

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Rescheduled City Council Meeting Agenda
Monday, January 23, 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 01/09/17
 - B. Committee-of-the-Whole 01/09/17
 - C. Citizen's Recreation Commission 12/13/16
 - D. Beautification Advisory Commission 10/12/16

7. COMMUNICATIONS
 - A. Application for Permit/License to Solicit
 1. Rodney Gentzel, Everdry Waterproofing 01/03/17
 - B. Budget Transfer – K-9 Unit
 1. Memo 01/11/17 – Director of Public Safety
 2. Invoice 2924 – City of Grosse Pointe Farms
 - C. ICMA-RC Plan Contacts
 1. ICMA RC Plan Contact Change Form
 - D. Resignation – Beautification Commission
 1. Email 01/04/17 – Ronald Muccioli
 - E. Conference: Michigan Association of Municipal Clerks Master Academy
 1. Memo 01/17/17 – City Clerk
 2. Registration Form
 - F. Monthly Financial Report – December 2016

8. BIDS / PROPOSALS/
CONTRACTS
 - A. Contract: Nu Appearance Landscaping
 1. Memo 01/09/17 – Building Official
 2. Email 01/06/17 – NuAppearance
 3. Service Agreement For NuAppearance Landscape 01/01/16

9. CLAIMS/
ACCOUNTS
 - A. Labor Attorney
 1. Keller Thoma Invoice 111278 01/01/17
 2. Keller Thoma Invoice 111226 01/01/17
10. NEW BUSINESS/PUBLIC COMMENT
11. ADJOURNMENT

Lisa Kay Hathaway, 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
01-09-17 - 1

MINUTES OF THE RESCHEDULED CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JANUARY 9, 2017, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 8:11 p.m. by Mayor Novitke.

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

Also Present: City Administrator Smith
Treasurer/Comptroller Behrens
City Attorney Chip Berschback
City Clerk Hathaway
Building Inspector Tutag

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

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 following minutes be approved as submitted:

1. City Council Minutes dated December 19, 2016.

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. Committee-of-the-Whole minutes dated January 3, 2017.

Motion carried by the following vote:

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

No: None

Absent: None

The Building Official provided an overview of his memo dated November 17, 2016, regarding **sign variance: Licavoli's Market, 20915 Mack Avenue**. He stated that since the Planning Commission meeting held November 22, 2016, he has changed his recommendation as identified on his memo after receiving additional information, and he is recommending approval of the sign variances.

The Building Official was asked to discuss a possible sign ordinance amendment with the Planning Commission.

The following individuals were heard in favor of the proposed signage:

Dave Embree
Embree Signs

Phil Licavoli, owner
Licavoli's Market

Motion by Granger, seconded by Shetler, regarding sign variances: Licavoli's Market, 20915 Mack Avenue, which requests are noncompliant with Sections 32-17, 32-10(a)(1), and 32-13(d), that the City Council concur with the recommendation of the Planning Commission at their meeting on November 22, 2016, and 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;
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: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

Motion by Koester, seconded by Shetler, regarding **bank account signatories**, that the City Council approve Deputy Comptroller Shawn Murphy and Treasurer/Comptroller Cathy Behrens as authorized signers with the following banks:

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

Motion carried by the following vote:

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

The Mayor accepted the resignation of Wilson G. Rogers from the Tree Commission with regret, and directed that appropriate thanks and recognition be sent to Mr. Rogers.

Motion by Koester, seconded by Shetler, regarding **funds transfer/budget amendment**, that the City Council approve a budget transfer for CDBG Subawardee No. 076328970 in the amount of \$41,848.38 from the General Fund fund balance into Grant

Fund Rehab Project Account No. 245-730-770.000; reimbursement funds to be credited to the Grant Fund Account No. 245-000-531.002.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Bryant, regarding **tax attorneys**, that the City Council refer the following statement to the Finance Committee at their meeting being held on January 23, 2017:

1. Steinhardt Pesick & Cohen, P.C. 12/01/16 \$16,566.80.

Motion by McConaghy, seconded by Bryant, to amend the previous motion by inserting, ", and to a future Committee-of-the-Whole Meeting" after 2017.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Bryant, regarding **city attorneys**, that the City Council approve the following statements:

1. City Attorney Don R. Berschback 12/29/16 - \$3,520.00;
2. City Attorney Charles T. Berschback 12/28/16 - \$4,701.71.

Motion carried by the following vote:

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

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

- The City Attorney discussed a **Tax Tribunal case regarding Sunrise**, that an agreement was arrived at for the 2015 and 2016 tax years, and asked the City Council to authorize him to sign a consent order with a true cash value at \$4.7 million for both years.

Motion by McConaghy, seconded by Granger, regarding settlement of the Sunrise Tax Tribunal, that the City Council approve settlement of the case as stated by the City Attorney, authorizing him to sign a consent order with a true cash value for 2015 and 2016 in the amount of \$4.7 million for each year.

