



**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, sitting as a finance committee, for **Monday, April 24, 2017, at 6:00 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. Bonding
  - A. Memo 04/13/17 – Director of Public Services
  - B. Aerial Views (6)
  - C. Photos of DPW yard (7)
  - D. Memo 04/21/17 – City Clerk
  - E. Photos (11)
5. Review 2017/18 Budget Books
6. New Business/Public Comment
7. 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@gpwmi.us](mailto:cityclk@gpwmi.us).

cc:  
Council – 7  
Berschback  
Smith  
Hathaway  
Rec. Secretary

Email Group  
Media - Email  
Post -8  
File

## MEMO 17 – 17

TO: **Bruce Smith, City Administrator** *BSM*

FROM: Frank Schulte, Director of Public Services *FS*

DATE: April 13, 2017

SUBJECT: Proposed Bond for Recommended Municipal Improvements

The following is a list of municipal improvements that should be completed in the very near future. These are necessary projects that have been postponed over the last several years and should not be further delayed. These projects could be completed with a bond issue totaling \$2,898,140.00 as shown below.

Project	Reason	Cost Estimate
City Hall Roof/Mechanical	Engineering report shows asphalt shingles are long past life expectancy, roof leaking in multiple locations. Air Handling mechanical for HVAC last replaced in the 1960s. Parts unavailable. Rusty out cooling coils. See AEW Project Report.	\$715,000.00
Police Garage Roof	Shingles are falling off; roof long past life expectancy.	\$22,000.00
Municipal Complex Tuck Pointing	Repairs open joints on bricks maintaining integrity of walls. Multiple lower areas around municipal complex and garage and the handicap ramp at the community center in need of repair.	\$7,000.00
Repaint City Hall/Police Garage	Deteriorated cupola, windows, doors and trim all peeling and rotted wood. Windows need to be reglazed and caulked.	\$55,000.00
DPW Administration Bldg Roof	Flat roof deteriorating – ongoing leaks – replaced in 2003 – 14 years old.	\$20,000.00
Asphalt Rear DPW Yard	Rear yard is dirt. Spring and fall yard is all mud; summer is dustbowl – ongoing complaints from area residents and church. Hard on city equipment and vehicles. All other GP DPW yards are hard surface. (See attached ordinance.)	\$880,000.00
City Hall Parking Lots	Severely deteriorated asphalt parking lot – needs resurfacing for resident and employee safety – numerous cracks and potholes.	\$280,000.00
DPW Employee parking Lot	Severely deteriorated asphalt parking lot – needs resurfacing for resident and employee safety – numerous cracks and potholes.	\$88,000.00
Ghesquiere Park Jackson Lot	Severely deteriorated asphalt parking lot – needs resurfacing for resident and employee safety – numerous cracks and potholes.	\$48,000.00
Ghesquiere Park Bramcaster Lot	Severely deteriorated asphalt parking lot – needs resurfacing for resident and employee safety – numerous cracks and potholes.	\$36,000.00
Bath House Roof Lake Front Park	Needs replacement. Roof has ventilation and insulation issues. Plywood sheets are curling up	\$331,140.00



	causing the roof to leak and insulation has deteriorated. Replace three 1975 air handling units – units are obsolete and parts are no longer available.	
Bath House Boiler	The boiler provides hot water for showers. Is original from 1975. Parts are not readily available. It is long past its useful life and has become unreliable. Many complaints when no hot water is available. Has required numerous repairs.	\$60,000.00
Boat Launch Lot and Drive	Severely deteriorated asphalt parking lot and drive – needs resurfacing for resident and employee safety – numerous cracks and potholes. Is used frequently during summer for launching boats.	\$160,000.00
Sailboat Lane	Severely deteriorated parking area and drive – needs resurfacing for resident and employee safety – numerous cracks and potholes. Is used frequently during summer for parking at boat docks.	\$88,000.00
Board Walk Path Lighting	Replace 30 broken bollard lights with new LED. Current lights have not worked for years and the fixtures are easily tipped over exposing electrical wires. Replace with new lighting fixtures to match existing fixtures throughout the park grounds.	\$40,000.00
Picnic Pavilion – New	To be built by concession stand. Would replace 3 large 30x30 tents and 3 small 15x15 tents. The large tents are \$7,500/each. The small tents are \$3,500/each. Tents should be replaced every 2-3 years. In recent years tents have been repaired instead of replaced due to budgetary constraints. Tents have been repaired at a cost of approximately \$2,000/repair. Tent set-up and break-down is labor intensive. With new pavilion those employee hours could be better utilized.	\$43,000.00
City Hall Absentee Voter Office	Office is in need of repair/remodeling	\$25,000.00
Total		\$2,898,140.00

Less pavilion	Deduct \$43,000.00	\$2,855,140.00
Less Boat Launch Lot and Drive	Deduct \$160,000.00	\$2,695,140.00

I believe obtaining a bond to complete the municipal improvements shown above will greatly improve the quality of life for all residents and employees of the City of Grosse Pointe Woods.

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

c.c. O/F



301 Commerce Drive, Suite 400  
New Holland, PA 17557  
Toll-free: 866-768-8465 • Fax: 717-355-2705

## QUOTE

DATE	QUOTE #
3/10/2015	7942

NAME/ADDRESS
John Salter 23000 Jefferson St Clair Shores, MI 48080

SHIP TO
John Salter 23000 Jefferson St Clair Shores, MI 48080 jsalter@gpwm.com (313)363-1260

TERMS	REP	QUOTE REQUESTED BY
	LM	

QTY	ITEM	DESCRIPTION	Total
1	WP2040	30 ft. x 40 ft. Traditional Wood Rectangle Pavilion – made from unstained, pressure-treated Southern Yellow Pine lumber and includes ten (10) 5"x5" posts, double main roof rafters, 30 yr. architectural asphalt roof shingles, triple-ply 2x8 header beams, 2x6 half-moon braces for added strength and a decorative touch, 1x6 tongue and groove ceiling boards, decorative post trim, and black powder-coated mounting brackets for concealed attachment to a concrete pad or wooden deck.	37,839.00T
1	Misc Pavilion (cust...	Sealed Engineered drawings (if needed)	4,250.00T
1	Delivery/Kit	Delivery of your single kit - our Logistics Department will contact you via e-mail closer to your delivery date.	1,900.00T
		Please be sure to have any and all permits/approvals required by your locality in place prior to delivery.	
	Discount - pavilion	Professional courtesy discount	-1,000.00

