

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Regular City Council Meeting Agenda
Monday, November 2, 2015
7:30 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. RECOGNITION OF COMMISSION MEMBERS
5. ACCEPTANCE OF AGENDA
6. PRESENTATION
 - A. Legislative Update – Representative Banks
7. MINUTES
 - A. City Council 10/19/15
 - B. Committee-of-the-Whole 10/26/15
 - C. Compensation & Evaluation Committee 09/14/15, 10/19/15
 - D. Tree Commission 09/02/15
 - E. Citizens Recreation Commission 09/08/15
 - F. Beautification Advisory Commission 09/09/15
8. COMMUNICATIONS
 - A. Budget Transfer – Material for Total Patcher
 1. Memo 10/15/15 – Director of Public Services
 - B. Purchase: Replacement Sewage Pump
 1. Memo 10/23/15 – Director of Public Services
9. ORDINANCES
 - A. First Reading: An Ordinance to Amend Chapter 10 Businesses, Article II Licensing, by Adding Sec. 10-28 to require Notification to the City of Changes in Business License Status and by Adding Sec. 10-29 Regulating Going Out of Business Sales
 1. Proposed Ordinance
10. CLAIMS/ACCOUNTS
 - A. City Attorneys
 1. Don R. Berschback
 2. Charles T. Berschback

11. NEW BUSINESS/PUBLIC COMMENT

12. ADJOURNMENT

Lisa Kay Hathaway, CMMC/MMC
City Clerk

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

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

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, OCTOBER 19, 2015, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

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

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

Also Present: City Administrator Fincham
City Attorney Chip Berschback
City Clerk Hathaway
Building Inspector Tutag

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

The following Commission members were in attendance:

Grant Gilezan, Planning Commission
Bonnie Medura, Beautification Advisory Commission

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

Motion carried by the following vote:

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

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

1. City Council Minutes dated October 5, 2015.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Bryant, regarding **2016 Perch Derby**, that the City Council concur with the recommendation of the Citizens Recreation Commission at their meeting on October 13, 2015, and schedule the 2016 Perch Derby on either July 23 or July 30, to avoid conflict with Music on the Lawn.

Motion carried by the following vote:

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

Motion by Koester, seconded by Shetler, regarding **purchase: red maple seedlings**, that the City Council concur with the recommendation of the Tree Commission at their meeting on October 7, 2015, and approve the purchase of 350 Red Maple seedlings from Vans Pines Nursery in an amount not to exceed \$945.67, a budgeted item with funds to be taken from Account No. 101-105-880.700.

Motion carried by the following vote:

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

The Mayor **appointed Timothy Butler** to the Tree Commission with a term to expire December 31, 2015.

Motion by McConaghy, seconded by Bryant, regarding Appointment (Mayoral), that the City Council voice no objection to the Mayoral appointment of Timothy Butler to the Tree Commission with a term to expire December 31, 2015.

Motion carried by the following vote:

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

THE MEETING WAS THEREUPON OPENED AT 7:39 P.M. FOR A PUBLIC HEARING IN ACCORDANCE WITH CHAPTER 8, BUILDINGS AND BUILDING REGULATIONS, ARTICLE IX, FENCES, TO HEAR THE APPLICATION OF TOM PELTZ, 1650 HOLLYWOOD, GROSSE POINTE WOODS, WHO IS REQUESTING A VARIANCE TO RETAIN A PREVIOUSLY INSTALLED SOLID PRIVACY FENCE.

Motion by Bryant, seconded by Shetler, that for purposes of the public hearing the following items be received and placed on file:

1. City Council Excerpt 08/03/15
2. Memo 07/28/15 - Building Official
3. Application for Fence Permit
4. Letter 07/10/15 – Thomas Peltz
5. Photos (6)
6. Site plan
7. Affidavit of Property Owners Notified
8. Areal View

Motion carried by the following vote:

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

The Building Official provided an overview of his memo dated July 28, 2015.

The Chair asked if anyone from the audience wished to speak in favor of the proposed request. The following individual was heard:

Tom Peltz
1650 Hollywood

The Chair asked if anyone from the audience wished to speak in opposition to the proposed request. No one wished to be heard.

Motion by Granger, seconded by Shetler, that the public hearing be closed at 7:46 p.m.
PASSED UNANIMOUSLY.

Motion by Granger, supported by Ketels, regarding Public Hearing regarding Tom Peltz, 1650 Hollywood, that the Council deny this variance request.

Motion by Granger, seconded by Ketels, to amend the previous motion by adding, "since the property in question is not a corner lot adjacent to an alley, parking lot, school, or have any features that could be interpreted to be special circumstances as required by Section 8-284(a)(3), for an exception to be granted."