Motion carried by the following vote:

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

- The City Attorney provided an overview regarding settlement of the **Rivers Tax Tribunal**. The tax tribunal issued an opinion after trial, which was based on percentages of completion for two tax years; 2014 and 2015. The opinion for 2014 was based on a true cash value in the amount of \$21,220,000 at 77% completion. The opinion for 2015 was based on a true cash value of \$26,600,000 at 99.5% completion. Remaining is 2016 and he requested Council approve a settlement and authorize Jerome Pesick to sign a consent judgment providing for a true cash value for 2016 in the amount of \$26,717,570 at 100% completion.

Motion by McConaghy, seconded by Shetler, regarding settlement of the Rivers Tax Tribunal, that the City Council approve settlement of this case as stated by City Attorney Berschback, and authorize the following:

1. 2014: Based on true cash value in the amount of \$21,220,000 at 77% completion;
2. 2015: Based on true cash value in the amount of \$26,600,000 at 99.5% completion;
3. 2016: Authorize Jerome Pesick to sign a consent judgment providing for a true cash value in the amount of \$26,717,750 at 100% completion.

Motion carried by the following vote:

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

No: None

Absent: None

Motion by Granger, seconded by Ketels, to adjourn tonight's meeting at 8:35 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor



MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JANUARY 9, 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
Treasurer/Comptroller Behrens
City Attorney Chip Berschback
City Clerk Hathaway

Mayor Novitke called the meeting to order at 7:04 p.m.

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

- Motion carried by the following vote:
- Yes: Bryant, 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 7:05 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:
- Bryant Yes
- Granger Yes
- Ketels Yes
- Koester Yes
- McConaghy Yes
- Novitke Yes
- Shetler Yes

The Committee reconvened at 8:01 p.m.

Under New Business, the following item was discussed:

- The Chair discussed billings from Steinhardt Pesick & Cohen, P.C. dating back to 2015. It was determined that \$106,000 has been paid to the firm without approval from City Council, and that at the Council meeting held July 13, 2015, only the pay rates were approved in the amount of \$375 for a senior attorney and \$250 per hour for an associate attorney. Administration was reminded that attorney statements require the approval of City Council prior to being paid. There was a consensus of the Committee to place these billings on the January 23, 2017, Finance Committee Meeting, and on a future Committee-of-the-Whole agenda.

Motion by Bryant, seconded by Shetler, that the meeting of the Committee-of-the-Whole be adjourned at 8:03 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

RECEIVED

DEC 13 2016

Approved by Commission
1-10-17



CITY OF GROSSE POINTE WOODS

Citizen's Recreation Commission Meeting Minutes

**Meeting of the Citizen's Recreation Commission held on December 13, 2016 at
Grosse Pointe Woods, Michigan**

CALLED TO ORDER: 7:04

PRESENT:

Bill Babcock
Gib Heim
Tom Jerger
Barb Janutol
Mark Miller
Christine Ventimiglia
Amanda York

ABSENT:

Tony Rennpage
Mike Soviak

ALSO PRESENT:

Richard Shetler, Jr.

Motion to accept the minutes from November 8, 2016 by Gib Heim and seconded by Christine Ventimiglia.

Motion passed by the following vote:

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

No: None

Absent: Rennpage and Soviak,

COUNCIL MEETING REPORT:

Regular business is ongoing.

A passing grade was once again earned on the annual audit.

A storm water grant was acquired to assess drain issues in the city.

Supervisor's Report: (per Council Member Rich Shetler)

2017 park passes are being processed. To date, around 2700 park passes have been issued.

The Polar Express is sold out. (755 tickets were sold)

OLD BUSINESS:

Councilman Shetler clarified budget terminology for members. "Donation " designation means accrued revenue for various activities. "Budget" means expenses.

NEW BUSINESS:

None

ADJOURNMENT:

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

Motion passed by the following vote:

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

No: None

Absent: Rennpage and Soviak

Meeting Adjourned at 7:37pm.

The next regularly scheduled meeting will be at **7:00 p.m. on Tuesday, January 10, 2017** in the conference room at City Hall.

Respectfully submitted by:

Barbara Janutol, Secretary
bajanutol@gmail.com

Approved by Commission
1-9-17



RECEIVED

OCT 17 2016

CITY OF GROSSE POINTE WOODS

Beautification Advisory Commission
Lake Room – GPW Community Center
20025 Mack Plaza Dr., Grosse Pointe Woods
Meeting – October 12, 2016 – 7:30 p.m.

Present: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Rozycki, Spreder, Stewart

Excused: Hage, Muccioli, Sauter, Stephens

Call to Order: The meeting was called to order by Chairperson McCarthy at 7:30 p.m.

