

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Regular City Council Meeting Agenda
Monday, October 15, 2018
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. APPOINTMENTS
 - A. Citizens Recreation Commission (Council)
 1. City Council Excerpt 10/01/18
 2. Citizen's Recreation Commission Meeting Minutes 07/10/18
 - a. Biographical Sketch-Sarah Seger
 - b. Biographical Sketch-Angela Coletti Brown

7. MINUTES
 - A. Council 10/01/18
 - B. Compensation & Evaluation Committee 10/01/18, w/recommendation:
 1. Proposed Agreement – Cathrene Behrens

8. COMMUNICATIONS
 - A. Resignation – Planning Commission
 1. Letter 09/20/18 – Tonja Stapleton

 - B. Application to Solicit
 1. Application 10/02/18 Power Home Remodeling Group

 - C. Door Lock Upgrades
 1. Memo 10/05/18 – Information Technology Manager
 2. Estimate 09/29/18 – The Flying Locksmiths

 - D. 2019 Commission Appreciation Reception
 1. Memo 10/04/18 – City Administrator

 - E. Request to Use Parking Lot - Lou's Farm Day
 1. Email 10/09/18 – Donnie Cook
 2. Certificate of Liability Insurance

 - F. Monthly Financial Report – September 2018

- 9. BIDS/PROPOSALS/
CONTRACTS
 - A. 2019 Vernier Road Program – Design Engineering
 - 1. Memo 09/25/18 – Director of Public Services
 - 2. Letter 10/08/18 – City Engineer
 - B. Contract/Credit Addendum: 2019 SMART Municipal Credit and Community Credit Contract and Amendment for 2018
 - 1. Memo 10/01/18 – City Administrator
 - 2. Letter SMART 09/07/18 – M. Hightower
 - 3. Proposed Contract
 - 4. Amendment Contract for FY 2018
- 10. RESOLUTION
 - A. 2018 Milk River Drain Levy
 - 1. Memo 10/05/18 – Treasurer/Comptroller
 - 2. Certified Resolution
 - 3. Budget Revenue Analysis – Grosse Gratiot Drain FY 2018/19
 - 4. Budget Worksheet – Grosse Gratiot Drain FY 2018/19
 - 5. 2018 Tax Rate Request
- 11. ORDINANCE
 - A. Second Reading: An Ordinance to Amend Chapter 8 Buildings and Building Regulations, Article IX Fences, Sec. 8-284 by Adding New Sections (1) and (2) Allowing Six Feet Fences in the Rear and Side Yards with the Adjacent Property Owner’s Consent
 - 1. City Council Excerpt 10/01/18
 - 2. Letter 09/26/18 – City Attorney
 - 3. Proposed Ordinance
 - 4. Affidavit of Legal Publication
- 12. CLAIMS/ACCOUNTS
 - A. Professional Audit Services – Plante Moran
 - 1. Invoice No. 1590347 10/01/18 - \$28,300.00.
 - B. Bond Improvements, Roofs and HVAC
 - 1. Cross Renovation Inc. Payment No. 3 09/25/18 - \$320,022.96
 - C. Claim
 - 1. Tokio Marine HCC Claim No. 184732 09/25/18 - \$7,383.75
 - D. City Engineers – AEW
 - 1. Invoice No. 0118894 09/05/18 - \$1,200.00;
 - 2. Invoice No. 0119167 09/17/18 - \$1,414.50;
 - 3. Invoice No. 0119186 09/18/18 - \$18,646.40;
 - 4. Invoice No. 0119187 09/18/18 - \$175.65;
 - 5. Invoice No. 0119188 09/18/18 - \$1,929.25;
 - 6. Invoice No. 0119189 09/18/18 - \$16,798.20;

- 7. Invoice No. 0119190 09/18/18 - \$2,045.35;
- 8. Invoice No. 0119191 09/18/18 - \$2,937.25;
- 9. Invoice No. 0119192 09/18/18 - \$2,497.55;
- 10. Invoice No. 0119193 09/18/18 - \$12,723.75;
- 11. Invoice No. 0119195 09/18/18 - \$3,134.50;
- 12. Invoice No. 0119170 09/17/18 - \$412.00.

13. NEW BUSINESS/PUBLIC COMMENT

14. ADJOURNMENT

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

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

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

<p>NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST</p>
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COUNCIL CLIPPING
10-01-18
Pending Approval 10-02-18

Hearing no objections, the **appointments to the Citizens Recreation Commission**, were deferred to the City Council meeting on October 15, 2018, to permit Council Representative Koester to be in attendance.

CC: Citizens Recreation Commission File City Council 10/15/18
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Citizen's Recreation Commission Meeting Minutes
Meeting of the Citizen's Recreation Commission held on July 10th, 2018 at
Grosse Pointe Woods, Michigan

CALLED TO ORDER: 7:04

PRESENT:

Barb Janutol
Tom Jerger
Mark Miller
Christina Ventimiglia
Tony Rennpage
Amanda York
Gibb Heim

ABSENT:

None

RECEIVED

AUG 10 2018

CITY OF GROSSE POINTE WOODS

*approved by
Commission on
9-11-18*

ALSO PRESENT:

Councilman Mike Koester, Parks and Recreation Supervisor Nicole Gerhart and Commission Applicant Angela Brown were also present.

Motion to accept the minutes from June 12, 2018 by Barb Janutol and seconded by Gibb Heim.

Yes: York, Janutol, Jerger, Miller, Ventimiglia, Gibb and Rennpage.

No: None

Absent: None

SUPERVISOR'S REPORT:

The past two weeks saw over 10,000 people at the park.

Still short lifeguards, hoping to get other to apply and fill those positions.

COUNCIL MEETING REPORT:

Waiting for approval from Council on Winterfest location.

OLD BUSINESS:

Perch Derby: At least 10 families signed up so far

Banner is hanging at park.

Send sponsors to Nikki by next Wednesday, July 18th.

Amanda has goodie bags.

Chrissy will compile names of donations.

Nikki will get juice boxes and waters, cream cheese, napkins and knives.

Winterfest 2019: continue calling food trucks for possible presence at event.

NEW BUSINESS:

Met with Commission applicant Angela Brown to discuss her interest in Citizens Recreation Commission.

Motion to Council to immediately certify the following motions:

Motion to accept application of Sara Seger and recommend to City Council she be appointed to Citizens Recreation Committee.

Motion to accept application of Angela Brown and recommend to City Council she be appointed to Citizens Recreation Committee.

ADJOURNMENT:

Motion was made to adjourn the meeting by Gibb Heim and seconded by Barb Janutol.

Yes: York, Janutol, Jerger, Miller, Ventimiglia, Heim and Rennpage.

No: None

Absent: None

Meeting Adjourned at 8:02 pm.

Respectfully submitted by: Christina Ventimiglia, Secretary



CITY OF GROSSE POINTE WOODS

20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RECEIVED

MAY 07 2018

CITY OF GROSSE PTE. WOODS

BIOGRAPHICAL SKETCH

✓ I am interested in making application to serve as a member on the following Board/Commission:

<input type="checkbox"/>	Beautification Commission	<input type="checkbox"/>	Building Authority
<input type="checkbox"/>	Board of Review	<input type="checkbox"/>	Community Tree Commission
<input checked="" type="checkbox"/>	Citizens' Recreation Commission	<input type="checkbox"/>	Downspout Board of Appeals
<input type="checkbox"/>	Construction Board of Appeals	<input type="checkbox"/>	Historical Commission
<input type="checkbox"/>	Community Events Committee	<input type="checkbox"/>	Mack Avenue Business Study Committee
<input type="checkbox"/>	Local Officers' Compensation Commission	<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Pension Board	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Senior Citizens' Commission	<input type="checkbox"/>	

NAME: Sarah Seger

ADDRESS: 1930 Hunt Club Dr. GPW MI 48236

TELEPHONE: Home: (517) 648-7215 (cell) Office: N/A

E-Mail: Sarahjo5984@gmail.com

OCCUPATION: Stay at home parent

OF YEARS RESIDENT OF GROSSE POINTE WOODS: 1.5 years

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

My previous work as waterfront director at Lake Lansing has given me experience with park operations and creating the best experience for park patrons.

EDUCATION: B.A. from Michigan State University

PROFESSIONAL / SERVICE CLUB AFFILIATIONS: The Grosse Pointe Moms Club -- our most recent service project was helping to make plastic bags and mats for the homeless with Motor City Witten Mission.

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD: My past experiences working at a park, with children, and at a tennis club will make me an asset. Also my passion for safe and welcoming community spaces and being new to the area will add a different perspective.

Signature of sponsor

Sarah J. Seger
Signature of applicant

Date: 5/7/2018

Return to Clerk's Office

NOTE: Biographical sketches will be retained on file for one year. Please resubmit a new form after that time.



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

RECEIVED

NOV 13 2017

CITY OF GROSSE PTE. WOODS

BIOGRAPHICAL SKETCH

✓ I am interested in making application to serve as a member on the following Board/Commission:

<input type="checkbox"/> Beautification Commission	<input type="checkbox"/> Building Authority
<input type="checkbox"/> Board of Review	<input type="checkbox"/> Community Tree Commission
<input checked="" type="checkbox"/> Citizens' Recreation Commission	<input type="checkbox"/> Downspout Board of Appeals
<input type="checkbox"/> Construction Board of Appeals	<input type="checkbox"/> Historical Commission
<input type="checkbox"/> Community Events Committee	<input type="checkbox"/> Mack Avenue Business Study Committee
<input type="checkbox"/> Local Officers' Compensation Commission	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Pension Board	<input type="checkbox"/> Other:
<input type="checkbox"/> Senior Citizens' Commission	

NAME: Angela Coletti Brown

ADDRESS: 672 Birch Lane

TELEPHONE: Home: 248-520-6714 Office: _____

E-Mail: Acletti@hotmail.com

OCCUPATION: _____

OF YEARS RESIDENT OF GROSSE POINTE WOODS: >1 year

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

see attached

EDUCATION: MBA (University of Michigan); B.A in Economics/Communications

PROFESSIONAL / SERVICE CLUB AFFILIATIONS: UofM alumni, Alpha Kappa (U of M)
Psi Business Alumni, Operation Good Cheer.

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD: see attached

Signature of sponsor

Angela Coletti Brown
Signature of applicant

Date: 11/13/17

Return to Clerk's Office

NOTE: Biographical sketches will be retained on file for one year. Please resubmit a new form after that time.

BIOGRAPHICAL SKETCH Continued...
Citizens' Recreation Commission

For: Angela Coletti Brown
Cell: 248-520-6714
Email: acoletti@hotmail.com

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

Professionally, I have nearly 20 years of marketing, communications and public relations experience across diverse global industries. In those roles, I have planned, promoted and produced numerous large-scale events across a variety of audiences, including media, executives and consumers. I have also managed many types of campaigns that generate awareness and media coverage. I believe my communications and event-management skills would help drive the mission of the Citizens' Recreation Commission.

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD:

Personally, my priority job is mother and wife. I'm the unofficial social director for my family and across my various friend networks. I keep us very busy with fun and fitness. Why? Because I'm an advocate for health, wellness and nature.

My husband George and I, along with our two-year old daughter Gloria, recently moved to the neighborhood from Chicago. We love walking along Lakeshore Drive, visiting Lake Front Park and dining along Mack Avenue. I believe in promoting wellness and fun and would be excited to have the opportunity to serve my new community in that capacity.



COUNCIL
10-01-18 - 173

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, OCTOBER 1, 2018, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:04 p.m. by Mayor Novitke.

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

Also Present: City Administrator Smith
City Attorney Berschback
Treasurer/Comptroller Behrens
City Clerk Hathaway
Director of Public Safety Kosanke
Deputy Director of Public Services Kowalski

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

Motion carried by the following vote:

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

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

The following Commission Member was in attendance:

Mike Fuller, Planning Commission

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

Motion carried by the following vote:

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

The Mayor **appointed Kevin Ketels** to serve on the **Planning Commission** with a term to expire December 31, 2019.

Motion by Granger, seconded by Bryant, regarding appointment – Planning Commission, that the City Council concur with the appointment of Kevin Ketels to the Planning Commission with a term to expire December 31, 2019.

Motion carried by the following vote:

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

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

1. City Council Minutes dated September 17, 2018.

Motion carried by the following vote:

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

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

1. Committee-of-the-Whole minutes dated September 24, 2018.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Granger, regarding **rates of pay – Election Inspectors** for the November 6, 2018 General Election, that the City Council concur with the Election Commission at their meeting held September 27, 2018, and approve the rates of pay as presented.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **replacement of absent voter ballot scanners, including software and listener/funds transfer**, that the City Council receive and place on file the following items:

1. Absent Voter Counting Boards Scanning and Transmitting Equipment including CDW-G quote for 3 scanners;
2. Option 2 – Rev 10/01/18;
3. Option 3 – Rev 10/01/18;
4. Canon Solutions America, Inc. Quote 09/28/18.

Motion carried by the following vote:

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

The City Clerk received additional quotes for G1130 scanners following the Election Commission Meeting and distribution of the Council agenda. A quote from Canon Solutions in the amount of \$5,900.00 each was lower than the state bid through CDW-G at \$6,388.00 each, and three (3) were requested. She also requested City Council consider adding one (1) additional full workstation to provide a back-up for processing absent voter ballots in the event one of the other two workstations should fail. An alternate option

would be to purchase two workstations which would fall within the Election Commission's recommended funding, and budget for the third system in the FY 2019/20 Budget.

Motion by Bryant, seconded by Granger, regarding replacement of absent voter ballot scanners, including software and listener/funds transfer, that the City Council concur with the Election Commission at their meeting held September 27, 2018, and authorize the City Clerk to purchase election equipment as identified and increase the amount not to exceed to \$65,330.00 (which includes one additional back-up workstation with software), and to authorize a funds transfer from Prior Year Reserves Account No. 101-000-699.000 into Election Supplies Account No. 101-215-731.000 in the amount of \$65,330.00.

Motion carried by the following vote:

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

Hearing no objections, the **appointments to the Citizens Recreation Commission**, were deferred to the City Council meeting on October 15, 2018, to permit Council Representative Koester to be in attendance.

The Mayor **appointed Jim Motschall** to the **Historical Commission** with a term to expire December 31, 2021.

Motion by Shetler, seconded by Granger, regarding **Senior Picnic expenses**, that the City Council concur with the recommendation of the Senior Citizens' Commission at their meeting held July 17, 2018, and approve an amount not to exceed \$1,000.00 for expenses related to the Senior Picnic held at Lake Front Park on September 8, 2018.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Granger, regarding **Senior Expo expenses**, that the City Council concur with the recommendation of the Senior Citizens' Commission at their meeting held July 17, 2018, and approve an amount not to exceed \$165.00 (\$125 vendor table and \$40 Ad) for expenses related to the Senior Expo Event to be held at Assumption Cultural Center on October 11, 2018.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **replace lights on Lake Front Park Boardwalk**, that the City Council authorize Colville Electric Co., LLC to replace the lights along the boardwalk at Lake Front Park with new bollards in the amount of \$14,413.83, and to include a contingency in an amount not to exceed \$3,000.00, for a total cost not to exceed \$17,413.83, funds to be taken from Municipal Improvements Parks and Recreation Account No. 401-902-977.104, contingent upon receipt of appropriate insurance.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **Protecting Local Government Retirement and Benefits Act Corrective Action Plan: Retirement Health Benefit Systems**, that the City Council approve the Corrective Action Plan as submitted and authorize the Treasurer/Comptroller to sign said document.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Shetler, regarding **Legal Proceedings: Gerald Genna vs City of Grosse Pointe Woods**, that the City Council refer this item to the City Attorney and insurance carrier for further processing.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Bryant, regarding **contract: Medstar, Inc. – Ambulance Service**, that the City Council approve the Contract for Emergency Medical Services Between Medstar, Inc. and the Cities of Grosse Pointe Woods, Grosse Pointe Farms, and Grosse Pointe, at a cost to the City of Grosse Pointe Woods in the amount of \$56,250.00 annually, contingent upon all parties agreeing to the contract, and authorize the City Administrator to sign the contract, funds to be taken from Public Safety Contractual Services Account No. 101-349-818.000.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant that the following item be received and placed on file:

1. Medstar 2018 - Schedule A

Motion carried by the following vote:

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

The Mayor issued a Proclamation in recognition of National Breast Cancer Awareness Month.

Motion by Bryant, seconded by McConaghy, regarding **First Reading: An Ordinance to Amend Chapter 8 Buildings and Building Regulations, Article IX Fences, Sec. 8-284 by Adding New Sections (1) and (2) Allowing Six Feet Fences in the Rear and Side Yards with the Adjacent Property Owner's Consent**, that the City Council concur with the amendment of this ordinance, set a date of October 15, 2018, for a second reading and final adoption, and direct the City Clerk to publish same by title in the Grosse Pointe News.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **plumbing and mechanical inspections**, that the City Council approve the following invoice dated September 6, 2018:

1. McKenna Invoice No. 21849-3 - \$1,500.00; Acct. No. 101-180-818.000.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Bryant, regarding **Labor Attorney**, that the City Council approve the following invoice:

1. Keller Thoma Invoice No. 114898 - \$43.75, Account No. 101-210-810.000.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Shetler, regarding **parking lot improvements**, that the City Council approve the following invoice dated August 12, 2018:

1. S & J Asphalt Co Estimate No. 2 - \$177,698.65:
 - a. Acct. No. 401-902-977.101 - \$49,755.62;
 - b. Acct. No. 585-561-979.000 - \$127,943.03.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **2017 SAW Grant Sewer Cleaning and CCTV Investigation**, that the City Council approve the following invoice dated September 13, 2018:

1. Doetsch Industrial Services, Inc. Estimate No. 8 - \$12,026.88; Acct. No. 592-537-975.005.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Granger, regarding **2018 Concrete Pavement Repair Program**, that the City Council approve the following invoice dated September 9, 2018:

1. L. Anthony Construction Final Pay Estimate No. 1 - \$110,963.80:
 - a. Acct. No. 202-451-974.200 - \$18,863.85;
 - b. Acct. No. 203-451-974.200 - \$41,056.61;
 - c. Acct. No. 592-537-975.400 - \$51,043.34.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler, regarding **legal services**, that the City Council approve the following Invoice dated September 11, 2018:

1. WCA Assessing Invoice No. 091118 - \$3,987.21; Acct. No. 101-210-801.300.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Granger, regarding **assessing services**, that the City Council approve the following invoice dated September 18, 2018:

1. WCA Assessing Invoice No. 091818 - \$5,667.16; Acct. No. 101-223-818.000.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **City Engineer**, that the City Council approve the following invoice dated August 16, 2018:

1. AEW Invoice No. 0118815 - \$20,077.40; Acct. No. 592-537-975.004.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Bryant, regarding **City Attorney**, that the City Council approve the following invoices dated September 26, 2018:

1. Donald R. Berschback - \$1,530.00;
2. Charles T. Berschback – \$3,900.00.

Motion carried by the following vote:

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

The following individuals were heard under Public Comment:

Phil Whitman
1716 Severn

Maryellen Stempfle
Chairman of the Board – Wayne County Community College District

Motion by Granger, seconded by Bryant, to adjourn tonight's meeting at 7:52 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

Compensation and Evaluation Committee
October 1, 2018

MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, OCTOBER 1, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair: Council Member Arthur Bryant
Members: Mayor Robert E. Novitke, Council Member Todd A. McConaghy
ABSENT: None

ALSO PRESENT: Treasurer/Comptroller Cathrene Behrens

The meeting was called to order by Chair Bryant at 8:04 p.m.

Motion by Novitke, second by McConaghy, 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, McConaghy, Novitke
No: None
Absent: None

Motion by Novitke, second by McConaghy, to recommend to City Council to offer a contract to The Treasurer/Comptroller to run from October 1, 2018 through June 30, 2019 with a 3 percent raise starting October 1, 2018 and a \$500 loyalty stipend.

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke
No: None
Absent: None

NOTE



Motion by McConaghy, second by Novitke, to immediately certify the minutes of the October 1, 2018 meeting.

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke

No: None

Absent: None

Motion by Novitke, seconded by McConaghy, that the meeting be adjourned at 8:45 p.m.

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke

No: None

Absent: None

Respectfully submitted,

Arthur Bryant

City of Grosse Pointe Woods
CITY TREASURER/COMPTROLLER
EMPLOYMENT AGREEMENT

THIS AGREEMENT, signed this ____ day of October, 2018, by the CITY OF GROSSE POINTE WOODS, State of Michigan, a municipal corporation, hereinafter called the “City”, and CATHRENE BEHRENS hereinafter called “BEHRENS” both of whom agree as follows:

WITNESSETH:

WHEREAS, the City desires to employ the services of BEHRENS as City Treasurer/Comptroller of the City of Grosse Pointe Woods as provided by the City Charter, Code and state law; and,

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment and to set working conditions of said employment; and,

WHEREAS, BEHRENS desires to accept employment as City Treasurer/Comptroller.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1 – DUTIES:

City agrees to employ BEHRENS as City Treasurer/Comptroller of the City to perform the functions and duties which are expressed and implied in the Charter and Code of the City of Grosse Pointe Woods, and all other functions and duties which are implicit by virtue of the nature of the office. BEHRENS shall also perform such other legally permissible and proper duties and functions as the City Council, the City Code, and the City Charter may, from time to time, assign. BEHRENS shall maintain any required licenses and/or levels of certification necessary for the performance of such duties as a condition of continued employment with the City.

