



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

**NOTICE OF MEETING**

<b>COMMISSIONS:</b>		<b>COMMITTEES:</b>		<b>BOARDS:</b>	
Beautification Advisory		Building Authority		Board of Canvassers	
Citizens' Recreation		Cable TV Ad Hoc		Board of Review	
Community Tree		Compensation & Evaluation		Construction Board of Appeals	
<b>Election</b>	<b>X</b>	Construction		Community Enhancement Fund	
Historical		Finance		Downspout Board of Appeals	
Local Officers Compensation		Fireworks		Pension	
Planning		Judicial Liaison		Subcommittees	
Senior Citizens'		Mack Ave Business Study			
		Public Relations			

PUBLIC INVITED: IN ACCORDANCE WITH PUBLIC ACT 267 OF 1976 (OPEN MEETINGS ACT), ALL MEMBERS OF THE GROUP SELECTED ABOVE, AS WELL AS THE GENERAL PUBLIC, ARE INVITED TO ATTEND THE FOLLOWING **SCHEDULED** MEETING ON WEDNESDAY, OCTOBER 9, 2013, AT 12:00 NOON IN THE CONFERENCE ROOM AT CITY HALL, 20025 MACK, GROSSE POINTE WOODS.

**AGENDA OF MEETING**

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Certification of Election Inspectors/Receiving Board and Rates of Pay – November 5, 2013 General Election
  - a. List of Inspectors
5. AV Office Staff
  - a. Employee Handbook Section 4.05 Overtime
6. New Business
7. Immediate Certification of Minutes
8. Adjournment

cc: Bryant  
Berschback

Hathaway  
File

Post

Submitted by: Lisa Hathaway

Office Held: Chair

Telephone: 313 343-2440



## CITY OF GROSSE POINTE WOODS

20025 Mack Plaza Drive  
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### Certification of Board of Election Inspectors

The undersigned, members of the Election Commission of the City of Grosse Pointe Woods, for the **November 5, 2013, General Election**, do hereby certify as follows:

1. The number of members of the Board of Election Inspectors shall be six (6) in each precinct, eight (8) in the absent voter counting board; one (1) of whom shall be designated as Chair, and one (1) of whom shall be designated as Co-Chair. One additional Inspector may be appointed to some precincts as needed.
2. The flat rate compensation for all regular precincts and absent voter counting board shall be as follows:

\$155.00	Chair
140.00	Co-Chair
125.00	Inspectors
3. If necessary, the City Clerk is authorized to appoint Election Inspectors to vacancies on the Board of Inspectors due to refusal or failure to serve. There shall be at all times during the times the polls are open a majority of Board of Election Inspectors on duty and there shall be at least one from each major political party: Republican and Democrat.
4. The number of members of the two Receiving Boards shall be four (4) total. The flat rate compensation for all receiving board members shall be \$45.00.
5. The members of the Board of Election Inspectors and Receiving Board for the above election are listed on the attached summary.

Respectfully submitted,

#### ELECTION COMMISSION

Lisa Kay Hathaway, City Clerk/Chair

Art Bryant, Council Member Representative

Don R. Berschback, City Attorney

Dated: October 3, 2013

Attachment

PCT	LAST	FIRST	ADDRESS1	ADDRESS2	TITLE	PTY
1	RHEIN	RAY	20132 E BALLANTYNE CT	GROSSE POINTE WOODS, MI 48236	CHAIR	DEM
1	HUTCHINSON	NANCY	20903 LENNON	HARPER WOODS, MI 48236	CO-CHAIR	REP
1	KAUFMANN	LELIA	1387 ROSLYN RD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP
1	WHITE	WALTER	2049 HUNT CLUB DR	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP
1	KENDZIERSKI	MARIE	12103 SOBIESKI	HAMTRAMCK, MI 48212	INSPECTOR	DEM
1	LILLICH	HEIDI	1547 BLAIRMOR CT.	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP

2	ROCHTE	KAREN	2109 VERNIER RD	GROSSE POINTE WOODS, MI 48236	CHAIR	REP
2	BERGMANN	PHYLLIS	1154 ROSLYN RD	GROSSE POINTE WOODS, MI 48236	CO-CHAIR	DEM
2	SHEFFIELD-ARNETT	MILDRED	20846 KENMORE AVE	HARPER WOODS, MI 48225	INSPECTOR	DEM
2	MALBOUEF	THOMAS	1700 S RENAUD RD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP
2	SAVAGE IV	MATTHEW	19955 W DOYLE PL	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP
2	WILBORN	JACQUELINE	2110 FLEETWOOD DR	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM

3	POPKIN	DEBRA	1681 ROSLYN RD	GROSSE POINTE WOODS, MI 48236	CHAIR	DEM
3	CLOR	KYLE	47 ROSLYN	GROSSE POINTE SHORES, MI 48236	CO-CHAIR	REP
3	CHICKLAS	DANIEL	1120 N. RENAUD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP
3	SAHADI	SANDRA	790 HAMPTON	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP
3	FLETCHER	LORNA	1555 FAIRHOLME	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM
3	KROLIKOWSKI	THADDEUS	1301 BRYN DR	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM

4	MCGOVERN	ROBERT	808 SHOREHAM RD	GROSSE POINTE WOODS, MI 48236	CHAIR	REP
4	MASSERANG	JUDITH	20104 E. BALLANTYNE CT.	GROSSE POINTE WOODS, MI 48236	CO-CHAIR	DEM
4	MCKAY	DAVID	1867 LOCHMOOR AVE	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM
4	PRISBE	PAMELA	874 ANITA	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM
4	WITT	DONALD	1658 ANITA	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP
4	TOCCO	DAWN	575 HIDDEN LN	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP

5	COPPA	SUSAN	1553 ROSLYN RD	GROSSE POINTE WOODS, MI 48236	CHAIR	DEM
5	HIGLEY	DENVER	2041 STANHOPE ST	GROSSE POINTE WOODS, MI 48236	CO-CHAIR	REP
5	KUMMER	CYNTHIA	21905 RIDGEWAY ST	ST. CLAIR SHORES, MI 48080	INSPECTOR	DEM
5	BUSH	GEORGE	20730 VIRGINIA LANE	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP
5	GARVEY	JUDITH	2108 HUNT CLUB DRIVE	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM
5	ROCHTE	RICHARD	2109 VERNIER RD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP

6	DIXON	MICHAEL	1091 S RENAUD RD	GROSSE POINTE WOODS, MI 48236	CHAIR	REP
6	SEDLACHEK	SARA	2071 OXFORD	HARPER WOODS , MI 48236	CO-CHAIR	DEM
6	KRAMER	GERALDINE	1220 N. OXFORD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM
6	SCHIPPERT II	FREDERICK	1439 HAWTHORNE RD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP
6	HOGAN	GEORGETTE	21490 GOETHE	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP
6	SWIA TEK	MARY	1962 LITTLESTONE RD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP

CB-7	BURK	NANCY	651 VERNIER RD	GROSSE POINTE WOODS, MI 48236	CHAIR	DEM
CB-7	MOON	JACQUELINE	19955 WEDGEWOOD DR	GROSSE POINTE WOODS, MI 48236	CO-CHAIR	REP
CB-7	RABAUT	SARAH	887 S. BRYN	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM
CB-7	SIGURDSON	LYNN	1740 PRESTWICK RD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM
CB-7	GOERKE	MARY	920 S. OXFORD	GROSSE POINTE WOODS, MI 48236	INSPECTOR	DEM
CB-7	CARTER	MARY	1374 ALINE DR	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP
CB-7	CARRON	MELISSA	1650 FORD CT	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP
CB-7	MACKENZIE	STUART	1204 ALINE DR	GROSSE POINTE WOODS, MI 48236	INSPECTOR	REP

RB	JONES	ROBERT	1842 LOCHMOOR	GROSSE POINTE WOODS, MI 48236	RECEIVING BOARD	REP
RB	NIFOROS	LAMBRO	689 HIDDEN LN	GROSSE POINTE WOODS, MI 48236	RECEIVING BOARD	DEM
RB	BURTON	SUSAN	113 MUIR	GROSSE POINTE FARMS, MI 48236	RECEIVING BOARD	DEM
RB	THOMPSON	JAMES	1213 ROSLYN RD	GROSSE POINTE WOODS, MI 48236	RECEIVING BOARD	REP



Employees may take a rest period, not to exceed fifteen (15) minutes, near the midpoint of each four (4) consecutive hours worked and a one-half (1/2) hour or one (1) hour lunch period near the middle of the work shift. Check with your Supervisor or Department Head for more specific departmental practices.

Rest periods may not be saved and aggregated, combined with lunch periods, or used at the beginning or end of a day except when pre-approved by the Supervisor or Department Head. Employees are expected to limit all lunch breaks and rest periods to the specified time limits. Timing and location of breaks are subject to operational needs and, in certain instances, an Employee may be required to delay or forego a lunch break or rest period.

Collective bargaining agreements may contain specific language regarding breaks. Refer to those documents for details.

#### **4.05 Overtime**

The Federal Fair Labor Standards Act (FLSA) provides guidelines for determining which positions within the workforce are eligible for overtime (non-exempt) and which are not paid for overtime work (exempt.) If you are unsure of your status, contact the Treasurer/Comptroller.

Non-exempt positions will be compensated for overtime work at the rate of time and one-half (1.5) for all time worked over eight hours in a day or all time over forty (40) hours in a week. Time worked on Saturdays is compensated at time and one-half and time worked on Sundays or a recognized holiday is compensated at double time if the employee has worked forty (40) hours in that work week.

If overtime is necessary, the Employee must have prior authorization from the Department Head or City Administrator. Employees responding to emergency conditions do not need prior authorization but are expected to obtain it as soon as possible. Compensatory time off in lieu of overtime pay may be permitted with prior permission of the Appointed Official.

### **UNPAID/PAID LEAVE TIME**

#### **4.06 Furlough Days**

Employees may be subject to unpaid furlough days at the discretion of the City Council. Please see your supervisor or the Treasurer/Comptroller's office for more details.

#### **4.07 Holidays**

The following holidays are recognized as paid holidays for regular full-time Employees immediately upon hire:

New Year's Day	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve

When a holiday falls on a Saturday, the preceding Friday will be taken as the holiday. When a holiday falls on a Sunday, the following Monday will be taken as the holiday.