



## 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, December 12, 2016, at 7:30 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. Use of Batting Cages
  - A. Committee-of-the-Whole Excerpt 10-24-16, 10/10/16
  - B. Proposed Grosse Pointe Woods Batting Cage Rules and Regulations
5. Paddle Tennis Courts – Lake Front Park
  - A. Memo 11/29/16 – Director of Public Services
  - B. GPW Paddle Court Refurbish Estimate of Tenant Improvements 09/20/16 - APCOR
  - C. Certificate of Liability Insurance
6. Policy Regarding Use of Administrative Rooms at City Hall
7. Treasurer/Comptroller Vacancy

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 cityclk@gpwmi.us.

cc:  
Council – 7  
Berschback  
Smith  
Hathaway  
Rec. Secretary  
Email Group  
Media - Email  
Post -8  
File

Committee-of-the-Whole Excerpt  
10-24-16

Discussions then ensued regarding **Ghesquiere Park Batting Cages**, including the proposed Grosse Pointe Woods Batting Cage Rules and Regulations and the installation of cameras that would view the cages. Following a review of the proposed rules and regulations, the City Administrator was asked to send a note to Dick Borland from Little League in mid November along with the draft rules and guidelines, as amended, for the League's review and to provide comments within 30 days. The City Administrator stated there are two pitching machines belonging to Little League that are housed inside the cages, and there was Committee consensus that residents would not be allowed to use the machines. The City Administrator's letter is to also include notice that signs posted on the cages are to be removed that state "property of the Little League." He was also asked to request that the banners also be removed.

Discussion ensued regarding the Information Technology Manager's memo dated October 18, 2016, regarding installation of a security camera in Ghesquiere Park. The City Administrator provided an overview and stated the cost of the equipment is \$2,632.00. There was a consensus of the Committee to install the camera to monitor the cages.



Next, **Ghesquiere Park Batting Cages** were discussed. Member Ketels stated that batting cages are locked and therefore not accessible by residents, and a sign is posted stating the cages are the property of Little League. There was a consensus of the Committee that the cages need to be available to residents. The Clerk distributed a City Council excerpt from the October 1, 1990, meeting bringing attention to a portion of a motion that an approval for installation of the batting cages was contingent upon Little League permitting use of the equipment by the residents:

*8. RE: Request to Install Batter's Cages at Ghesquiere Park, that such installation BE AUTHORIZED with the following stipulations: that such facility will be locked when not in use; that resident use is allowed with proper supervision and equipment; that a \$1,000,000 insurance policy be provided the City by the Grosse Pointe Woods/Shores Little League; and that the City of Grosse Pointe Woods would be an additional insured.*

Discussion included implementing a procedure enabling residents access to the cages, including which department manages the key to the cages - the Community Center or Department of Public Safety, initiate a key checkout procedure, determine an age for permitted use or require supervision in the cages, require periodic inspection of batting cages, adoption of policy guidelines, consider age restrictions, set gear requirements, and identify a number of people to be permitted in the cages at one time.

Discussion included using park passes for access to the cages, limit to two people inside the cages, managing the key through the community center and/or public safety, establish 13 years of age the same as the Activities Building, take a copy of the park pass in case of damage, increase the age limit or provide a drivers license, or be accompanied by an adult.

The Recreation Supervisor stated a park pass can be scanned the same as the procedure used for the basketball courts and that public safety can use the program too for times the Community Center is closed. She suggested identifying specific days/times for resident use. The Director of Public Services concurred to permit residents' use of the equipment, permit use with supervision of an adult, and possibly older than 13 years of age, dispatch is a good idea, and to copy the park pass.

The City Administrator suggested installation of a camera directed specifically at the cages. He stated that the cages are small and the policy needs to identify an age that would permit batting in the facility. The City Administrator was asked to obtain a cost for a camera.

There was a consensus of the Committee to ask that administration prepare Batting Cages Policy and Guidelines for review by the Committee as well as Little League, and that this item return to the Committee-of-the-Whole in a couple of weeks.

4B  
RECEIVED

OCT 20 2016

CITY OF GROSSE

**Proposed**  
**Grosse Pointe Woods Batting Cage Rules and Regulations**

- Batting cages are for Woods/Shores Little League and Grosse Pointe Woods residents' use.
- Grosse Pointe Woods Shores Little League has priority use.
- Grosse Pointe Woods residents may check out the batting cage key with Public Safety Dispatch. Proof of Grosse Pointe Woods residency will be required. A (Driver License or current Grosse Pointe Woods park pass) must be left as collateral and will be returned in exchange for batting cage key.
- Batting cages are for ages 13 and under, players **must** be accompanied by an adult, 18 and older.
- **No** metal cleats allowed in batting cages.
- All batters, catchers and pitchers must wear shoes, helmets, and cup. L-Screen **must** be used.
- Only one batter, one catcher and one pitcher are allowed in the cages at anytime.
- Batting cages **must** be locked when not in use.



