

MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON WEDNESDAY, NOVEMBER 30, 2016, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 6:00 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council members: Bryant, Ketels, Koester, McConaghy
Absent: Granger (arrived at 6:04 p.m.), Shetler

Also Present: City Administrator Smith
City Attorney Don Berschback
City Clerk Hathaway
Director of Public Services Schulte
City Engineer Lockwood

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

Motion carried by the following vote:
Yes: Bryant, Ketels, Koester, Novitke
No: None
Absent: Granger, Shetler

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

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

The Mayor opened discussions regarding the status of the SAW grant. Engineering matters were discussed including costs, whether to seek bids, and whether a conflict of interest exists. Questions were posed to the City Engineer.

The Council reviewed Page 2 of the SAW Grant Agreement identifying engineering oversight at \$62,000.00 (not be charged on the manhole/catch basin inspections at \$245,500), fees will be \$237,500 not counting \$245,500.00 for manhole/catch basin inspections which would be done by AEW.

1. Should bids be sought for manhole/catch basin inspections instead of AEW performing the work?
 - a. The City Engineer stated AEW has gone through, and put out, manhole inspection bid projects in the past. It is more efficient for AEW to perform the work as they are outfitted to perform the manhole inspections. They have certifications that the DEQ uses as the method so that everyone universally completes the inspections; MACP (manhole), PACP (pipes.) They would oversee the inspection project, take pictures in all directions, investigate how the pipes come in, types of structure, condition, implement a rating system using 15 different parameters, and input data into GIS. Instead of overseeing a contracted company, they have staffed themselves to perform the work using a laptop to immediately load data into the GIS system, providing a much more fluid method of doing the work. The State of Michigan does not have a problem with not going out for bids. If work needs to be done after the punch list is completed, it is more efficient to get the work done by AEW. If the City signs the Agreement, the City could still go out for bids. The City has no obligation under the contract until disbursement is requested. If the money is taken, then the City is obligated.
2. Is there a potential conflict of interest with AEW performing the manhole/catch basin work? The City Engineer stated no.
3. When will work start? Arbitrage rules are three years from the date of the contract, which starts December 16, 2016. The City Engineer does not anticipate a problem with completing the work within three years. They will not send out for bids immediately. Inspections would be done immediately, structures identified, information inputted to GIS, and then go out for bid.
4. The City Engineer stated the \$2,500 initially paid for the application fee is reimbursable to the City. Expenditures accumulated since January 3, 2013, are reimbursable.

5. The Memo dated November 6, 2013, from previous City Administrator Fincham identifies all work that needs to be done: manhole and catch basin inspections, televise and clean City-owned storm sewers, televise and clean large combined sewers not included in the previous S2 projects, update our GIS maps, evaluate the Torrey Road Pump Station including emergency backup power, rate the condition of each sewer asset, determine a revenue structure for short and long-term repair, replacement and maintenance of the sewer system, develop a long-term capital improvement plan, and once the plan is completed the City will have a complete asset inventory of the sewer system. The City Engineer confirmed this list is accurate and even if the City does not receive this grant, all this work would need to be done at some point in the future.
6. In the Agreement on Page 7, Section 18B, states this money has to be repaid under certain conditions . . . to be determined by the Authority. The City Engineer stated in 2-3 years an asset management plan including the capital improvement plan will be put together working with the City once a determination has been made after inventory is completed. Then, the asset management plan, which is the whole gist of the SAW Grant, will be submitted to the State. The capital improvement plan would be based upon available funding. The City would not be forced to raise rates.
7. The City Engineer stated due to recent bidding conducted in other communities, costs will be the same as originally estimated.
8. Where is the pricing identified to evaluate the Torrey Road Pump Station on Pages 1 and 2 of the Agreement? The City Engineer stated it is included in the manhole and catch basin inspections at \$245,500. The City Engineer was asked to provide clarification.
9. Is traffic control being done concurrently when work is being done on the same street? The City Engineer stated once a contract is in place, the City will have an estimated cost for a placeholder.
10. What happens if immediate replacement of infrastructure is necessary while televising? The City Engineer stated it would need to be addressed.

There was a consensus of the Council that AEW perform inspections for Torrey Road Pump Station, manhole and catch basins.

Motion by Granger, seconded by Bryant, regarding Storm, Asset Management, and Wastewater (SAW) Grant Agreement, that the City Council authorize City Administrator Bruce Smith to sign the SAW Grant Agreement permitting the City to receive \$993,060.00 in grant money, and authorize payment in an amount not to exceed

\$110,340.00 for the City's grant match responsibility with funds to be taken from the SAW Grant Account No. 592-537-975.008.

The Mayor stated the Agreement has to be overnighted to be received by the State by December 2, 2016.

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, to adjourn tonight's meeting at 6:34 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor