

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Rescheduled City Council Meeting Agenda
Monday, January 8, 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. MINUTES
 - A. Council 12/18/17
 - B. Committee-of-the-Whole 12/18/17, 12/11/17
 - C. Citizens Recreation Commission 11/14/17
 - D. Historical Commission 11/09/17

7. COMMUNICATIONS
 - A. Poverty Exemption Guidelines
 1. Memo 01/08/18 – Treasurer/Comptroller
 - B. Budget Transfer: Boat Dock Fund
 1. Memo 01/08/18 – Treasurer/Comptroller
 - C. Conference: Michigan Association of Municipal Clerks – Master Academy
 1. Memo 12/21/17 – City Clerk
 2. Master Academy Registration Brochure
 - D. Workshop: Michigan Municipal Treasurer’s Association
 1. Memo 01/08/17 – Treasurer/Comptroller
 2. Email 12/27/17 – Treasurer/Comptroller

8. CLAIMS/ACCOUNTS
 - A. Legal Services
 1. Invoice 12/07/17 - McKenna
 - B. Legal Services
 1. Memo 01/08/18 – Treasurer/Comptroller
 2. Invoice 12/11/17 w/attachment – WCA Assessing
 - C. AEW Outstanding Invoices
 1. Memo 01/08/18 w/attachments – Treasurer/Comptroller
 - D. City Attorneys
 1. Don R. Berschback
 2. Charles T. Berschback

9. NEW BUSINESS/PUBLIC COMMENT

10. ADJOURNMENT

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

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

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

<p>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
12-18-17 - 193

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, DECEMBER 18, 2017, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:31 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 Chip Berschback
Treasurer/Comptroller Behrens
City Clerk Hathaway
Director of Public Safety Kosanke
Director of Public Services Schulte

Motion by Bryant, 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 members were in attendance:

Geri Hilton, Beautification Commission

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

Motion carried by the following vote:

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

The Mayor stated a resident called who was impressed with the clearing of the streets after the recent snow storm.

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

1. City Council Minutes dated December 4, 2017.

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. City Council Minutes dated November 20, 2017, as corrected.

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 minutes be approved as submitted:

1. Committee-of-the-Whole minutes dated December 4, 2017.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **Camera Systems**, that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting on December 11, 2017, and approve an amount not to exceed \$7,285.92 to purchase a new camera system for Lake Front Park from Abel Electronics, and authorize a budget transfer from General Fund Fund Balance Account No. 101-000-699.000 into Account No. 101-774-977.00 in the amount of \$7,285.92.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Bryant, regarding **Application for Permit/License – Solicitor**, that the City Council deny the request from Isiah Fulton for a permit to solicit.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Shetler, regarding **Budget Amendment: Education & Training**, that the City Council authorize a budget transfer in the amount of \$1,500.00 from prior year reserves Account No. 101-000-699.000 into Education & Training Account No. 101-172-960.000.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **Budget Transfer: SAW Grant**, that the City Council authorize a budget transfer in the amount of \$434,101.00 from SAW Grant Construction Account No. 592-537-975.005, into SAW Grant Engineering Account No. 592-537-975.004.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Granger, regarding **Michigan Municipal Executives Winter Institute/Budget Transfer**, that the City Council authorize the City Administrator to attend the Michigan Municipal Executives Winter Institute from January 30 through February 2, 2018, and approve a budget transfer in the amount of \$1,200.00 from prior year reserve Account No. 101-000-699.000 into Administration Training & Seminars Account No. 101-172-958.001; and, to reimburse for any personal expenses incurred upon presentation and verification by the Finance Committee of an itemized Expense Report.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler, regarding **2016-17 Audit – Municipal Court**, that the City Council accept the 2016-17 Fiscal Year Municipal Court audit report as presented by Plante Moran, PLLC.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Bryant, regarding **2016-17 Fiscal Year Comprehensive Annual Financial Report (CAFR)**, that the City Council accept the 2016-17 Fiscal Year CAFR as presented by Plante Moran, PLLC.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by McMullen, regarding **Monthly Financial Report – November 2017**, that the City Council refer this report to the Finance Committee.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **Contract: Cross Connection Control Program**, that the City Council approve a three-year contract with HydroCorp commencing February 1, 2018, through January 31, 2021, to perform 264 inspections over three years, 88 inspections per year, at a cost of \$717.00 per month, for a total three-year cost not to exceed \$25,812.00 to be paid from the Water/Sewer Account No. 592-537-975.395 as follows:

- FY 2017/18 - \$3,585.00;
- FY 2018/19 - \$8,604.00;
- FY 2019/20 - \$8,604.00;
- FY 2020/21 - \$5,019.00.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Shetler, regarding **purchase: Mobile Data Computers – Public Safety**, that the City Council approve the purchase of three mobile data computers from Dell Computers with required docking stations in an amount not to exceed \$9,380.55, funds to be taken from Minor Equipment Fund Account No. 101-310-970.000.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Granger, regarding **purchase: fire gear – Public Safety**, that the City Council approve the purchase of five (5) Super Deluxe coats and five (5) Super Pants with lumbar and suspenders from Apollo Fire Equipment in a total amount not to exceed \$13,105.00, funds to be taken from Account No. 101-339-757.000.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Bryant, regarding **vehicle replacements – Building Department**, that the City Council approve the purchase of a 2018 GMC Sierra Extended Cab Light Duty Truck with a 6' Box from Todd Wenzel Buick GMC, and a 2018 Ford Fusion S from Gorno Ford, both through State bid, for the Building Department's use in a total amount not to exceed \$38,178.00 in accordance with the City Administrator's memo dated December 18, 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 **Wayne County Annual Permits (3)**, that the City Council adopt the Annual Maintenance Resolution, authorize the Director of Public Services to sign the permits, and authorize the City Clerk to forward documentation to Wayne County.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **Wayne County Annual Permits (3)**, that the City Council adopt the Pavement Restoration Resolution, authorize the Director of Public Services to sign the permits, and authorize the City Clerk to forward documentation to Wayne County.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **Wayne County Annual Permits (3)**, that the City Council adopt the Special Events Resolution, authorize the Director of Public Services to sign the permits, and authorize the City Clerk to forward documentation to Wayne County.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, to adjourn tonight's meeting 7:46 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor



MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, DECEMBER 18, 2017, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ALSO PRESENT: City Administrator Smith
City Attorney Chip Berschback
Treasurer/Comptroller Behrens
City Clerk Hathaway
Director of Public Services Schulte

Mayor Novitke called the meeting to order at 7:08 p.m.

Motion by Bryant, 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

Motion by Granger, seconded by Bryant, 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

Discussion ensued regarding **vehicle replacements – Building Department**. The Mayor stated the Treasurer/Comptroller researched vehicle pricing and the difference between the price of a Ford Focus and a Ford Fusion is \$750.00. The Treasurer/Comptroller reported the Building Official stated he and the Electrical/Property Maintenance Inspector are both well over 6' in height, which would justify spending the additional \$750.00 for the additional room that the Fusion would provide. She also stated a Ford pick-up was \$345.00 more than a GMC pick-up truck.

Motion by Bryant, seconded by Shetler, regarding vehicle replacements – Building Department, that the Committee-of-the-Whole recommend the City Council approve the purchase of a 2018 GMC Sierra Extended Cab Light Duty Truck with a 6' box and a 2018 Ford Fusion S in an amount not to exceed \$38,178.00 as outlined in the City Administrator's memo dated December 18, 2018.

Motion carried by the following vote:

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

Motion by Granger, seconded by McMullen, that the previous motion be immediately certified.

