

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Regular City Council Meeting Agenda
Monday, March 6, 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. City Council 02/27/17
 - B. Committee-of-the-Whole 02/27/17
 - C. Planning Commission 01/24/17, w/recommendation:
 1. 2016 Annual Report
 - D. Community Events Committee 01/11/17, w/recommendation:
 1. Transfer of Funds
7. COMMUNICATIONS
 - A. Application for Permit to Solicit
 1. Daniel E. Salden 02/15/17
 - B. Parking at Lake Front Park - Edsel & Eleanor Ford House
 1. Memo 02/24/17 – Director of Public Services/Recreation Supervisor
 2. Letter 02/22/17 – C. Fragnoli
 - C. Purchase: Bulletproof Vest Packages
 1. Memo 03/02/17 – Director of Public Safety
 - D. Purchase: Police Officer Ballistic Vests/Budget Amendment
 1. Memo 03/02/17 – Director of Public Safety
 2. Quotes (2)
 - E. Consulting Services - Plante Moran
 1. Email 02/27/17 – M. Lachowicz
8. BIDS/PROPOSALS/ CONTRACTS
 - A. Tennis Court Use Agreement – University Liggett
 1. Memo 02/24/17 - Recreation Supervisor
 2. Email 01/23/17 – M. Hicks, Director of Athletics
 3. Tennis Court Use Agreement
 4. Certificate of Liability Insurance

- 9. RESOLUTION
 - A. Fee Schedule Amendment:
 - 1. Memo 02/28/17 – Director of Public Safety
 - 2. Memo 01/19/17 – Director of Public Services
- 10. CLAIMS/ACCOUNTS
 - A. Telecom Attorney
 - 1. Kitch Drutchas Wagner Valitutti & Sherbrook-Michael Watza 02/27/17
 - B. City Attorneys
 - 1. Don R. Berschback 02/28/17
 - 2. Charles T Berschback 02/28/17
- 11. CLOSED EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION
- 12. NEW BUSINESS/PUBLIC COMMENT
- 13. 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
02-27-17 - 20

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, FEBRUARY 27, 2017, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 8:08 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council members: Bryant, Granger, Ketels, Koester, McConaghy
Absent: Shetler

Also Present: City Administrator Smith
City Attorney Chip Berschback
Treasurer/Comptroller Behrens
City Clerk Hathaway
Director of Public Safety Kosanke
Director of Public Services Schulte
Recreation Supervisor Byron
City Engineer Lockwood
Bond Counsel McGow

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

The following Commission members were in attendance:

Gloria Arslanian, Beautification Commission
Tom Vaughn, Planning Commission

Motion by Bryant, seconded by Ketels, that Council Member Shetler be excused from tonight's meeting.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, 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
No: None
Absent: Shetler

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

1. City Council Minutes dated February 6, 2017.

Motion carried by the following vote:

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

Motion by Koester, seconded by McConaghy, regarding **temporary hire – Finance Department**, that the City Council concur with the Committee-of-the-Whole at their meeting held February 13, 2017, and authorize administration to hire a temporary employee to work with the Treasurer/Comptroller effective immediately through April 15, 2017, at a cost not to exceed \$10,000.00.

Motion carried by the following vote:

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

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

1. Committee-of-the-Whole minutes dated February 6, 2017, and February 13, 2017.

Motion carried by the following vote:

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

Motion by Koester, seconded by Bryant, regarding **Historical Commission 2016 Annual Report**, that the City Council receive and place on file the Historical Commission's 2016 Annual Report.

Motion carried by the following vote:

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

Motion by Ketels, seconded by Granger, regarding **2017 Beautification Awards Night**, that the City Council concur with the Beautification Advisory Commission at their meeting held January 9, 2017, and approve an amount not to exceed \$1,000.00 for a deposit to secure the Lochmoor Club for the Awards Night Banquet to be held November 8, 2017, and to approve a total amount not to exceed \$6,000.00 for the event, which was approved in the FY 2016/17 Budget, funds to be taken from Account No. 205-870-820.310.

Motion carried by the following vote:

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

THE MEETING WAS THEREUPON OPENED AT 8:14 P.M. FOR A PUBLIC HEARING IN ACCORDANCE WITH THE HOUSING & COMMUNITY DEVELOPMENT ACT OF 1995, WHICH REQUIRES THE CITY OF GROSSE POINTE WOODS TO HOLD A PUBLIC HEARING FOR THE PURPOSE OF OBTAINING CITIZEN INPUT REGARDING THE **COMMUNITY DEVELOPMENT BLOCK GRANT ESTIMATED BUDGET** FOR PROGRAM YEAR 2017 AND TO AUTHORIZE SUBMISSION OF THE APPLICATION.

Motion by Granger, seconded by Bryant, that for purposes of the public hearing, the following items be received and placed on file:

1. Memo 02/14/17 – City Administrator
2. City Council Excerpt 02/06/17
3. Affidavits of Legal Publication 02/02/17, 01/19/17
4. CDBG 2017 Grant Year Application
5. Proposed Resolution

Motion carried by the following vote:

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

The Chair asked if anyone from the audience wished to speak in favor of the proposed request. Nobody wished to be heard.

The Chair asked if anyone from the audience wished to speak in opposition to the proposed request. No one wished to be heard.

Motion by Bryant, seconded by Ketels, that the public hearing be closed at 8:15 p.m.
PASSED UNANIMOUSLY.

Motion by Bryant, seconded by Koester, regarding the proposed Community Development Block Grant Estimated Budget for Program Year 2017, that the City Council adopt the resolution approving the 2017 Estimated CDBG Budget, and authorize the City Administrator to sign the application, as follows:

**City of Grosse Pointe Woods
County of Wayne**

Resolution Approving PY 2017 CDBG Application

WHEREAS, Wayne County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and

WHEREAS, Wayne County has requested CDBG-eligible projects from participating communities for inclusion in the Action Plan, and

WHEREAS, the City of Grosse Pointe Woods has duly advertised and conducted Public Hearings on January 19 and February 2, 2017, for the purpose of receiving public comments regarding the proposed use of PY 2017 Community Development Block Grant funds (CDBG) in the approximate amount of \$51,747.00, and

WHEREAS, the City of Grosse Pointe Woods found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

2017 Proposed Estimated CDBG Budget

1. Pointe Area Assisted Transportation Service	\$ 7,762.00
2. Minor Home Repair/Housing Rehab	\$ 38,810.00
3. Administration	\$ 5,175.00
Total	\$ <u>51,747.00</u>

NOW, THEREFORE, BE IT RESOLVED THAT the City of Grosse Pointe Woods CDBG application is hereby authorized to be submitted to Wayne County for inclusion in Wayne County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that Bruce Smith, City Administrator, is hereby authorized to execute all documents, agreements, or contracts which result from this application to Wayne County.

Motion made and passed this __ day of February, 2017.

I, Lisa Kay Hathaway, the duly authorized City Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the City of Grosse Pointe Woods City Council on February __, 2017.

Lisa Kay Hathaway, City Clerk
City of Grosse Pointe Woods
County of Wayne, Michigan

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **Application for permit – Solicitor**, that the City Council approve the application of James A. Wilkerson for a Permit/License to Solicit.

Motion carried by the following vote:

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

Motion by Ketels, seconded by Bryant, regarding **2017 Beautification Commission Flower Sale**, that the City Council approve the 2017 Flower Sale as requested in the letter dated February 6, 2017, and authorize an amount not to exceed \$20,500.00 for event expenses, funds to be taken from Account No. 205-870-820.200.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Granger, regarding **account signatories**, that the City Council approve Deputy Treasurer Betty Meli and Treasurer/Comptroller Cathy Behrens as authorized signers on the accounts identified.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **radio maintenance**, that the City Council approve payment to the City of Grosse Pointe Farms, Invoice #2931 dated January 9, 2017, in the amount of \$39,120.56, funds to be taken from the following accounts:

Public Safety	101-305-851.000	\$ 25,819.50
Public Works	101-441-851.000	11,736.14
Parks & Rec	101-774-818.110	1,564.82

Motion carried by the following vote:

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

Motion by Koester, seconded by McConaghy, regarding **Michigan Municipal League Annual Membership Invoice**, that the City Council approve payment of the MML Renewal Invoice dated February 1, 2017, in the amount of \$6,263.00 for annual membership, and to authorize the City Administrator to sign the invoice.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Koester, regarding **Monthly Financial Report – January 2017**, that the City Council refer this report to the Finance Committee.