5A

MEMO 16 - 53

RECEIVED  
DEC -2 2016  
CITY OF GROSSE PTE. WOODS

TO: Bruce Smith, City Administrator  
FROM: Frank Schulte, Director of Public Services F.S.  
DATE: November 29, 2016  
SUBJECT: Paddle Tennis Courts – Lake Front Park

I have received the attached quote from resident Andrew Pflaum, the owner of APCOR Construction Company, in the amount of \$15,398.00 to refurbish the paddle tennis courts at Lake Front Park. He has offered to cover 100% of the cost of this project. In return for this donation, Mr. Pflaum has asked only that a "donation" sign bearing his company name be installed on each court.

As a result of on-going budgetary constraints the paddle tennis courts have not been operational for the last 8 years. Upon completion of construction, the city will need to put up new nets and windscreens which we already have. The cost of two signs is estimated not to exceed \$450.00. While this is not a budgeted item funds are available in account 101-774-757.102 for Lake Front Park grounds operating supplies to cover the purchase. The utility cost to operate the courts is approximately \$4,000.00 per season.

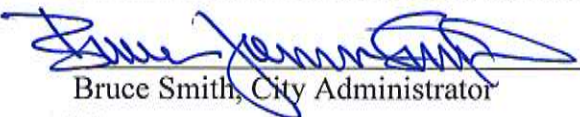
I believe this would be a win-win for the city. It would update the park amenities and provide another opportunity for city residents to enjoy an activity at Lake Front Park during the winter months. I recommend approval to proceed with the project be given to Mr. Andrew Pflaum of APCOR Construction Company, 22316 Harper Ave., St. Clair Shores, MI 48080.

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

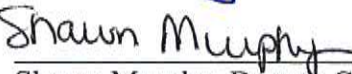
Attachments

c.c. Shawn Murphy  
O/F

Recommended for Approval as Submitted:

  
Bruce Smith, City Administrator

12/1/2016  
Date

  
Shawn Murphy, Deputy Comptroller

12-2-2016  
Date

Council Approval Required

Date = 20-Sep-16  
Estimator = AWP  
Suite Number = 0  
APROX USF 3600

Cost Code DIVISION 1 - GENERAL CONDITIONS

Supervision  
Administration  
Project Mgt  
Travel  
Permits - Allowance

CONTRACT				
unit	qty	cost/unit	total	cost/sf
wk	1.00	\$ 2,750	\$ 2,750	
ls	0	\$ -	\$ -	
ls	0	\$ -	\$ -	
Miles	0	\$ -	\$ -	
ls	0.00	\$ -	\$ -	
			\$ 2,750	

TOTAL GENERAL CONDITIONS

DIVISION 2 - SITEWORK & DEMOLITION

Demolition  
Site Work - Excavating, Grading & earthwork (Incl.)  
General Cleanup

