

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Regular City Council Meeting Agenda
Monday, April 24, 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 04/03/17
 - B. Committee-of-the-Whole 04/10/17
 - C. Finance Committee 04/03/17, 03/28/17
 - D. Community Events Committee 03/29/17, with recommendations:
 1. Entertainment Contracts
 - a. Fall Fest
 - b. Music on the Lawn (3)
 - E. Compensation & Evaluation committee 03/27/17
 - F. Beautification Advisory Commission 02/08/17, 04/12/17 w/recommendation
 1. Appointment (Mayoral)
 - a. Tracy Ragland – Biographical Sketch
 - G. Citizens Recreation Commission 01/10/17
7. COMMUNICATIONS
 - A. Request to use Ghesquiere Park Baseball Diamonds
 1. Letter 04/11/17 – Lakeside Baseball Youth Sports Foundation, Kevin Nugent
 2. Flyer – Dirtbag Memorial Invitational
 3. Online Registration: Lakeside Baseball Club
 4. Email 04/18/17 – Kevin Nugent
 5. 501(c)3 Letter 10/23/15 – Internal Revenue Service
 6. Certificate of Liability Insurance
 - B. Application for Permit/License – Solicitor
 1. Application 03/29/17 – John Ellis, Edward Jones
 - C. Conference: Michigan Association of Municipal Clerks
 1. Memo 04/19/17 – City Clerk
 2. 2017 Annual Conference Brochure
 - D. Monthly Financial Report – March 2017

8. BIDS/PROPOSALS/
CONTRACTS

- A. Contract: Janitorial Services for Municipal Building
 - 1. Memo 02/17/17 – Director of Public Services
 - 2. Triple F Services – Amendment to the Maintenance Agreement
- B. Agreement: Lake Front Park Concession Stand
 - 1. Letter 04/17/17 – City Attorney
 - 2. Proposed Lease Agreement – National Coney Island
 - 3. Exhibit A: Estimate of Tenant Improvements 03/01/17 – APCOR
 - 4. Exhibit B: National Coney Island 2017 Menu
 - 5. Exhibit C: List of Grosse Pointe Woods Equipment
 - 6. Certificate of Liability Insurance
- C. Purchase/Budget Transfer: eCitation Printers – Department of Public Safety
 - 1. Memo 04/19/17 – Director of Public Safety
 - 2. Memo 04/19/17 – Court Administrator
 - 3. Quote 03/14/17 - CDW-G
 - 4. Quote 01/03/17 – Canfield Equipment Services
- D. Contract Extension: 2017 Concrete Pavement Repair Program
 - 1. Memo 03/31/17 – Director of Public Services
 - 2. Letter 03/29/17 – City Engineer
 - 3. Letter L. Anthony Construction, L. Forgione
- E. Contract Extension: 2017 Pavement Joint and Crack Sealing Program District #7
 - 1. Memo 03/31/17 – Director of Public Services
 - 2. Letter 03/29/17 – City Engineer
 - 3. Letter 03/14/17 – Michigan Joint Sealing, Inc. – D. Bacci
- F. Contract/Budget Transfer: Miscellaneous Concrete Replacement
 - 1. Memo 03/28/17 – Director of Public Services
- G. Agreement: Help America Vote Act (HAVA) Grant – Voting System Hardware, Firmware and Software
 - 1. Memo 04/20/17 – City Clerk
 - 2. Master Contract – Dominion Voting Systems, Inc.

9. PROCLAMATION

- A. Arbor Day

- 10. RESOLUTION
 - A. Certified Resolution Authorizing the Application for Special Licenses for City Events
 - 1. Special License Application – Michigan Liquor Control Commission (MLCC)
 - 2. Site Plan w/safety description
 - 3. Proposed Resolution
 - 4. Bond of Special License for Sale of Beer, Wine, and/or Spirits for Consumption on the Premises (4)
 - 5. Power of Attorney (4)
 - 6. Invoices (4) – American Fraternal Agency
- 11. ORDINANCE
 - A. First Reading: An Ordinance to amend Chapter 44 Utilities Division 4 Rates and Costs, By Adding to Section 44-144 A Provision to Allow City Administration to Waive the Ten Percent Penalty Based On Special Circumstances.
 - 1. Proposed Ordinance
- 12. CLAIMS/ACCOUNTS
 - A. Labor Attorney
 - 1. Keller Thoma 04/01/17
- 13. NEW BUSINESS/PUBLIC COMMENT
- 14. 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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MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, APRIL 3, 2017, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:33 p.m. by Mayor Novitke.

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

Also Present: City Administrator Smith
City Attorney Chip Berschback
Treasurer/Comptroller Behrens
City Clerk Hathaway
Director of Public Services Schulte
Recreation Supervisory Byron

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

The following Commission members were in attendance:

Tonya Stapleton, Planning Commission
Mary Casinelli, Beautification Advisory Commission
George McMullen, Board of Review/Local Officers Compensation Commission

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

The Mayor **appointed Randy Rennpage** to the **Community Tree Commission** with a term to expire December 31, 2018. The City Clerk was asked to notify Mr. Rennpage of his appointment.

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

1. City Council Minutes dated March 20, 2017.

Motion carried by the following vote:

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

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

1. Special City Council Minutes dated March 27, 2017.

Motion carried by the following vote:

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

Motion by Granger, seconded by Koester, regarding **Trolley (sale)** that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting on March 27, 2017, and authorize the sale of the trolley in accordance with the memorandum dated March 9, 2017, from the Director of Public Services.

Motion carried by the following vote:

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

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

1. Committee-of-the Whole minutes dated March 20, 2017.
2. Committee-of-the-Whole minutes dated March 27, 2017.

Motion carried by the following vote:

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

Motion by Bryant, seconded by McConaghy, regarding **payment in lieu of time** that the City Council concur with the recommendation of the Compensation and Evaluation Committee at their meeting held March 27, 2017, that the City Council approve City Clerk Lisa Hathaway, due to exigent circumstances and due to the fact that payment in lieu of accrued time is permitted by the Employee Handbook only once a year, be permitted to cash in banked time a second time within a year; 51 hours from sick time and 75 hours of accrued vacation time.

Motion carried by the following vote:

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

The Treasurer/Comptroller distributed a revised memo dated April 3, 2017, which includes an updated millage rate.

Motion by Koester, seconded by McConaghy, regarding **Proposed FY 2017 Budget**, that the City Council receive and place on file the 2017/18 Proposed Budget Summary.

Motion by Koester, seconded by McConaghy, to amend the previous motion by adding, ", and to receive and place on file the Treasurer/Comptroller's memo dated April 3, 2017."

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **Budget Amendment/Public Safety FEMA Grant**, that the City Council approve the following budget amendments:

1. Transfer from Contractual Services-Fire Services Account No. 101-339-818.000 into Operating Supplies-Fire Services Account No. 101-339-757.000 - \$6,129.00;
2. Deposit into Operating Supplies – Fire Services Account No. 101-339-757.000 \$122,596.00 FEMA Grant; for a budget line total in the amount of \$144.846.00.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Koester, regarding **request to use Marstiller Baseball Diamond by Grosse Pointe North** that the City Council approve Grosse Pointe North's request to use Ghesquiere Park's Marstiller Baseball Diamond for the 2016-17 boy's Freshman Baseball Team home games and practices beginning Monday, March 27, 2017, through Friday, May 26, 2017.

Motion by Shetler, seconded by Koester, to amend the previous motion by adding, ", contingent upon complying with the guidelines as stated in the Recreation Supervisor's memo dated March 29, 2017, including:

1. Teams will follow all park rules and MHSAA rules including clearing the diamonds during storms;
2. Teams will clean up trash around the diamond after use;
3. Teams will submit their game schedule.

Motion carried by the following vote:

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

Motion by Ketels, seconded by Granger, regarding **Contract: Activities Building Carpet**, that the City Council approve the purchase of carpeting for the Activities Building from Eastwood Carpet Sales & Service in an amount not to exceed \$5,950.00, funds to be taken from the Parks & Recreation Capital Improvements Account No. 401-902-977.104.

Motion carried by the following vote:

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

Motion by Granger, second by Shetler, regarding **Purchase: Pool Chlorine Feeders** that the City Council approve the purchase of a Pulsar Chlorine feeders system from Aquatic Source including a three-year purchase commitment in an amount not to exceed \$20,000.00, funds to be taken from Pool Chemical Operating Supplies Account No. 101-774-757.105.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Granger, regarding **Purchase: pool chlorine feeders**, that the City Council approve the purchase of a Pulsar Chlorine feeders system from Aquatic Source including a three-year purchase commitment in an amount not to exceed \$20,000.00, funds to be taken from Pool Chemical Operating Supplies Account No. 101-774-757.105.

Motion carried by the following vote:

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

Motion by Koester, seconded by Granger, regarding **Purchase: Election Equipment** that the City Council approve the purchase of election equipment including three (3) Small ICC M160II AVCB Tabulators and one (1) back-up Precinct-Based Tabulator from Dominion at a cost not to exceed \$18,862.00, funds to be taken from the City Clerk's Municipal Improvement Account No. 101-215-970.000 in the amount of \$18,000.00, and \$862.00 to be taken from the City Clerk's Training & Seminars Account No. 101-215-958.001.

Motion carried by the following vote:

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

The Mayor issued **Proclamations** for Days of Remembrance, Emergency Medical Services Week, and Peace Officers Memorial Day.

Motion by Bryant, seconded by McConaghy, regarding Proclamations, that the City Council voice no objection to the issuance of the following proclamations:

1. Days of Remembrance;
2. Emergency Medical Services Week;
3. Peace Officers Memorial Day.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **City Attorneys**, that the City Council approve the following statements dated March 30, 2017:

1. City Attorney Don R. Berschback - \$3,560.00;
2. City Attorney Charles T. Berschback - \$7,141.25.

Motion carried by the following vote:

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

Motion by Granger, seconded by Koester, to adjourn tonight's meeting at 7:57 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

6B

COMMITTEE-OF-THE-WHOLE
04-10-17 - 29

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, APRIL 10, 2017, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ABSENT: Granger, Koester

ALSO PRESENT: City Administrator Smith
Treasurer/Comptroller Behrens
City Attorney Chip Berschback
Director of Public Safety Kosanke
Director of Public Services Schulte
Executive Assistant Como

Also in attendance were resident Gloria Arslanian and Medstar Representative Kolby Miller.

The Chair called the meeting to order at 7:09 p.m.

Motion by McConaghy, seconded by Shetler, to excuse Committee Member's Granger and Koester from tonight's meeting.

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

Treasurer/Comptroller Behrens provided the Committee Members with a **Payroll Tax Withhold Update** informing them of the following:

- 2013 Amended Tax Returns have been distributed;

- Approximately 25% employee requests for amended W2 tax filing reimbursements have been received and range in cost from \$25.00 to \$100.00.
- In the process of printing/distributing the 2014 and 2015 employee amended W2s;
- Will be submitting the W3Cs and the amended 941s for FICA reimbursements.

The Chair requested that the Treasurer/Comptroller and City Administrator prepare an outline for the first Committee-of-the-Whole meeting held in May showing the total costs associated with the payroll tax issue. The outline is to include the following:

- How many dollars the city received from the federal government;
- How much has the city paid out in tax preparation;
- How much money has the city paid Plante Moran to assist with this issue (the cost of contracting a temporary person to assist the city after the departure of the previous Comptroller/Treasurer Irby is not to be included).

There was consensus of the Committee Members to move agenda Item 7 – **Leashed Dogs in Parks** to be taken out of order and discussed next. The Director of Public Safety stated after doing extensive research and hearing resident Gloria Arslanian's request for allowing leashed dogs in the city parks that he does not recommend approval to amend the Ordinance. The City Administrator stated he agrees with the Director of Public Safety's recommendation.

No action was taken by the Committee Members to make any changes to the *Owner Responsible for Animal Ordinance*.

Motion by McConaghy, seconded by Shetler, to remove this item from the Committee-of-the-Whole list.

Motion carried by the following vote:

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

Next item discussed was the **Lake Front Park Concession Stand – National Coney Island**. The Chair asked Executive Assistant Como to pull the current lease agreement the city has with National Coney Island so the Committee could review the rental rates being paid by them. It was determined that the current rate being paid per year is \$3,000 (\$2,500 plus a \$500 cleaning fee). The Chair asked the Committee Members their opinions about forfeiting over the next seven years the \$3,000 currently being paid in lieu of the \$31,417 list of improvements being proposed in the *NCI GPW Park – Estimate of Improvements* proposal.

The City Attorney advised there have been changes made to the existing lease agreement, which are as follows:

- First page, second before last sentence in Item 3A has been added "Based on the rental waiver, when renovations are complete, the City will owe nothing to the Company for the renovation of the building facility, and all renovations, improvements and fixtures shall be the property of the City."
- Item #10, second sentence will be changed to read "In the event the City cancels this agreement without cause, the City shall be responsible for the pro-rata vale from the date of termination through September 20, 2023, of any improvements made by the Company."
- Item #13 "except due to the company's negligence" has been added.

The Chair then requested that the proposed lease agreement be further modified as follows:

- Add verbiage pertaining to any changes made to the menu will require approval by the City.
- Item #10, add at the end of the last sentence "should only be those improvements agreed upon as attached in the attached Exhibit unless otherwise agreed to by both parties."
- "any change in menu requires city approval."

Motion by Ketels, seconded by McConaghy, to recommend to City Council to enter into a seven-year contact with National Coney Island in accordance with what was presented at the Committee-of-the-Whole with the above stated revisions.

Motion carried by the following vote:

Yes: Bryant, Ketels, McConaghy, Novitke, Shetler

No: None

Absent: Granger, Koester

Motion by McConaghy, seconded by Bryant, to remove Lake Front Park Concession Stand- National Coney Island from the Committee-of-the-Whole.

Motion carried by the following vote:

Yes: Bryant, Ketels, McConaghy, Novitke, Shetler

No: None

Absent: Granger, Koester

Next item discussed was the **Milk River Pump Station Permit Applications**. The City Attorney provided the Committee Members with an overview of the addition being

proposed by Wayne County and Tetra Tech, Inc. to the Milk River Pump Station as well as renovations to the Pump House at Lake Front Park, and the closing off of the Milk River to perform work on the recalculating pump that drains water from the Milk River

into Lake Saint Clair. Additionally, he stated all the necessary paperwork has been filed with the City of St. Clair Shores for work to commence mid May.

This item is to remain on the Committee-of-the-Whole.

The topic of the **Medstar – Extension of Contract** was discussed next. The representative from Medstar, Kolby Miller, informed the Committee that the cities of Grosse Pointe and Grosse Pointe Farms are in agreement with them not being located in a permanent location, which is necessary for the proposed mobile unit system six-month trial period to work. Additionally, he reviewed the three *Response Time Analysis Reports* and the city's annual *EMS System Report* prepared by Medstar and informed them how the data is collected. After reviewing the dispatch times reported, the Director of Public Safety and City Administrator stated they have no issues or concerns and believe the proposed system will be better than the current system.

The next step is all three communities will receive a three-year contract that will include a six-month trial period.

This item is to remain on the Committee-of-the-Whole.

Discussion then ensued with regards to the **Water Bill Penalty Ordinance**. The City Attorney stated the Water Department has requested this issue be addressed. The City Attorney advised that an Ordinance Amendment allowing for the implementation of a Policy to address penalties, which can be amended from-time-to-time, will require being adopted by City Council. This would be the first and only time the Ordinance would need to be changed to address this issue in the future. The Policy being presented has been prepared by Administration, City Council, and the Water Department.

There was consensus of the Committee to have the City Attorney schedule the First Reading to amend the Water Bill Penalty Ordinance for the next City Council agenda.

Motion by Bryant, seconded by Shetler, to remove Water Bill Penalty Ordinance from the Committee-of-the-Whole.

Motion carried by the following vote:

Yes: Bryant, Ketels, McConaghy, Novitke, Shetler

No: None

Absent: Granger, Koester

Next item discussed was the **Lot Split**. The Chair indicated that the following must be performed to splitting City Hall and Ghesquiere into two separate parcels:

- Obtain a Title Policy;
- Have a survey performed;
- Determine what the boundaries of both City Hall and Ghesquiere Park will be;
- Ensure that Cook Schoolhouse is not part of Ghesquiere Park.

The City Attorney has obtained three estimates to receive a Metes and Bounds survey. They are as follows:

- Anderson, Eckstein & Westrick: \$4,500.00
- KemTec: \$3,200.00
- George Jerome: \$6,500.00

It was requested that Administration arrange for all of Council Members to walk the perimeter of the proposed lot splits. The Chair requested that the City Attorney and Council members receive a diagram showing the proposed boundaries of the lot splits prior to a survey being done.

The City Attorney stated he will review the AT&T contract to ensure splitting the lots will not affect the current cell tower agreement we are engaged in with them.

There was consensus of the Committee to allow the City Administrator to enter into a contract with KemTec in an amount to not exceed \$5,000.00, to provide the City with a survey.

This item is to remain on the Committee-of-the-Whole.

Discussion was held regarding the **PAATS Oversight Transfer to SOC**. Executive Assistant Como, a PAATS Board Member, provided the Committee with an overview of the transition from when Harper Woods was managing it to having Services for Older Citizens doing so for the past few years with the oversight of the Board. Furthermore, she recommended moving forward with transferring the management to Services for Older Citizens and disbanding the PAATS Board.

