CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Regular City Council Meeting Agenda
Monday, April 18, 2016
7:30 p.m.

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

6. MINUTES
   - A. City Council 04/04/16
   - B. Committee-of-the-Whole 04/11/16, with recommendations:
     1. Proposed 2016/17 Water/Sewer Rates
     2. Rates Sheet Rec'd 04/11/16
   - C. Finance Committee 03/21/16 and Excerpt 04/04/16, w/recommendation:
     1. Proposed 2016/17 budget cuts

7. COMMUNICATIONS
   - A. Conference: Michigan Association of Municipal Clerks
     1. Memo 04/07/16 – City Clerk
     2. Registration Brochure
   - B. Purchase: Tent
     1. Memo 04/11/16 - City Administrator/ Assessor
     2. Quotes (2)
     3. Community Events Committee Excerpt 03/23/16
   - C. Resignation – Senior Citizens Commission
     1. Senior Citizens Commission Excerpt 11/17/15 - Despina Kypros
   - D. Monthly Financial Report – March 2016

8. BIDS/PROPOSALS/ CONTRACTS
   - A. Agreement: Trucking Services
     1. Memo 04/04/16 – Director of Public Services
     2. Letter 03/31/16 – S. Grosso
     3. Grosso Trucking & Supply Co. Agreement
     4. Certificate of Liability Insurance

B. Agreement: Tennis Instructor Agreement
   1. Memo 04/07/16 – Director of Public Services/Recreation Supervisor
   2. Tennis Instructor Agreement
   3. Certificate of Liability Insurance

9. PROCLAMATIONS

A. Arbor Day

B. Municipal Clerks Week

10. CLAIMS/ACCOUNTS

A. Labor Attorney
   1. Keller Thoma 04/01/16

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.

6A

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, APRIL 4, 2016, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:34 p.m. by Mayor Novitke.

Roll Call:	Mayor Novitke
Council members:	Bryant, Granger, Ketels, Koester, McConaghy, Shetler
Absent:	None
Also Present:	City Administrator/Assessor Colombo City Attorney Don Berschback City Clerk Hathaway Director of Public Works Ahee Recreation Supervisor Byron

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

The following Commission members were in attendance:

Phil Hage, Beautification Commission
Doug Hamborsky, Planning Commission
George McMullen, Board of Review/Local Officers Compensation 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, Ketels, Koester, McConaghy, Novitke, Shetler
No:	None
Absent:	None

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

1. City Council Minutes dated March 21, 2016.
2. Committee-of-the-Whole minutes dated March 28, 2016.

Motion carried by the following vote:
Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

The Mayor appointed Sharon Beeby to the Senior Citizens Commission with a term to expire December 31, 2016.

Motion by McConaghy, seconded by Shetler, regarding **appointment – Senior Citizens Commission**, that the City Council voice no objection to the Mayoral appointment of Sharon Beeby to the Senior Citizens Commission with a term to expire December 31, 2016.

Motion carried by the following vote:
Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

Motion by McConaghy, seconded by Granger, regarding **Ice Cream Social**, that the City Council concur with the Senior Commission at their meeting on March 15, 2016, and approve an amount not to exceed $400.00 for expenses related to the Ice Cream Social to be held on May 18, 2016, funds to be taken from Account No. 101-105-880.600.

Motion carried by the following vote:
Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

Motion by Granger, seconded by Koester, regarding **Arbor Day Programs**, that the City Council concur with the Tree Commission at their meeting on March 2, 2016, and

approve an amount not to exceed $155.00 for expenses related to Arbor Day programs, funds to be taken from Account No. 101-105-880.700; and, regarding the **Memorial Tree Ceremony Program**, that the City Council approve an amount not to exceed $320.00 for expenses related to Memorial Tree Ceremony Program, funds to be taken from Account No. 101-105-880.700.

Motion carried by the following vote:
Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

Motion by Shetler, seconded by Bryant, regarding **Entertainment Contracts/Agreements**, that the City Council concur with the Community Events Committee at their meeting on March 23, 2016, and enter into entertainment contracts and agreements, funds to be taken from Account No. 205-870-820.130, and to authorize the City Administrator to sign said contracts, for the events as follows:

- Sun Messengers: June 24, 2016 (Music on the Lawn) $1,500.00;
- Bugs Beddow and the Good Stuff: July 29, 2016 (Music on the Lawn) $1,050.00;
- Sun Messengers: August 26, 2016 (Music on the Lawn) $1,500.00;
- Paul Carey's Rhythm and Blues Krewe: September 17, 2016 (Fall Fest) $1,500.00 and an additional $500.00 to perform on the rain date, September 18th, if necessary.

The Mayor discussed the possibility of adding a popcorn vendor. Administration was asked to determine whether a City vendor permit is required.

Motion carried by the following vote:
Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

There was a consensus of the City Council to defer action on the recommendation from the Community Events Committee at their meeting on March 23, 2016, regarding the purchase of a **tent** until the April 18, 2016, Council meeting and that administration confirm whether quotes include tent sides.

Motion by Bryant, seconded by McConaghy, regarding **Application for Permit/License – Solicitor**, that the City Council approve the application of Carolyn Toma from Just Energy for a Permit/License to Solicit.

Motion carried by the following vote:
Yes: Bryant, Ketels, Koester, McConaghy, Novitke, Shetler
No: Granger
Absent: None

Motion by McConaghy, seconded by Bryant, regarding **Annual Report – Department of Public Works and Parks & Recreation**, that the City Council receive and place on file this annual report.

There was a consensus of the Council that Administration place the Annual Report on the website, reference in the *Update,* and send via email to the residents.

Motion carried by the following vote:
Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

Motion by McConaghy, seconded by Koester, regarding **Proposed FY 2016-17 Budget,** that the City Council receive and place on file the 2016/17 Proposed Budget Summary.

Motion carried by the following vote:
Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

Motion by Shetler, seconded by Granger, regarding **partial refund – K-9 donations**, that the City Council authorize a refund of $8,145.29 to the K-9 Safety Partners of the Grosse Pointes, funds to be taken from Account No. 101-000-694.400.

Motion carried by the following vote:
Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

Motion by Koester, seconded by Shetler, regarding **contract: janitorial services for municipal building**, that the City Council approve a contract with Triple F Commercial Cleaning Services to provide janitorial services for the municipal building from July 1, 2016, through June 30, 2017, in a total amount not to exceed $12,996.00, funds to be taken from Account No. 101-444-818.000, contingent upon the adoption of such in the 2016/17 budget.

Motion by Koester, seconded by Shetler, to amend the previous motion by adding, ", and authorize the City Administrator to sign said contract."

Motion carried by the following vote:
Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

The Mayor issued the following **proclamations**:

- **2016 National Police Week;**
- **Emergency Medical Services Week**.

Motion by McConaghy, seconded by Granger, regarding **City Attorney**, that the City Council approve the following statement dated March 31, 2016:

1. City Attorney Charles T. Berschback - $4,702.50.

Motion carried by the following vote:
Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

Motion by Bryant, seconded by Shetler, regarding **trench collapse proposals (Rumph Construction/Estate of Rumph)**, that the City Council approve payment of the remaining invoices incurred from the Rumph trench collapse on October 29, 2014, in an amount not to exceed $78,398.32 as indentified, funds to be taken from Account No. 101-000-202.050:

Contractor	Balance Due
Oakway Mutual Aid Assoc.	35,768.40
Western Wayne County Fire Dept.	26,731.26
County of Macomb	14,803.66
Oakland County Mutual Aid Assoc.	1,095.00
	$78,398.32

Motion carried by the following vote:
Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

Under Public Comment:

- Kurt Marshall spoke regarding Little League improvements to Ghesquiere Park. Little League intends to hold a fundraiser for concession stand improvements. The Mayor stated a Committee-of-the-Whole meeting will be scheduled for possibly April or second week in May to discuss this topic. Mr. Marshall also stated there is a concern at the Diamond 1 dugouts regarding broken concrete and stated it is a liability. The Mayor suggested closing the dugout, and administration was asked to look at the dug out and report on necessary repairs. Administration was asked to address recent fence repair done by a contractor employed by Little League.

Motion by Bryant, seconded by Granger, to adjourn tonight's meeting at 8:18 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

6B

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS MEETING AS A FINANCE COMMITTEE HELD ON MONDAY, APRIL 11, 2016, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT:	Mayor Novitke Council Members Bryant, Granger (excused at 8:39 p.m.), Ketels, Koester, McConaghy, Shetler
ABSENT:	None
ALSO PRESENT:	City Administrator/Assessor Colombo Treasurer/Comptroller Irby Deputy City Clerk Gerhart Director of Public Services Ahee Director of Public Safety Smith City Engineer Lockwood Kyle Seidel, Anderson, Eckstein and Westrick, Inc.

Mayor Novitke called the meeting to order at 7:35 p.m.

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

Motion carried by the following vote:

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

The first item discussed was regarding the **2016/17 Water and Sewage Rates.** The Treasurer/Comptroller, City Administrator/Assessor and Mr. Seidel recommended that the Council adopt Option 2 in the Proposed 2016/17 Water/Sewer Rate hand out received from Mr. Seidel.

Mr. Seidel disturbed an outline of three potential water rate increases. He explained that the City purchases water from the Great Lakes Water Authority, which increased the purchase price by 7.3%. The City's sewage disposal is handled through Detroit Water and Sewage Department's Northeast Sewage Pumping Station, and the rate for disposing of sewage rose 5.2%. He explained that option two preserved the existing rate structure and more equitability distributed the increase to both residential and commercial customers. The proposed rate increases would become effective on July 1, 2016. On average residents will experience an increase of $2.50 per month, under option 2.

