

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Rescheduled City Council Meeting Agenda
Monday, January 9, 2017
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. Council 12/19/16
 - B. Committee-of-the-Whole 01/03/17
 - C. Planning Commission 11/22/16, w/recommendation
 1. Licavoli's Market sign appeal
 - D. Historical Commission 11/10/16
 - E. Citizens Recreation Commission 11/08/16

7. COMMUNICATIONS
 - A. Sign Variance: Licavoli's Market, 20915 Mack Avenue
 1. Planning Commission Excerpt 11/22/16
 2. Memo 11/17/16 – Building Inspector
 3. Letter 10/17/16 – W. Matouk and P. Licavoli
 4. Sign Permit Applications 10/24/16 (3)
 5. Sign Permit Application 10/24/16
 6. Proposed Signage Photos (2) – 10/04/16 & 10/18/16 – Embree Sign Co.
 7. Photos (3) - Tutag

 - B. Bank Account Signatories
 1. Memo 01/04/17 – Treasurer/Comptroller

 - C. Resignation – Tree Commission
 1. Letter 12/28/16 – Wilson G. Rogers

 - D. Funds Transfer/Budget Amendment
 1. Memo 01/04/17 - Treasurer/Comptroller
 2. Information Request Form for 076328970

8. CLAIMS/
ACCOUNTS
 - A. Tax Attorneys
 1. Steinhardt Pesick & Cohen, P.C.

 - B. City Attorneys
 1. Don R. Berschback
 2. Charles T. Berschback

9. NEW BUSINESS/PUBLIC COMMENT
10. ADJOURNMENT

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

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

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

<p>NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST</p>
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COUNCIL
12-19-16 - 151

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, DECEMBER 19, 2016, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:30 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council members: Bryant, Granger, Ketels, Koester, McConaghy, Shetler
Absent: None

Also Present: City Administrator Smith
City Attorney Chip Berschback
Director of Public Safety Kosanke
Director of Public Services Schulte

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

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

Motion carried by the following vote:

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

The Mayor made the following re-appointments:

BEAUTIFICATION COMMISSION with terms expiring 12/31/19:

- Debra McCarthy
- Carol Sauter
- Phillip Hage
- Rachelle Koester
- Jennifer Hess

COMMUNITY TREE COMMISSION with terms expiring 12/31/19:

- Laura Gaskin
- Peter Groschner
- Mary Ellen Meyering

HISTORICAL COMMISSION with terms expiring 12/31/19:

- Rebecca Veitengruber
- Delmar Harkenrider
- Suzanne Kent
- Lynne Millies

LOCAL OFFICERS COMPENSATION COMMISSION with a term to expire 12/31/21:

- John McAlpine

SENIOR CITIZENS COMMISSION:

- Mark Strek – term to expire 12/31/19;
- Donald Witt - term to expire 12/31/19;
- Ronald Wehrmann – term to expire 12/31/17;
- Heidi Uhlig – term to expire 12/31/17;
- Sharon Beeby – term to expire 12/31/17.

CONSTRUCTION BOARD OF APPEALS with a term to expire 12/31/17:

- Walter Kiehler – term to expire 12/31/17
- John Vitale – term to expire 12/31/18

PENSION BOARD with a term to expire 12/31/19:

- Gary Zarb

Motion by Granger, seconded by Bryant, that the City Council voice no objection to the above Mayoral appointments.

Motion carried by the following vote:

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

The Mayor made the following appointments:

PLANNING COMMISSION terms expiring 12/31/19:

- Grant Gilezan
- Eric Reiter
- Richard Rozycki

Motion by Granger, second by Shetler, that the City Council concur with the Mayoral appointments to the Planning Commission as stated.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **appointments – Citizens Recreation** Commission, that the City Council to make the following re-appointments with terms expiring 12/31/19:

- Bill Babcock;
- Amanda York;
- Thomas Jerger.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **appointments – Building Authority Committee**, that the City Council make the following re-appointment with terms expiring 12/31/19:

- Ross Richardson

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, McConaghy, 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 December 5, 2016;
2. City Council Minutes dated November 30, 2016.

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. Committee-of-the-Whole minutes dated December 12, 2016.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **use of batting cages**, that the City Council concur with the recommendations of the Committee-of-the-Whole at their meeting on December 12, 2016, and approve the Grosse Pointe Woods Batting Cage Rules and Regulations as modified.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **paddle tennis courts – Lake Front Park**, that the City Council concur with the recommendations of the Committee-of-the-Whole at their meeting on December 12, 2016, and approve acceptance of the donation to refurbish the paddle tennis courts at Lake Front Park as proposed subject to approved signage and revised insurance being received.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **policy regarding use of administrative rooms at City Hall**, that the City Council concur with the recommendations of the Committee-of-the-Whole at their meeting on December 12, 2016, and adopt the policy as amended.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **Treasurer/Comptroller**, that the City Council concur with the recommendations of the Committee-of-the-Whole at their meeting on December 12, 2016, and approve the Employment Agreement appointing Cathy Behrens as the Treasurer/Comptroller as modified, and to authorize the Mayor to sign said Agreement.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **temporary seasonal staff request**, that the City Council approve employment of seasonal election staff to assist with covering the Clerk's office on a full-time basis until the Deputy Clerk returns to work.

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 **Monthly Financial Report – November 2016**, that the City Council refer this item to the Finance Committee.

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 **purchase: Fire Grant Award – SCBA Equipment**, that the City Council approve receipt of the Fire Grant in the amount of \$122,596.00 and to authorize the purchase of nineteen (19) self-contained breathing apparatus including an additional spare bottle for each SCBA, and nineteen (19) Buddy Breathers from Apollo Fire Equipment in a total amount not to exceed \$128,725.00; purchases to be paid from \$122,596.00 in Fire Grant funds, and to authorize payment in the amount of \$6,129.00 for the City's required 5% match, funds to be taken from the Contractual Services – Fire Services Account No. 101-339-818.000.

Motion carried by the following vote:

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

Motion by Ketels, seconded by Shetler, regarding **purchase: prep radios**, that the City Council approve the purchase of five (5) prep radios from Motorola Solutions, Inc. in a total amount not to exceed \$18,713.55, funds to be taken from Radio Maintenance – Public Safety Account No. 101-305-851.000.

Motion carried by the following vote:

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

Motion by Ketels, seconded by Koester, regarding **Charitable Gaming License**, that the City Council authorize the City Clerk to certify the resolution recognizing Grosse Pointe North Parents Club as a non-profit operating in Grosse Pointe Woods for the purpose of obtaining charitable gaming license.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **Wayne County Annual Permits (3)**, that the City Council adopt the annual Maintenance Resolution, the annual Pavement Restoration Resolution, and annual Special Events Resolution, authorize the Director of Public Services to sign the permit, and authorize the City Clerk to forward documentation to Wayne County.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Granger, regarding **Second Reading: An ordinance to Amend Chapter 8 Buildings and Building Regulations, Article IX Fences, Sec. 8-284(1) and (2) to Delete References Allowing Six Feet Fences in the Rear and Side Yards with the Adjacent Property Owner's Consent**, that the City Council approve this proposed ordinance as presented and make it effective 20 days after its enactment.