There was consensus of the Committee to authorize Executive Assistant/PAATS Board Member Como to vote for the transfer of the management of PAATS to Services for Older Citizens and disband the PAATS Board.

Motion by Bryant, seconded by Ketels, to remove this item from the Committee-of-the-Whole.

The Chair declared a recess at 8:47 p.m., and the Committee-of-the-Whole meeting reconvened at 8:50 p.m.

The City Treasurer/Comptroller was excused from the meeting at 8:40 p.m.

New Business:

The City Attorney explained to the Committee Members that he has been retained by the Grosse Pointe War Memorial to assist with research and writing an opinion letter to allow their facility to be utilized as a movie theater. Furthermore, he stated he informed the War Memorial he would not be representing them in any litigation matter and would be obtaining a waiver from them stating such. Currently, the City is under contract with the War Memorial, therefore, being the city's attorney he wanted to ensure Council did not have any opposition with him representing the War Memorial in this matter.

The Chair advised the Committee that the Lions Club is requesting the use of our driveway for fundraising and this matter will most likely be addressed at the next City Council meeting.

Next the Chair passed around an event proposal from Jeremiah Johnson, on behalf of Jewell Kitts, CEO of Island KS Productions LLC, asking the City to partake in the Reggae on the Detroit River 2017 event they are coordinating. There was consensus of the Committee to decline the proposal.

Last, the Chair stated the Finance Committee just completed their budget meetings and discussed the option of going out for a bond with a millage increase versus obtaining a bond without a vote of the people regarding infrastructure improvements versus taking funds out of the General Fund. Also discussed, was the need for new vehicles. It was determined to schedule a Committee-of-the-Whole meeting on Monday, April 24, 2017 at 6:00 p.m., and ask representatives from Bendzinski & Company to attend.

Motion by Bryant, seconded by Ketels, that the meeting of the Committee-of-the-Whole be adjourned at 9:08 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Susan Como
Executive Assistant

Robert E. Novitke
Mayor

FINANCE COMMITTEE

04-03-17

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, APRIL 3, 2017, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 6:03 p.m. by Chair McConaghy.

In attendance: Chairman McConaghy
Members: Koester, Novitke

Absent: None

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

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

Motion passed by the following vote:

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

Motion by Koester, seconded by Novitke, that the meeting minutes dated March 28, 2017, be approved as amended.

Motion passed by the following vote:

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

The purpose of tonight's meeting was to review the **proposed budget**. The Chair stated that the need for a new roof and heating/cooling system, public safety 911 system, and tractors (leaf machine) have made an impact on municipal improvement. The Treasurer/Comptroller stated 1 mil = 659,445 taxable, SEV = 842,847,660, the total budget is \$38,591,570, and the General Fund Budget is \$13,792,264. The Treasurer/Comptroller was asked to include calculations removing transfers.

The City Administrator identified the following:

- Roof and heating/cooling - \$715,000.
- Public Safety 911 - \$122,000, with best value at \$132,000.
- Roof on the bathhouse - \$255,000.
- 911 24/17 on-call maintenance \$15,000.
- Tractors are \$175,000 each; \$350,000 total, which vendor offers an installment purchase plan and Treasurer/Comptroller is checking with Comerica.
- The boiler in the bathhouse needs replacement.

Corrected per Committee 04/10/17. lkh

The Mayor suggested exploring bonding for City Hall and other buildings, and to spread out payments over a number of years, as opposed to taking funds out of the fund balance, which is currently at 36%. A meeting is forthcoming to discuss options with Messrs. Bendzinski, McGow, and Brickey, and a suggestion was made to look into Comerica; to explore leasing ~~versus bonding~~ regarding vehicles.

The Mayor requested the Treasurer/Comptroller to check with Mr. Bendzinski regarding his availability for next week to provide financing options and recommendations, along with information from Comerica. The Director of Public Services will be identifying needed infrastructure improvements and costs. The Treasurer/Comptroller was asked to find out how to achieve a AAA bond rating.

Discussion ensued regarding increased health care costs. The Mayor stated that switching to HSA plan was expected to save the City money. The City Administrator stated when estimated costs were received they were calculated in the spring and premiums received a year later consumed the anticipated savings, \$180,000. The Mayor stated the savings were supposed to be realized for three years. The Committee needs to meet and take a close look at the health care with Cornerstone present to discuss what the increase is and to obtain information. The Treasurer/Comptroller identified per person medical costs at \$14,225 for medical, \$2,000 for dental, \$2,000 for Health Savings Accounts; and \$19,301 is a total estimated cost.

Discussion ensued regarding Public Safety overtime whether consideration should be given to looking at staffing levels in Public Safety versus paying overtime. The Treasurer/comptroller stated the department is down one Public Safety Officer, a second is in field training, and a third on workers compensation. The Treasurer/Comptroller stated one officer costs \$110,000.00 and the City Administrator said that overtime is necessary at times.

Information Technology was briefly discussed and administration was asked whether outside quotes had been obtained, which they have not. Administration was asked to provide costs for comparison.

The Treasurer/Comptroller provided an overview of her revised memo dated April 3, 2017. She was asked to check on roll-backs. She stated that the boat dock fund is at \$245,508.

Motion by Novitke, seconded by Koester, that tonight's meeting be adjourned at 7:21 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

*Approved by Committee as corrected
4/3/17*

FINANCE COMMITTEE
03-28-17

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, MARCH 28, 2017, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:03 p.m. by Chair McConaghy.

In attendance: Chairman McConaghy
Members: Koester (arrived at 7:23 p.m.), Novitke

Absent: None

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

Motion by Novitke, seconded by McConaghy, that Member Koester be excused from tonight's meeting.

Motion passed by the following vote:

Yes: McConaghy, Novitke
No: None
Absent: Koester

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

Motion passed by the following vote:

Yes: McConaghy, Novitke
No: None
Absent: Koester

Motion by Novitke, seconded by McConaghy, that the meeting minutes dated January 23, 2017, be approved as submitted.

Motion by Novitke, seconded by McConaghy, to amend the previous motion by deleting "as submitted", and insert "as amended."

Motion passed by the following vote:

Yes: McConaghy, Novitke
No: None
Absent: Koester

Discussion ensued regarding **fiscal forecasting and schedule of funds**. The Treasurer/Comptroller distributed and provided an overview of the Projections of Increased Taxable Value dated February 21, 2017, 2017-18 Fiscal Year Budget Summary of Funds, and Budgeted Transfers FY 17-18, and discussion, questions and answers ensued. She stated the Board of Review concluded today. The Treasurer/Comptroller was asked to ~~check on the inflationary factor and make~~ some adjustments to the spreadsheet.

Member Koester was now in attendance.

Corrected per Finance Committee 04/03/17. lkh
--

The Treasurer/Comptroller explained that water/sewer cannot be finalized at this time because the City Engineer has not defined the rates. The major cost in municipal improvement was discussed, which included the roof and mechanical, as well as vehicles and equipment.

The next meeting was scheduled for Monday, April 3, 2017, at 6 p.m. to review the proposed budget.

Motion by Koester, seconded by Novitke, that tonight's meeting be adjourned at 8:43 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

RECEIVED

APR 11 2017

6D

CITY OF GROSSE PTE. WOODS

COMMUNITY EVENTS COMMITTEE
March 29, 2017

MINUTES OF THE COMMUNITY EVENTS COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON WEDNESDAY, MARCH 29, 2017, AT THE GROSSE POINTE WOODS – CONFERENCE ROOM, 20025 MACK, GROSSE POINTE WOODS, MICHIGAN.

Members Present: Chair Mayor Robert Novitke, Al Fincham, Chris Fenton, Jennifer Palms Boettcher, Bruce Smith

Members Absent: Vicki Granger, Richard Shetler Jr.

Also in attendance: Susan Como (Recording Secretary)

The Chair called the meeting to order at 5:32 p.m.

Motion by Fenton, seconded by Fincham, to excuse committee members Vicki Granger and Richard Shetler, Jr. from tonight's meeting.

Motion passed by the following vote:

Yes: Boettcher, Fenton, Fincham, Novitke, Smith

No: None

Absent: Granger, Shetler Jr.

The first items discussed were the revised Community Events Committee **2016 Ending Balance Sheet and 2017 Proposed Budget.**

Motion by Fincham, seconded by Smith, to adopt the revised Community Events Committee 2016 Ending Balance Sheet and 2017 Proposed Budget as presented.

Motion passed by the following vote:

Yes: Boettcher, Fenton, Fincham, Novitke, Smith

No: None

Absent: Granger, Shetler Jr.

Next items discussed were the **Entertainment Contracts**. A determination that the below listed bands will play at the scheduled event for the listed fee as follows:

- The Sun Messengers (June 30) – \$1,500
- Bugs Beddow and the Good Stuff (July 28) – \$1,200
- The Sun Messengers (August 25) – \$1,500
- Paul Carey's Rhythm and Blues Crewe – (September 16 w/Rain Dates September 17) – \$2,000

NOTE



Motion by Fincham, seconded by Boettcher, to recommend City Council to authorize the City Administrator to sign the entertainment contracts for the fee listed for each of the scheduled events as follows:

- The Sun Messengers (June 30) – \$1,500
- Bugs Beddow and the Good Stuff (July 28) – \$1,200
- The Sun Messengers (August 25) – \$1,500
- Paul Carey's Rhythm and Blues Crewe – (September 16 w/Rain Dates September 17) – \$2,000

Discussion with regards to having a **Pop Corn Vendor** at the 2017 Music on the Lawn events was held. Recording Secretary Como passed out information pertaining to renting a popcorn machine versus the approximate cost to purchase one. Also, discussed was the option of having a licensed vendor provide popcorn at the events.

A determination was made to allow Concession Connection to vend at the 2017 Music on the Lawn events. Furthermore, the Chair asked Recording Secretary Como to obtain the following information from Concession Connection:

- Will they be popping on-site;
- Will they be offering different sizes;
- What will they be charging per size(s);
- Will they be offering more than one flavor;
- Have them provide us with their food license/permit.

Committee Member Fenton stated that his wife, Grace Fenton, has a cotton candy machine and would be willing to vend at the June 30th Music on the Lawn event.

There was consensus of the Committee to have Grace Fenton sell at the June 30th Music on the Lawn at price to be determined and that she be fully reimbursed for any supplies purchased. In addition, the Chair asked Recording Secretary Como to obtain the proper food handler's permit allowing Mrs. Fenton to sell cotton candy at the event.

Committee Member Smith left the meeting at 5:43 p.m.

New Business:

- Committee Member Boettcher discussed providing different levels of sponsorship to businesses/individuals for the Music on the Lawn and Fall Fest events. The Chair asked her to provide the Committee with multi-level sponsorship plan.

Motion by Fincham, seconded by Fenton, to immediately certify the minutes of the March 29, 2017, Community Events Committee.

Motion by Fenton, seconded by Boettcher, to adjourn meeting at 5:57 p.m. Passed Unanimously.

Respectfully Submitted,

Susan Como
Recording Secretary



PO BOX 24668
DETROIT, MI 48224-0668
OFFICE: 313 881-4108
CELL: 313 919-0378
EMAIL: rsteiger@sunmessengers.com
WWW: www.sunmessengers.com

CONTRACT

TODAY'S DATE: January 24, 2017

BAND: Sun Messengers

DATE OF PERFORMANCE: Friday June 30, 2017

LOCATION: Grosse Pointe Woods City Hall

HOURS: 7- 10pm.

AMOUNT: \$1500.00

TERMS: \$1500.00 by check payable to Sun Music International, LLC on 6/30/2017. **Weather clause:** If event is cancelled by 2PM on 6/30-\$750.00 (50%) is due. If event is cancelled after 2PM on 6/30-\$1500.00 (100%) is due.

FOOD: Water and food (if available) for 10.

OVERTIME RATE: N/A

RICHARD B. STEIGER

CLIENT'S SIGNATURE

ADDRESS

CITY

STATE/ZIP

TELEPHONE

PRINT TWO COPIES OF THE CONTRACT, SIGN BOTH AND RETURN ONE BY **2/3/17**

BAND ENGAGEMENT CONTRACT

This Agreement defines Entertainment Services to be provided by Doug Hamborsky as representative for the band 'Bugs Beddow and the Good Stuff', hereinafter referred to as "The Band", to the purchaser, The City of Grosse Pointe Woods, hereinafter referred to as "The Client", for a specific engagement. The Client hereby engages The Band to perform the services as defined by all Terms and Conditions described herein. Specific information regarding this Agreement are as follows:

A. ENGAGEMENT

A1. Description GPW Lawn Concert Series
A2. Location/Address/Room/Etc. CITY HALL FRONT LAWN – GROSSE POINTE WOODS
A3. Day(s)/Date(s) Friday, July 28, 2017 A4. Time: From 7:00pm to 10:00pm (3.00) Hours
A5. Contact Person(s) Sue Como

B. SERVICES PROVIDED

B1. The Band – Core 5 Piece – LIVE MUSICAL PERFORMANCE
B2. Other Services: BACKGROUND MUSIC BEFORE AND AFTER EVENT USE OF WIRELESS MIC AND PA SYSTEM DURING FOR ANNOUNCEMENTS.
B3. Total size of group this engagement 5 Members

C. PRICE

C1. ONE THOUSAND TWO HUNDRED & 00/100 dollars (\$ 1,200.00)

D. PAYMENT

D1. Deposit Amount \$ 0.00 D2. Due by (date) N/A
D3. Balance due on the date of the engagement or as otherwise arranged: 30 DAYS NET
FULL AMOUNT Dollars (\$ 1,200.00)

E. GENERAL TERMS & CONDITIONS

1. Standard playing sets shall be approximately Fifty minutes with fifteen minute breaks unless otherwise specified.
3. Background music shall be provided between live performance sets.
4. The CLIENT will provide suitable performing stage area with appropriate electrical power.
5. This agreement shall not be binding until signed by both parties.
6. The CLIENT shall bear the cost and responsibility for any and all licensing and legal requirements of any and all federal, state, and local laws appurtenant to this engagement. Should this engagement fall under the jurisdiction of any union, it shall be the obligation of the CLIENT to see that all requirements of that union are met.
8. The Band shall have the sole and exclusive control over the production, presentation and performance of the engagement hereunder, including but not limited to the details, means and methods of the performances of the performing artists hereunder, and The Band shall have the sole right to designate and change at any time the performing personnel. The Band's obligations hereunder are subject to detention or prevention by sickness, inability to perform, accident, means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, and act or order of any public authority or any other cause, similar or dissimilar, beyond The Band control.

F. ADDITIONAL TERMS & CONDITIONS

NONE

It is hereby confirmed that the parties involved have completely read and do fully understand and agree with all information, terms and conditions presented herein or as attached.

Client Representative Name (print)	<u>Douglas Hamborsky</u>
Street	<u>The Band Representative – Bugs Beddow and the Good Stuff</u> <u>19982 E. Clairview Ct.</u>
City	<u>Grosse Pointe Woods</u>
State	<u>MI</u>
Zip	<u>48236</u>
Phone	<u>313-282-6432</u>
Email	<u>hamgroup@aol.com</u>
X	X
Signature	Signature <u>[Signature]</u>
Date	Date <u>[Signature]</u>



PO BOX 24668
DETROIT, MI 48224-0668
OFFICE: 313 881-4108
CELL: 313 919-0378
EMAIL: rsteiger@sunmessengers.com
WWW: www.sunmessengers.com

CONTRACT

TODAY'S DATE: January 24, 2017

BAND: Sun Messengers

DATE OF PERFORMANCE: Friday August 25, 2017

LOCATION: Grosse Pointe Woods City Hall

HOURS: 7- 10pm.

AMOUNT: \$1500.00

TERMS: \$1500.00 by check payable to Sun Music International, LLC on 8/25/2017. **Weather clause:** If event is cancelled by 2PM on 8/25-\$750.00 (50%) is due. If event is cancelled after 2PM on 8/25-\$1500.00 (100%) is due.

FOOD: Water and food (if available) for 10.

OVERTIME RATE: N/A

RICHARD B. STEIGER

CLIENT'S SIGNATURE

ADDRESS

CITY STATE/ZIP

TELEPHONE

PRINT TWO COPIES OF THE CONTRACT, SIGN BOTH AND RETURN ONE BY **2/3/17**

THIS CONTRACT FOR THE PERSONAL SERVICES OF Paul Carey's
Rhythm and Blues Krewe (herein called "Artist")
on the engagement described below is made this 15 day of
Feb, 2017. between the undersigned purchaser of talent
(herein called "Purchaser") and the Artist.

1. Place of Engagement: Grosse Pointe Woods City Hall Lawn
Exact Address: 20025 Mack Plaza Dr G.P.W. MI
2. Date(s) of Engagement: Sept. 16th, 2017 (Sun. Sept. 17th)
Starting and Finishing Times: Pre recorded music at 5:00 p.m.
3. Type of Engagement: Community Concert
4. Compensation Agreed Upon: \$2000.00
5. Purchaser Will Make Payment as Follows: \$ 2000.00
by check \$ _____ shall be paid by Purchaser
to Artist not later than Sat. Sept. 16th.

Purchaser's Full and
Correct Name (PRINT)

X _____
Signature of Purchaser

Street Address

City, State, ZIP

Telephone

Paul Carey
Name of Representative of
Artist (PRINT)

X Paul Carey
Signature of Representative
Artist

16520 Chandler Pk. Dr.
Rep. Home Address

Det MI 48224
City, State, ZIP

313-701-6069
Telephone

IMPORTANT: Deposits must be cash or credited monies. Contract may be deemed invalid if not returned within ten working days and all advanced deposits are not forfeited. In the event of breach of contract by the Purchaser, all deposits are forfeited in full.

