

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Rescheduled City Council Meeting Agenda
Monday, February 26, 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
 - A. Council 02/05/18 w/correction
 - B. Committee-of-the-Whole 01/29/18
 - C. Beautification Commission 01/10/18,
w/recommendations:
 1. Reserve Venue for Awards Night
 2. Budget for Awards Night
 - D. Citizens Recreation Commission 01/09/18
7. COMMUNICATIONS
 - A. Application for Permit – Solicitor
 1. Lori A. Rankin, Comcast 02/12/18
 - B. Applications for Permits - 2019 Refuse Vendors
 1. Martin J. Lunau
 2. Ronald Hirth
 3. John A. Walls
 4. Vincent G. Agosta
 5. Robert M. McNally
 - C. 44th Annual Flower Sale
 1. Letter 02/08/18 – Kelly Martin-Rahaim
 2. Estimated 2018 BAC Flower Sale Budget
 - D. Resurface Boat Docks/Budget Transfer
 1. Memo 02/08/18 – Director of Public Services
 2. Six-Month Forecast Chart – Lake St. Clair
 3. Photos (4)
 - E. Verizon METRO Act Permit
 1. Letter 01/25/18 – City Attorney
 2. Email 02/22/18 – Building Official
 3. Memo 02/16/18 – Director of Public Services
 4. Letter 09/19/17 – G. Diamond, Verizon
 5. METRO Act Permit Application Form
 6. Application for Access to and Ongoing Use of
Public Ways by Telecommunications Providers
09/19/17
 7. Exhibit 1 – Proposed Routes (Map)

8. Exhibit 2 - Opinion and Order certified by the Michigan Public Service Commission – Case No. U-11345 06/05/97
9. Exhibit 3 – Business License for MCImetro Access Transmission Services Corp 12/09/16
10. Exhibit 4 – Certificate of Liability Insurance

F. Monthly Financial Report – January 2018

8. BIDS/PROPOSALS/
CONTRACTS

- A. Electrical Repairs – Pool Filtration Building
 1. Memo 02/21/18 – Director of Public Services
 2. Certificate of Liability Insurance
- B. Weed Abatement Services
 1. Memo 02/09/18 – Building Official
 2. Email 02/09/18 – Building Executive Assistant
 3. Contract 04/01/14 – 04/01/17 – Nu Appearance Landscaping
 4. Proposed Service Agreement – 04/01/18 – 04/01/19
 5. Certificate of Liability Insurance

9. RESOLUTIONS

- A. Poverty Exemption Guidelines
 1. Memo 02/26/18 – Treasurer/Comptroller
 2. Proposed Resolution
- B. Transfer Retiree Health Care Account
 1. Memo 02/07/18 – Treasurer/Comptroller
 2. Letter 02/07/18 – M. Diacont, ICMA-RC
 3. Proposed Resolution – Transfer of Assets from EIP to Another OPEB Trust
 4. Retiree Health Care Board Excerpt 02/01/18 (Pending Approval)
 5. Administrative Services Agreement VantageCare RHS Employer Investment Program 05/04/11
 6. Suggested Affirmative Statement for Adoption of the Vantagecare RHS Employer Investment Program (EIP) 05/04/11

10. ORDINANCE

- A. Second Reading: An Ordinance to Amend Chapter 6 Animals, Division 2 License to Amend the Timing of License Renewal and to Clarify Expiration Dates
 1. Proposed Ordinance
 2. Affidavit of Legal Publication

11. CLAIMS/ACCOUNTS

- A. Annual Membership – Michigan Municipal League
 - 1. Letter 02/01/18 – MML
 - 2. Membership Renewal Invoice 2017-2018
 - 3. Membership Benefits at a Glance
- B. Claim
 - 1. Tokio Marine HCC Invoice Claim #175878
02/09/18
 - 2. Letter 02/09/18 – C. Isely, Tokio Marine HCC
 - 3. Email 02/13/18 – City Attorney
- C. City Engineers – Anderson, Eckstein & Westrick
 - 1. Invoice 0116405 12/20/17
 - 2. Invoice 0116461 12/22/17
 - 3. Invoice 0116717 02/02/18
 - 4. Invoice 0116718 02/02/18
 - 5. Invoice 0116720 02/02/18
 - 6. Invoice 0116721 02/02/18
 - 7. Invoice 0116722 02/02/18
- D. Doetsch Industrial Services
 - 1. Letter 02/12/18 – F. Varicalli, AEW
 - 2. Construction Pay Estimate Report
 - 3. Construction Pay Estimate Amount Balance
Report
- E. WCA Assessing
 - 1. Invoice #15075 02/06/18
 - 2. Invoice #15154 02/02/18
- F. McKenna
 - 1. Invoice No. 20760 – 2 – 01/30/18
- G. Plante Moran
 - 1. Invoice No. 1510511 01/30/18

H. Keller Thoma

1. Invoice No. 113746 02/01/18

12. NEW BUSINESS/PUBLIC COMMENT

13. 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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MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, FEBRUARY 5, 2018, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:04 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
Director of Public Services Schulte

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

The following Commission members were in attendance:

Marlin Stewart, Beautification Commission
Grant Gilezan, Planning Commission

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 McConaghy, seconded by Shetler, that the following minutes be approved:

1. City Council Minutes dated January 22, 2018, as corrected;
2. City Council Minutes dated January 24, 2018, as corrected.

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 submitted:

1. Committee-of-the-Whole minutes dated January 22, 2018.

Motion carried by the following vote:

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

The Mayor **appointed** Jonathon O'Hara as a member on the **Senior Commission** with a term to expire December 31, 2021.

Motion by Bryant, seconded by Granger, regarding **Senior Holiday Social**, that the City Council concur with the Senior Citizens Commission at their meeting held November 21, 2017, and approve the expenditure in the amount of \$400.00 for gift cards and desserts for the 2017 Holiday Social.

Motion carried by the following vote:

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

THE MEETING WAS THEREUPON OPENED AT 7:10 P.M. FOR A PUBLIC HEARING IN ACCORDANCE WITH THE HOUSING & COMMUNITY DEVELOPMENT ACT OF 1995, WHICH REQUIRES THE CITY OF GROSSE POINTE WOODS TO HOLD A PUBLIC HEARING FOR THE PURPOSE OF OBTAINING CITIZEN INPUT REGARDING THE **COMMUNITY DEVELOPMENT BLOCK GRANT ESTIMATED BUDGET** FOR PROGRAM YEAR 2018.

Motion by Granger, seconded by Bryant, that for purposes of the public hearing, the following items be received and placed on file:

1. Memo 01/30/18 – City Administrator
2. City Council Excerpt 02/06/18
3. Affidavits of Legal Publication
4. CDBG 2018 Grant Year Application
5. Proposed Resolution

Motion carried by the following vote:

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

The Chair asked if anyone from the audience wished to speak in favor of the proposed budget. The City Administrator spoke in favor of the proposed budget.

The Chair asked if anyone from the audience wished to speak in opposition to the proposed request. No one wished to be heard.

Motion by Granger, seconded by Bryant, that the public hearing be closed at 7:11 p.m.
PASSED UNANIMOUSLY.

Motion by Koester, seconded by McConaghy, regarding the proposed Community Development Block Grant Estimated Budget for Program Year 2018, that the City Council adopt the following resolution approving the 2018 Estimated CDBG Budget, and authorize the City Administrator to sign the application:

**City of Grosse Pointe Woods
County of Wayne**

Resolution Approving PY 2018 CDBG Application

Motion by, seconded by, that the City Council adopt the following resolution:

WHEREAS, Wayne County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and

WHEREAS, Wayne County has requested CDBG-eligible projects from participating communities for inclusion in the Action Plan, and

WHEREAS, the City of Grosse Pointe Woods has duly advertised and conducted Public Hearings on January 22, 2018, and February 5, 2018, for the purpose of receiving public comments regarding the proposed use of PY 2018 Community Development Block Grant funds (CDBG) in the approximate amount of \$51,494.00, and

WHEREAS, the City of Grosse Pointe Woods found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

2018 Proposed Estimated CDBG Budget

1. Minor Home Repair	\$ 38,620.00
2. Pointe Area Assisted Transportation Services	7,725.00
3. Administration	<u>5,149.00</u>
TOTAL	<u>\$ 51,494.00</u>

WHEREAS, the Grosse Pointe communities and Harper Woods are exploring a joint administration for administering the CDBG program.

NOW, THEREFORE, BE IT RESOLVED THAT the City of Grosse Pointe Woods CDBG application is hereby authorized to be submitted to Wayne County for inclusion in Wayne County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that Bruce Smith, City Administrator, is hereby authorized to execute all documents, agreements, or contracts which result from this application to Wayne County.

Motion passed this ___ day of February, 2018.

I, Lisa Kay Hathaway, the duly authorized City Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the City of Grosse Pointe Woods City Council on February ___, 2018.

Lisa Kay Hathaway, City Clerk
City of Grosse Pointe Woods
County of Wayne, Michigan

Motion carried by the following vote:

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

Motion by Bryant, seconded by McConaghy, regarding **Application for Permit to Solicit**, that the City Council approve the application of Stephen Lesley, Wide Open West, for a Permit/License to Solicit.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Shetler, regarding **Application for Permit to Solicit**, that the City Council approve the application of Nicholas Stroup, Referral Guys, for a Permit/License to Solicit.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Shetler, regarding **housing – MAMC free education day**, that the City Council approve an amount not to exceed \$115.00 to cover the cost of housing on Monday, April 9, 2018, when the City Clerk attends MAMC's Free Education Day, funds to be taken from the City Clerk's Training and Seminars Account No. 101-215-958.001.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Granger, regarding **purchase: paper yard waste bags**, that the City Council approve the purchase of yard waste bags from Dano Enterprises Inc. at a cost of \$.388/bag in a total amount not to exceed \$8,760.00, funds to be taken from Account No. 598-787-757.000; and, to adopt a resolution setting the cost of yard waste bags at \$4.50/10 pack and authorize the City Clerk to amend the City's fee schedule.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **Agreement: Milk River Project Escrow Agreement**, that the City Council authorize the City Administrator to sign the Escrow Agreement for the Milk River Project, and to name the City Administrator, Director of Public Services, and Treasurer/Comptroller as authorized representatives.

Motion by McConaghy, seconded by Granger, to amend the previous motion by deleting "Director of Public Services" and inserting "Deputy Treasurer/Comptroller."

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 **contract: printing services – water billing/tax billing**, that the City Council approve a three-year contract with IDS to provide printing, sorting, and mailing services for monthly water bills and summer/winter tax bills in a total amount not to exceed \$8,202.84 per year, \$4,116.00 to be taken from Contractual Services Account No. 592-536-818.000 and \$4,086.84 to be taken from Account No. 101-223-757.000.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **First Reading: An Ordinance to Amend Chapter 6 Animals, Division 2 License to Amend the Timing of License Renewal and to Clarify Expiration Dates**, that the City Council concur with the amendment of this ordinance, set a date of February 26, 2018, for a second reading and final adoption, and to publish same by title in the Grosse Pointe News.

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 **City Engineers – Anderson, Eckstein & Westrick**, that the City Council approve the following invoices from Anderson, Eckstein & Westrick:

1. Invoice 0116460 12/22/17 - \$2,127.35:
 - a. Acct. No. 101-441-818.000 \$108.55;
 - b. Acct. No. 592-537-818.000 \$2,018.80.
2. Invoice No. 0116400 12/20/17 \$2,794.95:
 - a. Acct. No. 592-537-975.004.
3. Invoice No. 0116401 12/20/17 \$220.40:
 - a. Acct. No. 101-000-285.530.
4. Invoice No. 0116462 12/22/17 \$459.25:
 - a. Acct. No. 592-537-977.000.
5. Invoice No. 0116239 12/18/17 \$11,900.00:
 - a. Acct. No. ~~402420~~-902-977.103.
6. Invoice No. 011640 12/18/17 \$2,300.00:
 - a. Acct. No. 401-451-974.201 Municipal Improvement-Engineering Fee.
7. Invoice No. 0116194 12/07/17 \$4,280.70:
 - a. Acct. No. 101-441-818.000 - \$653.00;
 - b. Acct. No. 101-444-818.000 - \$309.00;
 - c. Acct. No. 592-537-818.000 - \$3,112.70.

Proposed
correction.
CB/lkh

The City Engineer was asked to break down and add detail to invoices including time and work performed.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **auditor**, that the City Council approve the following statement dated December 21, 2017:

1. Plante Moran Invoice No. 1498895 12/21/17 - \$18,850.00.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **City Attorneys**, that the City Council approve the following statements dated January 31, 2018:

1. City Attorney Don R. Berschback - \$4,760.00;
2. City Attorney Charles T. Berschback - \$2,925.00.

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 to **purchase additional road salt**, as supplies have run out and more inclement weather is expected. Salt supplies are also running low and becoming difficult to get. A memo dated February 5, 2018, from the Director of Public Services was distributed.

Motion by Shetler, seconded by Bryant, regarding purchase: additional road salt, that the City Council approve the purchase of an additional 200 tons of road salt from Cargill Inc. under the existing contract with the MITN/Oakland County Road Commission

consortium at a cost of \$52.99 per ton, for a total cost not to exceed \$10,600.00; and to approve a budget amendment in the amount of \$10,600.00 from the Local Roads fund balance Account No. 203-000-697.000 into Winter Maintenance Operating Supplies Account No. 203-478-757.000.

Motion carried by the following vote:

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

No: None

Absent: None

- The City Clerk requested the **fee** for an **Animal License** be increased from \$5.00 to \$8.00 as discussed at the Committee-of-the-Whole meeting held January 22, 2018.

Motion by Bryant, seconded by Shetler, to adopt a resolution increasing the animal license fee from \$5.00 to \$8.00, effective immediately, and authorize the City Clerk to amend the City's fee schedule.

Motion carried by the following vote:

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

No: None

Absent: None

Motion by McConaghy, seconded by Granger, to adjourn tonight's meeting at 7:41 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, JANUARY 29, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ALSO PRESENT: City Administrator Smith
City Attorney Don Berschback
Treasurer/Comptroller Behrens
City Clerk Hathaway

Also in attendance was Steve Duchane, consultant.

Mayor Novitke called the meeting to order at 7:10 p.m.

Motion by Bryant, seconded by Shetler, that the Committee-of-the-Whole excuse Council Member Granger from tonight's meeting.

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

The first item on tonight's agenda was **Public Safety Authority**. Mr. Duchane distributed his memo dated January 29, 2018, and provided an overview. He concluded that after careful consideration, he recommended Council consider other alternatives to forming an authority at this time such as a Headlee Override. The Mayor stated that documents identify the amount of funds going to Public Safety and that many of the funds are diverted from other sources to provide public safety services; i.e. from roads and municipal improvements. There was a consensus of the Committee to move forward with a Headlee Override proposal.

The Mayor asked Mr. Duchane what we owe him and he replied \$920.00 is due.

Next, **fiscal forecasting was discussed.** Currently the City is at 13.8974 mills; 6.0126 mills remain. The Mayor stated that fiscal erosion needs to be considered. Originally 4 mills was discussed for 10 years, and although 4 mills is the most palatable there were concerns voiced whether it would be enough to cover immediate needs.

The Treasurer/Comptroller stated the Michigan Tax Tribunal will have an effect on the proposed numbers. She stated that the current taxable value is \$664,164,177; \$664,164 is equal to 1 mill. The taxable value will be set for 2018 at the end of February. She continued to discuss the budget projections. She stated that 3 mills will generate a little less than \$2,000,000 per year, and 4 mills will generate \$2,656,656. She stated the City is currently operating at a structural deficit even with a 34.37% fund balance, which does not include road projects, fully funding the pension, fully funding OPEB, or public safety and public services "needs".

Mr. Duchane stated the City has unfunded liabilities such as pension, and the next wave of costs are going to hit again. Although the City is being well managed, there is a need to make investments in the City and covering costs, the City needs cash flow to operate properly, and a financial plan needs to be vetted properly. He stated a decision is needed to determine what the money will be used for. Expenses are understated. He stated if growth is going to continue at this rate, we need to decide how much to invest and what the fund balance will be. He stated that the fund balance needs to be dissected into how much is undesignated. He stated the best procedure for identifying a proposed millage number is by backing into it while taking into consideration the "needs" list and then deciding on the number after reviewing all of the individual financial plans.

The Mayor stated a "needs" sheet will need to be developed. Following discussion, there was a consensus of the Committee-of-the-Whole to move forward with a Headlee proposal in the amount of 4 mills for a period of 10 years on the November ballot.

Discussion then ensued regarding a **Headlee Override.** The Mayor asked the Committee to review the 2012 public relations piece and come back with comments. He asked the City Administrator to compile a list of budgetary "needs" from administration. The "needs" are necessary projects or assets which needs must be met for which funds cannot continue to be diverted for public safety purposes. The Treasurer/Comptroller and City Administrator were asked to put together additional information, and provide a list of what is needed. Administration was asked to review the public relations information.

Discussion ensued regarding whether a charter amendment creating a specific segmentation in the charter for public safety would be an alternative. The City Administrator, from his experience, cautioned the Council that a charter amendment would lock in a rate for a specific purpose forever. Following discussion, the Mayor queried the Committee whether to go out for Headlee Override or to go for a Charter Amendment. There was a majority consensus to move forward with a Headlee Override.

Discussion ensued regarding millage. At a previous Committee-of-the-Whole, there was a decision made to go out for 4 mills for 10 years. The Treasurer/Comptroller recommended 3.5 mills. Mr. Duchane suggested drafting figures on assumptions including a measure of unfunded liabilities, health care, etc. The Treasurer/Comptroller was asked to provide assumptions on health care if possible. There was a consensus of the Committee to move forward with 4 mills for 10 years. Mr. Duchane briefly discussed the State of Michigan's misappropriated revenue sharing that is not being used for infrastructure as it was intended by the Headlee Amendment. The City Administrator recommended including a sunset in the proposal language (an end date).

The Mayor stated the plan is to update the public relations information, and hold a future town hall meeting with department heads and Council present. The City Attorney was asked to work with Miller Canfield on the wording of the proposal. The City Administrator was asked to obtain from Grosse Pointe Park the method it used in obtaining passage of its Headlee Override.

The Mayor set a date of March 12, 2018, for a Committee-of-the-Whole Meeting at which time the following is to be presented:

1. The City Administrator is to provide a "needs" list from administration (all departments);
2. The Treasurer/Comptroller is to prepare a fiscal forecast at 4 mills including the rationale for the assumptions used for the projections, and expenses (needs) from administration;
3. The City Clerk was asked to assist the City Administrator and Treasurer/Comptroller to prepare the public relations information.

The next item discussed was regarding a **Plant Moran invoice**. The Treasurer/Comptroller provided an overview of the charges identified in Invoice No. 1498895 dated December 21, 2017. This item to be placed on the next Council agenda.

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

- The Treasurer/Comptroller stated that as a result of recent discussions, the parking meter fund can be used for paving of the parking lots open to the general public even if there are no meters. A written opinion has been received from Pat McGow, Miller Canfield, indicating that using the parking meter fund can be used for certain parking lot improvements open to the general public under the existing ordinance.

Motion by Bryant, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 9:32 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

Beautification Advisory Commission
Garden Room – GPW Community Center
20025 Mack Plaza Dr., Grosse Pointe Woods
Meeting – January 10, 2018 – 7:00 p.m.

RECEIVED

JAN 12 2018

CITY OF GROSSE PTE. WOODS

approved by commission
on 2-14-18

WC

Present: Phil Hage, Jennifer Hess, Jerry Hilton, Rachelle Koester, Debbie McCarthy, Janet Miller, Tracy Ragland, Lisa Spreder, Linda Stephens, Marlin Stewart

Also Present: Todd McConaghy

Excused: Gloria Arslanian, Mary Casinelli, Kelly Martin-Rahaim, Bonnie Medura, Carol Sauter

Call to Order: The meeting was called to order by Chairperson D. McCarthy at 7:02 p.m.

Minutes: The October 11, 2017 meeting minutes were distributed and reviewed.

Motion by L. Stephens, seconded by P. Hage, to approve the October 11, 2017 minutes as presented.

Motion carried by the following vote:

Yes: P. Hage, J. Hess, J. Hilton, R. Koester, D. McCarthy, J. Miller, T. Ragland, L. Spreder, L. Stephens, M. Stewart

No: none

Excused: G. Arslanian, M. Casinelli, K. Martin-Rahaim, B. Medura, C. Sauter

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

Motion by J. Hess, seconded by L. Stephens, to approve the report as presented.

Motion carried by the following vote:

Yes: P. Hage, J. Hess, J. Hilton, R. Koester, D. McCarthy, J. Miller, T. Ragland, L. Spreder, L. Stephens, M. Stewart

No: none

Excused: G. Arslanian, M. Casinelli, K. Martin-Rahaim, B. Medura, C. Sauter

Chairperson's Report: no report

Awards Program: Final report presented by L. Stephens and reviewed by Beautification Advisory Commission.

Motion by L. Stephens, seconded by T. Ragland, that the Beautification Advisory Commission approve an amount of \$1,000.00 to reserve Lochmoor Club for the 2018 Beautification Commission Awards Night Dinner.

Motion carried by the following vote:

Yes: P. Hage, J. Hess, J. Hilton, R. Koester, D. McCarthy, J. Miller, T. Ragland, L. Spreder, L. Stephens, M. Stewart

No: none

Excused: G. Arslanian, M. Casinelli, K. Martin-Rahaim, B. Medura, C. Sauter

Motion by J. Miller, seconded by J. Hilton that the budget approval not to exceed \$7,000.00 for the total expense of the 2018 Awards Night.

Motion carried by the following vote:

Yes: P. Hage, J. Hess, J. Hilton, R. Koester, D. McCarthy, J. Miller, T. Ragland, L. Spreder, L. Stephens, M. Stewart

No: none

Excused: G. Arslanian, M. Casinelli, K. Martin-Rahaim, B. Medura, C. Sauter

NOTE



CH

NOTE



Tile/Mugs Program: no report

Flower Sale: Hilton updated committee on 2018 Flower Sale.

