,750.00	6,750.00	0.00	0.00	6,750.00
51								
52	Contracts for Construction Projects	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
53								
54								
55								
56								
57								
58	Category Summary			0.00	0.00	0.00	0.00	0.00
59								
60	Contracts Other	Services Provided	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
61								
62								
63								
64								

	A	B	C	D	E	F	G	H
65	Category Summary			0.00	0.00	0.00	0.00	0.00
66								
67	Equipment	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
68								
69								
70								
71								
72								
73								
74	Category Summary			0.00	0.00	0.00	0.00	0.00
75								
76	Training/Travel	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
77	Membership - SADO	SADO	50 x 15	750.00	750.00			
78	Membership - NAPD	NAPD	20x15	300.00	300.00			
79	CAP Program	CAP	0	0.00				
80								
81								
82								
83								
84								
85								
86	Category Summary			1,050.00	1,050.00	0.00	0.00	1,050.00
87								
88	Supplies/Services	Vendor	Calculation	Total	State Grant	Local Share	Other Funding Sources	Total
89								
90								
91								
92								
93								
94	Category Summary			0.00	0.00	0.00	0.00	0.00
95								
96	Budget Total			39,200.00	36,117.00	3,083.00	0.00	39,200.00
97								
98								
99								

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,
VEHICLE AND TRAVEL SERVICES (VTS)
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective January 1, 2018**

MICHIGAN SELECT CITIES *

	Individual	Group Meeting pre-arranged and approved
Lodging**	\$75.00	\$75.00
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$24.25	\$27.25

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting pre-arranged and approved
Lodging**	\$75.00	\$75.00
Breakfast	\$ 8.50	\$11.50
Lunch	\$ 8.50	\$11.50
Dinner	\$19.00	\$22.00

Per Diem	\$81.50
Lodging	\$45.50
Breakfast	\$ 8.50
Lunch	\$ 8.50
Dinner	\$19.00

OUT-OF-STATE SELECT CITIES *

	Individual	Group Meeting pre-arranged and approved
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$13.00	\$16.00
Lunch	\$13.00	\$16.00
Dinner	\$25.25	\$28.25

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting pre-arranged and approved
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$23.50	\$26.50

Per Diem	\$89.50
Lodging	\$45.50
Breakfast	\$10.25
Lunch	\$10.25
Dinner	\$23.50

Incidental Costs (per overnight stay) \$5.00

Mileage Rates

Premium Rate	\$0.545 per mile
Standard Rate	\$0.340 per mile

*See Select High Cost City Listing

**Lodging available at State Rate, or call Conlin Travel at 877-654-2179 or www.somtravel.com

SELECT HIGH COST CITY LIST
TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED and UNCLASSIFIED
EMPLOYEES EFFECTIVE October 1, 2017

Michigan Select Cities/Counties

Cities	Counties
Ann Arbor, Auburn Hills, Detroit, Grand Rapids Holland, Mackinac Island, Petoskey Pontiac, South Haven, Traverse City, Leland	All of Wayne and Oakland

Out of State Select Cities/Counties

State	City/County	Counties
Arizona	Phoenix, Scottsdale, Sedona	Massachusetts Boston (Suffolk), Burlington, Cambridge, Woburn, Martha's Vineyard
California	Los Angeles (Los Angeles, Orange & Ventura Counties, Edwards AFB), Eureka, Arcata, McKinleyville, Mammoth Lakes, Mill Valley/San Rafael/Novato Monterey, Palm Springs, San Diego, San Francisco, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Minnesota Minneapolis/St. Paul (Hennepin and Ramsey Counties)
Colorado	Aspen, Steamboat Springs, Telluride, Vail	Nevada Las Vegas
Connecticut	Bridgeport/Danbury	New Mexico Santa Fe
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	New York Lake Placid, Manhattan (the borough of Manhattan, Brooklyn, Bronx, Queens and Staten Island, Riverhead, Ronkonkoma, Melville
Florida	Boca Raton, Delray Beach, Jupiter, Fort Lauderdale, Key West	Pennsylvania Bucks County, Pittsburgh
Idaho	Sun Valley/Ketchum	Rhode Island Bristol, Jamestown, Middletown/Newport (Newport County) Providence
Illinois	Chicago (Cook and Lake counties)	Texas Austin, Dallas, Houston (L.B. Johnson Space Center)
Louisiana	New Orleans	Utah Park City (Summit County)
Maine	Bar Harbor	Vermont Manchester, Montpelier, Stowe (Lamoille County)
Maryland	Montgomery & Prince George County Baltimore City, Ocean City	Virginia Alexandria, Falls Church, Fairfax
		Washington Port Angeles, Port Townsend, Seattle




CITY OF GROSSE POINTE WOODS MEMORANDUM

9A

Date: January 7, 2019

To: Mayor and City Council

To: Bruce J. Smith, City Administrator 

From: Cathrene Behrens, Treasurer/Comptroller 

Re: Deficit Elimination Plans

On December 28, 2018 the City I received the attached letter from the Department of Treasury notifying us of deficit balances in three funds at fiscal year end June 30, 2018. The City has 30 days to respond with deficit elimination corrective action plans for these three funds. Listed below are my recommendations for the elimination of these three deficits as well as an explanation of why they occurred:

On June 30, 2018 the Solid Waste Fund general ledger balance was at a deficit balance of \$89,830. This deficit is the direct result of the purchase of two municipal tractors during FY 2017-18 in the amount of \$344,128. The original plan was to purchase these tractors through proceeds from the capital improvement bond. Roof and HVAC estimates came in higher than anticipated and as a result that option no longer existed for the City. To correct this, I recommended the council to authorize a 7-year repayment schedule from the solid waste fund into the general fund, plus interest, so this could be repaid over several years. During the audit, we were advised that due to the loan being a liability, 100% of the tractors expense would have to be recorded in FY 2017-18 and the loan will show up only on the City's balance sheet, as a liability, for the next six years. I am recommending to city council a one-time transfer from the general fund balance into the solid waste fund, which will eliminate the solid waste deficit balance in its entirety by fiscal year end 2018-19.

On June 30, 2018 the 2015 Road Bond Debt general ledger balance was at a deficit balance of \$5,511. This deficit directly relates to a deficit balance the City had in this fund at FY 2016-17 of \$33,213. This deficit was a direct result of the City having to reimburse Wayne County for delinquent taxes for the City's top taxpayer and additionally not receiving the 2016 delinquent tax on this same property. In FY 2017-18, the City did receive back delinquent tax dollars paid to Wayne County as a result of the City's top taxpayer bringing his delinquencies current. The portion of delinquent tax was not adequate to cover this original deficit of \$33,213, thereby creating the current deficit in the fund \$5,511 on June 30, 2018. A surplus was budgeted in the solid waste fund in FY 2018-19 of \$75,385 which will eliminate this deficit balance at fiscal year-end 2018-19.

On June 30, 2018 the Capital Improvement Fund general ledger balance was at a deficit balance of \$85,545. This deficit is the direct result of the City not receiving our capital improvement bond proceeds until July 30, 2018, which is in fiscal year 2018-19. The Capital Improvement Fund has a budgeted surplus in the current fiscal year of \$14,972 thereby eliminating the entire deficit.

The City's unassigned fund balance at fiscal year end June 30, 2018 is \$5,315,591. The City has budgeted from this fund balance \$2,878,568. The transfer of \$89,830 and \$8,573 will increase this amount of \$2,976,971 leaving a projected remaining balance at fiscal year-end 2019 of \$2,338,620. This amount reflects the percentage of remaining "unassigned" fund balance of 16.76% which is slightly higher than the recommended level of 10-15%. The City's total general fund balance, which includes both the cable fund and local road fund at fiscal year end June 30, 2018 is 9,156,038 will have a total fund balance of 44.30% but this includes all committed, restricted and assigned funds.

Recommendation

I respectfully request that Council authorize the City Administrator to sign the attached letter dated January 7, 2018 addressed to Harlan Goodrich in the Michigan Department of Treasury which provides detail for the City's plan to eliminate these deficits.

I respectfully request that Council approve the three attached resolutions regarding the Solid Waste Fund, the 2015 Road Bond Debt Fund, and the Capital Improvement Fund, for submission to the State with the signed letter.

I respectfully request that Council approve the following budget amendments, as recommended, to eliminate the deficit balances in the Solid Waste fund:

1. Transfer of \$89,830 from budget line 101-000-699.000, Trf f/ Prior Yr Reserve into the Solid Waste budget line 226-000-067.101, Due from General

SOLID WASTE FUND		
FY 2018 - 19 BUDGET		
Ending Fund Balance 6/30/2018		89,830.00
Total Revenues	1,907,095.00	
Total Expenditures	1,889,475.00	
Ending Balance		17,620.00
Ending Projected Fund Balance 6/30/2019 (SURPLUS)		17,620.00
<p>The Solid Waste Fund had to absorb the expense of the two Municipal Tractors, which were originally going to be purchased through proceeds from the Capital Improvement Bond. As a result of roof and HVAC bids coming in higher than anticipated, was no longer an option. The solution was to have the solid waste Fund pay back the general fund for the purchase of these two tractors, over a period of 7-years. Accounting rules forced staff to expense 100% of the cost of these tractors during FY 2017-18 and the 7-year loan is now reported as a liability on the solid waste funds balance sheet.</p>		
ROAD BOND DEBT FUND		
FY 2018 - 19 BUDGET		
Ending Fund Balance 6/30/2018		(5,511.00)
Total Revenues	1,046,037.00	
Total Expenditures	970,652.00	
Ending Balance		75,385.00
Ending Projected Fund Balance 6/30/2019 (SURPLUS)		69,874.00
<p>The road bond debt fund had a deficit in FY 2017-18 of \$33,213 which was reviewed and approved by City Council on 12/04/2017. This deficit was due to the City's largest taxpayer failing to pay for delinquent taxes owed to the City. The budget for FY 2018-19 has a budgeted surplus of \$75,385 which eliminates the above deficit in its entirety.</p>		
CAPITAL IMPROVEMENT FUND		
FY 2018 - 19 BUDGET		
Ending Fund Balance 6/30/2018		(85,545.00)
Total Revenues	2,687,747.00	
Total Expenditures	2,672,775.00	
Ending Balance		14,972.00
Ending Projected Fund Balance 6/30/2019 (FUND FULLY EXPENDED)		0
<p>Bond proceeds were not received until FY 2018 - 19 on July 30, 2018. Fund is no longer in a deficit at the current time.</p>		



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

NICK A. KHOURI
STATE TREASURER

December 28, 2018

**Notice of Intent To
Withhold State Payments**
Municipality Code: 822130
APR Form ID Number: 59971
Report ID Number: 87702

Sent Via Email
Chief Administrative Officer
City of Grosse Pointe Woods
cbehrens@gpwmi.us

Dear Chief Administrative Officer:

The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2) states that units of local government (local units) that end their fiscal year in a deficit condition shall formulate a deficit elimination plan. Any assessment of a local unit's deficit condition should be made using the guidelines provided in Treasury Website (Numbered Letter 2016-1).

The Community Engagement and Finance Division received an audit report from your local unit for the fiscal year ending 2018. Your Certified Public Accountant has indicated a deficit in one or more funds as follows:

<u>FUND NAME</u>	<u>AMOUNT</u>
Solid Waste Disposal	-\$89,830.00
Grants Fund	No Plan Necessary
2015 Road Bond Debt Service Fund	-\$5,511.00
Capital Improvement Fund	-\$85,545.00

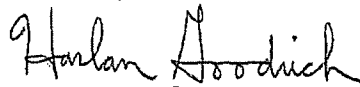
If a deficit exists in the General Fund, the General Fund plan should include a monthly breakdown of revenues and expenditures for the first two years of the projection and annual detail for the remaining years. For example, a five-year plan would show monthly detail for 24 months, and annual detail for the remaining three years. When a revised plan is submitted in the subsequent year, it would include a monthly breakdown for two years and an annual breakdown for the remaining two years. The monthly breakdown shall be for actual revenue and expenditures expected that month. For example, property taxes should be included in the months the taxes are projected to be

actually collected. It shall not be merely the annual revenue and expenditures divided by 12 months. This will allow for a more meaningful picture of how the municipality is progressing on a monthly basis.

Except where indicated "No Plan Necessary," please upload a deficit elimination plan for all funds listed above and a certified resolution online at Treasury Website (<http://www.michigan.gov/MunicipalFinance>) within 30 days from the date of this letter. Should a plan not be filed within 30 days, we may withhold 25% of the local unit's State Incentive Payments or payments issued under Public Act 140 of 1971, the Glenn Steil State Revenue Sharing Act of 1971. Once withheld, payments are not released when a plan has been *filed*, but when a plan has been *evaluated and certified* by Treasury.

After receiving your plan, we will notify you by email if additional information is needed or that your plan has been certified. If you have any questions, contact the Municipal Finance Section at (517) 373-3227 or email questions to Treas_MunicipalFinance@Michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "Harlan Goodrich". The signature is written in a cursive style with a large initial "H" and "G".

Harlan Goodrich, Municipal Finance Manager
Community Engagement and Finance Division

January 7, 2018

Attn: Harlan Goodrich, Municipal Finance Manager
State of Michigan
Department of Treasury
Local Audit and Finance Division
PO Box 30728
Lansing, MI 48909-8228

Re: City of Grosse Pointe Woods
Corrective Action Plans

Dear Mr. Goodrich:

In response to the City of Grosse Pointe Woods (MuniCode 82-2130) 2018 auditing procedures report, we submit the following corrective action plans for the Solid Waste Disposal Fund, the 2015 Road Bond Debt Service Fund and the Capital Improvement Fund.

03 Actual expenditures exceeded the amounts authorized in the budget

Solids Waste Fund

During the year, the City's Solid Waste Fund incurred expenditures that were in excess of the revenues collected through property taxes. The Solid Waste Fund had to absorb the expense of the purchase of two Municipal Tractors, which were originally intended to be purchased through proceeds from the issuance of a Capital Improvement Bond. The City's capital improvement project cost estimates were higher than estimated so the reimbursement of bond proceeds to the Solid Waste Fund are no longer an option. The City will use solid waste tax collections and transfers from the General Fund to eliminate the entire deficit in fiscal year 2019.

2015 Road Bond Debt Service Fund

In fiscal year 2016-17, the City's Road Bond Debt Service fund had a deficit balance because expenses were incurred in excess of the revenues the City collects through property tax of \$33,213. This variance was the direct result of the City's top taxpayer allowing their taxes to become delinquent for calendar year 2014, 2015 and 2016. In fiscal year 2017-18 the City closely monitored this fund and did receive delinquent taxes from the City's top taxpayer which eliminated all of \$5,511 of this funds deficit. In fiscal year 2018-19, a surplus was budgeted in the road bond debt service fund in the amount of \$75,385, which will eliminate the deficit in its entirety by fiscal year end 2019.

Capital Improvement Fund

In fiscal year 2016-17, the City Capital Improvement Fund incurred expenditures which were in excess of revenues collected. The City borrowed money from other funds to start certain capital projects prior to issuing a capital improvement bond. On July 30, 2018, the City issued a \$2.5 million capital improvement bond and eliminated the entire deficit.

Please provide notification when the deficit elimination plan has been certified by the Local Audit and Finance Division. If additional information is needed, please contact me at (313) 343.2450.

City of Grosse Pointe Woods

Bruce J. Smith
City Administrator

**THE CITY OF GROSSE POINTE WOODS
CITY COUNCIL RESOLUTION
ADOPTING THE DEFICIT ELIMINATION PLAN
FOR FISCAL YEAR 2018 - 19**

A regular meeting of the City Council of the City of Grosse Pointe Woods, County of Wayne, State of Michigan (the "City"), was held on _____, 2019 at 7:00 p.m., Eastern Standard Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and seconded by _____:

WHEREAS, the City of Grosse Pointe Woods Solid Waste Fund has a \$89,830 deficit fund balance on June 30, 2018; and

WHEREAS, Public Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED, that the City of Grosse Pointe Woods City Council adopts the following as the City of Grosse Pointe Woods Solid Waste Fund Elimination Plan:

2018-2019

Fund Balance (Deficit) **\$(89,830)**
July 1, 2018

Revenues

Property Taxes	\$1,811.265	
Transfer from Water		
Transfer from General		
Fund Balance	\$ 89,830	<i>Addition</i>
Other	\$ 6,000	
Total Revenues	\$1,907,095	

Expenditures

Wages & Benefits	\$ 112,791
Operating Supplies	\$1,466,666
Fringe Benefits	\$ 85,802
Transfers & Overhead	\$ 224,216
Total Expenditures	\$ 1,889,475

Fund Balance (Surplus) **\$ 17,620**
June 30, 2019

BE IT FURTHER RESOLVED that the City of Grosse Pointe Woods City Administrator submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

City Clerk

CERTIFICATION

I, Lisa K. Hathaway Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council on _____, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and will be, or have been, made available as required by said Act.