RECEIVED

FEB 16 2017

CITY OF GROSSE PTE. WOODS

Live music to fill 9:00 p.m.



MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 27, 2017, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair: Council Member Arthur Bryant
Members: Mayor Robert E. Novitke, Council Member Todd A. McConaghy
ABSENT: None

ALSO PRESENT: City Clerk Lisa Hathaway

The meeting was called to order by Chair Bryant at 6:35 p.m.

Motion by Novitke, seconded by McConaghy, 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, McConaghy, Novitke
No: None
Absent: None

Motion by McConaghy, second by Novitke, to approve the minutes of the meeting of March 13, 2017.

Motion carried by the following vote:

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

A discussion took place regarding Payment in lieu of accrued time.

Motion by McConaghy, second by Novitke, that the Compensation and Evaluation Committee recommend to the City Council that City Clerk Lisa Hathaway, due to exigent circumstances and due to the fact that payment in lieu of accrued time is permitted by the Employee Handbook only once a year, be permitted to cash in banked time a second time within a year. The number of hours paid in lieu of accrued time will be 51 hours of accrued sick time and 75 hours of accrued vacation time.

Motion carried by the following vote:

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

Motion by Novitke, second by McConaghy, to immediately certify the previous motion.

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke

No: None

Absent: None

An interview with Lisa Hathaway on Compensation and Evaluation took place.

Motion by McConaghy, second by Novitke, that the meeting be adjourned at 6:55 p. m.
Passed Unanimously.

Respectfully submitted,

Arthur Bryant

Approved by Commission
4-12-17



RECEIVED

FEB 10 2017

CITY OF GROSSE PTE. WOODS

**Beautification Advisory Commission
Lake Room – GPW Community Center
20025 Mack Plaza Dr., Grosse Pointe Woods
Meeting – February 8, 2017 – 7:00 p.m.**

Present: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Medura, Sauter, Spreder, Stephens

Also Present: Ketels, Mathews

Excused: Hage, Martin-Rahaim

Not Present: Stewart

Guest: None

Call to Order: The meeting was called to order by Chairperson McCarthy at 7:01 p.m.

Minutes: The January 9, 2017 minutes were distributed and reviewed.

Motion by Casinelli, seconded by Stephens, to approve the January 9, 2017 minutes as presented.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Medura, Sauter, Spreder, Stephens

No: None

Absent: Hage, Martin-Rahaim, Stewart

Treasurer's Report: Hilton presented the treasurer report.

Motion by Stephens, seconded by Medura to approve the report as presented.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Medura, Sauter, Spreder, Stephens

No: None

Absent: Hage, Martin-Rahaim, Stewart

Chairperson's Report: none

Awards Program: none

Tile/Mugs Program: Sauter discussed future tile ideas and updated committee on tile inventory. Discussed possible ideas for selling tiles.

Flower Sale: Hilton provided update for 2017 flower sale.

Council Report: Council Representative Ketels reported on the February 6, 2017 City Council meeting.

DPW: none

Old Business: None

New Business: Tracy Ragland invited to attend next meeting for opening on Beautification Advisory Committee.

Motion by Spreder, seconded by Casinelli, to adjourn the Beautification Advisory Commission meeting at 7:59 p.m.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hess, Hilton, Koester, McCarthy, Medura, Sauter, Spreder, Stephens

No: None

Absent: Hage, Martin-Rahaim, Stewart

Respectfully submitted,

Rachelle Koester

Beautification Commission Excerpt
04/12/17

New Business: The BAC discussed candidate, Tracy Ragland, for recent commission opening. Motion by Hage, seconded by Stephens to recommend the Mayoral appointment of Tracy Ragland to the Beautification Advisory Commission.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hage, Hess, Koester, McCarthy, Sauter, Stephens, Stewart

No: None

Absent: Hilton, Martin-Rahaim, Medura, Spreder

Motion by Hage, seconded by Stephens to recommend to the Mayor the immediate certification of the previous motion of the Mayoral appointment of Tracy Ragland to the Beautification Advisory Commission.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hage, Hess, Koester, McCarthy, Sauter, Stephens, Stewart

No: None

Absent: Hilton, Martin-Rahaim, Medura, Spreder



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

RECEIVED

APR 13 2016

CITY OF GROSSE PTE. WOODS

BIOGRAPHICAL SKETCH

☒ I am interested in making application to serve as a member on the following Board/Commission:

<input checked="" type="checkbox"/> Beautification Commission	Building Authority
Board of Review	Community Tree Commission
Citizens' Recreation Commission	Downspout Board of Appeals
Construction Board of Appeals	Historical Commission
Fireworks Committee	Mack Avenue Business Study Committee
Local Officers' Compensation Commission	Planning Commission
Pension Board	Other:
Senior Citizens' Commission	

NAME: Tracy Ragland

ADDRESS: 1613 Severn Rd

TELEPHONE: Home: 313 402-0229 Office: 313 310-9491

E-Mail: raglandtm@gmail.com

OCCUPATION: Manufacturing Engineer

OF YEARS RESIDENT OF GROSSE POINTE WOODS: 13

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

I am an avid garden, love the outdoors, and enjoy volunteering

EDUCATION: B.A. in Biological Science

PROFESSIONAL / SERVICE CLUB AFFILIATIONS: PMI, Boy Scouts, St. Lucy Church

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD: I previously served on a

Beautification Comm for a neighborhood org in Detroit, want to help GPW remain beautiful, and believe in "Do a Good Turn Daily"

Dana Spreder

Signature of sponsor

Tracy M Ragland

Signature of applicant

Date: 04/08/2016

Return to Clerk's Office

NOTE: Biographical sketches will be retained on file for one year. Please resubmit a new form after that time.

Citizen's Recreation Commission Meeting Minutes

**Meeting of the Citizen's Recreation Commission held on January 10, 2017 at
Grosse Pointe Woods, Michigan**

CALLED TO ORDER: 7:08

PRESENT:

Gib Heim
Tom Jerger
Barb Janutol
Mark Miller
Christine Ventimiglia

ABSENT:

Bill Babcock
Tony Rennpage
Mike Soviak
Amanda York

ALSO PRESENT:

Nicole Byron and Richard Shetler, Jr.

Motion to accept the minutes from December 13, 2016 by Gib Heim and seconded by Tom Jerger.

Motion passed by the following vote:

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

No: None

Absent: Babcock, Rennpage, Soviak and York.

COUNCIL MEETING REPORT:

Regular business is ongoing.

Supervisor's Report:

The Polar Express was sold out. (755 tickets were sold) and feedback was awesome. The student volunteers who participated as elves were a great addition.

The annual Winter Fest is January 28th.

Mother-Son movie afternoon is Saturday, February 11th, featuring "The Secret Lives of Pets".

The All Pointes Daddy-Daughter Dance in March is being sponsored by The Henry Ford Health System and will be held at Grosse Pointe South.

OLD BUSINESS:

None

NEW BUSINESS:

Committee duties for the Winter Fest were discussed and spoken for.

Bill will order the hot dogs.

Barb will put together 6 prize baskets for the winning contestants.

All Members will assist with set up, beginning at **9:15.am.**

Tony and Mike will facilitate check-in for contestants at **10:00am.**

Barb, Amanda and Christine will assist contestants with their setup and with the delivery of samples to the judges. They will also serve hot dogs and chili in the food tent.

Mark and Rich will prepare the grill for cooking at **11:00.**

The Hotdogs and Chili will be served at **Noon.**

Gib and Joe Dansbury will take tickets and help keep food lines orderly. They will also facilitate bringing the cooked hot dogs to food tent.

Tom Jerger along with Joe Salter will facilitate the "Score-O" contest at **12:15.**

Gib Heim will announce the winners of contest and Score-O" at **1:30.**

Clean up begins shortly after the announcements.

ADJOURNMENT:

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

Motion passed by the following vote:

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

No: None

Absent: Babcock, Rennpage, Soviak and York.

Meeting Adjourned at 7:54pm.

The next regularly scheduled meeting will be at **7:00 p.m. on Tuesday, February 14, 2017** in the conference room at City Hall.

Respectfully submitted by:

Barbara Janutol, Secretary
bajanutol@gmail.com

Kevin Nugent
Lakeside Baseball Youth Sports Foundation
4/11/17

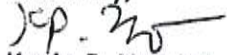
Bruce Smith and Members of City Council,

I am writing you to request use of Ghesquire for a baseball tournament on Memorial Day Weekend 5/26-5/28 of this year 2017. This event will involve the use of four baseball diamonds. In the past we have accepted 4-6 teams in each division. Grosse Pointe Woods-Shores Little league runs the concession stand for this event and has been able to raise significant funds for the Little League from the event, which is independently sponsored by Lakeside Baseball Youth Sports Foundation.

Lakeside Baseball Youth Sports Foundation is Federally recognized 501-3C. We currently supports 14 baseball teams, age 8-17 and a 7U Developmental Program for beginning players, as well as 3 fastpitch, softball teams. Our foundation is dedicated to developing teamwork, accountability and an indomitable work ethic, where sportsmanship and community are the cornerstones, and yes we have fun too. Our goal is to provide area kids the best training, coaching and competitive baseball experiences. Our teams travel to local, regional and national events and we are proud to say, unlike many private baseball organizations, that ALL of our youth age players are required to also participate in and support local co-rec baseball and softball leagues.

I hope you consider our request. We are self sustaining, using all of our own equipment and our teams are comprised entirely of residents from Grosse Pointe. We will leave the fields and dugouts in the best conditions.

Sincerely,



Kevin P. Nugent

Lakeside Baseball Youth Sports Foundation.

RECEIVED

APR 11 2017

CITY OF GROSSE PTE. WOODS

DIRTBAG MEMORIAL INVITATIONAL, 2017, MAY 26-28

2016 Dirtbag Memorial Day Schedule -Championship Results

Dirtbag Invitational 2017



**Lakeside Baseball Club
Dirtbag Memorial Day Invitational 2017
May 26-28
2017**

Ghesquiere Park, Grosse Pointe Woods, MI

Cost: \$350.00

Trophies and medals awarded in for championship participants.

7U 8U 9U 10U 11U 12U Divisions

Please contact Joe Michelotti at joemichelotti@gmail.com or 248 894 6227 for more details.

Concessions are available

Register Today

SportsEngine Registration: Lakeside Baseball Club

3rd Annual Dirtbag Memorial Day Invitational

Welcome

Welcome to the 3rd Annual Dirtbag Memorial Day Invitational Registration!

The Dirtbag Memorial Invitational is a great mix of tournament little league teams and travel baseball teams. We offer a three game guarantee. The tournament takes place at Ghesquire Park in Grosse Pointe Woods. 2 fields are 200 ft. and 2 are 180 ft. and all are insulated among huge trees and meticulously maintained. We will use little league base running rules on the 60' diamonds, standard counts and a 7 innings pitched maximum allotment instead of pitch counts. Trophies and medals will be awarded for the championship. The fields handle water incredibly well and we will work tirelessly to have them ready should it rain, but there is a no refund policy once each team has played a single game. We have the following divisions:

7U (machine pitch), 8U, 9U, 10U, 11U, 12U

Cost: \$350

Questions?

Please direct any questions regarding this registration to:

Joe Michelotti

Inquiries

Phone: (248) 894-6227



To complete the 3rd Annual Dirtbag Memorial Day Invitational, please login or create an account.



Login



Sign Up

Email Address or Username:

Password:

Forgot your password?

If you don't have a SportsEngine account you can sign up for free today.

Login

or Login with Facebook

Sign Up

Lisa Hathaway

From: Kevin Nugent [kpnugent@comcast.net]
Sent: Tuesday, April 18, 2017 2:35 PM
To: Lisa Hathaway
Subject: Re: Corrections
Attachments: LBYSFIRS.PDF

Lisa,

The insurance is requesting a new certificate per your request. I am beholden to their timeline.

We charge \$350 per team. The revenue collected for each team is applied to the following:
Game Baseballs

Chalk

Umpire Fees

Trophies for each division winner and runner-up Medals for each member of each winner and runner-up Information signage at the event Additional equipment as necessary, for example, the 7U division requires a spring loaded catapult and temporary mounds

Any proceeds after expenses are held by in trust by Lakeside Baseball Youth Sports Foundation, who generously donates to each little league and provides free programs to area kids, for example, the free softball clinic to all the Grosse Pointe and Harper Woods Little Leagues this past Winter.

We collect very little over expenses.

Sincerely,

Kevin P. Nugent
Lakeside Baseball Youth Sports Foundation
292 Mt. Vernon
Grosse Pointe Farms, MI 48236
313 231 9926

On 4/18/17, 1:51 PM, "Lisa Hathaway" <LHathaway@gpwwmi.us> wrote:

>Kevin,

>

>Please see the corrections needed to the certificate of liability
>insurance. Also please include in your letter, because this is pay to
>play:

>1. Identify anticipated funds to be raised/fees charged and what they
>will be used for; 2. Provide Department of Treasury Tax letter
>confirming assignment of your 501(c)3 status; 3. Include your contact
>phone number and registered address of the organization.

>

>Thank you,

>

>Lisa Kay Hathaway, CMMC/MMC
>City Clerk/F.O.I.A. Coordinator
>City of Grosse Pointe Woods
>20025 Mack Plaza
>Grosse Pointe Woods, MI 48236
>313 343-2447
>313 343-5667 (Fax)
>
>Director-Michigan Association of Municipal Clerks (MAMC) Chair - MAMC
>Membership/CMMC Program Member - MAMC Legislative Committee
>
>
>-----Original Message-----
>From: Kevin Nugent [<mailto:kpnugent@comcast.net>]
>Sent: Tuesday, April 18, 2017 1:43 PM
>To: Lisa Hathaway
>Subject:
>
>
>
>Property of the City of Grosse Pointe Woods. If you have received this
>transmission in error, please delete immediately.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 23 2015

LAKE SIDE BASEBALL YOUTH SPORTS
FOUNDATION
C/O KEVIN NUGENT
292 MT VERNON
GROSSE POINTE FARMS, MI 48236

Employer Identification Number:

47-4819917

DLN:

17053274313015

Contact Person:

JULIE CHEN

ID# 31261

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990/990-EZ/990-N Required:

Yes

Effective Date of Exemption:

August 13, 2015

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

In reply refer to: 9999999999
Oct. 15, 2015 LTR 3367C S0
47-4819917 000000 00
00023227
BODC: TE

LAKESIDE BASEBALL YOUTH SPORTS
FOUNDATION
C/O KEVIN NUGENT
292 MT VERNON
GROSSE POINTE FARMS MI 48236

010980

Employer identification number: 47-4819917
Tax form: 1023
Document locator number: 17053-274-31301-5
For assistance, call: 1-877-829-5500

Dear Applicant,

We received your application for exemption from federal income tax and your user fee payment.

During the initial review process, applications for exemption are separated into two groups:

1. Those that can be processed based on information submitted
2. Those that require additional information to be processed

If your application falls in the first group you'll receive a determination letter within approximately 90 days from the date of this notice stating that you re exempt from federal income tax.

If your application falls in the second group, you'll be contacted when your application has been assigned to an Exempt Organizations specialist for review. You can expect to be contacted within approximately 180 days from the date of this notice. After 180 days, if you haven't been notified your application was assigned to a specialist, you can contact Customer Account Services Monday through Friday at the toll-free number shown above to check on its status. The individual calling on your behalf will need the following information:

- * Your name
- * Your employer identification number (EIN)
- * The document locator number listed above and assigned to your request
- * A proper power of attorney submitted with your exemption application, unless the individual calling is an officer or director and legally authorized to represent you

The IRS doesn't issue "tax-exempt numbers" or "tax-exempt certificates" for state or local sales or income taxes. If you need exemption from these taxes, contact your state or local tax offices.

Most organizations are required to file an annual information return



Department of the Treasury
Internal Revenue Service

P.O. BOX 2508
CINCINNATI OH 45201

010980.450308.153597.19402 1 AB 0.416 536



LAKESIDE BASEBALL YOUTH SPORTS
FOUNDATION
C/O KEVIN NUGENT
292 MT VERNON
GROSSE POINTE FARMS MI 48236

10980



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/18/2017

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

PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804	CONTACT NAME: Mass Merchandising PHONE (A/C, No, Ext): 1-800-426-2889 FAX (A/C, No): 1-260-459-5105 E-MAIL ADDRESS: info@sportsinsurance-kk.com PRODUCER CUSTOMER ID:
INSURED 2000853606 CP# 1788 Lakeside Baseball Youth Sports Foundation DBA: LBC Dirtbags 292 Mt. Vernon Grosse Pointe Farms, MI 48236 A Member of the Sports, Leisure & Entertainment RPG	INSURER(S) AFFORDING COVERAGE INSURER A: Nationwide Mutual Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 23787

COVERAGES**CERTIFICATE NUMBER:** 200030008**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		6BRPG0000005890900	05/26/17 12:01 AM	05/29/17 12:01 AM	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 PROFESSIONAL LIABILITY LEGAL LIAB TO PARTICIPANTS \$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Not provided while in Hawaii						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	MEDICAL PAYMENTS FOR PARTICIPANTS			6BRPG0000005890900	05/26/17 12:01 AM	05/29/17 12:01 AM	PRIMARY MEDICAL EXCESS MEDICAL \$25,000

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

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

Event Name: Dirtbag Memorial Day Invitational Event Type: Baseball Event Dates: 05/26/17 - 05/28/17

Event Location: Ghesquiere Park, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236

The City of Grosse Pointe Woods is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

This Certificate voids and replaces Certificate # 2000299884 & 2000299885

CERTIFICATE HOLDER

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

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Scott Furbush

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

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

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

RECEIVED

MAR 29 2017

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

7B

CITY OF GROSSE POINTE 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: JOHN ELLIS Birth Date: _____

Home address: 423 LOVERLY RD GPF 48276

Telephone: 313-495-2111 Driver's License No. _____

Business Name: EDWARD JONES Telephone: 313-884-0175

Business Address: 19806 MACK AVE GPN 48276

Description of Business: INVESTMENT SERVICES

Assistants: _____

Name	Address	Date of Birth

If vehicle used, describe: 2016 CADILLAC SRX MI- D5C9091
Year Make Model License Plate #

Other cities served: _____

Years previously licensed in Grosse Pointe Woods: 2015 + 2016

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: 3/29/2017

State of Michigan)
County of Wayne) ss.

