

**CITY OF GROSSE POINTE WOODS**  
**20025 Mack Plaza**  
**Regular City Council Meeting Agenda**  
**Monday, July 2, 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. City Council 06/18/18
  - B. Committee-of-the-Whole 06/18/18 and 06/25/18  
w/recommendation:
    1. Department of Public Services
  - C. Compensation & Evaluation Committee 06/18/18 and 06/25/18, w/recommendation:
    1. Appointed Officials Contracts/Compensation
  - D. Beautification Commission 05/09/18
  - E. Historical Commission 05/10/18
7. COMMUNICATIONS
  - A. Conference: Michigan Municipal Executives Summer Workshop
    1. Memo 06/19/18 – City Administrator
    2. Registration Form
    3. Draft Program
    4. Housing Information
8. BIDS/PROPOSALS/ CONTRACTS
  - A. Detroit Area Agency on Aging (DAAA) FY 2019 Annual Implementation Plan
    1. Memo 06/14/18 – City Administrator
    2. Review & Approval Form
    3. DAAA Proposed FY 2019 Annual Implementation Plan
  - B. Contract: Property and Liability Insurance
    1. Letter 06/22/18 – Stevenson Co
    2. Breakdown of Accounts
9. CLAIMS/ACCOUNTS
  - A. Public Safety Renovations
    1. Cross Renovation:
      - a. Invoice No. 1 05/16/18 – Pay Estimate 1 - \$41,245.55;
      - b. Invoice No. 2 06/18/18 – Pay Estimate 2 - \$28,649.54.

B. City Engineer

1. AEW Invoice No. 0118046 06/11/18 - \$666.80;
2. AEW Invoice No. 0118119 06/14/18 - \$399.00.

C. City Attorney

1. Don R. Berschback 06/27/18 - \$3,612.50;
2. Charles T. Berschback 06/27/18 - \$5,160.00.

10. NEW BUSINESS/PUBLIC COMMENT

11. 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.

NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST
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COUNCIL  
06-18-18 - 99

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 18, 2018, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:12 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke  
Council Members: Bryant, Koester, McConaghy, McMullen, Shetler  
Absent: Granger

Also Present: City Administrator Smith  
City Attorney Chip Berschback  
Treasurer/Comptroller Behrens  
Director of Public Services Schulte  
Deputy City Clerk Antolin  
City Engineer Lockwood

Also in attendance was Bill Brickey, Financial Advisor and Jason Arlow, Anderson, Eckstein & Westrick.

Motion by Bryant, seconded by Shetler, to 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

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

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

Motion carried by the following vote:

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

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

1. City Council Minutes dated June 4, 2018.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Shetler, that the following minutes be approved as submitted:

1. Committee-of-the-Whole minutes dated June 4, 2018.

Motion carried by the following vote:

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

Discussion ensued regarding the Recreation Commission minutes dated April 10, 2018, and moving 2019 Winterfest to be held on January 26, 2019, from Lake Front Park to Ghesquiere Park. There was a consensus of City Council to refer this item to the Committee-of-the-Whole meeting.

Motion by Bryant, seconded by Shetler, regarding **Open Purchase Orders**, that the City Council approve the issuance of open purchase orders to vendors identified on the list dated June 12, 2018, in accordance with the approved FY 2018/19 Budget.

Motion carried by the following vote:

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

Motion by McMullen, seconded by McConaghy, regarding **2018 Conference Housing**, that the City Council approve one additional night's stay at the Grand Traverse Resort for the City Clerk's attendance at the 2018 MAMC Annual Conference on Thursday, June 21, 2018, in the amount of \$202.93, funds to be taken from the City Clerk's Training and Seminar's Account No. 101-215-958.001.

Motion carried by the following vote:

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

Motion by Koester, seconded by McMullen, regarding **Commit Fund Balance**, that the City Council commit Fund Balance in the following funds for the year ending June 30, 2018:

1. \$25,357.00 in the General Fund;
2. \$23,458.00 in the Major Road Fund;
3. \$35,642.00 in the Local Road Fund;
4. \$684,408.00 in the Municipal Improvement Fund;
5. \$319,660.00 in the Road Construction Fund;
6. \$103,225.00 in the Capital Improvement Fund;
7. \$461,833.00 in the Water/Sewer Fund;
8. \$359,700.00 in the Boat Dock Fund;
9. \$222,395.00 in the Motor Vehicle Fund.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Bryant, regarding **Employee Handbook Supplement – Non-Union**, that the City Council:

1. Effective July 1, 2018, approve a 2% wage increase, excluding appointed officials, for full-time and permanent part-time employees who have been in their current positions for twelve or more months;
2. Effective 7/1/18 approve for all non-union employees who have been employed by the city for twelve or more months excluding appointed officials, a service loyalty payment of \$500 for full-time employees and \$250 for permanent part-time employees, less appropriate payroll taxes;
3. The above are not to be included as a supplement to the Employee Handbook.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler, regarding **Budget Amendments FY 2018/2019**, that the City Council approve the FY 2018/19 budget amendments as presented in the Treasurer/Comptroller's memo dated June 18, 2018.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler, that the previous motion be amended by deleting "2018/2019" and inserting "2017/2018".

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler, that the previous two motions be rescinded.

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

(Recording Secretary's note: Items have been taken out of order due to the Committee-of-the-Whole meeting.)

Motion by Koester, seconded by McConaghy, regarding **FY 2017/18 Budget Amendments**, that the City Council adopt the FY 2017/18 Budget Amendment Resolution as presented.

Motion carried by the following vote:

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

Motion by Koester, seconded by Bryant, regarding **2017 Concrete Road Program (DiLisio Contracting)**, that the City Council approve the following payment for the 2017 Concrete Road Program:

1. DiLisio Contracting – Estimate No. 8 - \$37,792.50:
  - a. Account No. 406-451-977.804 - \$31,367.79;
  - b. Account No. 592-537-977.300 - \$6,424.73.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Bryant, regarding **2017 SAW Grant Sewer Cleaning and CCTV**, that the City Council approve the following payments for the 2017 SAW Grant Sewer Cleaning and CCTV Investigation:

1. Doetsch Industrial Services – Estimate No. 2 - \$22,821.75:
  - a. Account No. 592-537-975.004.
2. Doetsch Industrial Services – Estimate No. 5 - \$33,162.44:
  - a. Account No. 592-537-975.005.

Motion carried by the following vote:

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

Motion by Koester, seconded by Shetler, regarding **2017 Concrete Pavement Repair Program (L. Anthony Construction)**, that the City Council approve payment for the 2017 Concrete Pavement Repair Program:

1. L. Anthony Construction – Estimate No. 4 - \$42,616.40:
  - a. Account No. 202-451-974.200 - \$10,654.10;
  - b. Account No 203-451-974.200 - \$12,784.92;
  - c. Account No. 592-537-975.400 - \$19,177.38.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler, regarding **Legal Services (Hallahan & Associates)**, that the City Council approve the following Invoice:

1. Hallahan & Associates, P.C. Invoice No. 15471 06/04/18 - \$2,000.84:
  - a. Account No. 101-210-801.300.



Motion carried by the following vote:

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

Motion by Shetler, seconded by Bryant, regarding **City Engineers**, that the City Council approve the following Anderson, Eckstein and Westrick Inc. Invoices (11):

1. Invoice No. 0117548 04/30/18 - \$25,650.00:
  - a. Account No. 203-451-977.803.
2. Invoice No. 0117578 05/09/18 - \$1,349.70:
  - a. Account No. 401-431-974.201.
3. Invoice No. 0117598 05/10/18 - \$666.60:
  - a. Account No. 101-774-818.110.
4. Invoice No. 0117794 05/24/18 - \$51,857.15:
  - a. Account No. 592-537-975.004.
5. Invoice No. 0117795 05/24/18 - \$1,297.25:
  - a. Account No. 101-000-285.530.
6. Invoice No 0117798 05/24/18 - \$4,319.84:
  - a. Account No. 202-451-974.201 - \$734.37;
  - b. Account No. 203-451-974.201 - \$1,598.34;
  - c. Account No. 592-537-975.401 - \$1,987.13.
7. Invoice No. 0117799 05/24/18 - \$111.75:
  - a. Account No. 202-451-975.310 - \$38.00;
  - b. Account No. 203-451-975.310 - \$73.75.
8. Invoice No. 0117800 05/24/18 - \$3,818.20:
  - a. Account No. 592-537-818.000.
9. Invoice No. 0117801 05/24/18 - \$56,086.27:
  - a. Account No. 203-451-977.803.
10. Invoice No. 0117803 05/24/18 - \$8,114.85:
  - a. Account No. 420-451-974.201.
11. Invoice No. 0117807 05/24/18 - \$8,550.00:
  - a. Account No. 592-537-978.000.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler, regarding **Labor Attorney**, that the City Council approve the following invoice:

1. Keller Thoma Invoice No. 114390 06/01/18 - \$1,418.79.

Motion carried by the following vote:

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

The following individual was heard under Public Comment:

- Roger Smith stated that since video and audio taping of the Council meeting is allowed, he will be recording the meetings to inform residents on City issues. He also commented about chipping service, employee wages, and pay increases.

The Chair declared a recess at 7:50 p.m. to reconvene the Committee-of-the-Whole meeting, and reconvened the Council meeting at 8:34 p.m.

Motion by McConaghy, seconded by Shetler, regarding **three (3) contract awards**, that the City Council approve moving forward with pre-construction and developing contracts, with no cost to the City if bonds are not sold, and authorize the City Administrator to sign the following contracts after bonds are sold to the City's satisfaction:

- A. Cross Renovation, Inc. for Municipal Bond Improvements – Roofs and HVAC in an amount not to exceed \$2,393,481.00, which includes \$140,000.00 for construction contingency and \$54,130.00 for portable air conditioning contingency; funds to be taken as follows:

GENERAL FUND		
City Hall Roof & HVAC	420-902-977.101	\$1,495,709.00
DPW Admin. Building Roof	420-902-977.103	\$109,025.00
Lake Front Park Bath House/HVAC/Boiler	420-902-977.104	\$461,000.00
Construction Contingency	420-902-980.000	\$140,000.00
GRAND TOTAL		\$2,205,734.00
WATER/SEWER FUND		
City Hall Roof & HVAC (5%)	592-536-992.999	\$78,722.00
DPW Admin. Building Roof (50%)	592-536-992.999	\$109,025.00
Grand Total		\$187,747.00

- B. J & J Roofing to install the Public Safety Garage Roof in the amount of \$13,472.00, and to include a contingency for damaged wood replacement in an amount not to exceed \$1,500.00, for a total cost not to exceed \$14,972.00, and to approve the following a budget amendment and transfer:
1. From the General Fund Fund Balance Account No. 101-000-699.000, Prior Year Reserve, in the amount of \$14,972.00; into:
    - a. Capital Improvement Fund Account No. 420-902-977.102 in the amount of \$13,472.00; and
    - b. Capital Improvement Contingency Account No. 420-902-980.000 in the amount of \$1,500.00.
- C. Florence Cement Co for the 2018 Road Program in the amount of \$2,157,940.09, and to include construction engineering fees in the amount of \$302,111.61, in addition to previously approved design engineering fees of \$106,987.00, the total project cost is in an amount not to exceed \$2,460,051.70; and to approve the following budget amendments and transfers:
1. From General Fund fund balance Account No. 101-000-699.000, Prior Year Fund Balance in the amount of \$1,734,336.44, into:
    - a. Local Street Fund/Road Construction Account No. 203-451-977.804 in the amount of \$1,521,347.76; and

- b. Road Engineering Account No. 203-451-977.803 in the amount of \$212,988.68.
- 2. From Water/Sewer Fund Account No. 592-536-992.999, Debt Reserve Future Projects, in the amount of \$725,715.26, into:
  - a. W/S Construction Account No. 592-536-975.400 in the amount of \$636,592.33; and
  - b. Water/Sewer Engineering Account No. 592-537-975.401 in the amount of \$89,122.93.

Motion carried by the following vote:

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

No: None

Absent: Granger

Motion by McConaghy, seconded by Shetler, to adjourn tonight's meeting at 8:38 p.m.  
PASSED UNANIMOUSLY.

Respectfully submitted,

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Paul P. Antolin  
Deputy City Clerk

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Robert E. Novitke  
Mayor



COMMITTEE-OF-THE-WHOLE

06-18-18 - 40

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 18, 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  
Treasurer/Comptroller Behrens  
City Attorney Chip Berschback  
Director of Public Services Schulte  
Deputy City Clerk Antolin  
City Engineer Lockwood

Also in attendance were Jason Arlow, Anderson, Eckstein & Westrick, and Bill Brickey, Plante Moran (arrived 6:46 p.m.)

Mayor Novitke called the meeting to order at 6:31 p.m.

Motion by Bryant, seconded by Koester, to 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 Koester, 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, Koester, McConaghy, McMullen, Novitke, Shetler  
No: None  
Absent: Granger

Hearing no objections, the item regarding **2018 Road Program** was taken out of order.

The first item discussed was regarding the **2018 Road Program**. Mr. Lockwood will be moving forward with pre-construction and contract preparations. Discussion ensued as to why the lowest bidder, HMC, LLC. was not recommended the bid award. The City Engineer Lockwood and Director of Public Service Schulte provided an overview his memo dated June 12, 2018. Questions and answers ensued. This item is to be addressed later at tonight's City Council Meeting.

The next item discussed was regarding **Fiscal Forecasting**. A brief overview of the Fund Balance Analysis dated June 13, 2018, was discussed. Questions and answers ensued regarding road conditions within the 2018 Road Program.

The Chair declared a recess at 6:59 p.m. to convene the City Council Meeting, and reconvened the Committee-of-the-Whole Meeting at 7:51 p.m. while remaining in the Council Chambers.

Discussion continued regarding Fiscal Forecasting. Mr. Brickey presented his General Fund Five Year Forecast and provided an overview of his handout. Questions and answers ensued. No action was taken on this item.

The next item discussed was regarding **Bond Improvements – Roofs and HVAC**. There was a brief overview and discussion of the Director of Public Services' memo dated June 12, 2018. Questions and answers ensued. This item is to be addressed later at tonight's City Council Meeting.

The next item discussed was regarding **Public Safety Garage Roof**. There was a brief overview and discussion of Director's memo dated June 12, 2018. Questions and answers ensued. Mr. Arlow presented samples of shingles. He stated there is a 30+ limited warranty on the shingles. A brief discussion ensued regarding the possibility of installing solar roofing in the future. This item is to be addressed later at tonight's City Council Meeting.

The following individual was heard under Public Comment:

- Roger Smith commented on services offered by Green For Life (GFL), including chipping brush. He also commented on the numerous pot holes and dead trees throughout the City. Mr. Smith stated GFL offered chipping service and the City rejected. The City Administrator was asked to investigate Mr. Smith's claim.

Motion by Bryant, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 8:34 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

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Paul P. Antolin  
Deputy City Clerk

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Robert E. Novitke  
Mayor

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 25, 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  
City Clerk Hathaway  
Director of Public Services Schulte

Also present was Kolby Miller, Medstar.

Mayor Novitke called the meeting to order at 7:00 p.m.

