

**CITY OF GROSSE POINTE WOODS**  
**Electronic Committee-of-the-Whole Agenda**  
**Monday, February 8, 2021**  
**7:00 p.m.**

**Mayor Robert E. Novitke has called a meeting of the City Council, meeting as a Committee-of-the-Whole. The meeting will be conducted by video (Zoom) and telephone conference in accordance with the City of Grosse Pointe Woods City Council Resolution adopted November 16, 2020, establishing rules for remote attendance pursuant to Public Act 228. This notice is being provided to ensure that those wishing to participate in the meeting have an opportunity to do so. Additional instructions are listed below.**

Join Zoom Meeting

<https://zoom.us/j/97661894915?pwd=R1duYU5Hb0FodzBmdWh3YjZLMFl3QT09>

Meeting ID: 976 6189 4915

Passcode: 684096

Join by Phone:

Dial by your location

888 788 0099 US Toll-free

877 853 5247 US Toll-free

Meeting ID: 976 6189 4915

Passcode: 684096

Facilitator's Statement.

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Council Vacancy
  - A. City Charter Chapter 5. – General Provisions Regarding Officers and Personnel of the City Section 5.4 – Filling Vacancies in Offices
5. Draft Charter Amendment Language
  - A. Letter 02/02/21w/attachments – City Attorney
6. Infrastructure Inventory
  - A. Memo 02/03/21 – Director of Public Services
  - B. Proposed 2021 Construction Projects
  - C. Pavement Inventory 01/27/21
  - D. Critical and High Sewer Repair Priority 11/11/20
  - E. Water Main Inventory 10/08/20
7. Construction Project Updates
  - A. Verbal Report – City Engineer

8. NEW BUSINESS/PUBLIC COMMENT
9. ADJOURNMENT

Lisa Kay Hathaway, MiPMC-3/MMC  
City Clerk

cc:  
Council – 7  
Anderson  
Lockwood

Smith  
Hathaway  
Rec. Secretary  
Email Group

Media - Email  
Post -8  
File

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 to individuals with disabilities. Closed captioning and audio will be provided for all electronic meetings. All additional requests must be made in advance of a meeting.

Instructions for meeting participation

1. To join through Zoom: The meeting may be joined by clicking on the link provided on the agenda at the start time posted on the agenda, enter the meeting identification number, and password. Zoom may provide a couple of additional instructions for first time use. As an alternative to using the link, accessibility to the meeting may be obtained by using the browser at join.zoom.us. If having trouble logging in, try a different browser e.g. Chrome.

Join Zoom Meeting

<https://zoom.us/j/97661894915?pwd=R1duYU5Hb0FodzBmdWh3YjZLMFl3QT09>

Meeting ID: 976 6189 4915

Passcode: 684096

2. Join by telephone: Dial the toll-free conferencing number provided and enter the meeting identification number, and password. Dial \*9 to be heard under Public Comment.

Dial by your location

888 788 0099 US Toll-free

877 853 5247 US Toll-free

Meeting ID: 976 6189 4915

Passcode: 684096

In an effort to alleviate feedback and disruption of the meeting, choose one of the media options, either phone or Zoom, not both.

Meeting notices are posted on the City of Grosse Pointe Woods website home page at [www.gpwmj.us](http://www.gpwmj.us) and the on-line calendar, both containing a link to the agenda. The agenda contains all pertinent information including business to be conducted at the meeting, a hyperlink to participate using Zoom, and call-in telephone number with necessary meeting identification, and a password. Agendas will also be posted on six (6) City bulletin boards along Mack Avenue.

The following are procedures by which persons may contact members of the public body to provide input or ask questions:

1. To assist with meeting flow and organization, all public comment will be taken at the end of the meeting unless it is moved to a different location on the agenda upon a consensus of the Committee;
2. The phone-in audience, when making public comment please state your name (optional) when called upon;
3. Audience participants will be muted upon entry and will have a chance to speak during the public comment portion of the meeting at the end of the agenda, at which time the microphones will be unmuted.
4. Those joining by Zoom will also be muted and may use the virtual raised “hand” to request to be heard under Public Comment.
5. Those joining by telephone need to dial in using the phone number provided on the agenda. When prompted, enter the meeting number and the password also located on the agenda. Dial \*9 to be heard under Public Comment.
6. The published agenda invites participants from the community to provide written questions, comments, and concerns in advance of the meeting to any Elected Official or the City Clerk regarding relevant City business and may be read under Public Comment. Emails may be sent to:


Mayor Robert E. Novitke	<a href="mailto:mayornovitke@comcast.net">mayornovitke@comcast.net</a>	586 899-2082
Art Bryant, Council Member	<a href="mailto:arthurwbryant@gmail.com">arthurwbryant@gmail.com</a>	313 885-2174
Ken Gafa, Council Member	<a href="mailto:kgafa@comcast.net">kgafa@comcast.net</a>	313 580-0027
Vicki Granger, Council Member	<a href="mailto:grangergpw@aol.com">grangergpw@aol.com</a>	313 460-5250
Mike Koester, Council Member	<a href="mailto:koester.gpw@gmail.com">koester.gpw@gmail.com</a>	313 655-4190
Todd McConaghy, Council Member	<a href="mailto:todd.mcconaghygpw@yahoo.com">todd.mcconaghygpw@yahoo.com</a>	248 765-0628
Lisa Hathaway, City Clerk	<a href="mailto:lhathaway@gpwmi.us">lhathaway@gpwmi.us</a>	313 343-2447

You may contact Lisa Hathaway, City Clerk, at [lhathaway@gpwmi.us](mailto:lhathaway@gpwmi.us) should you have any questions prior to the meeting starting.

<p><b>NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST</b></p>
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## Section 5.4. - Filling Vacancies in Offices.

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- (a) Vacancies in appointive offices shall be filled in the manner provided for making the original appointment.
  - (b) Vacancies in elective offices other than [the] Municipal Judge shall be filled by appointment by the Council, of a person possessing the qualifications for the office. Any person appointed to a vacancy in any such elective offices shall hold office until such vacancy is filled at the next regular city election. If four or more vacancies exist simultaneously in the positions of Mayor and Councilmembers, the Clerk shall within 10 days thereafter call a special election to be held within 60 days to fill such vacancies for the unexpired terms of the officers whose offices have become vacant.
  - (c) Vacancies in the office of Municipal Judge occurring more than sixty days before the regular city election to be held in years (1) other than in 1954, or (2) other than in any fourth year after 1954, shall be filled by appointment by the Council for a term expiring on the 31st of December following the next regular city election. At such election such vacancy shall be filled for the balance of the unexpired term of office.

Vacancies in the office of Municipal Judge occurring sixty days or less before the regular city election in years (1) other than in 1953 or 1954, or (2) other than in any fourth year after 1953 or 1954, shall be filled by appointment by the Council for a term expiring on the Monday following the second succeeding regular city election. At such second succeeding regular city election such vacancy shall be filled for the balance of the unexpired term of office.

Vacancies in the office of Municipal Judge occurring (1) in the period beginning on the sixtieth day before the regular city election in 1953 and ending on July 4, 1954, or (2) in the corresponding period beginning in any fourth year after 1953, shall be filled for the balance of the unexpired term of office.

(Adopted by electors 4-7-1952, 11-5-1996)



RECEIVED

FEB - 2 2021

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

LISA A. ANDERSON  
landerson@rsjalaw.com

2755 Executive Drive, Suite 250  
Farmington Hills, Michigan 48331  
P 248.489.4100 | F 248.489.1726  
rsjalaw.com



ROSATI | SCHULTZ  
JOPPICH | AMTSBUECHLER

February 2, 2021

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

RE: Proposed Ballot Language Regarding Administrative Services

Dear Mayor and Council:

At the last Committee of the Whole meeting, Council directed my office to draft preliminary language in the form of a ballot proposal for Council's consideration that would bring the City Clerk and Treasurer positions under the supervisory authority of the City Administrator if Council decides to move forward with an amendment to Section 4.5 of the City Charter. Corresponding amendments to Charter Sections 4.7, 4.9, 4.10 and 4.11 may also be necessary if an amendment to Charter Section 4.5 is proposed.

The ballot language attached to this letter is informal and was not intended to represent precisely what a final ballot proposal would look like. It was intended instead to help facilitate initial discussions that can guide the preparation of a more formal ballot proposal. Once drafted, the proposed language will be sent to the Attorney General's office for informal review. It is not uncommon for the Attorney General's office to make suggestions and request revisions to ballot proposals before the questions are finalized. We may find it necessary to create multiple questions to accomplish the desired changes, with each question meeting the 100 word limit. Questions may need to be tie-barred to one another to avoid inconsistent results at the election polls.

Charters from surrounding communities were reviewed to assist in preparing the draft ballot language, a summary of which is attached. As Council may know, the proposed changes to the administrative services can be accomplished in different ways. The following questions may help guide your decisions as you move forward:

- Should Section 4.5 be amended to allow Council to adopt an ordinance that would place the Clerk and Treasurer under the administrative authority of the City Administrator? Under this process, future changes, if necessary, may be possible through an ordinance amendment rather than a charter revision. Example: Grosse Pointe Farms and Harper Woods.
- Should the Charter itself be revised to provide that the Clerk and Treasurer positions are under the supervisory authority of the Administrator?
- Should the Clerk and Treasurer positions be appointed by the Administrator, with confirmation by Council?

- Should these positions be removed by the City Administrator with or without Council confirmation?
- Should the positions be appointed and removed by Council but placed under the day-to-day supervision of the City Administrator. Example: Grosse Pointe Park.

The attached language offers two separate ballot proposals, one which allows Council to adopt an ordinance as described above, and the other which proposes the desired change through a more direct amendment to the Charter language itself. Once Council agrees on the general concept, my office will work on further refining the language with input from the Attorney General's office and the City's labor counsel as Council deems appropriate.

I will be available at the Committee of the Whole Meeting to answer questions.

Very truly yours,

ROSATI SCHULTZ JOPPICH  
& AMTSBUECHLER PC



Lisa A. Anderson

LAA/Encl

**GPW Charter Amendment [language for general discussion before contacting AG's office]**

1. Through an Ordinance:

**Charter Amendment Proposal 1**

Shall Sections 4.5, 4.10, and 4.11 of the Grosse Pointe Woods City Charter be amended to allow Council to provide by ordinance that the Clerk and Treasurer, which currently serve at the pleasure of Council, shall be placed under the administrative direction of the City Administrator, who shall have the power to appoint the Clerk and Treasurer, subject to confirmation by the Council, and the power to discharge such administrative officers without confirmation by the Council (or with confirmation of Council /with confirmation of \_\_\_\_ members of Council), while retaining and clarifying that such authority shall not be inconsistent with or infringe upon the duties of those offices set forth in any law, ordinance, or resolution of Council?

**Charter Amendment Proposal 2**

Shall Sections 4.7 and 4.9 of the Grosse Pointe Woods City Charter be amended to provide that the City Administrator shall be responsible for the efficient administration of all administrative departments except the departments under the direction of the Assessor and Attorney (or for all administrative departments) and establish that Council shall deal with the administrative services of the City solely through the City Administrator, except for the Assessor and Attorney?



If the above-stated amendments were adopted, the affected provisions of the City Charter may read as follows:

#### **Section 4.5. – Administrative Service.**

The administrative officers of the city shall be the City Administrator, Clerk, Treasurer, Assessor, Attorney, Chief of Police, Fire Chief and Superintendent of Public Works, and if the Council deems necessary a Health Officer, City Engineer, Water Superintendent and Building Inspector. The Council may by ordinance create additional administrative offices and may by resolution combine any administrative offices in any manner it deems necessary or advisable for the proper and efficient operation of the city.

