

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Rescheduled City Council Meeting Agenda
Monday, July 10, 2017
7:30 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. RECOGNITION OF COMMISSION MEMBERS
5. ACCEPTANCE OF AGENDA

6. MINUTES
 - A. City Council 06/19/17
 - B. Committee-of-the-Whole 06/19/17
 - C. Historical Commission 05/11/17
 - D. Beautification Commission 05/10/17

7. COMMUNICATIONS
 - A. Amendment: Flower Sale Purchases
 1. Email 06/22/17 w/attachments – Council Member Ketels
 2. City Council Excerpt 02/27/17
 - B. Open Purchase Orders
 1. Memo 07/10/17 – Treasurer/Comptroller
 2. List of 2017/18 Purchase Orders

8. BIDS/PROPOSALS/
CONTRACTS
 - A. Purchase: Four (4) Software Applications
 1. Memo 06/22/17 – Court Administrator
 2. Quotes 10/25/16 – DMC Technology Group, Inc.
 - a. Bond/Trust/Restitution Check Writing
 - b. Mail Log
 - c. Marriage License/Certificate
 - d. ROA Search & Print Proposal
 - B. Agreement/Budget Amendment: Independent Contractor Renewal (Building)
 1. Memo 06/30/17 - City Administrator
 2. Letter 06/29/17 – City Attorney
 3. Proposed Agreement
 - C. Contract: Municipal Court Recording Clerk
 1. Memo 06/26/17 – Court Administrator
 2. Proposed Agreement – Michelle Stabile

- D. 2018 Detroit Area Agency on Aging (DAAA) Annual Implementation Plan
 - 1. Memo 06/12/17 – City Administrator
 - 2. Letter 05/30/17 – DAAA
 - 3. Draft FY 2018 Annual Implementation Plan
 - E. SMART Municipal/Community Credits Contract for FY 2018
 - 1. Memo 06/29/17 - City Administrator/Assessor
 - 2. Municipal Credit and Community Credit Contract for FY 2018, w/attachments
- 9. RESOLUTION
 - A. Certified Resolution Authorizing the Application for Special License for Rescheduled Music on the Lawn
 - 1. Special License Application – Michigan Liquor Control Commission (MLCC)
 - 2. Site Plan w/safety description
 - 3. Proposed Resolution
 - 4. Bond of Special License for Sale of Beer, Wine, and/or Spirits for Consumption on the Premises (4)
 - 5. Power of Attorney (4)
 - 6. Invoices (4) – American Fraternal Agency
- 10. CLAIMS/ACCOUNTS
 - A. Claim #183117 – Fire: Maintenance Building
 - 1. Memo 06/29/17 - City Administrator
 - 2. Payables:
 - a. Gilbert’s Pro Hardware 06/08/17
 - b. Sadler Electric 05/09/17
 - c. Great Lakes ACE 06/08/17
 - B. Labor Attorney
 - 1. Keller Thoma 05/01/17
 - C. City Attorneys
 - 1. Donald R. Berschback
 - 2. Charles T. Berschback
- 11. CLOSED EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION
- 12. NEW BUSINESS/PUBLIC COMMENT
- 13. ADJOURNMENT

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

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

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

<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
06-19-17 - 92

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 19, 2017, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:56 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council members: Bryant, Granger, Koester, McConaghy, Shetler
Absent: Ketels

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

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

Motion carried by the following vote:

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

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

The following Commission members were in attendance:

Bonnie Medura, Beautification Advisory Commission
George McMullen, Board of Review/Local Officers Compensation Commission
Doug Hamborsky, Planning 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, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Ketels

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

1. City Council Minutes dated June 5, 2017.

Motion carried by the following vote:

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

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

1. Committee-of-the-Whole minutes dated June 5, 2017;
2. Committee-of-the-Whole minutes dated June 12, 2017.

Motion carried by the following vote:

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

Motion by Bryant, seconded by McConaghy, regarding **City Attorneys**, that the City Council concur with the recommendation of the Compensation and Evaluation Committee at their meeting held June 6, 2017, regarding the City Attorneys, to terminate the health care coverage of City Attorney Don Berschback and raise his hourly rate by \$10.00 to \$170.00 per hour effective August 1, 2017; and, to raise

Assistant City Attorney Chip Berschback's hourly rate by \$5.00 to \$150.00 per hour effective July 1, 2017.

Motion carried by the following vote:

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

Motion by Bryant, seconded by McConaghy, regarding **City Administrator, City Clerk, Treasurer/Comptroller**, that the City Council concur with the recommendation of the Compensation and Evaluation Committee at their meeting held June 6, 2017, regarding the City Administrator, City Clerk, and Treasurer/Comptroller, that the City Council approve an increase in the compensation of City Administrator Bruce Smith, City Clerk Lisa Hathaway, and Treasurer/Comptroller Cathrene Behrens by two (2) percent effective July 1, 2017, reflecting the same percentage given to other City employees.

Motion carried by the following vote:

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

Motion by Bryant, seconded by McConaghy, regarding **Stipend – City Administrator, City Clerk, Treasurer/Comptroller**, that the City Council concur with the recommendation of the Compensation and Evaluation Committee at their meeting held June 12, 2017, regarding the City Administrator, City Clerk, and Treasurer/Comptroller, that the City Council approve a stipend in the amount of \$500.00 to each City Administrator Bruce Smith, City Clerk Lisa Hathaway, and Treasurer/Comptroller Cathrene Behrens reflecting the same amount given to other employees.

Motion by Bryant, seconded by McConaghy, to amend the previous motion by adding, ". .. effective July 1, 2017."

Motion carried by the following vote:

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

The Mayor accepted the **resignation** of **Erin Rozycki** from the **Beautification Commission** with regret, and directed that appropriate thanks and recognition be sent to Ms. Rozycki.

Motion by Shetler, seconded by McConaghy, regarding **Conference – Michigan Municipal Executives Summer Workshop**, that the City Council approve City Administrator Smith's request to attend the Michigan Municipal Executives Summer Workshop being held in Muskegon from July 25-28, 2017, in an amount not to exceed \$700.00, funds to be taken from Account No. 101-172-958.001; and, to reimburse for expenses incurred upon presentation and verification by the Finance Committee of an itemized expense report.

Motion carried by the following vote:

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

Motion by Granger, seconded by McConaghy, regarding **Employee Handbook Supplement – Non-Union Employees and Department Heads**, that the City Council approve the supplement to the Employee Handbook dated July 1, 2017, with an increase in compensation and a service loyalty stipend for the non-union employees and department heads as follows:

1. Effective July 1, 2017, all full-time employees will receive a service loyalty payment of \$500.00 and permanent part-time office/clerical staff may receive up to \$250.00, less appropriate payroll taxes;
2. There will be an across the board wage increase for full-time employees and permanent part-time employees in the amount of two (2) percent effective July 1, 2017.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Granger, regarding **2016 Annual Report – Department of Public Works/Parks & Recreation**, that the City Council receive and place on file this annual report.

Director Schulte provided an overview of the report.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Koester, regarding **Monthly Financial Report – May 2017**, that the City Council refer this item to the Finance Committee.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Granger, regarding **Sale of City Trolley**, that the City Council approve the sale of the City trolley to Frank DeNardo in the amount of \$15,500.00, funds to be deposited into Sale of Assets Account No. 101-000-694.200.

Motion by Shetler, seconded by Granger, to amend the previous motion by adding, “. . . subject to approval of sales agreement/bill of sales by the City Attorney.”

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **Resolution in Opposition to SB 329 and HB 4503**, that the City Council adopt the following resolution as presented.

**CITY OF GROSSE POINTE WOODS
WAYNE COUNTY, MICHIGAN
RESOLUTION IN OPPOSITION TO SENATE BILL 329
AND HOUSE BILL 4503**

WHEREAS, Senate Bill 329 and House Bill 4503 proposes to mandate that all Short-Term Rentals are a residential use of property and are a permitted use in all residential zones; and

WHEREAS, These bills will undermine local control over what are effectively commercial uses in residential districts; and

WHEREAS, Airbnb's and Vacation Rentals by owners have proliferated in recent years, and many communities are experiencing serious impacts; and

WHEREAS, Short-Term Rentals are affecting communities across the state and the impact of preempting local zoning affects our ability to advance regulations that protect the health, safety and welfare of our residents; and

WHEREAS, If enacted, this legislation would set a dangerous precedent undermining decision-making at the local level and to remove local control in general from Home Rule municipalities is a bad policy; and

WHEREAS, It is our belief that removing the ability of local government to regulate Short-Term Rentals is detrimental to effective community planning and our right to govern at the level most effective to its citizenry, and

NOW, THEREFORE, BE IT RESOLVED that the Grosse Pointe Woods City Council urges the State Legislature to **oppose** Senate Bill 329 and House Bill 4503, which will remove local zoning control over short-term rentals; and

BE IT FURTHER RESOLVED, that this Resolution be transmitted to the House Committee on Tourism & Outdoor Recreation, Senate Committee on Local Government, Michigan State Legislature, Representative Hughes, Senator Zorn, Senator Johnson, and surrounding communities.

Motion by, seconded by, that the foregoing Resolution be adopted.

AYES:

ABSENT:

Resolution declared adopted at a Regular Meeting of the Grosse Pointe Woods City Council held on Monday, June 19, 2017.

Lisa Kay Hathaway, City Clerk

Motion carried by the following vote:

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

Motion by Koester, seconded by McConaghy, regarding **2016/17 Year End Budget Amendments**, that the City Council adopt the FY 2016/17 Budget Amendment Resolution as presented in accordance with the General Appropriations Act.

CITY OF GROSSE POINTE WOODS

CERTIFIED RESOLUTION

FY 2016-2017 Budget Amendment

At a regular meeting of the City Council of the City of Grosse Pointe Woods, Wayne County, Michigan, held in the Council Chambers, Grosse Pointe Woods Municipal Office, 20025 Mack Plaza Drive, Grosse Pointe Woods, Michigan, on the 19th day of June, 2017 at 7:00 p.m.

Motion by Council Member _____, seconded by Council Member _____, to approve the following resolution:

WHEREAS, the City adopted the General Appropriations Act for Fiscal Year 2016-2017 on May 16, 2016, which approved a general appropriations act for the 2017 fiscal year; and

WHEREAS, pursuant to Public Act 2 of 1968, as amended, through Public Act 493 of 2000 (MCL 141.421, et seq.) the legislative body must amend the budget as soon as a deviation is apparent; and

WHEREAS, amendments to the approved budget (General Appropriations Act) must not cause estimated total expenditures to exceed total estimated revenues, including all available surplus;

WHEREAS, the City Council has determined that additional appropriations are required due to unanticipated revenues and expenditures;

NOW, THEREFORE, the City Council of the City of Grosse Pointe Woods, Wayne County, Michigan resolves as follows:

1. The General Appropriations Act for the 2017 fiscal year is hereby amended in the manner set forth in the attached Exhibit A, which is incorporated by reference.

	2016-2017 Adopted/Amended Budget	2016-2017 Year-End Budget Estimate	Surplus/Deficit
Revenues - Deficit	\$12,853,376	\$12,423,824	(\$429,552)
Expenditures by Department			
Municipal Court	\$419,441	\$379,296	\$40,145
Building Inspections	\$469,369	\$433,487	\$35,882
City Attorney	\$319,119	\$272,099	\$47,020
City Clerk/Elections	\$360,151	\$350,877	\$9,274
City Comptroller	\$395,356	\$363,517	\$31,839
City Assessor	\$359,302	\$96,272	\$263,030
Admin-Fringe	\$316,354	\$255,020	\$61,334
Transfers & Overhead	\$187,930	\$165,230	\$22,700
Public Safety	\$5,897,339	5,425,519	\$471,820
Public Works	\$1,725,427	\$1,640,000	\$73,267
Community Center	\$266,667	\$212,475	\$54,192
Parks & Recreation	\$1,407,220	\$1,346,679	\$60,541
Mgt. Info Systems	\$412,821	\$408,315	\$4,506
Anticipated Expenditure Surplus			\$1,175,549
Anticipated 2016-2017 Budget Surplus			\$746,027

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 June 19, 2017, 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
June 19, 2017

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Bryant, regarding **Bond Counsel**, that the City Council approve the following statement dated June 2, 2017, for services rendered in connection with the 2017 Unlimited Tax General Obligation Bond, funds to be taken from the bond proceeds:

1. Miller, Canfield, Paddock and Stone, PLC - \$25,500.00.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **Telecom Attorney**, that the City Council approve the following statements:

1. Kitch Drutchas Wagner Valitutti & Sherbrook 05/31/17 - \$90.00.

Motion carried by the following vote:

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

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

1. Keller Thoma 06/01/17 - \$670.00.

Motion carried by the following vote:

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

Under Public Comment, the following individuals were heard:

- Ghassan Elian, 568 Coventry Lane, complimented the work that the Department of Public Works does. Secondly, he complained regarding the lack of City control over the DTE project.
- Doug Hamborsky, 19982 E. Clairview Ct., commented regarding the poor quality of the temporary patching of the sidewalk and how it has deteriorated, the Director of Public Services and City Administrator were directed to look into the matter.

Motion by Granger, seconded by Shetler, to adjourn tonight's meeting at 8:39 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Stephen Gerhart
Deputy City Clerk

Robert E. Novitke
Mayor

6B

COMMITTEE-OF-THE-WHOLE

06-19-17 - 54

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 19, 2017, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Koester, McConaghy, Shetler
ABSENT: Ketels
ALSO PRESENT: City Administrator Smith
City Attorney Chip Berschback
Treasurer/Comptroller Behrens
Deputy City Clerk Gerhart

Mayor Novitke called the meeting to order at 7:11 p.m.

Motion by Granger, 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, McConaghy, Novitke, Shetler
No: None
Absent: Ketels

The first item discussed at tonight's meeting was regarding **Employee Handbook Supplement – Non-Union Employees**. The Mayor stated that this item covers all non-union employees, except for appointed officials, which would be addressed at tonight's Council meeting. The agreement provides all Non-Union Employees with:

1. Effective July 1, 2017 all full-time employees will receive a service loyalty payment of \$500.00 and permanent part-time office/clerical staff may receive up to \$250.00, less appropriate payroll taxes.
2. There will be an across the board wage increase for full time employees and permanent part-time employees as follows:
 - Effective July 1, 2017 (2%) two percent
3. Continue five (5) unpaid furlough days through fiscal year 2017-2018.

Furlough Days fiscal year 2017-2018:

July 3	Day before 4 th of July;
September	Friday before Labor Day;
January	Martin Luther King;
April	Easter Monday;
May	Friday before Memorial Day.

The Treasurer/Comptroller provided an update regarding **The Rivers** and the delinquent tax process in Wayne County. Using the Delinquent Tax Revolving Fund, Wayne County reimburses jurisdictions for delinquent taxes not collected in the prior

year and then collects the delinquent property taxes directly from the property owners. For the year 2016, the City of Grosse Pointe Woods failed to collect a total of \$817,201.65 in property taxes, of which \$478,391.49 is due from the Rivers. After a review of the property, the Wayne County Treasurer found no payments have been received by their office since the initial 2014 tax year transfer on March 1, 2015. As a result, tax years 2014 and 2015 are now in "forfeited" status and viewed as potentially uncollectable. For that reason the property is excluded from the Delinquent Tax Revolving Funding program. As a result of the nonpayment of 2014 taxes, the tax advance paid by Wayne County will be recovered from the City and other taxing units. The Wayne County Treasurer has the option of also recovering the 2015 taxes from the City this year but has indicated they will not be taking that action. The exclusion and recovery of unpaid taxes on this property has greatly reduced the Delinquent Tax Revolving Funding that the City of Grosse Pointe Woods will be receiving in 2017. As a result, the net distribution to the City will be \$75,750.56, instead of the potential \$817,201.65. Wayne County has started foreclosure be requiring payment from the Rivers for the 2014 and 2015 property taxes. The City will receive monthly payments as payments are made to the Wayne County Treasurer. Discussion ensued regarding ensuring that the other City obligations, including water payments and Certificates of Occupancy, are in order. The City Administrator stated that the property has been fully compliant with all other City regulations.

Under new business the following items were heard:

- The Great Lakes Water Authority informed the City that they would be decreasing sewer rates. Treasurer/Comptroller Behrens has calculated the decrease into the projections, and the cost saving to the average homeowner would amount to less than \$.32 per two-month billing cycle. It was the consensus of the Committee to leave the sewer rates the same and direct any excess revenue be applied toward capital improvement in the sewer system.
- The Treasurer/Comptroller informed the Committee that the Finance Department has hired a new Water Billing Manager to fill the pending retirement in the department.
- The FICA refunds for 2013, 2014, and 2015 have been approved and checks should be issued in the next couple of weeks.
- The Mayor stated the Grosse Pointe Woods Lifestyle video is currently not displaying properly on the City's website. He has spoken to the Information Technology Manager who is recommending that the City create a YouTube account that is configured to prevent comments. The City Administrator was directed to work with the Information Technology Manager to create the account.
- Council Member Granger has spoken to the Athletic Director at De La Salle who has offered to purchase a new three-meter diving board for Lake Front Park in return for usage of diving well during morning lap swim. The City Administrator was directed to look into the matter and report at a future Committee-of-the-Whole.
- Discussion was held regarding residential parking permits only being valid during the overnight hours. The issue is to be placed on a future Committee-of-the-Whole meeting.

Motion by Bryant, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 7:51 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Stephen Gerhart
Deputy City Clerk

Robert E. Novitke
Mayor

Approved by Commission
6-8-17

6C

RECEIVED
MAY 18 2017
CITY OF GROSSE PTE. WOODS

City of Grosse Pointe Woods Historical Commission Minutes
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236
Conference Room at City Hall
May 11, 2017

1. **Call to Order**

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:32 p.m. by Chairperson Lynne Millies.

2. **Roll Call**

Present: Mary Kaye Ferry, Suzanne Kent, Lynne Millies, John Parthum, Becky Veitengruber, Giles Wilborn

Excused: Del Harkenrider, Shirley Hartert, Sean Murphy, Frank Romano, Phil Whitman, Council Representative Mike Koester

Also Present: Mason Ferry

3. **Approval of Agenda**

Motion by Kent, seconded by Parthum, to approve the agenda for May 11th, 2017. Ayes: all. Motion carried.

4. **Approval of Minutes**

Motion by Parthum, seconded by Veitengruber, to amend the minutes from April 13th, 2017, to amend the second sentence under 5. Items, F. **Update** to read as follows: "Wilborn will be the go-to person when outsiders are seeking information." Ayes: all. Motion carried.

Motion by Ferry, seconded by Wilborn, to approve the minutes as amended. Ayes: all. Motion carried.

5. **Items**

A. Report of Treasurer: The balance of the historical commission is \$1,147.64.

B. Cook Schoolhouse Project:

1. Cook Schoolhouse balance is \$5,291.11

2. Dates for June and July open house dates are set.

3. Commission agreed to sell postcards of City Hall, from 1989, for \$0.25 each, at future open houses.

4. Millies contacted DPW to request a picnic table and garbage can to be placed outside the schoolhouse, in time for open houses.