Subscribed and sworn to by John Ellis
before me on the 29 day of MARCH, 2017

Ainda M. Mauer
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:	_____	_____

CITY OF GROSSE POINTE WOODS

Office of the City Clerk

Memorandum

DATE: April 19, 2017
TO: Mayor and City Council
FROM: Lisa Hathaway, City Clerk
SUBJECT: MAMC Annual Conference



I am requesting to attend the Michigan Association of Municipal Clerk's Annual Conference from June 20 – 23, 2017, in Kalamazoo, Michigan. This is an approved item in the FY 2016/17 budget in the amount of \$1,500.00. Points earned for attending this conference will be applied toward recertification.

Estimated costs include:

1-Day Master Academy	\$ 175.00
3-Day Conference Registration	350.00
Housing: \$129 + 5% state tax	450.00
Per diem: 4 Days at \$50 each (meals and parking)	200.00
Mileage: 300 miles @ .535	160.00
Total	\$ 1,335.00

A total amount not to exceed \$1,400.00 is requested to be paid from the Clerk's Travel/Membership Account No. 101-215-958.001.

Attachment

MAMC ROARING TWENTIES



2017 Annual Conference
RADISSON, KALAMAZOO
June 20 - 23, 2017

PRESIDENT'S MESSAGE

Greetings from your President;

Your MAMC Board has been working hard to continue to advance the organization, and this year we are excited to offer an online app for the annual conference!

We have had a busy year in the clerking world with rolling out new election equipment in the State. With this said, MAMC has been working diligently with our lobbyist, Bill Zaagman, to maintain a presence in the legislature along with helping to express the need to move election bills through committee for approval.

Our MAMC membership continues to grow, and we have had record turnout in attendance for the following events this year: MAMC Institute, Master's classes, Free Education Day and Region V meeting which was held in Grand Rapids!

As I end my presidency of MAMC, I would like to thank you all for this opportunity, it has been an honor and privilege to serve you!

Sincerely,

Sarah Bydalek, CMMC/MMC

MAMC President

CONFERENCE HIGHLIGHTS

Tuesday June 20, 2017	<i>Breakfast & Lunch Included</i>	
	7:30 a.m. – 8:30 a.m.	Registration OPEN
	8:30 a.m. – 4:30 p.m.	Clerking 101 & Master Academy
	2:00 p.m. – 5:00 p.m.	Registration OPEN
	2:00 p.m. – 5:00 p.m.	Silent Auction Setup
	6:00 p.m. – 10:00 p.m.	Hosted Social Gathering at Bell's Brewery

Wednesday June 21, 2017	<i>Lunch Included</i>	
	7:30 a.m. – 8:30 a.m.	5K Walk Run
	9:00 a.m. – 10:00 a.m.	Registration OPEN
	10:00 a.m. – 12:00 p.m.	OPENING SESSION / MAMC MEMBERSHIP MEETING / KEYNOTE SPEAKER
	12:00 p.m. – 5:30 p.m.	Vendor Exhibits OPEN
	12:00 p.m. – 5:30 p.m.	Silent Auction & MAMC Store Open
	12:00 p.m. – 1:30 p.m.	Lunch
	1:30 p.m. – 3:30 p.m.	Educational Session
	3:30 p.m. – 5:30 p.m.	Vendor Showcase
	3:30 p.m. – 5:30 p.m.	Registration OPEN

Thursday June 22, 2017	<i>Breakfast, Lunch & Dinner Included</i>	
	7:30 a.m. – 8:30 a.m.	Registration OPEN / Breakfast Buffet
	8:00 a.m. – 3:30 p.m.	Vendor Exhibits OPEN
	8:30 a.m. – 12:00 p.m.	Concurrent Educational Sessions
	12:00 p.m. – 1:30 p.m.	Lunch / Silent Auction & MAMC Store Open
	1:30 p.m. – 5:00 p.m.	Concurrent Educational Sessions
	6:00 p.m. – 10:30 p.m.	Clerk of the Year, President's Dinner & Entertainment

Friday June 23, 2017	<i>Breakfast Included</i>	
	7:30 a.m. – 8:30 a.m.	Breakfast Buffet
	8:30 a.m. – 9:00 a.m.	MAMC Meeting & Swearing of Oaths
	9:00 a.m. – 11:00 a.m.	Secretary of State, Ruth Johnson Bureau of Elections, Chris Thomas Lobbyist, Bill Zaagman

CONFERENCE PROCEDURES AND POLICIES

REGISTRATION

Register online at: <https://2017mamcmemberregistration.eventbrite.com>


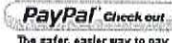
Event Brite Password: **2017MAMC**

Online registration deadline is Wednesday, **May 24, 2017**

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

Check Out


Total amount due: \$620.00


The safer, easier way to pay

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

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

Click here to pay by check 

Other Payment Options Show



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

CANCELLATIONS | REFUNDS

Cancellation requests must be e-mailed, mailed, or faxed in writing to the MAMC. The cancellation deadline is Tuesday, May 30, 2017. Cancellation requests received by 5:00pm on May 30, 2017 will incur a \$100.00 fee. Cancellation requests received after May 30, 2017 or no shows will be charged the full registration fee and are not entitled to any refund. The MAMC Treasurer will notify the appropriate planning chairs of the MAMC Board.

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

MAMC SCHOLARSHIP PROGRAM

Members who wish to attend the conference but do not have the financial support of their municipality may be eligible for MAMC scholarship funds. For additional information go to: www.michiganclerks.org. Applications must be postmarked no later than May 5, 2017 to be considered.

PRICING INFORMATION

MASTER ACADEMY CLASS - Pre-conference Session: Includes class materials, breakfast, lunch and breaks. Please refer to flyer for more information.	\$175.00-M \$200.00-NM
CLERKING 101 - Pre-conference Session: Includes class materials, breakfast, lunch and breaks. Please refer to flyer for more information	\$101.00-M \$150.00-NM
CONFERENCE - Wednesday through Friday - See Conference Highlights	\$350.00-M \$450.00-NM
ANNUAL 5K FUN RUN/WALK - Includes entry fee and T-shirt.	\$20.00
GUEST MEAL PACKAGE - includes lunch Wednesday, breakfast, lunch & dinner Thursday, and breakfast Friday.	
Guest Meal Package - \$192.00	
President's Dinner Only Thursday - \$55.00	

HOTEL RESERVATIONS

Each attendee is responsible for making their own room reservations at the Radisson Plaza Hotel & Suites. Reservation must be received on or before May 29, 2017. All reservation must be guaranteed by an accepted credit card. If a guest does not arrive, he/she will be billed for one night's room rate plus all applicable taxes, provided the reservation is not cancelled prior to 6:00pm on the date of arrival.

Call 269.343.3333 to book your reservation. To ensure you receive the special conference rate of \$129 per night (- applicable taxes), you must identify yourself with Michigan Association of Municipal Clerks when making reservations.

PARKING

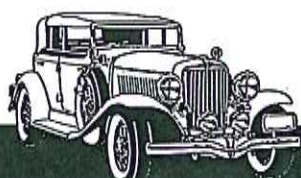
The hotel will provide a reduced rate for parking of \$5.00 per day for registered overnight guests as well as day attendees.

SPOUSE | GUEST REGISTRATION

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

MEALS

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



GENERAL INFORMATION

TUESDAY

PRE-CONFERENCE COURSES

Clerking 101

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

Master Academy

Randy Dean

- **From Distracted to Productive: Finding Your Focus in a Hyper-Interrupted, e-Distracted World.** We will discuss how to "set yourself up" for *more focus, more productivity, and less distraction*. Randy will provide tips and strategies for managing and regaining control of your work, your focus, and your technology.
- **Smart Phone Success & Terrific Tablets: Getting More Productivity from Your Devices.** In this session, we will discuss the apps and peripheral devices that help take your Smart Phone (and tablets) from "cool" to "critical" when it comes to productivity, time, project, people, and e-mail management.

WEDNESDAY

GENERAL SESSION

- Opening Session / MAMC Membership Meeting
- Keynote Speaker
Scotty Gunther, Co-Worker Challenge!
- Educational Session
Michelle L. Steffes, The Brain Science for Greatness: Do you understand the Brain Science behind the ability to achieve, overcome and accomplish great things? This talk will reveal proven methods that will motivate and empower you to stay focused on achieving your best!

THURSDAY

EDUCATIONAL COURSES

- Cyber Security/Virus Protection
- Empowering Leadership
- GASB 75
- Complete Streets
- Ballot Presentation
- Parliamentary Procedure
- Notary
- Agendas/Minutes
- Mastering Energy/Focus & Time

FRIDAY

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

CONFERENCE EVENTS

SOCIAL GATHERING AT BELL'S BREWERY

Tuesday, June 20: 6:00 p.m. – 10:00 p.m.

This is a hosted event and you must register online.

5K FUN RUN/WALK

Wednesday, June 21: 7:30 a.m. – 8:30 a.m.

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

VENDOR SHOWCASE

Wednesday, June 21: 3:30 p.m. – 5:30 p.m.

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

MAMC CONFERENCE CHAIRS

JEREMY HOWARD, CMMC/CMC

City of Mt. Pleasant

jhoward@mt-pleasant.org

HOLLY THOMPSON, CMMC/CMC

City of Williamston

cityclerk@williamston-mi.us

MAMC EDUCATION CHAIRS

MARY CLARK CMMC

Delta Charter Township

mclark@deltami.gov

LEON WRIGHT

Charter Township of Van Buren

lwright@vanburen-mi.org

MEMO 17 - 04

8A
RECEIVED
APR 18 2017
CITY OF GROSSE POINT WOODS

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services FS
DATE: February 17, 2017
SUBJECT: Recommendation – Janitorial Services for Municipal Building

Triple F Commercial Cleaning Services has the current contract to provide janitorial services for the municipal building through June 30, 2017. They are fully insured and bonded and their work is satisfactory. The bid specifications included a provision that the city could extend the contract for additional periods as long as service requirements and the contract price remain the same. Triple F's offer to extend current pricing for the upcoming fiscal year July 1, 2017 through June 30, 2018 is attached. I do not believe any benefit would accrue to the city by seeking additional bids.

Therefore, I recommend a contract in an amount not to exceed \$13,000.00 be awarded to Triple F Facility Services, Inc., 22442 Marter Rd., St. Clair Shores, MI 48080 to supply janitorial services for the municipal building from July 1, 2017 through June 30, 2018. This is a budgeted item included in the 2017/2018 budget in account 101-444-818.000 in the amount of \$13,000.00.

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

Attachment

c.c. Cathrene Behrens
O/F

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

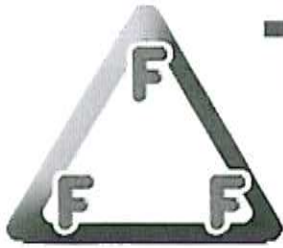

Bruce Smith, City Administrator

4/10/2017
Date


Cathrene Behrens, City Treasurer/Comptroller

4/10/2017
Date

Council Approval Required



Triple F Services

PROFESSIONAL MAINTENANCE SERVICES

January 5, 2017

Amendment to the maintenance agreement:

Triple F Facility Services, Inc to provide cleaning services for the City of Grosse Pointe Woods from July 1, 2017 to June 30, 2018 with the same price, terms and conditions as indicated in the original contract on July 1 2012

Customer: City of Grosse Pointe Woods


Address: 20025 Mack Plaza Dr
Grosse Pointe Woods, MI 48236

Contact Person: Frank Schulte
~~Joe Ahee~~

Yearly Price: \$13,000.00

Triple F Facility Services, Inc

City of Grosse Pointe Woods

Tony J. CJA


8B

CHARLES T. BERSCHBACK

ATTORNEY AT LAW
24053 EAST JEFFERSON AVENUE
ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400
FAX (586) 777-0430
blbwlaw@yahoo.com

CHARLES T. BERSCHBACK

DON R. BERSCHBACK
OF COUNSEL

April 17, 2017

The Honorable Mayor and City Council
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RECEIVED

APR 18 2017

CITY OF GROSSE POINTE WOODS

RE. Coney Island Lease Agreement
Agenda Items April 24, 2017

Dear Honorable Mayor and Council:

We reviewed this matter at the Committee of the Whole on April 10th. Suggestions were made at the Committee of the Whole regarding the Lease Agreement and I have been working with the attorney for the company to finalize the matter. I have enclosed a proposed final agreement including final exhibits for your consideration. There were several changes back and forth so I think it would be easier to summarize the final changes in this cover letter.

1. For the first year of the contract, the opening may be delayed based on the completion of construction.
2. The three (3%) percent ceiling still exists for menu prices. As to the actual menu items, after discussing this with the company and our park staff, I have added in language that would allow menu changes to be reviewed by administrative staff and approved if the changes are not substantial, otherwise, any "substantial" changes would be reviewed by City Council and approval would not be unreasonably withheld. However, no alcohol would be allowed on the menu without prior Council approval.
3. If the City cancels the agreement "without cause", we would be required to pay the pro rata value of any improvements.
4. As to paragraph 13 regarding the City's requirement to rebuild based on a casualty loss, an exception has been added, "except due to the company's negligence."

The Honorable Mayor and City Council
RE: Coney Island Lease Agreement
April 14, 2017
Page 2

5. We have used the shorter equipment list from the prior contract which just clarifies what equipment belongs to the City, as Mr. Schulte prefers to use this list.

It would be the prerogative of Council to approve the Lease Agreement and authorize the City Administrator to sign. Thank you.

Very truly yours,


CHIP BERSCHBACK

CTB:nmg
Enclosures

City of Grosse Pointe Woods
LEASE AGREEMENT

WHEREAS, the CITY OF GROSSE POINTE WOODS (the "City") owns a concession building facility for the CITY OF GROSSE POINTE WOODS Lake Front Park located in St. Clair Shores, Michigan; and

WHEREAS, National Coney Island (the "Company") has agreed to lease the concession building facility and the equipment therein for a period of seven years. The Company agrees to open, operate and close such facility from May 1, 2017 to September 30, 2023, in exchange for a complete renovation and update of the building;

NOW, THEREFORE, IT IS AGREED between the City and the Company as follows:

1. The City hereby leases the Lake Front Park concession building facility, and its equipment, to the Company from May 1, 2017 to September 30, 2023.
2. The City shall waive all annual rental and cleaning fees from May 1, 2017 to September 30, 2023, in exchange for the complete renovation and update of the building.
3. In exchange for the rental waiver through September 30, 2023, the Company shall completely renovate and update the concession stand building prior to the 2017 Memorial Day weekend opening. "Completely renovate and update" shall be defined in accordance with the attached proposal providing for major building improvements including doors and windows, floors and counters, plumbing, fire protection, HVAC, electrical, addition of HVAC heating and cooling to the restroom, and insurance, all as more specifically detailed in the attached proposal, Exhibit A. The Company shall provide applicable documentation and progress reports periodically as requested by the City. Based on the rental waiver, when renovations are complete, the City will owe nothing to the Company for the renovation of the concession building facility, and all renovations, improvements and fixtures shall be the property of the City. Also, in exchange for the rental waiver through September 30, 2023 and renovation of the building, the Company shall be entitled to retain all proceeds of any kind generated from its operation of the concession building facility.
4. The Company agrees to have the concession building facility operating from Memorial Weekend through Labor Day each year in conjunction with pool hours, weather permitting, in

City of Grosse Pointe Woods
LEASE AGREEMENT

order to service the general public at the park. For the first year of this contract, based on the renovations, the parties understand that the opening date may be delayed past the Memorial Day Weekend depending on completion of construction. It is agreed that during pool hours, the concession stand will remain open, with adequate man-power to handle large crowds and to avoid long lines, unless notified of pool closing. In the event that pool hours are extended during the day or season, the concession stand will remain open for business. A contact person is to be available to re-open the concession stand if pool closes, then re-opens. Concession stand personnel are responsible for contacting a pool supervisor regarding pool closing and re-opening. The Company agrees to serve good quality food and to maintain prices not exceeding 3% of the previous year's prices. Exhibit B is a list of menu items and current prices. Any changes in the menu items will be reviewed by the Administrative staff, and may be approved by staff if staff feels the changes are not substantial. Substantial changes will be reviewed by the City Council, and approval will not be unreasonably withheld. No alcohol of any kind will be on the menu without prior Council approval.