Minutes: The September 14, 2016 meeting minutes were distributed and reviewed.
Motion by Casinelli, seconded by Medura, to approve the September 14, 2016 minutes as presented.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Rozycki, Spreder, Stewart

No: None

Absent: Hage, Muccioli, Sauter, Stephens

Treasurer's Report: Hilton presented the treasurer report.

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

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Rozycki, Spreder, Stewart

No: None

Absent: Hage, Muccioli, Sauter, Stephens

Chairperson's Report: none

Awards Program: Spreder provided an update on the Awards Night. Letters have been sent to award winners. Event held November 9, 2016. Volunteer sign-up sheet passed around for Awards Night.

Tile/Mugs Program: none

Flower Sale: Hilton provided update for 2017 flower sale.

Council Report: BAC commission member Hess reported on the October 3, 2016 City Council meeting.

DPW: none

Old Business: None

New Business: Discussed possible fall plantings at City Hall. McCarthy to investigate the possibility of starting Beautification Advisory Commission meetings at 7:00 p.m. instead of 7:30 p.m.

Motion by Rozycki, seconded by Stewart, to recommend to City Council to move the Beautification Advisory Meetings from 7:30 p.m. to 7:00 p.m., effective January 2017.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Rozycki, Spreder, Stewart

No: None

Absent: Hage, Muccioli, Sauter, Stephens

Motion by Hess, seconded by Casinelli for immediate certification of the prior motion.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Rozycki, Spreder, Stewart

No: None

Absent: Hage, Muccioli, Sauter, Stephens

Motion by Stewart, seconded by Hess to adjourn the Beautification Advisory Commission meeting at 8:33 p.m.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Martin-Rahaim, Medura, Rozycki, Spreder, Stewart

No: None

Absent: Hage, Muccioli, Sauter, Stephens

Respectfully submitted,

Rachelle Koester

RECEIVED

JAN 05 2017

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

CITY OF GROSSE PTE. WOODS

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

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

Applicant: Rodney Gentzel Birth Date: _____Home address: 4608 Olivia Avenue Royal Oak, MI 48073Telephone: 248-224-9947 Driver's License No. _____Business Name: Everdry Waterproofing Telephone: 1-586-698-3030Business Address: 33533 Mound Road, Sterling Heights, MI 48310Description of Business: Basement waterproofingAssistants: Shauna Morgan 31427 Mound Rd Warren MI 48092

Name	Address	Date of Birth
Edward J. Carlyle	76 E. Coy Hazel Park MI 48030	

Name	Address	Date of Birth
Deneal Blackburn	17920 Eastland St Roseville MI	

Name	Address	Date of Birth
	48066	

If vehicle used, describe: 2007 Ford VAN CC73127Other cities served: Warren, OAK PARK, Sterling Heights, TroyYears previously licensed in Grosse Pointe Woods: 2016, ~~2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1994, 1993, 1992, 1991, 1990, 1989, 1988, 1987, 1986, 1985, 1984, 1983, 1982, 1981, 1980, 1979, 1978, 1977, 1976, 1975, 1974, 1973, 1972, 1971, 1970, 1969, 1968, 1967, 1966, 1965, 1964, 1963, 1962, 1961, 1960, 1959, 1958, 1957, 1956, 1955, 1954, 1953, 1952, 1951, 1950, 1949, 1948, 1947, 1946, 1945, 1944, 1943, 1942, 1941, 1940, 1939, 1938, 1937, 1936, 1935, 1934, 1933, 1932, 1931, 1930, 1929, 1928, 1927, 1926, 1925, 1924, 1923, 1922, 1921, 1920, 1919, 1918, 1917, 1916, 1915, 1914, 1913, 1912, 1911, 1910, 1909, 1908, 1907, 1906, 1905, 1904, 1903, 1902, 1901, 1900, 1899, 1898, 1897, 1896, 1895, 1894, 1893, 1892, 1891, 1890, 1889, 1888, 1887, 1886, 1885, 1884, 1883, 1882, 1881, 1880, 1879, 1878, 1877, 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45, 44, 43, 42, 41, 40, 39, 38, 37, 36, 35, 34, 33, 32, 31, 30, 29, 28, 27, 26, 25, 24, 23, 22, 21, 20, 19, 18, 17, 16, 15, 14, 13, 12, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0~~**VENDOR:** Valid for use from 9 a.m. to dusk or 7 p.m., local time, whichever occurs first, Sec. 10.224(e).**REFUSE VENDOR:** Shall not collect, remove or cart away any materials between the hours of 10 p.m. and 6 a.m. the following morning, Sec. 10.221(a).



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

7B

RECEIVED
JAN 12 2017
CITY OF GROSSE PTE. WOODS

Date: January 11, 2017
To: Cathrene Behrens, Treasurer/Comptroller
Bruce Smith, City Administrator
From: John G. Kosanke, Director
Subject: Budget Transfer Request

With the unexpected departure of our K-9 Unit in 2016, the department now relies on the services of the K-9 Unit in the City of Grosse Pointe Farms. In addition to tracking criminals and drugs, the K-9 Unit is useful in locating missing persons should the need arise.