Council Report: BAC commission member P. Hage reported on the November 20, 2017 City Council Meeting. City Council Member T. McConaghy provided council report.

DPW: No report

Old Business: No report

New Business: Motion by P. Hage, seconded by J. Miller to approve \$3,300.00 for the Beautification Advisory Commission budget.

Motion carried by the following vote:

Yes: P. Hage, J. Hess, J. Hilton, R. Koester, D. McCarthy, J. Miller, T. Ragland, L. Spreder, L. Stephens, M. Stewart

No: none

Excused: G. Arslanian, M. Casinelli, K. Martin-Rahaim, B. Medura, C. Sauter

Motion by L. Spreder, seconded by J. Miller to approve the following officers for the 2018 term:

Chair: Debbie McCarthy

Vice Chair: Linda Stephens

Recording Secretary: Rachelle Koester

Corresponding Secretary: Carol Sauter

Treasurer: Jerry Hilton

Motion carried by the following vote:

Yes: P. Hage, J. Hess, J. Hilton, R. Koester, D. McCarthy, J. Miller, T. Ragland, L. Spreder, L. Stephens, M. Stewart

No: none

Excused: G. Arslanian, M. Casinelli, K. Martin-Rahaim, B. Medura, C. Sauter

2018 Flower Sale to be chaired by K. Martin-Rahaim & J. Hilton

2018 Awards Night to be chaired by L. Stephens, L. Spreder, T. Ragland

Tile Program to be chaired by C. Sauter, B. Medura, M. Casinelli

Motion by L. Stephens, seconded by L. Spreder, to adjourn the Beautification Advisory Commission meeting at 8:18 p.m.

Motion carried by the following vote:

Yes: P. Hage, J. Hess, J. Hilton, R. Koester, D. McCarthy, J. Miller, T. Ragland, L. Spreder, L. Stephens, M. Stewart

No: none

Excused: G. Arslanian, M. Casinelli, K. Martin-Rahaim, B. Medura, C. Sauter

Respectfully submitted,

Rachelle Koester



Citizen's Recreation Commission Meeting Minutes
Meeting of the Citizen's Recreation Commission held on January 9, 2018 at
Grosse Pointe Woods, Michigan

CALLED TO ORDER: 7:03

PRESENT:
Gib Heim
Barb Janutol
Tom Jerger
Mark Miller
Christine Ventimiglia
Amanda York

ABSENT:
Bill Babcock
Tony Rennpage
Mike Soviak

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JAN 11 2018

CITY OF GROSSE PTE. WOODS
Approved by
Commissioner
2-13-18

ALSO PRESENT:
Nicole Gerhart
Mike Koester

Motion to accept the minutes from December 12, 2017 by Mark Miller and
seconded by Tom Jerger

Yes: Heim, Janutol, Jerger, Miller, Ventimiglia and York.
No: None
Absent: Babcock, Rennpage, and Soviak

SUPERVISOR'S REPORT:

Residents have begun renewal of park passes. Most seem to accept the picture component of this renewal.

COUNCIL MEETING REPORT:

Regular business is ongoing.

OLD BUSINESS:

None

NEW BUSINESS:

The 2018 Winterfest is scheduled for January 27th. Judges have been contacted. Set up to begin around 9:00am that morning. The decision as to where tents will be set up is subject to weather conditions. Bill will order hot dogs. Barb, Chrissy and

Amanda will facilitate the extra chili needed. Barb will again assemble 1st, 2nd and 3rd place gifts.

ADJOURNMENT:

Motion was made to adjourn the meeting by Gib Heim and seconded by Mark Miller to adjourn.

Yes: Heim, Janutol, Jerger, Miller, Ventimiglia, and York.

No: None

Absent: Babcock, Rennpage and Soviak

Meeting Adjourned at 7:25 pm.

Respectfully submitted by: Barb Janutol, Secretary

* \$75.00 check.
* Notarized

CITY OF GROSSE POINTE WOODS
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236
(313) 343-2440

RECEIVED

FEB 13 2018

7A

APPLICATION FOR PERMIT/LICENSE – VENDOR/SOLICITOR/PEDDLER/OPERATOR

Chapter 10 Businesses. Section 10-220

Permit Fees: Annual \$75; Month \$20; Day \$10

Applicant: Lori A. Rankin Birth Date: 7-27-70
Home address: 45622 Thoro Tree Ln., Macomb MI, 48044
Telephone: 586-295-2817 Driver's License No: [REDACTED]
Business Name: Comcast Telephone: _____
Business Address: 6095 Wall St., Sterling Hts. MI, 48312
Description of Business: Cable tv, internet, phone, home security.

Assistants: _____

Name	Address	Date of Birth
------	---------	---------------

Name	Address	Date of Birth
------	---------	---------------

Name	Address	Date of Birth
------	---------	---------------

If vehicle used, describe: 2011 Chrysler Town & Country CGN8296
Year Make Model License Plate #

Other cities served: St. Clair Shores

Years previously licensed in Grosse Pointe Woods: _____

VENDOR: Valid for use from 9 a.m. to dusk or 7 p.m., local time, whichever occurs first, Sec. 10.224(e).

REFUSE VENDOR: Shall not collect, remove or cart away any materials between the hours of 10 p.m. and 6 a.m. the following morning, Sec. 10.221(a).

SOLICITOR: Shall not walk on residential or commercial lawns; must use sidewalk.

NO PERSON: Shall deliver or deposit residential handbills at any residential home or apartment where a sign or notice has been posted in a conspicuous location, which sign or notice states "no handbills" or "no vendors or solicitors." Sec. 10.295

LICENSE: The license issued shall expire on December 31 of the year issued. The license fee is to be paid at the time of issuance.

Signed: [Signature] Date: 2-12-18 2-12-18

State of Michigan)
County of Wayne) ss.
MACOMB

Subscribed and sworn to by Lori A Rankin
before me on the 12th day of Feb, 2018

Signature of Notary Public
My Commission expires: 3-5-2019

CINDY M HASSAR
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF MACOMB
My Commission Expires Mar. 5, 2019
Acting in the County of MACOMB

	Approve	Deny
Public Safety:	<u>[Signature]</u>	_____
City Clerk:	<u>[Signature]</u>	_____
Council Action:	_____	_____
Plate No.:	_____	_____
Date Issued:	_____	_____
By:	_____	_____

CITY OF GROSSE POINTE WOODS
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236
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FEB 20 2018

APPLICATION FOR PERMIT/LICENSE – VENDOR/SOLICITOR/PEDDLER, ET AL

Chapter 10 Businesses. Section 10-220
Permit Fees: Annual \$75, Month \$20; Day \$10

Applicant: MARTIN J LUNAW Birth Date: 04-23-57

Home address: 20012 ROSEDALE SCS MI 48080

Telephone: 586 779-8677 Driver's License No. [REDACTED]

Business Name: SAME Telephone: _____

Business Address: _____

Description of Business: RECYCLE

Assistants: _____

Name	Address	Date of Birth
------	---------	---------------

Name	Address	Date of Birth
------	---------	---------------

Name	Address	Date of Birth
------	---------	---------------

If vehicle used, describe: 1992 Ford Ford F150 8H X-M88
Year Make Model License Plate #

Other cities served: _____

Years previously licensed in Grosse Pointe Woods: NONE

VENDOR: Valid for use from 9 a.m. to dusk or 7 p.m., local time, whichever occurs first, Sec. 10.224(e).

REFUSE VENDOR: Shall not collect, remove or cart away any materials between the hours of 10 p.m. and 6 a.m. the following morning, Sec. 10.221(a).

SOLICITOR: Shall not walk on residential or commercial lawns; must use sidewalk.

NO PERSON: Shall deliver or deposit residential handbills at any residential home or apartment where a sign or notice has been posted in a conspicuous location, which sign or notice states "no handbills" or "no vendors or solicitors." Sec. 10.295

LICENSE: The license issued shall expire on December 31 of the year issued. The license fee is to be paid at the time of issuance.

Signed: Martin J Lunaw Date: 2-20-18

State of Michigan)
County of Wayne) ss.

Subscribed and sworn to by Martin Lunaw
before me on the 20 day of February, 20 18

William V. Radley
Signature of Notary Public
My Commission expires: 06/25/2020

	Approve	Deny
Public Safety:	<u>[Signature]</u>	_____
City Clerk:	<u>[Signature]</u>	_____
Council Action:	_____	_____
Plate No.:	_____	_____
Date Issued:	_____	_____
By:	_____	_____

CITY OF GROSSE POINTE WOODS
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236
(313) 343-2440

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FEB 16 2018

2019

APPLICATION FOR PERMIT/LICENSE - VENDOR/SOLICITOR/~~PEDDLER, ET AL~~

Chapter 10 Businesses. Section 10-220
Permit Fees: Annual \$75; Month \$20; Day \$10

*veteran - see
10 on
back
(PR)

Applicant: ~~Vendor~~ Ronald Hirth Birth Date: 7-6-48
Home address: 19380 ELKHART
Telephone: 586-298-4737 Driver's License No. [REDACTED]
Business Name: 19380-ELKHART Telephone: 586-268-4937
Business Address:

Description of Business: Recycle

Assistants: none

Name	Address	Date of Birth
Name	Address	Date of Birth
Name	Address	Date of Birth

If vehicle used, describe: 2004 GMC Chevy DRK-8166
Year Make Model License Plate #

Other cities served: Harper Woods

Years previously licensed in Grosse Pointe Woods: 20 Years

VENDOR: Valid for use from 9 a.m. to dusk or 7 p.m., local time, whichever occurs first, Sec. 10.224(e).

REFUSE VENDOR: Shall not collect, remove or cart away any materials between the hours of 10 p.m. and 6 a.m. the following morning, Sec. 10.221(a).

SOLICITOR: Shall not walk on residential or commercial lawns; must use sidewalk.

NO PERSON: Shall deliver or deposit residential handbills at any residential home or apartment where a sign or notice has been posted in a conspicuous location, which sign or notice states "no handbills" or "no vendors or solicitors." Sec. 10.295

LICENSE: The license issued shall expire on December 31 of the year issued. The license fee is to be paid at the time of issuance.

Signed: Ronald Hirth Date: 2-16-18

State of Michigan)
County of Wayne) ss.

Subscribed and sworn to by Ronald Hirth
before me on the 16 day of February 2018

Shirley Y. Radcliff
Signature of Notary Public
My Commission expires: 06/25/2020

	Approve	Deny
Public Safety:	<u>JKH</u>	
City Clerk:		
Council Action:		
Plate No.:		
Date Issued:		
By:		

CITY OF GROSSE POINTE WOODS
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236
(313) 343-2440

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FEB 16 2018

CITY OF GROSSE PTE. WOODS

APPLICATION FOR PERMIT/LICENSE – VENDOR/SOLICITOR/PEDDLER, ET AL

Chapter 10 Businesses. Section 10-220
Permit Fees: Annual \$75; Month \$20; Day \$10

Applicant: John A Walls Birth Date: 10/7/55

Home address: 21900 AVALON

Telephone: (586) 774-0989 Driver's License No. [REDACTED]

Business Name: _____ Telephone: _____

Business Address: _____

Description of Business: Refuse Vendor

Assistants: _____

Name	Address	Date of Birth
------	---------	---------------

Name	Address	Date of Birth
------	---------	---------------

Name	Address	Date of Birth
------	---------	---------------

If vehicle used, describe: 1997 FORD RANGER CDQ 7151

Year	Make	Model	License Plate #
1997	FORD	RANGER	CDQ 7151

Other cities served: _____

Years previously licensed in Grosse Pointe Woods: 2013, 2014, 2015

VENDOR: Valid for use from 9 a.m. to dusk or 7 p.m., local time, whichever occurs first, Sec. 10.224(e).

REFUSE VENDOR: Shall not collect, remove or cart away any materials between the hours of 10 p.m. and 6 a.m. the following morning, Sec. 10.221(a).

SOLICITOR: Shall not walk on residential or commercial lawns; must use sidewalk.

NO PERSON: Shall deliver or deposit residential handbills at any residential home or apartment where a sign or notice has been posted in a conspicuous location, which sign or notice states "no handbills" or "no vendors or solicitors." Sec. 10.295

LICENSE: The license issued shall expire on December 31 of the year issued. The license fee is to be paid at the time of issuance.

Signed: John A Walls Date: 2/16/18

State of Michigan)
County of Wayne) ss.

Subscribed and sworn to by John Walls
before me on the 16 day of February, 2018

William Y. Reddy
Signature of Notary Public
My Commission expires: 06/25/2020

	Approve	Deny
Public Safety:	<u>[Signature]</u>	_____
City Clerk:	<u>[Signature]</u>	_____
Council Action:	_____	_____
Plate No.:	_____	_____
Date Issued:	_____	_____
By:	_____	_____

CITY OF GROSSE POINTE WOODS
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236
(313) 343-2440

RECEIVED

FEB 16 2018

2019
APPLICATION FOR PERMIT/LICENSE – VENDOR/SOLICITOR/PEDDLER, ET AL

CITY OF GROSSE PTE. WOODS

Chapter 10 Businesses. Section 10-220

Permit Fees: Annual \$75; Month \$20; Day \$10

Applicant: Vincent G Agosta Birth Date: 11-27-1965

Home address: 19389 Elkhart Harperwoods

Telephone: 313-918-8293 Driver's License No. [REDACTED]

Business Name: Vincent Agosta Telephone: 313 918-8293

Business Address: Same as above

Description of Business: Refuse

Assistants: Dominic 19389 Elkhart 8-28-98
Name Address Date of Birth

Name Address Date of Birth

Name Address Date of Birth

If vehicle used, describe: 2002 Dodge Pickup DUE 1102
Year Make Model License Plate #

Other cities served: _____

Years previously licensed in Grosse Pointe Woods: 2012, 13, 14, 15, 16, 17, 18

VENDOR: Valid for use from 9 a.m. to dusk or 7 p.m., local time, whichever occurs first, Sec. 10.224(e).

REFUSE VENDOR: Shall not collect, remove or cart away any materials between the hours of 10 p.m. and 6 a.m. the following morning, Sec. 10.221(a).

SOLICITOR: Shall not walk on residential or commercial lawns; must use sidewalk.

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LICENSE: The license issued shall expire on December 31 of the year issued. The license fee is to be paid at the time of issuance.

Signed: [Signature] Date: 2-16-18

State of Michigan)
County of Wayne) ss.

Subscribed and sworn to by Vincent Agosta
before me on the 16 day of February, 20 18

Ashley V. Radey
Signature of Notary Public
My Commission expires: 06/25/2020

	Approve	Deny
Public Safety:	<u>[Signature]</u>	_____
City Clerk:	<u>[Signature]</u>	_____
Council Action:	_____	_____
Plate No.:	_____	_____
Date Issued:	_____	_____
By:	_____	_____

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CITY OF GROSSE POINTE WOODS
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236
(313) 343-2440

FEB 16 2018

CITY OF GROSSE PTE. WOODS

2019

APPLICATION FOR PERMIT/LICENSE – VENDOR/SOLICITOR/PEDDLER, ET AL

Chapter 10 Businesses. Section 10-220
Permit Fees: Annual \$75; Month \$20; Day \$10

*veteran =
See papers
attached
(OK)

Applicant: Robert McNALLY Birth Date: 1/27/64

Home address: 19980 Eastwood Harper Woods

Telephone: 313-8860007 Driver's License No. [REDACTED]

Business Name: Robert McNALLY Telephone: 313 8860007

Business Address: 19980 Eastwood

Description of Business: REFUSE

Assistants: _____

Name	Address	Date of Birth

If vehicle used, describe: 2010 FORD TRANSIT CONNECT 891696-1
Year Make Model License Plate #

Other cities served: _____

Years previously licensed in Grosse Pointe Woods: _____

VENDOR: Valid for use from 9 a.m. to dusk or 7 p.m., local time, whichever occurs first, Sec. 10.224(e).

REFUSE VENDOR: Shall not collect, remove or cart away any materials between the hours of 10 p.m. and 6 a.m. the following morning, Sec. 10.221(a).

SOLICITOR: Shall not walk on residential or commercial lawns; must use sidewalk.

NO PERSON: Shall deliver or deposit residential handbills at any residential home or apartment where a sign or notice has been posted in a conspicuous location, which sign or notice states "no handbills" or "no vendors or solicitors." Sec. 10.295

LICENSE: The license issued shall expire on December 31 of the year issued. The license fee is to be paid at the time of issuance.

Signed: Robert McNally Date: 2/16/2018

State of Michigan)
County of Wayne) ss.

Subscribed and sworn to by Robert McNally
before me on the 16th day of February 2018

William Y. Radel
Signature of Notary Public
My Commission expires 06/25/2020

	Approve	Deny
Public Safety:	_____	<u>JK</u>
City Clerk:	_____	<u>JK</u>
Council Action:	_____	_____
Plate No.:	_____	
Date Issued:	_____	
By:	_____	



Beautification Advisory Commission
City of Grosse Pointe Woods

7C
RECEIVED
FEB -8 2018
CITY OF GROSSE PTE. WOODS

February 8, 2018

The Honorable Robert Novitke
Mayor of Grosse Pointe Woods
The Grosse Pointe Woods City Council
20025 Mack Avenue
Grosse Pointe Woods, MI 48236

Re: 2018 BAC Flower Sale

Dear Mayor Novitke and City Council Members:

The Beautification Advisory Commission is planning the 44th Annual Flower Sale. In order to make this successful, I request the Council's authorization of the following:

1. To conduct the 2018 BAC Flower Sale, to be held on the front lawn of City Hall on the following dates and times:

Friday, May 11, 2018	10:00 a.m. to 5:00 p.m.
Saturday, May 12, 2018	8:00 a.m. to 4:00 p.m.
Reserve Sunday, May 13, 2018	as a rain day
2. Request approval for expenditures as outlined in Attachment I. These expenditures will be more than offset by proceeds from the sale.
3. Request approval for an email distribution to all residents with an email address on file with the City. This would include details of the sale.
4. The Director of Public Works to assist in the following items:
 - A) Display the flower sale announcement banner between the two front columns of City Hall on or about April 15, 2018.
 - B) Repaint the flower sale announcement sign to reflect the above dates and times. Place the sign and the banner on city property in front of City Hall in proximity to Mack Avenue on or about April 15, 2018.

- C) Set up three city tents, one over the front walkway in front of City Hall, and the others on the lawn, on Wednesday, May 9, 2018, prior to flower delivery on Thursday morning.
 - D) Deliver and set up the BAC basket display racks on the City Hall lawn on Wednesday, May 9, 2018.
 - E) Place temporary "No Parking" signs along the curb on the City Hall side of the front drive during the sale days.
- 5. Request the City Treasurer-Comptroller to provide support to process credit card transactions on site for the sale.
 - 6. Request the Director of Public Safety to park a police vehicle in front of City Hall on the evening of Friday, May 11, 2018 to serve as a deterrent to vandals.

I am available to be present at the City Council meeting to answer any questions City Council members may have regarding this request. Please advise me of the date of the council meeting if my presence is requested.

The Beautification Advisory Commission appreciates your support and consideration to these requests, so that we can again have a successful flower sale.

Sincerely,

A handwritten signature in cursive script, appearing to read "G. Hill" followed by a flourish.

Kelly Martin-Rahaim
2018 Flower Sale Chairperson
313-885-2455
kmartinrah@aol.com

cc: Debbie McCarthy, BAC Chairperson
Bruce Smith, City Administrator
Frank Schulte, DPW
Cathrene Behrens, City Treasurer-Comptroller
Debbie Mathews, DPW

Attachment I: Estimated 2018 BAC Flower Sale Budget

EXPENSES:	State of Michigan License	\$ 100.00
	Cash Advance	\$ 400.00
	Flowers for Same Day Sales	\$ 12,500.00
	Lexington Gardens Same Day Sales	\$ 8,500.00
	Wild Birds Unlimited	\$ 1,000.00
	Concrete Critters	\$ 300.00
	Newspaper Ad	\$ 300.00
	Copies, signs, posts, etc.	<u>\$ 400.00</u>
	TOTAL EXPENSES	\$ 23,500.00

RECEIPTS:	TOTAL SALES	<u>\$ 28,500.00</u>
	NET PROFIT	\$ 5,000.00

205.870.820.200

Catharine Dekkers
2/7/2018

7D

RECEIVED

FEB 15 2018

CITY OF GROSSE PTE. WOODS

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services *F.S.*

DATE: February 8, 2018

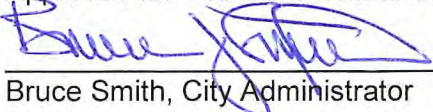
SUBJECT: Lake St. Clair projected water level 2018

The Great Lakes water levels continue to trend higher each year. The latest forecast shows spring 2018 will be no different. The lakes will start their seasonal rise at a higher level in 2018 than they did in 2017. The U.S. Army Corps of Engineers official forecast for the next six months calls for Lake Superior, and Lakes Michigan, Huron and Lake St. Clair to be significantly higher in March 2018 compared to March 2017. Keith Kompoltowicz from the U.S. Army Corps of Engineers states that current lake levels are already tracking higher than the forecast levels issued just one month ago. The potential for damage along the Great Lakes shorelines is present. Damage will depend on wind direction and strength of the wind as strong storms pass over the Great Lakes.

The current projected high lake level for June 2018 is over 2" higher than the highest lake level from last summer (see attached Six Month Forecast from the U.S. Army Corps of Engineers). I have reviewed this issue with City Engineer Scott Lockwood and if the current high lake level projection is met, the Lake Front Park Marina boat docks will be underwater. Last year the boat docks were just 2 inches above the high lake level. Of the 119 boat docks in the marina, DPW employees are currently raising 68 docks at a minimal cost due to their design. The pylons are located on the outside of the dock and the brackets are above the water. The remaining 51 boat docks the pylons are located in the middle of the dock and brackets are underwater and cannot be raised. DPW employees can install wood overlay on those 51 existing docks to raise them so they will be above the water. This can be done using 2x8 joists and 2x6 decking made of pressurized wood and screwed into the existing dock. The cost to resurface the additional 51 boat docks in the marina is approximately \$300 each for a total cost not to exceed \$16,000.00. This is not a budgeted expense included in the 2017/18 budget. I am requesting Council approval for funds to be transferred from the Boat Dock fund balance 594-000-697.000 into the Boat Dock operating supplies account 594-785-757.000 in an amount not to exceed \$16,000.00 for raising 51 boat docks in the Lake Front Park.

