



CITY OF GROSSE POINTE WOODS
20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397

(313) 343-2440
Fax (313) 343-2785

NOTICE OF MEETING
AND
AGENDA

COMMITTEE-OF-THE-WHOLE

Mayor Robert E. Novitke has called a meeting of the City Council, meeting as a Committee-of-the-Whole, for **Monday, September 24, 2018, at 6:30 p.m.** The meeting will be held in the Conference Room of the Municipal Building, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 and is accessible through the Municipal Court doors. In accordance with Public Act 267, the meeting is open to the public and the agenda items are as follows:

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Fence Ordinance
 - A. Ordinance #871
5. Medstar Contract
 - A. Committee-of-the-Whole Excerpt 06/25/18
 - B. Memo 09/10/18 – City Administrator
 - C. Letter 08/31/18 – City Attorney
 - D. Proposed Contract
6. Direct Deposit Tax Payments
 - A. Memo 09/13/18 – Treasurer/Comptroller
 - B. Direct Payment Enrollment – Authorization Application
7. Community Center Office Manager/
Senior Coordinator Position
 - A. Memo 08/06/18 – Director of Public Services/
Recreation Supervisor
8. Use of Community Center
 - A. Public Relations Committee Minutes 09/10/18
 - B. Email 09/19/18 – Recreation Supervisor
 - C. GPW Community Center and Cook School
Guidelines rev. 09/19/17
 - D. Committee-of-the-Whole Excerpt 12/12/16
9. Records Retention Policy Review
 - A. Overview – City Clerk
10. Open Meetings Act
 - A. Overview – City Attorney
11. New Business/Public Comment
12. Adjournment

Bruce Smith
City Administrator

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

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

cc:

Council – 7
Berschback
Smith
Hathaway

Rec. Secretary
Email Group
Media - Email
Post -8

File

ORDINANCE #871

**ORDINANCE TO AMEND CHAPTER 8
BUILDINGS AND BUILDING REGULATIONS,
ARTICLE IX FENCES, SEC. 8-284(1) AND (2)
TO DELETE REFERENCES ALLOWING SIX FEET
FENCES IN THE REAR AND SIDE YARDS WITH THE
ADJACENT PROPERTY OWNER'S CONSENT**

THE CITY OF GROSSE POINTE WOODS ORDAINS:

Sec. 8-284. - Exceptions to this article.

(a) Exceptions. Notwithstanding anything to the contrary provided in this article, exceptions from the provisions of this article shall be made under the following circumstances:

- (1) Solid fences. Notwithstanding the general requirements found in subsection 8-279(1), solid fences are permitted under the following circumstances:
 - a. For that portion of a fence that faces a street on a corner lot;
 - b. When a fence faces an alley.
- (2) Special circumstances. Applications meeting the requirements of this article and subsections (a)(1), (2) or (3) above do not require a public hearing, and shall be approved by the building inspector if the application otherwise meets the requirements of this chapter. All other exceptions from the provisions of this article require a public hearing and approval from the city council. The council may consider any or all of the following, along with other information:
 - a. Balancing the relative hardships between the property owner and adjacent property owners;
 - b. Whether special circumstances or conditions exist;
 - c. Whether pedestrian or vehicular vision will be affected;
 - d. The general health, safety and welfare of the neighborhood.

(b) Public hearing. Any applicant seeking a hearing under the provisions of this article shall pay to the city a hearing notice fee set by council resolution for the scheduling of such hearing. Payment shall be made at the time the application is made for a hearing. The public hearing fee may be modified by a resolution of the city council as adopted from time to time. The city shall mail notice of the hearing to adjacent property owners at least seven days prior to the hearing date.

(Code 1997, § 10-331; Ord. No. 748, § 1, 6-19-2000; Ord. No. 865, 9-21-2015)

First reading:	<u>12/05/16</u>
Second reading:	<u>12/19/16</u>
Published in GPN:	<u>12/15/16</u>
Adopted:	<u>12/19/16</u>
Effective:	<u>01/08/17</u>

COMMITTEE-OF-THE-WHOLE EXCERPT

06-25-18

The first item for discussion on tonight's agenda was regarding **Medstar**. The Chair stated that amendments were discussed at a prior meeting and no changes regarding costs were made. Mr. Miller stated that the pricing presented was proposed by the three City Managers. When the cost was split an even three ways, the other municipalities would be funding Grosse Pointe Woods services. The Mayor stated that he is dissatisfied with the position the City has been placed in, and there was a consensus of the rest of the Committee which also agreed. The Mayor stated that money is made with transports, which the bulk of the transports come from Grosse Pointe Woods, more than the other two communities combined.

The City Attorney will address the proposed contract. Mr. Miller stated \$500,000.00 is the total revenue for the three cities, of which Grosse Pointe Woods is responsible for \$280,000.00. The City Attorney stated changes to be incorporated into the contract include changing the term from a calendar year to a fiscal year, add a 30-day out clause, and Medstar is to maintain \$10 million in liability instead of decreasing coverage to \$5 million.

