

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Rescheduled City Council Meeting Agenda
Monday, April 9, 2018
7:00 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. RECOGNITION OF COMMISSION MEMBERS
5. ACCEPTANCE OF AGENDA

6.	MINUTES	<p>A. Council 03/26/18, 03/19/18</p> <p>B. Committee-of-the-Whole 03/26/18, 03/19/18, 03/12/18, w/recommendation</p> <ol style="list-style-type: none"> 1. Property Transfer Affidavit Fines <p>C. Compensation & Evaluation Committee 03/12/18</p> <p>D. Community Events Committee 01/11/18 as corrected, w/recommendation</p> <ol style="list-style-type: none"> 1. Transfer funds 2. Liquor Licenses <p>E. Community Events Committee 03/15/18, w/recommendation</p> <ol style="list-style-type: none"> 1. 2018 Entertainment – City Events <ol style="list-style-type: none"> a. Bugs Beddow and the Good Stuff – Fall Fest b. Paul Carey’s Rhythm and Blues Krewe – Music on the Lawn c. The Sun Messengers – Music on the Lawn d. Pato “Motown” Margetic – Music on the Lawn <p>F. Beautification Commission 02/14/18</p> <p>G. Historical Commission 02/08/18, w/recommendation</p> <ol style="list-style-type: none"> 1. Memorial Day Expenses <p>H. Senior Commission 01/16/18, w/recommendation</p> <ol style="list-style-type: none"> 1. Ice Cream Social Expenses
7.	PUBLIC HEARINGS	<p>A. Fence: Michelle Rancilio, 1691 Severn</p> <ol style="list-style-type: none"> 1. Letter 01/31/18 – M. Rancilio 2. Application for Fence 02/22/18 3. Site Plan 4. Estimate 02/27/18 5. Fence Design 6. Mortgage Report 7. Memo 03/09/18 – Building Inspector 8. Photos (4) 9. Affidavit of Property Owners Notified 10. Aerial Views (2)

		B.	<p>Fence: Kenneth and Sue Arbanas, 1046 Roslyn</p> <ol style="list-style-type: none"> 1. Letter 03/08/18 – S. Arbanas 2. Application for Fence 03/08/18 3. Mortgage Survey 4. Memo 03/20/18 – Building Inspector 5. Photos (3) 6. Memo 03/27/18 – Director of Public Services 7. Affidavit of Property Owners Notified 8. Aerial Views(2)
8.	COMMUNICATIONS	A.	<p>Proposed FY 2018/19 Budget</p> <ol style="list-style-type: none"> 1. Memo 04/02/18 - Treasurer/Comptroller 2. 2018-19 FY Budget Summary of Proposed Budget
		B.	<p>Training: Michigan Municipal Treasurer's Association</p> <ol style="list-style-type: none"> 1. Memo 03/26/18 – Treasurer/Comptroller
		C.	<p>Training: Michigan Association of Municipal Clerks</p> <ol style="list-style-type: none"> 1. Memo 04/03/18 – City Clerk 2. Brochure
9.	BIDS/PROPOSALS/ CONTRACTS	A.	<p>Replace Fuel Tanks DPW Yard/Budget Amendment</p> <ol style="list-style-type: none"> 1. Memo 03/22/18 – Director of Public Services 2. Certificate of Liability Insurance
		B.	<p>Purchase: Insurance – Fuel Tanks</p> <ol style="list-style-type: none"> 1. Memo 04/04/18 – Director of Public Services 2. Committee-of-the-Whole Excerpt 03/12/18
		C.	<p>Contract: Janitorial Services for Municipal Building</p> <ol style="list-style-type: none"> 1. Memo 03/23/18 – Director of Public Services 2. Amendment to Maintenance Agreement – Triple F Services 3. Certificate of Liability Insurance 4. Janitorial Services Contract
		D.	<p>Contract: 2018 Pavement Joint and Crack Sealing Program District #6</p> <ol style="list-style-type: none"> 1. Memo 03/26/18 – Director of Public Services 2. Letter 03/23/18 – City Engineer 3. Letter 03/05/18 – Michigan Joint Sealing, Inc.
		E.	<p>Purchase: Bark Mulch for City Landscape Beds</p> <ol style="list-style-type: none"> 1. Memo 03/22/18 – Director of Public Services 2. Certificate of Liability Insurance

		F.	Contract: Trucking Services 1. Memo 03/05/18 – Director of Public Services 2. Letter 03/05/18 – Grosso Trucking & Supply Co. 3. Certificate of Liability Insurance 4. Grosso Trucking & Supply Co. Agreement
		G.	Contract: 2018/19 Tree Removal 1. Memo 03/05/18 – Director of Public Services 2. Certificate of Liability Insurance 3. Letter 02/12/18 – Arbor Pro 4. Tree Removal Contract
		H.	Contract/Budget Amendment: Detective Bureau Relocation 1. Memo 04/04/18 – Director of Public Safety 2. Red Baron Enterprises – Estimate #229
		I.	Purchase: KIP/Scanner 1. Memo 03/22/18 – Building Inspector 2. Memo 03/08/18 – Leader Business
		J.	Agreement: CDBG Demonstration Grant 1. Memo 04/03/18 – Acting City Administrator 2. Subrecipient Agreement for CDBG Between the Charter County of Wayne and Cities of Harper Woods, Grosse Pointe Shores, Grosse Pointe Woods, Grosse Pointe Farms, Grosse Pointe Park, Grosse Pointe 07/01/17 – 06/30/22
		K.	Contract: 9-1-1 System/Budget Amendment 1. Memo 04/05/18 - Director of Public Safety
10.	CLAIMS/ACCOUNTS	A.	City Engineer 1. Invoice #0117011 03/02/18 2. Invoice #0117012 03/02/18 3. Invoice #0117014 03/02/18 4. Invoice #0117015 03/02/18 5. Invoice #0117018 03/05/18 6. Invoice #0117019 03/05/18 7. Invoice #0117025 03/05/18 8. Invoice #0117043 03/12/18 9. Invoice #0117068 03/13/18 10. Invoice #0117305 03/28/18 11. Invoice #0117306 03/28/18 12. Invoice #0117307 03/28/18 13. Invoice #0117308 03/28/18

			14. Invoice #0117310 03/28/18 15. Invoice #0117311 03/28/18
		B.	Telecom Attorney 1. Kitch Drutchas Wagner Valitutti & Sherbrook 03/30/18
		C.	Accounting Services 1. Plante Moran 03/27/18
		D.	City Attorneys 1. Don R. Berschback 2. Charles T. Berschback

11. NEW BUSINESS/PUBLIC COMMENT

12. ADJOURNMENT

Lisa Kay Hathaway, CMMC/MMC
City Clerk

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 or Telecommunications Device for the Deaf (TDD) 313 343-9249.

<p>NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST</p>
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SPECIAL COUNCIL
03-26-18 - 47

MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 26, 2018, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:06 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council Members: Bryant, Granger, Koester, McConaghy, McMullen, Shetler
Absent: None

Also Present: City Administrator Smith
City Attorney Don Berschback
City Clerk Hathaway
Director of Public Safety Kosanke

Council, Administration, and the audience Pledged Allegiance to the Flag.

Motion by Koester, seconded by Shetler, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by Granger, seconded by Shetler, regarding **Public Safety Improvements – Contract/Budget Amendment**, that the City Council approve a contract with Cross Renovations in a total amount not to exceed \$546,476.00 for Public Safety Building Improvements, including two alternates (metal plank ceiling and ramp leading to the sally port), funds to be paid in the amount of \$400,000.00 from a State of Michigan grant; and to approve a budget amendment in the amount of \$146,476.00 from General Fund Account No. 101-000-699.000 into Account No. 401-902-977.102.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

SPECIAL COUNCIL
03-26-18 - 48

Motion by Granger, seconded by Shetler, to adjourn tonight's meeting at 7:08 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 19, 2018, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:07 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council Members: Bryant, Granger, Koester, McConaghy, McMullen, Shetler
Absent: None

Also Present: City Administrator Smith
City Attorney Don Berschback
Treasurer/Comptroller Behrens
City Clerk Hathaway
Information Technology Manager Capps
City Engineer Lockwood
Deputy City Clerk Antolin

Council, Administration, and the audience Pledged Allegiance to the Flag.

Motion by Granger, seconded by Shetler, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by Bryant, seconded by Shetler, that the following minutes be approved as corrected:

1. City Council Minutes dated March 5, 2018.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

The Mayor appointed George Baily to the Historical Commission with a term to expire December 31, 2018.

The Mayor appointed George Hathaway to the Tree Commission with a term to expire December 31, 2021.

Motion by Bryant, seconded by McConaghy, regarding **State Report 5584 – Protecting Local Government Retirement and Benefits Act Application for Waiver and Plan: RHC**, that the City Council approve the Application for Waiver and Plan, and authorize the Mayor to sign said plan document.

Motion by Bryant, seconded by McConaghy, to amend the previous motion by adding, "and authorize the Treasurer/Comptroller to sign the application as amended."

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by Bryant, seconded by Shetler, to immediately certify the previous motion.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by Koester, seconded by McConaghy, regarding **request to use Ghesquiere Park Baseball Diamonds – Lakeside Baseball Youth Sports Foundation (Dirtbag Memorial Day Invitational)**, that the City Council approve the request of Lakeside

Baseball Youth Sports Foundation to hold the Dirtbag Memorial Day Invitational on the Ghesquiere Park baseball fields from May 25, 2018, through May 27, 2018, contingent upon:

- City's parks guidelines be observed;
- Debris in the area, including dugouts and fields, has been cleaned;
- Adult coaches be present at all times.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by McConaghy, seconded by Koester, regarding **Monthly Financial Report – February 2018**, that the City Council refer this report to the Finance Committee.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by Shetler, seconded by Bryant, regarding **purchase: servers**, that the City Council approve the purchase of four (4) servers from Dell Computer Corporation, in a total amount not to exceed \$13,153.89 including shipping, funds to be taken from account No. 101-855-970.000.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by Granger, seconded by Shetler, regarding **road program/budget amendment**, that the City Council approve the road construction projects as outlined in the City Engineer's email dated March 15, 2018, to proceed with soliciting sealed bids, and to approve a budget amendment for design fees in an amount not to exceed

\$106,987.00 from prior year's reserves Account No. 101-000-395.000 into Local Streets Account No. 203-000-699.001.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Regarding **Proclamation - Holocaust/Days of Remembrance**, the Mayor proclaimed Sunday, April 8, 2018, through Sunday April 15, 2018, as Days of Remembrance in the City of Grosse Pointe Woods.

Motion by McMullen, seconded by Shetler, regarding **Resolution – Property Transfer Affidavit Fines**, that the City Council adopt the Resolution as amended.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by McConaghy, seconded by Bryant, regarding **Telecom Attorney**, that the City Council approve the invoice dated February 28, 2018:

1. Kitch Drutchas Wagner Valitutti & Sherbrook Invoice #423178 - \$600.00.

City Attorneys were asked to have Telecom Attorney provide itemized invoices.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by McConaghy, seconded by Bryant, regarding **legal services**, that the City Council approve the invoice dated March 7, 2018:

1. Hallahan & Associates, P.C. Invoice #15199 - \$423.80.

City Attorney was asked to provide Council with copies of invoices once legal matters are resolved.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler

No: None

Absent: None

Hearing no objections, the following item was heard under New Business:

- There was a consensus of the City Council to have Bill Brickey, Plante Moran, review the fiscal forecasting and all assumptions, and also ask him to attend the Committee-of-the-Whole Meeting on March 26, 2018, to participate in the discussion regarding fiscal forecasting.

Public Comment:

- Jason Hill, Lakeside Baseball Club Youth Foundation, thanked Mayor and Council for use of the fields on Memorial Day weekend to hold their tournament.
- A property owner regarding his rental property on Ridgemont spoke regarding a weed abatement fee. He received a bill in the amount of \$535.00 from his tenant not cutting the grass and shrubs. He stated the City should send a notice to the property owner, and requested his bill be adjusted. The City Administrator will discuss the matter with the Building Inspector. The Mayor suggested sending an email as a means for an additional notification, and stated it is the responsibility of the property owner to maintain the property which means he should be monitoring such.
- Roberta LaCotta spoke regarding trash containers. The new bins cannot fit in garage and she does not want them on the back patio. She also questioned enforcement. The Mayor stated a trash container must be used but a small green recycle container may be used instead of a large container.

- A resident who lives on a corner lot, Jackson/Lennon, spoke stating there is no room for the containers. He stated the information disseminated does not have the dimensions of the cans. He asked if his cans should be placed on Jackson or Lennon next to the driveway. The City Administrator will follow up with the Department of Public Works.
- Lillian LaCotta spoke regarding trash containers. She cannot put cans in the back because there are no fences and neighbors will not like it.
- Donna Reynolds, 563 Shoreham, spoke regarding large trash containers. She suggested Code Enforcement should be enforcing the ordinance rather than residents having to call the police. Her red recycling bin was taken away and she has nothing to place recyclables in. She also requested the City look into recycling trash into fuel. The City Administrator stated the City does transport recyclables to a company that recycles it into fuel.

Motion by Granger, seconded by Bryant, to adjourn tonight's meeting at 7:52 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor



MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 26, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Koester, McConaghy,
McMullen, Shetler

ABSENT: None

ALSO PRESENT: City Administrator Smith
City Attorney Don Berschback
Cathy Behrens
City Clerk Hathaway
Director of Public Safety
Deputy City Clerk Antolin

Also in attendance were City Engineers Scott Lockwood and Jason Arlow from Anderson, Eckstein & Westrick, and Bill Brickey from Plante Moran (arrived at 7:55 p.m.)

Mayor Novitke called the meeting to order at 6:36 p.m.

Motion by Granger, seconded by Shetler, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler

No: None

Absent: None

The first item discussed was regarding **Public Safety improvements**. The Mayor discussed a cost overrun in the amount of \$70,000.00. The City Administrator stated the original grant was in the amount of \$400,000.00 and the low bid came in at \$527,077.00, however at a later date it was found a handicap ramp was needed at a cost of \$18,699.00. He stated following further review, smoke ejection and fire suppression systems need to be installed adding an additional \$70,000.00 to the cost of the project.

In order to receive the grant, the additional work is required and will cost an additional \$70,000.00 (fire suppression) plus the \$18,699.00 (ramp), or \$88,700.00. The requested \$546,000.00 already includes the ADA ramp. The Treasurer/Comptroller noted the \$88,700.00 was not included into the fiscal forecasting calculations.

The Treasurer/Comptroller stated Brickey identified some items that need to be added to the fiscal forecasting. The City Administrator stated that even if a written agreement is not obtained with Grosse Pointe Shores, the State has confirmed the City will get the grant. An adopted Grosse Pointe Shores Resolution committed \$14,000.00 in design fees and they have agreed to pay an additional \$20,000.00 to help with unexpected costs.

Both City lawyers have approved the contract. It is planned that a part-time dispatch position will become full-time, however Grosse Pointe Woods is not required to provide an additional dispatcher.

When asked about project completion, Mr. Arlow stated August 1st is the deadline to complete the work otherwise liquidated damages will be charged to the contractor. He then provided an overview of the project plan. Administration recommended approval of the project as presented. The Committee concurred.

The Mayor recessed the Committee-of-the-Whole meeting at 7:05 p.m. to convene the Special City Council Meeting, and reconvened the Committee meeting at 7:15 p.m.

Next, **emergency medical services – Medstar** was discussed. Although scheduled to be in attendance, Mr. Kolby was not present. The Mayor stated when the City entered into this arrangement, the proposal included Medstar staff housing in our accessory quarters building at a cost of \$14,000.00. Medstar was compensated for every run through patient insurance claims. If residents did not have insurance the City reimbursed the cost, which totaled \$26,000.00 in FY 2016/17.

Mr. Kolby had submitted a new proposal including keeping vehicles on the street with no housing here resulting in the City losing \$14,000.00. There was a consensus of the Committee that this new proposal is calculated in a fashion that subsidizes other cities.

Medstar wants a subsidy that would be divided by the three cities in the amount of \$125,000.00, with the cities to determine their individual shares. The other cities are proposing Grosse Pointe Woods pay \$56,250.00, Grosse Pointe Farms pay \$45,000.00, and Grosse Pointe City pay \$23,750.00. The City Administrator identified an approximate \$400.00 charge per patient transport. Grosse Pointe Woods' transport number is 720, Grosse Pointe Farms 370, and Grosse Pointe City 180. Because Grosse Pointe Woods supplies a larger call volume than the other communities, our cost should be less than the others for having the largest volume. Currently, Grosse Pointe Farms pays \$100,000.00.

Discussion ensued regarding response time. It was stated that Medstar's response times were reported between eight and nine minutes. The City Administrator was asked to provide the City's previous Advanced Support Life System response times, as well as Medstar's previous response times. The Mayor also stated the contract should be changed to the fiscal year, July 1, rather than January. The City Attorney is to provide information regarding whether Medstar has any immunity by statute or otherwise.

The City Administrator was asked to have Mr. Kolby in attendance at a future Committee-of-the-Whole to discuss his proposal. This item is to remain on the Committee-of-the-Whole.

Discussion ensued regarding **fiscal forecasting**. Bill Brickey was now in attendance. Mr. Brickey distributed the June 30, 2017, Fund Balance sheet and provided an overview. Mr. Brickey was asked to provide an opinion on taking \$2.5 million from the fund balance for roads relative to the fiscal forecast sheet. He stated he is not very confident that the projections will come out as presented in the spread sheet. He recommended a determination be made by taking budget to actual report, to look at actual numbers to determine where the City will actually be at on June 30, 2018. Also, to exclude all capital from operating expenses and have a separate section for capital. He suggested talking to Department Heads to determine capital needs that the City will have over the next ten years. When asked for a recommendation whether the fund balance can support \$2.5 million for roads, Mr. Brickey stated the City can do the \$2.5 million.

The Mayor asked what percentage of the budget will remain. Mr. Brickey responded it could take time to determine and should be done after interviewing the Department Heads. He recommended re-doing the expenses side of the equation, and detail out the capital needs, by year, to plug into the spreadsheet in order to find a comfort level with fund balance.

The Mayor asked whether there is merit for the Treasurer/Comptroller and Mr. Brickey to prepare a document that would provide a reflection of where the City is going to be. Mr. Brickey suggested as a best practice adopting a fund balance policy. He discussed maintaining a minimum 20% fund balance on hand, in addition to planning for projects to cause a fund balance that can be identified with projects and funding methods. The Treasurer/Comptroller felt there is merit in working with Plante Moran. Mr. Brickey stated the work involved for giving guidance would be in the \$5,000.00 range if the Treasurer/Comptroller does the work, and if he is performing the actual work it would cost more. Mr. Brickey suggested expanding the model to make it more robust would be at a cost of time and materials, and that he would prepare an estimate. The Treasurer/Comptroller concurred. There was a consensus of the Committee to move forward with engaging Mr. Brickey. This item to remain on the Committee-of-the-Whole.

The **Headlee override** was then discussed. The Committee reviewed the draft information sheet and provided feedback and suggestions. This item is to remain on the Committee-of-the-Whole.

The City Administrator provided an overview regarding a request for a **position classification change – Municipal Court**. The City Administrator was asked to discuss with the Union Representative changing the position from an Administrative Clerk I to an Administrative Clerk II rather than transitioning directly to an Administrative Clerk III. There was a consensus of the Committee to ask Labor Council to also review this request.

Motion by Bryant, seconded by Koester, to remove Public Safety improvements and position classification change from the Committee-of-the-Whole.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Hearing no objections, the following items were heard under New Business:

- The City Administrator requested scheduling a Committee-of-the-Whole Meeting to discuss additional Public Safety renovations. The City Clerk was asked to schedule the meeting for April 9, 2018, at 6:30 p.m.
- Council Member Bryant provided an update after having attended a recent SEMCOG Meeting.
- Council Member Granger reported the Library Millage Focus Group met recently. They will be making a decision by May 6th whether a millage will be on the August ballot.

Motion by Granger, seconded by Bryant, that the meeting of the Committee-of-the-Whole be adjourned at 9:12 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 19, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Koester, McConaghy,
McMullen, Shetler

ABSENT: None

ALSO PRESENT: City Administrator Smith
City Attorney Don Berschback
Treasurer/Comptroller Behrens
City Clerk Hathaway
Director of Public Services Schulte
Deputy City Clerk Antolin

Also in attendance was Scott Lockwood, City Engineer

Mayor Novitke called the meeting to order at 6:30 p.m.

Motion by Granger, seconded by Shetler, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Discussion ensued regarding **road program/budget amendment**. The Mayor asked for clarification on the impact upon the fund balance if moving forward with paving Vernier Road. The Treasurer/Comptroller stated the City's portion of Vernier, including engineering, is \$520,000.00. She provided an overview of the Fund Balance Analysis sheet outlining various scenarios regarding fund balance. The State is willing to pay \$1.040 million if the City moves forward with this project. The Mayor suggested transferring \$106,000.00 for design engineering at this time instead of the full \$385,000.00. The City Engineer stated the costs quoted are likely to come in as quoted with \$2,355,000.00 coming out of fund balance with 26% remaining in fund balance per the Treasurer/Comptroller. The Treasurer/Comptroller is comfortable with between 25-30% in the fund balance. There was a consensus of the Committee that all were comfortable with the percentages.

The City Engineer stated there is one water main that ties into Cook Road and it would be cost effective to get it done before the streets. The question arose whether funds can be taken from the water fund, and the City Engineer stated no. He is expecting costs to come in lower than expected due to putting the Lochmoor sections together.

The Mayor recapped by stating a balance of funds in the amount of \$447,000.00 remain in major roads and \$451,000.00 in local roads. The Treasurer/Comptroller stated she would be comfortable backing down the accounts half way, which can be refurbished with Act 51 Funds. The Treasurer/Comptroller stated she would be comfortable with one third to one half of the project cost with the impact on the general fund balance being \$225,000.00, or 1-2%.

The Mayor talked to Bill Brickey, Plante Moran, in terms of Headlee, fiscal forecasting, taking money out of fund balance, assumptions, etc. Mr. Brickey said he would be willing to look at all documents on March 26, 2018, at a charge of \$1,000.00 to \$1,500.00. There was a consensus of the Committee to move forward with Mr. Brickey reviewing the documents.

When asked about a timeline, the City Engineer stated the project can be bid within a month and a half, obtain a Council award by mid/late May, and construction may commence sometime in August. This item is to remain on the Committee-of-the-Whole agenda.

Under new business:

- There was a consensus of the Committee to request the City Clerk to schedule a Special City Council Meeting on March 26, 2018, at 7:30 p.m. to address the public safety improvements project.

Motion by Bryant, seconded by Shetler, that the meeting of the Committee-of-the-Whole Meeting be adjourned at 7:00 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 12, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, McMullen, Shetler
ABSENT: Koester, McConaghy

ALSO PRESENT: City Administrator Smith
Treasurer/Comptroller Behrens
City Attorney Don Berschback
City Clerk Hathaway
Director of Public Services Schulte

Mayor Novitke called the meeting to order at 7:05 p.m.

Motion by Bryant, seconded by Shetler, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Bryant, Granger, McMullen, Novitke, Shetler
No: None
Absent: Koester, McConaghy

Motion by Bryant, seconded by Shetler, that Council Members Koester and McConaghy be excused from tonight's meeting.

Motion carried by the following vote:

Yes: Bryant, Granger, McMullen, Novitke, Shetler
No: None
Absent: Koester, McConaghy

The first item discussed was regarding **fuel tanks – DPW Yard**. The Mayor asked what the cost would be for insurance coverage through the State of Michigan – Michigan Underground Storage Tank Authority (MUSTA). The Director of Public Services said there is no cost for the insurance and the deductible is \$2,000. The premium with the current provider, Berkeley Environmental, is \$1,100 per year with a \$25,000 deductible and it only covers contaminated soil.

As previously reported, upon inspection it was found the underground fuel tanks at DPW are leaking from the outside into the interstitial space between the two tank walls, however there is no fuel leaking at this time. He provided an overview of his memo dated February 26, 2018, and recommended that the City install a new above ground tank; split with 4,000 gallons gas and 4,000 gallons diesel. The cost to remove and replace the tanks

is approximately \$223,000. The Director is requesting to obtain quotes, and to place this item on the April 9, 2018, City Council agenda.

The insurance policy through MUSTA will also be placed on the April 9, 2018, Council agenda. There was a consensus of the Committee to move forward with obtaining quotes to remove and install new fuel tanks, and to pursue the MUSTA insurance through the State of Michigan.

Motion by Bryant, seconded by Shetler, to remove fuel tanks and insurance from the Committee-of-the-Whole.

Motion carried by the following vote:

Yes: Bryant, Granger, McMullen, Novitke, Shetler

No: None

Absent: Koester, McConaghy

The next item discussed was regarding **porta potties – Lake Front Park**. The Director of Public Services provided an overview of his memo dated February 26, 2018. The Mayor stated that a procedure will need to include a park patrol routine stop to check the porta potties for mess. The Director stated they would be cleaned daily and checked throughout the day, and sanitizer would be provided. There was a consensus of the Committee to install the porta potties. The contract is for one year in the amount of \$2,712.00.

Motion by Bryant, seconded by, Shetler, that porta potties – Lake Front Park, be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

Yes: Bryant, Granger, McMullen, Novitke, Shetler

No: None

Absent: Koester, McConaghy

Discussion ensued regarding **Property Transfer Affidavit fines**. The Treasurer/Comptroller provided an overview of her memo dated March 12, 2018, regarding the Resolution, which applies only to residential. She stated the Resolution may be rescinded at any time.

Motion by Granger, seconded by Shetler, regarding Property Transfer Affidavit fines, that the Committee-of-the-Whole recommend that City Council adopt the Resolution as presented.

Motion carried by the following vote:

Yes: Bryant, Granger, McMullen, Novitke, Shetler

No: None

Absent: Koester, McConaghy



Motion by Granger, seconded by Shetler, that Property Transfer Affidavit fines be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

Yes: Bryant, Granger, McMullen, Novitke, Shetler

No: None

Absent: Koester, McConaghy

Fiscal forecasting was discussed next. The Treasurer/Comptroller distributed updated budget projection sheets. Road repairs and reconstruction were not included in the sheets. General discussion ensued regarding the projections. Administration was asked to look at whether a 39% fund balance would support future budgets.

Discussion ensued regarding the road program, which included Stanhope, Brys, Vernier (60% state funded), Anita, and Lochmoor.

The City Administrator distributed a packet of information as requested by the Committee-of-the-Whole on January 29, 2018, including:

1. Public Safety needs list;
2. Public Safety Wish List;
3. Memo 02/20/18 - Director of Public Services (Needs);
4. Memo 02/20/18 - Director of Public Services (Municipal Improvements Wants);
5. Fiscal Forecast for Department of Public Works Equipment;
6. 10-year Pavement Capital Improvement Plan;
7. Water and Sewer System Capital Improvement Program;
8. Memo 03/12/18 - Director of Public Safety;
9. Memo 02/16/18 - Court Clerk.

Following discussion, there was a consensus of the Committee to move forward with Brys, Anita, and Stanhope. The Director also recommended Vernier Road due to the poor condition and the additional 60% state funding being provided. He stated the City would lose the additional funding if it is decided not to reconstruct Vernier. There was a consensus of the Committee to also move forward with Lochmoor. In summary, there was a consensus of the Committee to move forward with Lochmoor, Brys, Anita, and Stanhope with a commitment that the City will fund Vernier next year. The Treasurer/Comptroller was asked to re-run the numbers to verify fund balance for this year. Administration was asked to discuss the plan with the City Engineer.

There was a consensus of the Committee to schedule a Committee-of-the-Whole Meeting on March 19, 2018, at 6:30 p.m. to discuss the Road Program and fiscal forecasting; and to place this item on the City Council agenda for March 19, 2018.

The Committee then reviewed information regarding the **Headlee Override**. Following discussion, there was a consensus of the Committee to use the ballot language included in the City Attorney's letter dated February 23, 2018, to revise the additional millage raised number following the conclusion of March Board of Review, and to identify the

funds for municipal purposes to be used for police and fire, infrastructure, parks and recreation, and other public services.

The Mayor asked administration to prepare a detailed information sheet for Council to use during the public forum.

The draft millage information sheet was reviewed and discussed. This item is to be placed on a Committee-of-the-Whole Meeting on March 26, 2018, at 7 p.m.

Next, the **Animal Ordinance** was discussed. Discussion ensued regarding a late fee and possible changes to the current ordinance. There was a consensus of the Committee to not charge a late fee and to eliminate March 1 of each year expiration leaving the expiration of the license to be that of the rabies expiration. The Mayor stated enforcement of the ordinance is important, and he asked the City Attorney to provide the Council with the civil infraction fees.

Motion by Granger, seconded by Shetler, regarding Chapter 6 – Animals, that the Committee-of-the-Whole recommend to City Council adopting the amendment of this ordinance as discussed.

Motion carried by the following vote:

Yes: Bryant, Granger, McMullen, Novitke, Shetler
No: None
Absent: Koester, McConaghy

Motion by Granger, seconded by Shetler, that the animal ordinance be removed from the Committee-of-the-Whole.

Motion carried by the following vote:

Yes: Bryant, Granger, McMullen, Novitke, Shetler
No: None
Absent: Koester, McConaghy

Under New Business, and hearing no objections, the following item was discussed:

- Recording Committee-of-the-Whole minutes.

Motion by Bryant, seconded by Shetler, that the meeting of the Committee-of-the-Whole be adjourned at 10:45 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

**CITY OF GROSSE POINTE WOODS
WAYNE COUNTY, MICHIGAN**

**WAIVER OF PENALTIES FOR FAILURE TO FILE
PROPERTY TRANSFER AFFIDAVITS**

Whereas, the City of Grosse Pointe Woods is aware that Michigan statute, MCL 211.27a(10) requires the buyer, grantee or other transferee of a property to notify the appropriate assessing office within 45 days when a transfer of ownership occurs, and

Whereas, MCL 211.27a(10) further requires that such notification be made on a form prescribed by the State Tax Commission, commonly known as a Property Transfer Affidavit (form 2766 or L-4260), and

Whereas, the City is aware that MCL 211.27b(1)(c) and (d) provides for specific penalties to be levied if the appropriate assessing office is not notified within 45 days, and

Whereas, MCL 211.27b(5) allows the governing body to waive, by resolution, the penalty levied under subsection (1)(c) or (d), and

Whereas, the City of Grosse Pointe Woods Assessing Office has procedures in place to notify the buyer, grantee or transferee of a property when the Property Transfer Affidavit has not been filed, and

Whereas, the City of Grosse Pointe Woods has determined the cost to administer and collect the penalty, then share collected penalties with other taxing jurisdictions outweighs the benefit, and

Whereas, the City finds the collection of penalties is unnecessary.

Now Therefore Be it Resolved the City Council of the City of Grosse Pointe, as provided in MCL 211.27b(5), waives the collection of penalties under subsections (1)(c) or (d), and

Also Therefore be it Resolved that any resolution, policy or directive in conflict with this Resolution is hereby repealed.

Moved: _____ Seconded: _____

Ayes: _____

Nays: _____

Absent and Excused: _____

RESOLUTION DECLARED ADOPTED.

By: _____
Lisa K. Hathaway, City Clerk
City of Grosse Pointe Woods, Michigan

CERTIFICATE

I, Lisa Kay Hathaway, City Clerk of the City of Grosse Pointe Woods, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the City of Grosse Pointe Woods City Council on the _____ day of _____ March, 2018.

Dated: _____

Lisa K. Hathaway, City Clerk

Approved by Committee 03/12/18

Compensation and Evaluation Committee

March 12, 2018

OC

MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 12, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair: Council Member Arthur Bryant

Members: Mayor Robert E. Novitke

ABSENT: Council Member Todd McConaghy

Also in attendance: City Clerk Lisa Hathaway

The meeting was called to order by Chair Bryant at 10:55 p.m.

Motion by Novitke, second by Bryant to excuse McConaghy from tonight's meeting.

Motion carried by the following vote:

Yes: Bryant, Novitke

No: None

Absent: McConaghy

Motion by Novitke, second by Bryant, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Bryant, Novitke

No: None

Absent: McConaghy

Motion by Novitke, seconded by Bryant, to approve the minutes of the meeting of 5-12-18.

Compensation and Evaluation Committee
March 12, 2018

Motion carried by the following vote:

Yes: Bryant, Novitke

No: None

Absent: McConaghy

A discussion on compensation and evaluation for Lisa Hathaway took place.

Motion by Novitke, seconded by Bryant, that the meeting be adjourned at 11:16 p.m. Passed unanimously.

Respectfully submitted,

Arthur Bryant

Approved by Committee 03/15/18

COMMUNITY EVENTS COMMITTEE
January 11, 2018

60

MINUTES OF THE COMMUNITY EVENTS COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON ~~WEDNESDAY~~ THURSDAY, JANUARY 11, 201~~7~~8 AT THE GROSSE POINTE WOODS – CONFERENCE ROOM, 20025 MACK, and GROSSE POINTE WOODS, MICHIGAN.

Proposed
correction /sc

Members Present: Chair Mayor Robert Novitke, Jennifer Boettcher, Chris Fenton, Todd McConaghy, Bruce Smith

Members Absent: Al Fincham, Vicki Granger

Also in attendance: Susan Como (Recording Secretary)

The Chair called the meeting to order at 5:38 p.m.

Motion by McConaghy, seconded by Smith, to excuse committee members Al Fincham and Vicki Granger from tonight's meeting.

Motion passed by the following vote:

Yes: Boettcher, Fenton, McConaghy, Novitke, Smith

No: None

Absent: Fincham, Granger

Motion by McConaghy, seconded by Smith, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion passed by the following vote:

Yes: Boettcher, Fenton, McConaghy, Novitke, Smith

No: None

Absent: Fincham, Granger

The first item discussed was the **2017 Ending Balance Sheet**. Discussion was held regarding reimbursing the city's General Fund in the amount of \$5,762.47 to cover the cost incurred from employees working the events.

Motion by Boettcher, seconded by Smith, regarding the 2017 Ending Balance Sheet, to accept the 2017 Ending Balance Sheet as submitted, and to recommend to City Council to transfer funds in the amount of \$5,762.47 from the Community Events Committee Account #205-870-820.130 to the city's General Fund to cover the cost incurred from employees working the events.



Motion passed by the following vote:

Yes: Boettcher, Fenton, McConaghy, Novitke, Smith
No: None
Absent: Fincham, Granger

Next item discussed was the **2018 Proposed Budget**.

Motion by McConaghy, seconded by Fenton, regarding the 2018 Proposed Budget, to accept the 2018 Proposed Budget as presented.

Motion passed by the following vote:

Yes: Boettcher, Fenton, McConaghy, Novitke, Smith
No: None
Absent: Fincham, Granger

Recording Secretary Como was asked to make the following changes to the **Stationary**:

- Change the City Administrator from Tom Colombo to Bruce J. Smith;
- Change Chris Fenton's title to Committee Member;
- Change Al Fincham's title to Committee Member;
- Remove the word Representative after Grosse Pointe Chamber of Commerce;
- Replace Richard Shetler with Todd A. McConaghy;
- Remove Thomas Hauff.

Motion by Fenton, seconded by Boettcher, requesting Recording Secretary Como to make the above stated changes to the stationary.

Motion passed by the following vote:

Yes: Boettcher, Fenton, McConaghy, Novitke, Smith
No: None
Absent: Fincham, Granger

There was discussion about cancelling the Fall Fest's rain date (September 16). There was consensus of the Committee to cancel this year's Fall Fest rain date and to not schedule in the future. Furthermore, Recording Secretary Como was asked to have the band chosen to provide entertainment at this year's Fall Fest include a rain cancellation clause in their contract. Additionally, it was asked that she inform the Communication's Coordinator to advertise the rain date cancellation.

Next item discussed were the **Liquor Licenses**.

Motion by McConaghy, seconded by Smith, recommend to City Council to have the City Clerk apply for the **Liquor Licenses** needed for the three Music on the Lawn and the Fall Fest (no rain date) events.



Motion passed by the following vote:

Yes: Boettcher, Fenton, McConaghy, Novitke, Smith

No: None

Absent: Fincham, Granger

The next item discussed was the **Sponsors**.

Recording Secretary Como was directed to make the following changes to the **Sponsor Letter**:

- Remove the words "Community Events Committee" under each of the representative's names on the sponsor letters.

Additionally, she was asked to make the following changes to the **Sponsorship Form**:

- Add the word be between the words will and displayed in the following sentence:
 - Name of business will be imprinted on a sign recognizing all Sponsors, which will "be" displayed in the beer and wine tent.
- Remove the following sentence:
 - A thank you ad on the city's local government cable channel listing your support and thanking you for your generosity.
- Remove the rain date.

It was determined the following previous year's sponsors would be contacted for sponsorship:

<u>COMPANY NAME</u>	<u>CONTACT</u>
A.H. Peters Funeral Home	Granger
Anderson, Eckstein & Westrick, Inc.	Smith
Churchills of Grosse Pointe, Inc.	Boettcher
Dan Curis (Big Boys/Champs)	Novitke
Don Berschback & Chip Berschback - City Attorneys	Smith
Grosse Pointe Woods Foundation	Novitke
Edmund t. Ahee Jewelry Company	Granger
Gabel Financial Services	McConaghy
Kitty's Doctor	Smith
Marshall Landscape, Inc.	Fenton
Mr. C's Car Wash	Novitke
St. John Hospital & Medical Center (Exclusive)	Smith
Stevenson Company	Smith
Talmer Bank (Chemical Bank)	Smith

Additional companies to be contacted for sponsorship:

<u>COMPANY NAME</u>	<u>CONTACT</u>
Comerica	Behrens
Green for Life	Smith
Grosse Pointe Chamber of Commerce	McConaghy
Grosse Pointe Equestrian Center	Novitke
Keller Thoma, P.C.	McConaghy
Ray Laethem	Smith
Tom Kleiner Construction	Novitke

Entertainment at the event was discussed and Recording Secretary Como was asked to contact the bands and have them provide contracts with the inclusion of a cancellation for the following events:

- June 29 Music on the Lawn: Sun Messengers
- July 27 Music on the Lawn: Pato Motown
- August 24 Music on the Lawn: Bugs Beddow and the Good Stuff
- September 15 Fall Fest: Paul Carey's Rhythm and Blues Krewe

New Business

- The request to share the cost to purchase of a new tent between Parks and Recreation, the Commission Recreation Commission, and Community Events Committee was denied.
- The next meeting has been scheduled for March 1 at 5:30 p.m.

Motion by McConaghy, seconded by Boettcher, to adjourn meeting at 6:46 p.m. Passed Unanimously.

Respectfully Submitted,

Susan Como
Recording Secretary

COMMUNITY EVENTS COMMITTEE
March 15, 2018

MINUTES OF THE COMMUNITY EVENTS COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON THURSDAY, MARCH 15, 2018 AT THE GROSSE POINTE WOODS – CONFERENCE ROOM, 20025 MACK, and GROSSE POINTE WOODS, MICHIGAN.

Members Present: Chair Mayor Robert Novitke, Jennifer Boettcher, Chris Fenton, Al Fincham, Vicki Granger, Todd McConaghy, Bruce Smith

Members Absent: None

Also in attendance: Susan Como (Recording Secretary)

The Chair called the meeting to order at 5:43 p.m.

Motion by Granger, seconded by Fenton, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion passed by the following vote:

Yes: Boettcher, Fenton, Fincham, Granger, McConaghy, Novitke, Smith
No: None
Absent: None

Motion by Fenton, seconded by McConaghy, to approve the January 11, 2018 minutes as amended.

Motion passed by the following vote:

Yes: Boettcher, Fenton, Fincham, Granger, McConaghy, Novitke, Smith
No: None
Absent: None

The first item discussed was the **Entertainment Contracts**. The Committee asked Recording Secretary Como to request amendments to be made to the following contracts:

- Sun Messengers: Remove the word "food" under the Section FOOD.
- Bugs Beddow and the Good Stuff: Remove line item #6 under Section E. General Terms "The CLIENT shall bear the cost and responsibility for any and all licensing and legal requirements of any and all federal, state, and local laws appurtenant to this engagement. Should this engagement fall under the jurisdiction of any union, it shall be the obligation of the CLIENT to see that all requirements of that union are met.

Motion by Fincham, seconded by Smith to recommend to City Council to enter into the entertainment contracts/agreements for the events as follows:



- June 29 Music on the Lawn: Sun Messengers (with above stated amendments)
- July 27 Music on the Lawn: Pato Motown
- August 24 Music on the Lawn: Bugs Beddow and the Good Stuff (with above stated amendments).
- September 15 Fall Fest: Paul Carey's Rhythm and Blues Krewe

Motion passed by the following vote:

Yes: Boettcher, Fenton, Fincham, Granger, McConaghy, Novitke, Smith

No: None

Absent: None

The next item discussed was having **Food Vendors** at the events. Recording Secretary Como advised the Committee that she reached out to Concrete Cuisine who stated they require a \$1,500 guarantee in sales to vend at the events. The Committee was in concurrence that they would not ensure that guarantee. Additionally, Recording Secretary Como advised that she reached out to JB's Hunt Mobile Food Cart (Walking Taco) who stated they are interested in vending at the city events. There was concurrence of the Committee to allow Recording Secretary Como to handle the arrangements of having one food vendor at each of the Music on the Lawn events.

Further discussion about having food and/or snacks at the events was held and the Committee asked Recording Secretary Como to do the following:

- Contact National Coney Island to see if they would have any interest in vending at the events.
- Research the price of popcorn machines, and if reasonably priced the purchase of one will be addressed at a future Community Events Committee meeting.
- Research the costs associated with obtaining a license to sell popcorn and/or cotton candy.
- Remain having pop and water available for sale at the events.

Motion by McConaghy, seconded by Fincham, to immediately certify the minutes of the March 15, 2018 Community Events Committee. Passed Unanimously.

New Business

The following companies are to be contacted for sponsorship:

<u>COMPANY NAME</u>	<u>CONTACT</u>
Lochmoor Club	McConaghy
Plante Moran	Smith

Motion by Fenton, seconded by McConaghy, to adjourn meeting at 6:22 p.m. Passed Unanimously.

Respectfully Submitted,

Susan Como
Recording Secretary

BAND ENGAGEMENT CONTRACT

This Agreement defines Entertainment Services to be provided by Doug Hamborsky as representative for the band 'Bugs Beddow and the Good Stuff', hereinafter referred to as "The Band", to the purchaser, The City of Grosse Pointe Woods, hereinafter referred to as "The Client", for a specific engagement. The Client hereby engages The Band to perform the services as defined by all Terms and Conditions described herein. Specific information regarding this Agreement are as follows:

A. ENGAGEMENT

A1. Description GPW Fall Fest
A2. Location/Address/Room/Etc. CITY HALL FRONT LAWN - GROSSE POINTE WOODS
A3. Day(s)/Date(s) Saturday, September 15, 2018 A4. Time: From 5:00pm to 9:00pm (4.00) Hours
A5. Contact Person(s) Sue Como

B. SERVICES PROVIDED

B1. The Band - Core 5 Piece - LIVE MUSICAL PERFORMANCE
B2. Other Services: BACKGROUND MUSIC PROVIDED - WIRELESS MIC AVAILABLE FOR ANNOUNCEMENTS.
B3. Total size of group this engagement 5 Members

C. PRICE

C1. ONE THOUSAND TWO HUNDRED FIFTY & 00/100 dollars (\$ 1,250.00)

D. PAYMENT

D1. Deposit Amount \$ 0.00 D2. Due by (date) N/A
D3. Balance due on the date of the engagement or as otherwise arranged: Full Amount: (\$ 1,250.00)

E. GENERAL TERMS & CONDITIONS

- Standard playing sets shall be approximately Sixty minutes with thirty minute breaks unless otherwise specified.
- Background music shall be provided between live performance sets.
- The CLIENT will provide suitable performing stage area with appropriate electrical power.
- This agreement shall not be binding until signed by both parties.
- The Band shall have the sole and exclusive control over the production, presentation and performance of the engagement hereunder, including but not limited to the details, means and methods of the performances of the performing artists hereunder, and The Band shall have the sole right to designate and change at any time the performing personnel. The Band's obligations hereunder are subject to detention or prevention by sickness, inability to perform, accident, means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, and act or order of any public authority or any other cause, similar or dissimilar, beyond The Band control.

F. ADDITIONAL TERMS & CONDITIONS

Cancellation Terms:

- If the engagement becomes cancelled before August 15, 2018, there will be zero amount due to The Band.
- If the engagement becomes cancelled after August 15, 2018 and up until 3pm on September 15, the amount due to The Band will be \$625.00 (50%).
- If the engagement becomes cancelled after 3pm on September 15, 2018, the full amount (\$1,250.00) will be due to the band.

It is hereby confirmed that the parties involved have completely read and do fully understand and agree with all information, terms and conditions presented herein or as attached.

Bruce J. Smith
Client Representative Name (print)
20025 Mack Plaza Drive
Street
Grosse Pointe Woods, MI 48236
City State Zip
313.343.2445 scomo@gpwmil.us
Phone Email
X
Signature Date

Douglas Hamborsky
The Band Representative - Bugs Beddow and the Good Stuff
19982 E. Clairview Ct.
Street
Grosse Pointe Woods MI 48236
City State Zip
313-282-6432 hamgroup2@gmail.com
Phone Email
X
Signature Date

Approved for Signature

Charles T. Berschback
City Attorney

Date: _____

THIS CONTRACT FOR THE PERSONAL SERVICES OF Paul Carey's
Rhythm and Blues Krewe (herein called "Artist")
on the engagement described below is made this 15th day of
Feb., 20 1918. between the undersigned purchaser of talent
(herein called "Purchaser") and the Artist.