Motion by Bryant, seconded by Koester, to 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 McConaghy, 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, Koester, McConaghy, McMullen, Novitke, Shetler  
No: None  
Absent: Granger

The first item for discussion on tonight's agenda was regarding **Medstar**. The Chair stated that amendments were discussed at a prior meeting and no changes regarding costs were made. Mr. Miller stated that the pricing presented was proposed by the three City Managers. When the cost was split an even three ways, the other municipalities would be funding Grosse Pointe Woods services. The Mayor stated that he is dissatisfied with the position the City has been placed in, and there was a consensus of the rest of the Committee which also agreed. The Mayor stated that money is made with transports, which the bulk of the transports come from Grosse Pointe Woods, more than the other two communities combined.

The City Attorney will address the proposed contract. Mr. Miller stated \$500,000.00 is the total revenue for the three cities, of which Grosse Pointe Woods is



responsible for \$280,000.00. The City Attorney stated changes to be incorporated into the contract include changing the term from a calendar year to a fiscal year, add a 30-day out clause, and Medstar is to maintain \$10 million in liability instead of decreasing coverage to \$5 million.

Brief discussion ensued regarding St. Clair Shores ambulance services, and the City Administrator was asked to obtain additional information.

This item is to remain on the Committee-of-the-Whole agenda.

The Committee then discussed **chipping services**. Discussion ensued regarding past services. The Director of Public Services stated the cost for the City's Department of Public Works to provide chipping services would be \$127,000.00 per year, including benefits, to add two-Operator 2's to chip 8-10' branches, provide other services, and to reduce overtime; \$147,000.00 with Arbor Pro to chip 8' long branches; and, Green for Life (GFL) will cost \$205,000.00, which in the previous contract was \$48,000.00. The Director stated Grosse Pointe Woods has two chippers, 2007 and 1990's models, both in good condition. The cost of a new chipper is \$120,000.00 with a 15-year life. There was a majority consensus to move forward with the Department of Public Works performing chipping services in the City.

The City Administrator was asked to call GFL and find out if we offer chipping services to residents and if they don't pick it up, will they reduce our costs.

Motion by Bryant, seconded by Shetler, regarding chipping services, that the Committee-of-the-Whole recommend to City Council authorizing the hire of two additional operator 2's to engage in weekly services, and require that limbs are not to exceed up to a 4" in diameter or up to 12' in length.

Motion carried by the following vote:

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

No: None

Absent: Granger

The City Clerk was asked to confirm whether "not to include contractor disposal" is in the current ordinance.

Discussion then ensued regarding **property and liability insurance**. The Chair asked if it was a soft market. The City Attorney stated the cost for property and liability insurance would have been \$111,480.00 through Michigan Municipal League if the City went out for bid, which would be a little bit more than Stevenson currently. Stevenson's proposal is \$108,854, the same as the last two years. The City Administrator was asked to check with the other cities, MML, and also any other companies regarding insurance cost. This item is to be placed on



the Council agenda for July 2nd with the intent to extend the current contract for one year. Depending on the information gathered, if necessary it can be addressed at the July 16<sup>th</sup> meeting. This item is to remain on the Committee-of-the-Whole.

Motion by Bryant, seconded by Shetler, that the meeting of the Committee-of-the-Whole be adjourned at 8:04 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

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Lisa Kay Hathaway  
City Clerk

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Robert E. Novitke  
Mayor



Compensation and Evaluation Committee  
June 25, 2018

MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 25, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair: Council Member Arthur Bryant  
Members: Mayor Robert E. Novitke, Council Member Todd A. McConaghy

ABSENT: None

ALSO PRESENT: City Treasurer/Comptroller Cathy Behrens

The meeting was called to order by Chair Bryant at 6:10 p.m.

Motion by McConaghy, second by Novitke, 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, McConaghy, Novitke  
No: None  
Absent: None

Motion by McConaghy, seconded by Novitke, to approve the minutes of the meeting of 6-18-18.

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke  
No: None  
Absent: None

The chair recessed the meeting at 6:59pm, and reconvened the meeting at 8:25pm.

Motion by McConaghy, second by Novitke, to recommend the following actions to council:

Recommend the contracts of the City Administrator and the City Clerk be extended for one year, from July 1, 2018 through June 30, 2019. Also the City Administrator's salary be raised 4% to include 2% salary and 5 days additional vacation. The 5 days are equal to 2% salary. The City Administrator's salary will now be \$116,614, and he will have 25 days vacation. Also the City Clerks salary be raised 3% and the total will now be \$77,700. The City Administrator's and City Clerk's increases, as stated, includes the 2% extended to non-union employees. Also the City Administrator and City Clerk will receive a one-time stipend of \$500 (not salary).

Recommend the Treasurer/Comptroller contract not be renewed and the Treasurer/ Comptroller be placed on a 90 day probationary period to be monitored by the Compensation and Evaluation Committee with her subject to termination.

Recommend City Attorney Don Berschback's hourly rate remain at \$170 and Charles Berschback's hourly rate remain at \$150, but with no written contract.

Motion carried by the following vote:

Yes:	Bryant, McConaghy, Novitke
No:	None
Absent:	None

Motion by McConaghy, second by Novitke, to certify the minutes of the 6-25-18 meeting.

Motion carried by the following vote:

Yes:	Bryant, McConaghy, Novitke
No:	None
Absent:	None

Motion by Novitke, seconded by McConaghy, that the meeting be adjourned at 8:58 p.m.

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke

No: None

Absent: None

Respectfully submitted,

Arthur Bryant

*Approved by Committee 06/25/18*

Compensation and Evaluation Committee  
June 18, 2018

MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 18, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair: Council Member Arthur Bryant  
Members: Mayor Robert E. Novitke, Council Member Todd A. McConaghy  
ABSENT: None

The meeting was called to order by Chair Bryant at 8:58 p.m.

Motion by Novitke, second by McConaghy, 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, McConaghy, Novitke  
No: None  
Absent: None

Motion by McConaghy, seconded by Novitke, to approve the minutes of the meeting of 5-21-18 as amended.

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke  
No: None  
Absent: None

A general discussion on compensation and evaluation was conducted.

Motion by McConaghy, seconded by Novitke, that the meeting be adjourned at 10:08 p.m.

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke

No: None

Absent: None

Respectfully submitted,

Arthur Bryant



RECEIVED

4D

MAY 16 2018

Beautification Advisory Commission  
Lake Room – GPW Community Center  
20025 Mack Plaza Dr., Grosse Pointe Woods  
Meeting – May 9, 2018 – 7:00 p.m.

CITY OF GROSSE PTE. WOODS

approved by  
commission on  
6-13-18

**Present:** Arslanian, Casinelli, Hage, Hess, Koester, McCarthy, Martin-Rahaim, Medura, Miller, Sauter, Spreder, Stewart

**Also Present:** McConaghy, Mathews

**Excused:** Hilton, Stephens

**Not Excused:** Ragland

**Call to Order:** The meeting was called to order by Chairperson McCarthy at 7:04 p.m.

**Minutes:** The April 11, 2018 meeting minutes were distributed and reviewed.

Motion by Casinelli, seconded by Hage to approve the April 11, 2018 minutes as presented.

Motion carried by the following vote:

**Yes:** Arslanian, Casinelli, Hage, Hess, Koester, McCarthy, Martin-Rahaim, Medura, Miller, Sauter, Spreder, Stewart

**No:** none

**Excused:** Hilton, Stephens

**Not Excused:** Ragland

**Treasurer's Report:** Stewart presented treasurers report.

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

Motion carried by the following vote:

**Yes:** Arslanian, Casinelli, Hage, Hess, Koester, McCarthy, Martin-Rahaim, Medura, Miller, Sauter, Spreder, Stewart

**No:** none

**Excused:** Hilton, Stephens

**Not Excused:** Ragland

**Chairperson's Report:** McCarthy presented chairperson report.

**Awards Program:** Spreder provided update on Awards Night. Home and business selections due by June 30, 2018. Write-ups due by July 31, 2018.

**Flower Sale:** Martin-Rahaim updated committee on 2018 Flower Sale.

**Council Report:** Casinelli reported on May 7, 2018 City Council Meeting. Council Representative McConaghy reported on the City Council Meetings. City Council approved an amount not to exceed \$1,500.00 for the purchase of residential yard stakes.

**DPW:** Mathews presented final DPW report.

**Old Business:** no report



**New Business:** no report

Motion by Casinelli, seconded by Miller, to adjourn the Beautification Advisory Commission meeting at 8:22 p.m.

Motion carried by the following vote:

**Yes:** Arslanian, Casinelli, Hage, Hess, Koester, McCarthy, Martin-Rahaim, Medura, Miller, Sauter, Spreder, Stewart

**No:** none

**Excused:** Hilton, Stephens

**Not Excused:** Ragland

Respectfully submitted,

Rachelle Koester

6E

City of Grosse Pointe Woods Historical Commission Minutes  
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236  
Conference Room at City Hall  
May 10, 2018

RECEIVED

MAY 17 2018

CITY OF GROSSE PTE. WOODS

approved by  
commission  
on 6-14-18

1. Call to Order

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:36 p.m. by Chairperson Lynne Millies.

2. Roll Call

**Present:** George Bailey, Mary Kaye Ferry, Del Harkenrider, Suzanne Kent, Lynne Millies, Sean Murphy, Frank Romano, Giles Wilborn

**Excused:** Shirley Hartert, Becky Veitengruber

**Also Present:** Council Representative George McMullen Jr.

3. Approval of Agenda

**Motion** by Romano, seconded by Murphy, to approve the agenda as presented. Ayes: all. Motion carried.

4. Approval of Minutes

**Motion** by Ferry, seconded by Harkenrider, to approve the April 12th, 2018 minutes as presented. Ayes: all. Motion carried.

5. Items

**A. Report of Treasurer:**

Bailey reported the balance of the commission: \$834.81 (remaining thru June 30, 2018) and the balance of the Cook Schoolhouse: \$4,994.11.

**B. Cook Schoolhouse Project:**

1. Ferry reported that she visited the schoolhouse to check on maintenance and condition. Condition appears okay.
2. Millies shared that she emailed Frank Schulte requesting a picnic table and trash container, both to be placed outside the schoolhouse.

**C. Commission Files:**

Ferry and Millies met in the Lake Room of the Community Center to view materials. Commission discussed meeting in the future to organize.

**6. Old Business**

**A. *Member Vacancy:***

No report at this time.

**B. *School Desks:***

***Motion:*** by Romano, seconded by Bailey, to accept 2 period school desks for the Cook Schoolhouse, donated by a GPW resident. Ayes: all. Motion carried.

**C. *MORSA:***

The commission will pay its annual dues. No members will be attending the annual MORSA conference this May.

**D. *Memorial Day:***

Final decisions were made and details for Memorial Day Observance were discussed.

**7. New Business**

The commission discussed revising the By Laws. Council Representative McMullen Jr. will investigate.

**8. Public and Commissioner Comments**

Council Representative McMullen Jr. updated the commission on city matters.

**9. Adjournment**

The meeting adjourned at 9:05 p.m. by chairperson Millies.

Respectfully submitted:

Becky Veitengruber, Secretary

***The next meeting of the Grosse Pointe Woods Historical Commission will take place on  
June 14th, 2018 at 7:30 p.m. in the Conference Room at City Hall, 20025 Mack Plaza  
Drive, Grosse Pointe Woods, MI 48236***



**CITY OF GROSSE POINTE WOODS  
MEMORANDUM**



**RECEIVED**  
**JUN 25 2018**  
CITY OF GROSSE PTE. WOODS

**DATE: June 19, 2018**

**TO: Mayor and City Council**

**FROM: Bruce J. Smith, City Administrator**

**SUBJECT: Michigan Municipal Executives Summer Workshop**

I'm requesting to attend *Michigan Municipal Executives* Summer Workshop, which is being held July 17-20, 2018 in Charlevoix, Michigan. The registration forms are attached for your review.

This is a budgeted item in Account #101-172-958.001 in an amount not to exceed \$1,275.00.

**Attachments**

**Fund Certification:**

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

  
\_\_\_\_\_  
Treasurer/Comptroller Signature

**APPROVED FOR COUNCIL CONSIDERATION:**

  
\_\_\_\_\_  
City Administrator Signature

One registrant  
per form

**Registration Form**  
**MME Summer Workshop**  
**July 17-20, 2018**  
**Downtown Charlevoix, Michigan**  
**(MMESW18)**



A State Affiliate of ICMA

Name of Registrant \_\_\_\_\_ Title \_\_\_\_\_  
Nickname for Badge \_\_\_\_\_ Municipality \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Significant Other's Name\* *if attending* \_\_\_\_\_  
Children's Names\* *if attending* \_\_\_\_\_  
Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_  
E-mail Address for Confirmation \_\_\_\_\_ ☐ Vegetarian Meals

<u>Quantity</u>		<u>Amount</u>
<b>Registration</b>		
_____	MME Member @ \$110.00 ** .....	\$ _____
_____	Non-Member @ \$140.00 ** .....	\$ _____
_____	First Time Summer Workshop Attendee @ \$75.00, <i>MME Members Only</i> .....	\$ _____
_____	Retired Member Summer Workshop Attendee @ \$75.00.....	\$ _____
_____	Manager in Transition Registration @ \$75.00.....	\$ _____
_____	Emerging Leader Member Registration (fee waived) .....	\$ 0.00
<b>Wednesday Meals</b>		
_____	Lunch Voucher – Adult Guest @ \$15.00 .....	\$ _____
_____	Lunch Voucher - Children under 12 @ \$10.00 each.....	\$ _____
_____	NextGen Member Dinner - All @ \$10.00.....	\$ _____
<b>Thursday Meals</b>		
_____	Lunch Voucher – Adult Guest @ \$15.00.....	\$ _____
_____	Lunch Voucher - Children under 12 @ \$10.00 each.....	\$ _____
_____	Retiree Lunch-Only - @ \$20.00 each .....	\$ _____
_____	Retiree Lunch-Only Guest- @ \$20.00 each .....	\$ _____
_____	Vendor Reception – Adult Guest @ \$25.00.....	\$ _____
_____	Vendor Reception - Children under 12 @ \$15.00 each.....	\$ _____
<b>Thursday Activities</b>		
_____	Golf Outing [Noon] @ \$62.00 ( <i>pre-registration required</i> ).....	\$ _____
<b>Friday</b>		
_____	Breakfast Buffet – Adult Guest @ \$15.00 .....	\$ _____
_____	Breakfast Buffet - Children under 12 @ \$10.00 each .....	\$ _____
<b>Total Amount</b>		<b>\$ _____</b>

**Payment Options (please check one)**

- ☐ **Register Online** with credit card at [www.mme.org](http://www.mme.org)  
In order to reduce the amount of printed paper and increase member privacy, the MME will no longer accept credit card payments on printable registration forms. All credit card payments can be made via online registration.
- ☐ **Check** payable to Michigan Municipal Executives  
(Fax completed registration form to 734-669-4223; then send form with payment to:  
Michigan Municipal Executives, P.O. Box 7409, Ann Arbor, MI. 48107-7409)

Cancellation Policy: Refunds for registration, meals and activities will be made **ONLY** if MME is notified of cancellation in writing by July 10th either by fax, 734-669-4223 or by e-mail, [registration@mme.org](mailto:registration@mme.org).

