



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 28, 2015, 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. Proposed Miniature Golf Course at Lake Front Park
 - A. Memo 09/24/15 – City Administrator
 - B. Memo 09/09/15 – Director of Public Services
 - C. Letter 09/28/15 – R. Nederhood, President, Grosse Pointe Woods Foundation
 - D. Preliminary Sketch 09/03/15 – Adventure Golf
5. Park Pass Procedures
 - A. Memo 09/02/15 – Director of Public Services/ Recreation Supervisor
6. New Business/Public Comment
7. Adjournment

Alfred Fincham
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
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CITY OF GROSSE POINTE WOODS
MEMORANDUM

4A

Date: September 24, 2015
To: Mayor and Council
From: Al Fincham, City Administrator 
Joe Ahee, Director of Public Services
Subject: Mini-Golf, Lakefront Park

RECEIVED
SEP 24 2015
CITY OF GROSSE POINTE WOODS

Director Ahee and I have discussed the Mini-Golf proposal for Lakefront Park. After reviewing the proposal including Director Ahee's memo with cost projections while considering our existing staffing resources we have reservations regarding this proposal. While we agree the Mini-Golf will be an attractive amenity to Lakefront Park we are concerned about our existing staffing levels and their ability to handle another considerably expansive upkeep and maintenance amenity.

In reviewing the proposal and reaching out to other Mini-Golf operations to determine their maintenance and upkeep costs we cannot predict what our costs will be so we want Mayor and Council to be aware of our reservations. We believe that additional staffing will be needed to properly operate and maintain the Mini-Golf operation.

We also looked at a potential location for the Mini-Golf course. Our suggestion for the most appropriate location is adjacent to the Activity building parking lot between the Activity building and the playground. Of all the locations in Lakefront Park, this location is suggested due to it being in close proximity to current staffing personnel at the activity building and water and electrical access. This location does have underground water mains for the hydrants located there as well as electrical which will have to be considered.

Director Ahee's memo explains in greater detail the specifics of this project including staffing and maintenance issues.

Recommendation:

Although we believe this is a great idea and would bring another attractive amenity to Lakefront Park, we do not feel the Mini-Golf course is in the best interest of the City at this time based upon the need for additional staffing required to properly run and maintain it. We also feel that as a private Lakefront Park the estimated revenue stream will be more limited compared to a public entity.

4B

RECEIVED

SEP 21 2015

MEMO 15 - 28

CITY OF GROSSE PTE. WOODS

TO: Alfred Fincham, City Administrator *CF*

FROM: Joseph J Ahee, Director of Public Services *J*

DATE: September 9, 2015

SUBJECT: Proposed Miniature Golf Course at Lake Front Park

A Committee of the Whole meeting was held on June 15, 2015 during which Administration was asked to provide the cost for additional staffing for the proposed miniature golf course at Lake Front Park. Based on the proposed timeframe of May 1 through October 31 (184 days), the estimated costs are shown below:

Building Attendant – 2 x 6.5 hr/shift = 13 hrs @\$8.50/hr. = \$110.50/day x 184	= \$20,332.00
Daily/Weekly Maint. – Add 1 Perm. P-T Operator I @\$18.25/hr. x 1,250 hrs.	= \$22,812.50
Yearly Maintenance – 2 F-T Operator II = 40 hr/each x 2 @\$36.68/hr.	= \$2,934.40
Total Staffing and Maintenance Cost =	\$46,078.90

The above estimated costs do not include repairs for damages or wear and tear. Please take into consideration the following items prior to approval of the miniature golf course.

Daily Maintenance:

- Clearing the course of any debris
 - Leaves and branches
 - Litter
 - Goose droppings
 - Standing water
 - Wiping down all features and making sure they are working

Weekly Maintenance:

- Lawn cutting
- Weeding
- Trimming grass
- Trimming bushes as needed
- Lighting

Yearly Maintenance:

- Spring opening
- Fall closing
- Winterization of water lines and water features
- Repair of any minor or major damages.

Activities Building:

- Additional building attendants – 2 shifts/day
- Build additional work station and equipment storage
- Install computer lines and set up
- Purchase additional computer and scanner
- Currently the Activities Building attendants are not permitted to accept cash
- A security procedure would have to be established to allow for cash handling at the Activities Building

Other things to be considered when looking at possible sites in Lake Front Park for the proposed miniature golf course are the location of underground water, sewer, gas and electric lines, memorial trees and sprinkler lines.

