

**CITY OF GROSSE POINTE WOODS**  
**20025 Mack Plaza**  
**Rescheduled City Council Meeting Agenda**  
**Monday, January 25, 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. APPOINTMENT
  - A. Local Officers Compensation Commission (Mayoral)
    1. Biographical Sketch – John McAlpine
  
7. MINUTES
  - A. Council 01/04/16
  - B. Committee-of-the-Whole 01/11/16
  - C. Finance Committee 01/04/16
  - D. Citizen’s Recreation Commission 12/08/15 and 11/10/15, w/recommendation:
    1. Appointment (Council)
      - a. Biographical Sketch - Christine Ventimiglia
  - E. Beautification Advisory Workshop and Commission 10/14/15, w/recommendation:
    1. 2016 Grosse Pointe High School Tile
  
8. PUBLIC HEARING
  - A. PY 2016 CDBG Estimated Budget/Grant Application
    1. Memo 01/07/16 – City Administrator
    2. 2016 Grant Year Application
    3. Affidavit of Legal Publication 01/14/16
  
9. COMMUNICATIONS
  - A. Resignation – Citizen’s Recreation Commission
    1. Letter 04/02/15 – Michael J. Moore
  
  - B. Applications to Solicit
    1. Benjamin Boyce – Power Home Remodeling Group
    2. Nicholas Stroup – Renewal by Andersen Corp.

C. Right-of-Way Permit Request – DTE

1. Memo 01/20/16 – City Administrator
2. Letter 01/20/16 – City Attorney
3. Exhibit A – Application and Permit to Construct, Operate, Use and/or Maintain Within the Right-of-Way or to Close a City Street
4. Additional conditions relating to Right-of-Way Permit Grosse Pointe Woods/DTE Gas Line Replacements
5. Exhibit B - Application and Permit to Construct, Operate, Use and/or Maintain Within the Right-of-Way or to Close a City Street
6. DTE Energy 2016 Gas Renewal Program – Project Presentation
7. 2016 DTE Energy – Gas Renewal Program Information Sheet and FAQ's
8. Construction Map
9. DTE Letter To Customers
10. DTE Final Notice of Gas Service Termination
11. Door hangers (3)

D. Monthly Financial Report – December 2015

10. CLAIMS/ACCOUNTS

A. Labor Attorney

1. Keller Thoma 01/01/16

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.



**CITY OF GROSSE POINTE WOODS**  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

**BIOGRAPHICAL SKETCH**

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

<input 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 checked="" 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	<input type="checkbox"/>	

NAME: John McAlpine

ADDRESS: 515 Coventry Lane; Grosse Pointe Woods, MI

TELEPHONE: Home: 313-881-6342 Office: 313-408-1961

E-Mail: johnmcalpine33@gmail.com

OCCUPATION: CFO, Avanti Press, Inc. a greeting card company based in downtown Detroit

# OF YEARS RESIDENT OF GROSSE POINTE WOODS: over 30 Years

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

Financial executive (CFO) for over 20 years

EDUCATION: MBA; University of Michigan; BS in Computer Science; Michigan State University

PROFESSIONAL / SERVICE CLUB AFFILIATIONS: Member of Our Lady Star of the Sea Parish for over 30 years

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

I possess sound financial analytical skills and have experience in several industries. Also, I have years of experience employing mid/senior level managers/executives.

Signature of sponsor \_\_\_\_\_

Signature of applicant John McAlpine

Date: 12/17/15

Return to Clerk's Office

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

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JANUARY 4, 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, Ketels, Koester, McConaghy, Shetler  
Absent: Granger

Also Present: City Administrator Fincham  
City Attorney Don Berschback  
Treasurer/Comptroller Irby  
City Clerk Hathaway  
Director of Public Works Ahee  
Assessor Colombo

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

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

Motion carried by the following vote:

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

The following Commission member was in attendance:

Jim Profeta, Planning Commission

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, Ketels, Koester, McConaghy, Novitke, Shetler

No: None

Absent: Granger

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

1. City Council Minutes dated December 21, 2015.

Motion carried by the following vote:

Yes: Bryant, Ketels, Koester, McConaghy, Novitke, Shetler

No: None

Absent: Granger

Motion by Bryant, seconded by Shetler, regarding **Employment Agreement: City Administrator – Tom Colombo**, that the City Council approve the Employment Agreement for Thomas Colombo to serve as Interim City Administrator from January 19, 2016, to July 3, 2016, and to authorize the Mayor to sign said contract.

Motion by Bryant, seconded by Shetler, regarding Employment Agreement: City Administrator – Tom Colombo, to amend the previous motion by adding, "as amended."

Motion carried by the following vote:

Yes: Bryant, Ketels, Koester, McConaghy, Novitke, Shetler

No: None

Absent: Granger

The City Administrator and Director of Public Safety provided an overview regarding the current firefighting breathing apparatus, and the need to obtain replacement equipment.

Motion by Shetler, seconded by McConaghy, regarding **contract: Grant Writer/Funds Transfer**, that the City Council approve a fund transfer in the amount of \$6,000.00 from the general fund fund balance to the Contractual Services Account

No. 101-339-818; and, approve a contract with KCB Resources LLC, to prepare an application for FEMA Assistance to Firefighters Grant, at a cost of \$75.00 per hour with a total cost not to exceed \$6,000.00 to be paid from the Contractual Services Account No. 101-339-818, contingent upon final approval of a contract by the City Attorney.

Motion carried by the following vote:

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

Motion by Ketels, seconded by Bryant, regarding **purchase: Fisher 8' Poly-Caster Electric Hopper Spreader**, that the City Council approve the purchase of one Fisher 8' 1.8 Yard Capacity Poly-Caster Electric Hopper Spreader from NBC Truck Equipment Inc. in an amount not to exceed \$6,630.00, funds to be taken from Account No. 640-852-977.799.

Motion carried by the following vote:

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

Motion by Bryant, seconded by McConaghy, regarding **purchase: portable water trailer**, that the City Council approve the purchase of one MITM MWT-0510-2MHD portable water trailer from Power Cleaning Systems, Inc. in an amount not to exceed \$7,165.00, funds to be taken from Account No. 640-852-977.599.

Motion carried by the following vote:

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

Motion by Koester, seconded by Shetler, regarding **designation of Street Administrator**, that the City Council adopt the Resolution for Designation of Street Administrator naming Tom Colombo as the single Street Administrator for the City effective 01/19/16.

Motion carried by the following vote:

Yes: Bryant, Ketels, Koester, McConaghy, Novitke, Shetler

No: None

Absent: Granger

Motion by McConaghy, seconded by Bryant, regarding **City Attorney**, that the City Council approve the following statements dated December 29, 2015:

1. City Attorney Don R. Berschback - \$3,520.00;
2. City Attorney Charles T. Berschback - \$5,365.00.

Motion by McConaghy, seconded by Bryant, regarding City Attorney, that the previous motion be amended by adding, "as corrected."

Motion carried by the following vote:

Yes: Bryant, Ketels, Koester, McConaghy, Novitke, Shetler

No: None

Absent: Granger

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

- The Mayor discussed SB 571 pertaining to campaign finance, which included language that for 60 days before an election on a local ballot issue, a public body or a person acting for a public body (which could include local employees or elected board members) could not use public funds for a communication by means of radio, television, mass mailing or prerecorded telephone message if that communication references a local ballot question and is targeted to the relevant electorate where the local ballot question appears on the ballot. The Mayor suggested the Council pass a Resolution in opposition to SB 571.

Motion by Ketels, seconded by Shetler, regarding SB 571, that the City Council authorize the City Clerk to prepare a suitable resolution in opposition to SB 571 to be sent to Governor Snyder, State Senator, Michigan Representative, and distributed to all Grosse Pointe communities and the Clerks.

Motion by Ketels, seconded by Shetler, regarding SB 571, that the previous motion be immediately certified.

Motion carried by the following vote:

Yes: Bryant, Ketels, Koester, McConaghy, Novitke, Shetler

No: None

Absent: Granger

- Council Member Shetler gave kudos and thanks to City Administrator Fincham for his service with the City. The Mayor also thanked City Administrator Fincham on behalf of all of City Council for his superb service to the City of Grosse Pointe Woods.
- The City Administrator spoke regarding his six-year tenure, and thanked the City Council for the opportunity to serve the City of Grosse Pointe Woods.

Under Public Comment:

- Jim Profeta stated Mr. Fincham assisted him and his son with code violations on a house being sold, and assisted Mr. Profeta with rental matters and reported violations of the City's dog ordinance. He has greatly appreciated Mr. Fincham's assistance and stated he has been a tremendous asset to this community.

Motion by Bryant, seconded by Ketels, to adjourn tonight's meeting at 8:26 p.m.  
PASSED UNANIMOUSLY.

Respectfully submitted,

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, JANUARY 11, 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, Shetler
- ABSENT: McConaghy
- ALSO PRESENT: City Administrator Fincham  
Treasurer/Comptroller Irby  
City Attorney Chip Berschback  
City Clerk Hathaway  
Director of Public Safety Smith  
City Engineer Lockwood  
Director of Public Services Ahee  
Public Safety Officer Schroerlucke

Also in attendance were John McAlpine and Dan Curis of the Local Officers Compensation Commission.

Mayor Novitke called the meeting to order at 7:32 p.m.

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

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

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

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

The first item on tonight’s agenda was a discussion regarding **Local Officers Compensation Commission**. John McAlpine was in attendance at tonight’s meeting for an introduction to the Council in consideration of an appointment to the commission. Mr. Curis recommended the appointment of Mr. McAlpine. The City Clerk was asked to place this appointment on the next City Council meeting.

Motion by Granger, seconded by Ketels, that Local Officers Compensation Commission be removed from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

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

No: None

Absent: McConaghy

The next item on the agenda was a **gas renewal informational update**. The City Administrator provided an overview regarding an upcoming DTE project involving changing out meters, construction, and concerns over school crossings. A meeting was held last Thursday with administration, DTE, school representatives, and the City Engineer. Following the meeting, the City Administrator stated that InfraSource, the contractor for DTE, has committed to not doing construction at Mack/Vernier while school is in session. A right-of-way permit will be placed on the January 25<sup>th</sup> City Council agenda.

DTE wants to start work on an alternate route in mid January. The City Administrator distributed a new map of the revised plan identifying work to commence mid January, and work to commence mid June. Work in January would involve disruption of seven parking spaces in front of Elan Candies/Jets Pizza, as well as Summit Dental, and may impact seven spaces in front of H2O Cleaners/and a salon. This work will be done in June and notices will be sent to businesses. Letters have already been mailed to the residences. Posting of a bond and an escrow account will be required. Discussion included whether a permit would include Mack Avenue, shutting off power to homes that may effect snow-birds, and DTE agreeing to provide a liaison officer 24/7 to respond to calls. The City Engineer stated a timeframe for restoration needs to be included in the permit, approximately 10-12 homes will be completed per day, and bi-weekly update meetings will be held with administration and DTE.

Motion by Bryant, seconded by Shetler, that the gas renewal information update be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

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

No: None

Absent: McConaghy

The Chair declared a recess at 8:23 p.m., and reconvened at 8:32 p.m.

The next item discussed was regarding **fiscal forecasting**. The reason this is before the Committee-of-the-Whole is to discuss a Headlee override, which was also discussed at the Finance Committee on January 4, 2016. The Treasurer/Comptroller provided an overview of the last Finance Committee meeting. She stated there is a \$345,000 deficit and next year is expected to be higher due to pension obligations.



One option is to cut more budgeted items, however it will not solve the problem. Staffing has already been reduced from 105 to 79 employees. Cutting additional staff will result in services being effected. Another option is a Headlee override; possibly 1.9 mills, 2.2 mills, or 3.0 mills. She stated the City is at a structural deficit; \$17.7 million in unfunded pension, \$52 million in unfunded OPEB.

The Treasurer/Comptroller provided an overview of the Budget Projections sheet revised December 28, 2015. The Chair stated the Committee needs to determine whether to ask administration to spend time preparing a presentation on millage projections regarding a Headlee override, and if yes, determine millages to be considered. The City previously asked the voters for 1.85 mills, or should another number be considered.

Following discussion, there was a consensus of the Committee to obtain feedback from Labor Council, and directed the Treasurer/Comptroller to prepare fiscal forecast projections for 1.9, 2.2, 2.7, and 3.0 mills. The City Attorney was asked to determine whether a Closed Executive Session may be held to discuss labor negotiations, which would be the first item on the agenda if permitted.