- \* There is no registration fee for spouses/partners or other members of the registrant's family but please include the first name of spouse/partner and children for name badges.
- \*\* This registration includes all meals except for the NextGen dinner. No 2018 MME memberships will be taken at the Summer Workshop. 2018 MME memberships must be prepaid before the Workshop to qualify for the lesser membership Summer Workshop registration fee.
- \*\*\* Note: Emerging leaders and Managers in Transition must complete the faxable form to register. Online registration is not available for this category of membership.



# Michigan Municipal Executives

A State Affiliate of ICMA

**2018 MME Summer Workshop  
Downtown Charlevoix  
July 17-20, 2018**

**THEME:  
Building Better Communities**

## **DRAFT PROGRAM**

### **Tuesday, July 17<sup>th</sup>**

**3:00 – 6:00 pm**

**Registration**

**Location:** City Hall, 2<sup>nd</sup> Floor Conference Room

**3:30 – 5:15 pm**

**Pre-Conference Workshop on Women in the Profession**

**Moderator:** Rebecca Fleury

**Location:** City Hall, Council Chambers

**Bridging the Confidence Gap as You Navigate Your Career**

**Speaker:** Heidi Vorhees, President, GovHR USA

**The 16/50 Project**

**Speaker:** Emily Kieliszewski, Membership Engagement Coordinator, MML

*Sponsored by DTE Energy*

**4:00 – 6:00 pm MME Board Meeting**

**Location:** City Hall, Fire Training Room

**5:30 – 7:30 pm Welcome Reception**

**Location:** Harbor Master's Patio,

Clinton Street, Downtown Marina

*Sponsored by RW Baird and Munetrix*

**8:00 – 9:00 pm Charlevoix City Band Concert**

**Location:** East Park Pavilion

**Wednesday, July 18<sup>th</sup>**

- 8:00 – 5:00 pm**      **Registration**  
**Location:** City Hall, 2<sup>nd</sup> Floor Council Room
- 8:00 – 8:30 am**      **Student/First-Time Attendee Meet & Greet**  
**Location:** Charlevoix Cinema III
- 8:30 – 8:45 am**      **Welcome & Opening Comments**  
**Location:** Charlevoix Cinema III  
**Speakers:**      Pat Sullivan, MME President  
                         Mark Heydlauff, Charlevoix City Manager  
                         Luther Kurtz, Mayor, Charlevoix
- 8:45 – 9:00 am**      **Updates from ICMA**  
**Location:** Charlevoix Cinema III  
**Speaker:**      Cheryl Hilvert, ICMA Midwest Regional Director
- ICMA Conference Update**  
**Location:** Charlevoix Cinema III  
**Speaker:**      Russ Taylor, Township Manager, Thomas Township  
                         ICMA Conference Planning Committee Member
- 9:00 – 10:00 am**      **How Redevelopment Communities Impacts You**  
**Location:** Charlevoix Cinema III  
Municipalities are important because they are the gears that make their communities turn. It's easy to be too close to the process to "see" where to improve. Fiscal health is about bringing in quality businesses and homes. The Redevelopment Ready Communities program is designed to teach skills needed to improve.  
**Speakers:** Michelle Parkkonen, Director, Michigan Economic Development Corporation  
                         Natalie Dean, Planner, Wightman & Associates  
**Moderator:**      Vester Davis, Assistant to the City Manager, Grand Haven
- 10:00 – 11:00 am**      **Gainsboro Park: Building Trust & Community Support through Engagement and Collaborative Design**  
**Location:** Charlevoix Cinema III  
Learn how Pleasant Ridge collaborated with residents to conceive, fund, and execute a transformational project that elevated Gainsboro Park from leftover space into an award-winning, sustainable, vibrant, and engaging public park.  
**Speakers:**      James Breuckman, City Manager, Pleasant Ridge  
                         Courtney Piotrowski, Principal, livingLAB  
**Moderator:**      Eilis Seide, Assistant to the City Manager, East Lansing
- 11:00 am – 1:00 pm**      **Lunch in Downtown Charlevoix**

*Lunch vouchers will be provided for use at participating restaurants.*

**1:30 – 5:00 pm**

**Perspectives on Road Funding**

**Location:** Library, Room #1

**Moderator:** Julius Suchy, Village Manager, Sparta

**Road Improvements – A Holistic Session on Funding & Repayment Options**

More and more cities and villages are tackling the difficult discussion of how to pay for their roads. With little help from the state or grants, how can communities pay for these improvements? We will discuss the funding, repayment and debt options available. Real life examples will also be discussed.

**Speakers:** Andy Campbell, Manager, Umbaugh  
Tom Traciak, Principal, Umbaugh

**Fix the Damn Roads!**

Are you exhausted talking about Michigan's crappy roads? We are too. The task seems so daunting that nothing is being done to actively correct the problem. We think that if the elected officials cannot do the job, public administrators need to frame the discussion, take the lead, and Fix the Damn Roads. We must call attention to the unbalanced appropriation of funding of monies raised from taxes and fees for roads, and the under-funding of roads throughout the State of Michigan.

**Speakers:** Dennis Champine, City Manager, Center Line  
Mark Vanderpool, City Manager, Sterling Heights  
Elizabeth Vogel, Deputy Supervisor, Clinton Twp.

**1:30 – 3:00 pm**

**TDB**

**Location:** Library Room #2

**TBD**

**Speaker:** Gordon Gallagher, Township Manager, Spring Lake Township  
Dr. Jane Millar, Executive Director, Northern Community  
Mediation

**Moderator:** Christian Wuerth, Village Manager, Milford

**3:30 – 5:00 pm**

**Attracting Young Families with Public Services**

**Location:** Library Room #2

According to the American Enterprise Institute, two parent families with children generate more economic growth making them very attractive to communities. Learn how to meet the public service expectations of young families even if you're working with a tight budget. Hint: it's all about engaging citizens and building trust.

**Speakers:** Carlos Galo, Account Executive, SeeClickFix  
Vester Davis, Assistant to the City Manager, Grand Haven

**Moderator:** Rebecca Fleury, City Manager, Battle Creek



**1:30 – 5:00 pm**

**Taking the Pulse of Downtown: Diagnosis & Treatment**

**Location:** City Hall, Council Chambers

What's working? What needs work? A panel of speakers will present real-world conditions in downtown settings that illustrate how communities across the country are keeping their downtowns healthy by implementing a range of simple and high-tech solutions. Participants will use their own problem-solving skills in a small group setting. This is an opportunity to share ideas and solutions that participants can take home for application in their communities.

**Speakers:** Rod Arroyo, Director of Community Planning, Giffels Webster  
Jill Bahm, Principal Planner, Giffels Webster  
Robert Gibbs, President, Gibbs Planning Group

**Moderator:** Christian Wuerth, Village Manager, Milford

**Mobile Workshop – Lessons Learned from the Charlevoix Fires**

**Location:** Meet at City Hall, Downtown Charlevoix

Three downtown fires in 18 months caused plenty of issues in downtown Charlevoix. City Manager Mark Heydlauff and other local leaders will discuss the challenges of dealing with these events and offer ideas and advice for preparing your community to react in challenging circumstances. This workshop will be interactive and be based on a walking tour of downtown Charlevoix.

**6:00 – 8:00 pm**

**NextGen Dinner**

**Location:** The Cantina

Advanced registration required. Limited seating.

*Sponsored by RW Baird*

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**Thursday, July 19<sup>th</sup>**

**8:00 – 5:00 pm**

**Registration**

**Location:** City Hall, 2<sup>nd</sup> Floor Conference Room

**8:30 – 9:45**

**Medical Marijuana - The Challenges of Opting In**

**Location:** Charlevoix Cinema III

As Medical Marijuana is being considered by communities throughout Michigan, our community has spent the past two years researching, monitoring and ultimately opting in for Medical Marijuana Facilities. There have been five amendments as we have moved forward since our ordinance passed in December 2017. This workshop will provide community's considering MMFL opt-in with detailed information on how to effectively and efficiently move forward on the process.

**Speakers:** Dennis Champine, City Manager, Centerline  
Joseph Viviano, City Attorney, Centerline

**Moderator:** Julius Suchy, Village Manager, Sparta

- 9:45 – 11:00 am**      **Legislative Update**  
**Location:** Charlevoix Cinema III
- Back by popular demand, this round table discussion featuring the legislative teams from the MML, MAC, and MTA will provide updates on current and pending legislation affecting local governments.
- Speakers:**      Judy Allen, Michigan Townships Association  
                          Deena Bosworth, Michigan Association of Counties  
                          Chris Hackbarth, Michigan Municipal League
- Moderator:**      Elis Seide, Assistant to the City Manager, East Lansing
- 11:00 am – 1:00 pm**      **Lunch in Downtown Charlevoix**  
*Lunch vouchers will be provided for use at participating restaurants.*
- 12:00 pm**      **Annual MME Golf Outing**  
 Advanced registration required.  
**Location:** Charlevoix Country Club
- 1:30 – 5:00 pm**      **Mobile Workshop – Municipal Facility Construction** (Mark is setting up)  
**Location:** Charlevoix & Boyne City
- 1:30 – 3:00 pm**      **Ethics Matter!**  
**Location:** Library, Room #1  
 Every year we hear more harrowing tales of ethical dilemmas faced in neighboring communities. Unfortunately, the manager is not always the hero in the story. Come learn from some recent case studies in Michigan. Be a part of the discussion and part of the force for professional conduct.
- Speakers:**      James Freed, City Manager, Port Huron  
                          Ben Swayze, Township Manager, Cascade Township
- Moderator:**      James Wickman, Township Manager, Hartland Township
- 3:30 – 5:00 pm**      **Is Your Organization Ready? Succession Planning for Local Government!**  
**Location:** Library, Room #1
- Communities have 3-year budgets and 10-year Master Plans; but do you have an employee succession plan for the next several years? Employees are the most important resource in every municipality, this session will focus development of systematic succession plans. Attendees will leave with practical tools to start planning immediately!
- Speaker:**      Jaymes Vettraino, Vice President, GovHR USA
- Moderator:**      Vester Davis, Assistant to the City Manager, Grand Haven
- 5:30 – 6:30 pm**      **Vendor Reception**  
**Location:** Depot Beach Pavilion
- 6:30 – 9:30 pm**      **Beach BBQ Dinner**

**Location:** Depot Beach Park  
*Sponsored by RW Baird*

**7:00 – 9:00 pm**

**Summer Concert Series**  
**Location:** East Park Pavilion

**Friday, July 20<sup>th</sup>**

**8:30 – 10:15 am**

**When the National Spotlight shines on Main Street**  
**Location:** Charlevoix Cinema III

The session will focus on crisis communication, a national apology and how to enhance your community's efforts in investigating and prosecuting criminal sexual conduct cases.

**Speakers:** Brianne Randall, P.A. and Nassar Survivor  
Angela Povilaitis, Michigan Attorney General's Office  
Andrea Munford, Sergeant, Michigan State University Police  
Ken Plaga, Assistant Chief of Police, Meridian Township  
**Moderator:** Frank Walsh, Township Manager, Meridian Township

**10:15 – 11:30 am**

**TDB**  
**Location:** Charlevoix Cinema III  
**Speaker:** Ken Winter, Retired Executive Editor & Publisher of the Petoskey News-Review  
**Moderator:** Mark Heydlauff, City Manager, Charlevoix

## MME 2018 Summer Workshop

### Housing Information

No code needed to reserve rooms at the MME rate, simply mention you are with the MME conference.

Please reserve your room early, Charlevoix has a busy summer season!

If you have any questions about housing, please contact [agotelaere@mml.org](mailto:agotelaere@mml.org)

<b><u>Weathervane Terrace Inn &amp; Suites- SOLD OUT</u></b> <i>0.2 Miles from downtown Charlevoix</i> <b>Phone: (231) 547-9955</b>  <b>Rate:</b> SOLD OUT  <b>Amenities Include:</b> Enjoy free Wi-Fi and a complimentary continental breakfast each day of your stay. Within easy walking distance of downtown shops and restaurants.	<b><u>Edgewater Inn</u></b> <i>0.1 Miles from downtown Charlevoix</i> <b>Phone: (231) 547-6044</b>  <b>Rate:</b> \$239  <b>Amenities Include:</b> Waterfront Views, 100% Non-smoking Facility, Complimentary High-Speed Wireless internet, Free parking, Indoor/Outdoor heated pool, Hot tub, Sundeck, Fitness Room & Sauna, Massage therapy, The Drawbridge Bistro-Full Service On-site Restaurant
<b><u>AmericInn &amp; Suites</u></b> <i>2.5 Miles from downtown Charlevoix</i> <b>Phone: (231) 237-0988</b>  <b>Rate:</b> \$145-180  <b>Amenities Include:</b> Free WiFi, Hot Tub Onsite, Late Check-out Available, Laundry Facilities, Non-Smoking Hotel, Pet Friendly, Pool – Indoor, RV Parking	<b><u>Charlevoix Inn &amp; Suites</u></b> <i>1.3 Miles from downtown Charlevoix</i> <b>Phone: (888) 252-2505</b>  <b>Rate:</b> \$139  <b>Amenities Include:</b> Free Breakfast, Located Between Lake Michigan and Lake Charlevoix, 24-Hour Heated Indoor Pool and Jacuzzi, Pet-Friendly Rooms Available, Two Complimentary Rental Bikes (Based on Availability)



## CITY OF GROSSE POINTE WOODS MEMORANDUM



RECEIVED  
JUN 18 2018  
CITY OF GROSSE PTE. WOODS

**DATE:** June 14, 2018

**TO:** Mayor and City Council

**FROM:** Bruce J. Smith, City Administrator 

**SUBJECT:** *DAAA FY 2019 Annual Implementation Plan*

The proposed *DAAA FY 2019 Annual Implementation Plan* has been reviewed and recommended for acceptance by the Services for Older Citizens' Executive Director, Peggy Hayes.

I've reviewed the proposed *DAAA FY 2019 Annual Implementation Plan* and concur with the recommendation from David Dieter to accept the *DAAA FY 2019 Annual Implementation Plan* as submitted.

Attachment



Serving Detroit, Hamtramck,  
Harper Woods, Highland Park  
and the five Grosse Pointes

**DETROIT AREA AGENCY ON AGING**  
**FY 2019 Annual Implementation Plan**  
**REVIEW & APPROVAL FORM**

**Name:** City of Grosse Pointe Woods

**Address:** 20025 Mack Plaza Drive

**City:** Grosse Pointe Woods **Zip Code:** 48236

**Phone:** 313.343.2445 **Fax:** 313.343.2658

**Contact:** Bruce J. Smith

**Email Address:** cityadmin@gpwwi.us

**City:** ☐ City of Detroit ☐ Grosse Pointe Park ☐ Hamtramck  
☐ Grosse Pointe ☐ Grosse Pointe Shores ☐ Harper Woods  
☐ Grosse Pointe Farms ☒ Grosse Pointe Woods ☐ Highland Park

  X   I hereby acknowledge receipt of and approve FY 2019 Annual Implementation Plan (AIP) for Planning and Service Area I-A.

       I hereby acknowledge receipt of and approve FY 2019 Annual Implementation Plan (AIP) for Planning and Service Area I-A with recommended revisions. (Please see the proposed revisions on the back of this form.)

