

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
City Council Meeting Agenda
Monday, November 7, 2016
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. OATH OF OFFICE
 - A. Promotion – James “Quincy” Lefurgey
 1. Memo 10/28/16 – Director of Public Safety
7. MINUTES
 - A. Council 10/24/16, 10/17/16
 - B. Committee-of-the-Whole 10/24/16, 10/17/16
 - C. Planning Commission 04/26/16
 - D. Tree Commission 09/07/16,
w/recommendation:
 1. Arbor Day Tree Purchase
 - E. Citizens Recreation Commission 09/13/16
 - F. Beautification Commission 09/14/16; Excerpt
10/12/16, w/recommendation:
 1. Change meeting time
 - G. Historical Commission 09/08/16
8. COMMUNICATIONS
 - A. Lake Front Park Summer Hours
 1. Memo 10/27/16 – Recreation Supervisor
 - B. Lake Front Park Summer Program Fees
 1. Memo 10/27/16 – Recreation Supervisor
9. BIDS/PROPOSALS/CONTRACTS
 - A. Tree Trimming/Funds Transfer
 1. Memo 10/14/16 – Director of Public Services
 2. Quote 09/14/16 – Arbor Pro
 - B. Remove Tennis Courts – Ghesquiere
Park/Funds Transfer
 1. Memo 10/27/16 – Director of Public Services

10. PROCLAMATION

A. Pancreatic Cancer Awareness Month

11. CLAIMS AND ACCOUNTS

A. Labor Attorney

1. Keller Thoma 10/01/16

B. City Attorney

1. Don R. Berschback

2. Charles t. Berschback

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.



**CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC SAFETY**

6A

Date: October 28, 2016
To: Bruce Smith, City Administrator
From: John G. Kosanke, Director
Subject: Lieutenant Promotion

BS

John G. Kosanke

I would like to ask permission to proceed with the promotion of Sergeant Lefurgey to the rank of Lieutenant by having the official swearing in ceremony placed on the City Council meeting scheduled for Monday, November 07, 2016. We will have him take the Oath of Office prior to that date on October 31, 2016.

The Department of Public Safety is looking forward to a bright future with the addition of Lieutenant Lefurgey to our staff of Supervisors

MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, OCTOBER 24, 2016, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:39 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council members: Bryant, Granger, Ketels, Koester, McConaghy, Shetler
Absent: None

Also Present: City Administrator Smith
City Attorney Chip Berschback
City Clerk Hathaway

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

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, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

Motion by Koester, seconded by Shetler, regarding **Employment Agreement/Appointment – Treasurer/Comptroller**, that the City Council appoint and approve the Employment Agreement for Mary Jaganjac to serve as Treasurer/Comptroller effective November 21, 2016, contingent upon final verification of employment, and passing background checks and a physical exam as required, and authorize the Mayor to sign said Agreement after contingencies are met.

Motion carried by the following vote:

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

COUNCIL
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Motion by McConaghy, seconded by Ketels, to adjourn tonight's meeting at 7:41 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS
HELD ON MONDAY, OCTOBER 17, 2016, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL
BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:38 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council members: Bryant, Granger, Ketels, Koester, McConaghy, Shetler
Absent: None

Also Present: City Administrator Smith
City Attorney Don Berschback
City Clerk Hathaway
Director of Public Safety Kosanke

Also in attendance was Don Apel, Account Director, Cornerstone Municipal

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

The following Commission members were in attendance:

Debbie McCarthy, Beautification Commission
George McMullen, Local Officers Compensation Commission/Board of Review

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

Motion carried by the following vote:

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

The Mayor presented a Proclamation to Chris Fenton in recognition of his retirement from the Grosse Pointe Public Schools.

Hearing no objections, Item 9B – **Cornerstone: Medical, Prescription & Vision** was taken out of order. Mr. Apel provided an overview regarding **Blue Cross, Blue Shield (BCBS)** renewals for group medical insurance for retirees and current employees.

Motion by Bryant, seconded by Shetler, regarding BCBS contracts, that the City Council approve the following for the period January 1, 2017, through December 31, 2017:

1. Group Medicare Advantage Plan;
2. Schedule A Renewal Term – Administrative Services Contract (ASC);
3. Stop Loss Insurance Policy;

And, to authorize the City Administrator to sign the documents.

Motion carried by the following vote:

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

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

1. City Council Minutes dated October 3, 2016.

Motion carried by the following vote:

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

Motion by Koester, seconded by Shetler, regarding **Life and AD&D Insurance**, that the City Council concur with the Committee-of-the-Whole at their meeting on October 10, 2016, and renew the Life and AD&D Insurance policy with Mutual of Omaha at a total cost not to exceed \$13,087.80 per year for a two-year period commencing November 1, 2016.

Motion by Koester, seconded by Shetler, to amend the previous motion by adding, ", and authorize the City Administrator to sign said contract."

Motion carried by the following vote:

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

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

1. Committee-of-the-Whole minutes dated October 3, 2016.
2. Committee-of-the-Whole minutes dated October 10, 2016, as corrected.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Bryant, regarding **Election Inspector and Receiving Boards Rates of Pay**, that the City Council concur with the Election Commission at their meeting on October 5, 2016, and approve the Election Inspectors and Receiving Boards rates of pay as presented.

Motion carried by the following vote:

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

Motion by Bryant, seconded by McConaghy, regarding **City Clerk – Compensation**, that the City Council concur with the Compensation and Evaluation Committee at their meeting on October 10, 2016, and increase the compensation of City Clerk, Lisa Hathaway, two percent from \$72,500 to \$73,950 reflecting the percentage given to other City employees, retroactive to July 1, 2016.

Motion carried by the following vote:

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

Motion by Bryant, seconded by McConaghy, regarding **City Clerk-Stipend**, that the City Council concur with the Compensation and Evaluation Committee at their meeting on October 10, 2016, and give City Clerk, Lisa Hathaway, a one-time stipend of \$500 reflecting the amount given to other City employees.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Koester, that the following recommendations from the Finance Committee at their meeting on May 9, 2016, be referred to the Committee-of-the-Whole for discussion:

1. **Lake Front Park Winter Hours:** consider reducing Lake Front Park winter hours January 1 to March 31, Sunday through Saturday to 12 noon to 9 p.m. on a trial basis;
2. **Swim Fees:** consider increasing swim fees and continue to maintain the park buses;
3. **Tree Purchase Program:** consider increasing the tree purchase program using funds from Tree Commission reserves.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Bryant, regarding **Grosse Pointe Santa Claus Parade**, that the City Council authorize an expenditure in the amount of \$1,000.00 to participate in the Grosse Pointe Santa Claus Parade as an Elf Sponsor, funds to be taken from Council Community Relations Account No. 101-101-880.000.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Koester, regarding **Monthly Financial Report – September 2016**, that the City Council refer this item to the Finance Committee.

