

**CITY OF GROSSE POINTE WOODS**  
**20025 Mack Plaza**  
**Regular City Council Meeting Agenda**  
**Monday, March 16, 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. Council 03/02/20
  - B. Committee-of-the-Whole 03/02/20, w/recommendation:
    1. Agreement: Business Associate/Data Use – Remedy Partners
  - C. Election Commission 03/03/20
  - D. Community Events Committee 02/20/20, w/recommendation:
    1. 2020 Entertainment Contracts (4)
  - E. Planning Commission 01/28/20
  - F. Tree Commission 02/05/20, w/recommendation:
    1. Memorial Tree Ceremony Expenses
  - G. Construction Committee 02/10/20
7. COMMUNICATION
  - A. Schedule a Public Hearing: Special Land Use - Crosspointe Christian Church, 21336 Mack Avenue
    1. Planning Commission Excerpt 02/25/20
    2. Letter 02/24/20 – S. Schneemann, Principal Architect
  - B. Resignation – Senior Commission
    1. Email 03/06/20 – Mark Streck
    2. Letter 03/05/20 – Mark Streck
  - C. Pool Opening
    1. Memo 03/04/20 – Director of Public Services/Recreation Supervisor
    2. Proposal 02/17/20 – Aquatic Source
  - D. Bark Mulch and Injection Services
    1. Memo 02/26/20 – Director of Public Services
    2. Bid Sheets (5)
    3. Certificate of Liability Insurance
  - E. Membership Dues: Traffic Improvement Association
    1. Memo 03/09/20 – Director of Public Safety

- F. Parade or Procession Permit Application – Sunrise Senior Living
    - 1. Application 02/24/20 – Sunrise Senior Living
    - 2. Certificate of Liability Insurance
  - G. Purchase: Administration Office Furniture Replacements/ Budget Amendment
    - 1. Memo 02/21/20 – Director of Public Services
    - 2. Proposal 02/12/20 – Interior Environments
    - 3. Invoice 201-4228 (Revised) 10/31/19 - \$10,076.76.
  - H. CDBG 2019 PY Reimbursements/Budget Transfer
    - 1. Memo 03/06/20 – Executive Assistant
      - a. PAATS Invoice No. 104 12/31/19 - \$6,000.00;
      - b. The Helm Life Center Inc. Invoice No. 3396 02/18/20 - \$14,000.00.
  - I. Wayne County Pays Program
    - 1. Memo 03/11/20 – Treasurer/Comptroller
    - 2. Notice of Intent to Implement Pays Program
    - 3. Email 03/11/20 – City Attorney
  - J. Monthly Financial Report – February 2020
- 8. BIDS/PROPOSALS/ CONTRACTS
  - A. Contract: Landscape Abatement
    - 1. Memo 03/04/20 – Building Official
    - 2. Email 03/04/20 – NU Appearance Maintenance, Inc.
    - 3. Certificate of Liability Insurance
    - 4. Service Agreement
    - 5. Council Excerpt 03/18/19
  - B. Contract: 2019/20 Water Main Capital Improvement Program
    - 1. Memo 02/27/20 – Director of Public Services
    - 2. Letter 02/24/20 – City Engineer
    - 3. Tabulation of Bids 02/04/20
- 9. PROCLAMATION
  - A. Holocaust
- 10. CLAIMS/ACCOUNTS
  - A. Milk River Drainage System
    - 1. County of Wayne Invoice No. 301868 02/11/20 - \$904,294.24.

- B. City Engineer-Anderson, Eckstein & Westrick
  - 1. DPW Water & Sewer Barn Invoice No. 0125034 02/10/20 - \$3,300.00;
  - 2. SAW Grant-Wastewater Asset Mgt Plan Invoice No. 0125058 01/21/20 - \$9,184.05.
- C. Professional Services
  - 1. McKenna Invoice No. 21849-23 03/08/20 - \$2,160.00.
- D. Labor Attorney
  - 1. Keller Thoma Invoice No. 118200 03/01/20 - \$1,925.00.
- E. Legal Services – FCC
  - 1. Kitch Drutchas Wagner Valitutti & Sherbrook Invoice No. 465382 02/29/20 - \$990.00.

11. NEW BUSINESS/PUBLIC COMMENT

12. ADJOURNMENT

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

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

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

<p><b>NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST</b></p>
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COUNCIL  
03-02-20 - 27

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 2, 2020, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:00 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke  
Council Members: Bryant, Gafa, Granger, Koester, McConaghy  
Absent: None

Also Present: City Administrator Smith  
City Attorney Berschback  
City Clerk Hathaway  
Director of Public Services Schulte

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

The following Commission members were in attendance:

George Bailey, Planning Commission

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

Motion carried by the following vote:

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

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

1. Letter 02/26/20 – George McMullen.

Motion carried by the following vote:

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

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

1. City Council Minutes dated February 24, 2020.

Motion carried by the following vote:

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

Motion by Koester, seconded by Gafa, regarding **Application for Community Use of Recreational Facility**, that the City Council approve the Application of the Eastside FC to use Bramcaster and Jackson Soccer Fields from March 22 through November 15, 2020, from 8 a.m. – 7 p.m.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Granger, regarding **purchase: low – voltage and electronics/change order**, that the City Council approve Change Order No. 1 and authorize the following purchases with funds to be taken from Improvements – City Hall Account No. 401-902-977.105 in a total amount not to exceed \$30,163.00:

Abel Electronics	\$ 8,338.00
Interstate Security Inc.	3,195.00
Shores Data Group	5,695.00
The Flying Locksmiths	12,935.00

(Secretary's Note: the Change Order is to APCOR'S contract – reconstruction of administrative offices.)

Motion carried by the following vote:

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

Motion by Gafa, seconded by McConaghy, regarding **conference: 2020 Michigan Association of Municipal Clerks**, that the City Council approve the City Clerk's request to attend the 2020 MAMC Annual Conference from June 9 – 12, 2020, at a total cost not to exceed \$1,600.00, funds to be taken from the City Clerk's Training and Seminars Account No. 101-215-958.001, and to reimburse for expenses incurred upon presentation and verification by the Finance Committee of an itemized expense report.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Bryant, regarding **Fee Schedule revision**, that the City Council approve a fee in the amount of \$55.00 per re-inspection for plumbing and mechanical 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: None

Motion by McConaghy, seconded by Koester, regarding **Monthly Financial Report – January 2020**, that the City Council refer this report to the Finance Committee.

Motion carried by the following vote:

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

Motion by Granger, seconded by Bryant, regarding **claims/accounts**, that the City Council approve payment of Items 8A – 8D as listed on the Council agenda and as identified in the pink sheet in the respective amounts and accounts listed, as follows:

A. Professional Services

1. McKenna Invoice No. 21849-22 02/14/20 - \$3,645.00;  
Account No. 101-180-818.000.

- B. Professional Services
  - 1. WCA Assessing Invoice No. 02182020 02/19/20 - \$6,107.58;  
Account No. 101-224-818.000.
- C. Professional Services
  - 1. Hallahan & Assoc Invoice No. 16978 01/31/20 - \$610.69;  
Account No. 101-210-801.301.
- D. City Attorney
  - 1. Charles T. Berschback 02/26/20 - \$8,176.25.

Motion carried by the following vote:

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

No: None

Absent: None

Nobody wished to be heard under New Business.

The following individuals were heard under Public Comment:

- George McMullen, 1382 Hollywood.
- Patrick and Soula Burns, 916 Woods Lane.

Motion by Granger, seconded by Bryant, to adjourn tonight's meeting at 7:22 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

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Lisa Kay Hathaway  
City Clerk

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Robert E. Novitke  
Mayor



MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 2, 2020, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke  
Council Members Bryant, Gafa, Granger, Koester, McConaghy  
ABSENT: None  
ALSO PRESENT: City Administrator Smith  
City Attorney Berschback  
City Clerk Hathaway

Also in attendance was Mark Manquin, Manquin Vance.

Mayor Novitke called the meeting to order at 6:33 p.m.

Motion by Bryant, seconded by Koester, 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: None

Discussion ensued regarding **Agreement: Business Associate/Data Use – Remedy Partners**. This item was referred to Committee by the City Council at their meeting held February 24, 2020. Mr. Manquin provided an overview. The program is designed to draw out and study general employee data to obtain better pricing for various health care services. The City will be riding on the coattails of larger corporations. These are bundled payment programs and can benefit the City in various ways such as obtaining an imaging service discount or reduce joint replacement costs. De-identified data is needed, then studied. Randomized numbering is used so the data remains private. No costs are involved. This data would determine whether to move forward with program design. It could be a voluntary program. The City Attorney stated there is no down side to this Agreement.

Motion by Granger, seconded by Bryant, that the Committee-of-the-Whole recommend to City Council approval of the Business Associate and Data Use Agreement with Remedy Partners, and authorize the City Administrator to sign the Agreement.

Motion carried by the following vote:

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





Motion by Granger, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 6:48 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

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Lisa Kay Hathaway  
City Clerk

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Robert E. Novitke  
Mayor



MINUTES OF THE ELECTION COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS  
HELD ON TUESDAY, MARCH 3, 2020, IN THE ABSENT VOTER OFFICE – LOWER LEVEL AT CITY  
HALL, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The Chair called the meeting to order at 2:00 p.m.

Roll Call: Chair/City Clerk Lisa Hathaway  
City Attorney Chip Berschback

Absent: None

Also Present: Deputy City Clerk Paul Antolin

The Chair stated that due to the recent resignation of Council Member McMullen, the Council Representative on the Election Commission, there is a vacancy pending on the Commission.

Motion by Berschback, seconded by Hathaway, that all items on the agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Berschback, Hathaway  
No: None  
Absent: None

At 2:01 p.m., the Chair announced the Public Accuracy Test would commence utilizing the test deck for Precinct 6. Testing concluded at 2:58 p.m. After running the test deck and comparing the results tape against the chart of predetermined results, the testing was declared accurate.

Motion by Berschback, seconded by Hathaway, that the results of today's Public Accuracy Test for the March 10, 2020, Election be accepted.

Motion carried by the following vote:

Yes: Berschback, Hathaway  
No: None  
Absent: None

Motion by Berschback, seconded by Hathaway, that today's meeting minutes be immediately certified.

Motion carried by the following vote:

Yes: Berschback, Hathaway

No: None

Absent: None

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

Motion by Berschback, seconded by Hathaway, that the meeting be adjourned at 3:00 p.m.  
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway  
Chair/City Clerk

RECEIVED

MAR - 9 2020

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

COMMUNITY EVENTS COMMITTEE  
February 20, 2020



MINUTES OF THE COMMUNITY EVENTS COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON THURSDAY, February 20, 2020 AT THE GROSSE POINTE WOODS – CONFERENCE ROOM, 20025 MACK, and GROSSE POINTE WOODS, MICHIGAN.

Members Present: Chair Mayor Robert Novitke, Jennifer Boettcher, Chris Fenton, Todd McConaghy

Members Absent: Al Fincham, Vicki Granger, Bruce Smith

Also in attendance: Susan Como (Recording Secretary)  
Margaret Potter (Resident: 1834 Allard)

The Chair called the meeting to order at 5:37 p.m.

Motion by Boettcher, seconded by McConaghy, to excuse members Fincham, Granger, and Smith from tonight's meeting.

Motion passed by the following vote:

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

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

Motion passed by the following vote:

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

The first item discussed was the **2019 Ending Balance Sheet.**

Motion by McConaghy, seconded by Fenton, to receive and place on file the 2019 Ending Balance Sheet as presented.

Motion passed by the following vote:

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

Next item discussed was the **2020 Proposed Budget.**

Motion by Boettcher, seconded by Fenton regarding the 2020 Proposed Budget, to transfer the sum of \$4,138.39 from the Community Events Committee Account #205-870-820.130 to the city's General Fund to cover the overtime wages incurred from employees working the events.

Motion passed by the following vote:

Yes: Boettcher, Fenton, McConaghy, Novitke

No: None

Absent: Fincham, Granger, Smith

Motion by McConaghy, seconded by Fenton, to receive and place on file the 2020 Proposed Budget as presented.

Motion passed by the following vote:

Yes: Boettcher, Fenton, McConaghy, Novitke

No: None

Absent: Fincham, Granger, Smith

Committee Member McConaghy requested that Robert E. Novitke Municipal Center be added to the **Stationary**.

The next item discussed was the **Sponsors**. It was determined the following previous year's sponsors would be contacted for sponsorship.

COMPANY NAME
A.H. Peters Funeral Home
Anderson, Eckstein & Westrick, Inc.
Comerica
Edmund t. Ahee Jewelry Company
Genesis Cadillac & Genesis Chevrolet
GFL Environmental
Kitch Drutchas Wagner Valitutti & Sherbrook
Kitty's Doctor
Marshall Landscape, Inc.
Mr. C's Car Wash
Ascension/St. John Hospital
Pointe Alarm, LLC
Stevenson Company

Additional companies to be contacted for sponsorship:



<b><u>COMPANY NAME</u></b>	<b><u>CONTACT</u></b>
ABCOR	Smith
Beline Obeid Realty	Granger
Blue Cross Blue Shield	Granger
Bob Maxey Lincoln-Mercury	Granger
Churchill's Grosse Pointe	Novitke
Chemical Bank	Fenton
Citizen's Bank	Fenton
DTE	Smith
Eastside Dermatology	McConaghy
Flagstar Bank	Behrens
Gabel Financial Services	McConaghy
Grosse Pointe Chamber of Commerce	Granger
Grosse Pointe Equestrian Center	Novitke
Keller Thoma, P.C.	McConaghy
Keller Williams	Novitke
Licavoli's Market	Fenton
Lochmoor Club	McConaghy
Manquen Vance	Smith
Plante Moran	Fenton
Ray Laethem Buick GMC	Smith
SERVPRO of Grosse Pointe	Fincham
Sunrise Senior Living	McConaghy
The Rivers	McConaghy
University Liggett School	Granger
Wayne County Community College District	Novitke

**Entertainment** at the event was discussed and Recording Secretary Como was asked to schedule the following bands: Sun Messengers, Detroit Social Club Blues Band, Buggs Beddow and the Good Stuff, and Sonic Freeway.

Motion by McConaghy, seconded by Boettcher to recommend to City Council to enter into the entertainment contracts/agreements with the same bands that played at the 2019 Community Events, which are as follows: Sun Messengers, Detroit Social Club Blues Band, Buggs Beddow and the Good Stuff, and Sonic Freeway.

Motion passed by the following vote:

Yes: Boettcher, Fenton, McConaghy, Novitke

No: None

Absent: Fincham, Granger, Smith



**Food Vendors** were discussed next. Recording Secretary Como indicated the three food vendors interested in vending at this year's Music on the Lawn events are as follows: Saucy's Pizza; National Coney Island; Walking Taco. All Committee Members were in agreement to allow Recording Secretary Como to assign the interested food vendors to one of the events.

Motion by Boettcher, Seconded by McConaghy, to immediately certify the minutes of the February 20, 2020 Community Events Committee.

Motion by Fenton, seconded by Boettcher, to adjourn the meeting at 6:18 p.m. Passed Unanimously.

Respectfully Submitted,

Susan Como  
Recording Secretary

**Live Performance Agreement**  
**Sonic Freeway, 248-763-4956**

**THIS PERFORMANCE AGREEMENT** is made and entered into as of March 2, 2020, by and between City of Grosse Pointe Woods, whose business address is 20025 Mack Ave, Grosse Pointe Woods ("Purchaser") and Sonic Freeway, LLC, a Michigan Limited Liability Company ("Musician"), whose business address is 1111 Congress Dr., Troy, MI 48085.

In consideration of the mutual covenants herein contained and, intending to be legally bound hereby, the Purchaser and Musician agree as follows:

**1) ENGAGEMENT.** The Purchaser hereby engages Musician to render a musical performance (the "Performance"), and Musician hereby agrees to render such Performance under the terms and conditions specified herein.

**2) INDIVIDUALS COMPRISING MUSICIAN.** Musician consists of the following individuals: Bing Burris, Linda Burris, George Wietecha, John Marker, and Jim LeFevre. Musician's obligation to perform hereunder is subject to the unavailability of Musician as a result of sickness, accidents, acts of God, and other reasons beyond Musician's control.

**3) LOCATION OF PERFORMANCE.** The Performance will take place at the following location:  
Name: The City of Grosse Pointe Woods, Music on the Lawn  
Street Address: 20025 Mack Ave.  
City/State/Zip: Grosse Pointe Woods, MI 48236  
Phone/Email: 313-343-2445  
Sound system, lights (if needed), and break music will be supplied by:    Purchaser X Musician.

Details:

**4) DATE AND TIME OF PERFORMANCE.** The day and date of the Performance is Friday, July 31st, 2020. The venue will be available for set-up on July 31st at 4:30 pm. Band will provide recorded music on the breaks. The Musician will play 3 sets as follows:

Set #	Start Time	Ending Time	Set #	Start Time	Ending Time
Set 1:	7:00pm	7:50pm			
Set 2:	8:10pm	9:00pm			
Set 3:	9:20pm	10:00pm			

**5) PAYMENT.** In full consideration for all services rendered by Musician at the Performance, Purchaser agrees to make the following payment in U.S. funds to Musician. A set fee of \$1000.00.

**Overtime:** Purchaser agrees to pay Musician a fee of Three Hundred Twenty Five XX/100 (\$325.00) for each 30 minute overtime set (any set beginning after the agreed upon end time). Overtime must be paid in advance of the set and be agreed upon by both Musician and Purchaser. Overtime is calculated at \$65/musician per 30 minute set.