The Committee then discussed the potential of utilizing water funds to replace streets in the event of a water main break. The City Engineer stated these funds are eligible to be used to replace the pavement directly above the broken water main. The Director of Public Services stated the majority of the water lines in the City are located in the greenbelt and not below the streets.

Motion by Bryant, seconded by Granger, that the Committee-of-the-Whole recommend to City Council to adopt Option 2 as presented in the Proposed 2016/17 Water/Sewer Rates, effective July 1, 2016.

Motion carried by the following vote:
Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

Discussion ensued regarding the potential for conducting additional lead water testing and anti-corrosive additive. The Director of Public Works was directed to determine the cost of additional lead testing. The Committee then discussed the City's Stormwater, Asset Management, and Wastewater Program grant application; this grant will cover the City's cost to televise the main sewer lines. The City Engineer stated that the City will likely receive the grant, which will be awarded in October. Once the grant is awarded work will likely begin in the spring of 2017.

Discussion then ensued regarding **the proposed FY 2016/17 Budget**. The Mayor reviewed the Finance Committees recommendations from their meeting on April 4, 2016. The Committee recommended the following:

- Keep the reduced transfer to Local Street Fund, as a result of additional road funding;
- Keep reductions in contractual services (4);
- Keep Public Safety training transfer to Act 302 Training Fund;
- Eliminate the removal of P/R part-time employee, calendar, and newsletter;
- Eliminate the removal of outdoor Christmas lights and garland;
- Eliminate the removal of part-time union clerical position;
- Eliminate the removal of four DPW part-time positions;
- Eliminate the removal of changing of winter park hours;
- Eliminate the removal of changing the activity building hours;
- Eliminate the removal of summer park bus service and trolley.

The City Administrator/Assessor informed the Committee that a full-time Administrative Clerk I in the Public Safety Records Department is scheduled to retire. The Director of Public Safety outlined the need for the full-time position. There was a consensus of the Committee to authorize the Director of Public Safety to fill the position.

The City Administrator/Assessor then discussed the potential for not replacing a part-time Public Safety Records Clerk that is planning to retire later this year. The Director of Public Safety said that eliminating the part-time position would necessitate the Records Department being closed to the public for half of a day, four days a week. The Committee discussed the merits of eliminating one of the part-time Public Safety Records Clerk through attrition. The Director of Public Safety stated that one of the part-time Public Safety Clerks is having surgery and will be off for approximately 8 weeks. There was a consensus of the Committee that Public Safety proceed with one part-time Public Safety Records Clerk on a trial basis, and that the Director of Public Safety report

the results to the Committee-of-the-Whole at the end of June. The Committee granted the Director of Public Safety the flexibility to close the records department at times if work flow dictated it.

The Treasurer/Comptroller provided an overview of the entrainment for Music on the Lawn and Fall Fest being moved from the general fund to the Community Events Committee budget. The Community Events Committee will work on obtaining sponsorship for the events.

The Chair declared a recess at 8:32 p.m., and reconvened at 8:39 p.m.

Motion by McConaghy, seconded by Shetler, to excuse Council Member Granger from the balance of the meeting.

Motion carried by the following vote:
Yes: Bryant, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Granger

The next item discussed was regarding the **2017 Road Program.** The City Engineer provided the Committee with an overview of the proposed project. Approximately $3.4 million dollars remains for 2017 road construction. The City Engineer stated that as the bids were let for the 2015/16 road construction, it became apparent that the cost of construction had increased and would not allow for the City to complete the original scope of work projected. He provided proposed roads for construction.

Motion by McConaghy, seconded Bryant, that the Committee-of-the-Whole refer the 2017 Road Program to the Construction Committee.

Motion carried by the following vote:
Yes: Bryant, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Granger

Motion by Bryant, seconded by Shetler, that the 2017 Road Program be removed from the Committee-of-the-Whole.

Motion carried by the following vote:
Yes: Bryant, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Granger

The Committee then continued discussion regarding the **proposed FY 2016/17 Budget**. The City Administrator/Assessor and Treasurer/Comptroller were present for questions regarding the budget.

The City Administrator/Assessor informed the Committee that I.T. Right would provide a comprehensive evaluation of the City's I.T. department for $3,400. There was the consensus of the Committee to proceed with the evaluation.

The Committee then directed the Treasurer/Comptroller to gather additional information regarding 911 service fees.

The Committee also requested the Treasurer/Comptroller to determine if the Boat Dock Fund could be used for the construction of a second kayak rack.

The Treasurer/Comptroller provided an overview of the Vehicle Fund. For FY 2016/17, the City is planning to lease an Impala for the Detective Bureau, a pick-up equipped for Animal Control and a pick-up outfitted with a plow for both the Department of Public Works and the Parks & Recreation Department. The Treasurer/Comptroller recommends that the City not proceed with additional vehicle purchases until the current leases are completed.

Motion by Bryant, seconded by Shetler, that the Committee-of-the-Whole recommend the City Council adopt the proposed FY 2016/17 Budget as amended.

Motion carried by the following vote:
Yes: Bryant, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Granger

Motion by Bryant, seconded by Shetler, that the proposed FY 2016/17 budget be removed from the Committee-of-the-Whole.

Motion carried by the following vote:
Yes: Bryant, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Granger

Under New Business/Public Comment, the following was discussed:

- The Mayor directed that April 25th Finance Committee meeting be changed to a Committee-of-the-Whole for discussion of proposed improvements to the Ghesquiere Park baseball diamonds with the Grosse Pointe Woods Little League;
- The Director of Public Services was directed to contact Wayne County regarding the quality of road repairs along Mack Avenue;
- Discussion was held regarding the Grosse Pointe Woods Foundation's request to install a sign at the proposed site of the miniature golf course in Lake Front Park. The Committee referred the matter to the Public Relations Committee.

Motion by Ketels, seconded by Shetler, that the meeting of the Committee-of-the-Whole be adjourned at 10:09 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Steve Gerhart
Deputy City Clerk

COW 4/16/10

	Typical Res. Increase %	Meter Charge		Billing Charge		CIP Charge		Commodity Charge		% Fixed GPW		% Fixed GLWA	
		Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer
Existing Fixed Fees	0.0%	$ 14.00	$ 30.00	$ 1.00	$ 1.00	$ 10.50	$ 10.50	$ 3.13	$ 2.34	36.2%	56.2%	60%	100%
Option 1: Only Raise Commodity	3.6%	$ 14.00	$ 30.00	$ 1.00	$ 1.00	$ 10.50	$ 10.50	$ 3.53	$ 2.35	33.5%	56.1%	60%	100%
Option 2: Increased Fixed and Commodity	3.8%	$ 14.53	$ 31.14	$ 1.04	$ 1.04	$ 10.89	$ 10.89	$ 3.45	$ 2.23	34.8%	58.3%	60%	100%
Option 3: Only Raise Fixed	3.7%	$ 14.98	$ 32.10	$ 1.07	$ 1.07	$ 11.24	$ 11.24	$ 3.13	$ 2.34	37.8%	57.9%	60%	100%

Approved by Committee 4/4/16 6C

FINANCE COMMITTEE
03-21-16

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 21, 2016, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 9:00 p.m. by Chair McConaghy.

In attendance:	Chairman McConaghy Members: Koester, Novitke
Absent:	None
Also present:	City Administrator/Assessor Colombo City Treasurer/Comptroller Irby City Clerk Hathaway Director of Public Safety Smith Director of Public Services Ahee

Also in attendance:

Council Member Shetler
George McMullen

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 14, 2016, 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 **proposed 2016/17 Estimated Budget**. A review of the budget book commenced, discussion ensued, and question and answers were addressed. The Mayor requested a list of salaries for non-union and union employees.

The Treasurer/Comptroller stated taxable values are being figured at 1.8, and fiscal forecasting will change accordingly with Board of Review findings.

At the request of the Chair, the Director of Public Services provided an overview regarding requests for Public Works vehicles and equipment for all departments in the proposed budget. The Treasurer/Comptroller was asked to provide a list of all equipment.

The Treasurer/Comptroller provided an overview regarding Information Technology requests. The City Clerk provided an overview regarding her departmental requests. Discussion then ensued regarding Commission, Municipal Court, City Attorney, Public Safety and Public Services budgets. The Treasurer/Comptroller was asked to look at contractual services accounts across the board and compare to actual costs from 2014/15 for further possible reductions, and to provide a breakdown for utilities.

Motion by Koester, seconded by Novitke, that tonight's meeting be adjourned at 10:42 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

The Committee discussed **fiscal forecasting**. The Mayor recommended that the Finance Committee meet after the budget is adopted to further discuss the budget. Council will need to consider addressing a Headlee override in 2018, encouraging reformation of Proposal A, and to encourage modification of PA 33 to eliminate the population threshold allowing for special assessments for police and fire regardless of population. Administration was asked to look at reducing cost of utilities.

Following discussion regarding the list of proposed budget cuts, which administration incorporated into the budget, there was a unanimous consensus to:

- Keep the reduced transfer to Local Street Fund, as a result of additional road funding;
- Keep reductions in contractual services (4);
- Keep Public Safety training transfer to Act 302 Training Fund;
- Eliminate the removal of P/R part-time employee, calendar, and newsletter;
- Eliminate the removal of outdoor Christmas lights and garland;
- Eliminate the removal of part-time union clerical position;
- Eliminate the removal of four DPW part-time positions;
- Eliminate the removal of changing of winter park hours;
- Eliminate the removal of changing the activity building hours.