C. Commission Files: Parthum and Kent will work on files soon. Future dates to access and organize files were discussed.

D. Memberships: Other Organizations: Tabled.

E. Memorial Day: Details were discussed for the ceremony.

F. Group Photo: Canceled.

G. Spring Cleaning/Cook School: Millies will email Councilmember Koester regarding regular cleaning of Cook School (prior to the open house).

6. **New Business**

None

7. Public and Commissioner Comments

- A. Ferry shared information and handouts from the Michigan One Room Schoolhouse Association (MORSA) conference, held in early May in Three Rivers, MI.
- B. Parthum announced that two commission members attended the Pointes of History event.
- C. Parthum explained three commission related jobs that he has done over the years.
- D. Commission plans to hang Grosse Point Township map in schoolhouse.
- E. Public: Mason Ferry of 56 Shorecrest Circle, GPS, announced that he is now a board member of the Grosse Pointe Historical Society. He promoted the Summer on the Lake Gala, which benefits the historical society, is to take place on June 16th.

8. Adjournment

The meeting adjourned at 9:08 p.m. by Chairperson Lynne Millies.

Respectfully submitted:

Becky Veitengruber, Secretary

The next meeting of the Grosse Pointe Woods Historical Commission will take place on June 8th, 2017 at 7:30 p.m. in the Conference Room at City Hall, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236.

Approved by Commission 6D

**Beautification Advisory Commission
Lake Room – GPW Community Center
20025 Mack Plaza Dr., Grosse Pointe Woods
Meeting – May 10, 2017 – 7:00 p.m.**

Present: Arslanian, Casinelli, Hage, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Ragland, Spreder, Stephens, Stewart

Also Present: Ketels, Mathews

Excused: Sauter

Guest: Janet Miller

Call to Order: The meeting was called to order by Chairperson McCarthy at 7:10 p.m.

Minutes: The April 12, 2017 minutes were distributed and reviewed.

Motion by Casinelli, seconded by Hilton, to approve the April 12, 2017 minutes as presented.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hage, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Ragland, Spreder, Stephens, Stewart

No: None

Absent: Sauter

Treasurer's Report: Hilton presented the treasurer report. Motion by Casinelli, seconded by Stephens, to approve the report as presented.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hage, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Ragland, Spreder, Stephens, Stewart

No: None

Absent: Sauter

Chairperson's Report: McCarthy welcomed guest, Janet Miller.

Awards Program: Stephens provided update on Awards Night. Discussed options for future ceremonies.

Tile/Mugs Program: Medura updated committee on tile program. Discussed future tile ideas.

Flower Sale: Martin-Rahaim provided update for 2017 flower sale. Sign-up sheet for volunteers for Flower Sale passed around. Flower delivery & set-up - May 11, 2017. Flower Sale - May 12 & 13. Special Flower Deliveries - May 11, 2017. Hilton informed committee of progress of credit card processing.

Council Report: Koester reported on April 24, 2017 City Council meeting. Hage reported on the May 1, 2017 City Council meeting. Council Representative Ketels presented council report.

DPW: Mathews provided DPW update.

Old Business: None

New Business: None

Motion by Casinelli, seconded by Hess, to adjourn the Beautification Advisory Commission meeting at 8:14 p.m.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hage, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Ragland, Spreder, Stephens, Stewart

No: None

Absent: Sauter

Respectfully submitted,

Rachelle Koester



Lisa Hathaway

From: Kevin Ketels [kevin@ketels.us]
Sent: Thursday, June 22, 2017 1:51 PM
To: Lisa Hathaway; Robert E Novitke
Subject: Fwd: Amendment request
Attachments: 2017 Flower Sale attachment.doc; ATT00001.htm; Amendment request.doc; ATT00002.htm

Hi, can we please put the attached on an upcoming city council agenda?

Thanks,
Kevin

*****^

Kevin Ketels
Grosse Pointe Woods City Council Member
(586) 260-0845
kevin@ketels.us

Begin forwarded message:

From: GERALD HILTON <ghilton01@comcast.net>
Date: June 20, 2017 at 9:14:42 PM EDT
To: Kevin R Ketels <kevin@ketels.us>
Subject: Amendment request
Reply-To: GERALD HILTON <ghilton01@comcast.net>

Kevin,

Hopefully this is clear, and not too much detail.

Jerry

The Beautification Advisory Commission requests approval from City Council to amend the Purchase Order to Lexington Gardens for an additional \$202.00 to cover expenses from the 2017 Flower Sale.

Each year the BAC requests Council approval for the Flower Sale and provides a summary of expected expenses and receipts (Attachment I). This year's sale beat our expectations and was the most profitable sale by far. The Attachment I from the approval letter shows a total of \$18,000 payment to Lexington Gardens, which the city issued as a not-to-exceed Purchase Order to Lexington. This covers flowers bought by the BAC to sell on our account (\$11,000) and Lexington's share of specialties they sell and share 15% with the BAC (\$7,000). The BAC collects all the money at the sale through the city account and reimburses Lexington for their 85% share of their sales with a check.

Because Lexington sold so much this year, their share plus the cost of BAC flowers exceeded the \$18,000 Purchase Order by \$202.00. This is more than offset by the additional \$2,700 profit to the BAC.

Attachment I

Estimated 2017 BAC Flower Sale Budget

		<u>Request</u>	<u>Actual</u>
EXPENSES:	State of Michigan License	\$ 100.00	
	Cash Advance	\$ 400.00	
	Lexington Flowers for Same Day Sales	\$ 11,000.00	\$10,750.00
	Lexington Gardens Same Day Sales	\$ 7,000.00	\$7,452.00
	Wild Birds Unlimited	\$ 1,000.00	
	Concrete Critters	\$ 300.00	
	Newspaper Ad	\$ 300.00	
	Copies, signs, posts, etc.	<u>\$ 400.00</u>	
	TOTAL EXPENSES	\$ 20,500.00	
RECEIPTS:	TOTAL SALES	<u>\$ 24,500.00</u>	\$29,000.00
	BAC NET PROFIT	\$ 4,000.00	\$6,700.00

Motion by Ketels, seconded by Bryant, regarding **2017 Beautification Commission Flower Sale**, that the City Council approve the 2017 Flower Sale as requested in the letter dated February 6, 2017, and authorize an amount not to exceed \$20,500.00 for event expenses, funds to be taken from Account No. 205-870-820.200.

Motion carried by the following vote:

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



CITY OF GROSSE POINTE WOODS

Office of the Treasurer/Comptroller

Memorandum

7B

RECEIVED
JUN 29 2017
CITY OF GROSSE POINTE WOODS

DATE: July 10, 2017

TO: Mayor and City Council

FROM: Cathrene Behrens, Treasurer/Comptroller

SUBJECT: Vendors with expenses over \$5,000

In accordance with City Charter, I am providing a list of vendors with anticipated fiscal year expenditures in excess of \$5,000. I respectfully request City Council's approval to issue open purchase orders to these vendors as detailed in the attached spreadsheet.

Thank you.

Department Certification:

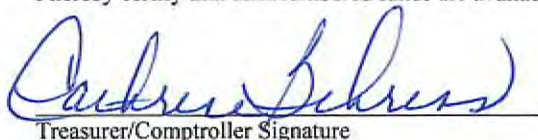
I hereby certify that the above items are necessary for the proper operation of this Department.



Department Head Signature

Fund Certification:

I hereby certify that unencumbered funds are available for the above purchases, and that the account numbers have been verified.



Treasurer/Comptroller Signature

APPROVED FOR COUNCIL CONSIDERATION:



City Administrator Signature

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

City Administrator Signature

**CITY OF GROSSE POINTE WOODS
PURCHASE ORDERS OVER \$5,000
FY 17-18**

PO #	FY	Dept	Vendor	Description	FY 16-17 ACTUAL	FY 17-18 DISTRIBUTION	FY 17-18 REQUEST	Account #
43998	17-18	SUE	NU APPEARANCE LANDSCAPING	PHASE II OF LANDSCAPING CONTRACT EXTENSION	381.00	10,000.00	10,000.00	101-180-818.000
44024	17-18	PARKS	AMERICAN RED CROSS	OPEN PO FOR SWIM LESSONS COURSE FEE & TEXTBOOKS	2,382.59	3,600.00	5,100.00	101-774-818.106
				OPEN PO FOR RECERTIFICATIONS FOR LIFEGUARDS		1,500.00		101-774-757.103
44025	17-18	PARKS	AQUATIC SOURCE (previously used B&B)	OPEN PO FOR ACID, ACID CLEANER, CYANURIC, BUCKETS OF PULSAR BRIQUETTES	20,010.00	30,950.00	43,950.00	101-774-757.105
				OPEN PO FOR MISC. POOL EQUIPMENT		13,000.00		101-774-980.000
44026	17-18	PARKS	BIANCO TOURS	OPEN PO FOR CHARTER BUS SERVICES	5,738.00	7,091.00	7,091.00	101-780-822.000
44027	17-18	PARKS	BURKE'S SPORT HAVEN	OPEN PO FOR BRIDGE WALK SHIRTS	3,407.40	3,000.00	5,220.00	101-780-880.000
				OPEN PO FOR GATE UNIFORMS		720.00		101-774-757.107
				OPEN PO FOR SWIM TEAM SHIRTS		500.00		101-774-818.105
				OPEN PO FOR SWIM TEAM MERCHANDISE		1,000.00		101-774-819.000
44029	17-18	PARKS	MARCHIORI CATERING	OPEN PO FOR CATERING FOR SENIOR HOLIDAY SOCIAL	4,799.12	2,000.00	6,000.00	101-780-822.000
				OPEN PO FOR CATERING FOR SWIM TEAM BANQUET		4,000.00		101-774-818.105
44032	17-18	PARKS	SAM'S CLUB	OPEN PO FOR LIFEGUARD, SWIM TEAM, SENIORS & COMM CTR SUPPLIES	17,647.73	1,000.00	19,750.00	101-105-880.200
				OPEN PO FOR LIFEGUARD, SWIM TEAM, SENIORS & COMM CTR SUPPLIES		1,750.00		101-774-757.103
				OPEN PO FOR LIFEGUARD, SWIM TEAM, SENIORS & COMM CTR SUPPLIES		1,000.00		101-774-757.107
				OPEN PO FOR LIFEGUARD, SWIM TEAM, SENIORS & COMM CTR SUPPLIES		3,000.00		101-774-818.105
				OPEN PO FOR LIFEGUARD, SWIM TEAM, SENIORS & COMM CTR SUPPLIES		1,500.00		101-780-757.000
				OPEN PO FOR LIFEGUARD, SWIM TEAM, SENIORS & COMM CTR SUPPLIES		5,000.00		101-780-822.000
				OPEN PO FOR LIFEGUARD, SWIM TEAM, SENIORS & COMM CTR SUPPLIES		6,500.00		101-780-880.000
44034	17-18	PARKS	ST. JOHN OCCUPATIONAL HEALTH PARTNERS	OPEN PO FOR PHYSICAL EXAMS AND DRUG SCREENS	6,468.00	9,800.00	9,800.00	101-774-818.103
44036	17-18	PARKS	UNITED FACILITY SUPPLIES	OPEN PO FOR JANITORIAL CLEANING AND MAINTENANCE SUPPLIES	5,575.04	2,533.00	8,443.00	101-774-757.000
				OPEN PO FOR JANITORIAL CLEANING AND MAINTENANCE SUPPLIES		4,222.00		101-774-757.106
				OPEN PO FOR JANITORIAL CLEANING AND MAINTENANCE SUPPLIES		844.00		101-775-757.000
				OPEN PO FOR JANITORIAL CLEANING AND MAINTENANCE SUPPLIES		844.00		101-780-757.000
44040	17-18	DPW	ANDERSON, ECKSTEIN & WESTRICK, INC.	ENGINEERING FEES FOR GIS SYSTEM MAINTENANCE	-	21,000.00	21,000.00	592-537-977.000
44041	17-18	DPW	ANDERSON, ECKSTEIN & WESTRICK, INC.	ENGINEERING FEES FOR GENERAL MEETING ATTENDANCE, LEGAL DEPOSITIONS, ETC.	7,705.45	5,000.00	15,000.00	101-441-818.000
						5,000.00		101-444-818.000
						5,000.00		592-537-818.000
44042	17-18	DPW	AIS CONSTRUCTION EQUIPMENT CORP.	OPEN PO FOR PARTS FOR JOHN DEERE AND OTHER DPW EQUIPMENT	12,151.66	14,000.00	16,000.00	640-851-939.100
				OPEN PO FOR PARTS FOR JOHN DEERE AND OTHER DPW EQUIPMENT		2,000.00		640-851-939.300
44045	17-18	DPW	ARBOR PRO TREE SERVICE, INC.	2017-2018 CITY TREE REMOVAL CONTRACT	25,000.00	40,000.00	40,000.00	101-465-818.000
44046	17-18	DPW	BADGER METER, INC.	OPEN PO FOR WATER METERS	4,000.00	5,000.00	5,000.00	592-537-757.000
44053	17-18	DPW	CARGILL, INC. (prev. used Detroit Salt Co.)	ROAD SALT FOR WINTER MAINTENANCE	41,282.32	12,500.00	50,000.00	202-478-757.000
				ROAD SALT FOR WINTER MAINTENANCE		37,500.00		203-478-757.000
44060	17-18	DPW	COMPTON PRESS INDUSTRIES	12-PAGE ISSUES OF UPDATE NEWSLETTER 3 TIMES PER YEAR	16,319.00	6,372.00	16,319.00	101-780-880.000
				16-PAGE ISSUE OF UPDATE NEWSLETTER		2,209.00		101-780-880.000
				ANNUAL CONSUMER CONFIDENCE REPORT		578.00		101-780-880.000
				2018 CITY CALENDAR		7,160.00		101-780-880.000
44064	17-18	DPW	EJ USA, INC.	OPEN PO FOR WATER & SEWER SUPPLIES	4,065.51	5,000.00	5,000.00	592-537-757.000
44068	17-18	DPW	GEORGE'S AUTO PARTS, INC.	OPEN PO FOR AUTO PARTS & SUPPLIES	29,393.09	21,500.00	35,000.00	640-851-939.100
				OPEN PO FOR AUTO PARTS & SUPPLIES		8,000.00		640-851-939.200
				OPEN PO FOR AUTO PARTS & SUPPLIES		3,500.00		640-851-939.300
				OPEN PO FOR AUTO PARTS & SUPPLIES		2,000.00		640-851-939.400
44069	17-18	DPW	GREEN FOR LIFE (GFL) ENVIRONMENTAL	OPEN PO FOR PICK UP & DISPOSAL OF SOLID WASTE, RECYCLING, COMPOST, ETC.	708,769.44	354,672.72	354,672.72	226-528-818.000
44070	17-18	DPW	GILBERT'S PRO HARDWARE, INC.	OPEN PO FOR MISCELLANEOUS SUPPLIES	11,767.38	1,000.00	16,100.00	101-441-757.000
				OPEN PO FOR MISCELLANEOUS SUPPLIES		2,800.00		101-444-757.000
				OPEN PO FOR MISCELLANEOUS SUPPLIES		1,700.00		101-774-757.000
				OPEN PO FOR MISCELLANEOUS SUPPLIES		200.00		101-774-757.101
				OPEN PO FOR MISCELLANEOUS SUPPLIES		5,000.00		101-774-757.102
				OPEN PO FOR MISCELLANEOUS SUPPLIES		1,000.00		101-774-757.104
				OPEN PO FOR MISCELLANEOUS SUPPLIES		500.00		101-774-757.107

