

**CITY OF GROSSE POINTE WOODS**  
**20025 Mack Plaza**  
**Regular City Council Meeting Agenda**  
**Monday, June 19, 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 06/05/17
  - B. Committee-of-the-Whole 06/05/17, 06/12/17
  - C. Compensation and Evaluation Committee 05/22/17, 06/06/17 with recommendations:
    1. City Attorneys
    2. City Administrator, City Clerk, Treasurer/Comptroller
  - D. Compensation and Evaluation Committee 06/12/17 with recommendation:
    1. Stipend - City Administrator, City Clerk, Treasurer/Comptroller
  - E. Tree Commission 02/01/17, 03/01/17, 05/03/17
  
7. COMMUNICATIONS
  - A. Resignation: Beautification Commission
    1. Erin Rozycki
  
  - B. Conference: Michigan Municipal Executives Summer Workshop
    1. Memo 06/07/17 – City Administrator
    2. Workshop Program
    3. Registration Form
  
  - C. Employee Handbook Supplement – Non-Union Employees
    1. Memo 06/19/17 – City Administrator-Treasurer/Comptroller
    2. Draft Supplement to the Employee Handbook dated 08/02/12
    3. Supplement to Employee handbook approved by Council 09/12/16
  
  - D. 2016 Annual Report – Department of Public Works/Parks & Recreation
    1. Memo 03/27/17 – Director of Public Services
    2. 2016 Annual Report

- E. Monthly Financial Report – May 2017
- 8. BIDS/PROPOSALS/  
CONTRACTS
  - A. Sale of City Trolley
    - 1. Memo 06/12/17 – Director of Public Services
- 9. RESOLUTION
  - A. Resolution in Opposition to SB 329 and HB 4503
    - 1. Committee-of-the-Whole Excerpt 06/05/17
    - 2. Draft Resolution
  - B. 2016/17 Year End Budget Amendments
    - 1. Proposed Resolution
- 10. CLAIMS/ACCOUNTS
  - A. Bond Counsel
    - 1. Letter 06/02/17 – Opatrick F. McGow
    - 2. Invoice 06/02/17
  - B. Telecom Attorney
    - 1. Kitch Drutchas Wagner Valitutti & Sherbrook –  
Michael Watza 05/31/17
  - C. Labor Attorney
    - 1. Keller Thoma 06/01/17
- 11. NEW BUSINESS/PUBLIC COMMENT
- 12. ADJOURNMENT

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

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

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

<p><b>NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST</b></p>
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MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 5, 2017, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:41 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 Don Berschback  
Treasurer/Comptroller Behrens  
City Clerk Hathaway  
Director of Public Services Schulte  
Building Inspector Tutag  
Information Technology Manager Capps  
Bond Counsel McGow  
Financial Advisor Bendzinski

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

The following Commission members were in attendance:

- Doug Hamborsky, Planning Commission
- George McMullen, Board of Review/Local Officers Compensation Commission
- Steve Chan, Tree Commission
- Mary Ellen Meyerling, Tree Commission
- Tim Butler, Tree Commission
- Laura Gaskin, Tree Commission
- Joe Backer, Tree Commission
- Peter Groschner, Tree Commission
- Robert Greening, Tree Commission
- Marlin Stewart, Beautification Commission

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

Motion carried by the following vote:

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

The Tree Commission Chair, Steve Chan, introduced the winners of the Arbor Day Poster Contest held at various elementary schools, they were:

Representing Monteith: Claire Copeland;  
Representing Mason: Josephine Zilly;  
Representing Ferry: Katie Scott;  
Representing Poupard: James Spivey;  
Representing Star of the Sea: Constantina Bournias.

The Tree Commission then presented the 39th Tree City USA Flag to City Council.

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

1. City Council Minutes dated May 15, 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, that the following minutes be approved as submitted:

1. Committee-of-the-Whole minutes dated May 15, 2017.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Shetler, regarding **proposed ordinance amendment – Sec. 32-13, Wall Signs**, that the City Council refer this item to the Committee-of-the-Whole.

Motion carried by the following vote:

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

No: None

Absent: None

THE MEETING WAS THEREUPON OPENED AT 7:52 P.M. FOR A PUBLIC HEARING IN ACCORDANCE WITH CHAPTER 8, BUILDINGS AND BUILDING REGULATIONS, ARTICLE IX, FENCES, TO HEAR THE **APPLICATION OF NANCY SILVERI, 1039 HAWTHORNE**, GROSSE POINTE WOODS, WHO IS REQUESTING PERMISSION TO ERECT A 6' PRIVACY **FENCE**, WHICH IS NONCOMPLIANT WITH SECTION 8-281(1) OF THE GROSSE POINTE WOODS CITY CODE. A VARIANCE IS THEREFORE REQUIRED.

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

1. Letter 04/07/17 – Nancy Silveri
2. Letter 10/31/16 – Nancy Silveri
3. Memo 05/24/17 – Building Official
4. Photos (4)
5. Application for Fence Zoning Compliance Permit 04/03/17
6. Certificate of Survey 08/25/03
7. Job Sketch 09/14/16 – Kimberly Fence
8. Proposal/Contract 09/14/16 – Kimberly Fence
9. Post Master brochure
10. Photo (1)
11. Memo 04/28/17 – Director of Public Services
12. Affidavit of Property Owners Notified
13. Aerial Views (3)

Motion carried by the following vote:

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

No: None

Absent: None

The Building Official provided an overview of the Petitioner’s request as stated in his memo dated May 24, 2017.

The Chair asked if anyone from the audience wished to speak in favor of the proposed request. The following individuals were heard:

Thomas Thompson  
1051 Hawthorne

Nancy Silveri  
1039 Hawthorne

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

Motion by Granger, seconded by Shetler, that the public hearing BE CLOSED at 7:59 p.m. PASSED UNANIMOUSLY.

Motion by Granger, seconded by Koester, regarding the Public Hearing for a fence variance: Nancy Silveri, 1039 Hawthorne, that the City Council approve a variance for a 6’ shadow box fence replacement of an existing fence along the east lot line with like fences existing in the yard.

Motion by Granger, seconded by Koester, to amend the previous motion by adding, “due to special circumstances of a contract predating the ordinance amendment.”

Motion carried by the following vote:

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

Next, Marlin Stewart, 2145 Stanhope, requested to be heard by City Council regarding **finishing Section D of the Immediate Road Program**, as well as funding of said program. The Mayor stated one way to move forward with the program and address streets that have not been replaced or resurfaced due to costs exceeding allocated bond funds, is to wait until the current construction program is complete. At that time administration will be able to determine the final cost of the current construction and to

determine financing options. The City Engineer stated he approached the contractor for a cost and that resurfacing would last approximately five to ten years. He stated that due to the condition of Beaufait, it is not a resurfacing option, however Brys, Stanhope west of Chester, Anita, and Oxford could be remedied with resurfacing.

When the Chair asked when the current program would be completed, which would permit a determination to be made regarding funds remaining, the City Engineer replied sometime late summer, possibly September. Mr. Stewart asked how long it would take to receive bond money if a millage proposal were approved by the voters next August. Mr. McGow stated the bonding money would be received when the City is ready to start construction.

Motion by McConaghy, seconded by Koester, regarding **2017/18 Budget Amendments**, that the City Council approve the budget amendments as presented; reducing the City Attorney expenditure budget in the amount of \$16,075.00, reducing the City Clerk’s expenditure budget in the amount of \$32,574.00, and reducing the Community Center expenditure budget in the amount of \$5,000.00; these amendments generating an overall decrease to the general fund expenditures in the amount of \$53,649.00 resulting in a total general fund expenditure in the amount of \$12,809,345.00:

Account	Account No.	Original Budget	Amendment
<b>TOTAL - ATTORNEY</b>		<b>\$277,801</b>	<b>\$261,726</b>
Claims Outside Counsel	101-210-812.000	\$14,500	
Hospital/Dental/Optical	101-210-719.000	\$1,575	
Reduction		(\$16,075)	
<b>TOTAL – CITY CLERK</b>		<b>\$388,121</b>	<b>\$355,547</b>
Minor Equipment	101-215-970.000	\$15,000	
Hospital/Dental/Optical	101-215-719.000	\$17,574	
Reduction		(\$32,574)	
<b>TOTAL – COMTY CTR</b>		<b>\$282,724</b>	<b>\$277,724</b>
Minor Equipment	101-780-970.000	\$5,000	
Reduction		(\$5,000)	

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 **FY 2017/18 Road Debt Budget**, that the City Council approve the 2017/18 Road Debt budget amendments as presented, and approve a 1.5300 levy to be placed on the 2017 winter tax bill for the Road Debt millage, as follows:

Revenues		
Operating Levy	304-000-402.000	\$ 1,008,958
Interest Earned	304-000-665.000	2,000
TOTAL		\$1,010,958
Expenditures		
Bond Issue #1 Principal	304-990-991.000	\$750,000
Bond Issue #2 Interest	304-990-995.000	180,250
Bond Issue #2 Interest	304-990-995.000	51,177
TOTAL		\$999,977
Net		\$10,981

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 **unpaid invoices**, that the City Council approve transferring unpaid invoices on to the July 2017 property tax bills in accordance with the Treasurer/Comptroller's memo dated May 29, 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 **2017 Applications for Permit/License to Solicit**, that the City Council approve the following application to solicit:

1. Lori Rankin, Comcast Cable.

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 **2017 Applications for Permit/License to Solicit**, that the City Council approve the following application to solicit:

1. John Case, Edward Jones.

Motion carried by the following vote:

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

The Mayor accepted the resignation of Ann Marie Gattari from the Senior Commission with regret, and directed the City Clerk to send appropriate thanks and recognition to Ms. Gattari.

Motion by McConaghy, seconded by Granger, regarding **Legal Proceedings: Laura Kapuscinski vs. City of Grosse Pointe Woods**, that the City Council refer this item to the City Attorney for further processing.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Bryant, regarding **contract: activities building carpet**, that the City Council rescind the previous City Council approval on April 3, 2017, and to approve the purchase of carpeting for the Activities Building from All Custom Floors, LLC in an amount not to exceed \$6,150.00, 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 Koester, seconded by Shetler, regarding **contract renewal – Wide Open West (WOW!)**, that the City Council concur with the Committee-of-the-Whole at their meeting held May 15, 2017, and approve a renewal contract with Wide Open West to provide fiber internet service, WAN, and phones to City Hall, Lake Front Park, and the Department of Public Works for a three-year period, funds to be taken from various accounts identified in the Information Technology Manager’s memo dated April 24, 2017; and, authorize the City Administrator to sign said contracts.

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 **contract: trucking services**, that the City Council approve the Agreement with Grosso Trucking & Supply for trucking services from July 1, 2017, through June 30, 2018, in an amount not to exceed \$84,000.00, funds to be taken from Account No. 226-528-818.000; and, authorize the City Administrator to sign said Agreement.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler, regarding **contract: Plante Moran Audit/Budget Amendment**, that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting held May 8, 2017, and approve a contract with Plante Moran to prepare the City’s Comprehensive Annual Financial Reports and related Federal Awards Programs for fiscal years ending June 30, 2017, through June 30, 2019, a three-year extension, with an option for two additional years, as presented, to

include the Municipal Court audit at the rates presented; and that the Agreement include clauses permitting Plante Moran to terminate the Agreement with cause and the City to terminate the Agreement with or without cause; funds for the City audit to be taken from the accounts identified in the Treasurer/Comptroller's memo dated June 5, 2017; to approve a budget amendment in the amount of \$5,000 into Account No. 101-136-818.000 from the General Fund Account No. 101-000-395.000; and, to authorize the City Administrator to sign said auditing Agreements for the City and for the Municipal Court.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Shetler, regarding **contract: Worker's Compensation Services**, that the City Council approve a one-year contract with York Risk Management to provide the City's Worker's Compensation services in an amount not to exceed \$21,144.00, funds to be taken from Worker's Compensation Account No. 632-854-914.000, and to authorize the City Administrator to sign said contract.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **contract: 2017/18 road salt**, that the City Council award a contract to Cargill, Inc. to provide the 2017/18 winter maintenance season road salt at a cost of \$52.99 per ton at a cost not to exceed \$50,000.00, funds to be taken from Account Nos. 202-478-757.000 (\$12,500.00) and 203-478-757.000 (\$37,500.00); and, to authorize the City Administrator to sign said contract.

Motion carried by the following vote:

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

The Mayor issued a **proclamation** in honor of Eleanor Russell's 100<sup>th</sup> Birthday.

Motion by Koester, seconded by Granger, regarding **committing fund balance**, that the City Council concur with the recommendation of the Treasurer/Comptroller in her memo dated June 5, 2017, and adopt a resolution to commit Fund Balance as follows:

- Municipal Improvement Fund - \$23,158.22;
- Road Construction - \$50,436.91;
- Major Road Fund - \$27,033.36;
- Local Street Fund - \$31,892.01;
- Water/Sewer Fund - \$36,592.87;
- 100% of the Local Street Fund Balance at year end June 30, 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, regarding **policy – water bill penalty waiver**, that the City Council approve the Policy for Considering A Water Bill Penalty Waiver as amended, and adopt the proposed Resolution.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler, regarding **Capital Improvement Bond**, that the City Council adopt the Notice of Intent Resolution, Capital Improvement Bonds, and authorize the City Clerk to publish the required notice in the Grosse Pointe News.

Motion carried by the following vote:

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

There was a consensus of the City Council regarding **First Reading: An Ordinance Amending Chapter 42, Traffic and Vehicles, Article III, State Vehicle Code, by adding Section 42-111 and Section 42-112, to allow for municipal enforcement of certain state laws as specifically authorized by state statute, specifically driving, without insurance and driving while license suspended 2<sup>nd</sup> and subsequent offenses**, that the City Council postpone this item to a future meeting.

Motion by McConaghy, seconded by Bryant, regarding **labor attorneys**, that the City Council approve the following statement dated May 1, 2017:

1. Labor Attorney Keller Thoma - \$60.85.

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:

1. City Attorney Don R. Berschback 05/31/17- \$2,320.00;
2. City Attorney Charles T. Berschback 05/26/17 - \$6,343.75.

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 **insurance claim – park maintenance building fire**, that the City Council approve the following invoice dated May 15, 2017:

1. Servpro Invoice No. 5271507 (Claim No. 183117) - \$5,645.16.

The City Clerk was asked to provide to the City Council an itemized statement of services rendered by ServPro.

Motion carried by the following vote:

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

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

- **Lake Front Park Maintenance Garage Roof.**

Motion by Bryant, seconded by Koester, regarding Lake Front Park Maintenance Garage Roof, that the City Council approve a contract with Hadley Home Improvement Inc. at a cost not to exceed \$6,630.00, to replace the roof on the maintenance garage at Lake Front Park, funds to be taken from the municipal improvement general ledger Account No. 401-902-977.104.

Motion carried by the following vote:

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

- **Financial Advisor and Placement Agent Invoices.**

Motion by Koester, seconded by McConaghy, regarding Financial Advisor invoice, that the City Council approve the following invoices for services rendered to issue the 2017 Unlimited Tax General Obligation Bonds, funds to be taken from the Road Construction Bond Cost Account:

1. Bendzinski & Co Invoice 06/02/17 No. 16-053 - \$9,900.00;
2. Hutchinson Shockey Erley & Co 05/31/17 - \$7,500.00.

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 **appraisal services**, that the City Council approve the engagement of John R. Widmer, Jr., Frohm & Widmer, Inc., at a cost not to exceed \$6,000.00 to perform appraisal services relating to the Kroger Tax Tribunal case, funds to be taken from Attorney Account No. 101-210-801.301.

