

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Regular City Council Meeting Agenda
Monday, March 2, 2020
7:00 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. RECOGNITION OF COMMISSION MEMBERS
5. ACCEPTANCE OF AGENDA
6. MINUTES
 - A. City Council 02/24/20
 - B. Construction Committee 02/10/20
 - C. Historical Commission 01/09/20
7. COMMUNICATION
 - A. Application for Community Use of Recreational Facilities
 1. Application 01/06/20 – Eastside FC
 2. Certificate of Liability Insurance
 - B. Purchase: Low – Voltage and Electronics/Change Order
 1. Memo 02/20/20 – Director of Public Services
 2. Change Order No. 1 02/25/20 – APCOR
 3. P. O. No. 19-45641
 4. Project Summary 10/28/19 – Abel Electronics
 5. Letter 10/28/19 – Interstate Security, Inc.
 6. Estimate 0/25/19 – The Flying Locksmiths
 7. Estimate 11/03/19 – Shores Data
 - C. Conference: 2020 Michigan Association of Municipal Clerks
 1. Memo 02/24/20 – City Clerk
 2. Conference Brochure
 - D. Fee Schedule Revision
 1. Memo 02/19/20 – Building Inspector
 - E. Monthly Financial Report – January 2020
8. CLAIMS/ACCOUNTS
 - A. Professional Services
 1. McKenna Invoice No. 21849-22 02/14/20 - \$3,645.00.
 - B. Professional Services
 1. WCA Assessing Invoice No. 02182020 02/19/20 - \$6,107.58.
 - C. Professional Services

1. Hallahan & Assoc Invoice No. 16978 01/31/20 - \$1,333.88.

D. City Attorney

1. Charles T. Berschback 02/26/20 - \$8,176.25.

9. NEW BUSINESS/PUBLIC COMMENT

10. 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>



COUNCIL
02-24-20 - 17

MINUTES OF THE RESCHEDULED CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, FEBRUARY 24, 2020, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:05 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council Members: Bryant, Gafa, Granger, Koester, McConaghy
Absent: McMullen

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

Motion by Bryant, seconded by Koester, that Council Member McMullen be excused due to attending to a personal matter.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

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

The following Commission Member was in attendance:
John Vitale, Planning Commission

Motion by Bryant, seconded by Gafa, 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, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

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

1. City Council Minutes dated February 3, 2020.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Granger, seconded by Gafa, regarding **contract: dispatch/lockup**, that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting held February 10, 2020, and approve the **Grosse Pointe Shores – Grosse Pointe Woods Consolidated Dispatch and Lockup Services contract**, and authorize the City Administrator to sign same.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Bryant, seconded by McConaghy, regarding **Election Inspector's Rates of Pay – Presidential Primary March 10, 2020**, that the City Council concur with the Election Commission at their meeting held February 14, 2020, and approve the rates of pay as presented on the Certification of Board of Election Inspectors dated February 14, 2020.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Koester, seconded by Bryant, regarding **2020 Awards Night – facility deposit**, that the City Council concur with the recommendation of the Beautification Commission at their

meeting held January 8, 2020, and approve a \$1,000.00 deposit to reserve Lochmoor Club for the 2020 Beautification Commission Awards Night Dinner to be held on November 11, 2020.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Koester, seconded by Gafa, regarding **2020 Awards Night – expenses**, that the City Council concur with the recommendation of the Beautification Commission at their meeting held January 8, 2020, and approve a budget in an amount not to exceed \$7,000.00 for the total expense of the 2020 Awards Night Ceremony to be held on November 11, 2020.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

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

1. Committee-of-the-Whole Minutes dated February 10, 2020.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by McConaghy, seconded by Koester, regarding **DTE LED Conversion/Budget Amendment**, that the City Council approve conversation of an additional 22 ornamental lights to be installed by DTE Energy at the Robert E. Novitke Municipal Center parking lot at a cost of \$12,940.00, authorize the City Administrator to sign the Purchase Agreement with DTE Energy; approve the conversion of 13 city-owned streetlights at Lake Front Park bathhouse parking lot to be performed by Department of Public Works staff at a cost of \$8,000.00; and, to approve a budget amendment in the amount of \$20,940.00 from Parking Prior Fund Balance Account No. 585-000-394.000 into Equipment-Parking Account No. 585-569-977.585.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Gafa, seconded by Granger, regarding **drinking water testing – EPA’s 4th Cycle Unregulated Contaminant Monitoring**, that the City Council approve the Proposal from Microbac Laboratories, Inc. in the amount of \$6,080.00, and to include an amount not to exceed \$1,500.00 for contingency; for a total program cost not to exceed \$7,580.00, funds to be taken from Water/Sewer Contractual Services Account No. 592-537-818.000; and, to authorize the City Administrator to sign the Proposal.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Koester, seconded by McConaghy, regarding **fee schedule revision**, that the City Council approve a Film Permit Fee in the amount of \$50.00 and authorize the City Clerk to amend the Fee Schedule by Department.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Bryant, seconded by McConaghy, regarding **purchase: Lake Front Park pool awning**, that the City Council approve the purchase of an A-Frame Awning from Belle Isle Awning in the amount of \$12,750.00, funds to be taken from Parks and Recreation Account No. 101-774-977.000, and, to authorize the City Administrator to sign the proposal.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Granger, seconded by Koester, regarding **Special License Application – 2020 Grosse Pointe Woods Special Events**, that the City Council adopt the Resolution recommending the application be submitted for four Special Event Licenses serving beer and wine for the City's 2020 Music on the Lawn and Fall Fest events, authorize the Mayor and City Clerk to sign said application, and authorize payment in the amount of \$200.00 to the MLCC for the Special License application fee, funds to be taken from Community Events Account No. 205-870-820.130.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by McConaghy, seconded by Gafa, regarding **Parade/Procession Permit Application-5K**, that the City Council approve the Parade or Procession Permit Application from Grosse Pointe North Student Association to hold a 5K Run on May 3, 2020, from 10:30 a.m. to noon, contingent upon approval also being received from the Grosse Pointe Shores Public Safety Department.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Gafa, seconded by McConaghy, regarding **replacement Drainage Pump #4**, that the City Council approve the replacement of Lake Front Park's drainage pump #4 by Kennedy Industries, Inc. in the amount of \$9,005.00, and to include a contingency in the amount of \$2,000.00, for a total project cost not to exceed \$11,005.00, funds to be taken from Water/Sewer Contractual Services Account No. 592-537-818.000; and, to authorize the City Administrator to sign the quote.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Gafa, seconded by McConaghy, regarding **purchase: Lakefront Swimming Association Timing System**, that the City Council authorize Daktronics to replace broken components in the current Daktronics touchpad timing system at a cost of \$10,347.00, funds to be taken from Parks and Recreation Account No. 101-774-970.000 with funds to be reimbursed to

Grosse Pointe Woods by the cities of Grosse Pointe, Grosse Pointe Park, Grosse Pointe Shores, Grosse Pointe Farms, and St. Clair Shores in the amount of \$1,724.50 each.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by McConaghy, seconded by Gafa, regarding **Administrative Clerk II – Finance Dept.**, that the City Council authorize the Treasurer/Comptroller to post for a full-time Administrative Clerk II position in the Finance Department, and vacate the Administrative Clerk I position.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Granger, seconded by Bryant, regarding **Payment Agreement Policy (Utilities)**, that the City Council adopt the Payment Agreement Policy – Issuance, Collection and Payment Agreements of Utility Bills as presented, and authorize the Treasurer/Comptroller to sign the policy.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Granger, seconded by McConaghy, regarding **2019 Annual Report – Department of Public Works**, that the City Council to receive this report.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

The Treasurer/Comptroller provided an overview regarding **Agreement: Business Associate/Data Use Agreement – Remedy Partners**.

