

**CITY OF GROSSE POINTE WOODS**  
**20025 Mack Plaza**  
**Regular City Council Meeting Agenda**  
**Monday, May 6, 2019**  
**7:00 p.m.**

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

6.	MINUTES	A.	Council 04/15/19
		B.	Committee-of-the-Whole 04/08/19
		C.	Finance Committee 03/25/19, 04/29/19
		D.	Planning Commission 03/26/19
		E.	Beautification Commission 03/13/19
		F.	Citizen's Recreation Commission 03/12/19
		G.	Historical Commission 03/14/19, Excerpt 04/11/19, w/recommendation:
			1. Memorial Day Expenses
			a. Sound System
			b. Musicians
			c. Chair Rental
			2. Michigan One Room Schoolhouse (MORSA) Membership
			a. Invoice
7.	COMMUNICATIONS	A.	Proposed FY 2019/20 Budget
			1. Memo 04/25/19 – Treasurer/Comptroller
			2. Draft Notice of Public Hearing
		B.	Application to Use Ghesquiere Park Baseball Fields – Lakeside Baseball Youth Sports Foundation d/b/a Dirtbags Baseball Club
			1. Memo 04/18/19 – Director of Public Services/Recreation Supervisor
			2. Application 12/12/18
			3. Certificate of Liability Insurance
		C.	Training Requests: Treasurer/Comptroller
			1. Memo 05/01/19 - Treasurer/Comptroller
			a. Michigan Municipal Treasurer's Association – 2019 Advanced Institute
			b. Michigan Government Financial Officers Assoc – GASB 84 – Fiduciary Activities Workshop

			c. Plante Moran – 2019 Government Client Training
		D.	Conference/Training: Michigan Association of Municipal Clerks 1. Memo 04/24/19 – City Clerk 2. Conference Highlights
		E.	Request for Food Cart - Woods/Shores Little League 1. Committee-of-the-Whole Excerpt 03/25/19 2. Various email(s) 04/29/19 – City Clerk 3. Photo of food cart/signage 4. ServSafe Certification 5. Certificate of Liability Insurance 6. Transmission Verification Report 05/01/19 7. State of Michigan License 8. Notification of Intent to Operate a Special Transitory Food Unit
		F	Legal Proceedings: PSO Jeff Martel – EEOC Complaint against the City of Grosse Pointe Woods Department of Public Safety
		G.	2018 Annual Report – Department of Public Works
		H.	2018 Annual Report – Department of Public Safety
8.	BIDS/PROPOSALS/ CONTRACTS	A.	Emergency Repairs: Lake Front Park Main Pool Liner 1. Memo 04/23/19 – Director of Public Services/Recreation Supervisor
		B.	Contract/Engineer: Michigan Department of Transportation – 2019 Vernier Road Program 1. Memo 04/16/19 – Director of Public Services 2. Bid Sheet 04/05/19
9.	PROCLAMATIONS	A.	Emergency Medical Services Week
		B.	Police Week and Peace Officers Memorial Day
10.	CLAIMS/ACCOUNTS	A.	Bond Improvements, Roofs and HVAC 1. Cross Renovation Payment No. 9 03/31/19 - \$139,455.18.
		B.	Marina Pedestal Improvements 1. J. Ranck Electric, Inc. Payment No. 5 04/24/19 - \$5,000.

		C.	City Hall Flood Invoices <ol style="list-style-type: none"> <li>1. Memo 04/26/19 – Director of Public Services <ol style="list-style-type: none"> <li>a. Qualified Abatement Invoice No 18059-001A 04/16/19 - \$83,749.00;</li> <li>b. Greener Method Restoration 5109-GPW 03/03/19 - \$11,991.41;</li> <li>c. Cross Renovation Invoice No. 690-1 04/26/19 - \$8,271.45.</li> </ol> </li> </ol>
		D.	Legal Services <ol style="list-style-type: none"> <li>1. Hallahan and Associates P.C. (via WCA Invoice No. 041019 04/10/19) - \$139.07.</li> </ol>
		E.	Assessing Services <ol style="list-style-type: none"> <li>1. WCA Assessing Invoice No. 042419 04/24/19 - \$5,786.16.</li> </ol>
		F.	City Engineer - Anderson, Eckstein & Westrick <ol style="list-style-type: none"> <li>1. Invoice No. 0121385 04/10/19 - \$772.50;</li> <li>2. Invoice No. 0121456 04/11/19 - \$309.00;</li> <li>3. Invoice No. 0121457 04/11/19 - \$1,155.80;</li> <li>4. Invoice No. 0121459 04/11/19 - \$1,672.65;</li> <li>5. Invoice No. 0121460 04/11/19 - \$233.65;</li> <li>6. Invoice No. 0121461 04/11/19 - \$501.00;</li> <li>7. Invoice No. 0121462 04/11/19 - \$927.00;</li> <li>8. Invoice No. 0121463 04/11/19 - \$15,360.00;</li> <li>9. Invoice No. 0121464 04/11/19 - \$5,850.00.</li> </ol>
		G.	Labor Attorney <ol style="list-style-type: none"> <li>1. Keller Thoma Invoice No. 116283 04/01/19 - \$1,531.25.</li> </ol>
		H.	City Attorney <ol style="list-style-type: none"> <li>1. Don R. Berschback 04/30/19 - \$3,187.50;</li> <li>2. Charles T. Berschback 04/30/19 - \$5,137.50.</li> </ol>

11. NEW BUSINESS/PUBLIC COMMENT

12. ADJOURNMENT

**Lisa Kay Hathaway, CMMC/MMC**  
**City Clerk**

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)  
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440 or Telecommunications Device for the Deaf (TDD) 313 343-9249.



COUNCIL  
04-15-19 - 51

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS  
HELD ON MONDAY, APRIL 15, 2019, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL  
BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:01 p.m. by Mayor Novitke.

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

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

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

The following Commission members were in attendance:

Jim Profeta, Planning Commission

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

Motion carried by the following vote:

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

Motion by Granger, seconded by McMullen, regarding **consideration to rescind motion: records retention – hand written checks**, that the City Council rescind the motion made and passed at the City Council Meeting held April 8, 2019, regarding Records Retention – Incoming Checks, and that policy will establish a sixty day retention on incoming checks having been scanned.

Motion carried by the following vote:

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



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

1. City Council Minutes dated April 1, 2019.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **Community Events – budget transfer**, that the City Council concur with the recommendation of the Community Events Committee at their meeting held March 14, 2019, and approve a 2019 proposed budget transfer in the amount of \$4,497.67 from the Community Events Committee Account No. 205-870-820.130 into the FY 2018 General Fund fund balance to cover employee overtime incurred during last year's events.

Motion carried by the following vote:

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

Due to his appointment to the Planning Commission, the Mayor accepted the **resignation of George Bailey from the Historical Commission**, and directed that appropriate thanks and recognition be sent to Mr. Bailey.

Motion by McConaghy, seconded by Koester, regarding **Monthly Financial Report – March 2019**, that the City Council refer this report to the Finance Committee.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **Contracts/Agreements: 2019 City Events Entertainment**, that the City Council concur with the recommendation of the Community Events Committee at their meeting held March 14, 2019, and approve the four contracts as recommended including a rain date cancellation clause, funds to be taken from the Community Events Account No. 205-870-820.103, and to authorize the City Administrator to sign said contracts, as follows:

1. Sun Music International, LLC – Music on the Lawn 06/28/19 - \$1,500.00;
2. Detroit Social Club – Music on the Lawn 07/26/19 - \$950.00;
3. Bugs Beddow and the Good Stuff – Music on the Lawn 08/23/19 - \$1,250.00;
4. Sonic Freeway, LLC – Fall Fest 09/21/19 - \$1,200.00.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Bryant, regarding **design fees/budget amendment – 2019 structure repairs and miscellaneous concrete**, that the City Council authorize Anderson, Eckstein & Westrick to prepare bids and design engineering for the 2019 Structure Repairs and Miscellaneous Concrete Project at a cost not to exceed \$43,000.00; and, to approve a budget amendment in the amount of \$43,000.00 from Water/Sewer Account No. 592-000-697.000, \$13,760.00 into Account No. 592-537-975.401 and \$29,240.00 into Account No. 592-537-976.001.

Motion carried by the following vote:

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

Motion by Koester, seconded by Bryant, regarding **proposal/budget amendment: Lake Front Park Pool Fence Replacement**, that the City Council approve the Proposal with All Pointes Fencing Plus, LLC to replace the fence around the pool storage lot in the amount of \$11,675.00 and authorize the City Administrator to sign the Proposal; and, to approve a budget amendment from Prior Year Reserve Fund Balance Account No. 101-000-699.000 into Lake Front Park Pool Maintenance Contractual Services Account No. 101-774-818.103 in the amount of \$11,675.00.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Shetler, regarding **proposal: City Hall Restoration**, that the City Council approve the Proposal with Stucky Vitale Architects to provide Scope of Services - Phase I design services in the amount of \$5,800.00, authorize the City Administrator to sign the proposal; and, approve a budget amendment in the amount of \$5,800.00 from Prior Year Fund Reserve Account No. 101-000-699.000 into Flood Repairs Account No. 101-299-815.000.

Motion carried by the following vote:

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

The Mayor issued three Proclamations in recognition of:

- National Public Works Week;
- Holocaust Days of Remembrance;
- National Military Appreciation Month.

Motion by McConaghy, seconded by Koester, regarding **Wireless Communications Attorney**, that the City Council approve the City of Grosse Pointe Woods' portion of the invoice from Kitch Drutchas Wagner Valitutti & Sherbrook Invoice No. 432229 07/31/18 for Professional Services rendered regarding the Grosse Pointe Public Schools Fiber Ring by reimbursing Grosse Pointe Shores for payment already made, as follows:

1. Village of Grosse Pointe Shores, a Michigan City - \$527.15; Account No. 101-210-812.000.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Shetler, regarding **Professional Services**, that the City Council approve the following invoice for Building Services rendered:

1. McKenna Invoice No. 21849-10 04/04/19 - \$1,500.00; Account No. 101-180-818.000.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **City Engineer – Anderson Eckstein & Westrick**, that the City Council approve the following invoices:

1. Invoice No. 0116723 02/02/18 - \$1,611.30; Account No. 101-000-285.300;
2. Invoice No. 0117020 03/05/18 - \$99.70; Account No. 101-000-285.300;

3. Invoice No. 0119194 09/18/18 - \$4,731.23:
  - a. Account No. 406-451-977.803 - \$2,270.99;
  - b. Account No. 592-537-977.310 - \$2,460.24.
4. Invoice No. 0119437 10/11/18 - \$13,367.65:
  - a. Account No. 203-451-977.804 - \$9,424.19;
  - b. Account No. 592-537-975.401 - \$3,943.46.

Motion carried by the following vote:

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

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

- **Little League Concession Demolition – Ghesquiere Park.** APCOR will start construction no later than April 19<sup>th</sup> and will be completed by May 4<sup>th</sup>. Demolition is expected to take two to three days.

Motion by Granger, seconded by Shetler, regarding Little League Concession Stand Demolition – Ghesquiere Park, that the City Council approve demolition of the concession stand in Ghesquiere Park in accordance with the contract between APCOR and Woods/Shores Little League, and the Certificate of Insurance as reviewed and approved by the City Attorney.

Motion carried by the following vote:

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

- The Director of Public Services provided an update on reconstruction due to flooding that has been completed at City Hall. Abatement is completed and drywall removal is proceeding.

The following individuals were heard under Public Comment:

- Paul Saigh. The City Administrator was asked to provide information to Mr. Saigh regarding water meter fees referred to in a letter mailed to residents in June 2018.
- Christine (DiClaudio) Clark, 52751 Seven Oaks Dr., Shelby Twp, MI 48316 was heard regarding the Animal Ordinance, requesting a pit-bull exception for mixed breeds by percentage. The Chair directed the Clerk to place this item on a future Committee-of-the-Whole agenda.
- Jim Profeta, Planning Commissioner.

Motion by Bryant, seconded by McConaghy, to adjourn tonight's meeting at 7:28 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

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Lisa Kay Hathaway  
City Clerk

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Robert E. Novitke  
Mayor



COMMITTEE-OF-THE-WHOLE  
04-08-19 - 16

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, APRIL 8, 2019, IN THE COUNCIL CHAMBERS/MUNICIPAL COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke  
Council Members Granger, Koester, McMullen, Shetler  
ABSENT: Bryant, McConaghy  
ALSO PRESENT: City Administrator Smith  
Treasurer/Comptroller Behrens  
City Clerk Hathaway  
Director of Public Services Schulte

Mayor Novitke called the meeting to order at 7:01 p.m.

Motion by Granger, seconded by Shetler, to excuse Council Members Bryant and McConaghy from tonight's meeting.

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

The first item discussed was regarding **DTE Lighting**. The Chair referred to the Director of Public Service's memo dated April 1, 2019, and questions and answers ensued. The Chair stated the proposal is about a 20% return on investment. The Treasurer/Comptroller discussed various methods of financing including bonding an amount larger than \$410,000.00. She stated that she spoke with Financial Advisor McGow regarding PA 99, and he requested additional information such as a copy of the City's DTE contract and confirmation of the lifespan for the lights. She stated PA 99 allows for borrowing money for land and equipment. She stated an alternative to bonding may be to take a loan from a bank.

The City Administrator stated if funds came from the fund balance, the funds would come out of two fiscal years and the new LED lighting installation would need to be completed by November 2019 in order to meet the timeline for rebates. The Treasurer/Comptroller stated that if funds were taken out of fund balance, that fund balance would remain above 30%. The Chair stated the City is losing over \$84,000.00 with the existing lighting throughout the City pursuant to information provided. The Director of Public Services stated DTE is coming up with an actual count of light poles and will provide firm numbers, and that the type of lighting needs to be determined. He stated the 58 Watts style saves more money than the 136 watts style lighting. He also stated that the estimated costs and savings DTE provided included numbers based on a mixture of 58 and 136 watts. There was a question if a greater savings should be realized than outlined in the savings presented by DTE. This item is to be left on the Committee-of-the-Whole agenda, and the Treasurer/Comptroller was asked to provide additional financing information.

Following discussion regarding ornamental lighting, the Director stated the current style globe is no longer available and a new style needs to be chosen. The estimated count needed is 153, however a final preflight count is needed and forthcoming from DTE. There was a consensus of the Committee to choose the third style light shown in the information provided, the glass globe with ribs and band. This item is to remain on the Committee-of-the-Whole agenda, and that the next Committee-of-the-Whole meeting be tentatively scheduled for April 29, 2019. The Director will provide additional information at that meeting.

Next, administration provided a **status report on City Hall clean-up** following the March 3, 2019, flooding in the administrative offices. Asbestos mitigation is to be completed tomorrow. Additional testing needs to be performed to determine levels of moisture and mold in the walls, if any.

Discussion then ensued regarding **City Hall Re-Design**. The City Administrator stated that with the open space and blank palette presented as a result of the flood, it presents an opportunity to design more workable spaces, and a determination needs to be made to move forward with reconstruction. Two proposals have been received from AEW and Stucky Vitale. Stucky Vitale provided the lowest quote. The City Administrator asked Stucky Vitale to provide pricing for three options; rebuild in the current floor plan, expand the scope of design to provide a re-design that makes better use of the space, and to enclose the porch off the employee entrance. He stated an estimated construction and oversight cost to enclose the porch is over \$100,000.00. There was a consensus of the Committee to approve Stucky Vitale's proposal for Phase I at a cost of \$5,800.00, and to evaluate the design when it is received for moving forward. There was also a decision to not cover the porch, and to possibly look at it in the future. This item is to be placed on the Council agenda for April 15<sup>th</sup>.

The next item was regarding the **Retention Schedule – incoming checks**. This item is to be placed on the Council agenda to reverse original Council action, and that policy will establish a six-month retention on incoming checks having been scanned.

Under New Business, nobody wished to be heard.

Under Public Comment, nobody wished to be heard.

Motion by Granger, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 8:01 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

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Lisa Kay Hathaway  
City Clerk

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Robert E. Novitke  
Mayor



Approved by Committee 04/29/19

FINANCE COMMITTEE  
03-25-19



MINUTES OF THE FINANCE COMMITTEE MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 25, 2019, IN THE JURY ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 6:30 p.m. by Chair McConaghy.

In attendance: Chairman McConaghy  
Members: Koester, Novitke

Absent: None

Also present: City Administrator Smith  
Treasurer/Comptroller Behrens  
City Clerk Hathaway

Motion by Koester, seconded by Novitke, that all items on tonight's agenda be received and placed on file.

Motion passed by the following vote:

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

Motion by Koester, seconded by Novitke, that the meeting minutes dated March 18, 2019, be approved as submitted.

Motion passed by the following vote:

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

The purpose of tonight's meeting was to discuss **the General Fund Balance June 30, 2018, and fiscal forecasting**. The Treasurer/Comptroller provided an overview. Last week's meeting projections were prepared using the budget figures for 2018/19. She stated revenues are close to budgeted, and expenditures are running 6% below budget, which is accurate for this time of year. She stated there is \$150,000 left from 2016/17 road bonds, and will assist with funding Beaufait and Oxford. She stated she will correct the unassigned fund balance, and confirmed wage increases have been built into the budget.

FINANCE COMMITTEE  
03-25-19

The following item was discussed under New Business:

- Additional information was requested from the Treasurer/Comptroller, and once received the next meeting will be scheduled. One more Finance Committee Meeting is needed before making a recommendation to the Committee-of-the-Whole.

Under Public Comment, no one wished to be heard.

Motion by Koester, seconded by Novitke, that tonight's meeting be adjourned at 7:01 p.m.  
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway  
City Clerk

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, APRIL 29, 2019, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:17 p.m. by Chair McConaghy.

In attendance: Chairman McConaghy  
Members: Koester, Novitke

Absent: None

Also present: City Administrator Smith  
Treasurer/Comptroller Behrens  
City Clerk Hathaway

Motion by Koester, seconded by Novitke, that all items on tonight's agenda be received and placed on file.

Motion passed by the following vote:

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

Motion by Novitke, seconded by Koester, that the meeting minutes dated March 25, 2019, be approved as submitted.

Motion passed by the following vote:

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

The purpose of tonight's meeting was to review and discuss the **proposed FY 2019/20 Budget**. Detailed questions and answers ensued. The Mayor asked administration to provide a sheet in the future identifying how items differ, and that new items be identified. The Committee reviewed a summary of the proposed Capital Improvements sheet. There was a consensus of the Committee that keeping the LED street light project in the budget in order to save \$85,000.00 annually on electric costs is a priority and should be kept in the budget. There were discussions regarding the increases in various Contractual Services budgets, and whether the hiring of two additional workers at Public Works last year should reduce the need for DPW contractual services.

A brief discussion ensued regarding the need for a generator at the pump station. The Chair stated he would schedule a Finance Committee Meeting in the fall for the purpose of re-evaluating the water/sewer fund and to discuss the installation of a generator. The City Administrator also stated over 100 manhole covers are in need of repair and have been included in the proposed budget.

The Treasurer/Comptroller was asked to remove the \$20,000.00 budgeted in Contractual Services Parks & Recreation for a contractual bus service, and to keep the \$70,000.00 budgeted to purchase a new bus. Administration was asked to provide estimates for a bus. She was also asked to remove \$15,000.00 budgeted in Contractual Services for painting the Community Center. The City Administrator was asked to find out if repainting the Community Center would be covered in the insurance claim for the flood in administration offices and having to relocate staff into the Community Center. There were also a few other minor corrections to be made to line items.

Discussion also included Oxford and Beaufait road projects, upcoming labor negotiations, and OPEB. Administration recommended no increase in water rates.

Motion by Novitke, seconded by Koester, regarding the proposed FY 2019/20 Budget, that the Finance Committee recommend the proposed FY 2019/20 Budget as revised to the Committee-of-the-Whole.

Motion passed by the following vote:

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

Motion by Koester, seconded by Novitke, that tonight's meeting minutes be immediately certified.

Motion passed by the following vote:

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

Under New Business, nobody wished to be heard.

Under Public Comment, nobody wished to be heard.

Motion by Koester, seconded by Novitke, that tonight's meeting be adjourned at 10:31 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway  
City Clerk

Approved by Commission 04/23/19

PLANNING COMMISSION  
03-26-19 – 10



MINUTES OF THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON MARCH 26, 2019, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:04 p.m. by Chair Profeta.

Roll Call: Chair Profeta  
Planning Commissioners: Fuller, Gilezan, Hamborsky, Ketels,  
Rozycki, Vaughn, Vitale  
Absent: None  
Also Present: Building Inspector Tutag  
Deputy City Clerk Antolin

The Planning Commission, Administration and the audience Pledged Allegiance to the Flag.

Motion by Vaughn, seconded by Vitale, that all items on tonight's agenda be received, placed on file, taken in order of appearance as corrected.

Motion carried by the following vote:

YES: Fuller, Gilezan, Hamborsky, Ketels, Profeta, Rozycki, Vaughn, Vitale  
NO: None  
ABSENT: None

The Chair recognized Council Representative Granger who was in attendance.

Motion by Fuller, seconded by Vitale, to receive and place on file, the Planning Commission Meeting Minutes held on February 26, 2019.

Motion carried by the following vote:

YES: Fuller, Gilezan, Hamborsky, Ketels, Profeta, Rozycki, Vaughn, Vitale  
NO: None  
ABSENT: None

Motion by Gilezan, seconded by Ketels, regarding **Approval of Minutes**, that the following Minutes be approved as submitted:

1. Planning Commission dated February 26, 2019.

Motion carried by the following vote:

YES: Fuller, Gilezan, Hamborsky, Ketels, Profeta, Rozycki, Vaughn, Vitale  
NO: None  
ABSENT: None

The next item was the **Continued Discussion: Blade signs**. Discussion ensued regarding the intent and purpose of the blade signs and its relationship to amending the sign ordinance. The focus of walkability is a significant factor when considering the intent of the signs. Defining the criteria of the signs is key to drafting an effective sign ordinance. Suggested topics for sign criteria were as follows:

- Limiting size;
- Uniformity vs. uniqueness;
- Colors;
- Projection;
- Positioning;
- Lighting;
- Amount of signs;
- Defining Business District;
- Grandfathering language;
- Quality Materials.

It was suggested that the Building Official present a proposed sign ordinance amendment.

The next item was the **Building Official's Monthly Report**, and the following items were presented for the month of February 2019:

- Increased permit activity;
- Municipal Court cleanup;
- Final hearing on garage demolition;

- Fontana Properties;
- Sign violations on Mack Avenue;
- Legacy Project – possible tour for officials;
- Greco Title building anticipating new businesses.

Council Member Granger reported on the March 2019 Meetings.

Under New Business, the following items were discussed:

- A. **2020 Plan** – No reports
- B. **Branding** – Chair Profeta and Donna O’Keefe provided an update regarding The Avenue in the Woods.
- C. **Crosswalk/Pocket Park** – No reports
- D. **Streetscape** – Discussed Blade signs.

The Building Official was asked to confirm whether scooters on sidewalks are permitted.

Under Public Comment, no one wished to be heard.

Motion by Rozycki, seconded by Fuller, that the Planning Commission Meeting adjourn at 8:40 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin  
Deputy City Clerk



Beautification Advisory Commission  
Cook School House  
20025 Mack Plaza Dr., Grosse Pointe Woods  
Meeting – March 13, 2019– 7:00 p.m.

RECEIVED

MAR 19 2019

CITY OF GROSSE POINTE WOODS

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

**Also Present:** McConaghy

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

approved by  
commission  
4-10-19

**Minutes:** The February 13, 2019 minutes were distributed and reviewed.

Motion by Casinelli, seconded by Hage, to approve the February 13, 2019 minutes as presented.

Motion carried by the following vote:

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

**No:** none

**Treasurer's Report:** Stewart presented treasurers report. City Council approved \$1,000.00 deposit for Lochmoor Club to secure room for 2019 Awards Night.

Motion by Stephens, seconded by Ragland to approve report as presented.

Motion carried by the following vote:

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

**No:** none

**Chairperson's Report:** McCarthy presented chairpersons report. Discussed Flower Sale highlighted in May Update.

**Awards Program:** Stephens updated the Commission on the 2019 Awards Program. Stephens will provide area assignments and packets at April meeting.

**Flower Sale:** Martin-Marshall updated the Commission on the 2019 Flower Sale. 2019 Flower Sale to be held May 10 and May 11, 2019.

**Council Report:** McConaghy reported on the City Council meetings.

**Old Business:** Koester reminded committee members of tentative planting date for Grosse Pointe Woods Putt-Putt golf course.

**New Business:** none

Motion by Casinelli, seconded by Hage to adjourn the Beautification Advisory Commission meeting at 8:04 pm.

Motion carried by the following vote:

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

**No:** none

Respectfully submitted,  
Rachelle Koester



6F

**Citizen's Recreation Commission Meeting Minutes**  
**Meeting of the Citizen's Recreation Commission held on March 12, 2019 at**  
**Grosse Pointe Woods, Michigan**

**CALLED TO ORDER: 7:03**

**PRESENT:**

Angela Brown  
Gib Heim  
Barb Janutol  
Tom Jerger  
Mark Miller  
Tony Rennpage  
Sarah Seger  
Amanda York

**ABSENT:**

None

**RECEIVED**

MAR 13 2019

**CITY OF GROSSE POINTE WOODS**

approved by  
Commission  
on 4-9-19 (AR)

**ALSO, PRESENT:**

Nicole Gerhart, Mike Koester and Jill Bush

**Motion** to accept the minutes from February 12, 2019 by Gib Heim and seconded by Mark Miller.

Yes: Brown, Heim, Janutol, Jerger, Miller, Rennpage, Seger and York

No: None

Absent: None

**SUPERVISOR'S REPORT:**

Park passes for 2019 are continuing to be processed.

Registration is still open for the All Pointes Daddy-Daughter Dance on March 30<sup>th</sup>.

Registration is open for the Easter Egg Stroll on April 13<sup>th</sup>.

With the publication of the upgrades to the dog park, there has been an increase in questions about what is being done. Jill Bush, a concerned citizen, addressed the Commission about her ideas for improvement, including enlarging it, and/or moving it to a more accessible area in the park. The possibility of moving it to one of the other Grosse Pointe Woods parks was also raised. Discussion about the dog park will be included in the agenda for the April meeting.

Due to the flood cleanup at the City Hall, many of the classes usually held in the Community Center have been moved to the Activities Building at Lake Front Park.

**COUNCIL MEETING REPORT:**

Due to the flood clean up, city offices have moved into the Community Center area of the building.

Councilman Koester said our motion to increase our budget will be taken up at the budget meeting.

The boardwalk at Lake Front Park has been repaired.

**OLD BUSINESS:**

The bills have been paid for the Winter Fest.

**NEW BUSINESS:**

The Commission will contact our choice for a new member to make sure she is still interested. If not, the applicants for this Commission seat will be invited to the April meeting for introductions and informal questions.

Information for the update concerning the Fishing Derby was finalized. It includes the following:

- Date: August 3
- Time: 9 – 11am with awards to follow the close of fishing.
- Ages for Competition: 17 and under
- Awards: in each of 3 age groups.... 5 and under, 6 – 10, and 11 - 17
  - Biggest fish (length)                      Most fish (by count)
- **Pier fishing only**
- Registration through website or at the Community Center ***by July 12 to guarantee a t shirt.***
- \$5.00 per person.
- (may register up to the day before, August 2, through Community Center)

Discussion concerning the lack of play equipment for tots ensued. More discussion on this will be held at the April meeting.

**ADJOURNMENT:**

**Motion** was made to adjourn the meeting by Tom Jerger and seconded by Mark Miller.

Yes:              Brown, Heim, Janutol, Jerger, Miller, Rennpage, Seger and York

No:              None

Absent:          None

**Meeting Adjourned at 8:40 pm.**

Respectfully submitted by: Barb Janutol

RECEIVED

MAR 20 2019

CITY OF GROSSE POINTE WOODS

approved by  
commission

on 4-11-19

OK

City of Grosse Pointe Woods Historical Commission Minutes  
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236  
Cook Schoolhouse  
March 14, 2019

**1. Call to Order**

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:30 p.m. by Chairperson Lynne Millies.

**2. Roll Call**

**Present:** Mary Kaye Ferry, Shirley Hartert, Suzanne Kent, Lynne Millies, Jim Motschall, Sean Murphy, Frank Romano, Becky Veitengruber, Giles Wilborn

**Excused:** George Bailey, Del Harkenrider

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

**3. Approval of Agenda**

**Motion** by Romano, seconded by Ferry, to approve the agenda as presented for March 14th, 2019. Ayes: all. Motion carried.

**4. Approval of Minutes**

**Motion** by Motschall, seconded by Romano, to approve the February 14th, 2019 minutes as presented. Ayes: all. Motion carried.

**5. Items**

**A. Report of Treasurer:** Romano reported on behalf of Bailey, that the commission balance is \$1,732.00 and the Cook Schoolhouse balance is \$5,173.11. Romano also reported that a check request was submitted for the sound system and chair rental for Circle of Honor.

**B. Cook School:**

**1. Open House Hosts:**

- June 8<sup>th</sup>, 12:00 p.m.-2:00 p.m. Motschall, Romano, Wilborn
- July 20<sup>th</sup>, 12:00 p.m.-2:00 p.m. Ferry, Kent, Murphy
- Sept. 14<sup>th</sup>, 5:00 p.m.-7:00 p.m. Bailey, Harkenrider, Veitengruber (Fall Fest)
- Oct. 12<sup>th</sup>, 12:00 p.m.-2:00 p.m. Bailey, Hartert, Millies

**2. Protection of Teacher's Desk and Chair:**

Commission discussed placing sign and covering over antique furniture.

**C. Commission Files:** Wilborn shared that commission files were not damaged by building flood in city hall. He worked on file organization.

**6. Old Business**

**A. Approval of 2018 Annual Report:**

Kent shared report.

**Motion** by Veitengruber, seconded by Ferry, to accept the report as presented. Ayes: all.

Motion carried.

**B. *Approval of Policies:*** tabled.

**C. *Memorial Day:*** commission went through list of tasks/duties to prepare for event.

**D. *Big Boy Photos:*** photos to be filed.

**E. *Honorary Member:*** No report.

**7. New Business**

Commission meetings will be held in Cook Schoolhouse until further notice while city hall is repaired.

**8. Public and Commissioner Comments**

**A.** Ferry shared details about MORSA conference in May.

**B.** Council Representative McMullen Jr. reported updates on city events. He also shared that commission minutes were approved with the By-Law changes.

**9. Adjournment**

The meeting adjourned at 8:23 p.m. by Chairperson Millies.

Respectfully submitted:

Becky Veitengruber, Secretary

***The next meeting of the Grosse Pointe Woods Historical Commission will take place on  
April 11th, 2019 at 7:30 p.m. in the Cook Schoolhouse,  
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236***

**Historical Commission Excerpt**  
**4/11/19**

1. Motion by Bailey, seconded by Veitengruber, to approve for Memorial Day 2019, \$250 payment to John Denomme for sound system. Ayes: all. Motion carried.
2. Motion by Bailey, seconded by Ferry, to approve for Memorial Day 2019, \$595 payment to Ralph Miller for band. Ayes: all. Motion carried.
3. Motion by Bailey, seconded by Motschall, to approve for Memorial Day 2019, \$540 payment to Hotz Catering and Rental for chairs. Ayes: all. Motion carried.
4. Motion by Bailey, seconded by Harkenrider, to approve annual membership payment to Michigan One Room Schoolhouse (MORSA). Ayes: all. Motion carried.
5. Motion by Bailey, seconded by Romano, for immediate certification for items budgeted for Memorial Day 2019 and MORSA membership. Ayes: all. Motion carried.

john denomme ~ 2151 anita ~ grosse pointe woods, mi 48236 ~ 313.617.1360 ~

**RECEIVED**

MAR 21 2019

**JD SOUND - INVOICE**

**CITY OF GROSSE POINTE WOODS**

**DATE:** January 23<sup>rd</sup>, 2019

**TO:** Grosse Pointe Woods Historical Commission

**PER/ATT:** Mr. Jim Motschall

**FROM:** John Denomme -- JD Sound

**FOR:** Sound System setup and operation for annual Circle of Honor Ceremony on 5/27/19

**INVOICE #:** 12319 - 1

**TERMS:** Payable at completion of ceremony

**AMOUNT:** \$250.00

Please remit check payable to John Denomme

john denomme ~ 2151 anita ~ grosse pointe woods, MI 48236 ~

~ 313.617.1360

JD SOUND - CONFIRMATION

Today's Date: January 23<sup>rd</sup>, 2019

To: Grosse Pointe Woods Historical Commission, att: Mr. Jim Motschall

Confirming on-site PA system setup and operation for: John Denomme (JD Sound)

At: Circle of Honor, Vernier median just west of Mack Ave., Grosse Pointe Woods

For: Annual Memorial Day Circle of Honor Ceremony

Date of Event: Monday, May 27<sup>th</sup>, 2019

Times: 8:45 am arrival for 10:00 am event

JD Sound Fee: \$250.00

Attire: N/A

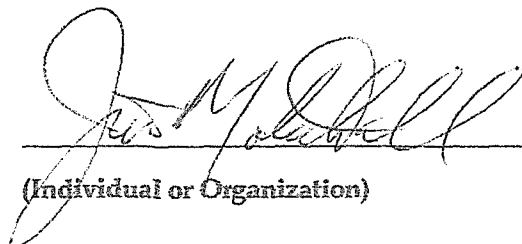
*Upon approval of this confirmation, please sign and return one copy via e-mail or to the above address along with a N/A deposit, payable to John Denomme, to secure the date. The balance of \$250.00 is payable to John Denomme in full after the completion of the performance.*

*\*Please provide one, 100' extension cord to provide access to power across Vernier; JD Sound will provide and operate amplification, 2 large PA speakers w/tripods, and 4, high quality condenser mics on boom stands.*

John Denomme

1/23/2019

(Date)



(Individual or Organization)

2/14/2019  
(Date)

## CONTRACT

This contract for personal services of musicians on the engagement described below is made this 1st day of February, 2019.

Between the undersigned purchaser of music (herein called "purchaser") and the undersigned director of "The Gentlemen of Swing" orchestra.

