

**CITY OF GROSSE POINTE WOODS**  
**20025 Mack Plaza**  
**Regular City Council Meeting Agenda**  
**Monday, March 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. PRESENTATION
  - A. Grosse Pointe Library Update
    1. Letter 02/25/16 – Greg Ulrich
  
7. MINUTES
  - A. City Council 02/22/16
  - B. Committee-of-the-Whole 02/29/16
  - C. Planning Commission 11/24/15
  - D. Beautification Commission 01/13/16,  
w/recommendation:
    1. 2016 Beautification Awards Night
  - E. Beautification Commission Excerpt 02/10/16,  
w/recommendation:
    1. Appointments – Biographical Sketches
      - a. Marlin Stewart
      - b. Jennifer Hess
  - F. Tree Commission 12/02/15
  - G. Citizen's Recreation Commission 01/12/16
  - H. Historical Commission 12/10/15, 01/14/16
  
8. COMMUNICATIONS
  - A. Request to use Tennis Courts – Lake Front Park
    1. Memo 02/23/16 – Recreation  
Supervisor/Director of Public Services
    2. Letter 02/01/16 – M. Hicks, Director of  
Athletics, University Liggett School
    3. Certificate of Liability Insurance
  
  - B. Application for Permit to Solicit
    1. Willie Wilson – Iowa Steak Co.
  
  - C. Resignations
    1. Beautification Commission:
      - a. Letter Jan Hagen 02/01/16
      - b. Letter Dennis Hyduk 03/01/16
    2. Tree Commission:
      - a. Letter Russell Dale Pegg 02/29/16

- D. Conference: Michigan Association of Municipal Attorneys (MAMA)
    - 1. Letter 02/24/16 – City Attorney
    - 2. MAMA Conference Agenda
- 9. BIDS/PROPOSALS/  
CONTRACTS
  - A. Agreement: Landscape Services
    - 1. Memo 02/12/16 – Director of Public Services
    - 2. Letter 02/04/16 – Marshall Landscape Inc.
  - B. Contract: Parking Lot Removal/Ashphalt
    - 1. Memo 02/26/16 – Director of Public Services
- 10. CLAIMS/ACCOUNTS
  - A. City Attorneys
    - 1. Don R. Berschback
    - 2. Charles T. Berschback
- 11. NEW BUSINESS/PUBLIC COMMENT
- 12. 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.

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Attorneys & Counselors at Law  
23100 Jefferson Avenue  
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Gregory L. Ulrich  
gulrich@ulrich-law.com

February 25, 2016

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

RE: Grosse Pointe Library Board of Trustees

Dear Mayor Novitke and GPW City Council Members,

Thank you for permitting me to serve on the Grosse Pointe Library Board of Trustees since February 2015. While the Board is a public body with open meetings and posted minutes, some items from the last year may be of interest to Grosse Pointe Woods:

A transition of Trustees was already underway in 2015, with new appointees from other cities. Mr. Robert Klacza continued as President. Later, Mr. Brian Garves resigned to assume a Federal Administrative Law Judge position.

#### OPERATIONS:

When I first joined the Board, I looked at finance matters, and in particular, compliance with Public Act 20. In that regard, I suggested that investments be carefully monitored in light of the declining general economic and investment picture. The new budget cycle was underway, and I offered comments from my background in public finance and budgeting. The Plante Moran audit for the year ending June 30, 2015 was received in November with three items noted for improvement.

I asked that secure library system email accounts be established for the Trustees, which was accomplished by incorporating the Trustees into the Library staff email platform. This is to avoid use of Trustees' personal or business email accounts. In addition, I asked that the Library's credit card statements be provided to provide more detail beyond the check register; and to provide a better means of review by the Board. That was instituted.

Since labor negotiations were to begin, some aspects of recent reforms to the state retirement system, right to work and health care contributions needed to be watched in negotiations. I recommended that labor counsel have those changes reviewed for negotiation purposes.

#### PHYSICAL PLANT:

Certain construction and physical plant issues arose during Summer of 2015. They included delaminating of lobby area ceramic floor tiles at the Ewald Branch, and a serious power outage at Central, which took until September 2015 to resolve by installation of a new underground cable. I recommended that old construction files and installation drawings from DTE and the School District be obtained, as well as a review of insurance coverage, cost recovery, and other sources for a temporary generator. Another issue of lack of a network backup for the computers was also recommended for review and correction.



Redesign, remodeling and updates for the Central Library were reviewed by the Board, with attention to building infrastructure, technology and meeting room improvements. Temporary closing of Central to permit construction will begin April 4, 2016, lasting about ten weeks.

Cleaning and refurbishing of the Calder Mobile at the Central Library began in the Summer at the Calder Foundation. With the need for an insurance appraisal related to shipping of the mobile to New York, the Calder was re-valued at \$10 Million.

I asked that when the Library Board meets at the Woods Branch, it meet in the first floor Story Time room, rather than the basement Program room, to provide a more visible and accessible setting for the public.

#### COMMUNITY:

Mr. Klacza began a series of multifaceted discussions between the Grosse Pointe Library Foundation and the Friends of the Grosse Pointe Library, which continues this year.

A District-wide survey yielded a wealth of detail on library usage, and is being analyzed for library service improvements. 2,822 District residents responded. I have asked that the Library look at connecting more with the schools to help students with research methods coupled with changing access to information via technology. I asked that some of the Library technology-based offerings such as Zinio, the magazine source, be promoted more. At the request of some residents, I also requested that the ability for individuals to reserve study rooms at the branches be explored. In the future, I asked that when the Board meets at the Woods Branch, it uses the first floor in the

#### DIRECTOR SEARCH:

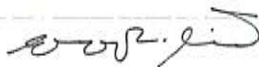
Ms. Vickie Bloom announced her retirement set for June 2016. A search is underway with a national library oriented search firm, John Keister & Associates. Trustees are visiting other Southeast Michigan libraries for ideas and operational insight.

#### REQUEST TO GROSSE POINTE WOODS:

I request that the City of Grosse Pointe Woods on-line calendar and events post the meetings of the Library Board to better notify the public of meetings.

If any additional information is needed, please contact me at your convenience.

Sincerely,



Gregory L. Ulrich

7A

COUNCIL  
02-22-16 - 19

MINUTES OF THE RESCHEDULED CITY COUNCIL MEETING OF THE CITY OF GROSSE  
POINTE WOODS HELD ON MONDAY, FEBRUARY 22, 2016, IN THE COUNCIL-COURT  
ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS,  
MICHIGAN.

The meeting was called to order at 7:33 p.m. by Mayor Novitke.

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

Also Present: City Administrator/Assessor Colombo  
City Attorney Chip Berschback  
City Clerk Hathaway  
Director of Public Safety Smith  
Director of Public Works Ahee  
Deputy Director of Public Works Kowalski

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

The following Commission members were in attendance:

Gloria Arslanian, Beautification Advisory Commission  
George McMullen, Board of Review/Local Officers Compensation 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, Ketels, Koester, McConaghy, Novitke, Shetler  
No: None  
Absent: None

Motion by Granger, seconded by Bryant, regarding **Library Board Trustee**, that the  
City Council re-appoint Gregory Ulrich as the Grosse Pointe Woods representative on the  
Library Board with a term expiring June 30, 2020.

Motion carried by the following vote:

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

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

1. City Council minutes dated February 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 Shetler, that the following minutes be approved as submitted:

1. Committee-of-the-Whole minutes dated February 8, 2016.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **Appointment – Citizens Recreation Commission**, that the City Council concur with the Citizens Recreation Commission at their meeting on February 9, 2016, and appoint Anthony Rennpage with a term to expire December 31, 2018.

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 **AT&T Antenna upgrade – City Hall**, that the City Council approve the request of AT&T to upgrade three of the existing antennas and add three Remote Radio Heads, total of six (6) antennas, on the tower at City Hall, and authorize the Building Inspector and Department of Public Safety to coordinate the installation details with AT&T.

Motion carried by the following vote:

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

No action taken at this time regarding **2016 Grosse Pointe Woods Tile**.

Motion by McConaghy, seconded by Shetler, regarding **Legal Proceedings: SECURA v City of Grosse Pointe Woods**, that the City Council refer this lawsuit to the City Attorney for further processing.

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 **Michigan Association of Municipal Clerks – Free Education Day**, that the City Council approve an amount not to exceed \$85.00 to cover the cost of housing for the City Clerk to attend MAMC's Free Education Day, and to include mileage and meals for the City Clerk and Deputy City Clerk, funds to be taken from Account No. 101-215-958.001.