Motion by Granger, seconded by Bryant, regarding Agreement: Business Associate/Data Use Agreement – Remedy Partners, that the City Council authorize the City Administrator to sign the Business Associate Agreement and Remedy Partners, LLC Data Use Agreement.

The City Attorney was asked to discuss this item with the Labor Attorney.

Substitute Motion by McConaghy, seconded by Koester, that this item be referred to the Committee-of-the-Whole.

Mark Manquin is to be present at the Committee-of-the-Whole meeting.

SUBSTITUTE Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Bryant, seconded by Granger, regarding **contract: Michigan Indigent Defense Council (MIDC) FY 2019/20**, that the City Council approve the contract, Grant between the State of Michigan - Michigan Indigent Defense Commission (MIDC) - Department of Licensing and Regulatory Affairs (LARA) and City of Grosse Pointe Woods, approve payment in the amount of \$3,151.00 for the City's local share contribution, funds to be taken from MIDC Grant Fund Account No. 275-006-699.101; and, to authorize the Court Administrator to sign the contract.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Koester, seconded by McConaghy, regarding **claims/accounts**, that the City Council approve payment of Items 9A - 9I as listed on the Council agenda and as identified in the pink sheet in the respective amounts and accounts listed, as follows:

- Item 9A DTE – STREET LIGHTING
 1. Invoice 90302931 07/18/19 - \$113,384.00: Account No. 585-569-977.585;
 2. Invoice 90303094 07/19/19 - \$459,317.00: Account No. 401-901-977.202.
- Item 9B MML MEMBERSHIP
 1. Invoice 2019-2020 02/01/20 - \$6,608.00: Account No. 101-101-958.000.
- Item 9C MILK RIVER DRAINAGE DISTRICT

1. County of Wayne Invoice 301655 01/24/20 - \$99,590.50: Account No. 365-445-992.200.

Item 9D 2019 SEWER STRUCTURE REHABILITATION

1. L. Anthony Construction Inc. Pay Estimate No. 6 02/02/20 - \$50,372.19:
 - a. Account No. 202-451-974.200 - \$332.07;
 - b. Account No. 203-451-974.200 - \$6,973.42;
 - c. Account No. 592-537-975.400 - \$8,531.65;
 - d. Account No. 592-537-976.200 - \$34,535.05.

Item 9E 2018 ROAD PROGRAM

1. Florence Cement Co. Final Pay Estimate 01/29/20 - \$20,000.00:
 - a. Account No. 203-451-977.804 - \$14,600.00;
 - b. Account No. 592-537-975.400 - \$5,400.00.

Item 9F CITY ENGINEER – ANDERSON, ECKSTEIN & WESTRICK

1. Invoice No. 0125062 02/10/20 - \$382.25:
 - a. Account No. 203-451-977.803 - \$271.40;
 - b. Account No. 592-537-975.401 - \$110.85.
2. Invoice No. 0125063 02/10/20 - \$2,035.60: Account No. 202-451-974.803.
3. Invoice No. 0125064 02/10/20 - \$7,239.25:
 - a. Account No. 202-451-974.201 - \$65.22;
 - b. Account No. 203-451-974.201 - \$1,369.59;
 - c. Account No. 592-537-975.401 - \$928.71;
 - d. Account No. 592-537-975.001 - \$4,875.73.
4. Invoice No. 0125065 02/10/20 - \$1,629.65: Account No. 592-537-976.001.
5. Invoice No. 0125066 02/10/20 - \$1,598.55:
 - a. Account No. 202-451-974.201 - \$131.03;
 - b. Account No. 203-451-977.803 - \$1,074.44;
 - c. Account No. 203-451-974.201 - \$113.56;
 - d. Account No. 592-537-975.401 - \$279.52.
6. Invoice No. 0125067 02/10/20 - \$5,597.32: Account No. 592-537-977.310.
7. Invoice No. 0125068 02/10/20 - \$10,444.50: Account No. 592-537-977.000.

Item 9G LABOR ATTORNEY

1. Keller Thoma Invoice No. 117861 02/01/20 - \$1,449.30: Account No. 101-210-810.000.

Item 9H LEGAL SERVICES – FCC

1. Kitch Drutchas Wagner Valitutti & Sherbrook Invoice No. 463603 01/31/20 - \$750.00: Account No. 101-210-812.000.

Item 9I LEGAL SERVICES – TAX TRIBUNAL

1. Hallahan & Associates, P.C. Invoice No. 16978 02/03/20 - \$1,333.88: Account No. 101-210-801.301.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Hearing no objections, the following item was heard under New Business:

- The City Attorney advised a **lawsuit** has been filed by **Stephen Thiel** against all Grosse Pointe Cities and Grosse Pointe courts, as well as others.

Motion by McConaghy, seconded by Bryant, that the lawsuit regarding Stephen Thiel be referred to the City Attorney and City's insurance carrier for further processing upon receipt.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

- The Director of Public Services provided an overview regarding additional engineering fees incurred for the **2017 SAW Grant, Sewer Cleaning, and CCTV Investigation projects**.

Motion by Granger, seconded by Bryant, that the following item be received and placed on file:

1. Email 02/21/20, w/attachments – Director of Public Services.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke
No: None
Absent: McMullen

Motion by Granger, seconded by Bryant, regarding additional funding: 2017 SAW Grant, Sewer Cleaning, and CCTV Investigation projects, that the City Council approve additional funds for engineering oversight on the 2017 SAW Grant, Sewer Cleaning, and CCTV Investigation project provided by AEW in the amount of \$9,184.05, with 90% of these costs to be reimbursed to the City from the SAW Grant, for an end cost to the City in the amount of \$918.41; funds to be taken from FY 2019/20 SAW Grant Engineering Account No. 592-537-975.004.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Novitke

No: None

Absent: McMullen

Nobody wished to be heard under Public Comment.

Motion by Bryant, seconded by Koester, to adjourn tonight's meeting at 7:45 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor



CONSTRUCTION COMMITTEE
02-10-20

MINUTES OF THE MEETING OF THE CONSTRUCTION COMMITTEE, OF THE CITY OF GROSSE POINTE WOODS, HELD ON MONDAY, FEBRUARY 10, 2020, IN THE CITY COUNCIL/COURT ROOM IN THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair Granger
Koester, Novitke

ABSENT: None

ALSO PRESENT: City Administrator Smith
Treasurer/Comptroller Behrens
Deputy City Clerk Antolin
Director of Public Services Schulte
City Engineer Lockwood

The meeting was called to order by Chair Granger at 6:30 p.m.

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

Motion passed by the following vote:

Yes: Granger, Koester, Novitke

No: None

Absent: None

The purpose of today's meeting was to continue the **review of the proposed 2020 Construction Projects**. Chair Granger provided a brief overview of the projects discussed from the Construction Committee Meeting on February 3, 2020.

The Oxford Road Reconstruction Project (Mack Avenue to Holiday) has been proposed to be included for the upcoming budget.

Discussion ensued regarding the Lake Front Park vehicular bridge. It was stated that the estimated replacement cost is approximately \$550,000.00 with an estimated completion time of 2-3 months to be done during the off season between October 2020 – April 2021. This item is to be included in the upcoming budget.

Other topics of discussion whether to address immediately or place on hold are as follows:

- Lake Front Park pedestrian bridge - Hold - pending more information
- Sailboat Lane parking lot – Hold
- Boat launch ramp – with high water levels this item needs to be address – keep on list
- Lake Front Park Marina Boat Ramp Pole barn – hold
- City Hall Generator – all buildings in complex – keep on list

Discussion ensued regarding the water main projects including the following:

- Severn Road water main replacement
- Hollywood Road water main replacement
- Christine Court water main replacement
- Water valve replacement
- Lead service replacement
- Sewer Rehabilitation

All of the above projects are coming out of the Water/Sewer fund. Depending upon the results of each bid, will determine how these projects are to be handled based on the Department of Public Services recommendations.