Except as otherwise provided in this charter, ~~The City Administrator, Clerk, Treasurer, Assessor and Attorney shall be appointed by the Council for an indefinite period, shall be responsible to and serve at the pleasure of the Council and shall have their compensation fixed by the Council. All administrative officers of the city~~ who are not responsible to and serve at the pleasure of Council as provided by this charter or by ordinance ~~except the City Administrator, Clerk, Treasurer, Assessor and Attorney shall be appointed or selected by the City Administrator for an indefinite period, shall be responsible to and hold office at the pleasure of the City Administrator and shall have their compensation fixed by the City Administrator in accordance with budget appropriations and any pay plan adopted by the Council. Appointments of administrative officers by the City Administrator shall be subject to confirmation by the Council, but he may discharge such officers without such confirmation.~~

The Council may by ordinance provide that any administrative officer or department of the city except the Assessor and Attorney shall be placed under the administrative direction of the City Administrator, and in such event the Administrator shall have the power to appoint, subject to confirmation by the Council, such administrative officers of the city as are placed under his administrative direction and shall have the power to discharge such administrative officers without confirmation by the Council (or with confirmation of Council/with confirmation of members of Council). Except as may be otherwise required by statute or this charter, the Council shall establish by ordinance such departments of the city as it deems necessary or advisable and shall prescribe therein the functions of each department and the duties, authorities and responsibilities of the officers of each department, but the Council may not diminish the duties or responsibilities of the office of City Administrator. The City Administrator may prescribe such duties and responsibilities of the officers of those departments responsible to him which are not inconsistent with this charter or with any ordinance or resolution.

All personnel employed by the city who are not elected officers of the city or declared to be administrative officers by or under the authority of this charter shall be deemed to be employees of the city. The head of each department shall have the power to hire and discharge the employees of his department without confirmation by the Council. Any employee who has been discharged may within ten days thereafter petition the Council to hear the facts regarding such discharge, and in any such case the Council may, in its own discretion, hold a hearing and inquire into such facts and may make such recommendation in the manner as it considers proper.

#### **Section 4.7. - City Administrator: Functions and Duties.**

The City Administrator shall be the chief administrative officer of the city government. His functions and duties shall be:

- (a) To be responsible to the Council for the efficient administration of all administrative departments of the city government except the departments under the direction of the Clerk, ~~Treasurer~~, ~~Assessor~~ and Attorney;
- (b) To see that all laws and ordinances are enforced;
- (c) To appoint, with the consent of the Council, the heads of the several city departments whose appointment is not otherwise specified in this charter or by ordinance, and to discharge such department heads without the consent of the Council, and to direct and supervise such department heads;
- (d) To give to the proper department or officials ample notice of the expiration or termination of any franchises, contracts or agreements;
- (e) To see that all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed;
- (f) To recommend an annual budget to the Council and to administer the budget as finally adopted under policies formulated by the Council, and to keep the Council fully advised at all times as to the financial condition and needs of the city;
- (g) To recommend to the Council for adoption such measures as he may deem necessary or expedient; and to attend Council meetings with the right to take part in discussions but not to vote;
- (h) To exercise and perform all administrative functions of the city that are not imposed by this charter or ordinance upon some other official;
- (i) To maintain a system of accounts of the city which shall conform to any uniform system required by law and by the Council and to generally accepted principles and procedure of governmental accounting. He shall make monthly financial statements to the Council;
- (j) To perform such other duties as may be prescribed by this charter or as may be required of him by ordinance or by direction of the Council.

#### **Section 4.9. - Relationship of Council to Administrative Service.**

Neither the Council nor any of its members or committees shall dictate the appointment of any person to office by the City Administrator or in any way interfere with the City Administrator or other city officer to prevent them from exercising their judgment in the appointment or employment of officers and employees in the administrative service. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service (except the Clerk, ~~Treasurer~~, ~~Assessor~~ and Attorney) solely through the City Administrator and neither the Council nor any member thereof shall give orders to any of the subordinates of the City Administrator.



#### **Section 4.10. - Clerk: Functions and Duties.**

- (a) The Clerk shall be the Clerk of the Council and shall attend all meetings of the Council and shall keep a permanent journal of its proceedings in the English language.
- (b) He shall be custodian of the city seal, and shall affix it to all documents and instruments requiring the seal, and shall attest the same. He shall also be custodian of all papers, documents and records pertaining to the city the custody of which is not otherwise provided for.
- (c) He shall certify by his signature all ordinances and resolutions enacted or passed by the council.
- (d) He shall provide and maintain in his office a supply of forms for all petitions required to be filed for any purpose by the provisions of this charter.
- (e) He shall have power to administer oaths of office.
- (f) He shall perform such other duties as may be prescribed for him by this charter or by the Council or City Administrator that are not inconsistent with this charter, with any ordinance or resolution of Council, or with his statutory duties and obligations.
- (g) For as long as he is responsible to and serves at the pleasure of Council under this charter, He shall at all times cooperate with the City Administrator and shall provide such information and reports and perform such duties as are requested by the City Administrator so long as they are not inconsistent with duties of his office as provided herein.

**State Law reference—** Oath of public officers, Mich. Const. 1963, art. XI, § 1; mandatory that Charter provide for keeping in the English language a written or printed journal of every session of the legislative body, MCL 117.3(m).

#### **Section 4.11. - Treasurer: Functions and Duties.**

- (a) The Treasurer shall have the custody of all moneys of the city, any bond pertaining solely to the Clerk and all evidences of indebtedness belonging to the city or held in trust by the city.
- (b) He shall receive from other officers, employees and any other representative and/or agency of the city, as may be authorized by the City Council, all money belonging to and receivable by the city that may be collected by such officers, employees, representatives and/or agencies, including fines, license fees, permit fees, taxes, assessments, utility bills and other charges.
- (c) He shall keep and deposit all moneys or funds in such manner and only in such places as the Council may determine and shall report the same in detail to the City Administrator.
- (d) He shall have such powers, duties and prerogatives in regard to the collection and custody of state, county, school district and city taxes as are conferred by law upon township treasurers in connection with state, county, township and school district taxes upon real and personal property.
- (e) He shall perform such other duties as may be prescribed for him by this charter or by the Council or City Administrator that are not inconsistent with this charter, with any ordinance or resolution of Council, or with his statutory duties and obligations.

- (f) For as long as he is responsible to and serves at the pleasure of Council under this charter,  
hHe shall at all times cooperate with the City Administrator and shall provide such information and reports and perform such duties as are requested by the City Administrator so long as they are not inconsistent with the duties of his office as provided herein.

(Adopted by electors 11-7-1989)

2. By Charter:

**Charter Amendment Proposal 1**

Shall Sections 4.5, 4.10, and 4.11 of the Grosse Pointe Woods City Charter be amended to provide that the City Clerk and Treasurer shall be placed under the administrative direction of the City Administrator, who shall have the power to appoint such administrative officers with confirmation by Council, and power to discharge such administrative officers without confirmation by the Council (or with confirmation of Council /with confirmation of \_\_\_\_ members of Council), while retaining and clarifying that such authority shall not be inconsistent with or infringe upon the duties of those offices set forth in any law, ordinance, or resolution of Council, or obligations?

**Charter Amendment Proposal 2**

Shall Sections 4.7 and 4.9 of the Grosse Pointe Woods City Charter be amended to provide that the City Administrator shall be responsible for the efficient administration of all administrative departments except the departments under the direction of the Assessor and Attorney (or for all administrative departments) and establish that Council shall deal with the administrative services of the City solely through the City Administrator, except for the Assessor and Attorney?

If the above-stated amendments were adopted, the affected provisions of the City Charter would read as follows:

**Section 4.5. – Administrative Service.**

The administrative officers of the city shall be the City Administrator, Clerk, Treasurer, Assessor, Attorney, Chief of Police, Fire Chief and Superintendent of Public Works, and if the Council deems necessary a Health Officer, City Engineer, Water Superintendent and Building Inspector. The Council may by ordinance create additional administrative offices and may by resolution combine any administrative offices in any manner it deems necessary or advisable for the proper and efficient operation of the city.

The City Administrator, ~~Clerk, Treasurer, Assessor and Attorney~~ shall be appointed by the Council for an indefinite period, shall be responsible to and serve at the pleasure of the Council and shall have their compensation fixed by the Council. All administrative officers of the city except the City Administrator, ~~Clerk, Treasurer, Assessor and Attorney~~ shall be appointed or selected by the City Administrator for an indefinite period, shall be responsible to and hold office at the pleasure of the City Administrator and shall have their compensation fixed by the City Administrator in accordance with budget appropriations and any pay plan adopted by the Council. Appointments of administrative officers by the City Administrator shall be subject to confirmation by the Council, but he may discharge such officers without such confirmation.

Except as may be otherwise required by statute or this charter, the Council shall establish by ordinance such departments of the city as it deems necessary or advisable and shall prescribe therein the functions of each department and the duties, authorities and responsibilities of the officers of each department, but the Council may not diminish the duties or responsibilities of the office of City Administrator. The City Administrator may prescribe such duties and responsibilities of the officers of those departments responsible to him which are not inconsistent with this charter or with any ordinance or resolution.

All personnel employed by the city who are not elected officers of the city or declared to be administrative officers by or under the authority of this charter shall be deemed to be employees of the city. The head of each department shall have the power to hire and discharge the employees of his department without confirmation by the Council. Any employee who has been discharged may within ten days thereafter petition the Council to hear the facts regarding such discharge, and in any such case the Council may, in its own discretion, hold a hearing and inquire into such facts and may make such recommendation in the manner as it considers proper.

**Section 4.7. - City Administrator: Functions and Duties.**

The City Administrator shall be the chief administrative officer of the city government. His functions and duties shall be:

- (a) To be responsible to the Council for the efficient administration of all administrative departments of the city government except the departments under the direction of the ~~Clerk, Treasurer, Assessor and Attorney~~;
- (b) To see that all laws and ordinances are enforced;
- (c) To appoint, with the consent of the Council, the heads of the several city departments whose appointment is not otherwise specified in this charter, and to discharge such

department heads without the consent of the Council, and to direct and supervise such department heads;

- (d) To give to the proper department or officials ample notice of the expiration or termination of any franchises, contracts or agreements;
- (e) To see that all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed;
- (f) To recommend an annual budget to the Council and to administer the budget as finally adopted under policies formulated by the Council, and to keep the Council fully advised at all times as to the financial condition and needs of the city;
- (g) To recommend to the Council for adoption such measures as he may deem necessary or expedient; and to attend Council meetings with the right to take part in discussions but not to vote;
- (h) To exercise and perform all administrative functions of the city that are not imposed by this charter or ordinance upon some other official;
- (i) To maintain a system of accounts of the city which shall conform to any uniform system required by law and by the Council and to generally accepted principles and procedure of governmental accounting. He shall make monthly financial statements to the Council;
- (j) To perform such other duties as may be prescribed by this charter or as may be required of him by ordinance or by direction of the Council.

#### **Section 4.9. - Relationship of Council to Administrative Service.**

Neither the Council nor any of its members or committees shall dictate the appointment of any person to office by the City Administrator or in any way interfere with the City Administrator or other city officer to prevent them from exercising their judgment in the appointment or employment of officers and employees in the administrative service. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service (except the Clerk, Treasurer, Assessor and Attorney) solely through the City Administrator and neither the Council nor any member thereof shall give orders to any of the subordinates of the City Administrator.

#### **Section 4.10. - Clerk: Functions and Duties.**

- (a) The Clerk shall be the Clerk of the Council and shall attend all meetings of the Council and shall keep a permanent journal of its proceedings in the English language.
- (b) He shall be custodian of the city seal, and shall affix it to all documents and instruments requiring the seal, and shall attest the same. He shall also be custodian of all papers, documents and records pertaining to the city the custody of which is not otherwise provided for.
- (c) He shall certify by his signature all ordinances and resolutions enacted or passed by the council.
- (d) He shall provide and maintain in his office a supply of forms for all petitions required to be filed for any purpose by the provisions of this charter.



- (e) He shall have power to administer oaths of office.
- (f) He shall perform such other duties as may be prescribed for him by this charter or by the Council or City Administrator that are not inconsistent with and do not infringe upon the duties of the Clerk as set forth in this charter, with any ordinance or resolution of Council, or with his any statutory duties and obligations statute or other law.
- (g) ~~He shall at all times cooperate with the City Administrator and shall provide such information and reports and perform such duties as are requested by the City Administrator so long as they are not inconsistent with duties of his office as provided herein.~~

**State Law reference—** Oath of public officers, Mich. Const. 1963, art. XI, § 1; mandatory that Charter provide for keeping in the English language a written or printed journal of every session of the legislative body, MCL 117.3(m).