**a) DEPOSIT.** Purchaser will pay No Deposit (\$0.00) of the payment to Musician as a deposit by NA. If Purchaser does not pay Musician the deposit, Musician will have the option of canceling this Performance Agreement with no further liability hereunder to Purchaser. If no deposit is required initial here:

Both parties agree to waive deposit requirement (initial)            Purchaser BB Musician

**b) PAYMENT OF BALANCE.** Purchaser will pay Musician the remaining balance of the payment in cash; or check, money order, or certified check payable to Sonic Freeway, LLC on or before the following date July 31, 2020.



6) CANCELLATION DUE TO INCLEMENT WEATHER. In the event Purchaser cancels the Performance due to inclement weather by 3:00pm on the scheduled date, Purchaser will pay Musician a sum equal to: Five Hundred Dollars (\$500.00) representing 50 % of the set fee specified in paragraph 6. Upon payment of the cancellation fee, Purchaser will have no further liability to Musician hereunder.

After 3:00pm on the scheduled date, Purchaser pays One Thousand Dollars (\$1000.00) representing 100% of the contract.

7) MISCELLANEOUS. This Performance Agreement and the attached rider(s), if any, set forth the entire agreement between the parties, and may not be amended except in a writing signed by both parties. This Performance Agreement will be governed by and construed in accordance with the laws of the State of Michigan, without regard to the principles of conflicts of law. In any action or proceeding involving a dispute between the Purchaser and the Musician arising out of this Performance Agreement, the prevailing party will be entitled to receive from the losing party reasonable attorney's fees.

Musician and Purchaser have each caused this Performance Agreement to be signed by its duly authorized representative.

**PURCHASER:**

City of Grosse Pointe Woods  
(Name of Purchaser)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name and Title)

Approved for Signature

Charles T. Berschback

Charles T. Berschback

City Attorney

Date: 3-9-2020

**MUSICIAN:**

Sonic Freeway, LLC  
(Name of Musician)

Bing Burris (Constitutes valid signature electronically) 3/2/2020  
(Signature of Authorized Representative)

Bing Burris, Band Leader, Sonic Freeway  
(Printed Name and Title)



20425 OLD HOMESTEAD DR  
HARPER WOODS, MI 48225-2052  
OFFICE: 313 881-4108  
CELL: 313 919-0378  
EMAIL: [rsteiger@sunmessengers.com](mailto:rsteiger@sunmessengers.com)  
WWW: [www.sunmessengers.com](http://www.sunmessengers.com)

## CONTRACT

**TODAY'S DATE:** February 27, 2020

**BAND:** Sun Messengers

**DATE OF PERFORMANCE:** Saturday September 19, 2020

**LOCATION:** Grosse Pointe Woods City Hall

**HOURS:** 5-9 pm.

**AMOUNT:** \$1750.00

**TERMS:** \$1750.00 by check payable to Sun Music International, LLC on 9/19/2020. Weather clause: If event is cancelled by 12PM on 9-19-\$875.00 (50%) is due. If event is cancelled after 12PM on 9-19-\$1750.00 (100%) is due.

**FOOD:** Water for 10.

**OVERTIME RATE:** N/A

\_\_\_\_\_  
RICHARD B. STEIGER

Approved for Signature

\_\_\_\_\_  
Charles T. Berschback  
City Attorney

Date: 2-9-2020

\_\_\_\_\_  
CLIENT'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE/ZIP

\_\_\_\_\_  
TELEPHONE

PRINT TWO COPIES OF THE CONTRACT, SIGN BOTH AND RETURN ONE BY 3/12/2020

## CONTRACT FOR PERFORMANCE

Date of document: February 24, 2020

Contact/Contractor/Phone/Email: **Bruce J. Smith**

City Administrator

(313) 343-2445: Susan Como

bsmith@gpwmi.us

Band Representative/Phone/Email: **Arthur Littsey**

(313) 369-1710

littsey.arthur@sbcglobal.net

Performance date: **Friday, June 26, 2020**

Performers: **Detroit Social Club Blues Band**

Performance location: **Grosse Pointe Woods “Music on the Lawn” Summer Concert Series.**

Venue: **City Hall Front Lawn**

Set Up Time: **4:00 – 6:30**

Performance time: **7:00 p.m. – 10:00 p.m. w/2 band breaks @ 15 minutes**

Compensation: **\$950** Payment to be made prior to performance.

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- Band will provide sound system and lights (if needed)
- Contractor will provide adequate power supply.

**Weather Clause:**


Should the performance be delayed, postponed or canceled due to inclement weather, the band must be notified by 2:00p.m. on the day of the show and at that point will only expect to receive 50% of the agreed upon compensation. Should the event/performance be canceled after 2:00p.m. due to inclement weather, the band shall receive 100% of the agreed upon compensation.

Agreed to by...

Contractor \_\_\_\_\_ Date \_\_\_\_\_

Band \_\_\_\_\_ Date \_\_\_\_\_

Approved for Signature



Charles T. Berschback

City Attorney

Date: 3-9-2010

## BAND ENGAGEMENT CONTRACT

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

### A. ENGAGEMENT

A1. Description GPW Music On The Lawn  
A2. Location/Address/Room/Etc. CITY HALL FRONT LAWN - GROSSE POINTE WOODS  
A3. Day(s)/Date(s) Friday, August 28, 2020 A4. Time: From 7:00pm to 10:00pm ( 3.00 ) Hours  
A5. Contact Person(s) Sue Como

### B. SERVICES PROVIDED

B1. The Band - 5 Piece - LIVE MUSICAL PERFORMANCE  
B2. Other Services: BACKGROUND MUSIC PROVIDED - WIRELESS MIC AVAILABLE FOR ANNOUNCEMENTS.

### C. PRICE

C1. ONE THOUSAND TWO HUNDRED FIFTY & 00/100 dollars (\$ 1,250.00)

### D. PAYMENT

D1. Deposit Amount \$ 0.00 D2. Due by (date) N/A  
D3. Balance due on the date of the engagement or as otherwise arranged: Full Amount: (\$ 1,250.00)

### E. GENERAL TERMS & CONDITIONS

- Standard playing sets shall be approximately Sixty minutes with thirty minute breaks unless otherwise specified.
- Background music shall be provided between live performance sets.
- The CLIENT will provide suitable performing stage area with appropriate electrical power.
- This agreement shall not be binding until signed by both parties.
- The Band shall have the sole and exclusive control over the production, presentation and performance of the engagement hereunder, including but not limited to the details, means and methods of the performances of the performing artists hereunder, and The Band shall have the sole right to designate and change at any time the performing personnel. The Band's obligations hereunder are subject to detention or prevention by sickness, inability to perform, accident, means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, and act or order of any public authority or any other cause, similar or dissimilar, beyond The Band control.

### F. ADDITIONAL TERMS & CONDITIONS

#### Cancellation Terms:

- If the engagement becomes cancelled before July 1, 2019, there will be zero amount due to The Band.
- If the engagement becomes cancelled after July 1, 2019 and up until 3pm on August 28, the amount due to The Band will be \$625.00 (50%).
- If the engagement becomes cancelled after 3pm on August 28, 2019 the full amount (\$1,250.00) will be due to the band.

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

Client Representative Name (print) \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

X \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved for Signature \_\_\_\_\_

Charles T. Berschback  
City Attorney

Date: 3-9-2020

Douglas Hamborsky

The Band Representative - Bugs Beddow and the Good Stuff  
19982 E. Clairview Ct.

Street \_\_\_\_\_

Grosse Pointe Woods, MI 48236

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

313-282-6432

hamgroup2@gmail.com

Phone \_\_\_\_\_

Email \_\_\_\_\_

X \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

March 19, 2019

*Approved by Commission 02/25/20*

PLANNING COMMISSION  
01-28-20 - 40

6E

MINUTES OF THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON JANUARY 28, 2020, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:02 p.m. by Chair Profeta.

Roll Call: Chair Profeta  
Planning Commissioners: Bailey, Fuller, Hamborsky, Ketels,  
Vaughn, Vitale  
Absent: Gilezan, Rozycki

Also Present: Building Inspector Tutag  
Deputy City Clerk Antolin

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

Motion carried by the following vote:

YES: Bailey, Fuller, Hamborsky, Ketels, Profeta, Vaughn, Vitale  
NO: None  
ABSENT: Gilezan, Rozycki

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

Motion by Vaughn, seconded by Vitale, that all items on tonight's agenda be received, placed on file, and taken in order of appearance, as presented.

Motion carried by the following vote:

YES: Bailey, Fuller, Hamborsky, Ketels, Profeta, Vaughn, Vitale  
NO: None  
ABSENT: Gilezan, Rozycki

The Chair recognized Council Representative McConaghy and Council Members Gafa and McMullen who were in attendance.

Motion by Ketels, seconded by Vitale, regarding **Approval of Minutes**, that the following Minutes be approved:

1. Planning Commission Workshop Minutes dated November 26, 2019 as submitted.
2. Planning Commission Minutes dated November 26, 2019 as amended.

Motion carried by the following vote:

YES: Bailey, Fuller, Hamborsky, Ketels, Profeta, Vaughn, Vitale  
NO: None  
ABSENT: Gilezan, Rozycki

The first item was regarding **Scheduling A Public Hearing for February 25, 2020: Crosspointe Christian church, 21336 Mack Avenue**. The Building Official presented an overview of the email from Pastor Matthew Swiatek of Crosspointe Christian Church requesting approval to install an elevator with a building addition. With the underlying zoning requirements and special land use provisions, a Public Hearing is required. The applicant is requesting to schedule a Public Hearing for February 25, 2020.

Motion by Vaughn, seconded by Vitale, that the Planning Commission schedule a Public Hearing for February 25, 2020, for Crosspointe Christian Church, 21336 Mack Avenue to install an elevator with a building addition.

Motion carried by the following vote:

YES: Bailey, Fuller, Hamborsky, Ketels, Profeta, Vaughn, Vitale  
NO: None  
ABSENT: Gilezan, Rozycki

The next item discussed was regarding **Planning Commission Attendance at 2020 City Council Meetings**.

The next item was regarding the **Election of Chair and Vice-Chair/Secretary**. Chair Profeta nominated Commissioner Ketels as Chairman and Commissioner Vaughn nominated Commissioner Bailey as Vice-Chairman/Secretary.

Motion by Vitale, seconded by Fuller, to elect Commissioner Ketels as Chairman and Commissioner Bailey as Vice-Chairman/Secretary of the Planning Commission.

Motion carried by the following vote:

YES: Bailey, Fuller, Hamborsky, Ketels, Profeta, Vaughn, Vitale

NO: None

ABSENT: Gilezan, Rozycki

The next item was regarding **Adoption of Rules of Order and Procedure.**

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

Motion carried by the following vote:

YES: Bailey, Fuller, Hamborsky, Ketels, Profeta, Vaughn, Vitale

NO: None

ABSENT: Gilezan, Rozycki

The next item discussed was regarding **Discussion: Planning Program Implementation History.** Commissioner Fuller summarized an overview of the Planning and Development Program Alignment document. The document cross-referenced guidelines of goals, objectives and key actions for future activities in relation to the 2020 Plan.

The next item was the **Building Official's Monthly Report**, and the following items were presented for the month of November and December of 2019:

- Anticipating a façade review for the Big Boy Restaurant;
- Legacy Oaks update will be on the next Council Meeting;
- Solar panels variance approved, tax credits given by government, possible change in ordinance to coincide with State code regarding easier access for firefighters to rooftop.

Chair Profeta reported on the November 18, 2019, Council Meeting. Commissioner Vaughn reported on the November 25, 2019, Council Meeting. There was no report on the December 2019 Meetings. Council Member McConaghy and Commissioner Vaughn reported on the January 27, 2020 Council Meeting.

Commissioner Vitale will be reporting on the February 2020 Council Meetings.



Under New Business, the following items were discussed:

- A. **2020 Plan** – Hamborsky will provide an update in the next meeting – funding issues to be addressed;
- B. **Crosswalk/Pocket Park** – Follow-up with County Commissioner;
- C. **Streetscape** – Survey of equipment on Mack Avenue and to coordinate a request to council for future objectives. Modify ordinance to create guidelines to incorporate participation from businesses to improve Streetscape.

Discussion ensued regarding funding, as well as the development of Planning Commission's own budget and options to use was addressed. The Building Official suggested discussing with the Treasurer/Comptroller.

Under Public Comment, the following individual wished to be heard:

Donna O'Keefe – The Avenue in the Woods

Motion by Ketels, seconded by Vitale, that the Planning Commission Meeting adjourn at 8:49 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin  
Deputy City Clerk

*Commission Approval*  
*3/4/20*



Minutes of the Grosse Pointe Woods Tree Commission Meeting February 5, 2020.

**RECEIVED**

FEB 12 2020

CITY OF GROSSE POINTE WOODS

The meeting was called to order by Chairman Chan at 7:30 p.m.

The following members were present:

Tim Butler  
Stephen Chan  
Maria Galbo  
Laura Gaskin  
Robert Greening  
Peter Groschner  
George Hathaway  
Paul Lechner  
Mary Ellen Meyering  
Jeff Profeta  
Randy Rennpage

The following were also in attendance:

George McMullen, Council Representative  
Kenn Gafa

Motion by Gaskin, seconded by Lechner to approve the agenda for the meeting February 5, 2020 passed by the following vote.

Yes: 11 No: 0 Excused: 0

One correction was made to the minutes of the December 4, 2019 meeting. Ms. Jean Duffy's name was incorrect in the New Business. Motion by Rennpage, seconded by Groschner to approve the minutes for the meeting December 4, 2019 as corrected, passed by the following vote.

Yes: 11 No: 0 Excused: 0

Treasurer's Report:

Tim Butler reported that our remaining budget balance is \$843.37.

Old Business:

The Arbor Week activities information packet was distributed and discussed. Committee members were assigned to present at the various schools. To date 14,160 trees have been distributed to the third graders!

Motion by Lechner, seconded by Galbo to request Council to authorize a total of \$150 in spending for the tree distribution project, including T-shirts and engraving passed by the following vote.

Yes: 11 No: 0 Excused: 0

Profeta reported that four Memorial trees have been reserved for this year's Memorial Tree Ceremony. It will be held on Wednesday, April 1, 2020 at 7:30 p.m. in the Council Chambers. Mr. McMullen agreed to read the prayer as is the custom. Motion by Lechner, seconded by Gaskin to request Council to authorize a total of \$350 in spending for the Ceremony expenses, including photos, certificates and refreshments passed by the following vote.

Yes: 11 No: 0 Excused: 0

#### New Business:

George McMullen was introduced as the new Council Representative.

The application for Tree City USA was accepted. We are now waiting for paperwork and for the flag to arrive. It will be presented at a City Council meeting in April or May depending on it's arrival and the Council schedule.

The updated Commission roster was distributed.

Jan Treuter has requested that we submit an article for the City Update.

Members should submit any budget requests so that they may be included in the next budget

Council representative George McMullen provided an update of current city business.

Motion to adjourn at 8:23 p.m. moved by Gaskin, and seconded by Groeschner, was unanimous.

Submitted by: Mary Ellen Meyering Office Held: Secretary Cell: 313 505 2352

**NOTE**



66

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



PLANNING COMMISSION EXCERPT  
02-25-20

THE MEETING WAS THEREUPON OPENED AT 7:05 P.M. FOR A PUBLIC HEARING REGARDING THE APPLICATION OF CROSSPOINTE CHRISTIAN CHURCH, 21336 MACK AVENUE, GROSSE POINTE WOODS, REQUESTING TO CONSTRUCT A 1,900 SQ. FT. ADDITION FOR AN ELEVATOR, ELEVATOR EQUIPMENT ROOM, AND AN OFFICE.

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

- A. PC Excerpt – 01/28/20
- B. Affidavit of Legal Publication – 02/06/20
- C. Affidavit of Property Owners Notified w/list – 02/06/20
- D. GIS Maps (2 pgs)
- E. Memo w/photos (5) – 02/19/20 - Building Official (Tutag)
- F. Proposed Resolutions – Approving & Denying – City Attorney (Berschback)
- G. Memo – 02/01/20 – DPW Director (Schulte)
- H. Memo – 02/12/20 – DPS Director (Kosanke)
- I. Memo – 01/31/20 – Fire Inspector (Provost)
- J. Letter of Request – 01/24/20 – Merritt Ceislak Design (S. Schneeman)
  - (1) Site Plan Review & Special Land Use Permit Application – 11/26/19
  - (2) Site Plan Review Meeting Checklist (3 pgs)
    - (1) Sheet G-000 – 11/25/19
    - (2) Boundary, Topographic, and Tree Survey Sheet 1 of 2
    - (3) Boundary, Topographic, and Tree Survey Sheet 2 of 2
    - (4) Sheet AS-100 - Partial Site and Site Demolition Plans
    - (5) Sheet AS-101 – Enlarged Partial Site and Landscape Plan & Details
    - (6) Sheet AS-301 – Floor Plans
    - (7) Sheet A-601 Exterior Elevations

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, Ketels, Profeta, Rozycki, Vaughn Vitale  
NO: None  
ABSENT: None

The Building Official provided an overview of his memo dated February 19, 2020, regarding the Special Land Use/Site Plan Review of Crosspointe Christian Church for the construction of an elevator, elevator equipment room, and an office. The Building official stated it was a top notch plan and recommends approval.

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

Matt Swiateck, Pastor of Crosspointe Christian Church  
Wayne Wagner, lifetime member

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

Motion by Gilezan, seconded by Vaughn, that the public hearing be closed at 7:13 p.m.  
PASSED UNANIMOUSLY.