The City Administrator/Assessor stated that eliminating summer park bus service at an $11,500 savings includes the trolley service at $6,000.00. Prior discussions identified Council does not intend on eliminating the trolley.

Motion by Novitke, seconded by Koester, regarding the list of administration's proposed budget cuts incorporated into the proposed FY 2016/17 budget, that the Finance Committee recommend that the City Council agree with the Finance Committee's recommendation to:

- Keep the reduced transfer to Local Street Fund, as a result of additional road funding;
- Keep reductions in contractual services (4);
- Keep Public Safety training transfer to Act 302 Training Fund;
- Eliminate the removal of P/R part-time employee, calendar, and newsletter;
- Eliminate the removal of outdoor Christmas lights and garland;
- Eliminate the removal of part-time union clerical position;
- Eliminate the removal of four DPW part-time positions;
- Eliminate the removal of changing of winter park hours;
- Eliminate the removal of changing the activity building hours;
- Eliminate the removal of summer park bus service and trolley.

Motion passed by the following vote:

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

Motion by Novitke, seconded by Koester, that the previous motion be immediately certified.

Motion passed by the following vote:

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

7A

CITY OF GROSSE POINTE WOODS

Office of the City Clerk

Memorandum

DATE: April 7, 2016

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 14 – 17, 2016, in Lansing. This is an approved item in the FY 2015/16 budget in the amount of $1,500.00.

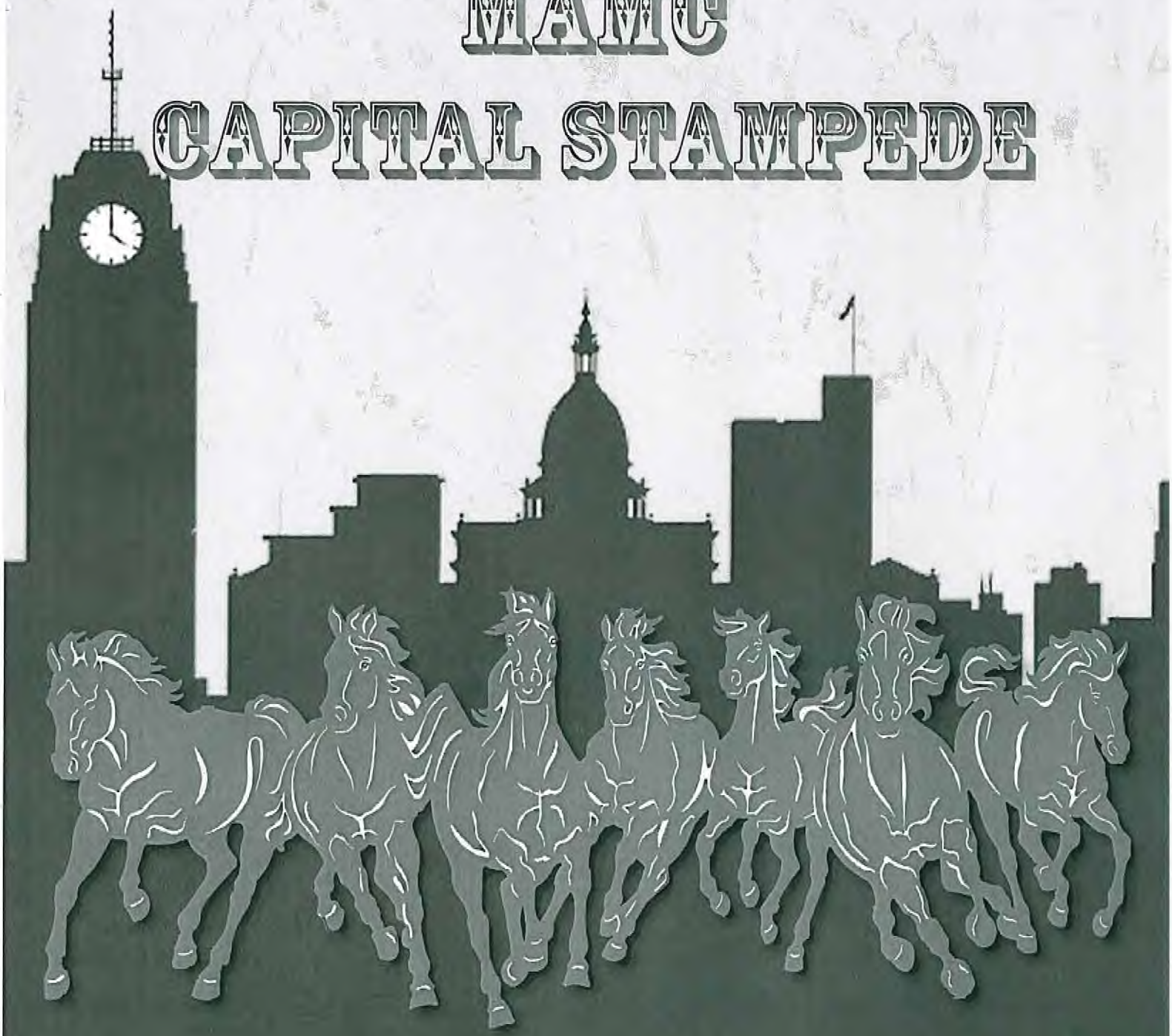
Estimated costs:

1-Day Master Academy	$ 175.00
3-Day Conference Registration	300.00
Housing	450.00
Subtotal	**$ 925.00**
Macomb County Clerk's Association Scholarship	(300.00)
Total	**$ 625.00**

A total amount not to exceed $700.00 is requested to be paid from the Clerk's Travel/Membership Account No. 101-215-958.001.

Attachment

MAMC CAPITAL STAMPEDE



MAMC CAPITAL STAMPEDE
2016 ANNUAL CONFERENCE

RADISSON/LANSING CENTER, LANSING

JUNE 14 - 17, 2016

President's Message

WELCOME TO THE CAPITAL STAMPEDE!!

Ya'll should have the best time at this here year's Conference, whether it is one of them thar Edumacational sessions, flapping your gums at one another, wondering who is sanging/dancing, or just the dadgum vittels! Wesgot the best durn fried possum this here side of the Mississippi!

We have so much planned this year!! We have LaDonna Gatlin as our opening speaker which will get us all laughing to start the Conference. We then have many great Educational opportunities to enrich our minds (not to mention our souls) as well as a great Entertainer for the Clerk of the Year Dinner. Last but not least the fact that we have the best opportunity in the world to Fellowship with each other.

It has been my highest honor and privilege to serve as your President.

Joe Bridgman, MMC, CMMC
MAMC President

Conference Highlights

Tuesday June 14, 2016	*Breakfast & Lunch Included*	
	7:30 a.m. – 8:30 a.m.	Registration OPEN
	8:30 a.m. – 4:30 p.m.	Clerking 101 & Master Academy
	4:00 p.m. – 5:30 p.m.	Registration OPEN
	4:45 p.m.	Golf Scramble

Wednesday June 15, 2016	*Lunch Included*	
	7:30 a.m. – 8:30 a.m.	5K Walk Run
	7:30 a.m. – 10:00 a.m.	Registration OPEN
	10:00 a.m. – 5:00 p.m.	Vendor Exhibits OPEN
	8:30 a.m. – 10:00 a.m.	Silent Auction & MAMC Store Open
	10:00 a.m. – 12:00 p.m.	OPENING SESSION / MAMC MEMBERSHIP MEETING
	12:00 p.m. – 1:30 p.m.	Lunch Silent Auction & MAMC Store Open
	1:30 p.m. – 3:00 p.m.	Educational Session
	3:00 p.m. – 5:00 p.m.	Vendor Showcase - *(appetizers & drink will be served)* *Stamp Card Game - Enter to win PRIZES*
	3:00 p.m. – 5:30 p.m.	Silent Auction & MAMC Store Open
	4:00 p.m. – 5:30 p.m.	Registration OPEN

Thursday June 16, 2016	*Breakfast, Lunch & Dinner Included*	
	7:30 a.m. – 8:30 a.m.	Registration OPEN Breakfast Buffet
	8:00 a.m. – 4:00 p.m.	Vendor Exhibits 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. – 9:00 p.m.	Clerk of the Year & President's Dinner

Friday June 17, 2016	*Breakfast Included*	
	7:30 a.m. – 8:30 a.m.	Breakfast Buffet
	8:30 a.m. – 9:00 a.m.	MAMC Meeting & Swearing of Oaths
	9:00 a.m. – 11:00 a.m.	Secretary of State, Ruth Johnson Bureau of Elections, Chris Thomas Lobbyist, Bill Zaagman

Conference Procedures and Policies

REGISTRATION

Register online at: https://www.eventbrite.com/e/2016-mamc-conference-registration-registration-21061658989

Event Brite Password: **2016MAMC**

Online registration deadline is **May 27, 2016**

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).

HOTEL RESERVATIONS

Each attendee is responsible for making their own room reservations at Lansing Radisson Hotel. Reservations must be received on or before **May 14th**. All reservations must be accompanied by a first night room deposit. Cancellations must be received a minimum of three (3) days prior to arrival. Cancellations made less than three (3) days prior to arrival will forfeit one (1) nights room and tax.

Please identify yourself with the MAMC and use the promotional code: **MAMC16** to receive the group rate of $105 plus applicable state and local taxes.