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

c.c. Dee Ann Irby
O/F



Robert Nederhood
T 313.384.8058
Email: rnederhood@foley.com

Date: September 28, 2015

To: City of Grosse Pointe Woods Committee of the Whole

Re: Proposal for installation of a miniature golf course at Lake Front Park

Since the Grosse Pointe Woods Foundation's initial presentation of the miniature golf concept to the Committee of the Whole on June 15, 2015, we have, at the Committee's suggestion, worked to refine the details of the proposal. Members of the Foundation's Miniature Golf Committee met with Joe Ahee and Nicole Byron to discuss their concerns and preferences and to visit potential locations for the course.

As a result of our discussions with Mr. Ahee and Ms. Byron, we propose installing an 18-hole miniature golf course in the area immediately to the south of the Activities Building, as shown on the enclosed rendering. We believe that this is the ideal location for a miniature golf course for the following reasons:

- Proximity to year round staff in the Activities Building, who could administer and monitor the course.
- Access to existing utilities, including internet, which would allow scanning of park passes and the possibility of paying with park passes "loaded" with funds.
- Proximity to parking.
- This location would encourage residents to use the portion of the Park surrounding the Activities Building.

We continue to believe that a miniature golf course would be a great addition to the City's recreational offerings. Grosse Pointe Woods would be the only Pointe to feature a miniature golf course, and the course would be used by residents of all ages in spring, summer and fall.

We appreciate the Committee's and the administration's preliminary indications of support for this project. **At this time, we request that the Committee give the Foundation the go ahead to begin building community support for this project, raising funds, and engaging vendors to design and build this 18-hole miniature golf course at the proposed location at Lake Front Park.**

Sincerely,

Rob Nederhood
President
Grosse Pointe Woods Foundation



Preliminary sketch provided by Adventure Golf on 9.3.15. Rough design was stated to be compatible with budget range of \$150 - \$175,000.

- Bright blue circles are water features - Bright pink circle is proposed garden
- Red & black circular patterns represent elevations
- Red & black numbers are elevations

MEMO 15 - 29

TO: Alfred Fincham, City Administrator

FROM: Joseph J Ahee, Director of Public Services
Nicole Byron, Recreation Supervisor

DATE: September 2, 2015

SUBJECT: Park Pass Procedures

5A
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SEP 21 2015
CITY OF GROSSE PTE. WOODS

During the Committee of the Whole meeting on May 4, 2015, City Council instructed Administration to prepare additional information regarding park pass procedures.

After researching the surrounding communities' park pass procedures, we recommend that Council consider the following:

1. Eliminate summer/winter punches (34) per year. Provide 15 punches per pass per year. From May 1 through September 30, one (1) guest not punched per pass on weekdays only. From October 1 through April 30, one (1) guest not punched per pass including weekends. This will limit the non-resident guests allowed in the park on peak days (weekends).
2. Change the issue and expiration dates of the park pass season from May 1 to April 30 to a calendar year – January 1 to December 31. Begin processing park passes in December. This allows the Recreation Supervisor to more thoroughly monitor park pass distribution since it would not coincide with pool opening. Less confusion on when park passes expire.
3. Increase the age requirement of the park pass from 6 and older to 8 and older. This will decrease the number of passes processed.

We would recommend that Council also consider the following changes to group permits including pavilion and gazebo rentals.

Option 1:

- Consider dividing the large pavilion 1 in half by using lumber and lattice and add another large barbeque. This will provide two good size pavilions (30'x36' each) becoming pavilions 1 and 2.
- Rent both pavilions 1 and 2 on the east bank of the canal, pavilion 4 by the concession stand, and gazebo 4 on the west bank by pedestrian bridge.
- There will be no rentals for the gazebos along the boardwalk and the 2 small pavilions.
- Eliminate pavilion/gazebo half day rentals and rent for full day only at \$50.00 charge (no change).

- Allow up to 6 group permits per day (currently 5 permits) – allowing only 25 non-residents per group permit instead of the current 30 equaling a maximum of 150 non-residents per day. This option does not change the total number of non-resident guests (150) in the park.

Option 2:

- Allow up to 8 group permits per day – allowing only 25 non-residents per group permit, equaling a maximum of 200 non-residents per day.
- This option changes the total number of non-resident guests from 150 to 200 per day.