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

Approved for Council Consideration:


Bruce Smith, City Administrator

2/14/18
Date

Fund Certification:

A budget transfer is required from the Boat Dock fund balance account no. 594-000-697.000 into the Boat Dock operating supplies account no. 594-785-757.000 in the amount of \$16,000.00, and that the account number has been verified.


Cathrene Behrens, Treasurer/Comptroller

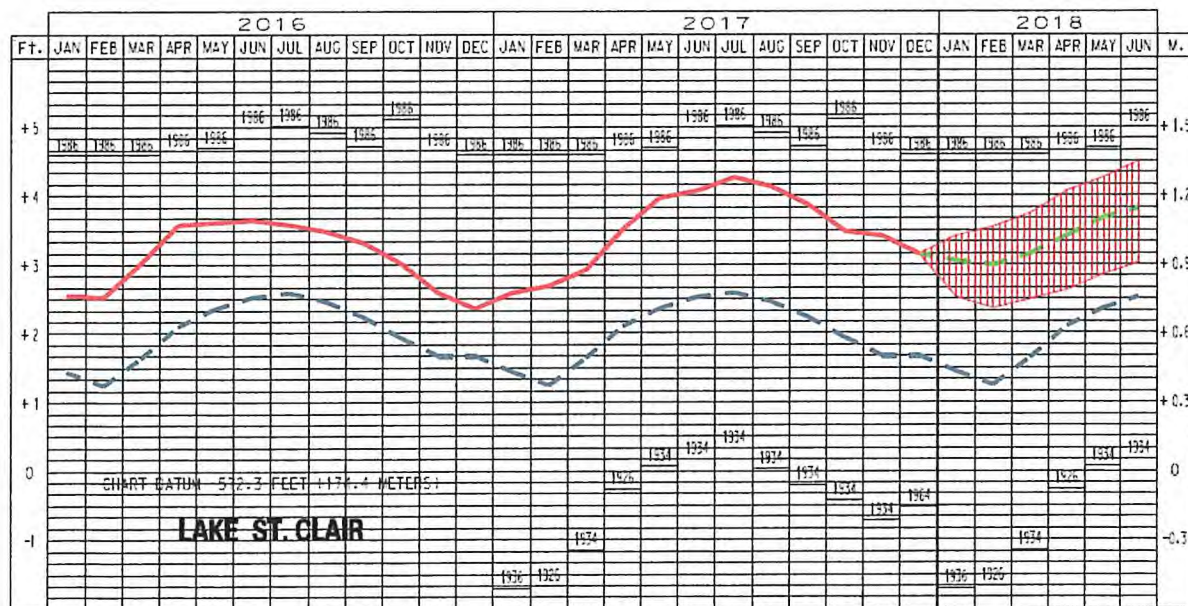
Six-Month Forecast chart Lake St Clair

Water levels for the previous year and the current year to date are shown as a solid line on the hydrographs. A projection for the next six months is given as a dashed line. This projection is based on the present condition of the Lake Basin and anticipated future weather. The shaded area shows a range of possible levels over the next six months dependent upon weather variations. Current and projected levels (solid and dashed lines) can be compared with the 1918-2015 average levels (dotted line) and extreme levels (shown as bars with their year of occurrence). The legend below further identifies the information on the hydrographs.

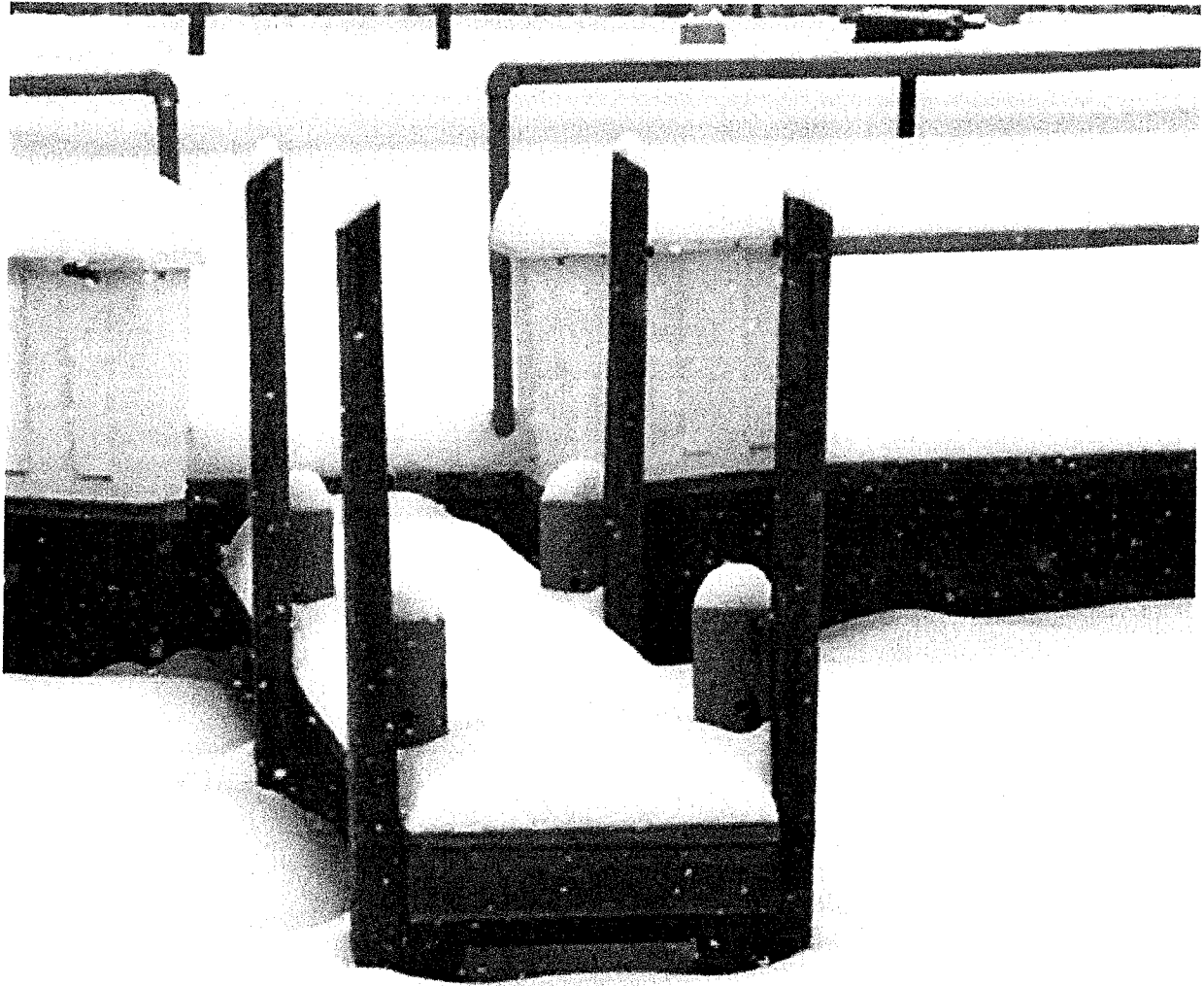
The levels on the hydrographs are shown in both feet and meters above (+) or below (-) Chart Datum. Chart Datum, also known as Low Water Datum, is a reference plane on each lake to which water depth and Federal navigation improvement depths on navigation charts are referred.

All elevations and plots shown in this bulletin are referenced

LAKE ST. CLAIR WATER LEVELS – JANUARY 2018



**68 docks 4 pylons are located on the outside of the dock
support brackets above water**



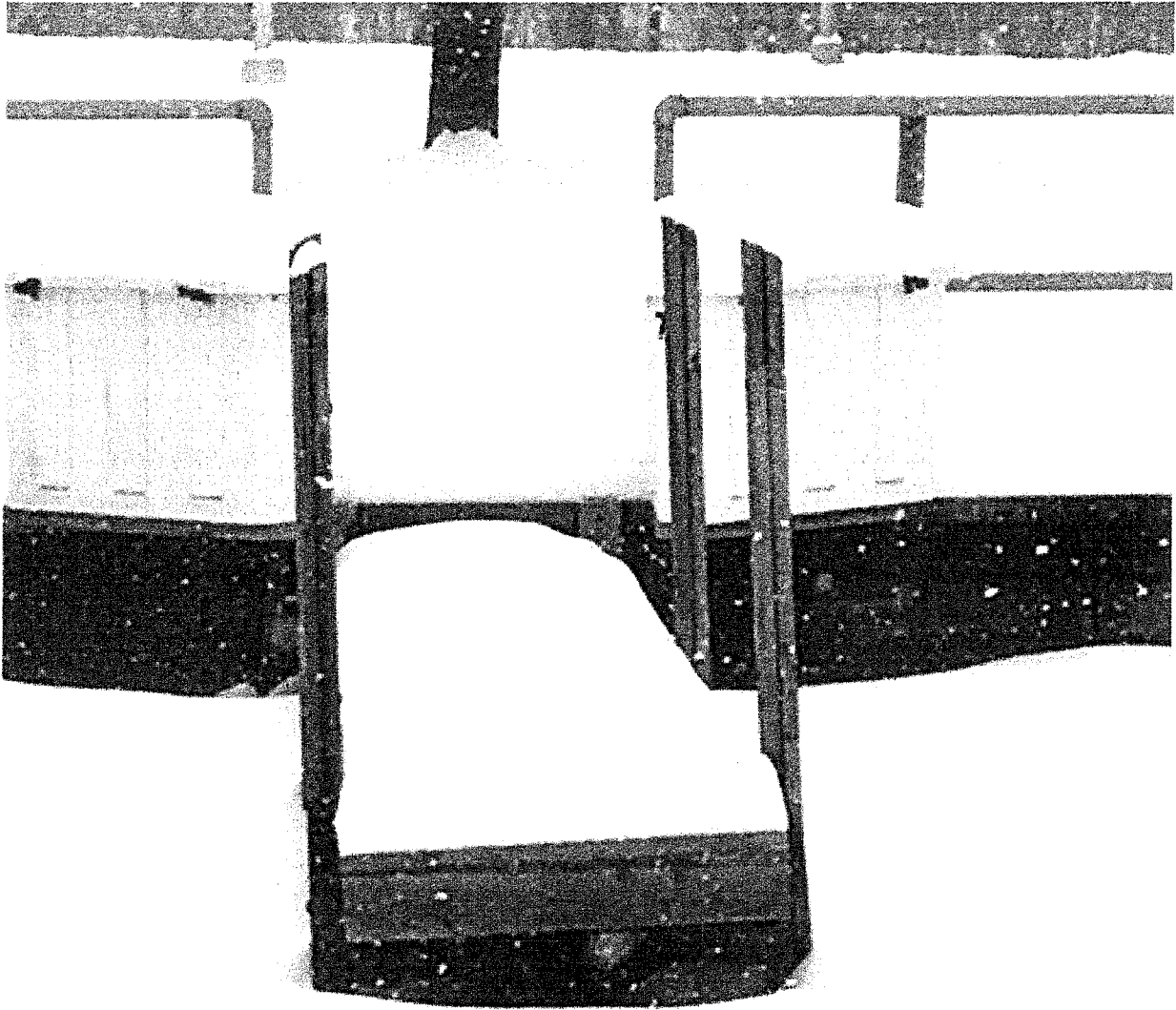
68 docks 4 pylons are located on the outside of the dock support brackets above water



**51 boat docks the pylons are under the dock support
brackets under water**



**51 boat docks the pylons are under the dock support
brackets under water**



7E

CHARLES T. BERSCHBACK

ATTORNEY AT LAW

24053 EAST JEFFERSON AVENUE

ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400

FAX (586) 777-0430

blbwlaw@yahoo.com

CHARLES T. BERSCHBACK

DON R. BERSCHBACK

OF COUNSEL

January 25, 2018

The Honorable Mayor and City Council
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE. Verizon METRO Act Permit

Dear Honorable Mayor and Council:

A subsidiary connected with Verizon filed a METRO Act Permit September 19, 2017. At that time Mr. Tutag and I reviewed the request and I sent an email to Verizon indicating we needed additional information. Mr. Tutag has now had further discussions with the company installing the wire and is comfortable with proceeding with review by the City Council, subject to his normal administrative requirements and controls as part of the permitting process.

I have attached the actual permit and the map showing that the wire will be installed along Vernier road and along a right of way north of Vernier Road. The proposal involves approximately 10,000 linear feet, 10% of which will be underground.

Appropriate certificates of liability insurance have been included along with the permit request.

If the Council decides to approve the permit, the form of the motion should be as follows:

- Motion that the Council approve the METRO Act Permit Bi-Lateral Form for MCImetro Access Transmission Services Corp. d/b/a Verizon Access Transmission Services, and authorize the City administrator to execute the Permit; and further that upon final execution of the documents the matter be referred to the Building Department for Administrative requirements and controls regarding the installation of the proposed network.

Very truly yours,



CHARLES T. BERSCHBACK

CTB:gmr
Enclosures

Lisa Hathaway

From: Gene Tutag
Sent: Thursday, February 22, 2018 9:28 AM
To: Lisa Hathaway
Subject: FW: Metro Act Permit for Gross Pointe Woods

Lisa

Based upon my conversation with Tony Tate which is outlined below I have no objection to the Metro Act approval requested by Verizon Wireless.

Thank you

Gene Tutag

From: Gene Tutag
Sent: Wednesday, January 24, 2018 3:03 PM
To: Charles Berschback <blbwlaw@yahoo.com>
Subject: Fwd: Metro Act Permit for Gross Pointe Woods

Sent from my Verizon. Samsung Galaxy smartphone

----- Original message -----

From: tony.tate@verizon.com
Date: 1/24/18 3:01 PM (GMT-05:00)
To: Gene Tutag <GTutag@gpwwi.us>
Cc: gregg.diamond@verizon.com, "Mack, Sylvia" <Sylvia.Mack@VerizonWireless.com>
Subject: Metro Act Permit for Gross Pointe Woods

Gene,

Thanks for the conversation today regarding the Metro Act Permit we are trying to get processed. As I stated on the call, the metro act permit just gives us the permission to perform work within your community. Prior to any construction, we will contact the building department and/or construction desk to acquire any and all additional necessary construction permits to be compliant while conduct work in your community. At the time we are ready to conduct the work and based on the construction permitting requirements, we will provide a detail explanation of where we intend to conduct the work and provide detailed drawings of the effect area. In addition, we would also conduct a joint site walkout with a city representative and the locating authorities to make sure we are all comfortable with what will be required to complete the work at the effected work area. Once complete, we will provide to the city and as-built drawing of the completed work area for your records.

Gene, Keep in mind, that I have not reviewed your construction permit requirements so if I missed something, please be assured we will comply with whatever the permit standards are to perform the work within the city limits. Our approach to build a good working relationship is by meeting compliance standards and effective communications. Thanks again for your time and I look forward to hearing from you regarding this matter.

thanks,

Tony



Tony M. Tate
One Fiber PM
Engr IV Cslt-Proj Mgt/Impl

1 Towne Square
Suite# 900
Southfield, MI 48076

O 248.915.3349 | M 567.376.0414
tony.tate@one.verizon.com



MEMO 18 - 10

TO: Lisa Hathaway, City Clerk

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

DATE: February 16, 2018

SUBJECT: Verizon – METRO Act Permit

I have reviewed the letter from city attorney Charles Berschback dated January 25, 2018, regarding a Metro Act Permit for Verizon. The proposal involves installation of approximately 10,000 linear feet of wire along Vernier Road and along a right-of-way north of Vernier Road. I have no objections to issuance of the permit as it will have no impact on the Department of Public Works or public utilities.

Please contact me if you have any questions.

cc Gene Tutag
O/F

dm

Gregg Diamond
Franchise & Right-of-Way Group



Mail Code: HQE02E90
600 Hidden Ridge
Irving, TX 75038
work: 469-262-7369
cell: 817-455-6643
gregg.diamond@verizon.com

September 19, 2017

City of Grosse Pointe Woods

Lisa Hathaway – Clerk
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Subject: METRO ACT PERMIT

Dear Lisa:

MCImetro Access Transmission Services Corp. d/b/a Verizon Access Transmission Services requests the City grant it a Bilateral Permit under the METRO Act. Verizon Access Transmission Services is seeking use of the public right-of-way to install fiber-optic facilities, as described further below.

Enclosed are three (3) copies of the application along with a check for \$500 to cover the application fee. The METRO Act states that “A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way.” MCL 484.3115(3).

Below is more background on Verizon Access Transmission Service’s planned fiber project:

- Fiber will be deployed to provide wireline, fiber-based high speed telecommunications services to existing and new small, medium and large business (enterprise) customers.
- The fiber facilities will not be used to offer wireline residential services such as home phone or cable television services.
- Fiber-optic cable will be installed within the right-of-way (underground within conduit or aerial on poles).
- In addition to installing fiber for small, medium, and large business customers, Verizon Access Transmission Services will also deploy fiber to wireless facilities.
- Verizon Access Transmission Services does not seek permission through this Metro Act Permit Application to construct or install wireless facilities. Verizon Wireless may separately seek approval in conformance with applicable law to site wireless facilities.

The route map of the proposed facilities required in Section 2.3 of the application is shown in Exhibits 1. Final design of the facilities has not been completed, thus the route map is high level and subject to

change. Specific design details (e.g., aerial vs. buried, which side of the street, linear footage) will be provided during the construction permit stage.

The following exhibits are also attached:

- Exhibit 2 – MPSC order approving MCImetro's license to provide basic local exchange service
- Exhibit 3 – Certificate of Good Standing
- Exhibit 4 – Certificate of Insurance

If you have any questions regarding the application, please give me a call at 469 262-7369 or email me at gregg.diamond@verizon.com.

Sincerely,



Gregg Diamond

Attachments

METRO Act Permit Application Form
Revised February 2, 2015

City of Grosse Pointe Woods
Name of Local Unit of Government

APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS
UNDER
METROPOLITAN EXTENSION TELECOMMUNICATIONS
RIGHTS-OF-WAY OVERSIGHT ACT
2002 PA 48
MCL SECTIONS 484.3101 TO 484.3120

BY

MCImetro Access Transmission Services Corp. d/b/a Verizon Access Transmission
Services
("APPLICANT")

Unfamiliar with METRO Act?--Assistance: Municipalities unfamiliar with Michigan Metropolitan Extension Telecommunications Rights-of-Way Oversight Act ("METRO Act") permits for telecommunications providers should seek assistance, such as by contacting the Telecommunications Division of the Michigan Public Service Commission at 517-284-8190 or via its web site at http://www.michigan.gov/mpsc/0,4639,7-159-16372_22707---,00.html.

45 Days to Act—Fines for Failure to Act: The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3). The Michigan Public Service Commission can impose fines of up to \$40,000 per day for violations of the METRO Act. It has imposed fines under the Michigan Telecommunications Act where it found providers or municipalities violated the statute.

Where to File: Applicants should file copies as follows [municipalities should adapt as appropriate—unless otherwise specified service should be as follows]:

-- Three (3) copies (one of which shall be marked and designated as the master copy) with the Clerk at [insert address].

City of Grosse Pointe Woods
Name of local unit of government

**APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS**

By
MCImetro Access Transmission Services Corp. d/b/a Verizon Access Transmission Services
("APPLICANT")

This is an application pursuant to Sections 5 and 6 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48 (the "METRO Act") for access to and ongoing usage of the public right-of-way, including public roadways, highways, streets, alleys, easements, and waterways ("Public Ways") in the Municipality for a telecommunications system. The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3).

This application must be accompanied by a one-time application fee of \$500, unless the applicant is exempt from this requirement under Section 5(3) of the METRO Act, MCL 484.3105(3).

1 GENERAL INFORMATION:

1.1 Date: September 19, 2017

1.2 Applicant's legal name: MCImetro Access Transmission Services Corp.
d/b/a Verizon Access Transmission Services

Mailing Address: 600 Hidden Ridge Dr., HQE02E90
Irving, Texas 75038

Telephone Number: (703) 694-6050

Fax Number: (703) 886-4399

Corporate website: www.verizon.com

Name and title of Applicant's local manager (and if different) contact person regarding this application:

Applicant Manager: Robert Hayes, Sr. Manager-Network Eng. & Ops.

Mailing Address: 600 Hidden Ridge Dr., HQE02E102
Irving, TX 75038
 Telephone Number: (972) 457-7420
 Fax Number: (972) 457-7253
 E-mail Address: hayes.robert@verizon.com

Applicant Contact: Gregg Diamond, Franchise Specialist
 Mailing Address: 600 Hidden Ridge Dr., HQE02E90
Irving, TX 75038
 Telephone Number: (469) 262-7369
 Fax Number: (972) 457-7253
 E-Mail Address: gregg.diamond@verizon.com

1.3 Type of Entity: (Check one of the following)

- ☒ Corporation
☐ General Partnership
☐ Limited Partnership
☐ Limited Liability Company
☐ Individual
☐ Other, please describe: _____

1.4 Assumed name for doing business, if any:

Verizon Access Transmission Services

1.5 Description of Entity:

Certified local telecommunications provider in the State of Michigan.

1.5.1 Jurisdiction of incorporation/formation; State of Delaware

1.5.2 Date of incorporation/formation; 05/21/1998

1.5.3 If a subsidiary, name of ultimate parent company;

Verizon Communications Inc.

1.5.4 Chairperson, President/CEO, Secretary and Treasurer (and equivalent officials for non-corporate entities).

George J. Fischer - President/CEO , Steven Tungentman - Secretary, and Scott Krohn - Treasurer

1.6 Attach copies of Applicant's most recent annual report (with state ID number) filed with the Michigan Department of Licensing and Regulatory Affairs and certificate of good standing with the State of Michigan. For entities in existence for less than one year and for non-corporate entities, provide equivalent information.