CANCELLATIONS/REFUNDS

MAMC will refund your registration fee less a $50 processing fee for cancellations received in writing by **May 31, 2016**. No refunds will be granted after that date.

Member substitutions from 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 the deadline.

PRICING INFORMATION

MASTER ACADEMY CLASS - Pre-conference Session: Includes class materials, breakfast, lunch and breaks. Please refer to flyer for more information.	**$175.00-M** **$200.00-NM**
CLERKING 101 - Pre-conference Session: Includes class materials, breakfast, lunch and breaks. Please refer to flyer for more information	**$101.00-M** **$150.00-NM**
CONFERENCE - Wednesday through Friday - See Conference Highlights	**$300.00-M** **$400.00-NM**
GOLF OUTING - 9-hole w/ cart , dinner, 1 drink ticket, and shuttle included. This is an adult only event.	**$30.00**
ANNUAL 5K FUN RUN/WALK - Includes entry fee and T-shirt.	**$20.00**
GUEST MEAL PACKAGE - includes lunch Wednesday, breakfast, lunch & dinner Thursday, and breakfast Friday. **Guest Meal Package - $135.00** **President's Dinner Only Thursday - $40.00**	

MEALS

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

SPOUSE/GUEST REGISTRATION

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

MAMC SCHOLARSHIP PROGRAM

Members who wish to attend the conference but do not have the financial support of their municipality may be eligible for MAMC scholarship funds. For additional information go to: www.michiganclerks.org. Applications must be postmarked no later than **May 6, 2016** to be considered.

General Information

TUESDAY
PRE-CONFERENCE COURSES

Clerking 101

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

Master Academy

Jane Anne Long, Ed.D
Director of Professional Development
International Institute of Municipal Clerks

Morning Session: Managing Transitions and Change in the Clerk's Office

Afternoon Session: Project and Priority Management

WEDNESDAY
GENERAL SESSION

- **Opening Session / MAMC Membership Meeting**
- **Educational Session - Sometimes You Just Gotta Laugh!**
  LaDonna Gatlin, CSP, CPAE

THURSDAY
EDUCATIONAL COURSES

- Elections
- Employment Issues
- Municipal Finances
- FOIA
- OMA
- Parliamentary Procedure
- Cemetery Management
- Minutes/Motions
- Affordable Care Act
- Payroll

FRIDAY

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

CONFERENCE EVENTS

GOLF SCRAMBLE

Tuesday, June 14: 4:45 p.m.

Join us for a 9-hole traditional golf scramble. Golf includes 9 holes w/ cart, dinner, an adult beverage and shuttle to and from the course. Shot gun start at 6:15 p.m.

5K FUN RUN/WALK

Wednesday, June 15: 7:30 a.m. – 8:30 a.m.

Annual MAMC 5K Walk Run: Enjoy downtown Lansing 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 15: 3:00 p.m. – 5:00 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

JENNIFER VENEMA, CMMC
Caledonia Charter Township
jvenema@caledoniatownship.org

ANNA PERALES, CMMC/CMC
City of Holland
a.perales@cityofholland.com

MAMC EDUCATION CHAIRS

JEREMY HOWARD, CMMC/CMC
City of Mt. Pleasant
jhoward@mt-pleasant.org

LANIE MCMANUS
Garfield Charter Township
lmcmanus@garfield-twp.com

QUESTIONS?

Contact Tara Paksi at paksi.t@gcsionline.com or 517.371.2223

2016 MAMC Conference Registration

Michigan Association of Municipal Clerks
Wednesday, June 15, 2016 at 10:00 AM - Friday, June 17, 2016 at 1:00 PM (EDT)
Lansing, MI

Registration Information

REGISTRATION TYPE	SALES END	PRICE	FEE	QUANTITY
Master Academy Class - Pre-conference Session, Tuesday, June 14: Includes class materials (Member)	May 28, 2016	$175.00	$0.00	0
Master Academy Class (Non-Member)	May 28, 2016	$200.00	$0.00	0
Clerking 101 - Pre-conference Session, Tuesday, June 14: includes class materials (Member)	May 28, 2016	$101.00	$0.00	0
Clerking 101 (Non-Member)	May 28, 2016	$150.00	$0.00	0
Full-Conference - Wednesday, June 15 - Friday, June 17: Includes opening session, lunch & vendor showcase on Wednesday; educational sessions, breakfast, lunch and President's dinner on Thursday; breakfast & closing session on Friday (Member)	May 28, 2016	$300.00	$0.00	0
Full-Conference (Non-Member)	May 28, 2016	$400.00	$0.00	0
Golf Scramble, Tuesday, June 14, 4:45p.m. This is a 9-hole golf scramble with a 6:15pm shotgun start (includes dinner, an adult beverage and shuttle to/from the course)	May 28, 2016	$30.00	$0.00	0
5K Walk/Run, Wednesday, June 15, 7:30a.m. (t-shirt included)	May 28, 2016	$20.00	$0.00	0
Guest Meal Package (includes lunch on Wednesday, breakfast, lunch & President's dinner on Thursday, and breakfast on Friday	May 28, 2016	$135.00	$0.00	0
Guest Meal - President's Dinner Only Thursday	May 28, 2016	$40.00	$0.00	0

Save This Event

When & Where

Lansing Radisson/Lansing Center
111 N. Grand Avenue
Lansing, MI 48933

Wednesday, June 15, 2016 at 10:00 AM - Friday, June 17, 2016 at 1:00 PM (EDT)

Add to my calendar

Organizer

Michigan Association of Municipal Clerks

Contact the Organizer

View organizer profile

Enter promotional code

Register

Show other payment options

Event Details

The 2016 Michigan Association of Municipal Clerks Conference is taking place June 15-17, 2016 at the Lansing Radisson and the Lansing Center in Lansing, Michigan. We would love to have you join us!

Conference Registration & Procedures:

- The registration deadline is May 27, 2016. **NO LATE REGISTRATIONS WILL BE ACCEPTED.**
- 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.
- Cancellations must be submitted in writing to MAMC, c/o Tara Paksi, 120 North Washington Square, Suite 110A, Lansing, MI 48933 by May 31, 2016. A $50.00 administrative fee will be charged for any cancellations. **THERE WILL BE NO REFUNDS AFTER MAY 31, 2016.**
- 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, 2016.

MAMC Scholarship Program: Scholarship 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 6, 2016. Additional information is available at www.michiganclerks.org.

Meals: Conference registration includes lunch on Wednesday, Happy Hour appetizers at the Vendor Showcase, breakfast, lunch and dinner on Thursday,and breakfast on Friday. Meals for spouses and guests must be pre-arranged and paid for at the time of your registration. If you have allergies please note those on your registration and we will do our best to accommodate you.

Should you have any questions please contact Tara Paksi at paksi.t@gcsionline.com or 517.371.2223

We look forward to seeing you there!

Have questions about 2016 MAMC Conference Registration?

Contact Michigan Association of Municipal Clerks

7B

CITY OF GROSSE POINTE WOODS

MEMORANDUM

RECEIVED
APR 11 2016
GROSSE PTE. WO

Date: **April 11, 2016**

To: **Mayor and Council**

From: **Tom Colombo, City Administrator**

Subject: **Tent Purchase**

As requested, attached are quotes from Anchor Industries, Inc. for a 30 x 30 white vinyl tent kit without sides ($6,036.02) and with sides ($7,535.68).

I recommend that City Council purchase a 30 x 30 white vinyl tent kit with sides in an amount not to exceed $7,600.00 utilizing funds from the Community Events Committee Account #205-870-820.130.

Attachments

PO Box 7105
Indianapolis, IN 46207
Tel 812-867-2421
Fax 812-867-1429 (Pool Covers/Awnings)
Fax 812-867-0547 (Tents)

Page number	1 of 1
Quote Date	4/5/2016
Quotation #	SQ-00047437-4
PO #	
Sales person	BUCKY HUSTON
Terms:	PO REQUIRED N30
Quote deadline	5/5/2016
Sales group	79991

Quotation

Bill to: 404620
CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA DR.
GROSSE POINTE WOODS, MI 48236
USA

Phone # 313-343-2470

Schedule:
Ship method
Route:
Special handling:
Ship early: No

Ship to: 404620
CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA DR.
GROSSE POINTE WOODS, MI 48236
USA

Phone # 313-343-2470

Order line	Item number	Description	Quantity	Unit price	Discount	Net price	Extended price
1.0000	8108901	CENTURY MATE 30W X 30 SNYDER WHITE VINYL 16OZ	1.00	3,436.25	0.00	3,436.25	3,436.25
2.0000	65732	ALUMINUM POLE FLUTED 7' X 3" ANODIZED	16.00	108.75	0.00	108.75	1,740.00
3.0000	65718	ALUMINUM POLE 17' X 2-1/2" 1-PC	1.00	317.50	0.00	317.50	317.50
4.0000	3704201	STAKE STEE 30" SGL HD BULK PACK IN SKID BOX	20.00	16.25	0.00	16.25	325.00
5.0000	8106701	WALL 6'10 X 32 LAP AND SNAP 2 W/3 EXTRUDED CATHEDRAL WINDOWS WHITE BURLAN VINYL	4.00	371.25	0.00	371.25	1,485.00

HOLLAND / BRENDA

Subtotal	7,303.75
Freight	231.93
Sales tax	0.00
Total	7,535.68

Quote good for 30 days.
FOB Evansville, IN

PO Box 7105
Indianapolis, IN 46207
Tel 812-867-2421
Fax 812-867-1429 (Pool Covers/Awnings)
Fax 812-867-0547 (Tents)