1. Place of Engagement: G.P. Woods city Hall
Exact Address: 20025 Mack Ave. Plaza Dr.
2. Date(s) of Engagement: Fri. August 24th 2018
Starting and Finishing Times: 7:00 P.M. till 10:00 P.M.
3. Type of Engagement: Community Concert
4. Compensation Agreed Upon: \$ 2000.00
5. Purchaser Will Make Payment as Follows: \$ August 24th
2000.00 \$ _____ shall be paid by Purchaser

to Artist not later than 10:00 P.M. August 24th 2018

WEATHER CLAUSE: IF EVENT IS CANCELLED BY 2:00PM ON DATE OF
EVENT PRICE REDUCED TO \$1,000.00. IF CANCELLED AFTER 2:00PM \$2,000.00 IS DUE
BOUCE. J. SMITH Paul Carey

Purchaser's Full and
Correct Name (PRINT)

Name of Representative of
Artist (PRINT)

X _____
Signature of Purchaser

X Paul Carey
Signature of Representative
Artist

20025 Mack Plaza Drive
Street Address

16520 Chandler Pk. Dr.
Rep. Home Address

Grosse Pointe Woods, MI 48236
City, State, ZIP

Detroit MI 48224
City, State, ZIP

313.343.2445
Telephone

313-701-6069
Telephone

IMPORTANT: Deposits must be cash or credited monies. Contract may
be deemed invalid if not returned within ten working days and all
advanced deposits are not forfeited. In the event of breach of
contract by the Purchaser, all deposits are forfeited in full.



PO BOX 24668
DETROIT, MI 48224-0668
OFFICE: 313 881-4108
CELL: 313 919-0378
EMAIL: rsteiger@sunmessengers.com
WWW: www.sunmessengers.com

CONTRACT

TODAY'S DATE: January 22, 2018

BAND: Sun Messengers

DATE OF PERFORMANCE: Friday June 29, 2018

LOCATION: Grosse Pointe Woods City Hall

HOURS: 7- 10pm.

AMOUNT: \$1500.00

TERMS: \$1500.00 by check payable to Sun Music International, I.I.C on 6/29/2018. **Weather clause:** If event is cancelled by 2PM on 6/29-\$750.00 (50%) is due. If event is cancelled after 2PM on 6/29-\$1500.00 (100%) is due.

FOOD: Water for 10.

OVERTIME RATE: N/A

RICHARD B. STEIGER

Approved for Signature

Charles T. Berschback
City Attorney

Date: _____

CLIENT'S SIGNATURE

20025 Mack Plaza Drive
ADDRESS

Grosse Pointe Woods, MI 48236
CITY STATE/ZIP

313.343.2445
TELEPHONE

PRINT TWO COPIES OF THE CONTRACT SIGN BOTH AND RETURN ONE BY 2/2/18

BAND ENGAGEMENT AGREEMENT

This agreement contract confirms a live performance from Pato "Motown" Margetic and two (2) band members for the City of Grosse Pointe Woods (Music on the Lawn) being held on July 27, 2018. By executing this agreement both parties will carry out the below pricing, times, dates, and details included in this agreement.

Please sign and date this contract and return by March 2, 2018.

Place

City of Grosse Pointe Woods City Hall (Front Lawn)
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236

Date and Time of Show

July 27, 2018

7:00 p.m. until 10:00 p.m.

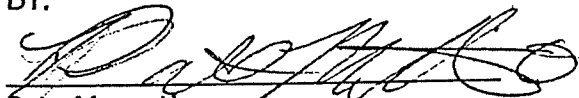
Performance Description

Performance and sound setup by Pato "Motown" Margetic and two band members and will perform cover songs, originals, and agrees to sing and play instruments for the amount of \$750.00. The total Performance time will be from 7:00 p.m. until 10:00 p.m. including three 45 minute sets, with 15 minute breaks for the artist/band members.

Weather Clause

If cancellation occurs due to weather or any other cause by the purchaser by 2 pm on the day of the event then 50% (\$375.00) of the total payment is due to the artist; if cancelled after 2:00 p.m. 100% (\$750.00) of the total payment is due to the artist. Artist's fee shall be paid in cash or check on the day of the performance.

BY:


Pato Margetic

BY:

Bruce J. Smith
City of Grosse Pointe Woods

Approved for Signature

Charles T. Berschback
City Attorney

Date: _____

RECEIVED

FEB 20 2018



Beautification Advisory Commission
Garden Room – GPW Community Center
20025 Mack Plaza Dr., Grosse Pointe Woods
Meeting – February 14, 2018 – 7:00 p.m.

CITY OF GROSSE PTE. WOODS

approved by
Commission

on
3-14-18

Present: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Ragland, Sauter, Spreder, Stewart

Also Present: Mathews

Excused: Hage, Miller, Stephens

Call to Order: The meeting was called to order by Chairperson McCarthy at 7:03 p.m.

Minutes: The January 10, 2018 meeting minutes were distributed and reviewed.

Motion by Casinelli, seconded by Martin-Rahaim, to approve the January 10, 2018 minutes as presented.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Ragland, Sauter, Spreder, Stewart

No: none

Excused: Hage, Miller, Stephens

Treasurer's Report: J. Hilton presented treasurers report.

Motion by Hess, seconded by Arslanian, to approve the report as presented.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Ragland, Sauter, Spreder, Stewart

No: none

Excused: Hage, Miller, Stephens

Chairperson's Report: no report

Awards Program: Spreder presented update on Awards Program.

Tile/Mugs Program: Medura updated committee on Tile Program.

Flower Sale: Martin updated committee on 2018 Flower Sale. Volunteers needed for delivery, Thursday, May 10. Flower Sale, Friday, May 11 & Saturday, May 12, 2018.

Council Report: BAC commission member Stewart reported on the February 5, 2018 City Council Meeting.

DPW: Mathews presented DPW report.

Old Business: No report

New Business: no report

Motion by Casinelli, seconded by Hess, to adjourn the Beautification Advisory Commission meeting at 8:03 p.m.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Ragland, Sauter, Spreder, Stewart

No: none

Excused: Hage, Miller, Stephens

Respectfully submitted,

Rachelle Koester



City of Grosse Pointe Woods Historical Commission Minutes
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236
Conference Room at City Hall
February 8, 2018

RECEIVED

MAR 01 2018

CITY OF GROSSE PTE. WOODS
approved by commission
on 3-8-18

1. Call to Order

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:37 p.m. by Chairperson Lynne Millies.

2. Roll Call

Present: Mary Kaye Ferry, Shirley Hartert, Suzanne Kent, Lynne Millies, Sean Murphy, Becky Veitengruber, Giles Wilborn

Excused: Frank Romano

Unexcused: Del Harkenrider

Also Present: Council Representative George McMullen Jr., GPW resident: John Parthum

3. Approval of Agenda

Motion by Hartert, seconded by Ferry, to approve the agenda as presented. Ayes: all. Motion carried.

4. Approval of Minutes

Motion by Ferry, seconded by Hartert, to approve the January 11th, 2018 minutes as presented. Ayes: all. Motion carried.

5. Items

A. Report of Treasurer:

The commission balance is \$1,969.81. The Cook Schoolhouse balance is \$4,994.11.

B. Cook Schoolhouse Project:

A group of commission members checked on the schoolhouse interior and noted that it was not well maintained. A checklist for maintenance and layout for the schoolhouse will be shared with the commission's council representative.

C. Commission Files:

1. Kent reported that she and Wilborn will explore the process of digitizing the archives.
2. Parthum and McMullen spent some time recently organizing files.

D. Annual Report for 2017:

Hartert shared the revised copy of the Annual Report.

Motion by Murphy, seconded by Veitengruber, to accept the Annual Report as revised.

Ayes: all. Motion carried. Hartert will submit the report to the city.

E. Budget:

1. Hartert shared a copy of the Proposed 2018-2019 Fiscal Year Budget, with the commission.

Motion by Kent, seconded by Murphy, to accept the budget as presented. Ayes: all.

Motion carried.

2. **Motion** by Ferry, seconded by Murphy, to recommend to City Council the payment of these Memorial Day expenses totaling \$1,600.00.

To include:	
Band (Ralph Miller) not to exceed	\$600.00
Chairs (Hotz Catering) not to exceed	\$500.00
Sound System not to exceed	\$250.00
Flags not to exceed	\$250.00
TOTAL	\$1,600.00

NOTE

These are the budgeted items in the FY 2017-2018 budget. Account # 101-105-880.300.
Ayes: all. Motion carried.

3. **Motion** by Veitengruber, seconded by Ferry, to recommend the City Administrator approve payment of these Memorial Day expenses totaling \$82.00

To include:	
Wreath not to exceed	\$50.00
Photos not to exceed	\$20.00
City Tile not to exceed	\$12.00
TOTAL	\$82.00

These are the budgeted items in the FY 2017-2018 budget. Account # 101-105-880.300.
Ayes: all. Motion carried.

4. **Motion** by Hartert, seconded by Wilborn, to recommend the City ~~Council~~ ^{Administrator / alh} approve payment of miscellaneous Memorial Day expenses not to exceed \$25.00. Ayes: all. Motion carried.
5. **Motion** by Ferry, seconded by Hartert, that the Historical Commission recommend that the City Administrator approve payment of \$25.00 for MORSA membership. This item is Included in the FY 2017-2018 budget. Account # 101-105-880.300. Ayes: all. Motion carried.

6. Old Business

- A. **Member Vacancy:** The commission is requesting immediate certification, from City Council, of new member, George Bailey, voted in and approved by commission at January's meeting. (See minutes of January 11th, 2018 minutes, Item #6, Old Business.)
- B. **Memorial Day:** Details were discussed and tasks delegated to prepare for the annual Memorial Day Circle of Honor Event.

7. New Business

Update: Commission will submit relevant information for the upcoming issue of the Update.

8. Public and Commissioner Comments

Council Representative McMullen requested a copy of the checklist for Cook Schoolhouse Maintenance and would like to support commission's mission of maintaining its integrity.

9. Adjournment

The meeting adjourned at 8:55 p.m. by chairperson Millies.

Respectfully submitted:

Becky Veitengruber, Secretary

***The next meeting of the Grosse Pointe Woods Historical Commission will take place on
March 8th, 2018 at 7:30 p.m. in the Conference Room at City Hall, 20025 Mack Plaza
Drive, Grosse Pointe Woods, MI 48236***

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JAN 22 2018

CITY OF GROSSE PTE. WOODS

Approved by Commission
03/20/18



Senior Citizens' Commission

January 16, 2018

MINUTES OF THE REGULAR SENIOR CITIZENS' COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, JANUARY 16, 2018 IN THE LAKE ROOM AT THE COMMUNITY CENTER, 20025 MACK AVENUE, GROSSE POINTE WOODS, MI 48236.

CALL TO ORDER: Mark Strek, Chairperson called the meeting to order at 7:01pm

ROLL CALL:

Commission Members: Beeby, Motschall, Strek, Uhlig-Johnstone, Wehrmann, Witt

Absent: Bryant, Isett, Thorton

Guests: Alexandra Short – Social Work Intern from Services for Older Citizens

APPROVAL OF MINUTES:

Motioned by Motshchall, seconded by Wehrmann, to approve the minutes for the Senior Citizens' Commission meeting held on November 21, 2017. Said motion passed unanimously.

CHAIRPERSON REPORT:

Strek reported Art Bryant has been assigned as the Council Representative to the Senior Citizens' Commission. Todd McConaghy has been reassigned to another commission.

Strek emailed prospective candidate, Joseph Fikany Jr. to invite to the meeting; however, was not able to attend. Strek will contact Fikany to invite to the March 2018 meeting.

COUNCIL REPRESENTATIVE REPORT:

No report.

COMMUNITY REPRESENTATIVE REPORT:

Strek provided an update from the Grosse Pointe Woods Senior Coordinator, Kathleen Norris:

- Senior Holiday Social 2017: Had a sell-out crowd of 118 for the Senior Holiday Social. Everyone received a door prize. Next year, the event will be held at Assumption Cultural Center.
- Lunch & A Movie: January movie ("Megan Leavey") is sold out. The February movie ("Maudie") and March movie ("Victoria & Abdul") are selling nicely. April movie is "All Saints".
- Monthly Senior Trips: On January 23rd a group will be going to Motor City Casino. The February trip to Ballet at Detroit Opera House and the March Trip to the DSO Broadway Blockbuster are sold out. Tickets are currently being sold for the Yankee Air Museum scheduled in April.
- Crafty Afternoon: Beaded Wind Chimes in February, Embellished Easter Egg in March, and Turtle Plant Stands in April.
- Monday Senior Cards usually has around 40 - 50 people every week. Due to the cold weather (and snow birds) the numbers are down a little in the winter.

TREASURER'S REPORT:

Wehrmann reported no activity in the Carry-Forward budget. As of December 31, 2017 the Carry-Forward balance is \$6,391.47. The Council Approved General Fund decreased by \$331.25 (\$50 for gift cards and \$281.25 for desserts) due to the Senior Holiday Social, which the balance as of December 31,

2017 is \$2,121.66. Wehrmann requested to submit a budget request of \$3,500 for the coming fiscal year.

Motioned by Wehrmann, seconded by Witt, that the Senior Citizens' Commission hereby requests City Council to approve a budget request of \$3,500.00 for the coming fiscal year. Said motion passed unanimously.

SOC REPORT:

Uhlrig-Johnstone reported Utmost Group will be working with SOC regarding marketing and branding. Research for a new SOC Executive director has just about concluded. Uhlrig-Johnstone reported SOC's new programming planned – Library Outreach Presentation, Ballroom dancing, and Brainstorm workshop. Tax Assistance will begin on Thursday, February 1st through April 12th, which is a free service to anyone 60 and over.

NEW BUSINESS:

Discussed upcoming Ice Cream Social scheduled for May 2018. Strek distributed commission members with a timeline of tasks that would be completed by Kathleen Norris, Senior Coordinator and the Commission. Information pertaining to the Ice Cream Social flyer is due to Norris by March 14, 2018 and program information is due to Norris by May 9, 2018. Witt will reach out to Mr. Cleveland, music teacher at Grosse Pointe North High School to arrange for entertainment. Uhlrig-Johnstone will reach out to Grosse Pointe Woods Police to arrange for an officer to do a safety presentation.

Motioned by Wehrmann, seconded by Uhlrig-Johnstone, that the Senior Citizens' Commission recommend City Council to approve an amount not to exceed \$400 for expenses related to the Ice Cream Social to be held on May 16, 2018. Said motion passed unanimously.

OLD BUSINESS:

Strek stated there are still 3 vacancies on the Senior Citizens' Commission including a Secretary position.

Update from Brochure Subcommittee will be re-visited at March 2018 meeting.

Wehrmann provided a thank you note from Kathleen Norris, Grosse Pointe Woods Senior Coordinator, in appreciation for the Commission's contribution to this year's Holiday Social.

ADJOURNMENT:

Motion made by Beeby, seconded by Witt, that the meeting adjourn at 7:34pm. Said motion passed unanimously.

Respectfully submitted,
Heidi Uhlrig-Johnstone
SOC Representative



Request for Variance
ARTICLE IX – FENCES, Sec. 8-282 Side yard fences
and Sec. 8-284 Exceptions to this article
Property Address: 1691 Severn Road
Proposed fence would be adjacent to 1683 Severn Road

RECEIVED
FEB 28 2018
CITY OF GROSSE PTE. WOODS
BUILDING DEPT

7A

January 31, 2018

Sec. 8-282 prohibits side yard fences unless an exception exists. Under Sec. 8-284(a)(2)(b), it states that an exception can be made if special circumstances or conditions exist. It should be noted that the dogs at 1683 Severn have been reported and ticketed by the city for barking violations. Despite the neighbor dogs living here for two years, they continue to bark at me, my children and my guests while in my backyard or on my driveway. It is my hope that this behavior will be curbed with the addition of a 6' privacy fence. The definition of *private nuisance* is a civil wrong; it is the unreasonable, unwarranted, or unlawful use of one's property in a manner that substantially interferes with the enjoyment or use of another individual's property, without an actual trespass or physical invasion to the land. Unfortunately, my patio and driveway do not allow for any landscape hedges or hardscape barriers to block the view. In lieu of creating an unhealthy, adversarial relationship with the neighbors, I am proposing a privacy fence at my expense.

Furthermore, under Sec. 8-284(a)(2)(d), the ordinance states an exception will be given for general health, safety and welfare of the neighborhood. The 3 year old has attempted to climb the fence as she wants to be in my yard. There is also a gate between the properties. That gate was put in place by the previous owner and myself as our children were the same age. The gate has removed the idea of "boundaries". I have recently placed a small combination lock on the gate however wish to have a more permanent solution. I have two dogs that are left in my yard at times unattended while I am inside my home. Additionally, the current cyclone fence allows little hands to reach through the openings. As recent as last week, the 3 year old was poking sticks through the fence at my dogs. Also, the homeowners are providing daycare for another child (age 1). It is inevitable that the children will want to pet or poke my pets through the fence. I certainly am not assuming the risk or liability of children entering my gated yard or should small hands reach through the existing fence. Moreover, I also don't want my dogs to exit my yard or their two dogs to enter my yard because the 3 year old can open the gate.

As stated above, merely having a 4' fence creates an undue hardship on me with increased risk and liability and prevents me from enjoying my property. I have lived in my home for 17 years and am a Beautification Award recipient. I am looking to "improve" what is already in place and make it safer for both households. Please consider granting the exception for my proposed fence.

Respectfully,

Michelle Rancilio



CITY OF GROSSE POINTE WOODS

Building Department
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
313.343.2426 / building@gpwmi.us

RECEIVED
FEB 28 2018
CITY OF GROSSE PTE. WOODS
BUILDING DEPT

**Application For Fence
(Zoning Compliance Permit)
In Compliance With Article IX – Fences (Recent Ord Chg #871 eff 1/8/17)**

**PROVIDE: 1) Mortgage survey/site plan with highlighted area where fence is to be placed;
and, 2) Brochure/picture of proposed fence to be installed.**

Fence Placement Address: 1691 Severn Road

Owner's Name: Michelle Rancilio Owner's Address: 1691 Severn Road

Owner's Phone #: 313 969-7340 Owner's e-mail: missy.rancilio@coxautoinc.com

Contractor: Undecided at this time Phone: _____

Address: _____ e-mail: _____

Height of Fence: 6' Length of Fence: approx. 40'

Style of Fence: Shadowbox Privacy

Material of Fence: X Wood _____ Metal _____ Vinyl _____

Location of Fence: Rear side yard adjacent to 1683 Severn replacing current cyclone fence

By affixing my signature hereto, I certify that I am the owner or acting as the owner's agent, and I understand the regulations pertaining to the erection of a fence as described in Ordinance Sections #8-274 thru 8-284. The City of Grosse Pointe Woods does not guarantee the accuracy of the property lines as described herein, the accurate location of all property lines is the responsibility of the owner or owner agent.

Michelle Rancilio 2/22/18
Signature of Owner or Agent Date

Office Use Only

Approved _____ Denied 3/7/18

[Signature]

Building Inspector's Signature

Date

01-08-17

Sect 8-282 Fence 6' high 4' max

CITY OF GROSSE PTE. WOODS
BUILDING DEPT



NAME:RANCILIO
6' Pressure Treated Shadow Box

Image/Sketch for Parcel: 015 01 0270 000

City of Grosse Pointe Woods

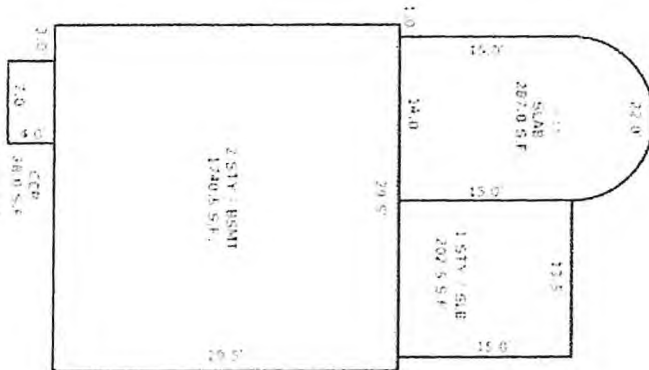
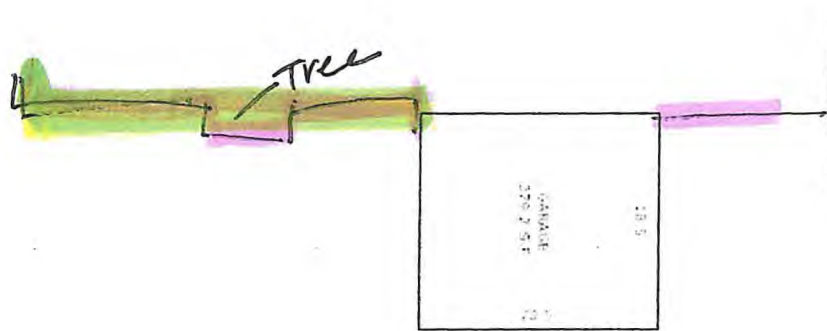
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Caption: No caption found

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2/28
OCT 19 2017

CITY OF GROSSE PTE. WOODS
BUILDING DEPT



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All Pointes Fencing Plus, LLC

1458 Maryland Street
Grosse Pointe Park, MI 48230
Phone (313) 821-8812

ESTIMATE

Number: E384

Date: February 27, 2018

Bill To:

Missy Racilio
1691 Severn Road
Grosse Pointe Woods, MI 48236
Phone (313) 969-7340

Ship To:

All Pointes Fencing Plus, LLC
1458 Maryland Street
Grosse Pointe Park, MI 48230
Phone (313) 821-8812

PO Number	Terms	Project
6376 (A)	50% Down	6' Shadow Box Fence

Description	Amount
All Pointes Fencing will call Miss Dig the underground utility staking company for safe digging. Remove 60.6' of 4' tall chain link fence plus posts and haul away. Install 12 - 4" x 4" x 10' pressure treated posts into the ground at a depth of 42" using concrete as a footer. Hang 60.6' of 6' tall pressure treated Shadow Box Dog Ear fence attaching to the posts with 4" deck plated screws. The spacing in between pickets will be 4", pickets are 1" x 6" x 6', 2" x 4"s are nominal and posts are a true 4" x 4". Remove all fence construction related debris and haul away. 3 year guarantee on workmanship. Final cost for materials, installation and tax.	2,100.00
Total	\$2,100.00

ACCEPTANCE OF PROPOSAL

The above process, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

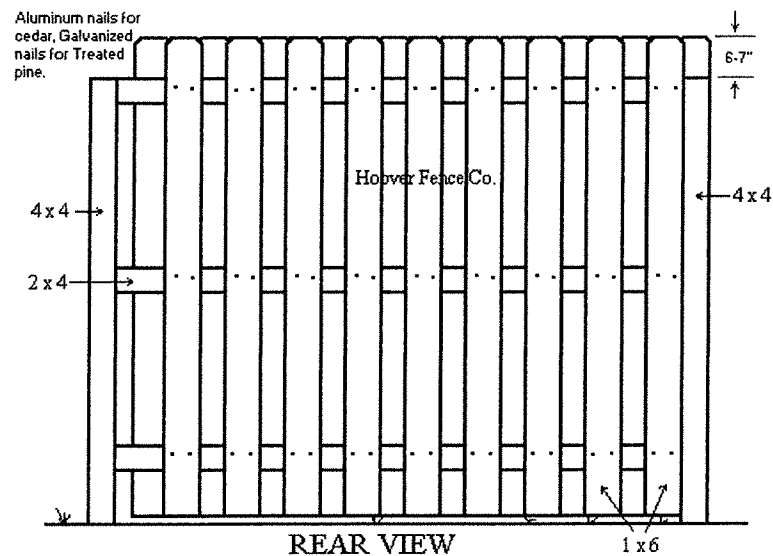
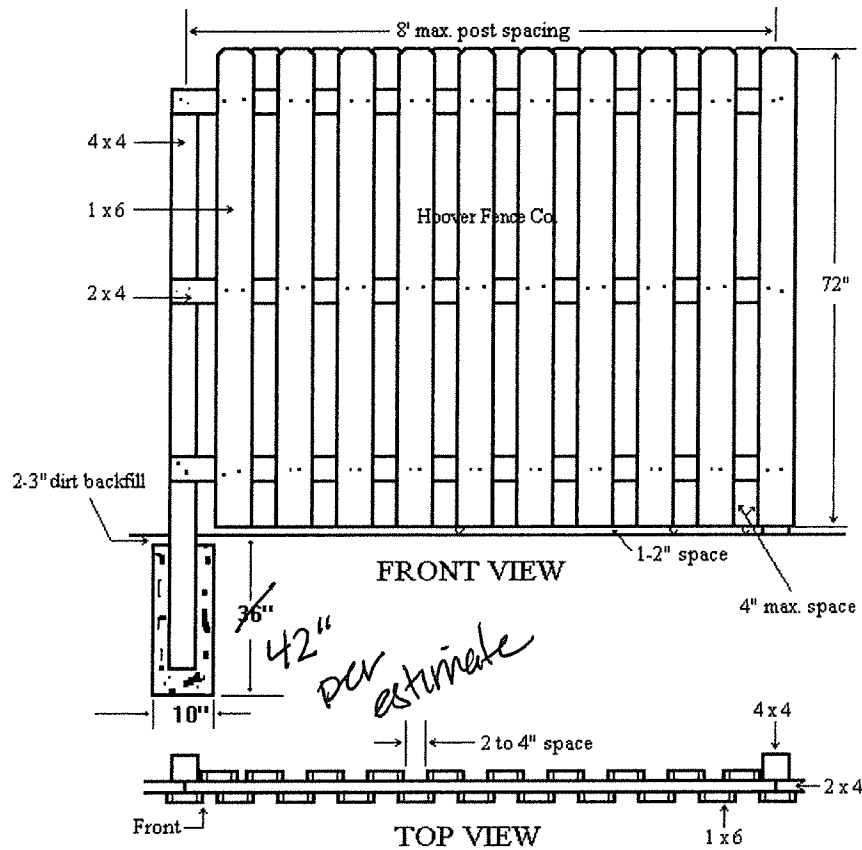
Signature

Date

RECEIVED
FEB 28 2018
CITY OF GROSSE PTE. WOODS
BUILDING DEPT

Straight Shadowbox

Choice of Red Cedar or Treated Pine



Number of boards will vary depending on space
between boards and actual width of boards
Copyright 1997 Hoover Fence Co. All rights reserved

GEORGE JEROME & CO.



GEORGE JEROME & CO.

RECEIVED

FEB 28 2018

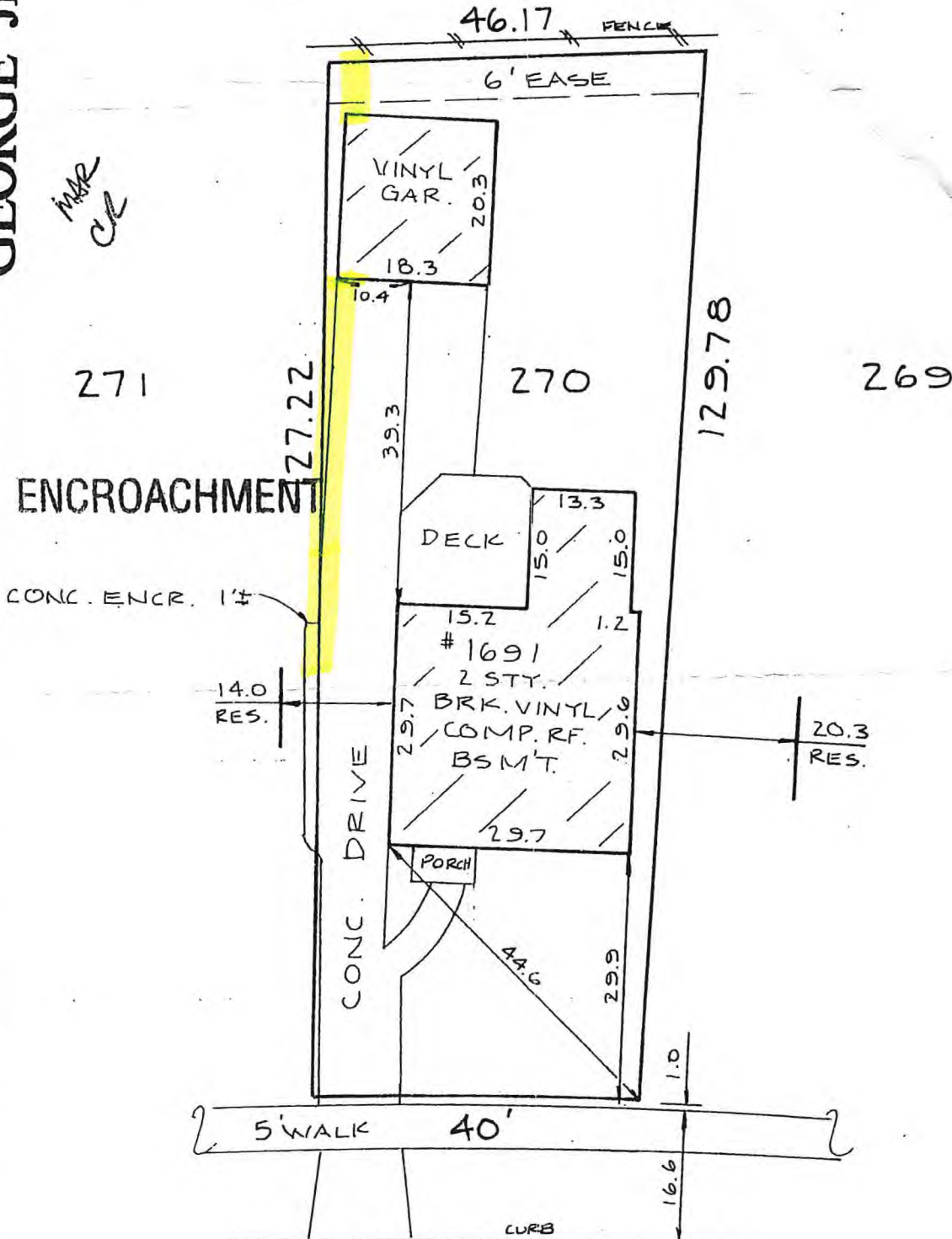
CITY OF GROSSE PTE. WOODS
BUILDING DEPT

MORTGAGE REPORT for:

MACOMB COMMUNITY BANK


CONSULTING MUNICIPAL & CIVIL ENGINEERS • SURVEYORS • 28304 HAYES • ROSEVILLE, MI 48066 • (810)774-30
LEGAL DESCRIPTION OF PROPERTY (AS FURNISHED BY CLIENT)

Lot 270, GROSSE POINTE COUNTRY CLUB WOODS, being a subdivision of part of Private Claims 61 and 617, Grosse Pointe & Gratiot Township (now City of Grosse Pointe Woods), Wayne County, Michigan. Recorded in Liber 59 of Plats, Pages 63 and 64 of Wayne County Records.



CITY OF GROSSE POINTE WOODS
Building Inspector
MEMORANDUM

RECEIVED
MAR 12 2018
CITY OF GROSSE PTE. WOODS

DATE: March 9, 2018
TO: Mayor and City Council
FROM: Gene Tutag, Building Inspector 
SUBJECT: 1691 Severn Fence Variance

The applicant, Michelle Rancillo, owner of 1691 Severn is requesting a variance of Section 8-282 which limits the height of a side yard fence to 4 feet. The proposed fence is to be constructed 6 feet in height. The proposed fence will be along the east side lot line as indicated in the attached correspondence.

The applicant's property is on the south side of Severn and is an interior lot. An existing 4 foot tall chain-link fence is currently between the subject property and 1683 Severn and will be removed if the variance request is granted.

According to the applicant's request for variance dated January 31, 2018, the fence as proposed is necessary to avoid an unhealthy and adversarial relationship with the adjoining neighbor and to prevent the neighbor's 3 year old child from interacting with their pets and climbing the existing chain link fence.

This exception to the fence code requires a public hearing and approval from the City Council. The Council may consider any or all of the following along with other information when deciding a variance.

- (a) Balancing the relative hardships between the property owner and adjacent property owners.
- (b) Whether special circumstances or conditions exist.
- (c) Whether pedestrian or vehicle traffic will be affected.
- (d) The general health, safety and welfare of the neighborhood.

It is recommended that a variance of Section 8-282 not be granted to allow for the installation of the proposed fence on the east side yard as submitted:

1. The variance and proposed fence installation appears to be the product of some type of neighbor dispute.
2. A four foot tall shadowbox fence complying with the code would resolve the applicant's concern of the children climbing the fence and petting/poking of the dogs.
3. A four foot tall shadowbox fence compliant with the code could be installed and will not affect vehicle or pedestrian traffic. The general health, safety and welfare of the neighborhood would also not be affected with this compliant fence.
4. Special circumstances do not appear to exist to justify the variance.

Attachments

Fence Application w/attachments

4 Photos (CEO Podeszwick)

APPROVED BY:

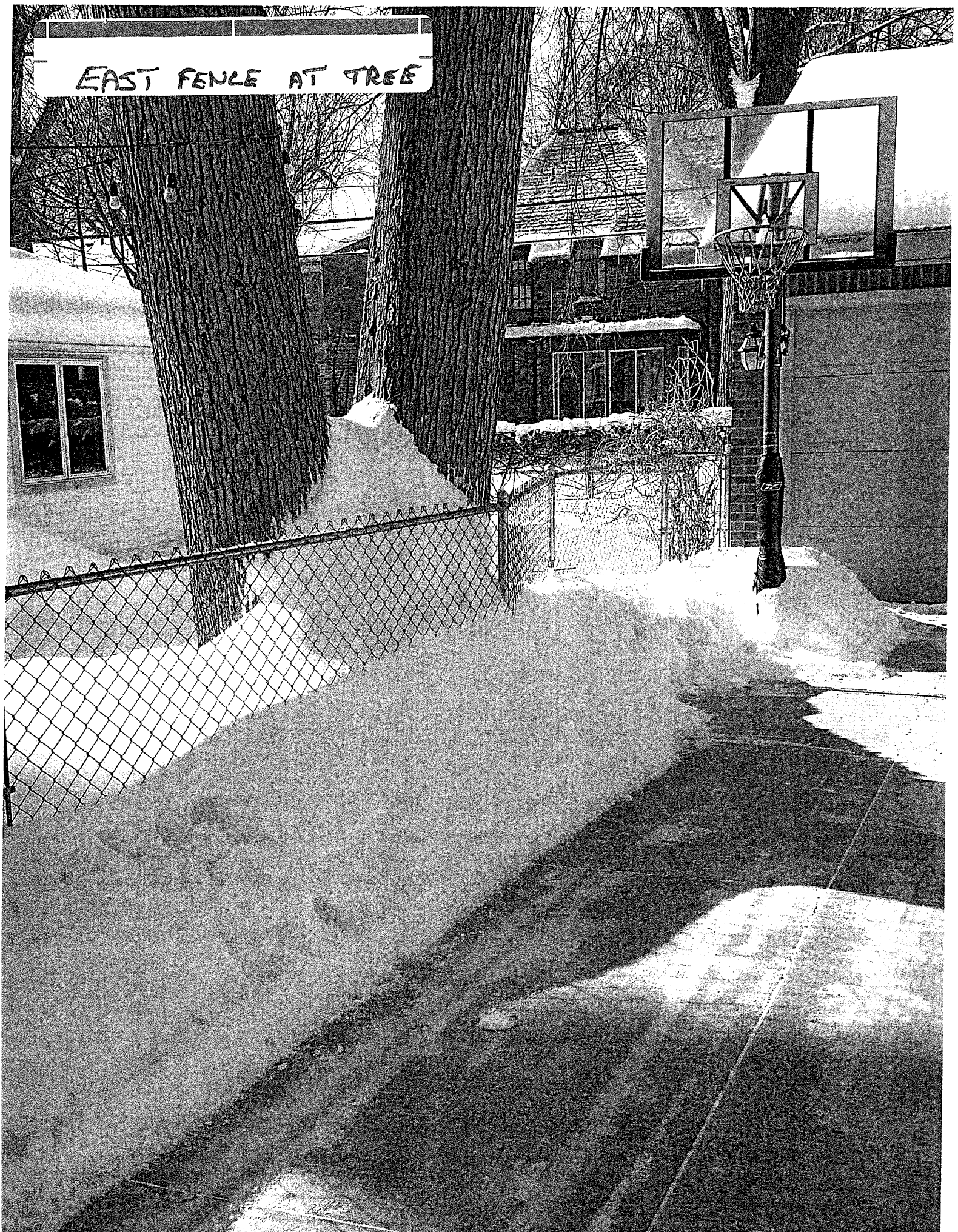


BRUCE SMITH
City Administrator

DATE:

MARCH 12, 2018

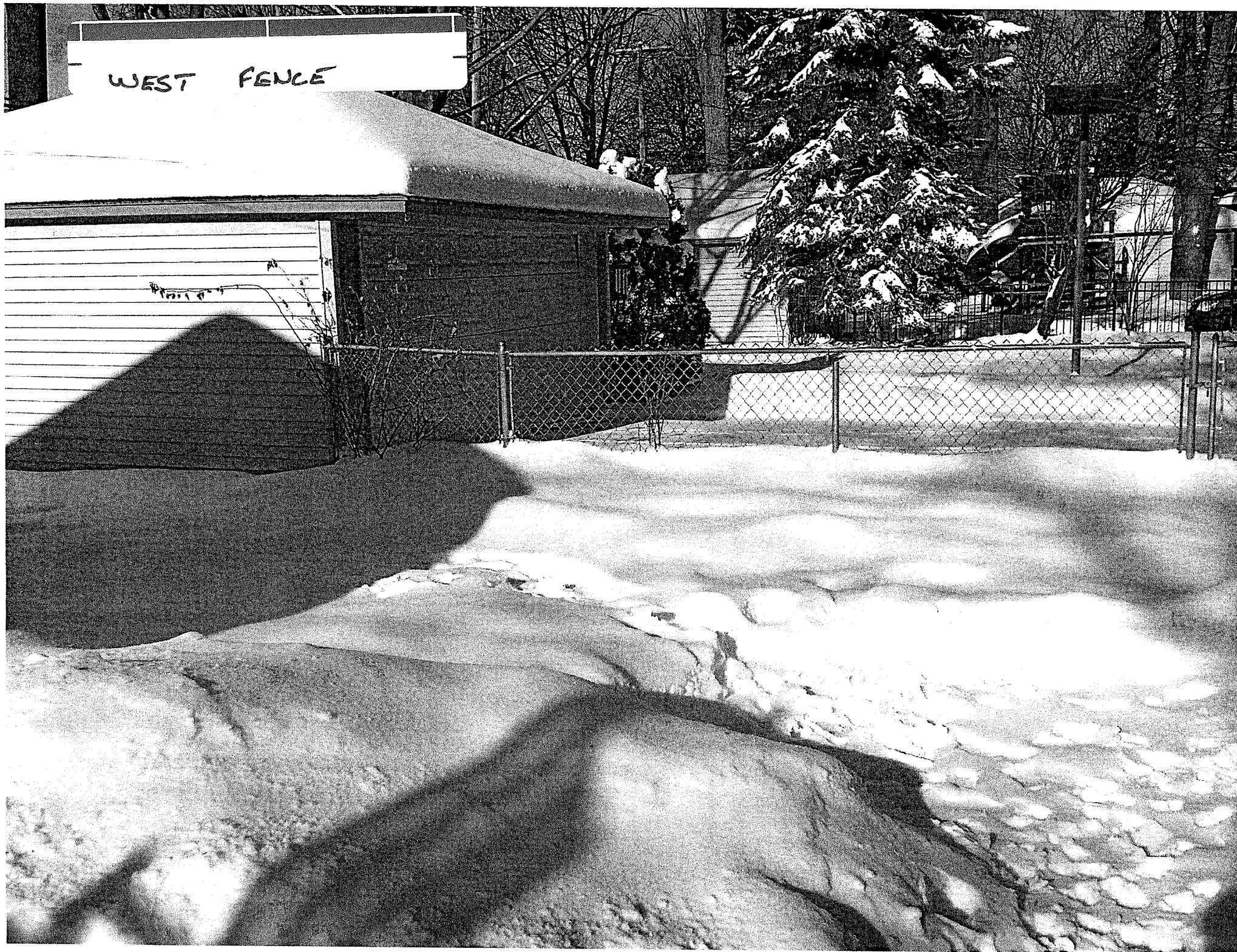
EAST FENCE AT TREE



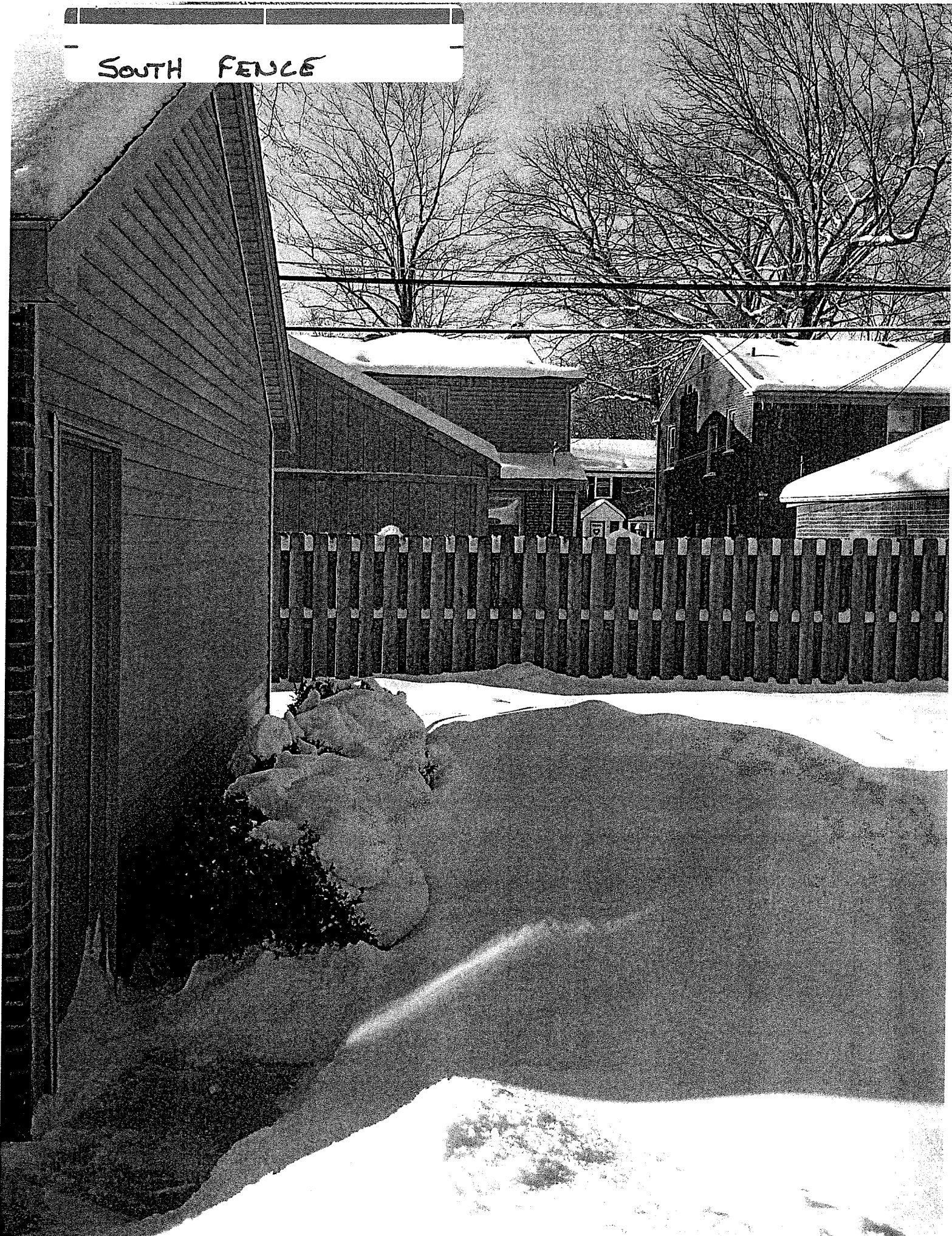
1691 SEVERN
EAST FENCE



WEST FENCE



SOUTH FENCE



AFFIDAVIT OF PROPERTY OWNERS NOTIFIED

Re: 1691 Severn

Michelle Rancilio

State of Michigan)

) ss.