The City of Grosse Pointe Farms is requesting an annual participation fee for providing K-9 Mutual Aid to our city in the amount of \$2,500.00. The first billing will cover the cost of the fiscal year from July 1, 2016 through June 30, 2017.

As this cost was not anticipated when our 2016-2017 fiscal year was prepared, I am requesting a budget transfer from account 101-339-961.000 (Training-Fire Services) into 101-305-958.000 (Membership & Dues).

In anticipation of hiring five new PSO's, the department had budgeted \$20,000 in the Training-Fire Services account for the possibility of hiring candidates who would need to be sent to the Fire Academy at an estimated cost of \$4,000.00 for each new hire. The department has since hired two new officers, only one of which needed the fire training. A remaining balance of \$16,000 will be available in this account. Training at the Macomb Fire Academy begins on March 6, 2017 and it is highly unlikely that the department will be able to complete the hiring process for any other PSO candidates in time to utilize the \$16,000 budgeted amount for fire training in this fiscal year.

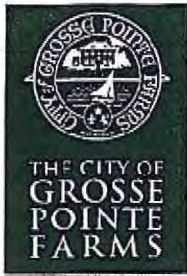
I respectfully request your approval of this budget transfer. Please feel free to contact me if you have any questions.

Approvals:

Director of Public Safety: John G. Kosanke

Treasurer/Comptroller: Cathrene Behrens

City Administrator: Bruce Smith

**City of Grosse Pointe Farms**

90 Kerby Rd
Grosse Pointe Farms, MI 48236

INVOICE

Customer #:	GPWOO
Invoice Number:	0000002924
Service Date:	12/31/2016
Invoice Date:	01/05/2017
Terms:	NET 30
Due Date:	02/04/2017
Balance Due:	\$2,500.00

RECEIVED

JAN 10 2017

DEPARTMENT OF PUBLIC SAFETY

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

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.000	K-9 - FY 7/1/16 - 6/30/17	2,500.00	\$2500.00

NOTES:

PLEASE MAKE CHECKS PAYABLE TO: CITY OF GROSSE POINTE FARMS

Total Invoice:	\$2500.00
Credits Applied:	\$0.00
Payments Applied:	\$0.00
Invoice Balance:	\$2,500.00

Please keep top portion for your records

Please detach bottom portion and return with payment

REMIT PAYMENT TO:

CITY OF GROSSE POINTE FARMS
90 KERBY RD
GROSSE POINTE FARMS, MI 48236

Customer ID:	GPWOO
Invoice Number:	0000002924
Service Date:	12/31/2016
Invoice Date:	01/05/2017
Terms:	NET 30
Due Date:	02/04/2017
Balance Due:	\$2,500.00

CUSTOMER:

CITY OF GROSSE POINTE WOODS

INVOICE DESCRIPTION:

K-9 - FY 7/1/16 - 6/30/17



\$ _____
AMOUNT PAID



PLAN CONTACT CHANGE FORM - PAGE 1 OF 2

Plan Name: City of Grosse Pointe Woods Date: 1/10/2017
Plan Number(s): 301561, 801999, 801998, 108922, 803062, 803013, 883062 State: _____
Authorized Contact Name: Lisa Kay Hathaway
Authorized Contact Title: City Clerk
Authorized Contact Signature: _____
Authorized Contact Email Address: lhathaway@gpwmi.us

Plan Address	Street Address: <u>20025 Mack Avenue</u> City: <u>Grosse Pointe Woods</u> State: <u>MI</u> Zip Code: <u>48236</u> Phone Number: <u>313-343-2604</u>
Primary Contact (The Plan Coordinator's signature is required to authorize this change.)	Contact Name: <u>Cathrene A. Behrens</u> Contact Title: <u>Treasurer/Comptroller</u> Phone Number: <u>313-343-2604</u> Fax Number: <u>313-343-2785</u> Email Address: <u>cbehrens@gpwmi.us</u> <input checked="" type="checkbox"/> Change Existing Contact
Disbursement/Loan Contact (If changing an existing contact, please provide the name of the existing contact being replaced in the comments section on page 3.)	Contact Name: <u>Cathrene A. Behrens</u> Contact Title: <u>Treasurer/Comptroller</u> Phone Number: <u>313-343-2604</u> Fax Number: <u>313-343-2785</u> Email Address: <u>cbehrens@gpwmi.us</u> <input checked="" type="checkbox"/> Add New Contact <input checked="" type="checkbox"/> Change Existing Contact
Disbursement/Loan Contact (If changing an existing contact, please provide the name of the existing contact being replaced in the comments section on page 3.)	Contact Name: <u>Bruce Smith</u> Contact Title: <u>City Administrator</u> Phone Number: <u>313-343-2450</u> Fax Number: _____ Email Address: <u>bsmith@gpwmi.us</u> <input checked="" type="checkbox"/> Add New Contact <input checked="" type="checkbox"/> Change Existing Contact