Page number	1 of 1
Quote Date	2/18/2016
Quotation #	SQ-00044893-2
PO #	
Sales person	BUCKY HUSTON
Terms:	PO REQUIRED N30
Quote deadline	3/19/2016
Sales group	79991

Quotation

Bill to: 404620
CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA DR.
GROSSE POINTE WOODS, MI 48236
USA

Phone # 313-343-2470

Schedule:
Ship method
Route:
Special handling:
Ship early: No

Ship to: 404620
CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA DR.
GROSSE POINTE WOODS, MI 48236
USA

Phone # 313-343-2470

Order line	Item number	Description	Quantity	Unit price	Discount	Net price	Extended price
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3.0000	65732	ALUMINUM POLE FLUTED 7' X 3" ANODIZED	16.00	108.75	0.00	108.75	1,740.00
4.0000	37010A	STAKE STEEL 30" SINGLE HEAD (PACKED 25 IN A DRUM)	20.00	16.25	0.00	16.25	325.00

UTS HOLLAND #16-066007

Subtotal	5,818.75
Freight	217.27
Sales tax	0.00
Total	6,036.02

Quote good for 30 days.
FOB Evansville, IN

COMMUNITY EVENTS COMMITTEE EXCERPT
March 23, 2016

Committee Member Colombo provided an update on the information obtained pertaining to the **Tents**. Currently, the city owns three 30 x 30 tents w/sides that are rented out to resident's hosting events at Lake Front Park at a cost of $200.00 for the tent and an additional $25.00 per each side. One tent is six years old and the other two are 16 years old and are in poor condition. Additionally, he indicated that the Director of Public Works Joe Ahee was looking into the possibility of the city purchasing tent tops only that would be compatible with the two 16 year tent frames it currently has. If they are available then the Committee will make a determination as to whether or not to purchase more after they can assess the revenue/expenses from all the Music on the Lawn and Fall Fest events this year.

The Chair recommended Administration to look into the potential of renting the tents to other communities for their events.

The cost associated with renting vs. purchasing was discussed. The Committee determined it would be more advantageous to purchase a tent rather than rent one for use during inclement weather on event dates opposed to paying additional amounts for entertainment performances on the rain dates.

Committee Member Fenton was excused from the meeting at 6:30 p.m.

Motion by Granger, seconded by Shetler to recommend to City Council to purchase one 30 x 30 tent with sides at a cost not to exceed $7,000.00 with the funds to come out of Community Events Committee account.

Motion passed by the following vote:

Yes:	Colombo, Granger, Hauff, Novitke, Shetler,
Smith No:	None
Absent:	Boettcher, Fenton, Fincham

7C

SENIOR CITIZENS' COMMISSION EXCERPT
NOVEMBER 17, 2015

Long-time Commission member, Despina Kypros, indicated her wish to step down from the Commission. The Commission thanked her for her dedicated service over the years and wished her well in the years to come.

MONTHLY FINANCIAL REPORT
GROSSE POINTE WOODS MUNICIPAL COURT

TO: City Administrator Tom Colombo
Municipal Judge Theodore A. Metry

FROM: Court Clerk Julie Moore

RE: Court Revenue and activity for March 2016

COURT REVENUES:	Mar-15	Mar-16	Monthly Variance	Fiscal Year to Date 14/15	Fiscal Year to Date 15/16	Fiscal Year to Date Variance
Total Parking	$16,424.50	$13,780.00	-$2,644.50	$146,614.75	$155,285.00	$8,670.25
OUIL Reimbursement	$739.00	$1,557.00	$818.00	$7,730.00	$9,998.00	$2,268.00
Cost To Comple	$3,783.15	$2,859.00	-$924.15	$14,835.15	$13,605.75	-$1,229.40
Total Court Costs	$4,426.00	$3,982.00	-$444.00	$24,014.50	$28,805.00	$4,790.50
Penal Fine-Library Fund	$0.00	$4.00	$4.00	$990.00	$1,231.00	$241.00
Total Moving	$25,969.52	$28,083.18	$2,113.66	$161,829.20	$193,682.52	$31,853.32
Court Appt Atty Reimbursement	$1,010.00	$812.00	-$198.00	$5,404.82	$5,394.50	-$10.32
Total Probation	$3,607.40	$2,822.00	-$785.40	$20,511.40	$19,896.00	-$615.40
Miscellaneous	$1,028.00	$1,113.50	$85.50	$11,509.00	$10,006.62	-$1,502.38
TOTAL	**$56,987.57**	**$55,012.68**	**-$1,974.89**	**$393,438.82**	**$437,904.39**	**$44,465.57**

COURT ACTIVITY 2015

Total Caseload

Criminal:	229
Traffic:	1,916
Parking	9,560
Civil	210
Ordinance	172
Total	**12,087**

Total Dispositions

Criminal:	200
Traffic:	1,748
Parking:	9,179
Civil	166
Ordinance	162
Total	**11,455**

Ending Pending

Criminal:	29
Traffic:	168
Parking:	381
Civil	44
Ordinance	10
Total	

City of Grosse Pointe Woods
BUILDING DEPARTMENT
Monthly Financial Report – MARCH 2016

Permits Issued: 152
Rental Certificates: 15 Total: $ 24,058

CODE ENFORCEMENT

Abandoned/Foreclosure Compl. Notices Issued:	
# of Complaints Investigated by Code Enforcement:	
Closed Due to Compliance:	
Open for Longer Compliance Time:	
Citations Issued:	
Early Trash Notices:	
Code Violation Notices to Residents:	
Tall Grass Notices Issued:	
Stop Work notices to Contractors (working w/o permit):	
Outside Storage:	

NEW BUSINESS

Asian Art Spa, 21043 Mack Avenue

LANDFILL-COMPOSTING-RECYCLING MONTHLY REPORT
MARCH, 2016

WEEK OF 3-5-16	5,501	5,501	
SCHEDULED WEEKLY PICK UPS (3)	6,876	20,628	
WEEK OF 3-31-16	5,501	5,501	
	TOTAL	31,630	
NUMBER OF CURBSIDE RECYLING PICKUPS	**WEEK 1**	2,689	48.9%
	WEEK 2	3,403	49.5%
	WEEK 3	3,353	48.8%
	WEEK 4	3,452	50.2%
	WEEK 5	2,728	49.6%
	MONTHLY TOTAL	15,625	49.4%

*Average household puts recycling bin out twice a month

TONNAGE COLLECTED FOR MONTH **TOTAL TONS** 119.4

YEAR TO YEAR TONNAGE--LANDFILL-COMPOSTING-RECYCLING

	TO LANDFILL		COMPOSTING		RECYCLABLE MATERIALS	
MONTH	**2014/2015**	**2015/2016**	**TONS**	**%**	**TONS**	**%**
JULY	520	581	596	46%	123	9%
AUGUST	490	480	239	29%	111	13%
SEPTEMBER	537	505	260	19%	117	13%
OCTOBER	498	495	415	40%	112	11%
NOVEMBER	431	494	965	61%	115	7%
DECEMBER	518	531	*76	10%	129	17%
JANUARY	447	419	**18	3%	112	20%
FEBRUARY	324	375	0	0%	104	22%
MARCH	417	475	7	1%	119	19%
APRIL	486					
MAY	555					
JUNE	569					
TOTAL	5792	4355	2482	10%	1042	3.0%

Note: *Indian Summer total not avail for December report.
**Indian Summer number for December, 2015 - 0 reported by Rizzo for January
PERCENTAGES INCORRECT JULY - JAN CORRECTED WITH FEB SUBMISSION

DEPARTMENT OF PUBLIC WORKS
MARCH, 2016
MAINTENANCE REPORT

SUBJECT	TASK	TOTAL HOURS
Building & Grounds	Torrey Rd Pump Station	52
	Bags to City Hall	40
	City Hall/Public Safety/Community Center/Court	24
	Cook School	
	Electrical	
	DPW	16
	Miscellaneous	
Equipment & Garage	Service Equipment	323
	Parts Chaser	40
	Clean/Paint	
	Miscellaneous	
Forestry	Trimmed/Elevated/Removed	264
	Stumps/Clean Up	
	Wind Storm Damage Clean Up	
	Trees Planted	
	Miscellaneous	
Street Maintenance	Cut Grass	
	Flowers/Flower Beds/Shrubs	16
	Leaf Loads: Hrs.	
	Clean Islands/Parking Lots	40
	Asphalt Patch - Cold and Hot	296
	Street Sweeping Miles 355 Hrs.	170
	Street Paint	
	Repair Sod Damage/Square for Sod	
	Spray Weeds	
	Wood Chipping	
	Edging	
	Concrete	
	Christmas Lights	
	Snow Plowing: Miles: 23 Hrs.	
	Sidewalk Plow Hours	
	Street Salting - Loads: 23.5 Hrs.	
	City Hall/ School Crossings	
	Clear Parking Meter/Hydrants	
	Miscellaneous	96
Elections	Set Up/Tear Down	48
Signs	New Signs- New Posts-Repairs	16
Wtr/Wtr Transmission	Meters: Service/Sprinkler System/Shut Offs	
	Fire Hydrant Service/Repair	
	Water Main Break	64
	Water Service Line	
	Stop Box	64
	Resevoir	
	Miscellaneous	242