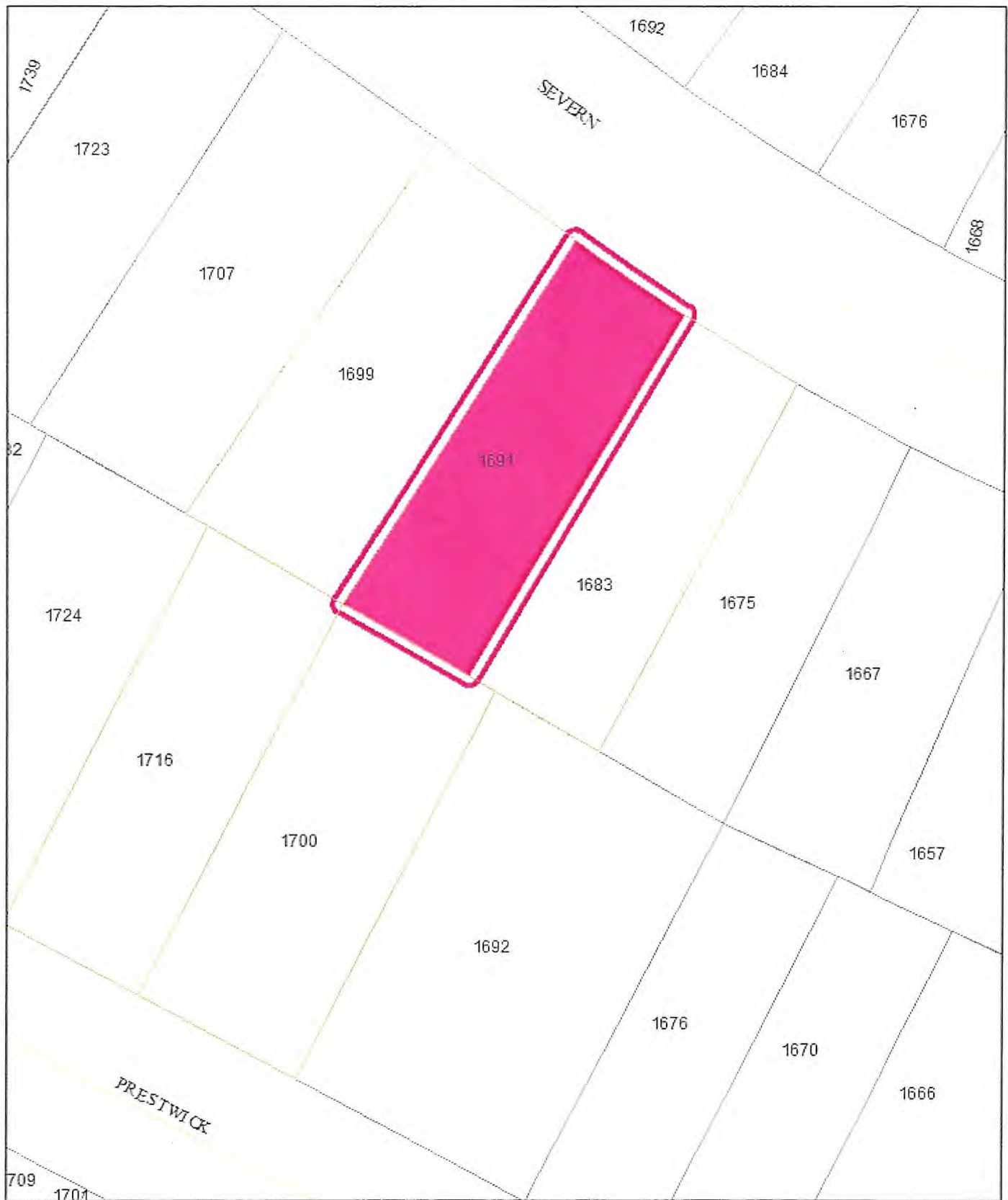
County of Wayne)

I HEREBY CERTIFY that the notice of Hearing was duly mailed First Class Mail on 3/29/18 to the following property owners within a 3 foot radius of the above property in accordance with the provisions of the 2007 City Code of Grosse Pointe Woods. A Hearing fee of \$75.00 has been received with receipt # 291220.

Lisa Kay Hathaway, CMMC/MMC

City Clerk

See attached document for complete list.



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INFORMATION TECHNOLOGY DEPARTMENT
 Geographic Information Systems (GIS) Division

Subject: 1691 Severn

Date: 03/29/18





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INFORMATION TECHNOLOGY DEPARTMENT
 Geographic Information Systems (GIS) Division

Subject: 1691 Severn

Date: 03/29/18



7B

March 8, 2018

Dear City Council;

We, Kenneth Peterson and Susan Arbanas, residing at 1046 Roslyn want to erect a 6 foot wooden fence along part of our western property line (for approximately 40 feet) in the backyard. We would prefer for it to be a solid fence due to the proximity of the property line to our driveway. That dimension is 1.5 feet. I have enclosed a mortgage survey copy.

Additionally, the house next door at 1058 Roslyn, after being vacant for a few years is now in the initial stages of renovation. However, it remains quite an eyesore. Because we are aware of the stringent building codes in our city, and appreciate their usefulness in maintaining property values, that renovation process will probably be ongoing for some time. The additional privacy provided by a six foot fence would be greatly appreciated.

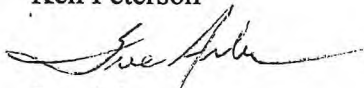
The work will be performed by Brosnan Builders, 313-778-6176, who recently completed a garage renovation and constructed a carport for us.

We are aware that the city has a formal procedure for entertaining requests for a variance and are happy to comply with the Council's schedule for such. Thank you for your consideration.

Best Regards,



Ken Peterson



Sue Arbanas

ck #6855

FENCE PERMIT FEE (includes 1 open post hole/s inspection) - \$50
REINSPECTION FEE - \$50



CITY OF GROSSE POINTE WOODS

Building Department

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

313.343.2426 / building@gpwmn.us

RECEIVED

MAR 12 2018

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

**Application For Fence
(Zoning Compliance Permit)**

In Compliance With Article IX – Fences (Recent Ord Chg #871 eff 1/8/17)

PROVIDE: 1) Mortgage survey/site plan with highlighted area where fence is to be placed;
and, 2) Brochure/picture of proposed fence to be installed.

Fence Placement Address: 1046 ROBLYN

Owner's Name: KENNETH PETERSON
SUSAN ARBANAS

Owner's Address: 1046 ROBLYN

Owner's Phone #: 313 881 7661 H
5620 B

Owner's e-mail: Ken@arbanasonline.com

Contractor: BROSNAN BUILDERS

Phone: 313 778 6176

Address: 21206 GORDON RD ST CLAIR SHORES
MI 48081

e-mail: brosnanbuilders@
gmail.com

Height of Fence: 6 FT

Length of Fence: 48 FT

Style of Fence: SOLID

Material of Fence: X Wood Metal Vinyl

Location of Fence WESTERN LOT LINE

By affixing my signature hereto, I certify that I am the owner or acting as the owner's agent, and I understand the regulations pertaining to the erection of a fence as described in Ordinance Sections #8-274 thru 8-284. The City of Grosse Pointe Woods does not guarantee the accuracy of the property lines as described herein, the accurate location of all property lines is the responsibility of the owner or owner agent.

Kenneth Peterson

Signature of Owner or Agent

3/8/18

Date

Office Use Only

Approved [Signature]

Denied X

Building Inspector's Signature

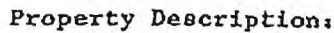
Date

01-08-17

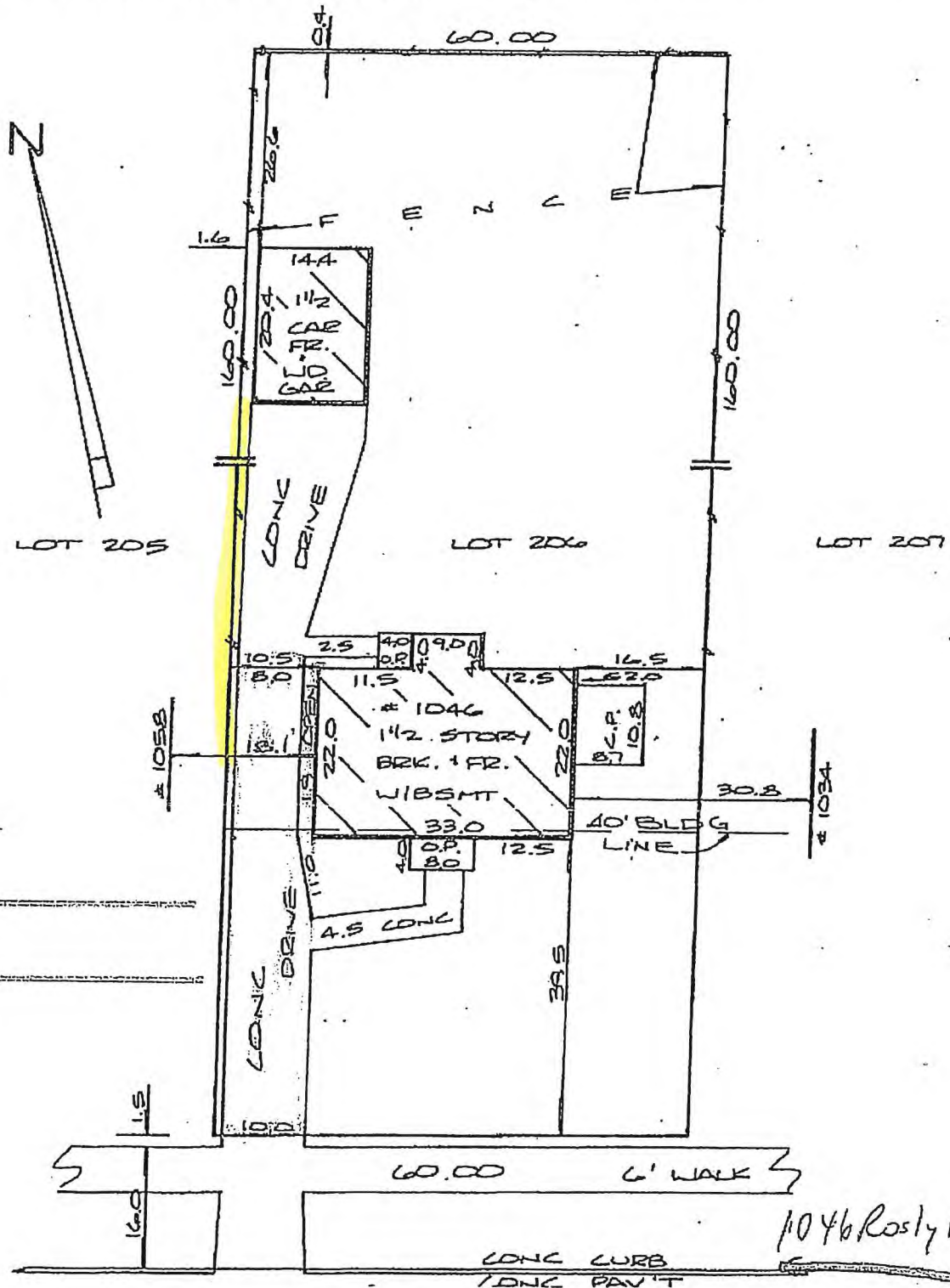
① 8-279 2" opening 5 post - solid fence
② 8-282 1" - 1" max 1' 1" - 1' 1"

Certified to: **MAR 12 2018**


CITY OF GROSSE PTE. WOODS
BUILDING DEPT



MORTGAGE SURVEY



CITY OF GROSSE POINTE WOODS
BUILDING DEPARTMENT
MEMORANDUM

DATE: March 20, 2018
TO: Mayor & City Council
FROM: Gene Tutag, Building Official 
SUBJECT: 1046 Roslyn, Fence Variance

RECEIVED
APR -5 2018
CITY OF GROSSE PTE. WOODS

The applicant is requesting a variance of Section 8-282(1) of the city's fence ordinance which limits the height of side yard fences of interior lots to a maximum height of four feet above grade and Section 8-279(1) that requires 2 inch openings throughout the 50% of the fences height and width. . The proposed fence is a solid 6 foot high fence as shown on the attached survey along 48 feet of the west property line.

The applicant's property is well maintained and landscaped and is on an interior lot on the north side of Roslyn

The applicant has provided correspondence outlining the reasons for the variance dated March 8, 2018. The applicant's home is next to 1058 Roslyn which has been under construction and vacant for the last few years. The City has taken legal action by issuing a Citation to the owner who appeared in court and has until April 7, 2018 to have a complete inspection of the premises by staff.

The construction project at the neighboring property has been displaying some progress with new windows being installed and masonry repairs underway. Workmen are on site most every day.

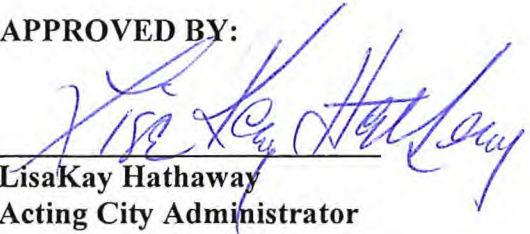
An exception to the fence code requires a public hearing and approval from the City Council. The City Council may consider any or all of the following, along with other information when deciding a variance:

- (a) Balancing the relative hardships between the property owner and adjacent property owners;
- (b) Whether special circumstances or conditions exist;
- (c) Whether pedestrian or vehicle traffic will be affected; and
- (d) The general health, safety, and welfare of the neighborhood.

After review of the application and upon inspection of the property, it is recommended that a variance of Sections 8-282(1) and 8-279(1) not be granted for the installation of the proposed 6 and 5 foot tall shadowbox fence/s as indicated on the attached sketch. There does not appear to

be any special circumstances, relative hardship or conditions that exist that would justify the grant of his variance.

APPROVED BY:



LisaKay Hathaway
Acting City Administrator



DATE







MEMO 18- 33

TO: Lisa Hathaway, City Clerk
FROM: Frank Schulte, Director of Public Services *FS*
DATE: March 27, 2018
SUBJECT: Variance – Fence at 1046 Roslyn

I have reviewed the application from resident Kenneth Peterson requesting a fence variance at 1046 Roslyn. The fence variance will have no impact on the Department of Public Works or utilities.

Please contact me if you have any questions.

cc Gene Tutag
O/F

dm

RECEIVED

MAR 27 2018

CITY OF GROSSE PTE. WOODS

AFFIDAVIT OF PROPERTY OWNERS NOTIFIED

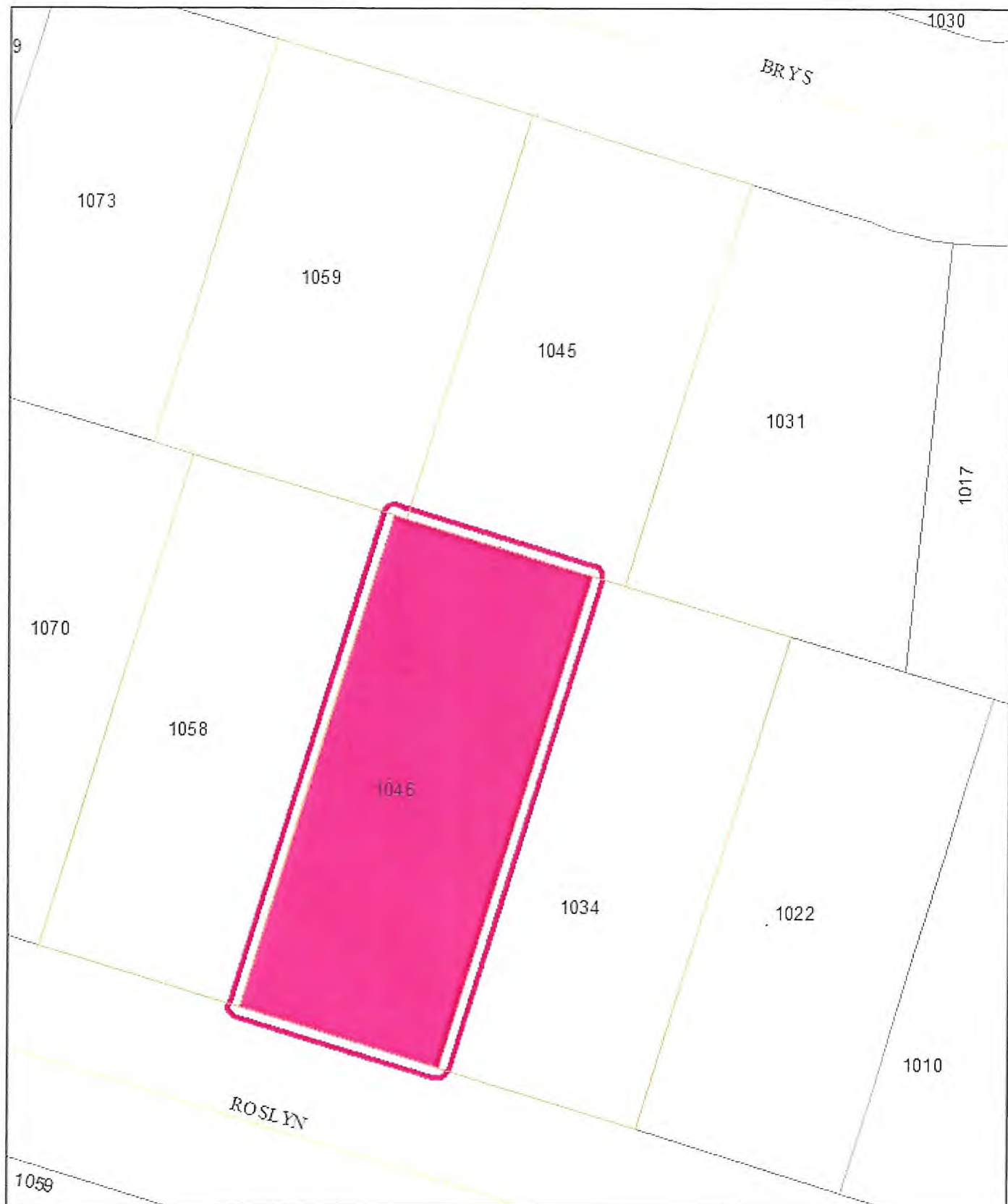
Re: 1046 Roslyn
Kenneth Peterson

State of Michigan)
) ss.
County of Wayne)

I HEREBY CERTIFY that the notice of Hearing was duly mailed First Class Mail on 03/29/18 to the following property owners within a 3 foot radius of the above property in accordance with the provisions of the 2007 City Code of Grosse Pointe Woods. A Hearing fee of \$75.00 has been received with receipt #297302.

Lisa Kay Hathaway, CMMC/MMC
City Clerk

See attached document for complete list.



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THE CITY OF GROSSE POINTE WOODS, MI*
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INFORMATION TECHNOLOGY DEPARTMENT
Geographic Information Systems (GIS) Division

Subject: 1046 Roslyn

Date: 03/29/18





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INFORMATION TECHNOLOGY DEPARTMENT
 Geographic Information Systems (GIS) Division

Subject: 1046 Roslyn

Date: 03/29/18





CITY OF GROSSE POINTE WOODS
MEMORANDUM

8A

RECEIVED
APR - 5 2018
CITY OF GHOSSE PTE. WOODS

Date: Monday, April 2, 2018
To: Mayor and City Council
From: Bruce J. Smith, City Administrator
Cathrene Behrens, Treasurer/Comptroller
Subject: Proposed 2018 - 2019 Budget

Pursuant to Section 8.2 of the City Charter, I hereby present the recommended budget for fiscal year 2018 - 2019. It is prepared in compliance with state law and was discussed at length, during Finance Committee meetings. The recommendation includes a City millage rate of **13.6843 (Final Board of Review)**, which includes the General Operating Levy of 13.8888 plus the Public Relations Millage of 0.0718. We anticipate the use of **\$711,044 of General Fund balance**; \$265,517 of Local Road Fund Balance and a transfer in from the general fund to local roads of \$471,744, \$360,000 from the Cable Fund; \$57,529 of 911 Emergency Service Fund Balance; \$3,000 of Drug Enforcement Fund, \$48,000 of Municipal Improvements Fund Balance and a transfer in from General Fund of \$227,070; \$584,739 of Road Construction Fund Balance; \$716,787 of the Motor Pool Fund Balance; \$28,551 of Boat Dock Fund Balance, \$14,950 of Commodities Fund Balance, and \$82,594 from the Workers Compensation Fund Balance and \$1,324,383 from the Pension Fund Balance. The Water/Sewer Fund also shows a surplus of \$33,098; however a rate study is currently nearing completion for upcoming discussion at the Committee-of-the-Whole meeting scheduled for April 16, 2018.

A summary of funds is attached.

2018-19 PROPOSED BUDGET SUMMARY
City of Grosse Pointe Woods

	2017 - 18 AMENDED	2018 - 19 PROPOSED	Change
<u>GENERAL FUND</u>			
General Government	\$3,486,498	\$3,276,082	
Public Safety	\$6,080,782	\$6,089,563	
Public Works	\$1,874,738	\$2,415,646	
Management Info. Systems	\$420,376	\$475,368	
Parks & Recreation	\$1,677,200	\$1,698,408	
Total General Fund	\$13,539,594	\$13,955,067	\$415,473
<u>SPECIAL REVENUE</u>			
Major Street	\$833,063	\$1,074,993	
Local Street	\$949,756	\$1,007,423	
Parkway Beautification	\$59,297	\$56,500	
Cable Fund	\$3,500	\$363,500	
Act 302 Training	\$13,200	\$13,200	
Solid Waste	\$1,579,390	\$1,746,569	
CDBG	\$39,587	43,769	
911 Service Fund	\$102,055	\$109,563	
Drug Forfeiture	\$4,000	\$4,000	
Total Special Revenue	\$3,583,848	\$4,419,517	\$835,669
<u>DEBT SERVICE FUND</u>			
Grosse Gratiot Drain (Milk River)	\$1,773,104	\$1,853,002	
Road Bond Debt	\$981,427	\$970,652	
Total Debt Funds	\$2,754,531	\$2,823,654	69,123
<u>CAPITAL PROJECTS FUND</u>			
Road Construction	\$3,453,046	\$9,193	
Municipal Improvement	\$290,076	\$663,905	
Capital Improvement Fund	\$0	\$0	
Total Capital Projects Fund	\$3,743,122	\$673,098	(\$3,070,024)
<u>INTERNAL SERVICE FUNDS</u>			
Workmen's Compensation	\$176,660	\$160,848	
Motor Vehicle Fund	\$1,102,308	\$1,968,686	
Total Internal Service Funds	\$1,278,968	\$2,129,534	850,566

	2017 - 18 AMENDED	2018 - 19 PROPOSED	Change
<u>ENTERPRISE FUNDS</u>			
Water & Sewer	\$9,089,840	\$8,507,447	
Parking	\$328,913	\$775,829	
Boat Dock	\$476,115	\$194,241	
Commodity Sales	\$96,850	\$50,250	
Total Enterprise Funds	<u>\$9,991,718</u>	<u>\$9,527,767</u>	(\$463,951)
<u>FIDUCIARY FUNDS</u>			
Supplemental Annuity	\$307,053	\$265,203	
Pension Trust Funds	\$3,463,150	\$3,733,698	
Retiree Healthcare (OPEB)	\$50,250	\$50,000	
Total Fiduciary Funds	<u>\$3,820,453</u>	<u>\$4,048,901</u>	\$228,448
Budget Total	<u><u>\$38,712,234</u></u>	<u><u>\$37,577,538</u></u>	<u><u>(\$1,134,696)</u></u>

****Note:**

Drinking Water Revolving Fund (DWRF) & Sewer Revolving Fund (SRF) debt is included in the budget.

******* The proposed budget is subject to change, as more budget meetings are scheduled.



CITY OF GROSSE POINTE WOODS

Office of the Treasurer/Comptroller

8B

Memorandum

RECEIVED

MAR 27 2018

CITY OF GROSSE PTE. WOODS

DATE: March 26, 2018
TO: Mayor Novitke and City Council
FROM: Cathrene Behrens, Treasurer/Comptroller
SUBJECT: Training Request

I am requesting Council authorization to attend the three-day Michigan Municipal Treasurer's Association 2018 Advanced Institute being held on May 7-9, 2018 in Midland, Michigan. The cost for the Institute is \$325.00 which covers all sessions and most meals. Hotel accommodations are at the H Hotel in Midland at a rate of \$129.00 per night (two nights). Mileage reimbursement to Midland, Michigan would be 264 miles at \$0.545 per mile 143.88.

I completed the three-year basic institute while employed as Treasurer/Finance Director at another municipality. This completion has earned me the Michigan Certified Public Treasurer (MiCPT) certification. I would like to continue to attain the CPFA (Certified Public Finance Administrator) and network with other Treasurers and Finance Directors, as I have not attended the MMTA Institute in over a decade.

I am requesting Council authorization to attend this training. The total costs would not exceed \$792.88, which is adequate to cover both the registration, accommodations and travel expense. Funds were budgeted in FY 2017-18 to cover the cost of the MGFOA Annual Conference in the amount of \$800.00 so adequate funding is available to cover the cost of the MMTA Advanced Institute.

Thank you for your consideration.

Department Head Signature

Fund Certification:

I hereby certify that unencumbered funds are available for the above purchase, and that the account number has been verified; Education & Training, 101-223-958.001 with a current balance of \$1,508.68.

Treasurer/Comptroller Signature

CITY OF GROSSE POINTE WOODS

Office of the City Clerk

Memorandum

8C

DATE: April 03, 2018
TO: Mayor and City Council
FROM: Lisa Hathaway, City Clerk
SUBJECT: MAMC Annual Conference



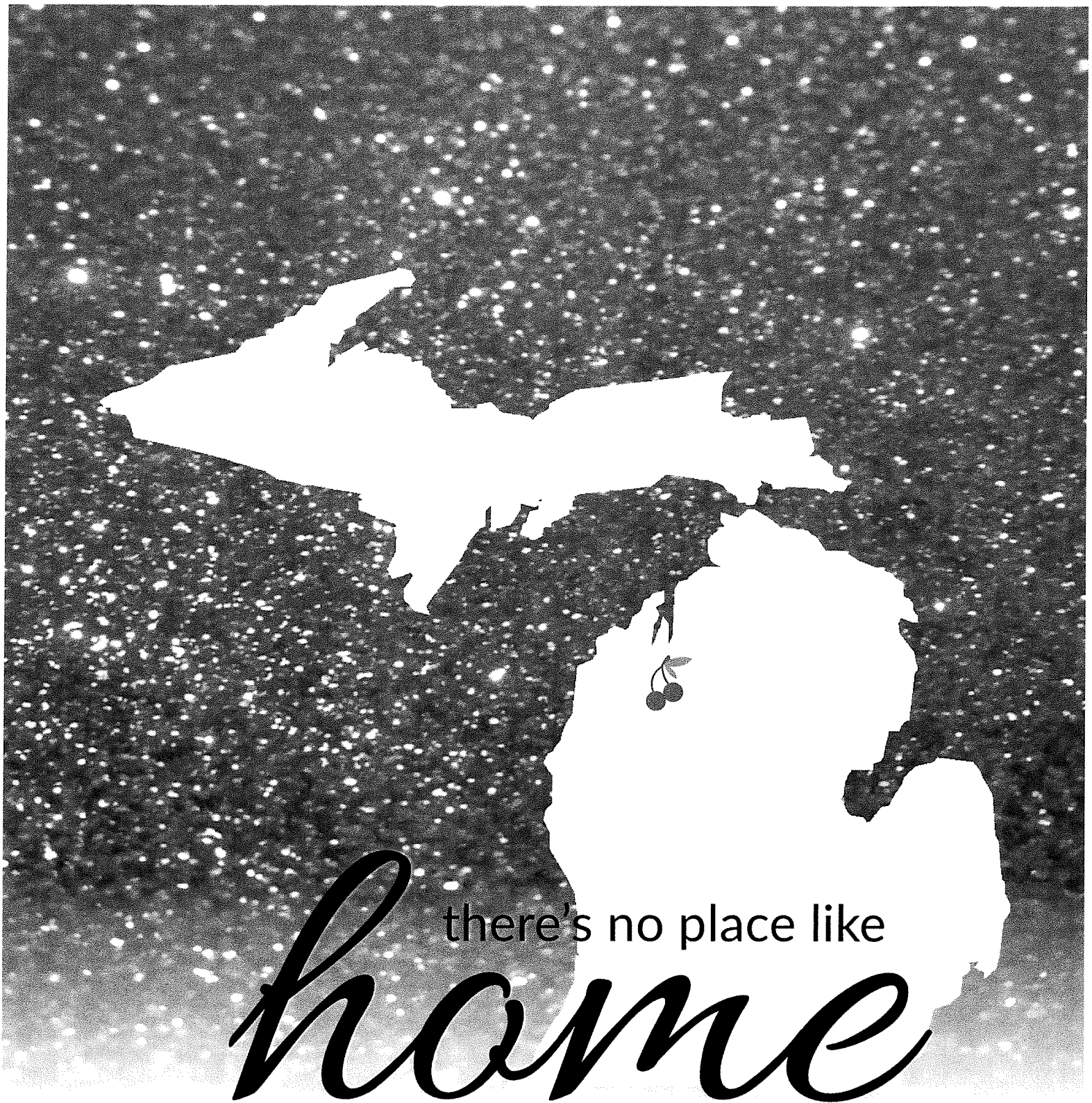
I am requesting to attend the Michigan Association of Municipal Clerk's Annual Conference from June 19 – 22, 2018, in Acme, Michigan. This is an approved item in the FY 2017/18 budget in the amount of \$1,600.00. Points earned for attending this conference will be applied toward recertification.

Estimated costs include:

1-Day Master Academy	\$ 175.00
3-Day Conference Registration	350.00
Housing: \$179 + 6% fee	670.00
Per diem: 4 Days at \$50 each	200.00
Mileage: 520 miles @ .545	283.40
Total	\$ 1,678.40

As unused funds are available in the Clerk's training account, a total amount not to exceed \$1,680.00 is requested to be paid from the Clerk's Travel/Membership Account No. 101-215-958.001.

Attachment



MAMC 2018 Annual Conference

Grand Traverse Resort, Acme

June 19-22, 2018

PRESIDENT'S MESSAGE

The MAMC Board of Directors along with the Conference Chairs and Education Chairs have been working hard with their respective committees to bring you quality programs that will continue to inspire you to learn and take away a stronger and renewed view of the work we are tasked within our jobs and our daily lives.

We are pleased to announce that the MAMC conference online app is back and can be used for tracking your class schedules and taking candid photo opportunities.

While you are here, make plans to take a stroll along some of our many sandy beaches and listen to the gentle ripple of the clear blue waves tapping at the edge of Grand Traverse Bay, a beautiful slice of Lake Michigan. We hope that your time here energizes you and who knows, you may find a few small treasures to take back home!

Welcome to beautiful Grand Traverse County. One of the many reasons we can truthfully say..."There's no place like home!"

Sincerely,

Susanne M. Courtade CMMC/MMC
MAMC President 2017-18
scourtade@eastbaytwp.org

CONFERENCE HIGHLIGHTS

Tuesday June 19, 2018	<i>Breakfast & Lunch Included</i>	
	7:30 a.m. – 8:30 a.m.	Registration OPEN
	7:30 a.m. – 8:30 a.m.	Breakfast Buffet
	8:30 a.m. – 4:30 p.m.	Clerking 101 & Master Class
	12:00 p.m. – 1:00 p.m.	Lunch
	2:00 p.m. – 5:00 p.m.	Conference Registration OPEN
	2:00 p.m. – 5:00 p.m.	Silent Auction Setup
	6:00 p.m. – 8:00 p.m.	Welcome Reception
Wednesday June 20, 2018	<i>Lunch Included</i>	
	7:30 a.m. – 8:30 a.m.	5K Walk Run
	9:00 a.m. – 10:00 a.m.	Conference Registration OPEN & Vendor Set Up
	10:00 a.m. – 11:30 a.m.	OPENING SESSION / MAMC MEMBERSHIP MEETING
	11:30 a.m. – 5:30 p.m.	Vendor Exhibits OPEN
	11:30 a.m. – 5:30 p.m.	Silent Auction & MAMC Store Open
	11:30 a.m. – 1:00 p.m.	Lunch
	1:00 p.m. – 3:30 p.m.	Educational Session
	3:30 p.m. – 5:30 p.m.	Vendor Showcase & Silent Auction <i>Stamp Card Game - Enter to win PRIZES</i>
	3:30 p.m. – 5:30 p.m.	Registration OPEN
Thursday June 21, 2018	<i>Breakfast, Lunch & Dinner Included</i>	
	7:30 a.m. – 8:30 a.m.	Conference Registration OPEN
	7:30 a.m. – 8:30 a.m.	Breakfast Buffet
	7:30 a.m. – 3:30 p.m.	Vendor Exhibits & Silent Auction OPEN
	8:30 a.m. – 12:00 p.m.	Concurrent Educational Sessions
	12:00 p.m. – 1:30 p.m.	Silent Auction & MAMC Store Open
	12:00 p.m. – 1:30 p.m.	Lunch
	1:30 p.m. – 5:00 p.m.	Concurrent Educational Sessions
	6:00 p.m.	Reception & President's Dinner
	6:00 p.m. – 10:30 p.m.	Clerk of the Year & Entertainment
Friday June 22, 2018	<i>Breakfast Included</i>	
	7:30 a.m. – 8:30 a.m.	Breakfast Buffet
	8:30 a.m. – 9:00 a.m.	MAMC Meeting & Swearing of Oaths
	9:00 a.m. – 11:00 a.m.	Secretary of State, Ruth Johnson Bureau of Elections, Sally Williams Lobbyist, Bill Zaagman

CONFERENCE PROCEDURES AND POLICIES

REGISTRATION

Register online at: <https://www.eventbrite.com/e/2018-mamc-conference-registration-registration-43553302099>

Eventbrite Password: **MAMC2018**

Online registration deadline is Wednesday, **May 23, 2018**

Payment must accompany the online registration. No registration will be processed without payment. If you are paying by check click on "Show" under other payment options. (See screenshot below).

Check Out
Total amount due: \$620.00

PayPal | DEBIT | AMEX | DISCOVER | VISA | PayPal Check out
The safer, easier way to pay

You will be taken to PayPal's secure checkout to complete the purchase

By checking out with PayPal, I confirm that I agree with the Eventbrite terms of service, privacy policy, and cookie policy.

Click here to pay by check → Other Payment Options
Pay By Check

Registration is open to all municipal and county Clerks and Deputy Clerks in Michigan. If you are not a Clerk or a Deputy Clerk within your organization, a letter of endorsement from the Clerk is required from your organization in order to attend any educational events conducted by the Michigan Association of Municipal Clerks, including but not limited to: Institute, Master Classes, Clerking 101, Free Education Day and Annual Conference.

CANCELLATIONS | REFUNDS

Cancellation requests must be e-mailed, mailed, or faxed in writing to the MAMC. The cancellation deadline is Tuesday, June 5, 2018. Cancellation requests received by 5:00pm on June 5, 2018 will incur a \$100.00 fee. Cancellation requests received after June 5, 2018 or no shows will be charged the full registration fee and are not entitled to any refund. The MAMC Treasurer will notify the appropriate planning chairs of the MAMC Board.

Membersubstitutionsfromwithinthesameorganization are permitted at no additional cost. All substitutions must be made in writing and be accompanied by a completed MAMC Conference Registration form prior to the deadline.

PRICING INFORMATION

MASTER CLASS - Pre-conference Session: Includes class materials, breakfast, lunch and breaks. Please refer to flyer for more information.	\$175.00-M \$225.00-NM
CLERKING 101 - Pre-conference Session: Includes class materials, breakfast, lunch and breaks. Please refer to flyer for more information	\$101.00-M \$150.00-NM
CONFERENCE - Wednesday through Friday - See Conference Highlights	\$350.00-M \$400.00-NM
ANNUAL 5K FUN RUN/WALK - Includes entry fee and T-shirt.	\$20.00
GUEST MEAL PACKAGE - includes lunch Wednesday, breakfast, lunch & dinner Thursday, and breakfast Friday.	
Guest Meal Package - \$250.00	
President's Dinner Only Thursday - \$55.00	

MAMC SCHOLARSHIP PROGRAM

Members who wish to attend the conference but do not have the financial support of their municipality may be eligible for MAMC scholarship funds. For additional information go to: www.michiganclerks.org. Applications must be postmarked no later than **May 4, 2018** to be considered.

HOTEL RESERVATIONS

Each clerk is responsible for making their own room reservations at Grand Traverse Resort & Spa. Reservations must be received on or before **May 18, 2018**. You may call the reservations department directly at 1.800.968.7352 and mention **MAMC** to receive the discounted rate. You may also register online at: <https://www.grandtraverseresort.com/promocode?promocode=mamc618>. The group code is **MAMC618**.

All reservations will require a credit card guarantee equal to the room rate and tax for the first night for each reservation. In addition to the room rate there will be a daily resort fee of \$14.95 per room, per night.

PARKING

There is no additional charge for parking.

SPOUSE | GUEST REGISTRATION

Meals for spouses and guests must be prearranged and paid for at the time of your registration. Note that due to limited space, spouses and guests may not attend educational sessions.

MEALS

Your conference registration includes: Lunch Wednesday, Breakfast, Lunch and Dinner Thursday, and Breakfast Friday.

GENERAL INFORMATION

TUESDAY

PRE-CONFERENCE COURSES

Clerking 101

Topics: Ethics and Codes of Conduct; Governing Laws; Open Meetings Act; Parliamentary Procedure; Agenda and Resolutions; Minutes; Records Retention and Management; Freedom of Information Act; Oaths of Office and Web Resources; Government Accounting.

Master Class

Bernadette Johnson

- **Leading from the Inside Out.** Engage, inspire & influence people. Why would anyone want to be led by me?
- **Change is a Good Thing: You Go First.** Practical ways to harness energy. How to lead our employees through transitions to maximize our success.

WEDNESDAY

GENERAL SESSION

- Opening Session / MAMC Membership Meeting
- Educational Session - Rebecca (Becky) Krause, Learning to Listen: Be a better communicator by improving your listening skills. Explore the three dimensions of listening.

THURSDAY

EDUCATIONAL COURSES

- Hands on Email
- ALICE
- Absent Voter Counting Boards
- Michigan Chart of Account Changes
- Mandatory Receiving Boards – What & How
- Human Trafficking
- Marijuana in the Workplace
- Minutes & Agendas

FRIDAY

- MAMC Meeting & Swearing in new Board of Directors
- SOS, BOE and Legislative Update

CONFERENCE EVENTS

WELCOME RECEPTION

Tuesday, June 19: 6:00 p.m. – 8:00 p.m.

The Plaza, Grand Traverse Resort

This is a hosted event and you must register online.

5K FUN RUN/WALK

Wednesday, June 20: 7:30 a.m. – 8:30 a.m.

Annual MAMC 5K Walk Run: Enjoy Acme as you walk/run a designated 5K course. The entry fee is \$20.00 and includes a race t-shirt and bottled water. Winners will be announced during the Opening Session.

VENDOR SHOWCASE

Wednesday, June 20: 3:30 p.m. – 5:30 p.m.

Take a few moments to visit each vendor to complete your game card for a chance to win great prizes. Each conference registrant will receive 2 complimentary drink tickets to use during this time. Appetizers will also be served!

MAMC CONFERENCE CHAIRS

HOLLY THOMPSON, CMMC/MMC

City of Williamston

cityclerk@williamston-mi.us

ADAM WIT

Harrison Township (Macomb)

awit@harrison-township.org

MAMC EDUCATION CHAIRS

MARY CLARK CMMC

Delta Charter Township

mclark@deltami.gov

ROBERT CRAWFORD CMMC/CMC

Fort Gratiot Township (St. Clair)

rcrawford@fortgratiottwp.org

MEMO 18 - 27

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services *FS*
DATE: March 22, 2018
SUBJECT: Fuel Tanks DPW Yard

9A
RECEIVED
APR - 8 2018
CITY OF GROSSE POINTE WOODS

The two underground fuel tanks in the DPW yard are 28 years old. Recent State of Michigan required testing revealed that the outside tank wall on the underground gas tank has two cracks, one on its side and one on the bottom. These cracks are allowing ground water to get into the interstitial space between the two tank walls. At this time there is no fuel leaking.

On March 12, 2018, the Committee of the Whole approved obtaining quotes to have the necessary removal and replacement of the fuel tanks in the DPW yard. City Engineer Scott Lockwood and I have received the following three quotes.

Oscar W. Larson Company	\$214,395.00
L&R Construction Services	\$229,950.00
Mid-Michigan Station Services, Inc.	\$249,685.00

The project would include removing two underground fuel tanks and installing one above ground fuel tank system that would be one single 8,000-gallon dual wall tank. The one tank would be split in half to provide storage for 4,000 gallons of gasoline and 4,000 gallons of diesel fuel. The single split 8,000-gallon tank would be the appropriate size and could handle the monthly needs for the City Of Grosse Pointe Woods vehicle fleet.

City Engineer Scott Lockwood has reviewed the quotes and concurs that Oscar W. Larson Company is qualified to perform the work. Therefore, I recommend a purchase order in an amount not to exceed \$214,395.00 be issued to Oscar W. Larson Company 10100 Dixie Highway, Clarkston, MI 48348. City Engineer Scott Lockwood has provided a quote of \$6,000.00 for the engineering oversight by AEW. I further recommend an additional \$2,000.00 in contingency funds be allocated to cover any unforeseen contaminant problems should they arise. The total project cost including engineering oversight and contingency will not exceed \$222,395.00. This is not a budgeted item in the 2017/18 budget. A budget transfer will be required from the General Fund balance account no. 101-000-699.000 into the Motor Vehicle & Equipment Maintenance Contractual Services account no. 640-851-818.000.

Please contact me if you have any questions concerning this matter.

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council consideration.

Bruce Smith 3/27/18 / epl
Bruce Smith, City Administrator

Fund Certification:

A budget transfer is required from the General Fund fund balance account no. 101-000-699.000 into the Motor Vehicle e& Equipment Contractual Services account no. 640-851-818.000 in the amount of \$222,395.00 and that the account number has been verified.

Cathrene Behrens
Cathrene Behrens, Treasurer/Comptroller



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)
03/23/2018

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Willis of Michigan, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA		CONTACT NAME: PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com															
INSURED Oscar W. Larson Co. 10100 Dixie Highway Clarkston, MI 48348		INSURER(S) AFFORDING COVERAGE <table border="1"><thead><tr><th>INSURER</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Old Republic General Insurance Corporation</td><td>24139</td></tr><tr><td>INSURER B: Ironshore Specialty Insurance Company</td><td>25445</td></tr><tr><td>INSURER C: Accident Fund Insurance Company of America</td><td>10166</td></tr><tr><td>INSURER D: Indian Harbor Insurance Company</td><td>36940</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>		INSURER	NAIC #	INSURER A: Old Republic General Insurance Corporation	24139	INSURER B: Ironshore Specialty Insurance Company	25445	INSURER C: Accident Fund Insurance Company of America	10166	INSURER D: Indian Harbor Insurance Company	36940	INSURER E:		INSURER F:	
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INSURER D: Indian Harbor Insurance Company	36940																
INSURER E:																	
INSURER F:																	

COVERAGES

CERTIFICATE NUMBER: W5567086

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	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<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 checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	A3CG12931700	12/01/2017	12/01/2018	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 300,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COM/POP AGG</td><td>\$ 2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COM/POP AGG	\$ 2,000,000		\$
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PRODUCTS - COM/POP AGG	\$ 2,000,000																			
	\$																			
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		A3CA12931700	12/01/2017	12/01/2018	<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000																			
BODILY INJURY (Per person)	\$																			
BODILY INJURY (Per accident)	\$																			
PROPERTY DAMAGE (Per accident)	\$																			
	\$																			
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	000829207	12/01/2017	12/01/2018	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 5,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 5,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 5,000,000	AGGREGATE	\$ 5,000,000		\$								
EACH OCCURRENCE	\$ 5,000,000																			
AGGREGATE	\$ 5,000,000																			
	\$																			
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No	WCV6119903	12/01/2017	12/01/2018	<table border="1"><tr><td><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr></table>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000						
<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER																				
E.L. EACH ACCIDENT	\$ 1,000,000																			
E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000																			
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																			
D	Professional Liability Protective E & O		CE07446498	12/01/2017	12/01/2018	<table border="1"><tr><td>Each Claim/Aggregate</td><td>\$5,000,000</td></tr><tr><td>Each Claim/Aggregate</td><td>\$5,000,000</td></tr></table>	Each Claim/Aggregate	\$5,000,000	Each Claim/Aggregate	\$5,000,000										
Each Claim/Aggregate	\$5,000,000																			
Each Claim/Aggregate	\$5,000,000																			

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

SEE ATTACHED

CERTIFICATE HOLDER**CANCELLATION**City of Grosse Pointe Woods
1200 Parkway Drive
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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ACORD 25 (2016/03)

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SR ID: 15852572

BATCH: 645342

AGENCY CUSTOMER ID: _____
LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis of Michigan, Inc.		NAMED INSURED Oscar W. Larson Co. 10100 Dixie Highway Clarkston, MI 48348	
POLICY NUMBER See Page 1			
CARRIER See Page 1	NAIC CODE See Page 1	EFFECTIVE DATE: See Page 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Self Insured Retention:

Professional Liability - \$25,000

Protective E & O - \$100,000

Professional Activities and Duties - Includes Technology Services

City Of Grosse Pointe Woods is included as an additional insured to the above captioned Commercial General Liability Policy with respect to operations performed by the named insured ATIMA. Umbrella follows form.

OLD REPUBLIC INSURANCE COMPANY
ADDITIONAL INSURED-PRIMARY AND NON-CONTRIBUTORY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

BUSINESS AUTO COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

SCHEDULE

Name of Person(s) or Organization(s) :	Blanket Coverage as per written contract, ATIMA, as permitted by law
---	--

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in **Section II** of the Coverage Form.

If the person or organization shown in the schedule qualifies as an 'insured' for Liability Coverage, and they have coverage as a first named insured under another policy, this policy is primary to and non-contributory with that other insurance.

All other terms, conditions, and exclusions apply.

Named Insured	Oscar W. Larson Co., et. al.		
Policy Number	A3CG12931700	Endorsement No.	1
Policy Period	12/1/2017 to 12/1/2018	Endorsement Effective Date:	12/1/2017
Producer's Name:	Willis of Michigan, Inc.		
Producer Number:			

AUTHORIZED REPRESENTATIVE

DATE

IRONSHORE

A Uberty Mutual Company
IRONSHORE SPECIALTY INSURANCE COMPANY

Mailing Address:
75 Federal Street
5th Floor
Boston, MA 02110
Toll Free: (877) IRON411

Endorsement # 14

Policy Number: 000829207
Insured Name: Oscar W. Larson Co.

Effective Date of Endorsement: December 1, 2017

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMMERCIAL GENERAL LIABILITY LIMITATION ENDORSEMENT

This policy is amended as follows:

SECTION M., EXCLUSIONS is amended to include the following additional exclusion:

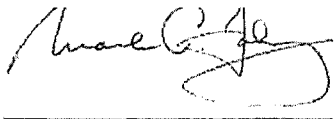
Commercial General Liability

This insurance does not apply to Commercial General Liability.

However, if insurance for Commercial General Liability is provided by a policy listed in Scheduled Underlying Insurance:

1. This exclusion shall not apply; and
2. Coverage under this policy will follow the terms, definitions, conditions and exclusions of Scheduled Underlying Insurance, subject to the Policy Period, Limits of Insurance, premium and all other terms, definitions, conditions and exclusions of this policy. Provided, however, that coverage provided by this policy will be no broader than the coverage provided by Scheduled Underlying Insurance.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.



Authorized Representative

November 20, 2017

Date



IRONSHORE SPECIALTY INSURANCE COMPANY

Mailing Address:
75 Federal Street
5th Floor
Boston, MA 02110
Toll Free: (877) IRON411

Endorsement # 1

Policy Number: 000829207
Insured Name: Oscar W. Larson Co.