Motion carried by the following vote:

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

New Business:

- The Mayor discussed the City Engineer's invoices and reminded administration to place the invoices on the Council agenda because they require the approval of the City Council.
- A brief discussion was held regarding a typographical error in the CAFR.

Motion by McConaghy, seconded by Shetler, that vehicle replacements be removed from the Committee-of-the-Whole.

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 meeting of the Committee-of-the-Whole be adjourned at 7:19 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, DECEMBER 11, 2017, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ALSO PRESENT: City Administrator Smith
Treasurer/Comptroller Behrens
Director of Public Safety Kosanke
Director of Public Services Schulte
Recreation Supervisor Gerhart
Deputy City Clerk Gerhart

Mayor Novitke called the meeting to order at 7:09 p.m.

Motion by Bryant, seconded by Shetler, to excuse Council Member McConaghy from tonight's meeting.

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

The first item discussed was **Sale of Fire Engine 5A**. The Director of Public Safety stated that because of the age and mechanical condition of Engine 5A, it was no longer suitable for active service. The space currently used in the apparatus bay that houses the fire engine will be used for the future combined lock-up facility. Appraisals were requested from several companies, but only one appraisal was received from Brindlee Mountain Fire Apparatus in Union Grove, Alabama. They estimated that a vehicle in the condition of Engine 5A would typically sell in the range of \$5,000.00 to \$12,000.00. The Director of Public Safety stated that he does not foresee the need to replace this engine. He stated that the vehicle will be sold as is and the buyer will be responsible for picking up the vehicle. There was a consensus of the Committee that the Director of Public Safety solicit bids for Fire Engine 5A with the understanding any offer is to be approved by City Council prior to being finalized.

Motion by Bryant, seconded by Granger, to remove the item regarding Sale of Fire Engine 5A from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

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

No: None

Absent: McConaghy

Hearing no objections, **Vehicle Replacement** was taken out of order. The City Administrator provided an overview of vehicles that are being proposed for replacement. Administration recommended replacing the 2004 Crown Victoria Police Interceptor, 2004 Pontiac Grand Prix, and 2006 Jeep Wrangler with a 2018 Ford Fusion S through a lease-to-own program with Comerica Bank. Administration also proposed turning over the Building Official's current 2015 GMC Sierra 4D Pick-Up truck to the Director of Public Services and replacing it with a 2018 Ford Light-Duty Truck with an 8' box that would better suit the needs of the Building Department. The City Administrator stated that the vehicles they are looking to replace all suffer from significant mechanical issues. The Committee discussed the City's future vehicle needs. The Director of Public Services stated he has begun preparing a 5-year outlook for vehicle replacement to assist in the budgeting process. Discussion was held regarding the potential of returning to the system of retiring vehicles from the Public Safety fleet and assigning the vehicles to Administration. The Director of Public Safety stated that as a result of the reduction in the frequency of Public Safety vehicles being retired, he would not recommend turning the vehicles over because of the age and mechanical condition. The Committee discussed whether a Ford Focus would meet the City's needs rather than a Ford Fusion. The Treasurer/Comptroller was asked to analyze the cost difference between the two vehicles and report back to the Committee on December 18, 2017.

The next item discussed was regarding **Public Safety Authority**. Administration provided a brief overview of the work Steve Duchane has completed to date. He stated that Mr. Duchane has identified several potential partners of which to form a Public Safety Authority, but as a result of the holidays discussions have been limited. The Committee discussed the attributes of the various potential partners. Administration was asked to follow up with Mr. Duchane after the holidays. The City Clerk was directed to ensure that should the City have language for both a Public Safety Authority and a Headlee amendment certified, that the City would have the option of removing one of the proposals. The City Administrator and Treasurer/Comptroller were asked to begin preparing ballot proposal language for a Headlee override. The Treasurer/Comptroller distributed information regarding the City of Grosse Pointe Park Headlee override for Public Safety, approved in November 2016. The City Clerk was directed to work with administration regarding ballot proposal language and determine if the proposal language could be written so that the funds would be directed to Public Safety. This item is be re-addressed at the Committee-of-the-Whole meeting on January 29, 2018.

The next item discussed was regarding **Fiscal Forecasting**. The Treasurer/Comptroller distributed an overview of the current maximum allowable millage rate for 2017 and the additional tax revenue that each of these millage increases would generate. Discussion was held regarding whether the City should expend some of the General Fund Fund Balance on municipal improvements or wait for a potential millage increase to eliminate the structural deficit prior to expending the funds. The Director of Public Services was directed to verify the cost of re-surfacing or re-paving Stanhope, Brys, and Lochmoor.

The Treasurer/Comptroller then presented an updated fiscal forecast based upon the actual audited budget for 2016-17 and the amended budget for 2017-18. This projection identified that the City's structural deficit could potentially be eliminated by 2024-25. The second scenario she presented was a 4 mill increase, which would eliminate the structural fund balance in 2019-20 and would increase the fund balance to \$30,460,648.00 in 2027-28. The third scenario presented was a 2 mill increase that would eliminate the structural deficit in 2019-20 and increase the fund balance to \$16,804,091.00 by 2027-28. These forecasts are based on continued cost containment and do not include increases to personnel, services, or road improvements. The Treasurer/Comptroller was asked to create a fiscal forecast based upon a 3 mill increase. This item is to be addressed at a Committee-of-the-Whole meeting on January 29, 2018, and the City Administrator was directed to check on Mr. Duchane's availability to attend the meeting.

The next item discussed was regarding **Camera Systems**. The Director of Public Services provided an overview of the current system and its limitations. The Director of Public Services recommended the City replace the existing 8 channel DVR with a 16 channel DVR, add one camera in each of the two activity center recreation rooms, and add a total of 4 microphones in the gym, main lobby, and both recreation rooms. He believes that the addition of the extra cameras will help to prevent problems at Lake Front Park and assist in the resolution of any problems by providing video evidence. Discussion was held regarding the need to post notices that the areas are under surveillance, including in the City Hall lobby. Administration was directed to assess if there was a need to install additional surveillance around City Hall. Discussion was held regarding the need to create a written policy regarding the retention of the videos, to be consistent with the Public Safety dashcam retention schedule.

Motion by Granger, seconded by Shetler, regarding camera systems, that the Committee-of-the-Whole recommend that City Council approve an amount not to exceed \$7,285.92 to purchase a new camera system for Lake Front Park from Abel Electronics, and authorize a budget transfer from the General Fund Fund Balance Account No. 101-000-699.000 into Account No. 101-774-977.00 in the amount of \$7,285.92.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Shetler, to remove the item regarding Camera Systems from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

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

The following items were discussed under New Business/Public Comment:

- The Recreation Supervisor distributed a memo regarding attaching resident's photo to their park passes to help enhance security. As a result of the park passes already being ordered for 2018, the physical photo will not be printed on the card until 2019, but the photo will appear on the screen when the pass is scanned at the front gate of Lake Front Park. She is recommending that after the first year where everyone must have their photo taken having residents be required to come in for a new photography on a 3-year rotating basis. She stated that the additional camera would cost \$30.00 and no additional funds would be required to implement the change. The City Administrator was asked to consult with the City Attorney on how to proceed with the photo requirements of individuals in religious attire. It was the consensus of the Committee to authorize the Recreation Supervisor to proceed with the proposed change.
- The Director of Public Services provided an overview of the proposed notice that will be mailed to all residents regarding their new rubbish pick-up date. The Director was asked to add a sentence directing residents to check the City calendar for holiday delays.
- The Mayor discussed the problem of waiting for actuarial reports from Rodwan Consulting Company. The Treasurer/Comptroller is currently requesting quotes for actuarial services. This item is to be addressed at the February Pension Board meeting.