Motion carried by the following vote:

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

Motion by Ketels, seconded by Koester, regarding **purchase: fire gear**, that the City Council approve a purchase from Apollo Fire Equipment of five super deluxe coats in the amount of \$5,930.00, and five super pants w/lumber and suspenders in the amount of \$4,080.00, for a total cost not to exceed \$10,010.00, funds to be taken from Operating Supplies – Fire Services Account No. 101-339-757.000.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **marina improvements**, that the City Council approve an expenditure of funds in an amount not to exceed \$327,550.00 from the Boat Well Enterprise Fund for 2017 spring and fall projects, funds to be taken from the Boat Dock Fund after July 1, 2017.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **contract: 2017 Road Program**, that the City Council award a contract to DiLisio Contract Inc. for the 2017 Road Program in the amount of \$3,609,571.01 (\$2,959,571.01- Roads and \$650,000.00 - Water), eliminating Brys Dr. from the 2017 project list; approve engineering in an amount not to exceed \$556,000.00 (\$456,000.00-Roads and \$100,000.00-Water), contingency in an amount not to exceed \$54,428.99, and Bond Costs in an amount not to exceed \$80,000.00; for a total project amount not to exceed \$4,300,000.00; and authorize the City Administrator to sign the contract, program to include:

- Anita, Mack to Charlevoix (including water main replacement);
- North Oxford, Fairway to Morningside;
- Wedgewood, Vernier to end;
- Oxford, Jackson to Mack;
- Huntington, Mack to Holiday;
- Maple Lane, Wedgewood to Wedgewood;
- Stanhope, Mack to Chester;
- South Renaud, the Milk River to North Renaud.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **2017 Unlimited Tax General Obligation Bonds**, that the City Council concur with the Committee-of-the-Whole at their

meeting on February 13, 2017, and adopt the Bond Resolution Authorizing the 2017 Unlimited Tax General Obligation Bonds.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **An ordinance amending Chapter Two, Article IV Employee Benefits, Division 2 amending Section 2-294 to reflect the current membership of the retirement system and to allow appointed officials and department directors to opt out of membership in the retirement system and to exclude re-employed retirees of the retirement system from membership in the retirement system**, 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
No: None
Absent: Shetler

Motion by McConaghy, seconded by Bryant, regarding **Labor Attorney**, that the City Council approve the following invoice dated February 1, 2017:

1. Keller Thoma Invoice #111374 - \$514.95.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **Telecom Attorney**, that the City Council approve the following invoice dated January 31, 2017:

1. Kitch Drutchas Wagner Valitutti & Sherbrook Invoice #405661 - \$570.00.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **Public Risk Group**, that the City Council approve the following invoice dated January 23, 2017:

1. Tokio Marine HCC Claim No. MI6 168178 - \$15,000.

Motion carried by the following vote:

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

Taken out of order and hearing no objections, the following item was heard under Public Comment:

- Gloria Arslanian requested that dogs be permitted to walk through the parks on a leash. The City Administrator was asked to look into this request. Administration was asked to be prepared to address this within one month and the City Clerk was asked to notify Ms. Arslanian when it is placed onto an agenda.

Motion by Ketels, seconded by Granger, that the Council recess the regularly scheduled Council meeting at 8:38 p.m. and convene in Closed Executive Session for the purpose of discussing pending litigation at which time the City Council 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:

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

The City Council reconvened in regular session at 8:51 p.m.

Motion by Granger, seconded by Ketels, to adjourn tonight's meeting at 8:51 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

6B

COMMITTEE-OF-THE-WHOLE
02-27-17 - 19

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, FEBRUARY 27, 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
ABSENT: Shetler
ALSO PRESENT: City Administrator Smith
Treasurer/Comptroller Behrens
City Attorney Chip Berschback
City Clerk Hathaway

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

Motion by Bryant, seconded by Ketels, 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
No: None
Absent: Shetler

Motion by Bryant, seconded by Granger, 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
No: None
Absent: Shetler

Discussion ensued regarding **Charitable Solicitations**. The Chair provided an overview and referenced the recent Attorney General's opinion regarding street solicitation. The City Attorney stated that the other Grosse Pointe communities do not issue permits for soliciting in roadways except Grosse Pointe Farms. He stated the City has a right to regulate solicitations, and stated that Grosse Pointe City's attorney has the same opinion; that the City has the right to regulate solicitations. The Michigan Attorney General based his opinion on the Michigan Traffic Code, which makes it illegal to impede traffic.

The City Administrator provided data from the Department of Transportation that identified a significant increase in crashes, fatalities, and injuries which have reportedly risen by approximately 10%. He stated distracted driving is the forefront of the problem. The Mayor posed a scenario and asked the City Administrator if there was an assurance that solicitors do not leave the corners, and don't go into the roadway, and limited

solicitations when cars stop, would that be suitable to try for a year. The City Administrator stated if we allow one group, we would have to apply it across all groups. The City Administrator would not be opposed to a limited trial basis for a specific number of days.

The City Attorney stated the City has the right to restrict or prohibit soliciting in the street, that it is illegal to solicit in the street, and it is a violation to impede traffic. The City Attorney's opinion was that it is illegal to solicit from the curb. The City Administrator recommended not permitting street solicitation because he has to follow the law. It was determined to not permit soliciting in the street.

Under New Business:

- The Treasurer/Comptroller provided an update regarding the amendment process for the W-2 withholding matter. She distributed data and will be issuing amended W-2c's for 2013 as well. This item will be discussed at the Committee-of-the-Whole on March 6, 2017, to address 2011 and 2012.

Under Public Comment:

- Dennis Janowski spoke regarding soliciting in the street and is in opposition to the City Attorney's opinion.
- Joyce Janowski was opposed to the decision regarding soliciting in the street and that the City did not contact the other nonprofit organizations.
- A gentleman spoke regarding the data the City Administrator used regarding soliciting in the street stating it was compiled on a national level.

Motion by Granger, seconded by Ketels, that the meeting of the Committee-of-the-Whole be adjourned at 8:00 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

PLANNING COMMISSION
01-24-17 - 1

MINUTES OF THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, JANUARY 24, 2017, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN

The meeting was called to order at 7:32 p.m. by Vice Chair Fuller.

Roll Call: Vice Chair Fuller
Planning Commissioners: Gilezan, Hamborsky, Profeta, Reiter, Vaughn, Vitale

Absent: Rozycki, Stapleton

Also Present: Building Inspector Tutag
City Clerk Hathaway

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

MOTION CARRIED by the following vote:

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

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

Motion by Profeta, seconded by Gilezan, 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: Fuller, Gilezan, Hamborsky, Profeta, Reiter, Vaughn, Vitale
NO: None
ABSENT: Rozycki, Stapleton

Motion by Profeta, seconded by Vaughn, regarding **Approval of Minutes**, that the Regular Planning Commission Minutes of December 13, 2016, be approved as submitted.

MOTION CARRIED by the following vote:

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

The next item on the agenda was **Appointments – Election of Chair and Vice-Chair**. Member Hamborsky expressed interest in serving as Chair of the Commission. Commissioner Gilezan suggested rotating the Vice Chair to the Chair's position and asked Commissioner Fuller if he would be interested in serving as Chair and Commissioner Hamborsky if he would be interested in serving as Vice Chair. Both Commission members accepted the nominations.

Motion by Gilezan, seconded by Vitale, regarding the **Election of Chair and Vice Chair**, that the Planning Commission elect Commissioner Fuller to serve as Chair and Commissioner Hamborsky to serve as Vice Chair.