Brief discussion ensued regarding St. Clair Shores ambulance services, and the City Administrator was asked to obtain additional information.

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


CITY OF GROSSE POINTE WOODS

Office of the City Administrator

Memorandum

DATE: September 10, 2018

TO: Mayor and Council

FROM: Bruce Smith 

SUBJECT: Medstar Contract

RECEIVED
SEP 10 2018
CITY OF GROSSE PTE. WOODS

It is my belief that the contract with Medstar and the cities of Grosse Pointe, Grosse Pointe Farms, and Grosse Pointe Woods is in the best interest of the residents of Grosse Pointe Woods. Medstar has been providing Advanced Life Support Services to the three cities since December of 2017 and to Grosse Pointe Woods since 2014. Their service throughout this time has been outstanding.

Medstar requires a subsidy of \$125,000.00 annually to offset their costs in providing the Advanced Life Support Services. That amount breaks down as follows based upon the population of each city:

Grosse Pointe City	\$ 23,750.00
Grosse Pointe Farms	\$ 45,000.00
Grosse Pointe Woods	\$ 56,250.00
Total	\$125,000.00

I would note that this amount could be reduced in the future should another city join the group.

CHARLES T. BERSCHBACK

ATTORNEY AT LAW

24053 EAST JEFFERSON AVENUE
ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400
FAX (586) 777-0430
bibwlaw@yahoo.com

CHARLES T. BERSCHBACK

RECEIVED

SEP - 4 2018

CITY OF GROSSE PTE. WOODS

DON R. BERSCHBACK
OF COUNSEL

August 31, 2018

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

RE. Medstar Contract / Sept. 17th Agenda Item

Dear Mayor and Council:

I have discussed this contract with Mr. Smith and have reviewed the Committee of the Whole minutes from June 25, 2018. I have attached proposed revisions to the contract showing the changes that I made based on the COW minutes. I realize that the minutes state a "30 day out clause" but Mr. Smith and I are recommending a 90 day out clause to allow either party time to set up a separate arrangement if termination notices are sent out. Mr. Smith will address the cost breakdowns between the three cities in a separate memo. Medstar has agreed to the July 1, 2018 start date.

It would be the prerogative of Council to approve the contract for emergency medical services between Medstar and Grosse Pointe Woods, Farms and City subject to all other parties agreeing to the contract, and authorizing the City Administrator to sign on behalf of the City of Grosse Pointe Woods.

Very truly yours,



CHARLES T. BERSCHBACK

CTB:gm
Enclosures

cc: Bruce Smith
Lisa Hathaway
John Kosanke
Don Berschback
Medstar Attorney

CONTRACT FOR EMERGENCY MEDICAL SERVICES
BETWEEN MEDSTAR, INC.
AND the Cities of Grosse Pointe Woods, Grosse Pointe Farms, and Grosse Pointe.

THIS AGREEMENT is effective this 1 day of ~~January~~July, 2018 by and between Medstar, Inc., a Michigan not for profit Corporation, hereinafter referred to as "Medstar", with its registered and principal office at 380 N. Gratiot, Clinton Township, Michigan 48036, and the City of Grosse Pointe Woods, Grosse Pointe Farms, and Grosse Pointe, referred to as "Cities".

RECITALS

Medstar is a licensed Emergency Medical Services Agency approved and licensed by the Michigan Department of Community Health pursuant to Section 20918 of Public Act 375 of 2000, an amendment to Public Act 368 of 1978, known as the "Public Health Code", to provide emergency and interfacility ambulance service in, but not limited to, the area of the Grosse Pointe Communities, Wayne County, Michigan.

Cities are desirous of insuring safe, effective, and clinically appropriate ambulance service for persons within the Cities.

Accordingly, Medstar and the Cities agree to the following:

AGREEMENT

The technical terms and phrases used in this agreement have the definitions set out in Act No. 368 of the Michigan Public Acts of 1978, as amended, including Act No. 375 of Michigan Public Acts of 2000, as amended, and the rules and regulation promulgated by the Department of Community Health as amended from time to time. Medstar's responsibilities under the

agreement are at all times governed by statutes, rules, and regulations pertaining to emergency medical services.

ARTICLE I **SERVICE AREA**

The City of Grosse Pointe, Grosse Pointe Woods, and Grosse Pointe Farms shall be the service area affected by this agreement.

ARTICLE II **SERVICE**

Medstar will provide Cities advanced and basic life support ambulance service when request by the Cities as defined in article V.

ARTICLE III **QUALIFICATIONS OF MEDSTAR**

Medstar will furnish ambulances and response vehicles licensed by the Michigan Department of Community Health EMS Division, and staffed with personnel appropriate for the license level of each vehicle. Medstar will provide advanced life support (ALS) ambulances staffed by at least one paramedic and one Emergency Medical Technician, and basic life support (BLS) ambulances, staffed by two Emergency Medical Technicians as the basis of this agreement.

Medstar will maintain accreditation by the Commission on Accreditation of Ambulance Services (CAAS) throughout the course of this agreement, and will notify the Cities of any changes to its accreditation status.