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 – January 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 Bryant, seconded by Granger, regarding **2016/17 City Grass and Weed Abatement Services**, that the City Council approve the Service Agreement with Nu Appearance Landscaping to provide grass and weed abatement services (landscaping) from April 2016 through April 2017, and authorize the City Administrator to sign said Agreement.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Granger, regarding **Street Light Conversion – Ghesquiere Park**, that the City Council approve issuing a purchase order to DTE in an amount not to exceed \$8,965.00 for conversion of fifteen (15) decorative lights and painting of fifteen (15) light posts in Ghesquiere Park, funds to be taken from Parks & Recreation Municipal Improvements Account No. 401-902-977.104.

Motion carried by the following vote:

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

Motion by Ketels, seconded by Shetler, regarding **Replacement Doors – Lake Front Park Filter Building**, that the City Council approve issuing a purchase order to Midwest Door & Hardware LLC in an amount not to exceed \$6,874.00 for the purchase and installation of three replacement doors on the Lake Front Park pool filter building, funds to be taken from Account No. 401-902-977.104.



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 **Michigan Municipal League (MML) Membership Dues**, that the City Council approve payment in an amount not to exceed \$6,245.00 to the MML for annual membership dues and legal defense fund, and to authorize the City Administrator to sign the invoice, funds to be taken from 101-101-958.000.

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 **Labor Attorney**, that the City Council approve the following statement dated February 1, 2016:

1. Labor Attorney Keller Thoma, Invoice No. 109057- \$862.75.

Motion carried by the following vote:

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

Hearing no objections, the following items were heard under New Business:

- The Mayor discussed Churchill's and requested an update on the roof top structure and building progress. The City Attorney provided a brief overview. Administration is to provide an update to the City Council.
- The Mayor discussed the new Urgent Care. Administration is to provide an update to the City Council.

Under Public Comment:

- Residents (2) asked why the City does not provide trash cans. The Director of Public Works stated costs and equipment are the main factors. The City Administrator is to provide information to the two residents.
- Pamela Sossi, who is running for State Senate in District 1, introduced herself to all in attendance at tonight's meeting.

Motion by Granger, seconded by Shetler, that the Council recess the regularly scheduled Council meeting at 8:08 p.m. and convene in Closed Executive Session for the purpose of discussing a pending litigation and/or legal opinion at which time the City Council may or may not reconvene in regular session to address additional items as necessary, in accordance with the Open Meetings Act 1976 PA 267.

Motion carried by the following roll call vote:

McConaghy	Yes
Novitke	Yes
Shetler	Yes
Bryant	Yes
Granger	Yes
Ketels	Yes
Koester	Yes

The City Council reconvened in regular session at 8:50 p.m.

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Motion by Granger, seconded by Shetler, to adjourn tonight's meeting at 8:50 p.m. PASSED UNANIMOUSLY.

Sincerely,

Lisa Kay Hathaway  
City Clerk



MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, FEBRUARY 29, 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/Assessor Colombo  
Treasurer/Comptroller Irby (arrived 9:35 p.m.)  
City Attorney Chip Berschback  
City Clerk Hathaway  
Director of Public Safety Smith  
Administrative Consultant Fincham

Also present was Jason Arlow, Anderson, Eckstein and Westrick.

Mayor Novitke called the meeting to order at 7:30 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, Koester, McConaghy, Novitke, Shetler  
No: None  
Absent: None

The first item discussed was regarding **Public Safety Dispatch/Lockup Consolidation**. The Committee discussed the \$500,000 Michigan Department of Treasury – Competitive Grant Assistance Program award for a 911 Dispatch Center and Joint Lockup Facility to be located in Grosse Pointe Woods. The grant will cover capital costs associated with a consolidation serving Grosse Pointe Woods, Grosse Pointe Farms, and Grosse Pointe Shores.

The City Administrator provided an overview. He stated that an agreement has been reached with Grosse Pointe Shores for dispatch and lockup; and, a tentative agreement has been reached with Grosse Pointe Farms for lockup, however nothing has been placed in writing, and additional consideration is being given to dispatch services. The State grant award is for reimbursement to the Grosse Pointes for capital costs totaling \$500,000; \$400,000 in building improvements (lockup and sally port) and \$100,000 for equipment (911 communications). Engineering fees are 4.6% of the \$400,000, or \$18,400, which cost is to be divided by the communities.



The Mayor stated lockup capacity limitation is not addressed in the contract and should be included in the contract. He also asked consideration be given to separately identifying prices for lockup and dispatch. Discussion ensued regarding potential conflicts with the mutual aid agreement, and the Mayor stated there is a need to determine whether a discrepancy exists between mutual aid and this proposed agreement.

The Consultant provided a historical project overview. The idea was to provide dispatch and lockup consolidation for all five Grosse Pointe communities. SEMCOG was consulted providing a recommendation that consolidation be done in incremental steps with a goal of one central facility. In 2014 the grant application was submitted, and receipt of Notification of Intent to Award was received from the State in April in the amount of \$500,000; \$400,000 for dispatch and \$100,000 for build-out. Several drafts of contracts were reviewed by community Attorneys and Chiefs, and resolutions were passed noting that Grosse Pointe Farms continues to consider dispatch and is reviewing costs. He is optimistic that the grant amount will remain the same even in the event of a change in community interest. He stated that accepting this grant will provide safety for prisoners, safety for personnel, and safety for officers. Build-out will accommodate prisoner arraignments within a secure facility rather than passing through personnel, across the outside porch, and escorted through the general public to the Municipal Court.

Discussion, questions, and answers then ensued. The Mayor noted the contract is set-up as a three-year agreement, and questioned whether there are any ramifications if it is not renewed. Administration is to report back. He also questioned Item No. 12 regarding feasibility studies being funded at 25% and asked who funds the remaining 75%. Administration was asked to provide additional information.

A question regarding staffing and jail capacity was raised. The Consultant and Director of Public Safety stated adding Grosse Pointe Shores lock-up and dispatch services and Grosse Pointe Farms lock-up only will not require any additional staff. If the Farms requires dispatch services, one to two additional part-time dispatchers will be needed at a cost of \$25,000 each, no benefits. They stated the current set-up includes two cells with toilet facilities, a holding cell with no toilet, and one juvenile holding room. Upon completion of build-out, capacity would increase to three cells (one prisoner in each cell), and a bull pen to house ten prisoners for a total of thirteen.

The Mayor noted contract language needs to be tightened up regarding quarterly payments. He also asked the City Attorney to review No. 16 – Indemnification, and to correct a few typographical errors as discussed. Discussion ensued regarding a potential increase in liability and administration will contact the insurance agent and report back.

The Consultant discussed a study conducted by SEMCOG which found the Grosse Pointes has an excess number of engines, and recommended Engine 5-A be sold eliminating one old, nonworking fire truck without replacing it, and that the space be converted into a sally port providing for safer prisoner transport. The Consultant and Director stated benefits to the City resulting from this project would include a public safety office design that provides an isolated, sterile area for prisoners, the City would obtain funding for much needed infrastructure improvements that the City would not



otherwise have, and would provide safety for staff and the general public. Cost and revenue was also discussed.

There was a concurrence of the Committee that this item remain on the Committee-of-the-Whole agenda.

The Chair declared a recess at 8:46 p.m., and reconvened at 9:00 p.m.

The next item discussed was regarding **memorial recognition – commission members**. This item originated from a prior discussion whereby the Tree Commission requested the City Council approve a memorial tree/marker for George Malley, who passed away while serving as a member of the Tree Commission. The Mayor distributed the City's current bereavement policy. The City Attorney was asked to look at amending the policy to include changes already implemented regarding flowers and City events, and to consider whether providing a memorial tree marker for one commission requires it being done for all commissions. Member Koester identified the cost of the marker as \$80, and that an existing tree would be used.

There was a majority consensus of the Committee to delay a decision regarding memorial tree markers until a study is done, and that the City not pay for a marker. (Secretary's note: Committee members personally offered to donate toward a memorial marker for Mr. Malley.)

This item to remain on Committee-of-the-Whole and City Attorney will review the policy and include a safety valve.

Discussion ensued regarding **fiscal forecasting**. The Treasurer/Comptroller provided an overview. She distributed Projections of Increased Taxable Value spreadsheets dated February 28, 2016; one sheet did not include any changes in Headlee, and three other sheets that included a 2.3 mill Headlee Override for five years, ten years, and in perpetuity.