Discussion ensued regarding the Commission Members' perspective of the petitioner's request. The architect of Merritt Cieslak Design displayed samples of materials to be used for the project and responded to questions from the Commission.

Motion by Bailey, seconded by Rozycki, regarding Public Hearing – Crosspointe Christian Church, 21336 Mack Avenue, Grosse Pointe Woods, which is requesting to construct a 1,900 sq. ft. addition for an elevator, elevator equipment room, and an office, that the Planning Commission recommends to City Council approval of Crosspointe Christian Church's Special Land Use application and adopt the resolution as presented, including immediate certification of these minutes.

Motion carried by the following vote:

YES:	Bailey, Fuller, Gilezan, Hamborsky, Ketels, Profeta, Rozycki, Vaughn Vitale
NO:	None
ABSENT:	None

24 January 2020

Planning Commission  
City of Grosse Pointe Woods  
21336 Mack Avenue  
Grosse Pointe Woods, MI 48236

Re: Crosspointe Christian Church – Addition  
Site Plan Approval / Special Land Use  
Project No. 17205

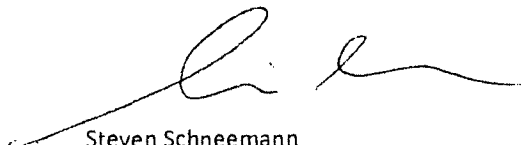
Planning Commission:

Please add the following project to the February Planning Commission agenda. Crosspointe Christian Church, located at 21336 Mack Avenue, has submitted an application for Site Plan and Special Land Use Approvals for an addition to their existing facility.

The proposed addition is 1,905 square feet and is located on the northeast side of the existing building. This proposed space acts as a new main entrance. It contains a new lobby area as well as an elevator providing access to all three existing floor levels. Three offices are also included in the work scope, however, there are no additional staff members being employed. There will be minimal changes to the site directly adjacent to the proposed addition without any changes being made to the parking lot.

Thank you for your consideration in this regard.

Sincerely,  
Merritt Cieslak Design



Steven Schneemann  
Principal Architect



ARCHITECTURE | PLANNING

33610 Grand River Avenue | Farmington, Michigan 48335 | 248.374.0001 | [www.merrittcieslakdesign.com](http://www.merrittcieslakdesign.com)





**Lisa Hathaway**

---

**From:** Mark Strek <Mark@simaskolaw.com>  
**Sent:** Friday, March 6, 2020 10:44 AM  
**To:** City Clerk  
**Subject:** Senior Citizen Commission Resignation  
**Attachments:** 2020\_03\_06\_10\_42\_23.pdf

Please see attached letter.

Best regards,

**MARK STREK, J.D., LL.M.**  
**ATTORNEY AT LAW**

Simasko, Simasko & Simasko P.C.

319 Northbound Gratiot Ave.

Mount Clemens, MI 48043

P: (586) 468-6793

F: (586) 468-6798

**CONFIDENTIALITY NOTICE:**

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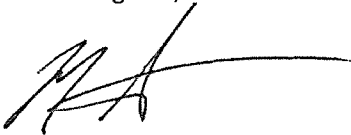
March 5, 2020

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

Dear Mayor Novitke and Grosse Pointe Woods City Council:

Please accept this letter as formal notification of my resignation as the Chair of the Grosse Pointe Woods Senior Citizen Commission. Since moving out of Grosse Pointe Woods, my family has grown, and my career has become more demanding. As such, I am fearful that I may not be able to dedicate the time necessary to adequately fulfill my responsibilities on the commission. I would like to thank the City of Grosse Pointe Woods, and the great people that I have been able to work with on the commission over the past five years. During this time, I have thoroughly enjoyed the atmosphere within the commission and will miss our interactions. Please do not hesitate to contact me if you need any further information.

Kind Regards,

A handwritten signature in black ink, appearing to be 'Mark Strek', with a long horizontal line extending to the right.

Mark Strek

7C

MEMO 20-22

TO: Bruce Smith, City Administrator  
FROM: Frank Schulte, Director of Public Services.  
Nicole Gerhart, Recreation Supervisor  
DATE: March 4, 2020  
SUBJECT: Pool Opening Recommendation

RECEIVED  
MAR - 6 2020  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

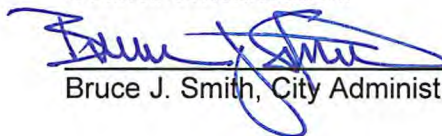
Aquatic Source has provided a proposal in the amount of \$5,550.00 for spring pool opening.

In 2017, City Council approved the installation of the new chlorination feeders by Aquatic Source which are currently still under warranty.

I recommend that council approve the 2020 pool opening proposal to Aquatic Source, 190 Summit St., Brighton, MI 48116 for the spring opening of the pool in an amount of \$5,550.00. This is a budgeted item in the 2019-2020 fiscal year budget in the Parks and Recreation contractual services, pool maintenance account number 101-774-818.103.

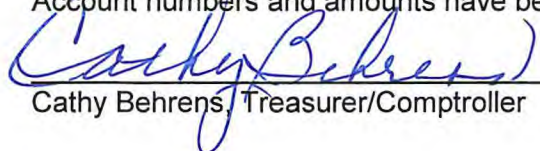
If you have any questions concerning this matter please contact me.

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

 3/4/2020  
Bruce J. Smith, City Administrator

Fund Certification:

Account numbers and amounts have been verified as presented.

  
Cathy Behrens, Treasurer/Comptroller



# Aquatic Source

190 Summit St.  
Brighton, MI 48116  
Ph: 248-366-0606  
Fax: 248-366-0605  
[www.aquaticsource.com](http://www.aquaticsource.com)

## Opening Proposal

DATE: 2.17.2020

### Proposal submitted to

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

### Work to be performed at

Grosse Pointe Woods - Lakefront Park  
23000 E. Jefferson  
St. Clair Shores, MI 48080  
Nikki cell 313-363-1258

We hereby propose to furnish the materials and labor necessary for the completion of: **OPENING OF SWIMMING POOL**

### Includes:

**Drain & Clean pool**  
**Set-up of filtration equipment**

**Reinstall deck equipment**  
**Open bath house(s) (where applicable)**

### Basic Pool Opening

**\$ 5550.00\***

*Pool will be left filling unless customer requests otherwise. It is customer's responsibility to turn water off.*

### Check if applicable

- ☐ Drain and clean spa
- ☐ Drain and clean wading pool
- ☐ Drain and clean water feature fountain
- ☐ Remove, rinse and fold cover and store within pool enclosure (fence/pump room)
- ☐ Clean cover

### ADD to base price:

**\$95.00**  
**\$95.00 (Up to 12 x 12)**  
**\$95.00 (Does not apply for drinking fountains)**  
**\$95.00 (up to 30 x 50)**  
**Time and Material**

### Additional available services billed individually:

- ☐ Training of personnel
- ☐ Start-up of filtration system / lighting of pool heater

**Standard Service Rates**  
**Standard Service Rates\***

*\*Pool must be completely full. It's the customer's responsibility to call our office to notify us when pool is full & ready for start up.*

Due to the huge volume of work which must be performed within a short time frame, it is necessary that our crews work in a "production mode". You will be informed the day before our crews will arrive. It is the customer's responsibility to be sure all gates and doors are unlocked & that water will be available at pool site before our crew arrives. If our crew has to wait for access to pool area or needs a return visit due to failure to provide water or access to pool, additional charges may incur. Other possible extra charges include: excessive use of acid due to badly stained pools or in which the marcite has deteriorated, inability to access pump room due to storage of deck furniture, etc., removal of excessive debris or leaves from pool (five (5) or more garbage bags). **WE DO NOT DISPOSE OR HAUL AWAY GARBAGE BAGS.** If Aquatic Source is to store the cover outside of the pool enclosure, extra charges will apply for time incurred.

Minor necessary repairs will be performed during Drain & Clean at an additional charge over the basic bid. Any major needed repairs will be quoted separately. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner needs to carry fire, tornado and other necessary insurance on above work. Workman's Compensation and Public Liability Insurance on above work is to be supplied by contractor. Prices may change as a result of time and expense incurred in order to satisfy any federal, state or local environmental law or requirement regarding the discharge of pool related water. Cost increases beyond the control of Aquatic Source from suppliers such as gasoline and/or chemicals could result in these costs being passed through to the customer.

Respectfully submitted by Aquatic Source, LLC

Per: Christie Rodenbo  
Service Manager

### \*\*\*\*\* NEW FEDERAL MAIN DRAIN LAW\*\*\*\*\*

Only if the applicable quote is signed will Aquatic Source install new main drain covers for your site to meet the ASME A112.19.8-2007 or 2008a portion of the Virginia Graeme Baker Pools & Spa Safety Act of 2007. Providing certified drain covers without changing the attachment frame and/or drain sump may not fully comply with this standard.

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. *Payment is NET 10.* Scheduling dates will be determined in accordance to the order in which your signed proposal is received in our office. We will, however, accommodate each customer as much as possible. Please indicate your preference dates for the Drain & Clean below:

First choice - week of: \_\_\_\_\_ Second choice - week of: \_\_\_\_\_

(Printed Name)

(Signature)

(Date)



7D

MEMO 20-20

TO: Bruce Smith, City Administrator  
FROM: Frank Schulte, Director of Public Services F.S.  
DATE: February 26, 2020  
SUBJECT: Recommendation – Bark Mulch for City Landscape Beds

RECEIVED  
MAR - 6 2020  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

An "Invitation to Bid" for supplying bark mulch and injection of mulch in city landscape beds was posted on the Michigan Intergovernmental Trade Network (MITN) website on January 31, 2020. The information was also advertised in the Grosse Pointe News. The following bids were received at the bid opening on February 25, 2020.

AMS Grounds	\$18,950.00
Superior Groundcover, Inc.	\$29,310.00
Pro-Mo Lawn and Landscape, LLC	\$35,130.00
Paesaggio, LLC	\$38,820.00
Expert Lawn & Snow	\$44,475.00
Tommy's Lawn Service	\$57,475.00

AMS Grounds submitted the low bid in the amount of \$18,950.00. They have done work for Grosse Pointe Woods in the past and their work has been satisfactory.

Therefore, I recommend the lowest qualified bidder, AMS Grounds, 906 Minion St., Ypsilanti, MI 48197 to supply bark mulch and inject the mulch in city landscape beds in the amount of \$18,950.00. I further recommend a contingency in an amount not to exceed \$4,000.00 for any additional mulch that may be needed. The total project will not exceed \$22,950.00. This is a budgeted item in the 2019/2020 budget included in Major Streets Routine Maintenance Contractual Services account no. 202-463-818.000 and in the Parks and Recreation Contractual Services Park Maintenance account no. 101-774-818.102.

Please contact me if you have any questions concerning this matter.

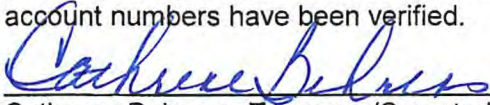
I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council consideration.

  
Bruce Smith, City Administrator

3/4/2020  
Date

Fund Certification:

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

  
Cathrene Behrens, Treasurer/Comptroller

3/6/20  
Date

**DOUBLE SHREDDED BROWN HARDWOOD MULCH  
AND INJECTION OF MULCH IN LANDSCAPE BEDS  
THROUGHOUT THE CITY**

**FEBRUARY 25, 2020**

**10:00 a.m.**

COMPANY	SIGNED BID YES -- NO	TOTAL AMOUNT
Tommy's Lawn Service	Yes	57,475.00
Superior Scape, Inc.	<del>No</del> Yes	29,810.00
Paesaggio LLC	Yes	38,820.00
AMS Grounds	Yes	18,990.00
Expert Lawn & Snow	Yes	44,475.00
Pro-Mo Lawn & Landscap <sup>LLC</sup> e	Yes	35,130.00

IN ATTENDANCE: *Frank Shulte, Gretchen Miotti*



## CITY OF GROSSE POINTE WOODS

IT IS UNDERSTOOD THAT THE CITY OF GROSSE POINTE WOODS IS A GOVERNMENTAL UNIT AND AS SUCH IS EXEMPT FROM THE PAYMENT OF ALL STATE AND FEDERAL TAXES APPLYING ON THE ABOVE MENTIONED EQUIPMENT, AND THE ABOVE PRICES THEREFORE DO NOT INCLUDE THIS AMOUNT.

The bidder by execution of the proposal thereby declares that the bid is made without collusion with any other person, firm or corporation making any other bid, or who otherwise would make a bid, and agrees to furnish all bid items in strict accordance with all Federal Regulatory Measures.

All bids must be submitted on the city's bid sheet.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the bid sheet and specifications, and that he understands and agrees to abide by each and all of the stipulations and requirements contained therein.

BIDDERS ARE REQUESTED TO SUBMIT ALL AVAILABLE DATA AND DESCRIPTIVE LITERATURE COVERING THE MATERIALS PROPOSED TO BE FURNISHED AS REQUESTED BY THE CITY.

THE UNDERSIGNED, by execution of this bid, certified that he is the Chief Operations Officer of the firm named as bidder in the bid; and that he signs the bid on behalf of the firm; and that he is authorized to execute the same in behalf of said firm.

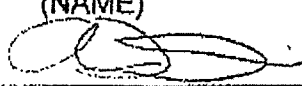
### NAME AND ADDRESS OF BIDDER:

COMPANY NAME AMS GROUNDS

ADDRESS 906 MINION ST

CITY YPSILANTI STATE MI ZIP 48198

SUBMITTED BY: Ahmad Dari COO  
(NAME) (TITLE)

SIGNATURE: 

TELEPHONE 734-480-0666 FAX \_\_\_\_\_

DATE 02/18/2020

THIS PAGE MUST BE RETURNED WITH BID SHEET

## CITY OF GROSSE POINTE WOODS

### BID SHEET

THE UNDERSIGNED DECLARES THAT A CAREFUL EXAMINATION HAS BEEN MADE OF THE ITEM OF THE ACCOMPANYING SPECIFICATIONS INCLUDED IN THIS BID SHEET AND THE UNDERSIGNED UNDERSTANDS ALL OF THE REQUIREMENTS OF SAME. IT IS FURTHER UNDERSTOOD THAT THE UNDERSIGNED WILL CONTRACT TO DELIVER WITHIN THE SPECIFIED TIME, DATE, AFTER THE ISSUANCE OF THE CITY'S PURCHASE ORDER, ANY ITEMS AND SERVICES AS CONTAINED IN THIS BID AND IN ACCORDANCE WITH SPECIFICATIONS; TO-WIT:

#### DOUBLE SHREDDED BROWN HARDWOOD MULCH AND INJECTION OF MULCH IN LANDSCAPE BEDS THROUGHOUT THE CITY

Installed at 1½" depth in city landscape beds as follows:

• 80 CubicYards - Vernier Road Medians @\$ __38__ /C.Y.	\$ <u>3,040.00</u>
• 170 CubicYards - Mack Avenue Medians @\$ __38__ /C.Y.	\$ <u>6,460.00</u>
• 30 CubicYards - D.P.W. @\$ __38__ /C.Y.	\$ <u>1,140.00</u>
• 35 CubicYards - City Hall @\$ __38__ /C.Y.	\$ <u>1,330.00</u>

Installed at 2" to 2½" depth at Lake Front Park as follows:

• 90 Cubic Yards - Lake Front Park @\$ __38__ /C.Y.	\$ <u>3,420.00</u>
---	--------------------

200 Cubic Yards of Bulk Mulch @\$ \_\_18\_\_ /C.Y.

Delivered to DPW	\$ <u>3,600.00</u>
------------------	--------------------

TOTAL COST \$18,990.00

Eighteen Thousand Nine Hundred Ninety Dollars

TOTAL COST IN WRITING

DELIVERY DATE Can be arranged upon request before May 20, 2020

COMPANY NAME AMS GROUNDS

CONTACT PERSON Manal Baker

TELEPHONE 734-480-0666 FAX \_\_\_\_\_





906 Minion St, Ypsilanti, MI 48198

734-480-0666

[info@amsgrounds.com](mailto:info@amsgrounds.com)

[www.amsgrounds.com](http://www.amsgrounds.com)

---

#### References for Mulch Blowing Services

1. James Salter  
Foreman, City of Grosse Pointe Woods  
313-363-1260 / [jsalter@gpwwmi.us](mailto:jsalter@gpwwmi.us)  
Installed mulch at city building and playgrounds.
2. Tim Phillips  
Park Planner, Huron-Clinton Metro Parks  
810-494-6022  
[Tim.phillips@metroparks.com](mailto:Tim.phillips@metroparks.com)  
Installed mulch at multiple metro parks.
3. Stephanie Richardson  
Parks & Recreation, City of Midland  
989-837-6915  
Installed mulch around highway overpass.
4. Gary Filiak  
Recreation and Parks, City of Dearborn  
313-520-5285  
Installed mulch at several city parks.
5. Michael A. Ewald  
Operations Director, Briarwood Mall  
734-332-0742 / [mewald@simon.com](mailto:mewald@simon.com)  
Provided landscaping and snow removal services at Briarwood Mall for 5+ years.
6. Jamil Anwar  
Finance Director, Global Education Excellence  
734-330-7393 / [jamil@gee-edu.com](mailto:jamil@gee-edu.com)  
Provided landscaping and snow removal services at more than 12 schools for 10+ years.