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

The following individuals were heard under Public Comment:

- Chris Kaczanowski, 19888 E. William Ct., spoke regarding The Rivers' and Liggett's landscaping not being in accordance with landscape plans. The City Administrator stated it is to be completed this spring. The City Attorney stated the Certificate of Occupancy is being held until the landscaping is complete, and that he will follow-up with the Building Official. The City Administrator stated he will be following up with the Building Official regarding Liggett's AstroTurf.
- Judy Sheehy, 941 Woods Lane, discussed a solicitor selling meats (Omaha Steak), and asked if he was issued a permit. Administration confirmed he was an approved solicitor.

Motion by Bryant, seconded by Granger, that the meeting of the Committee-of-the-Whole be adjourned at 9:38 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway  
City Clerk

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JANUARY 4, 2016, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 8:34 p.m. by Chair McConaghy.

In attendance: Chairman McConaghy  
Members: Koester, Novitke

Absent: None

Also present: City Treasurer/Comptroller Irby  
City Clerk Hathaway  
City Assessor Colombo  
Director of Public Safety Smith

Also in attendance: Council Member Richard Shetler

Motion by Koester, seconded by Novitke, that all items on tonight's agenda be received and placed on file.

Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke  
No: None  
Absent: None

The purpose of tonight's meeting was to discuss **fiscal forecasting**. The Treasurer/Comptroller provided an overview and distributed a Budget Projections worksheet revised December 28, 2015. Mr. Colombo was asked to provide comparables for information technology.

Discussion ensued regarding Headlee. Mr. Colombo suggested considering a Headlee proposal, which is currently at 14 mills, and can be increased to 20 mills. He suggested 3 mills valued at \$1.85 million. The Treasurer/Comptroller was asked to provide additional information on the number of other communities that have passed Headlee proposals since 2012. There was a consensus of the Committee to direct Mr. Colombo and Ms. Irby to return to the Committee with a proposal.

The Chair requested a schedule of meeting dates, which the Treasurer/Comptroller provided. There was consensus of the Committee to address this item at a Committee-of-the-Whole meeting on January 11, 2016.

Motion by Novitke, seconded by Koester, that the Finance Committee recommend to the Committee-of-the-Whole that a presentation be made by administration as to a need for a Headlee override.

Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke

No: None

Absent: None

Motion by Koester, seconded by Novitke, that tonight's meeting minutes be immediately certified.

Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke

No: None

Absent: None

Motion by Koester, seconded by Novitke, that tonight's meeting be adjourned at 9:44 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway  
City Clerk

*Approved by Commission  
12/8/15*

RECEIVED

70

DEC 01 2015

CITY OF GROSSE PTE. WOODS

## **Citizen's Recreation Committee Meeting Minutes**

**Meeting of the Citizen's Recreation Commission held on November 10, 2015 at Woods, Michigan 48236.**

### **CALLED TO ORDER: 7:03**

#### **PRESENT:**

Gib Heim  
Barb Janutol  
Mark Miller  
Mike Moore  
Amanda York

#### **ABSENT:**

Bill Babcock  
Mike Soviak  
Tom Jerger

#### **ALSO PRESENT:**

Nicole Byron, Todd McConaghy

**Motion** to accept the minutes from October 13 2015 by Mark Miller and seconded by Gib Heim.

Motion passed by the following vote:

Yes: Heim, Janutol, Miller, Moore, and York

No: None

Absent: Babcock, Jerger, and Soviak

#### **COUNCIL MEETING REPORT:**

Discussion was held regarding a handrail for the baby pool.

#### **SUPERVISOR'S REPORT:**

Polar Express tickets are selling well.

New Perch Derby date for 2016 is July 23rd.

Winter Fest for 2016 is January 31st.

Woods Aglow will take place in front of the City Hall on November 24th at 7:00.

#### **OLD BUSINESS:**

Commission members were introduced to Christine Ventimiglia, an applicant for one of the open positions on the Citizen's Recreation Commission. After considering her qualifications, and talking with her, members made the following motion:

**Motion** to submit to the City Council Christine Ventimiglia, as our recommendation for an open seat on the Citizen's Recreation Commission, was made by Gib Heim and seconded by Mark Miller.

NOTE

Motion passed by the following vote:

Yes: Heim, Janutol, Miller, Moore, and York.

No: None

Absent: Babcock, Jerger, and Soviak.

**NEW BUSINESS:**

Future projects for recreation facilities were discussed. Barb will contact Vickie Granger about previous committee discussion on this subject. Amanda York will continue to research more "tot friendly" playground equipment.

**ADJOURNMENT:**

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

Motion passed by the following vote:

Yes: Heim, Janutol, Miller, Moore and York,

No: None

Absent: Babcock, Jerger, and Soviak.

**Meeting Adjourned at 7:56 p.m.**

The next regularly scheduled meeting will be at 7:00 p.m. on  
**Tuesday, December 8, 2015 in the conference room at City Hall.**

Respectfully submitted by:

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



CITY OF GROSSE POINTE WOODS  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

RECEIVED  
MAY 12 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 type="checkbox"/> Beautification Commission	<input type="checkbox"/> Building Authority
<input type="checkbox"/> Board of Review	<input type="checkbox"/> Community Tree Commission
<input checked="" 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: Christina Ventimiglia

ADDRESS: 951 Hawthorne

TELEPHONE: Home: 586 202-2845

Office: \_\_\_\_\_

E-Mail: Cwodeck@yahoo.com

OCCUPATION: Teacher

# OF YEARS RESIDENT OF GROSSE POINTE WOODS: 7 years

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

Personable, energetic, eager to invest in the growth of city.

EDUCATION: Masters in Teaching

PROFESSIONAL / SERVICE CLUB AFFILIATIONS: GIP Delta Gamma Alumnae Group

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD: I am a mother who wants to provide recreational activities for the young families of G.P.W.

Signature of sponsor \_\_\_\_\_

Signature of applicant Chris Ven

Date: 5/12/15

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 Commission  
1-12-16

RECEIVED

JAN 05 2016

CITY OF GROSSE PTE. WOODS

**Citizen's Recreation Committee Meeting Minutes**  
**Meeting of the Citizen's Recreation Commission held on December 8, 2015 at**  
**Woods, Michigan 48236.**

**CALLED TO ORDER: 7:00**

**PRESENT:**

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

**ABSENT:**

Mike Soviak

**ALSO PRESENT:**

Nicole Byron, Christine Ventimiglia

**Motion** to accept the minutes from November 10, 2015 by Mark Miller and seconded by Gib Heim.

Motion passed by the following vote:

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

No: None

Absent: Soviak

**COUNCIL MEETING REPORT:**

No report

**SUPERVISOR'S REPORT:**

Polar Express is sold out.  
Winter Fest 2016 is January 30th.  
Passes for 2016 are available on line.

**OLD BUSINESS:**

Bill Babcock and Amanda York will contact previous sponsors for the Winter Fest.

Further discussion of more age appropriate prizes for the Perch Derby will take place after the Winter Fest (February, 2016 Meeting)

**NEW BUSINESS:**

Future projects for recreation facilities were discussed. Some of the projects previously discussed have been completed. New ideas might be generated by a "Wants and Needs" survey. More discussion will take place at future meetings.

Members acknowledged Mike Moore's contributions to the Citizen's Recreation Commission. This was Mike's last meeting as a member of the Commission. Thanks Mike, for all of your valuable input over the last 10 plus years.

**ADJOURNMENT:**

Motion was made to adjourn the meeting by Bill Babcock, and seconded by Gib Heim

Motion passed by the following vote:

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

No: None

Absent: Soviak.

**Meeting Adjourned at 7:43 p.m.**

The next regularly scheduled meeting will be at 7:00 p.m. on

**Tuesday, January 12, 2016 in the conference room at City Hall.**

Respectfully submitted by:

Barbara Janutol, Secretary

[bajanutol@gmail.com](mailto:bajanutol@gmail.com)

Approved by Commission 1-15-14  
**Minutes of the Beautification Advisory Commission Workshop**  
**GPW City Hall Community Center – Lake Room**  
**20025 Mack Plaza**  
**Grosse Pointe Woods, MI 48236**  
**October 14, 2015**

**RECEIVED**

**OCT 19 2015**

**CITY OF GROSSE PTE. WOODS**

**Present:** Hage, Hagen, Hyduk, Koester, Martin-Rahaim, McCarthy, Medura, Reiter, Sauter, Spreder, Stephens

**Also Present:** City Council Representative Granger

**Absent:** Arslanian, Hilton, Muccioli, Rozycki

**Other Attendees:** Lisa Kay Hathaway, City Clerk

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Call to Order: The meeting was called to order by Chairperson D. McCarthy at 7:02 p.m.

The purpose of tonight's meeting was to serve as a workshop for the purpose of reviewing meeting and agenda procedures. The City Clerk provided an overview, and questions and answers ensued.

Motion by D. McCarthy, seconded by K. Martin-Rahaim, that tonight's meeting be adjourned at 7:44 p.m. PASSED UNANIMOUSLY

Respectfully submitted,

Lisa Kay Hathaway  
City Clerk

Approved by Commission  
1-13-16

**Beautification Advisory Commission  
Lake Room – GPW Community Center  
20025 Mack Plaza Dr., Grosse Pointe Woods  
Meeting – October 14, 2015 – 7:30 p.m.**

**Present:** Hage, Hagen, Hyduk, Koester, Martin-Rahaim, McCarthy, Medura, Reiter, Sauter, Spreder, Stephens  
**Also Present:** City Council Representative Granger  
**Excused:** Arslanian, Hilton, Muccioli, Rozycki  
**Other Attendees:** None

**Call to Order:** The meeting was called to order by Chairperson, D. McCarthy at 7:48 p.m.

**Minutes:** The September 9, 2015 minutes were distributed and reviewed. Motion by J. Hagen, seconded by L. Spreder, that the Beautification Advisory Commission approve the September 9, 2015 minutes as presented. Motion carried by the following vote:

Yes: Hage, Hagen, Hyduk, Koester, Martin-Rahaim, McCarthy, Medura, Reiter, Sauter, Spreder, Stephens  
No: None  
Absent: Arslanian, Hilton, Muccioli, Rozycki

**Treasurer's Report:** Motion by E. Reiter, seconded by K. Martin-Rahaim, to approve the Report as presented. Motion carried by the following vote:

Yes: Hage, Hagen, Hyduk, Koester, Martin-Rahaim, McCarthy, Medura, Reiter, Sauter, Spreder, Stephens  
No: None  
Absent: Arslanian, Hilton, Muccioli, Rozycki

**Chairperson's Report:** None

**Council Report:** V. Granger reported on the October 5, 2015 City Council meeting.

**DPW:** None

**Flower Sale:** Commission discussed additional vendor opportunities for 2016 Flower Sale.

**Tile/Mugs Program:** Motion by L. Stephens, seconded by J. Hagen, that the Beautification Advisory Commission requests approval of an amount not to exceed \$125.00 for the reorder of 15 Monteith Elementary School tiles and 10 Grosse Pointe Hunt Club tiles. This item is included in the FY 2015 budget. Motion carried by the following vote:

Yes: Hage, Hagen, Hyduk, Koester, Martin-Rahaim, McCarthy, Medura, Reiter, Sauter, Spreder, Stephens  
No: None  
Absent: Arslanian, Hilton, Muccioli, Rozycki

Motion by C. Sauter, seconded by D. Hyduk, that the Beautification Advisory Commission requests approval of an amount not to exceed \$550.00 for the graphic design, artwork and set-up for the Grosse Pointe High School 2016 Tile. Also includes the purchase of 25 GPHS tiles. This item is included in the FY 2015 budget. Motion carried by the following vote:

Yes: Hage, Hagen, Hyduk, Koester, Martin-Rahaim, McCarthy, Medura, Reiter, Sauter, Spreder, Stephens  
No: None  
Absent: Arslanian, Hilton, Muccioli, Rozycki

**Awards Program:** Motion by P. Hage, seconded by E. Reiter, that the Beautification Advisory Commission requests approval of an amount not to exceed \$250.00 for the photographer for the Beautification Commission Awards Night. This item is included in the FY 2015 budget. Motion carried by the following vote:

Yes: Hage, Hagen, Hyduk, Koester, Martin-Rahaim, McCarthy, Medura, Reiter, Sauter, Spreder, Stephens  
No: None  
Absent: Arslanian, Hilton, Muccioli, Rozycki

**Business:** none

**Business:** none

Motion by K. Martin-Rahaim, seconded by J. Hagen to adjourn the Beautification Advisory Commission meeting at 8:57  
PASSED UNANIMOUSLY

fully submitted,

**NOTE**







## CITY OF GROSSE POINTE WOODS MEMORANDUM

8A

RECEIVED

JAN - 7 2016

CITY OF GROSSE PTE. WOODS

**DATE:** January 7, 2016  
**TO:** Mayor and City Council  
**FROM:** Tom Colombo, Interim City Administrator *TC*  
**SUBJECT:** Public Hearing #1 for the 2016 CDBG Estimated Budget

The Department of Housing and Urban Development (HUD) and the Wayne County Community Development Block Grant Division requires the City to hold two Public Hearings for the proposed PY 2016 CDBG Estimated Budget. The purpose of the first Public Hearing is to obtain citizen input on the PY 2016 CDBG Estimated Budget.

