

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Rescheduled City Council Meeting Agenda
Monday, September 11, 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. PRESENTATION
 - A. 2017 Great Lakes Regional Champions
7. APPOINTMENT
 - A. Deputy Treasurer/Comptroller
 1. Memo 09/11/17 – Treasurer/Comptroller
8. MINUTES
 - A. Council 08/21/17
 - B. Finance Committee 04/10/17
 - C. Historical Commission 06/08/17
 - D. Beautification Commission 07/12/17
9. COMMUNICATIONS
 - A. Department of Public Safety (Canfield Equipment)/Budget Amendment
 1. Memo 08/31/17 – Director of Public Safety
 - B. Department of Public Safety (Motor Vehicles)/Budget Amendment
 1. Memo 09/11/17 – Treasurer/Comptroller
 - C. Grosse Pointe Farms Provencal Road Services/Budget Amendment
 1. Memo 09/11/17 – Treasurer/Comptroller
10. BIDS/PROPOSALS/
CONTRACTS
 - A. Purchase: Prep Radios – Department of Public Safety
 1. Memo 08/17/17 – Director of Public Safety
 - B. Grant: DTE Energy Foundation Tree Planting/Transfer Funds
 1. Memo 08/23/17 – Director of Public Services
 2. Letter 07/28/17 – Department of Natural Resources
 3. Grant Agreement

C. Proposal: 2017 Capital Improvement Projects/Budget Amendment

1. Memo 09/06/17 - Director of Public Services
2. Letter 08/29/17 – City Engineer

11. RESOLUTION

A. Great Lakes Water Authority (GLWA) Pass-Through Water Rate Resolution

1. Memo 09/11/17 – Treasurer/Comptroller
2. Proposed Resolution Adopting the Industrial Waste Control Charge for FY 2017/18
3. Exhibit A

12. ORDINANCES

A. Second Reading: An Ordinance Adopting, Enacting, and Recodifying the City Code for the City of Grosse Pointe Woods, Michigan; Providing for the Manner of Amending the Code; Providing For A Penalty for The Violation Thereof, and Providing When the Code and This Ordinance Shall Become Effective

1. City Council Excerpt 08/07/17
2. Proposed Ordinance
3. Affidavit of Legal Publication

B. First Reading: An Ordinance To Amend Chapter 44 Utilities, Division 4 Rates and Costs, Sec. 44-144(b) To Provide Due Dates for The Bimonthly Water and Sewage Bills

1. Letter 08/24/17 – City Attorney
2. Memo 09/11/17 – Treasurer/Comptroller
3. Proposed Ordinance

13. CLAIMS/ACCOUNTS

A. Grosse Pointe Farms (Radio Maintenance)

1. Memo 08/31/17 – Director of Public Safety
2. Invoice 08/07/17 #3031

B. Grosse Pointe Shores (Colonial Road Municipal Services)/Budget Transfer

1. Memo 09/11/17 – Treasurer/Comptroller
2. Invoice 08/30/17

C. Wayne County Appraisal LLC

1. Invoice 08/11/17 #14837 WCA Assessing
2. Invoice 08/01/17 #14837 Hallahan & Associates P.C.

D. City Attorneys

1. Don R. Berschback 08/31/17
2. Charles T. Berschback 08/31/17

14. NEW BUSINESS/PUBLIC COMMENT

15. ADJOURNMENT

Lisa Kay Hathaway, CMMC/MMC
City Clerk

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

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

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



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

7A

Memorandum

RECEIVED

AUG 22 2017

CITY OF GROSSE PTE. WOODS

DATE: September 11, 2017
TO: Mayor and City Council
FROM: Cathrene Behrens, City Treasurer/Comptroller
SUBJECT: Deputy Treasurer/Comptroller

Pursuant to the announcement of Deputy Treasurer Betty Meli's pending retirement, discussion was held several months ago regarding how this position would be filled pursuant to Section 2-75 of the City Charter. I have had discussions with Deputy Comptroller Shawn Murphy about assuming the duties, primarily taxes, associated with the Deputy Treasurer position and she was 100% in favor of this. She expressed the desire to learn more about the tax process and there will be no additional compensation incurred as a result of her assuming these responsibilities. Pending council confirmation, her new job title will be Deputy Treasurer/Comptroller.

Pursuant to Section 2-78 of the City Charter I respectfully request council confirmation of Deputy Comptroller Shawn Murphy to the position of Deputy Treasurer/Comptroller, to be effective immediately.

Thank you.

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, AUGUST 21, 2017, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

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

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

Also Present: City Administrator Smith
City Attorney Berschback
Treasurer/Comptroller Behrens
City Clerk Hathaway
Director of Public Services Schulte
Building Official Tutag
Recreation Supervisor Byron

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

Motion carried by the following vote:

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

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

The following Commission members were in attendance:

George McMullen, Local Officers Compensation Commission/Board of Review

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

Motion carried by the following vote:

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

Hearing no objections, the Chair took Item 9E-Investment Policy and Item 9G-Bank of New York Mellon Debt Service Account out of order.

Motion by McConaghy, seconded by Granger, regarding **Investment Policy**, that the City Council concur with the Finance Committee at their meeting held earlier this evening, August 21, 2017, and approve the Investment Policy as presented.

Motion carried by the following vote:

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

The Treasurer/Comptroller provided an overview regarding **Bank of New York Mellon Bank Service Bank Account**.

Motion by Koester, seconded by McConaghy, regarding **Bank of New York Mellon Debt Service Bank Account**, that the City Council authorize the City Clerk to execute the Incumbency Certificate/Authorized Callbacks form and authorize the Treasurer/Comptroller to execute the Facsimile/Email Instructions: Authorization Form.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **appointment – Election Commission**, that the City Council appoint Council Member Bryant as representative on the Election Commission.

Motion carried by the following vote:

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

Regarding **appointment – Downspout Board of Appeals**, the Mayor re-appointed Scott Lockwood to the Downspout Board of Appeals with a term to expire September 30, 2020.

The Mayor re-appointed Dan Curis to the Local Officer's Compensation Commission with a term to expire September 30, 2022.

Motion by McConaghy, seconded by Koester, regarding **appointment - Local Officers Compensation Commission**, that the City Council concur with the Mayoral re-appointment of Dan Curis to the Local Officers Compensation Commission with a term to expire September 30, 2022.

Motion carried by the following vote:

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

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

1. City Council Minutes dated August 7, 2017;
2. City Council Minutes dated August 14, 2017.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **Milk River Easement Agreements**, that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting on August 14, 2017, and approve the Escrow Agreement, Drain Easements (Permanent and Temporary), and Temporary Access Easement as presented, and authorize the City Administrator to sign said Agreements.

John Brennan, attorney for the Milk River Drain Board, stated the Board met this afternoon and authorized easements, escrow in the amount of \$150,000.00, and approved the form of escrow agreement with Comerica Bank.

Motion carried by the following vote:

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

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

1. Committee-of-the-Whole minutes dated August 7, 2017;
2. Committee-of-the-Whole minutes dated August 14, 2017.

Motion carried by the following vote:

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

THE MEETING WAS THEREUPON OPENED AT 7:41 P.M. FOR A PUBLIC HEARING IN ACCORDANCE WITH CHAPTER 8, BUILDINGS AND BUILDING REGULATIONS, ARTICLE IX, FENCES, TO HEAR THE APPLICATION OF SAMUEL RANDAZZO, 20155 MORNINGSIDE, GROSSE POINTE WOODS, WHO IS SEEKING VARIANCE APPROVALS FOR A 6' SOLID VINYL PRIVACY FENCE ALONG THE SIDE AND REAR LOT LINES, WHICH REQUEST IS NONCOMPLIANT WITH SECTIONS 8-279(1), 8-281, AND 8-282(1) OF THE CITY CODE, AND THEREFORE VARIANCES ARE 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 08/04/17 – A. Urbani;
2. Application for Fence 07/27/17;
3. Photo;
4. Certificate of Survey 05/12/83;
5. Diagram 07/28/17;
6. Memo 08/10/17 – Building Official;
7. Photos (9);
8. Memo 08/09/17 – Director of Public Services;
9. Affidavit of Property Owners Notified;
10. Aerial Views (2).