Engagement Memorial Day Ceremony

Place of Engagement Circle of Honor, Grosse Pointe Woods

Time of Engagement 10:00 AM

Number of Musicians 10 +

Compensation agreed upon \$595.00

Check must be payable to Ralph Miller

Check is required before date of engagement.

IN WITNESS, WHEREOF, THE PARTIES HEREOF HAVE HEREUNTO SIGNED THEIR NAMES TO THIS AGREEMENT ON THE DAY AND YEAR BELOW WRITTEN.

For: GPW Historical Commission "Gentlemen of Swing Orchestra"

By: Mary Kaye Ferry By: Ralph Miller

Date: 2-1-2019 Date: 2/13/19

Please sign both copies and return one copy to:

Ralph Miller

469 Chalfonte

Grosse Pointe Farms, MI 48236

313-204-7411

**RECEIVED**

MAR 21 2019

CITY OF GROSSE POINTE WOODS





World Headquarters:  
20752 Ryan Rd., Warren, MI 48091

Additional locations:

St. Clair Shores, MI

Eastern Market District, Detroit, MI

Myrtle Beach, SC

PHONE: (800) 990-1599 FAX: (586) 757-7730

**INVOICE**

Sold To:
City of Grosse Pointe Woods 20025 Mack Plaza Grosse Pointe Woods, MI 48236
Delivery: (If Different than Above)
H: 313.884.3167 - Del Fax Invoices: 313.343.2785 - Treasurer 313-343-2445- Sue Como F: 313.343.2658 E: scomo@gpwmil.us

Party Date:	May 27, 2019-R
Serving Time:	PU Ryan

Invoice Date:	3/8/2019
Invoice Number:	76514

Terms:	Net 10 Days
--------	-------------

Qty	Description	Unit Price	Amount
450	Brown Folding Chairs -(Maximum Weight Capacity: 200 LBS) SET UP AND TEAR DOWN ARE AN ADDITIONAL COST  **REvised. added 34 chairs** lh 3.8  <b>RECEIVED</b> <b>MAR 21 2019</b> <b>CITY OF GROSSE POINTE WOODS</b>	1.20	540.00T

Thank you for choosing Hotz Catering & Rental Place!

24 HOUR SERVICE 7 DAYS A WEEK. CALL US IMMEDIATELY IF THERE ARE PROBLEMS WITH EQUIPMENT. (800) 990-1599 OR NO CREDIT WILL BE ISSUED.

I have read and understand the terms & conditions on both sides of this agreement and certify that those printed on the other side are agreed to as if printed above my signature. I have received a copy of this agreement.

Signature (required) \_\_\_\_\_

Subtotal:	\$540.00
Tax: (0.0%)	\$0.00
Total:	\$540.00
Deposit Paid:	
Balance Due:	
Gratuity:	
Total:	

NOTE: Customers with Net 30 Day Terms will be charged 1.5% per month (18% APR) service charge on all past due invoices.

# Michigan One-Room Schoolhouse Association

## Membership Renewal Form

Note: After careful consideration of the financial condition of MORSA, the board decided that the organization needed to raise the Membership Dues from \$15 for members to \$25 and from \$10 to \$20 for seniors and students.

☒ \$25 Member  
☐ \$20 Senior  
☐ \$20 Student  
☐ Donation (Thanks)  
\$25 **Total**

Name: GROSSE POINTE WOODS HISTORICAL COMMISSION

Street Address: 20025 MACK AVE

City, State, Zip: GROSSE POINTE WOODS, MI 48236

Daytime Phone: 313 343 2440 Cell: \_\_\_\_\_

Email: lamillies@yahoo.com

Please make your check payable to MORSA and mail to

Jane S. Johnson  
4815 Barton Road  
Williamston, MI 48895




**CITY OF GROSSE POINTE WOODS  
MEMORANDUM**

**RECEIVED**

APR 25 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**Date:** April 25, 2019  
**To:** Mayor and City Council  
**From:** Cathy Behrens, Treasurer/Comptroller   
**Re:** Public Hearing Date

Pursuant to Section 8.2 of the City Charter, I am requesting the City Council set a public hearing date of May 20, 2019 for accepting public comment on the proposed budget for fiscal year 2019 – 20. The Finance Committee met to discuss the proposed budget on April 29, 2019 and the budget will be presented at a forthcoming Committee of the Whole meeting.

Thank you for your consideration.

**CITY OF GROSSE POINTE WOODS**  
**Notice of Public Hearing**  
On the Proposed 2019-20 General Budget  
And  
Various Other Fund Budgets

NOTICE IS HEREBY GIVEN that the Mayor and the City Council of the City of Grosse Pointe Woods will be meeting on May 20, 2019 at 7:00 p.m. in the Council Chambers of the Municipal Building, 20025 Mack Plaza, for the purpose of conducting a public hearing on the proposed 2019-20 General Fund Budget as well as the various other Fund Budgets of the said City.

The subject of this hearing is the property tax millage rate of 17.5664 proposed to be levied on July 1, 2019 to support the proposed General Fund, Public Relations, Solid Waste and Road Budgets. If adopted, the proposed millage will generate \$12,708,886 in operating revenue from ad valorem property taxes for all funds, which is a \$328,974 or 2.58% increase compared to the 2018-19 total collection of \$12,379,912. It is anticipated that the winter millage levied for the Milk River Drainage tax will be 3.9550 mills.

Purpose of Millage	Millage Rate	Revenue Generated
General Operating	13.4300	\$9,716,296
Road Bond Debt	1.5000	\$1,085,215
Act 359 – Public Relations	0.0690	\$49,920
Act 298 – Solid Waste	2.5674	\$1,857,455
Total Special Acts Millage	2.6364	\$1,907,375
<b>TOTAL GENERAL, PUBLIC RELATIONS SOLID WASTE &amp; ROAD DEBT MILLAGE</b>	<b>17.5664</b>	<b>\$12,708,886</b>

The City Council expects to take action on the proposed millage rates as well as taking action to approve the aforementioned budgets at the Council meeting immediately following the public hearing. The taxing unit publishing this notice, identified above, has complete authority to establish the number of mills to be levied from within its authorized millage rate.

A copy of the proposed budget will be available for inspection during regular business hours at the office of the City Administrator. Public comments, oral and/or written, will be welcome at the public hearing on the aforesaid proposed General Fund Budget and the various other Fund Budgets.

City of Grosse Pointe Woods  
Parks and Recreation

7B  
RECEIVED

APR 18 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Memorandum 10-19

**Date:** April 18, 2019  
**To:** Bruce Smith, City Administrator  
**From:** Frank Schulte, Director of Public Works *FS.*  
Nicole Gerhart, Recreation Supervisor *NG*  
**Subject:** Request of Ghesquiere Park Fields

Lakeside Baseball Youth Sports Foundation has requested use of the Ghesquiere baseball diamonds from Friday, May 24 to Sunday, May 26, 2019.

I have no objection to the approval of this request contingent upon meeting the following guidelines:

1. Teams will follow all park rules and will clear the diamonds during storms.
2. Teams will clean up trash around the diamonds after use.
3. Lakeside Baseball Youth Sports Foundation shall provide the City with evidence of at least One Million (\$1,000,000.00) Dollars of liability insurance showing the CITY OF GROSSE POINTE WOODS as an additional named insured of such insurance. The City shall be entitled to notice of any change in such policy. The insurance company issuing this policy shall have an A or better rating.

RECOMMENDED FOR APPROVAL AS SUBMITTED:

  
City Administrator

*4/25/19*  
Date

Council approval required





## City of Grosse Pointe Woods Parks and Recreation Department

20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236

Telephone: 313-343-2408 • Fax: 313-642-5105 • Email: comctr@gpwmi.us

### Application for Community Use of Recreational Facilities

Applications should be submitted 60 days prior to requested use date and must have approval by City Council to use Recreational Facilities.

#### ORGANIZATION INFORMATION

Date of Application: 12/12/18 Name of Organization: Lakeside Baseball Youth Sports Foundation  
Organization Contact Person: Kevin Nugent City, State, Zip: Grosse Pointe Farms, MI 48236  
Phone Number: 313 231 9926 Email: kpnugent@comcast.net

#### ORGANIZATION TYPE

☐ Public School in GPW ☐ Public School in Grosse Pointe District ☐ Private School In GPW  
☒ Non-Profit (provide 5013C number): 47-4819917 ☐ Other:

#### GPW RESIDENT INFORMATION

Name of GPW Resident: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address of GPW Resident: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### EVENT DETAILS

☒ Ghesquiere Baseball Diamond # 1,2,3,4 ☐ Ghesquiere Hockey Rink  
☐ Bramcaster Soccer Field ☐ Jackson Soccer Field  
☐ Lake Front Park Tennis Court # \_\_\_\_\_ ☐ Other: \_\_\_\_\_  
Requested Use Date: 5/24-5/26 Start Time: 5:00 5/24 End Time: 5:00 5/26  
Estimated Total # Attendance: 250 Estimated # of GPW Residents in Attendance: 100  
Purpose for which premises to be used: Baseball Competition

#### HOLD HARMLESS AGREEMENT

The undersigned agrees to make financial restitution to the City for any damage to or loss of City property or equipment caused by the above named group or any individual present at this event. Further, the undersigned does hereby release and hold harmless the City of Grosse Pointe Woods, its elected or appointed officials, employees and volunteers from any and all claims or loss resulting in bodily injury or property damages caused by the undersigned or any third party present at this event. Further, the undersigned agrees to financial reimbursement to the City if additional cleanup is necessary by city employees. The City reserves the right to cancel arrangements in case of emergencies with or without notice.

Liability insurance coverage must be submitted with the application. Such insurance shall state "The City of Grosse Pointe Woods is listed as an additional insured." under "Description of Operations" be in a form acceptable to the City and certificates of such insurance coverage shall be furnished upon request and prior to the use of the facilities. If deemed necessary, the user will provide security coverage as directed, and will also be responsible for associated costs.

Applicant Signature [Signature] Date 12/12/18

#### OFFICE USE ONLY

Class Type: III Insurance submitted with application: ☒ Yes ☐ No Insurance rating: 4/24/19  
Recommended for approval as submitted: ☒ Yes ☐ No Signature & Date: [Signature] 4/18/19  
Recommended for approval as submitted: ☒ Yes ☐ No Signature & Date: [Signature] 4/25/19  
City Administrator Date  
Council Approval Date: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/24/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804		<b>CONTACT NAME:</b> Mass Merchandising <b>PHONE (A/C, No, Ext):</b> 1-800-426-2889 <b>FAX (A/C, No):</b> 1-260-459-5105 <b>E-MAIL ADDRESS:</b> info@sportsinsurance-kk.com <b>PRODUCER CUSTOMER ID:</b>	
<b>INSURED</b> Lakeside Baseball Youth Sports Foundation DBA: Dirtbags Baseball Club 292 Mt. Vernon Grosse Pointe Farms, MI 48236 A Member of the Sports, Leisure & Entertainment RPG		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Nationwide Mutual Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
<b>APR 24 2019</b> <b>CITY OF GROSSE POINTE WOODS</b> <b>CLERK'S DEPARTMENT</b> 2001070654 CP# 6262		<b>NAIC #</b> 23787	

**COVERAGES** **CERTIFICATE NUMBER:** 2000416333 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		6BRPG0000006430100	01/01/19 12:01 AM	01/01/20 12:01 AM	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 PROFESSIONAL LIABILITY \$2,000,000 LEGAL LIAB TO PARTICIPANTS \$2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Not provided while in Hawaii			6BRPG0000006430100	01/01/19 12:01 AM	01/01/20 12:01 AM	EACH OCCURRENCE AGGREGATE
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						PER STATUTE <input type="checkbox"/> OTHER
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	<input type="checkbox"/> <b>MEDICAL PAYMENTS FOR PARTICIPANTS</b>			6BRPG0000006430100	01/01/19 12:01 AM	01/01/20 12:01 AM	PRIMARY MEDICAL EXCESS MEDICAL \$100,000

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

Legal Liability to Participants (LLP) limit is a per occurrence limit.

Sport(s): Baseball Age(s): 12 and under

\*Premises Liability for Sports Fields

Location 1: City of Grosse Pointe Woods, Ghesquiere Park Baseball Diamonds, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236

City of Grosse Pointe Woods is added as an additional insured.

This certificate voids and replaces certificate #W01353087

Effective: 4/23/19

## CERTIFICATE HOLDER

City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236  
Owner/Manager/Lessor of Premises

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Scott Fink*

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Coverage is only extended to U.S. events and activities.

\*\* NOTICE TO TEXAS INSURED: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD



## ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804		NAMED INSURED Lakeside Baseball Youth Sports Foundation DBA: LBC Dirtbags 292 Mt. Vernon Grosse Pointe Farms, MI 48236		CP# 1633
POLICY NUMBER 6BRPG0000006430400				
CARRIER Nationwide Mutual Insurance Company	NAIC CODE 23787	EFFECTIVE DATE: 05/24/19		

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD\_25

FORM TITLE: Certificate of Liability Insurance

Event Location: City of G.P. Woods, 20025 Mack Plaza Dr., Grosse Pointe Woods, Michigan 48230

Event Location: Ghesquire, 20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236



**POLICY NUMBER: 6BRPG0000006430400**

INTERLINE  
IL 12 01 11 85

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## POLICY CHANGES

## Policy Change Number 1

POLICY NUMBER 6BRPG0000006430400	POLICY CHANGES EFFECTIVE 05/24/19	COMPANY Nationwide Mutual Insurance Company
NAMED INSURED Lakeside Baseball Youth Sports Foundation DBA: LBC Dirtbags		AUTHORIZED REPRESENTATIVE K&K Insurance Group, Inc.
COVERAGE PARTS AFFECTED Common Policy Conditions		
CHANGES		
Form Number: SRPG8016		
<input checked="checked" type="checkbox"/> Add Form	<input type="checkbox"/> Delete Form	<input type="checkbox"/> Amend Form as Follows:
CP# 1633		

Scott Furbush

Authorized Representative Signature

**POLICY NUMBER:** 6BRPG0000006430400

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **CANCELLATION**

This endorsement modifies insurance under the following:

COMMON POLICY CONDITIONS, A. Cancellation, 2.b. is deleted and replaced by:

30 days before the effective date of cancellation if we cancel for any other reason.

This endorsement applies only to the insureds designated below:

Named Insured: Lakeside Baseball Youth Sports Foundation  
DBA: LBC Dirtbags

Additional Insured: City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

Cert # 1633  
Effective Dates: 05/24/2019 – 05/26/2019

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)
City of Grosse Pointe Woods 20025 Mack Plaza Grosse Pointe Woods, MI 48236
Insured: Lakeside Baseball Youth Sports Foundation DBA: LBC Dirtbags Cert # 1633
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



## CITY OF GROSSE POINTE WOODS

### Office of the Treasurer/Comptroller

#### Memorandum

RECEIVED

MAY - 1 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**DATE:** May 1, 2019  
**TO:** Mayor Novitke and City Council  
**FROM:** Cathrene Behrens, Treasurer/Comptroller  
**SUBJECT:** Training Requests

I am requesting Council authorization to attend a one-half (1/2) day training session being held on Friday, June 14, 2019 from 8:30 am – 12:00 pm. This training, GASB 84 Introduction, is sponsored through the Michigan Government Finance Officers Association at a cost of \$70.00 for members. This training would not result in overnight expenses, strictly mileage, as lunch is included.

I am additionally requesting Council authorization to attend a one (1) day training session funded and offered to municipal clients by City auditors, Plante Moran. Their 2019 Government Client Training is being held on Thursday, June 20, 2019 from 8:00 am – 4:30 pm. The training is being held at the Suburban Collection Showplace in Novi, Michigan. The training would not result in overnight expenses, and minimal mileage reimbursement due to the proximity of this venue to my personal residence. Topics include: Ethics, data analytics, GASB 84, GASB 87, opportunity zones, Uniform Chart of Accounts, cyber security and fraud and miscellaneous accounting updates coming into play this year.

I am requesting Council authorization to attend the three-day Michigan Municipal Treasurer's Association 2019 Advanced Institute being held on May 20-22, 2019 in Mt. Pleasant, Michigan. The cost for the Institute is \$325.00 which covers all sessions and most meals. Hotel accommodations are at the H Hotel in Midland at a rate of \$94.00 per night (three nights). Mileage reimbursement to Mt. Pleasant, Michigan would be 290 miles at \$0.58 per mile 168.20. I completed the three-year basic institute while employed as Treasurer/Finance Director at another municipality. This completion has earned me the Michigan Certified Public Treasurer (MiCPT) certification. I would like to continue to attain the CPFA (Certified Public Finance Administrator) and network with other Treasurers and Finance Directors, as I have not attended the MMTA Institute in over a decade.

I am requesting Council authorization to attend these three (3) training sessions. The total costs would not exceed \$1,100.00, which is adequate to cover all registration fees, accommodations and travel expense.

Thank you for your consideration.

*Fund Certification:*

*I hereby certify that unencumbered funds are available at a cost not to exceed \$925.00 for the above purchase, and that the account number has been verified; Education & Training, 101-223-958.001 with a current balance of \$2,367.79.*

A handwritten signature in cursive script, appearing to read "Catherine Baker", written over a horizontal line.

Treasurer/Comptroller Signature

**2019 Advanced**

Register

**2019 ADVANCED INSTITUTE**

Monday, May 20 - Wednesday, May 22

Comfort Inn &amp; Suites Hotel and Conference Center, Mt. Pleasant

*Reaching New Heights • Soaring Together*

Advanced Institute is designed for seasoned treasury professionals:

- 1) Learn advanced aspects of issues that apply to you
- 2) Strengthen relationships and meet new colleagues
- 3) Maintain professional credentials by earning credits that apply to recertification of the MICPT and CPFA

This year's Advanced Institute includes the following topics:

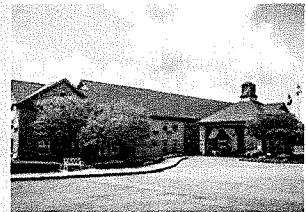
- New & Changing Laws Affecting Treasurers
- Beyond the CD: Investment Instruments for the Experienced Investor
- Cash Flow Forecasting
- Land Banks (Breakout)
- Alternative Energy (Breakout)
- Administering Tax Abatements Panel Discussion
- Keynote Speaker Dr. Dale Henry
- Advanced HR Topics: How to Handle Problem Employees; Hiring and Interview: What You Can (and Can't!) Ask
- Small Cell & Metro Act: the Impact of Tower Construction on Communities & Treasury
- How to Protect Your Office: Don't Click There! Cyber Security Issues for the Treasury Professional

*Topics may change without notice.***Cost & Registration**

Advanced Institute costs \$325 to attend; this covers all sessions, materials, and most meals. Register online at [www.MMTA-MI.org](http://www.MMTA-MI.org) to pay with a credit card or by check. Attendees must be MMTA members and Basic Institute graduates. Registrations received after Friday, May 3 will be subject to a \$50 late fee. Scholarships are available for registration - call or see website for details. Cancellations must be received by Monday, May 6; refunds are subject to board review and a \$25 fee.

**Hotel & Lodging**

Make lodging reservations directly with the Comfort Inn & Suites in Mt. Pleasant: (989) 772-4000. Rooms start at \$79/night, make sure to request the MMTA rate. Make your reservations early; rooms are only guaranteed through May 5. Room charges subject to applicable tax and fees. Rooms are also available at the Fairfield Inn & Suites at the same rate.



# 2019 ADVANCED INSTITUTE

Monday, May 20 - Wednesday, May 22

Comfort Inn & Suites Hotel and Conference Center, Mt. Pleasant

## What Your Peers Think About Advanced Institute ...

"I love the networking aspect, connecting with my peers and sharing ideas, knowledge and experiences with each other. I love when the topics of the presentations help make my job easier, more efficient, safer and/or more cost effective."

"Always very informative and great way to network."

"I enjoy coming to institute to see everyone and learn the new things that are going on."

"Institute is a wonderful opportunity to learn from and connect with my peers as well as the presenters."

"Networking with fellow treasurers is the best way to learn!"

"The Institute gives me an opportunity to learn about changes in my field, upcoming changes, and best practices. It's great to network with others in our profession."

"It is always beneficial to network with our peers and continue our education. I appreciate the support of the organization and the opportunity to learn more."

"Great learning and networking opportunities. Nice to get with fellow treasurers from different areas."

"I always come with questions that I can get answered, I learn so much, I get up to speed on new topics."

"The education we get is wonderful and the relationships we build with each other last a lifetime."

"Learning from our peers is the best part of it!"

"The ability to share information with fellow members and the great quality of training that is provided at the Advanced Institute."

~ Comments are from the 2018 Advanced Institute ~

## Sunday

3:00 - 7:00 pm

Registration

4:00 pm

Hotel Check In

## Monday

7:00 - 8:15 am

Registration & Breakfast

8:15 am - 5:00 pm

Sessions, Lunch & Breaks

5:30 - 7:00 pm

Dinner & Networking

## Tuesday

7:30 am - 8:30 am

Breakfast

8:30 am - 5:00 pm

Sessions, Lunch & Breaks

Dinner on Your Own

## Wednesday

8:00 am - Noon

Breakfast, Sessions & Breaks

Lunch On Your Own

Contact MMTA at [info@dovetailvs.com](mailto:info@dovetailvs.com) or 989.820.8389 for more information.

[HOME](#)[CALENDAR](#)[GASB 84 – FIDUCIARY ACTIVITIES WORKSHOP](#)

# GASB 84 – Fiduciary Activities Workshop

Fri, Jun 14, 2019, 8:30am - 12:00pm

Advanced Training - Level 300-400

Best Western Okemos/East Lansing Hotel and Suites  
 2209 University Park Dr.  
 Okemos, MI 48864  
 517-349-8700

The GASB has changed the way governments will identify and report fiduciary activities beginning 12/15/2019. Learn how the GASB is defining who “controls” assets, which existing funds may no longer be reported as fiduciary activities, and which new funds may be included in the future. There is also a new fiduciary fund type (Custodial Funds) and financial statement coming, which may require configuration changes within your accounting software now in order to be ready for year-end reporting. Join us as we walk through a variety of real-world examples and complete practical, hands-on exercises to prepare for this important new standard.

## REGISTRATION:

	By May 31, 2019	June 1 and After
Member	\$70	\$95
Non-Member	\$95	\$115

## SPEAKER:




Stephen Blann is a Principal (Owner) with Rehmann Robson, LLC, where he serves as the firm’s Director of Governmental Audit Quality. Stephen has been with Rehmann since 1995, during which time he has specialized exclusively in the

Registration is: **OPEN**

[Register Now](#)

## Event Documents

 [Hard-Copy Registration Form](#)





governmental and not-for-profit sector, serving as an auditor, consultant, and contracted CFO to a wide range of governmental and not-

for-profit clients. He has served for fifteen years as an advisor to the GFOA's Standing Committee on Accounting Auditing and Financial Reporting, and as a board member for his local chapter of the AGA and the Michigan GFOA. He is also a past member of the AICPA's State and Local Government Expert Panel.

Stephen is a Certified Government Financial Manager (CGFM), a Chartered Global Management Accountant (CGMA), and a frequent speaker for a variety of professional organizations across the country.

Stephen resides in Grand Rapids, MI with his wife (Beccy) and two children.

#### **AGENDA:**

The program will begin promptly at 8:30am. Please arrive with ample time to get checked in and settled.


1. Overview of GASB 84
  1. Purpose and applicability
  2. Effective date
2. Identifying "fiduciary activities"
  1. Terminology and definitions
  2. GASB's flowcharts
  3. MGFOA's Position Paper
3. Break (10 minutes)
4. Reporting fiduciary funds
  1. Fiduciary fund types
  2. Statement of Fiduciary Net Position
  3. Statement of Changes in Fiduciary Net Position
5. GASB's implementation guidance
6. Workshop exercises
  1. Using the flowchart
  2. Sample journal entries

# CITY OF GROSSE POINTE WOODS

## Office of the City Clerk

### Memorandum



**DATE:** April 24, 2019  
**TO:** Mayor and City Council  
**FROM:** Lisa Hathaway, City Clerk   
**SUBJECT:** MAMC Annual Conference

I am requesting to attend the Michigan Association of Municipal Clerk's Annual Conference from June 19 – 21, 2019, in Kalamazoo, Michigan. This item is included in the City Clerk's FY 2018/19 budget, Clerk's Travel/Membership Account No. 101-215-958.001. The attached flyer outlines conference highlights, educational sessions, and networking opportunities.

Estimated costs:

3-Day Conference Registration	350.00
Housing: \$129 + 6% fee	280.00
Per diem: 2 days at \$50 each	100.00
Mileage: 320 miles at .58	185.60
Total	\$ 915.60

Attachment

# PRESIDENT'S MESSAGE

On behalf of the MAMC Board of Directors we are pleased to welcome you to the 20th Annual MAMC Conference, "It's 5 O'Clock Somewhere".

Your Conference and Education Committee Chairs have worked hard with their respective committee members to put together an outstanding conference! We are excited to announce this year's guest speaker, Mimi Brown. Mimi is a dynamic, inspiring and persuasive leader who delivers sensational speeches that will engage, motivate, and move you! Mimi will be speaking Wednesday afternoon, "Slaying the Demanding Dragons: How to wow and win over the hard to please public, boss and co-worker."

When you come to conference, you can always count on:

- Awesome on-line application
- Great registration gift
- 5K Walk/Run
- Vendor Showcase
- Excellent speakers for our educational breakouts

New this year, Clerking 101 – 2-Day BOOTCAMP. Clerking 101 will be held on June 17 & 18th and this two-day bootcamp will focus on "Everything you need to know, but didn't know to ask!"

Thank you for your continued support of the MAMC and we'll see you in Kalamazoo!

Dan Kasunic  
MAMC President

## CONFERENCE HIGHLIGHTS

Monday, June 17, 2019	
<i>Breakfast &amp; Lunch Included</i>	
7:30 a.m. – 8:30 a.m.	Registration OPEN
8:30 a.m. – 4:30 p.m.	Clerking 101 2 Day Bootcamp
Tuesday, June 18, 2019	
<i>Breakfast &amp; Lunch Included</i>	
7:30 a.m. – 8:30 a.m.	Registration OPEN
8:30 a.m. – 4:30 p.m.	Clerking 101 2 Day Bootcamp & Masters Class
2:00 p.m. – 5:00 p.m.	Conference Registration OPEN
2:00 p.m. – 5:00 p.m.	Silent Auction Setup
Wednesday, June 19, 2019	
7:30 a.m. – 8:30 a.m.	5K Walk Run
9:00 a.m. – 10:00 a.m.	Conference Registration OPEN & Silent Auction
10:00 a.m. – Noon	OPENING SESSION / MAMC MEMBERSHIP MEETING
Noon – 5:30 p.m.	Vendor Exhibits OPEN
Noon – 5:30 p.m.	Silent Auction & MAMC Store Open
Noon – 1:30 p.m.	Lunch
1:30 p.m. – 3:30 p.m.	Educational Session
3:30 p.m. - 5:30 p.m.	Vendor Showcase & Silent Auction <i>Stamp Card Game - Enter to Win PRIZES</i>
3:30 p.m. - 5:30 p.m.	Registration OPEN
Thursday, June 20, 2019	
7:30 a.m. – 8:30 a.m.	Conference Registration OPEN / Breakfast Buffet
7:30 a.m. – 3:30 p.m.	Vendor Exhibits & Silent Auction OPEN
8:30 a.m. – 12:00 p.m.	Concurrent Educational Sessions
12:00 p.m. – 1:30 p.m.	Lunch / Silent Auction & MAMC Store Open
1:30 p.m. – 5:00 p.m.	Concurrent Educational Sessions
6:00 p.m. – 10:30 p.m.	Clerk of the Year, President's Dinner & Entertainment
Friday, June 21, 2019	
7:30 a.m. - 8:30 a.m.	Breakfast Buffet
8:30 a.m. – 9:00 a.m.	MAMC Membership Meeting & Swearing of Oaths
9:00 a.m. – 11:00 a.m.	Secretary of State, Jocelyn Benson / Bureau of Elections, Sally Williams / Lobbyist, Bill Zaagman

# CONFERENCE PROCEDURES AND POLICIES

## REGISTRATION

Register online by clicking [here](#).

Eventbrite Password: **2019MAMC**

Online registration deadline is Monday, **May 27, 2019**

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

Check Out  
Total amount due: \$620.00

Payment methods: PayPal, BANK, AMEX, DISCOVER, MasterCard, VISA, PayPal Check out

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

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

**Click here to pay by check** → **Show** (under Other Payment Options)

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

## CANCELLATIONS | REFUNDS

Cancellation requests must be e-mailed, mailed or faxed in writing to the MAMC. The cancellation deadline is Friday, May 31, 2019. Cancellation requests received by 5:00pm on May 31, 2019 will incur a \$100.00 fee. Cancellation requests received after May 31, 2019 or no shows will be charged the full registration fee and are not entitled to any refund.

Member substitutions within the same organization are permitted at no additional cost. All substitutions must be made in writing and be accompanied by a completed MAMC Conference Registration form prior to May 31, 2019.

## MAMC SCHOLARSHIP PROGRAM

Scholarships are available for those individuals that would like to attend conference but do not have the financial means to do so. Applications must be postmarked no later than May 3, 2019. Additional information is available at [www.michiganclerks.org](http://www.michiganclerks.org).

## PRICING INFORMATION

<b>MASTER CLASS - Pre-conference Session:</b> Includes class materials, breakfast, lunch and breaks. Please refer to flyer for more information.	<b>\$175.00-M</b> <b>\$225.00-NM</b>
<b>CLERKING 101 2 Day Bootcamp - Pre-conference Session:</b> Includes class materials, breakfast, lunch and breaks. Please refer to flyer for more information	<b>\$200.00-M</b> <b>\$250.00-NM</b>
<b>CONFERENCE</b> - Wednesday through Friday - See Conference Highlights	<b>\$350.00-M</b> <b>\$400.00-NM</b>
<b>ANNUAL 5K FUN RUN/WALK</b> - Includes entry fee and T-shirt.	<b>\$20.00</b>
<b>GUEST MEAL PACKAGE</b> - includes lunch Wednesday, breakfast, lunch & dinner Thursday, and breakfast Friday. <b>Guest Meal Package - \$200.00</b> <b>President's Dinner Only Thursday - \$55.00</b>	

## HOTEL RESERVATIONS

Each clerk is responsible for making their own room reservations at the Radisson Plaza Hotel & Suites. Reservations must be received on or before **May 27, 2019**. Call 269.343.3333 to book your reservation.

All reservations must be guaranteed by an accepted credit card. If a guest does not arrive, he/she will be billed for one night's room rate plus all applicable taxes, provided the reservation is not cancelled prior to 4:00pm on the day PRIOR TO arrival.

If a guest fails to cancel their reservation before the 24 hour window, prior to check-in, you will be charged a late cancellation fee, which is the nightly rate + applicable taxes. If a guest doesn't call to cancel their reservation and misses their reservation, they are also charged the nightly rate + applicable taxes.

## PARKING

The hotel will provide a reduced rate of \$5.00 per day for registered overnight guests as well as day attendees.

## SPOUSE | GUEST REGISTRATION

Fee provides spouses and guests admission for selected meals only and must be pre-arranged during the registration process. Note that due to limited space, spouses and guests may not attend educational sessions.

## MEALS

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



# GENERAL INFORMATION

## TUESDAY

### PRE-CONFERENCE COURSES

#### **Clerking 101 2 Day Bootcamp**

- This two-day bootcamp will focus on "Everything you need to know, but didn't know to ask!"

#### **Masters Class**

- Delilah Reynolds - "Serving for Leadership Success"

## WEDNESDAY

### GENERAL SESSION

- Opening Session / MAMC Membership Meeting
- Educational Session - Mimi Brown, Slaying the Demanding Dragons: How to Wow and Win Over the Hard-to-Please Public, Boss and Coworker. Explore the seven types of difficult people and how to work with them.

## THURSDAY

### EDUCATIONAL COURSES

- Changes to FOIA Laws
- No Reason AV /Same Day Registration Implementation
- Leadership / Being a Dynamic Leader
- Recreational Marijuana – The Employers Impact
- Records Management
- Archivist – How and What Do You Preserve

## FRIDAY

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

## CONFERENCE EVENTS

### 5K FUN RUN/WALK

**Wednesday, June 19: 7:30 a.m. – 8:30 a.m.**

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

### VENDOR SHOWCASE

**Wednesday, June 19: 3:30 p.m. – 5:30 p.m.**

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

## MAMC CONFERENCE CHAIRS

### **HOLLY THOMPSON, CMMC/MMC**

*City of Williamston*

[cityclerk@williamston-mi.us](mailto:cityclerk@williamston-mi.us)

### **ADAM WIT**

*Harrison Township (Macomb)*

[awit@harrison-township.org](mailto:awit@harrison-township.org)

## MAMC EDUCATION CHAIRS

### **MARY CLARK CMMC**

*Delta Charter Township*

[mclark@deltami.gov](mailto:mclark@deltami.gov)

### **MELANIE RYSKA CMMC/CMC**

*City of Sterling Heights (Macomb)*

[mryska@sterling-heights.net](mailto:mryska@sterling-heights.net)

COMMITTEE-OF-THE-WHOLE EXCERPT  
03-25-19

The first item discussed was **Proposed Ghesquiere Park Improvements (Concession Stand)**. Melissa Champine of Woods/Shores Little League stated the second floor of the concession will be used for storage rather than broadcasting the games as in the past, and therefore the new design is not required to be ADA accessible. The games will be broadcast outside from a table located behind the backstop. Following discussions with the City Administrator and Director of Public Services, the City is willing to maintain the bathrooms so they could be open regularly. The rest of the building would be locked and for Little League use only. She did state that the City could use the concession stand for special events. Ms. Champine will be providing detailed plans and blue prints. A new Grosse Pointe Woods/Shores Little League sign will also be installed replacing the old sign. This project will be a total tear down and reconstruct.

