

CITY OF GROSSE POINTE WOODS
Electronic Regular City Council Meeting Agenda
Monday, March 15, 2021
7:00 p.m.

The City Council will be conducting a meeting of the Grosse Pointe Woods City Council by video (Zoom) and telephone conference in accordance with the City of Grosse Pointe Woods City Council resolution adopted November 16, 2020, establishing rules for remote attendance pursuant to the Open Meetings Act as amended. This notice is being provided to ensure that those wishing to participate in the meeting have an opportunity to do so. Additional instructions are listed below.

Join Zoom Meeting

<https://zoom.us/j/96146911252?pwd=NDBiLy81Rkd1QmQ5cHorV2EwM05wUT09>

Meeting ID: 961 4691 1252

Passcode: 452105

Join by phone:

Dial by your location

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 961 4691 1252

Passcode: 452105

Facilitator's Statement

1. CALL TO ORDER
2. ROLL CALL
3. ACCEPTANCE OF AGENDA
4. MINUTES
 - A. Council 03/01/21, 02/22/21
 - B. Committee-of-the-Whole 03/08/21, w/recommendations:
 1. Website/Content Management
 2. 2020 Vision Plan Implementation-Streetscape Improvement Proposal/Budget Amendment
 3. COVID Time Bank
 4. Charter Amendment-Proposal Ballot Language
 - C. Judicial Liaison Committee 03/03/21
 - D. Tree Commission 02/03/21, Excerpt 03/03/21 w/recommendation:
 1. Postpone Memorial Tree Ceremony
 - E. Beautification Advisory Commission 02/10/21
5. PUBLIC HEARING
 - A. Fence: 21479 Morningside, Astrit & Edit Baci
 1. Letter Received 02/12/21 – Edit Baci
 2. Neighbors signed approvals
 3. Application for Fence 10/04/20
 4. Photos (3)

5. Google Earth Map
6. Memo 03/02/21 – Building Inspector
7. Photos (7)
8. Memo 02/19/21 – Director of Public Services
9. Affidavit of Property Owners Notified
10. Aerial Views

6. COMMUNICATIONS

- A. Bark Mulch and Mulch Injection Services
 1. Memo 03/02/21 – Director of Public Services
 2. Bid Sheet 03/02/21
 3. Notice to Bidders
 4. Specifications
 5. Bid Sheet – Unique Clips, LLC
 6. Certificate of Liability Insurance
- B. Replacement Doors – Department of Public Safety
 1. Memo 03/03/21 – Director of Public Services
 2. Proposal 02/26/21 – Overhead Door West
 3. Photos (4)
- C. 2021 Lake Front Park Pool Opening
 1. Memo 02/23/21 – Director of Public Services/Recreation Supervisor
 2. Proposal 02/17/21 – Aquatic Source
 3. Certificate of Liability Insurance
- D. Request to Use Bramcaster/Jackson Soccer Fields
 1. Memo 03/09/21 – Director of Public Services/Recreation Supervisor
 2. Application for Community Use of Recreational Facilities 02/14/21
 3. Certificate of Liability Insurance
- E. Department of Public Works 2020 Annual Report
- F. Monthly Financial Report – February 2021

7. RESOLUTION

- A. 2021 CDBG Activities – Request for Proposals
 1. Memo 03/05/21 – Executive Assistant
 2. Proposed Resolution

8. ORDINANCE

- A. Second Reading: An Ordinance to Amend the Code of Ordinances for the City of Grosse Pointe Woods, Chapter 2, Administration, Article VI, Elections to Revise the Nominating Petition Deadline Identified in Section 2-416
 1. Letter 02/11/21 – City Attorney
 2. Proposed Ordinance
 3. Affidavit of Legal Publication

- 9. CLAIMS/ACCOUNTS
 - A. Milk River Drainage System SRF Program
 - 1. County of Wayne Invoice No. 305601 02/15/21 - \$965,922.11
 - B. Claim No. 191382 – Michael Fox (Deductible Recovery)
 - 1. Tokio Marine HCC Invoice 03/01/21 - \$15,000.00.
 - C. Lake Front Park Bridge Replacement
 - 1. E.C. Korneffel Co Pay Estimate No. 4 02/28/21 - \$62,177.90.
 - D. 2020 Sewer Rehabilitation by Full Length CIPP Lining
 - 1. Corby Energy Services Pay Estimate No. 2 02/28/21 - \$123,944.28.
 - E. Metro Act Attorney
 - 1. Kitch Drutchas Wagner Valitutti & Sherbrook Invoice No. 492714 02/25/21 - \$90.00.
 - F. Labor Attorney
 - 1. Keller Thoma Invoice No. 119899 03/01/21 - \$633.75.
 - G. City Attorney
 - 1. York, Dolan & Tomlinson PC 03/02/21 - \$3,627.00.
 - H. City Attorney
 - 1. Rosati, Schultz, Joppich & Amtsbuechler PC, Invoice No. 1075187 03/09/21 - \$9,441.50.

10. NEW BUSINESS/PUBLIC COMMENT

11. ADJOURNMENT

**Lisa Kay Hathaway, MiPMC-3/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 to individuals with disabilities. Closed captioning and audio will be provided for all electronic meetings. All additional requests must be made in advance of a meeting.

Instructions for meeting participation

- 1. **To join through Zoom:** The meeting may be joined by clicking on the link provided on the agenda at the start time posted on the agenda, enter the meeting identification number, and password. Zoom may provide a couple of additional instructions for first time use. As an alternative to using the link, accessibility to the meeting may be obtained by using the browser at join.zoom.us. If having trouble logging in, try a different browser e.g. Chrome.

Join Zoom Meeting

<https://zoom.us/j/96146911252?pwd=NDBiLy81Rkd1QmQ5cHorV2EwM05wUT09>

Meeting ID: 961 4691 1252

Passcode: 452105

2. Join by telephone: Dial the toll-free conferencing number provided and enter the meeting identification number, and password. Dial *9 to be heard under Public Comment.

Dial by your location
 877 853 5247 US Toll-free
 888 788 0099 US Toll-free
 Meeting ID: 961 4691 1252
 Passcode: 452105

In an effort to alleviate feedback and disruption of the meeting, choose one of the media options, either phone or Zoom, not both.

Meeting notices are posted on the City of Grosse Pointe Woods website home page at www.gpwmi.us and the on-line calendar, both containing a link to the agenda. The agenda contains all pertinent information including business to be conducted at the meeting, a hyperlink to participate using Zoom, and call-in telephone number with necessary meeting identification, and a password. Agendas will also be posted on six (6) City bulletin boards along Mack Avenue.

The following are procedures by which persons may contact members of the public body to provide input or ask questions:

1. To assist with meeting flow and organization, all public comment will be taken at the end of the meeting unless it is moved to a different location on the agenda upon a consensus of the City Council;
2. The phone-in audience, when making public comment please state your name (optional) when called upon;
3. Audience participants will be muted upon entry and will have a chance to speak during the public comment portion of the meeting at the end of the agenda, at which time the microphones will be unmuted.
4. Those joining by Zoom will also be muted and may use the virtual raised “hand” to request to be heard under Public Comment.
5. Those joining by telephone need to dial in using the phone number provided on the agenda. When prompted, enter the meeting number and the password also located on the agenda. Dial *9 to be heard under Public Comment.
6. The published agenda invites participants from the community to provide written questions, comments, and concerns in advance of the meeting to any Elected Official or the City Clerk regarding relevant City business and may be read under Public Comment. Emails may be sent to:

Mayor Robert E. Novitke	mayornovitke@comcast.net	586 899-2082
Art Bryant, Council Member	arthurwbryant@gmail.com	313 885-2174
Ken Gafa, Council Member	kgafa@comcast.net	313 580-0027
Vicki Granger, Council Member	grangergpw@aol.com	313 640-5250
Mike Koester, Council Member	koester.gpw@gmail.com	313 655-4190
Todd McConaghy, Council Member	todd.mcconaghygpw@yahoo.com	248 765-0628
Lisa Hathaway, City Clerk	lhathaway@gpwmi.us	313 343-2447

You may contact Lisa Hathaway, City Clerk, at lhathaway@gpwmi.us should you have any questions prior to the meeting starting.

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



MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD REMOTELY ON MONDAY, MARCH 1, 2021.

The Facilitator’s statement was provided.

The meeting was called to order at 7:02 p.m. by Mayor Pro-Tem Bryant.

Roll Call*: Mayor Pro-Tem Bryant
Council Members: Gafa, Granger, Koester, McConaghy (Southfield, MI)
Absent: Novitke
(*Unless specifically identified otherwise, Council Members attended remotely from Grosse Pointe Woods, MI.)

Also Present: City Administrator Smith
City Attorney Anderson
Treasurer/Comptroller Murphy
City Clerk Hathaway
Director of Public Services Schulte
City Engineer Lockwood
Building Official Tutag
Recreation Supervisor Gerhart
Facilitator/Deputy City Clerk Antolin

Motion by Granger, seconded by McConaghy, that Mayor Novitke be excused from tonight’s meeting as he is attending to a personal matter.

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

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

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

Motion by Gafa, seconded by McConaghy, that the following minutes be approved as amended:

1. City Council Minutes dated February 22, 2021.

Motion carried by the following vote:

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

Motion by Granger, seconded by Gafa, regarding **use of tennis courts – Grosse Pointe South**, that the City Council approve Grosse Pointe South’s request to use the tennis courts at Lake Front Park to hold a tennis tournament on Saturday, April 10, 2021, from 8:00 a.m. to 3:00 p.m. contingent upon receipt of appropriate insurance and that MDHHS guidelines and COVID public health orders are followed.

Motion carried by the following vote:

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

Motion by Koester, seconded by Granger, regarding **contract: Landscape Abatement**, that the City Council approve the Agreement with Nu Appearance Maintenance, Inc. (a/k/a Nu Appearance Landscaping) to provide the City’s abatement services from April 1, 2021, to March 31, 2022, and to authorize the City Administrator to sign the Agreement.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **2021 Water Main Replacement Program**, that the City Council award the 2021 Water Main Replacement Program contract to Fontana Construction Inc. in the amount of \$1,625,631.70, to include construction engineering in the amount \$217,000.00 and contingency in an amount not to exceed \$100,000.00, remaining costs in a total amount not to exceed \$1,942,631.70, and to authorize the City Administrator to sign the contract, with funds to be taken as follows:

Construction	592-537-977.300	\$1,625,631.70
Construction Engineering	592-537-977.310	\$ 217,000.00
Contingency	592-537-977.300	\$ 100,000.00

Motion carried by the following vote:

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

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

- The City Clerk was heard regarding a request to waive the late fee on 2020 Business Licenses. She provided an overview of her memo dated February 27, 2021.

Motion by Granger, seconded by McConaghy, that City Council approve waiving late fees for 2020 Business Licenses.

Motion carried by the following vote:

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

Nobody wished to be heard under Public Comment.

Motion by Granger, seconded by Koester, to adjourn tonight's meeting at 7:21 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Arthur W. Bryant
Mayor Pro-Tem

MINUTES OF THE RESCHEDULED CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD REMOTELY ON MONDAY, FEBRUARY 22, 2021.

The Facilitator's statement was provided.

The meeting was called to order at 7:01 p.m. by Mayor Pro-Tem Bryant.

Roll Call*: Mayor Pro-Tem Bryant
Council Members: Gafa, Granger, Koester, McConaghy (Southfield, MI)
Absent: Novitke
(*Unless specifically identified otherwise, Council Members attended remotely from Grosse Pointe Woods, MI.)

Also Present: City Administrator Smith
City Attorney Anderson
Treasurer/Comptroller Murphy
City Clerk Hathaway
Director of Public Services Schulte
Recreation Supervisor Gerhart
Facilitator/Deputy City Clerk Antolin

Motion by Koester, seconded by Gafa, that Mayor Novitke be excused from tonight's meeting as he is attending to a personal matter.

Motion carried by the following vote:

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

Motion by Granger, seconded by Gafa, that all items on tonight's agenda be received, placed on file, and taken in order of appearance, and that the following item be added to the agenda:

1. Memo 02/22/21 – Treasurer/Comptroller regarding Temporary Employee.

Motion carried by the following vote:

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

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

1. City Council Minutes dated February 1, 2021.

Motion carried by the following vote:

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

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

1. Committee-of-the-Whole Minutes dated February 8, 2021.

Motion carried by the following vote:

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

Motion by Granger, seconded by Gafa, regarding **Request to Use Baseball Diamonds – Grosse Pointe North**, that the City Council approve the request of Grosse Pointe North High School to use Ghesquiere Park Marsteller Baseball Diamond Monday-Friday, March 15 – June 10, 2021, from 3:00 p.m.-6:30 p.m. contingent upon:

1. Teams following all park rules and MHSAA rules including clearing the field during storms;
2. Teams cleaning up trash around the field after use;
3. Teams submitting current rosters.

Motion carried by the following vote:

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

Motion by Koester, seconded by Granger, regarding **Request to hold Sidewalk Sale – Avenue in the Woods**, that the City Council approve the request of The Avenue in the Woods to hold a sidewalk sale on Saturday, June 12, 2021, from 9:00 a.m. to 5:00 p.m. contingent upon all merchants adhering to all COVID-19 restrictions and all pedestrian and traffic laws are followed.

Motion carried by the following vote:

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

Motion by Gafa, seconded by McConaghy, regarding **Michigan Municipal League Membership Renewal**, that the City Council approve payment in an amount not to exceed \$6,733.00 to the MML for annual membership, and to authorize the City Administrator to sign the invoice.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Gafa, regarding **Installation/Budget Amendment – Kayal Launch**, that the City Council approve the purchase and installation of a new 32-space kayak launch, removal of two boat well pilings, materials, and contingency in a total amount not to exceed \$52,731.50 as identified, and to approve a budget amendment in the amount of \$52,731.50 from Marina Fund Balance Account No. 594-000-395.000 into Boat Dock Construction Account No. 594-785-977.200.

Motion carried by the following vote:

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

Motion by Gafa, seconded by Koester, regarding **2021 IIMC/MAMC Conference**, that the City Council approve the City Clerk's attendance at the 2021 IIMC Conference being held in Grand Rapids, MI, from May 9 through May 14, 2021, in an amount not to exceed \$2,000.00, funds to be taken from the Clerk's Training/Seminars Account No. 101-215-958.001.

Motion carried by the following vote:

Yes: Bryant, Gafa, Koester
No: Granger, McConaghy
Absent: Novitke

Regarding the **Resignation – Tree Commission**, the Mayor Pro-Tem, acting for Mayor Novitke, accepted the resignation of George Hathaway from the Tree Commission with regret and directed that appropriate thanks and recognition be sent to Mr. Hathaway.

Motion by McConaghy, seconded by Koester, regarding **Monthly Financial Report – January 2021**, that the City Council refer this report to the Finance Committee.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Gafa, regarding **Declaring Vacancy in Office and Adopting a Process for Filling the Vacancy**, that the City Council adopt the Resolution as presented and direct the City Clerk to post and publish the appropriate notices.

Motion carried by the following vote:

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

Motion by Koester, seconded by McConaghy, regarding **First Reading: An Ordinance to Amend the Code of Ordinances for the City of Grosse Pointe Woods, Chapter 2, Administration, Article VI, Elections to Revise the Nominating Petition Deadline Identified in Section 2-416**, that the City Council concur with the amendment of this ordinance, to set a date of March 15, 2021, for a second reading and final adoption, and to publish same by title in the Grosse Pointe News.

Motion carried by the following vote:

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

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

A.	Lake Front Park Bridge Replacement - E.C. Korneffel Co. 1. Pay Estimate No. 2 01/31/21 - \$28,851.84; Account No. 401-903-977.109. 2. Pay Estimate No. 3 02/04/21 - \$117,072.12; Account No. 401-903-977.109.
B.	2020 Sewer Rehab-CIPP Lining 1. Corby Energy Services Inc. Pay Estimate No. 1 01/31/21 - \$97,864.92; Account No. 592-537-976.002.
C.	Assessing Services – WCA Assessing 1. Invoice No. 01182021 - \$6,258.25; Account No. 101-224-818.000. 2. Invoice No. 02102021 - \$6,258.25; Account No. 101-224-818.000.

D.	<p>City Engineer – Anderson, Eckstein & Westrick</p> <ol style="list-style-type: none">1. 2020/21 GIS Maintenance Invoice No. 0129594 - \$693.75; Account No. 592-537-977.000.2. Vernier Rd Resurfacing-Fairway to ECL Invoice No. 0129757 02/01/21 - \$489.00; Account No. 202-451-974.803.3. 2019 Sewer Open Cut Repair Program Invoice No. 0129758 02/01/21 - \$713.00; Account No. 592-537-976.001.4. Beaufait Rd Reconstruction-Mack to WCL Invoice No. 0129759 02/01/21 - \$103.00; Account Nos.:<ol style="list-style-type: none">a. 202-451-974.201 - \$8.24;b. 203-451-977.803 - \$69.01;c. 203-451-974.201 - \$7.21;d. 592-537-975.401 - \$18.54.5. 2020/21 General Engineering Invoice No. 0129760 02/01/21 - \$2,612.50; Account Nos.:<ol style="list-style-type: none">a. 101-441-818.000 - \$870.83;b. 101-444-818.000 - \$870.83;c. 592-537-818.000 - \$870.84.6. 2020 Concrete Pavement Repair Program Invoice No. 0129764 02/01/21 - \$2,501.50; Account Nos.:<ol style="list-style-type: none">a. 202-451-974.201 - \$475.28;b. 203-451-974.201 - \$300.19;c. 585-561-978.300 - \$1,250.75;d. 592-537-975.401 - \$475.28.7. LFP Vehicular Bridge Replacement Invoice No. 0129829 02/03/21 - \$16,843.55; Account No. 401-903-977.109.8. 2020/21 Water Main Replacement Program Invoice No. 0129830 02/03/21 - \$10,818.60; Account No. 592-537-977.310.9. Sewer Rehabilitation-Lining Invoice No. 0129831 02/03/21 - \$5,085.50; Account No. 592-537-976.001.10. Sewer Rehabilitation-Open Cut Invoice No. 0129832 02/03/21 - \$23,287.50; Account No. 592-537-976.001.11. Bournemouth Wm Replacement Invoice No. 0129833 02/03/21 - \$121.25; Account No. 592-537-977.310.12. Oxford Rd Recon-Mack to Holiday Invoice No. 0129834 02/03/21 - \$3,436.58; Account Nos.:<ol style="list-style-type: none">a. 202-451-974.201 - \$274.92;b. 203-451-977.803 - \$2,818.00;c. 592-537-975.401 - \$343.66.
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E.	<p>Building Services – McKenna</p> <ol style="list-style-type: none"> 1. 11/01/20-12/31/20 Invoice No. 21849-32 02/05/21 - \$4,650.00; Account No. 101-180-818.000. 2. 01/01/21 – 01/31/21 Invoice No. 21849-33 02/05/21 - \$2,655.00; Account No. 101-180-818.000.
F.	<p>Professional Services</p> <ol style="list-style-type: none"> 1. Hallahan & Assoc PC Invoice No. 18101 Rec'd 02/12/21 \$3,325.90; Account No. 101-210-801.300.
G.	<p>Labor Attorney</p> <ol style="list-style-type: none"> 1. Keller Thoma Invoice No. 119834 02/01/21 - \$962.50; Account No. 101-210-810.000.
H.	<p>City Attorney</p> <ol style="list-style-type: none"> 1. York, Dolan & Tomlinson PC 02/05/21 - \$3,921.50; Account Nos: <ol style="list-style-type: none"> a. 101-210-801.200 - \$976.50; b. 101-210-801.100 - \$2,945.00.
I.	<p>City Attorney</p> <ul style="list-style-type: none"> • Rosati, Schultz, Joppich & Amtsbuechler PC Invoice No. 1075134 02/10/21 - \$10,180.50; Account Nos.: <ol style="list-style-type: none"> a. 101-210-801.300 - \$806.00; b. 101-210-801.000 - \$9,374.50.

Motion carried by the following vote:

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

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

- The Treasurer/Comptroller, as outlined in her memo dated February 22, 2021, requested to hire a temporary employee until such time as a Deputy Treasurer/Comptroller is hired. She will be working with Plante Moran.

Motion by McConaghy, seconded by Gafa, to approve the Treasurer/Comptroller's request for a temporary employee in an amount not to exceed \$25,000.00.

Motion carried by the following vote:

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

- The Easter Egg Stroll was discussed. The Recreation Supervisor outlined COVID safety modifications being implemented into the program.

- Council Member McConaghy questioned the proposed Charter Amendment process to place the Treasurer and Clerk under the supervision of the City Administrator rather than City Council; ordinance versus Charter Amendment. The City Attorney recommended a Charter Amendment.

Nobody wished to be heard under Public Comment.

Motion by Granger, seconded by Koester, to adjourn tonight's meeting at 7:36 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Arthur W. Bryant
Mayor Pro-Tem



MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD REMOTELY (ZOOM) ON MONDAY, MARCH 8, 2021.

PRESENT*: Mayor Pro-Tem Bryant
Council Members Gafa, Granger, Koester, McConaghy
ABSENT: Mayor Novitke
(*Unless specifically identified otherwise, Council Members attended from Grosse Pointe Woods, MI.)
ALSO PRESENT: City Administrator Smith
City Attorney Anderson
Treasurer/Comptroller Murphy
City Clerk Hathaway
Director of Public Services Schulte
Building Official Tutag
Deputy City Clerk/Facilitator Antolin

Also in attendance from the Planning Commission were Commissioners Bailey and Vaughn.

The Facilitator's Statement was read.

Mayor Pro-Tem Bryant called the meeting to order at 7:01 p.m.

Motion by Granger, seconded by Koester, that Mayor Novitke be excused from tonight's meeting as he is attending to a personal matter.

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

The first item discussed was regarding **website/content management**. The I.T. Manager provided an overview of his memo dated March 1, 2021. After obtaining and reviewing three proposals, he sought input and recommendations from the Department Heads. Based on his findings, he recommends Municode be awarded a contract to replace the city's website. The current 21 year old website is outdated and needs to be brought into compliance with ADA and modern standards. The current website tools are obsolete, and the custom programming on the current site is outdated.

Discussion, questions, and answers ensued. The I.T. Manager stated Municode can accommodate video recordings, streamlines ordinance updates currently with Municode, and the site's longevity could be used well into the future. The initial cost of \$32,500.00 will be spread out over four years, and then costs will be \$4,000.00 annually for hosting and maintenance. Municode's annual maintenance costs are less expensive than the others. He also stated he is in favor of Municode which uses Drupal for content management, a very secure tool used in government.

