



CITY OF GROSSE POINTE WOODS
REGULAR CITY COUNCIL MEETING AGENDA
Monday, August 07, 2023 at 7:00 PM

*Robert E. Novitke Municipal Center - Council Chambers/Municipal Court,
20025 Mack Plaza, Grosse Pointe Woods, MI 48236
(313) 343-2440*

1. CALL TO ORDER

[A.](#) Administrative Memo: August 3, 2023

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. RECOGNITION OF COMMISSION MEMBERS

5. CONSENT AGENDA

A. Appointment

1. Election Commission (Council)

a. Thomas Vaughn

B. Approval of Minutes

[1.](#) Council 07/17/23

[2.](#) Planning Commission 04/25/23

C. Bids/Proposals/Contracts

[1.](#) Giffels-Webster Master Plan Work Authorization Addendum/Updates to the Clearzoning Ordinance

a. Memo 07/27/23 - City Administrator

b. Proposed Master Plan Work Authorization Addendum

c. Planning Commission Minutes Excerpt 03/28/23

D. Claims and Accounts

[1.](#) Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers

a. Vernier Rd. Water Main Replacement - Invoice #0144790 - Proj. #0160-0446 - 07/11/23 - \$605.56.

b. Sewer System Evaluation - Invoice #0144791 - Proj. #0160-0449 - 07/11/23 - \$1,751.20.

c. 2022 Misc. Concrete Repair Program - Invoice #0144792 - Proj. #0160-0450 - 07/11/23 - \$1,730.18.

d. 2022 Sidewalk Repair Program Dist. 8 - Invoice #0144793 - Proj. #0160-0452 - 07/11/23 - \$924.50.

e. 2022 Sewer CCTV Investigation - Invoice #0144794 - Proj. #0160-0453 - 07/11/23 -

cc: Council - 7
City Administrator
City Attorney

Treasurer/Comptroller
City Clerk
Email Group/Media

Assistant City Administrator
Post - 4

\$90.20.

f. Hampton Rd. Water Main & Resurface (Mack/Marte) - Invoice #0144795 - Proj. #0160-0456 - 07/11/23 - \$16,748.52.

g. Torrey Rd. Pump Station Cap Improvement Plan - Invoice #0144796 - Proj. #0160-0457 - 07/11/23 - \$111.20.

h. 2022-2023 General Engineering - Invoice #0144797 - Proj. #0160-0459 - 07/11/23 - \$644.96.

i. 2022 Paser Ratings - Invoice #0144798 - Proj. #0160-0460 - 07/11/23 - \$57.51.

j. 2021 Misc. Concrete Repair - Invoice #0145033 - Proj. #0160-0435 - 07/18/23 - \$151.20.

k. 2022-2023 GIS Maintenance - Invoice #0145282 - Proj. #0160-0458 - 07/24/23 - \$90.20.

2. Dominion Voting Systems - Election Equipment Maintenance - Invoice #DVS149720 - 07/07/23 - \$13,515.00.

3. McKenna - Building/Planning Services

a. Invoice #21849-77 - Building Services - June 2023 - 07/16/23 - \$48,771.74.

b. Invoice # 22-064-14 - Planning Services - June 2023 - 07/16/23 - \$4,137.25.

4. WCA Assessing - Assessing Services - Invoice #07362025 - August 2023 - 07/25/23 - 6,833.50.

5. York, Dolan & Tomlinson - Legal Services - Invoice #115 - July 2023 - 08/02/23 - \$3,735.50.

6. ACCEPTANCE OF AGENDA

7. PRESENTATION

A. Tree City USA Flag - Community Tree Commission

B. Grosse Pointe North Women's Soccer Team Recognition

8. NEW BUSINESS/PUBLIC COMMENT

9. CLOSED EXECUTIVE SESSION

A. Consideration of a Closed Session, Pursuant to MCL 15.268 (d) To consider the purchase of real property.

10. ADJOURNMENT

**Paul P. Antolin, MiPMC
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 THE COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST. *****

OFFICE OF THE CITY ADMINISTRATOR

Subject: Recommendations for the Regular Council Meeting of August 7, 2023

- Item 1 CALL TO ORDER
Prerogative of the Mayor to call this meeting to order.
- Item 2 ROLL CALL
Prerogative of the Mayor to request a Roll Call from the City Clerk.
- Item 3 PLEDGE OF ALLEGIANCE
Prerogative of the Mayor to lead the City Council, Administration, and members of the audience in the Pledge of Allegiance.
- Item 4 RECOGNITION OF COMMISSION MEMBERS
Prerogative of the Mayor to request Commission Members in attendance at tonight's meeting to approach the podium and introduce themselves and the Commission on which they serve.
- Item 5 CONSENT AGENDA
All items listed under the Consent Agenda are considered routine by the Council and will be enacted by one motion and a second. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered. One member may request that an item be removed and no second is required.

Prerogative of the City Council to approve all items listed under the consent agenda as presented.

A. Appointment

1. Election Commission (Council)
 - a. Thomas Vaughn

B. Approval of Minutes

1. Council 07/17/23
2. Planning Commission 04/25/23

C. Bids/Proposals/Contracts

1. Giffels-Webster Master Plan Work Authorization Addendum/Updates to the Clearzoning Ordinance
 - a. Memo 07/27/23 - City Administrator

- b. Proposed Master Plan Work Authorization Addendum
- c. Planning Commission Minutes Excerpt 03/28/23

D. Claims and Accounts

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 - b. Sewer System Evaluation - Invoice #0144791 - Proj. #0160-0449 - 07/11/23 - \$1,751.20.
 - c. 2022 Misc. Concrete Repair Program - Invoice #0144792 - Proj. #0160-0450 - 07/11/23 - \$1,730.18.
 - d. 2022 Sidewalk Repair Program Dist. 8 - Invoice #0144793 - Proj. #0160-0452 - 07/11/23 - \$924.50.
 - e. 2022 Sewer CCTV Investigation - Invoice #0144794 - Proj. #0160-0453 - 07/11/23 - \$90.20.
 - f. Hampton Rd. Water Main & Resurface (Mack/Marte) - Invoice #0144795 - Proj. #0160-0456 - 07/11/23 - \$16,748.52.
 - g. Torrey Rd. Pump Station Cap Improvement Plan - Invoice #0144796 - Proj. #0160-0457 - 07/11/23 - \$111.20.
 - h. 2022-2023 General Engineering - Invoice #0144797 - Proj. #0160-0459 - 07/11/23 - \$644.96.
 - i. 2022 Paser Ratings - Invoice #0144798 - Proj. #0160-0460 - 07/11/23 - \$57.51.
 - j. 2021 Misc. Concrete Repair - Invoice #0145033 - Proj. #0160-0435 - 07/18/23 - \$151.20.
 - k. 2022-2023 GIS Maintenance – Invoice #0145282 – Proj. #0160-0458 – 07/24/23 - \$90.20.
2. Dominion Voting Systems - Election Equipment Maintenance - Invoice #DVS149720 - 07/07/23 - \$13,515.00.
3. McKenna - Building/Planning Services
 - a. Invoice #21849-77 - Building Services - June 2023 - 07/16/23 - \$48,771.74.
 - b. Invoice # 22-064-14 - Planning Services - June 2023 - 07/16/23 - \$4,137.25.
4. WCA Assessing - Assessing Services - Invoice #07362025 - August 2023 - 07/25/23 - 6,833.50.
5. York, Dolan & Tomlinson – Legal Services – Invoice #115 – July 2023 – 08/02/23 - \$3,735.50.