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **Grosse Pointe Santa Claus Parade**, that the City Council authorize an expenditure in the amount of \$1,000.00 to participate in the Grosse Pointe Santa Claus Parade as an Elf Sponsor, funds to be taken from Account No. 101-101-957.000.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, that the following item be received and placed on file:

1. Memo dated 10/19/15 – City Clerk.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **Appeal: FOIA Excess Fee**, that the City Council uphold the fee in the amount of \$71.80 on the basis that the fees are neither unreasonably high nor excessive, and not beyond the normal or usual amount for those services compared to the costs of the City's usual FOIA requests, and authorize the City Clerk to prepare a written response to Mr. Willson with the City's determination. (In accordance with MCL 15.234 Sec. 4(1).)

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Koester, regarding **Monthly Financial Report – September 2015**, that the City Council refer this item to the Finance Committee.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Shetler, regarding **Agreement: The Rivers Residence Club Association - Trash Removal**, that the City Council approve the Hold Harmless Agreement between the City of Grosse Pointe Woods and The Rivers Residence Club Association, and authorize the City Administrator to sign said Agreement.

Motion carried by the following vote:

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

Motion by Koester, seconded by McConaghy, regarding **contract: city tree removal**, that the City Council award a contract to Arbor Pro Tree Service Inc. effective October 20, 2015, through June 30, 2016, in an amount not to exceed \$37,000.00, funds to be taken from Account No. 101-465-818.000.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler, regarding **Labor Attorney**, that the City Council approve the following statement dated October 1, 2015:

1. Labor Attorney Keller Thoma - \$9,963.80.

Motion carried by the following vote:

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

Motion by Granger, seconded by McConaghy, to adjourn tonight's meeting at 8:29 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, OCTOBER 26, 2015, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Ketels, Koester, McConaghy,
Shetler

ABSENT: None

ALSO PRESENT: City Administrator Fincham
City Clerk Hathaway
City Assessor Colombo
Director of Public Services Ahee
Information Technology Manager Capps
Recreation Supervisor Byron

Mayor Novitke called the meeting to order at 7:30 p.m.

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

Motion carried by the following vote:

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

No: None

Absent: None

The first item discussed was regarding **website improvements**. The IT Manager provided an overview of his memo dated October 14, 2015, and the Revize Software Systems proposal. The cost for this provider is \$4,400, plus \$3,500 for maintenance, and \$3,500 every year thereafter. The IT Manager was asked to obtain additional information regarding the process for updating servers and the workings of submenus. He was also asked to look at other proposals including Wordpress to ensure the City can control the website, develop a list of necessary improvements, address proprietary software issues, identify potential cost savings/increases, and provide comparables including Birmingham and Grosse Pointe Farms. The IT Manager recommended the Council approve this proposal. Also discussed was the need to establish a procedure for posting to the website including identifying who has authority to approve items posted. There was a consensus of the Committee that website improvements need to move forward.

Discussion ensued regarding whether the IT department was adequately staffed, necessity to document procedures, cross training, and time savings to the IT department if utilizing a web host. The City Administrator was asked to provide a recommendation for suitable back-up for the Information Technology department.

This item is to remain on the Committee-of-the-Whole and return in January 2016.

The next item discussed was regarding **Tom Colombo contract/City Administrator vacancy**. The City Administrator stated his last day with the City serving as City Administrator will be Friday, January 15, 2016, and that Mr. Colombo would be on vacation from January 9 through January 16th, and is prepared to start on Tuesday, January 19, 2016. Mr. Colombo provided an overview of his Proposed Wage Analysis for Interim City Administrator, which was presented to the Compensation & Evaluation Committee on September 14, 2015. There was a consensus of the Committee to move forward with this proposal as presented, including Deputy Assessor, and directed the City Attorney to prepare an Agreement for Tom Colombo.

Motion by Bryant, seconded by McConaghy, to remove this item from the Committee-of-the-Whole.

Motion carried by the following vote:

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

The Chair declared a recess at 8:46 p.m., and reconvened at 8:53 p.m.

The Committee then discussed **Skip Fincham Consulting Agreement**. The Committee reviewed and discussed the Compensation and Evaluation minutes from October 19, 2015. Following discussion, there was a consensus of the Committee to move forward with this proposal as presented, and directed the City Attorney to draft an Agreement for Alfred "Skip" Fincham.

The Committee also discussed Mr. Fincham's request to maintain the title of Police Commissioner. Discussion ensued regarding a concern over whether there is any problem with a 1099 employee taking over as a full-time W-2 employee in the absence of the Director of Public Safety. There was a consensus of the Committee to move forward and permit Mr. Fincham to retain the title of Police Commissioner contingent upon the City Attorney's review and subsequent Council approval.