It shall be BEHRENS’s duties to supervise the following five classifications in the Treasurer/Comptroller area:

- A. Deputy Comptroller/Deputy Treasurer
- B. Water Billing Specialist
- C. Accountant – Part-time
- D. Cashier/Administrative Clerk I – part-time
- E. Tax Clerk/Administrative Clerk I – full-time

Nothing in this section mandates that these positions be filled.

Section 2 – SALARY:

City agrees to pay BEHRENS at the rate of an annual base salary of Eighty Four Thousand Forty Eight (\$84,048.00) Dollars, effective October 1, 2018 payable in installments at the same time as other employees of the City are paid. In addition, the City agrees to pay a one-time payment to BEHRENS the sum of Five Hundred (\$500.00) Dollars as a loyalty stipend effective October 1, 2018. Upon finding satisfactory performance in the future, the City Council may make appropriate adjustments.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to adjust salary in response to annual budget consideration.

Section 3 – TERM:

- A. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of BEHRENS with or without cause, with or without notice, at any time.
- B. BEHRENS will be employed on an at-will status as City Treasurer/Comptroller to perform the functions and duties of the position as required by the Code and Charter. She shall also perform such duties and functions as the City Council may, from time to time, prescribe. She shall serve at the pleasure of the City Council and be subject to removal by the City Council at any time with or without cause.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of BEHRENS to resign at any time from her position with the City. However, BEHRENS shall be required to provide 30 days written notice to the City prior to her resigning.
- D. BEHRENS agrees to remain the exclusive employee of the City and neither to accept other employment nor to become employed by any other employer thereafter as long as she remains in the employ of the City.
- E. THERE SHALL BE NO EXPECTATION OF RENEWAL OR EXTENSION OF THIS AGREEMENT UNLESS MUTUALLY AGREED UPON IN WRITING BY BOTH PARTIES.
- F. The terms of this agreement shall be through June 30, 2019.

Section 4 – TERMINATION AND SEVERENCE PAY:

In the event that BEHRENS is terminated without cause then, in that event, BEHRENS shall receive severance pay equaling sixty (60) days (2 months of her regular pay) of her annual salary. Upon receipt of severance pay, BEHRENS shall sign a Settlement and Release Agreement waiving any and all rights under this Agreement, and she shall agree not to file any

lawsuit or engage in any litigation against the City, its agents, assigns, Council Members, (either in their representative capacity or in their individual capacities). Such Release shall also apply to the Pension Plan, its Administrator, Trustees in their individual capacities, Agents, Successors, and assigns.

Section 5 – INDEMNIFICATION:

City shall defend, hold harmless and indemnify BEHRENS against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of her duties as City Treasurer/Comptroller. City will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon. City reserves the right to withhold said indemnification in the event said alleged act or omission is an illegal act or omission, or an act of misfeasance or malfeasance. City reserves the right to forward any such claim to its insurance company.

Section 6 – FRINGE BENEFITS:

Except as otherwise provided herein, the City agrees to provide BEHRENS with fringe benefits as listed in the Appendix A entitled “Grosse Pointe Woods Non-Union Full-Time Employee Fringe Benefits”. Additionally, but except as provided herein, the current benefits under the Employee Handbook which are afforded to all salaried employees, (pension, health, etc.) are included in this agreement. Both parties agree that changes are being made to the fringe benefits for all salaried, non-union and union employees and both shall be bound by those changes when implemented.

Effective October 1, 2018, BEHRENS shall earn and be entitled to vacation leave, with pay, at the rate of ten (10) working days per year through June 30, 2019. When applicable, the terms of Appendix A for the Grosse Pointe Woods Non-Union Full-Time Employee Fringe Benefits provisions shall apply.

Section 7 – BONDING:

The City shall bear the full cost of any fidelity or other bonds required of BEHRENS under any law or ordinance.

Section 8 – DUES AND SUBSCRIPTIONS:

The City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the professional dues and subscriptions of BEHRENS which are necessary for the continuation and full participation in national, regional, state, and local associations and organizations which are immediately related to continued professional participation, growth and advancement, and for the general good of the City.

Section 9 – PROFESSIONAL DEVELOPMENT

- A. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for travel and subsistence expenses of BEHRENS for professional and official travel, meetings and occasions which are necessary to continue the professional development of BEHRENS and to adequately pursue necessary official and other functions for the City.
- B. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the travel and subsistence expenses of BEHRENS for short courses, institutes and seminars that may be required by law in connection with duties performed for the City.
- C. Any professional development requiring airfare or overnight accommodations requires prior Council approval.

Section 10 - OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

- A. BEHRENS's scheduling of time at work at municipal facilities, meetings and events is expected to be without maximum limitation and shall meet the needs of the City, its businesses and inhabitants.
- B. The minimum workweek shall be 40 hours and there shall be no added compensation for hours worked longer than 40 hours per week.
- C. The City shall be BEHRENS's sole and exclusive employer except as provided herein and except as may be approved by the City Council.
- D. During the term of this contract, the City may establish evaluation criteria, procedures and timetables. This evaluation program is subject to approval by City Council.
- E. There shall be no City car furnished nor any car allowance.

Section 11 – GENERAL PROVISIONS:

- A. This is the entire Agreement between the parties. This Agreement supercedes any and all other Agreements or contracts, either oral or written between the parties.
- B. Notices pursuant to this Agreement shall be deemed given if served personally in the same manner as is applicable to judicial practice or if deposited in the custody of the United States Postal Service, postage prepaid addressed as follows:

(1) City Clerk
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236.

(2) CATHRENE BEHRENS
1422 Apple Orchard
Wolverine Lake, MI 48390

- C. The parties acknowledge that both the City and BEHRENS have drafted this Agreement and have had the opportunity to have the Agreement reviewed by counsel.
- D. If any provisions, or any portion thereof, contained in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full effect.

IN WITNESS WHEREOF, the parties have signed this Agreement below.

CITY OF GROSSE POINTE WOODS

By: ROBERT E. NOVITKE

Its: Mayor

Dated: October ____, 2018

APPROVED:



By: DON R. BERSCHBACK

Its: City Attorney

Dated: October ____, 2018

CATHRENE BEHRENS

Dated: October ____, 2018

Tonja Bolden Stapleton
1605 Newcastle Road
Grosse Pointe Woods, Michigan 48236

8A

September 20, 2018

Robert Novitke, Mayor
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

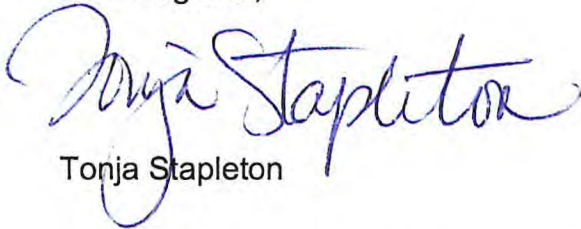
RECEIVED
SEP 28 2018
CITY OF GROSSE PTE. WOODS

Dear Mr. Mayor:

Thank you for the opportunity to serve my community on the City Planning Commission over the past few years. It has been such a rewarding way to give back. Unfortunately, I am no longer able volunteer in this capacity. My personal and professional endeavors have severely limited what I can give my time and effort to outside of the church, home and office.

Please accept my resignation as of today and my best wishes for the appointment process to fill the created vacancy.

Kind Regards,


Tonja Stapleton

Cc: Doug Hamborsky, Planning Commission Chair
Gene Tutag, Building Official
Lisa Hathaway, City Clerk ✓

8B

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 4
total cost \$ 40

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

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

RECEIVED

OCT 4 2018

CITY OF GROSSE PTE. WOODS

Applicant: Brian Hibben Birth Date: 05/04/1992

Home address: 7273 Arbor Trail Apt 104 Waterford, MI 48327

Telephone: (443) 975-0969 Driver's License No. [REDACTED]

Business Name: Power Home Remodeling Group Telephone: 610 874 5000 x2637

Business Address: 3000 Town Center Blvd suite B35 Southfield, MI 48075

Description of Business: Door to Door canvas: Free estimates windows, siding, roofs

Assistants: Curtis Ferguson 402 Curry Ave, Royal Oak, MI [REDACTED]

Name	Address	Date of Birth
<u>Michael Newton</u>	<u>2865 Chadwick Drive</u>	<u>[REDACTED]</u>

Name	Address	Date of Birth
<u>Jon Silvestro</u>	<u>24183 Sherbrook Dr.</u>	<u>[REDACTED]</u>

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

If vehicle used, describe: 2017 Dodge Caravan
Year Make Model License Plate #

Other cities served: Southeast Michigan

Years previously licensed in Grosse Pointe Woods: 2016, 2017

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: [Signature] Date: 10/2/18

State of Michigan)
County of Wayne) ss.

Acknowledged by BRIAN HIBBEN
before me on the 2 day of OCTOBER, 20 18

Signature of Notary Public

My Commission expires: 2-7-24

PAUL P. ANTOLIN
NOTARY PUBLIC, STATE OF MI
COUNTY OF WAYNE
MY COMMISSION EXPIRES Feb 7, 2024
ACTING IN COUNTY OF WAYNE

	Approve	Deny
Public Safety:	<u>[Signature]</u>	
City Clerk:	<u>[Signature]</u>	
Council Action:		
Plate No.:		
Date Issued:		
By:		

8C


**CITY OF GROSSE POINTE WOODS
INFORMATION TECHNOLOGY
MEMORANDUM**

RECEIVED
OCT 8 2018
CITY OF GROSSE PTE. WOODS

DATE: October 5, 2018

TO: Bruce J. Smith, City Administrator

CC: Catherine Behrens, City Treasurer/Comptroller
John Kosanke, Director of Public Safety

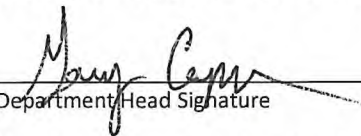
FROM: Gary Capps, Information Technology Manager 

SUBJECT: Door Lock Upgrades

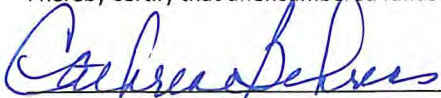
In order to take full advantage of the security of our door locks, they need the upgrade to Wireless style locks. The upgrade will allow our Public safety department to have full control of the locks in an emergency, providing the ability to unlock or lock all doors with the click of a button. The upgrade will also allow immediate addition and deletion of code without the need to upload the programming physically at each door, which is very time consuming and error prone. The upgrade will allow full integration with all existing locks, and allow full integration with the wireless locks that will be installed in the new Public Safety Lock-Up area in the next months.

I would like to have this placed on the October 15, 2018 Council Agenda for their approval. Attached is a quote including labor and parts for 5 upgrade kits and one replacement lock (too old for upgrade) from Flying Locksmith, a top accredited locksmith referred to us by the equipment manufacturer Anixter, as the vendor to use in our area. This is a budgeted item and I respectfully request Council's approval to purchase the equipment from **The Flying Locksmiths, 2685 Lapeer Rd, Auburn Hills, MI 48326** in an amount not to exceed \$7,700 for the upgrade/replacement locks from account# 101855757.000

I hereby certify that the above items are necessary for the proper operation of this Department.


Department Head Signature

I hereby certify that unencumbered funds are available for the above purchase, and that the account number has been verified.


Treasurer/Comptroller Signature

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


City Administrator Signature

Estimate



The Flying Locksmiths
2685 Lapeer Rd
Auburn Hills, MI 48326

Detroit@flyinglocksmiths.com
248-216-1591

BILL TO

City of Grosse Pointe Woods
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236-2397

RECEIVED

OCT 05 2018

CITY OF GROSSE PTE. WOODS
INFORMATION TECHNOLOGY

JOB SITE

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

ESTIMATE #	DATE	TERMS	P.O. NO.	REP
#7276	09/29/2018	-		-

QUANTITY	DESCRIPTION	RATE	AMOUNT
1.0	Service Call Corporate	\$85.00	\$85.00
1.0	PDL 6100 panic bar trim	\$1,399.00	\$1,399.00
1.0	labor for two techs and owner to install and support resetting new locks to system, install 5 PDL kits and install 1 panic bar PDL unit	\$1,500.00	\$1,500.00
1.0	Supplies, power supply boxes, cable, wire, connections,	\$200.00	\$200.00
5.0	Alarm Lock PDL611 upgrade kits to convert PD3000 to wireless	\$899.00	\$4,495.00
	Sub Total		\$7,679.00
	Sales Tax	6.0%	\$0.00
		Payments/Credits	-
		Balance Due	-
		Total	\$7,679.00

TERMS AND CONDITIONS

This quote is good for 30 days from the date of this Estimate.

A 3% convenience fee will apply to payments made by credit card.



CITY OF GROSSE POINTE WOODS MEMORANDUM

8D

Date: October 4, 2018

To: Mayor and City Council

From: Bruce Smith, City Administrator 

Subject: 2019 Commission Appreciation Reception

RECEIVED
OCT 8 2018
CITY OF GROSSE PTE. WOODS

Annually, the City of Grosse Pointe Woods hosts the Commission Appreciation Reception honoring various Commission Members who volunteer within the City of Grosse Pointe Woods.

It is my recommendation that the event be held on February 1, 2019, in the city's Community Center and that City Council authorize the City Administrator to sign any contracts in an amount to not to exceed \$8,000. This is a budgeted item in the 18/19 FY budget, account #101-101-881.000, in the amount of \$8,000.

Bruce Smith

From: Susan Como
Sent: Tuesday, October 09, 2018 10:12 AM
To: Bruce Smith
Subject: Lous insurance stuff
Attachments: LOUS FARM DAY.pdf

8E
RECEIVED
OCT 9 2018
CITY OF GROSSE PTE. WOODS

Please see the below sent from Donnie Cook (Donnie's Zoo to You):

Sorry for the delay on getting this insurance stuff over. Hope you enjoyed the weekend!

I'm still excited for making this event happen even though we have some construction in our lot. If needed we will plan on having the small farm animals inside our building. However the first plan is to have a small 10'x 20' pen along side of our building (South Side) for the sheep, goat and lama.

Event requested: "Lou's Fall Thank You" Thursday Oct. 25th from 4-6pm

If approved we will keep this event safe and family friendly, also being careful to leave the parking lot sparkly clean after the event. :)

Please let me know if you have any other questions and thank you so much for all that you do. Have a great day!

P.S. We wanted to run some ads for the event this week, any chance on getting an early pulse on if this would be approved before next Monday?

--

**Thank you,
DONNIE COOK**

LOU'S PET SHOP INC.
20779 MACK AVE.
GROSSE POINTE WOODS, MI 48236
313-885-1560
www.louspetshop.com



CERTIFICATE OF LIABILITY INSURANCE

RECEIVED

OCT 11 2018

DATE (MM/DD/YYYY)
10/04/2018

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

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

PRODUCER SCHULTE INSURANCE AGENCY LLC 39520 WOODWARD AVE #211 BLOOMFIELD HILLS, MI 48304	CONTACT NAME: JOEBSCHULTE@HOTMAIL.COM PHONE (A/C, No, Ext): 248-644-6666 FAX (A/C, No): 248-644-7161 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: DEPOSITORS INS CO ✓ NAIC # 42527 INSURER B: DEPOSITORS INS CO 19100 INSURER C: INSURER D: INSURER E: INSURER F:
INSURED LOU'S PET SHOP, INC. 20779 MACK AVENUE GROSSE POINTE WOODS MI 48236-1437	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	A		ACP7162841928	8-10-2018	8-10-2019	EACH OCCURRENCE \$ 1,000,000 ✓ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ACP7162841928	8-10-2018	8-10-2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION S						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

EVENT DATE OCTOBER 25, 2018 ✓

CERTIFICATE HOLDER IS ADDITIONAL INSURED WITH REGARDS TO THIS EVENT ✓

CERTIFICATE HOLDER

CANCELLATION

CITY OF GROSSE POINTE WOODS 20025 MACK PLAZA DRIVE GROOSE POINTE WOODS, MICHIGAN 48236 ✓	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE J.B.SCHULTE
--	--

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MEMO 18 - 76

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services *FS*
DATE: September 25, 2018
SUBJECT: Recommendation – AEW Fees for 2019 Vernier Road Program

9A
RECEIVED
OCT - 8 2018
CITY OF GROSSE POINTE WOODS

The resurfacing of Vernier Road from Morningside to Fairway was approved for the Federal Aid Transportation Improvement Program on December 12, 2017. The construction cost of this project will be approximately \$1,300,000.00. Federal assistance funds will cover 80% or \$1,040,000.00 of the construction cost. The city's portion of the construction cost will be 20% or \$260,000.00.

During the Committee of the Whole meeting on March 19, 2018 a discussion was held regarding the proposed 2018 Road Program including the resurfacing of Vernier Road. Vernier Road was included in our 10 Year Pavement Capital Improvement Plan. The estimated cost of design and construction engineering and contingency is \$260,000.00. The total cost of this project to the City of Grosse Pointe Woods will be \$520,000.00. It was suggested to transfer money to cover design engineering only at this time.

Anderson, Eckstein and Westrick, Inc. (AEW) will provide design engineering services and solicit bids for construction. Therefore, I recommend a purchase order for the design engineering fees for the 2019 Vernier Road Program be issued to Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Rd., Shelby Twp., MI 48315 in an amount not to exceed \$78,000.00. This is an approved item in the 2018/2019 fiscal year budget in the Major Street Fund Engineering Fees account no. 202-451-974.803.

Please contact me if you have any questions concerning this matter.

Approved for Council Consideration:


Bruce Smith, City Administrator

10/3/2018
Date

Fund Certification:

Account numbers and amounts have been verified as presented.


Cathrene Behrens, Treasurer/Comptroller



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

51301 Schoenherr Road
Shelby Township, MI 48315

586.726.1234
www.aewinc.com

October 8, 2018

Frank Schulte, Director of Public Services
City of Grosse Pointe Woods
1200 Parkway
Grosse Pointe Woods, Michigan 48236

Subject: Vernier Road Resurfacing, Fairway Lane to Morningside Dr.
AEW Project 0160-0408

Dear Mr. Schulte:

Per our previous discussion, The Vernier Road Project- Fairway to Morningside is currently on the Transportation Improvement Program for MDOT FY 2019 (October 1, 2018 – October 1, 2019). The estimated construction cost of the project is \$1,300,000. Federal aid will cover 80% of the construction cost \$1,040,000. The City's share for of the construction cost is 20% or \$260,000. The estimated cost of design, construction engineering and contingencies is \$260,000. Therefore we recommend a total budget for this project of \$520,000.

In order to secure the Federal Funding and have the project ready for construction next summer, design of this project must be completed as soon as possible. The design engineering fee based on our existing Engineering Services Agreement is 6% of \$1,300,000 which equals \$78,000. I suggest we get this amount authorized by Council at this time and the construction engineering approved after bids have been received. Please contact me if you have any questions.

Sincerely,

Scott Lockwood, PE
Executive Vice President

M:\0160\0160-0408\Gen\Letters\Design Engineering Authorization.docx



CITY OF GROSSE POINTE WOODS MEMORANDUM

9B

DATE: October 1, 2018

TO: Mayor and City Council

CC: Cathy Behrens, Treasurer/Comptroller

FROM: Bruce J. Smith, City Administrator

A blue ink signature of Bruce J. Smith.

RECEIVED
OCT 2 2018
CITY OF GROSSE PTE. WOODS

SUBJECT: SMART Municipal and Community Credits Contract for FY – 2019 and the Amendment to the Municipal Credit and Community Credit Contract for FY – 2018.

Attached is the *FY-2019 Municipal Credit and Community Credit Contract* between SMART and the City. The contract outlines that the city will receive \$15,884 in Municipal Credits and \$25,866 in Community Credits. Additionally, the passing of the recent millage enabled the SMART Board of Directors to approve a 7.5% (\$1,687) increase to the FY-2018 Community Credit program (Amendment attached). The total SMART funding allocated to the city for 2019 is \$43,437, which includes the 7.5% increase to the FY-18 Community Credits.

The *Projected FY-2019 Operating Budget* (Exhibit B) outlining how funds will be expended is as follows:

<u>OPERATING EXPENSES</u>	
Administrative Fee	\$2,300
Driver Wages	\$2,687
Other – Transfer to PAATS	\$28,000
Charter Service	\$8,500
Capital Purchases	\$1,950
Total	\$43,437
<u>REVENUES</u>	
Municipal Credit Funds	\$15,884
Community Credit Funds	\$25,866
Amended Community Credit Contract FY-18	\$1,687
Total Revenue	\$43,437

I recommend approval authorizing the Mayor to sign the *SMART Municipal and Community Credit Contract for FY-2019* and the *Amendment to the Municipal Credit and Community Credit Contract for FY -2018*.