Sewers/Catch Basins	Sewer Repairs/Sinkholes/Drain Tap/Catch Basins	
	Manholes: Locate/Expose/Raise	
	Sewer Jetting	
	Vac-All Basins	80
	Miscellaneous	
Parking Meters	Collect Coins	92
	Repairs	8
	Miscellaneous	24
Parks & Recreation	Lake Front Park	202
	Other City Parks	
	Ice Rinks	32
	Miscellaneous	
	Total Hours for	**2,249**

TORREY ROAD PUMP STATION
MONTHLY REPORT

DATE	PRECIPITATION	GALLONS PUMPED	GALLONS PUMPED
		SANITATION	STORM
MARCH 2016			
1	0.35	972,400	
2	NP	993,200	
3	0.10	730,600	
4	0.05	954,200	
5	0.05	855,400	
6	NP	785,200	
7	0.05	1,674,400	
8	0.05	1,151,800	
9	NP	821,600	
10	0.05	816,400	
11	NP	715,000	
12	NP	600,600	
13	0.75	2,496,000	4,090,500
14	0.05	2,514,200	364,500
15	NP	1,063,400	
16	0.10	1,115,400	
17	0.10	845,000	
18	NP	582,400	
19	NP	556,400	
20	NP	553,800	
21	NP	395,200	
22	NP	501,800	
23	NP	429,000	
24	2.00	2,784,000	10,606,000
25	NP	2,441,400	182,250
26	NP	1,008,250	
27	0.50	1,149,200	1,377,000
28	0.35	5,152,500	3,328,000
29	0.05	1,263,600	
30	0.65	930,800	
31	NP	3,442,400	1,296,000
TOTAL	**1.55**	**40,295,550**	**21,244,250**

Course Summary

Title	Revenue Acct#	Revenue	Void / CC Refunds	Total
Aquatic Classes				
ARC Lifeguarding	101-000-655.220	$1,400.00	$0.00	$1,400.00
Totals For Aquatic Classes		**$1,400.00**	**$0.00**	**$1,400.00**
Enrichment Classes				
Community Center	101-000-655.320	$113.00	$0.00	$113.00
Totals For Enrichment Classes		**$113.00**	**$0.00**	**$113.00**
Fitness Classes				
Community Center	101-000-655.310	$43.00	$0.00	$43.00
Totals For Fitness Classes		**$43.00**	**$0.00**	**$43.00**
Senior Programs				
Class	101-000-655.340	$56.00	$0.00	$56.00
Movies	101-000-655.340	$403.00	($9.00)	$394.00
Trips	101-000-655.350	$663.00	$0.00	$663.00
Totals For Senior Programs		**$1,122.00**	**($9.00)**	**$1,113.00**
Special Events				
Community Center	101-000-655.100	$512.00	$0.00	$512.00
Lake Front Park	101-000-655.100	$455.00	($10.00)	$445.00
Totals For Special Events		**$967.00**	**($10.00)**	**$957.00**
Grand Totals		**$3,645.00**	**($19.00)**	**$3,626.00**

Membership Summary

Item	Revenue Acct#	New Revenue	Renew Revenue	Void / CC Refund	Total	# Of New	# Of Renew
Boat Launch Season Pass Single	594-000-653.000	$75.00	$150.00	$0.00	$225.00	1	2
Caregiver Pass Family	101-000-694.900	$0.00	$30.00	$0.00	$30.00	0	3
Dog Park Pass Single	101-000-694.900	$60.00	$80.00	$0.00	$140.00	3	4
Fitness Class Single	101-000-655.310	$123.00	$1,416.00	$0.00	$1,539.00	4	44
Keeping the Beat with Miss Bernie Single	101-000-655.320	$144.00	$245.00	$0.00	$389.00	3	5
	Grand Totals	**$402.00**	**$1,921.00**	**$0.00**	**$2,323.00**	**11**	**58**

Merchandise Summary

Description	Revenue Acct#	Qty Sold	Qty Refunded	Revenue	Void / CC Refund	Total
Boat Launch - Daily	594-000-653.000	2	0	$24.00	$0.00	$24.00
Boat Launch - Season	594-000-653.000	1	0	$75.00	$0.00	$75.00
Borderline taxes due	101-000-694.000	1	0	$250.00	$0.00	$250.00
Easter Egg Hunt Non-resident	101-000-655.100	23	0	$138.00	$0.00	$138.00
Load Meter Card	585-000-652.300	2	0	$30.00	$0.00	$30.00
Reprint card fee	101-000-694.900	1	0	$20.00	$0.00	$20.00
Winter Kayak Storage	594-000-654.000	1	0	$50.00	$0.00	$50.00
			Grand Totals	**$587.00**	**$0.00**	**$587.00**

Facility Rental Summary

Title	Revenue Acct#	Revenue	Void / CC Refund	Total
Optional Rates				
Coffee Urn	101-000-652.000	$20.00	$0.00	$20.00
Long Tablecloths	101-000-652.000	$32.00	$0.00	$32.00
Round tablecloths	101-000-652.000	$112.00	$0.00	$112.00
Screen	101-000-652.000	$20.00	$0.00	$20.00
Serving alcohol	101-000-652.000	$300.00	$0.00	$300.00
	Totals For Optional Rates	**$484.00**	**$0.00**	**$484.00**
Room Rates				
All Rooms	101-000-652.000	$275.00	$0.00	$275.00
Cook School House	101-000-652.000	$400.00	$0.00	$400.00
Garden Room	101-000-652.000	$650.00	$0.00	$650.00
Kitchen	101-000-652.000	$175.00	$0.00	$175.00
Lake Room	101-000-652.000	$220.00	$0.00	$220.00
Park Room	101-000-652.000	$980.00	$0.00	$980.00
Pavilion	101-000-655.410	$50.00	$0.00	$50.00
	Totals For Room Rates	**$2,750.00**	**$0.00**	**$2,750.00**
Security Deposits				
Security Deposit-CC	101-000-370.000	$2,800.00	$0.00	$2,800.00
	Totals For Security Deposits	**$2,800.00**	**$0.00**	**$2,800.00**
	Grand Total	**$6,034.00**	**$0.00**	**$6,034.00**

Area Rental Summary

Title	Revenue Acct#	Revenue	Void / CC Refund	Total
Dock Rentals				
Boat Rack	594-000-654.000	$1,521.00	$0.00	$1,521.00
Dry Dock	594-000-654.000	$970.00	$0.00	$970.00
Floating Dock	594-000-654.000	$2,977.00	$0.00	$2,977.00
Late Payment Fees	594-000-654.000	$75.00	$0.00	$75.00
Wet Well 1	594-000-654.000	$2,550.00	$0.00	$2,550.00
Wet Well 2	594-000-654.000	$4,921.00	$0.00	$4,921.00
Wet Well 3	594-000-654.000	$28,056.00	$0.00	$28,056.00
Winter Storage	594-000-654.000	$425.00	$0.00	$425.00
	Totals For Dock Rentals	**$41,495.00**	**$0.00**	**$41,495.00**
	Grand Total	**$41,495.00**	**$0.00**	**$41,495.00**

Balance Register

04/01/2016 09:29 AM

Revenue Account Summary

Revenue Account#	Revenue	Void / CC Refund	Receipt Total	Cash	Check	Cash & Check Total	Credit Card	ACH	Acct Credit	Other
101-000-370.000	$2,800.00	$0.00	$2,800.00	$1,400.00	$1,400.00	$2,800.00	$0.00	$0.00	$0.00	$0.00
101-000-652.000	$3,184.00	$0.00	$3,184.00	$1,020.00	$2,164.00	$3,184.00	$0.00	$0.00	$0.00	$0.00
101-000-655.100	$1,105.00	($10.00)	$1,095.00	$572.00	$193.00	$765.00	$330.00	$0.00	$0.00	$0.00
101-000-655.220	$1,400.00	$0.00	$1,400.00	$200.00	$1,000.00	$1,200.00	$200.00	$0.00	$0.00	$0.00
101-000-655.310	$1,582.00	$0.00	$1,582.00	$499.00	$1,083.00	$1,582.00	$0.00	$0.00	$0.00	$0.00
101-000-655.320	$502.00	$0.00	$502.00	$215.00	$277.00	$492.00	$0.00	$0.00	$10.00	$0.00
101-000-655.340	$459.00	($9.00)	$450.00	$370.00	$80.00	$450.00	$0.00	$0.00	$0.00	$0.00
101-000-655.350	$663.00	$0.00	$663.00	$234.00	$429.00	$663.00	$0.00	$0.00	$0.00	$0.00
101-000-655.410	$50.00	$0.00	$50.00	$0.00	$50.00	$50.00	$0.00	$0.00	$0.00	$0.00
101-000-694.000	$250.00	$0.00	$250.00	$0.00	$250.00	$250.00	$0.00	$0.00	$0.00	$0.00
101-000-694.900	$190.00	$0.00	$190.00	$190.00	$0.00	$190.00	$0.00	$0.00	$0.00	$0.00
585-000-652.300	$30.00	$0.00	$30.00	$30.00	$0.00	$30.00	$0.00	$0.00	$0.00	$0.00
594-000-653.000	$324.00	$0.00	$324.00	$249.00	$75.00	$324.00	$0.00	$0.00	$0.00	$0.00
594-000-654.000	$41,545.00	$0.00	$41,545.00	$2,971.00	$38,074.00	$41,045.00	$0.00	$0.00	$500.00	$0.00
Grand Totals	**$54,084.00**	**($19.00)**	**$54,065.00**	**$7,950.00**	**$45,075.00**	**$53,025.00**	**$530.00**	**$0.00**	**$510.00**	**$0.00**