ls	1	\$ 55	\$ 55	
ls	BY GPW	BY GPW		
ea	5	\$ 27	\$ 135	
			\$ 190	

TOTAL SITEWORK & DEMOLITION

DIVISION 3 - CONCRETE

MISC

ea	1	\$ -	\$ -	
			\$ -	

TOTAL CONCRETE

DIVISION 4 STEEL

Misc

ls	1	\$ -	\$ -	
			\$ -	

TOTAL STEEL

DIVISION 5 MASONRY

Misc

ls	0.0	\$ -	\$ -	
			\$ -	

TOTAL MASONRY

DIVISION 6 - CARPENTRY

Skirt Repairs  
Install Nets

ls	NEXT YEAR	NEXT YEAR		
ls	BY GPW	BY GPW		
			\$ -	

TOTAL CARPENTRY

THERMAL AND MOISTURE

MISC

ls	0	\$ -	\$ -	
			\$ -	

TOTAL THERMAL AND MOISTURE

DIVISION 8 - DOORS & WINDOWS

New Door For Warming Hut

ls	1	\$ 550	\$ 550	
			\$ 550	

TOTAL DOORS & WINDOWS

DIVISION 9 - FINISHES

Restain Wood  
Paint Deck

ls	NEXT YEAR	NEXT YEAR		
sf	NEXT YEAR	NEXT YEAR		
			\$ -	

TOTAL FINISHES

DIVISION 10 - SPECIALTIES

Nets  
Wind screens

ea	BY GPW	BY GPW		
ea	BY GPW	BY GPW		
			\$ -	

TOTAL SPECIALTIES

GPW Paddle Court Refurbish  
Estimate  
of  
Tenant Improvements

Date = 20-Sep-16  
Estimator = AWP  
Suite Number = 0  
APROX USF 3600

		CONTRACT				
		unit	qty	cost/unit	total	cost/sf
<b>DIVISION 15 - MECHANICAL</b>						
Plumbing						
Rough & Finish Plumbing	ls		1	\$ 105	\$ 105	
HVAC						
750,000 BTU Unit Heaters	ls		2	\$ 4,320	\$8,640	
Fire Protection						
MISC	ls		0	\$ -	\$0	
<b>TOTAL MECHANICAL</b>					<b>\$ 8,745</b>	
<b>DIVISION 16 - ELECTRICAL</b>						
Electrical	ls		1	\$ 3,150	\$ 3,150	
<b>TOTAL ELECTRICAL</b>					<b>\$ 3,150</b>	
<b>Sub-Total</b>					<b>\$ 15,385</b>	
Construction Fee			0.0%		\$0	
Insurance			15	\$ 0.82	\$13	
Contingency			0%		\$0	
<b>TOTAL COST</b>					<b>\$ 15,398</b>	
<b>DIVISION 25 - ARCHITECTURAL AND ENGINEERING</b>						
Architectural	sf		3,600	\$ -	\$0	
Engineering	sf		3,600	\$ -	\$0	
<b>TOTAL ARCHITECTURAL AND ENGINEERING</b>					<b>\$0</b>	
<b>GRAND TOTAL</b>					<b>\$15,398</b>	

**SUMMARY SECTION**

<b>DIVISION TOTALS</b>			
TOTAL GENERAL CONDITIONS	\$	2,750	
TOTAL SITEWORK & DEMOLITION	\$	190	
TOTAL CONCRETE	\$	-	
TOTAL MASONRY	\$	-	
TOTAL STEEL	\$	-	
TOTAL CARPENTRY	\$	-	
TOTAL THERMAL AND MOISTURE	\$	-	
TOTAL DOORS & WINDOWS	\$	550	
TOTAL FINISHES	\$	-	
TOTAL SPECIALTIES	\$	-	
TOTAL MECHANICAL	\$	8,745	
TOTAL ELECTRICAL	\$	3,150	
TOTAL FEE	\$	-	
INSURANCE	\$	13	
TOTAL CONTINGENCY	\$	-	
TOTAL ARCHITECTURAL AND ENGINEERING	\$	-	
<b>ALL DIVISION TOTALS</b>	<b>\$</b>	<b>15,398</b>	





# CERTIFICATE OF LIABILITY INSURANCE

APCOC-1

DATE (MM/DD/YYYY)  
11/29/2011

5C

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> Brown & Brown of Detroit 35735 Mound Road Sterling Heights, MI 48310 Daniel L. West	<b>CONTACT NAME:</b> Daniel L. West	
	<b>PHONE (A/C, No, Ext):</b> 586-977-6300	<b>FAX (A/C, No):</b> 586-977-6780
	<b>E-MAIL ADDRESS:</b> dwest@bbdetroit.com	
<b>INSURED</b> APCOR Construction and Development, LLC Harper East Development, LLC Harper West Development, LLC 22316 Harper Avenue St. Clair Shores, MI 48080	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> National Fire Ins Co Hartford	
	<b>INSURER B:</b> Valley Forge Insurance Company	
	<b>INSURER C:</b> Continental Insurance Co.	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES****CERTIFICATE NUMBER:****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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X		6043330430	11/05/2016	11/05/2017	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input checked="" type="checkbox"/> XCU Included						MED EXP (Any one person) \$ 15,000
	<input checked="" type="checkbox"/> Contractual Liab						PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$ 2,000,000
OTHER:							Emp Ben. \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			6043330444	11/05/2016	11/05/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			6043330461	11/05/2016	11/05/2017	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ \$10,00						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	6043330458	11/05/2016	11/05/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

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

City of Grosse Pointe Woods is included as an additional insured for general liability as required by written contract with the named insured.  
Project: Grosse Pointe Woods Lake Front Park located at 23000 E Jefferson, St. Clair Shores, MI

**CERTIFICATE HOLDER****CANCELLATION**

GROPWDS

City of Grosse Pointe Woods  
20025 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

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