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 **Labor Attorney – Keller Thoma**, that the City Council approve the following invoices from Keller Thoma:

1. Invoice 110913 dated 12/01/16 - \$372.15;
2. Invoice 111095 dated 12/01/16 - \$82.50.

Motion carried by the following vote:

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

No: None

Absent: None

Motion by Bryant, seconded by Koester, to adjourn tonight's meeting at 8:05 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Bruce Smith
City Administrator

Robert E. Novitke
Mayor



MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, JANUARY 3, 2017, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ABSENT: None

ALSO PRESENT: City Administrator Smith
City Attorney Chip Berschback
Treasurer/Comptroller Behrens
City Clerk Hathaway
Eric Dunlap, City Assessor

Mayor Novitke called the meeting to order at 5:00 p.m.

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

Motion carried by the following vote:

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

Motion by Bryant, seconded by Shetler, that the Committee recess the regularly scheduled Committee-of-the-Whole meeting at 5:01 p.m. and convene in Closed Executive Session for the purpose of discussing pending litigation at which time the Committee may or may not reconvene in regular session to address additional items as necessary, in accordance with the Open Meetings Act 1976 PA 267.

Motion carried by the following ROLL CALL vote:

Shetler Yes
Bryant Yes
Granger Yes
Ketels Yes
Koester Yes
McConaghy Yes
Novitke Yes

The meeting reconvened at 6:02 p.m.

The following items were discussed under New Business/Public Comment:

- A brief discussion ensued regarding the computerized assessment roll. The City Assessor recommended using the computerized method versus paper stating a paper copy is able to be produced if needed. The Assessor was advised to obtain approval from the Council before taking such actions.
- Christmas decorations.
- Barrier arm for employee parking lot.
- The Mayor asked when a thorough inspection of the trolley will occur. The City Administrator will follow up with the Director of Public Services.
- Delivery of the City calendar; Hollywood between Marter and Wedgewood. Council Member Granger received approximately a dozen complaints regarding not receiving the calendar or having it thrown in snow or water. The City Administrator will follow-up.
- Council Member Bryant said the Department of Public Services did a great job removing the dead trees at the Veteran's Memorial on Vernier. He will be making suggestions on possible replacement plantings.

Motion by Granger, seconded by McConaghy, that the meeting of the Committee-of-the-Whole be adjourned at 6:10 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

Approved by Commission 12/16
6C

PLANNING COMMISSION
11-22-16 - 11

MINUTES OF THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, NOVEMBER 22, 2016, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN

The meeting was called to order at 7:30 p.m. by Chair Stapleton.

Roll Call: Chair Stapleton
Planning Commissioners: Fuller, Gilezan, Hamborsky, Reiter, Rozycki, Stapleton, Vitale

Absent: Profeta, Vaughn

Also Present: Building Inspector Tutag

Motion by Gilezan, seconded by Rozycki, that Commission Members Profeta and Vaughn be excused from tonight's meeting.

MOTION CARRIED by the following vote:

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

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

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

Motion carried by the following vote:

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

The Chair indicated Council Member Bryant was in attendance as the City Council Representative.

Motion by Gilezan seconded by Rozycki, regarding **Approval of Minutes**, that the Regular Planning Commission Minutes of October 25, 2016, be approved as submitted.

Motion carried by the following vote:

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

The next item discussed was regarding **sign appeal: Licavoli's Market, 20915 Mack Avenue.** The Building Official provided an overview of his memo dated November 15, 2016. Permits have been denied due to noncompliance with three sections of the City Code: Section 32-17 combinations of signs, Section 32-10(a)(1) maximum number of message units quantity restriction, and Section 32-13(d) wall signs.

Member Vitale requested to recues himself from voting on this matter due to a conflict of interest.

Motion by Hamborsky, seconded by Rozycki, to excuse Member Vitale from voting on this matter.

Motion carried by the following vote:

YES: Fuller, Gilezan, Hamborsky, Reiter, Rozycki, Stapleton
NO: None
ABSENT: Profeta, Vaughn
ABSTAIN: Vitale

The Chair asked if anyone in attendance wished to speak on this request:

Phil Licavoli
Licavoli's Market
20915 Mack Ave.

Dave Embree
Embree Sign Co.
26520 Harper
St. Clair Shores, MI

Mr. Embree distributed a document providing additional information.

The Building Inspector stated his willingness to meet with Embree Sign to work out a plan for signs that would be in compliance with the ordinance.

Motion by Hamborsky, seconded by Gilezan, regarding Licavoli's Market, 20916 Mack Avenue, request for three sign variances, that the Planning Commission recommend to City Council to approve the variances with the following conditions:

1. That the total signage not exceed 84 sq. ft.;
2. That the final font and color be coordinated with the Building Department;

3. That there not be any greater than 12 message units in total.

Motion by Hamborsky, seconded by Gilezan, to amend the previous motion by adding, "

4. A Hardship was presented and expressed by the applicant;
5. That the variances are in the best interest of the City and within the spirit and intent of the ordinance;
6. The Petitioner is prevented from installing window signage because ? colonial style window;
7. It is a corner building;
8. Signage is not offensive and is appropriate with the scale and location of the building."

Motion carried by the following vote:

YES: Fuller, Gilezan, Hamborsky, Reiter, Stapleton
No: Rozycki
ABSENT: Profeta, Vaughn
ABSTAIN: Vitale

The next item discussed was regarding the **Grosse Pointe Woods Master Plan**. The Building Official provided an overview regarding his memo dated November 17, 2016. He reviewed the current Master Plan and suggested one change to the Future Land Use Plan pertaining to the Hunt Club, which is currently recreational property. A discussion ensued regarding University Liggett School and Hunt Club. The Chair stated she would not feel comfortable without a robust community engagement strategy and holding workshops to find out what the residents want in the community.

The Chair asked the Commission to look at and review the current Master Plan for a discussion in January. The Building Official stated there are portions of the zoning ordinance that need to be updated and would like to look at that in the future.

This item is to remain on the Planning Commission agenda.

The next item was the **Building Official's report**, and the following items were discussed:

1. Legacy Oaks update;
2. Churchill's soft opening;
3. New businesses moving into the City including an ice cream parlor and two nail salons;
4. Banfield Animal Clinic;
5. Increase in residential building and remodels.

Commissioner Reiter provided on the November City Council meetings.

Commissioner Rozycki is scheduled to attend the December Council meetings.

Under New Business:

- Commissioner Hamborsky stated he would like to complete the 2020 Plan, and will be providing a copy of the plan to all commission members for input discussed at the commission's Workshop meeting earlier this evening. This item will be addressed at a future Workshop meeting to discuss the commission's input. A brief discussion ensued regarding the streetscape work done in Grosse Pointe Farms, which was funded by a grant.

Motion by Hamborsky, seconded by Rozycki, that the Planning Commission Meeting adjourn at 8:47 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Gene Tutag
Building Official

Approved by Commission
12-8-16

GD

RECEIVED

NOV 17 2016

CITY OF GROSSE PTE. WOODS

City of Grosse Pointe Woods Historical Commission Minutes
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236
Conference Room at City Hall
November 10, 2016

1. Call to Order

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:39 p.m. by Vice Chairman Sean Murphy.

2. Roll Call

Present: Shirley Hartert, Suzanne Kent, Lynne Millies, Sean Murphy, Frank Romano, Becky Veitengruber, Giles Wilborn

Excused: Mary Kaye Ferry, Del Harkenrider, John Parthum, Phil Whitman

Also Present: Council Representative Mike Koester

3. Approval of Agenda

Motion by Romano, seconded by Millies to accept the agenda as presented for November 10th, 2016. Ayes: all. Motion carried.

4. Approval of Minutes

Motion by Kent, seconded by Hartert, to approve the October 13th, 2016 minutes as presented. Ayes: all. Motion carried.