Refunds - Check Request

Revenue Account#	Refund Total
101-000-370.000	($600.00)
101-000-652.000	($100.00)
594-000-654.000	($432.00)
Grand Total	**($1,132.00)**

8A

MEMO 16 - 18

RECEIVED
APR 5 2016
CITY OF GROSSE PTE. WOODS

TO: Tom Colombo, City Administrator

FROM: Joseph J Ahee, Director of Public Services JA

DATE: April 4, 2016

SUBJECT: Recommendation – Trucking Services

Grosso Trucking & Supply Co. has the current contract to provide trucking services for the City through June 30, 2016. Owner Steve Grosso has offered to extend the 2015/2016 pricing for the 2016/2017 fiscal year. The company is fully insured and bonded and has provided satisfactory services for the City during the past year. Grosso Trucking again requests an annual fee of $2,500.00/year for leaving his loader in the DPW yard. His drivers load their trucks themselves at no additional cost to the city allowing DPW employees to work on other tasks. Only one other bid for trucking services was received in 2011 and prices not only exceeded Grosso Trucking's current prices but also included $52,000/year for a loader plus $45.00/hour for labor plus fuel with a 3% fuel surcharge. Grosso Trucking's employees also assist with clean up in the DPW yard. I do not believe any benefit would accrue to the city by seeking additional bids.

I recommend the city enter into a contract with Grosso Trucking & Supply Co., 10015 Marine City Hwy., Fair Haven, MI 48023 to continue to provide trucking and hauling services from July 1, 2016 through June 30, 2017. This is a budgeted expense in the amount of $84,000.00 included the 2016/2017 budget in account 226-528-818.000. Attached is a copy of the proposed contract created by the city attorney and used in prior years that will be effective from July 1, 2016 through June 30, 2017, as well as certificates of insurance.

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

Attachments
c.c. Dee Ann Irby
O/F

Recommend approval of the above stated and do not believe any benefit will accrue to the City to seek further competitive bids.

T. M. Colombo — 4-4-16
Tom Colombo, City Administrator — Date

D Irby — 4-4-16
Dee Ann Irby, City Treasurer/Comptroller — Date

Council Approval Required

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

3/31/16

City of Grosse Pointe Woods

Attn: Debbie Mathews

We are offering to hold the 2015-2016 prices and keep them the same for 2016-2017 fiscal year.

If you have any questions please me a call.

Thank you,

Steve Grosso
Grosso Trucking

GROSSO TRUCKING & SUPPLY CO. AGREEMENT

This agreement is entered into on this ____ day of _____, 2016 between the CITY OF GROSSE POINTE WOODS, a Municipal Corporation, of 20025 Mack Plaza, Grosse Pointe Woods, Michigan ("City"), and Grosso Trucking & Supply Co., 10015 Marine City Hwy., Fair Haven, Michigan 48023;

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

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

THEREFORE, IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. Award of Contract: Grosso Trucking & Supply Co. is hereby awarded a non-exclusive contract to perform hauling services for the City.

2. Term of Contract: This contract will cover the fiscal year beginning July 1, 2016 and continue through June 30, 2017.

3. Rates: Grosso Trucking & Supply Co. will perform hauling services as instructed by the City at the agreed sums of $5.00 per yard for leaves/brush, $5.00 per yard for removal of wood chips, excavation spoils and clean concrete, $5.00 per yard for delivery of compost; $8.00 per yard for sand in; $9.00 for 21AA crushed concrete in; $13.00 per yard for screened topsoil in; and $10.00 per yard for miscellaneous debris out.

4. Termination: Notwithstanding the term of this contract, this agreement may be terminated by either party with 30 days written notice to the other party for any reason.

5. Insurance: Grosso Trucking & Supply Co. will keep in full force and affect insurance coverage in accordance with the bid specifications and shall furnish proof of such insurance to the City of Grosse Pointe Woods.

6. Compliance with City Ordinances: Grosso Trucking & Supply Co. shall be required to comply with all city ordinances and pertinent state laws during the terms of this Agreement including, but not limited to, hours of operation.

7. City Indemnification: Grosso Trucking & Supply Co. agrees to indemnify and hold harmless the City from any actions, suits, debts, judgments, damages and/or claims arising out of Grosso Trucking & Supply Co.'s performance of this Agreement.

8. Incorporation of Bid Documents: The original bid documents including the notice to bidders, specifications, insurance coverage, and the bid sheet are incorporated into this Agreement by reference. In the event of any inconsistencies between the bid documents and this Agreement, the Agreement controls.

WITNESS:

_____

_____

City of Grosse Pointe Woods

By: _____
Tom Colombo
City Administrator

Grosso Trucking & Supply Co.

By: _____
Steve Grosso
Owner

GROSS-2 OP ID: SS

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/28/2015

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

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

PRODUCER
Dudek Insurance Agency Group
36120 Green Street
New Baltimore, MI 48047
Dave Dudek

CONTACT NAME: Dave Dudek
PHONE (A/C, No, Ext): 586-725-0030 FAX (A/C, No): 586-725-4676
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Liberty Mutual Group	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED Grosso Trucking & Supply Co.
10015 Marine City Hwy
Ira, MI 48023

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	X		BKS56630259	05/01/2015	05/01/2016	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			BAA56630259	05/01/2015	05/01/2016	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (PER ACCIDENT)	$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					WC STATU-TORY LIMITS OTH-ER	
							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)
City of Grosse Pointe Woods is an additional insured.

CERTIFICATE HOLDER

CITYGRO

CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA
GROSSE POINTE WOODS, MI 48236

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/21/2015

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

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

PRODUCER
Regency Insurance Group
1690 Watertower Pl
East Lansing MI 48823

CONTACT NAME: Roxanne Gazella
PHONE (A/C, No, Ext): 517-664-2736 FAX (A/C, No): 517-664-2787
E-MAIL ADDRESS: brykse@regency-group.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: MHI SIWCF	
INSURER B: Midwest Employers Casualty	23612
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED GROSS-4
Grosso Trucking & Supply Co
10015 Marine City Hwy
Fair Haven MI 48023

COVERAGES CERTIFICATE NUMBER: 638357376 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	CLAIMS-MADE / OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			GROSS2H	7/1/2015	6/30/2016	X WC STATU-TORY LIMITS / OTH-ER	
B	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		GROSS2H	7/1/2015	6/30/2016	E.L. EACH ACCIDENT	$500,000
							E.L. DISEASE - EA EMPLOYEE	$500,000
							E.L. DISEASE - POLICY LIMIT	$500,000

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

CERTIFICATE HOLDER

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

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
Roxanne Gazella

8B

City of Grosse Pointe Woods
Parks and Recreation

RECEIVED
APR 11 2016
CITY OF GROSSE PTE. WOODS

Memorandum 13-16

Date: **April 7, 2016**

To: **Tom Colombo, City Administrator**

From: **Nicole Byron, Recreation Supervisor** NB

Joe Ahee, Director of Public Works

Subject: **2016 Tennis Instructor Contract**

In 2014 & 2015 the City entered into a contract with Eastside Tennis and Fitness Club at a rate of 80% of the tennis registration fees.

Because the department would like to offer the residents consistency within the tennis program with well-received instructors, I would like to recommend that the city enter into a contract with Eastside Tennis and Fitness Club at 80% of the tennis registration fees. This is a very competitive rate; most municipalities pay instructors 80-100% of their registration fees. Below are the rates the other Pointes pay the instructors.

	GPF	GPS	GPC	GPP
% of registration fees to contracted instructors	80%	100%	100%	In-house

Below is a summary of participants and income for our tennis program for the past year. A copy of the contract is attached.

	Number enrolled	Fees collected	Instructor expenses at 80%	Net income at 20%
2015	160	$8,160.00	$6528.00	$1,632.00

I recommend approval of the above stated agreement and do not believe any benefit will accrue to the City to seek further competitive bids:

T.M. Colombo
City Administrator

4-11-2016
Date

Council approval required

Cc: Dee Ann Irby, Comptroller/Treasurer

20025 Mack Plaza · Grosse Pointe Woods · Michigan · 48236
Phone: 313-343-2470 · Fax: 313-343-2600 · E-mail: parks@gpwmi.us

City of Grosse Pointe Woods
TENNIS INSTRUCTOR AGREEMENT

WHEREAS, the CITY OF GROSSE POINTE WOODS owns ten tennis courts for the CITY OF GROSSE POINTE WOODS Lake Front Park located in St. Clair Shores, Michigan; and

WHEREAS, Kean Sports Management, LLC d/b/a Eastside Tennis and Fitness, has agreed to provide tennis instructors for the Grosse Pointe Woods tennis lesson program between June 20 - August 18, 2016.