Item 6 ACCEPTANCE OF THE AGENDA
 Prerogative of the City Council that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Item 7 PRESENTATION

- Item 7A TREE CITY USA FLAG
Prerogative of the City Council to receive the Tree City USA flag from the Tree Commission.
- Item 7B GROSSE POINTE NORTH WOMEN’S SOCCER TEAM RECOGNITION
Prerogative of the Mayor to present Grosse Pointe North Women’s Soccer Team Recognition
- Item 8 NEW BUSINESS/PUBLIC COMMENT
Prerogative of the Mayor to ask if there is any New Business to come before the City Council from the City Council or Administration; and then, to ask members of the audience if there is any Public Comment to come before the City Council.
- Item 9 CLOSED SESSION (*Motion with roll call vote required)
Consideration of a Closed Session, pursuant to MCL 15.268 (d) To consider the purchase of real property.
- Item 10 ADJOURNMENT
Upon the conclusion of the Closed Session with no further business to be conducted by the City Council, prerogative of the City Council to motion for adjournment of tonight’s meeting.

Respectfully submitted,



Frank Schulte
City Administrator

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE
POINTE WOODS HELD ON MONDAY, JULY 17, 2023, IN THE COUNCIL-COURTROOM OF
THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA DR., GROSSE
POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:09 p.m. by Mayor Bryant.

PRESENT: Mayor Bryant
Council Members: Brown, Koester, McConaghy, Vaughn
ABSENT: Gafa, Granger

Also Present: City Administrator Schulte
Treasurer/Comptroller Murphy
City Attorney Walling
City Clerk Antolin
Assistant City Administrator Como
Director of Public Safety Kosanke
Director of Public Services Kowalski
City Engineer Lockwood
City Engineer Wilberding

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

The following Commission member was in attendance:

- Melinda Billingsley, Citizens' Recreation Commission
- Catherine Dumke, Senior Citizens' Commission

Motion by McConaghy, seconded by Koester, that Councilmembers Gafa and Granger, be excused from tonight's meeting.

Motion carried by the following vote:

Yes: Brown, Bryant, Koester, McConaghy, Vaughn
No: None
Absent: Gafa, Granger

The City Clerk addressed the Committee-of-the-Whole minutes for July 10, 2023, being added to the consent agenda and revisions to the Administrative Memo. City Council took a few minutes to review the July 10, 2023, Committee-of-the-Whole minutes.

Motion by McConaghy, seconded by Brown, that the Consent Agenda be amended to include the July 10, 2023, Committee-of-the-Whole minutes and be approved as amended.

A. Approval of Minutes

1. Council 07/10/23
2. Committee-of-the-Whole 07/10/23 with recommendation
 - 1) Recommends City Council to ratify the Corrective Action Plan as soon as possible.
3. Citizens' Recreation Commission 05/09/23, 06/13/23 *with 2 recommendations, 07/11/23 **with 1 recommendation
 - *1) Recommends Vortex Option 1 along with additional permanent bench seating for adults for installation of the Splash Pad.
 - 2) Request \$3,000.00 to fund the “Fishing Derby” and September “Cruisin’ Through the Woods” events.

**1) Recommends Swing Set Plan with the change to a “parent child” swing rather than the partner swing that was presented.

B. Monthly Financial Report

1. June 2023

C. Bids/Proposals/Contracts

1. 2023 Sewer Rehabilitation by Full Length CIPP Lining
 - a. Memo 07/12/23 - Director of Public Services
 - b. Letter 07/11/23 - City Engineer Varicalli
 - c. Proposal

*Approved contract with Insituform Technologies USA, LLC for the 2023 Sewer Rehabilitation by Full Length CIPP Lining AEW Project #0160-0468 in an amount of the total project not to exceed \$200,000.

D. Claims and Accounts

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
 - a. Hampton Rd. Water Main & Resurfacing Project (Mack to Marter) - Proj. No. 0160-0456 - Pay Estimate No. 2 - Pamar Enterprises, Inc. - 07/06/23 - \$455,869.66.

- b. 2023 Concrete Pavement Repair Program - Proj. No. 0160-0466 - Pay Estimate No. 1 - Mattioli Cement Co. LLC - 07/12/23 - \$212,505.69.
2. Hallahan & Associates, P.C. - Professional Services - Invoice No. 20677 - June 2023 - 07/05/23 - \$1,322.80.
3. Jacobs and Diemer, P.C. - Legal Services - Claim No. JPJPC-20222Q - June 2023 - USSIC v GPW - 07/07/23 - \$802.50.
4. Keller Thoma - Legal Services - Invoice No. 124221 - June 2023 - 07/01/23 - \$437.50.
5. Rosati, Schultz, Joppich & Amtsbuechler, P.C. - Legal Services
 - a. Invoice No. 1079626 - May 2023 - 06/08/23 - \$5,155.40.
 - b. Invoice No. 1079775 - June 2023 - 07/12/23 - \$3,575.45.
6. York, Dolan & Tomlinson, P.C. - Legal Services - Invoice No. 107 - June 2023 - 07/07/23 - \$5,316.50.

Motion carried by the following vote:

Yes: Brown, Bryant, Koester, McConaghy, Vaughn
No: None
Absent: Gafa, Granger

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

Motion carried by the following vote:

Yes: Brown, Bryant, Koester, McConaghy, Vaughn
No: None
Absent: Gafa, Granger

Dean Dauphinais of Families Against Narcotics (FAN) provided an overview of the “Hope Not Handcuffs” program.

Motion by Vaughn, seconded by Brown, that the City Council concur with the Director of Public Safety and enter into an agreement with the “Hope Not Handcuffs” Program and authorize the City Administrator to sign the agreement.

Motion carried by the following vote:

Yes: Brown, Bryant, Koester, McConaghy, Vaughn
 No: None
 Absent: Gafa, Granger

Motion by Koester, seconded by McConaghy, that the City Council concur with the Director of Public Safety and approve the replacement of a part-time dispatcher position with a full-time dispatcher position and authorize a budget amendment in an amount not to exceed \$53,097.00 from the 911 Fund as listed below from the accounts on the table in the City Administrator’s Memo dated July 13, 2023.