906 Minion St, Ypsilanti, MI 48198

734-480-0666

info@amsgrounds.com

www.amsgrounds.com

---

**School Clients include:**

- Allen Park Public Schools
- Ann Arbor Public Schools
- Distinctive Schools
- Global Education Excellence
- Jackson Public Schools
- Lakeville Community Schools
- Lansing School District
- Marysville Public Schools
- Our Shepherd Lutheran
- Summit Academy Schools
- Washtenaw Community College
- Wayne County Community College District

**Municipality Clients include:**

- City of Dearborn
- City of Grosse Pointe Woods
- City of Kentwood
- City of Lansing
- City of Oak Park
- City of Midland
- City of Wayne
- Huron-Clinton Metro Parks
- Jackson County Parks
- Washtenaw County Parks
- Ypsilanti Township

...and many more!

We've installed mulch at over 500 commercial and municipality sites, and have had 100% return rate with clients. Any of our clients can attest to our quality, efficiency, and reliability.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/2/2020

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

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

PRODUCER  
Knight Insurance Group  
22 North Erie Street  
Toledo OH 43604-6943

CONTACT  
NAME:  
PHONE  
[A/C, No., Ext]: 419-241-5133 FAX [A/C, No.]: 844-201-0753  
E-MAIL  
ADDRESS: certificates@knightinsurance.com

INSURED  
AJ's Maintenance & Services dba AMCO  
900-906 Minion St.  
Ypsilanti MI 48198-5811

INSURER(S) AFFORDING COVERAGE NAIC #  
INSURER A: Grange Insurance Company 14060  
INSURER B: BENCHMARK INS CO 41394  
INSURER C:  
INSURER D:  
INSURER E:  
INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 437221463

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR YVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		CPP2797852	12/8/2019	12/8/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 OTHER: \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		CA2797853	12/8/2019	12/8/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP2797854	12/8/2019	12/8/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 OTHER: \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC5004229	12/31/2019	12/31/2020	<input checked="" type="checkbox"/> PER STATUTE OTHER: E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased/Rented Equipment			CPP2797852	12/8/2019	12/8/2020	Leased/Rented Equip 490,000

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

General &amp; Auto liability additional insured applies per policy forms to the City of Grosse Pointe Woods for operations performed by our named insured.

## CERTIFICATE HOLDER

## CANCELLATION

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

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

AUTHORIZED REPRESENTATIVE

Kenneth P. Knight

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

**Date:** March 09, 2020  
**To:** Bruce Smith, City Administrator  
**From:** John G. Kosanke, Director of Public Safety  
**Subject:** **Traffic Improvement Association**

**RECEIVED**  
**MAR - 9 2020**  
**CITY OF GROSSE POINTE WOODS**  
**CLERK'S DEPARTMENT**

I am requesting approval for the annual 2020 membership dues for the Traffic Improvement Association. TIA is a shared transportation safety service which helps to save lives, prevent injuries, and improve mobility. The membership includes the use of the TIA's licensed traffic engineers and data collection units, various traffic safety evaluations, and educational seminars.

Since its creation, the TIA has become one of the most prestigious transportation safety agencies in the world. The data collection and analysis provided by TIA have allowed many government agencies to identify transportation safety problems and solutions.

Membership dues for cities and villages are based on Act 51 funds, Although these funds have decreased, TIA has opted to maintain 2019 rates due to the deteriorating roads in the State of Michigan.

This is an approved item in the 2019-2020 fiscal year budget in the **Rentals/Contracts fund** (101-310-818.000). The cost of the annual dues is \$5,040.00. A current balance of \$7,373.14 is available in the account.

Payment will be issued to:

**Transportation Improvement Association**  
100 E. Big Beaver Rd.  
Suite 910  
Troy, MI 48083

Recommend Approval of the above stated purchase with a cost in the amount of **\$5,040.00** as submitted.

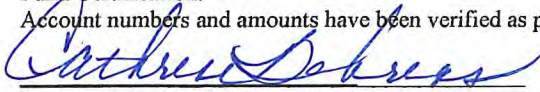
Department Certification:

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

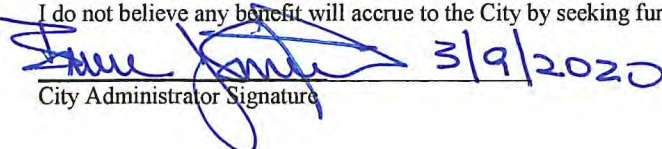
  
Department Head Signature – Public Safety

Fund Certification:

Account numbers and amounts have been verified as presented.

  
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

3/9/2020



## TRANSPORTATION IMPROVEMENT ASSOCIATION

100 E. Big Beaver Rd., Suite 910, Troy, Michigan 48083  
Office (248) 334-4971 • Fax (248) 475-3434  
www.tiasafety.us

### BOARD OF DIRECTORS

#### EXECUTIVE COMMITTEE

##### Chairman

DENNIS G. KOLAR, P.E.  
Managing Director  
Road Commission for Oakland County

##### Vice Chairman

KIRK MORRIS  
Executive Vice President  
Chief Strategy Officer  
Joyson Safety Systems

##### Secretary

MICHAEL PALCHESKO  
Regional Manager  
Corporate & Government Affairs  
DTE Energy Company

##### Treasurer

MARTIN J. OLEJNIK, CPA  
Partner  
Plante Moran

##### JIM BARBAROSSO

Senior Vice President  
Intelligent Transportation Systems  
HNTB Infrastructure Solutions

##### GREGORY C. JAMIAN

Chairman  
Road Commission for Oakland County

##### ALLAN E. SCHNECK, P.E.

Director  
Department of Public Services  
City of Rochester Hills

##### DESI UJKASHEVIC

Global Director of Safety  
Ford Motor Company

##### J. DAVID VANDERVEEN

Director of Central Services  
Oakland County

### CHIEF EXECUTIVE OFFICER

JIM SANTILLI

### TRUSTEES

##### PAUL C. AJEGBA, P.E.

Director  
Michigan Department of Transportation

##### MICHAEL J. BOUCHARD

Sheriff  
Oakland County

##### DAVID COULTER

County Executive  
Oakland County

##### COL. JOSEPH M. GASPER

Director  
Michigan State Police

##### BENNY N. NAPOLEON, J.D.

Sheriff  
Wayne County

##### BARBARA ROSSMANN

President and Chief Executive Officer  
Henry Ford Macomb Hospitals  
Chief Nursing Officer  
Henry Ford Health System

##### ANTHONY M. WICKERSHAM

Sheriff  
Macomb County

January 27, 2020

Mr. Bruce Smith

City Administrator

City of Grosse Pointe Woods

20025 Mack Plaza

Grosse Pointe Woods, Michigan 48236

Dear Mr. Smith:

Enclosed you will find a \$5,040 invoice for the Transportation Improvement Association's (TIA) annual government membership (1/1/2020 - 12/31/2020). Membership dues for cities and villages are based on Act 51 funds (0.5%). This formula, which allows for fluctuations in revenue experienced by the municipalities, was recommended by the Oakland County City Managers Association more than thirty years ago. Membership dues for townships are based on population and participation of the county road agency. Although Act 51 funding generally increased, TIA opted to maintain the current membership dues as a result of the deteriorating roads.

As a member of TIA, a shared transportation safety service, you have access to a variety of engineering, education, and enforcement services. These services are your resource to help save lives, prevent injuries, and improve mobility in your community and throughout the region. Your membership includes the use of our licensed traffic engineer and data collection units, various traffic safety evaluations (i.e. cut-through traffic, on-street and off-street parking capacity, pedestrian and bicycle, school, sight distance, sign and signal warrant, speed and volume, traffic calming, traffic impact, vehicle classification, etc.), education seminars for your employees, traffic safety public awareness campaigns, and much more. TIA also applies for and manages law enforcement and teen program grants annually, which benefit many communities.

As a member, we're also pleased to provide your community with complimentary access to TIA's Traffic Crash Analysis Tool (TCAT). TCAT is a comprehensive web-based traffic crash analysis program that was designed for the detailed study of traffic crashes at any location within the state of Michigan. The program receives a weekly update of data from the Michigan State Police, which guarantees that TCAT users are able to analyze the most up-to-date crash data. TCAT has the ability to search various types of locations for specific data, view crash statistics for several categories, interact with a map to obtain detailed crash statistics and other information pertaining to a location, view collision diagrams, review UD-10 crash report images, and create intersection and road segment ranking reports for a comparative analysis. As part of our ongoing commitment to providing you with the best transportation safety resources, TIA is constantly adding additional features to maintain our position of having one of the most advanced traffic crash data systems in the world.

TIA recently hired an additional Traffic Engineer to reduce the time needed for project completion and better serve our government members. In addition, TIA hired a Director of Legislative Affairs to closely monitor transportation legislation, provide legislative updates to our members, and increase our presence in Lansing. TIA is currently working on a new and informative website, project management and tracking system, public awareness campaigns, enforcement initiatives, traffic data collection, numerous engineering projects, and preparing to share traffic crash trends with its members. TIA will also host its 2020 Annual Meeting, which will have various training sessions and an awards luncheon with a keynote speaker.

As indicated in the enclosed letter from Road Commission for Oakland County Managing Director Dennis Kolar, TIA has made significant contributions since 1967 and still continues to have tremendous value. Our team, which includes engineering and law enforcement experts, has more than 100 years of combined experience.

If you have any questions, please don't hesitate to contact us at (248) 334-4971.

Thank you for your commitment to public safety. We look forward to continuing to provide you with valuable transportation safety engineering, education, and enforcement resources to save lives, prevent injuries, and improve mobility.

Respectfully,

  
JIM SANTILLI  
Chief Executive Officer

  
MONICA YESH  
Chief Operating Officer





# CITY OF GROSSE POINTE WOODS

20025 MACK PLAZA DRIVE  
GROSSE POINTE WOODS, MI 48236  
313-343-2440

WWW.GPWMI.US

Requires Council Approval

RECEIVED

FEB 24 2020

CITY OF GROSSE POINTE WOODS

## Parade or Procession Permit Application

Chapter 38, Article V, Sec. 38-134 to 38-180

### Instructions to Applicant:

- Application for a permit to hold a parade, procession, fun run, group walk, marathon walk, race or bike-a-thon shall be made on this form.
- All questions shall be answered and if the requested information is unavailable, an explanation shall be made as to why such information cannot be furnished.
- Knowingly furnishing or filing false information in an attempt to obtain a permit is a violation of the City Code.
- Application should be made 90 days prior to the scheduled event.
- Attach copy of current \$1 million dollar liability insurance certificate, with an "A" rating or better, indemnifying the City.

1. Name, address and telephone number of the individual or organization making request

1850 Vernier  
Sunrise Senior Living 313.642.2000

2. Name and address of the charity, institution or organization that will benefit

Alzheimer's Association

3. If applicant held a similar event within 12 months preceding the above date, explain as follows:

• Date of event:

May 2019 - 5/17/19 -

• Gross amount collected:

\$                     

• Amt. Of funds remitted to charity: \$                     

4. Describe a map of the starting point, route, and ending point of the event

Corner of Vernier & Mack - start @ 1850 Vernier  
end at 21260 Mack Ave straight down Mack Ave.

5. Date of the event, the starting time and estimated ending time of the event

May 21. @ 10:00AM

6. Number and approximate age of the participants who will take part in the event

60 people - 70-85 yr old

It is hereby acknowledged that any permit issued by the City of Grosse Pointe Woods is conditional upon the applicant fulfilling certain requirements prior to the event. Should the applicant fail or neglect to fulfill any such condition, then such approval for the event, as obtained from City Council, shall be automatically rescinded.

Return Completed Application to the City Clerk's Office.

Applicant Signature

Date

Do Not Write Below This Line - Official Use Only

### ROUTE PERMIT TO:

Insurance certificate attached: ☒

Calendar check for conflict: ☒

City Clerk: lpl 02/24/20

Insurance rating "A" or better: ☒

City Clerk: lpl 4/22/20

Approved: ☒ Denied: ☐

Date: 3-02-2020

Director of Public Safety: Johns. B. S. S.

Approved: ☒ Denied: ☐

Date: 3/3/2020

City Administrator: [Signature]

Approved: ☐ Denied: ☐

Date:                     

City Council:                     

Original: Clerk's Office  
cc: Applicant  
Public Safety

313.642.2000  
Grosse Pointe Vernier Ave  
Sunrise Senior Living.com





## CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
02/20/2020

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

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

PRODUCER Aon Risk Services Central, Inc. Philadelphia PA Office One Liberty Place 1650 Market Street Suite 1000 Philadelphia PA 19103 USA	CONTACT NAME: <u>ACS, CHICAGO @ AON.COM</u> PHONE (A/C No. Ext): (866) 283-7122 FAX (A/C No.): (800) 363-0105 E-MAIL ADDRESS:
INSURED Sunrise Senior Living, LLC 7902 Westpark Drive McLean VA 22102 USA	INSURER(S) AFFORDING COVERAGE INSURER A: ACE American Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

Holder Identifier:

COVERAGES CERTIFICATE NUMBER: 570080584677 REVISION NUMBER:  
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY X CLAIMS-MADE <input type="checkbox"/> OCCUR Prof Lib. Included GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY <input type="checkbox"/> PRO <input type="checkbox"/> JECT <input type="checkbox"/> LOC OTHER:		XSLG71446529 Claims Made	09/01/2019	09/01/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COM/PROP AGO \$1,000,000 SIR \$100,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB DED RETENTION					EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT

Certificate No.: 570080584677

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The City of Grosse Pointe Woods is Named AS Additional Insured in accordance with the policy provisions of the General Liability policy.

## CERTIFICATE HOLDER

## CANCELLATION

City of Grosse Pointe Woods 20025 Mack Plaza Grosse Pointe Woods MI 48236 USA	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 <u>Aon Risk Services Central, Inc.</u>
---	---

OK CTB  
2-27-20



MEMO 20-02

TO: Bruce Smith City Administrator  
FROM: Frank Schulte, Director of Public Services  
DATE: February 21, 2020  
SUBJECT: Administration Office Furniture Replacement

7G  
RECEIVED  
MAR - 9 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.

During the course of the city hall redesign construction work, it was discovered that the office furniture stored in the shipping containers in the parking lot was covered in mold. ABF Environmental tested the contents of the office furniture in the shipping containers. They found that all soft material items will need to be discarded due to mold and hard surface items will need to be retested once cleaned.

Once it was discovered that most of the furniture would have to be discarded, we asked Stuckey Vitale Architects to review options for new office furniture replacements for City Hall. Stuckey Vitale Architects has assisted us with narrowing down multiple furniture designs, types and finishes for replacement. The following two bids were received.

Interior Environments	\$97,775.80
McMillian Business Interiors	\$110,218.00

Stucky Vitale Architect has reviewed the bids and has recommended the low bidder Interior Environments in the amount of \$97,775.80.

Based upon the recommendation of Stucky Vitale Architects, I recommend that Council approve the purchase of the administrative office area furniture replacement from Interior Environments, 48700 Grand River Ave., Novi, MI 48374 in the amount of \$97,775.80. I further recommend that Council approves the final phase of the redesign construction cost, including the furniture interior design work and soliciting of bids, provided by Stuckey Vitale Architects, 27172 Woodward Ave., Royal Oak, MI 48067 in the amount of \$10,076.76. The total project will not exceed \$107,852.56.

This is not a budget item included in 2019/2020 fiscal year budget and will require a budget amendment and transfer from account no. 101-000-699.000, Transfer from prior year Reserve Fund Balance, into account no. 401-902-977.105, Improvements – City Hall in the amount of \$107,852.56. The cost for the furniture destroyed by the flood in the amount of \$75,268.70 and the cost for the redesign construction in the amount of \$10,076.76 has been submitted to the city's insurance company for reimbursement. The probation office furniture and the extra filing cabinets were not part of the flood damage but needed to be updated with the new administration office floor design.

Once the city receives what the insurance company will cover, Council will be updated immediately. The furniture needs to be ordered in order to finalize this project and to avoid a seven-percent increase for furniture cost. Once the furniture order is placed, it takes eight weeks to be delivered. Then installation will need to take place, which will take one to two weeks to coordinate and accomplish. Interior Environments requires a deposit in the amount of \$48,900.00 to place the furniture order. The remaining balance is due after installation is completed.



	Amount
Administrative Office Area Furniture	\$97,775.80
Furniture Interior Design Work	\$10,076.76
<b>Total Project Cost</b>	<b>\$107,852.56</b>

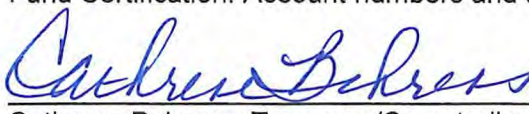
Amount Submitted to Insurance for Reimbursement (Furniture Destroyed in Flood - \$75,268.70 & Furniture Interior Design Work - \$10,076.76)	\$85,345.46
<b>Potential Cost to the City</b>	<b>\$22,507.10</b>

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

  
Bruce Smith, City Administrator

3/9/2020  
Date

Fund Certification: Account numbers and amounts have been verified as presented.