Motion carried by the following vote:

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

No: None

Absent: Bryant

The Building Official provided an overview of the Petitioner's request as identified in his memo dated August 10, 2017. The Building Official confirmed that three variances are required.

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

The Chair asked if anyone from the audience wished to speak in opposition to the proposed request. The following individual was heard:

Michael Bowman
651 S. Oxford

Motion by Granger, seconded by Koester, that the public hearing be closed at 7:47 p.m.
PASSED UNANIMOUSLY.

Motion by Koester, seconded by Ketels, regarding Public Hearing: Fence Variance – Samuel Randazzao, 20155 Morningside, who is requesting to retain the already installed 6' solid vinyl privacy fencing along the side and rear lot lines at his property, that the City Council deny the variance requests as the plight of the owner was self-created when the fence was installed without a permit or proper approvals.

Motion by Koester, seconded by Ketels, to amend the previous motion by inserting, "and no special circumstances exist."

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **rescheduling City Council meetings prior to Election Day**, that the City Council approve rescheduling a City Council Meeting when it falls on a Monday preceding an Election Day to the Monday next, effective November 6, 2017.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Ketels, regarding **request to use Lake Front Park tennis courts – University Liggett**, that the City Council approve the request of University Liggett to use six to eight tennis courts at Lake Front Park for boy's tennis practice from September 7, 2017, through October 26, 2017, Monday through Thursday, 3:30 p.m. to 5:30 p.m., and for the MHSAA Boy's Tennis Regional Tournament on 10/12/17 8 a.m. – 1 p.m., contingent upon the following:

- Teams follow all park rules and MHSAA rules including clearing the courts during storms;
- Teams relinquish courts to residents on courts 1-4;
- Teams clean up trash around the courts after use;
- Teams submit current rosters;
- Appropriate insurance be provided, naming the City as an additional insured.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Granger, regarding **request to use Lake Front Park Tennis Courts – Grosse Pointe North**, that the City Council approve the request of Grosse Pointe North to use Lake Front Park tennis courts on Saturday, September 9, 2017, from 8 a.m. to 5 p.m., contingent upon the following:

- Teams follow all park rules and MHSAA rules including clearing the courts during storms;
- Teams relinquish courts to residents on courts 1-4;
- Teams clean up trash around the courts after use;
- Teams submit current rosters;
- Appropriate insurance be provided, including naming the City as an additional insured.

Motion carried by the following vote:

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

Motion by Ketels, seconded by Koester, regarding **request to use Ghesquiere Park Marsteller Baseball Diamond – Grosse Pointe North**, that the City Council approve the request of Grosse Pointe North to use Ghesquiere Park Marsteller Baseball Diamond during the 2017-18 school year for approximately twenty games from 3:00 p.m. – 6:30 p.m. Monday, March 12, 2018, through Friday, May 25, 2018, contingent upon the following:

- Teams follow all park rules and MHSAA rules including clearing the field during storms;
- Teams clean up trash around the diamond and in dugouts after use;
- Teams submit current rosters;
- Teams submit game schedule by March 1, 2018;
- Appropriate insurance be provided.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **absence from the City**, that the City Council approve the City Clerk's attendance at the MAMC Board of Directors Strategic Planning Session being held September 13 through September 15, 2017.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **Monthly Financial Report – July 2017**, that the City Council refer this item to the Finance Committee.

Motion carried by the following vote:

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

The Mayor issued a proclamation in recognition of **Prostate Cancer Awareness Month**.

Motion by McConaghy, seconded by Granger, regarding **Labor Attorney**, that the City Council approve the following statements dated August 1, 2017:

1. Keller Thoma Invoice #112681- \$263.63;
2. Keller Thoma Invoice #112612 - \$258.75.

Motion carried by the following vote:

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

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

Public Comment:

- Joann Hamlin, 520 Cook Road – Park July 4th. Possibly non-residents entering the park through the back gate. Administration was asked to look into the matter.

Motion by Granger, seconded by Koester, to adjourn tonight's meeting at 8:03 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

Approved by Committee 08/21/17
8B

FINANCE COMMITTEE
04-10-17

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

The meeting was called to order at 6:19 p.m. by Chair McConaghy.

In attendance: Chairman McConaghy
Members: Novitke

Absent: Koester

Also present: City Administrator Smith
Treasurer/Comptroller Behrens
Executive Assistant Como

Also present Council Member Shetler.

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

Motion passed by the following vote:

Yes: McConaghy, Novitke
No: None
Absent: Koester

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

Motion passed by the following vote:

Yes: McConaghy, Novitke
No: None
Absent: Koester

Motion by McConaghy, seconded by Novitke, that the meeting minutes dated April 3, 2017, be approved as amended.

Motion passed by the following vote:

Yes: McConaghy, Novitke
No: None
Absent: Koester

The purpose of tonight's meeting was a continuation of reviewing the **proposed budget**.

First item discussed was Healthcare Insurance Expenses. The Chair McConaghy opened the meeting asking who would like to speak first. Treasurer/Comptroller Behrens stated the previous 2017/18 budget books distributed have been updated. Additionally, she distributed two charts relating to healthcare rates provided by Cornerstone:

- *City of Grosse Pointe Woods Plan Cost Roll Up-Budget Comparison – Previous Plan Year vs. Projected Plan Year;*
- *City of Grosse Pointe Woods Alternatives for Collective Bargaining – All (Includes 2 Non Employee Purchasers).*

Also distributed, was a sheet highlighting the 2016-2017 Budgeted Insurance Expenses and 2017-2018 Budget Insurance Expenses.

At the previous meeting, the Committee Member Novitke indicated that the reason the city switched to a HSA Plan was to save money, and the numbers previously presented did not show any savings. Treasurer/Comptroller stated she had been provided with updated rates and has since updated each department's budget. In doing so, it was realized that the new HSA Plan is anticipated to save the city approximately \$125,000 between July 1, 2017 and June 30, 2018, in addition to the savings budgeted this fiscal year.

After receiving the new proposed budget figures from the Treasurer/Comptroller, the Chair inquired how much will need to be taken out of the city's Fund Balance to balance the 2017/18 FY Budget. The Treasurer/Comptroller replied \$200,000 if the city bonds.

Next the Treasurer/Comptroller informed the Committee Members that currently there is over \$616,000 in transfers from the General Fund which is utilized to balance other municipal funds.

Discussion was then held about going out for a bond with a millage increase versus obtaining a bond without a vote of the people regarding infrastructure improvements.

The City Administrator discussed with the Committee how he spent time with the Director of Public Works Schulte touring the city facilities and developing a capital improvement list of things that should be done in order of priority. The list of improvements needed was then discussed.

The Comptroller/Treasurer provided the Committee with a Municipal Improvement Budget Fund informational packet. Furthermore, she advised the committee that the type of bond Bendzinski & Company would recommend for the city would be a Capital Improvement Bond, which is a Limited General Obligation Bond based upon depreciation.

Next, Committee Member Novitke asked the Treasurer/Comptroller why there is such an increase with utilizing outside contractors and asked her to look into whether or not it would be more advantageous for the city to hire a full-time DPW employee.

Additionally, he asked why HSA is not listed in the Parks and Recreations budget and the Treasurer/Comptroller stated that it was but in error it was listed under prescription.

Further discussion regarding the proposed budget ensued.

The Treasurer/Comptroller informed the Committee Members of the following:

- General Fund balance is \$13,583,830.00;
- Total budget, including transfers, is \$38,190,010.00;
- Internal transfers total approximately \$1.1 million;
- SEV is \$659,449,995.00;
- Taxable SEV is \$651,213,015.00;
- One mill equals \$651,213.00;
- The county has confirmed there will not be a Headlee rollback this year.

Motion by Novitke, seconded by McConaghy, that the Finance Committee recommend that City Council consider adopting the FY 2017/18 proposed budget subject to consideration being given to bonding.