GL NUMBER	DESCRIPTION	FY 23-24 BUDGET AMENDMENT
911 FUND		
REVENUE		
261-000-543.100	STATE OF MICHIGAN	4,000
261-000-619.000	911 AMERITECH	20,000
261-000-692.000	TRF PRIOR YR RESERVES	29,097
	TOTAL REVENUE INCREASE	53,097
EXPENSES		
Dept 602 - ADMINISTRATION		
261-602-702.000	SALARIES & WAGES	15,272
261-602-709.000	OVERTIME	(2,000)
261-602-715.000	SOCIAL SECURITY	1,016
261-602-717.000	RETIREE HEALTH CARE & LIFE INS	1,800
261-602-722.000	RETIREMENT	15,112
261-602-723.000	SUPPLEMENTAL ANNUITY	5,854
261-602-955.000	INSURANCE	0
261-602-960.000	EDUCATION-TRAINING	(3,000)
	TOTAL ADMINISTRATION EXPENSES	34,054
Dept 603 - FRINGE BENEFITS		
261-603-717.000	RETIREE HEALTH CARE & LIFE INS	0
261-603-718.000	H.S.A.	2,000
261-603-719.000	HOSP/DENTAL/OPTICAL	16,500
261-603-720.000	LIFE & LTD INSURANCE	143

261-603-721.000	WORKERS COMP	0
261-603-725.000	CLOTHING/UNIFORM ALLOWANCE	400
	TOTAL FRINGE BENEFIT EXPENSES	19,043
	TOTAL EXPENSES	53,097

Motion carried by the following vote:

Yes: Brown, Bryant, Koester, McConaghy, Vaughn
 No: None
 Absent: Gafa, Granger

Motion by Brown, seconded by McConaghy, that the City Council concur with the recommendation of the Director of Public Safety and approve the purchase of a 2023 Chevrolet Tahoe from Berger Chevrolet, Inc. in an amount of \$40,672.00, with additional outfitting costs of \$18,780.30 for a total amount not to exceed \$59,452.30. The funds will be taken from the Motor Vehicle Equipment – Public Safety Account #661-901-977.349, and to authorize a budget transfer from General Fund – Prior Year Reserves Account No. 101-000-692.100 into the Motor Vehicle Equipment – Public Safety Account #661-901-977.349 in the amount of \$5,000.00 to cover the difference in cost that was not included in the FY 2023/24 budget.

Motion carried by the following vote:

Yes: Brown, Bryant, Koester, McConaghy, Vaughn
 No: None
 Absent: Gafa, Granger

Motion by Vaughn, seconded by Koester, that the City Council concur with the Director of Public Services recommendation and approve the installation of the 4’ tall black vinyl coated chain link fence and gate for the dog park at City Hall by Kimberly Fence & Supply Inc., in an amount not to exceed \$21,263.17. The funds will be taken from the Municipal Improvements – Parks and Recreation Account #401-902-977.104.

Motion failed by the following vote:

Yes: Bryant, Koester, Vaughn
 No: Brown, McConaghy
 Absent: Gafa, Granger

*4 approving votes are required when appropriating money.

Mayor Bryant stated that the dog park at City Hall will be further discussed at a future Committee-of-the-Whole meeting when more Council members are present.

Motion by McConaghy, seconded by Vaughn, that the City Council concur with the Director of Public Services recommendation and award the Roslyn Road Water Main and Resurfacing Project contract to Pamar Enterprises, Inc., in the amount of \$2,524,727.75, with a contingency amount of \$75,272.25, for a total amount not to exceed \$2,600,000.00 and authorize a budget amendment in the amount of \$200,000.00 to cover the difference in cost that was not included in the FY 2023/24 budget. The funds will be transferred from Local Street Fund – Prior Year Reserves Account #203-000-692.000 into Local Streets Construction Account #203-451-977.804 in the amount of \$50,000.00 and Water and Sewer Fund – Prior Year Reserves Account #592-000-692.000 into Water Main Replacement Account #592-537-977.300 in an amount of \$150,000.00.

Motion carried by the following vote:

Yes: Brown, Bryant, Koester, McConaghy, Vaughn
No: None
Absent: Gafa, Granger

Under New Business the following individual was heard:

- Mayor Bryant addressed Ahee Jewelers to reimburse the city for the cost of bagging parking meters during the months of November and December of 2023.

***Motion** by McConaghy, seconded by Vaughn, that the City Council accept Ahee Jewelers' proposal for payment to reimburse parking expenses to bag parking meters in the months of November and December 2023.

Motion carried by the following vote:

Yes: Brown, Bryant, Koester, McConaghy, Vaughn
No: None
Absent: Gafa, Granger

- City Administrator Schulte congratulated and thanked Treasurer/Comptroller Murphy on receiving the GFOA's Certificate of Achievement for Excellence in Financial Reporting (50th consecutive year) and the Popular Annual Financial Report (PAFR) award letter and certificate (10th consecutive Year).

- City Administrator Schulte thanked the Beautification Advisory Commission and the Department of Public Works for the success of the first Adopt-A-Garden program located near Cheese Shoppe at 20551 Mack Avenue.

No one wished to be heard under Public Comment.

Motion by Brown, seconded by McConaghy, that the City Council recess the Regular City Council Meeting at 7:47 p.m. and convene in Closed Session, pursuant to MCL 15.268 (c) To discuss labor negotiations and (h) to consider material exempt from discussion or disclosure by state or federal statute.

Motion carried by the following roll call vote:

Bryant:	Yes
Brown:	Yes
Gafa:	Absent
Granger:	Absent
Koester:	Yes
McConaghy:	Yes
Vaughn:	Yes

City Council reconvened in regular session at 8:42 p.m.

Motion by Koester, seconded by McConaghy, to **adjourn tonight's meeting** at 8:42 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

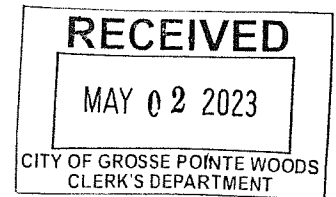
Paul P. Antolin
City Clerk

Arthur W. Bryant
Mayor

MINUTES OF THE REGULAR PLANNING COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON **APRIL 25, 2023**, IN THE COUNCIL-COURT ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:00 p.m. by Chair Gerhart.

Roll Call: Chair Gerhart
Commissioners: Bailey, Fenton, Fuller, McNelis, O'Keefe,
ABSENT: Gilezan, Hamborsky, Vitale
Also Present: Planning Project Manager, Michael Boettcher, AICP
Council Member Vaughn
Recording Secretary Miotto
Jill Bahm and Rose Kim, Giffels Webster



The following Commission members were in attendance:

- Catherine Dumke, Senior Citizens' Commission
- Melinda Billingsley, Citizens' Recreation Commission

MOTION by Fenton, seconded by Fuller, to excuse Commissioners Gilezan, Hamborsky, and Vitale from attendance at tonight's meeting.

Motion carried by the following vote:

YES: Bailey, Fenton, Fuller, Gerhart, McNelis, O'Keefe

NO:

ABSENT: Gilezan, Hamborsky, Vitale

The Planning Commission, Staff, and the Public Pledged Allegiance to the U. S. Flag.

Commissioner Hamborsky arrived at 7:02 p.m.

MOTION by McNelis, seconded by Fuller, that tonight's agenda be approved as presented.

Motion carried by the following vote:

YES: Bailey, Fenton, Fuller, Gerhart, Hamborsky, McNelis, O'Keefe

NO:

ABSENT: Gilezan, Vitale

The Commission acknowledged the attendance of Council Person Vaughn.

The Chair acknowledged the March 28, 2023, Planning Commission Meeting Minutes were immediately certified on March 28, 2023, so do not require additional approval.