5. Items

A. **Report of Treasurer:** No report.

B. **Cook Schoolhouse Project:** No report.

C. **Annual Report:** No report.

6. New Business

The commission discussed interest in joining state and national historical organizations.

Romano will explore specific membership costs. Discussion to continue at a future meeting.

7. Public and Commissioner Comments

None

8. Adjournment

The meeting adjourned at 8:39 p.m. by Vice Chairman Sean Murphy.

Respectfully submitted:

Becky Veitengruber, Secretary

***The next meeting of the Grosse Pointe Woods Historical Commission will take place on
December 8th, 2016 at 7:30 p.m. in the Conference Room at City Hall, 20025 Mack Plaza Drive,
Grosse Pointe Woods, MI 48236***

RECEIVED

NOV 09 2016

Approved by Commission
12-13-16.

6E

CITY OF GROSSE PTE. WOODS

Citizen's Recreation Commission Meeting Minutes

Meeting of the Citizen's Recreation Commission held on November 8, 2016 at
Grosse Pointe Woods, Michigan

CALLED TO ORDER: 7:02

PRESENT:

Bill Babcock
Gib Heim
Barb Janutol
Mark Miller
Tony Rennpage
Christina Ventimiglia

ABSENT:

Tom Jerger
Mike Soviak
Amanda York

ALSO PRESENT:

Richard Shetler, Jr.

Motion to accept the minutes from October 11, 2016 by Mark Miller and seconded
by Gib Heim.

Motion passed by the following vote:

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

COUNCIL MEETING REPORT:

Regular business is ongoing.

Grosse Pointe Woods is again one of the sponsors for the annual Santa Claus
Parade.

The hours at Lake Front Park have been modified for summer, 2017. The
Park will be open daily from 6 am until 11. All rental spaces will be open
from 6 am until 10 pm. These hours will not affect the incoming boaters.
They can return after the park is closed but must find security to let them
leave the park after dockage. No one may enter the park after 11:00 pm.

Fees for classes and swim team will be increasing in 2017.

Supervisor's Report:

No report.

OLD BUSINESS:

Budget items need to be explained at the next meeting.

NEW BUSINESS:

None

ADJOURNMENT:

Motion was made to adjourn the meeting by Tony Rennpage and seconded by Mark Miller.

Motion passed by the following vote:

Yes: Babcock, Heim, Janutol, Miller, Rennpage, and Ventimiglia

No: None

Absent: Jerger, Soviak and York.

Meeting Adjourned at 7:36.p.m.

The next regularly scheduled meeting will be at **7:00 p.m. on Tuesday, December 13, 2016** in the conference room at City Hall.

Respectfully submitted by:

Barbara Janutol, Secretary
hajanutol@gmail.com

The next item discussed was regarding **sign appeal: Licavoli's Market, 20915 Mack Avenue**. The Building Official provided an overview of his memo dated November 15, 2016. Permits have been denied due to noncompliance with three sections of the City Code: Section 32-17 combinations of signs, Section 32-10(a)(1) maximum number of message units quantity restriction, and Section 32-13(d) wall signs.

Member Vitale requested to recues himself from voting on this matter due to a conflict of interest.

Motion by Hamborsky, seconded by Rozycki, to excuse Member Vitale from voting on this matter.

Motion carried by the following vote:

YES: Fuller, Gilezan, Hamborsky, Reiter, Rozycki, Stapleton
NO: None
ABSENT: Profeta, Vaughn
ABSTAIN: Vitale

The Chair asked if anyone in attendance wished to speak on this request:

Phil Licavoli
Licavoli's Market
20915 Mack Ave.

Dave Embree
Embree Sign Co.
26520 Harper
St. Clair Shores, MI

Mr. Embree distributed a document providing additional information.

The Building Inspector stated his willingness to meet with Embree Sign to work out a plan for signs that would be in compliance with the ordinance.

Motion by Hamborsky, seconded by Gilezan, regarding Licavoli's Market, 20916 Mack Avenue, request for three sign variances, that the Planning Commission recommend to City Council to approve the variances with the following conditions:

1. That the total signage not exceed 84 sq. ft.;
2. That the final font and color be coordinated with the Building Department;
3. That there not be any greater than 12 message units in total.

Motion by Hamborsky, seconded by Gilezan, to amend the previous motion by adding, "

4. A Hardship was presented and expressed by the applicant;
5. That the variances are in the best interest of the City and within the spirit and intent of the ordinance;
6. The Petitioner is prevented from installing window signage due to colonial style mutton bars in the windows;

7. It is a corner building;
8. Signage is not offensive and is appropriate with the scale and location of the building."

Motion carried by the following vote:

YES: Fuller, Gilezan, Hamborsky, Reiter, Stapleton

No: Rozycki


ABSENT: Profeta, Vaughn

ABSTAIN: Vitale

CITY OF GROSSE POINTE WOODS

Building Inspector

MEMORANDUM

DATE: November 17, 2016
TO: Planning Commission
FROM: Gene Tutag, Building Inspector 
SUBJECT: 20915 Mack Ave., Licavoli's Market - Sign Variances

The petitioners have made application for three wall signs at Licavoli's Market located at 20915 Mack Avenue. Two signs will be on the Mack Avenue/east elevation and one sign will be on the Ridgmont/south elevation. The signs involve installing lettering onto existing decorative trim on the building's facades. Two wall signs are currently installed on the building.

The petitioners are looking for opportunities to improve the visibility of the business to potential patrons by installing additional signs.

The signs have been reviewed for compliance with Chapter 32 of the Grosse Pointe Woods City Code. The proposed signs are not in compliance with the code as follows:

1. **Section 32-17 Combination of signs.** The code permits two signs. Two wall signs are currently installed at this business. The three additional signs will bring the total number of signs to five.
2. **Section 32-10(a)(1) Maximum number of message units. Quantity Restriction.** The total number of message units on a property shall not exceed 10. Total message units will be at 12 with the installation of these signs.
3. **Section 32-13(d) Wall signs.** Wall signs upon building fronts containing 41 feet to 60 feet of frontage shall not exceed 3 feet in height or a maximum of 42 square feet in size. The existing signs on the building contain 33 square feet of area. The proposed signs have 49 square feet for a total of 82 square feet. The code allows 42 square feet of sign area based upon the building's 45 feet of frontage.

The permits have been denied. The owners/petitioners, William Matouk and Phil Licavoli, are appealing the denial.

Section 32-32 of the City's Ordinance states that the Planning Commission will first review the appeal and provide a recommendation to the City Council based upon the exception being in the best interests of the City.

Sec. 32-32. Appeal of denial of permit. Any party who has been refused a sign permit after review by the building official or planning commission for a proposed installation or has been notified by the city to remove an existing sign may file a claim of appeal with the city clerk. Such claim of appeal shall be accompanied by an appeal fee as currently established or as hereafter adopted by resolution of the city council from time to time or a fee structure designated by the administration and approved by the city council by resolution, payable to the general fund of the city. The city council may grant such appeal and allow an exception to the provisions of this chapter upon a finding that such an exception would be in the best interests of the city and not against the spirit and intent of this chapter. If the building official denies a sign permit, or if a variance is requested, the appeal or variance request will first be reviewed by the planning commission, which will provide a recommendation to the city council.

Recommendation:

Three substantial variances are required to allow the installation of the proposed signs. The Planning Commission has recommended favorably for comparable variances in the past. However, these were granted due to the fact that the size, scale and scope of the development were such that relief from the ordinance was warranted. The most recent example would be the MedPost development that encompassed an entire block on Mack Avenue, Kroger's and CVS on Mack Avenue. The petitioners building is a typical single story building found along Mack Avenue.