**Section 4.11. - Treasurer: Functions and Duties.**

- (a) The Treasurer shall have the custody of all moneys of the city, any bond pertaining solely to the Clerk and all evidences of indebtedness belonging to the city or held in trust by the city.
- (b) He shall receive from other officers, employees and any other representative and/or agency of the city, as may be authorized by the City Council, all money belonging to and receivable by the city that may be collected by such officers, employees, representatives and/or agencies, including fines, license fees, permit fees, taxes, assessments, utility bills and other charges.
- (c) He shall keep and deposit all moneys or funds in such manner and only in such places as the Council may determine and shall report the same in detail to the City Administrator.
- (d) He shall have such powers, duties and prerogatives in regard to the collection and custody of state, county, school district and city taxes as are conferred by law upon township treasurers in connection with state, county, township and school district taxes upon real and personal property.
- (e) He shall perform such other duties as may be prescribed for him by this charter or by the Council or City Administrator that are not inconsistent with and do not infringe upon the duties of the Treasurer set forth in this charter, with any ordinance or resolution of Council, or with his statutory duties and obligations any statute or other law.
- (f) ~~He shall at all times cooperate with the City Administrator and shall provide such information and reports and perform such duties as are requested by the City Administrator so long as they are not inconsistent with the duties of his office as provided herein.~~

(Adopted by electors 11-7-1989)

Community	Organization of Government
<b>MANAGER SUPERVISES EXCEPT ATTORNEY AND CERTAIN CLERK DUTIES, COUNCIL REMOVES</b>	
Grosse Pointe	<ul style="list-style-type: none"> <li>- Council appoints Clerk, Treasurer, Assessor, City Attorney (Charter Sec 14).</li> <li>- Any officer appointed by Council may be removed by vote of 4 Councilmembers (Charter Sec 15).</li> <li>- Administrative officers, except City Attorney and Clerk (as to the Clerk's duties to Council) are subordinate to and under the direction of, report to, and are directly responsible to the Manager (Code 2-48)</li> <li>- Department heads are responsible to Manager (Code Sec 2-27).</li> </ul>
Grosse Pointe Shores	<ul style="list-style-type: none"> <li>- Council appoints a City Manager (Charter 5.3)</li> <li>- City Manager makes recommendations to Council about appointment and removal of administrative officers (Clerk, Treasurer, Assessor, and Attorney) (Charter Sec 5.4). Council appoints the administrative officers (and presumably removes them).</li> <li>- Manager supervises and coordinates activities of Administrative offices and departments except Attorney and certain Clerk responsibilities (as to Clerk's record keeping/duties to Council) (Charter Sec 5.4).</li> <li>- Manager is main point of communication and dissemination of information and day-to-day updates from Attorney (Charter Sec 5.4).</li> </ul>
<b>MANAGER SUPERVISES EXCEPT ATTORNEY; COUNCIL REMOVES</b>	
Grosse Pointe Park	<ul style="list-style-type: none"> <li>- Comptroller, Treasurer, Clerk, Attorney, and Assessor are appointed by the Mayor with confirmation by Council and may be removed by Council (Charter Sec 4.6).</li> <li>- All other administrative officers are appointed by the City Manager with confirmation by Council but may be removed by the City Manager without confirmation.</li> <li>- Comptroller is responsible to and works under the supervision of Council (Charter Sec 4.11).</li> <li>- Attorney is solely responsible to Council (Charter Sec 4.15).</li> <li>- The Clerk, Treasurer, Assessor are responsible to and work under the supervision of the City Manager (Charter Secs 4.12, 4.13, 4.14).</li> <li>- All department heads, other than the Comptroller and Attorney, are responsible to the Manager for the administration of their departments (Code Sec 2-17).</li> </ul>
Harper Woods	<ul style="list-style-type: none"> <li>- Clerk, Treasurer, Assessor, Attorney, Fire Chief, Police Chief are administrative officers, along with others as Council deems necessary.</li> <li>- Council may adopt an ordinance creating the office of City Manager office, and provide by ordinance that any administrative office, other than the Attorney, can be placed under administrative direction of the Manager (Charter Sec 4.5).</li> <li>- Manager has the power to appoint administrative offices under his supervision, with confirmation by Council, and may remove the officers without confirmation. (Charter Sec. 4.5).</li> <li>- Council adopted ordinances which provides that the Clerk and Treasurer are appointed by and serve at pleasure of Council but are under the administrative direction of the City Manager insofar as that direction is not inconsistent with the Charter provisions as to the power and duties of the Clerk and Treasurer. (Code Secs 2-1, 2-17, 2-18).</li> <li>- All departments are under the supervision of the City Manager (Code Sec 2-17).</li> <li>- Manager is responsible for performance of the Assessor. (Code Sec 2-18).</li> </ul>

<b>MANAGER SUPERVISES AND MAY REMOVE, EXCEPT ATTORNEY</b>	
Grosse Pointe Farms	<ul style="list-style-type: none"> <li>- Similar to Grosse Pointe Woods Charter in that administrative officers are appointed by Council and serve at the pleasure of Council.</li> <li>- Charter allows Council to adopt an ordinance creating the office of City Manager and may provide by ordinance that any administrative officer and department, except the City Attorney, may be placed under the administrative direction of the Manager. (Charter Sec 4.6)</li> <li>- The ordinance may provide that the City Manager may appoint any administrative officer under his direction upon confirmation by Council and may remove those officers without Council's confirmation. (Charter 4.6; City Code 2-01).</li> <li>- Administrative officers who have been discharged may petition Council to hear the facts. (Charter Sec 4.6).</li> </ul>
<b>NOT SUBORDINATE TO BUT MUST COOPERATE WITH MANAGER/ADMINISTRATOR</b>	
Grosse Pointe Woods	<ul style="list-style-type: none"> <li>- Administrator, Clerk, Treasurer, Assessor, and Attorney are appointed by Council, are responsible to Council, and serve at the pleasure of Council. (Charter Sec 4.6). Clerk, Treasurer, Assessor, and Attorney must cooperate with the City Administrator, provide information and reports and perform duties as are requested by the City Administrator so long as they are not inconsistent with duties of his office.</li> </ul>
<b>MISCELLANEOUS</b>	
Novi	<ul style="list-style-type: none"> <li>- Similar to Grosse Pointe Woods' Charter. Clerk, Attorney, Assessor are appointed by Council, are responsible to Council, and serve at the pleasure of Council. (Charter Sec 4.6).</li> </ul>
Farmington	<ul style="list-style-type: none"> <li>- Similar to Grosse Pointe Woods' Charter. Manager, Clerk, Treasurer, Assessor, and Attorney are appointed by Council, are responsible to Council, and serve at the pleasure of Council. (Charter Sec 4.6). Clerk, Treasurer, Assessor, and Attorney must cooperate with the City Administrator, provide information and reports and perform duties as are requested by the City Administrator so long as they are not inconsistent with duties of his office.</li> </ul>
Traverse City	<ul style="list-style-type: none"> <li>- City Manager appoints all administrative officers except City Attorney (includes Clerk, Treasurer, Assessor, Police Chief, Fire Chief, Engineer, others). Manager may remove the Clerk and Treasurer only with the consent of 5 members of City Commission. City Attorney is appointed by and holds office at pleasure of Council.</li> </ul>



the assistance of all able-bodied citizens to aid in the enforcement of the ordinances of the city and to suppress riot and disorder.

(c) The Mayor shall execute or authenticate by his signature such instruments as the Council, this charter or the laws of the State of Michigan or of the United States shall require.

(d) Except as may be required by law, the Mayor shall exercise only such powers as this charter or the council shall specifically confer upon him.

(e) In the absence or disability of the Mayor, the Mayor Pro Tem shall perform the duties of Mayor. In the absence or disability of both, the designated Acting Mayor shall perform such duties.

#### **Section 4.5. Administrative Service.**

The administrative officers of the city shall be the City Administrator, Clerk, Treasurer, Assessor, Attorney, Chief of Police, Fire Chief and Superintendent of Public Works, and if the Council deems necessary a Health Officer, City Engineer, Water Superintendent and Building Inspector. The Council may by ordinance create additional administrative offices and may by resolution combine any administrative offices in any manner it deems necessary or advisable for the proper and efficient operation of the city.

The City Administrator, Clerk, Treasurer, Assessor and Attorney shall be appointed by the Council for an indefinite period, shall be responsible to and serve at the pleasure of the Council and shall have their compensation fixed by the Council. All administrative officers of the city except the City Administrator, Clerk, Treasurer, Assessor and Attorney shall be appointed or selected by the City Administrator for an indefinite period, shall be responsible to and hold office at the pleasure of the City Administrator and shall have their compensation fixed by the City Administrator in accordance with budget appropriations and any pay plan adopted by the Council. Appointments of administrative officers by the City Administrator shall be subject to confirmation by the Council, but he may discharge such officers without such confirmation.

Except as may be otherwise required by statute or this charter, the Council shall establish by ordinance such departments of the city as it deems necessary or advisable and shall prescribe therein the functions of each department and the duties, authorities and responsibilities of the officers of each department, but the Council may not diminish the duties or responsibilities of the office of City Administrator. The City Administrator may prescribe such duties and responsibilities of the officers of those departments responsible to him which are not inconsistent with this charter or with any ordinance or resolution.

All personnel employed by the city who are not elected officers of the city or declared to be administrative officers by or under the authority of this charter shall be deemed to be employees of the city. The head of each department shall have the power to hire and discharge the employees of his department without confirmation by the Council. Any employee who has been discharged may within ten days thereafter petition the Council to hear the facts regarding such discharge, and in any such case the Council may, in its own discretion, hold a hearing and inquire into such facts and may make such recommendation in the manner as it considers proper.

#### **Section 4.6. City Administrator: Appointment and Qualifications.**

The Council shall appoint a City Administrator within ninety days after any vacancy exists in such position. The City Administrator shall hold office at the pleasure of a majority of the Council, but he shall not be removed from office during a period of thirty days following any regular city election except by the affirmative vote of five members of the Council. He shall be selected on the basis of his executive and administrative qualifications with special reference to his training and experience and without regard to his political or religious preferences.

#### **Section 4.7. City Administrator: Functions and Duties.**

The City Administrator shall be the chief administrative officer of the city government. His functions and duties shall be:

- (a) To be responsible to the Council for the efficient administration of all administra-



**Grosse Pointe Woods  
City Charter**

**Section 4.10. - Clerk: Functions and Duties.**

- (a) The Clerk shall be the Clerk of the Council and shall attend all meetings of the Council and shall keep a permanent journal of its proceedings in the English language.
- (b) He shall be custodian of the city seal, and shall affix it to all documents and instruments requiring the seal, and shall attest the same. He shall also be custodian of all papers, documents and records pertaining to the city the custody of which is not otherwise provided for.
- (c) He shall certify by his signature all ordinances and resolutions enacted or passed by the council.
- (d) He shall provide and maintain in his office a supply of forms for all petitions required to be filed for any purpose by the provisions of this charter.
- (e) He shall have power to administer oaths of office.
- (f) He shall perform such other duties as may be prescribed for him by this charter or by the Council.
- (g) He shall at all times cooperate with the City Administrator and shall provide such information and reports and perform such duties as are requested by the City Administrator so long as they are not inconsistent with duties of his office as provided herein.

**State Law reference**— Oath of public officers, Mich. Const. 1963, art. XI, § 1; mandatory that Charter provide for keeping in the English language a written or printed journal of every session of the legislative body, MCL 117.3(m).

**Section 4.11. - Treasurer: Functions and Duties.**

- (a) The Treasurer shall have the custody of all moneys of the city, any bond pertaining solely to the Clerk and all evidences of indebtedness belonging to the city or held in trust by the city.
- (b) He shall receive from other officers, employees and any other representative and/or agency of the city, as may be authorized by the City Council, all money belonging to and receivable by the city that may be collected by such officers, employees, representatives and/or agencies, including fines, license fees, permit fees, taxes, assessments, utility bills and other charges.
- (c) He shall keep and deposit all moneys or funds in such manner and only in such places as the Council may determine and shall report the same in detail to the City Administrator.
- (d) He shall have such powers, duties and prerogatives in regard to the collection and custody of state, county, school district and city taxes as are conferred by law upon township treasurers in connection with state, county, township and school district taxes upon real and personal property.
- (e) He shall perform such other duties as may be prescribed for him by this charter or by the Council.
- (f) He shall at all times cooperate with the City Administrator and shall provide such information and reports and perform such duties as are requested by the City Administrator so long as they are not inconsistent with the duties of his office as provided herein.

