

**CITY OF GROSSE POINTE WOODS**  
**20025 Mack Plaza**  
**Regular City Council Meeting Agenda**  
**Monday, August 5, 2019**  
**7:00 p.m.**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. RECOGNITION OF COMMISSION MEMBERS
5. ACCEPTANCE OF AGENDA
  
6. APPOINTMENTS
  - A. Election Commission – Council Representative (Council)
  
7. MINUTES
  - A. City Council 07/15/19, w/correction
    1. 2019 Road Program
  - B. Election Commission 07/19/19
  - C. Compensation & Evaluation Committee 06/03/19, and City Council Minutes 07/01/19, w/corrections
    1. City Administrator and City Clerk salaries
  - D. Beautification Commission 06/12/19
  - E. Historical Commission 06/13/19
  - F. Citizens Recreation Commission 06/11/19
  
8. COMMUNICATIONS
  - A. Training: Macomb Police Academy (2)
    1. Memo 07/11/19 – Director of Public Safety
  
  - B. Purchase: Parking Enforcement Vehicle
    1. Memo 07/09/19 – Director of Public Safety
    2. Quote – Todd Wenzel Buick GMC
    3. Quote 07/03/19 – Canfield Equipment Service, Inc.
    4. Quote received 07/09/19 – Majik Graphics
  
  - C. Purchase: Fire Gear (5)
    1. Memo 07/18/19 – Director of Public Safety
    2. Quote 07/03/19 – Apollo Fire Equipment Co.
    3. Quote 07/08/19 - West Shore Fire Inc.
    4. West Shore Fire Product Review
  
  - D. Purchase: Prep Radios (5)
    1. Memo 07/09/19 – Director of Public Safety
    2. Proposal 07/02/19 – Motorola Solutions, Inc.
  
  - E. Conference: 2019 Michigan Municipal League (MML) Convention/Designation of Delegate(s)
    1. Convention Flyers
    2. Letter 07/10/19 – MML
      - a. Designation of Voting Delegate(s)

- F. Landscaping: The City of Grosse Pointe Woods Robert E. Novitke Municipal Center
    - 1. Memo 07/23/19 – Director of Public Services
      - a. Quote 07/23/19 – Allemon’s Landscape Center
      - b. Proposal 07/16/19 – Tocco Mannino Landscaping
    - 2. Beautification Commission Excerpt (Pending Approval) 07/10/19
    - 3. Landscape Design Received 07/16/19
9. BIDS/PROPOSALS/  
CONTRACTS
- A. Contract: 2019/20 City of Grosse Pointe Woods General Liability & Property Insurance
    - 1. Memo 07/25/19 - Treasurer/Comptroller
    - 2. Stevenson Co. Account Statement
    - 3. Michigan Supplemental Application effective 10/01/19
    - 4. HCC Public Risk Application Declaration
    - 5. Stevenson Co Summary of Coverage July 2019
  - B. Contract: Recording Clerk
    - 1. Memo 07/18/19 – Court Administrator
    - 2. Agreement for Court Reporting Services
  - C. Agreement: ExteNet Systems, Inc. – Assignment Agreement
    - 1. Letter 07/18/19 – City Attorney
    - 2. Letter 07/10/19 – ExeNet Systems, Inc.
    - 3. Consent to Assignment of Agreement
  - D. Agreement: Comcast Video Service Local Franchise Agreement Renewal
    - 1. Letter 07/29/19 - City Attorney, w/ attachments
    - 2. Letter 07/18/19 – Comcast
    - 3. Uniform Video Service Local Franchise Agreement
  - E. 2019/20 Employment Agreements
    - 1. City Administrator
    - 2. Treasurer/Comptroller
    - 3. City Clerk
10. ORDINANCE
- A. Second Reading: An Ordinance to Amend Chapter 32 – Signs, To Permit and Regulate “Blade” Signs, and To Amend Certain Sections Consistent with this New Ordinance
    - 1. Proposed Ordinance
    - 2. Affidavit of Legal Publication

11. CLAIMS/ACCOUNTS

- A. Administrative Office Flooding
  - 1. Qualified Abatement Services Invoice No. 19029-002 07/02/19 - \$3,000.00.
  
- B. Building Services
  - 1. McKenna Invoice No. 21849-13 07/09/19 - \$1,500.00.
  
- C. Legal Services
  - 1. Hallahan and Associates, P.C. Invoice #16471 07/09/19 - \$3,637.74.
  
- D. Assessing Services
  - 1. WCA Assessing Invoice No. 071719 07/17/19 - \$5,786.16.
  
- E. Legal Services
  - 1. Adkison, Need, Allen & Rentrop, PLLC Invoice 06/30/19 - \$45.00.
  
- F. Legal Services
  - 1. Kitch Drutchas Wagner Valitutti & Sherbrook Invoice No. 450254 06/30/19 - \$90.00.
  
- G. Water Main Replacement Project
  - 1. Bidigare Contractors, Inc. Pay Estimate No. 6 07/14/19 - \$34,202.39.
  
- H. City Engineer – Anderson, Eckstein & Westrick
  - 1. 2018 Watermain Capital Improvement Invoice No. 0122649 07/18/19 - \$12,176.35;
  - 2. 2018 Road Program Invoice No. 0122651 07/18/19 - \$63,606.90;
  - 3. Vernier Rd Resurfacing – Fairway to ECL Invoice No. 0122652 - \$19,570.45;
  - 4. FY 2019/20 Rate Study Invoice No. 0122655 07/18/19 - \$103.00;
  - 5. 2019 Sewer Structure Rehabilitation Invoice No. 0122691 07/23/19 - \$14,858.60;
  - 6. 2018/19 GIS Maintenance Invoice No. 0122692 07/23/19 - \$4,537.50;
  - 7. Oxford Rd Resurfacing – Jackson to WCL Invoice No. 0122693 07/23/19 - \$9,922.91;
  - 8. Beaufait Rd Reconstruction – Mack to WCL Invoice No. 0122694 07/23/19 - \$7,236.89.
  
- I. City Attorney
  - 1. Charles T. Berschback 07/29/19 - \$9,416.00.

12. NEW BUSINESS/PUBLIC COMMENT
13. ADJOURNMENT

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

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

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

**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 ON MONDAY, JULY 15, 2019, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:01 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke  
Council Members: Granger, McConaghy, McMullen, Shetler  
Absent: Bryant, Koester (arrived at 7:03 p.m.)

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

Also in attendance was City Engineer Scott Lockwood.

Motion by McConaghy, seconded by McMullen, to excuse Council Members Bryant and Koester from tonight's meeting.

Motion carried by the following vote:

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

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

The following Commission Member was in attendance:

Grant Gilezan

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

Motion carried by the following vote:

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

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

1. City Council Minutes dated July 1, 2019.

Motion carried by the following vote:

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

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

1. Committee-of-the-Whole Minutes dated July 1, 2019.

Motion carried by the following vote:

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

Motion by Koester, seconded by Granger, regarding **Amendment to Rules Governing the Use of Lake Front Park**, to adopt Section J. Miniature Golf Course Rules as revised and presented at tonight's meeting.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **purchase: riding lawn mower**, that the City Council approve the purchase of one Scag 61" Turf Tiger Riding Mower with diesel engine and Hurricane mulch system from All Seasons Outdoor Equipment in the amount of \$15,534.40, funds to be taken from Motor Vehicles Capital Equipment – Parks & Recreation Account No. 640-852-977.799.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **purchase: vehicle scanner**, that the City Council approve the purchase of a Zeus Scanner from Snap-On Tools at a cost of \$7,695.00, funds to be taken from Motor Vehicle Capital Equipment Garage Account No. 640-852-977.640.

Motion carried by the following vote:

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

The following individual was heard regarding **purchase: water meter reading software update**:

Mark Wright  
Badger Meter

Motion by Shetler, seconded by Granger, regarding purchase: water meter reading software update, that the City Council approve the purchase of Beacon water meter reading software update from Badger Meter including training, billing system interfacing, and network services at a total cost of \$15,136.00; and, to approve the purchase of EyeOnWater Consumer Application at a cost of \$5,499.96 for 2019/20; funds to be taken from Water/Sewer Administration Contractual Services Account No. 592-536-818.000.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Shetler, regarding **2019 Lake Front Park Property Taxes/Budget Amendment**, that the City Council approve payment of the 2019 summer taxes due to the City of St. Clair Shores for Lake Front Park in the amount of \$89,999.46; and, to approve a budget amendment in the amount of \$3,745.00 from Prior Year Reserve Account No. 101-000-699.000 into Property Taxes Account No. 101-774-938.000 to cover the 2019 summer shortfall in the amount of \$1,245.00 and anticipated 2019 winter taxes.

Motion carried by the following vote:

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

Motion by Granger, seconded by Koester, regarding **Purchase/Install: Water Reservoir Computer and SCADA Update**, that the City Council approve the purchase of a water reservoir computer and SCADA update from KEI Controls LLC in the amount of \$31,000.00, and to approve a contingency in an amount not to exceed \$4,000.00, for a total project cost not to exceed \$35,000.00; funds are to be taken from Water/Sewer Equipment Account No. 592-537-977.000.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Shetler, regarding **Legal Proceedings: Michael Fox vs City of Grosses Pointe Woods**, that the City Council refer this case to the City Attorney for further processing, and authorize G. Gus Morris to accept service of process.



Motion carried by the following vote:

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

Motion by Koester, seconded by McConaghy, regarding **Monthly Financial Report – June 2019**, that the City Council refer this item to the Finance Committee.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **contract/budget amendment: 2019 Road Program**, that the City Council approve a contract with Florence Cement Company to perform the 2019 Road Program in the amount of \$1,225,228.00, to include construction engineering in an amount not to exceed \$180,000.00, and \$85,000.00 for design engineering previously approved by Council, for a total project cost not to exceed \$1,490,228.00; and, to approve a budget amendment in the total amount of \$93,228.00 into Local Streets Construction Account No. 203-451-977.804 from the following:

1. Local Streets Engineering Construction Account No. 203-451-977.803 - \$18,000.00;
2. Prior Year Fund Balance Account No. 101-000-699.000 - \$75,228.00.

Motion carried by the following vote:

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

Motion by McMullen, seconded by Shetler, regarding **Postponed – Second Reading: An Ordinance to Amend Chapter 32 – Signs, to Permit and Regulate “Blade” Signs, and to Amend Certain Sections Consistent with this New Ordinance**, that the City Council postpone the second reading of this ordinance to the August 15, 2019, Council Meeting.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Koester, regarding **Colonial Road Services**, that the City Council approve the following invoice from Grosse Pointe Shores:

1. Invoice 07/02/19 - \$14,069.00; Account No. 226-528-818.000.

Motion carried by the following vote:

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

Motion by Koester, seconded by Shetler, regarding **Professional Services**, that the City Council approve the following invoice from Stucky Vitale Architects:

1. Invoice No. 201-3996 05/31/19 \$5,800.00; Account No. 101-299-815.000.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **2017 SAW Grant Sewer Cleaning/CCTV Investigation**, that the City Council approve the following invoice from Doetsch Industrial Services:

1. Pay Estimate No. 11 06/16/19 - \$50,364.77; Account No. 592-537-975.005.

Motion carried by the following vote:

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

Motion by Granger, seconded by Shetler, regarding **2018 Concrete Pavement Repair Program**, that the City Council approve the following invoice from L. Anthony Construction Inc.:

1. Pay Estimate No. 4 06/23/19 - \$32,041.95:
  - a. Account No. 202-451-974.200 - \$5,767.55;
  - b. Account No. 203-451-974.200 - \$12,496.36;
  - c. Account No. 592-537-975.400 - \$13,778.04.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Granger, regarding **City Engineer – Anderson, Eckstein & Westrick**, that the City Council approve the following invoices:

1. Capital Improvement Roofs Invoice No. 0122040 06/04/19 - \$600.00; Account No. 420-451-974.201.
2. General Engineering Invoice No. 0122298 06/14/19 - \$154.50; Account No. 101-441-818.000.
3. Saw Grant-Wastewater Asset Mgmt Plan Invoice No. 0122299 06/14/19 - \$2,255.35; Account No. 592-537-974.005.
4. 2018 Watermain Capital Improvement Invoice No. 0122300 06/14/19 - \$20,072.75; Account No. 592-537-977.410.
5. 2018 Road Program Invoice No. 0122301 06/14/19 - \$44,760.60:
  - a. Account No. 203-451-977.803 - \$31,779.60;
  - b. Account No. 592-537-975.401 - \$12,981.00.
6. 2018/19 GIS Maintenance Invoice No. 0122302 06/14/19 - \$4,323.75; Account No. 592-537-977.000.
7. FY 2019/20 Rate Study Invoice No. 0122304 06/14/19 - \$1,215.40; Account No. 592-537-818.000.
8. Beaufait Road Reconstruct-Mack to WCL Invoice No. 0122305 06/14/19 - \$15,360.00; Account No. 203-451-977.803.
9. Oxford Road Resurf-Jackson to WCL Invoice No. 0122306 06/14/19 - \$5,850.00; Account No. 203-451-977.803.

10.2019 Sewer Structure Rehabilitation Invoice No. 0122371 06/21/19 - \$7,692.98:

- a. Account No. 592-537-975.401 - \$2,461.75;
- b. Account No. 592-537-976.001 - \$5,231.23.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Koester, regarding **Labor Attorney**, that the City Council approve the following invoice:

- 1. Keller Thoma Invoice No. 116652 07/01/19 - \$3,568.75; Account No. 101-210-810.000.

Motion carried by the following vote:

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

Nobody wished to be heard under New Business.

Nobody wished to be heard under Public Comment.

Motion by McConaghy, seconded by Shetler, to adjourn tonight's meeting at 7:29 p.m.  
PASSED UNANIMOUSLY.

Respectfully submitted,

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Lisa Kay Hathaway  
City Clerk

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Robert E. Novitke  
Mayor

7B

MINUTES OF THE ELECTION COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON WEDNESDAY, JULY 19, 2019, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The Chair called the meeting to order at 10:05 p.m.

Roll Call: Chair/City Clerk Lisa Hathaway  
Council Member Art Bryant  
City Attorney Charles Berschback

Absent: None

Also Present: Deputy City Clerk Paul Antolin

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

Motion carried by the following vote:

Yes: Berschback, Bryant, Hathaway

No: None

Absent: None

The Chair discussed the need to **temporarily relocate Precinct 4 – Community Center**. During the previous Election Commission Meeting, held on June 12, 2019, the Commission approved relocating Precinct 4 to St. Michael’s Church for the November 2019 Election. The City Council, at their meeting, held on June 17, 2019, authorized the City Administrator to sign the Agreement with St. Michael’s Church. However, St. Michael’s Church and the City could not agree upon the stipulation of limiting the amount of time the election workers were permitted to remain in the church on Election Day. Therefore, the commission decided to go with an alternate option.

It was proposed to temporarily relocate Precinct 4 at either Mason Elementary School or Parcels Middle School. Both options will create a Polling Location with two precincts. Between the two schools, Parcels has a larger gym and more adequate parking. There was a consensus with the Commission to relocate Precinct 4 to Parcels Middle School for the November 2019 election, and will revert back to the Community Center in 2020. The City Clerk contacted the State to confirm space requirements. To avoid confusion, signage and notices will be posted for voters.

Motion by Bryant, seconded by Berschback, regarding temporary relocation of Precinct 4 – Community Center, that the Election Commission approve to temporarily relocate Precinct 4 to Parcels Middle School for the November 5, 2019 General Election.

Motion carried by the following vote:

Yes: Berschback, Bryant, Hathaway

No: None

Absent: None

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

Motion carried by the following vote:

Yes: Berschback, Bryant, Hathaway

No: None

Absent: None

Motion by Bryant, seconded by Berschback, that the meeting be adjourned at 10:13 a.m.  
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway  
Chair/City Clerk

Beautification Advisory Commission  
Cook School House  
20025 Mack Plaza Dr., Grosse Pointe Woods  
Meeting – June 12, 2019– 7:00 p.m. - REVISED

RECEIVED

JUL 03 2019

CITY OF GROSSE POINTE WOODS

**Present:** Arslanian, Casinelli, Hage, Hess, McCarthy, Martin-Marshall, Medura, Miller, Ragland, Reiter, Sauter, Spreder, Stephens, Stewart

**Excused:** Koester, Stephens

**Also Present:** McConaghy

Approved by  
Commission  
7-10-19 (AK)

**Call to Order:** The meeting was called to order by Chairperson, McCarthy at 7:05 p.m.

**Minutes:** The May 8, 2019 minutes were distributed and reviewed.

Motion by Casinelli, seconded by Ragland, to approve the May 8, 2019 minutes as presented.

Motion carried by the following vote:

**Yes:** Arslanian, Casinelli, Hage, Hess, McCarthy, Martin-Marshall, Medura, Miller, Ragland, Reiter, Sauter, Spreder, Stephens, Stewart

**No:** none

**Excused:** Koester, Stephens

**Treasurer's Report:** Stewart presented the treasurer's report. Flower sale results discussed.

Motion by Miller, seconded by Hage, to approve the treasurer's report as presented.

Motion carried by the following vote:

**Yes:** Arslanian, Casinelli, Hage, Hess, McCarthy, Martin-Marshall, Medura, Miller, Ragland, Reiter, Sauter, Spreder, Stephens, Stewart

**No:** none

**Excused:** Koester, Stephens

**Chairperson's Report:** McCarthy presented chairpersons report. BAC summer gathering date selected. Quarterly city update discussed. Keep Michigan Beautiful may speak at next meeting. Mack in the Woods flower planting discussed. Update on Putt-Putt course at Lakefront Park discussed.

**Awards Program:** Spreder updated the Commission on the 2019 Awards Program. Home and Business selections due by June 30. Descriptions due by July 31. Five business selections due by June 30<sup>th</sup>. Medura provided three businesses to be considered. Hess requested to be notified of home selections to allow for multiple photos to be taken over the course of the summer.

**Flower Sale:** Stewart updated the Commission on the 2019 Flower Sale. Residents provided positive feedback regarding the sale location on the circular driveway. Various other nursery suppliers discussed to provide variety of options next year.

**Council Report:** McConaghy presented council report.

**Old Business:** None.

**New Business:** none

Motion by Casinelli, seconded by Hage to adjourn the Beautification Advisory Commission meeting at 8:02pm.

Motion carried by the following vote:

**Yes:** Arslanian, Casinelli, Hage, Hess, McCarthy, Martin-Marshall, Medura, Miller, Ragland, Reiter, Sauter, Spreder, Stephens, Stewart

**No:** none

**Excused:** Koester, Stephens

Respectfully submitted,  
Eric Reiter



City of Grosse Pointe Woods Historical Commission Minutes  
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236  
Cook Schoolhouse  
June 13, 2019

RECEIVED

JUN 20 2019

CITY OF GROSSE POINTE WOODS

approved by  
Commission

7-11-19

1. Call to Order

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:33 p.m. by Chairperson Lynne Millies.

2. Roll Call

**Present:** Del Harkenrider, Shirley Hartert, Suzanne Kent, Lynne Millies, Jim Motschall, Sean Murphy, Frank Romano, Becky Veitengruber

**Excused:** Mary Kaye Ferry, Giles Wilborn

**Also Present:** Council Representative George McMullen Jr., City Councilman Mike Koester, GPW resident George Bailey, Roseville resident Julie Baumer

3. Approval of Agenda

**Motion** by Romano, seconded by Hartert, to approve the agenda for June 13, 2019 as presented. Ayes: all. Motion carried.

4. Approval of Minutes

**Motion** by Motschall, seconded by Romano, to approve the May 9, 2019 minutes as presented. Ayes: all. Motion carried.

5. Items

**A. Commission Procedures:** Tabled for a future meeting.

**B. Report of Treasurer:** Motschall reported that the Cook Schoolhouse balance is \$5,423.11 and the balance of the Historical Commission is \$277.00.

**Motion** by Hartert, seconded by Harkenrider, to approve the treasurer's report. Ayes: all. Motion carried.

**C. Cook Schoolhouse:** Millies reported on behalf of Ferry. June Open House took place. Motschall shared that more than 15 guests visited. Visitors sat in school desks, participated in school lessons and learned the school's history. **D. Commission Files:** No report.

6. Old Business

**A. Memorial Day Review:** Commission will send thank you cards to participants. Highlights of the ceremony were discussed. Hartert thanked Kent for her great work on the program. Bailey was congratulated on his fine job as Master of Ceremonies. Kent shared a file about proper flag raising and flag flying etiquette, to be noted for future ceremonies. Kent suggested 10 chairs be made available for vets to sit in for photo, following ceremony, at the Circle of Honor.

**B. MORSA Report:** The Cook Schoolhouse was named One Room Schoolhouse of Michigan for 2019. The commission will receive \$250 for this.

C. ***“Polar Bear” Lecture: Roseville Historical Society:*** Kent reported about presentations offered by the Roseville Historical Society, commending them on their fine programs.

7. **New Business**

A. ***Member Vacancy:*** There is a vacancy on the commission.

8. **Public and Commissioner Comments**

A. Council Representative McMullen Jr. reported on the city sandbagging and building raised docks at Lakefront Park marina and the passing of the city budget. McMullen Jr. also thanked the commission for their work on the Circle of Honor.

B. Councilman Mike Koester thanked the commission for organizing and hosting Circle of Honor.

9. **Adjournment**

The meeting was adjourned at 8:26 p.m. by Chairperson Millies.

Respectfully submitted:  
Becky Veitengruber, Secretary

***The next meeting of the Grosse Pointe Woods Historical Commission will take place on July 11th, 2019 at 7:30 p.m. in the Cook Schoolhouse, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236***



**Citizen's Recreation Commission Meeting Minutes**  
**Meeting of the Citizen's Recreation Commission held on June 11, 2019 at**  
**Grosse Pointe Woods, Michigan**

**CALLED TO ORDER: 7:01**

**PRESENT:**

Angela Brown  
Lindsay Frattaroli,  
Gib Heim  
Barb Janutol  
Mark Miller  
Tony Rennpage  
Sarah Seger  
Amanda York

**ABSENT:**

Tom Jerger

**RECEIVED**

JUN 17 2019

**CITY OF GROSSE POINTE WOODS**

*approved by  
commission  
on 7-9-19*

**ALSO, PRESENT:**

Nicole Gerhart, and Mike Koester

**Motion** to accept the minutes from May 14, 2019 by Gib Heim and seconded by Angela Brown.

Yes: Brown, Frattaroli, Heim, Janutol, Miller, Rennpage, Seger and York  
No: None  
Absent: Jerger

**SUPERVISOR'S REPORT:**

The pool is up and running.  
Renovations to the bathhouse have been completed including replacement of the showers in the locker rooms.  
There are 201 registrations for swimming lessons, so far.  
Ms. Byron reported to members that wood chips are an acceptable use as a playground fall base.  
Raising the docks due to high water is going well.

**COUNCIL REPORT:**

Lindsay Frattaroli has been approved by Council as the new Citizen's Recreation Commission member.  
A new bus was ordered by Council to service the city activities.

**OLD BUSINESS:**

Amanda was able to touch base with the bike shop about donating a bike as a prize for the fishing derby. They have tentatively committed to this donation.

Gib Heim asked when the dock on one side of the boat launch will be replaced. He sees a problem with wait times for launch and removal of boats.

**NEW BUSINESS:**

Details for the Fishing Derby in August were discussed.

Solicitation of prizes from local businesses will be limited to appropriate gifts with a fishing theme. This event *no longer includes adult prize categories* and is limited to young folks (17 and under) and their parents.

T Shirts will be ordered from Sweats and Stuff.

We no longer include a hot dog lunch, since they are served immediately following the fishing event, at the City Picnic. Einstein Bagels will be contacted for a donation of coffee and bagels.

Members will assemble the goody bags for the kids at the July meeting.

Members will take a walking tour of Ghesquiere Park at the close of this meeting. Areas for possible improvement and additional use will be noted during the walk.

**ADJOURNMENT:**

**Motion** was made to adjourn the meeting by Gib Heim and seconded by Sarah Seger

Yes: Brown, Frattaroli, Heim, Janutol, Miller, Rennpage, Seger and York

No: None

Absent: Jerger

**Meeting Adjourned at 7:50 pm.**

Respectfully submitted by: Barb Janutol



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

8A

**RECEIVED**  
JUL 15 2019  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**Date:** July 11, 2019  
**To:** Bruce Smith, City Administrator  
**From:** John G. Kosanke, Director of Public Safety  
**Subject:** Macomb Police Academy – two new officers

I am requesting that the City approve the cost of training two new officers at the Macomb Police Academy. It has been difficult to find suitable candidates who are fully trained to step into the role of a Public Safety officer and the department has selected two candidates who we believe are worth the investment of training.

The cost of training at the Macomb Police Academy is currently at the discounted member price of \$5,700.00 each. The Macomb Police Academy provides 18 weeks of MCOLES (Michigan Commission on Law Enforcement Standards) approved basic police training. MCOLES establishes the minimum standards for pre-employment testing, the Basic Police Academy, certification eligibility and employment standards for Michigan police officers.

Highly qualified subject matter experts supply Macomb cadets with instruction that exceeds MCOLES mandates. Macomb cadets have access to the latest law enforcement technology and equipment, including fully equipped late-model training vehicles, firearms, related firearm accessories, radios, and body armor.

The training will commence on August 12, 2019 and will end on December 17, 2019.

The vendor name and address is:

**Macomb Community College  
Criminal Justice Training Center  
21901 Dunham Road  
Clinton Township, MI 48036**

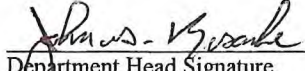
**Total: \$11,400.00**

This is a budgeted expense included in the 2019/2020 fiscal year budget in the **ACT 302 Training Fund** (211-320-960.000) in the amount of \$12,000.00.

Recommend Approval of the above stated purchase in the amount of **\$11,400.00** as submitted.

Department Certification:

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

  
Department Head Signature

Fund Certification:

Account numbers and amounts have been verified as presented.

  
Treasurer/Comptroller Signature

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

  
City Administrator Signature



8B

## CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY

RECEIVED  
JUL 15 2019  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**Date:** July 09, 2019  
**To:** Bruce Smith, City Administrator  
**From:** John G. Kosanke, Director of Public Safety  
**Subject:** Purchase of Parking Enforcement Vehicle

I am requesting that the City approve a purchase of one (1) new 2020 GMC Terrain to be used as a Parking Enforcement vehicle.

The Parking Enforcement vehicle currently in use is a 2007 Pontiac Vibe with 68,294 miles. The current vehicle does not run any longer as the fuel pressure regulator has stopped functioning and cannot be replaced because a replacement is no longer available. In addition, the transmission was recently replaced. Due to its age, condition, and high mileage, the Pontiac Vibe currently in use will be auctioned off on the Michigan Intergovernmental Trade Network (MITN) website.

The new compact sport utility vehicle will be purchased from Todd Wenzel Buick GMC in Westland at State of Michigan pricing of \$21,950.00. The department and the City have successfully purchased vehicles from this vendor in the past.

The GMC Terrain has a five-year, 100,000 mile warranty. Rear-vision cameras are standard equipment on the vehicle. In addition, there is extra cargo space for storage which holds far more than a typical sedan.

Due to the amount of usage that the Parking Enforcement vehicles get, the department is also requesting to purchase an additional Driver Convenience package and Driver Alert package for the vehicle. The extra costs of \$1,309.00 and \$811.00 for these options will increase the purchase price to \$24,070.00. The Driver Convenience package includes remote start, automatic air conditioning, and heated seats and the Driver Alert package includes alerts for lane changes and blind zones and well as rear parking assistance.

In addition to the purchase of vehicle, a vendor has been secured for the purchase and installation of a light bar to be mounted on the roof of the new sport utility vehicle. Canfield Equipment in Warren has been chosen to perform this installation due to its workmanship, location, and price.

The graphics for the vehicle will be done by Majik Graphics in Clinton Township, a vendor which provides a lifetime guarantee on their work and has provided excellent service to us in the past.

The list of vendors is as follows:

<b>Todd Wenzel Buick GMC</b>	<b>Canfield Equipment</b>	<b>Majik Graphics</b>
35100 Ford Rd. Westland, MI 48185	21533 Mound Rd. Warren, MI 48091	19751 15 Mile Rd. Clinton Twp., MI 48035
1 2020 GMC Terrain	Light Bar	Remove graphics from old vehicle
Drive Convenience & Driver Alert packages	Installation	Apply graphics to new vehicle (includes life-time warranty)
<b>\$24,070.00</b>	<b>\$731.39</b>	<b>\$295.00</b>

The vehicle rotating out of the fleet for replacement is:

P-2 2007 Pontiac Vibe @ 68,294 miles

The new vehicle purchase is an approved item in the 2019/2020 fiscal year budget in the **Vehicle Maintenance – Public Safety** fund (640-852-977-349) in the amount of \$30,000.00.

Recommend Approval of the above stated lease/purchase in the amount of **\$25,096.39** as submitted. I do not believe any further benefit will accrue to the city to seek further competitive bids.

  
Department Head Signature

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

  
Treasurer/Comptroller Signature

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

  
City Administrator Signature



<b>MODEL: 2019/2020 GMC TERRAIN</b>		<b>DEALER INFORMATION</b>	
<b>Body Style:</b> FWD TLF26 SLE		Name: Todd Wenzel Buick GMC	
NOTE: Model Should include STANDARD PACKAGING, unless otherwise indicated below.		Address 35100 Ford Rd	
		1:	
		Address Westland, MI 48185	
		2:	
Contact: Paul Roop		Telephone: 734-713-1064	
<b>Standard Package</b>		<b>MINUS</b>	<b>COST</b>
	1.5L Engine		
	<i>PLUS TITLE FEE</i>		
	<i>MINUS TOTAL</i>	\$ -	
<b>STANDARD COST SUBTOTAL</b>			<b>\$ 21,950.00</b>
<b>POSSIBLE OPTIONS:</b>			
	<b>TOTAL OPTIONS</b>		
<b>COL</b>	Premium Exterior Color		\$ 495.00
<b>PDD</b>	Fleet Convenience Package		\$ 126.00
<b>ZQ2</b>	Driver Convenience Package		\$ 1,309.00
<b>Y29</b>	Infotainment Package		\$ 926.00
<b>B26</b>	Driver Alert Package (req. ZQ2)		\$ 811.00
<b>R9Y</b>	Fleet Maintenance Credit		Included
<b>U92</b>	Trailer Equipment (req. ZQ2 & LTG)		Call Dealer
<b>AWD</b>	All Wheel Drive		\$ 2,410.00
		<b>TOTAL COST</b>	
<b>AUTHORIZED NAME:</b> (Print)			
<b>AUTHORIZED SIGNATURE:</b>		<b>DATE:</b>	

PDD Fleet Conv Pkg Includes Cargo Net and Shade

ZQ2 Driver Conv Pkg Includes, Remote start, Auto A/C, Heated Seats.

Y29 Info Pkg Includes, Radio upgrade with Navigation and 2 additional USB ports

B26 Driver Alert Pkg Includes, Lane change alert, Blind Zone Alert, Rear Park Assist.



**CANFIELD  
EQUIPMENT  
SERVICE, INC.**

QUOTATION 1

QUOTE NO.	135358
DATE	07/ 3/19
EXPIRES	08/02/19

**RECEIVED**

JUL 03 2019

21533 Mound Road, Warren, MI 48091  
Phone: 586.757.2020 Fax: 586.757.2294

SUBMITTED TO 3432400  
Grosse Pointe Woods  
20025 Mack Plaza Drive

Grosse Pointe Woods MI 48236  
PHONE: 313-343-2419

DEPARTMENT PUBLIC SAFETY

Grosse Pointe Woods  
20025 Mack Plaza Drive

Grosse Pointe Woods MI 48236  
CONTACT: Quincy Lefurgey

TERMS	F.O.B	SALES REP	WRITTEN BY	POOL NO.	TAG
N30		K ENGBLOM	KE		
YOUR INQUIRY		MAKE	MODEL	YEAR	EST SHIP DATE

We hereby submit our quotation, subject to all terms and conditions as set forth below or on attached sheets.

Furnish and install the following equipment onto a 2020 GMC Terrain

Whelen

- 1 16 Century Amber Lightbar
- \*Permanent Mount Center/Center on Roof
- \*Wired to switch mounted to dash
- \$731.39 Installed

This quotation may be withdrawn by us if order is not placed within 30 days. Please refer to the above quotation number when placing order.