Motion by McConaghy, seconded by Koester, regarding website/content management, that the Committee-of-the-Whole recommend that City Council sign a contract with Municode for website redesign, hosting, and support in an amount not to exceed \$32,500.00 over four years.

Motion carried by the following vote:

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



The next item discussed was regarding **2020 Vision Plan Implementation-Streetscape Improvement Proposal**. Planning Commissioner Bailey provided an overview of the proposal presented with tonight's agenda. Discussion included the City wholly funding the \$100,000.00 project, executing the plan in stages, and donation commitments. The Director of Public Services stated DPW can supply the labor to install the benches, name plaques, trash receptacles, planters, and bike racks with a bike rack and two benches being placed on each block.

Motion by McConaghy, seconded by Gafa, regarding 2020 Vision Plan Implementation-Streetscape Improvement Proposal, that the Committee-of-the-Whole recommend that City Council approve the portions of the 2020 Vision Plan Implementation - Streetscape Improvement Proposals as set forth in the agenda with full funding.

Motion carried by the following vote:

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



The Building Official then provided an **update: Legacy Oaks**. The Building Inspector provided an update and overview of the correspondence provided with the agenda pertaining to Legacy Oaks construction. He stated many delays were caused by COVID including ability to obtain lumber, electrical, and construction materials. Work is taking place every day. No complaints have been received regarding the site in over a year. They are good neighbors and responsive to requests.

Discussion, questions, and answers ensued. The Building Inspector stated the former auditorium is ready, there is no evidence of anybody occupying the site, and all units have been spoken for. There is approximately 18,000 sq. ft. of residential space being

constructed right now. He stated additional units being built in the open space will come in Phase III of construction.

Discussion then ensued regarding **COVID Time Bank for Employees**. The City Administrator stated employees had 80 hours of time provided under the COVID federal benefits law, which expired December 31, 2020, of which were necessary for some employees to use. He is requesting consideration be given for a new COVID time bank of 80 hours for calendar year 2021. It would be used if they get COVID, if they were under quarantine, if a medical provider ordered quarantine, or if caring for someone with COVID. Seven employees have taken COVID time since January 1, 2021, and he is requesting the time be approved retroactive to January 1, 2021. The City Attorney did not have any objections to this request.

Discussion, questions, and answers ensued. The City Administrator stated mandating employees to receive the vaccine could be problematic and that it is an individual's choice whether to receive the vaccine. The City Attorney stated she would look into mandate requirements if Council so wishes.

Motion by Granger, seconded by Gafa, regarding COVID Bank Time, that the Committee-of-the-Whole recommend City Council approve the recommendation from the City Administrator establishing an employee bank for COVID time for the calendar year 2021 as outlined in his memo dated February 11, 2021.

Motion carried by the following vote:

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



Next, the **Charter Amendment-Proposed Ballot Language regarding Administrative Services** was then discussed. The City Attorney provided an overview of her letter dated March 2, 2021, presented with the meeting agenda. The proposal language amends two sections of the City Charter, 4.5 and 4.7, to allow an ordinance to be put into place bringing the Clerk, Treasurer, and their respective departments under the supervisory authority of the City Administrator, with Council retaining the authority to appoint and remove these positions. With regard to changing the title of City Administrator to City Manager, she does not see a problem with changing the title nomenclature without a corresponding change in the duties, otherwise there would be a more comprehensive revision process to put into place.

Discussion, questions, and answers ensued. The City Attorney stated she will work informally with the Attorney General's office regarding the language to obtain recommended changes ahead of time and bring the changes back to the Committee for review. Timing wise, the proposal is in line with placing onto the November ballot. A brief discussion ensued regarding Section 4.7, and the City Attorney agreed to add a statement including something similar to, "... or as otherwise provided in this charter." as requested by Council Member Gafa.

Motion by McConaghy, seconded by Gafa, regarding Charter Amendment-Proposed Ballot Language regarding Administrative Services, that the Committee-of-the-Whole recommend that City Council proceed immediately with the City Attorney's proposal as set forth in her March 2, 2021, correspondence to the City Council including the language that she has set forth and also encompassing the comment from Council Member Gafa, and that the City Administrator's title may be changed to City Manager but only as amendment nomenclature as opposed to changing any other job duties.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, McConaghy
No: Koester
Absent: Novitke



The following items were heard under New Business:

- Deputy Treasurer/Comptroller Position. The Treasurer/Comptroller provided an overview regarding her memo dated March 5, 2021, requesting to increase the pay range of the Deputy Treasurer/Comptroller to \$65,000.00-\$75,000.00 suggesting \$70,000.00 minimum. She also suggested using a recruiter to fill this position due to not having received qualified applicants from other sources. There was a consensus of the Committee to authorize the salary increase to \$70,000.00, but not to use a recruiter at this time.
- Council Member Koester suggested Compensation & Evaluation Committee consider asking administration to obtain salaries for like positions. The Chair of the Committee stated they do review comparable salaries from other communities including but not limited to the Grosse Pointes.
- The City Attorney discussed the February 22, 2021, Council minutes regarding a motion and vote that was split 3/2 for City Clerk to attend a conference. Following additional review, she concluded that the 3/2 vote was sufficient to pass that motion and did not require a correction to the minutes. The February 22, 2021, Council Minutes will again be placed on the Council agenda for approval.

Nobody wished to speak under public comment.

Motion by Gafa, seconded by McConaghy, that the meeting of the Committee-of-the-Whole be adjourned at 8:09 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Arthur W. Bryant
Mayor Pro-Tem



MINUTES OF THE JUDICIAL LIAISON COMMITTEE MEETING OF THE CITY OF GROSSE
POINTE WOODS HELD REMOTELY ON WEDNESDAY, MARCH 3, 2021.

The meeting was called to order at 4:00 p.m. by Chair McConaghy.

In attendance:	Chairman McConaghy
Absent:	Novitke
Also present:	Hon. Ted Metry
	Facilitator/Administrative Clerk Miotto

The Chair noted a lack of quorum and explained the Mayor was unable to attend the meeting due to attending to a personal matter, and the Committee currently has a vacancy due to the passing of George McMullen. A brief discussion ensued including holding court by Zoom, the new City Attorneys, and Executive Orders pertaining to evictions.

The Chair closed the meeting at 4:16 p.m.

Respectfully submitted,

Todd A. McConaghy
Committee Chair

Approved by Commission
3/3/21

Minutes of the Grosse Pointe Woods Tree Commission Meeting February 3, 2021.



The meeting was called to order by Chairman Lechner at 7:38 p.m.

The following members were present:

Maria Galbo
Peter Groschner
Paul Lechner
Mary Ellen Meyering
Jeff Profeta

The following members were excused:

Tim Butler
George Hathaway (resigned)
Randy Rennpage

The following members were absent:

Laura Gaskin
Robert Greening

The following were also in attendance:

Michael Koester, Council Representative
Gretchen Miotto, Moderator
Dave Andrews
Ted Colborn

Motion by Groeschner, seconded by Profeta to approve the agenda for the meeting February 3, 2021 passed by the following vote:

Yes: 5 No: 0 Excused: 3

Motion by Galbo, seconded by Groeschner to approve the minutes for the meeting December 2, 2020 passed by the following vote:

Yes: 5 No: 0 Excused: 3

Treasurer's Report:

No Treasurer's report this month.

Old Business:

Lechner is working with the schools to determine how we can conduct our traditional Arbor Day activities. He will also contact the tree vendor to discuss our options.

The April Memorial Tree Ceremony is on the City calendar for April 7, 2021 at 7:30. We plan to honor the trees dedicated in both 2020 and 2021 with appropriate social distancing. Invitations will be sent after our next meeting to allow for any unanticipated changes to the City Hall situation.

New Business:

Discussion of the budget was tabled until next month when Treasurer Butler is available.

Our application for Tree City USA has been appropriately filed.

Groeschner correct his wife's name on the roster.

The members interviewed the two candidates for the Commission opening. With Mr. Hathaway's resignation, there will be two openings. After discussion, Meyering moved that we recommend both candidates to Council. Groeschner seconded and the motion passed by the following vote:

Yes: 5 No: 0 Excused: 3

Council representative Michael Koester provided an update of current city business.

Motion to adjourn at 8:34 p.m. moved by Groeschner, and seconded by Galbo, was unanimous.

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



Old Business:

Nichole Gerhardt of the Recreation Commission suggested to Chairman Lechner that we consider postponing our Memorial Tree Ceremony until June and conducting it outdoors due to new guidance from the State. Profeta reports that we have 20 Tree donations over the last two years, so the potential for a large attendance exists. Profeta moved that we postpone the ceremony to a later date, to be determined, Gaskin seconded.

The motion passed by the following vote:

Yes: 8 No: 0 Excused: 0

Gaskin moved to immediately certify the vote to postpone the ceremony, Groeschner seconded.

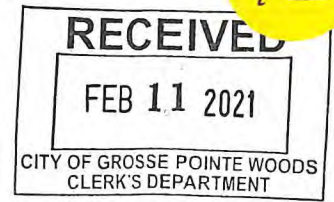
The motion passed by the following vote:

Yes: 8 No: 0 Excused: 0



Commission Approved
3/11/21
4E

**Beautification Advisory Commission
Electronic Meeting Minutes - Zoom
Grosse Pointe Woods
Meeting – February 10, 2021– 7:00 p.m.**



Present: Arslanian, Casinelli, Hage, R. Koester, McCarthy, Miller, Rachel Moran, Spreder, Stephens, Stewart, Matt Wettstein

Excused: Hess

Also Present: M. Koester, G. Miotto

Call to Order: The meeting was called to order by Chairperson, McCarthy at 7:07 p.m.

Minutes: The January 13, 2021 minutes were distributed and reviewed.

Motion by Casinelli, seconded by Wettstein, to approve the January 13, 2021 minutes as presented.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hage, R. Koester, McCarthy, Miller, Moran, Spreder, Stephens, Stewart, Wettstein

No: none

Excused: Hess

Treasurer's Report: Stewart present the treasurers report.

Motion by Casinelli, seconded by Miller to approve the treasurers report as presented

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hage, R. Koester, McCarthy, Miller, Moran, Spreder, Stephens, Stewart, Wettstein

No: none

Excused: Hess

Chairperson's Report: McCarthy presented Chairperson report. Two openings on Beautification Advisory Commission.

Awards Program: Stephens updated committee on Awards Program. Area assignments updated.

Event chairs: Hess, Spreder, Stephens and Wettstein.

Flower Sale: Arslanian updated committee on 2021 Flower Sale on May 7 & 8, 2021.

Council Report: M. Koester presented council report.

Old Business: none

New Business: McCarthy discussed with committee and committee agreed to have Lisa Hathaway attend the March 10, 2021 Beautification Advisory Commission meeting to review committee bi-laws with members.

McCarthy reminded committee of opening for Corresponding Secretary, Mary Casinelli volunteered for the position.

Motion by Miller, seconded by Stephens to approve the following officer for the 2021 term:

Corresponding Secretary: Mary Casinelli

Motion Carried by the following vote:

Yes: Arslanian, Casinelli, Hage, R. Koester, McCarthy, Miller, Moran, Spreder, Stephens, Stewart, Wettstein

No: none

Excused: Hess

Motion by Miller, seconded by Casinelli to adjourn the Beautification Advisory Commission meeting at 7:55 pm.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hage, R. Koester, McCarthy, Miller, Moran, Spreder, Stephens, Stewart, Wettstein

No: none

Excused: Hess

Respectfully submitted,
Rachelle Koester

Astrit & Edit Baci

21479 Morningside Dr.

Grosse Pointe Woods, MI 48236

RECEIVED

5A

FEB 12 2021

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

Dear City Council members,

We are writing this letter to seek a fence variance for our single-family home at 21479 Morningside dr. Current Grosse Pointe Woods City ordinance rules say that fences must have 2 inch opening in between; I respectfully request to install a privacy vinyl fence that is 6 feet tall.

The main reason is because we have a pool and young kids, and having two inch openings for the fence doesn't provide us with the security and privacy we feel that we need when our kids are outside in the pool.

The other reason is because we feel that this action to not approve our permit, is unfair due to the fact that neither us nor Michigan Fence Outlet, were notified, even after all necessary documentation were submitted (including neighbor's signature approvals).

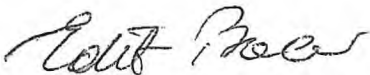
Also, because no notification of denial was received, and assuming that the permit was delaying because of Covid-19, Michigan Fence Outlet felt that it was wise to proceed with ordering the fence material, while we were waiting for the permit.

We feel that we should also bring to your attention that the new vinyl privacy fence is replacing the current wood 6 foot privacy fence, which existed in the property when we purchased it in 2009.

We hope that you will take your time to reconsider and approve our variance request for the reasons stated above.

Respectfully

Astrit and Edit Baci



Neighbors: I approve the install of the new 6 foot vinyl privacy fence:

<u>AC Buttilon</u> Neighbor Signature	<u>21499 Morningside Dr</u> Address	<u>1/30/2021</u> Date
<u>[Signature]</u> Neighbor Signature	<u>21459 Morningside Dr</u> Address	<u>1-30-2021</u> Date
<u>[Signature]</u> Neighbor Signature	<u>718 Canterbury Court</u> Address	<u>1-30-21</u> Date

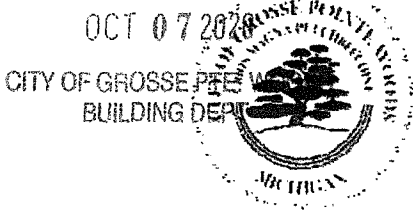
RECEIVED

FEB 12 2021

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

RECEIVED

FENCE PERMIT FEE (includes 1 open post hole/s inspection) - \$50
REINSPECTION FEE - \$50



CITY OF GROSSE POINTE WOODS
Building Department
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
313.343.2426 / building@gpwmi.us

RECEIVED

FEB 18 2021

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

**Application For Fence (Zoning Compliance Permit)
In Compliance With Article IX - Fences (Recent Ord Chg #879 eff 10/25/18)**

PROVIDE: 1) Mortgage survey/site plan with highlighted area where fence is to be placed;
and, 2) Brochure/picture of proposed fence to be installed.

Fence Placement Address: 21479 Morning Side Dr.
Owner's Name: Astrit Baci Owner's Address: 21749 Morning Side Dr.
Owner's Phone #: (313) 645-6764 Owner's e-mail: astritbaci@comcast.net
Contractor: Michigan Fence Outlet Phone: (586) 703-1231
Address: 46705 Erb Dr. Macomb MI 48042 e-mail: jillian@michiganfenceoutlet.com
Height of Fence: 6' Length of Fence: 198'
Style of Fence: Privacy
Material of Fence: Wood Metal Vinyl
Location of Fence: Replacing existing fence around house.

P. Bertelson Neighbor Signature 21499 MORNINGSIDE Address 10/3/2020 Date

[Signature] Neighbor Signature 21459 MORNINGSIDE Address 10/11/2020 Date

[Signature] Neighbor Signature 718 Canterbury Address 10/4/20 Date

[Signature] Owner/Agent Signature 10-04-20 Date

By affixing my signature hereto, I certify that I am the owner or acting as the owner's agent, and I understand the regulations pertaining to the erection of a fence as described in Ordinance Sections #8-274 thru 8-284. The City of Grosse Pointe Woods does not guarantee the accuracy of the property lines as described herein, the accurate location of all property lines is the responsibility of the owner or owner agent.

Office Use Only
Approved _____ Denied X
GT Building Inspector's Signature 10/12/20 Date

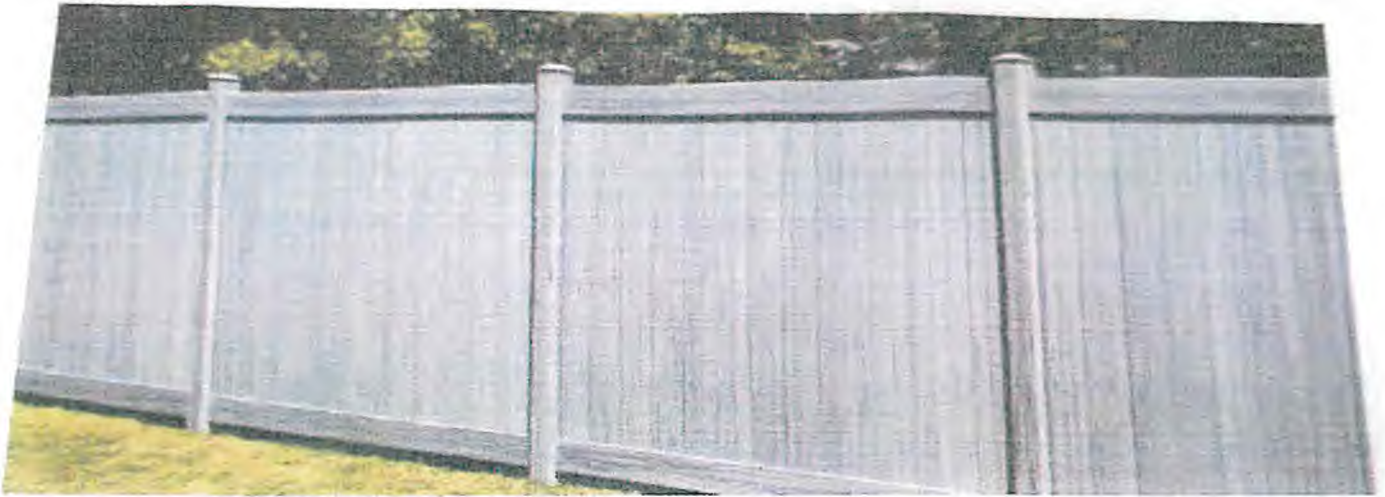
10-18-18

Solid Fence 8-279/11

RECEIVED

OCT 09 2020

CITY OF GROSSE PTE. WOODS
BUILDING DEPT



Vinyl Chesterfield CertaibGrain Texture "Brazilian Blend" 6 feet privacy fence to replace the current existing fence:

Chesterfield CertaGrain® Texture



White

Almond

Natural
Clay

Weathered
Blend

Timber
Blend

Frontier
Blend

Arbor
Blend

Arctic
Blend

Brazilian
Blend

Sierra
Blend

Chesterfield CertaGrain® Texture

Bufftech's authentic woodgrain texture and "multi-chromatic" color blends recreate the natural beauty of stained wood in an easy-to-maintain vinyl design. Top rails in

Heights: 4', 5' & 6'

Picket Style: 7/8" x 7" Tongue & Groove
Steel Reinforced Bottom Rail

Cap Styles (shown in Sierra Blend)

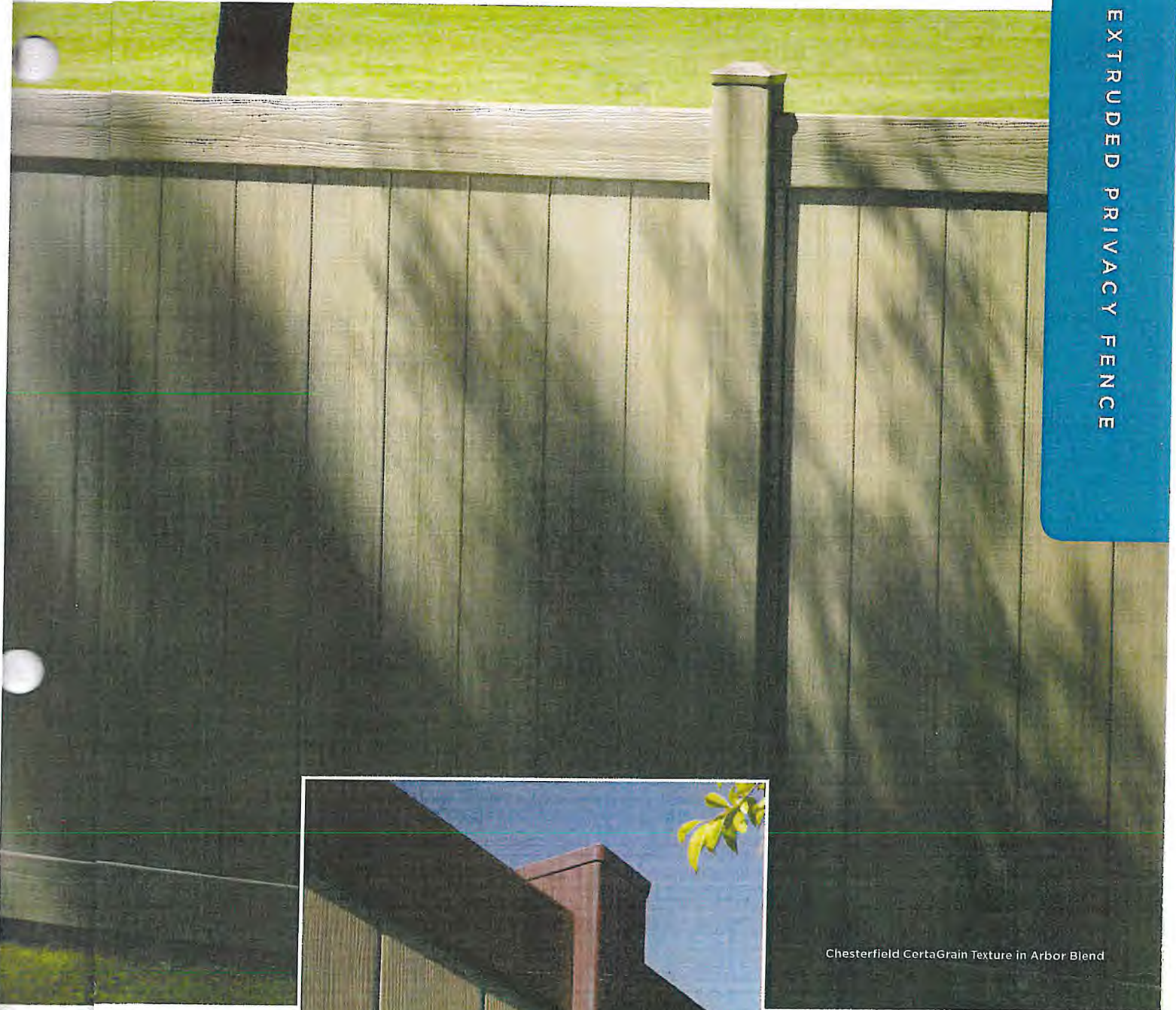


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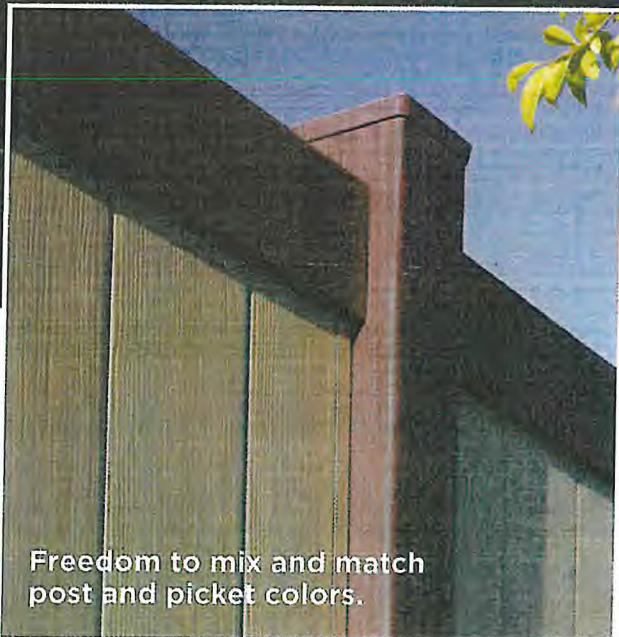
FEB 12 2021

CITY OF GROSSE PTE. WOX
BUILDING DEPT

EXTRUDED PRIVACY FENCE



Chesterfield CertaGrain Texture in Arbor Blend



Freedom to mix and match
post and picket colors.