**PURCHASE ORDERS OVER \$5,000
FY 17-18**

PO #	FY	Dept	Vendor	Description	FY 16-17 ACTUAL	FY 17-18 DISTRIBUTION	FY 17-18 REQUEST	Account #
				OPEN PO FOR MISCELLANEOUS SUPPLIES		400.00		101-775-757.000
				OPEN PO FOR MISCELLANEOUS SUPPLIES		500.00		203-463-757.000
				OPEN PO FOR MISCELLANEOUS SUPPLIES		300.00		585-561-757.000
				OPEN PO FOR MISCELLANEOUS SUPPLIES		1,500.00		592-537-757.000
				OPEN PO FOR MISCELLANEOUS SUPPLIES		200.00		592-542-757.000
				OPEN PO FOR MISCELLANEOUS SUPPLIES		1,000.00		640-851-939.100
44072	17-18	DPW	GROSSE POINTE CLINTON REFUSE	OPEN PO FOR MONTHLY REFUSE DISPOSAL FEES	87,395.10	164,150.00	164,150.00	226-528-818.000
44073	17-18	DPW	GROSSO TRUCKING & SUPPLY CO.	OPEN PO FOR ALL TRUCKING & HAULING SERVICES	38,790.00	84,000.00	84,000.00	226-528-818.000
44074	17-18	DPW	GUNNERS METERS & PARTS, INC.	OPEN PO FOR WATER & SEWER PARTS	6,493.80	6,500.00	6,500.00	592-537-757.000
44076	17-18	DPW	INDIAN SUMMER RECYCLING, INC.	OPEN PO FOR DISPOSAL OF COMPOSTABLE YARD WASTE	26,854.00	50,000.00	50,000.00	226-528-818.000
44077	17-18	DPW	INDUSTRIAL BROOM SERVICE	OPEN PO FOR BROOMS FOR THE VAC-ALL AND ALLIANZ SWEEPERS	2,834.16	6,500.00	6,500.00	640-851-939.100
44079	17-18	DPW	K&S VENTURES, INC.	OPEN PO FOR HEATING & COOLING MAINTENANCE SERVICES	11,838.41	3,000.00	18,000.00	101-441-818.000
				OPEN PO FOR HEATING & COOLING MAINTENANCE SERVICES		10,500.00		101-444-818.000
				OPEN PO FOR HEATING & COOLING MAINTENANCE SERVICES		1,500.00		101-774-818.000
				OPEN PO FOR HEATING & COOLING MAINTENANCE SERVICES		3,000.00		101-774-818.104
44081	17-18	DPW	MESSICK'S LANCASTER TRACTOR	OPEN PO FOR PARTS FOR LEAF MACHINES	3,987.94	10,000.00	10,000.00	640-851-939.100
44083	17-18	DPW	MACK ALGER TIRE & SERVICE, INC.	OPEN PO FOR TIRES	5,610.60	3,000.00	9,500.00	640-851-939.100
				OPEN PO FOR TIRES		5,000.00		640-851-939.200
				OPEN PO FOR TIRES		800.00		640-851-939.300
				OPEN PO FOR TIRES		700.00		640-851-939.400
44084	17-18	DPW	MARSHALL LANDSCAPE, INC.	LAWN CARE PROGRAM 2017-18 FERTILIZATION/SPOT WEED CONTROL/FOLIAGE SPRAY	7,125.00	3,125.00	7,125.00	202-463-818.000
				LAWN CARE PROGRAM 2017-18 FERTILIZATION/SPOT WEED CONTROL/FOLIAGE SPRAY		4,000.00		101-775-818.000
44087	17-18	DPW	MICHIGAN PAVING & MATERIALS CO.	OPEN PO FOR EMULSION FOR TOTAL PATCHER	3,497.80	4,000.00	16,000.00	202-463-757.000
				OPEN PO FOR EMULSION FOR TOTAL PATCHER		12,000.00		203-463-757.000
44088	17-18	DPW	STATE OF MI - DEPT OF ENVIRONMENTAL QUALITY	OPEN PO FOR MICHIGAN PUBLIC WATER SUPPLY ANNUAL FEE	5,594.20	6,000.00	6,000.00	592-536-818.000
44093	17-18	DPW	PROFESSIONAL RECRUITERS GROUP	OPEN PO FOR TWO TEMPORARY WORKERS TO HELP W/ CURBSIDE LEAF CLEAN UP	5,846.40	6,048.00	6,048.00	203-463-702.808
44094	17-18	DPW	RS CONTRACTING INC.	OPEN PO FOR 2017 PAVEMENT MARKING - FAST DRY PAINT THROUGHOUT THE CITY	-	5,500.00	5,500.00	202-463-818.000
44096	17-18	DPW	RKA PETROLEUM COMPANIES	OPEN PO FOR UNLEADED & DIESEL FUEL AT .0848/GALLON	78,771.30	115,000.00	115,000.00	640-851-939.500
44098	17-18	DPW	ROY O'BRIEN, INC.	OPEN PO FOR AUTO SERVICES & PARTS	3,352.15	4,500.00	5,500.00	640-851-939.200
				OPEN PO FOR AUTO SERVICES & PARTS		500.00		640-851-939.300
				OPEN PO FOR AUTO SERVICES & PARTS		500.00		640-851-939.400
44100	17-18	DPW	SCHAEFFER MFG. CO.	OPEN PO FOR HYDRAULIC OIL & MOTOR OIL	2,333.20	6,000.00	6,000.00	640-851-939.500
44104	17-18	DPW	SITE ONE LANDSCAPE SUPPLY LLC	OPEN PO FOR LANDSCAPE MATERIALS, SPRINKLER SYSTEM PARTS & ICE MELT	4,795.19	500.00	6,500.00	202-463-757.000
				OPEN PO FOR LANDSCAPE MATERIALS, SPRINKLER SYSTEM PARTS & ICE MELT		2,500.00		203-463-757.000
				OPEN PO FOR LANDSCAPE MATERIALS, SPRINKLER SYSTEM PARTS & ICE MELT		2,000.00		592-537-757.000
				OPEN PO FOR LANDSCAPE MATERIALS, SPRINKLER SYSTEM PARTS & ICE MELT		400.00		202-478-757.000
				OPEN PO FOR LANDSCAPE MATERIALS, SPRINKLER SYSTEM PARTS & ICE MELT		1,100.00		203-478-757.000
44109	17-18	DPW	TRIPLE F FACILITY SERVICES, INC.	OPEN PO FOR JANITORIAL SERVICES CONTRACT FOR MUNICIPAL BUILDING	11,913.00	13,000.00	13,000.00	101-444-818.000
44114	17-18	DPW	TROY AGGREGATE	OPEN PO FOR WASHED OHIO #9 STONE FOR HOT PATCH MACHINE		1,500.00	6,000.00	202-463-757.000
				OPEN PO FOR WASHED OHIO #9 STONE FOR HOT PATCH MACHINE		4,500.00		203-463-757.000
44140	17-18	PS	COOL THREADS	OPEN PO FOR MISC. POLICE EQUIPMENT, UNIFORMS & SUPPLIES	4,196.95	1,200.00	6,475.00	101-310-757.000
				OPEN PO FOR MISC. POLICE EQUIPMENT, UNIFORMS & SUPPLIES		2,000.00		101-326-757.000
				OPEN PO FOR MISC. POLICE EQUIPMENT, UNIFORMS & SUPPLIES		1,000.00		101-345-725.000
				OPEN PO FOR MISC. POLICE EQUIPMENT, UNIFORMS & SUPPLIES		1,500.00		101-345-725.100
				OPEN PO FOR MISC. POLICE EQUIPMENT, UNIFORMS & SUPPLIES		775.00		585-561-757.000
44147	17-18	PS	MEDSTAR AMBULANCE	OPEN PO FOR RESIDENT EMS BILLINGS	24,701.35	35,000.00	35,000.00	101-349-818.000
44150	17-18	PS	OAKLAND COUNTY TREASURER	OPEN PO FOR CLEMIS FEES & LEADS ONLINE	21,370.04	37,523.00	37,523.00	101-305-818.000
44161	17-18	COURT	STATEWIDE SECURITY TRANSPORT INC.	OPEN PO FOR JAIL LODGING	8,545.00	20,500.00	20,500.00	101-136-808.000
44163	17-18	FINANCE	IDS.COM	OPEN PO FOR PRINT/CUT/SORT/MAIL WATER BILLS 12 TIMES PER YEAR	25,887.90	7,500.00	37,800.00	592-538-818.000
				OPEN PO FOR POSTAGE FOR WATER BILLS 12 TIMES PER YEAR		18,000.00		592-538-757.000
				OPEN PO FOR PRINT/CUT/SORT/MAIL TAX BILLS 2 TIMES PER YEAR		4,000.00		101-224-833.000
				OPEN PO FOR POSTAGE FOR TAX BILLS 2 TIMES PER YEAR		8,300.00		101-223-757.000

PURCHASE ORDERS OVER \$5,000
FY 17-18

PO #	FY	Dept	Vendor	Description	FY 16-17 ACTUAL	FY 17-18 DISTRIBUTION	FY 17-18 REQUEST	Account #
44166	17-18	FINANCE	OFFICE DEPOT	OPEN PO FOR OFFICE SUPPLIES	12,265.72	4,800.00	15,800.00	101-299-728.000
				OPEN PO FOR OFFICE SUPPLIES		4,000.00		101-349-728.000
				OPEN PO FOR OFFICE SUPPLIES		1,000.00		101-599-728.000
				OPEN PO FOR OFFICE SUPPLIES		900.00		101-180-757.000
				OPEN PO FOR OFFICE SUPPLIES		2,000.00		101-136-757.000
				OPEN PO FOR OFFICE SUPPLIES		400.00		101-215-757.000
				OPEN PO FOR OFFICE SUPPLIES		2,000.00		101-223-757.000
				OPEN PO FOR OFFICE SUPPLIES		700.00		101-172-757.000
44169	17-18	IT	CDWG	OPEN PO FOR IT SUPPLIES	12,559.61	15,000.00	15,000.00	101-855-757.000
44170	17-18	IT	BS&A SOFTWARE	OPEN PO FOR BS&A EQUALIZER SUPPORT, DATABASE MAINT. AND SOFTWARE UPDATES	17,102.00	18,000.00	18,000.00	101-855-818.000
44182	17-18	CLERK	DOMINION VOTING SYSTEMS (prev. used Election Sys.)	OPEN PO FOR ELECTION HARDWARE/SOFTWARE/MAINTENANCE	5,000.00	10,000.00	10,000.00	101-215-731.000
44183	17-18	CLERK	PRINTING SYSTEMS, INC.	OPEN PO FOR ELECTION SUPPLIES	3,284.06	5,000.00	5,000.00	101-215-731.000
						1,431,866.72	1,431,866.72	
							-	

CITY OF GROSSE POINTE WOODS

Office of the City Administrator

Memorandum

DATE: June 22, 2017

TO: Bruce Smith, City Administrator

FROM: Susan Tobin, Court Administrator

SUBJECT: Matter to be placed on July 10, 2017 Council Agenda
Applications – DMC

Attached are the proposals from DMC for software applications. These are approved items in the Court's FY 17-18 budget account number 101.136.818.000

DMC Technologies is a sole source vendor for these applications. The applications are compatible with our JIS software from the State of Michigan. The check-writing program will allow bond, restitution and trust checks to be generated through the software as long as the funds are in the same bank account. The mail log application will capture all monetary transactions that arrive via mail. Marriage License application will allow the court to move from typewriters (which are in need of repair) to the computer for preparation of marriage licenses. The ROA search allows easy access from existing ROA screen. The following is a breakdown of the costs associated with each application:

Check Writing Application:	\$8,300.00
Mail Log Application:	\$4,000.00
Marriage Lic Application:	\$475.00
ROA Search:	\$800.00

Based on what is known about our current information system, we would not expect the costs to exceed \$13,575.00.

Department Certification:


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



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.



Treasurer/Comptroller Signature

There is no benefit to City of Grosse Pointe Woods to procure bids for this software, as DMC is the sole source.

APPROVED FOR COUNCIL CONSIDERATION:



City Administrator Signature



Bond/Trust/Restitution Check Writing Application

Quote #: 006933 Version: 1

Statement of Work

Project: Licensing, Configuration, Installation and Training of the Bond/Trust/Restitution Check Writing Application.

Scope:

The scope of this project consists of the licensing, configuration, installation and training of the Bond/Trust/Restitution Check Writing software application for use with the JIS District software application.

Assumptions:

The court is currently running on an iSeries with version V6R1M0 or higher of the operating system.

The court will be required to enter all customization data prior to using the system.

The court is running the current release of the JIS District Court Software.

There are no modifications and/or enhancements required to the Check Writing software.

A signature overlay is included in the estimate. The overlay is not required.

We recommend a dedicated printer for printing checks.

Bond checks, restitution checks and trust checks can be generated through the software as long as the funds are in the same bank account.

This estimate does not include...

1. The cost of the checks
2. The cost of the printers and MICR cartridges (County IT to purchase HP Laser Jet Pro M402N Printers and appropriate MICR)
3. The installation/configuration of printers or MICR cartridges

When selecting blank check stock...

1. Do NOT reuse (start over with) your check numbers when setting up the customization
2. Duplicate check numbers are NOT permitted with the new system
3. MICR printer toner cartridge is required.

All software installation and initial configuration will be performed remotely.



Bond/Trust/Restitution Check Writing Application

Quote #: 006933 Version: 1

Tasks:

DMC will require testing with your bank to insure the placement of information. The test checks will need to be generated on your printer with the MICR printer toner cartridge.

Install and configure the Check Writing application.

Provide on site training for the generation of the checks, the entry of outstanding checks and the reconciliation process.

Work with appropriate person thru your first month end reconciliation.

Incorporate the backup of the Check Writing libraries into the existing backup procedures.

Estimate:

The cost of the software is a license to use. There is no limit on the number of users.

There is no annual maintenance fee. Although, the Court will be charged for upgrades due to data changes and/or process changes with JIS's software and/or databases or any other third party application. When we install the application at other courts, all courts will be equally responsible for the upgrade cost.

One on site training day is included in the fixed price.

If additional on-site support is required, the court will be invoiced for actual travel time at the stated hourly rate and actual miles traveled at the standard IRS rate (currently \$0.54/mile).

If additional and/or future services are required (such as enhancements, technical support, data changes and/or process changes), the court will be billed for actual hours worked at the current hourly rate at the time of the services.

Any enhancements requested and funded by any court will become part of the application with no charge to the courts that did not request the enhancement.

Application and services pricing is valid for 120 days.

Authorization:

If the ***Grosse Pointe Woods Municipal Court*** is in agreement with the information contained in this document, please sign on the signature line at the bottom of this proposal. This will authorize DMC to schedule work on the project.



Bond/Trust/Restitution Check Writing Application

Quote #: 006933 Version: 1

Prepared For

Grosse Pointe Woods Municipal Court
Susan Tobin
20025 Mack Plaza Dr
Grosse Point Woods, MI 48236
stobin@gpwmi.us

Ship To

Grosse Pointe Woods Municipal Court
Susan Tobin
20025 Mack Plaza Dr
Grosse Point Woods, MI 48236
stobin@gpwmi.us

Prepared By

Todd Schiavone
Phone: (419)535-2900
Mobile:
Todd.Schiavone@dmctechgroup.com

Line	Part #	Description	Qty	Price	Extended
Hardware					
1	C5F93A#BGJ	HP LaserJet Pro 400 M402N Laser Printer	1	\$250.00	\$250.00
2	02-81575-001	Troy M402/M426 MFP Micr Toner Cartridge	1	\$250.00	\$250.00
Hardware Subtotal					\$500.00
Software					
1	DMC-BCP	Bond/Trust/Restitution Check Writing Application	1	\$4,500.00	\$4,500.00
2	DMC-BCPR	Bond/Trust/Restitution Reconciliation Application	1	\$1,600.00	\$1,600.00
Software Subtotal					\$6,100.00
Services					
1	App Dev Court - Fixed Fee	Installation / Configuration / Training	1	\$1,700.00	\$1,700.00
Services Subtotal					\$1,700.00

Terms and Conditions Payment due upon receipt of invoice. Taxes, shipping, handling and other fees may apply.

Quote Summary

Subtotal	\$8,300.00
Tax	\$0.00
Total	\$8,300.00

Signature _____

PO Number _____

Date _____



Mail Log Application

Quote #: 006932 Version: 1

Statement of Work

Project: Mail Logging and Verification software application implementation.

Scope:

The scope of this project consists of the licensing, installation, configuration and training of the Mail Logging and Verification software application. The application includes the following features:

- Maintenance program to capture all monetary transactions that arrive via mail. The following information will be entered into the Mail Log file:
 - Type of Payment (Cash, Check, Credit Card)
 - Check# / money order# / credit card number#
 - Amount
 - Payer
 - Case Number (multiple case entry available - split check function)
 - Name on Case (displayed when case number entered)
 - Receipt Number/Date (updated at match time)
 - User ID, Date & Time for additions and modifications (system generated)
- Allow modifications to the Mail Log file to correct recording errors and to allow Mail Log records to pass the reconciliation with the JIS database. Any additions and/or modifications to a Mail Log entry will be recorded in an Action Log. Allow manual entry into Action Log.
- Inquiry into the Mail Log file with 'position to' (by Check#, Payer, Date, CASH, CREDIT) to display all information recorded about the selected records.
- Inquiry to view the Action Log.
- Report on Mail Log records by date range and transaction type with record counts and totals. The report can be sorted by Date, Check# or Payer.
- Reconciliation process to attempt to match Mail Log records with data entered into the JIS cash system. When a Mail Log entry matches a JIS transaction (match on case id, check/money order/credit card numbers and amount), the records will be flagged as reconciled. All mail log records that are reconciled will appear on a reconciliation report. All records that cannot be reconciled will remain open in the Mail Log for a manual justification/correction and appear on the exception report with reasons for rejection.
- Incorporate a customization option for defining users who will have access to the application.
 - The levels for user access include;
 - Ability to add mail log records
 - Ability to inquire mail log records
 - Ability to change/delete mail log records
 - Ability to view the Action Log
 - Ability to manual reconcile un-matched mail log entries



Mail Log Application

Quote #: 006932 Version: 1

Assumptions:

The court is running the current version of the JIS District application and version V6R1M0 or higher of the AS/400 operating system.

Tasks:

Install and configure the application remotely from our DMC office in Toledo.

Provide training for court personnel via telephone and online meeting.

Incorporate the Mail Log libraries into the daily backup job.

Estimate:

The cost of the software is a license to use. There is no limit on the number of users.

One remote training session has been included in this fixed price. If on-site support is required, the court will be invoiced for actual travel time at the stated hourly rate and actual miles traveled at the standard IRS rate (currently \$0.54/mile).

There is no annual maintenance fee. Although, the Court will be charged for upgrades due to data changes and/or process changes with JIS's software and/or databases or any other third party application. When we install the application at other courts, all courts will be equally responsible for the upgrade cost.

If additional and/or future services are required (such as enhancements, technical support, data changes and/or process changes), the court will be invoiced for actual hours worked at the DMC hourly rate at the time of the services.

Any enhancements requested and funded by any court will become part of the application with no charge to the courts that did not request the enhancement.

Pricing is valid for 120 days.

Authorization:

If the ***Grosse Pointe Woods Municipal Court*** is in agreement with the information contained in this document, please sign on the signature line at the bottom of this proposal. This will authorize DMC to schedule work on the project.

Mail Log Application

Quote #: 006932 Version: 1

Prepared For

Grosse Pointe Woods Municipal Court
Susan Tobin
20025 Mack Plaza Dr
Grosse Point Woods, MI 48236
stobin@gpwmi.us

Ship To

Grosse Pointe Woods Municipal Court
Susan Tobin
20025 Mack Plaza Dr
Grosse Point Woods, MI 48236
stobin@gpwmi.us

Prepared By

Todd Schiavone
Phone: (419)535-2900
Mobile:
Todd.Schiavone@dmctechgroup.com

Line	Part #	Description	Qty	Price	Extended
Software					
1	DMC- MailLog	Mail Log Application Software License Fee	1	\$3,000.00	\$3,000.00
Software Subtotal					\$3,000.00
Services					
1	App Dev Court - Fixed Fee	Installation/Configuration/Training	1	\$1,000.00	\$1,000.00
Services Subtotal					\$1,000.00

Terms and Conditions Payment due upon receipt of invoice. Taxes, shipping, handling and other fees may apply.

Quote Summary

Signature _____		Subtotal	\$4,000.00
		Tax	\$0.00
		Total	\$4,000.00
PO Number _____	Date _____		



Marriage License/Certificate Application

Quote #: 006931 Version: 1

Statement of Work

Project: Licensing, Configuration, Installation and Training of the Marriage License/Certificate Application.

Scope:

The scope of this project consists of the licensing, configuration, installation and training of the Marriage License/Certificate software application. This is a PC application and does not interface with JIS.

The application includes the following...

- Prints on Standard Marriage License Form
- Select your Favorite Font
- Select a Printer on your Network or PC attached
- Allows for Minor Printing Alignment Adjustments
- Print Preview Option
- Saves information once entered

Assumptions:

The court will be required to enter all customization data prior to using the system.

There are no modifications and/or enhancements required to the Marriage License/Certificate software.

The form prints on a laser printer and the court has a printer available.

All software installation and initial configuration will be performed remotely.

Tasks:

Provide remote installation and training for the application.

Estimate:

The cost of the software is a license to use. There is no limit on the number of users.

There is no annual maintenance fee. Although, the Court will be charged for upgrades due to form changes, changes with Microsoft products and/or other PC products/printers.

One remote training session is included in the fixed price.

If on-site support is required, the court will be invoiced for actual travel time at the stated hourly rate and actual miles traveled at the standard IRS rate (currently \$0.54/mile).



Marriage License/Certificate Application

Quote #: 006931 Version: 1

If additional and/or future services are required (such as enhancements, technical support, data changes and/or process changes), the court will be billed for actual hours worked at the current hourly rate at the time of the services.

Any enhancements requested and funded by any court will become part of the application with no charge to the courts that did not request the enhancement.

Application and services pricing is valid for 120 days.

Authorization:

If the ***Grosse Pointe Woods Municipal Court*** is in agreement with the information contained in this document, please sign on the signature line at the bottom of this proposal. This will authorize DMC to schedule work on the project.



Marriage License/Certificate Application

Quote #: 006931 Version: 1

Prepared For

Grosse Pointe Woods Municipal Court
Susan Tobin
20025 Mack Plaza Dr
Grosse Point Woods, MI 48236
stobin@gpwmi.us

Ship To

Grosse Pointe Woods Municipal Court
Susan Tobin
20025 Mack Plaza Dr
Grosse Point Woods, MI 48236
stobin@gpwmi.us

Prepared By

Todd Schiavone
Phone: (419)535-2900
Mobile:
Todd.Schiavone@dmctechgroup.com

Line	Part #	Description	Qty	Price	Extended
Services					
1	App Dev Court - Fixed Fee	License / Installation / Configuration / Training	1	\$475.00	\$475.00
Services Subtotal					\$475.00

Terms and Conditions Payment due upon receipt of invoice. Taxes, shipping, handling and other fees may apply.