Motion by Bryant, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 9:36 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Steve Gerhart
Deputy City Clerk

Robert E. Novitke
Mayor

6C

Citizen's Recreation Commission Meeting Minutes
Meeting of the Citizen's Recreation Commission held on November 14, 2017 at
Grosse Pointe Woods, Michigan

CALLED TO ORDER: 7:10

RECEIVED

PRESENT:

Barb Janutol
Mark Miller
Tony Rennpage

ABSENT:

Bill Babcock
Gib Heim
Tom Jerger
Mike Soviak
Christine Ventimiglia
Amanda York

NOV 16 2017

CITY OF GROSSE PTE. WOODS

approved by
commission
12-12-17

ALSO PRESENT:

Nicole Byron

NO QUORUM

SUPERVISOR'S REPORT:

Polar Express is almost sold out.

Power boxes and electricity for the boat wells are currently being installed.

Park programs are ongoing.

COUNCIL MEETING REPORT:

Ms. Byron read the following report from Mr. Shetler.

Newly elected Council members were sworn in. Councilman Bryant is the Mayor Pro-Tem.

Regular business is ongoing.

OLD BUSINESS:

The Jack Boni Perch Derby donor thank-you letters were again, not ready for this meeting. Signing will be at the December meeting.

NEW BUSINESS:

None

ADJOURNMENT:

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

Meeting Adjourned at 7:20 pm.

Respectfully submitted by: Barb Janutol, Secretary

RECEIVED

DEC 22 2017

CITY OF GROSSE POINTE WOODS

Approved by
Commission

City of Grosse Pointe Woods Historical Commission Minutes
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236
Conference Room at City Hall
November 9, 2017

1. Call to Order

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:31 p.m. by Chairperson Lynne Millies. 12-14-17

2. Roll Call

Present: Del Harkenrider, Suzanne Kent, Lynne Millies, Sean Murphy, John Parthum, Becky Veitengruber, Giles Wilborn

Excused: Mary Kaye Ferry, Frank Romano

Unexcused: Shirley Hartert, Phil Whitman

Also Present: Council Representative Mike Koester, City Employee Nicole Gerhart

3. Approval of Agenda

Motion by Parthum, seconded by Veitengruber, to amend the agenda for November 9th, 2017, moving 5. Items B. 2. Policies, before 5A. Ayes: 7, Nays: 0, Absent: 4. Motion carried.

Motion by Harkenrider, seconded by Murphy, to accept the agenda as amended. Ayes: 7, Nays: 0, Absent: 4. Motion carried.

4. Approval of Minutes

Motion by Parthum, seconded by Murphy, to approve the October 12th, 2017 minutes as presented. Ayes: 7, Nays: 0, Absent: 4. Motion carried.

5. Items

A. Report of Treasurer:

1. Parthum reported that the commission balance is \$2,362.00. The Cook Schoolhouse balance is \$5,444.11.
2. Parthum shared reports containing records of donated objects and money to the Cook Schoolhouse.
3. Parthum shared a list with commission containing responsibilities of treasure.

B. Cook Schoolhouse:

1. **October Open House:** 13 visitors, \$8.00 raised in donations.
2. **Policies:** Millies shared concerns on behalf of the commission, with Nicole Gerhart, about Cook Schoolhouse. Discussion ensued.

3. **Repairs:** Parthum noted some work had been done to Cook Schoolhouse, such as repairs to some roof shingles and a door frame.

C. Commission Files:

1. **File Cabinet:** The new cabinet arrived on November 9th. Hanging file frames were ordered.
2. **Research:** Millies and Parthum volunteered their time to assist a request for photos.

6. Old Business

Membership: Commission discussed membership.

7. New Business

Record Keeping: suggestions were made to help keep members organized (i.e. 3-ring binder with tab organizers)

8. Public and Commissioner Comments

- A. Millies invited Kent to bring projector and show slides at our December meeting.
- B. Parthum invited the commission to attend the next city council meeting to witness the swearing in of the newly elected council members.

9. Adjournment

The meeting adjourned at 9:00 p.m. by chairperson Millies.

Respectfully submitted:

Becky Veitengruber, Secretary

***The next meeting of the Grosse Pointe Woods Historical Commission will take place on
December 14th, 2017 at 7:30 p.m. in the Conference Room at City Hall, 20025 Mack Plaza
Drive, Grosse Pointe Woods, MI 48236***




CITY OF GROSSE POINTE WOODS
Office of the Treasurer/Comptroller

Memorandum

7A

RECEIVED
DEC 20 2017
CITY OF GROSSE PTE. WOODS

DATE: January 8, 2018
TO: Mayor Novitke and City Council
FROM: Cathrene Behrens, Treasurer/Comptroller 
SUBJECT: Poverty Exemption Guidelines

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002. Local governing bodies are required to adopt guidelines that set forth income levels for their poverty exemption guidelines and those income levels ***shall not be set lower*** by a city or township than the federal poverty guidelines updated annually by the US Department of Health and Human Services.

This means, for example, that the income level for a household of 3 persons shall not be set lower than \$20,420, which is the amount showing on the attached chart.

Listed below are the 2018 Federal Poverty Guidelines which WCA recommends using when the Board of Review considers 2018 Poverty Exemption applications.

Recommendation

I am respectfully requesting City Council approve the 2018 Poverty Guidelines as presented below which was published by the US Department of Health and Human Services.

2018 Federal Poverty Guidelines

Size of Family Unit	Poverty Guidelines
1	\$12,060
2	\$16,240
3	\$20,420
4	\$24,600
5	\$28,780
6	\$32,960
7	\$37,140
8	\$41,320
For each additional person,	Add \$4,180



CITY OF GROSSE POINTE WOODS

Office of the Treasurer/Comptroller

Memorandum


RECEIVED

DEC 20 2017

CITY OF GROSSE PTE. WOODS

DATE: January 8, 2018

TO: Mayor Novitke and City Council

FROM: Cathrene Behrens, Treasurer/Comptroller 

SUBJECT: Boat Dock Fund Budget Transfer

At the council meeting held on December 18, 2017 the City Council authorized the expense of the EZ Port Floating Docks at Lake Front Park in the amount of \$22,944. This purchase was paid from budget line 594-785-818.000, Contractual Services and should have been expensed from line 594-785-977.000, Equipment. The addition of the floating docks is considered a fixed asset and fixed asset should, as a rule, be purchased from equipment, capital improvement and vehicle purchase budget lines.


I am requesting the City Council authorize a budget transfer of \$22,944 from budget line 594-785-818.000, Contractual Services into budget line 594-785-977.000, Equipment.

Thank you.

CITY OF GROSSE POINTE WOODS
Office of the City Clerk

7C

Memorandum

DATE: December 21, 2017
TO: Mayor and City Council
FROM: Lisa Hathaway, City Clerk 
SUBJECT: 2018 MAMC Master Academy

I am requesting to attend the Michigan Association of Municipal Clerk's (MAMC) Master Academy being held at the Comfort Inn and Conference Center in Mt. Pleasant, MI, beginning Tuesday, March 20, 2017, through Thursday, March 22, 2017, at a cost not to exceed \$1,000.00. This is a budgeted item included in the FY 2017/18 budget in the amount of \$1,000.00, Training and Seminars Account No. 101-215-958.001. Points awarded for attending this academy will be applied toward maintaining certification.

Thank you for your consideration.



MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

Comfort Inn Hotel & Suites Conference Center in Mt. Pleasant, Michigan

INSTITUTE

March 11-16, 2018

REGISTRATION

Registration is open to all municipal, county, and township clerks and deputy clerks in Michigan. If you are not a clerk or a deputy clerk, you must include a letter of endorsement from the clerk from organization in order to attend.