Last year, the Minor Home Repair/Housing Rehab program was facilitated by Wayne County, but will now have to be facilitated by the City or its designee. The funds allocated for the program will be expended on Grosse Pointe Woods residents that qualify for the program.

This year, Wayne County has advised the City that an estimated \$57,215.98 has been allocated for the PY 2016 CDBG Estimated Budget.

### 2016 Proposed Estimated CDBG Budget

1. Pointe Area Assisted Transportation Service	\$ 9,646.00
2. Minor Home Repair/Housing Rehab	\$ 41,848.38
3. Administration	\$ 5,721.60
<b>Total</b>	<b>\$ <u>57,215.98</u></b>

Prerogative of the City Council to receive public comment on the estimated PY 2016 CDBG Proposed Estimated Budget and to set a second Public Hearing date for February 1, 2016 as required by HUD and Wayne County.

**Wayne County Health, Veteran & Community Wellness  
Community Development Block Grant (CDBG) Program  
2016 Grant Year Application**

Submit Electronically to, [voucher@waynecounty.com](mailto:voucher@waynecounty.com)

Due Date: **February 1, 2016 at 5:00PM**

Verification of Public Hearing is Due By:

**Tuesday, February 16, 2016**

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*Please complete the application in full. Use "0" or "N/A" instead of leaving a space blank. For additional assistance, please contact the Wayne County Community Wellness (CDBG) office at (313) 224-6418*

**Community Name:** City of Grosse Pointe Woods **Contact Person:** Tom Colombo or Sue Como

**TAX ID No.:** 38-6007179 **Contact Number:** 313.343.2445

**FUNDING**

Estimated 2016 CDBG Allocation	\$57,215.98
Estimated 2016 CDBG Program Income	\$0
Total Estimated 2016 Funding	\$57,215.98

**ACTIVITIES**

*The Wayne County CDBG Program allows up to **three (3)** activities in addition to Planning and Administration. Wayne County will not approve more than three (3) Public Service, Economic Development or Infrastructure Improvement projects. Total public service activities may not exceed fifteen percent (15%) of the CDBG Allocation and total Planning/Administration may not exceed ten percent (10%) of the CDBG Allocation.*

*Communities can elect to have Wayne County retain Demolition or Housing rehabilitation funding to facilitate on the communities behalf through a subcontractor. Please specify in the appropriate category if you would like to retain Housing Rehabilitation and/or Demolition funds or if you elect Wayne County to retain those funds. If you elect to have Wayne County retain funding for Demolition, please specify each address and attach documentation showing that there is site control. If you elect to have Wayne County retain Housing Rehabilitation and/or Demolition funds, Wayne County will be responsible for Program Income and deed recordation.*

		Contract Amount	Wayne County to Retain for Administration of the program	Estimated PI Costs	Total CDBG Costs
1	Pointe Area Assisted Transportation Service (PAATS)	9,646.00			9,646.00
2	Minor Home Repair/Housing Rehab	41,848.38			41,848.38
3	Administration*	5,721.60	0	0	5,721.60
4	Planning*	0	0	0	0
	<b>Total Estimated 2016 Costs</b>	<b>57,215.98</b>	<b>0</b>	<b>0</b>	<b>57,215.98</b>

**\*Combined total of Administration and Planning cannot exceed 10% of your total allocation**

Grantee Name: City of Grosse Pointe Woods

2016 CDBG Grant Year



If additional funds are granted, please identify which activity that funds should be awarded to:  
Pointe Area Assisted Transportation Service (PAATS)

---

---

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## PROGRAM INCOME

*Program Income includes but is not limited to the following: CDBG loan repayments, proceeds from a CDBG-assisted property or equipment sale, and gross income from the use of property improved or built with CDBG less costs incidental to the generation of the income.*

*Revolving Funds may be established to carry out specific activities that, in turn, generate payments to carry out the same activities. Revolving funds must be maintained in an interest-bearing account and the earned interest remitted to HUD soon after the end of the CDBG grant year on June 30.*

*All program income must be expended first, unless identified for a specific project that has been approved by Wayne County.*

*If you are electing to have Wayne County retain Demolition or Housing Rehabilitation funds to facilitate within your participating area, Wayne County will be responsible for all program income and deed recordation.*

How will program income be treated if it is received (anticipated or not – select one)?

- ☒ Returned to Wayne County
- ☐ Retained in Revolving Fund(s) - specify the CDBG activity/activities:
- 
- 

- ☐ Retained in a separate interest-bearing account to pay the next incurred CDBG cost.

## PUBLIC PARTICIPATION CHECKLIST

*The U.S. Department of Housing and Urban Development (HUD) requires that the public is given opportunities to participate in planning activities to be funded by CDBG. Please include documentation of the following.*

- ☒ Notice of Public Hearing # 1 Date of Notice: 1/14/16  
*The Notice must be published 10 days prior to the public hearing. Attach a copy of Public Notice or Affidavit of Publication.*
- ☒ Notice of Public Hearing # 2 Date of Notice: 1/14/16  
*The Notice must be published 10 days prior to the public hearing. Attach a copy of Public Notice or Affidavit of Publication.*
- ☒ Proposed Statement Notice Date of Notice: 1/15/16  
*The Proposed Statement must identify all the proposed funding and activity information including dollar amounts. Attach a copy.*
- ☒ Public Hearing Date of Hearings: 1/25/16 and 2/1/16  
Grantee Name: City of Grosse Pointe Woods 2016 CDBG Grant Year

*Attach a copy of the public hearing minutes and a summary of the comments received and responses given.*

☐

Final Statement Notice

Date of Notice:

*The Final Statement Notice must identify all the funding and activity information including dollar amounts reported earlier in this application. Attach a copy of the notice and a summary of the comments received and responses given.*

Was the Final Statement Notice published after the activities were given final approval by your council or board? ☐ Yes ☒ No **TO BE DONE UPON APPROVAL**

\_\_\_\_\_  
Tom Colombo, Interim City Administrator

\_\_\_\_\_  
Date

## # 1 ACTIVITY

**Project Name:** PAATS

**Matrix Code** (Please see Matrix Chart handout): 05E

**CDBG Allocation Amount:** \$9,646.00

**Estimated CDBG Program Income (Revolving Funds):** 0

**Other Funds:** \$ 0 **Identify:** N/A

**Total Activity Budget:** \$9,646.00

*As a reminder, CDBG is not eligible for maintenance of public facilities. The purchase of equipment, fixtures, motor vehicles, furnishings, or other property that is not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase such items when necessary for use in the administration of activities assisted with CDBG funds or when such items constitute all or part of a public service.*

**Activity Description and Outcome Statement** (please give accurate proposed description of project and quantify the proposed outcome)

PAATS provides necessary transportation to the elderly and handicapped residents for medical, nutritional, social, shopping and recreational purposes.

Approximately 8,400 households per year (approximately 46,000 over 5 years, accounting for population growth) elderly and handicapped residents will be provided with a suitable living environment by providing with affordable transportation for medical, nutritional, social and recreational purposes over the next 5 years.

### **National Objective:**

Specify one objective. Be sure to use the same objective in the Accomplishment Report for each activity. **Please attach the Low to Moderate Income Map for your community.**

☐ LMA (Low and Moderate Income Area) Benefit

Examples: Parks, Neighborhood Centers, and General Public Improvements

The target area must consist of block groups that are 51% Low/Mod Income.

Census Tract(s)	Block Group(s)	Low/Mod %
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☒ LMC (Low and Moderate Income Limited Clientele) Benefit

Examples: Public Services, Removal of Architectural Barriers for the Disabled

Specify **only one** primary group of persons to benefit.

☐ Severely Disabled Adults

☐ Homeless

☐ Illiterate Adults

☐ Battered Spouses

☐ Abused Children

☒ Elderly

☐ Migrant Farm Workers

☐ Persons Living with AIDS

☐ Persons with Documented Low/Mod Income

☐ LMH (Low and Moderate Income Housing) Benefit

Examples: Housing Rehabilitation, Homebuyer Assistance

Grantee Name: City of Grosse Pointe Woods

2016 CDBG Grant Year

- \_\_\_\_\_ SBA (Slum and Blight Area) Benefit  
*Attach a board or council resolution approving a slum and blight designation.*
- Percentage of Deteriorated Buildings in the Area \_\_\_\_\_%
- \_\_\_\_\_ SBS (Slum and Blight Spot) Benefit
- \_\_\_\_\_ LMJ (Low and Moderate Income Job) Benefit  
 Activities designed to create or retain permanent jobs of which at least 51% involve employment of low/mod persons
- \_\_\_\_\_ Other \_\_\_\_\_

### Location and Target Area:

Attach a street map identifying the location and target area.

List the location address or cross streets of the activity. For a public service activity, list the office address. If project is community-wide, specify the qualifying census tracts and block groups with LMI percentages above.

Please identify the target area with cross streets: **PAATS office is located at 158 Ridge Road, Grosse Pointe Farms, MI 48236 and services Grosse Pointe Woods, Grosse Pointe Farms, Grosse Pointe City, Grosse Pointe Park, Grosse Pointe Shores, and Harper Woods.**

**Eligible Activity:** Check the one that primarily describes the activity.

- |  |                                |
|--|--------------------------------|
| _____ Acquisition                        | _____ Disposition              |
| _____ Public Facilities and Improvements | _____ Clearance Activities     |
| <u>  X  </u> Public Services             | _____ Interim Assistance       |
| _____ Relocation                         | _____ Housing Services         |
| _____ Privately Owned Utilities          | _____ Homeownership Assistance |
| _____ Housing Rehabilitation             | _____ Code Enforcement         |
| _____ Historic Preservation              | _____ Fair Housing             |
| _____ Section 108 Loan Repayments        | _____ Other _____              |

### Performance Measures

Grantees must consider how HUD's performance measures system may impact their administrative practices and implement any changes needed to collect and report the data. As part of HUD's system, please create an Outcome Statement as follows:

**Objectives:** Please select the one that most describes the purpose.

- X   Enhance Suitable Living Environment Through New/Improved Accessibility: Activities designed to benefit communities, families, or individuals by addressing issues in their living environment.
- \_\_\_\_\_ Create Decent Housing with New/Improved Availability: Housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured under Suitable Living Environment).
- \_\_\_\_\_ Promote Economic Opportunity Through New/Improved Sustainability: Activities related to economic development, commercial revitalization, or job creation.

**Outcomes:** Please select the one that most applies.

- \_\_\_\_\_ Availability/Accessibility: Activities that make services, infrastructure, housing, or shelter available or accessible to low- and moderate- income people, including persons with disabilities.

Grantee Name: City of Grosse Pointe Woods

2016 CDBG Grant Year

- X Affordability: Activities that provide affordability in a variety of ways in the lives of low- and moderate- income people. It can include the creations or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- \_\_\_\_\_ Sustainability: Activities aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to low- and moderate income persons or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

Outputs: Please select and quantify the one that most applies.

_____ No. of Households Assisted	<u>8,400</u> No. of Persons Stabilized
_____ No. of New Businesses Assisted	_____ Acres of Brownfields Remediated
_____ No. of Jobs Created/Retained	_____ Amount of Money Leveraged
_____ No. of Units made 504-Accessible	_____ No. of Affordable Units
_____ No. of Years of Affordability Guaranteed	_____ No. of Housing Units for HIV/AIDS
_____ No. of Jobs with Health Care Benefits	_____ No. of Units for Chronically Homeless
_____ No. of Units Meeting Energy Star Standards	_____ No. of Units Made Lead Safe
_____ Other, please indicate _____	

### Other Information:

Does the activity prevent homelessness?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the activity help those with HIV/AIDS?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the activity primarily help the disabled?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the activity primarily help the elderly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the activity expected to generate program income?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Is this activity being carried out by the grantee (either directly and/or through contractors)?