She requested to tear down the existing stand as soon as possible before the baseball season starts and to use a modified trailer for concession sales until a new stand is constructed. The trailer would be used only for the 2019 baseball season. Construction of the new concession stand would commence at the end of this year's baseball season. The Chair asked Ms. Champine to provide additional information including start and completion dates, to address concerns of administration for a food trailer, and provide insurance naming the City as an additional insured. The City is to identify who will be responsible for oversight and whether a performance bond is needed.

The Chair clarified Ms. Champine's request was that she was seeking authorization to tear down the existing concession stand building and authorization of an agreement to install a food trailer for the 2019 baseball season.

The City Administrator stated the Building Official has no objections to this request. The Director of Public Services recommends approval and stated it will be a nice improvement.

The Chair advised Ms. Champine that for this request to be placed on the April 1, 2019, City Council agenda, a contract is needed along with appropriate insurance and a performance bond. This item is to remain on the Committee-of-the-Whole agenda.



## Lisa Hathaway

---

**From:** Lisa Hathaway  
**Sent:** Monday, April 29, 2019 11:16 AM  
**To:** 'MELISSA HENDERSON'; Bruce Smith  
**Subject:** RE: FW: Pictures of cart, ins, license

Melissa,

The State of Michigan License expires tomorrow. Will need updated license for placing on the agenda.

Also, will the trailer be removed after each use?

Thank you,

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

**From:** MELISSA HENDERSON <mhenderson09@comcast.net>  
**Sent:** Monday, April 29, 2019 7:12 AM  
**To:** Bruce Smith <bsmith@gpwmi.us>  
**Cc:** Lisa Hathaway <LHathaway@gpwmi.us>  
**Subject:** Re: FW: Pictures of cart, ins, license

Here are the answers to the questions for our request:

- What is LL's specific request, - *We are looking to have a food cart available for the days of our games. At most it would be Monday through Thursday and Saturdays during the season May 6 through June 22. That would be the maximum the food cart would be present, however, it might be fewer days each week*
- Company(s) to provide service, if different, - *Like Family Homestyle Catering (this is the same Food Cart we plan to use for Opening Day)*
- Copy of County certification/permit, - *I have attached all relevant documents to this email*
- Dates/times it will be placed; Weekdays/Weekends, - *At maximum it would be Monday through Thursdays (5:30-8:30PM) and Saturdays. (9:30-2:30 PM) - May 6- June 22. There is a likely hood that it will be less days each week.*
- Current insurance expires 06/17, if use extends past this date require longer-term Certificate, - *We will be sure to obtain an updated insurance policy should we go past the 6/17 date*
- Requested location to place the trailer, - *Inside Guesquiere Park on the cement square near the center.*
- What items/products will be sold, - *Hot Dogs, Sausages, Philly Cheesesteaks, pop, candy*
- Reproducible photos, - *not applicable*
- Copy of Signage, - *The only signage was on the side of the cart in the picture.*

- Is the trailer licensed by the State . . . - Yes.

Please let me know if you need any other information. I will be at the meeting on May 6, 7PM. Thank you both for your help.

Best, Melissa

On April 26, 2019 at 3:20 PM Bruce Smith <[bsmith@gpwmi.us](mailto:bsmith@gpwmi.us)> wrote:

Melissa,

Your food trailer request is scheduled for the city council meeting of Monday, May 6. The Clerk needs you to prepare a written request asking for permission to have the trailer in the city park. Please answer the questions below in your request and submit it to the clerk by noon on Monday, April 29 so it can be processed. The questions are fairly simple to answer but will describe to the council what your plan is.

If you have any questions you can contact me or Lisa Hathaway.

Sincerely,

Bruce Smith

**From:** Lisa Hathaway <[LHathaway@gpwmi.us](mailto:LHathaway@gpwmi.us)>  
**Sent:** Friday, April 26, 2019 2:56 PM  
**To:** Bruce Smith <[bsmith@gpwmi.us](mailto:bsmith@gpwmi.us)>  
**Subject:** RE: Pictures of cart, ins, license

Bruce,



If this is going on the Council agenda for 05/06, Ms. Henderson needs to provide her request, a detailed writing, to be placed onto the Council agenda as directed by COW on 03/25/19. The deadline for agenda items is Monday 04/29 at noon.

Some types of information should include, but not limited to:

1. What is LL's specific request,
2. Company(s) to provide service, if different,
3. Copy of County certification/permit,
4. Dates/times it will be placed; Weekdays/Weekends,
5. Current insurance expires 06/17, if use extends past this date require longer-term Certificate,
6. Requested location to place the trailer,
7. What items/products will be sold,
8. Reproducible photos,
9. Copy of Signage,
10. Is the trailer licensed by the State . . .

The writing includes all pertinent information for Council to approve/deny a request.

Thank you,

Lisa Kay Hathaway, CMMC/MMC

City Clerk/F.O.I.A. Coordinator

City of Grosse Pointe Woods

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

313 343-2447

313 343-5667 (Fax)

**From:** Lisa Hathaway <[LHathaway@gpwmi.us](mailto:LHathaway@gpwmi.us)>  
**Sent:** Friday, April 26, 2019 1:19 PM  
**To:** Bruce Smith <[bsmith@gpwmi.us](mailto:bsmith@gpwmi.us)>  
**Subject:** RE: Pictures of cart, ins, license

Oh, I didn't know. . . Is this a temporary cart? Will they be requesting to bring something in that is more substantial?

I do not have a full understanding of what I'm dealing with.

Thanks,

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

**From:** Bruce Smith <[bsmith@gpwmi.us](mailto:bsmith@gpwmi.us)>  
**Sent:** Friday, April 26, 2019 1:15 PM  
**To:** Lisa Hathaway <[LHathaway@gpwmi.us](mailto:LHathaway@gpwmi.us)>  
**Subject:** RE: Pictures of cart, ins, license

Right,

The mayor wants it on the agenda for May 6

B

**From:** Lisa Hathaway <[LHathaway@gpwmi.us](mailto:LHathaway@gpwmi.us)>  
**Sent:** Friday, April 26, 2019 1:06 PM  
**To:** Bruce Smith <[bsmith@gpwmi.us](mailto:bsmith@gpwmi.us)>  
**Subject:** RE: Pictures of cart, ins, license

Bruce,

Certificate of Liability Insurance is approved. However, it expires June 17<sup>th</sup>, so if they are approved for continued use a new Acord will be needed prior to expiration.

Thank you,

Lisa Kay Hathaway, CMMC/MMC

City Clerk/F.O.I.A. Coordinator

City of Grosse Pointe Woods

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

313 343-2447

313 343-5667 (Fax)

**From:** Bruce Smith <[bsmith@gpwmi.us](mailto:bsmith@gpwmi.us)>  
**Sent:** Friday, April 26, 2019 12:41 PM  
**To:** Lisa Hathaway <[LHathaway@gpwmi.us](mailto:LHathaway@gpwmi.us)>  
**Subject:** FW: Pictures of cart, ins, license

UNAUTHORIZED  
VEHICLES  
WILL BE TOWED  
AT OWNER'S  
EXPENSE  
JAVION & SAMS  
313-842-7600



**ServSafe**

# ServSafe® CERTIFICATION

ANGELA JONES

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

15237488

CERTIFICATE NUMBER

10550

EXAM FORM NUMBER

6/17/2017

DATE OF EXAMINATION

6/17/2022

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



#0655

*Sherman L Brown*  
Sherman Brown  
SVP, National Restaurant Association Solutions

In accordance with Maritime Labor Convention 2006, Regulation A2, No. 1 (2013) (Regulation 3.2, amended A1.2)  
©2015 National Restaurant Association. All rights reserved. ServSafe and the ServSafe logo are trademarks of the NRAEF.  
The ServSafe logo is a registered trademark of the National Restaurant Association.

Contact us with questions at 175 W Jackson Blvd, Ste 1500, Chicago, IL 60604





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/25/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Veracity Insurance Solutions, LLC. 260 South 2500 West, Suite 303 Pleasant Grove UT 84062		<b>CONTACT NAME:</b> FLIP Program Support <b>PHONE (A/C, No, Ext):</b> (844)-520-6992 <b>E-MAIL ADDRESS:</b> info@flipprogram.com <b>FAX (A/C, No):</b>
<b>INSURED</b> LIKE FAMILY HOMESTYLE CATERING LLC, DBA E7564T 33438 Bendon Ct Westland MI 48186		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Great American Alliance Insurance Co. NAIC # 26832 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		PL1744427-F049040	06/17/2018	06/17/2019	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY					PRODUCTS - COMP/OP AGG \$ 2,000,000
	ANY AUTO					ANIMAL BAILEE \$
	ALL OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$
	HIRED AUTOS					BODILY INJURY (Per person) \$
	SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB					\$
	EXCESS LIAB					EACH OCCURRENCE \$
	DED RETENTION \$					AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A			WC STATUTORY LIMITS OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below					E L EACH ACCIDENT \$
						E L DISEASE - EA EMPLOYEE \$
						E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Certificate holder had been added as additional insured regarding the above mentioned policy per attached  
Additional Insured - Designated Person or Organization (CG 20 26 Ed. 04 13)

## CERTIFICATE HOLDER

## CANCELLATION

City of Grosse Pointe Woods 20025 Mack Plaza Grosse Pointe Woods, MI 48236	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
--	---

© 1988-2014 ACORD CORPORATION. All rights reserved.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**Schedule**

**Name of Additional Insured Person(s) or Organization(s):**

Per individual Certificate of Coverage.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. SECTION II - WHO IS AN INSURED** is amended to include as an Additional Insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these Additional Insureds, the following is added to SECTION III – LIMITS OF INSURANCE:**

If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
2. available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

TRANSMISSION VERIFICATION REPORT

TIME : 05/01/2019 12:42  
 NAME : FEDEX OFFICE 1693  
 FAX : 12489683287  
 TEL : 12489683267  
 SER.# : U63314C3J362104

DATE, TIME  
 FAX NO./NAME  
 DURATION  
 PAGE(S)  
 RESULT  
 MODE

05/01 12:42  
 17347277165  
 00:00:40  
 02  
 OK  
 STANDARD  
 EOM

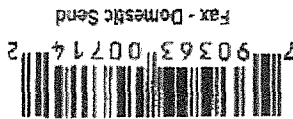
1017745PM

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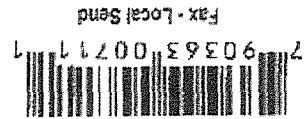
fedex.com 1800.GoFedEx 1800.463.3339



Fax - International Send



Fax - Domestic Send



Fax - Local Send

Date 5/1/2019  
 To: Wayne County Dept  
 Name Angela Peoples  
 Company Like Family Catering  
 Telephone 734-727-7400  
 Fax 734-727-7165  
 Comments Notice of Intent to Operate in Wayne County  
 From: Angela Peoples  
 Name Like Family Catering  
 Company 734-217-6220  
 Telephone 734-217-6220  
 Number of pages 2 (including cover page)

Fax Cover Sheet

CITY OF GROSSE POINTE WOODS  
 CLERK'S DEPARTMENT

MAY - 1 2019

RECEIVED





LICENSE NO. SST4063218080



EXPIRES: 04/30/2020

ISSUED BY THE MI DEPARTMENT OF AGRICULTURE & RURAL  
DEVELOPMENT TO OPERATE A FOOD SERVICE  
ESTABLISHMENT UNDER THE PROVISIONS OF THE MICHIGAN  
FOOD LAW BEING ACT 92 OF THE PUBLIC ACTS OF 2000

33438 BENDON CT WESTLAND MI 48186

IS GRANTED TO: ANGELA JONES / JUSTIN NASH

LIKE FAMILY HOMESTYLE CATERING LLC  
33438 BENDON CT  
WESTLAND MI 48186

THIS LICENSE IS NOT  
TRANSFERABLE AS TO PERSON OR  
PLACE. NOTIFY THE LOCAL HEALTH  
DEPARTMENT PRIOR TO CHANGE OF  
OWNERSHIP. (SECTION 4123)

RESTRICTIONS OR CONDITIONS:

DIRECT INQUIRIES TO: OAKLAND (S) COUNTY DEPT 4063

OPERATOR COPY FAILURE TO POST IN A CONSPICUOUS PLACE IS A MISDEMEANOR SECTION [4119] FI-210 (9/2012)

RECEIVED

MAY - 1 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**Michigan Department of Agriculture  
& Rural Development (MDARD)  
Notification of Intent to Operate a  
Special Transitory Food Unit (STFU)**  
Must be received four (4) days prior to event.

**RECEIVED**

MAY - 1 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Name of STFU Unit: Like Family Homestyle Catering License Number: 55T4063218080

Name of Operator: Angela Peoples / Justin Nash Cell Number: 734-217-6220

Business Address: 25900 Greenfield

Ste 326 Oak Park 48370 OK to Text?: Yes ☒ No ☐

Email Address: likefamilycatering1@gmail.com

Name of Event: GPW Little League Opening Day

Operation: Start Date: 5/5/2019 End Date: 5/5/2019

Hours of Operation: 12pm - 5pm

Location of Operation: (Be specific)

Operation Site: Ghesquiere Park

Address: 19955 Mack City: Grosse Pointe Woods County: Wayne

Name of the Local Health Department (LHD) where STFU is licensed: Oakland County Health Division  
(See back for agency choices)

Or  
If MDARD licensed, list the county where licensed: \_\_\_\_\_ (county)

Are you requesting a paid evaluation? Yes \_\_\_\_\_ No ☒

Michigan's Food Law (Act 92 of 2000, as amended) states that an STFU license holder shall:

- **While in operation, request and receive 2 evaluations per licensing year spaced generally over the span of the operating season. These must be done while the STFU is operating at an event. Do not wait until the end of the year to get these done! When possible, schedule at least one with the LHD that processes your license.**
- A LHD and the MDARD shall charge a fee of \$90.00 for such an evaluation.
- Send a copy of all evaluation reports to the LHD that processes your license within 30 days after receipt.
- Before serving food within the jurisdiction of a LHD, notify the LHD in writing of each location in the jurisdiction at which food will be served and the dates and hours of service. The license holder shall mail the notice by first-class mail, fax, email, or hand-deliver the notice not less than 4 business days before any food is served or prepared for serving within the jurisdiction of the LHD. Contact information for LHD's is on the back of this form.

FOR LHD / MDARD USE:

Date of receipt of Notification \_\_\_\_\_



7F

**CHARGE OF DISCRIMINATION**

This form is affected by the Privacy Act of 1974. See enclosed Privacy Act Statement and other information before completing this form.

Charge Presented To: Agency(ies) Charge No(s):

☐ FEPA☒ EEOC

471-2019-00360

**Michigan Department Of Civil Rights**

and EEOC

State or local Agency, if any

Name (indicate Mr., Ms., Mrs.)

**Mr. Jeff A. Martel**

Home Phone (incl. Area Code)

Date of Birth

Street Address

City, State and ZIP Code

Named is the Employer, Labor Organization, Employment Agency, Apprenticeship Committee, or State or Local Government Agency That I Believe Discriminated Against Me or Others. (If more than two, list under PARTICULARS below.)

Name

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

No. Employees, Members

201 - 500

Phone No. (include Area Code)

(313) 343-2400

Street Address

City, State and ZIP Code

**20025 Mack Plaza, Grosse Pointe Woods, MI 48236**

Name

No. Employees, Members

Phone No. (include Area Code)

Street Address

City, State and ZIP Code

RECEIVED

DISCRIMINATION BASED ON (Check appropriate box(es).)

☐ RACE☐ COLOR☐ SEX☐ RELIGION☐ NATIONAL ORIGIN☐ RETALIATION☒ DISABILITY☐ GENETIC INFORMATION☐ OTHER (Specify)

DATE(S) DISCRIMINATION TOOK PLACE

Earliest

Latest

11-01-2018

12-30-2018

☐

CONTINUING ACTION

THE PARTICULARS ARE (If additional paper is needed, attach extra sheet(s)):

I began working for the above-named employer in 2004; I am currently employed as a Public Safety Officer.

Over the course of my employment I have sustained several injuries that have developed into permanent disabilities. Despite this, I have been fully capable of performing the essential functions of my job with or without a reasonable accommodation. In or about May 2018, I applied for a promotion to Sergeant. Shortly thereafter, I spoke with the Chief regarding the promotion oral boards. He replied with a derogatory comment regarding my OJI history. In or about November or December 2018, I was notified that I did not receive the promotion. I have evidence that less qualified and less senior co-worker(s) received the promotion.

I believe I have been denied promotion due disability discrimination, in violation of Title I of the Americans with Disabilities Act of 1990, as amended.

I want this charge filed with both the EEOC and the State or local Agency, if any. I will advise the agencies if I change my address or phone number and I will cooperate fully with them in the processing of my charge in accordance with their procedures.

I declare under penalty of perjury that the above is true and correct.

Date:

Charging Party Signature

NOTARY: When necessary for State and Local Agency Requirements

I swear or affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

SIGNATURE OF COMPLAINANT

\* Christopher Ramirez

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE

(month, day, year) March 12<sup>th</sup>, 2019

Commission Exp: July 7, 2024 Macomb County

76

RECEIVED  
APR 23 2019  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

CITY OF GROSSE POINTE WOODS  
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT  
2018

**CITY OF GROSSE POINTE WOODS  
DEPARTMENT OF PUBLIC WORKS  
2018 ANNUAL REPORT**

Frank Schulte, Director  
20025 Mack Plaza Drive  
Grosse Pointe Woods, MI 48236

This report provides a general summary of the many services provided by the Department of Public Works. The department is responsible for water/sewer operations, major and local street maintenance, signs and parking meters, forestry, maintenance of city vehicles, and the oversight of solid waste disposal. In addition, the DPW is responsible for the maintenance of all city buildings and grounds including all city parks.

During 2018, the Public Services/Public Works staff included 26 full-time employees, 6 part-time employees, and 1 part-time contractual employee. Department management includes the Director and Assistant Director of Public Services and Foreman of Parks & Recreation. Full-time Public Works employees include six Crew Chiefs, 13 Operator II's, two Mechanics, one Confidential Administrative Assistant and one Administrative Clerk at the DPW. Part-time employees include one Operator I at the Torrey Road Pump Station, five Operator I employees at Lake Front Park, one contractual janitorial employee who cleans the DPW offices. The Department also hires approximately 13 seasonal employees each year to assist with general grounds maintenance throughout the city and its parks during the summer and may hire 1-3 temporary employees to assist with fall leaf clean up, if needed.

In 2018, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised approximately \$2.5 million in city infrastructure construction projects. These projects included:

- Water Main Capital Improvement Program. Replacement of water main on Fairholme Road (Mack to Fairford), including the cul-de-sacs to the south (Marford Ct., Baltree Ct., Ghesquiere Ct., and Berns Ct.).
- Miscellaneous Concrete Pavement Repairs throughout the city.
- Joint Sealing in District 6 (Mack to Fairway from Vernier to Torrey) and throughout city as needed.
- Resurfacing of City Hall, DPW, Ghesquiere Park Bramcaster, Ghesquiere Park Jackson, Broadstone, north Ridgemont, and south Ridgemont parking lots.
- Replacement of Public Safety Garage roof
- Replacement of Lake Front Park Activities Building roof

The following report offers information on special projects and tasks accomplished during 2018, as well as general tasks completed by DPW employees during 2018 as compared to 2017.

## SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2018. These projects included:

### City Hall

- Plumbing repairs throughout Municipal Complex
- Installed new LED light by Municipal Court door
- Installed three electrical plugs for Public Safety
- Repaired the heaters in the apparatus garage for Public Safety
- Installed an underground pipe in employee parking lot for IT Department's various cables
- Installed new smoke detector in the basement ceiling near absentee voter office at City Hall
- Repaired desk in the Public Safety's Supervisor's office
- Assembled two new chairs in the court offices
- Caulked around the counter tops in the Community Center's kitchen
- Repaired faucet in the kitchen at City Hall
- Replaced faucet in the fire quarters building that was leaking
- Delivered bulk mail to main post office for elections in 2018
- Preparation for special events including Music on the Lawn and Fall Fest
- Assembled new desk chairs for the Detective Bureau
- Adjusted location of the Plexiglas at the City Hall cashier window to allow people room to write checks
- Cleaned the gutters on the Public Safety patrol vehicle garage and apparatus bay garage
- Cleared the Public Safety scout car garage of old furniture and equipment
- Assisted Public Safety in relocating the Detective Bureau to the fire quarters
- Replaced broken toilet for the Detective Bureau
- Made grass stakes for Code Enforcement Officer for tall grass notices
- Replaced bricks supporting the gutter downspout at City Hall
- Repaired and reprogrammed the access key pad to the Public Safety scout car garage
- Secured key pad, to raise arm to employee parking lot at City Hall
- Repaired wheels on multiple chairs in Public Safety Dispatch
- Replaced soap dispenser in men's room at City Hall
- Replaced wall gasket to toilet in Ladies room in Public Safety
- Cleared blockage in lock up cell toilet, requested by Public Safety
- Fixed furnace in the workout room for Public Safety
- Re-ignited furnace to heater #1 in Public Safety scout car garage
- Fabricated an emergency lock for the west inner court doors
- Repaired the supply closet door at City Hall so it would lock securely

### DPW

- Repaired/replaced malfunctioning antennas on water meter reading system
- Rebuilt salt barn north wall
- Removed old fencing in yard

#### Torrey Road Pump Station

- Switch gear maintenance and repairs
- Replaced contactor to repair pump #3 at Torrey Road Pump Station
- Installed new signal wire for new SCADA communication system at Torrey Road Pump Station
- Installed new SCADA communication system at Torrey Road Pump Station

#### City Streets

- Annual replacement of batteries in parking meters along Mack Avenue
- Changed out parking meter lens as needed
- Hot patch street repairs throughout the city
- Replace signs removed or damaged throughout the city
- Repaired the stem on public bicycle pump in front of American Cycle and Fitness
- Planted landscaping along Cook Road and Chalfonte Road
- Replaced electrical panel on Petersons Island
- Painted fire hydrants throughout the city
- Repaired spot light at south end Grosse Pointe Woods sign that was damaged from car accident

#### Lake Front Park

- Painted pool filter room
- Painted pool bathhouse
- Repaired fence around main pool
- Installed a television at the bathhouse
- Installed new egress lights at the bathhouse
- Fixed damaged ceiling in concession stand bathroom
- Installed two new toilet seats in the ladies room at the community center
- Raised 119 boat docks in the marina
- Repaired seawall and painted seawall near the boardwalk
- Installed a new floating boat launch
- Replaced the emergency ladders in the marina
- Repaired the water line at the concession stand
- Installed a French drain in the large field behind the pool area
- Attached flow meter to wall in the pool filter room at Lake Front Park
- Installed six more jet ski docks at the marina
- Installed auto flushing units in the bathhouse
- Replaced the old drinking fountain at the concession stand with a new and repaired the walls
- Resurfaced tennis courts 9 and 10
- Replaced rotted wood on the vehicular bridge
- Installed a fountain in the marina to help circulate water
- Replaced wood around the old concession stand
- Added ventilation to the pool filter room
- Installed cement pads for the porta-potties



- Installed fencing around the porta-potties
- Installed a cement slab for the dog park
- Installed cement slabs at concession stand
- Set-up additional workout equipment in the activities building
- Replaced electrical panel in the marina
- Painted the seawall at the marina
- Painted the light poles on the tennis courts
- Replaced all the broken boardwalk lights with new LED lights
- Repaired all timers and replaced the broken wire underground the boardwalk lights
- Restored all 428 feet of the boardwalk
- Resurfaced tennis courts 3 and 6 and converted to also use as pickleball courts
- Removed all vines and trees from the Doremus fence line
- Replaced rotted wood on the pedestrian bridge

#### Ghesquiere Park

- General maintenance and repairs to Cook School

### BUILDINGS & GROUNDS

DPW employees perform many routine repairs and maintenance services for city buildings and grounds as well as general services to other city departments as needed.

These repairs and services include, but are not limited to:

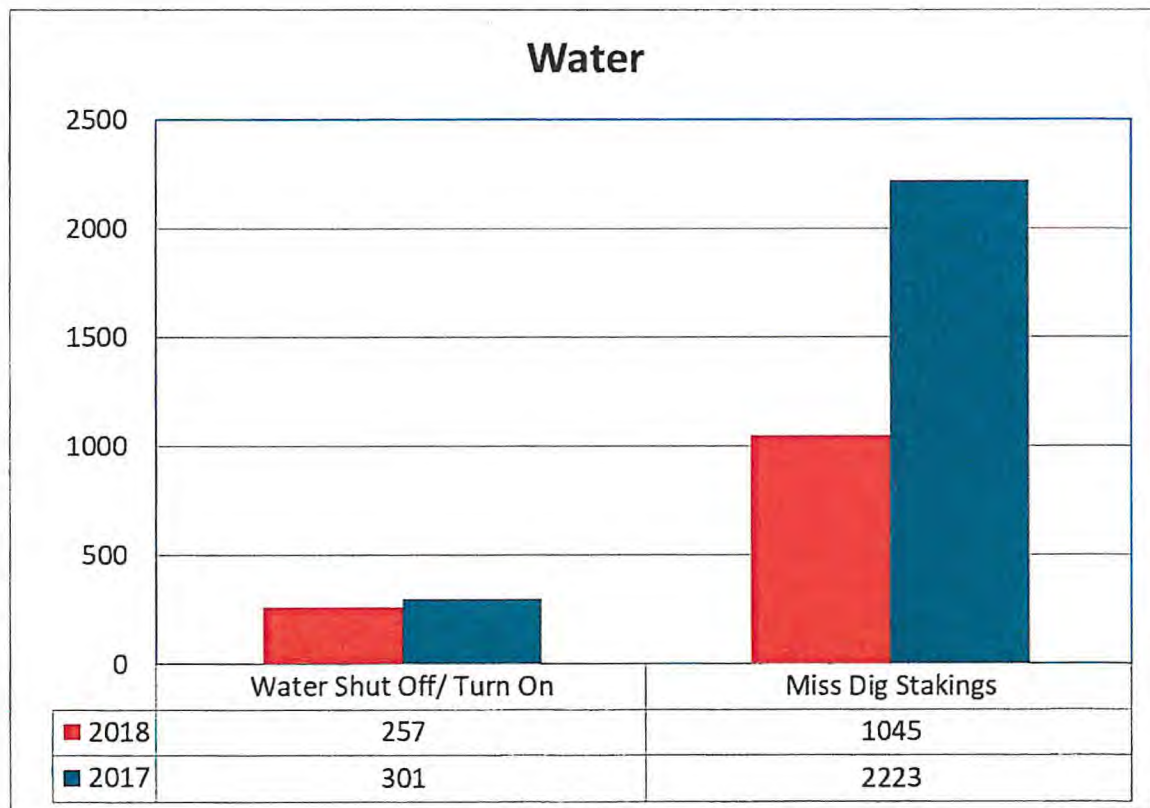
- Custodial, maintenance duties, and repairs at City Hall, Public Safety, DPW and all city parks
- Repairs to decorative light poles throughout the city
- Raise and lower flags
- Set up/take down signs and voting booths at precincts and errands for city clerk's office during elections
- Water line repairs, rubbing out and polishing water slide, and regular building and grounds repairs and all general maintenance at Lake Front Park
- Plant shrubbery and perform all general grounds maintenance at Ghesquiere Park
- Refresh play surface material around play equipment in city parks
- Maintain tennis courts in city parks
- Set up and tear down for annual Beautification Commission flower sale

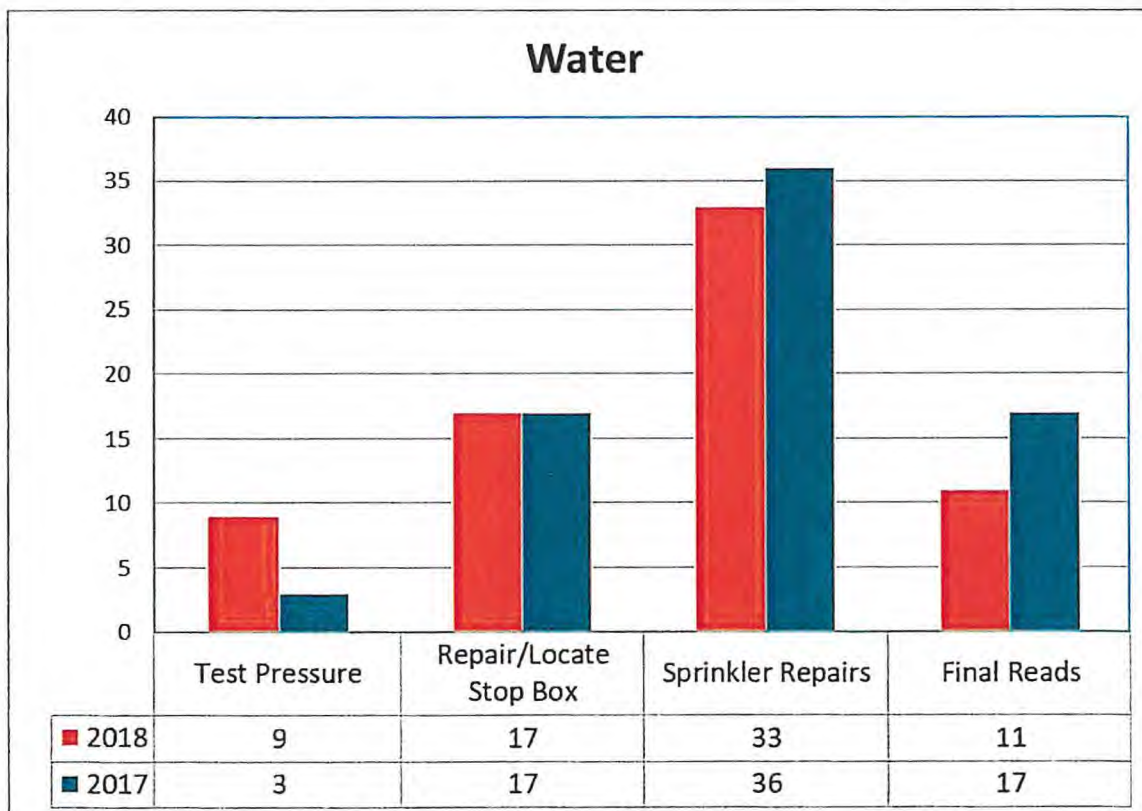
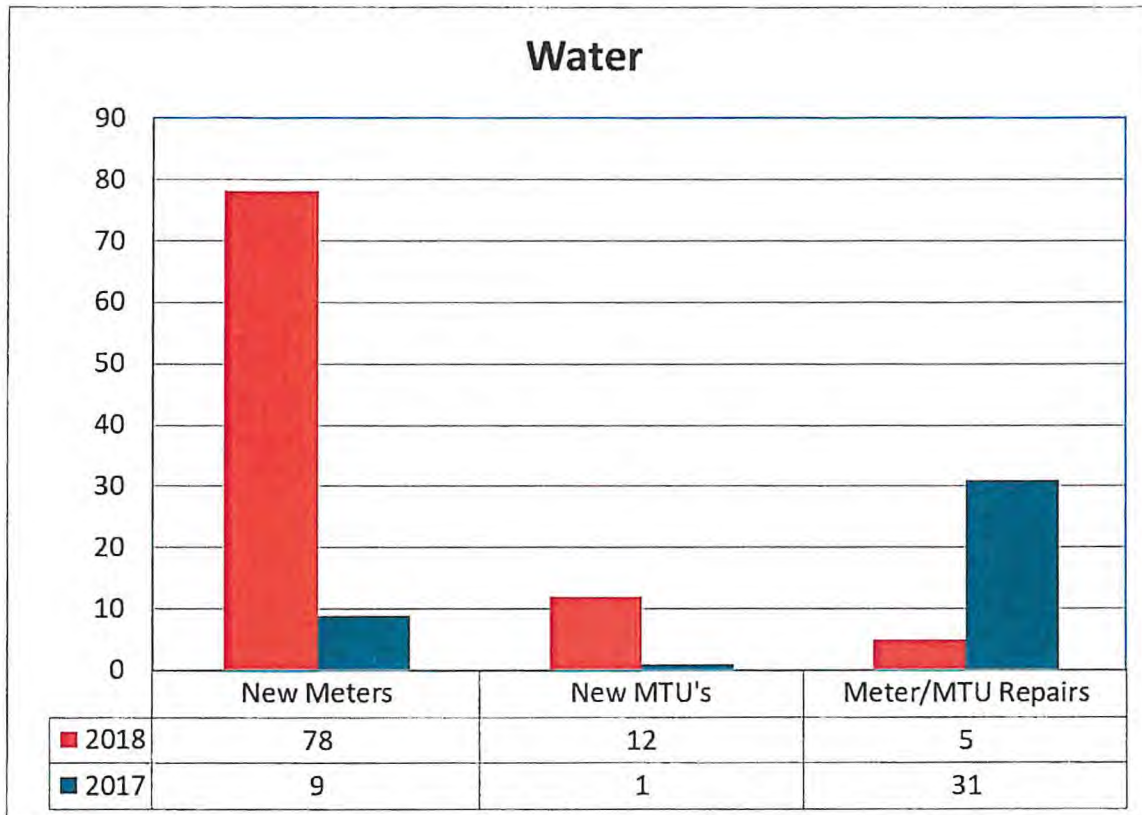
### WATER / SEWER

The DPW is responsible for the water distribution system of approximately 68 miles of various size water mains. The State of Michigan requires our city to have at least one certified water distribution operator with a title of S-2 or above. Department of Public Works employees currently hold two S-2, two S-3 and six S-4 licenses.