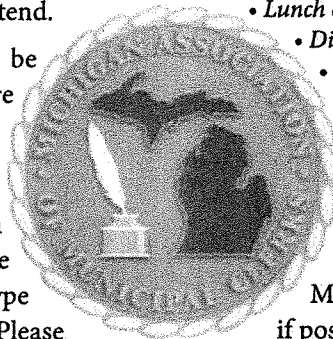
MAMC membership dues for 2018 must be paid at the time you register. Dues forms are available on the MAMC website.

www.michiganclerks.org/about/membership.aspx

The Institute and Master Academy registration forms are posted on the website. They are in a pdf format that will allow you to just type the information into the form and print it. Please remember to keep a copy for your records. MAMC now accepts credit card payments and on-line registration.

CANCELLATION POLICY

Cancellation requests must be made in writing and email to: info@michiganclerks.org or faxed to GCSI at 517-371-1170. Advance registrations cancelled by 5:00 pm no later than 14 business days prior to the conference date will receive a full refund minus a \$50.00 cancellation fee. Cancellation requests received after 14 business days prior to the conference date or no shows will be charged the full registration fee and are not entitled to any refund.



INSTITUTE REGISTRATION FEE

MAMC Member – **\$600*** Non-member – **\$650***

*payment postmarked on or before February 23, 2018

PAYMENT POSTMARKED AFTER FEBRUARY 23, 2018 ADD \$50.

(\$650 MAMC MEMBER/\$700 NON-MEMBER)

Institute registration fee includes instructional costs, course materials and the some meals. The food is great at the Conference Center. Here is a list of the meals that will be covered by the registration fee.

- Lunch on Monday, Tuesday, Thursday and Friday
- Dinner on Sunday and Thursday
- Breaks with beverages and snacks each morning and afternoon
- Continental breakfast is provided by the Comfort Inn each morning in the lobby

MASTER ACADEMY

REGISTRATION FEE \$150 PER DAY

Members and non-members add a late fee of \$50 if postmarked. After February 28, 2018.

(LATE FEE IS ONE TIME ONLY, NOT \$50 PER DAY IF REGISTERING FOR MULTIPLE DAYS)

Master Academy registration fee includes sessions, materials, and certificate of completion for each day attended. Lunch will be provided each day. You are on your own for dinner. A complimentary continental breakfast is provided by the Comfort Inn & Suites for hotel guests. Lodging is separate.

MAMC accepts credit card payments and on-line registration

MASTER ACADEMY

March 20-22, 2018

ATTIRE AT THE INSTITUTE AND MASTER ACADEMY

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



ACCOMMODATIONS

Lodging is not included in the registration fee. A block of rooms has been reserved for MAMC Institute at the newly renovated Comfort Inn Hotel & Suites and Conference Center until February 23, 2018. Single occupancy rooms are available at reduced rates starting at \$75 plus tax. If you wish to share a room, you must provide the name of your roommate to the hotel. Identify yourself as a "MAMC" participant when making reservations. Provide your agency's tax- exempt number to avoid the state taxes.



Comfort Inn Hotel & Suites Conference Center

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

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



MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS MASTER ACADEMY SCHEDULE

Comfort Inn Conference Center, Mt. Pleasant, Michigan
March 20 - 22, 2018

TUESDAY, March 20

8:00 AM – 8:45 AM
REGISTRATION

8:45 AM – Noon
MAINTAIN HIGH LEVELS
OF CUSTOMER SERVICE
WITH INCREASINGLY MORE
DEMANDING AND
DISGRUNTLED PUBLIC

Lewis G. Bender, Ph.D.
Professor Emeritus
Southern Illinois University
Edwardsville
Institute Director

12:45 AM – 4:00 PM
VIOLENCE IN THE WORKPLACE:
ARE WE PREPARED?

- Define workplace violence
- Recognize the Warning Signs/
Behavioral Indicators related to
Workplace Violence
- Recognize the significance of
Escalation of Behaviors
- Identify the Myths related to
Workplace Violence
- Identify Attack Related
Behaviors
- State the Key Components of the
Attack Cycle

Larry "Nick" Nicholson, Ph.D.
The Nicholson Group, LLC

WEDNESDAY, March 21

8:00 AM – 8:45 AM
REGISTRATION

8:45 AM – 10:00 AM
LEGISLATIVE UPDATE

Current issues of interest to all
Michigan communities.

Judy Allen, Director, Legislative Affairs
Michigan Townships Association

Jennifer Venema, CMC, CMMC
Clerk, Charter Township of Caledonia
2nd Vice President, Michigan Assoc.
of Municipal Clerks

10:15 – Noon
UNDERSTANDING ADA

This session will provide information
about what this important law requires
in terms of web site compliance.

Sharon LaPointe
LaPointe and Butler, P.C.

12:45 PM – 4:00 PM
LEGAL UPDATE

Regardless of whether or not you have
direct HR responsibilities -this session
that focuses on HR and Employment
issues will cover information that is
useful and valuable to Clerks.

Rick Fanning, Partner
Keller Thoma Law Firm

THURSDAY, March 22

8:00 AM – 8:45 AM
REGISTRATION

8:45 AM – Noon
HOW TO BECOME A SUPERIOR
COMMUNICATOR

- 3 keys that make
communication work
- 8 ways to improve your listening
skills
- Master non-verbal
communication
- How to effectively convey and
receive directions
- How to handle interruptions
with ease

Doug Cartland
Founder, DCI

12:45 PM – 4:00 PM
PRESENTATION SKILLS

- Gain influence by honing your
presentation skills
- Discover the importance of your
nonverbal language
- 14 presentation skills that will
take your presentation skills
right to the top
- 4 powerful techniques that will
help engage your audience
- Never fear making a
presentation again!

Doug Cartland
Founder, DCI

MASTER ACADEMY NOTES:

- Registration 8:00 - 8:45 AM; Lunch provided Noon - 12:45 PM
- On your own for dinner.
- Certificates of completion will be provided at the end of each day.
- Six hours of instruction earns 3 points toward IIMC and 2 points for MAMC certification.



MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS MASTER ACADEMY REGISTRATION

Comfort Inn Hotel & Suites Conference Center, Mt. Pleasant, Michigan | March 20 - 22, 2018

The registration deadline is February 28, 2018

(Please print or type. You may enter information into this PDF form if accessed on the website.)

First Name _____ Last Name _____
(Print your name as you wish it to appear on your certificate. Include CMC/MMC/CMMC information if you want it included.)

Preferred Name _____ Title _____
(For your name tag)

Organization _____ Address _____

City _____ State _____ Postal Code _____

Email _____ Phone (_____) _____
(Confirmation information will be sent via email so please print or type clearly.)

Please indicate any special needs such as a disability, hearing, visual, diet, etc: _____

Master Academy Registration Fee - \$150.00 per day

- Non-members add \$50.00 to the registration fee. (One time only, not \$50 per day)
- The registration deadline is February 28, 2018.
- MAMC accepts credit card payments and on line registration. www.michiganclerks.org/Events.aspx
- Fee includes sessions, materials, and certificate of completion for each day attended.
- Lunch will be provided each day. You are on your own for dinner.
- A complimentary continental breakfast provided by the Comfort Inn & Suites for hotel guests.
- Note that payment must accompany registration form in order to receive the early discount.
- Faxing or emailing registration forms before the deadline does not avoid the late charge.
- Members and non-members add a late fee of \$50 if postmarked after February 28, 2018. (Late fee is one time only, not \$50 per day if registering for multiple days)
- Lodging is separate. A block of rooms has been reserved at the Comfort Inn Hotel & Suites at a special rate of \$75 per night. [CLICK HERE](#) for a direct link or call 989-772-4000 for reservations and indicate that you are with MAMC.
- Questions can be sent to the program coordinator Mary Bender at: mbender102@aol.com.