PLAN CONTACT CHANGE FORM - PAGE 2 OF 2

Plan Name: City of Grosse Pointe Woods

Plan Number(s): See above list - Update all contacts

Disbursement/Loan Contact (If changing an existing contact, please provide the name of the existing contact being replaced in the comments section on page 3.)	Contact Name: _____ Contact Title: _____ Phone Number: _____ Fax Number: _____ Email Address: _____ <input type="checkbox"/> Add New Contact <input type="checkbox"/> Change Existing Contact
Contribution and Remittance Reconciliation Contact (If changing an existing contact, please provide the name of the existing contact being replaced in the comments section on page 3.)	Contact Name: <u>Shawn Murphy</u> Contact Title: <u>Deputy Comptroller</u> Phone Number: <u>313-343-2645</u> Fax Number: <u>313-343-2785</u> Email Address: <u>smurphy@gpwmi.us</u> <input checked="" type="checkbox"/> Add New Contact <input type="checkbox"/> Change Existing Contact
Contribution and Remittance Reconciliation Contact (If changing an existing contact, please provide the name of the existing contact being replaced in the comments section on page 3.)	Contact Name: _____ Contact Title: _____ Phone Number: _____ Fax Number: _____ Email Address: _____ <input type="checkbox"/> Add New Contact <input type="checkbox"/> Change Existing Contact
Billing (Fees) Contact	Contact Name: <u>Cathrene Behrens</u> Contact Title: <u>Treasurer/Comptroller</u> Phone Number: <u>313-343-2604</u> Fax Number: <u>313-343-2785</u> Email Address: <u>cbehrens@gpwmi.us</u> <input type="checkbox"/> Add New Contact <input checked="" type="checkbox"/> Change Existing Contact
Comments	_____ _____ _____ _____ _____



PLAN CONTACT CHANGE FORM

This form is to be used by Plan Sponsors to request changes to plan contact information on record at ICMA-RC.

Instructions:

1. Include all plan numbers these changes apply to on page 2.
2. The signature of either the Plan Coordinator or the Primary Contact is required on page 2.
3. Enter the changes needed in the designated section(s).
4. Mail the completed form to:

ICMA-RC

Attn: Plan Sponsor Services

P.O. Box 96220

Washington, D.C. 20090-6220

Or fax to

Attn: Plan Sponsor Services

202-682-6439

Your changes should appear in EZLink within 5-7 business days from receipt of the properly completed and signed form. If you have any questions or need assistance, please call Plan Sponsor Services at 800-326-7272.

Plan contact designations are as follows:

Primary Contact

This person is responsible for the daily administration and processing of ICMA-RC transactions for your plan(s). This person is also responsible for updating plan contact records and EZLink User information. This is the person ICMA-RC will contact when general questions arise regarding your ICMA-RC plan(s).

Disbursement/Loan Contact

This is the person designated with the responsibility of signing participants' withdrawal and/or loan requests. This person authorizes ICMA-RC to process withdrawal or loan transactions and is the contact ICMA-RC will call or email if there are questions regarding these requests. This should be a person who is well versed in the requirements for withdrawals and loans from your retirement plans(s).

Contribution and Remittance Reconciliation Contact

This is the person responsible for sending contributions to ICMA-RC. If there are discrepancies in the check or wire amounts and the corresponding back-up data, this is the person ICMA-RC will contact to resolve the issue. This person should have access to all payroll and contribution information to ensure accurate, efficient and expedient processing of contributions.

Billing (Fees) Contact

This is the person who will receive ICMA-RC invoices if any employer-paid fees are charged to your plan.

Lisa Hathaway

7D

From: Kevin Ketels [kevin@ketels.us]
Sent: Wednesday, January 11, 2017 2:55 PM
To: Lisa Hathaway
Subject: Fwd: Updated BAC Roster

FYI

*****^

Kevin Ketels
Grosse Pointe Woods City Council Member
(586) 260-0845
kevin@ketels.us

Begin forwarded message:

From: Ronald Muccioli <rmucc01@yahoo.com>
Date: January 4, 2017 at 10:35:22 PM EST
To: "McCarthy, Debbie" <johnanddebmc@gmail.com>, "Rozycki, Erin" <erinrozycki@gmail.com>, Rachelle Koester <rkoester313@yahoo.com>, "Sauter, Carol" <alcarolsauter@comcast.net>, "Spredner, Lisa" <icaruso30669@yahoo.com>, "Stephens, Linda" <linstephens@comcast.net>, "Medura, Bonnie" <mrsbonbon@comcast.net>, "Arslanian, Gloria" <gloriaarslanian@gmail.com>, "Hess, Jennifer" <jennifer4arbonne@yahoo.com>
Cc: "Casinelli, Mary" <marycasinelli5@gmail.com>, "Hage, Phil" <philhage@comcast.net>, "Hilton, Jerry" <ghilton01@comcast.net>, Kevin Ketels <kevin@ketels.us>, "kmartinrah@aol.com" <kmartinrah@aol.com>, "Stewart, Marlin" <marlin.stewart@att.net>, Debbie Mathews <DMathews@gpwwmi.us>
Subject: Re: Updated BAC Roster
Reply-To: Ronald Muccioli <rmucc01@yahoo.com>

After a very busy year at Chrysler and no change in the near future I'm sorry to say I'm resigning from the BAC. I had fun and enjoyed working with every one.

