



**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, March 27, 2017, at 7:00 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. Non-profits use of City Property for fundraising
  - A. Letter 03/14/17 – Knights of Columbus
  - B. Knights of Columbus Rules and Code of Conduct
  - C. Photo
  - D. Certificate of Liability Insurance
  - E. Memo 03/22/17 – Director of Public Safety
  - F. Site Plan
5. Medstar – Extension of Contract
6. Payroll Tax Withholding
7. Trolley (Sale)
  - A. Committee-of-the-Whole Excerpt 01/30/17
  - B. Memo 03/09/17 – Director of Public Services
8. New Business/Public Comment
9. 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 [cityclerk@gpwmichigan.us](mailto:cityclerk@gpwmichigan.us).

cc:  
Council – 7  
Berschback  
Smith  
Hathaway  
Rec. Secretary

Email Group  
Media - Email  
Post -8  
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MAR 14 2017  
CITY OF GROSSE PTE. WOODS

March 14, 2017

Mr. John G. Kosanke  
Director  
Chief of Police/Fire  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

Director Kosanke,

Further to my message of March 3, 2017 to City Council requesting protocol around the use of property in front of and adjacent to City Hall, City Clerk Hathaway's March 6, 2017 correspondence with usage requirements, and the March 13, 2017 City Council meeting requesting further detail around this event, please find the following response points for date, time, purpose and a more granular event plan.

- The property usage dates are April 7 and April 8, 2017.
- Time of use would be no earlier than 8:00 AM and no later than 5:00 PM on each date.
- The purpose of the property usage is to solicit donations in support of the local Grosse Pointe Woods Knights of Columbus Annual Tootsie Roll Drive which funds local Grosse Pointe Woods special needs children's therapy and summer camp sessions. Further, a portion of the proceeds will support the State of Michigan Special Olympics regional and state competitions.
- The event plan involves six (6) adult only volunteers who will populate the circular drive adjacencies and the north side entrance of City Hall for soliciting donations for tootsie rolls in two hour shifts. There will be signs on Mack Avenue as well as either side of the circular drive (see attachment). All volunteers will be wearing bright yellow vests identifying the Knights of Columbus (see attachment).
- The normal permit application will be completed with lists of volunteers, their resident addresses, and birth dates. There will also be a proof of liability insurance document submitted to the City Clerk within the next 24 hours.

- In order to avoid congestion or a backup on Mack Avenue, solicitors will not be located near the entrance to the circular drive. Rather, there will be two following the bend in the driveway entrance, two twenty feet further, and one on the north side of the exit near but not in conflict with the bill and postal drop-off boxes. Each pair will be on the curb and on opposite sides of the driveway. There will be one additional volunteer near the north side entrance to City Hall. In all instances, care will be given to permit comfortable entrance and exit to visitors to City Hall.
- In as much as this is a first effort using this configuration, adjustments may be made intraday to ensure both safe exchanges with donors as well as unobstructed entrance and exit of visitors to the site.
- There may be instances whereby there are less than six volunteers per two hour shift and there may be a period of time when shifts are changing and there is some overlap. Volunteers will park in the north parking lot away from the first several rows, permitting more convenient spaces for visitors.
- All volunteers will be attired in tasteful yet casual clothing and all will be wearing vests and all will have same or similar containers to accept contributions.
- Please see attached "Rules" or "Code of Conduct" which all volunteers practice without exception.

Please do not hesitate to contact me if a personal meeting would be useful or if there are changes necessary to any of the above bullet pointes.

Regards.

Dennis Janowski  
 Grand Knight  
 OLSOS Knights of Columbus  
 1070 North Oxford  
 Grosse Pointe Woods, MI 48236  
 (313/884/2549)  
 Djanowski500@comcast.net





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CITY OF GROSSE PTE. WOODS

Knights of Columbus 2017 "Rules" and "Code of Conduct" (amended)  
Annual Tootsie Roll Drive to Benefit Special Needs Children