Quote Summary

Signature _____		Subtotal	\$475.00
		Tax	\$0.00
		Total	\$475.00
PO Number _____	Date _____		



ROA Search & Print Proposal

Quote #: 007375 Version: 1

Statement of Work

Project: ROA Search and Selective Printing.

Scope:

The scope of this project consists of the licensing, installation, configuration and training of the ROA Search and Selective Print application.

Easy access from existing ROA screen. Utilizes the F10 Key on the JIS ROA screen (access granted via the JIS Admin function)

Screen color highlights for easier reading of the ROA

F1-Top, F2-Bottom and F13-Outq will function the same as they function in the JIS ROA.

Ability to search for particular words, partial words, numbers, partial numbers, etc. wherever they appear in the ROA regardless of case (upper/lower or combination of upper/lower)

Ability to request a print (F9-Print) of the ROA for an individual page(s) or a range of pages or combination of both. The first page will always print as well as the selected pages. Optionally create a pdf document instead of a printed version.

Functionality is included in both the Traffic/Criminal ROA and the Civil ROA.

Assumptions:

The court is running the current version of the JIS District Case Management (DCS) application and version V6R1M0 or higher of the AS/400 (iSeries, Power i) operating system.

The following IBM Products must be installed for the pdf option to work.

- xxxxSS1 - Option 03 Extended Base Directory Support
- xxxxSS1 - Option 33 - Portable App Solutions Environment
- xxxxTS1 - *Base - IBM Transform Services for i5/OS
- xxxxTS1 - Option 01 - Transforms - AFP to PDF Transform

There are no modifications and/or enhancements required to the application.

All software installation, configuration and training will be performed remotely.



ROA Search & Print Proposal

Quote #: 007375 Version: 1

Tasks:

Install and configure the application remotely from our DMC office in Toledo.

Provide training for court personnel via telephone and online meeting.

Incorporate all application libraries into the daily backup job.

Estimate:

The cost of the software application is a license to use. The applications can be used by multiple users with no additional software costs.

The cost also includes the installation, configuration and training. One remote training session has been included for the fixed price. If on-site support is required, the court will be invoiced for actual travel time at the stated hourly rate and actual miles traveled at the standard IRS rate (currently \$0.535/mile).

There is no annual maintenance fee. Although, the Court will be charged for upgrades due to data changes and/or process changes with JIS's software and/or databases. When we install the application at other courts, all courts will be equally responsible for the upgrade cost.

If additional and/or future services are required (such as enhancements, technical support, data changes and/or process changes), the court will be invoiced for actual hours worked at the DMC hourly rate at the time of the services.

Any enhancements requested and funded by any court will become part of the application with no charge to the courts that did not request the enhancement.

Pricing is valid for 120 days.

Authorization:

If the ***Grosse Pointe Woods Municipal Court*** is in agreement with the information contained in this document, please sign on the signature line at the bottom of this proposal. This will authorize DMC to schedule work on the project.



ROA Search & Print Proposal

Quote #: 007375 Version: 1

Prepared For

Grosse Pointe Woods Municipal Court
Susan Tobin
20025 Mack Plaza Dr
Grosse Point Woods, MI 48236
stobin@gpwmi.us

Ship To

Grosse Pointe Woods Municipal Court
Susan Tobin
20025 Mack Plaza Dr
Grosse Point Woods, MI 48236
stobin@gpwmi.us

Prepared By

Todd Schiavone
Phone: (419)535-2900
Mobile:
Todd.Schiavone@dmctechgroup.com

Line	Part #	Description	Qty	Price	Extended
Software					
1	DMC-ROAS&P	DMC ROA Search & Selective Print License Fee and Implementation	1	\$800.00	\$800.00
Software Subtotal					\$800.00
Services					
1	App Dev Court - Fixed Fee	ROA Search & Selective Print Installation/Configuration/Training - Included in License Fee	0	\$110.00	\$0.00
Services Subtotal					\$0.00

Terms and Conditions Payment due upon receipt of invoice. Taxes, shipping, handling and other fees may apply.

Quote Summary

Signature _____		Subtotal	\$800.00
		Tax	\$0.00
		Total	\$800.00
PO Number _____	Date _____		



CITY OF GROSSE POINTE WOODS

MEMORANDUM

Date: June 30, 2017

To: Mayor and Council

From: Bruce J. Smith, City Administrator 

Subject: Independent Contractor – Building Department

RECEIVED
JUN 30 2017
CITY OF GROSSE POINTE WOODS

Currently, the Building Department is unable to comply with timelines stated in Section 8-63 – Inspection conformance with standards, which is attached, of the city's ordinance. Under the ordinance, an inspection is to be completed within 10 days of the application date. An application submitted today would not be scheduled until August 8. Because of an increase in real estate transactions, the Building Department needs to hire an additional Building Inspector on a part-time basis to reduce the backlog of inspections.

The Building Inspector, Gene Tutag, is recommending hiring Dennis McCuen as an independent contractor with the city to assist with completing these inspections. Mr. McCuen has worked for the city in the past performing inspections as a 1099 contractor and he will be paid at the rate of \$30.00 per hour which is the same as his 2013 contract. He will not exceed 1,350 hours in any specific budget year. This is not a budgeted item and will require a budget amendment.

It is my recommendation that City Council approve a budget amendment and to authorize the City Administrator to sign the Independent Contractor Agreement with Mr. McCuen as prepared by the City Attorney in an amount not to exceed \$40,500.00.

A budget transfer is required from Account No. 101-000-395.000 into Account No. 101-180-818.000 in the amount of \$40,500.00, and that the account number has been verified.



Treasurer/Comptroller Signature

Attachment

Sec. 8-63. - Inspection conformance with standards.

Upon receipt of the application fee, the division of safety inspection shall make, or cause to be made, an inspection of such premises, building or structure within ten days and if such is in conformance with the standards, as set forth in this article, a certificate of occupancy shall be issued. If the premises, building or structure are not in compliance with the provisions of this article, the division of safety inspection shall give notice of any defects or violations within three working days following such an inspection and a certificate of occupancy shall not be issued until such provisions or standards have been complied with to the reasonable satisfaction of the division of safety inspection.

Reinspection to determine compliance shall be completed within 90 days from the date of the initial inspection. Such time limitation may be extended by the division of safety inspection for a period not to exceed 90 days for cause and in the sole discretion of the division of safety inspection. Failure of the applicant to have the property reinspected within the time limits set forth herein shall require a new application to be filed and inspection fees paid and a new inspection to occur prior to the issuance of any occupancy certificate.

(Code 1997, § 10-240; Ord. No. 747, § 1, 5-15-2000)

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

RECEIVED
JUN 29 2017
CITY OF GROSSE POINTE WOODS

OF COUNSEL
CHARLES T. BERSCHBACK

June 29, 2017

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

RE: Renewal of Independent Contractor Agreement

Dear Honorable Mayor and Council:

The Building Department needs to utilize the services of certain inspectors as independent contractors to reduce costs. One of those contractors, Dennis McCuen, has worked for the City off and on for several years. His last written Independent Contract agreement was dated in 2013.

Based on the back log at the Building Department, a decision was made to utilize the services of Dennis McCuen effective June 30, 2017.

I would request that the City Council approve the Independent Contractor Agreement for Dennis McCuen as attached and authorize the City Administrator to sign the Agreement. The Agreement makes clear that the City can terminate this particular Agreement at any time without limitation. Thank you.

Very truly yours,



DON R. BERSCHBACK

CTB:nmg

Enclosures

cc: Bruce J. Smith
Lisa K. Hathaway
Chip Berschback
Gene Tutag

CITY OF GROSSE POINTE WOODS

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT made and entered into this 30th day of June, 2017, by and between the CITY OF GROSSE POINTE WOODS, State of Michigan, a municipal corporation, hereinafter called the "City", and Dennis McCuen, hereinafter called "McCuen", both of whom agree as follows:

WITNESSETH:

WHEREAS, the City desires to employ the services of McCuen as a contractual Electrical/Property Maintenance Inspector of the City of Grosse Pointe Woods; and,

WHEREAS, McCuen desires to work as a contractual Electrical/Property Maintenance Inspector of the City.

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

Section 1 – DUTIES:

- A. The above referenced position is an independent contract position excluded from any bargaining unit and not represented by any labor organization.
- B. The primary duties shall consist of serving as Electrical/Property Maintenance Inspector.
- C. McCuen shall maintain all licenses and/or certifications as may be required for the position at his expense.

Section 2 – SALARY/BENEFITS:

- A. The City agrees to pay McCuen for services rendered at the rate of \$30.00 per hour, payable in monthly installments.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to adjust salary, hours, or other specifics in response to annual budget considerations.
- C. McCuen understands that no employment benefits of any kind are included in this contract.

Section 3 – HOURS OF EMPLOYMENT:

- A. The total hours worked by McCuen will not exceed 1350 hours during any specific fiscal year. There is no guarantec regarding the amount of hours for any given week.

Section 4 – TERM:

The terms of the Agreement shall be from the date of signing this Agreement until terminated by either of the parties, as follows:

- A. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of McCuen with or without cause, with or without notice, at any time.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of McCuen to terminate his services at any time with the City.

Section 5 – PAYMENT STATUS:

In addition to the stated hourly rate, McCuen shall be governed by the following:

- A. McCuen shall receive a 1099 form for all compensation earned.
- B. McCuen will be paid for his services on a monthly basis at the time regular payroll is distributed.

Section 6 – RELEASE AND OBLIGATIONS FOR HEALTH INSURANCE/WORKERS COMPENSATION:

- A. The parties acknowledge that the City of Grosse Pointe Woods is not responsible in any manner for health insurance coverage for Dennis McCuen.
- B. McCuen hereby waives any claims or rights, either expressed or implied by the nature of his employment, to any workers compensation for potential claims or injuries he may sustain as part of this Agreement or his work performed for Grosse Pointe Woods pursuant to this Agreement. If required by law, McCuen or his related company or LLC shall be responsible for procuring necessary workers compensation insurance on McCuen's behalf.
- C. McCuen hereby releases the City of Grosse Pointe Woods, its elected officials, officers, agents, appointed officials, employees, attorneys and assigns for any claims, causes of action, damages or injuries sustained by McCuen in the course of his employment under this Contractual Agreement and McCuen indemnifies and holds the City harmless from any claims or damages arising out of injuries to him.

Section 7 – GENERAL PROVISIONS:

- A. This Agreement constitutes the entire agreement between the parties and contains all the agreements between them with respect to the subject matter thereof. It also supersedes any and all other agreements or contracts, either oral or written

between the parties with respect to the subject matter thereof. Any modifications must be in writing and signed by the parties.

- B. The City will defend, save harmless and indemnify McCuen up to, and pursuant to, the defense obligations as set forth in the current insurance policies and pay amounts up to the City's insurance limits of any settlement or judgment regarding any and all torts, professional liability claims or other civil actions arising out of any alleged act or omission occurring in the performance and within the scope of McCuen's duties or responsibilities as contractual Electrical/Property Maintenance Inspector.
- C. Notices pursuant to the Agreement shall be sufficient if deposited in the custody of the United States Postal Service, postage prepaid to the following:
- | | |
|--|--|
| City of Grosse Pointe Woods
City Administrator
20025 Mack Plaza
Grosse Pointe Woods, MI 48236 | Dennis McCuen
21540 S. Nunneley
Clinton Township, MI 48035 |
|--|--|
- D. It is acknowledge that both the City and McCuen have drafted this contractual employment agreement, including the language and provisions contained therein, and both have had the opportunity to have such reviewed by counsel of their choosing.
- E. If any provisions, or any portion thereof, contained in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement or any portion thereof, shall not be affected and shall remain in full effect.

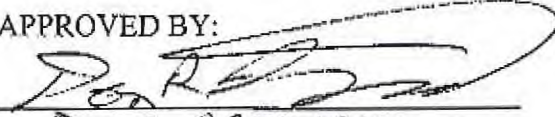
IN WITNESS WHEREOF, the City of Grosse Pointe Woods has caused this Agreement to be signed and executed on its behalf by its City Administrator, and McCuen has signed and executed said Agreement as written.

CITY OF GROSSE POINTE WOODS

By: BRUCE J. SMITH
Its: City Administrator

By: DENNIS MCCUEN

APPROVED BY:


Don R. BERSCHBACK
City Attorney

Date: _____

CITY OF GROSSE POINTE WOODS**MUNICIPAL COURT****MEMORANDUM**

RECEIVED
JUN 26 2017
CITY OF GROSSE PTE. WOODS

DATE: June 26, 2017

TO: Bruce Smith, City Administrator *BGS*

FROM: Susan Tobin, Court Clerk *ST / Ben*

SUBJECT: Matter to be placed on July 10 Council Agenda
Recording Clerk Contract — Michele Stabile

Please place Recording Clerk Michele Stabile's contract for the FY 17-18 on the council agenda. This is a budgeted item in the Court's FY 17-18 budget, account number 101.136.818.000, in the amount of \$7,000.00.

I recommend that the contract be approved.

AGREEMENT FOR COURT REPORTING SERVICES

This Agreement made and entered into this day of June, 2016 on the date written below (effective July 1, 2016) by and between the CITY OF GROSSE POINTE WOODS, a Municipal Corporation hereinafter referred to as the "City" and MICHELLE STABILE, 36016 Farmbrook, Clinton Township, Michigan 48035, hereinafter referred to as the "Contractor".

IT IS MUTUALLY AGREED BY THE PARTIES AS FOLLOWS:

The City engages the Contractor to perform certain services as follows, all in accordance with the express terms and provisions hereof:

I. DESCRIPTION OF DUTIES:

- a. The Contractor agrees to perform the function of a licensed Certified Electronic Recorder for the Municipal Court of the City as assigned below:
 - i. All regularly scheduled Municipal Court sessions held on appropriate Wednesdays of each month.
 - ii. Jury and/or Bench trials.
 - iii. Preliminary hearings.
 - iv. Any other duties and assignments directed by the Court Clerk or the Municipal Judge.
 - v. Transcriptions of Court proceedings as requested utilizing the City's FTR Reporter Gold Sound System.

II. COMPENSATION:

- a. Municipal Court Sessions – Twenty Six Dollars and Fourteen Cents (\$26.14) per hour for the first four (4) hours or less at Court sessions. Six Dollars and Fifty-Three Cents (\$6.53) will be paid for each fifteen (15) minutes increment thereafter.
- b. Jury Trial, Bench Trial, and Preliminary Hearings/Exams – Twenty-Six Dollars and Fourteen Cents (\$26.14) per hour for the first four (4) hours or less. Six Dollars and Fifty-Three Cents (\$6.53) will be paid for each fifteen (15) minute increment thereafter.
- c. In the event that a transcript is ordered by the Court Clerk, the cost of said transcript shall be the applicable rate in effect at the time of the ordering of the transcript as billed by Macomb County Court Reporters Inc. or Three Dollars and Sixty-Three Cents per page (\$3.63); whichever is greater.

The Contractor is required to submit monthly statements detailing the monetary obligations owed under this Agreement including Court sessions attended and hours of attendance.

III. MATERIALS:

The Contractor will be responsible for and complete the objectives of this Agreement with the use of her own materials and equipment (i.e. e-mail access, computer hardware and software, word processing software) and any other equipment necessary for the completion of her duties.

The Contractor shall be responsible for her computer system to be compatible with the FTR Reporter Gold Sound System program.

IV. ABSENCES:

When illness or unexpected emergency occurs, which prevents the Contractor from fulfilling the above duties, the Contractor is required to advise the Court Clerk or Deputy Court Clerk as soon as possible.

V. TERMINATION:

It is agreed that should termination of the above services be desired by either the City or the Contractor, the following shall be applicable:

- Two (2) months advance notice in writing is required;
- On June 30, 2017~~8~~;
- Whichever occurs first.

VI. MISCELLANEOUS:

This agreement shall be interpreted pursuant to the Laws of the State of Michigan. Any dispute therein shall be adjudicated by arbitration using the American Arbitration Association Rules. No other agreements or understandings are either expressed or implied except contained herein.

It is agreed that any changes to this agreement shall only be effective if signed by the City Administrator/~~Acting City Administrator~~, and the Contractor.

~~This agreement is made and entered into the date and year as shown on page. It is effective July 1, 2016.~~

CONTRACTOR

CITY OF GROSSE POINTE WOODS

By: _____
Michelle Stabile Date: _____
Date: _____

By: _____
THOMAS COLOMBOBRUCE SMITH
City Administrator

APPROVED:

Charles T. Berschback
City Attorney
Dated: _____




CITY OF GROSSE POINTE WOODS
MEMORANDUM

8D

DATE: June 12, 2017

TO: Mayor and City Council

FROM: Bruce J. Smith, City Administrator 

SUBJECT: *DAAA FY 2018 Annual Implementation Plan*

RECEIVED
JUN 16 2017
CITY OF GROSSE PTE. WOODS

The proposed *DAAA FY 2018 Annual Implementation Plan* has been reviewed and recommended for acceptance by the Services for Older Citizens' Executive Director, David Dieter.

I've reviewed the proposed *DAAA FY 2018 Annual Implementation Plan* and concur with the recommendation from David Dieter to accept the *DAAA FY 2018 Annual Implementation Plan* as submitted.

Attachment



Serving Detroit, Hamtramck,
Harper Woods, Highland Park
and the five Grosse Pointes

RECEIVED

JUN 02 2017

CITY OF GROSSE PTE. WOODS

1333 Brewery Park Blvd.
Suite 200
Detroit, MI 48207-4544
p 313.446.4444
f 313.446.4445
www.daaa1a.org

Paul Bridgewater, MPA
President/CEO

Wayne W. Bradley, Sr.
Chair, Board of Directors

May 30, 2017

Mr. Alfred Fincham
City Manager, City of Grosse Pointe Woods
Grosse Pointe Woods City Hall
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Re: Review & Approval of the Proposed FY 2018 Annual Implementation Plan

Dear Mr. Fincham:

The Aging and Adult Services Agency requires all sixteen of the state's Area Agencies on Aging within the State of Michigan to seek review and approval of their proposed FY 2018 Annual Implementation Plan for services from municipalities and/or counties within their planning and service areas.

The Detroit Area Agency on Aging (DAAA) is a private non-profit organization responsible for planning, coordinating, developing, and funding services for older adults in Region 1-A, which includes the cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods, and Highland Park. It receives federal, state, and local funding to provide and coordinate services for older adults and their caregivers.

Enclosed for your review is a copy of the DAAA's proposed FY 2018 Annual Implementation Plan. DAAA is requesting the submission of the Review & Approval form indicating your acceptance or disapproval of the plan with comments prior to Friday, July 21, 2017. The signed Review and Approval form may be faxed to (313) 446-4445, mailed to the DAAA office or emailed to davisanne@daaa1a.org. It can also be emailed to: MYP@daaa1a.org.

Additional copies of the proposed plan and form can also be obtained from the DAAA Website (www.detroit seniorsolution.org) under Planning & Research. A DAAA Board of Directors and/or staff member will be in contact with your office to follow up on this request.