Chesterfield CertaGrain Texture in contrasting
colors: Brazilian Blend posts and rails with
Frontier Blend pickets.

RECEIVED

FEB 12 2021

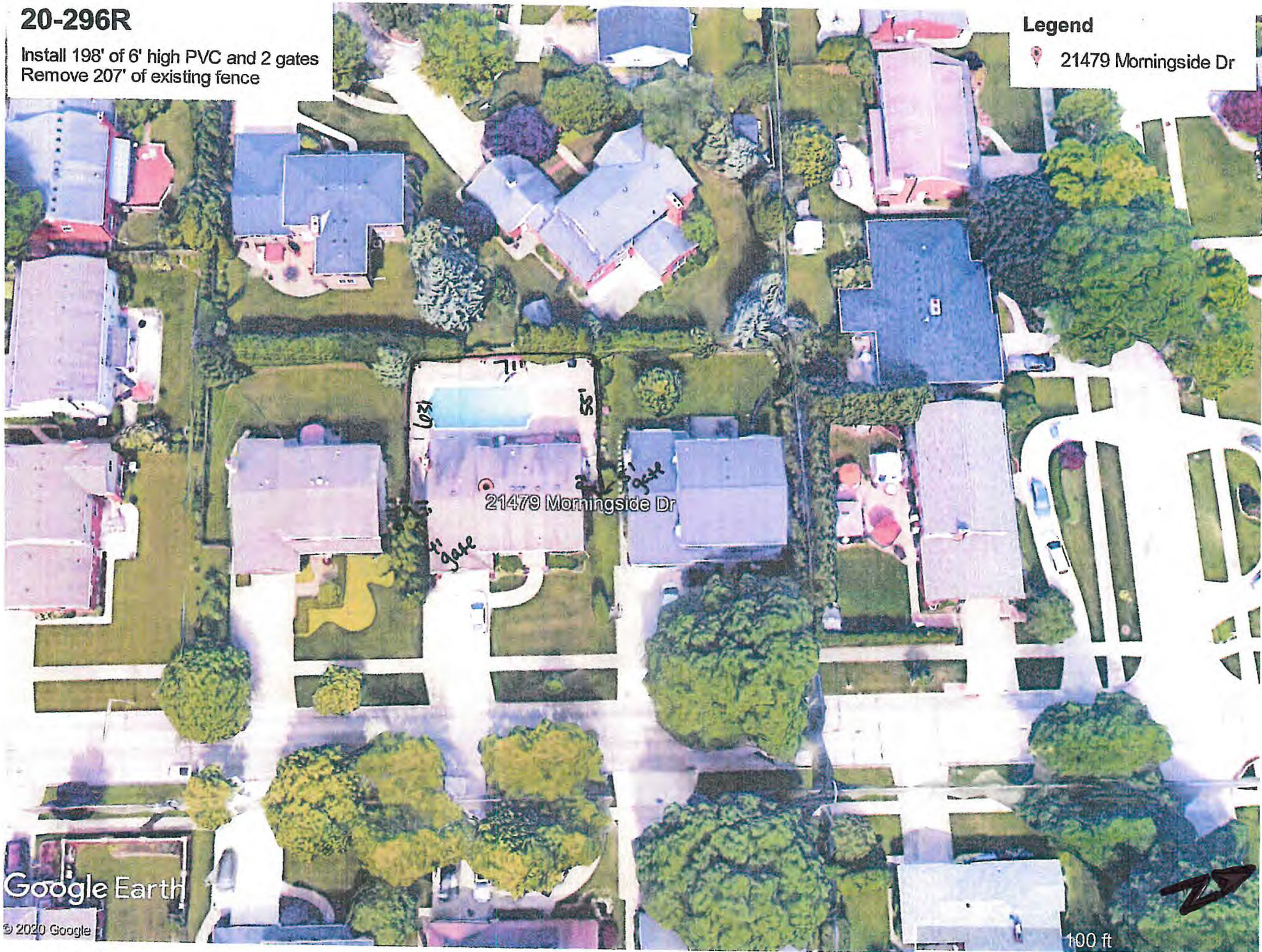
CITY OF GROSSE PTE. WOODS
BUILDING DEPT

20-296R

Install 198' of 6' high PVC and 2 gates
Remove 207' of existing fence

Legend

📍 21479 Morningside Dr



CITY OF GROSSE POINTE WOODS
Building Inspector
MEMORANDUM

DATE: March 2, 2021
TO: Mayor and City Council
FROM: Gene Tutag, Building Inspector
SUBJECT: 21479 Morningside, fence variance

GIT

RECEIVED
MAR - 4 2021
CITY OF GROSSE POINTE WOODS
POLICE DEPARTMENT

The applicant, Astrit Baci, owner of 21479 Morningside Drive is requesting a variance of Section 8-279(1) of the City's fence ordinance which requires fences to be constructed so a minimum of 2 inch openings are throughout 50% of the length or height of the fence. The proposed 198' feet of vinyl fence is to be constructed 6 feet in height with no openings along the yard as indicated in the attached correspondence. The proposed fence will be replacing an existing solid wood fence in poor condition. No permit is on file for the installation of the existing solid wood fence. The adjoining neighbors to 21479 Morningside Drive have signed the application indicating their approval of the proposed fence.

The applicant's property is on the west side of Morningside Drive and is an interior lot.

According to the applicant's request for a fence variance dated February 12, 2021, the proposed fence is necessary because of the applicant's pool in their yard. The applicant feels a fence compliant with the City's ordinance does not provide the security and safety required when the kids are using the pool, and feels the process is unfair.


This exception to the fence code requires a public hearing and approval from the City Council. The Council may consider any or all of the following along with other information when deciding a variance.

- (a) Balancing the relative hardships between the property owner and adjacent property owners.
- (b) Whether special circumstances or conditions exist.
- (c) Whether pedestrian or vehicle traffic will be affected.
- (d) The general health, safety and welfare of the neighborhood.

It is recommended that a variance of Section 8-279(1) not be granted to allow for the installation of the proposed fence in the yard of 21479 Morningside Drive as special circumstances or conditions do not exist, specifically a fence complying with the code will provide the safety and privacy desired by the applicant.

Attachments:

- Inspection photos taken 2-23-2021
- Application w/ site plan and sample photo
- Letter of Appeal from Applicant to Council, dated 2-12-2021
- Photos from Applicant of existing fence and example fence, rec'd 2-12-2021

APPROVED BY: 
Bruce Smith
City Administrator

DATE: 3/2/2021

Photos taken by Gene Tutag at 21479 Morningside on 2-23-2021



Current existing 6 feet privacy fence Photos:



RECEIVED

FEB 12 2021

CITY OF GROSSE PTE. WOODS
BUILDING DEPT



RECEIVED

FEB 12 2021

**CITY OF GROSSE PTE. WOODS
BUILDING DEPT**

*Rec'd 2/19/21
JAL*

MEMO 21-11

TO: Lisa Hathaway, City Clerk
FROM: Frank Schulte, Director of Public Services *F.S.*
DATE: February 19, 2021
SUBJECT: Variance – Fence at 21479 Morningside, GPW, MI 48236

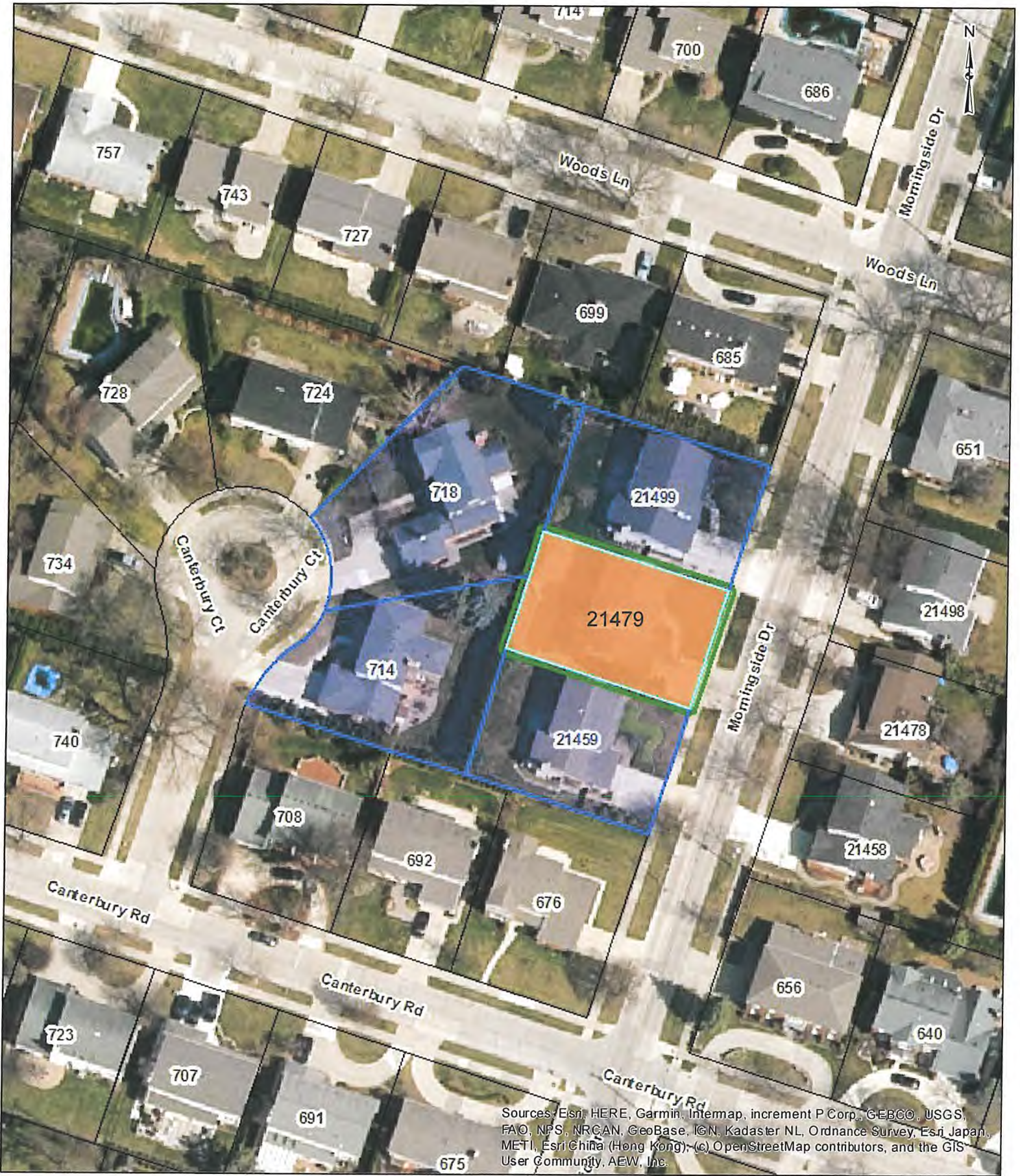
I have reviewed the application from resident Astrit Baci requesting a fence variance at 21479 Morningside. The fence variance will have no impact on the Department of Public Works or utilities.

Please contact me if you have any questions.

cc Gene Tutag
O/F

21479 Morningside Dr. - 3' Radius

Owner Name	Owner Name 2	Owner Address	Owner City/State/Zip Code	Property Address
JENSEN KATHY R (REV LIVING TRUST)	KATHY JENSEN (REV LIVING TRUST)	714 CANTERBURY RD	GROSSE POINTE WOODS, MI 48236	714 CANTERBURY RD
PHILLIPS JAMES R & ANDREA	JAMES AND ANDREA PHILLIPS	718 CANTERBURY RD	GROSSE POINTE WOODS, MI 48236	718 CANTERBURY RD
BACI ASTRIT	ASTRIT AND EDIT BACI	21479 MORNINGSIDE DR	GROSSE POINTE WOODS, MI 48236	21479 MORNINGSIDE DR
BERTELSEN PHILIP E	PHILIP BERTELSEN	21499 MORNINGSIDE DR	GROSSE POINTE WOODS, MI 48236	21499 MORNINGSIDE DR
FERRANTE MARY LOU	MARY LOU FERRANTE	989 ADMIRALTY PARADE	NAPLES, FL 34102	21459 MORNINGSIDE DR
	OCCUPANT	21459 MORNINGSIDE DR	GROSSE POINTE WOODS, MI 48236	21459 MORNINGSIDE DR



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, AEW, Inc.

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*All Rights Reserved



Location: 21479 Morningside Dr.

Mailing Date: 03/15/21



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, AEW, Inc.

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*All Rights Reserved



Location: 21479 Morningside Dr.

Mailing Date: 03/05/21



RECEIVED

MAR 15 2021

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

MEMO 21-13

TO: Bruce Smith, City Administrator

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

DATE: March 2, 2021

SUBJECT: Recommendation – Bark Mulch for City Landscape Beds

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 February 2, 2021. The information was also advertised in the Grosse Pointe News. The following bids were received at the bid opening on March 2, 2021.

Unique Clips, LLC	\$18,990.00
Superior Groundcover, Inc.	\$21,562.50
Xpert Lawn & Snow, Inc.	\$33,275.00
Superior Lawn Care and Snow Removal	\$36,350.00
AI Lawn and Snow Services, LLC	\$38,375.00

Unique Clips, LLC submitted the low bid in the amount of \$18,990.00.

Therefore, I recommend the lowest bidder, Unique Clips, LLC, located at 23075 27 Mile Road, Ray Township, MI 48096, to supply bark mulch and inject the mulch in city landscape beds in the amount of \$18,990.00. 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 \$22,990.00. This is a budgeted item in the 2020/2021 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.

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

Bruce Smith *sc*

 Bruce Smith, City Administrator

3/4/21

 Date

Fund Certification:

Account numbers and amounts have been verified as presented.

Shawn Murphy

 Shawn Murphy, City Treasurer/Comptroller

3-4-2021

 Date

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

MARCH 2, 2021

10:00 a.m.

COMPANY	SIGNED BID YES -- NO	TOTAL AMOUNT
Superior Grd Cover	Yes	\$ 21,562.50
Expert Lawn & Snow	Yes	\$ 33,275.00
Unique Chips LLC	Yes	\$ 18,990.00
al Lawn & Snow Svc	Yes (initials)	\$ 38,375.00
Superior Lawn Care	Yes	\$ 36,350.00

IN ATTENDANCE:



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

February 2, 2021

NOTICE TO BIDDERS

Sealed bids will be received by the City of Grosse Pointe Woods at the Municipal Buildings, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236-2397, until **Tuesday, March 2, 2021 at 10:00 a.m.**, at which time and place bids will be publicly opened and read aloud for furnishing the following item as described herein below:

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

Bid sheets should be submitted in a sealed, opaque envelope bearing the following notation:

CITY CLERK
CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA
GROSSE POINTE WOODS, MI 48236-2397

CLEARLY MARKED: HARDWOOD MULCH

- A. All bids shall be submitted exclusive of any sales tax, excise tax, etc.
- B. The bidder shall list on a separate sheet of paper any variation from or exceptions to the conditions and specifications of this bid. This sheet shall be labeled "Exceptions to Bid Conditions and Specifications", and shall be attached to the bid.
- C. Descriptive literature may be required by the city.
- D. All bids shall be F.O.B. the City of Grosse Pointe Woods.
- E. All bids must state date or schedule proposed.
- F. All bids shall incorporate any requirements of the Michigan State laws and shall incorporate all safety equipment and standards in conformance with the latest regulations of the Occupational Safety and Health Administration (OSHA).
- G. Additional copies of the specifications and bid sheets may be obtained from the City Clerk.

The City of Grosse Pointe Woods reserves the right to accept or reject any and all bids, to waive any informality in the bidding process or minor deviations from the specifications in a proposal and to accept any bid that deems itself in the best interest of the city.

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

General:

Furnish labor, equipment, and materials for injection of Double Shredded Brown Hardwood Mulch in landscape beds throughout the city. Final quantities and locations will be determined at time of delivery. All work to be completed on or before Friday, May 21, 2021.

Specifications to include:

- Injection of Double Shredded Brown Hardwood Mulch to be installed at 1½" depth in all city landscape beds as follows –
 - 80 CubicYards Vernier Road Medians
 - 170 CubicYards Mack Avenue Medians
 - 30 CubicYards D.P.W.
 - 35 CubicYards City Hall

- Injection of Double Shredded Brown Hardwood Mulch to be installed at 2" to 2½" depth along the boardwalk and around the three boardwalk gazebos at Lake Front Park as follows –
 - 90 Cubic Yards Lake Front Park

- Bulk delivery of materials to D.P.W. –
 - 200 CubicYards Hardwood Mulch

Insurance Coverage:

As a condition of performing work for the City of Grosse Pointe Woods, the contractor must provide the City with satisfactory evidence of insurance coverage as follows:

1. Worker's Compensation including Employer's Liability Insurance covering statutory obligations for the state in which work is to be performed in aggregate amount of not less than \$1,000,000.
2. Automobile liability insurance applicable to all owned, non-owned and hired vehicles: Bodily Injury & Property Damage - \$1,000,000 combined single limit.
3. Comprehensive General Liability - \$1,000,000 each occurrence, \$2,000,000 policy aggregate including products & completed operations and no exclusions for XCU (explosion, collapse and underground).
4. Evidence of contractor's insurance coverage, required herein, is to be provided to Owner on ACORD Certificate Form 26 or 25-S.

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 Landscape Division Coordinator 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 Unique Clips LLC

ADDRESS 23075 27 Mile Rd

CITY Royal STATE MI ZIP 48076

SUBMITTED BY: Kayn Picouke Landscape Division Coordinator
(NAME) (TITLE)

SIGNATURE: Kayn Picouke

TELEPHONE 586.863.8649 FAX 586.315.9157

DATE 3/1/2021

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 @\$ 38.00/C.Y. \$3040.00
- 170 CubicYards - Mack Avenue Medians @\$ 38.00 /C.Y. \$6460.00
- 30 CubicYards - D.P.W. @\$ 38.00/C.Y. \$1140.00
- 35 CubicYards - City Hall @\$ 38.00/C.Y. \$1330.00

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

- 90 Cubic Yards - Lake Front Park @\$ 38.00/C.Y. \$3420.00

200 Cubic Yards of Bulk Mulch @\$ 18.00 /C.Y. \$3600.00
Delivered to DPW

TOTAL COST \$18,990.00

Eighteen Thousand Nine Hundred Ninety Dollars
TOTAL COST IN WRITING

DELIVERY DATE April 1st

COMPANY NAME Unique Clips, LLC

CONTACT PERSON Maryn Piconke

TELEPHONE 586 863 8649 FAX 586 315-9157



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/08/2021

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 Blackwell Insurance Services 1700 E Bellline Ave NE, Suite 120 Grand Rapids MI 49525-7044		CONTACT NAME: Kelly Herman PHONE (A/C, No, Ext): 616-719-4311 FAX (A/C, No): 616-719-4311 E-MAIL ADDRESS: kh@blackwellinsurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Home-Owners Insurance Company	NAIC # 26638
		INSURER B: Auto-Owners Insurance Company	18988
		INSURER C:	
		INSURER D: <i>Approved by Lisa A. per 75 3/12/21</i>	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 20210308150858088 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	16658196	04/27/2020	04/27/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Hired/Non-Owned Autc \$ 1,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	4465819601	04/27/2020	04/27/2021	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"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	N	4465819602	04/27/2020	04/27/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	16090047	04/27/2020	04/27/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

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

Home-Owners Insurance Company


55373 (5-17)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

-  **A. Under SECTION II - WHO IS AN INSURED** is amended. The following provision is added. A person or organization is an Additional Insured, only with respect to liability caused, in whole or in part, by "your work" for that Additional Insured by or for you:
1. If required in a written contract or agreement; or
 2. If required by an oral contract or agreement only if a Certificate of Insurance was issued prior to the loss indicating that the person or organization was an Additional Insured.
- B. SECTION III - LIMITS OF INSURANCE** is amended. The following provision is added. The limits of liability for the Additional Insured are those specified in the written contract or agreement between the insured and the owner, lessee or contractor or those specified in the Certificate of Insurance, if an oral contract or agreement, not to exceed the limits provided in this policy. These limits are inclusive of and not in addition to the limits of insurance shown in the Declarations.
- C. SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended.
1. The following condition is added to **4. Other Insurance**.
This insurance is primary for the Additional Insured, but only with respect to liability caused,

in whole or in part, by "your work" for that Additional Insured by or for you. Other insurance available to the Additional Insured will apply as excess insurance and not contribute as primary insurance to the insurance provided by this endorsement.

2. The following condition is added.
Other Additional Insured Coverage Issued By Us

If this policy provides coverage for the same loss to any Additional Insured specifically shown as an Additional Insured in another endorsement to this policy, our maximum limit of insurance under this endorsement and any other endorsement shall not exceed the limit of insurance in the written contract or agreement between the insured and the owner, lessee or contractor, or the limits provided in this policy, whichever is less. Our maximum limit of insurance arising out of an "occurrence", shall not exceed the limit of insurance shown in the Declarations, regardless of the number of insureds or Additional Insureds.