Applicant will provide annual report if necessary; see attached Exhibit 4 Certificate of Good Standing

1.7 Is Applicant aware of any present or potential conflicts of interest between Applicant and Municipality? If yes, describe: No

1.8 In the past three (3) years, has Applicant had a permit to install telecommunications facilities in the public right of way revoked by any Michigan municipality?

Circle: Yes No

If "yes," please describe the circumstances.

1.9 In the past three (3) years, has an adverse finding been made or an adverse final action been taken by any Michigan court or administrative body against Applicant under any law or regulation related to the following:

1.9.1 A felony; or No

1.9.2 A revocation or suspension of any authorization (including cable franchises) to provide telecommunications or video programming services?

Circle: Yes No

If "yes," please attach a full description of the parties and matters involved, including an identification of the court or administrative body and any proceedings (by dates and file numbers, if applicable), and the disposition of such proceedings.

1.10 [If Applicant has been granted and currently holds a license to provide basic local exchange service, no financial information needs to be supplied.] If publicly held, provide Applicant's most recent financial statements. If financial statements of a parent company of Applicant (or other affiliate of Applicant) are provided in lieu of those of Applicant, please explain.

MCImetro Access Transmission Services Corp. d/b/a Verizon Access Transmission Services holds a Certificate of Public Convenience and Necessity with the Michigan Public Service Commission.

1.10.1 If privately held, and if Municipality requests the information within 10 days of the date of this Application, the Applicant and the Municipality should make arrangements for the Municipality to review the financial statements.

If no financial statements are provided, please explain and provide particulars.

2 DESCRIPTION OF PROJECT:

2.1 Provide a copy of authorizations, if applicable, Applicant holds to provide telecommunications services in Municipality. If no authorizations are applicable, please explain.

Applicant is certified local telecommunications provider in the State of Michigan. See attached Exhibit 3.

2.2 Describe in plain English how Municipality should describe to the public the telecommunications services to be provided by Applicant and the telecommunications facilities to be installed by Applicant in the Public Ways.

Applicant is providing competitive local exchange (voice and data) services, internet access services, private line services, wireless network fronthaul and backhaul transport and provision of facility access to third parties including conduit access and dark fiber.

2.3 Attach route maps showing the location (including whether overhead or underground) of Applicant's existing and proposed facilities in the public right-of-way. To the extent known, please identify the side of the street on which the facilities will be located. (If construction approval is sought at this time, provide engineering drawings, if available, showing location and depth, if applicable, of facilities to be installed in the public right-of-way).

Route map showing applicant's proposed facilities is shown in Exhibit 1.

Applicant can provide additional detail in the coming months as we finalize our high-level design and move in to the permitting stage of our project.

2.4 Please provide an anticipated or actual construction schedule.

Construction to begin September 2017 and phased-in over 3 years ending in mid-year 2020.

2.5 Please list all organizations and entities which will have any ownership interest in the facilities proposed to be installed in the Public Ways. Only MCImetro Access Transmission Services Corp.

2.6 Who will be responsible for maintaining the facilities Applicant places in the Public Ways and how are they to be promptly contacted? If Applicant's facilities are to be installed on or in existing facilities in the Public Ways of existing public utilities or incumbent telecommunications providers, describe the facilities to be used, and provide verification of their consent to such usage by Applicant.

All existing facilities are operated and maintained by applicant's local staff identified in Sec. 3.3

3 TELECOMMUNICATION PROVIDER ADMINISTRATIVE MATTERS:

Please provide the following or attach an appropriate exhibit.

- 3.1 Address of Applicant's nearest local office;
John Irving, Senior Technician, 21500 Melrose Ave, Southfield, MI 48075; (313) 220-8688 (office) john.t.irving@one.verizon.
- 3.2 Location of all records and engineering drawings, if not at local office;

Mark Wingate, Senior Manager, 400 International Parkway, Richardson, TX 75081; (469) 886-4230 (office), mark.wingate@one.verizon.com

3.3 Names, titles, addresses, e-mail addresses and telephone numbers of contact person(s) for Applicant's engineer or engineers and their responsibilities for the telecommunications system;

John Irving, Senior Technician
21500 Melrose Ave.
Southfield, MI 48075
313-220-8688
E-mail: john.t.irving@one.verizon.com

3.4 Provide evidence of self-insurance or a certificate of insurance showing Applicant's insurance coverage, carrier and limits of liability for the following:

See Certificate of Insurance in attached Exhibit 4.

3.4.1 Worker's compensation;

3.4.2 Commercial general liability, including at least:

3.4.2.1 Combined overall limits;

3.4.2.2 Combined single limit for each occurrence of bodily injury;

3.4.2.3 Personal injury;

3.4.2.4 Property damage;

3.4.2.5 Blanket contractual liability for written contracts, products, and completed operations;

3.4.2.6 Independent contractor liability;

3.4.2.7 For any non-aerial installations, coverage for property damage from perils of explosives, collapse, or damage to underground utilities (known as XCU coverage);

3.4.2.8 Environmental contamination;

3.4.3 Automobile liability covering all owned, hired, and non-owned vehicles used by Applicant, its employee, or agents.

3.5 Names of all anticipated contractors and subcontractors involved in the construction, maintenance and operation of Applicant's facilities in the Public Ways.

Henkels and McCoy

4 CERTIFICATION:

All the statements made in the application and attached exhibits are true and correct to the best of my knowledge and belief.

NAME OF ENTITY ("APPLICANT")

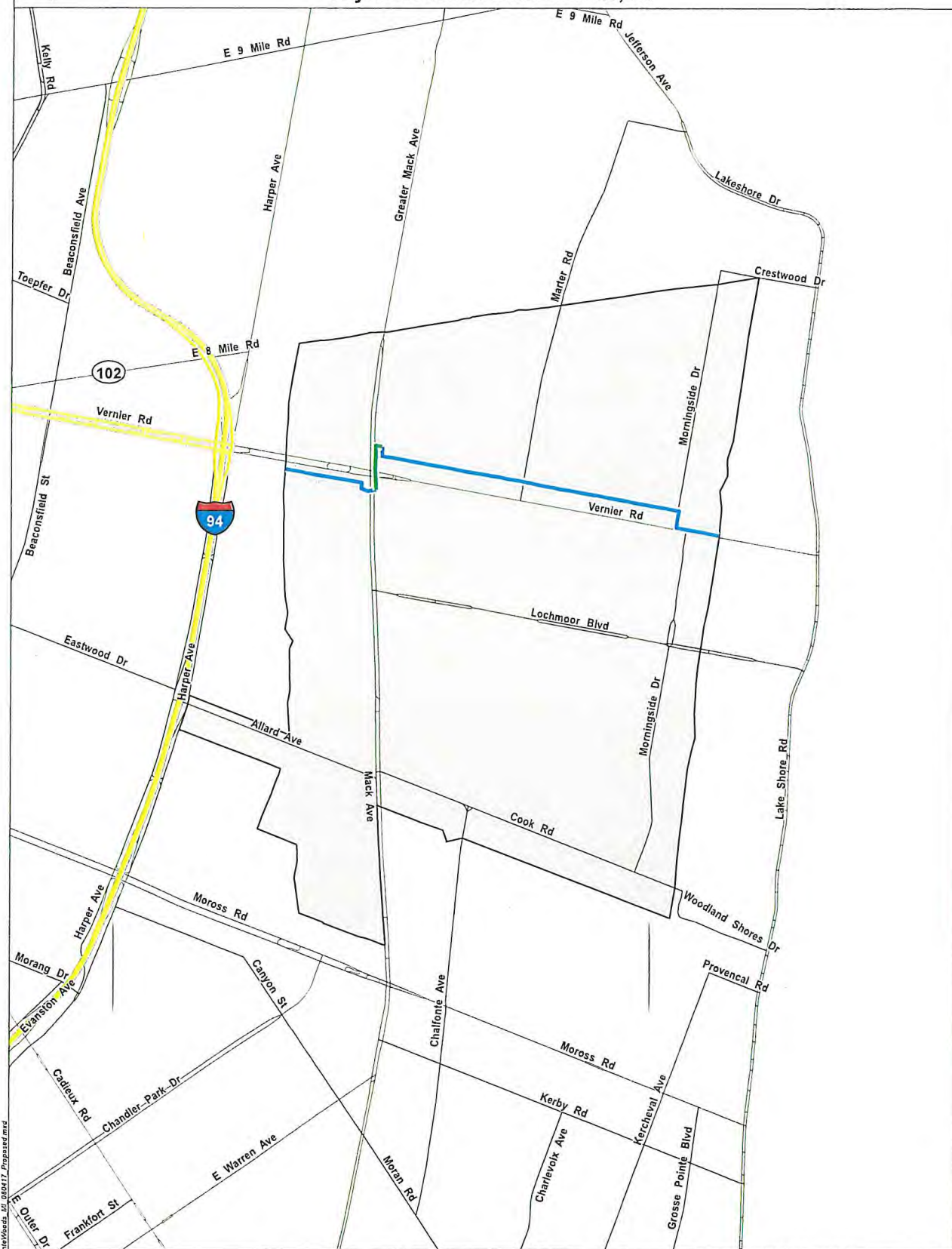
MCImetro Access Transmission Services Corp.

September 19, 2017
Date

By: 
Type or Print Name: Gregg Diamond
Title: Franchise Specialist

S:\metroapplicationform.doc

MCImetro Access Transmission Services Corp. d/b/a Verizon Access Transmission Services
METRO Act Permit
City of Grosse Pointe Woods, MI

**Legend**

- Proposed Buried - 978 Linear Feet
 - Proposed Aerial - 9,079 Linear Feet
- Grosse Pointe Woods, MI

Confidentiality Statement: Confidential and proprietary materials for authorized Verizon personnel and outside agencies only. Use, disclosure or distribution of this material is not permitted to any authorized persons or third parties except by written agreement.

Confidentiality Statement: Confidential and proprietary materials for authorized Verizon personnel and outside agencies only. Use, disclosure or distribution of this material is not permitted to any authorized persons or third parties except by written agreement.

Data Source: VZB
 Projection: GCS_WGS_1984
 Map Created: 05/04/2017
 Map Created By: Aaron Cannon



NTS

EXHIBIT 2

STATE OF MICHIGAN
Michigan Public Service Commission

I, Dorothy Wideman, Executive Secretary of the Michigan Public Service Commission, certify with the Michigan Public Service Commission seal, that the attached copy of the Order in Case No. U-11345 dated June 5, 1997,

in the matter of the application of
**MCImetro ACCESS TRANSMISSION
SERVICES, INC.**, to amend its license to
provide basic local exchange services in all
Michigan exchanges currently serviced by
Ameritech Michigan and GTE North
Incorporated,

is a true and complete copy of the original.

Sealed and signed at Lansing,
Michigan, on December 10, 1998

A handwritten signature in black ink, appearing to read 'D. Wideman', with a long horizontal flourish extending to the right.

Executive Secretary
Dorothy Wideman

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

In the matter of the application of)	
MCIMETRO ACCESS TRANSMISSION SERVICES,)	
INC., to amend its license to provide basic local)	Case No. U-11345
exchange services in all Michigan exchanges)	
currently serviced by Ameritech Michigan and)	
GTE North Incorporated.)	
_____)	

At the June 5, 1997 meeting of the Michigan Public Service Commission in Lansing,
Michigan.

PRESENT: Hon. John G. Strand, Chairman
Hon. John C. Shea, Commissioner
Hon. David A. Svanda, Commissioner

OPINION AND ORDER

On March 21, 1997, MCImetro Access Transmission Services, Inc., (MCI) filed an application to expand its license to provide basic local exchange service, pursuant to the Michigan Telecommunications Act, MCL 484.2101 et seq.; MSA 22.1469(101) et seq. MCI proposes to provide service to customers in all Michigan exchanges currently served by Ameritech Michigan and GTE North Incorporated (GTE), including those exchanges that GTE proposed to transfer to PTI Communications of Michigan, Inc.

On March 24, 1997, the Commission directed MCI to publish a notice of opportunity to comment in newspapers of general circulation in MCI's proposed service area. The Commis-

sion Staff was the only party to file comments. It noted a concern, but does not oppose the granting of the application.

The Commission FINDS that:

a. Jurisdiction is pursuant to 1991 PA 179, as amended by 1995 PA 216, MCL 484.2101 et seq.; MSA 22.1469(101) et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; MSA 3.560(101) et seq.; and the Commission's Rules of Practice and Procedure, as amended, 1992 AACS, R 460.17101 et seq.

b. Amending MCI's license to provide basic local exchange service is in the public interest.

c. MCI should continue to be bound by the regulatory requirements for basic local exchange service set forth in the Commission's March 29, 1995 order in Case No. U-10610.

THEREFORE, IT IS ORDERED that:

A. The license of MCImetro Access Transmission Services, Inc., to provide basic local exchange service is amended to include all Michigan exchanges currently served by Ameritech Michigan and GTE North Incorporated.

B. MCImetro Access Transmission Services, Inc., shall continue to be bound by the regulatory requirements for basic local exchange service set forth in the Commission's order in Case No. U-10610.

C. Before commencing service, MCImetro Access Transmission Services, Inc., shall submit its tariff to reflect the scope of the services that it will offer.

The Commission reserves jurisdiction and may issue further orders as necessary.

Any party desiring to appeal this order must do so in the appropriate court within 30 days after issuance and notice of this order, pursuant to MCL 462.26; MSA 22.45.

MICHIGAN PUBLIC SERVICE COMMISSION

/s/ John G. Strand
Chairman

(S E A L)

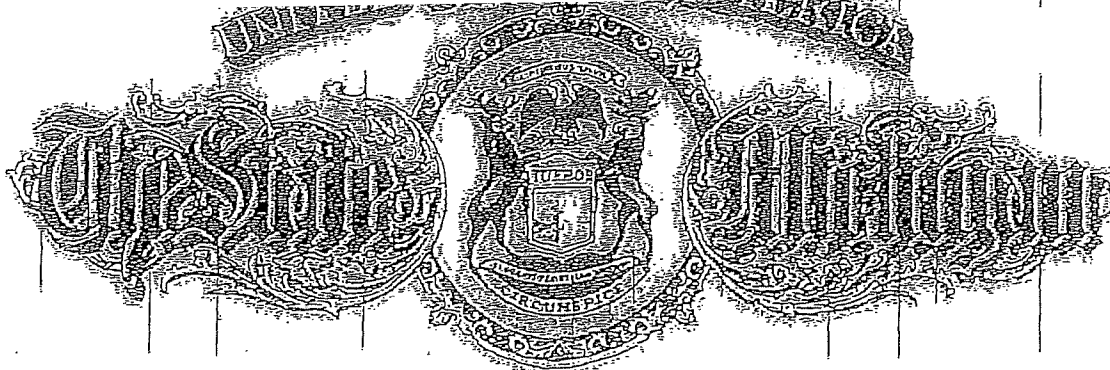
/s/ John C. Shea
Commissioner

/s/ David A. Svanda
Commissioner

By its action of June 5, 1997.

/s/ Dorothy Wideman
Its Executive Secretary

EXHIBIT 3



Department of Licensing and Regulatory Affairs
Lansing, Michigan

This is to Certify That

MCME PRO ACCESS TRANSMISSION SERVICES CORP.

a(n) DELAWARE profit corporation, was validly authorized on December 9, 2016, to
transact business in Michigan, and that said corporation holds a valid certificate of authority to
transact business in this state.

This certificate is issued pursuant to the provisions of 1972 PA 284, as amended, to attest to the fact that the
corporation is in good standing in Michigan as of this date and is duly authorized to transact business
in this state any business of the character set forth in its application which a domestic
corporation formed under this act may lawfully conduct.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit
given it in every court and office within the United States.



Sent by Facsimile Transmission
1436722

In testimony whereof, I have hereunto set my
hand, in the City of Lansing, this 27th day
of February, 2017.

Julia Dale

Julia Dale, Director
Corporations, Securities & Commercial Licensing Bureau

RECEIVED



CERTIFICATE OF LIABILITY INSURANCE

FEB 21 2018

DATE (MM/DD/YYYY)
12/22/2017

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) AND THE 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 Aon Risk Services Northeast, Inc. New York NY Office 199 Water Street New York NY 10038-3551 USA		CONTACT NAME: PHONE (A/C, No, Ext): (866) 283-7122 FAX (A/C, No.): (800) 363-0105 E-MAIL ADDRESS:																						
INSURED MCImetro Access Transmission Services Corp. 1005 Avenue of the Americas New York NY 10036 USA		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>National Union Fire Ins Co of Pittsburgh</td> <td>19445</td> </tr> <tr> <td>INSURER B:</td> <td>New Hampshire Insurance Company</td> <td>23841</td> </tr> <tr> <td>INSURER C:</td> <td>American Home Assurance Co.</td> <td>19380</td> </tr> <tr> <td>INSURER D:</td> <td>Illinois National Insurance Co</td> <td>23817</td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	National Union Fire Ins Co of Pittsburgh	19445	INSURER B:	New Hampshire Insurance Company	23841	INSURER C:	American Home Assurance Co.	19380	INSURER D:	Illinois National Insurance Co	23817	INSURER E:			INSURER F:		
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INSURER D:	Illinois National Insurance Co	23817																						
INSURER E:																								
INSURER F:																								

COVERAGES

CERTIFICATE NUMBER: 570068083151

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. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	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 <input checked="" type="checkbox"/> GL Includes X,C,U GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GLS196564	06/30/2017	06/30/2018	EACH OCCURRENCE \$5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$5,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$5,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COM/PROP AGG \$5,000,000
A	AUTOMOBILE LIABILITY			CA 286-73-91	06/30/2017	06/30/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
A	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> MIXED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> VA			CA 286-73-92	06/30/2017	06/30/2018	BODILY INJURY (Per person)
A				CA 286-73-93	06/30/2017	06/30/2018	BODILY INJURY (Per accident)
	UMBRELLA LIAB						EACH OCCURRENCE
	EXCESS LIAB						AGGREGATE
	ORD						RETENTION
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC063724385	06/30/2017	06/30/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000
B	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	H	WC063724388	06/30/2017	06/30/2018	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)

Named Insured includes: MCImetro Access Transmission Services Corp. dba Verizon Access Transmission Services. RE: Metro Act Permits in Michigan. City of Grosse Pointe Woods, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions are included as Additional Insured with respect to the General Liability and Automobile Liability policies. The General Liability policy shall apply as Primary and Non-Contributory Insurance to City of Grosse Pointe Woods, its officers, agents, employees, elected and appointed officials, departments, boards and commissions listed herein. The above-referenced General Liability policy shall cover the tort liability of the certificate holder assumed under the underlying agreement between parties for which the certificate has been issued.

CERTIFICATE HOLDER

CANCELLATION

City of Grosse Pointe Woods Attn: Lisa Hathaway 2025 Mack Plaza Grosse Pointe Woods MI 48236 USA	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
---	---

Holder Identifier:

Certificate No: 570068083151



ADDITIONAL REMARKS SCHEDULE

Page _ of _

AGENCY Aon Risk Services Northeast, Inc.		NAMED INSURED MCImetro Access Transmission	
POLICY NUMBER See Certificate Number: 570068083151		EFFECTIVE DATE:	
CARRIER See Certificate Number: 570068083151	NAIC CODE		

RECEIVED
FEB 21 2018
ADDITIONAL REMARKS

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

CITY OF GROSSE PLE WOODS

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

ADDITIONAL POLICIES If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SURR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	WORKERS COMPENSATION						
C		N/A		WC063724384 CA	06/30/2017	06/30/2018	
D		N/A		WC063724386 FL	06/30/2017	06/30/2018	
B		N/A		WC063724387 ME	06/30/2017	06/30/2018	
B		N/A		WC063724383 NJ, NY, TX, VA	06/30/2017	06/30/2018	
B		N/A		WC063724389 MA, MO, OH, WA, WI, WY	06/30/2017	06/30/2018	



CERTIFICATE OF LIABILITY INSURANCE

RECEIVED

FEB 21 2019

DATE (MM/DD/YYYY)
01/23/2017

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 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 Aon Risk Services Northeast, Inc. New York NY Office 199 Water Street New York NY 10038-3551 USA		CONTACT NAME: PHONE (A/C, No, Ext): (866) 283-7122 FAX (A/C, No.): 800-363-0105 E-MAIL ADDRESS:																									
INSURED Verizon Communications Inc. 1095 Avenue of the Americas New York NY 10036 USA		INSURER(S) AFFORDING COVERAGE <table border="1"><tr><td>INSURER A:</td><td>AIG Specialty Insurance Company</td><td>NAIC #</td><td>26883</td></tr><tr><td>INSURER B:</td><td></td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td><td></td></tr></table>		INSURER A:	AIG Specialty Insurance Company	NAIC #	26883	INSURER B:				INSURER C:				INSURER D:				INSURER E:				INSURER F:			
INSURER A:	AIG Specialty Insurance Company	NAIC #	26883																								
INSURER B:																											
INSURER C:																											
INSURER D:																											
INSURER E:																											
INSURER F:																											

Holder Identifier:

Certificate No.: 570068102980

COVERAGES **CERTIFICATE NUMBER:** 570068102980 **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. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRE/AUTO ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER / MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below A Env Site Liab			PLS9996871	12/01/2015	12/01/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Each occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG COMBINED SINGLE LIMIT (Each accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) EACH OCCURRENCE AGGREGATE PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE-BA EMPLOYEE E.L. DISEASE-POLICY LIMIT Occurrence \$500,000 Aggregate \$500,000

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

Named Insured includes: MC Metro Access Transmission Services Corp. dba Verizon Access Transmission Services, RE: Metro Act Permits in Michigan. City of Grosse Pointe Woods, its officers, agents, employees, elected and appointed officials, departments, boards and commissions are included as Additional Insured with respect to the pollution liability policy.