Attachments



Suburban Mobility Authority for Regional Transportation

Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100

September 7, 2018

Ms. Susan Como
Executive Assistant
City of Grosse Pointe Woods
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236

RECEIVED

SEP 18 2018

CITY OF GROSSE PTE. WOODS

Dear Sue:

Enclosed are your FY 2019 *Municipal Credit and Community Credit Contract for and FY 2018 Community Credit Addendum*. With the approval of the *Public Transportation Millage* in Macomb, Oakland, and Wayne counties, SMART's Community Credit Program is able to continue and the funding has been increased by 15%. Without the millage, the Community Credit program would have been discontinued and Municipal Credit dollars would have been subject to additional restrictions. However, the successful millage has enabled us to maintain the Municipal Credit program as is, while increasing funds available through the Community Credit program. Additionally, the SMART Board of Directors provided a 7.5% increase to the FY-2018 Community Credit Program which will be available to fund your upcoming year's program. An Addendum to the FY-2018 program for these additional dollars is also enclosed.

To receive the FY-2019 Municipal and Community Credits, and the FY 2018 Community Credits, please sign all three (3) copies of the FY-19 contract and the FY-18 addendum, complete exhibits A and B, and the *EEOC Report A*.

By law, Municipal and Community credits can only be awarded to Cities, Villages or Townships. Therefore, if your community's Municipal and Community credits are being spent on transportation services that **are not** directly operated **by another City, Village, or Township**, but are operated by an agency/organization, you must provide a copy of the contract between your municipality and the agency/organization or other documentation that substantiates the agreement with this agency/organization so your credits can be transferred to them (complete Item 1.[d] and 2.[e] on contract). This documentation must be submitted with your signed FY-2019 Municipal and Community Credit contract along with any other required documentation listed in the contract.

If your credits are being transferred to another City, Village or Township, please fill in 1.(a) and 2.(a) on the contract, sign all three (3) copies of the FY 2019 Municipal and Community Credit contract and attached a set of contract Exhibits to each copy of the contract.



Payments from FY-2019 and FY 2018 funds will only be reimburse after the execution of these contracts and the appropriate documentation (invoices)/ quarterly reports are submitted to SMART.

Regarding the EEOC Report, SMART's Office of Contract Compliance is required to keep on file current equal employment opportunity information on all agencies under contract with SMART. The employee information requested on the EEOC form should only include the employees that work directly with your program (not the entire agency/municipality).

Finally, please remember that your governing body may require that they approve the execution of this contract. If so, please make sure that a copy of the motion (or resolution) authorizing the appropriate official to sign the contract be returned to SMART as well.

By way of summary, I have listed below the items that should be returned to SMART.

- ✓ *FY- 19 Municipal Credit & Community Credit Contract (3 originals)*
- ✓ *FY- 18 Community Credit Addendum*
- ✓ *EEOC Report A Form*
- ✓ *Exhibits A and B*
- ✓ *A copy of the Board motion/resolution approving the signing of this contract (if required by your board)*
- ✓ *Copy of subcontractor and municipality transportation service contract (if it applies to your transit program)*

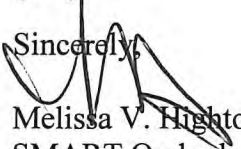
Once you have completed and signed copies of your community's *Municipal Credit & Community Credit Contract and Addendum*, the exhibits, and the Report A form, please return all documentation to: Melissa V. Hightower, SMART/Wayne Terminal, 30000 Industrial Drive, Inkster, MI 48141

Concerning another important matter, please remember that any private contractor compensated with Municipal and/or Community Credit dollars should carry a level of insurance that adequately protects your community. SMART encourages communities to directly provide public transportation services or partner with communities that do; however, SMART also recognizes that many communities utilize some of their Municipal and Community Credits to contract with private companies to charter buses and/or subsidize taxi services. The use of these dollars for such services often serves a complimentary role to normal public transportation services. Since Municipal and Community Credits are public transportation funds, please be sure to document that the service is open to the general public. For more information concerning these types of trips or the insurance recommendations, please feel free to call me.

Thank you for your attention to this matter and please know that after the contract and addendum have been signed by SMART's General Manager, I will return a fully executed copy to you for your files.

As always, I am available to answer any questions or to provide assistance in properly completing the contract and exhibits. Please feel free to call me at 734-446-3026 (office) or 313-461-4519 (cell).

Sincerely,


Melissa V. Hightower
SMART Ombudsperson

Enclosures: FY 2019 Municipal & Community Credit Contract; FY 2018 Community Credit Addendum; Exhibits A and B and EEOC Report A form

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY 2019

I, Robert E. Novitke, as the Mayor of City of Grosse Pointe Woods (hereinafter, the "Community") hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period July 1, 2018 through June 30, 2019 (Section 1 below), and **Community Credits** available for the period July 1, 2018 to June 30, 2019 (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use \$ 15,884 in **Municipal Credit** funds as follows:

- | | | |
|-----|--|----------------------------------|
| (a) | Transfer to _____
<small>TRANSFeree COMMUNITY</small> | Funding of: \$ _____ |
| (b) | Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ <u>5,384</u> |
| (c) | Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |
| (d) | Services Purchased from Subcontractor
<u>PAATS</u>
(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement) | At the cost of: \$ <u>10,500</u> |

Total \$15,884

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State's approved budget. In the event that revenue actually received is insufficient to support the Legislature's appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All Municipal Credit funding must be spent by June 30, 2020; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use \$25,866 in **Community Credit** funds available as follows:

- (a) Transfer to _____ Funding of: \$ _____
TRANSFeree COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 8,103
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)
- (d) Capital Purchases At the cost of: \$ 1,950
- (e) Services Purchased from Subcontractor At the cost of: \$ 15,813
PAATS
(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement)

Total \$25,866

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 2019, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 20, 2021; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

This agreement shall be binding once signed by both parties.

CITY OF GROSSE POINTE WOODS

By: _____
Robert E. Novitke
Its: Mayor _____

Date _____

Suburban Mobility Authority for
Regional Transportation

By: _____
John C. Hertel
General Manager

Approved for Signature

Don R. Berschback
City Attorney

Date: _____

AMENDMENT TO THE MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY – 2018

I, Robert E. Novitke, as the Mayor of City of Grosse Pointe Woods (hereinafter, the "Community") hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Community Credits** available for the period July 1, 2018 to June 30, 2020; and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein. This Amendment relates to January 2018 – June 2018 7.5% increase to Community Credits.

The Community agrees to use **\$1,687** in **Community Credit** funds available as follows:

- | | | |
|-----|--|---------------------------------|
| (a) | Transfer to _____
<small>TRANSFeree COMMUNITY</small> | Funding of: \$ _____ |
| (b) | Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ _____ |
| (c) | Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |
| (d) | Capital Purchases | At the cost of: \$ _____ |
| (e) | Services Purchased from Subcontractor
<u>PAATS</u>
(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement) | At the cost of: \$ <u>1,687</u> |

Total \$1,687

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 18, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 30, 2020; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

This agreement shall be binding once signed by both parties.

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

By: _____
John C. Hertel

Its: General Manager

Date: _____

CITY OF GROSSE POINTE WOODS

By: _____
Robert E. Novitke

Its: Mayor

Date: _____

Approved for Signature

Don R. Berschback
City Attorney

Date: _____

EXHIBIT B

PROJECT OPERATING BUDGET

Municipality: CITY OF GROSSE POINTE WOODS

Contract Period: July 1, 2018 – June 30, 2019

Account Number: 48117

OPERATING EXPENSES:

Administrative Fee: *(All employees
other than drivers and dispatchers)*
(10% max. of MC & CC funds)

\$2,300

Driver Wages

\$2,687

Fringe Benefits

Gasoline & Lubricants

Vehicle Insurance

Parts, Maintenance Supplies

Mechanic Wages

Fringe Benefits

Dispatch Wages

Other (Specify) Transfer to PAATS \$28,000 (includes 2018 amended amt of \$1,687)

Sub-Total (Operating Expenses)

32,987

PURCHASED SERVICE:

Taxi Service

Charter Service

\$8,500

SMART Bus Tickets

SMART Shuttle Service

SMART Dial-A-Ride

Other (Specify)

Sub-Total (Purchased Service)

\$8,500

CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits)

Computer Equipment

Software

\$1,950

Vehicle

Maintenance Equipment

Other (Specify)

Sub-Total (Capital Equipment)

\$1,950

TOTAL EXPENSES **Operating**
Expenses, Purchased Service, and
Capital Equipment:

\$43,437

EXHIBIT B, continued (Page 2)

REVENUES:

Municipal Credit Funds	<u>\$15,884</u>
Community Credit Funds	
	(include amended FY'18 CC increase) <u>\$27,553</u>
Specialized Services Funds	<u> </u>
General Funds	<u> </u>
Farebox Revenue	<u> </u>
In-Kind Service	<u> </u>
Special Fares (Contracted Service)	<u> </u>
Other (Specify)	<u> </u>

<u>TOTAL REVENUE:</u>	<u>\$43,437</u>
------------------------------	-----------------

(Note: *TOTAL EXPENSES* must equal *TOTAL REVENUE*)

EXHIBIT A

Project Descriptions

Pointe Area Assisted Transportation Service (PAATS)

Services for Older Citizens will provide Project Descriptions on the city's behalf.

The total funds allocated for this program are \$28,000. This amount includes Municipal and Community Credits and the amended FY 18 Community Credit increase.

Charter Bus

Recreational and cultural activities are provided to Grosse Pointe Woods residents and non-residents through a charter bus service. Travel accommodations are provided for individuals with special needs. The charter bus service program travels to destinations within Wayne, Oakland, Macomb, St. Clair and Monroe counties.

Service Times: Reservations: 8:30 am – 5:00 pm, Monday through Friday (313.343.2408). Trip times vary according to the event scheduled.

Eligible User Groups: Grosse Pointe Woods residents and non-residents of any age.

Fare Structure: Program participants pay a trip fare that includes the cost of transportation.

Service Mode: The level of service is subject to availability based upon a first come, first served basis. Buses used in the program may transport up to 55 passengers. Wheelchair lift equipped buses are provided upon request when sufficient notice is given.

The total funds allocated for this program are \$8,500. This amount includes Municipal and Community Credits.

Bus Service

Pick-up/drop-off residents and their guests from various sites throughout the city and transport them to various destinations within the City of Grosse Pointe Woods and Lake Front Park.

Service Times:

- Summer: June 18 through July 27/ 8:30 am – 4:00 pm (flier attached)
- Polar Express Event (as backup transportation): December 6, 7, 8, 9, 13, 14, and 15 (flier attached)

Eligibility Criteria: Residents and non-resident guests of any age.

Fare Structure: Program participants do not pay a trip fare. For the summer bus transportation; however, there is a \$5.00 fee for anyone one over the age of one for Polar Express.

Service Mode: The level of service is subject to availability based upon a first come, first served basis and passengers are picked up at designated stops (see attached flyer). Each bus can transport up to 18 passengers and is lift equipped.

The total funds allocated for this program are \$2,687. This amount includes Municipal and Community Credits.

Capital Improvements

Software

When residents and non-residents are interested in participating in a trip, RecPro software is used to assign people to trips, print out rosters, send out itineraries, as well as to create weekly, monthly, and annual reports .

The total funds from Community Credits allocated for Capital Improvements are \$1,950.

THE POLAR EXPRESS

Visits Grosse Pointe Woods

Grosse Pointe Woods residents and their guests are invited to take a ride on the GPW Express Line's exclusive holiday route, The Polar Express (heated GPW Park Busses).

The trains will leave the Community Center and take a tour of lighted houses throughout the Grosse Pointes while listening to the Polar Express Story on their way to the North Pole (Cook School House).

Upon arrival at the North Pole, travelers will be treated to hot cocoa and holiday refreshments complete with festive Christmas carols.

Children are encouraged to wear pajamas to recreate the setting for the story.

Space is limited!

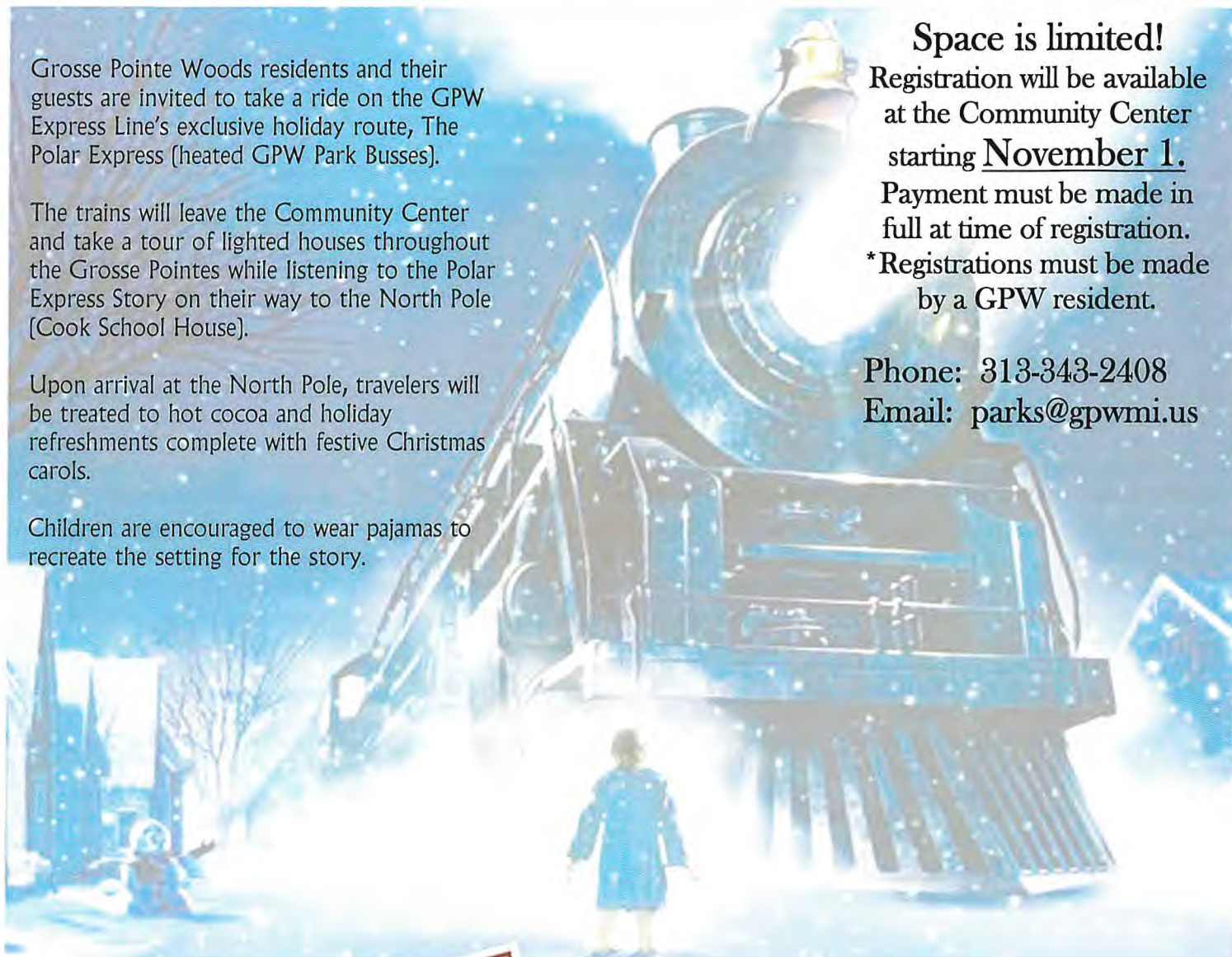
Registration will be available at the Community Center starting **November 1.**

Payment must be made in full at time of registration.

*Registrations must be made by a GPW resident.

Phone: 313-343-2408

Email: parks@gpwmi.us



DEPARTURE SCHEDULE

Departure Location: Community Center at City Hall

Departure Times: 5:30, 6:00, 6:30, 7:00, and 7:30 p.m.

Round Trip Fee: \$5.00 per person (pre-registration and payment is required)

THURSDAY, DECEMBER 6

FRIDAY, DECEMBER 7

SATURDAY, DECEMBER 8

SUNDAY, DECEMBER 9

THURSDAY, DECEMBER 13

FRIDAY, DECEMBER 14

SATURDAY, DECEMBER 15

Lake Front Park

2018 Bus Schedule

Monday thru Friday, June 18 to July 27
(no service on July 4)

- Children must be 8 years old or accompanied by a person 16 or older
- Adults are welcome to ride
- Admission to bus is limited to Grosse Pointe Woods park pass holders and their guests

Pick-up begins at Hampton & Marter

8:30 am
9:30 am
10:30 am
11:30 am
No 12:30 pick-up
1:30 pm
2:30 pm
3:30 pm
4:30 pm

Bus leaves park for drop-off

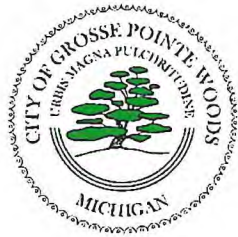
9 am
10 am
11 am
No noon drop-off
1 pm
2 pm
3 pm
4 pm



Pick up & drop off sites

Hampton & Marter
Hampton & Mack (east side)
Ridgemont & Helen
Anita & Helen
Van Antwerp & Jackson
Lochmoor & Jackson
Lochmoor & Mack (west side)
City Hall & Mack
Prestwick & Mack
Cook & Mack (East side)
Holiday & Torrey
Fairford & Torrey
Morningside & Fairford
Morningside & Sunningdale
Morningside & Hollywood
Morningside & Moorland

**For more information, call
the Lake Front Park office
at (313) 343-2470 ext. 2
or email - parks@gpwmi.us**



CITY OF GROSSE POINTE WOODS
Office of the Treasurer/Comptroller

Memorandum

10A
RECEIVED
OCT 9 2018
CITY OF GROSSE PTE. WOODS

DATE: October 5, 2018
TO: Mayor Novitke and City Council
FROM: Cathrene Behrens, Treasurer/Comptroller
SUBJECT: Proposed winter tax levy for pro-rata share of Milk River Drain facility expenditures and other C.S.O. drain improvements

The Wayne County Department of Public Services in coordination with the Southeast Macomb Sanitary District (SEMSD) is currently in the process of compiling the 2018-2019 budget for the Milk River Intercounty Drainage district. With the purchase of the Milk River by SEMSD these budget numbers have been difficult to come by with their budget approval currently scheduled for October 28, 2018. The City of Grosse Pointe Woods currently levies a millage to collect for our Pro-Rata share (60.50%) of the operations and maintenance expense at the drain facility, an administrative fee, and for the repayment of annual bonded debt repayment in the combined sewer/storm drain system

The drainage district is currently split between five municipalities which include: the City of Grosse Pointe Woods, Harper Woods, St. Clair Shores, Wayne County and the State of Michigan. The percentage splits on annual expenses are detailed in the table below:

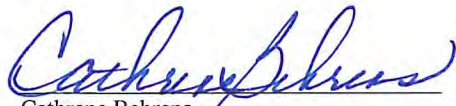
Community	Operations & Maintenance	Debt
City of Grosse Pointe Woods	60.50%	51.28%
Harper Woods	35.11%	45.11%
St. Clair Shores	0.42%	0.31%
Wayne County	1.67%	1.21%
State of Michigan	2.30%	2.87%

At the September 2018 Milk River Drainage Board meeting, members of the board were advised that funding for the construction currently underway was going to be short by approximately \$2,000,000. The Milk River Drain Construction Shortfall has been added to the City's millage rate to be funded over a period of three years, the anticipated completion date of the project. The SRF interest payment of \$120,000 is only an estimate as this information was unavailable at the time of this writing. Principal payments on the State Revolving Fund loan payment will not begin until fiscal year 2019-20.

	Millage	Amount
Milk River Drain Operations	2.6019	\$1,805,623
Milk River Drain (SRF) Debt	0.1729	\$120,000
Milk River Drain Construction Shortfall	0.5230	\$363,000
Administration	0.0270	\$18,768
Total	3.3250	\$2,307,391

I am recommending the approval of the attached resolution setting the Grosse Gratiot Drain Levy (Milk River Drain) at 3.32500 for the winter 2018 tax bill and to authorize the Mayor and City Clerk to sign the L-4029 for certification of the millage rate to Wayne County.

Department Certification:


Cathrene Behrens
Treasurer/Comptroller

APPROVED FOR COUNCIL CONSIDERATION:


Bruce J. Smith
City Administrator Signature

CITY OF GROSSE POINTE WOODS

CERTIFIED RESOLUTION

Motion by _____, seconded by _____, regarding **2018 Milk River Drain Levy**, that the Council adopt the following resolution:

Whereas: the Mayor and City Council directs that the millage levy consisting of 3.3250 mills be established for the operational and maintenance costs related to the Milk River Drain pumping facility for administration, replacement and maintenance of the City of Grosse Pointe Woods sanitary sewer/drain system, and SRF debt payments, and

Whereas: that the Drain/Milk River Debt millage be levied upon such assessments as certified by the Assessor of the City of Grosse Pointe Woods, and

Whereas: that the following amounts be collected from the assessments levied as follows:

	Millage	Amount (rounded)
Milk River Drain Operations	2.6019	\$1,805,623
Milk River Drain Bonded Debt	0.1729	\$120,000
Transfers	0.5231	\$363,000
Administration	0.0271	\$18,768
Total	3.3250	\$2,307,391

It is further resolved that the City Clerk certify the Milk River Drain Debt Levy to the Wayne County Board of Supervisors for spreading the 3.3250 mills as Milk River Drain Debt Levy upon the 2018 Grosse Pointe Woods tax roll.