All other policy terms and conditions apply.

Auto-Owners Insurance Company

58504 (1-15)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

➔ DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE - BLANKET COVERAGE

This endorsement modifies insurance provided under the following:

➔ COMMERCIAL AUTO POLICY

SECTION II - COVERED AUTOS LIABILITY COVERAGE is amended. The following provision is added. Any person or organization is an **insured** for Covered Autos Liability Coverage, but only to the extent that

person or organization qualifies as an **insured** under **SECTION II - COVERED AUTOS LIABILITY COVERAGE, A. COVERAGE, 1. Who Is An Insured.**

All other policy terms and conditions apply.

58504 (1-15)

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Page 1 of 1

Auto-Owners Insurance Company

58583 (1-15)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

➔ WAIVER OF OUR RIGHT TO RECOVER PAYMENTS (WAIVER OF SUBROGATION) - BLANKET

This endorsement modifies insurance provided under the following:

➔ COMMERCIAL AUTO POLICY

SECTION V CONDITIONS, A. LOSS CONDITIONS is amended. **5. Our Right to Recover Payments** is deleted and replaced by the following condition.

5. Our Right to Recover Payments

If we make a payment under this policy and the person to or for whom payment is made has a right to recover damages from another, we will be entitled to that right. That person shall do everything necessary to transfer that right to us and do nothing to prejudice it.

However, we waive our right to recover payments made for **bodily injury** or **property damage**:

- a. Covered by the policy; and
- b. Arising out of the operation of **autos** covered by the policy, in accordance with the terms and conditions of a written contract between **you** and such person or entity

only if such rights have been waived by the written contract prior to the **accident** or **loss** which caused the **bodily injury** or **property damage**.

All other policy terms and conditions apply.


58583 (1-15)

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Page 1 of 1



RECEIVED
MAR 5 2021
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services 
DATE: March 3, 2021
SUBJECT: Recommendation – Public Safety Door Replacements

The Department of Public Safety has four garage doors that are 11 ft. 10 in. by 12 ft. to allow all city fire trucks and prisoners to be easily driven into and out of the apparatus garage. The doors are located at the south end of the Robert E. Novitke Municipal Center. The doors are 30 years old and have broken down multiple times in the past two years. The city's emergency response time is directly affected when these doors are inoperable and they need to be replaced. The new garage doors will be white insulated steel sectional doors with three 24 in. by 8 in. insulated glass windows in the third section of each door (as shown in the attachment) to properly secure the apparatus garage.

The Department of Public Safety has an 8 ft. by 8 ft. property room sectional door that is inoperable, and three exit doors that no longer close and lock properly due to rust that need to be replaced as well. The property room door will be replaced with an insulated steel sectional door. The three exit doors will be replaced with hollow metal doors.

I requested quotes from local companies to replace the Public Safety doors. We received the following.

Overhead Door West	\$25,895.00
National Door system	\$28,712.00
FJF Door Sales Company	No quote received

Overhead Door West submitted the low quote in the amount of \$25,895.00. They have many years of experience working for the city and it has been satisfactory.

Therefore, I am requesting Council to authorize the replacement of the Public Safety doors by Overhead Door West, 4680 Hatchery Rd., Waterford, MI 48329, in the amount of \$25,895.00. I further recommend a contingency in an amount not to exceed \$1,000.00 for any unforeseen problems should they arise. The total project will not exceed \$26,895.00.

This is a budgeted item included in the 2020/2021 Fiscal Year Budget. Funds are available in the City Hall Equipment Maintenance and Repairs account no. 101-444-850.000 in the amount of \$19,000.00 and the Municipal Complex Contractual Services account no. 101-444-818.000 in the amount of \$7,895.00.

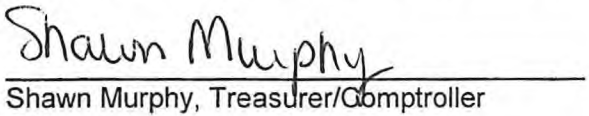
I do not believe any benefit will accrue to the City by seeking further bids.


Bruce Smith, City Administrator

3/5/2021
Date

Fund Certification:

Account numbers and amounts have been verified as presented.


Shawn Murphy, Treasurer/Comptroller

3-5-2021
Date

OVERHEAD DOOR WEST

SALES & SERVICE

(248) 669-5880

4680 Hatchery Rd., Waterford, MI 48329

Fax (248) 669-5888

February 26, 2021

REVISED II

City of Grosse Pointe Woods
20025 Mack Ave.
Grosse Pointe Woods, MI 48236

Attn: Frank Schulte

RE: City Hall / Public Safety Building 20025 Mack Ave. Grosse Pointe Woods, MI 48236

SECTIONAL DOORS

ITEM #1: Fire Station Sally Port Doors

Remove Existing Overhead Aluminum/Glass Doors and Operators. Furnish and Install New Insulated Steel Sectional Doors and Operators.

4 EA. 11'-10" x 12'-0" "Clopay" "3717" Thermally Broken Insulated Steel Sandwich Doors

TO INCLUDE:

2" Angle Mount Standard Lift Track

Full Weatherstripping

27 Gauge Micro-Grooved Exterior Skin with Gray, Charcoal, Tan, White, or Brown Polyester Finish and 28 Gauge Pebble Grain Interior Skin with White Polyester Finish

1¼" Thick Polyurethane Foamed in Place Insulation with Thermal Break (R=16.2)

1" Hollow Shaft with 25,000 Cycle Springs

3 EA. 24" x 8" Windows in #3 Section with Clear Insulated Glass

No Locking

Electric Drawbar Operation

Model "T50115"; ½ H.P., 120 Volt, Single Phase Continuous Duty Operator

Emergency Hand Chain

1- Push Button Station Per Door

No Safety Edge

UL325 Compliant Photo Eyes Mounted No More Than 6" from Floor Per Code

Take Down and Haul Away Existing Doors and Operators

Equipment Required for Installation

Installation of New Doors and Operators

OVERHEAD DOOR WEST

SALES & SERVICE

(248) 669-5880

4680 Hatchery Rd., Waterford, MI 48329

Fax (248) 669-5888

February 26, 2021

REVISED II

City of Grosse Pointe Woods
20025 Mack Ave.
Grosse Pointe Woods, MI 48236

Attn: Frank Schulte

RE: City Hall / Public Safety Building 20025 Mack Ave. Grosse Pointe Woods, MI 48236

SECTIONAL DOORS CONTINUED

ITEM #2: Property Room Lower-Level Door

Remove and Replace Sectional Door.

1 EA. 8'-2" x 8'-0" "Clopay" "3717" Thermally Broken Insulated Steel Sandwich Door

TO INCLUDE:

2" Angle Mount Standard Lift Track

Full Weatherstripping

27 Gauge Micro-Grooved Exterior Skin with Gray, Charcoal, Tan, White, or Brown Polyester Finish and 28 Gauge Pebble Grain Interior Skin with White Polyester Finish

1¾" Thick Polyurethane Foamed in Place Insulation with Thermal Break (R=16.2)

1" Hollow Shaft with 10,000 Cycle Springs

No Windows

Slide Locking

Manual Operation

Take Down and Haul Away Existing Door

Installation of New Door

HOLLOW METAL DOORS

Scope of Work:

ITEM A: Take Down Haul Away Rear Exit Hollow Metal Door and Frame on Maintenance Building. Switch Door from Inswing to Outswing. Furnish and Install New Hollow Metal Door Frame with Listed Hardware.

ITEM B: Take Down Haul Away Side Exit Hollow Metal Door and Frame for Detectives Break Room. Furnish and Install New Hollow Metal Door and Frame with Listed Hardware.

ITEM C: Take Down Haul Away Side Exit Hollow Metal Door and Frame on Fire Station. Furnish and Install New Hollow Metal Door and Frame with Listed Hardware. Furnish and Install Trim Pieces Around Door Frame.

OVERHEAD DOOR WEST

SALES & SERVICE

(248) 669-5880

4680 Hatchery Rd., Waterford, MI 48329

Fax (248) 669-5888

February 26, 2021

REVISED II

City of Grosse Pointe Woods
20025 Mack Ave.
Grosse Pointe Woods, MI 48236

Attn: Frank Schulte

RE: City Hall / Public Safety Building 20025 Mack Ave. Grosse Pointe Woods, MI 48236

HOLLOW METAL DOORS CONTINUED:

NOTES:

- Any Repairs to Alarm Contacts or Wire That May Be Required to Be Done is by Others and Not Included in This Quote.
- Customers Security Company to Remove and Reinstall Existing Coded Lock Sets.
- LABOR IS BASED ON STANDARD INSTALLATION. ANY DRYWALL, MASONRY, OR FRAMING WORK THAT MAY BE REQUIRED IS NO INCLUDED IN THIS QUOTE.
- Pricing Based on Replacing Doors on Consecutive Days.
- Finish Painting of Doors, Frame, and Trim by Others.

ITEM #A: Rear Maintenance Exit Door

Price to Include the Following:

- 1 EA. 3'-0" x 7'-0" Hollow Metal Door Slab (RHR)
 - Factory Primed Painted
 - 161 Cylinder Prep
 - Top Cap
- 1 EA. 3'-0" x 7'-0" x 5-1/4" Metal Frame
 - with 2" Header
 - Knock Down (Non-Dimpled)
 - Factory Primed Painted
 - Closer Reinforcement
 - Strike Prep
- 1 EA. Heavy Duty Closer Aluminum Finish
- 1 Set Ives Standard NRP Ball Bearing Hinges S/CHRM Finish
- 1 Set Vinyl Perimeter Seal Kit with Aluminum Retainer
- 1 EA. Bottom Sweep (Black Brush)
- 1 EA. Threshold
- Vulkem Caulk
- Miscellaneous Fasteners
- Reusing Alarm Contacts

OVERHEAD DOOR WEST

SALES & SERVICE

(248) 669-5880

4680 Hatchery Rd., Waterford, MI 48329

Fax (248) 669-5888

February 26, 2021

REVISED II

City of Grosse Pointe Woods
20025 Mack Ave.
Grosse Pointe Woods, MI 48236

Attn: Frank Schulte

RE: City Hall / Public Safety Building 20025 Mack Ave. Grosse Pointe Woods, MI 48236

ITEM #B: Side Exit Door for Detectives Break Room

Price to Include the Following:

- 1 EA. 3'-0" x 6'-8" Hollow Metal Door Slab (RHR)
 - Factory Primed Painted
 - 161 Cylinder Prep
 - Top Cap
 - 22" x 28" Glass Window Prep
- 1 EA. 3'-0" x 6'-8" x 8-3/4" Metal Frame
 - with 2" Header
 - Knock Down (Non-Dimpled)
 - Factory Primed Painted
 - Closer Reinforcement
 - Strike Prep
- 1 EA. 22" x 28" Window Kit with 1/4" Tempered Glass
- 1 EA. Heavy Duty Closer Aluminum Finish
- 1 Set Ives Standard NRP Ball Bearing Hinges S/CHRM Finish
- 1 Set Vinyl Perimeter Seal Kit with Aluminum Retainer
- 1 EA. Bottom Sweep (Black Brush)
- 1 EA. Threshold
- Vulkem Caulk
- Miscellaneous Fasteners
- Reusing Alarm Contacts

ITEM #C: Fire Station Door

Price to Include the Following:

- 1 EA. 3'-0" x 6'-10" Hollow Metal Door Slab (LHR)
 - Factory Primed Painted
 - 161 Cylinder Prep
 - Top Cap
 - 22" x 28" Glass Window Prep
- 1 EA. 3'-0" x 6'-10" x 5-3/4" Metal Frame
 - with 2" Header
 - Knock Down (Non-Dimpled)

OVERHEAD DOOR
WEST

SALES & SERVICE

(248) 669-5880

4680 Hatchery Rd., Waterford, MI 48329

Fax (248) 669-5888

February 26, 2021

REVISED II

City of Grosse Pointe Woods
20025 Mack Ave.
Grosse Pointe Woods, MI 48236

Attn: Frank Schulte

RE: City Hall / Public Safety Building 20025 Mack Ave. Grosse Pointe Woods, MI 48236

HOLLOW METAL DOORS

ITEM #C: Fire Station Door Continued

- Factory Primed Painted
- Closer Reinforcement
- Hinge Reinforcement
- Strike Prep

1 EA. 22" x 28" Window Kit with 1/4" Tempered Glass

1 EA. Heavy Duty Closer Aluminum Finish

1 Set Ives Standard NRP Ball Bearing Hinges S/CHRM Finish

1 Set Vinyl Perimeter Seal Kit with Aluminum Retainer

1 EA. Bottom Sweep (Black Brush)

1 EA. Threshold

Trim Pieces

Vulkem Caulk

Miscellaneous Fasteners

Reusing Alarm Contacts

Labor

TOTAL COST.....\$25,895.00

NOTES:

- Finish Paint by Others.
- Due to the Volitivity of the Steel and Aluminum Industry, All Quotes Over Sixty (60) Days Old Will Be Reviewed and Requoted if Necessary.

We require a signed copy of this proposal, and/or a Purchase Order Number from you to proceed with order. Approval drawing(s) (if provided) must be signed and returned for material to be ordered. We reserve the right to withdraw this proposal if it is not accepted within thirty (30) days. If you have any questions or need further information, please contact our office.

Sincerely,

OVERHEAD DOOR WEST

Gary Fagerlie

Gary Fagerlie

Commercial Sales

/skh

ACCEPTED BY: _____

DATE: _____

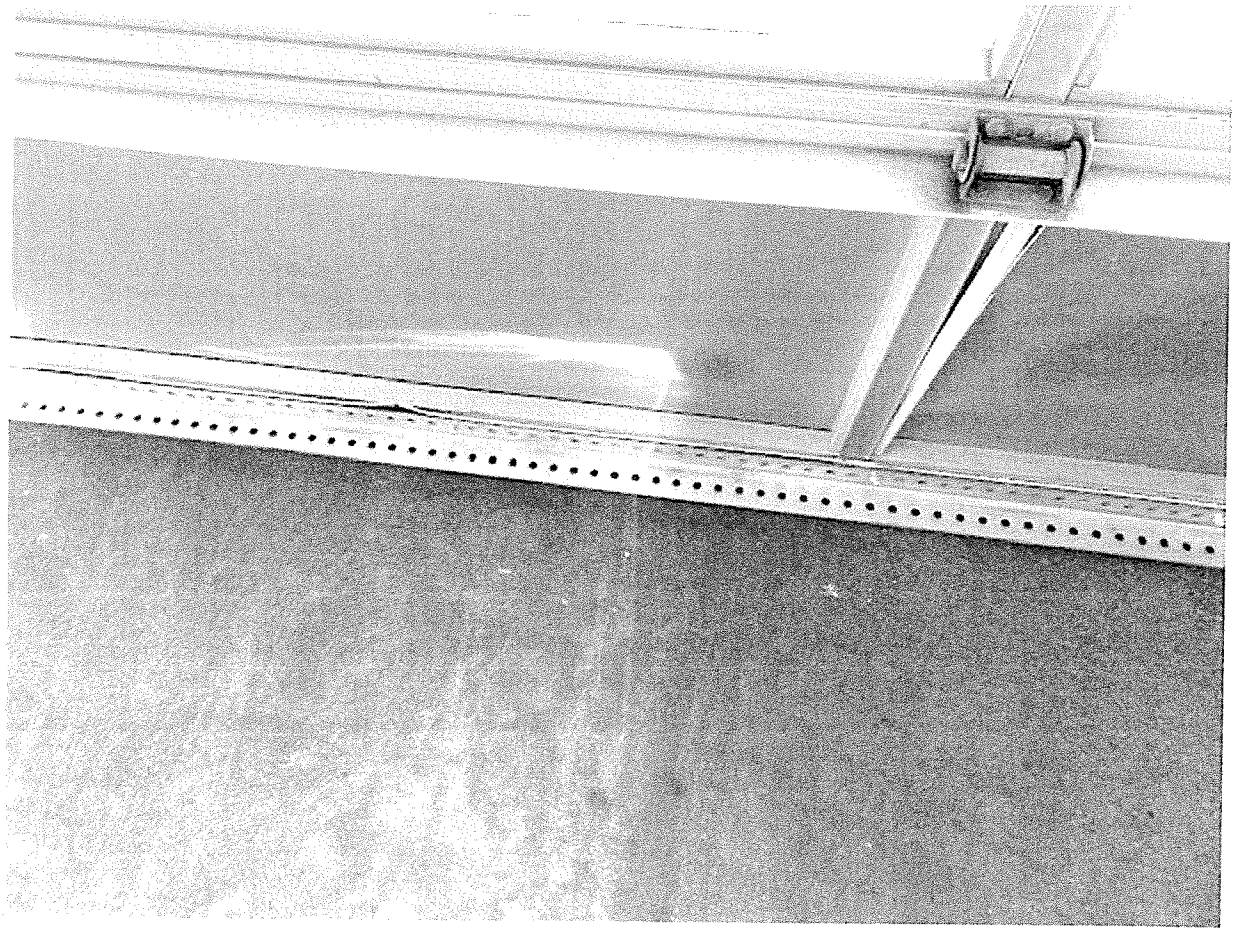
P.O. #: _____

New Insulated R16 White 3717 Garage Door with Windows











MEMO 21-11

RECEIVED
FEB 26 2021
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services
Nicole Gerhart, Recreation Supervisor NG
DATE: February 23, 2021
SUBJECT: Recommendation – Lake Front Park Pool 2021 Pool Opening

The City of Grosse Pointe Woods has received two quotes for the Lake Front Park 2021 pool opening and closing:

Aquatic Source	\$5,875.00
B & B Pools	\$8,250.00

Aquatic Source submitted the lowest quote in the total amount of \$5,875.00. They have serviced the Lake Front Park Pool since 2017 and their work has been satisfactory.

Therefore, I am requesting Council to authorize the pool opening at the Lake Front Park to Aquatic Source, 190 Summit St., Brighton, MI 48116 in the amount of \$5,875.00.

This is a budgeted item included in the 2020/2021 fiscal year budget in Parks and Recreation account no. 101-774-818.103.

Department Certification:

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

Department Head Signature

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

Bruce Smith, City Administrator

Date

Fund Certification:

Account numbers and amounts have been verified as presented.

Shawn Murphy, City Treasurer/Comptroller

Date

Aquatic Source

190 Summit St.
Brighton, MI 48116
Ph: 248-366-0606
Fax: 248-366-0605
www.aquaticsource.com

Opening Proposal

DATE: 2.17.2021

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

\$ 5590.00*

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)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/8/2020

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 Red Cedar Insurance Agency 2650 Horizon Drive SE, Suite 225 Grand Rapids MI 49546	CONTACT NAME: Red Cedar Insurance Agency PHONE (A/C, No, Ext): 844-733-2332 E-MAIL ADDRESS: certificates@redcedaragency.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Aquatic Source LLC EMMAX INVESTMENT, INC. 190 Summit St Brighton MI 48116-2466	License# 0652179 AQUASOU-01	INSURER A: EMC Property & Casualty Compan INSURER B: Employers Mutual Casualty Comp INSURER C: INSURER D: INSURER E: INSURER F:

Handwritten: 12/8/20

Handwritten: A

COVERAGES **CERTIFICATE NUMBER:** 2085116237 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WYD	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 type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	5D52785	9/1/2020	9/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<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		5E52785	9/1/2020	9/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		5J52785	9/1/2020	9/1/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<input checked="" type="checkbox"/> 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	5H52785	9/1/2020	9/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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 on the above General Liability policy as required by written contract.

CERTIFICATE HOLDER **CANCELLATION**

Grosse Pointe Woods - Lakefront Park 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
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MEMO 21-15

6D

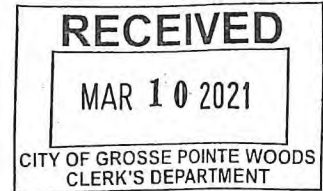
TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services
Nicole Gerhart, Recreation Supervisor

DATE: March 9, 2021

SUBJECT: Ghesquiere Field Use Request – Eastside FC

FS
NG



Eastside FC (also known as Grosse Pointe Soccer Association), has requested use of the Bramcaster soccer field and the Jackson soccer field at Ghesquiere Park on the weekends from April 1, 2021 to November 11, 2021. This is an annual reoccurring request and the current application is the same as previous applications.

I have no objection to the approval of this request contingent upon meeting the following guidelines:

1. Teams will submit practice and game schedules.
2. Teams will follow all park rules and will clear the fields during storms.
3. Teams will clean up trash around the fields after use.
4. Teams will submit current rosters.
5. Eastside FC shall provide the City with evidence of at least One Million (\$1,000,000.00) Dollars of liability insurance showing the CITY OF GROSSE POINTE WOODS as an additional named insured of such insurance. The City shall be entitled to notice of any change in such policy. The insurance company issuing this policy shall have an A or better rating.

RECOMMENDED FOR APPROVAL AS SUBMITTED:



City Administrator

3/9/2021

Date

Council approval required



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/16/2021

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

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

PRODUCER K&K Insurance Group, Inc. PO Box 803507 Dallas, TX 75380	CONTACT NAME: Sports Division	
	PHONE: (800) 441-3994 FAX: (224)-572-5709	
	E-MAIL ADDRESS:	
INSURED Michigan State Youth Soccer Association 9401 General Drive, Suite 120 Plymouth, MI 48170	INSURERS AFFORDING COVERAGE	NAIC #
	Insurer A: National Casualty Company	11991
	Insurer B: Nationwide Life Insurance Company	66869
	Insurer C:	
	Insurer D:	
	Insurer E:	

At
At

COVERAGES CERTIFICATE NUMBER: 20043487 REVISION NUMBER: 1

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 INSRD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		KKO-85357-00	9/1/2020	9/1/2021	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$5,000,000
							PRODUCTS - COMP/OP AGG	\$1,000,000
							PARTICIPANT LEGAL LIABILITY	\$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			KKO-85357-00	9/1/2020	9/1/2021	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$			XKO-85358-00	9/1/2020	9/1/2021	EACH OCCURRENCE	\$5,000,000
							AGGREGATE	\$5,000,000
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under		Y/N N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
B	PARTICIPANT ACCIDENT MEDICAL			BAX-314673-00	9/1/2020	9/1/2021		\$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
This certificate is issued on behalf of Michigan State Youth Soccer Association & Eastside FC. Certificate Holder is Additional Insured as respects the operations of the Named Insured for sanctioned activities of the state association. CGL General Aggregate is on a per event basis.