Yes X No

If Yes, Enter "X" in the appropriate category.

Activity is being carried out by the grantee through:

\_\_\_\_\_ Grantee employees  
 \_\_\_\_\_ Contractors  
 \_\_\_\_\_ Grantee employees and contractors

If No, Enter "X" by the appropriate category:

Activity is being carried out by:

X A subrecipient only  
 \_\_\_\_\_ A HUD-designated Community Based Development Organization (CBDO) only  
 \_\_\_\_\_ A HUD-designated CDBO acting as a subrecipient  
 \_\_\_\_\_ Another public agency \_\_\_\_\_

Enter "X" by the appropriate subrecipient designation:

X Non-profit organization

OR

\_\_\_\_\_ For-profit authorized under 570.201 (o) for economic development activities

Enter "X" by all that apply:

Subrecipient is:

\_\_\_\_\_ A faith-based organization  
 \_\_\_\_\_ An institution of higher education

Grantee Name: City of Grosse Pointe Woods

2016 CDBG Grant Year

## # 2 ACTIVITY

**Project Name:** MINOR HOME REPAIR

**Matrix Code** (Please see Matrix Chart handout): 14A

**CDBG Allocation Amount:** \$41,848.38

**Estimated CDBG Program Income (Revolving Funds):** 0

**Other Funds:** \$ 0 **Identify:** N/A

**Total Activity Budget:** \$41,848.38

*As a reminder, CDBG is not eligible for maintenance of public facilities. The purchase of equipment, fixtures, motor vehicles, furnishings, or other property that is not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase such items when necessary for use in the administration of activities assisted with CDBG funds or when such items constitute all or part of a public service.*

**Activity Description and Outcome Statement** (please give accurate proposed description of project and quantify the proposed outcome)

**Minor Home Repair/Housing Rehab for approximately 25 Households per year (approximately 175 over 5 years, accounting for population growth) will be maintained, repaired and/or have safety modifications made to enable persons with documented Low/Mod Income, senior citizens and the disabled to maintain their independence and well-being with dignity.**

### **Housing Rehabilitation:**

*If choosing Housing Rehabilitation as a project, please check one of the following options:*

*Please only choose one option:*

- ☐ Wayne County Housing Rehabilitation Program (elect Wayne County to retain Housing Rehabilitation funds to facilitate Housing Rehabilitation within your community)
- ☒ Community Wide Housing Rehabilitation Program (retain funds to facilitate Housing Rehabilitation within your community)

*Please only choose one option:*

- ☐ Housing Rehabilitation Forgivable Grant \_\_\_\_\_
- ☐ Housing Rehabilitation Loan with Affordability Period (please identify the affordability period)  
➤ Affordability Period \_\_\_\_\_
- ☒ Lien in Perpetuity

### **Demolition:**

*If choosing Demolition as a project, please check one of the following options:*

*Please only choose one option:*

- ☐ Wayne County will retain Demolition funds (elect Wayne County to retain Demolition funds to facilitate Demolition within your community)
- ☐ Community Demolition Program (retain funds to facilitate Demolition within your community)



**National Objective:**

Specify one objective. Be sure to use the same objective in the Accomplishment Report for each activity. **Please attach the Low to Moderate Income Map for your community.**

\_\_\_\_\_ LMA (Low and Moderate Income Area) Benefit

Examples: Parks, Neighborhood Centers, and General Public Improvements

The target area must consist of block groups that are 51% Low/Mod Income.

Census Tract(s)	Block Group(s)	Low/Mod %
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_ LMC (Low and Moderate Income Limited Clientele) Benefit

Examples: Public Services, Removal of Architectural Barriers for the Disabled

Specify **only one** primary group of persons to benefit.

\_\_\_\_\_ Severely Disabled Adults

\_\_\_\_\_ Homeless

\_\_\_\_\_ Illiterate Adults

\_\_\_\_\_ Battered Spouses

\_\_\_\_\_ Abused Children

\_\_\_\_\_ Elderly

\_\_\_\_\_ Migrant Farm Workers

\_\_\_\_\_ Persons Living with AIDS

\_\_\_\_\_ Persons with Documented Low/Mod Income

  X   LMH (Low and Moderate Income Housing) Benefit

Examples: Housing Rehabilitation, Homebuyer Assistance

\_\_\_\_\_ SBA (Slum and Blight Area) Benefit

*Attach a board or council resolution approving a slum and blight designation.*

Percentage of Deteriorated Buildings in the Area \_\_\_\_\_%

\_\_\_\_\_ SBS (Slum and Blight Spot) Benefit

\_\_\_\_\_ LMJ (Low and Moderate Income Job) Benefit

Activities designed to create or retain permanent jobs of which at least 51% involve employment of low/mod persons

\_\_\_\_\_ Other \_\_\_\_\_

**Location and Target Area:**

Attach a street map identifying the location and target area.

List the location address or cross streets of the activity. For a public service activity, list the office address. If project is community-wide, specify the qualifying census tracts and block groups with LMI percentages above.

Please identify the target area with cross streets: **City Wide/City of Grosse Pointe Woods 20025  
Mack Plaza Drive, Grosse Pointe Woods, MI 48236**

**Eligible Activity:** Check the one that primarily describes the activity.

\_\_\_\_\_ Acquisition

\_\_\_\_\_ Disposition

\_\_\_\_\_ Public Facilities and Improvements

\_\_\_\_\_ Clearance Activities

\_\_\_\_\_ Public Services

\_\_\_\_\_ Interim Assistance

\_\_\_\_\_ Relocation

\_\_\_\_\_ Housing Services

Grantee Name: City of Grosse Pointe Woods

2016 CDBG Grant Year

<input type="checkbox"/> Privately Owned Utilities	<input type="checkbox"/> Homeownership Assistance
<input checked="" type="checkbox"/> Housing Rehabilitation	<input type="checkbox"/> Code Enforcement
<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Fair Housing
<input type="checkbox"/> Section 108 Loan Repayments	<input type="checkbox"/> Other _____

### Performance Measures

Grantees must consider how HUD's performance measures system may impact their administrative practices and implement any changes needed to collect and report the data. As part of HUD's system, please create an Outcome Statement as follows:

Objectives: Please select the one that most describes the purpose.

<input type="checkbox"/>	Enhance Suitable Living Environment Through New/Improved Accessibility: Activities designed to benefit communities, families, or individuals by addressing issues in their living environment.
<input checked="" type="checkbox"/>	Create Decent Housing with New/Improved Availability: Housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured under Suitable Living Environment).
<input type="checkbox"/>	Promote Economic Opportunity Through New/Improved Sustainability: Activities related to economic development, commercial revitalization, or job creation.

Outcomes: Please select the one that most applies.

<input type="checkbox"/>	Availability/Accessibility: Activities that make services, infrastructure, housing, or shelter available or accessible to low- and moderate- income people, including persons with disabilities.
<input type="checkbox"/>	Affordability: Activities that provide affordability in a variety of ways in the lives of low- and moderate- income people. It can include the creations or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
<input checked="" type="checkbox"/>	Sustainability: Activities aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to low- and moderate income persons or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

Outputs: Please select and quantify the one that most applies.

<input checked="" type="checkbox"/> 25	No. of Households Assisted	<input type="checkbox"/>	No. of Persons Stabilized
<input type="checkbox"/>	No. of New Businesses Assisted	<input type="checkbox"/>	Acres of Brownfields Remediated
<input type="checkbox"/>	No. of Jobs Created/Retained	<input type="checkbox"/>	Amount of Money Leveraged
<input type="checkbox"/>	No. of Units made 504-Accessible	<input type="checkbox"/>	No. of Affordable Units
<input type="checkbox"/>	No. of Years of Affordability Guaranteed	<input type="checkbox"/>	No. of Housing Units for HIV/AIDS
<input type="checkbox"/>	No. of Jobs with Health Care Benefits	<input type="checkbox"/>	No. of Units for Chronically Homeless
<input type="checkbox"/>	No. of Units Meeting Energy Star Standards	<input type="checkbox"/>	No. of Units Made Lead Safe
<input type="checkbox"/>	Other, please indicate _____		

### Other Information:

Does the activity prevent homelessness?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the activity help those with HIV/AIDS?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the activity primarily help the disabled?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the activity primarily help the elderly?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the activity expected to generate program income?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Is this activity being carried out by the grantee (either directly and/or through contractors)?

☒ Yes      No

If Yes, Enter "X" in the appropriate category.

Activity is being carried out by the grantee through:

☐ Grantee employees

☒ Contractors

☐ Grantee employees and contractors

If No, Enter "X" by the appropriate category:

Activity is being carried out by:

☐ A subrecipient only

☐ A HUD-designated Community Based Development Organization (CBDO) only

☐ A HUD-designated CDBO acting as a subrecipient

☐ Another public agency \_\_\_\_\_

Enter "X" by the appropriate subrecipient designation:

☐ Non-profit organization

OR

☐ For-profit authorized under 570.201 (o) for economic development activities

Enter "X" by all that apply:

Subrecipient is:

☐ A faith-based organization

☐ An institution of higher education

### # 3 ACTIVITY Planning/Administration Activity

**Project Name:** Administration

**Matrix Code** (Please see Matrix Chart handout): 21A

**CDBG Allocation Amount:** \$5,721.60

**Estimated CDBG Program Income (Revolving Funds):** 0

**Other Funds:** \$ 0 **Identify:** N/A

**Total Activity Budget:** \$5,721.60

*As a reminder, CDBG is not eligible for maintenance of public facilities. The purchase of equipment, fixtures, motor vehicles, furnishings, or other property that is not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase such items when necessary for use in the administration of activities assisted with CDBG funds or when such items constitute all or part of a public service.*

**Activity Description and Outcome Statement** (please give accurate proposed description of project and quantify the proposed outcome)

Salaries supplemented for approximately six staff members involved with administering the CDBG program.

Is this activity being carried out by the grantee (either directly and/or through contractors)?

☒ Yes ☐ No

If Yes, Enter "X" in the appropriate category.

Activity is being carried out by the grantee through:

- ☒ Grantee employees  
☐ Contractors  
☐ Grantee employees and contractors

If No, Enter "X" by the appropriate category:

Activity is being carried out by:

- ☐ A subrecipient only  
☐ A HUD-designated Community Based Development Organization (CBDO) only  
☐ A HUD-designated CBDO acting as a subrecipient  
☐ Another public agency \_\_\_\_\_

Enter "X" by the appropriate subrecipient designation:

☐ Non-profit organization

OR

☐ For-profit authorized under 570.201 (o) for economic development activities

Enter "X" by all that apply:

Subrecipient is:

- ☐ A faith-based organization  
☐ An institution of higher education

Grantee Name: City of Grosse Pointe Woods

2016 CDBG Grant Year

AFFIDAVIT OF LEGAL PUBLICATION

# Grosse Pointe News

21316 Mack Ave

Grosse Pointe Woods, Michigan 48236

(313) 882-3500

COUNTY OF WAYNE  
STATE OF MICHIGAN, SS.

Scott Chambers

being duly sworn deposes and says that attached advertisement of

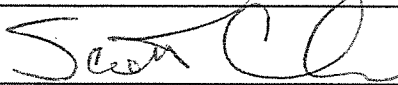
City of Grosse Pointe Woods

was duly published in accordance with instructions, in the GROSSE POINTE NEWS on the following date:

January 14, 2016

#1 GPW 1-14 PH CDBG 2016

and knows well the facts stated here



Subscribed and sworn to before me



PATRICE A. THOMAS  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF WAYNE  
MY COMMISSION EXPIRES Jun 21, 2020  
ACTING IN COUNTY OF Wayne

## City of ~~Grosse~~ Pointe Woods, Michigan

### NOTICE OF PUBLIC HEARINGS COMMUNITY DEVELOPMENT BLOCK GRANT PY 2016

A Public Hearing will be held at the Rescheduled City Council meeting on Monday, January 25, 2016 at 7:30 p.m., in the Council Room of the Municipal Building, 20025 Mack Plaza, Grosse Pointe Woods, Michigan, to hear comments regarding the Program Year 2016 Community Development Block Grant (CDBG) Proposed Estimated budget below.