City of Grosse Pointe Woods			
Budget Revenue Projection -- Solid Waste Fund			
FY 2018 - 2019			
			696,024,629
		DEPT	FY 18 - 19
Account	Account Name	REQUESTED	ADOPTED
		REQUESTED	
226.000	Solid Waste/Disposal Fund		2.6023
226000402000	Operating Levy	1,811,265	1,811,265
226000402001	MTT Tax Refund		
226000665000	Interest Earnings	5,000	5,000
226000668400	Gain on Mkt Value	-	-
226000694000	Other Income	1,000	1,000
226000697000	Trans F/ Reserves	-	-
226000699101	Trans F/ General	-	89,830
Total Solid Waste/Disposal Fund		1,817,265	1,907,095
CITY OF GROSSE POINTE WOODS			
Budget Expense Projection - Solid Waste Fund			
FY 2018 - 2019			
			FY 18 - 19
ACCOUNT NO.	ACCOUNT NAME	DEPT	FY 18 - 19
		REQUESTED	ADOPTED
226528000000	SOLID WASTE/DISPOSAL		
226528702000	SALARIES & WAGES	82,187	82,187
226528710000	OVERTIME	5,166	5,166
226528715000	SOCIAL SECURITY	6,790	6,790
226528717000	RETIREE HEALTH & LIFE INSURANCE	-	-
226528722000	RETIREMENT	18,648	18,648
226528722100	MEDICARE REIMBURSEMENT	-	-
226528810000	ENVIRONMENTAL COUNSEL	-	-
226528818000	CONTRACTUAL SERVICES	1,462,004	1,462,004
226528840000	PRIOR YR TAX REFUNDS	-	-
226528880000	COMMUNITY RELATION	-	-
226528914000	INSURANCE	4,662	4,662
226528977000	EQUIPMENT	-	-
	DEPARTMENT TOTAL	1,579,457	1,579,457
226529000000	FRINGES		
226529710000	SICK/VAC PAY	-	-
226529710999	SICK/VAC PAY	2,400	2,400
226529711000	LONGEVITY/COLA	1,000	1,000
226529715000	SOCIAL SECURITY	260	260
226529717000	RETIREE HEALTH CARE	42,439	42,439
226529718000	H.S.A	3,200	3,200
226529719000	HOSP/DENTAL/OPTICAL	17,797	17,797
226529720000	LIFE INSURANCE	490	490
226529721000	WORKERS COMP	720	720
226529722000	RETIREMENT	-	-
226529722100	MEDICARE REIMBURSEMENT	3,600	3,600
226529723000	SUPPLEMENTAL ANNUITY	11,396	11,396
226529725000	CLOTHING ALLOWANCE	500	500
226529726000	MESC INSURANCE	2,000	2,000
	DEPARTMENT TOTAL	85,802	85,802
226699000000	TRF & OVRHD		
226699998000	FEES & CHARGES	1,597	1,597
226699999101	TRF TO GENERAL	102,789	192,619
226699999420	TFR TO CAPITAL IMPROVEMENT	-	-
226699999640	TRF TO MOTOR VEHICLE	30,000	30,000
226699999650	TRF TO MIS	-	-
	DEPARTMENT TOTAL	134,386	224,216
TOTAL SOLID WASTE EXPENSE		1,799,645	1,889,475
NET OF REVENUES TO EXPENSES		17,619.92	17,619.92

CITY OF GROSSE POINTE WOODS
BUDGET WORKSHEET - SOLID WASTE

FY 2018 - 2019

ACCOUNT DETAIL INFORMATION

ACCOUNT				FY 2018 - 2019	
NUMBER	DESCRIPTION		UNIT	DEPARTMENT	CITY ADMIN
226699999101	Trf to General	QTY	COST	REQUESTED	RECOMM
226699999101	Annual transfer for general fund services			50,000	50,000
226699999101					
226699999101	Transfer from General Fund Balance				89,830
226699999101	to cover FY 2018 Deficit				
226699999101	Reimbursement for Municipal Tractors			-	-
226699999101	-Principal			47,037	47,037
226699999101	-Interest			5,752	5,752
226699999101				-	-
226699999101				-	-
226699999101				-	-
226699999101				-	-
ACCOUNT TOTAL				102,789	192,619

Solid Waste Reimbursement to General Fund for Municipal Tractors

7-year reimbursement schedule at 2%

			Principal	Interest 2%
	Fiscal Year 2017 - 19		47,277	5,752
	Fiscal Year 2018 - 19		47,037	5,992
	Fiscal Year 2019 - 20		47,986	5,042
	Fiscal Year 2020 - 21		48,955	4,074
	Fiscal Year 2021 - 22		49,943	3,086
	Fiscal Year 2022 - 23		50,951	2,078
	Fiscal Year 2023 - 24		51,979	1,049
			344,128	27,072
	GRAND TOTAL			371,200

**THE CITY OF GROSSE POINTE WOODS
CITY COUNCIL RESOLUTION
ADOPTING THE DEFICIT ELIMINATION PLAN
FOR FISCAL YEAR 2018 - 19**

A regular meeting of the City Council of the City of Grosse Pointe Woods, County of Wayne, State of Michigan (the "City"), was held on _____, 2019 at 7:00 p.m., Eastern Standard Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and seconded by _____:

WHEREAS, the City of Grosse Pointe Woods Capital Improvement Fund has a \$85,545 deficit fund balance on June 30, 2018; and

WHEREAS, Public Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED, that the City of Grosse Pointe Woods City Council adopts the following as the City of Grosse Pointe Woods Capital Improvement Fund Deficit Elimination Plan:

2018-2019

Fund Balance (Deficit)	\$(85,545)
July 1, 2018	

Revenues

Bond Proceeds	\$2,500,000
Transfer from Water	<u>\$ 187,747</u>
Total Revenues	\$2,687,747

Expenditures

Bond Expense	\$ 76,400
Roof & HVAC Improvements	\$2, 3786,481
Budgeted Engineering Expense	
Reimbursement	\$ 62,000
Contingency	<u>\$ 147,894</u>
Total Expenditures	\$ 2,672,775

Fund Balance (Surplus)	\$ 14,972
June 30, 2019	

BE IT FURTHER RESOLVED that the City of Grosse Pointe Woods City Administrator submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

City Clerk

CERTIFICATION

I, Lisa K. Hathaway Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council on _____, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and will be, or have been, made available as required by said Act.

**THE CITY OF GROSSE POINTE WOODS
CITY COUNCIL RESOLUTION
ADOPTING THE DEFICIT ELIMINATION PLAN
FOR FISCAL YEAR 2018 - 19**

A regular meeting of the City Council of the City of Grosse Pointe Woods, County of Wayne, State of Michigan (the "City"), was held on _____, 2019 at 7:00 p.m., Eastern Standard Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and seconded by _____:

WHEREAS, the City of Grosse Pointe Woods 2015 Road Bond Debt Service Fund has a \$5,511 deficit fund balance on June 30, 2018; and

WHEREAS, Public Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED, that the City of Grosse Pointe Woods City Council adopts the following as the City of Grosse Pointe Woods 2015 Road Bond Debt Service Fund Deficit Elimination Plan:

	<u>2018-2019</u>
Fund Balance (Deficit) July 1, 2018	\$(5,511)
<u>Revenues</u>	
Property Taxes	\$1,044,037
Other	<u>\$ 2,000</u>
Total Revenues	\$1,046,037
<u>Expenditures</u>	
Road Bond Principal	\$ 750,000
Road Bond Interest Issue #1	\$ 150,250
Road Bond Interest Issue #2	\$ 61,209
Future Capital Improvements	<u>\$ 9,193</u>
Total Expenditures	\$ 970,652
Fund Balance (Surplus) June 30, 2019	\$ 75,385

BE IT FURTHER RESOLVED that the City of Grosse Pointe Woods City Administrator submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

City Clerk

CERTIFICATION

I, Lisa K. Hathaway Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council on _____, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and will be, or have been, made available as required by said Act.

CITY OF GROSSE POINTE WOODS			
BUDGET WORKSHEET - ROAD CONSTRUCTION DEBT			
FY 2018 - 2019			
		FY 18 - 19	
ACCOUNT NO.	ACCOUNT NAME	DEPT REQUESTED	CITY ADMIN RECOMM
REVENUES			
304.000.402.000	OPERATING LEVY	1,044,037	1,044,037
304.000.402.001	MTT PROPERTY TAX REFUND		
304.000.665.000	INTEREST EARNINGS	2,000	2,000
	TOTAL REVENUE	1,046,037	1,046,037
DEBT SERVICE - OTHER			
304.990.991.000	PRINCIPAL	750,000	750,000
304.990.995.000	INTEREST	211,459	211,459
304.999.979.000	FUTURE CAP IMPROVEMENT	9,193	9,193
	TOTAL EXPENSE	970,652	970,652
NET OF REVENUE TO EXPENDITURES		75,385	75,385



MCKENNA

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

10A

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

RECEIVED
DEC 19 2018
CITY OF GROSSE POINTE WOODS

December 17, 2018

Invoice No: 21849 - 6

Project 21849 Grosse Pointe Woods Building Services

Professional Services from November 1, 2018 to November 30, 2018

Monthly Retainer

Conduct Plumbing and Mechanical Inspections as directed by the City.

	1,500.00	
Total		\$1,500.00
Invoice Total		<u>\$1,500.00</u>

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

Email: cbehrens@gpwmil.us

101-180-818.000
12-17-2018

C. Behrens
Bruce Smith

10B



RECEIVED
DEC 19 2018
CITY OF GROSSE PTE. WOODS

December 18, 2018

Invoice 121818

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

101-224-818.000

12/18/2018

Two handwritten signatures in blue ink. The top signature appears to be "C. Behrman" and the bottom signature is more stylized, possibly "Lynette Hobyak".

RE: January 2019 Services

For contract assessing services rendered:

Contract Fee (\$69,434 ÷ 12)..... \$ 5,786.16

TOTAL AMOUNT DUE \$ 5,786.16

Respectfully submitted,

A handwritten signature in black ink, which appears to be "Lynette Hobyak".

Lynette Hobyak
Business Manager

38110 Executive Drive, Suite 100
Westland, MI 48185

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



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

10C

January 2, 2018

PO # 18-44933
594-785-977.200
1-1-2019

Cathy Behrens
City of Grosse Pointe Woods
20025 Mack Ave
Grosse Pointe Woods, Michigan 48236-2397

OK - ES.

Reference: Lake Front Park Marina Pedestal Improvements
City of Grosse Pointe Woods
AEW Project No. 0160-0392

Dear Ms. Behrens:

Enclosed please find Pay Application Number 3 for payment to J. Ranck Electric, Inc. for the above mentioned project. For work performed through December 27, 2018, we recommend issuing payment for the **Current Payment Due** in the amount of \$39,488.40 to J. Ranck Electric, Inc. 1993 Gover Parkway, Mt. Pleasant, MI 48858.

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

Sincerely,

Scott Lockwood
Project Manager

Enclosure: Application for Payment
cc: Bruce Smith, City Administrator
Frank Schulte, Director of Public Services
Jeanne Duffy
Susan Como
J. Ranck Electric, Inc.

Application and Certificate For Payment

Page 1

To Owner:	CITY OF GROSSE POINT WOODS 20025 MACK PLAZA GROSSE POINT WOODS, MI 48236	Project:	LAKE FRONT PARK MARINA	Application No:	3	Date:	12/27/2018
From (Contractor):	J. RANCK ELECTRIC, INC. 1993 GOVER PARKWAY MT. PLEASANT, MI 48858	Contractor Job Number:	118106	Period To:	12/27/2018		
Phone:	989 775-7393	Via (Architect):		Architect's Project No.			
		Contract For:		Contract Date:			

Contractor's Application For Payment

Change Order Summary	Additions	Deductions
Change orders approved in previous months by owner		
	Number	Date Approved
Change orders approved this month		
Totals		
Net change by change orders		

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: J. Ranck Electric, Inc.

By: [Signature] Date: 12-28-18State of: MI County of: ISABELLASubscribed and sworn to before me this 28 day of DECEMBER2018 (year). Notary public: [Signature]

My commission expires _____

Architect's Certificate for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's 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.

Original contract sum	\$362,084.00
Net change by change orders	\$0.00
Contract sum to date	\$362,084.00
Total completed and stored to date	\$360,210.00
Retainage	
10.0% of completed work	\$36,021.00
10.0% of stored material	\$0.00
Total retainage	\$36,021.00
Total earned less retainage	\$324,189.00
Less previous certificates of payment	\$284,700.60
Current payment due	\$39,488.40
Balance to finish, including retainage	\$37,895.00

BRANDI J WARNER
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF GRATIOT
My Commission Expires March 13, 2022
Acting in the County of Isabella

Architect

By _____ Date: _____

This Certification 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.

Application and Certificate For Payment -- page 2

To Owner: CITY OF GROSSE POINT WOODS
 From (Contractor): J. RANCK ELECTRIC, INC.
 Project: LAKE FRONT PARK MARINA

Application No: 3 Date: 12/27/2018 Period To: 12/27/2018
 Contractor's Job Number: 118106
 Architect's Project No:

Item Number	Description	Schedulad Value	Work Completed		Materials Presently Stored	Cumulated and Stored to Date	%	Balance to Finish	Retention	Memo
			Previous Application	This Period						
001	MOBILIZATION	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00	0.00	400.00	
002	BOND	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00	0.00	400.00	
003	WEST SIDE UNDERGROUND	61,000.00	61,000.00	0.00	0.00	61,000.00	100.00	0.00	6,100.00	
004	EAST SIDE UNDERGROUND	61,000.00	61,000.00	0.00	0.00	61,000.00	100.00	0.00	6,100.00	
005	MOUNTING PLATE INSTALLATION	27,084.00	27,084.00	0.00	0.00	27,084.00	100.00	0.00	2,708.40	
006	LIGHTHOUSE DELIVERY	145,000.00	145,000.00	0.00	0.00	145,000.00	100.00	0.00	14,500.00	
007	LIGHTHOUSE INSTALLATION	45,000.00	11,250.00	33,750.00	0.00	45,000.00	100.00	0.00	4,500.00	
008	CONTINGENCY	15,000.00	3,000.00	10,126.00	0.00	13,126.00	87.51	1,874.00	1,312.60	
Application Total		362,084.00	316,334.00	43,876.00	0.00	360,210.00	99.48	1,874.00	36,021.00	

10D



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

INVOICE

RECEIVED

DEC 19 2018

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

November 27, 2018
Project No: 0160-0395-0
Invoice No: 0119875

Project 0160-0395-0 CAPITAL IMPROVEMENTS, ROOFS
FOR: CITY HALL FIELD MEASUREMENTS; PLAN AND SPEC BOOK PREPARATION
Professional Services from October 15, 2018 to November 11, 2018

Phase 02 CONTRACT ADMINISTRATION

Fee

Total Fee	12,000.00		
Percent Complete	60.00	Total Earned	7,200.00
		Previous Fee Billing	6,000.00
		Current Fee Billing	1,200.00
		Total Fee	1,200.00
		Total this Phase	\$1,200.00
		Total this Invoice	\$1,200.00

BILLING BACKUP REPORT

PO # 18-44485
420-951-974.201
12/17/2018
C. Schenck
FS.

Project Detail - JTD

Tuesday, November 27, 2018

4:40:08 PM

Anderson, Eckstein & Westrick, Inc.

Job-to-Date through 12/14/2018

	Regular Hours	Total Ovt Hrs
Project Number: 0160-0395-0 CAPITAL IMPROVEMENTS, ROOFS		
Phase Number: 01 CONTRACT DOCUMENTS		
Total for		
Labor and Overhead		
24 SECRETARIAL		
000 UNASSIGNED		
* T 391 BICKHAM, BRENDA 5/9/2018	.50	
Meeting Minutes		
* T 391 BICKHAM, BRENDA 5/9/2018	-.50	
Meeting Minutes		
* T 391 BICKHAM, BRENDA 7/11/2018	.50	
Meeting Minutes		
* T 391 BICKHAM, BRENDA 7/11/2018	-.50	
Meeting Minutes		
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	
25 PRINTS		
000 UNASSIGNED		
* T 523 KAERLE, KATHLEEN 4/4/2018	1.00	
Plans		
* T 523 KAERLE, KATHLEEN 4/4/2018	-1.00	
Plans		
Total for 523		
* T 665 ANKAWI, MICHELLE 4/4/2018	1.50	
Print and Copy 8 Spec Books		
* T 665 ANKAWI, MICHELLE 4/4/2018	-1.50	
Print and Copy 8 Spec Books		
Total for 665		
Total for UNASSIGNED		
Total for PRINTS		
26 DELIVERIES		
000 UNASSIGNED		
* T 596 CHIRCO, BRANDY 4/6/2018	2.00	
plans to Grosse Pointe Woods and St. Clair Shores		
* T 596 CHIRCO, BRANDY 4/6/2018	-2.00	
plans to Grosse Pointe Woods and St. Clair Shores		
Total for 596		
Total for UNASSIGNED		
Total for DELIVERIES		
35 CONST.DESIGN		
000 UNASSIGNED		
* T 293 LOCKWOOD, SCOTT 4/3/2018	1.00	
Review issues with timing, permits		
* T 293 LOCKWOOD, SCOTT 4/3/2018	-1.00	
Review issues with timing, permits		
* T 293 LOCKWOOD, SCOTT 4/4/2018	1.00	
Permit issues		
* T 293 LOCKWOOD, SCOTT 4/4/2018	-1.00	
Permit issues		

			Regular Hours	Total Ovt Hrs
* T	293 LOCKWOOD, SCOTT	4/27/2018		1.00
	Review cost estimates with JA			
* T	293 LOCKWOOD, SCOTT	4/27/2018		-1.00
	Review cost estimates with JA			
* T	293 LOCKWOOD, SCOTT	4/30/2018	1.00	
* T	293 LOCKWOOD, SCOTT	4/30/2018	-1.00	
* T	293 LOCKWOOD, SCOTT	5/1/2018	1.50	
	Bids with JA			
* T	293 LOCKWOOD, SCOTT	5/1/2018	-1.50	
	Bids with JA			
* T	293 LOCKWOOD, SCOTT	5/2/2018	1.00	
	Discuss bids			
* T	293 LOCKWOOD, SCOTT	5/2/2018	-1.00	
	Discuss bids			
* T	293 LOCKWOOD, SCOTT	5/4/2018		2.50
	Review numbers and meet with JA, BS and CB			
* T	293 LOCKWOOD, SCOTT	5/4/2018		-2.50
	Review numbers and meet with JA, BS and CB			
* T	293 LOCKWOOD, SCOTT	5/7/2018	1.00	
	discuss project options			
* T	293 LOCKWOOD, SCOTT	5/7/2018	-1.00	
	discuss project options			
* T	293 LOCKWOOD, SCOTT	5/9/2018	2.00	
	Discuss funding and project award			
* T	293 LOCKWOOD, SCOTT	5/9/2018	-2.00	
	Discuss funding and project award			
* T	293 LOCKWOOD, SCOTT	5/14/2018	1.00	
	Cost review			
* T	293 LOCKWOOD, SCOTT	5/14/2018	-1.00	
	Cost review			
* T	293 LOCKWOOD, SCOTT	5/16/2018	2.00	
	meeting with Jason, Bruce and Cathy to review costs			
* T	293 LOCKWOOD, SCOTT	5/16/2018	-2.00	
	meeting with Jason, Bruce and Cathy to review costs			
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	
	37 SPECIFICATIONS			
	000 UNASSIGNED			
* T	442 VIGNERON, MICHAEL	4/3/2018	.50	
	Post to MITN			
* T	442 VIGNERON, MICHAEL	4/3/2018	-.50	
	Post to MITN			
* T	442 VIGNERON, MICHAEL	4/18/2018	.20	
	Post Addendum No. 1			
* T	442 VIGNERON, MICHAEL	4/18/2018	-.20	
	Post Addendum No. 1			
* T	442 VIGNERON, MICHAEL	4/19/2018	.20	
	Post Addendum No. 2			