Motion passed by the following vote:

Yes: McConaghy, Novitke

No: None

Absent: Koester

New Business:

The Treasurer/Comptroller distributed information pertaining to leasing a tractor and municipal bond ratings.

FINANCE COMMITTEE
04-10-17

Motion by McConaghy, seconded by Novitke, that tonight's meeting be adjourned at 7:02 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Susan Como
Executive Assistant

RECEIVED

JUN 12 2017

CITY OF GROSSE POINTE WOODS

City of Grosse Pointe Woods Historical Commission Minutes
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236
Conference Room at City Hall
June 8, 2017

Approved by Commission
August 10, 2017

8C

1. **Call to Order**

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:30 p.m. by Chairperson Lynne Millies.

2. **Roll Call**

Present: Mary Kaye Ferry, Del Harkenrider, Shirley Hartert, Suzanne Kent, Lynne Millies, John Parthum, Frank Romano, Becky Veitengruber, Giles Wilborn

Excused: Sean Murphy

Unexcused: Phil Whitman

Also Absent: Council Representative Mike Koester

3. **Approval of Agenda**

Motion by Romano, seconded by Kent, to approve the agenda for June 8th, 2017. Ayes: all. Motion carried.

4. **Approval of Minutes**

Motion by Ferry, seconded by Harkenrider, to approve the minutes as presented, from May 11th, 2017. Ayes: all. Motion carried.

5. **Items**

A. Report of Treasurer:

1. The balance of the historical commission is \$518.84. The amended budget of \$290.00 was added to the fiscal year 2016-2017 budget.
2. The balance of the Cook Schoolhouse is \$5,291.11

B. Cook Schoolhouse Project:

1. Open house dates:
 - September 16th, 5:00-7:00 p.m. (Harkenrider, Parthum, Romano hosting)
 - October 14th, noon-2:00 p.m. (Hartert, Kent hosting)
2. The framed map of Grosse Point Township was hung in the schoolhouse.

C. Commission Files: Parthum shared with the commission that the list of items we no longer need. City Clerk Hathaway will follow state requirements as to what should be done with them.

D. Memberships: Other Organizations: the commission discussed ways to promote visibility to the community.

E. Memorial Day: Details and reflections were shared about the ceremony.

Motion: by Hartert, seconded by Kent, that the Historical Commission recommend that the City Administrator approve a payment not to exceed \$25.00 for photos and a CD, this item is included in the FY 2016-2017 budget. Account # 101-105-880.300. Ayes: all. Motion carried.

Motion by Parthum, seconded by Harkenrider, for immediate certification of above motion. Ayes: all. Motion carried.

F. Group Photo: Group photo was taken of the present members.

G. Spring Cleaning/Cook School: Remove from agenda.

6. **New Business**

Motion by Ferry, seconded by Romano, to request that the Daughters of the American Revolution : *Louisa St. Clair Chapter* make a donation of American flags for Memorial Day Ceremony.

Ayes: all. Motion carried.

7. **Public and Commissioner Comments**

None

8. **Adjournment**

The meeting adjourned at 9:04 p.m. by Chairperson Lynne Millies.

Respectfully submitted:

Becky Veitengruber, Secretary

The next meeting of the Grosse Pointe Woods Historical Commission will take place on July 13th, 2017 at 7:30 p.m. in the Conference Room at City Hall, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236.

Approved by Comm.
8-9-17
RECEIVED 8D
JUL 18 2017

**Beautification Advisory Commission
Lake Room – GPW Community Center
20025 Mack Plaza Dr., Grosse Pointe Woods
Meeting – July 12, 2017 – 7:00 p.m.**

CITY OF GROSSE PTE. WOODS

Present: Arslanian, Hage, Hess, Hilton, Koester, McCarthy, Spreder, Stephens, Stewart

Also Present: Mathews

Excused: Casinelli, Martin-Rahaim, Medura, Ragland, Sauter

Call to Order: The meeting was called to order by Chairperson, McCarthy at 7:02 p.m.

Minutes: The June 14, 2017 meeting minutes were distributed and reviewed.

Motion by Hage, seconded by Hess, to approve the June 14, 2017 minutes as presented.

Motion carried by the following vote:

Yes: : Arslanian, Hage, Hess, Hilton, Koester, McCarthy, Spreder, Stephens, Stewart

No: None

Excused: Casinelli, Martin-Rahaim, Medura, Ragland, Sauter

Treasurer's Report: Hilton discussed the treasurer report. Deposit made to Lochmoor Club to reserve room for Awards Night 2017.

Motion by Hage, seconded by Hess, to approve the report as discussed.

Motion carried by the following vote:

Yes: : Arslanian, Hage, Hess, Hilton, Koester, McCarthy, Spreder, Stephens, Stewart

No: None

Excused: Casinelli, Martin-Rahaim, Medura, Ragland, Sauter

Chairperson's Report: McCarthy presented Chairperson report.

Awards Program: Stephens provided update on Awards Night. Home and business selections shared with committee. Stewart volunteered to take residential pictures, Hilton will take business pictures. Descriptions due by July 31, 2017.

Tile/Mugs Program: No report.

Flower Sale: No report

Council Report: No report

DPW: No report

Old Business: No report

New Business: no report

Motion by Stephen, seconded by Spreder, to adjourn the Beautification Advisory Commission meeting at 7:48 p.m.

Motion carried by the following vote:

Yes: : Arslanian, Hage, Hess, Hilton, Koester, McCarthy, Spreder, Stephens, Stewart

No: None

Excused: Casinelli, Martin-Rahaim, Medura, Ragland, Sauter

Respectfully submitted,

Rachelle Koester



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

9A

Date: August 31, 2017
To: Cathrene Behrens, Treasurer/Comptroller
Bruce Smith, City Administrator
From: John G. Kosanke, Director of Public Safety
Subject: **Budget Amendment Request – Canfield Equipment**

RECEIVED
SEP - 6 2017
CITY OF GROSSE PTE. WOODS

I am requesting an amendment to the fiscal year 2017-2018 budget in the amount of \$1,211.12 for the recent services provided by Canfield Equipment for the installation of seven Brothers printers and a gun rack.

The installation of the Brothers printers for the E-ticket system was approved through a budget transfer in April 2017. Although parts were ordered during the previous fiscal year, there was a delay in receiving them and the project was not completed by the vendor until July 07, 2017. The cost for the installation of each printer is \$110.00 for a total of \$770.00.

The funds for the installation of the gun rack were also expected to be taken out of the 2016-2017 budget however the installation was not completed by the vendor until August 2, 2017 due to a delay in getting the custom rack from the manufacturer. The cost to furnish and install the gun rack in the Chevrolet Impala, the vehicle utilized by the Detective Bureau, is \$441.12.

As a result, the Vehicle Maintenance – Public Safety account 640-852-977.349 account will be under-funded in the amount of \$1,211.12 in the 2017-2018 budget year once the vehicle lease payments to Comerica Bank for this fiscal year are made.

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

Payment will be issued to:

Canfield Equipment Service, Inc.
21533 Mound Road
Warren, MI 48091

Recommend Approval of the above stated purchase with a cost not to exceed **\$1,211.12** as submitted.

A budget amendment is required from the General Funds balance to the following account:

Account # 640-852-977-349 in the amount of \$1,211.12

Department Certification:

I hereby certify that the above items are necessary for the proper operation of this Department.



Department Head Signature

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



CITY OF GROSSE POINTE WOODS
Office of the Treasurer/Comptroller

9B

Memorandum

DATE: September 11, 2017
TO: Mayor Novitke and City Council
FROM: Cathrene Behrens, Treasurer/Comptroller
SUBJECT: Motor Vehicle Fund Budget Amendment

RECEIVED
AUG 31 2017
CITY OF GROSSE PTE. WOODS

During the 2017-18 budget process the annual payment of the leases on three (3) 2016 Ford Explorer Police Interceptor vehicles was omitted. The annual lease payment is \$37,018 due June 15, 2018. I am requesting a budget amendment to budget line 640-852-977.349 in the amount of \$37,018, Equipment-Public Safety, funds to be transferred in from budget line 640-000-395.000, prior fund balance. The current fund balance is \$2,255,307 with this allocation decreasing it to \$2,217,290.