Effective Date Of Endorsement: December 1, 2017

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SCHEDULE OF UNDERLYING INSURANCE

Coverage: General Liability Insurer: Olf Republic Insurance Company Policy No.: A3CG12931700 Policy Period: December 01, 2017 to December 01, 2018 Defense Expenses are in addition to the Limits of Liability	Applicable Limits of Liability: \$1,000,000 Each Occurrence \$2,000,000 General Aggregate \$2,000,000 Products-Completed Operations Aggregate
Coverage: Automobile Liability Insurer: Old Republic Insurance Company Policy No.: A3CA12931700 Policy Period: December 01, 2017 to December 01, 2018 Defense Expenses are in addition to the Limits of Liability	Applicable Limits of Liability: \$1,000,000 Combined Single Limit
Coverage: Employers Liability Insurer: Accident Fund National Insurance Company Policy No.: WCV 6119903 Policy Period: December 01, 2017 to December 01, 2018 Defense Expenses are in addition to the Limits of Liability	Applicable Limits of Liability: \$1,000,000 Each Accident \$1,000,000 Each Employee Disease Limit \$1,000,000 Disease Policy Limit

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS REMAIN UNCHANGED.

Authorized Representative

December 9, 2017

Date

MEMO 18 - 34

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services
DATE: April 4, 2018
SUBJECT: Insurance – Fuel Tanks DPW yard

F.S.

RECEIVED
APR - 4 2018
CITY OF GROSSE POINTE WOODS

9B

The State of Michigan provides coverage for pollution control removal of underground and above ground fuel tanks for private vendors and local municipalities. This entity is called the *Michigan Underground Storage Tank Authority (MUSTA)*.

We submitted the required information to MUSTA and the city has been accepted by the MUSTA program. The coverage provided by the MUSTA program is free and is subsidized by the recent one cent increase in the gasoline tax. The deductible for the MUSTA program coverage is \$2,000.00. The city's current vendor for fuel tank pollution control coverage is Berkeley Environmental and the deductible is \$25,000.00.

After reviewing the MUSTA coverage and the city insurance policy, it is the opinion of City Attorney Chip Berschback that since MUSTA will only reimburse costs, the city should continue our current coverage for UST pollution control at an annual cost of \$1,200.00. Chip indicated either he or Don would be able to address this issue at an April Council meeting when it is on the agenda.

In addition, I have found that regulations have been lowered by the State of Michigan when removing fuel tanks. Only the disturbed ground around the fuel tanks is tested for contaminants. If it is not disturbed, there is no excessive excavation of ground material around fuel tanks for contaminants required. When the current underground tanks were installed there was contaminated soil removed from the area at a cost of \$8,000.00. The tanks are not currently leaking fuel; however, the outside walls of the tanks are cracked and allowing water to enter the interstitial space between the double walls of the tanks.

I do not believe there will be any excessive amounts of contaminated soil that will need to be removed with this project.

Please contact me if you have any questions concerning this matter.

The first item discussed was regarding **fuel tanks – DPW Yard**. The Mayor asked what the cost would be for insurance coverage through the State of Michigan – Michigan Underground Storage Tank Authority (MUSTA). The Director of Public Services said there is no cost for the insurance and the deductible is \$2,000. The premium with the current provider, Berkeley Environmental, is \$1,100 per year with a \$25,000 deductible and it only covers contaminated soil.

As previously reported, upon inspection it was found the underground fuel tanks at DPW are leaking from the outside into the interstitial space between the two tank walls, however there is no fuel leaking at this time. He provided an overview of his memo dated February 26, 2018, and recommended that the City install a new above ground tank; split with 4,000 gallons gas and 4,000 gallons diesel. The cost to remove and replace the tanks is approximately \$223,000. The Director is requesting to obtain quotes, and to place this item on the April 9, 2018, City Council agenda.

The insurance policy through MUSTA will also be placed on the April 9, 2018, Council agenda. There was a consensus of the Committee to move forward with obtaining quotes to remove and install new fuel tanks, and to pursue the MUSTA insurance through the State of Michigan.

Motion by Bryant, seconded by Shetler, to remove fuel tanks and insurance from the Committee-of-the-Whole.

Motion carried by the following vote:

Yes:	Bryant, Granger, McMullen, Novitke, Shetler
No:	None
Absent:	Koester, McConaghy

MEMO 18 - 20

RECEIVED

MAR 27 2018

CITY OF GROSSE POINTE WOODS

9C

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services *FS*

DATE: March 23, 2018

SUBJECT: Recommendation – Janitorial Services for Municipal Building


Triple F Commercial Cleaning Services has the current contract to provide janitorial services for the municipal building through June 30, 2018. They are fully insured and bonded and their work is satisfactory. The bid specifications from 2011/12 included a provision that the city could extend the contract for additional periods as long as service requirements and the contract price remain the same. Triple F's offer to extend current pricing for the upcoming fiscal year July 1, 2018 through June 30, 2019 is attached. We received nine bids in 2011/12 and all were higher than Triple F, ranging from \$17,340.00 to \$35,000.00 per year. I believe they would be significantly higher now. I do not believe any benefit would accrue to the city by seeking additional bids.

Therefore, I recommend a contract in an amount not to exceed \$13,000.00 be awarded to Triple F Facility Services, Inc., 1250 Souter Dr., Troy, MI 48063 to supply janitorial services for the municipal building from July 1, 2018 through June 30, 2019. This is a budgeted item included in the 2018/2019 budget in account 101-444-818.000 in the amount of \$13,000.00.

Please contact me if you have any questions concerning this matter.

Attachment
c.c. O/F

Recommend approval of the above stated and do not believe any benefit will accrue to the City by seeking further competitive bids. Approved for Council consideration.



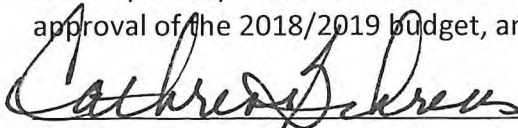
Bruce Smith, City Administrator

3/27/18

Date

Fund Certification:

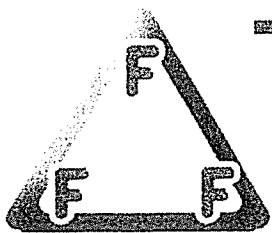
I hereby certify that unencumbered funds in account 101-444-818.000 will be available upon approval of the 2018/2019 budget, and that the account number has been verified.



Cathrene Behrens, Treasurer/Comptroller

3/26/18

Date



Triple F Services

PROFESSIONAL MAINTENANCE SERVICES

1250 Souter Dr, Troy, MI 48083 www.triplefservices.com 248.397.8079

February 5, 2018

Amendment to the maintenance agreement:

Triple F Facility Services, Inc to provide cleaning services for the City of Grosse Pointe Woods from July 1, 2018 to June 30, 2019 with the same price, terms and conditions as indicated in the original contract on July 1, 2012

Customer: City of Grosse Pointe Woods

Address: 20225 Mack Plaza Dr
Grosse Pointe Woods, MI 48236

Contact Person Frank Schulte

Yearly Price: \$13,000.00

Triple F Facility Services, Inc City of Grosse Pointe Woods

TONY JUCIA

Signature

Signature



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/07/2017

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).

PRODUCER	TERRILL MAYBERRY StateFarm 33622 WOODWARD AVE BIRMINGHAM MI 48009	CONTACT NAME: TERRILL MAYBERRY PHONE (A/C, No, Ext): 2486459560 FAX (A/C, No): 2486459567 E-MAIL ADDRESS: TERRILL@TEAMMAYBERRY.COM
INSURED	TRIPLE F FACILITY SERVICES Inc 1250 SOUTER DR TROY MI 48083	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company A++/AA+ INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER. <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		92BP-Q453-4	02/12/2018	02/12/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000 \$ \$
	AUTOMOBILE LIABILITY <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) \$ \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

"The City of Grosse Pointe Woods is included as additional insured with respect to operations performed by the named insured."

CERTIFICATE HOLDER

CANCELLATION

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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**JANITORIAL SERVICES CONTRACT FOR
GROSSE POINTE WOODS MUNICIPAL BUILDING**

THIS AGREEMENT is entered into this ____ day of _____, 2018, by and between the City of Grosse Pointe Woods, a Municipal Corporation, Wayne County, Michigan (“City”), and Triple F C.C.S., 1250 Souter Dr., Troy, MI 48083 (“Contractor”).

WITNESSETH:

WHEREAS, the Contractor has offered to extend pricing for the period July 1, 2018 through June 30, 2019 for janitorial services for the City of Grosse Pointe Woods Municipal Building in accordance with the instructions, specifications, and contract documents accepted by City Council on June 20, 2011, including a provision that the City could extend the contract for additional periods as long as service requirements and the contract price remained the same;

NOW THEREFORE, in consideration of the mutual undertakings of the parties it is agreed by and between the parties as follows:

1. The “contract documents” defined as follows: this Contract, the Invitation to Bid, the Specifications for Janitorial Services for the Municipal Building, the Bidder’s Reference Page, the Bid Sheet, and the Certification of Bidder Form, shall be incorporated herein by reference, and shall become a part of this contract, and shall be binding upon both parties.
2. The Contractor agrees that it will, during the term of this contract or any extension, perform duties and provide janitorial services for the City of Grosse Pointe Woods Municipal Building in accordance with the contract documents, and in compliance with all provisions of applicable Federal, State and local laws pertaining to the functions to be performed hereunder.
3. The City agrees that it will, upon satisfactory performance of the work as required in the contract documents, pay the Contractor \$13,000.00 per annum as specified in its proposal. Payments will be made on a monthly basis within thirty (30) days of receipt of an invoice.
4. This contract shall have a term of one (1) year, commencing July 1, 2018 to June 30, 2019, or until terminated by either party giving not less than thirty (30) days advance written notice of termination.

5. The Contractor agrees to indemnify, defend and hold the City harmless from any and all claims or damages occasioned by, or arising out of, or in connection with, the performance of its duties hereunder, and agrees to secure and keep in force all insurance as required by the contract documents.

6. The Contractor shall file with the City a fidelity bond, which bond is incorporated herein by reference, and made a part of this contract.

7. In the event the Contractor shall fail, neglect or refuse to perform any or all of its duties under the contract, the City may perform such duties, and charge all costs incurred in connection therewith to the Contractor, and may deduct such costs from any monies due, or to become due to the Contractor. Such remedy shall be non-exclusive of any other remedies the City may have, (including but not limited to termination of this contract) and the exercise thereof shall be in addition to, and without prejudice to, whatever other rights the City may have against the Contractor in the event of a breach.

8. It is the intent of the parties that the Contractor shall utilize on a consistent basis the same employees to perform the services in an effort to avoid any retraining or background investigations. The City shall be informed of any change in personnel seven days in advance.

CITY OF GROSSE POINTE WOODS, MI
A Municipal Corporation

Witnessed by:

By: _____
Bruce Smith, City Administrator

TRIPLE F C.C.S.
Contractor

By: _____
Tony Jucja, Owner

Approved for Signature

Charles T. Berschback
City Attorney

Date: _____

MEMO 18 - 28

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services
DATE: March 26, 2018
SUBJECT: 2018 Pavement Joint and Crack Sealing Program District #6 –
AEW Project No. 0160-0401

RECEIVED
MAR 27 2018
FS
CITY OF GROSSE POINTE WOODS


Michigan Joint Sealing, Inc. of Farmington Hills, MI satisfactorily completed the 2015, 2016 and 2017 Pavement Joint and Crack Sealing Program in Grosse Pointe Woods. They have offered to extend their 2015 unit pricing of \$.82 per foot for the 2018/2019 Pavement Joint and Crack Sealing Program in District #6 even though recent bids received in the City of Eastpointe with higher footage ranged from \$.81 to \$.87 per foot. The performance and quality of work performed by Michigan Joint Sealing is satisfactory. Considering the cost savings by not soliciting bids for a new project, I agree that it is in the best interest of the City to approve this contract extension. I do not believe any benefit would accrue to the city by seeking further competitive bids.

Based upon the recommendation of AEW, I concur that a contract extension for the 2018/2019 Joint and Crack Sealing Program in District #6 be awarded to Michigan Joint Sealing, Inc., 28830 West Eight Mile Road, Suite 103, Farmington Hills, MI 48336 in an amount not to exceed \$60,000.00. Including engineering fees of \$6,000.00 the total project cost will not exceed \$66,000.00. This is a budgeted item included in the 2018/2019 fiscal year budget in Major Streets Joint Sealing #202-451-975.300 in the amount of \$20,000.00 and in Local Streets Joint Sealing #203-451-975.300 in the amount of \$40,000.00. Engineering fees are included in Major Streets #202-451-975.310 in the amount of \$2,000.00 and in Local Streets #203-451-975.310 in the amount of \$4,000.00.

Please contact me if you have any questions concerning this matter.

c.c. Eng. File

Recommend approval of the above stated and do not believe any benefit will accrue to the City by seeking further competitive bids. Approved for Council consideration.


Bruce Smith, City Administrator

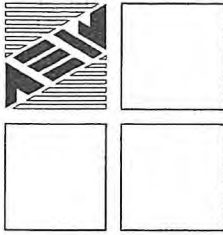
3/27/18
Date

Fund Certification:

I hereby certify that unencumbered funds in accounts 202-451-975.300, 203-451-975.300, 202-451-975.310, and 203-451-975.310 as shown above will be available upon approval of the 2018/2019 budget, and that the account number has been verified.


Cathrene Behrens, Treasurer/Comptroller

3/27/18
Date



ANDERSON, ECKSTEIN AND WESTRICK, INC.

51301 Schoenherr Road, Shelby Township, Michigan 48315
Civil Engineers • Surveyors • Architects 586-726-1234

March 23, 2018

Frank Schulte
Superintendent of Public Works
City of Grosse Pointe Woods
1200 Parkway
Grosse Pointe Woods, Michigan 48236

Reference: 2018 Pavement Joint and Crack Sealing
AEW project No. 0160-0401

Dear Mr. Schulte,

We have received a request from Michigan Joint Sealing, who is currently under contract for the 2017 (extended since 2015) Pavement Joint and Crack Sealing Program, offering to extend the unit bid prices for the proposed 2018 program (see attached letter from Michigan Joint Sealing).

Recent bids in the City of Eastpointe this year on a higher footage project range from \$.81 to \$.87 per foot. Considering the cost savings in not bidding a new project, holding the current \$.82 per foot cost, the performance and quality of work performed by Michigan Joint Sealing, we feel it is in the best interest of the City of Grosse Pointe Woods to approve a contract extension.

We will await your authorization before processing a contract modification for the 2018 Program. The contract modification will be in the amount budgeted for pavement joint and crack sealing. It is our understanding the total amount currently proposed is \$60,000.00.

In addition, based on a construction cost of \$60,000 engineering costs are estimated at \$6,000.00, for a total project cost estimate of \$66,000.00.

Please advise if you may have any questions or require additional information.

Very truly yours,

Frank D. Varicalli

cc: Jim Kowalski, GPW DPW
Scott Lockwood, PE, AEW

M:\0160\0160-0401\Gen\Letters\SchulteFDV180321.docx

MICHIGAN JOINT SEALING, INC.
28830 W. 8 MILE STE 103
FARMINGTON HILLS, MI 48335
PHONE: 248-476-4120 FAX: 248-476-7639

March 5, 2018

Anderson Eckstein & Westrick, Inc.
51301 Schoenherr
Shelby Twp., MI 48315

ATTN: Frank Varicalli

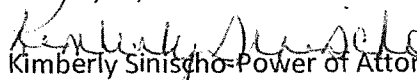
RE: Grosse Pointe Woods Pavement Joint & Crack Sealing Program

Frank,

In regards to the above referenced project, we agree to extend our 2015 contact prices thru the 2018 construction year.

If you need anything further, please contact our office.

Thank you,


Kimberly Sinischo - Power of Attorney
Michigan Joint Sealing, Inc.

"AN EQUAL OPPORTUNITY EMPLOYER"

MEMO 18 - 26

RECEIVED

MAR 27 2018

CITY OF GROSSE POINTE WOODS

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services FS

DATE: March 22, 2018

SUBJECT: Recommendation – Bark Mulch for City Landscape Beds

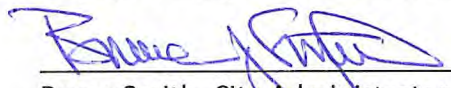
An "Invitation to Bid" for supplying bark mulch and injection of mulch in city landscape beds was posted on the Michigan Intergovernmental Trade Network (MITN) website on February 1, 2018 and emails were forwarded to over 100 vendors. The information was also advertised in the Grosse Pointe News. The following bids were received at the bid opening on February 27, 2018.

AJ's Maintenance & Services, LLC	\$14,955.00
Superior Groundcover, Inc.	\$20,136.00
Xpert Lawn & Snow	\$45,375.00

I recommend a purchase order to supply bark mulch and injection of mulch in city landscape beds be issued to the lowest qualified bidder, AJ's Maintenance & Services, LLC, 906 Minion St., Ypsilanti, MI 48197 in an amount not to exceed \$14,955.00. This is a budgeted item in the 2017/2018 budget included in Major Streets account 202-463-818.000 in the amount of \$12,000.00 and in Lake Front Park account 101-774-818.102 in the amount of \$4,000.00. No funds budgeted for mulch have been utilized to date.

Please contact me if you have any questions concerning this matter.

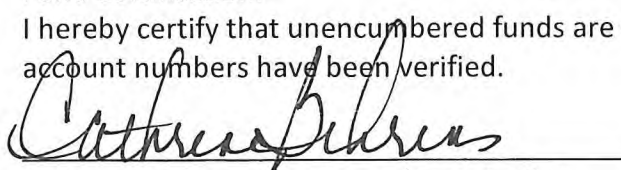
Recommend approval of the above stated and do not believe any benefit will accrue to the City by seeking further competitive bids. Approved for Council consideration.


Bruce Smith, City Administrator

3/27/18
Date

Fund Certification:

I hereby certify that unencumbered funds are available for the above purchase, and that the account numbers have been verified.


Cathrene Behrens, Treasurer/Comptroller

3/28/18
Date



CERTIFICATE OF LIABILITY INSURANCE

AJMAI-1

OP ID: CU

DATE (MM/DD/YYYY)

02/28/2018

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).

PRODUCER The Dearborn Agency, Inc. 22691 Michigan Avenue Dearborn, MI 48124 Nicholas Chapekis Jr., CIC, CRM		CONTACT NAME: Nicholas Chapekis Jr., CIC, CRM PHONE (A/C, No, Ext): 313-562-8373 FAX (A/C, No): 313-562-5371 E-MAIL ADDRESS:		
INSURED AJ's Maintenance & Services 906 Minion St Ypsilanti, MI 48198-5811		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Westfield Insurance		24112
		INSURER B: Accident Fund Insurance Co		10166
		INSURER C:		
		INSURER D:		
		INSURER E:		
INSURER F:				

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		TRA5112239	12/08/2017	12/08/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" 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			TRA5112239	12/08/2017	12/08/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEO <input checked="" type="checkbox"/> RETENTION \$ 0			TRA5112239	12/08/2017	12/08/2018	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WCV8013617	09/30/2017	09/30/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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 under the General Liability required by written contract with respect to operations performed by the named insured.

CERTIFICATE HOLDER

GROSS-4

City of Grosse Pointe Woods
20025 Mack Ave
Grosse Pointe Woods, MI 48236

CANCELLATION

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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MEMO 18 - 18

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services
DATE: March 5, 2018
SUBJECT: Recommendation – Trucking Services

FS

9F
RECEIVED
MAR 27 2018
CITY OF GROSSE PTE. WOODS

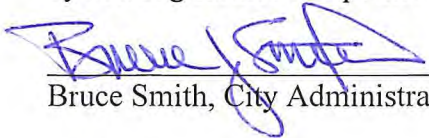
Grosso Trucking & Supply Co. has the current contract to provide trucking services for the City through June 30, 2018. Owner Steve Grosso has offered to extend the 2017/2018 pricing for the 2018/2019 fiscal year. The company is fully insured and bonded and has provided very good and reliable trucking services for the city since 2015. Grosso Trucking again requests an annual fee of \$2,500.00/year for leaving his loader in the DPW yard. His drivers load their trucks themselves at no additional cost to the city allowing DPW employees to work on other tasks. Only one other bid for trucking services was received the last time a bid was mailed in 2011 and the prices not only exceeded Grosso Trucking's current prices but also included \$52,000/year for a loader plus \$45.00/hour for labor plus fuel with a 3% fuel surcharge. Grosso Trucking's employees also assist with clean up in the DPW yard. I do not believe any benefit would accrue to the city by seeking additional bids.

I recommend the city enter into a contract with Grosso Trucking & Supply Co., 10015 Marine City Hwy., Fair Haven, MI 48023 to continue to provide trucking and hauling services from July 1, 2018 through June 30, 2019. This is a budgeted item included in the 2018/19 budget in the amount of \$84,000.00 in account 226-528-818.000. Attached is a copy of the proposed contract created by the city attorney and used in prior years that will be effective from July 1, 2018 through June 30, 2019, as well as a current certificate of insurance.

Please contact me if you have any questions concerning this matter.

Attachments

Recommend approval of the above stated and do not believe any benefit will accrue to the City by seeking further competitive bids. Approved for Council consideration.


Bruce Smith, City Administrator

3/27/18
Date

Fund Certification:

I hereby certify that unencumbered funds in account 226-528-818.000 will be available upon approval of the 2018/2019 budget, and that the account number has been verified.


Cathrene Behrens, Treasurer/Comptroller

3/28/18
Date

Grosso Trucking & Supply Co.
10015 Marine City Hwy.
Fair Haven, MI 48023
(586) 725-2935 • Fax: (586) 725-4153
Website www.grossotrucks.com

3/5/18

City of Grosse Pointe Woods

Attn: Frank

We are writing to let you know the prices for the 2018-2019 season will be the same as last year's prices.

If you have any questions please me a call.

Thank you,

A handwritten signature in black ink, appearing to read "Steve Grosso", written over the "Thank you," text.

Steve Grosso
Grosso Trucking



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/03/2018

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Great Lakes Insurance Agency 3928 24th Avenue Port Huron MI 48060		CONTACT NAME: Terri Miller PHONE (A/C, No, Ext): (810)824-3159 FAX (A/C, No): (810)824-3165 E-MAIL ADDRESS: terrim@greatlakesinsurance.com	
INSURED GROSSO TRUCKING & SUPPLY COMPANY 10015 MARINE CITY HWY IRA MI 48023-1005		INSURER(S) AFFORDING COVERAGE INSURER A: Employers Mutual Casualty Company A/A NAIC # 21415 INSURER B: EMCASCO Insurance Company A/A 21407 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: MASTER 18-19

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			5D58121	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			5E58121	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
			BODILY INJURY (Per person) \$				
			BODILY INJURY (Per accident) \$				
			PROPERTY DAMAGE (Per accident) \$				
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			5J58121	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 1,000,000
			AGGREGATE \$ 1,000,000				
			\$				
			\$				
	DED RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	5H58121	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
			E.L. EACH ACCIDENT \$ 1,000,000				
			E.L. DISEASE - EA EMPLOYEE \$ 1,000,000				
			E.L. DISEASE - POLICY LIMIT \$ 1,000,000				

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

That City of Grosse Pointe Woods is included as an additionally insured with respect to the operations performed by the name insured.

CERTIFICATE HOLDER

CANCELLATION

City of Grosse Pointe Woods 20025 Mack Plaza Drive 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 <i>Stephen M. Pappas</i>

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GROSSO TRUCKING & SUPPLY CO. AGREEMENT

This agreement is entered into on this ____ day of _____, 2018 between the CITY OF GROSSE POINTE WOODS, a Municipal Corporation, of 20025 Mack Plaza, Grosse Pointe Woods, Michigan ("City"), and Grosso Trucking & Supply Co., 10015 Marine City Hwy., Fair Haven, Michigan 48023;

WHEREAS, Grosso Trucking & Supply Co. is engaged in hauling leaves/brush, scrap, concrete, wood chips, debris, dirt, and sand; and

WHEREAS, the City desires to utilize the services of Grosso Trucking & Supply Co. as an independent contractor:

THEREFORE, IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. Award of Contract: Grosso Trucking & Supply Co. is hereby awarded a non-exclusive contract to perform hauling services for the City.
2. Term of Contract: This contract will cover the fiscal year beginning July 1, 2018 and continue through June 30, 2019.
3. Rates: Grosso Trucking & Supply Co. will perform hauling services as instructed by the City at the agreed sums of \$5.00 per yard for leaves/brush, \$5.00 per yard for removal of wood chips, excavation spoils and clean concrete, \$5.00 per yard for delivery of compost; \$8.00 per yard for sand in; \$9.00 for 21AA crushed concrete in; \$13.00 per yard for screened topsoil in; and \$10.00 per yard for miscellaneous debris out.
4. Termination: Notwithstanding the term of this contract, this agreement may be terminated by either party with 30 days written notice to the other party for any reason.
5. Insurance: Grosso Trucking & Supply Co. will keep in full force and affect insurance coverage in accordance with the bid specifications and shall furnish proof of such insurance to the City of Grosse Pointe Woods.
6. Compliance with City Ordinances: Grosso Trucking & Supply Co. shall be required to comply with all city ordinances and pertinent state laws during the terms of this Agreement including, but not limited to, hours of operation.

7. City Indemnification: Grosso Trucking & Supply Co. agrees to indemnify and hold harmless the City from any actions, suits, debts, judgments, damages and/or claims arising out of Grosso Trucking & Supply Co.'s performance of this Agreement.
8. Incorporation of Bid Documents: The original bid documents including the notice to bidders, specifications, insurance coverage, and the bid sheet are incorporated into this Agreement by reference. In the event of any inconsistencies between the bid documents and this Agreement, the Agreement controls.

WITNESS:

City of Grosse Pointe Woods

By: _____

Bruce Smith
City Administrator

Grosso Trucking & Supply Co.

By: _____

Steve Grosso
Owner

Charles T. Berschback
City Attorney

Date: _____

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services *FS*

DATE: March 5, 2018

SUBJECT: Recommendation – Tree Removal Contract for 2018/2019

RECEIVED
MAR 27 2018
CITY OF GROSSE PTE. WOODS

On February 12, 2018 we received an offer from Arbor Pro Tree Service, Inc. to extend the 2017/2018 contract pricing shown below for fiscal year 2018/2019. Their work is satisfactory. I do not believe any benefit will accrue to the City to seek further competitive bids.

COMPANY	12" to 19"	20" to 27"	28" to 35"	36" to 43"	Over 44"	Charge For Emergency Call- Out
Arbor Pro Tree Service, Inc.	\$210.00	\$425.00	\$580.00	\$1,140.00	\$1,410.00	\$65.00 per man hour

I recommend a contract for city tree removal from July 1, 2018 through June 30, 2019, be awarded to Arbor Pro Tree Service, Inc., 425 Barclay, Grosse Pointe Farms, MI 48236. Attached is a copy of an updated contract, approved by city attorney Charles Berschback last year, as well as a current certificate of insurance. This is a budgeted item included in the 2018/2019 budget in the amount of \$40,000.00 in account 101-465-818.000.

Please contact me if you have any questions concerning this matter.

Attachments
cc O/F

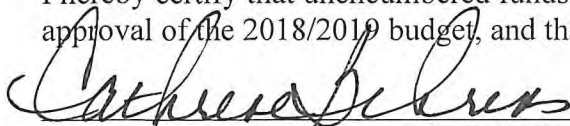
Recommend approval of the above stated and do not believe any benefit will accrue to the City by seeking further competitive bids. Approved for Council consideration.


Bruce Smith, City Administrator

3/27/18
Date

Fund Certification:

I hereby certify that unencumbered funds in account 101-465-818.000 will be available upon approval of the 2018/2019 budget, and that the account number has been verified.


Cathrene Behrens, Treasurer/Comptroller

3/28/18
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/27/2018

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.

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PRODUCER Lakepointe Insurance Agency 25124 Jefferson Ave. St. Clair Shores MI 48081		CONTACT NAME: Jeannine Feeney PHONE (A/C, No, Ext): (586)776-6990 FAX (A/C, No): (586)776-7799 E-MAIL ADDRESS: jeannine@lakepointeinsurance.com	
INSURED Arbor Pro Tree Service Inc 425 Barclay Grosse Pointe Farms MI 48236		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL17122802121

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	35UUNOK3102	04/25/2017	04/25/2018	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000					
	MED EXP (Any one person) \$ 10,000					
	PERSONAL & ADV INJURY \$ 1,000,000					
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		35UUNOK3102	04/25/2017	04/25/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$					
	BODILY INJURY (Per accident) \$					
	PROPERTY DAMAGE (Per accident) \$					
						Uninsured motorist \$ 1,000,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>					COMBINED SINGLE LIMIT (Ea accident) \$
	EACH OCCURRENCE \$					
	AGGREGATE \$					
	\$					
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>
E.L. EACH ACCIDENT \$						
E.L. DISEASE - EA EMPLOYEE \$						
E.L. DISEASE - POLICY LIMIT \$						

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

Where required by written contract, City of Grosse Pointe Woods is included as an additionally insured with respect to operations performed by the named insured.

CERTIFICATE HOLDER

The City of Grosse Pointe Woods
20025 Mack Plaza Dr.

Grosse Pointe

MI 48236

CELLATION

COULD 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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...for Safe, Healthy
and Beautiful Trees

February 12, 2018

Frank Schulte

City of Grosse Pointe Woods

Dear Frank

This correspondence is to advise yourself, (and any others interested), of our (my) intentions to continue our contract (and hold to current pricing) for as long as a period of time as is agreeable and amicable to the City of Grosse Pointe Woods.

Warm regards,

James G. Bonahoom, Pres.

Arbor Pro Tree Service, Inc.

TREE REMOVAL CONTRACT

THIS AGREEMENT is entered into this ____ day of _____, 2018, by and between the City of Grosse Pointe Woods, a Municipal Corporation, Wayne County, Michigan, ("City"), and Arbor Pro Tree Service, Inc., 425 Barclay, Grosse Pointe Farms, MI 48236 ("Contractor").

WITNESSETH:

WHEREAS, the Contractor has offered to extend pricing for the period July 1, 2018 through June 30, 2019 for the removal of trees on City property within the City of Grosse Pointe Woods, in accordance with the instructions, specifications, and contract documents accepted by City Council on October 19, 2015, and

NOW THEREFORE, in consideration of the mutual undertakings of the parties it is agreed by and between the parties as follows:

1. The contract documents consisting of the Notice of Bid, Specifications, Signature of Bidder and the Bid Sheet of the Contractor (collectively referred to as "the contract documents") shall be incorporated herein by reference, and shall become a part of this contract, and shall be binding upon both parties. The terms of this Tree Removal Contract shall control in the event of any inconsistency between this contract and the documents incorporated by reference.

2. The Contractor agrees that it will, during the term of this contract or any extension, remove trees within the City of Grosse Pointe Woods in accordance with the contract and contract documents, and in compliance with all provisions of applicable Federal, State and local laws pertaining to the functions to be performed hereunder.

3. The City agrees that it will, upon satisfactory performance of the work as required, pay to the Contractor the amounts specified in its proposal, at the time provided in the contract documents.

4. This contract shall commence JULY 1, 2018 effective through JUNE 30, 2019, or until terminated as provided in the contract documents.

5. The Contractor agrees to indemnify, defend and hold the City harmless from any and all claims or damages occasioned by, or arising out of, or in connection with, the performance of its duties hereunder, and agrees to secure and keep in force public liability insurance and property damage insurance, all as required by the contract documents. The contractor is required to list the City of Grosse Pointe Woods as an additional insured.

6. In the event the Contractor shall fail, neglect or refuse to perform any and all of its duties under the contract, the City may perform such duties, and charge all costs incurred in connection therewith to the Contractor, and may deduct such costs from any monies due, or to become due to the Contractor. Such remedy shall be non-exclusive of any other remedies the City may have, and the exercise thereof shall be in addition to, and without prejudice to, whatever other rights the City may have against the Contractor in the event of a breach.

7. This contract and contract documents represents the entire agreement of the parties. Any modifications must be in writing.

Witnessed by:

CITY OF GROSSE POINTE WOODS, MI
A Municipal Corporation

BY: _____
Bruce Smith, City Administrator

ARBOR PRO TREE SERVICE, INC.
Contractor

BY: _____
James G. Bonahoom, Owner/President



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

94

Date: April 4, 2018
To: Bruce Smith, City Administrator
From: John G. Kosanke, Director of Public Safety
Subject: **Budget Amendment Request – Red Baron Enterprises**

CEIVED
APR - 5 2018
GROSSE PTE. WOODS

I am requesting a budget amendment and approval to proceed with an additional renovation, which needs to be completed as part of the Lockup/Dispatch consolidation project. This is not a budgeted expense in the 2017-2018 fiscal year.

Early in the process, several ideas were evaluated on where the Detective Bureau could be relocated. After I evaluated the possibility of moving the bureau to the basement or to the Building Department offices, it was apparent that the best solution was to relocate the bureau to the existing Fire Quarters. As a result, the current Fire Quarters will need to be renovated. The Fire Quarter bedrooms are being transformed into new office space. Renovations will include repainting, new carpeting, and the addition of office lighting.

I obtained three quotes for the project and they are as follows:

Red Baron Enterprises
20315 East Nine Mile Rd
St. Clair Shores, Michigan 48040
\$10,800.00

Hadley Home Improvement
18017 East Warren Ave.
Detroit, Michigan 48224
\$11,305.00

Rely-On Electrical & Construction Co.
P.O. Box 36185
350 Lincoln
Grosse Pointe, Michigan 48230
\$18,900.00

I recommend awarding the project to Red Baron Enterprises, the vendor who provided us with the lowest qualified bid.

In addition, I am requesting a \$2,000.00 contingency, in case any unforeseen problems arise. The Fire Quarters building was built in the early 1980's, so it is possible that some electrical wiring will need to be replaced.

Payment will be issued to:

Red Baron Enterprises
20315 East Nine Mile Rd
St. Clair Shores, Michigan 48040

Recommend Approval of the above stated purchase with a cost, including contingency, not to exceed **\$12,800.00** as submitted.

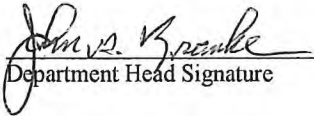
I respectfully request that you approve this budget amendment request. Please feel free to contact me if you have any questions.

A budget amendment is required from the General Funds balance 101-000-699.000 to the following account:

Account # 401-902-977.102 in the amount of \$12,800.00

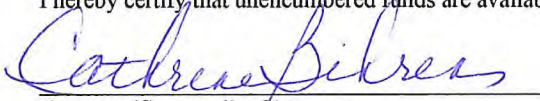
Department Certification:

I hereby certify that the above items are necessary for the proper operation of this Department.


Department Head Signature


Fund Certification:

I hereby certify that unencumbered funds are available for the above purchase, and that the account number has been verified.


Treasurer/Comptroller Signature

APPROVED FOR COUNCIL CONSIDERATION:

Acting


City Administrator Signature

20315 East Nine Mile Road
 St. Clair Shores, MI 48080
 www.redbaronenterprises.com
 313.408.1166
 contact@redbaronenterprises.com



Estimate #229

Customer

City of Grosse Pointe Woods
 20025 Mack
 Grosse Pointe Woods, MI 48236
 313-949-4860
 313-343-2419

Service Location

20025 Mack
 Grosse Pointe Woods, MI 48236

Item(s)

Qty	Name	Description	Rate	Amount
1	Bid Pricing	New detective office	\$10,800.00	\$10,800.00
		<ul style="list-style-type: none"> - Demo both closets in neighboring rooms and dividing wall between offices - Remove electrical from dividing wall - Remove rubber cove molding from two rooms and commercial carpet - Remove light fixtures from ceiling and run electrical/fixtures for (4) new standard light fixtures - Patch drywall on ceiling and walls in two rooms, tape, mud, sand, spot prime, and paint walls/ceiling - Glue down new commercial carper on floor - Install new rubber cove molding in room 		
		Labor, Materials, & Disposal: \$10,800.00		
		* + cost of permits if required		


Subtotal	\$10,800.00
Tax	\$0.00
Total	\$10,800.00

Notes

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CITY OF GROSSE POINTE WOODS
Building Inspector
MEMORANDUM

RECEIVED
MAR 23 2018
CITY OF GROSSE POINTE WOODS

DATE: March 22, 2018
TO: Bruce Smith, City Administrator
FROM: Gene Tutag, Building Inspector 
SUBJECT: Replace KIP/Scanner

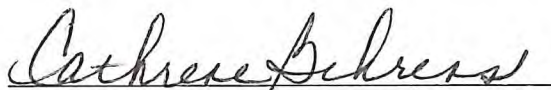
The City's KIP Scanner/Copier is approximately 14 years old. Parts are no longer available. The KIP has been used for Planning Commission, DPW, City Clerk, and the Building Department for saving/printing/storing documents to the Building Department's BS&A Permit System for future reference by the City and its residents.

This is a budgeted item in the 2017/18 budget. The Canon IPF-785 MPF is the appropriate equipment for our needs. Three quotes have been obtained for the Canon IPF-785 MFP. We are recommending the low bid from Leader Business be approved. Funds are available in account #101-855-977.000.

VENDOR	SERVICE	PRICE
Canon Solutions America, Inc.	Delivery/Assembly/Install/Tech Phone Support	\$7,822
Image Business Solutions	Delivery/Install/Connection/ Training	\$10, 842.52
Leader Business	Set-p/Delivery/Install/Training/ One Year Warranty	\$7,150

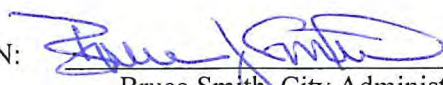
3 Attachments

I hereby certify that unencumbered funds are available for the above purchase, and that the account number has been verified.


Catherine Behrens, Treasurer/Comptroller

I do not believe any benefit will accrue to the city by seeking further bids.

APPROVED FOR COUNCIL CONSIDERATION:


Bruce Smith, City Administrator

Sue Stewart

From: Gene Tutag
Sent: Wednesday, March 21, 2018 8:38 AM
To: Sue Stewart
Subject: FW: Canon IPF-785 MFP Proposal
Attachments: GPW Building Dept.pdf; ATT00001.htm; printer_imagePROGRAF_iPF_MFP_M40_Brochure_Dec2015.pdf; ATT00002.htm

From: Bret Tigges [mailto:bret.tigges@gmail.com] **On Behalf Of** Bret Tigges
Sent: Thursday, March 08, 2018 2:24 PM
To: Gene Tutag <GTutag@gpwmj.us>
Subject: Canon IPF-785 MFP Proposal

Gene,

It was nice speaking with you earlier today.

I have prepared a proposal for you on the Canon IPF-785 MFP as you requested, with the optional extended warranty plans.

Please review the attached proposal and brochure. Feel free to call or email me with any questions that you may have.

I look forward to hearing from you soon.



Get Connected with Leader



March 8, 2018

Mr. Gene Tutag
City of Grosse Pointe Woods Building Dept.
20025 Mack Ave.
Grosse Pointe Woods, MI 48236

Dear Mr. Tutag:

It was a pleasure speaking with you today. I appreciate your time, discussing your needs so we can install the appropriate system for you office needs. We value this opportunity to earn your business, and look forward to being able to offer you the same great service that our customers have come to expect from us. Please feel free to call me with any questions or concerns that you may have.

Leader Business Systems has been in business since 1981, and are an authorized Canon, Kyocera, and KIP dealer. Currently we have four locations to serve you, our main office in Oak Park, and branch offices in Sterling Heights, Taylor, and Ann Arbor. We serve customers from Jackson to Port Huron and Monroe to Flint. What makes us unique is our dedication to personalized customer service. This service has won us numerous awards from our manufacturers as our showroom walls are adorned with them. We can assure your satisfaction with our products and service alike. Also unique to our company is that we have a team of employees (75%) that have been in the industry for over 15 years. We know what customers expect and we deliver in a timely and professional manner.

Please review the following recommendations, and let me know which option will best meet your needs. I will follow up with you to see what needs to be done from here to schedule the delivery of your new system.

Thank you,

Bret Tigges

East

35400 Mound Rd.
Sterling Heights, MI 48310
586.264.4908 Fax 586.264.4355

Central

20900 Hubbell
Oak Park, MI 48237
248.967.1000 Fax 248.967.2624

South

12760 Allen Rd.
Taylor, MI 48180
734.287.3500 Fax 734.287.3501

West

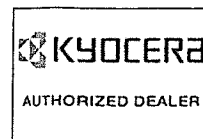
7885 Jackson Rd. Unit 3
Ann Arbor, MI 48103
734.253.2534 Fax 734.253.2535

Canon



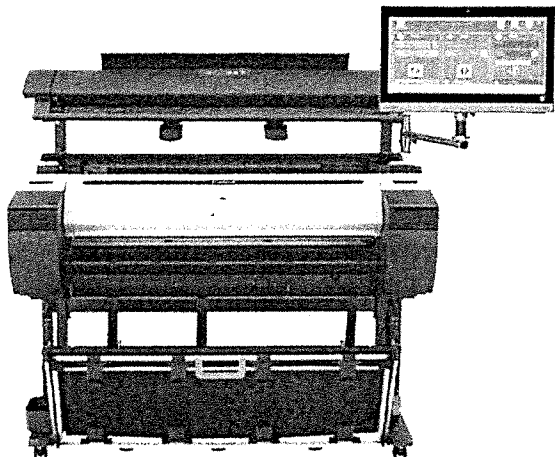
Est. 1981

Get Connected with Leader



Recommended System:

Canon IPF-785MFP M40



Key Standard Features:

36" Wide Color Printing
Speeds up to (24" x 36" print) in 21 seconds
Front Loading Paper Supply
Standard Network Printing
320 GB Hard Drive
Stand for Printer w/ Stacker

Includes M40 Scanner for Copy and Scanning

Purchase Price:

\$7,150.00

(Includes Set-Up, Delivery, Installation, Training, and 1 Year Warranty)

Optional eCarePAK (Extended Warranty)

1 Year eCarePak for IPF-785 MFP:	\$1,295
2 Year eCarePak for IPF-785 MFP:	\$2,395

East

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Sterling Heights, MI 48310
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Canon
SEE IMPOSSIBLE

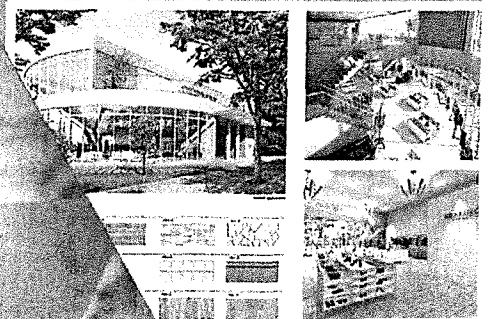
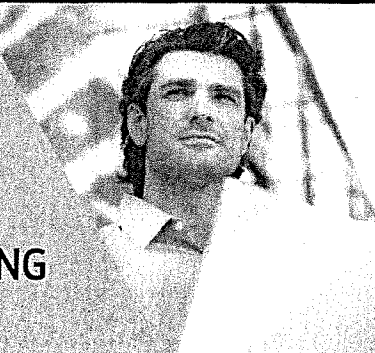
 **imagePROGRAF**
iPF MFP M40

ONE PRINTER, MANY SOLUTIONS



**TECHNICAL
DOCUMENTS**

MFP LARGE-FORMAT IMAGING





imagePROGRAF iPF MFP M40 System

Large-format scan-to-print/
file/edit/share solutions



The Canon imagePROGRAF iPF MFP M40 systems are multicomponent, multifunction solutions for architects, engineers, construction, GIS, and other professionals who need to scan, edit, save, share, and print large-format documents easily and efficiently.

FEATURES

- M40 Scanner with SingleSensor Technology Assembly* delivers incredibly fast and accurate scan speeds.
- SmartWorks MFP is a scan-to-print/file/share software that includes custom presets, image enhancements, and cloud integration.
- Direct Print & Share is Canon's Cloud Portal software for file sharing—now with Drag & Drop printing capabilities.
- Customizable System lets you choose between 36" and 44" printers for maximum versatility.
- All-in-one Computer and Stand are all included in the system.

* SingleSensor Technology Assembly means that multiple sensors are contained in one assembly device.

imagePROGRAF iPF MFP M40

VERSATILITY

Choose the printer that best fits your workflow—and budget. With five imagePROGRAF models in the iPF MFP M40 system line-up, it's easy to customize your system.

CANON TECHNOLOGY

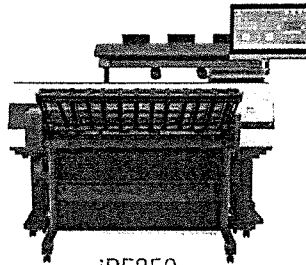
Unique 5-Color Reactive Ink System

- High resolution, up to 2400 x 1200 dpi output
- A double set of Matte Black ink channels in the print head maximizes metachrome print speed
- Economy print mode helps cut down ink costs for draft prints
- 15 360-nozzle print head with FINE technology

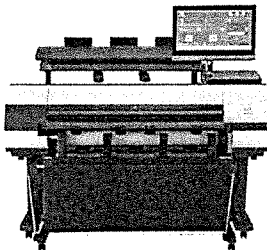
MORE THAN JUST DRAWINGS

Canon's imagePROGRAF 5-color line art printers not only let you create high-quality drawings, they can help simplify business plans and complete your work flow. For powerful greater inside simple, Canon's Plotter Assistant Lite software gives you the tools you need to produce an eye-catching banner or display in just a few easy steps. Also included are a Print Plug-in for Microsoft® Office and Accounting Manager software to help you keep track of ink, media, and total job costs.