- Solicitors will be on the curb and not the street during green or red lights. Walking on the dotted white traffic lanes or solid turn lane guides is not permitted.
- The use of cones in or around the street is not permitted.
- Entry to the street from the curb will occur only at intersections when the "walk" sign is visible for purposes of entering or leaving an event session.
- Two lane traffic will have two solicitors, one on each side, where available and if not the lane absent of a volunteer will not be approached.
- Should eight solicitors not be present for the four intersections, there will be at least two at the two busiest intersections which have been determined by virtue of donations received and independently by informal automobile count conducted periodically in two hour intervals.
- Signage will be present in advance of all four (or more if permitted) intersections on each side of the intersection in the space between sidewalk and street or on the median (see attached photos). This will alert potential donors of whom we are and what we are supporting in order to facilitate the process of securing coins or dollar bills from wallets or purses as the donor vehicle approaches the intersection when it is deemed safe to do so without a distraction to the vehicles in proximity.
- Bright colored vests will also be worn by all solicitors which also identify them as K of C volunteers along with the cause being supported.
- Solicitors will not shout, knock on windows, or otherwise disturb, pressure, or distract drivers passing or stopping at intersections for red lights.
- There is additional granular detail around "Rules" which deal with an Officer on site who manages the volunteer identification, the actual permit, and the insurance certificates issued to the K of C State Council on behalf of its individual Councils, including the OLSOS Council #7780. This is normally the Council President, also known as the Grand Knight, who will pass on, to an Officer, documentation if absent of the intersection for any meaningful amount of time.



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**KNIGHTS  
OF COLUMBUS®**

# **Tootsie Roll Drive**

**Support the Mentally Impaired**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD)  
3/6/2017

4D

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J Gallagher & Co 1690 Watertower Place Suite #500 East Lansing MI 48823		<b>CONTACT NAME:</b> Shari Kindel <b>PHONE (A/C, No, Ext):</b> 517-664-2770 <b>E-MAIL ADDRESS:</b> shari_kindel@ajg.com <b>FAX (A/C, No):</b> 517-664-2787	
<b>INSURED</b> Michigan State Knights of Columbus 6025 Wall Street Sterling Heights MI 48312		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Capital Specialty Ins. Corp INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
KNIGH-1		NAIC #	

**COVERAGES**

CERTIFICATE NUMBER: 1410516351

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CS17001555-01	3/20/2017	4/24/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CITY OF GROSSE POINTE WOODS is an additional insured on the general liability policy.

\*\*Note-the general liability policy provides coverage for additional insured per written contract in accordance with the provisions and definitions of the policy and only as it relates to work performed by the named insured.\*\*

**CERTIFICATE HOLDER****CANCELLATION**CITY OF GROSSE POINTE WOODS  
20026 MACK PLAZA  
GROSSE POINTE WOODS MI 48236

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



**CITY OF GROSSE POINTE WOODS  
DEPARTMENT OF PUBLIC SAFETY**

**Date:** March 22nd, 2017

**To:** Bruce Smith, City Administrator *BLS*

**From:** John G. Kosanke, Public Safety Director *JK*

**Subject:** Knights of Columbus Fundraiser

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CITY OF GROSSE PTE. WOODS

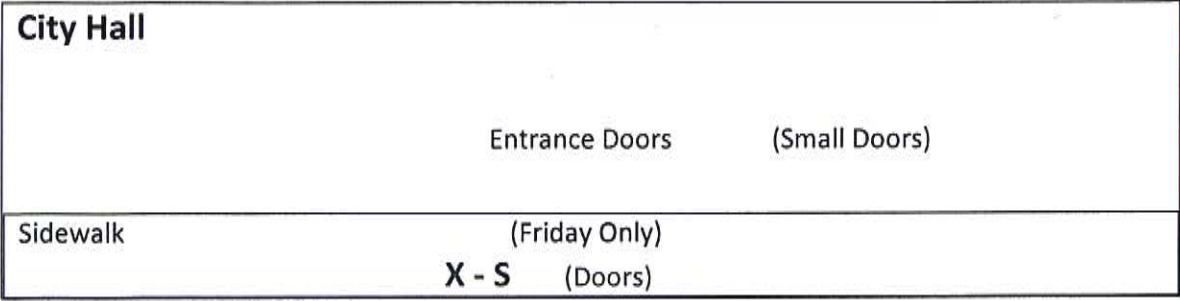
On March 20<sup>th</sup>, 2017, I met with Mr. Dennis Janowski to review the plan for the Knights of Columbus Fundraiser. The event is scheduled for April 7<sup>th</sup> and 8<sup>th</sup> from 8:00 a.m. to 5:00 p.m.