Thank you for your consideration.

Cathrene A. Behrens
Treasurer/Comptroller



CITY OF GROSSE POINTE WOODS

Office of the Treasurer/Comptroller

Memorandum

9C
RECEIVED
SEP - 6 2017
GROSSE POINTE WOODS

DATE: September 11, 2017
TO: Mayor Novitke and City Council
FROM: Cathrene Behrens, Treasurer/Comptroller
SUBJECT: Grosse Pointe Farms Provencal Services Agreement Budget Transfers

Pursuant to the agreement dated June 1990 between the City of Grosse Pointe Woods and the City of Grosse Pointe Farms, I am requesting a budget amendment in the amount of \$36,021 for solid waste collection, police/fire protection, ambulance services and street cleaning and maintenance for seven properties located on Provencal in the City of GP Woods. Per the agreement the invoice is based upon 10 mills of the annual assessed value.

This invoice is paid annually from the solid waste fund of which a budget transfer is required from the fund balance for the payment. Funds will be paid from budget 226-528-818.000, contractual services in the amount of \$36,021 and transferred in from budget line 226-000-395.000, prior fund balance. The current fund balance is \$334,710 with this allocation decreasing it to \$298,689.

This invoice will be presented to Council for approval in September 2017.

Cathrene A. Behrens
Treasurer/Comptroller Signature



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

10A

Date: August 17, 2017
To: Bruce Smith, City Administrator
From: John G. Kosanke, Director of Public Safety
Subject: Purchase of Five Prep Radios

RECEIVED
SEP - 6 2017
CITY OF GROSSE POINTE WOODS

I am requesting that the City approve a purchase order for five (5) new prep radios as the department has been adding five new prep radios each year as parts for our current radios will be unavailable within the next few years. The prep radios will be purchased from Motorola Solutions, Inc., to abide by State of Michigan specifications. The purchase will be made under the State of Michigan bid.

Although the price of each Motorola APX6000 radio has increased, they now include GPS and Bluetooth as standard features and include IMPRESS-2 batteries. The improved technology allows a battery to charge twice as fast and last 60% longer, which saves money over the long run.

The vendor name and address is:

Motorola Solutions, Inc.

State of Michigan Bid

1303 E. Algonquin Road

Schaumburg, ILL 60196

5 APX6000 700/800 Model 2.5 Portable with chargers & batteries

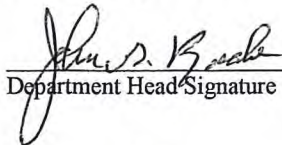
Total: \$19,655.00

This is a budgeted expense included in the 2017/2018 fiscal year budget in the **Radio Maintenance – Public Safety fund** (101-305-851.000) in the amount of \$20,000.00.

Recommend Approval of the above stated purchase with a cost not to exceed **\$19,655.00** as submitted.

Department Certification:

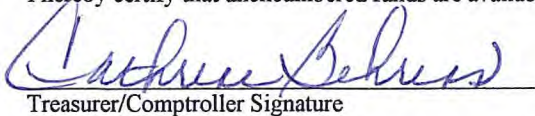
I hereby certify that the above items are necessary for the proper operation of this Department.



Department Head Signature

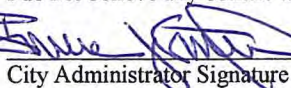
Fund Certification:

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



Treasurer/Comptroller Signature

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council consideration



City Administrator Signature

MEMO 17 - 38

108
RECEIVED
AUG 28 2017
CITY OF GROSSE PTE. WOODS

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services

FS

DATE: August 23, 2017

SUBJECT: Recommendation – 2017/18 DTE Energy Foundation Tree Planting Grant

In early June 2017 the Michigan Department of Natural Resources announced applications available for the 2017 DTE Energy Foundation Tree Planting Grant Program. Grant applications were to be submitted by June 9, 2017 to be given funding consideration for this grant cycle. Matching city funds cannot come from a regular annual budget for tree planting; however, the city did not include funds for tree planting in the fiscal year 2017/18 budget. Funds were not requested in the 2017/18 budget because we were unaware of the grant at the time of budget preparation.


We submitted the grant application and received notification from the Michigan DNR on July 28, 2017 that the city was approved for the maximum grant award for the purchase of trees in the amount of \$3,000.00. This grant requires city matching funds in the amount of \$3,000.00 for a total of \$6,000.00 that would allow us to plant approximately 24 trees in the fall.

We are requesting approval to complete the DTE Energy Foundation Tree Planting Grant application in the amount of \$3,000.00 plus the city required matching funds of \$3,000.00 for a total of \$6,000.00. I request a transfer of funds from the General Fund fund balance account #101-000-699.000 in the amount of \$6,000.00 to Municipal Improvement-tree purchases account #401-902-977.401. A grant reimbursement of \$3,000.00 will follow completion of the tree planting. This was not a budgeted item in the 2017/2018 budget.

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

cc: O/F


Approved for Council Consideration:


Bruce Smith, City Administrator

8/25/2017
Date

Fund Certification:

A budget amendment and transfer is required from the General Fund fund balance account No. 101-000-699.000, into Municipal Improvement-Tree Purchases Account No. 401-902-977.401, in the amount of \$6,000.00 and that the account number has been verified.


Cathrene Behrens, Treasurer/Comptroller



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

July 28, 2017

City of Grosse Pointe Woods
Frank Schulte
20025 Mack Plaza Dr
Grosse Pointe Woods, MI 48236

Dear Mr. Schulte,

Thank you for submitting an application for consideration to the 2017 DTE Energy Foundation Tree Planting Grant Program, administered by the Michigan Department of Natural Resources (DNR), Urban Forestry Program. I am pleased to notify you that your project was approved for award in the amount of \$3000. Congratulations!

Enclosed is a Grant Agreement packet containing the following documents for signature and information:

- ☐ Two copies of the Grant Agreement (PR 4167-8E)
- ☐ One copy of Grant Agreement Attachment 1 (IC 4167-9)
- ☐ Department of Agriculture form AD-1049, Certification Regarding Drug-Free Workplace
- ☐ Contract and Payment Express Registration Instructions* (Verify you are in state payment system)
- ☐ Grant reporting forms:
 - DTE Tree Maintenance Agreement (PR 4167-4)
 - DTE Grant Tree Inventory (PR 4167-5)
 - DTE Grantee's Financial Report (PR 4167-2)
 - DTE Volunteer Time Record (PR 4167-3)


**Public Act 533 of 2004 requires that vendors and payees now enroll for state payments by electronic funds transfer (EFT) at the Contract & Payment Express website www.mi.gov/cpexpress. Please contact the Office of Financial Management (OFM), Vendor Registration at 888.734.9749 or dmb-vendor@mi.gov for assistance.*

Payment will be made upon completion of the entire grant. Payment may be requested as soon as the project is completed; it is not necessary to wait until the end of the grant period. Payment must be requested no later than 30 days after the grant expiration date. **The grant expires May 31, 2018, and will not be extended beyond this date.**

Please review the documents carefully. Sign, date and return both copies of the Grant Agreement, along with a single copy of the USDA Drug-Free Workplace form at your first convenience.

As the Grant Supervisor, I will then sign and return one original copy to you for your records. **Your grant will not be considered effective until I have signed and dated the grant agreement.** Please contact me if you have any questions.

Sincerely,


Kevin Sayers
Urban Forestry Coordinator
(517) 284.5898
sayersk@mi.gov



DTE ENERGY FOUNDATION TREE PLANTING GRANT PROGRAM



GRANT AGREEMENT

Issued under authority of Part 5 of Act 451, P.A. 1994, as amended, subject to the provisions of the law and the conditions herein contained. DTE Energy Foundation Tree Planting Grant Program grants are awarded to the organizations named herein.