CERTIFICATE HOLDER Ghesquiere Park Soccer Fields The City of Grosse Pointe Woods 20025 Mack Avenue Grosse Pointe Woods, MI 48236	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Scott Fuchsel</i>
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CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT
2020

**CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS
2019 ANNUAL REPORT**

**Frank Schulte, Director
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236**

This report provides a general summary of the many services provided by the Department of Public Works. The department is responsible for water/sewer operations, major and local street maintenance, signs and parking meters, forestry, maintenance of city vehicles, and the oversight of solid waste disposal. In addition, the DPW is responsible for the maintenance of all city buildings and grounds including all city parks.

During 2020, the Public Services/Public Works staff included 26 full-time employees, 6 part-time employees, and 1 part-time contractual employee. Department management includes the Director and Assistant Director of Public Services and Foreman of Parks & Recreation. Full-time Public Works employees include six Crew Chiefs, 13 Operator II's, two Mechanics, one Confidential Administrative Assistant and one Administrative Clerk at the DPW. Part-time employees include one Operator I at the Torrey Road Pump Station, five Operator I employees at Lake Front Park, one contractual janitorial employee who cleans the DPW offices. The Department also hires approximately 10 seasonal employees each year to assist with general grounds maintenance throughout the city and its parks during the summer and may hire 1-3 temporary employees to assist with fall leaf clean up, if needed.

In 2020, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised approximately \$2.6 million in city infrastructure construction projects. These projects included:

- Replacement of water main on Bournemouth, Raymond, Linville, Kingsville, and easement water mains that run between homes on South Renaud, North Saddle Lane and Lakeshore Lane
- Sewer Structure Repairs throughout the city
- Miscellaneous Concrete Pavement Repairs throughout the city, including various parking bays throughout the city

The following report offers information on special projects and tasks accomplished during 2020, as well as general tasks completed by DPW employees during 2020 as compared to 2019.

SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2020. These projects included:

City Hall

- Assembled and repaired wheels on multiple chairs in Public Safety Dispatch
- Changed out water filters in water fountains
- Delivered bulk mail to main post office for elections in 2020
- Disinfecting all city offices weekly
- Installed automatic hand sanitizers throughout building
- Installed automatic flush urinals in all men's bathrooms
- Installed automatic faucets and soap and paper towel dispensers in all bathrooms
- Installed coat rack in the supervisor's office at Public Safety
- Made sneeze shields for the Clerk's Office, Community Center, Finance Department, and Voting Precincts
- Made signs to direct residents of closures and procedures due to the pandemic
- Mounted a key box in Public Safety evidence room
- Plumbing repairs throughout Municipal Complex
- Relocated City Hall offices back to City Hall after renovations were completed
- Preparation and clean up for Winterfest Festivity
- Repaired employee parking lot arm gate
- Restocked paper and plastic bags at City Hall and Public Safety

DPW

- Disinfecting offices and garages weekly
- Installed LED lighting in mechanic garage
- Installed automatic hand sanitizers throughout building
- Installed automatic flush urinals in men's bathroom
- Installed automatic faucets and soap and paper towel dispensers in men's bathrooms
- Made sneeze shields for the DPW Office
- Made signs to direct residents of closures and procedures due to the pandemic
- Repaired and oiled chain on DPW yard gate

Torrey Road Pump Station

- Switch gear maintenance and repairs
- Annual oversight on pump and motor maintenance

City Streets

- Annual replacement of batteries in parking meters along Mack Avenue
- Changed out parking meter lenses as needed
- Hot patch street repairs throughout the city
- Hung banners along Mack Avenue to promote shopping local for *The Avenue in the Woods*
- Painted fire hydrants throughout the city
- Replace signs removed or damaged throughout the city

Lake Front Park

- Added cupola to Pavilion #1
- Added crushed concrete to the boardwalk path
- Added numbers to boat docks at the marina
- Added pickleball lines to platform tennis courts
- Added woodchips along the Doremus fence line
- Painted Activities Building
- Built bridges over sand bags in the marina due to the rising water levels
- Built drains for walkway on Sailboat Lane
- Built picnic tables to replace old deteriorating tables
- Buffed and scrubbed the gym floor at Activities Building
- Disinfecting all city offices and buildings weekly
- Fixed broken faucet and sink in concession stand
- Fixed damaged sprinklers
- Made signs to direct residents of closures and procedures due to the pandemic
- Installed automatic hand sanitizers throughout buildings
- Installed automatic faucets and soap and paper towel dispensers in men's and women's bathrooms in Activities Building
- Installed automatic flush urinals in men's bathroom in Activities Building
- Installed large barbeque at Pavilion #4
- Installed LED lighting in Activities Building, pool bathhouse, and offices
- Installed memorial tree markers
- Installed new safe at Activities Building
- Installed snow fence at Point to stop erosion and added stone
- Installed two televisions in lobby of bathhouse
- Installed water lines to ice machine in First Aid Room
- Opened and closed pool
- Painted all guardrails
- Painted the seawall at the marina
- Patched asphalt path
- Planted arborvitaes along the Doremus fence line
- Ran electrical lines and installed television in Activities Building
- Rebuilt filter discharge lines in diving well
- Rebuilt six inch filter lines for the pool
- Repaired buoy lights that were damaged
- Repaired drywall in Activities Building
- Repaired windscreens around the platform tennis courts
- Removed dead arborvitaes behind pool
- Removed old pipes from Marina wall
- Renovated First Aid Room
- Replaced damaged ceiling tiles in Activities Building
- Sewer jetted lines by concession stand, maintenance garage, and Activities Building
- Stained the chairs and doors at Activities Building
- Trimmed trees throughout park
- Winterized the sprinklers, marina, pontoon boat, and concession stand

Ghesquiere Park

- Fixed broken lock at bathrooms
- General maintenance and repairs to Cook School
- Installed automatic flush urinals in men's bathrooms
- Installed automatic faucets and soap and paper towel dispensers in both bathrooms
- Made signs to direct residents of closures and procedures due to the pandemic
- Repaired flag pole

BUILDINGS & GROUNDS

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

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

- Custodial, maintenance duties, and repairs at City Hall, Public Safety, DPW and all city parks
- Report streetlights out to DTE as reported by residents
- Raise and lower flags
- Set up/take down signs and voting booths at precincts and errands for city clerk's office during elections
- Water line repairs, rubbing out and polishing water slide, and regular building and grounds repairs and all general maintenance at Lake Front Park
- Plant shrubbery and perform all general grounds maintenance at Chene-Trombly Park, Ghesquiere Park, Jules De Porre Park, and Sweeney Park
- Refresh play surface material around play equipment in city parks
- Maintain tennis courts in city parks

WATER / SEWER

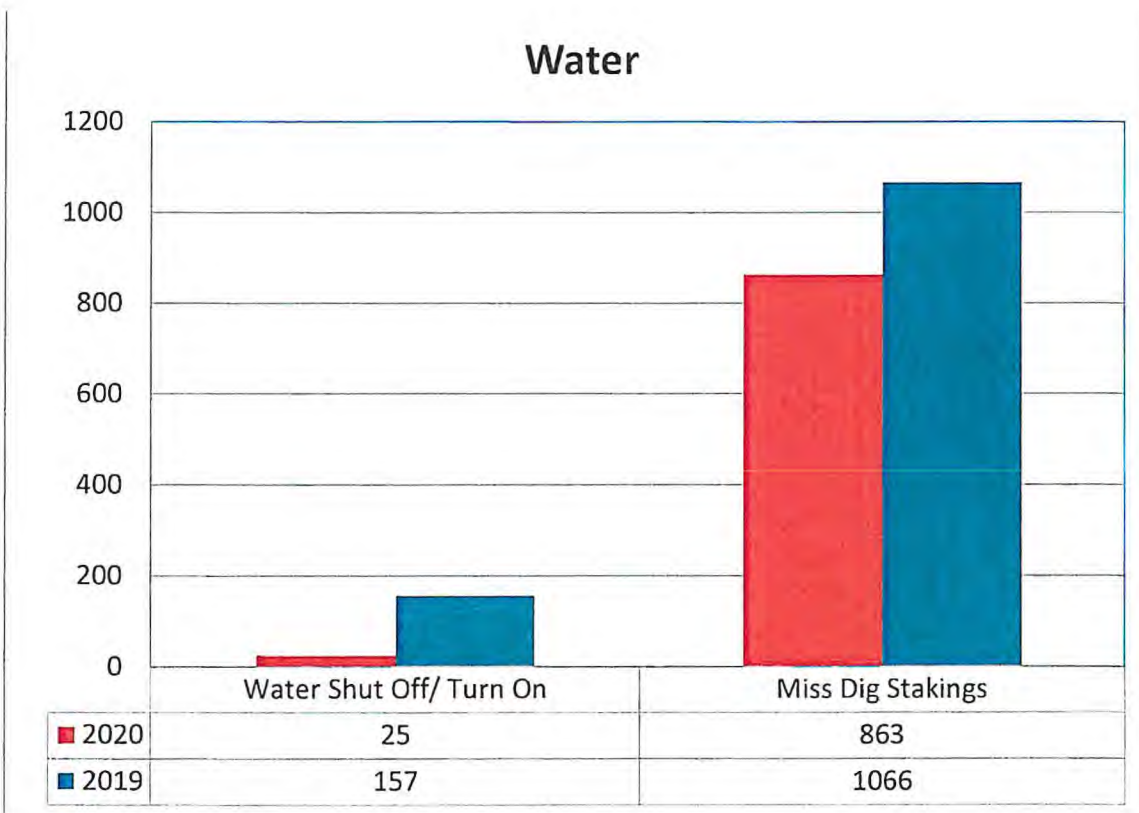
The DPW is responsible for the water distribution system of approximately 68 miles of various size water mains. The State of Michigan requires our city to have at least one certified water distribution operator with a title of S-2 or above. Department of Public Works employees currently hold two S-1, two S-2, one S-3 and five S-4 licenses.

In 2020, DPW employees performed one final water read, a decrease of 75% from the four finals performed in 2019. DPW employees staked 863 water service locations for Miss Dig in 2020, a 19% decrease of the 1,066 staked in 2019 and completed 36 sprinkler system repairs compared to 23 in 2019. Employees installed 20 new water meters in 2020, a 64% decrease of the 56 new meters in 2019, and installed four new MTU reading devices in 2020 compared to one in 2019. DPW employees also repaired 128 meters, MTU reading devices, and stop boxes in 2020 compared to 28 repairs in 2019. In addition, 25 water services were shut off in 2020, an 84% decrease from the 157 shut off in 2019, a direct result of suspending all water shut offs due to Executive Order 2020-28. Three water services were checked for leaks in 2020 compared to 17 in 2019.

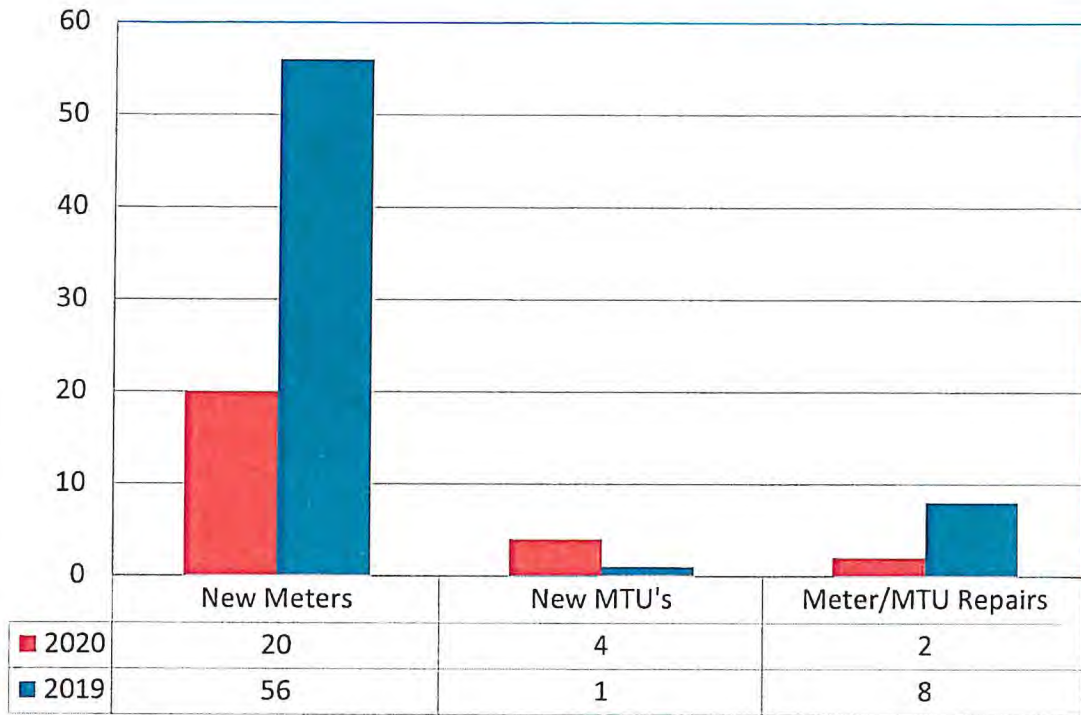
In order to be compliant with the first new requirement of new Lead and Copper Rule that was adopted in June of 2018 by the State of Michigan, DPW employees began a program to inventory all water service lines, including the portions on both public and private property, throughout the city. The second new requirement is the city must replace all lead service lines completely, at an average rate of five percent per year, not to exceed 20 years. In 2020, the DPW inventoried 265 service lines and found nine lead service lines, bringing the city's known total to 20.

Other water related services performed on a regular basis include:

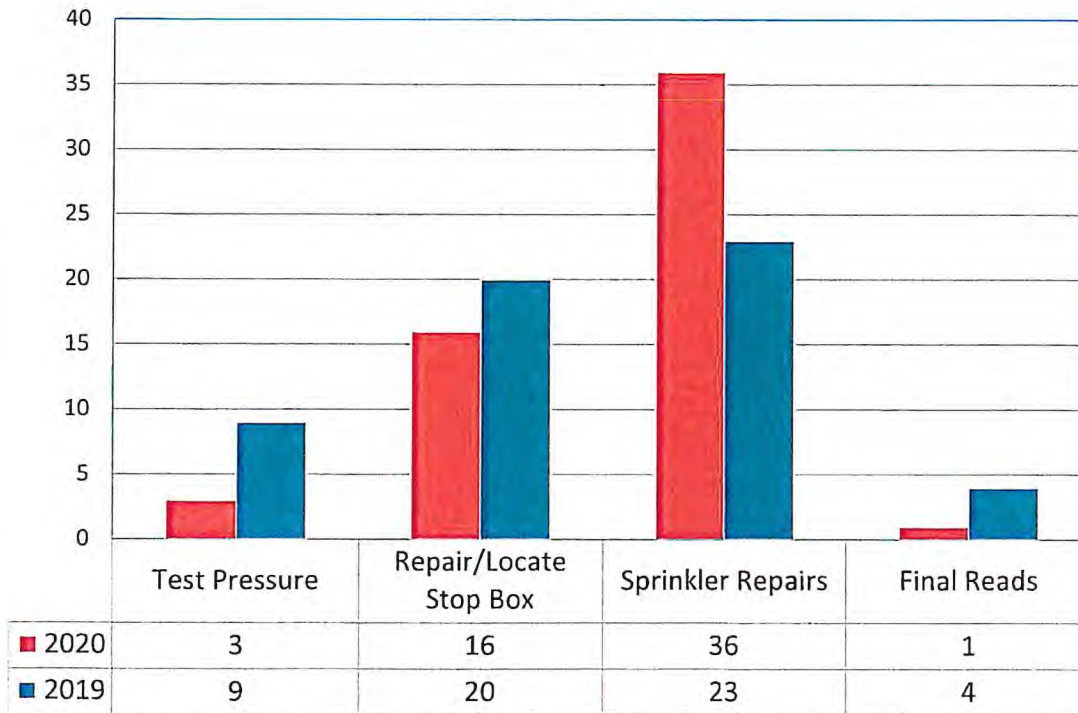
- Assist in the daily operations of the Water Reservoir
- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance, repairs and winterizing the city irrigation system
- Replacing lead water services between water main and stop box as needed



Water



Water



WATER & SEWER REPAIRS/SERVICE

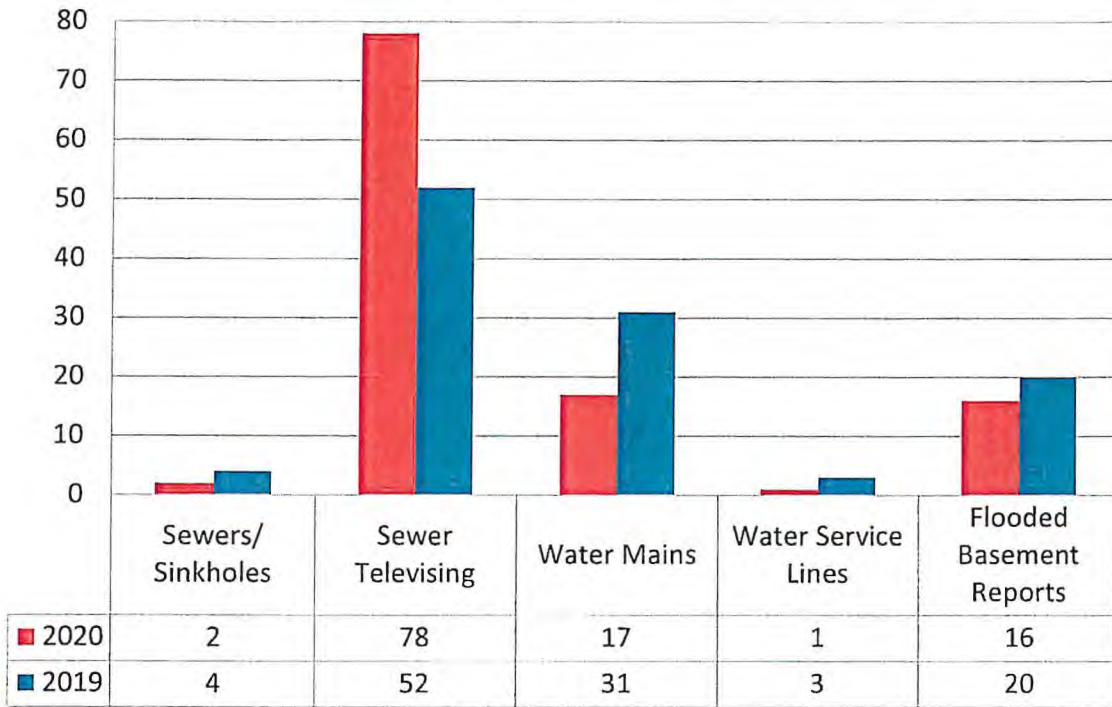
In 2020, DPW employees repaired 17 water main breaks compared to 31 repairs completed in 2019. One hundred ninety-two hydrants were serviced in 2020 compared to 22 hydrants in 2019. Four gate valves, and one catch basin were repaired in 2020 compared to three gate valves, and five catch basins in 2019. One new water service connection was made in 2020, while there were three new connections during 2019. As part of our 8-year rotating maintenance schedule, hydrants in district #6 (Mack to Fairway, from Vernier Road to Torrey Road) were pressure tested, flushed and greased in 2020 as scheduled. During October and November of 2020, all 605 hydrants in the city were checked, pumped and winterized.

The department is also responsible for maintaining approximately 95 miles of sewer, 1,297 manholes, and the Torrey Road Pump Station (TRPS), which pumps sanitary, and storm water from Grosse Pointe Woods to the Milk River Pump Station. Department sewer related functions include repairing storm and sanitary sewer breaks, maintaining and rebuilding manholes and catch basins, and cleaning city sewer lines. Regular cleaning of catch basins and removal of debris after storms ensures proper street drainage. Ten sewer inspections were performed in 2020 compared to 11 in 2019, and two sewer/sinkhole repairs were made in 2020 compared to four in 2019. Sixteen flooded basements were reported in 2020 compared to 20 in 2019, and sewer-televising requests increased by 50% from 52 in 2019 to 78 in 2020. Concrete inspections increased to three in 2020 compared to two in 2019.

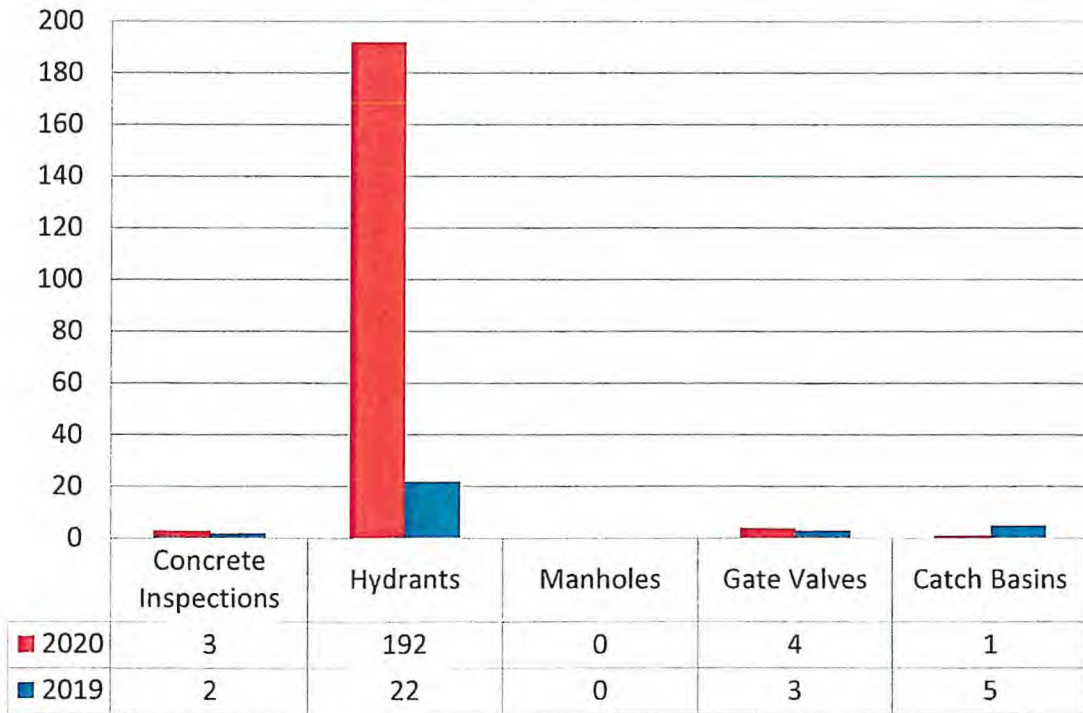
Other repairs and services provided in 2019 included:

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

Repairs / Service



Repairs / Service



TREES

The DPW forestry crew is responsible for maintenance and care of all city trees including trees in city parks, on all city properties and islands, and between the sidewalk and curb in residential neighborhoods. Crews regularly trim and remove trees and stumps, trim shrubbery and mulch city trees. In 2020, the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In September and October of 2020, Landscape Source planted 110 trees throughout the city. Four memorial trees were adopted in 2020; however, the city's Tree Commission was unable to hold its annual memorial tree dedication ceremony to recognize the recipients due to the pandemic.