A second Public Hearing will be held at the City Council meeting on Monday, February 1, 2016 at 7:30 p.m., in the Council Room of the Municipal Building, 20025 Mack Plaza, Grosse Pointe Woods, Michigan, to hear comments and approve the Program Year 2016 Community Development Block Grant (CDBG) Proposed Estimated Budget and Application. All interested parties are invited to attend. The proposed budget is as follows:

#### 2016 Proposed Estimated CDBG Budget

1. Pointe Area Assisted Transportation Service	\$ 9,646.00
2. Minor Home Repair/Housing Rehab	\$ 41,848.38
3. Administration	\$ 5,721.60
<b>Total</b>	<b>\$ 57,215.98</b>

Tom Colombo  
Interim City Administrator

G.P.N.: 1/14/2016

9A

RECEIVED  
JAN 14 2016  
CITY OF GROSSE PTE. WOODS

April 2, 2015

Bill Babcock, Chairman  
Grosse Pointe Woods Recreation Commission  
1769 Anita  
Grosse Pointe Woods, MI 48236

Bill,

Due to an increase in travel as part of a new position with my company I am submitting to you my resignation from the Recreation Commission at the end of my current term (12/31/15). The effective could be moved up In the event that a replacement is named before the end of my term. If a replacement is named, my resignation would become effective when my replacement has been named.

Sincerely,

Michael J. Moore  
21885 River Rd  
Grosse Pointe Woods, MI 48236

RECEIVED

9B

JAN 19 2016

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

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: Benjamin Boyce Birth Date: \_\_\_\_\_  
Home address: 30420 W. 10 Mile Rd. Farmington Hills, MI 48336

Telephone: (313) 485-8477 Driver's License No. \_\_\_\_\_

Business Name: Power Home Remodeling Group Telephone: (610) 874-5000

Business Address: 3000 Town Center Dr. Southfield, MI 48075

Description of Business: Free estimates on windows/roofing/siding

Assistants: \* See attached form \*

Name	Address	Date of Birth

If vehicle used, describe: 14 Ford C-Max DA69993  
Year Make Model License Plate #

Other cities served: Southeastern Michigan

Years 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: B. A. B. Date: 1/19/16

State of Michigan )  
County of Wayne ) ss.

Subscribed and sworn to by Benjamin Boyce  
before me on the 19 day of January, 2016

Glinda M. Maeren

Signature of Notary Public

My Commission expires: 4-17-2022

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

Assistants (List of employees)

1) Philip J. Yutzy  
526 Orchard Dr.  
Northville, MI 48167  
Date of Birth:

2) Carlos Serra (*Does not have driver's license*)  
18177 South Dr. Apt. 111  
Southfield, MI 48076  
Date of Birth:

3) Derek Palm  
6664 Burtonwood Dr.  
West Bloomfield, MI 48322  
Date of Birth:

4) Michael Edsenga  
1569 Washington  
Lincoln Park, MI 48146  
Date of Birth:

5) Jonathan Rentz  
46383 Gulliver Dr.  
Shelby Township, MI 48315  
Date of Birth:



RECEIVED

JAN 19 2016

CITY OF GROSSE POINTE WOODS

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

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

Chapter 10 Businesses. Section 10-220

Permit Fees: Annual \$75; Month \$20; Day \$10

Applicant: Nicholas Stroup Birth Date: \_\_\_\_\_

Home address: 41925 Gainsley Dr Sterling Heights MI 48313

Telephone: 586-321-6382 Driver's License No. \_\_\_\_\_

Business Name: Renewal by Andersen Corp Telephone: 734-890-8013

Business Address: 37720 Amrhein Rd Livonia MI 48150

Description of Business: Window and Door replacment

Assistants: Michael Sheridan 27900 Franklin Rd Apt 016 Southfield MI 48034

Deny.  
efk  
01/20/16

Name	Address	Date of Birth
Natashia Pickett	19301 Evergreen Rd Detroit MI 48219	
Tyler Graves	35633 Willow Rd New Boston MI 48164	

EXCLUDE THIS PERSON  
DUE TO CRIMINAL  
BEHAVIOR  
BKS

If vehicle used, describe: 2015 Ford Transit DFZ 9738

Other cities served: Rochester Hills, Livonia, Northville Twp, Bloomfield Hills TWP

Years previously licensed in Grosse Pointe Woods: Yes (2015)

**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: [Signature] Date: 1-14-16

State of Michigan )  
County of Wayne ) ss.

Subscribed and sworn to by Nicholas Stroup  
before me on the 14th day of January, 2016  
Brett Michael Mahaffey  
Signature of Notary Public  
My Commission expires: 04-11-18

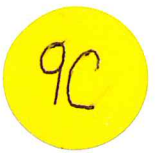
WAYNE

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

NICK - Stroup 2000 @  
Veston



## CITY OF GROSSE POINTE WOODS MEMORANDUM



Date: January 20, 2016

To: Mayor and Council

From: Tom Colombo, City Administrator

A handwritten signature in blue ink, likely of Tom Colombo, the City Administrator.

Subject: DTE Gas Renewal Program Right-of-Way-Permit

RECEIVED

JAN 20 2016

CITY OF GROSSE PTE. WOODS

At a Committee-of-the-Whole meeting held on January 13<sup>th</sup> Administration introduced the DTE Gas Renewal Program that DTE wants to begin as soon as possible. Ultimately, DTE's goal is to install all new gas mains, service lines, and gas meters throughout the city.

The first phase planned would begin this month and entails underground directional boring to install a new 8" gas main on Van Antwerp west to Helen, Helen north to Vernier; Vernier west of Mack to the Harper Woods Limits (map attached).

A Right-of-Way Permit (attached) has been drafted by the Director of Public Services, Joe Ahee, and the City Engineer, Scott Lockwood. Additionally, it has been reviewed by the City Attorney, Chip Berschback. It is recommended that a \$150,000 bond with a \$50,000 amount of deposit (escrow) and a \$100 permit fee be required for this project.

A DTE liaison will be assigned as a contact person to handle any resident's concerns. DTE has already sent letters explaining the Gas Renewal Program (attached) to the residents. In addition, all information regarding this project will be posted on our website.

All work done in the Right-of-Way will be monitored for proper signage, barriers when required, and safety requirements for pedestrian traffic.

It is my recommendation that the Right-of-Way Permit be approved.

**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

January 20, 2016

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

RE. DTE Right of Way Permit

Dear Mayor and Council:

In accordance with discussions at the COW meeting, Scott Lockwood, Joe Ahee and I have revised the general right of way permit to be used for all future right of way construction. A blank generic permit form is attached to this letter as Exhibit A.

In addition, I have attached as Exhibit B the same generic form filled in with information relating to the DTE project. Some additional conditions as discussed at the COW are added on a separate sheet "Additional Conditions".

It would be the prerogative of Council to authorize the Director of Public Works to approve the issuance of the permit to DTE for their ongoing gas line replacement project.

Respectfully submitted,



CHARLES T. BERSCHBACK

CTB:nmg

Enclosures

cc: Tom Colombo  
Bruce Smith  
Joe Ahee  
Scott Lockwood  
Lisa K. Hathaway  
Skip Fincham

**MUST CALL  
THE DEPARTMENT OF PUBLIC  
WORKS FOR ALL INSPECTIONS  
IN THE RIGHT-OF-WAY  
(313) 343-2460**

Permit No. \_\_\_\_\_  
Date of Issuance \_\_\_\_\_

**CITY OF GROSSE POINTE WOODS**  
**APPLICATION AND PERMIT TO CONSTRUCT, OPERATE, USE AND/OR  
MAINTAIN WITHIN THE RIGHT-OF-WAY OR TO CLOSE A CITY STREET**

**DEPARTMENT OF PUBLIC WORKS (313) 343-2460**

If a contractor is to perform the construction entailed in this application and permit, and is supplying the deposit, and bond, the Contractor will fill out the information block provided, and thereby assumes responsibility and agrees, along with the applicant, to any provisions of this application and permit.

Applicant's name (Property owner, Corp., City, Township, etc.) _____	(Date) _____	Contractor's name (Individual, Company, etc.) _____	(Date) _____
Applicant's Mailing Address _____		Contractor's Mailing Address _____	
Telephone Number _____		Telephone Number _____	
Applicant's Signature _____	(if other than Property Owner give Title)	Contractor's Signature _____	(if signing for Contractor give Title)

The above-named applicant hereby makes application for a permit to Construct, Operate, Use and/or Maintain within the right-of-way; or close a city street.

House No. \_\_\_\_\_ Road or Street \_\_\_\_\_

The exact location is as follows: \_\_\_\_\_

For a period commencing \_\_\_\_\_ and ending \_\_\_\_\_ : a detailed description of the desired facility and/or activity is as follows:  
(Include size, length, and type of facility. If crossing under roadbed, describe method. If buried, indicate depth from top of facility to surface. If facility to run parallel to highway, indicate distance from inside edge of facility to centerline of road. If driveway approach, state if Residential or Commercial; if Commercial, state type of establishment it will service. If Tree Trimming or Tree Removal, state number, species and size of trees involved. If application for Banner, state legend.)

WHEN PAVEMENT OR SIDEWALK IS REMOVED TEMPORARY REPAIRS MUST BE MADE IMMEDIATELY WITH 2" OF ASPHALT OVER 6" CRUSHED CONCRETE. FINAL REPAIRS MUST BE COMPLETED WITHIN 30 DAYS OF REMOVAL. FAILURE TO COMPLY WILL RESULT IN THE CITY MAKING THE RESTORATION AND ANY COST INCURRED WILL BE BILLED TO THE Applicant and Contractor.

**72 Hours before you dig, call  
Miss Dig Toll Free  
1-800-482-7171**

The above-stated intentions will be carried out in the manner applied for and in accordance with plans, specifications, map and statements filed with the City of Grosse Pointe Woods as part of this application and if the permit is granted, the above-named applicant and Contractor/Agent agrees to do the following:

**Attached to  
Application:**

- ☐ Plans  
☐ Bond  
☐ Deposit  
☐ Proof of Insurance  
☐ Other \_\_\_\_\_

1. To operate and maintain the structure covered by this permit at his own expense.
2. Give notice to the City of Grosse Pointe Woods D.P.W. at least two (2) working days prior to commencement of operations covered by this permit. Inspection consistent with the terms of this Permit will be scheduled with the Department of Public Works. The applicant will be billed for inspection at the rates in effect at the time of issuance of this permit.
3. The D.P.W. Director must approve any road closures, full or partial, 24 hours in advance. Police and Fire Departments must be notified of any road closures once approved by the D.P.W. Director. Proper signage is required per Item 11 of the Supplemental Specifications.
4. All work in the right-of-way must be completed within the hours of 7:30 am and 6:00 pm.
5. No equipment or material shall be stored on the street or City of Grosse Pointe Woods right-of-way overnight.
6. When doing work covered by this permit, comply with all the MDOT Standard Specifications for Construction and Replacement Standards for Sidewalk, Drive Approaches and Curbs currently adopted by the City and/or the applicable Supplemental Specifications as set forth on the reverse side of this application and permit.
7. To observe and comply with the requirements pertaining to "Legal Relations and Responsibility to the Public" as listed in the Standard Specifications for Highway Construction currently adopted by the City.
8. Hold harmless and indemnify the City against any and all claims for damages arising from operations covered by this permit and upon request, furnish proof of insurance coverage or a protective liability policy naming the City as insured for the term of this permit for \_\_\_\_\_ personal injury and \_\_\_\_\_ property damage for operations covered by this permit.
9. Surrender the permit herein applied for; surrender all rights hereunder; cease operations; and remove, alter, relocate at applicant's own expense the facilities for which this permit is granted whenever ordered to do so by the City because of its need for the area covered by this permit or because of a default in any of the conditions of the permit. Upon failure to remove, alter, relocate, or surrender the facilities pursuant to the order of the City, reimburse the city for its cost in doing the same.
10. Upon request, submit a bond, and/or cash escrow, or a certified check acceptable to the City and conditioned upon performance of the conditions of the permit and compliance with all requirements of the law.
11. Nothing in this permit shall be construed to grant any rights whatsoever to any public utilities whatsoever except as to the consent herein specifically given, or to impair anyway any existing rights granted in accordance with the constitution or laws of this State.
12. (See reverse side of this application and permit for any additional conditions.) A permit as requested in the foregoing application subject to the conditions to which applicant therein agrees, is hereby granted for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_. The period applied for and granted in this application and permit covers activity within the right-of-way and any other property affected in any way by this application. Failure of the applicant to begin work within six (6) months from the date of issuance shall cancel this permit. The obligation to operate, use, and/or maintain the facility to the satisfaction of the City remains in force as long as the facility exists and is within an area under the jurisdiction of the City.