Legal Name of Grantee: City of Grosse Pointe Woods		Grant Number: 17-08	Grant Amount: \$3,000.00
Street Address: 20025 Mack Plaza Dr		Federal I.D. Number: 38-6007179	Ending Date: 5/31/18
City, State, ZIP: Grosse Pointe Woods, MI 48236	Grantee Contact Name: Frank Schulte	Grantee Contact Email: pubwks@gpwmil.us	Grantee Telephone Number: 313-343-2460
FINANCIAL BREAKDOWN OF ESTIMATED PROJECT COSTS		DTE FUNDS AWARDED (MAX. 50% OF PROJECT)	LOCAL MATCH* (MIN. 50% OF PROJECT)
PERSONNEL			
FRINGES			
VOLUNTEER			
TREES		\$3,000.00	
EQUIPMENT			
SUPPLIES			
OTHER			
CONTRACTUAL			\$3,000.00
TOTAL		\$3,000.00	\$3,000.00

SPECIAL CONDITIONS OF GRANT (Subject to the conditions contained in Attachment 1.) * Ultimate match source(s) may differ from above. Allowable reimbursement rates: Balled and burlap – up to \$125/tree, Bare-root – up to \$50/tree, small containerized – up to \$45/tree, Large containerized – up to \$75/tree, seedlings – up to \$40/ 100 seedlings. Tree planting costs are not reimbursable, but may be used as match. All cash match expenses must be documented with paid receipts or invoices. All in-kind match expenses must be documented and explained on signed/dated letterhead or equivalent.

DEPARTMENT REPRESENTATIVE TO CONTACT RELATIVE TO THIS GRANT AGREEMENT:

Name of Representative KEVIN SAYERS	Department Location/Office LANSING DIVISION OFFICE	Telephone Number 517-241-4632
Mailing Address PO Box 30452	City, State, Zip code LANSING MI 48909-7952	Fax Number 517-373-2443

THIS GRANT AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS AND REQUIREMENTS:

1. This grant is subject to the conditions contained in Attachment 1 (IC 4167-9).
2. Grant reimbursement may be made upon verification of actual expenditures and in accordance with conditions listed in Attachment 1.
3. Request for payments may be made when the project has been completed, but must be received no later than 30 days after the grant period ends and in accordance with the conditions listed in Attachment 1.
 - "Public Act 533 of 2004 requires that payments under this contract be processed by electronic funds transfer (EFT). Contractor is required to register to receive payment by EFT at the Contract & Payment Express website (www.cpexpress.state.mi.us)."
4. All statements, publications or presentations concerning the grant will contain an acknowledgment of the State's participation and support and DTE Energy Foundation's participation and support. Attachment 1 provides further information.
5. The Grantee hereby assures and certifies to comply with all State and Federal laws, rules, regulations, policies, guidelines, and requirements. Also, the applicant assures and certifies with respect to the agreement that it possesses the legal authority to enter into this grant agreement.
6. This contract is not valid until it has been signed by both the grantee, and the Department's Representative. The date of the Department Representative's signature will constitute the starting date of the grant.

I, the undersigned, certify that I have read, understand, and agree to comply with this agreement and the conditions listed in Attachment 1, and have authority to enter into this agreement on behalf of Grantee.

Grantee Representative's Signature	Date	DNR Representative Signature	Date
------------------------------------	------	------------------------------	------

GRANTEE: Return two (2) Original (signed) Agreements to:

DTE ENERGY FOUNDATION TREE PLANTING GRANT PROGRAM
URBAN AND COMMUNITY FORESTRY PROGRAM
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909

RECEIVED

SEP - 6 2017

CITY OF GROSSE POINTE WOODS

10C

TO: Bruce Smith, City Administrator

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

DATE: September 6, 2017

SUBJECT: Recommendation – AEW Fees for Capital Improvement Projects – Buildings

The City of Grosse Pointe Woods is replacing and re-engineering multiple roofs and air handling systems throughout city buildings as follows:

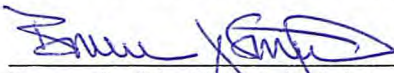
- City Hall, 20025 Mack Plaza Dr. -- New roofing, insulation, air handling unit replacement, and holding cell heating, ventilation & cooling upgrades
- Bath House, Lake Front Park, 23000 East Jefferson -- New roofing, insulation, ventilation and air handling unit
- Activities Building, Lake Front Park, 23000 East Jefferson -- New roofing and exhaust fan
- Police Garage, 20025 Mack Plaza Dr. -- New roofing
- DPW Administration Building, 1200 Parkway Dr. -- New roofing

Funding for these improvements will be through the approved bond. The estimated construction cost of these projects is \$1,000,000.00. AEW will provide design services and oversight per their existing engineering contract with the city. The concurring fee based on their current contract is 6.2% of \$1,000,000.00 or \$62,000.00. I recommend a purchase order for the multiple roof, air handling unit, and heating, ventilation and cooling upgrade projects be issued to Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Rd., Shelby Twp., MI 48315 in an amount not to exceed \$62,000.00.

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

cc: O/F

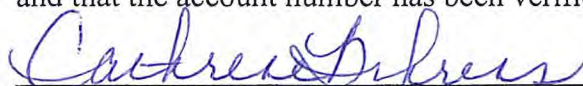
Approved for Council Consideration:

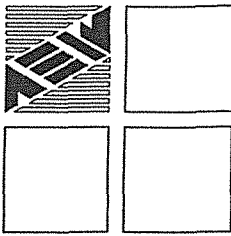

Bruce Smith, City Administrator

9/7/2017
Date

Fund Certification:

A budget amendment and transfer is required from Fund Balance account No. 101-000-395.000, into Capital Improvements Public Works account 420-902-977.103, in the amount of \$62,000.00 and that the account number has been verified.


Cathrene Behrens, Treasurer/Comptroller



ANDERSON, ECKSTEIN AND WESTRICK, INC.

51301 Schoenherr Road, Shelby Township, Michigan 48315

Civil Engineers • Surveyors • Architects 586-726-1234

August 29, 2017

Bruce Smith, City Manager
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, Michigan 48236

RECEIVED
AUG 31 2017
CITY OF GROSSE PTE. WOODS

Reference: City of Grosse Pointe Woods, Capital Improvements - City Wide Roof Improvements

Dear Mr. Smith:

Thank you for contacting our firm to provide professional Architecture and Engineering services for the above referenced project.

Understanding of the Project / Scope of Services

Grosse Pointe Woods is improving roofs on many City building. The funding for these improvements will be through a bond. Below is a list of the building locations and anticipated improvements needed.

- City Hall - 20025 Mack Ave.
 - New roofing, insulation, AHU replacement, and holding cell HVAC upgrades.
- Bath House - Lake Front Park, 23000 East Jefferson
 - New roofing, insulation, ventilation and AHU
- Activities Building, - Lake Front Park, 23000 East Jefferson
 - New roofing and exhaust fan
- Police Garage - 20025 Mack Ave.
 - New roofing
- DPW Administration Building – 1200 Parkway Drive
 - New roofing

Based upon the above understanding of services AEW will provide design services per our existing engineering contract with the City. The estimated construction cost of this project is \$1,000,000. The concurring fee based on our current contract fee curve is 6.2% of \$1,000,000 or \$62,000.

If the above understanding and fee is acceptable, please sign and return a copy of this letter. We thank you once again for the opportunity to work with you on this project.

Sincerely,

Anderson, Eckstein and Westrick, Inc.

Accepted By

Jason R. Arlow, AIA, LEED AP
Director of Architecture

Bruce Smith
City Manager

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CITY OF GROSSE POINTE WOODS MEMORANDUM

11A

Date: September 11, 2017

To: Mayor and City Council

From: Cathrene Behrens, Treasurer/Comptroller

Re: GLWA Pass-Through Water Rate Resolution

RECEIVED
AUG 24 2017
CITY OF GROSSE PTE. WOODS

Pursuant to City Ordinance, a resolution has been prepared for the adoption of the bi-monthly Industrial Waste Charge which is the rate that is strictly a pass-through to the Great Lakes Water Authority (GLWA). These bi-monthly charges are collected by the City and the City then remits these collections through our monthly invoicing to GLWA. At the time the City Council adopted the 2017-18 Fiscal Year Water and Sewer rates on May 19, 2017, we had not yet received the updated rate schedule from GLWA therefore they were not included on the initial resolution from that Council meeting.