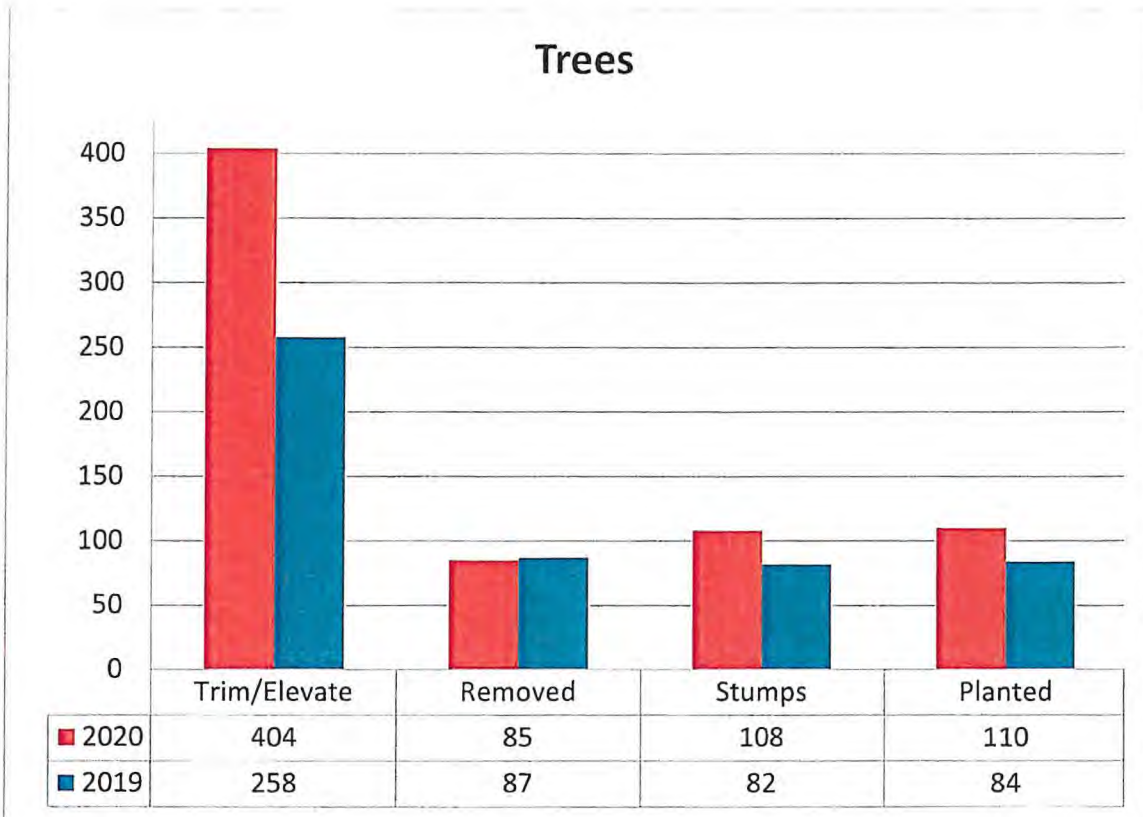
The DPW staff removed 42 trees and city contractor Arbor Pro Tree Service removed another 43 for a total of 85 trees removed in 2020, a 2% decrease from the 87 trees removed in 2019. The DPW staff also removed 108 stumps in 2020, 26 more than in 2019.

In January and February of 2020, DPW crews trimmed and elevated trees in District 8 (south side of Vernier to Fairford, from Fairway to east city limit). By year-end 404 city trees were trimmed and elevated as part of the regular annual maintenance program and throughout the city as needed.

DPW employees also provide a chipping service to residents for 39 weeks on a four-day schedule. In 2020, DPW spent 2,784 hours chipping brush, compared to 2,016 hours in 2019. The increase in hours resulted from the major storm event that happened on June 10, 2020. DPW crews were working non-stop to clear down trees blocking roads, sidewalks, and driveways and removing heavy brush piles in front of homes.

The DPW grounds crew also performed the following annual duties:

- Clean landscape beds on Mack and Vernier and all planting beds throughout the city
- Regular grounds clean up in city parks
- Restore dirt and seed where tree stumps are removed
- Grass cutting and weed whipping, till, fertilize and weed city beds
- Plant annual flowers throughout city and water regularly throughout the season
- Install memorial tree markers



STREETS

The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/markings, and pothole repairs. The DPW administers the city's yearly sidewalk replacement program and street repairs including maintenance of both concrete and asphalt streets and curbs. As a result of ongoing budgetary constraints, the annual sidewalk replacement program has been postponed indefinitely. DPW employees inspected all sidewalks in District 2 (Vernier to north city limit, between Marter and Wedgewood) in 2020, ground trip hazards wherever possible and added flags requiring replacement to the miscellaneous concrete street repair program. During the winter months Public Works employees plow and clear snow from city streets, school crossings, city hall, parking lots and bays, and sidewalks and roads are salted as needed to ensure public safety.

From October to December of 2020, 908 leaf loads, weighing slightly over 1,980 tons, were collected curbside. During the year, the city's street sweeper registered 3,277 sweeping miles. Snow removal procedures implemented to reduce overtime expense were continued in 2020. Salt loads used increased by 66% as a result of utilizing smaller trucks that better fit the needs of the city. In total, DPW crews spread 1,034.50 tons of salt on city streets and sidewalks as needed. Snowplow miles and hours decreased significantly due to the milder winter weather in 2020.

Other tasks performed in 2020 included:

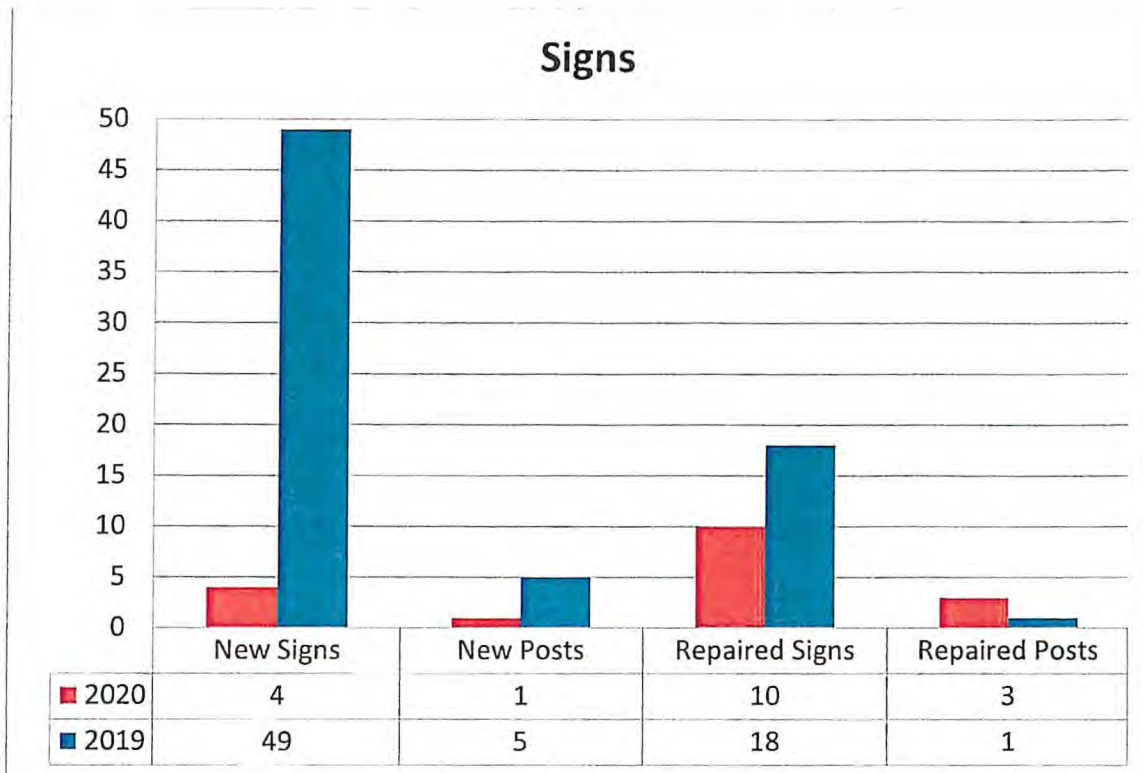
- Cleaning up debris in streets after accidents
- Painting curbs and striping street and park parking lots
- Painting and applying 3M reflective materials at school crossings
- Mulching leaves in city parks and island landscape beds
- Mulching trees in islands and city parks
- Put up and remove holiday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





SIGNS

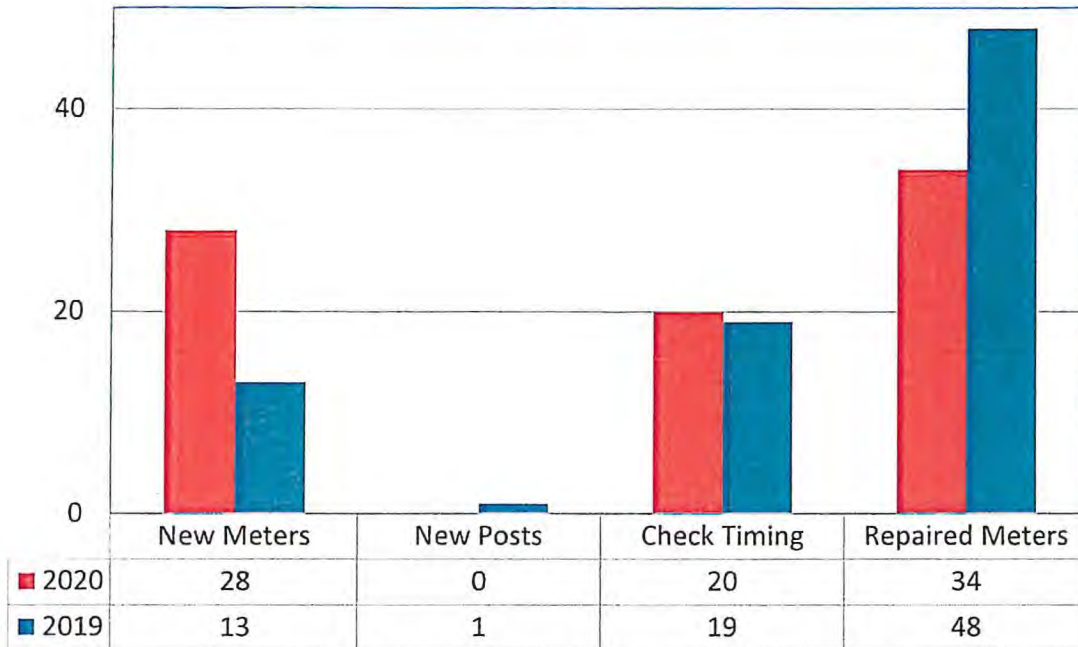
Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2020, a physical inspection of all city street signs was performed in District 1 (north side of Vernier Road to north city limit, between east city limit and Wedgewood) to determine the need for replacement. As signs need replacement, they are being replaced with high-intensity prismatic signs to comply with federal laws. During 2020, six new signs and posts were installed compared to 44 in 2019. In addition, 13 sign and post repairs were completed in 2020 compared to 19 repairs completed in 2019.



PARKING METERS

Parking meter repairs and maintenance, as well as the weekly collection of parking meters, also falls under the responsibility of the Department of Public Works. During 2020, 28 new meters were installed compared to 2019 when 13 new meters were installed. There were 34 meters repaired in 2020, a 29% decrease from the 48 meters repaired in 2019. DPW employees also checked the timing on 20 meters in 2020, one more than checked in 2019.

Parking Meters



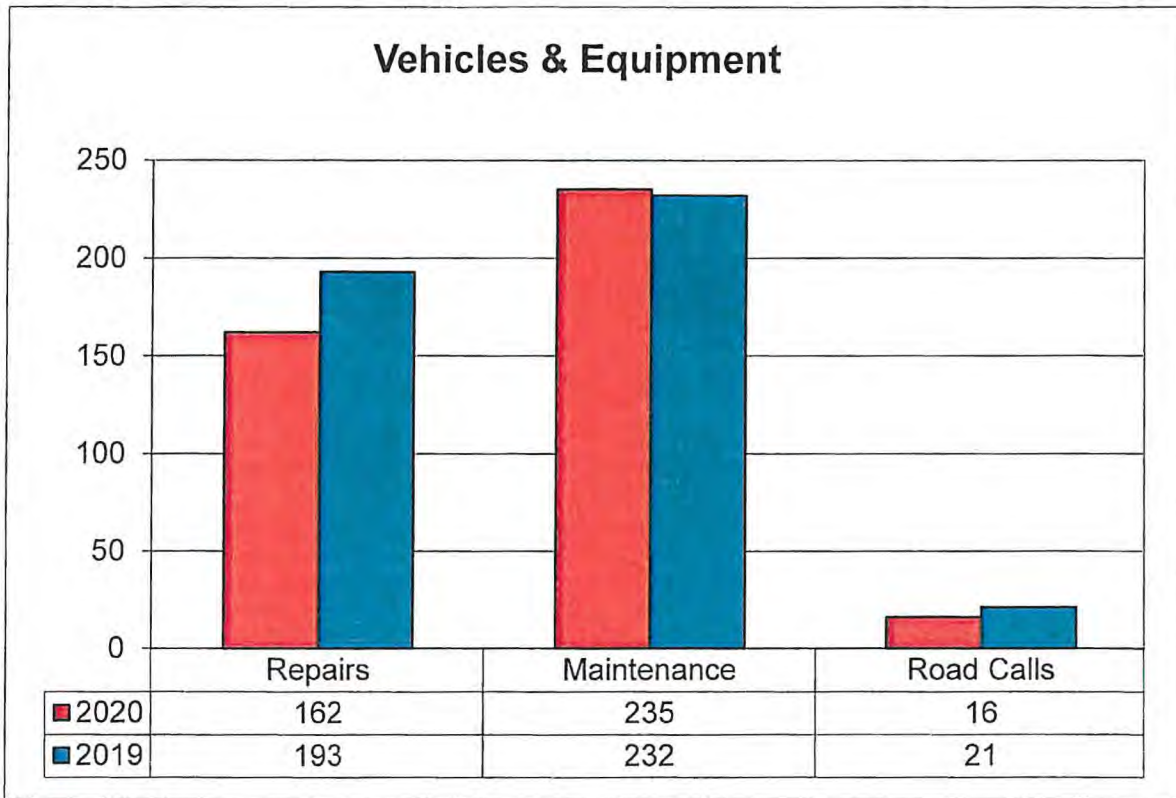
VEHICLES & EQUIPMENT

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

The two full-time DPW mechanics completed 162 vehicle and equipment repairs in 2020, a 16% decrease from the 193 repairs completed in 2019. Repairs decreased as a result of updating the fleet with new pickups, equipment and police vehicles. In 2020, 235 vehicles were serviced for regular maintenance.

In 2020, the DPW updated the fleet with two new vehicles, a tractor, and chipper. The new 2020 Morbark Eger Beaver 1415 Chipper replaced the 1994 Morbark Chipper that is crucial to continue to provide the chipping service to our residents. The new John Deere 3033R Compact Utility Tractor with Backhoe replaced the 2008 John Deere Tractor that is used to maneuver in rear yards and easements to repair water mains and sewers. The two new vehicles were the 2020 Freightliner 4x2 Vactor Combination Sewer and Catch Basin Cleaner Truck and the 2019 Ford F-750 5-yard Dump Truck with a plow and salt spreader. The 2020 Freightliner 4x2 Vactor Combination Sewer and Catch Basin Cleaner Truck replaced the 2008 Sewer Jet Vactor Truck that had become undependable. It is a vital piece of equipment used for water main breaks, stop box replacements, catch basin repairs, and most importantly sewer cleaning. The 2019

Ford F-750 5-yard Dump Truck replaced the 1992 Mack 10-yard dump truck. The 5-yard dump trucks are smaller and easier to maneuver throughout the city.



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



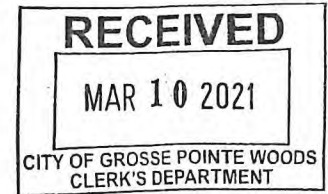
CITY OF GROSSE POINTE WOODS
MEMORANDUM

7A

DATE: March 5, 2021

TO: Mayor and City Council

FROM: Susan Como, Executive Assistant *SC*



SUBJECT: REQUEST FOR PROPOSALS FOR 2021 CDBG ACTIVITES

The Department of Housing and Urban Development (HUD) and Wayne County have invited the community's to participate in the Request for Proposals for the Community Development Block Grant (CDBG) 2021 Activities Program. Each participating community will receive \$20,000 to be utilized on qualifying projects (COVID-19) and/or for public service.

Also, jurisdictions will have the option of participating in a Request for Proposal (RFP) for program administered by the County. Each project funded through the RFP program will be a minimum of \$100,000. Last year, our community along with the Village of Grosse Pointe Shores, Grosse Pointe Farms, Grosse Pointe Park, and Grosse Pointe City submitted a joint RFP requesting funding for improvements to *The Helm Life Center*. The project was awarded in the amount of \$400,000, which will be utilized for improvements to the Helm's basement.

Annually, each community has the option of designating the \$20,000 on qualifying projects and/or a public service of their choice as well as opting in or out of the joint RFP.

Once again, it is the intent of the Village of Grosse Pointe Shores, Grosse Pointe Farms, Grosse Pointe City, Grosse Pointe Park and Harper Woods to allocate \$6,000 (30%) of the \$20,000 to PAATS and the remaining \$14,000 (70%) to *The Helm Life Center* for senior center operations as part of a joint application.

It is my recommendation that City Council authorize the City Administrator to submit a proposal allocating \$6,000 (30%) of the \$20,000 in CDBG public service funds to PAATS and the remaining \$14,000 (70%) to *The Helm Life Center* for senior center operations and opt out of the 2021 RFP program.

Approved for Council's consideration:

Bruce J. Smith
Bruce J. Smith, City Administrator

**City of Grosse Pointe Woods
County of Wayne**

Resolution Approving PY 20201 CDBG Application

WHEREAS, Wayne County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and

WHEREAS, Wayne County has allocated \$20,000.00 to each of the 34 participating communities and requested CDBG-eligible projects for inclusion in the Action Plan, and

WHEREAS, the City of Grosse Pointe Woods found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

Activity	Amount
Senior Services (The Helm Life Center)	\$14,000.00
Transportation Services (PAATS)	\$6,000.00

NOW, THEREFORE, BE IT RESOLVED THAT the City of Grosse Pointe Woods CDBG application is hereby authorized to be submitted to Wayne County for inclusion in Wayne County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that Bruce J. Smith, City Administrator, is hereby authorized to execute all documents, agreements, or contracts which result from this application to Wayne County.

Made and passed this ____ day of _____, 2021.

I, Lisa Kay Hathaway, the duly authorized Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the City of Grosse Pointe Woods City Council on _____, 2021.

Lisa Kay Hathaway, City Clerk
City of Grosse Pointe Woods
County of Macomb Acting in Wayne, Michigan

LISA A. ANDERSON
landerson@rsjalaw.com

27555 Executive Drive, Suite 250
Farmington Hills, Michigan 48331
P 248.489.4100 | F 248.489.1726
rsjalaw.com



ROSATI | SCHULTZ
JOPPICH | AMTSBUECHLER

February 11, 2021

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

RE: Ordinance Amendment to Revise the Nominating Petition Deadline
First Reading February 22, 2021

Dear Mayor and Council:

Pursuant to the Michigan Election Law, MCL 168.644e, candidates for office in odd year general elections must file nominating petitions on the fifteenth Tuesday before the election date. At the request of the City Clerk, I prepared an ordinance amendment to revise the nominating petition deadline in Section 2-156 of the City Code from the twelfth Tuesday to the fifteenth Tuesday before odd year general elections. The proposed amendment to Section 2-156 is consistent with the Michigan Election Law. If Council is in agreement with the proposed amendment, the ordinance may be scheduled for a second reading and publication of the ordinance.

Very truly yours,

ROSATI SCHULTZ JOPPICH
& AMTSBUECHLER PC

Lisa A. Anderson

LAA/Encl

Cc: Bruce Smith, City Administrator
Lisa Hathaway, City Clerk

ORDINANCE # _____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR THE CITY OF GROSSE POINTE WOODS, CHAPTER 2, ADMINISTRATION, ARTICLE VI, ELECTIONS, TO REVISE THE NOMINATING PETITION DEADLINE IDENTIFIED IN SECTION 2-516.

THE CITY OF GROSSE POINTE WOODS ORDAINS:

Sec. 2-516. – Nominating Petition Deadline.

The candidate filing deadline for nominating petitions at all odd year general elections for city council shall be 4:00 p.m. on the ~~12th~~15th Tuesday before the odd year general election, as required by the Michigan Election Law. In the event state law is amended on this topic, the state law shall control.

(Ord. No. 836, 1-3-2011)

RECEIVED
MAR 11 2021
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

AFFIDAVIT OF LEGAL PUBLICATION

Grosse Pointe News

16980 Kercheval Avenue
Grosse Pointe, Michigan 48230
(313) 882-3500

COUNTY OF WAYNE
STATE OF MICHIGAN, SS.

John Minnis

being duly sworn deposes and says that attached advertisement of

City of Grosse Pointe Woods

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

March 4, 2021

#7 GPW 3/4 ORD CHAP 2 2ND REA

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

J. W. Minnis

Lisa Hathaway

Notary Public

City of **Grosse Pointe Woods**, Michigan
NOTICE IS HEREBY GIVEN that the City Council will be considering the following proposed ordinance for a second reading at its meeting scheduled for Monday, March 15, 2021, at 7:00 p.m. to be held remotely by Zoom. The Council meeting is open to the public. All interested persons are invited to attend. The proposed ordinance is located on the City's website at www.gpwmi.us.