At this time I am reluctant to recommend approval or denial of these variances without discussion and input from the Planning Commission as variances should be the exception and not the rule. The petitioners have provided only limited information as to why the variances warrant approval. It is not the responsibility of city staff to make the case on behalf of the petitioner. I do not feel that this variance request as presented is within the spirit and intent or in the best interest of the city.

October 17, 2016

RECEIVED

NOV 08 2016

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

To Whom It May Concern:

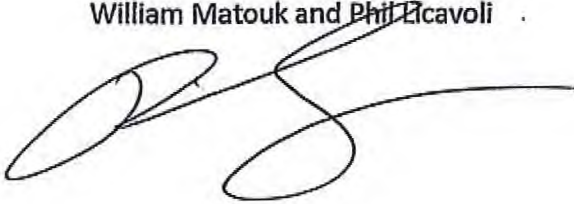
I'm requesting a sign variance for Licavoli's Market – 20915 Mack Avenue, Grosse Pointe Woods, MI 48236.

Licavoli's Market would like their customers to know that we are an Italian market and the signs will indicate what we feature in our store.. The market offers stone oven pizza, hand crafted subs, homemade/prepared Italian foods, and a delicatessen. It will be a subtle color light grey for example.

Enclosed you will find a rendering of the signs from Embree Sign Company. The proposed signage will be ¼ inch acrylic letters and 9 inch letter height. It will be mounted to existing approved sign boards.

Best Regards,

William Matouk and Phil Licavoli

A handwritten signature in black ink, appearing to be a stylized combination of the names William Matouk and Phil Licavoli, written over the printed names.

RECEIVED

OCT 24 2016

**GROSSE POINTE WOODS
SIGN PERMIT APPLICATION**

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

Per Chapter #32 of the GP Woods Sign Ordinance, provide two copies of actual color renditions (include photo of building w/sign imposed) to the Building Department. Show lettering font/s, cross cuts, sign and lettering dimensions, amperage being used, total square footage of sign, location of sign relative to the building it is being displayed on, trademark/logo information, and distance the sign will be from the building are required with this application. *NOTE: Property Owner's approval signature is required.

GPW Business Information:

CONTACT PERSON: PAUL LICOUOLI PHONE: _____
BUSINESS NAME: LICOUOLI MKT. E-MAIL: licouolismarket@gmail.com
BUSINESS ADDRESS: 20915 WACK AVE FAX: _____

***PROPERTY OWNER'S APPROVAL:**

[Signature]
Property Owner NAME (please print)

[Signature]
Property Owner SIGNATURE

Sign Company Information:

NAME/CONTACT: EMBRACE SIGNS CO. PHONE: 586-777-2252
CONTACT NAME: DAVE EMBRACE E-MAIL: daveembrace@comcast.net
ADDRESS: 26500 HARPER AVE FAX: _____
S.C.S. MI. 48081 LICENSE #: 5306058

Sign Description:

TYPE: WALL (PLASTIC LETTERS ONLY) EXISTING BOARDS.
BUILDING WIDTH: 120' SIGN DIMENSIONS: 21" x 96" (STONE FIRE PIZZA)
MATERIAL IN FACE OF SIGN: ALUM Length x Height x Thickness (cannot exceed 8" w/transformer)
COLOR COMBINATIONS: WHITE BKGD / BLACK LETTERS
SINGLE FACE [☒] DOUBLE FACE [☐] FONT STYLE: SPECIAL (TM)
ILLUMINATION: INTERIOR [☐] EXTERIOR [☐] GROUSE NECKS
NUMBER OF MESSAGE UNITS: 3 FONT HEIGHT: 12" EXISTING

Applicant's Name & Signature: Dave Embrace

Received by: [Signature] Date: 10-24-16

APPROVED BY: _____ Date: _____

RECEIVED

**GROSSE POINTE WOODS
SIGN PERMIT APPLICATION**

OCT 24 2016

CITY OF GROSSE PTE. WOODS

BUILDING DEPT.

Per Chapter #32 of the GP Woods Sign Ordinance, provide two copies of actual color renderings (include photo of building w/sign imposed) to the Building Department. Show lettering font/s, cross cuts, sign and lettering dimensions, amperage being used, total square footage of sign, location of sign relative to the building it is being displayed on, trademark/logo information, and distance the sign will be from the building are required with this application. *NOTE: Property Owner's approval signature is required.

GPW Business Information:

CONTACT PERSON: PAUL LICAVOLI PHONE: _____
BUSINESS NAME: LICAVOLI'S MARKET E-MAIL: LICAVOLIsmarket@gmail.com
BUSINESS ADDRESS: 20915 WACK AVE GPW. FAX: _____

***PROPERTY OWNER'S APPROVAL:**

[Signature] Property Owner NAME (please print) [Signature] Property Owner SIGNATURE

Sign Company Information:

NAME/CONTACT: EMBRÉE SIGN CO. PHONE: 516.777.2252
CONTACT NAME: DAVE EMBREE E-MAIL: dave.embréesignco@gmail.com
ADDRESS: 26520 HARPER AVE LICENSE #: 5306758
SCS, MI. 48081 FAX: _____

Sign Description:

TYPE: WALL (LETTERS ONLY) EXISTING BOARDS
BUILDING WIDTH: 45' SIGN DIMENSIONS: 21" x 120" (HANDCRAFTED)
MATERIAL IN FACE OF SIGN: AZAK Length x Height x Thickness (cannot exceed 8" w/transformer) SUB8

COLOR COMBINATIONS: WHITE BKGD / BLACK LETTERS

SINGLE FACE [☒] DOUBLE FACE [☐] FONT STYLE: SPECIAL (TM)

ILLUMINATION: INTERIOR [☐] EXTERIOR [☐] NONE (GOOSE NECKS)

NUMBER OF MESSAGE UNITS: 3 FONT HEIGHT: 12" EXISTING

Applicant's Name & Signature: [Signature]

Received by: [Signature] Date: 10-24-16

APPROVED BY: _____ Date: _____

Building Official (313-343-2426)

Variance Application Fee - \$150 ~ Please see Section #32-32 Appeals

RECEIVED

OCT 24 2016

GROSSE POINTE WOODS SIGN PERMIT APPLICATION

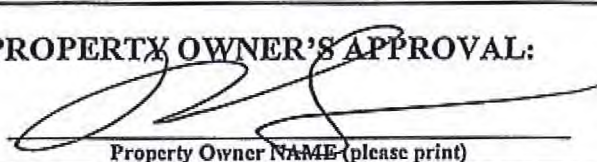
CITY OF GROSSE PTE. WOODS
BUILDING DEPT.

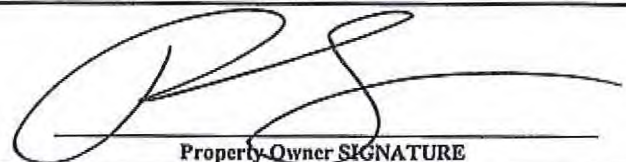
Per Chapter #32 of the GP Woods Sign Ordinance, provide two copies of actual color renditions (include photo of building w/sign imposed) to the Building Department. Show lettering font/s, cross cuts, sign and lettering dimensions, amperage being used, total square footage of sign, location of sign relative to the building it is being displayed on, trademark/logo information, and distance the sign will be from the building are required with this application. *NOTE: Property Owner's approval signature is required.