Thank you for your consideration.

**THE CITY OF GROSSE POINTE WOODS
CITY COUNCIL RESOLUTION
ADOPTING THE INDUSTRIAL WASTE CONTROL CHARGE
FOR FISCAL YEAR 2017 - 18**

A regular meeting of the City Council of the City of Grosse Pointe Woods, County of Wayne, State of Michigan (the "City"), was held on _____, 2017 at 7:30 p.m., Eastern Standard Time.

PRESENT: Members

ABSENT: None

The following preamble and resolution were offered by _____ and seconded by _____:

WHEREAS, the City Council of the City of Grosse Pointe Woods, pursuant to Section 44-144 of the City of Grosse Pointe Woods City Code, as amended, is authorized to establish and revise water and sewer rates and other fixed charges to ensure sufficiency of revenues in meeting operation, maintenance and replacement costs, as well as debt service, for the water and sewer systems, and

WHEREAS, the City Council of the City of Grosse Pointe Woods has received and evaluated the attached Schedule of Rates from the Great Lakes Water Authority for the commercial Industrial Waste Control Charges attached as Exhibit A, and

WHEREAS, The City Council of the City of Grosse Pointe Woods finds that the operation and maintenance of the water and sewer systems of the City will be better served and maintained by adopting the schedule attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Grosse Pointe Woods hereby adopts the Schedule of Rates for the Industrial Waste Control Charges attached hereto, for all commercial users within the service area of the City and that these rates and charges shall take effect July 1, 2017.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

City Clerk

CERTIFICATION

I, Lisa K. Hathaway 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 City Council on _____, 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 have been kept and will be, or have been, made available as required by said Act.

Lisa K. Hathaway, City Clerk

EXHIBIT A

Meter Size / Inches	Charge	Bi-Monthly Charge
5/8	\$5.68	\$11.36
¾	\$8.52	\$17.04
1	\$14.20	\$28.40
1-1/2	\$31.24	\$62.48
2	\$45.44	\$90.88
3	\$82.36	\$164.72
4	\$113.60	\$227.20
6	\$170.40	\$340.80
8	\$284.00	\$568.00
10	\$397.60	\$795.20

Motion by Shetler, seconded by Bryant, regarding **First Reading: An Ordinance Adopting, Enacting, and Recodifying the City Code for the City of Grosse Pointe Woods, Michigan; Providing for the Manner of Amending the Code; Providing For A Penalty For The Violation Thereof, and Providing When The code and This Ordinance Shall Become Effective**, that the City Council concur with the amendment of this ordinance, to set a date of September 11, 2017, for a second reading and final adoption, and to publish same by title in the Grosse Pointe News.

Motion carried by the following vote:

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

ORDINANCE NO. ____

AN ORDINANCE ADOPTING, ENACTING, AND RECODIFYING THE CITY CODE FOR THE CITY OF GROSSE POINTE WOODS, MICHIGAN; PROVIDING FOR THE MANNER OF AMENDING THE CODE; PROVIDING FOR A PENALTY FOR THE VIOLATION THEREOF, AND PROVIDING WHEN THE CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GROSSE POINTE WOODS:

Section 1. The Code entitled "Code of Ordinances, City of Grosse Pointe Woods, Michigan," published by Municipal Code Corporation consisting of Chapters 1 through, 50, each inclusive, is adopted.

Section 2. Unless another penalty is expressly provided by the Code or State law, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine not to exceed \$500.00 or by imprisonment not to exceed 90 days, or both fine and imprisonment. Each act of violation and each day upon which any such violation shall occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the city may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 3. Additions or amendments to the Code when passed in the form as to indicate the intention of the city council to make the same a part of the Code shall be deemed to be incorporated in the Code.

Section 4. Ordinances adopted after August 7, 2017, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 5. All proceedings pending and all rights and liabilities existing, acquired, or incurred at the time this ordinance takes effect are saved from repeal and may be consummated according to the law in force when they commenced or occurred. This ordinance shall not be construed to affect any prosecution pending or initiated before the effective date of this ordinance, or initiated after the effect date for an offense committed before such effective date.

First reading: 08/07/17

PROPOSED:

Second reading: 09/11/17

Published by title: 08/24/17

Adopted: 09/11/17

Effective: 10/01/17

AFFIDAVIT OF LEGAL PUBLICATION

Grosse Pointe News

21316 Mack Ave
Grosse Pointe Woods, Michigan 48236
(313) 882-3500

COUNTY OF WAYNE
STATE OF MICHIGAN, SS.

John Minnis

being duly sworn deposes and says that attached advertisement of

City of Grosse Pointe Woods

was duly published in accordance with instructions, in the GROSSE POINTE NEWS on the following date:

August 24, 2017

#1 GPW 8/24 CODIFICATION

and knows well the facts stated herein, and that he is the Publisher of said newspaper.

City of ~~Grosse Pointe Woods~~, Michigan

NOTICE IS HEREBY GIVEN that the City Council will consider the following proposed ordinance for a second reading and final adoption at its meeting scheduled for Monday, September 11, 2017, at 7:30 p.m. in the Council Room of the Municipal Building. The proposed ordinance and proposed code is available for public inspection at the Municipal Building, 20025 Mack Plaza, between 8:30 a.m. and 5:00 p.m., Monday through Friday. The Council meeting is open to the public and all interested persons are invited to attend. The public may appear in person or be represented by counsel. Written comments will be received in the City Clerk's office, up to the close of business preceding the hearing. A group spokesperson is encouraged on agenda items concerning organized groups. Individuals with disabilities requiring auxiliary aids or services at the meeting should contact the Grosse Pointe Woods Clerk's Office at 313 343-2440 seven days prior to the meeting:

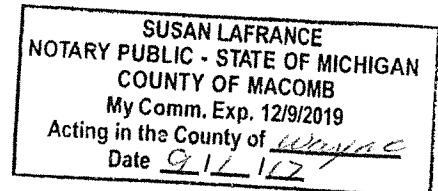
AN ORDINANCE ADOPTING, ENACTING, AND RECODIFYING THE CITY CODE FOR THE CITY OF GROSSE POINTE WOODS, MICHIGAN; PROVIDING FOR THE MANNER OF AMENDING THE CODE; PROVIDING FOR A PENALTY FOR THE VIOLATION THEREOF, AND PROVIDING WHEN THE CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

Lisa Kay Hathaway
City Clerk

this 1st day of September A.D., 2017

Susan LaFrance

Notary Public



CHARLES T. BERSCHBACK

ATTORNEY AT LAW

24053 EAST JEFFERSON AVENUE

ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400

FAX (586) 777-0430

blbwlaw@yahoo.com

CHARLES T. BERSCHBACK

DON R. BERSCHBACK

OF COUNSEL

August 24, 2017

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

RECEIVED
AUG 28-2017
CITY OF GROSSE PTE. WOODS

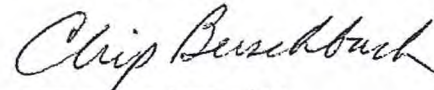
RE. Ordinance Amendment Regarding Due Date for Water Bills

Dear Mayor and Council:

As mentioned in Cathrene Behrens' Memo dated August 18, 2017, the staff recently noticed that the language in our ordinance regarding due dates for the water bills states the "end of the quarter", which does not reflect current practice. Accordingly, I have attached a proposed ordinance change to make clear that the bills are due and payable on the 15th of the month or next business day.

It would be prerogative of Council to schedule a first reading on this ordinance. Thank you.

Very truly yours,



CHIP BERSCHBACK

DRB:gmr

Enclosures

cc: Bruce Smith
Lisa K. Hathaway
Cathy Behrens



CITY OF GROSSE POINTE WOODS MEMORANDUM

Date: September 11, 2017

To: Mayor and City Council

From: Cathrene Behrens, Treasurer/Comptroller

A handwritten signature in blue ink, appearing to be "CB", enclosed within a circular scribble.