Discussion then ensued regarding **Farmer's Market**. The City Administrator provided an overview. Due to St. Clair Shores starting a larger-scale market, the loss of some of our vendors to that venue, and because many other surrounding cities are now holding markets, he recommended not continuing with the market. There was a consensus of the Committee to not hold future Farmer's Markets.

Motion by Granger Seconded by Shetler, to remove this item from the Committee-of-the-Whole.

Motion carried by the following vote:

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

Next, the **Fireworks** was discussed. The City Administrator stated he met with the Ford Estate representative, Kathleen Mullens, who denied the City's request to shoot the City's fireworks display from the Ford Estate. They will not permit it due to an intense schedule, not enough green space from which to view the fireworks, and the mortars cannot be shot from the island due to the diameter of fall out, which includes Lake Front Park. There was a consensus of the Committee to discontinue fireworks.

Music on the Lawn was then discussed. The Mayor provided an overview. This event was well received and instilled a good sense of community. He proposed continuing with this event to be held at the end of June, end of July, and end of August.

The Mayor said he would like to rename and restructure the Fireworks Committee to a Community Events Committee. He would retain the existing members and transfer the remainder of fireworks funds into a Community Events Fund. Costs for this year's Music on the Lawn events were defrayed by sponsors, in part, and eleven sponsors should cover all costs. He suggested additional events, e.g. A Taste of Mack Avenue that would include entertainment, free samples of food, beer and wine. The Mayor asked for suggestions for additional events. Administration was asked to set a meeting of the Community Events Committee for February or March. There was a consensus of the Committee to proceed with Music on the Lawn and the Community Events Committee.

The next item on the agenda was the **Trolley**. The City Administrator provided an overview of his memo dated October 20, 2015, and stated the SMART donation came in substantially higher than originally anticipated, from \$23,000 to \$42,756.57. All agreed the trolley was very successful. Santa will be brought in on the trolley for Woods Aglow. He has received requests to rent the trolley and could be considered if properly licensed. There are plans to use the trolley in the Grosse Pointe Christmas parade, and he recommends using it for Polar Express. Signage to be displayed on the trolley has been designed by Embre Signs for both events. There was a consensus of the Committee to continue use of the trolley. Another suggested use was in the Little League Parade. There was a consensus of the Committee to not permit rentals.

Hours of operation and route were then discussed. Discussion ensued regarding possibly tying into Grosse Pointe Park trolley stops, travel time, expanding the route, the possibility of obtaining a second trolley with SMART funds, the trolley location app, and changing hours of operation. There was a consensus of the Committee to maintain status quo and restart trolley operations on Friday, June 3rd and end Saturday, October 1st. The days, hours, and route are to be printed in the City calendar.

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

Motion by Granger, seconded by Bryant, that the meeting of the Committee-of-the-Whole be adjourned at 10:12 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway, City Clerk

RECEIVED
OCT 15 2015
CITY OF GROSSE PTE. WOODS

7C

COMPENSATION AND EVALUATION COMMITTEE
09-14-15

MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, SEPTEMBER 14, 2015, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair: Council Member Arthur Bryant
Members: Mayor Robert E. Novitke, Council Member: Todd A. McConaghy
ABSENT: None

Also in attendance was City Assessor Tom Colombo.

The meeting was called to order by Chair Bryant at 7:00 p.m.

Motion by Novitke, seconded by McConaghy, that the Compensation and Evaluation Committee Minutes from August 17, 2015, be approved as submitted.

Motion carried by the following vote:

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

The purpose of tonight's meeting was to discuss matters regarding the upcoming City Administrator vacancy caused by the retirement of City Administrator Skip Fincham.

The Committee discussed an Interim City Administrator Agreement for Tom Colombo. Mr. Colombo has agreed to serve as Interim City Administrator and Assessor until such time as the City Administrator position would be filled permanently.

Motion by McConaghy, second by Novitke, to recommend to the Committee of the Whole to enter into a contract with Mr. Colombo using his sheet of facts including the part involving Mr. Jerry Jackson.

Motion carried by the following vote:

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

Mr. Colombo's "Proposed Wage Analysis for Interim City Administrator" is attached.

Motion by Novitke, second by McConaghy, to immediately certify the minutes.

Motion carried by the following vote:

Yes: Novitke, Bryant, McConaghy

No: None

Absent: None

Hearing no objections, the meeting adjourned at 7:29 p.m.