IT IS AGREED between the CITY OF GROSSE POINTE WOODS (City) and Kean Sports Management, LLC d/b/a Eastside Tennis and Fitness (Company) as follows:

1. The City hereby accepts registration from residents for tennis lessons scheduled as indicated on Exhibit A.
2. The Company will provide adequate instructors for all classes by maintaining the following ratios:
    a. Five-to-seven year-old beginners: one instructor to 6 participants;
    b. Five-to-seven year-old advanced: one instructor to 8 participants;
    c. Eight-to-ten year-old beginners: one instructor to 8 participants;
    d. Eight-to-ten year-old advanced: one instructor to 10 participants;
    e. Eleven-year-old and older beginners: one instructor to 10 participants;
    f. Eleven-year-old and older advanced: one instructor to 12 participants.
3. The Company agrees to provide professional trained instructors and adequate supervision of the program to satisfy the participants. The Company agrees to address complaints in a timely manner.
4. All registration and other monies will be collected by the City. The City will pay the Company at the end of each of the three sessions at a rate of 80% of the total registration fees.
5. The Company 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 of insurance. The insurance company issuing this policy should have an A or better rating.
6. The Company shall employ a reliable supervisor who shall be on the premises during busy times as determined by the Recreation Supervisor. This employee shall be responsible for carrying out the terms of this contract. This employee shall provide contact information to office personnel.
7. This agreement is cancelable with thirty (30) days written notice by either party.
8. This Agreement contains all of the terms and conditions of the contractual relationship between the parties, and no amendments or additions to this Agreement shall be binding unless they are in writing and signed by both parties.
9. This Agreement shall be binding upon the parties, their legal representatives, successors and assigns.

City of Grosse Pointe Woods
TENNIS INSTRUCTOR AGREEMENT

10. Any notice required or permitted to be given under this Agreement shall be sufficient if it is in writing and if it is sent by regular mail to the following:

City of Grosse Pointe Woods
ATTN: Tom Colombo
City Administrator
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Kean Sports Management, LLC
d/b/a Eastside Tennis and Fitness
ATTN: Brian Kean
18201 East Warren Ave.
Detroit, MI 48224
313-886-2944

11. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Michigan.

12. The invalidity of all or any part of any sections, sub-sections, or paragraphs of this Agreement shall not invalidate the remainder of this Agreement or the remainder of any paragraph or section not invalidated.

13. The parties have executed this Agreement on the 21 day of March, 2016.

CITY OF GROSSE POINTE WOODS

By: _____ _____
Tom, Colombo City Administrator — Date

_____ 3/21/16
Contractor Signature — Date

Approved by City Attorney:

Charles Berschback 4/8/16
Approved for Signature — Date

Charles T. Berschback
Acting City Attorney

Date: 4-8-16

City of Grosse Pointe Woods
TENNIS INSTRUCTOR AGREEMENT

EXHIBIT A

Course	Session 1 Dates		Session 2 Dates		Session 3 Dates		Days	Begin Time	Length of Class
Y Tennis Lessons: 5-7 Advanced	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	9:00 AM	50 minutes
Y Tennis Lessons: 8-10 Beginner	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	9:00 AM	50 minutes
Y Tennis Lessons: 11 & up	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	9:00 AM	50 minutes
Y Tennis Lessons: 5-7 Beginner	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	10:00 AM	50 minutes
Y Tennis Lessons: 8-10 Beginner	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	10:00 AM	50 minutes
Y Tennis Lessons: 5-7 Advanced	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	10:00 AM	50 minutes
Y Tennis Lessons: 5-7 Beginner	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	11:00 AM	50 minutes
Y Tennis Lessons: 5-7 Advanced	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	11:00 AM	50 minutes
Y Tennis Lessons: 8-10 Advanced	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	11:00 AM	50 minutes
Y Tennis Lessons: 5-7 Beginner	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	12:30 PM	50 minutes
Y Tennis Lessons: 8-10 Beginner	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	12:30 PM	50 minutes
Y Tennis Lessons: 11 & Up	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	12:30 PM	50 minutes
Y Tennis Lessons: 5-7 Beginner	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	1:30 PM	50 minutes
Y Tennis Lessons: 5-7 Advanced	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	1:30 PM	50 minutes
Y Tennis Lessons: 5-7 Advanced	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	1:30 PM	50 minutes
Y Tennis Lessons: 5-7 Beginner	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	2:30 PM	50 minutes
Y Tennis Lessons: 8-10 Beginner	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	2:30 PM	50 minutes
Y Tennis Lessons: 8-10 Advanced	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Mon - Thurs	2:30 PM	50 minutes
Adult Tennis Lessons	6/20/2016	7/7/2016	7/11/2016	7/28/2016	8/1/2016	8/18/2016	Tue, Thurs	6:30 PM	1.5 hours

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/21/2016

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

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

PRODUCER
Colburn Colburn
121 W. Long Lake Road
Second Floor - Suite 220
Bloomfield Hills MI 48304

CONTACT NAME: Debbie Grasel
PHONE (A/C, No, Ext): (248) 594-6444 FAX (A/C, No): (248) 594-6445
E-MAIL ADDRESS: dgrasel@colburncolburn.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Indemnity Ins Co. A+	
INSURER B: Accident Fund Group A	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Eastside Tennis & Fitness Club
18201 E. Warren Avenue
Detroit MI 48224

COVERAGES CERTIFICATE NUMBER: CL1632105383 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	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC OTHER:	X		PHPK1422871	11/27/2015	11/27/2016	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 1,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS X HIRED AUTOS / X NON-OWNED AUTOS			PHPK1422871	11/27/2015	11/27/2016	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WCV8009343	7/24/2015	7/24/2016	X PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Grosse Pointe Woods is included as an additional insured for general liability as required by written contract.

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

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

AUTHORIZED REPRESENTATIVE
David Colburn/MARYW David H. Colburn

9A

CITY OF GROSSE POINTE WOODS

PROCLAMATION

WHEREAS, in 1872, J. Morton Sterling, a pioneer moving out West from Detroit, Michigan, proposed a tree-planting holiday to be called "**ARBOR DAY**" to the Nebraska Board of Agriculture; and

WHEREAS, this holiday was first observed with the planting of more than a million trees in Nebraska, as it was once a treeless plain, and it was the lack of trees there that led to the founding of **ARBOR DAY**; and

WHEREAS, trees are a vital component of the infrastructure in our City providing infinite environmental and economical benefits, as well as bringing beauty and nature into our daily lives; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, in the words of J. Morton Sterling, "Other holidays repose upon our past. Arbor Day proposes for our future;" and

WHEREAS, Grosse Pointe Woods has been recognized as a **Tree City USA** by the National Arbor Day Foundation and desires to continue its tree-planting practices.

NOW, THEREFORE, I, ROBERT E. NOVITKE, Mayor of the City of Grosse Pointe Woods, Michigan, do hereby proclaim **April 29, 2016 ARBOR DAY** in the City of Grosse Pointe Woods, and urge all citizens to celebrate **ARBOR DAY** and to support efforts to protect and provide needed care for our trees and woodlands; and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

_____

Mayor Robert E. Novitke
April 18, 2016

9B

CITY OF GROSSE POINTE WOODS

PROCLAMATION

Whereas, the Office of the Municipal Clerk, is a time honored position being one of the first recognized and documented public servants; and

Whereas, the Office of the Municipal Clerk plays a vital part in local government by maintaining official records and documents, recording and publishing board minutes, and maintaining the integrity of local, state and national elections; and

Whereas, the Office of the Municipal Clerk provides a professional link between the citizens, the local governing bodies and other governmental agencies; and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, the Office of the Municipal Clerk serves as the information center on functions of the local government and community; and

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in educational programs, seminars, workshops and annual meetings of their state, county and international professional organizations; and

Whereas, Municipal Clerks provide legislative influence in the best interest of the voters and local governments; and

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, Robert E. Novitke, Mayor of the City of Grosse Pointe Woods, do recognize the week of May 1 through May 7, 2016, as

MUNICIPAL CLERKS WEEK

and further extend appreciation to Lisa Hathaway, our Municipal Clerk, and her entire staff for their dedication to our community.

Mayor Robert E. Novitke
April 18, 2016

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

10A

RECEIVED
APR 11 2016
CITY OF GROSSE PTE. WOODS

FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
Attention: Mr. Al Fincham, City Administrator

April 01, 2016
Client: 000896
Matter: 000000
Invoice #: 109464

REGARDING: GENERAL MATTERS

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

TOTAL **$4,075.25**

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Page: 1

RE: GENERAL MATTERS

For Professional Services Rendered through March 31, 2016

DATE	ATTY	DESCRIPTION	HOURS
3/7/2016	RWF	Attention to preparation of proposals for negotiations with TPOAM.	1.00
3/10/2016	RWF	Attention to preparation of draft TPOAM proposal; attention to preparation of draft POAM proposal.	1.50
3/11/2016	RWF	Attention to preparation of draft TPOAM proposal; attention to preparation of draft POAM proposal; telephone call from Ms. Irby and Mr. Smith regarding same.	3.00
3/14/2016	RWF	Attendance at meeting regarding POAM/PSO negotiations; attendance at POAM negotiations; attendance at meeting regarding TPOAM negotiations; attendance at TPOAM negotiations.	6.75
3/15/2016	RWF	Attention to preparation for negotiations with POLC/Command and POLC/Clerk-Dispatchers.	2.75
3/18/2016	RWF	Attendance at client meeting regarding negotiations; attendance at POLC Command negotiations; attendance at POLC Dispatcher negotiations.	5.25
3/31/2016	RWF	Attendance at TPOAM negotiations.	4.00
		Total Services	$4,001.25

ATTORNEY		HOURS	RATE	AMOUNT
RWF	R. W. FANNING, JR.	24.25	$165.00	$4,001.25

KELLER THOMA
A PROFESSIONAL CORPORATION

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
Attention: Mr. Al Fincham, City Administrator

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RE: GENERAL MATTERS

DISBURSEMENTS

3/15/2016	Document Reproduction	$74.00
	Total Disbursements	$74.00

Total Amount Due **$4,075.25**