  
Cathrene Behrens, Treasurer/Comptroller

3/9/2020  
Date

# interior environments

NOVI

48700 Grand River Ave.  
Novi, MI 48374  
248.213.3010

DATE: 02/12/20

PROPOSAL: 69731  
PROJECT#: 59-4

## PROPOSAL FOR:

City of Grosse Pointe Woods  
20025 Mack Plaza

Grosse Pointe Woods, MI

## SALESPERSON

Dana Swartz

## INSTALL AT:

City of Grosse Pointe Woods  
20025 Mack Plaza  
Tag: City Hall  
Grosse Pointe Woods, MI  
Frank Schulte 313-343-2460

## CUSTOMER P/O.:

## CONTRACT #

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
1	4	4912	Transition Lounge 34.5"H x 31"W x 34.5"D Grade H Upholstery: Brisa Putty Wood: Walnut Distressed Tag(s): WAITING AREA #101	1,344.71	5,378.84
2	2	SDTRO2021	Stand Round Occasional Table 21"H x 20"W Top Finish: Laminate Wood: Walnut Distressed Laminate Top: Wilsonart Cafelle 7933 Tag(s): WAITING AREA #101	812.65	1,625.30
3	1	RET2060-42P Reef_V.8.1 T	Reef 20d x 60w x 42h Wall Dependent Panel Table HPL Worksurface Vintage Worksurface Color Vintage Panel Color No Foot Rail No Coat Hooks Selected Tag(s): WAITING AREA #101	424.38	424.38
4	2	DC10-4A4	Dacapo Brochure Holder 10 1/2" x 39 3/8" x 5 1/2" Wall mounted rail with (4) 8 1/4"W x 11 11/16"H Poly Brochure Holders Tag(s): WAITING AREA #101	205.88	411.76
5	2	DC10-8A6	Dacapo Leaflet Holder 5 1/4" x 39 3/8" x 3 1/4" Wall mounted rail with (8) 4 1/8"W x 5 13/16"H Poly Leaflet Holders Tag(s): WAITING AREA #101	291.18	582.36
6	4		Reset Nesting Chair 350 Nesting Chair Frame: Magnet Gray Armless Mesh: Silver Mesh Seat Upholstery: Whisper Elephant Grade: B Casters: Grey Hard Floor Casters Tag(s): SM. CONF. ROOM #102	264.94	1,059.76
7	1	NST36-29RDX Nosh_V.8.1	Nosh Round Table with X Base-36d x 29h Eased Edge Standard Tier 1 Laminate Studio Teak Pewter Feet CONTINUED...	418.87	418.87

# interior environments

NOVI  
48700 Grand River Ave.  
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248.213.3010

DATE: 02/12/20

PROPOSAL: 69731  
PROJECT#: 59-4

#	QTY	PRODUCT		DESCRIPTION	SELL	EXTENDED
				and Post No Cut Out & Power Access Tag(s): SM. CONF. ROOM #102		
8	4	ELF342NI	ALF04	Ess Lat 42W 39-1/8H 3-12" Drws Int Pull Pl Paint Opts CLR: Parchment Standard Random key Tag(s): OPEN OFFICE	558.71	2,234.84
9	1			Quartz Top 36"x 84" Tag(s): OPEN OFFICE	4,117.65	4,117.65
10	6	ELF336NI	ALF04	Ess Lat 36W 39-1/8H 3-12" Drws Int Pull Pl Paint Opts CLR: Parchment Standard Random key Tag(s): OPEN OFFICE	483.53	2,901.18
11	1			Quartz Top 18"x108" Tag(s): OPEN OFFICE	2,470.59	2,470.59
12	3	ELF336NI	ALF04	Ess Lat 36W 39-1/8H 3-12" Drws Int Pull Pl Paint Opts CLR: Parchment Standard Random key Tag(s): OPEN OFFICE	483.53	1,450.59
13	1			Quartz Top 36"x108" Tag(s): OPEN OFFICE	5,176.47	5,176.47
14	2			Allsteel, Cadence Laminate Desk w/ Fabric Panel - 30"x 72"	836.97	1,673.94
22	1			Allsteel, Cadence Laminate L-Shaped Desk - 78"x 108"	1,936.15	1,936.15
42	2	801	SEATING	stackable poly back sled armless - splash 801 dark grey plastic seat chrome frame not selected not selected not selected not selected Tag(s): BREAK ROOM #105	125.65	251.30
43	1	NST30-29RDX	Nosh_V.8.1	Nosh Round Table with X Base-30d x 29h Eased Edge Standard Tier 1 Laminate Studio Teak Pewter Feet and Post No Cut Out & Power CONTINUED...	404.47	404.47

# interior environments

NOVI  
48700 Grand River Ave.  
Novi, MI 48374  
248.213.3010

DATE: 02/12/20

PROPOSAL: 69731  
PROJECT#: 59-4

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
			Access Tag(s): BREAK ROOM #105		
44	2		JSI, Vision Laminate U-Shaped Desk w/ Storage - 72"x 114"  Tag(s): CATHY & SHAWN'S OFFICES	3,180.63	6,361.26
61	4	GT4901E	Gatsby_V.8 Gatsby Guest Chair, 3/4 Uph Back, Uph Seat Vintage Coordinate Grade E Ultrafabrics Fabric Brisa Putty No Anti-Microbial Polyurethane Arm Caps Selected Rubber Cushion Metal Glides (Standard) Tag(s): CATHY & SHAWN'S OFFICES	425.22	1,700.88
62	1		JSI, Vision Laminate L-Shaped Desk w/ Storage - 72"x 84"  Tag(s): SAM'S OFFICE #108	2,792.25	2,792.25
74	1	GT4901E	Gatsby_V.8 Gatsby Guest Chair, 3/4 Uph Back, Uph Seat Vintage Coordinate Grade E Ultrafabrics Fabric Brisa Putty No Anti-Microbial Polyurethane Arm Caps Selected Rubber Cushion Metal Glides (Standard) Tag(s): SAM'S OFFICE #108	425.22	425.22
75	1		JSI, Vision Laminate L-Shaped Desk w/ Storage - 72"x 84"  Tag(s): PROBATION OFFICE #109	2,792.25	2,792.25
87	1	NST30-29RDX	Nosh_V.11. Nosh Round Table with X Base-30d x 29h Eased Edge Standard Tier 1 Laminate Studio Teak Pewter Feet and Post No Cut Out & Power Access Tag(s): PROBATION OFFICE #109	403.20	403.20
88	2		Reset Nesting Chair 350 Nesting Chair Frame: Magnet Gray Armless Mesh: Silver Mesh Seat Upholstery: Whisper Elephant Grade: B Casters: Standard Black Carpet Casters Tag(s): PROBATION OFFICE #109	264.94	529.88

# interior environments

NOVI

48700 Grand River Ave.  
Novi, MI 48374  
248.213.3010

DATE: 02/12/20

PROPOSAL: 69731  
PROJECT#: 59-4

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
89	1		Foundation Rectangle Conference Table 48"D x 168"W  Tag(s): CONFERENCE ROOM #115	4,575.90	4,575.90
96	1	TDLB2496	Foundation Buffet Credenza, 6 doors/6 drawers, Laminate, 24x96x36 Includes pull-out Waste Receptacle (far left door) Standard Top Bar Pull, Aluminum FIN: Wilsonart Ebony Recon (7997-38) Tag(s): CONFERENCE ROOM #115	3,191.29	3,191.29
97	1	CPR1	Refrigerator for 24"D Credenza  Tag(s): CONFERENCE ROOM #115	525.00	525.00
98	14	GV1723	Garvey R5 Management Adjustable Mid Back- 25d x 30w x 38-43.5h Grade E Ultrafabrics Fabric Brisa Bark Polished Aluminum with Arm Cap Swivel Tilt Mechanism Polished Aluminum Black Casters Tag(s): CONFERENCE ROOM #115	692.05	9,688.70
99	1		JSI, Vision Laminate Double Pedestal Desk - 36"x 72"  Tag(s): BRUCE'S OFFICE #116	1,110.00	1,110.00
100	1		JSI, Vision Laminate Credenza w/ Storage - 24"x 84"  Tag(s): BRUCE'S OFFICE #116	2,011.34	2,011.34
101	1		JSI, Vision Laminate 2H Lateral Files w/ Tall Storage - Media Center  Tag(s): BRUCE'S OFFICE #116	3,067.63	3,067.63
113	1	NST42-29RDX	Nosh Round Table with X Base-42d x 29h Eased Edge Standard Tier 1 Laminate Studio Teak Pewter Feet and Post No Cut Out & Power Access Tag(s): BRUCE'S OFFICE #116	432.85	432.85
114	1	VL2030-30LF	Vision 20d x 30w x 30h 2-Drawer Lateral File HPL Worksurface Studio Teak Worksurface Color Eased Edge CONTINUED...	434.12	434.12

# interior environments

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248.213.3010

DATE: 02/12/20

PROPOSAL: 69731  
PROJECT#: 59-4

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
			Studio Teak (Chassis Color) Studio Teak (Drawer Color) Bar Pull Polished Nickel Stardust Silver Tag(s): BRUCE'S OFFICE #116		
115	1		JSI, Vision Laminate L-Shaped Desk w/ Storage - 72"x 84"  Tag(s): SUE'S OFFICE #117	2,069.72	2,069.72
123	1	H9190R FLGSHP LAT	Flagship 42W 2-Drw "R" Pull Lateral Flagship 42W 28H 18D Standard Random Key Lock PAINT: Select Core Paint PAINT: Putty Tag(s): SUE'S OFFICE #117	552.88	552.88
124	1	AFNLFTP-421 8L ALF04	Lateral File Top 42Wx18D Laminate L3 Woodgrain Lam Opts Lam: Cafelle Edg: Cafelle *Prev EDG* Tag(s): SUE'S OFFICE #117	136.24	136.24
125	1	AFNLFTP-301 8L ALF04	Lateral File Top 30Wx18D Laminate L3 Woodgrain Lam Opts Lam: Cafelle Edg: Cafelle *Prev EDG* Tag(s): SUE'S OFFICE #117	111.18	111.18
126	2	GT4901E Gatsby_V.8	Gatsby Guest Chair, 3/4 Uph Back, Uph Seat Vintage Coordinate Grade E Ultrafabrics Fabric Brisa Putty No Anti-Microbial Polyurethane Arm Caps Selected Rubber Cushion Metal Glides (Standard) Tag(s): SUE'S OFFICE #117	425.22	850.44
127	1	VL1642WSOL Vision_V.1	Vision 16d x 42w x 18h Wall Mount Overhead Cabinet w/Three Doors - Left Studio Teak (Chassis Color) Studio Teak (Door Color) No Locking Door Option Tag(s): SUE'S OFFICE #117	383.85	383.85
128	1	VL1630WSO Vision_V.1	Vision 16d x 30w x 18h Wall Mount Overhead Cabinet w/Two Doors Studio Teak (Chassis Color) Studio Teak (Door Color) No Locking Door Option Tag(s): SUE'S OFFICE #117	327.60	327.60

# interior. environments

NOVI

48700 Grand River Ave.  
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248.213.3010

DATE: 02/12/20

PROPOSAL: 69731  
PROJECT#: 59-4

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
129	1		JSI, Vision Laminate Double Pedestal Desk w/ Modesty - 36"x 72"  Tag(s): LISA'S OFFICE #118	1,096.94	1,096.94
130	1		JSI, Vision Laminate Credenza w/ Storage - 24"x 72"  Tag(s): LISA'S OFFICE #118	1,552.24	1,552.24
136	2	GT4901E	Gatsby_V.8 Gatsby Guest Chair, 3/4 Uph Back, Uph Seat Vintage Coordinate Grade E Ultrafabrics Fabric Brisa Putty No Anti-Microbial Polyurethane Arm Caps Selected Rubber Cushion Metal Glides (Standard) Tag(s): LISA'S OFFICE #118	425.22	850.44
137	1		JSI, Vision Laminate L-Shaped Desk - 72"x 90"  Tag(s): PAUL'S OFFICE #119	2,315.00	2,315.00
146	1	SV2HCNO	SV001 Svelte 2.0 Uph HighBackChair ChannelStitch No FC FSC Wood Polished Aluminum Synchro Seat Slider Height Adjustable Arms Grade 3 Uph FAB: Silvertex CLR: Carbon Tag(s): BRUCE TASK CHAIR	585.00	585.00
147	3	S415	Diffrient Smart Chair, 4D Height Adjustable Duron Arms Black Frame with Black Trim Dash Zinc Lotus Black No Leather Selected Standard Foam Seat Pan Std 5" Cylinder Std Hard Casters Std Foam and Plastics Tag(s): PAUL, BETH & CATHY'S TASK CHAI	762.35	2,287.05
148	2	MMSY55	STG MONTEREY MESH BACK/MESH SEAT Tension Control Tilt Lock Synchro-Tilt Seat Height Adjustment Waterfall Seat Seat Depth Adjustment Arm Height Adjustment Tag(s): SHAWN & LISA'S TASK CHAIRS	436.00	872.00
149	1		FREIGHT	1,500.00	1,500.00

# interior. environments

NOVI  
48700 Grand River Ave.  
Novi, MI 48374  
248.213.3010

DATE: 02/12/20

PROPOSAL: 69731  
PROJECT#: 59-4

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
153	1		RECEIVE, DELIVER, AND INSTALL	9,725.00	9,725.00

TERMS AND CONDITIONS OF SALE PER THE ATTACHED

DEPOSIT REQUIRED: 48,900.00

ACCEPTED BY \_\_\_\_\_

DATE ACCEPTED \_\_\_\_\_

SUBTOTAL . . . . : 86,550.80

FREIGHT . . . . . : 1,500.00

INSTALL . . . . . : 9,725.00

TOTAL 97,775.80



**INTERIOR ENVIRONMENTS, a subsidiary of Balco Interiors, L.L.C.**  
**UNIFORM TERMS AND CONDITIONS OF SALE**

**1. PROPOSALS AND ORDERS**

- A. **TERM:** All prices quoted by Interior Environments (Seller) are valid for 30 days from date of proposal.
- B. **ACCEPTANCE:** All orders setting forth in detail Buyer's specifications require either a hard copy purchase order issued by Buyer or a proposal prepared by Seller which has been approved by an authorized signatory of Buyer.
- C. **MODIFICATIONS/CHANGES/CANCELLATIONS:** All orders must be placed with Seller in writing. Any requested modification to an order is subject to the approval of Seller and the manufacturer or supplier of the goods ordered. Buyer will pay all additional charges resulting from order modifications, cancellations and changes. Express Ship Orders cannot be changed or cancelled. All goods are custom manufactured to customer specifications and, therefore, cannot be returned. Restocking programs are not available. Changes must be made via a revised written purchase order, change order or signed and dated revised proposal.
- D. **CONTROLLING TERMS:** The terms in this Uniform Terms and Conditions of Sale ("Agreement") shall control for all purposes any transaction between the parties and to the extent the terms, in any quote, invoice, purchase order, shipper, receipt or any other document are inconsistent with the terms of this Agreement, the terms of this Agreement shall control, and the inconsistent terms in a document other than this Agreement shall be null and void. The terms and conditions of any other written document provided by Interior Environments and signed by an authorized representative of Interior Environments which written document is not inconsistent with the terms of this Agreement shall supplement the terms hereof and are incorporated herein by reference. Customer agrees that this Agreement and any other Interior Environments document not inconsistent herewith are the only controlling documents and that there shall be no grounds to introduce any other terms under any legal or equitable theory including but not limited to a so called "battle of the forms."
- E. **CREDIT APPROVAL:** All orders are subject to credit approval.
- F. **DEPOSITS:** A deposit of 50% is required on all orders, and a deposit of 100% is required on C.O.M. materials. All required deposits must be received by Seller prior to the entering of any orders. No interest shall accrue against such deposits.

**2. INVOICING**

- A. **TIMING:** Goods purchased under this Agreement and any related installation or other services will be invoiced upon delivery of the goods to the job site. Direct shipments from manufacturers will be invoiced upon shipment from the manufacturer. Any goods being held at Buyer's request will be invoiced in full upon Seller's receipt of same.
- B. **PAYMENT TERMS:** All invoices are due in full within ten (10) days from date of invoice. A monthly service charge of 1.5% (18% A.P.R.) will be assessed on all unpaid balances, including accrued but unpaid monthly service charges, after invoice due date. A service charge of three percent (3%) of the invoice amount will be added to all invoices paid by credit card.
- C. **WITHHOLDING:** Payment may be withheld on any invoice only for specific goods not delivered or damaged and such notice of withholding shall be in writing.
- D. **FREIGHT:** Unless otherwise noted, any applicable freight and handling charges are not included in this price quotation and will be invoiced as a separate line item after the Seller is invoiced by the carrier. All shipping is FOB origin, prepaid and add.
- E. **TAXES:** Unless otherwise noted, any applicable sales, use, excise, or any other taxes, which are not included in the proposal, will be invoiced as a separate line item. Buyer agrees to pay any and all applicable taxes. If Buyer possesses tax-exempt status, a certificate of resale or tax exemption is to be provided prior to order placement.
- F. **DELAYS:** If Buyer is unable or unwilling to receive goods at the prescribed shipping site on the mutually agreed upon delivery date, goods will be deemed delivered and will be invoiced as if delivered.

**3. DELIVERY AND INSTALLATION**

- A. **DELIVERY AND INSTALLATION:** If included in the scope of service and specifically itemized on this proposal, Delivery and Installation will be made during Seller's normal business hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. Overtime Delivery or Installation performed at the Buyer's request will be subject to labor rates reflecting time-and-a-half for weekdays and double time for weekends and Holidays. If applicable trade regulations require employing union tradesmen to complete the installation or delivery, the additional costs will be invoiced to and paid by the Buyer. Seller shall not be liable for failure or delay in installation due to the installation site not being ready for installation.
- B. **SELLER'S RESPONSIBILITIES:** Seller will receive, inspect, stage, deliver and install Buyer's goods. All furnishings will be left clean and in working order. Cartoning and packing materials will be removed to the Buyer's waste disposal containers, and the premises will be left broom clean. When applicable, Seller may direct shipments directly to the job site.
- C. **BUYER'S ACCEPTANCE:** Buyer agrees to have an agent on the premises at the agreed upon delivery time to accept goods deliveries and completed work. All merchandise shall be considered accepted after Buyer or his agent has signed the delivery document. All claims or exceptions must be made in writing on the delivery ticket or bill of lading on the date of work completion.