Respectfully submitted,

Arthur W. Bryant

Proposed Wage Analysis for Interim City Administrator

	<u>Current City Adm</u>	<u>Proposed Adm/Ass'or</u>
Current Salary:	\$104,040 (\$53.35 per Hr)	\$114,582 (Weighted Average)
8% Saving Plan:	\$8,323	\$9,167
Health Opt Out:	<u>\$3,000</u>	<u>\$3,000</u>
Total:	\$115,363 (annually)	\$126,749 (annually)
	Difference	\$11,386

Jerry Jackson's hourly rate to be increased from \$21.42 to \$25.00.
1350maximum hours X \$3.58 = \$4,833 annual increase

\$11,386.00
\$4,833.00
\$16,219.00 Annual cost for Assessor

<u>Weighted Average</u>		
\$53.35 (per Hr) X 75%=	\$40.01	
\$75.00 (per Hr) X 25%=	<u>\$18.75</u>	
	\$58.76	X 1950 Hours
		\$114,582

COMPENSATION AND EVALUATION COMMITTEE
10-19-15

MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, OCTOBER 19, 2015, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair: Council Member Arthur Bryant
Members: Mayor Robert E. Novitke, Council Member Todd A. McConaghy

ABSENT: None

ALSO PRESENT: City Administrator Fincham
City Clerk Hathaway

The meeting was called to order by Chair Bryant at 8:46 p.m.

Motion by McConaghy, seconded by Novitke, 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, McConaghy, Novitke

No: None

Absent: None

The purpose of tonight's meeting was to discuss entering into a Consulting Agreement with Skip Fincham. Mr. Fincham would provide consulting services for a three to six month period beginning approximately mid January 2016.

Motion by McConaghy, seconded by Novitke, regarding Consulting Agreement: Skip Fincham, that the Compensation & Evaluation Committee recommend to City Council approval of a three-month consulting agreement with Skip Fincham at a rate of \$3,000 per month for a maximum 25 hours per month, with compensation at \$60 per hour for time exceeding 25 hours per month.

Motion by McConaghy, seconded by Novitke, to amend the previous motion by inserting, ", reserving the option to continue with a mutual agreement for an additional three months."

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke

No: None

Absent: None

COMPENSATION AND EVALUATION COMMITTEE
10-19-15

Motion by Novitke, seconded by McConaghy, regarding Consulting Agreement: Skip Fincham, that the Compensation & Evaluation Committee recommend the City Council agree to permit Skip Fincham to serve as Police Commissioner while the three to six month Consulting Agreement is in effect contingent upon receipt of a written recommendation from the Labor Attorney regarding status of 1099 employee serving in this capacity and further contingent upon analyzing the affects of the authority and responsibilities that the Police Commissioner would have.

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Novitke, that the meeting be adjourned at 9:20 p.m.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Approved by Commission as corrected
10-7-15

RECEIVED

70

SEP 30 2015

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

CITY OF GROSSE PTE. WOODS

Chairman, Stephan Chan, called the meeting to order at 7:36 p.m.

Present: Rogers, Profeta, Greening, Chan, Gaffney, Gaskin, Backer and Council Representative Koester.

Guest: Timothy Butler.

Absent: DiCicco, Groschner, and Pegg. Malley died 08/29/2015.

Approval of the Agenda for September 02, 2015 Motion by Gaffney and seconded by Backer to approve the agenda as presented with one adjustment. The year shown for line 3 should read 2015 instead of 2915. All members present approved the agenda as amended.

Approval of the meeting minutes for June 03, 2015.

Motion by Profeta and seconded by Greening to approve the minutes as all members present approved the minutes as presented.

Treasurer's Report:

Budget as of 7/1/2014	\$1,383.00
Expenses thru 5/31/2015	-- 1,154.24
Balance thru 6/30/2015	<u>\$228.76</u>

(No carryover to next budget)

Detail of expenses is shown on page one and two of the attached report dated 5/31/15.

As reported in the Tree Commission minutes for 6/3/15, Koester advised that the Council had approved our current budget as submitted.

Old Business:

Greening reported that he had submitted to Jan Treiter the names of the 2015 Arbor Day poster contest winners for her to ~~publish~~ *publish* in the November Update letter.

New Business:

The subject of Arbor Day tree seedling was discussed following Chan's submission of tree descriptions that he obtained from the Arbor Day website for the River Birch, Scarlet Oak and the Red Maple. Van Pines Nursery prices for each tree seedling was submitted by Chan. Following this review, the members present agreed to go with the Red Maple as the best fit for our budget. Chan agreed to obtain a firm quote from Van Pines Nursery for 350 Red Maple seedlings. With this information at the October meeting, a motion would be made and immediate Council approval requested to take advantage of an early order discount.