Customer PO \_\_\_\_\_ Dealer Code \_\_\_\_\_  
Authorized Signature \_\_\_\_\_

EST	SUB TOTAL	731.39
EST	SALES TAX	0.00
	EST TOTAL	731.39



19751 15 Mile Rd. Clinton Township, MI 48035

586.792.8055

fax 586.792.8056

email: majikmarci@yahoo.com

www.majikgraphics.com

Grosse Pointe Woods Public Safety  
20025 Mack Plaza Dr.  
Grosse Pointe Woods, MI 48236

**RECEIVED**

**JUL 09 2019**

To whom it may concern:

**DEPARTMENT OF PUBLIC SAFETY**

Quote for applying Code Enforcement graphics to a parking vehicle for the Public Safety Department – price will include all material, installation at our facility and warranty on the graphics for the life of the vehicle. Price: \$295

Please feel free to contact us if you have any questions or if you need anything else. Thanks much!

Marcetta M. Hurst  
President, Majik Graphics, Inc.



CITY OF GROSSE POINTE WOODS  
DEPARTMENT OF PUBLIC SAFETY

8C

**Date:** July 18, 2019  
**To:** Bruce Smith, City Administrator  
**From:** John G. Kosanke, Director of Public Safety  
**Subject:** Purchase of Five Sets of Fire Gear

**RECEIVED**  
JUL 18 2019  
CITY OF GROSSE POINTE WOODS

The NFPA (National Fire Protection Association) Standard on Selection, Care & Maintenance of Protective Ensembles (NFPA 1851) recommends that structural turnout gear shall be retired when the garment is beyond repair and no longer able to pass an NFPA 1851 Advanced Inspection, or ten years from the date of manufacture, whichever comes first. In order to comply with the latter part of this standard and to reduce health and safety risks for our firefighters, the department has made a practice of replacing five sets of fire gear annually.

I am requesting that the City approve a purchase order for five (5) sets of coats and pants as part of the five (5) new sets of fire gear purchased annually by the department. The Super Deluxe coats come at a cost of \$1,311.04 each for a total of \$6,555.20 and the Super Pants with lumbar and suspenders come at a cost of \$936.16 each for a total of \$4,680.80. The order would also include helmets at a cost of \$289.00 each for a total of \$1,445.00 and helmet leather fronts at a cost of \$40.00 each for a total of \$200.00. Also included in the purchase would be gloves at a cost of \$92.99 each for a total of \$464.95 and firefighting carbon hoods at a cost of \$40.00 each for a total of \$200.00. The total cost for all items, including shipping charges of \$100.00, is \$13,645.95.

Apollo Fire Equipment is the sole vendor that the department has used to purchase fire equipment from to allow for consistency and matching equipment. Close to 75 percent of the department is already outfitted in Lion apparel purchased from Apollo. In addition, the quoted price from Apollo was lower than the quoted price from West Shore Fire, a competitive vendor.

The vendor name and address is:

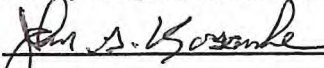
**Apollo Fire Equipment**  
12584 Lakeshore Drive  
Romeo, MI 48085

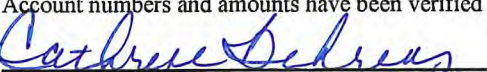
**Total: \$13,645.95**

This is an approved item in the fiscal year 2019/2020 budget in the **Operating Supplies – Fire Equipment** fund (101-339-757.000) in the amount of \$13,500.00. The amount of \$13,645.95 exceeds the budgeted amount by \$145.95 however there is enough budgeted in miscellaneous supplies in the Operating Supplies account to cover the difference. There is no need for a budget amendment.

Recommend Approval of the above stated purchase in the amount of **\$13,645.95** as submitted.

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

  
Department Head Signature

Fund Certification:  
Account numbers and amounts have been verified as presented  
  
Treasurer/Comptroller Signature

APPROVED FOR COUNCIL CONSIDERATION:   
City Administrator Signature





6620 Lake Michigan Dr.  
PO Box 188  
Allendale, MI 49401  
(616) 895-7158



WHERE SALES SERVICE COME TOGETHER

West Shore Fire Inc.  
6620 Lake Michigan Dr.  
PO Box 188  
Allendale MI 49401  
Phone: 616-895-4347  
Watts: 800-632-6184  
Fax: 616-895-7158



Office of:  
Eric Johnson  
[ejohnson@westshorefire.com](mailto:ejohnson@westshorefire.com)

Home Office of:  
Paul Dowell  
[pdowell@westshorefire.com](mailto:pdowell@westshorefire.com)  
Cell: 616-215-4817

**QUOTATION**

\*\*\*\*\*

Bill to GROSSE POINTE WOODS DPS  
Address 20025 MACK PLAZA  
GROSSE POINTE WOODS, MI 48236

PO #  
Ship Via Best Way

Shipping Address

Date: 7/8/2019

Phone #  
Fax #  
E-mail

County: Wayne

QUOTE VALID FOR 45 DAYS

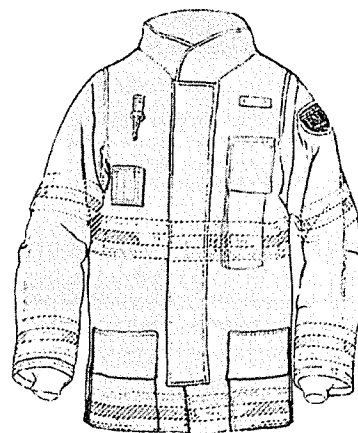
QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
5	Fire-Dex Custom FX-R TecGen Turnout Coat	1,385.00	\$6,925.00
5	Fire-Dex Custom FX-R TecGen Turnout Pant	989.00	\$4,945.00
5	G2: Fire Dex Leather Dex-Pro Gloves (specify wristlet or gauntlet)	83.00	\$415.00
4	Custom Leather fronts	56.00	\$224.00
5	H41PSNBFH: FIRE-DEX INTERCEPTER HOOD (specify size)	125.00	\$625.00
2	USTM6R350-YELLOW: ReTrak Series traditional, matte finish, styled fiberglass structural fire helmet with integrated visor & 6" brass eagle (specify color)	230.00	\$460.00
2	USTM6R350-BLACK: ReTrak Series traditional, matte finish, styled fiberglass structural fire helmet with integrated visor & 6" brass eagle (specify color)	230.00	\$460.00
5	H81PLNBEL: Outer PBI brown, Inner Nomex White Hood long	39.00	\$195.00

Subtotal		\$14,249.00
<b>FREIGHT NOT INCLUDED IN QUOTE</b>		
Tax (If Applicable)		
<b>TOTAL QUOTE</b>		<b>\$14,249.00</b>



**Quoted By:** WEST SHORE SERVICES  
**Prepared By:** Eric Johnson  
**Address:** 6620 Lake Michigan Dr.  
Allendale, MI 49441  
**Phone:** 616-895-4347  
**Email:** ejohnson@westshorefire.com  
**Quote:** Grosse Pointe Woods Teg71/ ice 1/ 4000 7-5-19 : shared  
from PDowell@westshorefire.com  
**FWID:** 90904  
**Item:** FXR Turnout Gear Coat & Pant  
**Contract:** FireWriter 2019

## PRODUCT PREVIEW



### COAT SPECIFICATIONS

Coat Outer Shell: 32" Coat with DRD, 6.5 oz. TECGEN71, Gold  
Coat Thermal Liner: (G1) 5.9 oz Glide Ice™ 1-Layer  
Coat Moisture Barrier: (F) 5.5oz Stedair® 4000  
Coat Closures: XC40 Zipper / Woven Hook and Loop  
XCRC Reverse Closure \*\*Recommended with all left opening  
harnesses\*\*  
Coat Trim Style: 3" NYC with Vertical Bars 3M™ ScotchLite™ Comfor  
Trim, Red/Silver

### COAT PATTERN, LINER, PATCHES AND LABELS OPTIONS

XMEFR Nomex® American Flag, Right Arm

### LETTERING

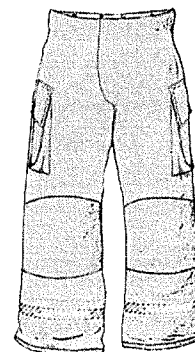
Text: GPWFD  
Pos: 2, 3" Scotchlite™ Red/Orange, XL00 - Sewn Direct Lettering  
Text: LAST NAME  
Pos: 9, 3" Scotchlite™ Red/Orange, XL59 - Hanging Patch, 4", 1-Layer  
Shell, Hook & Loop and Snap, No Reflective Trim

### COAT REINFORCEMENTS

Knit Wrist Reinforcement: XM01 Long Knit Wrist with Thumb Loop,  
Nomex® (Black)  
Cuff Reinforcement: Standard Cuff, Black, PCA (Polymer Coated Aramid)  
Shoulder Reinforcement: No Reinforcement  
Elbow Reinforcement: No Reinforcement

### COAT MIC CLIPS AND STRAPS

XMCLP3 Mic Clip: 1 x 3 Shell



This preview is for illustrative purposes only. Not all options may be shown in the preview. Not all options shown may be to the correct scale of the garment and may not be attached in the exact location shown.

## LETTERING PREVIEW

- 1.
2. GPWFD

Left Qty: 1  
XM86 Survivor® Flash Holder w/Hook  
Right Qty: 1

- 4.
- 5.
- 6.
- 7.
- 8.
9. LAST NAME

## COAT POCKETS

Chest Pocket - Left: (XP13) Radio Pocket 9 x 3.5 x 2  
Single Notch  
Hand Pocket - Left: (XP54) Semi Bellow, Handwarmer with Full Kevlar & Fleece Lining, 8 x 8 x 2  
Hand Pocket - Right: (XP54) Semi Bellow, Handwarmer with Full Kevlar & Fleece Lining, 8 x 8 x 2

## PANT SPECIFICATIONS

Pant Rise: Mid-Rise (Standard for FXR)  
Pant Rear Panel: No Rear Panel  
Pant Outer Shell: 6.5 oz. TECGEN71 - Gold  
Pant Thermal Liner: (G1) 5.9 oz Glide Ice™ 1-Layer  
Pant Moisture Barrier: (F) 5.5oz Stedair® 4000  
Pant Closures: XC40 Zipper / Woven Hook and Loop  
XCSN Snap at top of closure  
Pant Trim Style: 3" around cuffs - 3M™ ScotchLite™ Comfort Trim  
Red/Silver

## PANT SUSPENDERS

SVXC - Sewn Direct Hook and Loop, X-Back, Black Webbing, Padded with Cam Lock (Max Length: 54")

## PANT STRAPS AND OPTIONS

XMBLW Wide Belt Loop 4 x 5 Shell  
Qty: 4  
XMKB Kevlar® Belt

## PANT POCKETS

Front Pocket - Left: (XP30) Full Bellow 10 x 10 x 2  
"Rolled" Flap - 1/2" Foam in Flap (Includes XPLP), Full Kevlar® Lining (All 4 Sides)  
Front Pocket - Right: (XP30) Full Bellow 10 x 10 x 2  
"Rolled" Flap - 1/2" Foam in Flap (Includes XPLP), Full Kevlar® Lining (All 4 Sides), CP3: Three Compartment

## PANT REINFORCEMENTS

Knee Reinforcement: STS 1-Layer Knee (Foam Encapsulated in Moisture Barrier), Black, PCA (Polymer Coated Aramid), 11" STS  
Cuff Reinforcement: DexCuff - Reverse Tapered Cuff, Black, PCA (Polymer Coated Aramid)  
Leg and Crotch Reinforcement: No Reinforcement

**TPP (Before Washing, NFPA minimum = 35)**  
41.40 cal/cm<sup>2</sup>

**THL (NFPA Minimum = 205)**  
316.70 W/m<sup>2</sup>





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

8D

**RECEIVED**  
JUL 15 2019  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**Date:** July 09, 2019  
**To:** Bruce Smith, City Administrator  
**From:** John G. Kosanke, Director of Public Safety  
**Subject:** **Purchase of Five Prep Radios**

I am requesting that the City approve a purchase order for five (5) new prep radios as the department has been adding five new prep radios each year as parts for our current radios will be unavailable within the next few years. The prep radios will be purchased from Motorola Solutions, Inc., to abide by State of Michigan specifications. The purchase will be at a 25% discounted price under the State of Michigan bid #071B2200101.

The vendor name and address is:

**Motorola Solutions, Inc.**  
State of Michigan Bid  
1303 E. Algonquin Road  
Schaumburg, ILL 60196  
5 APX6000 700/800 Model 2.5 Portable with chargers & batteries  
**Total: \$21,405.00**

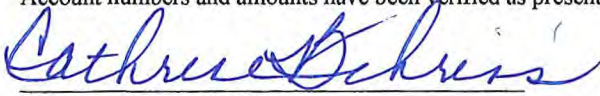
This is a budgeted expense included in the 2019/2020 fiscal year budget in the **Radio Maintenance – Public Safety fund** (101-305-851.000) in the amount of \$23,000.00.

Recommend Approval of the above stated purchase in the amount of **\$21,405.00** as submitted.

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

  
Department Head Signature

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

  
Treasurer/Comptroller Signature


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

  
City Administrator Signature

RECEIVED

JUL 03 2019

Customer Proposal  
Prepared By: Ed Horvath

		<b>MOTOROLA</b>		DEPARTMENT OF PUBLIC SAFETY	
Date	July 2, 2019	Prepared By:	Ed Horvath		
Prepared For:	Claudette Darga		313-218-3450 Cell		
Entity	Grosse Pointe Woods PD		edhorvath@comsourcemi.com		
	20025 Mack Plaza Drive				
	Grosse Pointe Woods, MI 48236				
	bconigliaro@gpwmi.us				
Phone	(313) 343-2419				

Equipment Details and Pricing

<u>Item</u>	<u>Qty</u>	<u>Model</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
			APX6000 PORTBLE RADIO		
1	5	H98UCF9PW6 N	APX6000 700/800 MODEL 2.5 PORTABLE	\$ 2,269.50	\$ 11,347.50
1A	5	Q806	ADD: ASTRO DIGITAL CAI OPERATION	\$ 386.25	\$ 1,931.25
1B	5	H38	ADD: SMARTZONE OPERATION	\$ 900.00	\$ 4,500.00
1C	5	Q361	ADD: P25 9600 BAUD TRUNKING	\$ 225.00	\$ 1,125.00
1D	5	H122	ALT: 1/4- WAVE 7/800 GPS STUBBY ANTENNA	\$ 18.00	\$ 90.00
1E	5	H885BK	ADD: 3 YEAR SERVICE FROM THE START LITE	\$ 90.00	\$ 450.00
2	1	NNTN8844A	Multi Unit Charger - With Displays	\$ 937.50	\$ 937.50
3	5	NNTN8930	2350 LI-ION SPARE BATTERY	\$ 116.25	\$ 581.25
4	5	PMMN4062A	APX6000 RSM, NOISE CANC. EMERGENCY BUTTON	\$ 88.50	\$ 442.50
<b>Total Equipment Programmed</b>					<b>\$ 21,405.00</b>

1. Quotes are exclusive of installation and programming charges unless expressly stated therein.
2. Prices quoted are exclusive of all applicable Federal Excise Taxes, State Sales and Use Taxes.
3. Freight will be added to final invoice
4. Prices are valid For 30 Days.
5. Standard Equipment Warranty Applies.
6. Standard Terms are: Net 30 Days from date of shipment.
7. A User agreement will need to signed with the MPSCS.
8. Shipment is approximately 2-4 weeks from receipt of order.
9. Prices are based on State of Michigan Contract # 071B2200101
10. The purchase order will need to provide payment terms (Net 30) and shipping address  
Made Payable To: Motorola Solutions Inc., 1301 E. Algonquin Rd. Schaumburg, IL 60196

Ed Horvath  
ComSource Inc  
41271 Concept Dr.  
Plymouth, MI 48170  
313-218-3450 Cell  
734-459-0769 Fax



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## 2019 MML Convention



### Convention 2019 September 25-27, 2019

We're excited to be holding our annual Convention in the D! You will get to experience Detroit's fresh, new look with a sizzling culinary scene, hip hotels, hot entertainment districts, eclectic shops, and reactivated parks. Against this backdrop, you'll have a great opportunity to hone your leadership skills. Learn how to turn a placemaking opportunity into a strong community partnership. Explore creative approaches to meeting the need for affordable housing. Gain insights from the High-Risk Response Team on how to address human trafficking in your community. We'll also show you the power of beautifying your city with environmental and lifestyle enhancements, and much more!

#### Session Topics:

- Risk Management Education Track
- Everyday Bias: Institutional and Implicit
- Crowdfunding
- Revitalization
- Headwinds and Oversight
- Leading in a Crisis/Emergency Preparedness
- Social Media
- You've Been Breached

For the complete list of sessions and breakouts visit the [2019 Convention website](#).

#### Registration Rates

Registration Rates on or before **August 30, 2019:**

MML Full & Associate Members/BAP Participants/MML Fund & Pool Program Members – \$449/person

Nonmember Government Entities – \$599/person

Guests – \$150

Registration Rates by **September 16, 2019:**

MML Full & Associate Members/BAP Participants/MML Fund & Pool Program Members – \$599/person

Nonmember Government Entities – \$999/person

Guests – \$150

[Click here](#) for a faxable form.

#### Agenda:

For the complete Convention Agenda and program details visit the [2019 Convention website](#).

#### Housing

Housing reservations will only be accepted for registered Convention attendees with a personalized housing registration code. Within 48 hours of the League receiving your conference registration form, you will receive a confirmation email containing your registration information, your personalized housing code, and all housing options secured by the Michigan Municipal League.

#### Registration

To register online, login to the right, and then click the "Register Myself" or "Register Someone Else" button below.

### Sign In

Username

Password

Remember me on this computer

[Sign In](#)

Forgot [my password](#) or [my username](#)

[Create a new account](#)

**When:** 9/25/2019 - 9/27/2019

**Where:** Cobo Center  
One Washington Blvd.  
Detroit, MI 48226

### Event Add-On's

Select Programs by Day

<b>Tuesday, 24 September 2019</b>	<input type="checkbox"/>
<b>Wednesday, 25 September 2019</b>	<input type="checkbox"/>
<b>Thursday, 26 September 2019</b>	<input type="checkbox"/>
<b>Friday, 27 September 2019</b>	<input type="checkbox"/>

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[mml.org Home](#)

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Contact Us  
[info@mml.org](mailto:info@mml.org)

(<http://blogs.mml.org/wp/events>)

# Agenda-at-a-glance

[🏠](#) / [HOME \(HTTP://BLOGS.MML.ORG/WP/EVENTS\)](http://blogs.mml.org/wp/events) / [AGENDA-AT-A-GLANCE](#)

## Tuesday, September 24, 2019

6:00 pm Early Arrival Activity\* @ Comerica Park Tigers vs Twins 6:40 pm

## Wednesday, September 25, 2019

- 8:00 am Registration Opens
- 10:00 – 11:30 am Risk Management General Session (<http://blogs.mml.org/wp/events/general-sessions/>)
- 10:00 – Noon Mobile Tours\* (<http://blogs.mml.org/wp/events/mobile-workshops-2/>)
- Noon – 1:30 pm Michigan Women in Municipal Government (MWIMG) Lunch/Annual Meeting\*
- Noon – 1:30 pm General Lunch
- 2:00 – 3:45 pm Opening General Session (<http://blogs.mml.org/wp/events/general-sessions/>)
- 3:45 – 4:15 pm Business Meeting Check-in
- 4:15-5:00 pm Annual Business Meeting
- 5:00 – 5:45 pm First Timers/New Member Meet-up
- 6:00 – 8:00 pm Welcome Reception
- 8:00 – 10:00 pm Afterglow Fowling\* Warehouse, Hamtramck

## Thursday, September 26, 2019

- 7:00 am Explore Detroit Fun Walk/Run  
(<http://blogs.mml.org/wp/events>)
- 7:30 am Registration Open
- 8:00 – 9:00 am General Breakfast Round Tables
- 8:00 – 9:00 am Michigan Association of Mayors (MAM) Breakfast/Annual Meeting\*
- 9:00 – 10:30 am General Session: Keynote & Community Excellence Award Presentations  
(<http://blogs.mml.org/wp/events/general-sessions/>)
- 10:30 – 11:00 am Networking Break
- 11:00 – Noon Breakouts (<http://blogs.mml.org/wp/events/breakout-sessions/>)
- Noon – 1:00 pm Networking Lunch
- Noon – 1:00 pm Elected Officials Academy Board Meeting
- 1:00 – 3:00 pm Mobile Tours\* (<http://blogs.mml.org/wp/events/mobile-workshops-2/>)
- 1:15 – 1:45 pm General Session (<http://blogs.mml.org/wp/events/general-sessions/>)
- 1:45 – 2:30 pm General Session (<http://blogs.mml.org/wp/events/general-sessions/>)
- 2:45– 3:45 pm Breakouts (<http://blogs.mml.org/wp/events/breakout-sessions/>)
- 4:00 – 5:00pm Breakouts (<http://blogs.mml.org/wp/events/breakout-sessions/>)
- 6:00 – 9:00 pm Foundation Fundraiser\* @ Detroit City Fieldhouse

## Friday, September 27, 2019

- 7:00 am Explore Detroit Fun Walk/Run

7:30 am Registration Open

8:00 – 9:00 am Michigan Black Caucus-Local Elected Officials Breakfast/Annual Meeting\*  
(<http://blogs.mml.org/wp/events>)

9:00 – 10:00 am Breakouts (<http://blogs.mml.org/wp/events/breakout-sessions/>)

10:15 – 11:15 am Breakouts (<http://blogs.mml.org/wp/events/breakout-sessions/>)

11:30 – 12:30 pm General Session (<http://blogs.mml.org/wp/events/general-sessions/>) &  
Community Excellence Award Presentation

\*Additional Fee

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(<http://blogs.mml.org/wp/events>)

**1675 GREEN ROAD, ANN ARBOR MI 48105 :: 734-662-3246 :: [INFO@MML.ORG](mailto:INFO@MML.ORG) ([MAILTO:INFO@MML.ORG](mailto:INFO@MML.ORG))**

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**f** (<http://www.mml.org/MMLLeague>)    **t** (<http://www.twitter.com/MMLLeague>)

**Lisa Hathaway**

---

**From:** Michigan Municipal League <kwozniak@mml.org>  
**Sent:** Thursday, July 11, 2019 3:22 PM  
**To:** Lisa Hathaway  
**Subject:** MML Annual Meeting Notice



## **Michigan Municipal League Annual Meeting - Here's Your Official Notice**

Two of the most important things Michigan Municipal League members do for the organization is elect the League board members and set legislative priorities for the year. And the chance to do those things will happen during the League's "Annual Meeting" 4:15 p.m. Wednesday, Sept. 25, in Room 320 at the Cobo Center during the League's Convention in Detroit.

Specific purposes of the meeting are electing trustees, voting on the proposed Core Legislative Principles document, and any resolutions presented by the League Board of Trustees.

Having your community represented at this annual meeting is extremely important. Here's what we need you to do:

### **Designation of Voting Delegate Process**

League Bylaws request that each member community, by action of its governing body, select one of their officials to serve as the official representative to cast the vote of the municipality. This local designee needs to attend the Annual Meeting at the Convention in order to vote. We also ask that each local municipality select one other official to serve as the alternate voting delegate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> no later than **August 21, 2019**.

For more details, the complete version of the Annual Meeting Notice is available at <http://www.mml.org/delegate>.

Attending this annual meeting is highly important to the basic functions of the MML, so we hope you will be able to send a delegate. Thank you for your assistance in this matter.



And while you're at the Annual Meeting, we will have some great education sessions, mobile workshops, and networking opportunities during the Convention happening around the Annual Meeting. Check out all the [Convention details and agenda here](#).



Share



Tweet

Michigan Municipal League | 1675 Green Road, Ann Arbor, MI 48105

[Unsubscribe lhathaway@gpwmi.us](#)

[Update Profile](#) | [About Constant Contact](#)

Sent by kwozniak@mml.org in collaboration with



Try email marketing for free today!

JUL 12 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

1675 Green Road  
Ann Arbor, MI 48105-2530

T 734.662.3246  
800.653.2483  
F 734.662.8083  
[mml.org](http://mml.org)

July 10, 2019

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Detroit, September 25-27, 2019. The League's "Annual Meeting" is scheduled for 4:15 pm on Wednesday, September 25 in Room 320 at the Cobo Center. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. Policy. A) To vote on the Core Legislative Principles document.

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

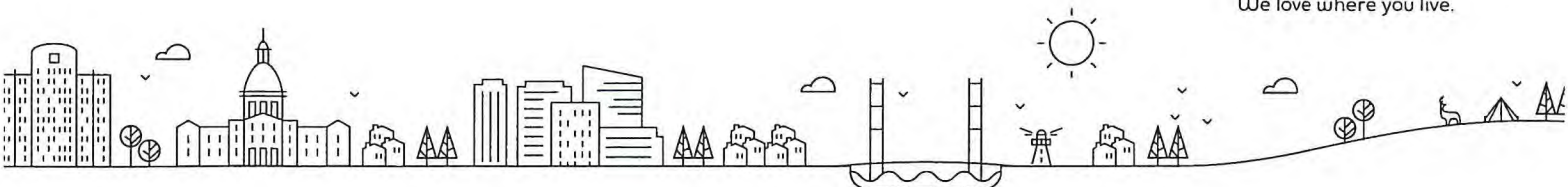
In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by August 21, 2019.

3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> no later than August 21, 2019.

We love where you live.



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

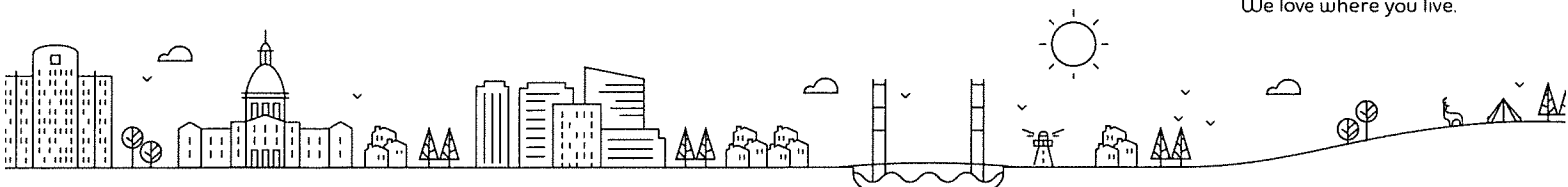
Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus the deadline this year for the League to receive resolutions is **August 21, 2019**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

Further, “Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof.”

We love where you live.



3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 24 at Cobo Center for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

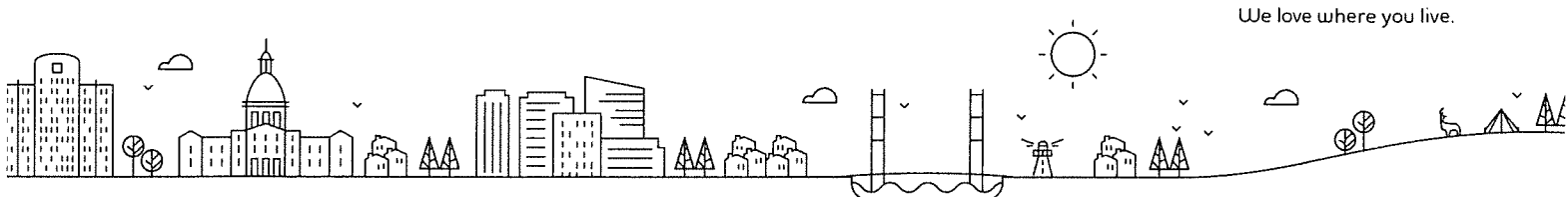
Sincerely,



Brenda F. Moore  
President  
Mayor Pro Tem, City of Saginaw



Daniel P. Gilmartin  
Executive Director & CEO



8F

MEMO 19-42

RECEIVED

JUL 25 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

TO: Bruce Smith, City Administrator  
FROM: Frank Schulte, Director of Public Services *FS.*  
DATE: July 23, 2019  
SUBJECT: Robert E. Novitke Complex Landscape Design

On July 10, 2019, the Department of Public Works brought two design concepts for the Robert E. Novitke Complex's landscape to the Grosse Pointe Woods Beautification Committee for review and recommendation. The first design was a combined project by Allemon's Landscape Center and Tocco Mannino Landscaping. Allemon's Landscape Center will provide design and plant materials and Tocco Mannino Landscaping will remove all existing materials and install new. Their design comes with a one-year warranty on labor and four-year warranty on plant materials. The second design was from James J. Leamon Landscaping & Construction. Their design comes with a one-year warranty on labor and a one-year warranty on plant materials. Both design concepts were well liked. After a thorough discussion, the Beautification Committee unanimously recommended using the first landscape design. They believed it was the best fit for the Robert E. Novitke Complex. Attached is the landscape design concept.

<b>Design #1</b>	Allemon's Landscape Center (design and materials)	\$7,703.00
	Tocco Mannino Landscaping (removal and installation)	<u>\$8,250.00</u>
		<b>\$15,953.00</b>
 <b>Design #2</b>	 James J. Leamon Landscaping & Construction	 <b>\$29,905.00</b>

Allemon's Landscape Center and Tocco Mannino Landscaping also submitted the lowest quote. Therefore, I concur with the recommendation of the Beautification Committee of the new landscape design for the Robert E. Novitke Complex and request Council to award this project to Allemon's Landscape Center, 17727 Mack Ave., Detroit, MI 48224 in the amount of \$7,703.00 for design and materials and Tocco Mannino Landscaping, 27739 Groesbeck Hwy, Roseville, MI 48066 in the amount of \$8,250.00 for removal and installation. The total project will not exceed \$15,953.00. This is a budgeted item included in the 2019/2020 fiscal year budget in the Major Streets Contractual Services account no. 202-463-818.000.

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

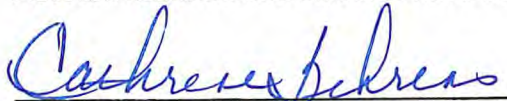
I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council consideration.

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

7/25/19  
Date

Fund Certification:

Account numbers and amounts have been verified as presented.

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

7/25/2019  
Date



**PURCHASE ORDER**

17727 Mack Avenue • Detroit, Michigan 48224 • (313) 882-9085 • Fax (313) 882-9036

VENDOR REP. NAME G.P. Woods City Hall MANUFACTURER NAME 7/23/19

STREET \_\_\_\_\_ STREET \_\_\_\_\_

CITY C/O FRANK SCHULTE ZIP \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE ( ) \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

FAX ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

FREIGHT TERMS		SPECIAL TERMS	SHIP DATE	BUYER	P.O. NUMBER
		<b>NET PRICES</b>			<b>00301</b>
CITY	UNITS	DESCRIPTION	SUGG. RETAIL	COST	EXTENSION
		<u>MATERIALS:</u>			
71		18"-24" 'DENSIFORMIS' YEW	C	49.00/ea.	3,479.00
15		3 GAL. 'PINK' KNOCK OUT ROSES	C	47.00/ea	705.00
22		3 GAL. 'ENDLESS SUMMER' HYDRANGEAS	C	42.00/ea.	924.00
1		5 GAL. 'POM-POM' JUNIPER		175.00	175.00
2		7 GAL. TREE HYDRANGEAS 'DUAL FILE'	C	175.00/ea	350.00
140		PIECES OF SOD	C	3.00/ROLL	420.00
		MYKE - TREE & SHRUB SOIL AMENDMENT			450.00
25	YDS.	OF DOUBLE SHREDDED HARDWOOD MULCH		48.00/40.	1,200.00
<b>NET TOTAL:</b>					<b>7,703.00</b>
					NO TAX = =
		25 YDS. OF INDIAN SUMMER COMPOST - N.C.			
<b>TOTAL</b>					

SPECIAL INSTRUCTIONS: \_\_\_\_\_



Secure Application  
Your privacy and security are important



### Review your proposal

Review each line item. Then just click the accept button to confirm and set up service.

Review the proposal below. Check any services that you want.



27739 Groesbeck Highway  
Roseville, MI 48066  
Phone - 313-384-1101  
Fax - 586-872-2912  
www.toccomannino.com

## Landscape Design & Build Estimate

City of Grosse Pointe GPW  
1200 Parkway Dr  
Grosse Pointe Woods, MI 48236

Estimate - #10764  
Date - 7/16/2019  
Prepared by - Phil Mannino {emp}  
Total - \$8,250.00

Estimate Description	Amount
<input type="checkbox"/> <b>Labor cost to install landscaping</b> Tear out and disposal of plant material \$1,750.00 Install soil \$1,000.00 Install plant material \$3,750.00 Install sod \$750.00 Install Mulch \$1,000.00  <b>Note:</b> 1) All material is to be provided by the city of GPW 2) Irrigation modification and adjustments to water new plant material and lawn areas will be billed separately at a rate of <b>\$65/hr</b> plus materials used	8250.00

<b>Subtotal</b>	\$8,250.00
<b>Discounts</b>	\$0.00
<b>Sales Tax</b>	\$0.00
<b>Total</b>	\$8,250.00

Payment Terms:

A 50% down payment of the project total to be paid upon acceptance of this proposal with the remainder due upon completion of project. On larger projects, progress payments will be negotiated. Please ask about our financing options for qualified applicants.