ARTICLE XII
PATIENT SATISFACTION SURVEY

Medstar will survey patients receiving services from Medstar under this agreement regarding customer satisfaction through the utilization of an independent, nationally benchmarked patient satisfaction survey. Survey data will be furnished on a quarterly basis to the City Managers.

ARTICLE IV
MEDICAL CONTROL

The Michigan Department of Consumer and Industry Services has designated a medical control authority for the County of Wayne under Section 20910(1)(k) of the act. Accordingly, the supervision of emergency medical services to be provided by Medstar is under the direction of the Detroit East Medical Control Authority and its designated medical physician director pursuant to Section 20906 of the act.

ARTICLE V
EMERGENCY MEDICAL DISPATCH / CALL CATEGORIZATION

Medstar will maintain a communication link between its dispatch center and the designated dispatch centers utilized by the Cities.

Cities designated dispatch center will provide Emergency Medical Dispatch (EMD) call screening utilizing the National Academy of Emergency Medical Dispatch (NAEMD) triage criteria, and will categorize requests for EMS service through the use of the process. The Cities designated dispatch center will provide Medstar summarized call information including address and cross streets, primary medical complaint of the anticipated patient(s), and the categorization of the request based on the call screening process.

Call Determinant Level	Ambulance Response Mode	Ambulance Level	First Response Mode	Response Time Criteria
Echo	RLS	ALS	RLS	8/90
Delta	RLS	ALS	RLS	8/90
Charlie	NRLS	BLS	N/I	11/90
Alpha	NRLS	BLS	N/I	11/90
Omega	Referral to Alternative Care			

Medstar will utilize the appropriate level and response mode for each response, as categorized through the national criteria.

ARTICLE VI **RESPONSE TIME**

Medstar will respond to requests for services within a reasonable time, consistent with the categorization of the request based on the call screening process and in compliance with any applicable medical control authority protocols. Emergency requests requiring the highest priority of medical response will be monitored to insure an eight (8) minute, 59 second or less response 90% of the time. Emergency requests requiring the less than the highest priority of medical response time will be monitored to insure an eleven (11) minute, 59 second or less response 90% of the time. Requests that are non-emergency in nature (lift-assists, check-outs, etc.) will receive service times as generated by the status of the EMS system at the time of the request.

Medstar will provide the Cities designated representative quarterly reports summarizing the response time performance data.

ARTICLE VII **INDEMNITY**

The parties mutually acknowledge that liability for services performed pursuant to this agreement is controlled under the applicable provisions of MCL 333.20965. Medstar will defend and indemnify Cities from and for any and all liability or claims arising out of Medstar's performance of services under this agreement. The Cities and Medstar also retain all rights to assert common law indemnification and statutory contribution.

ARTICLE IX **PAYMENT AND FEES TO BE CHARGED**

For all services rendered, Medstar will charge the fees in its Normal Service Fee Schedule (attached here as an exhibit and as amended from time to time) for such service directly to said person, and such fees will be in an amount not higher than those fees charged by it for similar services in each of those communities in which it operates in and about the vicinity of the Cities. Medstar represents and warrants that the fees it charges are reasonable and customary and comparable to the fees charged by other services providers under similar circumstances. During the term of this Agreement, Medstar will provide notice to the Cities of any change in its fee schedule. Medstar will accept assignment of Medicare, Medicaid, and commercial payment, and will collect co-pays and deductibles from the responsible party or, if applicable, from supplemental insurance. Except as otherwise indicated, the Cities is not obligated to collect and/or pay to Medstar any fees it may charge that are not paid by the responsible party.

In the event that Medstar renders services to a Cities employee who is injured in the line of duty, it will bill the Cities or, if applicable, the Cities worker's compensation carrier.

ARTICLE X **BASE OF OPERATIONS**

Medstar's headquarters and dispatch site is at 380 N. Gratiot, Clinton Township, Michigan 48036.

Medstar deploys its ambulances from various strategic locations within and near the Cities to optimize safe response time performance.

ARTICLE XIII **INSURANCE**

Medstar will secure and maintain throughout the term of this Agreement insurance coverage described below from companies in a form and amount acceptable to the Cities:

A. Worker's Compensation and Employees Liability Insurance in compliance with the statutes of the State of Michigan for the personnel provided by Medstar to staff the "Unit".

B. Comprehensive General Liability Insurance (which includes professional liability) and Automobile Liability Insurance in the amounts set forth below;

General Liability - \$1,000,000 per occurrence, \$2,000,000 in the aggregate.

Automobile Liability - \$1,000,000 combined single limit.

Cities will be named as Additional Insured on such policies. Such insurance will be primary for any liability of Medstar arising out of its indemnification of Cities pursuant to Article VII. Medstar will also maintain Excess Liability in the amount of \$10,000,000. ~~or such amounts as Medstar deems reasonable from year to year, but in no event less than \$5,000,000.~~ Medstar agrees to furnish a copy of each of the foregoing policies to the Cities at or prior to the

execution of this Agreement. Each of these policies must also provide that it may not be modified or cancelled without thirty (30) days prior written notice to the Cities.