MOTION CARRIED by the following vote:

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

Motion by Vitale, seconded by Vaughn, that the Planning Commission approve and adopt the **Rules of Order and Procedure** as presented.

MOTION CARRIED by the following vote:

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

The next item discussed was the **2016 Grosse Pointe Woods Planning Commission Annual Report**. Commissioner Vaughn requested that the Planning Commission meet to discuss various matters before the Commission even if there are no formal agenda items to be addressed.

Motion by Vaughn, seconded by Gilezan, to approve the 2016 Grosse Pointe Woods Planning Commission Annual Report as amended.

MOTION CARRIED by the following vote:

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

Discussion then ensued regarding the **budget for Fiscal Year 2017/18**. The Building Official stated the Commission's annual budget is \$5,000.00, and with remaining funds he suggested planning education classes are available if Commission members are interested in attending.

The Commission then continued discussion regarding the 2017 **Master Plan**. The Building Official provided an overview of his memo dated January 18, 2017, including the Future Land Use Plan and the Hunt Club property. He stated there are no known current or future requests for rezoning of the property. The Building Official stated administration does not recommend any changes, and that the five-year review of the Master Plan may concluded at this time and noted that the plan be readdressed at any time.

Motion by Vitale, seconded by Profeta, regarding the City of Grosse Pointe Woods 2017 Master Plan review, that the Planning Commission conclude its review of the City's Master Plan in accordance with MCL 125.3845(2) of Planning Enabling Act 33 of 2008, that the plan is adequate and that there be no alternations to the plan.

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Hamborsky, Profeta, Reiter, Vaughn, Vitale

NO: None

ABSENT: Rozycki, Stapleton

Discussion then ensued regarding a **proposed amendment to the Sign Ordinance, #32-13, Wall Signs**. The Building Official distributed a proposed amendment to the ordinance, Sec. 32-13 – Wall Sign, adding (h). The Building Official suggested that the sign ordinance should be reviewed due to technology and new types and methods of signage being used. Discussion ensued regarding various methods of determining the number of signs permitted on a corner business. There was also discussion regarding using the Mack elevation as the controlling size with the side sign remaining the same size or smaller. There was a consensus of the Commission that members will provide the Building Official with suggested wording. This item is to be placed on the February Planning Commission meeting agenda.

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

1. Another request has been received from AT&T for cable loop boxes to be installed at the Jackson entrance to Ghesquiere Park. Their request was denied and a meeting held to determine an alternate location.
2. New homes under construction include one on Sunningdale and one on Kenmore. Another home was purchased on Sunningdale that will be demolished and reconstructed.
3. The Building Official will be addressing the rental listing ordinance as it pertains to Duplexes.

Commissioner Vaughn will cover February Council meetings, and the City Clerk provided him with the dates of the meetings.

Under New Business:

- The 2020 Plan was discussed. A Workshop will be scheduled prior to the Commission Meeting in February at 6:30 p.m. The Commission would like the 2020 Plan to be addressed at a Committee-of-the-Whole as soon as possible. Two to three subcommittees will be formed to address matters contained within the plan.

Under public comment, the following individual was heard:

George McMullen
1382 Hollywood

Motion by Vaughn, seconded by Hamborsky, that the Planning Commission Meeting be adjourned at 8:53 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk



GROSSE POINTE WOODS
PLANNING COMMISSION
ANNUAL REPORT

2016

GROSSE POINTE WOODS PLANNING COMMISSION REPORT - 2016

The Planning Commission of the City of Grosse Pointe Woods is governed by the Planning Enabling Act, State of Michigan PA 33 of 2008 and by The Charter and Zoning Ordinance of the City of Grosse Pointe Woods.

Under the Planning Enabling Act, the Commission must provide an annual report to the City Council as the legislative body of the City. The report shall contain information concerning the operations and status of planning activities including recommendations regarding actions by the legislative body related to Planning and Development.

The Planning Commission met 5 out of 12 months during 2016. During that time, the Commission reviewed, discussed and acted on items contained in the following report:

2016 Planning Commission Overview

JANUARY

- PC Meeting: No meeting held
- City Council: N/A

FEBRUARY

- PC Meeting: Sign Appeals (3): MedPost Urgent Care, 20599 Mack Avenue
Planning Commission recommended to City Council that the sign variance be APPROVED
Election of Chair: STAPLETON
Election of Vice Chair: FULLER
Rules of Order and Procedure: APPROVED, as submitted.
PC Annual Report 2015 APPROVED and referred to City Council.
- City Council: 2016 Council Representative to Planning Commission – Bryant (eff 3/1/16)

MARCH

- PC Meeting: No meeting held
- City Council: GP Woods Planning Commission 2015 Annual Report – RECEIVED AND PLACED ON FILE

APRIL

- PC Meeting: Appeal of Determination: Property Maintenance Code, Article II Chapter 8, Section 8-68(a): 1859 Huntington DENIED
- City Council: N/A

MAY

- PC Meeting: No meeting held
- City Council: N/A

JUNE

- PC Workshop: Discussion: Proposed Repair Bay Addition, Mack Auto Center, 20805 Mack Avenue
- PC Meeting: No meeting held
- City Council: N/A

JULY

- PC Meeting: No meeting held
- City Council: N/A

AUGUST

- PC Meeting: No meeting held
- City Council: N/A

SEPTEMBER

- PC Meeting: No meeting held
- City Council: N/A

OCTOBER

- PC Meeting: Regular Meeting – Building Official's Report
- City Council: N/A

NOVEMBER

- PC Workshop: Discussion: 2020 Plan
- PC Meeting: Sign Appeals (3): Licavolli's Market, 20915 Mack Avenue:
Recommended to City Council to APPROVE variances with
Conditions
Discussion: Master Plan – Five Year Review
- City Council: N/A

DECEMBER

- PC Meeting: Continued Discussion: Master Plan - Five Year Review
- City Council: Reappointment: PC Members: Gilezan, Reiter & Rozycki with terms to expire on 12/31/19

SUB-COMMITTEE REPORT:

2020 Plan:

The 2020 Plan sub-committee's goal is "to provide fresh, forward thinking, realistic design, zoning and administrative tools that foster and support progressive future development to achieve maximum sustained viability, growth and value within the City of Grosse Pointe Woods. The focus of this sub-committee is to develop concept ideas for a comprehensive plan of community minded improvements and features along the primary commercial corridors of Mack Avenue and the section of Vernier west of Mack. Commissioner members Hamorsky, Gilezan, Vitale and Fuller reported that a final draft of the plan will be presented to Committee of the Whole/City Council in January.

BUDGET REPORT:

Date	Description	Debit	Credit	Balance	% Used
02/02/16	Planning & Zoning Center, Inc.	\$ 370.00		\$ 4,630.00	
04/19/16	MAP Membership Dues	\$ 640.00		3,980.00	
	2015/16 End Fiscal Year			\$ 3,980.00	19.4%
	2016/17 NEW Fiscal Year		\$5,000.00		

CONTINUED GOALS & OBJECTIVES:

- Continue to make improvements to the Zoning Ordinance by reviewing and updating the sign & awning ordinances, parking requirements, and adding provisions dealing with alternative energy facilities.
- Continue to align our efforts with the Mayor, City Council, local Business Associations, and Realtors to attract new businesses and encourage people to live and work in Grosse Pointe Woods.
- Continue to study mechanisms to promote city development.
- Continue to encourage sustainable development.

The Planning Commission will continue to consult with the City Council, and appropriate Departments or Commissions, when significant projects, policies, and legislative acts provide opportunities to support the Master Plan.

Respectfully submitted by **Planning Commission Members:**


Tonja Stapleton, Chair

Michael Fuller, Vice-Chair/Secretary

Grant Gilezan

Doug Hamborsky

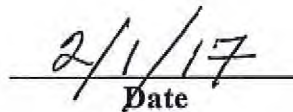
James Profeta

Eric Reiter

Richard Roczycki

Thomas Vaughn

John Vitale


Date

RECEIVED

MAR - 3 2017

CITY OF GROSSE POINTE WOODS

COMMUNITY EVENTS COMMITTEE
January 11, 2017

MINUTES OF THE COMMUNITY EVENTS COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON WEDNESDAY, JANUARY 11, 2017 AT THE GROSSE POINTE WOODS – CONFERENCE ROOM, 20025 MACK, GROSSE POINTE WOODS, MICHIGAN.