GPW Business Information:

CONTACT PERSON: PHIL LICAVOLI PHONE: _____
 BUSINESS NAME: LICAVOLI'S MKT. E-MAIL: LICAVOLISMARKE@Gma
 BUSINESS ADDRESS: 20915 MACK AVE. FAX: _____

*PROPERTY OWNER'S APPROVAL:


 Property Owner NAME (please print) _____


 Property Owner SIGNATURE _____

Sign Company Information:

NAME/CONTACT: EMBREE SIGN CO. PHONE: 586-777-2252
 CONTACT NAME: DAVE EMBREE E-MAIL: dave.embreesignco@comcast
 ADDRESS: 26520 HARPER AVE FAX: _____
3.CS-49081 LICENSE #: 5306253

Sign Description:

TYPE: WALL (LETTERS ONLY) PLASTIC EXISTING BOARDS
 BUILDING WIDTH: 45 SIGN DIMENSIONS: 21" x 120" (PREPARED
 Length x Height x Thickness (cannot exceed 8" w/transformer) FOOD
 MATERIAL IN FACE OF SIGN: AZAC
 COLOR COMBINATIONS: WHITE BKGD / BLACK LETTERS
 SINGLE FACE [☒] DOUBLE FACE [☐] FONT STYLE: SPECIAL (TM)
 ILLUMINATION: INTERIOR [☐] EXTERIOR [☐] (NO) GOOSE
NECKS
 NUMBER OF MESSAGE UNITS: 2 FONT HEIGHT: 12" EXISTING

Applicant's Name & Signature: Dave Embree

Received by: AS Date: 10-24-16

APPROVED BY: _____ Date: _____

Building Official (313-343-2426)

Variance Application Fee - \$150 ~ Please see Section #32-32 Appeals

RECEIVED

OCT 04 2016

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

PROPOSED LETTERS FOR LICAVOLI'S

EXISTING APPROVED SIGN BOARDS

1/4" BLACK ACRYLIC
LETTERS MOUNTED TO SIGN BOARD

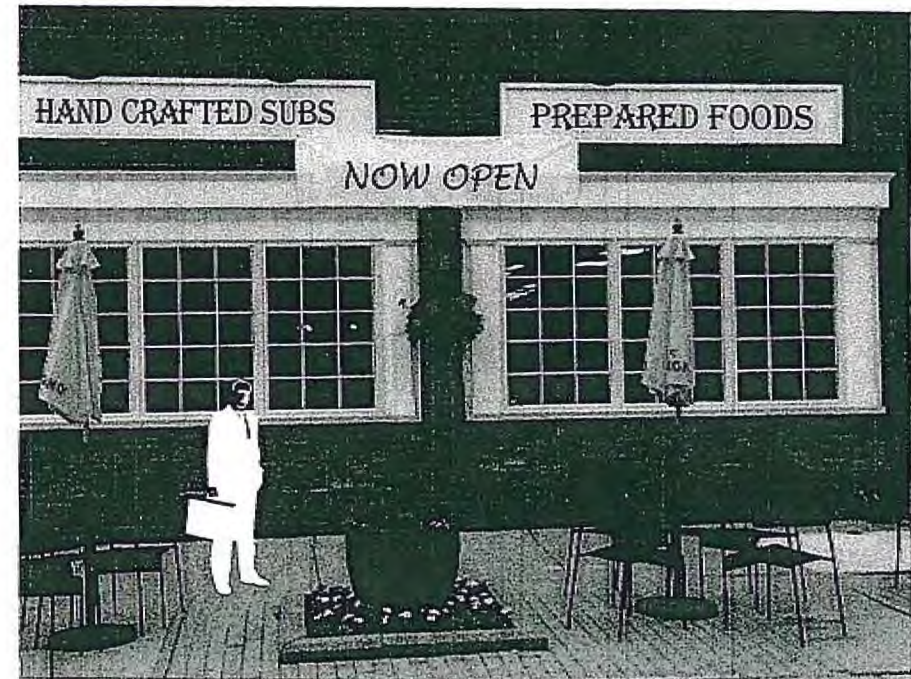
TRADEMARK LETTERS

SIGN 21"X96"



RIDGEMONT ELEVATION

SIGN 21"X120"



MACK AVE. ELEVATION

45' FRONTAGE ON MACK

EMBREE SIGN CO.

26520 HARPER AVE
ST. CLAIR SHORES, MI
48081
586-777-2252



LICAVOLI'S

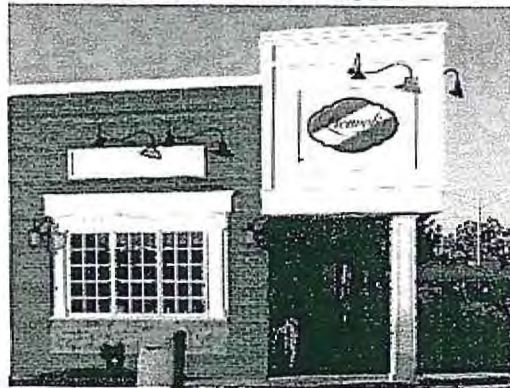
RECEIVED
OCT 18 2016
CITY OF GROSSE PTE. WOODS
BUILDING DEPT

EXISTING SIGNAGE

FACING MACK AVE.



FACING RIDGEMONT



PROPOSED NEW SIGNAGE



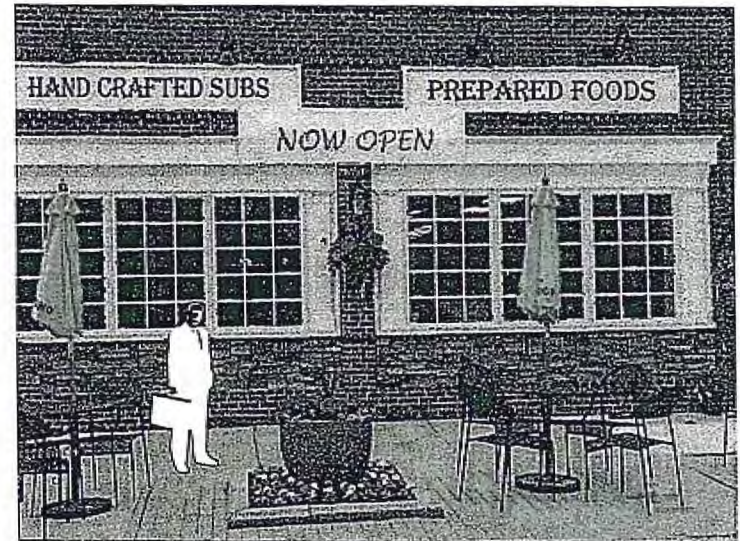
1/4" ACRYLIC LETTERS MOUNTED
TO EXISTING APPROVED SIGN BOARDS
9" LETTER HEIGHT TRADE MARK LETTER

SIGN 21"X96"



FACING RIDGEMONT

SIGN 21"X120"



SIGN 21"X120"