			Regular Hours	Total Ovt Hrs
* T	442 VIGNERON, MICHAEL	4/19/2018	-.20	
	Post Addendum No. 2			
* T	442 VIGNERON, MICHAEL	4/20/2018	.20	
	Post Addendum No. 3			
* T	442 VIGNERON, MICHAEL	4/20/2018	-.20	
	Post Addendum No. 3			
	Total for 442			
	Total for UNASSIGNED			
	Total for SPECIFICATIONS			
	38 CONTRACT ADMIN			
	000 UNASSIGNED			
* T	293 LOCKWOOD, SCOTT	6/28/2018	2.00	
	Conference call to discuss billing			
* T	293 LOCKWOOD, SCOTT	6/28/2018	-2.00	
	Conference call to discuss billing			
* T	293 LOCKWOOD, SCOTT	7/25/2018	.50	
	precon meeting			
* T	293 LOCKWOOD, SCOTT	7/25/2018	-.50	
	precon meeting			
* T	293 LOCKWOOD, SCOTT	8/22/2018	1.00	
	Pay process review			
* T	293 LOCKWOOD, SCOTT	8/22/2018	-1.00	
	Pay process review			
* T	293 LOCKWOOD, SCOTT	9/26/2018	1.00	
* T	293 LOCKWOOD, SCOTT	9/26/2018	-1.00	
* T	293 LOCKWOOD, SCOTT	9/28/2018		1.00
	Lightning rod research and resolve			
* T	293 LOCKWOOD, SCOTT	9/28/2018		-1.00
	Lightning rod research and resolve			
	Total for 293			
	Total for UNASSIGNED			
	Total for CONTRACT ADMIN			
	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			

Project Detail - JTD			Job-to-Date through 12/14/2018	Tuesday, November 27, 2018 4:40:08 PM
			Regular Hours	Total Ovt Hrs
X	293 LOCKWOOD, SCOTT	2/8/2018	1.00	
	Review plan and discussion about proposed treatment			
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		27.50	5.50
	Total for UNASSIGNED		27.50	5.50
	Total for MEETINGS		27.50	5.50
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			

			Regular Hours	Total Ovt Hrs
Total for 681			7.00	1.00
Total for UNASSIGNED			15.50	1.00
Total for DESIGN DEV			15.50	1.00
53 CONST DOCUM				
000 UNASSIGNED				
* T	402 ARLOW, JASON	4/3/2018	1.00	
	Final review			
* T	402 ARLOW, JASON	4/3/2018	-1.00	
	Final review			
* T	402 ARLOW, JASON	4/10/2018	2.00	
	Pre bid			
* T	402 ARLOW, JASON	4/10/2018	-2.00	
	Pre bid			
* T	402 ARLOW, JASON	5/1/2018	1.50	
	bid opening			
* T	402 ARLOW, JASON	5/1/2018	-1.50	
	bid opening			
* T	402 ARLOW, JASON	5/4/2018	2.50	
	Review bids, Bond meeting			
* T	402 ARLOW, JASON	5/4/2018	-2.50	
	Review bids, Bond meeting			
* T	402 ARLOW, JASON	5/8/2018	3.50	
	Meeting prep, contractor interview, notes			
* T	402 ARLOW, JASON	5/8/2018	-3.50	
	Meeting prep, contractor interview, notes			
* T	402 ARLOW, JASON	5/9/2018	.50	
	Bid review			
* T	402 ARLOW, JASON	5/9/2018	-.50	
	Bid review			
* T	402 ARLOW, JASON	5/10/2018	.50	
	DPW roof, cost savings			
* T	402 ARLOW, JASON	5/10/2018	-.50	
	DPW roof, cost savings			
* T	402 ARLOW, JASON	5/11/2018		.50
	letter of award			
* T	402 ARLOW, JASON	5/11/2018		-.50
	letter of award			
* T	402 ARLOW, JASON	5/15/2018	1.00	
	Revise letter			
* T	402 ARLOW, JASON	5/15/2018	-1.00	
	Revise letter			
* T	402 ARLOW, JASON	5/16/2018	.50	
	Police garage roof letter and bid review			
* T	402 ARLOW, JASON	5/16/2018	-.50	
	Police garage roof letter and bid review			
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			

			Regular Hours	Total Ovt Hrs
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	
	Udate 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	2.00	1.00
	review			
X	402 ARLOW, JASON	6/4/2018	1.00	
	Council meeting			
X	402 ARLOW, JASON	6/6/2018	.50	
	Invoices			
Total for 402			24.50	1.50
M	452 PASAMBA, ARMANDO		1.00	
11/15/2017				
	BATH HOUSE			
M	452 PASAMBA, ARMANDO		4.00	
11/16/2017				
	BATH HOUSE			
M	452 PASAMBA, ARMANDO		3.50	.50
11/17/2017				
	HATCH HOUSE / ACTIVITY BLDG			
X	452 PASAMBA, ARMANDO	11/7/2017	1.00	
X	452 PASAMBA, ARMANDO	11/8/2017	5.00	
X	452 PASAMBA, ARMANDO		2.00	1.00
11/10/2017				
X	452 PASAMBA, ARMANDO	12/1/2017	4.00	
	City hall Field Measurement			
X	452 PASAMBA, ARMANDO	2/6/2018	4.50	
	CONSTRUCTION DOCUMENT			
Total for 452			25.00	1.50

			Regular Hours	Total Ovt Hrs
M	596 CHIRCO, BRANDY	11/20/2017	2.50	
	roof and floor plans			
M	596 CHIRCO, BRANDY	11/21/2017	.50	
	roof and floor plans			
M	596 CHIRCO, BRANDY	11/27/2017	4.00	
	roof plans			
M	596 CHIRCO, BRANDY	11/28/2017	.30	
	roof plans			
M	596 CHIRCO, BRANDY	11/29/2017	6.20	
	city hall floor plan			
M	596 CHIRCO, BRANDY	11/30/2017	4.10	
	city hall floor plan			
M	596 CHIRCO, BRANDY	12/1/2017	4.00	
	field measurements of City Hall			
M	596 CHIRCO, BRANDY	12/1/2017	.50	
	updating city hall floor plan			
M	596 CHIRCO, BRANDY	12/4/2017	5.40	
	updating city hall floor plan			
M	596 CHIRCO, BRANDY	12/5/2017	4.00	
	updating city hall floor plan			
M	596 CHIRCO, BRANDY	12/6/2017	.20	
	updating city hall floor plan			
* T	596 CHIRCO, BRANDY	4/2/2018	6.30	
	updates to all plans			
* T	596 CHIRCO, BRANDY	4/2/2018	-6.30	
	updates to all plans			
* T	596 CHIRCO, BRANDY	4/3/2018	2.30	
	specifications, updates to plans			
* T	596 CHIRCO, BRANDY	4/3/2018	-2.30	
	specifications, updates to plans			
* T	596 CHIRCO, BRANDY	4/10/2018	.20	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/10/2018	-.20	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/12/2018	.10	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/12/2018	-.10	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/13/2018	.50	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/13/2018	-.50	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/16/2018	.50	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/16/2018	-.50	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/17/2018	1.20	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/17/2018	-1.20	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/18/2018	.90	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/18/2018	-.90	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/19/2018	.50	
	addendum 2			
* T	596 CHIRCO, BRANDY	4/19/2018	-.50	
	addendum 2			

Project Detail - JTD				Job-to-Date through 12/14/2018	Tuesday, November 27, 2018 4:40:08 PM
				Regular Hours	Total Ovt Hrs
* T	596	CHIRCO, BRANDY	4/20/2018	.70	
		addendum 3			
* T	596	CHIRCO, BRANDY	4/20/2018	-.70	
		addendum 3			
* T	596	CHIRCO, BRANDY	4/23/2018	.20	
		answering bidder questions			
* T	596	CHIRCO, BRANDY	4/23/2018	-.20	
		answering bidder questions			
* T	596	CHIRCO, BRANDY	4/30/2018	.70	
		area and perimeter of roof			
* T	596	CHIRCO, BRANDY	4/30/2018	-.70	
		area and perimeter of roof			
* T	596	CHIRCO, BRANDY	5/2/2018	.70	
		bid tab			
* T	596	CHIRCO, BRANDY	5/2/2018	-.70	
		bid tab			
* T	596	CHIRCO, BRANDY	5/8/2018	1.00	
		interview prep			
* T	596	CHIRCO, BRANDY	5/8/2018	-1.00	
		interview prep			
X	596	CHIRCO, BRANDY	12/11/2017	5.30	
		roof plans			
X	596	CHIRCO, BRANDY	12/15/2017	5.60	
		roof details			
X	596	CHIRCO, BRANDY	12/18/2017	5.00	
		roof plans			
X	596	CHIRCO, BRANDY	12/19/2017	1.70	
		roof plans			
X	596	CHIRCO, BRANDY	12/22/2017	1.50	
		roof details			
X	596	CHIRCO, BRANDY	1/2/2018	.50	
		updates to plans			
X	596	CHIRCO, BRANDY	1/3/2018	1.00	
		updates to plans			
X	596	CHIRCO, BRANDY	1/16/2018	5.50	
		roof plans			
X	596	CHIRCO, BRANDY	1/17/2018	7.50	
		roof plans and details			
X	596	CHIRCO, BRANDY	1/18/2018	.60	
		details			
X	596	CHIRCO, BRANDY	1/19/2018	1.80	
		roof sections			
X	596	CHIRCO, BRANDY	1/22/2018	6.90	
		sections and details			
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			

			Regular Hours	Total Ovt Hrs
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	
* T	681 BERGE, MATTHEW	4/2/2018	.50	
	Review project specifications			
* T	681 BERGE, MATTHEW	4/2/2018	-.50	
	Review project specifications			
* T	681 BERGE, MATTHEW	4/3/2018	2.00	
	Review specs and drawings			
* T	681 BERGE, MATTHEW	4/3/2018	-2.00	
	Review specs and drawings			
* T	681 BERGE, MATTHEW	4/4/2018	1.00	
	Print permit sets and prepare letters of transmittal.			
* T	681 BERGE, MATTHEW	4/4/2018	-1.00	
	Print permit sets and prepare letters of transmittal.			
* T	681 BERGE, MATTHEW	4/5/2018	.50	
	Compile and distribute permit sets.			

			Regular Hours	Total Ovt Hrs
* T	681 BERGE, MATTHEW	4/5/2018	-0.50	
	Compile and distribute permit sets.			
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		270.30	3.00
	Total for CONST DOCUM		270.30	3.00
54 BIDDING				
000 UNASSIGNED				
* T	402 ARLOW, JASON	4/16/2018	1.00	
	Questions, addendum			
* T	402 ARLOW, JASON	4/16/2018	-1.00	
	Questions, addendum			
* T	402 ARLOW, JASON	4/17/2018	1.00	
	Addendum questions			
* T	402 ARLOW, JASON	4/17/2018	-1.00	
	Addendum questions			
* T	402 ARLOW, JASON	4/19/2018	1.00	
	RFI, addendum			
* T	402 ARLOW, JASON	4/19/2018	-1.00	
	RFI, addendum			
* T	402 ARLOW, JASON	4/20/2018	.50	
	RFI, addendum			
* T	402 ARLOW, JASON	4/20/2018	-.50	
	RFI, addendum			
	Total for 402			
* T	681 BERGE, MATTHEW	4/18/2018	2.00	
	Compile addendum 1 documents			
* T	681 BERGE, MATTHEW	4/18/2018	-2.00	
	Compile addendum 1 documents			
	Total for 681			
	Total for UNASSIGNED			

Project Detail - JTD		Job-to-Date through 12/14/2018	Tuesday, November 27, 2018 4:40:08 PM	
		Regular Hours	Total Ovt Hrs	
Total for BIDDING				
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 ZAUDEL, KEVIN	3/22/2018	1.00	
	Mechanical unit loading/locations			
X	544 ZAUDEL, 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		331.60	9.50	
Expenses				
Reimbursable Expenses				
520.00 REIMB. MISC. EXPENSE				
B	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.			/
Total for 521.00				
Total for Reimbursable Expenses				
Total for Expenses				
Total for 01		331.60	9.50	
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 AIA's				

Project Detail - JTD			Job-to-Date through 12/14/2018	Tuesday, November 27, 2018 4:40:08 PM	
			Regular Hours	Total Ovt Hrs	
* X	391 BICKHAM, BRENDA	3/1/2017	.50		
	Spec				
* X	391 BICKHAM, BRENDA	7/11/2018	.50		
	Meeting Minutes				
	Total for 391		1.50		
* X	520 DUBAY, GAIL	3/20/2017	.30		
	Placed Ads with Planhouses - JRA				
	Total for 520		.30		
	Total for UNASSIGNED		1.80		
	Total for SECRETARIAL		1.80		
	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		
	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		4.50	1.00	
	Total for UNASSIGNED		4.50	1.00	
	Total for CONTRACT ADMIN		4.50	1.00	
	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		
	50 ARCHITECT				
	000 UNASSIGNED				
* T	402 ARLOW, JASON	1/12/2018	.50	2.00	
	DPW addition, site visit, field measure, sketch				
* T	402 ARLOW, JASON	1/12/2018	-.50	-2.00	
	DPW addition, site visit, field measure, sketch				

			Regular Hours	Total Ovt Hrs
* T	402 ARLOW, JASON	1/15/2018	2.50	
	Review roof quotes for activities building, letter to city, DPW addition estimate			
* T	402 ARLOW, JASON	1/15/2018	-2.50	
	Review roof quotes for activities building, letter to city, DPW addition estimate			
	Total for 402			
	Total for UNASSIGNED			
	Total for ARCHITECT			
	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		14.50	1.50
	Total for UNASSIGNED		14.50	1.50
	Total for CONST DOCUM		14.50	1.50
	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			
B	402 ARLOW, JASON	11/12/2018	1.50	
	Job meeting			
B	402 ARLOW, JASON	11/14/2018	.50	
	Job meeting			
B	402 ARLOW, JASON	11/20/2018	1.00	
	pay application			
X	402 ARLOW, JASON	6/18/2018	2.50	
	COW and Council meetings			
X	402 ARLOW, JASON	6/19/2018	.50	
	Award letter			

			Regular Hours	Total Ovt Hrs
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	
	Police 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			
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 ap3			
X	402 ARLOW, JASON	9/26/2018	1.00	
	progress meeting			

Project Detail - JTD			Job-to-Date through 12/14/2018	Tuesday, November 27, 2018 4:40:08 PM
			Regular Hours	Total Ovt Hrs
X	402 ARLOW, JASON	9/28/2018	.50	.50
	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			
	Total for 402		42.50	1.00
X	544 ZAUEL, KEVIN	9/13/2018	.50	
	Roof modifications for unit placement			
	Total for 544		.50	
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			
	Total for 596		13.40	
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		1.00	

Project Detail - JTD		Job-to-Date through 12/14/2018	Tuesday, November 27, 2018 4:40:08 PM
		Regular Hours	Total Ovt Hrs
Total for UNASSIGNED		57.40	1.00
Total for CONST ADMIN		57.40	1.00
56 ME/ELEC DESG			
000 UNASSIGNED			
* T	552 EDWARDS, WILLIAM 2/21/2018	.60	
* T	552 EDWARDS, WILLIAM 2/21/2018	-.60	
* X	552 EDWARDS, WILLIAM 10/2/2018	.30	
	Lighting Rods		
* X	552 EDWARDS, WILLIAM 10/25/2018	.20	
Total for 552		.50	
Total for UNASSIGNED		.50	
Total for ME/ELEC DESG		.50	
Total for Labor and Overhead		90.60	3.50
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		90.60	3.50
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			
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		

Project Detail - JTD			Job-to-Date through 12/14/2018	Tuesday, November 27, 2018 4:40:08 PM
			Regular Hours	Total Ovt Hrs
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		6.00	3.00
	Total for UNASSIGNED		6.00	3.00
	Total for ARCHITECT		6.00	3.00
	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		6.50	3.00
	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		6.50	3.00
	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	
	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	

			Regular Hours	Total Ovt Hrs
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			11.50	3.50
Total for UNASSIGNED			11.50	3.50
Total for CONST.DESIGN			11.50	3.50
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	.50	2.00
	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			3.00	2.00
Total for UNASSIGNED			3.00	2.00
Total for ARCHITECT			3.00	2.00
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			

Project Detail - JTD				Job-to-Date through 12/14/2018	Tuesday, November 27, 2018 4:40:08 PM
				Regular Hours	Total Ovt Hrs
* X	402 ARLOW, JASON	5/8/2018	Meeting prep, contractor interview, notes	3.50	
* X	402 ARLOW, JASON	5/9/2018	Bid review	.50	
* X	402 ARLOW, JASON	5/10/2018	DPW roof, cost savings	.50	
* X	402 ARLOW, JASON	5/11/2018	letter of award		.50
* X	402 ARLOW, JASON	5/15/2018	Revise letter	1.00	
* X	402 ARLOW, JASON	5/16/2018	Police garage roof letter and bid review	.50	
Total for 402				13.00	.50
* X	596 CHIRCO, BRANDY	4/2/2018	updates to all plans	6.30	
* X	596 CHIRCO, BRANDY	4/3/2018	specifications, updates to plans	2.30	
* X	596 CHIRCO, BRANDY	4/10/2018	addendum 1	.20	
* X	596 CHIRCO, BRANDY	4/12/2018	addendum 1	.10	
* X	596 CHIRCO, BRANDY	4/13/2018	addendum 1	.50	
* X	596 CHIRCO, BRANDY	4/16/2018	addendum 1	.50	
* X	596 CHIRCO, BRANDY	4/17/2018	addendum 1	1.20	
* X	596 CHIRCO, BRANDY	4/18/2018	addendum 1	.90	
* X	596 CHIRCO, BRANDY	4/19/2018	addendum 2	.50	
* X	596 CHIRCO, BRANDY	4/20/2018	addendum 3	.70	
* X	596 CHIRCO, BRANDY	4/23/2018	answering bidder questions	.20	
* X	596 CHIRCO, BRANDY	4/30/2018	area and perimeter of roof	.70	
* X	596 CHIRCO, BRANDY	5/2/2018	bid tab	.70	
* X	596 CHIRCO, BRANDY	5/8/2018	interview prep	1.00	
Total for 596				15.80	
* X	681 BERGE, MATTHEW	4/2/2018	Review project specifications	.50	
* X	681 BERGE, MATTHEW	4/3/2018	Review specs and drawings	2.00	
* X	681 BERGE, MATTHEW	4/4/2018	Print permit sets and prepare letters of transmittal.	1.00	
* X	681 BERGE, MATTHEW	4/5/2018	Compile and distribute permit sets.	.50	
Total for 681				4.00	
Total for UNASSIGNED				32.80	.50
Total for CONST DOCUM				32.80	.50
54 BIDDING					
000 UNASSIGNED					
* X	402 ARLOW, JASON	4/16/2018	Questions, addendum	1.00	