Thanks

Ronald Muccioli
586-944-5282

CITY OF GROSSE POINTE WOODS

Office of the City Clerk

Memorandum

DATE: January 17, 2017
TO: Mayor and City Council
FROM: Lisa Hathaway, City Clerk
SUBJECT: 2017 MAMC Master Academy



I am requesting to attend the Michigan Association of Municipal Clerk's (MAMC) Master Academy being held at the Comfort Inn and Conference Center in Mt. Pleasant, MI, beginning Tuesday, March 21, 2017, through Thursday, March 23, 2017, at a cost not to exceed \$1,000.00. This is a budgeted item included in the FY 2016/17 budget in the amount of \$1,000.00, Training and Seminars Account No. 101-215-958.001. Points awarded for attending this seminar will be applied toward maintaining certification.

Thank you for your consideration.

MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

MASTER ACADEMY

March 21 - 23, 2017

Comfort Inn Hotel and Conference Center
Mt. Pleasant, Michigan



The registration deadline is March 1, 2017

(Please print or type. You may enter information into this PDF form if accessed on the website.)

First Name _____ Last Name _____
(Print your name as you wish it to appear on your certificate. Include CMC/MMC/CMMC information if you want it included.)

Preferred Name _____ Title _____
(For your name tag)

Organization _____ Address _____

City _____ State _____ Postal Code _____

Email _____ Phone (____) _____
(Confirmation information will be sent via email so please print or type clearly.)

Please indicate any special needs such as a disability, hearing, visual, diet, etc. _____

Master Academy Registration Fee - \$150.00 per day

- Non-members add \$50.00 to the registration fee. (One time only, not \$50 per day)
- The registration deadline is March 1, 2017.
- MAMC accepts credit card payments and on line registration. www.michiganclerks.org/Events.aspx
- Fee includes sessions, materials, and certificate of completion for each day attended.
- Lunch will be provided each day. You are on your own for dinner.
- A complimentary continental breakfast provided by the Comfort Inn for hotel guests.
- Note that payment must accompany registration form in order to receive the early discount.
- Emailing registration form before the deadline does not avoid the late charge.
- Members and non-members add a late fee of \$50 if postmarked after March 1, 2017. (Late fee is one time only, not \$50 per day if registering for multiple days)
- Lodging is separate. A block of rooms has been reserved at the Comfort Inn Hotel and Conference Center at a special rate of \$75 per night. Call 989-772-4000 for reservations and indicate that you are with MAMC.
- Questions can be sent to the program coordinator Mary Bender at: mbender102@aol.com.



MAMC Cancellation Policy

Cancellation requests must be made in writing and email to: info@michiganclerks.org or faxed to GCSI at 517-371-1170. Advance registrations cancelled by the deadline will receive a full refund minus the \$50.00 cancellation fee. Cancellation requests received after the deadline, no-shows and instances where participants need to leave the event before it is over will be charged the full registration fee and are not entitled to any refund.

Indicate the day(s) you plan to attend:

Three days, March 21, 22, 23 - postmarked on or before March 1.	_____	\$450.00
Tuesday, March 21 - postmarked on or before March 1.	_____	\$150.00
Wednesday, March 22 - postmarked on or before March 1.	_____	\$150.00
Thursday, March 23 - postmarked on or before March 1.	_____	\$150.00
Not an MAMC member? Add non-member charge of \$50.00.	_____	\$50.00
Postmarked after March 1, add \$50.00 late fee.	_____	\$50.00

TOTAL ENCLOSED _____

MAIL THIS FORM TO:

MAMC

120 North Washington Square
Suite 110A
Lansing, MI 48933

Please include a check payable to MAMC with mail-in registrations.

- Return by March 1, 2017 to avoid the \$50.00 late fee. Sorry, no exceptions.
- Please do not email registration materials. MAMC accepts credit card payments and online registration. www.michiganclerks.org/Events.aspx
- Be sure to keep a copy of this form for your records.