Motion carried by the following vote:

Yes:

No:

Absent:

CERTIFICATION

I, Lisa Kay Hathaway, City 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 Council on October 15, 2018, 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 were kept and will be, or have been, made available as required by said Act.

Lisa Kay Hathaway
City Clerk
October 15, 2018

City of Grosse Pointe Woods												
Budget Revenue Analysis - GROSSE GRATIOT DRAIN												
FY 2018 - 19												
												695,212,219
		782,426,719	699,266,846	617,175,882	604,800,000	601,100,000	601,100,000	642,334,766	660,245,108	664,164,177		Taxable Val
Account #	Account Name	FY 09-10 Audited	FY 10-11 Audited	FY 11-12 Audited	FY 12-13 Audited	FY 13-14 Audited	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual	FY 17 - 18 Budgeted	Thru 6/30/2018	FY 18 - 19 Proposed
		3.8020	3.8020	4.4685	4.5281		2.7340	4.1509	4.1509	2.6070	2.6070	3.3250
365.000	GG DRAIN FUND											
365000402000	OPERATING LEVY	2,962,782	2,651,129	2,753,485	2,720,733	2,706,194	1,685,314	2,666,267	2,740,611	1,731,476	1,731,395	2,311,581
365000402001	MTT TAX REFUND	(2,473)	10,988	(17,661)	28,174	(1,898)	-	(90,000)	(21,348)	-	(18,006)	-
365000402100	DELQ TAX		7,433		-				-	-	106,094	2,000
365000573000	SOM-LOCAL COMM STAB AUT	-	-	-	-	-	-	-	-	-	9,474	
365000665000	INTEREST EARNINGS	-	-	-	-	-	-	-	-	-	29,459	5,000
365000668400	GAIN ON MARKET VALUE	-	-	-	-	-	-	-	-	-	(7,065)	
365000697000	TRF PRIOR YR RESERVE	409,282	589,954	155,705			-	-	-	53,918	-	-
365000703000	TRF WAYNE CO TX FUND		-				-	-	-	-	-	
	TOTAL GG DRAIN FUND	3,369,591	3,259,503	2,891,530	2,748,907	2,704,296	1,685,314	2,576,267	2,719,263	1,785,394	1,851,351	2,318,581

CITY OF GROSSE POINTE WOODS
BUDGET WORKSHEET - GROSSE GRATIOT DRAIN

FY 2018 - 2019

		FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18		FY 18 - 19	
ACCOUNT NO.	ACCOUNT NAME	ACTUAL AMOUNT	ACTUAL AMOUNT	ACTUAL AMOUNT	ACTUAL AMOUNT	ACTUAL AMOUNT	ACTUAL AMOUNT	AMENDED BUDGET AMOUNT	7/1/2017 - 6/30/2018 ACTUAL	DEPT REQUESTED	CITY ADMIN RECOMM
GENERAL EXPENDITURES											
365445818000	CONTR-O&M MILK RIVER	1,327,802	1,367,905	1,408,037	1,439,036	1,575,846	1,578,082	1,688,288	1,708,878	1,805,623	1,805,623
355445840000	PRIOR YR TAX REFUNDS	-	-	-	-	-	-	-	-	-	-
365445991000	MILK RIVER - PRINCIPAL	1,185,797	1,173,754	-	-	-	-	-	-	-	-
365445992000	MILK RIVER - INTEREST	43,949	14,676	-	-	-	-	70,936	-	114,624	114,624
365445992200	SRF CONSTRUCTION SHORTFALL	-	-	828,847	226,874	102,960	19,195	-	-	363,000	363,000
365445998000	FEES & CHARGES	-	-	-	-	-	-	-	4,414	3,500	3,500
	DEPARTMENT TOTAL	2,557,547	2,556,335	2,236,885	1,665,910	1,678,806	1,597,277	1,759,224	1,713,292	2,286,747	2,286,747
TRANSFERS & OVERHEAD											
365482999101	TRF TO GENERAL	120,000	120,000	-	-	-	-	-	-	-	-
365482999203	TRF TO LOCAL STREET	200,000	-	-	-	-	-	-	-	-	-
365482999592	TRF TO WATER/SEWER	-	-	-	-	-	-	-	-	-	-
365482999650	TRF TO MIS	-	-	-	-	-	-	-	-	-	-
	DEPARTMENT TOTAL	320,000	120,000	-	-	-	-	-	-	-	-
DEBT SERVICE - OTHER											
365993757000	OPERATING SUPPLIES	-	-	-	-	-	-	-	-	-	-
365993818000	CONTRACTUAL SERVICES	5,236	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,500	5,500
365993914000	INSURANCE	8,747	8,732	8,701	8,596	8,735	8,708	8,880	8,639	9,768	9,768
	DEPARTMENT TOTAL	13,983	13,732	13,701	13,596	13,735	13,708	13,880	13,639	15,268	15,268
GRAND TOTAL MILK RIVER DRAIN EXPENSE											
		2,891,530	2,690,067	2,250,586	1,679,506	1,692,541	1,610,985	1,773,104	1,726,931	2,302,015	2,302,015
								INCREASE/DECREASE FROM FY 17-18		528,911	

2018 Tax Rate Request (This form must be completed and submitted on or before September 30, 2018)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Wayne	2018 Taxable Value of ALL Properties in the Unit as of 5-29-18 696,024,629
Local Government Unit Requesting Millage Levy City of Grosse Pointe Woods	For LOCAL School Districts: 2018 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2018 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2018 Current Year "Headlee" Millage Reduction Fraction	(7) 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Charter	Operating	10/19/50	20.0000	13.8974	0.9795	13.6125	1.0000	13.6125	13.6125		
PA 359			0.0800	0.0758	0.9795	0.0742	1.0000	0.0742	0.0718		
PA 298			3.0000	2.6568	0.9795	2.6023	1.0000	2.6023	2.6023		
Voted	Road Debt	11/14/14							1.5000		
Drains	20 & 21									3.32500	

Prepared by	Telephone Number	Title of Preparer	Date
-------------	------------------	-------------------	------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		Lisa Kay Hathaway	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Robert E. Novitke	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2018 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

11A

COUNCIL CLIPPING

10-01-18

Pending Approval 10-02-18

Motion by Bryant, seconded by McConaghy, regarding **First Reading: An Ordinance to Amend Chapter 8 Buildings and Building Regulations, Article IX Fences, Sec. 8-284 by Adding New Sections (1) and (2) Allowing Six Feet Fences in the Rear and Side Yards with the Adjacent Property Owner's Consent**, that the City Council concur with the amendment of this ordinance, set a date of October 15, 2018, for a second reading and final adoption, and direct the City Clerk to publish same by title in the Grosse Pointe News.

Motion carried by the following vote:

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

No: None

Absent: Koester

CC: File City Clerk Council File 10/15/18

CHARLES T. BERSCHBACK

ATTORNEY AT LAW

24053 EAST JEFFERSON AVENUE

ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400

FAX (586) 777-0430

blbwlaw@yahoo.com

CHARLES T. BERSCHBACK

RECEIVED

SEP 26 2018

CITY OF GROSSE POINTE WOODS

DON R. BERSCHBACK
OF COUNSEL

September 26, 2018

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

RE. Fence Ordinance Amendment / Agenda Item October 1, 2018

Dear Mayor and Council:

Based on the discussions at the Committee of the Whole meeting on September 24, 2018, I have amended the fence ordinance to allow six foot fences in the rear and side yards with the owners' consent. As I mentioned at the meeting, Sections (1) and (2) are the identical wording of the previous ordinance, prior to those sections being deleted by Ordinance 871 effective 1/08/17.

This ordinance is scheduled for a first reading on October 1, 2018. At that time, it would be the prerogative of the Council to schedule this for a second reading and direct the City Clerk to post the appropriate notices.

If you have any questions please call.

Very truly yours,



CHIP BERSCHBACK

CTB:gmr

Enclosure

cc: Bruce Smith
Lisa Hathaway
Gene Tutag

ORDINANCE #_____

**ORDINANCE TO AMEND CHAPTER 8
BUILDINGS AND BUILDING REGULATIONS,
ARTICLE IX FENCES, SEC. 8-284 BY ADDING NEW SECTIONS
(1) AND (2) ALLOWING SIX FEET
FENCES IN THE REAR AND SIDE YARDS WITH THE
ADJACENT PROPERTY OWNER'S CONSENT**

THE CITY OF GROSSE POINTE WOODS ORDAINS:

Sec. 8-284. - Exceptions to this article.

(a) Exceptions. Notwithstanding anything to the contrary provided in this article, exceptions from the provisions of this article shall be made under the following circumstances:

- (1) Rear fences. Rear yard fences may be constructed to a maximum height of six feet from the property grade line with the adjacent property owners' consent. Consent from the adjacent property owners must be submitted to the building department in writing with the permit application. If a rear yard is directly parallel to a public street and not a residential lot, property owners are then the city, and consent from the city administrator is required.
- (2) Side yard fences. Side yard fences may be constructed to a maximum height of six feet from the property grade line with the adjacent property owners' consent. Consent from the adjacent property owners must be submitted to the building department in writing with the permit application. If a side yard is directly parallel to a public street and not a residential lot, property owners are then the city, and consent from the city administrator is required.
- (3) Solid fences. Notwithstanding the general requirements found in subsection 8-279(1), solid fences are permitted under the following circumstances:
 - a. For that portion of a fence that faces a street on a corner lot;
 - b. When a fence faces an alley.
- (4)(2) Special circumstances. Applications meeting the requirements of this article and subsections (a)(1), (2) or (3) above do not require a public hearing, and shall be approved by the building inspector if the application otherwise meets the requirements of this chapter. All other exceptions from the provisions of this article require a public hearing and approval from the city council. The council may consider any or all of the following, along with other information:
 - a. Balancing the relative hardships between the property owner and adjacent property owners;
 - b. Whether special circumstances or conditions exist;

- c. Whether pedestrian or vehicular vision will be affected;
- d. The general health, safety and welfare of the neighborhood.

(b) Public hearing. Any applicant seeking a hearing under the provisions of this article shall pay to the city a hearing notice fee set by council resolution for the scheduling of such hearing. Payment shall be made at the time the application is made for a hearing. The public hearing fee may be modified by a resolution of the city council as adopted from time to time. The city shall mail notice of the hearing to adjacent property owners at least seven days prior to the hearing date.

(Code 1997, § 10-331; Ord. No. 748, § 1, 6-19-2000; Ord. No. 865, 9-21-2015)

RECEIVED

OCT 10 2018

AFFIDAVIT OF LEGAL PUBLICATION

CITY OF GROSSE POINTE WOODS

Grosse Pointe News

16980 Kercheval Avenue
Grosse Pointe, Michigan 48230
(313) 882-3500

COUNTY OF WAYNE
STATE OF MICHIGAN, SS.

Shelley Owens

being duly sworn deposes and says that attached advertisement of

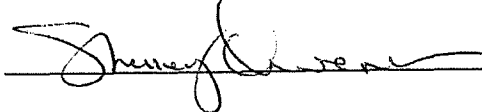
City of Grosse Pointe Woods

was duly published in accordance with instructions, in the GROSSE POINTE NEWS on the following date:

October 4, 2018

#1 GPW 10/4 2ND READ ORD 10-15

and knows well the facts stated herein, and that she is the Display Advertising Manager of said newspaper.



Subscribed and sworn to before me this 4th day of October A.D., 2018

Barbara Vethacke October 4, 2018

City of **Grosse Pointe Woods**, Michigan

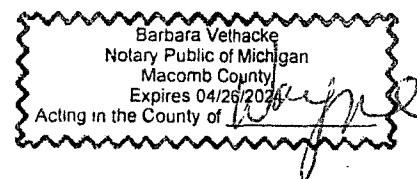
NOTICE IS HEREBY GIVEN that the City Council will be considering the following proposed ordinance for a second reading at its meeting scheduled for Monday, October 15, 2018, at 7:00 p.m. in the Council Room of the Municipal Building. The proposed ordinance is available for public inspection at the Municipal Building, 20025 Mack Plaza, between 8:30 a.m. and 5:00 p.m., Monday through Friday. The Council meeting is open to the public. All interested persons are invited to attend.

An Ordinance to Amend Chapter 8 Buildings and Building Regulations, Article IX Fences, Sec. 8-284 by Adding New Sections (1) and (2) Allowing Six Feet Fences in the Rear and Side Yards with the Adjacent Property Owner's Consent.

Lisa Kay Hathaway
City Clerk

GPN: 10/04/2018

Notary Public





RECEIVED
OCT 8 2018
CITY OF GROSSE PTE. WOODS

Plante & Moran, PLLC
1098 Woodward Avenue
Detroit, MI 48226-1906
Tel: 313.496.7200
Fax: 313.496.7201



INVOICE

City of Grosse Pointe Woods
20025 Mack Plaza Drive
Grosse Pte. Woods, MI 48236

Date: October 1, 2018
Client No: 64954
Invoice No: 1590347
Page: 1

For Professional Services Rendered

Progress bill for services rendered in connection with the June 30, 2018 City of Grosse
Pointe Woods Financial Statement Audit Engagement 26,500.00

Progress bill for services rendered in connection with the June 30, 2018 Municipal
Court financial statement audit engagement 950.00

Accounting assistance provided by Bill Brickey and Josh Yde related to audit
preparation including Pension and OPEB accounting and reporting 850.00

Balance Due \$ 28,300.00 USD

C. Brickey
10/8/2018

Remittance information:

Check:

Plante & Moran, PLLC
16060 Collections Center Drive
Chicago, IL 60693

Wire Transfer:

Bank
Routing/ABA#
Bank Address
Account Number
Account Name

Bank of America
026009593
100 West 33rd Street
New York, NY 10001
9890996003
Plante & Moran, PLLC

ACH:

Bank of America
071000039
100 West 33rd Street
New York, NY 10001
9890996003
Plante & Moran, PLLC



Audit Fee Distribution
Budget FY 18-19

	Budgeted Funds	1st pmt	2nd pmt	3rd pmt		To-Date Total	Budget Remaining
101-223-818.000	40,710	18,300				18,300	22,410
101-136-818.000	5,000	2,000				2,000	3,000
202-482-818.000	3,675	1,000				1,000	2,675
203-482-818.000	3,675	1,000				1,000	2,675
226-528-818.000	3,675	1,000				1,000	2,675
365-993-818.000	5,500	1,000				1,000	4,500
592-536-818.000	5,500	2,000				2,000	3,500
632-854-818.000	3,675	1,000				1,000	2,675
640-851-818.000	2,625	1,000				1,000	1,625
	74,035	28,300				28,300	45,735

Plante Moran Contract
FY Ending 6/30/2018

\$ 55,100 \$ 28,300

Municipal Court

\$ 5,000

\$ 60,100



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

12B

September 24, 2018

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

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

RECEIVED

SEP 26 2018

CITY OF GROSSE PTE. WOODS

PO 44862

420-902-977.101

09-24-2018

C. Behrens
JS

Dear Mr. Smith:

Enclosed please find the General Contractor's Application and Certification for Payment No.3 for the above referenced project. We recommend issuing payment in the amount requested for \$320,002.96 to Cross Renovation, Inc. 34133 Schoolcraft, Livonia, MI 48150.

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

Sincerely,

Jason R. Arlow
Jason R. Arlow, AIA

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

M:\0160\0160-0395\ConstServices\PayApplication\No3\PayApp#3_letter.docx

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/Cma

(Instructions on reverse side)



General Contractor

PAGE ONE OF 2 PAGES

CONTRACTOR.

Cross Renovation, Inc.
34133 Schoolcraft
Livonia, MI 48150

PROJECT

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

APPLICATION NUMBER: 3

PERIOD TO: 09/25/18
PROJECT NO.: BH-676
CONTRACT DATE: 06/26/18

Distribution to:

☒ OWNER
☒ CONSTRUCTION
☒ ARCHITECT
☐ CONTRACTOR

VIA General contractor:
VIA ARCHITECT

Cross Renovation, Inc.

CONTRACTOR'S APPLICATION FOR PAYMENT

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

Continuation Sheet, AIA Document G703, is attached.

1 ORIGINAL CONTRACT SUM \$2,393,481.00
2 Net Change By Change Orders..... \$0.00
3 CONTRACT SUM TO DATE (Line 1-2). \$2,393,481.00
4 TOTAL COMPLETED & STORED TO DATE..... \$466,591.21
(Column G on G703)
5 RETAINAGE:
a 10% of Completed Work \$ 46,659.12

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

CONTRACTOR: Cross Renovation, Inc.

BY: [Signature]

DATE 9/24/18

State of: Michigan

County of: Washtenaw

Subscribed and sworn before me this 24 day of Sept 2018

Notary Public:

My Commission Expires: [Signature]

RENEE HERDON
Notary Public, State of Michigan
County of Washtenaw

My Commission Expires 03-07-2024

Acting in the County of Washtenaw

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED..... \$ 320,002.96 ✓

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.).

ARCHITECT:

By: [Signature]

Date: 9/24/18

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

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

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE - 2 OF 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar
Use column 1 on Contracts where variable retainage for line items may apply



APPLICATION NO: 3
APPLICATION DATE: 09/25/18
PERIOD TO: 09/25/18
ARCHITECT'S PROJECT B11-676

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D CHANGE ORDERS TO DATE	E WORK COMPLETED		G MATERIALS PRESENTLY STORED	H TOTAL COMPLETED AND STORED TO DATE	I % (G/C)	J BALANCE TO FINISH (C-G)	K RETAINAGE
				FROM PREVIOUS APPLICATION	THIS PERIOD					
1	General Requirements	\$65,161.86		\$41,032.37	\$20,516.19		\$61,548.56	94%	\$3,613.30	\$6,154.86
	Allowance	\$140,000.00			\$0.00		\$0.00	0%	\$140,000.00	\$0.00
2	Existing Conditions	\$35,011.76		\$0.00	\$7,062.35		\$7,062.35	20%	\$27,949.41	\$706.24
3	Concrete	\$0.00					\$0.00	0%	\$0.00	\$0.00
4	Masonry	\$10,000.00		\$0.00	\$0.00		\$0.00	0%	\$10,000.00	\$0.00
5	Metals	\$0.00					\$0.00	0%	\$0.00	\$0.00
6	Wood, Plastics, And Composites	\$79,087.08		\$0.00	\$15,817.42		\$15,817.42	20%	\$63,269.66	\$1,581.74
7	Thermal And Moisture Protection	\$1,127,944.99		\$70,000.00	\$150,000.00	\$0.00	\$220,000.00	20%	\$907,944.99	\$22,000.00
8	Openings	\$0.00					\$0.00	0%	\$0.00	\$0.00
9	Finishes	\$5,042.01		\$0.00	\$0.00		\$0.00	0%	\$5,042.01	\$0.00
10	Specialties	\$0.00					\$0.00	0%	\$0.00	\$0.00
11	Equipment	\$0.00					\$0.00	0%	\$0.00	\$0.00
12	Furnishings	\$0.00					\$0.00	0%	\$0.00	\$0.00
13	Special Construction	\$0.00					\$0.00	0%	\$0.00	\$0.00
14	Conveying Equipment	\$0.00					\$0.00	0%	\$0.00	\$0.00
21	Fire Suppression	\$0.00					\$0.00	0%	\$0.00	\$0.00
22	Plumbing	\$0.00					\$0.00	0%	\$0.00	\$0.00
23	Heating Ventilating And Air Conditioning	\$766,666.66		\$0.00	\$153,333.33		\$153,333.33	20%	\$613,333.33	\$15,333.33
26	Electrical	\$88,295.46		\$0.00	\$8,829.55		\$8,829.55	10%	\$79,465.91	\$882.96
28	Electronic Safety And Security	\$0.00					\$0.00	0%	\$0.00	\$0.00
31	Earthwork	\$0.00					\$0.00	0%	\$0.00	\$0.00
32	Exterior Improvements	\$0.00					\$0.00	0%	\$0.00	\$0.00
33	Utilities	\$22,141.18		\$0.00	\$0.00		\$0.00	0%	\$22,141.18	\$0.00
	Alternate I	\$54,130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$54,130.00	\$0.00
		\$2,393,481.00	\$0.00	\$111,032.37	\$355,558.84	\$0.00	\$466,591.21	19%	\$1,872,759.79	\$46,659.12



PARTIAL CONDITIONAL WAIVER

We have a contract/ PO with

City Of Grosse Pointe Woods

to provide the renovation of building according to plans and scope of work for

Grosse Pointe Woods Roofs & HVAC

and by signing this waiver, waive our construction lien to the

amount of \$ 320,002.96 for labor and materials provided through 9/25/2018. This waiver, together

with all previous waivers, if any, does/does not cover all amounts due us for contract improvement provided

through the date shown above. This waiver is conditional on actual payment of the amount shown above.