- D. **DROP SHIPMENTS:** In case of drop shipments where goods are delivered without installation, Buyer will receive, inspect and install ordered goods. Buyer is also responsible for filing necessary freight claims in the event of damage. Buyer shall have no claims against Seller due to freight damage and may not withhold payment on account thereof.

- E. **CONDITION OF JOB SITE:** Buyer's job site shall be clean, clear of all obstructions, and free of debris prior to installation. Charges will be assessed to the Buyer for excessive handling, storage and transportation incurred because of site conditions, activity of other trades, or other reasons not specifically identified in the price quotation, at a standard hourly rate, or at actual charges, if labor is performed by a third party.
- F. **JOB SITE SERVICES:** Buyer will furnish electrical current, heating, lighting, trash disposal containers, hoisting and/or elevator services, and suitable unobstructed dock space and staging areas at the job site without charge to Seller. If Seller is required to remove or handle existing furniture, the additional cost of moving and transporting shall be billed to the Buyer on an hourly basis. Once the installation has begun, Buyer agrees to assume any expense incurred by Seller due to such charges made at the Buyer's request or for any reason beyond Seller's control.
- G. **ELECTRICAL INSTALLATION:** A licensed electrician may be required to install electrical product including outlets, task lights and hook-ups to base building power. If Seller determines that an electrician is required, the Buyer will be responsible for contracting and paying the electrician.
- H. **PROTECTION OF DELIVERED GOODS:** Buyer is responsible for security and safekeeping of goods after delivery to Buyer's site, or into storage negotiated by Buyer if job site is not ready on mutually agreed upon delivery date, and shall assume any risk of damage or loss thereof.

**4. ADDITIONAL TERMS**

- A. **DISCLAIMER OF WARRANTIES:** BUYER AGREES THAT THE GOODS ARE OF THE SIZE AND DESIGN SELECTED BY BUYER AND THAT BUYER IS SATISFIED THAT SAME IS SUITABLE FOR BUYER'S PURPOSES. SELLER HAS MADE NO REPRESENTATION OR WARRANTY AS TO ANY MATTER WHATSOEVER. SELLER DISCLAIMS AND BUYER EXPRESSLY WAIVES AS TO SELLER, ALL OTHER WARRANTIES WITH RESPECT TO THE GOODS, INCLUDING BUT NOT LIMITED TO ALL EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, QUALITY, CAPACITY, OR WORKMANSHIP. NOTHING CONTAINED HEREIN SHALL DIMINISH THE RIGHT OF BUYER TO EXERCISE ALL RIGHTS AND REMEDIES AGAINST THE MANUFACTURER OF THE GOODS FOR MANUFACTURER WARRANTIES. IN NO EVENT SHALL SELLER BE LIABLE UNDER ANY THEORY AT LAW OR EQUITY FOR ANY LOSS OF USE, REVENUE, ANTICIPATED PROFIT OR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE DESIGN AND USE OF THE GOODS. SELLER SHALL IDENTIFY ALL MANUFACTURERS' WARRANTIES.
- B. **TITLE:** Seller retains title and a security interest in all goods regardless of the location of the goods or installation thereof, until Seller has been fully paid by the Buyer. To the extent title is found to have passed to Buyer, Buyer hereby grants to Seller a security interest in the goods which Seller may perfect by filing any applicable UCC Financing Statement.
- C. **ACTS BEYOND REASONABLE CONTROL:** Seller shall not be liable for any delay or failure to deliver any or all of the goods caused by installation site delays, labor disputes, strikes, acts of God, or other delays beyond the reasonable control of the Seller.
- D. **ENTIRE AGREEMENT:** Unless otherwise agreed to in writing, this document is intended by all parties as the final expression of their agreement and supersedes all other purchase orders or documents provided by the Buyer.
- E. **ASSIGNMENT:** Buyer shall not assign its rights or obligations without the prior written consent of Seller.
- F. **DEFAULT:** If Buyer fails to pay any amount herein provided within ten (10) days after the same is due and payable, or if Buyer fails to observe, keep or perform any other provision of this Agreement, then Seller shall have the right to exercise any one or more of the following remedies:
- To declare the entire amount due hereunder immediately due and payable without notice or demand to Buyer.
  - To sue for and recover all payments, then accrued or thereafter accruing.
  - To take possession of the goods provided hereunder, without demand or notice, wherever same may be located, without any court order or other process of law. Buyer hereby grants free and full access to the premises and hereby waives any and all damages occasioned by such taking of possession.
  - To pursue any other remedy at law or in equity.
- Notwithstanding any repossession or any other action which Seller may take, Buyer shall be and remain liable for the full performance of all obligations to be performed hereunder. All of Seller's remedies are cumulative, and may be exercised concurrently or separately.
- G. **LAW:** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its conflict of law provisions. The parties hereto agree to submit to jurisdiction of the state or federal courts located in the county of Oakland and the Eastern District of Michigan, respectively.



STUCKY VITALE ARCHITECTS  
27172 WOODWARD AVE.  
ROYAL OAK, MI 48067-0925  
P: 248.546.6700  
F: 248.546.8454  
WWW.STUCKYVITALE.COM

RECEIVED

MAR - 9 2020

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

INVOICE

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

Invoice number 201-4228 REVISED  
Date 10/31/2019  
Project 2019.049 GPW- CITY HALL  
PO# 19-45217

Professional services from 6/1/2019 through 10/31/2019

### Architecture and Engineering Services Additional Services

Additional Services #1  
Additional Services #2

\$ 6,800.00  
\$ 2,800.00

Reimbursables:

Printing

\$ 476.76

Invoice total **\$ 10,076.76**

*Please remit payment within 30 days*

*Note the SVA Project # on remittance*



# CITY OF GROSSE POINTE WOODS

## MEMORANDUM

7H

**DATE:** March 6, 2020

**TO:** Mayor and City Council

**FROM:** Susan Como, Executive Assistant 

**SUBJECT:** Invoices from *PAATS* and *The Helm Life Center* for CDBG 2019 PY Reimbursement Requests

RECEIVED  
MAR 12 2020  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

As you are aware, last Program Year the Department of Housing and Urban Development (HUD) and Wayne County restructured the Community Development Block Grant Program. The changes included each community having the option of designating \$20,000 on qualifying projects and/or public service(s) of their choice.

On May 13, 2019 City Council passed a Resolution authorizing the City Administrator to sign and submit the CDBG Joint Application with the Village of Grosse Pointe Shores, Grosse Pointe Farms, Harper Woods, Grosse Pointe Park, and Grosse Pointe City to Wayne County for inclusion in the County's Annual Action Plan to HUD requesting \$6,000 (30%) of the \$20,000 CDBG funds for PAATS (transportation services) and the remaining \$14,000 (70%) for *The Helm Life Center* (senior center operations).

The County is requesting that *PAATS* and *The Helm Life Center* invoice the city for the approved allocated amounts. Once they receive the checks from the city they will forward the required reimbursement paperwork to the city for signature and then submit it to the County. Once the County receives all the paperwork it will reimburse the city directly. Attached is Invoice #104 from PAATS in the amount of \$6,000 for transportation services and Invoice #3396 in the amount of \$14,000 from *The Helm Life Center* for senior center operations.

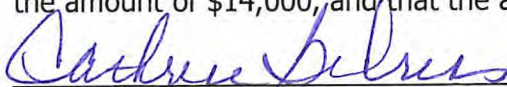
It is my recommendation that City Council authorize payment of Invoice #104 from PAATS in an amount not to exceed \$6,000 for transportation services and Invoice #3396 from *The Helm Life Center* in an amount not to exceed \$14,000 for senior center operations and authorize the City Administrator to sign all required request for reimbursement documents. This item is not a budgeted item and will require a budget transfer of \$6,000 from the General Fund to Account #245-730-872.000 (PAATS) and \$14,000 from the General Fund to Account #245-730-988.000 (The Helm).

Attachments

  
City Administrator Signature

Fund Certification:

A budget transfer is required from Account No. 101-000-699.000 in the amount of \$20,000 into Account No. 245-730-872.000 in the amount of \$6,000 and Account No. 245-730-998.000 in the amount of \$14,000, and that the account numbers have been verified.

  
Treasurer/Comptroller Signature

# PAATS

In partnership with The Helm Life Center

Pointe Area Assisted Transportation Service, Inc.

158 Ridge Road

Grosse Pointe Farms, Michigan 48236

## Invoice

Date: 12/31/2019

Invoice: 104

Terms: Net 60

### Bill To

City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, Michigan 48236

Description	Amount
CDBG 19-14-05E: PY 2019 Public Services (Paratransit Services) for July 1, 2019 through December 31, 2019	6,000.00
	<b>Total</b> \$6,000.00
	<b>Credits</b> \$0.00
Please make all checks payable to Pointe Area Assisted Transportation Service	<b>Balance Due</b> \$6,000.00

Meeting the transportation needs of residents of the Grosse Pointes and Harper Woods to maintain their independence and dignity



**The Helm Life Center, Inc.**  
**158 Ridge Road**  
**Grosse Pointe Farms, Michigan 48236**

**Phone:** 313-882-9600

**Fax:** 313-882-8466

**Bill To:**

City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, Michigan 48236

## Invoice

<b>Date</b>	2/18/2020
<b>PO No.</b>	
<b>Invoice #</b>	3396
<b>Terms</b>	Net 30
<b>Due Date</b>	3/19/2020

Description	Amount
19-14-05E : CDBG PY 2019 Public Services (Senior Services) for July 1, 2019 through December 31, 2019	14,000.00

**Total:** \$14,000.00

**Payments:** \$0.00

**Balance Due:** \$14,000.00





## CITY OF GROSSE POINTE WOODS MEMORANDUM

7I

RECEIVED  
MAR 11 2020  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Date: March 11, 2020  
To: Mayor Novitke & City Council  
From: Cathrene Behrens, City Treasurer/Comptroller  
Subject: Wayne County Pays Program

Please find attached notice received from the Wayne County Treasurer, Eric Sabree, regarding the Wayne County Pays Program. On March 2, 2020 Governor Whitmer signed into law HB 5124 (commonly known as Pay As You Stay (PAYS) which amended the General Property Tax Act (PA 206 of 1893 "GPTA") by adding new subsections authorizing the County Treasurer to implement a delinquent tax reduction program for certain homeowners who have received poverty tax exemptions granted under MCL 211.7u. In Wayne County, the Wayne County Treasurer is required to implement the PAYS program for qualified homeowners in any local cities, townships or villages that do not "opt out" of the PAYS participation.

The City is required to provide written notice to the Wayne County Treasurer's office within twenty-one (21) calendar days from the date of the notice as to whether the City would like to participate in the program.

I have talked with the Assessor Eric Dunlap regarding this issue and many of their communities have made the decision to opt out of this program. He has advised that the City has received two (2) poverty exemption requests for the 2020 tax year, and the Board of Review is tasked with making a determination as to whether these are granted to a City taxpayer. It is my recommendation to notify the Wayne County Treasurer's Office that the City of Grosse Pointe Woods chooses to "opt out" of the PAYS program.

The City Attorney has reviewed the PAYS program stipulation and concurs with the recommendation.

I am requesting City Council authorization to notify the Wayne County Treasurer's Office, no later than March 23, 2020, that the City of Grosse Pointe Woods has elected to "opt out" of the PAYS program.

Thank you.





**ERIC R. SABREE**  
Wayne County Treasurer

**JEAN-VIERRE ADAMS**  
Chief Deputy Treasurer

## **NOTICE OF INTENT TO IMPLEMENT PAYS PROGRAM**

To: Local Treasurers in Wayne County

From: Eric R. Sabree, Wayne County Treasurer

Re: Wayne County PAYS Program

Dated: March 2, 2020

On March 2, 2020 Governor Whitmer signed into law HB 5124 (commonly known as Pay As You Stay ("PAYS")) which amended the General Property Tax Act (Act 206 of 1893 "GPTA") by adding new subsections (8), (9), (10), and (11) to section 78g (MCL 211. 78g (8), (9), (10), and (11)). The new law authorizes County Treasurers to implement a delinquent tax reduction program for certain homeowners who have received poverty tax exemptions granted under MCL 211.7u (such program is referred to herein as the "PAYS Program"). In Wayne County, the Wayne County Treasurer is required to implement the PAYS Program for qualified homeowners in any local cities, townships, or villages that do not opt out of the PAYS participation.

This correspondence serves as the notice that the Wayne County Treasurer is required to provide to the local units of governments in Wayne County (each, a "Local Treasurer") of the intent to implement the PAYS Program and advising you that your local unit government has the option of not participating in the PAYS Program. **If you determine that you will not participate in the PAYS program, you must provide the Wayne County Treasurer written notice of nonparticipation which must be delivered within 21 calendar days of the date of this notice (MCL 211.78g**

## NOTICE OF INTENT TO IMPLEMENT PAYS PROGRAM

(10)(b)(i)). A notice of non-participation must be mailed to the Wayne County Treasurer at 400 Monroe Street, 5<sup>th</sup> Floor, Detroit, Michigan 48226 and by email to [WCTODELINQUENTTAXES@waynecounty.com](mailto:WCTODELINQUENTTAXES@waynecounty.com). If a Local Treasurer provides the Wayne County Treasurer a notice of nonparticipation, all properties within the respective jurisdiction will be excluded from the PAYS Program. If a Local Treasurer fails to provide a notice of nonparticipation, that treasurer is presumed to have consented to participation.

The Wayne County Treasurer will address any questions that you may have regarding the PAYS Program during the Wayne County Treasurers Association meeting on March 11, 2020.

Below are the terms and conditions to be offered under the PAYS Program and other information relevant to your decision making.

A. Properties that Qualify for the PAYS Program.

The PAYS Program will apply to property: (a) that has received or will receive a property tax exemption under the provisions of MCL 211.7u for any tax year from 2019 through 2022, (b) has unpaid delinquent taxes, and (c) is located in a city, town, or village in Wayne County that has not opted out of the PAYS Program pursuant to the terms of MCL 211.78g (10)(b).

B. Reductions in Delinquent Taxes.

For property that meets the qualifications to be included in the PAYS Program, one or more of the following methods of reducing unpaid delinquent taxes<sup>1</sup> would be available to homeowners who participate in the PAYS Program:

1. If the total amount of unpaid delinquent taxes is greater than 10% of the property's taxable value for the calendar year preceding the year the property was exempt under MCL 211.7u, then the amount required

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<sup>1</sup> "Unpaid delinquent taxes" means the amount of taxes turned over to the Wayne County Treasurer for collection. Such amount would include millage assessments, administrative fees and interest fees imposed by the local units of government, and may include solid waste fees and water department charges.

## NOTICE OF INTENT TO IMPLEMENT PAYS PROGRAM

to redeem the property under MCL 211.78g(3)(a) will be reduced to 10% of the property's taxable value for the calendar year preceding the year the property was exempt under MCL 211.7u.

2. All unpaid delinquent taxes that represent charges for services that have become delinquent and have been certified to the Wayne County Treasurer for collection of taxes and enforcement of the lien for the taxes under section 21(3) of the revenue bond act of 1933, 1933 PA 94 (MCL 141.121) may be canceled.
3. All of the interest, penalties, and fees required to be paid under the GPTA with respect to unpaid delinquent taxes will be cancelled.

With respect to the provisions of B.1 through B.3, above, the following will apply:

(a) In the event that a property has been exempt under MCL 211.7u for more than one calendar year, for purposes of determining the property's taxable value for the calendar year "preceding" the year the property was exempt under MCL 211.7u, the calendar year immediately preceding the last prior consecutive calendar year that the property was exempt under MCL 211.7u will be used. By way of example, if a property was exempt in 2017, 2019, and 2020, the taxable value for 2018 will be used, not the taxable value for the 2016 calendar year.

(b) The 10% of taxable value amount determined in Section B(1) above, may be further reduced by 10% of the amount of unpaid delinquent taxes required to be paid to redeem the property if the property is redeemed by a single lump-sum payment (MCL 211.78g(8)(b)). **The single lump-sum payment must be paid within 45 days after the date on the notice to the homeowner from the WCTO that they are eligible for reduction of delinquent taxes under the PAYS Program.**

(c) The Wayne County Treasurer will not impose any additional interest, penalties, fees, or other charges or any kind in connection with the PAYS Program (See, MCL 211.78g(d)).

## NOTICE OF INTENT TO IMPLEMENT PAYS PROGRAM

(d) The PAYS Program would apply to property that is subject to an approved delinquent property tax installment payment plan under MCL 211.78q(1) or an approved tax foreclosure avoidance agreement under MCL 211.78q(5). Failure of a homeowner to pay amounts under such a plan or agreement does not prohibit a homeowner from participating in the PAYS Program.

(e) The Wayne County Treasurer will offer a payment plan to all eligible homeowners under which the reduced amount payable under MCL 211.78g(8) must be paid over a period of up to 36 months in (approximately) equal monthly installments, without interest (the "PAYS Plan"). The initial payment required to enter into a PAYS Plan is the greater of 3% of the reduced amount or \$25.00. Under the PAYS payment agreement, if the homeowner misses 3 payments within a six (6) month period, the WCTO office will send the homeowner a **"notice of missed payments"** and the homeowner will have the opportunity to pay all missed payments within 90 calendar days after the date of the "notice of missed payments." If the homeowner fails to pay all missed payments within this period (or such later period as approved by the Wayne County Treasurer), the homeowner will be in default under the PAYS Plan.