**Agreement:**

We have read and understand the proposal. All specification, conditions and terms are satisfactory and Tocco Mannino Landscaping is authorized to start work on the project.

---

### Acceptance of Estimate

**Signature:**

---

**Client:** City of Grosse Pointe GPW

**Date:** \_\_\_\_\_

Please Click the [Pay Now](#) tab to pay your deposit

Pay Now



### Supplemental Conditions of Proposal:

1. Tocco Mannino Landscaping will be solely responsible for the labor, materials, and equipment necessary to execute the installation in accordance with the drawing and written specifications. Drawings and details may need to be adjusted, based upon changing site conditions.
2. In the case of live plant installation, it may be necessary to substitute similar plants due to availability in the nurseries. You will be advised of these changes as they occur.
3. Tocco Mannino will not be responsible for any loss, damage, or delay caused by weather conditions, or any other conditions beyond our control.
4. Tocco Mannino Landscape will be responsible for calling MISS DIG. Client will be responsible for disclosing all property lines, under drainage, "invisible fence", irrigation, etc. prior to commencing work. Tocco Mannino will exercise extreme caution in marked areas; however, these items can still be damaged. Tocco Mannino cannot assume liability for these items, and repair cost will be the clients responsibility.
5. Any alterations or deviations from the submitted design and written specifications requested by client can increase or decrease the final cost of the project to the clients.
6. Tocco Mannino will provide the initial watering of plants and sod. Client is responsible for maintaining watering requirements as outlined on our website under Watering Instructions.
7. Concealed Contingencies: Tocco Mannino cannot be responsible for circumstances that may arise during installation that add additional cost to the project but were not apparent or informed of at time of design and estimate.
8. Tocco Mannino Landscaping assumes no accuracy of land grades, unless employed to complete the final grading. All final grading is assumed to be plus or minus one inch. Tocco Mannino is not responsible for grade changes, settling of back fill or soil around any plants or structures other than those included in the proposal.

#### Terms:

Invoice payable upon receipt – 2% finance charge per month compounded daily will be added to past due accounts if not paid within 30 days (Annual rate 24%) A fee of \$25 will be charged for returned checks.

#### Landscape Warranty:

All plants and material are guaranteed to be as specified. All plants to be state inspected, true to name, size, and in good growing condition when installed. All work to be completed in a workman like manner according to standard industry practices for the above mentioned price. All plants, material, and workmanship guaranteed for at least one year from time of project completion.

#### Exceptions:

1. Plants not properly maintained and watered as outlined in the watering instructions.
2. An act of God causing circumstances or events beyond our control.
3. Drainage problems.
4. Plants receiving mechanical or vandal damage.
5. Plants in raised pots or planters.
6. Transplants.
7. Accounts that have not been paid in full.

Seeding installations are guaranteed for 60 days if installed during seeding windows. The two windows are May 1 – June 15 and Aug 15 – Oct 1.

All other installation times are not guaranteed.

Hardscape installations are guaranteed for a period of 2 years. If settling occurs, area will be repaired one time after the construction has gone through one freeze/thaw cycle.

Based on your selections your Subtotal is: 0.00

Click here to sign estimate

Thank you for using our online account management solution! If you have any questions or concerns you may contact us by email by [clicking here](#)

**About your proposal:**  
313-884-1101

Beautification Commission Excerpt

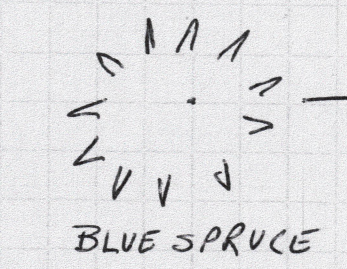
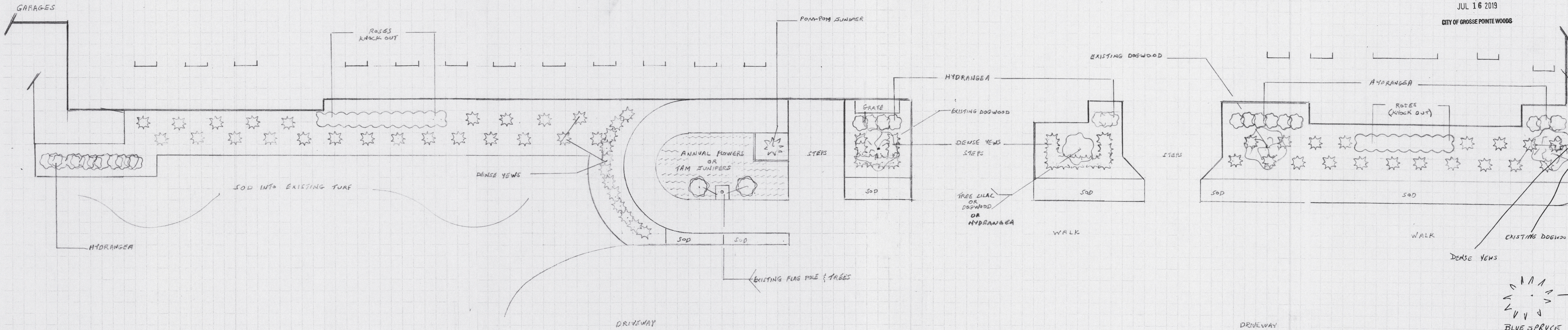
07/10/19

Pending Approval

**New Business:** Koester provided update on Putt-Putt course at Lakefront Park. Frank Schulte, Director of Public Service requested review of potential landscape design for City Hall. Ed Allemon presented design from Allemons Nursery and James Leamon presented for James J. Leamon Landscape.

Recommendation by Beautification Advisory Commission to Grosse Pointe Woods City Council to accept Allemons proposal for Grosse Pointe City Hall landscaping.

RECEIVED  
JUL 16 2019  
CITY OF GROSSE POINTE WOODS





CITY OF GROSSE POINTE WOODS  
Office of the Treasurer/Comptroller


Memorandum

9A

RECEIVED

JUL 25 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**DATE:** July 25, 2019  
**TO:** Mayor Novitke and City Council  
**FROM:** Cathrene Behrens, Treasurer/Comptroller   
**SUBJECT:** Stevenson Company 2019 – 20 General Liability & Property Insurance

At the Committee-of-the-Whole meeting held on July 1, 2019 discussion was held regarding the general liability and property insurance coverage for the City. Mr. Bob Bucko, Stevenson Company was in attendance and provided a brief presentation regarding a renewal option for the City's insurance as our three-year contract expires on October 1, 2019.

The proposal presented on July 1, 2019 was for an annual premium increase to \$118,790 for fiscal year 2019 – 2020. For the past three fiscal years our annual insurance rate has remained flat at \$107,933. This 9.2% increase is the direct result of some changes which have been imposed by the State and the City's claim history. They include: an increase per vehicle imposed by the State of \$2,808 per vehicle with an additional seven (7) vehicles added in the last 18 months which include: 2018 JCB Backhoe, 2018 Dodge Ram 3500 Cargo Van, 302-M3 Street Sweeper, 2019 GMC Terrain, 2018 Ford Fusion, 2016 Chevrolet Impala and 2016 GMC Sierra. Five (5) vehicles were removed last fiscal year as a result of their sale and/or trade in. The annual premium increase also reflects our estimated increase in property values of 3% and a current loss ratio of 111%.

The attached, revised quote from Mr. Bucko lists a slight reduction from the premium proposed on July 1, 2019. The final quote for fiscal year 2019 – 20 is \$116,323 which is representative of a 7.3% increase.

I am respectfully requesting City Council authorize the proposed one-year extension of the City's general liability and property insurance through Stevenson Company contingent upon final review and approval by the City Attorney at a cost not to exceed \$116,323.

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



Bruce Smith, City Administrator



STEVENSON  
company

43422 West Oaks Drive, Suite 300  
Novi, MI 48377

248.650.2736 / MAIN  
248.650.2740 / FAX  
800.761.8895 / TOLL FREE

# Stevenson Company

## Account Statement

July 10, 2019

Named Insured: **City of Grosse Pointe Woods**  
**20025 Mack Plaza**  
**Grosse Pointe Woods, MI 48236**

Coverage Document	Policy Number	Policy Dates	Premium
U.S. Specialty Insurance	PKG-81410016	8/14/2019-2020	\$ 103,123.00
Michigan Catastrophic Claims Administration			13,200.00
<b>Total Contract Cost</b>			<b>\$ 116,323.00</b>

The charges listed above have been provided to clarify the services provided and charges by the Stevenson Company. As you know, we have been an active partner with City of Grosse Pointe Woods working in many ways to help evaluate and manage potential risks, as well as arranging for comprehensive cost-effective coverage. In the past, we have sent an invoice for a single fee that included our program's charge for risk management services and other services including insurance premiums. The breakdown above is provided to keep you fully informed.

Please contact me if you have any questions. I would appreciate if you would sign this form and return it with your payment. Please retain a copy for your records.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Contract Due Date:

October 1, 2019

Please make check payable to:

Stevenson Company  
43422 West Oaks Drive, # 300  
Novi, Michigan 48377

**U.S. SPECIALTY INSURANCE COMPANY  
PUBLIC RISK**

**MICHIGAN SUPPLEMENTAL APPLICATION**

<b>Policy Number: PKG81410016</b>	<b>Policy Effective Date: 10/01/2019</b>
<b>Company: U.S. Specialty Insurance Company</b>	<b>Producer: THE STEVENSON COMPANY</b>
<b>Applicant/Named Insured: CITY OF GROSSE POINTE WOODS</b>	

**UNINSURED/UNDERINSURED MOTORIST COVERAGE SELECTION**

Michigan law permits you to make certain decisions regarding Uninsured and Underinsured Motorists Coverage. This document describes this coverage and the options available with respect to Uninsured and Underinsured Motorists Coverage. You should read this document carefully.

Bodily Injury Uninsured and Underinsured Motorists Coverage provides insurance protection to an insured for compensatory damages which the insured is legally entitled to recover from the owner or operator of an uninsured motor vehicle because of bodily injury caused by an automobile accident. If you purchase Uninsured Motorists limits greater than \$40,000 your coverage will also include Underinsured Motorists Coverage. Underinsured Motorists Coverage provides protection to an insured for compensatory damages which the insured is legally entitled to recover from the owner or operator of an underinsured motor vehicle because of bodily injury caused by an automobile accident. Underinsured Motorists Coverage will apply only if your own Underinsured Motorists limit is higher than the bodily injury limit of the negligent owner or operator of a motor vehicle.

In accordance with Michigan Statutes, your automobile or motor vehicle liability policy may have Uninsured Motorists coverage, which provides protection against uninsured and underinsured motor vehicles equal to the Bodily Injury Liability limits of your policy. You may, however, elect lower limits of Uninsured Motorists coverage, but not less than the Minimum Financial Responsibility Limits. You also have the option to reject Uninsured Motorist coverage entirely.

Please indicate your Uninsured Motorists coverage selection:

I reject Uninsured and Underinsured Motorists Coverage in its entirety. I understand that by selecting this option, I have NO PROTECTION for damages as a result of a bodily injury caused by an uninsured motorist.

I select Uninsured and Underinsured Motorists Coverage less than my policy's bodily injury liability limit, but greater than or equal to the minimum Financial Responsibility Limit. I want a Combined Single Limit of:

- \$40,000
- \$100,000
- \$250,000
- \$350,000
- \$500,000
- \$1,000,000

## **NO-FAULT PROPERTY DAMAGE LIABILITY COVERAGE BUYBACK**

Changes in the Insurance Laws may make you pay for damages, of up to \$1,000, which are caused as a result of an automobile accident in Michigan. If you caused the accident which damaged another auto, and the owner cannot make a full recovery from an insurance policy, he can sue you in the Michigan Small Claims Court. If he wins, you will have to pay for those unrecoverable damages, up to \$1,000.

We will provide you with the insurance to pay the amount awarded, at an additional premium. To make certain that your new policy is issued correctly; please indicate your choice below:

- COVERAGE REJECTION** – I have had this coverage explained and do not want to purchase this Property Damage Liability Coverage Buyback Insurance. I understand that if rejected, no coverage will be afforded for any amount awarded by the Michigan Small Claims Court, as judgment for unrecoverable damages from an automobile accident occurring in Michigan.
- Property Damage Liability Coverage Buyback Insurance** – I have had this coverage explained and will pay the additional premium to purchase this additional coverage. I understand that the Company's maximum limit of liability for this coverage shall be \$1,000.

## **PERSONAL INJURY PROTECTION (NO-FAULT) COVERAGE and COORDINATION OF BENEFITS**

(Only applies to an individual named insured and the named insured's resident relatives)

Michigan law requires that every motor vehicle liability policy, except a policy for a motorcycle, shall automatically include Personal Injury Protection (No-Fault) coverage and Property Protection coverage. Your motor vehicle liability policy will include Personal Injury Protection (No-Fault) coverage and Property Protection coverage.

Public Act No. 72 of 1974 provides that a reduction in Michigan Personal Injury Protection Premiums may be afforded with respect to vehicles owned by an individual if there exists other insurance, such as group medical, individual medical, Medicare which provides hospital, surgical, medical and/or loss of time benefits and the insured elects to make these benefits primary as respects himself, his spouse and other relatives residing with him.

Such an election would make the automobile policy secondary, and your automobile policy would be responsible only for those personal protection benefits not covered by your health insurer, thereby eliminating any duplication of benefits.

So that your policy may be properly rated, please indicate your Personal Injury Protection coverage preference below:

I am covered by a Primary Health/Medical plan which covers any allowable medical expenses available under Personal Injury Protection coverage and I elect to make my Personal Injury Protection coverage secondary over the other available health and accident coverage with respect to such allowable medical expenses.

I am covered by a Primary Work Loss plan which covers any work loss benefits available under Personal Injury Protection coverage and I elect to make Personal Injury Protection coverage secondary over the other available health and accident coverage with respect to such work loss benefits.

I am covered by Primary Health/Medical and Work Loss plan which covers any allowable medical expenses and work loss benefits available under Personal Injury Protection coverage and I elect to make Personal Injury Protection coverage secondary over the other available health and accident coverage with respect to such allowable medical expenses and work loss benefits.

I am not covered by a Health/Medical plan or a Work Loss plan; therefore, by selecting this option, Personal Injury Protection coverage will be primary coverage.

**APPLICANT'S ACKNOWLEDGEMENT**

By my signature, I hereby acknowledge that I have read, or have had read to me, the above explanations and offers of coverage stated above. I have indicated whether or not I wish to purchase each coverage in the spaces provided. I further understand that the above explanations are intended only to be brief descriptions and that payment of benefits under this insurance is subject both to the terms and conditions of the automobile insurance policy and the laws of the State of Michigan.

Applicant Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





TOKIO MARINE  
HCC

Applicant Name: **CITY OF GROSSE POINTE WOODS - WAYNE**  
Policy Effective Date: 10/01/2019  
Application Number: T000240010278

### HCC Public Risk APPLICATION DECLARATION

I, as the authorized official of the applicant, to the best of my knowledge and belief, certify that the information provided in this application is true and that no material facts were withheld.

I understand that submitting this application does not bind me to complete the insurance but agree that should an insurance policy be issued, this application and the statements made therein shall form basis of the insurance policy.

Signature of authorized official: ✓ \_\_\_\_\_ Date ✓ \_\_\_\_\_

Print name of authorized official: ✓ \_\_\_\_\_

Title of authorized official: ✓ \_\_\_\_\_

# Stevenson Company

Summary of Coverage

For

## City of Grosse Pointe Woods

July 2019

Robert J. Bucko, President  
Stevenson Company  
43422 West Oaks Drive, # 300  
Novi, Michigan 48377

(800) 761-8895 Office  
(248) 832-5730 Cell  
(248) 650-2740 Fax

# U. S. Specialty Insurance Company

## Support and Service Companies:

U.S. Specialty Insurance  
1700 Opdyke Court  
Auburn Hills, MI 48326

A.M. Best Rating A++ (Superior)

## Marketing and Service:

**Robert J. Bucko, President**  
**Shanda Maino, Risk Management**  
43422 West Oaks Drive, #300  
Novi, Michigan 48377

Toll-Free: 800-761-8895  
Fax: 248-650-2740  
Cell: 586-482-6207

Email: [RBucko6067@aol.com](mailto:RBucko6067@aol.com)

## Risk Control Administration:

Stacy Edgell

U. S. Specialty Insurance  
1700 Opdyke Court  
Auburn Hills, MI 48326

(248) 371-3100

## Claims Administration:

Sharon Wood, Claims Manager  
Katie Toman, Property Claims Manager  
Scott Stinson, Claims Litigation Manager

U. S. Specialty Insurance  
1700 Opdyke Court  
Auburn Hills, MI 48326

(248) 371-3100

## I. COMPREHENSIVE GENERAL LIABILITY

Limit of Liability per Occurrence	\$ 1,000,000.
Limit of Liability Policy Aggregate	\$ 3,000,000.
Deductible Per Occurrence	\$ 15,000.

Additionally, Named:

The "Who is an Insured" provision of the City Liability Form includes the following while acting within the scope of their duties and at the direction of the Named Insured.

- A. A City Agency or Subdivision; Department; Board or Commissions; or Non-For-Profit Corporation which is owned and controlled by the Named Insured,
- B. An Individual while acting in a capacity as director, officer, trustee, employee or staff member,
- C. Any volunteer,
- D. An Elected or Appointed Official or member of any board or commission or agency of the Named Insured.

Additionally, Included:

- A. Personal Injury also includes:
  - 1. Oral or written publication or material that is slander or libel,
  - 2. Oral or written publication of material that violates a person's right of privacy,
  - 3. False or improper service of process,
  - 4. Discrimination,

5. Violation of the Federal Civil Rights Act of 1871 or 42 USC 1983 or similar laws.

- B. Contractual Liability-Coverage for the Named Insured when it becomes Obligated Liability Assumed Through Contractual Agreements,
- C. Advertising Liability – Includes “Slogan” Infringement,
- D. Host Liquor Liability – Included Incidental Giving and Serving,
- E. Incidental Medical Malpractice,
- F. Sexual Abuse & Molestation – Included
- G. Pesticide and Herbicide Liability - \$ 50,000 Each Occurrence,
- H. Sewer Backup Liability – Included,
- I. Cemetery Professional Liability – Included,
- J. Non-Owned & Hired Automobile – Policy Limits,
- K. Employee Benefit Liability - \$ 1,000,000 Each Occurrence,
- L. Bodily Injury and Property Damage Liability also includes:
  - 1. The definition of occurrence includes the intentional act by or at the direction of the additional insured which results in bodily injury or property damage if such injury arises from the use of reasonable force for the purpose of protecting persons or property, and
  - 2. Mental Anguish, Mental Injury, and Humiliation,
- M. **Medical Payments - \$ 10,000 Per Person, and**
- N. Defense Costs and Legal Costs in Addition to Limit of Liability.

## II. WRONGFUL ACTS LIABILITY (E&O)

Limit of Liability Each Occurrence - \$ 1,000,000.

Limit of Liability Policy Aggregate – \$ 1,000,000.

Deductible – \$ 15,000.00 Each Occurrence

Additionally Included:

1. Coverage addresses Not Only City Officials, Board Members and Employees but the Named Insured as well,
2. **“Occurrence”** Form Coverage,
3. Private Property Use Restriction Coverage,
4. **Pay on Behalf Provisions of Claim Payments**
5. Also includes, “All persons who were, now are, shall be lawfully elected, appointed or employed officials of the Named Insured while acting within the scope of their duties for the Named Insured.

### III. EMPLOYMENT PRACTICES LIABILITY

Limit of Liability Each Occurrence - \$ 1,000,000

Limit of Liability Policy Aggregate – \$ 1,000,000.

Deductible – \$ 15,000.00 Each Occurrence

Additionally Included:

1. Pay of Behalf Provision,
2. Coverage addresses Not Only City Officials, Board Members and Employees but the Named Insured as well,
3. Back Wages Included,
4. Non-Employment Related Harassment,
5. Wrongful Discharge, **Occurrence-Made Form**,
6. Also includes, “All persons who were, now are, shall be lawfully elected, appointed or employed officials of the Named Insured while acting within the scope of their duties for the Named Insured.

Wrongful Discharge – An at-will employee’s cause of action against his former employer, alleging that his/her discharge was in violation of state

or federal anti-discrimination statutes, public policy, an implied employment contract, or an implied covenant of good faith and fair dealing. Federal statutes prohibit discrimination in employment on the basis of sex, age, race, nationality, religion, or being handicapped; Title VII of the 1964 Civil Rights Act, Age Discrimination in Employment Act, Equal Pay Act, Sex Discrimination in Employment Based upon Pregnancy Act.

Employment At Will – This doctrine provides that, absent of express agreement to contrary, either employer or employee may terminate their relationship at any time. Such employment relationship is one which has no specific duration, and such a relationship may be terminated at will by either the employer or employee, for or without cause.



## **IV. LAW ENFORCEMENT LIABILITY**

Limit of Liability Each Occurrence - \$ 1,000,000.

Limit of Liability Policy Aggregate – \$ 1,000,000.

Deductible Including Claim Expense - \$ 15,000.00

### **Additionally Named Insured:**

1. All full and part-time paid employees of the Law Enforcement Department,
2. Unpaid Volunteers and Reserves,
3. All persons who were, now are or shall be lawfully elected, appointed or employed officials of the Named Insured,
4. Your Employees while engaged in law enforcement or security duties of others, but only to the extent authorized by the Named Insured.

### **Additionally Included Coverage:**

- 1 Assault and Battery,
- 2 False Arrest, Detention or Imprisonment or Malicious Prosecution,

3. False or Improper Service of Process,
4. Civil Rights Violations (Includes Federal Civil Rights)
5. Property in the Care, Custody and Control of the  
Law Enforcement Department,
6. Libel, Slander, Defamation of Character,
7. Wrongful Entry or Eviction,
8. Discrimination,
9. Mental Anguish, Mental Injury, Humiliation,
10. Non-Owned Watercraft,
11. Hot Pursuit Claims, and
12. Canine Liability Coverage. (not applicable)

## V. VEHICLE LIABILITY & PHYSICAL DAMAGE

Limit of Liability Each Occurrence - \$ 1,000,000,

Vehicle Liability Deductible - \$ -0-,

Limit of Liability Policy Aggregate – \$ Unlimited,

Uninsured & Underinsured Motorists - \$ 1,000,000,

Personal Injury Protection – Included,

Property Protection Insurance – Included,

Employee Hired Auto Physical Damage,

Mini-Tort Liability – Included,

Hired & Non-Owned Vehicle Liability – Policy Limits,

Comprehensive Deductible - \$ 1,000.00, and

Collision Deductible - \$ 2,500.00

## VI. EXCESS LIABILITY

A. Total Limit of Liability - \$ 9,000,000 Each Occurrence,

B. Total Limit of Liability - \$ 9,000,000 Policy Aggregate,

C. Excess Coverage of the Following:

1. Municipal General Liability,
2. Employee Benefit Liability,
3. Public Officials Wrongful Acts (E&O) Liability,
4. Employment Practices Liability,
5. Law Enforcement Liability, and
6. Vehicle Liability.

## VII. REAL AND PERSONAL PROPERTY

- A. Blanket Building and Personal Property – \$ 15,673,239.
- B. Agreed Amount, Guaranteed Replacement Cost
- C. Deductible - \$ 5,000.00 Each Occurrence
- D. Mechanical Breakdown (Boiler) – Full Policy Limits
- E. Special Form Perils

### Additional Included Coverage:

1. Business Income - \$ 100,000 Per Occurrence,
2. Electrical Utility Service Interruption – \$ 25,000,
3. Extra Expense - \$ 500,000 Per Occurrence,
4. Accounts Receivables - \$ 250,000 Per Occurrence,
5. EDP Hardware & Software - \$ 250,000 Each Location,
6. Property in Transit - \$ 25,000 Each Occurrence,
7. Communication Towers - \$ 100,000 Each Occurrence,
8. Ordinance or Law – \$ Actual Loss Sustained,
9. Earthquake Coverage - \$ 1,000,000, \$ 50,000 Deductible,
10. Flood Coverage – \$ 1,000,000, \$ 50,000 Deductible,
11. Valuable Papers & Records - \$ 100,000 Per Occurrence,
12. Grounds Maintenance Equipment - \$ 100,000 Per Occurrence,
13. Newly Acquired Buildings - \$ 1,000,000 Per Occurrence,
14. Newly Acquired Contents - \$ 250,000 Per Occurrence, and
15. Undergrounds Pipes, Flues or Drains - \$ 1,000,000.

## VIII. Crime and Bond Coverage

- Blanket Dishonesty Bond - \$ 250,000 Any One Occurrence (Employee Theft)
- Includes Faithful Performance
- Deductible - \$ 1,000.00
- Money & Securities (On-Site) – \$ 250,000.00,
- Money & Securities (Off-Site) – \$ 250,000.00,
- Money & Securities (Tax Season) - \$ 250,000.00,
- Computer Fraud - \$ 100,000.00,
- Forgery & Alteration - \$ 100,000.00,
- Coverage Extends to Officials, Members, Employees and Volunteers

## IX. SCHEDULED AND UNSCHEDULED PROPERTY

- Total Limit of Scheduled and Unscheduled Property - \$ 2,873,100.
- Deductible Per Occurrence - \$ 1,000.00
- Replacement Cost Basis of Claim Settlement

### Summary of Coverage:

1. Miscellaneous Property & Equipment - \$ 75,000.00,
2. Miscellaneous Police Equipment - \$ 20,000.00,
3. Emergency Portable Equipment - \$ 150,000.00,
4. Contractor Equipment Rented from Others - \$ 100,000.00,
5. Magic Square Lights - \$ 150,000.00,
6. Marina & Docks - \$ 640,000.00,
7. **Contractor Equipment - \$ 1,073,100.00\*\***
8. **Outdoor Property and Fixtures - \$ 650,000.00, and\*\***
9. Crest Pontoon - \$ 15,000.00

**\*\* Contractor Equipment Schedule Revised and Corrected by City Administration  
Schedule on File with City and Insurance Carrier**

**\*\* Outdoor Property and Fixtures Schedule Revised and Corrected by City Administration  
Schedule on Fire with City and Insurance Carrier**

# City of Grosse Pointe Woods

## Premium Summary

- I. Comprehensive Municipal General Liability
- II. Public Officials Wrongful Acts Liability (E&O)
- III. Employment Practices Liability (EPLI)
- IV. Law Enforcement Liability Coverage
- V. Vehicle Liability and Physical Damage Coverage
- VI. Excess Liability Coverage
- VII. Real and Personal Property Coverage
- VIII. Crime and Bond Coverage
- IX. Scheduled and Unscheduled Equipment Coverage

Total Contract Cost ..... \$ 116,323.00

“This proposal contains a brief outline of coverage to be included in any policy that may be issued in the future. This is only a summary of the terms and conditions of any policy issued will take precedence over the proposal.”



**CITY OF GROSSE POINTE WOODS**

**MUNICIPAL COURT**

**MEMORANDUM**

9B

**RECEIVED**

JUL 19 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

DATE: July 18, 2019

TO: Bruce Smith, City Administrator

FROM: Beth Miro, Court Administrator *Beth*

SUBJECT: Matter to be placed on next available agenda  
Recording Clerk Contract – Michele Stabile

Please place Recording Clerk Michele Stabile's contract for the FY 19-20 on the next available council agenda. This is a budgeted item in the Court's FY 19-20 budget, account number 101.136.818.000, in the amount of \$7,200.

I recommend that the contract be approved.

7/19/19  
*Bruce Smith*

## **AGREEMENT FOR COURT REPORTING SERVICES**

This Agreement made and entered into this \_\_\_\_ day of July, 2019 (effective July 1, 2019) by and between the CITY OF GROSSE POINTE WOODS, a Municipal Corporation hereinafter referred to as the "City" and MICHELE STABILE, 36016 Farmbrook, Clinton Township, Michigan 48035, hereinafter referred to as the "Contractor".

### **IT IS MUTUALLY AGREED BY THE PARTIES AS FOLLOWS:**

The City engages the Contractor to perform certain services as follows, all in accordance with the express terms and provisions hereof:

#### **I. DESCRIPTION OF DUTIES:**

- a. The Contractor agrees to perform the function of a licensed Certified Electronic Recorder for the Municipal Court of the City as assigned below:
  - i. All regularly scheduled Municipal Court sessions held on appropriate Wednesdays of each month.
  - ii. Jury and/or Bench trials.
  - iii. Preliminary hearings.
  - iv. Any other duties and assignments directed by the Court Clerk or the Municipal Judge.
  - v. Transcriptions of Court proceedings as requested utilizing the City's FTR Reporter Gold Sound System.

#### **II. COMPENSATION:**

- a. Municipal Court Sessions – Twenty Six Dollars and Fourteen Cents (\$26.14) per hour for the first four (4) hours or less at Court sessions. Six Dollars and Fifty-Three Cents (\$6.53) will be paid for each fifteen (15) minutes increment thereafter.
- b. Jury Trial, Bench Trial, and Preliminary Hearings/Exams – Twenty-Six Dollars and Fourteen Cents (\$26.14) per hour for the first four (4) hours or less. Six Dollars and Fifty-Three Cents (\$6.53) will be paid for each fifteen (15) minute increment thereafter.
- c. In the event that a transcript is ordered by the Court Clerk, the cost of said transcript shall be the applicable rate in effect at the time of the ordering of the transcript as billed by Macomb County Court Reporters Inc. or Three Dollars and Sixty-Three Cents per page (\$3.63); whichever is greater.

The Contractor is required to submit monthly statements detailing the monetary obligations owed under this Agreement including Court sessions attended and hours of attendance.

#### **III. MATERIALS:**

The Contractor will be responsible for and complete the objectives of this Agreement with the use of her own materials and equipment (i.e. e-mail access, computer hardware and software, word processing software) and any other equipment necessary for the completion of her duties.

The Contractor shall be responsible for her computer system to be compatible with the FTR Reporter Gold Sound System program.

**IV. ABSENCES:**

When illness or unexpected emergency occurs, which prevents the Contractor from fulfilling the above duties, the Contractor is required to advise the Court Clerk or Deputy Court Clerk as soon as possible.

**V. TERMINATION:**

It is agreed that should termination of the above services be desired by either the City or the Contractor, the following shall be applicable:

- Two (2) months advance notice in writing is required;
- On June 30, 2020;
- Whichever occurs first.

**VI. MISCELLANEOUS:**

This agreement shall be interpreted pursuant to the Laws of the State of Michigan. Any dispute therein shall be adjudicated by arbitration using the American Arbitration Association Rules. No other agreements or understandings are either expressed or implied except contained herein.

It is agreed that any changes to this agreement shall only be effective if signed by the City Administrator/Acting City Administrator, and the Contractor.

This agreement is made and entered into the date and year as shown on page. It is effective July 1, 2019.

**CONTRACTOR**

**CITY OF GROSSE POINTE WOODS**

By: \_\_\_\_\_  
Michele Stabile

By: \_\_\_\_\_  
Bruce Smith  
City Administrator

APPROVED:

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

9C

RECEIVED

JUL 19 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

CHARLES T. BERSCHBACK

ATTORNEY AT LAW  
24053 EAST JEFFERSON AVENUE  
ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400  
FAX (586) 777-0430  
blbwlaw@yahoo.com

CHARLES T. BERSCHBACK

DON R. BERSCHBACK  
OF COUNSEL

July 18, 2019

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

RE: ExteNet Systems, Inc.  
Assignment Agreement  
Agenda Item August 5, 2019

Dear Mayor and Council:

ExteNet is the successor in interest to the Metro Act Permit granted to ClearLinx in 2006. ExteNet has submitted a letter requesting that the City consents to assignment of the agreement to a similarly named entity due to "an internal corporate restructuring". I have reviewed the original ClearLinx file and have been in contact with ExteNet Systems to make sure we receive updated insurance information and performance bond requirements in accordance with the original permit.

I have also attached the proposed Consent to Assignment of Agreement.

It would be the prerogative of Council to authorize the City Administrator to sign the Consent to Assignment of Agreement from ExteNet to its affiliated entity ExteNet Asset Entity, LLC conditioned upon the City's receipt of any updated information required by the Permit under Paragraph 11.2.1.

If you have any questions, please call.