In 2018, DPW employees performed 11 final water reads, a decrease of 35% from the 17 finals performed in 2017. DPW employees staked 1,045 water service locations for Miss Dig in 2018, a 53% decrease of the 2,223 staked in 2017 and completed 33 sprinkler system repairs compared to 36 in 2017. The total number of new water meters that were installed by DPW employees increased significantly in 2018 when compared to 2017 due to the water downsizing program. Employees installed 78 new water meters and 12 new MTU reading devices in 2018 compared to 10 installed during 2017. DPW employees also repaired 22 meters, MTU reading devices, and stop boxes in 2018 compared to 31 repairs in 2017. In addition, 257 water services were shut off in 2018, a 15% decrease from the 301 shut off in 2017. Thirty-one water services were checked for leaks in 2018 compared to six in 2017. Other water related services performed on a regular basis include:

- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance, repairs and winterizing the city irrigation system
- Replacing lead water services between water main and stop box as needed





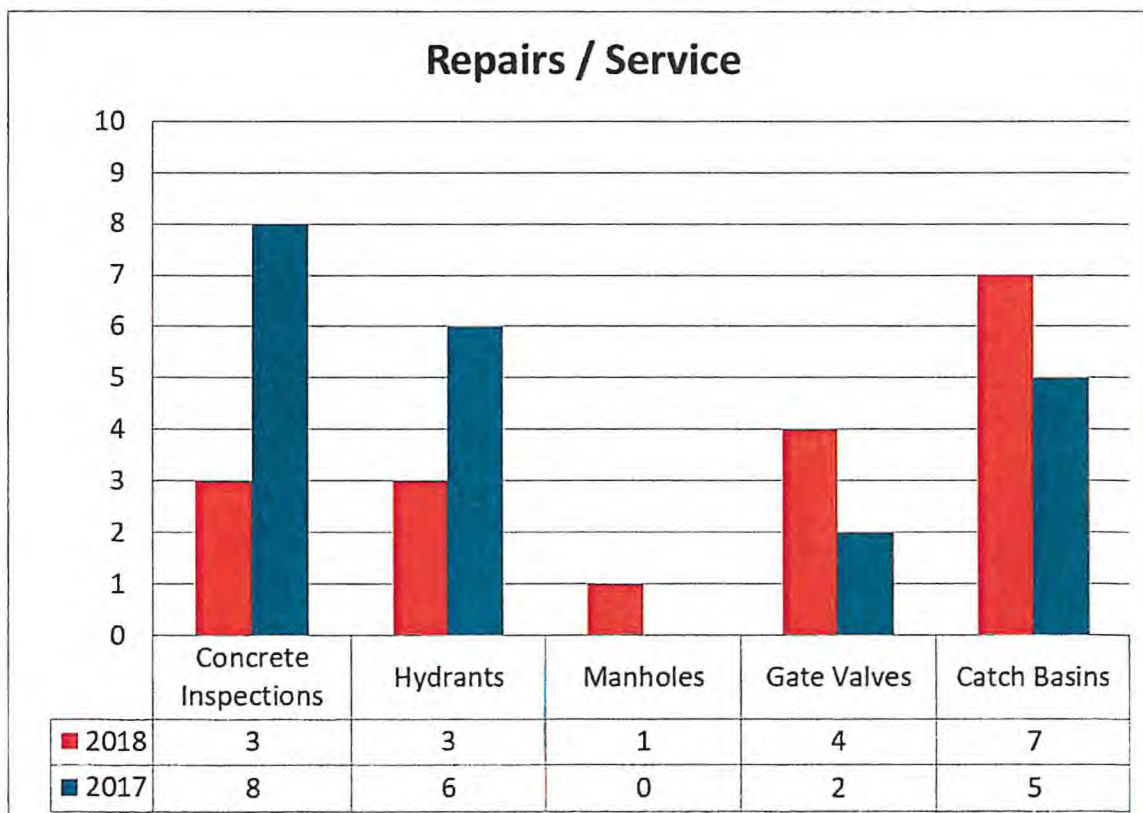
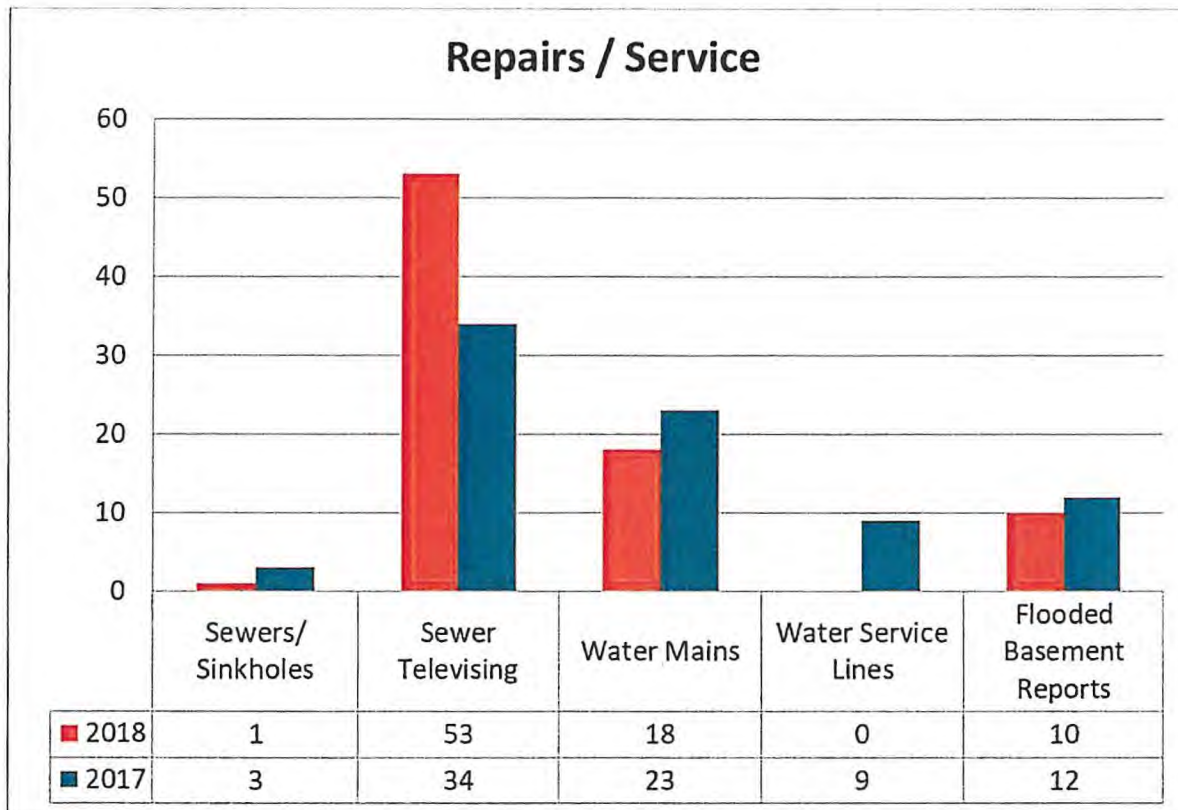
## WATER & SEWER REPAIRS/SERVICE

In 2018, DPW employees repaired 18 water main breaks compared to 23 repairs completed in 2017. Three hydrants, four gate wells or gate valves, and seven catch basins were repaired in 2018 compared to six hydrants, two gate wells or gate valves, and five catch basins in 2017. No new water service connections were made in 2018 compared to nine during 2017. As part of our 8-year rotating maintenance schedule, hydrants in district #8 (south side of Vernier to Fairford from Fairway to east city limits) were pressure tested, flushed and greased in 2018 as scheduled. During October and November of 2018, all 605 hydrants in the city were checked, pumped and winterized.

The department is also responsible for maintaining approximately 95 miles of sewer, 1,297 manholes, and the Torrey Road Pump Station (TRPS), which pumps sanitary, and storm water from Grosse Pointe Woods to the Milk River Pump Station. Department sewer related functions include repairing storm and sanitary sewer breaks, maintaining and rebuilding manholes and catch basins, and cleaning city sewer lines. Regular cleaning of catch basins and removal of debris after storms ensures proper street drainage. Two sewer inspections were performed in 2018 compared to one in 2017 and one sewer/sinkhole repair was made in 2018 compared to three in 2017. Ten flooded basements were reported in 2018; a 17% decrease from 12 in 2017, and sewer televising requests increased 56% from 34 in 2017 to 53 in 2018. Concrete inspections decreased to three in 2018 compared to eight in 2017.

Other repairs and services provided in 2018 included:

- Assist in the daily operations of the Torrey Road Pump station
- Exercise water valves throughout the city so in an emergency the mains can be isolated for necessary repairs
- Sewer jetted/cleaned in various city locations
- Annual District sewer jetting to maintain free and clear running lines
- Annual cleaning of all catch basins throughout the city
- Repair damaged sod and/or square and lay sod at water main and sewer repair sites
- Flushing and pressure testing hydrants
- Winterizing hydrants
- Rebuilt spare hydrants





## TREES

The DPW forestry crew is responsible for maintenance and care of all city trees including trees in city parks, on all city properties and islands, and between the sidewalk and curb in residential neighborhoods. Crews regularly trim and remove trees and stumps, trim shrubbery and mulch city trees. In 2018, the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In October 2018, Landscape Source planted 17 trees throughout the city as a result of the city receiving a DTE Energy Foundation tree-planting grant. They planted four trees at Lake Front Park. They also replaced three memorial trees. The city's Tree Commission held its memorial tree dedication ceremony in April 2018 to recognize recipients of five memorial trees.

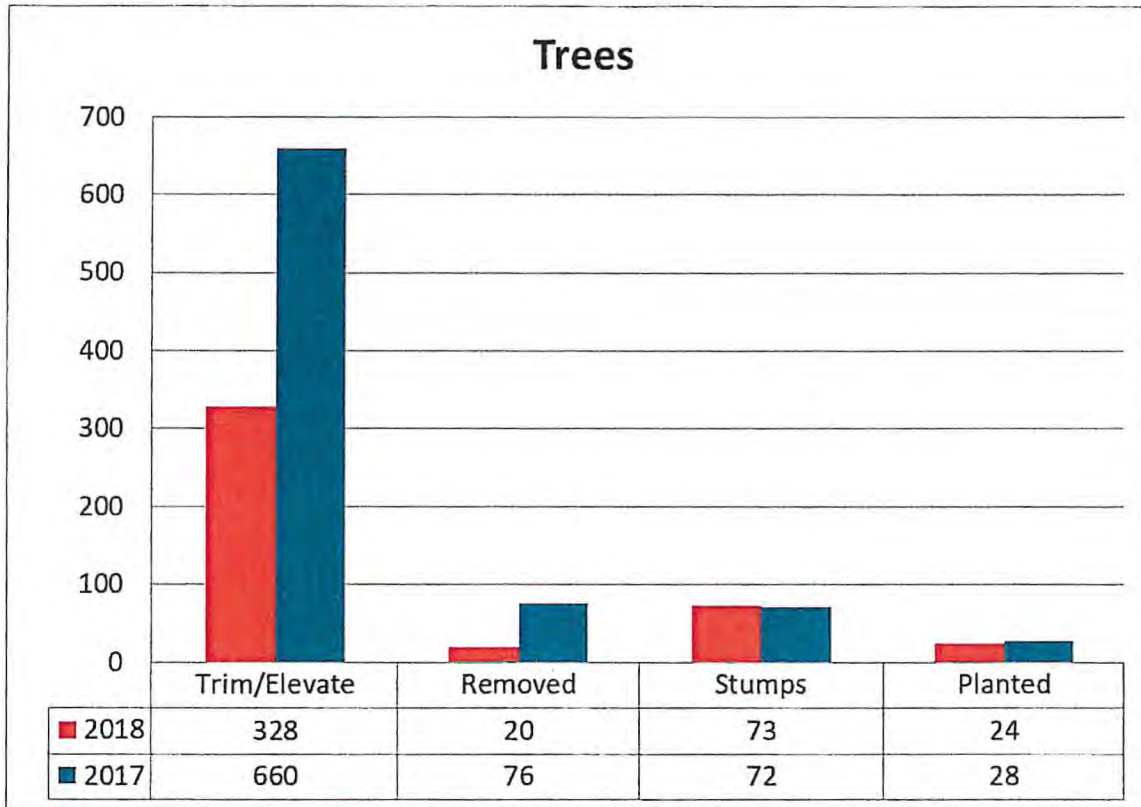
The DPW staff removed 20 trees and city contractor Arbor Pro Tree Service removed another 79 for a total of 99 trees removed in 2018 a 15% decrease from the 117 trees removed in 2017. The DPW staff also removed 73 stumps in 2018, one more than in 2017.

In January and February 2018, DPW crews trimmed and elevated trees in District 2 (Vernier to north city limits between Marter and Wedgewood). By year-end 328 city trees were trimmed and elevated as part of the regular annual maintenance program and throughout the city as needed.

Beginning on August 20, 2018, the DPW staff started to pick-up and chip unbundled brush because Green For Life no longer provided a chipping service. This service is provided to residents for 39 weeks on a four-day schedule. In 2018, DPW spent 608 hours chipping brush.

The DPW grounds crew also performed the following annual duties:

- Clean landscape beds on Mack and Vernier and all planting beds throughout the city
- Regular grounds clean up in city parks
- Restore dirt and seed where tree stumps are removed
- Grass cutting and weed whipping, till, fertilize and weed city beds
- Plant annual flowers throughout city and water regularly throughout the season
- Install memorial tree markers



### STREETS

The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/markings, and pothole repairs. The DPW administers the city's yearly sidewalk replacement program and street repairs including maintenance of both concrete and asphalt streets and curbs. As a result of ongoing budgetary constraints, the annual sidewalk replacement program has been postponed indefinitely. DPW employees inspected all sidewalks in District 4 in 2018, ground trip hazards wherever possible and added flags requiring replacement to the miscellaneous concrete street repair program. During the winter months Public Works employees plow and clear snow from city streets, school crossings, city hall, parking lots and bays, and sidewalks, and roads are salted as needed to ensure public safety.

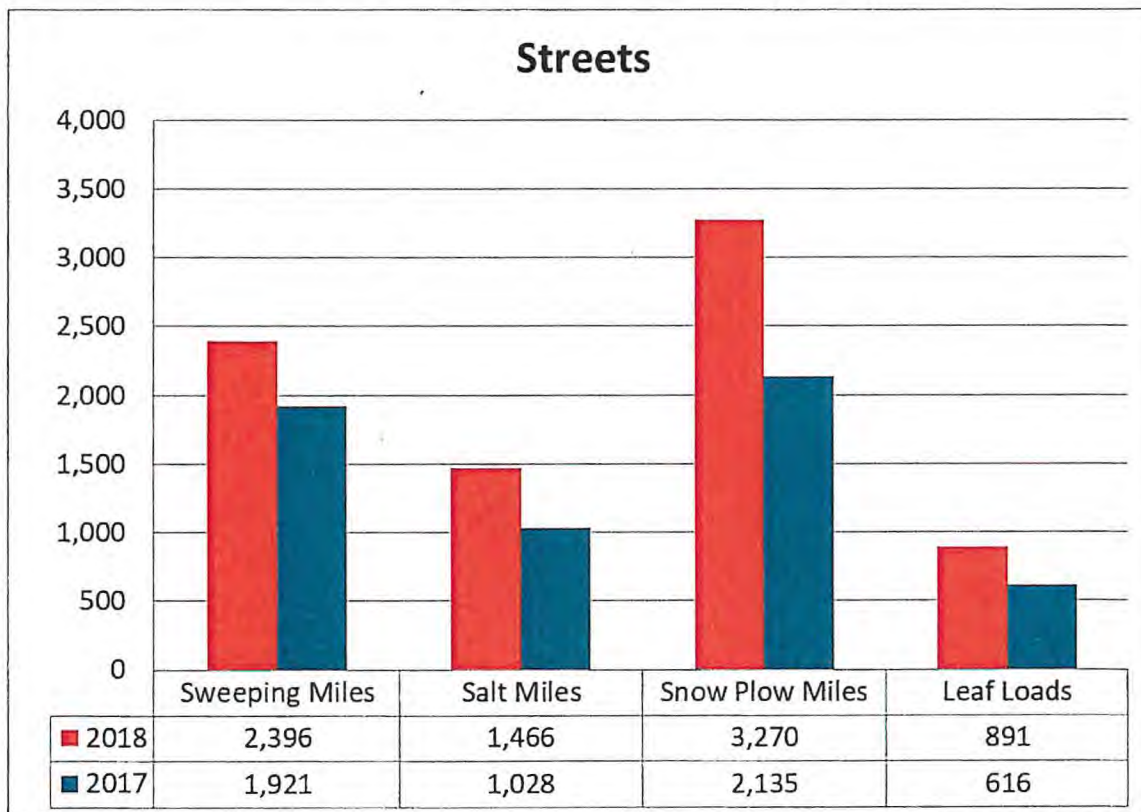
From October to December 2018, 891 leaf loads were collected curbside. During the year, the city's street sweeper registered 2,396 sweeping miles. Snow removal procedures implemented to conserve salt and to reduce overtime expense were continued in 2018. Snowplow miles increased by 53% due to the extreme winter weather. Snowplow hours increased 168% in 2018 resulting from the salt shortage.

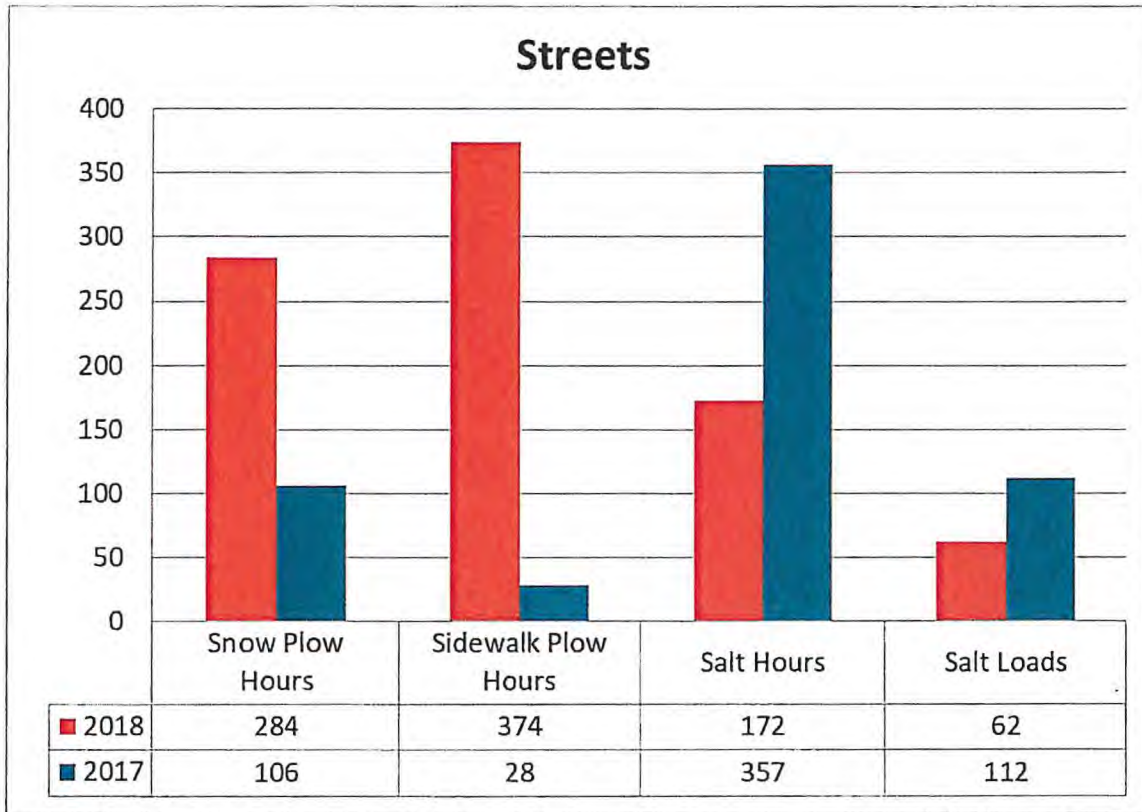
Other tasks performed in 2018 included:

- Cleaning up debris in streets after accidents
- Painting curbs and striping street and park parking lots



- Painting and applying 3M reflective materials at school crossings
- Mulching leaves in city parks and island landscape beds
- Mulching trees in islands and city parks
- Put up and remove holiday decorations throughout the city
- Flood city park ice rinks and maintain throughout the winter
- Cleaning landscape beds on Mack, Vernier and at Lake Front Park
- Grass cutting and weed whipping
- Rototill, fertilize and weed islands and beds throughout city
- Plant annual flowers throughout city

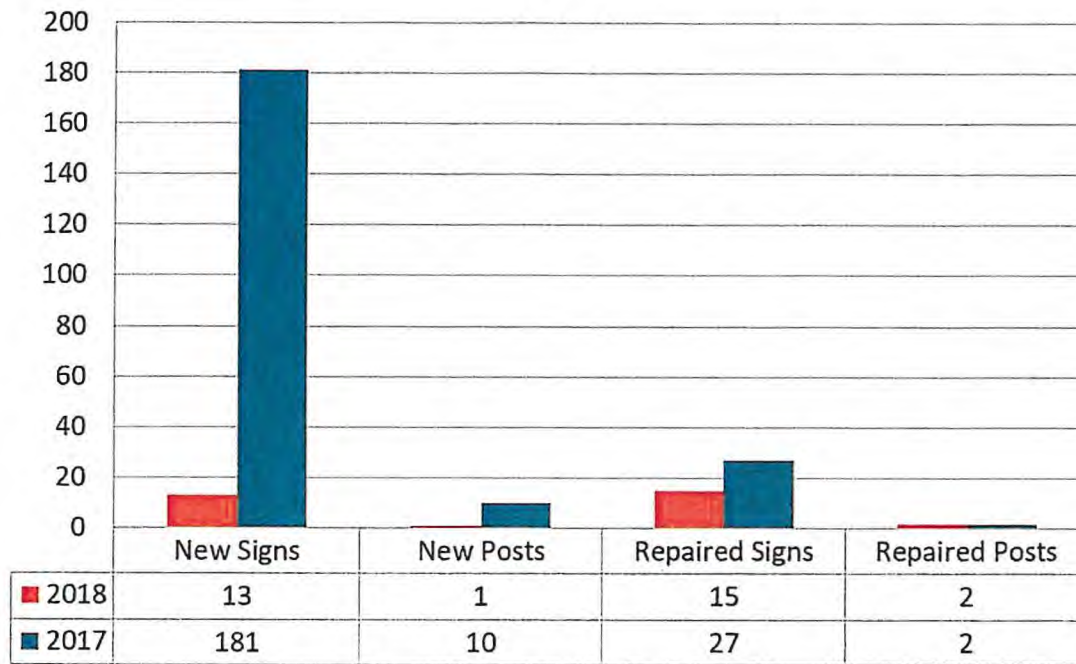




### SIGNS

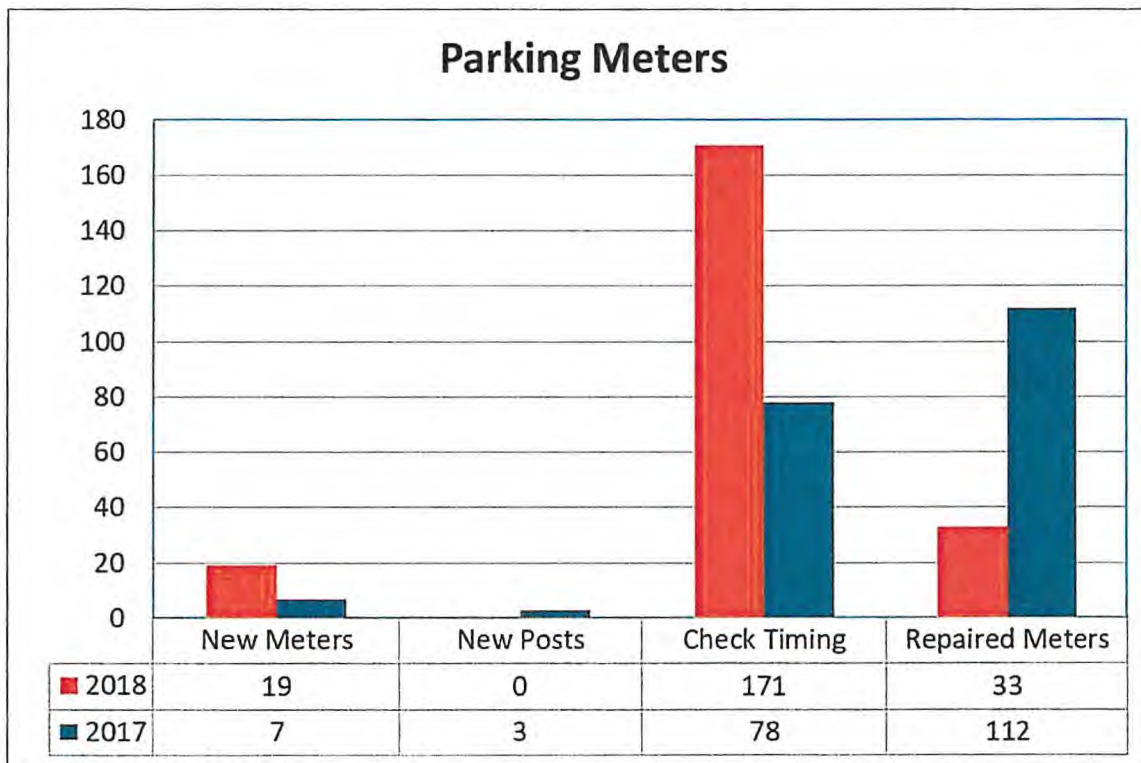
Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2018, a physical inspection of all city street signs was performed in District 3 (Vernier to north city limits between Mack and Marter) to determine the need for replacement. As signs need replacement, they are being replaced with high-intensity prismatic signs to comply with federal laws. During 2018, 14 new signs and posts were installed compared to 191 in 2017. In addition, 17 sign and post repairs were completed in 2018 compared to 29 repairs completed in 2017.

## Signs



## PARKING METERS

Parking meter repairs and maintenance as well as the weekly collection of parking meters also falls under the responsibility of the Department of Public Works. During 2018, 19 new meters were installed compared to 2017 when seven new meters were installed. There were 33 meters repaired in 2018, a 71% decrease from the 112 meters repaired in 2017. DPW employees also checked the timing on 171 meters in 2018, a 119% increase compared to the 78 meters checked in 2017.



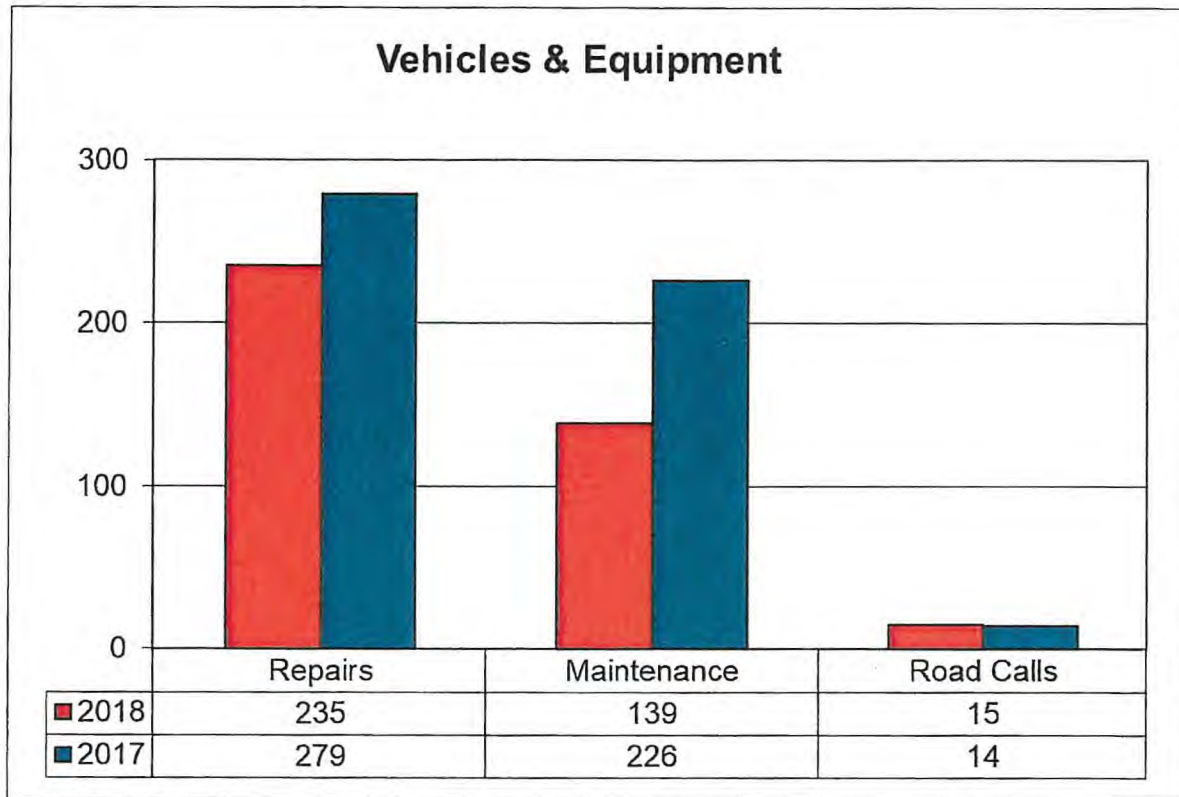
## VEHICLES & EQUIPMENT

The Public Works Department is responsible for providing preventative maintenance and daily repairs on approximately 175 vehicles and pieces of equipment that include autos, buses, trucks, lawn mowers, tractors, street cleaning equipment, water/sewer equipment, fire trucks, and all other miscellaneous vehicles and equipment. All Public Safety vehicles are scheduled for safety inspections, oil changes and lubrications once a month. Other vehicles and equipment are rotated throughout the year for preventative maintenance. Repairs are made as needed.

The two full-time DPW mechanics were able to complete 235 vehicle and equipment repairs in 2018, a 16% decrease from the 279 repairs completed in 2017. Repairs decreased as a result of updating the fleet with new pickups, equipment and police vehicles. Regular scheduled vehicle maintenance decreased 38% from 226 vehicles serviced in 2017 to 139 vehicles serviced in 2018. Scheduled maintenance decreased because new vehicles use synthetic oil that is changed every 7,000 miles instead of every 4,000 miles.

In 2018, the DPW updated the fleet with five new vehicles and a second mini asphalt recycler and hot box trailer. The mini asphalt recyclers are used to warm asphalt patch material making it more pliable and able to provide better adherence to concrete surfaces when repairing potholes. They have been very successful in improving the quality of street repairs in cold temperatures. The five new vehicles include a Bobcat Tool Cat 5600 Work Vehicle, a new JCB 3CX-14 Backhoe, Dodge Ram ProMaster 3500 cargo van, 2018 Global M3 3-Wheel Sweeper, and a 2018 GMC Terrain AWD Utility Vehicle. The Bobcat Tool Cat 5600 multi-use utility work vehicle is efficient when repairing water main breaks and other miscellaneous water service repairs, clearing snow, leaves, and other debris from city parking lots. The new JCB 3CX-14 Backhoe replaced the 2008 JCB Backhoe that is used for repair of all water main breaks. The 2018 Dodge Ram ProMaster 3500 high-roof cargo van is enclosed and is used to perform water service shut-offs, installing water meters, sprinkler work and water main breaks. The van replaced a 2003 pickup. The 2018 Global M3 3-Wheel Sweeper is a visible piece of equipment noticed by residents. It is used often as street sweeping is one of the most appreciated services that DPW provides and it replaced the 2002 Vac-All Sweeper. The 2018 GMC Terrain AWD Utility Vehicle replaced the Assistant Director of Public Services' 2016 GMC Sierra pickup that went back into the DPW fleet. The Terrain allows transport of several DPW employees and the collection cans for weekly servicing of parking as well as picking up supplies, checking rubbish routes, and responding to residents.





\*\*\*\*\*

The Grosse Pointe Woods Department of Public Works continually strives to provide the highest quality of service to our residents and fellow employees. On behalf of the DPW staff and myself, I would like to thank the Mayor, the City Council, the City Administration and all of our residents for your continued support.

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CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**City of Grosse Pointe Woods**  
**Department of Public Safety**  
**Annual Report**  
**2018**





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

John G. Kosanke, Director  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236-2397



May 06, 2019

Mayor Robert Novitke  
Grosse Pointe Woods, MI 48236

Dear Mayor and City Council,

On behalf of the members of the Department of Public Safety, I am pleased to present the Annual Report for 2018 showing the crime statistics of the Grosse Pointe Woods Department of Public Safety. The department has continued to perform to the best of its ability to maintain safety for the community.

2018 was an especially active year packed with major renovation projects to our prisoner lock-up, Dispatch and Detective Bureau areas. Due to the magnitude of the jail cell project, the construction is still in its final stages but is expected to be completed by the time this report is published. The costs are being covered by funds received from a State of Michigan grant in the amount of \$500,000.00. The award identified \$400,000.00 for the lock-up build-out and \$100,000.00 to cover the cost of adding another work station (equipment and additional radio console) in the Dispatch center for a second Dispatch position. An additional amount of \$146,476.00 was added by the City to complete the project with items necessary and required to ensure officer and prisoner safety. Once the construction is complete and has been thoroughly tested, the department will move forward with the anticipated Dispatch and Lock-Up consolidation with the Village of Grosse Pointe Shores.

In order to make room for the expansion of the prison cell area, the Detective Bureau offices were relocated to another building across the parking lot which formerly housed the Medstar ambulance employees. The move required the building to be completely renovated. The reconstruction, which included repainting, new carpeting, and the addition of office lighting, was completed in May.

The addition of a second Dispatch radio console in August, 2018 provided the department with the additional equipment needed to receive and dispatch calls.

A portion of the State of Michigan grant money was used to replace the analog security system with a state-of-the-art internet protocol system as well as to purchase and install cameras to record all prisoner movements from intake to release.

Under the guidance of Information Technology Manager Gary Capps, the Fire Inspector's office in the basement was transformed into the headquarters for Public Safety Information Technology, including CLEMIS. The room now has its own cooling system for the protection of the valuable equipment inside.

An important equipment upgrade came to fruition in 2018 when the department's 911 telephone answering equipment was replaced after over 24 years of service. New parts for the aging equipment were no longer available so the upgrade was essential. A decision was made after careful review of presentations made by four vendors and tours of area departments who were already using the chosen equipment. A Netclock master time server was included in the new equipment to validate 911 events and accurately record response times.

Although there were ongoing distractions with all the construction going on within the department, our focus remained on fighting crime and maintaining the safety of the residents and businesses in the community. The total number of crime statistics for 2018 represents a slight 2.6 increase from 2017 with 633 crimes reported.

Larceny continued to be the highest crime reported in the community with a total of 162 incidents, two more than in the previous year. Although the number of burglaries increased from 20 to 41 and the number of robberies increased from one to six, auto theft decreased by 40%.