This proposed plan has been developed with input from the DAAA Board of Directors and its Advisory Council and Long Range Planning Committee. A public hearing on the proposed plan was held on May 3, 2017 to obtain input from older adults, caregivers, and other stakeholders through oral and written testimony as well as video advocacy video-taping. One-hundred and seventy-six (176) individuals attended the public hearing.



To educate, advocate and promote healthy aging to enable people to make choices about home and community-based services and long term care that will improve their quality of life.

The Detroit Area Agency on Aging is an Equal Opportunity Employer
The Michigan Relay Center-1-800-649-3777 (Voice and TDD)



Mr. Alfred Fincham
May 30, 2017
Page Two

The services that appear in the proposed plan will be funded for FY 2018 under the FY 2017 – FY 2019 planning and funding cycle based upon the availability of federal and state funds. The proposed program development objectives are designed to continue to assist the DAAA and community stakeholders to prepare and adapt to environmental trends, enhance service delivery and address the needs of seniors, adults with disabilities and their caregivers.

Within the proposed plan, DAAA proposes to continue to fund Community Wellness Service Centers to provide community service navigation and health and wellness services within its region. These centers will address the social determinants of health.

Should you have any questions or would like to schedule a meeting or conference call regarding this information, please contact Anne Holmes Davis, Director of Planning at (313) 446-4444, Ext. 5803.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Bridgewater".

Paul Bridgewater
President and Chief Executive Officer

PB/AHD/th

G: Administration/Admin 2017/Paul B/053017_Municipality Sign Off Letters

Enclosures: Proposed FY 2018 Annual Implementation Plan
Review & Approval Form

cc: Faiz Esshaki, Anne Holmes Davis



Serving Detroit, Hamtramck,
Harper Woods, Highland Park
and the five Grosse Pointes

Detroit Area Agency on Aging



DRAFT FY 2018 Annual Implementation Plan



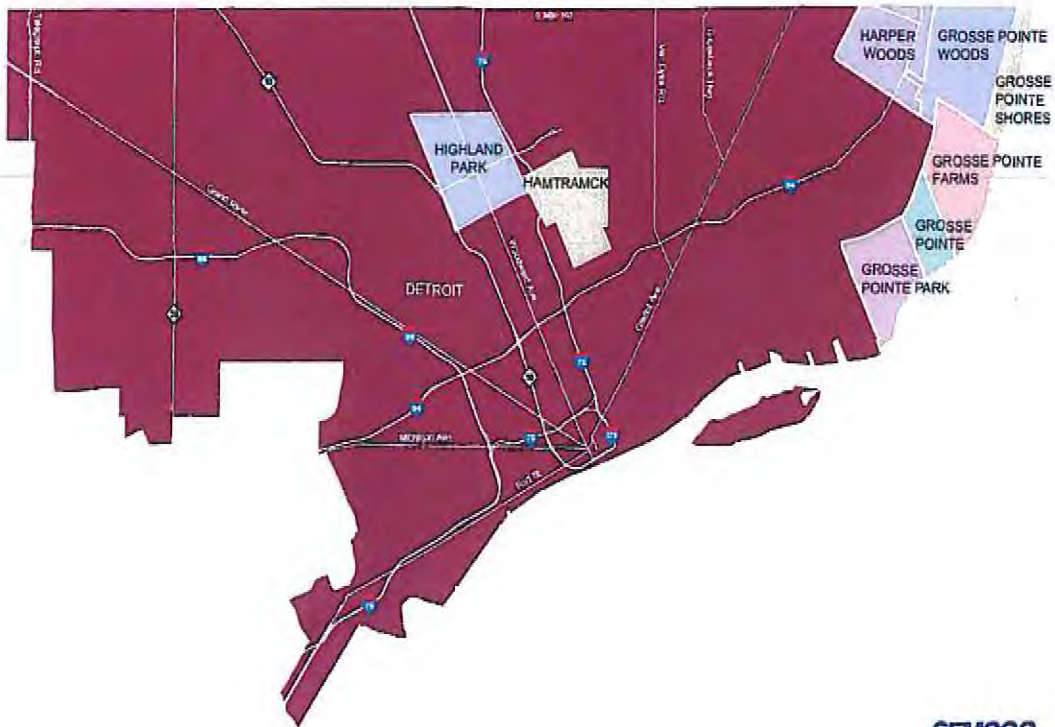
The Senior Solution

DRAFT FY 2018 Annual Implementation Plan (October 1, 2017 – September 30, 2018)

Detroit Area Agency on Aging

Planning and Service Area 1-A

Rectangular Map



SEMCOG
Southeast Michigan Council of Governments

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Local/Unit of Government Review

The Michigan Aging and Adult Services Agency (AASA) is requiring all sixteen Area Agencies on Aging (AAAs) throughout the State of Michigan to develop FY 2018 Annual Implementation Plans (AIP). Acquiring input and support from within Region 1-A's municipal governments on the proposed plan is critically important to the Detroit Area Agency on Aging (DAAA). As part of the review and approval process, DAAA will send all municipalities a public hearing notification flyer inviting a city representative to the public hearing on the proposed plan. DAAA will also distribute a letter and draft plan through the U.S. mail with delivery and signature confirmation to the Chief Elected Official (Mayor's office) advising the official of the availability of the proposed plan for review and comment. The letter includes instructions on how to view a mailed, printed copy of the document as well as provide instructions on how to secure an email version or copy posted on the DAAA Website, if needed. It will also note the availability of the Area Agency on Aging (AAA) to discuss the plan with local government officials.

All Area Agency on Aging within the State of Michigan must send a letter, with delivery and signature confirmation, requesting approval of the final AIP by no later than June 30, 2017, to the chairperson of each County Board of Commissioners within the Planning and Service Area (PSA), requesting their approval by August 1, 2017. For a PSA comprised of a single county or portion of the county, approval of the AIP is to be requested from each local unit of government within the PSA. If the area agency does not receive a response from the county or local unit of government by August 3, 2017, the AIP is deemed passively approved. The area agency must notify their AASA field representative by August 7, 2017, whether their counties or local units of government formally approved, passively approved, or disapproved the AIP.

The area agency may use electronic communication, including email and website-based documents, as an option for acquiring local government review and approval of the AIP. To employ this option, the area agency must:

- Send a letter through the US Mail, with delivery and signature confirmation, to the chief elected official of each appropriate local government advising them of the availability of the final draft AIP on the area agency's website. Instructions for how to view and print the document must be included.

- Offer to provide a printed copy of the AIP via US Mail, or an electronic copy via email, if requested.
- Be available to discuss the AIP with local government officials, if requested.
- Request email notification from the local unit of government of their approval of the AIP, or their related concerns.

The time line for this review and comment process within Region 1-A is outlined below:

TIMELINE

January 2017	Receipt of AASA AIP Instructions
February 8, 2017	Long Range Planning Committee - Review Status of Strategic Goals of FY 2017 Annual Implementation Plan
February 15, 2017	DAAA Advisory Council - Review Status of Strategic Goals of FY 2017 Annual Implementation Plan
March 8, 2017	Long Range Planning Committee – Recommendation to Release the Plan for Public Review & Comment
March 15, 2017	DAAA Advisory Council – Recommendation to Release the Plan for Public Review & Comment
March 27, 2017	DAAA Board of Directors - Recommendation to Release Draft Plan for Public Comment
April 1, 2017	Dissemination of Promotional Flyers/E-Blasts Commences
April 2, 2017	Public Notice – Detroit Newspapers (30 Day-Notice)
March - April	Draft Plan Made Available to Public for Review & Comment
May 3, 2017	Public Hearing - FY 2018 Annual Implementation Plan
May 10, 2017	DAAA Advisory Council – Approval of Draft FY 2018 Annual Plan for Submission to AASA
May 22, 2017	DAAA Board of Directors – Approval of Draft FY 2018 Annual Implementation Plan
June 30, 2017	Draft Plan due to Michigan Aging and Adult Services Agency
July 21, 2017	Deadline for Municipal Sign Off to DAAA
August 7, 2017	Status of Municipal Review Letters provided to AASA
August 2017	Commission on Services to the Aging – AIP Presentation
September 2017	Website Posting of the Approved FY 2018 Annual Plan

Plan Highlights - FY 2018 Annual Implementation Plan

OUR MISSION

The Detroit Area Agency on Aging's (DAAA) mission is to "educate, advocate and promote health and wellness to enable people to make choices about home and community-based services and long term care that will improve their quality of life for seniors, adults with disabilities and caregivers in the cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park – Planning and Service Area 1-A.

OUR VISION

DAAA's vision for older people is embodied in the Older Americans Act and is based on the American value that dignity is inherent to all individuals in our democracy and the belief that older people should have the opportunity to fully participate in all aspects of society and community life, be able to maintain their health and independence, and remain in their own homes and communities for as long as possible. To be a leader in promoting positive aging means identifying and implementing solutions for challenges facing older persons and their caregivers with an emphasis on at-risk older persons and adults with disabilities.

OUR CORE VALUES

DAAA is guided by a set of core values in developing and carrying out its mission in order to effectively manage its strategic planning process, programs and services and advocacy efforts. These values include following:

- ◆ Person-Centered Services
- ◆ Trust and Respect
- ◆ Integrity and Professionalism
- ◆ Excellence and Quality
- ◆ Teamwork and Collaboration
- ◆ Accountability
- ◆ Commitment to Community
- ◆ Celebration of Diversity

HISTORY OF THE DETROIT AREA AGENCY ON AGING

The DAAA was founded in 1980 as a private, non-profit agency. CARF-accredited in Case Management, Employee Development Services and Home and Community Services, it is one of 16 Area Agencies on Aging (AAAs) in Michigan. The agency serves a region consisting of approximately 300,000 consumers. These individuals

consist of 153,511 older adults, family caregivers, over 40,000 veterans, 175,000 adults with disabilities age 65 years and over, and approximately 35,000 Medicare/Medicaid dual-eligible consumers residing in this service area. The DAAA is a private, non-profit agency that makes an array of services available to consumers through public and private funding that makes a variety of services available through the Older Americans Act of 1965 (as amended), and the Older Michiganians Act of 1981. It also receives Medicaid Home and Community-Based Waiver funding from the Michigan Department of Health and Human Services and is also provides services through MI Health Link. Some of the consumers served through DAAA represent a duplicated count because they may receive more than one service.*

DAAA is governed by a 27-member Board of Directors and a 26-member Advisory Council. Through its governance and administrative structure, the agency offers information and services to the community directly and through 80 service providers, 22 congregate meal and 3 Nutrition Services Incentive Program (NSIP) sites in the local Aging Services Network. The primary business of the DAAA consists of the following:

- Information and Assistance
- Healthy and Wellness Administration
- Long Term Care Ombudsman
- Senior Community Service Employment Program
- Medicare & Medicaid Assistance Program (MMAP)
- MI CHOICE Care Management Services
- MI Health Link
- Outreach
- Volunteerism & Advocacy

DAAA will implement its strategic goals to address the unmet needs of older persons, adults with disabilities and caregivers in light of these environmental trends impacting the Aging Services Network. This will include continuing the implementation a new Community Wellness Service Center initiative to leverage government funding with other public and private resources, implementation of MI CHOICE and MI Health Link as well as Care Transition services through Total Home Health Care. The loss of funding over the last four years is a major factor in the diversification of its funding resources through fund development, fundraising and community volunteers.

A summary of the services to be funded in FY 2018 follows. Services with an asterisk** represent the services projected to be funded at the highest level of funding and the services with asterisks are projected to serve the most eligible individuals. Community Wellness Service Center services are being provided with funding targeted for Disease Prevention and Health Promotion, Senior Center Operations, Senior Center Staffing and Transportation.

<ul style="list-style-type: none"> • Congregate Meals** • Community Wellness Service Center: <ul style="list-style-type: none"> ○ Community Service Navigator ○ Disease Prevention and Health Promotion ○ Senior Center Operations ○ Senior Center Staffing ○ Transportation • Home Care Assistance • Home-Delivered Meals** • Homemaker (Care Management) • Care Management** • Adult Day Services • Information & Assistance** • Respite Care** • Outreach & Assistance • Long Term Care Ombudsman/Advocacy 	<ul style="list-style-type: none"> • Outreach – DAAA Services • Legal Services • Caregiver Education, Support and Training • Elder Abuse/Prevention • Kinship Support Services • Specialized Services for Hearing Impaired • Specialized Services for Visually Impaired
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DAAA proposes to continue to provide access services directly as well as administer Health and Wellness Services to support the implementation and expansion of Community Wellness Service Centers. All other services will be contracted through a network of service providers. DAAA firmly believes that administering these services will enable the agency to provide them more efficiently through a centralized approach that is person-centered.

DAAA will continue to diversify its funding through public and private partnerships and funding. Strategies to do this will consist of the following:

- Identifying public resources through local governments to replace loss funding to support home-delivered meals and other in-home services targeting the at-risk elderly.
- Advocacy in collaboration with the Silver Key Coalition to expand funding for in-home services;
- Continued partnership with the Detroit Department of Transportation;
- Continuing partnerships with Integrated Care Organizations under MI Health Link;
- Seeking program income for Care Management and Nutrition Services;
- Exploring cost-sharing through health and wellness programming to maintain and expand services;
- Monitoring and supporting local city millages that support senior services within Region 1-A;
- Building relationships with public and private foundations to support fund development;
- Developing collaborations and partnerships to support the implementation of needed services;
- Stepping up fundraising activities to support Holiday Meals on Wheels and Friend of Detroit Meals on Wheels;
- Exploring ways to expand services to veterans through Veterans-Directed Services, third party reimbursement and the Medicare Access and CHIP Reauthorization Act (MACRA) and
- Billing Medicare for reimbursement of health promotion and disease management services in partnership with Community Wellness Service Centers;

A description of the Access and Direct services to be offered are highlighted below:

SECTION II: ACCESS SERVICES

AAA ADMINISTERED SERVICES

A. Access

☒ Care Management - Update

Starting date: October 1, 2017	Ending date: September 30, 2018
Total of federal dollars: \$0	Total of state dollars: \$719,734
Geographic area to be served: Region 1-A (Cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park)	

Goal 1: Improve participant's medication self-management skills.

Activities:

1. Supports Coordinators will reconcile all medication that the participant is taking with their physician.
2. Supports Coordinators will educate participant about medication self-management to increase their knowledge and compliance and minimize ER visits and hospital admits.
3. Supports Coordinators will follow up with the participants during monthly contacts and face to face visits to insure they are adhering to the Physician ordered medication regimen.

Expected Outcome: Improve the participant's knowledge related to their medication regimen. Minimize medication errors and increase compliance with physician orders. Minimize medical visits due to medication errors.

Goal 2: Improve participant's pain management skills.

Activities:

1. Evaluate client feedback regarding pain levels during initial assessment, reassessments and phone contacts.

2. Document interventions for all participants by rating their pain as mild, moderate or severe.
3. Assist participant with pain management concerns during contacts to provide interventions such as evaluating the current pain management regimen and contacting the physician for orders as needed or providing comfort measures, etc.
4. Evaluate the effectiveness of all interventions and problem solve, as needed.

Expected Outcome: Measure pain management at baseline and at specific intervals to improve pain management for participants in collaboration with their physician.

Goal 3: Increase the number of participants who have an active Advance Medical Directive.

Activities:

1. Support Coordinators will educate and review benefits of an Advance Medical Directive with all participants.
2. Support Coordinators will review the benefits of an Advance Medical Directive with participants on an on-going basis and with participants who are not in compliance.
3. Supports Coordinators will monitor whether Advance Directives need to be updated.
4. Work with an inter-disciplinary workgroup and community stakeholders on an Advance Directives Campaign through a multi-faceted communications campaign to encourage seniors to prepare and update Advance Medical Directives.

Expected Outcome: Increase the number of participants and Region 1-A older residents who have an active Advance Medical Directive.

Goal 4: Increase support resources for caregivers.

Activities:

1. Support Coordinators will evaluate caregiver needs and provide resources as needed to minimize caregiver burn out.

2. Support Coordinators will explore opportunities for caregiver/participant respite.
3. Support Coordinators will monitor effectiveness of interventions and make adjustments as needed.

☒ **Care Management**

Current Year and Projected Year			
Client Numbers, Case Load and Client to Staff Ratio			
Number of client pre-screenings: 2017	202	Planned 2018:	200
Number of initial client Assessments -- 2017	94	Planned 2018:	96
Number of initial client care plans - 2017	94	Planned 2018:	96
Total # of clients (carry over plus new) – 2017	181	Planned 2018:	275
Staff to client ratio 1:50			
(Active and maintenance)			

Match and Other Resources			
MATCH: Sources of Funds	State Funding	Cash Value	In-Kind
	\$719,734	1,000	\$80,000
OTHER RESOURCES: Sources of Funds	Program Income	Cash Value	In-kind
		0	

ACCESS SERVICES

Information & Assistance

Starting date: October 1, 2017	Ending date: September 30, 2018
Total of federal dollars: \$369,638	Total of state dollars: \$28,601
Geographic area to be served: Region 1-A (Cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park)	

Goal 1: Update and maintain Information & Assistance (I&A) Resource Database to be able to provide accurate and updated information to all identified populations.

Activities:

1. Complete the identification and removal of resources in database that are no longer valid.
2. Continue to update valid resources in the resource database.
3. Identify gaps in available resources.
4. Collaborate with community organizations to identify resources to fill gaps.
5. Add identified community resources to the database.
6. Maintain the database according to AIRS standards.

Expected Outcome: Greater community access to resources that are accurate and up-to-date.

Goal 2: Enhance the skills of I & A Specialists.

Activities:

1. I & A Specialists will participate in ongoing training to enhance current skills and develop new skills to serve all identified populations.
2. I & A Specialists will continue to participate in required AASA Person Centered Thinking training.
3. I & A Specialists will continue to participate in on-going ABCs of I & R training to meet AIRS standards for recertification.
4. I & A Specialists will continue to participate in on-going MMAP training for 100% of staff to be certified as counselors.
5. I & A Specialists will continue to participate in LGBT sensitivity training.
6. Collaborate with other departments to ensure effective and efficient screening processes for MI Choice Medicaid Waiver, Project Choice, MMAP, Michigan Health Link, Meals on Wheels and other programs.
7. Support Outreach program efforts by attending events and completing on-site intake and referral assistance services.

Expected Outcome: I & A Specialists will respond to all callers in a person-centered manner and provide appropriate information, intake and referrals to all callers.

Goal 3: Collaborate with Community Wellness Center partners to expand I & A, education and Options Counseling to increase accessibility, streamline services, and navigate the environment.

Activities:

1. Develop tools to track outcomes of community I & A and Options Counseling.
2. Provide I & A and Options Counseling training that meets AASA and AIRS standards.
3. Provide I & A and Options Counseling at Community Wellness Service Center agencies to all populations.
4. Collaborate with Community Wellness Center partners to evaluate tracking data and determine next steps.

☒ **Outreach Services**

Starting date: October 1, 2017	Ending date: September 30, 2018
Total of federal dollars: \$168,467	Total of state dollars: \$66,436

Geographic area to be served: Region 1-A (Cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park)

Goal 1: Expand the reach of DAAA programs and services in the community.