Members Present: Chair Mayor Robert Novitke, Al Fincham, Chris Fenton, Vicki Granger, Richard Shetler Jr., Bruce Smith

Members Absent: Jennifer Boettcher, Tom Hauff

Also in attendance: Susan Como (Recording Secretary)

The Chair called the meeting to order at 5:42 p.m.

Motion by Fincham, seconded by Granger, to excuse committee members Jennifer Boettcher and Tom Hauff from tonight's meeting.

Motion passed by the following vote:

Yes: Fenton, Fincham, Granger, Novitke, Shetler, Smith

No: None

Absent: Boettcher, Hauff

Recording Secretary presented the committee members with the **2016 Ending Balance Sheet**. Discussion was held regarding reimbursing the city's General Fund in the amount of \$2,749.41 to cover the cost incurred from employees working the events.

Motion by Granger, seconded by Shetler, regarding the 2016 Ending Balance Sheet, to approve the 2016 Ending Balance Sheet as presented, and to recommend to City Council to transfer funds in the amount of \$2,749.41 from the Community Events Committee Account #205-870-820.130 to the city's General Fund to cover the cost incurred from employees working the events.

Motion passed by the following vote:

Yes: Fenton, Fincham, Granger, Novitke, Shetler, Smith

No: None

Absent: Boettcher, Hauff

Next item discussed was the **2017 Proposed Budget**.

Motion by Granger, seconded by Shetler, regarding the 2017 Budget Sheet, to approve the 2017 Proposed Budget as presented.

Motion passed by the following vote:

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

Recording Secretary Como was asked by Chair Novitke to make the following changes to the **Stationary**:

- Change the City Administrator from Tom Colombo to Bruce J. Smith
- Change Chris Fenton's title to Committee Member

Additionally, he asked Recording Secretary Como to have the City Clerk apply for the **Liquor Licenses** needed for each of the events.

The next item discussed was the **Sponsors**. It was determined that the following companies would be contacted for sponsorship:

<u>COMPANY NAME</u>	<u>Contact</u>
Anderson, Eckstein & Westrick, Inc.	Fincham
A.H. Peters Funeral Home	Granger
Arbor Pro	Schulte
Chemical Bank	Smith
Comerica Bank	Smith
Don Berschback & Chip Berschback - City Attorneys	Smith
DTE	Schulte
Edmund t. Ahee Jewelry Company	Granger
Marshall Landscape, Inc.	Fenton
Mr. C's Car Wash	Novitke
Radar Industries, Inc.	Shetler
Stevenson Company	Smith
St. John Providence Health System	Smith

Entertainment at the event was discussed and the Recording Secretary Como was asked to contact the bands and have them provide contracts for the following events:

- June 30 Music on the Lawn: Sun Messengers
- July 28 Music on the Lawn: Bugs Beddow and the Good Stuff
- August 25 Music on the Lawn: Sun Messengers
- September 16 (September 17 Rain Date) Fall Fest: Paul Carey's Rhythm and Blues Krewe

New Business

Recording Secretary was asked to do the following:

- Contact Jennifer Boettcher and Tom Hauff and confirm if they still wanted to serve on the Community Events Committee;
- Look into renting a popcorn machine or having a popcorn vendor at the events;

Motion by Shetler, seconded by Fincham, to immediately certify the minutes of the January 11, 2017 Community Events Committee.

Motion passed by the following vote:

Yes: Fenton, Fincham, Granger, Novitke, Shetler, Smith

No: None

Absent: Boettcher, Hauff

Motion by Fenton, seconded by Shetler, to adjourn meeting at 6:20p.m. Passed Unanimously.

Respectfully Submitted,

Susan Como
Recording Secretary

RECEIVED

FEB 15 2017

CITY OF GROSSE PTE. WOODS

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

RECEIVED

FEB 15 2017

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: Daniel E. Salden Birth Date: _____

Home address: 468 Bournemouth Circle, Grosse Pointe Farms, MI 48236

Telephone: 313.550.2267 Driver's License No. _____

Business Name: ProBroker Realty Telephone: 313.550.2267

Business Address: 468 Bournemouth Circle, Grosse Pointe Farms, MI 48236

Description of Business: Real estate brokerage services

Assistants: _____

Name	Address	Date of Birth
------	---------	---------------

Name	Address	Date of Birth
------	---------	---------------

Name	Address	Date of Birth
------	---------	---------------

If vehicle used, describe: 2011 Ford Flex PRBRKR
Year Make Model License Plate #

Other cities served: All 5 Pointes, St Clair Shores, Harrison Twp.

Years previously licensed in Grosse Pointe Woods: None

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).

SOLICITOR: Shall not walk on residential or commercial lawns; must use sidewalk.

NO PERSON: Shall deliver or deposit residential handbills at any residential home or apartment where a sign or notice has been posted in a conspicuous location, which sign or notice states "no handbills" or "no vendors or solicitors." Sec. 10.295

LICENSE: The license issued shall expire on December 31 of the year issued. The license fee is to be paid at the time of issuance.

Signed: [Signature] Date: 2/15/17

State of Michigan)
County of Wayne) ss.

Subscribed and sworn to by Daniel Salden
before me on the 15 day of February, 20 17

Kinda M. Mawen
Signature of Notary Public
My Commission expires: 4-17-2022

	Approve	Deny
Public Safety:	<u>[Signature]</u>	_____
City Clerk:	<u>[Signature]</u>	_____
Council Action:	_____	_____
Plate No.:	_____	_____
Date Issued:	_____	_____
By:	_____	_____

7B

City of Grosse Pointe Woods
Parks and Recreation

RECEIVED
FEB 27 2017
CITY OF GROSSE POINTE WOODS

Memorandum 5-17

Date: February 24, 2017
To: Bruce Smith, City Administrator
From: Nicole Byron, Recreation Supervisor NB
Frank Schulte, Director of Public Works FS
Subject: Edsel & Eleanor Ford House Agreement

The Edsel & Eleanor Ford House is again requesting the use of the Lake Front Park front gate for their staff. The staff enters through our front gate and then proceeds to the gate entrance for the Ford House in the park.

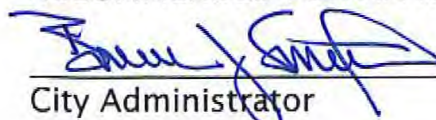
The charitable events for which they wish to utilize our gate are as follows:

6-4-17	Michigan Humane Society - Mutt March	7:00 a.m. - 3:00 p.m.
6-11-17	Tri-County Celiac Sprue Support Group- International Walk for Celiac Disease and Research	7:00 a.m. - 3:00 p.m.
6-18-17	Detroit Institute of Ophthalmology- Eyes on Design	7:00 a.m. - 6:00 p.m.
7-7-17	Detroit Symphony Orchestra	4:30 p.m. - 11:30 p.m.
7-8-17	Detroit Symphony Orchestra	4:30 p.m. - 11:30 p.m.

The Ford House has always complied with our rules and there have been no problems in the past. They will furnish us with a list of all employees who will be using our gate on those dates.

A copy of their request letter is attached. I have no objection to the approval of this request.

RECOMMENDED FOR APPROVAL AS SUBMITTED:



City Administrator

2/24/2017

Date

Council approval required



EDSEL & ELEANOR FORD HOUSE

February 22, 2017

Ms. Nicole Byron
Recreation Supervisor
20025 Mack Plaza
Grosse Pointe Woods, MI 48236-2397

Dear Ms. Byron:

Listed below are the outdoor events scheduled at Ford House for the year 2017 that would require our staff to enter through the Grosse Pointe Woods main park entrance. We would like to request the use of the Grosse Pointe Woods park entrance again this year.