ARTICLE XIV **INDEPENDENT CONTRACTOR**

It is expressly understood and agreed that Medstar is an independent contractor for all purposes of this agreement. Medstar is not an agent, servant, employee, or appointee of the Cities.

ARTICLE XV **COMPLIANCE WITH LAWS**

Medstar will comply with all Federal and Michigan laws and all ordinances of the political subdivisions in which it operates regarding all matters relating to the performance of this agreement including, but not limited to, all such laws and ordinances concerning licensing, training, personnel, and operation of motor vehicles.

ARTICLE VIII **SUBSIDY AND TERM OF AGREEMENT**

This Agreement is effective as of the date first written above. The term of this Agreement is for three (3) years from and after ~~January~~ July 1, 2018. The cities shall pay Medstar \$125,000 per year, paid in quarterly payments as an operating subsidy for the services provided. The division of the subsidy will be determined by the designated city officials from each city.

ARTICLE XVI **TERMINATION**

This agreement may be terminated by either party upon delivery of written notice of termination not less than ninety (90) ~~one hundred and 180 (180)~~ days prior to the effective date of the termination. Such notices will be considered made if deposited in the United State mail with proper postage for first class postage addressed to the following addresses of the respective parties:

City of Grosse Pointe Farms
Shane Reeside, City Manager
90 Kerby Road
Grosse Pointe Farms, MI 48236

City of Grosse Pointe Woods
Bruce Smith, City Administrator
200025 Mack Plaza
Grosse Pointe Woods, MI 48236

City of Grosse Pointe
Peter Dame, City Manager
14147 Maumee Avenue
Grosse Pointe, MI 48230

Medstar
Kolby C. Miller, Chief Executive Officer
380 N. Gratiot
Clinton Township, MI 48036

At least 60 days prior to the effective date of such termination, the parties will meet in person to discuss the reasons for the Cities Notice of Termination, and Medstar will have 30 days thereafter to address the concerns that prompted the Cities to give Notice of Termination.

ARTICLE XVII
COMPLETE AGREEMENT

This document constitutes the complete agreement between the parties. There are no oral or other written agreements of any nature pertaining to any matter or thing relating to the subject matter of this agreement.

ARTICLE XVIII
NON-DISCRIMINATION

Both parties agree that any services to be provided will be provided in a manner that does not discriminate on the basis of race, religion, color, national origin, sex, age, height, weight, handicap, AIDS, HIV, hepatitis or other infectious disease, marital status, sexual preference, or any other protected classification or source of payment.

The parties executed this agreement on the date and year written above.

City of Grosse Pointe

BY: _____
Name of Representative

City of Grosse Pointe Woods

BY: _____
Name of Representative

City of Grosse Pointe Farms

BY: _____
Name of Representative

Medstar, Inc.

BY: _____
Kolby Miller, Chief Executive Officer



CITY OF GROSSE POINTE WOODS
Office of the City Treasurer/Comptroller




Memorandum

RECEIVED

SEP 13 2018

CITY OF GROSSE PTE. WOODS

DATE: September 13, 2018
TO: Mayor and City Council
FROM: Cathrene Behrens, City Treasurer/Comptroller 
SUBJECT: Property Tax Direct Debit

During the 2018 summer tax payment period I received several requests about implementing a direct debit process for property taxes similar to what we currently do for our utility customers. This option requires the property tax payer to fill out an authorization form (see attached) with their bank and routing information which will authorize the City to debit their account on the payment due dates of August 31st and February 14th. I am proposing the bank fees for this service be absorbed by the City. The fees are as follows:

Fee Description	Amount
One Time Set-up Fee for ACH	\$25.00
ACH File Fee	\$15.00 for each ACH file sent
Item Charge	\$0.15 for each item that is in the file

For example, if the City has 500 property tax payers sign up for this service for the February 2019 property tax payment, our cost would be \$15.00 for the ACH file upload and \$75.00 for the item charge (500 * \$0.15) for a total cost of \$90.00 in each month the ACH file is sent. I am proposing that these fees could be absorbed by the increase in interest earnings that the City has seen since August 2017 moving to our J-Fund Business Sweep Investment account through Comerica. No budget amendment would be required to add this service through Comerica as adequate funds are available in our service fee account to absorb this cost.

Notification of this added service would be printed on the winter tax bill being mailed in November, we would post a brief message on our bi-monthly water bills, enrollment forms would be placed at our cashier window and on the City's website and I would be requesting assistance from Jan Treuter to send something out in our e-blasts.

Thank you for your consideration.



City of Grosse Pointe Woods

Property Tax

Direct Payment Enrollment

Authorization Application

1. Please complete the information requested below (please print):

Name (as shown on bill) _____
Service Address _____
Daytime Phone # _____
Financial Institution _____
ABA/Routing Number _____ - _____ - _____
Account Type Checking _____ Savings _____
Parcel ID # Number **40-** _____

****(Attach a voided check)****

2. Provide your signature for authorization:

On (insert today's date) ____/____/_____, I authorize the City of Grosse Pointe Woods to enroll me into the direct payment program and withdraw my **PROPERTY TAX BILL ONLY** from the checking or savings account listed above. **I understand that I control my payments and if at any time I decide to discontinue this payment service, I will notify the City of Grosse Pointe Woods Tax Department.** I also understand that all information provided will remain confidential.