Project Detail - JTD				Job-to-Date through 12/14/2018	Tuesday, November 27, 2018 4:40:08 PM
				Regular Hours	Total Ovt Hrs
* X	402 ARLOW, JASON	4/17/2018	Addendum questions	1.00	
* X	402 ARLOW, JASON	4/19/2018	RFI, addendum	1.00	
* X	402 ARLOW, JASON	4/20/2018	RFI, addendum	.50	
Total for 402				3.50	
* X	681 BERGE, MATTHEW	4/18/2018	Compile addendum 1 documents	2.00	
Total for 681				2.00	
Total for UNASSIGNED				5.50	
Total for BIDDING				5.50	
56 ME/ELEC DESG					
000 UNASSIGNED					
* T	552 EDWARDS, WILLIAM	10/2/2018	Lighting Rods	.30	
* T	552 EDWARDS, WILLIAM	10/2/2018	Lighting Rods	-.30	
* T	552 EDWARDS, WILLIAM	10/25/2018		.20	
* T	552 EDWARDS, WILLIAM	10/25/2018		-.20	
Total for 552					
Total for UNASSIGNED					
Total for ME/ELEC DESG					
Total for Labor and Overhead Expenses				58.90	6.00
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				58.90	6.00
Phase Number: 06 SMOKE CONTROL SYSTEM					
Total for					
Total for 06					
Total for 0160-0395-0				489.60	22.00
Final Totals				489.60	22.00



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

INVOICE

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DEC 19 2018

CITY OF GROSSE PTE. WOODS

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

December 10, 2018

Project No: 0160-0290-0

Invoice No: 0120150

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

Professional Services from October 15, 2018 to November 11, 2018

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	2.00	103.00	206.00
1616 Brys Drainage memo			
LOCKWOOD, SCOTT	1.50	103.00	154.50
General engineering and GLWA Contract discussion			
LOCKWOOD, SCOTT	1.00	103.00	103.00
GLWA Contract renewal			
LOCKWOOD, SCOTT	2.00	103.00	206.00
GLWA WAMR Data Review and discussion			
MECH/ELEC DESIGN			
SENIOR PROJECT ENGINEER			
EDWARDS, WILLIAM	2.00	103.00	206.00
GPW lighting rods			
EDWARDS, WILLIAM	.90	103.00	92.70
GPW lighting rods			
Totals	9.40		968.20
Total Labor			968.20

Billing Limits	Current	Prior	To-Date
Total Billings	968.20	3,721.25	4,689.45
Limit			15,000.00
Remaining			10,310.55

Total this Invoice \$968.20

Outstanding Invoices

Number	Date	Balance
0119832	11/9/2018	206.00
Total		206.00

PO # 18-44649

\$669.50

592.537818.000

\$29870

101.444-818.000

12/17/2018

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



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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CITY OF GROSSE PTE. WOODS

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

December 10, 2018

Project No: 0160-0364-0

Invoice No: 0120151

Project 0160-0364-0 SAW GRANT-WASTEWATER ASSET MGT PLAN

Professional Services from October 15, 2018 to November 11, 2018

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC			
EBERLE, JOSEPH	1.50	83.50	125.25
disbursement request			
TEAM LEADER			
VARICALLI, FRANK	1.50	83.50	125.25
VARICALLI, FRANK	.50	83.50	41.75
proj.adm.			
VARICALLI, FRANK	.50	83.50	41.75
review cctv video & reports			
ENGINEERING AIDE III			
BARNES, JOYCE	1.80	70.00	126.00
Check Reports			
WINES, WILLIAM	1.00	70.00	70.00
Contract Modification 1			
ENGINEERING PLAN REVIEW			
GRADUATE ENG/SUR/ARC			
MILLER, JEFFREY	7.00	83.50	584.50
Checking of CCTV AB Updates			
Totals	13.80		1,114.50
Total Labor			1,114.50
Total this Invoice			\$1,114.50

Outstanding Invoices

Number	Date	Balance
0119833	11/9/2018	18,719.00
Total		18,719.00

PO 17-43940

592-537-973.004

12/17/2018

FS



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
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CITY OF GROSSE PTE. WOODS

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

December 10, 2018

Project No: 0160-0376-2

Invoice No: 0120152

Project 0160-0376-2 GAS MAIN CONSTRUCTION OVERSIGHT

PO 17-4419

101.000.285.530

12/17/2018

Professional Services from October 15, 2018 to November 11, 2018

Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
PRINCIPAL ENGINEER				
LOCKWOOD, SCOTT	.80	103.00	82.40	
LOCKWOOD, SCOTT	1.50	103.00	154.50	
Meeting to discuss schedule for sewer televising				
PRINTS				
ENGINEERING AIDE TRAINEE				
KAERLE, KATHLEEN	.40	40.50	16.20	
Plans				
CONTRACT ADMINISTRATION				
TEAM LEADER				
VARICALLI, FRANK	.50	83.50	41.75	
VARICALLI, FRANK	.50	83.50	41.75	
prep.of maps for mears				
MEETINGS				
TEAM LEADER				
VARICALLI, FRANK	1.50	83.50	125.25	
mtg. w/mears for gas cctv				
BASE MAPS				
GRADUATE ENG/SUR/ARC				
MILLER, JEFFREY	1.00	83.50	83.50	
Setup and printing of basemap documents for contractor				
Totals	6.20		545.35	
Total Labor				545.35

Billing Limits	Current	Prior	To-Date
Total Billings	545.35	145,286.90	145,832.25
Limit			150,000.00
Remaining			4,167.75

Total this Invoice \$545.35

Outstanding Invoices

Number	Date	Balance
0119834	11/9/2018	3,065.95
Total		3,065.95



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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INVOICE

DEC 19 2018

December 10, 2018

Project No: 0160-0392-0

Invoice No: 0120153

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

CITY OF GROSSE PTE. WOODS

PO# 18-44940
594-785-974201

12/17/18

ASchenz

F.D

[Signature]

Project 0160-0392-0 LAKEFRONT PARK MARINA PEDESTALS

PURCHASE ORDER #18-44940

Professional Services from October 15, 2018 to November 11, 2018

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	.80	103.00	82.40
LOCKWOOD, SCOTT	1.00	103.00	103.00
Contract books			
LOCKWOOD, SCOTT	2.00	103.00	206.00
Progress meeting			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Review project and progress meeting			
LOCKWOOD, SCOTT	1.00	103.00	103.00
RFI response			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Submittals			
PRINTS			
ENGINEERING AIDE II			
LEIDEKER, RONDA	.20	62.00	12.40
Bind bonds in books			
ENGINEERING AIDE TRAINEE			
KAFERLE, KATHLEEN	.20	40.50	8.10
Copies			
KAFERLE, KATHLEEN	.40	40.50	16.20
RE-BIND AND INSERT BONDS INTO CONTRACT BOOKS			
KAFERLE, KATHLEEN	.30	40.50	12.15
Replace sheets in contract books			
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC			
MARCUS, PATRICK	1.00	83.50	83.50
Deliver contract books to city			
WILBERDING, ROSS	.50	83.50	41.75
Contract Books			
WILBERDING, ROSS	1.00	83.50	83.50
Progress Meeting			
WILBERDING, ROSS	9.00	83.50	751.50
Progress Meeting and Minutes			
WILBERDING, ROSS	.50	83.50	41.75
Reviewing map with F. Schulte			

Project	0160-0392-0	LAKEFRONT PARK MARINA PEDESTALS		Invoice	0120153
	WILBERDING, ROSS	1.00	83.50	83.50	
	Reviewing/Correspondence regarding Fontana OCP policy and binding into contract books				
	WILBERDING, ROSS	2.50	83.50	208.75	
	Revised Boat Slip Numbering System, J Ranck Update				
	WILBERDING, ROSS	2.00	83.50	167.00	
	Revising Boat Slip maps, reviewing COR's and RFI's with B. Edwards				
	WILBERDING, ROSS	1.00	83.50	83.50	
	RFI #1				
	ENGINEERING AIDE TRAINEE				
	ANKAWI, MICHELLE	.50	40.50	20.25	
	Emailed city Pay Estimate #1 and created spreadsheet				
	MECHANICAL/ELECTRICAL DESIGN				
	SENIOR PROJECT ENGINEER				
	EDWARDS, WILLIAM	4.60	103.00	473.80	
	EDWARDS, WILLIAM	2.90	103.00	298.70	
	9/12 Site - Const mtg				
	EDWARDS, WILLIAM	2.40	103.00	247.20	
	On site meeting				
	Totals	36.80		3,333.95	
	Total Labor				3,333.95
Billing Limits		Current	Prior	To-Date	
Total Billings		3,333.95	30,335.02	33,668.97	
Limit				32,000.00	
Adjustment					(1,668.97)
			Total this Invoice		\$1,664.98
HOURS REPORT/COMMENTS					



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

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CITY OF GROSSE PTE. WOODS

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

December 10, 2018

Project No: 0160-0399-0

Invoice No: 0120155

Project 0160-0399-0 2018 WATERMAIN CAPITAL IMPROVEMENT
PURCHASE ORDER #18-44857 - \$162,500.00
PURCHASE ORDER #18-44974 - \$36,635.00
PURCHASE ORDER #18-44717 - \$85,500.00

PO # 18-44857
592-537-978.300
12/17/2018
as above

Professional Services from October 15, 2018 to November 11, 2018

Professional Personnel

	Hours	Rate	Amount
CONSTRUCTION STAKEOUT			
TEAM LEADER			
GAYESKI JR., JOSEPH	6.50	83.50	542.75
proposed design from engineering, calc proposed, update fields and plots			
GAYESKI JR., JOSEPH	1.00	83.50	83.50
proposed design from engineering, calc proposed, update fields and plots			
SENIOR PROJECT SURVEYOR			
BIRKETT, ROBERT	1.50	103.00	154.50
preparation			
RESEARCH/REVIEW			
SENIOR PROJECT ENGINEER			
VIGNERON, MICHAEL	.50	103.00	51.50
Virginia Lane Design Oversight			
PRINTS			
ENGINEERING AIDE TRAINEE			
KAFERLE, KATHLEEN	.80	40.50	32.40
Book and plans			
CONSTRUCTION PLAN DRAFT			
TEAM LEADER			
HENNINGS, NANCY	2.50	83.50	208.75
Virginia Lane water main/construction plan			
PRELIMINARY ENGINEERING			
GRADUATE ENG/SUR/ARC			
WILBERDING, ROSS	2.00	83.50	167.00
Grading on Virginia			
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	1.50	103.00	154.50
Construction progress discussion			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Field questions			
LOCKWOOD, SCOTT	2.00	103.00	206.00
Pay estimate review and Virginia Lane Design			

FJ

Project	0160-0399-0	2018 WATERMAIN CAPITAL IMPROVEMENT		Invoice	0120155
	LOCKWOOD, SCOTT	1.50	103.00	154.50	
	Progress meeting				
	LOCKWOOD, SCOTT	2.50	103.00	257.50	
	Progress meeting and field review				
	LOCKWOOD, SCOTT	2.50	103.00	257.50	
	Progress meeting and project review				
	LOCKWOOD, SCOTT	1.50	103.00	154.50	
	Project review				
	LOCKWOOD, SCOTT	1.50	103.00	154.50	
	Project review pay estimates				
	LOCKWOOD, SCOTT	1.00	103.00	103.00	
	Review road repaving and undercutting				
	GRADUATE ENG/SUR/ARC				
	WILBERDING, ROSS	2.00	83.50	167.00	
	Going over posting for HDPE with B. Ross, reviewing pay est discrepancies with Bidigare				
	WILBERDING, ROSS	2.50	83.50	208.75	
	AT&T Structure Meeting				
	WILBERDING, ROSS	7.00	83.50	584.50	
	Copies of spec/plans, ghesquiere notice, progress meeting and minutes, fairford shutoff affected services , Marford Notice				
	WILBERDING, ROSS	1.50	83.50	125.25	
	Investigating Underdrain Backfill Issue, corresponding with Bidigare				
	WILBERDING, ROSS	4.50	83.50	375.75	
	Meeting and Minutes				
	WILBERDING, ROSS	3.00	83.50	250.50	
	Progress Meeting and Minutes				
	WILBERDING, ROSS	2.00	83.50	167.00	
	Progress Meeting Minutes and Construction Notice				
	WILBERDING, ROSS	4.00	83.50	334.00	
	Progress Meeting, reviewing aggregate amounts with G. Brown and B. Ross				
	WILBERDING, ROSS	1.00	83.50	83.50	
	Site Visit, edge drain backfill, maint gravel discrepancies				
	WILBERDING, ROSS	1.00	83.50	83.50	
	Virginia Lane Markups				
	TEAM LEADER				
	MYSLINSKI, CHARLES	4.00	83.50	334.00	
	Site Visit				
	MYSLINSKI, CHARLES	2.00	83.50	167.00	
	Time, Mileage, Data Transfers, Staffing ...				
	ENGINEERING AIDE III				
	BARNES, JOYCE	.50	70.00	35.00	
	Assist inspector with paving details				
	BARNES, JOYCE	1.50	70.00	105.00	
	Check & revised reoprts				
	BARNES, JOYCE	6.40	70.00	448.00	
	Check Reports				
	BARNES, JOYCE	2.30	70.00	161.00	
	Check Reports & revise per inspector				
	BARNES, JOYCE	.40	70.00	28.00	
	Download & Refresh laptops				
	BARNES, JOYCE	.50	70.00	35.00	
	Download Reports & Refresh Laptop				
	BARNES, JOYCE	1.80	70.00	126.00	
	Site visit to see review payments				

Project	0160-0399-0	2018 WATERMAIN CAPITAL IMPROVEMENT	Invoice	0120155
ENGINEERING AIDE TRAINEE				
ANKAWI, MICHELLE	.50	40.50	20.25	
Generate Pay estimate, cover letter, update spreadsheet and gave to SPL for signature emailed the city				
ANKAWI, MICHELLE	.50	40.50	20.25	
Created draft estimate and Payable Summary				
ANKAWI, MICHELLE	.50	40.50	20.25	
G2 invoice emailed to accounting, save on the M:Drive and update spreadsheet				
ANKAWI, MICHELLE	.50	40.50	20.25	
Recieved Contract Mod, printed, updated spreadsheet and project filing				
ANKAWI, MICHELLE	.50	40.50	20.25	
Upload G2 Invoice, Email for payment, upload to m Drive and update spreadsheet				
CONSTRUCTION OBSERVATION				
TEAM LEADER				
SMITH, BRADLEY	1.00	83.50	83.50	
Download, Refresh, Schedule, IDR's, Timesheet, Questions Concerns.				
SMITH, BRADLEY	.50	83.50	41.75	
Download, refresh, time sheets, mileage, schedule				
SMITH, BRADLEY	1.00	83.50	83.50	
G2 invoice review				
ENGINEERING AIDE III				
BROWN, GREGORY	45.00	70.00	3,150.00	
DAVIS, JOHN	1.00	70.00	70.00	
Paperwork submittal.				
DAVIS, JOHN	11.50	70.00	805.00	
Roadway grading, watermain placement preparation.				
DAVIS, JOHN	12.00	70.00	840.00	
Watermain placement.				
DEFAUW, BRYAN	29.50	70.00	2,065.00	
NORRUP, JEFF	12.00	70.00	840.00	
Poured concrete culd-de-sac				
ROSS, ROBERT	224.50	70.00	15,715.00	
water main replacement				
WALKER, NAKEYA	11.50	70.00	805.00	
Install Watermain				
WALKER, NAKEYA	8.50	70.00	595.00	
Restoration- Fairholme				
ENGINEERING AIDE II				
VARICALLI, JOSEPH	3.50	62.00	217.00	
Assisted Bob Ross with pipe burst.				
CONSTRUCTION ADMINISTRATION				
ENGINEERING AIDE III				
WINKLE, TODD	.80	70.00	56.00	
Contract Admin,				
WINKLE, TODD	14.60	70.00	1,022.00	
Contract Admin, Meet Insp				
WINKLE, TODD	7.50	70.00	525.00	
Contract Admin, Meet Insp.				
Totals	464.60		33,619.15	
Total Labor				33,619.15
Reimbursable Expenses				
REIMB. MISC. EXPENSE				
10/23/2018	G2 CONSULTING GROUP, LLC	INVOICE NO. 182217	2,009.00	

Project	0160-0399-0	2018 WATERMAIN CAPITAL IMPROVEMENT	Invoice	0120155
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11/6/2018	G2 CONSULTING GROUP, LLC	INVOICE NO. 182417	3,046.00	
	Total Reimbursables		5,055.00	5,055.00

Unit Billing

2 PERSON CREW-CONSTRUCTION STAKEOUT	28.5 HOURS @ 141.00	4,018.50	
Total Units		4,018.50	4,018.50

Billing Limits

	Current	Prior	To-Date
Total Billings	42,692.65	131,913.17	174,605.82
Limit			284,635.00
Remaining			110,029.18

Total this Invoice \$42,692.65

Outstanding Invoices

	Number	Date	Balance
0119836	0119836	11/9/2018	31,071.75
Total			31,071.75

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

Voice: 248.680.0400

Fax: 248.680.9745

INVOICE

Invoice Number: 182217

Invoice Date: September 30, 2018

Page Number: 1

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

Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0399	180605	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	October 30, 2018		

Quantity	Description	Unit Price	Amount
12.75	Engineering Technician, Regular Hours, each	56.00	714.00
1.00	Class II Sand QA Evaluation	250.00	250.00
4.00	Project Manger, per hour	140.00	560.00
2.00	Project Manger - Concrete Mix Design Review	140.00	280.00
2.00	Administrative Assistant, per hour	50.00	100.00
3.00	Troxler Nuclear Moisture/Density Gauge, each	35.00	105.00
	AEW No. 0160-0399		
	Grosse Pointe Woods Watermain - Capital Improvement, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 9/10/18 through 9/27/18		
	Client Contact: Brad Smith		