*This quote is only valid for 30 days from the quote date.  
Since this product is custom-built, all payments are non-refundable and the product cannot be returned.*

<b>Subtotal</b>	\$42,989.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total (this is not an invoice)</b>	\$42,989.00



## MUNICIPAL COMPLEX



DPW ADMINISTRATION ROOF





DPW REAR YARD

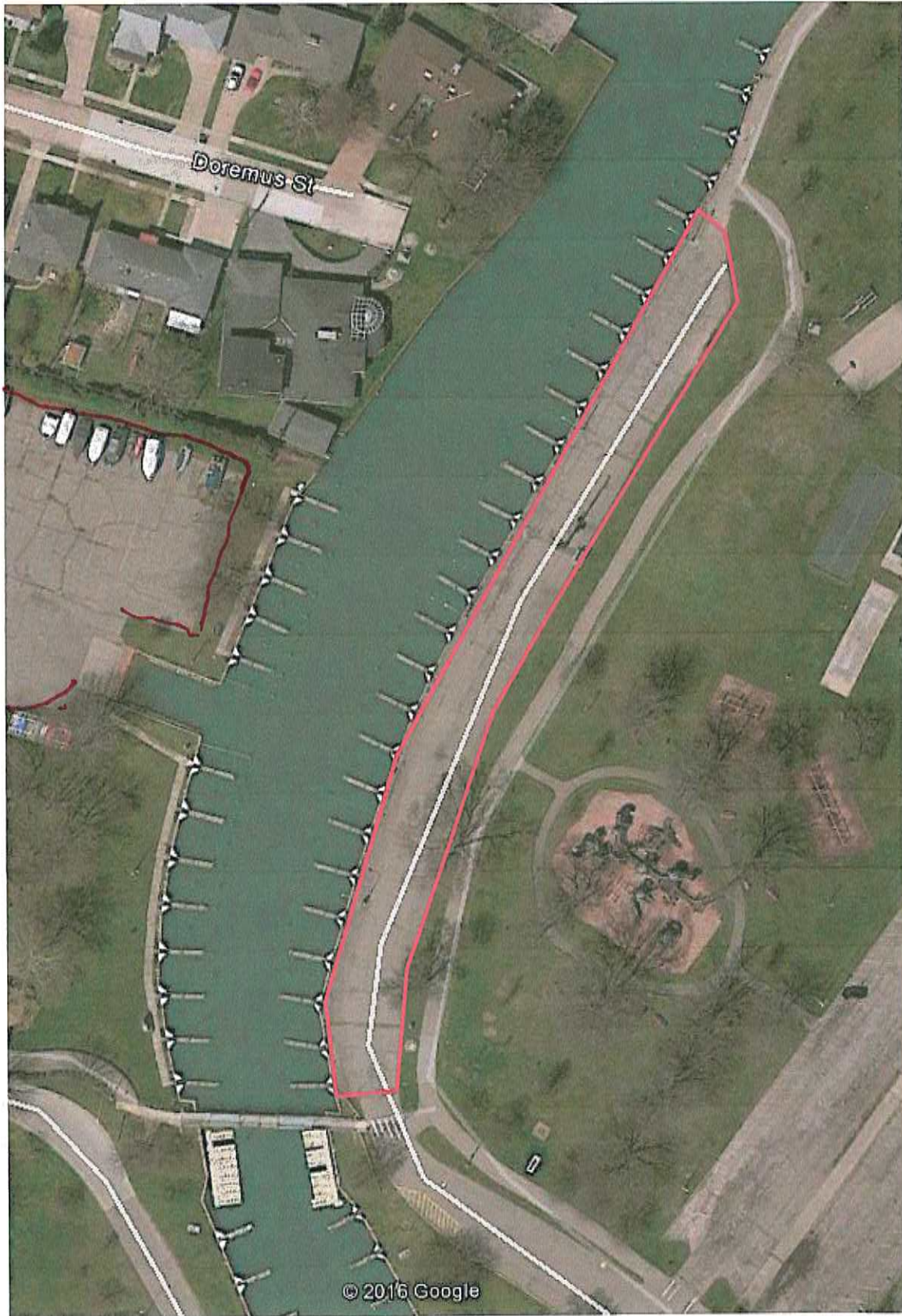


GHESQUIERE PARK PARKING LOTS



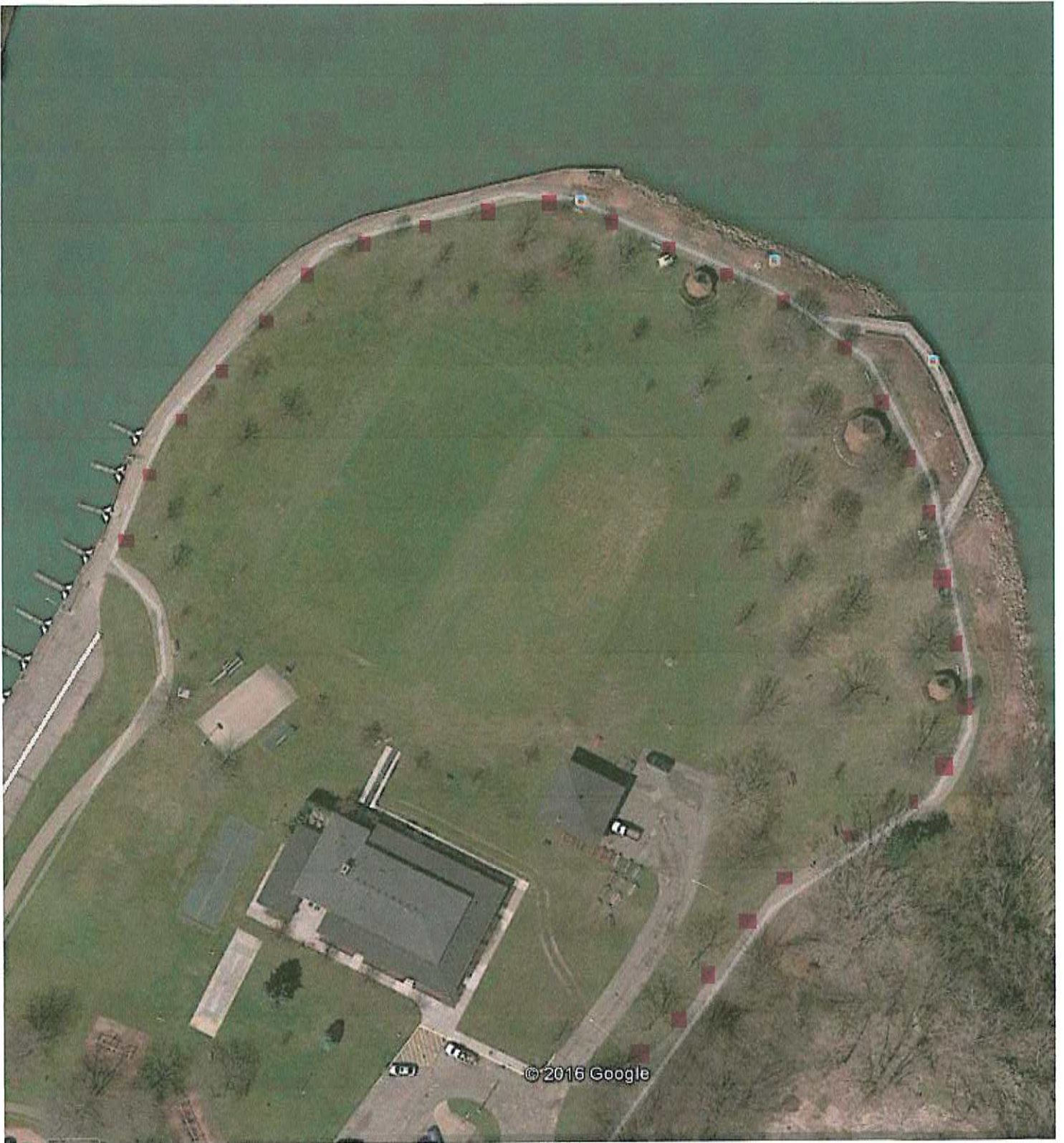


# SAILBOAT LANE LIGHTING



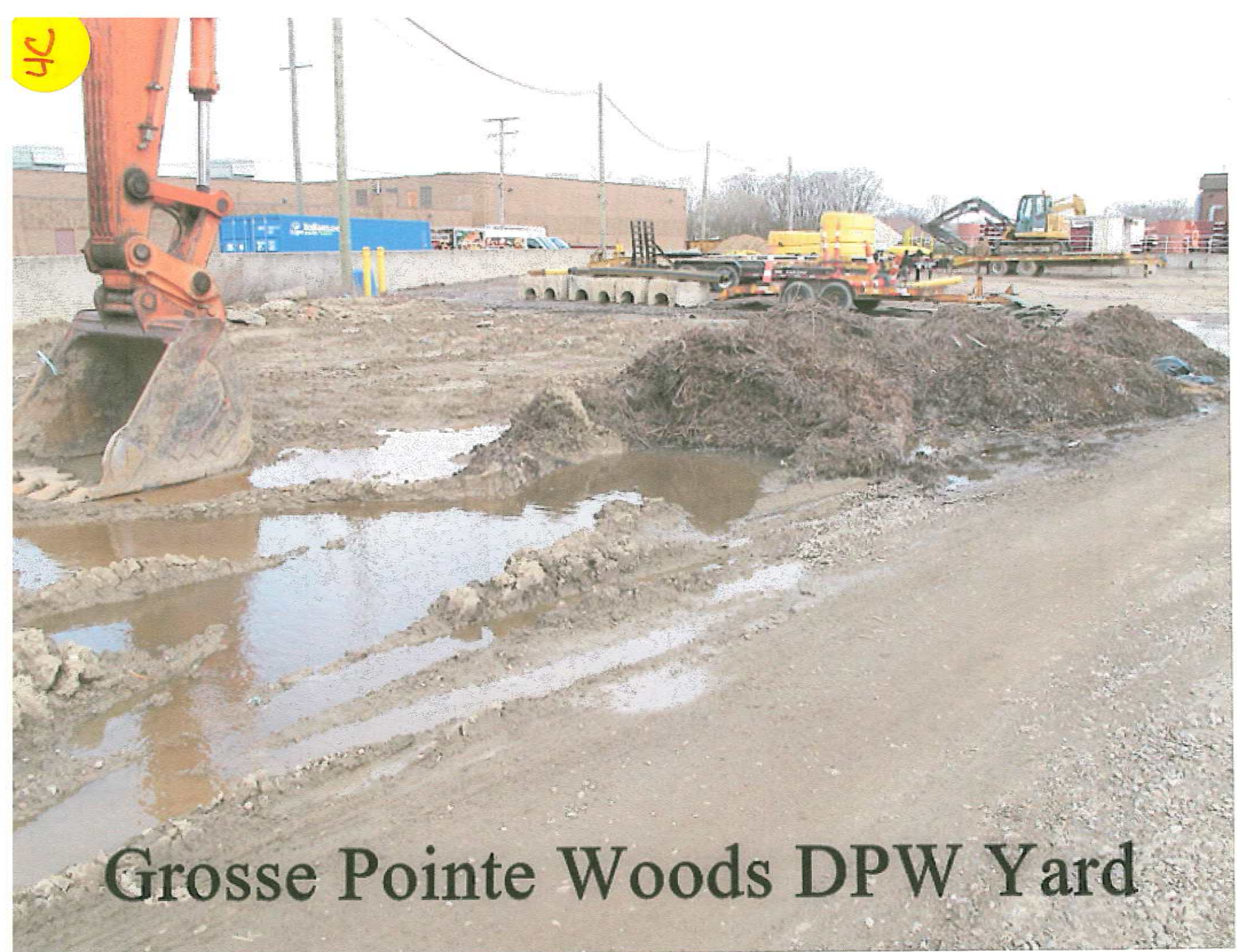