The next item on the agenda was **Giffels Webster Master Plan Update Work Plan Discussion.**

Jill Bahm and Rose Kim, of Giffels Webster, presented their April 12, 2023, draft of the master plan. Commissioner Hamborsky suggested Giffels Webster include a map that displays the density of the land use types. Commissioner Fuller suggested that the future use maps be reviewed for accuracy of current usage, specifically those displayed as Institutional, citing the change of use of Liggett on Briarcliff. Fuller also noted that Giffels Webster descriptions of the parks should be updated. The Planning Commission stated they would provide Giffels Webster the current Citizens' Recreation Commission plans for the parks.

Giffels Webster requested that a joint City Council and Planning Commission 1.5 hour "visioning" session be placed on the calendar in late May, or early June, to create a SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis and to set goals and objectives. In the July/August timeframe a Public Open House (in-person and online) should be scheduled to gain resident input to the plan. Phase 2 would commence with Giffels Webster preparing the plan, then public input would be gathered, then a public hearing and adoption. Lastly, the finalization and printing of the plan would close out the project.

Commissioner Gilezan arrived at 7:23 p.m.

The next item on the agenda was the **Building Official's Monthly Report.**

The next item on the agenda was the **Council Reports.**

The April 3rd and April 17th, 2023, City Council meetings were discussed.

Under **New Business**, were the Sign Ordinance and Lighting Ordinance.

Council Member Vaughn provided a redlined draft of the Sign Ordinance and Michael Boettcher provided suggestions for the Lighting Ordinance. Commissioners will review the documents for discussion at the May meeting. Attorney Tomlinson will attend the May Planning Commission meeting.

Under **Old Business**, the Revised By-Laws and Rules of Procedures were presented.

Under **Public Comment**, no one wished to be heard.

MOTION by Hamborsky, seconded by O'Keefe, to adjourn at 8:06 p.m.

Motion carried by the following vote:

YES: Bailey, Fenton, Fuller, Gerhart, Gilezan, Hamborsky, McNelis, O'Keefe
NO: None
ABSENT: Vitale

Respectfully Submitted,
Gretchen Miotto
Clerk's Confidential Assistant & Recording Secretary



CITY OF GROSSE POINTE WOODS

MEMORANDUM

Date: July 27, 2023

To: Mayor and City Council

From: Frank Schulte, City Administrator

Subject: Giffels Webster Master Plan Work Authorization Addendum –
Option 1 for Phase II and Updates to the Clearzoning Ordinance

Administration is requesting approval of having *Giffels Webster* continue to provide planning services for Phase II of Master Plan Update (\$37,000) as well as provide updates as needed to the Clearzoning Ordinance (\$1,000).

The city attorney Tim Tomlinson has reviewed the agreement.

I recommend city council approve the attached *Giffels Webster Master Plan Work Authorization Addendum* Option 1 for Phase II of the Master Plan in an amount not to exceed \$37,000 and provide updates to the Clearzoning Ordinance in an amount not to exceed \$1,000. Both items are budgeted in the FY 2023/24 budget in account #101-371-818.000 in an amount not to exceed \$38,000.

Attachment

Fund Certification:

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

A handwritten signature in blue ink that reads "Shaun Murphy".

Treasurer/Comptroller Signature

June 29, 2023

Susan Como, Assistant City Administrator
Frank Schulte, City Administrator
City of Grosse Pointe Woods

RE: **Master Plan
Work Authorization**

Dear Ms. Como and Mr. Schulte:

At your request, we have prepared the following work authorization related the new Master Plan for the City of Grosse Pointe Woods (See Exhibit A). This is a supplemental work item under our existing agreement (signed 11/12/2022). This project will be conducted in phases as described in the following pages.

This is a flat fee project with two options. The Planning Commission will determine the final scope (optional element – Mack Avenue Corridor Plan review) by September 2023, and it will be billed as follows:

Option 1 (with the optional element): \$4,625.00 per month for 8 months (\$37,000 total) beginning with September 2023 billing cycle.

Option 2 (without the optional element): \$4,285.71 per month for 7 months (\$30,000 total) beginning with the September 2023 billing cycle.

Giffels Webster's fees do not include reproduction of drawings or reports delivered to the client. The City agrees to reimburse Giffels Webster for said fees, if any, at cost plus 15%.

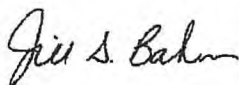
All work will be done as an addendum to and in accordance with the terms of our approved consulting services contract.

If you should have any questions related to this work, please feel free to contact me. Please sign below to authorize the commencement of this work and return at your convenience.

WORK AUTHORIZATION

Frank Schulte, City Administrator OR
Susan Como, Assistant City Administrator

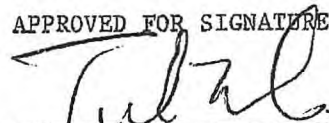
Respectfully,
Giffels Webster



Jill S. Bahm, AICP
Partner

Date

APPROVED FOR SIGNATURE



Timothy Tomlinson
City Attorney

Task 1 Public Input:

In Phase 1 of the Master Plan Update, a public open house is included, which provides an opportunity for input to the Planning Commission prior to the preparation of the plan elements of the document. The following describes additional opportunities for public input in Phase 2. Public participation is critical to the planning process. Our team offers the following public participation approaches in this project:

- A. Online engagement platform that will allow for users to provide input, share ideas, respond to surveys and tie feedback to geographic locations in the city.
- B. Public open house – an informal opportunity to share the findings of phase 1 and solicit input on direction for the long-range planning in phase 2.

Timeline: Ongoing throughout project

Deliverables: Summary of public input

Cost: \$4,500

Task 2 Plan Preparation: Our team proposes to incorporate the following into Master Plan update, with one optional chapter):

1. Future Land Use Plan Map and supporting recommendations based on the existing conditions analysis, public input, and goals and objectives. A narrative of the intent of each land use category will be provided. Graphics and implementation details illustrating specific proposals will be included as appropriate.
2. *Optional Mack Avenue Corridor Plan.* For this chapter, the city will review the findings and recommendations from the 2020 Vision Plan for Mack Avenue. After review, any necessary modifications will be incorporated in this Chapter. Topics to be reviewed include the following:
 - a. Coordinated New Streetscape Elements (Bike Racks / Benches / Trash Cans)
 - b. Street Light Pole Banners / Enhancements
 - c. Additional Pocket Parks
 - d. 30 MPH Speed Limit
 - e. Outdoor Cafe Enhanced Support
 - f. Enhanced Crosswalks / Traffic Calming Features
 - g. Commercial Beautification / Façade Improvement Incentives
 - h. Mack Avenue Marketing / Branding

This is not intended to be a comprehensive update of the Vision 2020 document, but rather modest adjustments and supplements necessary to bring the document up to date. The cost of this element is \$7,000.

3. Action Items Summary Table:
 - a. an easy-to-use checklist for prioritizing implementation strategies. Identify a Champion and Partners for each specific action item to ensure implementation success.
 - b. Zoning Plan: Prepare a Zoning Plan to guide short-range zoning decisions. Relate current and new districts to each land use category as necessary. Provide direction for zoning changes needed as a result of the Master Plan.

Timeline: 6-7 months

- Four meetings with Planning Commission to prepare the plan, review the Draft Plan and review materials for the Open House
- One meeting of the Planning Commission to review the final draft prior to release for public comment.