Total Invoice Amount \$ 2,009.00

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

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

Reimbursable

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

INVOICE

Invoice Number: 182417

Invoice Date: October 31, 2018

Page Number: 1

Voice: 248.680.0400

Fax: 248.680.9745

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

Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0399	180605	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	November 30, 2018		

Quantity	Description	Unit Price	Amount
21.25	Engineering Technician, Regular Hours, each	56.00	1,190.00
2.75	Engineering Technician, Overtime Hours, each	84.00	231.00
1.00	21AA Aggregate Base - QA Evaluation	250.00	250.00
7.00	Project Manger, per hour	140.00	980.00
3.00	Administrative Assistant, per hour	50.00	150.00
7.00	Troxler Nuclear Moisture/Density Gauge, each	35.00	245.00
AEW No. 0160-0399			
Grosse Pointe Woods Watermain - Capital Improvements, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 10/2/18 through 10/29/18			
Client Contact: Brad Smith			

Total Invoice Amount \$ 3,046.00

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

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



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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DEC 19 2018

December 10, 2018

Project No: 0160-0402-0

Invoice No: 0120156

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

CITY OF GROSSE PTE. WOODS

Project 0160-0402-0 FY 2018-2019 RATE STUDY

Professional Services from October 15, 2018 to November 11, 2018

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
SENIOR PROJECT ENGINEER			
SEIDEL, KYLE 10/23/2018	4.00	103.00	412.00
Meeting in Southfield with GLWA on water rates contract and follow up on action items			
SEIDEL, KYLE 10/24/2018	.50	103.00	51.50
Summary of GLWA meeting action items			
SEIDEL, KYLE 11/9/2018	.30	103.00	30.90
SCADA contact information to Frank Schulte			
Totals	4.80		494.40
Total Labor			494.40
Total this Invoice			\$494.40

PO # 44861

592.537-818.000

12/17/2018

CBekren

FS



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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DEC 19 2018

CITY OF GROSSE PTE. WOODS

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

December 10, 2018

Project No: 0160-0407-0

Invoice No: 0120157

Project 0160-0407-0 2018 ROAD PROGRAM

PURCHASE ORDER #18-44856

Professional Services from October 15, 2018 to November 11, 2018

Professional Personnel

	Hours	Rate	Amount
CONSTRUCTION STAKEOUT			
TEAM LEADER			
CAMPBELL, RANDY	1.00	83.50	83.50
Prepared Survey construction notes for the paving of the alley off Anita Ave.			
GAYESKI JR., JOSEPH	1.00	83.50	83.50
Review ATT Structure with engineer, calc and update fiels for field Crew			
PRINTS			
ENGINEERING AIDE II			
LEIDEKER, RONDA	.20	62.00	12.40
Prints			
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	2.00	103.00	206.00
Field meeting to review ATT vault			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Pay estimate review			
LOCKWOOD, SCOTT	3.00	103.00	309.00
Progress and field review			
LOCKWOOD, SCOTT	4.00	103.00	412.00
Project review			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Review Anita Alley for paving			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Review pay estimate and progress			
GRADUATE ENG/SUR/ARC			
WILBERDING, ROSS	1.00	83.50	83.50
Anita Alley			
WILBERDING, ROSS	1.50	83.50	125.25
Anita Alley Grade Concerns, pay estimate			
WILBERDING, ROSS	.50	83.50	41.75
Anita Ave Site visit			
WILBERDING, ROSS	.50	83.50	41.75
Following up on ATT Structure with DVM			
WILBERDING, ROSS	1.50	83.50	125.25
Plots for G. Brown, meeting prep, survey staking grades for additional conc in alley			
WILBERDING, ROSS	1.00	83.50	83.50
Site visit			

PO Box 18-44856
\$12,344.33
203-451-977-803
\$5290.42

592.537-
975.401
12/17/2018
C. Brown
F.8
[Signature]

Project	0160-0407-0	2018 ROAD PROGRAM	Invoice	0120157
TEAM LEADER				
MYSLINSKI, CHARLES	3.00	83.50	250.50	
Site Visit				
MYSLINSKI, CHARLES	2.00	83.50	167.00	
Time, Mileage, Data Transfers, Staffing ...				
SMITH, BRADLEY	1.00	83.50	83.50	
Download, Refresh, Schedule, IDR's, Timesheet, Questions Concerns.				
SMITH, BRADLEY	.50	83.50	41.75	
Download, refresh, time sheets, mileage, schedule				
SMITH, BRADLEY	1.00	83.50	83.50	
G2 invoice review, email, track and correspondence				
ENGINEERING AIDE III				
BARNES, JOYCE	.60	70.00	42.00	
assist inspector with call				
BARNES, JOYCE	8.40	70.00	588.00	
Check Reports				
BARNES, JOYCE	.40	70.00	28.00	
Download & Refresh laptops				
BARNES, JOYCE	.60	70.00	42.00	
Download Reports & Refresh Laptop				
BARNES, JOYCE	1.00	70.00	70.00	
Pay Item review check list				
BARNES, JOYCE	1.50	70.00	105.00	
site visit, water off notification to residents				
WINES, WILLIAM	2.00	70.00	140.00	
Estimate 2				
ENGINEERING AIDE TRAINEE				
ANKAWI, MICHELLE	.50	40.50	20.25	
Generate Pay estimate cover letter, update spreadsheet and gave to SPL for signature, emailed the city				
ANKAWI, MICHELLE	.20	40.50	8.10	
Follow up email to SPL for status.				
ANKAWI, MICHELLE	.50	40.50	20.25	
Generate Draft Estimate gave to SPL for approval				
CONSTRUCTION OBSERVATION				
ENGINEERING AIDE III				
BROWN, GREGORY	61.20	70.00	4,284.00	
DEFAUW, BRYAN	35.00	70.00	2,450.00	
OLLINGER, PATRICK	9.00	70.00	630.00	
Storm placement				
ROSS, ROBERT	1.50	70.00	105.00	
road improvement				
WALKER, NAKEYA	42.00	70.00	2,940.00	
Install Storm System				
ENGINEERING AIDE II				
VARICALLI, JOSEPH	11.00	62.00	682.00	
Contractor graded and poured patches on Cook Rd.				
CONSTRUCTION ADMINISTRATION				
ENGINEERING AIDE III				
WINKLE, TODD	.90	70.00	63.00	
Contract Admin,				
WINKLE, TODD	2.90	70.00	203.00	
Contract Admin, Meet Insp				
Totals	206.90		14,963.25	
Total Labor				14,963.25

Project	0160-0407-0	2018 ROAD PROGRAM	Invoice	0120157
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Reimbursable Expenses

REIMB. MISC. EXPENSE

11/2/2018	G2 CONSULTING GROUP, LLC	INVOICE NO. 182385	1,473.00	
	Total Reimbursables		1,473.00	1,473.00

Unit Billing

2 PERSON CREW-CONSTRUCTION STAKEOUT	8.5 HOURS @ 141.00	1,198.50	
Total Units		1,198.50	1,198.50

Billing Limits

	Current	Prior	To-Date
Total Billings	17,634.75	148,520.68	166,155.43
Limit			302,111.61
Remaining			135,956.18

Total this Invoice	\$17,634.75
---------------------------	--------------------

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

INVOICE

Invoice Number: 182385
 Invoice Date: October 23, 2018
 Page Number: 1

Voice: 248.680.0400
 Fax: 248.680.9745

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

Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0407	180516	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	November 22, 2018		

Quantity	Description	Unit Price	Amount
10.50	Engineering Technician, Regular Hours, each	56.00	588.00
1.00	Class II / II Sand - QA Evaluation	250.00	250.00
3.00	Project Manger, per hour	140.00	420.00
1.50	Administrative Assistant, per hour	50.00	75.00
4.00	Troxler Nuclear Moisture/Density Gauge, each	35.00	140.00
	AEW No. 0160-0407		
	GPW 2018 Road Program, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 10/3/18 through 10/19/18		
	Client Contact: Brad Smith		

Total Invoice Amount \$ 1,473.00

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

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



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

INVOICE

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

December 19, 2018
Project No: 0160-0410-0
Invoice No: 0120433

Project 0160-0410-0 2018-2019 GIS MAINTENANCE

Professional Services from November 12, 2018 to December 9, 2018

Professional Personnel

	Hours	Rate	Amount
PRINTS			
ENGINEERING AIDE II	.70	62.00	43.40
MEETINGS			
GRADUATE ENG/SUR/ARC	6.20	83.50	517.70
GENERAL			
GRADUATE ENG/SUR/ARC	4.80	83.50	400.80
DATABASE			
ENGINEERING AIDE III	.30	70.00	21.00
GIS UPDATES			
ENGINEERING AIDE III	20.50	70.00	1,435.00
Totals	32.50		2,417.90
Total Labor			2,417.90

Billing Limits	Current	Prior	To-Date
Total Billings	2,417.90	0.00	2,417.90
Limit			21,000.00
Remaining			18,582.10
Total this Invoice			\$2,417.90

PO # 18-44648

592-537-977-000

12/27/2018

Anderson

FS

B. Smith 12/28/18

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DEC 28 2018

CITY OF GROSSE PTE. WOODS



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

INVOICE

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

December 19, 2018
Project No: 0160-0402-0
Invoice No: 0120430

Project 0160-0402-0 FY 2018-2019 RATE STUDY

Professional Services from November 12, 2018 to December 9, 2018
Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
SENIOR PROJECT ENGINEER			
SEIDEL, KYLE 11/14/2018	.50	103.00	51.50
Coordination with Max Day and Peak Hour Flows for GLWA contract			
Totals	.50		51.50
Total Labor			51.50
Total this Invoice			\$51.50

PO 18-44649
592,537.818.000
12/27/2018
C. L. L. L.
F.S.
B. S. M. 12/23/18

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DEC 28 2018

CITY OF GROSSE PTE. WOODS



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

INVOICE

December 19, 2018

Project No: 0160-0396-0

Invoice No: 0120427

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

Project 0160-0396-0 CAPITAL IMPROVEMENTS, PARKING LOTS
PURCHASE ORDER #18-44937
FOR: DESIGN AND CONTRACT AD.

Professional Services from November 12, 2018 to December 9, 2018

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
ENGINEERING AIDE III			
BARNES, JOYCE	1.00	70.00	70.00
Check Reports			
BARNES, JOYCE	.50	70.00	35.00
Compile reports			
BARNES, JOYCE	.80	70.00	56.00
Review reports			
ENGINEERING AIDE TRAINEE			
ANKAWI, MICHELLE	1.50	40.50	60.75
Generate IDR per MTS, generate draft estimate, issue Estimate #5, Cover letter, Update spreadsheet, scan and email to the city			
CONSTRUCTION OBSERVATION			
GRADUATE ENG/SUR/ARC			
SOMMERS, MICHAEL	4.00	83.50	334.00
Totals	7.80		555.75
Total Labor			555.75

Billing Limits	Current	Prior	To-Date
Total Billings	555.75	87,596.90	88,152.65
Limit			88,000.00
Adjustment			(152.65)
Total this Invoice			\$403.10

RECEIVED

DEC 28 2018

CITY OF GROSSE PTE. WOODS

PO 18-44937

585-561-779.000

CEB

12/26/2018

FS. [Signature] 12/28/18



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

INVOICE

December 19, 2018

Project No: 0160-0290-0

Invoice No: 0120450

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

Project 0160-0290-0 GENERAL ENGINEERING

FOR: GENERAL ENGINEERING.

Professional Services from November 12, 2018 to December 9, 2018

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	2.50	103.00	257.50
GLWA conference call and follow up			
LOCKWOOD, SCOTT	1.20	103.00	123.60
GLWA contract			
LOCKWOOD, SCOTT	1.00	103.00	103.00
GLWA review			
LOCKWOOD, SCOTT	2.00	103.00	206.00
SOP of reservoir for GLWA			
LOCKWOOD, SCOTT	3.00	103.00	309.00
Torrey Road Review with SEMSD and GLWA conference call			
STRUCTURAL			
SENIOR PROJECT ENGINEER			
ZAUEL, KEVIN	4.50	103.00	463.50
Revised Lakefront timber bridge report/estimates			
Totals	14.20		1,462.60
Total Labor			1,462.60

Billing Limits	Current	Prior	To-Date
Total Billings	1,462.60	4,689.45	6,152.05
Limit			15,000.00
Remaining			8,847.95

Total this Invoice \$1,462.60

Outstanding Invoices

Number	Date	Balance
0120150	12/10/2018	968.20
Total		968.20

RECEIVED

DEC 28 2018

CITY OF GROSSE PTE. WOODS

PO# 18-44647

592-537-818.000 \$ 999.10

101-441-818.000 \$ 463.50

12/26/2018

C. Bohren

FS [Signature] 12/20/18



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

INVOICE

December 19, 2018

Project No: 0160-0376-2

Invoice No: 0120425

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

Project 0160-0376-2

GAS MAIN CONSTRUCTION OVERSIGHT

17-44119

101,000.285.300

Colliers

12/26/2018

BSG 12/28/18

FS

Professional Services from November 12, 2018 to December 9, 2018

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
TEAM LEADER			
SMITH, BRADLEY	1.00	83.50	83.50
G2 invoice review, correspondence			
VARICALLI, FRANK	.50	83.50	41.75
VARICALLI, FRANK	1.50	83.50	125.25
proj.co-ord.dis.w/insp.& contr.			
ENGINEERING AIDE TRAINEE			
ANKAWI, MICHELLE	.50	40.50	20.25
Copied, emailed and updated spreadsheet for G2 Invoices			
Totals	3.50		270.75
Total Labor			270.75

Reimbursable Expenses

REIMB. MISC. EXPENSE			
12/18/2018 G2 CONSULTING GROUP, LLC			716.00
Total Reimbursables			716.00
			716.00

Billing Limits	Current	Prior	To-Date
Total Billings	986.75	145,832.25	146,819.00
Limit			150,000.00
Remaining			3,181.00
		Total this Invoice	\$986.75

Outstanding Invoices

Number	Date	Balance
0120152	12/10/2018	545.35
Total		545.35

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DEC 28 2018

CITY OF GROSSE PTE. WOODS

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

INVOICE

Invoice Number: 182713
Invoice Date: November 30, 2018
Page Number: 1

Voice: 248.680.0400
Fax: 248.680.9745

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

Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0376-2	180668	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	December 30, 2018		

Quantity	Description	Unit Price	Amount
5.50	Engineering Technician, Regular Hours, each	56.00	308.00
2.00	Engineering Technician, Overtime Hours - Cylinder Pick-Up on 9/1/18	84.00	168.00
1.00	Project Manger, per hour	140.00	140.00
0.50	Administrative Assistant, per hour	50.00	25.00
5.00	Compressive Strength Test Cylinders, each	15.00	75.00
	AEW No. 0160-0376-2		
	GPW - DTE Gas Repair Concrete, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 8/31/18		
	Client Contact: Brad Smith		

Total Invoice Amount \$ 716.00

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

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

RECEIVED

DEC 28 2018

CITY OF GROSSE PTE. WOODS



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

INVOICE

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

December 19, 2018
Project No: 0160-0364-0
Invoice No: 0120451

PO 17-43940
592-537-975.004

C. DeLuss
12/26/2018
FS
12/28/18

Project 0160-0364-0 SAW GRANT-WASTEWATER ASSET MGT PLAN
Professional Services from November 12, 2018 to December 9, 2018
Professional Personnel

	Hours	Rate	Amount
SECRETARIAL			
SECRETARIAL			
BICKHAM, BRENDA	.50	33.00	16.50
3 Proposals			
PRINTS			
ENGINEERING AIDE II			
LEIDEKER, RONDA	.40	62.00	24.80
Prints			
ENGINEERING AIDE TRAINEE			
KAFERLE, KATHLEEN	.50	40.50	20.25
Plans			
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC			
MARCUS, PATRICK	.50	83.50	41.75
Create pre-con notice #2 and send out			
MARCUS, PATRICK	3.00	83.50	250.50
Prepare materials for pre-con meeting, complete meeting minutes and sign in sheet and email to attendees			
MARCUS, PATRICK	1.00	83.50	83.50
Prepare materials for pre-con next week			
MARCUS, PATRICK	1.00	83.50	83.50
Update post bid work schedule and print out copies for contractor at meeting. Put work schedule onto hard drive for contractor			
TEAM LEADER			
VARICALLI, FRANK	3.50	83.50	292.25
VARICALLI, FRANK	1.00	83.50	83.50
proj.adm.			
VARICALLI, FRANK	.50	83.50	41.75
set-up precon			
MEETINGS			
GRADUATE ENG/SUR/ARC			
MARCUS, PATRICK	3.00	83.50	250.50
Pre-Con Meeting #2			
TEAM LEADER			
VARICALLI, FRANK	1.00	83.50	83.50
pre con mtg.			