© 2011



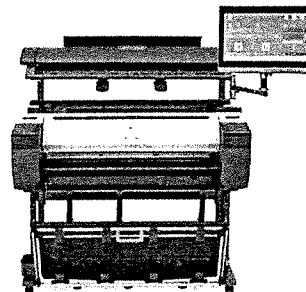
iPF850



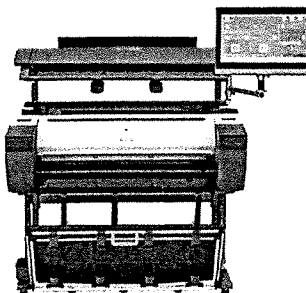
iPF840/iPF830
(iPF840 shown)

iPF850/iPF840/iPF830

- 44" 5-color, large-format printers
- iPF850 High-Capacity Stacker
- Two-roll capability with automatic switching for enhanced production (iPF850/iPF840 only)
- Large-capacity ink tanks (330 ml and 700 ml tanks available)
- Built-in hard drive
- Sub-Ink Tank System



iPF785



iPF780

iPF785/iPF780

- 36" 5-color, large-format printers
- High-speed printing, Arch D (24" x 36") in 21 seconds in fastest mode
- Flat stacker/basket neatly stacks up to 20 plain paper prints, 24" x 36" in size
- Assisted top-loading media guide rails
- Built-in 320 GB hard drive (iPF785 only)
- Large-capacity ink tanks (130 ml and 300 ml available)

imagePROGRAF iPF MFP M40 SYSTEM

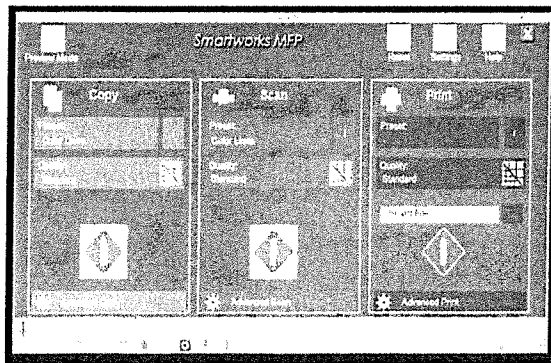
M40 SCANNER



The M40 scanner, with SingleSensor Technology Assembly, brings the MFP solution to a whole new level. Users have the ability to scan documents at incredible speeds and, with the included USB 3 connection, experience data transfer speeds of up to 10 times faster than on previous MFP models! The intuitive control panel embedded on the scanner helps make operation of the device incredibly easy, and its compact design helps space become a non-issue when using and storing the device.

- Optical resolution of 1200 dpi
- Scan speeds of 13 inches per second monochrome and 3 inches per second color
- Capability to accept media of different thicknesses (up to 2 mm)
- Ability to scan up to a 26-foot (8 m) document to PDF or JPEG and up to a 50-foot (15.2 m) document to a TIFF file

SMARTWORKS MFP SOFTWARE



The included SmartWorks MFP scan-to-print/file/edit/ share software includes:

- A simple-to-use interface for easy navigation
- The ability to add custom presets with one-touch retrieval for those often-used settings
- Image enhancements for white point adjust, black point adjust, sharpen, mirror, invert, and autcrop
- Full integration with Canon's Direct Print & Share Cloud Portal software
- Remove scan fringing with the Fine Detail Scan function

SYSTEM

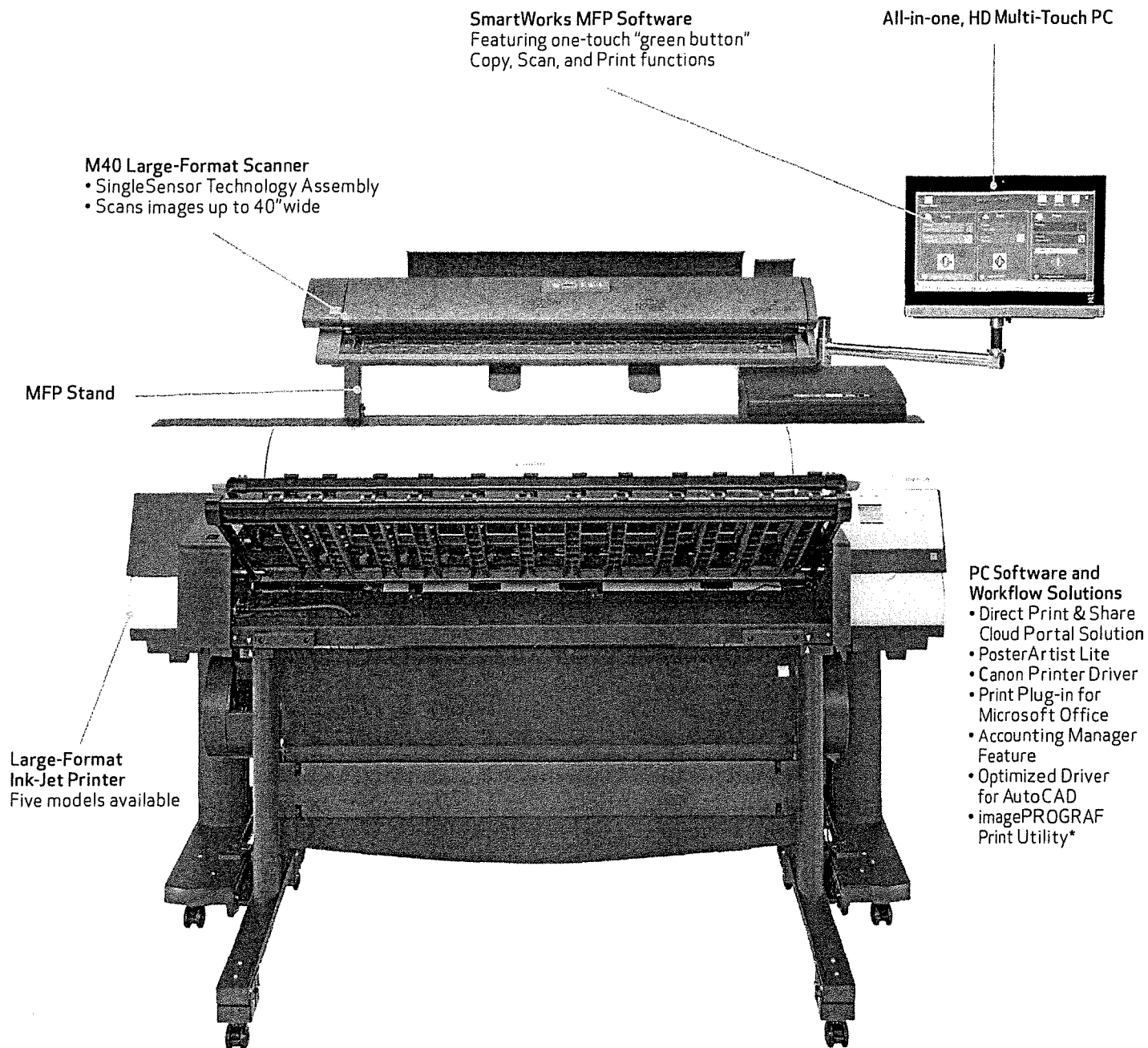
Experience the vast customization options that come with your iPF MFP M40 system. Designed to be a complete scan-to-print, file, and share cloud solution, the iPF MFP M40 system includes a select imagePROGRAF iPF large-format printer, M40 large-format scanner, MFP stand, All-in-one, HD Multi-Touch PC, and SmartWorks MFP software. This solution provides a fast and effective system for printing, copying, archiving, and distributing maps, drawings, renderings, site and facilities management plans, design and layout proofs, posters, and more.

The iPF785 MFP M40 and iPF780 MFP M40 are designed to fit seamlessly in any work environment. The user can mount the stand onto the printer for a true all-in-one solution or keep them separated for easy maneuverability. The iPF MFP M40 Swing Arm allows the user to position the HD Multi-Touch PC in a variety of positions for optimal functionality and comfort. Users can adjust the M40 Scanner so documents can be scanned straight through the back of the device or guided to the front for easy retrieval. Customization is truly brought to a whole new level with the iPF MFP M40 system.

- Fully operational all-in-one PC for vast customization and creativity
- Integrated stand for structural customization (iPF785 and iPF780 printers only)

MARKETS

The iPF MFP M40 system is designed with you in mind. Bring a fully operational work solution with you out in the field that can help enhance productivity when printing your technical documents. Choose the right printing solution to meet your workflow needs, whether you have a high-volume architecture firm or an enterprise environment. See how the MFP solution can help bring your business to the next level. This solution's capabilities help you produce high image quality at incredible speeds and make it a welcome addition for anyone looking to advance in AEC, GIS, and other technical industries.



iPF850 MFP M40 System shown

* Available at the App Store®.

WORKFLOW AND CREATIVE SOLUTIONS IN THE BOX

imagePROGRAF iPF MFP M40 systems include a variety of software programs to help you manage your printing process as well as expand your creative capabilities.

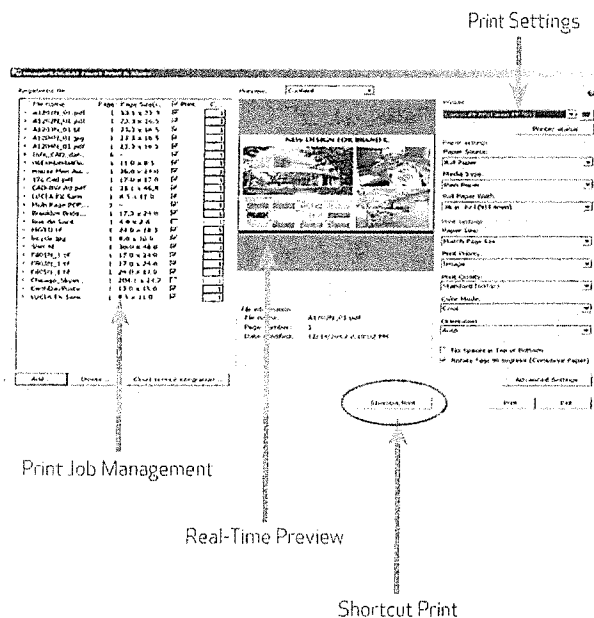
ENHANCED DIRECT PRINT & SHARE*

Users are given the ability to scan and upload documents to their own cloud storage space. Easily print PDFs, TIFFs, JPEGs, and HP-GL/2 files through the user-friendly interface.

Features

- "Shortcut Print" provides drag-and-drop printing capabilities
- HP-GL/2 file support
- WebDAV support for cloud storage
- Integration with software solutions such as SmartWorks MFP V4, AutoCAD, and PosterArtist

iPF Direct Print & Share



imagePROGRAF PRINT UTILITY**

This iOS app allows users to print PDF files directly from their iPad®.

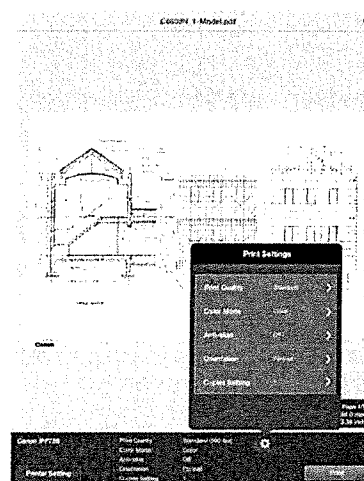
ALL THIS WITH EACH PRINTER

- PosterArtist Lite – Poster creation software
- Print Plug-in for Microsoft Office (PC only)
 - Print directly from Office applications
- Accounting Manager (PC only)
 - Track printing costs
- Remote User Interface
 - Check printer status remotely
- Optimized Driver for AutoCAD

OPTIONAL SMARTWORKS MFP PLUS

Users who purchase this optional software will have the ability to scan to PDF/A, multipage PDFs, and a variety of JPEG file formats. They can also perform RGB color corrections, and automatically crop borders on files using the preview mode and copy collated sets. With the option to add up to 18 user accounts, businesses can have individual logins for each employee and monitor user activity through scan logs.

imagePROGRAF Print Utility

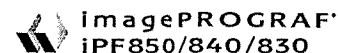


Available at the App Store®.

* Your server must be compatible with a WebDAV-enabled cloud account, including, but not limited to, Google, Carbonite, or Rackspace to take advantage of the cloud functionality. Storage capacity, and any pricing thereof, is based on the third-party cloud provider's current offering, at its sole discretion. Your cloud account is subject to the third-party cloud provider's terms and conditions. Neither Canon Inc. nor Canon U.S.A., Inc. represents or warrants any third-party product, service, or feature referenced hereunder.

** Available at the App Store®. Compatible with iPad® 2 or later, running iOS 6.1 or later. Data charges may apply. Printed output will be the same size as original file. Mobile device and large-format printer must utilize the same network. Printer must be connected to the same router that the mobile device is connected to via wireless capability. Wireless performance may vary based on terrain and distance between the printer and wireless network clients. In order to print from imagePROGRAF Print Utility, user must open his/her PDF file in another, supported iPad app. Then, the user would select "Open In" and choose the Print Utility app.

44" PRINTER SPECIFICATIONS



Output Width
44" Wide

Number of Ink Tanks
5

Color Set
Dye: Cyan, Magenta, Yellow, Black
Pigment: Matte Black

Ink Type
Dye/Pigment Reactive Ink

Ink Tank Capacity
330 ml and 700 ml

Maximum Print Resolution (dpi)
2400 x 1200

Total Number of Nozzles
15,360

Ink Droplet
Consistent 4 pl

Maximum Print Speed
(1200 x 1200 dpi on Plain Paper)
707 ft.²/hr.*

Print Speed: Best Quality Mode
(2400 x 1200 dpi on Photo Gloss Paper)
121 ft.²/hr.*

Software/Utilities/Applications

- Canon Printer Driver
- Direct Print & Share Cloud Portal Solution
- imagePRGGRAF Print Utility**
- Optimization Module for AutoCAD (PC only)
- Print Plug-in for Microsoft Office
- Remote User Interface
- Media Configuration Tool
- PosterArtist Lite
- PosterArtist (optional) (PC only)
- Third-Party RIPs (optional)

Special Features

- High-Capacity Stacker (iPF850 only)
- Two Media Rolls (iPF850/iPF840)
- Accounting Manager (PC only)
- Economy Color Mode
- Sub-Ink Tank System

Printer Dimensions (H x W x D)

iPF850: 45" x 75" x 52" (with stacker)
iPF840: 45" x 75" x 51" (with basket)
iPF830: 45" x 75" x 51" (with basket)

Printer Weight
iPF850: Approx. 470 lb.
iPF840: Approx. 417 lb.
iPF830: Approx. 380 lb.

Printer Memory
32 GB Dedicated File Processing Memory

Hard Drive
320 GB

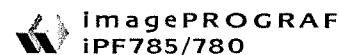
Connectivity
USB 2.0: 10/100/1000Base-T/TX

Operating System**
Windows®, Macintosh®

* CPU: Core2 Duo 2.13 GHz, RAM: 4 GB, OS: Windows 7 Pro, I/F: Hi-Speed USB, sqft/h (area printed per hour) does not include time required for data processing, data transfer, preprinting operations, and cutting. Measured by Canon Inc. The print speed may vary depending on the data volume and size, PC, application, software, media type, and interface.

** Please visit usa.canon.com/download for availability.

36" PRINTER SPECIFICATIONS



Output Width
36" Wide

Number of Ink Tanks
iPF785/780: 5

Color Set
Dye: Cyan, Magenta, Yellow, Black
Pigment: Matte Black

Ink Type
Dye/Pigment Reactive Ink

Ink Tank Capacity
130 ml* and 300 ml*

Maximum Print Resolution (dpi)
2400 x 1200

Total Number of Nozzles
15,360

Ink Droplet
Consistent 4 pl

Maximum Print Speed
(1200 x 1200 dpi on Plain Paper)
788 ft.²/hr.*

Print Speed: Best Quality Mode
(2400 x 1200 dpi on Photo Gloss Paper)
81 ft.²/hr.*

Software/Utilities/Applications

iPF785/780:

- Canon Printer Driver
- Direct Print & Share Cloud Portal Solution
- imagePROGRAF Print Utility**
- Optimization Module for AutoCAD (PC only)
- Print Plug-in for Microsoft Office
- Remote User Interface
- Media Configuration Tool
- PosterArtist Lite
- PosterArtist (optional) (PC only)
- Third-Party RIPs (optional)

Printer Dimensions (H x W x D)

iPF785/780:
41.8" x 51.3" x 34.5"
41.8" x 51.3" x 43.3" (when Basket is in the extended position for flatbed stacking)

Printer Weight
iPF785/780:
Approx. 141.3 lb.

Special Features
iPF785/780:

- Flat Stacker
- Interface Lock
- Accounting Manager (PC only)
- Sub-Ink Tank System
- Top-loading Roll Feed

Printer Memory
256 MB (32 GB iPF785 only)

Hard Drive
320 GB (iPF785 only)

Connectivity
USB 2.0: 10/100/1000Base-T/TX

Operating System**
Windows, Macintosh

▲ The starter ink tanks in the package with the printer are not the same capacity as the replacement ink tanks specified here.

■ iPF785/780 models only.

* CPU: Core2 Duo 2.13 GHz, RAM: 4 GB, OS: Windows 7 Pro, I/F: Hi-Speed USB, sqft/h (area printed per hour) does not include time required for data processing, data transfer, preprinting operations, and cutting. Measured by Canon Inc. The print speed may vary depending on the data volume and size, PC, application, software, media type, and interface.

** Available at the App Store®.

*** Please visit usa.canon.com/download for availability.

Scan Speed*

- 48-bit Full Color @ 200 dpi: 3" (per second)
- 8-bit Grayscale and Monochrome @ 200 dpi: 13" (per second)

Scan Modes

- 16.7-million Color RGB (24-bit)
- 256 color RGB Adaptive Indexed Color Palette (8-bit)
- 256-level Grayscale (8-bit)
- Black and White (1-bit)

Color Space

Normalized RGB

Resolution

- 9600 dpi (max. interpolated)
- 1200 dpi (optical)

Scan Accuracy**

+/- 0.1%; +/- 1 pixel

Maximum Image Width

40"

Maximum Media Width

42"

Maximum Scan Length

Up to 315" (590" TIFF files)

Maximum Media Thickness

0.079" (2 mm)

Media Feed System

Single large diameter precision ground drive roller; adaptive CIS media focus management and media guide mechanism; intuitive face-up, front-loading, and front/rear-exit media path with side justification; automatic media size detection with reliable optical media sensors

Digital Imaging Technology

Contact Image Sensor (CIS) Technology (SingleSensor Assembly)

- 5x close-spaced "deep focus" CIS (25,000 pixels)
- 48-bit RGB digital color image capture (50,400 pixels)
- 16-bit grayscale image capture
- Panchromatic monochrome and black and white
- Bi-directional extra long-life LED light system for optimum object illumination and instant-on scanning capability

Digital Image Processing

- 2D Intelligent Adaptive Thresholding (IAT) (1-bit mode)
- Fixed Threshold Black and White (1-bit mode)
- Dynamic Normalization Application (DNA) with 16-bit Super Sampling

User Status and One-Touch Operation

Center mounted LCD scanner control panel; walk-up operation and user selection of scanner mode with stop, forward, rewind, scan, and copy buttons; local language options, panel overlay, and Magnetic Media Guide

Included Software

- SmartWorks MFP Scan-to-file, Copy, Cloud with Real-time Image Viewer, Supports TIFF, JPEG, TIFF G4, and PDF

User Maintenance

Installable Plug-and-Play Scanner; Simple Cleaning

Scanner Interface Kit

Superspeed USB 3.0 (PC Connector Compatible with USB 2.0 and USB 3.0 sockets)

Operating Environments

10 - 35°C, 35-80% RH, Non-condensing

External Power Supply

100-250 VAC Autosensing +/- 10%, 50-60 Hz

Scanner Power Consumption

- 53 Wh (Scanning)
- 5 Wh (Stand-by)

Compliances

VCCCL, CB, CE, FCC, UL, RoHS, ENERGY STAR®

Stand and Scanner Dimensions

Height: Swing Arm: 57.5"
Straight Arm (max.): 66"
Width: Swing Arm (max.): 69.9"
Straight Arm: 53.6"
Depth: 31.5"

Stand and Scanner Weight

Approx. 120.4 lb.

What's In The Box

- M40 Scanner with Power Cord and USB 3.0 and USB 2.0 Cables (scanner to server)
- 2 Meter USB Cable (server to printer)
- iPF MFP M40 Stand
- iPF MFP M40 Stand Assembly Instructions
- SmartWorks MFP Software
- All-in-one, HD Multi-Touch PC
- Installation and Operation Manual
- Operator Manual on CD-ROM
- Document Return Guide
- Magnetic Paper Guide

* The scan rate is proportional across the full range of resolutions supported by the scanner. Actual scan times will depend on the host system performance. Quoted top speeds may be limited by the effective bandwidth of the USB 2 and is not guaranteed for all media types.

** The quoted scan accuracy may vary depending on the operating environment and the thickness of the media.

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The imagePROGRAF iPF MFP M40 systems contain multiple components, some of which are manufactured by third parties. To the extent that such third-party offerings come with limited warranties, such limited warranties are hereby passed to the purchaser, and Canon shall have no obligation or any liability with respect to such third-party offerings.

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CITY OF GROSSE POINTE WOODS MEMORANDUM

95

DATE: April 3, 2018
TO: Mayor and City Council
FROM: Lisa Hathaway, Acting City Administrator
SUBJECT: CDBG Demonstration Grant

RECEIVED
APR - 3 2018
CITY OF GROSSE PTE. WOODS

In PY 2017, the Department of Housing and Urban Development (HUD) and the Wayne County Community Development Block Grant Division withheld approximately 10% of the initial amounts allocated to each of the communities to be redirected for a Demonstration Grant. This was done to allow any interested Wayne County communities to make application to receive additional funding that could be used on projects that met certain qualifiers. Collectively, Services for Older Citizens, the five Grosse Pointe Communities and Harper Woods made application and were awarded the Demonstration Grant in an amount of \$300,000.

The funds provided by the grant will be utilized for the following qualifying projects:

2017 Proposed Demonstration Grant Budget

1. Housing Rehabilitation, a Demonstration Project for Harper Woods and the five Grosse Pointe Communities (Income Eligible Residents)	\$160,000
2. Senior Center (SOC) Improvements (Generator and Elevator Pit Repair)	\$130,000
3. ADA Park Improvements (Handicap Play Area on Parcels School Grounds)	\$ 10,000
Total	<u>\$ 300,000</u>

Prerogative of the City Council to enter into a joint administration for the 2017 CDBG Demonstration Grant and authorize the Mayor to sign the 2017 Subrecipient Agreement between the Charter of Wayne and the cities of Harper Woods, Grosse Pointe Shores, Grosse Pointe Woods, Grosse Pointe Farms, Grosse Pointe Park, and Grosse Pointe.

SUBRECIPIENT AGREEMENT FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
BETWEEN THE
CHARTER COUNTY OF WAYNE
AND
THE CITIES OF
HARPER WOODS
GROSSE POINTE SHORES
GROSSE POINTE WOODS
GROSSE POINTE FARMS
GROSSE POINTE PARK
GROSSE POINTE

Term July 1, 2017 through June 30, 2022

Catalog of Federal Domestic Assistance (CFDA)
14.218 Community Development Block Grants/Entitlement Grants

THIS SUBRECIPIENT AGREEMENT (“the “Agreement”) is made and approved as of this 1ST day of July, 2017, by and between the Charter County of Wayne, acting through Wayne County Community Development Division of the Economic Development Growth Engine, whose address is the Wayne County Building, 500 Griswold, Detroit, Michigan 48226 (hereinafter referred to as the “Recipient or County”) and the following Michigan municipalities:

1. **City of Harper Woods, whose address is 19617 Harper Ave. Harper Woods, MI 48225**
2. **City of Grosse Pointe Woods, whose address is 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236**
3. **City of Grosse Pointe, Whose address is 17147 Maumee, Grosse Pointe. MI 48230**
4. **City of Grosse Pointe Farms, whose address is 90 Kerby Road, Grosse Pointe Farms MI 48236**
5. **City of Grosse Pointe Park, whose address is 15115 E. Jefferson, Grosse Pointe Farms 48230**
6. **City of Grosse Pointe Shores, whose address is 795 Lake Shores Road, Grosse Pointe Shores 48236**

(each a “Subrecipients”, collectively the “Subrecipients”).

Mutual Understandings

- A. Wayne County has entered into an agreement with the U.S. Department of Housing and Urban Development (“HUD”) to be the recipient of Community Development Block Grant (“CDBG”) Funds as an “Urban County” pursuant to the Housing and Community Development Act of 1974, as amended (the “Act”), Wayne County will receive these Funds to effect the purposes of its CDBG Program, pursuant to which it will make grants to eligible subrecipients to engage in community development activities.
- B. The Subrecipients have applied to the Recipient for a grant pursuant to the CDBG Program in the amount of up to **Three Hundred Thousand Dollars (\$300,000.00)** to provide financing for specific activities outlined in an application submitted to the Recipient for the HUD Program Year 2017 starting July 1, 2017 (“Program Year”).
- C. The Subrecipients may apply to the Recipient for additional grant Funds pursuant to the CDBG Program that are approved by the Wayne County Community Development Division for specific CDBG-eligible activities as Funds are available.
- D. The Subrecipients and the Recipient (“Parties”) by entering into this Agreement are bound in accordance with 24 CFR Part 570.503,
- E. The Work to be performed under this Agreement must be completed within the July 1 of the respective HUD Program Year unless otherwise extended through the Recipient's administrative review process.

- F. The Parties are entering into this Agreement to memorialize the terms and conditions under which the grant will be made and administered.
- G. The exhibits attached to this Agreement are hereby incorporated in and made a part of this Agreement.

Section 1

Definitions

In addition to the words and terms elsewhere defined in this Agreement and the exhibits hereto, the following words and terms as used in this Agreement shall have the following meanings for the purposes of this Agreement unless the context or use indicates another or different meaning or intent. Furthermore, any definition that conflicts with a definition as provided for in any laws, rules, and regulations applicable to Community Development Block Grants and a specific context shall supersede the definition or portion of the definition that conflicts below:

- 1.01 **“Agreement”** means this document in its final form, including all exhibits, as executed by the County and Subrecipients.
- 1.02 **“CDBG”** means Community Development Block Grant pursuant to the Housing and Community Development Act of 1974, as amended.
- 1.03. **“CDBG Funds”** means Community Development Block Grant Funds made available to the County pursuant to the Housing and Community Development Act of 1974, as amended for the purpose of dispensing these Funds for eligible CDBG Activities under this Agreement. The CDBG Funds contemplated for this Agreement are **\$300,000.00 (Three Hundred Thousand Dollars)**.
- 1.04. **“City”** means the following:
 - (i) Any unit of general local government located in Wayne County that is classified as a municipality by the United States Bureau of the Census, or
 - (ii) Any other unit of general local government located in Wayne County that is a town or township.
- 1.05. **“Closing or Closing Date”** shall mean the date and time, which shall be mutually agreed upon by the Subrecipients and the County, at which the Subrecipients shall execute this Agreement and any other documents deemed necessary by the County in connection with this transaction and Project.

- 1.06. **"Contractor"** shall mean an entity or person paid with CDBG Funds in return for a specific service (e.g., construction, program management). Contractors must be selected through a competitive procurement process by the Subrecipients unless otherwise noted in this Agreement.
- 1.07. **"Counsel"** shall mean a person admitted to practice law in the State of Michigan and who may be the legal advisor for the County or the Subrecipients.
- 1.08. **"LMA"** shall mean low and moderate income area benefiting all residents of a primarily residential area in which at least 51% of the residents have incomes at or below 80% of area income.
- 1.09. **"LMI"** shall mean low and moderate income.
- 1.10. **"LMH"** shall mean low and moderate housing activities that will be occupied by a household whose income is at or below 80% of area median income.
- 1.11. **"LMC"** shall mean low and moderate limited clientele activities whose income is at or below 80% of area median income.
- 1.12. **"LMJ"** shall mean low and moderate job creation and retention LMI benefit national objective addresses activities designed to create or retain permanent jobs, at least 51 percent of which will be made available to or held by LMI persons.
- 1.13. **"Program Income"** means revenue (i.e., gross income) received by a state, unit of general local government, or Subrecipients that is directly generated from the use of CDBG Funds.
- 1.14. **"Program Manager"** means the Wayne County staff person currently managing the Wayne County CDBG program.
- 1.15. **"Recipient"** or **"County"** shall mean the County of Wayne, Michigan.
- 1.16. **"Records"** shall mean all records, data, notes, reports, discs, and documents in whatever format related to this Agreement and the Work under this Agreement and as further defined in Section 5 of this Agreement.
- 1.17. **"Regulations"** shall mean the regulations relating to the CDBG Program promulgated by HUD.

- 1.18. **“Rehabilitation”** shall mean any rehabilitation of residential property to the extent necessary to comply with applicable laws, codes, and other requirements relating to housing safety, quality and habitability, in order to sell, or redevelop such homes and properties. Rehabilitation may include improvements to increase the energy efficiency or conservation of such homes and properties or provide a renewable energy source for such homes and properties.
- 1.19. **“Subrecipients”** shall mean the following Michigan units of local government or that the County has awarded CDBG Funds to perform eligible activities under the CDBG Program:
1. City of HARPER WOODS
 2. City of GROSSE POINTE SHORES
 3. City of GROSSE POINTE FARMS
 4. City of GROSSE POINTE PARK
 5. City of GROSSE POINTE WOODS
 6. City of GROSSE POINTE

Section 2

Statement of Purpose and Eligible Activities of the Housing and Community Development Act

2.01 CDBG Objective

The primary objective of Title I of the Housing and Community Development Act of 1974, as amended, and of the community development program of each grantee, is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. By executing this Agreement the Subrecipients agree with the Recipient to provide housing and community development activities in accordance with the objectives of the Act.

2.02 Compliance With CDBG Eligible Activity Requirements

The Subrecipients will be responsible for administering the CDBG Program in a manner satisfactory to the County and consistent with any standards as a condition of providing these Funds. The following is a list of eligible activities for CDBG but any eligible activity

under CDBG Rules and Regulations that is not listed below may be allowed under this Agreement:

(a) Acquisition. Acquisition in whole or in part by the Subrecipients, by purchase, long-term lease, donation, or otherwise, of real property (including air rights, water rights, rights-of-way, easements, and other interests therein) for any public purpose, subject to the limitations of 24 CFR 570.207;

(b) Disposition. Disposition, through sale, lease, donation, or otherwise, of any real property acquired with CDBG funds or its retention for public purposes, including reasonable costs of temporarily managing such property or property acquired under urban renewal, provided that the proceeds from any such disposition shall be program income subject to the requirements set forth in 24 CFR 570.504;

(c) Public facilities and improvements. Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, except as provided in §570.207(a), carried out by the Subrecipients. (However, activities under this paragraph may be directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements, including those provided for in § 570.207(a)(1).) In undertaking such activities, design features and improvements which promote energy efficiency may be included. Such activities may also include the execution of architectural design features, and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and fountains, and other works of art. Facilities designed for use in providing shelter for persons having special needs are considered public facilities and not subject to the prohibition of new housing construction described in § 570.207(b)(3). Such facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for

run-away children, drug offenders or parolees; group homes for mentally retarded persons and temporary housing for disaster victims. Public facilities and improvements eligible for assistance under this paragraph are subject to the policies in § 570.200(b);

(d) Clearance and remediation activities. Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites and remediation of known or suspected environmental contamination. Demolition of HUD-assisted or HUD-owned housing units may be undertaken only with the prior approval of HUD. Remediation may include project-specific environmental assessment costs not otherwise eligible under § 570.205;

(e) Public services. Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under § 570.207(b)(4)), homebuyer down payment assistance, or recreational needs. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State in which it is located) in the 12 calendar months before the submission of the action plan;

(f) Interim assistance.

(1) The following activities may be undertaken on an interim basis in areas exhibiting objectively determinable signs of physical deterioration where the Subrecipients have determined that immediate action is necessary to arrest the deterioration and that permanent improvements will be carried out as soon as practicable:

- (i) Repairs to streets, sidewalks, parks, playgrounds, publicly owned utilities, and public buildings; and
 - (ii) The implementation on a short term basis of special garbage, trash, and debris removal, including neighborhood cleanup campaigns, but not the regular curbside collection of garbage or trash in an area.
- (2) In order to alleviate emergency conditions threatening the public health and safety in areas where the chief elected official of the Subrecipients determines that such an emergency condition exists and requires immediate resolution, CDBG funds may be used for:
- (i) The activities specified in paragraph (f)(1) of this section, except for the repair of parks and playgrounds;
 - (ii) The clearance of streets, including snow removal and similar activities, and the improvement of private properties.
- (3) All activities authorized under paragraph (f)(2) of this section are limited to the extent necessary to alleviate emergency conditions;

(g) Payment of non-Federal share. Payment of the non-Federal share required in connection with a Federal grant-in-aid program undertaken as part of CDBG activities, provided, that such payment shall be limited to activities otherwise eligible and in compliance with applicable requirements under this subpart.

(h) Urban renewal completion. Payment of the cost of completing an urban renewal project funded under title I of the Housing Act of 1949 as amended. Further information regarding the eligibility of such costs is set forth in § 570.801.

(i) Relocation. Relocation payments and other assistance for permanently and temporarily relocated individuals families, businesses, nonprofit organizations, and farm operations where the assistance is (1) required under the provisions of § 570.606 (b) or (c); or (2) determined by the grantee to be appropriate under the provisions of § 570.606(d).

(j) Loss of rental income. Payments to housing owners for losses of rental income incurred in holding, for temporary periods, housing units to be used for the relocation of individuals and families displaced by program activities assisted under this part.

(k) Housing services. Housing services, as provided in section 105(a)(21) of the Act (42 U.S.C. 5305(a)(21)).

(l) Privately owned utilities. CDBG funds may be used to acquire, construct, reconstruct, rehabilitate, or install the distribution lines and facilities of privately owned utilities, including the placing underground of new or existing distribution facilities and lines.

(m) Construction of housing. CDBG funds may be used for the construction of housing assisted under section 17 of the United States Housing Act of 1937.

(n) Homeownership assistance. CDBG funds may be used to provide direct homeownership assistance to low- or moderate-income households in accordance with section 105(a) of the Act.

(o) Special Economic Development. The provision of assistance either through the Subrecipients directly or through public and private organizations, agencies, and other Subrecipients (including nonprofit and for-profit Subrecipients) to facilitate economic development by:

1. Providing credit, including, but not limited to, grants, loans, loan guarantees, and other forms of financial support, for the establishment, stabilization, and expansion of microenterprises;

2. Providing technical assistance, advice, and business support services to owners of microenterprises and persons developing microenterprises; and

3. Providing general support, including, but not limited to, peer support programs,

4. Counseling, child care, transportation, and other similar services, to owners of microenterprises and persons developing microenterprises.

5. Assistance under this paragraph (o) may also include training, technical assistance, or other support services to increase the capacity of the Subrecipients or Subrecipients to carry out the activities under this paragraph (o).

(p) Technical assistance. Provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities. (The Subrecipients must determine, prior to the provision of the assistance, that the activity for which it is attempting to build capacity would be eligible for assistance under this subpart C, and that the national objective claimed by the grantee for this assistance can reasonably be expected to be met once the entity has received the technical assistance and undertakes the activity.) Capacity building for private or public entities (including grantees) for other purposes may be eligible under § 570.205.

(q) Assistance to institutions of higher education. Provision of assistance by the Subrecipients to institutions of higher education when the grantee determines that such an institution has demonstrated a capacity to carry out eligible activities under CDBG guidelines.

2.03 National Objectives.

Each eligible activity funded with CDBG Funds must meet one of the three national objectives:

1. Benefits low and moderate income persons

a. (LMA) Area Benefit -- activity provides benefit to area where at least 51% of residents receive low- to moderate-incomes:

- 1) Area is primarily residential and activity meets LMI needs.
- 2) Income levels are documented by Census or an approved substitute.
- 3) Exceptions apply under special circumstances.

b. (LMC) Limited Clientele -- activity benefits a limited number of persons who are at least 51% (LMI) Low and Moderate Income:

- 1) Persons are presumed to be LMI (abused children, elderly, homeless).
- 2) Assistance is for LMI persons owning or developing microenterprises.
- 3) Activity is a job training or placement activity. (Conditions do apply.)

c. (LMH) Housing -- activity provides or improves residential structures to be occupied by LMI persons:

- 1) At least 51% of units must be occupied by LMI.
- 2) Exceptions to the 51% rule are possible under limited circumstances.

d. (LMJ) Jobs -- activity creates or retains jobs:

- 1) At least 51% of the jobs must be held by or available to LMI persons.

2. Aids in the prevention or elimination of slums or blight

- 1) Area must have a substantial number of deteriorated buildings.
- 2) Activity must address one or more conditions contributing to deterioration.
- 3) Spot Basis -- activity eliminates specific condition of blight in particular instance.

3. Meets a need having a particular urgency (referred to as urgent need).

- 1) Conditions are a serious and immediate threat to health and welfare and are of recent origin
- 2) It cannot fund activity on its own as other sources of money are unavailable.

Section 3

Statement of Work/Budget, Payment Guidelines, and Due Diligence Requirements

3.01 Description of Work and Deadlines

The work to be performed for the eligible CDBG activities under this Agreement is set forth in the attached Appendix A (“Work”) and shall, at the election of Recipient, also conform to any submittals (i.e. RFPs or applications) by Subrecipients to Recipient in the process of receiving the CDBG Funds. Any Work shall be completed on or before eighteen (18) months from July 1 of the respective HUD Program Year unless otherwise extended through Recipient’s approved modification process. The Subrecipients agree that this deadline may be unilaterally shortened by the Recipient, at the Recipient's sole discretion, if a more expeditious schedule is required for the Recipient to comply with any HUD regulations, including, but not limited to, 24 CFR 570.902.

3.02 CDBG Activity Description

The description of each CDBG activity shall be in sufficient detail as to provide a sound basis for the Recipient to effectively monitor performance under this Agreement. Such description will, at minimum, allow for a clear understanding of the need and benefit of the activity and the proposed eligible activity and National Objective. Recipient may ask for a written clarification of the work and CDBG activity at any time during this Agreement before making a payment under this Agreement. If such clarification does not reasonably indicate compliance with CDBG standards, Recipient will not be required to release any payment until a sufficient clarification is provided. The Subrecipients shall submit to the Recipient a budget covering the costs for the CDBG eligible activities.

3.03 Transfer or Reallocation

During the term of this Agreement, Subrecipients may transfer or reallocate the budget covering costs between different eligible activities that were originally set up in the application. However, if an activity was not set up in the original application, then Subrecipients must follow the rules for public hearings to add such new activity. All transfers of eligible activities are limited to transfer within the CDBG Program only and with consent from the County.

3.04 Payment Restrictions

It is expressly agreed and understood that the total amount to be paid by the Recipient under this Agreement shall not exceed the CDBG Funds amount **actually awarded and received by Recipient** for this Agreement as specifically noted in Section 1 (Definitions) of this Agreement. It is also expressly agreed and understood that all amounts allocated hereunder to the Subrecipients by the Recipient shall be on a reimbursement basis for monies already spent by the Subrecipients on approved (or pre-approved in writing if required by 2 CFR 200.407) eligible activities for projects meeting National Objectives. Subrecipients shall have no claim for detrimental reliance or otherwise for expenses they incur for ineligible activities or projects not meeting National Objectives as interpreted by HUD or for claims for funds that have not been actually awarded to Recipient. All requests for payment reimbursements shall be submitted on a monthly basis with all the required documentations and certifications of the Subrecipients's financial management system in accordance with the standards specified in OMB Circular A-85. All incomplete payment requests will not be processed and will be returned to the Subrecipients to complete.

3.05 Payment Disputes

In the event that there is a disagreement over the eligibility of a payment by Recipient to Subrecipients of CDBG Funds under this Agreement, Recipient will not be required to make any such payment until a clear written ruling by HUD has been obtained. If the payment has already been made and the funds are still in the possession of Subrecipients or their agents, the funds will be returned to Recipient immediately until a written ruling by HUD has been obtained. Recipient may waive this requirement in writing or require another reasonable alternative such as escrow if it deems it in the best interest of the Recipient. In any event, Subrecipients must repay Recipient for any payment made by Recipient to Subrecipient subsequently disallowed by HUD. Such repayment will be with interest and administrative fees if HUD has demanded repayment and Recipient has already paid HUD.

3.06 Timely Execution of Agreement Required

The CDBG Funds are subject to strict timelines for eligible expenditure or they are subject to recapture. Accordingly, strict adherence to deadlines is required to avoid such recapture and penalties. Subrecipients must return properly authorized and executed copies of this Agreement, with any accompanying resolutions required for proper authorization, within 30 days of receipt of the Agreement. Recipient will have the right to re-assign the CDBG Funds allocated to Subrecipients if Subrecipients do not comply with the provisions of this sub-section and Subrecipients will have no claim against Recipient.

3.07 Due Diligence Requirements

Recipient may require Subrecipients to provide certain documents and documentation to ensure that the work is in compliance with CDBG Requirements and this Agreement. Subrecipients must provide such documentation in a reasonable and timely manner. Recipient may condition any payment under this Agreement on the provision of such documentation. All such requests will be made in writing by the Subrecipients.

Section 4

Contractors

4.01 Using Contractors

Subrecipients may only use a contractor for work performed with CDBG Funds in compliance with all applicable laws, rules, and regulations governing contractors for CDBG projects. Any request for reimbursement for a non-conforming use of contractors will be denied and may also require recoupment by Subrecipients of any compensation of the contractor in violation of any laws, rules, or regulations.

4.02 Contractor Procurement

Contractors must be procured competitively according to Federal Office of Management and Budget (OMB) rules, 24 CFR 85.36, and 2 CFR 200.320. If the Subrecipients are acquiring goods and services, such as professional consulting, environmental review or

planning, totaling no more than **\$100,000** then small purchase procurement (24 CFR 85.36(d)(1) and 84.44(e)(2)) can be used which allows Subrecipients to obtain quotes from potential vendors with a detailed description of the goods or services needed without publishing a formal request for proposals or invitation for bids. This method cannot be used if the amount of contract exceeds \$100,000 in value. In general, the small purchases procedures also should not be used to acquire construction Contractors. It is recommended that these acquisitions occur under the sealed bid approach.

4.03 Agreements with Contractors

Subrecipients must enter into written agreements with Contractors.

In order to meet HUD and County CDBG Program requirements, agreements with Contractors must address the following:

1. Scope of services to be provided, consistent with this Agreement.
2. Identification of intended beneficiaries, if applicable.
3. Schedule for work completion.
4. Budget and payment schedule.
5. Provisions for termination for nonperformance or poor performance.
6. Other provisions required regarding:
 - a. Equal opportunity
 - b. Nondiscrimination
 - c. Labor standards
 - d. Anti-lobbying
 - e. Conflict of interest
7. Provisions for maintenance of workers' compensation insurance.
8. Provisions for maintenance of unemployment, disability and liability insurance as required.
9. Provisions for records retention (min. 4 yrs. from submittal of final expenditure report or conclusion of any audit or litigation).
10. Provision permitting monitoring/auditing by County and Subrecipients.

11. Provision requiring Contractor to abide by the covenants of this Agreement.

12. Provisions requiring appropriate bonds where required or reasonable.

4.04 Limitation on Term of Contractor Agreements

In compliance with federal procurement rules, the term of and agreements between Subrecipients and Contractors may not exceed three years.

Section 5

Records and Reports

5.01 Records Requirements

The Subrecipients shall comply with 24 CFR Part 570.506 and maintain full and complete books, ledgers, journals, accounts, or records wherein are kept all entries reflecting its operation pursuant to this Agreement. The records shall be kept in accordance with generally accepted accounting principles and practices and according to the provisions of the 2 CFR 200 and the provisions of 24 CFR Part 85, as modified by 24 CFR 570.502(a). The Subrecipients shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- A. Records providing a full description of each activity undertaken;
- B. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- C. Records required to determine the eligibility of activities;
- D. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- E. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- F. Financial records as required by 24 CFR 570.502, and 24 CFR 84.21–28; and
- G. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

5.02 Retention of Records

The Subrecipients shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the Recipient's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

5.03 Recipient Right to Examine and Audit

The Recipient, including the Legislative Auditor General, shall have the right to examine and audit all books, records, documents and other supporting data of the Subrecipients, or any consultants or agents rendering services under this Agreement, whether directly or indirectly, which will permit adequate evaluation of the services, the cost, or pricing data submitted by the Subrecipients. The Subrecipients shall include a similar covenant allowing for Recipient audit in any contract it has with a Contractor, consultant or agent whose services will be charged directly or indirectly to the Recipient. This right to audit shall include, but shall not be limited to, the Recipient's right to request, and to be supplied in a timely manner, copies of any and all such books, documents, records and other supporting data. The Recipient may delay payment to the Subrecipients pending the receipt of such records and the results of any related audit without penalty or interest.

5.04 Activity Description Records

The records shall contain a full description of each activity assisted or being assisted with CDBG Funds. This description shall include its location and the amount of CDBG Funds budgeted and expended for the activity; and whether (i) the activity assists persons who qualify as Low-to-Moderate-Income persons; (ii) will aid in the prevention or elimination of blight or slums; (iii) or is designed to alleviate conditions which pose a serious and immediate threat to the health or welfare of the community.

5.05 Program Related Reports

The Subrecipients shall prepare in a timely manner and submit, to the Recipient, all program-related reports required by the Wayne County CDBG Manual. These reports include, but are not limited to, a year-end report and the Program Income report described in Section 6 below.

Section 6

Program Income

6.01 Treatment of Program Income

Program Income (as defined at 24 CFR 570.500(a) and as further clarified in 2 CFR 200.80 if applicable) generated by activities carried out with CDBG Funds made available under this Agreement may be retained by the Subrecipients upon written permission of Recipient via its authorized director of CDBG Programs if the income is treated as additional CDBG Funds subject to all applicable requirements governing the use of CDBG Funds, the Recipient's Procedures for Reporting Program Income and Direct Benefit Activities. The Recipient's Procedures for Reporting Program Income and Direct Benefit Activities are subject to change with reasonable notice to the Subrecipients. The use of Program Income by the Subrecipients shall comply with the requirements set forth at 24 CFR 570.504. Subrecipients may only use such Program Income during the Agreement period and only for activities permitted under this Agreement and shall reduce requests for additional CDBG Funds by the amount of any such Program Income balance on hand.