If improvement is provided to property that is a residential structure and if the owner or lessee of the

property of the owner's or lessee's designee has received a notice of furnishing from one of us, or if we


are not required to provide one, and the owner, lessee, or designee has not received this waiver

directly from one of us, the owner, lessee, or designee may not rely upon it without contacting one of us

either in writing, by telephone or personally, to verify that this is authentic.

Cross Renovation, Inc.

By:


Mike Butcher

Address: 34133 Schoolcraft
Livonia, MI. 48150

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

Signed on:

9/24/18



Customer Name

City Of Grosse Pointe Woods

Invoice #

3

Customer Address

20025 Mack Plaza Dr.

Date

09/25/18

Grosse Pointe, MI 48236

Job #

BH-676

Job Name:

Grosse Pointe Woods Roofs & HVAC

Original Contract Amount

\$2,393,481.00

Previously Billed

\$99,929.13

Current Amount Invoiced

\$320,002.96

Balance Remaining Including retainage

\$1,973,548.91

Amount Due this Invoice

\$320,002.96



**TOKIO MARINE
HCC**

Tokio Marine HCC - Public Risk Group
1700 Opdyke Court, Auburn Hills, Michigan 48326
main 248 371 3100 / 800 225 6561 facsimile 248 371 3091

INVOICE

Date: September 25, 2018

To: City of Grosse Pointe Woods-Wayne
20025 Mack Plaza
Grosse Pte Woods, MI 48236

RECEIVED
SEP 28 2018
CIT. ... DDS

Claim #: 184732
Bottomline Code: MI6-184732
Terms: Due within 30 days

Insured: City of Grosse Pointe Woods-Wayne

Policy # PKG81110016

Date of Loss July 27, 2017

Claimant: SOUTHARD, PAMELA

Description: SOUTHARD - CLAIMANT WENT TO PUT HER BRIEF CASE IN BACK SEAT OF HER CAR. SHE STEP BACK TO CLOSE THE CAR DOOR & HER HEEL CAUGHT ON A RAISED SPOT. SHE IS ALLEGING SHE FRACTURED HER BACK DUE TO THE NEGLIGENCE OF THE INSURED.

Deductible Information: Please be advised that the above-referenced policy has a \$10,000 deductible applicable to the coverage under this claim. The deductible applies to both loss and expense (i.e. defense) payments. To date, we have incurred payments of \$7383.75. At this time, we are requesting reimbursement of \$7,383.75 under your deductible for the handling of this matter.

Billing Item:	<u>Amount</u>
Deductible Recovery	\$7383.75

Remit Payment To:
HCC Public Risk Claim Service
1700 Opdyke Court
Auburn Hills, MI 48326
Attn: Claim 184732 / Tim Walter

cc: THE STEVENSON COMPANY

Questions Regarding This Invoice: Contact Tim Walter at 248-371-3096 or Main Office Line: 800-225-6561

10/9/18
Jokay
per
DB/Clark

120



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

INVOICE
RECEIVED
SEP 26 2018
CITY OF GROSSE PTE. WOODS

September 5, 2018

Project No: 0160-0395-0

Invoice No: 0118894

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

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

Professional Services from July 23, 2018 to August 19, 2018

Phase 01 CONTRACT DOCUMENTS

Fee

Total Fee	50,000.00		
Percent Complete	100.00	Total Earned	50,000.00
		Previous Fee Billing	50,000.00
		Current Fee Billing	0.00
		Total Fee	0.00

Total this Phase

Phase 02 CONTRACT ADMINISTRATION

Fee

Total Fee	12,000.00		
Percent Complete	25.00	Total Earned	3,000.00
		Previous Fee Billing	1,800.00
		Current Fee Billing	1,200.00
		Total Fee	1,200.00

Total this Phase \$1,200.00

Phase 03 BATH HOUSE BOILER - ADDITIONAL SERVICES

Fee

Total Fee	11,000.00		
Percent Complete	100.00	Total Earned	11,000.00
		Previous Fee Billing	11,000.00
		Current Fee Billing	0.00
		Total Fee	0.00

Total this Phase

Phase 04 CITY HALL HVAC STUDY

Fee

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

PD# 18-44866
420,451.974.201
9/24/2018
CB
FS
9/25/18

Project	0160-0395-0	CAPITAL IMPROVEMENTS, ROOFS	Invoice	0118894
---------	-------------	-----------------------------	---------	---------

Total Fee	10,000.00		
Percent Complete	100.00	Total Earned	10,000.00
		Previous Fee Billing	10,000.00
		Current Fee Billing	0.00
		Total Fee	0.00

Total this Phase

Phase 05 ADDITIONAL CITY HALL HVAC PER STUDY

Fee

Total Fee	40,000.00		
Percent Complete	100.00	Total Earned	40,000.00
		Previous Fee Billing	40,000.00
		Current Fee Billing	0.00
		Total Fee	0.00

Total this Phase

Phase 06 SMOKE CONTROL SYSTEM

Fee

Total Fee	10,000.00		
Percent Complete	100.00	Total Earned	10,000.00
		Previous Fee Billing	10,000.00
		Current Fee Billing	0.00
		Total Fee	0.00

Total this Phase

Total this Invoice \$1,200.00

BILLING BACKUP REPORT

Project Detail - JTD

Thursday, September 6, 2018

7:16:35 AM

Anderson, Eckstein & Westrick, Inc.

Transactions for 1/1/2010 through 8/19/2018

			Regular Hours	Total Ovt Hrs	Total Hours
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		.50
	Meeting Minutes				
* T	391 BICKHAM, BRENDA	5/9/2018	-.50		-.50
	Meeting Minutes				
* T	391 BICKHAM, BRENDA	7/11/2018	.50		.50
	Meeting Minutes				
* T	391 BICKHAM, BRENDA	7/11/2018	-.50		-.50
	Meeting Minutes				
X	391 BICKHAM, BRENDA	10/26/2017	1.00		1.00
	2 Agreements				
X	391 BICKHAM, BRENDA	6/19/2018	1.00		1.00
	Documents				
Total for 391			2.00		2.00
Total for UNASSIGNED			2.00		2.00
Total for SECRETARIAL			2.00		2.00
25 PRINTS					
000 UNASSIGNED					
* T	523 KAERLE, KATHLEEN	4/4/2018	1.00		1.00
	Plans				
* T	523 KAERLE, KATHLEEN	4/4/2018	-1.00		-1.00
	Plans				
Total for 523					
* T	665 ANKAWI, MICHELLE	4/4/2018	1.50		1.50
	Print and Copy 8 Spec Books				
* T	665 ANKAWI, MICHELLE	4/4/2018	-1.50		-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		2.00
	plans to Grosse Pointe Woods and St. Clair Shores				
* T	596 CHIRCO, BRANDY	4/6/2018	-2.00		-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		1.00
	Review issues with timing, permits				
* T	293 LOCKWOOD, SCOTT	4/3/2018	-1.00		-1.00
	Review issues with timing, permits				
* T	293 LOCKWOOD, SCOTT	4/4/2018	1.00		1.00
	Permit issues				
* T	293 LOCKWOOD, SCOTT	4/4/2018	-1.00		-1.00
	Permit issues				

			Regular Hours	Total Ovt Hrs	Total Hours
* T	293 LOCKWOOD, SCOTT	4/27/2018		1.00	1.00
	Review cost estimates with JA				
* T	293 LOCKWOOD, SCOTT	4/27/2018		-1.00	-1.00
	Review cost estimates with JA				
* T	293 LOCKWOOD, SCOTT	4/30/2018	1.00		1.00
* T	293 LOCKWOOD, SCOTT	4/30/2018	-1.00		-1.00
* T	293 LOCKWOOD, SCOTT	5/1/2018	1.50		1.50
	Bids with JA				
* T	293 LOCKWOOD, SCOTT	5/1/2018	-1.50		-1.50
	Bids with JA				
* T	293 LOCKWOOD, SCOTT	5/2/2018	1.00		1.00
	Discuss bids				
* T	293 LOCKWOOD, SCOTT	5/2/2018	-1.00		-1.00
	Discuss bids				
* T	293 LOCKWOOD, SCOTT	5/4/2018		2.50	2.50
	Review numbers and meet with JA, BS and CB				
* T	293 LOCKWOOD, SCOTT	5/4/2018		-2.50	-2.50
	Review numbers and meet with JA, BS and CB				
* T	293 LOCKWOOD, SCOTT	5/7/2018	1.00		1.00
	discuss project options				
* T	293 LOCKWOOD, SCOTT	5/7/2018	-1.00		-1.00
	discuss project options				
* T	293 LOCKWOOD, SCOTT	5/9/2018	2.00		2.00
	Discuss funding and project award				
* T	293 LOCKWOOD, SCOTT	5/9/2018	-2.00		-2.00
	Discuss funding and project award				
* T	293 LOCKWOOD, SCOTT	5/14/2018	1.00		1.00
	Cost review				
* T	293 LOCKWOOD, SCOTT	5/14/2018	-1.00		-1.00
	Cost review				
* T	293 LOCKWOOD, SCOTT	5/16/2018	2.00		2.00
	meeting with Jason, Bruce and Cathy to review costs				
* T	293 LOCKWOOD, SCOTT	5/16/2018	-2.00		-2.00
	meeting with Jason, Bruce and Cathy to review costs				
X	293 LOCKWOOD, SCOTT	5/29/2018	.50		.50
	Discuss bid award				
X	293 LOCKWOOD, SCOTT	6/5/2018	1.00		1.00
	Discuss award with JA, FS and Bond Counsel				
X	293 LOCKWOOD, SCOTT	6/6/2018	1.00		1.00
	Review contingent award with City				
X	293 LOCKWOOD, SCOTT	6/18/2018	1.00		1.00
	COW and Council to discuss award				
Total for 293			3.50		3.50
Total for UNASSIGNED			3.50		3.50
Total for CONST.DESIGN			3.50		3.50
37 SPECIFICATIONS					
000 UNASSIGNED					
* T	442 VIGNERON, MICHAEL	4/3/2018	.50		.50
	Post to MITN				
* T	442 VIGNERON, MICHAEL	4/3/2018	-.50		-.50
	Post to MITN				
* T	442 VIGNERON, MICHAEL	4/18/2018	.20		.20
	Post Addendum No. 1				
* T	442 VIGNERON, MICHAEL	4/18/2018	-.20		-.20
	Post Addendum No. 1				
* T	442 VIGNERON, MICHAEL	4/19/2018	.20		.20
	Post Addendum No. 2				

			Regular Hours	Total Ovt Hrs	Total Hours
* T	442 VIGNERON, MICHAEL	4/19/2018	- .20		- .20
	Post Addendum No. 2				
* T	442 VIGNERON, MICHAEL	4/20/2018	.20		.20
	Post Addendum No. 3				
* T	442 VIGNERON, MICHAEL	4/20/2018	- .20		- .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		2.00
	Conference call to discuss billing				
* T	293 LOCKWOOD, SCOTT	6/28/2018	-2.00		-2.00
	Conference call to discuss billing				
* T	293 LOCKWOOD, SCOTT	7/25/2018	.50		.50
	precon meeting				
* T	293 LOCKWOOD, SCOTT	7/25/2018	-.50		-.50
	precon meeting				
	Total for 293				
	Total for UNASSIGNED				
	Total for CONTRACT ADMIN				
	41 MEETINGS				
	000 UNASSIGNED				
X	293 LOCKWOOD, SCOTT	9/18/2017	2.00		2.00
	COW meeting				
X	293 LOCKWOOD, SCOTT	11/6/2017	1.00		1.00
X	293 LOCKWOOD, SCOTT	11/29/2017	1.50		1.50
X	293 LOCKWOOD, SCOTT	12/6/2017	1.00		1.00
X	293 LOCKWOOD, SCOTT	12/18/2017	1.00		1.00
	Discuss HVAC study cost with JA and City				
X	293 LOCKWOOD, SCOTT	12/21/2017	.50		.50
X	293 LOCKWOOD, SCOTT	1/2/2018	.50		.50
	Review and discussion of HVAC proposal with JRA				
X	293 LOCKWOOD, SCOTT	1/3/2018	1.00		1.00
	Review of HVAC Proposal and discussion with City				
X	293 LOCKWOOD, SCOTT	1/10/2018	.50		.50
	Review project timing				
X	293 LOCKWOOD, SCOTT	1/22/2018	2.00		2.00
	Discussion with City regarding scheduling and HVAC Study				
X	293 LOCKWOOD, SCOTT	1/23/2018	1.00		1.00
	Review DiClemente Siegal proposal and schedule				
X	293 LOCKWOOD, SCOTT	1/25/2018	1.50		1.50
	Review of scheduling and project progress				
X	293 LOCKWOOD, SCOTT	1/26/2018	.50		.50
	Review revised bid and construction scheduling				
X	293 LOCKWOOD, SCOTT	2/7/2018	1.50		1.50
	Plan review and scheduling				
X	293 LOCKWOOD, SCOTT	2/8/2018	1.00		1.00
	Review plan and discussion about proposed treatment				
X	293 LOCKWOOD, SCOTT	2/9/2018		1.00	1.00
	project progress and review of timeline with JRA				
X	293 LOCKWOOD, SCOTT	2/13/2018	2.00		2.00
	Review timing, plans and mechanical with JA				
X	293 LOCKWOOD, SCOTT	2/14/2018	1.50		1.50
X	293 LOCKWOOD, SCOTT	2/21/2018	1.00		1.00
	Review project timing				

			Regular Hours	Total Ovt Hrs	Total Hours
X	293 LOCKWOOD, SCOTT	2/26/2018	1.50		1.50
	HVAC study				
X	293 LOCKWOOD, SCOTT	2/28/2018	1.00		1.00
	Review with City and DiClemente Segal				
X	293 LOCKWOOD, SCOTT	3/2/2018		1.00	1.00
	Review total project revisions/cost with JA				
X	293 LOCKWOOD, SCOTT	3/12/2018	1.50		1.50
	Review memo regarding current project costs and scope				
X	293 LOCKWOOD, SCOTT	3/15/2018	1.50		1.50
	Cost estimates				
X	293 LOCKWOOD, SCOTT	3/16/2018		2.00	2.00
	Project cost breakdown				
X	293 LOCKWOOD, SCOTT	3/19/2018	1.00		1.00
	Discussion regarding alternates for HVAC				
X	293 LOCKWOOD, SCOTT	3/23/2018		1.50	1.50
	review with JRA				
Total for 293			27.50	5.50	33.00
Total for UNASSIGNED			27.50	5.50	33.00
Total for MEETINGS			27.50	5.50	33.00
51 PROG/FEAS					
000 UNASSIGNED					
X	402 ARLOW, JASON	8/7/2017	.50		.50
	Set up project				
Total for 402			.50		.50
Total for UNASSIGNED			.50		.50
Total for PROG/FEAS			.50		.50
52 DESIGN DEV					
000 UNASSIGNED					
X	402 ARLOW, JASON	11/29/2017	3.50		3.50
	Meeting, review boiler, chiller, minutes				
X	402 ARLOW, JASON	11/30/2017	1.00		1.00
	Mark up plans				
X	402 ARLOW, JASON	12/4/2017	3.00		3.00
	Review roof reports, details				
X	402 ARLOW, JASON	12/14/2017	.50		.50
	New work scope				
X	402 ARLOW, JASON	12/15/2017	.50		.50
	New work scope				
Total for 402			8.50		8.50
X	681 BERGE, MATTHEW	10/30/2017	1.00		1.00
	Research existing				
X	681 BERGE, MATTHEW	11/6/2017	1.00		1.00
	Roof plans for GPW improvements				
X	681 BERGE, MATTHEW	11/8/2017	1.00		1.00
	Compile existing plans for City Hall and Bath House for MEP consultant.				
X	681 BERGE, MATTHEW	11/9/2017	4.00		4.00
	Compile existing plans for Activities Building for MEP consultant.				
X	681 BERGE, MATTHEW	11/10/2017		1.00	1.00
	Compile existing plans				
Total for 681			7.00	1.00	8.00
Total for UNASSIGNED			15.50	1.00	16.50
Total for DESIGN DEV			15.50	1.00	16.50
53 CONST DOCUM					
000 UNASSIGNED					
* T	402 ARLOW, JASON	4/3/2018	1.00		1.00
	Final review				
* T	402 ARLOW, JASON	4/3/2018	-1.00		-1.00
	Final review				

			Regular Hours	Total Ovt Hrs	Total Hours
* T	402 ARLOW, JASON	4/10/2018	2.00		2.00
	Pre bid				
* T	402 ARLOW, JASON	4/10/2018	-2.00		-2.00
	Pre bid				
* T	402 ARLOW, JASON	5/1/2018	1.50		1.50
	bid opening				
* T	402 ARLOW, JASON	5/1/2018	-1.50		-1.50
	bid opening				
* T	402 ARLOW, JASON	5/4/2018	2.50		2.50
	Review bids, Bond meeting				
* T	402 ARLOW, JASON	5/4/2018	-2.50		-2.50
	Review bids, Bond meeting				
* T	402 ARLOW, JASON	5/8/2018	3.50		3.50
	Meeting prep, contractor interview, notes				
* T	402 ARLOW, JASON	5/8/2018	-3.50		-3.50
	Meeting prep, contractor interview, notes				
* T	402 ARLOW, JASON	5/9/2018	.50		.50
	Bid review				
* T	402 ARLOW, JASON	5/9/2018	-.50		-.50
	Bid review				
* T	402 ARLOW, JASON	5/10/2018	.50		.50
	DPW roof, cost savings				
* T	402 ARLOW, JASON	5/10/2018	-.50		-.50
	DPW roof, cost savings				
* T	402 ARLOW, JASON	5/11/2018		.50	.50
	letter of award				
* T	402 ARLOW, JASON	5/11/2018		-.50	-.50
	letter of award				
* T	402 ARLOW, JASON	5/15/2018	1.00		1.00
	Revise letter				
* T	402 ARLOW, JASON	5/15/2018	-1.00		-1.00
	Revise letter				
* T	402 ARLOW, JASON	5/16/2018	.50		.50
	Police garage roof letter and bid review				
* T	402 ARLOW, JASON	5/16/2018	-.50		-.50
	Police garage roof letter and bid review				
X	402 ARLOW, JASON	10/25/2017	1.50		1.50
	Consultant agreements				
X	402 ARLOW, JASON	10/26/2017	.50		.50
	Consultant agreements				
X	402 ARLOW, JASON	11/2/2017	.50		.50
	consultant agreements				
X	402 ARLOW, JASON	12/28/2017	1.00		1.00
	Plan review, mark up				
X	402 ARLOW, JASON	1/2/2018	.50		.50
	Details				
X	402 ARLOW, JASON	1/4/2018	.50		.50
	Details				
X	402 ARLOW, JASON	1/11/2018	1.00		1.00
	Ad for activities bldg				
X	402 ARLOW, JASON	1/12/2018		.50	.50
	Ad, bond req'mt for activities bldg				
X	402 ARLOW, JASON	1/22/2018	2.50		2.50
	GPW cow				
X	402 ARLOW, JASON	1/23/2018	.50		.50
	Schedule				
X	402 ARLOW, JASON	1/25/2018	1.00		1.00
	Review				

			Regular Hours	Total Ovt Hrs	Total Hours
X	402 ARLOW, JASON	2/5/2018	.50		.50
	Plan review				
X	402 ARLOW, JASON	2/6/2018	1.00		1.00
	Review ad				
X	402 ARLOW, JASON	2/7/2018	.50		.50
	Review plans				
X	402 ARLOW, JASON	2/8/2018	.50		.50
	review with gene				
X	402 ARLOW, JASON	2/12/2018	.50		.50
	Review plans				
X	402 ARLOW, JASON	2/14/2018	.50		.50
	Review plans				
X	402 ARLOW, JASON	2/15/2018	2.50		2.50
	Review plans				
X	402 ARLOW, JASON	3/2/2018	1.00		1.00
	review, fee, eng				
X	402 ARLOW, JASON	3/8/2018	1.00		1.00
	Meeting with Schena Roofing				
X	402 ARLOW, JASON	3/12/2018	.50		.50
	U pate project costs				
X	402 ARLOW, JASON	3/22/2018	2.00		2.00
	Meeting at city				
X	402 ARLOW, JASON	3/28/2018	1.00		1.00
	plan mark up				
X	402 ARLOW, JASON	3/29/2018	2.00	1.00	3.00
	review				
X	402 ARLOW, JASON	6/4/2018	1.00		1.00
	Council meeting				
X	402 ARLOW, JASON	6/6/2018	.50		.50
	Invoices				
Total for 402			24.50	1.50	26.00
M	452 PASAMBA, ARMANDO		1.00		1.00
11/15/2017					
	BATH HOUSE				
M	452 PASAMBA, ARMANDO		4.00		4.00
11/16/2017					
	BATH HOUSE				
M	452 PASAMBA, ARMANDO		3.50	.50	4.00
11/17/2017					
	HATCH HOUSE / ACTIVITY BLDG				
X	452 PASAMBA, ARMANDO	11/7/2017	1.00		1.00
X	452 PASAMBA, ARMANDO	11/8/2017	5.00		5.00
X	452 PASAMBA, ARMANDO		2.00	1.00	3.00
11/10/2017					
X	452 PASAMBA, ARMANDO	12/1/2017	4.00		4.00
	City hall Field Measurement				
X	452 PASAMBA, ARMANDO	2/6/2018	4.50		4.50
	CONSTRUCTION DOCUMENT				
Total for 452			25.00	1.50	26.50
M	596 CHIRCO, BRANDY	11/20/2017	2.50		2.50
	roof and floor plans				
M	596 CHIRCO, BRANDY	11/21/2017	.50		.50
	roof and floor plans				
M	596 CHIRCO, BRANDY	11/27/2017	4.00		4.00
	roof plans				
M	596 CHIRCO, BRANDY	11/28/2017	.30		.30
	roof plans				
M	596 CHIRCO, BRANDY	11/29/2017	6.20		6.20
	city hall floor plan				