Mr. Janowski will monitor the event along with the Public Safety Department to ensure it operates as planned. Care will be taken to avoid the following:

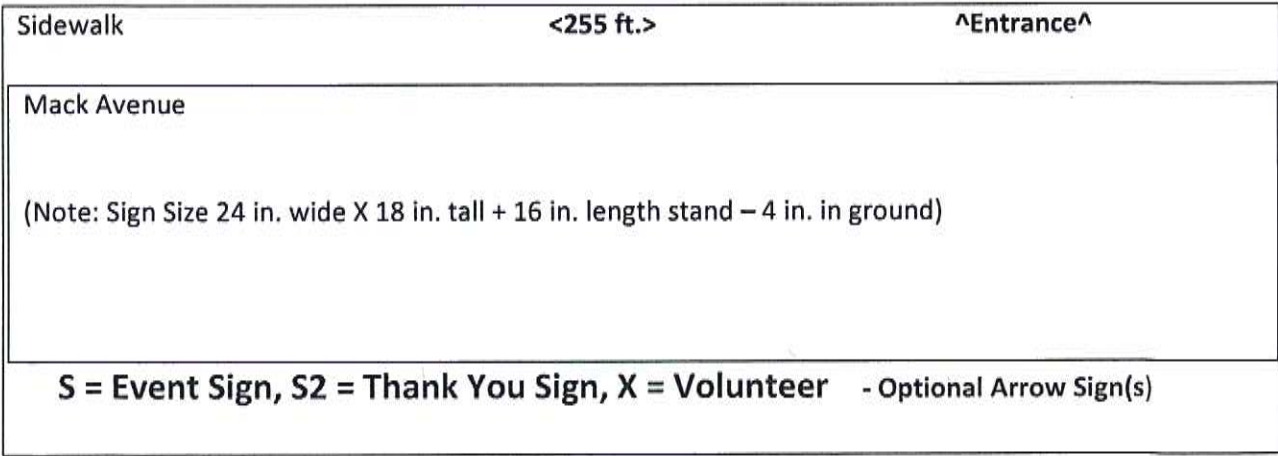
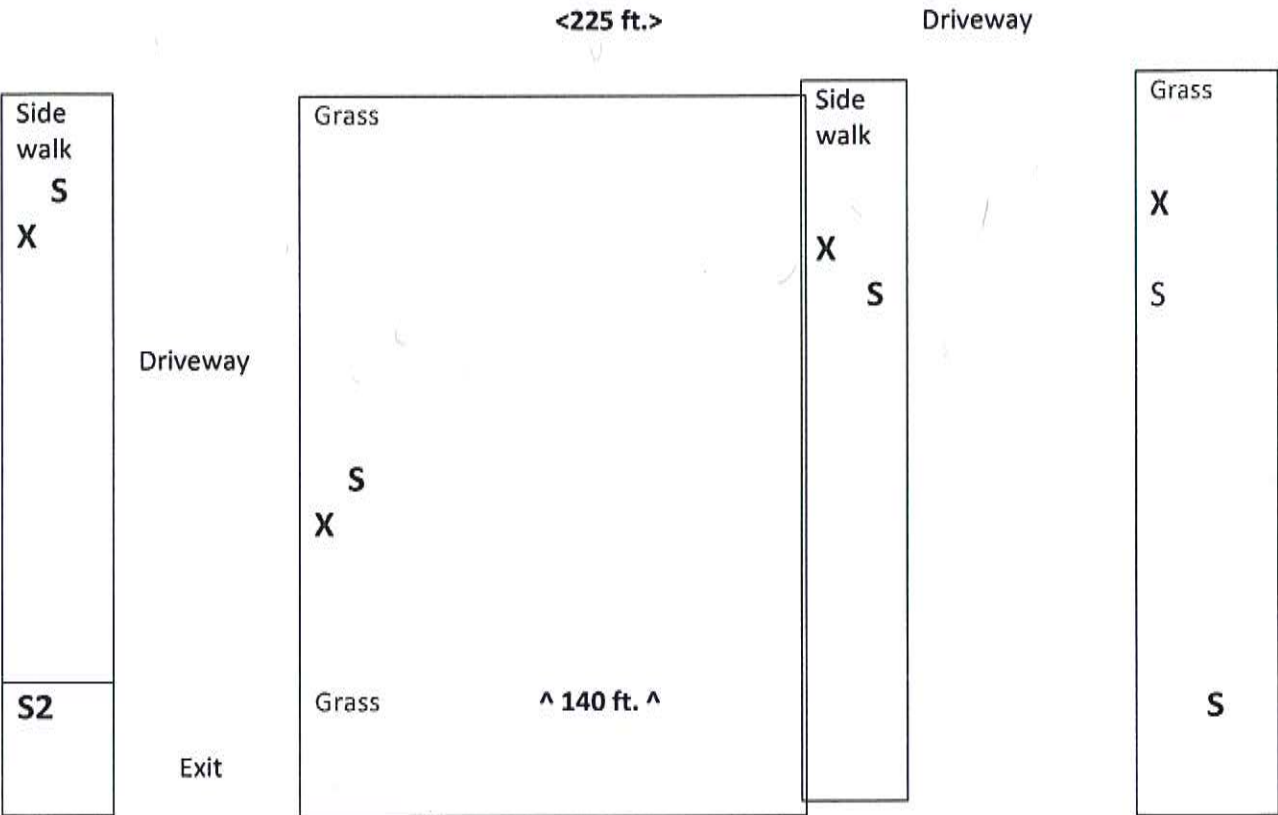
- Traffic back-ups onto Mack Ave
- Traffic congestion in front of the mailboxes and city drop box
- Traffic interference with residents doing business at City Hall