6.02 Interest Bearing Account Requirement

Program Income in the form of repayments to, or interest earned on, a revolving fund shall be deposited into an interest-bearing account and any interest earned by such funds accumulating in this account must be remitted annually, at the end of each program year, to the Recipient.

6.03 Remittance Guidelines

Program Income cash balances or investments thereof in excess of one-twelfth of the CDBG Funds amount under this Agreement, except for those needed immediately, those in revolving loan Funds, those resulting from lump-sum draw-downs authorized under 24 CFR Part 570.513, and those invested or held as additional security for a Section 108 loan guarantee, must be remitted to the Recipient annually, at the end of each program year. The amount to be remitted will be calculated based on the total Program Income balances (with the exceptions noted above) held by the Subrecipients and all of its subrecipients as of the last day of the Recipient's Program Year.

Section 7

Use of Real Property

7.01 Use Restrictions

Without properly authorized permission from Recipient, the Subrecipients may not change the use of any real property acquired or improved with CDBG Funds in excess of \$25,000 from the use for which the acquisition or improvement was made. Permission for an exception to this rule from Recipient will not be given unless the Subrecipients provide affected citizens with reasonable notice of any proposed change and the new use meets one of the objectives of the program earlier set forth and authorized under this Agreement. If such new use does not qualify under those objectives, the new use may be permitted, provided that the CDBG fund is reimbursed for the current fair market value of the property, less any portion of the value attributable to expenditure of non-CDBG Funds.

7.02 Security Requirement

In the event that the Subrecipients intend to perform an activity that involves real property, Wayne County may require a mortgage, note, or other instrument to secure the National Objective.

7.03 Requirement of Notice and Permission for Sale of Property

Subrecipients may not sell any property acquired with CDBG Funds without providing adequate advance written notice to Recipient and obtaining duly authorized written permission from Recipient for such a sale.

Section 8

Compliance with Federal Laws, Rules, and Regulations

8.01 General Compliance With Law and Specifically Federal Law

Subrecipients shall comply with all Regulations including 24 CFR Part 570.502 and the Uniform Administrative Requirements and shall carry out each activity in compliance with all Federal, State and local laws, rules, and regulations, including but not limited to the following:

- A. Subrecipients will affirmatively further fair housing and shall comply with the letter and spirit of Title VIII of the Civil Rights Act of 1968, as amended.
- B. Subrecipients shall insure that all contracts involving the employment of laborers and mechanics comply with the provisions of the Davis Bacon Act, the Contract Work Hours and Safety Standards Act, the Copeland Anti-Kickback Act, and the Fair Labor Standards Act.
- C. Subrecipients shall comply with the National Environmental Policy Act of 1969, and its associated regulations and Executive Orders.
- D. Subrecipients shall provide reasonable relocation assistance to any persons displaced as a result of any Work performed under this Agreement. All assistance must meet the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.
- E. Subrecipients will comply with the Single Audit Act of 1984 and 2 CFR 200.
- F. Subrecipients will insure that no CDBG Funds will be expended for acquisition or construction purposes in an area that has been designated as having special flood

hazards, unless the community in which the area is situated is participating in a National Flood Insurance Program.

- G. Subrecipients shall not discriminate in the sale, leasing, financing, or the provision of brokerage services for housing, because of race, color, religion, sex, national origin or disability.
- H. Subrecipients shall not exclude any person from participation in the program on the basis of race, color, national origin, sex, age, or disability.
- I. Subrecipients shall not discriminate against any person on the basis of race, color, religion, sex, national origin or disability in all phases of construction during the performance of any federally-assisted construction contracts.
- J. Subrecipients agree that no lead paint shall be used in any residential structure constructed or rehabilitated with CDBG Funds.
- K. Subrecipients agree to all terms of Executive Order 12549 regarding suspension or debarment outlined through 24 CFR Part 570.609 and 24 CFR Part 24 and agrees to execute the Certification Regarding Debarment and Suspension in Appendix D. In addition, the Subrecipients agree to require all contractors and subcontractors under this Agreement to execute the Certification Regarding Debarment and Suspension in Appendix D
- L. The Subrecipients agree to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. [The Recipient may preempt the optional policies.] The Subrecipients shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition or

conversion for a CDBG-assisted project. The Subrecipients also agrees to comply with applicable Recipient ordinances, resolutions and policies concerning the displacement of persons from their residences.

- M. Subrecipients must comply with the requirements of 2 CFR Part 200 (OMB-87) and any of its provisions or requirements that override any other regulation or circular listed in this Agreement will supersede the requirements of those restrictions in this Agreement.
- N. In compliance with 2 CFR, Section 200.338 Subrecipients must make proper disclosures of all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award under this Agreement.
- O. Subrecipients are subject to other applicable regulations governing the use of the CDBG Funds, whether set forth herein or not, and any amendments or policy revisions thereto which may become effective during the term of this Agreement.

8.02 Compliance With State and Local Law

Subrecipients are deemed to be aware of all applicable State and Local laws, rules and regulations and must comply with all such laws, rules, and regulations. The laws, rules, and regulations include, but are not limited to:

- A. Wayne County Ethics Ordinance
- B. Wayne County Contracting Requirements
- C. Wayne County Legislative Auditor General audit requirements.
- D. For any property funded by CDBG, state and local regulations governing construction, rehabilitation, and rental of that property.
- E. All state and local permitting requirements.
- F. All state and local laws regarding participation and inclusion of minority and women owned businesses or individuals.
- G. All state and local laws prohibiting business with certain entities.
- H. All applicable state and local environmental laws, rules, and regulations.

- I. All applicable state and local human and civil rights laws.

Section 9

Suspension and Termination

9.01 Termination For No Cause

The County may terminate this Agreement without cause at any time in accordance with 24 CFR Part 85.43 and 24 CFR Part 85.44, without incurring any further liability, other than as stated in this Article by giving written notice to the Subrecipients of the termination. The notice must specify the effective date, at least 30 days prior to the effective date of the termination, and this Agreement will terminate as if the date were the date originally given for the expiration of this Agreement. If the Agreement is terminated, the County will pay the Subrecipients for the eligible and authorized services rendered prior to notice of termination, as soon as can be authorized. The County will compute the amount of the payment on the basis of the services rendered, and other means which, in the judgment of the County represents a fair value of the services provided, less the amount of any previous payments made. The final payment constitutes full payment. If the Subrecipients accepts the payment, the Agreement is satisfied.

9.02 Termination for Material Breach

The County may terminate this Agreement because the Subrecipients have failed to materially comply with any term of this Agreement or any award or grant it receives. The grant or award may be suspended or terminated according to the specifications or within the time limit provided in this Agreement. The County may procure, upon such terms and in such manner as the County may deem appropriate, services similar to those terminated, and the Subrecipients shall be liable to the County for any costs to obtain and transition similar services, provided the Subrecipients shall continue the performance of this Agreement to the extent not terminated under the provisions of this Article. In addition to any legal remedies otherwise available to the County by law or equity, the Subrecipients shall be responsible for all additional costs, charges, and damages incurred by the County in connection with the completion of the Agreement. Such expenses shall

be deducted from any monies due or which may become due to the Subrecipients under the Agreement. If such expense exceeds the sum which would have been payable under the Agreement, then the Subrecipients shall pay, on demand, such excess amount to the County. Should a deficiency exist, the County may, to the extent allowed by law, offset such a deficiency against any compensation or reimbursement due or allocated by County or any of its component units to the Subrecipients in any context. . All excess re-procurement costs and damages shall not be considered by the parties to be consequential, indirect or incidental, and shall not be excluded by any other terms otherwise included in the Agreement.

9.03 Subrecipients's Duties After Termination

After receipt of a Notice of Termination and except as otherwise directed by the County, the Subrecipients must:

- A. Stop work under the Agreement on the date and to the extent specified in the Notice of Termination.
- B. Obligate no additional CDBG Funds for payroll costs and other costs beyond the date as the County specifies.
- C. No later than the date the termination is effective but sooner if County requests, present all Agreement records and submit to the County all Records as the County specifies, all pertinent keys to files, and carry out such directives as the County may issue concerning the safeguarding or disposition of files and property.
- D. Submit within 30 days a final report of receipts and expenditures of CDBG Funds relating to this Agreement.
- E. Place no further orders on contracts or subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the Work under this Agreement as is not terminated;
- F. Terminate all orders and subcontracts to the extent that they relate to the portion of Work so terminated;

- G. Submit within 30 days a listing of all creditors, Contractors, lessors, and other parties with which the Subrecipients have incurred financial obligations pursuant to the Agreement.
- H. Secure any Work to prevent any damage or waste.

9.04 Records Upon Termination

Upon termination of this Agreement, all Records prepared by the Subrecipients under this Agreement or in anticipation of this Agreement shall, at the option of the County, become County's exclusive property, whether or not in the possession of the Subrecipients. The Records are free from any claim or retention of rights on the part of the Subrecipients except as specifically provided. The Subrecipients must return all properties of the County to County.

9.05 Failure to Deliver Records

Any intentional failure or delay by the Subrecipients to deliver the Records to the County will cause irreparable injury to the County not adequately compensable in damages and for which the County has no adequate remedy at law. The Subrecipients will pay the County \$100.00 per day as damages, and not as a penalty, until it delivers the Records to the County. The County may seek and obtain injunctive relief in a court of competent jurisdiction and compel delivery of the Records which the Subrecipients consents to as well as all applicable damages and costs. The County has unrestricted use of the Records for the purpose of completing the services.

9.06 Access to Records Upon Termination

Access to Records prior to delivery must be restricted to authorized representatives of the County and the Subrecipients. The Subrecipients have no right to disclose or use any information gathered in the course of its work without obtaining the written concurrence of the County. All the information must be confidential and handled in such a manner at all times as to preserve confidentiality. The Records as well as any related products and materials are proprietary to the County, having been developed for the County for its own and sole use.

9.07 Assistance to Terminate

In addition, each party will assist the other party in the orderly termination of this Agreement and the transfer of all aspects, tangible or intangible, as may be necessary for the orderly, non-disrupted business continuance of each party.

Section 10
Reversion of Assets

10.01 Return of Unspent CDBG Funds

Upon expiration of this Agreement, Subrecipients shall transfer to the Recipient any CDBG Funds on hand and any accounts receivable attributable to the use of CDBG Funds at the time of expiration.

10.02 Unused Equipment

In all cases in which equipment acquired, in whole or in part, with CDBG Funds is sold, the proceeds shall be Program Income (prorated to reflect the extent that CDBG Funds were used to acquire the equipment). Equipment not needed by the Subrecipients for activities under this Agreement may be retained after compensating the Recipient for the current fair market value of the equipment less the percentage of non-CDBG Funds used to acquire the equipment.

Section 11
Expenditure of Community Development Block Grant Funds

11.01 Compliance With CDBG Spending Requirements

The Subrecipients agree to expend any CDBG Funds received under this Agreement only in compliance with the Housing and Community Development Act of 1974, as amended, and the regulations of the Department of Housing and Urban Development as set forth in Volume 24, CFR Part 570, and in particular, Sections 570.200 through 570.208. The Subrecipients also specifically acknowledges that the Recipient is bound by 24 CFR 570.902, which requires the Recipient to spend its available Funds in a timely manner. The Subrecipients agree to fully cooperate with the Recipient's efforts to comply with this section, which may require the Subrecipients to either expedite the spending of its CDBG Funds prior to the date shown in Section 3.01 hereof, or possibly return unspent CDBG

Funds to the Recipient. Those regulations are incorporated in this Agreement by reference.

Section 12

Amendment

12.01 Amendment Requirements

This Agreement may be amended by written instruments signed by authorized representatives by both parties. Any amendments or changes to the projects or budget shall be in writing, consistent with the Consolidated Plan and Annual plan of the County on file with HUD, and shall only need the approval of the Director of Community Development of Wayne County, or his designee, an authorizing representative of the Subrecipients, and must also comply with the Housing and Community Development Act of 1974, as amended.

Section 13

Indemnification

13.01 General Indemnification and Hold Harmless Requirement

The Subrecipients agree, to the extent allowed by law, to be jointly and severally liable under this Agreement and to indemnify and hold harmless the Recipient against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges and expenses (including, without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against the Recipient by reason of any of the following occurring during the term of this Agreement or related to this Agreement or its implementation:

- A. Any negligent or tortious act, error, or omission held in a court of competent jurisdiction to be attributable, in whole or in part to the Subrecipients, or any of its personnel, employees, consultants, agents or any entities associated, affiliated

(directly or indirectly), or subsidiary to the Subrecipients now existing or hereafter created, their agents and employees for whose acts any of them might be liable.

B. Any failure by the Subrecipients, its Contractors, or any of its associates, to perform its obligations either implied or expressed under this Agreement.

13.02 Responsibility for Property Loss

The Subrecipients agree that it is its responsibility and not the responsibility of the Recipient to safeguard the property and materials that its employees, Contractors, or its associates use in performing this Agreement. The Subrecipients shall hold the Recipient harmless for costs and expenses resulting from any loss of such property and materials used by its employees, Contractors and associates pursuant to the Subrecipients's performance under this Agreement.

13.03 Coverage of the term "Recipient"

For purposes of the hold-harmless provisions, the term "Recipient" shall be deemed to include the County of Wayne and all other associated, affiliated, or subsidiary departments or divisions now existing or hereafter created, their agents, Program Manager and employees.

13.04 Independent Contractor Relationship between Recipient and Subrecipients

The relationship of the Subrecipients to the Recipient is and shall continue to be that of an independent contractor and no liability or benefits, such as workers' compensation, pension rights, or liabilities, insurance rights or liabilities, or other provisions or liabilities, arising out of or related to a contract for hire or employer/employee relationship, shall arise or accrue to either party or either party's agent, subcontractor or employee as a result of the performance of this Agreement. No relationship, other than that of independent contractor shall be implied between the parties or either party's agent, employee, or contractor. The Subrecipients agree to hold the Recipient harmless from any such claims and any related costs or expenses.

13.05 Comprehensive Duty to Defend, Indemnify, and Hold Harmless

To the extent permitted by law, the Subrecipients must defend, indemnify and hold harmless the County, its employees, agents, officer and directors, from and against any claims, demands, penalties, fines, liabilities, settlements, damages, costs or expenses, including attorneys' and consultant's fees, investigation and laboratory fees, court costs and litigation expenses, known or unknown, contingent or otherwise, arising out of or related in any way by the Work undertaken by the Subrecipients.

Section 14

Insurance

14.01 The Subrecipients shall maintain at all times, at their expense, during the term of this Agreement the following insurance. The Subrecipients will be responsible for acquiring the same insurance of their contractors. Any shortfalls in insurance for contractors, specific to housing rehabilitation and new construction, will be the responsibility of the Subrecipients:

- A. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Contract or the general aggregate limit shall be twice the required occurrence limit.
- B. Builder’s Risk (Course of Construction) insurance utilizing an “All Risk” (Special Perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions.
- C. Workers’ Compensation: insurance as required by the State of Michigan, with Statutory Limits, and Employer’s Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.

- D. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if the Subrecipients have no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
- E. Umbrella or Excess Liability Policy in an amount not less than \$3,000,000. Umbrella or Excess policy wording shall be at least as broad as the primary or underlying policy(ies) and shall apply both to the Subrecipients's general liability and to its automobile liability insurance and shall be written on an occurrence basis. The County, officials, employees and others as may be specified in any "Special Conditions" shall be named as an additional insured under this policy.
- F. Professional Liability (if Design/Build), Insurance appropriate to the Subrecipients's profession, with limits no less than \$3,000,000 per occurrence or claim, \$3,000,000 aggregate.
- G. Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

If the Subrecipients maintain higher limits than the minimum insurance coverage required in Section 14.01, the Subrecipients shall maintain the coverage for the higher insurance limits for the duration of the Contract.

14.02 Additional Insured Status. The County, its officers, officials, employees, volunteers, and others as may be specified in any "Special Conditions" shall be additional insured's on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Subrecipients including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Subrecipients's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

14.03 Primary Coverage. For any claims related to this Contract, the Subrecipients's insurance coverage shall be primary insurance as respects the County, its officers, officials,

employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Subrecipients's insurance and shall not contribute with it.

- 14.04** Notice of Cancellation. Each insurance policy shall state that coverage shall not be canceled, except with notice to the County.
- 14.05** Waiver of Subrogation. Subrecipients grants to the County a waiver of any right to subrogation which any insurer of the Subrecipients may acquire against the County by virtue of the payment of any loss under such insurance. Subrecipients agree to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.
- 14.06** Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Subrecipients to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- 14.07** All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in Michigan which are well-rated by national rating organizations. All companies providing the coverage required shall be licensed or approved by the Insurance Bureau of the State of Michigan and shall have a policyholder's service rating no lower than A:VII as listed in A.M. Best's Key Rating guide, current edition or interim report.
- 14.08** Claims-made Policies. If any of the required policies provide coverage on a claims-made basis:
- A. The Retroactive Date must be shown and must be before the date of the Contract or the date the Subrecipients starts to perform the services.
 - B. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Contract.

- C. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Contract effective date, the Subrecipients must purchase “extended reporting” coverage for a minimum of five (5) years after completion of Contract work.
- 14.09** Verification of Coverage. Entity shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Article. The County shall receive and approve all certificates and endorsements before the Subrecipients begins providing services. Failure to obtain the required documents prior to commencement of services shall not waive the Subrecipients's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by the Article, at any time.
- 14.10** Subcontractors. Subrecipients shall require and verify that all subcontractors maintain insurance satisfying all the stated requirements, and Subrecipients shall ensure that the County is an additional insured on insurance required from subcontractors.
- 14.11** Special Risks or Circumstances. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- 14.12** The Subrecipients must submit certificates evidencing the insurance to the Risk Management Division at the time the Subrecipients executes the Contract, and at least fifteen (15) days prior to the expiration dates of expiring policies.

Section 15
Assignment and Subcontract

15.01 Restrictions on Transfer or Assignment

The Subrecipients shall not assign or encumber directly or indirectly any interest whatsoever in this Agreement, and shall not transfer any interest therein (whether by assignment or novation), without the prior written consent of the Recipient. Any such consent given in any one instance shall not relieve the Subrecipients of its obligation to obtain the prior written consent of the Recipient to any further assignment.

15.02 Subcontracts

a. Approvals

The Subrecipients shall not enter into any subcontracts with any Contractor, without the written consent of the Recipient prior to the execution of such agreement. Such approval shall not constitute a basis for privity between the Recipient and the Contractor. The Subrecipients agree to hold harmless the Recipient from any such claims initiated pursuant to any subcontracts it enters into in performance of this Agreement.

b. Monitoring

The Subrecipients will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The Subrecipients shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement. The Subrecipients further agrees to comply with these "Section 3" requirements as embodied in the following language if applicable to Subrecipients and to include the following language in all contract or subcontracts executed under this Agreement:

"The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located."

d. Selection Process

The Subrecipients shall undertake to insure that all contracts and subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements of **24 CFR 85.36**. Executed copies of all contracts and subcontracts shall be forwarded to the Recipient along with documentation concerning the selection process.

15.03 Succession

This Agreement shall inure in all particulars to the parties, their agents, successors and assignees to the extent permitted by law.

Section 16
Conflict of Interest

16.01 Covenant of No Conflict of Interest

The Subrecipients covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services under this Agreement. The Subrecipients further covenants that in the performance of this Agreement, no person having any such interest shall be employed or retained by the Subrecipients.

16.02 Warranty of Non-Solicitation of County Employees

The Subrecipients also warrants that it will not and has not employed any Wayne County employee to solicit or secure this Agreement upon any agreement or arrangement for payment of a commission, percentage, brokerage, or contingent fee, either directly or indirectly, and that if this warranty is breached, the Recipient may, at its option, terminate this Agreement without penalty, liability or obligation, or may, at its election, deduct from any amounts owed to the Subrecipients, the amount of any such commission, percentage, brokerage, or contingent fee.

16.03 Compliance With Conflict of Interest Laws, Rules, and Regulations

The Subrecipients agree to abide by the provisions of 24 CFR 84.42, 570.611 and 2 CFR 200.318, which include (but are not limited to) the following:

- A. No employee, officer or agent of the Subrecipients shall participate in the selection, or in the award, or administration of, a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.
- B. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any

contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Recipient, the Subrecipients, or any designated public agency.

- C. Maintaining a written conflict of interest policy in accordance with 2 CFR 200.318 prohibiting Employee and Organizational Conflicts of Interest including non-Federal, State, or local government parent, affiliate, or subsidiary organizations.

Section 17

Notices

17.01 Manner of Notice

All notices, consents, approvals, requests and other communications (called "Notices") required or permitted under this Agreement shall be given in writing and mailed by first-class mail and addressed as follows:

If to the Subrecipients:

~~Randolph Skowronyk~~ Bruce J. Smith
~~City of Harper Woods~~ City of Grosse Pointe Woods
~~19617 Harper Ave, Harper Woods, MI 48225~~ 20025 Mack Plaza Drive
~~XXXXXXXXXXXXXXXXXXXX~~ bsmith@gpwmi.us and scomo@gpwmi.us
~~rkostant@harperwoods.net~~
~~(313) 343-2505~~ 313.343.2445

If to the Recipient:

The Charter County of Wayne
Health, Veterans & Community Wellness
Community Wellness
28th Floor, Wayne County Building
500 Griswold
Detroit, Michigan 48226-2831
Attention: Terry Carroll-Community Wellness Administrator

17.02 Effect of Notice and Requirements

All notices shall be deemed given on the day of mailing. Either party to this Agreement may change its address for the receipt of notices at any time by giving notice to the other as provided. Any notice given by a party must be signed by an authorized representative of such party.

17.03 Special Notices

Notwithstanding the requirement above as to the use of first-class mail, termination notices and change of address notices shall be sent by registered or certified mail, postage prepaid, return receipt requested.

17.04 Point of Contact

Subrecipients shall designate a point of contact who is an authorized employee of Subrecipients to communicate with County regarding this Agreement and the Work ("Point of Contact"). All communications on behalf of Subrecipients to Recipient regarding this Agreement and the Work should include the Point of Contact. County is not obligated to communicate with any individual or entity regarding the Agreement, Work, or CDBG Program that is not an employee or political appointee of Subrecipients.

Section 18

Severability of Provisions

18.01 Provisions Enforceable Despite Disallowed Provisions

If any provision of this Agreement or the application to any person or circumstance shall, to any extent, be judicially determined to be invalid or unenforceable, the remainder of the Agreement or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

Section 19

Jurisdiction

19.01 Jurisdiction and Venue in Wayne County, State of Michigan

This Agreement, and all actions arising hereunder, shall be governed by, subject to, and construed according to the law of the State of Michigan. The Subrecipients agree consents and submits to the personal jurisdiction of any competent court in Wayne

County, Michigan, for any action arising out of this Agreement. The Subrecipients agree that service of process at the address and in the manner specified in this Agreement will be sufficient to put the Subrecipients on notice. The Subrecipients also agrees it will not commence any action against the Recipient because of any matter whatsoever arising out of, or relating to, the validity, construction, interpretation and enforcement of this Agreement, in any courts other than those in the County of Wayne, State of Michigan unless original jurisdiction can be had in the United States District Court for the Eastern District of Michigan, Southern Division, the Michigan Supreme Court or the Michigan Court of Appeals.

Section 20

CDBG Certification

20.01 Ongoing Certification Compliance Required

Subrecipients shall execute and comply with all the CDBG Certifications attached as Appendix C to this Agreement. Subrecipients understands it may be required to comply with future certifications as issued.

Section 21

Authorization / Misc

21.01 Proper Authorization

Each party represents and warrants that all corporate actions and all governmental approvals necessary for the authorization, execution, delivery and performance of this Agreement have been taken and that each is ready and capable to perform its obligations. Each party further warrants that the person signing this Agreement is authorized to do so on behalf of its principal and is empowered to bind the principal to this Agreement.

21.02 Signage Requirement

For projects exceeding \$25,000, the Subrecipients shall erect a sign on the project site stating that the project is being financed in part by HUD and the Wayne County CDBG Program and providing the appropriate contacts for obtaining information on activities being conducted at the site and for reporting suspected criminal activities. The sign erected on the project site shall comply with all requirements of the state and local law applicable to on-premise outdoor advertising.

21.03 Wayne County Commission Approval Required

This Agreement is effective only upon review and approval by the Wayne County Commission and subsequent execution by the Wayne County Executive or his designee.

21.04 Joint Responsibility

Subrecipients shall be jointly and severally responsible and liable to perform their responsibilities under this Agreement and the County may pursue its remedies against one or all of the Subrecipients at its discretion.

Section 22

Signature

22.01 Duly Authorized Signatures

The Recipient and the Subrecipients, by and through their duly authorized officers and representatives have executed this Agreement as of the date first above written.

Certifying Officer

CITY OF HARPER WOOD

By: _____

Certifying Officer

CITY OF GROSSE POINTE FARMS

By: _____

Certifying Officer

CITY OF GROSSE POINTE

By: _____

Certifying Officer

CITY OF GROSSE POINTE SHORES

By: _____

Certifying Officer

CITY OF GROSSE POINTE PARK

By: _____

Certifying Officer

CITY OF GROSSE POINTE WOODS

By: _____

Robert E. Novitke

Its: Mayor

CHARTER COUNTY OF WAYNE

By: _____
Warren C. Evans
Wayne County Executive

County Commission approved and
Execution Authorized
by Resolution

No. _____

Date: _____

APPENDIX A

CDBG PROJECTS

Grantees	PY 2017 Grant Amount	Activity	Amount	Activity Matrix No.	National Objective	Limited Clientele	Census Tract	Benefit	Performance Measure	Contract No.
HARPER WOODS GROSSE POINTE FARMS GROSSE POINTE PARK GROSSE POINTE GROSSE POINTE SHORES GROSSE POINTE WOODS	\$300,000	REHAB. & Demonstration project.	\$160,000	14A	LMH	Low to Moderate	NA	21	Enhance suitable living environment	17-34-14A
		Senior Center Improvements, Demonstration project.	\$130,000	03A	LMC	Low to moderate	NA	2200	Enhance suitable living environment	17-34-03A
		ADA Park Improvements Demonstration project.	\$10,000	03F	LMC	Low to moderate	NA	1	Enhance suitable living environment	17-34-03F

*Transfers amounting more than fifteen percent (15%) of total allotment will require a public hearing per the Wayne County Citizen Participation Plan.

APPENDIX B
PROGRAM INCOME

WAYNE COUNTY CDBG PROGRAM INCOME REPORT

COMMUNITY/ENTITY:

GRANT YEAR:

QUARTER:

July 1, 2017 to June 30, 2022

COMPLETE HIGHLIGHTED
SPACES ONLY

		Q1 Jul-Sep	Q2 Oct-Dec	Q3 Jan-Mar	Q4 Apr-Jun	TOTALS
Beg Bal	\$ - (June 30th only)	-	-	-	-	
INCOME SOURCES						
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
Total Income Sources		-	-	-	-	-
EXPENDITURES - Stipulate Contract No. and Activity Name						
Planning Expenditures Summary Only - Attach Detail Listing						
		-	-	-	-	-
Administrative Expenditures Summary Only - Attach Detail Listing						
		-	-	-	-	-
Public Service Expenditures Summary Only - Attach Detail Listing						
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
Non-Cap Expenditures Summary - Attach Detail Listing						
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
TOTAL EXPENDITURES		-	-	-	-	-

Instructions for Completing the Quarterly Program Income Report

Income received by your organization directly generated from the use of Community Development Block Grant (CDBG) Funds, such as revolving loans, lien repayments, and sales from disposition of CDBG property, must be reported to the Wayne County Community Development Division. At the end of each quarter (June, September, December, March), complete and submit this Program Income Form to Wayne County Community Development Division, 500 Griswold 10th floor, Detroit, Michigan, 48226.

Use the Program Income Report in Excel to electronically the amount of Program Income received during the quarter, and the amount received year to date (year beginning July). Also record the amount of Program Income that was spent on an eligible activity during the quarter being reviewed and year to date. The cumulative balance space should reflect the total amount of Program Income on hand at the end of the current reporting period (this would include any unspent Program Income received during the previous reporting period).

There is also a space provided on the form for you to record the source of the Program Income received in the quarter being reviewed. If the Funds are coming from more than one source, please identify how much is coming from each source.

A CDBG Request for Payment with all required supporting documentation for the expenses paid using Program Income must accompany the Program Income Report.

Any form not received by the tenth business day after the end of the quarter review may result in the suspension of payment on vouchers submitted to the County for reimbursement. Make certain the form is signed and dated on the bottom of the form.

Please remember to clear with our office any activity requiring the use of Program Income before Program Income is expended.

APPENDIX C
CERTIFICATIONS

Local Government Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the local government, as the Subrecipients of the jurisdiction, certifies that:

Affirmatively Further Fair Housing -- The Subrecipients understands that the jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard. The local government will fully cooperate with the jurisdiction in this regard.

Anti-Displacement and Relocation Plan – The jurisdiction will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs. The local jurisdiction will fully cooperate with the jurisdiction in this regard.

Drug Free Workplace – The local government will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the local government's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The local government's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the activities supported by the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and

- (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- 5. Notifying the jurisdiction in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying – As a Subrecipients of the jurisdiction, to the best knowledge and belief of the local government:

- 1. No Federal appropriated Funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- 2. If any Funds other than Federal appropriated Funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- 3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub awards at all tiers (including subcontracts,

subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- As a Subrecipients of the jurisdiction, to the best knowledge of the local government, the consolidated plan of the jurisdiction is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan – As a Subrecipients of the jurisdiction, to the best knowledge of the local government, the housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA Funds are consistent with the consolidated plan.

Section 3 – The local government shall, and as a Subrecipients of the jurisdiction, to the best of the local government's knowledge, the jurisdiction will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Robert E. Novitke
Its: Mayor

Certifying Officer

Date

Specific CDBG Certifications

As a Subrecipients to the Entitlement Community, the local government certifies that:

Citizen Participation -- To the best of its knowledge, the entitlement community is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan – To the best of its knowledge, the entitlement community's consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income (see CFR 24 Part 570.2 and CFR 24 Part 570).

Following a Plan – To the best of its knowledge, the entitlement community is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- To the best of its knowledge, the entitlement community has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG Funds, and to its best knowledge, the local government certifies that the entitlement community has developed its Action Plan so as to give maximum feasible priority to activities that benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities, which the entitlement community certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
2. Overall Benefit. To the best of its knowledge, the aggregate use by the entitlement community of CDBG Funds including section 108 guaranteed loans during program year(s) 2010, 2011, 2013 (a period specified by the local government consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. To the best of its knowledge, the entitlement community will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108 loan guaranteed Funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG Funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG Funds) financed

from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG Funds.

To the best of the local government's knowledge, the jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG Funds, including Section 108, unless CDBG Funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG Funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG Funds if the jurisdiction certifies that it lacks CDBG Funds to cover the assessment.

Excessive Force – The local government, and to its best knowledge, the jurisdiction, has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to, or exit from, a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-Discrimination laws – To the best of its knowledge, the grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint – To the best of its knowledge, the activities of the local government and jurisdiction concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

Compliance with Laws – The local government, and to the best of its knowledge, the jurisdiction, will comply with applicable laws.

Robert E. Novitke Certifying Officer
Its: Mayor

Date

Appendix To Certifications

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, alternate I apply. (This is the information to which jurisdictions certify.)
4. For grantees who are individuals, Alternate II applies. (Not applicable jurisdictions.)
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees

in each local unemployment office, performers in concert halls or radio stations).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

<NONE>

Check X if there are workplaces on file that are not identified here; The certification with regard to the drug free workplace required by 24 CFR part 24, subpart F.

9. Definitions of terms in the Non-Procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C.812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

APPENDIX D

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Subrecipients:

Agreement: 2017 CDBG Subrecipients Agreement

Agreement Year: July 1, 2017 through June 30, 2022

1. The Subrecipients certifies to the best of its knowledge and belief, that:
 - a. The Subrecipients and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal agency;
 - b. The Subrecipients and its principals have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. The Subrecipients and its principals are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in 1. B. above; and;
 - d. The Subrecipients and its principals have not, within a three-year period preceding this Agreement, had one or more public transactions (Federal, State or local) terminated for cause or default.
2. The certification in this clause is a material representation of fact upon which reliance was placed. When the Recipient determines that the Subrecipients knowingly rendered an erroneous certification, in addition to other remedies available to the Recipient, the Recipient may terminate this Agreement for cause or default.
3. The Subrecipients shall provide immediate written notice to the Recipient if, at any time, Recipient learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "Grantee", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76.

5. The Subrecipients agree that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Recipient.
6. The Subrecipients further agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction", provided by the Recipient, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A Subrecipients may rely upon a certification of a participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A Subrecipients may decide the method and frequency by which it determines the eligibility of its principals. Each Subrecipients may, but is not required to, check the Non-procurement List (of excluded parties).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a Subrecipients are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. If a Subrecipients are in a covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Recipient, the Recipient may terminate this transaction for cause or default.

EXECUTION

IN WITNESS WHEREOF, the Subrecipients have executed this Certification on the dates set forth below.

WITNESSES:

SUBRECIPIENT

By: Robert E. Novitke, Its: Mayor

Dated: _____

STATE OF MICHIGAN)
)
COUNTY OF WAYNE)

This document was acknowledged before me on _____ by
_____, on behalf of _____.

Notary Public,
Wayne County, Michigan
My Commission Expires: _____
Acting in County of _____, Michigan

**EXHIBIT E
FFATA FORMS**

INFORMATION REQUEST FORM

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

200.331 Checklist

COUNTY DEPARTMENT: Wayne County Dept. of Health, Veterans, and Community Wellnes

FISCAL YEAR: 2017

AWARD ID #	AMOUNT
17-34-14A	\$160,000
17-34-03A	\$130,000
17-34-03F	\$ 10,000
	\$300,000
(Collectively with the cities of GPS, GPF, GPP, GP, and HW)	

Please complete the following information:

Subawardee

DUNS: 076328970

Subawardee Name (must match name in DUNS): City of Grosse Pointe Woods

Subawardee Address: 20025 Mack Plaza Drive, Grosse Pointe Woods MI 48236

Amount of subaward (obligated amount): \$300,000 (Collectively with GPS, GPF, GP, GPP, and HW

Subaward Obligation/Action Date: July 1, 2017

Identification of whether the award is R&D (yes or no): No

Subaward Period of Performance Start and End Date July 1, 2017 - June 30, 2022

Federal Funding Agency ID **Leave Blank**

Federal Funding Agency Name **Leave Blank**

Federal Award Identification Number (FAIN) **Leave Blank**

NAICS code for contracts/CFDA program number for grants: #921140/#14.218

Subawardee

Number: 17-34-14A; 17-34-03A; 17-34-03F

Location of entity (including congressional

district): Wayne County-Congressional District 14-City of Grosse Pointe Woods

Subawardee Principal Place of Performance (including congressional

district): Wayne County-Congressional District #14-City of Grosse Pointe Woods

As provided to you by your subawardee, in your subawardee's business or organization's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive (1) 80% or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000.000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? Please answer YES or NO: No

As provided to you by your subawardee, does the public have access to information about the compensation of the executives in the subawardee's business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or Section 6104 of the Internal Revenue Code of 1986? Please answer YES or NO: Yes

Required Subrecipients Disclosure Under 2 CFR 200

Required information includes:

- (1) Federal Award Identification: CDBG
 - a. Subrecipients name (which must match registered name in DUNS); Grosse Pointe Woods
 - b. Subrecipients's DUNS number (see Section 200.32 Data Universal Numbering System DUNS) number. #076328970
 - c. Federal Award Identification Number (FAIN); B-17
 - d. **Federal Award Date (see Section 200.39 Federal award date);** 7-1-17
 - e. Subaward Period of Performance Start and End Date; 7/1/17 - 6/30/22
 - f. **Amount of Federal Funds Obligated by this action** \$300,000
 - g. Total Amount of Federal Funds Obligated to the subrecipient;
 - h. **Total Amount of the Federal Award;** \$300,000
 - i. **Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);** CDBG
 - j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official; U.S. Department of Housing and Urban Development; HUD - Wayne County
 - k. CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
 - l. Identification of whether the award is R&D,
 - m. Indirect cost rate for the Federal award (including if the de minimus rate is charged per Section 200.414 Indirect (F&A) costs) N/A



CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC SAFETY

9K

RECEIVED

APR -5 2018

CITY OF GROSSE POINTE WOODS

Date: April 05, 2018

To: Bruce Smith, City Administrator

From: John G. Kosanke, Director

Re: Budget Amendment Request: Purchase of 9-1-1 Telephone Answering Equipment

The Grosse Pointe Woods Dispatch Center currently utilizes 9-1-1 Telephone Answering Equipment that is over 24 years old. The equipment is only serviceable if spare parts can be located. New parts are no longer available due to its age. A request for proposal (RFP) was written and published for bid in order to find new equipment that was suitable for the department's Dispatch Center. Four vendors, listed below, bid on the project. Each vendor conducted a presentation of his or her equipment and services. The presentations were followed up with questions and research on each company.

The original bid price received from West Safety Solutions Corporation was based on a five-year maintenance plan while the others were based on yearly maintenance plans. The original bids received from Frontier Communications of America and INdigital Telecom did not include the cost of the NetClock or annual maintenance fee. In order to view a comparable representation of each company, the chart below shows a yearly summary breakdown of the costs for the system, equipment and installation, training, annual maintenance and the Netclock. The inclusion of a NetClock in an upgraded system is vital to the department. When time is important, clocks need to be synchronized to each other. Applications such as emergency communications centers require a reliable source of timing to accurately synchronize networks, systems, and devices and to log events with a legally traceable definition of time. Members of law enforcement compare and reset watches for synchronization of time as a matter of life or death. More than 4,500 PSAP's trust a NetClock master clock time server to validate 911 events and improve response times.

Vendor	Address	System/ Equipment Installation/ Training	Annual Maintenance	NetClock (Public Safety Master Clock)	Total
West Safety*	1601 Dry Creek Dr. Longmont, Colorado 80503	\$99,994.09	\$12,810.00	\$8,040.00	\$120,844.09
Carousel **	659 South Country Trail Exeter, Rhode Island 02822	\$93,099.54	\$ 9,150.00	\$ 7,807.61	\$110,057.15
Frontier	101 E. 2 nd Davidson, Michigan 48423	\$83,773.77	\$16,531.00	\$ 8,541.32	\$108,846.09
INdigital ***	1616 Director's Row Fort Wayne, Indiana 46808	\$76,923.51	\$13,458.49	\$10,000.00	\$100,382.00

* Represents a \$20,000 discount

** Willing to spread payment into two fiscal years.

***Would require installation of a fiber network, which would take 12-18 months to install. The fiber network is not necessary with the other three other companies.

The two lower bidders were eliminated for the following reasons:

Frontier Communications

I contacted the three references listed. The first reference did not use the current sales representative and went through another party for service. The second reference would not use the company because of poor support and lack of effort to fix problems. This second reference made it clear that he would never use Frontier if he had to start all over with their company and the sales representative. Contact could not be made with the third reference because a non-working telephone number had been provided.

The proposal from Frontier did not include a diagram of the system as was required.

INdigital

The company uses the Peninsula Fiber Network to run their system. This would involve a 12-18 month project to bring Peninsula Fiber Network into our building. I do not recommend going through this process because of the age of our current equipment and the lack of parts to fix it.

With the elimination of the two lowest bidders, the four companies were narrowed down to Carousel Industries and West Safety Solutions Corporation. Site visits were conducted by Sergeant David Gardzella, Dispatcher Agnes Burcar, Information Technology Manager Gary Capps and myself. We toured the dispatch centers of Grosse Pointe Park and Grosse Pointe Farms to observe the equipment in use and ask questions. The City of Grosse Pointe Park uses equipment made by Vesta (Carousel) and they are pleased with the performance. The City of Grosse Pointe Farms uses West Safety Equipment known as Viper and are pleased with their equipment.

I was able to contact two out of three references for Carousel and both are very pleased with the Vesta equipment and maintenance support of Carousel.

I am recommending purchasing the Vesta System from Carousel Industries based on bids, presentations, RFP answers, positive references, site visits and research of the four companies. Fifty percent of the purchase price of **\$110,057.15**, an amount of **\$55,028.58**, will be within 30 days due upon purchase and the remaining balance of **\$55,028.57** will be due upon delivery and satisfactory installation.

Recommend approval for the above purchase not to exceed **\$110,057.15** as submitted. This is not a budgeted expense in the 2017-2018 fiscal year budget. This budget allocation from the fund balance will be reimbursed from the Capital Improvement Bond upon issuance.

Payment would be issued to:

Carousel Industries of North America, Inc.

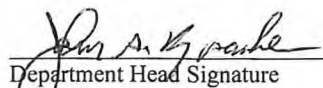
659 South County Trail
Exeter, Rhode Island 02822

A budget amendment is required from the General Funds balance 101-000-699.000 to the following account: 401-902-977.102 (Public Safety Municipal Improvement) in the amount of \$110,057.15.

I respectfully request that you approve this budget amendment request. Please feel free to contact me if you have any questions.

Department Certification:

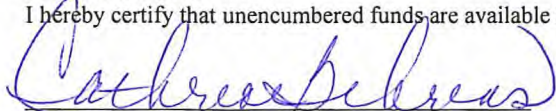
I hereby certify that the above items are necessary for the proper operation of this Department.



Department Head Signature

Fund Certification:

I hereby certify that unencumbered funds are available for the above purchase, and that the account number has been verified.



Treasurer/Comptroller Signature

APPROVED FOR COUNCIL CONSIDERATION:

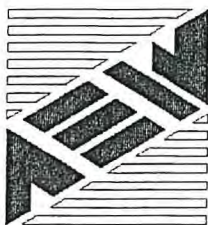
City Administrator Signature

**2018 9-1-1 System
Bids
February 20, 2018
10:00 a.m.**

COMPANY	SIGNED	BID AMOUNT
FRONTIER	✓	83,773.77
Carousel Industries	✓	110,057.15
Indigital	✓ conf. w/ asst.	76,923.51
West Safety Solutions Corp.	✓ pg. 19	144,701.25

IN ATTENDANCE:

Frontier - Joseph D. Cousin
 Carousel Industries - Jill Kummer
 John S. Baskin
 Ashley Radch
 - Mike Lee



ANDERSON, ECKSTEIN AND WESTRICK, INC.
 CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
 51301 Schoenherr Road, Shelby Township, Michigan 48315
 Phone (586) 726-1234 Fax (586) 726-8780

Invoice

March 2, 2018

Project No: 0160-0364-0

Invoice No: 0117011

CITY OF GROSSE POINTE WOODS
 ACCOUNTS PAYABLE
 20025 MACK AVENUE
 GROSSE POINTE WOOD, MI 48236-2397

PD 17-43940
592.537.975.004
3/14/18 CBH

Project 0160-0364-0 SAW GRANT-WASTEWATER ASSET MGT PLAN

Professional Services from January 8, 2018 to February 4, 2018

Professional Personnel

		Hours	Rate	Amount
RESEARCH/REVIEW				
PRINCIPAL ENGINEER				
LOCKWOOD, SCOTT	1/11/2018	1.00	103.00	103.00
Progress status and review of GIS				
LOCKWOOD, SCOTT	1/12/2018	.50	103.00	51.50
Coordination of field work				
ENGINEERING AIDE III				
MILLER, JACOB	1/8/2018	.20	70.00	14.00
Crew tracking				
MILLER, JACOB	1/22/2018	.20	70.00	14.00
Manhole inspection coordination				
PRINTS				
ENGINEERING AIDE II				
LEIDEKER, RONDA	1/15/2018	.30	62.00	18.60
Prints				
CONTRACT ADMINISTRATION				
GRADUATE ENG/SUR/ARC				
EBERLE, JOSEPH	1/15/2018	.30	83.50	25.05
Disbursement request				
EBERLE, JOSEPH	1/16/2018	.10	83.50	8.35
Disbursement request				
MARCUS, PATRICK	1/15/2018	1.00	83.50	83.50
Print out and check updated sets of prints				
TEAM LEADER				
MYSLINSKI, CHARLES	1/29/2018	.50	83.50	41.75
Project Start-up Paperwork and Instructions				
MYSLINSKI, CHARLES	1/31/2018	1.00	83.50	83.50
Site Visit				
VARICALLI, FRANK	1/12/2018	.50	83.50	41.75
Dis.w/city & contr.on status				
VARICALLI, FRANK	1/23/2018	.50	83.50	41.75
Project adm.				
VARICALLI, FRANK	1/24/2018	.50	83.50	41.75
Project adm.				
VARICALLI, FRANK	1/25/2018	.50	83.50	41.75
Project adm.				
VARICALLI, FRANK	1/26/2018	.50	83.50	41.75
Project adm.				