Effective Date Requested _____ (Next Property Tax due date will be used if left blank)

Requirements Please sign below and attach a voided check from the account specified above for account verification purposes. Without this requirement, this form will not be processed. Please return form to City Hall Tax Department.

Signature _____ **Date** ____/____/____

3. Complete this section and detach at the dotted line and retain for your records:

On (insert today's date) ____/____/_____, I authorize the City of Grosse Pointe Woods to enroll me into the direct payment program and withdraw my **PROPERTY TAX BILL ONLY** from the checking or savings account listed below. **I understand that I control my payments and if at any time I decide to discontinue this payment service, I will notify the City of Grosse Pointe Woods Tax Department.** I also understand that all information provided will remain confidential. If you have any questions, please contact Kelly Poirier (313-343-2435) or Cathy Behrens (313-343-2604).

****Property Tax Due Dates: August 31st & February 14th ****

Financial Institution _____
ABA/Routing Number _____ - _____ - _____
Account Type Checking _____ Savings _____
Account Number _____

Memorandum 10-18

Date: August 6, 2018
To: Bruce J. Smith, City Administrator
From: Frank Schulte, Director of Public Services
Nicole Gerhart, Recreation Supervisor
Subject: Office Manager/Senior Coordinator Position

RECEIVED
AUG 13 2018
CITY OF GROSSE PTE. WOODS

In 2008 the City of Grosse Pointe Woods merged the Community Center and the Parks and Recreation departments into one. The merger eliminated two full time positions between the two departments. After the merge, the Community Center was required to take on additional tasks and programs that directly impact the residents of Grosse Pointe Woods.

Over the past seven years Kathleen (Kathy) Norris has taken on more responsibilities and has become a vital employee to the Community Center Department.

Kathy Norris was hired part-time in November 2011. She has experience working on boat wells, reports, purchase orders, an Excel budget report, registering residents for park passes and rentals, special event ordering, paying instructors and working with instructors on their schedules and contract. Kathy also works with the Finance Department to balance the room rental security deposit account every month.

With her help the Community Center has added extra classes (one "Keeping the Beat" class and one "Chair Yoga" class a week.)

She has fine-tuned the procedure for the boaters that makes it convenient for them to take care of everything by using email and the drop box. The numbers for the boat wells have increased through the years, and in particular, winter storage for boats and kayaks were added in the recent years increasing to her workload in the fall while also increasing revenues.

Assigned Boat Wells

	2014	2015	2016	2017	2018
Number of Wells Filled	200	209	242	268	273
Winter Storage @ \$250	7	11	16	28	32
Winter Storage – Boat Racks @ \$50	NA	NA	NA	15	25

In the summer of 2015, Kathy took over the duties of the Senior Citizen Coordinator with the agreement that she would continue the boat well duties.

The duties of the Senior Citizen Coordinator include, but are not limited to:

- Plan/shop for senior activities
 - Run monthly movies/lunches (most lunches sell out one month prior to the event)
 - Create favors for senior movies
 - Run monthly senior trips
 - Run craft class (new program in 2016)
 - Manage expenses for senior activities to keep them cost neutral
 - Produce flyers pertaining to senior events
- Submit information for the quarterly Update
- Import class information into RecPro Software

City of Grosse Pointe Woods
Parks and Recreation

Revenues for the senior programs have increased significantly since she took on the role as Senior Coordinator.

Senior Programs - Revenue				
	2014	2015	2016	2017
Winter	\$1,948.00	\$1,793.00	\$2,615.00	\$4,212.00
Spring	\$2,332.00	\$2,726.00	\$4,860.00	\$4,644.00
Summer	\$3,560.00	\$3,612.00	\$5,647.00	\$4,287.00
Fall	\$2,345.00	\$2,116.00	\$1,997.00	\$1,712.00
Total Revenue	\$10,185.00	\$10,247.00	\$15,119.00	\$14,855

Senior Holiday Social					
	2013	2014	2015	2016	2017
Attendees	63	70	72	100	118
Revenue	\$1,330.00	\$1,505.00	\$1,560.00	\$2,215.00	\$2,766.00

Kathy takes great pride in helping the residents of Grosse Pointe Woods and has built strong relationships with the many residents who regularly participate in the fitness classes, senior programs, and the returning boat owners. Through the years, her level of knowledge on the job has grown and she has become more of an office manager with a focus on senior programs.

Kathy is a vital employee to the Community Center especially during the summer months when Recreation Supervisor, Nicole Gerhart splits her time between the Community Center, Lake Front Park Pool, and City Events. In her new role, Kathy will also manage and supervise the Community Center employees to ensure excellent customer service to the residents.