CERTIFICATE HOLDER

CANCELLATION

City of Grosse Pointe Woods Attn: Lisa Hathaway 2025 Mack Plaza Grosse Pointe Woods MI 48236 USA	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>Aon Risk Services Northeast, Inc.</i>

8A

RECEIVED

FEB 21 2018

MEMO 18-13

CITY OF GROSSE PTE. WOODS

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services

F.S.

DATE: February 21, 2018

SUBJECT: Electrical Repairs – Lake Front Park Pool Filtration Building

As you know, an inspection of the Lake Front Park Pool filtration room with City Engineer Scott Lockwood and AEW Electrical Engineer Bill Edwards in January 2018, revealed that all electrical components and conduits should be replaced and ground fault protection added prior to the pool opening in May 2018.

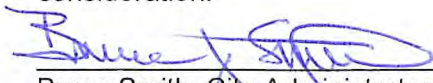
On February 12, 2018, the Committee of the Whole approved obtaining quotes to have the necessary repairs completed prior to the pool opening on Memorial Day weekend. I have received the following three quotes from qualified bidders that AEW and I have worked with in the past and their work is satisfactory.

Colville Electric Co., LLC	\$ 60,000.00
Pizzo Electric	\$ 83,500.00
Wade's Electrical Contracting, Inc.	\$194,645.00

The project would include replacing all existing in-kind components and would not require redesign of the filter room equipment. AEW has reviewed the quotes and concurs that Colville Electric Co., LLC is qualified to perform the work. Therefore, I recommend a purchase order in an amount not to exceed \$60,000.00 be issued to Colville Electric Co., LLC, 15210 Toepfer Dr., Eastpointe, MI 48021. City Engineer Scott Lockwood has provided a quote of \$6,000.00 for the engineering oversight by AEW. I further recommend an additional \$10,000.00 in contingency funds be allocated to cover any unforeseen problems should they arise. The total project cost will not exceed \$76,000.00. This is not a budgeted item in the 2017/18 budget. A budget transfer will be required from the General Fund fund balance account no. 101-000-699.000 into the Contractual Services for Pool Maintenance account no. 101-774-818.103.

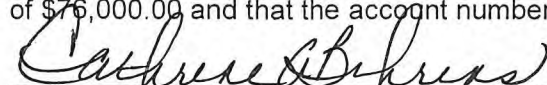
Please contact me if you have any questions concerning this matter.

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


Bruce Smith, City Administrator

Fund Certification:

A budget transfer is required from the General Fund fund balance account no. 101-000-699.000 into the Contractual Services for Pool Maintenance account no. 101-774-818.103 in the amount of \$76,000.00 and that the account number has been verified.


Cathrene Behrens, Treasurer/Comptroller



CERTIFICATE OF LIABILITY INSURANCE

OP ID: GL

DATE (MM/DD/YYYY)

02/22/2018

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 Lucido's Insurance Agency Inc 39999 Garfield Clinton Twp, MI 48038 Peter J. Lucido III		CONTACT NAME: CITY OF GROSSE POINTE WOODS PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: COLVI50													
INSURED Colville Electric Co LLC David Colville DBA 15210 Toepfer Eastpointe, MI 48021		INSURER(S) AFFORDING COVERAGE <table border="1"><tr><td>INSURER A: Auto Owners</td><td>NAIC # 18988</td></tr><tr><td>INSURER B: Accident Fund Ins Company</td><td>10166</td></tr><tr><td>INSURER C: Home Owners Insurance Co.</td><td>26638</td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>		INSURER A: Auto Owners	NAIC # 18988	INSURER B: Accident Fund Ins Company	10166	INSURER C: Home Owners Insurance Co.	26638	INSURER D:		INSURER E:		INSURER F:	
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INSURER F:															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> INCLUDES X,C,&U GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y		04335158	03/01/2017	03/01/2018	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 2,000,000</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>\$ 2,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 4,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 4,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 2,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 2,000,000	GENERAL AGGREGATE	\$ 4,000,000	PRODUCTS - COMP/OP AGG	\$ 4,000,000		\$
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PRODUCTS - COMP/OP AGG	\$ 4,000,000																				
	\$																				
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			4433515800	03/01/2017	03/01/2018	<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><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																				
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PROPERTY DAMAGE (PER ACCIDENT)	\$																				
	\$																				
	\$																				
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10000			4433515803	02/21/2017	02/21/2018	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 1,000,000</td></tr><tr><td></td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	AGGREGATE	\$ 1,000,000		\$		\$						
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AGGREGATE	\$ 1,000,000																				
	\$																				
	\$																				
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	N/A	WCV0220530	05/01/2017	05/01/2018	<table border="1"><tr><td><input checked="" type="checkbox"/> WC STATUTORY LIMITS</td><td><input type="checkbox"/> OTHER</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"/> WC STATUTORY LIMITS	<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						
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E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																				
A	Rental Equipment			04335158	03/01/2017	03/01/2018	<table border="1"><tr><td>Rental Eq</td><td>255,000</td></tr></table>	Rental Eq	255,000												
Rental Eq	255,000																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
THE CITY OF GROSSE POINTE WOODS IS LISTED AS ADDITIONAL INSURED

CERTIFICATE HOLDER**CANCELLATION**

CITY070 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 Peter J. Lucido III
--	--

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8B

**CITY OF GROSSE POINTE WOODS
BUILDING DEPARTMENT
MEMORANDUM**

RECEIVED
FEB 21 2018
CITY OF GROSSE PTE WOODS

TO: Mayor & City Council
FROM: Gene Tutag, Building Official *GT*
DATE: February 09, 2018
SUBJECT: Nu Appearance Landscaping – Request to Renew Contract

We have been extremely satisfied with Nu Appearance Landscaping service since April 2014. They have continually performed landscaping service without any problems or complaints from the Building Department or our Residents.

The Building Department is requesting to extend the service agreement with Nu Appearance Landscaping thru April 1, 2019 as they have offered to accept another one year extension with terms and pricing to remain unchanged from their original contract dated March 10, 2014.

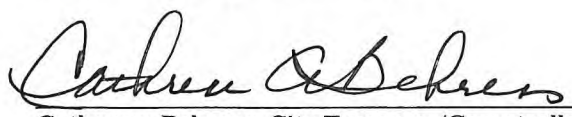
Attachments
Nu-Appearance agreement extension e-mail
w/attachments
Certificate of Liability Insurance (Expires 7-19-18)
Proposed 2018/19 Contract for 2018/19

Recommend approval of the above stated, do not believe any benefit will accrue to the City to seek further competitive bids, and appropriate funds are available for this expenditure:



Bruce Smith, City Administrator

2/20/2018
Date



Catherine Behrens, City Treasurer/Comptroller

2/21/2018
Date

Council Approval Required

Date

Sue Stewart

From: NU APPEARANCE <nuappearance@comcast.net>
Sent: Friday, February 09, 2018 12:40 PM
To: Gene Tutag
Cc: Scott A. Kettler; Kettler, Andrew
Subject: Fwd: Extend Service Agreement Thru 4-01-19
Attachments: GPwds2016-17pg3.pdf; GPwds2016-17pg2.pdf; GPwds2016-17pg1.pdf

Hi Gene,

Hope this e-mail finds you well !

This e-mail confirms our intention to renew the existing agreement through 4-1-2019. At your earliest convenience, please forward a P.O. # for the extended year 2018-2019.

Thank you!

D'Anne Kettler

NU Appearance Maintenance, Inc.

----- Original Message -----

From: nuappearance@comcast.net
To: gtutag@gpwmi.us
Cc: "Kettler, Scott" <skettler.nuappearance@comcast.net>
Date: January 6, 2017 at 12:42 PM
Subject: Fwd: Extend Service Agreement Thru 4-01-18

Hi Gene,

This email (w/attachments, 2014-17) confirms we wish to continue our services through 4-1-18. Please forward a P.O. # for the extended year, 2017-18.

Thank you!

D'Anne
NU Appearance Maintenance, Inc.

From: "Sally" <nuappearance@comcast.net>
To: gtutag@gpwmi.us
Cc: jprieur@gpwmi.us, "skettler nuappearance"

<skettler.nuappearance@comcast.net>, nuappearance@comcast.net

Sent: Tuesday, February 9, 2016 4:02:55 PM

Subject: Extend Service Agreement Thru 4-01-17

Attached please find three pages of the 2014-2016 Service Agreement extending the service, with the same cost, thru 4/01/17. Please forward a P.O. # for the extended year 2016-17. Thank you. D'Anne

Your message is ready to be sent with the following file or link attachments:

GPwds2016-17pg3

GPwds2016-17pg2

GPwds2016-17pg1

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

ATTN: JOHN PRIER
BUILDING DEPT
20025 MARK

SPOKE W/ SUE 6/10 @ 1:20 PM
P.O. # WILL V W/ JOHN
MAY/JUNE PO# 42472

**SERVICE AGREEMENT
FOR
NU APPEARANCE LANDS**

CONTINUE SERVICE
AGREEMENT TILL
4-1-17 PER GENE & SCOTT
2-9-16

This Agreement entered into this 8th day of April, 2014 between the City of Grosse Pointe Woods ("CITY") and Nu Appearance Maintenance, Inc. (a/k/a Nu Appearance Landscaping) ("NU") located at 19942 Harper Ave, Harper Woods, MI 48225.

WHEREAS, the Grosse Pointe Woods City Council on April 7, 2014, awarded NU a contract to provide landscaping and lawn mowing services within the City of Grosse Pointe Woods, and;

WHEREAS, NU has agreed to assume that contract in accordance with the bid previously accepted by the City, and;

WHEREAS, the parties wish to clarify their respective duties and responsibilities under the contract as set forth in this Agreement.

IT IS AGREED:

1. Award of Contract. NU is hereby awarded the contract to perform services for the CITY as specified in the attached specifications, Exhibit A, incorporated by reference and made a part of this Agreement.
2. Term of Contract. This contract will be for a period of April 2014 to April 2016.
3. Availability of Service. NU will provide the services described in the contract to the CITY on an as needed basis within 48 hours of a request, weather permitting.
4. Rates. The rates to be charged by NU are determined in attached Exhibit A.
5. Record of Receipts and Invoices. On a monthly basis, NU will provide the CITY a record of all services rendered during the period for which payment is made. The records supplied to the CITY shall contain the following information:
 - a. The date the service was rendered;
 - b. The nature of the service rendered and;
 - c. The address where the service was rendered.
 - d. Invoices for the work on a monthly basis.
6. Inspection of books and records by CITY. The CITY shall have the right to inspect NU's books and records (as they pertain to service charges under this Agreement) on NU's premises during normal business hours.
7. Compliance with City Ordinances. NU 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.

8. Termination of Contract. In the event the CITY determines that NU is in breach of this Agreement, it shall so notify NU in writing mailed or delivered to NU's place of business. NU shall then be granted ten (10) days to correct its breach. Failure to do so will authorize the CITY to terminate the Agreement.

Notwithstanding anything to the contrary, the contract may be cancelled by either the CITY or NU for any reason or no reason by giving thirty (30) days written notice.

9. Insurance. NU will supply the CITY with evidence, as requested from time to time by the City, that it is adequately insured in accordance with Exhibit A for the following:

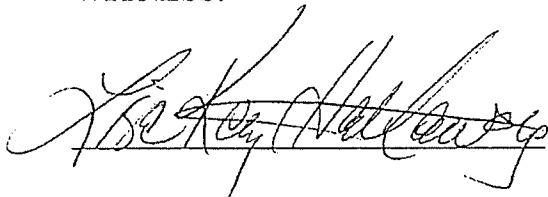
- a. Personal property damage;
- b. Personal liability;
- c. Workers compensation.

10. City Indemnification. NU agrees to indemnify and hold harmless the CITY from any actions, suits, debts, judgments, damages and/or claims arising out of NU's performance of this Agreement.

11. Purchase Order. A standard Grosse Pointe Woods Purchase Order will be issued with additional terms and conditions.

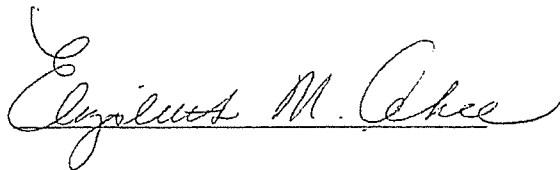
IN WITNESS WHEREOF the parties have signed this Agreement on the date first written above.

WITNESS:



CITY OF GROSSE POINTE WOODS

By: 
AL FINCHAM
City Administrator



NU APPEARANCE LANDSCAPE

By: 

By:

Its:

Address: 19942 Harper Ave.
Harper Woods, MI 48225

Approved for Signature

4-9-14

Don R. Berschback
City Attorney

Date: 

SERVICE AGREEMENT FOR NU APPEARANCE LANDSCAPING

This Agreement entered into this ____ day of _____, 2018 between the City of Grosse Pointe Woods ("CITY") and NuAppearance Maintenance, Inc. (a/k/a Nu Appearance Landscaping) ("NU") located at 19942 Harper Avenue, Harper Woods, MI 48225.

WHEREAS, the Grosse Pointe Woods City Council on _____ 2018, awarded NUJ a contract to provide landscaping and lawn mowing services within the City of Grosse Pointe Woods, and;

WHEREAS, the parties wish to clarify their respective duties and responsibilities under the contract as set forth in this Agreement.

IT IS AGREED:

1. Award of Contract. NU is hereby awarded the contract to perform services for the CITY as specified in the attached specifications, Exhibit A, incorporated by reference and made a part of this Agreement.
2. Term of Contract. This contract will be for a period of April 2018 to April 2019.
3. Availability of Service. NU will provide the services described in the contract to the CITY on an as needed basis within 48 hours of a request, weather permitting.
4. Rates. The rates to be charged by NU are determined in attached Exhibit B.
5. Record of Receipts. On a monthly basis, NU will provide the CITY a record of all services rendered during the period for which payment is made. The records supplied to the CITY shall contain the following information:
 - a. The date the service was rendered;
 - b. The nature of the service rendered and;
 - c. The address where the service was rendered;
 - d. Invoices for the work on a monthly basis.
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- a. Personal property damage;
 - b. Personal liability;
 - c. Workers compensation.
10. City Indemnification. NU agrees to indemnify and hold harmless the CITY from any actions, suits, debts, judgments, damages and/or claims arising out of NU's performance of this Agreement.
11. Purchase Order. A standard Grosse Pointe Woods Purchase Order will be issued with additional terms and conditions.

IN WITNESS WHEREOF the parties have signed this Agreement on the date first written above.

WITNESS:

City of Grosse Pointe Woods

By: Bruce Smith
City Administrator

NuAppearance Landscaping

By: Scott A. Ketter
Its: Owner

Exhibit A

**Request for Bid
GROSSE POINTE WOODS
Landscaping Proposal for April 2014 thru April 2016**



Scott A. Kettler
(313) 884-0515
(313) 886-7276 Fax
nuappearance@comcast.net
Licensed and insured NCT

Fertilizing/Aeration
Weed Control
Snow Plowing
Sodding/Seeding
Retaining Walls
Brick Paving
Ground Maintenance

	AMOUNT
Lawn Maintenance: Cut & Trim	
Various Lot Sizes:	
40' x 120' 4800	40.00
60' x 150' 7000	50.00
90' x 200' 18000	80.00
100' x 300' 30000	100.00
Shrub Trimming:	
Evergreen and deciduous shrubs (per man hr)	37.00
Removal/Disposal of debris of property (per yd)	25.00
Spraying:	
Spray cracks & crevices for weeds on concrete areas: (per job)	15.00 PER GAL.
Miscellaneous Service Call (per job)	40.00
Debris Removal (per yd)	25.00
Heavy equipment (per hr)	95.00
MDA License (must provide copy)	# 820087

CONTACT NAME/APPLICANT: ANDY & SCOTT

COMPANY NAME: NU APPEARANCE

ADDRESS: 19942 HARPER AVENUE, HARPER WOODS

PHONE: 313.884.0515

SIGNATURE: Scott Kettler DATE: 3/10/14

CONTINUE w/ SAME # and
EXTEND SERVICE AGREEMENT
THRU 4-1-17
PER GENE & SCOTT 2/9/16
-ANCE INC.
48225

PO # 43159 7/2015 - 4/2016
PO # 42601 7/2014 - 6/2015



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/22/2018

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 Morris Insurance Group, Inc. Little-Killebrew-Steiger 22440 Hall Road Clinton Township MI 48036		CONTACT NAME: Shelle Kipp PHONE (A/C No. Ext): (586) 569-0440 FAX (A/C No.): (586) 569-0384 E-MAIL ADDRESS: shelle.kipp@MorrisInsuranceGroup.com	
INSURED NU APPEARANCE MAINTENANCE INC 19942 HARPER AVE HARPER WOODS MI 48225-1759		INSURER(S) AFFORDING COVERAGE INSURER A: Ansur America Insurance Company/ 10984 ✓ INSURER B: Frankenmuth Mutual 13986 ✓ INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2017 2018

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 CERTIFICATION 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	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"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	BOP6068514	7/19/2017	7/19/2018	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000					
	MED EXP (Any one person) \$ 5,000					
	PERSONAL & ADV INJURY \$ 1,000,000					
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
						\$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		BA 6068514	7/19/2017	7/19/2018	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 DED RETENTION \$		BOP6068514	7/19/2017	7/19/2018	EACH OCCURRENCE \$ 1,000,000
	AGGREGATE \$ 1,000,000					
	\$					
	\$					
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	WC 6068514	7/19/2017	7/19/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	E.L. EACH ACCIDENT \$ 100,000					
	E.L. DISEASE - EA EMPLOYEE \$ 100,000					
	E.L. DISEASE - POLICY LIMIT \$ 500,000					

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

City of Grosse Pointe Woods is additional insured in respects to general liability that arises out of operations performed by the named insured.

CERTIFICATE HOLDER

(313) 343-2439 lhathaway@gpwwi.us

City of Grosse Pointe Woods
20025 Mack Plaza Dr
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

Bruce Morris/MMK

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**Additional Insured -- Owners, Lessees Or
Contractors -- Automatic Status When Required
In Construction Agreement With You -- Limited
Products-Completed Operations Coverage**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

**A. The following is added to Section II -- Liability,
Paragraph C., Who Is An Insured:**

Any person(s) or organization(s) for whom you are performing operations is also an additional insured, if you and such person(s) or organization(s) have agreed in writing in a contract or agreement that such person(s) or organization(s) be included as an additional insured on your policy. But:

1. Such person(s) or organization(s) is an additional insured only with respect to liability for "bodily injury", "property damage", "personal injury" and "advertising injury" caused, in whole or in part, by:

- a. Your acts or omissions; or
- b. The acts or omissions of those acting on your behalf;

in the performance of "your work" for the additional insured; and

2. Such written contract or agreement must be:

- a. Currently in effect or becoming effective during the term of this policy; and
- b. Executed prior to the "bodily injury", "property damage", or "personal and advertising injury".

- B. The coverage provided the additional insured by this endorsement does not apply to "bodily injury" or "property damage" arising out of the "products-completed operations hazard" unless required by the written contract or written agreement. When coverage does apply to "bodily injury" or "property damage" arising out of the "products-completed operations hazard", such coverage will not apply beyond the lesser of:

1. The period of time required by the written contract or written agreement; or
2. Five years from the completion of "your work" on the project which is the subject of the written contract or written agreement.



CITY OF GROSSE POINTE WOODS

Office of the Treasurer/Comptroller

Memorandum

9A

DATE: February 26, 2018
TO: Mayor Novitke and City Council
FROM: Cathrene Behrens, Treasurer/Comptroller
SUBJECT: Poverty Exemption Guidelines

RECEIVED
FEB - 5 2018
CITY OF GROSSE PTE. WOODS

On Monday, February 5, 2018 I received an email from Eric Dunlap, WCA, who advised that the State Tax Commission is now requiring communities to be more specific in their resolutions, specifically in this case, the Poverty Exemption Guidelines, which were approved on January 5, 2018 by Council. Attached is a resolution, drafted by WCA, which complies with all standards issued by the State Tax Commission and also adopts the Federal Poverty Guidelines, going forward, in perpetuity, so annual resolutions will no longer be required. The City's poverty guidelines will automatically update pursuant to what the state publishes each year.

At the time of the initial presentation to Council on January 5, 2018, we were not aware that this mandate was in the works at the State Tax Commission.

I have reviewed the 2018 Federal Poverty Guideline dollar figures and they are same as previously submitted.

Recommendation

I am respectfully requesting City Council approve the 2018 Poverty Guidelines Resolution attached, in perpetuity.

**CITY OF GROSSE POINTE WOODS
RESOLUTION FOR POVERTY EXEMPTION**

WHEREAS, *the* adoption of guidelines for poverty exemptions is required of the City Council and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Grosse Pointe Woods, Wayne County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) Produce a valid driver's license or other form of identification if requested
- 3) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested
- 4) Meet the federal poverty income guidelines for the year of application as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body, providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 5) File an Application for Poverty Exemption in its entirety with all requested documentation with the Assessor or Board of Review. It must be accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, *Poverty Exemption Affidavit*.
- 6) Report in the application the combined assets of all persons residing in the home, not including the primary residence. Combined assets cannot exceed \$25,000. Assets include but are not limited to, real estate other than the principal residence, personal property (jewelry, art, collections etc.), motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc. Statements must be complete with no missing pages.

- 7) Income included as household income shall be from any and all sources by all persons whether living in the household or not, and shall include but not limited to gifts and contributions, state or federal aid, alimony, pension, insurance benefits, return on investments, and any other forms of compensation received for purposes of establishing exemption eligibility. Statements must be complete with no missing pages.
- 8) Proof of income/assets from the Social Security Administration, Veterans Administration, College/University scholarships, for all persons residing in the home.
- 9) The Board of Review is only allowed to deviate from the established guidelines if there are substantial and compelling reasons. It is required that all "substantial and compelling" reasons be documented.
- 10) If the applicant qualifies for Poverty Exemption, the Board of Review may grant a complete exemption from property taxes, a partial reduction in property taxes, or no reduction as set forth in these guidelines. Approval of the application does not automatically warrant a complete exemption from property taxes. Under no circumstances shall the Board of Review reduce the taxable value lower than that which produces an annual tax equal to 3.5% of an applicant's income plus any property tax credit refund payable by the State of Michigan (1040CR) so as not to reduce applicant's following year income tax refund.
- 11) The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.
- 12) If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.
- 13) A person who files a claim for Poverty exemption is not prohibited from also appealing the assessment on the property to the Board of Review in the same year.
- 14) Any willful misstatements or misrepresentations made on the application may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.