# LAKE FRONT PARK LIGHTING



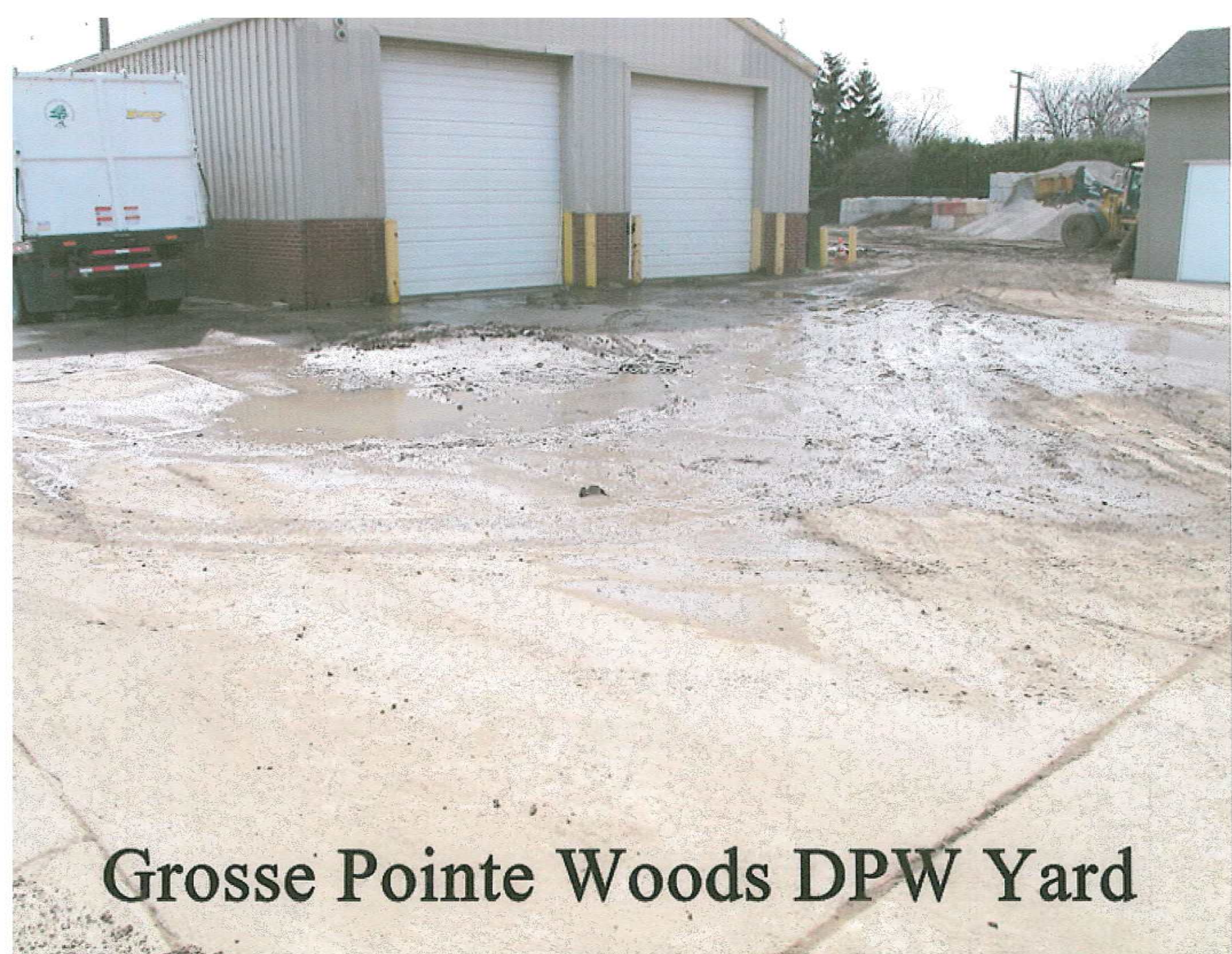


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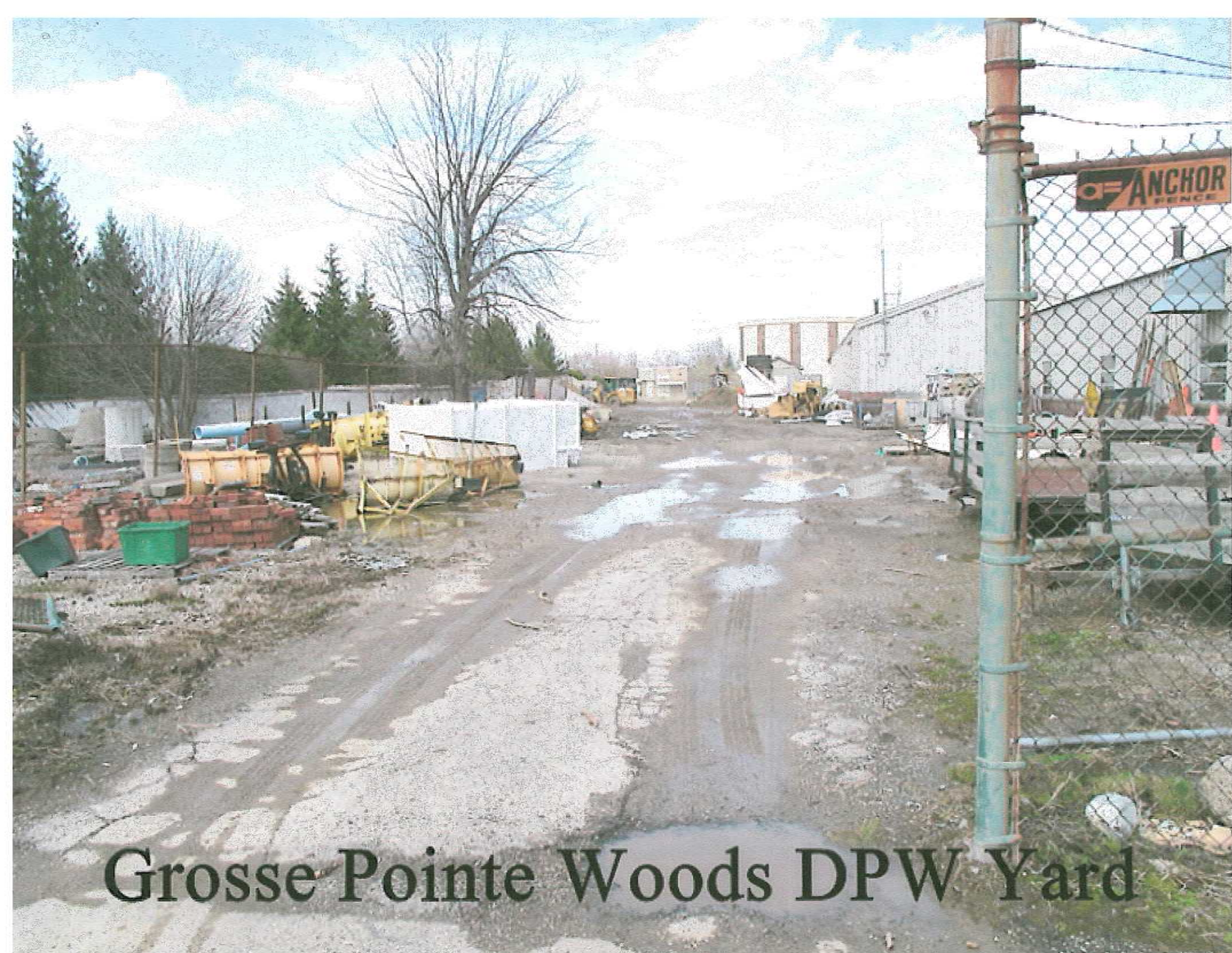
Grosse Pointe Woods DPW Yard