Motion carried by the following vote:

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

Motion by Granger, seconded by McConaghy, regarding **Lease/Purchase Public Safety Vehicles/Funds Transfer**, that the City Council approve leasing a 2016 GMC Sierra 1500 regular cab for Animal Control and a 2016 Chevrolet Impala 4-door sedan for the Detective Bureau, and to include build out, equipment, and related services by the vendors identified at a total cost not to exceed \$66,947.56 including interest at a rate not to exceed 2.59% with Comerica Bank; approve an amount not to exceed \$16,736.89 annually for four years, funds to be taken from Account No. 640-852-977.349; authorize a transfer in the amount of \$986.89 from the Public

Safety Vehicle Maintenance Account No. 640-851-939.200 into Account No. 640-852-977.349, and to authorize the City Administrator to sign the four-year lease agreement with Comerica Leasing.

Motion carried by the following vote:

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

Hearing no objections, the following item was heard under New Business/Public Comment:

- The City Administrator informed Council that an **invoice** was received from the **City of Grosse Pointe Farms** in the amount of \$35,664.06 for municipal services provided to Grosse Pointe Woods homes on Provencal. The City Attorney was asked to look at the Agreement with Grosse Pointe Farms.

Motion by Granger, seconded by Shetler, regarding Invoice – City of Grosse Pointe Farms, that the City Council approve payment of the invoice from the City of Grosse Pointe Farms in the amount of \$35,664.06 for municipal services provided to Grosse Pointe Woods homes on Provencal, contingent upon the City Attorney reviewing the Agreement with Grosse Pointe Farms for conformity.

Motion carried by the following vote:

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

Motion by Granger, seconded by Koester, to adjourn tonight's meeting at 8:22 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

7B

COMMITTEE-OF-THE-WHOLE
10-24-16 - 59

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, OCTOBER 24, 2016, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Ketels, Koester, McConaghy, Shetler
ABSENT: None

ALSO PRESENT: City Administrator Smith
City Attorney Chip Berschback
City Clerk Hathaway
Director of Public Services Schulte
Recreation Supervisor Byron

Mayor Novitke called the meeting to order at 7:50 p.m.

Motion by Granger, 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, Shetler
No: None
Absent: None

The first item discussed was regarding **Ghesquiere Park Tennis Courts**. The Mayor asked for all additional costs be identified for removing the tennis courts such as possible broken concrete, and to determine what time of year is best to do the work. The Director of Public Services provided an overview of his email dated October 20, 2016, and stated the following cost to:

- Remove existing courts and replace four courts \$158,000;
- Remove existing courts and replace three courts \$131,600;
- Remove existing courts and replace two courts \$105,200;
- Remove existing courts and replace one court \$78,600;
- Remove and replace the practice court is \$39,050;
- Remove everything, practice and four courts is \$34,000;
- Remove and replace the practice court \$39,050 plus \$34,000 to remove everything, practice and four courts totals \$73,050 to have a practice court.

The Director stated the practice wall is in good condition and will provide a couple of more years use. There are funds available in the trucking firm's (Grosso) budget, which provided a quote in the amount of \$28,000.00 to remove the four courts, fence, and asphalt, plus an additional \$6,000.00 to remove the practice court. He stated there is a potential for cracking the concrete where the sidewalk meets the grass, and it would cost \$8,500.00 if it is necessary to replace the concrete.

The Director recommended placing the courts closer to the sidewalk to eliminate walking across green space.

The Mayor suggested referring replacement of the tennis courts to the Finance Committee. The Director of Public Services was asked to determine if a reduced cost would be applied if the courts are removed ahead of time, which he stated he believed the cost would be reduced by \$27,000.00, but he would verify such. The Director was also asked to check on a reduction of cost for contingency and engineering fees. Comments included that tennis courts are available at Lake Front Park, and it is not necessary to replace the courts at this time but may be done in the future.

Discussion ensued regarding whether DPW employees should perform the work of removing the courts, installing top soil and seeding, or contract Grosso Trucking to perform the work. The Director stated it would cost \$27,500.00 if employees perform the work, which would include two crew leaders, four operators, and use of equipment. If DPW performs the work, timing of the work would be weather dependent. Due to leaf pick-up during the fall months, removal could possibly be performed in December and top soil and seed done in the spring. Grosso can perform the work soon at a cost of \$28,000.00 to remove fencing and asphalt, and to install and grade topsoil.

There was a consensus of the Committee to refer replacement of the tennis courts to the Finance Committee, and to contract Grosso Trucking to remove the dilapidated tennis courts in Ghesquiere Park as soon as possible. This item is to be placed on the Council agenda for November 7, 2016.

Discussions then ensued regarding **Ghesquiere Park Batting Cages**, including the proposed Grosse Pointe Woods Batting Cage Rules and Regulations and the installation of cameras that would view the cages. Following a review of the proposed rules and regulations, the City Administrator was asked to send a note to Dick Borland from Little League in mid November along with the draft rules and guidelines, as amended, for the League's review and to provide comments within 30 days. The City Administrator stated there are two pitching machines belonging to Little League that are housed inside the cages, and there was Committee consensus that residents would not be allowed to use the machines. The City Administrator's letter is to also include notice that signs posted on the cages are to be removed that state "property of the Little League." He was also asked to request that the banners also be removed.

Discussion ensued regarding the Information Technology Manager's memo dated October 18, 2016, regarding installation of a security camera in Ghesquiere Park. The City Administrator provided an overview and stated the cost of the equipment is \$2,632.00. There was a consensus of the Committee to install the camera to monitor the cages.

The next item discussed was regarding **Lake Front Park Winter Hours**. The Mayor provided an overview. The Recreation Supervisor recommended cutting park hours during the winter, for three months, four hours per day for a proposed cost savings in the amount of \$7,120.00. There was a suggestion to eliminate Monday and Tuesday due

to extremely low use, rather than four hours per day. There was opposition voiced to reduce winter hours due to the nominal amount of money that would be saved. There was a majority consensus to not make any changes to winter hours.