The following is the current **2018** federal poverty income guidelines which will be updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

2018 Federal Poverty Guidelines Used in the Determination of Poverty Exemptions

Size of Family Unit	2018 Poverty Guidelines
1	\$ 12,060
2	\$ 16,240
3	\$ 20,420
4	\$ 24,600
5	\$ 28,780
6	\$ 32,960
7	\$ 37,140
8	\$ 41,320
For each additional person	\$ 4,180

The City of Grosse Pointe Woods Poverty Exemption Guidelines and Application will be updated annually with the current year Poverty Income Guidelines as established by the United States Department of Health and Human Services without further resolutions. If alternative guidelines are adopted by this governing body a new resolution will be required.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing from/to the claimant.

The foregoing resolution offered by City Council Member _____
and supported by City Council Member _____.

Upon roll call vote, the following voted:

“Aye”:

“Nay”:

The City Clerk declared the resolution _____.

SEAL



CITY OF GROSSE POINTE WOODS

Office of the Treasurer/Comptroller

Memorandum

93

RECEIVED

FEB - 7 2018

CITY OF GROSSE PTE. WOODS

DATE: February 7, 2018
TO: Mayor Novitke and City Council
FROM: Cathrene Behrens, Treasurer/Comptroller
SUBJECT: ICMA Resolution

At the Retiree Health Care board meeting held on February 1, 2018, a motion was made to move funds from an existing retiree health care account held at ICMA into our Charles Schwab account, managed by Fund Evaluation Group. In working with ICMA, the attached resolution is required in order to transfer these funds and terminate the account pursuant to the motion (See the attached "draft" Retiree Health Care meeting clipping).

City Administrator Bruce Smith and I are set up as account administrators and signers through ICMA and one of our signatures is required on this resolution; I have listed my name on the resolution as the "Employer". Additionally there are three (3) Retiree Health Care trustees to sign the resolution and City Clerk Hathaway will certify prior to sending to ICMA for processing.

The plan liquidation date is set for February 27, 2018 with a wire being sent to Charles Schwab on February 28, 2018. On February 7, 2018 the plan balance was \$511,364.23 with ICMA confirming the final liquidation amount on the date of transfer.

Recommendation

I would respectfully request council authorize the attached resolution titled "Transfer of Assets from EIP to Another OPEB Trust" as prepared by staff and reviewed by City Attorney Berschback and Pension Attorney VanOverbeke.

Thank you for your consideration.



February 7, 2018

Cathrene Behrens

RE: City of Grosse Pointe Woods EIP RHS - Plan Transition

Dear Ms. Behrens:

This letter is to confirm that we have received formal notification that you will be transitioning the City of Grosse Pointe RHS EIP Plan from ICMA-RC to Charles Schwab. While we regret that you have chosen to transfer your plan from ICMA-RC, it has been our pleasure to serve the City of Grosse Pointe Woods RHS EIP over these many years. We will do everything we can to make the transition a smooth one for you and your plan's participants.




As the last step in the process to transition your plan, please review this letter which addresses the details of the transition. Please sign and return this letter to ConversionServices@icmarc.org to confirm your agreement with the process and acknowledge the instructions provided to ICMA-RC for the transfer of your plan.

The following information details the process and target dates we will use to transfer your plan's assets to the new record keeper.

Plan liquidation date for eligible funds: Monday, February 26, 2018

Wire Preparation Date*: Tuesday, February 27, 2018

Wire Detail:

Bank:	Charles Schwab
Fed:	
ABA:	
Account Number:	
FFC:	
BNF:	City of Grosse Pointe Woods Retiree Health Account

****ICMA-RC cannot guarantee the receipt date of the wire at the Employer's receiving bank***

RECITALS

WHEREAS, the City of Grosse Pointe Woods, a political subdivision of the State of Michigan, (hereinafter referred to as the “Employer”) seeks to provide for the security and welfare of its Retirees, and their spouses and dependents, by funding one or more post-retirement welfare benefit plans, programs or arrangements to provide for life, sickness, medical, disability, severance and other similar benefits through insurance and self-funded reimbursement plans (collectively a “Plan”).

WHEREAS, Employer and Grosse Pointe Woods Retiree Health Care Board (hereinafter referred to as the “Trustee”) have entered into a Declaration of Trust dated October 4, 2011 (hereinafter referred to as the “Trust”) to hold assets and income of the Employer to fund the Plan;

WHEREAS, establishing the Trust is an essential function and integral part of the exempt activities of the Employer to assist Retirees by making contributions to and accumulating assets in the Trust, a segregated fund, for post-retirement welfare benefits under such a Plan;

WHEREAS, under the Trust, the Employer reserves the right to alter, amend or terminate the Trust, provided that no payment upon such action would cause any part of the Trust to be used for or diverted to purposes other than the exclusive purpose of funding post-retirement welfare benefits under a Plan for its Retirees, their spouses and dependents;

WHEREAS, the Employer desires to terminate the Trust and transfer the assets of the Trust to a new successor trust and appoint a successor trustee (which may be the same person or persons as the Trustee);

NOW THEREFORE, the Employer hereby adopts the following Transfer and Termination Resolution with respect to the Trust:

TRANSFER AND TERMINATION RESOLUTION OF [INSERT NAME OF TRUST]

ARTICLE I – Definitions

For purposes of this Transfer and Termination Resolution, capitalized terms shall have the meanings set forth in the Declaration of Trust unless otherwise expressly provided.

ARTICLE II – Transfer to Successor Trust

- 2.1 The Employer hereby directs the Trustee to transfer all Trust assets to a successor trustee (“Successor Trustee”). The Successor Trustee may be the same person or persons as the Trustee. Such transfer shall occur as soon as practicable after the date of adoption of this Transfer and Termination Resolution, but no earlier than the date the Employer, Trustee, and/or Administrator have made a proper accounting of all Trust assets held in the Accounts.
- 2.2 The transferred assets shall be held in a successor trust which has been established between the Employer and the Successor Trustee (the “Successor Trust”). The Employer agrees that the Successor Trust provides the following:
 - (a) Assets of the Successor Trust shall be held for the exclusive purpose of funding post-retirement welfare benefits under a Plan for Employer’s Retirees, their spouses and dependents.
 - (b) Upon termination of such Successor Trust and upon satisfaction of all liabilities under the Plan to provide Plan benefits, any amount of Employer contributions, and earnings thereon, remaining in such accounts must, under the terms of the Plan, be returned to the Employer.
- 2.3 The Successor Trustee has been duly appointed by the Employer and agrees to accept such transfer of assets and to hold title to the Trust assets pursuant to the Successor Trust.

ARTICLE III – Duties of Trustee

- 3.1 In accordance with Section 6.4 of the Declaration of Trust, the Employer hereby indemnifies and holds the Trustee harmless from any and all actions, claims, demands, liabilities, losses, damages, or reasonable expenses of whatsoever kind and nature in connection with or arising out of (i) any action taken or omitted in good faith by the Trustee in accordance with the direction of the Employer or its agents and subagents pursuant to this Transfer and Termination Resolution or (ii) any disbursements of any part of the Trust made by the Trustee to the Successor Trustee in accordance with such directions. The foregoing shall not be viewed as amending or altering any other indemnification provided by the Employer, Administrator, or Trustee under the

Declaration of Trust, which shall continue and be in full force after termination of the Trust.

- 3.2 Upon termination of the Trust as provided in Article IV, the Trustee shall be deemed discharged of all duties and responsibilities under the Declaration of Trust.

ARTICLE IV – Termination of Trust

The Trust is terminated, effective as of the later of the date that all parties hereto have executed this Transfer and Termination Resolution or the date that all assets have been distributed to the Successor Trust.

ARTICLE V – Limited Effect

Neither the modification and termination of the Trust hereunder nor the establishment of the Successor Trust shall be construed as giving any person covered under the Plan or other person any legal or equitable right against the Trustee, the Successor Trustee, the Administrator, the Employer, or any officer or employee thereof, except as may be expressly provided in the Plan.

Template for Transfer of Assets from EIP to Another OPEB Trust

IN WITNESS WHEREOF, the Employer, the Trustee, and the Successor Trustee have executed this Transfer and Termination Resolution by their respective duly authorized officers, as of the date first hereinabove mentioned.

EMPLOYER:

By: _____ Title: Cathrene A. Behrens, Treasurer/Comptroller

TRUSTEE(S):

By: _____ Title: Robert E. Novitke, Mayor, RHC Board

By: _____ Title: Victoria Granger, Trustee, RHC Board

By: _____ Title: Anthony Chalut, Trustee, RHC Board

SUCCESSOR TRUSTEE(S): *(Note: This may be same as the Trustee(s) if the same person or persons will be the trustee(s) of the receiving Trust)*

By: _____ Title: _____

By: _____ Title: _____

By: _____ Title: _____

CERTIFICATION

I, Lisa K. Hathaway Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council on _____, 2018, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and will be, or have been, made available as required by said Act.

Lisa K. Hathaway, City Clerk

RETIREE HEALTH CARE BOARD MEETING CLIPPING

2/1/2018

Motion by Zarb, supported by Chalut to move 100% of the funds from the ICMA EIP account held at ICMA into the Retiree Health Care account at Charles Schwab, managed by Fund Evaluation Group.

Motion CARRIED by the following vote:

YES: Novitke, Crook, Chalut, Zarb

NO: None

ABSENT: Granger

ADMINISTRATIVE SERVICES AGREEMENT

Type: VantageCare RHS Employer Investment Program

Account Number: 801999

ADMINISTRATIVE SERVICES AGREEMENT

This Agreement, made as of the 4th day of May, 2011 (herein referred to as the "Inception Date"), between The International City Management Association Retirement Corporation ("ICMA-RC"), a nonprofit corporation organized and existing under the laws of the State of Delaware; and the City of Grosse Pointe Woods ("Employer") a local governmental instrumentality organized and existing under the laws of the State of Michigan with an office at 20025 Mack Plaza Dr., Grosse Pointe Woods, Michigan 48236.

RECITALS

Employer acts as a public employer and is seeking to provide retiree health benefits for its eligible employees and retirees;

ICMA-RC makes available the VantageCare Retirement Health Savings Program Employer Investment Program ("RHS EIP" or "Program") to public employers as a means of providing retiree health benefits on behalf of employees and retirees of such employer;

ICMA-RC further makes available The Vantagepoint Funds and other non-proprietary, no-load, diversified mutual funds, as investment vehicles for public employer plan assets, including RHS EIP assets;

Employer desires to fund retiree health benefits by establishing an investment account under the RHS EIP, to be invested in one or more of The Vantagepoint Funds or other non-proprietary mutual funds on a pooled basis;

Employer intends that the assets so invested ultimately shall be used to provide retiree health benefits for its eligible employees and retirees under the Program.

AGREEMENTS

1. Establishment of Account

Employer hereby establishes an RHS EIP investment account ("Account") for the purpose of investing assets Employer intends to use to fund retiree health benefits under the Program. Account assets will be held in trust, and invested in accordance with the Declaration of Trust of the Integral Part Trust established by Employer.

2. Appointment of ICMA-RC

Employer appoints ICMA-RC to act as recordkeeper with respect to the Account to perform all non-discretionary functions necessary to facilitate the investment administration of Account assets. The functions to be performed by ICMA-RC and its agents include:

- (a) Allocation in accordance with Employer direction of Account assets to investment funds made available under the Program;
- (b) Maintenance of Account records reflecting amounts contributed, income, gain, or loss credited, and amounts as allocated to provide benefits; and
- (c) Provision of periodic reports to the Employer regarding the status of the Account and Account investments.

3. Employer Duty to Furnish Information and to Review Transaction Confirmations and Reports

Employer agrees to furnish to ICMA-RC on a timely basis such information as is necessary for ICMA-RC to carry out its responsibilities with respect to the Account, including: (a) information needed to allocate Account assets to investment funds and (b) relevant Employer and other identifying information (including tax identification numbers). ICMA-RC shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer, and ICMA-RC shall not be responsible for any error arising from its reliance on such information. ICMA-RC will provide Account information in reports, statements or accountings.

For transactions for which Employer receives confirmations, if Employer notifies ICMA-RC within 30 days of the confirmation date, ICMA-RC will correct the transaction and the Account will be made 100% whole. For transactions for which Employer does not receive confirmations and only receives quarterly or annual statements, if Employer notifies ICMA-RC within 90 days following statement end date, ICMA-RC will correct the transaction and the Account will be made 100% whole.

4. Certain Representations and Warranties

ICMA-RC represents and warrants to Employer that:

- (a) ICMA-RC is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this Agreement.
- (b) ICMA-RC is an investment adviser registered as such with the Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended. ICMA-RC Services, LLC (a wholly owned subsidiary of ICMA-RC) is registered as a broker-dealer with the Securities and Exchange Commission (SEC) and is a member in good standing of Financial Industry Regulatory Authority (FINRA)

Employer represents and warrants to ICMA-RC that:

- (c) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its

obligations under this Agreement and to act for the Account and Account beneficiaries in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.

- (d) Any information required to be retained by the Employer in connection with an RHS EIP Plan shall be set forth in the RHS EIP Plan materials developed by ICMA-RC and provided to the Employer.
- (e) Employer is aware that their Account investments in The Vantagepoint Funds are limited to \$250,000 per fund and an aggregate of \$1,000,000 per EIP plan.

5. Compensation and Payment

Employer acknowledges that certain wholly-owned subsidiaries of ICMA-RC receive compensation for advisory and other services furnished to The Vantagepoint Funds. These fees are disclosed in The Vantagepoint Funds Prospectus.

Employer further acknowledges that a fee for non-proprietary funds will be charged on the following schedule:

<u>Assets</u>	<u>Fee</u>
First \$15 MM	45 bps
Next \$35 MM	25 bps
Next \$25 MM	15 bps
Over \$75 MM	10 bps

The non-proprietary fund fee is charged based upon a percentage of the average daily balance of non-proprietary funds in the Account. The non-proprietary fund fee is payable in arrears on a monthly basis as of the last business day of each calendar month and shall be deducted from the Account. In the event that the Account's balance of non-proprietary funds in the Account goes to zero, the non-proprietary fund fee will be pro-rated based on the number of days the Account had a non-proprietary fund balance during the month.

The non-proprietary fund fee will be assessed pro-rata against all the non-proprietary fund investments in the Account. In the event that the balance of non-proprietary funds in the Account is insufficient to cover the non-proprietary fund fee, the unpaid amount of the fee will be deducted against The Vantagepoint Funds investment with the largest month-end balance. The non-proprietary fund fee will be deducted directly from the Account and will be reflected on your quarterly statement.

Any payment from non-proprietary mutual fund families or their service providers received by ICMA-RC or its affiliates in the form of 12b-1 fees, service fees,

compensation for sub-accounting, and other services provided by ICMA-RC or its affiliates for the non-proprietary funds will be used to offset the asset-based fee schedule disclosed above. To the extent that such payment exceeds the non-proprietary fund fee, the Account will be credited the difference.

6. Custody

Employer understands that amounts contributed to the Account are to be remitted directly to Vantagepoint Transfer Agents in accordance with instructions provided to Employer in the RHS EIP Plan materials and are not to be remitted to VantageTrust or ICMA-RC. In the event that any check or wire transfer is incorrectly labeled or transferred, ICMA-RC will return it to Employer with proper instructions.

7. Responsibility

- (a) ICMA-RC shall not be responsible for any acts or omissions of any person other than ICMA-RC in connection with the administration or operation of the Account.
- (b) Employer is responsible for determining that there are no state or local laws that would prohibit it from establishing the Program. Employer is also responsible for determining that the investments selected for the Program fall within state/local requirements.
- (c) Employer understands that ICMA-RC shall not act as an investment adviser with respect to the Employer and will not be responsible for the Employer's investment decisions. ICMA-RC herein specifically disclaims any liability derived, connected to or related to any such decisions.
- (d) Employer agrees to indemnify and hold harmless ICMA-RC and its agents from and against any and all claims, actions, suits or proceedings of any kind (whether in tort, in contract, at law or in equity) brought against said parties because of any injury or damage received or sustained by any person, persons or property arising out of or resulting from Employer's investment decisions. Provided, however, that Employer's obligations under this subsection shall not apply to protect ICMA-RC in the event that damages in any such action relate to the gross negligence or intentional misconduct of ICMA-RC.

8. Term

This Agreement shall be in effect for an initial term beginning on the Inception Date and ending 5 years after the Inception Date. This Agreement will be renewed automatically for each succeeding year unless written notice of termination is provided by either party to the other no less than 60 days before the end of such Agreement year.

9. Amendments and Adjustments

- (a) This Agreement may not be amended except by written instrument signed by the parties.
- (b) The parties agree that compensation for services under this Agreement and administrative and operational arrangements may be adjusted as follows:

ICMA-RC may propose an adjustment by written notice to the Employer given at least 60 days before the effective date of the adjustment and the notice may appear in disclosure documents such as Employer Bulletins. Such adjustment shall become effective unless, within the 60 day period before the effective date, the Employer notifies ICMA-RC in writing that it does not accept such adjustment, in which event the parties will negotiate with respect to the adjustment.

- (c) No failure to exercise and no delay in exercising any right, remedy, power or privilege hereunder shall operate as a waiver of such right, remedy, power or privilege.

10. Notices

All notices required to be delivered under Section 9 of this Agreement shall be delivered personally or by registered or certified mail, postage prepaid, return receipt requested, to (i) Legal Department, ICMA Retirement Corporation, 777 North Capitol Street, N.E., Suite 600, Washington, D.C, 20002-4240; (ii) Employer at the office set forth in the first paragraph hereof, or to any other address designated by the party to receive the same by written notice similarly given.

11. Complete Agreement

This Agreement shall constitute the sole agreement between ICMA-RC and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its date. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

12. Governing Law

This agreement shall be governed by and construed in accordance with the laws of the State of Michigan, applicable to contracts made in that jurisdiction without reference to its conflicts of laws provisions.

In Witness Whereof, the parties hereto have executed this Agreement as of the Inception
Date first above written.

CITY OF GROSSE POINTE WOODS

By William Saby
Signature

Date 5-4-11

TREASURER / COMPTROLLER

Name and Title (Please Print)

INTERNATIONAL CITY/COUNTY MANAGEMENT
ASSOCIATION RETIREMENT CORPORATION

Angela C. Montez

By _____

Angela Montez
Assistant Corporate Secretary





SUGGESTED AFFIRMATIVE STATEMENT FOR ADOPTION OF THE VANTAGECARE RHS EMPLOYER INVESTMENT PROGRAM (EIP)

Plan Number: 8 01899

Name of Employer: GROSSE POINTE WOODS

State: MI

Affirmative Statement of the above-named Employer (the "Employer"):

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the Employer has determined that the provision of retiree health benefits for such employees serves the interests of the Employer by enabling it to provide reasonable security regarding such employees' health needs during retirement, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the establishment of the retiree health savings plan (the "Plan") serves the above objectives;

NOW THEREFORE, as a duly authorized agent of the Employer, I hereby:

ESTABLISH the Employer's Plan in the form of the ICMA Retirement Corporation's VantageCare RHS Employer Investment Program; and

SPECIFY that the assets of the Plan shall be held in trust, with the following entity or individual serving as trustee (Select one):

- ☐ the Employer
- ☒ the following position within the Employer: TREASURER / COMPTROLLER
(insert title of individual acting as trustee)
- ☐ the following group or committee within the Employer: _____
(insert group or committee acting as trustee)
- ☐ the following third-party trustee: _____
(insert name of third-party trustee)

for the exclusive benefit of Plan participants, their survivors and their beneficiaries, and the assets of the Plan shall not be diverted to any other purpose prior to the satisfaction of all liabilities of the Plan. The Employer has executed the Declaration of Trust of the GROSSE POINTE WOODS (name of Employer) Integral Part Trust in the form of: (Select one)

- ☒ The model trust made available by the ICMA Retirement Corporation
- ☐ The trust provided by the Employer (executed copy attached hereto).

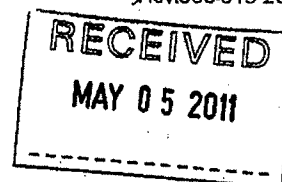
SPECIFY that the TREASURER / COMPTROLLER (use title of Employer's official, not name) shall be the coordinator and contact for the Plan and shall receive necessary reports, notices, etc.

DATE: 5-4-11

Treasurer / Comptroller
(Title of Designated Agent)

[Signature]
(Signature)

PRM080-015-200601-C855



10A

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 6 ANIMALS,
DIVISION 2 LICENSE TO AMEND THE TIMING OF LICENSE RENEWAL
AND TO CLARIFY EXPIRATION DATES

The City of Grosse Pointe Woods Ordains:

Sec. 6.69. Application.

It shall be the duty of any person owning, possessing or harboring a dog, cat or wild animal to first obtain a license for that purpose, which license shall be obtainable from the city clerk upon application in writing. The application shall state the full name and address of the applicant, and shall contain a statement indicating the breed, sex, age, color and markings of such animal, ~~and the name and address of the last previous owner.~~

Sec. 6.70. Rabies vaccination required.

It shall be the duty of any person owning, possessing or harboring a dog, cat or wild animal of the age of four months or older to have such animal immunized against rabies. Each application for a license shall be accompanied by proof of vaccination of the dog, cat or wild animal for rabies with a vaccine licensed by the United States Department of Agriculture, signed by an accredited veterinarian. ~~The expiration of the certificate of vaccination shall not be earlier than six months from the date of application for license for which the dog, cat or wild animal license is issued.~~

Sec. 6.72. Expiration.