(f) If the homeowner is in default under a PAYS Plan all of the following will apply:

- (i) The amount required to be paid to redeem the property is the sum of (a) any unpaid delinquent taxes on the property and (b) interest under MCL 211.78g(3)(b) and any additional interest, fees, charges and penalties otherwise applicable to any unpaid taxes on the property, including, but not limited to, interest, fees, charges, and penalties canceled under MCL 211.78g(d); and
- (ii) the property must be included in the immediately succeeding petition for foreclosures under MCL 211.78h.



## **NOTICE OF INTENT TO IMPLEMENT PAYS PROGRAM**

(g) Once the homeowner has completely paid the reduced amount of delinquent taxes under Section B and in accordance with any PAYS Plan, any remaining unpaid taxes, interest, penalties, and fees otherwise payable will be cancelled by the Wayne County Treasurer, including, but not limited to, any interest, fee, or penalty payment required under a Section 78q(1) delinquent property tax installment payment plan or a Section and 78q(5) tax foreclosure avoidance agreement.

### **C. Impact on Local Units of Government and Taxing Jurisdictions.**

1. A reduction of unpaid delinquent taxes under MCL 211.78g(a)(i) must be allocated to each taxing unit on based on the proportion that its unpaid delinquent taxes certified to the Wayne County Treasurer bear to the total amount of unpaid delinquent taxes certified to the Wayne County Treasurer in connection with the property.
2. All payments collected in connection with property under MCL 211.78g (paid in either a single lump-sum or under a PAYS Plan) must be distributed to each taxing unit that has certified to the Wayne County Treasurer unpaid delinquent taxes for the property in an amount based on the proportion that the taxing unit's unpaid delinquent taxes certified to the Wayne County Treasurer bear to the total amount of unpaid delinquent taxes certified to the Wayne County Treasurer in connection with the property.
3. If a payment reduction under MCL 211.78g(8) is in effect for property for which Wayne County has issued notes under the GPTA that are secured by delinquent taxes interest on that property, at any time within 2 years after the date that those taxes were returned as delinquent, the Wayne County Treasurer will charge back to any taxing unit in Wayne County the face amount of the delinquent taxes that were owed to that taxing unit on the date those taxes were returned as delinquent, less the amount of any payments received by the Wayne County Treasurer on that property. All subsequent payments of

## NOTICE OF INTENT TO IMPLEMENT PAYS PROGRAM

delinquent taxes and interest on that property will be retained by the Wayne County Treasurer in a separate account and either paid to or credited to the account of that taxing unit.

4. Any payment under a delinquent property tax installment plan pursuant MCL 211.78q(1) or under a tax foreclosure avoidance agreement pursuant to MCL 211.78q(5) that are made during the calendar year in which an owner of property is on the PAYS Plan must be credited to the amount owed as calculated under MCL 211.78q(8), with the credit not to exceed the amount owed under MCL 211.78g(8).

Local Treasurer and Assessors, that have not opted out of participating in the PAYS Program, are requested to forward to the Wayne County Treasurer Excel files reflecting the properties that have been granted exemptions from taxes under MCL 211.7u, as soon as possible for exemptions granted for 2019 and as soon as practical for exemption granted for tax years 2020, 2021, and 2022. Such Excel files are to be emailed to [WCTODELINQUENTTAXES@waynecounty.com](mailto:WCTODELINQUENTTAXES@waynecounty.com). The format of the Excel file is as follows:

NAME OF MUNICIPALITY					
	PARCEL NUMBER	ADDRESS	TAXPAYER NAME	PRECEEDING YEAR TAXABLE VALUE	PTE YEAR
1					
2					

If you have any questions regarding this notice or the PAYS Program, please email them to [Chief](mailto:jvadams@waynecounty.com) Deputy Treasurer Jean-Vierre Adams at [jvadams@waynecounty.com](mailto:jvadams@waynecounty.com) or raise them during the meeting of the Wayne County Treasurers Association on March 11, 2020.



## Lisa Hathaway

---

**From:** Cathy Behrens  
**Sent:** Wednesday, March 11, 2020 3:57 PM  
**To:** Lisa Hathaway; Bruce Smith  
**Subject:** Fwd: PAYS.Program.doc

Sent from my iPhone

Begin forwarded message:

**From:** Berschback Law Offices <blbwlaw@yahoo.com>  
**Date:** March 11, 2020 at 3:26:20 PM EDT  
**To:** Cathy Behrens <cbehrens@gpwmi.us>  
**Cc:** Bruce Smith <bsmith@gpwmi.us>, Susan Como <SComo@gpwmi.us>  
**Subject: Re: PAYS.Program.doc**  
**Reply-To:** Berschback Law Offices <blbwlaw@yahoo.com>

Cathy:

Confirming our phone call, I have reviewed your Memo to the City Council and the Wayne County Notice of Intent and have no objections to it. I agree that based on the number of properties involved in Grosse Pointe Woods, it makes sense to opt out of the program. You need anything further, please call.

Chip Berschback  
*Law Offices*  
24053 Jefferson Avenue  
St. Clair Shores, MI 48080  
586.777.0400 / 0430 fax  
blbwlaw@yahoo.com

On Wednesday, March 11, 2020, 9:33:40 AM EDT, Cathy Behrens <cbehrens@gpwmi.us> wrote:

Property of the City of Grosse Pointe Woods. If you have received this transmission in error, please delete immediately.

8A

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

**RECEIVED**  
MAR - 6 2020  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**TO:** Mayor & City Council  
**FROM:** Gene Tutag, Building Official *GT*  
**DATE:** March 4, 2020  
**SUBJECT:** Nu Appearance Landscaping – Request to Renew Contract

The Building Department continues to be extremely satisfied with Nu Appearance Landscaping service since April 2014. They have continually performed landscaping service without any problems or complaints from the Building Department or our Residents.

The Building Department is requesting to extend the service agreement with Nu Appearance Landscaping thru March 31, 2021 as they have offered to accept another one year extension with terms and pricing to remain unchanged from their original contract dated March 10, 2014.

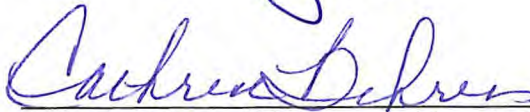
**Attachments**

Nu-Appearance agreement extension e-mail – 03/04/20  
Request for Bid/Exhibit A dated 03/10/14  
Certificate of Liability Insurance (Expires 7/19/20)  
Proposed Service Agreement for 2020/2021  
Council Clipping – 03/18/19

**Recommend approval of the above stated, do not believe any benefit will accrue to the City to seek further competitive bids, and appropriate funds are available for this expenditure:**

  
\_\_\_\_\_  
Bruce Smith, City Administrator

3/5/2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Cathrene Behrens, City Treasurer/Comptroller

3/5/20  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Council Approval Required

\_\_\_\_\_  
Date

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: NU APPEARANCE MAINTENANCE APPEARANCE <nuappearance@comcast.net>

Date: 3/4/20 11:10 AM (GMT-05:00)

To: Gene Tutag <GTutag@gpwmi.us>

Subject: Re: Extend Service Agreement Thru 4-01-2021

Good Morning Gene,

This e-mail confirms NU Appearance's intention to renew the existing agreement through 4-1-2021. At your earliest convenience, please forward an updated Purchase Order for the extended year 2020-2021.

Thank you!

Scott Kettler

NU Appearance Maintenance, Inc.

Exhibit A

**Request for Bid  
GROSSE POINTE WOODS  
Landscaping Proposal for April 2014 thru April 2016**



**Scott A. Kettler**  
(313) 884-0515  
(313) 886-7276 Fax  
nuappearance@comcast.com  
Licensed and insured NCT

Fertilizing/Aeration  
Weed Control  
Snow Plowing  
Sodding/Seeding  
Retaining Walls  
Brick Paving  
Ground Maintenance

	AMOUNT
<b>Lawn Maintenance: Cut &amp; Trim</b>	
<b>Various Lot Sizes:</b>	
40' x 120'	40.00
60' x 150'	50.00
90' x 200'	80.00
100' x 300'	100.00
<b>Shrub Trimming:</b>	
Evergreen and deciduous shrubs (per man hr)	37.00
Removal/Disposal of debris of property (per yd)	25.00
<b>Spraying:</b>	
Spray cracks & crevices for weeds on concrete areas: (per-job)	15.00 PER GAL.
<b>Miscellaneous Service Call</b> (per job)	40.00
Debris Removal (per yd)	25.00
Heavy equipment (per hr)	95.00
<b>MDA License</b> (must provide copy)	# 820087

CONTACT NAME/APPLICANT: ANDY + SCOTT KETTLER

COMPANY NAME: NU APPEARANCE MAINTENANCE INC.

ADDRESS: 19942 HARPER AVENUE, HARPER WOODS  
48225

PHONE: 313.884.0515

SIGNATURE: Scott Kettler DATE: 3/10/14





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/22/2019

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. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

<b>PRODUCER</b> Morris Insurance Group, Inc. Little-Killebrew-Stelger 22440 Hall Road Clinton Township MI 48036		<b>CONTACT NAME:</b> Shelle Kipp <b>PHONE (A/C, No, Ext):</b> (586) 569-0440 <b>FAX (A/C, No):</b> (586) 569-0384 <b>E-MAIL ADDRESS:</b> shelle.kipp@MorrisInsuranceGroup.com	
<b>INSURED</b> Nu Appearance Maintenance Inc 19942 Harper Avenue Harper Woods MI 48225		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Pioneer State Mutual Insurance <b>INSURER B:</b> Accident Fund National <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 18309 12305	

**COVERAGES** **CERTIFICATE NUMBER:** 2019 2020 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		PK00001035	07/19/2019	07/19/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 CYBER \$ 50,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA00303217	07/19/2019	07/19/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ 10,000			CU00000889	07/19/2019	07/19/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WCV6170201	07/19/2019	07/19/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

City of Grosse Pointe Woods is Additional Insured with respect to General Liability when written contract applies.

## CERTIFICATE HOLDER

## CANCELLATION

City of Grosse Pointe Woods 20025 Mack Plaza Dr Grosse Pointe Woods MI 48236	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

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## **SERVICE AGREEMENT FOR NU APPEARANCE LANDSCAPING**

This Agreement entered into this \_\_\_\_ day of \_\_\_\_\_, 2020 between the City of Grosse Pointe Woods ("CITY") and NuAppearance Maintenance, Inc. (a/k/a Nu Appearance Landscaping) ("NU") located at 19942 Harper Avenue, Harper Woods, MI 48225.

**WHEREAS**, the Grosse Pointe Woods City Council on \_\_\_\_\_ 2020, awarded NU a contract to provide landscaping and lawn mowing services within the City of Grosse Pointe Woods, and;

**WHEREAS**, the parties wish to clarify their respective duties and responsibilities under the contract as set forth in this Agreement.

### **IT IS AGREED:**

1. Award of Contract. NU is hereby awarded the contract to perform services for the CITY as specified in the attached specifications, Exhibit A, incorporated by reference and made a part of this Agreement.
2. Term of Contract. This contract will be for a period of April 1, 2020 to March 31, 2021.
3. Availability of Service. NU will provide the services described in the contract to the CITY on an as needed basis within 48 hours of a request, weather permitting.
4. Rates. The rates to be charged by NU are determined in attached Exhibit A.
5. Record of Receipts. On a monthly basis, NU will provide the CITY a record of all services rendered during the period for which payment is made. The records supplied to the CITY shall contain the following information:
  - a. The date the service was rendered;
  - b. The nature of the service rendered and;
  - c. The address where the service was rendered;
  - d. Invoices for the work on a monthly basis.
6. Inspection of books and records by CITY. The CITY shall have the right to inspect NU's books and records (as they pertain to service charges under this Agreement) on NU's premises during normal business hours.
7. Compliance with City Ordinances. NU shall be required to comply with all City Ordinances and pertinent state laws during the terms of this Agreement including but not limited to hours of operation.

8. Termination of Contract. In the event the CITY determines that NU is in breach of this Agreement, it shall so notify NU in writing mailed or delivered to NU's place of business. NU shall then be granted ten (10) days to correct its breach. Failure to do so will authorize the CITY to terminate the Agreement.

Notwithstanding anything to the contrary, the contract may be cancelled by either the CITY or NU for any reason or no reason by giving thirty (30) days written notice.

9. Insurance. NU will supply the CITY with evidence, as requested from time to time by the City, that it is adequately insured in accordance with Exhibit A for the following:

- a. Personal property damage;
- b. Personal liability;
- c. Workers compensation.

10. City Indemnification. NU agrees to indemnify and hold harmless the CITY from any actions, suits, debts, judgments, damages and/or claims arising out of NU's performance of this Agreement.

11. Purchase Order. A standard Grosse Pointe Woods Purchase Order will be issued with additional terms and conditions.

**IN WITNESS WHEREOF** the parties have signed this Agreement on the date first written above.

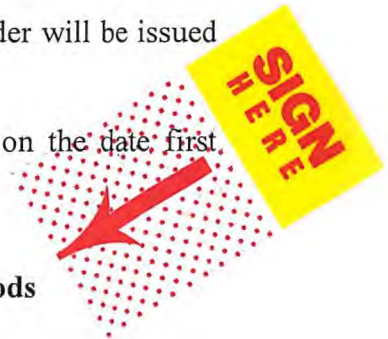
**WITNESS:**

**City of Grosse Pointe Woods**

By: Bruce Smith  
City Administrator

**NuAppearance Landscaping**

By: \_\_\_\_\_  
Scott A. Kettler  
Its: Owner





COUNCIL CLIPPING  
03-18-19

Motion by McMullen, seconded by Shetler, regarding **Contract: Landscape Abatement**, that the City Council approve a contract with Nu Appearance Landscaping to provide grass and weed abatement services (landscaping) from April 1, 2019, through May 31, 2020.

Motion by McMullen, seconded by Shetler, to amend the previous motion by inserting, "and authorize the City Administrator to sign the contract."

Motion carried by the following vote:

Yes: Bryant, Koester, McConaghy, McMullen, Novitke, Shetler

No: None

Absent: Granger

MEMO 20-21

8B

TO: Bruce Smith, City Administrator  
FROM: Frank Schulte, Director of Public Services *FS*  
DATE: February 27, 2020  
SUBJECT: 2019/2020 Water Main Capital Improvement Program – AEW Project No. 166-0417

RECEIVED  
MAR - 6 2020  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

At the February 11, 2019 Construction Committee meeting it was determined that the 2019/2020 Water Main Capital Improvement Program's priority is the replacement of 3,647 feet of 65 year old 8 inch water main on Bournemouth, Raymond, Linville, Kingsville, and easement water mains that run between homes on South Renaud, North Saddle Lane, and Lakeshore Lane. These water mains have experienced multiple breaks in recent years.

The new water main will be an 8 inch high-density polyethylene (HDPE) pipe. The replacement of the water main will be done by pipe bursting. Pipe bursting is a cost effective and efficient method to replace water mains. Pipe bursting also has a minimum impact to residents on the affected streets. The new water main will increase reliability and flow for fire protection and our residents.

On Tuesday, February 4, 2020, five bids were received for the 2019/2020 Water Main Capital Improvement Program. The lowest qualified bidder was, Fontana Construction, Inc, of Sterling Heights, Michigan.

Fontana Construction, Inc.	\$850,658.10
Bidigare Contractors, Inc.	\$1,010,788.00
Pamar Enterprises, Inc.	\$1,177,503.35
Lawrence M. Clarke, Inc.	\$1,233,193.25
D.V.M. Utilities, Inc.	\$1,283,070.00

AEW recommends Fontana Construction, Inc. Fontana Construction, Inc. has previously worked for Grosse Pointe Woods and nearby communities and their work has been satisfactory.

Based upon the recommendation of AEW, I concur that the contract for the 2019/2020 Water Main Capital Improvement Program be awarded to the lowest qualified bidder, Fontana Construction, Inc., 6340 Sims, Sterling Heights, Michigan 48313 in the amount of \$850,658.10.

On September 9, 2020, Council approved \$70,000.00 for design engineering fees for this project. Therefore, I recommend construction engineering fees that will be provided by Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Rd., Shelby Twp., MI 48315 in an amount not to exceed \$127,500.00. I further recommend a construction contingency in an amount not to exceed \$100,000.00 to cover any unforeseen problems should they arise. The total project will not exceed \$1,148,158.00. This is a budgeted item in the water/sewer fund. Amounts and account numbers are listed in the table below.

Water Main Construction & Engineering Expenses		
Construction	592-537-977.300	\$850,658.10
Design Engineering (previously approved)	592-537-977.310	\$70,000.00
Construction Engineering	592-537-977.310	\$127,500.00
Contingency	592-537-977.300	\$100,000.00
<b>Total Project Cost</b>		<b>\$1,148,158.10</b>

Recommend approval of the above stated and do not believe any benefit will accrue to the City by seeking further competitive bids. Approved for Council consideration.

*Bruce Smith*  
Bruce Smith, City Administrator

*3/4/2020*  
Date

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

*Cathrene Behrens*  
Cathrene Behrens, Treasurer/Comptroller

*3/4/20*  
Date



ANDERSON, ECKSTEIN & WESTRICK, INC.  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 Schoenherr Road 586.726.1234  
Shelby Township, MI 48315 www.aewinc.com

February 24, 2020

Bruce Smith, City Administrator  
City of Grosse Pointe Woods  
20025 Mack Avenue  
Grosse Pointe Woods, Michigan 48236-2397

Reference: Bournemouth Water Main Replacement  
AEW Project No. 0160-0417

Dear Mr. Smith:

On Tuesday, February 4, 2020, four (4) bids were received for the above referenced project. We have reviewed the bids and have included a summary herewith for your use. The low bidder is Fontana Construction of Sterling Heights, Michigan with a total bid amount of \$850,658.10.

We have worked with Fontana Construction in Grosse Pointe Woods and nearby communities and they have performed satisfactorily.