We recommend creating a position titled "Office Manager/Senior Coordinator" at a rate of \$20 per hour (not to exceed 1,350 hours per year). By creating this position the Building Attendant and Building Attendant II hours can be reduced. Funds are included for this in the Fiscal Year 2018-2019 budget in the Community Center Wages and Salaries account number 101-780-702.000.

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

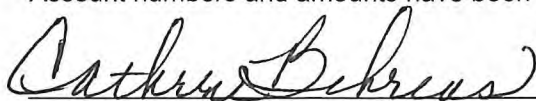
Department Certification:

I hereby certify that the above items are necessary for the proper operation of this Department.


Frank Schulte, Director of Public Services

Fund Certification:

Account numbers and amounts have been verified as presented.


Cathy Behrens, Treasurer/Comptroller

APPROVED FOR COUNCIL CONSIDERATION:


Bruce J. Smith, City Administrator



PUBLIC RELATIONS COMMITTEE
09-10-18

MINUTES OF THE MEETING OF THE PUBLIC RELATIONS COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, SEPTEMBER 10, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair Vicki Granger, Mayor Robert E. Novitke

ABSENT: Council Member Koester

ALSO PRESENT: City Clerk Hathaway

The meeting was called to order by Chair Granger at 6:31 p.m.

Motion by Novitke, seconded by Granger, that Member Koester be excused from tonight's meeting.

Motion carried by the following vote:

Yes: Granger, Novitke

No: None

Absent: Koester

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

Motion carried by the following vote:

Yes: Granger, Novitke

No: None

Absent: Koester

The Chair discussed a meeting she attended with Donna Rogers and Mary O'Keefe, real estate agents regarding City branding. She stated they had been in contact with the little Blue Book and the Chamber of Commerce regarding their map that is published and requested the shopping area in Grosse Pointe Woods also be identified. She stated that the Planning Commission, in their 2020 Plan, recommended branding the city, and all were in attendance at the August Planning Commission Meeting. Ms. Rogers and Ms. O'Keefe are going to be involved with branding. They would like to have a meeting as soon as possible with City businesses and will be delivering a meeting notice to the businesses. They want to get a business association going again to promote business on Mack to identify it as a destination shopping place.

The Chair stated the Committee wanted to hold two meetings, one before work and one in the evening after businesses closed – both on the same day, and are requesting to use the Community Center or the School House at no charge.

PUBLIC RELATIONS COMMITTEE
09-10-18

The Mayor stated he attended meetings in the past with the previous business association, when the meetings were held at a bank or at one of the businesses. There is an adopted City policy pertaining to room use, and the policy would have to be re-written if this is permitted.

Motion by Novitke, seconded by Granger, to refer this item to the Committee-of-the-Whole to discuss Ms. Rogers' and Ms. O'Keefe's request to hold business association meetings in the Community Center without a charge.

Motion carried by the following vote:

Yes: Granger, Novitke
No: None
Absent: Koester

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

Motion carried by the following vote:

Yes: Granger, Novitke
No: None
Absent: Koester

New Business:

- The Chair stated another meeting will need to be scheduled soon to discuss and review the City Calendar, New Resident Packets, and the Business Owner's Handbook.

Motion by Granger, seconded by Novitke, that the meeting be adjourned at 6:38 p.m. Passed unanimously.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Lisa Hathaway

From: Nicole Gerhart
Sent: Wednesday, September 19, 2018 6:06 PM
To: Lisa Hathaway
Cc: Frank Schulte
Subject: Community Center Guidelines

Lisa,
Below is the link to the current community center guidelines.

<http://www.gpwmi.us/Docs/Departments/LFP/CommunityCenterGuidelines.pdf>

The groups that are allowed to use the Community Center free of charge-

Woods-Shores Little League
Gpw foundation
Eastside Soccer Association

If you have any questions, please feel free to contact me. I will be off on Thursday, September 20.

Sent from my iPhone



City of

Grosse Pointe Woods

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SEP 19 2018
CITY OF GROSSE POINTE WOODS

Community Center and Cook School Guidelines

The information in this booklet provides a guide to parties and other gatherings at the Grosse Pointe Woods Community Center and Cook School. Inside, you will find specific information about applying for room and school house rentals, rental rates, and rules and guidelines.



Office Hours:

Monday—Friday
8:30 a.m.—5:00 p.m.

Center Available for Rental:

Sunday—Thursday
9:00 a.m.—10:00 p.m.

Friday—Saturday
9:00 a.m.—11:00 p.m.

Community Center is closed for city-observed holidays as indicated on City Calendar.

MISSION STATEMENT

The Grosse Pointe Woods Community Center and Cook School are available for the civic, cultural, educational, recreational, and social activities of the residents of Grosse Pointe Woods. Please enjoy the Center and Cook School in a manner consistent with the character and objectives of our Community, and the regulations promulgated for the use of the facility.