She explained some of the factors developing these projections included a taxable value of .03% instead of the anticipated 1.5%, and a decreased millage rate from 14.0492 to 13.8158. Administration is awaiting March Board of Review, which numbers will be available no later than mid April. Other factors included reduced revenue sharing, losses attributable to Michigan Tax Tribunal cases, and OPEB liability. A fire gear grant has been submitted, but if not approved replacement equipment is required and will cost approximately \$100,000-126,000. With no headlee override there is a \$700,000 structural deficit. When Headlee drops off, the City is left with a structural deficit.

The Treasurer/Comptroller then reviewed projection sheets that included 2.3 mills capped at five years. If the City places a headlee override on a 2018 ballot, collecting would begin in July 2019. She stated finances would be the same today. Projections included the loss of two officers not being replaced, as well as retiree Health Care at a 6% increase. When headlee drops off, an operational deficit remains.

She then reviewed 10-year model at 2.3 mills. When Headlee drops off, there will be an operational deficit. The models do not take into account combined dispatch/lockup, because the facility will not be operational until next year.

The Treasurer/Comptroller then reviewed 2.3 mills in perpetuity. This model brings in \$700,000 each year.

The City Administrator stated auditors recommend 15% in fund balance, which is about where the City will be in 2018.

This item is to remain on the Committee-of-the-Whole.

The following individual wished to be heard:

Mike Juliano  
1967 Hampton Rd.

Motion by Granger, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 10:24 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway  
City Clerk



Approved by Commission  
02/23/16

7C

## PLANNING COMMISSION

11/24/15 – 24

MINUTES OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, NOVEMBER 24, 2015, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:33 p.m. by Chair Vitale.

Roll Call: Chair Vitale  
Gilezan, Hamborsky, Profeta, Reiter, Rozycki, Stapleton, Vaughn

Absent: Fuller

Also Present: Building Official Tutag  
City Attorney Chip Berschback  
Deputy City Clerk Gerhart

Motion by Rozycki, seconded by Vaughn, 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: Gilezan, Hamborsky, Profeta, Reiter, Rozycki, Stapleton, Vitale, Vaughn

NO: None

ABSENT: Fuller

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

Motion by Vaughn, seconded by Gilezan, regarding **Approval of Minutes**, that the Planning Commission minutes dated October 27, 2015, be approved as submitted.

MOTION CARRIED by the following vote:

YES: Gilezan, Hamborsky, Profeta, Reiter, Rozycki, Stapleton, Vitale, Vaughn

NO: None

ABSENT: Fuller

The next item on the agenda was a **Public Hearing: to amend Chapter 50 Zoning, Section 50-526, Accessory Buildings, by adding requirements for permits, concrete slabs and ratwalls.** Building Official Tutag provided an overview of the proposed ordinance.

The meeting was thereupon opened at 7:35 P.M. for a public hearing to amend Chapter 50 Zoning, Section 50-526, Accessory Buildings, by adding requirements for permits, concrete slabs and ratwalls.

## PLANNING COMMISSION

11/24/15 – 25

The Chair stated for the record that no one in the audience wished to speak either in favor of, nor in opposition to, the proposed ordinance.

The following individual was heard regarding general comments:

- Margaret Potter, 1834 Allard Ave

Motion by Vaughn, seconded by Stapleton, that the Public Hearing be closed at 7:37 p.m. Passed unanimously.

The Chair opened the floor for discussion among Commission Members regarding the proposed ordinance amendment.

Motion by Profeta, seconded by Rozycki, regarding the amendment to Chapter 50 Zoning, Section 50-526, Accessory Buildings, by adding requirements for permits, concrete slabs and ratwalls, that the Planning Commission adopt the proposed resolution as prepared by the City Attorney, and recommend to the City Council that the proposed ordinance amending Section 50-526 regarding Accessory Buildings be adopted by the City Council.

MOTION CARRIED by the following vote:

YES: Gilezan, Hamborsky, Profeta, Reiter, Rozycki, Stapleton, Vitale, Vaughn

NO: None

ABSENT: Fuller

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

MOTION CARRIED by the following vote:

YES: Gilezan, Hamborsky, Profeta, Reiter, Rozycki, Stapleton, Vitale, Vaughn

NO: None

ABSENT: Fuller

The next item on the agenda was the **Building Official's Monthly Report – October 2015**. Mr. Tutag reported the following:

- An update on the Churchill's project was provided, Chair Vitale and he met with the contractor and an appropriate siding choice has been achieved in regards to the screening. Drawings and load calculations will be forwarded to the structural engineer for their review;
- Construction of the MedPost at Mack and Lennon is progressing quickly. MedPost may be scheduled on the Planning Commission agenda in December for a sign variance;
- The Building Department has been busy issuing permits for residential improvements.

Regarding the **November 2, 2015 Council Report**:

- Member Hamborsky reported that State Representative Brian Banks presented an overview of current legislation initiatives. Discussion was also held at the meeting regarding Churchill's and the structural integrity of the building.



PLANNING COMMISSION

11/24/15 – 26

Regarding the **November 16, 2015 Council Report:**

- Member Profeta reported that new member Eric Reiter was formally appointed at the meeting.

Motion by Profeta, seconded by Rozycki, that Commission Member Fuller be excused from tonight's meeting.

MOTION CARRIED by the following vote:

YES: Gilezan, Hamborsky, Profeta, Reiter, Rozycki, Stapleton, Vitale, Vaughn

NO: None

ABSENT: Fuller

Commission Member Reiter will attend the Council Meetings in December.

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

**2020 Plan** – Commission Members Hamborsky, Vitale, and Fuller reported that additional work has taken place.

Under public comment, the following individual was heard:

- Margaret Potter, 1834 Allard, inquired regarding the HVAC units installed at other Churchill's locations.

Motion by Hamborsky, seconded by Stapleton, to postpone the December 8, 2015 Planning Commission meeting to December 15, 2015.

MOTION CARRIED by the following vote:

YES: Gilezan, Hamborsky, Profeta, Reiter, Rozycki, Stapleton, Vitale, Vaughn

NO: None

ABSENT: Fuller

Motion by Vaughn, seconded by Rozycki, that the Planning Commission Meeting be adjourned at 8:00 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Steve Gerhart  
Deputy City Clerk



Approved by Commission  
2-10-16

RECEIVED 7D

JAN 17 2016

**Beautification Advisory Commission**  
**Grosse Pointe Woods Council Chambers – Grosse Pointe Woods City Hall**  
**20025 Mack Plaza Dr., Grosse Pointe Woods**  
**Meeting – January 13, 2016 – 7:30 p.m.**

CITY OF GROSSE PTE. WOODS

**Present:** McCarthy, Koester, Hilton, Arslanian, Sauter, Spreder, Stephens, Hage, Muccioli

**Also Present:** Vicki Granger

**Excused:** Hagen, Hyduk, Martin-Rahaim, Medura, Rozycki, Matthews

**Other Attendees:** None

**Guests:** None

**Call to Order:** The meeting was called to order by Chairperson, D. McCarthy at 7:34 p.m.

**Minutes**

**Workshop Meeting Minutes:** The October 14, 2015 Workshop Meeting Minutes were distributed and reviewed. Motion by P. Hage, seconded by L. Stephens, that the Beautification Advisory Commission motion to approve the October 14, 2015 workshop minutes as presented.

Yes: McCarthy, Koester, Hilton, Arslanian, Sauter, Spreder, Stephens, Hage, Muccioli

No: None

Absent: Hagen, Hyduk, Martin-Rahaim, Medura, Rozycki

**October 14, 2015 Minutes:** The Minutes were distributed and reviewed. Motion by R. Muccioli, seconded by L. Spreder, that the Beautification Advisory Commission motion to approve the October 14, 2015 minutes as presented.

Yes: McCarthy, Koester, Hilton, Arslanian, Sauter, Spreder, Stephens, Hage, Muccioli

No: None

Absent: Hagen, Hyduk, Martin-Rahaim, Medura, Rozycki, Matthews

**Treasurer's Report:** Motion by C. Sauter, seconded by L. Stephens, to approve the Report as presented.

Yes: McCarthy, Koester, Hilton, Arslanian, Sauter, Spreder, Stephens, Hage, Muccioli

No: None

Absent: Hagen, Hyduk, Martin-Rahaim, Medura, Rozycki, Matthews

**Chairperson's Report:** D. McCarthy presented Chairperson's report. Commission Appreciation Reception, February 5, 2016.