Activities:

1. Target identified organizations in the outreach database to identify individuals who may benefit from DAAA services.
2. Attend community meetings with elected officials and local government entities to provide information about DAAA programs.
3. Work with I & A providers to target vulnerable, at-risk seniors and adults with disabilities.
4. Develop strategy for educating consumers on accessing pre-paid ambulatory health plans (PAHP) as MI CHOICE converts to this new system.
5. Utilize social media, local media outlets and cable television to promote DAAA programs in collaboration with municipal governments and other partners.

Expected Outcome: Increase community awareness of DAAA programs and services.

Goal 2: Increase client enrollment in targeted DAAA programs.

Activities:

1. Develop relationships with partners outside of our current network and educate them about aging network services.
2. Coordinate outreach events with partners to reach targeted populations in order to get referrals for DAAA programs during open enrollment.
3. Continue to use translated materials to target at-risk seniors.
4. Use telephonic calls to reach waitlist clients to assess a continued need for DAAA's programs and make referrals to I & A.

5. Continue to promote evidenced-based programs such as Diabetes Personal Action Towards Health (D-PATH) and A Matter of Balance (AMOB).
6. Hold D-PATH and AMOB Fall Prevention information sessions in the community which will lead to clients attending workshops.

Expected Outcome: Increase enrollment for targeted programs and services offered by DAAA and its service provider network.

DIRECT PROVISIONS OF SERVICES

Disease Prevention/Health Promotion

Total of federal dollars: \$140,000	Total of state dollars: \$ 0
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Geographic Area Served: PSA 1-A

Planned goals and activities that will be undertaken to provide the Services during FY 2018 are as follows:

Goal 1: Provide Support to Community Wellness Service Centers (CWSCs).

Activities:

1. Continue the Community Wellness Service Center Advisory Committee to promote best practices.
2. Monitor evidence-based programs and perform fidelity checks.
3. Track self-reported program outcomes.
4. Evaluate effectiveness of programs.

Expected Outcomes: Increase community resources for seniors and caregivers through bridging of social and health determinants of health.

Goal 2: Further Expand Evidence-Based health promotion and disease prevention services.

Activities:

1. Continue technical assistance and support for Community Wellness Service Centers and satellites.
2. Assist CWSCs to recruit and train lay leaders, coaches and instructors in evidence-based programs.
3. Encourage collaboration among CWSCs to share trained volunteers to provide evidence-based programs.
4. Track measurable outcomes for DSMT through excel spreadsheet and AADE annual report.

5. Convene Take Heart program at targeted sites in collaboration with the University of Michigan and DMC.
6. Promote sustainability of Diabetes Self-Management Training at CWSCs through shared resources.
7. Explore third-party reimbursement opportunities.

Expected Outcomes: Improve health status of older adults participating in health promotion and disease management programs.

Long Term Care Ombudsman

Total of federal dollars: \$40,848	Total of state dollars: \$73,546
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Goal 1: Provide advocacy services for nursing facility and community living residents.

Activities:

1. Continue to educate nursing facility and community living residents regarding their rights.
2. Investigate complaints from nursing facilities, MI CHOICE, adult foster care and homes for the aged residents and their family members.
3. Collaborate with residents, resident supports, and nursing home facilities to resolve complaints.
4. Assist residents who would like to transition from institutional to community settings.
5. Assist residents who are experiencing nursing home closure.
6. Continue to participate on the Elder Abuse Task Force.

Expected Outcome: Increase knowledge and understanding about resident rights and responsibilities.

Goal 2: Provide community education on the rights of nursing facility residents and elder abuse.

Activities:

1. Continue to develop relationships with nursing home and community living residents and family support to raise awareness of resident rights and elder abuse.
2. Collaborate with outreach program to target events to provide community education.
3. Collaborate with county organizations to educate and increase community awareness of all populations on elder abuse.
4. Work to protect nursing home residents from voter-related and other types of fraud.
5. Coordinate trainings on Elder Abuse for I &A Specialists.

Expected Outcome: Increase knowledge of residents, family members and the community on identifying and responding to potential cases of elder abuse and/or fraud prevention.

FY 2018 PROGRAM DEVELOPMENT PLAN

Goal 1: Improve and Expand Health, Wellness and Nutrition of Older Adults

Activities:

1. Continue to create Community Wellness Service Centers that provide a sustainable infrastructure for integrating community navigation and health and wellness services into each targeted area.
2. Continue to further expand types of evidence-based health promotion and disease prevention services through community wellness service centers, satellite locations and congregate meal sites through recruitment of trained lay leaders for Tai-Chi, modified Yoga, Take Heart and other programming.
3. Expand Nutrition Services at Community Wellness Service Centers, satellite locations and congregate meal sites.
4. Introduce Membership Services and Social Marketing among Community Wellness Service Centers.
5. Reach out to local television, radio, print and social media to help drive seniors to Community Wellness Service Centers.
6. Seek funding to pay for stipends and other incentives to support volunteers providing training to CWSC participants.

Expected Outcomes: Increase community resources for seniors and caregivers through coordinated health and social services.

Goal 2: Increase Access to Public Benefits and Services – Educate consumers to access public and private benefits and services made available through existing and new programs.

Objective 2.1: Build the capacity of AAA and service provider network to provide benefits screening, counseling and application assistance.

Activities:

1. Introduce community wellness service centers to MI-SOAP.org web portal.
2. Work with providers to integrate MMAP, MI Café and MI Bridges to reduce duplication of efforts.

3. Advocate for improved coordination through Department of Health and Human Services (DHHS), Social Security and Centers for Medicare and Medicaid Services (CMS).
4. Train older adults, professionals and volunteers to be public benefits advocates.
5. Use technology and non-traditional methods to help seniors access public benefits and services.

Expected Outcomes: Increased economic security through public and private benefits.

Goal 3: Coordinate Transportation Services for Seniors and Adults with Disabilities.

Objective 3.1: Explore use of Volunteer-based Transportation strategies to supplement transportation services

Activities:

1. Work with local partners to coordinate door-to-door transportation for seniors and adults with disabilities.
2. Examine best practices and effective models that can be used to provide transportation with trained volunteers.
3. Seek funding, volunteers, vehicles and other resources needed for the pilot.
4. Pilot model and evaluate effectiveness.

Expected outcomes: Develop and Test volunteer-based transportation model to support ongoing transportation efforts.

Objective 3.2: Implement the Rides2Wellness Detroit Project in collaboration with DDOT, FTA and other partners

1. Implement Rides2Wellness Detroit in collaboration with DDOT, Healthy Detroit and other community partners and consumers.
2. Continue to gather data on the triple AIM, increased access, improved health and reduced cost.
3. Evaluate effectiveness of the model and develop toolkit to support replication.
4. Submit final report to Federal Transportation Administration in coordination with DDOT.

Expected Outcomes: Measure the effectiveness of Wellness Transportation on Older Adults Participating in Demonstration Project.

Goal 4: Promote Caregivers through Responsive Training, Education and Support

Objective 4.1: Work with caregiver support providers, Community Wellness Service Centers and other community stakeholders to expand caregiver support groups in Region 1-A.

Activities:

1. Continue to work with Alzheimer's Association, AARP Michigan and other partners on caregiving and kinship services.
2. Continue to expand Creating Confident Caregivers training for family members caring for loved ones with dementia.
3. Establish a Caregiver Support Collaborative within Region 1-A.
4. Research best practices for caregiver support, education and training.
5. Convene caregiver focus groups and/or conduct community needs assessment to determine needs.
6. Seek additional resources to support caregiver services
7. Train support group leaders and facilitators.
8. Expand and enhance caregiver support services
9. Help older adults and other participants to identify themselves as "caregiver" to reach out for support.

Expected Outcome: Increase capacity of caregivers to provide care through emotional and other support.

Goal 5: Create Age Friendly Communities-for-A-Lifetime

Objective 5.1: Submit Age Friendly Communities-For-A-Lifetime for the City of Detroit.

Activities:

1. Work with City of Detroit, Aging Consortium, AARP Michigan, Wayne State University and other partners to make Detroit a Communities-For-A-Life Time designation.
2. Utilize findings from the City of Detroit Needs Assessment Survey to support age-friendly communities development.

3. Review AARP and Communities-for-a- Lifetime Assessment Tools and modify as needed.
4. Build partnerships with community stakeholders to plan age-friendly community strategies.
5. Engage older adult residents and other community stakeholders in the age friendly community discussions.
6. Integrate data from the City of Detroit Community Needs Assessment into the process.
7. Conduct a readiness assessment of Detroit neighborhood districts.
8. Seek a resolution from the City of Detroit and/or City Planning Commission
9. Submit to Aging and Adult Services Agency.

Expected Outcome: Promote Aging-Friendly Communities planning within City of Detroit and PSA 1-A.

DETROIT AREA AGENCY ON AGING 1-A FY 2018 REQUEST TO TRANSFER FUNDS

The Area Agency on Aging requests approval to transfer funds from Title III-C1 Congregate Nutrition Services to Title III-B Supportive Services. The rationale is described below:

The transfer of **\$831,699** from **Title III C-1** to **Title III-B** will be utilized to provide services through Community Wellness Service Centers including Community Service Navigator (regional definition), Transportation, Disease Prevention and Health Promotion, Senior Center Operations and Senior Center Staffing.

There will also be an administrative transfer from Title III C-2 to Title III C-1 to enable the Congregate Meals Program to be maintained at the FY 2017 level.

A total of **\$990,357** is allocated from State Alternative Care, State Respite, Merit Award and State In-Home Services to support the Home Delivered Meals program by providing meals to eligible participants as a form of Respite.

FY 2018 AREA PLAN GRANT BUDGET

Agency: Detroit Area Agency on Aging

Budget Period: 10/01/16 to 09/30/17

Rev. 4/2016

PSA: 1-A

Date: 07/08/16

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SERVICES SUMMARY

FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	1,715,347		1,715,347
2. Fed. Title III-C1 (Congregate)		690,637	690,637
3. State Congregate Nutrition		22,260	22,260
4. Federal Title III-C2 (HDM)		168,600	168,600
5. State Home Delivered Meals		975,888	975,888
8. Fed. Title III-D (Prev. Health)	61,220		61,220
9. Federal Title III-E (NFCSP)	380,464		380,464
10. Federal Title VII-A	13,448		13,448
10. Federal Title VII-EAP	15,150		15,150
11. State Access	66,436		66,436
12. State In-Home	755,748		755,748
13. State Alternative Care	261,496		261,496
14. State Care Management	719,734		719,734
16. St. ANS & St. NHO	156,456		156,456
17. Local Match			
a. Cash	47,753	340,800	388,553
b. In-Kind	514,898	80,000	594,898
18. State Respite Care (Escheat)	107,768		107,768
19. MATF & St. CG Support	343,012		343,012
20. TCM/Medicaid & MSO	20,691		20,691
21. NSIP		640,520	640,520
22. Program Income	152,025	35,000	187,025
TOTAL:	5,331,646	2,953,705	8,285,351

ADMINISTRATION

Revenues	Local Cash	Local In-Kind	Total
Federal Administration	335,140	75,000	410,140
State Administration	58,398		58,398
MATF & St. CG Support Administration	30,870		30,870
Other Admin	431,635		431,635
Total AIP Admin:	856,043	75,000	931,043

Expenditures

	FTEs	
1. Salaries/Wages	12.62	460,636
2. Fringe Benefits		161,223
3. Office Operations		309,184
Total:		931,043

Cash Match Detail

Source	Amount	In-Kind Match Detail	Amount
Investment Income	75,000		
Total:	75,000	Total:	-

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

Signature

Title

Date

FY 2018 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL

Agency: Detroit Area Agency on Aging

Budget Period:

10/01/16

to

09/30/17

Rev. 4/2016

PSA: 1-A

Date:

07/08/16

Rev. No.:

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SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII	State Access	State In-Home	SL AIL Care	State Care Mgmt	SL ANS SL NHO	SL Respite (Escheat)	MATF & St. CG Sup.	TCM Medicaid MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
1. Access																
a. Care Management								719,734					1,000		80,000	800,734
b. Case Coord/supp																-
c. Disaster Advocacy																-
d. Information & Assis	243,668		125,970						28,601							398,239
e. Outreach	118,467		50,000		66,436									6,330		241,233
f. Transportation	44,000												6,850		10,500	61,350
2. In-Home																
a. Chore																-
b. Home Care Assis	95,228					134,567	82,561						16,000		43,150	371,506
c. Home Injury Cntrl																-
d. Homemaking																-
e. Home Health Aide																-
f. Medication Mgt																-
g. Personal Care																-
h. Assistive Device&Tech																-
i. Respite Care						621,181	173,745			107,768	137,332		3,850		117,448	1,161,324
j. Friendly Reassure																-
3. Legal Assistance	57,510												800		10,800	68,110
Community Services																
a. Adult Day Care							5,190				174,610		2,100		20,700	202,800
b. Dementia ADC																-
c. Disease Prevent	303,780	61,220											37,550	41,423	56,600	500,573
d. Health Screening																-
e. Assist to Deaf	15,000												500		3,000	18,500
f. Home Repair																-
g. LTC Ombudsman																-
h. Sr Ctr Operations	99,000												15,000		22,600	136,600
i. Sr Ctr Staffing	240,000												25,050		37,700	302,750
j. Vision Services	15,000												500		3,000	18,500
k. Elder Abuse Prevnt				15,150									375		2,900	18,425
l. Counseling																-
m. Creat.Confl.CG@ CCC																-
n. Caregiver Supplmt																-
o. Kinship Support	11,211		33,789										400		5,500	50,900
q. Caregiver E,S,T			104,000										5,450		15,000	124,450
5. Program Develop	176,729															176,729
6. Region Specific																
a. Outreach & Assistance	111,354		66,705										1,600		20,000	199,659
b. Comm. Serv. Navigator	157,000								75,000				35,000		53,000	320,000
c. LTC Omb/Advocacy	27,400			13,448					52,855			20,691			13,000	127,394
d.																-
e.																-
7. CLP/ADRC Services																-
8. MATF & St CG Sup Adm											30,870					30,870
SUPPRT SERV TOTAL	1,715,347	61,220	380,464	28,598	66,436	755,748	261,496	719,734	156,456	107,768	343,012	20,691	152,025	47,753	514,898	5,331,646

Planned Services Summary Page for FY 2018			PSA: 1-A		
Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	\$ 800,734	9.66%			X
Case Coordination & Support	\$ -	0.00%			
Disaster Advocacy & Outreach Program	\$ -	0.00%			
Information & Assistance	\$ 398,239	4.81%		X	X
Outreach	\$ 241,233	2.91%		X	X
Transportation	\$ 61,350	0.74%			
IN-HOME SERVICES					
Chore	\$ -	0.00%			
Home Care Assistance	\$ 371,506	4.48%	X		
Home Injury Control	\$ -	0.00%			
Homemaking	\$ -	0.00%			
Home Delivered Meals	\$ 1,993,114	24.06%	X	X	
Home Health Aide	\$ -	0.00%			
Medication Management	\$ -	0.00%			
Personal Care	\$ -	0.00%			
Personal Emergency Response System	\$ -	0.00%			
Respite Care	\$ 1,161,324	14.02%	X	X	
Friendly Reassurance	\$ -	0.00%			
COMMUNITY SERVICES					
Adult Day Services	\$ 202,800	2.45%		X	
Dementia Adult Day Care	\$ -	0.00%			
Congregate Meals	\$ 960,591	11.59%		X	
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ 500,573	6.04%		X	X
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	\$ 18,500	0.22%		X	
Home Repair	\$ -	0.00%			
Legal Assistance	\$ 69,110	0.83%		X	
Long Term Care Ombudsman/Advocacy		0.00%			
Senior Center Operations	\$ 136,600	1.65%		X	
Senior Center Staffing	\$ 302,750	3.65%		X	
Vision Services	\$ 18,500	0.22%		X	
Programs for Prevention of Elder Abuse	\$ 18,425	0.22%		X	
Counseling Services	\$ -	0.00%			
Creating Confident Caregivers® (CCC)	\$ -	0.00%			
Caregiver Supplemental Services	\$ -	0.00%			
Kinship Support Services	\$ 50,900	0.61%		X	
Caregiver Education, Support, & Training	\$ 124,450	1.50%		X	
AAA RD/Nutritionist	\$ -	0.00%			
PROGRAM DEVELOPMENT	\$ 176,729	2.13%			X
REGION-SPECIFIC					
a. Outreach & Assistance	\$ 199,659	2.41%		X	
b. Comm. Serv. Navigator	\$ 320,000	3.86%		X	
c. LTC Ombs/Advocacy	\$ 127,394	1.54%			X
d.	\$ -	0.00%			
e.	\$ -	0.00%			
CLP/ADRC SERVICES	\$ -	0.00%			
MATF & ST CG ADMINISTRATION	\$ 30,870	0.37%			X
TOTAL PERCENT		100.00%	3.80%	75.07%	21.13%
TOTAL FUNDING	\$ 8,285,351		\$314,479	\$ 6,220,182	\$1,750,690

Note: Rounding variances may occur between the Budgeted Funds column total and the Total Funding under the Method of Provision columns due to percentages in the formula. Rounding variances of + or (-) \$1 are not considered material.

DETROIT AREA AGENCY ON AGING
PUBLIC HEARING ON THE FY 2018 ANNUAL IMPLEMENTATION PLAN
PRELIMINARY REPORT

Public Hearing Attendance – May 3, 2017

Caregivers	Seniors	DAAA Board	DAAA Advisory Council	DAAA Staff	Service Providers	Advocates, Policy Makers/Other	Total
14	91	5	4	23	33	6	176

Testimonials

Types of Testimony	Number
Oral Testimony	14
Written Testimony	11
Video Advocacy Clips	23
Total:	48*
Percentage of Engagement	27.2%

A few individuals provided oral or written testimony and also participated in the video-advocacy activities. Over a fourth of those attending were engaged in the input process through written or oral testimony and/or participating in video-advocacy activities.

Evaluation Forms Returned

Attendance	Number Returned
176	93

Response Rate: 53%

Highlights - Evaluation Comments

- ✓ Speakers had great information.
- ✓ Thanks for super program to promote, grow and sustain services.
- ✓ Loved hearing from Ms. Hattie Byrd (retired RN)!
- ✓ Third day of month not convenient for some seniors.
- ✓ Seniors need to be educated about funding cuts.

Key Advocacy Issues – Oral Testimony*

- Proposed Federal Cuts of Service Coordinators in Subsidized Housing
- Affordable Health Care
- Pleased with DAAA Programs and Services and program development efforts
- Income Maintenance assistance needed
- High cost of Auto and Homeowner's Insurance
- Need to continue funding Senior Companion Program
- Maintaining SCSEP as a life line (2 testimonials); MI Health Link Call Center
- Community Wellness Service Center services
- Reliable chore workers for those with vision impairment
- Need for Rehabilitation services for the blind and visually impaired
- Importance of Kinship Services for grandparents raising grandchildren
- Need for more home care assistance hours – more than 2 hours per week

Policy Makers

- Office of Detroit City Council President Brenda Jones
- Office of Detroit City Councilman George Cushingberry, Jr.
- Office of State House Representative Stephanie Chang registered, but was not able to attend.

*Testimony will be added once statements are transcribed.