Deliverables: Draft Master Plan

Cost: \$20,000 (\$27,000 with optional Mack Avenue Corridor Plan update)

Task 3: Public Hearing & Adoption

1. Assist in preparing for the distribution of the draft plan to surrounding communities and designated agencies and utilities.
2. Prepare notice of public hearing in accordance with the Michigan Planning Enabling Act.
3. Present draft Plan at the public hearing. Prepare Resolutions of Adoption.
4. Assist Planning Commission with final adoption procedures.

Timeline: 2-3 months

Deliverables: Final draft plan

Cost: \$3,000

Task 4: Plan Prep & Printing

- A. Prepare document for printing and/or electronic copies to be distributed by a digital link. Print complete document for distribution (copies to be billed separately, with cost varying depending on number of copies printed).
- B. Print & Transmit Adopted Plan: Print Master Plan for final distribution as hard copy and an electronic document in PDF format. Coordinate with city staff to ensure the adopted Plan is distributed in accordance with State law.
- C. Executive Summary: Create an online story map of the Master Plan that includes the Future Land Use Plan Map and key concepts. This format provides the city with an excellent, low-cost method of sharing a concise summary of the Master Plan document with the public.

Timeline: 1 month

Deliverable: Final Master Plan as identified above.

Cost: \$2,500

Total Cost: \$30,000 - \$37,000 with Mack Avenue Corridor Plan Update

The next item on the agenda was the **Master Plan Part 2 Proposal Review**.

Discussion ensued regarding approval/recommendation for the budget. McKenna, acting as an agent of the city, does review the proposal for appropriateness. Giffels is on the April 2023 Planning Commission agenda to discuss their work to date and next steps. Clearzoning/Municode was discussed. Questions arose about the scope of the current Giffels Webster contract, which could not be clarified in this session. Planning Commission asked Boettcher to get details on the Giffels Webster contract.

MOTION by Gerhart, seconded by Vitale, that the Planning Commission recommends to the City Council an expenditure not to exceed \$37,000 for the implementation of the Master Plan.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O'Keefe
NO: None
ABSENT: Bailey, Gilezan



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

INVOICE

July 11, 2023
 Project No: 0160-0446-0
 Invoice No: 0144790

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

Project 0160-0446-0 VERNIER ROAD WATER MAIN REPLACEMENT
 PURCHASE ORDER #21-46704 - \$217,000.00
 FOR: CONTRACT ADMINISTRATION

Professional Services from June 5, 2023 to June 30, 2023

Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
PRINCIPAL ENGINEER	1.80	111.20	200.16	
CONTRACT ADMINISTRATION				
LICENSED ENG/SUR/ARC	1.50	111.20	166.80	
CONSTRUCTION OBSERVATION				
ENGINEERING AIDE III	2.00	75.60	151.20	
ENGINEERING AIDE TRAINEE	2.00	43.70	87.40	
Totals	7.30		605.56	
Total Labor				605.56

Billing Limits	Current	Prior	To-Date	
Total Billings	605.56	57,319.76	57,925.32	
Limit			217,000.00	
Remaining			159,074.68	
		Total this Invoice		\$605.56

PO 46704
 # 592-537-977.310
 OK - J.K
 Sm 7/27/23
 FS 7-27-23

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 JUL 31 2023
 CITY OF GROSSE POINTE WOODS
 CLERK'S DEPARTMENT



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INVOICE

July 11, 2023
 Project No: 0160-0449-0
 Invoice No: 0144791

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

Project 0160-0449-0 SEWER SYSTEM EVALUATION
 PURCHASE ORDER #22-46947 - \$107,000.00
 FOR: CONTRACT ADMIN., EVALUATION, MODELING, DEVELOPING TEMPLATE REPORT
Professional Services from June 5, 2023 to June 30, 2023

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Phase 02 EVALUATION

CITY OF GROSSE POINTE WOODS
 CLERK'S DEPARTMENT

Professional Personnel

	Hours	Rate	Amount
GENERAL			
LICENSED ENG/SUR/ARC	1.50	111.20	166.80
Totals	1.50		166.80
Total Labor			166.80
		Total this Phase	\$166.80

Phase 03 MODELING

Professional Personnel

	Hours	Rate	Amount
GENERAL			
ENGINEERING AIDE TRAINEE	28.00	43.70	1,223.60
GIS UPDATES			
GRADUATE ENG/SUR/ARC	4.00	90.20	360.80
Totals	32.00		1,584.40
Total Labor			1,584.40
		Total this Phase	\$1,584.40

Billing Limits

	Current	Prior	To-Date
Total Billings	1,751.20	31,268.98	33,020.18
Limit			107,000.00
Remaining			73,979.82
		Total this Invoice	\$1,751.20

Outstanding Invoices

Number	Date	Balance
0144282	6/13/2023	2,079.45
Total		2,079.45

Pct 7/13/23

*P046947
 #592-537-818.000
 OK-J.K
 SM 7/21/23*



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INVOICE

July 11, 2023
 Project No: 0160-0450-0
 Invoice No: 0144792

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

Project 0160-0450-0 2022 MISC CONCRETE REPAIR PROGRAM
 PURCHASE ORDER #22-47268 - \$104,000.00
 FOR: CONTRACT ADMIN. & CONSTRUCTION OBSERVATION
Professional Services from June 5, 2023 to June 30, 2023
 Professional Personnel

	Hours	Rate	Amount
SPECIFICATIONS			
ENGINEERING AIDE I	.70	60.40	42.28
CONTRACT ADMINISTRATION			
TEAM LEADER	4.50	90.20	405.90
ENGINEERING AIDE III	2.70	75.60	204.12
ENGINEERING AIDE I	2.20	60.40	132.88
CONSTRUCTION OBSERVATION			
ENGINEERING AIDE III	8.00	75.60	604.80
GIS UPDATES			
ENGINEERING AIDE III	4.50	75.60	340.20
Totals	22.60		1,730.18
Total Labor			1,730.18

Billing Limits	Current	Prior	To-Date
Total Billings	1,730.18	57,266.49	58,996.67
Limit			104,000.00
Remaining			45,003.33
Total this Invoice			\$1,730.18

Outstanding Invoices

Number	Date	Balance
0144283	6/13/2023	6,229.50
Total		6,229.50

pd 7/13/23

*PO 47268
 # 202-451-974.201 \$ 34.61
 # 203-451-974.201 \$ 640.17
 # 585-571-978.300 \$ 138.41
 # 592-537-975.401 \$ 916.99*

OK-J.K

SM 7/27/23

FS 7-27-23

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CITY OF GROSSE POINTE WOODS
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INVOICE

July 11, 2023
 Project No: 0160-0452-0
 Invoice No: 0144793

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

Project 0160-0452-0 2022 SIDEWALK REPAIR PROGRAM DIST 8
 PURCHASE ORDER #22-47267 - \$10,000.00
 FOR: CONTRACT ADMIN.