Nobody wished to be heard under New Business or under Public Comment.

Motion by Koester, seconded by Novitke, that tonight's meeting minutes be immediately certified.

Motion passed by the following vote:

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

Motion by Koester, seconded by Novitke, that the meeting of the Construction Committee be adjourned at 7:04 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin
Deputy City Clerk

Commission
approved 2/13/20



City of Grosse Pointe Woods Historical Commission Minutes
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236
Cook Schoolhouse
January 9th, 2020

RECEIVED

JAN 16 2020

CITY OF GROSSE POINTE WOODS

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, Lynne Millies, Jim Motschall, Sean Murphy, Frank Romano, Becky Veitengruber, Giles Wilborn

Excused: Suzanne Kent

Unexcused: Stephanie Listman

Also Present: Council Representative Kenn Gafa, Councilmember George McMullen Jr., GPW resident George Bailey.

3. Approval of Minutes

Motion by Veitengruber, seconded by Motschall to amend the December 12th, 2019 to delete ".11" under 4.A. **Report of Treasurer.** Ayes: all. Motion carried.

4. Items

A. Treasurer's Report: Motschall reported that the Cook Schoolhouse balance is \$30,523.11 and the balance of the Historical Commission is \$1,702.91.

B. Cook School Report: Ferry shared that she updated the donor list for the schoolhouse. Commission discussed ongoing concern for the protection of the period furniture in the schoolhouse. Millies noted new door on bathroom. Millies will set up meeting with Nicole Gerhart to discuss schoolhouse issues.

C. Commission Files Report: Wilborn shared 2 of the 8 framed photos to be matted, framed, and hung at Lakefront Park. Council Representative Gafa shared that commission files need to be housed on site, inside City Hall, per city clerk, Lisa Hathaway.

5. Old Business

A. Bath House Photos: Ferry and McMullen Jr. will have photos matted and framed.

B. Items for Cook School: Motschall reported that Kent ordered items for the schoolhouse and is awaiting approval by the city.

6. New Business

A. Approval of Budget: Motschall submitted commission budget and commission is awaiting approval from the city.

B. Annual Report: Motschall created and shared draft of 2019 annual report of the commission.

C. Election of Officers for 2020:

Motion by Millies, seconded by Veitengruber, to nominate Motschall for Treasurer. Ayes: all. Motion carried.

Motion by Romano, seconded by Hartert, to nominate Ferry for secretary. Ayes: all. Motion carried.

Motion by Ferry, seconded by Harkenrider, to nominate Murphy for Chairperson. Ayes: all. Motion carried.

Motion by Ferry, seconded by Veitengruber, to nominate Hartert for Vice Chair. Ayes: all. Motion carried.

7. Public and Commissioner Comments

- A. Millies suggested that the commission send a written thank you to Cook Schoolhouse donor's family.
- B. Murphy recognized the four commission members who took oath and renewed their term.
- C. Hartert shared *Grosse Pointe Times* article titled, "Year in Review: 2019."
- D. Council Representative Gafa shared city updates.

8. Adjournment

The meeting was adjourned at 8:40 p.m. by Chairperson Millies.

Respectfully submitted:

Becky Veitengruber, Secretary

The next meeting of the Grosse Pointe Woods Historical Commission will take place on February 13th, 2020 at 7:30 p.m. in the Cook Schoolhouse, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236



City of Grosse Pointe Woods Parks and Recreation Department

20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236

Telephone: 313-343-2408 • Fax: 313-642-5105 • Email: comctr@gpw.org

Application for Community Use of Recreational Facilities

Applications should be submitted 60 days prior to requested use date and must have approval by City Council to use Recreational Facilities.

RECEIVED

FEB 19 2020

CITY OF GROSSE POINTE WOODS
PARKS & RECREATION DEPARTMENT

ORGANIZATION INFORMATION

Date of Application: 1/6/20 Name of Organization: Eastside FC
Organization Contact Person: Eric Hermann City, State, Zip: SCS, MI 48080
Phone Number: 810-459-0013 Email: fields@eastfc.org

ORGANIZATION TYPE

- ☐ Public School in GPW ☐ Public School in Grosse Pointe District ☐ Private School In GPW
☒ Non-Profit (provide 5013C number): 38-2309437 ☐ Other:

GPW RESIDENT INFORMATION

Name of GPW Resident: _____ Home Phone: _____
Address of GPW Resident: _____ Cell Phone: _____
Email: _____

EVENT DETAILS

☐ Ghesquiere Baseball Diamond # _____ ☐ Ghesquiere Hockey Rink
☒ Bramcaster Soccer Field ☒ Jackson Soccer Field
☐ Lake Front Park Tennis Court # _____ ☐ Other: _____
Requested Use Date: 3/22- 11/15 Start Time: 8am End Time: 7pm
Estimated Total # Attendance 75 per game Estimated # of GPW Residents in Attendance: 50 per game
Purpose for which premises to be used: Recreation soccer league

HOLD HARMLESS AGREEMENT

The undersigned agrees to make financial restitution to the City for any damage to or loss of City property or equipment caused by the above named group or any individual present at this event. Further, the undersigned does hereby release and hold harmless the City of Grosse Pointe Woods, its elected or appointed officials, employees and volunteers from any and all claims or loss resulting in bodily injury or property damages caused by the undersigned or any third party present at this event. Further, the undersigned agrees to financial reimbursement to the City if additional cleanup is necessary by city employees. The City reserves the right to cancel arrangements in case of emergencies with or without notice.

Liability insurance coverage must be submitted with the application. Such insurance shall state "The City of Grosse Pointe Woods is listed as an additional insured." under "Description of Operations" be in a form acceptable to the City and certificates of such insurance coverage shall be furnished upon request and prior to the use of the facilities. If deemed necessary, the user will provide security coverage as directed, and will also be responsible for associated costs.

Applicant Signature Eric Hermann Date 1/6/20

OFFICE USE ONLY

Class Type: III Insurance submitted with application: ☒ Yes ☐ No

Recommended for approval as submitted: ☒ Yes ☐ No

Recommended for approval as submitted: ☒ Yes ☐ No

Insurance rating: 1 approved
Signature & Date: [Signature] 2/18/2020
Department Head Date
Signature & Date: [Signature] 2-19-20
Acting City Administrator Date
Council Approval Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/6/2019

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

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

PRODUCER	K&K Insurance Group, Inc. 301 Commerce Street, Suite 2370 Fort Worth, TX 76102	CONTACT NAME:	Sports Division	
		PHONE:	(800) 441-3994 FAX: (224)-572-5709	
		E-MAIL ADDRESS:	kk.sports@kandkinsurance.com	
INSURED	Michigan State Youth Soccer Association 9401 General Drive, Suite 120 Plymouth, MI 48170	INSURERS AFFORDING COVERAGE		NAIC #
		Insurer A:	National Casualty Company	11991 <i>At</i>
		Insurer B:	Nationwide Life Insurance Company	66869 <i>At</i>
		Insurer C:		
		Insurer D:		
		Insurer E:		
		Insurer F:		

COVERAGES

CERTIFICATE NUMBER: 19025883

REVISION NUMBER: 0

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

INSR LTR	TYPE OF INSURANCE	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		KKO-80861-00	9/1/2019	9/1/2020	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	UNLIMITED
							PRODUCTS - COMP/OP AGG	\$1,000,000
							PARTICIPANT LEGAL LIABILITY	\$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			KKO-80861-00	9/1/2019	9/1/2020	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$			XKO-80862-00	9/1/2019	9/1/2020	EACH OCCURRENCE	\$5,000,000
							AGGREGATE	\$5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under		N/A				WC STATUTORY LIMITS	OTH-ER
							E. L. EACH ACCIDENT	
							E. L. DISEASE - EA EMPLOYEE	
							E. L. DISEASE - POLICY LIMIT	
B	PARTICIPANT ACCIDENT MEDICAL			BAX-308471-00	9/1/2019	9/1/2020		\$100,000

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

This certificate is issued on behalf of Michigan State Youth Soccer Association & Eastside FC. Certificate Holder is Additional Insured as respects the operations of the Named Insured for sanctioned activities of the state association.