Motion carried by the following vote:

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

- The Mayor stated he received a letter asking him to sign a letter, along with other Mayors whose community surrounds the Great Lakes, in opposition of Canada allowing low level radio active waste disposal near the Great Lakes.

Motion by Granger, seconded by Shetler, regarding opposition to low level radio active waste disposal being allowed by Canada near the Great Lakes, that the City Council concurs with the Mayor signing the letter in opposition to low level radio active waste disposal near the Great Lakes.

Motion carried by the following vote:

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

- The Mayor, at the request of Council Member Ketels, discussed an email distributed to the City Council by the City Clerk regarding proposed amendments to the Zoning Enabling Act, SB 329 and HB 4503, which would eliminate local control regulating short-term rental units. Following a brief discussion, the City Clerk was asked to prepare a Resolution in opposition of this legislation for City Council action on June 19, 2017.

Under Public Comment, the following individuals were heard:

- Margaret Potter spoke in opposition to Little League’s Lease Agreement proposal;
- Joyce Janowski regarding receiving voice mail when calling the non-emergency Public Safety number and vendors parking in the fire lane.

Motion by Granger, seconded by Koester, to adjourn tonight’s meeting at 9:15 p.m.  
PASSED UNANIMOUSLY.

Respectfully submitted,

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Lisa Kay Hathaway  
City Clerk

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Robert E. Novitke  
Mayor



MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 5, 2017, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ABSENT: None

ALSO PRESENT: City Administrator Smith  
City Attorneys Don and Chip Berschback  
Treasurer/Comptroller Behrens  
City Clerk Hathaway  
City Assessor Dunlap

Mayor Novitke called the meeting to order at 6:00 p.m.

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

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

Motion by Granger, seconded by Shetler, that the Committee recess the regularly scheduled Committee-of-the-Whole meeting at 6:01 p.m. and convene in Closed Executive Session for the purpose of discussing pending litigation at which time the Committee may or may not reconvene in regular session to address additional items as necessary, in accordance with the Open Meetings Act 1976 PA 267.

Motion carried by the following ROLL CALL vote:  
Koester Yes  
McConaghy Yes  
Novitke Yes  
Shetler Yes  
Bryant Yes  
Granger Yes  
Ketels Yes

The Chair reconvened the regular meeting at 6:29 p.m. and declared a recess to move the meeting into the Council Chambers due to the number of people in attendance. The Committee-of-the-Whole then reconvened at 6:32 p.m.

The next item discussed was regarding **proposed Ghesquiere Park Improvements**. The following individual spoke as the representative for Little League:

Joel Harris, Atty.  
1834 Norwood

The Mayor stated that Little League's original request was to make improvements to Ghesquiere Park. At the prior meetings, Little League was advised that detailed plans would need to be presented to the City, and project plans have not been presented. The Mayor stated that a Lease Agreement was neither discussed nor considered in the past.

Mr. Harris stated the Lease Agreement document came about as a result of different sources and picked out certain components best addressing issues. Two components are, one, a long term lease and annual maintenance; and two, improvements including fundraising. He stated Little League wants to work with the City on a preliminary plan in order to inform people regarding fundraising efforts. Little League is asking for conditional rights, but will not do them if unable to raise the money. Some of the projects include backstops and fencing, and removal of grass in the infield for softball. Little League plans to sponsor tournaments including folks from other communities. He stated everything done would be subject to prior City approval and it is important to keep the City informed and to address all concerns.

The Chair asked if blueprints are available and Mr. Harris stated conceptual schematics have been provided. The Chair said Little League needs to present the City with detailed plans.

Mr. Harris stated the concession stand would remain in the same place. The Chair asked how long it would take to provide detailed plans including easements, water, electric, etc. and measurements. Ms. Harris stated additional plans were provided but not presented tonight. The Chair stated Little League needs to provide plans and discuss improvements with administration.

Mr. Harris stated the Lease Agreement is needed if an investment is made to guarantee the fields for a number of years. The Chair asked if without a Lease Agreement, whether the Little League would make no improvements. Mr. Harris stated he could not say today. The Chair stated the park is public property and cannot preclude our residents from using our park. Mr. Harris wants a level of protection for an investment being made.

Additional comments, questions, and answers by the Council and Little League ensued relating to bidding responsibilities for work to be done, accessibility for all residents, accessibility to the park without a key, a key is okay to secure the batting cages, the meeting tonight was intended to discuss plans and how things would look and not an Agreement, questioned authority of the City to turn over control of the park to another entity, disapproval of commercialized signage, plans requiring full vetting and review by the Building Department, and possibly consider an operating agreement rather than lease agreement.

Although Mr. Harris will be the point person dealing with administration, nothing would preclude communication with others associated with Little League.

Discussion then ensued regarding **Milk River Intercounty Drainage District**.

The following were present:

Director of Public Services Schulte  
City Engineer Lockwood  
City Attorney Chip Berschback

The City Attorney provided an overview regarding amendments to the original agreement language when discussed with the Milk River attorney. This item is to be addressed by City Council on June 19<sup>th</sup>. Changes include:

- Return area to substantially similar condition;
- Video tape the area prior to any construction to obtain a present day condition;
- Agreed to repave the road, with possible ifs;
- At their sole cost, restore the easement area;
- Construction areas at both Department of Public Works and Lake Front Park will be swept periodically as needed;
- No material will be stockpiled for more than 72 hours unless intended for future use on the project as recommended by the City Engineer;
- No work done on, and including, Labor Day through Memorial Day;
- With respect to the title issue, the City has no knowledge of defects but not giving title work;
- A water meter exists in Department of Public Works parking lot for the Milk River, and they will move it at their cost and put it into the building;
- Agreed to An Indemnification Agreement.

Sticking points discussed:

- Do not agree to escrow of \$150,000.00; have agreed to repair or replace the roads;
- Per diem penalty after three years, a specific amount of dollars per day was recommended, and discussions continue;
- They have requested to perform additional work inside the pump station on Labor Day or Memorial Day. The City Attorney stated that today he received a communication from their attorney, the contractor would like to come in some time between Memorial Day and Labor Day to perform work outside of the park reassessing pipe by the pump station.

The City Engineer stated one element needed is an escrow. His opinion is if you do not have an escrow, it would be very difficult to collect money in order to address any damages. Other than suing to get damages repaired, an escrow needs to be maintained unless they have some other suggestion. He does not believe bonding will apply in this circumstance and is difficult to collect. They are responsible to reimburse the City for what the City pays including engineering. The City Attorney was asked to address the reimbursements.

Motion by Bryant, seconded by Shetler, that the meeting of the Committee-of-the-Whole be adjourned at 7:33 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

---

Lisa Kay Hathaway  
City Clerk

---

Robert E. Novitke  
Mayor

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS, MEETING WITH THE PLANNING COMMISSION, HELD ON MONDAY, JUNE 12, 2017, IN THE COMMUNITY CENTER- GARDEN ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

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

ABSENT: None

And;

PRESENT: Chair Fuller  
Planning Commissioners: Gilezan, Hamborsky, Profeta, Reiter, Vaughn, Vitale

ABSENT: Rozycki, Stapleton

ALSO PRESENT: City Administrator Smith  
City Attorney Chip Berschback  
Building Official Tutag  
Deputy City Clerk Gerhart

Mayor Novitke called the joint meeting of the Committee-of-the-Whole and the Planning Commission to order at 6:06 p.m.

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

Motion carried by the following vote:

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

No: None

Absent: None

The Mayor turned the meeting over to Planning Commissioner Hamborsky who provided an overview regarding **2020 Vision Plan**. It was stated that the goal of the plan is to provide specific additional physical and program elements that would produce significant lifestyle enhancements for the Grosse Pointe Woods Community. The Planning Commission used the following mission statement in crafting the 2020 Vision Plan:

*To provide forward thinking, realistic design, zoning and administrative tools that shall allow the City of Grosse Pointe Woods to foster and support contemporary future development to achieve maximum sustained viability, growth and value.*

The goal of this plan is to provide the City with a manageable and actionable plan for attaining this vision. The Planning Commission divided this into short term, more easily attainable goals, in addition to more major long-term projects requiring significant levels

of investment. The City Administrator was directed to present the 2020 Vision Plan to the Director of Public Safety, the Director of Public Services and the Building Official for feedback to be presented at a future Committee-of-Whole meeting in the fall. Chair Fuller and members of the 2020 Vision Plan Committee then took questions from the City Council.

The Planning Commission was asked to research any ordinance changes that would help facilitate the implementation of the plan for Council's consideration. Possible ordinance amendments discussed included design standards for new businesses, as well as the potential for having rear façade improvements required when making improvements to a commercial building. A discussion was then held regarding the potential use of public art to draw individuals into the community.

Under **General Discussion**, a discussion was held about contacting Wayne County Road Commission regarding converting the crosswalk signs at Mack and Vernier to include a countdown of the remaining time to improve pedestrian safety. Discussion was also held regarding expanding the entrance signs to the east and west entrances to the City along Vernier. The Mayor has spoken to the Grosse Pointe Chamber of Commerce regarding coordinating a sidewalk sale along Mack Avenue, however the feedback they have received from the business owners along Mack Avenue has been minimal.

Under Public Comment:

- Margaret Potter, 1834 Allard, thanked the Planning Commission for the work that they put into the plan;
- George McMullen, 1382 Hollywood, thanked the Planning Commission for the work that they put into the plan.

Motion by Granger, seconded by Shetler, that tonight's meeting be adjourned at 7:39 p.m. Passed unanimously.

Respectfully submitted,

---

Stephen Gerhart  
Deputy City Clerk

---

Robert E. Novitke  
Mayor



MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MAY 22, 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

The meeting was called to order by Chair Bryant at 6:00 p.m.

Motion by McConaghy, seconded by Novitke, 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 Novitke, second by McConaghy, to approve the minutes of the meeting of May 1, 2017.

Motion carried by the following vote:

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

A discussion took place regarding compensation and evaluation.

Motion by McConaghy, second by Novitke, that the meeting be adjourned at 6:59 p. m.  
Passed Unanimously.

Respectfully submitted,

Arthur Bryant

*Approved by Committee 06/12/17*

Compensation and Evaluation Committee  
JUNE 6, 2017

MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, JUNE 6, 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

ALSO PRESENT: City Attorney Don Berschback

The meeting was called to order by Chair Bryant at 6:12 p.m.

Motion by Novitke, second 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 5-22-17.

Motion carried by the following vote:

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

A discussion on compensation took place regarding Appointed Officials.

Motion by McConaghy, second by Novitke, to recommend to the City Council to terminate the health care coverage of City Attorney, Don Berschback and raise his hourly rate by \$10 to \$170 per hour effective August 1, 2017; and for Assistant City Attorney, Chip Berschback, raise his hourly rate by \$5 to \$150 per hour effective July 1, 2017.

Compensation and Evaluation Committee  
JUNE 6, 2017

Motion carried by the following vote:

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

Motion by McConaghy, second by Novitke, to recommend to the City Council to increase the compensation of the City Administrator, Bruce Smith; City Clerk, Lisa Hathaway; and City Treasurer/Comptroller, Cathrene Behrens by 2 percent effective July 1, 2017 reflecting the same percentage given to other city employees.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Novitke, that the meeting be adjourned at 7:05 p.m.

Motion carried by the following vote:

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

Respectfully submitted,

Arthur Bryant



Compensation and Evaluation Committee  
JUNE 12, 2017

MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 12, 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

The meeting was called to order by Chair Bryant at 8:01 p.m.

Motion by Novitke, second 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 6-6-17.

Motion carried by the following vote:

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

A discussion on compensation took place regarding Appointed Officials.

Motion by McConaghy, second by Novitke, to recommend to the City Council to give to the City Administrator, Bruce Smith; the City Clerk, Lisa Hathaway; and the City Treasurer/ Comptroller, Cathrene Behrens a \$500 stipend reflecting the same amount given to other city employees.

Compensation and Evaluation Committee  
JUNE 12, 2017

Motion carried by the following vote:

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

Motion by Novitke, second by McConaghy, to certify the minutes of tonight's meeting of 6-12-17.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Novitke, that the meeting be adjourned at 8:06 p.m.

Motion carried by the following vote:

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

Respectfully submitted,

Arthur Bryant

Approved by Commission 3-1-17

RECEIVED

FEB 06 2017



GROSSE POINTE WOODS TREE COMMISSION MEETING MINUTES OF FEBRUARY 1, 2017

Chairman Steve Chan called the meeting to order at 7:35

CITY OF GROSSE PTE. WOODS

Present: Steve Chan, Laura Gaskin, Jeff Profeta, Peter Groschner, Bob Greening, Tim Butler, Mary Ellen Meyering, Chris DiCicco, Randy Rennpage, and Vicki Granger (Council Representative)

Absent: Joe Backer, Ed Gaffney

Approval of the Agenda for the meeting of February 1, 2017 moved by Peter, seconded by Randy, and passed unanimously.

Approval of the meeting minutes of December 7, 2016 moved by Chris and seconded by Jeff, approved unanimously.

Treasurer Tim Butler had no report. Tim will contact Cathy Behrens, new comptroller in regards to the treasurer report for the tree commission.

Old Business:

1. Final review of line items for upcoming budget:

Engraving no change Bob

Refreshments no change Steve

Seedlings: for 350 tree plugs, last year the price was 1100 dollars. Steve suggests this should increase to 1350 dollars due to the increase in the cost of the tree plugs, as well as shipping, and the anticipated increase in the number of third graders. Past year cost was \$2.64 per seedling plug.

Postage and Photographs no change Jeff

2. Total Street trees planted is 45 for 2016. The breakdown is as follows: Tulip tree 3, Regal Petticoat Maple 18, Honey Locust 1, Little Leaf Linden 12, Cleveland Select Callery Pear 11. Members of the tree commission played a role by soliciting homeowner input where possible to "stake". Example locate where the trees would be located. The most prevalent tree planted was the Maple; followed by the Little Leaf Linden; which will be distributed to the 3<sup>rd</sup> grade students of the Woods this year.

New Business:

1. Planning for the Memorial Tree Dedication. So far 8 memorial trees are purchased. The invitations will be mailed the last week of February, by Jeff. The committee discussed the possibility of changing the date of the memorial tree dedication in the future due to schools being closed.

2. Additional articles for the upcoming newsletter are due 28 Feb 17, and Chris is drafting a new article about the memorial tree program.

3. Steve reported that the Mayor regretfully accepted the resignation letter of Wilson Rogers as of 31 December 2016.

4. Vicki Granger advised the committee about the new comptroller, and the construction committee. She also told us that the trolley needs repair and due to the costs the council has decided not to continue the trolley.

GROSSE POINTE WOODS TREE COMMISSION MEETING MINUTES OF FEBRUARY 1, 2017

Adjournment at 8:33 pm motion by Tim and seconded by Chris, was unanimously approved.

Submitted by Laura Gaskin. Office Held: Secretary. Telephone: 313 808 0948.

Approved by Council 11/20/17  
6-7-17

### Tree Commission Meeting Minutes 3/1/17

Meeting was called to order at 7:30 pm by chairman Steve Chan

Attendance sheet was passed around and following members signed in:

Stephen Chan  
Randy Rennpage  
Joe Backer  
Bob Greening  
Tim Butler  
Jeff Profeta  
Laura Gaskin  
Chris DiCicco

Vicki Granger the council Representative was also in attendance.

Mary Ellen Meyering  
Ed Gaffney were excused  
Peter Groschner absent

RECEIVED

MAY 12 2017

CITY OF GROSSE PTE. WOODS

Motion to approve the minutes of the meeting of 02/01/17 by Tim Butler, seconded by Bob Greening, passed unanimously.