			Regular Hours	Total Ovt Hrs	Total Hours
M	596 CHIRCO, BRANDY	11/30/2017	4.10		4.10
	city hall floor plan				
M	596 CHIRCO, BRANDY	12/1/2017	4.00		4.00
	field measurements of City Hall				
M	596 CHIRCO, BRANDY	12/1/2017	.50		.50
	updating city hall floor plan				
M	596 CHIRCO, BRANDY	12/4/2017	5.40		5.40
	updating city hall floor plan				
M	596 CHIRCO, BRANDY	12/5/2017	4.00		4.00
	updating city hall floor plan				
M	596 CHIRCO, BRANDY	12/6/2017	.20		.20
	updating city hall floor plan				
* T	596 CHIRCO, BRANDY	4/2/2018	6.30		6.30
	updates to all plans				
* T	596 CHIRCO, BRANDY	4/2/2018	-6.30		-6.30
	updates to all plans				
* T	596 CHIRCO, BRANDY	4/3/2018	2.30		2.30
	specifications, updates to plans				
* T	596 CHIRCO, BRANDY	4/3/2018	-2.30		-2.30
	specifications, updates to plans				
* T	596 CHIRCO, BRANDY	4/10/2018	.20		.20
	addendum 1				
* T	596 CHIRCO, BRANDY	4/10/2018	-.20		-.20
	addendum 1				
* T	596 CHIRCO, BRANDY	4/12/2018	.10		.10
	addendum 1				
* T	596 CHIRCO, BRANDY	4/12/2018	-.10		-.10
	addendum 1				
* T	596 CHIRCO, BRANDY	4/13/2018	.50		.50
	addendum 1				
* T	596 CHIRCO, BRANDY	4/13/2018	-.50		-.50
	addendum 1				
* T	596 CHIRCO, BRANDY	4/16/2018	.50		.50
	addendum 1				
* T	596 CHIRCO, BRANDY	4/16/2018	-.50		-.50
	addendum 1				
* T	596 CHIRCO, BRANDY	4/17/2018	1.20		1.20
	addendum 1				
* T	596 CHIRCO, BRANDY	4/17/2018	-1.20		-1.20
	addendum 1				
* T	596 CHIRCO, BRANDY	4/18/2018	.90		.90
	addendum 1				
* T	596 CHIRCO, BRANDY	4/18/2018	-.90		-.90
	addendum 1				
* T	596 CHIRCO, BRANDY	4/19/2018	.50		.50
	addendum 2				
* T	596 CHIRCO, BRANDY	4/19/2018	-.50		-.50
	addendum 2				
* T	596 CHIRCO, BRANDY	4/20/2018	.70		.70
	addendum 3				
* T	596 CHIRCO, BRANDY	4/20/2018	-.70		-.70
	addendum 3				
* T	596 CHIRCO, BRANDY	4/23/2018	.20		.20
	answering bidder questions				
* T	596 CHIRCO, BRANDY	4/23/2018	-.20		-.20
	answering bidder questions				
* T	596 CHIRCO, BRANDY	4/30/2018	.70		.70
	area and perimeter of roof				

			Regular Hours	Total Ovt Hrs	Total Hours
* T	596 CHIRCO, BRANDY	4/30/2018	-.70		-.70
	area and perimeter of roof				
* T	596 CHIRCO, BRANDY	5/2/2018	.70		.70
	bid tab				
* T	596 CHIRCO, BRANDY	5/2/2018	-.70		-.70
	bid tab				
* T	596 CHIRCO, BRANDY	5/8/2018	1.00		1.00
	interview prep				
* T	596 CHIRCO, BRANDY	5/8/2018	-1.00		-1.00
	interview prep				
X	596 CHIRCO, BRANDY	12/11/2017	5.30		5.30
	roof plans				
X	596 CHIRCO, BRANDY	12/15/2017	5.60		5.60
	roof details				
X	596 CHIRCO, BRANDY	12/18/2017	5.00		5.00
	roof plans				
X	596 CHIRCO, BRANDY	12/19/2017	1.70		1.70
	roof plans				
X	596 CHIRCO, BRANDY	12/22/2017	1.50		1.50
	roof details				
X	596 CHIRCO, BRANDY	1/2/2018	.50		.50
	updates to plans				
X	596 CHIRCO, BRANDY	1/3/2018	1.00		1.00
	updates to plans				
X	596 CHIRCO, BRANDY	1/16/2018	5.50		5.50
	roof plans				
X	596 CHIRCO, BRANDY	1/17/2018	7.50		7.50
	roof plans and details				
X	596 CHIRCO, BRANDY	1/18/2018	.60		.60
	details				
X	596 CHIRCO, BRANDY	1/19/2018	1.80		1.80
	roof sections				
X	596 CHIRCO, BRANDY	1/22/2018	6.90		6.90
	sections and details				
X	596 CHIRCO, BRANDY	1/23/2018	4.70		4.70
	sections and details				
X	596 CHIRCO, BRANDY	1/24/2018	.20		.20
	sections and details				
X	596 CHIRCO, BRANDY	1/25/2018	4.00		4.00
	sections and details				
X	596 CHIRCO, BRANDY	1/26/2018	6.20		6.20
	sections and details				
X	596 CHIRCO, BRANDY	1/29/2018	8.00		8.00
	sections and details				
X	596 CHIRCO, BRANDY	1/30/2018	7.50		7.50
	sections and details				
X	596 CHIRCO, BRANDY	1/31/2018	8.00		8.00
	sections and details				
X	596 CHIRCO, BRANDY	2/1/2018	7.00		7.00
	sections and details				
X	596 CHIRCO, BRANDY	2/2/2018	6.90		6.90
	sections and details				
X	596 CHIRCO, BRANDY	2/6/2018	1.00		1.00
	roof sections and details				
X	596 CHIRCO, BRANDY	2/7/2018	5.80		5.80
	roof sections and details				
X	596 CHIRCO, BRANDY	2/15/2018	3.70		3.70
	roof plans				

			Regular Hours	Total Ovt Hrs	Total Hours
X	596 CHIRCO, BRANDY	2/16/2018	5.80		5.80
	bis issue plans				
X	596 CHIRCO, BRANDY	2/22/2018	5.20		5.20
	roof details				
X	596 CHIRCO, BRANDY	2/23/2018	5.70		5.70
	roof details				
X	596 CHIRCO, BRANDY	2/26/2018	3.60		3.60
	mark ups				
X	596 CHIRCO, BRANDY	3/5/2018	.20		.20
	dormer louvers				
X	596 CHIRCO, BRANDY	3/8/2018	1.40		1.40
	estimate and roofing types				
X	596 CHIRCO, BRANDY	3/9/2018	.50		.50
	estimate				
X	596 CHIRCO, BRANDY	3/12/2018	.80		.80
	estimate				
X	596 CHIRCO, BRANDY	3/13/2018	.70		.70
	shingle research				
X	596 CHIRCO, BRANDY	3/14/2018	.50		.50
	shingle suppliers				
X	596 CHIRCO, BRANDY	3/20/2018	.80		.80
	sections				
X	596 CHIRCO, BRANDY	3/21/2018	3.30		3.30
	roofing model				
X	596 CHIRCO, BRANDY	3/22/2018	1.00		1.00
	roofing model				
X	596 CHIRCO, BRANDY	3/23/2018	.70		.70
	roofing model				
X	596 CHIRCO, BRANDY	3/28/2018	2.00		2.00
	roof alternates				
X	596 CHIRCO, BRANDY	3/29/2018	8.00		8.00
	specifications, sections, details				
Total for 596			177.80		177.80
* T	681 BERGE, MATTHEW	4/2/2018	.50		.50
	Review project specifications				
* T	681 BERGE, MATTHEW	4/2/2018	-.50		-.50
	Review project specifications				
* T	681 BERGE, MATTHEW	4/3/2018	2.00		2.00
	Review specs and drawings				
* T	681 BERGE, MATTHEW	4/3/2018	-2.00		-2.00
	Review specs and drawings				
* T	681 BERGE, MATTHEW	4/4/2018	1.00		1.00
	Print permit sets and prepare letters of transmittal.				
* T	681 BERGE, MATTHEW	4/4/2018	-1.00		-1.00
	Print permit sets and prepare letters of transmittal.				
* T	681 BERGE, MATTHEW	4/5/2018	.50		.50
	Compile and distribute permit sets.				
* T	681 BERGE, MATTHEW	4/5/2018	-.50		-.50
	Compile and distribute permit sets.				
X	681 BERGE, MATTHEW	1/18/2018	4.00		4.00
	Specifications				
X	681 BERGE, MATTHEW	1/24/2018	2.00		2.00
	Roof venting calculations				
X	681 BERGE, MATTHEW	1/25/2018	7.50		7.50
	Roof venting calcs for police garage, venting details for city hall.				
X	681 BERGE, MATTHEW	1/26/2018	5.50		5.50
	Project specifications				

			Regular Hours	Total Ovt Hrs	Total Hours
X	681 BERGE, MATTHEW	1/29/2018	2.00		2.00
	Project specifications				
X	681 BERGE, MATTHEW	1/30/2018	2.00		2.00
	Research roof venting				
X	681 BERGE, MATTHEW	1/31/2018	1.00		1.00
	Review product information and calculations from roof vent mfr.				
X	681 BERGE, MATTHEW	2/1/2018	3.00		3.00
	Specs for roofing project				
X	681 BERGE, MATTHEW	2/2/2018	1.00		1.00
	Product specs				
X	681 BERGE, MATTHEW	2/5/2018	4.00		4.00
	Print and reveiw documents				
X	681 BERGE, MATTHEW	2/6/2018	4.00		4.00
	Revise details				
X	681 BERGE, MATTHEW	2/7/2018	4.00		4.00
	Roof details				
X	681 BERGE, MATTHEW	3/29/2018	2.00		2.00
	Review specifications				
X	681 BERGE, MATTHEW	3/30/2018	1.00		1.00
	Specs				
	Total for 681		43.00		43.00
	Total for UNASSIGNED		270.30	3.00	273.30
	Total for CONST DOCUM		270.30	3.00	273.30
54 BIDDING					
000 UNASSIGNED					
* T	402 ARLOW, JASON	4/16/2018	1.00		1.00
	Questions, addendum				
* T	402 ARLOW, JASON	4/16/2018	-1.00		-1.00
	Questions, addendum				
* T	402 ARLOW, JASON	4/17/2018	1.00		1.00
	Addendum questions				
* T	402 ARLOW, JASON	4/17/2018	-1.00		-1.00
	Addendum questions				
* T	402 ARLOW, JASON	4/19/2018	1.00		1.00
	RFI, addendum				
* T	402 ARLOW, JASON	4/19/2018	-1.00		-1.00
	RFI, addendum				
* T	402 ARLOW, JASON	4/20/2018	.50		.50
	RFI, addendum				
* T	402 ARLOW, JASON	4/20/2018	-.50		-.50
	RFI, addendum				
	Total for 402				
* T	681 BERGE, MATTHEW	4/18/2018	2.00		2.00
	Compile addendum 1 documents				
* T	681 BERGE, MATTHEW	4/18/2018	-2.00		-2.00
	Compile addendum 1 documents				
	Total for 681				
	Total for UNASSIGNED				
Total for BIDDING					
55 CONST ADMIN					
000 UNASSIGNED					
M	596 CHIRCO, BRANDY	11/17/2017	1.00		1.00
	spec book				
M	596 CHIRCO, BRANDY	11/22/2017	.50		.50
	spec book				
	Total for 596		1.50		1.50
	Total for UNASSIGNED		1.50		1.50
	Total for CONST ADMIN		1.50		1.50

		Regular Hours	Total Ovt Hrs	Total Hours
56 ME/ELEC DESG				
000 UNASSIGNED				
X	552 EDWARDS, WILLIAM 2/8/2018	2.70		2.70
* X	552 EDWARDS, WILLIAM 2/21/2018	.60		.60
X	552 EDWARDS, WILLIAM 2/22/2018	.50		.50
	Total for 552	3.80		3.80
	Total for UNASSIGNED	3.80		3.80
	Total for ME/ELEC DESG	3.80		3.80
58 STRUCTURAL				
000 UNASSIGNED				
X	544 ZAUDEL, KEVIN 3/22/2018	1.00		1.00
	Mechanical unit loading/locations			
X	544 ZAUDEL, KEVIN 3/29/2018	6.00		6.00
	Roof framing analysis, review of existing plans			
	Total for 544	7.00		7.00
	Total for UNASSIGNED	7.00		7.00
	Total for STRUCTURAL	7.00		7.00
	Total for Labor and Overhead	331.60	9.50	341.10
Expenses				
Reimbursable Expenses				
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	341.10
Phase Number: 02 CONTRACT ADMINISTRATION				
Total for				
Labor and Overhead				
23 RESEARCH/REVIEW				
000 UNASSIGNED				
* X	293 LOCKWOOD, SCOTT 3/2/2017	1.00		1.00
	Photos of existing roofs			
* X	293 LOCKWOOD, SCOTT 3/27/2017	1.00		1.00
	Review bid docs			
	Total for 293	2.00		2.00
	Total for UNASSIGNED	2.00		2.00
	Total for RESEARCH/REVIEW	2.00		2.00
24 SECRETARIAL				
000 UNASSIGNED				
* X	391 BICKHAM, BRENDA 2/28/2017	.50		.50
	2 AIA's			
* X	391 BICKHAM, BRENDA 3/1/2017	.50		.50
	Spec			
* X	391 BICKHAM, BRENDA 7/11/2018	.50		.50
	Meeting Minutes			
	Total for 391	1.50		1.50
* X	520 DUBAY, GAIL 3/20/2017	.30		.30
	Placed Ads with Planhouses - JRA			
	Total for 520	.30		.30
	Total for UNASSIGNED	1.80		1.80
	Total for SECRETARIAL	1.80		1.80

			Regular Hours	Total Ovt Hrs	Total Hours
25 PRINTS					
000 UNASSIGNED					
X	360 LEIDEKER, RONDA	7/24/2018	.30		.30
	Books				
X	360 LEIDEKER, RONDA	7/25/2018	.20		.20
	Prints				
X	360 LEIDEKER, RONDA	7/30/2018	.40		.40
	Prints				
Total for 360			.90		.90
Total for UNASSIGNED			.90		.90
Total for PRINTS			.90		.90
37 SPECIFICATIONS					
000 UNASSIGNED					
* X	452 PASAMBA, ARMANDO	3/1/2017	2.00		2.00
	spec's and cad work				
* X	452 PASAMBA, ARMANDO	3/2/2017	.50		.50
* X	452 PASAMBA, ARMANDO	3/22/2017	1.50		1.50
* X	452 PASAMBA, ARMANDO	3/24/2017	1.00		1.00
Total for 452			5.00		5.00
Total for UNASSIGNED			5.00		5.00
Total for SPECIFICATIONS			5.00		5.00
38 CONTRACT ADMIN					
000 UNASSIGNED					
* X	293 LOCKWOOD, SCOTT	6/28/2018	2.00		2.00
	Conference call to discuss billing				
* X	293 LOCKWOOD, SCOTT	7/25/2018	.50		.50
	precon meeting				
Total for 293			2.50		2.50
Total for UNASSIGNED			2.50		2.50
Total for CONTRACT ADMIN			2.50		2.50
50 ARCHITECT					
000 UNASSIGNED					
* T	402 ARLOW, JASON	1/12/2018	.50	2.00	2.50
	DPW addition, site visit, field measure, sketch				
* T	402 ARLOW, JASON	1/12/2018	-.50	-2.00	-2.50
	DPW addition, site visit, field measure, sketch				
* T	402 ARLOW, JASON	1/15/2018	2.50		2.50
	Review roof quotes for activities building, letter to city, DPW addition estimate				
* T	402 ARLOW, JASON	1/15/2018	-2.50		-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		.50
	Set up job				
* X	402 ARLOW, JASON	1/20/2017		.50	.50
	spec				
* X	402 ARLOW, JASON	2/28/2017	3.00		3.00
	Front end specs				
* X	402 ARLOW, JASON	3/1/2017	2.00		2.00
	Specs				
* X	402 ARLOW, JASON	3/11/2017		.50	.50
	Photos, plans				
* X	402 ARLOW, JASON	3/14/2017	2.50		2.50
	Roof plan and spec, smoke damage to maintenance bldg				

			Regular Hours	Total Ovt Hrs	Total Hours
* X	402 ARLOW, JASON	3/17/2017	1.50		1.50
	Ad, roof plan				
* X	402 ARLOW, JASON	3/20/2017	1.00		1.00
	Ad				
* X	402 ARLOW, JASON	3/21/2017	1.00		1.00
	Specs				
* X	402 ARLOW, JASON	3/22/2017	2.00		2.00
	Site visit, specs				
* X	402 ARLOW, JASON	3/24/2017		.50	.50
	Specs				
* X	402 ARLOW, JASON	3/27/2017	1.00		1.00
	Specs, bid issue				
Total for 402			14.50	1.50	16.00
Total for UNASSIGNED			14.50	1.50	16.00
Total for CONST DOCUM			14.50	1.50	16.00
54 BIDDING					
000 UNASSIGNED					
* X	402 ARLOW, JASON	4/11/2017	1.50		1.50
	Pre bid, call bidders				
* X	402 ARLOW, JASON	4/18/2017	1.50		1.50
	Bid opening				
Total for 402			3.00		3.00
Total for UNASSIGNED			3.00		3.00
Total for BIDDING			3.00		3.00
55 CONST ADMIN					
000 UNASSIGNED					
X	402 ARLOW, JASON	6/18/2018	2.50		2.50
	COW and Council meetings				
X	402 ARLOW, JASON	6/19/2018	.50		.50
	Award letter				
X	402 ARLOW, JASON	6/20/2018	1.00		1.00
	Award letter, review contract				
X	402 ARLOW, JASON	7/6/2018	.50		.50
	review shops				
X	402 ARLOW, JASON	7/11/2018	3.50		3.50
	Coordination meeting, minutes, shops				
X	402 ARLOW, JASON	7/24/2018	1.00		1.00
	shops				
X	402 ARLOW, JASON	7/25/2018	2.50		2.50
	Pre con				
X	402 ARLOW, JASON	7/26/2018	1.00		1.00
	Minutes				
X	402 ARLOW, JASON	7/30/2018	1.00		1.00
	Poalice garage pre con				
X	402 ARLOW, JASON	7/31/2018	.50		.50
	Shop dwg				
X	402 ARLOW, JASON	8/1/2018	1.00		1.00
	shops				
X	402 ARLOW, JASON	8/3/2018	.50		.50
	color selection				
X	402 ARLOW, JASON	8/8/2018	.50		.50
	shops, schedule				
X	402 ARLOW, JASON	8/13/2018	1.00		1.00
	Pay ap 1				
X	402 ARLOW, JASON	8/14/2018	.50		.50
	Submittals, RFI				
X	402 ARLOW, JASON	8/15/2018	.50		.50
	Submittal				