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JUL 31 2023

Professional Services from June 5, 2023 to June 30, 2023
Fee

CITY OF GROSSE POINTE WOODS
 CLERK'S DEPARTMENT

Construction Cost 188,600.00
 Fee Percentage 4.24
 Total Fee 7,996.64

Percent Complete 50.00 Total Earned 3,998.32
 Previous Fee Billing 3,998.32
 Current Fee Billing 0.00
 Total Fee 0.00

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
TEAM LEADER	6.00	90.20	541.20
MEETINGS			
GRADUATE ENG/SUR/ARC	3.70	90.20	333.74
TEAM LEADER	1.50	90.20	135.30
GIS UPDATES			
ENGINEERING AIDE III	10.20	75.60	771.12
Totals	21.40		1,781.36
Total Labor			1,781.36

Billing Limits	Current	Prior	To-Date
Total Billings	1,781.36	9,075.50	10,856.86
Limit			10,000.00
Adjustment			(856.86)

Total this Invoice \$924.50

Outstanding Invoices

Number	Date	Balance
0144284	6/13/2023	740.72
Total		740.72

pd 7/13/23

*PO 47267
 # 202-451-976. 100 \$ 704.65
 # 592-537-976. 100 \$ 219.85
 OK - J.K.*

*SM 7/21/23
 A 7-27-23*



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INVOICE

July 11, 2023
 Project No: 0160-0453-0
 Invoice No: 0144794

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

Project 0160-0453-0 2022 SEWER CCTV INVESTIGATION
 PURCHASE ORDER #22-47271 - \$25,000.00
 FOR: CONTRACT ADMIN.

Professional Services from June 5, 2023 to June 30, 2023

Professional Personnel

	Hours	Rate	Amount
PRELIMINARY ENGINEERING			
TEAM LEADER	.50	90.20	45.10
CONTRACT ADMINISTRATION			
GRADUATE ENG/SUR/ARC	.50	90.20	45.10
Totals	1.00		90.20
Total Labor			90.20

Billing Limits	Current	Prior	To-Date
Total Billings	90.20	23,115.34	23,205.54
Limit			25,000.00
Remaining			1,794.46
Total this Invoice			\$90.20

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 CITY OF GROSSE POINTE WOODS
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PO 47271
 # 592-537-975.004
 OK - J.K.
 SM 7/27/23
 FS 7-27-23



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INVOICE

July 11, 2023
 Project No: 0160-0456-0
 Invoice No: 0144795

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

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Project 0160-0456-0 HAMPTON RD WATERMAIN & RESURF(MACK/MARTE)
 PURCHASE ORDER #22-47265 - \$436,920.00
 FOR: CONTRACT ADMIN. & CONSTRUCTION OBSERVATION
Professional Services from June 5, 2023 to June 30, 2023
 Professional Personnel

JUL 31 2023

CITY OF GROSSE POINTE WOODS
 CLERK'S DEPARTMENT

	Hours	Rate	Amount	
CONSTRUCTION STAKEOUT				
TEAM LEADER	2.00	90.20	180.40	
RESEARCH/REVIEW				
PRINCIPAL ENGINEER	12.50	111.20	1,390.00	
PRINTS				
ENGINEERING AIDE II	.40	66.90	26.76	
CONTRACT ADMINISTRATION				
LICENSED ENG/SUR/ARC	38.50	111.20	4,281.20	
GRADUATE ENG/SUR/ARC	1.00	90.20	90.20	
TEAM LEADER	2.00	90.20	180.40	
ENGINEERING AIDE III	4.60	75.60	347.76	
ENGINEERING AIDE I	.60	60.40	36.24	
ENGINEERING AIDE TRAINEE	16.00	43.70	699.20	
CONSTRUCTION OBSERVATION				
ENGINEERING AIDE III	77.40	75.60	5,851.44	
GIS UPDATES				
ENGINEERING AIDE III	4.20	75.60	317.52	
FIELD SERVICES				
ENGINEERING AIDE III	2.00	75.60	151.20	
Totals	161.20		13,552.32	
Total Labor				13,552.32

Unit Billing

2 PERSON CREW-CONSTRUCTION STAKEOUT	21.0 HOURS @ 152.20	3,196.20	
Total Units		3,196.20	3,196.20

Billing Limits

	Current	Prior	To-Date
Total Billings	16,748.52	144,912.76	161,661.28
Limit			436,920.00
Remaining			275,258.72

Total this Invoice \$16,748.52

Outstanding Invoices

Number	Date	Balance
0144285	6/13/2023	8,700.68
Total		8,700.68

PO 47265
 #202-457-977.803 \$4,522.10
 #592-537-977.310 \$12,226.42
 OK - J.K. SM 7/27/23

ICC 7-29-23



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INVOICE

July 11, 2023
 Project No: 0160-0457-0
 Invoice No: 0144796

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

Project 0160-0457-0 TORREY RD PUMP STATION CAP IMPROVE. PLAN

PURCHASE ORDER #22-47266 - \$60,000.00

Professional Services from June 5, 2023 to June 30, 2023

Professional Personnel

	Hours	Rate	Amount	
ARCHITECT				
SENIOR PROJECT ARCHITECT	1.00	111.20	111.20	
Totals	1.00		111.20	
Total Labor				111.20

Billing Limits	Current	Prior	To-Date	
Total Billings	111.20	17,372.16	17,483.36	
Limit			60,000.00	
Remaining			42,516.64	
		Total this Invoice		\$111.20

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JUL 31 2023

CITY OF GROSSE POINTE WOODS
 CLERK'S DEPARTMENT

PO 47266
 # 592-542-818.000
 OK - J.K

Sm 7/27/23

FA 7-27-23



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 CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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INVOICE

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

July 11, 2023
 Project No: 0160-0459-0
 Invoice No: 0144797

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JUL 31 2023

Project 0160-0459-0 2022-2023 GENERAL ENGINEERING
 PURCHASE ORDER #22-47065 - \$15,000.00
Professional Services from June 5, 2023 to June 30, 2023
 Professional Personnel

CITY OF GROSSE POINTE WOODS
 CLERK'S DEPARTMENT

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER			
LOCKWOOD, SCOTT	.50	111.20	55.60
EV charging station considerations			
LOCKWOOD, SCOTT	.80	111.20	88.96
Reservoir settings and GLWA correspondence			
GENERAL			
LICENSED ENG/SUR/ARC			
WILBERDING, ROSS	.50	111.20	55.60
Corr. re: failed support beneath sanitary pump at TRPS			
WILBERDING, ROSS	1.00	111.20	111.20
Council meeting prep and attendance			
WILBERDING, ROSS	1.00	111.20	111.20
EV Charging/CRP grant meeting with PBA			
WILBERDING, ROSS	2.00	111.20	222.40
Monthly engineering meeting			
Totals	5.80		644.96
Total Labor			644.96

Billing Limits	Current	Prior	To-Date
Total Billings	644.96	14,212.64	14,857.60
Limit			15,000.00
Remaining			142.40

Total this Invoice \$644.96

Outstanding Invoices

Number	Date
0144286	6/13/2023
Total	

PO 47065
 Balance #101-265-818.000 \$214.98
 278.00 #101-441-818.000 \$214.99
 278.00 #592-537-818.000 \$214.99

OK - J.K.
 SM 7/27/23
 FS 7-27-23



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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INVOICE