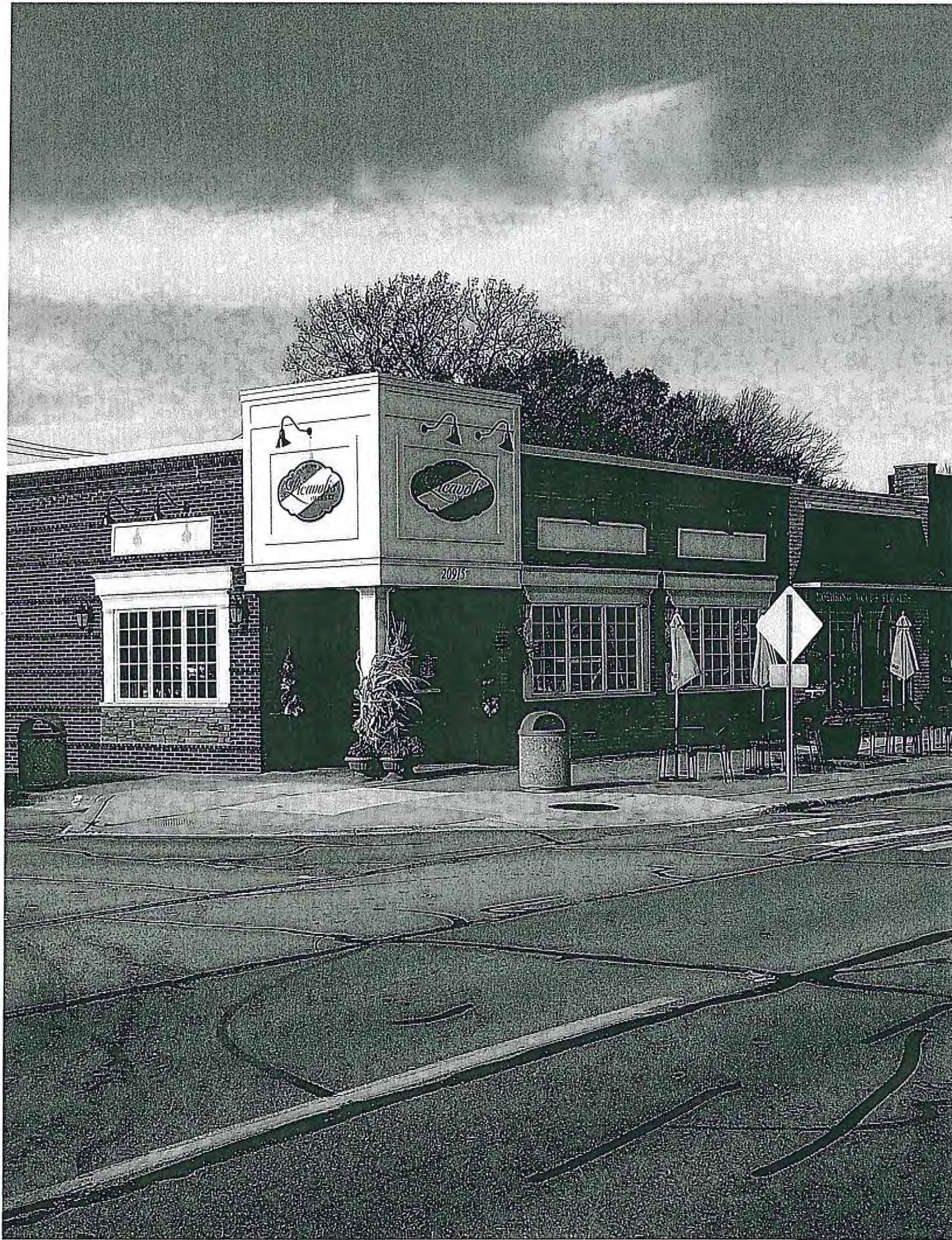
FACING MACK AVE.

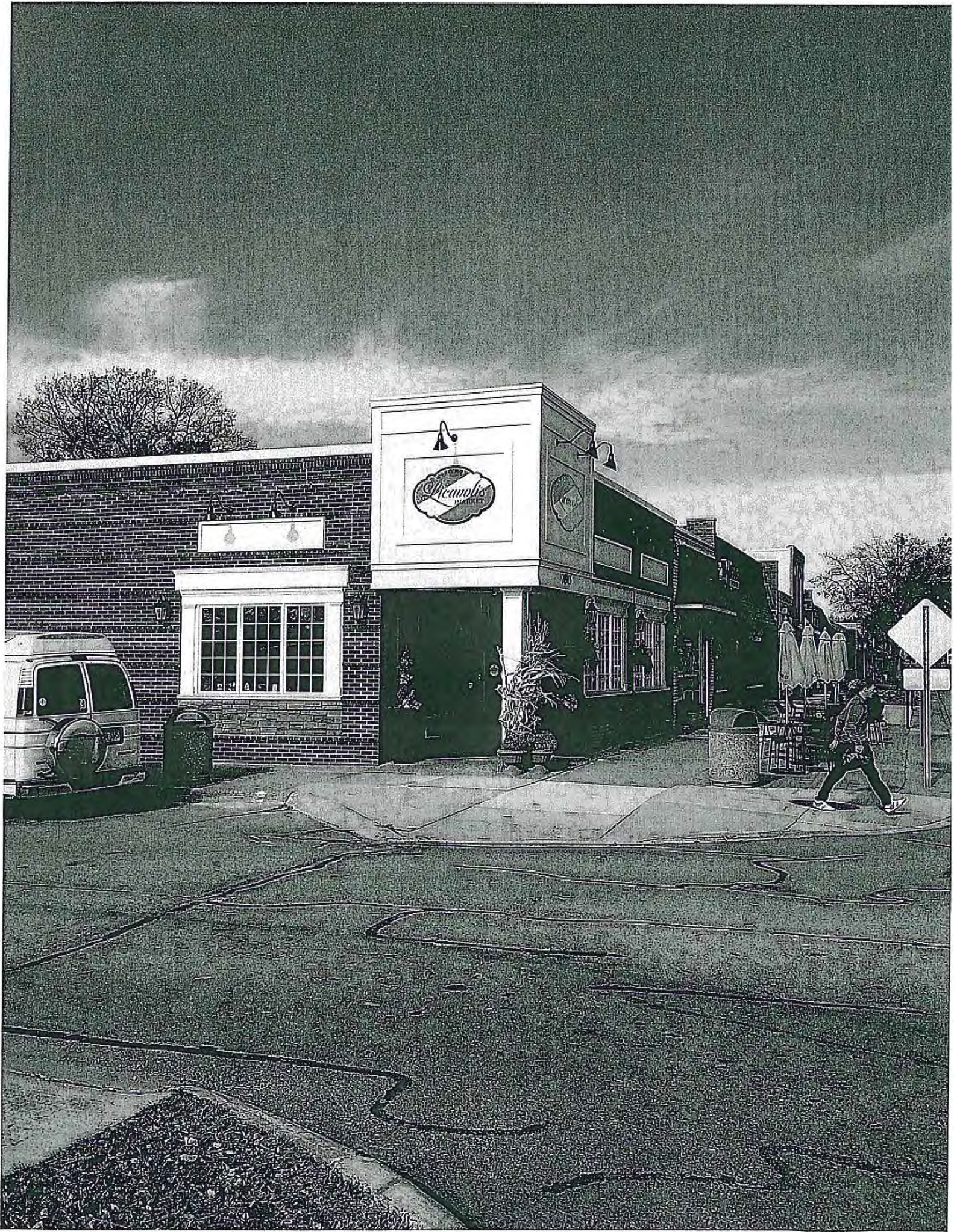
EMBREE SIGN CO.

26520 HARPER AVE
ST. CLAIR SHORES, MI
48081

586-777-2252







CITY OF GROSSE POINTE WOODS
Office of the City Treasurer/Comptroller

Memorandum

RECEIVED
JAN - 4 2017
CITY OF GROSSE PTE. WOODS

DATE: January 4, 2017
TO: City Council
FROM: Cathrene Behrens, City Treasurer/Comptroller *CB*
SUBJECT: Check Signers

Pursuant to my appointment to the position of City Treasurer/Comptroller the City has multiple bank accounts which will require my addition to City accounts and will allow for general bank account management including deposits, transfers, wires and ACH's. Updated signature cards will also be submitted to the respective banks to update the signers on City accounts to Deputy City Comptroller Shawn Murphy and myself.