Very truly yours,

*Chip Berschback*  
CHIP BERSCHBACK

CTB:nmg  
Enclosures  
cc: Lisa K. Hathaway  
Bruce Smith  
Cathy Behrens



Mobile  
Connectivity  
Everywhere

July 10, 2019

City Administrator  
Bruce J. Smith  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236  
(313) 343-2440

RECEIVED

JUL 10 2019

VIA OVERNIGHT DELIVERY

RE: ExteNet Systems, Inc.  
Metro Act Compliant MPSC Safe Harbor Bilateral Right of Way  
Telecommunications Permit  
Assignment Request

To Whom it may Concern:

Pursuant to the terms of the Metro Act Compliant MPSC Safe Harbor Bilateral Right of Way ("Agreement") between ExteNet Systems, Inc. ("ExteNet") and the City of Glendale, MO ExteNet hereby requests consent to assign the Agreement from ExteNet to its affiliated entity ExteNet Asset Entity, LLC ("EAE"). This assignment is required due to an internal corporate restructuring. Following assignment of the Agreement, EAE will continue to uphold all rights and responsibilities previously enjoyed by ExteNet under the Agreement.

Please find enclosed with this letter a draft Consent to Assignment prepared for your convenience. Please review the enclosed form and, if it meets with your approval, please sign and return at your earliest convenience. ExteNet would like to receive consent for the proposed assignment of the Agreement to EAE no later than **July 16, 2019**.

Please return the signed Consent to Assignment to the following address:

ExteNet Systems, Inc.  
3030 Warrenville Road, Suite 340  
Lisle, Illinois 60532  
ATTN: Cathy Hapanionek

Thank you for your assistance with this matter. Please do not hesitate to contact me at 734-905-7253 or [lrooney@extenetsystems.com](mailto:lrooney@extenetsystems.com) should you have any questions or concerns.

Kindest regards,

*Linda Rooney*

Linda Rooney  
Senior Counsel, Regulatory Affairs  
ExteNet Systems, Inc.

cc: City Administrator, Bruce J. Smith via electronic transmission @  
[cityadmin@gpwmi.us](mailto:cityadmin@gpwmi.us)

**CONSENT TO ASSIGNMENT OF AGREEMENT**

THIS CONSENT TO ASSIGNMENT ("Consent") dated as of \_\_\_\_\_ is made and entered into by and among the City of Grosse Pointe Woods, MI ("Consenter"), ExteNet Asset Entity, LLC ("ExteNet"), and ExteNet Systems, Inc. ("Assignee").

WHEREAS, ExteNet and Consenter entered into that certain Metro Act Compliant MPSC Safe Harbor Bilateral Right of Way ("Agreement"), dated February 14, 2006;

WHEREAS, ExteNet desires to assign the Agreement to its affiliate Assignee due to an internal corporate reorganization; and

WHEREAS, the Agreement requires consent by Consenter to the assignment of the Agreement rights, entitlements, responsibilities, and obligations;

**THE PARTIES HEREBY AGREE TO THE FOLLOWING:**

- 1) Consenter hereby consents to the assignment of the Agreement and all of its rights, entitlements, responsibilities, and obligations from ExteNet to Assignee.
- 2) ExteNet, upon the effective date of the assignment, shall be discharged from any further obligations and responsibilities under the Agreement.
- 3) That in all other respects the Agreement is ratified, and the terms and conditions applicable to the Assignee shall be the same as those of the original Agreement.

IN WITNESS WHEREOF, this Consent has been duly executed by the parties hereto as of the date first above written.

City of Grosse Pointe Woods

ExteNet Systems, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

ExteNet Asset Entity, LLC

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

9D

RECEIVED

JUL 30 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**CHARLES T. BERSCHBACK**  
ATTORNEY AT LAW  
24053 EAST JEFFERSON AVENUE  
ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400  
FAX (586) 777-0430  
blbwlaw@yahoo.com

CHARLES T. BERSCHBACK

DON R. BERSCHBACK  
OF COUNSEL

July 29, 2019

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

RE: Comcast Video Franchise Agreement

Dear Mayor and Council:

Comcast provides services to Michigan cities under the Michigan Uniform Video Service Local Franchise Agreement. Similar to the Metro Act contracts, state law has severely limited individual cities from negotiation these agreements. Standard agreements are provided pursuant to the Act.

On July 19, 2019 Comcast submitted a new agreement for renewal. State law requires approval or denial of these agreements within a short time frame, otherwise they are "deemed approved". The Local Franchise Agreement is attached in your packets.

This is a renewal of an existing agreement that was approved in 2009. I have attached a letter I provided to the Council dated July 21, 2009 to give you some historical background. At that time pursuant to an agreement with all five Grosse Pointes, Comcast negotiated a lower rate to pay PEG fees. So although other providers are paying a two percent PEG fee, Comcast pays 1.15%. This was due in part to the fact that Comcast provided the War Memorial with upgraded equipment and facilities prior to the 2009 renewal. I am recommending approval of the agreement which would continue to provide us with a five percent fee, and a 1.15% PEG fee.

In 2009, Council authorized the agreement, also providing that the 1.15% fee should be paid directly to the War Memorial. It was essentially for convenience sake at the time. As of the date of this letter, the issue of whether the PEG fee should be paid directly to the War Memorial is being discussed by the five Grosse Pointe City Administrators. The Council will be provided an update at the Council meeting on this issue. Any motion should authorize the City Administrator to sign the Comcast Uniform Video Service Local Franchise Agreement. The motion should include whether the PEG fees should or should not be made to the Grosse Pointe War Memorial. The Agreement itself would not need to be changed regarding this issue because in 2009 the direct payment to the War Memorial was authorized by a letter to Comcast signed by the City Administrator.

Very truly yours,



CHIP BERSCHBACK

CTB:nmg

Enclosures

cc: Bruce Smith  
Lisa K. Hathaway  
Cathy Behrens



CHARLES T. BERSCHBACK  
ATTORNEY AT LAW  
24053 EAST JEFFERSON AVENUE  
ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400  
FAX (586) 777-0430  
blbwlaw@yahoo.com

CHARLES T. BERSCHBACK  
ALSO ADMITTED IN FLORIDA

July 21, 2009

RECEIVED  
JUL 20 2009  
CITY OF GROSSE PTE. WOODS

DON R. BERSCHBACK  
OF COUNSEL

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

RE: Comcast Franchise Agreement/Agenda Item for August 3, 2009

Dear Mayor and Council:

All five Grosse Pointes and Harper Woods, through the Conference of Eastern Wayne, have been negotiating with Comcast regarding renewal of their franchise. On January 1, 2007, the Michigan legislature enacted the Uniform Video Services Local Franchise Act which preempts local regulations of franchises (similar to METRO Act preemption). The Cities (through the Conference of Eastern Wayne) utilized the services of Michael Watza on this issue with regular email updates and periodic conference calls with the six City Attorneys.

The main issue of contention during these negotiations has been Comcast's initial refusal to continue to contribute a 2% fee for public, education and government ("PEG Fee"). Since its inception, Comcast paid the 2% fee to the War Memorial, since it provided the studios and staff to broadcast local origination programming. Comcast's contention is that the new Act no longer requires this additional fee.

The matter has been resolved with Comcast agreeing to pay 1.15% to the War Memorial. This will result in approximately \$198,000.00 per year to be paid directly to the War Memorial to allow them to continue their services.

In conjunction with the settlement, Comcast has requested a settlement agreement and release indicating that the Cities have no other pending claims against Comcast relating to the local origination agreement for the original franchise. It is my understanding that the other Grosse Pointe Communities and Harper Woods are approving this settlement and the franchise agreements.

Comcast will continue to pay a 5% franchise fee directly to each City in conjunction with the agreement. In addition, the PEG fee will be paid directly to the Grosse Pointe War Memorial. This agreement would be effective August 1, 2009 with a 10 year term. I have attached a

The Honorable Mayor and City Council  
City of Grosse Pointe Woods  
July 21, 2009  
Page 2

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proposed Resolution authorizing the City Administrator to sign the necessary documents. If you have any questions, please call.

Very truly yours,



CHIP BERSCHBACK

CTB:gmr

Enclosures

cc: Mark Wollenweber  
Lisa Hathaway  
Mike Watza  
Don Berschback

COUNCIL  
CLIPPING  
08-03-09

Motion by Bryant, seconded by Waldmeir, regarding **Comcast Franchise Agreement**, that the City Council adopt and authorize the City Clerk to sign the proposed resolution authorizing the City Administrator to sign the Comcast Uniform Video Service Local Franchise Agreement, the Settlement Agreement and Release regarding local Origination Agreement, and direct payment of PEG Fees to the Grosse Pointe War Memorial, contingent upon approval by the City Attorney.

Motion carried by the following vote:

Yes: Bryant, Dickinson, Granger, Howle, Novitke, Sucher, Waldmeir  
No: None  
Absent: None

CC: File  
LH  
MW  
D. Serockback



**CITY OF GROSSE POINTE WOODS**

20025 Mack Plaza Drive

Grosse Pointe Woods, Michigan 48236-2397


September 29, 2009

Dear Comcast:

The City of Grosse Pointe Woods requests and authorizes Comcast to make the payment of the PEG fees due and owing under Section VIII of the Uniform Video Service Local Franchise Agreement directly to the Grosse Pointe War Memorial Association. Attached is a Resolution of the City Council approving this request and authorization.

Thank you very much.

**CITY OF GROSSE POINTE WOODS**

By: 

Its: CITY ADMINISTRATOR



RECEIVED

JUL 19 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

*Sent Via UPS*

July 18, 2019

Ms. Lisa K. Hathaway, City Clerk  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236-2397

**Re: Michigan Uniform Video Service Local Franchise Agreement Renewal**

Dear Ms. Hathaway:

In accordance with the instructions set forth by the Michigan Public Service Commission in its provision of the Uniform Video Service Local Franchise Agreement and with provisions set forth in Section 3(7) of Public Act 480 of 2006, enclosed please find two completed Renewal Uniform Video Service Local Franchise Agreements along with the necessary Attachment 1s thereto filed on behalf of Comcast of Grosse Pointe, Inc. *Kindly return one executed copy of the Agreement in the self-addressed stamped envelope.*

You will find several stickers attached to the document indicating where the Franchising Entity is required to supply information. Please note that on page 9 of the UVSLFA in the box entitled, "Franchise Agreement (Franchising Entity to Complete), the "Date submitted" is the date the Franchising Entity receives the Agreement from Comcast and the "Date completed and approved" is when the Franchising Entity signs the Agreement.

If you have any questions, please contact me directly at 248-359-6514 or Leslie A. Brogan, Senior Director of Government Affairs, at 517-334-5890.

Sincerely,

Shannon E. Dulin  
Manager, Government Affairs  
Comcast, Heartland Region  
27800 Franklin Rd.  
Southfield, MI 48034

Enclosure

## INSTRUCTIONS FOR UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

Pursuant to 2006 Public Act 480, MCL 484.3301 *et seq*, any Video Service Provider seeking to provide video service in one or more service areas in the state of Michigan after January 30, 2007, shall file an application for a Uniform Video Service Local Franchise Agreement with the Local Unit of Government ("Franchising Entity") that the Provider wishes to service. Pursuant to Section 2(2) of 2006 PA 480, "Except as otherwise provided by this Act, a person shall not provide video services in any local unit of government without first obtaining a uniform video service local franchise as provided under Section 3." Procedures applicable to incumbent video service providers are set forth below.

As of the effective date (January 1, 2007) of the Act, no existing franchise agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the agreement. The incumbent video Provider, at its option, may continue to provide video services to the Franchising Entity by electing to do one of the following:

1. Terminate the existing franchise agreement before the expiration date of the agreement and enter into a new franchise under a uniform video service local franchise agreement.
2. Continue under the existing franchise agreement amended to include only those provisions required under a uniform video service local franchise.
3. Continue to operate under the terms of an expired franchise until a uniform video service local franchise agreement takes effect: An incumbent video Provider with an expired franchise on the effective date has 120 days after the effective date of the Act to file for a uniform video service local franchise agreement.

On the effective date (January 1, 2007) of the Act, any provisions of an existing Franchise that are inconsistent with or in addition to the provisions of a uniform video service local Franchise Agreement are unreasonable and unenforceable by the Franchising Entity.

If, at a subsequent date, the Provider would like to provide video service to an additional Local Unit of Government, the Provider must file an additional application with that Local Unit of Government.

### **The forms shall meet the following requirements:**

- The Provider must complete both the "Uniform Video Service Local Franchise Agreement" and "Attachment 1 - Uniform Video Service Local Franchise Agreement" forms if they are seeking a new/renewed Franchise Agreement, and send the forms by mail (certified, registered, first-class, return receipt requested, or by a nationally recognized overnight delivery service) to the appropriate Franchising Entity. Until otherwise officially notified by the Franchising Entity, the forms shall be sent to the Clerk or any official with the responsibilities or functions of the Clerk in the Franchising Entity. "**Attachment 2 - Uniform Video Service Local Franchise Agreement**" is not required to be filed at this time *unless it is being used regarding amendments, terminations, or transfers pertaining to an existing Uniform Video Service Local Franchise Agreement.* (Refer to Sections X to XII of the Agreement, as well as Section 3(4-6) of the Act.)
- Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and **MUST BE KEPT CONFIDENTIAL.**
  1. The Provider may specify which items of information should be deemed "confidential." It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:

"[insert PROVIDER'S NAME]  
[CONFIDENTIAL INFORMATION]"

2. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.
  3. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.
- Responses to all questions must be provided and must be amended appropriately when changes occur.
  - All responses must be printed out, typed, signed/dated (where appropriate), and mailed (certified, registered, first class, return receipt requested, or by a national recognized overnight delivery service) to the appropriate party.
  - The Agreement and Attachments are templates. Tab through the documents and fill in as appropriate, use the appropriate "dropdown box" (City/Village/Township) when indicated.
  - For sections that need explanation, if the Provider runs out of space, the Provider should then submit the application with typed attachments that are clearly identified.
  - The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by this Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the franchise agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as "confidential."
  - A Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under this subsection, the franchise agreement shall be considered complete and the Franchise Agreement approved. The Provider shall notify both the Franchising Entity and the Michigan Public Service Commission of such an approved and completed Agreement by completing **Attachment 3 - Uniform Video Service Local Franchise Agreement**.
  - For changes to an existing Uniform Video Service Local Franchise Agreement (amendments, transfers, or terminations), the Provider must complete the "**Attachment 2 - Uniform Video Service Local Franchising Entity**" form, and send the form to the appropriate Franchising Entity.
  - For information that is to be submitted to the Michigan Public Service Commission, please use the following address:

Michigan Public Service Commission  
Attn: Video Franchising  
6545 Mercantile Way  
P.O. Box 30221  
Lansing, MI 48909

Fax: (517) 284-8304

Questions should be directed to the Telecommunications Division, Michigan Public Service Commission at (517) 284-8100.

## UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

THIS UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT ("Agreement") is made, pursuant to 2006 PA 480, MCL 484.3301 *et seq.*, (the "Act") by and between the City of Grosse Pointe Woods, a Michigan municipal corporation (the "Franchising Entity"), and Comcast of Grosse Pointe, Inc., a Michigan Corporation doing business as Comcast.

### I. Definitions

For purposes of this Agreement, the following terms shall have the following meanings as defined in the Act:

- A. "Cable Operator" means that term as defined in 47 USC 522(5).
- B. "Cable Service" means that term as defined in 47 USC 522(6).
- C. "Cable System" means that term as defined in 47 USC 522(7).
- D. "Commission" means the Michigan Public Service Commission.
- E. "Franchising Entity" means the local unit of government in which a provider offers video services through a franchise.
- F. "FCC" means the Federal Communications Commission.
- G. "Gross Revenue" means that term as described in Section 6(4) of the Act and in Section VI(D) of the Agreement.
- H. "Household" means a house, an apartment, a mobile home, or any other structure or part of a structure intended for residential occupancy as separate living quarters.
- I. "Incumbent video provider" means a cable operator serving cable subscribers or a telecommunication provider providing video services through the provider's existing telephone exchange boundaries in a particular franchise area within a local unit of government on the effective date of this act.
- J. "IPTV" means internet protocol television.
- K. "Local unit of government" means a city, village, or township.
- L. "Low-income household" means a household with an average annual household income of less than \$35,000.00 as determined by the most recent decennial census.
- M. "METRO Act" means the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48, MCL 484.3101 *et seq.*
- N. "Open video system" or "OVS" means that term as defined in 47 USC 573.
- O. "Person" means an individual, corporation, association, partnership, governmental entity, or any other legal entity.
- P. "Public rights-of-way" means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easements dedicated for compatible uses.
- Q. "Term" means the period of time provided for in Section V of this Agreement.
- R. "Uniform video service local franchise agreement" or "franchise agreement" means the franchise agreement required under the Act to be the operating agreement between each franchising entity and video provider in this state.
- S. "Video programming" means that term as defined in 47 USC 522(20).
- T. "Video service" means video programming, cable services, IPTV, or OVS provided through facilities located at least in part in the public rights-of-way without regard to delivery technology, including internet protocol technology. This definition does not include any video programming provided by a commercial mobile service provider defined in 47 USC 332(d) or provided solely as part of, and via, a service that enables users to access content, information, electronic mail, or other services offered over the public internet.
- U. "Video service provider" or "Provider" means a person authorized under the Act to provide video service.
- V. "Video service provider fee" means the amount paid by a video service provider or incumbent video provider under Section 6 of the Act and Section VI of this Agreement.

### II. Requirements of the Provider

- A. An unfranchised Provider will not provide video services in any local unit of government without first obtaining a uniform video service local franchise agreement as provided under **Section 3 of the Act** (except as otherwise provided by the Act).
- B. The Provider shall file in a timely manner with the Federal Communications Commission all forms required by that agency in advance of offering video service in Michigan.
- C. The Provider agrees to comply with all valid and enforceable federal and state statutes and regulations.



- D. The Provider agrees to comply with all valid and enforceable local regulations regarding the use and occupation of public rights-of-way in the delivery of the video service, including the police powers of the Franchising Entity.
- E. The Provider shall comply with all Federal Communications Commission requirements involving the distribution and notification of federal, state, and local emergency messages over the emergency alert system applicable to cable operators.
- F. The Provider shall comply with the public, education, and government programming requirements of Section 4 of the Act.
- G. The Provider shall comply with all customer service rules of the Federal Communications Commission under 47 CFR 76.309 (c) applicable to cable operators and applicable provisions of the Michigan Consumer Protection Act, 1976 PA 331, MCL 445.901 to 445.922.
  - i. Including but not limited to: MCL 445.902; MCL 445.903 (1)(a) through 445.903(1)(cc); MCL 445.903(1)(ff) through (jj); MCL 445.903(2); MCL 445.905; MCL 445.906; MCL 445.907; MCL 445.908; MCL 445.910; MCL 445.911; MCL 445.914; MCL 445.915; MCL 445.916; MCL 445.918.
- H. The Provider agrees to comply with in-home wiring and consumer premises wiring rules of the Federal Communications Commission applicable to cable operators.
- I. The Provider shall comply with the Consumer Privacy Requirements of 47 USC 551 applicable to cable operators.
- J. If the Provider is an incumbent video provider, it shall comply with the terms which provide insurance for right-of-way related activities that are contained in its last cable franchise or consent agreement from the Franchising Entity entered before the effective date of the Act.
- K. The Provider agrees that before offering video services within the boundaries of a local unit of government, the video Provider shall enter into a Franchise Agreement with the local unit of government as required by the Act.
- L. The Provider understands that as the effective date of the Act, no existing Franchise Agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the Agreement.
- M. The Provider provides an exact description of the video service area footprint to be served, pursuant to **Section 2(3)(e) of the Act**. If the Provider is not an incumbent video Provider, the date on which the Provider expects to provide video services in the area identified under **Section 2(3)(e) of the Act** must be noted. The Provider will provide this information in Attachment 1 - Uniform Video Service Local Franchise Agreement.
- N. The Provider is required to pay the Provider fees pursuant to **Section 6 of the Act**.

### III. Provider Providing Access

- A. The Provider shall not deny access to service to any group of potential residential subscribers because of the race or income of the residents in the local area in which the group resides.
- B. It is a defense to an alleged violation of Paragraph A if the Provider has met either of the following conditions:
  - i. Within 3 years of the date it began providing video service under the Act and the Agreement; at least 25% of households with access to the Provider's video service are low-income households.
  - ii. Within 5 years of the date it began providing video service under the Act and Agreement and from that point forward, at least 30% of the households with access to the Provider's video service are low-income households.
- C. **[If the Provider is using telecommunication facilities]** to provide video services and has more than 1,000,000 telecommunication access lines in Michigan, the Provider shall provide access to its video service to a number of households equal to at least 25% of the households in the provider's telecommunication service area in Michigan within 3 years of the date it began providing video service under the Act and Agreement and to a number not less than 50% of these households within 6 years. **The video service Provider is not required to meet the 50% requirement in this paragraph until 2 years after at least 30% of the households with access to the Provider's video service subscribe to the service for 6 consecutive months.**
- D. The Provider may apply to the Franchising Entity, and in the case of paragraph C, the Commission, for a waiver of or for an extension of time to meet the requirements of this section if 1 or more of the following apply:
  - i. The inability to obtain access to public and private rights-of-way under reasonable terms and conditions.
  - ii. Developments or buildings not being subject to competition because of existing exclusive service arrangements.
  - iii. Developments or buildings being inaccessible using reasonable technical solutions under commercial reasonable terms and conditions.

- iv. Natural disasters
- v. Factors beyond the control of the Provider
- E. The Franchising Entity or Commission may grant the waiver or extension only if the Provider has made substantial and continuous effort to meet the requirements of this section. If an extension is granted, the Franchising Entity or Commission shall establish a new compliance deadline. If a waiver is granted, the Franchising Entity or Commission shall specify the requirement or requirements waived.
- F. The Provider shall file an annual report with the Franchising Entity and the Commission regarding the progress that has been made toward compliance with paragraphs B and C.
- G. Except for satellite service, the provider may satisfy the requirements of this paragraph and Section 9 of the Act through the use of alternative technology that offers service, functionality, and content, which is demonstrably similar to that provided through the provider's video service system and may include a technology that does not require the use of any public right-of-way. The technology utilized to comply with the requirements of this section shall include local public, education, and government channels and messages over the emergency alert system as required under Paragraph II(E) of this Agreement.

#### **IV. Responsibility of the Franchising Entity**

- A. The Franchising Entity hereby grants authority to the Provider to provide Video Service in the Video Service area footprint, as described in this Agreement and Attachments, as well as the Act.
- B. The Franchising Entity hereby grants authority to the Provider to use and occupy the Public Rights-of-way in the delivery of Video Service, subject to the laws of the state of Michigan and the police powers of the Franchising Entity.
- C. The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by the Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the Franchise Agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as "confidential."
- D. The Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under **Section 3(3) of the Act**, the Franchise Agreement shall be considered complete and the Franchise Agreement approved.
  - i. If time has expired for the Franchising Entity to notify the Provider, The Provider shall send (via mail: certified or registered, or by fax) notice to the Franchising Entity and the Commission, using Attachment 3 of this Agreement.
- E. The Franchising Entity shall allow a Provider to install, construct, and maintain a video service or communications network within a public right-of-way and shall provide the provider with open, comparable, nondiscriminatory, and competitively neutral access to the public right-of-way.
- F. The Franchising Entity may not discriminate against a video service provider to provide video service for any of the following:
  - i. The authorization or placement of a video service or communications network in public right-of-way.
  - ii. Access to a building owned by a governmental entity.
  - iii. A municipal utility pole attachment.
- G. The Franchising Entity may impose on a Provider a permit fee only to the extent it imposes such a fee on incumbent video providers, and any fee shall not exceed the actual, direct costs incurred by the Franchising Entity for issuing the relevant permit. A fee under this section shall not be levied if the Provider already has paid a permit fee of any kind in connection with the same activity that would otherwise be covered by the permit fee under this section or is otherwise authorized by law or contract to place the facilities used by the Provider in the public right-of-way or for general revenue purposes.
- H. The Franchising Entity shall not require the provider to obtain any other franchise, assess any other fee or charge, or impose any other franchise requirement than is allowed under the Act and this Agreement. For purposes of this Agreement, a franchise requirement includes but is not limited to, a provision regulating rates charged by video service providers, requiring the video service providers to satisfy any build-out requirements, or a requirement for the deployment of any facilities or equipment.
- I. Notwithstanding any other provision of the Act, the Provider shall not be required to comply with, and the Franchising Entity may not impose or enforce, any mandatory build-out or deployment provisions, schedules, or requirements except as required by **Section 9 of the Act**.
- J. The Franchising Entity is subject to the penalties provided for under Section 14 of the Act.

## V. Term

- A. This Franchise Agreement shall be for a period of 10 years from the date it is issued. The date it is issued shall be calculated either by (a) the date the Franchising Entity approved the Agreement, provided it did so within 30 days after the submission of a complete franchise agreement, or (b) the date the Agreement is deemed approved pursuant to **Section 3(3) of the Act**, if the Franchising Entity either fails to notify the Provider regarding the completeness of the Agreement or approve the Agreement within the time periods required under that subsection.
- B. Before the expiration of the initial Franchise Agreement or any subsequent renewals, the Provider may apply for an additional 10-year renewal under **Section 3(7) of the Act**.

## VI. Fees

- A. A video service Provider shall calculate and pay an annual video service provider fee to the Franchising Entity. The fee shall be 1 of the following:
  - i. If there is an existing Franchise Agreement, an amount equal to the percentage of gross revenue paid to the Franchising Entity by the incumbent video Provider with the largest number of subscribers in the Franchising Entity.
  - ii. At the expiration of an existing Franchise Agreement or if there is no existing Franchise Agreement, an amount equal to the percentage of gross revenue as established by the Franchising Entity of 5 % (percentage amount to be inserted by Franchising Entity which shall not exceed 5%) and shall be applicable to all providers
- B. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- C. The Franchising Entity shall not demand any additional fees or charges from a provider and shall not demand the use of any other calculation method other than allowed under the Act.
- D. For purposes of this Section, "gross revenues" means all consideration of any kind or nature, including, without limitation, cash, credits, property, and in-kind contributions received by the provider from subscribers for the provision of video service by the video service provider within the jurisdiction of the franchising entity.
  1. **Gross revenues shall include all of the following:**
    - i. All charges and fees paid by subscribers for the provision of video service, including equipment rental, late fees, insufficient funds fees, fees attributable to video service when sold individually or as part of a package or bundle, or functionally integrated, with services other than video service.
    - ii. Any franchise fee imposed on the Provider that is passed on to subscribers.
    - iii. Compensation received by the Provider for promotion or exhibition of any products or services over the video service.
    - iv. Revenue received by the Provider as compensation for carriage of video programming on that Provider's video service.
    - v. All revenue derived from compensation arrangements for advertising to the local franchise area.
    - vi. Any advertising commissions paid to an affiliated third party for video service advertising.
  2. **Gross revenues do not include any of the following:**
    - i. Any revenue not actually received, even if billed, such as bad debt net of any recoveries of bad debt.
    - ii. Refunds, rebates, credits, or discounts to subscribers or a municipality to the extent not already offset by subdivision (D)(i) and to the extent the refund, rebate, credit, or discount is attributable to the video service.
    - iii. Any revenues received by the Provider or its affiliates from the provision of services or capabilities other than video service, including telecommunications services, information services, and services, capabilities, and applications that may be sold as part of a package or bundle, or functionality integrated, with video service.
    - iv. Any revenues received by the Provider or its affiliates for the provision of directory or internet advertising, including yellow pages, white pages, banner advertisement, and electronic publishing.
    - v. Any amounts attributable to the provision of video service to customers at no charge, including the provision of such service to public institutions without charge.
    - vi. Any tax, fee, or assessment of general applicability imposed on the customer or the transaction by a federal, state, or local government or any other governmental entity, collected by the Provider, and required to be remitted to the taxing entity, including sales and use taxes.
    - vii. Any forgone revenue from the provision of video service at no charge to any person, except that any forgone revenue exchanged for trades, barter, services, or other items of value shall be included in gross revenue.

- viii. Sales of capital assets or surplus equipment.
  - ix. Reimbursement by programmers of marketing costs actually incurred by the Provider for the introduction of new programming.
  - x. The sale of video service for resale to the extent the purchaser certifies in writing that it will resell the service and pay a franchise fee with respect to the service.
- E. In the case of a video service that is bundled or integrated functionally with other services, capabilities, or applications, the portion of the video Provider's revenue attributable to the other services, capabilities, or applications shall be included in gross revenue unless the Provider can reasonably identify the division or exclusion of the revenue from its books and records that are kept in the regular course of business.
  - F. Revenue of an affiliate shall be included in the calculation of gross revenues to the extent the treatment of the revenue as revenue of the affiliate has the effect of evading the payment of franchise fees which would otherwise be paid for video service.
  - G. The Provider is entitled to a credit applied toward the fees due under **Section 6(1) of the Act** for all funds allocated to the Franchising Entity from annual maintenance fees paid by the provider for use of public rights-of-way, minus any property tax credit allowed under **Section 8 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (METRO Act)**, 2002 PA 48, MCL 484.3108. The credits shall be applied on a monthly pro rata basis beginning in the first month of each calendar year in which the Franchising Entity receives its allocation of funds. The credit allowed under this subsection shall be calculated by multiplying the number of linear feet occupied by the Provider in the public rights-of-way of the Franchising Entity by the lesser of 5 cents or the amount assessed under the **METRO Act**. The Provider is not eligible for a credit under this section unless the provider has taken all property tax credits allowed under the **METRO Act**.
  - H. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
  - I. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
  - J. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(1) of the Act**, applied against the amount of the subscriber's monthly bill.
  - K. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

## **VII. Public, Education, and Government (PEG) Channels**

- A. The video service Provider shall designate a sufficient amount of capacity on its network to provide for the same number of public, education, and government access channels that are in actual use on the incumbent video provider system on the **effective date of the Act** or as provided under **Section 4(14) of the Act**.
- B. Any public, education, or government channel provided under this section that is not utilized by the Franchising Entity for at least 8 hours per day for 3 consecutive months may no longer be made available to the Franchising Entity and may be programmed at the Provider's discretion. At such a time as the Franchising Entity can certify a schedule for at least 8 hours of daily programming for a period of 3 consecutive months, the Provider shall restore the previously reallocated channel.
- C. The Franchising Entity shall ensure that all transmissions, content, or programming to be retransmitted by a video service Provider is provided in a manner or form that is capable of being accepted and retransmitted by a Provider, without requirement for additional alteration or change in the content by the Provider, over the particular network of the Provider, which is compatible with the technology or protocol utilized by the Provider to deliver services.
- D. The person producing the broadcast is solely responsible for all content provided over designated public, education, or government channels. The video service Provider *shall not* exercise any editorial control over any programming on any channel designed for public, education, or government use.
- E. The video service Provider is not subject to any civil or criminal liability for any program carried on any channel designated for public, education, or government use.
- F. If a Franchising Entity seeks to utilize capacity pursuant to **Section 4(1) of the Act** or an agreement under **Section 13 of the Act** to provide access to video programming over one or more PEG channels, the Franchising Entity shall give the Provider a written request specifying the number of channels in actual use on the incumbent video provider's system or specified in the agreement entered into under **Section 13 of the Act**. The video service Provider shall have 90 days to begin providing access as requested by the Franchising Entity. The number and designation of PEG access channels shall be set forth in an addendum to this agreement effective 90 days after the request is submitted by the Franchising Entity.

- G. A PEG channel shall only be used for noncommercial purposes.

### **VIII. PEG Fees**

- A. The video service Provider shall also pay to the Franchising Entity as support for the cost of PEG access facilities and services an annual fee equal to one of the following options:
1. If there is an existing Franchise on the effective date of the Act, the fee (1.15%) paid to the Franchising Entity by the incumbent video Provider with the largest number of cable service subscribers in the Franchising Entity as determined by the existing Franchise Agreement;
  2. At the expiration of the existing Franchise Agreement, the amount required under (1) above, which is 1.15%. (The amount under (1) above is not to exceed 2% of gross revenues);
  3. If there is no existing Franchise Agreement, a percentage of gross revenues as established by the Franchising Entity and to be determined by a community need assessment, is \_\_\_\_\_% of gross revenues. (The percentage that is established by the Franchising Entity is not to exceed 2% of gross revenues.); and
  4. An amount agreed to by the Franchising Entity and the video service Provider.
- B. The fee required by this section shall be applicable to all providers, pursuant to Section 6(9) of the Act.
- C. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- D. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
- E. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
- F. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(8) of the Act**, applied against the amount of the subscriber's monthly bill.
- G. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

### **IX. Audits**

- A. No more than every 24 months, a Franchising Entity may perform reasonable audits of the video service Provider's calculation of the fees paid under **Section 6 of the Act** to the Franchising Entity during the preceding 24-month period only. All records reasonably necessary for the audits shall be made available by the Provider at the location where the records are kept in the ordinary course of business. The Franchising Entity and the video service Provider shall each be responsible for their respective costs of the audit. Any additional amount due verified by the Franchising Entity shall be paid by the Provider within 30 days of the Franchising Entity's submission of invoice for the sum. If the sum exceeds 5% of the total fees which the audit determines should have been paid for the 24-month period, the Provider shall pay the Franchising Entity's reasonable costs of the audit.
- B. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the provider shall be made within 3 years from the date the compensation is remitted.