**20025 Mack Plaza
Grosse Pointe Woods, Michigan 48236**

Web: www.gpwmil.us
E-mail: comctr@gpwmil.us

Telephone: 343.2408
Fax: 642.5105

RENTAL APPLICATION—ROOM AND COOK SCHOOL

1. Application forms are available at the Community Center during office hours.
2. Applications must be submitted by Grosse Pointe Woods residents 21 years of age or older.
3. To secure a rental, signed applications and a security deposit must be submitted at the Community Center during office hours.
4. Reservations must be made at least 1 month in advance and up to 6 months in advance of the scheduled activity.
5. Phone or mail reservations are not accepted.
6. Applications for one time use will be processed on a first come, first served basis.
7. The Community Center and Cook School are available for continual reservations on a weekly, bi-weekly, and monthly basis according to availability.
8. Prior approval must be obtained by the City Administrator or his designee for non-profit Grosse Pointe Woods community organizations providing a public service to the community for private functions in which a fee will be charged to attendees or where merchandise, products, or services are offered for sale.
9. The Request to Serve Alcohol portion of the Rental Application must be completed indicating the intent to serve alcoholic beverages. Approval must be granted by the City Administrator or his designees.
10. The City may refuse a particular type of activity if such activity is deemed not to be in the best interest of the City.
11. City Administration reserves the right to allocate space according to need, has the right to cancel reservations in case of emergencies with or without due notice, and may limit the frequency of use by one group or organization.

RENTAL RATES—ROOM AND COOK SCHOOL

1. Prices are for 5 hour blocks of time, including set-up and clean-up. If additional time is needed, hourly fees will be assessed. Up to 2 additional hours may be added.
2. Applicants will be charged additional fees for events that end after the time indicated on the Rental Agreement. The fees will be deducted from the security deposit in hourly increments.
3. Tables, chairs, and set up are included in the price of the rental. The following furniture is available for use in the rooms:
 - A. 18 Round Tables, 5' diameter (seats 6 or 8 per table) - maximum of 144 seated at round tables
 - B. 6 Rectangular Tables, 8' x 30"
 - C. 4 Rectangular Tables, 6' x 30"
 - D. 16 Card Tables, 36" x 36"
 - E. 120 Fabric upholstered chairs
4. The rental fee must be paid 4 weeks prior to the date of the event.
5. A \$200 Security Deposit is required for reservations.
6. Security deposits are refundable if the following conditions are met:
 - A. Premises will be left in same condition as the start of the event.
 - B. Event ends at time stated on the Rental Confirmation.
 - C. Rules and regulations are followed in accordance with the Community Center Guidelines.
7. If a rental is cancelled 60 days prior to the event date, the security deposit and any rental fees paid are fully refundable.
8. Fees and rates are subject to change.

Facilities	Capacity	5-hour block	Add'l Hour
All Rooms	160	\$425	\$95
Park Room Includes kitchen	80	\$225	\$55
Garden Room	50	\$150	\$35
Lake Room	20	\$60	\$15
Cook School	40	\$125	\$30
Projector System & Screen (Park room only)		\$50	n/a
Coffee urns (coffee, cups and condiments are not included)		\$10	n/a
White Linen Table Covers		\$8/Table	n/a

RENTAL REGULATIONS—ROOM AND COOK SCHOOL

General Rules

1. The Community Center and Cook School shall be utilized in accordance with the terms and conditions established by the City Administrator and approved by the Grosse Pointe Woods City Council.
2. The day of the event, the applicant must check in with the Building Attendant at the Community Center office and present his/her identification. This person must be on site throughout the entire event.
3. Groups consisting of children under the age of 18 must have one responsible adult present for each ten (10) children.
4. Groups shall be restricted to the rental area assigned, excluding the restrooms.
5. Use of areas outside the building is restricted to the parking facilities, unless specific prior approval is obtained from the City Administrator.
6. A Building Attendant will be on duty during the event. Equipment problems and accidents should be reported immediately.
7. The City of Grosse Pointe Woods is not responsible for lost or stolen items or damage incurred to renter's items or property.

Rental area set-up and clean-up

1. Table and chair set-up/tear down will be done by a Building Attendant.
2. Access to the building prior to the rental time for set-up will not be granted.
3. The rental area must be left in the same condition as it was received. Leaving the rental space in an unacceptable condition will affect the renter's ability to rent in the future and loss of security deposit.
4. The Applicant is responsible for the following clean-up:
 - A. Removal of all materials brought in
 - B. Removal of all decorations
 - C. Placement of all trash in plastic trash bags
 - D. Wiping down of all tables and chairs
 - E. Cleaning of any spills and messes (see Building Attendant for assistance and supplies).

Conduct of Guests

By signing the Rental Application, the applicant agrees to the following:

1. Orderly behavior of all guests inside and outside of the building.
2. Financial responsibility of damages due to misuse of Community Center and Cook School.
3. Responsiveness to directives from staff.
4. Programs suitable for presentation in a public building.
5. Lawful activity in accordance with the City, State, and Federal laws and regulations.

Decorations and Entertainment

1. No decorations may be taped or adhered to any walls, doors, etc.
2. If signs or balloons are used outside the building, these items must be removed at the conclusion of the event.
3. No glitter or confetti may be used inside or outside the building.
4. The City is not responsible for any damage to electrical equipment provided by an outside vendor.