The Recreation Supervisor asked the Committee to consider not allowing people into the park after 11 p.m. from May 1 to October 31 on Fridays and Saturdays, while continuing to permit the boaters to remain on their boats during those hours. There was a majority consensus to not allow people into the park after 11 p.m., that picnics end at 10:00 p.m., with clean-up done by 10:30 p.m. This item to be placed on the Council agenda November 7, 2016.

Motion by Bryant, seconded by Ketels to remove Lake Front Park Winter hours from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

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

Discussion regarding **swim fees** then ensued. The Park Supervisor provided an overview and stated that the swim team uses the park buses in addition to the residents. She suggested instead of eliminating the park bus, to increase the swim fees by \$10 to help defray cost of the buses. There was a consensus of the Committee to increase the swim fees. This item is to be placed on the November 7, 2016, Council agenda.

Motion by Bryant, seconded by Shetler, regarding swim fees, that this item be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

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

Fences were discussed next. The Mayor stated that according to the current ordinance regarding fences, an applicant must obtain adjoining property owner's signature(s) (identifying approval of a request) before a permit can be issued for a 6' fence. If an adjoining neighbor does not sign off, identifying opposition to the request, a rear yard fence cannot be installed and a variance is required. The Mayor stated he is opposed to this. Various styles of fences, including solid fences, were also discussed.

There was a majority consensus of the Committee to:

- Not allow approval of solid 6' fences in the rear yard even when adjoining neighbors consent with a signature(s); a variance will be required;
- Allow a 6' solid fence, or something less, on an alley or corner property only.

The City Attorney will make the above stated changes, and at a later date to provide stylistic changes.

The Committee then discussed **trees**. The Mayor stated there was approximately \$12,000.00 in the Tree Commission budget and that some of the funds could be used for tree replacement. For safety reasons, the Director of Public Services recommended using some of the money for trimming trees in Ghesquiere Park over the playscape, sidewalks, bleachers, and near the concession stand versus replacing trees at this time. A quote was received in the amount of \$15,210.00 to perform the work. The tree replacement program for 2016 has paid out \$10,000.00 of the budgeted allocation. There was a consensus of the Committee to transfer \$8,000.00 from the Tree Commission fund balance for tree trimming in Ghesquiere Park.

The City Clerk was directed to place a funds transfer from the Tree Commission fund balance on the Council agenda for November 7, 2016.

Motion by Granger, seconded by Shetler, to remove trees from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

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

New Business:

- The City Administrator stated the Municipal Court will be short one full-time employee due to a six-week maternity leave. The Court Clerk is requesting the position be temporarily filled on a part-time basis by Christine Golski, a retired Municipal Court employee. This is a union position and the wage is \$15.46 per hour, for a cost not to exceed \$3,744.61, funds to be taken from the Municipal Court Wage and Salaries Account utilizing unused funds allocated for the prior Court Clerk's healthcare. There was a consensus of the Committee to move forward with employing Ms. Golski for the six-week period.
- The City Administrator stated Faircourt Dental is requesting to place their parade float on the lawn in front of City Hall for the holidays. There was a consensus of the Committee to deny this request.

Motion by Granger, seconded by Bryant, that the meeting of the Committee-of-the-Whole be adjourned at 9:59 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, OCTOBER 17, 2016, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Ketels, McConaghy, Shetler
ABSENT: Koester (arrived at 7:13 p.m.)
ALSO PRESENT: City Administrator Smith
City Attorney Don Berschback
City Clerk Hathaway

Also in attendance was Don Apel, Account Director, Cornerstone Municipal.

Mayor Novitke called the meeting to order at 7:02 p.m.

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

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

Motion carried by the following vote:

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

Discussion ensued regarding the City's **medical, prescription and vision plan**. Mr. Apel provided an overview regarding the of renewal of Blue Cross Blue Shield Group Plus Medicare Advantage Plan, the Schedule A – Administrative Services contract renewal and Stop Loss Policy renewal for the time period January 1, 2017, through December 31, 2017. There was a consensus of the Committee to approve these renewals, which will be addressed at the Council meeting later this evening.

Mr. Apel advised the Stop Loss coverage was \$120,000 for an individual and he was asked to provide the aggregate number to the City Administrator for distribution to the City Council.

Under New Business/Public Comment:

- A brief discussion ensued regarding Treasurer/Comptroller vacancy.

Motion by McConaghy, seconded by Shetler, that the meeting of the Committee-of-the-Whole be adjourned at 7:31 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

Approved by Commission

10/25/16

7C

PLANNING COMMISSION
04/26/16 – 5

MINUTES OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, APRIL 26, 2016, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:32 p.m. by Chair Stapleton.

Roll Call: Chair Stapleton
Fuller, Gilezan, Profeta, Vaughn

Absent: Hamborsky, Reiter, Rozycki, Vitale

Also Present: Building Official Tutag
City Attorney Chip Berschback
Property Maintenance Inspector Podeszwik
Deputy City Clerk Gerhart

Motion by Gilezan, seconded by Vaughn, that Commission Members Hamborsky, Reiter, Rozycki and Vitale be excused from tonight's meeting.

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Profeta, Stapleton, Vaughn
NO: None
ABSENT: Hamborsky, Reiter, Rozycki, Vitale

Motion by Profeta, seconded by Gilezan, to accept the agenda as amended.

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Profeta, Stapleton, Vaughn
NO: None
ABSENT: Hamborsky, Reiter, Rozycki, Vitale

The Chair recognized Council Member Bryant who was in attendance at tonight's meeting.

Motion by Vaughn, seconded by Fuller, regarding **Approval of Minutes**, that the Planning Commission minutes dated February 23, 2016, be approved as submitted.

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Profeta, Stapleton, Vaughn
NO: None
ABSENT: Hamborsky, Reiter, Rozycki, Vitale

The next item on the agenda was **Appeal of Determination, Property Maintenance Code, Chapter 8, Article III, Section 8-68(a): 1859 Huntington, Grosse Pointe Woods.**

The Building Official provided an overview of the violations discovered during the inspection on March 30, 2016. He stated that he is not supportive of any modifications of the determination as the violations cited impact the health, safety and welfare of the occupants of the dwelling. The violations, if not corrected, also affect the value of the property and neighborhood. Property Maintenance Inspector Podeszwick was present for questions regarding the violations.