#### Old Business

Treasurer's report given by Tim Butler was unchanged  
Balance 12,069.00 cash  
Remaining 1,036.02 thru 30 June 17.

Motion by Tim Butler budget increase to 2,000.00 dollars for fiscal year 17/18. Seconded by Joe Backer, carried unanimously.

#### New Business

Planning for memorial tree dedication ceremony to take place 5 April 2017 at 7:30.

Tim Butler moved we request authority from council to spend 320.00 dollars as a budget for the Memorial Tree program to include refreshments, postage, and photographer, seconded by Laura Gaskin, passed unanimously.

Motion made by Chris DiCicco that we immediately certify the previous motion for spending authorization, seconded by Randy Rennpage, passed unanimously.

Arbor Week 24 to 28 April 2017. Steve will send the letters to all the schools, and 20 April is the tentative date of packing the seedlings at DPW at 4 pm.

289 grade 3 students in 16 classrooms will receive the seedlings this year.

Steve will assemble equipment prior to our arrival at DPW office.

Motion by Randy Rennpage that we request council approves, 115.00 dollars, for Poster Contest expenses, seconded by Tim Butler, passed unanimously.

Motion made by Tim Butler that we immediately certify the previous motion for spending authorization, seconded by Chris DiCicco, passed unanimously.

Tree commission was briefed by Vicki Granger on Council activities.

Motion to adjourn at 8:30 pm by Laura Gaskin, seconded by Joe Backer unanimously carried.

Submitted by Laura Gaskin. Office held:. Secretary. Tel. 313 808 0948.

Approved by  
Commission 6-7-17

**GROSSE POINTE WOODS TREE COMMISSION**

**Meeting Minutes of 3 May 2017**

RECEIVED  
MAY - 8 2017  
CITY OF GROSSE POINTE WOODS

**Chairman Steve Chan called the meeting to order at 7:35**

**Present: Steve Chan, Joe Backer, Randy Rennpage, Jeffrey Profeta,  
Robert Greening, Ed Gaffney, Laura Gaskin, Tim Butler  
Vicki Granger Council Representative  
George McMullen Guest**

**Absent: Peter Groschner, Chris DiCicco, Mary Ellen Meyering**

**Agenda for the meeting was moved by Joe Backer and seconded by Randy Rennpage and passed unanimously.**

**Minutes for March 1st meeting will be available for the June meeting**

**Old Business: Results of the Poster Contest as follows given by Bob Greening**

**Ferry: Katie Scott**

**Poupard: James Spivey**

**Our Lady Star of the sea: Constantina Bourmias**

**Mason: Josephine Zilli**

**Monteith: Claire Copen**

**All schools were visited during Arbor Week and tree plugs were delivered to all grade 3 students. All presentations were well received by both students and teachers.**

**Bob has collected all the brass plates from the trophies and left them at Woods Trophies to have the engraving done and after 14 May 17 they will be replaced on the trophies at the schools.**

**The order for the Tee shirts has been placed by Ed Gaffney, for the 5 winners of the poster contest and Ed and Bob will arrange delivery and presentation of the shirts to the students at their respective schools, after 14 May 2017**

**New Business:**

**Laura Gaskin mentioned that other councils invite the poster contest winners and their parents to the next council meeting where the winners can be acknowledged by the Mayor and city council. This gives the students an opportunity to visit council, see first hand some of the work that is done in our community. There was much discussion and the consensus was that this is an opportunity with a win win outcome. Good teaching moment for all involved. It is another opportunity for our community to see more Tree Commission work.**

**Vicki Granger will ask council about inviting the poster contest winners to attend the council meeting 5th June 2017 at 7:30 pm.**

**Chairman Steve Chan suggested that all Tree Commission members be in attendance at the June fifth council meeting. This meeting will be the presentation of the Tree City USA flag to council by the Tree Commission.**

**Treasurer's Report: Tim Butler has been reimbursed for the expenses of the refreshments for the Memorial Tree Dedication Ceremony.**

**Bob Greening has submitted the invoice from Woods Trophies for the engraving of the names on the brass plates.**

**Vicki Granger spoke to the commission about upcoming and on going events in our city.**

**Adjournment motion was made by Laura Gaskin at 8:32 pm, seconded by Bob Greening, all members approved.**

**Submitted by: Laura Gaskin , Secretary (313) 808 0948**



7B

**CITY OF GROSSE POINTE WOODS  
MEMORANDUM**

RECEIVED  
JUN - 7 2017  
CITY OF GROSSE PTE. WOODS

**DATE: June 7, 2017**

**TO: Mayor and City Council**

**FROM: Bruce J. Smith, City Administrator** 

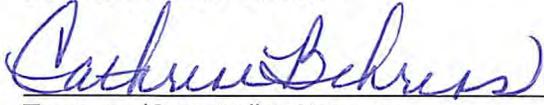
**SUBJECT: Michigan Municipal Executives Summer Workshop**

I'm requesting to attend *Michigan Municipal Executives* Summer Workshop, which is being held July 25-28, 2017 in Muskegon, Michigan. The registration forms are attached for your review.

This is a budgeted item in Account #101-172-958.001 in an amount not to exceed \$700.00.

**Attachments**

**Fund Certification:**  
I hereby certify that unencumbered funds are available for the above purchase, and that the account number has been verified.

  
\_\_\_\_\_  
Treasurer/Comptroller Signature

APPROVED FOR COUNCIL CONSIDERATION:   
\_\_\_\_\_  
City Administrator Signature



Michigan  
Municipal  
Executives

A State Affiliate of ICMA

**MME Summer Workshop  
Building Better Municipal Executives  
July 25-28, 2017  
Holiday Inn Muskegon-Harbor, Muskegon**

**Tuesday 7/25/17**

- |               |                      |
|---------------|----------------------|
| 3:00–7:30 pm  | Registration         |
| 5:00–7:00 pm  | MME Board Meeting    |
| 7:00–10:00 pm | Early Bird Reception |

**Wednesday 7/26/17**

- |                 |  |
|-----------------|--|
| 8:00 am–4:00 pm | Registration   |
| 8:30–9:00 am    | Welcome & Opening Comments   |
| 9:00–10:15 am   | <i>What Improv Can Teach Us About Communicating</i>  |
| 10:30–11:45 am  | <i>All-American Conversations: Community Engagement</i>  |
| Noon–1:15 pm    | Lunch and Session: <i>How to Build a Healthy, Cohesive Municipal Team</i>                                      |
| 1:30–2:30 pm    | Breakout Sessions<br><i>National Civic League Follow-Up</i><br><i>How to Prepare for a Headache Free Audit</i> |
| 2:45–3:45 pm    | Breakout Sessions  |

*Big Brownfields – Environment, Economy, & Placemaking*

*Ethics Panel Discussion*

6:00–7:30 pm      NextGen Dinner  
Location: Unruly Brewing/Rebel Pies Pizza  
Advance Registration required. Limited Seating.  
*Sponsored by R.W. Baird & Co Inc.*

8:00–9:30 pm      Downtown Muskegon Pub Tour

Thursday 7/27/17

7:00 am–1:30 pm      Registration

7:30–8:45 am      Breakfast in Muskegon

9:00–10:15 am      *Getting Redevelopment Sites Moving*

10:30–11:30 am      *Community Revitalization When the Private Sector Fails*

11:45–1:15 pm      Lunch Keynote  
  
*Talent & Succession Planning*

Noon      Golf Outing–Muskegon Country Club

1:30–2:30 pm      Breakout Sessions  
  
*Muskegon Lake Watershed Clean-Up*  
  
*Topic to be determined*

1:30–3:30 pm      Greater Muskegon Area Tour

2:45–3:45 pm      *Overcoming Barriers to Green Infrastructure*

5:00–7:15 pm      Vendor Reception and Dinner  
Location: Muskegon Farmers Market

7:30–11:00 pm      After Dinner Reception & Bon Fire

Friday 7/28/17

8:00-9:00 am	Breakfast
9:00-10:00 am	<i>OPEB in the Spotlight</i>
10:30-11:30 am	<i>Legislative Update</i>
11:30 am	Closing Comments



One registrant  
per form

Registration Form  
MME Summer Workshop  
July 25-28, 2017  
Holiday Inn, Muskegon  
(MMESW17)



Name of Registrant \_\_\_\_\_ Title \_\_\_\_\_  
Nickname for Badge \_\_\_\_\_ Municipality \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Significant Other's Name\* if attending \_\_\_\_\_  
Children's Names\* if attending \_\_\_\_\_  
Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_  
E-mail Address for Confirmation \_\_\_\_\_  Vegetarian Meals

Quantity		Amount
<b>Registration</b>		
_____	MME Member @ \$105.00 ** .....	\$ _____
_____	Non-Member @ \$135.00 ** .....	\$ _____
_____	First Time Summer Workshop Attendee (fee waived), MME Members Only .....	\$ 0.00
_____	Retired Member Summer Workshop Attendee (fee waived) .....	\$ 0.00
<b>Wednesday Meals</b>		
_____	Lunch Session – Adult Guest @ \$10.00 .....	\$ _____
_____	Lunch Session - Children under 12 @ \$5.00 each .....	\$ _____
_____	NextGen Member Dinner - All @ \$10.00.....	\$ _____
<b>Thursday Meals</b>		
_____	Lunch Session – Adult Guest @ \$10.00 .....	\$ _____
_____	Lunch Session - Children under 12 @ \$5.00 each .....	\$ _____
_____	Reception & Dinner – Adult Guest @ \$24.00 .....	\$ _____
_____	Reception & Dinner - Children under 12 @ \$12.00 each .....	\$ _____
<b>Thursday Activities</b>		
_____	Golf Outing [Noon] @ \$85.00 (pre-registration required).....	\$ _____
<b>Friday</b>		
_____	Breakfast Buffet – Adult Guest @ \$10.00 .....	\$ _____
_____	Breakfast Buffet - Children under 12 @ \$5.00 each .....	\$ _____
	<b>Total Amount</b>	\$ _____

Payment Options (please check one)

- Register Online** with credit card at [www.mme.org](http://www.mme.org)  
In order to reduce the amount of printed paper and increase member privacy, the MME will no longer accept credit card payments on printable registration forms. All credit card payments can be made via online registration.
- Check** payable to Michigan Municipal Executives  
(Fax completed registration form to 734-669-4223; then send form with payment to:  
Michigan Municipal Executives, P.O. Box 7409, Ann Arbor, MI. 48107-7409)

Cancellation Policy: Refunds for registration, meals and activities will be made ONLY if MME is notified of cancellation in writing by July 18th either by fax, 734-669-4223 or by e-mail, [registration@mme.org](mailto:registration@mme.org).

- \* There is no registration fee for spouses/partners or other members of the registrant's family but please include the first name of spouse/partner and children for name badges.
- \*\* This registration includes all meals except for the NextGen dinner. No 2017 MME memberships will be taken at the Summer Workshop. 2017 MME memberships must be prepaid before the Workshop to qualify for the lesser membership Summer Workshop registration fee.

Registration Questions? Please call 800-653-2483 or email [registration@mme.org](mailto:registration@mme.org)

## **MME Summer Workshop Hotel Reservation Information**

**Holiday Inn Muskegon-Harbor, Muskegon**  
**939 Third Street**  
**Muskegon, MI 49440**  
**Reservations Tel: 231-722-0100**  
**Online Reservations: For online reservations click here**

### **Group Rate Information:**

Single/Double: \$129.00

Triple: \$129

Quad: \$129

**For reservations call 231-722-0100 x 3 by July 10, 2017 in order to receive the group rate.** You will need to ask for the Michigan Municipal Executives room block to receive the group rate. Rooms will be available at the rate above until the block is sold out, or until July 10-whichever comes first. After July 10, or once the block is sold out, reservations will be accepted based upon room type availability and the group rate may not be applicable.

Hotel room rates are subject to applicable state and local taxes, currently 11%.

Individuals will be responsible for their own room, tax, and incidental charges.

Hotel check-in time is 4:00 pm (EST) and check-out time is 11:00 am (EST).

Parking is free.



**Michigan  
Municipal  
Executives**

A State Affiliate of **ICMA**



7C

# CITY OF GROSSE POINTE WOODS

## MEMORANDUM

**Date:** June 19, 2017

**To:** Mayor and City Council

**Re:** Non-Union Employees, Department Heads

Please find attached a copy of the supplement to the Employee Handbook dated 8/2/2012 from Fiscal Year 2016-17 which reflects the change council authorized on September 12, 2016 for all Non-Union Employees and Department Heads. Significant changes were made during this process including health care, pension and retiree health care.

The draft document attached, contingent upon Council approval, is requesting the following for all Non-Union Employees, Department Heads:

1. *Effective July 1, 2017 all full-time employees will receive a service loyalty payment of \$500 and permanent part-time office/clerical staff may receive up to \$250, less appropriate payroll taxes.*
2. *There will be an across the board wage increase for full time employees and permanent part-time employees as follows:*
  - *Effective July 1, 2017 (2%) two percent*
3. *Continue five (5) unpaid furlough days during the fiscal year 2017-2018.*

Furlough Days fiscal year 2017-2018:

July 3	Day before 4 <sup>th</sup> of July
September	Friday before Labor Day
January	Martin Luther King
April	Easter Monday
May	Friday before Memorial Day

The 2017-18 Fiscal Year budget document adopted on May 15, 2017 was compiled utilizing a 2% increase for all staff members who fall into this category, as well as the stipend; adequate funds have been budgeted through multiple departmental staff salary lines.

Thank you.

Bruce Smith  
City Administrator

Cathrene Behrens  
Treasurer/Comptroller

City Council Approval

**City of Grosse Pointe Woods**

**Non-Union Employees and Department Heads**

**July 1, 2017**

**This is a supplement to the Employee Handbook dated 8/2/12 and reflects changes:**

1. Effective July 1, 2017 all full-time employees will receive a service loyalty payment of \$500 and permanent part-time office/clerical staff may receive up to \$250, less appropriate payroll taxes.
2. There will be an across the board wage increase for full time employees and permanent part-time employees as follows:  

Effective July 1, 2017 (2%) two percent
3. Continue five (5) *unpaid* furlough days during the fiscal year 2017-2018.

**Furlough Days fiscal year 2017-2018:**

July 3	Day before 4 <sup>th</sup> of July
September	Friday before Labor Day
January	Martin Luther King
April	Easter Monday
May	Friday before Memorial Day

City of Grosse Pointe Woods

Non-Union Employees & Department Heads

(Approved by City Council September 12, 2016)

**This is a supplement to the Employee Handbook dated 8/2/12 and reflects changes:**

1. Effective August 24, 2016, all full-time employees will receive a service loyalty payment of \$500 and permanent part-time office/clerical staff may receive up to \$250, less appropriate payroll taxes.
2. There will be an across the board wage increase for full time employees and permanent part-time employees as follows:

Effective August 24, 2016 (2%) two percent
3. Continue five (5) *unpaid* furlough days during the fiscal year 2016-17 (see page 4).
4. Delta Dental or Equivalent
  - a. 75% - 25%.
  - b. Class I: \$1,000.00 per year each member and/or dependents.
  - c. Orthodontic Benefits: 50/50 co-pay; \$1,000.00 lifetime maximum.
5. All employees hired on or after July 1, 2016, shall not be eligible for a post-retirement redetermination of the retirement allowance (COLA).
6. Retiree healthcare contributions of gross pay, as set forth below, shall continue as they have since the payroll period following April 5, 2011. Employee contributions shall be placed in a retiree healthcare arrangement as determined and adopted by the City. This provision applies to employees hired prior to August 1, 2008. The contribution rate for each employee shall be as follows:

<u>Employee's service time at age 65</u>	<u>Employee Contribution</u>
10 to 15 years	1.0%
15 to 20 years	1.5%
20 to less than 25 years	1.75%
25 + years	2.0%

7. Retiree health insurance revised to provide coverage for dependents so long as required by law. Spouse coverage provided as set forth in #9 below.