CITY OF GROSSE POINTE WOODS

BUILDING DEPARTMENT

MEMORANDUM

RECEIVED
JAN 10 2017
CITY OF GROSSE PTE. WOODS

TO: Mayor & City Council

FROM: Gene Tutag, Building Official *GT*

DATE: January 9, 2017

SUBJECT: Nu Appearance Landscaping – Request to Renew Contract

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

The Building Department is requesting to extend the service agreement with Nu Appearance Landscaping thru April 1, 2018 as they have offered to accept a one year extension with terms and pricing to remain unchanged from their original contract dated March 10, 2014.

Attachment

Nu-Appearance agreement extension e-mail
w/attachments

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

Bruce Smith

Bruce Smith, City Administrator

1/10/2017

Date

Catherine Behrens

Catherine Behrens, City Treasurer/Comptroller

1/10/2017

Date

Council Approval Required

Date

Sue Stewart

From: nuappearance@comcast.net
Sent: Friday, January 06, 2017 12:43 PM
To: Gene Tutag
Cc: Kettler, Scott
Subject: Fwd: Extend Service Agreement Thru 4-01-18
Attachments: GPwds2016-17pg3.pdf; GPwds2016-17pg2.pdf; GPwds2016-17pg1.pdf

Hi Gene,

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

Thank you!

D'Anne
NU Appearance Maintenance, Inc.

From: "Sally" <nuappearance@comcast.net>
To: gtutag@gpwmi.us
Cc: jprieur@gpwmi.us, "skettler nuappearance" <skettler.nuappearance@comcast.net>, nuappearance@comcast.net
Sent: Tuesday, February 9, 2016 4:02:55 PM
Subject: Extend Service Agreement Thru 4-01-17

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

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

GPwds2016-17pg3
GPwds2016-17pg2
GPwds2016-17pg1

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

**SERVICE AGREEMENT
FOR
NU APPEARANCE LANDSCAPE**

This Agreement entered into this 1 day of April, 2016 between the City of Grosse Pointe Woods ("CITY") and Nu Appearance Maintenance, Inc. (a/k/a Nu Appearance Landscaping) ("NU") located at 19942 Harper Ave, Harper Woods, MI 48225.

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

WHEREAS, NU has agreed to continue that contract in accordance with the existing terms and prices, and;

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

IT IS AGREED:

1. Award of Contract. NU is hereby awarded the contract to perform services for the CITY as specified in the attached specifications, Exhibit A, incorporated by reference and made a part of this Agreement.
2. Term of Contract. This contract will be for a period of April 2016 to April 2017.
3. Availability of Service. NU will provide the services described in the contract to the CITY on an as needed basis within 48 hours of a request, weather permitting.
4. Rates. The rates to be charged by NU are determined in attached Exhibit A.
5. Record of Receipts and Invoices. On a monthly basis, NU will provide the CITY a record of all services rendered during the period for which payment is made. The records supplied to the CITY shall contain the following information:
 - a. The date the service was rendered;
 - b. The nature of the service rendered and;
 - c. The address where the service was rendered.
 - d. Invoices for the work on a monthly basis.
6. Inspection of books and records by CITY. The CITY shall have the right to inspect NU's books and records (as they pertain to service charges under this Agreement) on NU's premises during normal business hours.
7. Compliance with City Ordinances. NU shall be required to comply with all City Ordinances and pertinent state laws during the terms of this Agreement including but not limited to hours of operation.

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

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

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

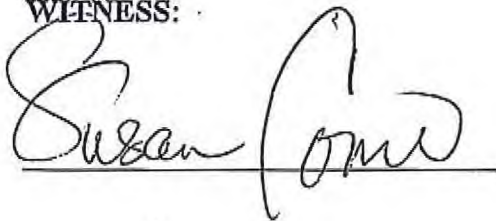
- a. Personal property damage;
- b. Personal liability;
- c. Workers compensation.

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

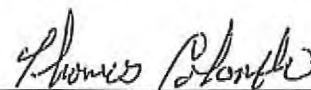
11. Purchase Order. A standard Grosse Pointe Woods Purchase Order will be issued with additional terms and conditions.

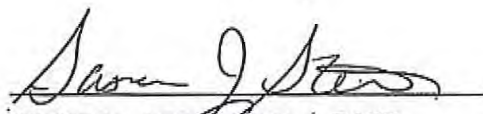
IN WITNESS WHEREOF the parties have signed this Agreement on the date first written above.