RECEIVED

DEC 28 2018

CITY OF GROSSE POINTE WOODS

Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN	Invoice	0120451
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REVISIONS

GRADUATE ENG/SUR/ARC

MILLER, JEFFREY

2.50

83.50

208.75

Addition of add on lines to CCTV mapset

CCTV REVIEW

ENGINEERING AIDE I

ANDERSON, KEVIN

11.50

56.00

644.00

CCTV review

EXTRA SERVICES

SENIOR PROJECT SURVEYOR

AMEY, CRAIG

4.00

103.00

412.00

Training with GIS/GPS data collection 3hrs

Prep and setup 1 hr

Totals

33.90

2,537.05

Total Labor

2,537.05

Total this Invoice

\$2,537.05

Outstanding Invoices

Number

Date

Balance

0120151

12/10/2018

1,114.50

Total

1,114.50



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

INVOICE

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

December 19, 2018
Project No: 0160-0399-0
Invoice No: 0120428

PO 18-44857
592-537-977.410
12/26/2018

Project 0160-0399-0 2018 WATERMAIN CAPITAL IMPROVEMENT
PURCHASE ORDER #18-44857 - \$162,500.00
PURCHASE ORDER #18-44974 - \$36,635.00
PURCHASE ORDER #18-44717 - \$85,500.00

12/28/18

Professional Services from November 12, 2018 to December 9, 2018

Professional Personnel

	Hours	Rate	Amount
CONSTRUCTION PLAN DESIGN			
GRADUATE ENG/SUR/ARC			
WILBERDING, ROSS	1.00	83.50	83.50
Revisiting virginia lane driveways and estimate			
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	2.50	103.00	257.50
LOCKWOOD, SCOTT	1.50	103.00	154.50
Progress review			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Review paving progress			
LOCKWOOD, SCOTT	1.50	103.00	154.50
Review project status			
LOCKWOOD, SCOTT	1.50	103.00	154.50
Review year end cost estimate			
GRADUATE ENG/SUR/ARC			
WILBERDING, ROSS	1.00	83.50	83.50
COR's			
WILBERDING, ROSS	3.50	83.50	292.25
Pay item questions from Bob Ross, posting LS items, reviewing quantity discrepancies			
WILBERDING, ROSS	1.00	83.50	83.50
Reviewing pay estimate, comparing quantities to bidigare's			
WILBERDING, ROSS	.50	83.50	41.75
Construction Notice			
WILBERDING, ROSS	1.50	83.50	125.25
Driveway discrepancy			
WILBERDING, ROSS	1.50	83.50	125.25
Minutes, calls from Bob Ross, resident complaints			
WILBERDING, ROSS	2.50	83.50	208.75
Notices, calls from Bob Ross, opening to traffic			
WILBERDING, ROSS	1.00	83.50	83.50
Phone calls from Bob Ross			

CITY OF GROSSE PTE. WOODS

DEC 28 2018

RECEIVED

Project	0160-0399-0	2018 WATERMAIN CAPITAL IMPROVEMENT		Invoice	0120428
	WILBERDING, ROSS	3.50	83.50	292.25	
	Progress meeting, site visit				
	WILBERDING, ROSS	3.50	83.50	292.25	
	Progress meeting, site visit and minutes				
	WILBERDING, ROSS	1.50	83.50	125.25	
	Projected final budget, looking into driveway quantity discrepancy				
	WILBERDING, ROSS	2.00	83.50	167.00	
	Quantity Discrepancies				
	WILBERDING, ROSS	1.00	83.50	83.50	
	Reviewing current project status, calls from Bob Ross, updated mix design				
	WILBERDING, ROSS	2.50	83.50	208.75	
	Reviewing postings, phone calls from Bob Ross, reviewing areas of complaints				
	WILBERDING, ROSS	1.00	83.50	83.50	
	Reviewing precon video, complaints follow up with F. Schulte, questions from Bob Ross				
	WILBERDING, ROSS	6.00	83.50	501.00	
	Site visit/drive steep approach, crew day spreadsheet, progress meeting and minutes				
TEAM LEADER					
	MYSLINSKI, CHARLES	1.00	83.50	83.50	
	Site Visit				
	MYSLINSKI, CHARLES	2.00	83.50	167.00	
	Time, Mileage, Data Transfers, Staffing ...				
ENGINEERING AIDE III					
	BARNES, JOYCE	2.00	70.00	140.00	
	Check & revise Reports for estimate				
	BARNES, JOYCE	1.50	70.00	105.00	
	Check project quantities				
	BARNES, JOYCE	4.50	70.00	315.00	
	Check Reports				
	BARNES, JOYCE	1.10	70.00	77.00	
	Download & Refresh laptops & check reports				
	BARNES, JOYCE	1.70	70.00	119.00	
	Finalize drive quantities				
	BARNES, JOYCE	6.00	70.00	420.00	
	Review Plan quantity finals				
	BARNES, JOYCE	9.00	70.00	630.00	
	Review Project pay items to date & assist with calculation				
	BARNES, JOYCE	.50	70.00	35.00	
	Run items list for inspector				
	BARNES, JOYCE	1.50	70.00	105.00	
	SPS, Review paving joints with inspector				
ENGINEERING AIDE TRAINEE					
	ANKAWI, MICHELLE	1.50	40.50	60.75	
	Updated IDR and Printed, ran draft estimate, issued Est. 3, cover letter and updated Spreadsheet				
	ANKAWI, MICHELLE	.50	40.50	20.25	
	Copied, emailed and updated spreadsheet for G2 Invoices				
SENIOR PROJECT ENGINEER					
	VIGNERON, MICHAEL	.50	103.00	51.50	
	Resident Call				
CONSTRUCTION OBSERVATION					
TEAM LEADER					
	SMITH, BRADLEY	.50	83.50	41.75	
	download, refresh, schedule, idrs, timesheets, mileage, project summary				
	SMITH, BRADLEY	.50	83.50	41.75	
	download, refresh, schedule, idrs, timesheets, mileage, project summary				

Project	0160-0399-0	2018 WATERMAIN CAPITAL IMPROVEMENT	Invoice	0120428
	SMITH, BRADLEY	.50 83.50	41.75	
	download, refresh, schedule, timesheets, mileage, site status			
	SMITH, BRADLEY	.90 83.50	75.15	
	G2 invoice review, correspondence			
ENGINEERING AIDE III				
	DEFAUW, BRYAN	117.00 70.00	8,190.00	
	ROSS, ROBERT	9.50 70.00	665.00	
	ADA ramp forming, restoration, sawcutting, site clean up			
	ROSS, ROBERT	5.50 70.00	385.00	
	agg base Baltree Ct, concrete forming marford, fairholme, ghesquiere			
	ROSS, ROBERT	5.00 70.00	350.00	
	as built update			
	ROSS, ROBERT	16.50 70.00	1,155.00	
	backfilling, site clean up			
	ROSS, ROBERT	12.00 70.00	840.00	
	baltree agg base, concrete pouring approaches			
	ROSS, ROBERT	7.00 70.00	490.00	
	clean up			
	ROSS, ROBERT	11.00 70.00	770.00	
	concrete forming, site clean up			
	ROSS, ROBERT	18.00 70.00	1,260.00	
	concrete pouring, backfilling			
	ROSS, ROBERT	8.00 70.00	560.00	
	concrete pouring, bacvkfilling			
	ROSS, ROBERT	12.50 70.00	875.00	
	concrete pouring, baltree and berns courts			
	ROSS, ROBERT	13.50 70.00	945.00	
	concrete pouring, restoration			
	ROSS, ROBERT	8.50 70.00	595.00	
	Concrete pours and agg base on Baltree Ct			
	ROSS, ROBERT	11.00 70.00	770.00	
	Pavement rem. Baltree Ct, Agg base Berns Ct			
	ROSS, ROBERT	12.00 70.00	840.00	
	Pavement removal Baltree, agg. base Berns			
	ROSS, ROBERT	8.00 70.00	560.00	
	punch list			
	ROSS, ROBERT	11.00 70.00	770.00	
	stripping forms, backfilling			
	ROSS, ROBERT	7.00 70.00	490.00	
	stripping forms, restoration			
ENGINEERING AIDE II				
	HOLMES, ANDREW	23.00 62.00	1,426.00	
	Assist Bob/ Sod			
	HOLMES, ANDREW	1.00 62.00	62.00	
	No work			
CONSTRUCTION ADMINISTRATION				
ENGINEERING AIDE III				
	WINKLE, TODD	.50 70.00	35.00	
	Contract Admin,			
	WINKLE, TODD	18.70 70.00	1,309.00	
	Contract Admin, Meet Insp,			
	WINKLE, TODD	10.10 70.00	707.00	
	Contract Admin, Meet Insp.			
GIS UPDATES				
ENGINEERING AIDE III				
	DOURJALIAN, ANDREW	.10 70.00	7.00	

Project	0160-0399-0	2018 WATERMAIN CAPITAL IMPROVEMENT	Invoice	0120428
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GIS Reference Map Addition

Totals

424.60

30,290.15

Total Labor

30,290.15

Reimbursable Expenses

REIMB. MISC. EXPENSE

11/19/2018

G2 CONSULTING GROUP

Invoice #182680

3,881.00

Total Reimbursables

3,881.00

3,881.00

Billing Limits

Current

Prior

To-Date

Total Billings

34,171.15

174,605.82

208,776.97

Limit

284,635.00

Remaining

75,858.03

Total this Invoice

\$34,171.15

Outstanding Invoices

Number

Date

Balance

0120155

12/10/2018

42,692.65

Total

42,692.65

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

Voice: 248.680.0400

Fax: 248.680.9745

INVOICE

Invoice Number: 182680

Invoice Date: November 19, 2018

Page Number: 1

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

Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0399	180605	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	December 19, 2018		

Quantity	Description	Unit Price	Amount
34.50	Engineering Technician, Regular Hours, each	56.00	1,932.00
6.50	Engineering Technician, Overtime Hours, each	84.00	546.00
2.00	Engineering Technician, Overtime Hours - Cylinder Pick-up on 11/17/18	84.00	168.00
4.00	Project Manger, per hour	140.00	560.00
2.00	Administrative Assistant, per hour	50.00	100.00
36.00	Compressive Strength Test Cylinders, each	15.00	540.00
1.00	Troxler Nuclear Moisture/Density Gauge, each	35.00	35.00
	AEW No. 0160-0399		
	Grosse Pointe Woods Watermain - Capital Improvements, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 10/31/18 through 11/16/18		
	Client Contact: Brad Smith		

Total Invoice Amount \$ 3,881.00

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

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

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DEC 28 2018

CITY OF GROSSE PTE. WOODS



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

INVOICE

December 19, 2018

Project No: 0160-0400-0

Invoice No: 0120429

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

Project 0160-0400-0

2018 CONCRETE PAVEMENT REPAIR PROGRAM

Professional Services from November 12, 2018 to December 9, 2018

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC			
MARCUS, PATRICK	2.00	83.50	167.00
Calculate quantities from field sketches, update work schedule and budget			
MARCUS, PATRICK	4.50	83.50	375.75
Calculate quantities, update work schedule, budget and location map			
MARCUS, PATRICK	3.00	83.50	250.50
Have dot map updated and checked, create sketch package for inspector and deliver package to South Office			
MARCUS, PATRICK	.50	83.50	41.75
Phone call with inspector to check for today's activities			
MARCUS, PATRICK	1.00	83.50	83.50
Update project budget			
MARCUS, PATRICK	4.00	83.50	334.00
Update remaining patch list and dot map and send to contractor			
MARCUS, PATRICK	5.00	83.50	417.50
Update, organize and assemble field sketch book for inspector and deliver to South Office			
TEAM LEADER			
SMITH, BRADLEY	1.00	83.50	83.50
G2 invoice and review			
VARICALLI, FRANK	27.00	83.50	2,254.50
VARICALLI, FRANK	.50	83.50	41.75
phone calls, gen.proj.dis. & review			
VARICALLI, FRANK	1.00	83.50	83.50
proj.adm. as-builts			
VARICALLI, FRANK	4.00	83.50	334.00
proj.co-ord.dis.w/insp. & contr.			
VARICALLI, FRANK	.50	83.50	41.75
review cctv video & reports			
VARICALLI, FRANK	1.00	83.50	83.50
site visit, mtg.w/contr.			
ENGINEERING AIDE III			
BARNES, JOYCE	1.00	70.00	70.00
Assist inspector on project finals			
BARNES, JOYCE	1.80	70.00	126.00
Check Reports			

CITY OF GROSSE POINTE WOODS

DEC 28 2018

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Project	0160-0400-0	2018 CONCRETE PAVEMENT REPAIR PROGRAM	Invoice	0120429
BARNES, JOYCE	1.50	70.00	105.00	
Check Reports for estimate				
BARNES, JOYCE	1.70	70.00	119.00	
Check Reports, week old				
BARNES, JOYCE	.60	70.00	42.00	
Download Reports & Refresh Laptop				
BARNES, JOYCE	.80	70.00	56.00	
Review & File reports				
BARNES, JOYCE	.50	70.00	35.00	
Review Reports				
BARNES, JOYCE	.80	70.00	56.00	
Revise reoprt				
WINES, WILLIAM	1.50	70.00	105.00	
Estimate 3				
WINES, WILLIAM	3.50	70.00	245.00	
Quantity Review				
ENGINEERING AIDE TRAINEE				
ANKAWI, MICHELLE	.50	40.50	20.25	
Generate Pay estimate, cover letter, update spreadsheet and gave to FDV for signature, emailed the city				
ANKAWI, MICHELLE	.50	40.50	20.25	
Sent documents to contractor along with follow up email				
ANKAWI, MICHELLE	.50	40.50	20.25	
Sent follow up email confirming the receipt of original documents and filed documents in closed file				
ANKAWI, MICHELLE	.50	40.50	20.25	
Created draft estimate and Payable Summary				
ANKAWI, MICHELLE	.50	40.50	20.25	
Follow up email needing sinatures to close file and project file, resend attachment				
ANKAWI, MICHELLE	.20	40.50	8.10	
follow up email with contractor to get the sworn statement and surety				
ANKAWI, MICHELLE	.50	40.50	20.25	
Generate IDR and Estimate Draft				
ANKAWI, MICHELLE	.50	40.50	20.25	
Copied, emailed and updated spreadsheet for G2 Invoices				
ANKAWI, MICHELLE	.50	40.50	20.25	
email documents to the contractor, project filing				
ANKAWI, MICHELLE	.50	40.50	20.25	
Generate estimate, update spreadsheet and do cover letter				
ANKAWI, MICHELLE	.20	40.50	8.10	
Sent 2nd follow up email to contractor				
ANKAWI, MICHELLE	.20	40.50	8.10	
sent 2nd notice for sworn statement				
CONSTRUCTION OBSERVATION				
ENGINEERING AIDE II				
HOLMES, ANDREW	2.00	62.00	124.00	
Pavement Placement				
HOLMES, ANDREW	4.00	62.00	248.00	
Field verifications for Frank				
HOLMES, ANDREW	6.00	62.00	372.00	
Quantity for Frank				
HOLMES, ANDREW	4.50	62.00	279.00	
Quantity work for Frank				
VARICALLI, JOSEPH	4.00	62.00	248.00	
Measured and sketched addons for concrete program.				
VARICALLI, JOSEPH	4.50	62.00	279.00	
Met Chris Brickett in GPW to drive job and go over sketches.				

Project	0160-0400-0	2018 CONCRETE PAVEMENT REPAIR PROGRAM		Invoice	0120429
	VARICALLI, JOSEPH	8.00	62.00	496.00	
	Painted sketched and measured addons for pavement program.				
	VARICALLI, JOSEPH	4.00	62.00	248.00	
	Sketched and measured addons for concrete program.				
CONSTRUCTION ADMINISTRATION					
TEAM LEADER					
	SMITH, BRADLEY	.50	83.50	41.75	
	Download, Refresh, Schedule, IDR's, Timesheet, Questions Concerns.				
	SMITH, BRADLEY	.50	83.50	41.75	
	Download, refresh, time sheets, mileage, schedule				
	SMITH, BRADLEY	1.00	83.50	83.50	
	G2 invoice review, email, track and correspondence				
ENGINEERING AIDE III					
	WINKLE, TODD	.30	70.00	21.00	
	Contract Admin,				
	Totals	113.10		8,240.05	
	Total Labor				8,240.05
Billing Limits		Current	Prior	To-Date	
Total Billings		8,240.05	42,550.75	50,790.80	
Limit				43,000.00	
Adjustment					(7,790.80)
				Total this Invoice	\$449.25



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

INVOICE

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

December 19, 2018
Project No: 0160-0407-0
Invoice No: 0120431

Project 0160-0407-0 2018 ROAD PROGRAM
PURCHASE ORDER #18-44856
Professional Services from November 12, 2018 to December 9, 2018
Professional Personnel

203-451-977-003 \$9355.22
592-537-975.401 \$4,009.38
12/27/2018 BSM
C. B. B. 12/28/18
FS

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	2.50	103.00	257.50
LOCKWOOD, SCOTT	1.00	103.00	103.00
Anita alley review			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Anita Alley Timing			
LOCKWOOD, SCOTT	1.20	103.00	123.60
Progress review			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Review status for winter			
GRADUATE ENG/SUR/ARC			
WILBERDING, ROSS	1.00	83.50	83.50
Issues on Anita, Correspondence with Mike/Frank			
WILBERDING, ROSS	.50	83.50	41.75
Site visits			
TEAM LEADER			
MYSLINSKI, CHARLES	.50	83.50	41.75
Site Visit, Seasonal Status			
MYSLINSKI, CHARLES	.50	83.50	41.75
Status/Staffing			
MYSLINSKI, CHARLES	1.00	83.50	83.50
Time, Mileage, Data Transfers, Staffing ...			
SMITH, BRADLEY	.50	83.50	41.75
download, refresh, schedule, timesheets, mileage, site status			
SMITH, BRADLEY	1.00	83.50	83.50
G2 invoice review, correspondence			
SMITH, BRADLEY	1.00	83.50	83.50
G2 invoice review, email, track and correspondence			
SMITH, BRADLEY	1.00	83.50	83.50
G2 Invoice review, email, tracking, saving			
SMITH, BRADLEY	1.00	83.50	83.50
G2 invoice, review, correspondence			
ENGINEERING AIDE III			
BARNES, JOYCE	.80	70.00	56.00
Check Reports			

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CITY OF GROSSE PTE. WOODS

Project	0160-0407-0	2018 ROAD PROGRAM	Invoice	0120431
BARNES, JOYCE	.40	70.00	28.00	
Download & Refresh laptops				
BARNES, JOYCE	1.00	70.00	70.00	
Review IDR's submitted by inspector				
ENGINEERING AIDE TRAINEE				
ANKAWI, MICHELLE	.50	40.50	20.25	
Log G2 Invoice, update spreadsheets, File on M: Drive email invoice to accounting				
ANKAWI, MICHELLE	.50	40.50	20.25	
Copied, emailed and updated spreadsheet for G2 Invoices				
CONSTRUCTION OBSERVATION				
ENGINEERING AIDE III				
BROWN, GREGORY	16.00	70.00	1,120.00	
ENGINEERING AIDE II				
HOLMES, ANDREW	1.00	62.00	62.00	
Site Check				
CONSTRUCTION ADMINISTRATION				
ENGINEERING AIDE III				
WINKLE, TODD	.40	70.00	28.00	
Contract Admin,				
WINKLE, TODD	.80	70.00	56.00	
Contract Admin, Drive Thru				
Totals	36.10		2,818.60	
Total Labor				2,818.60
Reimbursable Expenses				
REIMB. MISC. EXPENSE				
11/2/2018 G2 CONSULTING GROUP Invoice #182262			7,086.00	
11/20/2018 G2 CONSULTING GROUP Invoice #182508			2,784.00	
12/18/2018 G2 CONSULTING GROUP Invoice #182707			676.00	
Total Reimbursables			10,546.00	10,546.00
Billing Limits	Current	Prior	To-Date	
Total Billings	13,364.60	166,155.43	179,520.03	
Limit			302,111.61	
Remaining			122,591.58	
		Total this Invoice		\$13,364.60