**Council Report:** Council Member V. Granger and commission member J. Hilton reported on the prior month's City Council meetings.

**DPW:** none

**Flower Sale:** Discussion on May 6 & 7, 2016 flower sale. D. Matthew reserved Lake Room for flower sale dates.

**NOTE**



**Tile/Mugs Program:** C. Sauter presented an update on recent sales, future marketing and tile ideas. GPW will no longer be sponsoring the GPW Farmers Market. The Beautification Advisory tended a table to sell tiles at this event and is exploring other opportunities.

**Awards Program:** Final report presented by L. Stephens and reviewed by Beautification Advisory Commission. Motion by L. Stephens, seconded by R. Muccioli, that the Beautification Advisory Commission approve an amount of \$1,000.00 to reserve Lochmoor Club for the 2016 Beautification Commission Awards Night Dinner. There are sufficient funds in the Flower Sale budget.

Yes: McCarthy, Koester, Hilton, Arslanian, Sauter, Spreder, Stephens, Hage, Muccioli

No: None

Absent: Hagen, Hyduk, Martin-Rahaim, Medura, Rozycki, Matthews

**Old Business:** none

**New Business:** Motion by L. Stephens, seconded by R. Muccioli, to approve the following officers for the 2016 term:

Chair: D. McCarthy

Vice Chair: L. Stephens

Recording Secretary: R. Koester

Corresponding Secretary: C. Sauter

Treasurer: G. Hilton

Yes: McCarthy, Koester, Hilton, Arslanian, Sauter, Spreder, Stephens, Hage, Muccioli

No: None

Absent: Hagen, Hyduk, Martin-Rahaim, Medura, Rozycki, Matthews

2016 Awards night to be chaired by L. Spreder & L. Stephens

One vacancy on the Beautification Advisory Commission to be discussed at next meeting.

A motion by L. Stephens, seconded by R. Muccioli to adjourn the Beautification Advisory Commission meeting at 9:01 pm.

Yes: McCarthy, Koester, Hilton, Arslanian, Sauter, Spreder, Stephens, Hage, Muccioli

No: None

Absent: Hagen, Hyduk, Martin-Rahaim, Medura, Rozycki, Matthews

Respectfully submitted,  
Rachelle Koester

**Beautification Advisory Commission Excerpt****02/10/16****Pending approval**

**New Business:** The BAC discussed candidates for the two recent commission member openings.

Motion by Arslanian, seconded by Martin-Rahaim, to recommend the Mayoral appointment of Jennifer Hess and Marlin Stewart to the Beautification Advisory Commission.

Motion carried by the following vote:

Yes: Hage, Koester, McCarthy, Medura, Rozycki, Spreder, Stephens

No: None

Absent: Hilton, Hyduk, Muccioli, Sauter

Motion by Hage, seconded by Spreder to recommend to the Mayor the immediate certification of the previous motion.

Motion carried by the following vote:

Yes: Arslanian, Koester, McCarthy, Martin-Rahaim, Medura, Rozycki, Stephens

No: None

Absent: Hilton, Hyduk, Muccioli, Sauter





# CITY OF GROSSE POINTE WOODS

20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

RECEIVED

MAY 28 2015

CITY OF GROSSE PTE. WOODS

## BIOGRAPHICAL SKETCH

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

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

NAME: Marlin Stewart

ADDRESS: 2145 Stanhope

TELEPHONE: Home: \_\_\_\_\_ Office: 313-854-0123

E-Mail: marlin.stewart@att.net

OCCUPATION: Realtor

# OF YEARS RESIDENT OF GROSSE POINTE WOODS: 25

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:


EDUCATION: Business Admin., Computer Sci., Consultative Sales

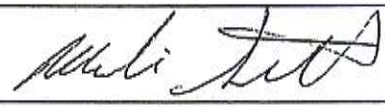
PROFESSIONAL / SERVICE CLUB AFFILIATIONS: Grosse Pointe Board of Realtors

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

A career in consultative sales

the ability to work in groups towards a common goal and my passion in having GPW continue it's ability to attract upscale businesses and residents

  
Signature of sponsor

  
Signature of applicant

Date: 5-26-15

Return to Clerk's Office

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



## CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

RECEIVED

MAY 26 2015

CITY OF GROSSE POINTE WOODS

### BIOGRAPHICAL SKETCH

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

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

NAME: Jennifer Hess

ADDRESS: 1423 Hollywood, GPW

TELEPHONE: Home: (313) 350-1876 Office: (313) 881-0077

E-Mail: jennifer4arhonne@yahoo.com

OCCUPATION: dental assistant

# OF YEARS RESIDENT OF GROSSE POINTE WOODS: 22 years

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

Love of gardening, flowers, interest in real estate

EDUCATION: CSU Fresno, Tufts School of Dental Medicine

PROFESSIONAL / SERVICE CLUB AFFILIATIONS: Michigan Humane Society

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD: I am dedicated, responsible, enthusiastic and friendly and would enjoy participating in the Commission's Activities.

Signature of sponsor

Signature of applicant

Date: 5/26/15

Return to Clerk's Office

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



Approved by Commissioner  
2-3-16

RECEIVED

DEC 28 2015

7F

GROSSE POINTE WOODS TREE COMMISSION  
Meeting Minutes of December 02, 2015

**Chairman, Stephen Chan, called the meeting to order at 7:34 p.m.**

**Present:** Rogers, Chan, Backer, Greening, Koester (Council Representative), Gaffney, Butler and Profeta.

**Absent:** DiCicco, Pegg, Laura Gaskin and Groschner.

**Approval of the Agenda for the meeting of December 02, 2015.**

Motion by Butler and seconded by Backer . to approve the agenda as presented with an addition under New Business, which was Chan's announcement of Pegg's resignation from the Community Tree Commission. Chan will advise Pegg to submit a letter of resignation to the City Clerk. All members present approved the motion.

**Approval of the meeting minutes of November 04, 2015**

Motion by Greening and seconded by Butler to approve the minutes as presented with a correction under New Business to indicate that the Swamp Oak tree seedling grew two feet—not four. All members present approved the motion with this correction.

**Treasurer's Report: 11/30/15.**

Cash Reserves as of 07/01/15	\$12,103.18
Donations thru 11/30/15	0
Expenses thru 11/30/15	0
Balance:	\$12,103.18

Balance carries forward.

Council Approved Budget	
Budget as of 07/01/15	\$1,633.00
Expenses thru 11/30/15	
Invoice for 350 Red Maple	
Tree seedlings.	-945.57
Remaining thru 06/30/16	\$ 687.43

Balance does not carry forward.

Council approval required for expenditures.

**Old Business:**

Tree Commission members placed 42 planting stakes in accordance with the 2015 fall tree planting list provided by the

Department of Public Services. Not all dead tree stumps were removed prior to the placement of stakes for new trees. This problem will be reviewed and corrected for the 2016 program. All stakes were in place for the contractor to complete the program.

Chan advised that our application for the 2015 "Tree City USA" award had been processed by the Department Public Services in October.

The current monthly treasurer's report was reviewed as information for Dr. T. Butler, who has been recommended to the Council to be our treasurer. Backer and Gaffney will complete their "Oath of Office" application after the Council has approved their membership and other changes for the tree commission.

**New Business:**

Motion by Backer and seconded by Profeta that we not meet on January 06, 2016. All members present approved the motion. The current number of memorial tree donors is 5. Jan Treuter will publish for the February Update letter a public reminder of the program and the cutoff date of February 29<sup>th</sup>. A memorial tree for George Malley is pending Council approval.

New fiscal budget line items were reviewed and dollar amount assigned except for what was needed for the Arbor Day tree seedlings. Chan will review the Vans Pines Nursery catalog and provide recommendations for our February meeting and then establish the dollar amount needed for the budget. Documents distributed at this meeting were guidelines for the Memorial tree program and current Commission Guidelines. A new tree commission directory will be available for distribution after all details have been finalized.

**Adjournment: 8:40 pm.** Motion by Gaffney and seconded by Profeta that the meeting be adjourned. All present approved the motion.