Permit Fee \_\_\_\_\_

Amount of Deposit \_\_\_\_\_

Receipt No. \_\_\_\_\_

Bond Amount \_\_\_\_\_

Bond No. \_\_\_\_\_

**APPROVED**

Department of Public Works

Date \_\_\_\_\_

**EXHIBIT**

**A**



**NOTE:** This permit does not relieve applicant from meeting any applicable requirements of law or of other public bodies or agencies.

**ADDITIONAL CONDITIONS:**

**SUPPLEMENTAL SPECIFICATIONS:**

1. **PERMIT** – The individual in charge of the work shall have the permit posted in plain view at all times and the approved plans or sketches in his possession on the job at all times.
2. **EXCAVATION and DISPOSAL of EXCAVATED MATERIAL** – The Contractor and/or the Utility Company shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other highway installation such as sewers, culverts, etc. The Contractor and/or Utility Co. shall assume the full responsibility for this protection. Excavated material shall be stocked in such locations that it does not obstruct vision on the traveled portion of the highway and in such a manner that it will not interfere with the flow of traffic. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the Right-of-Way unless the permit provides for disposal at approved locations within the right-of-way. In the latter case, the material shall be leveled and trimmed in an approved manner.
3. **BACKFILLING and COMPACTING BACKFILL** – All trenches, holes, and pits shall be filled with sound earth, or with granular material if so required (within the influence of any paved surface). The approved material shall be placed in successive layers no more than (6) inches in depth when using a hand compactor or 3 feet of depth when using a hoe pack, loose measure, and compacted to not less than 95% of the maximum unit weight as determined by the Michigan Department of Transportation Controlled Density Method. This specification shall be adhered to unless otherwise specified or authorized by the City of Grosse Pointe Woods.
4. **CROSSING ROADBED by TUNNELING or BORING and JACKING** – When the pipe is installed by this method without cutting the existing pavement, all remaining voids around the installation shall be filled by a method approved by the City of Grosse Pointe Woods City Engineer or DPW Inspector. Pressure grouting shall be required when deemed necessary by the City. When the traveled portion of a road is tunneled or bored and jacked, the length of the pipe or casing used shall be the width of the road. Casing shall be required when deemed necessary by the City. Also when boring and jacking the leading edge of the pipe or casing used must always precede the Auger.
5. **CROSSING ROADBED by CUTTING PAVEMENT and TRENCHING** – When this method is approved by the City of Grosse Pointe Woods, the pavement shall be sawed so that the pavement area to be removed is a minimum of one (1) foot wider on each side than the maximum width of the trench. In no case shall the remaining slab width be less than five (5) feet from the patch to an existing joint. In rigid pavements, the minimum saw cut shall be full depth; also when required the patch shall be tied to the existing slab by drilling hook bolts on 36 inch centers on all exposed faces of the existing pavement. The hook bolts shall be located at one-half (1/2) the pavement depth. Backfill shall be placed according to paragraph three (3). The pavement shall be replaced with new pavement of the original type, quality, and thickness, unless immediate replacement is not feasible, in which case a temporary surface of bituminous material shall be placed and maintained, and later replaced with pavement of original type at the applicants expense. The temporary surface shall be maintained until the permanent pavement is placed. If the temporary surface is not maintained, the City of Grosse Pointe Woods D.P.W. will maintain the temporary surface and charge the applicant for time and material.
6. **DEPTH of COVER MATERIAL** – Depth of cover for underground facilities shall be determined at the time of application for a permit. In no case shall there be less than three (3) feet of cover between the surface of the traveled portion of the road and the facility being placed, unless approved by the City of Grosse Pointe Woods City Engineer or DPW Inspector.
7. **TREE PROTECTION or REMOVAL** – Secure written permission of the abutting property owner when required.
  - (a) **REMOVAL** – Dispose of all limbs, logs, stumps and litter in a manner acceptable to the City of Grosse Pointe Woods.
  - (b) **PROTECTION** – Underground facilities that interfere with trees in the right-of-way shall be bored six (6) inches for each inch of tree diameter in all directions from the base of the tree.
8. **RESTORATION and FINAL CLEAN UP** – Final clean-up shall be such that it will provide a condition equal to or better than the original condition.
9. **PROTECTION of ESTABLISHED SURVEY POINTS and DATUM** – The permit holder shall protect, preserve and/or restore at its own expense, any established survey points and datum within the limits of the work covered by this permit.
10. **TRAFFIC and SAFETY** – When this permit allows the closing of a road, or the use of one or more traffic lanes, or where construction is in proximity to the traveled portion of the road, signs, signals, lights, etc., shall be placed and maintained in accordance with the Michigan Manual to Uniform Traffic Control Devices and/or Wayne County Department of Public Service Specifications. The traffic control called for shall be minimum and the contractor shall erect and maintain at his own expense, all signs, signals, etc., for safety as directed by the Director of Public Safety and/or City Engineer or DPW Inspector of the City.
11. Any operation in the right-of-way not covered by these specifications shall be done in accordance with the instructions of the City of Grosse Pointe Woods City Engineer or DPW Inspector assigned to the project by the city. All excavations shall be backfilled at the end of each workday or the City of Grosse Pointe Woods D.P.W. will backfill and charge the applicant for time and material.
12. Full compliance is required with any regulations of the Public Service Commission and Municipal or State Regulations.
13. **THE FOLLOWING MUST BE ATTACHED TO APPLICATION WHEN APPLICABLE:**
  1. Deposit and/or Bond except for local units of government.
  2. Plans, specifications and location of facility.
  3. Copy of Resolution for local units of government.
  4. Traffic plans.
  5. In cases of banner applications, legend must be shown.

**ADDITIONAL CONDITIONS RELATING TO RIGHT OF WAY PERMIT**  
**GROSSE POINTE WOODS / DTE GAS LINE REPLACEMENT6**

1. DTE shall provide a Liaison available 24 hours, and provide contact information including mobile phone number to respond to questions from the City and any resident affected by the proposed construction.
2. As construction is completed on any given section, appropriate restoration on that section shall be completed within two weeks after excavations are complete. Any areas of restoration which are to be sodded shall be backfilled to grade immediately upon completion of excavation. Additional time for restoration (including beyond the expiration period of this permit) may be granted by the City in its discretion based on seasonal considerations.

**MUST CALL**  
**THE DEPARTMENT OF PUBLIC**  
**WORKS FOR ALL INSPECTIONS**  
**IN THE RIGHT-OF-WAY**  
**(313) 343-2460**

Permit No. \_\_\_\_\_  
Date of Issuance \_\_\_\_\_

**CITY OF GROSSE POINTE WOODS**  
**APPLICATION AND PERMIT TO CONSTRUCT, OPERATE, USE AND/OR**  
**MAINTAIN WITHIN THE RIGHT-OF-WAY OR TO CLOSE A CITY STREET**

**DEPARTMENT OF PUBLIC WORKS (313) 343-2460**

If a contractor is to perform the construction entailed in this application and permit, and is supplying the deposit, and bond, the Contractor will fill out the information block provided, and thereby assumes responsibility and agrees, along with the applicant, to any provisions of this application and permit.

**DTE**

Applicant's name (Property owner, Corp., City, Township, etc.) (Date)

Contractor's name (Individual, Company, etc.) (Date)

Applicant's Mailing Address

Contractor's Mailing Address

Telephone Number

Telephone Number

Applicant's Signature (if other than Property Owner give Title)

Contractor's Signature (if signing for Contractor give Title)

The above-named applicant hereby makes application for a permit to Construct, Operate, Use and/or Maintain within the right-of-way, or close a city street.

House No.

Road or Street

The exact location is as follows: Every street West of Mack, North of Kenmore and East of Mack, North of Lochmoor.

For a period commencing January 26, 2016 and ending October 31, 2016 a detailed description of the desired facility and/or activity is as follows:

(Include size, length, and type of facility. If crossing under roadbed, describe method. If buried, indicate depth from top of facility to surface. If facility to run parallel to highway, indicate distance from inside edge of facility to centerline of road. If driveway approach, state if Residential or Commercial; if Commercial, state type of establishment it will service. If Tree Trimming or Tree Removal, state number, species and size of trees involved. If application for Banner, state legend.)

**See plans submitted by DTE.**

**WHEN PAVEMENT OR SIDEWALK IS REMOVED TEMPORARY REPAIRS MUST BE MADE IMMEDIATELY WITH 2" OF ASPHALT OVER 6" CRUSHED CONCRETE. FINAL REPAIRS MUST BE COMPLETED WITHIN 30 DAYS OF REMOVAL. FAILURE TO COMPLY WILL RESULT IN THE CITY MAKING THE RESTORATION AND ANY COST INCURRED WILL BE BILLED TO THE Applicant and Contractor.**

**72 Hours before you dig, call**  
**Miss Dig Toll Free**  
**1-800-482-7171**

The above-stated intentions will be carried out in the manner applied for and in accordance with plans, specifications, map and statements filed with the City of Grosse Pointe Woods as part of this application and if the permit is granted, the above-named applicant and Contractor/Agent agrees to do the following:

**Attached to Application:**

- ☒ Plans
- ☒ Bond
- ☒ Deposit
- ☒ Proof of Insurance
- ☐ Other

**\$100.00**

**Permit Fee**

**\$50,000.00**

**Amount of**

**Deposit**

**Receipt No.**

**\$150,000.00**

**Bond Amount**

**Bond No.**

1. To operate and maintain the structure covered by this permit at his own expense.
2. Give notice to the City of Grosse Pointe Woods D.P.W. at least two (2) working days prior to commencement of operations covered by this permit. Inspection consistent with the terms of this Permit will be scheduled with the Department of Public Works. The applicant will be billed for inspection at the rates in effect at the time of issuance of this permit.
3. The D.P.W. Director must approve any road closures, full or partial, 24 hours in advance. Police and Fire Departments must be notified of any road closures once approved by the D.P.W. Director. Proper signage is required per Item 11 of the Supplemental Specifications.
4. All work in the right-of-way must be completed within the hours of 7:30 am and 6:00 pm.
5. No equipment or material shall be stored on the street or City of Grosse Pointe Woods right-of-way overnight.
6. When doing work covered by this permit, comply with all the MDOT Standard Specifications for Construction and Replacement Standards for Sidewalk, Drive Approaches and Curbs currently adopted by the City and/or the applicable Supplemental Specifications as set forth on the reverse side of this application and permit.
7. To observe and comply with the requirements pertaining to "Legal Relations and Responsibility to the Public" as listed in the Standard Specifications for Highway Construction currently adopted by the City.
8. Hold harmless and indemnify the City against any and all claims for damages arising from operations covered by this permit and upon request, furnish proof of insurance coverage or a protective liability policy naming the City as insured for the term of this permit for \$1 Million Dollars personal injury and \$1 Million Dollars property damage for operations covered by this permit.
9. Surrender the permit herein applied for; surrender all rights hereunder; cease operations; and remove, alter, relocate at applicant's own expense the facilities for which this permit is granted whenever ordered to do so by the City because of its need for the area covered by this permit or because of a default in any of the conditions of the permit. Upon failure to remove, alter, relocate, or surrender the facilities pursuant to the order of the City, reimburse the city for its cost in doing the same.
10. Upon request, submit a bond, and/or cash escrow, or a certified check acceptable to the City and conditioned upon performance of the conditions of the permit and compliance with all requirements of the law.
11. Nothing in this permit shall be construed to grant any rights whatsoever to any public utilities whatsoever except as to the consent herein specifically given, or to impair anywise any existing rights granted in accordance with the constitution or laws of this State.
12. (See reverse side of this application and permit for any additional conditions.) A permit as requested in the foregoing application subject to the conditions to which applicant therein agrees, is hereby granted for the period commencing 1/26/2016 and ending 10/31/2016. The period applied for and granted in this application and permit covers activity within the right-of-way and any other property affected in any way by this application. Failure of the applicant to begin work within six (6) months from the date of issuance shall cancel this permit. The obligation to operate, use, and/or maintain the facility to the satisfaction of the City remains in force as long as the facility exists and is within an area under the jurisdiction of the City.