CERTIFICATE HOLDER

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

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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MEMO 20-17

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services
DATE: February 20, 2020
SUBJECT: Administration Office Reconstruction – Low- Voltage and Electronics

FS

7B
RECEIVED
FEB 25 2020
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

On Sunday, March 3, 2019, the City of Grosse Pointe Woods administration office area experienced a major flood from the HVAC construction project.

On Monday, November 19, 2019, Council approved the contract for the administration office area reconstruction to be awarded to APCOR Construction and Development, 22316 Harper Avenue, St. Clair Shores, MI 48080, in the amount of \$490,820.00.

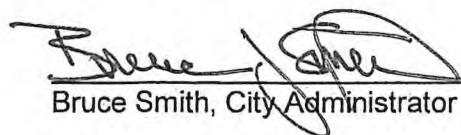
Included in the contract with APCOR Construction and Development was remodeling the low-voltage and electronics in the administration office area. The quotes received are attached. It was recently discovered in order to purchase the equipment at the prices given in the contract, the city must purchase them to receive the tax-exempt status.

Therefore, I am requesting Council to authorize the purchase of the low – voltage and electronics from Abel Electronics, 27201 Harper Ave., St. Clair Shores, MI 48081, in the amount of \$8,338.00, Interstate Security, Inc., 51233 Oro Dr., Shelby Township, MI 48315, in the amount of \$3,195.00, Shores Data Group, 21796 Carrington Dr., Macomb, MI 48044, in the amount of \$5,695.00, and The Flying Locksmiths, 2685 Lapeer Rd., Auburn Hills, MI 48326, in the amount of \$12,935.00. The total cost to the city would be \$30,163.00.

APCOR Construction and Development will write a credit in the amount of \$30,163.00 for this portion of the contract. This will also keep all the warranties on the equipment with the city and not a third party.

This is not a budget item included in 2019/2020 fiscal year budget, but funds will be available in the Improvements – City Hall account no. 401-902-977.105 in the amount of \$30,163.00 once the city receives the written contract credit from APCOR Construction and Development.

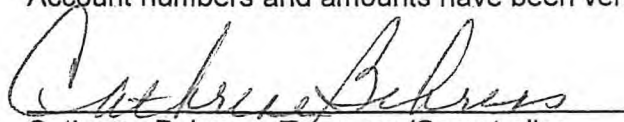
I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council Consideration:


Bruce Smith, City Administrator

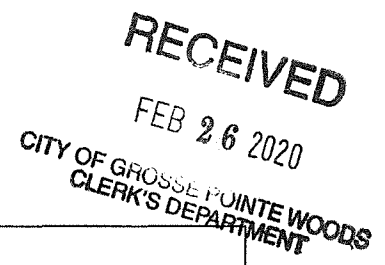
2/24/2020
Date

Fund Certification:

Account numbers and amounts have been verified as presented.


Cathrene Behrens, Treasurer/Comptroller

2/25/20
Date



Contractor
APCOR Construction & Development
22316 Harper Ave
St. Clair Shores, Mi. 48080

Change Order Date: 2/25/20

Amount

The original Contract Amount was	\$ 503,432.00
Net Changes by Previously authorized Change Orders	\$ -
The Contract amount prior to this Change Order was	\$ 503,432.00
The Contract will be increased/decreased by this Change Order in the Amount of	\$ (30,163.00)
The New Contract Amount including this Change Order will be	\$ 473,269.00

Revised Completion Date

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

DATE _____



ALL INVOICES
MUST BE BILLED AND MAILED TO:
ACCOUNTS PAYABLE



CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA DRIVE
GROSSE POINTE WOODS, MI 48236
Phone: 313-343-2440 Fax: 343-343-2785

PURCHASE ORDER

Order Date:

PO Number: **19-45641**

**THIS NUMBER MUST APPEAR ON
ALL INVOICES, SHIPPERS,
PACKING SLIPS AND PACKAGES**

Payment Terms: Net 30 Days

Tax Exempt #: 38-6007179

Buyer Name

Buyer Phone/Email

TO:

APCOR CONSTRUCTION AND
DEVELOPMENT, LLC 22316 HARPER AVE
SAINT CLAIR SHORES, MI 48080

SHIP TO:

CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA DR
GROSSE POINTE WOODS, MI 48236
CONTACT PHONE: (313) 343-2604

QTY	Unit	Description	Unit Price	Amount	Account Number
1.00	SERVICE	ADMINISTRATION OFFICE RECONSTRUCTION	490,820.00	490,820.00	401-902-977.105
1.00	SERVICE	ADD FIRE ALARM SYSTEM	12,612.00	12,612.00	401-902-977.105

APPROVED BY COUNCIL 11/19/2019

ADMINISTRATION OFFICE RECONSTRUCTION
STUCKY VITALE ARCHITECTS' PROJECT NO. 2019.049

Total: \$503,432.00

NOTE TO VENDORS

**IN ACCEPTING THIS ORDER THE
VENDOR IS SUBJECT TO ALL OF THE
TERMS AND CONDITIONS AS
STATED HEREIN AND ON THE
REVERSE SIDE OF THIS ORDER.**

DEPARTMENT CERTIFICATION:

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

DEPARTMENT HEAD SIGNATURE

FUND CERTIFICATION:

I hereby certify that unencumbered funds are available for the above purchase.

TREASURER/COMPTROLLER SIGNATURE

APPROVED:

CITY ADMINISTRATOR SIGNATURE

Terms of Purchase:

1. **PURCHASE ORDER:** The Purchase Order constitutes the City's offer to buy goods and services and describes the price, quantity, specification, quality, delivery, and packaging requirements. It specifically incorporates these Terms and Conditions of Purchase and may be used with other City purchasing documents. It may only be accepted on its terms. Any purported acceptance or acknowledgement with different or additional terms is rejected unless the different or additional terms are contained in writing and signed by an authorized representative of the City.
2. **ACCEPTANCE:** Seller accepts the City's offer to purchase goods and services when Seller acknowledges the City's purchasing documents or begins performance in response. Seller's acceptance is limited to acceptance of Buyer's Terms. Buyer objects to and rejects any proposal by Seller for additional or different terms.
3. **PRODUCT INDEMNIFICATION:** Seller will indemnify, defend and hold harmless Buyer, its officers, employees, agents, successors, assigns, customers, and users of its products from and against any and all losses, expenses, damages, claims, suites and liabilities (including recall, repair, and replacement expenses and other incidental and consequential damages, damages in tort, court costs and attorney's fees) arising as a result of actual or alleged breach of any warranties or other terms contained in the purchasing documents or arising under any tort or negligence claim premised on either an actual or alleged defect in the Goods. At Buyer's request, Seller will assume promptly full responsibility for the defense of any action described in the paragraph which may be brought or threatened by a third party against Seller and/or Buyer.
4. **DEFAULT REMEDIES:** In the event of Default, Buyer may, upon written notice to Seller without further liability to Seller, (i) waive all or any part of the default; (ii) agree in writing to any change in or modification to this Order as Buyer may in its sole and absolute discretion deem advisable; (iii) cancel this Order in whole or in part; (iv) purchase good in substitution for those to be supplied by Seller and charge Seller for any excess costs or damages resulting.
5. **REMEDIES:** The rights and remedies provided to the Buyer are cumulative and in addition to any other remedies provided by law or equity. Buyer's waiver of a breach of any provision of these terms and conditions or any other purchasing document is not a waiver of any prior or subsequent breach.
6. **SEVERABILITY:** If one or more provisions of these terms and conditions or the other purchasing documents become invalid or unenforceable, the balance of this agreement remains in full force and effect. In this event the parties will substitute the invalid or unenforceable provisions by a valid one which as closely as possible achieves the economic purpose of the Invalid or unenforceable provision.
7. **ASSIGNMENTS AND SUBCONTRACTING:** No part of this Order for the purchase of goods may be assigned or subcontracted without the prior written approval of Buyer. If Seller is authorized to use subcontractors, Seller will obtain from each such subcontractor rights and obligations no less favorable to Buyer than these terms and conditions and the other purchasing documents.
8. **GOVERNING LAW:** This Order will be governed by the laws of the state of Michigan. The parties stipulate that they submit to the personal jurisdiction of the courts of Wayne County Circuit Court or the Grosse Pointe Woods Municipal Court (depending on the damage amount) and waive all challenges to the personal jurisdiction and venue of such courts.
9. Materials must be properly packaged and marked with the order number. Damaged materials will not be accepted. Inspection of the delivery will be made at the delivery point, unless otherwise specified. All containers or reels are to remain the property of the purchaser unless otherwise specified.
10. At Buyer's sole option, purchase orders and other purchasing documents may be exchanged by fax or electronically.
11. Rejected material will be returned to the Seller at the Seller's risk and expense.
12. All prices must be F.O.B. delivery point. Where specific purchases are negotiated F.O.B. shipping point, the Seller is to prepay shipping charges and add to invoice.
13. Purchase order subject to correction of typographical errors.