June 4 th	Michigan Humane Society – Mutt March 7:00 am – 3:00 pm
June 11 th	Tri-County Celiac Sprue Support Group – International Walk for Celiac Disease and Research 7:00 am – 3:00 pm
June 18 th	Detroit Institute of Ophthalmology – Eyes on Design 7:00 am – 6:00 pm
July 7 th and 8 th	Detroit Symphony Orchestra 4:30 pm – 11:30 pm

Ford House staff will enter through the Grosse Pointe Woods main park entrance, and check in with the staff member at your gate, then proceed at 10 mph through the park to the Ford House gate entrance, which will be staffed by one of our Security personnel. The gate will be opened for staff only.

We will forward a staff list before our first event for you to post at the Grosse Pointe Woods Gate (to use for all of the above events). We thank you in advance for your assistance during our large grounds events.

Sincerely,

Cynthia A. Fragnoli
Administrative Assistant/Office Manager

cc: Bruce Smith, City Administrator
Frank Schulte, Director of Public Works



CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY

Date: March 2, 2017
To: Bruce Smith, City Administrator
From: John G. Kosanke, Director of Public Safety JK
Subject: Purchase of Bulletproof Vest packages for SRT members

RECEIVED
MAR - 2 2017
CITY OF GROSSE POINTE WOODS

I am requesting approval for the purchase of two complete bulletproof vest packages for our two SRT (Special Response Team) members. One of the vests utilized by our two SRT officers is well past its expiration date, having been manufactured in 2002, with an expiration date of June 2007. The other vest was manufactured in 2012 and will expire in 2017.

Vests for a Special Response Team are very carefully designed to the specific needs of each team. Once a design is approved it is imperative that all the vests are identical so that every member of the team will have the same equipment in the same pocket. Because all manufacturers do things differently, vests for this purpose are ordered through the same vendor to ensure uniformity. The Special Response Team has ordered their vests through Galls, LLC and recommended that our vests be ordered through the same vendor. They have had satisfactory service through this vendor in the past for tactical vest orders. To maintain uniformity within the SRT team, the vests will be purchased from:

Galls, Inc.

P.O. Box 54430

Lexington, Kentucky 40555-4430

The cost of each individual RAM-1 AXIHA vest is \$1,688.35 for a total of \$3,376.70. The department will seek reimbursement for half of this cost from the Bulletproof Vest grant program. In addition, the cost of the accessories that come with the complete vest package is \$597.15 each for a total of \$1,194.30. Also required is the purchase of 4 stand alone plate shooters at \$600.00 each for a total cost of \$2,400.00.

In summary, the total cost of the complete vest package, including \$100.00 for shipping, is \$7,071.00. The department anticipates reimbursement in the amount of \$1,688.35 through the Bulletproof Vest grant program, reducing the amount to \$5,382.65.

The funds would be taken through account **101-326-757.000** (Operating Supplies – Support Services), which has a current available balance of \$10,473.91. The purchase of these vests is not included in the current 2016-2017 fiscal year budget.

I recommend the purchase of the stated equipment from Gall's, Inc. at a cost not to exceed the amount of \$7,071.00.

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

 _____ Bruce J. Smith, City Administrator	<u>3/2/2017</u> _____ Date
 _____ Cathy Behrens, City Treasurer/Comptroller	<u>3/2/17</u> _____ Date

Council Approval Required



CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY

7D

Date: March 02, 2017

To: Cathrene Behrens, Treasurer/Comptroller
Bruce Smith, City Administrator

From: John Kosanke, Director *JK*

Subject: Budget Amendment Request – Purchase of Police Officer Ballistic Vests

RECEIVED
MAR -2 2017
CITY OF GROSSE PTE. WOODS

History

Effective upon full ratification of the 2016-2019 Collective Bargaining Agreement the City of Grosse Pointe Woods will commence a program where it will purchase ballistic-resistant vests for full-time Employees. Officers were only issued a vest when they were initially hired.

I have identified (20) twenty vests that will need to be replaced as soon as possible because they are now expired. Each vest has a warranty for a period of five years.

Purchase

I used MiDeal to identify the companies that were on the Michigan Bid. MiDeal is an extended purchasing program which allows Michigan local units of government to use state contracts to buy goods and services. The State of Michigan currently has a split award for the vests. The award is from December 16, 2015 and is good through December 15, 2018. The two companies are Safariland, LLC and Central Lake Armor Express. I met with a local area representative for each company and evaluated each vest with members of the Command Staff. Quotes from both vendors are attached.

Vance's Law Enforcement (Safariland)

3723 Cleveland Ave
Columbus, Ohio 43224
Phone (614) 471-0712
Contact Name: Phil Otto

State Contract Number: 071B6600016

- (20) Safariland SX Level II with M1 Carrier and Soft Trauma pad included @ \$715.00 each = \$14,300.00
- (20) Impac 5x8 Special Threats Plate @ \$70.00 each = \$1,400.00
- (20) M1 Concealable Carrier @ \$68.00 each = \$1,360.00

If an officer were to purchase the complete package with the vest, M1 Carrier, Soft Trauma pad, Special Threats Plate, and M1 Concealable Carrier, the cost would be \$853.00 per set.

Total Cost=\$17,060.00

Note: This is a contract upgrade.

CMP Distributors Inc.

(Armor Express)

16753 Industrial Parkway

Lansing Michigan 48906

Phone (517) 721-0970

Contact Name: Keith Kleis

State Contract Number: 071B6600021

(20) Armor Express Razor Threat Level II Concealable Vest @ \$774.00 ea = \$15,480.00

Armor Express Razor Threat Level II Concealable Vests include (1) Revolution Carrier with Bloodtag, Tails and (1) 7x10 Ara-Shock ICW Plate (NIJ Model No. RZRG2-A-II)

Armor Express Razor Threat Level II Concealable Vests include (2) Revolution Carriers with Bloodtag, Tails and (1) 7x10 Ara-Shock ICW Plate (NIJ Model No. RZRG2-A-II)

The total cost of each vest package is \$774.00. The shipping charge for the entire order is \$85.00.

Total Cost=\$15,565.00

Note: This is a contract upgrade.

Financial

The funds for these purchases will have to come from a budget amendment because the contract was settled after the budget year had already started and funds were not allocated for the purchase. Also note these vests are reimbursable under the Department of Justice Bulletproof Vest Partnership Grant. The grant will reimburse the City 50% of the purchase price.

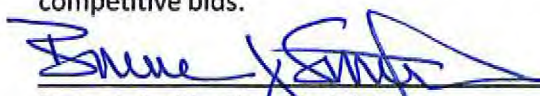
Recommendation

I am recommending the purchase of Safariland Threat Level II Concealable Vest which includes (2) Carriers and the option of a 5"x 8" Special Threats Plate and/or Soft Trauma Plate. This vest is a contract upgrade and the newest technology in the market. The Safariland vest includes a Shock Plate/Soft Trauma Plate option to give a higher level of protection. In addition, the Safariland vests, with a density of .59 lb., are lighter than those manufactured by Armor Express, with a weight of .67 lb., resulting in a more comfortable fit. This vest meets the National Institute of Justice standards as required by the Collective bargaining agreement between the City of Grosse Pointe Woods and both the Command/Police Officers Unions.

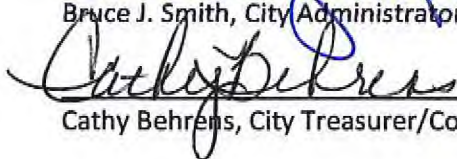
A budget amendment is required from the General Funds balance to Account # 101-345-725.000 (Clothing/Uniform Allowance) in the amount of \$17,060.00. The purchase of the vests is not included in the current FYE 2016-2017 fiscal year budget.

I respectfully request that you approve this budget amendment request. Please feel free to contact me if you have any questions.