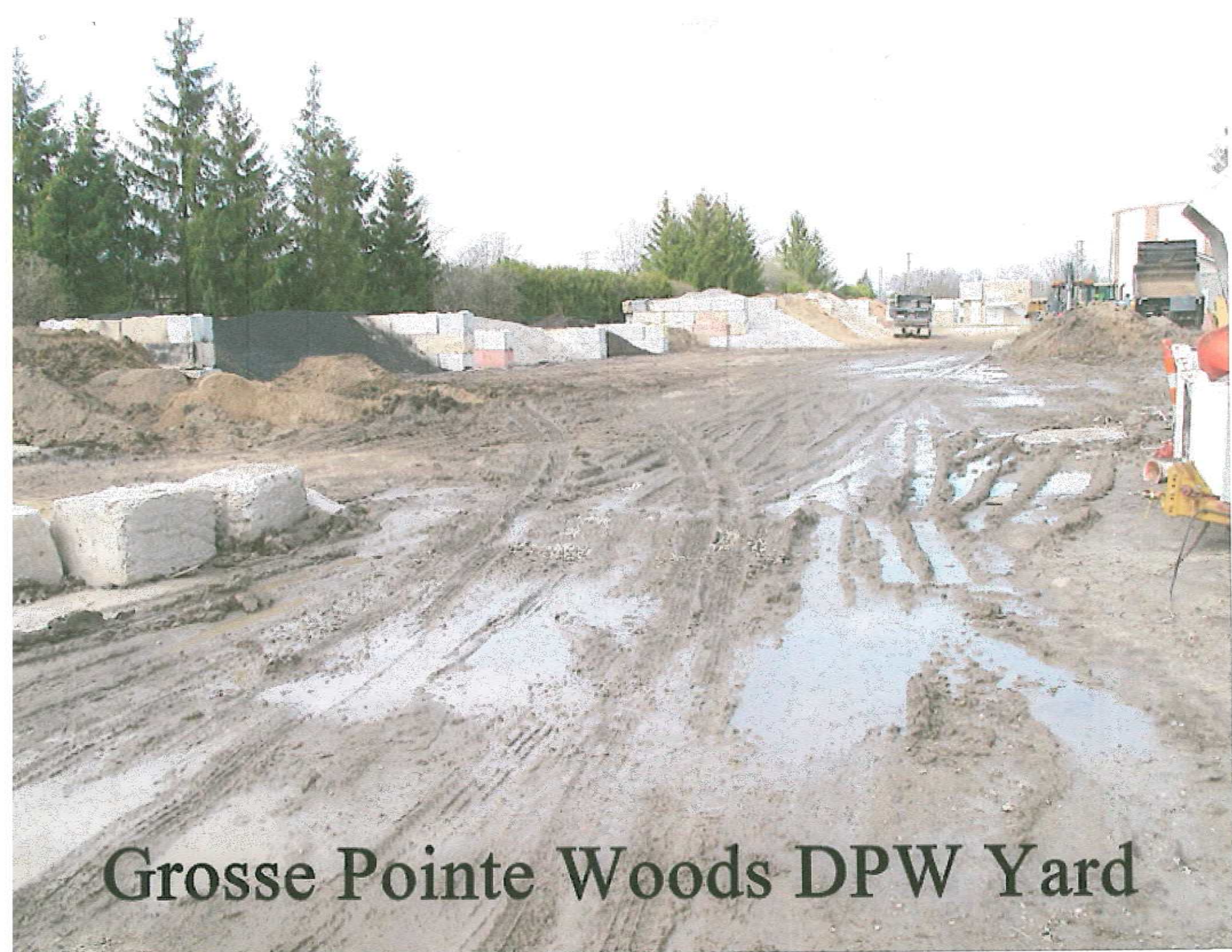
**Grosse Pointe Woods DPW Yard**





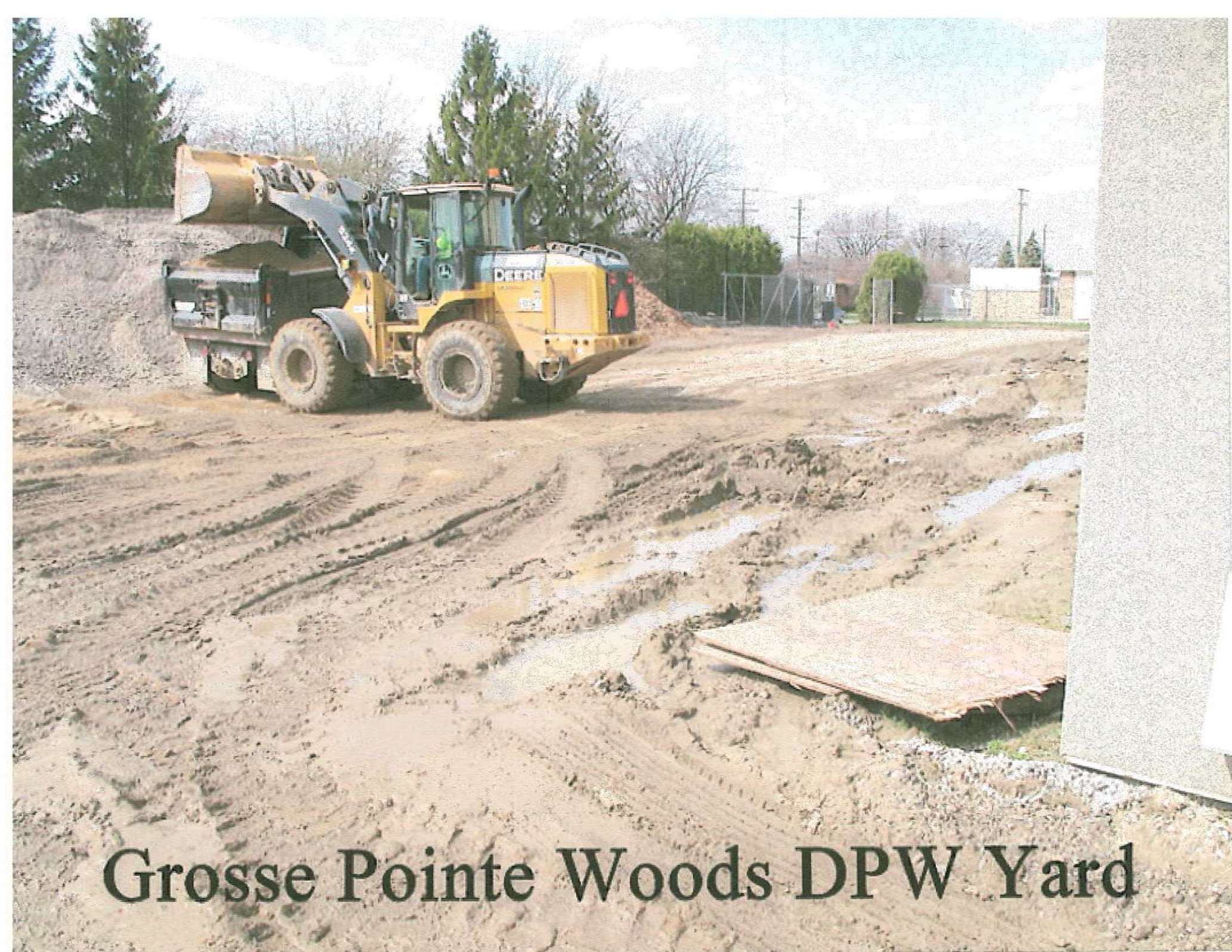
Grosse Pointe Woods DPW Yard





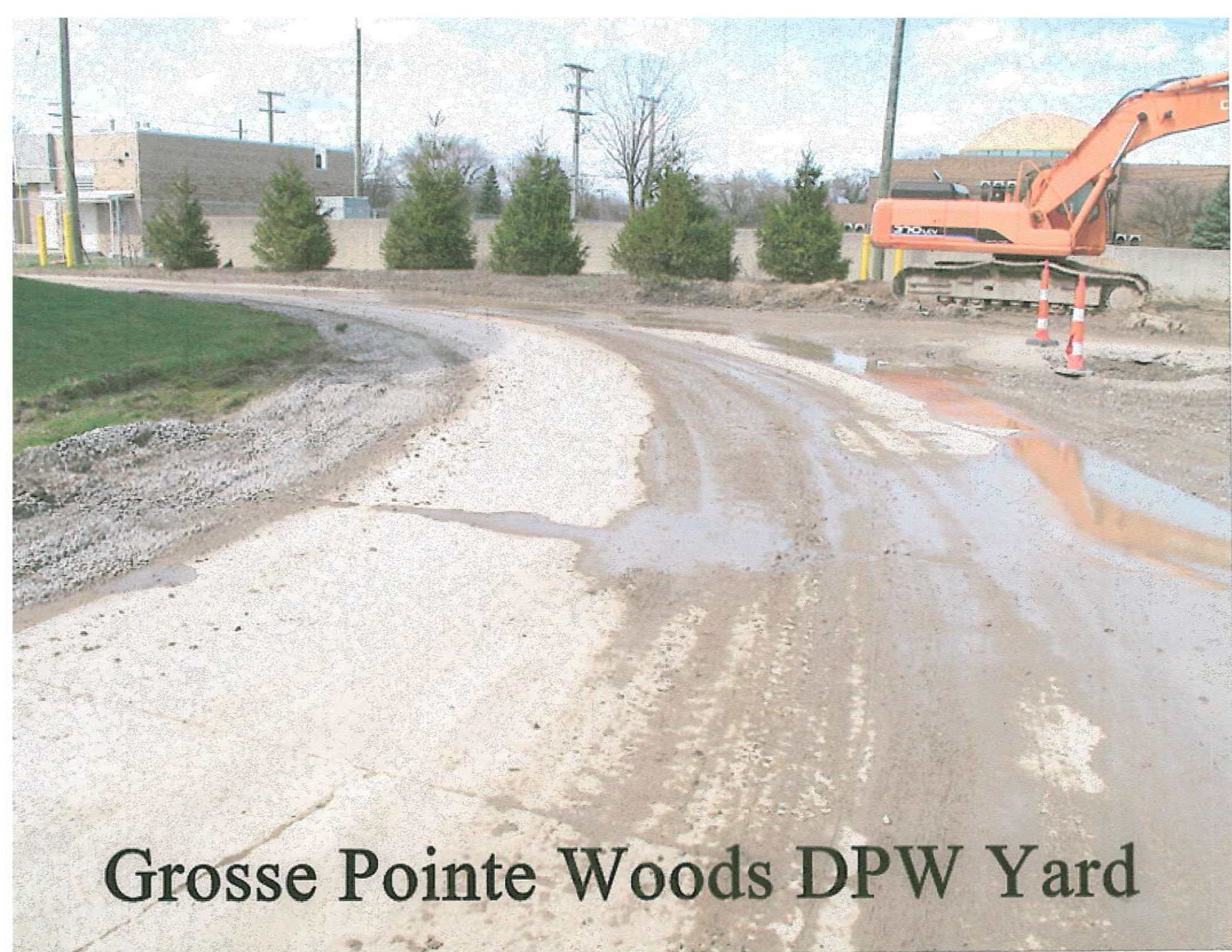
**Grosse Pointe Woods DPW Yard**





**Grosse Pointe Woods DPW Yard**





**Grosse Pointe Woods DPW Yard**








# CITY OF GROSSE POINTE WOODS

## Office of the City Clerk

### Memorandum

**DATE:** April 21, 2017

**TO:** Mayor and City Council

**FROM:** Lisa Hathaway, City Clerk 

**SUBJECT:** AV/Voter Registration Office Improvements

The City Clerk's proposed 2017/18 Budget included funding for improvements in the absent voter office, which has since been cut due to budget constraints. While considering bonding for infrastructure improvements, I am requesting that Absent Voter/Voter Registration Office improvements be included into the equation for bonding in an amount estimated at \$25,000.00. The Absent Voter/Voter Registration Office has not been seen improvements in the past twenty-one years, minimum.

Although estimates have not been obtained, I have reached out to John Vitale and asked for his assistance and guidance to obtain input for improved voter traffic flow, ballot and equipment security, and to address concerns regarding the aged, asbestos floor tiles. The attached photos identify the following:

1. Flooring can no longer be cleaned due to age, rust stains, and embedded scuff marks. Mr. Vitale confirmed these are asbestos tiles and can be sealed with flooring laid over the tiles. A combination of tiles and carpet would be considered.
2. The office is very humid and hot for three-quarters of the year causing ballots to swell making them difficult to be accepted by the tabulator. A space air conditioner/dehumidifier was installed and requires venting, which is done through the ceiling tiles.
3. Ceiling tiles have been removed over the years, and are water stained and extremely dirty.
4. The walls require washing and fresh paint.
5. Furniture needs replacing. The chairs, desks, and table workspace have been recycled a few times ending up in the AV/Voter Registration Office. Staff chairs are broken and dangerous, shelving is unsafe, parts are no longer available for the modular system, and chipped Formica damages the workers' clothing and causes splinters.
6. A better solution is needed for the extremely large table that is used for equipment testing, ballot processing, and supply box organization. It takes up an extreme amount of space and difficult for Receiving Board Members to work around on election night.
7. Furniture requires reconfiguration to make the best use of floor space and to permit improved voter traffic flow when entering and exiting the office.
8. Improved storage solutions are needed for temporary and permanent storage to be used for election supplies and equipment, as well as the printer, master cards, voter registration processing, and work stations.
9. Poor lighting currently exists and there are no windows in the lower level, for which Mr. Vitale states there are cost effective solutions.