WITNESS:



CITY OF GROSSE POINTE WOODS


By: THOMAS COLUMBO
City Administrator


WITNESS SIGNATURE / DATE

NU APPEARANCE LANDSCAPE

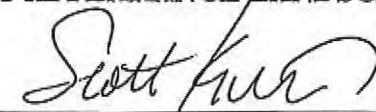

By: Scott A. Kettler
Its: Owner
Address: 19942 Harper Ave.
Harper Woods, MI 48225

Exhibit A

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



NU APPEARANCE
LANDSCAPING
Landscape Design and Installation

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

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

	AMOUNT
Lawn Maintenance: Cut & Trim	
Various Lot Sizes:	
40' x 120' 4800	40.00
60' x 150' 7200	50.00
90' x 200' 18000	80.00
100' x 300' 30000	100.00
Shrub Trimming:	
Evergreen and deciduous shrubs (per man hr)	37.00
Removal/Disposal of debris of property (per yd)	25.00
Spraying:	
Spray cracks & crevices for weeds on concrete areas: (per job)	15.00 PER GAL.
Miscellaneous Service Call (per job)	40.00
Debris Removal (per yd)	25.00
Heavy equipment (per hr)	95.00
MDA License (must provide copy)	# 820087

CONTINUE w/ SAME # and
EXTEND SERVICE Agreement
thru 4-1-17
PER GENE & Scott 2/9/16
+NCE INC.
48225

CONTACT NAME/APPLICANT: ANDY & SCOTT

COMPANY NAME: NU APPEARANCE

ADDRESS: 19942 HARPER AVE, HARPER WOODS

PHONE: 313.884.0515

SIGNATURE: Scott Kettler DATE: 3/10/14

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

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

9A
RECEIVED
JAN 17 2017
CITY OF GROSSE POINTE WOODS
FEDERAL I.D. 360996878

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Attention: City Manager

January 01, 2017

Client: 000896

Matter: 000003

Invoice #: 111278

REGARDING: GENERAL LABOR MATTER

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

TOTAL

\$964.75

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

FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Attention: City Manager

January 01, 2017
Client: 000896
Matter: 000003
Invoice #: 111278

Page: 1

RE: GENERAL LABOR MATTER

For Professional Services Rendered through December 31, 2016

DATE	ATTY	DESCRIPTION	HOURS
12/5/2016	TLF	Attention to receipt and review of correspondence regarding open position posting; review of file in preparation for conference with B. Smith.	1.00
12/6/2016	TLF	Conference with City Manager Mr. Smith regarding employment matters including, workers' compensation and ADA issues.	1.25
12/22/2016	TLF	Attention to conference and correspondence to Mr. Bruce Smith regarding general labor matters.	3.50
Total Services			\$948.75

ATTORNEY	HOURS	RATE	AMOUNT
TLF THOMAS L. FLEURY	5.75	\$165.00	\$948.75

DISBURSEMENTS

12/27/2016	Document Reproduction	\$16.00
Total Disbursements		\$16.00

KELLER THOMA
A PROFESSIONAL CORPORATION

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: City Manager

January 01, 2017

Client: 000896

Matter: 000003

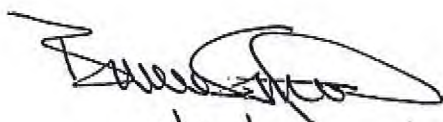
Invoice #: 111278

Page: 2

RE: GENERAL LABOR MATTER

Total Amount Due

\$964.75


1/17/17

KELLER THOMA
A PROFESSIONAL CORPORATION

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

RECEIVED

JAN - 9 2017

CITY OF GROSSE POINTE WOODS
FEDERAL I.D. 38-1996878

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

January 01, 2017
Client: 000896
Matter: 000000
Invoice #: 111226

REGARDING: GENERAL MATTERS

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

TOTAL \$826.55

Sam J. Smith 1/9/17

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

FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Attention: City Administrator

January 01, 2017
Client: 000896
Matter: 000000
Invoice #: 111226

Page: 1

RE: GENERAL MATTERS

For Professional Services Rendered through December 31, 2016

DATE	ATTY	DESCRIPTION	HOURS
12/4/2016	RWF	Attention to preparation of draft of TPOAM agreement.	1.00
12/6/2016	RWF	Attention to preparation of draft Dispatcher Agreement.	1.00
12/14/2016	RWF	Telephone call from Ms. Hathaway and Mr. Smith regarding pending employee matter.	0.25
12/16/2016	RWF	Telephone call from Mr. Smith regarding pending employee and union matter.	0.25
12/20/2016	RWF	Telephone call from Mr. Smith regarding TPOAM Letter of Agreement.	0.25
12/27/2016	RWF	Attention to preparation of Letter of Agreement regarding use of temporary employees.	1.50
12/29/2016	RWF	Attention to review of correspondence from Mr. Scherer regarding TPOAM collective bargaining agreement; attention to preparation of correspondence to Mr. Smith regarding status of collective bargaining agreements; attention to review of correspondence from Mr. Smith regarding same.	0.50

Total Services \$783.75

ATTORNEY	HOURS	RATE	AMOUNT
RWF R. W. FANNING, JR.	4.75	\$165.00	\$783.75

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: City Administrator

January 01, 2017

Client: 000896

Matter: 000000

Invoice #: 111226

Page: 2

RE: GENERAL MATTERS

DISBURSEMENTS

12/27/2016 Document Reproduction

\$42.80

Total Disbursements \$42.80

Total Amount Due

\$826.55

Donna [Signature] 1/10/17