### **X. Termination and Modification**

This Franchise Agreement issued by a Franchising Entity may be terminated or the video service area footprint may be modified, except as provided under **Section 9 of the Act**, by the Provider by submitting notice to the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

### **XI. Transferability**

This Franchise Agreement issued by a Franchising Entity or an existing franchise of an incumbent video service Provider is fully transferable to any successor in interest to the Provider to which it is initially granted. A notice of transfer shall be filed with the Franchising Entity within 15 days of the completion of the transfer. The Provider will use Attachment 2, when notifying the Franchising Entity. The successor in interest will assume the rights and responsibilities of the original provider and will also be required to complete their portion of the Transfer Agreement located within Attachment 2.

### **XII. Change of Information**

If any of the information contained in the Franchise Agreement changes, the Provider shall timely notify the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

### **XIII. Confidentiality**

Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and **MUST BE KEPT CONFIDENTIAL.**

- A. The Provider may specify which items of information should be deemed "confidential." It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:  
    "[insert PROVIDER'S NAME]  
    [CONFIDENTIAL INFORMATION]"
- B. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.
- C. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.

### **XIV. Complaints/Customer Service**

- A. The Provider shall establish a dispute resolution process for its customers. Provider shall maintain a local or toll-free telephone number for customer service contact.
- B. The Provider shall be subjected to the penalties, as described under **Section 14 of the Act**, and the Franchising Entity and Provider may be subjected to the dispute process as described in **Section 10 of the Act**.
- C. Each Provider shall annually notify its customers of the dispute resolution process required under **Section 10 of the Act**. Each Provider shall include the dispute resolution process on its website.
- D. Before a customer may file a complaint with the Commission under **Section 10(5) of the Act**, the customer shall first attempt to resolve the dispute through the dispute resolution process established by the Provider in **Section 10(2) of the Act**.
- E. A complaint between a customer and a Provider shall be handled by the Commission pursuant to the process as described in **Section 10(5) of the Act**.
- F. A complaint between a Provider and a franchising entity or between two or more Providers shall be handled by the Commission pursuant to the process described in **Section 10(6) of the Act**.
- G. In connection with providing video services to the subscribers, a provider shall not do any act prohibited by Section 10(1)(a-f) of the Act. The Commission may enforce compliance to the extent that the activities are not covered by **Section 2(3)(l) in the Act**.

### **XV. Notices**

Any notices to be given under this Franchise Agreement shall be in writing and delivered to a Party personally, by facsimile or by certified, registered, or first-class mail, with postage prepaid and return receipt requested, or by a nationally recognized overnight delivery service, addressed as follows:

*If to the Franchising Entity:*  
(must provide street address)

City of Grosse Pointe Woods:

---

---

---

Attn:

---

Fax No.:

---



*If to the Provider:*  
(must provide street address)

1.

---

41112 Concept Dr.

---

Plymouth, MI 48170

---

Attn: VP of Government Affairs

---

Fax No.: 248-233-4719

---

2.

---

600 Galleria Pkwy

---

Atlanta, GA 30339

---

Attn: Sen. Vice President, Government Relations

---

3.

---

One Comcast Center

---

Philadelphia, PA 19103

---

Attn: Government Affairs Department

---

Or such other addresses or facsimile numbers as the Parties may designate by written notice from time to time.

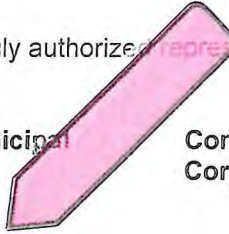
**XVI. Miscellaneous**

- A. **Governing Law.** This Franchise Agreement shall be governed by, and construed in accordance with, applicable Federal laws and laws of the State of Michigan.
- B. **The parties to this Franchise Agreement are subject to all valid and enforceable provisions of the Act.**
- C. **Counterparts.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute on and the same agreement.
- D. **Power to Enter.** Each Party hereby warrants to the other Party that it has the requisite power and authority to enter into this Franchise Agreement and to perform according to the terms hereof.
- E. **The Provider and Franchising Entity are subject to the provisions of 2006 Public Act 480.**

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this Franchise Agreement.

**City of Grosse Pointe Woods, a Michigan Municipal Corporation**

**Comcast of Grosse Pointe, Inc., a Michigan Corporation doing business as Comcast**



*T.P. Collins*

By
Print Name
Title
Address
City, State, Zip
Phone
Fax
Email

By Timothy P. Collins
Print Name Regional Senior Vice President
Title 41112 Concept Drive
Address Plymouth, MI 48170
City, State, Zip 734-254-1525
Phone 248-233-4719
Fax Tim_Collins@cable.comcast.com
Email

**FRANCHISE AGREEMENT** (*Franchising Entity to Complete*)

Date submitted:
Date completed and approved:

*date received*

*date approved*



## ATTACHMENT 1

**UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT  
(Pursuant To 2006 Public Act 480)  
(Form must be typed)**

Date: July 8, 2019		
Applicant's Name: Comcast of Grosse Pointe, Inc.		
Address 1: 41112 Concept Dr.		
Address 2		Phone: 248-233-4700
City: Plymouth	State: MI	Zip: 48170
Federal I.D. No. (FEIN): 13-3018299		

**Company executive officers:**

Name(s): Timothy P. Collins
Title(s): Regional Senior Vice President

**Person(s) authorized to represent the company before the Franchising Entity and the Commission:**

Name: Shannon E. Dulin		
Title: Manager, Government Affairs		
Address: 27800 Franklin Rd., Southfield, MI 48034		
Phone: 248-359-6514	Fax:	Email: Shannon_Dulin@comcast.com

Name: Leslie A. Brogan		
Title: Senior Director, Government Affairs		
Address: 1401 E. Miller Rd., Lansing, MI 48911		
Phone: 517-334-5890	Fax: 517-334-1880	Email: Leslie_Brogan@comcast.com

**Describe the video service area footprint as set forth in Section 2(3e) of the Act. (An exact description of the video service area footprint to be served, as identified by a geographic information system digital boundary meeting or exceeding national map accuracy standards.)**

As an incumbent provider, Comcast, is satisfying this requirement by allowing a franchising entity to seek right-of-way related information comparable to that required by a permit under the metropolitan extension telecommunications rights-of-way oversight act, 2002 PA 48, MCL 484.3101 to 484.3120, as set forth in its last cable franchise entered before the effective date of this act.

[Option A: for Providers that Options B and C are not applicable, a description based on a geographic information system digital boundary meeting or exceeding national map accuracy standards]

[Option B: for Providers with 1,000,000 or more access lines in Michigan using telecommunication facilities to provide Video Service, a description based on entire wire centers or exchanges located in the Franchising Entity]

[Option C: for an Incumbent Video Service Provider, it satisfies this requirement by allowing the Franchising Entity to seek right-of-way information comparable to that required by a permit under the METRO Act as set forth in its last cable franchise or consent agreement from the Franchising Entity entered into before the effective date of the Act]


Pursuant to Section 2(3)(d) of the Act, if the Provider is not an incumbent video Provider, provide the date on which the Provider expects to provide video services in the area identified under Section 2(3)(e) (the Video Service Area Footprint).

Date:

**For All Applications:**

**Verification  
(Provider)**

I, Timothy P. Collins, of lawful age, and being first duly sworn, now states: As an officer of the Provider, I am authorized to do and hereby make the above commitments. I further affirm that all statements made above are true and correct to the best of my knowledge and belief.

Name and Title (printed): Timothy P. Collins, Regional Senior Vice President	
Signature: 	Date: 7-10-2019

(Franchising Entity)

**City of Grosse Pointe Woods, a Michigan municipal corporation**



By
Print Name
Title
Address
City, State, Zip
Phone
Fax
Email
Date

9E

**City of Grosse Pointe Woods**

**CITY ADMINISTRATOR**

**EMPLOYMENT AGREEMENT**

THIS AGREEMENT, signed this \_\_\_\_ day of \_\_\_\_\_, 2019, by the CITY OF GROSSE POINTE WOODS, State of Michigan, a municipal corporation, hereinafter called the “City”, and BRUCE J. SMITH hereinafter called “SMITH” both of whom agree as follows:

**WITNESSETH:**

**WHEREAS**, the City will employ the services of SMITH as City Administrator of the City of Grosse Pointe Woods as provided by the City Charter, Code and state law; and,

**WHEREAS**, it is the desire of the City to provide certain benefits, establish certain conditions of employment and to set working conditions of said employment; and,

**WHEREAS**, SMITH agrees to the terms and conditions of this Employment Agreement as City Administrator.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

**Section 1 – DUTIES:**

City agrees to employ SMITH as City Administrator to perform the functions and duties which are expressed and implied in the Charter and/or Code of the City of Grosse Pointe Woods and all those other functions and duties which are implicit by virtue of the nature of his office. SMITH shall also perform such other legally permissible and proper duties and functions as the City Council, the City Code, and the City Charter shall, from time to time, assign. SMITH shall maintain any required licenses and/or levels of certification necessary for the performance of such duties as a condition of continued employment with the City.

**Section 2 – SALARY:**

The City agrees to pay SMITH at the rate of an annual base salary of One Hundred Twenty Thousand Twenty-One and 00/100 (\$120,021.00) Dollars, effective July 1, 2019 payable in installments at the same time as other employees of the City are paid. Upon finding satisfactory performance in the future, the City Council may make appropriate adjustments.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to adjust salary in response to annual budget considerations.

**Section 3 – TERM:**

- A. The term of this agreement shall be effective from July 1, 2019 through June 30, 2020 unless terminated earlier by either of the parties. SMITH will be employed on an at-will status as City Administrator to perform the functions and duties of the position as required by the Code and Charter. He shall also perform such duties and functions as the City Council may, from time to time, prescribe. He shall serve at the pleasure of the City Council and be subject to removal by the City Council at any time with or without cause.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of SMITH with or without cause, with or without notice, at any time.

- B. SMITH shall be employed on an at-will basis as City Administrator to perform the functions and duties of the position as required by the Code and Charter.
- C. There shall be no expectation of renewal or extension of this agreement unless mutually agreed upon in writing by both parties.
- D. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of SMITH to resign at any time from his position with the City. However, SMITH shall be required to provide thirty (30) days written notice to the City prior to his resigning.
- E. SMITH agrees to remain the exclusive employee of the City and neither to accept other employment nor to become employed by any other employer thereafter as long as he remains in the employ of the City.

**Section 4 – TERMINATION AND SEVERANCE PAY:**

In the event that SMITH is terminated without cause then, in that event, SMITH shall receive severance pay equaling 60 days (2 months of regular pay) of his annual salary. Directly prior to his receipt of severance pay, SMITH shall sign a Settlement and Release Agreement waiving any and all rights under this Agreement, and he shall agree not to file any lawsuit or engage in any litigation against the City, its agents, assigns, Council Members, (either in their representative capacity or in their individual capacities).

**Section 5 – FRINGE BENEFITS:**

The City reserves the right to reduce or modify any fringe benefit should it determine same to be necessary, desirable or appropriate. SMITH qualifies for the following fringe benefits:

- 1. Contribution to Deferred Compensation Plan: ICMA-RC457 or an equivalent plan in an amount equal to eight (8%) percent of SMITH's salary during the contract period.

SMITH agrees to execute any waiver and release from liability in favor of City for payments made to any deferred compensation plan as is required from all employees participating in such programs.

In addition, SMITH and the City agree that there shall be no pension or retirement benefits except as specified herein. SMITH hereby agrees to irrevocably elect to opt out of membership in the Retirement System consistent with the new Retirement System ordinance, that such election will be approved by the Council, filed with the Retirement System, and that SMITH will not be eligible to re-enroll at a future date.

2. SMITH shall be entitled to vacation leave, with pay, at the rate of twenty-five (25) working days per year from June 1, 2019 through May 31, 2020.
3. Delta dental or equivalent coverage and current optical coverage. That coverage currently in effect for salaried employees.
4. Medical and prescription drug coverage. In lieu of the medical and prescription drug coverage provided by the City and currently in effect for salaried employees, Smith will elect the opt out coverage – currently \$3,000.00 per year.
5. Holiday Leave. Per Employee Handbook.
6. Vacation Leave. As negotiated above.
7. Sick Leave. Per Employee Handbook.
8. Disability Leave. Per Employee Handbook.
9. Funeral Leave. Per Employee Handbook.
10. Leaves of Absence. Per Employee Handbook.
11. Jury Duty Leave. Per Employee Handbook.
12. Furlough Days. SMITH shall be obligated to observe the current furlough (unpaid) days currently in effect for salary employees.

**Section 6 – DUES AND SUBSCRIPTIONS:**

The City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the professional dues and subscriptions of SMITH which are necessary for the continuation and full participation in national, regional, state, and local associations and organizations which are immediately related to continued professional participation, growth and advancement, and for the general good of the City.

## **Section 7 – MISCELLANEOUS**

SMITH shall also be permitted to serve as the Police Commissioner of the City during the duration of this Agreement. The parties agree that the Labor Attorney and the City Attorney have reviewed the status of SMITH continuing as Police Commissioner and have approved same.

There shall be no other compensation of any kind except as clearly stated herein.

## **Section 8 – PROFESSIONAL DEVELOPMENT**

- A. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for travel and subsistence expenses of SMITH for professional and official travel, meetings and occasions which are necessary to continue the professional development of SMITH and to adequately pursue necessary official and other functions for the City.
- B. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the travel and subsistence expenses of SMITH for short courses, institutes and seminars that may be required by law in connection with duties performed for the City.
- C. Any professional development requiring airfare or overnight accommodations requires prior Council approval.
- D. City reserves the right to receive reimbursement for any professional development related expenditures from SMITH in the event that SMITH ceases employment with the City within 12 months from the City's payment of said expenditure.

## **Section 9 – OTHER TERMS AND CONDITIONS OF EMPLOYMENT:**


- A. SMITH's scheduling of time at work at municipal facilities, meetings and events is expected to be without maximum limitation and shall meet the needs of the City, its businesses and inhabitants.
- B. The minimum workweek shall be 40 hours and there shall be no added compensation for hours worked longer than 40 hours per week.
- C. The City shall be SMITH's sole and exclusive employer except as provided herein and except as may be approved by the City Council.
- D. During the term of this contract, the City may establish evaluation criteria, procedures and timetables. This evaluation program is subject to approval by City Council.
- E. There shall be no City car furnished nor any car allowance.

**Section 10 – GENERAL PROVISIONS:**

- A. This is the entire Agreement between the parties. This Agreement supercedes any and all other Agreements or contracts, either oral or written between the parties.
- B. Notices pursuant to this Agreement shall be deemed given if served personally in the same manner as is applicable to judicial practice or if deposited in the custody of the United States Postal Service, postage prepaid addressed as follows:
  - (1) City Clerk  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236.
  - (2) Bruce J. Smith  
57649 Cider Drive  
Washington, MI 48094
- C. The parties acknowledge that both the City and SMITH have drafted this Agreement and have had the opportunity to have the Agreement reviewed by counsel.
- D. If any provisions, or any portion thereof, contained in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full effect.

**IN WITNESS WHEREOF**, the parties have signed this Agreement below.

CITY OF GROSSE POINTE WOODS

  
\_\_\_\_\_  
By: BRUCE J. SMITH  
Dated: 7/30, 2019

\_\_\_\_\_  
By: ROBERT E. NOVITKE  
Its: Mayor  
Dated: \_\_\_\_\_, 2019

APPROVED:

\_\_\_\_\_  
By: CHARLES. BERSCHBACK  
Its: City Attorney  
Dated: \_\_\_\_\_, 2019

**City of Grosse Pointe Woods**

**CITY TREASURER/COMPTROLLER**

**EMPLOYMENT AGREEMENT**

THIS AGREEMENT, signed this \_\_\_\_ day \_\_\_\_\_, 2019, by the CITY OF GROSSE POINTE WOODS, State of Michigan, a municipal corporation, hereinafter called the “City”, and CATHRENE BEHRENS hereinafter called “BEHRENS” both of whom agree as follows:

**WITNESSETH:**

**WHEREAS**, the City desires to employ the services of BEHRENS as City Treasurer/Comptroller of the City of Grosse Pointe Woods as provided by the City Charter, Code and state law; and,

**WHEREAS**, it is the desire of the City to provide certain benefits, establish certain conditions of employment and to set working conditions of said employment; and,

**WHEREAS**, BEHRENS desires to accept employment as City Treasurer/Comptroller.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

**Section 1 – DUTIES:**

City agrees to employ BEHRENS as City Treasurer/Comptroller of the City to perform the functions and duties which are expressed and implied in the Charter and Code of the City of Grosse Pointe Woods, and all other functions and duties which are implicit by virtue of the nature of the office. BEHRENS shall also perform such other legally permissible and proper duties and functions as the City Council, the City Code, and the City Charter may, from time to time, assign. BEHRENS shall maintain any required licenses and/or levels of certification necessary for the performance of such duties as a condition of continued employment with the City.

It shall be BEHRENS’s duties to supervise the following five classifications in the Treasurer/Comptroller area:

- A. Deputy Comptroller/Deputy Treasurer
- B. Water Billing Specialist
- C. Accountant – Part-time
- D. Cashier/Administrative Clerk I – part-time
- E. Tax Clerk/Administrative Clerk I – full-time

Nothing in this section mandates that these positions be filled.



**Section 2 – SALARY:**

City agrees to pay BEHRENS at the rate of an annual base salary of Eighty Six Thousand Five Hundred Sixty Nine and 00/100 (\$86,569.00) Dollars, effective July 1, 2019 payable in installments at the same time as other employees of the City are paid. Upon finding satisfactory performance in the future, the City Council may make appropriate adjustments.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to adjust salary in response to annual budget consideration.

**Section 3 – TERM:**

- A. The term of this agreement shall be effective from July 1, 2019 through June 30, 2020 unless terminated earlier by either of the parties. BEHRENS will be employed on an at-will status as City Treasurer/Comptroller to perform the functions and duties of the position as required by the Code and Charter. She shall also perform such duties and functions as the City Council may, from time to time, prescribe. She shall serve at the pleasure of the City Council and be subject to removal by the City Council at any time with or without cause.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of BEHRENS with or without cause, with or without notice, at any time.

- B. BEHRENS will be employed on an at-will basis as City Treasurer/Comptroller to perform the functions and duties of the position as required by the Code and Charter.
- C. There shall be no expectation of renewal or extension of this agreement unless mutually agreed upon in writing by both parties.
- D. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of BEHRENS to resign at any time from her position with the City. However, BEHRENS shall be required to provide 30 days written notice to the City prior to her resigning.
- E. BEHRENS agrees to remain the exclusive employee of the City and neither to accept other employment nor to become employed by any other employer thereafter as long as she remains in the employ of the City.

**Section 4 – TERMINATION AND SEVERENCE PAY:**

In the event that BEHRENS is terminated without cause then, in that event, BEHRENS shall receive severance pay equaling sixty (60) days (2 months of her regular pay) of her annual

salary. Upon receipt of severance pay, BEHRENS shall sign a Settlement and Release Agreement waiving any and all rights under this Agreement, and she shall agree not to file any lawsuit or engage in any litigation against the City, its agents, assigns, Council Members, (either in their representative capacity or in their individual capacities). Such Release shall also apply to the Pension Plan, its Administrator, Trustees in their individual capacities, Agents, Successors, and assigns.

**Section 5 – FRINGE BENEFITS:**

Except as otherwise provided herein, the City agrees to provide BEHRENS with fringe benefits as listed in the Appendix A entitled “Grosse Pointe Woods Non-Union Full-Time Employee Fringe Benefits”. Additionally, but except as provided herein, the current benefits under the Employee Handbook which are afforded to all salaried employees, (pension, health, etc.) are included in this agreement. Both parties agree that changes are being made to the fringe benefits for all salaried, non-union and union employees and both shall be bound by those changes when implemented.

Effective July 1, 2019, BEHRENS shall earn and be entitled to vacation leave, with pay, at the rate of ten (10) working days per year through May 31, 2020. When applicable, the terms of Appendix A for the Grosse Pointe Woods Non-Union Full-Time Employee Fringe Benefits provisions shall apply.

**Section 6 – BONDING:**

The City shall bear the full cost of any fidelity or other bonds required of BEHRENS under any law or ordinance.

**Section 7 – DUES AND SUBSCRIPTIONS:**

The City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the professional dues and subscriptions of BEHRENS which are necessary for the continuation and full participation in national, regional, state, and local associations and organizations which are immediately related to continued professional participation, growth and advancement, and for the general good of the City.

**Section 8 – PROFESSIONAL DEVELOPMENT**

- A. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for travel and subsistence expenses of BEHRENS for professional and official travel, meetings and occasions which are necessary to continue the professional development of BEHRENS and to adequately pursue necessary official and other functions for the City.
- B. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the travel and subsistence expenses of

BEHRENS for short courses, institutes and seminars that may be required by law in connection with duties performed for the City.

- C. Any professional development requiring airfare or overnight accommodations requires prior Council approval.

**Section 9 - OTHER TERMS AND CONDITIONS OF EMPLOYMENT:**

- A. BEHRENS's scheduling of time at work at municipal facilities, meetings and events is expected to be without maximum limitation and shall meet the needs of the City, its businesses and inhabitants.
- B. The minimum workweek shall be 40 hours and there shall be no added compensation for hours worked longer than 40 hours per week.
- C. The City shall be BEHRENS's sole and exclusive employer except as provided herein and except as may be approved by the City Council.
- D. During the term of this contract, the City may establish evaluation criteria, procedures and timetables. This evaluation program is subject to approval by City Council.
- E. There shall be no City car furnished nor any car allowance.

**Section 10 – GENERAL PROVISIONS:**

- A. This is the entire Agreement between the parties. This Agreement supercedes any and all other Agreements or contracts, either oral or written between the parties.
- B. Notices pursuant to this Agreement shall be deemed given if served personally in the same manner as is applicable to judicial practice or if deposited in the custody of the United States Postal Service, postage prepaid addressed as follows:
  - (1) City Clerk  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236.
  - (2) CATHRENE BEHRENS  
1422 Apple Orchard  
Wolverine Lake, MI 48390
- C. The parties acknowledge that both the City and BEHRENS have drafted this Agreement and have had the opportunity to have the Agreement reviewed by counsel.
- D. If any provisions, or any portion thereof, contained in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full effect.

IN WITNESS WHEREOF, the parties have signed this Agreement below.

**CITY OF GROSSE POINTE WOODS**

\_\_\_\_\_  
By: ROBERT E. NOVITKE  
Its: Mayor  
Dated: \_\_\_\_\_, 2019



\_\_\_\_\_  
CATHRENE BEHRENS  
Dated: \_\_\_\_\_, 2019

APPROVED:

\_\_\_\_\_  
By: CHARLES T. BERSCHBACK  
Its: City Attorney  
Dated: \_\_\_\_\_, 2019

**City of Grosse Pointe Woods**

**CITY CLERK**

**EMPLOYMENT AGREEMENT**

THIS AGREEMENT, signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by the CITY OF GROSSE POINTE WOODS, State of Michigan, a municipal corporation, hereinafter called the "City", and LISA HATHAWAY, hereinafter called "Hathaway", both of whom agree as follows:

**WITNESSETH:**

**WHEREAS**, the City desires to employ the services of Hathaway as City Clerk of the City of Grosse Pointe Woods as provided by the City Charter, Code and state law; and,

**WHEREAS**, it is the desire of the City to provide certain benefits, establish certain conditions of employment and to set working conditions of said employment; and,

**WHEREAS**, Hathaway desires to accept employment as City Clerk.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

**Section 1 – DUTIES:**

City agrees to employ Hathaway as City Clerk of the City to perform the functions and duties which are expressed and implied in the Charter and Code of the City of Grosse Pointe Woods, and all other functions and duties which are implicit by virtue of the nature of the office. Hathaway shall also perform such other legally permissible and proper duties and functions as the City Council, the City Code, and the City Charter may, from time to time, assign. Hathaway shall maintain any required licenses and/or levels of certification necessary for the performance of such duties as a condition of continued employment with the City. \_\_\_\_\_

**Section 2 – SALARY:**

City agrees to pay Hathaway at the rate of an annual base salary of Eighty Thousand Twenty-Two and 00/100 (\$80,022.00) Dollars, effective July 1, 2019 payable in installments at the same time as other employees of the City are paid. Upon finding satisfactory performance in the future, the City Council may make appropriate adjustments.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to adjust salary in response to annual budget consideration.

**Section 3 – TERM:**

- A. The term of this agreement shall be effective from July 1, 2019 through June 30, 2020 unless terminated by either of the parties. HATHAWAY will be employed on an at-will status as City Clerk to perform the functions and duties of the position as required by the Code and Charter. She shall also perform such duties

and functions as the City Council may, from time to time, prescribe. She shall serve at the pleasure of the City Council and be subject to removal by the City Council at any time with or without cause.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of HATHAWAY with or without cause, with or without notice, at any time.

- B. HATHAWAY shall be employed on an at-will basis as City Clerk to perform the function duties of the position as required by the Code and Charter.
- C. There shall be no expectation of renewal or extension of this agreement unless mutually agreed upon in writing by both parties.
- D. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of HATHAWAY to resign at any time from her position with the City. However, HATHAWAY shall be required to provide thirty (30) days written notice to the City prior to her resigning.
- E. HATHAWAY agrees to remain the exclusive employee of the City and neither to accept other employment nor to become employed by any other employer thereafter as long as she remains in the employ of the City.

**Section 4 – TERMINATION AND SEVERANCE PAY:**

In the event that HATHAWAY is terminated without cause then, in that event, HATHAWAY shall receive severance pay equaling sixty (60) days (2 months of her regular pay) of her annual salary. Upon receipt of severance pay, HATHAWAY shall sign a Settlement and Release Agreement waiving any and all rights under this Agreement, and she shall agree not to file any lawsuit or engage in any litigation against the City, its agents, assigns, Council Members, (either in their representative capacity or in their individual capacities). Such Release shall also apply to the Pension Plan, its Administrator, Trustees in their individual capacities, Agents, Successors, and assigns.

**Section 5 – FRINGE BENEFITS:**

Except as otherwise provided herein, the City agrees to provide Hathaway with fringe benefits as listed in the Employee Handbook. The current benefits under the Handbook are attached to this Agreement as Appendix A. Notwithstanding any language in the Employee Handbook regarding tuition reimbursement relating to employees, Hathaway shall be entitled to tuition reimbursement in an amount not to exceed \$1,500.00 per year for higher education attained by attending an accredited educational institution, course of study subject to prior approval of the Council. It is agreed and understood that these benefits may be changed at any time by the City Council and/or the Board of Trustees of the Pension Plan.

**Section 6 – BONDING:**

The City shall bear the full cost of any fidelity or other bonds required of Hathaway under any law or ordinance.

**Section 7 – DUES AND SUBSCRIPTIONS:**

The City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the professional dues and subscriptions of HATHAWAY which are necessary for the continuation and full participation in national, regional, state, and local associations and organizations which are immediately related to continued professional participation, growth and advancement, and for the general good of the City.

**Section 8 – PROFESSIONAL DEVELOPMENT**

- A. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for travel and subsistence expenses of HATHAWAY for professional and official travel, meetings and occasions which are necessary to continue the professional development of HATHAWAY and to adequately pursue necessary official and other functions for the City.
- B. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the travel and subsistence expenses of HATHAWAY for short courses, institutes and seminars that may be required by law in connection with duties performed for the City.
- C. City and Hathaway agree that the pursuit of an appropriate additional Degree from an accredited institution of higher learning will be of benefit to both the City and Hathaway and, to that end, City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, and prior approval of both the institution and Degree program, to reimburse Hathaway for tuition expenses.
- D. Any professional development requiring airfare or overnight accommodations requires prior Council approval.

**Section 9 - OTHER TERMS AND CONDITIONS OF EMPLOYMENT:**

- A. Hathaway’s scheduling of time at work at municipal facilities, meetings and events is expected to be without maximum limitation and shall meet the needs of the City, its businesses and inhabitants.
- B. The minimum workweek shall be 40 hours and there shall be no added compensation for hours worked longer than 40 hours per week.
- C. The City shall be Hathaway’s sole and exclusive employer except as may be approved by the City Council.

D. During the term of this contract, the City may establish evaluation criteria, procedures and timetables. This evaluation program is subject to approval by City Council.

**Section 10 – GENERAL PROVISIONS:**

A. This is the entire Agreement between the parties. This Agreement supercedes any and all other Agreements or contracts, either oral or written between the parties.

B. Notices pursuant to this Agreement shall be deemed given if served personally in the same manner as is applicable to judicial practice or if deposited in the custody of the United States Postal Service, postage prepaid addressed as follows:

(1)	City Attorney City of Grosse Pointe Woods 20025 Mack Plaza Grosse Pointe Woods, MI 48236.	(2)	Lisa Hathaway 20544 Villa Grande Clinton Township, MI 48038
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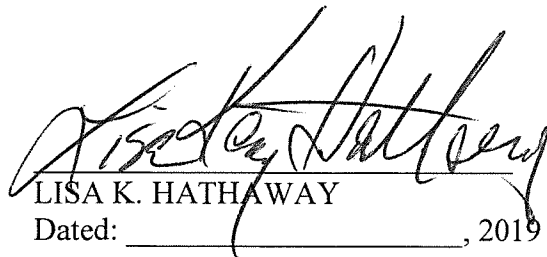
C. This Agreement is effective July 1, 2018.

D. The parties acknowledge that both the City and Hathaway have drafted this Agreement and have had the opportunity to have the Agreement reviewed by counsel.

E. If any provisions, or any portion thereof, contained in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full effect.

**IN WITNESS WHEREOF**, the parties have signed this Agreement below.

CITY OF GROSSE POINTE WOODS

  
LISA K. HATHAWAY  
Dated: \_\_\_\_\_, 2019

\_\_\_\_\_  
By: ROBERT E. NOVITKE  
Its: Mayor  
Dated: \_\_\_\_\_, 2019

APPROVED FOR SIGNATURE:

\_\_\_\_\_  
CHARLES T. BERSCHBACK,  
City Attorney  
Dated: \_\_\_\_\_, 2019





ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO AMEND CHAPTER 32 – SIGNS,  
TO PERMIT AND REGULATE “BLADE” SIGNS,  
AND TO AMEND CERTAIN SECTIONS CONSISTENT WITH  
THIS NEW ORDINANCE**

The City of Grosse Pointe Woods Ordains:

**Sec. 32-3.** Definitions.

*Blade sign* means a sign supported by a mounting attached directly to a building that is perpendicular to a building wall.

**Sec. 32-10(b)(26)**

Projecting signs over public property, except as permitted by Sec. 32-35.

**Sec. 32-14** Projecting or overhanging signs.

(7) Nothing in this section prohibits blade signs conforming to Sec. 32-35.

**Sec. 32-35** Blade Signs.

(a) Purpose. *Blade Signs.* The purpose of a blade sign is to identify and promote the business for pedestrians and serve as a graphic design enhancement to any commercially zoned district. Blade signs are only permitted in the C, C-2, and R-O1 Districts. Blade signs are permitted subject to the following requirements:

(b) Procedure.

- (1) All Blade signs shall be subject to review and approval by the Building Department and Department of Public Services. Blade signs are not exempt from the permit requirements or other regulations of this chapter.
- (2) Blade signs complying with this chapter shall not count against the number of signs permitted, area allowed, or message unit requirements.
- (3) A permit for a blade sign is required before any part of the sign is affixed to a building.

(c) Requirements. Blade signs shall adhere to the following requirements:

- (1) Only one blade sign is permitted per storefront or business.