Project Detail - JTD		Transactions for 1/1/2010 through 8/19/2018		Thursday, September 6, 2018 7:16:35 AM
		Regular Hours	Total Ovt Hrs	Total Hours
Total for 402		18.00		18.00
X 596 CHIRCO, BRANDY	6/19/2018	2.90		2.90
contract book, award letter				
X 596 CHIRCO, BRANDY	6/20/2018	.20		.20
contract book				
X 596 CHIRCO, BRANDY	7/2/2018	2.30		2.30
submittals, contract book				
X 596 CHIRCO, BRANDY	7/6/2018	.80		.80
submittals				
X 596 CHIRCO, BRANDY	7/24/2018	.70		.70
contract book, submittals				
X 596 CHIRCO, BRANDY	7/25/2018	.40		.40
submittals				
X 596 CHIRCO, BRANDY	7/27/2018	.30		.30
submittal				
X 596 CHIRCO, BRANDY	7/30/2018	.90		.90
construction issue plans				
X 596 CHIRCO, BRANDY	7/31/2018	.40		.40
submittals				
X 596 CHIRCO, BRANDY	8/2/2018	.90		.90
submittals				
X 596 CHIRCO, BRANDY	8/3/2018	1.00		1.00
submittals				
X 596 CHIRCO, BRANDY	8/8/2018	.30		.30
submittals				
X 596 CHIRCO, BRANDY	8/14/2018	.70		.70
submittals				
X 596 CHIRCO, BRANDY	8/16/2018	.40		.40
submittals				
X 596 CHIRCO, BRANDY	8/17/2018	.40		.40
submittals				
Total for 596		12.60		12.60
Total for UNASSIGNED		30.60		30.60
Total for CONST ADMIN		30.60		30.60
56 ME/ELEC DESG				
000 UNASSIGNED				
* T 552 EDWARDS, WILLIAM	2/21/2018	.60		.60
* T 552 EDWARDS, WILLIAM	2/21/2018	-.60		-.60
Total for 552				
Total for UNASSIGNED				
Total for ME/ELEC DESG				
Total for Labor and Overhead		60.30	1.50	61.80
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		60.30	1.50	61.80
Phase Number: 03 BATH HOUSE BOILER - ADDITIONAL SERVICES				
Total for				

			Regular Hours	Total Ovt Hrs	Total Hours
Labor and Overhead					
53 CONST DOCUM					
000 UNASSIGNED					
X	402 ARLOW, JASON	1/22/2018	1.00		1.00
	Plan review				
X	402 ARLOW, JASON	1/30/2018	.50		.50
	Review				
X	402 ARLOW, JASON	2/2/2018	.50		.50
	Vent review				
	Total for 402		2.00		2.00
	Total for UNASSIGNED		2.00		2.00
	Total for CONST DOCUM		2.00		2.00
	Total for Labor and Overhead		2.00		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		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		2.00
	review report, talk to Bruce, Frank and DSD				
X	402 ARLOW, JASON	2/28/2018	3.00		3.00
	Study review				
X	402 ARLOW, JASON	3/2/2018		2.00	2.00
	mark ups on report				
X	402 ARLOW, JASON	3/3/2018		1.00	1.00
	Fee adjustment				
X	402 ARLOW, JASON	3/8/2018	.50		.50
	Final report				
X	402 ARLOW, JASON	3/15/2018	.50		.50
	project summary				
	Total for 402		6.00	3.00	9.00
	Total for UNASSIGNED		6.00	3.00	9.00
	Total for ARCHITECT		6.00	3.00	9.00
58 STRUCTURAL					
000 UNASSIGNED					
X	544 ZAUEL, KEVIN	2/28/2018	.50		.50
	Unit loading request				
	Total for 544		.50		.50
	Total for UNASSIGNED		.50		.50
	Total for STRUCTURAL		.50		.50
	Total for Labor and Overhead		6.50	3.00	9.50
Expenses					
Reimbursable Expenses					
521.00 NON-REIMB. MISC. EXP.					
F	AP 0087884 4/24/2018	/ DICLEMENTE			
	SIEGEL DESIGN INC. /				
F	AP 0088090 5/22/2018	/ DICLEMENTE			
	SIEGEL DESIGN INC. /				
	Total for 521.00				
	Total for Reimbursable Expenses				

Project Detail - JTD		Transactions for 1/1/2010 through 8/19/2018		Thursday, September 6, 2018 7:16:35 AM
		Regular Hours	Total Ovt Hrs	Total Hours
Total for Expenses				
Total for 04		6.50	3.00	9.50
Phase Number: 05 ADDITIONAL CITY HALL HVAC PER STUDY				
Total for				
Labor and Overhead				
24 SECRETARIAL				
000 UNASSIGNED				
* X	391 BICKHAM, BRENDA 5/9/2018	.50		.50
	Meeting Minutes			
	Total for 391	.50		.50
	Total for UNASSIGNED	.50		.50
	Total for SECRETARIAL	.50		.50
25 PRINTS				
000 UNASSIGNED				
* X	523 KAERLE, KATHLEEN 4/4/2018	1.00		1.00
	Plans			
	Total for 523	1.00		1.00
* X	665 ANKAWI, MICHELLE 4/4/2018	1.50		1.50
	Print and Copy 8 Spec Books			
	Total for 665	1.50		1.50
	Total for UNASSIGNED	2.50		2.50
	Total for PRINTS	2.50		2.50
26 DELIVERIES				
000 UNASSIGNED				
* X	596 CHIRCO, BRANDY 4/6/2018	2.00		2.00
	plans to Grosse Pointe Woods and St. Clair Shores			
	Total for 596	2.00		2.00
	Total for UNASSIGNED	2.00		2.00
	Total for DELIVERIES	2.00		2.00
35 CONST.DESIGN				
000 UNASSIGNED				
* X	293 LOCKWOOD, SCOTT 4/3/2018	1.00		1.00
	Review issues with timing, permits			
* X	293 LOCKWOOD, SCOTT 4/4/2018	1.00		1.00
	Permit issues			
* X	293 LOCKWOOD, SCOTT 4/27/2018		1.00	1.00
	Review cost estimates with JA			
* X	293 LOCKWOOD, SCOTT 4/30/2018	1.00		1.00
* X	293 LOCKWOOD, SCOTT 5/1/2018	1.50		1.50
	Bids with JA			
* X	293 LOCKWOOD, SCOTT 5/2/2018	1.00		1.00
	Discuss bids			
* X	293 LOCKWOOD, SCOTT 5/4/2018		2.50	2.50
	Review numbers and meet with JA, BS and CB			
* X	293 LOCKWOOD, SCOTT 5/7/2018	1.00		1.00
	discuss project options			
* X	293 LOCKWOOD, SCOTT 5/9/2018	2.00		2.00
	Discuss funding and project award			
* X	293 LOCKWOOD, SCOTT 5/14/2018	1.00		1.00
	Cost review			
* X	293 LOCKWOOD, SCOTT 5/16/2018	2.00		2.00
	meeting with Jason, Bruce and Cathy to review costs			
	Total for 293	11.50	3.50	15.00
	Total for UNASSIGNED	11.50	3.50	15.00
	Total for CONST.DESIGN	11.50	3.50	15.00

			Regular Hours	Total Ovt Hrs	Total Hours
37 SPECIFICATIONS					
000 UNASSIGNED					
* X	442 VIGNERON, MICHAEL	4/3/2018	.50		.50
	Post to MITN				
* X	442 VIGNERON, MICHAEL	4/18/2018	.20		.20
	Post Addendum No. 1				
* X	442 VIGNERON, MICHAEL	4/19/2018	.20		.20
	Post Addendum No. 2				
* X	442 VIGNERON, MICHAEL	4/20/2018	.20		.20
	Post Addendum No. 3				
	Total for 442		1.10		1.10
	Total for UNASSIGNED		1.10		1.10
	Total for SPECIFICATIONS		1.10		1.10
50 ARCHITECT					
000 UNASSIGNED					
* X	402 ARLOW, JASON	1/12/2018	.50	2.00	2.50
	DPW addition, site visit, field measure, sketch				
* X	402 ARLOW, JASON	1/15/2018	2.50		2.50
	Review roof quotes for activities building, letter to city, DPW addition estimate				
	Total for 402		3.00	2.00	5.00
	Total for UNASSIGNED		3.00	2.00	5.00
	Total for ARCHITECT		3.00	2.00	5.00
53 CONST DOCUM					
000 UNASSIGNED					
* X	402 ARLOW, JASON	4/3/2018	1.00		1.00
	Final review				
* X	402 ARLOW, JASON	4/10/2018	2.00		2.00
	Pre bid				
* X	402 ARLOW, JASON	5/1/2018	1.50		1.50
	bid opening				
* X	402 ARLOW, JASON	5/4/2018	2.50		2.50
	Review bids, Bond meeting				
* X	402 ARLOW, JASON	5/8/2018	3.50		3.50
	Meeting prep, contractor interview, notes				
* X	402 ARLOW, JASON	5/9/2018	.50		.50
	Bid review				
* X	402 ARLOW, JASON	5/10/2018	.50		.50
	DPW roof, cost savings				
* X	402 ARLOW, JASON	5/11/2018		.50	.50
	letter of award				
* X	402 ARLOW, JASON	5/15/2018	1.00		1.00
	Revise letter				
* X	402 ARLOW, JASON	5/16/2018	.50		.50
	Police garage roof letter and bid review				
	Total for 402		13.00	.50	13.50
* X	596 CHIRCO, BRANDY	4/2/2018	6.30		6.30
	updates to all plans				
* X	596 CHIRCO, BRANDY	4/3/2018	2.30		2.30
	specifications, updates to plans				
* X	596 CHIRCO, BRANDY	4/10/2018	.20		.20
	addendum 1				
* X	596 CHIRCO, BRANDY	4/12/2018	.10		.10
	addendum 1				
* X	596 CHIRCO, BRANDY	4/13/2018	.50		.50
	addendum 1				
* X	596 CHIRCO, BRANDY	4/16/2018	.50		.50
	addendum 1				

			Regular Hours	Total Ovt Hrs	Total Hours
* X	596 CHIRCO, BRANDY	4/17/2018	1.20		1.20
	addendum 1				
* X	596 CHIRCO, BRANDY	4/18/2018	.90		.90
	addendum 1				
* X	596 CHIRCO, BRANDY	4/19/2018	.50		.50
	addendum 2				
* X	596 CHIRCO, BRANDY	4/20/2018	.70		.70
	addendum 3				
* X	596 CHIRCO, BRANDY	4/23/2018	.20		.20
	answering bidder questions				
* X	596 CHIRCO, BRANDY	4/30/2018	.70		.70
	area and perimeter of roof				
* X	596 CHIRCO, BRANDY	5/2/2018	.70		.70
	bid tab				
* X	596 CHIRCO, BRANDY	5/8/2018	1.00		1.00
	interview prep				
Total for 596			15.80		15.80
* X	681 BERGE, MATTHEW	4/2/2018	.50		.50
	Review project specifications				
* X	681 BERGE, MATTHEW	4/3/2018	2.00		2.00
	Review specs and drawings				
* X	681 BERGE, MATTHEW	4/4/2018	1.00		1.00
	Print permit sets and prepare letters of transmittal.				
* X	681 BERGE, MATTHEW	4/5/2018	.50		.50
	Compile and distribute permit sets.				
Total for 681			4.00		4.00
Total for UNASSIGNED			32.80	.50	33.30
Total for CONST DOCUM			32.80	.50	33.30
54 BIDDING					
000 UNASSIGNED					
* X	402 ARLOW, JASON	4/16/2018	1.00		1.00
	Questions, addendum				
* X	402 ARLOW, JASON	4/17/2018	1.00		1.00
	Addendum questions				
* X	402 ARLOW, JASON	4/19/2018	1.00		1.00
	RFI, addendum				
* X	402 ARLOW, JASON	4/20/2018	.50		.50
	RFI, addendum				
Total for 402			3.50		3.50
* X	681 BERGE, MATTHEW	4/18/2018	2.00		2.00
	Compile addendum 1 documents				
Total for 681			2.00		2.00
Total for UNASSIGNED			5.50		5.50
Total for BIDDING			5.50		5.50
Total for Labor and Overhead			58.90	6.00	64.90
Expenses					
Reimbursable Expenses					
521.00 NON-REIMB. MISC. EXP.					
F AP 0088629 8/14/2018 / DICLEMENTE					
SIEGEL DESIGN INC. /					
Total for 521.00					
Total for Reimbursable Expenses					
Total for Expenses					
Total for 05			58.90	6.00	64.90
Phase Number: 06 SMOKE CONTROL SYSTEM					
Total for					
Total for 06					
Total for 0160-0395-0			459.30	20.00	479.30

Final Totals

459.30

20.00

479.30



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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SEP 26 2018

September 17, 2018
Project No: 0160-0406-0
Invoice No: 0119167

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

Project 0160-0406-0 DPW FUEL TANK REPLACEMENT

Professional Services from July 23, 2018 to August 19, 2018

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER	1.50	103.00	154.50
CONSTRUCTION OBSERVATION			
ENGINEERING AIDE III	18.00	70.00	1,260.00
Totals	19.50		1,414.50
Total Labor			1,414.50

Billing Limits

	Current	Prior	To-Date
Total Billings	1,414.50	0.00	1,414.50
Limit			6,000.00
Remaining			4,585.50

Total this Invoice \$1,414.50

PO 18-44582

640.851.818.000

9/24/2018

C. E. Westrick

FS
9/25/18



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

September 18, 2018

Project No: 0160-0364-0

Invoice No: 0119186

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

PO#17-43940

592,537.975.004

- ok - FS

9/24/18

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

Professional Services from July 23, 2018 to August 19, 2018

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	3.00	103.00	309.00
Recommendation for Contract Modification, DEQ request for additional work			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Boardwalk review and evaluation for replacement options			
ENGINEERING AIDE I			
DELAPAZ, CARLIE	6.00	56.00	336.00
GIS audit field investigation			
ENGINEERING AIDE TRAINEE			
RIBERAS, JOSEPH	51.00	40.50	2,065.50
SENIOR PROJECT ENGINEER			
SEIDEL, KYLE	.40	103.00	41.20
Coordination of QA/QC review of GIS portal for SAW			
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC			
EBERLE, JOSEPH	1.00	83.50	83.50
Discussing additional work with DEQ			
EBERLE, JOSEPH	1.70	83.50	141.95
Disbursement request			
EBERLE, JOSEPH	1.00	83.50	83.50
Sending information to DEQ for additional SAW grant work			
TEAM LEADER			
SMITH, BRADLEY	.50	83.50	41.75
download, refresh, timesheet, mileage, idrs, schedule			
SMITH, BRADLEY	.50	83.50	41.75
download, refresh, timesheet, mileage, idrs, schedule			
SMITH, BRADLEY	1.00	83.50	83.50
download, schedule, idr's, timesheet, mileage			
VARICALLI, FRANK	3.50	83.50	292.25
VARICALLI, FRANK	3.00	83.50	250.50
proj.co-ord.dis.w/insp.& contr.			
VARICALLI, FRANK	.50	83.50	41.75
review quant.for pay est.			
ENGINEERING AIDE III			
DE SANDRE, DAVID	.50	70.00	35.00
calculations and checking reports			
WINES, WILLIAM	1.00	70.00	70.00
Estimate 7			

CSB
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9/25/18

Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN		Invoice	0119186
ENGINEERING AIDE TRAINEE					
	ANKAWI, MICHELLE	.50	40.50	20.25	
Scan and Email Pay estimate and update spreadsheet					
CONSTRUCTION OBSERVATION					
ENGINEERING AIDE III					
	MONTEMAYOR-ESPINOZA, DARIO	8.50	70.00	595.00	
Cleaning and CCTV					
	ROSS, ROBERT	2.00	70.00	140.00	
contractor cancelled, no work today.					
	ROSS, ROBERT	130.30	70.00	9,121.00	
infrastructure investigation					
ENGINEERING PLAN REVIEW					
GRADUATE ENG/SUR/ARC					
	MILLER, JEFFREY	2.00	83.50	167.00	
Checking of CCTV AB Updates					
CONSTRUCTION ADMINISTRATION					
ENGINEERING AIDE III					
	WINKLE, TODD	1.70	70.00	119.00	
Contract Admin					
	WINKLE, TODD	.40	70.00	28.00	
Contract Admin					
BASE MAPS					
GRADUATE ENG/SUR/ARC					
	MILLER, JEFFREY	5.00	83.50	417.50	
Creation of utility plan and utility summary doc for Vernier Rd					
REVISIONS					
GRADUATE ENG/SUR/ARC					
	MILLER, JEFFREY	1.50	83.50	125.25	
Revisions to map 6A for contractor					
GIS UPDATES					
GRADUATE ENG/SUR/ARC					
	MILLER, JEFFREY	9.50	83.50	793.25	
GIS Updates from as-built information					
ENGINEERING AIDE III					
	DOURJALIAN, ANDREW	6.00	70.00	420.00	
AB Updates					
CCTV REVIEW					
GRADUATE ENG/SUR/ARC					
	MARCUS, PATRICK	16.00	83.50	1,336.00	
Sewer review					
ENGINEERING AIDE I					
	ANDERSON, KEVIN	24.00	56.00	1,344.00	
CCTV review					
	Totals	283.00		18,646.40	
	Total Labor				18,646.40
			Total this Invoice		\$18,646.40



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

September 18, 2018

Project No: 0160-0376-2

Invoice No: 0119187

Project 0160-0376-2 GAS MAIN CONSTRUCTION OVERSIGHT

Professional Services from July 23, 2018 to August 19, 2018

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	1.30	103.00	133.90
Progress meeting			
CONTRACT ADMINISTRATION			
TEAM LEADER			
VARICALLI, FRANK	.50	83.50	41.75
update cross bore map for dte			
Totals	1.80		175.65
Total Labor			175.65

Billing Limits	Current	Prior	To-Date
Total Billings	175.65	138,194.15	138,369.80
Limit			140,000.00
Remaining			1,630.20

Total this Invoice \$175.65

PO #17-4419

101.000.285.530

9/24/18

CBH

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9/25/18



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 CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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INVOICE

SEP 26 2018

CITY OF GROSSE PTE. WOODS

PD # 18-44940

594,785.974.201

9/24/2018

CO. [Signature]

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

September 18, 2018
 Project No: 0160-0392-0
 Invoice No: 0119188

Project 0160-0392-0 LAKEFRONT PARK MARINA PEDESTALS

Professional Services from July 23, 2018 to August 19, 2018

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	1.00	103.00	103.00
LOCKWOOD, SCOTT	1.00	103.00	103.00
Addendum			
LOCKWOOD, SCOTT	1.50	103.00	154.50
Bid opening			
LOCKWOOD, SCOTT	2.00	103.00	206.00
Letter of recommendation			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Prebid meeting			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Review project costs and budget			
SENIOR PROJECT ENGINEER			
VIGNERON, MICHAEL	.50	103.00	51.50
Review Addendum			
PRINTS			
ENGINEERING AIDE TRAINEE			
ANKAWI, MICHELLE	.50	40.50	20.25
Print 3 Full and 3 1/2 Size sets of Plans			
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC			
WILBERDING, ROSS	1.50	83.50	125.25
Asphalt Quotes			
WILBERDING, ROSS	3.00	83.50	250.50
Meeting Minutes, Spec Revisions, Addendum No. 1, new plans for const. services			
WILBERDING, ROSS	2.50	83.50	208.75
Pre-Bid Meeting			
ENGINEERING AIDE III			
WINES, WILLIAM	2.00	70.00	140.00
Bid Tab			
MECHANICAL/ELECTRICAL DESIGN			
SENIOR PROJECT ENGINEER			
EDWARDS, WILLIAM	3.50	103.00	360.50
Totals	21.00		1,929.25
Total Labor			1,929.25

FS
 [Signature]
 9/25/18

Project	0160-0392-0	LAKEFRONT PARK MARINA PEDESTALS	Invoice	0119188
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Total this Invoice **\$1,929.25**

HOURS REPORT/COMMENTS



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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September 18, 2018

Project No: 0160-0396-0

Invoice No: 0119189

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

CITY OF GROSSE PTE. WOODS

PO# 18-44484
585,561.974.201

9/24/2018

CB

OK - FS

9/25/18

Project 0160-0396-0

CAPITAL IMPROVEMENTS, PARKING LOTS

FOR: DESIGN AND CONTRACT AD.