Front Office Remodel - Low Voltage and Electronics

Shores Data	\$5,695.00	Data Wiring for Computer Equipment, Phones, Fax, Camera, TV
Interstate Security	\$3,195.00	Panic Button Repair/3 Additional
The Flying Locksmiths	\$12,935.00	7 Networx Wireless Door Locks
Abel Electronics	\$5,723.00	85" TV for Conference Room
Abel Electronics	\$1,798.00	60" TV fro City Administrator
Abel Electronics	\$817.00	4 MP Camera for City Hall Cashier
Total	\$30,163.00	

COVER PAGE

Cashier Camera

City of Grosse Pointe Woods

20025 Mack Ave.
Grosse Pointe Woods, Michigan 48236-2397
313-343-2431

RECEIVED

NOV 01 REC'D

CITY OF GROSSE PTE. WOODS
INFORMATION TECHNOLOGY

Revision: 0
Modified: 10/28/2019



Presented By:

Abel Electronics

27201 Harper Ave
Saint Clair Shores, Michigan 48081 United States
586-777-8232
www.AbelElectronics.com



www.AbelElectronics.com

SCOPE OF WORK

Install four-megapixel camera at cashier and configure camera for system.

Notes:

Quote assumes that all cabling will be in place at time of install.

Abel Electronics

1	VIDEO INSIGHT Full high definition dome camera, 4 Megapixel	\$587.00
1	Panasonic E-Series junction Box	\$30.00

Total	\$617.00
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Project Subtotal:	\$617.00
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Cashier Camera

Project No: ABEL-0010

Rev: 0 10/28/2019

PROJECT SUMMARY

Equipment:	\$617.00
Labor:	\$200.00

Grand Total:	\$817.00
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Client: Gary Capps

Date

Contractor: Abel Electronics

Date

Cashier Camera

PROJECT NO.: ABEL-00118

Rev. D 10/28/2019

COVER PAGE

Bruce's office TV Install
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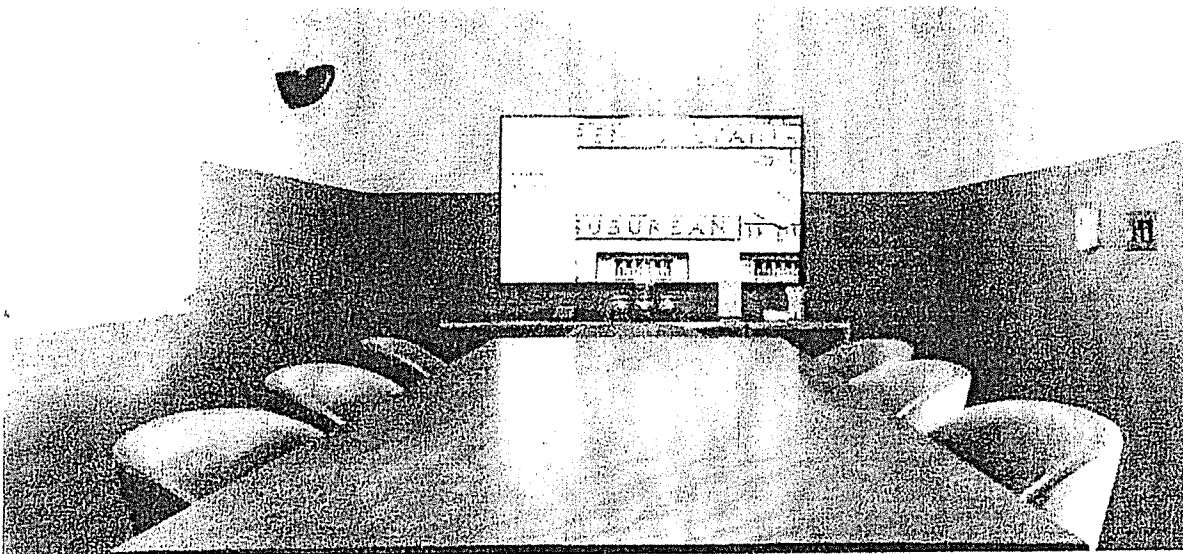
City of Grosse Pointe Woods

20025 Mack Ave.
Grosse Pointe Woods, Michigan 48236-2397
313-343-2431

NOV 01 2019

CITY OF GROSSE POINTE WOODS
INFORMATION TECHNOLOGY

Revision: 0
Modified: 10/28/2019



Presented By:

Abel Electronics

27201 Harper Ave
Saint Clair Shores, Michigan 48081 United States
586-777-8232
www.AbelElectronics.com



www.AbelElectronics.com

SCOPE OF WORK

Install 60-inch commercial grade LED TV with HDMI wall plate located below for local connection.

Notes:

Customer responsible for all 120-volt power.

Abel Electronics

1	Sharp 60" Class (60 - 5/64" diagonal) Brilliant 4K-Ultra High Definition (3840 x 2160) LCD Display	\$1,000.00
1	Sanus Wall Mount 32 - 60" Tilt Black	\$110.00
1	Vanco International Ultra Slim HDMI High Speed Cable with Ethernet- Length: 10 ft.	\$34.00
1	LKG Industries 1 Port HDMI wall plate kit, stainless steel	\$30.00
1	Abel Electronics Miscellaneous hardware	\$20.00
1	Caddy Bracket Low Voltage- Single Gang	\$4.00
1	SHIPPING Shipping on TV	\$150.00

Total

\$1,348.00

Project Subtotal:

\$1,348.00

Bruce's office TV install

Project No: ABEL-0021

Rev 0 - 10/13/2015

PROJECT SUMMARY

Equipment:	\$1,348.00
Labor:	\$450.00

Grand Total:	\$1,798.00
---------------------	-------------------

Client: Gary Capps

Date

Contractor: Abel Electronics

Date

Bruce's office TV install

Project Name: ABEL - D621

Rev: 0

10/20/2019

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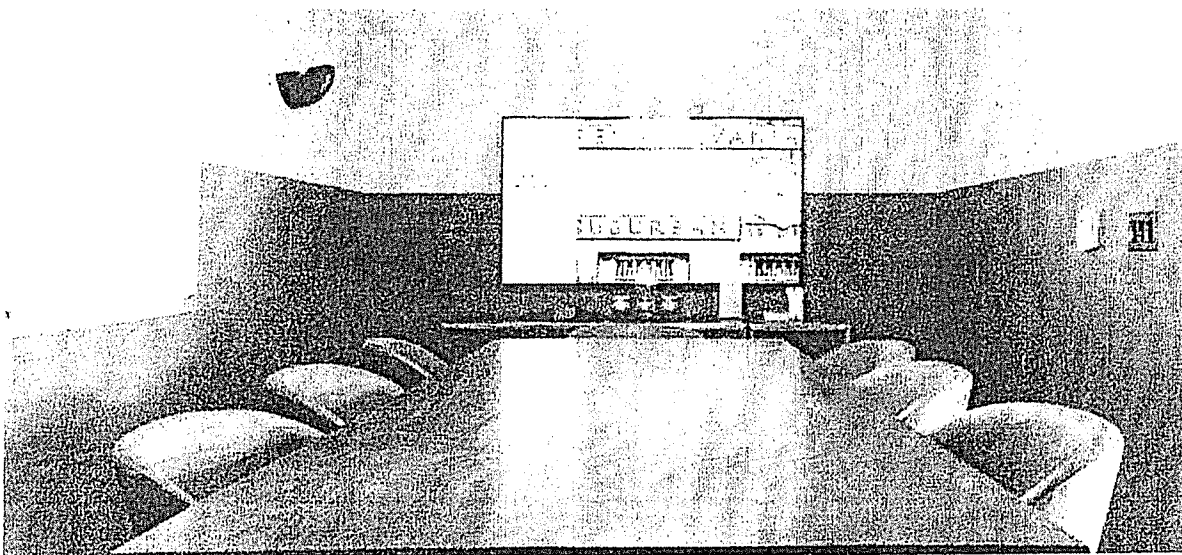
Conference Room TV

City of Goose Pointe Woods

20025 Mack Ave.
Grosse Pointe Woods, Michigan 48236-2397
313-343-2431

RECEIVED

Revision: 0
Modified: 10/28/2019



Presented By:

Abel Electronics

27201 Harper Ave
Saint Clair Shores, Michigan 48081 United States
586-777-8232
www.AbelElectronics.com



www.AbelElectronics.com

SCOPE OF WORK

Install 86-inch commercial grade LED TV with HDMI wall plate located below for local connection.

Notes:

Customer responsible for all 120-volt power.

Abel Electronics

1	Sharp 86" Diagonal 4K-Ultra High Definition (3840 x 2160) LCD Display	\$4,700.00
1	Sanus Expandable wall mount with tilt motion for medium-to-extra-large TV	\$260.00
1	Vanco International Ultra Slim HDMI High Speed Cable with Ethernet- Length: 10 ft.	\$34.00
1	LKG Industries 1 Port HDMI wall plate kit, stainless steel	\$30.00
1	Caddy Bracket Low Voltage- Single Gang	\$4.00
1	Abel Electronics Miscellaneous hardware	\$20.00
1	SHIPPING Shipping on TV	\$225.00

Total	\$5,273.00
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Project Subtotal:	\$5,273.00
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Conference Room TV

Project No. ABEL-0020

Rev. 0 10/23/2019

PROJECT SUMMARY

Equipment:	\$5,273.00
Labor:	\$450.00

Grand Total:	\$5,723.00
---------------------	-------------------

Client: Gary Capps

Date

Contractor: Abel Electronics

Date

Conference Room TV

Project No. ABEL-0020

Rev. 0 10/23/2017



Interstate Security, Inc.

SERVING METROPOLITAN DETROIT SINCE 1963

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CITY OF GROSSE PTE. WOODS
INFORMATION TECHNOLOGY

October 28, 2019

Attn: Gary Capps

City of Grosse Pointe Woods

20025 Mack Plaza Drive

Grosse Pointe Woods, MI. 48236-2397

CITY OF GROSSE PTE. WOODS
INFORMATION TECHNOLOGY

Thank you for the time and courtesy extended discussing the panic buttons to be added to the "Security Alarm System for your building" that we installed in 2017. Per that conversation and the information provided we are pleased to quote the following:

For the additional panic buttons requested, our pricing is based on...

- 1) The existing control panel we installed in 2017 is still functional.
- 2) Pathways to below desks and into the accessible ceiling space (or attic) are being provided by electrical division.
- 3) The "chase from the attic to the lower level" can be used for the new panic button wiring.
- 5 HUB2A panic buttons added
- 1 Napco EZM-3008 zone expansion module to support the additional zones needed

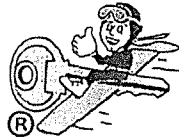
LABOR & MATERIAL NOT-TO-EXCEED \$3,195.00

We wish to thank you for this opportunity to quote and trust we may have the continued pleasure of serving you.

Sincerely,

Richard P. Mooney
Vice President/Sales

Estimate



The Flying Locksmiths
2685 Lapeer Rd
Auburn Hills, MI 48326

Detroit@flyinglocksmiths.com
248-216-1591

BILL TO

City of Grosse Pointe Woods
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236-2397

JOB SITE

City of Grosse Pointe Woods
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236-2397

ESTIMATE #	DATE	TERMS	WORK ORDER	P.O. NO.	REP
#29410	10/25/2019	-			-

QUANTITY	DESCRIPTION	RATE	AMOUNT
1.0	Estimate to install new Alarm Lock PDL units. TFL request 50% down upon quote acceptance		\$0.00
1.0	Service Call Corporate	\$85.00	\$85.00
1.0	Labor to install Alarm locks	\$1,350.00	\$1,350.00
7.0	PDL 6100 Alarm Lock Stand Alone Reader Wireless	\$1,500.00	\$10,500.00
2.0	Alarm Lock Gateway	\$500.00	\$1,000.00
	Sub Total		\$12,935.00
	Sales Tax	6.0%	\$0.00

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NOV 01 REC'D

CITY OF GROSSE PTE. WOODS
INFORMATION TECHNOLOGY

Payments/Credits -

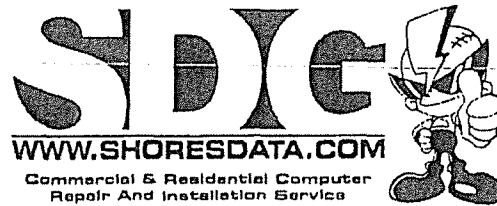
Balance Due -

Total \$12,935.00

TERMS AND CONDITIONS

This quote is good for 45 days from the date of this Estimate. A 3% convenience fee will apply to payments made by credit card. If approved, please respond in writing accepting this quote to DetroitNorth@flyinglocksmiths.com.

Shores Data Group
 21796 Carrington Dr
 Macomb, MI 48044 US
 (800)952-3282
 sales@shoresdata.com
 www.shoresdata.com



Estimate

RECEIVED

ESTIMATE # 1014

DATE 11/03/2019

ADDRESS

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

NOV 01 REC'D
 CITY OF GROSSE PTE. WOODS
 INFORMATION TECHNOLOGY
 [Signature]

ACTIVITY	QTY	RATE	AMOUNT
Services	1	4,675.00	4,675.00
Network cabling new City Hall office's with Cat6 wiring. Up to 55 drops (each additional drop would cost \$85.00 which includes running the cable and punch down at both ends). All network cable runs will be Labeled at both ends.			
Misc. Parts/Hardware	1	110.00	110.00
Face plates and / or wall mount boxes where needed for network jacks.			
Misc. Parts/Hardware	1	175.00	175.00
Cat6 Network Jacks (color optional)			
Misc. Parts/Hardware	3	65.00	195.00
(3) Cat6 24 port patch panels			
Misc. Parts/Hardware	3	45.00	135.00
Cable Management rack panel for 24 port patch panels			
Misc. Parts/Hardware	60	2.00	120.00
Cat6 Patch Cables for Rack; Various lengths from 1 foot to 3 foot			
Misc. Parts/Hardware	60	3.50	210.00
Cat6 Patch Cables for computers, printers, scanners etc. Various Lengths 7 foot to 14 foot			
Misc. Parts/Hardware	1	75.00	75.00
Misc. Parts/Hardware: Tape, Tie Straps, Bulk Cable Hooks etc			

Thank you for letting me provide you with this estimate. Please feel free to call me with any questions.