MAMC Cancellation Policy

Cancellation requests must be made in writing and email to: info@michiganclerks.org or faxed to GCSI at 517-371-1170. Advance registrations cancelled by the deadline will receive a full refund minus the \$50.00 cancellation fee. Cancellation requests received after the deadline, no-shows and instances where participants need to leave the event before it is over will be charged the full registration fee and are not entitled to any refund.

Indicate the day(s) you plan to attend:

Three days, March 20, 21, 22 - postmarked on or before February 28.	_____	\$450.00
Tuesday, March 20 - postmarked on or before February 28.	_____	\$150.00
Wednesday, March 21 - postmarked on or before February 28.	_____	\$150.00
Thursday, March 22 - postmarked on or before February 28.	_____	\$150.00
Not an MAMC member? Add non-member charge of \$50.00.	_____	\$50.00
Postmarked after February 28, add \$50.00 late fee.	_____	\$50.00

TOTAL ENCLOSED _____

MAIL THIS FORM TO:

MAMC
120 North Washington Square
Suite 110A
Lansing, MI 48933

Please include a check payable to MAMC with mail-in registrations.

Return by February 28 to avoid the \$50.00 late fee. Sorry, no exceptions.

Please do not fax or email registration materials.

MAMC accepts credit card payments and online registration.

www.michiganclerks.org/Events.aspx

Be sure to keep a copy of this form for your records.



CITY OF GROSSE POINTE WOODS
Office of the Treasurer/Comptroller

70

Memorandum

DATE: January 8, 2018
TO: Mayor Novitke and City Council
FROM: Cathrene Behrens, Treasurer/Comptroller
SUBJECT: Training Request

I am requesting Council authorization to attend the two-day Michigan Municipal Treasurer's Association workshop being held on January 18-19, 2018 in Lansing, Michigan. The cost for both days, early-bird registration, is \$148.00. I would commute from my home to save lodging expenses for total miles of 271.6 at the 2018 rate of \$0.545. Lunch is generally included in the Winter Workshop.

I have attached the workshop agenda and I believe that the workshop will provide some benefits as they are addressing topic which include Delinquent Personal Property Tax, Drafting Fraud Policies and multiple legislative updates.

I am requesting Council authorization to attend this training. Funds were budgeted in in the amount of \$500, which is adequate to cover both the registration and travel expense, with an estimated total of \$296.02.

Thank you for your consideration.

Department Head Signature

Fund Certification:

I hereby certify that unencumbered funds are available for the above purchase, and that the account number has been verified; Education & Training, 101-223-958.001 with a current balance of \$2,423.29.

Treasurer/Comptroller Signature

Cathy Behrens

From: MMTA Association Manager <mailservice@clubrunner.ca>
Sent: Wednesday, December 27, 2017 8:52 AM
To: Cathy Behrens
Cc: info@dovetailvs.com
Subject: Registration Confirmation for 2018 Winter Workshop

Hello Cathrene,

You have successfully registered for the 2018 Winter Workshop!

You have selected to pay by check. Minimum amount due now is: \$148.00, outstanding balance is \$148.00.

Please make check payable to:
Michigan Municipal Treasurers Association
P.O. Box 324 • Tawas City, MI 48764

If you have any questions regarding your event registration please contact:

MMTA Association Manager,
Telephone: 989.820.8389
Email: info@dovetailvs.com

Please find your registration details below:

Event Name: **2018 Winter Workshop**
Registration #: **429004**
Registration Date: **Dec 27 2017**

Registrant Information

contact

First Name Cathrene
Last Name Behrens
Title Treasurer/Comptroller
Organization City of Grosse Pointe Woods
Phone 313.343.2604
Address 1 20025 Mack Plaza Drive
Address 2
City Grosse Pointe woods
State MI
Zip 48236
Email cbehrens@gpwmi.us

Order Detail

Qty	Description	GST/Fed Tax	PST/State Tax	Price	Total
Cathrene Behrens (All Attendees)					
1	Thursday & Friday All Sessions, MMTA Member Attend the entire conference; MMTA municipal or associate membership required.	-	-	\$148.00	\$148.00

Total: \$148.00

Payment History

Date	Type	Reference No.	Charges	Payments
Dec 27 2017	Registration #		\$148.00	
No Payments				

Balance: \$148.00

Questionnaire

Question

Cathrene Behrens

Minimum amount due now: \$148.00

Total outstanding balance: \$148.00This message is automatically generated by MyEventRunner #. Powered by Doxess.



MCKENNA

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

8A

Mr. Charles Berschback
Attorney at Law
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

December 7, 2017

Invoice No: 21760 - 1

RECEIVED

DEC 20 2017

Project 21760 Grosse Pointe Woods Regulated Use Ordinance

Professional Services from November 1, 2017 to November 30, 2017

Professional Services

Prepare first draft of regulated use ordinance.

Contract Amount

Total Fee 2,000.00

Percent Complete 35.00 Total Earned 700.00

Previous Fee Billing 0.00

Total Fee \$700.00

Invoice Total \$700.00

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

101.210.801.301


12/14/2017



CITY OF GROSSE POINTE WOODS
Office of the Treasurer/Comptroller

Memorandum

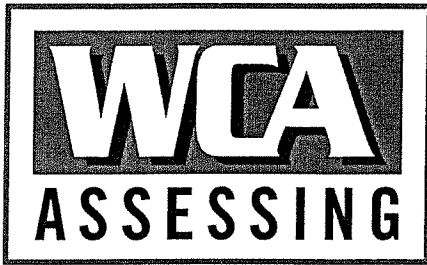
8B
RECEIVED
DEC 22 2017
CITY OF GROSSE PTE WOODS

DATE: January 8, 2018
TO: Mayor Novitke and City Council
FROM: Cathrene Behrens, Treasurer/Comptroller 
SUBJECT: WCA Assessing Invoice

Please find attached a copy of the November 2017 Invoice from WCA for services rendered by Hallahan & Associates, PC. The invoice from WCA lists a total of \$1,578.66 and the invoice from Hallahan & Associates, PC totals \$1,758.66. This \$180.00 difference was remitted to WCA on check # 47502 on 9/14/2017. This \$180.00 is shown on the Hallahan & Associates, PC invoice on the last page under "90 days". I spoke with WCA regarding this and they advised that the check and invoice crossed in the mail and that payment of the \$1,578.66 brings our account balance to zero.

If you have any further questions, please don't hesitate to call.

Thank you.



RECEIVED

DEC 19 2017

CITY OF GROSSE PTE. WOODS

December 11, 2017

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

RE: Legal Services – November 2017

Legal services rendered :

Invoice # 15017 (attached).....\$ 1,578.66

Total..... \$ 1,578.66

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lynette Hobyak", is written over a horizontal line. The signature is stylized and cursive.

Lynette Hobyak
Business Manager

38110 Executive Drive, Suite 100
Westland, MI 48185

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

Hallahan & Associates, P.C.