July 11, 2023
 Project No: 0160-0460-0
 Invoice No: 0144798

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

Project 0160-0460-0 2022 PASER RATINGS

Professional Services from June 5, 2023 to June 30, 2023

Professional Personnel

	Hours	Rate	Amount	
RESEARCH/REVIEW				
GRADUATE ENG/SUR/ARC	1.00	90.20	90.20	
GENERAL				
LICENSED ENG/SUR/ARC	1.00	111.20	111.20	
GIS UPDATES				
ENGINEERING AIDE III	.50	75.60	37.80	
Totals	2.50		239.20	
Total Labor				239.20

Billing Limits	Current	Prior	To-Date	
Total Billings	239.20	2,942.49	3,181.69	
Limit			3,000.00	
Adjustment				(181.69)
		Total this Invoice		\$57.51

Outstanding Invoices

Number	Date	Balance
0144287	6/13/2023	2,942.49
Total		2,942.49

Pd 7/13/23

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JUL 31 2023

CITY OF GROSSE POINTE WOODS
 CLERK'S DEPARTMENT

#203-463-818.000

ok - J.K

FS- 7-27-23

SM 7/27/23



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INVOICE

July 18, 2023
 Project No: 0160-0435-0
 Invoice No: 0145033

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

Project 0160-0435-0 2021 MISC. CONCRETE REPAIR
 P.O. 21-46682
 FOR: CONSTRUCTION INSPECTION AND ADMINISTRATION
Professional Services from June 5, 2023 to June 30, 2023
 Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
ENGINEERING AIDE III	2.00	75.60	151.20
Totals	2.00		151.20
Total Labor			151.20

Billing Limits	Current	Prior	To-Date
Total Billings	151.20	83,678.26	83,829.46
Limit			109,000.00
Remaining			25,170.54
Total this Invoice			\$151.20

RECEIVED

JUL 31 2023

CITY OF GROSSE POINTE WOODS
 CLERK'S DEPARTMENT

PO 46682
 # 202-451-974.201 \$34.78
 # 203-451-974.201 \$22.65
 # 585-571-978.300 \$58.99
 # 592-537-975.401 \$34.78
 OK - J.K.
 SM 7/27/23
 TA 7-29-23



ANDERSON, ECKSTEIN & WESTRICK, INC.
 CIVIL ENGINEERS SURVEYORS ARCHITECTS
 51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
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INVOICE

July 24, 2023
 Project No: 0160-0458-0
 Invoice No: 0145282

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

Project 0160-0458-0 2022-2023 GIS MAINTENANCE
 PURCHASE ORDER #22-47063

Professional Services from June 5, 2023 to June 30, 2023

Professional Personnel

	Hours	Rate	Amount
GIS UPDATES			
GRADUATE ENG/SUR/ARC			
MILLER, JEFFREY	1.00	90.20	90.20
Updates to Meter Insp. App			
Totals	1.00		90.20
Total Labor			90.20

Billing Limits	Current	Prior	To-Date
Total Billings	90.20	20,208.46	20,298.66
Limit			21,000.00
Remaining			701.34
Total this Invoice			\$90.20

Outstanding Invoices

Number	Date	Balance
0138742	9/13/2022	(684.06)
Total		(684.06)

CR

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AUG 01 2023

CITY OF GROSSE POINTE WOODS
 CLERK'S DEPARTMENT

PO 47063
 # 592-537-977.000
 OK - J.K.
 SM 8/2/23
 FS. 8-2-23

DOMINION VOTING



P.O. Box #343
 Broomfield CO 80038 United States
 FED ID#27-0565149

Invoice Date	07/07/2023
Invoice #	DVS149720
Page	1

Bill To:

Grosse Pointe Woods City, MI
 Paul Antolin
 20025 Mack Plaza Drive
 Grosse Pointe Woods MI 48236

Ship To:

City of Grosse Pointe Woods, MI (Wayne County)
 Paul Antolin
 20025 Mack Plaza Drive
 Grosse pointe Woods MI 48236

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
	USMIGROSSE	LPATRICOLA	BEST WAY	Net 30	07/01/2023	59,918
Ordered	Shipped	B/O	Item Description	Discount	Unit Price	Ext. Price
6	6	✓ 0	08/01/23-07/31/24; ICX Classic Annual EMA - Avalue 15" (Annual Fee)	\$0.00	\$240.00	\$1,440.00
7	7	✓ 0	08/01/23-07/31/24; ICP 12 Month EMA - 321C (Annual Fee)	\$0.00	\$375.00	\$2,625.00
3	3	✓ 0	08/01/23-07/31/24; ICC Software G1130 12 Month EMA	\$0.00	\$2,900.00	\$8,700.00
1	1	✓ 0	08/01/23-07/31/24; Local Jurisdiction EMS: Accumulation Only (Annual Fee)	\$0.00	\$750.00	\$750.00

✓ OK to Pay!
J.A.
7/26/23

ELECTION EQ. Maintenance # 101-215-930.000

REMIT TO: Dominion Voting Systems, Inc. P.O. Box 538214 Atlanta, GA 30353-8214	COURIER ADDRESS: Dominion Voting Systems, Inc. Lockbox #538214 1669 Phoenix Parkway, Suite 210 College Park, GA 30349	Subtotal	\$13,515.00
		Tax	\$0.00
		Freight	\$0.00
		Trade Discount	\$0.00
		Total	\$13,515.00

Comments: Coverage Period: 08/01/2023 - 07/31/2024
 SF0024453



MCKENNA

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

July 16, 2023

Invoice No: 21849 - 77

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

Project 21849 Grosse Pointe Woods Building Services

Professional Services from June 1, 2023 to June 30, 2023

Building Department Services - 85% of Revenue

Contract Amount

SM

Number of Permit Revenue	57,966.75
Fee Each	.85
Total Fee	49,271.74

Total Fee \$49,271.74

Vehicle Credit	(500.00)
Total	(\$500.00)

General Zoning/Administration

General Zoning/Administration professional services.

	Hours	Amount
Assistant Planner		
	20.75	
Total		0.00
Invoice Total		\$48,771.74

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

101371 818000

RECEIVED

JUL 31 2023

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

SM 7/24/23

PS 7-24-23



MCKENNA

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

July 16, 2023

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

Invoice No: 22-064 - 14

Sum 7/24/23

FS 7-24-23

101000283100	400.00
101000283200	400.00
101000283300	400.00
101371818000	2937.25

Project 22-064 Grosse Pointe Woods Planning Services
Professional Services from June 1, 2023 to June 30, 2023

Professional Hourly Services

	Hours	Rate	Amount
Assistant Planner			
	11.00	85.00	935.00
Prepare and revise the Social District maps.			
	3.25	85.00	276.25
Finalize the Management Plan for the Grosse Pointe Woods Social District Proposal. Meet with the Building Department and City Administration.			
	1.00	85.00	85.00
Email communication with planning and building team regarding June 27, 2023 Planning Commission agenda.			
Draft June 27, 2022 Planning Commission meeting cancellation and post to Municode.			
Transmit June Building Department and Planning reports to the Planning Commission.			