Gaskin will check with Tree Commission members to determine who will assume Commission officer positions in 2016 and report at the October meeting.

Commission membership replacement for

George Malley: Commission member, Greening, invited Dr. Timothy Butler to attend our September meeting and encouraged him to become a member of the Tree Commission. Dr. Butler's Biographical Sketch is attached. At the October meeting of the Tree Commission, a motion will be made to request the Council to approve Dr. Butler as a member of the Community Tree Commission.

Koester advised the Commission that the Department of Public Service would like our help with their fall tree planting.

He also recommended that we investigate the possibility of planting a memorial tree in the memory of George Malley.

Adjournment:

Motion by Gaskin and seconded by Profeta, that the meeting be adjourned at 8:22 p.m. All members present approved

Wilson G. Rogers
Submitted by Wilson G. Rogers, Secretary

Approved by Commission
10-13-15

7E

Citizen's Recreation Commission Meeting Minutes

Meeting of the Citizen's Recreation Commission held on September 8, 2015 at Grosse Pointe Woods, Michigan 48236.

CALL TO ORDER: 7:04 pm.

PRESENT:

Gib Heim
Barb Janutol
Mark Miller
Mike Soviak
Amanda York

ABSENT

Bill Babcock
Tom Jerger
Mike Moore

ALSO PRESENT:

Todd McConaghy, and Margaret Potter

Motion was made to accept the minutes from July 14, 2015 by Mark Miller and seconded by Gib Heim

Motion passed by the following vote:

Yes: Heim, Janutol, Miller, Soviak and York

No: None

Absent: Babcock, Jerger and Moore.

COUNCIL MEETING REPORT:

City Picnic events held in August were very well attended. Many citizens are still using the Trolley, especially to attend the City events held on the City Hall front lawn.

SUPERVISOR'S REPORT:

Ms. Byron was absent from the meeting.

OLD BUSINESS:

A motion was made by Gib Heim and seconded by Amanda York to nominate Mark Miller as the new Treasurer of the Citizen's Recreation Commission.

Motion passed by the following vote:

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

No: None

Absent: Babcock, Jerger and Moore.

Mark Miller accepted the nomination.

NEW BUSINESS:

Candidates for the open seats on the Citizen's Recreation Commission will be invited to attend the October meeting for an informal meet and greet. Bill Babcock will contact them.

Margaret Potter expressed some neighbors' concerns about the backer boards installed at Ghesquiere Park this summer. We assured her that we knew of no hockey leagues scheduled at this facility. She suggested more information about other rinks in the City to be included on the City website and in the fall and winter Update. We will continue this discussion at the next meeting.

Amanda York inquired about more "tot" friendly play equipment to be included in the play areas at Ghesquiere and Lake Front Park. More information is needed. We will continue this discussion at the next meeting.

Meeting Adjourned at 7:38 p.m.

The next regularly scheduled meeting will be at 7:00 p.m. on **Tuesday, October 13, 2015 in the conference room at City Hall.**

Respectfully submitted by:

Barbara Janutol, Secretary
bajanutol@gmail.com

Beautification Advisory Commission
GPW City Hall – (Lake Room)
Meeting – September 9, 2015

Approved by Commission
10/14/15

7F

Present: Arslanian, Hagen, Hilton, Koester, Martin-Rahaim, McCarthy, Medura, Muccioli, Reiter, Rozycki, Sauter, Spreder, Stephens

Also Present: Mathews

Excused: Hage, Hyduk

Other Attendees: None

Guests: None

RECEIVED

SEP 14 2015

CITY OF GROSSE POINTE WOODS

Call to Order: The meeting was called to order by Chairperson D. McCarthy at 7:36 p.m.

Minutes: The July minutes were distributed and reviewed. *L. Stephens made a motion to approve the July 8, 2015 minutes, as corrected, and J. Hagen seconded the motion, which was unanimously affirmed by the BAC.*

Treasurer's Report: J. Hilton distributed and reviewed the Treasurer's Report. *A motion to approve the Report as presented was made by E. Reiter, seconded by J. Hagen, and unanimously affirmed by the BAC.*

Chairperson's Report: BAC received a request to join the Southeast Michigan Beautification Committee. BAC has declined the request for the last several years, and has decided to decline again this year.

Council Report: R. Koester reported on the August 17, 2015 City Council meeting, during which L. Spreder was approved to fill the current BAC vacancy and the requested amount for the purchase of additional yard stakes to be given to residential award winners at the 2015 Awards Night Dinner was approved.

DPW: D. Mathews gave an update on the Grosse Pointe Woods road project.

Flower Sale: K. Martin-Rahaim reported on the status of planning for the 2016 Flower Sale.