Effective January 1, 2017, Healthcare for active employees will be BCBSM SB 2000 H.S.A. with \$2,000 individual/\$4,000 two-person and family deductible and \$1,000 individual/\$2,000 two-person/family annual Prescription coinsurance maximums. Prescription copay shall be \$10/\$40/\$80 (after deductible). The City shall annually, on January 1<sup>st</sup>, contribute \$1,700 to the H.S.A. account of each employee who has elected a single plan and \$2,000 to the H.S.A. account of each employee who has elected a two-person or family plan. The contribution shall be based on the employee's enrollment on the first day of the Plan year. The City's contribution shall be pro-rated for each employee who is hired or otherwise joins the Plan during the Plan year. An employee who has received the annual H.S.A. contribution but then opts out of the City health care during the same year shall not be eligible for more than \$1,000 of the opt out payment.

For Employees hired prior to August 1, 2008, the Employer agrees to maintain the following health care coverage for each retiree, spouse and qualified dependent of record at the time of retirement so long as required by law. Effective with retirements after the date the plan is approved by City Council, the health care program is BCBS Community Blue PPO-4 or equivalent BCBS plan, with \$500 individual/\$1,000 two-person and family in-network deductibles, in net-work co-insurance of 80%, \$20 office visit co-pay \$150 ER co-pay, in network out of pocket max of \$1,500/\$3,000. Prescription drug card \$10/\$20/\$40; MOPD 2x.\*

Premium contributions by retirees for PPO4 are as follows: \$250 single employee and \$500 two-person and family coverage.

Employees hired after August 1, 2008, are not entitled to the healthcare benefits presently provided to retirees/spouses. These Employees are eligible to participate in a "VEBA type" plan approved by the City. The City will contribute to a plan on behalf of each new Employee for each month in which the Employee is compensated for at least 150 hours (\$145 per month effective August 1, 2009 and each month thereafter). Employee accounts will be invested in a qualified Retiree Health Coverage Arrangement under the provisions of the Internal Revenue Code which will permit application of a vesting

schedule to retiree benefits. The selection of such arrangement shall be at the discretion of the Employer.

The Employees acknowledge that they are subject to the Publically Funded Health Insurance Contribution Act, MCL 15.561 et. Seq. being Public Act 152 of 2011 (Hard Cap and 80/20 law) and that the Employer has the right to make elections and allocations described in that Act. Premium contributions, in accordance with PA 152 hard cap will be adjusted in January of each year.

8. Employment agreement/handbook was revised to eliminate longevity; which has been past practice.
9. Employment agreement/handbook was revised to change health insurance opt out to \$3,000 as of January 1, 2011.
10. Employment agreement/handbook has been revised to increase allowable part-time hours to be 1,350 hours per calendar year, subject to budget appropriations.
11. Employment agreement/handbook has been revised with respect to retiree healthcare as follows:

Current employees' retirement healthcare eligibility shall be as follows: \*

10 years of Actual Service Time	City Contribution	Employee 25%**	Spouse 0%
15 years of Actual Service Time	City Contribution	Employee 50%	Spouse 0%
20 years of Actual Service Time	City Contribution	Employee 100%	Spouse 75%
25 years of Actual Service Time	City Contribution	Employee 100%	Spouse 100%

Employee contributions shall be made one month in advance as a condition of receiving the City retiree healthcare contribution.

\* For Current employees, hired prior to August 1, 2008: *actual credited service*.

\*\* For Current employees, hired prior to August 1, 2008: 10 years of actual service time, City contributed Employee 50%, Spouse 0% and at least age 60.

Furlough Days fiscal year 2016-17:

July 5	Day after 4 <sup>th</sup> of July <b><u>(except 2017; Monday July 3)</u></b>
September	Friday before Labor Day
January	Martin Luther King
April	Easter Monday
May	Friday before Memorial Day

NOTICE:

Employees hired after March 30, 2011, shall receive a pension multiplier of 1.75% and shall contribute 5% of earnings as defined in the Retirement Ordinance. The City may, at its option, select a new retirement program (defined contribution plan) for new hires.

MEMO 17 - 14

TO: Bruce Smith, City Administrator

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

DATE: March 27, 2017

SUBJECT: 2016 Annual Reports –  
Department of Public Works and Park & Recreation Department

Attached are the 2016 Annual Reports for the Department of Public Works and the Parks & Recreation Department.

If you have any questions please contact me.

Attachments

cc: O/F

CITY OF GROSSE POINTE WOODS  
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT  
2016

## SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2016. These projects included:

### City Hall

- Ongoing construction and repairs in Community Center
- Plumbing repairs in Community Center and Public Safety
- Built property room wall for evidence storage in Public Safety
- Installed Cryovac system in Public Safety evidence room
- Made repairs to City Hall roof
- Installed two new entry keypads
- Added receptacles and power for new A.C. compressor in I.T. Department
- Delivered bulk mail to main post office for elections in 2016
- Preparation for special events including Music on the Lawn and Fall Fest
- Landscape repair/replace in front of Court House
- Cleaned and Refurbished Basement for Voting Storage

### DPW

- Employees completed body work on several vehicles and pieces of equipment including the John Deere tractors, bump and paint #7 and #11 dump trucks and #23 pickup, #34 and #35 replaced floor boards
- Treated 1,514 catch basins in spring 2016 for prevention of West Nile virus
- Repaired/replaced malfunctioning antennas on water meter reading system
- Updated outdoor area lighting

### Torrey Road Pump Station

- Ongoing Repairs to ventilation system for the wet well
- Replaced lighting at well and on 4th floors

### City Streets

- Annual replacement of batteries in parking meters along Mack Avenue
- Hot patch street repairs throughout the city
- Replace signs removed or damaged by DTE throughout the city
- Miscellaneous repair of damages by DTE

### Lake Front Park

- Painted bathhouse locker room, office and shower room
- Installed energy efficient light fixtures in bathhouse office
- Painting entire Activities Building interior
- Ongoing repairs to path lights
- Updated lighting in pool filter building
- Replaced electrical outlets in pool filter building
- Replaced chain and pulley system for pedestrian bridge

- Repaired vehicular bridge walkway
- Sanded, stained and painted memorial benches
- Sanded, replaced boards, and painted picnic tables
- Replaced and repaired light fixtures in gazebos
- Re-set footings for windscreen around platform tennis courts
- Painted platform tennis warming room
- Leveled, seeded, and cleaned boardwalk at fishing pier
- Built 16 new ladders for sea wall
- Installed new concrete pad for kayak racks
- Built new kayak racks

#### Ghesquiere Park

- Plumbing repairs including installation of new water shut-off valve in Comfort Station
- Added new lighting in Comfort Station bathrooms
- Installed new siding on exterior of Comfort Station
- Replaced concrete in baseball dugouts
- Repaired fencing on batting cages
- Repaired/replaced fencing around ball fields
- Joint sealed all concrete in the “Magic Square”
- General maintenance and repairs to Cook School

#### Other City Parks

- Replaced slide with a fireman’s pole at Chene-Trombley Park

## BUILDINGS & GROUNDS

DPW employees perform many routine repairs and maintenance services for city buildings and grounds as well as general services to other city departments as needed.

These repairs and services include, but are not limited to:

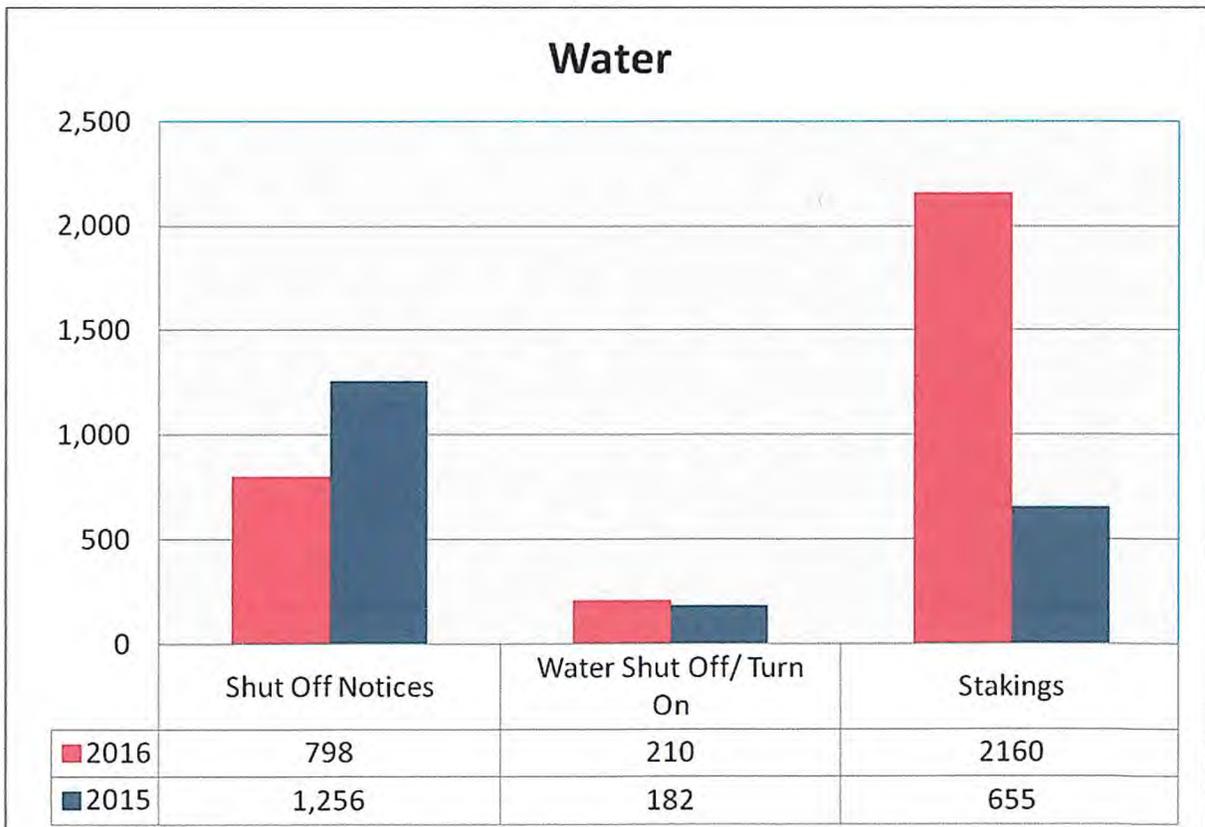
- Custodial, maintenance duties, and repairs at City Hall, Public Safety, DPW and all city parks
- Repairs to decorative light poles throughout the city
- Raise and lower flags
- Set up/take down signs and voting booths at precincts and errands for city clerk’s office during elections
- Water line repairs, rubbing out and polishing slide, and regular building and grounds repairs and all general maintenance at Lake Front Park
- Plant shrubbery and perform all general grounds maintenance at Ghesquiere Park
- Refresh play surface material around play equipment in city parks
- Maintain tennis courts in city parks
- Set up and tear down for annual Beautification Commission flower sale

## WATER / SEWER

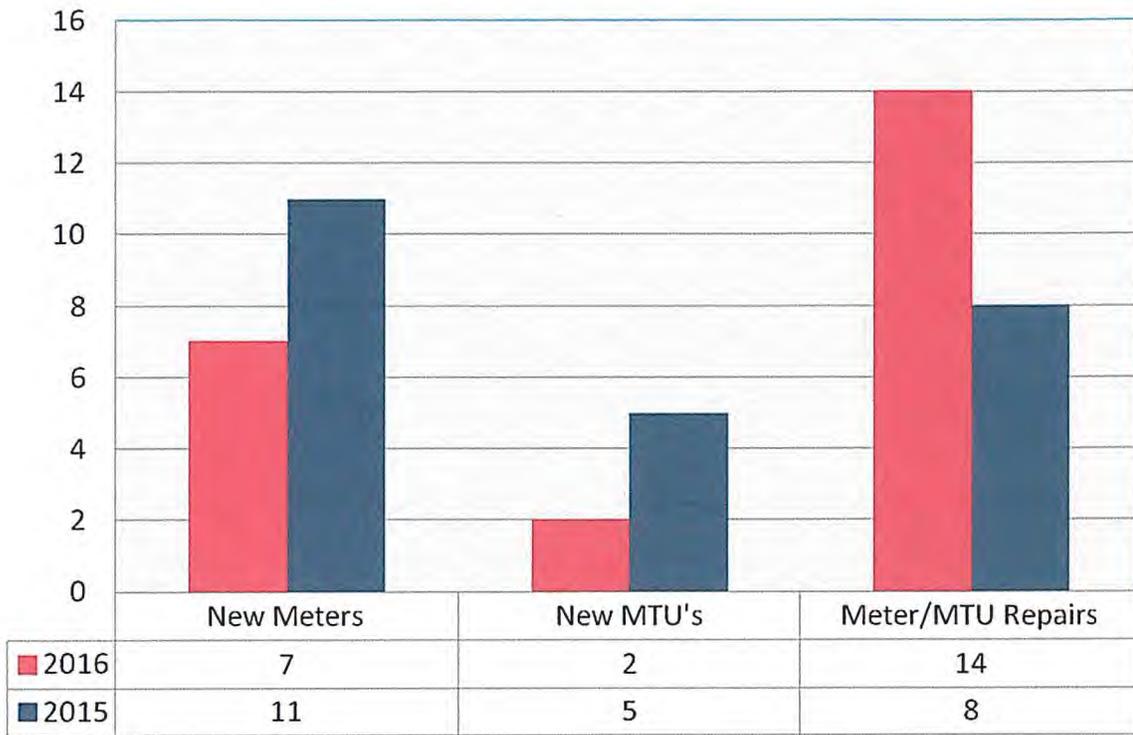
The DPW is responsible for the water distribution system of approximately 58 miles of various size water mains. The State of Michigan requires our city to have at least one certified water distribution operator with a title of S-2 or above. Department of Public Works employees currently hold two S-2, two S-3 and six S-4 licenses.