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

Voice: 248.680.0400

Fax: 248.680.9745

INVOICE

Invoice Number: 182262

Invoice Date: September 30, 2018

Page Number: 1

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

Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0407	171011	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	October 30, 2018		

Quantity	Description	Unit Price	Amount
46.00	Engineering Technician, Regular Hours, each	56.00	2,576.00
21.25	Engineering Technician, Overtime Hours, each	84.00	1,785.00
5.00	Engineering Technician, Regular Hours - Cylinder Pick-Up on 8/24/18, 9/14/18 & 9/25/18	56.00	280.00
2.00	Concrete Mix Design QA Evaluation	250.00	500.00
2.00	Bituminous Mix Design QA Evaluation	250.00	500.00
5.00	Project Manger, per hour	140.00	700.00
3.00	Administrative Assistant, per hour	50.00	150.00
5.00	Troxler Nuclear Moisture/Density Gauge, each	35.00	175.00
28.00	Compressive Strength Test Cylinders, each	15.00	420.00
AEW No. 0160-0407			
Grosse Pointe Woods Parking Lot Rehabilitation, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 8/20/18 through 9/30/18			
Client Contact: Brad Smith			

Total Invoice Amount \$ 7,086.00

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

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

RECEIVED

DEC 28 2018

CITY OF GROSSE PTE. WOODS

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

Voice: 248.680.0400

Fax: 248.680.9745

INVOICE

Invoice Number: 182508

Invoice Date: October 31, 2018

Page Number: 1

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

Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0407	171011	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	November 30, 2018		

Quantity	Description	Unit Price	Amount
22.75	Engineering Technician, Regular Hours, each	56.00	1,274.00
2.50	Engineering Technician, Overtime Hours, each	84.00	210.00
2.00	Bituminous Mix Design QA Evaluation	250.00	500.00
4.00	Project Manger, per hour	140.00	560.00
2.00	Administrative Assistant, per hour	50.00	100.00
4.00	Troxler Nuclear Moisture/Density Gauge, each	35.00	140.00
	AEW No. 0160-0407		
	Grosse Pointe Woods - Parking Lot Rehabilitation, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 10/9/18 through 11/7/18		
	Client Contact: Brad Smith		

Total Invoice Amount \$ 2,784.00

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

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

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CITY OF GROSSE PTE. WOODS

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

INVOICE

Invoice Number: 182707
Invoice Date: November 30, 2018
Page Number: 1

Voice: 248.680.0400
Fax: 248.680.9745

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

Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0407	180516	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	December 30, 2018		

Quantity	Description	Unit Price	Amount
8.50	Engineering Technician, Regular Hours, each	56.00	476.00
1.00	Project Manger, per hour	140.00	140.00
0.50	Administrative Assistant, per hour	50.00	25.00
1.00	Troxler Nuclear Moisture/Density Gauge, each	35.00	35.00
	AEW No. 0160-0407		
	Grosse Pointe Woods 2018 Road Program, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 10/24/18 through 11/8/18		
	Client Contact: Brad Smith		

Total Invoice Amount \$ 676.00

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

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

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CITY OF GROSSE PTE. WOODS



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

INVOICE

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

December 19, 2018
Project No: 0160-0408-0
Invoice No: 0120453

Project 0160-0408-0 VERNIER RD RESURFACING - FAIRWAY TO ECL

Professional Services from October 15, 2018 to December 9, 2018

Fee

Construction Cost	1,300,000.00
Fee Percentage	6.00
Total Fee	78,000.00

Percent Complete

80.00

Total Earned

62,400.00

Previous Fee Billing

39,000.00

Current Fee Billing

23,400.00

Total Fee

23,400.00

Total this Invoice

\$23,400.00

INCLUDE PROJECT DETAIL REPORT

PO 18-45021
202-451-974.803
12/27/2018
C. B. L. W.
FS
R. G. W. 12/28/18

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DEC 28 2018

CITY OF GROSSE PTE. WOODS

Vernier Road Resurfacing- Fairway to East City Limit
 AEW Project No. 0160-0408
 Summary of Time Spent for Design, Specification, Bidding
 and Subconsultant Fees

Name	Hours	Description
ALLEGROET, JEFFREY	24	Topo, design and drafting
AMEY, CRAIG	7	Survey
BEHNAM, DANNY	145.2	Design
BICKHAM, BRENDA	8	Contract document prep
DOURJALIAN, ANDREW	0.1	GIS
EBERLE, JOSEPH	62.4	Traffic Design
GAYESKI JR., JOSEPH	37.5	Survey
HENNINGS, NANCY	25.2	Plan Drafting
KAFERLE, KATHLEEN	0.4	Contract document prep
LEIDEKER, GARY	63.5	Plan Drafting
LEONARD, MICHAEL	35.3	Survey
LOCKWOOD, SCOTT	22.5	Project oversight, design
MARCUS, PATRICK	1	Sewer review
SCHWARTZ, JOSEPH	34	Survey
SEIDEL, KYLE	0.6	Design
SOPCZYNSKI, MICHAEL	13.5	Drafting
TRUAX, MICHAEL	2	Survey Oversight
VIGNERON, MICHAEL	48	Project oversight and design
	530.2	

SUBCONSULTANTS

Amount	Description
4450	G2 CONSULTING GROUP, LLC
700	TRAFFIC DATA COLLECTION, LLC
5150	



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

INVOICE

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

December 17, 2018

Project No: 0160-0395-0

Invoice No: 0120218

Project 0160-0395-0 CAPITAL IMPROVEMENTS, ROOFS

FOR: CITY HALL FIELD MEASUREMENTS; PLAN AND SPEC BOOK PREPARATION

Professional Services from November 12, 2018 to December 9, 2018

Phase 02 CONTRACT ADMINISTRATION

Fee

Total Fee 12,000.00

Percent Complete	70.00	Total Earned	8,400.00
		Previous Fee Billing	7,200.00
		Current Fee Billing	1,200.00

Total Fee 1,200.00

Total this Phase \$1,200.00

Total this Invoice \$1,200.00

BILLING BACKUP REPORT

PO 18-44866

420-451-974.201

12/27/2018

C. Drew

F.S

12/28/18

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CITY OF GROSSE PTE. WOODS

Project Detail - JTD

Monday, December 17, 2018

9:45:25 AM

Anderson, Eckstein & Westrick, Inc.

Job-to-Date through 1/11/2019

			Regular Hours	Total Ovt Hrs
Project Number: 0160-0395-0 CAPITAL IMPROVEMENTS, ROOFS				
Phase Number: 01 CONTRACT DOCUMENTS				
Total for				
Labor and Overhead				
24 SECRETARIAL				
000 UNASSIGNED				
* T	391 BICKHAM, BRENDA	5/9/2018	.50	
	Meeting Minutes			
* T	391 BICKHAM, BRENDA	5/9/2018	-.50	
	Meeting Minutes			
* T	391 BICKHAM, BRENDA	7/11/2018	.50	
	Meeting Minutes			
* T	391 BICKHAM, BRENDA	7/11/2018	-.50	
	Meeting Minutes			
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	
25 PRINTS				
000 UNASSIGNED				
* T	523 KAERLE, KATHLEEN	4/4/2018	1.00	
	Plans			
* T	523 KAERLE, KATHLEEN	4/4/2018	-1.00	
	Plans			
	Total for 523			
* T	665 ANKAWI, MICHELLE	4/4/2018	1.50	
	Print and Copy 8 Spec Books			
* T	665 ANKAWI, MICHELLE	4/4/2018	-1.50	
	Print and Copy 8 Spec Books			
	Total for 665			
	Total for UNASSIGNED			
	Total for PRINTS			
26 DELIVERIES				
000 UNASSIGNED				
* T	596 CHIRCO, BRANDY	4/6/2018	2.00	
	plans to Grosse Pointe Woods and St. Clair Shores			
* T	596 CHIRCO, BRANDY	4/6/2018	-2.00	
	plans to Grosse Pointe Woods and St. Clair Shores			
	Total for 596			
	Total for UNASSIGNED			
	Total for DELIVERIES			
35 CONST.DESIGN				
000 UNASSIGNED				
* T	293 LOCKWOOD, SCOTT	4/3/2018	1.00	
	Review issues with timing, permits			
* T	293 LOCKWOOD, SCOTT	4/3/2018	-1.00	
	Review issues with timing, permits			
* T	293 LOCKWOOD, SCOTT	4/4/2018	1.00	
	Permit issues			
* T	293 LOCKWOOD, SCOTT	4/4/2018	-1.00	
	Permit issues			

			Regular Hours	Total Ovt Hrs
* T	293 LOCKWOOD, SCOTT	4/27/2018		1.00
	Review cost estimates with JA			
* T	293 LOCKWOOD, SCOTT	4/27/2018		-1.00
	Review cost estimates with JA			
* T	293 LOCKWOOD, SCOTT	4/30/2018	1.00	
* T	293 LOCKWOOD, SCOTT	4/30/2018	-1.00	
* T	293 LOCKWOOD, SCOTT	5/1/2018	1.50	
	Bids with JA			
* T	293 LOCKWOOD, SCOTT	5/1/2018	-1.50	
	Bids with JA			
* T	293 LOCKWOOD, SCOTT	5/2/2018	1.00	
	Discuss bids			
* T	293 LOCKWOOD, SCOTT	5/2/2018	-1.00	
	Discuss bids			
* T	293 LOCKWOOD, SCOTT	5/4/2018		2.50
	Review numbers and meet with JA, BS and CB			
* T	293 LOCKWOOD, SCOTT	5/4/2018		-2.50
	Review numbers and meet with JA, BS and CB			
* T	293 LOCKWOOD, SCOTT	5/7/2018	1.00	
	discuss project options			
* T	293 LOCKWOOD, SCOTT	5/7/2018	-1.00	
	discuss project options			
* T	293 LOCKWOOD, SCOTT	5/9/2018	2.00	
	Discuss funding and project award			
* T	293 LOCKWOOD, SCOTT	5/9/2018	-2.00	
	Discuss funding and project award			
* T	293 LOCKWOOD, SCOTT	5/14/2018	1.00	
	Cost review			
* T	293 LOCKWOOD, SCOTT	5/14/2018	-1.00	
	Cost review			
* T	293 LOCKWOOD, SCOTT	5/16/2018	2.00	
	meeting with Jason, Bruce and Cathy to review costs			
* T	293 LOCKWOOD, SCOTT	5/16/2018	-2.00	
	meeting with Jason, Bruce and Cathy to review costs			
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	
	37 SPECIFICATIONS			
	000 UNASSIGNED			
* T	442 VIGNERON, MICHAEL	4/3/2018	.50	
	Post to MITN			
* T	442 VIGNERON, MICHAEL	4/3/2018	-.50	
	Post to MITN			
* T	442 VIGNERON, MICHAEL	4/18/2018	.20	
	Post Addendum No. 1			
* T	442 VIGNERON, MICHAEL	4/18/2018	-.20	
	Post Addendum No. 1			
* T	442 VIGNERON, MICHAEL	4/19/2018	.20	
	Post Addendum No. 2			

Project Detail - JTD				Job-to-Date through 1/11/2019	Monday, December 17, 2018 9:45:25 AM
				Regular Hours	Total Ovt Hrs
* T	442 VIGNERON, MICHAEL	4/19/2018		-.20	
	Post Addendum No. 2				
* T	442 VIGNERON, MICHAEL	4/20/2018		.20	
	Post Addendum No. 3				
* T	442 VIGNERON, MICHAEL	4/20/2018		-.20	
	Post Addendum No. 3				
Total for 442					
Total for UNASSIGNED					
Total for SPECIFICATIONS					
38 CONTRACT ADMIN					
000 UNASSIGNED					
* T	293 LOCKWOOD, SCOTT	6/28/2018		2.00	
	Conference call to discuss billing				
* T	293 LOCKWOOD, SCOTT	6/28/2018		-2.00	
	Conference call to discuss billing				
* T	293 LOCKWOOD, SCOTT	7/25/2018		.50	
	precon meeting				
* T	293 LOCKWOOD, SCOTT	7/25/2018		-.50	
	precon meeting				
* T	293 LOCKWOOD, SCOTT	8/22/2018		1.00	
	Pay process review				
* T	293 LOCKWOOD, SCOTT	8/22/2018		-1.00	
	Pay process review				
* T	293 LOCKWOOD, SCOTT	9/26/2018		1.00	
* T	293 LOCKWOOD, SCOTT	9/26/2018		-1.00	
* T	293 LOCKWOOD, SCOTT	9/28/2018			1.00
	Lightning rod research and resolve				
* T	293 LOCKWOOD, SCOTT	9/28/2018			-1.00
	Lightning rod research and resolve				
Total for 293					
Total for UNASSIGNED					
Total for CONTRACT ADMIN					
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				

Project Detail - JTD			Job-to-Date through 1/11/2019	Monday, December 17, 2018 9:45:25 AM
			Regular Hours	Total Ovt Hrs
X	293 LOCKWOOD, SCOTT	2/8/2018	1.00	
	Review plan and discussion about proposed treatment			
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		27.50	5.50
	Total for UNASSIGNED		27.50	5.50
	Total for MEETINGS		27.50	5.50
	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			

Project Detail - JTD				Job-to-Date through 1/11/2019	Monday, December 17, 2018 9:45:25 AM
				Regular Hours	Total Ovt Hrs
Total for 681				7.00	1.00
Total for UNASSIGNED				15.50	1.00
Total for DESIGN DEV				15.50	1.00
53 CONST DOCUM					
000 UNASSIGNED					
* T	402	ARLOW, JASON	4/3/2018	1.00	
		Final review			
* T	402	ARLOW, JASON	4/3/2018	-1.00	
		Final review			
* T	402	ARLOW, JASON	4/10/2018	2.00	
		Pre bid			
* T	402	ARLOW, JASON	4/10/2018	-2.00	
		Pre bid			
* T	402	ARLOW, JASON	5/1/2018	1.50	
		bid opening			
* T	402	ARLOW, JASON	5/1/2018	-1.50	
		bid opening			
* T	402	ARLOW, JASON	5/4/2018	2.50	
		Review bids, Bond meeting			
* T	402	ARLOW, JASON	5/4/2018	-2.50	
		Review bids, Bond meeting			
* T	402	ARLOW, JASON	5/8/2018	3.50	
		Meeting prep, contractor interview, notes			
* T	402	ARLOW, JASON	5/8/2018	-3.50	
		Meeting prep, contractor interview, notes			
* T	402	ARLOW, JASON	5/9/2018	.50	
		Bid review			
* T	402	ARLOW, JASON	5/9/2018	-.50	
		Bid review			
* T	402	ARLOW, JASON	5/10/2018	.50	
		DPW roof, cost savings			
* T	402	ARLOW, JASON	5/10/2018	-.50	
		DPW roof, cost savings			
* T	402	ARLOW, JASON	5/11/2018		.50
		letter of award			
* T	402	ARLOW, JASON	5/11/2018		-.50
		letter of award			
* T	402	ARLOW, JASON	5/15/2018	1.00	
		Revise letter			
* T	402	ARLOW, JASON	5/15/2018	-1.00	
		Revise letter			
* T	402	ARLOW, JASON	5/16/2018	.50	
		Police garage roof letter and bid review			
* T	402	ARLOW, JASON	5/16/2018	-.50	
		Police garage roof letter and bid review			
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			

Project Detail - JTD			Job-to-Date through 1/11/2019	Monday, December 17, 2018 9:45:25 AM
			Regular Hours	Total Ovt Hrs
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	
	Udate 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	2.00	1.00
	review			
X	402 ARLOW, JASON	6/4/2018	1.00	
	Council meeting			
X	402 ARLOW, JASON	6/6/2018	.50	
	Invoices			
Total for 402			24.50	1.50
M	452 PASAMBA, ARMANDO		1.00	
	11/15/2017			
	BATH HOUSE			
M	452 PASAMBA, ARMANDO		4.00	
	11/16/2017			
	BATH HOUSE			
M	452 PASAMBA, ARMANDO		3.50	.50
	11/17/2017			
	HATCH HOUSE / ACTIVITY BLDG			
X	452 PASAMBA, ARMANDO	11/7/2017	1.00	
X	452 PASAMBA, ARMANDO	11/8/2017	5.00	
X	452 PASAMBA, ARMANDO		2.00	1.00
	11/10/2017			
X	452 PASAMBA, ARMANDO	12/1/2017	4.00	
	City hall Field Measurement			
X	452 PASAMBA, ARMANDO	2/6/2018	4.50	
	CONSTRUCTION DOCUMENT			
Total for 452			25.00	1.50

Project Detail - JTD			Job-to-Date through 1/11/2019	Monday, December 17, 2018 9:45:25 AM
			Regular Hours	Total Ovt Hrs
M	596 CHIRCO, BRANDY	11/20/2017	2.50	
	roof and floor plans			
M	596 CHIRCO, BRANDY	11/21/2017	.50	
	roof and floor plans			
M	596 CHIRCO, BRANDY	11/27/2017	4.00	
	roof plans			
M	596 CHIRCO, BRANDY	11/28/2017	.30	
	roof plans			
M	596 CHIRCO, BRANDY	11/29/2017	6.20	
	city hall floor plan			
M	596 CHIRCO, BRANDY	11/30/2017	4.10	
	city hall floor plan			
M	596 CHIRCO, BRANDY	12/1/2017	4.00	
	field measurements of City Hall			
M	596 CHIRCO, BRANDY	12/1/2017	.50	
	updating city hall floor plan			
M	596 CHIRCO, BRANDY	12/4/2017	5.40	
	updating city hall floor plan			
M	596 CHIRCO, BRANDY	12/5/2017	4.00	
	updating city hall floor plan			
M	596 CHIRCO, BRANDY	12/6/2017	.20	
	updating city hall floor plan			
* T	596 CHIRCO, BRANDY	4/2/2018	6.30	
	updates to all plans			
* T	596 CHIRCO, BRANDY	4/2/2018	-6.30	
	updates to all plans			
* T	596 CHIRCO, BRANDY	4/3/2018	2.30	
	specifications, updates to plans			
* T	596 CHIRCO, BRANDY	4/3/2018	-2.30	
	specifications, updates to plans			
* T	596 CHIRCO, BRANDY	4/10/2018	.20	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/10/2018	-.20	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/12/2018	.10	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/12/2018	-.10	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/13/2018	.50	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/13/2018	-.50	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/16/2018	.50	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/16/2018	-.50	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/17/2018	1.20	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/17/2018	-1.20	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/18/2018	.90	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/18/2018	-.90	
	addendum 1			
* T	596 CHIRCO, BRANDY	4/19/2018	.50	
	addendum 2			
* T	596 CHIRCO, BRANDY	4/19/2018	-.50	
	addendum 2			