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR THE CITY OF GROSSE POINTE WOODS, CHAPTER 2 ADMINISTRATION, ARTICLE VI, ELECTIONS TO REVISE THE NOMINATING PETITION DEADLINE IDENTIFIED IN SECTION 2-416

Lisa Hathaway
City Clerk

G.P.N.: 03/04/2021

GROSSE POINTE WOODS
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF WAYNE
My Comm. Exp. 07/23/2025
Being in the County of *Wayne*
Date *3/4/2021*

Invoice Number
305601

Invoice Date
02/15/21

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

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	03/17/21	PRINCIPAL DUE MILK RIVER DRAINAGE SYSTEM SRF PROGRAM 5446-01 830.186830 Cash Acct# 830.010724	740,996.00
		<i>305445.991.000</i>	
002	03/17/21	INTEREST DUE MILK RIVER DRAINAGE SYSTEM SRF PROGRAM 5446-01 44724.581001 Cash Acct# 830.010724	220,402.09
		<i>305445.992.000</i>	
003	03/17/21	INTEREST DUE MILK RIVER DRAINAGE SYSTEM SRF PROGRAM 5446-02 COMPLETION 44724.581001 Cash Acct# 830.010724	4,594.02
		<i>305445.992.000</i>	

SM 3/1/2021

[Signature]
3/2/21

Please Pay This Amount => \$ **965,992.11**

Return Remittance Copy of Invoice with Payment

Invoice Number **305601** Invoice Date **02/15/21**



**TOKIO MARINE
HCC**

Tokio Marine HCC - Public Risk Group
1700 Opdyke Court, Auburn Hills, Michigan 48326
main 248 371 3100 / 800 225 6561 facsimile 248 371 3091

9B

INVOICE

Rec'd 3/18/21 JKL

Date: March 1, 2021
To: City Of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pte Woods, MI 48236

Claim #: 191382
Bottomline Code: MI6-191382
Carrier: U.S. Specialty Insurance Company
Terms: Due within 30 days

Insured: City Of Grosse Pointe Woods

Policy # /Eff. Date: PKG81210016 / October 1, 2017

Date of Loss: April 19, 2018

Claimant: FOX, MICHAEL

Loss Description: Fox - Defamation Claim

Deductible Information: Please be advised that the above-referenced policy has a \$15,000.00 deductible applicable to the coverage under this claim. The deductible applies to both loss and expense (i.e. defense) payments. To date, we have incurred loss and expense payments of \$68,266.70. At this time, we are requesting reimbursement of \$15,000.00 under your deductible for the handling of this matter.

Billing Item: (Deductible Recovery)	<u>Amount</u>
Invoice Total	\$15,000.00

Remit Payment To:
Tokio Marine HCC – Public Risk Group
1700 Opdyke Court
Auburn Hills, MI 48326
Attn: Claim 191382 / William Rivard

101210812.00 SM 3/1/2021
William Rivard 3/1/21

Copy to: THE STEVENSON COMPANY
Questions Regarding This Invoice: Contact William Rivard at 248-371-3061 or Main Office: 800-225-6561



ANDERSON, ECKSTEIN & WESTRICK, INC.
 CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 Schoenherr Road
 Southfield Township, MI 48034
 586 746-1234
 www.aewinc.com

lead 3/8/21 JPL

9C

March 2, 2021

Shawn Murphy, Controller
 City of Grosse Pointe Woods
 20025 Mack Avenue
 Grosse Pointe Woods, Michigan 48236-2397

Reference: Lake Front Park Bridge Replacement
 City of Grosse Pointe Woods
 AEW Project No. 0160-0425

Dear Mrs. Murphy:

Enclosed please find Construction Pay Estimate No. 4 for the above referenced project. For work performed through February 28, 2021 we recommend issuing payment for the **Net Earnings this Period (see Page 2)** in the amount of **\$62,177.90** to E.C. Korneffel Company, 2691 Veterans Parkway, Trenton, MI 48183.

If you have questions or require additional information, please contact our office.

Sincerely,

Ross T. Wilberding, PE
 Project Manager

PO 46167
 # 401-903-977-109
 OK - [initials]

cc: Bruce Smith, City Administrator
 Frank Schulte, Director of Public Services
 Jeanne Duffy
 Susan Como
 E.C. Korneffel Company

SM 3/4/21

 3/5/21



Construction Pay Estimate Report

Anderson Eckstein and Westrick

3/2/2021 10:16 AM

FieldManager 5.3c

Contract: .0160-0425, LFP Bridge Replacmenet Project

Estimate No. 4	Estimate Date 2/28/2021	Entered By Michelle Ankawi	Estimate Type Semi-Monthly	Managing Office Anderson Eckstein and Westrick
All Contract Work Completed	Construction Started Date	Prime Contractor E. C. Korneffel Co. 2691 Veterans Pkwy Trenton MI 48183-2626		
Comments Current Contract Amount: \$678,444.88 % Completed: 72%				

Item Usage Summary

Project: 0160-0425, LFP Bridge Replacmenet Project

Category: 0000,

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
Reinforcement, Steel, Epoxy Coated	Lb	7060092	0080	0080	00	000	31,752.000	1.20	\$38,102.40
Bearing, Elastomeric, 1 inch	Sin	7070012	0100	0100	00	000	4,500.000	0.01	\$45.00
Structural Steel, Rolled Shape, Erect	Lb	7070070	0110	0110	00	000	48,061.000	0.50	\$24,030.50
Subtotal for Category 0000:									\$62,177.90
Subtotal for Project 0160-0425:									\$62,177.90
Total Estimated Item Payment:									\$62,177.90

Time Charges

Site	Site Description	Site Method	Days Charged	Liq. Damages
00	SITE NUMBERS SHOULD BE CODED 00	Completion Date		\$0
Total Liquidated Damages:				\$0

Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
0160-0425, LFP Bridge Replacmenet Project	0004	\$62,177.90	\$0.00	\$62,177.90
Voucher Total:				\$62,177.90



Construction Pay Estimate Report

Anderson Eckstein and Westrick

3/2/2021 10:16 AM

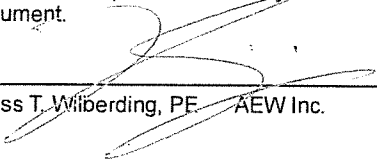
FieldManager 5.3c

Summary

Current Voucher Total:	\$62,177.90	Earnings to date:	\$490,748.96
-Current Retainage:	\$0.00	- Retainage to date:	\$33,922.24
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$62,177.90	Net Earnings to date:	\$456,826.72
		- Payments to date:	\$394,648.82
		Net Earnings this period:	\$62,177.90

Estimate Certification

I certify the items included on this report constitute my estimate of work completed and due the contractor as of the date of this document.



Ross T. Wilberding, PE AEW Inc.

3/2/2021

(Date)



Construction Pay Estimate Amount Balance Report

Estimate: 4

Anderson Eckstein and Westrick

3/2/2021 10:16 AM

FieldManager 5.3c

Contract: .0160-0425, LFP Bridge Replacmenet Project

Project: 0160-0425, LFP Bridge Replacmenet Project

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0005	_ Reimbursed Permit Fees	1077060	3,500.000	Dlr		0.000			1.00000	
0010	Mobilization, Max 10%	1500001	1.000	LS		1.000	1.000	100%	6,000.00000	\$6,000.00
0015	Curb and Gutter, Rem	2040020	77.000	Ft		0.000			15.00000	
0020	Pavt, Rem	2040050	200.000	Syd		0.000			10.00000	
0025	Sidewalk, Rem	2040055	40.000	Syd		0.000			10.00000	
0030	_ Fence, Rem & Reinstall	2047001	50.000	Ft		0.000			75.00000	
0035	_ Subgrade Undercutting, Modified	2057021	25.000	Cyd		0.000			50.00000	
0040	Backfill, Structure, CIP	2060002	22.000	Cyd		0.000			50.00000	
0045	Excavation, Fdn	2060010	26.000	Cyd		40.600	40.600	156%	50.00000	\$2,030.00
0050	Erosion Control, Silt Fence	2080036	191.000	Ft		0.000			2.00000	
0055	Project Cleanup	2090001	1.000	LS		0.000			1.00000	
0060	Aggregate Base, 6 inch	3020016	225.000	Syd		0.000			15.00000	
0065	Underdrain, Fdn, 4 inch	4040031	80.000	Ft		0.000			15.00000	
0070	Joint, Expansion, E3	6020208	72.000	Ft		0.000			10.00000	
0075	_ Conc Pavt, Reinf, 8 inch	6027011	192.000	Syd		0.000			72.00000	
0080	Reinforcement, Steel, Epoxy Coated	7060092	34,044.000	Lb	31,752.000	34,025.000	34,025.000	99%	1.20000	\$40,830.00
0085	Substructure Conc	7060100	27.000	Cyd		27.300	27.300	101%	1,000.00000	\$27,300.00
0090	Superstructure Conc	7060110	111.000	Cyd		0.000			500.00000	
0095	Superstructure Conc,Form,Finish,and Cure	7060111	1.000	LS		0.000			30,000.00000	
0100	Bearing, Elastomeric, 1 inch	7070012	4,500.000	Sin	4,500.000	4,500.000	4,500.000	100%	0.01000	\$45.00
0105	Shear Developers	7070040	1.000	LS		0.000			7,000.00000	
0110	Structural Steel, Rolled Shape, Erect	7070070	45,000.000	Lb	48,061.000	48,061.000	48,061.000	107%	0.50000	\$24,030.50
0115	Struct Steel, Rolled Shape, Furn and Fab	7070071	45,000.000	Lb		48,061.000	48,061.000	107%	2.50000	\$120,152.50
0120	Joint Waterproofing	7100001	96.000	Sft		0.000			10.00000	
0125	_ Bridge Railing, Aesthetic Parapet Tube, Modified	7117001	205.000	Ft		0.000			200.00000	
0130	Structures,Rehab,Rem Portions	7120070	1.000	LS		1.000	1.000	100%	269,000.00000	\$269,000.00
0135	_ Bridge Joint, Compression Seal	7127001	72.000	Ft		0.000			35.00000	

Contract: .0160-0425

Estimate: 4

Page 1 of 2



Construction Pay Estimate Amount Balance Report

Estimate: 4

3/2/2021 10:16 AM

Anderson Eckstein and Westrick

FieldManager 5.3c

Project: 0160-0425, LFP Bridge Replacmenet Project

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0140	Curb and Gutter, Conc, Det F4	8020038	77.000	Ft		0.000			38.00000	
0145	_ Curb and Gutter, Conc, Det F4, Modified	8027001	67.000	Ft		0.000			39.00000	
0150	Sidewalk, Conc, 6 inch	8030046	335.000	Sft		0.000			5.00000	
0155	_ Pedestrian Fencing	8087001	127.000	Ft		0.000			50.00000	
0160	Pavt Mrkg, Waterborne, 4 inch, Yellow	8110232	350.000	Ft		0.000			2.00000	
0165	Pavt Mrkg, Waterborne, 6 inch, White	8110233	375.000	Ft		0.000			3.00000	
0170	Rem Curing Compound, for Longit Mrkg, 4"	8110307	350.000	Ft		0.000			2.00000	
0175	Rem Curing Compound, for Longit Mrkg, 6"	8110308	375.000	Ft		0.000			2.00000	
0180	Barric,Type III,High Intens,Lighted,Furn	8120022	8.000	Ea		8.000	8.000	100%	70.00000	\$560.00
0185	Barric,Type III,High Intens,Lighted,Oper	8120023	8.000	Ea		8.000	8.000	100%	0.01000	\$0.08
0190	Pedestrian Type II Barricade, Temp	8120026	4.000	Ea		4.000	4.000	100%	90.00000	\$360.00
0195	Minor Traf Devices	8120170	1.000	LS		0.000			2,000.00000	
0200	Sign, Type B, Temp, Prismatic, Furn	8120350	100.000	Sft		88.000	88.000	88%	5.00000	\$440.00
0205	Sign, Type B, Temp, Prismatic, Oper	8120351	100.000	Sft		88.000	88.000	88%	0.01000	\$0.88
0210	Topsoil Surface, Furn, 4 inch	8160062	200.000	Syd		0.000			8.20000	
0215	Water, Sodding/Seeding	8160090	11.000	Unit		0.000			90.00000	
0220	_ Hydroseeding	8167011	200.000	Syd		0.000			3.60000	
0225	_ Electrical Conduit Relocation	8197051	1.000	LS		0.000			2,000.00000	
0230	_ Site Grading	8507051	1.000	LS		0.000			4,000.00000	

Subtotal for Category 0000: 490748.96

Subtotal for Project 0160-0425: 490748.96

Percentage of Contract Completed(curr): 72%
(total earned to date / total of all authorized work)

Total Amount Earned This Estimate: \$62,177.90

Total Amount Earned To Date: \$490,748.96



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS

51301 Schoenherr Road
Shelby Township, MI 48315

586.726.1234
www.aewinc.com

Rec'd 3/8/21 lpl



March 2, 2021

Shawn Murphy, Deputy Controller
City of Grosse Pointe Woods
20025 Mack Avenue
Grosse Pointe Woods, Michigan 48236-2397

Reference: 2020 Sewer Rehabilitation by Full Length C.I.P.P. Lining
City of Grosse Pointe Woods
AEW Project No. 0160-0429

Dear Mrs. Murphy:

Enclosed please find Construction Pay Estimate No. 2 for the above referenced project. For work performed through February 28, 2021 we recommend issuing payment for the **Net Earnings this Period (see Page 2)** in the amount of **\$123,944.28** to Corby Energy Services, Inc., 6001 Schooner, Belleville, MI 48112.

If you have questions or require additional information, please contact our office.

Sincerely,

Frank D. Varicalli

cc: Bruce Smith, City Administrator
Frank Schulte, Director of Public Services
Jeanne Duffy
Susan Como
Josh Freeman, Corby Energy Services, Inc.

PO 46161
#592-537-976-002

OK - FB

SM 3/4/21

Bruce Smith
3/5/21



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

3/2/2021 10:06 AM

FieldManager 5.3c

Contract: .0160-0429, 2020 Sewer Rehabilitation by Full Length CIPP Lining

Estimate No. 2	Estimate Date 2/28/2021	Entered By Michelle Ankawi	Estimate Type Semi-Monthly	Managing Office Anderson, Eckstein and Westrick, Inc.
All Contract Work Completed		Construction Started Date		
Prime Contractor Corby Energy Services, Inc. 6001 Schooner Dr Belleville MI 48111-5366				
Comments Current Contract Amount: \$377,392.00 % Completed: 64%				

Item Usage Summary

Project: 0160-0429, 2020 Sewer Rehabilitation by Full Length CIPP Lining

Category: 0000,

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
_ Sewer, CIPP, 10 inch, Full Length	Ft	4027001	0015	0015	00	000	1,564.000	33.00	\$51,612.00
_ Sewer, CIPP, 12 inch, Full Length	Ft	4027001	0020	0020	00	000	626.000	38.00	\$23,788.00
_ Sewer, CIPP, 15 inch, Full Length	Ft	4027001	0025	0025	00	000	323.000	47.00	\$15,181.00
_ Sewer, CIPP, 18 inch, Full Length	Ft	4027001	0030	0030	00	000	420.000	53.00	\$22,260.00
_ Sewer, Post-Construction, CCTV, 10 inch	Ft	4027001	0045	0045	00	000	1,824.000	1.00	\$1,824.00
_ Sewer, Post-Construction, CCTV, 12 inch	Ft	4027001	0050	0050	00	000	165.000	1.00	\$165.00
_ Sewer, Pre-Construction, Clean and CCTV, 10 Inch	Ft	4027001	0075	0075	00	000	618.000	2.00	\$1,236.00
_ Sewer, Pre-Construction, Clean and CCTV, 12 inch	Ft	4027001	0080	0080	00	000	1,034.000	2.00	\$2,068.00
_ Sewer, Pre-Construction, Clean and CCTV, 18 inch	Ft	4027001	0090	0090	00	000	426.000	2.00	\$852.00
_ Sewer, Pre-Construction, Clean and CCTV, 21 inch	Ft	4027001	0095	0095	00	000	857.000	2.00	\$1,714.00
_ Lateral, Reinstate	Ea	4027050	0105	0105	00	000	24.000	65.00	\$1,560.00
_ Mineral Deposit, Rem	Ea	4027050	0110	0110	00	000	47.000	90.00	\$4,230.00
_ Cutting Service Lead Protrusions	Ea	4037050	0115	0115	00	000	10.000	125.00	\$1,250.00
_ Traffic Maintenance and Control	LS	8127051	0120	0120	00	000	0.750	5,600.00	\$4,200.00
Subtotal for Category 0000:								<u>\$131,940.00</u>	
Subtotal for Project 0160-0429:								<u>\$131,940.00</u>	
Total Estimated Item Payment:								<u>\$131,940.00</u>	



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

3/2/2021 10:06 AM

FieldManager 5.3c

Time Charges

Site	Site Description	Site Method	Days Charged	Liq. Damages
00	SITE NUMBERS SHOULD BE CODED 00	Completion Date		\$0
Total Liquidated Damages:				\$0

Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
0160-0429, 2020 Sewer Rehabilitation by Full Length CIPP Lining	0002	\$131,940.00	\$0.00	\$131,940.00
Voucher Total:				\$131,940.00

Summary

Current Voucher Total:	\$131,940.00	Earnings to date:	\$240,678.80
-Current Retainage:	\$7,995.72	- Retainage to date:	\$18,869.60
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$123,944.28	Net Earnings to date:	\$221,809.20
		- Payments to date:	\$97,864.92
		Net Earnings this period:	\$123,944.28

Estimate Certification

I certify the items included on this report constitute my estimate of work completed and due the contractor as of the date of this document.

Frank D. Varicalli, AEW, Inc.

3-2-21

(Date)



Construction Pay Estimate Amount Balance Report

Estimate: 2

3/2/2021 10:06 AM

FieldManager 5.3c

Anderson, Eckstein and Westrick, Inc.

Contract: .0160-0429, 2020 Sewer Rehabilitation by Full Length CIPP Lining

Project: 0160-0429, 2020 Sewer Rehabilitation by Full Length CIPP Lining

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0005	_ Bonds, Insurance and Initial Setup Expense (3% Maximum)	1027051	1.000	LS		1.000	1.000	100%	10,992.00000	\$10,992.00
0010	_ Sewer, CIPP, 08 inch, Full Length	4027001	900.000	Ft		605.000	605.000	67%	30.00000	\$18,150.00
0015	_ Sewer, CIPP, 10 inch, Full Length	4027001	2,500.000	Ft	1,564.000	2,337.200	2,337.200	93%	33.00000	\$77,127.60
0020	_ Sewer, CIPP, 12 inch, Full Length	4027001	1,400.000	Ft	626.000	1,253.000	1,253.000	90%	38.00000	\$47,614.00
0025	_ Sewer, CIPP, 15 inch, Full Length	4027001	800.000	Ft	323.000	323.000	323.000	40%	47.00000	\$15,181.00
0030	_ Sewer, CIPP, 18 inch, Full Length	4027001	450.000	Ft	420.000	420.000	420.000	93%	53.00000	\$22,260.00
0035	_ Sewer, CIPP, 21 inch, Full Length	4027001	1,150.000	Ft		0.000			79.00000	
0040	_ Sewer, Post-Construction, CCTV, 08 inch	4027001	900.000	Ft		0.000			1.00000	
0045	_ Sewer, Post-Construction, CCTV, 10 inch	4027001	2,500.000	Ft	1,824.000	1,824.000	1,824.000	73%	1.00000	\$1,824.00
0050	_ Sewer, Post-Construction, CCTV, 12 inch	4027001	1,400.000	Ft	165.000	369.000	369.000	26%	1.00000	\$369.00
0055	_ Sewer, Post-Construction, CCTV, 15 inch	4027001	800.000	Ft		378.200	378.200	47%	1.00000	\$378.20
0060	_ Sewer, Post-Construction, CCTV, 18 inch	4027001	450.000	Ft		0.000			1.00000	
0065	_ Sewer, Post-Construction, CCTV, 21 inch	4027001	1,150.000	Ft		0.000			1.00000	
0070	_ Sewer, Pre-Construction, Clean and CCTV, 08 inch	4027001	900.000	Ft		950.000	950.000	106%	2.00000	\$1,900.00
0075	_ Sewer, Pre-Construction, Clean and CCTV, 10 inch	4027001	2,500.000	Ft	618.000	3,527.000	3,527.000	141%	2.00000	\$7,054.00
0080	_ Sewer, Pre-Construction, Clean and CCTV, 12 inch	4027001	1,400.000	Ft	1,034.000	2,556.000	2,556.000	183%	2.00000	\$5,112.00
0085	_ Sewer, Pre-Construction, Clean and CCTV, 15 inch	4027001	800.000	Ft		732.000	732.000	92%	2.00000	\$1,464.00
0090	_ Sewer, Pre-Construction, Clean and CCTV, 18 inch	4027001	450.000	Ft	426.000	852.000	852.000	189%	2.00000	\$1,704.00
0095	_ Sewer, Pre-Construction, Clean and CCTV, 21 inch	4027001	1,150.000	Ft	857.000	1,147.000	1,147.000	99%	2.00000	\$2,294.00
0100	_ Lateral, Preparation	4027050	20.000	Ea		0.000			100.00000	
0105	_ Lateral, Reinstate	4027050	180.000	Ea	24.000	61.000	61.000	34%	65.00000	\$3,965.00
0110	_ Mineral Deposit, Rem	4027050	50.000	Ea	47.000	151.000	151.000	302%	90.00000	\$13,590.00

Contract: .0160-0429

Estimate: 2

Page 1 of 2



Construction Pay Estimate Amount Balance Report

Estimate: 2

3/2/2021 10:06 AM

FieldManager 5.3c

Anderson, Eckstein and Westrick, Inc.