In 2016, DPW employees performed 14 final water reads, a decrease of 53% from the 30 finals performed in 2015. DPW employees staked 2,160 water service locations for Miss Dig, a 230% increase over 655 staked in 2015, and completed 22 sprinkler system repairs compared to 25 in 2015. In 2016 staff members delivered 798 water shut off notices – a 36% decrease from the 1,256 water shut off notices delivered in 2015. Employees installed a total of 9 new water meters and MTU reading devices in 2016 compared to 16 installed during 2015. DPW employees also repaired 31 meters, MTU reading devices, and stop boxes in 2016 compared to 26 repairs in 2015. In addition, 210 water services were shut off in 2016, a 15% increase from the 182 shut off in 2015, and one water service was checked for a leak in 2016 compared to none in 2015. Other water related services performed on a regular basis include:

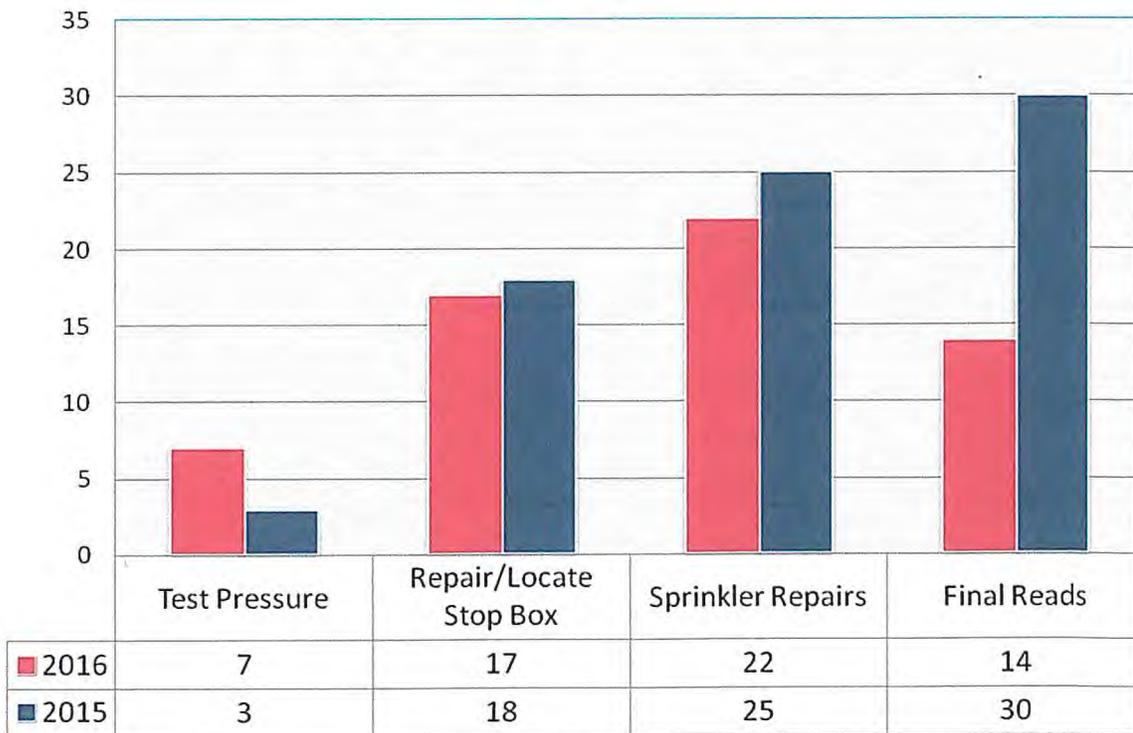
- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance, repairs and winterizing the city irrigation system
- Replacing lead water services between water main and stop box as needed



## Water



## Water



## WATER & SEWER REPAIRS/SERVICE

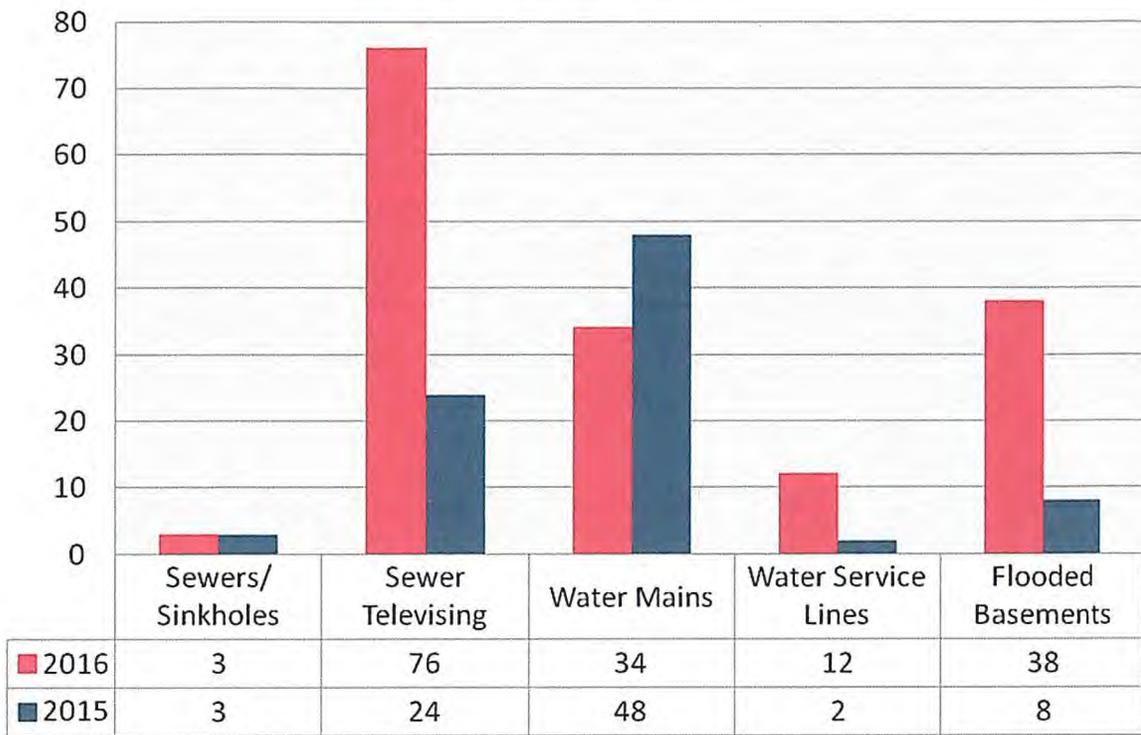
In 2016 DPW employees repaired 34 water main breaks compared to 48 repairs completed in 2015. No hydrants were repaired in 2016 compared to one in 2015. No gate wells, gate valves or catch basins were repaired in 2016 compared to 12 in 2015. Twelve new water service connections were made in 2016 compared to two during 2015. As part of our 8-year rotating maintenance schedule, hydrants in district #2 (Vernier to the north city limits between Marter and Wedgewood) were pressure tested, flushed and greased in 2016 as scheduled. All hydrants in the city were checked, pumped and winterized during October and November of 2016.

The department is also responsible for maintaining approximately 95 miles of sewer, 1,297 manholes, and the Torrey Road Pump Station (TRPS) which pumps sanitary and storm water from Grosse Pointe Woods to the Milk River Pump Station. Department sewer related functions include repairing storm and sanitary sewer breaks, maintaining and rebuilding manholes and catch basins, and cleaning city sewer lines. Regular cleaning of catch basins and removal of debris after storms ensures proper street drainage. No sewer inspections were performed in 2016 or 2015 and 3 sewer/sinkhole repairs were made in 2016 compared to 3 in 2015. The total number of flooded basements and sewer televising calls increased significantly in 2016 when compared to 2015. Thirty-eight flooded basements were reported in 2016; a 375% increase from 8 in 2015 and sewer televising requests increased 217% from 24 in 2015 to 76 in 2016. Concrete inspections decreased 71% from 7 in 2015 to 2 in 2016.

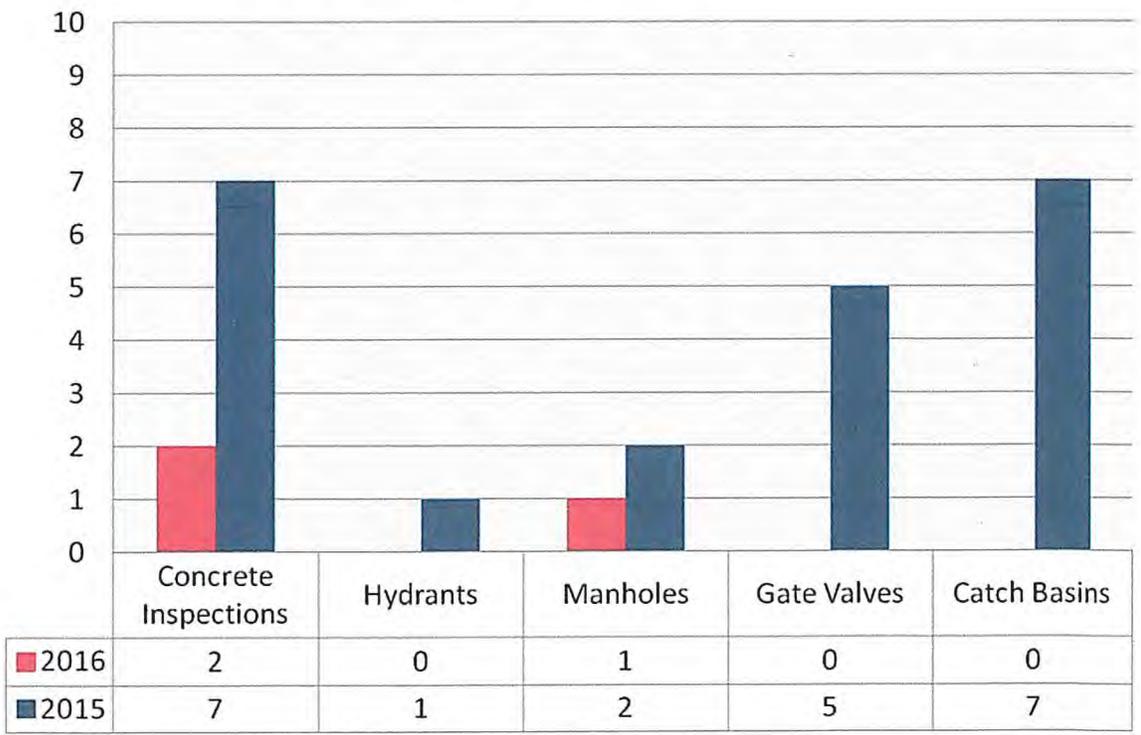
Other repairs and services provided in 2016 included:

- Assist in the daily operations of the Torrey Road Pump station
- Exercise water valves throughout the city so in an emergency the mains can be isolated for necessary repairs
- Sewer jetted/cleaned in various city locations
- Annual District sewer jetting to maintain free and clear running lines
- Annual cleaning of all catch basins throughout the city
- Treated 1,576 catch basins throughout the city and parks to combat West Nile Virus
- Repair damaged sod and/or square and lay sod at water main and sewer repair sites
- Flushing and pressure testing hydrants
- Winterizing hydrants
- Rebuilt spare hydrants

### Repairs / Service



### Repairs / Service



## TREES

The DPW forestry crew is responsible for maintenance and care of all city trees including trees in city parks, on all city properties and islands, and between the sidewalk and curb in residential neighborhoods. Crews regularly trim and remove trees and stumps, trim shrubbery and mulch city trees. In 2016 the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In November 2016, Landscape Source planted 45 trees in the city's annual fall tree planting program. They also replaced 8 and planted 5 new memorial trees throughout the year. The city's Tree Commission held its memorial tree dedication ceremony in April 2016 to recognize recipients of 9 memorial trees purchased during the year.

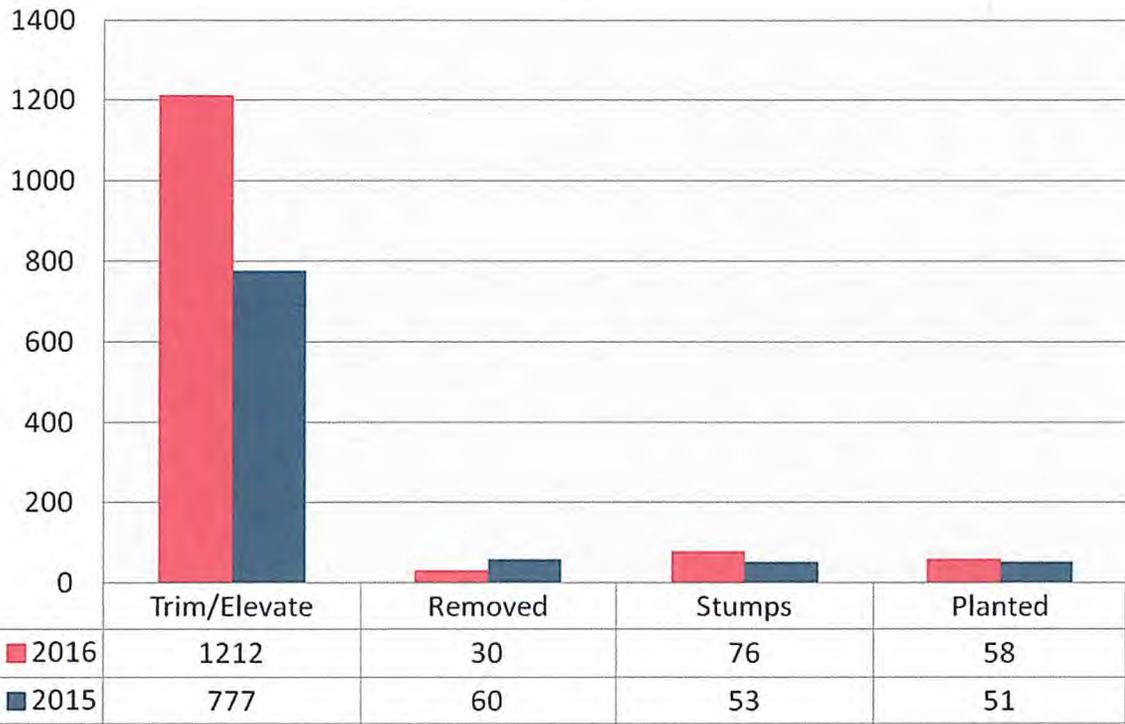
The DPW staff removed 30 trees and city contractor Arbor Pro Tree Service removed another 68 for a total of 98 trees removed in 2016, a 4% increase from the 94 trees removed in 2015. The DPW staff also removed 76 stumps in 2016, a 43% increase from the 53 removed in 2015.

In January and February 2016, DPW crews trimmed and elevated trees in District 4 (west of Mack from City Hall to north city limits) as part of the regular annual maintenance program and throughout the city as needed. Tree trimming in District 3 (Vernier to north city limits between Mack and Marter) got underway in December 2016 and by year-end a total of 1,212 city trees were trimmed and elevated.