			Regular Hours	Total Ovt Hrs
* T	596 CHIRCO, BRANDY	4/20/2018	.70	
	addendum 3			
* T	596 CHIRCO, BRANDY	4/20/2018	-.70	
	addendum 3			
* T	596 CHIRCO, BRANDY	4/23/2018	.20	
	answering bidder questions			
* T	596 CHIRCO, BRANDY	4/23/2018	-.20	
	answering bidder questions			
* T	596 CHIRCO, BRANDY	4/30/2018	.70	
	area and perimeter of roof			
* T	596 CHIRCO, BRANDY	4/30/2018	-.70	
	area and perimeter of roof			
* T	596 CHIRCO, BRANDY	5/2/2018	.70	
	bid tab			
* T	596 CHIRCO, BRANDY	5/2/2018	-.70	
	bid tab			
* T	596 CHIRCO, BRANDY	5/8/2018	1.00	
	interview prep			
* T	596 CHIRCO, BRANDY	5/8/2018	-1.00	
	interview prep			
X	596 CHIRCO, BRANDY	12/11/2017	5.30	
	roof plans			
X	596 CHIRCO, BRANDY	12/15/2017	5.60	
	roof details			
X	596 CHIRCO, BRANDY	12/18/2017	5.00	
	roof plans			
X	596 CHIRCO, BRANDY	12/19/2017	1.70	
	roof plans			
X	596 CHIRCO, BRANDY	12/22/2017	1.50	
	roof details			
X	596 CHIRCO, BRANDY	1/2/2018	.50	
	updates to plans			
X	596 CHIRCO, BRANDY	1/3/2018	1.00	
	updates to plans			
X	596 CHIRCO, BRANDY	1/16/2018	5.50	
	roof plans			
X	596 CHIRCO, BRANDY	1/17/2018	7.50	
	roof plans and details			
X	596 CHIRCO, BRANDY	1/18/2018	.60	
	details			
X	596 CHIRCO, BRANDY	1/19/2018	1.80	
	roof sections			
X	596 CHIRCO, BRANDY	1/22/2018	6.90	
	sections and details			
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			

Project Detail - JTD			Job-to-Date through 1/11/2019	Monday, December 17, 2018 9:45:25 AM
			Regular Hours	Total Ovt Hrs
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	
* T	681 BERGE, MATTHEW	4/2/2018	.50	
	Review project specifications			
* T	681 BERGE, MATTHEW	4/2/2018	-.50	
	Review project specifications			
* T	681 BERGE, MATTHEW	4/3/2018	2.00	
	Review specs and drawings			
* T	681 BERGE, MATTHEW	4/3/2018	-2.00	
	Review specs and drawings			
* T	681 BERGE, MATTHEW	4/4/2018	1.00	
	Print permit sets and prepare letters of transmittal.			
* T	681 BERGE, MATTHEW	4/4/2018	-1.00	
	Print permit sets and prepare letters of transmittal.			
* T	681 BERGE, MATTHEW	4/5/2018	.50	
	Compile and distribute permit sets.			

			Regular Hours	Total Ovt Hrs
* T	681 BERGE, MATTHEW	4/5/2018	-0.50	
	Compile and distribute permit sets.			
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 review 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		270.30	3.00
	Total for CONST DOCUM		270.30	3.00
54 BIDDING				
000 UNASSIGNED				
* T	402 ARLOW, JASON	4/16/2018	1.00	
	Questions, addendum			
* T	402 ARLOW, JASON	4/16/2018	-1.00	
	Questions, addendum			
* T	402 ARLOW, JASON	4/17/2018	1.00	
	Addendum questions			
* T	402 ARLOW, JASON	4/17/2018	-1.00	
	Addendum questions			
* T	402 ARLOW, JASON	4/19/2018	1.00	
	RFI, addendum			
* T	402 ARLOW, JASON	4/19/2018	-1.00	
	RFI, addendum			
* T	402 ARLOW, JASON	4/20/2018	.50	
	RFI, addendum			
* T	402 ARLOW, JASON	4/20/2018	-0.50	
	RFI, addendum			
	Total for 402			
* T	681 BERGE, MATTHEW	4/18/2018	2.00	
	Compile addendum 1 documents			
* T	681 BERGE, MATTHEW	4/18/2018	-2.00	
	Compile addendum 1 documents			
	Total for 681			
	Total for UNASSIGNED			

Project Detail - JTD			Job-to-Date through 1/11/2019	Monday, December 17, 2018 9:45:25 AM
			Regular Hours	Total Ovt Hrs
Total for BIDDING				
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 ZAUDEL, KEVIN	3/22/2018	1.00	
	Mechanical unit loading/locations			
X	544 ZAUDEL, 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			331.60	9.50
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. /			
Total for 521.00				
Total for Reimbursable Expenses				
Total for Expenses				
Total for 01			331.60	9.50
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 AIA's				

Project Detail - JTD			Job-to-Date through 1/11/2019		Monday, December 17, 2018 9:45:25 AM	
			Regular Hours	Total Ovt Hrs		
* X	391 BICKHAM, BRENDA	3/1/2017	.50			
	Spec					
* X	391 BICKHAM, BRENDA	7/11/2018	.50			
	Meeting Minutes					
	Total for 391		1.50			
* X	520 DUBAY, GAIL	3/20/2017	.30			
	Placed Ads with Planhouses - JRA					
	Total for 520		.30			
	Total for UNASSIGNED		1.80			
	Total for SECRETARIAL		1.80			
	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			
	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		4.50	1.00		
	Total for UNASSIGNED		4.50	1.00		
	Total for CONTRACT ADMIN		4.50	1.00		
	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			
	50 ARCHITECT					
	000 UNASSIGNED					
* T	402 ARLOW, JASON	1/12/2018	.50	2.00		
	DPW addition, site visit, field measure, sketch					
* T	402 ARLOW, JASON	1/12/2018	-.50	-2.00		
	DPW addition, site visit, field measure, sketch					

Project Detail - JTD			Job-to-Date through 1/11/2019	Monday, December 17, 2018 9:45:25 AM
			Regular Hours	Total Ovt Hrs
* T	402 ARLOW, JASON	1/15/2018	2.50	
	Review roof quotes for activities building, letter to city, DPW addition estimate			
* T	402 ARLOW, JASON	1/15/2018	-2.50	
	Review roof quotes for activities building, letter to city, DPW addition estimate			
	Total for 402			
	Total for UNASSIGNED			
	Total for ARCHITECT			
	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		14.50	1.50
	Total for UNASSIGNED		14.50	1.50
	Total for CONST DOCUM		14.50	1.50
	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			

Project Detail - JTD			Job-to-Date through 1/11/2019	Monday, December 17, 2018 9:45:25 AM	
			Regular Hours	Total Ovt Hrs	
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		
	Poilice 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				
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 ap3				
X	402 ARLOW, JASON	9/26/2018	1.00		
	progress meeting				
X	402 ARLOW, JASON	9/28/2018	.50	.50	
	minutes				
X	402 ARLOW, JASON	10/9/2018	1.00		
	RFI				
X	402 ARLOW, JASON	10/24/2018	2.50		
	Progress meeting				

Project Detail - JTD			Job-to-Date through 1/11/2019	Monday, December 17, 2018 9:45:25 AM
			Regular Hours	Total Ovt Hrs
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			
Total for 402			46.00	1.00
X	544 ZAUDEL, KEVIN	9/13/2018	.50	
	Roof modifications for unit placement			
Total for 544			.50	
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			

Project Detail - JTD			Job-to-Date through 1/11/2019	Monday, December 17, 2018 9:45:25 AM
			Regular Hours	Total Ovt Hrs
X	596	CHIRCO, BRANDY 8/30/2018	.40	
		submittals		
		Total for 596	13.40	
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	1.00	
		Total for UNASSIGNED	60.90	1.00
		Total for CONST ADMIN	60.90	1.00
		56 ME/ELEC DESG		
		000 UNASSIGNED		
* T	552	EDWARDS, WILLIAM 2/21/2018	.60	
* T	552	EDWARDS, WILLIAM 2/21/2018	-.60	
* X	552	EDWARDS, WILLIAM 10/2/2018	.30	
		Lighting Rods		
* X	552	EDWARDS, WILLIAM 10/25/2018	.20	
		Total for 552	.50	
		Total for UNASSIGNED	.50	
		Total for ME/ELEC DESG	.50	
		74 GIS UPDATES		
		000 UNASSIGNED		
X	654	DOURJALIAN, ANDREW 11/28/2018	.10	
		GIS Reference Map Addition		
		Total for 654	.10	
		Total for UNASSIGNED	.10	
		Total for GIS UPDATES	.10	
		Total for Labor and Overhead	94.20	3.50
		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	94.20	3.50
		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	

	Regular Hours	Total Ovt Hrs
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		
Labor and Overhead		
50 ARCHITECT		
000 UNASSIGNED		
X 402 ARLOW, JASON 2/27/2018 review report, talk to Bruce, Frank and DSD	2.00	
X 402 ARLOW, JASON 2/28/2018 Study review	3.00	
X 402 ARLOW, JASON 3/2/2018 mark ups on report		2.00
X 402 ARLOW, JASON 3/3/2018 Fee adjustment		1.00
X 402 ARLOW, JASON 3/8/2018 Final report	.50	
X 402 ARLOW, JASON 3/15/2018 project summary	.50	
Total for 402	6.00	3.00
Total for UNASSIGNED	6.00	3.00
Total for ARCHITECT	6.00	3.00
58 STRUCTURAL		
000 UNASSIGNED		
X 544 ZAUDEL, KEVIN 2/28/2018 Unit loading request	.50	
Total for 544	.50	
Total for UNASSIGNED	.50	
Total for STRUCTURAL	.50	
Total for Labor and Overhead	6.50	3.00
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	6.50	3.00
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 Meeting Minutes	.50	
Total for 391	.50	
Total for UNASSIGNED	.50	

Project Detail - JTD		Job-to-Date through 1/11/2019	Monday, December 17, 2018 9:45:25 AM	
		Regular Hours	Total Ovt Hrs	
Total for SECRETARIAL		.50		
25 PRINTS				
000 UNASSIGNED				
* X	523 KAFERLE, 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		
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		11.50	3.50	
Total for UNASSIGNED		11.50	3.50	
Total for CONST.DESIGN		11.50	3.50	
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		

			Regular Hours	Total Ovt Hrs
50 ARCHITECT				
000 UNASSIGNED				
* X	402 ARLOW, JASON	1/12/2018	.50	2.00
	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			3.00	2.00
Total for UNASSIGNED			3.00	2.00
Total for ARCHITECT			3.00	2.00
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			13.00	.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			

Project Detail - JTD			Job-to-Date through 1/11/2019	Monday, December 17, 2018 9:45:25 AM
			Regular Hours	Total Ovt Hrs
* 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.			
* X	681 BERGE, MATTHEW	4/5/2018	.50	
	Compile and distribute permit sets.			
	Total for 681		4.00	
	Total for UNASSIGNED		32.80	.50
	Total for CONST DOCUM		32.80	.50
	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	
	56 ME/ELEC DESG			
	000 UNASSIGNED			
* T	552 EDWARDS, WILLIAM	10/2/2018	.30	
	Lighting Rods			
* T	552 EDWARDS, WILLIAM	10/2/2018	-.30	
	Lighting Rods			
* T	552 EDWARDS, WILLIAM	10/25/2018	.20	
* T	552 EDWARDS, WILLIAM	10/25/2018	-.20	
	Total for 552			
	Total for UNASSIGNED			
	Total for ME/ELEC DESG			
	Total for Labor and Overhead		58.90	6.00
	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		58.90	6.00
	Phase Number: 06 SMOKE CONTROL SYSTEM			
	Total for			
	Total for 06			
	Total for 0160-0395-0		493.20	22.00
	Final Totals		493.20	22.00

10E

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

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FAX (586) 777-0430
E-MAIL donberschback@yahoo.com

OF COUNSEL
CHARLES T. BERSCHBACK

December 31, 2018

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

101-210-801-000 \$2720.00
101-210-801-100 \$637.50
1/3/2019 *[Signature]*

RE: December 2018 Billing/DRB

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
12.3.18	All letters, emails and TCs and review of weekend packet (.50); review of court cases and TCs on adjournments (.50)	1.00
12.5.18	Municipal Court (2.00); warrant review (.25); meetings with LKH, GT, BS, plus attendant follow up (1.75)	4.00
12.10.18	Work on FOIA work and email follow up (.75); employee handbook work (.50); review of court cases and in pro per yellow files (.50);	1.75
12.11.18	Review of recent court cases and follow up on warrant arrests (.25)	0.25
12.12.18	Municipal Court (1.25); meetings with GT and BS re. FOIA and contractual issues (1.00); meeting with Court personnel on legal processes (.25)	2.50
12.13.18	Meeting with GT plus attendance at his deposition in civil case (1.75); meeting with BS on City matters (.25)	2.00
12.14.18	Work on CC items (.75); TC re: FOIA (.25)	1.00
12.17.18	TCs, emails and attention to letter correspondence (.75); CC work (.50); appearance at COW and CC meetings (.50); work on fire truck issue (1.00)	2.75
12.18.18	Additional contractual review on fire truck. (.50)	0.50
12.19.18	Outside litigation work (1.75)	1.75
12.20.18	Work on fire truck contract (.75); TC and research regarding litigation (Genna) (.50);	1.25
12.21.18	TC with insurance representative and City Clerk re: Closed Executive Session on 1/7/19 (.25); TCs regarding new claim for damages (.25)	0.50
12.26.18	Prep for and attendance at special CC meeting (.25); emails, letter correspondence and TCs (.25);	0.50

DRB = 19.75 hours x \$170.00 \$ 3,357.50
TOTAL: \$3,357.50

<u>Breakdown</u>	General	16.00 hours
	Municipal Court	3.75 hours
	Bldg/Planning Comm.	0.00 hours

CHARLES T. BERSCHBACK

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blbwlaw@yahoo.com

CHARLES T. BERSCHBACK

DON R. BERSCHBACK
OF COUNSEL

December 27, 2018

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

RE: December Billing/ CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
11.29.18	TCs GT; review of multi listserv emails on marijuana ordinance, TC on garnishments (.25); Municipal Court warrant review, meeting with Detectives; research on attempted larceny issue, TCs JK (.75); prep for meeting with Court staff (.50);	1.50
11.30.18	Municipal Court meetings with complaining witness on DV case (1.25) and Court staff on crimes victims rights act (.50); TC GT and Defendant on pending case, review of COA letter on Wheatley email to records department on discovery requests (.25); TC BN (.25)	2.25
12.3.18	Work on LFP putt-putt procedures; work on Municipal Court files; work on TT issues; review of Municipal Court violations on Hawthorne (.75); research on OMA (.50)	1.25
12.4.18	Research on notice provisions for marijuana ordinance (1.00); TT- TCs Hallahan on Rivers (.25)	1.25
12.5.18	TC LH pending matters and COW agenda items, letter to M/C on new ordinance (.25); Municipal Court TCs on discovery issues, calls with victims and attorneys, review of discovery on two cases and DVD's (.75); FOIA research (.50)	1.50
12.6.18	Calls on COW agenda items and PEG fees (.50); TC BS, review of Great Lakes Water Amendment (.25); review of PAATS issue, TC Sue Como (.25)	1.00
12.7.18	Review of Ferlito's submission, TCs LH (.25); TC BS, review of Provencal Road file (.25)	0.50
12.10.18	Review of COW materials, TCs GT, review of my files on COW issues, review of civil infraction ordinances (1.25); TCS Ferlito's (.25) attendance at COW (2.00)	3.50

12.11.18	Follow up on COW items, TCs, JK, BS, revisions to fire truck contract, TC GT (1.75); TCs Paul K., CB, research and file review (.25)	2.00
12.12.18	Initial review of Code Book for civil infractions/misdemeanors (.50); attendance at Municipal Court (1.25); meetings with GT, JK, Det Bur, review of new warrants (.25); TCs SL and PK on agenda items(.25); TCs on fire truck and letter to M/C (.25); TT TC Laura Hallahan re: trial (.25)	2.75
12.13.18	Review of Hawthorne appeal status and liens, emails, research, prep of invoices (.50); TC Laura Hallahan on TT (.25); TC BS on agenda items and water/sewer issue, research (.50)	1.25
12.14.18	Research on water/sewer issue (.75); calls and emails on Municipal Court discovery, tax roll TCs with CB (.25)	1.00
12.17.18	TC GT on blight ticket; permit issue (.25); TCs re: West Shore (.50)	0.75
12.18.18	Work on West Shore agreement, calls, emails (2.00); work on Building Permit issue (.25)	2.25
12.19.18	Attendance at Municipal Court (1.75); meetings and calls on West Shore Agreement, finalized draft contract, letter to M/C (1.50); research on building permit (1.00); p.m. review of Lakeshore emails, calls, meeting with BS (.75)	5.00
12.20.18	Calls, follow up on Fire Truck (.25); TC Sue Como; review of CDBG lien release(.25)	0.50
12.21.18	TC attorney on Municipal Court OWI (.25)	0.25
12.27.18	TCs BS, JK, Officer Walker, review of PAATS issue; review of Ferlito emails and calls (.50)	0.50

CTB = 29.00 hours at \$150.00 per hour \$4,350.00

TOTAL DUE: \$4,350.00

TC - Telephone
BS - Bruce Smith
PC - Planning Commission
TT - Tax Tribunal

GT - Gene Tutag
LH - Lisa Hathaway
CB - Cathrene Behrens

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

Breakdown

General	19.50 hours
Municipal Court	8.75 hours
Building/Planning Commission	0.00 hours
Tax Tribunal	.75 hours

101. 210. 801. 000 \$2,925.00 11/3/2019
 101. 210. 801. 100 \$1312.50
 101. 210. 801. 301 \$112.50