- (2) The total sign area for any blade sign shall not exceed four-and-one-half square feet per side.
- (3) The lowest point of the sign shall be at least nine (9) feet above a public way. The highest point of the sign shall not exceed the highest point of the building. Signs above private property shall be at least eight (8) feet above grade. Signs shall not project from the building more than three (3) feet. Brackets are included as part of the sign when determining these measurements.
- (4) Internal or External illumination is prohibited.
- (5) Any blade sign shall be at least 10 feet from another blade sign, and five feet from the entrance of any other adjacent property.
- (6) Blade signs shall be located as close as practical to the storefront entrance.
- (7) Blade signs shall not obstruct vehicular traffic or city operations in any sidewalk, passageway, public way, alleyway or designated loading/unloading area.
- (8) No portion of a blade sign shall project above the top of an eave or parapet.
- (9) All blade signs shall be maintained in good condition.
- (10) Blade signs shall be designed as to be compatible with the architectural facade where they are placed. The design, including materials and color, shall comply with the requirements of this chapter.
- (11) The bracket of the blade sign shall be made of a durable material and attached directly to the building wall and meet building code requirements. Decorative frames and brackets are encouraged. Installation onto mansard roofs is prohibited.
- (12) Blade signs shall be no more than four inches thick. Brackets and decorative mounting features may exceed the thickness requirements as reasonably necessary to create an attractive graphic or design element.
- (13) Blade signs shall be limited to two sign faces.
- (14) Blade signs shall not obstruct the view of traffic control devices, or interfere with the vision of pedestrian or vehicle traffic as determined by the city's traffic safety officer.
- (15) Symbols or logos used to identify the business are encouraged.

RECEIVED

JUL 24 2019

CITY OF GROSSE POINTE WOODS

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:

July 18, 2019

#1 GPW 7/18 MTG NOTICE 8-5

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

*John Minnis*

Subscribed and sworn to before me this 18th day of July A.D., 2019  
*Barbara Vethacke July 18, 2019*

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, August 5, 2019, at 7:00 p.m. in the Council Room of the Municipal Building. The proposed ordinance is available for public inspection at the Municipal Building, 20025 Mack Plaza, between 8:30 a.m. and 5:00 p.m., Monday through Friday. The Council meeting is open to the public. All interested persons are invited to attend.

**AN ORDINANCE TO AMEND CHAPTER 32 – SIGNS, TO PERMIT AND REGULATE “BLADE” SIGNS, AND TO AMEND CERTAIN SECTIONS CONSISTENT WITH THIS NEW ORDINANCE**

**Lisa Kay Hathaway**  
City Clerk

Notary Public

Barbara Vethacke  
Notary Public of Michigan  
Macomb County  
Expires 04/26/2021  
Acting in the County of Wayne



RECEIVED

JUL 16 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

# Qualified Abatement Services, Inc

1735 E. McNichols Rd., Detroit, MI 48203 Tel: (313) 733-4144 Fax: (313) 826-0064

## Invoice

Invoice #: 19029-002

101-299-815.000  
07-10-2019

*(Signature)*

Date: 7-2-19

### Bill To:

City of Grosse Pointe Woods  
1200 Parkway  
Grosse Pointe Woods, MI 48236-2397

Contact: Mr. Frank Schulte

E-mail: fschulte@gpwmi.us

### Project:

Grosse Pointe Woods  
Basement City Hall & Public Safety  
20025 Mack Ave.  
Grosse Pointe Woods, MI  
Asbestos Abatement Services  
Pipes and Fittings

Description:	Amount
Qualified Abatement Services, Inc. supplied all supervision, labor, material, and equipment to perform the following asbestos abatement services within the City Hall & Public Service at 20025 Mack Ave., Grosse Pointe Woods, MI 48236	
<b>Proposal P-19109A dated 6-18-19: First Floor City Hall</b>	
Removed approximately 100 ln. ft. of asbestos insulation from pipes and pipe fittings from wall and bathroom chases exposed during mold remediation.	
Work was performed 6-27-19.	\$3,000.00
* Cost includes all proper disposal.	
* Cost includes all proper third-party air monitoring & clearance air samples.	
Payment due within 30 days.	
<b>Amount Due:</b>	<b>\$3,000.00</b>

*Submitted to insurance*  
*(Signature)*  
*11/11/19*



MCKENNA

RECEIVED

JUL 12 2019

*Handwritten signature and date 7/12/19*

HEADQUARTERS  
235 East Main Street  
Suite 105  
Northville, Michigan 48167

O 248.596.0920  
F 248.596.0930  
MCKA.COM



July 9, 2019

Invoice No: 21849 - 13

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

Project 21849 Grosse Pointe Woods Building Services

RECEIVED  
JUL 15 2019  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Professional Services from June 1, 2019 to June 30, 2019

Monthly Retainer

Conduct Plumbing and Mechanical Inspections as directed by the City.

<b>Total</b>	1,500.00	<b>\$1,500.00</b>
	<b>Invoice Total</b>	<b><u>\$1,500.00</u></b>

**Outstanding Invoices**

Number	Date	Balance
12	6/5/2019	1,500.00
<b>Total</b>		<b>\$1,500.00</b>

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

Email: cbehrens@gpwmi.us

*101.180.818.000  
7/12/19  
CBehrens*

11C



RECEIVED  
JUL 10 2019  
FY 2018-2019  
101-210-801.300  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT 06/30/2019  
*[Signature]*  
*[Signature]* 7/10/19  
Invoice 070919

July 9, 2019

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

RE: Legal Services – June 2019

**Legal services rendered:**

Invoice # 16471 (attached).....\$3,637.74

**Total..... \$3,637.74**

Respectfully submitted,

*[Signature]*  
Lynette Hobyak  
Business Manager

**Please submit payment to Hallahan and Associates, P.C.**

38110 Executive Drive, Suite 100  
Westland, MI 48185

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



11D

RECEIVED

JUL 19 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

101-224-818.000

07-17-2019

*Behrens*

Invoice 071719

*Ernie [Signature]* 7/18/19

July 17, 2019

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

RE: August 2019 Services

---

**For contract assessing services rendered:**

Contract Fee (\$69,434 ÷ 12)..... \$ 5,786.16

**TOTAL AMOUNT DUE ..... \$ 5,786.16**

Respectfully submitted,

*[Signature]*  
Lynette Hobyak  
Business Manager

38110 Executive Drive, Suite 100  
Westland, MI 48185

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

Adkison, Need, Allen, & Rentrop, PLLC  
39572 Woodward  
Suite 222  
Bloomfield Hills, MI 48304  
248-540-7400, Fax 248-540-7401  
Tax ID Number: 38-3224154

RECEIVED



JUL 15 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Page: 1

June 30, 2019

Account No: 3334M

RECEIVED

JUL 12 2019

*[Handwritten signature]*  
7/12/19

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

Attn: Bruce J. Smith

Review of Liquor Ordinance

Balance

\$45.00

*FY 2018-19*

*101.210.801.000*

*7/12/19*

*[Handwritten signature]*



KITCH DRUTCHAS WAGNER VALITUTTI & SHERBROOK

A PROFESSIONAL CORPORATION

Attorneys and Counselors

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



313-965-7900

IRS # 38-1896224

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

JUNE 30, 2019

FILE # 2371.002582  
INVOICE # 450254

REGARDING: CITY OF GROSSE POINTE WOODS

FOR PROFESSIONAL SERVICES RENDERED

05/23/19 MJW REVIEW CLIENT E-MAIL AND ATTACHED METRO ACT .30  
PERMIT RENEWAL REQUEST FROM AT&T AND RESPOND TO  
SAME

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

*Bruce J. Smith*  
7/10/19

101.210.812.000  
7/11/2019

*(Signature)*



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

116

CITY OF GROSSE POINTE WOODS  
 CLERK'S DEPARTMENT

July 16, 2019

Cathy Behrens  
 City of Grosse Pointe Woods  
 20025 Mack Avenue  
 Grosse Pointe Woods, Michigan 48236-2397

RECEIVED  
 JUL 17 2019

PO 18-44973  
 592-537-976.018  
 07/16/2019

*Cathy Behrens*  
*Bruce Smith* 7/16/19  
 FS

Reference: Water Main Replacement Project  
 City of Grosse Pointe Woods  
 AEW Project No. 0160-0399

Dear Ms. Behrens:

Enclosed please find Construction Pay Estimate No. 6 for the above referenced project. For work performed through July 14, 2019 we recommend issuing payment for the **Net Earnings this Period (see Page 2)** in the amount of **\$34,202.39** to Bidigare Contractors, Inc., 939 S. Mill St., Plymouth, MI 48170

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

Sincerely,

Scott Lockwood  
 Project Manager

cc: Bruce Smith, City Administrator  
 Frank Schulte, Director of Public Services  
 Jeanne Duffy  
 Susan Como  
 Bidigare Contractors, Inc.



# Construction Pay Estimate Report

Anderson, Eckstein and Westrick

7/16/2019 11:30 AM

FieldManager 5.3c

Contract: .0160-0399, 2018 Water Main Replacement Project

Estimate Date	Estimate No.	Entered By	Estimate Type	Electronic File Created	All Contract Work Completed	Construction Started Date
07/14/2019	6	Michelle Ankawi	Semi-Monthly	No		
Prime Contractor Bidigare Contractors, Inc.				Managing Office Anderson, Eckstein and Westrick		
Comments						
Current Contract Amount: \$1,464,288.37 % Completed: 98%						

## Item Usage Summary

Item Description	Item Code	Prop. Line	Project	Category	Project Item Line No.	Item Type	Mod. No.	Quantity	Dollar Amount
_ Station Grading	2057002	0050	0160-0399	0000	0050	00	000	5.650	\$12,147.50
_ Traffic Control - Virginia Lane	8127051	0575	0160-0399	0100	0575	SA	003	1.000	\$7,500.00
Aggregate Base, 6 inch - Virginia Lane	3020016	0445	0160-0399	0100	0445	SA	003	200.300	\$1,902.85
Detectable Warning Surface - Virginia Lane	8030010	0515	0160-0399	0100	0515	SA	003	7.300	\$401.50
Dr Structure Cover, Adj, Case 1 - Virginia Lane	4030005	0460	0160-0399	0100	0460	SA	003	1.000	\$550.00
Mobilization, Max - Virginia Lane	1500001	0395	0160-0399	0100	0395	SA	003	1.000	\$7,500.00
Sidewalk Ramp, Conc, 4 inch - Virginia Lane	8030034	0525	0160-0399	0100	0525	SA	003	117.400	\$1,350.10
Sidewalk Ramp, Conc, 6 inch - Virginia Lane	8030036	0530	0160-0399	0100	0530	SA	003	38.470	\$480.88
Sidewalk, Conc, 4 inch - Virginia Lane	8030044	0695	0160-0399	0100	0695	SA	003	75.000	\$412.50
Sidewalk, Rem - Virginia Lane	2040055	0420	0160-0399	0100	0420	FA	003	24.490	\$195.92
Sodding	8160055	0205	0160-0399	0000	0205	00	000	20.780	\$107.02
Sodding - Virginia Lane	8160055	0580	0160-0399	0100	0580	SA	003	8.250	\$42.49
Topsoil Surface, Furn, 3 inch	8160061	0210	0160-0399	0000	0210	00	000	20.780	\$80.00
Topsoil Surface, Furn, 3 inch - Virginia Lane	8160061	0590	0160-0399	0100	0590	SA	003	8.250	\$31.76
Water, Sodding/Seeding	8160090	0215	0160-0399	0000	0215	00	000	39.000	\$2,925.00
Water, Sodding/Seeding - Virginia Lane	8160090	0595	0160-0399	0100	0595	SA	003	5.000	\$375.00

Total Estimated Item Payment: \$36,002.52



# Construction Pay Estimate Report

Anderson, Eckstein and Westrick

7/16/2019 11:30 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
<b>Total Liquidated Damages:</b>				<b>\$0</b>

## Pre-Voucher Summary

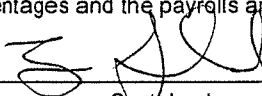
Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
0160-0399, 2018 Water Main Replacement Project	0006	\$36,002.52	\$0.00	\$36,002.52
<b>Voucher Total:</b>				<b>\$36,002.52</b>

## Summary

Current Voucher Total:	\$36,002.52	Earnings to date:	\$1,429,605.71
-Current Retainage:	\$1,800.13	- Retainage to date:	\$71,536.83
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
<b>Total Estimated Payment:</b>	<b>\$34,202.39</b>	<b>Net Earnings to date:</b>	<b>\$1,358,068.88</b>
		- Payments to date:	\$1,323,866.49
		<b>Net Earnings this period:</b>	<b>\$34,202.39</b>

## 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. I also certify the prime contractor is meeting all requirements for minority percentages and the payrolls are current.

  
 \_\_\_\_\_  
 Scott Lockwood, PE (Project Engineer) and/or

7/16/19  
 \_\_\_\_\_  
 (Date)



## Construction Pay Estimate Amount Balance Report

Estimate: 6

7/16/2019 11:30 AM

Anderson, Eckstein and Westrick

FieldManager 5.3c

**Contract: .0160-0399, 2018 Water Main Replacement Project**

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
_ Reimbursable Permit Fees	1027060	0005	0160-0399	0000	2,319.695		2,635.000	2,635.000	114%	1.00000	\$2,635.00
Mobilization, Max 3%	1500001	0010	0160-0399	0000	1.000		1.000	1.000	100%	10,000.00000	\$10,000.00
Tree, Rem, 19 inch to 36 inch	2020002	0015	0160-0399	0000	5.000		0.000			1,000.00000	
Tree, Rem, 37 inch or Larger	2020003	0020	0160-0399	0000	2.000		0.000			1,250.00000	
Tree, Rem, 6 inch to 18 inch	2020004	0025	0160-0399	0000	6.000		3.000	3.000	50%	400.00000	\$1,200.00
Curb and Gutter, Rem	2040020	0030	0160-0399	0000	20.000		0.000			20.00000	
Pavt, Rem	2040050	0035	0160-0399	0000	3,850.000		3,794.190	3,794.190	99%	13.50000	\$51,221.57
Sldewalk, Rem	2040055	0040	0160-0399	0000	470.000		309.210	309.210	66%	8.00000	\$2,473.68
_ Driveway, Rem	2047011	0045	0160-0399	0000	475.000		294.520	294.520	62%	9.50000	\$2,797.94
_ Station Grading	2057002	0050	0160-0399	0000	11.000	5.650	11.300	11.300	103%	2,150.00000	\$24,295.00
_ Subgrade Undercutting, Modified	2057021	0055	0160-0399	0000	120.000		460.550	460.550	384%	53.00000	\$24,409.15
_ Subgrade Undercutting, Special	2057021	0060	0160-0399	0000	25.000		254.250	254.250	1017%	57.00000	\$14,492.25
Ero Con, Inlet Protection, Fabric Drop	2080020	0065	0160-0399	0000	24.000		21.000	21.000	88%	75.00000	\$1,575.00
Aggregate Base, 6 inch	3020016	0070	0160-0399	0000	4,200.000		3,777.850	3,777.850	90%	9.50000	\$35,889.58
Maintenance Gravel	3060020	0075	0160-0399	0000	40.000		209.380	209.380	523%	20.00000	\$4,187.60
_ Geogrid	3087011	0080	0160-0399	0000	715.000		1,781.520	1,781.520	249%	4.50000	\$8,016.84
Dr Structure Cover, Adj, Case 1	4030005	0085	0160-0399	0000	9.000		9.000	9.000	100%	550.00000	\$4,950.00
Dr Structure, Tap, 4 inch	4030304	0090	0160-0399	0000	18.000		17.000	17.000	94%	125.00000	\$2,125.00
_ Catch Basin Cover, Restricted, GPW	4037050	0095	0160-0399	0000	8.000		8.000	8.000	100%	425.00000	\$3,400.00
_ Combined Manhole Cover, GPW	4037050	0100	0160-0399	0000	1.000		1.000	1.000	100%	400.00000	\$400.00
_ Gate Well Cover, GPW	4037050	0105	0160-0399	0000	12.000		11.000	11.000	92%	450.00000	\$4,950.00
Underdrain, Subgrade, 4 inch	4040071	0110	0160-0399	0000	2,150.000		2,087.000	2,087.000	97%	11.00000	\$22,957.00
Conc Pavt w/ Int Curb, Nonreinf, 7 inch	6020162	0115	0160-0399	0000	3,751.470		3,751.470	3,751.470	100%	70.00000	\$262,602.90
Joint, Expansion, E2	6020207	0120	0160-0399	0000	50.000		25.200	25.200	50%	14.50000	\$365.40
Joint, Expansion, E3	6020208	0125	0160-0399	0000	13.000		0.000			14.00000	

**Contract: .0160-0399**

**Estimate: 6**

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### Construction Pay Estimate Amount Balance Report

Estimate: 6

7/16/2019 11:30 AM

Anderson, Eckstein and Westrick

FieldManager 5.3c

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
Joint, Plane-of-Weakness, W	6020211	0130	0160-0399	0000	3,000.000		2,934.500	2,934.500	98%	2.00000	\$5,869.00
Joint, Expansion, Erg	6030021	0135	0160-0399	0000	50.000		0.000			14.50000	
Lane Tie, Epoxy Anchored	6030030	0140	0160-0399	0000	275.000		213.000	213.000	77%	6.00000	\$1,278.00
Pavt Repr, Nonreinf Conc, 7 inch	6030042	0145	0160-0399	0000	100.000		99.280	99.280	99%	94.00000	\$9,332.32
Pavt Repr, Rem	6030080	0150	0160-0399	0000	100.000		59.980	59.980	60%	17.50000	\$1,049.65
Driveway, Nonreinf Conc, 6 inch	8010005	0155	0160-0399	0000	475.000		319.500	319.500	67%	5.75000	\$1,837.13
Curb and Gutter, Conc, Det F1	8020035	0160	0160-0399	0000	15.000		0.000			37.00000	
Detectable Warning Surface	8030010	0165	0160-0399	0000	65.000		35.000	35.000	54%	55.00000	\$1,925.00
Curb Ramp Opening, Conc	8030030	0170	0160-0399	0000	20.000		69.300	69.300	347%	40.25000	\$2,789.33
Sidewalk Ramp, Conc, 4 inch	8030034	0175	0160-0399	0000	624.370		624.370	624.370	100%	11.50000	\$7,180.26
Sidewalk Ramp, Conc, 6 inch	8030036	0180	0160-0399	0000	332.400		209.370	209.370	63%	12.50000	\$2,617.13
Sidewalk, Conc, 4 inch	8030044	0185	0160-0399	0000	1,187.460		1,233.810	1,233.810	104%	5.50000	\$6,785.96
Sidewalk, Conc, 6 inch	8030046	0190	0160-0399	0000	150.000		214.200	214.200	143%	7.00000	\$1,499.40
_ Traffic Control	8127051	0195	0160-0399	0000	1.000		1.000	1.000	100%	10,000.00000	\$10,000.00
_ Proposed Trees	8157050	0200	0160-0399	0000	5.000		1.000	1.000	20%	500.00000	\$500.00
Sodding	8160055	0205	0160-0399	0000	2,800.000	20.780	3,485.490	3,485.490	124%	5.15000	\$17,950.28
Topsoil Surface, Furn, 3 inch	8160061	0210	0160-0399	0000	2,800.000	20.780	3,485.490	3,485.490	124%	3.85000	\$13,419.13
Water, Sodding/Seeding	8160090	0215	0160-0399	0000	150.000	39.000	39.000	39.000	26%	75.00000	\$2,925.00
Gate Valve, 8 inch	8230062	0220	0160-0399	0000	11.000		10.000	10.000	91%	1,680.00000	\$16,800.00
Gate Valve, 12 inch	8230064	0225	0160-0399	0000	1.000		1.000	1.000	100%	2,850.00000	\$2,850.00
Gate Well, Rem	8230076	0230	0160-0399	0000	11.000		11.000	11.000	100%	481.00000	\$5,291.00
Hydrant, Rem	8230091	0235	0160-0399	0000	13.000		10.000	10.000	77%	413.00000	\$4,130.00
Water Main, 6 inch, Cut and Plug	8230131	0240	0160-0399	0000	1.000		0.000			202.00000	
Water Main, 8 inch, Cut and Plug	8230132	0245	0160-0399	0000	4.000		1.000	1.000	25%	250.00000	\$250.00
Water Main, 12 inch, Cut and Plug	8230134	0250	0160-0399	0000	1.000		0.000			329.00000	
Water Serv	8230240	0255	0160-0399	0000	5.000		0.000			746.00000	
Water Serv, Long	8230245	0260	0160-0399	0000	5.000		9.000	9.000	180%	1,520.00000	\$13,680.00

Contract: .0160-0399

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# Construction Pay Estimate Amount Balance Report

Estimate: 6

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Anderson, Eckstein and Westrick

FieldManager 5.3c

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
Gate Well, 60 inch dia	8230360	0265	0160-0399	0000	12.000		11.000	11.000	92%	2,520.00000	\$27,720.00
Gate Box, Adj, Case 1	8230431	0270	0160-0399	0000	2.000		0.000			223.00000	
_ Irrigation Pipe, Furn and Install	8237001	0275	0160-0399	0000	250.000		628.000	628.000	251%	3.00000	\$1,884.00
_ Water Main, PVC, 12 inch, Tr Det	8237001	0280	0160-0399	0000	82.000		22.500	22.500	27%	166.00000	\$3,735.00
G _ Water Main, PVC, 8 inch, Free Bore	8237001	0285	0160-0399	0000	60.000		40.000	40.000	67%	149.00000	\$5,960.00
_ Water Main, PVC, 8 inch, Pipe Burst	8237001	0290	0160-0399	0000	3,266.000		3,164.500	3,164.500	97%	90.00000	\$284,805.00
G _ Water Main, PVC, 8 inch, Tr Det	8237001	0295	0160-0399	0000	1,203.000		1,257.790	1,257.790	105%	100.00000	\$125,779.00
_ Water Main, Remove	8237001	0300	0160-0399	0000	260.000		297.290	297.290	114%	36.00000	\$10,702.44
_ Fire Hydrant Assembly	8237050	0305	0160-0399	0000	13.000		13.000	13.000	100%	4,800.00000	\$62,400.00
_ Gate Box, Rem	8237050	0310	0160-0399	0000	1.000		1.000	1.000	100%	371.00000	\$371.00
_ Sprinkler Head	8237050	0315	0160-0399	0000	15.000		92.000	92.000	613%	40.00000	\$3,680.00
_ Sprinkler Head, Adj	8237050	0320	0160-0399	0000	15.000		0.000			30.00000	
_ Water Main Connection, 12 inch	8237050	0325	0160-0399	0000	1.000		1.000	1.000	100%	1,450.00000	\$1,450.00
_ Water Main Connection, 6 inch	8237050	0330	0160-0399	0000	1.000		0.000			1,150.00000	
_ Water Main Connection, 8 inch	8237050	0335	0160-0399	0000	4.000		5.000	5.000	125%	2,000.00000	\$10,000.00
_ Water Serv, Modified	8237050	0340	0160-0399	0000	129.000		116.000	116.000	90%	450.00000	\$52,200.00
_ Temporary Water Service	8237051	0345	0160-0399	0000	1.000		1.000	1.000	100%	1.00000	\$1.00
_ Water Main, Abandon	8237051	0350	0160-0399	0000	1.000		1.000	1.000	100%	3,660.00000	\$3,660.00
_ Audio Visual Record of Construction Area	8507051	0355	0160-0399	0000	1.000		1.000	1.000	100%	2,500.00000	\$2,500.00
_ Rubbish Pickup	8507051	0360	0160-0399	0000	1.000		1.000	1.000	100%	1.00000	\$1.00
_ Crew Days	8507042	0365	0160-0399	0000	0.000		0.000			0.00000	
_ Water Service, Modified, 1.5 inch	8237050	0370	0160-0399	0000	1.000		2.000	2.000	200%	845.00000	\$1,690.00
_ Driveway, Unit Price, Adj	8017011	0375	0160-0399	0000	319.500		319.500	319.500	100%	46.00000	\$14,697.00
_ Gas Main Potholing	8207051	0380	0160-0399	0000	1.000		1.000	1.000	100%	6,071.00000	\$6,071.00

Contract: .0160-0399

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# Construction Pay Estimate Amount Balance Report

Estimate: 6

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Anderson, Eckstein and Westrick

FieldManager 5.3c

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
_ In-Line Gate Valve Repair	8207051	0385	0160-0399	0000	1.000		1.000	1.000	100%	921.00000	\$921.00
_ Stop Box Install, Fairford Median	8207051	0390	0160-0399	0000	1.000		1.000	1.000	100%	1,439.63000	\$1,439.63
Mobilization, Max - Virginia Lane	1500001	0395	0160-0399	0100	1.000	1.000	1.000	1.000	100%	7,500.00000	\$7,500.00
Pavt, Rem - Virginia Lane	2040050	0415	0160-0399	0100	878.000		891.660	891.660	102%	13.50000	\$12,037.41
Sidewalk, Rem - Virginia Lane	2040055	0420	0160-0399	0100	100.000	24.490	46.510	46.510	47%	8.00000	\$372.08
Ero Con, Inlet Protection, Fabric Drop - Virginia Lane	2080020	0440	0160-0399	0100	3.000		3.000	3.000	100%	75.00000	\$225.00
Aggregate Base, 6 inch - Virginia Lane	3020016	0445	0160-0399	0100	945.000	200.300	1,142.060	1,142.060	121%	9.50000	\$10,849.57
Maintenance Gravel - Virginia Lane	3060020	0450	0160-0399	0100	60.000		27.923	27.923	47%	20.00000	\$558.46
Dr Structure Cover, Adj, Case 1 - Virginia Lane	4030005	0460	0160-0399	0100	5.000	1.000	4.000	4.000	80%	550.00000	\$2,200.00
Dr Structure, Tap, 4 inch - Virginia Lane	4030304	0465	0160-0399	0100	6.000		6.000	6.000	100%	125.00000	\$750.00
_ Combined Manhole Cover, GPW - Virginia Lane	4037050	0480	0160-0399	0100	2.000		1.000	1.000	50%	400.00000	\$400.00
Underdrain, Subgrade, 4 inch - Virginia Lane	4040071	0485	0160-0399	0100	503.000		495.000	495.000	98%	11.00000	\$5,445.00
Conc Pavt w/ Int Curb, Nonreinf, 7 inch - Virginia Lane	6020162	0490	0160-0399	0100	878.000		891.990	891.990	102%	70.00000	\$62,439.30
Joint, Expansion, E2 - Virginia Lane	6020207	0495	0160-0399	0100	100.000		51.000	51.000	51%	14.50000	\$739.50
Joint, Plane-of-Weakness, W - Virginia Lane	6020211	0500	0160-0399	0100	800.000		832.500	832.500	104%	2.00000	\$1,665.00
Lane Tie, Epoxy Anchored - Virginia Lane	6030030	0505	0160-0399	0100	100.000		31.000	31.000	31%	6.00000	\$186.00
Driveway, Nonreinf Conc, 6 inch - Virginia Lane	8010005	0510	0160-0399	0100	41.000		40.170	40.170	98%	51.75000	\$2,078.80
Detectable Warning Surface - Virginia Lane	8030010	0515	0160-0399	0100	10.000	7.300	9.300	9.300	93%	55.00000	\$511.50





# Construction Pay Estimate Amount Balance Report

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Anderson, Eckstein and Westrick

FieldManager 5.3c

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
Curb Ramp Opening, Conc - Virginia Lane	8030030	0520	0160-0399	0100	12.000		9.000	9.000	75%	40.25000	\$362.25
Sidewalk Ramp, Conc, 4 inch - Virginia Lane	8030034	0525	0160-0399	0100	200.000	117.400	117.400	117.400	59%	11.50000	\$1,350.10
Sidewalk Ramp, Conc, 6 inch - Virginia Lane	8030036	0530	0160-0399	0100	100.000	38.470	74.540	74.540	75%	12.50000	\$931.76
_ Rubbish Pickup - Virginia Lane	8507051	0540	0160-0399	0100	1.000		0.000			1.00000	
_ Audio Visual Record of Construction Area - Virginia Lane	8507051	0545	0160-0399	0100	1.000		0.000			2,000.00000	
_ Station Grading - Virginia Lane	2057002	0550	0160-0399	0100	2.200		2.200	2.200	100%	2,150.00000	\$4,730.00
_ Subgrade Undercutting, Modified - Virginia Lane	2057021	0555	0160-0399	0100	115.000		8.060	8.060	7%	53.00000	\$427.18
_ Subgrade Undercutting, Special - Virginia Lane	2057021	0560	0160-0399	0100	65.000		0.000			57.00000	
_ Geogrid - Virginia Lane	3087011	0565	0160-0399	0100	100.000		0.000			4.50000	
_ Catch Basin Cover, Restricted, GPW - Virginia Lane	4037050	0570	0160-0399	0100	3.000		3.000	3.000	100%	425.00000	\$1,275.00
_ Traffic Control - Virginia Lane	8127051	0575	0160-0399	0100	1.000	1.000	1.000	1.000	100%	7,500.00000	\$7,500.00
Sodding - Virginia Lane	8160055	0580	0160-0399	0100	300.000	8.250	239.860	239.860	80%	5.15000	\$1,235.28
_ Proposed Trees - Virginia Lane	8157050	0585	0160-0399	0100	2.000		0.000			500.00000	
Topsoil Surface, Furn, 3 inch - Virginia Lane	8160061	0590	0160-0399	0100	300.000	8.250	239.860	239.860	80%	3.85000	\$923.46
Water, Sodding/Seeding - Virginia Lane	8160090	0595	0160-0399	0100	16.000	5.000	5.000	5.000	31%	75.00000	\$375.00
Hydrant, Rem - Virginia Lane	8230091	0600	0160-0399	0100	1.000		1.000	1.000	100%	413.00000	\$413.00
Pavt Repr, Rem - Virginia Lane	6030080	0605	0160-0399	0100	84.000		49.980	49.980	60%	17.50000	\$874.65
Pavt Repr, Nonreinf Conc, 9 inch - Virginia lane	6030046	0610	0160-0399	0100	84.000		49.980	49.980	60%	100.00000	\$4,998.00
Water Main, 8 inch, Cut and Plug - Virginia Lane	8230132	0615	0160-0399	0100	1.000		1.000	1.000	100%	250.00000	\$250.00
Water Serv, Long - Virginia Lane	8230245	0620	0160-0399	0100	3.000		3.000	3.000	100%	1,520.00000	\$4,560.00

Contract: .0160-0399

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## Construction Pay Estimate Amount Balance Report

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Anderson, Eckstein and Westrick

FieldManager 5.3c

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
_ Irrigation Pipe, Furn and Install - Virginia Lane	8237001	0625	0160-0399	0100	40.000		0.000			3.00000	
Tree, Rem, 6 inch to 18 inch - Virginia Lane	2020004	0630	0160-0399	0100	2.000		1.000	1.000	50%	400.00000	\$400.00
_ Water Main, PVC, 8 inch, Tr Det G - Virginia Lane	8237001	0635	0160-0399	0100	210.000		194.000	194.000	92%	100.00000	\$19,400.00
_ Sprinkler Head- Virginia Lane	8237050	0640	0160-0399	0100	3.000		0.000			40.00000	
_ Sprinkler Head, Adj - Virginia Lane	8237050	0645	0160-0399	0100	6.000		0.000			30.00000	
_ Water Main Connection, 8 inch - Virginia Lane	8237050	0650	0160-0399	0100	1.000		1.000	1.000	100%	2,000.00000	\$2,000.00
_ Fire Hydrant Assembly - Virginia Lane	8237050	0655	0160-0399	0100	1.000		1.000	1.000	100%	4,800.00000	\$4,800.00
_ Water Main, Abandon - Virginia Lane	8237051	0660	0160-0399	0100	1.000		1.000	1.000	100%	4,000.00000	\$4,000.00
_ Water Serv, Modified - Virginia Lane	8237050	0665	0160-0399	0100	5.000		5.000	5.000	100%	450.00000	\$2,250.00
Dr Structure, Adj, Add Depth - Virginia Lane	4030280	0670	0160-0399	0100	10.000		3.500	3.500	35%	500.00000	\$1,750.00
_ Sewer, Sch 40 PVC, 10 inch, Tr Det B - Virginia Lane	4027001	0675	0160-0399	0100	21.000		21.500	21.500	102%	95.00000	\$2,042.50
Sewer, Rem, Less than 24 inch - Virginia Lane	2030015	0680	0160-0399	0100	21.000		21.500	21.500	102%	45.00000	\$967.50
HMA Surface, Rem - Virginia Lane	5010005	0685	0160-0399	0100	469.000		475.900	475.900	101%	15.50000	\$7,376.45
_ Driveway, Rem - Virginia Lane	2047011	0690	0160-0399	0100	41.000		36.700	36.700	90%	9.50000	\$348.65
Sidewalk, Conc, 4 inch - Virginia Lane	8030044	0695	0160-0399	0100	200.000	75.000	236.980	236.980	118%	5.50000	\$1,303.39
Sidewalk, Conc, 6 inch - Virginia Lane	8030046	0700	0160-0399	0100	350.000		0.000			7.00000	



# Construction Pay Estimate Amount Balance Report

Estimate: 6

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Anderson, Eckstein and Westrick

FieldManager 5.3c

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Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
_ Steel Plates for Grade Protection	8207051	0705	0160-0399	0000	1.000		1.000	1.000	100%	8,234.35000	\$8,234.35
<b>Percentage of Contract Completed(curr): 98%</b>							<b>Total Amount Paid This Estimate:</b>				<b>\$36,002.52</b>
(total paid to date / total of all authorized work)							<b>Total Amount Paid To Date:</b>				<b>\$1,429,605.71</b>

11H



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

INVOICE RECEIVED

JUL 29 2019

July 18, 2019 CITY OF GROSSE POINTE WOODS  
Project No: 0160-0399-0  
Invoice No: 0122649  
CLERK'S DEPARTMENT

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

PO# 18-44974  
592-537-977.410 7/26/2019

Project 0160-0399-0 2018 WATERMAIN CAPITAL IMPROVEMENT  
PURCHASE ORDER #18-44857 - \$162,500.00  
PURCHASE ORDER #18-44974 - \$36,635.00  
PURCHASE ORDER #18-44717 - \$85,500.00

*Address*  
*[Signature]*

**Professional Services from May 27, 2019 to June 23, 2019**

**Professional Personnel**

	Hours	Rate	Amount
<b>CONTRACT ADMINISTRATION</b>			
<b>PRINCIPAL ENGINEER</b>			
LOCKWOOD, SCOTT	11.50	103.00	1,184.50
<b>GRADUATE ENG/SUR/ARC</b>			
WILBERDING, ROSS	6.00	83.50	501.00
Investigating/posting missing water serv, modifieds, reviewing the expedited pay est. Proposed payment for extras, responding to restoration complaint			
WILBERDING, ROSS	1.00	83.50	83.50
Looking into hydrant extensions, discussion with Bob Ross			
WILBERDING, ROSS	4.50	83.50	375.75
Office IDRs to post missing items. Reviewing draft of Final Balancing Mod. Corres. with Bidigare. Reviewing extra agg calcs due to raised grade			
WILBERDING, ROSS	2.50	83.50	208.75
Summarizing punchlist and providing to jordon, discussions with jordon regarding punchlist items, disucssions with FMG regarding island curb cuts			
WILBERDING, ROSS	.50	83.50	41.75
Complaints and emails regarding street sweeping			
WILBERDING, ROSS	.50	83.50	41.75
Coresp. with Jordon regarding extras, add'l stone calcs and providing to bidigare			
WILBERDING, ROSS	1.50	83.50	125.25
FMG follow up, punchlist coordination			
WILBERDING, ROSS	1.00	83.50	83.50
Reviewing and revising 5/22 meeting minutes. Reviewing extras submitted by Bidigare			
WILBERDING, ROSS	4.00	83.50	334.00
Walkthroughs/punchlist confirmations			
<b>TEAM LEADER</b>			
MYSLINSKI, CHARLES	1.00	83.50	83.50
Site Visit			
MYSLINSKI, CHARLES	.50	83.50	41.75
Status Update, Staffing			
MYSLINSKI, CHARLES	.50	83.50	41.75
Time, Mileage, Staffing, Data Transfer ...			
SMITH, BRADLEY	1.50	83.50	125.25
download, refresh, timesheets, mileage, schedule, questions and concerns.			