Attachments

Cc: Bruce Smith



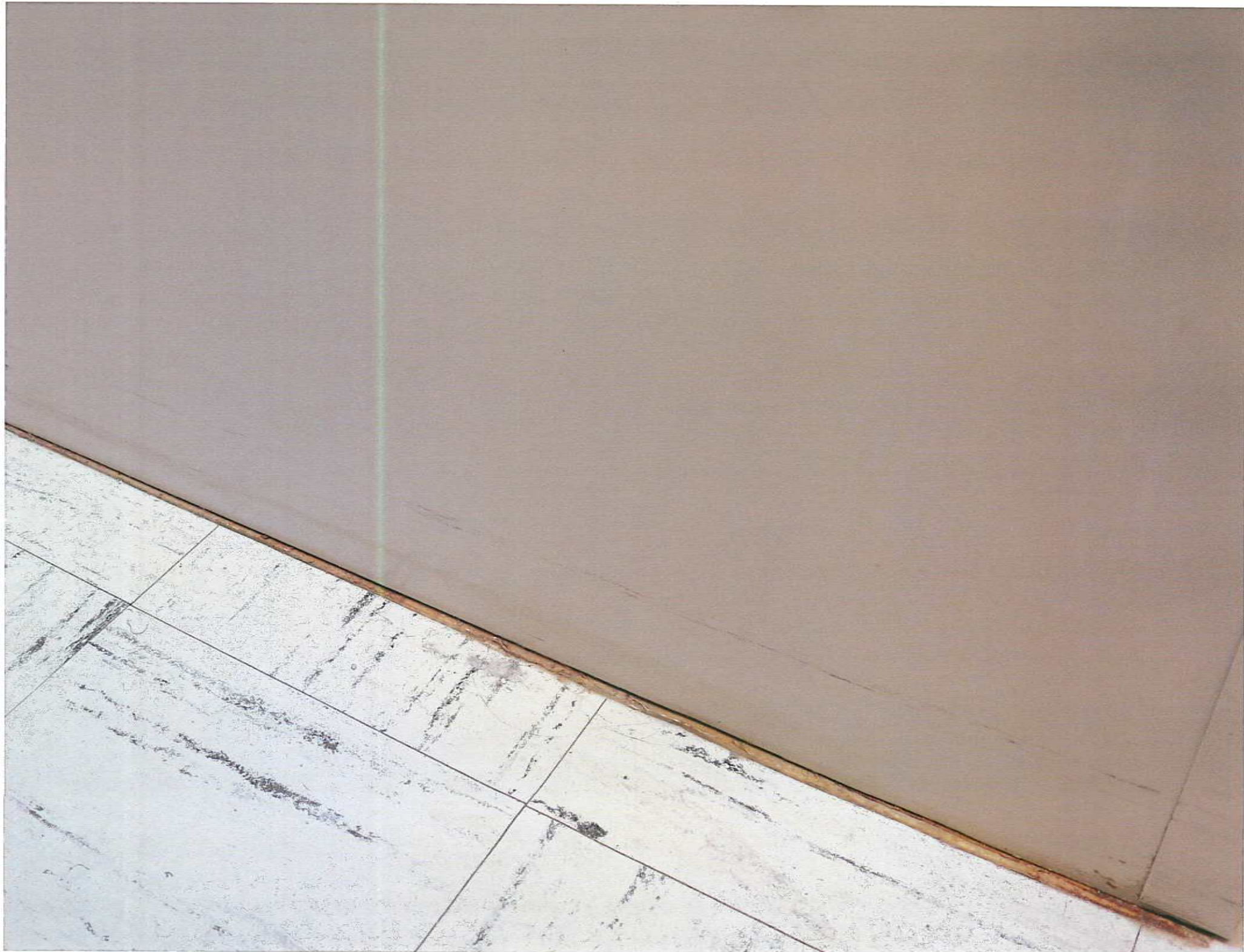
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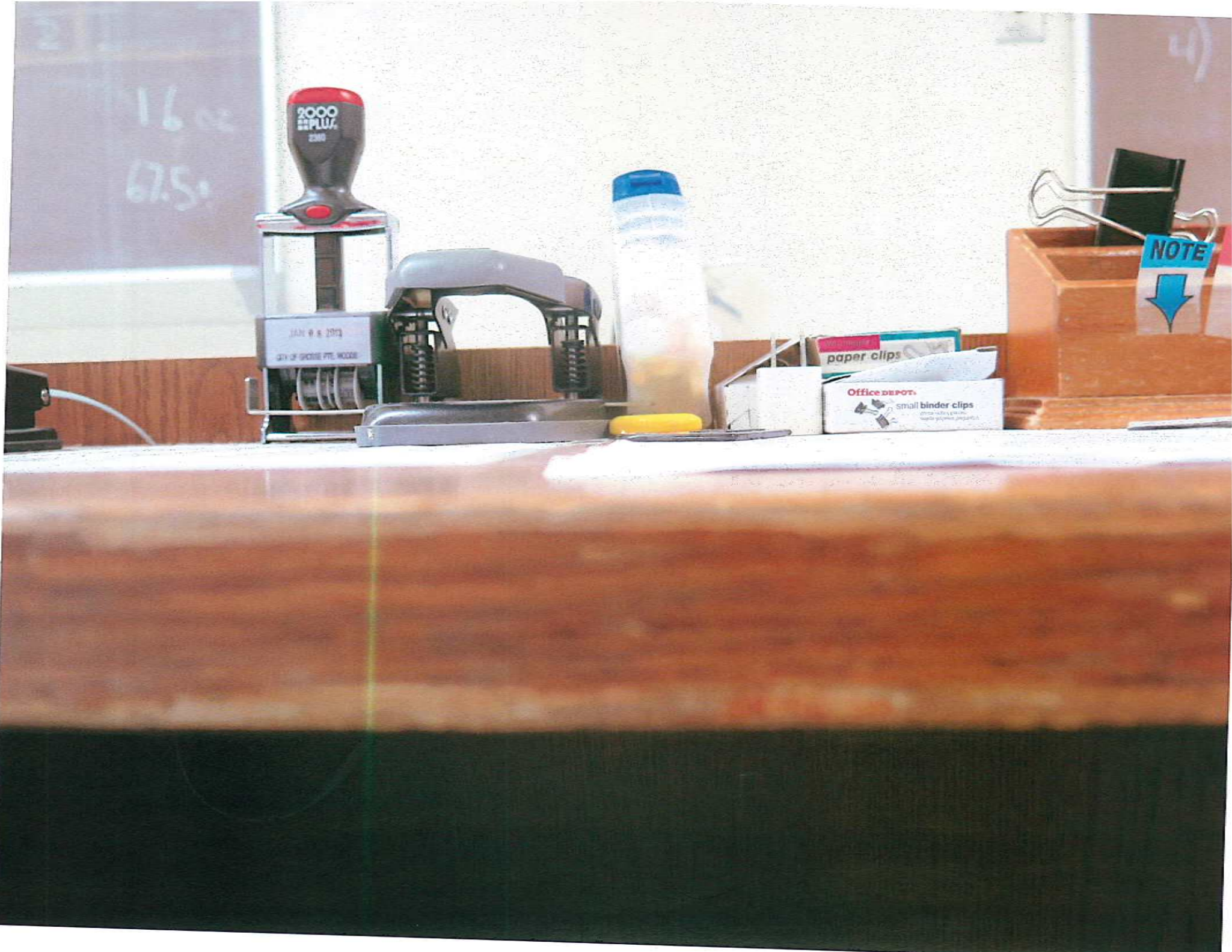












JAN 9 8 2013  
CITY OF SHORE PLE MOORE

paper clips

Office DEPOT  
small binder clips

NOTE  
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