Property owner Jennifer Wilson was present for questions and discussion.

The Building Official stated the Building Department is willing to work with the homeowner to determine which sections of the driveway would require replacement and which could remain.

Motion by Vaughn, seconded by Gilezan, regarding the **Appeal of Determination, Property Maintenance Code, Chapter 8, Article III, Section 8-68(a): 1859 Huntington, Grosse Pointe Woods**, to deny the appeal but to modify the Building Inspector's report dated March 30, 2016, items B-4A(P) B-24(P), to repair or replacement concrete slabs as determined by the Building Official in accordance with the International Property Maintenance Code Section 302.3.

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Profeta, Stapleton, Vaughn
NO: None
ABSENT: Hamborsky, Reiter, Rozycki, Vitale

Motion by Vaughn, seconded by Fuller, that the Planning Commission immediately certify the previous motion.

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Profeta, Stapleton, Vaughn
NO: None
ABSENT: Hamborsky, Reiter, Rozycki, Vitale

The next item on the agenda was the **Building Official's Monthly Report – February & March 2016.** Mr. Tutag reported the following:

- He reported progress on Churchill's, the Building Department has issued a permit to complete the exterior work;
- A new house will be built on 128 Sunningdale;
- Interest has been shown in properties on Sunningdale and Lochmoor, for improvements or demolition;
- Final inspections are being completed on the condominiums at the Rivers;
- He provided an update on Legacy Oaks. The owner has restored the gymnasium to its original state;
- Licavoli's Market is now open and will be an asset to the community;

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- MedPost is anticipating opening in the near future;
- Caribou Coffee is actively being marketed; there has been some interest shown in the property.

Regarding the **Council Reports**:

- Member Profeta reported that the gas meter replacement program is underway, and at the April 18th Council meeting a group of residents were concerned about the lack of communication from DTE regarding placement of the meters.
- Council Member Bryant updated the Commission regarding the DTE gas line replacement program.

Commission Member Vaughn will attend the Council Meetings in May.

Under **New Business**, the following **Subcommittee Report** was provided:

2020 Plan – Commission Members Fuller and Gilezan reported that the committee will meet prior to the next Planning Commission Meeting.

Under public comment, the following individual was heard:

- Commission Member Vaughn discussed the proposed oil drilling in the City of Southfield. He stated the Michigan Department of Environmental Quality would not permit drilling if the City had an ordinance addressing the issue. The City Attorney will look into the matter.
- Council Member Bryant updated the Planning Commission on the Grosse Pointe Woods-Shores Little League proposed improvements to Ghesquiere Park. The League is proposing increasing the fence height from four foot to twelve foot, constructing a new concession stand and replacing the old tennis courts with a new indoor sporting pavilion. The League is in the planning phase and does not have actual plans or funding at this time.

Motion by Vaughn, seconded by Gilezan, that the Planning Commission Meeting be adjourned at 8:46 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Steve Gerhart
Deputy City Clerk

RECEIVED

SEP 29 2016

Approved by
Commission 10-5-16

7D

NOTE

CITY OF GROSSE PTE. WOODS

GROSSE POINTE WOODS TREE COMMISSION
Meeting Minutes of September 07, 2016

Chairman, Steve Chan, called the meeting to order at 7:35 p.m.

Present: Rogers, Backer, Vicki Granger (Council Representative), Chan, Mary Meyering, Gaffney, Greening and Laura Gaskin...

Absent: Butler, DiCicco Profeta and Groschner.

Approval of the Agenda for the meeting of September 07 2016 with the addition under New Business regarding space on city property for planting Memorial trees.

Motion by Backer and seconded by Mary Meyering to approve the agenda as presented with the addition as suggested by Chan. All members present approved the motion.

Approval of the meeting minutes of June 01, 2016

Motion by Greening and seconded by Gaffney to approve the minutes as presented. All members present approved the motion.

Treasurer's Report: 08/31/16.

Cash Reserves as of 07/01/16	\$12,069.18
Donations thru 08/31/16	0
Expenses thru 08/31/16	0
Balance:	\$12,069.18

Balance carries forward.

Council Approved Budget

Budget as of 07/01/16	\$1,633.00
Expenses thru 08/31/16	.00
Remaining thru 08/31/16	\$1,633.00

See report attached.

Balance does not carry forward.

Council approval required for expenditures.

Old Business: In the absence of Profeta from this meeting we have no report on the distribution of photos to Memorial tree donors or copies of letter documents used for this program. Regarding the adjustments to a small supply of the Community Tree booklet, the printing and processing will be

delayed until after the New Year when the Council Tree Commission names are established.

Granger advised that discussions are still going on with the Council regarding Cash Reserve section of our annual budget.

New Business: Arbor Day tree selection—Chan report that the Little Leaf Linden, Red Maple and River Birch in a total quantity of 350 of one of these would fit within our budget. After discussion, Greening made a motion that we purchase 350 Little Leaf Linden seedlings and request the Council approval for \$1,100 for their purchase. The motion was seconded by Laura Gaskin and all members agreed to the motion. Chan agreed to check the supplier's catalog to determine if there are other possible tree choices and advise at the October meeting. Frank Schulte from the Department of Public Services informed Chan that the City has a limited number of locations on which future Memorial trees can be planted. As a consequence this problem may require the Tree Commission to adjust its Memorial Tree program to fit this situation.

Laura Gaskin was assigned by Chan to solicit the membership for officer positions in 2017.

Adjournment: 8:42 p.m. Motion by Laura Gaskin and seconded by Gaffney that the meeting be adjourned. All present approved the motion.

Submitted by

Wilson G. Rogers

Wilson G. Rogers

Secretary (313) 886-7660

Approved by Commission
10-11-16



Citizen's Recreation Commission Meeting Minutes

Meeting of the Citizen's Recreation Commission held on September 13, 2016 at
Grosse Pointe Woods, Michigan

CALLED TO ORDER: 7:02

PRESENT:

Bill Babcock
Gib Heim
Barb Janutol
Tom Jerger
Mark Miller
Tony Rennpage
Christina Ventimiglia
Amanda York

ABSENT:

Mike Soviak

RECEIVED

SEP 16 2016

CITY OF GROSSE PTE. WOODS

ALSO PRESENT:

Nicole Byron, Richard Shetler Jr. and George McMullen

Motion to accept the minutes from July 12, 2016 by Tom Jerger and seconded by Mark Miller.