Submitted by

*Wilson G. Rogers*

Wilson G. Rogers (313) 886-7660

*Secretary*



Approved by  
Commission 2-9-16

RECEIVED

76

JAN 13 2016

CITY OF GROSSE POINTE WOODS

**Citizen's Recreation Committee Meeting Minutes**  
**Meeting of the Citizen's Recreation Commission held on January 12, 2016 at**  
**Grosse Pointe Woods, Michigan**

**CALLED TO ORDER: 7:00**

**PRESENT:**

Bill Babcock  
Gib Heim  
Barb Janutol  
Mark Miller  
Mike Soviak  
Amanda York

**ABSENT:**

None

**ALSO PRESENT:**

Nicole Byron, Christine Ventimiglia, Todd McConaghy and Chris Profeta.

**Motion** to accept the minutes from December 8, 2015 by Mark Miller and seconded by Gib Heim.

Motion passed by the following vote:

Yes: Babcock, Heim, Janutol, Jerger, Miller, Soviak and York.

No: None

Absent: None

**COUNCIL MEETING REPORT:**

The budget for the Jack Boni Perch Derby 2016 was approved. The Ford Estate made a donation to the City of Grosse Pointe Woods, to be used at Lakefront Park. Discussion for possible uses included a kayak entry to Ford Cove, and a new "tot friendly" play area. More discussion will follow at future meetings.

**SUPERVISOR'S REPORT:**

Preparations for Winter Fest 2016, are underway. There are 5 chili and 6 cookie contestants registered to date. 235 citizens have registered to participate in the fun. Bill Babcock will pick up the gift cards and hot dogs. Amanda York will assist him. Commission members should be at the park by 10:00 am to help set up. Passes for 2016 are available on line. 2015 passes will no longer be viable.



**OLD BUSINESS:**

Members were introduced to Chris Profeta, a candidate for the final open seat on the Commission. Members had an informal question and answer session with him. Two more candidates (Ken Mokray and Tony Rennpage) will be invited to our next meeting for the same introduction and informal question and answer session.

**NEW BUSINESS:**

No new business.

**ADJOURNMENT:**

Motion was made to adjourn the meeting by Mark Miller and seconded by Amanda York.

Motion passed by the following vote:

Yes: Babcock, Heim, Janutol, Jerger, Miller, Soviak and York,

No: None

Absent: None

**Meeting Adjourned at 7:53 p.m.**

The next regularly scheduled meeting will be at **7:00 p.m. on Tuesday, February 9, 2016 in the conference room at City Hall.**

Respectfully submitted by:

Barbara Janutol, Secretary  
[bajanutol@gmail.com](mailto:bajanutol@gmail.com)

Approved by  
Commission  
1-14-16

RECEIVED

7H

FEB 10 2016

City of Grosse Pointe Woods Historical Commission Minutes  
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236  
Conference Room at City Hall  
December 10, 2015

CITY OF GROSSE PTE. WOODS

1. Call to Order

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

2. Roll Call

Present: Mary Kaye Ferry, Del Harkenrider, Suzanne Kent, Lynne Millies, Sean Murphy, Becky Veitengruber, Phil Whitman

Also Present: Council Representative Art Bryant

Excused: Shirley Hartert, Giles Wilborn, John Parthum

~~Unexcused: Shirley Hartert, Giles Wilborn~~

3. Approval of Agenda

*Motion* by Ferry, seconded by Kent, to approve the agenda, for December 10, 2015, as presented. Ayes: all. Motion carried.

4. Approval of Minutes

*Motion* by Harkenrider, seconded by Millies, to approve the November 12, 2015 minutes, as presented. Ayes: all. Motion carried.

5. Items

**A. Report of Treasurer:** Chairperson Whitman read from the November minutes that the balance of the commission is \$1,712.00 and the balance of Cook Schoolhouse Project is \$4,606.00.

**B. Cook Schoolhouse Project:** Ferry updated the commission about the condition of the schoolhouse. She stated that things look okay.

**C. Commission Membership:** There is one vacancy on the commission.

**D. MORSA Hosting**

1. Ferry reported that earlier that day she, Kent, Millies, and Parthum met with Ms.

Corrected  
per commission  
01-14-16



Rochelle Balkam, a MORSA representative. They showed her the schoolhouse, Provencial Weir House, and Edsel & Eleanor Ford Estate and discussed ways to prepare for our May hosting.

2. Councilman Bryant reported that he spoke to Mayor Novitke about the postcard with a photo of the Cook Schoolhouse, created by Parthum. The Mayor suggested Bryant talk with Skip Fincham to seek city funds to pay for 100 postcards. (50 for MORSA event, 50 to sell at future open houses.)
3. Commission discussed need for creating duty list and delegating commission members to prepare for event.

#### **6. Old Business**

None at this time.

#### **7. New Business**

- A. Next month the commission will be electing officers for the 2016 calendar year.
- B. City Clerk Lisa Hathaway will be invited to attend our February 11<sup>th</sup>, 2016 meeting to discuss rules and procedures of commission meetings. (7:00 p.m.-7:30 p.m.)

#### **8. Public and Commissioner Comments**

None at this time.

#### **9. Adjournment**

The meeting adjourned at 8:31 p.m.

Respectfully submitted:

Becky Veitengruber, Secretary

***The next meeting of the Grosse Pointe Woods Historical Commission will take place on January 14th, 2016 at 7:30 p.m. in the Conference Room at City Hall, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236***

2-11-16

City of Grosse Pointe Woods Historical Commission Minutes  
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236  
Conference Room at City Hall  
January 14, 2016

RECEIVED

JAN 25 2016

1. Call to Order

CITY OF GROSSE PTE. WOODS

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:34 p.m. by Vice Chairperson Sean Murphy.

2. Roll Call

**Present:** Mary Kaye Ferry, Del Harkenrider, Shirley Hartert, Suzanne Kent, Lynne Millies, Sean Murphy, John Parthum, Becky Veitengruber, Giles Wilborn

**Also Present:** Frank Romano

**Excused:** Council Representative Art Bryant, Phil Whitman

3. Approval of Agenda

**Motion** by Parthum, seconded by Ferry, to approve the agenda, with the addition of "New Business Item B. Memorial Day" for January 14, 2016. Ayes: all. Motion carried.

4. Approval of Minutes

**Motion** by Ferry, seconded by Kent, to approve the December 10, 2015 minutes, amended to change unexcused to excused absence for Hartert and Wilborn. Ayes: all. Motion carried.

5. Items

**A. Report of Treasurer:** Parthum reported that the commission balance is \$1,712.00 and the Cook Schoolhouse Project balance is \$5,228.00. A donation of \$100 was received in December.

**B. Budget for 2016-2017:** Parthum shared and reported on the commission budget from 2014-2015 and 2015-2016. He also presented a draft of the 2016-2017 budget. January 30<sup>th</sup> is the deadline to fix the proposed budget for 2016-2017 because it is due to the city by February 19<sup>th</sup>.

**C. Cook Schoolhouse Project:** Ferry reported that she has been checking on the schoolhouse and all looked okay.

**D. Commission Membership:**

There is one vacancy on the commission.

**E. MORSA Hosting:**

1. Ferry received a thank you card from the MORSA representative, Rachelle Balkam. This was in regard to the tour and visit with Balkam on December 10<sup>th</sup>. Ferry



reported that the commission is waiting for official word from MORSA to confirm our May hosting.

2. Parthum shared an update about the Cook Schoolhouse postcards. Permission was given by Skip Fincham to order 100 postcards (50 would be used for MORSA event and 50 to be sold at future open houses).
3. Announcement was made to members: All commission members will need to be in attendance for the MORSA event in May. This includes set up, actual event, and take down.

## **6. New Business**

**A. Election of Officers:** As there were no new nominations from the floor, the officers of the commission shall remain as they were for 2015. The officers are as follows:

**Chairperson:** Phil Whitman

**Vice Chairperson:** Sean Murphy

**Secretary:** Becky Veitengruber

**Treasurer:** John Parthum

### **B. Memorial Day:**

1. Ferry reported that she invited soloist Angela Theis to sing at the event and Ms. Theis has accepted.
2. Delegation of duties and tasks will take place at the February meeting.

## **7. Public and Commissioner Comments**

- A.** Kent shared information on an upcoming lecture series, Michigan in Perspective. The Michigan Local History Conference will be March 11<sup>th</sup> and 12<sup>th</sup> in Sterling Heights at the Wyndham Garden Hotel.
- B.** Parthum shared the need for a discussion about accessing the city's archives.
- C.** Veitengruber announced that city clerk Lisa Hathaway will be hosting a special meeting with our commission to take place Thursday February 11<sup>th</sup> from 7:00 p.m. until 7:30 p.m. (Our February meeting will meet at regular time, 7:30 p.m.)