**APPROVED**

**Department of Public Works**

**Date**

*Exhibit*  
*B*



**NOTE:** This permit does not relieve applicant from meeting any applicable requirements of law or of other public bodies or agencies.

**ADDITIONAL CONDITIONS:** (SEE ATTACHED)

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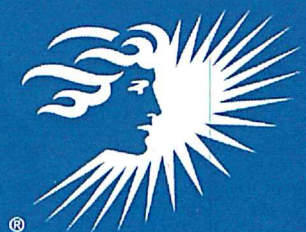
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**SUPPLEMENTAL SPECIFICATIONS:**

1. **PERMIT** – The individual in charge of the work shall have the permit posted in plain view at all times and the approved plans or sketches in his possession on the job at all times.
2. **EXCAVATION and DISPOSAL of EXCAVATED MATERIAL** – The Contractor and/or the Utility Company shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other highway installation such as sewers, culverts, etc. The Contractor and/or Utility Co. shall assume the full responsibility for this protection. Excavated material shall be stocked in such locations that it does not obstruct vision on the traveled portion of the highway and in such a manner that it will not interfere with the flow of traffic. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the Right-of-Way unless the permit provides for disposal at approved locations within the right-of-way. In the latter case, the material shall be leveled and trimmed in an approved manner.
3. **BACKFILLING and COMPACTING BACKFILL** – All trenches, holes, and pits shall be filled with sound earth, or with granular material if so required (within the influence of any paved surface). The approved material shall be placed in successive layers no more than (6) inches in depth when using a hand compactor or 3 feet of depth when using a hoe pack, loose measure, and compacted to not less than 95% of the maximum unit weight as determined by the Michigan Department of Transportation Controlled Density Method. This specification shall be adhered to unless otherwise specified or authorized by the City of Grosse Pointe Woods.
4. **CROSSING ROADBED by TUNNELING or BORING and JACKING** – When the pipe is installed by this method without cutting the existing pavement, all remaining voids around the installation shall be filled by a method approved by the City of Grosse Pointe Woods City Engineer or DPW Inspector. Pressure grouting shall be required when deemed necessary by the City. When the traveled portion of a road is tunneled or bored and jacked, the length of the pipe or casing used shall be the width of the road. Casing shall be required when deemed necessary by the City. Also when boring and jacking the leading edge of the pipe or casing used must always precede the Auger.
5. **CROSSING ROADBED by CUTTING PAVEMENT and TRENCHING** – When this method is approved by the City of Grosse Pointe Woods, the pavement shall be sawed so that the pavement area to be removed is a minimum of one (1) foot wider on each side than the maximum width of the trench. In no case shall the remaining slab width be less than five (5) feet from the patch to an existing joint. In rigid pavements, the minimum saw cut shall be full depth; also when required the patch shall be tied to the existing slab by drilling hook bolts on 36 inch centers on all exposed faces of the existing pavement. The hook bolts shall be located at one-half (1/2) the pavement depth. Backfill shall be placed according to paragraph three (3). The pavement shall be replaced with new pavement of the original type, quality, and thickness, unless immediate replacement is not feasible, in which case a temporary surface of bituminous material shall be placed and maintained, and later replaced with pavement of original type at the applicants expense. The temporary surface shall be maintained until the permanent pavement is placed. If the temporary surface is not maintained, the City of Grosse Pointe Woods D.P.W. will maintain the temporary surface and charge the applicant for time and material.
6. **DEPTH of COVER MATERIAL** – Depth of cover for underground facilities shall be determined at the time of application for a permit. In no case shall there be less than three (3) feet of cover between the surface of the traveled portion of the road and the facility being placed, unless approved by the City of Grosse Pointe Woods City Engineer or DPW Inspector.
7. **TREE PROTECTION or REMOVAL** – Secure written permission of the abutting property owner when required.
  - (a) **REMOVAL** – Dispose of all limbs, logs, stumps and litter in a manner acceptable to the City of Grosse Pointe Woods.
  - (b) **PROTECTION** – Underground facilities that interfere with trees in the right-of-way shall be bored six (6) inches for each inch of tree diameter in all directions from the base of the tree.
8. **RESTORATION and FINAL CLEAN UP** – Final clean-up shall be such that it will provide a condition equal to or better than the original condition.
9. **PROTECTION of ESTABLISHED SURVEY POINTS and DATUM** – The permit holder shall protect, preserve and/or restore at its own expense, any established survey points and datum within the limits of the work covered by this permit.
10. **TRAFFIC and SAFETY** – When this permit allows the closing of a road, or the use of one or more traffic lanes, or where construction is in proximity to the traveled portion of the road, signs, signals, lights, etc., shall be placed and maintained in accordance with the Michigan Manual to Uniform Traffic Control Devices and/or Wayne County Department of Public Service Specifications. The traffic control called for shall be minimum and the contractor shall erect and maintain at his own expense, all signs, signals, etc., for safety as directed by the Director of Public Safety and/or City Engineer or DPW Inspector of the City.
11. Any operation in the right-of-way not covered by these specifications shall be done in accordance with the instructions of the City of Grosse Pointe Woods City Engineer or DPW Inspector assigned to the project by the city. All excavations shall be backfilled at the end of each workday or the City of Grosse Pointe Woods D.P.W. will backfill and charge the applicant for time and material.
12. Full compliance is required with any regulations of the Public Service Commission and Municipal or State Regulations.
13. **THE FOLLOWING MUST BE ATTACHED TO APPLICATION WHEN APPLICABLE:**
  1. Deposit and/or Bond except for local units of government.
  2. Plans, specifications and location of facility.
  3. Copy of Resolution for local units of government.
  4. Traffic plans.
  5. In cases of banner applications, legend must be shown.





# **DTE Energy<sup>®</sup>**

## **2016 Gas Renewal Program**

**Project Presentation**





# Gas Renewal Program (GRP) Overview



- DTE Energy has undertaken an initiative as part of a general rate order (U-15985) directed by the Michigan Public Service Commission (MPSC). The initiative is the Gas Renewal Program (GRP). This program is not voluntary, there is not opt-out your assistance is required.
- The program consists of the replacement of aging natural gas infrastructure as it currently consists mainly of cast iron or unprotected steel mains and steel or copper service lines, some of which may be 100 years old and the installation and relocation of new natural gas advance meters from inside to outside locations including renewing service lines that will offer customers safer and more convenient service.
- DTE is currently replacing approximately 76 miles of gas main a year and planning to increase to 160 miles per year starting in 2016. 50 – 60 miles in Dearborn and 60 miles in the Grosse Pointes.
- Gas Renewal Program Process (overview)
  - 1) DTE Energy contractors will install the Gas Main.
  - 2) DTE Energy employees/crews will install/upgrade services.
  - 3) DTE Energy contractors will complete restorations.

# Gas Renewal Program (GRP) Benefits



## The key benefits to your community are:

- Older main and service lines are being replaced with new and improved materials reducing gas leaks.
- Improve response time to a gas system outage by turning the meter off from the outside.
- Minimize estimated reads.
- Minimize customer inconvenience by not needing to enter the home for maintenance.
- Improve customer satisfaction by facilitating more frequent and comprehensive inspections and maintenance work on a meter that has been placed outside.
- Existing outside meters are being scraped and painted.
- The work will be done at absolutely no additional cost to customers.

## Restoration Season is as follows:

- April through October – Repairs will be scheduled throughout restoration season, weather permitting.
- November through March – Restoration will be scheduled starting the following spring for completion by June 30, weather permitting.

❖ ***All soft surface restoration will be completed using SOD.***



## Construction Photos





## Construction Photos





## Restoration Before/After (SOD)





- **1<sup>st</sup> Point of Contact : Project Station**
  - Coolidge Service Station | 313.256.6227
- **2<sup>nd</sup> Point of Contact : Project Construction Supervisors**
  - Ryan Scratch | [scratchrc@dteenergy.com](mailto:scratchrc@dteenergy.com) | 586.651.5692
  - Ed Jones | [jonese@dteenergy.com](mailto:jonese@dteenergy.com) | 313.212.6394
- **3<sup>rd</sup> Point of Contact : Construction Manager**
  - Tyrome Turner | [turnerth@dteenergy.com](mailto:turnerth@dteenergy.com) | 313.310.3108



## **GAS RENEWAL PROGRAM**

In the coming weeks, DTE Energy will begin working in your community to renew the natural gas main and service line at this address. The purpose of this upgrade is to offer customers safer, more convenient service. If your gas meter is located inside we will also relocate it to an outside location and install a natural gas advanced meter. **This work will be done at absolutely no cost to you.**

The new gas meter will be installed in close proximity of the previous meter. However, if you prefer an alternate location please be aware that DTE Energy will charge you a fee (including costs for permits required by your local municipality) for this alternate location.

**Note: If you no longer live at this address, please disregard this letter. If you are renting at this address, please contact your landlord immediately regarding this Gas Renewal Program.**

### **What you will need to do:**

- Ensure that someone 18 years or older is available to provide inside access to the premises (the work takes approximately 2-3 hours to complete).
- Provide an accessible path to the meter that is clear and free of debris.
- Keep animals in a secure area, away from employees and work areas.

### **What the crew will do: (Monday through Friday, between 8:00 a.m. to 4:00 p.m.)**

- Dig a hole approximately 3' x 3' at the location where the gas service enters your home and another hole at the street.
- Drill a 1½" hole through the basement wall where the new gas pipe will enter your home.
- Remove existing inside meter and place the new meter on the outside where the gas service enters your home.
- Caulk or cement the 1½" hole, clean up, and restore the area.
- Relight all working appliances previously verified by you and the company.
- DTE Energy will fully repair any damage that may occur while moving the meter outside of the home. Any interior fixtures, landscaping, or concrete that is disturbed during the meter move out work will be restored or replaced at no cost to the customer. Restoration work is performed from April through November, weather permitting. If work is completed after November, DTE Energy will return starting the following April to restore your property.

**CAUTION:** DTE Energy employees and contractors working for DTE Energy will carry proper identification and you will see DTE Energy trucks on your street during this program. We encourage you to ask to see their identification before allowing entry to your home. If you wish to verify the person requesting access to your home works for DTE Energy, please call 313.256.6227.

If you are concerned about an unpaid balance on your account and you currently have gas service, please be assured that DTE Energy will, regardless of your account status, restore service once the work is completed. Though your service will be restored during this Gas Renewal Program, you are still responsible for the status of your account. DTE Energy customer service representatives are available to assist customers who are having trouble paying their bills or have a current balance due. You can talk with a representative by calling **1.800.477.4747**.

**Please note that this is not a voluntary program and that your assistance is required.** If we are unable to gain inside access to complete the upgrade – **DTE Energy will terminate your gas service.**

**Please call 313.256.6227 if you have questions regarding this program between 8:00 AM and 4:00 PM, Monday through Friday only. If after business hours, please leave a message including name, address, and phone number and your call will be returned within 2 business days.**

» **Will my gas service be interrupted and for how long?**

Yes, the work takes approximately 2-3 hours to complete.

» **What if I prefer to have my meter inside?**

This is a Michigan Public Service Commission (MPSC) mandated program. This is not a voluntary program. Meters are being moved outside to improve the safety and reliability of our gas service to your home.

» **What happens if I refuse DTE Energy access to my home to move the meter out?**

If a customer refuses DTE Energy access to their home to move the meter outside, DTE Energy will terminate the gas service to the home. If the gas service is terminated, there will be a fee of at least **\$300.00** to connect your service which will need to be paid before the gas service can be connected. In order to have gas service connected, you will need to either call 1.800.477.4747 or visit a customer service center to pay the Connection Fee. Once the Connection Fee is paid, account is in good status, and the customer allows DTE Energy access to the inside meter, DTE will then move the meter outside and connect gas service. If the customer refuses to pay the Connection Fee and wants to escalate, they are to be referred to GAS STREET & RECONNECT TEAM – 1.855.838.7258 – Option #4.