       I hereby acknowledge receipt of and indicate that plans are underway for review of FY 2019 Annual Implementation Plan (AIP) for Planning and Service Area I-A.

       I hereby acknowledge receipt of and disapprove FY 2019 Annual Implementation Plan (AIP) for Planning and Service Area I-A. (Please see the reasons for disapproval on the back of this form.)

**Please describe your method of review and approval:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Projected Date for Approval Vote:** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Official Signature**

Grosse Pointe Woods  
**City**

\_\_\_\_\_  
**Date**





Serving Detroit, Hamtramck,  
Harper Woods, Highland Park  
and the five Grosse Pointes

1333 Brewery Park Blvd.  
Suite 200  
Detroit, MI 48207-4544  
p 313.446.4444  
f 313.446.4445  
[www.DetroitSeniorSolution.org](http://www.DetroitSeniorSolution.org)

Paul Bridgewater, MPA  
President/CEO

Wayne W. Bradley, Sr.  
Chair, Board of Directors

May 23, 2018

Mr. Bruce Smith  
City Administrator, City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

**Re: Review & Approval of the Proposed FY 2019 Annual Implementation Plan**

Dear Mr. Smith:

The Aging and Adult Services Agency requires all sixteen of the state's Area Agencies on Aging within the State of Michigan to seek review and approval of their proposed FY 2019 Annual Implementation Plan for services from municipalities and/or counties within their planning and service areas.

The Detroit Area Agency on Aging (DAAA) is a private non-profit organization responsible for planning, coordinating, developing, and funding services for older adults in Region 1-A which includes the cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods, and Highland Park. It receives federal, state, and local funding to provide and coordinate services for older adults and their caregivers.

Enclosed for your review is a copy of the DAAA's proposed FY 2019 Annual Implementation Plan. DAAA is requesting the submission of the Review & Approval form indicating your acceptance or disapproval of the plan with comments prior to Friday, July 20, 2018. The signed Review and Approval form may be faxed to (313) 446-4445, mailed to the DAAA office or emailed to [davisanne@daaa1a.org](mailto:davisanne@daaa1a.org). It can also be emailed to: [MYP@daaa1a.org](mailto:MYP@daaa1a.org).

Additional copies of the proposed FY 2019 Annual Implementation Plan and Review and Approval Form can also be obtained from the DAAA Website ([www.detroit seniorsolution.org](http://www.detroit seniorsolution.org)) under Planning & Research. A DAAA Board of Directors and/or staff member will be in contact with your office to follow up on this request.

This proposed plan has been developed by the Long Range Planning Committee with input from the DAAA Board of Directors and its Advisory Council. A public hearing on the proposed plan was held on May 2, 2018 to obtain input from older adults, caregivers, and other stakeholders through oral and written testimony as well as a roundtable discussion. One-hundred and sixty-three (163) individuals attended the public hearing.



To educate, advocate and promote healthy aging to enable  
people to make choices about home and community-based  
services and long term care that will improve their quality of life.

The Detroit Area Agency on Aging is an Equal Opportunity Employer  
The Michigan Relay Center-1-800-649-3777 (Voice and TDD)

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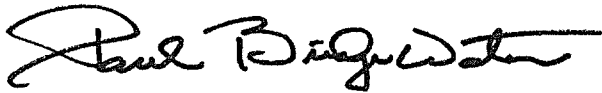
May 23, 2018  
Mr. Bruce Smith  
Page Two

The services that appear in the proposed plan will be funded for FY 2019 under the FY 2017 – FY 2019 planning and funding cycle based upon the availability of federal and state funds. The proposed program development objectives are designed to continue to assist the DAAA and community stakeholders to prepare and adapt to environmental trends, enhance service delivery and address the needs of seniors, adults with disabilities and their caregivers.

Within the proposed plan, DAAA proposes to continue to fund Community Wellness Service Centers to provide community service navigation and health and wellness services within its region. These centers will address the social determinants of health.

Should you have any questions or would like to schedule a meeting or conference call regarding this information, please contact Anne Holmes Davis, Director of Planning at (313) 446-4444, Ext. 5803.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Bridgewater". The signature is fluid and cursive, with a large initial "P" and "B".

Paul Bridgewater  
President and Chief Executive Officer

PB/AHD/th

G: Administration/Admin 2018/Paul B/052318\_Municipality Sign Off Letters

Enclosures: Proposed FY 2019 Annual Implementation Plan  
Review & Approval Form

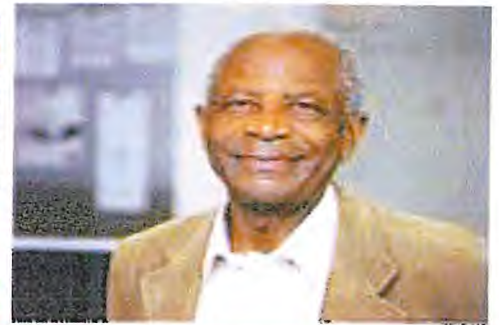
cc: Faiz Esshaki, Anne Holmes Davis





Serving Detroit, Hamtramck,  
Harper Woods, Highland Park  
and the five Grosse Pointes

# Detroit Area Agency on Aging



## Proposed FY 2019 Annual Implementation Plan

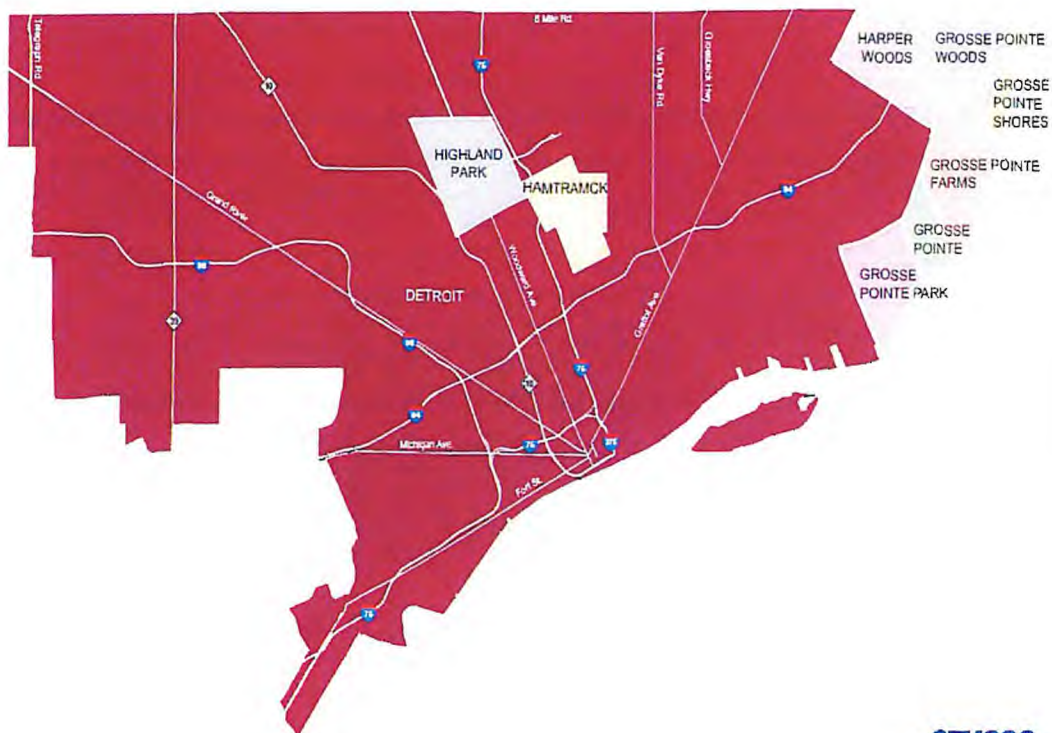




# DRAFT FY 2019 Annual Implementation Plan (October 1, 2018 – September 30, 2019)

## Detroit Area Agency on Aging

### Planning and Service Area 1-A



**SEMCOG**  
Southeast Michigan Council of Governments

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## **Local/Unit of Government Review**

The Michigan Aging and Adult Services Agency (AASA) is requiring all sixteen Area Agencies on Aging (AAAs) throughout the State of Michigan to develop FY 2018 Annual Implementation Plans (AIP). Acquiring input and support from within Region 1-A's municipal governments on the proposed plan is critically important to the Detroit Area Agency on Aging (DAAA). As part of the review and approval process, DAAA will send all municipalities a public hearing notification flyer inviting a city representative to the public hearing on the proposed plan. DAAA will also distribute a letter and draft plan through the U.S. mail with delivery and signature confirmation to the Chief Elected Official (Mayor's office) advising the official of the availability of the proposed plan for review and comment. The letter includes instructions on how to view a mailed, printed copy of the document as well as provide instructions on how to secure an email version or copy posted on the DAAA Website, if needed. It will also note the availability of the Area Agency on Aging (AAA) to discuss the plan with local government officials.

All Area Agency on Aging within the State of Michigan must send a letter, with delivery and signature confirmation, requesting approval of the final AIP by no later than June 29, 2018, to the chairperson of each County Board of Commissioners within the Planning and Service Area (PSA), requesting their approval by August 3, 2018. For a PSA comprised of a single county or portion of the county, approval of the AIP is to be requested from each local unit of government within the PSA. If the area agency does not receive a response from the county or local unit of government by August 3, 2018, the AIP is deemed passively approved. The area agency must notify their AASA field representative by August 6, 2018, whether their counties or local units of government formally approved, passively approved, or disapproved the AIP.

The area agency may use electronic communication, including email and website-based documents, as an option for acquiring local government review and approval of the AIP. To employ this option, the area agency must:

- Send a letter through the US Mail, with delivery and signature confirmation, to the chief elected official of each appropriate local government advising them of the availability of the final draft AIP on the area agency's website. Instructions for how to view and print the document must be included.

- Offer to provide a printed copy of the AIP via US Mail, or an electronic copy via email, if requested.
- Be available to discuss the AIP with local government officials, if requested.
- Request email notification from the local unit of government of their approval of the AIP, or their related concerns.

The time line for this review and comment process within Region 1-A is outlined below:

### **TIMELINE**

<b>January 2018</b>	Receipt of AASA AIP Instructions
<b>February 14, 2018</b>	<b>Long Range Planning Committee</b> – Review Status of Strategic Goals of FY 2017 Annual Implementation Plan
<b>February 21, 2018</b>	<b>DAAA Advisory Council</b> – Review Status of Strategic Goals of FY 2017 Annual Implementation Plan
<b>March 14, 2018</b>	<b>Long Range Planning Committee</b> – Recommendation to Release the Plan for Public Review & Comment
<b>March 19, 2018</b>	<b>DAAA Advisory Council</b> – Recommendation to Release the Plan for Public Review & Comment
<b>March 26, 2018</b>	<b>DAAA Board of Directors</b> – Recommendation to Release Draft Plan for Public Comment
<b>March 26, 2018</b>	Dissemination of Promotional Flyers/E-Blasts Commences
<b>April 1, 2018</b>	<b>Public Notice</b> – Detroit Newspapers (30 Day-Notice)
<b>April – May 2018</b>	Draft Plan Made Available to Public for Review & Comment
<b>May 2, 2018</b>	<b>Public Hearing</b> – FY 2019 Annual Implementation Plan
<b>May 14, 2018</b>	<b>DAAA Advisory Council</b> – Approval of Draft FY 2019 Annual Plan for Submission to AASA
<b>May 21, 2018</b>	<b>DAAA Board of Directors</b> – Approval of Draft FY 2019 Annual Implementation Plan
<b>June 29, 2018</b>	Draft Plan due to Michigan Aging and Adult Services Agency
<b>July 20, 2018</b>	<b>Deadline</b> – Municipal Sign Off to DAAA
<b>August 7, 2018</b>	Status of Municipal Review Letters provided to AASA
<b>August 2018</b>	<b>Commission on Services to the Aging</b> – AIP Presentation
<b>September 2018</b>	Website Posting of the Approved FY 2019 Annual Plan

## **Plan Highlights - FY 2018 Annual Implementation Plan**

### **OUR MISSION**

The Detroit Area Agency on Aging's (DAAA) mission is to "educate, advocate and promote health and wellness to enable people to make choices about home and community-based services and long term care that will improve their quality of life for seniors, adults with disabilities and caregivers in the cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park – Planning and Service Area 1-A.

### **OUR VISION**

DAAA's vision for older people is embodied in the Older Americans Act and is based on the American value that dignity is inherent to all individuals in our democracy and the belief that older people should have the opportunity to fully participate in all aspects of society and community life, be able to maintain their health and independence, and remain in their own homes and communities for as long as possible. To be a leader in promoting positive aging means identifying and implementing solutions for challenges facing older persons and their caregivers with an emphasis on at-risk older persons and adults with disabilities.

### **OUR CORE VALUES**

DAAA is guided by a set of core values in developing and carrying out its mission in order to effectively manage its strategic planning process, programs and services and advocacy efforts. These values include following:

- ◆ Person-Centered Services
- ◆ Trust and Respect
- ◆ Integrity and Professionalism
- ◆ Excellence and Quality
- ◆ Teamwork and Collaboration
- ◆ Accountability
- ◆ Commitment to Community
- ◆ Celebration of Diversity

### **HISTORY OF THE DETROIT AREA AGENCY ON AGING**

The DAAA was founded in 1980 as a private, non-profit agency. CARF-accredited in Case Management, Employee Development Services and Home and Community Services, it is one of 16 Area Agencies on Aging (AAAs) in Michigan. The agency serves a region consisting of approximately 300,000 consumers. These individuals

consist of 153,511 older adults, family caregivers, over 40,000 veterans, 175,000 adults with disabilities age 65 years and over, and approximately 35,000 Medicare/Medicaid dual-eligible consumers residing in this service area. The DAAA is a private, non-profit agency that makes an array of services available to consumers through public and private funding that makes a variety of services available through the Older Americans Act of 1965 (as amended), and the Older Michiganians Act of 1981. It also receives Medicaid Home and Community-Based Waiver funding from the Michigan Department of Health and Human Services and is also provides services through MI Health Link. Some of the consumers served through DAAA represent a duplicated count because they may receive more than one service.\*

DAAA is governed by a 27-member Board of Directors and a 25-member Advisory Council. Through its governance and administrative structure, the agency offers information and services to the community directly and through 80 service providers, 22 congregate meal and 3 Nutrition Services Incentive Program (NSIP) sites in the local Aging Services Network. The primary business of the DAAA consists of the following:

- Information and Assistance
- Healthy and Wellness Administration
- Long Term Care Ombudsman
- Senior Community Service Employment Program
- Medicare & Medicaid Assistance Program (MMAP)
- MI CHOICE Care Management Services
- MI Health Link
- Outreach
- Volunteerism & Advocacy

DAAA will implement its strategic goals to address the unmet needs of older persons, adults with disabilities and caregivers in light of these environmental trends impacting the Aging Services Network. This will include continuing the implementation a new Community Wellness Service Center initiative to leverage government funding with other public and private resources, implementation of MI CHOICE and MI Health Link as well as Care Transition services through Total Home Health Care. The loss of funding over the last four years is a major factor in the diversification of its funding resources through fund development, fundraising and community volunteers.