I recommend the event proceed as planned. I have attached the event guidelines and diagram.

Please feel free to contact me if you have any questions.



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COMMITTEE-OF-THE-WHOLE EXCERPT  
01-30-17

Discussion ensued regarding the **trolley**. The Director of Public Services reviewed his memo dated January 5, 2017. The Mayor stated the trolley was purchased using \$42,756.00 from SMART Credits and donations; the City purchased the trolley for \$47,500.00. A mechanic evaluated the trolley prior to purchase and determined minor repairs were needed. The Director of Public Services is recommending selling the trolley due to the extensive and costly repairs anticipated in 2017 estimated at \$16,400.00 minimum. The Mayor asked the Director to find out what happened between the mechanic's original recommendation and now. The Director stated that we could obtain an appraisal and stated the broker's commission is 10% of the sale price. Once sold, the buyer pays to tow it. There was a consensus of the Committee to not repair the trolley. The Director was asked to inquire about the broker's contract, and to remove the trolley stop signs.

Additionally, the Mayor stated that because the trolley only ran half the number of times it was scheduled for last summer, half of the sponsorship monies should be refunded. There was a consensus of the Committee to refund half of the sponsorship monies.

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MEMO 17 - 9

TO: Bruce Smith, City Administrator  
FROM: Frank Schulte, Director of Public Services  
DATE: March 9, 2017  
SUBJECT: Sale of City Trolley

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CITY OF G  
WOODS

Information on the condition of the city's 1991 Chance Coach Trolley was presented to the Committee of the Whole on Monday January 30, 2017. The trolley proved to be unreliable during 2016 with frequent breakdowns. As a result, the mayor and city council agreed that we should obtain information to proceed with the sale of the trolley.

Wayne P. Groome, dba Trolley Brokers, LLC, has been in the business of buying, selling and brokering used rubber-tire trolleys, tram sets and other unique people-transporting equipment since November of 1993. He has provided an appraisal on the GPW trolley from the information I provided to him. Without physically inspecting the trolley he feels it is worth \$20,000 to \$25,000, net to the City, and would be willing to market it for \$25,000.00. There is no charge for a listing on his website. As part of his service, he will bring a qualified buyer to the city, and once we accept an offer, he will finalize the sale and add his 10% commission to the sale price.

Wayne Groome is one of three people in the United States who is in the business of brokering used trolleys and trams on a daily basis. He has built his broker inventory to a high of 70 trolleys and 24 tram sets and is probably responsible for more used trolley equipment sales in the U.S. than any other company. Working the market day in and day out has given him an honest picture of what used trolleys are worth. Factors included in the appraisal equation include: year built, manufacturer, passenger capacity, wood interior, interior brass trim, type of flooring, exterior trim, air conditioning and heating, chassis, type of engine, mileage on coach, transmission type, open or enclosed body, undercarriage, body condition, miles on power plant, repair schedule and roof/glass condition.

I recommend we enter into an agreement with Trolley Brokers, LLC, 1631 Jacob Rd., Estes Park, CO 80517 to advertise and sell the city's 1991 Chance Coach at a 10% commission over the final sale price.


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

c.c. Cathrene Behrens  
O/F

Recommended for Approval as Submitted:

  
Bruce Smith, City Administrator

3/10/2017  
Date

  
Cathrene Behrens, City Treasurer/Comptroller

3/10/17  
Date

Council Approval Required