5. The Company shall maintain the grounds around the concession area and picnic tables; the City will remove trash that is bagged and set alongside the building.
6. The Company shall return possession of the concession building and equipment (equipment furnished by the CITY OF GROSSE POINTE WOODS which is used by the Company is listed on Exhibit C, attached hereto and incorporated herein) to the City at the end of the rental period, in good and clean condition, reasonable wear and tear expected. Lessee is responsible for cleaning the entire property at the end of the season. Within 10 days of the closing of the concession building the Director of Public Services or his designated representative shall inspect the property for any damage or cleaning issues and has discretion to impose a cleaning charge for any cleaning issues or damage to the property.
7. The Company shall provide the City with evidence of at least \$1,000,000 liability insurance covering the operation of the concession building facility showing the City as an additional named insured of such insurance and be entitled to notice of any change in such policy of insurance. The insurance company issuing this policy should have an A or better rating.

City of Grosse Pointe Woods
LEASE AGREEMENT

8. The Company shall obtain workman's compensation insurance (and provide the City with proof of insurance) and shall comply with all Federal and State labor laws including those that apply to hiring minors if minors are employed.
9. The Company shall employ a reliable supervisor who shall be on the premises during busy times as determined by the Director of Public Services or his designated representative. This employee shall be responsible for carrying out the terms of this contract. The Company will provide the name of the supervisor to the City in writing at the beginning of each season.
10. That in accordance with the provisions of the City Charter, this lease is subject to cancellation with thirty days written notice by either party. In the event that the City cancels this agreement without cause, the City shall be responsible for the pro rata value of any improvements made by the Company from the date of termination through September 30, 2023.. The pro rata value for purposes of this paragraph shall be determined by the improvements made by the Company as listed in the attached Exhibit A. Any changes, additions, or deletions from Exhibit A regarding improvements must be mutually agreed to by the parties in writing.
11. The Company must maintain a clean and safe work area and must obtain the proper food handling/Health Department permits, prior to operation, from the Macomb County Health Department, 29600 Civic Center Blvd., Warren, Mi. 48093 1-586-573-2240. The Lessee hereby indemnifies and holds the City harmless for any claims, damages, or expenses arising out of food handling, food consumption or Health Department related claims, damages or expenses.
12. The Company must provide the City with a detailed profit and loss statement, including gross receipts and expenses for each season's operations by November 1 each year from 2017 through 2023. Documentation provided by the Company shall be subject to audit by the City.
13. The City shall be responsible for any partial or total loss of the concession building due to any casualty of any kind including, but not limited to, fire except due to the Company's negligence. The City shall carry adequate insurance to cover a complete rebuilding of the concession building. In the event the City, for whatever reason, decides not to re-build the concession building after a casualty, then the City shall reimburse the Company for its pro rata value of any

City of Grosse Pointe Woods
LEASE AGREEMENT

improvements made by the Company to the concession building.

14. All notices regarding payment or other issues shall be sent as follows:

For the City:

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

For the Company:

National Coney Island
Attn: Bob Nichols
27947 Groesbeck Hwy.
Roseville, MI 48066

IN WITNESS, we have signed the Agreement on this _____ day of _____, 2017.

CITY OF GROSSE POINTE WOODS

NATIONAL CONEY ISLAND

By: BRUCE SMITH
Its: City Administrator

By: BOB NICHOLS
Its: Authorized Agent

APPROVED BY CITY ATTORNEY

CHARLES BERSCHBACK

Date



NCI GPW PARK
Estimate
of
Tenant Improvements

National Coney
Grosse Pointe Woods Park

Date = 1-Mar-17
Estimator = AWP
Suite Number = NA
RSF = 476

DIVISION 1 - GENERAL CONDITIONS

Supervision
PM Administration
Permits - Allowance

CONTRACT					
unit	qty	cost/unit	total	cost/sf	
wk	1.0	\$ 2,750	\$ 2,750	\$	5.79
hrs	2	\$ 75.00	\$ 150	\$	0.32
ls	1	\$ 1,000	\$ 1,000	\$	2.11

TOTAL GENERAL CONDITIONS

\$ 3,900 \$ 8.21

DIVISION 2 - SITEWORK & DEMOLITION

Degrease and Initial Cleaning BY NCI
Demolition
General Cleanup
Final Clean BY NCI
Dumpster/Debris Removal

ls	NIC	NIC		\$	-
ls	1	\$ 173	\$ 173	\$	0.36
hrs	10	\$ 25	\$ 250	\$	0.53
sf	NIC	NIC		\$	-
ea	0	\$ 525	\$ -	\$	-

TOTAL SITEWORK & DEMOLITION

\$ 423 \$ 0.89

DIVISION 3 - CONCRETE

TOTAL CONCRETE

\$ -
\$ - \$ -

DIVISION 4 STEEL

TOTAL STEEL

\$ -
\$ - \$ -

DIVISION 6 - CARPENTRY

New Stud Walls
Patch Drywall where needed
Acoustic Ceiling Tile Patch and repair only
New Door and Frame Install
Cabinets and Tops ALLOWANCE

If	NIC	NIC		\$	-
ls	1	\$ 425	\$ 425	\$	0.89
ea	NIC	NIC		\$	-
ea	1	\$ 100	\$ 100	\$	0.21
If	1	\$ 3,500	\$ 3,500	\$	7.37

TOTAL CARPENTRY

\$ 4,025 \$ 8.47

THERMAL AND MOISTURE

Insulation Installation and Ventilate Properly Overhangs
and Gutter Repairs

If	1	\$ 2,450	\$ 2,450	\$	5.16
----	---	----------	----------	----	------

TOTAL THERMAL AND MOISTURE

\$ 2,450 \$ 5.16

Exhibit A



NCI GPW PARK
Estimate
of
Tenant Improvements

National Coney
Grosse Pointe Woods Park

Date = 1-Mar-17
Estimator = AWP
Suite Number = NA
RSF = 475

DIVISION 8 - DOORS & WINDOWS

Screen Door ALLOWANCE
New Counter Glass Systems
Entry Sysytem
Added Glass for door
New Handset and Weather strip

CONTRACT				
unit	qty	cost/unit	total	cost/sf
ea	1	\$ 350	\$350	\$ 0.74
ea	1	\$ 2,988	\$2,988	\$ 6.29
ea	1	\$ 790	\$790	\$ 1.66
ea	1	\$ 125	\$125	\$ 0.26
ea	reuse	reuse		\$ -

TOTAL DOORS & WINDOWS

\$4,253 \$ 8.96

DIVISION 9 - FINISHES

Epoxy Repairs
Floor Preparation
Painting
Accent Colors

lf	1	\$ 2,690	\$ 2,690	\$ 5.66
sf	1	\$ 310	\$ 310	\$ 0.65
sf	NIC	NIC		\$ -
ls	1	\$ 85	\$ 85	\$ 0.18

TOTAL FINISHES

\$ 3,086 \$ 6.49

DIVISION 10 - SPECIALTIES

Fire Extinguishers
Furniture Relocation
NCI Equipment

ea	0	\$ -	\$ -	\$ -
ea	0	\$ -	\$ -	\$ -
ea	1	\$ 3,500	\$ 3,500	\$ 7.37

TOTAL SPECIALTIES

\$ 3,500 \$ 7.37

DIVISION 15 - MECHANICAL

Plumbing

ls	0	\$ -	\$0	\$ -
----	---	------	-----	------

Fire Protection
Relocate Sprinklers

sf	0	\$ -	\$0	\$ -
----	---	------	-----	------

HVAC

New AC and Coil

ea	1	\$ 3,375	\$3,375	\$ 7.11
----	---	----------	---------	---------

TOTAL MECHANICAL

\$ 3,375 \$ 7.11

DIVISION 16 - ELECTRICAL

Lighting an Misc
Toilet Room Lighting
Fire Alarm

ls	1	\$ 2,655	\$ 2,655	\$ 5.59
ls	1	\$ 1,490	\$ 1,490	\$ 3.14
ls	NIC	NIC		\$ -

TOTAL ELECTRICAL

\$ 4,145 \$ 8.73

Sub-Total

\$29,156 \$ 61.38

Construction Fee

7.5% \$2,187 \$ 4.60

Insurance

29 \$ 75 \$ 0.16

Contingency

0% \$0 \$ -

TOTAL COST

\$31,417 \$ 66.14



NCI GPW PARK
Estimate
of
Tenant Improvements

National Coney
Grosse Pointe Woods Park

Date = 1-Mar-17
Estimator = AWP
Suite Number = NA
RSF 475

CONTRACT				
unit	qty	cost/unit	total	cost/sf
sf	NIC	NIC		\$ -
sf	NIC	NIC		\$ -
			\$0	\$ -
GRAND TOTAL			\$31,417	\$ 66.14

DIVISION 25 - ARCHITECTURAL AND ENGINEERING

Architectural

Engineering - ALLOWANCE

TOTAL ARCHITECTURAL AND ENGINEERING

GRAND TOTAL

SUMMARY SECTION

DIVISION TOTALS

TOTAL GENERAL CONDITIONS	\$ 3,900	\$ 8.21
TOTAL SITEWORK & DEMOLITION	\$ 423	\$ 0.89
TOTAL CONCRETE	\$ -	\$ -
TOTAL STEEL	\$ -	\$ -
TOTAL CARPENTRY	\$ 4,025	\$ 8.47
TOTAL THERMAL AND MOISTURE	\$ 2,450	\$ 5.16
TOTAL DOORS & WINDOWS	\$ 4,253	\$ 8.95
TOTAL FINISHES	\$ 3,085	\$ 6.49
TOTAL SPECIALTIES	\$ 3,500	\$ 7.37
TOTAL MECHANICAL	\$ 3,375	\$ 7.11
TOTAL ELECTRICAL	\$ 4,145	\$ 8.73
TOTAL FEE	\$ 2,187	\$ 4.60
INSURANCE	\$ 75	\$ 0.16
TOTAL CONTINGENCY	\$ -	\$ -
TOTAL ARCHITECTURAL AND ENGINEERING	\$ -	\$ -
ALL DIVISION TOTALS	\$31,417	\$ 66.14

Exclusion and Clarifications

Based On Sketch and Walk Through
Existing Ceiling to Remain
Excludes Plumbing
Excludes re-keying
Excludes Existing Code Violations If Any
Excludes Graphics and Signage

City of Grosse Pointe Woods
LEASE AGREEMENT

EXHIBIT B

**NATIONAL CONEY ISLAND
2017 MENU**

FOOD

Coney Island Hot Dog (w/chili, mustard & onions)	\$3.00
Plain Hot Dog	\$2.00
Hamburger	\$4.00
Cheeseburger	\$5.00
Grilled Chicken Breast	\$5.00
Grilled Cheese	\$3.00
French Fries	\$2.00
Chili OR Cheese Fries	\$3.00
Chili AND Cheese Fries	\$4.00
Onion Rings	\$3.00
Chicken Tenders (4pc)	\$5.00
Bosco Sticks	\$4.00
Cheese Nachos	\$3.00
Soft Pretzel	\$3.00
Assorted Chips, Doritos, etc.	\$1.00

BEVERAGES

Pop (16 oz)	\$2.00
Fruit Smoothies	\$3.00
Bottled Water	\$1.00
PowerAde	\$2.00

TREATS

Ice Cream	\$1.00/\$2.00
Misc. Candy	\$1.00/\$2.00

ALL PRICES INCLUDE TAXES



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/Y)
3/22/2017

51

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 Hylant Group Inc - Detroit 2401 W Big Beaver, Suite 400 Troy MI 48084		CONTACT NAME: PHONE (A/C, No, Ext): 248-643-8750 FAX (A/C, No): 248-643-8753 E-MAIL ADDRESS:	
INSURED National Coney Island, Inc. National Coney Island Chili Co., Inc. 27947 Groesbeck Roseville MI 48066		INSURER(S) AFFORDING COVERAGE INSURER A: State Automobile Mutual Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
NATIO46		NAIC # 25135	

COVERAGES CERTIFICATE NUMBER: 1091975039 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 INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	PBP2757311	5/1/2016	5/1/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input 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					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION S					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	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	WCP2248404	5/1/2016	5/1/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

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

The City of Grosse Pointe Woods is added as an additional insured, as per written contract or agreement. Locations: Grosse Pointe Woods Lakefront Park, 23000 Jefferson Ave., St. Clair Shores, Michigan and Osius Park Grosse Pointe Shores, 795 Lake Shore Road, St. Clair Shores, MI.

CERTIFICATE HOLDER

CANCELLATION

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

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

AUTHORIZED REPRESENTATIVE

Michael Wright

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CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY

8C

Date: April 19, 2017

To: Bruce Smith, City Administrator

From: John G. Kosanke, Director *JK*

Subject: Budget Transfer Request- eCitation (electronic citation) Proposal

RECEIVED
APR 19 2017
CITY OF GROSSE PTE. WOODS

I am requesting a budget transfer in order to purchase citation printers for the department scout cars. Currently the department officers issue paper traffic citations. I am proposing changing to electronic tickets. The technology currently exists in our records management system known as CLEMIS. Seventy-six percent of departments who use CLEMIS are utilizing eCitations (electronic citations).

The eCitation (electronic citation) method has several benefits over the traditional method:

- Officers spend less time at the side of the road
- Violators are on their way faster
- Fewer citations are dismissed for transcription errors, incorrect offenses, illegible handwriting, incorrect location (e.g. a stop sign violation written to have occurred at Mack and Goethe, when the streets do not actually cross)
- No need for clerks to manually enter information from paper tickets into a database
- Nearly instantaneous access to traffic violation and accident data
- Improved convenience for the violator, as there is no delay in processing the citation at the court office
- Officers are able to spend more time on both patrolling and enforcing traffic laws

The court is working with CLEMIS to automatically upload citations electronically. This will reduce data entry for the court employees and reduce cost for citations.

Violators will have the option to pay their citation fines through the CLEMIS system. Court operations will be streamlined as violators will have to pay the citation fine or request a court date within 14 days of the citation being issued.

The technology will enhance the operations of both the Public Safety Department and the Municipal Court.

The citation printers would be purchased through CDW Government, the vendor regularly used by our Information Technology Department because of the competitive pricing, equipment guarantees, and wide range of products tailored to suit the unique needs of government municipalities. The prescribed equipment is from a single source vendor. No further benefit will accrue to the City to seek further competitive bids.

The installation would be completed by Canfield Equipment, a vendor our department has used successfully several times in the past. The cost of the printing equipment at \$555.72 each, with a total price of \$3,890.04 for the seven printers plus a shipping charge of \$37.97, would be \$3,928.01. The installation charge of \$110.00 per vehicle would total \$770.00. The combined total cost would be \$4,698.01.

This item was not included in the current fiscal year 2016-2017 budget. The funds would be transferred from our Training-ACT 302 Fire Services account 101-339-961.000 which has a current balance of \$16,280.00, with \$3,000.00 of that amount needed for the cost of sending a new officer to the Fire Academy.

CDW Government

75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

printing equipment @ \$3,890.04
shipping charge @ \$37.97


Total Cost: \$3,928.01

Canfield Equipment Service, Inc.

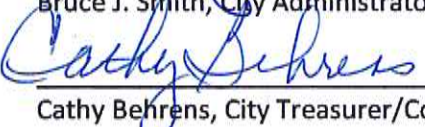
21533 Mound Road
Warren, MI 48091

Installation @ \$770.00

Recommended for approval; however, a budget transfer is required from Account #101-339-961.000 to Account # 640-852-977-349 in the amount of \$4,700.00.



Bruce J. Smith, City Administrator



Cathy Behrens, City Treasurer/Comptroller

4/19/2017
Date

4/19/2017
Date

Council Approval Required

CITY OF GROSSE POINTE WOODS

MUNICIPAL COURT

MEMORANDUM

DATE: April 19, 2017

TO: Bruce Smith, City Administrator

FROM: Susan Tobin, Court Administrator

SUBJECT: eCitations

The court supports the Public Safety Department's efforts to initiate the eCitation method of ticketing. The eCitation ticketing method has several benefits for the court:

- Eliminates deciphering of handwriting. Tickets will be completely legible.
- Will give the court more control over the docket, as we will be setting the court dates, therefore, better management over PSO court time.
- Will speed up our collection process as tickets will either be set for a court date, paid, or defaulted within 14 days instead of 30 to 60 days.
- Will help us to comply more completely with state mandated time guidelines because we will be controlling the court dockets.

The eCitation technology, though more efficient and beneficial for court operations, will not allow the court to reduce employees. The data entry of tickets is a small part of court personnel duties. Tasks in the court are very paper intensive and this burden will not lessen with eCitations. The court staff will still have to download, review, schedule for due dates/court dates, and print the violations.

The court must comply with the General Records Retention and Disposal Schedule #16, which requires us to print the violations. This retention and disposal schedule states in item number 16.081A that the court must retain civil infractions active year plus 3 and Item 16.082 states case file (except civil infractions and parking) are to be kept active year plus 6.