A summary of the services to be funded in FY 2018 follows. Services with an asterisk\*\* represent the services projected to be funded at the highest level of funding and the services with asterisks are projected to serve the most eligible individuals. Community Wellness Service Center services are being provided with funding targeted for Disease Prevention and Health Promotion, Senior Center Operations, Senior Center Staffing and Transportation.

<ul style="list-style-type: none"> <li>• Congregate Meals**</li> <li>• Community Wellness Service Center: <ul style="list-style-type: none"> <li>○ Community Service Navigator</li> <li>○ Disease Prevention and Health Promotion</li> <li>○ Senior Center Operations</li> <li>○ Senior Center Staffing</li> <li>○ Transportation</li> </ul> </li> <li>• Home Care Assistance</li> <li>• Home-Delivered Meals**</li> <li>• Homemaker (Care Management)</li> <li>• Care Management**</li> <li>• Adult Day Services</li> <li>• Information &amp; Assistance**</li> <li>• Respite Care**</li> <li>• Outreach &amp; Assistance</li> <li>• Long Term Care Ombudsman/Advocacy</li> </ul>	<ul style="list-style-type: none"> <li>• Outreach – DAAA Services</li> <li>• Legal Services</li> <li>• Caregiver Education, Support and Training</li> <li>• Elder Abuse/Prevention</li> <li>• Kinship Support Services</li> <li>• Specialized Services for Hearing Impaired</li> <li>• Specialized Services for Visually Impaired</li> </ul>
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DAAA proposes to continue to provide access services directly as well as administer Health and Wellness Services to support the implementation and expansion of Community Wellness Service Centers. All other services will be contracted through a network of service providers. DAAA firmly believes that administering these services will enable the agency to provide them more efficiently through a centralized approach that is person-centered.

DAAA will continue to diversify its funding through public and private partnerships and funding. Strategies to do this will consist of the following:

- Identifying public resources through local governments to replace loss funding to support home-delivered meals and other in-home services targeting the at-risk elderly.
- Advocacy in collaboration with the Silver Key Coalition to expand funding for in-home services;
- Continued partnership with the Detroit Department of Transportation;
- Continuing partnerships with Integrated Care Organizations under MI Health Link;
- Seeking program income for Care Management and Nutrition Services;
- Exploring cost-sharing through health and wellness programming to maintain and expand services;
- Monitoring and supporting local city millages that support senior services within Region 1-A;
- Building relationships with public and private foundations to support fund development;
- Developing collaborations and partnerships to support the implementation of needed services;
- Stepping up fundraising activities to support Holiday Meals on Wheels and Friend of Detroit Meals on Wheels;
- Exploring ways to expand services to veterans through Veterans-Directed Services, third party reimbursement and the Medicare Access and CHIP Reauthorization Act (MACRA) and
- Billing Medicare for reimbursement of health promotion and disease management services in partnership with Community Wellness Service Centers;

A description of the Access and Direct services to be offered are highlighted below:

## SECTION II: ACCESS SERVICES

### AAA ADMINISTERED SERVICES

#### A. Access

##### ☒ Care Management - Update

<b>Starting date:</b> October 1, 2018	<b>Ending date:</b> September 30, 2019
<b>Total of federal dollars:</b> \$0	<b>Total of state dollars:</b> \$719,734
<b>Geographic area to be served:</b> Region 1-A (Cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park)	

**Goal 1:** Improve participant's medication self-management skills.

#### **Activities:**

1. Supports Coordinators will reconcile all medication that the participant is taking with their physician.
2. Supports Coordinators will educate participant about medication self-management to increase their knowledge and compliance and minimize ER visits and hospital admits.
3. Supports Coordinators will follow up with the participants during monthly contacts and face to face visits to insure they are adhering to the Physician ordered medication regimen.

**Expected Outcome:** Improve the participant's knowledge related to their medication regimen. Minimize medication errors and increase compliance with physician orders. Minimize medical visits due to medication errors.

**Goal 2:** Improve participant's pain management skills.

#### **Activities:**

1. Evaluate client feedback regarding pain levels during initial assessment, reassessments and phone contacts.
2. Document interventions for all participants by rating their pain as mild, moderate or severe.

3. Assist participant with pain management concerns during contacts to provide interventions such as evaluating the current pain management regimen and contacting the physician for orders as needed or providing comfort measures, etc.
4. Evaluate the effectiveness of all interventions and problem solve, as needed.
5. Evaluate for opioid dependency.

**Expected Outcome:** Measure pain management at baseline and at specific intervals to improve pain management for participants in collaboration with their physician.

**Goal 3:** Increase the number of participants who have an active Advance Medical Directive.

**Activities:**

1. Support Coordinators will educate and review benefits of an Advance Medical Directive with all participants.
2. Support Coordinators will review the benefits of an Advance Medical Directive with participants on an on-going basis and with participants who are not in compliance.
3. Supports Coordinators will monitor whether Advance Directives need to be updated.
4. Work with an inter-disciplinary workgroup and community stakeholders on an Advance Directives Campaign through a multi-faceted communications campaign to encourage seniors to prepare and update Advance Medical Directives.

**Expected Outcome:** Increase the number of participants and Region 1-A older residents who have an active Advance Medical Directive.

**Goal 4:** Increase support resources for caregivers.

**Activities:**

1. Support Coordinators will evaluate caregiver needs and provide resources as needed to minimize caregiver burn out.
2. Support Coordinators will explore opportunities for caregiver/participant respite.

3. Support Coordinators will monitor effectiveness of interventions and make adjustments as needed.

**Expected Outcome:** Increase caregiver support to extend support to care recipients.

☒ **Care Management**

Current Year and Projected Year			
Client Numbers, Case Load and Client to Staff Ratio			
Number of client pre-screenings: 2018	202	Planned 2019:	200
Number of initial client Assessments -- 2018	96	Planned 2018:	96
Number of initial client care plans - 2018	96	Planned 2019:	96
Total # of clients (carry over plus new) – 2018	176	Planned 2019:	272
Staff to client ratio 1:50			
(Active and maintenance)			

<b>Match and Other Resources</b>			
<b>MATCH: Sources of Funds</b>	<b>State Funding</b>	<b>Cash Value</b>	<b>In-Kind</b>
	\$719,734	1,000	\$80,000
<b>OTHER RESOURCES: Sources of Funds</b>	<b>Program Income</b>	<b>Cash Value</b>	<b>In-kind</b>
		0	

### **ACCESS SERVICES**

<b>Starting date: October 1, 2018</b>	<b>Ending date: September 30, 2019</b>
<b>Total of federal dollars: \$282,155</b>	<b>Total of state dollars: \$83,601</b>
<b>Geographic area to be served:</b> Region 1-A (Cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park)	

### **Information & Assistance**

**Goal 1:** Update and maintain Information & Assistance (I&A) Resource Database to be able to provide accurate and updated information to all identified populations.

#### **Activities:**

1. Complete the identification and removal of resources in database that are no longer valid.
2. Continue to update valid resources in the resource database.
3. Identify gaps in available resources.
4. Collaborate with community organizations to identify resources to fill gaps.

5. Add identified community resources to the database.
6. Maintain the database according to AIRS standards.

**Expected Outcome:** Greater community access to resources that are accurate and up-to-date.

**Goal 2:** Enhance the skills of I & A Specialists.

**Activities:**

1. I & A Specialists will participate in ongoing training to enhance current skills and develop new skills to serve all identified populations.
2. I & A Specialists will continue to participate in required AASA Person Centered Thinking training.
3. I & A Specialists will continue to participate in on-going ABCs of I & R training to meet AIRS standards for recertification.
4. I & A Specialists will continue to participate in on-going MMAP training for 100% of staff to be certified as counselors.
5. I & A Specialists will continue to participate in LGBT sensitivity training.
6. Collaborate with other departments to ensure effective and efficient screening processes for MI Choice Medicaid Waiver, Project Choice, MMAP, Michigan Health Link, Meals on Wheels and other programs.
7. Support Outreach program efforts by attending events and completing on-site intake and referral assistance services.

**Expected Outcome:** I & A Specialists will respond to all callers in a person-centered manner and provide appropriate information, intake and referrals to all callers.

**Goal 3:** Collaborate with Community Wellness Center partners to expand I & A, education and Options Counseling to increase accessibility, streamline services, and navigate the environment.

**Activities:**

1. Utilize ADRC Community Navigator to coordinate community service navigation services at Community Wellness Service Center.
2. Develop tools to track outcomes of community I & A and Options Counseling.
3. Provide I & A and Options Counseling training that meets AASA and AIRS standards.
4. Provide I & A and Options Counseling at Community Wellness Service Center agencies to all populations.
5. Collaborate with Community Wellness Center partners to evaluate tracking data and determine next steps.

**☒ Outreach Services**

<b>Starting date:</b> October 1, 2018	<b>Ending date:</b> September 30, 2019
<b>Total of federal dollars:</b> \$209,379	<b>Total of state dollars:</b> \$66,436
<b>Geographic area to be served:</b> Region 1-A (Cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park)	

**Goal 1:** Expand the reach of DAAA programs and services in the community.

**Activities:**

1. Target identified organizations in the outreach database to identify individuals who may benefit from DAAA services.
2. Attend community meetings with elected officials and local government entities to provide information about DAAA programs.
3. Work with I & A providers to target vulnerable, at-risk seniors and adults with disabilities.
4. Develop strategy for educating consumers on accessing Pre-paid Ambulatory Health Plans (PAHP) as MI CHOICE converts to this new system.



5. Utilize social media, local media outlets and cable television to promote DAAA programs in collaboration with municipal governments and other partners.

**Expected Outcome:** Increase community awareness of DAAA programs and services.

**Goal 2:** Increase client enrollment in targeted DAAA programs.

**Activities:**

1. Develop relationships with partners outside of our current network and educate them about aging network services.
2. Coordinate outreach events with partners to reach targeted populations in order to get referrals for DAAA programs during open enrollment.
3. Continue to use translated materials to target at-risk seniors.
4. Use telephonic calls to reach waitlist clients to assess a continued need for DAAA's programs and make referrals to I & A.
5. Continue to promote evidenced-based programs such as Diabetes Personal Action Towards Health (D-PATH) and A Matter of Balance (AMOB).
6. Hold D-PATH and AMOB Fall Prevention information sessions in the community which will lead to clients attending workshops.

**Expected Outcome:** Increase enrollment for targeted programs and services offered by DAAA and its service provider network.

## DIRECT PROVISIONS OF SERVICES

### Disease Prevention/Health Promotion

Total of federal dollars: \$140,000	Total of state dollars: \$ 0
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### Geographic Area Served: PSA 1-A

Planned goals and activities that will be undertaken to provide the Services during FY 2018 are as follows:

**Goal 1:** Provide Support to Community Wellness Service Centers (CWSCs).

#### Activities:

1. Utilize the Community Wellness Service Center Advisory Committee to promote best practices, program promotion, partnership building and sustainability.
2. Monitor evidence-based programs and perform fidelity checks.
3. Track self-reported program outcomes.
4. Evaluate effectiveness of programs.
5. Facilitate ongoing training, technical assistance and support the development, maintenance and expansion of CWSCs.

**Expected Outcomes:** Increase community resources for seniors and caregivers through bridging of social determinants of health.

**Goal 2:** Further expand evidence-based health promotion and disease prevention services.

#### Activities:

1. Continue technical assistance and support for Community Wellness Service Centers and satellites.
2. Assist CWSCs to recruit and train lay leaders, coaches and instructors in evidence-based programs.
3. Set volunteer recruitment and program completion targets.
4. Encourage collaboration among CWSCs to share trained volunteers to provide evidence-based programs.

5. Track measurable outcomes for DSMT on AADE Annual Report with input from the DSMT Advisory Council.
6. Convene Take Heart program at targeted sites in collaboration with the University of Michigan and DMC.
7. Promote sustainability of Diabetes Self-Management Training/MNT at select CWSCs through shared resources.
8. Explore cost sharing, fee-for-services, membership fees and third-party reimbursement opportunities.

**Expected Outcomes:** Improve health status of older adults participating in health promotion and disease management programs.

### **Long Term Care Ombudsman**

<b>Total of federal dollars:</b> \$64,715	<b>Total of state dollars:</b> \$73,546
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**Goal 1:** Provide advocacy services for nursing facility and community living residents.

#### **Activities:**

1. Continue to educate nursing facility and community living residents regarding their rights.
2. Investigate complaints from nursing facilities, MI CHOICE, adult foster care and homes for the aged residents and their family members.
3. Collaborate with residents, resident supports, and nursing home facilities to resolve complaints.
4. Assist residents who would like to transition from institutional to community settings.
5. Assist residents who are experiencing nursing home closure.
6. Continue to participate on the Elder Abuse Task Force.

**Expected Outcome:** Increase knowledge and understanding about resident rights and responsibilities.

**Goal 2:** Provide community education on the rights of nursing facility residents and elder abuse.

**Activities:**

1. Continue to develop relationships with nursing home and community living residents and family support to raise awareness of resident rights and elder abuse.
2. Collaborate with outreach program to target events to provide community education.
3. Collaborate with county organizations to educate and increase community awareness of all populations on elder abuse.
4. Work to protect nursing home residents from voter-related and other types of fraud.
5. Coordinate trainings on Elder Abuse for I &A Specialists.

**Expected Outcome:** Increase knowledge of residents, family members and the community on identifying and responding to potential cases of elder abuse and/or fraud prevention.

## **FY 2019 PROGRAM DEVELOPMENT PLAN**

### **Goal 1: Improve and Expand Health, Wellness and Nutrition of Older Adults**

**Objective 1.1:** Work with Community Wellness Service Centers and other locations to expand health and wellness services through partnerships.

#### **Activities:**

1. Work with Community Wellness Service Centers to expand provision of health-related services within their facilities and at satellite locations.
2. Introduce additional evidence-based programs: Walk with Ease and Powerful Tools for Caregivers.
3. Assist partners in seeking alternative sources of revenue through the provision of the Medicare Diabetes Prevention Program, cost sharing and fee-for-service.

**Timeline:** 10/1/2018 to 9/30/2019

**Expected Outcomes:** Expand health and wellness services.

**Objective 1.2:** Create a sustainable Community Wellness Service Centers.

#### **Activities:**

1. Continue to create Community Wellness Service Centers that provide a sustainable infrastructure for integrating community navigation and health and wellness services into each targeted area.
2. Continue to further expand types of evidence-based health promotion and disease prevention services through community wellness service centers, satellite locations and congregate meal sites through recruitment of trained lay leaders for Tai-Chi, modified Yoga, Take Heart and other programming.

3. Expand Nutrition Services at Community Wellness Service Centers, satellite locations and congregate meal sites.
4. Introduce Membership Services and Social Marketing among Community Wellness Service Centers.
5. Reach out to local television, radio, print and social media to help drive seniors to Community Wellness Service Centers.
6. Seek funding to pay for stipends and other incentives to support volunteers providing training to CWSC participants.

**Expected Outcomes:** Increase community resources for seniors and caregivers through coordinated health and social services.

**Goal 2: Increase Access to Public Benefits and Services** – Educate consumers to access public and private benefits and services made available through existing and new programs.

**Objective 2.1:** Build the capacity of AAA and service provider network to provide benefits screening, counseling and application assistance.