Tile/Mug Programs: Members of BAC signed up to attend the September 13 and October 11 Farmers Market to sell tiles and mugs.

Awards Program: BAC members discussed finalizing residential descriptions, selections of awards for residential and business nominations, and additional details related to the 2015 Awards Night Dinner.

Old Business: None.

New Business: None.

A motion to adjourn the meeting was made by K. Martin-Rahaim, seconded by L. Stephens and unanimously affirmed by the BAC at 8:27 p.m.

Respectfully submitted,
E. Rozycki

8A

MEMO 15 - 34

RECEIVED

OCT 28 2015

CITY OF GROSSE PTE. WOODS

TO: Alfred Fincham, City Administrator
FROM: Joseph J Ahee, Director of Public Services *ja*
DATE: October 15, 2015
SUBJECT: Requested Budget Fund Transfers – Material for Total Patcher

In December 2014 the City purchased a Total Patcher to make street repairs that would last longer than cold patch repairs. While we have reduced the amount of cold patch purchased, based on the poor condition and number of pot holes and deteriorating joints on many city streets, a significant number of repairs have been required. As a result, we have insufficient funds available to purchase the emulsion and stone needed for the Total Patcher through the end of this fiscal year.

Based on usage to date, funds in the amount of approximately \$21,500.00 should be sufficient to cover the purchase of the emulsion and stone for the Total Patcher through June 30, 2016. Therefore, I am requesting the fund transfers in Major and Local Streets accounts as shown:

Local Streets

\$7,500.00 from Traffic Services Contractual Services account 203-474-818.000 to
Routine Maintenance Operating Supplies 203-463-757.000
\$8,600.00 from Traffic Services Operating Supplies account 203-474-757.000 to
Routine Maintenance Operating Supplies 203-463-757.000

Major Streets

\$2,500.00 from Traffic Services Contractual Services account 202-474-818.000 to
Routine Maintenance Operating Supplies 202-463-757.000
\$2,900.00 from Traffic Services Operating Supplies account 202-474-757.000 to
Routine Maintenance Operating Supplies 202-463-757.000

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

cc Dee Ann Irby
O/F

Recommended for Approval as Submitted:

Al Fincham

Al Fincham, City Administrator

10/28/15

Date

Dee Ann Irby

Dee Ann Irby, City Treasurer/Comptroller

10/28/15

Date

Council Approval Required

8B

MEMO 15 - 36

RECEIVED

OCT 27 2015

CITY OF GROSSE PTE. WOODS

TO: Alfred Fincham, City Administrator

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

DATE: October 23, 2015

SUBJECT: Replacement – Sewage Pump – Torrey Road Pump Station

All sanitary flow into the Torrey Road Pump Station is pumped out by sanitary sewer pumps 4 and 5 which operate 24/7 on an alternating basis. We also maintain a backup unit in the event one of these pumps should fail. Recently pump 5 failed due to its age and worn condition and it was replaced with the backup pump. Since a working backup pump should be available at all times it is imperative that we repair or replace this pump as soon as possible.

We received the two attached quotes from Hydro Dynamics who typically service these pumps for the city. They indicated the existing pump has been rebuilt several times in the past and is in such poor condition it would need extensive repairs totaling \$11,612.19. They recommend replacing the unit with a new pump at a cost of \$13,561.78 including installation and warranty. The timing difference is also a consideration as obtaining the parts for repairs of the old pump is estimated at 8-10 weeks while delivery and installation of the new pump will be 3-6 weeks.

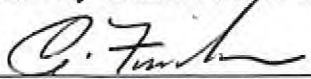
There is such a small difference between the cost of repair and replacement, and to ensure the ongoing operation of the sanitary sewer pumps at Torrey Road Pump Station, I recommend a purchase order in the amount of \$13,561.78 be issued to Hydro Dynamics, Inc., 6200 Delfield Industrial Drive, Waterford, MI 48329 for the replacement of pump 5 at the Torrey Road Pump Station. While not a budgeted expense, funds are available in the 2015/16 budget in the Torrey Road Pump Station account 592-542-818.000. I do not believe any benefit would accrue to the City by seeking additional competitive bids.

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

Attachments


c.c. Dee Ann Irby
O/F

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



Fincham, City Administrator

10/24/15
Date



Dee Ann Irby, City Treasurer/Comptroller

10-27-15
Date

Council Approval Required

HYDRODYNAMICS, INC.
Y.C.SMITH CO., DIV. OF HYDRODYNAMICS
PHONE: 248-623-4700 / FAX: 248-623-9599
WALLY@HYDRODYNAMICS.NET

Date 10/20//2015

Quotation NO: 102015

TO: Grosse Point Woods

ATT: Mr. Ahee

Ref: Quote / Torrey Rd

We are pleased to quote the following:

Mr. Ahee with the age and condition of your AC 250 NWHV I would suggest that we get you a brand new unit, the old one has been rebuilt a few times throughout the years and we can only bore and bush bearing and seal houses so many times before it should be replaced. New duplicate rotating assembly ready for drop in replacement is the best option.