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


Bruce J. Smith, City Administrator

3/5/2017
Date


Cathy Behrens, City Treasurer/Comptroller

3/3/2017
Date

Council Approval Required



3723 Cleveland Ave
Columbus, OH 43224
ph (614)471-0712
fx (614)471-2134

Account Name Grosse Pointe Woods Public Safety
Contact Name Chf. Kosanke
Email jkosanke@gpwmi.us

Date 2/20/2017
Quote Number 00015342
Prepared By Phil Otto

Quantity	Style	Description	Unit	Quantity	Sales Price	Total Price
20.00	SBA-SX02-II-M SX	Safariland SX Level II Vest w/ M1 Carrier and Soft Trauma PAd	Each		\$715.00	\$14,300.00
20.00	SBA-STP-5X8	Impac 5x8 HT Special Threats Plate	Each		\$70.00	\$1,400.00
20.00	SBA-M1	M1 Concealable Carrier	Each		\$68.00	\$1,360.00

Subtotal \$17,060.00
Shipping and Handling \$0.00
Quote Grand Total \$17,060.00

Trade In Notes

Impac HT quoted per MI Contract Item

Payment Details

Net 30 ☒
Check ☐
Credit Card ☐

Number of Days
Quote Valid

Quote Valid 30 Days

Name _____

CC # _____

Expires _____

CREDIT CARDS OVER \$1,000 incur a 3% SURCHARGE



16753 Industrial Parkway
Lansing, MI 48906
Phone # 5177210970
Fax # 517-721-0974

QUOTE

Date	Quote #
1/30/2017	4614

Bill To	Ship To
Grosse Pointe Woods Police Department 20025 Mack Avenue Grosse Pointe Woods, MI 48236	Grosse Pointe Woods Police Department 20025 Mack Avenue Grosse Pointe Woods, MI 48236

Sales Rep	Account #	Terms	Expiration Date	Shipping Terms
MW	1116	Net 30	3/1/2017	

Description	Qty	Cost	Total
*State of Michigan Contract No. 071B6600021 Armor Express Halo Threat Level II Concealable Vest with (2) Revolution Carriers and (1) 5"x8" ARA-Shock Plate (NIJ Model No. HLO-D-II)	20	654.00	13,080.00T
Armor Express Halo Threat Level II Concealable Vest with (1) Revolution Carrier and (1) 5"x8" ARA-Shock Plate (NIJ Model No. HLO-D-II)	20	595.00	11,900.00T
Contract Upgrades Armor Express Razor Threat Level II Concealable Vest- Includes (1) Revolution Carrier with Bloodtag, Tails and (1) 5x8 Ara-Shock ICW Plate (NIJ Model No. RZRG2-A-II)	20	699.00	13,980.00T
Armor Express Razor Threat Level II Concealable Vest- Includes (2) Revolution Carriers with Bloodtag, Tails and (1) 5x8 Ara-Shock ICW Plate (NIJ Model No. RZRG2-A-II)	20	764.00	15,280.00T
Armor Express Razor Threat Level II Concealable Vest- Includes (1) Revolution Carrier with Bloodtag, Tails and (1) 7x10 Ara-Shock ICW Plate (NIJ Model No. RZRG2-A-II)	20	709.00	14,180.00T
Armor Express Razor Threat Level II Concealable Vest- Includes (2) Revolution Carriers with Bloodtag, Tails and (1) 7x10 Ara-Shock ICW Plate (NIJ Model No. RZRG2-A-II)	20	774.00	15,480.00T
*Shipping charges are additional and will depend on the number of vest(s) being ordered. <div style="text-align: right; margin-top: 10px;"> <u>\$85.00</u> </div>			

Shipping & Handling Terms: - Freight to be added at time of shipment - Ships UPS Ground	Sales Tax (0.0%)	\$0.00
	Total	\$0.00

This is a quotation on the goods named, subject to the conditions noted below:
 1. Pricing is good for 30 days unless otherwise noted.
 2. Please include the quote number on all correspondence to insure proper pricing when ordered.
 3. To accept this quotation, please sign and return.

Customer Signature _____

7E

Bruce Smith

From: Bruce Smith
Sent: Tuesday, February 28, 2017 3:22 PM
To: 'Mark Lachowicz'; Cathy Behrens
Cc: William Brickey; Zac Laumer
Subject: RE: Amended W2s 2013 to 2015

Mark,

On behalf of Cathy and myself, we greatly appreciate the professional counseling and advise by yourself and your staff at Plante Moran in helping us through our payroll issues. I will put your project request on the City Council Agenda for next Monday, March 6, 2017.

Sincerely,

Bruce J. Smith
City Administrator
Police Commissioner
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236
Phone: #313.343.2450
Cell: #313.319.8493
Email: bsmith@gpwmi.us
Website: www.gpwmi.us

From: Mark Lachowicz [mailto:Mark.Lachowicz@plantemoran.com]
Sent: Monday, February 27, 2017 5:05 PM
To: behrens@gpwmi.us; Bruce Smith <bsmith@gpwmi.us>
Cc: William Brickey <William.Brickey@plantemoran.com>; Zac Laumer <Zac.Laumer@plantemoran.com>
Subject: Amended W2s 2013 to 2015

Bruce and Cathy,

When PM began assisting the City of Grosse Pointe Woods (the "City") with addressing incorrect W2s issues for employees in years 2013 to 2015, PM anticipated the work scope to include providing the City tax consulting assistance regarding the correct taxation of employee paid retiree health contributions, healthcare premiums, and flexible spending accounts contributions and related assistance in the preparation of the following documentation for tax years 2013 through 2015:

- Amended Form W-2s.
- Payroll tax returns, including Form 941-X and any applicable employee consent forms and communications.

For this scope of services we anticipated a fee of between \$5,000 and \$10,000.

As PM has provided assistance to City regarding this issue, PM's work scope has expanded beyond what we expected. Carol Zachrich from PM's accounting services team has assisted the City by providing guidance for organizing and reviewing the spreadsheet information accumulated by the City for filing amended W2s for years 2013 to 2014.

At this time, PM fees on this engagement have accumulated to \$10,000 and we anticipate there will be more PM time involved on this project. For example, we anticipate the City will request PM assistance for: 1) filing corrected W2s with the IRS for 2013, and 2) organizing and reviewing the spreadsheet information for amended W2s for 2015.

Accordingly, we respectfully request the City approve an additional \$5,000 in PM fees for this project.

Please let Bill or me know if you have any questions.

Mark

Mark Lachowicz, JD, CPA
Director Retirement Plan Services
Employee Benefit Consulting
Plante Moran, PLLC, 1098 Woodward Ave., Detroit, MI 48226
Direct Dial: 313.496.8552 | Cell: 313.919.3044 | Fax: 248.233.8966

Mark.lachowicz@plantemoran.com

[Plante & Moran](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Blogs](#)

Celebrating our 90th anniversary and our 18th year as one of FORTUNE's "100 Best Companies to Work For®."

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Bruce Smith

From: Mark Lachowicz <Mark.Lachowicz@plantemoran.com>
Sent: Monday, February 27, 2017 5:05 PM
To: behrens@gpwmil.us; Bruce Smith
Cc: William Brickey; Zac Laumer
Subject: Amended W2s 2013 to 2015

Bruce and Cathy,

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Direct Dial: 313.496.8552 | Cell: 313.919.3044 | Fax: 248.233.8966

Mark.lachowicz@plantemoran.com

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Celebrating our 90th anniversary and our 18th year as one of FORTUNE's "100 Best Companies to Work For®."

Please consider the environment before printing this email.

City of Grosse Pointe Woods
Parks and Recreation

Memorandum 4-17

Date: February 24, 2017
To: Bruce Smith, City Administrator
From: Nicole Byron, Recreation Supervisor
Frank Schulte, Director of Public Services
Subject: Request of Lake Front Park Facilities

The University of Liggett is requesting the use of 6- 8 tennis courts at Lake Front Park for the following dates:

Girls Tennis:

Practice

April 3 - May 26, 2017 Monday - Thursday 3:30PM-5:30PM

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

1. Teams will follow all park rules and MHSAA rules including clearing the courts during storms.
2. Teams will relinquish courts to residents on courts 1-4.
3. Teams will clean up trash around the courts after use.
4. Teams will submit current rosters.