**Activities:**

1. Introduce community wellness service centers to MI-SOAP.org web portal.
2. Work with providers to integrate MMAP, MI Café and MI Bridges to reduce duplication of efforts.
3. Advocate for improved coordination through Department of Health and Human Services (DHHS), Social Security and Centers for Medicare and Medicaid Services (CMS).
4. Train older adults, professionals and volunteers to be public benefits advocates.
5. Use technology and non-traditional methods to help seniors access public benefits and services.

**Expected Outcomes:** Increased economic security through public and private benefits.

**Goal 3: Coordinate Transportation Services for Seniors and Adults with Disabilities.**

**Objective 3.1:** Explore use of Volunteer-based Transportation strategies to supplement transportation services

**Activities:**

1. Work with local partners to coordinate door-to-door transportation s for seniors and adults with disabilities.
2. Examine best practices and effective models that can be used to provide transportation with trained volunteers.
3. Seek funding, volunteers, vehicles and other resources needed for the pilot.
4. Pilot model and evaluate effectiveness.

**Expected outcomes:** Develop and Test volunteer-based transportation model to support ongoing transportation efforts.

**Objective 3.2:** Implement senior transportation services in collaboration with DDOT, the Regional Transportation Authority (RTA) and other partners.

1. Integrate senior transportation/information programs available through DDOT, RTA, MI Choice, Michigan Transportation Connect into a coordinated transportation strategy.
2. Continue to gather data on the triple AIM, increased access, improved health and reduced cost.
3. Evaluate effectiveness of the model to support expansion.
4. Leverage existing limited transportation services to support sustainability.

**Expected Outcomes:** Develop an integrated, effective senior transportation program for older adults in Region 1-A.

**Goal 4: Promote Caregivers through Responsive Training, Education and Support.**

**Objective 4.1:** Work with caregiver support providers, Community Wellness Service Centers and other community stakeholders to expand caregiver support groups in Region 1-A.

**Activities:**

1. Continue to work with Alzheimer's Association, AARP Michigan and other partners on caregiving and kinship services.
2. Continue to expand Creating Confident Caregivers training for family members caring for loved ones with dementia.
3. Establish a Caregiver Support Collaborative within Region 1-A.
4. Research best practices for caregiver support, education and training.
5. Convene caregiver focus groups and/or conduct community needs assessment to determine needs.
6. Seek additional resources to support caregiver services
7. Train support group leaders and facilitators.
8. Expand and enhance caregiver support services
9. Help older adults and other participants to identify themselves as "caregiver" to reach out for support.

**Expected Outcome:** Increase capacity of caregivers to provide care through emotional and other support.

**Goal 5: Create Age Friendly Communities-for-A-Lifetime**

**Objective 5.1:** Submit Age Friendly Communities-For-A-Lifetime for the City of Detroit.

**Activities:**

1. Work with City of Detroit, Aging Consortium, AARP Michigan, Wayne State University and other partners to make Detroit a Communities-For-A-Life Time designation.
2. Utilize findings from the City of Detroit Needs Assessment Survey to support age-friendly communities development.
3. Review AARP and Communities-for-a- Lifetime Assessment Tools and modify as needed.
4. Build partnerships with community stakeholders to plan age-friendly community strategies.
5. Engage older adult residents and other community stakeholders in the age friendly community discussions.
6. Integrate data from the City of Detroit Community Needs Assessment into the process.
7. Conduct a readiness assessment of Detroit neighborhood districts.



8. Seek a resolution from the City of Detroit and/or City Planning Commission
9. Submit to Aging and Adult Services Agency.

**Expected Outcome:** Promote Aging-Friendly Communities planning within City of Detroit and PSA 1-A.

## **BUDGET & FUNDED SERVICES**

**Funding Reduction is Expected Due to Revision of  
Michigan Intrastate Funding Formula**

# FY 2019 AREA PLAN GRANT BUDGET

Rev. 1/2018

Agency: Detroit Area Agency on Aging

Budget Period: 10/01/18 to 09/30/19

PSA: 1A

Date: 03/14/18

Rev. No.: 0 Page 1 of 3

## SERVICES SUMMARY

FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	1,642,277		1,642,277
2. Fed. Title III-C1 (Congregate)		637,266	637,266
3. State Congregate Nutrition		22,257	22,257
4. Federal Title III-C2 (HDM)		133,050	133,050
5. State Home Delivered Meals		976,039	976,039
8. Fed. Title III-D (Prev. Health)	57,576		57,576
9. Federal Title III-E (NFCSP)	353,626		353,626
10. Federal Title VII-A	-		-
10. Federal Title VII-EAP	22,169		22,169
11. State Access	66,436		66,436
12. State In-Home	755,749		755,749
13. State Alternative Care	261,535		261,535
14. State Care Management	719,734		719,734
16. St. ANS & St. NHO	156,456		156,456
17. Local Match			
a. Cash	-	727,436	727,436
b. In-Kind	527,430	75,000	602,430
18. State Respite Care (Escheat)	107,767		107,767
19. MATF & St. CG Support	390,003		390,003
20. TCM/Medicaid & MSO	20,691		20,691
21. NSIP		676,375	676,375
22. Program Income	144,875	35,000	179,875
<b>TOTAL:</b>	<b>5,226,324</b>	<b>3,282,423</b>	<b>8,508,747</b>

## ADMINISTRATION

Revenues		Local Cash	Local In-Kind	Total
Federal Administration	336,311	55,000	-	391,311
State Administration	58,078			58,078
MATF & St. CG Support Administration	30,870			30,870
Other Admin	308,694			308,694
<b>Total AIP Admin:</b>	<b>733,953</b>	<b>55,000</b>	<b>-</b>	<b>788,953</b>

## Expenditures

	FTEs	
1. Salaries/Wages	7.69	444,256
2. Fringe Benefits		178,806
3. Office Operations		165,891
<b>Total:</b>		<b>788,953</b>

Cash Match Detail		In-Kind Match Detail	
Source	Amount	Source	Amount
Investment Income	55,000		
<b>Total:</b>	<b>55,000</b>	<b>Total:</b>	<b>-</b>

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

Signature

Title

Date



## FY 2019 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL

Agency: Detroit Area Agency on Aging

Budget Period: 10/01/18

to 09/30/19

PSA: 1A

Date: 03/14/18

Rev. No.:

Fiscal Year: 2019

page 2 of 3

\*Operating Standards For AAA's

Op Std	SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII A OMB Title VIII EAP	State Access	State In-Home	St. Alt. Care	State Care Mgmt	St. ANS St. NHO	St. Respite (Escheat)	MATF & St. CG Sup.	TCM Medicaid MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
A	Access Services																
A-1	Care Management								719,734					1,000		80,000	800,734
A-2	Case Coord/supp																-
A-3	Disaster Advocacy																-
A-4	Information & Assis	267,155		150,000						83,601							500,756
A-5	Outreach	164,613		44,766		66,436										6,330	282,145
A-6	Transportation	52,402												6,850		10,500	69,752
B	In-Home																
B-1	Chore																-
B-2	Home Care Assis	82,175					421,246	32,561						16,000		60,000	611,982
B-3	Home Injury Cntrl																-
B-4	Homemaking																-
B-6	Home Health Aide																-
B-7	Medication Mgt																-
B-8	Personal Care																-
B-9	Assistive Device&Tech																-
B-10	Respite Care						334,503	228,974			107,767	179,566		3,850		117,500	972,160
B-11	Friendly Reassurance																-
C-10	Legal Assistance	53,414												800		10,000	64,214
C	Community Services																
C-1	Adult Day Care											210,437		2,100		20,700	233,237
C-2	Dementia ADC																-
C-6	Disease Prevent	229,925	57,576											37,500		56,000	381,001
C-7	Health Screening																-
C-8	Assist to Deaf	15,000												500		3,000	18,500
C-9	Home Repair																-
C-11	LTC Ombudsman																-
C-12	Sr Ctr Operations	94,277												15,000		22,000	131,277
C-13	Sr Ctr Staffing	157,283												25,000		36,000	218,283
C-14	Vision Services	15,000												500		3,000	18,500
C-15	Elder Abuse Prevnt													375		2,900	17,668
C-16	Counseling																-
C-17	Creat.Conf.CG@ CCC																-
C-18	Caregiver Supplmt																-
C-19	Kinship Support	11,211		33,789										400		5,500	50,900
C-20	Caregiver E,S,T			54,000										3,500		10,000	67,500
*C-8	Pogram Develop	164,349															164,349
Sp Co	Region Specific																
	a. Outreach & Assistance	83,295	-	66,705	-	-	-	-	-	20,000	-			1,500	-	30,000	201,500
	b. Comm Serv Navigator	209,632	-	4,366	-	-	-	-	-	-	-			30,000	-	40,000	283,998
	c. LTC Omb/Advocacy	42,546	-	-	7,776	-	-	-	-	52,855	-		20,691	-	-	14,000	137,868
	d.																-
	e.																-
	7. CLP/ADRC Services	-		-		-			-								-
	8. MATF & St CG Sup A											30,870					30,870
	SUPPRT SERV TOTAL	1,642,277	57,576	353,626	22,169	66,436	755,749	261,535	719,734	156,456	107,767	420,873	20,691	144,875	-	527,430	5,257,194



**FY 2019 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL**

Rev 1/2018

 Agency: Detroit Area Agency on Aging Budget Period: 10/01/18 to 9/30/19  
 PSA: 1A Date: 03/14/18 Rev. Number 0

page 3 of 3

**FY 2019 AREA PLAN GRANT BUDGET - TITLE III-C NUTRITION SERVICES DETAIL**

Op Std	SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Program Income	Cash Match	In-Kind Match	TOTAL
	<b>Nutrition Services</b>									
C-3	Congregate Meals	637,266		22,257		167,694			75,000	902,217
B-5	Home Delivered Meals		133,050		976,039	508,681	35,000	727,436		2,380,206
C-4	Nutrition Counseling									-
C-5	Nutrition Education									-
	AAA RD/Nutritionist*									-
	<b>Nutrition Services Total</b>	<b>637,266</b>	<b>133,050</b>	<b>22,257</b>	<b>976,039</b>	<b>676,375</b>	<b>35,000</b>	<b>727,436</b>	<b>75,000</b>	<b>3,282,423</b>

\*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by AASA.

**FY 2019 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL**

Op Std	SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
	<b>LTC Ombudsman Ser</b>									
C-11	LTC Ombudsman	-	-		-	-	-	-	-	-
C-15	Elder Abuse Prevention	-		14,393			375	-	2,900	17,668
	Region Specific	42,546	7,776	-	52,855	20,691	-	-	14,000	137,868
	<b>LTC Ombudsman Ser Total</b>	<b>42,546</b>	<b>7,776</b>	<b>14,393</b>	<b>52,855</b>	<b>20,691</b>	<b>375</b>	<b>-</b>	<b>16,900</b>	<b>155,536</b>

**FY 2019 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL**

Op Std	SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
B-1	Chore	-	-	-	-	-	-	-	-	-
B-4	Homemaking	-	-	-	-	-	-	-	-	-
B-2	Home Care Assistance	-	-	-	18,528	35,119	-	3,850	-	57,497
B-6	Home Health Aide	-	-	-	-	-	-	-	-	-
B-10	Meal Preparation/HDM	-	-	228,974	89,239	334,503	178,310	-	117,500	948,526
B-8	Personal Care	-	-	-	-	-	-	-	-	-
	<b>Respite Service Total</b>	<b>-</b>	<b>-</b>	<b>228,974</b>	<b>107,767</b>	<b>369,622</b>	<b>178,310</b>	<b>3,850</b>	<b>117,500</b>	<b>1,006,023</b>

**FY 2019 AREA PLAN GRANT BUDGET-TITLE E- KINSHIP SERVICES DETAIL**

Op Std	SERVICE CATEGORY	Title III-B	Title III-E				Program Income	Cash Match	In-Kind Match	TOTAL
	<b>Kinship Ser. Amounts Only</b>									
C-18	Caregiver Sup. Services	-	-				-	-	-	-
C-19	Kinship Support Services	11,211	33,789				400	-	5,500	50,900
C-20	Caregiver E,S,T	-	54,000				3,500	-	10,000	67,500
		-	-				-	-	-	-
	<b>Kinship Services Total</b>	<b>11,211</b>	<b>87,789</b>				<b>3,900</b>	<b>-</b>	<b>15,500</b>	<b>118,400</b>

Planned Services Summary Page for FY 2019			PSA: 1A		
Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	\$ 800,734	9.38%			X
Case Coordination & Support	\$ -	0.00%			
Disaster Advocacy & Outreach Program	\$ -	0.00%			
Information & Assistance	\$ 500,756	5.86%		X	X
Outreach	\$ 282,145	3.30%			X
Transportation	\$ 69,752	0.82%		X	
IN-HOME SERVICES					
Chore	\$ -	0.00%			
Home Care Assistance	\$ 611,982	7.17%	X		
Home Injury Control	\$ -	0.00%			
Homemaking	\$ -	0.00%			
Home Delivered Meals	\$ 2,380,206	27.87%	X	X	
Home Health Aide	\$ -	0.00%			
Medication Management	\$ -	0.00%			
Personal Care	\$ -	0.00%			
Personal Emergency Response System	\$ -	0.00%			
Respite Care	\$ 972,160	11.38%	X	X	
Friendly Reassurance	\$ -	0.00%			
COMMUNITY SERVICES					
Adult Day Services	\$ 233,237	2.73%		X	
Dementia Adult Day Care	\$ -	0.00%			
Congregate Meals	\$ 902,217	10.57%		X	
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ 381,001	4.46%		X	X
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	\$ 18,500	0.22%		X	
Home Repair	\$ -	0.00%			
Legal Assistance	\$ 64,214	0.75%		X	
Long Term Care Ombudsman/Advocacy	\$ -	0.00%			
Senior Center Operations	\$ 131,277	1.54%		X	
Senior Center Staffing	\$ 218,283	2.56%		X	
Vision Services	\$ 18,500	0.22%		X	
Programs for Prevention of Elder Abuse,	\$ 17,668	0.21%		X	
Counseling Services	\$ -	0.00%			
Creating Confident Caregivers® (CCC)	\$ -	0.00%			
Caregiver Supplemental Services	\$ -	0.00%			
Kinship Support Services	\$ 50,900	0.60%		X	
Caregiver Education, Support, & Training	\$ 67,500	0.79%		X	
AAA RD/Nutritionist	\$ -	0.00%			
PROGRAM DEVELOPMENT	\$ 164,349	1.92%			X
REGION-SPECIFIC					
a. Outreach & Assistance	\$ 201,500	2.36%		X	
b. Comm Serv Navigator	\$ 283,998	3.33%		X	
c. LTC Ombs/Advocacy	\$ 137,868	1.61%			X
d.	\$ -	0.00%			
e.	\$ -	0.00%			
CLP/ADRC SERVICES	\$ -	0.00%			
SUBTOTAL SERVICES	\$ 8,508,747				
MATF & ST CG ADMINISTRATION	\$ 30,870	0.36%			X
TOTAL PERCENT		100.00%	6.96%	68.96%	24.08%
TOTAL FUNDING		\$ 8,539,617	\$ 593,847	\$ 5,889,028	\$2,056,742

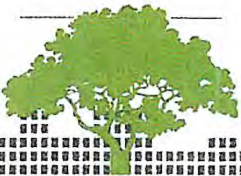
Note: Rounding variances may occur between the Budgeted Funds column total and the Total Funding under the Method of Provision columns due to percentages in the formula. Rounding variances of + or - \$1 are not considered material.