TOTAL

\$5,695.00

CITY OF GROSSE POINTE WOODS

Office of the City Clerk

Memorandum

DATE: February 24, 2020
TO: Mayor and City Council
FROM: Lisa Hathaway, City Clerk
SUBJECT: MAMC Annual Conference



I am requesting to attend the Michigan Association of Municipal Clerk's Annual Conference from June 9 – 12, 2020, on Mackinac Island. This item is included in the City Clerk's FY 2019/20 budget, Clerk's Travel/Membership Account No. 101-215-958.001 in an amount not to exceed \$1,600.00. The attached flyer outlines conference highlights, educational sessions, and networking opportunities.

Attachment

PRESIDENT'S MESSAGE

On behalf of myself and the MAMC Board of Directors we are pleased to welcome you to the 21st Annual MAMC Conference, "Lights, Camera, Clerking!"

Your Conference and Education Committee Chairs have been hard at work almost from the moment we left Kalamazoo last year in June. It's exciting we're able to get back to Mackinac Island for this year's summer conference. The island is definitely "Pure Michigan" as it is such a unique location and offers so many opportunities for entertainment and adventure when you're not in class learning new things. I know everyone is going to enjoy the outstanding speakers and educators we have lined up who will be sharing their knowledge with us throughout the week.

Thank you for your support of MAMC and I look forward to seeing you on Mackinac Island.

Jeremy Howard
MAMC President

CONFERENCE HIGHLIGHTS

Monday, June 8, 2020	
<i>Breakfast & Lunch Included</i>	
7:30 a.m. – 8:30 a.m.	Clerking 101 Registration OPEN
8:30 a.m. – 4:30 p.m.	Clerking 101 2 Day Bootcamp

Tuesday, June 9, 2020	
<i>Breakfast & Lunch Included</i>	
7:30 a.m. – 8:30 a.m.	Masters Class Registration OPEN
8:30 a.m. – 4:30 p.m.	Clerking 101 2-Day Bootcamp & Masters Class
2:00 p.m. – 5:00 p.m.	Conference Registration OPEN
2:00 p.m. – 5:00 p.m.	Silent Auction Setup
6:00 p.m.	Welcome Reception & Movie (7:00 p.m.)

Wednesday, June 10, 2020	
7:30 a.m. – 8:30 a.m.	5K Walk Run
8:30 a.m. – 10:00 a.m.	Conference Registration & Silent Auction OPEN
10:00 a.m. – Noon	OPENING SESSION / MAMC MEMBERSHIP MEETING
Noon – 1:30 p.m.	Lunch & Vendor Exhibits OPEN
Noon – 5:30 p.m.	Silent Auction & MAMC Store OPEN
1:30 p.m. – 3:30 p.m.	Educational Session
3:30 p.m. – 5:30 p.m.	Vendor Showcase & Silent Auction OPEN

Thursday, June 11, 2020	
7:30 a.m. – 8:30 a.m.	Conference Registration OPEN / Breakfast Buffet
7:30 a.m. – 8:30 a.m.	Vendor Exhibits & Silent Auction OPEN
8:30 a.m. – 11:45 a.m.	Concurrent Educational Sessions
11:45 a.m. – 1:45 p.m.	Lunch / Silent Auction, MAMC Store & Vendor Exhibits OPEN
1:45 p.m. – 5:00 p.m.	Concurrent Educational Sessions
6:00 p.m. – 10:30 p.m.	Clerk of the Year, President's Dinner & Entertainment

Friday, June 12, 2020	
8:00 a.m. – 9:00 a.m.	Breakfast Buffet
9:00 a.m. – 9:30 a.m.	MAMC Membership Meeting & Swearing of Oaths
9:30 a.m. – 11:00 a.m.	Secretary of State, Jocelyn Benson Bureau of Elections, Jonathan Brater Lobbyist, Bill Zaagman

CONFERENCE PROCEDURES AND POLICIES

REGISTRATION

Register online by clicking here. Eventbrite Password: MAMC2020

Registration deadline is May 1st.

Late Registration: May 2nd - May 15th (additional fees apply)

Payment must accompany the online registration. No registration will be processed without payment.

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

SPOUSE / GUEST REGISTRATION

Fee provides spouses and guests admission for selected meals only and must be pre-arranged during the registration process. Note that due to limited space, spouses and guests may not attend educational sessions.

MEALS

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

CANCELLATIONS / REFUNDS

Cancellation requests must be e-mailed, mailed or faxed in writing to the MAMC. The cancellation deadline is May 22, 2020. Cancellation requests received by 5:00pm on May 22, 2020 will incur a \$100.00 fee. Cancellation requests received after May 22, 2020 or no shows will be charged the full registration fee and are not entitled to any refund.

Member substitutions within the same organization are permitted at no additional cost. All substitutions must be made in writing and be accompanied by a completed MAMC Conference Registration form prior to May 22, 2020.

MAMC SCHOLARSHIP PROGRAM

Scholarships are available for those individuals that would like to attend conference but do not have the financial means to do so. Applications must be postmarked no later than March 31, 2020. Additional information is available at www.michiganclerks.org.

HOTEL RESERVATIONS

Each vendor is responsible for making their own room reservations at Mission Point Resort. Reservations must be made by **Friday, May 8, 2020**. Call 800.833.7711 to book your reservations and mention you are with MAMC.

Rooms are \$179 + 6% sales tax + 2% local assessment & 10% resort levy. A one-time charge of \$6.00 per person will apply for luggage transfer from the mainland to the resort and back.

An advanced deposit of one night's room, tax and luggage fee is required to confirm your reservation.

Reservations must be canceled at least 14 days prior to arrival to receive full refund.

FERRY SERVICE TO THE ISLAND

Shepler's Mackinac Ferry is offering a discounted rate of \$19 per adult and \$10 per child (ages 5-12) roundtrip. You can purchase tickets at the time of arrival (be sure to reference MAMC) or in advance from their website using the following code: CLERKS2020 (code is case sensitive).

HORSE DRAWN SHUTTLE SERVICE

With every ferry that pulls into the harbor is a hotel shuttle that transports guests and luggage to the resort. This service is \$5.50 per person and CASH is paid directly to the driver. This service is not owned or operated by Mission Point Resort. The distance between the ferry dock and resort is approximately 3/4 mile for those who wish to walk. Please note the carriage changes horses between 12:30-2:00pm. There will be a delay in luggage delivery and shuttles will not be available.

PRICING INFORMATION

Clerking 101 2-Day Bootcamp Registration

- Members: \$200
- Non-members: \$250

LATE REGISTRATION Clerking 101 (between May 2nd and May 15th) add a \$75 late fee

- Members: \$275
- Non-members: \$325

Masters Class Registration

- Members: \$175
- Non-members: \$225

LATE REGISTRATION Masters Class (between May 2nd and May 15th) add a \$75 late fee

- Members: \$250
- Non-members: \$300

Conference Registration (until May 1st)

- Members: \$350
- Non-members: \$400

LATE Conference Registration (between May 2nd and May 15th) add a \$75 late fee

- Members: \$425
- Non-members: \$475

ANNUAL 5K FUN RUN/WALK - Includes entry fee and T-shirt.

- \$20

GUEST MEAL PACKAGE - includes lunch Wednesday, breakfast, lunch & dinner Thursday, and breakfast Friday.