Motion passed by the following vote:

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

No: None

Absent: Soviak

COUNCIL MEETING REPORT:

Regular business is ongoing.

New equipment purchases were made for DPW.

Supervisor's Report:

The Labor Day Bridge Walk had approximately 300 walkers...the most thus far.

The Fall Fest is this Saturday evening, on the lawn in front of the City Hall.

The Hob Nob and Goblin is October 14th.

The Trolley's last weekend is September 30/October 1, until next spring/summer.

OLD BUSINESS:

Jack Boni Perch Derby updates:

Amanda York and Barb Janutol will send out a thank you to those who graciously donated to this event.

We will keep the Jack Boni Perch Derby on the same weekend in 2017 (July 22nd).

NEW BUSINESS:

The increase in rental fees/times for pavilions worked out well, with few complaints.

Punch changes on the passes appears to have helped with crowd control.

Ms. Byron will give an overview of park usage at our October meeting.

The Woods/Shores baseball organization is working with the Council on improvements to dugout fencing and turf/field maintenance.

ADJOURNMENT:

Motion was made to adjourn the meeting by Mark Miller and seconded by Gib Heim.

Motion passed by the following vote:

Yes: Babcock, Janutol, Jerger, Miller, Rennpage, Ventimiglia, and York,

No: None

Absent: Soviak

Meeting Adjourned at 7:34.p.m.

The next regularly scheduled meeting will be at **7:00 p.m. on Tuesday October 11, 2016 in the conference room at City Hall.**

Respectfully submitted by:

Barbara Janutol, Secretary
bajanutol@gmail.com

Approved by Commission
10-12-16

7F

**Beautification Advisory Commission
Lake Room – GPW Community Center
20025 Mack Plaza Dr., Grosse Pointe Woods
Meeting – September 14, 2016 – 7:30 p.m.**

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

Also Present: Ketels, Mathews

Excused: Rozycki

Guest: George McMullen

RECEIVED

SEP 16 2016

CITY OF GROSSE PTE. WOODS

Call to Order: The meeting was called to order by Chairperson McCarthy at 7:32 p.m.

Minutes: The August 10, 2016 minutes were distributed and reviewed.

Motion by Arslanian, seconded by Stephens, to approve the August 10, 2016 minutes as presented.

Motion carried by the following vote:

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

No: None

Absent: Rozycki

Treasurer's Report: Hilton presented the treasurer report.

Motion by Casinelli, seconded by Hage to approve the report as presented.

Motion carried by the following vote:

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

No: None

Absent: Rozycki

Chairperson's Report: none

Awards Program: Stephens provided an update on the Awards Night. Reminded members descriptions for residential award winners are needed. Letters will be sent to winners early October 2016. Event held November 9, 2016. Presented and discussed Landmark Award Tile. Spreder discussed possible theme for 2016 Awards Night.

Tile/Mugs Program: none

Flower Sale: Hilton discussed exploring credit cards and options for 2017 flower sale.

Council Report: Council Representative Ketels and BAC commission member Arslanian reported on the August 15, 2016 City Council meeting.

DPW: none

Old Business: None

New Business: Information was provided regarding the miniature golf course at Lakefront Park. Committee providing assistance will be discussed at future meeting. Reviewed invitation to attend Southeast Michigan Beautification quarterly meeting.

Motion by Sauter, seconded by Casinelli, to adjourn the Beautification Advisory Commission meeting at 8:46 p.m.

Motion carried by the following vote:

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

No: None

Absent: Rozycki

Respectfully submitted,

Rachelle Koester

Beautification Commission Excerpt
10/12/16

New Business: Discussed possible fall plantings at City Hall. McCarthy to investigate the possibility of starting Beautification Advisory Commission meetings at 7:00 p.m. instead of 7:30 p.m.

Motion by Rozycki, seconded by Stewart, to recommend to City Council to move the Beautification Advisory Meetings from 7:30 p.m. to 7:00 p.m., effective January 2017.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Rozycki, Spreder, Stewart

No: None

Absent: Hage, Muccioli, Sauter, Stephens

Motion by Hess, seconded by Casinelli for immediate certification of the prior motion.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Rozycki, Spreder, Stewart

No: None

Absent: Hage, Muccioli, Sauter, Stephens

Approved by Commission
10-13-16

76

City of Grosse Pointe Woods Historical Commission Minutes
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236
Conference Room at City Hall
September 8, 2016

RECEIVED

SEP 15 2016

CITY OF GROSSE PTE. WOODS

1. Call to Order

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:40 p.m. by Chairperson Phil Whitman.

2. Roll Call

Present: Mary Kaye Ferry, Suzanne Kent, Lynne Millies, Sean Murphy, John Parthum, Frank Romano, Becky Veitengruber, Phil Whitman, Giles Wilborn
Also Present: Council Representative Mike Koester
Unexcused: Del Harkenrider, Shirley Hartert

3. Approval of Agenda

Motion by Parthum, seconded by Veitengruber, to amend the agenda, to include three items for New Business: 2017 Calendar Dates, Calendar Events, and Council Meeting Attendance for September 8, 2016. Ayes: all. Motion carried.

Motion by Ferry, seconded by Kent, to approve the amended agenda. Ayes: all. Motion carried.

4. Approval of Minutes

Motion by Millies, seconded by Romano, to approve the July 14, 2016 minutes, as presented. Ayes: all. Motion carried.

5. Items

A. Report of Treasurer: Parthum shared that the balance of the commission is \$1,712.00 and the balance of Cook Schoolhouse Project is \$5,169.11.

B. Cook Schoolhouse Project:

1. July 16th Open House brought in 21 visitors, collected \$3 in donations, and sold 1 postcard.

2. **Motion** by Ferry, seconded by Murphy to approve addition of wooden stool and dunce cap as property of the commission (donated by Millies). Ayes: all. Motion carried.

6. New Business

A. Open Houses: September 17th, 5:00 p.m.-7:00 p.m. Ferry and Murphy will host.
(Rain Date: September 18th.) October 9th, 12:00 p.m.-2:00 p.m. Romano and Wilborn will host.