The DPW grounds crew also performed the following annual duties:

- Clean landscape beds on Mack and Vernier and all planting beds throughout the city
- Regular grounds clean up in city parks
- Place tree collars around any newly planted street trees and straighten as needed
- Restore dirt and seed where tree stumps are removed
- Grass cutting and weed whipping, till, fertilize and weed city beds
- Plant annual flowers throughout city and water regularly throughout the season
- Plant memorial trees and install memorial tree markers

## Trees



## STREETS

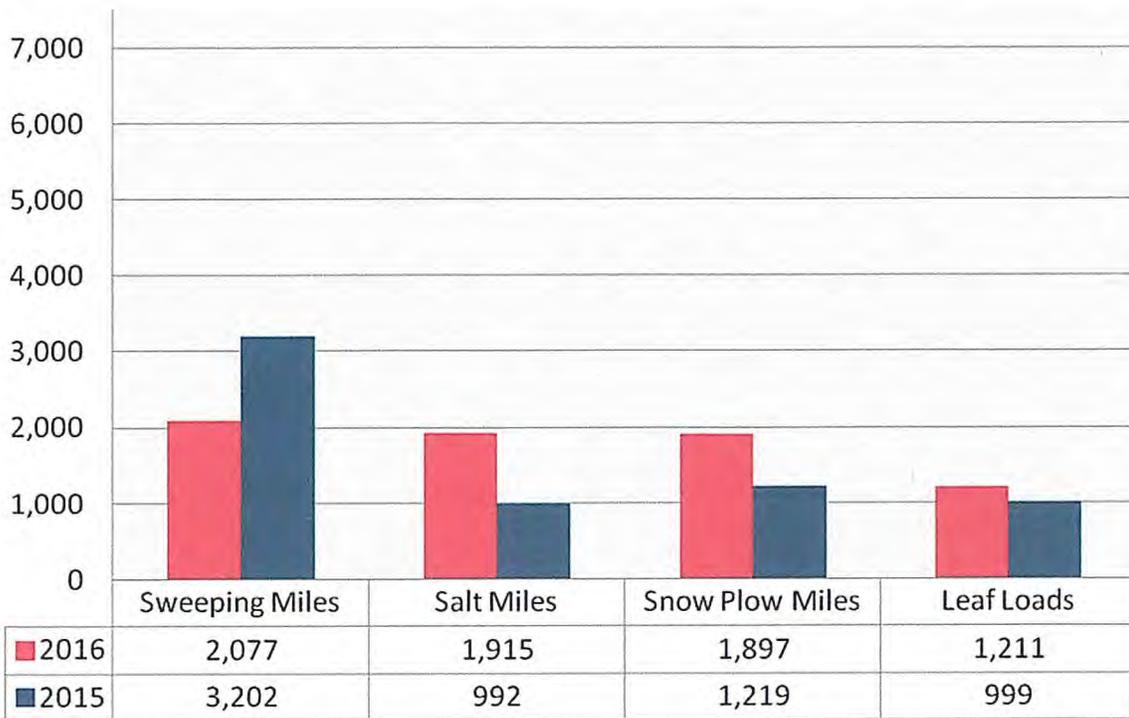
The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/markings, and pothole repairs. The DPW administers the city's yearly sidewalk replacement program and street repairs including maintenance of both concrete and asphalt streets and curbs. As a result of ongoing budgetary constraints, the annual sidewalk replacement program scheduled for District 4 (west of Mack from City Hall to the north city limits) in 2010, District 3 (Vernier to north city limits between Mack and Marter) in 2011, District 2 (Vernier to north city limits between Marter and Wedgewood) in 2012, District 1 (north side of Vernier to north city limits from Wedgewood to the east city limits) in 2013, District 8 (south side of Vernier from Fairford-Fairway to east city limits) in 2014, District 7 (south city limits to Huntington and Fairford from Mack to east city limits) in 2015, and District 6 (Mack to Fairway from Vernier to Torrey) in 2016 have been postponed indefinitely. DPW employees inspected all sidewalks in District 4 during 2010, in District 3 during 2011, in District 2 during 2012, in District 1 during 2013, in District 8 during 2014, in District 7 during 2015, and in District 6 in 2016, ground trip hazards wherever possible and added flags requiring replacement to the miscellaneous concrete street repair program. During the winter months Public Works employees plow and clear snow from city streets, school crossings, city hall, parking lots and bays, and sidewalks, and roads are salted as needed to ensure public safety.

From October to December 2016, 1,211 leaf loads were collected curbside, an increase of 21% from the 999 loads collected in the same period in 2015. During the year the city's street sweeper registered 2,077 sweeping miles, a 54% decrease compared to 3,202 sweeping miles in 2015. Snow removal procedures implemented to conserve salt and to reduce overtime expense were continued in 2016. Snow plow miles increased by 56% and snow plow hours increased 3% in 2016 compared to the 2015 winter months.

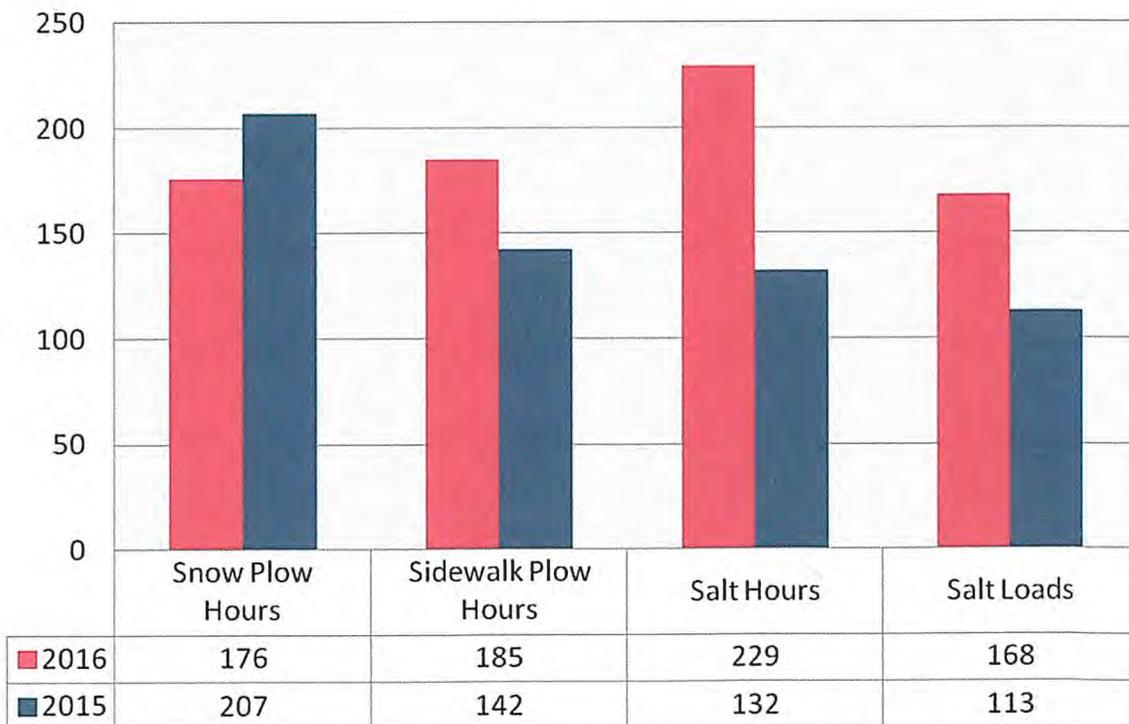
Other tasks performed in 2016 included:

- Cleaning up debris in streets after accidents
- Painting curbs and striping street and park parking lots
- Painting and applying 3M reflective materials at school crossings
- Mulching leaves in city parks and island landscape beds
- Mulching trees in islands and city parks
- Put up and remove holiday decorations throughout the city
- Flood city park ice rinks and maintain throughout the winter
- Cleaning landscape beds on Mack, Vernier and at Lake Front Park
- Grass cutting and weed whipping
- Rototill, fertilize and weed islands and beds throughout city
- Plant annual flowers throughout city

### Streets

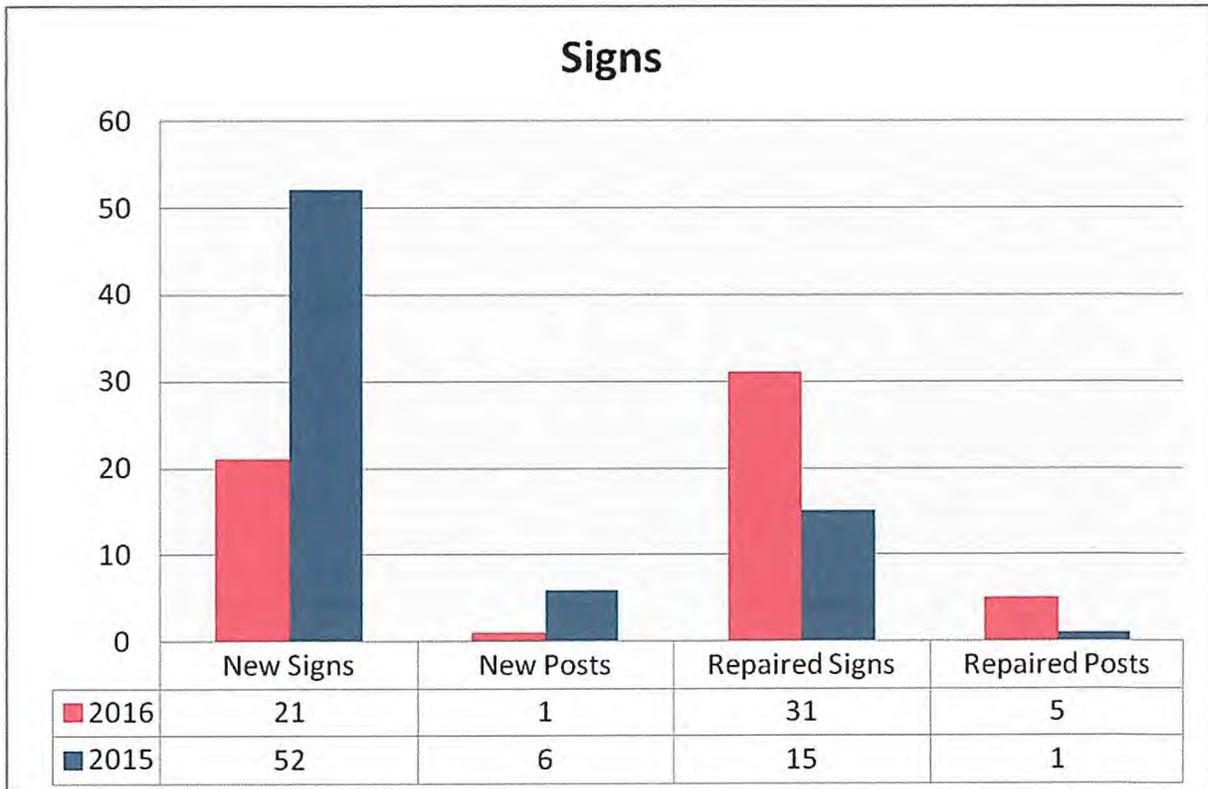


### Streets



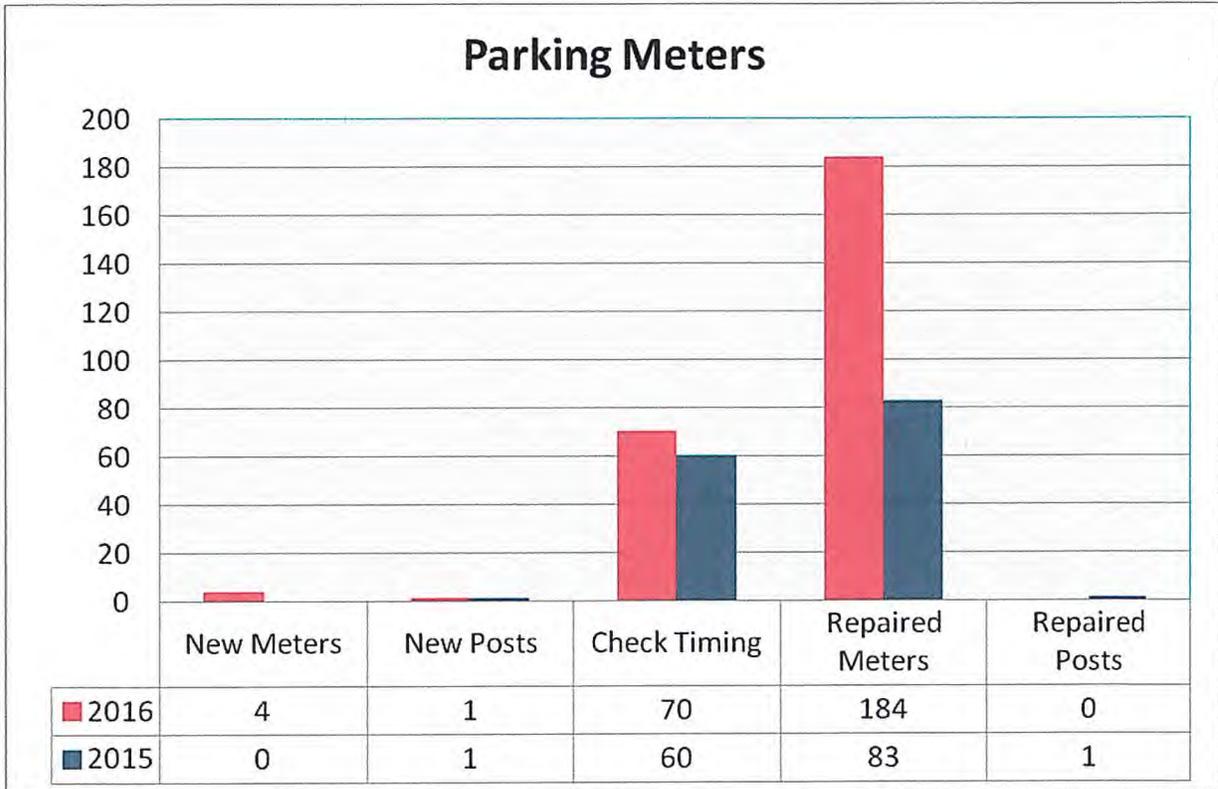
## SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2016, a physical inspection of all city street signs was performed in District 5 (City Hall to south city limits west of Mack) to determine the need for replacement. As signs need replacement they are being replaced with high-intensity prismatic signs to comply with federal laws. Twenty-two new signs and posts were installed in 2016, a 62% decrease when compared to 58 in 2015. Thirty-six sign and post repairs were completed in 2016, a 125% increase compared to 16 repairs completed in 2015.



## PARKING METERS

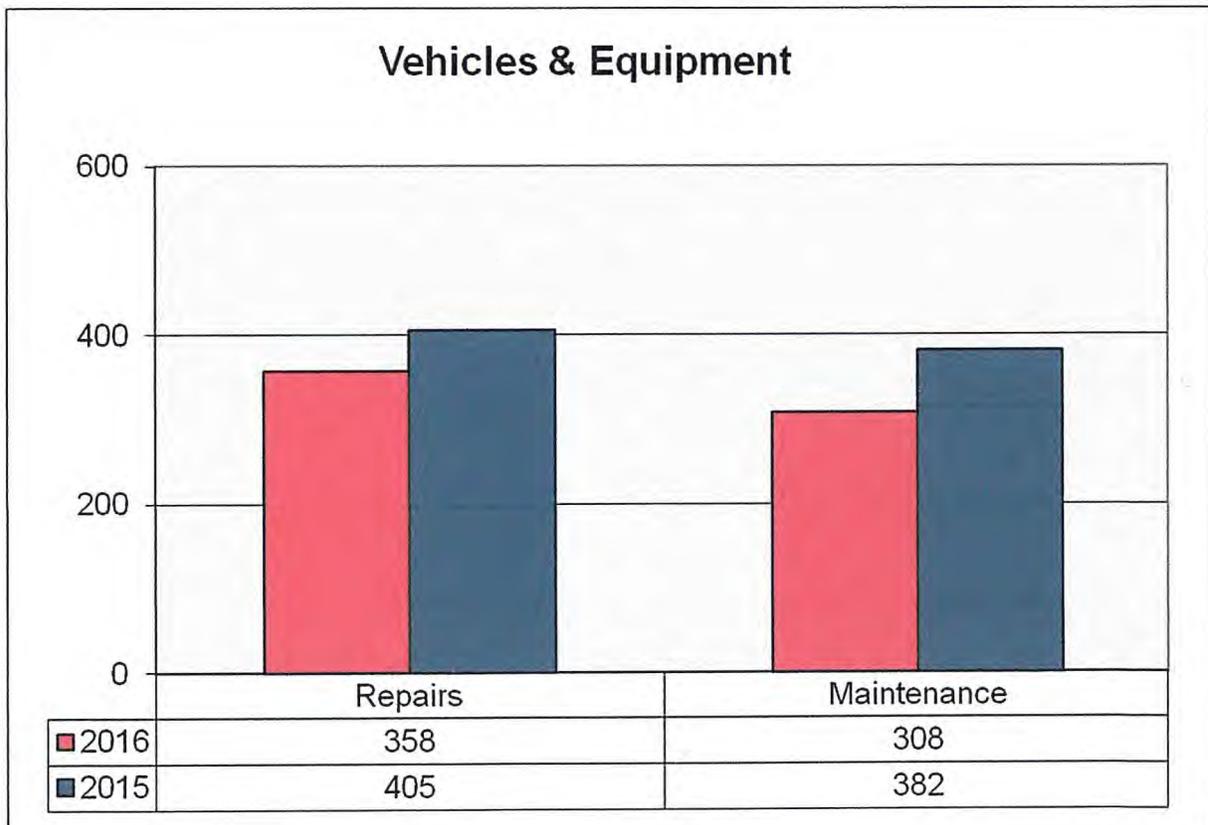
Parking meter repairs and maintenance as well as the weekly collection of parking meters also falls under the responsibility of the Department of Public Works. During 2016 four new meters were installed compared to 2015 when no new meters were installed. There were 184 meters repaired in 2016, a 122% increase over the 83 meters repaired in 2015. DPW employees also checked the timing on 70 meters in 2016, a 17% increase when compared to the 60 meters checked in 2015.