Project	0160-0399-0	2018 WATERMAIN CAPITAL IMPROVEMENT	Invoice	0122649
	SMITH, BRADLEY	1.00	83.50	83.50
	G2 field report review, invoice review, correspondence			
	ENGINEERING AIDE III			
	BARNES, JOYCE	1.80	70.00	126.00
	Refresh Laptop			
	BARNES, JOYCE	1.50	70.00	105.00
	Review pay items with inspector			
	DE SANDRE, DAVID	5.50	70.00	385.00
	Checking reports, & correcting errors			
	DE SANDRE, DAVID	.50	70.00	35.00
	Download IDR's,			
	DE SANDRE, DAVID	2.00	70.00	140.00
	Download IDR's, Checking repores			
	DE SANDRE, DAVID	2.00	70.00	140.00
	Download IDR's, Checking reports			
	MILLER, THOMAS	1.00	70.00	70.00
	Review IDR's.			
	MILLER, THOMAS	.10	70.00	7.00
	Import IDR's.			
	MILLER, THOMAS	1.30	70.00	91.00
	Review IDR's			
	ENGINEERING AIDE I			
	ANKAWI, MICHELLE	.50	56.00	28.00
	Generate and print revised IDR's			
	ANKAWI, MICHELLE	.50	56.00	28.00
	getting everything ready for the estimate on Monday talked with Bob Ross to make sure he had everything ready for the estimate.			
	ANKAWI, MICHELLE	.50	56.00	28.00
	Punch List Scanned and uploaded			
	ANKAWI, MICHELLE	1.50	56.00	84.00
	Uploaded G2 invoice to the M: Drive, sent to accounting for payment and updated the spreadsheet. Created Draft Est #5 gave to RTW for review, generated Pay Estimate #5, created cover letter, scanned and emailed tot he city. Updated spreadsheet.			
	MEETINGS			
	ENGINEERING AIDE TRAINEE			
	ZAINEA, MORGAN	1.70	40.50	68.85
	9:30-10am Progress meeting in GPW & meeting minutes			
	CONSTRUCTION OBSERVATION			
	ENGINEERING AIDE III			
	BARNES, JOYCE	1.50	70.00	105.00
	SPS site visit, pour drives			
	BROWN, GREGORY	2.00	70.00	140.00
	MYNY, JOSEPH	2.00	70.00	140.00
	SPS duties			
	MYNY, JOSEPH	1.00	70.00	70.00
	SPS duties Virginia Ct.			
	ROSS, ROBERT	6.00	70.00	420.00
	Restoration concerns			
	ROSS, ROBERT	2.00	70.00	140.00
	Saw cutting			
	ROSS, ROBERT	10.50	70.00	735.00
	Saw cutting and Joint sealing			
	ROSS, ROBERT	11.00	70.00	770.00
	Virginia - Forming, Concrete pouring, Fairholme - Restoration			
	ROSS, ROBERT	8.50	70.00	595.00
	Virginia - Restoration			

Project	0160-0399-0	2018 WATERMAIN CAPITAL IMPROVEMENT	Invoice	0122649
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ROSS, ROBERT	10.50	70.00	735.00	
Virginia / Fairholme, Restoration				
ROSS, ROBERT	7.00	70.00	490.00	
Virginia and Fairholme, restoration				
Totals	119.90		9,031.35	
<b>Total Labor</b>				<b>9,031.35</b>

**Reimbursable Expenses**

REIMB. MISC. EXPENSE				
6/12/2019	G2 CONSULTING GROUP, LLC	Invoice# 190812	3,145.00	
	<b>Total Reimbursables</b>		<b>3,145.00</b>	<b>3,145.00</b>

**Billing Limits**

	Current	Prior	To-Date	
Total Billings	12,176.35	249,473.77	261,650.12	
Limit			284,635.00	
Remaining			22,984.88	
		<b>Total this Invoice</b>		<b>\$12,176.35</b>

**Outstanding Invoices**

Number	Date	Balance
0122300	6/14/2019	20,072.75
<b>Total</b>		<b>20,072.75</b>

**G2 Consulting Group, LLC**  
**1866 Woodslee Street**  
**Troy, MI 48083**

**INVOICE**

Invoice Number: 190812  
 Invoice Date: May 30, 2019  
 Page Number: 1

Voice: 248.680.0400  
 Fax: 248.680.9745

Bill To: Accounts Payable  
 Anderson, Eckstein & Westrick  
 51301 Schoenherr Road  
 Shelby Township, MI 48315

Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0399	180605	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	June 29, 2019		

Quantity	Description	Unit Price	Amount
24.25	Engineering Technician, Regular Hours, each	60.00	1,455.00
1.00	Engineering Technician, Overtime Hours, each	90.00	90.00
1.50	Engineering Technician, Overtime Hours - Cylinder Pick-Up on 5/18/19	90.00	135.00
5.00	Project Manger- Concrete Mix Design Reviews, Engineering Review, Project Coordination, per hour	150.00	750.00
2.00	Administrative Assistant, per hour	50.00	100.00
3.00	Troxler Nuclear Moisture/Density Gauge, each	35.00	105.00
24.00	Compressive Strength Test Cylinders, each	15.00	360.00
2.00	Grain Size Analysis, each	75.00	150.00
AEW No. 0160-0399			
Grosse Pointe Woods Watermain - Capital Improvements, Grosse Pointe Woods, Michigan 5/3/19 through 5/17/19			
Client Contact: Brad Smith			

**Total Invoice Amount \$ 3,145.00**

If you have any questions concerning this invoice, call Mark W. Smolinski, (248) 680-0400. Client agrees to pay a charge of 1.5 percent per month on accounts past due 30 days from invoice date.

Make all checks payable to: G2 Consulting Group, LLC.

RECEIVED

JUL 29 2019



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

INVOICE  
CITY OF GROSSE POINTE WOODS  
PUBLIC WORKS DEPARTMENT

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

PD# 18-45191

203,451,977.803

592,537,975.401

July 18, 2019

Project No: 0160-0407-0

Invoice No: 0122651

\$44,842.86

\$18,764.04

7/26/19

*Chris Burdette*

Project 0160-0407-0 2018 ROAD PROGRAM

PURCHASE ORDER #18-44856

Professional Services from May 27, 2019 to June 23, 2019

Professional Personnel

	Hours	Rate	F.S.	Amount
<b>CONSTRUCTION STAKEOUT</b>				
<b>TEAM LEADER</b>				
ANGER, SCOTT	.50	83.50		41.75
In PM. Copy notes, review with Ross W.				
ANGER, SCOTT	.50	83.50		41.75
Upload files, review plans.				
CAMPBELL, RANDY	1.00	83.50		83.50
Prepared survey construction notes for the paving on Brys St. Put road line with paving grades in S-6 collector.				
CAMPBELL, RANDY	1.50	83.50		125.25
Prepared survey construction notes for the paving on Lochmoor Blvd. Put road line with paving grades in S-6 collector. Put Road line in collector for stationing on Anita Ave.				
CAMPBELL, RANDY	.50	83.50		41.75
Compiled as-built elevations on Stanhope at the intersections of Arthur Ave. and Chester Ave.				
CAMPBELL, RANDY	.50	83.50		41.75
Finished compiling as-built elevations for the paving on Stanhope at the intersections of Arthur Ave. and Chester Ave.				
CAMPBELL, RANDY	2.50	83.50		208.75
Prepared construction survey notes for the paving at Lochmoor Blvd. and Fairway intersection.				
CAMPBELL, RANDY	1.50	83.50		125.25
Prepared construction survey notes for the paving on Lochmoor Blvd. Compiled survey notes for Scott Lockwood on the stone elevations.				
CAMPBELL, RANDY	1.50	83.50		125.25
Prepared survey construction notes, compiled survey notes transferred data from collector to computer.				
GAYESKI JR., JOSEPH	5.00	83.50		417.50
control, road line, calcs update files and plots				
GAYESKI JR., JOSEPH	.50	83.50		41.75
schedule, additional calcs update files and plots				
GAYESKI JR., JOSEPH	2.00	83.50		167.00
schedule, calcs, Brys, Anita and Stanhope				
GAYESKI JR., JOSEPH	3.00	83.50		250.50
schedule, proposed grades, road lines, control, bm and plans				
LEONARD, MICHAEL	.30	83.50		25.05
Review plan revisions.				



Project	0160-0407-0	2018 ROAD PROGRAM	Invoice	0122651
ENGINEERING AIDE III				
	SCHWARTZ, JOSEPH	.30	70.00	21.00
	Prep/equip Truck 34.			
SENIOR PROJECT SURVEYOR				
	TRUAX, MICHAEL	2.00	103.00	206.00
	1.0 HR Brys = went over grades with RHB to stake			
	1.0 HR Anita = talked with Ross about grades, looked over and talked with SMA			
	TRUAX, MICHAEL	1.00	103.00	103.00
	Supervision- Lochmoor			
RECORD PLANS				
TEAM LEADER				
	GAYESKI JR., JOSEPH	2.00	83.50	167.00
	process asbuilt of millings create cad file			
CONTRACT ADMINISTRATION				
PRINCIPAL ENGINEER				
	LOCKWOOD, SCOTT	15.10	103.00	1,555.30
	LOCKWOOD, SCOTT	2.00	103.00	206.00
	Lochmoor design considerations			
	LOCKWOOD, SCOTT	1.50	103.00	154.50
	Progress meeting and project review			
GRADUATE ENG/SUR/ARC				
	WILBERDING, ROSS	2.50	83.50	208.75
	Lochmoor detailed grades between profiles, estimate for conc recon at lochmoor blvd segment			
	WILBERDING, ROSS	8.50	83.50	709.75
	Anita Asphalt grades/redesign, correspondence with g. brown			
	WILBERDING, ROSS	2.00	83.50	167.00
	double checking revised grades for Anita, revising the original profile sheets and sending to survey/insp/eng. correspondence with residents			
	WILBERDING, ROSS	4.00	83.50	334.00
	Lochmoor On-Site Meeting			
	WILBERDING, ROSS	6.00	83.50	501.00
	Lochmoor Re-design, excel profiles			
	WILBERDING, ROSS	5.00	83.50	417.50
	Pay Est review, Progress Meeting, Site visits/reviewing pavement			
	WILBERDING, ROSS	1.00	83.50	83.50
	Phone calls regarding Anita/Brys, Constructio Notice			
	WILBERDING, ROSS	2.00	83.50	167.00
	Reviewing Anita milled surface grades			
	WILBERDING, ROSS	4.50	83.50	375.75
	Reviewing IDR's and sketches of Lochmoor storm sewer conflicts, Lochmoor Cost Estimates Comparison			
	WILBERDING, ROSS	2.00	83.50	167.00
	Site visit to review issues on Lochmoor with G. Brown			
	WILBERDING, ROSS	2.00	83.50	167.00
	Site visits with S. Lockwood, F. Schulte			
TEAM LEADER				
	MYSLINSKI, CHARLES	2.50	83.50	208.75
	Site Visit			
	MYSLINSKI, CHARLES	4.00	83.50	334.00
	Site Visit & Site Issues on Lochmoore			
	MYSLINSKI, CHARLES	2.50	83.50	208.75
	Time, Mileage, Staffing, Data Transfer ...			
	SMITH, BRADLEY	1.50	83.50	125.25
	download, refresh, timesheets, mileage, schedule, questions and concerns.			

Project	0160-0407-0	2018 ROAD PROGRAM	Invoice	0122651
	SMITH, BRADLEY	1.00	83.50	83.50
	G2 invoice, report review, correspondence			
	ENGINEERING AIDE III			
	BARNES, JOYCE	1.00	70.00	70.00
	Assist SPS with reprot			
	BARNES, JOYCE	1.00	70.00	70.00
	Check pay items			
	BARNES, JOYCE	1.00	70.00	70.00
	Concrete pour of intersection ramps			
	BARNES, JOYCE	1.50	70.00	105.00
	Plans & flash drive to new inspector			
	BARNES, JOYCE	1.00	70.00	70.00
	Provide new vest & data on laptops			
	BARNES, JOYCE	.60	70.00	42.00
	Refresh and download			
	BARNES, JOYCE	1.00	70.00	70.00
	Refresh and download (3 inspectors)			
	BARNES, JOYCE	1.30	70.00	91.00
	Refresh Laptop			
	BARNES, JOYCE	2.50	70.00	175.00
	site visit			
	BARNES, JOYCE	1.00	70.00	70.00
	SPsite visit to assist inspector			
	BARNES, JOYCE	1.00	70.00	70.00
	Update inspector laptop & deliver			
	DE SANDRE, DAVID	10.00	70.00	700.00
	checking IDR's			
	DE SANDRE, DAVID	4.50	70.00	315.00
	Checking reports			
	DE SANDRE, DAVID	7.00	70.00	490.00
	Checking reports, & correcting errors			
	DE SANDRE, DAVID	1.00	70.00	70.00
	Download IDR's,			
	DE SANDRE, DAVID	3.50	70.00	245.00
	Download IDR's, Checking repores			
	DE SANDRE, DAVID	3.50	70.00	245.00
	Download IDR's, Checking reports			
	DE SANDRE, DAVID	1.00	70.00	70.00
	taking reports to Shelby			
	MILLER, THOMAS	2.00	70.00	140.00
	Review IDR's & As-Build Drawings			
	MILLER, THOMAS	7.30	70.00	511.00
	Review IDR's.			
	MILLER, THOMAS	2.50	70.00	175.00
	Review IDR's and As-Build Drawings.			
	ENGINEERING AIDE I			
	ANKAWI, MICHELLE	1.00	56.00	56.00
	Createsd Draft Estimate gave to RTW for review. Created Contractor Read-Only copy for the FieldManager file and emailed it to contractor			
	ANKAWI, MICHELLE	.50	56.00	28.00
	Generate and print revised IDR's			
	ANKAWI, MICHELLE	1.50	56.00	84.00
	IDR Audit, reorganize IDR's add extra File			
	ANKAWI, MICHELLE	1.00	56.00	56.00
	Upload G2 invoice to the M: Drive, email to accounting for payment and update the spreadsheet			

Project	0160-0407-0	2018 ROAD PROGRAM	Invoice	0122651
SENIOR PROJECT ENGINEER				
VIGNERON, MICHAEL	.50	103.00	51.50	
Contract Administration / Resident Calls				
VIGNERON, MICHAEL	1.00	103.00	103.00	
Lochmoor Concrete Base Evaluation				
VIGNERON, MICHAEL	3.00	103.00	309.00	
Lochmoor Grades				
MEETINGS				
ENGINEERING AIDE TRAINEE				
ZAINEA, MORGAN	1.90	40.50	76.95	
10-11am Progress meeting in GPW & meeting minutes.				
ZAINEA, MORGAN	3.50	40.50	141.75	
9:45-1:10				
Progress meeting & meeting minutes.				
CONSTRUCTION OBSERVATION				
ENGINEERING AIDE III				
BROWN, GREGORY	152.20	70.00	10,654.00	
BROWN, GREGORY	11.50	70.00	805.00	
Large concrete pour.				
BROWN, GREGORY	3.00	70.00	210.00	
remeasured Saturdays concrete pour.				
FORD, DEAN	9.00	70.00	630.00	
Concrete drive approaches poured and measured.				
FORD, DEAN	2.00	70.00	140.00	
Contractor no show due to rain				
FORD, DEAN	7.30	70.00	511.00	
Curb and Gutter backfill and restoration on Stanhope				
FORD, DEAN	7.00	70.00	490.00	
Curb and Gutter Removal and measure				
FORD, DEAN	8.00	70.00	560.00	
Curb and Gutter removal on Lochmoor				
FORD, DEAN	9.00	70.00	630.00	
Inspected concrete drive approaches on Stanhope also side walks				
FORD, DEAN	1.00	70.00	70.00	
Time, Mileage, Data Transfer...				
MYNY, JOSEPH	1.00	70.00	70.00	
SPS duties				
ROSS, ROBERT	9.50	70.00	665.00	
Milling				
ENGINEERING AIDE II				
SOMMERS, DAVID	8.50	62.00	527.00	
SOMMERS, DAVID	11.50	62.00	713.00	
Anita, Brys, and Lochmoor pouring driveways and ADA ramps				
SOMMERS, DAVID	8.50	62.00	527.00	
Brys Dr. removing pavement and curb				
SOMMERS, DAVID	10.50	62.00	651.00	
Finished pouring curbs on Lochmoor Ave. and ADA ramps on Anita Ave. and Stanhope Ave.				
SOMMERS, DAVID	7.50	62.00	465.00	
Laid out curb and pavement removal on Stanhope, Anita, and Brys				
SOMMERS, DAVID	8.00	62.00	496.00	
Laid out removals on Anita Ave. and Brys Dr.				
SOMMERS, DAVID	6.50	62.00	403.00	
Lochmoor Blvd. Agg. base at Fair Way Dr.				
SOMMERS, DAVID	9.00	62.00	558.00	
Lochmoor Blvd. Agg. base on revised concrete section of the Blvd.				

Project	0160-0407-0	2018 ROAD PROGRAM	Invoice	0122651
SOMMERS, DAVID	8.00	62.00	496.00	
Lochmoor Blvd. and Fair Way Dr. Sub Grade and Agg. base				
SOMMERS, DAVID	8.00	62.00	496.00	
Lochmoor Blvd. Pulled HMA in Blvd.				
SOMMERS, DAVID	17.50	62.00	1,085.00	
Lochmoor Blvd. storm sewer				
SOMMERS, DAVID	9.50	62.00	589.00	
Lochmoor Blvd. Sub Gr. and Agg. base				
SOMMERS, DAVID	3.00	62.00	186.00	
Measured pavement on Lochmoor Blvd. from Saturdays pour				
SOMMERS, DAVID	10.00	62.00	620.00	
Poured concrete on Anita Ave. and on Stanhope Ave.				
SOMMERS, DAVID	9.00	62.00	558.00	
Poured replacement curbs on Lochmoor Blvd.				
SOMMERS, DAVID	9.00	62.00	558.00	
Pulled curb on Lochmoor Blvd.				
SOMMERS, DAVID	10.50	62.00	651.00	
Stanhope cutting subgrade stripping topsoil				
SOMMERS, DAVID	10.50	62.00	651.00	
Stanhope under drain and removing pavement				
<b>ENGINEERING AIDE I</b>				
DELAPAZ, CARLIE	48.00	56.00	2,688.00	
DELAPAZ, CARLIE	9.50	56.00	532.00	
Brys pavement removal				
DELAPAZ, CARLIE	4.00	56.00	224.00	
inspections on Stanhope, Anita and Brys				
DELAPAZ, CARLIE	9.50	56.00	532.00	
Anita pavement removal				
DELAPAZ, CARLIE	10.50	56.00	588.00	
Concrete Pour Anita and Brys				
DELAPAZ, CARLIE	11.50	56.00	644.00	
Concrete pour Anita/Brys/Lochmoor				
DELAPAZ, CARLIE	8.50	56.00	476.00	
Curb and driveway paving inspection on Lochmoor				
DELAPAZ, CARLIE	7.50	56.00	420.00	
Inspection on Lochmore, Drawings on anita and hanging out flyers on Stanhope				
DELAPAZ, CARLIE	2.50	56.00	140.00	
Lochmoor Blvd inspection				
DELAPAZ, CARLIE	9.50	56.00	532.00	
Lochmoor Inspection				
DELAPAZ, CARLIE	10.00	56.00	560.00	
Lochmore and Anita				
DELAPAZ, CARLIE	8.00	56.00	448.00	
Stanhope inspection: horizontal sawcutting				
Totals	689.30		46,627.30	
<b>Total Labor</b>				<b>46,627.30</b>
<b>Reimbursable Expenses</b>				
<b>REIMB. MISC. EXPENSE</b>				
6/4/2019	G2 CONSULTING GROUP, LLC	Invoice# 190746	1,715.00	
	<b>Total Reimbursables</b>		<b>1,715.00</b>	<b>1,715.00</b>
<b>Unit Billing</b>				
2 PERSON CREW-CONSTRUCTION STAKEOUT	71.6 HOURS @ 141.00		10,095.60	
2 PERSON CREW-TOPOGRAPHICAL SURVEY	3.0 HOURS @ 141.00		423.00	

Project	0160-0407-0	2018 ROAD PROGRAM	Invoice	0122651
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3 PERSON CREW-CONSTRUCTION STAKEOUT	28.0 HOURS @ 169.50	4,746.00	
<b>Total Units</b>		<b>15,264.60</b>	<b>15,264.60</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	63,606.90	246,788.43	310,395.33	
Limit			409,098.61	
Remaining			98,703.28	
		<b>Total this Invoice</b>		<b>\$63,606.90</b>

**Outstanding Invoices**

Number	Date	Balance
0122301	6/14/2019	44,760.60
<b>Total</b>		<b>44,760.60</b>

**G2 Consulting Group, LLC**  
**1866 Woodslee Street**  
**Troy, MI 48083**

**INVOICE**

Invoice Number: 190746  
 Invoice Date: April 30, 2019  
 Page Number: 1

Voice: 248.680.0400  
 Fax: 248.680.9745

Bill To: Accounts Payable  
 Anderson, Eckstein & Westrick  
 51301 Schoenherr Road  
 Shelby Township, MI 48315

Customer ID	Invoice No.	G2 Project No.
AEW001	AEW No. 0160-0407	180516
Payment Term	Due Date	Shipping Method
Net 30 Days	May 30, 2019	

Quantity	Description	Unit Price	Total Price
14.75	Engineering Technician, Regular Hours, each	60.00	885.00
3.00	Project Manger, per hour	150.00	450.00
2.00	Administrative Assistant, per hour	50.00	100.00
3.00	Troxler Nuclear Moisture/Density Gauge, each	35.00	105.00
1.00	Modified Proctor Test - ASTM-D1557, each	175.00	175.00
AEW No. 0160-0407  Grosse Pointe Woods 2018 Road Program, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 4/17/19 through 4/30/19  Client Contact: Brad Smith			

**Total Invoice Amount \$ 1,715.00**

If you have any questions concerning this invoice, call Mark W. Smolinski, (248) 680-0400. Client agrees to pay a charge of 1.5 percent per month on accounts past due 30 days from invoice date.

Make all checks payable to: G2 Consulting Group, LLC.

RECEIVED

JUL 29 2019

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT



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

**INVOICE**

*PO#45021*

*202.451.974.803*

*7/26/2019*

July 18, 2019

Project No: 0160-0408-0

Invoice No: 0122652

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

*Behrens FS*

Project 0160-0408-0 VERNIER RD RESURFACING - FAIRWAY TO ECL

**Professional Services from May 27, 2019 to June 23, 2019**

**Professional Personnel**

	Hours	Rate	Amount
CONSTRUCTION STAKEOUT			
TEAM LEADER			
GAYESKI JR., JOSEPH	1.00	83.50	83.50
process milling asbuilts and create cad file			
GAYESKI JR., JOSEPH	1.50	83.50	125.25
scedule, reference data for field crews			
SENIOR PROJECT SURVEYOR			
BIRKETT, ROBERT	1.00	103.00	103.00
preperation			
BIRKETT, ROBERT	1.00	103.00	103.00
process			
CALCULATIONS/DESCRIPTIONS			
SENIOR PROJECT SURVEYOR			
BIRKETT, ROBERT	3.00	103.00	309.00
calculate grades			
PRINTS			
ENGINEERING AIDE TRAINEE			
KAFERLE, JARED	1.90	40.50	76.95
Prints, Books			
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	13.50	103.00	1,390.50
LOCKWOOD, SCOTT	2.50	103.00	257.50
Design and public meeting			
LOCKWOOD, SCOTT	2.50	103.00	257.50
Precon meeting			
LOCKWOOD, SCOTT	2.00	103.00	206.00
Prelim scheduling meeting			
GRADUATE ENG/SUR/ARC			
WILBERDING, ROSS	2.50	83.50	208.75
Precon Meeting			
TEAM LEADER			
MYSLINSKI, CHARLES	1.00	83.50	83.50
Plan Review & Site Visit			
MYSLINSKI, CHARLES	2.50	83.50	208.75
Site Visit			

Project	0160-0408-0	VERNIER RD RESURFACING - FAIRWAY TO ECL	Invoice	0122652
	MYSLINSKI, CHARLES	.50	83.50	41.75
	Staffing & Plan Hand-off for Project Start			
	SMITH, BRADLEY	2.00	83.50	167.00
	Precon			
	ENGINEERING AIDE III			
	DE SANDRE, DAVID	.50	70.00	35.00
	Export file			
	MILLER, THOMAS	.40	70.00	28.00
	Log in plans.			
	SAFADI, BRIDGET	1.00	70.00	70.00
	CA Project set-up filing			
	SAFADI, BRIDGET	.80	70.00	56.00
	Contract Mod #1 Draft Revisions / Project Wise File Org.			
	SAFADI, BRIDGET	.20	70.00	14.00
	Contract Mod #1 Draft Revisions			
	SAFADI, BRIDGET	2.10	70.00	147.00
	Document tracking and saving to Project Wise / Field Manager			
	SAFADI, BRIDGET	3.70	70.00	259.00
	Project set-up / Removal of Usage factor / Document filing and recording / Contract Mod			
	SAFADI, BRIDGET	.30	70.00	21.00
	Project Set-up for Contractors			
	WINES, WILLIAM	2.00	70.00	140.00
	File Set Up / Submittal Review			
	WINES, WILLIAM	2.00	70.00	140.00
	Materials Review			
	WINES, WILLIAM	4.00	70.00	280.00
	File Set Up			
	WINES, WILLIAM	4.00	70.00	280.00
	File Set Up / material Set Up			
	WINES, WILLIAM	3.00	70.00	210.00
	File Set Up / Subcontracts / Materials			
	WINES, WILLIAM	2.00	70.00	140.00
	Materials Review			
	SENIOR PROJECT ENGINEER			
	VIGNERON, MICHAEL	2.00	103.00	206.00
	Contract Administration / Construction Engineering / Site Visit			
	VIGNERON, MICHAEL	2.00	103.00	206.00
	Contract Administration / Draft Resident Meeting Notice / Preconstruction Meeting Minutes / Contractor Submittals			
	VIGNERON, MICHAEL	2.50	103.00	257.50
	Contract Administration / Precon Prep			
	VIGNERON, MICHAEL	2.50	103.00	257.50
	Draft Resident Meeting Notice / Preconstruction Meeting Minutes			
	VIGNERON, MICHAEL	1.00	103.00	103.00
	Construction Engineering / HMA Grades			
	VIGNERON, MICHAEL	11.00	103.00	1,133.00
	Contract Administration			
	VIGNERON, MICHAEL	.50	103.00	51.50
	Contract Administration - Contract Award			
	VIGNERON, MICHAEL	1.00	103.00	103.00
	Contract Administration / Contract Mod			
	VIGNERON, MICHAEL	.50	103.00	51.50
	Contract Administration / Contractor Submittals			
	VIGNERON, MICHAEL	3.00	103.00	309.00
	Contract Administration / Contractor Submittals / Public Meeting			



Project	0160-0408-0	VERNIER RD RESURFACING - FAIRWAY TO ECL	Invoice	0122652
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VIGNERON, MICHAEL	2.00	103.00	206.00	
Precon Meeting Agenda / Contract Administration / Contractor Submittals				
<b>MEETINGS</b>				
SENIOR PROJECT ENGINEER				
VIGNERON, MICHAEL	3.50	103.00	360.50	
Meeting with Cipparrone to Discuss Schedule				
VIGNERON, MICHAEL	3.00	103.00	309.00	
Preconstruction Meeting				
<b>CONSTRUCTION OBSERVATION</b>				
ENGINEERING AIDE III				
BARNES, JOYCE	2.00	70.00	140.00	
SPS work with inspectors laptop				
FORD, DEAN	5.00	70.00	350.00	
Green Dot Project-No Lunch				
MYNY, JOSEPH	3.50	70.00	245.00	
Green dotting				
MYNY, JOSEPH	18.50	70.00	1,295.00	
SPS duties				
SASS, MICHAEL	9.00	70.00	630.00	
WEEKLY MEETING MOBILIZATION /TRAFFIC CONTROL				
SASS, MICHAEL	8.00	70.00	560.00	
CURB REMOVAL				
SASS, MICHAEL	8.00	70.00	560.00	
EROSION CONTROL				
SASS, MICHAEL	12.00	70.00	840.00	
SAW CUTTING PAVEMENT				
SASS, MICHAEL	9.00	70.00	630.00	
SIDEWALK REMOVAL / SAW CUTTING CURB				
ENGINEERING AIDE II				
HOLMES, ANDREW	2.50	62.00	155.00	
Pass out notices				
Totals	176.40		14,400.45	
<b>Total Labor</b>				<b>14,400.45</b>