RECOMMENDED FOR APPROVAL AS SUBMITTED:



City Administrator

3/2/2017

Date

Council approval required

Lisa Hathaway

From: Nicole Byron
Sent: Monday, February 27, 2017 11:25 AM
To: Lisa Hathaway
Subject: FW: Tennis court use
Attachments: COI...GPW Tennis Courts.pdf

For your records

From: Hicks, Michelle [<mailto:MHicks@uls.org>]
Sent: Monday, January 23, 2017 2:05 PM
To: Nicole Byron
Subject: Tennis court use

Hi Nicole,

University Liggett School is requesting the use of eight (8) of the Grosse Pointe Woods Lakefront Park tennis courts for the 2017 spring girls' tennis season. These dates include: April 3rd – May 26th, Monday – Thursday from 3:30pm – 5:30pm. Depending on the day, the courts will be used by either Liggett's middle school or upper school girls' tennis team.

Currently, 15% of Liggett's middle and upper school student body resides in Grosse Pointe Woods as do the middle school and upper school athletic directors, the head of the middle school and the assistant head of the upper school.

I have attached a copy of Liggett's insurance certificate. If additional information is required, please let me know.

Thank you for your consideration and feel free to contact me if you have any questions,
Michelle

Michelle R. Hicks
Director of Athletics



University Liggett School
1045 Cook Road
Grosse Pointe Woods, MI 48236-2509
313-884-4444 ext. 370
Shaping Lives That Shape Lives

City of Grosse Pointe Woods
TENNIS COURT USE AGREEMENT

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

WHEREAS, University of Liggett School has requested use of six to eight tennis courts from April 3 to May 26, 2017.

IT IS AGREED between the CITY OF GROSSE POINTE WOODS (City) and UNIVERSITY LIGGETT (School) as follows :

1. Teams will follow all park rules and MHSAA rules including clearing the courts during storms.
2. Teams will relinquish courts to residents on courts 1 – 4.
3. Teams will clean up trash around courts after use.
4. Teams will submit current rosters.
5. The Company shall provide the City with evidence of at least One Million (\$1,000,000.00) Dollars of liability insurance showing the CITY OF GROSSE POINTE WOODS as an additional named insured of such insurance. The City shall be entitled to notice of any change in such policy of insurance. The insurance company issuing this policy shall have an A or better rating.

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

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

University Liggett School
ATTN: Michelle Hicks
1045 Cook Road
Grosse Pointe Woods, MI 48236

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

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

The parties have executed this Agreement on the ____ day of _____, 2017. CITY OF GROSSE POINTE WOODS

By:

Bruce Smith, City Administrator

Date

Michelle Hicks, University of Liggett

Date

Approved by City Attorney:

Charles Berschback

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/23/2017

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

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

PRODUCER Crum-Halsted Agency, Inc. 427 N Kirk Rd Suite 113 Geneva IL 60134	CONTACT NAME: Edith Reysn, CRM CIC CISR PHONE (A/C No. Ext): (630) 443-7300 FAX (A/C No): (630) 587-9826 E-MAIL ADDRESS: ereysn@crumhalsted.com
INSURED University Liggett School 1045 Cook Rd Grosse Pointe Woods MI 48236	INSURER(S) AFFORDING COVERAGE INSURER A: Catlin Indemnity Company INSURER B: Employers Assurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 16/17 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSP WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		CNDMIEPP31329	7/1/2016	7/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		CNDMLCAP32906	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0		CNDMLEXL31332	7/1/2016	7/1/2017	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	EIG2365055	7/1/2016	7/1/2017	<input checked="" type="checkbox"/> PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

When required by written contract, City of Grosse Pointe Woods is an additional insured for General Liability coverage with respect the insured's use of the tennis courts at Grosse Pointe Woods Lakefront Park. Dates of use are scheduled for April 3, 2017 through May 27, 2017.

CERTIFICATE HOLDER

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

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

T Rosenow, CIC/EDITH

Theodore A. Rosenow

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CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY

Date: February 28, 2017
To: Bruce Smith, City Administrator
From: John G. Kosanke, Director *JK*
Subject: Proposed Administrative Impound Fees

RECEIVED
MAR - 1 2017
CITY OF GROSSE PTE. WOODS

The Department of Public Safety does not currently charge an administrative impound fee for which we are legally allowed to do. The administrative fee would reimburse the department for the cost of the time to process a vehicle impound, for the dispatcher to enter the vehicle into LEIN (Law Enforcement Information Network) and for supplies (impound cards).

According to department impound data, our department averages 15-30 vehicle impounds per month. I propose that we collect a \$35.00 administrative handling fee on all impounded vehicles. The only time we would not collect fees would be on forfeiture or other vehicles sold at auction, or from victims of a crime (recovered stolen vehicles, etc). This fee would be collected by our vendor, Official Towing, which would send us a detailed spread sheet each month on all vehicles released along with a check for the total. With the exception of Harper Woods, area departments researched on their collection of impound fees, all spoke highly of the services of Official Towing in collecting the fees and sending a check monthly (quarterly for GPSDPS).


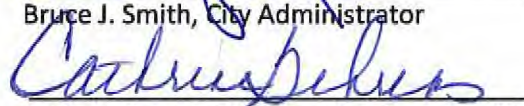
The below listed departments utilize Official Towing and charge the following fees:

- Harper Woods DPS collects a \$100 administrative handling fee prior to giving a release slip. This fee is collected at their station prior to going to the tow yard to claim their vehicle.
- Grosse Pointe Shores DPS collects a \$35 administrative handling fee, which is collected by Official Towing at the time they pay Official their impound storage fees. Official Towing then sends a check to Grosse Pointe Shores quarterly for all administrative fees collected along with a detailed spread sheet of vehicles released.
- Grosse Pointe Park DPS collects a \$35 administrative handling fee, which is collected by Official Towing at the time they pay Official Towing their impound storage fees. Official Towing then sends a check to Grosse Pointe Park monthly for all administrative fees collected along with a detailed spread sheet of vehicles released.

- The A.C.T.I.O.N. team collects a \$35 administrative handling fee, which is collected by Official Towing at the time they pay Official their impound storage fees. Official Towing then sends a check to A.C.T.I.O.N. monthly for all administrative fees collected along with a detailed spread sheet of vehicles released.
- St. Clair Shores PD collects a \$30 administrative handling fee, which is collected by Official Towing at the time they pay Official Towing their impound storage fees. Official Towing then sends a check to SCSPD monthly for all administrative fees collected along with a detailed spread sheet of vehicles released.
- Warren PD collects a \$50 administrative handling fee, which is collected by Official Towing at the time they pay Official Towing their impound storage fees. Official Towing then sends a check to WPD monthly for all administrative fees collected along with a detailed spread sheet of vehicles released.
- Detroit PD collects a \$75 administrative handling fee, which is collected by Official Towing at the time they pay Official Towing their impound storage fees. Official Towing then sends a check to DPD monthly for all administrative fees collected along with a detailed spread sheet of vehicles released.
- Hamtramck PD collects a \$100 administrative handling fee, which is collected by Official Towing at the time they pay Official Towing their impound storage fees. Official Towing then sends a check to HPD monthly for all administrative fees collected along with a detailed spread sheet of vehicles released.

Please contact me with any questions or concerns.

Recommended for Approval as Submitted:


 Bruce J. Smith, City Administrator

 Cathy Behrens, City Treasurer/Comptroller

2/28/2017
 Date
3/1/2017
 Date

Council Approval Required

TO: Bruce Smith, City Administrator
 FROM: Frank Schulte, Director of Public Services FS
 DATE: January 19, 2017
 SUBJECT: Revision to Fee Schedule

RECEIVED
 JAN 20 2017
 CITY OF WOODS

When homes are foreclosed or businesses are left vacant with the heat off the water meter can freeze. Water meters can be damaged when untrained individuals attempt to disconnect them and when a home or business is vacant the meters may also be vandalized or stolen.