Our highest non-index crime was fraud, with a 12% increase from 2018. Our statistics show that intimidation/stalking also increased by 30%. We are pleased to report that the crimes of damage to property, D.U.I arrests, and non-aggravated assaults decreased by 24%, 48%, and 14% respectively.

There was a 22% decrease in fire runs with 219 in 2018 compared to 282 in 2017. The number of actual fires decreased from 29 to 14 although the amount of fire damage increased from \$45,500 in 2017 to \$827,500 in 2018.

As our officers work diligently to protect the community, we continue to provide them with the best protective gear possible. The purchase of fifteen ballistic helmets in 2018 was an upgrade from helmets which were not designed to stop small arms projectiles. In addition, 15 Immediate Response carrier system kits were also purchased to replace outdated Active Shooter supplies. The carrier kits included tactical vests and ballistic trauma plates.

Plans for the replacement of the department's 1991 Sutphen Aerial Platform Truck (Tower 5) began in 2017 when a committee was assembled to find the best available fire truck for the specific needs of Grosse Pointe Woods. The existing fire truck is a critical part of the firefighting fleet as it is used for large fire operations as well as rescues however it has exceeded the in-service date recommended by the National Fire Protection Agency (NFPA) and is no longer able to meet certain standards required by OSHA and the Department of Transportation. The need to maintain an aerial truck within our fleet as increased as several new multi-structured facilities have been added to the community. Existing facilities include The Rivers, Sunrise Senior Living Center, the Van Elslander Cancer Center, and the Grosse Pointe Library.



Intensive research by the committee on thirteen different truck manufacturers and on-site visits from four of them narrowed the list down to the two vehicles which were able to fit into the department's existing bay. Based on the committee's comparison of the two trucks, the decision was made to request permission to purchase an E-ONE 100' ladder which has the ability to maneuver and fit into cul-de-sacs and the narrowest areas of the city. In addition, the new truck will be equipped with substantial technology. Lieutenant James Lefurgey and Sergeant Joseph Provost have researched and recommended new equipment to update our fire-fighting capabilities. These two command officers have also accompanied me to Florida to complete the pre-build process. Some of the gas tools that the department is currently using will be eliminated and replaced with battery-operated tools. Charging stations will also be built into the truck. The purchase for the new truck, for which the total cost exceeds \$1,000,000.00, was approved by City Council at the end of December. The truck is expected to be added to the department's fleet in 2019.

Personnel changes in 2018 included changing the status of one part-time dispatcher to full-time to help maintain coverage on shifts and eliminate some of the need for road patrol officers to assist with dispatch coverage. Promotions included that of a sergeant moving up to the rank of lieutenant and that of an officer moving up to the rank of sergeant. The lieutenant promotion allowed another lieutenant to be able to provide daily supervision in the Investigations Bureau as of January 01, 2019. There were no new hires in 2018.

Our annual Public Safety Open House event included sessions on fire safety, a smoke house demonstration, a K-9 demonstration, a visit from the United States Coast Guard, child car seat safety inspections, and child fingerprinting. Last year's event, held on October 7, 2018, once again brought out record crowds.

As our officers work to the best of their ability to serve and protect the public, Chaplain Matthew Swiatek continues to provide a steady source of support and guidance for them whenever needed.

As you can see, much was accomplished in 2018 but there is much more work yet to be done in 2019. In conclusion, I would like to personally thank Building Official Gene Tutag and Information Technology Manager Gary Capps for the many long hours of hard work that they have given to the Public Safety renovation project. Without their knowledge, efforts, and dedication, we would not have made it as far as we did.

We are deeply grateful to the City of Harper Woods Department of Public Safety and Director James R. Burke for allowing us to house our prisoners during the on-going construction of our new jail cell. They have graciously accommodated us for eight months during 2018. We sincerely appreciate all they have done and continue to do.

I would also like to thank the Mayor and City Council for their help and support as we move closer to bringing the City's vision for the department a reality. In addition, I would like to thank City Administrator/Police Commissioner Bruce Smith for his continued support and guidance. I would also like to express appreciation to the residents and business owners of Grosse Pointe Woods for their support and recognition of the efforts of the members of our Public Safety Department. Most of all, I would like to thank the members of our department for their hard work and dedication. The safety and well-being of the members of this community will be my priority as I continue to work to the best of my ability to improve our department.

Respectfully yours,

A handwritten signature in cursive script that reads "John G. Kosanke".

John G. Kosanke, Director of Public Safety

# MISSION STATEMENT



*The Mission of the Grosse Pointe Woods Department of Public Safety is to continually strive to improve the safety and quality of life within our community. This will be accomplished through a broad based combination of traditional and innovative police, fire and emergency medical services while always protecting constitutional and basic human rights. All members of the Department will at all times stand accountable for their conduct.*





# INTRODUCTION



Director of Public Safety John G. Kosanke

Each year, the Grosse Pointe Woods Department of Public Safety prepares an annual report of crime statistics for the City of Grosse Pointe Woods, the Michigan Incident Crime Reporting (MICR), and the Federal Bureau of Investigation Uniform Crime Report (UCR). This data is compiled from offenses reported to the Department of Public Safety, monthly police reports, and individual crime incident reports.

The primary objective of this annual report is to provide a reliable set of criminal justice statistics for police administration, operations, and management. The localized study of crime data enables personnel to assess the influence of crime in areas, neighborhoods, and with people. Similarly, crime statistics permit analysis among neighboring jurisdictions and with those of similar populations and other characteristics. A broad examination of the crime data allows individuals to view the nature and movement of crime, underlying changes, and fluctuations throughout the City of Grosse Pointe Woods, the State of Michigan, and the United States.

The Department of Public Safety is committed to improving the reliability and validity of our crime reporting data. We are attempting to achieve this goal by study and analysis of major crime indexes and understanding the impact of classification revisions mandated by the State. As a result, some offense categories have decreased, while others have increased. Our efforts are to provide a reporting system that will be more accurate, valid, reliable, and compatible with State and Federal standards.

# DEPARTMENT PERSONNEL

Director of Public Safety  
*John G. Kosanke*

**Police Commissioner**

*Bruce Smith*

**Chaplain**

*Matthew Swiatek*

**Lieutenants**

*David Gardzella*

*James Lefurgey*

*Keith Waszak*

**Sergeants**

*Brian Conigliaro*

*Darrell Fisher*

*Walter Galat*

*Matthew Muzia*

*Joseph Provost, Jr.*

*Brian Urban*

**Public Safety Officers**

*Miles Adams*

*Mark Agnetti*

*James Arthur*

*David Empson*

*Gerald Genna*

*Eugene Gunnery*

*Sean Gunnery*

*Joseph Hazuka*

*Anthony Hojnacki*

*Neal Kapoor*

*Timothy Livingston*

*Jeffry Martel*

*Martin Mitchell*

*Scott Nota*

*Kyle Seidel*

*Jarod Smith*

*Dennis Walker*

**Detectives**

*Kevin Bonk*

*Anthony Chalut*

**Detective/Traffic Safety Officer**

*Ryan Schroerlucke*

**Clerk Dispatchers**

*Agnes Burcar*

*Patricia Czech*

*Heather Hernadi*

*Erin Leggett*

*Christopher McEveney*

*Gwendolyn Mitchell*

*Gregory Tourville*

**Code Enforcement**

*Debbie Reed*

**Parking Enforcement**

*Debra Fox*

*Carolyn Schefke*

**Confidential Administrative Assistant**

*Claudette Darga*

**Records Department Clerks**

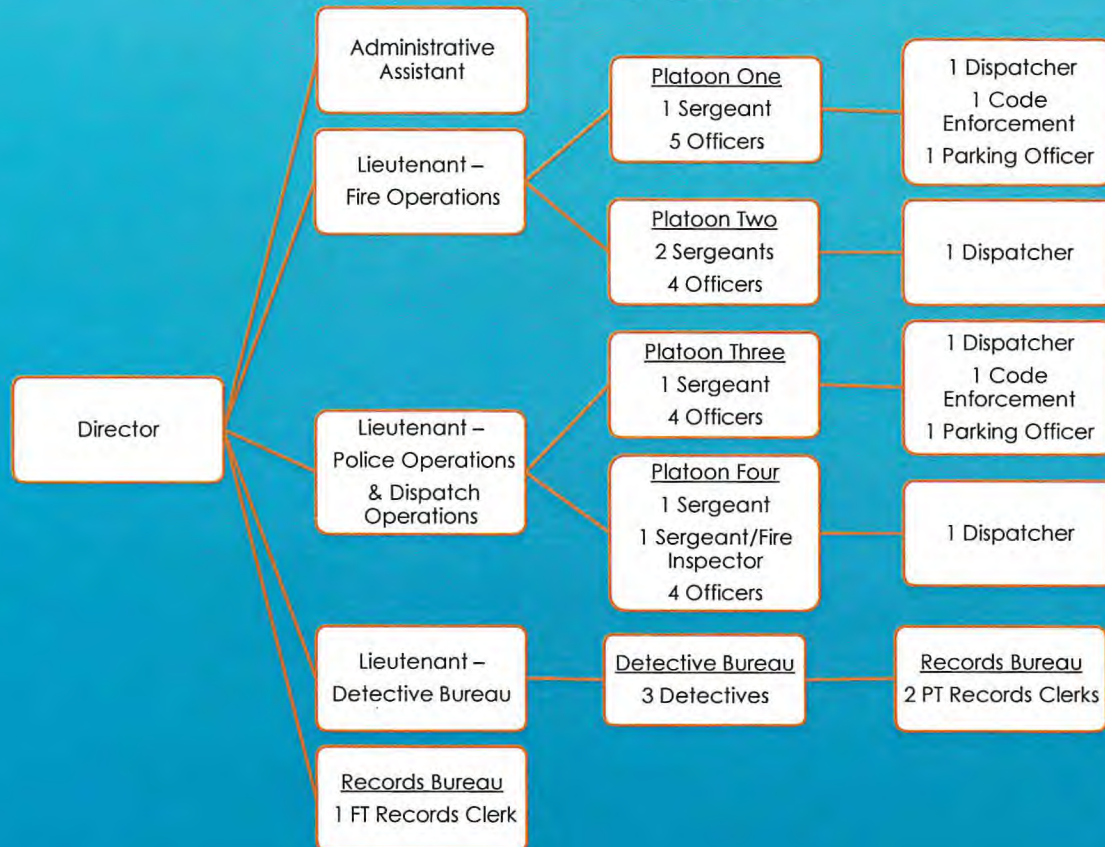
*Diana Cormier*

*Darlene Jepson*

*Tina Verbeke*



## DEPARTMENT OF PUBLIC SAFETY ORGANIZATION CHART 2018



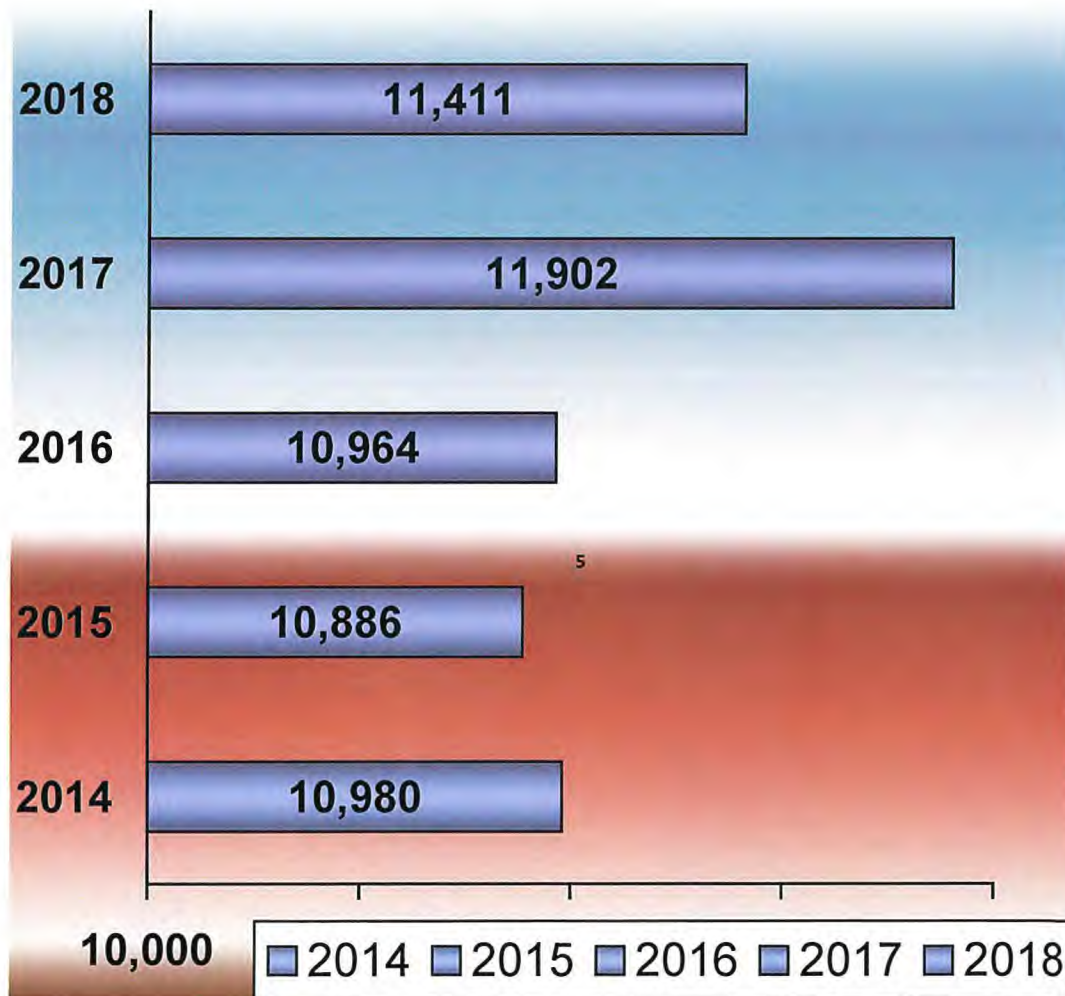
Department Personnel: 1 Director, 1 Confidential Administrative Assistant, 3 Lieutenants, 6 Sergeants, 17 Officers, 3 Detectives, 2 FT Dispatchers, 4 PT Dispatchers, 1 Code Enforcement Officer, 2 PT Parking Enforcement Officers, 1 FT Records Clerk, 2 PT Records Clerks

## TOTAL INCIDENTS 2014 - 2018

Since the utilization of CLEMIS, the department has been able to successfully capture a wide magnitude of crime statistics. This valuable resource continues to enhance department operations with its ease of use and impressive capabilities.

**The department responded to 11,411 calls for service in 2018.**

**The five-year average is 11,229 calls for service.**





## INDEX CRIMES BREAKDOWN

The National Crime Index is composed of selected offenses used to gauge fluctuations in the overall volume and rate of crime reported to law enforcement. Index Crimes are considered to be the most serious of all crimes reported.

### These include the violent crimes of:

- **Aggravated Assault**
- **Arson**
- **Auto Theft**
- **Burglary**
- **Criminal Homicide**
- **Criminal Sexual Conduct**
- **Larceny - Theft**
- **Robbery**



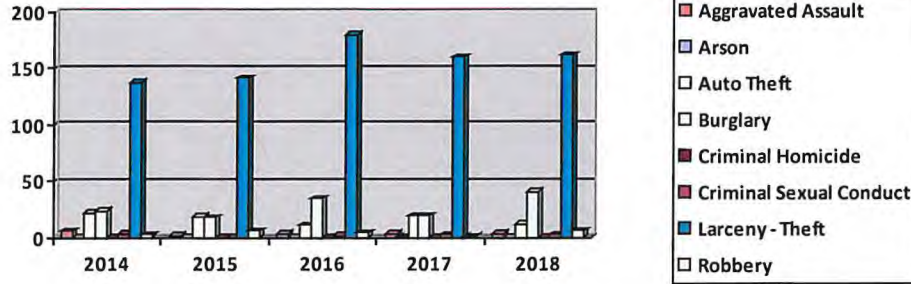
## NON-INDEX CRIMES BREAKDOWN

Non-Index offenses encompass all other reportable classifications outside those defined as Index Offenses. Only arrest data involving the Non-Index offenses are reported to the FBI.

### **These include the crimes of:**

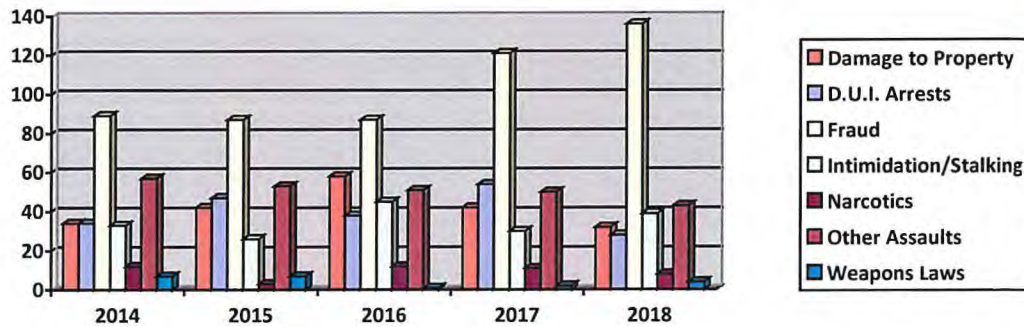
- **Curfew and Loitering Laws (persons under 18)**
- **Damage to Property**
- **Disorderly Conduct**
- **Driving Under the Influence of Alcohol**
- **Drug Abuse Violations**
- **Drunkenness**
- **Embezzlement**
- **Forgery and Counterfeiting**
- **Fraud**
- **Gambling**
- **Liquor Laws**
- **Offenses Against the Family and Children**
- **Other Assaults**
- **Prostitution and Commercialized Vice**
- **Runaways (persons under 18)**
- **Sex Offenses**
- **Stolen Property: Buying, Receiving, Possessing**
- **Weapons: Carrying, Possessing, etc...**
- **All Other Offenses**

# INDEX CRIMES TOTALS



	2014	2015	2016	2017	2018
Aggravated Assault.	6	2	4	4	4
Arson	0	0	0	1	0
Auto Theft	22	19	11	20	12
Burglary	24	18	35	20	41
Criminal Homicide	0	0	0	0	0
Criminal Sexual Conduct	4	0	2	3	3
Larceny - Theft	137	141	179	160	162
Robbery	3	6	5	1	6

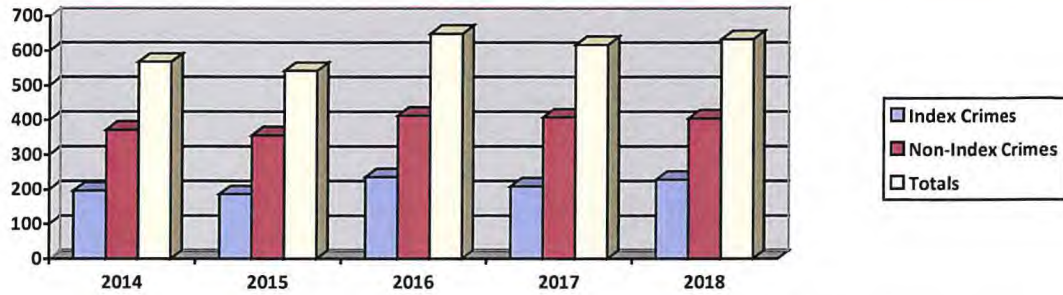
# NON - INDEX CRIMES TOTALS



	2014	2015	2016	2017	2018
Damage to Property	34	42	58	42	32
D.U.I. Arrests	34	47	38	54	28
Fraud	89	87	87	121	136
Intimidation/Stalking	33	26	45	30	39
Narcotics	12	3	12	11	8
Other Assaults	57	53	51	50	43
Weapons Laws	7	7	1	2	4



## CRIME TOTALS



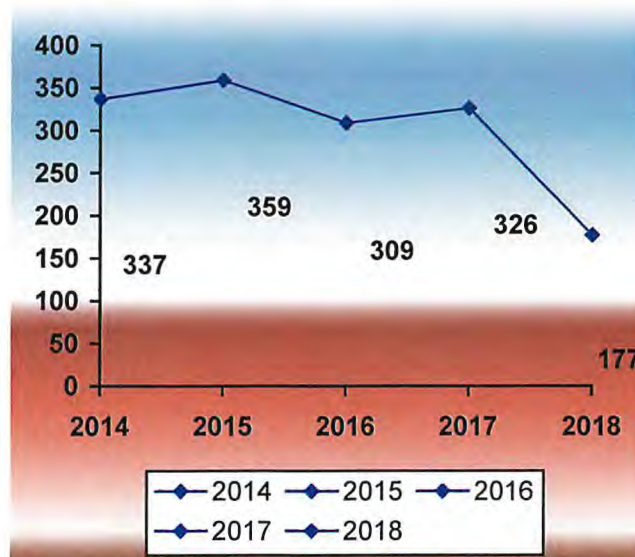
	2014	2015	2016	2017	2018
Index Crimes	196	186	236	209	228
Non-Index Crimes	372	356	413	408	405
Totals	568	542	649	617	633

The 633 Index and Non-Index crimes reported this year represents a 2.6 percent increase from last year. The five-year average is 602 Index and Non-Index crimes.

## ARREST TOTALS 2014 - 2018

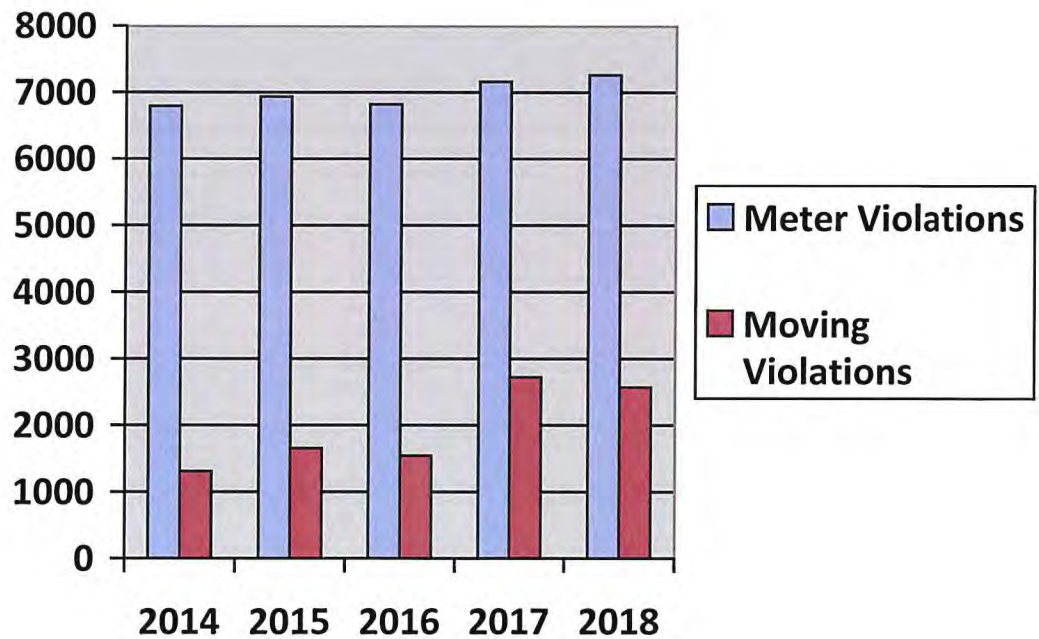
The five-year average is 302 arrests per year.

Arrests decreased from last year by 46 percent.



# MOVING AND METER VIOLATIONS

Using computers, updated radars, preliminary breath instruments, and mobile fingerprint readers in the patrol vehicles, the Public Safety Department continues to enforce traffic violations in the most effective manner possible.

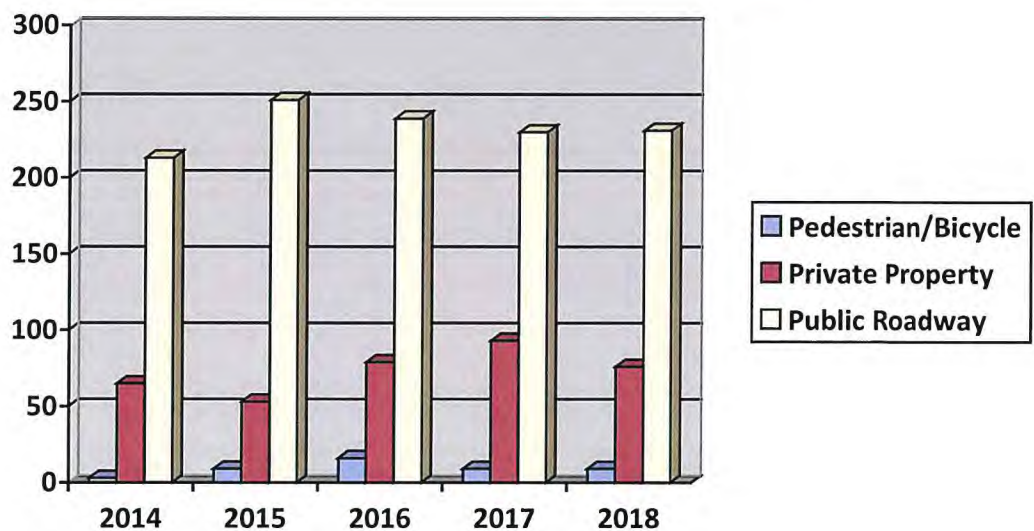


	2014	2015	2016	2017	2018
<b>Meter Violations</b>	6793	6938	6821	7164	7263
<b>Moving Violations</b>	1306	1652	1541	2724	2569



# TRAFFIC AND PEDESTRIAN ACCIDENTS

The statistics below include figures for private property accidents. The State of Michigan, for reporting purposes, does not include or record private property accidents. These types of accident reports are taken as a courtesy to citizens.



	2014	2015	2016	2017	2018
Pedestrian/Bicycle	3	9	16	9	9
Private Property	65	53	79	93	76
Public Roadway	213	251	239	230	231

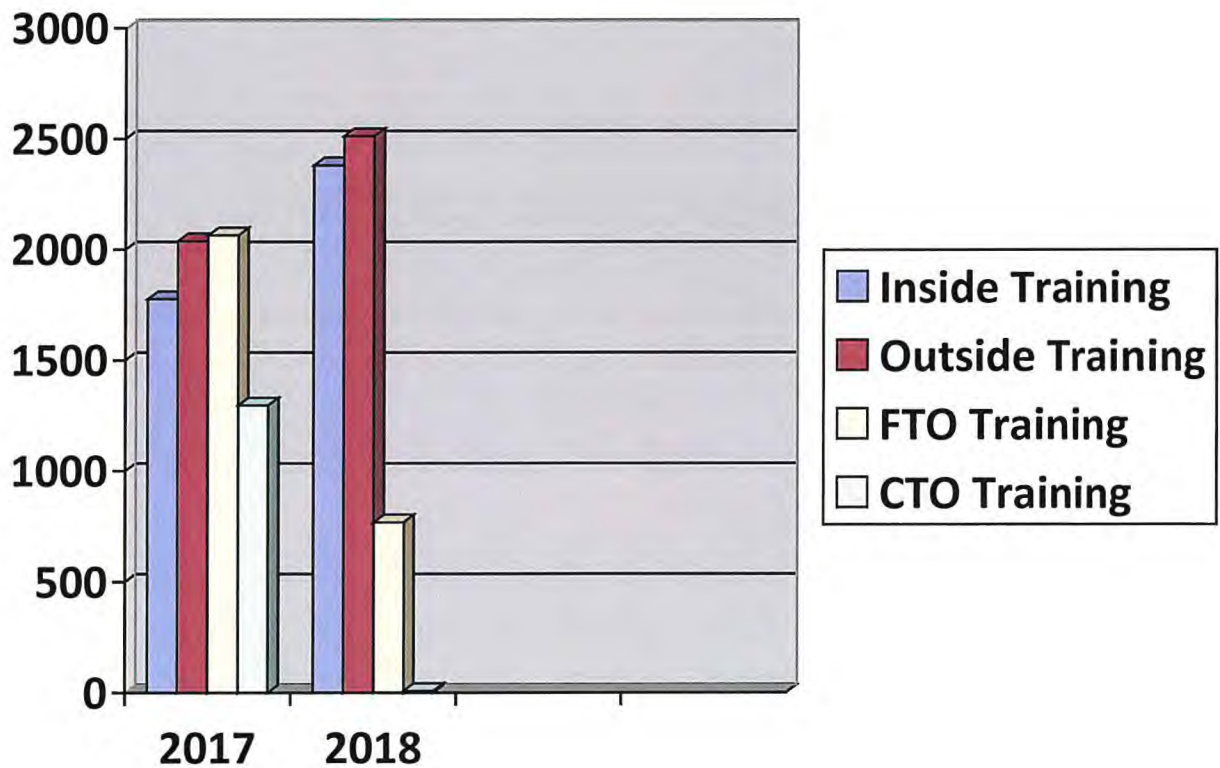
**There was one fatality in 2018.**



## DEPARTMENT TRAINING

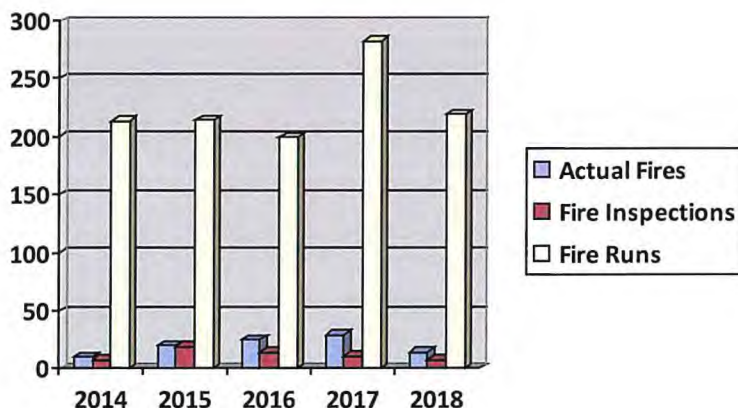
Members of the department work diligently with specialized rescue tools and fire equipment to train in preparation of any impending emergency. Members of the department attended 2,512 hours of Police and Fire training courses at local colleges and other training facilities in 2018 and participated in 2,380 hours of in-house training. The department received a total of 4,892 hours of training in 2018, a 28 percent increase from the 3,814 hours of training received in 2017, a 40 percent increase from the 3,503 hours in 2016, and a 114 percent increase from the 2,286 hours in 2015.

In addition, 768 hours were spent training new officers (Field Training Officer training known as FTO training) and 8 hours were spent training new dispatchers (Communications Training Officer training known as CTO training). The grand total of all department training in 2018 was 5,668 hours.



# FIRE OPERATIONS

Our officers perform dual duties involving both police and fire and are quick to respond in either type of emergency situation. In addition to two residential dwelling fires and three commercial building fires in Grosse Pointe Woods, our firemen also responded to two dumpster fires and fifty-eight electrical related/power lines down incidents in 2018. There were no vehicle fires within the city in 2018. We also provided mutual aid assistance for a home explosion in Harper Woods, nine fires in Harper Woods, one fire in Grosse Pointe Shores and one fire in Grosse Pointe City. The reduction of fire inspections, which began in 2014, continued in 2018 due to the continued assignment to road patrol of the Sergeant who also serves as our Fire Inspector, allowing minimal time for inspections.



	2014	2015	2016	2017	2018
<b>Actual Fires</b>	10	20	25	29	14
<b>Fire Inspections</b>	8	19	14	11	8
<b>Fire Loss</b>	\$232,700	\$388,500	\$330,787	\$45,500	\$827,500
<b>Fire Runs</b>	213	214	199	282	219

There were no fatalities or serious injuries resulting from the 14 actual fires in 2018.

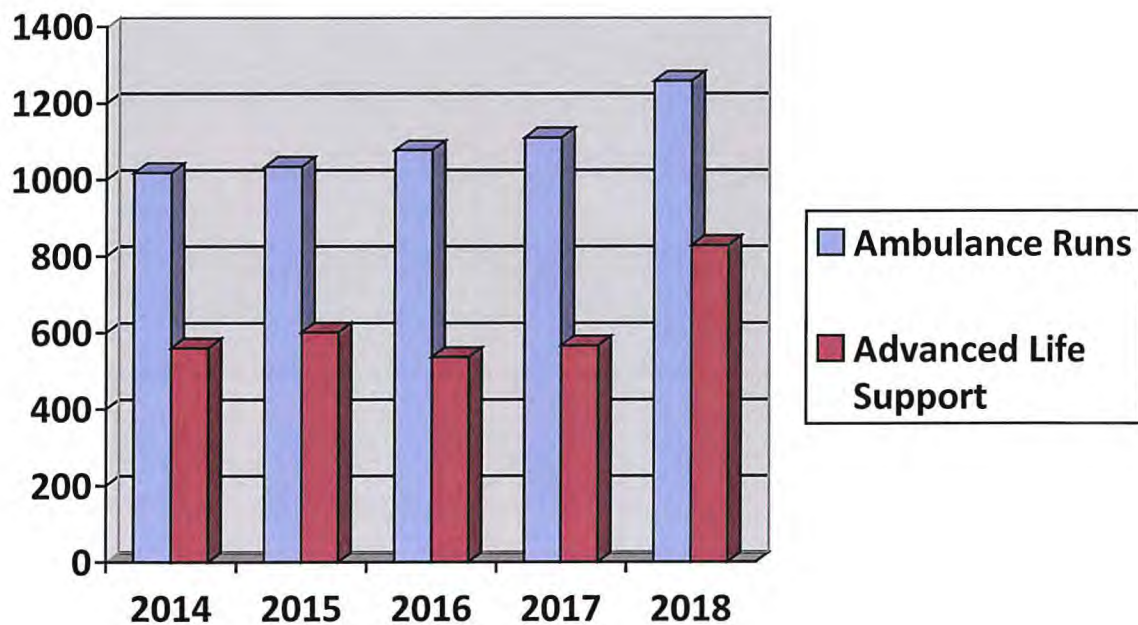


# EMERGENCY MEDICAL SERVICES

In the spring of 2014, the City contracted with Medstar Ambulance to provide dedicated emergency ambulance service. In addition, a public safety officer responds to every ambulance run. All of our patrol vehicles are equipped with Automatic External Defibrillators (AED's). The switch to a privatized ambulance service was designed to save the city money without sacrificing the quality of service or patient care for our residents.