Based upon our past experience, availability of funds, and the lowest bid submitted, we recommend the contract for the **Bournemouth Water Main Replacement Project** be awarded to **Fontana Construction**, 6340 Sims, Sterling Heights, Michigan 48313 in the amount of **\$850,658.10**.

In addition, we are recommending additional budget for construction engineering of \$127,500 and a construction contingency of \$100,000. Design engineering was previously approved by Council in the amount of \$70,000. Therefore, the total project cost estimate is \$1,148,158.10.

If you have any questions, please advise.

Sincerely,

ANDERSON, ECKSTEIN AND WESTRICK, INC.

Scott Lockwood, PE

cc: Frank Schulte, DPW Director  
Cathy Behrens, Controller

Enclosure

\\aew-vm-act\data\active\0160\0160-0417\Gen\Letters\recaward.docx



**TABULATION OF BIDS**  
**CITY OF GROSSE POINTE WOODS**  
**BOURNEMOUTH**  
**WATER MAIN REPLACEMENT**  
**AEW PROJECT NO. 0160-0417**

DATE: 2/4/2020  
TIME: 10:00 AM

Prepared by: Anderson, Eckstein and Westrick, Inc.  
51301 Schoenherr Road  
Shelby Township, MI 48315

**VENDOR RANKING**

<i>RANK VENDOR NAME</i>		<i>Option 1</i> <i>(Temporary Water Service)</i>	
1	Fontana Construction, Inc.	\$	850,658.10
2	Pamar Enterprises, Inc.	\$	1,177,503.35
3	Lawrence M. Clarke, Inc.	\$	1,233,193.25
4	D.V.M. Utilities, Inc.	\$	1,283,070.00 *

<i>RANK VENDOR NAME</i>		<i>Option 2</i> <i>(Pre-Chlorinated)</i>	
1	Bidigare Contractors, Inc.	\$	1,010,788.00
2	Pamar Enterprises, Inc.	\$	1,207,343.35
3	Lawrence M. Clarke, Inc.	\$	1,213,190.65
4	D.V.M. Utilities, Inc.	\$	1,319,525.00 *

\* CORRECTED BY ENGINEER



## CITY OF GROSSE POINTE WOODS

### PROCLAMATION

WHEREAS, the Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945 – six million were murdered; Roma (Gypsies), people with disabilities, and Poles were also targeted for destruction or decimation for racial, ethnic, or national reasons; and millions more, including homosexuals, Jehovah's Witnesses, Soviet prisoners of war, and political dissidents, also suffered grievous oppression and death under Nazi tyranny; and

WHEREAS, the history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments, to always remember the terrible events of the Holocaust, and to remain vigilant against hatred, persecution, and tyranny; and

WHEREAS, the Days of Remembrance have been set aside to remember the victims of the Holocaust as well as to reflect on the need for respect of all peoples.

NOW, THEREFORE, I, ROBERT E. NOVITKE, Mayor of the City of Grosse Pointe Woods, Michigan, do hereby proclaim the week of Sunday, April 19, through Sunday, April 26, 2020, as Days of Remembrance in the City of Grosse Pointe Woods in memory of the victims of the Holocaust and in honor of the survivors as well as the rescuers and liberators.

---

Mayor Robert E. Novitke  
March 16, 2020



Invoice Number  
**301868**

Invoice Date  
**02/11/20**

# COUNTY OF WAYNE

Warren C. Evans - County Executive  
500 Griswold, Detroit, Michigan 48226

## Invoice

Send Remittance to:

Wayne County  
Department of Environment  
400 Monroe, Suite 300  
Detroit, Michigan 48226

Customer:

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

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MAR - 3 2020

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT



10A

Customer Number

500012

Direct Inquiries to:

Telephone (313) 224-7843

## Department of Environment

Line No.	Due Date	Description of Item, Material, Services or Work	Amount
001	03/12/20	PRINCIPAL DUE MILK RIVER DRAINAGE SYSTEM 365-445-991.000 SRF PROGRAM 5446-01 Acct# 830.186830 Cash Acct# 830.010724	723,048.00
002	03/12/20	INTEREST DUE MILK RIVER DRAINAGE SYSTEM 365-445-992.000 SRF PROGRAM 5446-01 Acct# 44724.581001 Cash Acct# 830.010724	181,246.24
OK - FS 3/3/2020 Bickers			
Please Pay This Amount =>			\$ 904,294.24

Return Remittance Copy of Invoice with Payment

Invoice Number  
**301868**

Invoice Date  
**02/11/20**



RECEIVED

MAR - 6 2020

10B



ANDERSON ENGINEERING & WESTRICK, INC.  
CITY OF GROSSE POINTE WOODS  
CIVIL ENGINEERS SURVEYORS ARCHITECTS  
51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
www.aewinc.com p(586)726-1234

INVOICE

CITY OF GROSSE POINTE WOODS  
ACCOUNTS PAYABLE  
20025 MACK AVENUE  
GROSSE POINTE WOODS, MI 48236-2397

February 10, 2020  
Project No: 0160-0420-0  
Invoice No: 0125034

Project 0160-0420-0 DPW WATER & SEWER BARN

Professional Services from January 6, 2020 to February 2, 2020

Phase 01 CIVIL / SURVEY  
Fee

Total Fee	5,000.00		
Percent Complete	40.00	Total Earned	2,000.00
		Previous Fee Billing	0.00
		Current Fee Billing	2,000.00
		<b>Total Fee</b>	<b>2,000.00</b>
		<b>Total this Phase</b>	<b>\$2,000.00</b>

Phase 02 ARCHITECTURAL DESIGN  
Fee

Total Fee	13,000.00		
Percent Complete	10.00	Total Earned	1,300.00
		Previous Fee Billing	0.00
		Current Fee Billing	1,300.00
		<b>Total Fee</b>	<b>1,300.00</b>
		<b>Total this Phase</b>	<b>\$1,300.00</b>
		<b>Total this Invoice</b>	<b>\$3,300.00</b>

PO # 19-45539

592.537.978.300

3/2/20

CBK

ES  
3/4/2020

Please include the project number and invoice number on your check.



**ANDERSON, ECKSTEIN & WESTRICK, INC.**  
 CIVIL ENGINEERS SURVEYORS ARCHITECTS  
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315  
 www.aewinc.com p(586)726-1234

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 MAR - 3 2020  
 CITY OF GROSSE POINTE WOODS  
 CLERK'S DEPARTMENT

**INVOICE**

000639  
 CITY OF GROSSE POINTE WOODS  
 ACCOUNTS PAYABLE  
 20025 MACK AVENUE  
 GROSSE POINTE WOODS, MI 48236-2397

FA  
 19-20

January 21, 2020  
 Project No: 0160-0364-0  
 Invoice No: 0125058

PO #17-43940  
 592-537-975.004 \$9,184.05

Project 0160-0364-0 SAW GRANT-WASTEWATER ASSET MGT PLAN  
Professional Services from December 9, 2019 to December 31, 2019  
 Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	10.00	103.00	1,030.00
SENIOR PROJECT ENGINEER			
SEIDEL, KYLE	.50	103.00	51.50
Coordination of Torrey Road PS Assessment with Paul			
SEIDEL, KYLE	.30	103.00	30.90
Coordination with Paul for Torrey PS assessment for SAW			
PRELIMINARY ENGINEERING			
LICENSED ENG/SUR/ARC			
EBERLE, JOSEPH	2.00	103.00	206.00
asset management plan			
CONTRACT ADMINISTRATION			
LICENSED ENG/SUR/ARC			
EBERLE, JOSEPH	2.80	103.00	288.40
Disbursement request			
GRADUATE ENG/SUR/ARC			
MARCUS, PATRICK	1.00	83.50	83.50
Check pay app from contractor for mod #2 work			
TEAM LEADER			
VARICALLI, FRANK	2.50	83.50	208.75
VARICALLI, FRANK	.50	83.50	41.75
amp review			
ENGINEERING AIDE II			
ANKAWI, MICHELLE	.50	62.00	31.00
Create Draft Estimate			
ANKAWI, MICHELLE	2.00	62.00	124.00
Generate IDR for Pay Items, create Final Balancing Mod			
ANKAWI, MICHELLE	3.00	62.00	186.00
Final Documnets to close file			
STUDIES			
LICENSED ENG/SUR/ARC			
GUINNANE, PAUL	3.00	103.00	309.00
Review assessment photos and draft PS assessment for AMP			
GUINNANE, PAUL	2.00	103.00	206.00
Review plans and draft PS assessment. Transfer and organize photos from inspection			

Please include the project number and invoice number on your check.

1/27/20  
 CC APP  
 CD

Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN		Invoice	0125058
	GUINNANE, PAUL	4.50	103.00	463.50	
	Torrey Road PS service district mapping w/ GIS, review files and emails (electrical alternative/ redundant power source, WLE emails), complete initial draft of AMP PS assessment for SAK review				
	GUINNANE, PAUL	2.00	103.00	206.00	
	Review AMP and PS Assessment, criticality				
	GUINNANE, PAUL	4.50	103.00	463.50	
	Review files and draft Torrey Road PS assessment				
	GUINNANE, PAUL	2.00	103.00	206.00	
	Revise draft PS Assessment for AMP, discuss w/ SAK, prep exhibits (photos, district map)				
MEETINGS					
	LICENSED ENG/SUR/ARC				
	GUINNANE, PAUL	4.50	103.00	463.50	
	Prep, travel and perform Torrey Rd PS assessment inspection w/ operator.				
GENERAL					
	LICENSED ENG/SUR/ARC				
	KANAN, SYDNEY	4.50	103.00	463.50	
	AMP report/BRE-CIP spreadsheet				
	KANAN, SYDNEY	1.00	103.00	103.00	
	Discussion on final closeout/Certificate of Completion				
	KANAN, SYDNEY	1.00	103.00	103.00	
	Discussion with SPL				
	KANAN, SYDNEY	20.00	103.00	2,060.00	
	Final submittal docs				
	KANAN, SYDNEY	3.00	103.00	309.00	
	Review AMP				
DATABASE					
	GRADUATE ENG/SUR/ARC				
	MILLER, JEFFREY	1.50	83.50	125.25	
	Calculation of inspected sewer and storm structures				
	ENGINEERING AIDE III				
	SVOBODA, JOSEPH	10.80	70.00	756.00	
	created Strutural pipe and structure rating maps,, O & M pipe and structure rating maps				
GIS UPDATES					
	ENGINEERING AIDE III				
	DOURJALIAN, ANDREW	9.50	70.00	665.00	
	AB Updates				
	Totals	98.90		9,184.05	
	Total Labor				9,184.05
				Total this Invoice	\$9,184.05



MCKENNA

HEADQUARTERS  
235 East Main Street  
Suite 105  
Northville, Michigan 48167

O 248.596.0920  
F 248.596.0930  
MCKA.COM

100

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

March 8, 2020

Invoice No: 21849 - 23

Project 21849 Grosse Pointe Woods Building Services

101-180-702.000  
03-09-2020

Chg to  
this Acct.

*Behrens*

**Professional Services from February 1, 2020 to February 29, 2020**

Monthly Retainer

Conduct Plumbing and Mechanical Inspections as directed by the City.

*Bruce Smith* 3/9/2020

1,500.00

Total

\$1,500.00

INSPECTIONS OVER 30 PER MONTH

Inspection Services - Per Inspection

12.0 inspection @ 55.00

660.00

Subtotal

\$660.00

Invoice Total

\$2,160.00

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 3/9/20

**KELLER THOMA**  
A PROFESSIONAL CORPORATION

COUNSELORS AT LAW  
26555 EVERGREEN  
SUITE 1240  
SOUTHFIELD, MICHIGAN 48076  
313.965.7610  
FAX 313.965.4480  
[www.kellerthoma.com](http://www.kellerthoma.com)

**RECEIVED**

MAR 3 9 2020



FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

**Attention: Bruce Smith, City Manager**

March 01, 2020

Client: 000896

Matter: 000000

Invoice #: 118200

---

REGARDING: GENERAL MATTERS

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

**TOTAL**

**\$1,925.00**

*Bruce Smith*  
3/9/2020

101-210.810.000

*Bellevue*

3/11/20



**KELLER THOMA**  
*A PROFESSIONAL CORPORATION*

COUNSELORS AT LAW  
26555 EVERGREEN  
SUITE 1240  
SOUTHFIELD, MICHIGAN 48076  
313.965.7610  
FAX 313.965.4480  
[www.kellerthoma.com](http://www.kellerthoma.com)

FEDERAL I.D. 38-1996878

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

March 01, 2020  
Client: 000896  
Matter: 000000  
Invoice #: 118200

**Attention: Bruce Smith, City Manager**

Page: 1

RE: GENERAL MATTERS

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For Professional Services Rendered through February 29, 2020

DATE	ATTY	DESCRIPTION	HOURS
2/4/2020	GPB	Attention to review of documents regarding employee matter.	0.75
2/10/2020	GSR	Telephone call to City Manager regarding overtime/comp time review.	0.25
2/12/2020	BAY	Attention to FLSA status/comp time issues, review emails/employment agreements regarding same.	0.50
2/13/2020	GPB	Attention to preparation of disciplinary agreement regarding employee matter.	0.75
2/18/2020	BAY	Attention to employment agreements/FLSA comp time project.	0.75
2/18/2020	GSR	Telephone call from union attorney regarding employee matter; correspondence from arbitrator regarding the same.	0.50
2/19/2020	BAY	Draft memo regarding comp time/FLSA issue.	2.00
2/19/2020	GSR	Telephone call to Director Kosanke regarding employee matter; telephone call from union attorney regarding the same; correspondence with Union attorney and arbitrator Scales regarding the same.	1.00
2/20/2020	GPB	Attention to review of documents regarding employee matter.	0.25
2/20/2020	GSR	Telephone call from and to Director of Public Safety regarding employee matter; correspondence with Director regarding the same; attention to review of grievance regarding the same and preparation of response.	1.00
2/21/2020	BAY	Draft memorandum regarding FLSA/compensatory time issue.	1.50
2/21/2020	GPB	Telephone call from Ms. Behrens regarding pending personnel matters.	0.25
2/21/2020	GSR	Correspondence with Director of Public Safety regarding employee grievance.	0.25
2/24/2020	BAY	Attention to employment agreements/letters.	0.25

**KELLER THOMA**  
A PROFESSIONAL CORPORATION

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

March 01, 2020

Client: 000896

Matter: 000000

Invoice #: 118200

**Attention: Bruce Smith, City Manager**

Page: 2

RE: GENERAL MATTERS

---

DATE	ATTY	DESCRIPTION	HOURS
2/25/2020	GSR	Correspondence with City Manager regarding FLSA/comp time issue; attention to review of Beaumont/Remedy contract and labor contracts to ensure compliance; telephone call to HR Director regarding the same.	0.75
2/27/2020	GSR	Correspondence with City Attorney regarding Remedy Partners agreement.	0.25
Total Services			\$1,925.00

ATTORNEY		HOURS	RATE	AMOUNT
GPK	GARY P. KING	2.00	\$175.00	\$350.00
GSR	GOURI SASHITAL	4.00	\$175.00	\$700.00
BAY	BETH A. YOUNG	5.00	\$175.00	\$875.00

**Total Amount Due \$1,925.00**

**KITCH DRUTCHAS WAGNER VALITUTTI & SHERBROOK**

A PROFESSIONAL CORPORATION

Attorneys and Counselors

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

313-965-7900

IRS # 38-1896224

10E

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

FEBRUARY 29, 2020

FILE # 2371.002582  
INVOICE # 465382

REGARDING: CITY OF GROSSE POINTE WOODS

FOR PROFESSIONAL SERVICES RENDERED

01/23/20 MJW PHONE CALL WITH CLIENT REGARDING THE QUESTION: 1.00  
WHETHER THE CEW CITIES MUST SUPPLY PEG SERVICES  
AND WHETHER THEY CAN TERMINATE THE PEG FEE  
CHARGE AND CORRESPONDING PEG FEE LINE ITEM ON  
SUBSCRIBER BILLS ETC; RECEIPT OF LONG E-MAIL  
STRING FROM CLIENT; REVIEW COMMENTARY FROM  
SCHOOLS REGARDING AVOIDING FCC ORDER ISSUES VIA  
INTERGOVERNMENTAL AGREEMENT; OFFER COUNTER IDEA  
ABOUT A LEASE OF A SCHOOL STUDIO ONLY WITH PEG  
MONEY WHICH MIGHT AVOID "SERVICES" OR  
OPERATIONS ISSUES

01/30/20 MJW REVIEW E-MAIL INQUIRY FROM CLIENT REGARDING 2.30  
REQUIREMENTS OF METRO ACT RELATIVE TO GRANT OF  
SAME FOR ROCKET FIBER, FOCUSING ON FINANCIAL  
REQUIREMENTS AND TIMING FAILURES REGARDING 45  
DAY RESPONSE PERIOD; REVIEW STATUTE AND  
APPLICATION AND PROVIDE ANSWERS TO QUESTIONS  
WITH EXPLANATIONS AND CITES

TOTAL HOURLY CHARGES

\$990.00

-----RECAP-----			
TIMEKEEPER	RATE	HOURS	AMOUNT
MICHAEL J WATZA	300.00	3.30	990.00
TOTALS		3.30	990.00

**RECEIVED**

MAR 11 2020

CURRENT AMOUNT DUE

\$990.00

101-210.812.000  
3/11/20 CB

Bruce J. Smith 3/11/2020

YOUR FILE WILL BE DESTROYED 2 YEARS AFTER CLOSING

UNLESS YOU NOTIFY US IN ADVANCE