Current signers, which were transitioned in September 2016 as a result of the vacancy in the position of City Treasurer/Comptroller, are Deputy City Comptroller Shawn Murphy and Utility Billing Manager/Deputy Betty Meli.

The bank vendor list includes the following:

1. Multi-Bank Securities, Inc.
2. Comerica Securities
3. Comerica Bank
4. Flagstar Bank
5. The Private Bank
6. Chemical Bank (formerly Talmer Bank)

7C

1961 Norwood Drive
Grosse Pointe Woods, Mi 48236

December 28, 2016

Mrs. Lisa K. Hathaway
City Clerk
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, Mi. 48236

RECEIVED
DEC 29 2016
CITY OF GROSSE PTE. WOODS

Subject: Termination of membership on the GPW Community Tree Commission.

Dear Mrs. Hathaway:

Effective December 31, 2016, I resign as a member of the GPW Community Tree Commission due to my current limitations with vision and hearing.

I have enjoyed my membership on the commission, which I believe began in March 1996, and wish to thank the Mayor and Council for giving me the opportunity to serve on this important commission.

Sincerely,


Wilson G. Rogers

Cc: Chair, Steve Chan 939 Blairmoor Court, Grosse Pointe Woods, Mi. 48236



CITY OF GROSSE POINTE WOODS MEMORANDUM

7D

RECEIVED
JAN - 6 2017
CITY OF GROSSE PTE. WOODS

Date: January 4, 2017
To: Mayor and City Council
From: Cathrene Behrens, Treasurer/Comptroller *CB*
Subject: Budget Amendment

In Fiscal Year 2016-17 the City Council approved the allocation of \$7,000 in Community Development Block Grant Funds to be utilized to offset salaries and administrative expenses within the City. The recent establishment of our "home repair" program, designed to assist homeowners with needed repairs and improvements to their homes, has created a situation where expenses will exceed the amount budgeted for Fiscal Year 2016-17.

Pursuant to the CDBG Subrecipient Contract for program year 2015-2020, the City is required to expense the money for rehabilitation and submit to Wayne County for reimbursement. Estimated expenses for this project are \$41,848.38 and the City will receive 100% reimbursement.

I respectfully request the City Council authorize a budget amendment from the general fund balance in the amount of \$41,848.38 allocated to expense line 245-730-770.000, Grant Fund Rehab Project. The reimbursement received from Wayne County for this expense will be credited to our Grant Fund revenue line of 245-000-531.002 and transferred back into the general fund at fiscal year end. This budget amendment will authorize staff to expense the invoices associated with the home repair program and also record the in and out of monies for accounting and audit purposes.

Thank you.

INFORMATION REQUEST FORM
FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)
200.331 Checklist
COUNTY DEPARTMENT: .

Wayne County Community Development

FISCAL YEAR:
2015

AWARD ID #	AMOUNT
15-14-05A	\$4,882.00
15-14-14A	\$41,848.38
15-14-21A	\$5,721.60

Please complete the following information:

Subawardee DUNS: 076328970

Subawardee Name (must match name in DUNS): City of Grosse Pointe Woods

Subawardee Address: 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236;

Amount of subaward (obligated amount): \$52,392.98

Subaward Obligation/Action Date: July 1, 2015

Identification of whether the award is R&D (yes or no):
No

Subaward Period of Performance Start and End Date

July 01, 2015 to June 30, 2020

Federal Funding Agency ID

Leave Blank

Federal Funding Agency Name

Leave Blank

Federal Award Identification Number (FAIN)

Leave Blank

Steinhardt Pesick & Cohen, P.C.

380 N. Old Woodward Avenue

Suite 120

Birmingham, MI 48009 USA

248-646-0888

8A
RECEIVED

DEC 05 2016

CITY OF GROSSE PTE. WOODS

City of Grosse Pointe Woods

Attn: Bruce Smith, City Administrator

20025 Mack Plaza Drive

Grosse Pointe Woods, MI 48236 USA

December 1, 2016

File #: 0984-001

Inv #: 11125

FEIN: 38-3519987

RE: The Rivers - Property Tax Appeal

DATE	ATTORNEY	DESCRIPTION	HOURS	RATE	AMOUNT
10/17/16	JPP	Telephone call(s) with J. Schwartz	0.20	\$375.00	\$75.00
10/19/16	JCL	Review cases re: entrepreneurial profit to prepare closing brief.	1.00	\$250.00	\$250.00
10/20/16	JCL	Preparation for drafting closing brief; research re: entrepreneur profit.	3.60	\$250.00	\$900.00
10/21/16	JCL	Research re: cost approach on CCRC properties in court.	5.20	\$250.00	\$1,300.00
10/22/16	JCL	Draft closing brief.	4.00	\$250.00	\$1,000.00
10/24/16	JCL	Draft closing brief; research re: special use cases.	1.00	\$250.00	\$250.00
10/25/16	JCL	Draft obsolescence discussion; research re: obsolescence standards; conference with J. Pesick re: Petitioner offer; review Petitioner offer.	2.50	\$250.00	\$625.00
10/26/16	JCL	Conference with J. Pesick re: 2016 appraisal; draft post-hearing brief.	6.50	\$250.00	\$1,625.00
10/27/16	JCL	Draft post-hearing brief.	4.60	\$250.00	\$1,150.00
10/28/16	JCL	Draft post-hearing brief.	5.50	\$250.00	\$1,375.00
10/30/16	JPP	Review trial transcript	1.00	\$375.00	\$375.00
	JCL	Draft post-hearing brief.	4.00	\$250.00	\$1,000.00
10/31/16	JPP	Review draft post-hearing brief; telephone call with C. Berschback	0.80	\$375.00	\$300.00
	JPP	Review trial transcript	1.00	\$375.00	\$375.00
	JCL	Draft percentage of completion discussion; conference with J. Pesick	2.50	\$250.00	\$625.00
11/01/16	JPP	Telephone call(s) with J. Schwartz; telephone call with T. Colombo	0.40	\$375.00	\$150.00
	JPP	Review trial transcript	2.00	\$375.00	\$750.00
11/02/16	JCL	Conference with J. Pesick re: revisions to brief re: architects fees.	0.20	\$250.00	\$50.00
11/03/16	JPP	Conference with J. Long re: post-hearing brief; telephone call with C. Berschback	0.80	\$375.00	\$300.00
	JCL	Conference with J. Pesick re: draft post-hearing brief; revisions to draft.	3.00	\$250.00	\$750.00
11/06/16	JCL	Draft discussion re: architectural fees and Ellis for closing brief.	4.00	\$250.00	\$1,000.00