With enhanced technology and equipment, the paramedics from Medstar can begin advanced lifesaving procedures and transmit reports to area hospitals before the patient arrives.

The 1,258 ambulance runs in 2018 represents a 13% increase from the 1,110 runs in 2017 and the 828 runs involving advanced life support represents a 46% increase from the 566 advanced life support runs in 2017.



	2014	2015	2016	2017	2018
<b>Ambulance Runs</b>	1018	1034	1077	1110	1258
<b>Adv. Life Support</b>	560	601	536	566	828
<b>% Adv. Life Support</b>	55%	58%	50%	51%	66%

## DETECTIVE BUREAU

The Detective Bureau is the Criminal Investigation Unit for the Department. The detectives assigned to this unit are responsible for investigating all crimes committed against persons or property in the community. They are on-call 24-hours a day to respond to a crime scene. All detectives receive specialized training to develop and enhance their investigative skills including attending legal update training and meetings with detective bureaus from neighboring jurisdictions. The Detective Bureau is also responsible for monitoring businesses that possess a Michigan liquor license to ensure compliance with Michigan liquor laws.

The Grosse Pointe Woods Detective Bureau, which operates under the supervision of Lieutenant Keith Waszak, consists of Detective Kevin Bonk, Detective Anthony Chalut, and Detective Ryan Schroerlucke. The detectives are responsible for investigating crimes, collecting and preserving evidence, identifying perpetrators, interviewing witnesses, interrogating suspects, and preparing cases for successful prosecution.

In addition to criminal investigations, Detective Ryan Schroerlucke also serves as the department's Youth Officer by overseeing crimes and violations by persons under the age of 17. Detective Schroerlucke is a direct liaison with school administrators, teachers, and students and maintains an additional office in Grosse Pointe North High School.

Detective Schroerlucke is also responsible for the Community Crime Prevention Program and Traffic Safety, overseeing crossing guards, conducting traffic and speed studies, and investigating traffic-related incidents.



**86% of the 692 Criminal Cases assigned to the Detective Bureau in 2018 are closed.**



# SPECIAL RESPONSE TEAM (SRT)



The Special Response Team (SRT) is a specially trained law enforcement team comprised of 13 members of the five Grosse Pointe area departments and Harper Woods, which responds to potentially dangerous situations. The SRT executes search and arrest warrants, intervenes in hostage situations, works on counter-terrorism missions, provides perimeter security for high-profile events, and provides assistance in other high-risk situations.

In 2018, SRT members participated in excess of 200 hours of training outside of their normal departmental training to keep their tactical skills at a high level. SRT members received monthly sniper qualifications, and training in the areas of firearms, building entry tactics, hostage rescue tactics, search tactics, tactical medical aid, and K-9 integration. An annual week-long training session is held at a military training facility located near Grayling, Michigan. The facility includes a mock city, multiple firearm ranges and a 360-degree shoot house. The two Grosse Pointe Woods officers who are members of the SRT have the ability to pass on the valuable techniques they learn through their extensive training to other members of the department.

In stark contrast to the two times the SRT was activated in 2017, they were called to duty eleven times in 2018.

A life was saved in March 2018 when an armed suicidal suspect surrendered to the SRT after several hours of negotiations. One month later, a suspect making terrorist threats was taken into custody safely. Another suspect wanted in connection to larcenies and B&E of garages was also taken into custody after he was found hiding in an attic under a pile of insulation.

The month of May 2018 ended with the SRT removing a suspect in an attempted Harper Woods murder/shooting incident from a home in Detroit by positioning an armored vehicle on the front lawn and calling the suspect out via a loud speaker.

Three SRT activations took place in September, one of which involved five subjects who were turned over to the St. Clair Shores police narcotics unit.

The year ended with four incidents in November, one of which was fabricated. In the first of the other three incidents, the team was activated in a mutual aid capacity by the Detroit Police Department to assist in a search warrant regarding a homicide/quadruple shooting. Upon arrival, the SRT was informed that multiple shooters had fled in all directions. The SRT was assigned to one address in Detroit while the Michigan State Police, the FBI, and the Detroit Police took care of the rest. The SRT was successful in removing three occupants from the home and turning them over to the Detroit Police Department.

Later that month, the SRT located a suspect wanted for a counterfeit money incident walking down a sidewalk several blocks away from the Detroit residence for which they had a search warrant. At the end of November, three suspects and stolen property were removed from a residence in Detroit for a home invasion search activated by Grosse Pointe City.

The hard work and efforts of the SRT team continues to make a tremendous impact on the safety and well-being of our community. We wish them safety in their future endeavors.



## AUXILIARY UNIT

The Police Auxiliary Unit is a vital resource for the department. Not only do they assist officers at community events such as the Public Safety Open House, but they also provide assistance at fire scenes, perform fire hose testing protocols, and perform other essential duties. The role of an auxiliary officer is to assist and supplement our officers in the prevention of crime, protection of life and property, disaster operations, suppression of criminal activity, and preservation of peace. The auxiliary officers provide their services at no cost to the city. They are an indispensable part of our community and their help is greatly appreciated.

The Auxiliary Unit underwent 142 hours of training and devoted 413 hours of service to the City of Grosse Pointe Woods in 2018.

Our current Police Auxiliary Unit includes Captain David Podeszwick, Squad Leaders Jerome Haraburda and Charles Thomas, and Auxiliary Officers Even Allemon, Ryan Allemon, Thomas Angellotti, Patrick Berns, Jose Carrion, Angelo Gritsas, Allen Herfi, Mark Higgins, Keith Kurtz, John Mowatt, and John Sabol. Detective Kevin Bonk has been the department liaison for the past five years.

## CROSSING GUARDS

The parents of our community depend upon our Crossing Guard team for the safety of their children when walking or riding a bicycle on their route to school or home. No matter what the weather is, our team of dedicated guards is ready to guide and protect our children. We are deeply appreciative of their efforts.



Our crossing guard team operates under the guidance and supervision of Detective Ryan Schroerlucke. The crossing guard team consists of: Amy Biange, Maureen Carter, Theodore Colborn, Frank and Renee Dicristofaro, Patrick Forton, Kathleen Guertin, Sharon Harden-Bullock, Karen Kaled, Debra Miller, Charlotte Monaghan, Alonzo Moore, Mary Moore, Jean Segodnia, Marjorie Warhurst, and William Westwood.



## PROMOTIONS

The department experienced one promotion to the rank of Lieutenant and one promotion to the rank of Sergeant in 2018.



Lieutenant David Gardzella



Sergeant Darrell Fisher

The department experienced two promotions in November, 2018. Sergeant David Gardzella earned a well-deserved promotion to the rank of Lieutenant after having led the department as a Sergeant for nearly eight years. A 24-year veteran of the department, Lieutenant Gardzella has been instrumental in the areas of computer technology and the supervision of the Dispatch department.

Officer Darrell Fisher, who also holds the title of instructor at the Macomb Police Academy, was promoted to the rank of Sergeant after having served the department for eleven years.

The department is looking forward to the improvements and leadership that these two command officers will bring.



## OFFICER & SUPERVISOR OF THE YEAR

The recipients of the 2018 Officer of the Year Award and Supervisor of the Year Awards are Officer David Empson and Sergeant Darrell Fisher, for their efforts in quickly rescuing a man from a burning residence on the afternoon of New Year's Eve. The man trapped inside the burning building had just arrived from Florida a few days prior to the incident to manage contractors during renovation of the house while the homeowner was away. As smoke billowed from the window that the man was leaning out of, Sergeant Fisher and Officer Empson worked diligently to raise and scale a ladder and assist the man safely out and to the ground. The third alarm fire was extinguished with the assist of Lieutenant David Gardzella and members of the Grosse Pointe Farms and Grosse Pointe Shores departments. The occupant of the home was hospitalized and treated for smoke inhalation.

## OFFICER OF THE YEAR – GROUP AWARD

The Detective Bureau, consisting of Lieutenant Detective Keith Waszak, and Detectives Kevin Bonk, Anthony Chalut, and Ryan Schroerlucke have been selected to receive a group award for "Officer of the Year" for the endless hours of hard work involved in a case which resulted in the arrest and conviction of a man who was sentenced to a minimum of 72 years in the Michigan Department of Corrections for several serious crimes. The similarities in a home invasion in a neighboring city in April 2017 and another incident which took place in Grosse Pointe Woods were first noticed by Detective Anthony Chalut who had been called to the scene to assist other detectives at a Grosse Pointe City address.

Although the criminal was apprehended in April 2017 after a search which lasted several hours and exhaustive DNA testing by Michigan State Police scientists, the voluminous amount of work done by the detectives on this case lasted throughout 2018. The crimes committed in Grosse Pointe Woods by the man who is now incarcerated included Criminal Sexual Conduct (1<sup>st</sup> and 2<sup>nd</sup> degree), Home Invasion, Assault With Intent to Rob While Armed, and Weapons Offenses. Crimes of similar nature had also been committed in Detroit, Grosse Pointe Farms and Grosse Pointe City. The sentencing includes 50 to 70 years in the Michigan Department of Corrections for the Grosse Pointe Woods case and an additional 20 to 40 years for a domestic violence case in Detroit.

The detectives in our department worked alongside the Michigan State Police, the Wayne County Sheriff's Office, and other area departments in bringing an end to the crime spree which has traumatized the lives of the victims involved. The daily efforts put forth by our detectives in the intensive work on this case in addition to their other duties is to be commended. We are appreciative and proud of the team efforts of our Detective Bureau.



## HONORS & AWARDS

Five members of the department were recognized for their outstanding efforts at the 36<sup>th</sup> annual Respect for Law Program sponsored by the Lakeshore Optimist Club. The event, which was attended by law enforcement officials from surrounding communities, was held on May 2, 2018 at the Lochmoor Club in Grosse Pointe Woods.

Lieutenant David Gardzella, a 24-year veteran of the department, was presented with an award for the sharp observational skills he utilized in October 2017 when he connected an armed individual with a St. Clair Shores drugstore robbery. The resulting arrest closed nine armed robbery cases in seven neighboring jurisdictions.

Sergeant Darrell Fisher was recognized for a traffic stop in March 2017 which resulted in the recovery of thousands of dollars of freshly stolen merchandise. Items had been stolen from at least nine residential vehicles as well as from those of other communities.

Officer Neal Kapoor was presented with an award for his role in preventing a suicide in January 2017. He was in control of a dangerous situation when a homeowner was found sitting on his garage floor with a loaded gun pointed at his head.

Going above and beyond his duties in February 2017 gained recognition for Officer Kyle Seidel who had conducted his own investigation on a known larceny from auto suspect who was thought to be working the area and surrounding cities. Officer Seidel's investigation led him to the suspect's residence and vehicle where he issued a traffic stop for outstanding warrants. The resulting arrest closed multiple local cases.

Also recognized at the event was 20-year veteran Detective Anthony Chalut whose investigative skills in April 2017 culminated in the arrest of an individual with successful Wayne County charges in multiple incidents of criminal sexual assault, home invasions, and various other crimes.



Lieutenant David Gardzella and Officers Neal Kapoor and Kyle Seidel are pictured above from left to right with their awards at the Lakeshore Optimist Club's Respect for Law ceremony on May 2, 2018. Not present at the event were Sergeant Darrell Fisher and Detective Anthony Chalut.



# PUBLIC SAFETY OPEN HOUSE



The Public Safety Open House held on October 7, 2018 proved to be a popular event once again. Children and adults had the opportunity to interact with Police, Fire, and EMS personnel. The attendees learned how to escape from a burning house, how to extinguish fires from personal clothing, and tips on electrical safety.

The presentation made by the K9 team of Grosse Pointe Farms Officer Tim Harris and his partner Duke, pictured below, proved to be one of the most popular events at the Open House once again.

Other special guests included members of the United States Coast Guard.

Several Department members along with our three members of our Auxiliary team and their Captain, David Podeszwik, were invaluable in making this a memorable community event.





# PUBLIC SAFETY OPEN HOUSE

Parents attending the annual event had the opportunity to have a free CD-ROM made with their child's digital photo, fingerprints, height, weight, and other information, which can be used to bring home a missing child. The children's fingerprinting service was provided once again by retired Monroe Police Department Sergeant Tom Jenkins who represents the non-profit group Law Enforcement Education Program, known as LEEP. Car seat safety inspections given by Officer Scott Nota were also offered for the third time at the event.





# POLICE OFFICER'S PRAYER

*The lives of far too many law enforcement officers have been cut short in recent times. We would like to take a moment to pray that such violence will never touch the members of our department.*



*Lord I ask for courage -  
Courage to face and conquer my own fears...  
Courage to take me where others will not go...*

*I ask for strength -  
Strength of body to protect others,  
And strength of spirit to lead others...*

*I ask for dedication -  
Dedication to my job, to do it well,  
Dedication to my community, to keep it safe...  
Give me, Lord, concern for those who trust me,  
And compassion for those who need me...  
And please, Lord, through it all,  
Be at my side...*

*Author Unknown*

Memorandum  
11-19

Date: April 23, 2019  
To: Bruce J. Smith, City Administrator  
From: Frank Schulte, Director of Public Services F.S.  
Nicole Gerhart, Recreation Supervisor  
Subject: Lake Front Park – Main Pool Liner

817  
RECEIVED  
APR 25 2019  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

In the spring of 2007, the Lake Front Park main pool was renovated and the Delafol liner was replaced.

On Tuesday, April 16, 2019, Aquatic Source began the preparation for the Lake Front Park pool opening. While the main pool was draining, the Aquatic Source technician noticed several areas of the pool liner in extremely poor condition after the winter months. Water or air has made its way between the Delafol liner and the concrete shell and created bulges at the walls and the bottom of the pool.

With the current condition of the Delafol pool liner, Aquatic Source does not believe the pool can be opened.

Aquatic Source has consulted with Renosys (one of the two companies in the USA that install Delafol liner) and suggested the following actions to take place:

**Immediate Action (took place in-house on Friday, April 19, 2019)**

- Pump approximately 400,000 gallons back into the pool as soon as possible to insure protection against hydrostatic pressure.

**May 6, 2019 (cost approximately \$8,325.00)**

- Renosys will perform the following work:
  - Clean and prep small test area to confirm viability of membrane to achieve sound attachment and seals.
  - Prep the existing liner to securely fuse (10) large pump-out ports to the existing membrane.
  - Renosys will attempt to provide the requested service in effort to prolong the use of the current membrane. NO WARRANTY is offered or implied by accepting these services.
  - If, after employing every reasonable measure to achieve the proposed work, it is deemed by the Renosys technician to be unachievable or futile, the effort will be abandoned and the Delafol liner will be sealed to the best of their ability. \$2,500.00 will be due only to cover labor and travel expenses.
- After the ports are installed, the pool will be refilled to protect the main pool from hydrostatic pressure.

**May 18, 2019 (cost approximately \$750.00)**

- Aquatic Source return to the Lake Front to complete the main pool opening for the 2019 season.

**Projected costs**

May 6, 2019 work \$8,325.00

May 18, 2019 work \$750.00

**Total cost \$9,075.00**



Though the work presented above to the Delafol liner is not a guaranteed a fix, we feel it is the best way to remedy the liner for use this season. If the liner would have to be replaced, it is unlikely the pool would be able to open for the 2019 season.

Therefore, on Friday, April 19, 2019 City Administrator, Bruce Smith authorized emergency repairs on the main pool Delafol liner at the Lake Front Park.

City Administration requests Council to approve the emergency authorization of the main pool Delafol liner at the Lake Front Park from Aquatic Source, 190 Summit St., Brighton, MI 48116, in the amount of \$9,075.00. This is a budgeted item included in the 2018/2019 fiscal year budget in the Parks and Recreation, Minor Equipment, Contingency Repairs account number 101-774-970.000.

Please note, even with the repairs to the liner, we do feel it is necessary to plan in the near future to replace the current Delafol liner.

If you have any questions concerning this matter, please contact me.

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

  
\_\_\_\_\_  
Bruce Smith, City Administrator

4/25/2019  
Date

Fund Certification:

Account numbers and amounts have been verified as presented.

  
\_\_\_\_\_  
Cathrene Behrens, Treasurer/Comptroller

4/25/2019  
Date



MEMO 19-25

8B

TO: Bruce Smith, City Administrator  
FROM: Frank Schulte, Director of Public Services F.S.  
DATE: April 16, 2019  
SUBJECT: Recommendation – 2019 Vernier Road Program

RECEIVED  
APR 25 2019  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

On December 12, 2017, the City of Grosse Pointe Woods received federal assistance for the resurfacing of Vernier Road from Morningside to Fairway. The estimate for construction cost for this project is \$1.3 million.

On October 15, 2018, City Council approved an amount not to exceed \$78,000.00 for the city's engineering firm, Anderson, Eckstein and Westrick, Inc. to provide design engineering services and solicit bids for construction for the 2019 Vernier Road Program.

On February 21, 2019, the City of Grosse Pointe Woods received documents from the Michigan Department of Transportation (MDOT) for the federal assistance of the Vernier Road Project.

On March 18, 2019, City Council approved the contract with the Michigan Department of Transportation (MDOT). The City Administrator, Bruce Smith, signed it and the City Clerk, Lisa Hathaway, prepared a certified resolution.

On April 05, 2019, the Michigan Department of Transportation (MDOT) received three bids for resurfacing and concrete curb and gutter on Vernier Road from Fairway Lane to Morningside Drive in the City of Grosse Pointe Woods. The lowest qualified bidder was Cipparrone Contracting, Inc.

Cipparrone Contracting, Inc.	\$1,289,518.31
Florence Cement Company	\$1,313,414.66
Major Cement Co.	\$1,434,367.36

This project is federally funded, therefore only Michigan Department of Transportation (MDOT) approved contractors were able to bid. There is no further City Council action required in order for the project to be awarded. It should be noted, AEW have worked with Cipparrone Contracting, Inc. on similar projects and they have performed satisfactorily.

**Construction and Engineering Cost**

	Federal Assistance 80%	City's Portion	Total Cost
<b>Vernier Road Construction (20%)</b>	<b>\$1,031,614.65</b>	<b>\$257,903.66</b>	<b>\$1,289,518.31</b>
<b>Construction Engineering</b>	\$0.00	<b>\$179,903.66</b>	\$179,903.66
<b>Total Remaining Cost</b>	\$0.00	<b>\$437,807.32</b>	\$1,469,421.97

Therefore, I am recommending that City Council approve funds for Michigan Department of Transportation, 425 West Ottawa Street, P.O. Box 30050, Lansing, MI 48909 in an amount not to exceed \$257,903.66. This is the city's portion of construction cost. I further recommend that City Council approve construction engineering provided by the city's engineering firm, Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Rd., Shelby Twp., MI 48315 in an amount not to exceed \$179,903.66. The total cost to the city will not exceed \$515,807.32.

This is included in the Fiscal Year 2019-2020 Budget in Major Street Engineering Construction account no. 202-451-974.803 and in Major Street MDOT/Grant Resurfacing account no. 202-451-974.300. This project will be finished in Fiscal Year 2019-2020. If for some reason a portion of this project is invoiced before then, a request will be made for a fund transfer.

If you have any questions concerning this matter please contact me.

Approved for Council consideration.

  
\_\_\_\_\_  
Bruce Smith, City Administrator

4/25/2019  
Date

Fund Certification:

Account numbers and amounts have been verified as presented.

  
\_\_\_\_\_  
Cathrene Behrens, Treasurer/Comptroller

4/25/2019  
Date

**Letting of April 05, 2019**

**Letting Call:** 1904 051

**Low Bid:** \$1,289,518.31

**Project:** STU 82000-203498

**Engineer Estimate:** \$1,384,020.50

**Local Agreement:** 19-5061

**Pct Over/Under Estimate:** -6.83 %

**Start Date:** 10 days after award

**Completion Date:** October 15, 2019

**Description:**

0.38 mi of hot mix asphalt cold milling and resurfacing and concrete curb and gutter on Vernier Road from Fairway Lane to Morningside Drive in the city of Grosse Pointe Woods, Wayne County. This is a Local Agency project.

5.00 % DBE participation required

Bidder	As Submitted
Cipparrone Contracting, Inc.	\$1,289,518.31
Florence Cement Company	\$1,313,441.66
Major Cement Co.	\$1,434,367.36

**Total Number of Bidders:** 3



9A

## **CITY OF GROSSE POINTE WOODS PROCLAMATION**

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services teams consist of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, medical first responders, educators, administrators, and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, the residents of Grosse Pointe Woods benefit daily from the knowledge and skills of the paramedics, medical first responders and firefighters of the City of Grosse Pointe Woods; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, I, ROBERT E. NOVITKE, Mayor of the City of Grosse Pointe Woods, Michigan, in recognition of this event do hereby proclaim the week of May 19 through May 25, 2019 as

### **EMERGENCY MEDICAL SERVICES WEEK**

---

Robert E. Novitke, Mayor  
May 6, 2019



98

## CITY OF GROSSE POINTE WOODS

### PROCLAMATION

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as National Police Week; and

WHEREAS, the members of the Public Safety Department of the City of Grosse Pointe Woods play an essential role in safeguarding the rights and freedoms of the citizens of Grosse Pointe Woods; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their Public Safety Department, and that members of our Public Safety Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression and intimidation; and

WHEREAS, the Public Safety Department of the City of Grosse Pointe Woods is a modern and scientific law enforcement agency which unceasingly provides a vital public service.

NOW, THEREFORE, I, ROBERT E. NOVITKE, Mayor of the City of Grosse Pointe Woods, Michigan, call upon all citizens of Grosse Pointe Woods and upon all patriotic, civil and educational organizations to observe the week of May 12 through 18, 2019, as Police Week and that all of our residents join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I, FURTHER call upon all citizens of Grosse Pointe Woods to observe Wednesday, May 15, 2019, as Peace Officers Memorial Day in honor of those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

---

Robert E. Novitke, Mayor  
May 6, 2019





ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 Schoenherr Road 586.726.1234  
Shelby Township, MI 48315 www.aewinc.com

10A

RECEIVED

APR 17 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

April 15, 2019

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

PO #18-44862

420-902-977.101 \$97,432.62

420-902-977.103 \$13,493.88

420-902-977.104 \$28,528.68

F.S.

04-15-2019

*[Signature]* 4/16/2019  
*[Signature]*

Reference: City of Grosse Pointe Woods  
Bond Improvements, Roofs and HVAC  
AEW Project No. 0160-0395

Dear Mr. Smith:

Enclosed please find the General Contractor's Application and Certification for Payment No.9 and Sworn Statement for the above referenced project. We recommend issuing payment in the amount requested for \$139,455.18 to Cross Renovation, Inc. 34133 Schoolcraft, Livonia, MI 48150.

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

Sincerely,

*[Signature]*  
Jason R. Arlow, AIA

cc: Cross Renovation, Inc  
Frank Schulte, GPW  
Cathy Behrens, GPW  
Scott Lockwood, AEW

M:\0160\0160-0395\ConstServices\PayApplication\No9\PayApp#9\_letter.docx



<b>Customer Name</b>	City of Grosse Pointe Woods	<b>Invoice #</b>	9
<b>Customer Address</b>	20025 Mack Plaza Dr.	<b>Date</b>	03/31/19
	Grosse Pointe, MI 48236	<b>Job #</b>	BH-676

**Job Name:** Grosse Pointe Woods Roofs & HVAC

Original Contract Amount	\$2,393,481.00
Previously Billed	\$1,708,949.21
Current Amount Invoiced	\$139,455.18
Balance Remaining Including retainage	\$545,076.61

**Amount Due this Invoice** **\$139,455.18**

# 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 Roofs & HVAC 20025 Mack Plaza Dr. Grosse Pointe, MI 48216  VIA General contractor: VIA ARCHITECT:	<b>APPLICATION NUMBER:</b> 9  <b>PERIOD TO:</b> 03/31/19 <b>PROJECT NO.:</b> 8H-676 <b>CONTRACT DATE:</b> 06/26/18  Cross Renovation, Inc.	<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	<u>\$2,393,481.00</u>
2. Net Change By Change Orders.....	<u>\$0.00</u>
3. CONTRACT SUM TO DATE (Line 1 +2).	<u>\$2,393,481.00</u>
4. TOTAL COMPLETED & STORED TO DATE..... (Column G on G703)	<u>\$2,053,782.66</u>
5. RETAINAGE:	
a. 10% of Completed Work	<u>\$ 205,378.27</u>

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: \_\_\_\_\_

DATE 4-12-19

State of: MI

County of: Wayne

Subscribed and sworn before me this 12th day of APRIL 2019

Notary Public: \_\_\_\_\_

My Commission Expires: 12-1-21

**DALE MERRIFIELD**

Notary Public, State of Michigan  
County of Wayne

My Commission Expires 06-01-2021  
Acting In the County of Wayne

## 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..... \$ 139,455.18

(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.)

6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	<u>\$1,848,404.39</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	<u>\$1,708,949.21</u>
8. CURRENT PAYMENT DUE	<u>\$139,455.18</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	<u>\$ 545,076.61</u>

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		

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.

HVAC



APPLICATION NO:  
APPLICATION DATE: 03/31/19  
PERIOD TO: 03/31/19  
ARCHITECT'S PROJECT BH-676

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D CHANGE ORDERS TO DATE	E WORK COMPLETED		G MATERIALS PRESENTLY STORED	H TOTAL COMPLETED AND STORED TO DATE	I % (G/C)	J BALANCE TO FINISH (C-G)	K RETAINAGE
				FROM PREVIOUS APPLICATION	THIS PERIOD					
1	General Requirements	\$65,161.86		\$62,548.56	\$0.00		\$62,548.56	96%	\$2,613.30	\$6,254.86
	Allowance	\$140,000.00	\$0.00	\$55,613.84	(\$15,042.01)		\$40,571.83	29%	\$99,428.17	\$4,057.18
2	Existing Conditions	\$35,011.76		\$35,011.76	\$0.00		\$35,011.76	100%	\$0.00	\$3,501.18
3	Concrete	\$0.00					\$0.00	0%	\$0.00	\$0.00
4	Masonry	\$10,000.00		\$0.00	\$10,000.00		\$10,000.00	100%	\$0.00	\$1,000.00
5	Metals	\$0.00					\$0.00	0%	\$0.00	\$0.00
6	Wood, Plastics, And Composites	\$79,087.08		\$63,317.42	\$0.00		\$63,317.42	80%	\$15,769.66	\$6,331.74
7	Thermal And Moisture Protection	\$1,127,944.99		\$851,500.00	\$150,000.00	\$0.00	\$1,001,500.00	89%	\$126,444.99	\$100,150.00
8	Openings	\$0.00					\$0.00	0%	\$0.00	\$0.00
9	Finishes	\$5,042.01		\$0.00	\$5,042.01		\$5,042.01	100%	\$0.00	\$504.20
10	Specialties	\$0.00					\$0.00	0%	\$0.00	\$0.00
11	Equipment	\$0.00					\$0.00	0%	\$0.00	\$0.00
12	Furnishings	\$0.00					\$0.00	0%	\$0.00	\$0.00
13	Special Construction	\$0.00					\$0.00	0%	\$0.00	\$0.00
14	Conveying Equipment	\$0.00					\$0.00	0%	\$0.00	\$0.00
21	Fire Suppression	\$0.00					\$0.00	0%	\$0.00	\$0.00
22	Plumbing	\$0.00					\$0.00	0%	\$0.00	\$0.00
23	Heating Ventilating And Air Conditioning	\$766,666.66		\$731,983.33	\$0.00		\$731,983.33	95%	\$34,683.33	\$73,198.33
26	Electrical	\$88,295.46		\$79,379.55	\$4,501.14		\$83,880.69	95%	\$4,414.77	\$8,388.07
28	Electronic Safety And Security	\$0.00					\$0.00	0%	\$0.00	\$0.00
31	Earthwork	\$0.00					\$0.00	0%	\$0.00	\$0.00
32	Exterior Improvements	\$0.00					\$0.00	0%	\$0.00	\$0.00
33	Utilities	\$22,141.18		\$15,000.00	\$4,927.06		\$19,927.06	90%	\$2,214.12	\$1,992.71
34	Alternate 1 (Temp Heating Allowance)	\$54,130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$54,130.00	\$0.00
		\$2,393,481.00	\$0.00	\$1,894,354.46	\$159,428.20	\$0.00	\$2,053,782.66	86%	\$339,698.34	\$205,378.27



## 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 Roofs & HVAC

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

amount of \$ 139,455.18 for labor and materials provided through 3/31/2019. This waiver, together

with all previous waivers, if any, does 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 or 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:

4-12-19

Dated: 3/22/2019

Owner: \_\_\_\_\_

Company Name: Cross RenovationTelephone: 734-286-2244

Lender: \_\_\_\_\_

Person Submitting: Mike Bulcher

Cell/Phone: \_\_\_\_\_

State of Michigan )  
 ) ss.

Address of Improvements: \_\_\_\_\_

Fax: 734-943-6212

County of Washtenaw )

BH-876 Gross Pointe HVAC

The undersigned President or Owner of the company identified above (the "Contractor"), the builder or general contractor for the construction of certain improvements at the property described above, hereby swears and affirms that the following is a list of each professional, subcontractor, supplier and laborer that Contractor has retained in connection with such improvements and that opposite each such name is a correct and full description of the work or material to be provided by such party, the amount of the original contract or bid, the revised contract amount, if any, the aggregate amount of previous payments to such party, the current amount due such party as of the date set forth above, and the remaining amount required to complete the particular item of work, as follows:

	Name of Subcontractor	Description of Work or Material	Original Contract Amount	Change Order	Adjusted Amount	Previous Payments	Amount This Request	Balance To Complete
1	Bull Electrical	4417	\$75,500.00	\$0.00	\$75,500.00	\$56,000.00	\$0.00	\$19,500.00
	All Type Fire & Security Systems, Inc.		\$790.00	\$0.00	\$790.00	\$0.00	\$0.00	\$790.00
2	Capital Insurance Group		\$27,449.00	\$0.00	\$27,449.00	\$27,449.00	\$0.00	\$0.00
3	Detroit Disposal & Recycling		\$975.00	\$0.00	\$975.00	\$975.00	\$0.00	\$0.00
4	Douglas Mechanical		\$26,500.00	\$0.00	\$26,500.00	\$20,000.00	\$0.00	\$6,500.00
5	Eco Painting		\$6,028.00	\$0.00	\$6,028.00	\$0.00	\$0.00	\$6,028.00
6	Gabriel Remodeling	4580	\$50,000.00	-\$29,000.00	\$21,000.00	\$21,000.00	\$0.00	\$0.00
7	K & S Ventures	4414	\$134,800.00	\$3,650.00	\$138,250.00	\$60,000.00	\$34,725.38	\$43,524.62
8	Mald Green		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	Qualified Abatement	4483	\$3,495.00	\$4,250.00	\$7,745.00	\$4,350.00	\$0.00	\$3,395.00
10	Schena Roofing	4416	\$988,314.00	\$17,287.22	\$1,015,601.22	\$640,454.54	\$104,729.80	\$270,416.88
11	System Corp	4415	\$450,300.00	\$36,030.00	\$486,330.00	\$374,040.00	\$0.00	\$112,290.00
12	Republic Services		\$1,575.00		\$1,575.00	\$1,260.00	\$0.00	\$315.00
13	Resurrection		\$208,854.70	\$0.00	\$208,854.70	\$185,000.00	\$0.00	\$41,854.70
14	United Lawnscape	4969	\$12,750.00	\$0.00	\$12,750.00	\$0.00	\$0.00	\$12,750.00
15								\$0.00
16								\$0.00
17								\$0.00
18								\$0.00
19								\$0.00
20								\$0.00
21								\$0.00
22								\$0.00
23								\$0.00
24								\$0.00
25								\$0.00
26	Cross Renovation		\$398,350.30	-\$133,774.12	\$264,576.18	\$234,090.87	\$0.00	\$30,485.31
	<b>TOTALS</b>		<b>\$2,393,481.00</b>	<b>-\$101,556.90</b>	<b>\$2,291,924.10</b>	<b>\$1,804,819.41</b>	<b>\$139,455.18</b>	<b>\$547,849.51</b>

That the contractor has not employed or procured material from, or contracted or subcontracted with, any persons, firms or corporation other than those set forth above, and owes no monies for the construction of said buildings or improvement other than the sums set forth above.

Deponent further says that he or she makes the foregoing statement as the prime contractor for the purposes of representing to the party from whom payment is requested who has furnished a payment bond covering the public works project described above and his or her agents that the public works described above is free from claims of payment bond liens, or the possibility of payment bond liens.

WARNING TO DEPONENT: A PERSON, WHO WITH INTENT TO DEFRAUD, GIVES A FALSE SWORN STATEMENT IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, ACT NO. 497 OF THE PUBLIC ACTS OF 1980, AS AMENDED, BEING SECTION 570.1110 OF THE MICHIGAN COMPILED LAWS.

Deponent

Subscribed and sworn to me this 12th day of APRIL, 2019.

Notary Public

County, Michigan

Acting In Wayne County, MIMy commission expires: 6-1-21

DALE MERRIFIELD  
Notary Public, State of Michigan  
County of Wayne  
My Commission Expires 06-01-2021  
Acting In the County of Wayne



ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 Schoenherr Road  
Shelby Township, MI 48315  
586.726.1234  
www.aewinc.com

RECEIVED

APR 30 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

PO # 18-44933

594-785-977.200

04-29-2019

*C. Behrens*

F.S.

*Bruce Smith*

April 29, 2019

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

Reference: Lake Front Park Marina Pedestal Improvements  
City of Grosse Pointe Woods  
AEW Project No. 0160-0392

Dear Ms. Behrens:

Enclosed please find Pay Application Number 5 for final payment to J. Ranck Electric, Inc., the Consent of Surety and Sworn Statements for the above mentioned project. For work performed through April 24, 2019, we recommend issuing payment for the **Current Payment Due** in the amount of \$5,000.00 to J. Ranck Electric, Inc. 1993 Gover Parkway, Mt. Pleasant, MI 48858.