## Request for Transfers of Funds

- ▶ Transfer of **\$820,531** from Title IIIC-1 to Title III-B will be utilized to provide services through Community Wellness Service Centers, including Community Service Navigator (regional definition), Transportation, Disease Prevention/Health Promotion, Senior Center Operations and Senior Center Staffing.
- ▶ An administrative transfer of **\$408,222** from Title IIIC-2 to Title IIIC-1 to enable the Congregate Meals Program to be maintained at the FY 2018 level.
- ▶ A total of **\$795,399** is allocated from State Alternative Care, State Respite, Merit Award and State In-Home Services to support the Home Delivered Meals program by providing meals to eligible participants as a form of Respite.



8B



STEVENSON  
company

June 22, 2018

43422 West Oaks Drive, Suite 300  
Novi, MI 48377

248.650.2736 / MAIN  
248.650.2740 / FAX  
800.761.8895 / TOLL FREE

Mr. Bruce Smith  
City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

Re: Risk Management & Insurance Renewal

Dear Mr. Smith:

After a careful review by our underwriting and risk control staffs, we are in position to offer a renewal for the City of Grosse Pointe Woods. The premium is not to exceed \$ 108,854.00

Attached is the claim history for the City spanning 17 years. The total claim and claim expense is \$ 2,311,616.19 averaging \$ 135,977.41 each year. We, however, have seen a downward trend in claims over the past 6 years. With the cooperation of the City departments and our risk control services, we hope to see this trend continue.

Should you have any questions please do not hesitate to call me at 800-761-8895.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Bob', is written over the closing 'yours'.

Robert J. Bucko  
President

Enc.



**CITY OF GROSSE POINTE WOODS  
BREAKDOWN OF GENERAL LIABILITY PROPERTY INSURANCE**

<b>GENERAL FUND</b>	<b>ACCOUNT</b>	<b>%</b>	<b>Budget Calc AMOUNT</b>	<b>Actual Inv 18-19 AMOUNT</b>
GENERAL GOVERNMENT	101-299-914.000	14%	16,013.81	\$ 15,674.98
PUBLIC SAFETY	101-349-914.000	22%	24,020.71	\$ 23,512.46
PUBLIC WORKS	101-599-914.000	4%	4,448.28	\$ 4,354.16
PARKS & REC	101-799-914.000	8%	8,896.56	\$ 8,708.32
<b>TOTAL</b>			<b>\$ 53,379.36</b>	<b>\$ 52,249.92</b>
<b>SPECIAL REVENUE FUNDS</b>				
MAJOR STREETS	202-482-914.000	6%	\$ 6,672.42	\$ 6,531.24
LOCAL STREETS	203-482-914.000	5%	5,560.35	\$ 5,442.70
SOLID WASTE	226-528-914.000	4%	4,448.28	\$ 4,354.16
911 EMERGENCY	261-650-914.000	5%	5,560.35	\$ 5,442.70
<b>TOTAL</b>			<b>\$ 22,241.40</b>	<b>\$ 21,770.80</b>
<b>DEBT SERVICE FUNDS</b>				
GROSSE GRATIOT DRAIN	365-993-914.000	8%	\$ 8,896.56	\$ 8,708.32
<b>TOTAL</b>			<b>\$ 8,896.56</b>	<b>\$ 8,708.32</b>
<b>CAPITAL IMPROVEMENT FUNDS</b>				
MUNICIPAL IMPORVEMENT	401-901-914.000	6%	\$ 6,672.42	\$ 6,531.24
<b>TOTAL</b>			<b>\$ 6,672.42</b>	<b>\$ 6,531.24</b>
<b>ENTERPRISE FUNDS</b>				
PARKING	585-569-914.000	1%	\$ 1,112.07	\$ 1,088.54
WATER/SEWER	592-536-914.000	8%	8,896.56	\$ 8,708.32
BOAT DOCKS	594-785-914.000	4%	4,448.28	\$ 4,354.16
<b>TOTAL</b>			<b>\$ 14,456.91</b>	<b>\$ 14,151.02</b>
<b>INTERNAL SERVICE FUNDS</b>				
MOTOR VEHICLE	640-851-914.000	5%	\$ 5,560.35	\$ 5,442.70
<b>TOTAL</b>			<b>\$ 5,560.35</b>	<b>\$ 5,442.70</b>
<b>TOTAL ALL FUNDS</b>		<b>100%</b>	<b>\$ 109,909.00</b>	<b>\$ 108,854.00</b>

GPW Pay Estimate #1

approved by City Council  
03-26-18

9A



RECEIVED

JUN 18 2018

DEPARTMENT OF PUBLIC SAFETY

Customer Name City Of Grosse Pointe Woods  
Customer Address 20025 Mack Plaza Dr.  
Grosse Pointe, MI 48236

Invoice # 1  
Date 05/16/18  
Job # BH-663

P.O. 18-44630

Job Name: Grosse Pointe Woods Public Safety Renovations

Original Contract Amount	\$546,476.00
Previously Billed	\$0.00
Current Amount Invoiced	\$41,245.55
Balance Remaining Including retainage	\$505,230.45

Amount Due this Invoice

\$41,245.55

FY 2017-18

401-902-977.102

Improvement - Public Safety

John A. Grosse  
6-18-18

CD Scher  
6/18/18

34133 Schoolcraft  
Livonia, MI. 48150 734-286-2244 Fax 734-943-6212

Tom Stryker 6/18/18  
Heather 6/18/18

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/Cma

(Instructions on reverse side)



General Contractor

PAGE ONE OF 2 PAGES

<b>CONTRACTOR:</b> Cross Renovation, Inc. 34133 Schoolcraft Livonia, MI 48150	<b>PROJECT:</b> Grosse Pointe Woods Public Safety Renovation 20025 Mack Plaza Dr. Grosse Pointe, MI 48236  VIA General contractor: Cross Renovation, Inc. VIA ARCHITECT:	<b>APPLICATION NUMBER:</b> 1  <b>PERIOD TO:</b> 05/16/18 <b>PROJECT NO.:</b> BH-663 <b>CONTRACT DATE:</b> 03/08/18  <b>Distribution to:</b> <input checked="" type="checkbox"/> OWNER <input checked="" type="checkbox"/> CONSTRUCTION <input checked="" type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
--	---	--

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract.

Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$546,476.00
2. Net Change By Change Orders.....	\$0.00
3. CONTRACT SUM TO DATE (Line 1 +2).....	\$546,476.00
4. TOTAL COMPLETED & STORED TO DATE..... (Column G on G703)	\$45,828.39
5. RETAINAGE: a. 10% of Completed Work	\$4,583

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.  
 CONTRACTOR: Cross Renovation, Inc.

BY: [Signature] DATE 5-16-18

State of: MI County of: Washtenaw  
 Subscribed and sworn before me this 16th day of May 20 18  
 Notary Public:  
 My Commission Expires: Ren. Skidell

## CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 41,245.55  
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

RENEE HERDON  
 Notary Public, State of Michigan  
 County of Washtenaw  
 My Commission Expires 03-07-2024  
 Acting in the County of Washtenaw

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total Approved this Month		
TOTALS		
NET CHANGES by Change Order		

ARCHITECT:  
 By: \_\_\_\_\_ Date: \_\_\_\_\_  
 This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE - 2 OF 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
In tabulations below, amounts are stated to the nearest dollar.  
Use column I on Contracts where variable retainage for line items may apply.



APPLICATION NO:  
APPLICATION DATE: 05/16/18  
PERIOD TO: 05/16/18  
ARCHITECT'S PROJECT: B11-663

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	CHANGE ORDERS TO DATE	WORK COMPLETED		MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	%(G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
				FROM PREVIOUS APPLICATION	THIS PERIOD					
1	General Requirements - Summary	\$6,117.63		\$0.00	\$6,117.63	\$0.00	\$6,117.63	100%	\$0.00	\$611.77
2	General Requirements - Allowances	\$10,000.00		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,000.00	\$0.00
3	General Requirements - Construction Waste Management	\$529.41		\$0.00	\$529.41	\$0.00	\$529.41	100%	\$0.00	\$32.94
4	Existing Conditions - Selective Demolition	\$12,926.14		\$0.00	\$12,926.14	\$0.00	\$12,926.14	100%	\$0.00	\$1,292.61
5	Concrete - Cast-In-Place Concrete	\$14,772.73		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$14,772.73	\$0.00
6	Masonry - Unit Masonry	\$11,363.64		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$11,363.64	\$0.00
7	Metals - Structural Steel Framing	\$1,176.47		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,176.47	\$0.00
8	Metals - Metal Fabrications	\$10,505.68		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,505.68	\$0.00
9	Wood, Plastics, And Composites - Rough Carpentry	\$3,662.75		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,662.75	\$0.00
10	Wood, Plastics, And Composites - Interior Finish	\$1,981.98		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,981.98	\$0.00
11	Thermal And Moisture Protection - Acoustical Joints	\$2,823.33		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,823.33	\$0.00
12	Openings - Hollow Metal Doors And Frames	\$7,813.37		\$0.00	\$781.37	\$0.00	\$781.37	10%	\$7,032.00	\$78.14
13	Openings - Detention Doors And Frames	\$243,667.94		\$0.00	\$24,366.79	\$0.00	\$24,366.79	10%	\$221,111.15	\$2,436.79
14	Openings - Door Hardware	\$9,058.88		\$0.00	\$905.88	\$0.00	\$905.88	10%	\$8,152.00	\$90.59
15	Finishes - Non-Structural Metal Framing	\$3,296.47		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,296.47	\$0.00
16	Finishes - Gypsum Plastering	\$2,481.18		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,481.18	\$0.00
17	Finishes - Acoustical Tile Ceilings	\$2,014.12		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,014.12	\$0.00
18	Finishes - Resilient Base And Accessories	\$218.82		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$218.82	\$0.00
19	Finishes - Resilient Tile Flooring	\$424.71		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$424.71	\$0.00
20	Finishes - Resinous Flooring	\$6,460.67		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,460.67	\$0.00
21	Finishes - Interior Painting	\$4,122.69		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,122.69	\$0.00
22	Specialties - Fire Extinguishers	\$882.35		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$882.35	\$0.00
23	Specialties - Metal Lockers	\$2,352.94		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,352.94	\$0.00
24	Furnishings - Manufactured Wood-Veneer-Faced Cabinets	\$3,179.35		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,179.35	\$0.00
25	Fire Suppression - Wet Pipe	\$25,176.47		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$25,176.47	\$0.00
26	Plumbing - Facility Water Distribution Piping	\$39,772.73		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$39,772.73	\$0.00
27	Heating Ventilating And Air Conditioning - Conduit	\$39,772.73		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$39,772.73	\$0.00
28	Electrical - Underground Ducts And Raceways For	\$47,727.27		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$47,727.27	\$0.00
29	Earthwork - Site Clearing	\$7,259.35		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,259.35	\$0.00
30	Exterior Improvements - Concrete Paving	\$2,223.06		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,223.06	\$0.00
	Alternate 1 - Metal Fabrications	\$9,970.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$9,970.39	\$0.00
	Alternate 2 - Rough Carpentry	\$7,968.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,968.76	\$0.00
	Alternate 2 - Interior Painting	\$759.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$759.66	\$0.00
		\$546,476.00	\$0.00	\$0.00	\$45,828.39	\$0.00	\$45,828.39	8%	\$500,647.61	\$4,582.84

## GPW PAY ESTIMATE #2



Customer Name

City of Grosse Pointe Woods

Invoice #

2

Customer Address

20025 Mack Plaza Dr.

Date

06/18/18

Grosse Pointe, MI 48236

Job #

BH-663

Job Name:

Grosse Pointe Woods Public Safety Renovations

Original Contract Amount

\$550,502.88

Previously Billed

\$41,245.55

Current Amount Invoiced

\$28,649.65

Balance Remaining Including retainage

\$480,607.68

Amount Due this Invoice

\$28,649.65

**Purchase Order 18-44630**

**401-902-977.102**

*C. Behrens*  
6/18/2018

*John S. A. 6/20/18*

*John S. Kraske 6/20/18*

*James Smith 6/20/18*



# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/Cma

(Instructions on reverse side)



General Contractor

PAGE ONE OF 2 PAGES

<b>CONTRACTOR:</b> Cross Renovation, Inc. 34133 Schoolcraft Livonia, MI. 48150	<b>PROJECT</b> Grosse Pointe Woods Public Safety Renovation 20025 Mack Plaza Dr. Grosse Pointe, MI 48236  VIA General contractor: VIA ARCHITECT:	<b>APPLICATION NUMBER:</b> 2  <b>PERIOD TO:</b> 08/18/18 <b>PROJECT NO:</b> BH-883 <b>CONTRACT DATE:</b> 03/08/18  <b>Cross Renovation, Inc.</b>	<b>Distribution to:</b> <input checked="" type="checkbox"/> OWNER <input type="checkbox"/> CONSTRUCTION <input checked="" type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
---	--	--	---

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract.

Continuation Sheet, AIA Document G703, is attached

1	ORIGINAL CONTRACT SUM	\$546,476.00
2	Net Change By Change Orders.....	\$4,026.88
3	CONTRACT SUM TO DATE (Line 1 + 2)	\$550,502.88
4	TOTAL COMPLETED & STORED TO DATE..... (Column G on G703)	\$77,851.34
5	RETAINAGE: a. 10% of Completed Work	\$ 7,786.13

6	TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$69,895.20
7	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 0.00
8	CURRENT PAYMENT DUE	\$28,649.65
9	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 480,607.88

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total Approved this Month		
<b>TOTALS</b>		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Cross Renovation, Inc.

BY: [Signature] DATE 6-18-18

State of: MICH County of: Washtenaw  
 Subscribed and sworn before me this 10 day of June 20 18  
 Notary Public:  
 My Commission Expires: Reene Herdon

RENEE HERDON  
 Notary Public, State of Michigan  
 County of Washtenaw  
 My Commission Expires 03-07-2024  
 Acting in the County of Washtenaw

## CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager certifies that to the best of his knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 28,649.65  
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.).

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



# CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE - 2 OF 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
In tabulations below, amounts are stated to the nearest dollar.  
Use column I on Contracts where variable retainage for line items may apply.