QUOTE CONFIRMATION



DEAR DAVID GARDZELLA,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HTKS531	3/14/2017	BROTHER	9982362	\$3,928.01

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Brother RuggedJet RJ-4030 - label printer - manufactured - direct thermal</u> Mfg. Part#: RJ4030 UNSPSC: 43212108 Contract: MARKET	7	2591234	\$417.03	\$2,919.21
<u>Brother USB cable - 10 ft</u> Mfg. Part#: LB3603 UNSPSC: 26121604 Contract: MARKET	7	1907598	\$7.57	\$52.99
<u>BROTHER CAR ADAPTER HARD WIRED 14FT</u> Mfg. Part#: LB3692 UNSPSC: 39121006 Contract: MARKET	7	1912881	\$15.36	\$107.52
<u>Brother printer vehicle mounting bracket</u> Mfg. Part#: PA-CM-4000 UNSPSC: 31162313 Contract: MARKET	7	2603591	\$61.49	\$430.43
<u>BROTHER BYR SELECT SVC INITIAL</u> Mfg. Part#: 207603-001 Electronic distribution - NO MEDIA Contract: MARKET	7	4342535	\$54.27	\$379.89

PURCHASER BILLING INFO	SUBTOTAL	\$3,890.04
Billing Address: CITY OF GROSSE POINT PARK ACCOUNTS PAYABLE 15115 E JEFFERSON AVE GROSSE POINTE PARK, MI 48230-1312 Phone: (313) 822-4380 Payment Terms: Request Terms	SHIPPING	\$37.97
	GRAND TOTAL	\$3,928.01
DELIVER TO	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
Shipping Address: CITY OF GROSSE POINT PARK DAVID GARDZELLA 15115 E JEFFERSON AVE GROSSE POINTE PARK, MI 48230-1312 Phone: (313) 822-4380 Shipping Method: FEDEX Ground		



**CANFIELD
EQUIPMENT
SERVICE, INC.**

21533 Mound Road, Warren, MI 48091
Phone: 586.757.2020 Fax: 586.757.2294

SUBMITTED TO 3432400
Grosse Pointe Woods
20025 Mack Plaza Drive

Grosse Pointe Woods MI 48236
PHONE: 313-343-2400

QUOTATION 1

QUOTE NO.	119615
DATE	01/ 3/17
EXPIRES	02/02/17

SHIP TO:
Grosse Pointe Woods
20025 Mack Plaza Drive

Grosse Pointe Woods MI 48236
CONTACT: Dave Gardzella

TERMS	F.O.B	SALES REP	WRITTEN BY	POOL NO.	TAG
N30		K ENGBLOM	KE		
YOUR INQUIRY		MAKE	MODEL	YEAR	EST SHIP DATE

We hereby submit our quotation, subject to all terms and conditions
as set forth below or on attached sheets.

Installation of customer supplied Brothers Printer
*work to be completed at customers location
\$110.00 per vehicle.

This quotation may be withdrawn by us if order is not
placed within 30 days. Please refer to the above
quotation number when placing order.

Customer PO _____ Dealer Code _____

Authorized Signature _____

EST SUB TOTAL	110.00
EST SALES TAX	0.00
EST TOTAL	110.00

81

MEMO 17 – 16

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services *FS*

DATE: March 31, 2017

SUBJECT: Recommendation 2017/2018 Concrete Pavement Repair Program – Contract Extension – AEW Project No. 0160-0388

The contractor for the city's 2016/2017 Concrete Pavement Repair Program, L. Anthony Construction, has offered the city a contract extension for the proposed 2017/2018 Concrete Pavement Repair Program extending the unit bid prices. Unit prices in the 2016/2017 contract are at or below unit prices for similar projects recently bid in nearby communities. The performance and quality of work performed by L. Anthony Construction is satisfactory. Considering the cost savings by not soliciting bids for a new project, I agree that it is in the best interest of the City to approve this contract extension. I do not believe any benefit will accrue to the City by seeking further competitive bids.

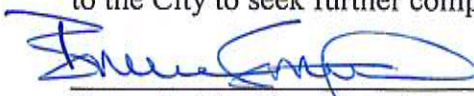
Based upon the recommendation of AEW, I concur that a contract extension for the 2017/2018 Concrete Pavement Repair Program be awarded to L. Anthony Construction, 11085 Lisa Lane, Shelby Township, MI 48316, in an amount not to exceed \$205,000.00. With engineering fees of \$31,500.00 the total project cost will not exceed \$236,500.00. This is a budgeted item in the 2017/2018 fiscal year budget in Major Streets Concrete Maintenance #202-451-974.200 in the amount of \$50,000.00, Local Streets Concrete Maintenance #203-451-974.200 in the amount of \$60,000.00, Water/Sewer Miscellaneous Concrete Repairs #592-537-975.400 in the amount of \$95,000.00, Major Streets Engineering in #202-451-974.201 in the amount of \$7,500.00, Local Streets Engineering in 203-451-974.201 in the amount of \$9,000.00 and Water/Sewer Engineering #592-537-975.401 in the amount of \$15,000.00.

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

Attachments

c.c. Cathrene Behrens
Eng. File
O/F

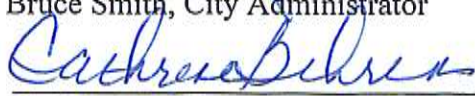
I recommend approval of the above stated agreement and do not believe any benefit will accrue to the City to seek further competitive bids.



Bruce Smith, City Administrator

4/3/2017

Date

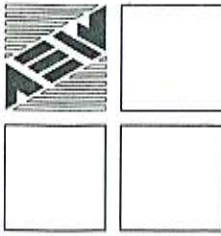


Cathrene Behrens, City Treasurer/Comptroller

4/20/2017

Date

Council Approval Required



ANDERSON, ECKSTEIN AND WESTRICK, INC.

51301 Schoenherr Road, Shelby Township, Michigan 48315
Civil Engineers • Surveyors • Architects 586-726-1234

March 29, 2017

Frank Schulte
Superintendent of Public Works
City of Grosse Pointe Woods
1200 Parkway
Grosse Pointe Woods, Michigan 48236

Reference: 2017 Miscellaneous Concrete Repair
AEW project No. 0160-0388

Dear Mr. Schulte,

We have received a request from L. Anthony Construction, who is currently under contract for the 2016 Concrete Repair Program, offering to extend the unit bid prices for the proposed 2017 program (see attached letter from L. Anthony).

The unit prices in the current contract are at or below unit prices for similar projects which were recently bid in nearby communities. Further considering the cost savings in not bidding a new project, the performance and quality of work performed by L. Anthony Construction, we feel it is in the best interest of the City of Grosse Pointe Woods to approve a contract extension.

We will await your authorization before processing a contract modification for the 2017 Program. The contract modification will be in the amount budgeted for concrete pavement repairs from major streets, local streets and water and sewer. It is our understanding the total amount currently proposed is \$205,000.00.

In addition, based on a construction cost of \$205,000 engineering costs are estimated at \$31,500.00, for a total project cost estimate of \$236,500.00.

Please advise if you may have any questions or require additional information.

Very truly yours,

Frank D. Varicalli

cc: Jim Kowalski, GPW DPW
Scott Lockwood, PE, AEW

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11085 Lisa Lane
Shelby Township, MI 48316

City of Grosse Pointe Woods
20025 Mack Plaza
Project #0160-0381

To whom it may concern;

We would like to extend our 2016 contract for the 2017 season with no pricing increases.

Thank you

A handwritten signature in cursive script, reading 'Larry Forgione'.

Larry Forgione
President

8E

MEMO 17 - 18

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services *FS*

DATE: March 31, 2017

SUBJECT: 2017 Pavement Joint and Crack Sealing Program District #7 –
AEW Project No. 0160-0391

Michigan Joint Sealing, Inc. of Farmington Hills, MI satisfactorily completed the 2015 and 2016 Pavement Joint and Crack Sealing Program in Grosse Pointe Woods and they have offered to extend their 2015 unit pricing of \$.82 per foot for the 2017 Pavement Joint and Crack Sealing Program in District #7 even though material costs are expected to increase 5 to 10 cents per foot in 2017 according to AEW. No joint sealing projects have been bid out by AEW to date. The performance and quality of work performed by Michigan Joint Sealing is satisfactory. Considering the cost savings by not soliciting bids for a new project, I agree that it is in the best interest of the City to approve this contract extension. I do not believe any benefit would accrue to the city by seeking further competitive bids.

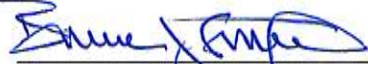
Based upon the recommendation of AEW, I concur that a contract extension for the 2017 Joint and Crack Sealing Program in District #7 be awarded to Michigan Joint Sealing, Inc., 28830 West Eight Mile Road, Suite 103, Farmington Hills, MI 48336 in an amount not to exceed \$60,000.00. With engineering fees of \$6,000.00 the total project cost will not exceed \$66,000.00. This is a budgeted item included in the 2017/2018 fiscal year budget in Major Streets Joint Sealing #202-451-975.300 in the amount of \$20,000.00, in Local Streets Joint Sealing #203-451-975.300 in the amount of \$40,000.00, in Major Streets Engineering #202-451-975.310 in the amount of \$2,000.00 and in Local Streets Engineering #203-451-975.310 in the amount of \$4,000.00.

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

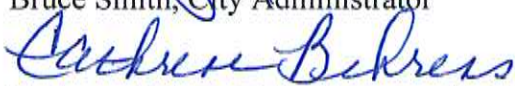
c.c. Cathrene Behrens
Eng. File
O/F

dm

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



Bruce Smith, City Administrator



Cathrene Behrens, City Treasurer/Comptroller

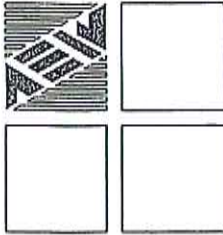
4/19/2017

Date

4/19/2017

Date

Council Approval Required



ANDERSON, ECKSTEIN AND WESTRICK, INC.

51301 Schoenherr Road, Shelby Township, Michigan 48315
Civil Engineers • Surveyors • Architects 586-726-1234

March 29, 2017

Frank Schulte
Superintendent of Public Works
City of Grosse Pointe Woods
1200 Parkway
Grosse Pointe Woods, Michigan 48236

Reference: 2017 Pavement Joint and Crack Sealing
AEW project No. 0160-0391

Dear Mr. Schulte,

We have received a request from Michigan Joint Sealing, who is currently under contract for the 2016 Pavement Joint and Crack Sealing Program, offering to extend the unit bid prices for the proposed 2017 program (see attached letter from Michigan Joint Sealing).

Although we have not bid any joint sealing projects yet this year, we have confirmed material cost increases that will add 5 to 10 cents per foot. Further considering the cost savings in not bidding a new project, the performance and quality of work performed by Michigan Joint Sealing, we feel it is in the best interest of the City of Grosse Pointe Woods to approve a contract extension.

We will await your authorization before processing a contract modification for the 2017 Program. The contract modification will be in the amount budgeted for pavement joint and crack sealing. It is our understanding the total amount currently proposed is \$60,000.00.

In addition, based on a construction cost of \$60,000 engineering costs are estimated at \$6,000.00, for a total project cost estimate of \$66,000.00.

Please advise if you may have any questions or require additional information.

Very truly yours,

Frank D. Varicalli

cc: Jim Kowalski, GPW DPW
Scott Lockwood, PE, AEW

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MICHIGAN JOINT SEALING, INC.
28830 W. 8 MILE, STE 103
FARMINGTON HILLS, MI 48336
248.476.4120

March 14, 2017

Anderson, Eckstein and Westrick, Inc
51301 Schoenherr
Shelby Township, MI 48315

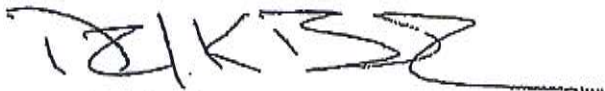
ATTN: Frank Varicalli

RE: Grosse Pointe Woods, 2017 Pavement Joint and Crack Sealing Program

Dear Sir,

Michigan Joint Sealing, Inc will hold their 2015 pricing for the 2017 Grosse Pointe Woods Joint Sealing Program. It is understood that all Specifications and Conditions of the original contract will remain in effect.

Respectfully,
Michigan Joint Sealing, Inc.

A handwritten signature in black ink, appearing to read 'DKB', with a long horizontal line extending to the right.

David K. Bacci
Operations

AN EQUAL OPPORTUNITY EMPLOYER

8F

MEMO 17 - 15

RECEIVED
APR - 3 2017
CITY OF GROSSE PTE. WOODS

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services FS
DATE: March 28, 2017
SUBJECT: Budget Fund Transfer Request

For years the City has continued an annual treatment program on city sewers for tree root control at a cost of \$10,000.00 per year that none of the other Grosse Pointes still carry out. I believe maintaining a regular schedule of jetting the city sewers will effectively address root control issues. Funds were also included in the 2016/17 budget in Major and Local Streets totaling \$10,000.00 for work on sign retro-reflectivity as mandated by the Federal Government. This program has been discontinued by the government and all signs ordered now include the reflectivity feature as they are replaced.

As you know, the City has not had a dedicated sidewalk replacement program since 2009. As a result, many sidewalk replacement repairs, as funds allowed, have been added to the Miscellaneous Concrete program each year. To address the increasing need for a number of sidewalk repairs, especially trip hazard repairs to ensure public safety, I am requesting a transfer of 2016/17 budgeted funds as shown below:

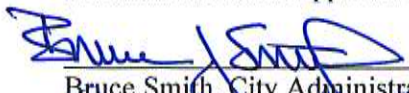
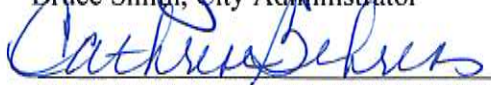
Account	Amount	From	To
Water/Sewer for Root Control to Water Sewer Concrete Repair	\$10,000.00	592-537-975.011	592-537-975.400
Major Streets Traffic Services to Major Streets Concrete Repair	\$2,500.00	202-474-818.000	202-451-974.200
Local Streets Traffic Services to Local Streets Concrete Repair	\$7,500.00	203-474-818.000	203-451-974.200

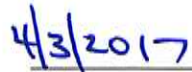
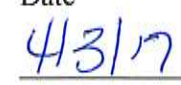
I believe using these funds for additional miscellaneous concrete replacement will provide a real benefit to the City if added to the accounts as shown above. Funds in an amount not to exceed \$20,000.00 will allow the 2016/17 contractor for miscellaneous concrete repairs, L. Anthony Construction, to complete additional concrete replacement needed prior to June 30, 2017.

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

c.c. Cathrene Behrens
O/F

Recommended for Approval as Submitted:


Bruce Smith, City Administrator

Cathrene Behrens, City Treasurer/Comptroller


Date

Date

Council Approval Required


CITY OF GROSSE POINTE WOODS

Office of the City Clerk

Memorandum

DATE: April 20, 2017

TO: Mayor and City Council

FROM: Lisa Hathaway, City Clerk 

SUBJECT: Help America Vote Act (HAVA) Grant Agreement – Election Equipment

Utilizing funding from HAVA, the City of Grosse Pointe Woods has been awarded six (6) precinct tabulators, two (2) absent voter counting board tabulators, six (6) accessible voting devices, software, and five years (2017 – 2021) maintenance from Dominion Voting Systems, Inc. The new election equipment will be used to administer the August 8th Primary Election. It is important to note that with the state-wide purchase of this new equipment, HAVA funds will be depleted and it will be the City's responsibility to purchase new equipment in 2027.

The City Attorney has reviewed and approved this Agreement for Council's consideration.

I am requesting the City Council to authorize me to sign the help America Vote Act Grant Agreement for Voting System Hardware, Firmware, and Software in order to receive and test the equipment, and to fulfill the obligations required under the Agreement.

**State Of Michigan
Michigan Department of State
And
Wayne County
City of Grosse Pointe Woods
Help America Vote Act (HAVA) Grant Agreement
Voting System Hardware, Firmware and Software
RE: Master Contract
071B7700117 - Dominion Voting Systems, Inc.**

This Grant Agreement is the mechanism by which Counties, Cities, and Townships apply to the State of Michigan to receive Federal HAVA and State-appropriated funded voting systems, including optical scan tabulators, accessible voting devices and Election Management System (EMS) software, pursuant to the Federal Help America Vote Act (HAVA) of 2002.

Definitions:

"Contractor" means the voting system vendor selected by the county.

"County" means any county within the State of Michigan.

"Department" means the Michigan Department of State.

"Grantee" means the county or local jurisdiction entering into this *Grant Agreement*.

"Local Jurisdiction" means any city or township within the State of Michigan.

"Voting Systems" means optical scan tabulators, accessible voting devices (for use by voters with disabilities), and EMS software (as applicable) acquired by the counties and local jurisdictions statewide and funded by State-appropriated and Federal HAVA funds.

1. Period of Agreement

The *Grant Agreement* process applies to voting system purchases occurring between March 1, 2017 and April 30, 2018.

2. Program, Budget and Agreement

This *Grant Agreement* is to establish a grant program to use State-appropriated and Federal HAVA funds to acquire and implement replacement voting systems throughout the state. Each county, with the involvement of the local jurisdictions within the county, will select one Contractor for the entire county and will develop a countywide implementation plan to replace its voting systems.

Once the county certifies its Contractor selection to the Department, the county will provide the Department with its implementation plan for individual local jurisdictions participating in each planned purchasing phase. The Department will verify the number of voting systems authorized for purchase using State-appropriated and Federal HAVA funds. If changes are required after the *Grant Agreement* is signed and approved, instructions for amending the *Grant Agreement* will be provided and the Grantee will be required to enter into a new *Grant Agreement*.

This grant program only covers the acquisition and implementation of the voting system selected by each county, and the individual voting system components which will be funded utilizing available State-appropriated and Federal HAVA funds. Approved quantities of each voting system component have been determined by the Department and are listed in Section 15 of this *Grant Agreement*.