All licenses issued under the provisions of this article shall either expire on March 1 of each year, or upon expiration of the rabies vaccination certificate, whichever occurs first.

RECEIVED

FEB 21 2018

CITY OF GROSSE PTE. WOODS
AFFIDAVIT OF LEGAL PUBLICATION

Grosse Pointe News

16980 Kercheval Avenue
Grosse Pointe, Michigan 48230
(313) 882-3500

COUNTY OF WAYNE
STATE OF MICHIGAN, SS.

John Minnis

being duly sworn deposes and says that attached advertisement of

City of Grosse Pointe Woods

was duly published in accordance with instructions, in the GROSSE POINTE NEWS on
the following date:

February 15, 2018

#1 GPW 2/15 2ND READ 2-26

and knows well the facts stated herein, and that he is the Publisher of said newspaper.

John Minnis
Subscribed and sworn to before me this 15th day of February A.D., 2018

Barbara Vethacke *February 15 2018*

Notary Public

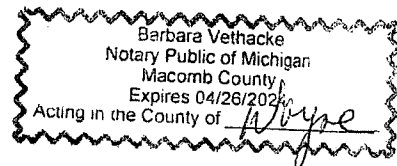
City of **Grosse Pointe Woods**, Michigan

NOTICE IS HEREBY GIVEN that the Council will be considering the following proposed ordinance for a second reading at its meeting scheduled for Monday, February 26, 2018, at 7:00 p.m. in the Council Room of the Municipal Building. The proposed ordinance is available for public inspection at the Municipal Building, 20025 Mack Plaza, between 8:30 a.m. and 5:00 p.m., Monday through Friday. The Council meeting is open to the public. All interested persons are invited to attend.

**An Ordinance To Amend Chapter 6 Animals, Division 2
License to Amend the Timing of License Renewal and to
Clarify Expiration Dates.**

Lisa K. Hathaway
City Clerk

G.P.N.: 02/15/2018



11A

February 01, 2018

RECEIVED
FEB -5 2018
CITY OF GROSSE POINTE WOODS

Ms. Lisa K. Hathaway
City Clerk
Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236-2397

Dear Ms. Hathaway,

Thank you for your continued participation and support of the Michigan Municipal League. With the results of the 2016 election bringing major turnover in the Michigan legislature, the League is leveraging our access to key leadership to achieve critical results for our members. These advocacy efforts are headlined by our push to reform Michigan's broken municipal finance structure through our SaveMIDCity.org initiative, which launched in March 2016. Since then we've done presentations about Michigan's failed municipal finance system to more than 50 communities, organizations and groups representing thousands of people and generating hundreds of news articles valued at about \$500,000.

Additionally, the League is intimately involved both publicly and behind the scenes promoting the interests of municipalities as legislation is debated in Lansing and Washington, D.C. Last year, we successfully championed a near elimination of local cost sharing toward MDOT road projects, helped positively impact the continuing personal property tax implementation process, and defended against numerous efforts to erode local revenue and property tax bases. Our team was instrumental in protecting local control in the complex, new medical marijuana regulatory structure and blocked efforts to eliminate Downtown Development Authorities and a proposal that would have been damaging to local historic districts.

As we look forward into 2017, our attention will shift towards a renewed effort to close the Dark Store property tax appeal loophole, serving as a key player in the expanding conversation on infrastructure and the extensive needs of communities of all sizes, and defending against tax changes at the state level which would impact road funding promises and the opportunity to restore cuts to revenue sharing.

The League's Board of Trustees recognizes the strained financial conditions present in many Michigan communities. We have worked very hard over the last several years to keep dues low, resulting in savings of over 20 percent. This year we are passing along a modest .9 percent inflationary adjustment to League dues.

The true power of the League comes from the combined voices of communities across Michigan. Together we can make a real difference. Your Michigan Municipal League membership is one of the best investments your community can make. Be sure to maximize your membership by contacting us with your questions, and by actively participating at League events. Thank you for your support. We look forward to our continued partnership with your community.

Sincerely,



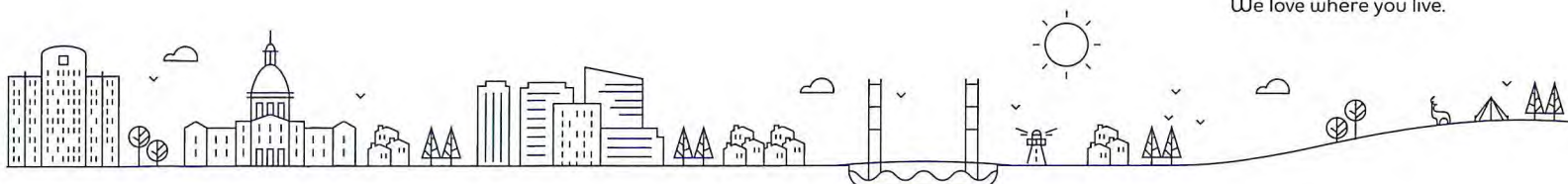
Daniel P. Gilmartin
Executive Director & CEO



Catherine Bostick-Tullius
President, 2017-2018

Enc.

We love where you live.





michigan municipal league

MICHIGAN MUNICIPAL LEAGUE
MEMBERSHIP RENEWAL INVOICE

2017 - 2018

RECEIVED

FEB - 5 2018

GROSSE POINTE WOODS

Grosse Pointe Woods

ID: 211

Date: 02/01/2018

Membership Period: 04/01/2018 - 03/31/2019

Current Balance

* MML Dues	5,745.00
** Legal Defense Fund	575.00
	<hr/>
	\$6,320.00

Total Due by April 01, 2018:
\$6,320.00

Please sign, date and return one invoice copy with your payment.

Make checks payable to the Michigan Municipal League and mail to the address below. Thank you.

(Signature)

(Date)

* MML dues include annual subscriptions to *The Review* for your officials at \$12.00 per subscription, which is 50% of the regular subscription rate.

** The Legal Defense Fund is an optional charge. The purpose of the Fund is to provide specialized legal assistance to member municipalities in cases that have significant statewide impact.

See what the League can do for you by visiting www.mml.org

Michigan Municipal League
P.O. Box 7409
Ann Arbor, MI 48107-7409
800-653-2483

Membership Benefits at a Glance

Legislative Advocacy & Policy Development

Legislative Advocacy: Expert advocacy and dedicated representation at the state and federal levels on municipal issues, with a newsletter and blog to keep members informed.

Policy Research: Original policy research on emerging issues made available to members.

Legal Advocacy

Legal Advocacy: Legal assistance on community issues, and advocacy for the interests of municipalities in the courts.

Legal Defense Fund: Advocacy program for municipalities in the state and federal appellate courts (member rates apply).

Placemaking & Redevelopment Assistance

Crowdfunding: Information about crowdfunding and investment crowdfunding and how it may apply to your community, as well as expertise on programs available in Michigan.

Redevelopment Ready Communities®: Assistance navigating the RCC program through support from Michigan Economic Development Corporation.

Michigan Vacant Property Campaign: Partnership with several entities to assist local efforts addressing physical deterioration caused by vacant properties and preserving the places people live.

Michigan Green Communities Network: Collaborative effort to share resources and knowledge around clean energy and environmental sustainability.

Information, Resources & Consulting

E-books: *Ethics Handbook for Michigan Municipalities*; *Restoring Michigan Communities*; *Handbook for Municipal Officials*.

One-Pager Plus Fact Sheets: Summaries of common municipal topics available online.

Sample Documents: Contracts, ordinances, policies, resolutions, and Request for Proposals (RFPs) available on our website.

Inquiry Service: Information and custom research on your municipal questions.

Directory of Michigan Municipal Officials: Annual listing of elected and key appointed city and village officials.

The Review: Bi-monthly magazine geared specifically to the municipal audience.

Wage and Salary Database: Searchable database of 143 titles, available to respondents of the annual online survey.

Executive Search Service: Recruit the League to facilitate your executive search process.

Consulting Services: Draw on the League's expertise for your management consulting.

Education & Events

Elected Officials Academy: Certification program designed to help elected officials lead in the 21st century.

Seminars and workshops: On-site and online training opportunities.

Convention and Capital Conference: Gain tools to improve your community and receive the latest Lansing updates.



We love where you live.



**TOKIOMARINE
HCC**

Tokio Marine HCC - Public Risk Group
1700 Opdyke Court, Auburn Hills, Michigan 48326
main 248 371 3100 / 800 225 6561 facsimile 248 371 3091

11B

INVOICE

Date: February 9, 2018
To: Grosse Pointe Woodse
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RECEIVED

FEB 13 2018

GROSSE POINTE WOODS

Claim #: 175878
Carrier: U.S. Specialty Insurance Company
Terms: Due within 30 days

Insured: Grosse Pointe Woods
Policy # /Eff. Date: PKG80910016 / October 1, 2014
Date of Loss: June 20, 2015
Claimant: KAPUSCINSKI, LAURA
Loss Description: Trip and fall on city sidewalk with serious injury

Deductible Information

Billing Item: (Deductible Recovery)	<u>Amount</u>
Invoice Total	\$13,520.16

Remit Payment To:
Tokio Marine HCC Public Risk Claim Service, Inc.
1700 Opdyke Court
Auburn Hills, MI 48326
Attn: Claim 175878 / Charles Isely

Questions Regarding This Invoice: Contact Charles Isely at 248-371-3135 or Main Office: 800-225-6561



TOKIO MARINE
HCC

February 9, 2018

Lisa Hathaway
Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RECEIVED
FEB 13 2018
CITY OF GROSSE POINTE WOODS

Claim #: 175878
Insured: Grosse Pointe Woods
Program: HCC Public Risk
Carrier: U.S. Specialty Insurance Company
Policy#: PKG80910016
Effective Date: October 1, 2014 to October 1, 2015
Date of Loss: June 20, 2015
Claimant: Kapuscinski, Laura
Description: Kapuscinski - Lawsuit - While walking dog, plaintiff tripped over elevation in sidewalk at 1242 Hampton Ave.

Dear Ms. Hathaway:

Tokio Marine HCC Public Risk Claim Service administers the insurance claims for U.S. Specialty Insurance Company ("USSIC") on behalf of the Tokio Marine HCC Public Risk program. We have completed our investigation and handling of the above-referenced claim.

Please be advised that the above-referenced policy has a \$15,000.00 deductible applicable to the coverage under this claim. The deductible applies to both loss and expense payments. We have incurred loss and expense payments of \$42,741.64 in resolving this file. At this time, we are requesting reimbursement of \$13,520.16 under your deductible for the handling of this matter. Please see the attached invoice for the deductible owed.

Please forward a check in the amount shown on the invoice made payable to Tokio Marine HCC Public Risk Claim Service, Inc. If you have questions regarding the invoice, please do not hesitate to contact our office.

Sincerely,

Charles F. Isely

Chuck Isely, Esq.
Litigation Specialist
Cisely@tmhcc.com

Lisa Hathaway

From: Don Berschback <donberschback@yahoo.com>
Sent: Tuesday, February 13, 2018 7:23 PM
To: Lisa Hathaway
Cc: Charles Berschback
Subject: Re: FW: Claim #175878 - Kapuscinski v. Grosse Pointe Woods - Remaining Deductible Invoice

Lisa- I have been in constant contact with our "insurance attorneys" on this matter. The invoice for \$13,520.16 is the correct amount that the City is obligated to the insurance company on this matter. Please place this invoice and my approval of same on the next Council agenda.

Don Berschback

On Tuesday, February 13, 2018, 4:55:10 PM EST, Lisa Hathaway <LHathaway@gpwmi.us> wrote:

Don/Chip:

For your information . . .

I will be placing this invoice on the next council agenda unless I hear otherwise from you.

Sincerely,

Lisa Kay Hathaway, CMMC/MMC
City Clerk/F.O.I.A. Coordinator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
313 343-2447
313 343-5667 (Fax)

Director-Michigan Association of Municipal Clerks (MAMC)
Chair - MAMC Membership/CMMC Program
Member - MAMC Legislative Committee

From: Isely, Chuck [mailto:cisely@tmhcc.com]
Sent: Friday, February 09, 2018 1:20 PM
To: Lisa Hathaway <LHathaway@gpwmi.us>
Subject: Claim #175878 - Kapuscinski v. Grosse Pointe Woods - Remaining Deductible Invoice

Ms. Hathaway:

We have finally successfully resolved this case in full, so attached please see the final invoicing for the City's deductible, and please otherwise feel free to contact me if you have any questions. Thank you,

Chuck Isely

Chuck Isely Esq.

Litigation Specialist
Tokio Marine HCC - Public Risk Group
cisely@tmhcc.com<mailto:cisely@tmhcc.com>
Tel: 248-371-3135



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

December 20, 2017

Project No: 0160-0396-0

Invoice No: 0116405

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

Project 0160-0396-0

CAPITAL IMPROVEMENTS, PARKING LOTS

Professional Services from November 13, 2017 to December 10, 2017

Fee

Construction Cost	375,000.00
Fee Percentage	7.30
Total Fee	27,375.00

Percent Complete

40.00 Total Earned

10,950.00

Previous Fee Billing

0.00

Current Fee Billing

10,950.00

Total Fee

10,950.00

Total this Invoice

\$10,950.00

Cap Imp - Parking Lots (see project)
PO 44484

#420-451-974.201

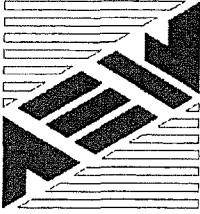
OK- FS

Anderson

RECEIVED

FEB - 7 2018

CITY OF GROSSE-PT. WOODS



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

December 22, 2017

Project No: 0160-0398-0

Invoice No: 0116461

CITY OF GROSSE POINTE WOODS
 ACCOUNTS PAYABLE
 20025 MACK AVENUE
 GROSSE POINTE WOOD, MI 48236-2397

Project 0160-0398-0 UNIVERSITY LIGGETT BOLL CENTER

101-000-285-520
 ESCROW - LIGGETT
 2/7/2018

Professional Services from November 13, 2017 to December 10, 2017Professional Personnel

		Hours	Rate	Amount
RESEARCH/REVIEW				
PRINCIPAL ENGINEER				
LOCKWOOD, SCOTT	11/27/2017	1.00	103.00	103.00
Boll Center Inspection coordination				
LOCKWOOD, SCOTT	11/28/2017	1.00	103.00	103.00
ULS Boll Center Inspection				
LOCKWOOD, SCOTT	11/30/2017	1.50	103.00	154.50
ULS Boll Center Meeting to discuss water main				
CONTRACT ADMINISTRATION				
TEAM LEADER				
MYSLINSKI, CHARLES	11/28/2017	.50	83.50	41.75
Inspection setup and staffing				
MYSLINSKI, CHARLES	12/4/2017	.50	83.50	41.75
Inspection setup and staffing				
CONSTRUCTION OBSERVATION				
ENGINEERING AIDE III				
BARNES, JOYCE	11/28/2017	8.00	70.00	560.00
Inspection				
BARNES, JOYCE	11/29/2017	8.00	70.00	560.00
Inspection				
BARNES, JOYCE	11/30/2017	2.50	70.00	175.00
Inspection				
BARNES, JOYCE	12/1/2017	4.00	70.00	280.00
Inspection				
BARNES, JOYCE	12/4/2017	6.00	70.00	420.00
Inspection				
BARNES, JOYCE	12/5/2017	6.00	70.00	420.00
Inspection				
BARNES, JOYCE	12/6/2017	8.00	70.00	560.00
Inspection & Reports				
BARNES, JOYCE	12/7/2017	8.00	70.00	560.00
Inspection of storm sewer & report				
BARNES, JOYCE	12/8/2017	8.00	70.00	560.00
Inspection				
Totals		63.00		4,539.00
Total Labor				4,539.00

CITY OF GROSSE POINTE WOODS

BLDG & SAFETY DIVISION

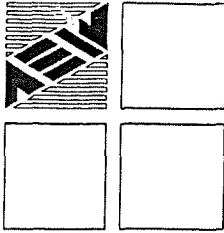
APPROVED

DATE

01-09-18/2-7-18

Project	0160-0398-0	UNIVERSITY LIGGETT BOLL CENTER	Invoice	0116461
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Billing Limits	Current	Prior	To-Date	
Total Billings	4,539.00	1,611.30	6,150.30	
Limit			10,000.00	
Remaining			3,849.70	
		Total this Invoice		\$4,539.00



ANDERSON, ECKSTEIN AND WESTRICK, INC.

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

October 18, 2017

Paul Tulikangas, PE
Nowak and Fraus Engineers
46777 Woodward Avenue
Pontiac, Michigan 48342-5032

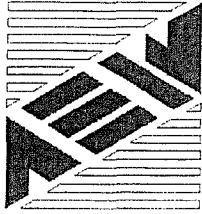
Reference: Boll Campus Center
Engineering Plan Review
AEW Project No. 0160-0398

Dear Mr. Tulikangas:

An engineering plan review for the above referenced project has been completed. The following comments are based on a review of the drawings dated October 12, 2017.

1. Verify the diameter of storm structure EX1. Depending on the existing structure size, EX1 may require replacement with a larger structure or an alternative tap location(likely at EX2) may be required.
2. The existing water main on Cook Road is 12" diameter. A tapping sleeve and valve in well shall be used to make this tap. The proposed well cover shall not be located in the proposed drive approach.
3. All drainage structures (except manholes) shall have 2' sumps.
4. Permits shall be obtained from Wayne County for soil erosion and sediment control. Provide a copy of the soil erosion permit or approval letter.
5. A permit shall be obtained from the Michigan Department of Environmental Quality (MDEQ) for water main construction.
6. All easements shall be recorded prior to engineering plan approval. Submit copies of the proposed easements to our office for review.
7. A Water Main inspection escrow deposit of \$7,500 provided thru the Building Department shall be made prior to engineering plan approval.

Please contact me with any questions or comments at (586) 726-1234.



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

February 2, 2018
Project No: 0160-0290-0
Invoice No: 0116717

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

Professional Services from December 11, 2017 to January 7, 2018

Professional Personnel

		Hours	Rate	Amount
RESEARCH/REVIEW				
PRINCIPAL ENGINEER				
LOCKWOOD, SCOTT	12/20/2017	1.00	103.00	103.00
Water Budget meeting				
LOCKWOOD, SCOTT	1/3/2018	3.00	103.00	309.00
Review and meet to discuss Drinking Water Asset Management Plan, get quote and scope for reservoir inspection				
LOCKWOOD, SCOTT	1/5/2018	.50	103.00	51.50
Review Drinking Water Asset Management Plan with Leigh				
SPECIFICATIONS				
LICENSED ENG/SUR/ARC				
MERRILL, LEIGH	12/13/2017	.50	103.00	51.50
Rate Methodology for new water rates				
MERRILL, LEIGH	12/15/2017	1.00	103.00	103.00
DW AMP				
MERRILL, LEIGH	12/18/2017	4.00	103.00	412.00
DW AMP				
MERRILL, LEIGH	12/19/2017	3.00	103.00	309.00
DW AMP				
MERRILL, LEIGH	12/20/2017	4.00	103.00	412.00
DW AMP				
MERRILL, LEIGH	12/21/2017	3.00	103.00	309.00
DW AMP				
MERRILL, LEIGH	12/22/2017	2.20	103.00	226.60
DW AMP				
MERRILL, LEIGH	12/27/2017	2.00	103.00	206.00
DW AMP				
MERRILL, LEIGH	12/28/2017	1.00	103.00	103.00
DW AMP				
MERRILL, LEIGH	12/29/2017	.50	103.00	51.50
DW AMP				
MERRILL, LEIGH	1/2/2018	1.00	103.00	103.00
DW AMP				
MERRILL, LEIGH	1/5/2018	2.00	103.00	206.00
DW AMP				

RECEIVED
FEB 14 2018
CITY OF GROSSE PTE. WOODS

Project	0160-0290-0	GENERAL ENGINEERING	Invoice	0116717
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ARCHITECT

SENIOR PROJECT ARCHITECT

ARLOW, JASON	12/20/2017	.50	103.00	51.50
Barn estimate - water				
ARLOW, JASON	1/2/2018	2.50	103.00	257.50
Lakefront park barn sketch, estimate (marina)				
ARLOW, JASON	1/3/2018	1.50	103.00	154.50
Lakefront park barn sketch, estimate (marina)				
ARLOW, JASON	1/4/2018	1.00	103.00	103.00
DPW barn sketch, estimate - water				
ARLOW, JASON	1/5/2018	.50	103.00	51.50
DPW barn estimate - water				
ARLOW, JASON	1/6/2018	.50	103.00	51.50
Update add service request, lakefront barn estimate (marina)				
Totals		35.20		3,625.60
Total Labor				3,625.60
Total this Invoice				\$3,625.60

AMP = water asset management plan

P.O. 44505

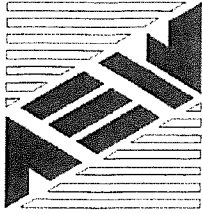
#592-536-818.000 \$3162.10

#594-785-818.000 \$463.50

OK - FS

A. DeKors

2/13/2018



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

February 2, 2018

Project No: 0160-0364-0

Invoice No: 0116718

CITY OF GROSSE POINTE WOODS
ACCOUNTS PAYABLE
20025 MACK AVENUE
GROSSE POINTE WOOD, MI 48236-2397

Project 0160-0364-0

SAW GRANT-WASTEWATER ASSET MGT PLAN

Professional Services from December 11, 2017 to January 7, 2018

Professional Personnel

			Hours	Rate	Amount
RESEARCH/REVIEW					
PRINCIPAL ENGINEER					
LOCKWOOD, SCOTT	12/11/2017		1.50	103.00	154.50
GIS meeting with DPW					
LOCKWOOD, SCOTT	12/14/2017		1.50	103.00	154.50
Project progress, alternate work review					
LOCKWOOD, SCOTT	12/20/2017		.50	103.00	51.50
Disbursement info prep					
ENGINEERING AIDE III					
MILLER, JACOB	12/12/2017		1.00	70.00	70.00
Crew set up for mh inspection					
MILLER, JACOB	12/15/2017		.50	70.00	35.00
Map and equipment prep for crews					
MILLER, JACOB	12/18/2017		.50	70.00	35.00
Crew orientation					
MILLER, JACOB	1/2/2018		.50	70.00	35.00
Crew questions and dangerous CB to DPW					
MILLER, JACOB	1/4/2018		.50	70.00	35.00
Crew scheduling and crew tracking					
PRINTS					
ENGINEERING AIDE TRAINEE					
ANKAWI, MICHELLE	12/19/2017		.30	40.50	12.15
Complete Contract Books					
KAERLE, KATHLEEN	12/11/2017		1.80	40.50	72.90
Contract Books and Plans					
CONTRACT ADMINISTRATION					
GRADUATE ENG/SUR/ARC					
MARCUS, PATRICK	12/11/2017		4.00	83.50	334.00
Prepare materials for pre-con meeting and set up dat file					
MARCUS, PATRICK	12/12/2017		1.00	83.50	83.50
Prepare materials for pre-con meeting					
MARCUS, PATRICK	12/13/2017		2.00	83.50	167.00
Complete and check minutes and email out to attendees					
MARCUS, PATRICK	12/19/2017		1.00	83.50	83.50
Put together contract books with updated insurance and bonds and prepare to send to city					
TEAM LEADER					
MYSLINSKI, CHARLES	12/12/2017		1.00	83.50	83.50
Pre-con Mtg					

Please include the project number and invoice number on your check.

Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN			Invoice	0116718
	VARICALLI, FRANK	12/12/2017	1.00	83.50	83.50	
	Project admin					
	VARICALLI, FRANK	12/13/2017	.50	83.50	41.75	
	VARICALLI, FRANK	12/20/2017	.50	83.50	41.75	
	VARICALLI, FRANK	12/28/2017	.50	83.50	41.75	
	Project admin					
	VARICALLI, FRANK	12/29/2017	.50	83.50	41.75	
	ENGINEERING AIDE III					
	DEDENBACH, LYNN	12/13/2017	.50	70.00	35.00	
	Update Plan Rack					
	WINES, WILLIAM	12/11/2017	1.00	70.00	70.00	
	File Set Up					
	WINES, WILLIAM	12/14/2017	.50	70.00	35.00	
	File Set Up					
	SENIOR PROJECT ENGINEER					
	SEIDEL, KYLE	12/11/2017	.30	103.00	30.90	
	Manhole inspection coordination					
	SEIDEL, KYLE	12/14/2017	.70	103.00	72.10	
	Manhole Inspection planning					
	MEETINGS					
	GRADUATE ENG/SUR/ARC					
	MARCUS, PATRICK	12/12/2017	3.00	83.50	250.50	
	Pre-Con Meeting					
	TEAM LEADER					
	VARICALLI, FRANK	12/12/2017	1.00	83.50	83.50	
	Pre-con meeting					
	CONSTRUCTION OBSERVATION					
	ENGINEERING AIDE II					
	CARPENTER, AARON	12/18/2017	8.50	62.00	527.00	
	Manhole inspection					
	CARPENTER, AARON	12/19/2017	8.50	62.00	527.00	
	Manhole inspection					
	CARPENTER, AARON	12/20/2017	7.50	62.00	465.00	
	Manhole inspection					
	CARPENTER, AARON	12/21/2017	8.00	62.00	496.00	
	Manhole inspection					
	CARPENTER, AARON	12/22/2017	7.50	62.00	465.00	
	Manhole inspection					
	CARPENTER, AARON	1/2/2018	8.00	62.00	496.00	
	Manhole inspection					
	CARPENTER, AARON	1/3/2018	8.50	62.00	527.00	
	Manhole inspection					
	WALKER, NAKEYA	12/18/2017	8.50	62.00	527.00	
	Manhole inspection					
	WALKER, NAKEYA	12/19/2017	8.00	62.00	496.00	
	Manhole inspection					
	WALKER, NAKEYA	12/20/2017	7.50	62.00	465.00	
	Manhole inspection					
	WALKER, NAKEYA	12/21/2017	8.00	62.00	496.00	
	Manhole inspection					
	WALKER, NAKEYA	12/22/2017	7.50	62.00	465.00	
	Manhole inspection					
	WALKER, NAKEYA	1/2/2018	8.00	62.00	496.00	
	Manhole inspection					
	WALKER, NAKEYA	1/3/2018	8.50	62.00	527.00	
	Manhole inspection					

Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN			Invoice	0116718
	WEEKS, ROBERT	1/2/2018	9.50	62.00	589.00	
	Manhole inspection					
	WEEKS, ROBERT	1/3/2018	9.50	62.00	589.00	
	Manhole inspection					
DATABASE						
	GRADUATE ENG/SUR/ARC					
	MILLER, JEFFREY	12/16/2017	3.00	83.50	250.50	
	Setup and configuration of MH Inspection App					
	MILLER, JEFFREY	12/18/2017	1.00	83.50	83.50	
	Setup and configuration of MH Inspection App					
REVISIONS						
	ENGINEERING AIDE III					
	SVOBODA, JOSEPH	12/11/2017	3.00	70.00	210.00	
	Map and work schedule revisions based on Pat's comments					
	SVOBODA, JOSEPH	12/12/2017	.50	70.00	35.00	
	Created city-wide map showing project locations					
	Totals		166.60		10,966.55	
	Total Labor					10,966.55
				Total this Invoice		\$10,966.55

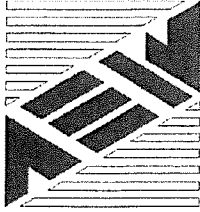
Saw Grant (see project name)

P.O. 43940

592.537.975.004

OK - E9

[Signature]



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

February 2, 2018

Project No: 0160-0376-2

Invoice No: 0116720

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 December 11, 2017 to January 7, 2018

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT 12/20/2017	1.00	103.00	103.00
Progress meeting and minutes			
LOCKWOOD, SCOTT 1/3/2018	1.50	103.00	154.50
Progress meeting, minutes, field visit to 694 Peach Tree			
Totals	2.50		257.50
Total Labor			257.50

Billing Limits	Current	Prior	To-Date
Total Billings	257.50	128,877.95	129,135.45
Limit			140,000.00
Remaining			10,864.55

Total this Invoice \$257.50

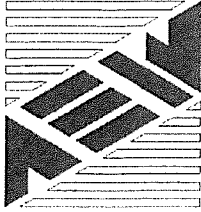
Gas Main (see project)

P.O. 44119

#101-000-285.530

OK- F

GP



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

February 2, 2018

Project No: 0160-0394-0

Invoice No: 0116721

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 December 11, 2017 to January 7, 2018
Professional Personnel

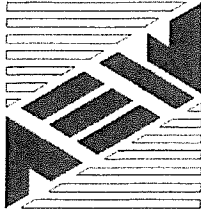
		Hours	Rate	Amount
PRELIMINARY ENGINEERING				
GRADUATE ENG/SUR/ARC				
SOMMERS, MICHAEL	12/11/2017	4.50	83.50	375.75
Watermain Breaks				
MEETINGS				
GRADUATE ENG/SUR/ARC				
MILLER, JEFFREY	12/11/2017	4.80	83.50	400.80
Portal and MobileApp DPW Training				
MAPSET				
GRADUATE ENG/SUR/ARC				
MILLER, JEFFREY	1/5/2018	2.20	83.50	183.70
Creation and printing of sewer and water mapset				
MILLER, JEFFREY	1/6/2018	3.20	83.50	267.20
Creation and printing of sewer and water mapset				
GIS UPDATES				
ENGINEERING AIDE III				
DOURJALIAN, ANDREW	1/3/2018	.30	70.00	21.00
Printed WM Maps				
DOURJALIAN, ANDREW	1/5/2018	.70	70.00	49.00
Printed WM Maps				
Totals		15.70		1,297.45
Total Labor				1,297.45
Billing Limits	Current	Prior	To-Date	
Total Billings	1,297.45	4,459.45	5,756.90	
Limit			21,000.00	
Remaining			15,243.10	

Total this Invoice \$1,297.45

GIS (see project)
P.O. 44040
592537977.000

OK- FS

AB



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

February 2, 2018

Project No: 0160-0396-0

Invoice No: 0116722

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 December 11, 2017 to January 7, 2018

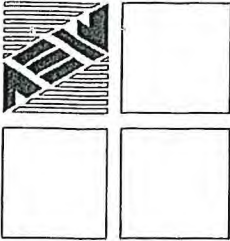
Fee

Construction Cost	375,000.00
Fee Percentage	7.30
Total Fee	27,375.00

Percent Complete	60.00	Total Earned	16,425.00
		Previous Fee Billing	10,950.00
		Current Fee Billing	5,475.00
		Total Fee	5,475.00

Total this Invoice \$5,475.00

Cap Imp - Parking Lots (see project)
P.O. 44484
#420451974.201
OK-FS *CP Eckstein*



ANDERSON, ECKSTEIN AND WESTRICK, INC.

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

11D

February 12, 2018

Cathy Behrens
City of Grosse Pointe Woods
20025 Mack Avenue
Grosse Pointe Woods, Michigan 48236-2397

RECEIVED
FEB 15 2018
CITY OF GROSSE PTE. WOODS

Reference: 2017 SAW Grant Sewer Cleaning and CCTV Investigation
City of Grosse Pointe Woods
AEW Project No. 0160-0364

Dear Ms. Behrens:

Enclosed please find Construction Pay Estimate No. 1 for the above referenced project. For work performed through February 11, 2018, we recommend issuing payment for the **Net Earnings this Period (see Page 2)** in the amount of **\$7,566.75** to Doetsch Industrial Services, Inc. 21221 Mullin Ave Warren, MI 48089-3086.

If you have questions or require additional information, please contact our office.

Sincerely,

Frank Varicalli
Project Manager

cc: Bruce Smith, City Administrator
Frank Schulte, Director of Public Services
Doetsch Industrial Services, Inc.

PO 44437
592-537-975.005

OK-FJ



Construction Pay Estimate Report

Anderson, Eckstein and Westrick

2/12/2018 2:22 PM

FieldManager 5.3a

Contract: .0160-0364, 2017 SAW Grant Sewer Cleaning and CCTV Investigation

Estimate No.	Estimate Date	Entered By	Estimate Type	Managing Office
1	2/11/2018	Lynn Dedenbach	SEMI-MONTHLY	Anderson, Eckstein and Westrick
All Contract Work Completed		Construction Started Date	Prime Contractor Doetsch Industrial Services, Inc. 21221 Mullin Ave Warren MI 48089-3086	

Comments

Current Contract Amount \$249,001.00

% Complete 3%

Item Usage Summary

Project: 0160-0364, 2017 SAW Grant Sewer Cleaning and CCTV Investigation

Category: 0000,

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
_ Cleaning 06 - 12 inch Combined Sewers	Ft	4027001	0015	0015	00	000	5,072.000	0.75	\$3,804.00
_ Final TV Investigation and Log, 06 - 12 inch Combined Sewers	Ft	4027001	0035	0035	00	000	4,732.000	0.50	\$2,366.00
_ Heavy Cleaning 06 - 12 inch Combined Sewers	Ft	4027001	0080	0080	00	000	2,705.000	0.50	\$1,352.50
_ Catch Basin, Cleaning	Ea	4037050	0100	0100	00	000	4.000	10.00	\$40.00
_ Catch Basin, Cleaning Modified	Ea	4037050	0105	0105	00	000	2.000	10.00	\$20.00
_ Extra Heavy Cleaning	Hr	8167040	0130	0130	00	000	5.500	150.00	\$825.00
Subtotal for Category 0000:									\$8,407.50
Subtotal for Project 0160-0364:									\$8,407.50
Total Estimated Item Payment:									\$8,407.50

Time Charges

Site	Site Description	Site Method	Days Charged	Liq. Damages
00	SITE NUMBERS SHOULD BE CODED 00	Completion Date	46	\$0
Total Liquidated Damages:				\$0

Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
0160-0364, 2017 SAW Grant Sewer Cleaning and CCTV Investigation	0001	\$8,407.50	\$0.00	\$8,407.50
Voucher Total:				\$8,407.50



Construction Pay Estimate Report

Anderson, Eckstein and Westrick

2/12/2018 2:22 PM

FieldManager 5.3a

Summary

Current Voucher Total:	\$8,407.50	Earnings to date:	\$8,407.50
-Current Retainage:	\$840.75	- Retainage to date:	\$840.75
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$7,566.75	Net Earnings to date:	\$7,566.75
		- Payments to date:	\$0.00
		Net Earnings this period:	\$7,566.75

Estimate Certification

I certify the items included on this report constitute my estimate of work completed and due the contractor as of the date of this document.


Frank Varicalli (Project Engineer)

2-12-18
(Date)



Construction Pay Estimate Amount Balance Report

Estimate: 1

2/12/2018 2:22 PM

FieldManager 5.3a

Anderson, Eckstein and Westrick

Contract: .0160-0364, 2017 SAW Grant Sewer Cleaning and CCTV Investigation

Project: 0160-0364, 2017 SAW Grant Sewer Cleaning and CCTV Investigation

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0005	_ Catch Basin Lead, Heavy Cleaning	4027001	15,600.000	Ft		0.000			0.01000	
0010	_ Catch Basin, Lead Cleaning	4027001	39,000.000	Ft		0.000			1.25000	
0015	_ Cleaning 06 - 12 inch Combined Sewers	4027001	36,500.000	Ft	5,072.000	5,072.000	5,072.000	14%	0.75000	\$3,804.00
0020	_ Cleaning 15 - 21 inch Combined Sewers	4027001	9,800.000	Ft		0.000			1.00000	
0025	_ Cleaning 24 - 36 inch Combined Sewers	4027001	13,500.000	Ft		0.000			1.00000	
0030	_ Cleaning 42 - 48 inch Combined Sewers	4027001	2,000.000	Ft		0.000			1.00000	
0035	_ Final TV Investigation and Log, 06 - 12 inch Combined Sewers	4027001	36,500.000	Ft	4,732.000	4,732.000	4,732.000	13%	0.50000	\$2,366.00
0040	_ Final TV Investigation and Log, 15 - 21 inch Combined Sewers	4027001	9,800.000	Ft		0.000			0.50000	
0045	_ Final TV Investigation and Log, 24 - 36 inch Combined Sewers	4027001	13,500.000	Ft		0.000			0.50000	
0050	_ Final TV Investigation and Log, 42 - 48 inch Combined Sewers	4027001	2,000.000	Ft		0.000			0.50000	
0055	_ Final TV Investigation and Log, 60 inch Storm Sewers	4027001	170.000	Ft		0.000			1.00000	
0060	_ Final TV Investigation and Log, 66 inch Storm Sewers	4027001	1,400.000	Ft		0.000			1.00000	
0065	_ Final TV Investigation and Log, 72 inch Storm Sewers (Man Entry)	4027001	1,600.000	Ft		0.000			2.00000	
0070	_ Final TV Investigation and Log, 96 inch, Storm Sewer (Man Entry)	4027001	1,100.000	Ft		0.000			2.00000	
0075	_ Final TV Investigation and Log, Catch Basin Lead	4027001	39,000.000	Ft		0.000			1.25000	
0080	_ Heavy Cleaning 06 - 12 inch Combined Sewers	4027001	14,600.000	Ft	2,705.000	2,705.000	2,705.000	19%	0.50000	\$1,352.50
0085	_ Heavy Cleaning 15 - 21 inch Combined Sewers	4027001	3,950.000	Ft		0.000			1.00000	
0090	_ Heavy Cleaning 24 - 36 inch Combined Sewers	4027001	5,400.000	Ft		0.000			4.00000	
0095	_ Heavy Cleaning 42 - 48 inch Combined Sewers	4027001	800.000	Ft		0.000			4.00000	
0100	_ Catch Basin, Cleaning	4037050	100.000	Ea	4.000	4.000	4.000	4%	10.00000	\$40.00

Contract: .0160-0364

Estimate: 1

Page 1 of 2



Construction Pay Estimate Amount Balance Report

Estimate: 1

Anderson, Eckstein and Westrick

2/12/2018 2:22 PM

FieldManager 5.3a

Project: 0160-0364, 2017 SAW Grant Sewer Cleaning and CCTV Investigation

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0105	_ Catch Basin, Cleaning Modified	4037050	100.000	Ea	2.000	2.000	2.000	2%	10.00000	\$20.00
0110	_ Cutting Service Lead Protrusions	4037050	50.000	Ea		0.000			5.00000	
0115	_ Removal of Mineral Deposits	4037050	100.000	Ea		0.000			5.00000	
0120	_ Traffic Control, Major Street	8127051	1.000	LS		0.000			3,000.00000	
0125	_ Traffic Control, Minor Street	8127051	1.000	LS		0.000			3,000.00000	
0130	_ Extra Heavy Cleaning	8167040	80.000	Hr	5.500	5.500	5.500	7%	150.00000	\$825.00
0135	_ Deliverables	8267051	1.000	LS		0.000			4,000.00000	

Subtotal for Category 0000: 8407.50

Subtotal for Project 0160-0364: 8407.50

Percentage of Contract Completed(curr): 3%
(total earned to date / total of all authorized work)

Total Amount Earned This Estimate: \$8,407.50

Total Amount Earned To Date: \$8,407.50



11E
RECEIVED
FEB 14 2018
CITY OF GROSSE PTE. WOODS

February 6, 2018

City of Grosse Pointe Woods
Accounts Payable
20025 Mack
Grosse Pointe Woods, MI 48236

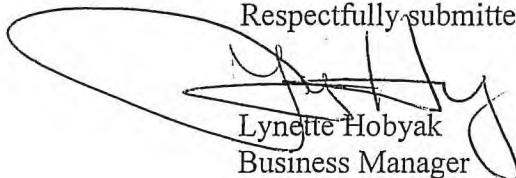
RE: Legal Services – December 2017

Legal services rendered :

Invoice # 15075 (attached).....\$ 2,551.90

Total..... \$2,551.90

Respectfully submitted,


Lynette Hobyak
Business Manager

38110 Executive Drive, Suite 100
Westland, MI 48185

734-595-7727 Office
734-595-7736 Fax



CC: LH 1/8

RECEIVED

FEB -6 2018

CITY OF GROSSE POINTE WOODS

February 2, 2018

City of Grosse Pointe Woods
Accounts Payable
20025 Mack
Grosse Pointe Woods, MI 48236

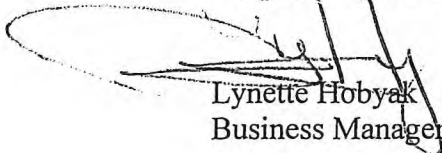
RE: Legal Services – January 2018

Legal services rendered :

Invoice # 15154 (attached).....\$ 1,074.64

Total..... \$ 1,074.64

Respectfully submitted,


Lynette Hobyak
Business Manager

38110 Executive Drive, Suite 100
Westland, MI 48185

734-595-7727 Office
734-595-7736 Fax



MCKENNA

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

11F

RECEIVED

FEB -7 2018

Mr. Charles Berschback
Attorney at Law
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

January 12, 2018

Invoice No: 21760 - 2

Project 21760 Grosse Pointe Woods Regulated Use Ordinance

Professional Services from December 1, 2017 to December 31, 2017

Professional Services

- Prepare for, travel to, and attend December 5, 2017 meeting with City Attorney and Building Official.
- Prepare Draft #2 of Regulated Use Ordinance.
- Prepare spatial analysis maps.

Contract Amount

Total Fee	2,000.00		
Percent Complete	80.00	Total Earned	1,600.00
		Previous Fee Billing	700.00
		Total Fee	\$900.00
		Invoice Total	<u>\$900.00</u>

Outstanding Invoices

Number	Date	Balance
1	12/7/2017	700.00
Total		\$700.00

THANK YOU. Please remit to above address and indicate project number on voucher.

101.210.801.200 #822.50

101.210.801.301 #77.50

Q. Behrens
2/7/2018



INVOICE

City of Grosse Pointe Woods
20025 Mack Plaza Drive
Grosse Pte. Woods, MI 48236

Date: January 30, 2018
Client No: 64954
Invoice No: 1510511
Page: 1

For Professional Services Rendered

For professional services rendered from December 22, 2017 through January 30, 2018 related to the following: 725.00

Accounting and general consulting services provide by Bill Brickey (2.5 hours):

- Discussions regarding the possible construction of water lines to benefit the boat dock rental fund.
- Assistance with the December pension fund journal entries
- Review of the new payroll / timesheet process
- Discussions regarding the parking meter utility fund and preparation of a memo regarding possible parking lot construction costs.

Balance Due \$ 725.00 USD

585-556-818.000

2/7/2018

CPH

Remittance information:

Check:

Plante & Moran, PLLC
16060 Collections Center Drive
Chicago, IL 60693

Wire Transfer:

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

ACH:

Bank of America
071000039
100 West 33rd Street
New York, NY 10001
9890996003
Plante & Moran, PLLC

KELLER THOMA
A PROFESSIONAL CORPORATION

COUNSELORS AT LAW
26555 EVERGREEN
SUITE 1240
SOUTHFIELD, MICHIGAN 48076
313.965.7610
FAX 313.965.4480
www.kellerthoma.com

RECEIVED

FEB -8-2018

CITY OF GROSSE POINTE WOODS
FEDERAL ID 38-1996878

114

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Attention: City Manager

February 01, 2018

Client: 000896

Matter: 000000

Invoice #: 113746

Page: 1

RE: GENERAL MATTERS

For Professional Services Rendered through January 31, 2018

DATE	ATTY	DESCRIPTION	HOURS
1/24/2018	GPK	Telephone call from Mr. Smith regarding employee matter.	0.25
1/26/2018	GPK	Attention to review of documents and telephone call from Mr. Smith regarding employee matter.	0.75
Total Services			\$175.00

ATTORNEY	HOURS	RATE	AMOUNT
GPK GARY P. KING	1.00	\$175.00	\$175.00

Total Amount Due

\$175.00

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REGARDING: GENERAL MATTERS

For professional services rendered and expenses incurred relative
to the above matter:

TOTAL **\$175.00**