B. 2017 Calendar Dates: Discussion of dates for next year's open houses, and Circle of Honor.

C. Calendar of Events: Parthum created and shared a copy of duties that the commission needs to do on a month-to-month basis. Also needed is a chronology update with the city's archives.

D. Council Meeting Attendance: Discussion ensued about sending a member to each city council meetings. It was noted that the agenda for those meetings is posted each Friday preceding the meeting.

7. Public and Commissioner Comments

None at this time.

8. Adjournment

The meeting was adjourned at 9:03 p.m. by Vice Chairperson Murphy.

Respectfully submitted:

Becky Veitengruber, Secretary

The next meeting of the Grosse Pointe Woods Historical Commission will take place on October 13th, 2016 at 7:30 p.m. in the Conference Room at City Hall, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236



City of Grosse Pointe Woods Parks and Recreation

Memorandum 26-16

RECEIVED
OCT 27 2016
CITY OF GROSSE PTE. WOODS

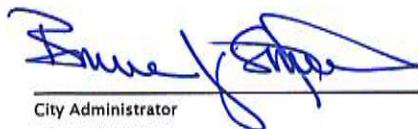
Date: October 27, 2016
To: Bruce Smith, City Administrator
From: Nicole Byron, Recreation Supervisor NB
Subject: Lake Front Park summer hours, picnic hours, & facility rental hours

Upon reviewing the Lake Front Park summer hours, picnic hours, & facility rental hours, I would like to propose City Council consider changing the hours to the following:

	<u>Current</u>	<u>Proposed</u>
Lake Front Park Hours:	Sunday – Thursday 6 a.m. – 11 p.m. Friday & Saturday 6 a.m. – 1 a.m.	Daily (Sunday- Saturday) 6 a.m. - 11 p.m.
Picnic & Facility Rental Hours:	Sunday – Thursday 6 a.m. – 11 p.m. Friday & Saturday 6 a.m. – 1 a.m.	Daily (Sunday- Saturday) 6 a.m. - 10 p.m.

Cc: Frank Schulte, Director of Public Works

RECOMMENDED FOR APPROVAL AS SUBMITTED:



City Administrator

10/27/16

Date

Council approval required

BB

City of Grosse Pointe Woods
Parks and Recreation

RECEIVED

Memorandum 27-16

OCT 27 2016

CITY OF GROSSE PTE. WOODS

Date: October 27, 2016
To: Bruce Smith, City Administrator
From: Nicole Byron, Recreation Supervisor NB
Subject: Lake Front Park summer program fees

Upon reviewing the Lake Front Park summer program fees, I would like to propose City Council consider increasing the fees to reflect the following:

Proposed Summer Program Fees		
Program Name	Current fee	Proposed 2017 fee
Swim Team	\$75	\$85
Synchronized Swim Team Includes team shirt	\$65	\$75
Swim Lessons (Preschool, Level 1- 6, Diving)	\$52 \$4.33/class	\$60 \$5.00/class
Parent Tot (30 minutes)	\$13 \$2.16/class	\$24.00 \$4.00/class
Water Aerobics M-Th, AM	\$52 \$4.33/class	\$60 \$5.00/class
Water Aerobics M & W PM	\$26 \$4.33/class	\$30 5.00/class

Cc: Frank Schulte, Director of Public Works

RECOMMENDED FOR APPROVAL AS SUBMITTED:


City Administrator

10/27/16
Date

Council approval required

MEMO 16 - 45

RECEIVED
OCT 26 2016
CITY OF GROSSE POINTE WOODS

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services F.S.

DATE: October 14, 2016

SUBJECT: Requested Budget Fund Transfer – Tree Trimming

Per your request, I completed a survey of trees located in Ghesquiere Park. After finishing the initial inspection, eight trees in the park were deemed dangerous and were removed by city contractor Arbor Pro Tree Service. An inspection of the remaining 45 trees located in the park was then completed by me along with Arbor Pro owner Jim Bonahoom. It was determined these 45 trees need to be elevated and have a significant amount of dangerous dead wood removed. These trees are located along walkways, the baseball diamonds, over the bleachers, and the playground area. Due to the size, height and location of the trees the DPW's tree boom cannot reach high enough to safely remove the dead wood from the trees.

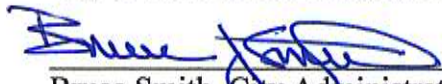
I have received a quote in the amount of \$15,210.00 from Arbor Pro Tree Service to elevate and remove the dead wood from 45 trees located in Ghesquiere Park. I believe this will be in the best interest of the city to ensure the safety of our residents and visitors to the park. I do not believe any benefit will accrue to the city by seeking additional bids. I recommend a purchase order in an amount not to exceed \$15,210.00 be issued to Arbor Pro Tree Service, 425 Barclay, Grosse Pointe Farms, MI 48236. This is not a budgeted item included in the 2016/2017 budget. I am requesting a transfer from the Parkway Beautification Tree Commission fund balance in the amount of \$8,000.00 and a transfer from the General Fund fund balance in the amount of \$7,210.00 to the Forestry Services general ledger account 101-465-818.000 to cover this expense.

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

Attachment

cc Shawn Murphy
O/F

Recommend approval of the above stated and do not believe any benefit will accrue to the City to seek further competitive bids.


Bruce Smith, City Administrator

10/26/2016
Date


Shawn Murphy, Deputy City Comptroller

10-26-2016
Date

Council Approval Required



...for Sale, Healthy
and Beautiful Trees

P O Box 36651
Grosse Pointe Farms, MI 48236
313-882-4488
E mail: ArborProInc@comcast.net
Web Site: ArborProInc.com

9/14/2016

City of Grosse Pte. Woods
Attn: Frank Schulte
20025 Mack Avenue
Grosse Pointe Wood MI 48236

Work Location As Stated on Wor

Dear City of Grosse Pte. Wood

Thank you for your interest in our company. I have looked carefully at the trees that concern you and make the following recommendations for work to be performed.

Ghesquiere Park: - Hazard Prune 45 Large Trees by :

- * Removing large and dangerous deadwood.
- * Removing broken or damaged limbs or sections.
- * Elevating hard by removing all low hanging limbs, sections, or sucker growth.

Haul brush, wood, and debris.....

\$15210.00

=====

WE ARE FULLY INSURED - a copy of our insurance certificate is available upon request.