The Michigan Department of Technology, Management and Budget has entered into a Master Contract with each approved Contractor, which has established maximum statewide prices for each voting system component. The Department has established the available level of grant funding for each component of each Contractor's voting system. State-appropriated and Federal HAVA funding provided via this *Grant Agreement* covers the purchase of the voting system, the software license fee for the EMS software for the full 10-year contract term, and the *initial* service and maintenance period for all components (which covers the acquisition year, plus 4 additional years). The Master Contract includes an *extended* service and maintenance period beyond the *initial* service and maintenance period, for an additional five-year period. Costs for the *extended* service and maintenance period and other additional costs, if any, are the sole responsibility of each individual county / local jurisdiction.

All Contractors will be required to enter into a "purchase agreement" with each local jurisdiction and county in those counties that have selected that Contractor. Typically, this document is the purchase agreement provided by the Contractor. The terms and conditions of the local purchase agreements shall not contradict the Master Contract. The terms of the Master Contract will supercede any conflicting terms in the local purchase agreements.

Each Contractor will enter into a software license agreement with each county and any local jurisdictions that receive EMS. The license agreement shall not contradict any terms contained in the Master Contract. The terms of the Master Contract supercede any conflicting terms in the license agreement.

The Department will initiate voting system orders at the county level, once all *Grant Agreements* for the county are submitted and approved for the designated purchasing phase. Once voting systems have been delivered, tested, and accepted by each Grantee in the county for the designated purchasing phase, the Department will release the State/HAVA funds to the Contractor.

3. General

The individual submitting the *Grant Agreement* must have the proper authority to do so, and must certify in Section 16 of this *Grant Agreement* that this authority has been granted. Examples of authority include, but are not limited to, a resolution from the Board of County Commissioners, City Council or Township Board authorizing the individual submitting the *Grant Agreement* to execute the *Grant Agreement* on behalf of the county, city, or township.

4. Performance

Each Grantee will certify and sign the *Grant Agreement* and forward it to the Department per the instructions provided. The Department will review and, once approved, will provide the Grantee with a copy of this fully-executed *Grant Agreement*, which will serve as Notice of the Grant Award. The Department will initiate equipment orders directly with the Contractor, and will provide the Grantee with the *Acceptance Certificate & Payment Authorization Form*, which must be submitted by the Grantee to the Department within 10 business days of voting system delivery. This form indicates acceptance of equipment and payment authorization.

The Grantee is responsible for overseeing its contractual agreement with the Contractor and is responsible for ensuring Contractor performance. Any subsequent malfunction or performance issue with the voting system must be addressed by the Grantee directly with the Contractor. The Grantee is responsible for maintaining any and all Contractor performance records. The Grantee has the sole responsibility to verify Contractor compliance with delivery dates, terms and conditions of delivery, and equipment verification and testing in accordance with the statewide Master Contract for the Grantee's selected Contractor. The Grantee will be solely responsible for additional costs incurred that are not covered by service, maintenance and warranty provisions in the Master Contract.

Grant funding is not provided for the purchase of additional ("backup") voting systems. The Grantee will be responsible for developing and implementing a backup strategy to ensure continued operation on Election Day, in the event of voting system failure in any individual precinct.

5. Testing, Acceptance and Payment

21. Successful acceptance testing of the voting system shall be completed within 10 business days from the date of delivery.
22. Upon completion of all acceptance testing, the Grantee must complete the State-issued *Acceptance Certificate & Payment Authorization Form* and forward the completed form to the Department.
23. This form will indicate the date of delivery, successful completion of acceptance testing, and will provide authorization to the Department to release funds to the Contractor.
24. Payment to the Contractor shall be made in accordance with the Master Contract with the Grantee's selected Contractor.

6. Ownership of Equipment and Software Purchases: Title

Any voting system purchased pursuant to this *Grant Agreement* is the property of the Grantee.

7. Optional Purchases

If the Grantee desires to purchase additional items beyond those authorized in this *Grant Agreement*, it may do so at its sole expense, outside of this *Grant Agreement*. No State or HAVA funds will be available for such purchases. Prices established via the Master Contract are extended to counties and local jurisdictions by the Contractors for these purposes.

8. Records Maintenance/Retention

The Grantee will maintain a complete set of records and files related to the ordering, delivery, testing, maintenance, and repairs of voting systems. The Grantee shall assure all the terms of this *Grant Agreement* are adhered to and that records and detailed documentation regarding this grant shall be maintained for a period of not less than six (6) years from the date of Contract termination, the date of submission of the final expenditure report or until any litigation and audit findings have been resolved, whichever is later.

9. Management Requirements

Grantee must maintain property records that include a description of the property; a serial number or other identification number; acquisition date; cost of the property; location, use and condition of the property; and any ultimate disposition data including the date of disposal and sale price of the property (if any). Grantee must also maintain records showing 93% Federal participation in the cost of the property.

Grantee must perform a physical inventory of the property and reconcile the results with the property records at least once every two years.

Grantee must develop a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated by the Grantee and reported to the Department.

Grantee must develop adequate maintenance procedures to keep the property in good condition. Grantee agrees to maintain extended service and maintenance coverage for the voting system in years 6-10 of the Master Contract, after the expiration of the initial service and maintenance period. If the Grantee fails to maintain extended service and maintenance coverage for the full Contract period, the Department may require Grantee to pay the Department the full amount of voting system grant funds paid to the vendor for the Grantee's county, city or township.

10. Disposition.

When the voting system acquired under this grant is no longer needed, the Department must be notified. Disposition of the equipment will be made as follows:

- Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the Department.
- Disposition of EMS software must follow the terms of the Contractor's Software License Agreement.

11. Authorized Access

The Grantee will permit, upon reasonable notification and at reasonable times, access to all records regarding this *Grant Agreement* by the Department and other representatives duly authorized by State or Federal law.

12. Mandatory Conditions

A. Statutory or Regulatory Requirements

The Master Contract for the Grantee's selected Contractor must be incorporated and made a part of the ensuing contract between the Grantee and the Contractor, as a condition for grant approval. The Grantee will comply with applicable Federal and State laws, guidelines, rules and regulations in carrying out the terms of this *Grant Agreement*.

Laws

This is a State of Michigan *Grant Agreement* and is governed by the laws of the State of Michigan. Any dispute arising as a result of this Agreement shall be resolved in the State of Michigan.

Funding

This *Grant Agreement* is subject to and contingent upon the availability and appropriation of Federal funds and any necessary State appropriation.

Costs

The State will not assume any responsibility or liability for costs incurred in relation to this grant.

Cancellation

The Department may cancel the *Grant Agreement* upon failure to comply with the terms of this grant.

Entire Agreement

The *Grant Agreement* shall represent the entire agreement between the State and Grantee and supercedes any prior oral or written agreements, and all other representations between the parties relating to this subject. The State reserves the right to require counties and local jurisdictions to attend required training sessions with regard to new equipment purchases made under HAVA.

Adherence to Terms

The failure of a party to insist upon strict adherence to any term of this *Grant Agreement* shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term of the *Grant Agreement*.

B. Other

Additional terms and conditions may be negotiated in the contract between the Grant Applicant and the Contractor as long as they do not conflict with the required terms and conditions of this *Grant Agreement* and Master Contract with the Grantee's selected Contractor.

13. Administration of Agreement

The Grant Manager on behalf of the Department for this *Grant Agreement* and the final *Grant Agreement* will be:

Jeremy Lange, Office of Financial Services
Michigan Department of State
430 W Allegan St., 4th Floor
Lansing, MI 48933
517.335.1952
LangeJ1@michigan.gov

All questions, comments and correspondence regarding this grant process, the *Grant Agreement* and the final *Grant Agreement* must be submitted in writing to the Grant Manager.

14. Completed Agreement

In order to complete this *Grant Agreement*, it must be filled out in its entirety by completing all indicated fields* below, and must be signed by the individual authorized by the county or local jurisdiction to enter into this agreement. The signed grant must be scanned and submitted electronically via the Elections eLearning Center, with the original returned to the Department via US Mail.

15. Voting Systems Authorization

Note: Grant Applicant to fill in all fields indicated (*) below:

This *Grant Agreement* is between the Michigan Department of State and:

Wayne County
City of Grosse Pointe Woods

*Grant Manager for County, City, or Township (point of contact for the State):

*Name	Lisa Kay Hathaway
*Title	City Clerk
*Office Address	20025 Mack Plaza, Grosse Pointe Woods, MI 48236
*Office Phone	313 343-2447
*Office Email Address	lhathaway@gpwm1.us

Authorized Voting System Component Totals:

Number of Precinct Tabulators Authorized for State-Federal Funding:	6
Number of Absent Voter Counting Board Tabulators Authorized for State-Federal Funding: (funded at precinct tabulator price) *	2
Number of Accessible Voting Devices Authorized for State-Federal Funding:	6
EMS Software Authorized for State-Federal Funding:	Yes Dominion Local Accumulation Only

16. Special Certification/Signature

The following signatory certifies that the person signing is authorized to sign and enter into this *Grant Agreement*. Further, the signatory has reviewed and agrees to the conditions as outlined in this *Grant Agreement*, and has personally examined and is familiar with the information submitted here, as well as the requirements of the Help America Vote Act, under which this grant has been submitted.

For the COUNTY OR LOCAL JURISDICTION:

*Name: Lisa Kay Hathaway

*Title: City Clerk *Date: _____

*Signature

For the STATE OF MICHIGAN, DEPARTMENT OF STATE:

Cindy Paradine, Director, Office of Financial Services

Signature

Date

CITY OF GROSSE POINTE WOODS

PROCLAMATION

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

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

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

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

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

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

NOW, THEREFORE, I, ROBERT E. NOVITKE, Mayor of the City of Grosse Pointe Woods, Michigan, do hereby proclaim **April 28, 2017 ARBOR DAY** in the City of Grosse Pointe Woods, and urge all citizens to celebrate **ARBOR DAY** and to support efforts to protect and provide needed care for our trees and woodlands.

Mayor Robert E. Novitke
April 24, 2017





10A

Special License Application

Your completed application must be received by the Commission ten (10) business days before your event date. Failure to submit application a minimum of ten (10) business days prior to event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: City of Grosse Pointe Woods			
Applicant address: 20025 Mack Plaza Drive			
City: Grosse Pointe Woods		Zip Code: 48236	
Contact name: Bruce Smith	Phone: 313 343-2450	Email: bsmith@gpwmi.us	
Alternate contact name: Lisa Hathaway	Phone: 313 343-2440	Email: lhathaway@gpwmi.us	
1. Has the applicant organization previously received a Special License? <input checked="" type="radio"/> Yes <input type="radio"/> No		Leave Blank - MLCC Use Only	
If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)			
2. Has the applicant organization been established for one (1) year or longer? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Date the applicant organization was established (month/day/year): 12/11/1950			
3. Is the applicant organization a municipality? <input checked="" type="radio"/> Yes <input type="radio"/> No			

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: City Hall, 20025 Mack Plaza	
City, township, or village where event will be held: Grosse Pointe Woods, MI	County: Wayne
1. Will you submit your application at least ten (10) business days before your event(s)? <input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? <input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5)	
5. Is the event location situated in or on state owned land, such as a state park or National Guard armory? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, the applicant organization must submit documentary proof of approval to use the state owned land. Operation under a Special License on military property is subject to all the regulations of the Department of Military Affairs and the provisions of the Liquor Control Code and administrative rules.	
6. Will the event(s) involve an auction of donated wine? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned.	
7. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)	
8. Will the event(s) be a Millionaire Party? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, the applicant must obtain a Millionaire Party license from the Michigan Gaming Control Board.	

9. Will a beer, wine, or spirits manufacturer be involved in any way with the event(s)? ☐ Yes ☒ No
 If Yes, please include a written explanation of the manufacturer's involvement in the event(s).

10. Is the event location outdoors or partially outdoors? ☒ Yes ☐ No
 If Yes, list the exact dimensions of the outdoor area: 138 feet X 232 feet = 32,016 square feet
 (Provide a diagram of outdoor area)

Width
Length

Describe type and height of the barrier that will be used to enclose the outdoor area:

4' vinyl winter fencing

11. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons:

Public Safety Auxiliary will check I.D. and monitor activities. Signage will be posted identifying: "Must be 21 years of age or older to consume alcoholic beverages - Picture I.D. must be shown"

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date.** A Special License for both the service of alcohol and a wine auction on the same date will be considered two (2) Special Licenses.

1	Jun 30, 2017	Describe event being held: This is a City, Community Event -Music on the Lawn.	
	Date		
	7-10 p.m.	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Hours of Operation	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

2	Jul 27, 2017	Describe event being held: This is a City, Community Event -Music on the Lawn.	
	Date		
	7-10 p.m.	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Hours of Operation	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

3	Aug 25, 2017	Describe event being held: This is a City, Community Event -Music on the Lawn.	
	Date		
	7-10 p.m.	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Hours of Operation	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

4	Sep 16, 2017	Describe event being held: This is a City, Community Event - Fall Fest.	
	Date		
	7-10 p.m.	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Hours of Operation	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

5	Sep 17, 2017	Describe event being held: RAIN DATE ONLY: This is a City, Community Event - Fall Fest and will only be held if it rains on 09/16/17.	
	Date		
	7-10 p.m.	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Hours of Operation	Is this date a Sunday? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input checked="" type="radio"/> No	

6		Describe event being held:	
	Date		
		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Hours of Operation	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

12. Special license date information Continued from Page 2.

7		Describe event being held:
	Date	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
	Hours of Operation	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

8		Describe event being held:
	Date	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
	Hours of Operation	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

9		Describe event being held:
	Date	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
	Hours of Operation	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

10		Describe event being held:
	Date	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
	Hours of Operation	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

11		Describe event being held:
	Date	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
	Hours of Operation	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

12		Describe event being held:
	Date	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
	Hours of Operation	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

Your completed application must be received by the Commission ten (10) business days before your event date. Failure to submit application a minimum of ten (10) business days prior to event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculator on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. A Special License for both the service of alcohol and a wine auction on the same date will be considered two (2) Special Licenses.

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. A Special License for both the service of alcohol and a wine auction on the same date will be considered two (2) Special Licenses.

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>	\$50.00	<p>Make checks payable to: State of Michigan</p>	<p>Leave Blank - MLCC Use Only</p>
x Number of Special Licenses:	5		
= Special License Fees: <i>MLCC Fee Code: 4008</i>	\$250.00		
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>			
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>			
= TOTAL FEES DUE:	\$250.00		

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Your completed application must be received by the Commission ten (10) business days before your event date. Failure to submit application a minimum of ten (10) business days prior to event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Robert E. Novitke, Mayor

Print Name of President	Signature of President	Date
-------------------------	------------------------	------

Print Name of Notary	Signature of Notary	Date
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Notary Public, State of Michigan, County of	Acting in the County of
My commission expires	

Lisa Kay Hathaway, City Clerk


Print Name of Secretary	Signature of Secretary	Date
-------------------------	------------------------	------

Print Name of Notary	Signature of Notary	Date
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Notary Public, State of Michigan, County of	Acting in the County of
My commission expires	

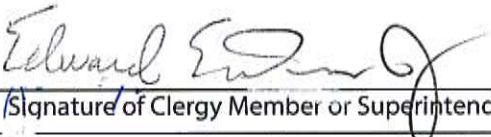
Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: City of Grosse Pointe Woods Public Safety	
Name & title of reviewing officer: John Kosanke, Director of Public Safety	
Phone number of officer: 313 343-2420	Email of officer: jkosanke@gpwmi.us
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input checked="" type="radio"/> Yes <input type="radio"/> No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location. <div style="float: right; text-align: right;">  Signature of Reviewing Officer <div style="margin-left: 100px;"> 4-10-17 Date </div> </div>	

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school: Grosse Pointe Woods Presbyterian Church	
Address of church or school: Rev. Edward Dunn, 19950 Mack Avenue	
City: Grosse Pointe Woods	Zip Code: 48236
Phone number: 313 886-4301	Email: gpwpc@comcast.net
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location. <div style="float: right; text-align: right;">  Signature of Clergy Member or Superintendent <div style="margin-left: 100px;"> 4-10-17 Date </div> </div>	

