



# CITY OF GROSSE POINTE WOODS

## RESCHEDULED CITY COUNCIL MEETING

### AGENDA

**Monday, April 13, 2026 at 7:00 PM**

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*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: April 9, 2026

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. RECOGNITION OF COMMISSION MEMBERS**

**5. ACCEPTANCE OF AGENDA**

**6. CONSENT AGENDA**

**A. Appointment(s)**

1. Beautification Advisory Commission (Mayor)

a) Biographical Sketch - Christina Dubiel (Bouquenoy) - Term to Expire: 12/31/27

**B. Approval of Minutes**

1. Council 03/16/26

2. Zoning Board of Appeals 03/16/26

**C. Items Received and Placed on File**

1. Beautification Advisory Commission Minutes 02/11/26 with Recommendations

2. Citizens' Recreation Commission Minutes 02/10/26 with Recommendations

3. Historical Commission Minutes 02/12/26 with Recommendations

4. Tree Commission Minutes 02/04/26

5. Planning Commission Minutes 02/24/26 with Recommendation

**D. Bids/Proposals/Contracts**

1. Bark Mulch for City Landscape Beds and Installation of Playground Mulch

a) Memo 03/25/26 - Director of Public Services Kowalski

b) Bid Documents

2. Update to Michigan Municipal League's 2026 CapCon

a) Memo 03/18/26 - City Manager Como

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cc: Council - 7  
City Manager  
City Attorney

Treasurer/Comptroller  
City Clerk  
Email Group/Media

Post - 3

3. Credit Card Limit Threshold Increase
    - a) Memo 04/13/26 - Treasurer/Comptroller Schmidt
    - b) Proposed GPW Credit Card Policy
  4. Adult Active Commission (AAC) Request to Amend Insurance Requirements
    - a) Memo 04/10/26 - City Manager Como
    - b) Draft Letter 04/10/26 - To Local Cities
    - c) Interlocal Agreement for Joint Senior Services
- E. Proclamation(s)**
1. The Holocaust: Days of Remembrance (April 12 - 19)
  2. National Public Safety Telecommunicators Week (April 12 - 18)
- F. Resolution(s)**
1. Water Meter Reader Opt-Out
    - a) Memo 03/16/26 - Director of Public Services Kowalski
    - b) Proposed Resolution
    - c) Section 44-24 thru 44-26 and Section 86-1 thru 86-61 of the Ordinance
    - d) Proposed Water Meter and Opt-Out Rule
  2. Community Development Block Grant (CDBG) Requests for Proposals
    - a) Memo 03/17/26 - City Manager Como
    - b) Proposed Resolution
- G. Claims and Accounts**
1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
    - a) 2025 Sewer Rehab Program - Invoice No. 164073 - Proj. No. 0160-0495 - 03/16/26 - \$1,507.30.
    - b) Vernier Rd. & Mack Ave. Intersection Improvement - Invoice No. 164176 - Proj. No. 0160-0455 - 03/17/26 - \$5,020.06.
    - c) Wedgewood Resurface (Vernier-Hawthorne) - Invoice No. 164177 - Proj. No. 0160-0496 - 03/17/26 - \$4,459.81.
    - d) 2025-2026 General Engineering - Invoice No. 164254 - Proj. No. 0160-0498 - 03/18/26 - \$4,445.60.
    - e) Torrey Road Pump Station Generator - Proj. No. 0160-0473 - Payment Application 8 - Rauhorn Electric, Inc. - 03/24/26 - \$174,476.21.
  2. McKenna - Building/Planning Services
    - a) Invoice No. 21849-119 - Building Services - February 2026 - 03/18/26 - \$45,622.70.
    - b) Invoice No. 22-064-51 - Planning Services - February 2026 - 03/17/26 - \$4,338.75.
    - c) Invoice No. 25-030-10 - GPW MSHDA Zoning Ordinance Update - February 2026 - 03/17/26 - \$1,400.00.
  3. State of Michigan - MDOT 00183
    - a) Program # 218128CON - 03/10/26 - \$3,853.94.
    - b) Program # 219533CON - 03/10/26 - \$27,129.88.
  4. Tomlinson & McGrail, PLLC - Legal Billing - Invoice No. 389 - March 2026 - 04/01/26 - \$2,914.00.

5. WCA Assessing - Assessing Services - Invoice No. 031826 - April 2026 - 03/18/26 - \$7,911.08.

**7. PRESENTATION**

- A. Legislative Update: State House (District 10) Representative Veronica Paiz

**8. ZONING BOARD OF APPEALS**

- A. Variance Request: 20195 Mack Avenue (Lola's Taco Bar) - Walk-up Window for Employee Service

(See ZBA Agenda 04/13/26)

**9. COMMUNICATIONS**

- A. FY 2026/2027 General Liability & Property Insurance

- 1) Memo 04/13/26- City Manager Como-Treasurer/Comptroller Schmidt
- 2) Letter 03/30/26 - John Johnson, Nickel and Saph Insurance Representative
- 3) FY 2026/2027 Insurance Proposal Quotes

- B. Resignation - Senior Citizens' Commission - Heidi Uhlig-Johnstone

- 1) Letter 03/24/26 - Heidi Uhlig-Johnstone

**10. NEW BUSINESS/PUBLIC COMMENT**

We welcome comments from residents. If you wish to speak, please state your name and address. You will have a maximum of three (3) minutes to address the City Council. City Council members will listen to your concerns, but will not answer questions. If you have a question or need additional information, we will be happy to direct you to the appropriate person after the meeting. Thank you for your cooperation.

**11. CLOSED SESSION**

- A. Consideration of a Closed Session, Pursuant to MCL 15.268(c) for strategy and negotiation sessions connected with the negotiation of collective bargaining agreements if either negotiating party requests a closed hearing.

**12. 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 MANAGER

**Subject: Recommendations for the Rescheduled Council Meeting of April 13, 2026**

- 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     ACCEPTANCE OF 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 6     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 (6A-6G) listed under the consent agenda as presented.

**A. Appointment(s)**

- 1. Beautification Advisory Commission (Mayor)
  - a) Biographical Sketch - Christina Dubiel (Bouquenoy) - Term to Expire:  
12/31/27

**B. Approval of Minutes**

- 1. Council 03/16/26
- 2. Zoning Board of Appeals 03/16/26

**C. Items Received and Placed on File**

1. Beautification Advisory Commission Minutes 02/11/26 with Recommendations\*  
*\*Recommendation to approve 2026 BAC budget in the amount of \$3,200.*  
*\*Recommendation to approve a budget not to exceed \$35,000 for the 2026 Flower Sale.*
2. Citizens' Recreation Commission Minutes 02/10/26 with Recommendations\*  
*\*Recommendation to approve funding in the amount of \$2,000 for Spring Fest.*  
*\*Recommendation to approve funding in the amount of \$500 for Spring Bike Ride.*
3. Historical Commission Minutes 02/12/26 with Recommendations\*  
*\*These recommendations were addressed at the 03/16/26 Council Meeting.*
4. Tree Commission Minutes 02/04/26
5. Planning Commission Minutes 02/24/26 with Recommendation\*  
*\*This recommendation will be addressed in a Public Hearing at the 04/20/26 Council meeting.*

**D. Bids/Proposals/Contracts**

1. Bark Mulch for City Landscape Beds and Installation of Playground Mulch
  - a) Memo 03/25/26 - Director of Public Services Kowalski
  - b) Bid Documents
2. Update to Michigan Municipal League's 2026 CapCon
  - a) Memo 03/18/26 - City Manager Como
3. Credit Card Limit Threshold Increase
  - a) Memo 04/13/26 - