



**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**

COMMISSIONS:		COMMITTEES:		BOARDS:	
Beautification Advisory		Building Authority		Board of Canvassers	
Citizens' Recreation		Cable TV Ad Hoc		Board of Review	
Community Tree		Compensation & Evaluation		Construction Board of Appeals	
Election		Construction		Community Enhancement Fund	
Historical	X	Finance		Downspout Board of Appeals	
Local Officers Compensation		Fireworks		Pension	
Planning		Judicial Liaison			
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 MEETING ON THURSDAY, DECEMBER 10, 2009, AT 7:30 P.M. IN THE CONFERENCE ROOM AT 20025 MACK, GROSSE POINTE WOODS.

**AGENDA OF MEETING**

- I. Call to Order
- II. Roll Call
- III. Minutes (Nov. 12, 2009)
- IV. Report of Officers/Committees
  - A. Treasurer
  - B. Clippings
- V. Unfinished Business
  - A. Lake Front Park (Chronology)
  - B. Cook School Project
  - C. Open House
- VI. New Business
- VII. Comments
- VIII. Adjournment

**Submitted by: John Parthum**

**Office Held: Chair**

**Telephone: 313 882-3296**

Individuals with disabilities requiring auxiliary aids or services should contacting the City Clerk's office at 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 or (313) 343-2440, Telecommunications Device for the Deaf (TDD) (313) 343-9249, or e-mail the City Clerk at [cityclk@gpwwmi.us](mailto:cityclk@gpwwmi.us)

## **Agenda posting requirements in accordance with the Open Meetings Act; P.A. 267 of 1976, as amended**

### **15.264 Public notice of meetings generally; contents; places of posting.**

Sec. 4. The following provisions shall apply with respect to public notice of meetings:

- (a) A public notice shall always contain the name of the public body to which the notice applies, its telephone number if one exists, and its address.
- (b) A public notice for a public body shall always be posted at its principal office and any other locations considered appropriate by the public body. Cable television may also be utilized for purposes of posting public notice.

### **15.265 Public notice of regular meetings, change in schedule of regular meetings, rescheduled regular meetings, or special meetings; time for posting; statement of date, time, and place; applicability of subsection (4); recess or adjournment; emergency sessions; meeting in residential dwelling; notice.**

Sec. 5. (1) A meeting of a public body shall not be held unless public notice is given as provided in this section by a person designated by the public body.

- (2) For regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.
- (3) If there is a change in the schedule of regular meetings of a public body, there shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.
- (4) Except as provided in this subsection or in subsection (6), for a rescheduled regular or a special meeting of a public body, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting.

### **15.269 Minutes generally.**

Sec. 9. (1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. Corrections in the minutes shall be made not later than the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available no later than the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

- (2) Minutes shall be public records open to public inspection and shall be available at the address designated on posted public notices pursuant to section 4. Copies of the minutes shall be available to the public at the reasonable estimated cost for printing and copying.
- (3) Proposed minutes shall be available for public inspection not more than 8 business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than 5 business days after the meeting at which the minutes are approved by the public body.

All meetings of a public body shall be open to the public and shall be held in a place available to the general public. All decisions of a public body shall be made at a meeting open to the public. No decisions may be made prior to a public meeting. A person shall not be required, as a condition to attend a meeting of a public body, to register or otherwise provide a name or other information. All deliberations of a public body constituting a quorum of its members shall take place at a meeting open to the public.

## **RESPONSIBILITIES OF COMMISSION/BOARD/COMMITTEE:**

**Notice of Meeting and Agenda** - submit via email to [lhathaway@gpwmj.us](mailto:lhathaway@gpwmj.us) and [bahee@gpwmj.us](mailto:bahee@gpwmj.us), or alternate method when necessary:

- 1. Submit a prepared Notice of Meeting and Agenda to the City Clerk and Commission//Board/Committee Members via email, or alternate method when necessary, 5 business days prior to the meeting date.  
([lhathaway@gpwmj.us](mailto:lhathaway@gpwmj.us) and [bahee@gpwmj.us](mailto:bahee@gpwmj.us))
- 2. When provided pre-addressed envelopes, the City Clerk will mail the Notice of Meeting & Agenda via USPS First Class Mail to Commission/Board/Committee members, and post in accordance with the Act as indicated below.

**Minutes** - submit via email to [lhathaway@gpwmj.us](mailto:lhathaway@gpwmj.us) and [bahee@gpwmj.us](mailto:bahee@gpwmj.us), or alternate method when necessary:

- 1. Submit proposed minutes no later than eight (8) business days following the meeting.
- 2. Submit approved or immediately certified minutes no later than five (5) days after the meeting at which they were approved for placement on the next Regular City Council agenda.

**RECORD KEEPING:** The City Clerk will retain electronic copies of the following documentation in accordance with the City's approved records retention schedule:

- 1. Notice of Meetings & Agenda
- 2. Minutes – Permanent Records
- 3. General Correspondence

**POSTING REQUIREMENTS:** The City Clerk's office will fulfill posting requirements in accordance with the law as follows:

- 1c - City Administrator – internal mail box
- 2c - City Hall internal public bulletin boards – City Clerk ofc to post
- 6c - Exterior bulletin boards – DPS fulfills posting (use Cert. of Posting)
- 1c - Original to Agenda folder in File Dr. #22
- 1c - City Website – give to IT dept for posting to website