Re: Ordinance #44 Water Billing Due Dates

Staff recently discovered that it states in Section 44-144 (b) "All water and sewage bills shall be rendered bimonthly by the city comptroller and shall be due and payable on the 15th day of the month following the end of the quarter". The City currently sends out water bills bimonthly and the bill are due on, or about the 15th of the following month. The billing due dates are based upon when City Hall is open.

Attorney Berschbeck has drafted the attached ordinance amendment for your consideration.

ORDINANCE #___

**AN ORDINANCE TO AMEND CHAPTER 44 UTILITIES,
DIVISION 4 RATES AND COSTS, SEC. 44-144(b)
TO PROVIDE DUE DATES FOR THE
BIMONTHLY WATER AND SEWAGE BILLS**

THE CITY OF GROSSE POINTE WOODS ORDAINS:

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

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

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

Formatted: Superscript

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



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

134

Date: August 31, 2017
To: Cathrene Behrens, Treasurer/Comptroller
Bruce Smith, City Administrator
From: John G. Kosanke, Director of Public Safety
Subject: **Radio Maintenance – January 01 – June 30, 2017**

RECEIVED
SEP -6 2017
CITY OF GROSSE PTE. WOODS

I am requesting approval for the January 01 – June 30 2017 portion of the Municipal Radio System Fund billing from the City of Grosse Pointe Farms. The billing amount is based on the total valuation of \$3,372,733,382 county eq. value.

The billing is divided upon between the Department of Public Safety, the Department of Public Works, and Parks & Recreation based on the total number of prep radios and mobile radios within each department.

An amount of \$10,913.24 will be charged to the Public Safety Radio Maintenance account 101-305-851.000 for 66 percent of the radios. An amount of \$4,960.56 will be charged to the Public Works Radio Maintenance account 101-441-851.000 for 30 percent of the radios. The remaining \$661.41 for 4 percent of the radios will be charged to Parks & Recreation Contractual Services account 101-774-818.110.

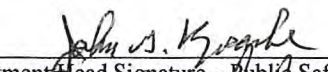
Payment will be issued to:

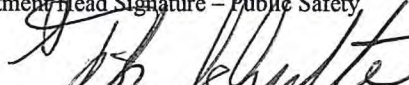
The City of Grosse Pointe Farms
90 Kerby Rd.
Grosse Pointe Farms, MI 48236

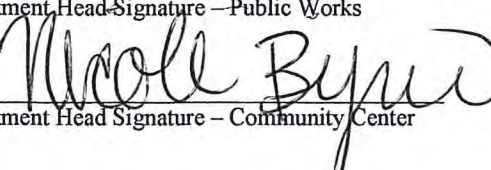
Recommend Approval of the above stated purchase with a cost not to exceed **\$16,535.21** as submitted.

Department Certification:

I hereby certify that the above items are necessary for the proper operation of this Department.


Department Head Signature – Public Safety


Department Head Signature – Public Works


Department Head Signature – Community Center

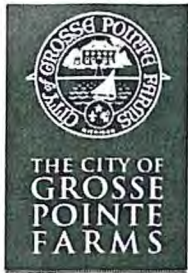
Fund Certification:

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



City of Grosse Pointe Farms

90 Kerby Rd
Grosse Pointe Farms, MI 48236

charge to:
FYE 2017-2018

INVOICE

Customer #: GPWOO
Invoice Number: 0000003031
Service Date: 06/30/2017
Invoice Date: 08/07/2017
Terms: NET 30
Due Date: 09/06/2017
Balance Due: **\$16,535.21**

RECEIVED

AUG 09 2017

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

DEPARTMENT OF PUBLIC SAFETY

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.000	RADIO DUE FROM GPW	16,535.21	\$16535.21

101-305-851.000 (66%) \$10,913.24
Radio Maintenance - Public Safety Administration JK

101-441-851.000 (30%) \$4,960.56
Radio Maintenance - DPW F.S.

101-774-818.110 (4%) \$661.41
Contractual Services - Parks & Rec. NB

NOTES: JANUARY 1, 2017 THRU JUNE 30, 2017

Total Invoice: \$16535.21
Credits Applied: \$0.00
Payments Applied: \$0.00
Invoice Balance: **\$16,535.21**

PLEASE MAKE CHECKS PAYABLE TO: CITY OF GROSSE POINTE FARMS

Please keep top portion for your records
Please detach bottom portion and return with payment

REMIT PAYMENT TO:
CITY OF GROSSE POINTE FARMS
90 KERBY RD
GROSSE POINTE FARMS, MI 48236

Customer ID: GPWOO
Invoice Number: 0000003031
Service Date: 06/30/2017
Invoice Date: 08/07/2017
Terms: NET 30
Due Date: 09/06/2017
Balance Due: **\$16,535.21**

CUSTOMER:
CITY OF GROSSE POINTE WOODS
INVOICE DESCRIPTION:
RADIO DUE FROM GPW



\$ _____
AMOUNT PAID



CITY OF GROSSE POINTE WOODS
Office of the Treasurer/Comptroller

13B

Memorandum

DATE: September 11, 2017
TO: Mayor Novitke and City Council
FROM: Cathrene Behrens, Treasurer/Comptroller
SUBJECT: Grosse Pointe Shores Colonial Services Agreement Budget Transfer

RECEIVED
AUG 31 2017
CITY OF GROSSE PTE. WOODS

Pursuant to the agreement dated June 1990 between the City of Grosse Pointe Woods and the Village of Grosse Pointe Shores, I have attached the 2017-18 invoice for solid waste collection, police/fire protection, ambulance services and street cleaning and maintenance for five properties located on Colonial Street in the Village of GP Shores. Per the agreement the invoice is based upon 10 mills of the annual assessed value; 2017 is \$1,272,500 for an invoice total of \$12,725.

This invoice is paid annually from the solid waste fund of which a budget transfer is required from the fund balance for the payment. Funds will be paid from budget line 226-528-818.000, contractual services in the amount of \$12,725 and transferred in from budget line 226-000-395.000, prior fund balance. The current fund balance is \$347,435 with this allocation decreasing it to \$334,710.

Cathrene A. Behrens
Treasurer/Comptroller



VILLAGE OF
GROSSE POINTE
SHORES,
A Michigan City

*****INVOICE*****

August 30, 2017

City of Grosse Pointe Woods
20025 Mack Plaza Dr.
Grosse Pointe Woods, MI 48236

For municipal services rendered to properties located within the City of Grosse Pointe Woods that are accessible from Colonial Road as per agreement dated June, 1990.

<u>Property Code</u>	<u>Address</u>	<u>2017 Bldg. A.V.</u>	<u>Amount</u>
010-02-0033-000	471 Colonial	162,100	\$1,621.00
010-02-0034-000	491 Colonial	158,700	\$1,587.00
010-02-0035-000	490 Colonial	209,500	\$2,095.00
010-02-0036-000	90 Colonial	124,400	\$1,244.00
010-03-0023-002	509 Colonial	289,900	\$2,899.00
010-03-0023-003	510 Colonial	327,900	\$3,279.00

AMOUNT DUE TO THE VILLAGE OF GROSSE POINTE SHORES ... \$12,725.00

795 Lake Shore Road
Grosse Pointe, M 48236
313 881-6565
www.gpshoresmi.gov



RECEIVED

AUG 22 2017

CITY OF GROSSE PTE. WOODS

August 11, 2017

City of Grosse Pointe Woods
Accounts Payable
20025 Mack
Grosse Pointe Woods, MI 48236

RE: Legal Services – July 2017

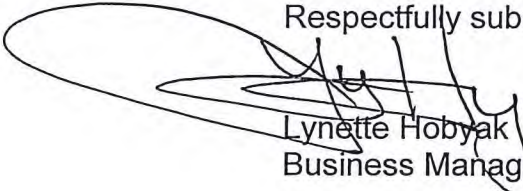
Legal services rendered :

Invoice # 14837 (attached).....\$ 180.00

Credit on Account for Legal..... \$ 180.00

Please remit payment to: Wayne County Appraisal LLC,
38110 Executive Drive, Suite 100, Westland, MI 48185.