Serving Detroit, Hamtramck,
Harper Woods, Highland Park
and the five Grosse Pointes

DETROIT AREA AGENCY ON AGING
FY 2018 Annual Implementation Plan
REVIEW & APPROVAL FORM

Name: _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

Contact: _____

Email Address: _____

- City:** ☐ City of Detroit ☐ Grosse Pointe Park ☐ Hamtramck
☐ Grosse Pointe ☐ Grosse Pointe Shores ☐ Harper Woods
☐ Grosse Pointe Farms ☐ Grosse Pointe Woods ☐ Highland Park

_____ I hereby acknowledge receipt of and approve FY 2018 Annual Implementation Plan (AIP) for Planning and Service Area I-A.

_____ I hereby acknowledge receipt of and approve FY 2018 Annual Implementation Plan (AIP) for Planning and Service Area I-A with recommended revisions. (Please see the proposed revisions on the back of this form.)

_____ I hereby acknowledge receipt of and indicate that plans are underway for review of FY 2018 Annual Implementation Plan (AIP) for Planning and Service Area I-A.

_____ I hereby acknowledge receipt of and disapprove FY 2018 Annual Implementation Plan (AIP) for Planning and Service Area I-A. (Please see the reasons for disapproval on the back of this form.)

Please describe your method of review and approval:

Projected Date for Approval Vote: _____

Authorized Official Signature

City

Date

COMMENTS ON THE FY 2018 ANNUAL IMPLEMENTATION PLAN

Please describe any recommendations that your city proposes for consideration in the proposed plan:

Please mail or fax this Review & Approval form to DAAA
no later than July 21, 2017.

To fax: Fax this form to the DAAA office at (313) 446-4445.

To mail: Mail this form to Detroit Area Agency on Aging, 1333 Brewery Park Blvd.,
Suite 200, Detroit, Michigan 48207- 4544.

To scan/email: Download form from DetroitSeniorSolution.com or daaa1a.org Website
and email signed form to: MYP@daaa1a.org

***For additional copies of this form, go to DAAA Website – Planning & Research
www.DetroitSeniorSolution.com or www.daaa1a.org***

For further information, please contact Anne Holmes Davis, Director of Planning at (313) 446-4444, ext. 5803 or at MYP@daaa1a.org.

Detroit Area Agency on Aging – The Senior Solution



CITY OF GROSSE POINTE WOODS

MEMORANDUM

RECEIVED

JUN 29 2017

CITY OF GROSSE PTE. WOODS

DATE: June 29, 2017

TO: Mayor and City Council

CC: Cathy Behrens, Treasurer/Comptroller

FROM: Bruce J. Smith, City Administrator 

SUBJECT: SMART Municipal and Community Credits Contract for FY - 2018

Attached is the *FY-2018 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 \$22,492 in Community Credits. Total SMART funding allocated to the city for 2017 is \$38,376.

The *Projected FY-2018 Operating Budget* (Exhibit B) outlining how funds will be expended is as follows:

<u>OPERATING EXPENSES</u>	
Administrative Fee	\$3,838
Driver Wages	\$800
Gasoline & Lubricants	\$200
Other – Transfer to PAATS	\$23,238
Charter Service	\$8,500
Capital Purchases	\$1,800
Total	\$38,376
<u>REVENUES</u>	
Municipal Credit Funds	\$15,884
Community Credit Funds	\$22,492
Total Revenue	\$38,376

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

Attachments

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT for FY - 2018

I, Robert E. Notvike, as the Mayor of the **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** (Section 1 below), and **Community Credits** (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 PAATS Funding of: \$ 10,500
TRANSFeree COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 5,384
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)

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 projected revenue estimates. 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 funding must be spent by September 30, 2019; 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 **\$22,492 in Community Credit** funds available as follows:

- (a) Transfer to PAATS Funding of: \$ 12,738
TRANSFeree COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 7,954
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ 1,800
(Including Tickets, Shuttle Services/Dial-a-Ride)
- (d) Capital Purchases At the cost of: \$ _____

Total \$22,492

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT for FY - 2018

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 2018, 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 unless approval from SMART General Manager is obtained to extend Community Credits for an additional 2 years to allow accrual for major capital projects; 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: _____

Date _____

Its: _____


Suburban Mobility Authority for
Regional Transportation

Date _____

By: _____

John C. Hertel
General Manager

Approved for Signature


Don R. Berschback
City Attorney

Date: 6-28-17

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT

for FY - 2018

Primary Contact Person Name: Bruce Smith

Office Telephone Number: 313.343.2445

Cell Phone Number: 313.319.8493

Fax Number: 313.343.2658

Email Address: bsmith@gpwm1.us

Street Address, City, Zip Code: 20025 Mack Plaza Drive, Grosse Pointe Woods
MI, 48236

Secondary Contact Person Name: Susan Como

Office Telephone Number: 313.343.2445

Cell Phone Number: N/A

Fax Number: 313.343.2658

Email Address: scomo@gpwm1.us

Street Address, City, Zip Code: 20025 Mack Plaza Dr., Grosse Pointe Woods
MI, 48236

*Other Name(s):

Office Telephone Number:

Cell Phone Number:

Fax Number:

Email Address:

Street Address, City, Zip Code:

**Please indicate the staff person who sends the weekly and quarterly reports*

EXHIBIT A

Project Descriptions

Pointe Area Assisted Transportation Service (PAATS)

Pointe Area Assisted Transportation Service (PAATS) is a Community Transportation Service provided for the elderly and disabled of Grosse Pointe City, Village of Grosse Pointe Shores, Grosse Pointe Park, Grosse Pointe Farms, Grosse Pointe Woods, and Harper Woods.

Service Area: PAATS operates in an area bounded by Gratiot, 11 Mile Rd., Chalmers and Lake St. Clair/Detroit River. We also serve several site specific locations, which include: The Detroit Medical Center, Henry Ford Hospital (Main), City County Building, St. John Macomb Hospital and several doctor's offices up to 12 Mile Rd. on Little Mack. Site specific locations are subject to change.

Service Times: Monday thru Friday 7:00 am to 4:30 pm. Closed on major holidays.

Service Reservation number: 313-343-2580

Eligible User Groups: Users must be 60+ or disabled and a resident of one of the Grosse Pointes or Harper Woods.

Fare Structure: \$3 each way within Harper Woods and the Grosse Pointes; \$4 each way from 8 Mile to 11 Mile and Kelly to Gratiot; \$5 each way to site specific locations.

Service Mode: PAATS has six vehicles and all are lift equipped with a seating capacity of 12-14 passengers. On a normal day, four vehicles are scheduled for service with an additional one added occasionally.

Vehicle #s: 29107, 29108, 32101, 35110, 35112, 36140.

The total funds allocated for this program are \$23,238. This amount includes Municipal and Community Credits.

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 19 through July 28/ 8:30 am – 4:00 pm (flier attached)
- Polar Express Event (as backup transportation): December 7, 8, 9, 10, 14, 15 and 16 (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 \$1,000. 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 \$1,800.

POINTE AREA ASSISTED TRANSPORTATION SERVICE
P.A.A.T.S
(313) 882-9600

Pointe Area Assisted Transportation Service (PAATS) provides transportation to persons 60+ and disabled residents of Harper Woods and the Grosse Pointes. Residents must call at least 48 hours in advance to reserve a ride.

Service Area

The service takes residents to all locations in an area bound by the following:

- 11 Mile Rd, Gratiot Ave, Chalmers, Lake St. Clair/Detroit River

We also go to several "site specific" locations including:

- Henry Ford Hospital, DMC, St. John Hospital, Macomb and others, call for more details.

Fares

The following fares are per one-way trip:

Within Harper Woods & the Grosse Pointes	\$3.00
Outside of the city limits of Harper Woods and the five Grosse Pointes	\$4.00
Site specific locations	\$5.00

Holiday Gift

Can't think of a gift for your neighbor, friend, relative living in the Harper Woods, Grosse Pointe area...give them a "Gift Card", call our office for information.

We also provide transportation to special trips arranged by SOC. Trips include plays, tours, shopping, great lunches at area restaurants and many more. Call SOC (313) 882-9600 for more information.

Lake Front Park

2017 Bus Schedule

Monday thru Friday, June 19 to July 28

(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@gpwwmi.us

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 Grease Pointes while listening to the Polar Express Story on their way to the North Pole (Community Center Banquet Rooms).

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!

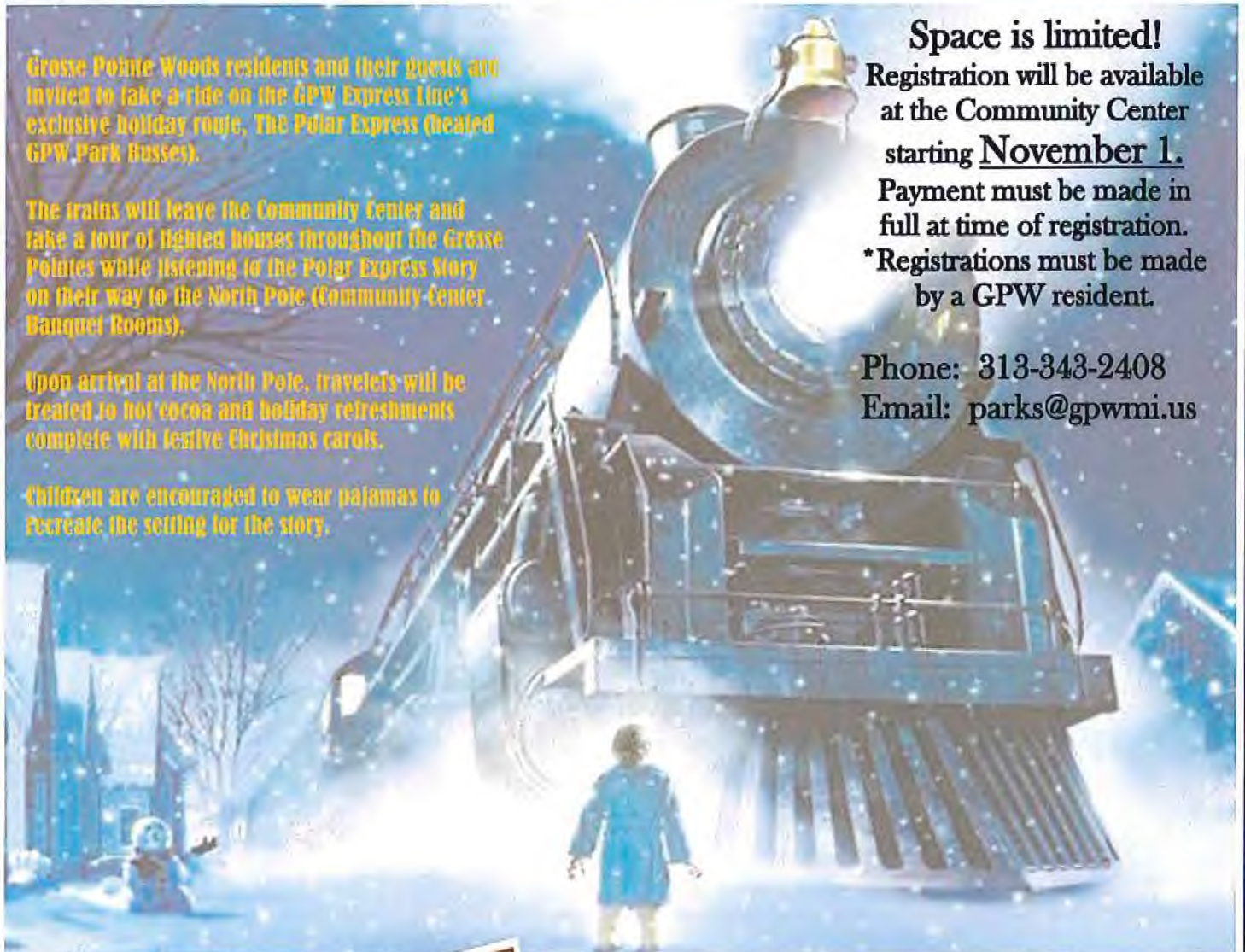
Registration will be available at the Community Center starting **November 1.**

Payment must be made in full at time of registration.

***Registrations must be made by a GPW resident.**

Phone: 313-343-2408

Email: parks@gpwmn.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)

Dates: THURSDAY, DECEMBER 7
FRIDAY, DECEMBER 8
SATURDAY, DECEMBER 9
SUNDAY, DECEMBER 10

THURSDAY, DECEMBER 14
FRIDAY, DECEMBER 15
SATURDAY, DECEMBER 16

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT for FY - 2018

EXHIBIT B

PROJECT OPERATING BUDGET

Municipality: City of Grosse Pointe Woods

Contract Period: July 1, 2017 - June 30, 2018

Account No: 48117

OPERATING EXPENSES:

Administrative Fee	
(10% max. of MC & CC funds)	\$3,838
Driver Wages	\$800
Fringe Benefits	
Gasoline & Lubricants	\$200
Vehicle Insurance	
Parts, Maintenance Supplies	
Mechanic Wages	
Fringe Benefits	
Dispatch Wages	
Other (Specify) TRANSFER TO PAATS	\$23,238

Sub-Total (Operating Expenses)

\$28,076

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	\$1,800
Vehicle	
Maintenance Equipment	
Other (Specify)	

Sub-Total (Capital Equipment)

\$1,800

TOTAL EXPENSES

**(Operating Expenses, Purchased Service,
and Capital Equipment):**

\$38,376

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT for FY - 2018

EXHIBIT B, continued (Page 2)

REVENUES:

Municipal Credit Funds	<u>15,884</u>
Community Credit Funds	<u>22,492</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>

TOTAL REVENUE:

\$38,376

(Note: TOTAL EXPENSES must equal TOTAL REVENUE)



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

9A

Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: City of Grosse Pointe Woods		
Applicant address: 20025 Mack Plaza Drive		
City: Grosse Pointe Woods		Zip Code: 48236
Contact name: Bruce Smith	Phone: 313 343-2450	Email: bsmith@gpwmj.us
Alternate contact name: Lisa Hathaway	Phone: 313 343-2440	Email: lhathaway@gpwmj.us
1. Has the applicant organization previously received a Special License? <input checked="" type="radio"/> Yes <input type="radio"/> No If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)		Leave Blank - MLCC Use Only
2. Has the applicant organization been established for one (1) year or longer? <input checked="" type="radio"/> Yes <input type="radio"/> No Date the applicant organization was established (month/day/year): 12/11/1950		
3. Is the applicant organization a municipality? <input checked="" type="radio"/> Yes <input type="radio"/> No		

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: City Hall, 20025 Mack Plaza	
City, township, or village where event will be held: Grosse Pointe Woods, MI	County: Wayne
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> <input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? <input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
5. Is the event location outdoors or partially outdoors? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form. 138 feet X 232 feet = 32,016 square feet Width Length Describe type and height of the barrier that will be used to enclose the outdoor area: 4' vinyl winter fencing	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: Public Safety Auxiliary will check I.D. and monitor activities. Signage will be posted identifying: "Must be 21 years of age or older to consume alcoholic beverages - Picture I.D. must be shown"	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? If Yes, attach a copy of your documentary proof of approval to use the state owned land.	<input type="radio"/> Yes <input checked="" type="radio"/> No
8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)	<input type="radio"/> Yes <input checked="" type="radio"/> No
9. Will the event(s) involve an auction of donated wine? If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.	<input type="radio"/> Yes <input checked="" type="radio"/> No

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

10. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date.** **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	Aug 11, 2017		Describe event being held: This is a City, Community Event - Music on the Lawn	
	Date			
	7:00 PM	10:00 PM	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input checked="" type="radio"/> No	
2			Describe event being held:	
	Date			
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
			Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
3			Describe event being held:	
	Date			
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
			Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
4			Describe event being held:	
	Date			
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
			Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
5			Describe event being held:	
	Date			
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
			Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
6			Describe event being held:	
	Date			
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
			Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

12. Special license date information Continued from Page 2.

7			Describe event being held:	
	Date			
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
8			Describe event being held:	
	Date			
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
9			Describe event being held:	
	Date			
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
10			Describe event being held:	
	Date			
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
11			Describe event being held:	
	Date			
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
12			Describe event being held:	
	Date			
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculator on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>	\$50.00	If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses. Make checks payable to: State of Michigan	<i>Leave Blank - MLCC Use Only</i>
x Number of Special Licenses:	1		
= Special License Fees: <i>MLCC Fee Code: 4008</i>	\$50.00		
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>			
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>			
= TOTAL FEES DUE:	\$50.00		

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Robert E. Novitke, Mayor, 313 343-2445

<u>Print Name and Phone Number of President</u>	<u>Signature of President</u>	<u>Date</u>
<u>Print Name of Notary</u>	<u>Signature of Notary</u>	<u>Date</u>
Notary Public, State of Michigan, County of	Acting in the County of	
My commission expires		

Lisa Kay Hathaway, City Clerk, 313 343-2440

<u>Print Name and Phone Number of Secretary</u>	<u>Signature of Secretary</u>	<u>Date</u>
<u>Print Name of Notary</u>	<u>Signature of Notary</u>	<u>Date</u>
Notary Public, State of Michigan, County of	Acting in the County of	
My commission expires		

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: City of Grosse Pointe Woods Public Safety

Name & title of reviewing officer: John Kosanke, Director of Public Safety

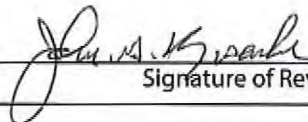
Phone number of officer: 313 343-2420

Email of officer: jkosanke@gpwmi.us

If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? ☐ Yes ☒ No

If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? ☒ Yes ☐ No

I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.



Signature of Reviewing Officer

7-5-17
Date

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school: Grosse Pointe Woods Presbyterian Church

Address of church or school: 19950 Mack Avenue

City: Grosse Pointe Woods

Zip Code: 48236

Phone number: 313 886-4301

Email: gpwpc@comcast.net

Name of clergy member or superintendent: Rev. Edward Dunn

I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.