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

Sincerely,

*Scott Luskwood*

Scott Luskwood  
Project Manager

Enclosure: Application for Payment  
Consent of Surety  
Sworn Statement

cc: Bruce Smith, City Administrator  
Frank Schulte, Director of Public Services  
Jeanne Duffy  
Susan Como  
J. Ranck Electric, Inc.



# Application and Certificate For Payment

Page 1

To Owner: CITY OF GROSSE POINT WOODS 20025 MACK PLAZA GROSSE POINT WOODS, MI 48236	Project: LAKE FRONT PARK MARINA	Application No: 5 Date: 04/24/2019
From: (Contractor): J. RANCK ELECTRIC, INC. 1993 GOVER PARKWAY MT. PLEASANT, MI 48858	Contractor Job Number: 118106	Period To: 04/24/2019
Phone: 989 775-7393	Via (Architect):	Architect's Project No:
	Contract For:	Contract Date:

## Contractor's Application For Payment

Change Order Summary	Additions	Deductions
Change orders approved in previous months by owner		
	Number	Date Approved
Change orders approved this month		
<b>Totals</b>		
<b>Net change by change orders</b>		

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: **J. Ranck Electric, Inc.**

By: [Signature] Date: 4-24-19

State of: MI County of: ISABELLA

Subscribed and sworn to before me this 24 day of APRIL, 2019 (year). Notary public: [Signature]

My commission expires \_\_\_\_\_

## Architect's Certificate for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's 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 \$ \_\_\_\_\_

Original contract sum	<u>\$362,084.00</u>
Net change by change orders	<u>\$0.00</u>
Contract sum to date	<u>\$362,084.00</u>
Total completed and stored to date	<u>\$360,210.00</u>
Retainage	
0.0% of completed work	<u>\$0.00</u>
0.0% of stored material	<u>\$0.00</u>
Total retainage	<u>\$0.00</u>
Total earned less retainage	<u>\$360,210.00</u>
Less previous certificates of payment	<u>\$355,210.00</u>
<b>Current payment due</b>	<b><u>\$5,000.00</u></b>
Balance to finish, including retainage	<u>\$1,874.00</u>

**BRANDI J WARNER**  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF GRATIOT  
My Commission Expires March 13, 2022  
Acting in the County of Isabella

Architect

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

This Certification 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.

# Application and Certificate For Payment -- page 2

To Owner: CITY OF GROSSE POINT WOODS  
 From (Contractor): J. RANCK ELECTRIC, INC.  
 Project: LAKE FRONT PARK MARINA

Application No: S Date: 04/24/2019 Period To: 04/24/2019  
 Contractor's Job Number: 118106  
 Architect's Project No:

Item Number	Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed and Stored to Date	%	Balance to Finish	Retention	Memo
			Previous Application	This Period						
001	MOBILIZATION	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00	0.00	0.00	
002	BOND	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00	0.00	0.00	
003	WEST SIDE UNDERGROUND	61,000.00	61,000.00	0.00	0.00	61,000.00	100.00	0.00	0.00	
004	EAST SIDE UNDERGROUND	61,000.00	61,000.00	0.00	0.00	61,000.00	100.00	0.00	0.00	
005	MOUNTING PLATE INSTALLATION	27,084.00	27,084.00	0.00	0.00	27,084.00	100.00	0.00	0.00	
006	LIGHTHOUSE DELIVERY	145,000.00	145,000.00	0.00	0.00	145,000.00	100.00	0.00	0.00	
007	LIGHTHOUSE INSTALLATION	45,000.00	45,000.00	0.00	0.00	45,000.00	100.00	0.00	0.00	
008	CONTINGENCY	15,000.00	13,126.00	0.00	0.00	13,126.00	87.51	1,874.00	0.00	
Application Total		362,084.00	360,210.00	0.00	0.00	360,210.00	99.48	1,874.00	0.00	

# SWORN STATEMENT

STATE OF: Michigan }  
COUNTY OF: Isabella } SS

JRE NO. 118106  
APP/EST

JOLINDA PNACEK, AD (deponent), being sworn, states the following:

J. Ranck Electric, Inc. is the (contractor) (subcontractor) for an

improvement to the following described real property in WAYNE County, Michigan, described as follows: *(Insert legal description from Notice of Commencement or name and address of the Project)*

## LAKE FRONT PARK MARINA

That the following is a statement of each subcontractor and supplier and laborer, for whom payment of wages or fringe benefits and withholdings is due but unpaid, with whom the (contractor) (subcontractor) has (contracted) (subcontracted) for performance under the contract with the owner or lessee of the property and the amounts due to the persons as of the date of this statement are correctly and fully set forth opposite their names:

Name of subcontractor, supplier or laborer	Type of improvement furnished	Total Contract Price	Amount already paid	Amount currently owing	Balance to complete (optional)	Amount of laborer wages due but unpaid	Amount of laborer fringe benefits and withholdings due but unpaid
DETROIT SPECTRUM PAINT	LABOR & MATERIAL	\$ 7,350.00	\$ 7,350.00		\$ -		0
MCNAUGHTON & MCKAY	MATERIAL	\$ 142,847.92	\$ 142,847.92		\$ -		
					\$ -		
All wages, taxes and fringe benefits on employees of J. Ranck Electric, are paid to date.							
Totals		\$ 150,197.92	\$ 150,197.92	\$ -	\$ -		

*(Some columns are not applicable to all persons listed)*

The contractor has not procured material from, or subcontracted with any person other than those set forth, and owes no money for the improvement other than the sums set forth.

I make this statement as the (contractor) (subcontractor) or as AC of the (contractor) (subcontractor) to represent to the owner or lessee of the property and his or her agents that the property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth in this statement for claims of construction liens by laborers that may be provided under section 109 of the construction lien act, 1980, P.A. 497, MCL 570.1109.

WARNING TO OWNER: AN OWNER OR LESSEE OF THE PROPERTY MAY NOT RELY ON THIS SWORN STATEMENT TO AVOID THE CLAIM OF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING OR A LABORER WHO MAY PROVIDE A NOTICE OF FURNISHING UNDER SECTION 109 OF THE CONSTRUCTION LIEN ACT 1980 P.A. 497, MCL 570.1109 TO THE DESIGNEE OR THE OWNER OR LESSEE IF THE DESIGNEE IS NOT NAMED OR HAS DIED.

Jolinda Pnacek  
Deponent

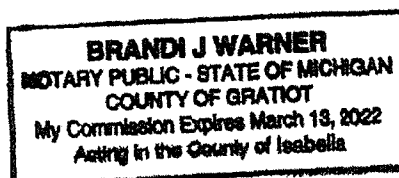
WARNING TO THE DEPONENT: A PERSON, WHO GIVES A FALSE SWORN STATEMENT WITH THE INTENT TO DEFRAUD IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, 1980 PA 497, MCL 570.1110.

Subscribed and sworn to before me on

(date) April 25, 2019  
Brandi J Warner  
Notary Public

County, Michigan.

My commission expires: \_\_\_\_\_





## J. RANCK ELECTRIC, INC.

1993 Gover Parkway  
Mt. Pleasant, MI 48858  
Phone: (800) 792-3822 • Fax (989) 775-8830



### SUBCONTRACTOR MONTHLY PROGRESS PAYMENT REQUEST & RELEASE

Vendor: DETROIT SPECTRUM PAINTERS  
Address: 27500 COLLEGE PARK  
WARREN MI 48088

Through: 6/30/19

Job Name: LAKE FRONT PARK MARINA  
Address: PEDESTAL IMPROVEMENTS  
GROSSE POINTE WOODS MI 48230

REL SUBCONTRACT NO:  
**118106202**

### Full Unconditional Waiver and Release

My/Our contract with J. Ranck Electric, Inc. to provide material/labor for the improvement to the property described as LAKE FRONT PARK MARINA, having been fully paid and satisfied, all my/our construction lien rights against such property are hereby waived and released.

3/21/19  
Date Signed

DETROIT SPECTRUM PAINTERS

Company Name

Catherine Terry  
Signature of Lien Claimant

Asst Controller  
Name and Title





## J. RANCK ELECTRIC, INC.

1993 Gover Parkway  
Mt. Pleasant, MI 48858  
Phone (800) 792-3822 • Fax (989) 775-8830



### FULL UNCONDITIONAL WAIVER

JRE JOB NO.: 118106  
JOB NAME: LAKE FRONT PARK MARINA  
JOB ADDRESS: PEDESTAL IMPROVEMENTS  
GROSSE POINTE WOODS, MI 48236

My/our contract with J. Ranck Electric, Inc. to provide material/labor for the Improvement to the property described as LAKE FRONT PARK MARINA having been fully paid and satisfied, all my/our construction lien rights against such property are hereby waived and released.

4/29/19  
Date Signed

MCNAUGHTON-MCKAY ELECTRIC CO

Company Name

Cheryl Bar 9/18  
Signature of Lien Claimant

DEPT 14801

Address

DETROIT, MI 48267-0148

City, State, Zip Code

(614) 476-2800

Telephone

DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.

**CONSENT OF  
SURETY COMPANY  
TO FINAL PAYMENT**

OWNER	<input type="checkbox"/>
ARCHITECT	<input type="checkbox"/>
CONTRACTOR	<input type="checkbox"/>
SURETY	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

AIA DOCUMENT G707PROJECT: Lake Front Park Marina/Pedestal Improvements  
(name, address)

TO (Owner)

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

ARCHITECT'S PROJECT NO:

CONTRACT FOR: \$360,210.00

CONTRACT DATE: August 23, 2018

CONTRACTOR: J. Ranck Electric, Inc.

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
(here insert name and address of Surety Company)

The Cincinnati Insurance Company, 6200 S Gilmore Road, Fairfield, OH 45014, SURETY COMPANY,  
on bond of (here insert name and address of Contractor)

J. Ranck Electric, Inc., 1993 Gover Parkway, Mt. Pleasant, MI 48858, CONTRACTOR,  
hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not  
relieve the Surety Company of any of its obligations to (here insert name and address of Owner)

City of Grosse Pointe Woods, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236, OWNERS,  
as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,  
the Surety Company has hereunto set its hand this 26th day of April, 2019.

**THE CINCINNATI INSURANCE COMPANY**  
Surety Company

*Sue Gillett*  
Signature of Authorized Representative

Sue Gillett, Attorney-in-Fact  
Title

Attest:  
(Seal):

*Kate Sanders*

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS, Current Edition

MEMO 19-22

RECEIVED

APR 29 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

TO: Bruce Smith, City Administrator  
FROM: Frank Schulte, Director of Public Services FS.  
DATE: April 26, 2019  
SUBJECT: City Hall Flood Invoices

On Sunday, March 3, 2019, the City of Grosse Pointe Woods administration office area experienced a major flood from the HVAC construction project, which resulted from boiling water pouring into the area for eight hours. The water covered the majority of the administration office area with approximately one inch of water. Currently, we are working with the City's Insurance Company Tokyo Marine and their adjuster Scott Whaley, from Chenard & Osborn, to restore the City offices.

On March 22, 2019, Bruce Smith and I met with Scott Whaley to review his plan of action. The first phase is to remove asbestos mitigation, then to dry out the area, and finally demo the area. The second phase will be to repair and rebuild. The first phase is coming to a closure within the next couple of weeks.

Scott Whaley and Dale Merrifield, from Cross Renovations, worked together to provide a cost for services to complete the first phase.

The City has received checks from their insurance company in the amount of \$106,765.81. This will cover the attached invoices. Qualified Abatement removed the asbestos that was found and remediation work by Greener Method Restoration had been completed. Unfortunately, there are some mold issues and some additional asbestos that was recently found that will be addressed at a later date. Upon receiving payment from the City's insurance company, I am requesting Council's approval to pay the invoices and future invoices agreed upon between Scott Whaley, Dale Merrifield, and the vendors.

Qualified Abatement - asbestos removal	\$83,749.00
Greener Method Restoration - dry initial flood	\$11,991.41
Cross Renovation, Asbestos test, Mobile Mini	\$ 8,271.45

There will be no cost to the City. The insurance checks have been received, an amendment from the General Fund account no. 101-000-699.000 into Flood Repairs account no. 101-299-815.000 in the amount of \$104,011.86 will be required.

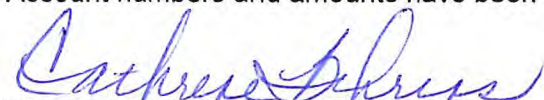
Approved for Council consideration.

  
Bruce Smith, City Administrator

4/29/2019  
Date

Fund Certification:

Account numbers and amounts have been verified as presented.

  
Cathrene Behrens, Treasurer/Comptroller

4/29/19  
Date

# Qualified Abatement Services, Inc. RECEIVED

1735 E. McNichols Rd., Detroit, MI 48203 Tel: (313) 733-4144 Fax: (313) 826-0064

APR 29 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

## Invoice

Invoice #: 18059-001A

Date: 4-16-19

### Bill To:

City of Grosse Pointe Woods  
1200 Parkway  
Grosse Pointe Woods, MI 48236-2397

Contact: Mr. Frank Schulte

E-mail: fschulte@gpwmi.us

### Project:

Grosse Pointe Woods  
Public Safety Improvements  
20025 Mack Ave.  
Grosse Pointe Woods, MI  
Asbestos Abatement Services

Description:	Amount
Qualified Abatement Services, Inc. supplied all supervision, labor, material, and equipment to perform the following asbestos abatement services at 20025 Mack Ave., Grosse Pointe Woods, MI 48236	
Proposal P-19040 dated March 4, 2019:	\$950.00
Proposal P-19045 Revised dated March 15, 2019:	\$52,000.00
Proposal P-19070A dated April 3, 2019 Cleanup:	\$4,149.00
Proposal P-19070B dated April 3, 2019 Floor Tile Abatement:	\$6,800.00
Total T and M hours performed 3-5-19 through 3-14-19:	\$19,850.00
Payment due within 30 days.	
Amount Due:	\$83,749.00

101,299.815.000

4/29/19

CB



# Qualified Abatement Services, Inc.

1735 E. McNichols Road, Detroit, MI 48203 \* Phone: (313) 733-4144 \* Fax: (313) 826-0064

E-MAILED

3-4-19

Proposal #: P-19040

March 4, 2019

**To: Mr. Dale Merrifield**

Cross Renovation  
34133 Schoolcraft Road  
Livonia, MI 48150

Email: dale@crossrenovation.com

**Project:**

Grosse Pointe Woods  
Public Safety Improvements  
20025 Mack Ave., Grosse Pointe Woods, MI  
Bulk Sample Collection

**Scope of Work:**

Qualified Abatement Services, Inc. will supply all supervision, labor, material and equipment to perform asbestos bulk sample collection and (1) asbestos air clearance within the Basement of City Hall:

**Quote:**

*Nine Hundred Fifty Dollars*

**\$950.00**

**CLARIFICATIONS:**

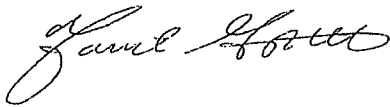
- Qualified Abatement Services, Inc. requires a written change order prior to work being performed.
- Sample collection and analysis is based on (1) type of ceiling material, additional samples to be charged at \$50.00 per sample within a same day analysis.
- Clearance sample is based on (1) clearance in (1) location.

All work will be performed in compliance with the Federal Clean Air Act, N.E.S.H.A.P., and all current and applicable state and federal regulations.

Thank you for the opportunity to quote this work. If you have any questions please call.

Sincerely,

**QUALIFIED ABATEMENT SERVICES, INC.**



Forrest Goyette  
President

FG/mv

WFO 3-4-19

# Qualified Abatement Services, Inc.

1735 E. McNichols Road, Detroit, MI 48203 \* Phone: (313) 733-4144 \* Fax: (313) 826-0064

Proposal #: P-19045 Revised

March 15, 2019

To: Mr. Dale Merrifield

Cross Renovation  
34133 Schoolcraft Road  
Livonia, MI 48150

Email: dale@crossrenovation.com

Project:

Grosse Pointe Woods Public Safety City Hall  
20025 Mack Ave.,  
Grosse Pointe Woods, MI  
Asbestos Abatement Services

## Scope of Work:

Qualified Abatement Services, Inc. will supply all supervision, labor, material and equipment to perform the following asbestos remediation services within the City Hall Office Building:

### ASBESTOS ABATEMENT:

1. Set up a HEPA filtered regulated work area with a decontamination unit.
2. Removal of approximately 4,400 sq. ft of all carpet.
3. Removal of approximately 4,400 sq. ft. of ceiling materials including 12" x 12" ceiling tiles, with ACM glue pods, ACM plaster board and Batt Insulation.
4. HEPA vacuum, wet wipe and clean all surfaces within enclosures including all ducts, AHU, mechanical equipment, trusses, and catwalks.
5. Final clean, visually inspect all work areas and encapsulate.
6. Receive final air clearances and take down regulated work areas.

Quote:

*Fifty Two Thousand Dollars*

**\$52,000.00**

### CLARIFICATIONS:

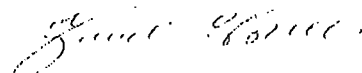
- Quote is based on a weekday work schedule. Qualified estimates 12 work days.
- Quote includes all proper daily 3<sup>rd</sup> party air monitoring and clearance air samples.
- Quote includes all proper disposal.
- Owner to supply water and electrical hook ups.
- Quote does not include any re-installation.
- Work requires an emergency or 10 work day notification to the State of Michigan DEQ and LARA.
- Quote does not include initial testing, clearance samples or work performed on an hourly rate 3/5/19 & 3/6/19.
- A change order is required prior to starting work.

All work will be performed in compliance with the Federal Clean Air Act, N.E.S.H.A.P., and all current and applicable state and federal regulations.

Thank you for the opportunity to quote this work. If you have any questions please call.

Sincerely,

**QUALIFIED ABATEMENT SERVICES, INC.**



Forrest Goyette  
President

# Qualified Abatement Services, Inc.

1735 E. McNichols Road, Detroit, MI 48203 \* Phone: (313) 733-4144 \* Fax: (313) 826-0064

Proposal #: P-19070 A & B

April 3, 2019

**To: Mr. Frank Schulte**

City of Grosse Pointe Woods  
1200 Parkway  
Grosse Pointe Woods, MI 48236

Email: fschulte@gpwwmi.us

**Project:**

Grosse Pointe Woods City Hall  
20025 Mack Ave.,  
Grosse Pointe Woods, MI  
Asbestos Abatement Services

**Scope of Work:**

Qualified Abatement Services, Inc. will supply all supervision, labor, material and equipment to perform the following asbestos abatement services within the Grosse Pointe Woods City Hall Building:

**P-19070 A: Cleanup:**

1. 3/17/19 Wet wipe, HEPA vacuum and clean misc. items and furniture out of the work area.

45.5 Hours @\$78.00=

Three Thousand Five Hundred Forty Nine Dollars

Third Party Air Monitoring

Six Hundred Dollars

**TOTAL:**

Four Thousand One Hundred Forty Nine Dollars

**\$3,549.00**

**\$600.00**

**\$4,149.00**

**P-19070 B: Asbestos Abatement Services-Floor Tile:**

1. Removal of approximately 4,400 sq. ft. of assumed asbestos containing floor tile.

**Quote:**

Six Thousand Eight Hundred Dollars

**\$6,800.00**

**CLARIFICATIONS:**

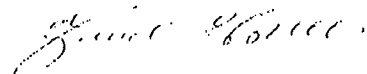
- Quote P-19070 B is based on a weekday work schedule.
- Quote P-19070 B includes all proper daily 3<sup>rd</sup> party air monitoring and clearance air samples.
- Quotes includes all proper disposal.
- Owner to supply water and electrical hook ups.
- Quote does not include any re-installation.

All work will be performed in compliance with the Federal Clean Air Act, N.E.S.H.A.P., and all current and applicable state and federal regulations.

Thank you for the opportunity to quote this work. If you have any questions please call.

Sincerely,

**QUALIFIED ABATEMENT SERVICES, INC.**



Forrest Goyette  
President

FG/mv

# Qualified Abatement Services, Inc.

1735 E. McNichols Road, Detroit, MI 48203 Tel. 313-733-4144 Fax: 313-826-0064

## Cost to Date

**Job #:** 18059  
**Date:** March 14, 2019  
**P.O. #:** 5572  
**Supplier #:**

**Bill To:**

Cross Renovation  
34133 Schoolcraft Rd.  
Livonia, MI 48150

[dale@crossrenovation.com](mailto:dale@crossrenovation.com)

**Project:**

Grosse Pointe Woods  
Public Safety City Hall  
20025 Mack Ave.  
Grosse Pointe Woods, MI  
Asbestos Abatement Services

Contact: Mr. Dale Merrifield

Description:	Proposal P-19044 dated 3-5-19			Amount
Qualified Abatement Services, Inc. provided all supervision, labor, materials, and equipment to perform asbestos remediation services consisting of the following within Grosse Pointe Woods Public Safety City Hall:				
* Installed critical barriers consisting of 6-mil poly				
* Cleaned up all entrances into City Hall				
* Sealed and contained all visible fallen and damaged ceiling materials.				
* HEPA vacuumed, wet wiped all non-porous office equipment and materials.				
* Moved materials to community Center.				
* Performed third party air monitoring during all work activity.				
	Hours:	Day:	Rates:	
Straight Time:	191		\$ 78.00	\$14,898.00
Time and 1/2:	8		\$ 94.00	\$752.00
Double Time:			\$ 110.00	\$0.00
Third Party Air Full Day:		6	\$ 600.00	\$3,600.00
Third Party Air Half Day:		2	\$ 300.00	\$600.00
Total Hours performed 3-5-19 through 3-14-19:				
Amount Due:				\$19,850.00



**GM Restoration, LLC**

12725 Stark Rd. Ste. B  
Livonia, MI 48150

Client: City of Grosse Pointe Woods  
Property: 20025 Mack Plaza Dr.  
Grosse Pointe Woods, MI 48236

Operator: JOEL.WHE

Estimator: Joel Wheaton  
Position: Estimator  
Company: Greener Method Cleaning & Restoration  
Business: 12725 Stark Rd. Ste. B  
Livonia, MI 48150

**RECEIVED**

APR - 5 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Business: (888) 826-1777  
E-mail: joel.  
wheaton@greenermethod.  
com

Type of Estimate: Water Damage  
Date Entered: 3/3/2019 Date Assigned: 3/3/2019  
Date Est. Completed: 3/30/2019 Date Job Completed:

Price List: MIDE8X\_MAR19  
Labor Efficiency: Restoration/Service/Remodel  
Estimate: 5109-GPW  
File Number: 5109

\$11,991.41

101. 299. 815.000

4/1/2019

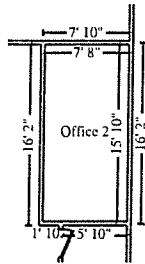
QBH/hrs

F.S.

*[Signature]*  
4/4/19

**GM Restoration, LLC**12725 Stark Rd. Ste. B  
Livonia, MI 48150**5109-GPW****5109-GPW**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. Emergency service call - after business hours	1.00 EA	0.00	196.12	0.00	196.12
2. Cleaning & Remediation - Supervisory - after hrs.	4.00 HR	0.00	73.62	0.00	294.48
3. Equipment decontamination charge - per piece of equipment	8.00 EA	0.00	30.43	1.99	245.43
7 Dehu + A/S					
4. Equip. setup, take down & monitoring - after hrs	2.00 HR	0.00	70.77	0.00	141.54
5. Equipment setup, take down, and monitoring (hourly charge)	4.00 HR	0.00	47.13	0.00	188.52
6. Haul debris - per pickup truck load - including dump fees	1.00 EA	134.75	0.00	0.00	134.75
7. Add for personal protective equipment (hazardous cleanup)	3.00 EA	0.00	8.38	1.24	26.38
Total: 5109-GPW				3.23	1,227.22

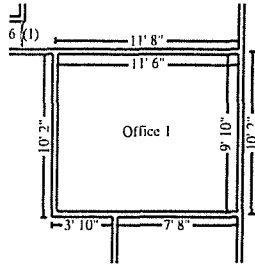
**Main Level****Office 2****Height: 8'**

375.78 SF Walls	121.24 SF Ceiling
497.03 SF Walls & Ceiling	121.24 SF Floor
13.47 SY Flooring	46.97 LF Floor Perimeter
46.97 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
8. Water extract carpeted floor - Cat 3 wtr- Hvy- aft bus hrs	121.24 SF	0.00	2.02	0.00	244.90
9. Apply plant-based anti-microbial agent to the floor - after hrs	121.24 SF	0.00	0.31	0.29	37.87
10. Content Manipulation charge - per hour	0.50 HR	0.00	38.27	0.00	19.14
Totals: Office 2				0.29	301.91

## GM Restoration, LLC

12725 Stark Rd. Ste. B  
Livonia, MI 48150

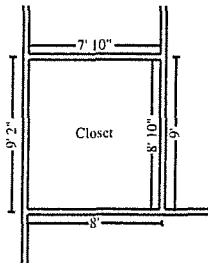


### Office 1

Height: 8'

341.95 SF Walls	113.53 SF Ceiling
455.48 SF Walls & Ceiling	113.53 SF Floor
12.61 SY Flooring	42.74 LF Floor Perimeter
42.74 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
11. Water extract carpeted floor - Cat 3 wtr- Hvy- aft bus hrs	113.53 SF	0.00	2.02	0.00	229.33
12. Apply plant-based anti-microbial agent to the floor - after hrs	113.53 SF	0.00	0.31	0.27	35.46
13. Content Manipulation charge - per hour	0.50 HR	0.00	38.27	0.00	19.14
Totals: Office 1				0.27	283.93

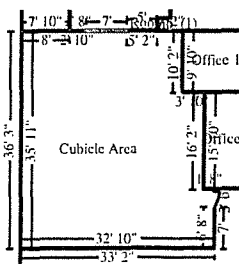


### Closet

Height: 8'

266.54 SF Walls	69.15 SF Ceiling
335.69 SF Walls & Ceiling	69.15 SF Floor
7.68 SY Flooring	33.32 LF Floor Perimeter
33.32 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
14. Water extract from hard surf flr - Cat 3 wtr - aft bus hrs	69.15 SF	0.00	1.12	0.00	77.45
15. Apply plant-based anti-microbial agent to the floor - after hrs	69.15 SF	0.00	0.31	0.17	21.61
Totals: Closet				0.17	99.06



### Cubicle Area

Height: 8'

1,052.99 SF Walls	1,091.08 SF Ceiling
2,144.08 SF Walls & Ceiling	1,091.08 SF Floor
121.23 SY Flooring	130.46 LF Floor Perimeter
137.46 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

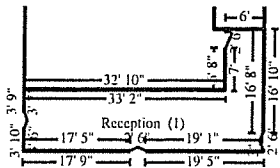
7' X 6' 8"

Opens into COMMON

## GM Restoration, LLC

12725 Stark Rd. Ste. B  
Livonia, MI 48150

### CONTINUED - Cubicle Area

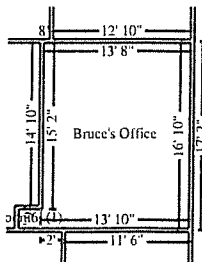


#### Subroom: Reception (1)

Height: 8'

934.87 SF Walls	430.69 SF Ceiling
1,365.57 SF Walls & Ceiling	430.69 SF Floor
47.85 SY Flooring	116.86 LF Floor Perimeter
116.86 LF Ceil. Perimeter	

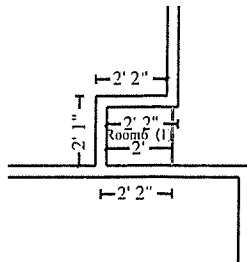
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
16. Water extract carpeted floor - Cat 3 wtr- Hvy- aft bus hrs	1,208.00 SF	0.00	2.02	0.00	2,440.16
17. Apply plant-based anti-microbial agent to the floor - after hrs	1,521.78 SF	0.00	0.31	3.65	475.40
18. Content Manipulation charge - per hour	2.00 HR	0.00	38.27	0.00	76.54
19. Dehumidifier (per 24 hour period) - XLarge - No monitoring 2 for 3 days	6.00 EA	0.00	114.72	0.00	688.32
Totals: Cubicle Area				3.65	3,680.42



#### Bruce's Office

Height: 8'

475.89 SF Walls	230.63 SF Ceiling
706.52 SF Walls & Ceiling	230.63 SF Floor
25.63 SY Flooring	59.49 LF Floor Perimeter
59.49 LF Ceil. Perimeter	



#### Subroom: Room6 (1)

Height: 8'

47.16 SF Walls	3.45 SF Ceiling
50.60 SF Walls & Ceiling	3.45 SF Floor
0.38 SY Flooring	5.89 LF Floor Perimeter
5.89 LF Ceil. Perimeter	

Missing Wall

1' 8 5/8" X 8'

Opens into BRUCES\_OFFI

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
20. Water extract carpeted floor - Cat 3 wtr- Hvy- aft bus hrs	234.08 SF	0.00	2.02	0.00	472.84

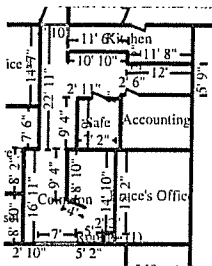


## GM Restoration, LLC

12725 Stark Rd. Ste. B  
Livonia, MI 48150

### CONTINUED - Bruce's Office

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
21. Apply plant-based anti-microbial agent to the floor - after hrs	234.08 SF	0.00	0.31	0.56	73.12
22. Content Manipulation charge - per hour	1.00 HR	0.00	38.27	0.00	38.27
Totals: Bruce's Office				0.56	584.23



#### Common

Height: 8'

1,386.52 SF Walls	559.45 SF Ceiling
1,945.97 SF Walls & Ceiling	559.45 SF Floor
62.16 SY Flooring	172.15 LF Floor Perimeter
179.15 LF Ceil. Perimeter	

Missing Wall

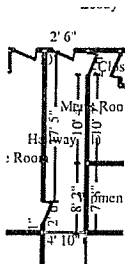
4' 6 5/8" X 8'

Opens into KITCHEN

Missing Wall - Goes to Floor

7' X 6' 8"

Opens into CUBICLE\_AREA



#### Subroom: Hallway (1)

Height: 8'

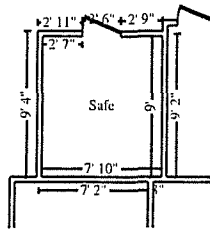
375.82 SF Walls	101.03 SF Ceiling
476.85 SF Walls & Ceiling	101.03 SF Floor
11.23 SY Flooring	46.98 LF Floor Perimeter
46.98 LF Ceil. Perimeter	

Missing Wall

4' 9 3/4" X 8'

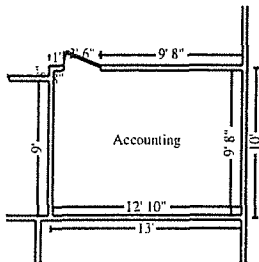
Opens into COMMON

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
23. Water extract carpeted floor - Cat 3 wtr- Hvy- aft bus hrs	660.45 SF	0.00	2.02	0.00	1,334.11
24. Apply plant-based anti-microbial agent to the floor - after hrs	660.45 SF	0.00	0.31	1.59	206.33
25. Content Manipulation charge - per hour	0.50 HR	0.00	38.27	0.00	19.14
26. Dehumidifier (per 24 hour period) - XLarge - No monitoring 1 for 3 days	3.00 EA	0.00	114.72	0.00	344.16
Totals: Common				1.59	1,903.74

**GM Restoration, LLC**12725 Stark Rd. Ste. B  
Livonia, MI 48150**Safe****Height: 8'**

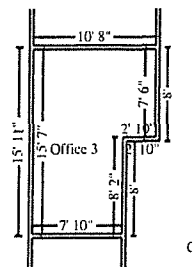
269.56 SF Walls	70.61 SF Ceiling
340.17 SF Walls & Ceiling	70.61 SF Floor
7.85 SY Flooring	33.70 LF Floor Perimeter
33.70 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
27. Water extract carpeted floor - Cat 3 wtr- Hvy- aft bus hrs	70.61 SF	0.00	2.02	0.00	142.63
28. Apply plant-based anti-microbial agent to the floor - after hrs	70.61 SF	0.00	0.31	0.17	22.06
Totals: Safe				0.17	164.69

**Accounting****Height: 8'**

360.66 SF Walls	124.58 SF Ceiling
485.25 SF Walls & Ceiling	124.58 SF Floor
13.84 SY Flooring	45.08 LF Floor Perimeter
45.08 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
29. Water extract carpeted floor - Cat 3 wtr- Hvy- aft bus hrs	124.58 SF	0.00	2.02	0.00	251.65
30. Apply plant-based anti-microbial agent to the floor - after hrs	124.58 SF	0.00	0.31	0.30	38.92
Totals: Accounting				0.30	290.57

**Office 3****Height: 8'**

419.93 SF Walls	143.34 SF Ceiling
563.27 SF Walls & Ceiling	143.34 SF Floor
15.93 SY Flooring	52.49 LF Floor Perimeter
52.49 LF Ceil. Perimeter	

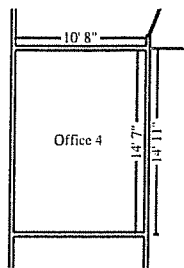
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
31. Water extract carpeted floor - Cat 3 wtr- Hvy- aft bus hrs	143.34 SF	0.00	2.02	0.00	289.55

## GM Restoration, LLC

12725 Stark Rd. Ste. B  
Livonia, MI 48150

### CONTINUED - Office 3

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
32. Apply plant-based anti-microbial agent to the floor - after hrs	143.34 SF	0.00	0.31	0.34	44.78
33. Content Manipulation charge - per hour	0.50 HR	0.00	38.27	0.00	19.14
Totals: Office 3				0.34	353.47

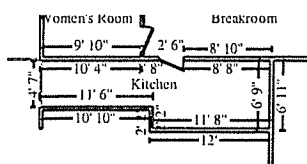


### Office 4

Height: 8'