Total cost :..... \$ 13,561.78

Estimated Shipping Date: 3-6 weeks

Ship Via: included in quote

F.O.B.: Waterford, Michigan

Terms: 30 days

We are pleased to submit the above quotation for your consideration. Should you place an order, be assured it will receive our prompt attention. This quotation is valid for 30 days. Thereafter it is subject to change without notice. A 3% finance charge will be applied to any invoice not paid in 30 days. Credit card payments will have a 3% service fee added to the invoice. If you are tax exempt, please provide your tax exempt certificate or your order will be taxed. HydroDynamics Guarantee and Standard Terms and Conditions apply. If you do not have a copy, please let us know and they will be provided.

Wally Deaton
Sales Representative
Custom Pump Specialist

HYDRODYNAMICS, INC.
Y.C.SMITH CO., DIV. OF HYDRODYNAMICS
PHONE: 248-623-4700 / FAX: 248-623-9599
WALLY@HYDRODYNAMICS.NET

Date: 10/20/2015

Quotation NO:102015

TO: Grosse Point Woods
ATT: Mr. Ahee
Ref: Repair quote / New quote

We are pleased to quote the following:

Mr. Ahee after tear down on your Allis Chalmers 250 NSWV serial #1-04715-1-1 we found that your pump needs extensive repairs, and machining. Pump needs new bearings upper and lower, new lip seals, new o rings, new mechanical seal gaskets, new hex bolt, new seal cartridge, new mechanical seal, new seal plate, retaining rings, inner and outer deflector, new Impeller, new wear plate, and new shaft sleeve. Machining new shaft sleeve, bearing housing, prep new wear ring, dynamically balance unit and paint.

Total cost :..... \$ 11,612.19

Estimated Shipping Date: 8-10 weeks

Ship Via: included in quote

F.O.B.: Waterford, Michigan

Terms: 30 days

We are pleased to submit the above quotation for your consideration. Should you place an order, be assured it will receive our prompt attention. This quotation is valid for 30 days. Thereafter it is subject to change without notice. A 3% finance charge will be applied to any invoice not paid in 30 days. Credit card payments will have a 3% service fee added to the invoice. If you are tax exempt, please provide your tax exempt certificate or your order will be taxed. HydroDynamics Guarantee and Standard Terms and Conditions apply. If you do not have a copy, please let us know and they will be provided.

Wally Deaton
Sales Representative
Custom Pump Specialist

ORDINANCE # _____

**AN ORDINANCE TO AMEND CHAPTER 10 BUSINESSES,
ARTICLE II LICENSING, BY ADDING SEC. 10-28 TO REQUIRE
NOTIFICATION TO THE CITY OF CHANGES IN BUSINESS LICENSE STATUS
AND BY ADDING SEC. 10-29 REGULATING GOING OUT OF BUSINESS SALES**

THE CITY OF GROSSE POINTE WOODS ORDAINS:

Sec. 10-28. Changes in License Status.

Any person or entity obtaining a business license is responsible for notifying the City Clerk if any of the following occur:

- (1) The licensee vacates or moves from the property referenced in the existing license.
- (2) The licensee sells or otherwise transfers the interest in the license.

Failure to notify the City Clerk constitutes a separate violation of the code, and in addition, subjects the licensee to additional renewal fees after April 1st of each year.

Sec. 10-29. Going Out of Business Sales.

The City hereby incorporates by reference Public Act 39 of 1961 regulating “going out of business sales” and other similar types of sales as defined in the Act (MCL 442.211 et seq). Persons conducting such sales as defined by the Act shall follow the Act’s requirements and obtain a permit from the City Clerk in accordance with the Act. The fee for the permit required by this article shall be adopted by council resolution from time to time.