## **8. Adjournment**

The meeting was adjourned at 8:45 p.m.

Respectfully submitted:

Becky Veitengruber, Secretary

***The next meeting of the Grosse Pointe Woods Historical Commission will take place on February 11th, 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

RECEIVED

FEB 24 2016

CITY OF GROSSE POINTE WOODS

## Memorandum 5-16

**Date:** February 23, 2016  
**To:** Tom Colombo, City Administrator  
**From:** Nicole Byron, Recreation Supervisor *NB*  
Joe Ahee, Director of Public Services *JA*  
**Subject:** Request of Lake Front Park Facilities

The University of Liggett is requesting the use of 6- 8 tennis courts at Lake Front Park for the following dates:

**Girls Tennis:**Practice

April 4 - May 20, 2016; Monday - Thursday 3:30PM-5:30PM

**Boys Tennis:**Practice

August 22 - October 22, 2016; Monday - Thursday; 3:30-5:30PM

I have no objection to the approval of this request contingent upon meeting the following guidelines:

1. Teams will follow all park rules and MHSAA rules including clearing the courts during storms.
2. Teams will relinquish courts to residents on courts 1-4.
3. Teams will clean up trash around the courts after use.
4. Teams will submit current rosters.

RECOMMENDED FOR APPROVAL AS SUBMITTED:

*Tom Colombo*  
City Administrator

*2-24-2016*  
Date

Council approval required



February 1, 2016

To Whom It May Concern,

University Liggett School is requesting the use of 6 – 8 of the Grosse Pointe Woods Lakefront Park tennis courts for the 2016 spring (girls) and fall (boys) tennis seasons. These dates include: April 4<sup>th</sup> – May 20<sup>th</sup> and August 22<sup>nd</sup> – October 22<sup>nd</sup>, Monday – Thursday from 3:30pm – 5:30pm. Depending on the day, the courts will be used by either Liggett's middle school or upper school team. Currently, 17.5% of Liggett's middle and upper school student body resides in Grosse Pointe Woods. In addition, our Head of Upper School, Director of Athletics, varsity girls' and varsity boys' tennis coaches are all Grosse Pointe Woods residents.

There are no home tournaments scheduled for the spring season and our fall home tournament schedule is yet to be determined (expect to have this information by late June).

Nicole Byron has a copy of Liggett's insurance certificate but if additional information is required, please let me know.

Thank you for your consideration and feel free to contact me if you have any further questions:

313.884.4444 ext 370

---

[mhicks@uls.org](mailto:mhicks@uls.org)

Sincerely,

*Michelle R. Hicks*

University Liggett School Director of Athletics



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/28/2015

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

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

<b>PRODUCER</b> Wine Sergi Insurance 1000 E. Warrenville Road Suite 101 Naperville IL 60563		<b>CONTACT NAME:</b> <b>PHONE:</b> (A/C No. Ext): 630-513-6600 <b>FAX:</b> (A/C No): 630-513-6399 <b>E-MAIL:</b> marieb@winesergi.com <b>ADDRESS:</b> marieb@winesergi.com	
<b>INSURED</b> UNILIO1 University Liggett School Jon Neville 1045 Cook Road Grosse Pointe Woods MI 48236-2509		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Massachusetts Bay Insurance Co INSURER B: Citizens Insurance INSURER C: Hanover Insurance Co INSURER D: The Hanover American Insurance INSURER E: INSURER F:	
		<b>NAIC #</b> 31534 22292	

**COVERAGES**

CERTIFICATE NUMBER: 1929725055

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	ZBC0752817	10/10/2015	10/10/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		ADC9755690	10/10/2015	10/10/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0		UHC9753723	10/10/2015	10/10/2016	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WZC0754659	10/10/2015	10/10/2016	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$1,000,000 E L DISEASE - EA EMPLOYEE \$1,000,000 E L DISEASE - POLICY LIMIT \$1,000,000

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

RE: Tennis Courts Lakefront Park April 1, thru June 15, 2016

City of Grosse Pointe Woods-Lakefront Park is listed as additional insureds regarding General Liability when required by a written contract.

**CERTIFICATE HOLDER**City of Grosse Pointe Woods-Lakefront Park  
23000 Jefferson Ave  
St Clair Shores MI 48080**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



RECEIVED

8B

**CITY OF GROSSE POINTE WOODS**  
**20025 MACK AVENUE**  
**GROSSE POINTE WOODS, MI 48236**  
**(313) 343-2440**

FEB 17 2016

CITY OF GROSSE PTE. WOODS

**APPLICATION FOR PERMIT/LICENSE – VENDOR/SOLICITOR/PEDDLER, ET AL**

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

Applicant: Willie Wilson Birth Date: 11-11-1941Home address: 38615 greenidge, LIVONIA, MI 48154Telephone: 734-718-3263 Driver's License No. 3425712Business Name: FOUR STEAK COMPANY Telephone: 734-718-3263Business Address: 44495 Grandview Novi. MI 48275Description of Business: Food steak, chicken, seafoodAssistants: NONE

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

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

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

If vehicle used, describe:	Year	Make	Model	License Plate #
	<u>2003</u>	<u>Ford</u>	<u>F150</u>	<u>BAK 5605</u>

Other cities served: NoneYears previously licensed in Grosse Pointe Woods: None**VENDOR:** Valid for use from 9 a.m. to dusk or 7 p.m., local time, whichever occurs first, Sec. 10.224(e).**REFUSE VENDOR:** Shall not collect, remove or cart away any materials between the hours of 10 p.m. and 6 a.m. the following morning, Sec. 10.221(a).**SOLICITOR:** Shall not walk on residential or commercial lawns; must use sidewalk.**NO PERSON:** Shall deliver or deposit residential handbills at any residential home or apartment where a sign or notice has been posted in a conspicuous location, which sign or notice states "no handbills" or "no vendors or solicitors." Sec. 10.295**LICENSE:** The license issued shall expire on December 31 of the year issued. The license fee is to be paid at the time of issuance.Signed: Willie Wilson Date: 2/17/16

State of Michigan )  
 County of Wayne ) ss.

Subscribed and sworn to by Willie Wilson  
 before me on the 17 day of February 2016

Quinda M. Mauer  
 Signature of Notary Public  
 My Commission expires: 4-17-2022

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

2-1-16

Dear Mr. Thibault,

The long time being a  
the member, I, however,  
could have to resign my  
position at this time.  
I've had a long recovery  
after the last fall (skating  
injury) from last year's  
recovery in time in the  
association - being empty in  
humble. I wish that was  
long. I will be there but  
my goal is to go back to  
my job.

I'm very glad to  
congratulate all the  
association for my back

and take it much  
larger, the matter has  
much return to it.

I'll stop by during the  
winter and the only to  
my kids. I wish you  
all well and have a  
good time.

Yours truly  
Dan Morgan

RECEIVED  
FEB 29 2016  
CITY OF GROSSE PTE. WOODS



RECEIVED  
MAR 02 2016  
CITY OF GROSSE PTE. WOODS

March 1, 2016

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

Re: Beautification Advisory Commission

Dear Bob:

It has been my privilege and pleasure to have served on the Beautification Advisory Commission for the past 15 years. I have always been impressed with the dedication of my fellow Commission members in making Grosse Pointe Woods one of the finest communities in which to reside.

After careful deliberation and in consideration of other family and employment obligations, I feel that the time has come for me to resign my duties as a Commission member.

I have worked alongside many wonderful people over the years and have enjoyed participating in the yearly flower sale and Awards Night ceremonies. I wish the Commission continued success in its future endeavors to keep Grosse Pointe Woods a stellar community.

Regards

  
Dennis M. Hyduk

Copy to: Debbie McCarthy

February 29, 2016

RECEIVED

FEB 29 2016

CITY OF GROSSE POINTE WOODS

To: Lisa K. Hathaway, City Clerk, Grosse Pointe Woods, MI

Dear Miss Hathaway,

I have enjoyed serving on the Grosse Pointe Woods Tree Commission and taking part in its activities, but due to extenuation circumstances I can no longer serve in this position. I am tending my resignation from the GPW Tree Commission as of February 29, 2016.

Regretfully,

A handwritten signature in cursive script that reads "Russell Dale Pegg". The signature is written in dark ink and is positioned above the printed name.