404.49 SF Walls	155.85 SF Ceiling
560.34 SF Walls & Ceiling	155.85 SF Floor
17.32 SY Flooring	50.56 LF Floor Perimeter
50.56 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
34. Water extract carpeted floor - Cat 3 wtr- Hvy- aft bus hrs	155.85 SF	0.00	2.02	0.00	314.82
35. Apply plant-based anti-microbial agent to the floor - after hrs	155.85 SF	0.00	0.31	0.37	48.68
36. Content Manipulation charge - per hour	0.50 HR	0.00	38.27	0.00	19.14
Totals: Office 4				0.37	382.64



### Kitchen

Height: 8'

442.25 SF Walls	130.23 SF Ceiling
572.49 SF Walls & Ceiling	130.23 SF Floor
14.47 SY Flooring	55.28 LF Floor Perimeter
55.28 LF Ceil. Perimeter	

### Missing Wall

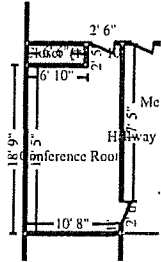
4' 6 5/8" X 8'

Opens into COMMON

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
37. Water extract from hard surf flr - Cat 3 wtr - aft bus hrs	130.23 SF	0.00	1.12	0.00	145.86
38. Apply plant-based anti-microbial agent to the floor - after hrs	130.23 SF	0.00	0.31	0.31	40.68
Totals: Kitchen				0.31	186.54

## GM Restoration, LLC

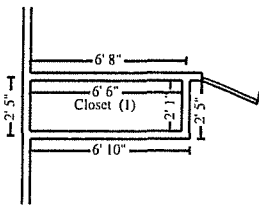
12725 Stark Rd. Ste. B  
Livonia, MI 48150



### Conference Room

Height: 8'

503.87 SF Walls	205.35 SF Ceiling
709.23 SF Walls & Ceiling	205.35 SF Floor
22.82 SY Flooring	62.98 LF Floor Perimeter
62.98 LF Ceil. Perimeter	

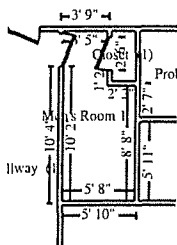


### Subroom: Closet (1)

Height: 8'

137.83 SF Walls	13.72 SF Ceiling
151.56 SF Walls & Ceiling	13.72 SF Floor
1.52 SY Flooring	17.23 LF Floor Perimeter
17.23 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
39. Water extract carpeted floor - Cat 3 wtr- Hvy- aft bus hrs	219.08 SF	0.00	2.02	0.00	442.54
40. Apply plant-based anti-microbial agent to the floor - after hrs	219.08 SF	0.00	0.31	0.53	68.44
41. Dehumidifier (per 24 hour period) - XLarge - No monitoring 1 for 3 days	3.00 EA	0.00	114.72	0.00	344.16
42. Content Manipulation charge - per hour	0.50 HR	0.00	38.27	0.00	19.14
Totals: Conference Room				0.53	874.28

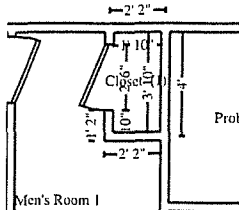


### Men's Room 1

Height: 8'

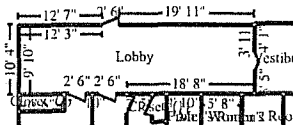
294.91 SF Walls	63.10 SF Ceiling
358.01 SF Walls & Ceiling	63.10 SF Floor
7.01 SY Flooring	36.86 LF Floor Perimeter
36.86 LF Ceil. Perimeter	



**GM Restoration, LLC**12725 Stark Rd. Ste. B  
Livonia, MI 48150**CONTINUED - Men's Room 1****Subroom: Closet (1)****Height: 8'**

90.26 SF Walls	7.01 SF Ceiling
97.27 SF Walls & Ceiling	7.01 SF Floor
0.78 SY Flooring	11.28 LF Floor Perimeter
11.28 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
43. Water extract from hard surf flr - Cat 3 wtr - aft bus hrs	70.11 SF	0.00	1.12	0.00	78.52
44. Apply plant-based anti-microbial agent to the floor - after hrs	70.11 SF	0.00	0.31	0.17	21.90
Totals: Men's Room 1				0.17	100.42

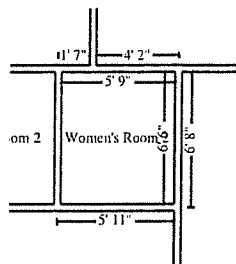
**Lobby****Height: 8'**

712.08 SF Walls	341.06 SF Ceiling
1,053.14 SF Walls & Ceiling	341.06 SF Floor
37.90 SY Flooring	89.01 LF Floor Perimeter
89.01 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
45. Water extract carpeted floor - Cat 3 wtr- Hvy- aft bus hrs	135.00 SF	0.00	2.02	0.00	272.70
46. Apply plant-based anti-microbial agent to the surface area - after hrs	290.00 SF	0.00	0.31	0.70	90.60
47. Dehumidifier (per 24 hour period) - XLarge - No monitoring 1 for 3 days	3.00 EA	0.00	114.72	0.00	344.16
Totals: Lobby				0.70	707.46

## GM Restoration, LLC

12725 Stark Rd. Ste. B  
Livonia, MI 48150

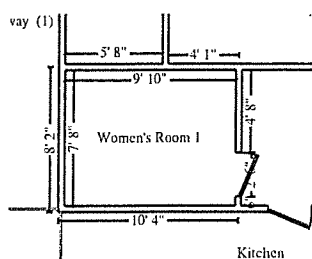


### Women's Room 2

Height: 8'

196.20 SF Walls	37.45 SF Ceiling
233.65 SF Walls & Ceiling	37.45 SF Floor
4.16 SY Flooring	24.53 LF Floor Perimeter
24.53 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
48. Water extract from hard surf flr - Cat 3 wtr - aft bus hrs	37.45 SF	0.00	1.12	0.00	41.94
49. Apply plant-based anti-microbial agent to the floor - after hrs	37.45 SF	0.00	0.31	0.09	11.70
Totals: Women's Room 2				0.09	53.64



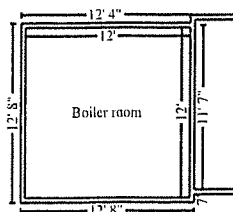
### Women's Room 1

Height: 8'

281.13 SF Walls	76.01 SF Ceiling
357.15 SF Walls & Ceiling	76.01 SF Floor
8.45 SY Flooring	35.14 LF Floor Perimeter
35.14 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
50. Water extract from hard surf flr - Cat 3 wtr - aft bus hrs	76.01 SF	0.00	1.12	0.00	85.13
51. Apply plant-based anti-microbial agent to the floor - after hrs	76.01 SF	0.00	0.31	0.18	23.74
Totals: Women's Room 1				0.18	108.87
Total: Main Level				9.69	10,075.87

## Basement



### Boiler room

Height: 8'

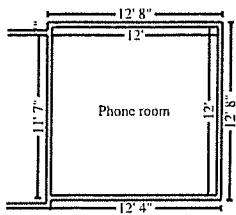
384.00 SF Walls	144.00 SF Ceiling
528.00 SF Walls & Ceiling	144.00 SF Floor
16.00 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

## GM Restoration, LLC

12725 Stark Rd. Ste. B  
Livonia, MI 48150

### CONTINUED - Boiler room

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
52. Dehumidifier (per 24 hour period) - XLarge - No monitoring 1 for 3 days	3.00 EA	0.00	114.72	0.00	344.16
Totals: Boiler room				0.00	344.16



### Phone room

Height: 8'

384.00 SF Walls	144.00 SF Ceiling
528.00 SF Walls & Ceiling	144.00 SF Floor
16.00 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
53. Dehumidifier (per 24 hour period) - XLarge - No monitoring 1 for 3 days	3.00 EA	0.00	114.72	0.00	344.16
Totals: Phone room				0.00	344.16
Total: Basement				0.00	688.32
Line Item Totals: 5109-GPW				12.92	11,991.41

### Grand Total Areas:

11,613.82 SF Walls	4,780.53 SF Ceiling	16,394.35 SF Walls and Ceiling
4,780.51 SF Floor	531.17 SY Flooring	1,449.39 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	1,463.39 LF Ceil. Perimeter
4,780.51 Floor Area	5,096.12 Total Area	11,884.86 Interior Wall Area
3,732.53 Exterior Wall Area	414.73 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

## GM Restoration, LLC

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12725 Stark Rd. Ste. B  
Livonia, MI 48150

### Summary

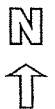
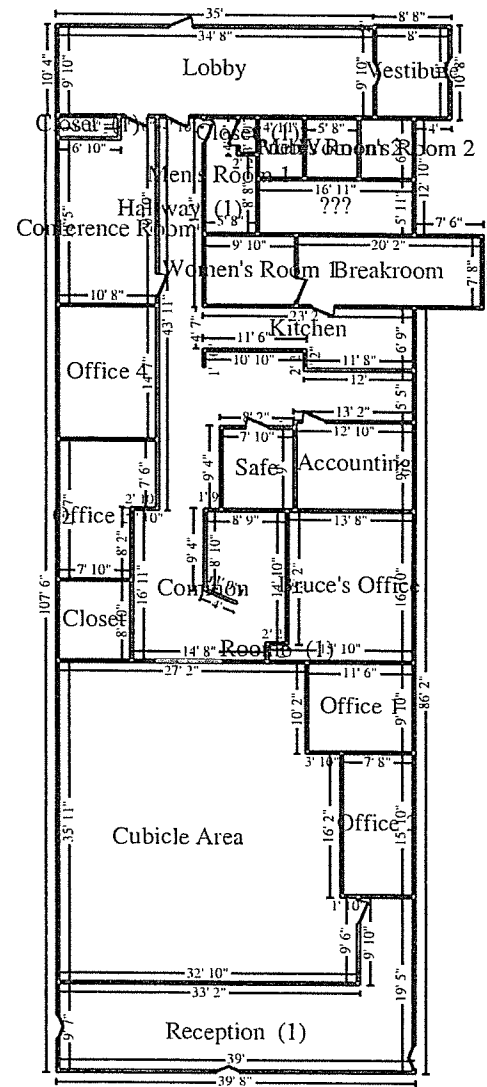
Line Item Total	11,978.49
Material Sales Tax	12.92
	<hr/>
<b>Replacement Cost Value</b>	<b>\$11,991.41</b>
<b>Net Claim</b>	<b>\$11,991.41</b>
	<hr/> <hr/>

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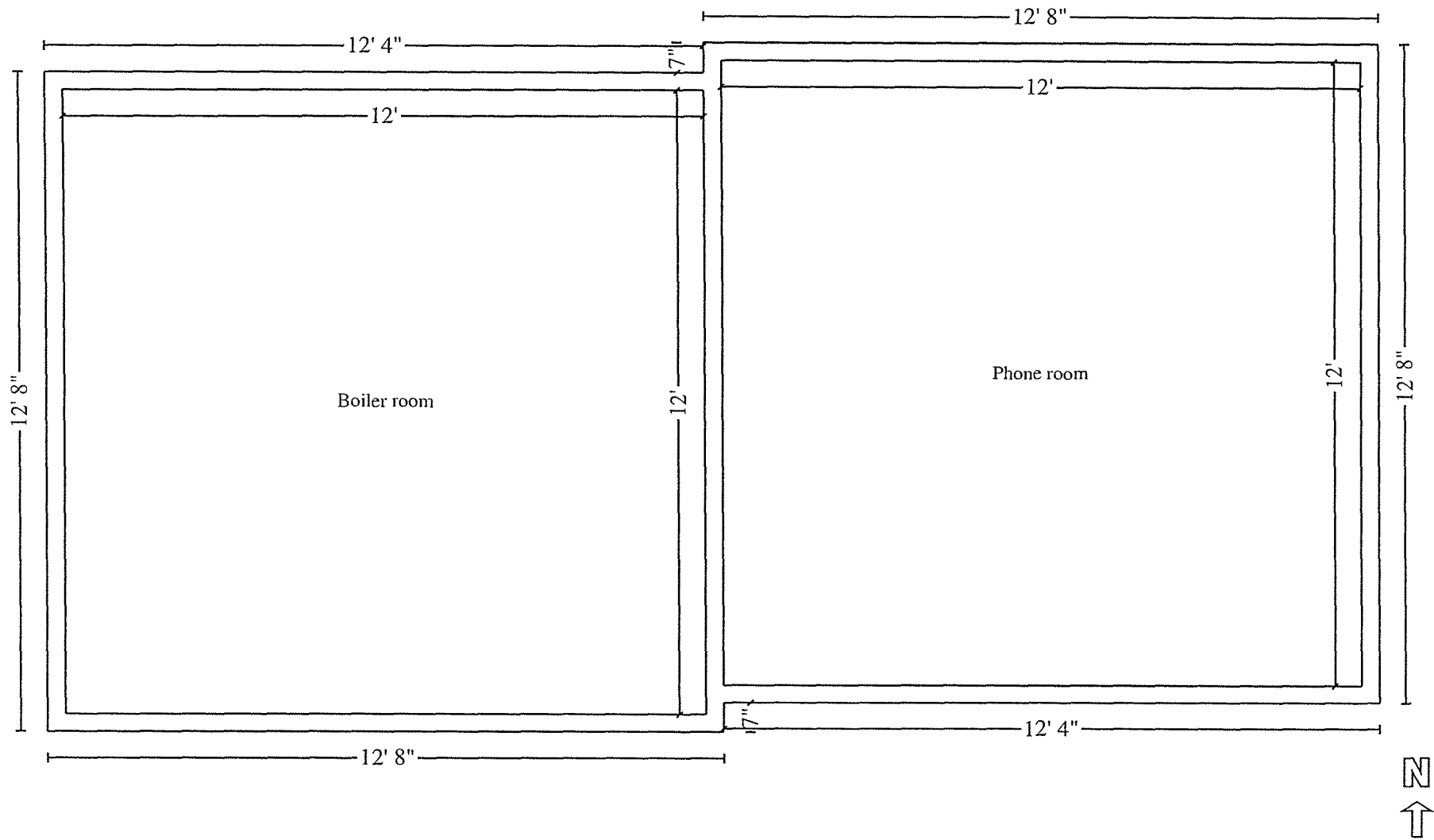
Joel Wheaton  
Estimator

Thank you for choosing GM Restoration, LLC





Main Level



Basement

Cross Renovation, Inc.

34133 Schoolcraft  
Livonia, MI 48152  
(734)286-2244

# Invoice

Date	Invoice #
4/26/2019	690-1

Bill To
City of Grosse Pointe Woods 20025 Mack Plaza Dr. Grosse Pointe, MI 48236

*F.S.*

P.O. No.	Terms	Project
	Net 30	BH-690 GPW Remediation

Description	Amount
Site initial response mobilize	300.00
Emergency supervision - 12 hrs @ \$110/hr	1,320.00
Clean up supervision - 40 hrs @ \$65/hr	2,600.00
Testing by third party	950.00
Consultation for Town Hall meeting	150.00
Emergency electrical response by RSC Electric for panel clearance	855.00
3 storage pods	1,344.50
10% Profit & Overhead	751.95
<i>101.299.815.000</i> <i>4/30/2019</i> <i>CBhress</i>	
Thank you for your business!	<b>Total</b> \$8,271.45

RECEIVED

APR 16 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT



101-210-801.301

04-10-2019

*CD Schress*  
*Rene S*

100

April 10, 2019

Invoice 041019

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

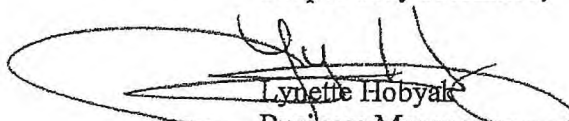
RE: Legal Services – March 2019

**Legal services rendered:**

Invoice # 16227 (attached).....\$ 139.07

**Total..... \$ 139.07**

Respectfully submitted,

  
Lynette Hobyak  
Business Manager

**Please submit payment to Hallahan and Associates, P.C.**

38110 Executive Drive, Suite 100  
Westland, MI 48185

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

101-210-801.301  
4/16/19  
*CD Schress*





RECEIVED

APR 24 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

101-224-818.000

04/24/2019

*C. Behrens*

*[Signature]*  
4/24/19

April 24, 2019

Invoice 042419

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

RE: May 2019 Services

**For contract assessing services rendered:**

Contract Fee (\$69,434 ÷ 12)..... \$ 5,786.16

**TOTAL AMOUNT DUE ..... \$ 5,786.16**

Respectfully submitted,

*[Signature]*  
Lynette Hobyak  
Business Manager

38110 Executive Drive, Suite 100  
Westland, MI 48185

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

10F



ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
www.aewinc.com p(586)726-1234

INVOICE

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

April 10, 2019  
Project No: 0160-0395-I  
Invoice No: 0121385

Project 0160-0395-I CAPITAL IMPROVE., ROOF, INSURANCE CLAIM

Professional Services from March 4, 2019 to March 31, 2019

Professional Personnel

	Hours	Rate	Amount
ARCHITECT			
SENIOR PROJECT ARCHITECT	7.50	103.00	772.50
Totals	7.50		772.50
Total Labor			772.50
Total this Invoice			\$772.50

NO P.O.

101-299-815-000

4/25/2019

C. Behr

Franklin

RECEIVED

APR 26 2019



CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT  
**ANDERSON, ECKSTEIN & WESTRICK, INC.**  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
www.aewinc.com p(586)726-1234

**INVOICE**

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

April 11, 2019  
Project No: 0160-0290-0  
Invoice No: 0121456

Project 0160-0290-0 GENERAL ENGINEERING

FOR: GENERAL ENGINEERING.

Professional Services from March 4, 2019 to March 31, 2019

**Professional Personnel**

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	1.00	103.00	103.00
Cook Road Submittal			
LOCKWOOD, SCOTT	1.00	103.00	103.00
General engineering and review of potential Mack project with Gene Tutag			
LOCKWOOD, SCOTT	1.00	103.00	103.00
General Engineering			
Totals	3.00		309.00
<b>Total Labor</b>			<b>309.00</b>

Billing Limits	Current	Prior	To-Date
Total Billings	309.00	11,378.30	11,687.30
Limit			15,000.00
Remaining			3,312.70

**Total this Invoice \$309.00**

PO# 18-44649

101,444,818.000

\$ 309.00

4/25/2019

Behrens

*[Signature]*

KSS



ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
www.aewinc.com p(586)726-1234

INVOICE

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

April 11, 2019  
Project No: 0160-0364-0  
Invoice No: 0121457

Project 0160-0364-0 SAW GRANT-WASTEWATER ASSET MGT PLAN  
Professional Services from March 4, 2019 to March 31, 2019  
Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC			
EBERLE, JOSEPH	.80	83.50	66.80
disbursement request			
MARCUS, PATRICK	1.50	83.50	125.25
Prepare and send out progress meeting notice and prepare necessary materials for meeting			
TEAM LEADER			
VARICALLI, FRANK	.50	83.50	41.75
VARICALLI, FRANK	.50	83.50	41.75
phone calls, gen.proj.dis.& filing			
VARICALLI, FRANK	.50	83.50	41.75
reviiv cctv video 7 reports			
ENGINEERING AIDE I			
ANKAWI, MICHELLE	1.00	56.00	56.00
Pulled signed Contract Mod #1 for FDV, question about the signatures, scanned and sent to Susan and received updated signature page			
ENGINEERING AIDE TRAINEE			
ANKAWI, MICHELLE	1.00	40.50	40.50
Scan and uploaded Completed Work Schedule			
GIS UPDATES			
ENGINEERING AIDE III			
DOURJALIAN, ANDREW	10.60	70.00	742.00
AB Updates			
Totals	16.40		1,155.80
Total Labor			1,155.80
Total this Invoice			\$1,155.80

PO# 17-43940

592.537-975.004

4/25/2019

C. Behrens  
B. Smith

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





ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
www.aewinc.com p(586)726-1234

**INVOICE**

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

April 11, 2019

Project No: 0160-0399-0

Invoice No: 0121459

Project 0160-0399-0 2018 WATERMAIN CAPITAL IMPROVEMENT

PURCHASE ORDER #18-44857 - \$162,500.00

PURCHASE ORDER #18-44974 - \$36,635.00

PURCHASE ORDER #18-44717 - \$85,500.00

**Professional Services from March 4, 2019 to March 31, 2019**

**Professional Personnel**

	Hours	Rate	Amount
PRINTS			
ENGINEERING AIDE TRAINEE			
KAERLE, KATHLEEN	.30	40.50	12.15
Plans			
QUANTITIES			
ENGINEERING AIDE III			
WALKER, NAKEYA	10.50	70.00	735.00
as built updates			
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	2.50	103.00	257.50
GRADUATE ENG/SUR/ARC			
WILBERDING, ROSS	2.50	83.50	208.75
Virginia Lane Correspondence, reviewing outstanding items			
WILBERDING, ROSS	1.50	83.50	125.25
Email to Bidigare, reviewing outstanding items with Chuck, F. Schulte, S. Lockwood			
GIS UPDATES			
GRADUATE ENG/SUR/ARC			
MILLER, JEFFREY	4.00	83.50	334.00
GIS Updates from as-built plans			
Totals	21.30		1,672.65
<b>Total Labor</b>			<b>1,672.65</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	1,672.65	216,975.97	218,648.62
Limit			284,635.00
Remaining			65,986.38

**Total this Invoice \$1,672.65**

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

FS

PO# 18-449.74  
592-537.977.410  
4/25/2019

*[Handwritten signatures]*



**ANDERSON, ECKSTEIN & WESTRICK, INC.**  
**CIVIL ENGINEERS SURVEYORS ARCHITECTS**  
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**INVOICE**

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

April 11, 2019  
 Project No: 0160-0407-0  
 Invoice No: 0121460

Project 0160-0407-0 2018 ROAD PROGRAM

PURCHASE ORDER #18-44856

Professional Services from March 4, 2019 to March 31, 2019

**Professional Personnel**

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	1.80	103.00	185.40
ENGINEERING AIDE I			
ANKAWI, MICHELLE	.50	56.00	28.00
Sent SPL email with the latest punch-list to find out if she wants me to forward to the contractor			
ENGINEERING AIDE TRAINEE			
ANKAWI, MICHELLE	.50	40.50	20.25
Contractor emailed for an update, I let her know work will begin again in the Spring			
Totals	2.80		233.65
<b>Total Labor</b>			<b>233.65</b>

Billing Limits	Current	Prior	To-Date
Total Billings	233.65	180,831.78	181,065.43
Limit			302,111.61
Remaining			121,046.18

**Total this Invoice \$233.65**

**Outstanding Invoices**

Number	Date	Balance
0119437	10/11/2018	13,367.65
<b>Total</b>		<b>13,367.65</b>

PO # 18-44856

203,451-977,803 \$163.55

592,537.975401 \$70.10

4/25/2019

*C. Dehner*

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

KS



ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
www.aewinc.com p(586)726-1234

**INVOICE**

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

April 11, 2019  
Project No: 0160-0410-0  
Invoice No: 0121461

Project 0160-0410-0 2018-2019 GIS MAINTENANCE

**Professional Services from March 4, 2019 to March 31, 2019**

**Professional Personnel**

	Hours	Rate	Amount	
GIS UPDATES				
GRADUATE ENG/SUR/ARC				
MILLER, JEFFREY	1.00	83.50	83.50	
Addition of scanned plans to database				
MILLER, JEFFREY	1.00	83.50	83.50	
Addition of scanned plans to database, revisions to GIS data				
MILLER, JEFFREY	4.00	83.50	334.00	
Review of valve inspection/street tree field data collection				
Totals	6.00		501.00	
<b>Total Labor</b>				<b>501.00</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	501.00	3,771.65	4,272.65	
Limit			21,000.00	
Remaining			16,727.35	
		<b>Total this Invoice</b>		<b>\$501.00</b>

PO 18-44648

592-537-977.000

4/25/2019

C. B. Kress

F-3



ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
www.aewinc.com p(586)726-1234

INVOICE

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

April 11, 2019

Project No:

0160-0412-0

Invoice No:

0121462

Project 0160-0412-0 FY 2019-2020 RATE STUDY

Professional Services from March 4, 2019 to March 31, 2019

Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
SENIOR PROJECT ENGINEER	9.00	103.00	927.00	
Totals	9.00		927.00	
Total Labor				927.00
Total this Invoice				\$927.00

PO#18-44704

592-537-818/000

4/26/19

CBK  
EWA

FS





ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
www.aewinc.com p(586)726-1234

**INVOICE**

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

April 11, 2019  
Project No: 0160-0414-0  
Invoice No: 0121463

Project 0160-0414-0 BEAUFIT ROAD RECONSTRUCTION-MACK TO WCL  
P.O. 19-45151

**Professional Services from March 4, 2019 to March 31, 2019**

**Fee**

Construction Cost	800,000.00
Fee Percentage	6.40
Total Fee	51,200.00

Percent Complete	30.00	Total Earned	15,360.00
		Previous Fee Billing	0.00
		Current Fee Billing	15,360.00
		<b>Total Fee</b>	<b>15,360.00</b>

**Total this Invoice \$15,360.00**

PO# 19-45151  
203.451-977803  
4/25/19  
C. Behrens  
[Signature]  
EJ

Beaufait Road Recostruction- Mack to West City Limit  
 AEW Project No. 0160-0414  
 Summary of Time Spent for Design, Specification, Bidding  
 and Subconsultant Fees

Name	Hours	Description
ANGER, SCOTT	19.5	Survey
BIRKETT, CHRISTOPHER	9.5	Survey, underground investigation
CAMPBELL, RANDY	8.5	Survey
CARPENTER, AARON	6.5	Survey
GAYESKI JR., JOSEPH	13.5	Survey Oversight, project setup
LOCKWOOD, SCOTT	18	Project oversight, design
MILLER, JEFFREY	2.5	GIS
RICKARD, EMILY	12.5	Topo, design and drafting
SMITH, BRYAN	15	Survey
TRUAX, MICHAEL	3.5	Survey Oversight
WILBERDING, ROSS	3.5	Design
	112.5	

SUBCONSULTANTS

Amount	Description
2950	G2 CONSULTING GROUP, LLC
2950	



ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
www.aewinc.com p(586)726-1234

INVOICE

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

April 11, 2019  
Project No: 0160-0415-0  
Invoice No: 0121464

Project 0160-0415-0 OXFORD RD RESURFACING-JACKSON TO WCL  
P.O. 19-45151

Professional Services from March 4, 2019 to March 31, 2019

Fee

Construction Cost	250,000.00
Fee Percentage	7.80
Total Fee	19,500.00

Percent Complete	30.00	Total Earned	5,850.00
		Previous Fee Billing	0.00
		Current Fee Billing	5,850.00
		<b>Total Fee</b>	<b>5,850.00</b>

**Total this Invoice \$5,850.00**

PD# 19-45151

203. 451-977. 803

4/26/19

CBehrens

James S. S. S.

FS

**Oxford Road Resurfacing- Jackson to West City Limit**  
**AEW Project No. 0160-0415**  
**Summary of Time Spent for Design, Specification, Bidding**  
**and Subconsultant Fees**

[illegible]

## SUBCONSULTANTS

Amount	Description
0	G2 CONSULTING GROUP, LLC
0	



RECEIVED

APR 16 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**KELLER THOMA**  
A PROFESSIONAL CORPORATION

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

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APR 10 2019

106

FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

Attention: City Manager

April 01, 2019

Client: 000896

Matter: 000000

Invoice #: 116283

REGARDING: GENERAL MATTERS

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

TOTAL

\$1,531.25

101.210.810.000

4/16/19

CBHess

Ernie [Signature]  
4/10/19

**KELLER THOMA**  
A PROFESSIONAL CORPORATION

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FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

April 01, 2019

Client: 000896

Matter: 000000

Invoice #: 116283

Attention: City Manager

Page: 1

RE: GENERAL MATTERS

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For Professional Services Rendered through March 31, 2019

DATE	ATTY	DESCRIPTION	HOURS
3/4/2019	GPK	Telephone call from client regarding pending labor matters.	0.25
3/11/2019	GPK	Attention to review of documents regarding negotiations; review of outstanding grievances.	1.00
3/12/2019	GPK	Attention to preparation for and attendance at TPOAM negotiations.	3.50
3/14/2019	GPK	Attention to preparation for and attendance at POLC negotiations.	4.00
Total Services			\$1,531.25

ATTORNEY	HOURS	RATE	AMOUNT
GPK GARY P. KING	8.75	\$175.00	\$1,531.25

  
4/10/19

Total Amount Due

\$1,531.25

104

**DON R. BERSCHBACK**  
ATTORNEY AND COUNSELOR AT LAW  
24053 JEFFERSON AVENUE  
ST. CLAIR SHORES, MICHIGAN 48080-1530

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

April 30, 2019

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APR 30 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

OF COUNSEL  
CHARLES T. BERSCHBACK

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

RE: April 2019 Billing/DRB

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
3.28.19	Work on Berkshire criminal case (.25);	0.25
4.01.19	Review of weekend packet, TCs, emails and letter correspondence (1.00); CC work (.75); attendance at C&E and CC meetings (1.25)	3.00
4.08.19	TCs on ordinances (.25)	0.25
4.10.19	Outside litigation work (.50); miscellaneous emails, TCs and letter correspondence and follow up on City matters (.75)	1.25
4.15.19	All TCs, emails, and letter correspondence work (1.00); review of and preparation for CC meeting (.50); review of court files (.50); attendance at CC meeting (.50)	2.50
4.16.19	Follow up on COW and CC items (.50); outside litigation work (.25);	0.75
4.17.19	Attendance at Court and follow up (2.50); warrant review (.25)	2.75
4.23.19	All TCs, emails, and letter correspondence regarding miscellaneous City matters (1.00)	1.00
4.24.19	Trip to Lansing on Provencial Annexation matter and follow up (5.00)	5.00
4.25.19	TCs and emails with BS and LKH on new EEOC file and food truck/cart issue	1.00
4.29.19	TCs and research on EEOC matter(.50); attention to COW and related items (.50)	1.00

DRB = 18.75 hours x \$170.00

TOTAL: \$ 3,187.50

Breakdown

General	15.75 hours
Municipal Court	3.00 hours
Bldg/Planning Comm.	0.00 hours
MTT	0.00 hours

TC - Telephone  
CTB - Charles T. Berschback  
DRB - Don R. Berschback  
BS - Bruce Smith  
GPCRDA - Grosse Pointe Clinton Refuse Disposal Authority  
SEMSD - Southeast Macomb Sanitary District

LKH - Lisa K. Hathaway  
CC - City Council  
PC - Planning Commission  
FS - Frank Schulte

GT - Gene Tutag  
CB - Cathrene Behrens  
CEW-Conference of Eastern Wayne  
LFP - Lakefront Park  
MTT - Michigan Tax Tribunal

CHARLES T. BERSCHBACK  
ATTORNEY AT LAW  
24053 EAST JEFFERSON AVENUE  
ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400  
FAX (586) 777-0430  
bibwlaw@yahoo.com

CHARLES T. BERSCHBACK

DON R. BERSCHBACK  
OF COUNSEL

RECEIVED

APR 30 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

April 30, 2019

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

RE: April Billing/ CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
3.27.19	Continued work and research on SBC case (1.00)	1.00
3.28.19	TCs Municipal Court (.25); TC LH, work on SBC issue, review of recent law (.50)	0.75
3.29.19	TC FS, initial review of Disposal Contract and Bid Doc., TCs Municipal Court-Docket (.25)	0.25
4.1.19	TC on WCA, TC Det Bur re: FOIA (.25)	0.25
4.2.19	Review of Court docket, call with complaining witness (.50); meeting with GT (.25); prep for Randazzo (.50)	1.25
4.3.19	Attendance in Municipal Court; Randazzo hearing (4.00); work on LCC ordinance, TC FS (.50)	4.50
4.4.19	Municipal Court, review of Nanni videos, call with Det. B, TC GT on Randazzo (.50); review of Cross bonds, TC construction contract attorney, TC FS, research (1.50); review of 3 renewal contracts, call and email (.25)	2.25
4.5.19	TCs GT on VDG; TCs resident and Debbie Reed, review of resident's email; follow up; TCs Municipal Court (.50)	0.50
4.7.19	Review of agenda items (.25)	0.25
4.8.19	Initial review of GFL contract, TCs (1.00)	1.00
4.9.19	TCs Det Bur, review of new bond violations, emails (.50); review of demo contract and email to contractor (1.00); review of DTE contract and finalized GFL letters (.25)	1.75



4.10.19	Municipal Court docket (2.00); review of printing services contract and email, meeting with GT, LH (.75); calls and emails, LH, BS, CT (.50)	3.25
4.11.19	Meeting with BS, GT, VDG developer and Vitale (1.00); initial work on sign ordinance amendment (Blade signs) (.75); review of revised Little League contract and TCs (.25); TCs, email Greco Title, meeting with Kelly Allen (2.00)	4.00
4.12.19	Revisions to LCC ordinance, cover letter for COW (2.00); work on sign ordinance (.75); TC BS, Little League, revision of contract revision, emails (.25); TCs regarding prohibited breed (.25)	3.25
4.13.19	Work on blade sign ordinance (.50)	0.50
4.15.19	Work on dog issue/research,, TCs (.50); TC GT on blade signs, revisions to ordinance (.50); work on LCC ordinance (.75)	1.75
4.16.19	TCs dog (.25); TC BN, BS (.25)	0.50
4.17.19	Municipal Court (1.00); TC BS on PEG, work on LCC ordinance (.50); work on SBC case (1.00); finalized Upshaw letter (.25); TCs re: PEG research (.50)	3.25
4.18.19	Meeting with Ihrle on fence (.25)	0.25
4.24 - 25.19	Calls and emails regarding SBC (1.00)	1.00
4.26.19	All calls, review of report on new DV case (Municipal Court) (1.00)	1.00
4.29.19	Review of Marshall Landscape and Grosso Trucking renewal contracts; email to LH, BS, FS (.25); TCs Municipal Court (.25); calls with SBC and further research (.75)	1.25
4.30.19	TC FS; review of contract , emails and calls re: mini golf course (.50)	0.50

CTB = 34.25hours at \$150.00 per hour	\$5,137.50
TOTAL DUE:	\$5,137.50

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
DV - Domestic Violence		

#### **Breakdown**

General	18.50 hours
Municipal Court	11.25 hours
Building/Planning Commission	4.50 hours
Tax Tribunal	0.00 hours