Attorneys at Law

1750 S. Telegraph Road, Suite 202
Bloomfield Hills, Michigan 48302-0179
(248) 731-3089

Email

December 4, 2017

City of Grosse Pointe Woods
c/o WCA Assessing
Aaron P. Powers, MMAO, Managing Director
38110 Executive
Westland, MI 48185

Please include Invoice No.
with your payment

Invoice No. 15017

\$1,758.66

Professional services rendered through November 30, 2017

			Hours	Amount
<u>DRSN Real Estate GP LLC - 17-001117</u>				
11/09/17	SAO	Review petitioner's discovery answers; discuss with L. Hallahan; send to client; review response from client and begin drafting motion to compel.	0.80	121.08
	LMH	Communicate with Seth O'Loughlin; fact investigation regarding discovery.	0.20	30.27
11/10/17	SAO	Continue drafting motion to compel and for costs; review 2014 appeal to ensure accuracy; phone call with M. Ellis.	4.70	711.35
	LMH	Communicate with Seth O'Loughlin; telephone conference with Eric Dunlap; fact investigation regarding discovery.	0.70	105.95
11/13/17	SAO	Communicate with B. Ellis regarding public information on property; review information; email B. Ellis and A. Powers; review email from A. Powers; make edits to motion to compel and present to L. Hallahan; discuss with client; make final edits and send for review.	1.70	257.30
	LMH	Review/analyze draft motion to Compel; communicate with Seth O'Loughlin; telephone conference with Aaron Powers; prepare email to City Attorney.	1.10	166.49
11/15/17	SAO	Prepare and file compel and costs; draft correspondence to opposing counsel; assemble and prepare exhibits; efile and update case access chart.	0.80	121.08
11/17/17	SAO	Communicate with opposing counsel regarding motion.	0.10	15.14
Subtotal:			10.10	1,528.66
Professional services rendered			10.10	\$1,528.66

Timekeeper Summary

Name	Hours	Rate
Laura M. Hallahan	2.00	151.35
Seth A. O'Loughlin	8.10	151.35

Expenses/Costs:

DRSN Real Estate GP LLC - 17-001117

11/15/17	Motion fee - efiled, motion to compel, motion for costs.	50.00
Subtotal:		50.00

	<u>Amount</u>
Total additional charges	\$50.00

Total amount of this bill	\$1,578.66
----------------------------------	------------

Previous balance	\$1,837.32
-------------------------	------------

Accounts receivable transactions

12/1/2017 Payment received (\$6,038.01) from WCA Assessing. Check No. 12684.	(\$1,657.32)
--	--------------

Total payments and adjustments	(\$1,657.32)
---------------------------------------	--------------

AMOUNT DUE	<u>\$1,758.66</u>
-------------------	--------------------------

<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120 Days</u>
1,578.66	0.00	0.00	180.00	0.00



CITY OF GROSSE POINTE WOODS
Office of the Treasurer/Comptroller

8C

Memorandum

DATE: January 8, 2018
TO: Mayor Novitke and City Council
FROM: Cathrene Behrens, Treasurer/Comptroller
SUBJECT: AEW Outstanding Invoices

(Handwritten initials AB in a circle)

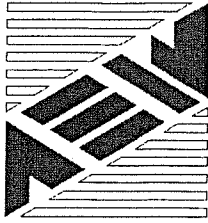
The following invoices have been submitted for payment to the City by AEW as follows:

Invoice Date	Invoice #	Project Name	Amount	Budget Line
12/6/2017	0116177	SAW Grant	\$4,420.00	592-537-975.004 Water Fund
12/6/2017	0116179	2017-18 Road Construction**	\$12,355.05	592-537-977.310 Water Fund
12/6/2017	0115922	GPW/GPW Public Safety Consolidation	\$2,300.00	401-902-977.102 Municipal Improvements
12/6/2017	0115921	Capital Improvement Bids (CI Bonds)	\$2,500.00	420-902-977.103 Capital Improvements
12/6/2017	0116191	Concrete Payment Repair**	\$3,907.75	Major/Local/Water Fund Split
12/6/2017	0116178	DTE Gas Main Construction Oversight	\$1,752.75	DTE Paid Liability Account Fund
12/6/2017	0116180	2017-18 Water Rate Study	\$72.10	Water Fund
12/6/2017	0116184	2017-18 GIS Maintenance	\$835.00	592-537-977.000 Water Fund
TOTAL			\$28,142.65	

**Invoices from G2 Consulting Group LLC are referenced and attached to AEW invoices. G2 Consulting is a sub-contracting firm that AEW uses for geo-thermal engineering.

Reviewed:

(Handwritten signature of Bruce Smith)
Bruce Smith, City Administrator



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

December 6, 2017

Project No: 0160-0364-0

Invoice No: 0116177

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

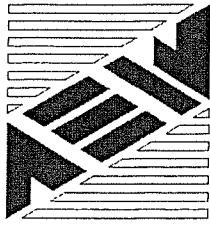
Project 0160-0364-0 SAW GRANT-WASTEWATER ASSET MGT PLAN

Professional Services from October 16, 2017 to November 12, 2017

Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
PRINCIPAL ENGINEER	15.50	103.00	1,596.50	
CONTRACT ADMINISTRATION				
GRADUATE ENG/SUR/ARC	.50	83.50	41.75	
TEAM LEADER	7.00	83.50	584.50	
MEETINGS				
TEAM LEADER	1.50	83.50	125.25	
DATABASE				
ENGINEERING AIDE III	25.60	70.00	1,792.00	
GIS UPDATES				
ENGINEERING AIDE III	4.00	70.00	280.00	
Totals	54.10		4,420.00	
Total Labor				4,420.00
		Total this Invoice		\$4,420.00

P.O. 43940
#592537975.004
OK- FS



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

December 6, 2017

Project No: 0160-0380-0

Invoice No: 0116179

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

Project 0160-0380-0 2017-2018 ROAD PROGRAM

FOR: CONSTRUCTION ENGINEERING

Professional Services from October 16, 2017 to November 12, 2017

Professional Personnel

	Hours	Rate	Amount
CONSTRUCTION STAKEOUT			
ENGINEERING AIDE III	9.50	70.00	665.00
QUANTITIES			
ENGINEERING AIDE III	1.00	70.00	70.00
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER	9.00	103.00	927.00
TEAM LEADER	10.30	83.50	860.05
ENGINEERING AIDE III	7.20	70.00	504.00
SENIOR PROJECT ENGINEER	.50	103.00	51.50
CONSTRUCTION OBSERVATION			
ENGINEERING AIDE III	66.90	70.00	4,683.00
Totals	104.40		7,760.55
Total Labor			7,760.55

Reimbursable Expenses

REIMB. MISC. EXPENSE

11/7/2017	G2 CONSULTING GROUP, LLC	INVOICE # 172680	1,321.50
11/7/2017	G2 CONSULTING GROUP, LLC	INVOICE # 172413	3,273.00
Total Reimbursables			4,594.50

4,594.50

Total this Invoice \$12,355.05

P.O. 43895
#592537977.310
OK- FS

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

Voice: 248.680.0400

Fax: 248.680.9745

INVOICE

Invoice Number: 172680

Invoice Date: October 20, 2017

Page Number: 1

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

Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0380	170242	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	November 19, 2017		

Quantity	Description	Unit Price	Amount
11.75	Engineering Technician, Regular Hours, each	50.00	587.50
3.00	Engineering Technician, Regular Hours - Cylinder Pick-Up on 9/28/17 and 10/5/17	50.00	150.00
2.00	Project Manger, per hour	130.00	260.00
1.00	Administrative Assistant, per hour	48.00	48.00
23.00	Compressive Strength Test Cylinders, each	12.00	276.00
	AEW No. 0160-0380		
	Grosse Pointe 2017 Road Program, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 9/27/17 through 10/4/17		
	Client Contact: Brad Smith		

Total Invoice Amount \$ **1,321.50**

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

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

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

Voice: 248.680.0400

Fax: 248.680.9745

INVOICE

Invoice Number: 172413

Invoice Date: September 27, 2017

Page Number: 1

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

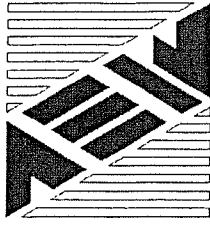
Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0380	170242	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	October 27, 2017		