(Adopted by electors 11-7-1989)



**Section 4.12. - Attorney: Functions and Duties.**

- (a) The Attorney shall act as legal advisor to, and be attorney and counsel for, the Council and shall be responsible solely to the Council. He shall advise any officer or department head of the city in matters relating to his official duties when so requested and shall file with the Clerk a copy of all written opinions given by him.
- (b) He shall prosecute all ordinance violations and he shall conduct for the city such cases in court and before other legally constituted tribunals as the Council may request. He shall file with the Clerk copies of such records and files relating thereto as the Council may direct.
- (c) He shall prepare or review all ordinances, contracts, bonds and other written instruments which are submitted to him by the Council and shall promptly give his opinion as to the legality thereof.
- (d) He shall call to the attention of the Council all matters of law, and changes or developments therein, affecting the city.
- (e) He shall perform such other duties as may be prescribed for him by this charter or by the Council.
- (f) He shall at all times cooperate with the City Administrator and shall provide such information and reports and perform such duties as are requested by the City Administrator so long as they are not inconsistent with the duties of his office as herein provided.
- (g) Upon the recommendation of the Attorney, or upon its own initiative, the Council may retain special legal counsel to handle any matter in which the city has an interest, or to assist and counsel with the Attorney therein.

**Section 4.14. - City Assessor: Functions and Duties.**

The City Assessor shall possess all the powers vested in, and shall be charged with all the duties imposed upon, assessing officers by statute. He shall prepare all regular and special assessment rolls in the manner prescribe[d] by this charter, by ordinance and by statute. He shall perform such other duties as may be prescribed for him in this charter or by the Council or the City Administrator.

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**Section 14. - [Appointment of city clerk, treasurer, assessor.]**

The council shall appoint a city clerk, treasurer and assessor, and one person may, at the discretion of the council, be appointed to any two or more of said offices.

(Amended by electors, 11-3-59)

**Section 15. - [Creation of, appointment to additional offices.]**

The council shall appoint a city attorney, and may, by ordinance, create such additional offices as it may deem necessary in the conduct of the City's business, but no elective office shall be created by ordinance. Any appointive office or offices established by this charter or created by ordinance may be combined in any manner that the council may see fit, except as otherwise provided by this charter or state law. All appointments to any office established by this charter shall be by the affirmative vote of four members of the council and shall be for indefinite terms. Every officer appointed to any office created by ordinance under this charter shall be appointed as provided in such ordinance. Any officer appointed by the Council may be removed at any time by the affirmative vote of four members of the council, except as otherwise provided by this charter. Except as otherwise provided by this charter or state laws, the duties, powers and compensation of officials shall be fixed by ordinance; provided, that no official may be paid by fees, except as otherwise provided by this charter, and that all fees paid to any office or officer under this charter, the ordinances of the city or general laws of the state, shall be accounted for and paid into the city treasury by the official receiving them.

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**City Code**

City of Grosse Pointe

**Sec. 2-27. - General responsibilities of department heads.**

The heads of administrative departments shall be immediately responsible to the manager for the effective administration of their respective departments and all activities assigned thereto. The manager may set aside any action taken by a department head and may supersede him in the functions of his office. In case of a vacancy in office or during the absence of any department head, the manager may designate an interim acting head or perform personally the functions of the office. All department heads shall keep informed as to the latest practices in their particular field and shall inaugurate, with the approval of the manager, such new practices as appear to be of benefit to the service and to the public.

(Code 1980, § 1.222)

**Sec. 2-46. - Division of administrative service.**

The administrative service of the city shall be divided into the following offices and departments, each of which shall be the responsibility of and under the control of a head as listed opposite such office or department:

Office or Department	Official Head
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Office of clerk	City clerk
Office of treasurer	City treasurer
Office of assessor	City assessor
Department of public safety	Director of public safety
Department of public works	Superintendent of public works
Department of engineering	City engineer
Department of planning	City planner
Department of building inspection	Building inspector
Department of parks	Superintendent of parks
Department of water	Superintendent of water
Department of health	Director of the county health department
Department of law	City attorney

(Code 1980, § 1.51)

**Sec. 2-47. - City manager.**

The city manager shall be chief administrative officer of the city and shall be selected and appointed by the council, by the affirmative vote of four members of the council, on the basis of training, experience and ability. The city manager may, with the approval of the council, or in the event of his failure to act, the city council shall designate an employee of the city to serve as an acting city manager who shall perform the duties of the city manager during his temporary absence or incapacity. The city manager and the acting city manager shall serve in such capacity at the pleasure of the council.

(Code 1980, § 1.52)

**Sec. 2-48. - Supervision of other officers.**

The administrative officers and employees of the city, except the city attorney, and, insofar only as his duties as clerk for the council are concerned, the city clerk, shall in the performance of the duties of

their respective offices and positions be subordinate to and under the direction of the city manager and shall report and be directly responsible to him.

(Code 1980, § 1.53)

Sec. 2-49. - Duties of manager.

Consistent with state laws and the city Charter, the city manager shall be responsible for the performance of the following functions:

- (1) To see that all laws, ordinances and the provisions of this Code are performed.
- (2) To manage and supervise all public improvements, works and undertakings of the city.
- (3) To have charge of the construction, repairs and maintenance of lighting, streets, sidewalks, sewers, water mains and building services and all public buildings or other property owned by the city.
- (4) To manage and supervise the operation of all city utilities.
- (5) To be responsible for the preservation of property, tools and appliances of the city.
- (6) To see that all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise, or in any contract are faithfully kept and performed.
- (7) To attend all meetings of the council with the right to take part in discussions coming before the council.
- (8) To be a member ex officio of all committees of the council.
- (9) To recommend to the council for adoption such measures as he may deem necessary.
- (10) To be responsible to the council for the efficient administration of all departments of the city government.
- (11) To act as purchasing agent for the city, or under his responsibility, delegate such duties to some other officer or employee of the city.
- (12) To assume all the duties of personnel director for all city employees or delegate such duties to some other officer or employee of the city.
- (13) To perform such other duties as may be prescribed by ordinance or by direction of the council, or which are not assigned to some other official in conformity with the provision of the Charter or state laws.

(Code 1980, § 1.54)

Sec. 2-50. - Clerk, assessor and treasurer.

The clerk, assessor and treasurer shall have the duties and responsibilities detailed for such offices in the city Charter, this Code and the statutes of the state.

(Code 1980, § 1.58)

**Section 4.11 Withdrawal of Nominated Candidate.**

In accordance with state law, a candidate who has filed a nominating petition may withdraw by serving a written notice of withdrawal on the City Clerk not later than 4:00 o'clock p.m. local time of the third day after the last day for filing petitions.

**Section 4.12 Form of Ballot.**

The form, printing and numbering of ballots used in any City election shall conform to the requirements of state law.

**Section 4.13 Absentee Ballots.**

The electors of the City shall be entitled to vote by absentee ballots at any City election as provided by law.

**Section 4.14 Tie Vote.**

If in any City election there shall be no choice between candidates by reason of two or more persons having received an equal number of votes, then the determination of the election of such candidate will take place by lot as provided by state law.

**Section 4.15 Recount.**

Any recount of the votes cast at a City election shall take place in accordance with state law.

## **CHAPTER V**

### **ADMINISTRATIVE OFFICERS AND EMPLOYEES**

**Section 5.1 Administrative Officers Generally.**

The administrative officers of the City shall be the City Manager, City Clerk, City Treasurer, City Assessor, City Attorney and the members of the Board of Review established under Chapter VIII of this Charter. The Council may, by ordinance or by resolution, establish such additional administrative officers, or combine any administrative offices, in any manner not inconsistent with law or this Charter. The Council shall prescribe the qualifications, duties and compensation of officers of the City as it may deem necessary for the proper operation of the City government.



## **Section 5.2 Personnel System.**

Appointments and promotions of officers and employees shall be made solely on the basis of merit and fitness demonstrated by a valid and reliable examination or other evidence of competence.

## **Section 5.3 City Manager: Appointment; Compensation.**

- (a) The Council shall appoint a City Manager within ninety (90) days after any vacancy exists in such position, or may appoint an Acting City Manager during the period of a vacancy in the office. The City Manager, with the consent and approval of the Council, may designate an administrative officer or employee of the City to act as City Manager if he or she is temporarily absent from the City or unable to perform the duties of his or her office.
- (b) The City Manager's compensation shall be set by the Council.

## **Section 5.4 City Manager: Function and Duties.**

- (a) The City Manager shall be the chief administrative officer of the City. He or she shall serve at the pleasure of the Council, pursuant to a written employment agreement approved by the Council.
- (b) The City Manager shall be responsible to the Council for the proper administration of the affairs of the City. He or she shall make recommendations to the Council relative to the appointment and removal of administrative officers of the City. The City Manager shall employ or be responsible for the employment of all City employees and supervise and coordinate the personnel policies and practices of the City. He or she shall set employees' compensation within the pay plan adopted by the Council, and shall supervise and coordinate the work of all of the administrative offices and departments of the City except of the City Attorney, and the work of the City Clerk in keeping the Council records and as the clerical officer of the Council. The City Manager will be the main point of communication and dissemination of information and day-to-day updates from the City Attorney.
- (c) The City Manager shall see that all laws and ordinances are enforced, shall prepare and administer the annual budget under policies formulated by the Council, and shall keep the Council advised as to the financial condition and needs of the City. The City Manager shall furnish the Council with information concerning the affairs of the City and prepare and submit such reports as may be required or which the Council may request. The City Manager shall make recommendations to the Council relative to all agenda items, except as directly relating to his or her employment. The City Manager or an authorized representative shall act as purchasing agent for the City.



- (d) The City Manager is expected to attend all meetings of the Council, and shall have the right to be heard in all Council proceedings but not the right to vote. The City Manager shall possess such other powers as may be granted or required by the Council, so far as may be consistent with the provisions of law. The City Manager shall establish any rules necessary to carry out any of the foregoing duties.
- (e) The City Manager shall perform such other duties in connection with the office as may be required by law, ordinances or the Council.

#### **Section 5.5 City Clerk.**

The City Clerk shall be the clerical officer of the Council and shall keep the journal of the Council's proceedings. He or she shall be appointed by the Council. The City Clerk shall perform such other duties in connection with the office as may be required by law, this Charter, the ordinances or resolutions of the Council, or the City Manager.

#### **Section 5.6 City Treasurer.**

The City Treasurer shall be the Chief Financial Officer of the City. He or she shall be appointed by the Council. The City Treasurer shall perform such duties as may be prescribed by law, this Charter, the ordinances or resolutions of the Council, or the City Manager, including maintaining a system of accounts that conforms to a uniform system of accounts as required by law.

#### **Section 5.7 City Assessor.**

The City Assessor shall possess all the powers vested in, and shall be charged with all the duties imposed upon, assessing officers by law. He or she shall be appointed by the Council. The City Assessor shall prepare all regular and special assessment rolls in the manner prescribed by this Charter, by ordinance and by statute. He or she shall perform such other duties as may be prescribed by law, this Charter, the ordinances or resolutions of the Council or the City Manager.

#### **Section 5.8 City Attorney.**

- (a) The City Attorney shall act as legal advisor to the Council and to the City, including its officers and departments, and shall be responsible to the Council. He or she shall be appointed by the Council. The City Attorney shall prosecute ordinance violations and shall represent the City in cases before the courts and other tribunals. In such instances as the Council shall direct, he or she shall defend officers and employees of the City in actions arising out of the performance of their official duties. The City Attorney shall prepare or review all ordinances, regulations, contracts, bonds, and other such instruments, and shall perform such other duties, as may be prescribed by this Charter, the Council or the City Manager.



**Editor's note**-Alphabet letters for Section 4.5(b) were changed to numbers to provide conformity, at the discretion of the editor.