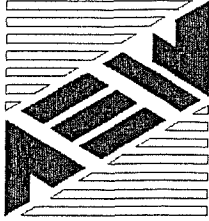
Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN			Invoice	0117011
	VARICALLI, FRANK	1/29/2018	2.00	83.50	167.00	
	Site visit,mtg.w/contr.& insp.					
	VARICALLI, FRANK	1/30/2018	.50	83.50	41.75	
	Proj.co-ord.dis.w/insp.& contr.					
	VARICALLI, FRANK	1/31/2018	1.00	83.50	83.50	
	Project adm.					
	VARICALLI, FRANK	2/1/2018	.50	83.50	41.75	
	Project adm.					
	VARICALLI, FRANK	2/2/2018	2.00	83.50	167.00	
	Project adm.					
	ENGINEERING AIDE III					
	DEDENBACH, LYNN	1/31/2018	.50	70.00	35.00	
	Export FM File, Emailed File to Dario					
	SENIOR PROJECT ENGINEER					
	SEIDEL, KYLE	1/17/2018	.40	103.00	41.20	
	Manhole inspection coordination					
	SEIDEL, KYLE	1/25/2018	.50	103.00	51.50	
	Manhole inspection Meeting					
MEETINGS						
	TEAM LEADER					
	VARICALLI, FRANK	1/29/2018	1.00	83.50	83.50	
	Mtg.w/contractor					
	ENGINEERING AIDE III					
	BIRKETT, CHRISTOPHER	1/25/2018	.80	70.00	56.00	
	Meeting					
	DAVIS, JOHN	1/25/2018	.80	70.00	56.00	
	Manhole Inspection Meeting					
	MILLER, JACOB	1/25/2018	.80	70.00	56.00	
	Crew meeting					
	WALKER, NAKEYA	1/25/2018	.80	70.00	56.00	
	Manhole inspection					
	WILSON, HOLLY	1/25/2018	.80	70.00	56.00	
	Manhole inspection meeting					
	ENGINEERING AIDE II					
	DUCKWITZ, KEVIN	1/25/2018	.80	62.00	49.60	
	Manhole inspection meeting					
	WEEKS, ROBERT	1/25/2018	.80	62.00	49.60	
	Manhole inspection meeting					
CONSTRUCTION OBSERVATION						
	ENGINEERING AIDE III					
	BIRKETT, CHRISTOPHER	1/24/2018	6.50	70.00	455.00	
	Manhole inspection					
	BIRKETT, CHRISTOPHER	1/25/2018	8.70	70.00	609.00	
	Manhole inspection					
	BIRKETT, CHRISTOPHER	1/29/2018	10.00	70.00	700.00	
	Manhole inspection					
	BIRKETT, CHRISTOPHER	1/30/2018	9.00	70.00	630.00	
	Manhole inspection					
	BIRKETT, CHRISTOPHER	1/31/2018	6.50	70.00	455.00	
	Manhole inspection					
	BIRKETT, CHRISTOPHER	2/2/2018	1.00	70.00	70.00	
	Manhole inspection					
	DAVIS, JOHN	1/9/2018	9.00	70.00	630.00	
	Manhole inspection					
	DAVIS, JOHN	1/10/2018	9.00	70.00	630.00	
	Manhole inspection					

3 of 5

Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN			Invoice	0117011
DAVIS, JOHN	1/11/2018	9.00	70.00		630.00	
Manhole inspection						
DAVIS, JOHN	1/12/2018	8.00	70.00		560.00	
Manhole inspection						
DAVIS, JOHN	1/15/2018	9.00	70.00		630.00	
Manhole inspection						
DAVIS, JOHN	1/16/2018	8.50	70.00		595.00	
Manhole inspection						
DAVIS, JOHN	1/17/2018	9.00	70.00		630.00	
Manhole inspection						
DAVIS, JOHN	1/18/2018	8.00	70.00		560.00	
Manhole inspection						
DAVIS, JOHN	1/19/2018	9.50	70.00		665.00	
Manhole inspection						
DAVIS, JOHN	1/23/2018	9.50	70.00		665.00	
Manhole inspection						
DAVIS, JOHN	1/24/2018	9.50	70.00		665.00	
Manhole inspection						
DAVIS, JOHN	1/25/2018	9.20	70.00		644.00	
Manhole inspection						
DAVIS, JOHN	1/26/2018	9.50	70.00		665.00	
Manhole inspection						
DAVIS, JOHN	1/29/2018	5.50	70.00		385.00	
Manhole inspection						
DAVIS, JOHN	1/31/2018	10.00	70.00		700.00	
Manhole inspection						
DAVIS, JOHN	2/1/2018	10.00	70.00		700.00	
Manhole inspection						
DAVIS, JOHN	2/2/2018	10.00	70.00		700.00	
Manhole inspection						
LUMMA, KEITH	2/2/2018	1.00	70.00		70.00	
Manhole inspection and video						
MONTEMAYOR-ESPINOZA, DARIO	1/29/2018	8.50	70.00		595.00	
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	1/30/2018	10.00	70.00		700.00	
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	1/31/2018	8.50	70.00		595.00	
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/1/2018	9.50	70.00		665.00	
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/2/2018	8.50	70.00		595.00	
Manhole inspection						
WALKER, NAKEYA	1/9/2018	8.50	70.00		595.00	
Manhole inspection						
WALKER, NAKEYA	1/10/2018	8.00	70.00		560.00	
Manhole inspection						
WALKER, NAKEYA	1/11/2018	8.50	70.00		595.00	
Manhole inspection						
WALKER, NAKEYA	1/12/2018	8.00	70.00		560.00	
Manhole inspection						
WALKER, NAKEYA	1/15/2018	8.50	70.00		595.00	
Manhole inspection						
WALKER, NAKEYA	1/16/2018	8.50	70.00		595.00	

Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN			Invoice	0117011
Manhole inspection						
WALKER, NAKEYA	1/17/2018	8.50	70.00		595.00	
Manhole inspection						
WALKER, NAKEYA	1/18/2018	9.00	70.00		630.00	
Manhole inspection						
WALKER, NAKEYA	1/19/2018	8.00	70.00		560.00	
Manhole inspection						
WALKER, NAKEYA	1/23/2018	9.00	70.00		630.00	
Manhole inspection						
WALKER, NAKEYA	1/24/2018	8.70	70.00		609.00	
Manhole inspection						
WALKER, NAKEYA	1/25/2018	8.50	70.00		595.00	
Manhole inspection						
WALKER, NAKEYA	1/26/2018	9.50	70.00		665.00	
Manhole inspection						
WALKER, NAKEYA	1/29/2018	4.00	70.00		280.00	
Manhole inspection						
WALKER, NAKEYA	1/30/2018	9.00	70.00		630.00	
Manhole inspection						
WALKER, NAKEYA	1/31/2018	9.00	70.00		630.00	
Manhole inspection						
WALKER, NAKEYA	2/1/2018	9.00	70.00		630.00	
Manhole inspection						
WALKER, NAKEYA	2/2/2018	9.00	70.00		630.00	
Manhole inspection						
WILSON, HOLLY	1/16/2018	9.00	70.00		630.00	
Manhole inspection						
WILSON, HOLLY	1/17/2018	9.50	70.00		665.00	
Manhole inspection						
WILSON, HOLLY	1/18/2018	9.00	70.00		630.00	
Manhole inspection						
WILSON, HOLLY	1/19/2018	8.00	70.00		560.00	
Manhole inspection						
WILSON, HOLLY	1/23/2018	9.50	70.00		665.00	
Manhole inspection						
WILSON, HOLLY	1/24/2018	8.70	70.00		609.00	
Manhole inspection						
WILSON, HOLLY	1/25/2018	8.50	70.00		595.00	
Manhole inspection						
WILSON, HOLLY	1/26/2018	9.50	70.00		665.00	
Manhole inspection						
WILSON, HOLLY	1/29/2018	5.50	70.00		385.00	
Manhole inspection						
WILSON, HOLLY	1/31/2018	10.00	70.00		700.00	
Manhole inspection						
WILSON, HOLLY	2/1/2018	10.00	70.00		700.00	
Manhole inspection						
WILSON, HOLLY	2/2/2018	10.00	70.00		700.00	
Manhole inspection						
ENGINEERING AIDE II						
CARPENTER, AARON	1/9/2018	8.50	62.00		527.00	
Manhole Inspection						
CARPENTER, AARON	1/10/2018	8.00	62.00		496.00	
Manhole inspection						

Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN			Invoice	0117011
CARPENTER, AARON	1/11/2018	7.00	62.00	434.00		
Manhole inspection						
CARPENTER, AARON	1/15/2018	8.50	62.00	527.00		
Manhole inspection						
CARPENTER, AARON	1/16/2018	8.50	62.00	527.00		
Manhole inspection						
CARPENTER, AARON	1/17/2018	8.50	62.00	527.00		
Manhole inspection						
CARPENTER, AARON	1/18/2018	8.00	62.00	496.00		
Manhole inspection						
DUCKWITZ, KEVIN	1/24/2018	6.50	62.00	403.00		
Manhole inspection						
DUCKWITZ, KEVIN	1/25/2018	8.70	62.00	539.40		
Manhole inspection						
DUCKWITZ, KEVIN	1/29/2018	10.00	62.00	620.00		
Manhole inspection						
DUCKWITZ, KEVIN	1/30/2018	9.00	62.00	558.00		
Manhole inspection						
DUCKWITZ, KEVIN	1/31/2018	10.00	62.00	620.00		
Manhole inspection						
WEEKS, ROBERT	1/9/2018	9.00	62.00	558.00		
Manhole inspection						
WEEKS, ROBERT	1/19/2018	9.50	62.00	589.00		
Manhole inspection						
WEEKS, ROBERT	1/23/2018	9.50	62.00	589.00		
Manhole inspection						
WEEKS, ROBERT	1/24/2018	9.50	62.00	589.00		
Manhole inspection						
WEEKS, ROBERT	1/25/2018	9.00	62.00	558.00		
Manhole inspection						
WEEKS, ROBERT	1/26/2018	9.50	62.00	589.00		
Manhole inspection						
WEEKS, ROBERT	1/29/2018	4.00	62.00	248.00		
Manhole inspection						
WEEKS, ROBERT	1/30/2018	9.00	62.00	558.00		
Manhole inspection						
WEEKS, ROBERT	1/31/2018	9.00	62.00	558.00		
Manhole inspection						
WEEKS, ROBERT	2/1/2018	9.00	62.00	558.00		
Manhole inspection						
WEEKS, ROBERT	2/2/2018	9.00	62.00	558.00		
Manhole inspection						
Totals		717.10		48,850.80		
Total Labor						48,850.80
			Total this Invoice			\$48,850.80



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

March 2, 2018
Project No: 0160-0376-2
Invoice No: 0117012

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

Project 0160-0376-2 GAS MAIN CONSTRUCTION OVERSIGHT

Professional Services from January 8, 2018 to February 4, 2018

Professional Personnel

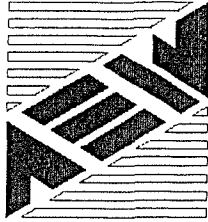
	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT 1/10/2018	.50	103.00	51.50
Review maps provided by DTE			
LOCKWOOD, SCOTT 1/24/2018	1.00	103.00	103.00
Meeting with DTE to discuss post work televising of sewer including sanitary leads			
LOCKWOOD, SCOTT 1/31/2018	1.50	103.00	154.50
Progress meeting and sewer televising by DTE			
MEETINGS			
TEAM LEADER			
VARICALLI, FRANK 1/31/2018	2.00	83.50	167.00
Mtg.w/dpw & DTE on cctv			
Totals	5.00		476.00
Total Labor			476.00
Billing Limits			
	Current	Prior	To-Date
Total Billings	476.00	129,135.45	129,611.45
Limit			140,000.00
Remaining			10,388.55
Total this Invoice			\$476.00

PD 17-44119

101.000.285.530

3/14/2018

CBK



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

March 2, 2018
Project No: 0160-0387-0
Invoice No: 0117014

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

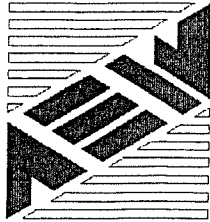
Project 0160-0387-0 FY 2017-2018 RATE STUDY
Professional Services from January 8, 2018 to February 4, 2018
Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
PRINCIPAL ENGINEER				
LOCKWOOD, SCOTT 12/14/2017	1.00	103.00	103.00	
Put together projects for water improvements				
LOCKWOOD, SCOTT 12/18/2017	1.00	103.00	103.00	
Project estimates				
Totals	2.00		206.00	
Total Labor				206.00
Billing Limits	Current	Prior	To-Date	
Total Billings	206.00	3,204.60	3,410.60	
Limit			7,500.00	
Remaining			4,089.40	
		Total this Invoice		\$206.00

592.537.818.000

3/14/2018

CBK



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
 51301 Schoenherr Road, Shelby Township, Michigan 48315
 Phone (586) 726-1234 Fax (586) 726-8780

Invoice

CITY OF GROSSE POINTE WOODS
 ACCOUNTS PAYABLE
 20025 MACK AVENUE
 GROSSE POINTE WOOD, MI 48236-2397

March 2, 2018

Project No: 0160-0388-0

Invoice No: 0117015
RECEIVED

MAR 15 2018

CITY OF GROSSE PTE. WOODS

Project 0160-0388-0 2017 CPR PROGRAM

Professional Services from January 8, 2018 to February 4, 2018

Professional Personnel

		Hours	Rate	Amount
QUANTITIES				
ENGINEERING AIDE III				
VANFLETEREN, JOHN	11/18/2017	1.00	70.00	70.00
CONTRACT ADMINISTRATION				
GRADUATE ENG/SUR/ARC				
MARCUS, PATRICK	11/15/2017	2.00	83.50	167.00
Create dot map based on as-builts for pavement patches that need to be sealed from 2016 and 2017 projects				
MARCUS, PATRICK	11/28/2017	3.00	83.50	250.50
Create as-built work schedule from IDR's				
MARCUS, PATRICK	11/29/2017	1.00	83.50	83.50
Update as-builts				
TEAM LEADER				
MYSLINSKI, CHARLES	11/28/2017	.50	83.50	41.75
Staffing/Status				
SMITH, BRADLEY	12/19/2017	1.00	83.50	83.50
G2 reports, invoicing				
VARICALLI, FRANK	11/15/2017	1.00	83.50	83.50
Proj.co-ord.dis.w/insp.& contr.				
VARICALLI, FRANK	11/17/2017	.50	83.50	41.75
VARICALLI, FRANK	11/20/2017	.50	83.50	41.75
VARICALLI, FRANK	11/28/2017	.50	83.50	41.75
Review const.as-builts				
VARICALLI, FRANK	12/6/2017	.50	83.50	41.75
VARICALLI, FRANK	12/11/2017	1.00	83.50	83.50
Review as-builts & quants.for extras				
VARICALLI, FRANK	12/14/2017	.50	83.50	41.75
Review as-builts & quants.for extras				
VARICALLI, FRANK	12/18/2017	1.00	83.50	83.50
VARICALLI, FRANK	1/9/2018	.50	83.50	41.75
Review as-builts & quants.for extras				
VARICALLI, FRANK	1/11/2018	.50	83.50	41.75
VARICALLI, FRANK	1/19/2018	1.00	83.50	83.50
ENGINEERING AIDE III				
DEDENBACH, LYNN	11/16/2017	1.00	70.00	70.00
Draft Estimate, Revise IDR, Generate 2nd Draft, Generate Estimate, Transmittal to City, Filing				

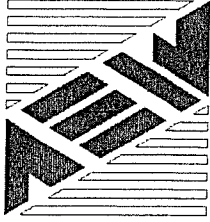
Project	0160-0388-0	2017 CPR PROGRAM	Invoice		0117015
DEDENBACH, LYNN	12/5/2017	.50	70.00	35.00	
IDR Review, Filing					
DEDENBACH, LYNN	12/21/2017	.50	70.00	35.00	
G2 Review, Filing					
WINES, WILLIAM	12/11/2017	1.00	70.00	70.00	
Estimate 4					
WINES, WILLIAM	12/12/2017	1.00	70.00	70.00	
Estimate 3					
WINES, WILLIAM	12/14/2017	1.00	70.00	70.00	
Estimate 4					
WINES, WILLIAM	12/15/2017	1.00	70.00	70.00	
Estimate 3					
WINES, WILLIAM	12/18/2017	1.00	70.00	70.00	
Estimate 3					
WINES, WILLIAM	12/18/2017	1.00	70.00	70.00	
Estimate 4					
MEETINGS					
TEAM LEADER					
VARICALLI, FRANK	12/11/2017	.50	83.50	41.75	
Mtg.w/contractor					
CONSTRUCTION OBSERVATION					
ENGINEERING AIDE II					
VARICALLI, JOSEPH	11/28/2017	3.00	62.00	186.00	
Inspection					
MAPSET					
ENGINEERING AIDE III					
SVOBODA, JOSEPH	11/15/2017	1.50	70.00	105.00	
Updated 2017 Concrete Repair Location map					
Totals		29.00		2,215.25	
Total Labor					2,215.25
Billing Limits		Current	Prior	To-Date	
Total Billings		2,215.25	29,571.25	31,786.50	
Limit				31,500.00	
Adjustment					-286.50
Total this Invoice					\$1,928.75

PO 17-43954

202.451.974.201 \$462.90

203.451.974.201 \$559.34

592.537.975.401
3/14/18 CBK \$906.51



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

March 5, 2018

Project No: 0160-0394-0

Invoice No: 0117018

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

Project 0160-0394-0 2017-2018 GIS MAINTENANCE
FOR: GIS PORTAL & MOBILE APP SETUP AND PREP FOR TRAINING
Professional Services from January 8, 2018 to February 4, 2018
Professional Personnel

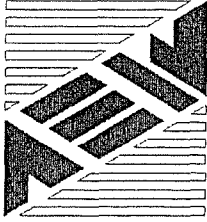
	Hours	Rate	Amount
DATABASE			
ENGINEERING AIDE III			
SVOBODA, JOSEPH	2/2/2018	2.00	70.00
Geocoded stop box addresses			140.00
MAPSET			
GRADUATE ENG/SUR/ARC			
MILLER, JEFFREY	1/23/2018	2.50	83.50
Sewer Basemap creation			208.75
GIS UPDATES			
GRADUATE ENG/SUR/ARC			
MILLER, JEFFREY	1/8/2018	5.00	83.50
Water Main GIS Updates			417.50
MILLER, JEFFREY	1/9/2018	.50	83.50
Water Main GIS Updates			41.75
MILLER, JEFFREY	1/17/2018	4.20	83.50
GIS Water Main Basemap Creation			350.70
MILLER, JEFFREY	1/18/2018	7.50	83.50
Creation of Water/Sewer Basemaps			626.25
MILLER, JEFFREY	1/19/2018	.80	83.50
Sewer Basemap creation			66.80
Totals	22.50		1,851.75
Total Labor			1,851.75
Billing Limits	Current	Prior	To-Date
Total Billings	1,851.75	5,756.90	7,608.65
Limit			13,000.00
Remaining			5,391.35

Total this Invoice \$1,851.75

PO 17-44040

592,537.977.000

3/14/18 *cbelun*



ANDERSON, ECKSTEIN AND WESTRICK, INC.
 CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
 51301 Schoenherr Road, Shelby Township, Michigan 48315
 Phone (586) 726-1234 Fax (586) 726-8780

Invoice

March 5, 2018
 Project No: 0160-0396-0
 Invoice No: 0117019

CITY OF GROSSE POINTE WOODS
 ACCOUNTS PAYABLE
 20025 MACK AVENUE
 GROSSE POINTE WOOD, MI 48236-2397

Project 0160-0396-0 CAPITAL IMPROVEMENTS, PARKING LOTS
 FOR: TOPO DEVELOPMENT IN CADD, FIELD REVIEW, PROJECT DESIGN DRAFTING & COST ESTIMATES
Professional Services from January 8, 2018 to February 4, 2018

Fee

Construction Cost	375,000.00
Fee Percentage	7.30
Total Fee	27,375.00

Percent Complete

80.00	Total Earned	21,900.00
	Previous Fee Billing	16,425.00
	Current Fee Billing	5,475.00
	Total Fee	5,475.00

Total this Invoice \$5,475.00

PO 44484
 420.451.974.201
 3/14/2018
 (Behrens)

Project Detail - JTD

Tuesday, March 6, 2018

2:51:04 PM

Anderson, Eckstein & Westrick, Inc.

Transactions for 8/1/2017 through 2/4/2018

	Total Hours
Project Number: 0160-0396-0 CAPITAL IMPROVEMENTS, PARKING LOTS	
Total for	
Labor and Overhead	
02 N/B TOPO	
000 UNASSIGNED	
F 236 LAGODNA, CARL 11/7/2017	5.00
F 236 LAGODNA, CARL 11/20/2017	10.50
F 236 LAGODNA, CARL 11/27/2017	5.00
Total for 236	20.50
F 521 DUCKWITZ, KEVIN 11/7/2017	5.00
control, topo, benches, strs, data collection	
F 521 DUCKWITZ, KEVIN 11/20/2017	10.50
topo parking lots	
Total for 521	15.50
F 570 SOMMERS, MICHAEL 11/7/2017	3.50
Total for 570	3.50
F 622 CARPENTER, AARON 11/27/2017	5.00
Total for 622	5.00
Total for UNASSIGNED	44.50
Total for N/B TOPO	44.50
12 TOPO SURVEY	
000 UNASSIGNED	
X 235 PIOTROWSKI, KEVIN 11/15/2017	2.00
Topographic Survey - Bramcaster	
X 235 PIOTROWSKI, KEVIN 11/16/2017	.20
Topographic Survey - Bramcaster	
X 235 PIOTROWSKI, KEVIN 11/27/2017	4.40
Topographic Survey	
X 235 PIOTROWSKI, KEVIN 11/28/2017	2.50
Topographic Survey	
Total for 235	9.10
X 236 LAGODNA, CARL 9/26/2017	6.50
one man crew...set and locted control, data collection of bramcaster parking lot	
X 236 LAGODNA, CARL 11/20/2017	.50
prep	
X 236 LAGODNA, CARL 11/27/2017	.50
prep	
Total for 236	7.50
X 320 GAYESKI JR., JOSEPH 11/20/2017	4.00
Basemap, bm, process data collection, linework and pcode clean up, structure data and create cad file	
X 320 GAYESKI JR., JOSEPH 11/21/2017	4.00
Basemap, bm, process data collection, linework and pcode clean up, structure data and create cad file	
X 320 GAYESKI JR., JOSEPH 11/22/2017	1.00
Basemap, bm, process data collection, linework and pcode clean up, structure data and create cad file	
X 320 GAYESKI JR., JOSEPH 11/29/2017	1.00
Structure data	
Total for 320	10.00
X 515 TRUAX, MICHAEL 8/23/2017	3.00
Created field file for the four topographic areas.	
X 515 TRUAX, MICHAEL 11/7/2017	1.00
Dropped off file to field crew, explained topo requirements.	
X 515 TRUAX, MICHAEL 11/27/2017	.50
Questions with the crew about topo and benches.	
Total for 515	4.50

			Total Hours
X	521 DUCKWITZ, KEVIN	12/21/2017	3.50
	cad topo		
X	521 DUCKWITZ, KEVIN	1/4/2018	4.00
	TOPO CAD		
X	521 DUCKWITZ, KEVIN	1/5/2018	4.50
	TOPO CAD		
X	521 DUCKWITZ, KEVIN	1/8/2018	3.50
	TOPOGRAPHIC SURVEY CAD		
X	521 DUCKWITZ, KEVIN	1/9/2018	8.00
	TOPOGRAPHIC SURVEY CAD		
X	521 DUCKWITZ, KEVIN	1/18/2018	1.00
	utilities		
	Total for 521		24.50
	Total for UNASSIGNED		55.60
	Total for TOPO SURVEY		55.60
	23 RESEARCH/REVIEW		
	000 UNASSIGNED		
X	442 VIGNERON, MICHAEL	1/12/2018	.50
	Sewer Investigation Maps to LJU		
	Total for 442		.50
	Total for UNASSIGNED		.50
	Total for RESEARCH/REVIEW		.50
	25 PRINTS		
	000 UNASSIGNED		
X	523 KAERLE, KATHLEEN	1/26/2018	.60
	Scanning		
	Total for 523		.60
	Total for UNASSIGNED		.60
	Total for PRINTS		.60
	30 CONST PLAN DRAFT		
	000 UNASSIGNED		
X	229 HENNINGS, NANCY	11/17/2017	1.00
	Create removal/construction plan, removal/proposed geometrics		
X	229 HENNINGS, NANCY	11/20/2017	.50
	Add silt fence, create titlesheet		
X	229 HENNINGS, NANCY	1/9/2018	2.50
	Eng. plans		
	Total for 229		4.00
X	235 PIOTROWSKI, KEVIN	8/10/2017	.40
	Eng. Plans		
X	235 PIOTROWSKI, KEVIN	12/11/2017	1.00
	Eng. Plans - Bramcaster		
X	235 PIOTROWSKI, KEVIN	12/12/2017	4.80
	Eng. Plans		
X	235 PIOTROWSKI, KEVIN	12/13/2017	6.00
	Eng. Plans		
X	235 PIOTROWSKI, KEVIN	1/15/2018	1.00
	Engineering Plans		
X	235 PIOTROWSKI, KEVIN	1/16/2018	2.40
	Engineering Plans		
X	235 PIOTROWSKI, KEVIN	1/17/2018	7.80
	Engineering Plans		
X	235 PIOTROWSKI, KEVIN	1/19/2018	7.50
	Engineering Plans		
X	235 PIOTROWSKI, KEVIN	1/22/2018	8.70
	Engineering Plans		
X	235 PIOTROWSKI, KEVIN	1/23/2018	4.50
	Engineering Plans		

			Total Hours
X	235 PIOTROWSKI, KEVIN	1/24/2018	.50
	Engineering Plans		
X	235 PIOTROWSKI, KEVIN	1/26/2018	2.00
	Engineering Plans		
X	235 PIOTROWSKI, KEVIN	1/29/2018	7.00
	Engineering Plans		
X	235 PIOTROWSKI, KEVIN	1/30/2018	6.30
	Engineering Plans		
	Total for 235		59.90
	Total for UNASSIGNED		63.90
	Total for CONST PLAN DRAFT		63.90
	34 PRELIM ENG		
	000 UNASSIGNED		
X	293 LOCKWOOD, SCOTT	1/24/2018	.50
	Review project timing		
X	293 LOCKWOOD, SCOTT	1/25/2018	1.00
	Determine project bidding and rough award dates including discussion with Bond Counsel		
X	293 LOCKWOOD, SCOTT	1/31/2018	1.50
	Review plans with City and Juli		
	Total for 293		3.00
X	570 SOMMERS, MICHAEL	8/17/2017	4.50
X	570 SOMMERS, MICHAEL	8/21/2017	4.50
X	570 SOMMERS, MICHAEL	8/22/2017	1.00
X	570 SOMMERS, MICHAEL	11/16/2017	4.50
X	570 SOMMERS, MICHAEL	11/17/2017	2.00
X	570 SOMMERS, MICHAEL	11/20/2017	2.00
X	570 SOMMERS, MICHAEL	11/22/2017	3.00
X	570 SOMMERS, MICHAEL	11/28/2017	3.00
X	570 SOMMERS, MICHAEL	11/29/2017	4.00
X	570 SOMMERS, MICHAEL	12/4/2017	1.00
X	570 SOMMERS, MICHAEL	12/13/2017	2.00
X	570 SOMMERS, MICHAEL	12/14/2017	1.00
X	570 SOMMERS, MICHAEL	12/22/2017	1.50
X	570 SOMMERS, MICHAEL	1/2/2018	.30
X	570 SOMMERS, MICHAEL	1/3/2018	2.50
X	570 SOMMERS, MICHAEL	1/4/2018	7.00
X	570 SOMMERS, MICHAEL	1/5/2018	3.00
X	570 SOMMERS, MICHAEL	1/10/2018	8.50
X	570 SOMMERS, MICHAEL	1/12/2018	1.00
X	570 SOMMERS, MICHAEL	1/17/2018	.50
X	570 SOMMERS, MICHAEL	1/24/2018	3.00
X	570 SOMMERS, MICHAEL	1/25/2018	1.00
X	570 SOMMERS, MICHAEL	2/2/2018	.50
	Total for 570		61.30
X	597 SALA, JULI	11/20/2017	.50
X	597 SALA, JULI	11/21/2017	.50
X	597 SALA, JULI	11/22/2017	4.00
X	597 SALA, JULI	12/11/2017	1.00
X	597 SALA, JULI	1/9/2018	2.50
X	597 SALA, JULI	1/25/2018	5.00
X	597 SALA, JULI	1/31/2018	5.00
	owner design meeting, minutes		
	Total for 597		18.50
X	683 ROJAS, STEVIE	8/10/2017	6.00
	worked on aerial images from C3D (geolocator feature) to locate sites, and worked on CAD line work for existing conditions.		
	Total for 683		6.00
	Total for UNASSIGNED		88.80
	Total for PRELIM ENG		88.80

	Total Hours
46 CONST OBSERV	
000 UNASSIGNED	
X 647 LUMMA, KEITH 1/18/2018	4.00
performed MACP inspection at multiple locations.	
X 647 LUMMA, KEITH 1/19/2018	5.00
MACP inspection at various locations.	
X 647 LUMMA, KEITH 1/23/2018	8.00
Processed site photos and wrote reports.	
X 647 LUMMA, KEITH 1/24/2018	8.00
Processed site photos and wrote reports.	
Total for 647	25.00
Total for UNASSIGNED	25.00
Total for CONST OBSERV	25.00
93 FIELD SERVICES	
000 UNASSIGNED	
X 382 BIRKETT, CHRISTOPHER 1/18/2018	4.00
Inspect structures in parking lot areas to be replaced.	
X 382 BIRKETT, CHRISTOPHER 1/19/2018	5.00
Inspect structures in parking lot areas to be replaced.	
X 382 BIRKETT, CHRISTOPHER 1/30/2018	1.00
Inspection of catch basin 8 in DPW parking lot.	
Total for 382	10.00
X 521 DUCKWITZ, KEVIN 1/30/2018	1.00
inspection of C.B. 8 in DPW parking lot	
Total for 521	1.00
Total for UNASSIGNED	11.00
Total for FIELD SERVICES	11.00
Total for Labor and Overhead	289.90
Expenses	
Reimbursable Expenses	
520.00 REIMB. MISC. EXPENSE	
X UN 0000108 11/7/2017 2 PERSON	
CREW-TOPOGRAPHICAL SURVEY / locate	
control / 1.5 HOURS @ 0 1.5 HOURS @	
141.00	
X UN 0000108 11/7/2017 3 PERSON	
CREW-TOPOGRAPHICAL SURVEY / locate	
control, data collection of dpw parking lot,	
benches, and structure data / 3.5 HOURS @ 0	
3.5 HOURS @ 169.50	
X UN 0000033 11/20/2017 2 PERSON	
CREW-TOPOGRAPHICAL SURVEY / data	
collection of jackson parking lot and n. city hall	
parking lot / 10.5 HOURS @ 0 10.5 HOURS @	
141.00	
X UN 0000108 11/27/2017 2 PERSON	
CREW-TOPOGRAPHICAL SURVEY / topo city	
hall south parking lot and structure data / 5.0	
HOURS @ 0 5.0 HOURS @ 141.00	
Total for 520.00	
Total for Reimbursable Expenses	
Total for Expenses	
Total for 0160-0396-0	289.90
Final Totals	289.90

G2 Consulting Group, LLC
1866 Woodslee Street
Troy, MI 48083

Voice: 248.680.0400

Fax: 248.680.9745

INVOICE

Page 6 of 6

Invoice Number: 180116

Invoice Date: January 30, 2018

Page Number: 1

Bill To: Accounts Payable
Anderson, Eckstein & Westrick
51301 Schoenherr Road
Shelby Township, MI 48315

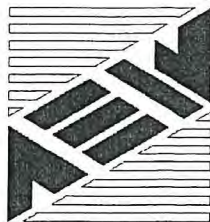
Customer ID	Purchase Order No.	G2 Project No.	
AEW001		171011	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	March 1, 2018		

Quantity	Description	Unit Price	Amount
1.00	Report on Geotechnical Pavement Investigation, Lump Sum Grosse Pointe Woods - Parking Lot Borings, Grosse Pointe Woods, Michigan Client Contact: Juli Sala 0160-0394	4,600.00	4,600.00

Total Invoice Amount \$ 4,600.00

If you have any questions concerning this invoice, call Mark W. Smolinski, (248) 680-0400. Client agrees to pay a finance charge of 1.5 percent per month on accounts past due 30 days from invoice date.

Make all checks payable to: G2 Consulting Group, LLC.



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

March 5, 2018

Project No: 0160-0398-0

Invoice No: 0117020

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

Project 0160-0398-0 UNIVERSITY LIGGETT BOLL CENTER

Professional Services from January 8, 2018 to February 4, 2018

Professional Personnel

		Hours	Rate	Amount
PRINTS				
ENGINEERING AIDE TRAINEE				
KAERLE, KATHLEEN	1/10/2018	.40	40.50	16.20
Scanning				
CONTRACT ADMINISTRATION				
TEAM LEADER				
SMITH, BRADLEY	1/9/2018	1.00	83.50	83.50
Correspondence with contractor				
Totals		1.40		99.70
Total Labor				99.70

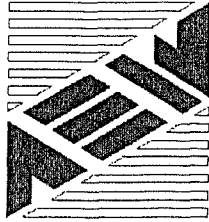
Billing Limits	Current	Prior	To-Date
Total Billings	99.70	6,150.30	6,250.00
Limit			10,000.00
Remaining			3,750.00

Total this Invoice

\$99.70

101.000.285520
3/14/2018
C. Eckstein

CITY OF GROSSE POINTE WOODS
BLDG & SAFETY DIVISION
APPROVED
DATE 3-15-18



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

March 5, 2018

Project No: 0160-0290-0

Invoice No: 0117025

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

Project 0160-0290-0 GENERAL ENGINEERING

FOR: GENERAL ENGINEERING

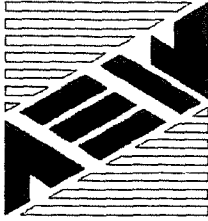
PO 18-44521
101.774.818.103
3/14/2018
CBChen

Professional Services from January 8, 2018 to February 15, 2017

Professional Personnel

		Hours	Rate	Amount
RESEARCH/REVIEW				
PRINCIPAL ENGINEER				
LOCKWOOD, SCOTT	1/8/2018	1.00	103.00	103.00
Review of GPW Water Main maps and GIS update				
LOCKWOOD, SCOTT	1/24/2018	2.00	103.00	206.00
Review of requirements from DEQ letter re: water system review. Lakefront Park review of potential mini-golf location versus existing County return pipe easement location.				
LOCKWOOD, SCOTT	1/30/2018	1.50	103.00	154.50
Filtration building bid review				
LOCKWOOD, SCOTT	1/31/2018	1.00	103.00	103.00
MDEQ Water System Review response, Review LFP filter room electrical, vehicular bridge and county easement				
LOCKWOOD, SCOTT	2/5/2018	1.00	103.00	103.00
Memo regarding LFP Pool Filtration Building				
LOCKWOOD, SCOTT	2/6/2018	1.00	103.00	103.00
Memo and discussion regarding LFP Filtration Building electrical				
LOCKWOOD, SCOTT	2/9/2018	1.50	103.00	154.50
Vernier road estimate and filtration building timeline and memo				
LOCKWOOD, SCOTT	2/12/2018	2.00	103.00	206.00
COW meeting to discuss filtration building issues				
LOCKWOOD, SCOTT	2/14/2018	1.00	103.00	103.00
Filtration building bid review				
LOCKWOOD, SCOTT	2/15/2018	2.00	103.00	206.00
Filtration Building review and discussion.				
PRINTS				
ENGINEERING AIDE II				
LEIDEKER, RONDA	1/16/2018	.40	62.00	24.80
Books				
ENGINEERING AIDE TRAINEE				
KAERLE, KATHLEEN	1/15/2018	2.00	40.50	81.00
Scanning				
PRELIMINARY ENGINEERING				
GRADUATE ENG/SUR/ARC				
SOMMERS, MICHAEL	2/2/2018	1.00	83.50	83.50
Lakefront Park, Broadwalk Improvements				

Project	0160-0290-0	GENERAL ENGINEERING			Invoice	0117025
	SOMMERS, MICHAEL	2/3/2018	.50	83.50	41.75	
	Lakefront Park, Broadwalk Improvements					
SPECIFICATIONS	LICENSED ENG/SUR/ARC					
	MERRILL, LEIGH	1/8/2018	1.00	103.00	103.00	
	DW AMP					
CONTRACT ADMINISTRATION	ENGINEERING AIDE III					
	BARNES, JOYCE	1/10/2018	1.50	70.00	105.00	
	Plan Documents					
MECH/ELEC DESIGN	SENIOR PROJECT ENGINEER					
	EDWARDS, WILLIAM	1/29/2018	2.60	103.00	267.80	
	Totals		23.00		2,148.85	
	Total Labor					2,148.85
Billing Limits		Current		Prior	To-Date	
Total Billings		2,148.85		12,762.65	14,911.50	
Limit					15,000.00	
Remaining					88.50	
				Total this Invoice		\$2,148.85



RECEIVED
APR -4 2018
ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

March 12, 2018
Project No: 0160-0395-0
Invoice No: 0117043

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

Project 0160-0395-0 CAPITAL IMPROVEMENTS, ROOFS
FOR: CITY HALL FIELD MEASUREMENTS; PLAN AND SPEC BOOK PREPARATION; ROOF CONSULTANT (\$4,410.00)
Professional Services from February 5, 2018 to March 4, 2018

Phase 01 CONTRACT DOCUMENTS

Fee

Total Fee	72,000.00		
Percent Complete	60.00	Total Earned	43,200.00
		Previous Fee Billing	28,800.00
		Current Fee Billing	14,400.00
		Total Fee	14,400.00
		Total this Phase	\$14,400.00

Phase 04 CITY HALL HUAC STUDY

Fee

Total Fee	10,000.00		
Percent Complete	95.00	Total Earned	9,500.00
		Previous Fee Billing	0.00
		Current Fee Billing	9,500.00
		Total Fee	9,500.00
		Total this Phase	\$9,500.00
		Total this Invoice	\$23,900.00

PO 18-44263 FB
420: 902 977.103
4/3/18
C. B. Hiers

Project Detail - JTD

Monday, March 12, 2018

8:28:17 AM

Anderson, Eckstein & Westrick, Inc.

Job-to-Date through 4/6/2018

				Total Hours
Project Number: 0160-0395-0 CAPITAL IMPROVEMENTS, ROOFS				
Total for				
Labor and Overhead				
23 RESEARCH/REVIEW				
000 UNASSIGNED				
* X	293 LOCKWOOD, SCOTT	3/2/2017	1.00	
	Photos of existing roofs			
* X	293 LOCKWOOD, SCOTT	3/27/2017	1.00	
	Review bid docs			
Total for UNASSIGNED			2.00	
Total for RESEARCH/REVIEW			2.00	
24 SECRETARIAL				
000 UNASSIGNED				
* X	391 BICKHAM, BRENDA	2/28/2017	.50	
	2 AIAs			
* X	391 BICKHAM, BRENDA	3/1/2017	.50	
	Spec			
X	391 BICKHAM, BRENDA	10/26/2017	1.00	
	2 Agreements			
* X	520 DUBAY, GAIL	3/20/2017	.30	
	Placed Ads with Planhouses - JRA			
Total for UNASSIGNED			2.30	
Total for SECRETARIAL			2.30	
37 SPECIFICATIONS				
000 UNASSIGNED				
* X	452 PASAMBA, ARMANDO	3/1/2017	2.00	
	spec's and cad work			
* X	452 PASAMBA, ARMANDO	3/2/2017	.50	
* X	452 PASAMBA, ARMANDO	3/22/2017	1.50	
* X	452 PASAMBA, ARMANDO	3/24/2017	1.00	
Total for UNASSIGNED			5.00	
Total for SPECIFICATIONS			5.00	
41 MEETINGS				
000 UNASSIGNED				
X	293 LOCKWOOD, SCOTT	9/18/2017	2.00	
	COW meeting			
X	293 LOCKWOOD, SCOTT	11/6/2017	1.00	
X	293 LOCKWOOD, SCOTT	11/29/2017	1.50	
X	293 LOCKWOOD, SCOTT	12/6/2017	1.00	
X	293 LOCKWOOD, SCOTT	12/18/2017	1.00	
	Discuss HVAC study cost with JA and City			
X	293 LOCKWOOD, SCOTT	12/21/2017	.50	
X	293 LOCKWOOD, SCOTT	1/2/2018	.50	
	Review and discussion of HVAC proposal with JRA			
X	293 LOCKWOOD, SCOTT	1/3/2018	1.00	
	Review of HVAC Proposal and discussion with City			
X	293 LOCKWOOD, SCOTT	1/10/2018	.50	
	Review project timing			
X	293 LOCKWOOD, SCOTT	1/22/2018	2.00	
	Discussion with City regarding scheduling and HVAC Study			
X	293 LOCKWOOD, SCOTT	1/23/2018	1.00	
	Review DiClemente Siegal proposal and schedule			
X	293 LOCKWOOD, SCOTT	1/25/2018	1.50	
	Review of scheduling and project progress			

			Total Hours
X	293 LOCKWOOD, SCOTT	1/26/2018	.50
	Review revised bid and construction scheduling		
X	293 LOCKWOOD, SCOTT	2/7/2018	1.50
	Plan review and scheduling		
X	293 LOCKWOOD, SCOTT	2/8/2018	1.00
	Review plan and discussion about proposed treatment		
X	293 LOCKWOOD, SCOTT	2/9/2018	1.00
	project progress and review of timeline with JRA		
X	293 LOCKWOOD, SCOTT	2/13/2018	2.00
	Review timing, plans and mechanical with JA		
X	293 LOCKWOOD, SCOTT	2/14/2018	1.50
X	293 LOCKWOOD, SCOTT	2/21/2018	1.00
	Review project timing		
X	293 LOCKWOOD, SCOTT	2/26/2018	1.50
	HVAC study		
X	293 LOCKWOOD, SCOTT	2/28/2018	1.00
	Review with City and DiClemente Segal		
X	293 LOCKWOOD, SCOTT	3/2/2018	1.00
	Review total project revisions/cost with JA		
Total for UNASSIGNED			25.50
Total for MEETINGS			25.50
50 ARCHITECT			
000 UNASSIGNED			
X	402 ARLOW, JASON	2/27/2018	2.00
	review report, talk to Bruce, Frank and DSD		
X	402 ARLOW, JASON	2/28/2018	3.00
	Study review		
X	402 ARLOW, JASON	3/2/2018	2.00
	mark ups on report		
X	402 ARLOW, JASON	3/3/2018	1.00
	Fee adjustment		
Total for UNASSIGNED			8.00
Total for ARCHITECT			8.00
51 PROG/FEAS			
000 UNASSIGNED			
X	402 ARLOW, JASON	8/7/2017	.50
	Set up project		
Total for UNASSIGNED			.50
Total for PROG/FEAS			.50
52 DESIGN DEV			
000 UNASSIGNED			
X	402 ARLOW, JASON	11/29/2017	3.50
	Meeting, review boiler, chiller, minutes		
X	402 ARLOW, JASON	11/30/2017	1.00
	Mark up plans		
X	402 ARLOW, JASON	12/4/2017	3.00
	Review roof reports, details		
X	402 ARLOW, JASON	12/14/2017	.50
	New work scope		
X	402 ARLOW, JASON	12/15/2017	.50
	New work scope		
X	681 BERGE, MATTHEW	10/30/2017	1.00
	Research existing		
X	681 BERGE, MATTHEW	11/6/2017	1.00
	Roof plans for GPW improvements		
X	681 BERGE, MATTHEW	11/8/2017	1.00
	Compile existing plans for City Hall and Bath House for MEP consultant.		