- Guest Meal Package - \$200.00
- President's Dinner Only Thursday - \$55.00

7D

RECEIVED

FEB 24 2020

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

**MEMORANDUM
CITY OF GROSSE POINTE WOODS
BUILDING DEPARTMENT**

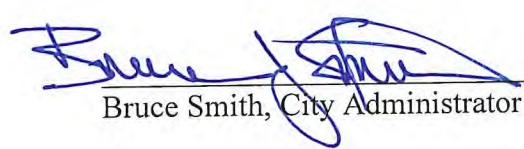
TO: Mayor & City Council

FROM: Gene Tutag, Building Inspector *GT*

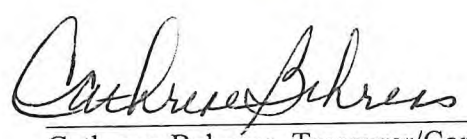
DATE: February 19, 2020

SUBJECT: Re-inspection Fee Increase – Plumbing and Mechanical

Due to the McKenna contract amendment approved by City Council to increase the inspection fee to \$55 per inspection, I am requesting that the re-inspection fees on our Plumbing and Mechanical fee schedules be increased from the current fee of \$50 to \$55 to cover the cost of the amendment.


Bruce Smith, City Administrator

2/24/2020
Date


Cathrene Behrens, Treasurer/Comptroller

2/24/20
Date



MCKENNA

RECEIVED

FEB 19 2020

**CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT**

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.3
F 248.3
MCKA.COM

8A

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

February 14, 2020

Invoice No: 21849 - 22

RECEIVED

FEB 18 2020

Project 21849 Grosse Pointe Woods Building Services

Professional Services from January 1, 2020 to January 31, 2020

Monthly Retainer

Conduct Plumbing and Mechanical Inspections as directed by the City.

1,500.00

Total

\$1,500.00

INSPECTIONS OVER 30 PER MONTH

Inspection Services - Per Inspection

39.0 inspection @ 55.00

2,145.00

Subtotal

\$2,145.00

Invoice Total

\$3,645.00

THANK YOU. Please remit to above address and indicate project number on voucher.

Email: cbehrens@gpwmi.us

**CITY OF GROSSE POINTE WOODS
BLDG & SAFETY DIVISION
APPROVED: [Signature]
DATE 2/25/20**

T. Behrens 2-18-20

101.180.818.000

2/18/20

CBehrens

8B



RECEIVED

FEB 20 2020

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

February 18, 2020

Invoice 02182020

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

101-224-818.000

02-19-2020

A handwritten signature in blue ink, appearing to read "C. Bekress".

RE: March 2020 Services

For contract assessing services rendered:

Contract Fee (\$72,211 ÷ 12)..... \$ 6,017.58

TOTAL AMOUNT DUE \$ 6,017.58

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lynette Hobyak".

Lynette Hobyak
Business Manager

38110 Executive Drive, Suite 100
Westland, MI 48185

734-595-7727 Office
734-595-7736 Fax



RECEIVED

FEB 18 2020

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

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

City of Grosse Pointe Woods
c/o WCA Assessing
38110 Executive Drive
Westland, MI 48185\

SUMMARY OF PROFESSIONAL SERVICES

Dates Involved: **January 1-31, 2020**

Invoice Number: 16978

Timekeeper Summary:

Name	Hours	Rate	Fees
Laura M. Hallahan	1.6	\$160.71	\$257.13
Seth A. O'Loughlin	2.2	\$160.71	\$353.56
Total	3.8		\$610.69

Expenses: \$0.00

Amount Due This Invoice: \$610.69

Previous Balance: \$723.19

Amount Due: **\$1,333.88**

\$ 610.69
101.210.801.301
2/24/2020
G. Behrens

8D

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

RECEIVED
FEB 26 2020
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

DON R. BERSCHBACK
OF COUNSEL

February 26, 2020

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

RE: February Billing

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
1.30.2020	Review of 3 new warrant requests, TCs Det. Bur. (.75); TCs BS, LH, GT (.25); TCs, letter on Paget Ct. to Probate Attorney (.25); TC BN, review of Metro Act Permit (.25); TC Bonk and witness (.25)	1.75
1.31.2020	TCs, work on Boundary issues, SBC TCs LH (1.25); TCs, work on miscellaneous contracts (.25); work on Metro Act questions (.50); review of new warrant (.25); TCs, letter and email to M/C on Lockup Agreement (.50); TC GT, Zoning research City owned property (.50)	3.25
2.01.2020	Review of Municipal Court docket and calls with victims (1.25); review of Council packet (.25)	1.50
2.03.2020	Work on SBC issues (.25); review of Randazzo response Brief (.25); attendance at Council meeting (.50)	1.00
2.04.2020	TCs and emails on Municipal Court docket (.75); SBC Brief work (1.00)	1.75
2.05.2020	Attendance at Municipal Court and follow up (2.25); review of new warrant request and calls with Det. Bur. (.75); TCs Sue Como, GT, emails (.25)	3.25
2.06.2020	SBC Brief (2.75); TCs GT, code review (.50); review of miscellaneous claims (.25); Municipal Court calls, warrants (.25)	3.75
2.07.2020	Municipal Court review of warrant, calls on ordinance violations (.25); calls with BS, Sue Como, review of Cross Pointe, draft of PC Resolutions (.50); SBC file (.50)	1.25
2.09.2020	SBC (2.50)	2.50
2.10.2020	Preparation for COW agenda items, TCs (1.50); Municipal Court review of two new warrants, TCs DB and victims (.75); work on Cross Pointe for PC, Code research, TC GT (.50); SBC (.75); attendance at COW (2.25)	5.75

2.11.2020	Follow up on agenda items, TCs (1.25); review of new warrant, TCs Det. Bur. and complaining witness (.25) SBC (1.75)	3.25
2.12.2020	SBC (1.00); Randazzo reply brief (.50); TCs, review of various emails on pending matters (.25)	1.75
2.13.2020	TCs Rocket Fiber, review of bond (.50); TCs CB and resident on tax issue (.25); TCs Municipal Court re: upcoming docket (.25); DTE Purchase Agreement review and calls (.25); SBC brief (2.50); TCs, research; review of bond forms for METRO Act Permit (.50)	4.25
2.14.2020	TCs SC re: DTE, MDIC, review of files (.25); TCs, emails on METRO Act Bond (.25); SBC (2.50); attendance at Election Commission meeting, (.25); review of Municipal Court docket (.50)	3.75
2.15.2020	Review of 2020 MIDC contract and email (.25); review of DTE Master Agreement and Purchase Agreement, email to staff (.25); review of miscellaneous warrant requests (.25); emails to Det. Bur (.25); zoning memo to BS, FS (.25); SBC (1.50)	2.75
2.17.2020	Review of PEG fee issue, finalized PC Resolution(.25); SBC Brief (2.75)	3.00
2.18.2020	Review of possible new claim, TC Kosanke (.75); initial work on status of outside litigation (.25); SBC (.75); emails and calls on Wednesday docket, review of warrant (.25)	2.00
2.19.2020	Municipal Court a.m. docket (1.75); meeting with JK (.25)	2.00
2.21.2020	TCS JK, BN, Bucko (.50)	0.50
2.24.2020	Review of Municipal Court docket (.25); prep for and attendance at Council meeting (1.25)	1.50
2.25.2020	TCs BS, GT, review of Upshaw file reply (.25); review of new warrant (.25), ordinance review and TC on LCC (.25)	0.75
2.26.2020	Attendance at Municipal Court a.m. docket (1.50)	1.50

CTB = 52.75 hours at \$155.00 per hour

\$8,176.25

TOTAL DUE:

\$8,176.25

TC - Telephone
BS - Bruce Smith
JK - Dir. John Kosanke
PC - Planning Commission
DV - Domestic Violence

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

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

Breakdown

General	37.25 hours
Municipal Court	14.25 hours
Building/Planning Commission	1.25 hours
Tax Tribunal	0.00 hours

101-210-801.000 \$5,773.75

101-210-801.100 \$2,208.75

101-210-801.200 \$193.75

02/26/2020

[Handwritten signatures and dates]
2/26/2020