» **What happens if I refuse to respond to the Final Notice of Gas Service Termination?**

If a customer refuses to respond to the Final Notice of Gas Shut-Off, DTE Energy will terminate the gas service to the home. If the gas service is terminated, there will be a Connection Fee of at least **\$300.00** which will need to be paid before the gas service can be connected. In order to have gas service connected, you will need to either call 1.800.477.4747 or visit a customer service center to pay the Connection Fee. Once the Connection Fee is paid, account is in good status, and the customer allows DTE Energy access to the inside meter, DTE will then move the meter outside and connect gas service. If the customer refuses to pay the Connection Fee and wants to escalate, they are to be referred to GAS STREET & RECONNECT TEAM – 1.855.838.7258 – Option #4.

## **SAFETY**

» **What should I do if I smell gas after the meter is relocated outside of my house?**

In the unlikely event that you smell gas and a DTE Energy crew member is still in the vicinity, immediately contact the crew member and tell them that you smell gas. Otherwise, please leave the area and call **1.800.947.5000** from a neighbor's house. (Note: This number is designated for gas leak reporting only).

## **REPAIRS AND PROPERTY RESTORATION**

» **Will DTE Energy repair any related damage to my residence that may occur during the construction?**

DTE Energy will fully repair and /or restore any related damage inside or outside the home that may occur while moving the meter outside of your house at no cost to you.

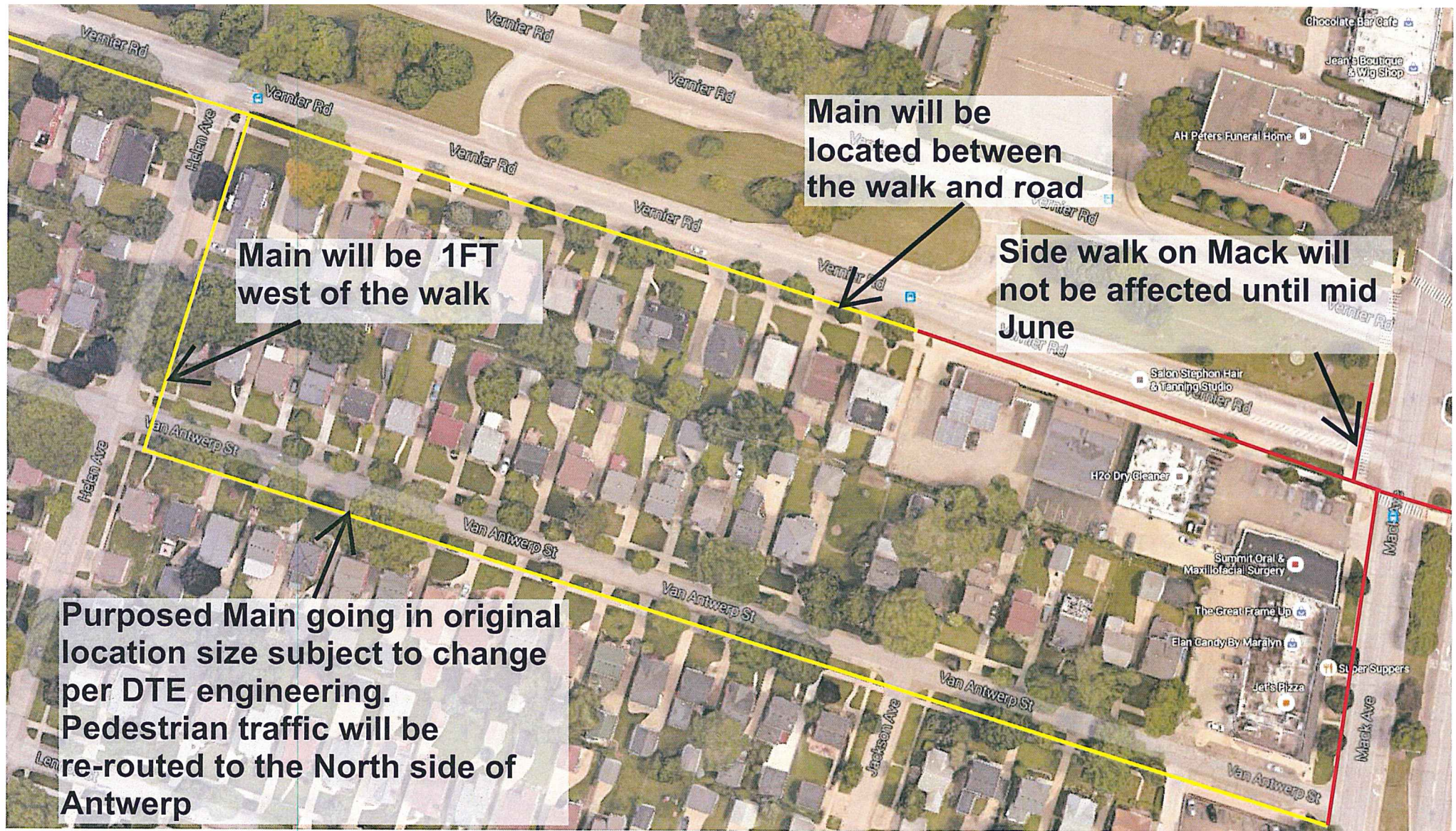
» **When will these repairs occur?**

DTE Energy's restoration season runs April through October of every year.

» **If DTE Energy performs work on my property after restoration season, when will my repairs be complete?**

If DTE Energy does work on your property after October, our crews will return the following season, beginning in April, to complete restoration work.





**Main will be located between the walk and road**

**Main will be 1FT west of the walk**

**Side walk on Mack will not be affected until mid June**

**Purposed Main going in original location size subject to change per DTE engineering. Pedestrian traffic will be re-routed to the North side of Antwerp**

**— Installed mid June**  
**— Installed mid Jan**





**DTE Energy®**

One Energy Plaza, Detroit, MI 48226-1279

Dear Customer,

---

DTE Energy is committed to delivering reliable energy that you can depend on.

Recently, our crews completed some work on your property. The purpose of this work was to provide you with the safest, most reliable service possible. In the process, our crews disturbed a portion of your lawn, landscaping or concrete.

Be assured that DTE Energy will fully repair and replace any property that has been impacted as soon as possible.

We want to inform you that our repair season and schedule runs as follows:

- **November through March – Restoration will be scheduled in the spring for completion by June 30, as weather permits**
- **April through October – Repairs will be scheduled throughout restoration season, as weather permits**

If you have any questions or concerns about your specific restoration schedule, please contact us at 313.256.6227.

Please note our business hours are from 8:00 a.m. – 4:00 p.m., Monday through Friday. All calls will be returned no later than the next business day.

Thank you

DTE Energy

☐ We have completed work on your gas service line. Your appliances need to be relit. Please call 1-800-477-4747 to restore your service.

When you call, please tell our representative that you received this card.

Thank You.







# LAWN REPAIR NOTICE

Service Address: \_\_\_\_\_

Date/Time of installation: \_\_\_\_\_

DTE Energy has completed repairs on your property. Because you are a valued customer, we want to make sure you are satisfied with the work.

If you have any questions or concerns, please feel free to contact DTE Gas Renewal Program at 313.256.6227.

## LAWN MAINTENANCE TIPS

For the first three weeks:

### ☐ **GRADE and SEED**

- Grade and Seed is grass seeds and black dirt with straw on top. The straw protects the seeds from being eaten by animals.
- Water twice each day.
- Do not cut the grass until it is four inches high
- Please try not to step on or drive on the grass

### ☐ **SOD**

- Water twice each day. Saturate when watering.
- Less watering is needed once the sod has rooted.
- Mow only after the sod has rooted. Keep mower blades sharp.
- Mow to a height of 2 - 3 inches

We apologize for the inconvenience and thank you for your patience and understanding.



**DTE Energy**



# CEMENT REPAIR NOTICE

Service Address: \_\_\_\_\_

Date/Time of installation: \_\_\_\_\_

Recently, DTE Energy has completed repairs on your property. Because you are a valued customer, we want to make sure you are satisfied with the work.

If you have any questions or concerns, please feel free to contact DTE Gas Renewal Program at 313.256.6227.

The following tips will help preserve and protect your new cement

**48 hours**  
**No pedestrian**  
**traffic**



**7 days**  
**No vehicles on**  
**new cement**



We apologize for the inconvenience and thank you for your patience and understanding.





## SORRY WE MISSED YOU!

Date: \_\_\_\_\_

Service Address: \_\_\_\_\_

☐ 1st Attempt   ☐ 2nd Attempt   ☐ 3rd Attempt

**Valued Customer:**

A DTE Energy Gas employee was at your home today to schedule a mandatory upgrade of your existing gas meter and service line. This may include relocating your existing gas meter from inside your home to outside or work on your existing outside meter. The upgrade is necessary to continue to provide a safe environment and a more convenient, reliable natural gas service. Once completed, temporary repair or restoration will be made. We will return within 3 weeks to complete repairs or hard/soft restoration. *\*Delays due to weather may occur.*

To complete the work required, we must gain access. The work involved and the selected outside meter location will be discussed with you in detail during this inspection.

The completion of the work requires that you provide safe access to the gas meter free of debris. Also, at least one gas appliance in good working condition must be connected to your existing fuel line before we can return to complete the job.

Someone at least 18 years or older must be present to provide access.

TO SCHEDULE AN APPOINTMENT TO HAVE THE WORK COMPLETED,  
PLEASE CALL THE NAME AND TELEPHONE PROVIDED BELOW.

NOTE: If you are renting at this address, please contact your landlord immediately regarding this notice.

We apologize for this inconvenience. Thank you for your patience and understanding. Our goal is to provide quality customer service.

If you have questions or concerns, please contact us at 313-256-6227 between 8:00 AM AND 4:00 PM, **MONDAY THROUGH FRIDAY ONLY**. If after business hours, please leave a detailed message including name, address, and phone number.

Thank you,

DTE Energy



**KELLER THOMA**  
A PROFESSIONAL CORPORATION

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



FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

January 01, 2016

Client: 000896

Matter: 000000

Invoice #: 108783

**Attention: Mr. Al Fincham, City Administrator**

REGARDING: GENERAL MATTERS

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

**TOTAL**

**\$1,719.93**

07

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Page: 1

RE: GENERAL MATTERS

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For Professional Services Rendered through December 31, 2015

DATE	ATTY	DESCRIPTION	HOURS
12/1/2015	DBD	Attention to telephone call to City Treasurer/Comptroller Irby with respect to conference with Arbitrator Roumell and the POAM with respect to the pending POAM grievance arbitration matter and with respect to gathering pertinent information with respect to City past practices.	0.25
12/2/2015	DBD	Attention to preparation for and attendance at conference with City Administrator Fincham and City Treasurer/Comptroller Irby with respect to the POAM grievance arbitration award; attention to attendance at conference with Arbitrator Roumell and POAM Representative Loftis with respect to arbitration award matters; attention to conference with Mr. Fincham and Ms. Irby with respect to pending personnel matters and pending contract negotiation matters.	5.25
12/3/2015	DBD	Attention to review of contract provisions and the Arbitrator's Award; attention to preparation of correspondence to Ms. Irby with respect to calculations with respect to COLA and deferred compensation matters; attention to review of correspondence with respect to non-union staff members' salaries.	2.25
12/3/2015	RWF	Telephone call from Mr. Fincham regarding pending employee matter.	0.25
12/4/2015	DBD	Attention to preparation of correspondence to City Treasurer/Comptroller Irby with respect to payment of COLA and deferred compensation; attention to preparation of correspondence to City Administrator Fincham with respect to non-union staff issues.	1.50
12/4/2015	RWF	Attention to review of correspondence from Mr. Fincham regarding pending employee matter; attention to preparation of correspondence to Mr. Fincham regarding same.	0.50
12/28/2015	TLF	Telephone call from Don Berschbach regarding employment contract for city administrator.	0.25

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: Mr. Al Fincham, City Administrator

January 01, 2016

Client: 000896

Matter: 000000

Invoice #: 108783

Page: 2

RE: GENERAL MATTERS

DATE	ATTY	DESCRIPTION	HOURS
Total Services			\$1,691.25

ATTORNEY		HOURS	RATE	AMOUNT
DBD	DENNIS B. DuBAY	9.25	\$165.00	\$1,526.25
RWF	R. W. FANNING, JR.	0.75	\$165.00	\$123.75
TLF	THOMAS L. FLEURY	0.25	\$165.00	\$41.25

**DISBURSEMENTS**

12/21/2015	Document Reproduction	\$28.20
12/31/2015	Postage	\$0.48
Total Disbursements		\$28.68

07

**Total Amount Due**

**\$1,719.93**