**Section 4.6. Administrative service.**

(a) The administrative officers of the city shall be the City Manager, Comptroller, Clerk, Attorney, Treasurer, Assessor, Chief of Police, Fire Chief, Engineer and such additional administrative officers as may be created by ordinance. The Council may combine any administrative offices in any manner it deems necessary or advisable for the proper and efficient operation of the city.

(b) The City Manager shall be appointed by the Council for an indefinite period, shall be responsible to and serve at the pleasure of the Council and shall have his compensation fixed by the Council.

(c) The Comptroller, Clerk, Attorney, Treasurer and Assessor shall be appointed by the Mayor with the confirmation of the Council for an indefinite term. If, after the expiration of sixty days after a vacancy occurs in any of these offices appointive by the Mayor, the Mayor has failed to appoint a person to such office or the Council has failed to confirm such an appointment to office, the appointment shall then be made by the Council. Officers appointed by the Mayor under the provisions of this section shall have their compensation fixed by the Council and may be removed at the will of the Council. (d) All administrative officers of the city whose appointment is not otherwise provided for in this Charter shall be appointed by the City Manager for an indefinite period, shall be responsible to and hold office at the pleasure of the City Manager and shall have their compensation fixed by the City Manager in accordance with budget appropriations and any pay plan adopted by the Council. Appointments of administrative officers by the City Manager shall be subject to confirmation by the Council, but the City Manager may discharge such officers without confirmation by the Council.

(e) Except as may be otherwise required by statute or this Charter, the Council shall establish by ordinance such departments of the city as it deems necessary or advisable and shall prescribe therein the functions of each department and the duties, authorities and responsibilities of the officers of each department, but the Council may not diminish the duties or responsibilities of the office of City Manager as provided in this Charter. The City Manager may prescribe such duties and responsibilities for the officers of those departments responsible to him which are not inconsistent with this Charter or with any ordinance or resolution of the Council.

(f) All personnel employed by the city who are not elected officers of the city or declared to be administrative officers by, or under the authority of, this Charter shall be deemed to be employees of the city. The head of each department shall have the power to hire or discharge the employees of his department without confirmation by the Council, subject to the provisions of Section 5.13. Section 4.7. City Manager: appointment and qualifications. The Council shall appoint a City Manager within ninety (90) days after any vacancy exists in such position. The City Manager shall hold office at the pleasure of



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a majority of the Council, but he shall not be removed from office during a period of thirty days following any regular city election except by the affirmative vote of five members of the Council. He shall be selected on the basis of his executive and administrative qualifications with special reference to his training and experience and without regard to his political or religious preferences. If he is not a resident of the city at the time of his appointment, he shall become a resident thereof within a reasonable time after his appointment, and shall so remain throughout his tenure in office.

**Section 4.8. City Manager: functions and duties.**

The City Manager shall be the chief administrative officer of the city government. His functions and duties shall be:

- (1) To be responsible to the Council for the efficient administration of all administrative departments of the city government;
- (2) To see that all laws and ordinances are enforced;
- (3) To appoint, with the confirmation of the Council, the heads of the several city departments whose appointment is not otherwise specified in this Charter, and to remove such department heads without the confirmation of the Council, and to direct and supervise such department heads;
- (4) To be responsible for the sale and purchase of all city property subject to the provisions of Section 8.8;
- (5) To see that all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed;
- (6) To recommend an annual budget to the Council and to administer the budget as finally adopted under policies formulated by the Council, and to keep the Council fully advised at all times as to the financial condition and needs of the city;
- (7) To recommend to the Council for adoption such measures as he may deem necessary or expedient; and to attend Council meetings with the right to take part in discussions but not to vote;
- (8) To exercise and perform all administrative functions of the city that are not imposed by this Charter or ordinance upon some other official;
- (9) To perform such other duties as may be prescribed by this Charter or as may be required of him by ordinance or by direction of the Council.

**State law reference-**Mandatory that Charter provide for duties of city officers, MCL 117.3(d), MSA 5.2073(d).Editor's note-Alphabet letters for Section 4.8 were changed to numbers to provide conformity, at the discretion of the editor.

#### **Section 4.9. Acting City Manager.**

The Council may appoint or designate an Acting City Manager during the period of a vacancy in the office or during the absence of the City Manager from the city, and shall fix his compensation. Such Acting Manager shall, while he is in such office, have all the responsibilities, duties, functions and authority of the City Manager.

#### **Section 4.10. Relationship of Council to administrative service.**

Except for the purpose of study or inquiry, the Council and its members shall deal with the administrative service through the City Manager and shall not give orders to any of the subordinates of the City Manager.

#### **Section 4.11. Comptroller: functions and duties.**

The Comptroller shall be the general finance officer of the city. He shall be responsible to, and work under the supervision of, the Council. His functions and duties shall be:

- (1) To maintain a system of accounts of the city which shall conform to any uniform system required by law and by the Council and to generally accepted principles and procedures of governmental accounting;
- (2) To examine and audit all accounts and claims against the city except claims for unliquidated damages. He shall not approve the issuance of, or sign, any draft, check or warrant until he has verified the correctness of the amount for which the same is issued;
- (3) To prescribe a method of accounts and financial records for any office, department or court of the city maintaining independent accounts or financial records;
- (4) To examine and audit all books of account or financial records kept by any office, department or court of the city, at the close of each fiscal year and at any other time at his own discretion;
- (5) To present to the Council monthly financial reports showing in detail the financial condition and operations of the city;
- (6) To at all times cooperate with the City Manager and provide such information and reports and perform such duties as are requested by the City Manager so long as they are not inconsistent with the duties of his office as herein provided.

**State law reference**-Mandatory that Charter provide for duties of city officers, MCL 117.3(d), MSA 5.2073(d).

**Editor's note**-Alphabet letters for Section 4.11 were changed to numbers to provide conformity, at the discretion of the editor.



**Section 4.12. Clerk: functions and duties.**

The Clerk shall be responsible to, and work under the supervision of, the City Manager. His functions and duties shall be:

- (1) To be the Clerk of the Council and attend all meetings of the Council and keep a permanent journal of its proceedings in the English language.
- (2) To be custodian of the city seal, and affix it to all documents and instruments requiring the seal, and attest the same. He shall also be custodian of all papers, documents and records pertaining to the city, the custody of which is not otherwise provided for. He shall give to the proper department or officials ample notice of the expiration or termination of any franchises, contracts or agreements.
- (3) To certify by his signature all ordinances and resolutions enacted or passed by the Council.
- (4) To provide and maintain in his office a supply of forms for all petitions required to be filed for any purpose by the provisions of this Charter.
- (5) To have power to administer oaths of office. (6) To perform such other duties as may be prescribed for him by this Charter, by the City Manager or by resolution or ordinance of the Council.

**State law reference**-Mandatory that Charter provide for duties of city officers. MCL 117.3(d), MSA 5.2073(d).

**Editor's note**-Alphabet letters for Section 4.12 were changed to numbers to provide conformity, at the discretion of the editor.

**Section 4.13. Treasurer: functions and duties.**

The Treasurer shall be responsible to, and work under the supervision of, the City Manager. His functions and duties shall be:

- (1) To have the custody of all moneys of the city, any bond pertaining solely to the Clerk, and all evidences of indebtedness belonging to the city or held in trust by the city;
- (2) To collect all moneys of the city the collection of which is not provided for elsewhere by Charter or ordinance. He shall receive from other officers and employees of the city all money belonging to and receivable by the city that may be collected by such officers and employees, including fines, license fees, taxes, assessments and all other charges. All money shall be turned over to the treasurer after collection or receipt, and he shall in all cases give a receipt therefore;

- (3) To keep and deposit all moneys or funds in such manner and only in such places as the Council may determine and report the same in detail to the Comptroller;
- (4) To disburse all city funds in accordance with the provisions of statute, this Charter and procedures to be established by the Council;
- (5) To have such powers, duties and prerogatives in regard to the collection and custody of state, county, school district and city taxes as are conferred by law upon township treasurers in connection with state, county, township and school district taxes upon real and personal property;
- (6) To perform such other duties as may be prescribed for him by this Charter, by the City Manager or by resolution or ordinance of the Council.  
**State law reference-** Mandatory that Charter provide for duties of city officers. MCL 117.3(d), MSA 5.2073(d).  
**Editor's note-**Alphabet letters for Section 4.13 were changed to numbers to provide conformity, at the discretion of the editor.

#### **Section 4.14. Assessor: functions and duties.**

The Assessor shall be responsible to, and work under the supervision of, the City Manager. The Assessor shall possess all the powers vested in, and shall be charged with all the duties imposed upon, assessing officers by statute. He shall prepare all regular and special assessment rolls in the manner prescribed by this Charter, by ordinance and by statute. He shall at all times cooperate with the City Manager and shall provide such information and reports and perform such duties as are requested by the City Manager so long as they are not inconsistent with the duties of his office as herein provided.

**State law reference-**Mandatory that Charter provide for duties of city officers, MCL 117.3(d), MSA 5.2073(d).

#### **Section 4.15. Attorney: functions and duties.**

(a) The Attorney shall act as legal advisor to, and be attorney and counsel for, the Council and shall be responsible solely to the Council. He shall advise any officer or department head of the city in matters relating to his official duties when so requested and shall file with the Clerk a copy of all written opinions given by him.

(b) He shall prosecute such ordinance violations and he shall conduct for the city such cases in court and before other legally constituted tribunals as the Council may request. He shall file with the Clerk copies of such records and files relating thereto as the council may direct.

(c) He shall prepare or review all ordinances, contracts, bonds and other written instruments which are submitted to him by the Council and shall promptly give his opinion as to the legality thereof.



§ 4.5

THE CHARTER

§ 4.5

pro tem shall perform the duties of mayor. In the absence or disability of both, the designated acting mayor shall perform such duties.

**Sec. 4.5. Employees defined; regulations; administrative officers; appointment, term, compensation.**

The administrative officers of the city shall be the clerk, treasurer, assessor, attorney, chief of police and fire chief, and if the council deems necessary an engineer, superintendent of water and superintendent of public works. The council may by ordinance create additional administrative offices and may by resolution combine any administrative offices in any manner it deems necessary or advisable for the proper and efficient operation of the city, except that the offices of chief of police and fire chief may not be combined nor may one person be appointed to both positions.

There shall be maintained both a police department and a fire department[,], which departments shall not be combined.

Except as hereinafter specifically provided, all administrative officers of the city shall be appointed by the council for an indefinite period, shall be responsible to the council, shall serve at the pleasure of the council[,], and shall have their compensation fixed by the council.

Except as may be otherwise provided by statute or this Charter, the council shall establish by ordinance such departments of the city as it deems necessary or advisable and shall prescribe therein the functions of each department and the duties, authorities and responsibilities of the officers of each department.

All personnel employed by the city who are not elected officers of the city or administrative officers or deputy administrative officers by, or under the authority of, this Charter or who are not otherwise declared by this Charter to be officers shall be deemed to be employees of the city. The head of each department shall have the power to hire and discharge



the employees of such department subject to the provisions of chapter 6.

The council may by ordinance create the office of city manager and specify the duties, authorities and responsibilities of such office. In the event such office is created the council may provide that any administrative officer or department of the city except the attorney shall be placed under the administrative direction of such manager, and in such event the manager shall have the power to appoint, subject to confirmation by the council, such administrative officers of the city as are placed under his administrative direction and shall have the power to discharge such administrative officers without confirmation by the council. Any administrative officer other than the chief of police or fire chief who has been so discharged may within ten days thereafter petition the council to hear the facts regarding such discharge, and in any such case the council may, in its sole discretion, hold a hearing and inquire into such facts and may make such recommendation in the matter as it considers proper. The chief of police and fire chief shall be entitled to the appeal procedure provided for their positions in chapter 6.

**Sec. 4.6. City clerk; powers and duties.**

(a) The city clerk shall be the clerk of the council and shall attend all meetings of the council and shall keep a permanent journal of its proceedings in the English language.

(b) The clerk shall be custodian of the city seal, and shall affix it to all documents and instruments requiring the seal, and shall attest the same. He shall also be custodian of all papers, documents, and records pertaining to the city[,] the custody of which is not otherwise provided for.