Russell Dale Pegg



8D

**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

February 24, 2016

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

RECEIVED  
FEB 23 2016  
CITY OF GROSSE PTE. WOODS

RE. MAMA Conference  
Lansing Center March 26, 2016

Dear Mayor and Council:

The Michigan Association of Municipal Attorneys (MAMA) has again scheduled their Annual Advance Institute to be held at the Lansing Center, Lansing, Michigan on Tuesday, March 22, 2016. This is a full day session and I have attached the agenda.

The MAMA Institute meeting is not only informative but an opportunity to network with many of the municipal attorneys throughout the State of Michigan. The cost per person is \$120.00 for the Advanced Institute. Along with a hotel room, transportation, and meals, I am asking for approval to spend monies not greater than \$500.00.

This is a budgeted item and represents approximately 35% of the legal budget for seminars. Thank you for your consideration with regard to this matter.

Very truly yours,



DON R. BERSCHBACK

DRB:gmr  
Enclosures  
cc: Chip Berschback

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**March 22, 2016 MAMA Conference, Lansing Cent** Monday, February 15, 2016 10:40 AM S

**er**

From: "Peter Letzmann" <mama@listserv.mml.org>

To: mama@listserv.mml.org

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*This message was sent by Peter Letzmann [peter@letzmann.com](mailto:peter@letzmann.com)*

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To contact the list owner, send your message to [mama-list-owner@listserv.mml.org](mailto:mama-list-owner@listserv.mml.org).

The Michigan Municipal League's Legal Affairs Division provides legal education and information, primarily as a general service to MML members. The information provided here does not establish an attorney client relationship. Additionally, the information provided should not be interpreted or used as a substitute for a legal opinion from retained legal counsel. Before making legal decisions, municipal officials should consult with their retained counsel or other qualified counsel.

Michigan Municipal League 1675 Green Road Ann Arbor, MI 48105-2530 USA

To unsubscribe, switch to/from digest, get on/off vacation, or change your email address, click [here](http://cql.mail-list.com/u?ln=mama&nm=donberschback%40yahoo.com).

**30<sup>th</sup> ANNUAL ADVANCED INSTITUTE**

Lansing Center, Lansing, Michigan

Tuesday, March 22, 2016 (9:00 am – 4:30 pm)

Don't miss this opportunity to stay current on the latest legal issues and legislative happenings affecting Michigan local governments.

**Cost Per Person MAMA Member rate, \$120 MAMA Nonmember rate, \$165**

**[Register here.](#)**

**Tentative agenda and speakers**

News from the Legislature and the Executive	Chris Hackbarth, MML Director, State Affairs
Due process at Public Comment and Public Hearing	Philip A. Pucillo, Professor of Law in Residence MSU College of Law
Electronic Participation at Public Meetings	Kim Cekola, MML Research Specialist
Tax Tribunal: Big Box Stores Leases, Dark Stores, and other issues	Ross Bower and / or Steve Koski; Fahey Schultz
Lunch and Let History Repeat Itself: Why Civility and Collegiality Are Still Relevant For Effective Lawyering and Business Development	Bill Azkoul, Gruel, Mills, Nims & Pylman



brock- gpw (2)	Water, Water Everywhere: Rates, Supplies, Collections, Shut off, Purity, and Other Issues.	Anthony Chubb, Flint Interim City Attorney
buttermere sal...		
cal	Police Body Cameras and Current Police Liability Issues	Gus Morris, McGraw Morris and Tim Bourgeois, Police Chief Kalamazoo Township
charleston 6...		
charleston SC ...	Transparency Corner	Catherine Mullhaupt, MTA
chicago jan 20...	Cracker Barrel	Audrey J. Forbush, Plunkett Cooney
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delta-refund	News from the Legislature and the Executive	Chris Hackbarth, MML Director, State Affairs
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executive auto...	Due process at Public Comment and Public Hearing	Philip A. Pucillo, Professor of Law in Residence MSU College of Law
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fleming, cal ...	Electronic Participation at Public Meetings	Kim Cekola, MML Research Specialist
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foia (4)	Tax Tribunal: Big Box Stores Leases, Dark Stores, and other issues	Ross Bower and / or Steve Koski; Fahey Schultz
Geyman, John t... (1)	Lunch and Let History Repeat Itself: Why Civility and Collegiality Are Still Relevant For Effective Lawyering and Business Development	Bill Azkoul, Gruel, Mills, Nims & Pylman
GHD-CPA		
gpw excavatio...	Water, Water Everywhere: Rates, Supplies, Collections, Shut off, Purity, and Other Issues.	Anthony Chubb, Flint Interim City Attorney
gpw sign ordi...		
gpw- batting c...	Police Body Cameras and Current Police Liability Issues	Gus Morris, McGraw Morris and Tim Bourgeois, Police Chief Kalamazoo Township
gpw- pension b...		
gpwoods-nuisan...	Transparency Corner	Catherine Mullhaupt, MTA
gpwoods-pensio...	Cracker Barrel	Audrey J. Forbush, Plunkett Cooney
gribler-nancy ...		
grosse pointe ... (3)		
gualtieri trus...	Questions, contract me.	
haddad	~ Peter ~	
helen geisbuhl...	Peter Letzmann Chair, MAMA Professionalism and Education Committee Attorney, Mediator, Educator, Consultant 3326 Pine Meadow Dr SE Ste 201 Kentwood MI 49512 248 705-9901 <a href="mailto:peter@letzmann.com">peter@letzmann.com</a> <a href="http://www.letzmann.com">www.letzmann.com</a>	
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9A

MEMO 16 - 3

RECEIVED

MAR 04 2016

CITY OF GROSSE POINTE WOODS

TO: Tom Colombo, City Administrator

FROM: Joseph J Ahee, Director of Public Services

DATE: February 12, 2016

SUBJECT: Recommendation – Landscape Services

Marshall Landscape has been providing landscape services to the City of Grosse Pointe Woods for the past 18 years. They are fully insured and bonded and their work is satisfactory. City Council has approved an open purchase order to Marshall Landscape in the amount of \$9,500.00 in 2013/2014, 2014/2015 and 2015/2016. Actual expenses during the fiscal year periods 2013/2014 and 2014/2015 have totaled \$7,750.00. Work in the 2015/2016 fiscal year has not yet been completed. In the attached letter Brett Marshall is offering the City a 3-year agreement with a fixed price of \$7,125.00 per year for fiscal years 2016/2017, 2017/2018 and 2018/2019. Based on the actual expenses incurred in 2013/2014 and 2014/2015 the savings over the next three fiscal years would be \$1,875.00. The agreement will include all current turf fertilizing and pest management services at City Hall, on Mack Avenue and at Lake Front Park.

I recommend approval of a 3-year agreement with Marshall Landscape, Inc., 24343 Gibson Dr., Warren, MI 48089 to provide landscape services to the City in an amount not to exceed \$7,125.00 in 2016/2017, 2017/2018 and 2018/2019. This is a budgeted item that will be included in each fiscal year budget in accounts 101-775-818.000 in the amount of \$4,500.00 and 202-463-818.000 in the amount of \$2,625.00. 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

c.c. Dee Ann Irby  
O/F

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

Tom Colombo  
Tom Colombo, City Administrator

3-4-2016  
Date

Dee Ann Irby  
Dee Ann Irby, City Treasurer/Comptroller

3-4-2016  
Date

Council Approval Required



Marshall Landscape, Inc.  
24343 Gibson Dr.  
Warren, MI 48089

City of Grosse Pointe Woods  
Joe Ahee / Debbie Mathews  
1200 Parkway Drive  
Grosse Pointe Woods, MI 48236

February 4, 2016

Dear Joe and Debbie,

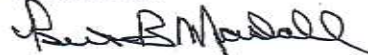
A quick note to thank you for your continued business and allowing my company to provide services for Grosse Pointe Woods for 18 continuous seasons. Good business relationships are built on trust, confidence and prompt service. I would like to continue working with you and the DPW staff, therefore I am offering to reduce your cost by proposing a three year agreement to provide services as we have in recent years. If accepted, both parties benefit, you by having a guaranteed dollar amount to project a multi-year budget and my company will have continued work and income. The program for pest management and turf fertilizing program will remain the same.

The total annual cost for all services is \$ 7,125.00

By using Lake Safe Fertilizers, along with precise application methods and equipment, we continue to reduce the amount of pesticides applied throughout Grosse Pointe Woods. Such criteria has allowed us to be supported by the environmental groups Local Motion Green and the Michigan Green Industry Association Healthy Lawn Care Program.