**Reimbursable Expenses**

<b>REIMB. MISC. EXPENSE</b>				
4/23/2019	ATA NATIONAL TITLE GROUP, LLC	Invoice# 82-18616233-SSP	200.00	
4/23/2019	ATA NATIONAL TITLE GROUP, LLC	Invoice# 82-186286-SSP	200.00	
4/23/2019	ATA NATIONAL TITLE GROUP, LLC	Invoice# 82-18616305-SSP	200.00	
4/23/2019	ATA NATIONAL TITLE GROUP, LLC	Invoice# 82-18616360-SSP	200.00	
4/23/2019	ATA NATIONAL TITLE GROUP, LLC	Invoice# 82-18616368-SSP	200.00	
4/23/2019	ATA NATIONAL TITLE GROUP, LLC	Invoice# 82-18616370-SSP	200.00	
4/23/2019	ATA NATIONAL TITLE GROUP, LLC	Invoice# 82-18616389-SSP	200.00	
4/23/2019	ATA NATIONAL TITLE GROUP, LLC	Invoice# 82-18616400-SSP	200.00	
4/23/2019	ATA NATIONAL TITLE GROUP, LLC	Invoice# 82-18616419-SSP	150.00	
4/23/2019	ATA NATIONAL TITLE GROUP, LLC	Invoice# 82-18616424-SSP	200.00	

Project	0160-0408-0	VERNIER RD RESURFACING - FAIRWAY TO ECL	Invoice	0122652
4/23/2019	ATA NATIONAL TITLE GROUP, LLC	Invoice# 82-18616426-SSP	200.00	
4/23/2019	ATA NATIONAL TITLE GROUP, LLC	Invoice# 82-18616428-SSP	200.00	
	<b>Total Reimbursables</b>		<b>2,350.00</b>	<b>2,350.00</b>
<b>Unit Billing</b>				
	2 PERSON CREW-CONSTRUCTION STAKEOUT	20.0 HOURS @ 141.00	2,820.00	
	<b>Total Units</b>		<b>2,820.00</b>	<b>2,820.00</b>
<b>Billing Limits</b>				
		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
	Total Billings	19,570.45	78,162.60	97,733.05
	Limit			257,903.00
	Remaining			160,169.95
			<b>Total this Invoice</b>	<b>\$19,570.45</b>

INCLUDE PROJECT DETAIL REPORT

---

# INVOICE

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Invoice Date: **April 11, 2019**

Additional Info:

File Number: **82-18616233-SSP**

Property Address: **726 Vernier Rd., Grosse Pointe Woods, MI 48236**

RE:

<b>To:</b>
Anderson, Eckstein, and Westrick, Inc. 51301 Schoenherr Road Shelby Township, MI 48315 Attn: Joe Gayeski

<b>From:</b>
ATA National Title Group, LLC 36800 Gratiot Avenue Clinton Township, MI 48035 Ph:(586) 463-7200 Fax:(586) 463-6114

Description	Amount
Search Fee 2300 MI - Basic	\$200.00

**Total Premium: \$200.00**

Please Remit To and/or For Closing Information, Please Contact:

ATA National Title Group, LLC  
36800 Gratiot Avenue  
Clinton Township, MI 48035  
Ph:(586) 463-7200 Fax:(586) 463-6114

*Thank you!*

*0160-0408  
Joe  
4/15/19*

---

# INVOICE

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Invoice Date: **April 11, 2019**

Additional Info:

File Number: **82-18616286-SSP**

Property Address: **General common elements, Grosse Pointe Woods, MI 48236**

RE:

<b>To:</b>
Anderson, Eckstein, and Westrick, Inc. 51301 Schoenherr Road Shelby Township, MI 48315 Attn: Joe Gayeski

<b>From:</b>
ATA National Title Group, LLC 36800 Gratiot Avenue Clinton Township, MI 48035 Ph:(586) 463-7200 Fax:(586) 463-6114

Description	Amount
Search Fee 2300 MI - Basic	\$200.00

**Total Premium: \$200.00**

Please Remit To and/or For Closing Information, Please Contact:

ATA National Title Group, LLC  
36800 Gratiot Avenue  
Clinton Township, MI 48035  
Ph:(586) 463-7200 Fax:(586) 463-6114

*Thank you!*

0160-0408  
Joe  
4/15/19

---

# INVOICE

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Invoice Date: **April 11, 2019**

Additional Info:

File Number: **82-18616305-SSP**

Property Address: **800 Vernier Rd., Grosse Pointe Woods, MI 48236**

RE:

<b>To:</b>
Anderson, Eckstein, and Westrick, Inc. 51301 Schoenherr Road Shelby Township, MI 48315 Attn: Joe Gayeski

<b>From:</b>
ATA National Title Group, LLC 36800 Gratiot Avenue Clinton Township, MI 48035 Ph:(586) 463-7200 Fax:(586) 463-6114

Description	Amount
Search Fee 2300 MI - Basic	\$200.00

**Total Premium: \$200.00**

Please Remit To and/or For Closing Information, Please Contact:

ATA National Title Group, LLC  
36800 Gratiot Avenue  
Clinton Township, MI 48035  
Ph:(586) 463-7200 Fax:(586) 463-6114

*Thank you!*

0160-0408  
JK  
4/15/19

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# INVOICE

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Invoice Date: **April 11, 2019**

Additional Info:

File Number: **82-18616360-SSP**

Property Address: **941 Vernier Rd., Grosse Pointe Woods, MI 48236**

RE:

<b>To:</b>
Anderson, Eckstein, and Westrick, Inc. 51301 Schoenherr Road Shelby Township, MI 48315 Attn: Joe Gayeski

<b>From:</b>
ATA National Title Group, LLC 36800 Gratiot Avenue Clinton Township, MI 48035 Ph:(586) 463-7200 Fax:(586) 463-6114

Description	Amount
Search Fee 2300 MI - Basic	\$200.00

**Total Premium: \$200.00**

*Please Remit To and/or For Closing Information, Please Contact:*

ATA National Title Group, LLC  
36800 Gratiot Avenue  
Clinton Township, MI 48035  
Ph:(586) 463-7200 Fax:(586) 463-6114

**Thank you!**

0160-0408  
gje  
4/15/19



# INVOICE

Invoice Date: **April 11, 2019**

Additional Info:

File Number: **82-18616368-SSP**

Property Address: **20685 Vernier Circle, Grosse Pointe Woods, MI 48236**

RE:

<b>To:</b> Anderson, Eckstein, and Westrick, Inc. 51301 Schoenherr Road Shelby Township, MI 48315 Attn: Joe Gayeski
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<b>From:</b> ATA National Title Group, LLC 36800 Gratiot Avenue Clinton Township, MI 48035 Ph:(586) 463-7200 Fax:(586) 463-6114
---

Description	Amount
Search Fee 2300 MI - Basic	\$200.00

**Total Premium: \$200.00**

Please Remit To and/or For Closing Information, Please Contact:

ATA National Title Group, LLC  
36800 Gratiot Avenue  
Clinton Township, MI 48035  
Ph:(586) 463-7200 Fax:(586) 463-6114

*Thank you!*

*0160-0908  
gr  
4/15/19*

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# INVOICE

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Invoice Date: **April 11, 2019**

Additional Info:

File Number: **82-18616370-SSP**

Property Address: **891 Vernier Rd., Grose Pointe Woods,  
MI 48236**

RE:

To:
Anderson, Eckstein, and Westrick, Inc. 51301 Schoenherr Road Shelby Township, MI 48315 Attn: Joe Gayeski

From:
ATA National Title Group, LLC 36800 Gratiot Avenue Clinton Township, MI 48035 Ph:(586) 463-7200 Fax:(586) 463-6114

Description	Amount
Search Fee 2300 MI - Basic	\$200.00

**Total Premium: \$200.00**

Please Remit To and/or For Closing Information, Please Contact:

ATA National Title Group, LLC  
36800 Gratiot Avenue  
Clinton Township, MI 48035  
Ph:(586) 463-7200 Fax:(586) 463-6114

*Thank you!*

*0160-0408  
Joe  
4/15/19*





# INVOICE

Invoice Date: **April 11, 2019**

Additional Info:

File Number: **82-18616389-SSP**

Property Address: **1010 Vernier Rd., Grosse Pointe Woods, MI 48236**

RE:

<b>To:</b>
Anderson, Eckstein, and Westrick, Inc. 51301 Schoenherr Road Shelby Township, MI 48315 Attn: Joe Gayeski

<b>From:</b>
ATA National Title Group, LLC 36800 Gratiot Avenue Clinton Township, MI 48035 Ph:(586) 463-7200 Fax:(586) 463-6114

Description	Amount
Search Fee 2300 MI - Basic	\$200.00

**Total Premium: \$200.00**

Please Remit To and/or For Closing Information, Please Contact:

ATA National Title Group, LLC  
36800 Gratiot Avenue  
Clinton Township, MI 48035  
Ph:(586) 463-7200 Fax:(586) 463-6114

*Thank you!*

*0160-0408  
JW  
4/15/19*

---

# INVOICE

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Invoice Date: **April 11, 2019**

Additional Info:

File Number: **82-18616400-SSP**

Property Address: **1028 Vernier Rd., Grosse Pointe Woods, MI 48236**

RE:

<b>To:</b>
Anderson, Eckstein, and Westrick, Inc. 51301 Schoenherr Road Shelby Township, MI 48315 Attn: Joe Gayeski

<b>From:</b>
ATA National Title Group, LLC 36800 Gratiot Avenue Clinton Township, MI 48035 Ph:(586) 463-7200 Fax:(586) 463-6114

Description	Amount
Search Fee 2300 MI - Basic	\$200.00

**Total Premium: \$200.00**

Please Remit To and/or For Closing Information, Please Contact:

ATA National Title Group, LLC  
36800 Gratiot Avenue  
Clinton Township, MI 48035  
Ph:(586) 463-7200 Fax:(586) 463-6114

*Thank you!*

*0160-0408  
Joe  
4/15/19*

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# INVOICE

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Invoice Date: **April 11, 2019**

Additional Info:

File Number: **82-18616419-SSP**

Property Address: **1007 Vernier Rd., Grosse Pointe  
Woods, MI 48236**

RE:

<b>To:</b>
Anderson, Eckstein, and Westrick, Inc. 51301 Schoenherr Road Shelby Township, MI 48315 Attn: Joe Gayeski

<b>From:</b>
ATA National Title Group, LLC 36800 Gratiot Avenue Clinton Township, MI 48035 Ph:(586) 463-7200 Fax:(586) 463-6114

Description	Amount
Search Fee 2300 MI - Basic	\$150.00

**Total Premium: \$150.00**

*Please Remit To and/or For Closing Information, Please Contact:*

ATA National Title Group, LLC  
36800 Gratiot Avenue  
Clinton Township, MI 48035  
Ph:(586) 463-7200 Fax:(586) 463-6114

**Thank you!**

0160-0408  
Joe  
4/15/19

# INVOICE

Invoice Date: **April 11, 2019**

Additional Info:

File Number: **82-18616424-SSP**

Property Address: **947 Vernier Rd., Grosse Pointe Woods, MI 48236**

RE:

To:
Anderson, Eckstein, and Westrick, Inc. 51301 Schoenherr Road Shelby Township, MI 48315 Attn: Joe Gayeski

From:
ATA National Title Group, LLC 36800 Gratiot Avenue Clinton Township, MI 48035 Ph:(586) 463-7200 Fax:(586) 463-6114

Description	Amount
Search Fee 2300 MI - Basic	\$200.00

**Total Premium: \$200.00**

Please Remit To and/or For Closing Information, Please Contact:

ATA National Title Group, LLC  
36800 Gratiot Avenue  
Clinton Township, MI 48035  
Ph:(586) 463-7200 Fax:(586) 463-6114

*Thank you!*

*0160-0408  
JW  
4/15/19*

---

# INVOICE

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Invoice Date: **April 11, 2019**

Additional Info:

File Number: **82-18616426-SSP**

Property Address: **891 Vernier Rd., Grosse Pointe  
Woods, MI 48236**

RE:

<b>To:</b>
Anderson, Eckstein, and Westrick, Inc. 51301 Schoenherr Road Shelby Township, MI 48315 Attn: Joe Gayeski

<b>From:</b>
ATA National Title Group, LLC 36800 Gratiot Avenue Clinton Township, MI 48035 Ph:(586) 463-7200 Fax:(586) 463-6114

Description	Amount
Search Fee 2300 MI - Basic	\$200.00

**Total Premium: \$200.00**

*Please Remit To and/or For Closing Information, Please Contact:*

ATA National Title Group, LLC  
36800 Gratiot Avenue  
Clinton Township, MI 48035  
Ph:(586) 463-7200 Fax:(586) 463-6114

**Thank you!**

0160-0408  
JW  
4/15/19

# INVOICE

Invoice Date: **April 11, 2019**

Additional Info:

File Number: **82-18616428-SSP**

Property Address: **1005 Vernier Rd., Grosse Pointe Woods, MI 48236**

RE:

<b>To:</b>
Anderson, Eckstein, and Westrick, Inc. 51301 Schoenherr Road Shelby Township, MI 48315 Attn: Joe Gayeski

<b>From:</b>
ATA National Title Group, LLC 36800 Gratiot Avenue Clinton Township, MI 48035 Ph:(586) 463-7200 Fax:(586) 463-6114

Description	Amount
Search Fee 2300 MI - Basic	\$200.00

**Total Premium: \$200.00**

Please Remit To and/or For Closing Information, Please Contact:

ATA National Title Group, LLC  
36800 Gratiot Avenue  
Clinton Township, MI 48035  
Ph:(586) 463-7200 Fax:(586) 463-6114

*Thank you!*

0160-0408  
Joe  
4/15/19

RECEIVED

JUL 29 2019



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

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

July 18, 2019

Project No: 0160-0412-0

Invoice No: 0122655

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

Project 0160-0412-0 FY 2019-2020 RATE STUDY

PURCHASE ORDER# 44704

Professional Services from May 27, 2019 to June 23, 2019

**Professional Personnel**

	Hours	Rate	Amount
RESEARCH/REVIEW			
SENIOR PROJECT ENGINEER	1.00	103.00	103.00
Totals	1.00		103.00
<b>Total Labor</b>			<b>103.00</b>

Billing Limits	Current	Prior	To-Date
Total Billings	103.00	2,317.50	2,420.50
Limit			5,000.00
Remaining			2,579.50
<b>Total this Invoice</b>			<b>\$103.00</b>

**Outstanding Invoices**

Number	Date	Balance
0122304	6/14/2019	1,215.40
<b>Total</b>		<b>1,215.40</b>

PD # 18-44704

592,537,818.000

7/26/2019

Behren

F.S.

RECEIVED

JUL 29 2019

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



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

July 23, 2019

Project No: 0160-0411-0

Invoice No: 0122691

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

Project 0160-0411-0 2019 SEWER STRUCTURE REHABILITATION  
P.O. 19-45216 - (43,000)  
P.O. 19-45445 - (111,000)

**Professional Services from May 27, 2019 to June 23, 2019**

**Professional Personnel**

	Hours	Rate	Amount	
RESEARCH/REVIEW				
ENGINEERING AIDE I	2.00	56.00	112.00	
SECRETARIAL				
SECRETARIAL	1.70	33.00	56.10	
PRINTS				
ENGINEERING AIDE TRAINEE	.50	40.50	20.25	
PRELIMINARY ENGINEERING				
TEAM LEADER	30.50	83.50	2,546.75	
CONTRACT ADMINISTRATION				
PRINCIPAL ENGINEER	1.50	103.00	154.50	
GRADUATE ENG/SUR/ARC	6.00	83.50	501.00	
TEAM LEADER	11.00	83.50	918.50	
ENGINEERING AIDE III	5.20	70.00	364.00	
ENGINEERING AIDE I	8.00	56.00	448.00	
MEETINGS				
TEAM LEADER	2.00	83.50	167.00	
CONSTRUCTION OBSERVATION				
ENGINEERING AIDE III	43.50	70.00	3,045.00	
ENGINEERING AIDE II	80.50	62.00	4,991.00	
BASE MAPS				
GRADUATE ENG/SUR/ARC	7.00	83.50	584.50	
<b>Totals</b>	<b>199.40</b>		<b>13,908.60</b>	
<b>Total Labor</b>				<b>13,908.60</b>

**Reimbursable Expenses**

REIMB. MISC. EXPENSE				
6/12/2019	G2 CONSULTING GROUP, LLC	Invoice# 190873	950.00	
<b>Total Reimbursables</b>			<b>950.00</b>	<b>950.00</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	14,858.60	40,956.98	55,815.58
Limit			154,000.00
Remaining			98,184.42

**Total this Invoice \$14,858.60**



**Outstanding Invoices**

Number	Date	Balance
0122371	6/21/2019	7,692.98
<b>Total</b>		<b>7,692.98</b>

PO# 19-45445

202.451 974.201 \$ 133.86

203.451 974.201 \$ 2811.09

592-537-975-401 \$ 1904.18

592-537-976-001 \$ 10,007.47

7/26/2019

C. Beltrami

ES



**G2 Consulting Group, LLC**  
**1866 Woodslee Street**  
**Troy, MI 48083**

**INVOICE**

Invoice Number: 190873  
 Invoice Date: May 31, 2019  
 Page Number: 1

Voice: 248.680.0400  
 Fax: 248.680.9745

Bill To: Accounts Payable  
 Anderson, Eckstein & Westrick  
 51301 Schoenherr Road  
 Shelby Township, MI 48315

Customer ID	Purchase Order No.	G2 Project No.	
AEW001	AEW No. 0160-0400	180628	
Payment Terms	Due Date	Ship Date	Shipping Method
Net 30 Days	June 30, 2019		

Quantity	Description	Unit Price	Amount
6.00	Engineering Technician, Regular Hours, each	60.00	360.00
2.00	Engineering Technician, Regular Hours - Cylinder Pick-Up on 5/18/19 and 5/30/19	60.00	120.00
1.00	Project Manger, per hour	150.00	150.00
1.00	Administrative Assistant, per hour	50.00	50.00
18.00	Compressive Strength Test Cylinders, each	15.00	270.00
AEW No. 0160-0400			
2018 Grosse Pointe Woods Concrete Repair Program, Grosse Pointe Woods, Michigan - Quality Control observation and Testing Services on 5/16/19 through 5/29/19			
Client Contact: Brad Smith			

**Total Invoice Amount      \$      950.00**

If you have any questions concerning this invoice, call Mark W. Smolinski, (248) 680-0400. Client agrees to pay a charge of 1.5 percent per month on accounts past due 30 days from invoice date.

Make all checks payable to: G2 Consulting Group, LLC.

RECEIVED

JUL 29 2019



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

July 23, 2019  
 Project No: 0160-0410-0  
 Invoice No: 0122692

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

Project 0160-0410-0 2018-2019 GIS MAINTENANCE

**Professional Services from May 27, 2019 to June 23, 2019**  
**Professional Personnel**

	Hours	Rate	Amount
<b>DATABASE</b>			
GRADUATE ENG/SUR/ARC			
MILLER, JEFFREY	4.00	83.50	334.00
Updates to GIS data from plans			
ENGINEERING AIDE III			
SVOBODA, JOSEPH	19.00	70.00	1,330.00
added scanned plan to GIS Database			
<b>GIS UPDATES</b>			
GRADUATE ENG/SUR/ARC			
MILLER, JEFFREY	20.00	83.50	1,670.00
GIS Updates from as-built drawings			
MILLER, JEFFREY	1.00	83.50	83.50
Scanned Plan GIS Updates			
ENGINEERING AIDE III			
DOURJALIAN, ANDREW	16.00	70.00	1,120.00
Data Cleanup			
Totals	60.00		4,537.50
<b>Total Labor</b>			<b>4,537.50</b>

Billing Limits	Current	Prior	To-Date
Total Billings	4,537.50	9,696.15	14,233.65
Limit			21,000.00
Remaining			6,766.35
<b>Total this Invoice</b>			<b>\$4,537.50</b>

**Outstanding Invoices**

Number	Date	Balance
0122302	6/14/2019	4,323.75
<b>Total</b>		<b>4,323.75</b>

PO #17-44040  
 592,537,977.000  
 7/24/19

*[Handwritten signatures]*  
 TS



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

**INVOICE**

*PO# 17-43940*

July 18, 2019  
 Project No: 0160-0364-0  
 Invoice No: 0122647

CITY OF GROSSE POINTE WOODS *592-537-975.004*  
 ACCOUNTS PAYABLE  
 20025 MACK AVENUE  
 GROSSE POINTE WOODS, MI 48236-2397 *07/26/2019*

*address F.S. [Signature]*

Project 0160-0364-0 SAW GRANT-WASTEWATER ASSET MGT PLAN  
Professional Services from May 27, 2019 to June 23, 2019

**Professional Personnel**

	Hours	Rate	Amount
<b>CONTRACT ADMINISTRATION</b>			
<b>GRADUATE ENG/SUR/ARC</b>			
EBERLE, JOSEPH	1.80	83.50	150.30
disbursement request			
MARCUS, PATRICK	3.00	83.50	250.50
Prepare necessary materials for progress meeting, complete progress meeting minutes and have them checked and sent out, scan S2 print of map 6C to be sent to contractor, create map of buried manholes and send to city			
MARCUS, PATRICK	.50	83.50	41.75
Setup progress meeting notice and necessary materials for progress meeting			
MARCUS, PATRICK	.50	83.50	41.75
Track project and research into issues encountered on Anita at Mack			
<b>TEAM LEADER</b>			
VARICALLI, FRANK	2.00	83.50	167.00
VARICALLI, FRANK	.50	83.50	41.75
proj.adm.			
VARICALLI, FRANK	.50	83.50	41.75
review prop.cpr loc.			
<b>ENGINEERING AIDE I</b>			
ANKAWI, MICHELLE	.50	56.00	28.00
Emailed contractor Follow up on expired Insurance, received updated documents scanned and emailed the city			
ANKAWI, MICHELLE	.50	56.00	28.00
Emailed with Sean to straighten out the retainage, finally have it sorted out.			
ANKAWI, MICHELLE	.50	56.00	28.00
Printed and file progress meeting minutes			
ANKAWI, MICHELLE	.50	56.00	28.00
Working with Frank and Sean to figure out retainage increase.			
<b>MEETINGS</b>			
<b>GRADUATE ENG/SUR/ARC</b>			
MARCUS, PATRICK	3.00	83.50	250.50
Progress meeting #4			
<b>TEAM LEADER</b>			
VARICALLI, FRANK	2.00	83.50	167.00
progress mtg.			
Totals	15.80		1,264.30
<b>Total Labor</b>			<b>1,264.30</b>

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

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Project	0160-0364-0	SAW GRANT-WASTEWATER ASSET MGT PLAN	Invoice	0122647
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**Total this Invoice**                    **\$1,264.30**

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
0122299	6/14/2019	2,255.35
<b>Total</b>		<b>2,255.35</b>

RECEIVED

JUL 29 2019



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

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

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

July 23, 2019  
Project No: 0160-0415-0  
Invoice No: 0122693

Project 0160-0415-0 OXFORD RD RESURFACING-JACKSON TO WCL  
P.O. 19-45151

**Professional Services from May 27, 2019 to June 23, 2019**

**Fee**

Construction Cost 388,476.50  
Fee Percentage 7.30  
Total Fee 28,358.78

Percent Complete 90.00 Total Earned 25,522.91  
Previous Fee Billing 15,600.00  
Current Fee Billing 9,922.91  
Total Fee 9,922.91

Total this Invoice \$9,922.91

**Outstanding Invoices**

Number	Date	Balance
0122306	6/14/2019	5,850.00
Total		5,850.00

PO# 45151

203.451.977 '803

7/26/2019

C. Behrens

ES

*[Signature]*

Oxford Road Resurfacing- Jackson to West City Limit  
 AEW Project No. 0160-0415  
 Summary of Time Spent for Design, Specification, Bidding  
 and Subconsultant Fees

Name	Hours	Description
ALLEGOET, JEFFREY	1.5	Topo, CADD
ANGER, SCOTT	12.5	Survey
CAMPBELL, RANDY	3	Survey
GAYESKI JR., JOSEPH	9	Survey Oversight, project setup
HENNINGS, NANCY	15	Topo, CADD
LOCKWOOD, SCOTT	37.2	Project oversight, design
PIOTROWSKI, KEVIN	8.4	Topo, CADD
RICKARD, EMILY	3.5	Topo, CADD
SMITH, BRYAN	4.5	Survey
TRUAX, MICHAEL	5.5	Survey Oversight, project setup
VIGNERON, MICHAEL	5	Project oversight, design
WILBERDING, ROSS	20	Design
WILSON, HOLLY	5	Design
	130.1	

**SUBCONSULTANTS**

Amount	Description
0	G2 CONSULTING GROUP, LLC
0	

RECEIVED

JUL 29 2019



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

CITY OF GROSSE POINTE WOODS

CLERK'S DEPARTMENT  
**INVOICE**

July 23, 2019

Project No: 0160-0414-0

Invoice No: 0122694

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

Project 0160-0414-0 BEAUFIT ROAD RECONSTRUCTION-MACK TO WCL  
P.O. 19-45151

**Professional Services from May 27, 2019 to June 23, 2019**

**Fee**

Construction Cost	836,751.50
Fee Percentage	6.40
Total Fee	53,552.10

Percent Complete	90.00	Total Earned	48,196.89
		Previous Fee Billing	40,960.00
		Current Fee Billing	7,236.89
		<b>Total Fee</b>	<b>7,236.89</b>

**Total this Invoice \$7,236.89**

**Outstanding Invoices**

Number	Date	Balance
0122305	6/14/2019	15,360.00
<b>Total</b>		<b>15,360.00</b>

PO # 45151  
 203.431-977-803  
 7/26/2019  
 CBKres  
 F.S.  
 [Signature]



Beaufait Road Recostruction- Mack to West City Limit  
 AEW Project No. 0160-0414  
 Summary of Time Spent for Design, Specification, Bidding  
 and Subconsultant Fees

Name	Hours	Description
ALLEGOET, JEFFREY	4	Topo, design and drafting
ANGER, SCOTT	19.5	Survey
ANKAWI, MICHELLE	2	Contract Ad.
BICKHAM, BRENDA	2.5	Secretarial
BIRKETT, CHRISTOPHER	9.5	Survey, underground investigation
CAMPBELL, RANDY	8.5	Survey
CARLIN, COOPER	2.8	Production
CARPENTER, AARON	6.5	Survey
GAYESKI JR., JOSEPH	13.5	Survey Oversight, project setup
HENNINGS, NANCY	17.5	Topo, design and drafting
KAFERLE, JARED	0.5	Production
KAFERLE, KATHLEEN	1.7	Production
LOCKWOOD, SCOTT	52.8	Project oversight, design
MILLER, JEFFREY	2.5	GIS
RICKARD, EMILY	68	Topo, design and drafting
SMITH, BRYAN	15	Survey
TRUAX, MICHAEL	3.5	Survey Oversight, project setup
VIGNERON, MICHAEL	11	Project oversight, design
WILBERDING, ROSS	88	Design
WILSON, HOLLY	6.5	Design
	335.8	

SUBCONSULTANTS

Amount	Description
2950	G2 CONSULTING GROUP, LLC
425	Wayne County
3375	



**CHARLES T. BERSCHBACK**

ATTORNEY AT LAW

24053 EAST JEFFERSON AVENUE  
ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400  
FAX (586) 777-0430  
blbwlaw@yahoo.com

CHARLES T. BERSCHBACK

DON R. BERSCHBACK  
OF COUNSEL

July 29, 2019

101-210-801-000  
7/31/2019  
*[Signature]*

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

*[Signature]*

RE: July Billing

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
7.1.19	Review of Council package (on 6.30 and 7.1), all agreements, TCs BN, CB, LH, FS (2.00); TT review of Sunrise settlement docs and emails, emails and review of TT Order for appraisal dates (.75); TC and review of Public Safety request on review of evidence; TC K Waszak (.25); review of insurance coverage letter re: Fox claim (.50); Municipal Court review of 3 reports and call with Det. Bonk, miscellaneous calls on Municipal Court cases (.75); review of new warrant at Det Bur (.25); attendance at COW and Council meeting (1.75)	6.25
7.2.19	TCs BS, JK re: Provencal Road services and emails (.75); Council meeting agenda items follow-up (.50); Review of Garrido's LLC app; calls and emails on Kroger SDM app (.75); meeting with victim/witness on Municipal Court case; TC Municipal Court matters (.50)	2.50
7.3.19	Municipal Court discovery issue, TC Court Clerk on harassing emails, calls on accident ticket, call on probation (.75); review of water bill docs and TC CB (.50); work on SBC Public Comment Statement (.25); TC BN (.50); TCs GT, BS (.25); initial review of golf course email and file (.25)	2.50
7.4.19	Calls on new DV case, meeting at Det Bur, review of report, call with victim (.50)	0.50
7.8.19	Calls on Municipal Court case (.50); work on Provencal, call with SBC staff (3.00)	3.50
7.9.19	Continued work on Provencal brief (3.00); TCs Workers Comp issue (.50); TC BS pending issues (.25); TCs, emails on Wed. Muni Ct cases (.50); TC BN pending issues, TC BS and FS (.25)	4.50
7.10.19	Municipal Court a.m. docket, follow up with DV victims (3.25); work on Provencal brief (.75)	4.00

7.11.19	Finalized Provencal brief, prep for public hearing (3.25); review of competitive bid procedure and call with BS/FS (.50); TCs, emails on Fox case (.25); calls on Municipal Court cases (.25); TC JK, TC State Court Administrator (.25); attendance at SBC Public Comment hearing (2.00)	6.50
7.12.19	Follow up on SBC hearing; review of Petitioners written materials from public hearing (1.00); TC BS re: LFP and agenda items, TC BN (.25)	1.25
7.15.19	Review of warrant requests, TCs re: cases, review of files (1.00); review of Council packet, edits to LFP rules (.50); TC BN, TC LH, FS (.25); work on METRO Act extension request, (.50); work on Lockup Agreement (.50); review of proposed new call phone plan, email to Capp and BS (.25); attendance at Council meeting (.50)	3.50
7.16.19	TCs Municipal Court (.50); TCs, emails on Lockup Services Contract (.50); TCs/emails LCC app, review of file (.50); TCs budget issue; review of file and email on mini golf course (.25); initial work on appointed official contracts (.25)	2.00
7.17.19	Municipal Court docket (2.00); review of Randazzo file, file review and email on Kroger SDD application (.50); work on appointed officials (3) contract renewals (1.00); review of ClearLinx file and letter to M/C re: Assignment Agreement (.50); emails with Court Clerk, review of Court Reporter Services Contract, letter to M/C (.25); emails on fence case, Rivers appraisal invoice (.25)	4.50
7.18.19	Reply to miscellaneous emails, review of attachments, etc. (.25); final draft of appointed official contracts, TCs, emails (.50); TCs Domestic violence case, Municipal Court calls and adjournments (.50); work on Rivers appraisal invoice, review of file, emails, TC L. Halahan (.50); TCs re: GFL disposal cost, review of GFL letter and draft of response (.50); TC re: Prayer Breakfast letter (.50); emails and TCs re: dispatch (.25)	3.00
7.19.19	Work on litigation summary (1.50); TC CB, work on TT cases, appraiser invoice, emails to ED, CB, Wayne County (.50); attendance at Election Commission meeting, TC LH (.25); meeting with Det Bur (.25); TCs, work on GFL letter re: disposal fees (.25)	2.75
7.22.19	Finalized GFL letter (.25); review of Hawthorne Road title and letter to mortgage assignee (.25); finalized semi-annual litigation summary (.25); work on SBC; work on Final Rebuttal Brief (3.00)	3.75
7.23.19	TC GPPSS re. Provencal, continued work on Final Rebuttal Brief (2.00); TCs on Sec. 4.9 (.25); TCs on Kroger, emails w. PC (.25); TCs FS, CB, review of parking funds (.25)	2.75
7.24.19	Municipal Court (2.25); review, reply to various emails on pending matters (.25); TC FOIA procedures (.25); emails LH; revision to appointed official agreements (.25)	3.00
7.25.19	Review of Sunrise TT and email to CB, review of parking fund quesiton, email to Admin (.50); TC JK, work on SBC Final Rebuttal (1.75); LFP golf TCs, emails (.25)	2.50
7.26.19	Finalized Provencal Rebuttal brief (.25); TCs GT, LH email (.25); review of new warrant request, TC Keith W. (.25); TC Laura Halahan on Rivers TT case (.25)	1.00

7.29.19 TCs, emails re. Garrido's (.25); finalized Comcast Agreement, letter to M/C (.25)

0.50

CTB = 60.75 hours at \$155.00 per hour

**TOTAL DUE:**

**\$9,416.25**

TC - Telephone

BS - Bruce Smith

PC - Planning Commission

JK - Dir. John Kosanke

DV - Domestic Violence

GT - Gene Tutag

LH - Lisa Hathaway

CB - Cathrene Behrens

TT - Tax Tribunal

M/C - Mayor and Council

Det. Bur. - Detective Bureau

ED - Eric Dunlap

FS - Frank Schulte

**Breakdown**

General

44.50 hours

Municipal Court

14.75 hours

Building/Planning Commission

0.00 hours

Tax Tribunal

1.50 hours