(c) The clerk shall certify by his signature all ordinances and resolutions enacted or passed by the council.

(d) The clerk shall provide and maintain in his office a supply of forms for all petitions required to be filed for any purpose by the provisions of this Charter.



City of Harper Woods  
City Code Excerpt

Sec. 2-1. - Clerk and treasurer.

The city clerk and the city treasurer shall be appointed by and sit at the pleasure of the council. The clerk and the treasurer shall be under the administrative direction of the city manager insofar as such direction is not inconsistent with the charter's provisions as to the powers and duties of the clerk and treasurer.

(Code 1962, § 2-103(d); Ord. No. 139, § 2, 12-21-64)

**Charter reference**— Powers of city clerk, § 4.6; powers of treasurer, § 4.7.

Sec. 2-17. - Supervision of city departments.

All city departments shall be under the supervision of the city manager.

(Code 1962, § 2-102)

Sec. 2-18. - Other powers and duties.

The duties, authorities and responsibilities of the city manager are as follows:

- (a) He shall be the chief administrative officer of the city and responsible only to the council;
- (b) He shall supervise the enforcement of all laws and ordinances;
- (c) He shall be responsible for the performance of all of the duties of the assessor, engineer, superintendent of water, superintendent of public works, budget officer and purchasing officer and shall be vested with the authorities of such offices. He may from time to time delegate certain of these duties and, subject to confirmation by the council, may create separate administrative officers or deputy administrative officer to assume such duties;
- (d) He shall promote the public peace, health and safety of persons and property and shall direct the chief of police and fire chief in the manner and method of maintaining same;
- (e) Except as otherwise prescribed by this Code, he shall manage and supervise all public improvements, works and undertakings of the city. He shall have charge of the construction, repair, maintenance, cleaning and lighting of streets, sidewalks, bridges, pavements, sewers and all public buildings or other property belonging to the city. He shall manage and supervise all city utilities and shall be responsible for the preservation of all city property;
- (f) He shall enforce all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise or in any contract;
- (g) He shall attend all meetings of the council, with the right to take part in discussions but without the right to vote;
- (h) He shall be a member, ex officio, of all committees of the council;
- (i) He shall recommend to the council for adoption such measures as he may deem necessary or expedient;
- (j) He shall be responsible to the council for the efficient administration of all departments of the city government;



- (k) He shall assume all the duties and responsibilities as personnel director of all city employees. He may delegate such duties to some other officer or employee of the city but shall not relieve him of any responsibility for the proper conduct of such duties;
- (l) The chief of police and fire chief shall be under the administrative direction of the city manager;
- (m) He shall exercise and perform all administrative functions of the city that are not imposed upon some other official;
- (n) He shall perform such other duties as may be required of him by ordinance or by the direction of the council.

(Code 1962, § 2-103; Ord. No. 139, §§ 1—3, 12-21-64; Ord. No. 148, 1—3, 11-15-65)

(c) The Mayor shall execute or authenticate by his signature such instruments as the Council, this charter, or the laws of the State of Michigan or of the United States shall require.

(d) Except as may be required by law, the Mayor shall exercise only such powers as this charter or the Council shall specifically confer upon him.

(e) In the absence or disability of the Mayor, the Mayor Pro Tem. shall perform the duties of Mayor. In the absence or disability of both, the designated Acting Mayor shall perform such duties.

#### **Administrative Service.**

Section 4.6. The administrative officers of the city shall be the Clerk, Treasurer, Assessor, Attorney, Engineer, Chief of Police, and Fire Chief, and such additional administrative officers as may be created by ordinance. The Council may combine any administrative offices in any manner it deems necessary or advisable for the proper and efficient operation of the city.

Except as hereinafter provided, all administrative officers of the city shall be appointed by the Council for an indefinite period, shall serve at the pleasure of the Council, and shall have their compensation fixed by the Council.

Except as may be otherwise provided by statute or this charter, the Council shall establish by ordinance such departments of the city as it deems necessary or advisable and shall prescribe therein the functions of each department and the duties, authorities and responsibilities of the officers of each department.

All personnel employed by the city who are not elected officers of the city or declared to be administrative officers by, or under the authority of, this section shall be deemed to be employees of the city. The head of each department shall have the power to hire and discharge the employees of such department without confirmation by the Council. Any employee who has been discharged may within ten days thereafter petition the Council to hear the facts regarding such discharge, and in any such case the Council may, in its sole discretion, hold a hearing and inquire into such facts and may make such recommendation in the matter as it considers proper.

The Council may by ordinance create the office of City Manager and specify the duties, authorities and responsibilities of such office. In the event such office is created the Council may provide that any administrative officer or department of the city except the Attorney shall be placed under the administrative direction of such Manager, and in such event the Manager shall have the power to appoint, subject to confirmation by the Council, such administrative officers of the city as are placed under his administrative direction and shall have the power to discharge such administrative officers without confirmation by the Council. Any administrative officer who has been discharged may within ten days thereafter petition the Council to hear the facts regarding such discharge, and in any such case the Council may, in its sole discretion, hold a hearing and inquire into such facts and may make such recommendation in the matter as it considers proper.

#### **Clerk: Functions and Duties.**

##### **Section 4.7.**

(a) The Clerk shall be the Clerk of the Council and shall attend all meetings of the Council and shall keep a permanent journal of its proceedings in the English language.

(b) He shall be custodian of the city seal, and shall affix it to all documents and instruments requiring the seal, and shall attest the same. He shall also be custodian of all papers, documents, and records pertaining to the city the custody of which is not otherwise provided for. He shall give to the proper department or officials ample notice of the expiration or termination of any franchises, contracts, or agreements.

(c) He shall certify by his signature all ordinances and resolutions enacted or passed by the Council.

(d) He shall provide and maintain in his office a supply of forms for all petitions required to be filed for any purpose by the provisions of this charter.

(e) He shall be responsible for the maintenance of a system of accounts of the city which shall conform to any uniform system required by law and by the Council and to generally accepted



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**CODE NO. 2-01 -- CITY MANAGER ORDINANCE****Ordinance No. 115****AN ORDINANCE CREATING THE OFFICE OF CITY MANAGER IN THE CITY OF GROSSE POINTE FARMS AND PROVIDING FOR THE POWER AND DUTIES OF SUCH OFFICE AND TO REPEAL ORDINANCE NO. 115.\***

The City of Grosse Pointe Farms ordains:

**Section 1. Creation of Office.** The office of city manager is hereby created.

**Section 2. Appointment of City Manager.** The city manager shall be appointed by the concurring vote of not less than four (4) members of the city council (below called "council") for an indefinite term. The city manager shall be chosen by the council solely on the basis of his or her executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of his or her office hereinafter set forth. At the time of appointment the city manager need not be a resident of the city or the state, but within ninety (90) days thereafter shall establish such residence and during tenure of office he or she shall reside within the city.

**Section 3. Removal of City Manager.** The city manager may be removed by the concurring vote of not less than four (4) members of the council. The manager may demand written charges or a written statement of the reasons for removal which the council shall furnish to the manager within twenty (20) days after the filing of such request. During this period the manager may be suspended from office with pay. The action of the council in removing the manager shall be final.

**Section 4. Powers and Duties of City Manager.** The city manager shall be the executive officer and head of the administrative branch of the city. The manager shall be responsible to the city council for the proper administration of all affairs of the city, and to that end, subject to the provisions of the city charter, shall have power to:

(a) Appoint and suspend or remove all employees of the city except administrative officers, and except as the manager may authorize the head of a department or office to appoint, suspend, or remove subordinates in such department or office. The manager shall have the power subject to confirmation by the council to appoint all administrative officers of the city and shall have the power to discharge such administrative officers without confirmation by the council. All



such appointments, suspensions, or removals shall be based upon merit and upon the qualifications or disqualifications of such officer, or employee.

(b) Consolidate or combine offices, positions, departments, or units under the manager's jurisdiction, with the approval of the city council. The city manager may be the head of one or more departments.

(c) Purchase all materials, supplies, or equipment, for which funds are provided in the budget, but the manager may not purchase any item which exceeds any budget appropriation until the Council has increased the appropriation; provided that for purchases of more than the dollar limitation established by resolution of the council the manager shall be required to receive sealed bids and shall present such bids to the council for approval or rejection. The manager may let contracts not in excess of the dollar limitation established by resolution of the council necessary in the operation or maintenance of city services when sufficient funds for such purposes have been appropriated in the budget, but the city council shall let all contracts in excess of the dollar limitation established by council resolution, all contracts for new construction and all contracts which cannot be consummated with funds provided in the current budget. The manager shall advise the council as to whether any contract offered is desirable or which of several contracts offered is most desirable for the city. The manager may issue such rules and regulations governing requisitions and the transaction of the business of purchasing between the manager as purchasing agent and the heads of departments, officers, and employees of the city as the governing body may approve.

(d) The manager shall be required to:

(i) Recommend to the governing body, in writing, from time to time, for adoption, such measures as he or she may deem necessary or expedient.

(ii) Attend all meetings of the city council unless excused or excluded therefrom by the council and shall have the privilege, except when excused or excluded, of taking part in the discussion of all matters coming before the council and shall be entitled to notice of all meetings, regular and special, of the council.

(iii) See that all laws and ordinances are fully enforced.

(iv) Make investigations into the affairs of the city or any department or division thereof. Investigate all complaints in relation to all matters concerning the administration of the government of the city, and in regard to service maintained by the public utilities in the city, and see that all franchises, permits, and privileges granted by the city are faithfully observed.

(v) Devote his or her entire time to the discharge of his or her official duties.

(vi) Perform such other duties as may be required of him or her by the council, not inconsistent with the city charter, law, or ordinances.

**Section 5. Council Not to Interfere With Appointments or Removals.** Individual members of the council shall not direct or request the appointment of any person to or removal from office by the city manager or by any of his or her subordinates, nor shall individual members of the council in any manner attempt to dictate to the city manager the appointment or removal of officers or employees in the administrative service of the city. Except for the purpose of inquiry, council members shall deal with the administrative service solely through the city manager, and no council members shall give orders to any subordinates of the city manager, either publicly or privately.

**Section 6. Emergencies.** In case of accidents or other circumstances creating an emergency, the city manager may, with the consent of the council, award contracts and make purchases for the purpose of repairing damages caused by said accident or meeting said public emergency, but the manager shall file promptly with the council a certificate showing such emergency and the necessity of such action, together with an itemized account of all expenditures.

**Section 7. Bond.** The city manager shall furnish a surety bond to be approved by the council, said bond to be conditioned on the faithful performance of his or her duties. The premium of the bond shall be paid by the city.

**Section 8. Compensation.** The city manager shall receive such compensation as the council shall fix from time to time by ordinance or resolution.

**Section 9. Vacancy.** Any vacancy in the office of the City Manager shall be filled within a reasonable time after the effective date of such vacancy. During temporary absence or disability of the City Manager the Council, in lieu of appointing an Acting City Manager, may temporarily appoint the Manager's duties (as set forth herein) to the Mayor or another Administrative Officer of the City.

MEMO 21-05

TO: Bruce Smith, City Administrator  
FROM: Frank Schulte, Director of Public Services  
DATE: February 3, 2021  
SUBJECT: Proposed 2021 Construction Projects

F.S.

6  
RECEIVED  
FEB - 4 2021  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

The Department of Public Services is proposing the following projects for the 2021/2022 budget. Please see cost sheet on page two. All items in red are recurring infrastructure work performed annually in Grosse Pointe Woods. Attached is a complete detail cost sheet and new proposed 2021 inventory maps prepared by Anderson, Eckstein and Westrick, Inc.

### **Proposed Road Construction**

Allard between Chester and the west city limit. The cost budgeted includes reconstruction with asphalt road and concrete curb and gutter. Currently, this section of road is concrete with an asphalt overlay. This new reconstruction would be the same as Oxford Road. Asphalt construction is less costly than concrete, faster construction time, shorter disruption to the residents due to the fact that there is less concrete cure time and future resurfacing could be done in weeks. Total project cost is \$890,000.

### **Proposed Vernier Water Main (North and South Side)**

The water main located on the north and south side of Vernier between Mack and the west city limit is a substandard 6-inch water main, has had multiple breaks, and does not meet current fire suppression ratings. It is recommend to increase to an 8-inch water main. Total project cost is \$1,300,000.