RECEIVED
OCT 28, 2015
CITY OF GROSSE PTE. WOODS

10A

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

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

OF COUNSEL
CHARLES T. BERSCHBACK

October 28, 2015

Skip Fincham, City Administrator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE: October 2015 Billing/DRB

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
10.1.15	TC re: excavation project (.25)	0.25
10.12.15	Review of weekend packet, FOIA, emails and TCs on City matters (1.25); attention to CC and COW matters (1.00)	2.25
10.14.15	Work on GPCRDA file (1.00); election commission work (.25); meeting with SF on City matters and follow up (1.00)	2.25
10.19.15	Review of Court cases (.75); TCs and emails (.50)	1.25
10.21.15	Attendance at Municipal Court and follow up (2.00); excavation project (.50)	2.50
10.27.15	Review of weekend packet; work on COW and CC matters; work on compensation and evaluation issues (1.50); TCs and follow up and meeting with LKH on personnel issues, election issues, and City Clerk issues (1.50)	3.00
DRB = 11.50 hours x \$155.00		\$ 1,782.50
BALANCE DUE:		\$ 1,782.50

<u>Breakdown</u>	General	8.75 Hours
	Municipal Court	2.75 Hours
	Bldg/Planning Comm.	0.00 Hours
	MTT	0.00 Hours

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

CHARLES T. BERSCHBACK

ATTORNEY AT LAW

24055 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

October 28, 2015

Alfred "Skip" Fincham
City Administrator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE: October Billing/ CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
10.1.15	Finalized Bond Claim letter; TCs Det Bur, emails with GT (.50); meetings at City Hall, review of warrants, follow up (1.50); work on zoning issues (.50); calls, settled TT case; emails to Pesick on Rivers discovery (.25); TCs on assault case (.25)	3.00
1.2.15	Calls with GT, DAI, Det Bur (.50)	0.50
10.5.15	Calls on agenda items, review of FOIA, TCs LH, review of solicitation forms, TC GT, Lancaster emails (1.00); work on RL (1.00); work on shed ordinance (.25); review of Municipal Court docket (.50); TC with domestic violence complaining witness (.50); attendance at Council meeting; conference with BN (1.25)	4.50
10.6.15	TC Director Smith, prep of indemnification agreement (.25); work on RL, finalized and filed complaint and motion (1.50)	1.75
10.7.15	Municipal Court a.m. docket (3.00)	3.00
10.8.15	TC Joe Ahee re: RL (.25); TCs on Rivers (.25)	0.50
10.9.15	Municipal Court work; prep for bench trial, response to OWI motion, warrant review (1.50); meeting with Nicole B and conference call with CRC (.75); work on RL (.25)	2.50
10.12.15	TC DPW, revised indemnification agreement (.50); review of Indian Summer contract, TC Joe A., revisions to contract (.50); TCs Municipal Court docket (.25)	1.25
10.13.15	TC LH and review of miscellaneous files (.50); calls on Municipal Court docket (.50); review of new tree contract and calls, draft letter terminating existing contract, TCs LH (.50)	1.50
10.14.15	Municipal Court docket calls and meetings (2.75); meeting with SF (.25)	3.00

10.15.16	TC LH; review of miscellaneous pending files (1.00); work on RL and bond claim (.25); review of business license ordinance and draft of amendment (1.00)	2.25
10.16.15	Work on business license ordinance; TCs GT research on adult foster care zoning issue (1.00); review of sign ordinance and Supreme Court case, prep for PC meeting (1.00);	2.00
10.19.15	TC LH on pending issues, research on FOIA and PILF issues (2.00); TC and letter on RL bond claim, call with process server (.25); TC BN (.25); attendance at Council meeting (1.25)	3.75
10.20.15	Follow up calls on fence issue (.50); TC LH, work on business license ordinance and PILF response (.25); TC Joe A, finalized Indian Summer agreement, review of waiver (.25); TCs on Municipal Court cases (.50);	1.50
10.21.15	Attendance at Municipal Court and follow up (3.00); meeting with department heads (.25)	3.25
10.22.15	TC Datamaster expert, Municipal Court motion (.25); TT calls in Brownell case (.50)	0.75
10.23.15	TC LH, TC Municipal Court Clerk, work on FOIA issue, call on Municipal Court cases (1.00); review of AT&T lease, renewal file, memo to Skip (.50)	1.50
10.26.15	TCs on various matters, LH, GT and Municipal Court (.25); attendance at PC meeting, Churchills and ordinance revision (1.25)	1.50

CTB = 38.00 hours at \$140.00 per hour	\$ 5,320.00
Plus Costs: Filing fee RL	\$ 170.00
TOTAL DUE:	\$ 5,490.00

TC - Telephone	GT - Gene Tutag
SF - Skip Fincham	LH - Lisa Hathaway
JM - Julie Moore	Det. Bur. - Detective Bureau
DAI - DeeAnn Irby	PC - Planning Commission
M/C - Mayor and Council	TT - Tax Tribunal
	RL - Rumph Litigation

Breakdown

General	22.00 Hours
Municipal Court	13.00 Hours
Building/Planning Commission	2.25 Hours
Tax Tribunal	.75 Hours