Professional Services from July 23, 2018 to August 19, 2018

Professional Personnel

	Hours	Rate	Amount
PRELIMINARY ENGINEERING			
LICENSED ENG/SUR/ARC			
SALA, JULI	1.00	103.00	103.00
SALA, JULI	1.00	103.00	103.00
8:00-5:00			
QUANTITIES			
GRADUATE ENG/SUR/ARC			
SOMMERS, MICHAEL	7.50	83.50	626.25
SOMMERS, MICHAEL	4.50	83.50	375.75
Measurements and pay item calculations			
SOMMERS, MICHAEL	2.50	83.50	208.75
Pay items for the current week			
SOMMERS, MICHAEL	2.00	83.50	167.00
Pay items for the previous week			
SOMMERS, MICHAEL	.50	83.50	41.75
Pay items, additions/corrections			
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	1.50	103.00	154.50
Estimates for paving option on additional lots and project progress review			
LOCKWOOD, SCOTT	1.50	103.00	154.50
Progress review, cost breakdown to Cathy			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Project review			
LOCKWOOD, SCOTT	1.50	103.00	154.50
Recommendation for Contract Modification			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Review available funds for additional parking lots			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Review numbers for additional lots			
LICENSED ENG/SUR/ARC			
SALA, JULI	.50	103.00	51.50
Contractor coordination			
SALA, JULI	1.00	103.00	103.00
Coordination with contractor, inspector.			
SALA, JULI	2.50	103.00	257.50
Site visit			

Project	0160-0396-0	CAPITAL IMPROVEMENTS, PARKING LOTS		Invoice	0119189
GRADUATE ENG/SUR/ARC					
	WILBERDING, ROSS	.50	83.50	41.75	
	Parking Lot Proposal Revisions				
TEAM LEADER					
	SMITH, BRADLEY	.50	83.50	41.75	
	schedule, questions and concerns				
ENGINEERING AIDE III					
	DE SANDRE, DAVID	3.00	70.00	210.00	
	calculations and checking reports				
	DE SANDRE, DAVID	.50	70.00	35.00	
	Review plans				
	WINES, WILLIAM	1.00	70.00	70.00	
	Contract Modification 1				
	WINES, WILLIAM	2.50	70.00	175.00	
	Estimate 1				
ENGINEERING AIDE TRAINEE					
	ANKAWI, MICHELLE	.70	40.50	28.35	
	Scan and Email Pay Estimate, Create Pay Estimate Spread Sheet				
	ANKAWI, MICHELLE	.50	40.50	20.25	
	Create Contract Mod spreadsheet and file cleanup				
	ANKAWI, MICHELLE	.20	40.50	8.10	
	Filing-File cleanup				
MEETINGS					
GRADUATE ENG/SUR/ARC					
	SOMMERS, MICHAEL	1.00	83.50	83.50	
	Meeting preparations				
	SOMMERS, MICHAEL	2.00	83.50	167.00	
	Progress Meeting and Site walk through				
CONSTRUCTION OBSERVATION					
GRADUATE ENG/SUR/ARC					
	SOMMERS, MICHAEL	63.50	83.50	5,302.25	
	SOMMERS, MICHAEL	3.00	83.50	250.50	
	Inspection of Parking Lots				
	SOMMERS, MICHAEL	5.00	83.50	417.50	
	Inspection of all parking lots				
	SOMMERS, MICHAEL	10.00	83.50	835.00	
	Inspection of City Hall lot and DPW lot				
	SOMMERS, MICHAEL	22.00	83.50	1,837.00	
	Inspection of DPW and City Hall Lot				
ENGINEERING AIDE III					
	BARNES, JOYCE	1.00	70.00	70.00	
	Inspection, no contractor working				
	KOCIS, ROBERT	31.50	70.00	2,205.00	
	pavement removal				
	KOCIS, ROBERT	2.00	70.00	140.00	
	work cancelled due to rain				
	MONTEMAYOR-ESPINOZA, DARIO	8.00	70.00	560.00	
	Setting forms and grading				
CONSTRUCTION ADMINISTRATION					
ENGINEERING AIDE III					
	WINKLE, TODD	.40	70.00	28.00	
	Contract Admin				
	WINKLE, TODD	.80	70.00	56.00	
	Contract Admin				

Project	0160-0396-0	CAPITAL IMPROVEMENTS, PARKING LOTS	Invoice	0119189
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GENERAL

GRADUATE ENG/SUR/ARC

WILBERDING, ROSS	3.00	83.50	250.50
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Estimating Ridgemont and Broadstone Lot Recons

WILBERDING, ROSS	1.50	83.50	125.25
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Revising estimate to correspond with S&J

Totals	194.60		15,767.70
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Total Labor			15,767.70
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Unit Billing

2 PERSON CREW-CONSTRUCTION STAKEOUT	2.5 HOURS @ 141.00	352.50
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3 PERSON CREW-CONSTRUCTION STAKEOUT	4.0 HOURS @ 169.50	678.00
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Total Units		1,030.50	1,030.50
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Billing Limits

	Current	Prior	To-Date
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Total Billings	16,798.20	44,655.25	61,453.45
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Limit			75,000.00
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Remaining			13,546.55
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Total this Invoice	\$16,798.20
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ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
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CITY OF GROSSE POINTE WOODS

September 18, 2018

Project No: 0160-0399-0

Invoice No: 0119190

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

PO#18-44857

592,537.977.40

Project 0160-0399-0 2018 WATERMAIN CAPITAL IMPROVEMENT

9/24/18

Professional Services from July 23, 2018 to August 19, 2018

Professional Personnel

	Hours	Rate	Amount
PRINTS			
ENGINEERING AIDE TRAINEE			
KAERLE, KATHLEEN	.80	40.50	32.40
Plans			
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	1.00	103.00	103.00
LOCKWOOD, SCOTT	.50	103.00	51.50
Contract books			
LOCKWOOD, SCOTT	2.50	103.00	257.50
Preconstruction meeting, minutes and construction considerations			
LOCKWOOD, SCOTT	1.00	103.00	103.00
prep for precon, review Bidigare info			
LOCKWOOD, SCOTT	1.30	103.00	133.90
Review schedule			
GRADUATE ENG/SUR/ARC			
WILBERDING, ROSS	1.00	83.50	83.50
Preparing permit letters, sign in sheet, agendas for precon meeting			
WILBERDING, ROSS	1.50	83.50	125.25
Reproducing wm plans per DEQ revisions			
WILBERDING, ROSS	3.00	83.50	250.50
Reviewing Contract Books/Insurance, transmittal			
WILBERDING, ROSS	1.50	83.50	125.25
Townhall Notice, revisions with Frank			
ENGINEERING AIDE III			
WINES, WILLIAM	1.00	70.00	70.00
File Set Up			
ENGINEERING AIDE TRAINEE			
ANKAWI, MICHELLE	.60	40.50	24.30
Create Project Files and filing			
ANKAWI, MICHELLE	.50	40.50	20.25
Replace sets with revised plans			
CONSTRUCTION OBSERVATION			
ENGINEERING AIDE III			
BROWN, GREGORY	6.00	70.00	420.00
DE SANDRE, DAVID	2.50	70.00	175.00
Attended Precon. Meeting			

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9/25/18

Project	0160-0399-0	2018 WATERMAIN CAPITAL IMPROVEMENT	Invoice	0119190
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CONSTRUCTION ADMINISTRATION

ENGINEERING AIDE III

WINKLE, TODD

1.00

70.00

70.00

Contract Admin, Meet Insp

Totals

25.70

2,045.35

Total Labor

2,045.35

Total this Invoice

\$2,045.35



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

SEP 26 2018

September 18, 2018

Project No: 0160-0400-0

Invoice No: 0119191

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

GROSSE POINTE WOODS

Project 0160-0400-0 2018 CONCRETE PAVEMENT REPAIR PROGRAM

Professional Services from July 23, 2018 to August 19, 2018

Professional Personnel

	Hours	Rate	Amount
PRELIMINARY ENGINEERING			
TEAM LEADER			
VARICALLI, FRANK	3.00	83.50	250.50
VARICALLI, FRANK	3.00	83.50	250.50
field paint prop.cpr loc			
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	2.00	83.50	167.00
Calculate quantities from new field sketches, update work schedule and budget			
MARCUS, PATRICK	1.00	83.50	83.50
Prepare and distribute patching project materials to inspector			
MARCUS, PATRICK	1.00	83.50	83.50
Update and organize work schedule			
MARCUS, PATRICK	1.00	83.50	83.50
Update location list for contractor			
MARCUS, PATRICK	1.00	83.50	83.50
Update work schedule and get location list to contractor			
TEAM LEADER			
VARICALLI, FRANK	3.50	83.50	292.25
VARICALLI, FRANK	1.00	83.50	83.50
proj.co-ord.dis.w/insp.& contr.			
VARICALLI, FRANK	.50	83.50	41.75
Vacation			
ENGINEERING AIDE III			
BARNES, JOYCE	.30	70.00	21.00
Refresh projects to Laptops			
BARNES, JOYCE	.50	70.00	35.00
Review reports			
BARNES, JOYCE	1.50	70.00	105.00
SPS Duties			
BARNES, JOYCE	1.00	70.00	70.00
SPS project status check			

Project	0160-0400-0	2018 CONCRETE PAVEMENT REPAIR PROGRAM	Invoice	0119191
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MEETINGS

TEAM LEADER

VARICALLI, FRANK 1.50 83.50 125.25
site mtg w/dpw & contractor

VARICALLI, FRANK 1.00 83.50 83.50
site visit, mtg. w/insp.

CONSTRUCTION OBSERVATION

ENGINEERING AIDE III

DE SANDRE, DAVID .50 70.00 35.00
calculations and checking reports

ENGINEERING AIDE II

VARICALLI, JOSEPH 8.00 62.00 496.00
Contractor broke and removed concrete on cook road.

VARICALLI, JOSEPH 5.00 62.00 310.00
Sketched and measured addons in GPW.

GIS UPDATES

ENGINEERING AIDE III

DOURJALIAN, ANDREW 1.00 70.00 70.00
Created Dot Map

Totals 39.30 2,937.25

Total Labor

2,937.25

Billing Limits

	Current	Prior	To-Date
Total Billings	2,937.25	23,030.50	25,967.75
Limit			43,000.00
Remaining			17,032.25

Total this Invoice

\$2,937.25

P0 44864

202.451 974.201 \$499.33

203.451.974.201 \$1,189.10

592.537.975.401 \$1,248.82

9/24/2018

[Signature]

OK - FS

[Signature]

9/25/18



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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RECEIVED
SEP 26 2018

September 18, 2018

Project No: 0160-0401-0

Invoice No: 0119192

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

PO# 18-44607
202.451.975.310 \$ 1,972.69
203.451.975.310 \$ 1,974.86
9/24/18
C. Behrens

Project 0160-0401-0 2018 PAVEMENT JOINT & CRACK SEALING

Professional Services from July 23, 2018 to August 19, 2018

Professional Personnel

	Hours	Rate	Amount
PRELIMINARY ENGINEERING			
ENGINEERING AIDE I			
ANDERSON, KEVIN	1.00	56.00	56.00
Joint sealing estimate on Cook			
CONTRACT ADMINISTRATION			
TEAM LEADER			
VARICALLI, FRANK	1.00	83.50	83.50
VARICALLI, FRANK	.50	83.50	41.75
proj.co-ord.dis.w/insp.& contr.			
VARICALLI, FRANK	.50	83.50	41.75
project review mtg.			
VARICALLI, FRANK	.50	83.50	41.75
review quant.for pay est.			
ENGINEERING AIDE III			
DE SANDRE, DAVID	3.00	70.00	210.00
calculations and checking reports			
WINES, WILLIAM	2.00	70.00	140.00
Estimate 1			
WINES, WILLIAM	.50	70.00	35.00
File Set Up			
ENGINEERING AIDE TRAINEE			
ANKAWI, MICHELLE	.20	40.50	8.10
Filing-File cleanup			
ANKAWI, MICHELLE	.50	40.50	20.25
Scan and Email Pay Estimate, Create Pay Estimate Spread Sheet			
CONSTRUCTION OBSERVATION			
ENGINEERING AIDE II			
PROCTOR, RANDALL	2.00	62.00	124.00
a			
PROCTOR, RANDALL	12.50	62.00	775.00
Joint and crack sealing			
PROCTOR, RANDALL	17.50	62.00	1,085.00
Joint sealing			
PROCTOR, RANDALL	11.50	62.00	713.00
Joint sealing.			
Totals	53.20		3,375.10
Total Labor			

REVISED
INVOICE DTW

2947.55
CB
3,375.10

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

9/25/18

Project	0160-0401-0	2018 PAVEMENT JOINT & CRACK SEALING	Invoice	0119192
			Total this Invoice	\$3,375.10



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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SEP 26 2018

September 18, 2018

Project No: 0160-0407-0

Invoice No: 0119193

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

CITY OF GROSSE PTE. WOODS

PO # 18-44856
203,451.977.803 # 9033.86
592,537.975.401 \$ 3689.89
9/24/2018 *W. R. R.*

Project 0160-0407-0 2018 ROAD PROGRAM

Professional Services from July 23, 2018 to August 19, 2018

Professional Personnel

	Hours	Rate	Amount
CONSTRUCTION STAKEOUT			
TEAM LEADER			
CAMPBELL, RANDY	.50	83.50	41.75
Prepared survey notes for the staking of storm sewer structures 1-5 and 8 & 9.			
GAYESKI JR., JOSEPH	1.50	83.50	125.25
proposed from engineering, calc proposed detention near Mack, update files and plots			
PRINTS			
ENGINEERING AIDE TRAINEE			
ANKAWI, MICHELLE	.40	40.50	16.20
Print 6 sets of updated sheets			
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	3.50	103.00	360.50
LOCKWOOD, SCOTT	1.00	103.00	103.00
Construction notice and construction considerations			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Final estimate			
LOCKWOOD, SCOTT	2.00	103.00	206.00
Progress meeting and project review			
LOCKWOOD, SCOTT	1.20	103.00	123.60
Progress meeting review			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Progress review			
LOCKWOOD, SCOTT	4.90	103.00	504.70
Project review and public meeting			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Revised schedule review			
LOCKWOOD, SCOTT	1.50	103.00	154.50
Site visit			
GRADUATE ENG/SUR/ARC			
WILBERDING, ROSS	5.50	83.50	459.25
Field Change Dwg Revisions, Meeting Minutes			
WILBERDING, ROSS	.50	83.50	41.75
HMA Submittal			
WILBERDING, ROSS	1.00	83.50	83.50
Meeting Minutes			

FD
9/25/18

Project	0160-0407-0	2018 ROAD PROGRAM	Invoice	0119193
	WILBERDING, ROSS	2.00 83.50	167.00	
	Meeting Summary, Cook Road Start location and tree removal coordination			
	WILBERDING, ROSS	4.00 83.50	334.00	
	On-Site meeting with Florence, TownHall Meeting			
	WILBERDING, ROSS	2.00 83.50	167.00	
	Progress Meeting			
	WILBERDING, ROSS	.50 83.50	41.75	
	Stanhope Notice, storage			
	WILBERDING, ROSS	1.50 83.50	125.25	
	Submittal Review, Coordinating cook road start and anita detention system meeting			
TEAM LEADER				
	MYSLINSKI, CHARLES	1.00 83.50	83.50	
	Site Visit and Review of Work			
	MYSLINSKI, CHARLES	.50 83.50	41.75	
	Staffing for Cook Rd Work			
	MYSLINSKI, CHARLES	.70 83.50	58.45	
	Time, Mileage, Data Transfer, Staffing ...			
	SMITH, BRADLEY	.50 83.50	41.75	
	download, refresh, timesheet, mileage, idrs, schedule			
	SMITH, BRADLEY	.50 83.50	41.75	
	download, refresh, timesheet, mileage, idrs, schedule			
	SMITH, BRADLEY	1.00 83.50	83.50	
	download, schedule, idr's, timesheet, mileage			
ENGINEERING AIDE III				
	DE SANDRE, DAVID	1.00 70.00	70.00	
	6:00 to 4:30 1/2 hour lunch			
	DE SANDRE, DAVID	4.50 70.00	315.00	
	calculations and checking reports			
	WINES, WILLIAM	1.00 70.00	70.00	
	Contract Modification 5 & 6 / Estimate 9			
	WINES, WILLIAM	1.00 70.00	70.00	
	Contract Modificatuion 6			
	WINES, WILLIAM	1.00 70.00	70.00	
	Estimate 1			
	WINES, WILLIAM	1.00 70.00	70.00	
	IDR / Contract Modification 5			
	WINES, WILLIAM	1.00 70.00	70.00	
	IDR / Quantity Review			
ENGINEERING AIDE TRAINEE				
	ANKAWI, MICHELLE	.40 40.50	16.20	
	File, Sort Plans File Clean up			
	ANKAWI, MICHELLE	.20 40.50	8.10	
	Filing-File cleanup			
	ANKAWI, MICHELLE	.50 40.50	20.25	
	Replace Revised Sheets in the plan sets			
CONSTRUCTION OBSERVATION				
ENGINEERING AIDE III				
	BARNES, JOYCE	2.00 70.00	140.00	
	Check reports			
	BARNES, JOYCE	1.00 70.00	70.00	
	SPS Duties			
	BARNES, JOYCE	1.50 70.00	105.00	
	SPS Duties,report by inspector			
	BARNES, JOYCE	.50 70.00	35.00	
	SPS project status check			
	BROWN, GREGORY	99.50 70.00	6,965.00	

Project	0160-0407-0	2018 ROAD PROGRAM	Invoice	0119193
CONSTRUCTION ADMINISTRATION				
ENGINEERING AIDE III				
WINKLE, TODD	.70	70.00	49.00	
Contract Admin				
WINKLE, TODD	.80	70.00	56.00	
Contract Admin				
Totals	158.30		11,914.25	
Total Labor				11,914.25
Reimbursable Expenses				
REIMB. MISC. EXPENSE				
8/19/2018	CRYSTAL CLEAN	INVOICE NO. 2177	175.00	
	POWERWASHING, LLC			
Total Reimbursables			175.00	175.00
Unit Billing				
2 PERSON CREW-CONSTRUCTION STAKEOUT	4.5 HOURS @	141.00	634.50	
Total Units			634.50	634.50
Total this Invoice				\$12,723.75

Estimate

KE MB. TO 0160-040
Date: Aug 31, 2018
No. 2177

Crystal Clean Powerwashing, LLC

P.O. Box 806491

St. Clair Shores, MI 48080

313-881-1025 Office

www.crystalcleanpressurewash.com

crystalcleandetroit@gmail.com



Presented To:

Frank Schulte

266 Ridgemont Road

Grosse Pointe Farms, MI 48236

Description of Service	Location	Qty	Each	Amount
CEMENT WASH: Wash green spray paint of city sidewalks / driveway Additional Details: Owner; John Dillon 586-596-8689	19758 Ida Lane West; Grosse Pointe Woods, MI 48236	1	\$175.00	\$175.00

If you require further clarification on anything in this estimate, please feel free to call or email us anytime. We look forward to working with you!

* 2 hour minimum for all projects

* Pricing may vary for night and/or weekend work



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SEP 26 2018

CITY OF GROSSE PTE. WOODS

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

September 18, 2018

Project No: 0160-0290-0

Invoice No: 0119195

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

Professional Services from June 25, 2018 to August 19, 2018

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	2.00	103.00	206.00
GW-01 replacement meeting with GLWA			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Timber bridge review			
ARCHITECT			
SENIOR PROJECT ARCHITECT			
ARLOW, JASON	3.50	103.00	360.50
DPW addition estimate			
ARLOW, JASON	.50	103.00	51.50
Drop off bids to GPW			
ARLOW, JASON	.50	103.00	51.50
Find cad plans for LFP mini golf course and release form			
ARLOW, JASON	2.00	103.00	206.00
Records window estimate			
STRUCTURAL			
GRADUATE ENG/SUR/ARC			
CASALE, ANNA	3.00	83.50	250.50
Looking for Cedar Forest products: pre-engineered pavilions. Preparing an email with Lakefront pavilion report and suggestion			
SENIOR PROJECT ENGINEER			
ZAUEL, KEVIN	5.50	103.00	566.50
Submitted salt barn addition estimate, discussion w/Frank, site layout, review with Jason			
ZAUEL, KEVIN	1.00	103.00	103.00
Community salt barn study			
ZAUEL, KEVIN	.50	103.00	51.50
Field inspection of Lakefront pavilion framing			
ZAUEL, KEVIN	1.00	103.00	103.00
Lake Front pavilion framing			
ZAUEL, KEVIN	1.00	103.00	103.00
Lake front pavilion framing analysis			
ZAUEL, KEVIN	6.00	103.00	618.00
Lake front pavilion response, community salt barn estimates			
ZAUEL, KEVIN	2.00	103.00	206.00
Review of cell tower structural calcs			

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

Project	0160-0290-0	GENERAL ENGINEERING	Invoice	0119195
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ZAUEL, KEVIN	.50	103.00	51.50	
Review of prior Lakefront pavilion analysis				
ZAUEL, KEVIN	1.00	103.00	103.00	
Salt storage estimate				
Totals	31.00		3,134.50	
Total Labor				3,134.50

Billing Limits	Current	Prior	To-Date	
Total Billings	3,134.50	3,134.50	6,269.00	
Limit			15,000.00	
Remaining			8,731.00	
		Total this Invoice		\$3,134.50

Outstanding Invoices

Number	Date	Balance
0119185	9/18/2018	3,134.50
Total		3,134.50

PO 44649
101-441-818,000
OK - FI

Adrian 9/25/18
Ernest 9/25/18



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

INVOICE

SEP 26 2018

September 17, 2018

Project No: 0160-0409-0

Invoice No: 0119170

CITY OF GROSSE POINTE WOODS

CITY OF GROSSE PTE. WOODS

ACCOUNTS PAYABLE

20025 MACK AVENUE

GROSSE POINTE WOODS, MI 48236-2397

Project

0160-0409-0

IRRIGATION SEWER CHARGE

Professional Services from July 23, 2018 to August 19, 2018

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
SENIOR PROJECT ENGINEER	3.00	103.00	309.00
MEETINGS			
PRINCIPAL ENGINEER	1.00	103.00	103.00
Totals	4.00		412.00
Total Labor			412.00

Billing Limits

Total Billings
Limit
Remaining

Current

412.00

Prior

0.00

To-Date

412.00
5,000.00
4,588.00

Total this Invoice

\$412.00

PO 44649
592,537.818.000

9/24/2018

C. B. Brown

FS

RS
9/24/18