Respectfully submitted,


Lynette Hobyak
Business Manager

Hallahan & Associates, P.C.

Attorneys at Law
1750 S. Telegraph Road, Suite 202
Bloomfield Hills, Michigan 48302-0179
(248) 731-3089

Email

August 1, 2017

City of Grosse Pointe Woods
c/o WCA Assessing
Aaron P. Powers, MMAO, Managing Director
38110 Executive
Westland, MI 48185

Please include Invoice No.
with your payment

Invoice No. 14837

\$180.00

Professional services rendered through July 31, 2017

	<u>Hours</u>	<u>Amount</u>
<u>DRSN Real Estate GP LLC - 17-001117</u>		
07/19/17 LMH Review/analyze client file; review of prior Opinion and Judgment; fact investigation relative to delinquent taxes.	1.10	165.00
07/20/17 LMH Telephone conference with Chip Berschback.	0.10	15.00
Subtotal:	1.20	180.00
Professional services rendered	1.20	\$180.00

Timekeeper Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>
Laura M. Hallahan	1.20	150.00

AMOUNT DUE

\$180.00

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

(888) 777-0400
 FAX (888) 777-0430
 E-MAIL donberschback@yahoo.com

OF COUNSEL,
 CHARLES T. BERSCHBACK

August 31, 2017

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

RE: August 2017 Billing/DRB

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
08.01.17	Election Committee meeting and preparation (.75); meeting on PSO matters and follow up (1.00)	1.75
08.02.17	Court work (.50)	0.50
08.03.17	Work on outside litigation cases, TCs with various attorneys on same; dictation to Council on semi annual report on litigation (2.00)	2.00
08.04.17	Review of all PSO material prior to follow up and letter to plaintiff's counsel (1.50)	1.50
08.08.17	Work on CC items (.50); election work (.50);	1.00
08.09.17	Work on PSO matters (.50)	0.50
08.15.17	Outside litigation work (1.00); FOIA (.25); CC and COW matters (1.00)	2.25
08.18.17	Work on CC items; indemnification agreements and follow up (1.00)	1.00
08.21.17	Review of weekend packet and attendance at CC meeting and follow up on all related items (1.75)	1.75
08.23.17	TCs with LKH re: ordinance issues (.25); preliminary review of contracts for roof and lock up construction (1.00)	1.25
8.28.17	Research of public hearing matter (.25); TCs re. contractual work and review (1.00); FOIA (.25); review of court cases and follow up TCs (.50); letter correspondence to resident (.50);	2.50
8.29.17	Meeting with LKH, GT, BS, and FS and follow up (1.00); review of insurance for Picture Project and TC (.25);	1.25
8.30.17	TC re: personnel issue (.50); preliminary review of Wayne County nuisance abatement case (.50); fence case, TCs and letter drafting (1.00)	2.00
8.31.17	Attendance at Municipal Court and follow up (2.50); meeting with Director of Public Safety (.50); work on Wayne County litigation (1.00)	4.00

DRB = 23.25 hours x \$170.00

BALANCE DUE: \$ 3,952.50

Breakdown

General	17.75 hours
Municipal Court	3.50 hours
Bldg/Planning Comm.	2.00 hours
MTT	

TC - Telephone	LKH - Lisa K. Hathaway	GT - Gene Tutag
CTB - Charles T. Berschback	CC - City Council	CB - Cathrene Behrens
DRB - Don R. Berschback	PC - Planning Commission	CEW-Conference of Eastern Wayne
BS - Bruce Smith	FS - Frank Schulte	LFP - Lakefront Park
GPCRDA - Grosse Pointe Clinton Refuse Disposal Authority		MTT - Michigan Tax Tribunal

CHARLES T. BERSCHBACK

ATTORNEY AT LAW

24053 EAST JEFFERSON AVENUE

ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400

FAX (586) 777-0430

blbwlaw@yahoo.com

CHARLES T. BERSCHBACK

DON R. BERSCHBACK
OF COUNSEL

August 31, 2017

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

RE: August Billing/ CTB Only - 5 Week Billing

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
8.1.17	Work on litigation summary (.50); TC BS, meeting on water bill (1.00); TCs Fibertech, ordinance violations, meeting with JK, TCs LH (.75); TC BN (.25); miscellaneous TC, emails, GT (.25)	2.75
8.2.17	Work on recodification (.25); work on water bill issue (1.50); TCs Municipal Court issues (.25); review of contract for public service, TC JK (.50)	2.50
8.3.17	TCs on new charitable solicitation law (.25); TCs and email Milk River (.50); Municipal Court calls (.25); TCs Fibertech (.25); review of Liggett contract (.25)	1.50
8.4.17	Work on summary of litigation letter (.25); work on Milk River, FOIA request, calls, review of documents (2.00)	2.25
8.7.17	Work on Milk River, continued review, preparation for meeting (1.75); TC Municipal Court issues (.25); TCs on PC meeting (.25); attendance at COW and Council meeting (3.00)	5.25
8.8.17	Work on Milk River call with attorney John Brennan and FS (1.25); review of Municipal Court docket and calls (1.00); TCs GT, owners on code violation cases (.25)	2.50
8.9.17	Attendance in GPP for GPW Municipal Court file, plea and sentencing, follow up with victim (2.00); meeting with witness on Municipal Court case (.50); review and revisions to Milk River easements, call with attorney (2.00)	4.50
8.10.17	Attendance at Municipal Court (2.50) TCs and work on Milk River Easements, calls (1.00); calls and research on OMA and PC public hearing, finalized notice (.50)	4.00
8.11.17	Work on Milk River, calls, revisions, etc. (2.50)	2.50
8.14.17	Work on Milk River, review of cost overrun issues (4.00); attendance at COW (1.00)	5.00
8.15.17	Finalized litigation summary (.25); review of email from Assistant Attorney General, research on	

	annexation, letter to attorney (.50); TCs new vicious dog case (.25); work on Mobilite Agreement (1.25); TCs LH, GT, BN, Sue Como (.25)	2.50
8.16.17	Work on Mobilite (.25); meeting on Rivers water bill (1.00); work on Hawthorne Road (nuisance abatement) suit (1.00)	2.25
8.17.17	Attendance at Rumph settlement conference in Wayne County, calls with various staff members, email on trial date; work on nuisance abatement case (4.25)	4.25
8.18.17	Work on water bill issues (.75); research on FOIA and email to Detective Bureau (.25); work on Mobilite DAS application, TC GT and emails to Mobilite attorney (.25)	1.25
8.21.17	Meeting with Milk River attorney, review of final documents (.25); attendance at Milk River Drain Board meeting and follow up (2.75)	3.00
8.22.17	Preparation of water bill ordinance amendment (.25); TC BS, LH, GT, TCs River tax appeal (.75)	1.00
8.23.17	Review of warrants and Municipal Court docket, meeting with GT (1.00); TCs CB, review of water bill issues (.50); TC resident on permit issue (.25); work on abatement lawsuit (.50)	2.25
8.24.17	Municipal Court a.m. docket (2.75); review of Rivers file (.50); staff meetings (.50); finalized water bill ordinance amendment (.25); work on abatement lawsuit (.50); conference call with ED and attorney re. Rivers tax appeal (.50)	5.00
8.25.17	TCs BS, GT, BN; warrant review (.50)	0.50
8.28.17	TCs CB, GT, BN, TCs and Sunningdale home (.50)	0.50
8.29.17	Work on Municipal Court docket, work on abatement suit (.50)	0.50
8.30.17	File review, TC Levin on water bill, emails (.75); work on abatement lawsuit (1.00)	1.75
8.31.17	Attendance at Municipal Court, all follow up and meetings (2.50)	2.50

CTB = 60 hours at \$150.00 per hour	\$ 9,000.00
Costs: Federal Express (Milk River)	\$ 25.00
Abatement lawsuit Filing Fee	\$ 175.00
TOTAL DUE:	\$ 9,200.00

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

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

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

Breakdown

General	45.00 hours
Municipal Court	14.25 hours
Building/Planning Commission	.25 hours
Tax Tribunal	.50 hours