ACCEPTANCE OF PROPOSAL _____ DATE _____

Balance is due upon completion of work. We accept Master Card and Visa for your convenience.

MEMO 16 - 46

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services *F.S.*
DATE: October 27, 2016
SUBJECT: Ghesquiere Park Tennis Court Removal – Grosso Trucking Proposal

9B
RECEIVED
NOV - 2 2016
CITY OF GROSSE POINTE WOODS

The city has received a proposal from Grosso Trucking and Supply Company in the amount of \$28,000.00 to remove the four tennis courts in Ghesquiere Park. This proposal includes all labor, trucking, removal of fencing and asphalt, and restoration of property with topsoil and grading. When authorized, Grosso Trucking can start work within a few days. DPW staff will complete restoration with grass seed in the spring.

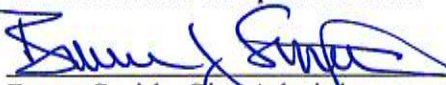
The DPW is currently in the curbside leaf pick up season, one of the most demanding work load times for our department. If DPW staff had to add this into our work schedule we would have to wait until December, weather permitting, to remove the tennis courts. It would take approximately six DPW employees with equipment one week to remove and restore the tennis court area. In addition we have two employees out with work related injuries and at this time we do not know when they will be returning.

Therefore, I recommend approval for Grosso Trucking and Supply Company to proceed with the removal of the Ghesquiere Park tennis courts at a cost not to exceed \$28,000.00. I further recommend approval for L. Anthony Construction, 11085 Lisa Lane, Shelby Twp., MI 48316 for funds in an amount not to exceed \$8,500.00 for the replacement of 160-feet of concrete sidewalk in the park if damaged during the removal of the tennis courts. These are not budgeted items; however, funds are available in the 2016/17 Fund Balance account #401-000-699.000 to transfer to the Parks and Recreation Municipal Improvement account #401-902-977.104. I do not believe any benefit will accrue to the city by seeking additional bids.

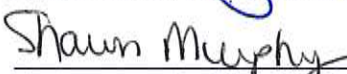
If you have any questions concerning this matter please contact me.

Attachment
cc Shawn Murphy
O/F

Recommend approval of the above stated and do not believe any benefit will accrue to the City to seek further competitive bids.


Bruce Smith, City Administrator

11/2/16
Date


Shawn Murphy, Deputy City Comptroller

11-2-16
Date

Council Approval Required

City of Grosse Pointe Woods

Proclamation

WHEREAS, in 2016, an estimated 53,070 people will be diagnosed with pancreatic cancer in the United States and 41,780 will die from the disease, with approximately 1,520 being from Michigan; and

WHEREAS, pancreatic cancer surpassed breast cancer this year, becoming the third leading cause of cancer death in the United States, and is projected to become the second leading cause by 2020; and

WHEREAS, pancreatic cancer is the only major cancer with a five-year relative survival rate in the single digits, at just eight percent; and

WHEREAS, when symptoms of pancreatic cancer present themselves, it is generally in the later stages, and 71 percent of pancreatic cancer patients will die within the first year of their diagnosis; and

WHEREAS, pancreatic cancer is the seventh most common cause of cancer-related death in men and women across the world; and

WHEREAS, there will be an estimated 418,451 new pancreatic cancer cases diagnosed worldwide in 2020; and

WHEREAS, the health and well-being of the residents of the City of Grosse Pointe Woods is enhanced as a direct result of increased awareness about pancreatic cancer and further research into early detection, causes and effective treatments.

NOW, THEREFORE, I, ROBERT E. NOVITKE, Mayor of the City of Grosse Pointe Woods, Michigan, do hereby proclaim November 2016 as **Pancreatic Cancer Awareness Month** in the City of Grosse Pointe Woods and urge all citizens in our community to become aware of their own risks of pancreatic cancer through research and talking to health care providers about pancreatic

Mayor Robert E. Novitke
November 7, 2016



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

RECEIVED

OCT 12 2016

11A

CITY OF GROSSE PTE. WOODS

FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: City Administrator

October 01, 2016

Client: 000896

Matter: 000000

Invoice #: 110517

REGARDING: GENERAL MATTERS

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

TOTAL

\$2,482.80



KELLER THOMA
A PROFESSIONAL CORPORATION

COUNSELORS AT LAW
26555 EVERGREEN
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CITY OF GROSSE POINTE WOODS

20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Attention: City Administrator

October 01, 2016

Client: 000896

Matter: 000000

Invoice #: 110517

Page: 1

RE: GENERAL MATTERS

For Professional Services Rendered through September 30, 2016

DATE	ATTY	DESCRIPTION	HOURS
9/6/2016	RWF	Telephone call from Mayor Novitke regarding pending employee matter; telephone call from Mr. Smith regarding same.	0.75
9/7/2016	CKD	Attention to legal research regarding medical marijuana and possession of firearms.	5.75
9/12/2016	CKD	Attention to legal research regarding medical marijuana and possession of firearms.	1.25
9/12/2016	RWF	Telephone call from Mr. Smith regarding pending employee matters.	0.25
9/16/2016	CKD	Attention to preparation of POLC Clerks/Dispatchers CBA.	2.00
9/22/2016	CKD	Attention to preparation of 2016-2019 TPOAM CBA; attention to preparation of 2016-2019 POAM PSO CBA.	4.00
9/23/2016	CKD	Attention to preparation of POLC Command Officers CBA.	2.00
Total Services			\$2,415.00