## VEHICLES & EQUIPMENT

The Public Works Department is responsible for providing preventative maintenance and daily repairs on approximately 175 vehicles and pieces of equipment that include autos, buses, trucks, lawn mowers, tractors, street cleaning equipment, water/sewer equipment, fire trucks, an ambulance, and all other miscellaneous vehicles and equipment. All Public Safety vehicles are scheduled for safety inspections, oil changes and lubrications once a month. Other vehicles and equipment are rotated throughout the year for preventative maintenance. Repairs are made as needed.

The two full-time DPW mechanics were able to complete 358 vehicle and equipment repairs in 2016, a 12% decrease from the 405 repairs completed in 2015. Regular scheduled vehicle maintenance decreased 19% from 382 vehicles in 2015 to 308 vehicles in 2016.



\* \* \* \* \*

The Grosse Pointe Woods Department of Public Works continually strives to provide the highest quality of service to our residents and fellow employees. On behalf of the DPW staff and myself, I would like to thank the Mayor, the City Council, the City Administration and all of our residents for your continued support.

8A

MEMO 17 - 25

TO: Bruce Smith, City Administrator  
FROM: Frank Schulte, Director of Public Services FS  
DATE: June 12, 2017  
SUBJECT: Sale of City Trolley

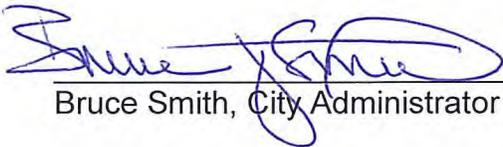
In early May the City Council approved selling the City's trolley and to list it with Trolley Brokers LLC. In addition, staff decided to list the trolley on the MITN (Michigan Intergovernmental Trade Network) auction site. Based on the information provided by Trolley Brokers, LLC, we set an opening bid of \$10,000.00 with a reserve price of \$22,000.00 on the MITN auction site. To date, Trolley Brokers LLC has not provided any prospective buyers to the city. After a month on the MITN site, staff has received offers of \$5,000.00, \$10,000.00 and \$13,000.00. The only person who came and inspected the trolley was the \$13,000.00 bidder. Upon inspection of the trolley, after some negotiation, the interested party increased his offer to \$15,500.00.

I believe this is a fair offer and since this is a special interest type of vehicle it would be in the best interest of the city to sell the trolley. I recommend we accept the offer of \$15,500.00 received from Mr. Frank DeNardo. Funds to be credited to revenue account 101-000-694.200.

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

c.c. O/F

Recommended for Approval as Submitted:

  
Bruce Smith, City Administrator

Date 6/16/2017

Council Approval Required

City Council Excerpt  
06/05/17

- The Mayor, at the request of Council Member Ketels, discussed an email distributed to the City Council by the City Clerk regarding proposed amendments to the Zoning Enabling Act, SB 329 and HB 4503, which would eliminate local control regulating short-term rental units. Following a brief discussion, the City Clerk was asked to prepare a Resolution in opposition of this legislation for City Council action on June 19, 2017.

**CITY OF GROSSE POINTE WOODS  
WAYNE COUNTY, MICHIGAN  
RESOLUTION IN OPPOSITION TO SENATE BILL 329  
AND HOUSE BILL 4503**

**WHEREAS**, Senate Bill 329 and House Bill 4503 proposes to mandate that all Short-Term Rentals are a residential use of property and are a permitted use in all residential zones; and

**WHEREAS**, These bills will undermine local control over what are effectively commercial uses in residential districts; and

**WHEREAS**, Airbnb's and Vacation Rentals by owners have proliferated in recent years, and many communities are experiencing serious impacts; and

**WHEREAS**, Short-Term Rentals are affecting communities across the state and the impact of preempting local zoning affects our ability to advance regulations that protect the health, safety and welfare of our residents; and

**WHEREAS**, If enacted, this legislation would set a dangerous precedent undermining decision-making at the local level and to remove local control in general from Home Rule municipalities is a bad policy; and

**WHEREAS**, It is our belief that removing the ability of local government to regulate Short-Term Rentals is detrimental to effective community planning and our right to govern at the level most effective to its citizenry, and

**NOW, THEREFORE, BE IT RESOLVED** that the Grosse Pointe Woods City Council urges the State Legislature to **oppose** Senate Bill 329 and House Bill 4503, which will remove local zoning control over short-term rentals; and

**BE IT FURTHER RESOLVED**, that this Resolution be transmitted to the House Committee on Tourism & Outdoor Recreation, Senate Committee on Local Government, Michigan State Legislature, Representative Hughes, Senator Zorn, Senator Johnson, and surrounding communities.

Motion by, seconded by, that the foregoing Resolution be adopted.

AYES:

ABSENT:

Resolution declared adopted at a Regular Meeting of the Grosse Pointe Woods City Council held on Monday, June 19, 2017.

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Lisa Kay Hathaway, City Clerk

# CITY OF GROSSE POINTE WOODS



## CERTIFIED RESOLUTION

### FY 2016-2017 Budget Amendment

At a regular meeting of the City Council of the City of Grosse Pointe Woods, Wayne County, Michigan, held in the Council Chambers, Grosse Pointe Woods Municipal Office, 20025 Mack Plaza Drive, Grosse Pointe Woods, Michigan, on the 19<sup>th</sup> day of June, 2017 at 7:00 p.m.

Motion by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, to approve the following resolution:

**WHEREAS**, the City adopted the General Appropriations Act for Fiscal Year 2016-2017 on May 16, 2016, which approved a general appropriations act for the 2017 fiscal year; and

**WHEREAS**, pursuant to Public Act 2 of 1968, as amended, through Public Act 493 of 2000 (MCL 141.421, et seq.) the legislative body must amend the budget as soon as a deviation is apparent; and

**WHEREAS**, amendments to the approved budget (General Appropriations Act) must not cause estimated total expenditures to exceed total estimated revenues, including all available surplus;

**WHEREAS**, the City Council has determined that additional appropriations are required due to unanticipated revenues and expenditures;

**NOW, THEREFORE**, the City Council of the City of Grosse Pointe Woods, Wayne County, Michigan resolves as follows:

1. The General Appropriations Act for the 2017 fiscal year is hereby amended in the manner set forth in the attached Exhibit A, which is incorporated by reference.

	2016-2017 Adopted/Amended Budget	2016-2017 Year-End Budget Estimate	Surplus/Deficit
<b>Revenues - Deficit</b>	<b>\$12,853,376</b>	<b>\$12,423,824</b>	<b>(\$429,552)</b>
<b>Expenditures by Department</b>			
Municipal Court	\$419,441	\$379,296	\$40,145
Building Inspections	\$469,369	\$433,487	\$35,882
City Attorney	\$319,119	\$272,099	\$47,020
City Clerk/Elections	\$360,151	\$350,877	\$9,274
City Comptroller	\$395,356	\$363,517	\$31,839
City Assessor	\$359,302	\$96,272	\$263,030
Admin-Fringe	\$316,354	\$255,020	\$61,334
Transfers & Overhead	\$187,930	\$165,230	\$22,700
Public Safety	\$5,897,339	5,425,519	\$471,820
Public Works	\$1,725,427	\$1,640,000	\$73,267

Community Center	\$266,667	\$212,475	\$54,192
Parks & Recreation	\$1,407,220	\$1,346,679	\$60,541
Mgt. Info Systems	\$412,821	\$408,315	\$4,506
<b>Anticipated Expenditure Surplus</b>			<b>\$1,175,549</b>
<b>Anticipated 2016-2017 Budget Surplus</b>			<b>\$746,027</b>

Motion carried by the following vote:

Yes:

No:

Absent:

### CERTIFICATION

*I, Lisa Kay Hathaway, City Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Council on June 19, 2017, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be, or have been, made available as required by said Act.*

\_\_\_\_\_  
 Lisa Kay Hathaway  
 City Clerk  
 June 19, 2017

## 2016 - 2017 YEAR-END BUDGET AMENDMENTS

GL NUMBER	DESCRIPTION	2016-2017 ADOPTED BUDGET	2016-2017 YEAR-END BUDGET ESTIMATE	SURPLUS/DEFICIT
<b>GENERAL FUND REVENUES</b>				
101-000-402.000	OPERATING LEVY	8,996,877	8,750,270	(246,607)
101-000-402.001	MTT PROPERTY TAX REFUND	0	(377,677)	(377,677)
101-000-402.050	PILOT	28,000	7,204	(20,796)
101-000-402.100	DELQ TAXES	20,000	33,879	13,879
101-000-409.000	ACT 359 - PR	49,947	47,429	(2,518)
101-000-445.000	INTEREST & PENALTY	65,000	39,333	(25,667)
101-000-446.000	SUMMER ADMIN FEE	190,000	201,424	11,424
101-000-447.000	WINTER ADMIN FEE	148,000	160,741	12,741
101-000-476.000	BUILDERS LIC/PERM	180,000	227,504	47,504
101-000-477.000	PLUMBERS LIC/PERM	20,000	32,155	12,155
101-000-478.000	ELECTRICAL LIC/PERM	35,000	56,617	21,617
101-000-479.000	PROPERTY MAINTENANCE PERMIT	80,000	91,523	11,523
101-000-480.000	FORECLOSURE ORDINANCE FEES	5,000	2,200	(2,800)
101-000-482.000	MECHANICAL PERMIT	30,000	47,694	17,694
101-000-485.000	ANIMAL LICENSES	2,800	3,882	1,082
101-000-569.900	ST OF MI-ELECTION REIMBURSEMENT	0	21,553	21,553
101-000-573.000	SOM-LOCAL COMMUNITY STABILIZATION AUTH	0	63,567	63,567
101-000-652.000	COMMUNITY CENTER REVENUE	25,800	29,210	3,410
101-000-655.000	ACTIVITY FEES	150	1,455	1,305
101-000-655.110	ACTIVITY FEES - GPW SENIORS	960	2,288	1,328
101-000-655.200	SWIM LESSONS	33,800	26,267	(7,533)
101-000-655.210	TEAMS - SWIM	16,850	11,211	(5,639)
101-000-655.220	ARC - MISC	9,840	5,670	(4,170)
101-000-655.230	ADULT CLASSES	4,000	2,594	(1,406)
101-000-655.270	TENNIS	12,000	9,704	(2,296)
101-000-655.310	CC PROGRAM - ADULT	16,500	22,033	5,533
101-000-655.320	CC PROGRAMS - CHILD	3,000	4,824	1,824
101-000-655.340	CC PROGRAMS - SENIOR	2,500	5,941	3,441
101-000-655.410	ACTIVITY FEES- PAVILION RENTAL	4,250	6,450	2,200
101-000-660.000	COURT FINES & COSTS	260,000	232,209	(27,791)
101-000-661.000	PROBATION FEES	20,000	27,423	7,423
101-000-662.000	VIOLATIONS	35,000	52,896	17,896
101-000-694.000	OTHER INCOME	20,000	35,892	15,892
101-000-694.030	INSURANCE PROCEEDS	0	39,572	39,572
101-000-694.040	CODE VIOLATIONS -BLDG DEPT	5,000	1,523	(3,478)
101-000-694.050	REIMB PARKING LOT SERVICES	12,000	6,641	(5,359)
101-000-694.400	MISC PUBLIC SAFETY RECEIPTS	10,000	24,889	14,889
101-000-694.420	VEHICLE SALVAGE TITLE FEES	1,500	0	(1,500)
101-000-694.430	POLICE IMPOUND FEES	0	1,225	1,225
101-000-694.450	CITY CLERK MISC. RECEIPTS	3,000	6,742	3,742
101-000-694.500	REIMBURSEMENT - COBRA	6,200	4,634	(1,566)
101-000-694.550	RETIREE DRUG SUBSIDY	45,000	110,454	65,454
101-000-694.551	INSURANCE HARD CAP	110,000	0	(110,000)
101-000-694.900	CONSESSION STAND REVENUE	8,100	5,510	(2,590)
		<u>10,516,074</u>	<u>10,086,552</u>	<u>(429,522)</u>

**GENERAL FUND EXPENDITURES**

Dept 136-MUNICIPAL COURT

101-136-705.000	PSO COURT OVERTIME	20,000.00	14,000.00	6,000
101-136-757.000	OPERATING SUPPLIES	24,955.00	16,000.00	8,955

GL NUMBER	DESCRIPTION	2016-2017 ADOPTED BUDGET	2016-2017 YEAR-END BUDGET ESTIMATE	SURPLUS/DEFICIT
101-136-805.000	PROBATION FEES	3,600.00	1,760.00	1,840
101-136-808.000	JAIL FEES	20,500.00	12,000.00	8,500
101-136-818.000	CONTRACTUAL	27,350.00	12,500.00	14,850
Total Dept 136-MUNICIPAL COURT		96,405.00	56,260.00	40,145
Dept 180-BUILDING INSPECTIONS				
101-180-702.000	SALARIES & WAGES	284,651.00	259,000.00	25,651
101-180-710.999	SICK/VAC PAY	10,000.00	18,869.41	(8,869)
101-180-719.000	HOSP/DENTAL/OPTICAL	41,100.00	32,000.00	9,100
101-180-818.001	CODE VIOLATIONS	15,000.00	5,000.00	10,000
Total Dept 180-BUILDING INSPECTIONS		350,751.00	314,869.41	35,882
Dept 210-CITY ATTORNEY				
101-210-719.000	HOSP/DENTAL/OPTICAL	17,619.00	14,500.00	3,119
101-210-801.000	LEGAL FEES-GEN'L CITY	73,528.00	76,643.00	(3,115)
101-210-801.100	LEGAL COUNSEL-COURT	29,000.00	25,081.00	3,919
101-210-801.301	MTT-APPRAISALS & OTHER CONSULTANTS	30,000.00	25,875.00	4,125
101-210-810.000	LABOR CONSULTANT	60,000.00	17,500.00	42,500
101-210-812.000	CLAIMS/OUTSIDE COUNSEL	21,472.00	25,000.00	(3,528)
Total Dept 210-CITY ATTORNEY		231,619.00	184,599.00	47,020
Dept 215-CITY CLERK/ELECTIONS				
101-215-702.000	SALARIES & WAGES	146,119.00	136,000.00	10,119
101-215-702.809	WAGES- SEASONAL OFFICE	29,000.00	39,848.69	(10,849)
101-215-710.000	OVERTIME-CLERK STAFF	4,139.00	487.73	3,651
101-215-710.999	SICK/VAC PAY	3,000.00	5,204.38	(2,204)
101-215-717.000	RETIREE HEALTH CARE & LIFE INS	1,800.00	3,450.00	(1,650)
101-215-718.000	H.S.A.	6,000.00	7,683.98	(1,684)
101-215-719.000	HOSP/DENTAL/OPTICAL	31,800.00	34,756.00	(2,956)
101-215-722.000	RETIREMENT	30,803.00	26,500.00	4,303
101-215-731.000	ELECTIONS SUPPLIES	24,750.00	14,206.21	10,544
Total Dept 215-CITY CLERK/ELECTIONS		277,411.00	268,136.99	9,274
Dept 223-CITY COMPTROLLER				
101-223-702.000	SALARIES & WAGES	216,331.00	152,000.00	64,331
101-223-710.000	OVERTIME FINANCE STAFF	750.00	4,772.26	(4,022)
101-223-710.999	SICK/VAC PAY	2,000.00	18,150.19	(16,150)
101-223-715.000	SOCIAL SECURITY	16,799.00	13,381.57	3,417
101-223-719.000	HOSP/DENTAL/OPTICAL	24,950.00	30,500.00	(5,550)
101-223-722.000	RETIREMENT	35,708.00	25,500.00	10,208
101-223-757.000	OPERATING SUPPLIES	14,750.00	8,778.44	5,972
101-223-757.101	OPER SUPP-TAX PREP REIMBURSEMENT	0.00	8,802.00	(8,802)
101-223-818.000	CONTRACTUAL SERVICES	44,960.00	67,175.00	(22,215)
101-223-958.001	TRAINING & SEMINARS	3,550.00	900.00	2,650
101-223-960.000	EDUCATION-TRAINING	2,000.00	0.00	2,000
Total Dept 223-CITY COMPTROLLER		361,798.00	329,959.46	31,839
Dept 224-CITY ASSESSOR				
101-224-702.000	SALARIES & WAGES	93,750.00	18,432.56	75,317
101-224-715.000	SOCIAL SECURITY	5,577.00	1,409.74	4,167
101-224-818.000	CONTRACTUAL SERVICES	0.00	61,000.00	(61,000)
101-224-833.000	ASSESSMENT/TAX ROLL PREP	18,322.00	7,560.66	10,761
101-224-840.000	PRIOR YR TAX REFUNDS	235,151.00	1,367.28	233,784
Total Dept 224-CITY ASSESSOR		352,800.00	89,770.24	263,030