### **Proposed Bag Barn Equipment Port**

The bag barn located in the Department of Public Works yard is 30 years old and needs updating with new lights and doors. In addition to the repairs, it is the intent to install a lean-to roof off one side of the barn. This would allow additional covered storage for equipment to provide a longer life. Currently the commodity fund has a fund balance of \$117,000. Total project cost is \$100,000.

### **Proposed Lake Front Park Kayak Launch**

It was requested by the Citizens' Recreation Commission to research updating the kayak launch at Lake Front Park. Currently there is a waiting list of 21 residents for the kayak racks. A memo will be presented to Council for cost of new launch, rack, and the removal of two boat pilings next to the boat launch. Currently the boat dock fund has a fund balance of \$110,000. Pending Council's approval, the kayak launch could be completed this spring. Total project cost is \$53,000.



### Proposed New Lake Front Park Pedestrian Bridge

Currently the pedestrian drawbridge at Lake Front Park is broken. The bridge was built in 1995 and is 26 years old. The bearings are worn out and parts are unavailable. It is recommended to construct an arch bridge over the river, which would allow residents to reach the other side of the park and boat traffic to pass safely underneath. The arch bridge would not require an employee to operate the bridge, which would save the city \$7,000 annually in wages. Total project cost is \$250,000.

Proposed 2021 Construction Projects	
Project	Total
Allard Road Reconstruction <sup>1</sup> (From Chester to west city limit)	\$890,000
Vernier Water Main - North and South Side (From west city limit to Mack Avenue)	\$1,300,000
Concrete Patching	\$400,000
Joint Patching (Vernier, Eastbourne, and Charlevoix)	\$60,000
Joint Sealing	\$60,000
Lead Service Replacement	\$100,000
Sewer TV and Clean	\$150,000
Sewer Rehabilitation (Lining and Open Cut)	\$700,000
Manhole Rehabilitation	\$300,000
Parking Lot Rehab- includes alley patching <sup>3</sup>	\$250,000
Bag Barn Equipment Port	\$100,000
Lake Front Park Kayak Launch	\$53,000
Lake Front Park New Arched Fixed Pedestrian Bridge with Stairs	\$250,000
<b>Total</b>	<b>\$4,613,000</b>

#### Future Projects and Considerations

Roslyn Water Main and Resurfacing (From Goethe to Marter Road) <sup>1, 2</sup>	\$1,260,000
Roslyn Water Main and Resurfacing (From Mack Avenue to Goethe)	\$1,020,000
Hampton Water Main and Resurfacing (From Mack Avenue to Marter Road) <sup>1, 2</sup>	\$1,990,000
Boat Launch Parking Lot	\$750,000
Lake Front Park Pole Barn	\$350,000

#### Notes:

1. Estimate includes reconstruction with asphalt road and concrete curb and gutter.
2. Includes one half road reconstructed over water main with total resurfacing of entire road.
3. Includes patching of parking areas at Torrey, Newcastle, Hampton and Anita.



Proposed 2021 Construction Projects																										
Project	From	To				Major Road			Local Road			Water & Sewer			General			Parking			Boat Dock			Commodity		
			Total	Const	Eng	Total	Const	Eng	Total	Const	Eng	Total	Const	Eng	Total	Const	Eng	Total	Const	Eng	Total	Const	Eng	Total	Const	Eng
Allard Road Reconstruction <sup>1</sup>	Chester	West City Limit	\$890,000	\$742,000	\$148,000				\$756,000	\$630,000	\$126,000	\$134,000	\$112,000	\$22,000												
Vernier Water Main (North and South Side)	West City Limit	Mack Avenue	\$1,300,000	\$1,083,000	\$217,000							\$1,300,000	\$1,083,000	\$217,000												
Concrete Patching			\$400,000	\$333,000	\$67,000	\$150,000	\$125,000	\$25,000	\$100,000	\$83,000	\$17,000	\$150,000	\$125,000	\$25,000												
Joint Patching	Vernier, Eastbourne, Charlevoix		\$60,000	\$50,000	\$10,000	\$30,000	\$25,000	\$5,000	\$30,000	\$25,000	\$5,000															
Joint Sealing			\$60,000	\$50,000	\$10,000	\$20,000	\$17,000	\$3,000	\$40,000	\$33,000	\$7,000															
Lead Service Replacement			\$100,000	\$83,000	\$17,000							\$100,000	\$83,000	\$17,000												
Sewer TV and Clean			\$150,000	\$125,000	\$25,000							\$150,000	\$125,000	\$25,000												
Sewer Rehabilitation (Lining and Open Cut)			\$700,000	\$583,000	\$117,000							\$700,000	\$583,000	\$117,000												
Manhole Rehabilitation			\$300,000	\$250,000	\$50,000							\$300,000	\$250,000	\$50,000												
Parking Lot Rehab- includes alley patching <sup>3</sup>			\$250,000	\$208,000	\$42,000													\$250,000	\$208,000	\$42,000						
Bag Barn Equipment Port			\$100,000	\$83,000	\$17,000																		\$100,000	\$83,000	\$17,000	
Lakefront Park Kayak Launch			\$53,000	\$53,000	\$0													\$53,000	\$53,000	\$0						
Lakefront Park Pedestrian Bridge Replacement <sup>4</sup>			\$250,000	\$208,000	\$42,000										\$250,000	\$208,000	\$42,000									
			\$4,613,000	\$3,851,000	\$762,000	\$200,000	\$167,000	\$33,000	\$926,000	\$771,000	\$155,000	\$2,834,000	\$2,361,000	\$473,000	\$250,000	\$208,000	\$42,000	\$250,000	\$208,000	\$42,000	\$53,000	\$53,000	\$0	\$100,000	\$83,000	\$17,000

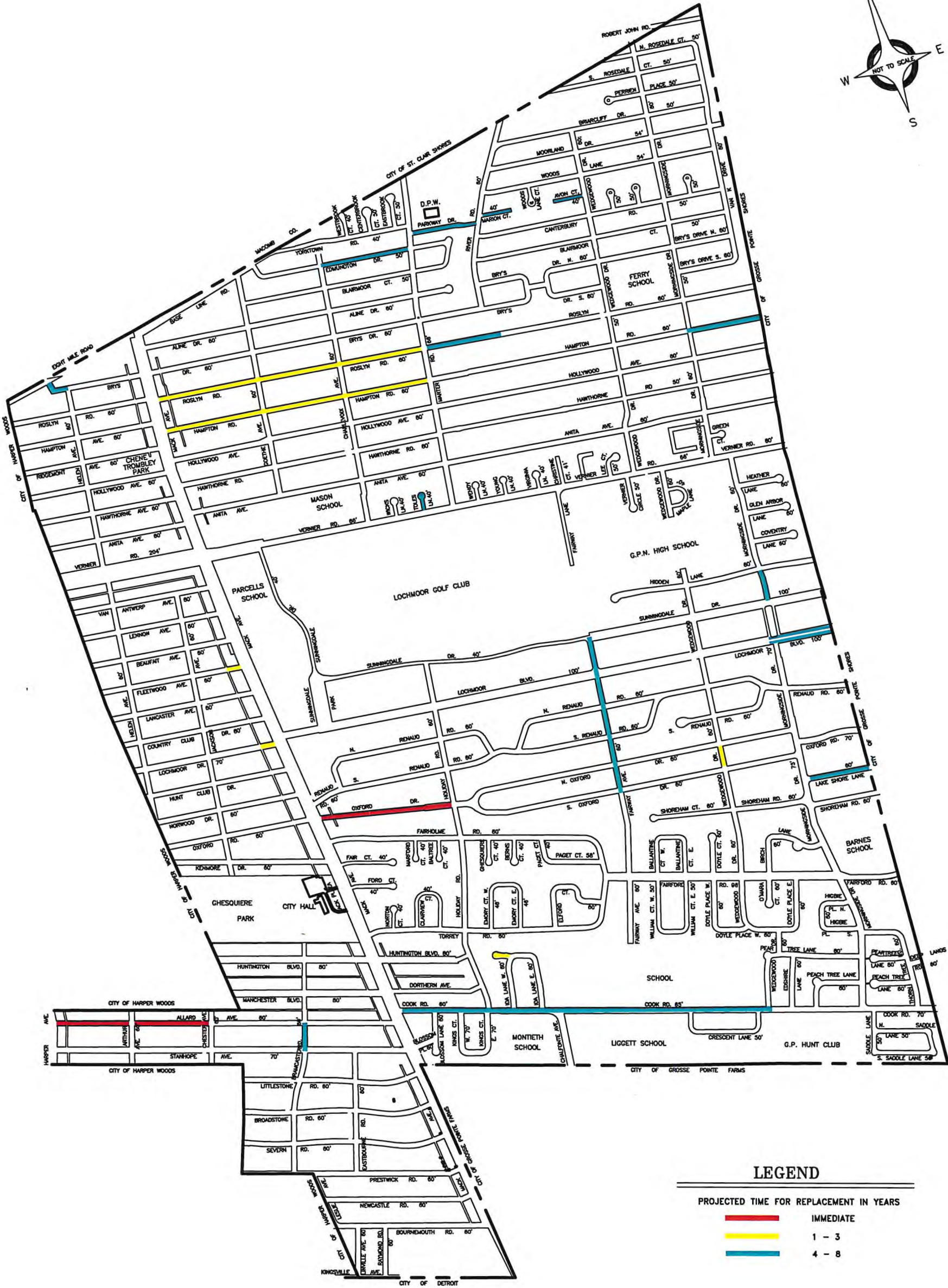
## Future Projects and Considerations



PAVEMENT INVENTORY

1-27-2021

Updated for upgrades only



LEGEND

PROJECTED TIME FOR REPLACEMENT IN YEARS	
[Red line]	IMMEDIATE
[Yellow line]	1 - 3
[Blue line]	4 - 8