Picnic Permits

- Picnic permits must be turned in at the Community Center 5 days in advance of the picnic for pre-approval.
- Residents must use the 15 punches allowed per pass for non-resident guests on weekends from May 1 through September 30.
- Residents would still be entitled to their 1 guest not punched per pass on weekdays only.

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

c.c. N. Byron
O/F

	GPW	GPF	GPC	GPP	GPS
Group permits	<ul style="list-style-type: none"> •allows 30 non-residents •5 group permits per day •each household allowed 1 group permit/year •No charge 	<ul style="list-style-type: none"> • 60 per permit • up to 125 guests per day allowed • \$50 per permit 	<ul style="list-style-type: none"> • 10 people or more, Group Permit Application and a guest list must be submitted to the Director at least seven days in advance. • \$10 fee to reserve a Group Permit • A household is limited to 3 permits during the summer season (Memorial Day to Labor Day). • maximum of 50 guests are allowed per group permit • The maximum total number of guests per day for all group permits is 150. 	<ul style="list-style-type: none"> • permit for up to 25 non-residents • Residents are allowed 2 permits per year • must be approved one week prior to event • Patterson Park- total of 125 guest per day • Windmill Pointe- 75 guests per day • \$15 Mon-Fri. • \$25 Sat & Sun 	<ul style="list-style-type: none"> •Family/group picnics of 15 or more may be scheduled for weekends/holidays at least 7 days prior
Pre- punched picnic lists	<ul style="list-style-type: none"> •Picnic may use punches if permits not available •one punch per guest •no limit of guests per day 	<ul style="list-style-type: none"> •Picnic may use punches if permits not available •2 free guests per pass, each additional guest one punch per guest •no limit of guests per day 	NA	NA	
Facility Rentals	<ul style="list-style-type: none"> •4 Gazebos & 4 pavilions •\$25/ half day •\$50/whole day •Tent, \$200 whole day 	<ul style="list-style-type: none"> •One Pavilion • 1/2 of pav. \$70 4 hours •\$20/hour additional hours •Full pav. \$120 4 hours •\$20/additional hour 	<ul style="list-style-type: none"> •One pavilion \$25/ 5 hours 	<ul style="list-style-type: none"> •\$5 fee for large grill 	<ul style="list-style-type: none"> •Pavilion \$150 refundable deposit, \$25 usage fee No charge for other picnic areas

	GPW	GPF	GPC	GPP	GPS
Valid dates	1 year May-April	1 year Jan.-Dec.	Valid for 1 year May-April •Renewed same card annually	Homeowner- 4 years Renter - 1 year Jan. - Dec.	1 year May- April
Age	6 and older	8 and older	10 and older	10 and older	8 and older
Pass details	• Barcode scanned at gate		•Barcode scanned at gate •photo ID on pass	• Barcode scanned at gate	
Number of guests per pass	•summer one guest per weekday, not punched •14 summer guest punches •winter 3 guests per punch •20 winter guest punches	•regular day, 2 guests per pass. •special event day/holiday, 1 guest punch per person coming in with resident. •10 punches total	•2 guests per pass •15 guests per summer •no punches	•Adults can bring in up to 3 nonresident guests •18 and under can bring 1 nonresident guest. •No punches	•12 punch marks but this is not enforced.