Quantity	Description	Unit Price	Amount
28.00	Engineering Technician, Regular Hours, each	50.00	1,400.00
2.00	Engineering Technician, Overtime Hours, each	75.00	150.00
2.00	Engineering Technician, Regular Hours - Cylinder Pick-Up on 9/14/17 and 9/19/17	50.00	100.00
1.00	Engineering Technician, Overtime Hours - Cylinder Pick-Up on 9/23/17	75.00	75.00
6.00	Project Manger - Concrete/Bituminous Mix Design Review / Project Coordination / Engineering Review, each	130.00	780.00
4.00	Administrative Assistant, per hour	48.00	192.00
48.00	Compressive Strength Test Cylinders, each	12.00	576.00
AEW No. 0160-0380			
Grosse Pointe Woods 2017 Road Program, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 9/2/17 through 9/26/17			
Client Contact: Brad Smith			

Total Invoice Amount \$ 3,273.00

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

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



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

December 7, 2017

Project No: 0160-0290-0

Invoice No: 0116194

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

Project 0160-0290-0 GENERAL ENGINEERING

FOR: GENERAL ENGINEERING

Professional Services from October 16, 2017 to November 12, 2017

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	4.00	103.00	412.00
Road meeting with COW			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Discuss elevator feasibility with COW			
LOCKWOOD, SCOTT	1.50	103.00	154.50
Lakefront Park Drainage field meeting			
LOCKWOOD, SCOTT	2.00	103.00	206.00
University Liggett Plan review			
LOCKWOOD, SCOTT	2.00	103.00	206.00
Update Road Inventory for COW			
SENIOR PROJECT ENGINEER			
VIGNERON, MICHAEL	.50	103.00	51.50
Review Water Inventory with LCM			
SPECIFICATIONS			
LICENSED ENG/SUR/ARC			
MERRILL, LEIGH	.50	103.00	51.50
Drinking Water AMP			
MERRILL, LEIGH	20.30	103.00	2,090.90
Drinking Water AMP			
ARCHITECT			
SENIOR PROJECT ARCHITECT			
ARLOW, JASON	1.50	103.00	154.50
Locate old files elevator, review plan, estimate, boiler fee			
ARLOW, JASON	.50	103.00	51.50
Update elev. plan			
DATABASE			
GRADUATE ENG/SUR/ARC			
MILLER, JEFFREY	5.80	83.50	484.30
Data prep for GPW AMP			
MAPSET			
ENGINEERING AIDE III			
SVOBODA, JOSEPH	.50	70.00	35.00
Updated Pavement Repair Inventory map			

Project	0160-0290-0	GENERAL ENGINEERING	Invoice	0116194
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GIS UPDATES

ENGINEERING AIDE III

DOURJALIAN, ANDREW

4.00

70.00

280.00

Created WM Map

Totals

44.10

4,280.70

Total Labor

4,280.70

Total this Invoice

\$4,280.70

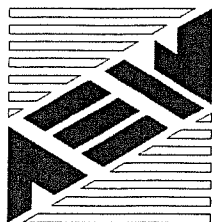
P.O. 44041

#101441818.000 \$1426.90

#101444818.000 \$1426.90

#592537818.000 \$1426.90

OK- FS



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

November 21, 2017

Project No: 0160-0397-0

Invoice No: 0115922

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

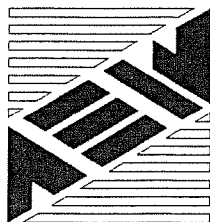
Project 0160-0397-0 PUBLIC SAFETY IMPROVEMENTS

Professional Services from October 16, 2017 to November 12, 2017

Fee

Total Fee	23,000.00		
Percent Complete	10.00	Total Earned	2,300.00
		Previous Fee Billing	0.00
		Current Fee Billing	2,300.00
		Total Fee	2,300.00
		Total this Invoice	\$2,300.00

P.O.
#401-902-977.102
OK-



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

November 21, 2017

Project No: 0160-0395-0

Invoice No: 0115921

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

Project 0160-0395-0 CAPITAL IMPROVEMENTS, ROOFS

Professional Services from October 16, 2017 to November 12, 2017

Phase 01 CONTRACT DOCUMENTS

Fee

Total Fee 50,000.00

Percent Complete

5.00 Total Earned

2,500.00

Previous Fee Billing

0.00

Current Fee Billing

2,500.00

Total Fee

2,500.00

Total this Phase

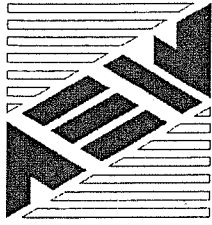
\$2,500.00

Total this Invoice

\$2,500.00

P.O. 44263
#420902977.103

OK- FS



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

December 7, 2017

Project No: 0160-0388-0

Invoice No: 0116191

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

Project 0160-0388-0 2017 CPR PROGRAM

Professional Services from October 16, 2017 to November 12, 2017

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
TEAM LEADER	5.50	83.50	459.25
ENGINEERING AIDE III	1.00	70.00	70.00
CONSTRUCTION OBSERVATION			
ENGINEERING AIDE III	16.00	70.00	1,120.00
Totals	22.50		1,649.25
Total Labor			1,649.25

Reimbursable Expenses

REIMB. MISC. EXPENSE

10/24/2017	G2 CONSULTING GROUP, LLC	INVOICE # 172428	1,259.00
11/7/2017	G2 CONSULTING GROUP, LLC	INVOICE # 172760	999.50
Total Reimbursables			2,258.50

Total this Invoice \$3,907.75

P.O. 43954

202451974.201 \$ 937.86

203451974.201 \$ 1,133.25

592537975.401 \$ 1,836.64

OK- FS

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

Voice: 248.680.0400

Fax: 248.680.9745

INVOICE

Invoice Number: 172428

Invoice Date: September 28, 2017

Page Number: 1

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

Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0388	170412	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	October 28, 2017		

Quantity	Description	Unit Price	Amount
12.00	Engineering Technician, Regular Hours, each	50.00	600.00
1.50	Engineering Technician, Regular Hours - Cylinder Pick-Up on 9/21/17	50.00	75.00
2.00	Project Manger, per hour	130.00	260.00
1.00	Administrative Assistant, per hour	48.00	48.00
23.00	Compressive Strength Test Cylinders, each	12.00	276.00
AEW No. 0160-0388			
Grosse Pointe Woods City Hall Parking Lot, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 9/19/17 through 9/26/17			
Client Contact: Brad Smith			

Total Invoice Amount \$ 1,259.00

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

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

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

Voice: 248.680.0400

Fax: 248.680.9745

INVOICE

Invoice Number: 172760

Invoice Date: October 27, 2017

Page Number: 1

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

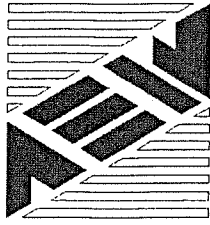
Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0388	170412	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	November 26, 2017		

Quantity	Description	Unit Price	Amount
7.75	Engineering Technician, Regular Hours, each	50.00	387.50
2.00	Engineering Technician, Regular Hours - Cylinder Pick-Up on 10/4/17 and 10/10/17	50.00	100.00
2.00	Project Manger, per hour	130.00	260.00
1.00	Administrative Assistant, per hour	48.00	48.00
17.00	Compressive Strength Test Cylinders, each	12.00	204.00
	Grosse Pointe Woods City Hall Parking Lot, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 10/2/17 through 10/9/17		
	Client Contact: Brad Smith		