Project: 0160-0429, 2020 Sewer Rehabilitation by Full Length CIPP Lining

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0115	_ Cutting Service Lead Protrusions	4037050	20.000	Ea	10.000	44.000	44.000	220%	125.00000	\$5,500.00
0120	_ Traffic Maintenance and Control	8127051	1.000	LS	0.750	0.750	0.750	75%	5,600.00000	\$4,200.00
0125	_ Deliverables	8267051	1.000	LS		0.000			3,500.00000	

Subtotal for Category 0000: 240678.80

Subtotal for Project 0160-0429: 240678.80

Percentage of Contract Completed(curr): 64%
(total earned to date / total of all authorized work)

Total Amount Earned This Estimate: \$131,940.00

Total Amount Earned To Date: \$240,678.80

KITCH DRUTCHAS WAGNER VALITUTTI & SHERBROOK

A PROFESSIONAL CORPORATION
Attorneys and Counselors

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

313-965-7900

RECEIVED

IRS # 38-189



MAR - 4 2021

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT
FEBRUARY 25 2021

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

FILE # 2371.002582
INVOICE # 492714

REGARDING: CITY OF GROSSE POINTE WOODS

FOR PROFESSIONAL SERVICES RENDERED

01/28/21 MJW DISCUSSION WITH AT&T RE RENEWING ITS SMALL .30
CELL PROGRAM AND SEEKING INPUT ON CITY REVIEW
PROCESS

TOTAL HOURLY CHARGES \$90.00

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

CURRENT AMOUNT DUE \$90.00

TOTAL AMOUNT DUE \$90.00

SM 101210812.00 \$90.00
3/1/21
Bruce J. Smith
3/1/21

RECEIVED

MAR 08 2021

KELLER THOMA
A PROFESSIONAL CORPORATION

COUNSELORS AT LAW
26555 EVERGREEN
SUITE 550
SOUTHFIELD, MICHIGAN 48076
313.965.7610
FAX 313.965.4480
www.kellerthoma.com

Rec'd 3/8/21 JH

9F

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, 2021
Client: 000896
Matter: 000000
Invoice #: 119899

REGARDING: GENERAL MATTERS

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

TOTAL \$633.75

101210810000

\$ 633.75

Sm 3/8/21

Bruce Smith
3/8/2021

KELLER THOMA
A PROFESSIONAL CORPORATION

COUNSELORS AT LAW
26555 EVERGREEN
SUITE 550
SOUTHFIELD, MICHIGAN 48076
313.965.7610
FAX 313.965.4480
www.kellerthoma.com

FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
Attention: Bruce Smith, City Manager

March 01, 2021
Client: 000896
Matter: 000000
Invoice #: 119899

Page: 1

RE: GENERAL MATTERS

For Professional Services Rendered through February 28, 2021

DATE	ATTY	DESCRIPTION	HOURS
2/1/2021	GSR	Correspondence with arbitrator regarding employee arbitration; telephone discussion with Director Kosanke regarding the same.	0.50
2/2/2021	GSR	Telephone call from Bruce Smith regarding employee matter; correspondence and telephone discussion with union attorney regarding employee grievance arbitration.	0.50
2/3/2021	GSR	Correspondence and telephone discussion with Director Kosanke regarding employee arbitration; telephone call from Mr. Smith regarding employee matter; preparation of separation agreement regarding the same.	0.75
2/8/2021	GSR	Telephone call from Director Kosanke regarding employee matter.	0.25
2/9/2021	GSR	Correspondence to Director Kosanke regarding employee matter.	0.25
2/9/2021	KEJ	Attention to review of legal authority related to documentation for return to work under USERRA.	1.50

Total Services \$633.75

ATTORNEY	HOURS	RATE	AMOUNT
KEJ KATHRYN E. JONES	1.50	\$160.00	\$240.00
GSR GOURI SASHITAL	2.25	\$175.00	\$393.75

KELLER THOMA
A PROFESSIONAL CORPORATION

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

Attention: Bruce Smith, City Manager

March 01, 2021
Client: 000896
Matter: 000000
Invoice #: 119899

Page: 2

RE: GENERAL MATTERS

Total Amount Due

\$633.75

96

Rec'd 3/8/21 JKL

YORK, DOLAN & TOMLINSON, P.C.
Attorneys and Counselors at law
22600 Hall Road, Ste. 205
Clinton Township, Michigan 48036
586-263-5060
Fax 586-263-4763

John A. Dolan (jdolan@yorkdolanlaw.com)
Timothy D. Tomlinson (ttomlinson@yorkdolanlaw.com)

Fred A. York (1930-1989)

March 2, 2021

CITY OF GROSSE POINTE WOODS
ITEMIZED LIST OF LEGAL SERVICES RENDERED
February, 2021

SUBJECT	DATE	SERVICES	TIME
694 PEACHTREE	02/04/21	3 TC w/Tutag; Review email from Tutag; TC w/Attorney Schinske; Prepare Hold Harmless Agreement	2.0
	02/05/21	Receipt & review email from Attorney Schinske; Email Tutag & Kosanke	.6
	02/06/21	Email from Attorney Schinske; TC w/Kosanke	.3
	02/21/21	Review email	.2
1364 BLAIRMORE	02/01/21	TC w/Tutag; Research short term rentals & PRE; Dictate corresp to property owner	1.5
	02/12/21	Receipt & review email	.2
BOARD OF REVIEW	02/09/21	Review email	.2
PLANNING COMMISSION	02/24/21	TC w/G. Bailey	.2
	02/26/21	TC w/G. Bailey	.2
SHORT TERM RENTALS	02/01/21	TC w/Tutag	.2
	02/24/21	Research	2.5
MUNICIPAL COURT			
<i>Prosecution Hrgs</i>	02/03/21	Prepare & Attend Municipal Court Pretrial Hearings	1.8

02/17/21	Prepare & Attend Municipal Court Pretrial Hearings	2.6
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SUBJECT	DATE	SERVICES	TIME
	02/18/21	Review files; Prepare Plea Agreements; TC w/defense attorneys	1.6
	02/24/21	Prepare & Attend Municipal Court Pretrial Hearings	3.0
	02/25/21	Review files; Prepare Plea Agreements; TC w/defense attorneys	1.0
General	02/22/21	Receipt & review email from Court w/crime victim rights form	.3
	02/26/21	Receipt & review email w/search Warrant form; Reply email to Police Dept	.7
Specific Files			
<i>People v Ekwere</i>	02/16/21	Email from Defendant's Attorney; Reply email; TC w/Defendant's Attorney	.4
<i>People v Herman</i>	02/16/21	TC w/Defendant's Attorney	.2
<i>People v Landers</i>	02/24/21	TC w/victim	.2
<i>People v Livernois</i>	02/26/21	Receipt & review discovery provided to Defendant's Attorney	.5
<i>People v Maniaci</i>	02/03/21	Email from Defendant's Attorney; Reply email	.2
	02/16/21	Receipt & review 2 emails from Defendant's Attorney; 2 reply emails; Email Court	.4
<i>People v McKee</i>	02/25/21	Review incident reports & 3 videos; TC w/Det. Bonk	.5
<i>People v Peoples</i>	02/22/21	TC w/Detective regarding trial; TC w/Defendant's Attorney	.4
<i>People v Radulovich</i>	02/09/21	Receipt & review complaint & warrant request; Email warrant approval	.5

People v Schoenberg 02/04/21 TC w/Detective; Receipt & review warrant request; Reply email w/approval .5

SUBJECT	DATE	SERVICES	TIME
	02/09/21	Receipt & review email w/2 nd warrant Request; Review report; Reply email to Detective	.5

TOTAL HOURS (155/HR) & FEES – February, 2021 23.4 \$3,627.00

COSTS:

TOTAL FEES & COSTS – February, 2021 \$3,627.00

Breakdown:

Building/Planning:
Municipal Court

8.1 hrs.	101210801.200	\$ 1255.50
15.3 hrs	101210801.100	\$ 2371.50
		<hr/>
		\$ 3627.00

SM 3/3/21

[Handwritten Signature]
3/3/21

ROSATI, SCHULTZ, JOPPICH & AMTSBUECHLER, P.C.
27555 Executive Drive, Suite 250
Farmington Hills, MI 48331
(248) 489-4100 Tax ID# 38-3107356

94

RECEIVED
MAR 11 2021
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

March 9, 2021

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

Invoice # 1075187

In Reference To: General Counsel

Bruce Smith
3/10/2021

SM 3/11/2021

Professional Services Rendered Through February 28, 2021

			<u>Hrs/Rate</u>	<u>Amount</u>
<u>City Council</u>				
2/1/2021	LAA	Review of materials in preparation for Council meeting; Telephone conference with Treasurer to discuss information for discussion of meeting	1.20 \$155.00/hr	186.00
	LAA	Telephone conference with Mayor to discuss agenda items	0.40 \$155.00/hr	62.00
	LAA	Telephone conference with Assessor to discuss poverty exemption policy on Council agenda	0.10 \$155.00/hr	15.50
	LAA	Attend City Council meeting	1.90 \$155.00/hr	294.50
2/2/2021	LAA	Telephone conference and email correspondence with Clerk regarding invoices on Council agenda	0.30 \$155.00/hr	46.50
2/10/2021	LAA	Preparation of Resolution for Council vacancy and appointment process	1.90 \$155.00/hr	294.50
2/15/2021	LAA	Telephone conference with Mayor regarding vacancy on Council	0.30 \$155.00/hr	46.50

Rosati, Schultz, Joppich & Amtsbuechler, P.C.

		<u>Hrs/Rate</u>	<u>Amount</u>
2/18/2021	LAA Receipt/review of draft agenda for Council meeting	0.20 \$155.00/hr	31.00
	LAA Correspondence with Clerk regarding public notice of Council vacancy	0.10 \$155.00/hr	15.50
2/22/2021	LAA Receipt/review of agenda materials for Council meeting	1.50 \$155.00/hr	232.50
	LAA Review of incompatible public office statute; Telephone conference with Mayor and Mayor Pro Tem regarding agenda items; Telephone conference with Director to discuss	0.90 \$155.00/hr	139.50
	LAA Attend City Council meeting	0.90 \$155.00/hr	139.50
	SUBTOTAL:	[9.70	1,503.50]

General Administration

2/1/2021	SPJ Annexation: Review legal opinions and financial charts and prepare for City Council closed session discussion; Attend closed session meeting	2.40 \$155.00/hr	372.00
	LAA Charter Amendment: Prepare proposed ballot language	1.00 \$155.00/hr	155.00
	LAA Telephone conference and email correspondence with R. Bucko regarding contract for Fire Department training	0.30 \$155.00/hr	46.50
2/2/2021	SPJ Annexation: Prepare revisions to notice letter to Grosse Pointe Farms based on follow-up consultation with client and new information; Prepare correspondence to City Administrator Smith regarding same	0.90 \$155.00/hr	139.50
	SPJ Annexation: Review debt and liabilities spreadsheet; Identify issues needing attention based on new information and consultation with client; Prepare	0.60 \$155.00/hr	93.00

			<u>Hrs/Rate</u>	<u>Amount</u>
		correspondence to Treasurer Murphy regarding same		
2/2/2021	SPJ	Telephone conference with Treasurer Murphy regarding annexation	0.40 \$155.00/hr	62.00
	TRS	Work on charter ballot question and section revisions with L. Anderson	0.90 \$155.00/hr	139.50
	LAA	Continued preparation of materials for Committee of the Whole meeting on Charter Amendment; Prepare letter to Council evaluating Charter Amendment issues	3.20 \$155.00/hr	496.00
	LAA	Correspondence with Executive Assistant regarding cable franchise agreement; Review agreement in follow-up	0.30 \$155.00/hr	46.50
2/3/2021	LAA	Review of agenda, minutes and attachments in preparation for retiree healthcare meeting	0.30 \$155.00/hr	46.50
	LAA	Review of agenda, minutes, and attachments in preparation for Pension Board meeting; Receipt/review of pension refund memo from Treasurer	0.30 \$155.00/hr	46.50
	LAA	Correspondence with Clerk, Administrator, and Assessor regarding posting the poverty exemption guidelines on the website	0.20 \$155.00/hr	31.00
	LAA	Receipt/review correspondence from Administrator and Clerk about internal issues	0.30 \$155.00/hr	46.50
	LAA	Correspondence with Clerk regarding request for a sidewalk sale; Review information regarding same	0.60 \$155.00/hr	93.00
	LAA	Correspondence with Clerk regarding statements on public meeting notices	0.40 \$155.00/hr	62.00
	LAA	Correspondence with City insurer regarding coverage questions	0.20 \$155.00/hr	31.00

			<u>Hrs/Rate</u>	<u>Amount</u>
2/3/2021	LAA	Correspondence with Attorney Berschback regarding transfer of files	0.20 \$155.00/hr	No Charge
	LAA	Receipt/review correspondence regarding pool filter room repairs	0.10 \$155.00/hr	15.50
2/4/2021	LAA	Pension Board: Receipt/review document from Treasurer for Pension Board meeting; Correspondence with Clerk about Facilitator's statement for meeting	0.40 \$155.00/hr	62.00
	LAA	Attend Pension Board meeting	0.90 \$155.00/hr	139.50
	LAA	Attend retiree healthcare meeting	0.20 \$155.00/hr	31.00
	LAA	Receipt of insurance documents from R. Bucko	0.30 \$155.00/hr	46.50
	LAA	Receipt/review of draft agenda for Committee of the Whole meeting	0.10 \$155.00/hr	15.50
	LAA	Receipt/review of Chene-Trombley Park Master Plan	0.30 \$155.00/hr	46.50
2/5/2021	SPJ	Annexation: Receive and review GFL Solid Waste Contract documents and City Council approval materials	0.70 \$155.00/hr	108.50
	SPJ	Receive and review correspondence from S. Murphy regarding Solid Waste Contract and identifying potential error relative to Grosse Gratiot drain debt amounts; Prepare reply correspondence regarding same	0.40 \$155.00/hr	62.00
	SPJ	Telephone conference with S. Murphy regarding GFL liability and issues with prior calculations pertaining to Grosse Gratiot drain bond debt proportionate share	0.40 \$155.00/hr	62.00
	SPJ	Annexation: Receive and review revised spreadsheet chart of debts and liabilities; Evaluate same; Telephone conference with Treasurer Murphy to	0.80 \$155.00/hr	124.00

			<u>Hrs/Rate</u>	<u>Amount</u>
		coordinate feasibility and information on spreadsheet chart		
2/5/2021	LAA	Telephone conference with Attorney Berschback regarding transition of files	0.20 \$155.00/hr	No Charge
	LAA	Attend meeting with Attorney Berschback to discuss transfer of City Attorney business; Meet with staff	3.90 \$155.00/hr	No Charge
	LAA	Meet with City Administrator about CIPP sewer lining project; Telephone conference with City Administrator, Director of Public Services, and contractor to discuss resident complaint	0.70 \$155.00/hr	108.50
	LAA	Return telephone call to Clerk	0.10 \$155.00/hr	15.50
2/8/2021	LAA	Telephone conference with Mayor regarding Committee of the Whole agenda; Review agenda materials; Attend Committee of the Whole meeting	2.50 \$155.00/hr	387.50
	LAA	Telephone conference with City Administrator regarding odor complaint from resident	0.30 \$155.00/hr	46.50
2/10/2021	LAA	Receipt/review correspondence from Clerk regarding the Public Notice for the Board of Review meetings	0.20 \$155.00/hr	31.00
	LAA	Attend State Tax Commission meeting regarding impact of public health order on March Board of Review meetings	1.50 \$155.00/hr	No Charge
2/11/2021	SPJ	Annexation: Receive and review draft revised spreadsheet for debts and liabilities prepared by S. Murphy; Prepare proposed edits for discussion purposes; Correspondence to S. Murphy regarding same	0.70 \$155.00/hr	108.50
	SPJ	Annexation: Telephone conference with S. Murphy to review and finalize spreadsheet of debts and liability and proportionate share	0.40 \$155.00/hr	62.00

			<u>Hrs/Rate</u>	<u>Amount</u>
2/11/2021	LAA	Correspondence with City Administrator and Mayor regarding Resolution; Continued preparation of Resolution; Prepare letter to Council regarding same	0.70 \$155.00/hr	108.50
	LAA	Correspondence with Clerk regarding nominating petition deadline; Review City Charter, Code and state law regarding dates for filing nominating petition; Prepare ordinance amendment revising nominating petition deadline; Prepare letter to Council regarding the ordinance amendment	1.00 \$155.00/hr	155.00
	LAA	Receipt/review of contract for CIPP sewer lining in follow-up to resident report; Correspondence with City Administrator regarding same	1.10 \$155.00/hr	170.50
2/12/2021	JES	Review of standard Department of Public Works Water, Sewer and Garbage Agreement with Contractors	0.10 \$145.00/hr	14.50
	LAA	Telephone conference with City Administrator, Director of Public Works, and contractor regarding the CIPP sewer lining project; Receipt/review investigation report related to resident complaint	0.90 \$155.00/hr	139.50
	LAA	Receipt/review of Department of Public Works garage and sewer building contract; Correspondence with Executive Assistant regarding same	0.50 \$155.00/hr	77.50
	LAA	Receipt/review of PAATS Transportation Service Agreement from Executive Assistant	0.20 \$155.00/hr	31.00
2/15/2021	JES	Review of redlined changes proposed by the HELM and recommend changes to Contract with PAAT and HELM	0.80 \$145.00/hr	116.00
	LAA	Receipt/review of Department of Public Works Water and Sewer Garage Agreement	1.50 \$155.00/hr	232.50
2/16/2021	LAA	Continued review and revise Department of Public Works Water and Sewer Garage Agreement	3.20 \$155.00/hr	496.00

		<u>Hrs/Rate</u>	<u>Amount</u>
2/16/2021	TRS Work on Charter amendment and edits with L. Anderson	0.30 \$155.00/hr	46.50
2/17/2021	SPJ Receipt/review of revised spreadsheet chart of debts and liabilities from S. Murphy; Prepare correspondence to S. Murphy regarding same, including next steps	0.60 \$155.00/hr	93.00
	LAA Department of Public Works Garage and Sewer Contract: Telephone conference with AEW regarding contract terms; Telephone conference with Clerk regarding Certificate of Insurance	0.60 \$155.00/hr	93.00
	LAA Receipt/review correspondence from Director of Public Works regarding CIPP sewer lining issue	0.10 \$155.00/hr	15.50
	LAA Preparation of proposed ballot language for Committee of the Whole meeting	0.90 \$155.00/hr	139.50
	TRS Work on additional edits to Charter amendments with L. Anderson	0.30 \$155.00/hr	46.50
2/18/2021	SPJ Annexation: Receipt/review correspondence from S. Murphy; Prepare reply correspondence; Prepare correspondence to City Administrator Smith regarding status and issues presented pertaining to next steps	0.70 \$155.00/hr	108.50
	LAA Receipt/review correspondence from Clerk and Assessor regarding March Board of Review; Review Charter and ordinance provisions and state law related to Board of Review in follow-up; Review requirements for write-in appeals in follow-up to Assessor inquiry	1.20 \$155.00/hr	186.00
	LAA Receipt of Revised Department of Public Works Garage and Sewer Contract	0.20 \$155.00/hr	31.00
2/19/2021	LAA Review and revise PAATS Agreement	1.70 \$155.00/hr	263.50

		<u>Hrs/Rate</u>	<u>Amount</u>
2/19/2021	LAA Receipt/review correspondence regarding CIPP sewer lining project regarding air quality testing; Telephone conference City Administrator regarding same; Telephone conference with City Administrator, Director of Public Works and contractor to discuss test result and sewer lining project	0.70 \$155.00/hr	108.50
2/22/2021	LAA Telephone conference with City Engineer regarding ADA compliance for construction of Lakefront Park pedestrian bridge; Telephone conference with City Engineer regarding same; Review issues in follow-up	0.90 \$155.00/hr	139.50
2/23/2021	SPJ Annexation: Attend meeting with B. Smith and S. Murphy	0.70 \$155.00/hr	108.50
	LAA Telephone conference with City Clerk regarding Nu Appearance Landscaping contract; Telephone conference with Building Official regarding Agreement; Review and revise Agreement	0.70 \$155.00/hr	108.50
2/24/2021	LAA Telephone conference with City Administrator and Clerk regarding letter concerning CIPP sewer lining project	0.40 \$155.00/hr	62.00
	LAA Telephone conference and email correspondence with City Engineer regarding Department of Public Works water and sewer garage; Review revised Agreement	2.10 \$155.00/hr	325.50
2/25/2021	TRS Work on ballot language with L. Anderson	0.50 \$155.00/hr	77.50
2/26/2021	LAA Telephone conference with Mayor Pro Tem regarding ballot proposal	0.50 \$155.00/hr	77.50
	TRS Continue work on ballot language issues with L. Anderson	0.80 \$155.00/hr	124.00
2/27/2021	AMM Review of City's insurance coverages for adequacy and gaps in coverage	2.00 \$145.00/hr	290.00

	<u>Hrs/Rate</u>	<u>Amount</u>
SUBTOTAL:	[53.50	7,364.50]
<u>Litigation</u>		
2/1/2021 LAA Fox v Grosse Pointe Woods: Correspondence with Attorney Raiti regarding Council meeting	0.10 \$155.00/hr	15.50
SUBTOTAL:	[0.10	15.50]
<u>Michigan Tax Tribunal</u>		
2/8/2021 LAA Review of process for remote Board of Review pursuant to recent public health order; Multiple telephone conferences and email correspondence with Assessor regarding March Board of Review process regarding remote meetings; Correspondence with Clerk regarding Public Notice for Board of Review meetings	1.50 \$155.00/hr	232.50
2/9/2021 LAA Receipt/review correspondence from Clerk regarding nominating petition deadline; Review Charter, City Code, and Michigan Election Law regarding same; Prepare ordinance amendment	1.00 \$155.00/hr	155.00
LAA Receipt/review correspondence from Clerk and City Administrator regarding Board of Review; Review and revise Public Notice; Telephone conference with Clerk regarding same	0.90 \$155.00/hr	139.50
2/15/2021 LAA Well Tower: Correspondence with Assessor regarding Petition and valuation disclosure deadline	0.20 \$155.00/hr	31.00
SUBTOTAL:	[3.60	558.00]
For professional services rendered	66.90	\$9,441.50
Previous balance		\$10,180.50
2/23/2021 Payment - thank you. Check No. 59521		(\$10,180.50)

	<u>Amount</u>
Balance due	<u><u>\$9,441.50</u></u>

Please include your Invoice Number on your payment. Thank you.

Name	Attorney Summary	Hours	Rate
Anne McClorey McLaughlin		2.00	145.00
Joellen Shortley		0.90	145.00
Lisa A. Anderson		45.70	155.00
Steven P. Joppich		9.70	155.00
Thomas R. Schultz		2.80	155.00

101 210 801.000 \$ 8883.50
101 210 801.300 \$ 558.00

\$ 9441.50