Please let me know if you any question or concerns.

Brett Marshall



Marshall Landscape Inc.  
313 885-7272

9B

MEMO 16 - 06

TO: Tom Colombo, City Administrator

FROM: Joseph J Ahee, Director of Public Services *JA*

DATE: February 26, 2016

SUBJECT: Recommendation – Lake Front Park Activities Building Parking Lot

An "Invitation to Bid" to remove and replace the asphalt parking lot at the Lake Front Park Activities Building was forwarded to three companies on February 5, 2016. It was also advertised in the Grosse Pointe News. The bid opening was held on February 23, 2016 and only one bid was received as follows:

Florence Cement Company	\$198,670.00
-------------------------	--------------

I am requesting a contingency amount of \$20,000.00 be added in the event poor soil conditions would require additional stone base for a total amount of \$218,670.00. Florence Cement Company has worked in the city in previous years and is the contractor for the City's 2015-2016 Road Bond Replacement project. Their work has been satisfactory. I do not believe any benefit will accrue to the City to seek further competitive bids. Therefore, I recommend two purchase orders in the amounts of \$198,670.00 per the bid and \$20,000.00 for contingency be issued to Florence Cement Company, 12585 23 Mile Road, Shelby Township, MI 48315 to remove and replace the asphalt parking lot at the Lake Front Park Activities Building with work to be completed before May 20, 2016. This is a budgeted item included in the 2015/2016 budget in the amount of \$270,000.00 in account 401-903-977.120.

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

c.c. Dee Ann Irby  
Bid File  
O/F

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

*Tom Colombo*  
\_\_\_\_\_  
Tom Colombo, City Administrator

Date 2-29-2016

*Dee Ann Irby*  
\_\_\_\_\_  
Dee Ann Irby, City Treasurer/Comptroller

2/29/16  
Date

\_\_\_\_\_  
Council Approval Required



10A

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

(588) 777-0400  
FAX (588) 777-0430  
E-MAIL donberschback@yahoo.com

OF COUNSEL  
CHARLES T BERSCHBACK

February 24, 2016

Thomas Colombo, City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

RE: February 2016 Billing/DRB

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
1.29.16	Preparation for and follow up on electrical work and contractual matters (1.00); meeting regarding budget (.25); meeting with City Administrator and consultant on CC items (.50)	1.75
2.1.16	Review of weekend packet, work on CC and COW matters (1.25); work on Fairway project (.25); attendance at CC meeting (.50)	2.00
2.2.16	Review of criminal cases, TCs and follow up on same (1.00)	1.00
2.3.16	Appearance in Municipal Court (2.00); meetings with TC, GT, and JA and follow up thereto (1.00)	3.00
2.8.16	Review of weekend packet and attention to CC and COW matters (1.25)	1.25
2.10.16	Attendance at Municipal Court (1.25); FOIA work (.25); review of criminal history paperwork and follow up thereto (.75)	2.25
2.12.16	Follow up on Director Smith matters (.50)	0.50
2.15.16	Miscellaneous work on compensation and evaluation (.50); ordinance review and contractual work (1.00); TCs and follow up on Court cases (.50); work on CC and COW items (.50)	2.50
2.20.16	Review of weekend packet and attention to CC and COW matters (1.25); review of Court cases (.75)	2.00
2.23.16	TCs with LKH (.25); election work (.25); Court work and citizen complaints (.25); building work (.50); C & E work (.50)	1.75
2.24.16	Municipal Court appearance and follow up (2.25); letters and emails on Building Department ordinance matters (1.00)	3.25

DRB = 21.25 hours x \$160.00                      \$    3,400.00

<u>Breakdown</u>	General	11.75 hours
	Municipal Court	8.00 hours
	Bldg/Planning Comm.	1.50 hours
	MTT	

TC - Telephone	LKH - Lisa K. Hathaway	GT - Gene Tutag
CTB - Charles T. Berschback	CC - City Council	CEW-Conference of Eastern Wayne
DRB - Don R. Berschback	PC - Planning Commission	SF - Sklp Fincham
DAI - DeeAnn Irby	C&E - Comp and Eval	LFP - Lakefront Park
GPCRDA - Grosse Pointe Clinton Refuse Disposal Authority		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

February 29, 2016

Thomas Colombo  
City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

RE: February Billing/ CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
1.28.16	TCs on CDBG home repair and review of materials (.25); calls on FOIA issue, exemption research (.25); Municipal Court follow up (.50); TC GT; Sue Como (.25)	1.25
1.29.16	TCs on fence issue; meeting with Tom Colombo on miscellaneous pending issues (1.25)	1.25
1.30.16	RL research and work on motion response; review of dec action by Secura (2.00)	2.00
2.1.16	TC GT, LH, Joe A. (.25); review of court file re. probation violation, meeting with probation officer (.50); review of Willson Summary Disposition response (.25); review of ATT lease; TC (.25)	1.25
2.2.16	Work on RL, calls, work on response to Motions and research (2.00); work on Municipal Court files (.25); calls on AT&T, letter to CC (.25); research on 3/4 house zoning (.25)	2.75
2.3.16	Meeting with Tom Colombo, GT, LH, review of warrants, finalized AT&T letter (.50)	0.50
2.4.16	New FOIA research and emails, child protective service issue (.50); RL; review of response to Motion to Enjoin Distribution of Assets, preparation for Motion (.75); calls on 3/4 house zoning issue (.25); review of house repair materials, call with Sue Como (.25); Willson FOIA research (.25)	2.00
2.5.16	Attendance at RL motion to enjoin asset distribution, motion granted, additional RL work (2.50)	2.50
2.6.16	Work on RL (1.50)	1.50
2.8.16	Preparation for Willson FOIA hearing; meeting with LH (2.50); meeting with miscellaneous department heads re. RL, finalized zoning letters, calls (.50)	3.00
2.9.16	Attendance in Wayne Circuit Court, settled Willson FOIA case (3.00); RL work (1.00); TC GT updated landscaping agreement, letter to CC (.25)	4.25



2.10.16	Review of new warrant, meeting with Det. Chalut (.50); meeting with GT, TC Tom Colombo, finalized Nu Appearance contract renewal (.50); finalized RL motion responses, TC BN (.75);	1.75
2.15.16	Work on RL (.25)	0.25
2.16.16	Meeting with Tom C at Attorney Pesick's office re: Rivers; meeting with miscellaneous Department Heads, memo to Rivers file (3.00); obtained and reviewed police and Court records for DPW, letter to Tom C and Joe A (.50); review of warrants, pending Municipal Court trial motion (.50); calls on Municipal Court (.50)	4.50
2.17.16	Review of codification file and Municode proposal, call with LH (.50); work on Municipal Court files, call (.50); FOIA review (.25)	1.25
2.18.16	TC LH, GT, letter to Dir. Smith (.50); FOIA report redaction (.50)	1.00
2.19.16	Initial Municipal Court prep for bench trial, meeting with victim, draft of response to motion in limine (1.00)	1.00
2.22.16	Prep for RL motion, prep of proposed Order, attendance at motion in Probate Court, follow up (4.00); attendance at Council meeting (1.50)	5.50
2.23.16	Calls on Municipal Court cases, continued prep for bench trial and research on line ups (2.00); TC GT, review of PC agenda, email regarding sign standards (.25); follow up with AT&T letters (.25)	2.50
2.24.16	Municipal Court a.m. docket and follow up (2.75); Municipal Court p.m. docket, bench trial on hit and run case, plea taken (1.50);	4.25
2.25.16	RL (.25); review of COW agenda items and dispatch contract (.50)	0.75
2.27.16	RL; finalized answer to DEC action (.25)	0.25
2.29.16	RL, work on amended complaint, call with Crane (2.00); work on COW agenda items (.25); attendance at COW (3.00)	5.25

CTB = 50.50 hours at \$145.00 per hour

\$ 7,322.50

Plus Costs: Willson Filing Fees

\$ 170.00

**TOTAL DUE:**

**\$ 7,492.50**

TC - Telephone  
SF - Skip Fincham  
DAI - DeeAnn Irby  
CC - City Council  
TT - Tax Tribunal

GT - Gene Tutag  
LH - Lisa Hathaway  
Det. Bur. - Detective Bureau  
PC - Planning Commission

**Breakdown**

General	36.75 hours
Municipal Court	10.50 hours
Building/Planning Commission	.25 hours
Tax Tribunal	3.00 hours