Total Invoice Amount \$ 999.50

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

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



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

December 6, 2017

Project No: 0160-0376-2

Invoice No: 0116178

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

Project 0160-0376-2 GAS MAIN CONSTRUCTION OVERSIGHT

Professional Services from October 16, 2017 to November 12, 2017

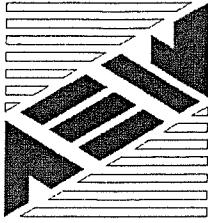
Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER	2.00	103.00	206.00
CONTRACT ADMINISTRATION			
TEAM LEADER	.50	83.50	41.75
ENGINEERING AIDE III	1.50	70.00	105.00
CONSTRUCTION OBSERVATION			
ENGINEERING AIDE III	20.00	70.00	1,400.00
Totals	24.00		1,752.75
Total Labor			1,752.75

Billing Limits	Current	Prior	To-Date
Total Billings	1,752.75	126,904.80	128,657.55
Limit			140,000.00
Remaining			11,342.45

Total this Invoice \$1,752.75

P.O. 44119
#101000285.530
OK- FS



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

December 6, 2017

Project No: 0160-0387-0

Invoice No: 0116180

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

Project 0160-0387-0 FY 2017-2018 RATE STUDY

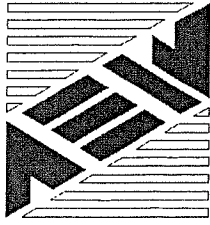
FOR: GLWA BILL/SALES REVIEW, 1.5' METER DISCUSSION

Professional Services from October 16, 2017 to November 12, 2017

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
SENIOR PROJECT ENGINEER	.70	103.00	72.10
Totals	.70		72.10
Total Labor			72.10
Total this Invoice			\$72.10

PO 44041
592537818.000
OK- ES



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

December 6, 2017

Project No: 0160-0394-0

Invoice No: 0116184

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

Project 0160-0394-0 2017-2018 GIS MAINTENANCE
PURCHASE ORDER #44040 - CONVERT OLD SEWER VIDEO FROM DVD TO ELECTRONIC FORMAT & INPUT INTO GIS
Professional Services from October 16, 2017 to November 12, 2017
Professional Personnel

	Hours	Rate	Amount	
DATABASE				
GRADUATE ENG/SUR/ARC	10.00	83.50	835.00	
Totals	10.00		835.00	
Total Labor				835.00
Billing Limits	Current	Prior	To-Date	
Total Billings	835.00	3,165.20	4,000.20	
Limit			21,000.00	
Remaining			16,999.80	
		Total this Invoice		\$835.00

P.O. 44040
#592537977.000
OK- ES

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

(586) 777-0400
FAX (586) 777-0430
E-MAIL donberschback@yahoo.com

December 29, 2017

OF COUNSEL
CHARLES T. BERSCHBACK

RECEIVED
JAN 03 2018
CITY OF GROSSE POINTE WOODS

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

RE: December 2017 Billing/DRB

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
12.1.17	Work on Northeast Sewage Disposal Transfer Agreement (.50); TCs with Mayor on City matters (.25); citizens complaint work (.25); work on outside litigation slip and fall case (.25)	1.25
12.4.17	Work on CC items (.50)	0.50
12.7.17	Municipal Court (.50); FOIA work (.25); ordinance work and file review (1.00)	1.75
12.11.17	Work on miscellaneous CC matters, emails and letter correspondence and follow up (1.00); outside litigation (.25)	1.25
12.18.17	Outside litigation case work resulting in settlement (.50); miscellaneous TCs and emails on City business (1.00)	1.50
12.20.17	Review of Court cases (.50); beginning work on insurance certification process (.50); letter to CC on litigation (.50)	1.50
12.21.17	Municipal Court (2.00); warrant review (.50); beginning review of Subpoena from citizen on PSO complaint (1.00); work on Northeast Sewage Disposal System Transfer Agreement and necessary follow up (1.00); TCs on tax issue and warrant authorizations (.50)	5.00
12.27.17	Research and letter on J. Matouk criminal investigation matter (.75); TCs on NESDS system (.25);	1.00
12.28.17	TCs, record review, warrant research and follow up (1.75)	1.75

DRB = 15.50 hours x \$170.00

BALANCE DUE: \$ 2,635.00

Breakdown

General	12.50 hours
Municipal Court	3.00 hours
Bldg/Planning Comm.	
MTT	

TC - Telephone

CTB - Charles T. Berschback

DRB - Don R. Berschback

BS - Bruce Smith

GPCRDA - Grosse Pointe Clinton Refuse Disposal Authority

LKH - Lisa K. Hathaway

CC - City Council

PC - Planning Commission

FS - Frank Schulte

GT - Gene Tutag

CB - Cathrene Behrens

CEW-Conference of Eastern Wayne

LFP - Lakefront Park

MTT - Michigan Tax Tribunal

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

DON R. BERSCHBACK

OF COUNSEL

December 29, 2017

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

RE: December Billing/ CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
12.1.17	Letters / calls on Hawthorne case (.25); review of agenda and calls on agenda items (.25); work on vape ordinance (.50)	1.00
12.4.17	Calls, emails on Hawthorne, review of structural engineering report, draft of motion for expedited trial date, witness list (1.00); review of Council packet (.25); attendance at Council meeting (0.50)	1.75
12.5.17	Meeting with GT and McKenna, review of regulated business ordinance (1.00); review of warrants and Municipal Court, follow up calls (.50); work on Hawthorne file (.50)	2.00
12.7.17	Attendance at Municipal Court (1.00); finalize Hawthorne motion, TC GT (.25); TT Rivers (.25);	1.50
12.10.17	Municipal Court, new warrant authorization; review of FOIA issue, call on DV case, review of Act 57 file (.50); research on tax payments (.25)	0.75
12.12.17	Review of DAS Fibertech files, TC LH (.25); draft of PC notice, regulated use public hearing (.25); calls/emails/letter on Martel lien settlement (.25)	0.75
12.13.17	Call on Hawthorne case, calls on Municipal Court docket (.50);	0.50
12.14.17	Municipal Court a.m. docket and meetings with Department Heads, follow up letters/emails (3.00); prep for Hawthorne motion (.50)	3.50
12.15.17	Attendance in Wayne Circuit Court on Hawthorne motion , Prep of Order (2.75); review of personnel issue (.25); follow up on Martel lien (.25)	3.25

12.17.17	Call from Det Bur, new warrant (.25)	0.25
12.18.17	Review of Council packet (.25); attendance at COW and Council meeting (.75)	1.00
12.19.17	TC LH; review warrant (.25); call on Hawthorne (.25)	0.50
12.20.17	TCs Municipal Court; TC LH, finalized annual summary (.25)	0.25
12.21.17	Attendance at Municipal Court (2.00); research on insurance procedures, Memo to DRB (.25); follow up calls on pending matters (.50)	2.75
12.22.17	Review of Hunt Club easement issue, TC GT ad FS (.25); review of new warrant, TC Det Bur (.25)	0.50

CTB = 20.25 hours at \$150.00 per hour	\$3,037.50
Plus Costs: Certified Mail	\$7.92
E-filing and Motion Fee - Hawthorne matter	\$25.00
TOTAL DUE:	\$3,070.42

TC - Telephone	GT - Gene Tutag	M/C - Mayor and Council
BS - Bruce Smith	LH - Lisa Hathaway	Det. Bur. - Detective Bureau
RL - Rumph litigation	CB - Cathrene Behrens	ED - Eric Dunlap
PC - Planning Commission	TT - Tax Tribunal	

Breakdown

General	11.50 hours
Municipal Court	8.25 hours
Building/Planning Commission	.25 hours
Tax Tribunal	.25 hours