RECEIVED

JUL 31 2023

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Total **\$1,296.25**

Review Services

20139 Mack Avenue (Ahee Jewelers) Site Plan Review #1

Site Plan Review - \$800 + \$75/acre *283.300* \$875.00

20551 Mack Avenue Cheese Shoppe Site Plan Review #1

Site Plan Review - \$800 + \$75/acre *283.100* \$803.00

21336 Mack Avenue Crosspointe Christian Church Site Plan Review #1

Site Plan Review - \$800 + \$75/acre *283.200* \$1,163.00

Invoice Total \$4,137.25

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



RECEIVED
JUL 31 2023
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

July 25, 2023

Invoice 07362023

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

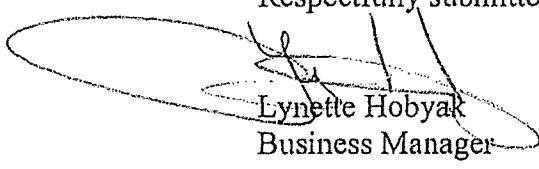
RE: August 2023 Services

For contract assessing services rendered:

Contract Fee (\$82,007 ÷ 12)..... \$ 6,833.50

TOTAL AMOUNT DUE \$ 6,833.50

Respectfully submitted,


Lynette Hobyak
Business Manager

1925788.00

SM 7/25/23

ES 7-25-23

38110 N. Executive Drive, Suite 100
Westland, MI 48185

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

York, Dolan & Tomlinson, P.C.

INVOICE

22600 Hall Road, Ste. 205
Clinton Township, MI 48036

Invoice # 115
Date: 08/02/2023
Due On: 09/01/2023

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

RECEIVED

AUG 01 2023

00003-City of Grosse Pointe Woods

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Planning and Zoning

Type	Date	Notes	Quantity	Rate	Total
Service	07/10/2023	TC w/ Schulte; Review; Dictate re Front Yard Structures	1.00	\$155.00	\$155.00
Service	07/10/2023	Review email re: master plan process; Research; Reply email	0.80	\$155.00	\$124.00
Service	07/12/2023	Revise Front yard structure corresp; Email	0.30	\$155.00	\$46.50
Service	07/12/2023	Rec and Rev email re: Council mtg.	0.20	\$155.00	\$31.00
Service	07/17/2023	Prepare and attend City Council meeting	2.00	\$155.00	\$310.00
Service	07/17/2023	TC w/ L. Scott re: Legacy Oaks	0.30	\$155.00	\$46.50
Service	07/18/2023	TC w/ L. Scott re: Legacy Oaks	0.50	\$155.00	\$77.50
Service	07/18/2023	Rec and Rev (4) emails re: Front Yard Structure Ord.; Reply emails; Email Moln	1.00	\$155.00	\$155.00
Service	07/21/2023	Rec and Rev email from L. Scott re: Legacy Oaks; Email	0.20	\$155.00	\$31.00
Service	07/25/2023	Rec and Rev email re: Legacy Oaks; (2) Reply emails	0.20	\$155.00	\$31.00
Service	07/25/2023	Rec and Rev email w/ Master Plan Phase II addendum; Reply email	0.60	\$155.00	\$93.00
Service	07/25/2023	Rec and Rev (3) emails re: property purchase; Reply email	0.30	\$155.00	\$46.50
Service	07/26/2023	Rec and Rev email re: Legacy Oaks; Reply email	0.20	\$155.00	\$31.00
Service	07/26/2023	Review emails and Wayne County material regarding tx forfeiture parcel; TC w/ Walling; Open file	0.50	\$155.00	\$77.50
Service	07/28/2023	Rec and rev emails re: forfeited property; Reply email	0.30	\$155.00	\$46.50
Service	07/31/2023	Rec and Rev email from Schulte; Reply email	0.20	\$155.00	\$31.00

Subtotal \$1,333.00

00008-City of Grosse Pointe Woods**Prosecutions**

Type	Date	Notes	Quantity	Rate	Total
Service	07/06/2023	P v Taylor - Rec and Rev corresp. from AG's office	0.20	\$155.00	\$31.00
Service	07/07/2023	P v Billani - TC w/ D's atty.	0.20	\$155.00	\$31.00
Service	07/07/2023	Rec and Rev email from Court	0.20	\$155.00	\$31.00
Service	07/10/2023	Review files and prepare plea offers for 7/12/23 docket	0.70	\$155.00	\$108.50
Service	07/10/2023	P v Geisz - Rec and Rev Motion to Set Aside Plea	0.30	\$155.00	\$46.50
Service	07/11/2023	Revise Mach corresp.; Email	0.40	\$155.00	\$62.00
Service	07/11/2023	Rec and Rev email from Mach; Email City Admin.; Reply email from City Admin.	0.50	\$155.00	\$77.50
Service	07/12/2023	P v Wade - Rec and Rev incident report w/ request for S/C - Denied	0.50	\$155.00	\$77.50
Service	07/12/2023	P v Smith - Rec and Rev incident report w/ request for S/C - Authorized	0.50	\$155.00	\$77.50
Service	07/12/2023	Prepare and attend municipal prosecutions	2.00	\$155.00	\$310.00
Service	07/12/2023	P v McKnight - Rec and Rev email w/ AG corresp.	0.30	\$155.00	\$46.50
Service	07/12/2023	P v Upshaw - Rec and Rev email w/ AG corresp.	0.30	\$155.00	\$46.50
Service	07/12/2023	P v Goodman - Rec and Rev email w/ AG corresp.	0.30	\$155.00	\$46.50
Service	07/12/2023	P v Taylor - Rec and Rev AG corresp.	0.20	\$155.00	\$31.00
Service	07/12/2023	P v Geisz - Rec and Rev stip and order re: default judgment; Reply email	0.30	\$155.00	\$46.50
Service	07/17/2023	Rec and Rev email from Court	0.20	\$155.00	\$31.00
Service	07/21/2023	Rec and Rev email from DB re: DV and firearm return; Research; Reply email	1.50	\$155.00	\$232.50
Service	07/21/2023	P v Baghdadi - Re and Rev email w/ incident report and request for S/C; (2) emails from DB; Reply email	0.80	\$155.00	\$124.00
Service	07/25/2023	TC w/ DB re: ATM theft	0.20	\$155.00	\$31.00
Service	07/25/2023	P v Williams - TC w/ D's atty.	0.20	\$155.00	\$31.00
Service	07/25/2023	P v Nelson - Rec and Review Motion to Dismiss;	2.80	\$155.00	\$434.00

Review court file; Research					
Service	07/25/2023	Rec and Rev email re: Mach; Research	0.40	\$155.00	\$62.00
Service	07/26/2023	Prepare and attend municipal prosecutions	2.30	\$155.00	\$356.50
Service	07/31/2023	P v Relich - TC w/ D's atty.	0.20	\$155.00	\$31.00
				Subtotal	\$2,402.50
				Total	\$3,735.50

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due	
115	09/01/2023	\$3,735.50	\$0.00	\$3,735.50	
				Outstanding Balance	\$3,735.50
				Total Amount Outstanding	\$3,735.50

Please make all amounts payable to: York, Dolan & Tomlinson, P.C.

Please pay within 30 days.

101266801.100 \$ 2402.50
 101266801.200 \$ 1,333.00

SM 8/2/23
 A 8-2-23