Prohibited Activities

1. Smoking or using any type of tobacco product inside the building.
2. The use of open flames, such as lighted candles.
3. Prior written approval is required from the City Administrator for non-profit groups requesting to host events involving the following activities:
 - A. Exposing or offering for sale any article or service.
 - B. Announcing or advertising any article or service for sale or hire.
 - C. Selling alcoholic beverages.
 - D. Charging admission or collecting money at events.
 - E. Conducting games of chance.

Violation of Guidelines, Policy, or Rules

City representatives will monitor the event to review compliance with this policy and these rules. Staff members will intervene whenever a violation of the policy is observed. City of Grosse Pointe Woods staff may ask the Applicant of the event to stop the violation, or may close down the event. Should the Applicant fail to comply, staff members may call the Public Safety Department for enforcement. Violations of any city policies shall result in a forfeiture of the deposit.



USE OF KITCHEN FACILITIES

Individuals renting the kitchen may bring in their own food or hire a caterer. The applicant and/or the caterer are held fully responsible for the food being served.

1. The Community Center and the Cook School are not licensed as a foodservice kitchen; therefore the facility is only designed to assist in serving meals that are prepared off-site.
2. Chafing dishes with fuel heaters are only to be used to heat food outside of the kitchen. Chafing dishes and lit fuel pans are not to be transported while lit.
3. Kitchen should be left as it was found.
4. Garbage bags must be tied and put near kitchen outside door for removal.

Facilities included in rental price:

1. Sink & counters, Community Center and Cook School
2. Oven in Community Center, microwave in the Community Center and Cook School – for warming only, not cooking
3. Refrigerator in Community Center and Cook School, Freezer in Community Center

Facilities NOT included in rental price:

1. Items in the cupboards.
2. Cups, plates, silverware, table linens and serving utensils.

Applicants using an outside caterer must comply with the following:

1. Provide a copy of State of Michigan caterer license and alcohol license (if serving alcohol).
2. Provide an insurance certificate from the caterer with at least \$1,000,000 of liability coverage.

POLICY FOR SERVING ALCOHOL AT THE COMMUNITY CENTER AND COOK SCHOOL

General Policy

The purpose of this Policy and corresponding Rules is to prevent common and recognized problems that can arise from alcohol consumption, to ensure a safe and enjoyable environment for all those who use City facilities, and to reduce the risk of liability.

In addition, alcohol may not be consumed at public facilities except as authorized by City Council Resolution. The City Council has determined that, at the Community Center and Cook School, alcohol can be possessed and consumed only in accordance with the laws of the State of Michigan.

The City reserves the right to deny the request for the use of alcohol, and to deny the Permit to Serve Alcohol, if it finds that the Applicant cannot or likely will not meet the requirements of this Policy, cannot sufficiently indemnify or hold harmless the City, or if the proposed event is in any way inconsistent with the use of the public facilities and the purpose of this Policy.

Generally Applicable Rules

1. A Request to Serve Alcohol shall be submitted at the time of the Room Rental Application by a Grosse Pointe Woods resident 21 years old or older.
2. The applicant is responsible for the following:
 - A. Being on site for the duration of the event.
 - B. Paying a \$50 fee for the Permit to Serve Alcohol.
3. Depending on the nature of the function, the City Administrator has discretion to require the applicant to present proof of insurance liability coverage with limits acceptable to the City Administrator
4. The only person allowed to bring alcohol into the Community Center or Cook School or remove it from the building will be the applicant, caterer or its designated agent.
5. A LCC permit is required unless alcohol is served free of charge; which the applicant is responsible for obtaining.
6. Beer is to be in individual serving size containers; beer kegs are not allowed.
7. If bar service is provided, a maximum of two drinks may be served to an individual at any one time.
8. Alcohol may be possessed or consumed only by individuals over the age of 21. The applicant shall ensure that identification is in accordance with applicable law, to ensure that no one under the age of 21 is served alcohol. The only acceptable forms of identification shall be a state or other official identification card, a driver's license with photo, or a passport.
9. No alcohol shall be served to any person who is obviously intoxicated. Doing so may result in criminal prosecution.
10. Alcohol must be possessed, consumed, and served only in areas designated for the specific event by the City.
11. If alcohol is present without obtaining a permit prior to the event, the security deposit is forfeited.

The Committee then discussed **policy regarding use of administrative rooms at City Hall**. The Mayor provided an overview regarding outside use of the Council Chambers and Community Center rooms. The City Clerk distributed and the Committee reviewed the draft Policy Regarding Use of Administrative Rooms at City Hall. Following discussion, there was a consensus to:

- Remove paragraphs three and four.
- Add to paragraph two:
 - b. Grosse Pointe Woods Foundation
 - c. Eastside FC (soccer)
 - d. Special exception may be granted by the City Council.

Motion by Granger, seconded by Bryant, regarding Policy Regarding Use of Administrative Rooms at City Hall, that the Committee-of-the-Whole recommend that City Council adopt the policy as amended.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, that the Policy Regarding Use of Administrative Rooms at City Hall be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

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