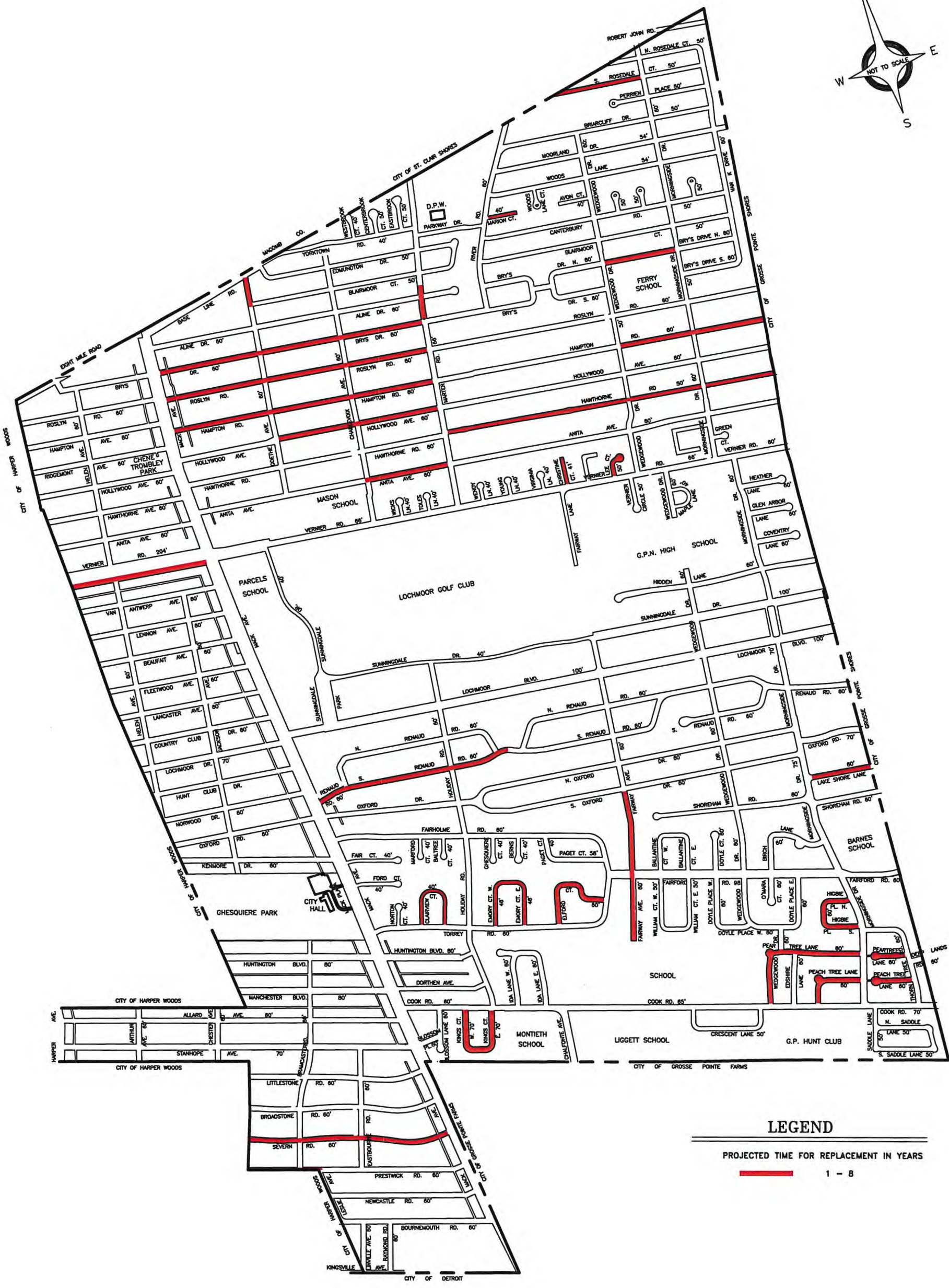




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# WATER MAIN INVENTORY



## LEGEND

PROJECTED TIME FOR REPLACEMENT IN YEARS  
1 - 8





MEMO 21-02

TO: Bruce Smith, City Administrator  
FROM: Frank Schulte, Director of Public Services FS  
DATE: January 19, 2021  
SUBJECT: Recommendation – Chene-Trombly Park Master Plan

RECEIVED  
FEB - 4 2021  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

On September 15, 2020, City Administration met with the Grosse Pointe Woods Foundation to discuss improvements that had been submitted to City Council by the Citizens' Recreation Commission for Chene-Trombly Park.

The Grosse Pointe Woods Foundation is looking for a collaborative effort between the City of Grosse Pointe Woods, Business Developer Joe Paluzzi, and Avenue in the Woods Business Association to develop Chene-Trombly Park.

Topic of discussion was adding a covered picnic area on the east end of the park, walking path throughout the park, and a tot lot for the midsection of the park. Existing already in the park is a playscape for children ages 5 to 12 at the west end of the park. After much discussion, it was determined that it would be best to develop a master plan of the entire park.

The city has received three proposals below for developing a master plan for Chene-Trombly Park. All proposals consist of field visits, development of a systematic design, development of documents, and a total of four meetings between Citizens' Recreation Commission, Committee of the Whole, and Council.

Anderson, Eckstein and Westrick, Inc.	\$3,200.00
Stucky Vitale Architects	\$3,500.00
McKenna	\$19,400.00

Even though Anderson, Eckstein and Westrick, Inc. submitted the lowest bid, administration recommends going with Stucky Vitale Architects due to the fact that they did a fantastic job with the City Hall renovation.

Attached you will find the proposal from Stucky Vitale Architects, Citizens' Recreation Commission's Improvement Proposal and an overhead view of Chene -Trombly Park.

Pending Committee of the Whole review, it would be administration's recommendation to proceed with the development of a Master Plan for Chene-Trombly Park with Stucky Vitale Architects, located at 27172 Woodward Ave., Royal Oak, MI 48047, in the amount of \$3,500.00.



# Chene Trombly Park



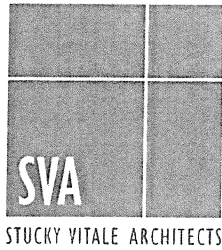


## Park Improvement Proposal

# Chene Trombly

**Location:** Corner of Mack Ave and Ridgemont (across from Licavoli's)

<b>Current Purpose:</b>	<ul style="list-style-type: none"><li>• Provides a place for children to play (ages 5-12)</li><li>• Offers ice rink in the winter</li></ul>
<b>Future Vision:</b>	<ul style="list-style-type: none"><li>• Provide a play area specifically for toddlers (under 5).</li><li>• Make it family and group-friendly for picnics.</li><li>• Offer a walking path for fitness.</li></ul>
<b>Existing Resident Perks:</b>	<ul style="list-style-type: none"><li>• Large open space that is contained by fencing.</li><li>• Ample parking.</li><li>• Close location near Mack Ave local businesses.</li></ul>
<b>Recommended Safety Repairs:</b>	<ul style="list-style-type: none"><li>• Add rubber safety padding to playground (replace wood chips).</li></ul>
<b>Proposed Enhancements:</b>	<ul style="list-style-type: none"><li>• Add toddler-friendly play equipment with a shade tent.</li><li>• Add ¼ mile paved walking path around the perimeter of the park.</li><li>• Add kids swings.</li><li>• Add more picnic tables and benches.</li><li>• Add double safety gate at entrance. Enhance entrance with a visually optimizing welcome sign.</li><li>• Add bike racks.</li><li>• Add drinking fountain and water bottle refill station.</li><li>• Improve drainage.</li><li>• Add signage to attract Mack Ave traffic.</li><li>• Add attractive new fencing.</li><li>• Make handicap-accessible.</li></ul>



November 30, 2020

Frank Schulte  
City of Grosse Pointe Woods  
1200 Parkway Dr.  
Grosse Pointe Woods, MI 48236

Subject: Proposal for Professional Services  
Chene Trombley Park Master Plan  
Grosse Pointe Woods, Michigan

Dear Mr. Schulte:

Stucky Vitale Architects (SVA) is pleased to offer the services of our staff to Grosse Pointe Woods for the above referenced project. Based on our site visit and future vision document, the following is our understanding of the project and services, which are to be provided.

#### **PROJECT DESCRIPTION**

SVA to provide a design master plan for Chene Trombley Park. The design will include the placement and evaluation of various elements described in the "Park Improvement Proposal".

SVA to meet with City of Grosse Pointe Woods personnel, and park committee to confirm the program. The master plan will review and coordinate all elements of the "future" vision document and incorporate these elements in the master plan design. SVA will develop entrance 6 to the park.

#### **SCOPE OF SERVICE**

We propose to provide the following basic professional services for the above-mentioned project:

##### **PHASE ONE -- PROGRAMMING AND SCHEMATIC DESIGN OF MASTER PLAN**

- Field visit and photographic survey of existing conditions.
- Meet with the Owner to confirm the program.
- Develop schematic design documents.
- Develop design development documents.
- Provide final design development drawings for approval.
- Code review.
- Perform verbal presentation of design development documents.
- Attend two (2) C.O.W. meetings with City Council.
- Attend two (2) Parks Committee meetings.



PHASE TWO – CONSTRUCTION DOCUMENTS

- Preparation of construction documents for City's approval, bidding, and construction. These to include architectural and civil engineering. All drawings prepared on AutoCAD Version 2018 software.
- CSI based specifications.
- Answer questions during the bidding phase. Preparation of addendums to clarify bid documents.
- Provide two progress reviews with the Owner – a 50% review and 90% review of the construction documents. Attend two progress review meetings.
- Assist in bid analysis and recommendation of contract award.

PHASE THREE – CONSTRUCTION ADMINISTRATION PHASE

- Answer questions of the Contractor during construction.
- Preparation of field orders and change orders to clarify construction if required.
- Site visits on a time and material basis.
- Preparation of a final punch list.

FEE

We propose to provide the Architectural and Civil Engineering Services described herein on an hourly basis not to exceed the following:

Phase One - Architectural Master Plan Design	\$3,500.00
Phase Two – Architectural <u>Optional</u> Civil Engineering (drainage, grading, construction details)	\$4,500.00 \$5,500.00
<u>Optional</u> Boundary and Topographical Survey Of the existing park	\$3,250.00
Phase Three	Time and Material

CHANGES AND ADDITIONAL WORK

For additional work or changes in scope, we will provide the services of our staff on an hourly basis in accordance with our standard billing rate schedule plus reimbursable expenses.

Hourly Rates are as follows:

Principal Architect	\$150.00
Associate Architect	\$130.00
Senior Project Architect	\$120.00
Project Architect	\$110.00
Senior Architect	\$100.00
Architect	\$ 95.00
Senior Architectural Professional	\$ 90.00

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Senior Interior Designer	\$ 95.00
Intermediate Architectural Professional	\$ 80.00
Architectural Professional	\$ 75.00
Interior Designer	\$ 75.00
CAD Technician	\$ 65.00
Administrative	\$ 55.00

#### **REIMBURSABLE EXPENSES**

For our reimbursable expenses, a multiple of 1.15 times the amount expended in the interest of the project.

1. Expense of reproductions, photographs, and renderings.
2. Any fees paid for securing approval of authorities having jurisdiction over the project.
3. Expense of long-distance telephone calls and postage.
4. Expense of any additional mechanical, electrical, structural, or civil engineering work beyond our basic services.

#### **INVOICING PROCEDURES**

Invoices for our services and reimbursable expenses will be submitted every four (4) weeks. Payments against our invoices will be expected within thirty (30) days from receipt of invoice.

#### **SERVICES NOT INCLUDED**

1. Attendance at meetings to secure approval of agencies having jurisdiction, unless indicated in Phase scope.
2. Reproduction of plans and specifications in excess of that required for coordination
3. Travel and lodging expenses for attendance at meetings to secure approval of agencies having jurisdiction.
4. Condominium documents
5. Estimate of probable construction cost
6. BIM, 3D models, professional renderings and presentation graphic boards
7. Dissemination of final CAD files
8. Mechanical and electrical engineering
9. COMcheck
10. Electric Demand Metering and/or Air Test Balancing
11. Existing utility evaluations
12. Soil borings, boundary survey, and topographical survey
13. As-built post-communication contract document updates
14. Infrastructure upgrades
15. Specialty/Hardware Consultant: Low voltage, specialty equipment (i.e. systems furniture, food service, laundry, medical equipment, etc.), security, audio visual, and/or acoustical.
16. Furniture, fixtures and/or art procurement
17. Energy and/or Life Cycle Cost Analysis
18. LEED certification and/or documentation
19. Commissioning of engineered systems
20. Value Engineering – design revisions for VE after (DD) plan sign-off



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#### **INSURANCE**

For protection of our clients as well as our firm, we carry insurance protection including professional liability insurance. The extent and types of insurance can be provided upon your request.

#### **HAZARDOUS MATERIAL**

The architect and/or their consultants shall have no responsibility for the presence, discovery, handling, removal or disposal of or exposure of persons to hazardous materials in any form including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

#### **RISK ALLOCATION**

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Architect, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any causes shall not exceed the amount of the Architect's fee or other amount agreed upon. Such causes include, but are not limited to, the Architect's negligence, errors, omissions, strict liability, breach of agreement or breach of warranty.

Stucky Vitale Architects, Inc. has the experience and resources to successfully complete this project and we would appreciate the opportunity to be of services. If you have any questions regarding our proposal or wish to discuss any aspect of this project, please contact us.

#### **TERMINATION OF AGREEMENT**

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Architect, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any causes shall not exceed the amount of the Architect's fee or other amount agreed upon. Such causes include, but are not limited to, the Architect's negligence, errors, omissions, strict liability, breach of agreement or breach of warranty.

#### **WORKLOAD & TIMELINE**

SVA has the required staff and project experience to meet the proposed project schedules and will work with the Owner to develop an agreeable design schedule and construction schedule for required review submittals and final approval package submittals. We would appreciate the opportunity to be of service. If you have any questions regarding our proposal or wish to discuss any aspect of this project, please contact us.

#### **ACCEPTANCE**

You may indicate your acceptance of this proposal by signing all copies and returning one copy to our office.

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This proposal is an extension of the AIA Standard Form of Agreement Between Owner and Architect. This document is intended to be used in conjunction with AIA Document A201.

STUCKY VITALE ARCHITECTS



JOHN A. VITALE, CEO/PRESIDENT

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CITY OF GROSSE POINTE WOODS

DATE: \_\_\_\_\_