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

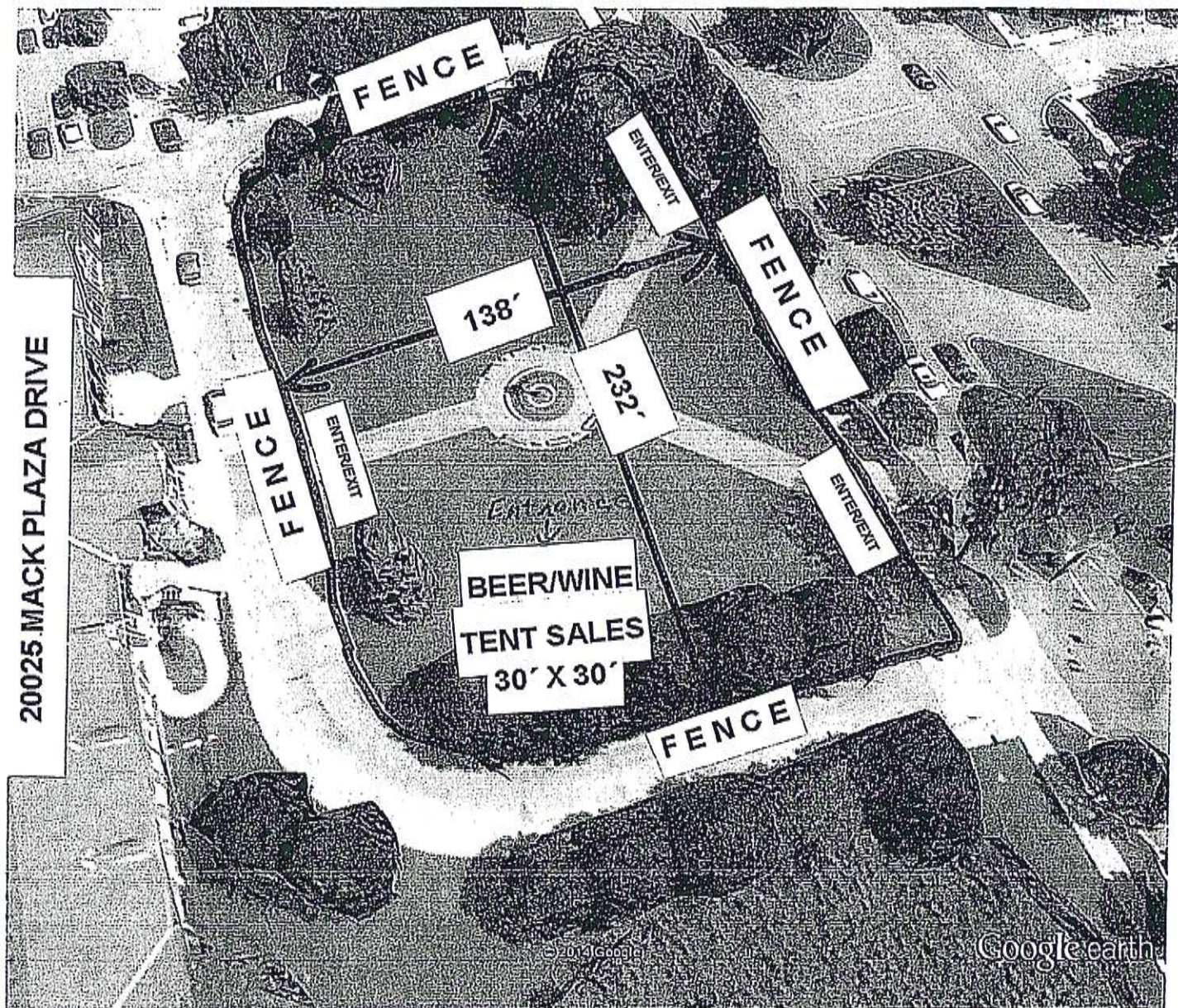
Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location. <div style="float: right; text-align: right;"> Signature of Authorized Signer for Licensee <div style="margin-left: 100px;"> Date </div> </div>	

CITY HALL

20025 MACK PLAZA DRIVE



Google earth

Google earth

feet 100
meters 30



- Public Safety Auxiliary Officers will be monitoring the entrances and exits of both the beer/wine tent and the fenced area to ensure compliance with the laws of the State of Michigan and the Rules of the MLCC regarding the sale, furnishing, and consumption of alcoholic beverages.
- The beer/wine tent will be enclosed on three sides with signage posted, "Must be 21 years of age or older to consume alcoholic beverages – Picture I.D. must be shown"
- Only individuals with wrist bands will be permitted to purchase or consume beer/wine.
- Total Service area is $138' \times 232' = 32,016$ sq. ft.
- Perimeter of fenced area = 731' (grassy area in front of City Hall)
- Snow fencing will be used to enclosed grassy area.



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a _____ meeting of the _____
(Regular or Special) (Membership or Board of Directors)

called to order by _____ on _____ at _____
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
(Name of Organization)

for a Special License to serve alcohol on _____
(Event Date or Dates)

to be located at _____
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
(Membership or Board of Directors)

at a _____ meeting held on _____
(Regular or Special) (Date)

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Bond No. 63150477

Bond of Special License for Sale of

Beer, Wine, and/or Spirits for Consumption on the Premises
[Required under MCL 436.1801(1)(b) - Not Required if Applicant Organization is a Church or School]

Applicant organization name: <u>City of Grosse Pointe Woods</u>	
Address of event location: <u>20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236</u>	
City, township, or village where event will be held: <u>Grosse Pointe Woods</u>	County: <u>Wayne</u>

Know all men by these presents, that the above applicant, as principal,

and WESTERN SURETY COMPANY

of address 101 S. Reid St., Ste. 300, City of Sioux Falls, State of South Dakota
have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year): April 7th, 2017

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): June 30th, 2017

If accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): April 7th, 2017

Signature of Special License applicant: _____

Officer name & title (print or type): _____

Attorney-in-fact signature: Paul T. Bruflat

Attorney-in-fact name (print or type): Paul T. Bruflat, Vice President

Name of Surety Company: WESTERN SURETY COMPANY

Address & Phone of Surety Company: P.O. Box 5077
Sioux Falls, SD 57117-5077 (605) 336-0850

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Liquor Event

bond with bond number 63150477

for City of Grosse Pointe Woods

as Principal in the penalty amount not to exceed: \$ 1,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its
Vice President with the corporate seal affixed this 7th day of April,
2017.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

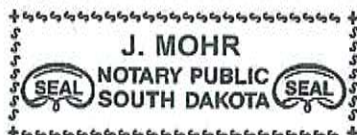
By

Paul T. Bruflat

Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 7th day of April, 2017, before me, a Notary Public, personally appeared
Paul T. Bruflat and L. Nelson
who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the
voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



CNA Surety

INVOICE

CNA Surety

CO. #	BOND/POLICY #	EFFECTIVE DATE	ANNIVERSARY DATE	PROCESS DATE	PENALTY
0601	63150477	06/30/2017	08/30/2017	04/07/2017	\$1,000.00
PRINCIPAL	City of Grosse Pointe Woods 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236				
RISK STATE	MI	WRITTEN BY Western Surety Company			
DESCRIPTION	Liquor Event				
OBLIGEE	State of Michigan				
AGENCY CODE	\$50.00				
21-17271					

Your agent is: American Fraternal Agency
Mail to: 33425 Grand River, Ste. 201
Farmington, MI 48335

Western Surety Company

Make payable to: American Fraternal Agency

0003001 02117271000006302017 00601006315047700 00000000350007



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Bond No. 63150497

Bond of Special License for Sale of Beer, Wine, and/or Spirits for Consumption on the Premises

[Required under MCL 436.1801(1)(b) - Not Required if Applicant Organization is a Church or School]

Applicant organization name:	
<u>City of Grosse Pointe Woods</u>	
Address of event location:	
<u>20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236</u>	
City, township, or village where event will be held:	County:
<u>Grosse Pointe Woods</u>	<u>Wayne</u>

Know all men by these presents, that the above applicant, as principal,

and WESTERN SURETY COMPANY

of address 101 S. Reid St., Ste. 300, City of Sioux Falls, State of South Dakota
have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year): April 7th, 2017

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): July 28th, 2017

if accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): April 7th, 2017

Signature of Special License applicant: _____

Officer name & title (print or type): _____

Attorney-in-fact signature: _____

Attorney-in-fact name (print or type): _____

Paul T. Bruflat, Vice President

Name of Surety Company: _____

WESTERN SURETY COMPANY

Address & Phone of Surety Company: _____

P.O. Box 5077

Sioux Falls, SD 57117-5077

(605) 336-0850

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Liquor Event

bond with bond number 63150497

for City of Grosse Pointe Woods

as Principal in the penalty amount not to exceed: \$ 1,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its
Vice President with the corporate seal affixed this 7th day of April,
2017.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

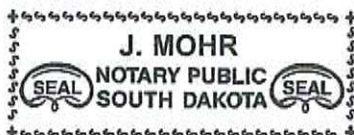
By

Paul T. Bruflat

Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 7th day of April, 2017, before me, a Notary Public, personally appeared
Paul T. Bruflat and L. Nelson
who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the
voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



CNA Surety**INVOICE**

CO. #	BOND/POLICY #	EFFECTIVE DATE	ANNIVERSARY DATE	PROCESS DATE	PENALTY
0601	63150497	07/28/2017	09/28/2017	04/07/2017	\$1,000.00

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

RISK STATE MI WRITTEN BY Western Surety Company

DESCRIPTION Liquor Event

OBLIGEE State of Michigan

AGENCY CODE	\$50.00
21-17271	

Your agent is: American Fraternal Agency
Mail to: 33425 Grand River, Ste. 201
Farmington, MI 48335

Western Surety Company

Make payable to: American Fraternal Agency

0003001 02117271000007282017 00601006315049700 00000000350005



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Bond of Special License for Sale of Bond No. 63150509

Beer, Wine, and/or Spirits for Consumption on the Premises

[Required under MCL 436.1801(1)(b) - Not Required if Applicant Organization is a Church or School]

Applicant organization name:	
City of Grosse Pointe Woods	
Address of event location:	
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236	
City, township, or village where event will be held:	County:
Grosse Pointe Woods	Wayne

Know all men by these presents, that the above applicant, as principal,

and WESTERN SURETY COMPANY

of address 101 S. Reid St., Ste. 300, City of Sioux Falls, State of South Dakota
have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year): April 7th, 2017

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): August 25th, 2017

if accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): April 7th, 2017

Signature of Special License applicant: _____
Officer name & title (print or type): _____
Attorney-in-fact signature: Paul T. Bruflat
Attorney-in-fact name (print or type): Paul T. Bruflat, Vice President
Name of Surety Company: WESTERN SURETY COMPANY
Address & Phone of Surety Company: P.O. Box 5077
Sioux Falls, SD 57117-5077 (605) 336-0850

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Liquor Event

bond with bond number 63150509

for City of Grosse Pointe Woods

as Principal in the penalty amount not to exceed: \$ 1,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its
Vice President with the corporate seal affixed this 7th day of April,

2017.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By

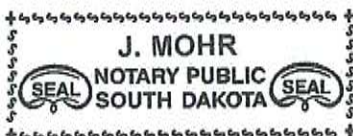
Paul T. Bruflat

Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 7th day of April, 2017, before me, a Notary Public, personally appeared
Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the
voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



CNA Surety**INVOICE**

CO. #	BOND/POLICY #	EFFECTIVE DATE	ANNIVERSARY DATE	PROCESS DATE	PENALTY
0601	63150509	08/25/2017	10/25/2017	04/07/2017	\$1,000.00
PRINCIPAL	City of Grosse Pointe Woods 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236				
RISK STATE	MI	WRITTEN BY Western Surety Company			
DESCRIPTION	Liquor Event				
OBLIGEE	State of Michigan				
AGENCY CODE	\$50.00				
21-17271					

Your agent is: American Fraternal Agency
Mail to: 33425 Grand River, Ste. 201
Farmington, MI 48335

Western Surety Company

Make payable to: American Fraternal Agency

0003001 02117271000008252017 00601006315050900 00000000350005



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

**Bond of Special License for Sale of
Beer, Wine, and/or Spirits for Consumption on the Premises**

Bond No. 63150519

[Required under MCL 436.1801(1)(b) - Not Required if Applicant Organization is a Church or School]

Applicant organization name:	
City of Grosse Pointe Woods	
Address of event location:	
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236	
City, township, or village where event will be held:	County:
Grosse Pointe Woods	Wayne

Know all men by these presents, that the above applicant, as principal,

and WESTERN SURETY COMPANY

of address 101 S. Reid St., Ste. 300, City of Sioux Falls, State of South Dakota
have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year): April 7th, 2017

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): September 16th, 2017

If accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): April 7th, 2017

Signature of Special License applicant: _____

Officer name & title (print or type): _____

Attorney-in-fact signature: _____

Attorney-in-fact name (print or type): _____

Paul T. Bruflat, Vice President

Name of Surety Company: _____

WESTERN SURETY COMPANY

Address & Phone of Surety Company: _____

P.O. Box 5077

Sioux Falls, SD 57117-5077

(605) 336-0850

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Liquor Event

bond with bond number 63150519

for City of Grosse Pointe Woods

as Principal in the penalty amount not to exceed: \$ 1,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its
Vice President with the corporate seal affixed this 7th day of April,
2017.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

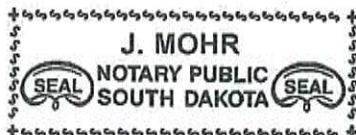
By

Paul T. Bruflat

Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 7th day of April, 2017, before me, a Notary Public, personally appeared
Paul T. Bruflat and L. Nelson
who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the
voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



CNA Surety**INVOICE**

CO. #	BOND/POLICY #	EFFECTIVE DATE	ANNIVERSARY DATE	PROCESS DATE	PENALTY
0601	63150519	09/16/2017	11/16/2017	04/07/2017	\$1,000.00

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

RISK STATE MI WRITTEN BY Western Surety Company

DESCRIPTION Liquor Event

OBLIGEE State of Michigan

AGENCY CODE	\$50.00
21-17271	

Your agent is: American Fraternal Agency

Mail to: 33425 Grand River, Ste. 201
Farmington, MI 48335

Western Surety Company

Make payable to: American Fraternal Agency

0003001 02117271000009162017 00601006315051900 00000000350000

ORDINANCE # _____

**AN ORDINANCE TO AMEND CHAPTER 44 UTILITIES
DIVISION 4 RATES AND COSTS, BY ADDING TO SECTION 44-144
A PROVISION TO ALLOW CITY ADMINISTRATION TO WAIVE
THE TEN PERCENT PENALTY BASED ON SPECIAL CIRCUMSTANCES**

THE CITY OF GROSSE POINTE WOODS ORDAINS:

Sec. 44-144. - Combined water-sewer rate and capital improvement levy; billing; delinquent bills.

(a) A combined water-sewer rate shall be established by resolution of the city council as may be adopted from time to time, plus a capital improvement levy as currently established or as hereafter adopted by resolution of the city council from time to time to cover the cost of purchasing and distribution of water, and the cost of collecting and treatment of combined sanitary and stormwater sewage, to extend, improve, replace and correct deficiencies to such systems and to maintain and administer such systems.

(b) All water and sewage disposal bills shall be rendered bimonthly by the city comptroller and shall be due and payable on the 15th day of the month following the end of the quarter. A penalty of ten percent of the amount of the bill shall be added if the bill is not paid on or before the due date. The ten (10%) penalty may be waived based on special circumstances detailed and approved in accordance with a policy adopted by City Council Resolution, as may be amended from time to time.

(c) The city comptroller shall have the right and power to shut off the supply of water to any property where the payment of the water bill, after rendered in manner specified in this section, is delinquent.

1st Reading:

2nd Reading:

Published GPN:

Adopted:

Effective:

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

12A

APR 10 2017

CITY OF GROSSE PTE. WOODS

FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: City Manager

April 01, 2017

Client: 000896

Matter: 000000

Invoice #: 111863

REGARDING: GENERAL MATTERS

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

TOTAL

\$2,650.83

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

April 01, 2017

Client: 000896

Matter: 000000

Invoice #: 111863

Attention: City Manager

Page: 1

RE: GENERAL MATTERS

For Professional Services Rendered through March 31, 2017

DATE	ATTY	DESCRIPTION	HOURS
3/3/2017	RWF	Telephone call from Mr. Smith regarding pending employee matter; telephone call from Ms. Hathaway regarding same.	0.75
3/6/2017	CKD	Attention to review of employee personnel file for proper redactions pursuant to Bullard-Plawecki.	2.00
3/7/2017	RWF	Telephone call from Mr. Smith and Ms. Behrens regarding taxation issue.	0.50
3/8/2017	RWF	Telephone call to Ms. Hathaway regarding pending employee matter.	0.25
3/10/2017	RWF	Telephone call from Mr. Smith regarding closing of administrative offices; attention to preparation of draft Letter of Agreement regarding same; attention to preparation of correspondence to Mr. Smith regarding same.	1.00
3/14/2017	RWF	Telephone call from Mr. Smith regarding taxation issue.	0.50
3/15/2017	RWF	Telephone call from Mr. Smith regarding taxation issue.	0.75
3/16/2017	RWF	Attention to preparation of draft agreements regarding taxation issue.	2.00
3/17/2017	RWF	Attendance at meeting with Mr. Smith regarding taxation issue; attention to preparation of letters of agreement regarding same; attendance at meeting with POAM and TPOAM regarding same; attendance at meeting with POLC -Command Officers and POLC -Dispatchers regarding same; telephone call from Mr. Smith regarding same.	6.00
3/20/2017	RWF	Attention to review of correspondence from Ms. Hathaway regarding FMLA leave; attention to legal research regarding same; attention to preparation of correspondence to Ms. Hathaway regarding same.	1.00
Total Services			\$2,551.25

KELLER THOMA
A PROFESSIONAL CORPORATION

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: City Manager

April 01, 2017

Client: 000896

Matter: 000000

Invoice #: 111863

Page: 2

RE: GENERAL MATTERS

ATTORNEY

		HOURS	RATE	AMOUNT
CKD	Chelsea K. Ditz	2.00	\$160.00	\$320.00
RWF	R. W. FANNING, JR.	12.75	\$175.00	\$2,231.25

DISBURSEMENTS

3/28/2017	Document Reproduction		\$49.40
3/31/2017	Lexis Research		\$18.78
3/31/2017	Postage		\$31.40
Total Disbursements			\$99.58

Total Amount Due

\$2,650.83