Signature of Clergy Member or Superintendent

7/5/17
Date

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:

Business ID Number:

Type of license held at this location (e.g. Class C, Club, Tavern, etc.):

Phone number:

Email:

Name of authorized signer for licensee:

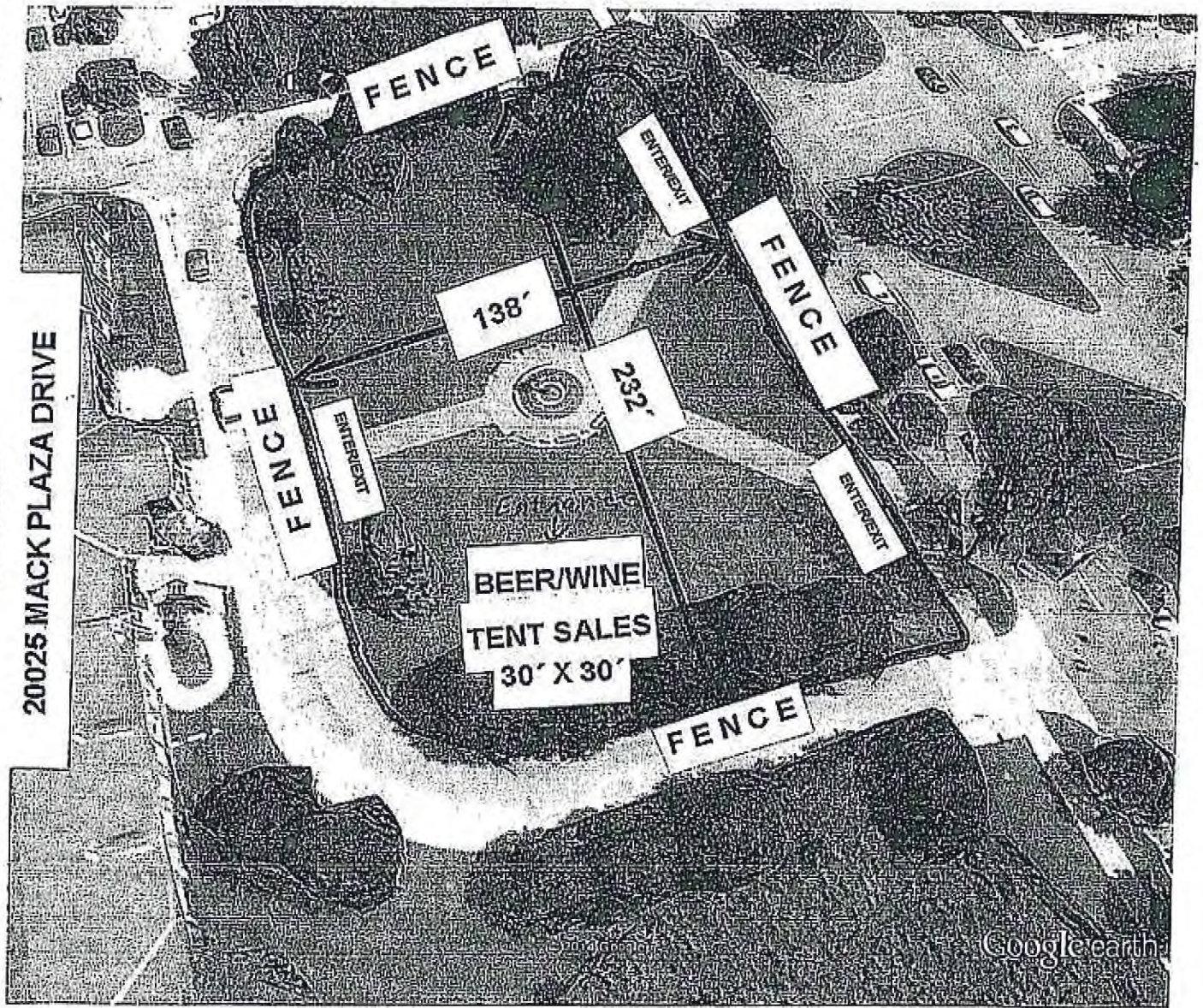
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.

Signature of Authorized Signer for Licensee

Date

CITY HALL

20025 MACK PLAZA DRIVE



Google earth

feet 100
meters 30



- Public Safety Auxiliary Officers will be monitoring the entrances and exits of both the beer/wine tent and the fenced area to ensure compliance with the laws of the State of Michigan and the Rules of the MLCC regarding the sale, furnishing, and consumption of alcoholic beverages.
- The beer/wine tent will be enclosed on three sides with signage posted, "Must be 21 years of age or older to consume alcoholic beverages – Picture I.D. must be shown"
- Only individuals with wrist bands will be permitted to purchase or consume beer/wine.
- Total Service area is $138' \times 232' = 32,016$ sq. ft.
- Perimeter of fenced area = 731' (grassy area in front of City Hall)
- Snow fencing will be used to enclosed grassy area.



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☐ Special meeting of the ☐ Membership ☐ Board of Directors

called to order by _____ on _____ at _____
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
(Name of Organization)

for a Special License to serve alcohol on _____
(Event Date or Dates)

to be located at _____
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☐ Regular ☐ Special meeting held on _____
(Date)

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Bond No. 63263846

Bond of Special License for Sale of

Beer, Wine, and/or Spirits for Consumption on the Premises
[Required under MCL 436.1801(1)(b) - Not Required if Applicant Organization is a Church or School]

Applicant organization name:	
City of Grosse Pointe Woods	
Address of event location:	
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236	
City, township, or village where event will be held:	County:
Grosse Pointe Woods	Wayne

Know all men by these presents, that the above applicant, as principal,

and WESTERN SURETY COMPANY

of address 101 S. Reid St., Ste. 300, City of Sioux Falls, State of South Dakota
have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year): July 5th, 2017

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan, as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): August 11th, 2017

if accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): July 5th, 2017

Signature of Special License applicant: _____

Officer name & title (print or type): _____

Attorney-in-fact signature: _____

Attorney-in-fact name (print or type): _____

Paul T. Bruflat, Vice President

Name of Surety Company: _____

WESTERN SURETY COMPANY

Address & Phone of Surety Company: _____

P.O. Box 5077

Sioux Falls, SD 57117-5077

(605) 336-0850

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Liquor Event

bond with bond number 63263846

for City of Grosse Pointe Woods

as Principal in the penalty amount not to exceed: \$ 1,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its
Vice President with the corporate seal affixed this 5th day of July,
2017.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

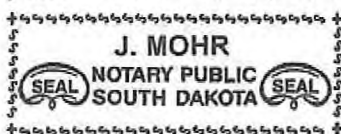
By Paul T. Bruflat

Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 5th day of July, 2017, before me, a Notary Public, personally appeared
Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the
voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.





CITY OF GROSSE POINTE WOODS

MEMORANDUM

RECEIVED
JUN 30 2017
CITY OF GROSSE PTE. WOODS

Date: June 29, 2017

To: Mayor and City Council

From: Bruce J. Smith, City Administrator

Subject: Expenses relating to the fire at the Maintenance Garage at Lake Front Park

Attached to this memo are the invoices and a receipt for the purchase of replacement tools and equipment as well as the electrical work performed to restore the Maintenance Garage at Lake Front Park after the fire. All of these expenses are covered by the insurance claim filed with *Specialty Insurance Company and Tokyo Marine HCC-Public Risk Group*. The expenses are as follows:

• HTKM Kombi pole saw and accessories	\$ 260.10
• Replacement tools and equipment	\$3,514.50
• Electrical work and fixtures	<u>\$4,500.00</u>
Total	\$8,274.60

I recommend approval to pay the invoices and receipt for the above stated in an amount not to exceed \$8,274.60. This is not a budgeted item; however, funds are available in account #101.774.850.000.

Fund Certification:

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

Treasurer/Comptroller Signature

Attachments



GILBERT'S PRO HARDWARE,

21912 Harper Ave.

RECEIVED St. Clair Shores, MI 48080

586.776.9532 Fax: 586.776.3890

JUN - 8 2017

CITY OF GROSSE PTE. WOODS

Sold To:

CITY OF GR PTE WOODS

20025 MACK AVE

GR PTE WOODS, MI

48236

Ship To:

CITY OF GROSSE POINTE WOODS

20025 MACK AVE

GR PTE WOODS, MI 48236

INVOICE NUMBER

246138

Invoice Date

06/08/2017

INVOICE

Customer No.	Service Order No.	P.O. Number	Payment Terms	Page No.
1372	2387	TOOL FIRE	NET 90 DAYS	1
Sales Rep.	Shipping Method	Due Date	Station	Time
KS 002		09/07/2017	002	8:53am

QTY	Item	Description	Unit Price	Extension
1.00		**GR WOODS - TOOLS**	0.00	0.00
1.00	045242358700	MILWAUKEE TOOL TOOL KIT 4PC	653.99	653.99
1.00	045242158812	MILWAUKEE CUT OFF TOOL 18V	369.99	369.99
2.00	718928700789	NAILS ROOFING 1	2.49	4.48
2.00	042928053027	DECK SCREWS 2 1/2"	5.99	10.78
1.00	039725036704	SKIL ROTARY SANDER 1/4	43.99	39.59
1.00	845534015386	CIRCULAR SAW 7-1/4	58.19	52.37
1.00	092265105019	MEDICINE CABINET	69.99	62.99
1.00	045242155965	CIRCULAR SAW MILWAUKEE 6.5IN	117.89	106.10
1.00	029892023089	EXT CORD 16/3 ORANGE 50'	17.99	16.19
1.00	029892024086	EXT CORD 14/3 50'	31.59	28.43
1.00	845534011517	BELT SANDER W/CASE ROCKWELL	84.99	76.49
1.00	845534080193	DRILL 18V ROCKWELL 2 BATT	89.99	80.99
2.00	045734626188	RUBBER TIE DOWN 45"	2.59	4.66
2.00	045734626171	RUBBER TIE DOWN 35"	3.99	7.18
2.00	045734626164	RUBBER TIE DOWN 24"	2.29	4.12
1.00	084298015267	TOOL POUCH 28 POCKET	37.99	34.19
1.00	084298041228	BUCKET APRON 61PKT	24.99	22.49
1.00	042944638024	SECURITY BIT SET 33pc 19.99	14.99	13.49
1.00	076174334258	TAPE MEASURE 25'X 1" STANLEY	13.99	12.59
1.00	072874063542	GLOVES POLY COATED 5PK	6.99	6.29

Charged to Account	SubTotal Amount	Sales Tax	Invoice TOTAL
3,514.50	3514.50	0.00	3,514.50

Date Due:	09/07/2017	Balance Due:	\$ 3514.50
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Thank you for trusting Gilbert's Pro Hardware for your hardware supplies.

THANK YOU!

Signature: _____

101.774.850.000

CLAIM 183117

Sadler Electric

27423 Harper Ave
St. Clair Shores, MI 48081**Invoice**

Date	Invoice #
5/9/2017	34649

Bill To
City of Grosse Pointe Woods 1200 Parkway Grosse Pointe Woods, MI 48236

P.O. No.	Terms	Project

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
16 Electr...	Labor and material to replace/repair electrical damaged in fire located at maintenance garage in city park including: -Replace damaged receptacles with code required GFCI receptacles. -Replace smoke damaged light fixtures. -Replace damaged outside light power feed pipe and wire. -Inspection of existing circuits for fire damage and replace if necessary. -Replace Exit/Emergency Combo Light.	4,500.00				4,500.00	100.00%	100.00%	4,500.00

Any Questions Please call 586.775.7144
Thank You For Your Business.**Total** 4,500.00**Payments/Credits** \$0.00**Balance Due** \$4,500.00

RECEIVED

CLAIM
183117

THANK YOU FOR SHOPPING
JUN - 8 2017
GREAT LAKES ACE 18128
(586) 772-9900
CITY OF GROSSE POINTE WOODS
23245 GREATER MACK AVE.
ST. CLAIR SHORES, MI

06/08/17	9:03AM	00245	712	SALE

79900905	1	SI	7.19	SI N
QUART PLATINUM B&C OIL				7.19
Regular Price:			7.99	
You Saved :			.80	
79900595	1	EA	62.96	EA CN
HT/HL KM DRIVE SHAFT EXT.				62.96
Regular Price:			69.95	
You Saved :			6.99	
79900360	1	EA	189.95	EA DN
HTKM KOMBI POLE SAW				189.95
Regular Price:			199.95	
You Saved :			10.00	
B2B ACC				

SUB-TOTAL:\$ 260.10 TAX: \$.00
TOTAL: \$ 260.10
CHARGE AMT: 260.10
Total Items: 3



====> JRNL#E36639 INV# 983/128 <==
CUST NO:200695
ACE REWARDS ID # 19818376885

Customer Copy

YOU SAVED \$ 10.00 BY SHOPPING AT
GREAT LAKES ACE 18128



Name : X
JOHN SALTER
Acct: CITY OF GROSSE POINTE WOODS

New E-Cloth environmentally friendly
Just add water \$5.99 after 2.00 IS

KELLER THOMA
A PROFESSIONAL CORPORATION

COUNSELORS AT LAW
26555 EVERGREEN
SUITE 1240
SOUTHFIELD, MICHIGAN 48076
313.965.7610
FAX 313.965.4480
www.kellerthoma.com

FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
Attention: City Manager

May 01, 2017
Client: 000896
Matter: 000003
Invoice #: 112296

REGARDING: GENERAL LABOR MATTER

For professional services rendered and expenses incurred relative
to the above matter:

TOTAL **\$89.67**

KELLER THOMA
A PROFESSIONAL CORPORATION

COUNSELORS AT LAW
26555 EVERGREEN
SUITE 1240
SOUTHFIELD, MICHIGAN 48076
313.965.7610
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FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
Attention: City Manager

May 01, 2017
Client: 000896
Matter: 000003
Invoice #: 112296

Page: 1

RE: GENERAL LABOR MATTER

For Professional Services Rendered through May 31, 2017

DATE	ATTY	DESCRIPTION	HOURS
5/15/2017	TLF	Attention to receipt and review of e-mail correspondence from Mr. Bruce Smith with correspondence from client; review of file; telephone call to Mr. Smith.	0.50
Total Services			\$87.50

ATTORNEY	HOURS	RATE	AMOUNT
TLF THOMAS L. FLEURY	0.50	\$175.00	\$87.50

DISBURSEMENTS		
2/28/2017	Postage	\$2.17
Total Disbursements		\$2.17

KELLER THOMA
A PROFESSIONAL CORPORATION

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: City Manager

May 01, 2017

Client: 000896

Matter: 000003

Invoice #: 112296

Page: 2

RE: GENERAL LABOR MATTER

Total Amount Due

\$89.67

10C

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

(688) 777-0400
FAX (688) 777-0430
E-MAIL donberschback@yahoo.com

OF COUNSEL
CHARLES T. BERSCHBACK

June 30, 2017

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

RE: June 2017 Billing/DRB

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
6.1.17	TC with LKH, work on CC and COW agenda items (1.00); outside litigation work (.25)	1.25
6.5.17	Weekend packet review and follow up on all CC and COW agenda items, TCs with outside counsel, attendance at CC and COW meetings (3.75); TC on citizen complaint (.25)	4.00
6.6.17	C&E work (.50)	0.50
6.7.17	Attending to CC matters (.25)	0.25
6.8.17	Attendance at Municipal Court and follow up (3.00); FOIA and subpoena work (.25); outside litigation complaint work (.25)	3.50
6.9.17	FOIA research (.50); attending to outside litigation work (.50)	1.00
6.13.17	Work on outside litigation and CC and COW items (1.50)	1.50
6.15.17	Attendance at Municipal Court and follow up (1.75)	1.75
6.24.17	Warrant work (.25)	0.25
6.26.17	Building complaint - inspection work (.75)	0.75
6.27.17	Building ordinance compliance (.25); review of Court cases and TCs (1.00); meeting with JS (.25); ordinance review and contractual work (1.50); outside litigation work (.50)	3.50
6.28.17	Attendance at Municipal Court and follow up (2.00); research on personnel matter (.50); review of PAATS agreement and letter correspondence (.50)	3.00

DRB = 21.25 hours x \$160.00

BALANCE DUE: \$ 3,400.00

Breakdown

General	12.50 hours
Municipal Court	7.75 hours
Bldg/Planning Comm.	1.00 hours
MTT	0.00 hours

TC - Telephone

CTB - Charles T. Berschback

DRB - Don R. Berschback

BS - Bruce Smith

GPCRDA - Grosse Pointe Clinton Refuse Disposal Authority

LKH - Lisa K. Hathaway

CC - City Council

PC - Planning Commission

C&E - Comp and Eval

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

June 30, 2017

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

RE: June Billing/ CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
5.30.17	TT, work on Kroger's, work on Rivers 2017 (.50); TC GT, miscellaneous emails with department heads (.25); TC Milk River attorney, work on easements (.75)	1.50
5.31.17	Meeting with BS, FS, SL, conference call with Milk River (1.25); finalized lot split document (.25)	1.50
6.01.17	Review of Milk River easement revisions, calls and emails (.50); TC, emails LH, BS on agenda items (.25)	0.75
6.02.17	TT, work on Kroger's and Rivers (.50)	0.50
6.05.17	TT closed session (1.00); work on other agenda items and Milk River (2.00); TCs on Municipal Court docket (.25); attendance at COW (1.50)	4.75
6.07.17	Work on Milk River, Little League, Metro Act, Churchills (1.25); Municipal Court cases and research (.25); TC LH, research (.25)	1.75
6.08.17	Municipal Court docket, warrant review and follow up (2.50)	2.50
6.09.17	TCs, emails, FOIA, TT (.25)	0.25
6.12.17	Municipal Court calls (.25); research on sign Code; TCs GT and JK (.50); calls on Rivers tax issues (.75); TC GT, Watza on utility boxes, review of COA opinion and METRO Act definitions (.50); attendance at COW (1.00)	3.00
6.13.17	Work on AT&T boxes, TC LH, review of proposed AT&T permit, all calls (.25); work on Rivers tax payment issue, calls and research (3.00); TCs Municipal Court matters (.25)	3.50
6.14.17	Review of Rumph Release, meeting with BS, TCs CB (.50); research and work on Rivers tax	

	payment (2.00)	2.50
6.15.17	Municipal Court docket, warrant review and follow up (2.75); meetings at City Hall, calls with various appointed officials (.50); work on Rivers (1.00)	4.25
6.16.17	TCs BS, LH, FS; also Milk River TCs (.75)	0.75
6.19.17	Review of agendas and packets (.25); meeting at City Hall with Dept. Heads on Rivers Wayne County (1.00); meeting on AT&T boxes (.75); TC attorney on Rivers case; review of political sign issue (.50); attendance at COW, Council meeting (1.75)	4.25
6.20.17	Prep of Trolley Sale Agreement and Bill of Sale, TC FS (.25); TC BS, ADA matters research (.25); Municipal Court calls (.25); TCs Wayne County (Rivers) (.25)	1.00
6.21.17	Meeting with AT&T and GT; meeting with BS, SL, FS on ADA compliance (2.00); review of independent contractor renewals and revisions (.50)	2.50
6.22.17	TT matter, Kroger, Rivers (.25); review of DAS/Small Cell Agreement changes from Mobilite, long email to opposing counsel (1.00)	1.25
6.23.17	Review of FOIA request for juvenile records, TC Public Safety (.25); work on Mobilite Agreement (.50)	0.75
6.26.17	Emails on Martel facilitation (.25); TT TCs, Sunrise, review of Motion, meeting with Assessor (.75); TC GT (.25)	1.25
6.27.17	TC LH, Debbie Reed, preparation for Municipal Court bench trials (1.00); TT; calls on Sunrise, preparation of Hunt Club Answer (1.00) TC Levin and CB (.50)	2.50
6.28.17	TCs bench trials, Municipal Court and preparation (.50); TC BN (.25); research and TC LH on canvassing (.25); TC FS, file review (.25)	1.25
6.29.17	Municipal Court, warrants and follow up (3.00)	3.00
6.30.17	Review of Franges lient analysis, TC CB (.25)	0.25

CTB = 45.50 hours at \$145.00 per hour

\$ 6,597.50

TOTAL DUE:

\$ 6,597.50

TC - Telephone

3S - Bruce Smith

3L - Rumph litigation

3C - Planning Commission

breakdown

General

Municipal Court

Building/Planning Commission

Tax Tribunal

GT - Gene Tutag

LH - Lisa Hathaway

CB - Cathrene Behrens

TT - Tax Tribunal

24.25 Hours

11.25 Hours

0.00 Hours

10.00 Hours

M/C - Mayor and Council

Det. Bur. - Detective Bureau

ED - Eric Dunlap

JK - John Kosanke