Gazebo 1 & 3

Location: Shoreline

Number of Tables: 1 round

Capacity: 8 people

Power outlets available

Gazebo 2

Location: Shoreline

Number of Tables: 1 round & 2 rectangle

Capacity: 24 people

Power outlets available

Gazebo 4

Location: Across from concession stand

Number of Tables: 4 rectangle

Capacity: 32 people

Pavilion 1

Location: Adjacent to marina

Number of Tables: 20 rectangle

Capacity: 160 people

Power outlets available

Pavilion 2

Location: Behind diving well

Number of Tables: 4 rectangle

Capacity: 32-35 people

Pavilion 3

Location: Adjacent to baby pools

Number of Tables: 4 rectangle

Capacity: 32-35 people

Pavilion 4

Location: Adjacent to concession stand

Number of Tables: 6 rectangle

Capacity: 50-60 people

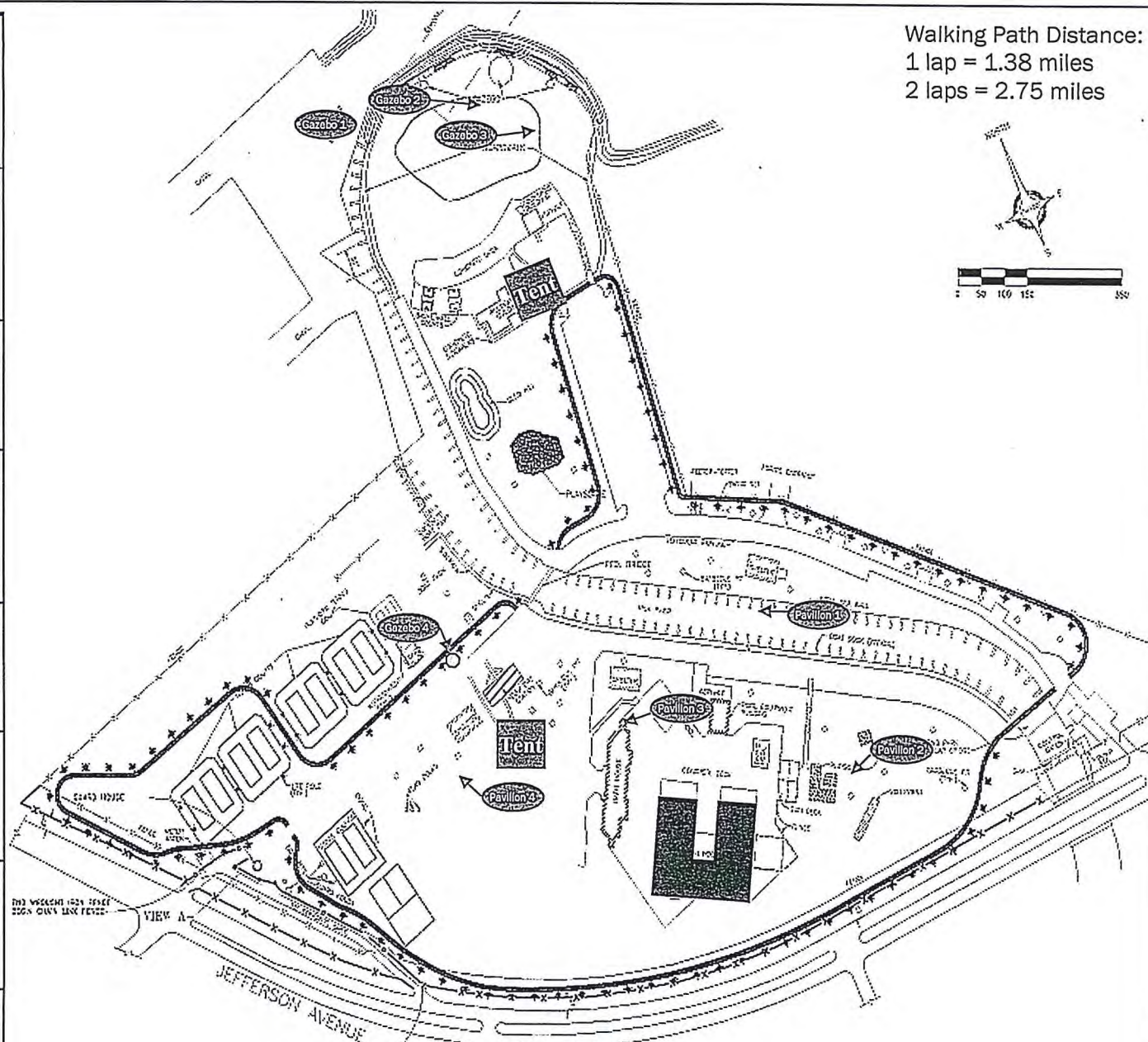
Tents (30 x 30 feet)

Location: 2 possible choices (see map)

Number of Tables: 8 rectangle

Capacity: 64-75 people

Rental Fee: \$200, \$25 additional for sides



Walking Path Distance:
 1 lap = 1.38 miles
 2 laps = 2.75 miles

Gazebo & Pavilion Prices

1/2 Day	6 a.m. - 3 p.m.	\$25
1/2 Day	3 p.m. - 11 p.m.	\$25
All Day	6 a.m. - 11 p.m.	\$50