We have to reconnect or replace approximately two dozen each year. It takes one DPW employee approximately ½ hour (\$20.25) plus the vehicle cost (\$27.50).

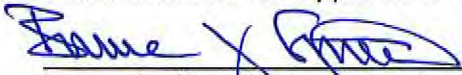

After reviewing the City's Fee Schedule I recommend the following fees be added to reflect the cost for servicing water meters as shown below:

<u>Service</u>	<u>Recommended Fee</u>
Reconnect Meter	\$50.00
Replace Broken Meter	\$50.00 (plus cost of meter)

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

c.c. Lisa Hathaway
 Cathy Behrens
 O/F

Recommended for Approval as Submitted:


 Bruce Smith, City Administrator

 Cathy Behrens City Treasurer/Comptroller

1/20/2017
 Date
1/20/2017
 Date

Council Approval Required

KITCH DRUTCHAS WAGNER VALITUTTI & SHERBROOK

A PROFESSIONAL CORPORATION

Attorneys and Counselors

ONE WOODWARD AVENUE, SUITE 2400

DETROIT, MICHIGAN 48226-5485

313-965-7900

IRS # 38-1896224

10A

CITY OF GROSSE POINTE WOODS
ATTN: BRUCE J SMITH
CITY ADMINISTRATOR
20025 MACK PLAZA
GROSSE POINTE WOODS, MI 48236

FEBRUARY 27, 2017

FILE # 2371.002582

INVOICE # 406820

RECEIVED

MAR -1 2017

CITY OF GROSSE PTE. WOODS

REGARDING: CITY OF GROSSE POINTE WOODS

OUTSTANDING INVOICES

DATE	INVOICE #	BILLED	PAID	BALANCE DUE
01/31/17	405661	\$570.00	\$.00	\$570.00
TOTAL OUTSTANDING INVOICES				\$570.00

FOR PROFESSIONAL SERVICES RENDERED

01/11/17 MJW REVIEW CLIENT EMAIL RE LIGHTOWER DAS REQUEST AND DISCUSSIONS WITH MR TUTAG	.30
01/31/17 MJW TELEPHONE CONFERENCE WITH CITY ATTORNEY, CHIP BERSCHBACK, RE DAS APPLICATIONS AND POLICIES	.50
TOTAL HOURLY CHARGES	\$240.00

-----RECAP-----			
TIMEKEEPER	RATE	HOURS	AMOUNT
MICHAEL J WATZA	300.00	0.80	240.00
TOTALS		0.80	240.00

CURRENT AMOUNT DUE	\$240.00
OUTSTANDING INVOICES	\$570.00
TOTAL AMOUNT DUE	\$810.00

RECEIVED

MAR 01 2017

CITY OF GROSSE PTE. WOODS

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

(688) 777-0400
 FAX (688) 777-0430
 E-MAIL donberschback@yahoo.com

February 28, 2017

OF COUNSEL
 CHARLES T. BERSCHBACK

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

RE: February 2017 Billing/DRB

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
2.02.17	Meetings with BS, LKH, CB, and follow up on CC and COW matters (1.75); ordinance work (.50); report to CC re. outside litigation (.50); insurance follow up TC (.25)	3.00
2.06.17	Review of weekend packet, CC and COW materials and preparation for meeting (1.50); attendance at COW and CC meetings and follow up (3.25)	4.75
2.07.17	Work on CC and COW items (1.00); ordinance review (.25); FOIA (.25)	1.50
2.16.17	Municipal Court (2.25); review of warrants (.25); miscellaneous City matters, ordinances and emails (1.00)	3.50
2.17.17	Review of emails, TCs and letters, follow up TCs on City matters (1.00)	1.00
2.20.17	Work on budget and C & E matters (1.00); emails, TCs and follow up on COW and CC items (1.00)	2.00

DRB = 15.75 hours x \$160.00 \$ 2,520.00

<u>Breakdown</u>	General	13.50 hours
	Municipal Court	2.25 hours
	Bldg/Planning Comm.	0.00 hours
	MTT	

TC - Telephone
 CTB - Charles T. Berschback
 DRB - Don R. Berschback
 BS - Bruce Smith
 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
 CB - Cathrene Behrens
 CEW - Conference of Eastern Wayne
 LFP - Lakefront Park
 MTT - Michigan Tax Tribunal

CHARLES T. BERSCHBACK

ATTORNEY AT LAW

24053 EAST JEFFERSON AVENUE

ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400

FAX (586) 777-0430

February 28, 2017

CHARLES T. BERSCHBACK

DON R. BERSCHBACK
OF COUNSEL

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

RE: February Billing/ CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
2.1.17	Draft of Summary of Litigation letter to M/C; revisions, calls with outside counsel (.75); Municipal Court issues (.25); TC, meeting with GT and BS (1.00); continued work on litigation summary (.25); calls on Municipal Court case (.25); TC BN, research (1.00)	3.50
2.2.17	Calls on Municipal Court cases (.50); review of Brownell file, prep for TT telephone pretrial conference (.50); TC re: Rivers (.25)	1.25
2.3.17	TT pretrial conference, emails to assessor and appraiser (.50); TC re: solicitor; TC Pesick (.25)	0.75
2.6.17	Work on agenda items (1.00)	1.00
2.7.17	TCs ED; review of TT Scheduling Order (.50); TC RL (.25)	0.75
2.8.17	TC GT, TC BS, TC on telecom; review of Plante Moran letter (.50)	0.50
2.9.17	Municipal Court and follow up (3.00)	3.00
2.10.17	Attendance at RL second settlement conference and letter to schedule facilitation (2.50); draft of letter to Fibertech re: DAS cell (.25); TCs on agenda items (.25)	3.00
2.13.17	Review of COW agenda (.25); TCs and work on agenda items, TCs GT, FS, LH, SC, (1.00); review of water billing file and draft of waiver ordinance (.25); review of Municipal Court docket (.50); attendance at COW (2.00)	4.00
2.14.17	Work on CDBG loan, emails, recorded lien, call with SC (.50)	0.50
2.15.17	Miscellaneous TCs BN, ST, FS, LH (.25); work on Fibertech DAS file and agreement (1.50); work on water bill ordinance amendment and resolution (.25);	2.00
2.16.17	Appearance in Municipal Court and meetings (1.75); calls and emails on agenda items (.25)	2.00

2.17.17	Work on Fibertech License Agreement and calls (.25); work on RL (.50); TC appointed officials, GT, miscellaneous (.75); initial research on street solicitation (1.25);	2.75
2.21.17	TC CB, Art B, LH (.50); work on Fibertech (1.00)	1.50
2.22.17	Review of insurance policy (.25); TT work, Brownell case (.25); additional review of street solicitation issue and K of C letter (1.25); Tcs re: Lawrie issue (.25)	2.00
2.23.17	Municipal Court, review of warrants, miscellaneous meeting and calls (1.75); call with Lisa and Bucko (.25)	2.00
2.27.17	Review of Secura Claim of Appeal and filing Appearance in Court of Appeals on RL/Secura claim (.25); review and work on COW and Council agenda items (2.50); attendance at COW and Council meeting (2.00)	4.75
2.28.17	Follow up on agenda items; calls, letters, emails on TT Brownell (.50)	0.50

CTB = 35.75 hours at \$145.00 per hour	\$ 5,183.75
Costs: Westlaw Charges (Street Solicitation Research)	\$ 47.16
Lien Recording Fees	\$ 30.00
TOTAL DUE:	\$ 5,260.91

TC - Telephone
BS - Bruce Smith
RL - Rumph litigation
PC - Planning Commission

GT - Gene Tutag
LH - Lisa Hathaway
CB - Cathrene Behrens
TT - Tax Tribunal

M/C - Mayor and Council
Det. Bur. - Detective Bureau
ED - Eric Dunlap

Breakdown

General	25.75 hours
Municipal Court	8.00 hours
Building/Planning Commission	0.00 hours
Tax Tribunal	2.00 hours