GL NUMBER	DESCRIPTION	2016-2017 ADOPTED BUDGET	2016-2017 YEAR-END BUDGET ESTIMATE	SURPLUS/DEFICIT
Dept 295-ADMIN-FRINGE				
101-295-717.000	RETIREE HEALTH CARE & LIFE INS	313,354.00	255,000.00	58,354
101-295-726.000	MESC INSURANCE	3,000.00	20.00	2,980
Total Dept 295-ADMIN-FRINGE		316,354.00	255,020.00	61,334
Dept 299-TRANSFERS & OVERHEAD				
101-299-818.000	CONTRACTUAL SERVICES	17,000.00	8,300.00	8,700
101-299-921.000	UTILITIES	55,000.00	41,000.00	14,000
Total Dept 299-TRANSFERS & OVERHEAD		72,000.00	49,300.00	22,700
Dept 300-HEALTH CARE PAYMENTS				
101-300-980.000	COBRA-EMPLOYEE HEALTHCARE	0.00	11,362.00	(11,362)
Total Dept 300-HEALTH CARE PAYMENTS		0.00	11,362.00	(11,362)
Dept 305-PUB SAF-ADMIN				
101-305-702.000	SALARIES & WAGES	156,518.00	145,000.00	11,518
101-305-722.000	RETIREMENT	26,848.00	9,000.00	17,848
101-305-831.000	PRE-EMPLOYMENT TESTING	11,200.00	7,500.00	3,700
101-305-851.000	RADIO MAINTENANCE	53,040.00	57,000.00	(3,960)
Total Dept 305-PUB SAF-ADMIN		247,606.00	218,500.00	29,106
Dept 310-POLICE SERVICES				
101-310-702.000	SALARIES & WAGES	0.00	3,759.00	(3,759)
101-310-702.100	SAL & WAGES - LT	171,822.00	135,000.00	36,822
101-310-702.200	SAL & WAGES - SGT	491,401.00	508,000.00	(16,599)
101-310-702.400	SAL & WAGES - PSO	1,461,985.00	1,368,242.00	93,743
101-310-702.500	SAL & WAGES DISPATCH	141,442.00	136,604.00	4,838
101-310-702.600	SAL & WAGES-SECRETARY/CLERICAL	61,409.00	51,494.00	9,915
101-310-710.100	OVERTIME - LT	10,000.00	6,500.00	3,500
101-310-710.400	OVERTIME - PSO	105,000.00	100,000.00	5,000
101-310-710.500	OVERTIME - DISPATCH	6,000.00	11,000.00	(5,000)
101-310-717.000	RETIREE HEALTH CARE & LIFE INS	7,200.00	10,500.00	(3,300)
101-310-722.000	RETIREMENT	569,147.00	513,625.00	55,522
Total Dept 310-POLICE SERVICES		3,025,406.00	2,844,724.00	180,682
Dept 345-PUB-SAF FRINGES				
101-345-710.999	SICK/VAC PAY	75,000.00	93,000.00	(18,000)
101-345-711.000	LONGEVITY/COLA	50,000.00	17,209.00	32,791
101-345-717.000	RETIREE HEALTH CARE & LIFE INS	873,310.00	696,763.00	176,547
101-345-718.000	H.S.A.	87,000.00	79,136.00	7,864
101-345-719.000	HOSP/DENTAL/OPTICAL	427,300.00	355,930.00	71,370
101-345-720.000	LIFE & LTD INSURANCE	10,903.00	6,730.00	4,173
101-345-722.000	RETIREMENT	0.00	17,511.00	(17,511)
101-345-726.000	MESC INSURANCE	4,000.00	0.00	4,000
Total Dept 345-PUB-SAF FRINGES		1,527,513.00	1,266,279.00	261,234
Dept 349-TRANSFERS & OVERHEAD				
101-349-921.000	UTILITIES	75,000.00	62,840.00	12,160
Total Dept 349-TRANSFERS & OVERHEAD		75,000.00	62,840.00	12,160
Dept 463-ROUTINE MAINTENANCE				
101-463-702.000	SALARIES & WAGES	122,690.00	116,370.00	6,320
101-463-710.000	OVERTIME	13,920.00	10,867.00	3,053

GL NUMBER	DESCRIPTION	2016-2017 ADOPTED BUDGET	2016-2017 YEAR-END BUDGET ESTIMATE	SURPLUS/DEFICIT
Total Dept 463-ROUTINE MAINTENANCE		136,610.00	127,237.00	9,373
Dept 465-FORESTRY SERVICES				
101-465-702.000	SALARIES & WAGES	66,449.00	49,144.00	17,305
101-465-757.000	OPERATING SUPPLIES	11,500.00	1,491.00	10,009
101-465-818.000	CONTRACTUAL SERVICES	40,210.00	45,010.00	(4,800)
Total Dept 465-FORESTRY SERVICES		118,159.00	95,645.00	22,514
101-599-926.000	MUN. STREET LGHT	650,000.00	608,620.00	41,380
Total Dept 599-TRANSFERS & OVERHEAD		650,000.00	608,620.00	41,380
Dept 774-LAKE FRONT PARK				
101-774-921.000	UTILITIES	175,000.00	148,361.00	26,639
101-774-938.000	PROPERTY TAXES	76,000.00	72,643.00	3,357
Total Dept 774-LAKE FRONT PARK		251,000.00	221,004.00	29,996
Dept 780-COMMUNITY CENTER				
101-780-702.000	SALARIES & WAGES	85,271.00	74,744.00	10,527
101-780-818.000	CONTRACTUAL SERVICES	27,780.00	20,000.00	7,780
101-780-822.000	SENIOR PROGRAMS	65,794.00	29,909.00	35,885
Total Dept 780-COMMUNITY CENTER		178,845.00	124,653.00	54,192
Dept 795-PARKS & REC FRINGE				
101-795-717.000	RETIREE HEALTH CARE & LIFE INS	75,878.00	62,720.00	13,158
101-795-718.000	H.S.A.	5,400.00	2,562.00	2,838
101-795-719.000	HOSP/DENTAL/OPTICAL	24,660.00	13,111.00	11,549
101-795-726.000	MESC INSURANCE	3,000.00	0.00	3,000
Total Dept 795-PARKS & REC FRINGE		108,938.00	78,393.00	30,545
Dept 860-FRINGE BENEFITS				
101-860-719.000	HOSP/DENTAL/OPTICAL	27,400.00	22,894.00	4,506
Total Dept 860-FRINGE BENEFITS		27,400.00	22,894.00	4,506
<b>REVENUE DEFICIT</b>				<b>(429,522)</b>
<b>EXPENDITURE SURPLUS</b>				<b>1,175,549</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>				<b>746,027</b>

Founded in 1852  
by Sidney Davy Miller

# MILLER CANFIELD

MICHIGAN: Detroit • Kalamazoo • Lansing • Troy

FLORIDA: Tampa

ILLINOIS: Chicago

NEW YORK: New York

CANADA: Windsor

CHINA: Shanghai

MEXICO: Monterrey

POLAND: Gdynia

Warsaw • Wrocław

PATRICK F. MCGOW  
TEL (313) 496-7684  
FAX (313) 496-8450  
E-MAIL [mcgow@millercanfield.com](mailto:mcgow@millercanfield.com)

Miller, Canfield, Paddock and Stone, P.L.C.  
150 West Jefferson, Suite 2500  
Detroit, Michigan 48226  
TEL (313) 963-6420  
FAX (313) 496-7500  
[www.millercanfield.com](http://www.millercanfield.com)

June 2, 2017

Cathrene Behrens  
Treasurer/Comptroller  
City of Grosse Pointe Woods  
20025 Mack Avenue  
Grosse Pointe Woods MI 48236-2397

RECEIVED  
JUN - 8 2017  
CITY OF GROSSE PTE. WOODS

Re: \$2,875,000 City of Grosse Pointe Woods, County of Wayne, State of Michigan  
2017 Unlimited Tax General Obligation Bond

Dear Cathy:

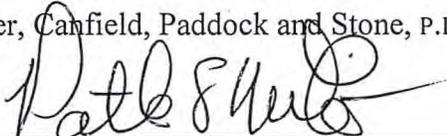
Enclosed is a transcript of closing documents regarding the above bond issue which closed Wednesday, May 31<sup>st</sup>. The transcript includes our approving opinion at tab 13 and the final debt service schedule at tab 15. We will make the necessary filings with the Internal Revenue Service and the Michigan Department of Treasury.

Also enclosed is our invoice for services rendered as bond counsel. Our fees as bond counsel were included in the estimated issuance costs and should be paid from the proceeds of the Bonds.

It was a pleasure working with you and the City on this project and I look forward to doing so in the future. If you have any questions, please feel free to contact me. Thank you.

Very truly yours,

Miller, Canfield, Paddock and Stone, P.L.C.

By: 

Patrick F. McGow

PFM/lw

Enclosure

29288701.1\036806-00020

LAW OFFICES OF  
MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.  
150 W. JEFFERSON, SUITE 2500  
DETROIT, MICHIGAN 48226

TELEPHONE (313) 963-6420  
TAXPAYER IDENTIFICATION NO. 38-0836500

June 2, 2017

Cathrene Behrens  
Treasurer/Comptroller  
City of Grosse Pointe Woods  
20025 Mack Avenue  
Grosse Pointe Woods MI 48236-2397

Re: \$2,875,000 City of Grosse Pointe Woods, County of Wayne, State of Michigan  
2017 Unlimited Tax General Obligation Bond

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INVOICE FOR PROFESSIONAL SERVICES RENDERED as Bond Counsel to the City of Grosse Pointe Woods in connection with the above-captioned Bonds, including analysis of financing options; preparation of proceedings relating to the Bonds, including ballot proposal and related election proceedings, Bond Authorizing Resolution and Sale Order; telephone conferences and calls; tax analysis; attendance at City Council meeting; preparation of closing documents, coordination of closing and preparation and delivery of approving opinion, including all disbursements: photocopying, Federal Express, travel and transcript preparation.

**\$25,500.00**

**PLEASE WIRE TO:**

Receiving Bank: Comerica Bank  
Detroit, MI  
Bank ABA #072000096  
Account Name: Miller Canfield Paddock and Stone, PLC  
Account # 1840-09284-3  
Reference: 036806/00020 and invoice # 1360483

***OR REFER TO INVOICE # 1360483***

**AND REMIT TO:**

P O Box 640348  
Detroit MI 48264-0348

Under the Firm's collection policy, payment is expected within 30 days.  
Our accounting department may contact you regarding invoices remaining unpaid after 60 days.

PFM # 1672

29288813.1\036806-00020

**KITCH DRUTCHAS WAGNER VALITUTTI & SHERBROOK**

A PROFESSIONAL CORPORATION

Attorneys and Counselors

ONE WOODWARD AVENUE, SUITE 2400  
DETROIT, MICHIGAN 48226-5485

313-965-7900

IRS # 38-1896224



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

MAY 31, 2017  
FILE # 2371.002582  
INVOICE # 410696

REGARDING: CITY OF GROSSE POINTE WOODS

FOR PROFESSIONAL SERVICES RENDERED

04/05/17 MJW EMAIL FROM CLIENT RE FIBERTECH FRANCHISE FEE ISSUES .30

TOTAL HOURLY CHARGES \$90.00

-----RECAP-----

TIMEKEEPER	RATE	HOURS	AMOUNT
MICHAEL J WATZA	300.00	0.30	90.00
TOTALS		0.30	90.00

CURRENT AMOUNT DUE \$90.00

TOTAL AMOUNT DUE \$90.00

**RECEIVED**

JUN 05 2017

CITY OF GROSSE PTE. WOODS

**RECEIVED**

**JUN 05 2017**

**CITY OF GROSSE PTE. WOODS**

**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

June 01, 2017  
Client: 000896  
Matter: 000000  
Invoice #: 112138

**Attention: City Manager**

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REGARDING: GENERAL MATTERS

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

**TOTAL \$670.00**

**KELLER THOMA**  
A PROFESSIONAL CORPORATION

COUNSELORS AT LAW  
26555 EVERGREEN  
SUITE 1240  
SOUTHFIELD, MICHIGAN 48076  
313.965.7610  
FAX 313.965.4480  
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FEDERAL I.D. 38-1996878

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

June 01, 2017  
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Matter: 000000  
Invoice #: 112138

Attention: City Manager

Page: 1

RE: GENERAL MATTERS

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For Professional Services Rendered through May 31, 2017

DATE	ATTY	DESCRIPTION	HOURS
5/10/2017	RWF	Telephone call to Ms. Behrens regarding pending FMLA matter.	0.25
5/19/2017	RWF	Telephone call from Ms. Behrens regarding pending employee absence matter.	0.25
5/26/2017	CKD	Attention to preparation of POAM PSO CBA with edits.	3.00
5/29/2017	RWF	Attention to preparation of the PSO collective bargaining Agreement.	0.50
Total Services			\$655.00

ATTORNEY	HOURS	RATE	AMOUNT
CKD Chelsea K. Ditz	3.00	\$160.00	\$480.00
RWF R. W. FANNING, JR.	1.00	\$175.00	\$175.00

**DISBURSEMENTS**

5/26/2017	Document Reproduction	\$15.00
Total Disbursements		\$15.00

**KELLER THOMA**  
*A PROFESSIONAL CORPORATION*

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

June 01, 2017

Client: 000896  
Matter: 000000  
Invoice #: 112138

**Attention: City Manager**

Page: 2

RE: GENERAL MATTERS

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**Total Amount Due**

**\$670.00**