				Total Hours
X	681	BERGE, MATTHEW	11/9/2017	4.00
		Compile existing plans for Activities Building for MEP consultant.		
X	681	BERGE, MATTHEW	11/10/2017	1.00
		Compile existing plans		
Total for UNASSIGNED				16.50
Total for DESIGN DEV				16.50
53 CONST DOCUM				
000 UNASSIGNED				
M	452	PASAMBA, ARMANDO	11/15/2017	1.00
		BATH HOUSE		
M	452	PASAMBA, ARMANDO	11/16/2017	4.00
		BATH HOUSE		
M	452	PASAMBA, ARMANDO	11/17/2017	4.00
		HATCH HOUSE / ACTIVITY BLDG		
M	596	CHIRCO, BRANDY	11/20/2017	2.50
		roof and floor plans		
M	596	CHIRCO, BRANDY	11/21/2017	.50
		roof and floor plans		
M	596	CHIRCO, BRANDY	11/27/2017	4.00
		roof plans		
M	596	CHIRCO, BRANDY	11/28/2017	.30
		roof plans		
M	596	CHIRCO, BRANDY	11/29/2017	6.20
		city hall floor plan		
M	596	CHIRCO, BRANDY	11/30/2017	4.10
		city hall floor plan		
M	596	CHIRCO, BRANDY	12/1/2017	4.00
		field measurements of City Hall		
M	596	CHIRCO, BRANDY	12/1/2017	.50
		updating city hall floor plan		
M	596	CHIRCO, BRANDY	12/4/2017	5.40
		updating city hall floor plan		
M	596	CHIRCO, BRANDY	12/5/2017	4.00
		updating city hall floor plan		
M	596	CHIRCO, BRANDY	12/6/2017	.20
		updating city hall floor plan		
* X	402	ARLOW, JASON	1/19/2017	.50
		Set up job		
* X	402	ARLOW, JASON	1/20/2017	.50
		spec		
* X	402	ARLOW, JASON	2/28/2017	3.00
		Front end specs		
* X	402	ARLOW, JASON	3/1/2017	2.00
		Specs		
* X	402	ARLOW, JASON	3/11/2017	.50
		Photos, plans		
* X	402	ARLOW, JASON	3/14/2017	2.50
		Roof plan and spec, smoke damage to maintenance bldg		
* X	402	ARLOW, JASON	3/17/2017	1.50
		Ad, roof plan		
* X	402	ARLOW, JASON	3/20/2017	1.00
		Ad		
* X	402	ARLOW, JASON	3/21/2017	1.00
		Specs		
* X	402	ARLOW, JASON	3/22/2017	2.00
		Site visit, specs		
* X	402	ARLOW, JASON	3/24/2017	.50
		Specs		

			Total Hours
* X	402 ARLOW, JASON	3/27/2017	1.00
	Specs, bid issue		
X	402 ARLOW, JASON	10/25/2017	1.50
	Consultant agreements		
X	402 ARLOW, JASON	10/26/2017	.50
	Consultant agreements		
X	402 ARLOW, JASON	11/2/2017	.50
	consultant agreements		
X	402 ARLOW, JASON	12/28/2017	1.00
	Plan review, mark up		
X	402 ARLOW, JASON	1/2/2018	.50
	Details		
X	402 ARLOW, JASON	1/4/2018	.50
	Details		
X	402 ARLOW, JASON	1/11/2018	1.00
	Ad for activities bldg		
X	402 ARLOW, JASON	1/12/2018	.50
	Ad, bond req'mt for activities bldg		
X	402 ARLOW, JASON	1/22/2018	2.50
	GPW cow		
X	402 ARLOW, JASON	1/22/2018	1.00
	Plan review		
X	402 ARLOW, JASON	1/23/2018	.50
	Schedule		
X	402 ARLOW, JASON	1/25/2018	1.00
	Review		
X	402 ARLOW, JASON	1/30/2018	.50
	Review		
X	402 ARLOW, JASON	2/2/2018	.50
	Vent review		
X	402 ARLOW, JASON	2/5/2018	.50
	Plan review		
X	402 ARLOW, JASON	2/6/2018	1.00
	Review ad		
X	402 ARLOW, JASON	2/7/2018	.50
	Review plans		
X	402 ARLOW, JASON	2/8/2018	.50
	review with gene		
X	402 ARLOW, JASON	2/12/2018	.50
	Review plans		
X	402 ARLOW, JASON	2/14/2018	.50
	Review plans		
X	402 ARLOW, JASON	2/15/2018	2.50
	Review plans		
X	402 ARLOW, JASON	3/2/2018	1.00
	review, fee, eng		
X	452 PASAMBA, ARMANDO	11/7/2017	1.00
X	452 PASAMBA, ARMANDO	11/8/2017	5.00
X	452 PASAMBA, ARMANDO	11/10/2017	3.00
X	452 PASAMBA, ARMANDO	12/1/2017	4.00
	City hall Field Measurement		
X	452 PASAMBA, ARMANDO	2/6/2018	4.50
	CONSTRUCTION DOCUMENT		
X	596 CHIRCO, BRANDY	12/11/2017	5.30
	roof plans		
X	596 CHIRCO, BRANDY	12/15/2017	5.60
	roof details		

			Total Hours
X	596 CHIRCO, BRANDY	12/18/2017	5.00
	roof plans		
X	596 CHIRCO, BRANDY	12/19/2017	1.70
	roof plans		
X	596 CHIRCO, BRANDY	12/22/2017	1.50
	roof details		
X	596 CHIRCO, BRANDY	1/2/2018	.50
	updates to plans		
X	596 CHIRCO, BRANDY	1/3/2018	1.00
	updates to plans		
X	596 CHIRCO, BRANDY	1/16/2018	5.50
	roof plans		
X	596 CHIRCO, BRANDY	1/17/2018	7.50
	roof plans and details		
X	596 CHIRCO, BRANDY	1/18/2018	.60
	details		
X	596 CHIRCO, BRANDY	1/19/2018	1.80
	roof sections		
X	596 CHIRCO, BRANDY	1/22/2018	6.90
	sections and details		
X	596 CHIRCO, BRANDY	1/23/2018	4.70
	sections and details		
X	596 CHIRCO, BRANDY	1/24/2018	.20
	sections and details		
X	596 CHIRCO, BRANDY	1/25/2018	4.00
	sections and details		
X	596 CHIRCO, BRANDY	1/26/2018	6.20
	sections and details		
X	596 CHIRCO, BRANDY	1/29/2018	8.00
	sections and details		
X	596 CHIRCO, BRANDY	1/30/2018	7.50
	sections and details		
X	596 CHIRCO, BRANDY	1/31/2018	8.00
	sections and details		
X	596 CHIRCO, BRANDY	2/1/2018	7.00
	sections and details		
X	596 CHIRCO, BRANDY	2/2/2018	6.90
	sections and details		
X	596 CHIRCO, BRANDY	2/6/2018	1.00
	roof sections and details		
X	596 CHIRCO, BRANDY	2/7/2018	5.80
	roof sections and details		
X	596 CHIRCO, BRANDY	2/15/2018	3.70
	roof plans		
X	596 CHIRCO, BRANDY	2/16/2018	5.80
	bis issue plans		
X	596 CHIRCO, BRANDY	2/22/2018	5.20
	roof details		
X	596 CHIRCO, BRANDY	2/23/2018	5.70
	roof details		
X	596 CHIRCO, BRANDY	2/26/2018	3.60
	mark ups		
X	681 BERGE, MATTHEW	1/18/2018	4.00
	Specifications		
X	681 BERGE, MATTHEW	1/24/2018	2.00
	Roof venting calculations		
X	681 BERGE, MATTHEW	1/25/2018	7.50
	Roof venting calcs for police garage, venting details for city hall.		

			Total Hours
X	681 BERGE, MATTHEW	1/26/2018	5.50
	Project specifications		
X	681 BERGE, MATTHEW	1/29/2018	2.00
	Project specifications		
X	681 BERGE, MATTHEW	1/30/2018	2.00
	Research roof venting		
X	681 BERGE, MATTHEW	1/31/2018	1.00
	Review product information and calculations from roof vent mfr.		
X	681 BERGE, MATTHEW	2/1/2018	3.00
	Specs for roofing project		
X	681 BERGE, MATTHEW	2/2/2018	1.00
	Product specs		
X	681 BERGE, MATTHEW	2/5/2018	4.00
	Print and review documents		
X	681 BERGE, MATTHEW	2/6/2018	4.00
	Revise details		
X	681 BERGE, MATTHEW	2/7/2018	4.00
	Roof details		
Total for UNASSIGNED			259.40
Total for CONST DOCUM			259.40
54 BIDDING			
000 UNASSIGNED			
* X	402 ARLOW, JASON	4/11/2017	1.50
	Pre bid, call bidders		
* X	402 ARLOW, JASON	4/18/2017	1.50
	Bid opening		
Total for UNASSIGNED			3.00
Total for BIDDING			3.00
55 CONST ADMIN			
000 UNASSIGNED			
M	596 CHIRCO, BRANDY	11/17/2017	1.00
	spec book		
M	596 CHIRCO, BRANDY	11/22/2017	.50
	spec book		
Total for UNASSIGNED			1.50
Total for CONST ADMIN			1.50
56 ME/ELEC DESG			
000 UNASSIGNED			
* T	552 EDWARDS, WILLIAM	2/21/2018	.60
* T	552 EDWARDS, WILLIAM	2/21/2018	-.60
X	552 EDWARDS, WILLIAM	2/8/2018	2.70
* X	552 EDWARDS, WILLIAM	2/21/2018	.60
X	552 EDWARDS, WILLIAM	2/22/2018	.50
Total for UNASSIGNED			3.80
Total for ME/ELEC DESG			3.80
58 STRUCTURAL			
000 UNASSIGNED			
X	544 ZAUER, KEVIN	2/28/2018	.50
	Unit loading request		
Total for UNASSIGNED			.50
Total for STRUCTURAL			.50
Total for Labor and Overhead			328.00
Expenses			
Reimbursable Expenses			
521.00 NON-REIMB. MISC. EXP.			
F AP 0086951 12/5/2017 / ROOFING			
TECHNOLOGY ASSOCIATES			

**Total
Hours**

F AP 0087068 12/18/2017 / ROOFING

TECHNOLOGY ASSOCIATES

F AP 0087441 2/13/2018 / DI CLEMENTE

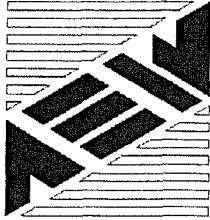
SIEGEL DESIGN INC.

F AP 0087541 2/28/2018 / DI CLEMENTE

SIEGEL DESIGN INC.

Total for 521.00

Total for Reimbursable Expenses**Total for Expenses****Total for 0160-0395-0****328.00****Final Totals****328.00**

**ANDERSON, ECKSTEIN AND WESTRICK INC.**

CIVIL ENGINEERS • SURVEYORS • ARCHITECTS

51301 Schoenherr Road, Shelby Township, Michigan 48068

Phone (586) 726-1234 Fax (586) 726-8780

RECEIVED

APR 13 2018

Invoice

March 13, 2018

Project No: 0160-0397-0

Invoice No: 0117068

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

Project 0160-0397-0 PUBLIC SAFETY IMPROVEMENTS
FOR: LAYOUTS & MEETINGS TO REVIEW, PLAN REVISIONS AND PREPARE PRELIMINARY DESIGN DOCUMENTS
Professional Services from February 5, 2018 to March 4, 2018

Fee

Total Fee	23,000.00		
Percent Complete	95.00	Total Earned	21,850.00
		Previous Fee Billing	11,500.00
		Current Fee Billing	10,350.00
		Total Fee	10,350.00

Reimbursable Expenses

REIMB. MISC. EXPENSE			
2/27/2018	STATE OF MICHIGAN	PLAN REVIEW FEE	155.00
	Total Reimbursables		155.00

Total this Invoice **\$10,505.00**

BILLING BACKUP REPORT

PO # 17-44449 FS

401.451.974.201

4/3/18

C. Behrman

ANDERSON, ECKSTEIN AND WESTRICK, INC.

CHECK REQUEST FORM

Vendor 0201

DATE:

2-27-18

PAYABLE TO:

State of Michigan

ADDRESS:

Bureau of Fire Services - Plan Review Division

Po Box 30700

Lansing, MI 480909

AMOUNT:

\$155

REASON:

Plan Review Fee

PROJECT # REIMBURSABLE TO:

~~0160-0397~~

0160-0397

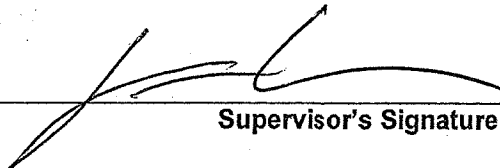
Reimb.

520.00

REQUESTED BY:

Jason Arlow

APPROVED BY:



Supervisor's Signature

SPECIAL REQUEST:

Give Check to Jason

DATE CHECK NEEDED BY:

2-27-18

Project Detail - JTD

Monday, March 12, 2018

8:29:32 AM

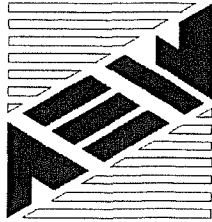
Anderson, Eckstein & Westrick, Inc.

Job-to-Date through 4/6/2018

	Total Hours
Project Number: 0160-0397-0 PUBLIC SAFETY IMPROVEMENTS	
Total for	
Labor and Overhead	
00 NON-BILLABLE LABOR	
000 UNASSIGNED	
X 402 ARLOW, JASON 1/24/2018	.50
Review	
X 402 ARLOW, JASON 1/25/2018	.50
Review with Gene T.	
Total for UNASSIGNED	1.00
Total for NON-BILLABLE LABOR	1.00
23 RESEARCH/REVIEW	
000 UNASSIGNED	
X 395 FRAYER, CHRISTOPHER 2/22/2018	1.00
Archive search for water model, rw static pressures for proposed fire suppression;	
X 442 VIGNERON, MICHAEL 2/12/2018	.50
Water Service for Fire Suppression Line	
X 442 VIGNERON, MICHAEL 2/13/2018	.50
Water Service for Fire Suppression Line	
X 442 VIGNERON, MICHAEL 2/14/2018	1.00
Water Service for Fire Suppression Line	
Total for UNASSIGNED	3.00
Total for RESEARCH/REVIEW	3.00
25 PRINTS	
000 UNASSIGNED	
X 360 LEIDEKER, RONDA 2/23/2018	2.30
Prints & Books	
X 523 KAERLE, KATHLEEN 2/26/2018	.50
Scanning	
Total for UNASSIGNED	2.80
Total for PRINTS	2.80
30 CONST PLAN DRAFT	
000 UNASSIGNED	
X 229 HENNINGS, NANCY 2/14/2018	1.00
Create fire suppression plan	
Total for UNASSIGNED	1.00
Total for CONST PLAN DRAFT	1.00
52 DESIGN DEV	
000 UNASSIGNED	
X 402 ARLOW, JASON 10/17/2017	.50
Review	
X 402 ARLOW, JASON 10/25/2017	.50
Review	
X 402 ARLOW, JASON 10/26/2017	2.00
Meeting	
X 681 BERGE, MATTHEW 10/16/2017	3.50
Preliminary layouts	
X 681 BERGE, MATTHEW 10/20/2017	1.00
Revised layouts	
X 681 BERGE, MATTHEW 10/25/2017	4.00
Revise floor plans	
X 681 BERGE, MATTHEW 10/26/2017	3.00
Travel to and attend meeting in Grosse Pointe Woods	
X 681 BERGE, MATTHEW 10/30/2017	1.00
Revised floor plans	

			Total Hours
X	681	BERGE, MATTHEW 11/10/2017	.50
		Revise existing plans	
X	681	BERGE, MATTHEW 11/20/2017	.50
		Revise design documents and research cost information	
X	681	BERGE, MATTHEW 11/27/2017	6.00
		Compiled opinion of probable cost	
X	681	BERGE, MATTHEW 11/28/2017	1.00
		Revised estimate	
X	681	BERGE, MATTHEW 11/29/2017	5.50
		Wall sections and reflected ceiling plan	
X	681	BERGE, MATTHEW 11/30/2017	1.00
		Review drawings for required dimensions, research weight of truss wall panels	
X	681	BERGE, MATTHEW 12/6/2017	6.00
		Revise drawings per field measurements	
X	681	BERGE, MATTHEW 12/7/2017	2.00
		Revise plans	
X	681	BERGE, MATTHEW 12/11/2017	7.50
		Section and plan details	
X	681	BERGE, MATTHEW 12/12/2017	6.50
		Code Review and life safety plan, prepare project schedule, filed project correspondence.	
X	681	BERGE, MATTHEW 12/15/2017	.50
		Code Review	
		Total for UNASSIGNED	52.50
		Total for DESIGN DEV	52.50
		53 CONST DOCUM	
		000 UNASSIGNED	
X	402	ARLOW, JASON 12/15/2017	.50
		code review	
X	402	ARLOW, JASON 12/18/2017	.50
		code review	
X	402	ARLOW, JASON 12/19/2017	.50
		code review	
X	402	ARLOW, JASON 12/20/2017	.50
		code review, plans to building official	
X	402	ARLOW, JASON 1/4/2018	.50
		plans	
X	402	ARLOW, JASON 1/18/2018	.50
		review with building official, review front spec	
X	596	CHIRCO, BRANDY 2/19/2018	1.10
		mark ups	
X	596	CHIRCO, BRANDY 2/20/2018	6.20
		mark ups and mechanical plans	
X	596	CHIRCO, BRANDY 2/21/2018	8.00
		mechanical and plumbing plans	
X	596	CHIRCO, BRANDY 2/22/2018	2.60
		mechanical	
X	681	BERGE, MATTHEW 1/2/2018	1.00
		Project specifications	
X	681	BERGE, MATTHEW 1/4/2018	7.00
		Project specifications	
X	681	BERGE, MATTHEW 1/5/2018	5.50
		Project specifications	
X	681	BERGE, MATTHEW 1/8/2018	6.50
		Project specifications	
X	681	BERGE, MATTHEW 1/10/2018	1.00
		Project specifications.	
X	681	BERGE, MATTHEW 1/11/2018	7.00
		Project specifications	

Project Detail - JTD			Job-to-Date through 4/6/2018	Monday, March 12, 2018 8:29:32 AM
			Total Hours	
X	681 BERGE, MATTHEW	1/12/2018	7.00	
	Project specifications			
X	681 BERGE, MATTHEW	1/15/2018	6.00	
	Revised specifications and reviewed general conditions. Sent drawings to mechanical/electrical engineer.			
X	681 BERGE, MATTHEW	2/7/2018	1.50	
	Review details, coordinate with engineers			
X	681 BERGE, MATTHEW	2/8/2018	6.50	
	Compile existing drawings for MEP engineers, send preliminary outlet layout to client, prepare project schedule.			
X	681 BERGE, MATTHEW	2/9/2018	5.00	
	ADA ramp details			
X	681 BERGE, MATTHEW	2/10/2018	2.50	
	Ramp details and prevailing wage info.			
X	681 BERGE, MATTHEW	2/12/2018	6.00	
	Bid alternate details			
X	681 BERGE, MATTHEW	2/13/2018	7.00	
	Construction documents			
X	681 BERGE, MATTHEW	2/15/2018	6.50	
	Construction drawings			
X	681 BERGE, MATTHEW	2/16/2018	6.00	
	Construction drawings			
X	681 BERGE, MATTHEW	2/20/2018	4.00	
	Specifications			
X	681 BERGE, MATTHEW	2/21/2018	7.00	
	Construction drawings and specifications			
X	681 BERGE, MATTHEW	2/22/2018	5.00	
	Construction drawings and specs			
X	681 BERGE, MATTHEW	2/23/2018	.50	
	Review contractor questions			
X	681 BERGE, MATTHEW	2/27/2018	1.00	
	Prepare materials for pre-bid meeting			
X	681 BERGE, MATTHEW	2/28/2018	6.00	
	Prepare materials for pre-bid, attend pre-bid, prepare addendum 1 items.			
X	681 BERGE, MATTHEW	3/2/2018	.50	
	Review contractor questions, setup meetings, revise addendum 1 items			
Total for UNASSIGNED			126.90	
Total for CONST DOCUM			126.90	
58 STRUCTURAL				
000 UNASSIGNED				
X	544 ZAUER, KEVIN	12/15/2017	2.00	
	Reviewed holding cell slab loading			
Total for UNASSIGNED			2.00	
Total for STRUCTURAL			2.00	
Total for Labor and Overhead			189.20	
Expenses				
Reimbursable Expenses				
520.00 REIMB. MISC. EXPENSE				
B AP 0087481 2/27/2018 / STATE OF MICHIGAN / PLAN REVIEW FEE				
Total for 520.00				
Total for Reimbursable Expenses				
Total for Expenses				
Total for 0160-0397-0			189.20	
Final Totals			189.20	



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

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Invoice

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APR - 8 2018

CITY OF GROSSE PTE. WOODS

PO 17-43940

March 28, 2018

Project No:

0160-0364-0

Invoice No:

0117305

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

592-537.975.004

4/31/18

FS

Project 0160-0364-0 SAW GRANT-WASTEWATER ASSET MGT PLAN

Professional Services from February 5, 2018 to March 4, 2018

Professional Personnel

		Hours	Rate	Amount
RESEARCH/REVIEW				
PRINCIPAL ENGINEER				
LOCKWOOD, SCOTT	2/9/2018	1.00	103.00	103.00
Project progress update and contract item extension review				
ENGINEERING AIDE III				
MILLER, JACOB	2/5/2018	.20	70.00	14.00
Manhole inspection time				
SENIOR PROJECT ENGINEER				
SEIDEL, KYLE	2/19/2018	.50	103.00	51.50
Oversight of MH inspection				
SEIDEL, KYLE	2/21/2018	.30	103.00	30.90
Manhole inspection coordination				
CONTRACT ADMINISTRATION				
TEAM LEADER				
MYSLINSKI, CHARLES	2/5/2018	.50	83.50	41.75
Time, Mileage, Data Transfer, Staffing...				
MYSLINSKI, CHARLES	2/6/2018	1.00	83.50	83.50
Site Visit				
MYSLINSKI, CHARLES	2/12/2018	1.00	83.50	83.50
Time, Mileage, Data Transfer, Staffing...				
MYSLINSKI, CHARLES	2/14/2018	1.50	83.50	125.25
Site Visit				
MYSLINSKI, CHARLES	2/19/2018	1.00	83.50	83.50
Time, Mileage, Data Transfer...				
MYSLINSKI, CHARLES	2/26/2018	1.00	83.50	83.50
Time, Mileage, Data Transfer...				
SMITH, BRADLEY	3/1/2018	2.50	83.50	208.75
Site visit, schedule				
VARICALLI, FRANK	2/8/2018	.50	83.50	41.75
Proj.co-ord.dis.w/insp.& contr.				
VARICALLI, FRANK	2/12/2018	.50	83.50	41.75
VARICALLI, FRANK	2/13/2018	.50	83.50	41.75
VARICALLI, FRANK	2/14/2018	.50	83.50	41.75
VARICALLI, FRANK	2/15/2018	.50	83.50	41.75
VARICALLI, FRANK	2/16/2018	.50	83.50	41.75
VARICALLI, FRANK	2/19/2018	.50	83.50	41.75
Proj.co-ord.dis.w/insp.& contr.				
VARICALLI, FRANK	2/21/2018	.50	83.50	41.75

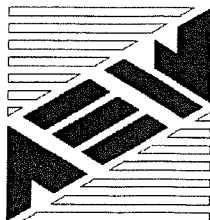
Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN			Invoice	0117305
	VARICALLI, FRANK	2/22/2018	.50	83.50	41.75	
	VARICALLI, FRANK	2/26/2018	.50	83.50	41.75	
	VARICALLI, FRANK	2/27/2018	.50	83.50	41.75	
	VARICALLI, FRANK	3/1/2018	.50	83.50	41.75	
	VARICALLI, FRANK	3/2/2018	1.00	83.50	83.50	
ENGINEERING AIDE III						
	BARNES, JOYCE	2/19/2018	.50	70.00	35.00	
	File transfer					
	BARNES, JOYCE	2/21/2018	6.00	70.00	420.00	
	Review Files current tracking					
	BARNES, JOYCE	3/1/2018	2.00	70.00	140.00	
	Track reports					
	BARNES, JOYCE	3/2/2018	2.70	70.00	189.00	
	Track reports					
	DEDENBACH, LYNN	2/12/2018	.50	70.00	35.00	
	Draft Estimate					
	DEDENBACH, LYNN	2/13/2018	2.00	70.00	140.00	
	IDR Review, Filing, Generate Estimate, Transmittal to City, Email, Filing					
	DEDENBACH, LYNN	2/20/2018	.50	70.00	35.00	
	IDR Review					
	WINES, WILLIAM	2/5/2018	.50	70.00	35.00	
	IDR Review					
	WINES, WILLIAM	2/6/2018	1.00	70.00	70.00	
	IDR Review					
	WINES, WILLIAM	2/14/2018	1.00	70.00	70.00	
	IDR Review					
	WINES, WILLIAM	2/15/2018	1.00	70.00	70.00	
	Estimate 1					
	WINES, WILLIAM	2/20/2018	1.50	70.00	105.00	
	IDR Review					
	WINES, WILLIAM	2/27/2018	1.00	70.00	70.00	
	IDR Review					
CONSTRUCTION OBSERVATION						
ENGINEERING AIDE III						
	BIRKETT, CHRISTOPHER	2/6/2018	8.50	70.00	595.00	
	Manhole inspection					
	BIRKETT, CHRISTOPHER	2/7/2018	8.50	70.00	595.00	
	Manhole inspection.					
	BIRKETT, CHRISTOPHER	2/13/2018	10.00	70.00	700.00	
	Manhole inspection					
	BIRKETT, CHRISTOPHER	2/14/2018	10.00	70.00	700.00	
	Manhole inspection					
	BIRKETT, CHRISTOPHER	2/15/2018	10.00	70.00	700.00	
	Manhole inspection					
	BIRKETT, CHRISTOPHER	2/19/2018	7.00	70.00	490.00	
	Manhole inspection					
	BIRKETT, CHRISTOPHER	2/22/2018	10.00	70.00	700.00	
	Manhole inspection.					
	BIRKETT, CHRISTOPHER	2/23/2018	10.00	70.00	700.00	
	Manhole inspection					
	BIRKETT, CHRISTOPHER	2/26/2018	10.00	70.00	700.00	
	Manhole inspection					
	BIRKETT, CHRISTOPHER	2/27/2018	10.00	70.00	700.00	
	Manhole inspection					
	BIRKETT, CHRISTOPHER	3/2/2018	10.00	70.00	700.00	
	Manhole inspection					

Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN			Invoice	0117305
DAVIS, JOHN	2/6/2018	10.00	70.00	700.00		
Manhole inspection.						
DAVIS, JOHN	2/7/2018	10.00	70.00	700.00		
Manhole inspection.						
DAVIS, JOHN	2/8/2018	9.50	70.00	665.00		
Manhole inspection						
DAVIS, JOHN	2/12/2018	10.00	70.00	700.00		
Manhole inspection.						
DAVIS, JOHN	2/13/2018	10.00	70.00	700.00		
Manhole inspection.						
DAVIS, JOHN	2/14/2018	10.50	70.00	735.00		
Manhole inspection.						
DAVIS, JOHN	2/15/2018	9.50	70.00	665.00		
Manhole inspection.						
DAVIS, JOHN	2/19/2018	7.00	70.00	490.00		
Manhole inspection.						
DAVIS, JOHN	2/22/2018	10.00	70.00	700.00		
Manhole inspection						
DAVIS, JOHN	2/23/2018	10.00	70.00	700.00		
Manhole inspection						
DAVIS, JOHN	2/26/2018	10.00	70.00	700.00		
Manhole inspection						
DAVIS, JOHN	2/27/2018	10.00	70.00	700.00		
Manhole inspection						
DAVIS, JOHN	2/28/2018	10.00	70.00	700.00		
Manhole inspection						
DAVIS, JOHN	3/2/2018	10.00	70.00	700.00		
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/5/2018	8.00	70.00	560.00		
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/6/2018	8.50	70.00	595.00		
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/7/2018	8.00	70.00	560.00		
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/8/2018	5.00	70.00	350.00		
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/12/2018	9.00	70.00	630.00		
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/13/2018	8.50	70.00	595.00		
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/14/2018	9.00	70.00	630.00		
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/15/2018	8.00	70.00	560.00		
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/16/2018	8.00	70.00	560.00		
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/19/2018	8.00	70.00	560.00		
Manhole inspection						

Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN			Invoice	0117305
MONTEMAYOR-ESPINOZA, DARIO	2/20/2018	8.00	70.00		560.00	
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/21/2018	7.00	70.00		490.00	
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/22/2018	8.50	70.00		595.00	
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/23/2018	8.00	70.00		560.00	
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/26/2018	8.50	70.00		595.00	
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/27/2018	8.50	70.00		595.00	
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	2/28/2018	8.50	70.00		595.00	
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	3/1/2018	8.00	70.00		560.00	
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	3/2/2018	8.50	70.00		595.00	
Manhole inspection						
MONTEMAYOR-ESPINOZA, DARIO	3/3/2018	6.50	70.00		455.00	
Manhole inspection						
WALKER, NAKEYA	2/6/2018	10.00	70.00		700.00	
Manhole inspection						
WALKER, NAKEYA	2/7/2018	10.30	70.00		721.00	
Manhole Inspection						
WALKER, NAKEYA	2/8/2018	10.00	70.00		700.00	
Manhole Inspection						
WALKER, NAKEYA	2/12/2018	10.00	70.00		700.00	
Manhole Inspection						
WALKER, NAKEYA	2/14/2018	10.00	70.00		700.00	
Manhole Inspection						
WALKER, NAKEYA	2/15/2018	9.00	70.00		630.00	
Manhole Inspection						
WALKER, NAKEYA	2/19/2018	7.50	70.00		525.00	
Manhole inspection						
WALKER, NAKEYA	2/22/2018	10.00	70.00		700.00	
Manhole inspection						
WALKER, NAKEYA	2/23/2018	10.00	70.00		700.00	
Manhole inspection						
WALKER, NAKEYA	2/26/2018	10.00	70.00		700.00	
Manhole inspection						
WALKER, NAKEYA	2/27/2018	9.50	70.00		665.00	
Manhole inspection						
WALKER, NAKEYA	2/28/2018	10.00	70.00		700.00	
Manhole inspection						
WALKER, NAKEYA	3/2/2018	9.50	70.00		665.00	
Manhole inspection						
WILSON, HOLLY	2/6/2018	10.00	70.00		700.00	
Manhole inspection						
WILSON, HOLLY	2/7/2018	10.00	70.00		700.00	

Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN			Invoice	0117305
Manhole inspection						
WILSON, HOLLY	2/8/2018	9.50	70.00	665.00		
Manhole inspection						
WILSON, HOLLY	2/12/2018	10.00	70.00	700.00		
Manhole inspection						
WILSON, HOLLY	2/13/2018	10.00	70.00	700.00		
Manhole inspection						
WILSON, HOLLY	2/14/2018	10.50	70.00	735.00		
Manhole inspection						
WILSON, HOLLY	2/15/2018	9.50	70.00	665.00		
Manhole inspection						
WILSON, HOLLY	2/19/2018	7.50	70.00	525.00		
Manhole inspection						
WILSON, HOLLY	2/22/2018	9.80	70.00	686.00		
Manhole inspection						
WILSON, HOLLY	2/23/2018	10.00	70.00	700.00		
Manhole inspection						
WILSON, HOLLY	2/26/2018	10.00	70.00	700.00		
Manhole inspection						
WILSON, HOLLY	2/27/2018	10.00	70.00	700.00		
Manhole inspection						
WILSON, HOLLY	2/28/2018	10.00	70.00	700.00		
Manhole inspection						
WILSON, HOLLY	3/2/2018	9.50	70.00	665.00		
Manhole inspection						
ENGINEERING AIDE II						
DUCKWITZ, KEVIN	2/6/2018	8.50	62.00	527.00		
Manhole inspection						
DUCKWITZ, KEVIN	2/7/2018	8.50	62.00	527.00		
Manhole inspection						
DUCKWITZ, KEVIN	2/14/2018	10.00	62.00	620.00		
Manhole inspection						
DUCKWITZ, KEVIN	2/19/2018	10.00	62.00	620.00		
Manhole inspection						
DUCKWITZ, KEVIN	2/22/2018	10.00	62.00	620.00		
Manhole inspection						
DUCKWITZ, KEVIN	2/23/2018	10.00	62.00	620.00		
Manhole inspection						
DUCKWITZ, KEVIN	2/26/2018	10.00	62.00	620.00		
Manhole inspection						
DUCKWITZ, KEVIN	2/27/2018	10.50	62.00	651.00		
Manhole inspection						
DUCKWITZ, KEVIN	3/2/2018	10.00	62.00	620.00		
Manhole inspection						
SMITH, BRYAN	2/15/2018	9.50	62.00	589.00		
Manhole inspection						
WEEKS, ROBERT	2/6/2018	10.00	62.00	620.00		
Manhole inspection						
WEEKS, ROBERT	2/7/2018	10.00	62.00	620.00		
Manhole inspection						
WEEKS, ROBERT	2/8/2018	10.00	62.00	620.00		
Manhole inspection						
WEEKS, ROBERT	2/12/2018	10.00	62.00	620.00		
Manhole inspection						

Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN			Invoice	0117305
WEEKS, ROBERT	2/13/2018	10.00	62.00		620.00	
Manhole inspection						
WEEKS, ROBERT	2/14/2018	10.00	62.00		620.00	
Manhole inspection						
WEEKS, ROBERT	2/15/2018	10.00	62.00		620.00	
Manhole inspection						
WEEKS, ROBERT	2/19/2018	10.00	62.00		620.00	
Manhole inspection						
WEEKS, ROBERT	2/22/2018	10.00	62.00		620.00	
Manhole inspection						
WEEKS, ROBERT	2/23/2018	10.00	62.00		620.00	
Manhole inspection						
WEEKS, ROBERT	2/26/2018	10.00	62.00		620.00	
Manhole inspection						
WEEKS, ROBERT	2/27/2018	10.50	62.00		651.00	
Manhole inspection						
WEEKS, ROBERT	2/28/2018	10.00	62.00		620.00	
Manhole inspection						
WEEKS, ROBERT	3/2/2018	10.00	62.00		620.00	
Manhole inspection						
Totals		937.80			64,014.65	
Total Labor						64,014.65
				Total this Invoice		\$64,014.65

**ANDERSON, ECKSTEIN AND WESTRICK, INC.**

CIVIL ENGINEERS • SURVEYORS • ARCHITECTS

51301 Schoenherr Road, Shelby Township, Michigan 48068

Phone (586) 726-1234 Fax (586) 726-8780

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Invoice

March 28, 2018

Project No: 0160-0376-2

Invoice No: 0117306

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

Project 0160-0376-2 GAS MAIN CONSTRUCTION OVERSIGHT

Professional Services from February 5, 2018 to March 4, 2018**Professional Personnel**

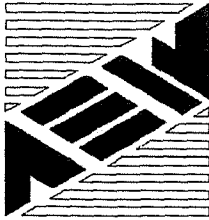
	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT 2/14/2018	2.50	103.00	257.50
Meeting minutes from 1/24 and 1/31 and meeting and minutes for today			
LOCKWOOD, SCOTT 2/28/2018	.50	103.00	51.50
Review progress/ cancelled meeting			
MEETINGS			
TEAM LEADER			
VARICALLI, FRANK 2/21/2018	.50	83.50	41.75
Dis.w/DTE on gas conflicts			
Totals	3.50		350.75
Total Labor			350.75
Billing Limits	Current	Prior	To-Date
Total Billings	350.75	129,611.45	129,962.20
Limit			140,000.00
Remaining			10,037.80
Total this Invoice			\$350.75

PO # 17.44119 FS.

101.000.285.530

Q. Behrens

4/3/2018



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

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March 28, 2018

Project No: 0160-0387-0

Invoice No: 0117307

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

CITY OF GROSSE PTE. WOODS

Project 0160-0387-0 FY 2017-2018 RATE STUDY

Professional Services from February 5, 2018 to March 4, 2018

Professional Personnel

		Hours	Rate	Amount
RESEARCH/REVIEW				
PRINCIPAL ENGINEER				
LOCKWOOD, SCOTT	2/21/2018	1.00	103.00	103.00
Capital Improvement Plan				
LOCKWOOD, SCOTT	2/28/2018	.50	103.00	51.50
LOCKWOOD, SCOTT	3/1/2018	1.00	103.00	103.00
Capital program				
LOCKWOOD, SCOTT	3/2/2018	.50	103.00	51.50
Review potential capital program with Ross				
Totals		3.00		309.00
Total Labor				309.00

Billing Limits	Current	Prior	To-Date
Total Billings	309.00	3,410.60	3,719.60
Limit			7,500.00
Remaining			3,780.40
Total this Invoice			\$309.00

Outstanding Invoices

Number	Date	Balance
0117014	3/2/2018	206.00
Total		206.00

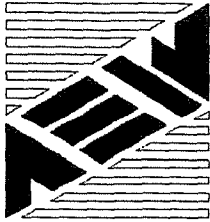
PO # 18 - 44560

592,537.818.000 FS

4/3/18

Checkers

Budgeted Hem



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice

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March 28, 2018

Project No: 0160-0394-0

Invoice No: 0117308

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

CITY OF GROSSE POINTE WOODS

Project 0160-0394-0 2017-2018 GIS MAINTENANCE

FOR: GIS PORTAL & MOBILE APP SETUP AND PREP FOR TRAINING

Professional Services from February 5, 2018 to March 4, 2018

Professional Personnel

		Hours	Rate	Amount
DATABASE				
ENGINEERING AIDE III				
SVOBODA, JOSEPH	2/5/2018	8.00	70.00	560.00
Created StopBoxes feature class based on geocoded list of addresses and moved points features inside corresponding parcel boundaries				
SVOBODA, JOSEPH	2/6/2018	7.00	70.00	490.00
Created StopBoxes feature class based on geocoded list of addresses and moved points features inside corresponding parcel boundaries				
Totals		15.00		1,050.00
Total Labor				1,050.00

Billing Limits	Current	Prior	To-Date
Total Billings	1,050.00	7,608.65	8,658.65
Limit			13,000.00
Remaining			4,341.35

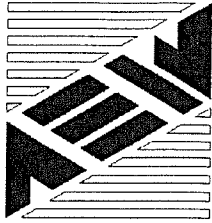
Total this Invoice \$1,050.00

PO # 44040

592.537.977.000

4/4/18

C. B. Bress



ANDERSON, ECKSTEIN AND WESTRICK, INC.
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS
51301 Schoenherr Road, Shelby Township, Michigan 48315
Phone (586) 726-1234 Fax (586) 726-8780

Invoice
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March 28, 2018
CITY OF GROSSE PTE. WOODS
Project No: 0160-0402-0
Invoice No: 0117310

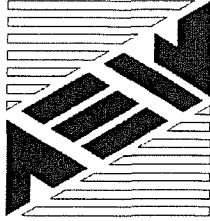
CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

Project 0160-0402-0 FY 2018-2019 RATE STUDY

Professional Services from February 5, 2018 to March 4, 2018
Professional Personnel

	Hours	Rate	Amount	
STUDIES				
SENIOR PROJECT ENGINEER				
SEIDEL, KYLE 2/22/2018	1.00	103.00	103.00	
Coordination of information needed for user charge				
SEIDEL, KYLE 2/23/2018	.30	103.00	30.90	
Project coordination				
SEIDEL, KYLE 2/27/2018	3.00	103.00	309.00	
User charge study.				
Totals	4.30		442.90	
Total Labor				442.90
Total this Invoice				\$442.90

592.538.818.000 FJ
4/3/18
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**ANDERSON, ECKSTEIN AND WESTRICK, INC.**

CIVIL ENGINEERS • SURVEYORS • ARCHITECTS

51301 Schoenherr Road, Shelby Township, Michigan 48315

Phone (586) 726-1234 Fax (586) 726-8780

Invoice

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CITY OF GROSSE PTE. WOODS

March 28, 2018

Project No: 0160-0403-0

Invoice No: 0117311

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

Project 0160-0403-0 LAKEFRONT PK POOL FILTRATION-ELECTRICAL

Professional Services from February 5, 2018 to March 4, 2018**Professional Personnel**

		Hours	Rate	Amount
RESEARCH/REVIEW				
PRINCIPAL ENGINEER				
LOCKWOOD, SCOTT	1/31/2018	4.00	103.00	412.00
MDEQ Water System Review response, Review LFP filter room electrical, vehicular bridge and county easement				
MECHANICAL/ELECTRICAL DESIGN				
SENIOR PROJECT ENGINEER				
EDWARDS, WILLIAM	1/31/2018	2.70	103.00	278.10
Marina pool house electric				
EDWARDS, WILLIAM	2/1/2018	.70	103.00	72.10
Marina pool house electric				
Totals		7.40		762.20
Total Labor				762.20
Billing Limits	Current	Prior	To-Date	
Total Billings	762.20	0.00	762.20	
Limit			6,000.00	
Remaining			5,237.80	
Total this Invoice				\$762.20

PO # 18-44521 FJ

101.774.818.103

4/3/2018

CB (Bues)

KITCH DRUTCHAS WAGNER VALITUTTI & SHERBROOK

A PROFESSIONAL CORPORATION

Attorneys and Counselors

ONE WOODWARD AVENUE, SUITE 2400
DETROIT, MICHIGAN 48226-5485

313-965-7900

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IRS # 38-1896224

103

CITY OF GROSSE POINTE WOODS

CITY OF GROSSE POINTE WOODS
ATTN: BRUCE J SMITH
CITY ADMINISTRATOR
20025 MACK PLAZA
GROSSE POINTE WOODS, MI 48236

MARCH 30, 2018

FILE # 2371.002582
INVOICE # 424843

REGARDING: CITY OF GROSSE POINTE WOODS

FOR PROFESSIONAL SERVICES RENDERED

02/16/18 MJW RECEIPT OF EMAIL INQUIRY RE MOBILITIE DAS APPLICATION AND OBJECTION TO NEW FRANCHISE	.30
02/20/18 MJW WORK ON DAS/SMALL CELL POLICY	2.00
02/21/18 MJW CONTINUE WORK ON DAS/SMALL CELL POLICY AND RELATED DOCUMENTS; FORWARD POLICY, POLICY MEMO, FRANCHISE AND MODIFIED METRO ACT PERMIT TO CLIENT FOR REVIEW AND CONSIDERATION	2.00

TOTAL HOURLY CHARGES	\$1,290.00
----------------------	------------

-----RECAP-----			
TIMEKEEPER	RATE	HOURS	AMOUNT
MICHAEL J WATZA	300.00	4.30	1,290.00
TOTALS		4.30	1,290.00

CURRENT AMOUNT DUE

TOTAL AMOUNT DUE

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APR 3 2018

CITY OF GROSSE PTE. WOODS

\$1,290.00

\$1,290.00



Plante & Moran, PLLC
1098 Woodward Avenue
Detroit, MI 48226-1906
Tel: 313.496.7200
Fax: 313.496.7201

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APR -3 2018

CITY OF GROSSE PTE. WOODS



INVOICE

City of Grosse Pointe Woods
20025 Mack Plaza Drive
Grosse Pte. Woods, MI 48236

Date: March 27, 2018
Client No: 64954
Invoice No: 1528940
Page: 1

For Professional Services Rendered

For services rendered from February 1, 2018 through March 26, 2018 1,305.00

General consulting services provided by Bill Brickey (4.5 hours) related to the following:

- General review of the General Fund financial forecast
- Various discussion with management regarding the forecast assumptions
- Discussions regarding suggested changes to the financial forecast
- Attendance at the 3/26/18 council meeting to discuss the forecast

Accounting services provided by Bill Brickey (.75 hours) related to the February pension investment account reconciliation and journal entries. 217.00

Balance Due \$ 1,522.00 USD

101.223.818.000
4/3/2018
[Signature]

Remittance information:

Check:

Wire Transfer:

ACH:

Plante & Moran, PLLC
16060 Collections Center Drive
Chicago, IL 60693

Bank
Routing/ABA#
Bank Address

Account Number
Account Name

Bank of America
026009593
100 West 33rd Street
New York, NY 10001
9890996003
Plante & Moran, PLLC

Bank of America
071000039
100 West 33rd Street
New York, NY 10001
9890996003
Plante & Moran, PLLC



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OF COUNSEL
CHARLES T. BERSCHBACK

March 30, 2018

Bruce Smith, City Administrator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE: March 2018 Billing/DRB

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
3.7.18	Municipal Court (2.00)	2.00
3.9.18	Work on salaried contracts (.75); TCs and work on Clerk matters (1.00)	1.75
3.13.18	Work on personnel issues (.50); review of weekend packet and COW items (.75); COW meeting and follow up (3.75)	5.00
3.14.18	Review of Charter provisions and personnel matters and employee handbook issues (1.00)	1.00
3.15.18	All TCs and follow up on miscellaneous City and CC matters (1.25)	1.25
3.19.18	Review of weekend packet, TCs regarding C&E and follow up on COW issues (1.25); work on Court cases (.50); COW and CC meetings and follow up (2.00)	3.75
3.20.18	TCs and beginning review of Medstar contract and meeting with BS (1.75)	1.75
3.21.18	Meeting with BS; FOIA (.25); record review for discovery purposes (.25)	0.50
3.23.18	Meetings with BS and LKH on City matters and follow up (2.00); follow up on criminal case (.25); TC regarding Medstar contract (.25); discussion and follow up on Charter provision matter (.50)	3.00
3.26.18	Review of weekend packet and work on CC and COW matters (.75); review of insurance claim denial (.25); attendance at CC and COW meetings (2.75); review of annual performance bond (.25); follow up on Planning Commission issue (.25)	4.25
3.28.18	Municipal Court (1.25); meeting with Det. Bur. and warrant review (.50); meeting with three appointed officials and follow up (1.25)	3.00

DRB = 27.25 hours x \$170.00

TOTAL: \$ 4,632.50

Breakdown

General	25.00 hours
Municipal Court	2.00 hours
Bldg/Planning Comm.	.25 hours
MTT	

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March 30, 2018

Bruce Smith
City Administrator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE: March Billing/ CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
2.28.18	TC with DV case (.25); TCs LH, CB. (.25)	0.50
3.1.18	TCs and emails on Municipal Court docket (.25)	0.25
3.2.18	Calls on Municipal Court DV case (.25); TCs GT, LH; work on FOIA and dog license ordinance (.50)	0.75
3.5.18	Review of Council package, TCs (.25); attendance at Council meeting (.50)	0.75
3.6.18	Review of DV case, OWI case, calls on Municipal Court docket, TC GT, LH, fax to toxicology lab (.50)	0.50
3.7.18	Attendance at Municipal Court, meeting with GT (3.00); review of approval of 2 renewal contracts, review of Verizon METRO Act Permit, TC Toxicology Lab Director (.50)	3.50
3.9.18	Meeting with GT, initial prep for trial on Hawthorne file (1.25); final review of DAS Small Cell agreement and email to Mobilitie (.25); TC GT, Ryan S. (.25)	1.75
3.13.18	Work on Hunt Club TT file, call on Rivers TT file (.50)	0.50
3.14.18	Appearance at Municipal Court and follow up (2.25); prep for Hawthorne final pretrial, work on exhibits (.50)	2.75
3.15.18	Hawthorne pretrial in Wayne County (3.00), court date set, follow up with witnesses, start on trial brief (1.25),	4.25
3.16.18	Prep for Hawthorne trial (2.00); review of PTA waivers issues, TC ED (.25); continued prep for trial (p.m.) (1.50)	3.75

3.19.18	Continued prep for trial (2.00); calls on agenda items (.25)	2.25
3.20.18	Continued prep for trial, finalized trial brief and exhibits (2.00)	2.00
3.21.18	Review of 3 music contracts, emails; TCs GPN, JK (.50)	0.50
3.22.18	Continued prep for trial, call from possible attorney (1.00)	1.00
3.23.18	Continued prep for trial, meeting with GT and expert witness, call with neighbor witness (2.25); Municipal Court review of DV files and calls with victims (.25)	2.50
3.26.18	Attendance at bench trial in Wayne County on Hawthorne, follow up (8.25)	8.25
3.27.18	Prep of Court Order on Hawthorne, follow up (.25); calls on Municipal Court docket (.25)	0.50
3.28.18	Municipal Court (3.50)	3.50
3.29.18	Hawthorne follow up; call with Judge's Clerk, letter and emails on Court Order and car (.50); initial review of MUSTA issue (.25); TCs, emails on GFL insurance (.25); TCs BS, GT, and resident (.25)	1.25

CTB = 41.00 hours at \$150.00 per hour	\$6,150.00
TOTAL DUE:	\$6,150.00

TC - Telephone	GT - Gene Tutag	M/C - Mayor and Council
BS - Bruce Smith	LH - Lisa Hathaway	Det. Bur. - Detective Bureau
PC - Planning Commission	CB - Cathrene Behrens	ED - Eric Dunlap
JK - Dir. John Kosanke	TT - Tax Tribunal	FS - Frank Schulte

Breakdown

General	4.25 hours
Municipal Court	10.50 hours
Building/(Hawthorne Trial)	25.75 hours
Tax Tribunal	.50 hours