11 /07/16	JPP	Review draft of post-hearing brief	1.00	\$375.00	\$375.00
	JCL	Revisions to post-hearing brief.	3.50	\$250.00	\$875.00
11 /08/16	JPP	Conference with J. Long re: post-hearing brief	0.50	\$375.00	\$187.50
	JCL	Conference with J. Pesick; revise post-hearing brief.	1.50	\$250.00	\$375.00
11 /09/16	JPP	Review draft post-hearing brief; telephone call with M. Ellis	0.80	\$375.00	\$300.00
	JPP	Conference with J. Long	0.20	\$375.00	\$75.00
	JCL	Conference with J. Pesick re: Ellis review of draft brief.	0.20	\$250.00	\$50.00
11 /11/16	JCL	Conference with J. Pesick re: post-hearing brief and scheduling.	0.20	\$250.00	\$50.00
11 /13/16	JCL	Conference with J. Pesick re: status - revision comments.	0.20	\$250.00	\$50.00
11 /14/16	JCL	Review draft post-hearing brief; preparation of preliminary components of brief.	2.00	\$250.00	\$500.00
11 /15/16	JPP	Conference with J. Long re: post-hearing brief	1.00	\$375.00	\$375.00
	JCL	Conference with J. Pesick re: post-hearing brief; revisions to brief.	2.60	\$250.00	\$650.00
11 /16/16	JPP	Review post-hearing brief	1.00	\$375.00	\$375.00
11 /17/16	JPP	Conference with J. Long re: post-hearing brief	0.50	\$375.00	\$187.50
	JCL	Conference with J. Pesick re: post-hearing brief; revision to brief.	1.00	\$250.00	\$250.00
11 /18/16	JCL	Draft appendix; preparation of materials for filing; final review of brief and appendix.	2.50	\$250.00	\$625.00
11 /25/16	JPP	Review petitioner's post-hearing brief	0.50	\$375.00	\$187.50

TOTAL FEES:

\$19,712.50

Courtesy Discount

\$5,000.00

FEES AFTER DISCOUNT:

\$14,712.50

COSTS:

Filing Fees	7.00
Research	250.25
Courier Expense	160.00
Transcript Fees - Network Reporting Inv# 309265	685.71
Transcript Fees - Network Reporting Inv# 309488	719.58
Trial Materials	31.76
Total Costs	\$1,854.30

Total Fees & Costs

\$16,566.80

Balance Forward

\$0.00

BALANCE DUE:

\$16,566.80

ALLOCATION OF FEES BY ATTORNEY:**Time:****Rate:****Value:**

Jerome Pesick

11.70

\$375.00

-\$612.50

Jason Long

61.30

\$250.00

\$15,325.00

DON R. BERSCHBACK
 ATTORNEY AND COUNSELOR AT LAW
 24053 JEFFERSON AVENUE
 ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400
 FAX (586) 777-0430
 E-MAIL donberschback@yahoo.com

OF COUNSEL
 CHARLES T. BERSCHBACK

December 29, 2016

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

RE: December 2016 Billing/DRB

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
12.1.16	FOIA review (1.00); work on CC and COW matters (1.00); work on claims and summons and complaint procedures (.50); review of material re. Deputy Treasurer (.25)	2.75
12.2.16	Work on employment agreement, TCs, letters and follow up (1.00)	1.00
12.5.16	Review of weekend packet, work on CC items (1.00); TCs with LKH and Clerk's office on personnel matters (1.00); work on employment agreements and reparation for CC meeting and attended materials (1.00)	3.00
12.6.16	TCs re. Treasurer Comptroller contract (.25)	0.25
12.8.16	Personnel issues (.75); FOIA (.25); ordinance and legal research regarding notice issue (1.00)	2.00
12.12.16	Review of weekend packet, work on COW items (1.00); attendance at COW meeting (2.00)	3.00
12.13.16	TCs regarding appointed official matters (.25); research and calls on personnel issues (1.25)	1.50
12.14.16	Municipal Court (1.00); ordinance and personnel work (1.00)	2.00
12.19.16	Review of weekend packet and necessary follow up (1.00)	1.00
12.20.16	Review of Court cases (.50); meetings with BJS and follow up on CC and COW items (1.00)	1.50
12.21.16	Municipal Court (2.25); FOIA and ordinance work (.50)	2.75
12.29.16	Ordinance review, miscellaneous CC and COW matters (1.25)	1.25

DRB = 22.00 hours x \$160.00

BALANCE DUE: \$ 3,520.00

Breakdown

General 18.25 hours
 Municipal Court 3.75 hours
 Bldg/Planning Comm.
 MTT

TC - Telephone

CTB - Charles T. Berschback

DRB - Don R. Berschback

CB - Cathrene Behrens

GPCRDA - Grosse Pointe Clinton Refuse Disposal Authority

LKH - Lisa K. Hathaway

CC - City Council

PC - Planning Commission

C&E - Comp and Eval

GT - Gene Tutag

CEW-Conference of Eastern Wayne

BJS - Bruce Smith

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
blbwlaw@yahoo.com

CHARLES T. BERSCHBACK

DON R. BERSCHBACK
OF COUNSEL

December 28, 2016

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

RE: December Billing/ CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
12.1.16	Review of Wayne County Permits, emails (.25); initial review of new Mobilite application (.50); TC Nicole re: border houses, research (.50)	1.25
12.1.16	TC GT (.25); TT response to Brownell motion (.50)	0.75
12.5.16	Review of Municipal Court docket, review of new warrants and calls with Det. Bur. (1.00); meeting with GT regarding Master Plan (.25); TT review of appraisals for Provencal, finalized prehearing statement, filed appraisals with Tribunal, meeting with appraiser (1.25); calls and letter on LFP issue (.25); RL-review Martel deposition; summary for Frances lien (.50)	3.25
12.6.16	Review of GP North videotape and warrant authorization (.50); TC GT, TC re: PAATS; call on Municipal Court cases (.50)	1.00
12.7.16	Municipal Court docket and follow up (3.50); meeting with GT; BJS (.25); work on new telecom application from Mobilite (.75)	4.50
12.8.16	TC Wayne County Prosecutor; finalized letter to Mobilite (new telecom pole request) (.50); file review and call on charitable solicitation issue (.25); RL-calls and emails re: deps (.25)	1.00
12.9.16	Initial review of Provencal appraisal (.50)	0.50
12.12.16	Work on claims procedure; TC LH (.25); PC review of agenda and Master Plan (.25); Municipal Court docket review and warrants (.50)	1.00
12.13.16	Municipal Court calls (.50); RL-calls (.25); PC review of agenda, research, TC GT, (.50); attendance	

	at PC meeting (.75)	2.00
12.14.16	Municipal Court a.m. docket and follow up (3.00); RL - review of Judge's Opinion on insurance coverage (.25); warrant review and calls (.25)	3.50
12.15.16	Telecom calls and emails (.25); Municipal Court warrants and file review, meeting at Court (.25)	0.50
12.19.16	Calls on Municipal Court cases, file review, discovery matters (.75); call with Watza; meeting with GT and BJS re: telecom (1.25); review of agenda (.25); TC Pesick re: TT (.50); attendance at Council meeting (.75)	3.50
12.20.16	Work on TT Rivers (.50); Municipal Court, review redact discovery ; TC attorneys (.50)	1.00
12.21.16	Preparation for bench trial, Municipal Court a.m. docket and miscellaneous meetings, follow up calls (3.25); RL - TCs (.25); TCs re: TT Rivers (1.00); TC Eric Dunlap (ED) (.25)	4.75
12.22.16	TCs TT Rivers (1.50)	1.50
12.28.16	TT Rivers (1.50)	1.50

CTB = 31.50 hours at \$145.00 per hour	\$ 4,567.50
Costs: Martel Deposition Transcript	\$ 134.21
TOTAL DUE:	\$ 4,701.71

TC - Telephone	GT - Gene Tutag
BJS - Bruce Smith	LH - Lisa Hathaway
ED - Assessor Eric Dunlap	Det. Bur. - Detective Bureau
CB - Cathrene Behrens	PC - Planning Commission
M/C - Mayor and Council	TT - Tax Tribunal
	DV - Domestic Violence

Breakdown

General	8.25 hours
Municipal Court	14.50 hours
Building/Planning Commission	1.00 hours
Tax Tribunal	7.75 hours