APPLICATION NO. 2  
APPLICATION DATE. 06/18/18  
PERIOD TO: 06/18/18  
ARCHITECT'S PROJECT BH-663

ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	CHANGE ORDERS TO DATE	WORK COMPLETED		MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
				FROM PREVIOUS APPLICATION	THIS PERIOD					
1	General Requirements - Summary	\$6,117.63		\$6,117.63	\$0.00		\$6,117.63	100%	\$0.00	\$611.77
2	General Requirements - Allowances	\$10,000.00		\$0.00	\$0.00		\$0.00	0%	\$10,000.00	\$0.00
3	General Requirements - Construction Waste Man	\$329.41		\$329.41	\$0.00		\$329.41	100%	\$0.00	\$52.94
4	Existing Conditions - Selective Demolition	\$12,926.14		\$12,926.14	\$0.00		\$12,926.14	100%	\$0.00	\$1,292.61
5	Concrete - Cast-In-Place Concrete	\$14,772.73		\$0.00	\$13,293.46		\$13,293.46	90%	\$1,477.27	\$1,329.55
6	Masonry - Unit Masonry	\$11,363.64		\$0.00	\$0.00		\$0.00	0%	\$11,363.64	\$0.00
7	Metals - Structural Steel Framing	\$1,176.47		\$0.00	\$0.00		\$0.00	0%	\$1,176.47	\$0.00
8	Metals - Metal Fabrications	\$10,303.68		\$0.00	\$0.00		\$0.00	0%	\$10,303.68	\$0.00
9	Wood, Plastics, And Composites - Rough Carpent	\$3,662.75		\$0.00	\$0.00		\$0.00	0%	\$3,662.75	\$0.00
10	Wood, Plastics, And Composites - Interior Finish	\$1,981.98		\$0.00	\$0.00		\$0.00	0%	\$1,981.98	\$0.00
11	Thermal And Moisture Protection - Acoustical Joi	\$2,823.53		\$0.00	\$0.00		\$0.00	0%	\$2,823.53	\$0.00
12	Openings - Hollow Metal Doors And Frames	\$7,811.37		\$781.37	\$0.00		\$781.37	10%	\$7,030.00	\$78.14
13	Openings - Detention Doors And Frames	\$24,567.94		\$24,567.94	\$0.00		\$24,567.94	10%	\$22,111.41	\$2,456.79
14	Openings - Door Hardware	\$905.88		\$905.88	\$0.00		\$905.88	10%	\$8,152.94	\$90.39
15	Finishes - Non-Structural Metal Framing	\$3,296.47		\$0.00	\$0.00		\$0.00	0%	\$3,296.47	\$0.00
16	Finishes - Gypsum Plastering	\$2,481.18		\$0.00	\$0.00		\$0.00	0%	\$2,481.18	\$0.00
17	Finishes - Acoustical Tile Ceilings	\$2,014.12		\$0.00	\$0.00		\$0.00	0%	\$2,014.12	\$0.00
18	Finishes - Resilient Base And Accessories	\$218.82		\$0.00	\$0.00		\$0.00	0%	\$218.82	\$0.00
19	Finishes - Resilient Tile Flooring	\$424.71		\$0.00	\$0.00		\$0.00	0%	\$424.71	\$0.00
20	Finishes - Resinous Flooring	\$6,460.67		\$0.00	\$0.00		\$0.00	0%	\$6,460.67	\$0.00
21	Finishes - Interior Painting	\$4,122.69		\$0.00	\$0.00		\$0.00	0%	\$4,122.69	\$0.00
22	Specialties - Fire Extinguishers	\$882.35		\$0.00	\$0.00		\$0.00	0%	\$882.35	\$0.00
23	Specialties - Metal Lockers	\$2,332.94		\$0.00	\$0.00		\$0.00	0%	\$2,332.94	\$0.00
24	Furnishings - Manufactured Wood-Veneer-Faced	\$3,179.55		\$0.00	\$0.00		\$0.00	0%	\$3,179.55	\$0.00
25	Fire Suppression - Wet Pipe	\$5,035.29		\$0.00	\$5,035.29		\$5,035.29	20%	\$20,141.18	\$503.53
26	Plumbing - Facility Water Distribution Piping	\$39,772.73		\$0.00	\$0.00		\$0.00	0%	\$39,772.73	\$0.00
27	Heating Ventilating And Air Conditioning - Comm	\$39,772.73		\$0.00	\$0.00		\$0.00	0%	\$39,772.73	\$0.00
28	Electrical - Underground Ducts And Raceways For	\$47,727.27		\$0.00	\$0.00		\$0.00	0%	\$47,727.27	\$0.00
29	Earthwork - Site Clearing	\$7,259.04		\$0.00	\$7,259.04		\$7,259.04	100%	\$0.00	\$725.90
30	Exterior Improvements - Concrete Paving	\$2,223.53		\$0.00	\$222.53		\$222.53	10%	\$2,000.53	\$22.25
	Alternate 2 - Metal Fabrications	\$9,970.59	\$0.00	\$0.00	\$0.00		\$0.00	0%	\$9,970.59	\$0.00
	Alternate 2 - Rough Carpentry	\$7,968.76	\$0.00	\$0.00	\$1,993.75		\$1,993.75	25%	\$5,975.01	\$199.38
	Alternate 2 - Interior Painting	\$759.66	\$0.00	\$0.00	\$0.00		\$0.00	0%	\$759.66	\$0.00
	Change Order #1	\$0.00	\$4,026.88	\$0.00	\$4,026.88		\$4,026.88	100%	\$0.00	\$402.69
		\$546,476.00	\$4,026.88	\$46,828.39	\$31,832.95	\$0.00	\$77,661.34	14%	\$472,841.55	\$7,666.13



## PARTIAL CONDITIONAL WAIVER

We have a contract/ PO with

City Of Grosse Pointe Woods

to provide the renovation of building according to plans and scope of work for

Grosse Pointe Woods Public Safety Renovati

and by signing this waiver, waive our construction lien to the

amount of \$ 28,649.65 for labor and materials provided through 6/18/2018 . This waiver, together

with all previous waivers, if any, does/does not cover all amounts due us for contract improvement provided

through the date shown above. This waiver is conditional on actual payment of the amount shown above.

If improvement is provided to property that is a residential structure and if the owner or lessee of the

property of the owner's of lessee's designee has received a notice of furnishing from one of us, or if we

are not required to provide one, and the owner, lessee, or designee has not received this waiver

directly from one of us, the owner, lessee, or designee may not rely upon it without contacting one of us

either in writing, by telephone or personally, to verify that this is authentic.

Cross Renovation, Inc.

By: \_\_\_\_\_

Mike Butcher

Address: 34133 Schoolcraft  
Livonia, MI. 48150

Telephone: 734-286-2244  
Fax: 734-943-6212

Signed on: \_\_\_\_\_

6-18-18





**ANDERSON, ECKSTEIN AND WESTRICK, INC.**  
CIVIL ENGINEERS • SURVEYORS • ARCHITECTS  
51301 Schoenherr Road, Shelby Township, Michigan 48315  
Phone (586) 726-1234 Fax (586) 726-8780

**Invoice**

93

June 11, 2018

Project No: 0160-0404-0

Invoice No: 0118046

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

Project 0160-0404-0 LAKEFRONT PARK TIMBER BRIDGE INSPECTION

**Professional Services from April 30, 2018 to May 27, 2018**

**Fee**

Total Fee	2,000.00		
Percent Complete	66.67	Total Earned	1,333.40
		Previous Fee Billing	666.60
		Current Fee Billing	666.80
		<b>Total Fee</b>	<b>666.80</b>
		<b>Total this Invoice</b>	<b>\$666.80</b>

**Outstanding Invoices**

Number	Date	Balance
0117598	5/10/2018	666.60
<b>Total</b>		<b>666.60</b>

**RECEIVED**

JUN 21 2018

CITY OF GROSSE PTE. WOODS

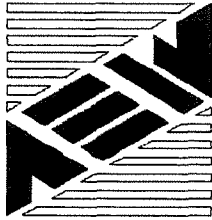
101-774-818-110

6/15/2018

*Robert*

F.S

*Sam Jones*



**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**

June 14, 2018

Project No:

0160-0398-0

Invoice No:

0118119

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

*FY 2017-18*

*101. 000. 285. 520*

*6/21/2018 [Signature]*

Project 0160-0398-0

UNIVERSITY LIGGETT BOLL CENTER

**Professional Services from April 30, 2018 to May 27, 2018**

**Professional Personnel**

		Hours	Rate	Amount	
CONSTRUCTION OBSERVATION					
ENGINEERING AIDE III					
BARNES, JOYCE	3/19/2018	5.20	70.00	364.00	
Liggett School Hydrant					
BARNES, JOYCE	3/20/2018	.50	70.00	35.00	
Report for Liggett					
Totals		5.70		399.00	
<b>Total Labor</b>					<b>399.00</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	399.00	7,062.75	7,461.75
Limit			10,000.00
Remaining			2,538.25

**Total this Invoice**

**\$399.00**

*OK  
6+  
6/25/18*

*[Signature]*

9C

**DON R. BERSCHBACK**  
ATTORNEY AND COUNSELOR AT LAW  
24053 JEFFERSON AVENUE  
ST. CLAIR SHORES, MICHIGAN 48080-4530

(588) 777-0400  
FAX (588) 777-0430  
E-MAIL donberschback@yahoo.com

**RECEIVED**  
**JUN 27 2018**  
**CITY OF GROSSE POINTE WOODS**

OF COUNSEL  
CHARLES T. BERSCHBACK

June 27, 2018

Bruce Smith, City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

**RE: June 2017 Billing/DRB**

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
6.4.18	Attendance to claims files (.50); Election Commission work (.50)	1.00
6.8.18	Finalize letter regarding bond issue (.50);	0.50
6.11.18	Review of Court cases and follow up (.75); work on CC and COW matters (.75); FOIA (.25); investigation regarding Court procedures on criminal case files (.25)	2.00
6.13.18	Attendance at Municipal Court (2.50); meetings with CB, LKH and BS and attending to issues discussed (2.00); warrant review (.25); TCs with CB on COW issues (.25)	5.00
6.14.18	Preparation for and meetings with GT, BS, and AEW representatives on contractual issues (1.50); meetings with BS and LKH on CC and COW items (.50); TCs and follow up on bond language issues (.25); work on liability insurance matters (.50)	2.75
6.15.18	Continued work on liability insurance (.50); personnel issues (.50); attendance to COW and CC agenda items (1.00)	1.00
6.18.18	TCs and attending to C & E matters (.50)	0.50
6.19.18	Meeting with BS and AEW on jail project and follow up on contractual issues (1.25); TCs on personnel issues (.25)	1.50
6.20.18	Work on ordinance review with Lochmoor water issue (.50); FOIA (.25); emails and letter correspondence regarding CC and COW items including new litigation (.75)	1.50
6.21.18	Work on outside litigation regarding service of process issue (.25); work on CC and COW items (.50)	0.75
6.25.18	Continued ordinance research and letter correspondence regarding Lochmoor water issue (1.00); TCs and follow up on COW agenda items (.50); TCs and review of insurance claim on water damage (.25); work on claims process and forms (.50); attendance at COW meeting (1.00)	3.25
6.26.18	Work on CDBG loan (.50); meeting with GT on jail project and follow up (1.00)	1.50

**DRB = 21.25 hours x \$170.00**

**TOTAL: \$**

**3,612.50**

**Breakdown**

General	17.75 hours
Municipal Court	3.50 hours
Bldg/Planning Comm.	
MTT	

TQ - Telephone	LKH - Lisa K. Hathaway	GT - Gene Tutag
CTB - Charles T. Berschback	CC - City Council	CB - Cathrene Behrens
DRB - Don R. Berschback	PC - Planning Commission	CEW-Conference of Eastern Wayne
BS - Bruce Smith	FS - Frank Schulte	LFP - Lakefront Park
GPCRDA - Grosse Pointe Clinton Refuse Disposal Authority		MTT - Michigan Tax Tribunal
SEMSD - Southeast Macomb Sanitary District		

**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

June 27, 2018

Bruce Smith  
City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

RE: June Billing/ CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
6.1.18	Prep of Court Order and TC with opposing counsel on Hawthorne, research on damages and costs, TC BS (1.00); TCs on Rocket Fiber and Medstar (.50)	1.50
6.4.18	Prep for Rocket Fiber meeting (1.00); review of Council package, TCs SC, LH, BS, CT (.50); attendance at COW and Council meeting (1.75)	3.25
6.5.18	Follow up on Council agenda items (.50); TC GT regarding Milk River Wireless Communication (WCF) co-location application, review of ordinance and memo (.25); continued review of Rocket Fiber Agreement and attendance at City Attorney meeting (2.50)	3.25
6.6.18	Attendance at Municipal Court and follow up (2.25); meetings with various staff (.25); review of AT&T Building Permit, TCs and emails (.25); all calls on Hawthorne, Court not available on the 11th, prep of Order, revisions to proposed judgments (.50); review of Bendzinski letter and reply (.25)	3.50
6.7.18	Work on AT&T cell tower modification request (1.00); work on draft of release regarding water meter installation (.50); calls and review of Bedzinski invoicing issue (.25)	1.75
6.11.18	Municipal Court calls w/ Beth Miro, Det. Bureau, defense attorney (.25); work on water meter release (.25); review of Sunrise T.T. file, new filing, emails (.25)	0.75
6.12.18	TC FS, LFP issue and road bond issue (.25); T.T. review of Sunrise Petitions, TC ED (.25); work on Rocket Fiber, review of revised agreement, emails, preparation of executive summary, draft of letter to M/C, TC BS, (1.50); TC Det. Bureau, review warrant request (.25)	2.25
6.14.18	TCs GT, review of Ron Supal contract, Milk River permit (.25); TC Eric Dunlap, work on two Sunrise answers (.50)	0.75
6.15.18	Meetings at City Hall, GT, Dep. Clerk, BS, review of AT&T file (.50)	0.50

6.18.18	Review of Council package, calls on agenda items (.75); T.T., continued work/finalized answers to two Sunrise petitions (.50); attendance at COW and Council meetings (2.25); preparation for Hawthorne (.50); work on AT&T file, TC CB and work on water bill issue (.25)	4.25
6.19.18	Attendance at Court (Hawthorne) and follow up (4.50); TCs, preparation of lien, letter to lien holders re. Judgment (.75); TC GT, preparation of letter re. Ron Supal (.25); review of natural gas proposal and email (.25)	5.75
6.20.18	Review of new Cross Renovations contract for Roof/HVAC projects, all calls and emails, draft of letter to BS (.75)	0.75
6.22.18	Finalized Cross Renovations letter, TCs, work on cell tower files (.25); review of refuse ordinance and Clerk's file (.25)	0.50
6.25.18	Hawthorne Road follow up on lienholders and Judgment, call from Ms. Wheatley, TC GT (.50); research on water bill issue, calls on Rivers C of O issues, review of professional licensing order (.50); finalized Rocket Fiber letter to M/C (.25); review of Municipal Court files (.50)	1.75
6.27.18	Attendance at Municipal Court and review of warrants (3.00); meeting with LH, review of AT&T file re: cell tower amendment, review of PAATS indemnification language (.50)	3.50

CTB = 34.00 hours at \$150.00 per hour	\$5,100.00
Plus Costs: MAMA Membership	\$60.00
<b>TOTAL DUE:</b>	<b>\$5,160.00</b>

TC - Telephone	GT - Gene Tutag	M/C - Mayor and Council
BS - Bruce Smith	LH - Lisa Hathaway	Det. Bur. - Detective Bureau
PC - Planning Commission	CB - Cathrene Behrens	ED - Eric Dunlap
JK - Dir. John Kosanke	TT - Tax Tribunal	FS - Frank Schulte

### Breakdown

General	26.25 hours
Municipal Court	6.25 hours
Building/Planning Commission	0.00 hours
Tax Tribunal	1.50 hours