ATTORNEY		HOURS	RATE	AMOUNT
CKD	Chelsea K. Ditz	15.00	\$150.00	\$2,250.00
RWF	R. W. FANNING, JR.	1.00	\$165.00	\$165.00

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: City Administrator

October 01, 2016

Client: 000896

Matter: 000000

Invoice #: 110517

Page: 2

RE: GENERAL MATTERS

DISBURSEMENTS

9/23/2016	Document Reproduction	\$67.80
Total Disbursements		\$67.80

Total Amount Due

\$2,482.80



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

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

OF COUNSEL
CHARLES T. BERSCHBACK

November 1, 2016

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

RE: October 2016 Billing/DRB

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
09.14.16	Work on CC and COW items (unbilled in September) (1.50)	1.50
10.03.16	Review of weekend packets and follow up (1.00); outside litigation work (.50); citizen complaint issues (.25); court work (.25)	2.00
10.05.16	Preparation for and attendance at election commission meeting (.75); work on CC and COW items (1.00); TCs and investigation on employee theft case (2.00); FOIA and OMA issues (.50)	4.25
10.06.16	Review of court cases and follow up TCs (1.00); Ordinance work (.25); election commission work (.25)	1.50
10.10.16	Review of weekend packet and COW matters (1.25); attendance at COW meetings and follow up thereto (2.75)	4.00
10.11.16	Work on CC and COW items, TCs, emails and letter correspondence (1.50)	1.50
10.12.16	Municipal Court (3.00); meetings with BS, LKH, and Shawn Murphy and follow up on all items (1.50); work on proposed Comptroller Agreement, emails, and TCs (1.50)	6.00
10.13.16	Meeting with Mary J. regarding Comptroller position and drafting of employment agreement (2.50)	2.50
10.17.16	Review of weekend packet; work on CC and COW matters (2.00); meeting with Mary J (1.00); finalized Treasurer/Comptroller agreement (.75); citizen's complaint (.25); attendance at CC and COW meetings (1.50)	5.50
10.19.16	Municipal Court (1.00); miscellaneous City work (.50); TCs with BJS and LKH and Shaun regarding COW and CC items and follow up thereto (1.00)	2.50
10.20.16	Letter to MJ regarding pension ordinance (DB vs. DC plan) (.50)	0.50
10.21.16	Outside litigation work (.75); review of court files and follow up (1.00)	1.75
10.24.16	Brief review of weekend packet, TCs and follow up on items (.75)	0.75
10.20.16	Attendance at Municipal Court and follow up (2.50)	2.50
10.31.16	Review of weekend packet, TCs and follow up on City matters (1.00); ordinance work (.25);	

FOIA (.25); election commission work (.25)

1.75

DRB = 38.50 hours x \$160.00	\$	6,160.00
BALANCE DUE:	\$	6,160.00

Breakdown

General	30.75
Municipal Court	7.75
Bldg/Planning Comm.	0.00
MTT	0.00

TC - Telephone

CTB - Charles T. Berschback

DRB - Don R. Berschback

DAI - DeeAnn Irby

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

CEW-Conference of Eastern Wayne

BJS - Bruce Smith

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

ALSO ADMITTED IN FLORIDA

DON R. BERSCHBACK

OF COUNSEL

October 27, 2016

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

RE: October Billing Through 10.27.16 / CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
09.28.16	Afternoon calls on Municipal Court matters, calls with BS; calls on PAATS/SOC, Plante Moran, Fibertech (1.00); draft of PAATS agreement (.50)	1.50
09.29.16	Municipal Court calls (.25); work on RL (.25); TC LH; review of door to door solicitation file and memo to BS (.50); revisions to PAATS agreement (.25)	1.25
09.30.16	Revisions to PAATS, draft Fibertech, TC with FS, email, TC Sue Como (.50); Municipal Court TCs (.25)	0.75
10.03.16	Review of packet, work on various agenda items, Fibertech calls, PAATS/SOC, Title VI, LFP and DPW insurance issues (3.00); attendance at Council and COW meeting (2.50);	5.50
10.04.16	Finalized WCA contract and letter to WCA; work on SOC/PAATS agreement, meetings (1.50); TCs Municipal Court (.25); work on RL, discovery, review of Motions etc. (1.50)	3.25
10.04.16	RL discovery (.50); calls and letters on medical marijuana (.50); TCs Fibertech; review of storage tank insurance (.25)	1.25
10.05.16	RL, insurance matters (.50)	0.50
10.06.16	RL discovery, draft of answers, document review (1.00)	1.00
10.07.16	Continued RL discovery matters (.25); Municipal Court motion response and preparation for Walker evidentiary hearing (1.00)	1.25
10.10.16	Work on RL, discovery (.50); Municipal Court calls on docket (.50); TCs GT, Mr. Levin (.50); LFP research, preparation for COW, memo to file (.50)	2.00

10.11.16	Work on RL (.75)	0.75
10.12.16	Municipal Court a.m. docket and follow up (2.25); work on RL, expert issues, discovery (1.00); review of SMART agreement, TC Sue Como (.25)	3.50
10.13.16	Fibertech calls, research, emails and draft of letter to Municipal court (.50); Municipal Court calls on hit and run (.25); TCs re. pit bull bans, TC GT, research on Airbnb (.25); work on RL discovery, calls with expert (.75)	1.75
10.17.16	Comerica leasing email and letters; Municipal Court calls (.50); work on RL (.50)	1.00
10.18.16	Preparation for Municipal Court, review of docket, calls (1.00); meetings at City Hall (1.00); start on RL case evaluation summary (1.00)	3.00
10.19.16	Municipal Court a.m. docket (2.00)	2.00
10.20.16	TCs, research on gun permit issue (.50)	0.50
10.20.16	Research and meeting at City re. permit issue (1.00); TCs, Municipal Court cases, meetings on bench warrants (.50)	1.50
10.24.16	TCs Municipal Court cases (.50); review of fence ordinance, preparation for COW (.50) attendance at Special Council meeting and COW (2.50)	3.50
10.25.16	Calls on Rumph (.25); calls on Fibertech (.25); calls on Municipal Court (.25); calls, research on water bill (.50); meeting with Assessor (1.00)	2.25
10.26.16	TCs on Brownell TT appeal (.50); appearance in Municipal Court, warrants (1.50); work on RL case eval (2.00)	4.00
10.27.16	TCs on Telecom (.50); TC GT, BS re. neighbor grade issue (.25); work on RL case evaluation (2.00)	2.75

CTB = 44.75 hours at \$145.00 per hour	\$ 6,488.70
Plus Costs: Russell Transcript	\$ 365.00
Federal Express	\$ 21.00
Efiling Fees	\$ 5.00
TOTAL DUE:	\$ 6,879.70

TC - Telephone	LH - Lisa Hathaway	<u>BREAKDOWN</u>	
3S - Bruce Smith	Det. Bur. - Detective Bureau	General	32.75 Hours
V/C - Mayor and Council	PC - Planning Commission	Municipal Court	10.50 Hours
FS - Frank Schulte	TT - Tax Tribunal	Building/Planning Commission	0.00 Hours
3T - Gene Tutag	RL - Rumph Litigation	Tax Tribunal	1.50 Hours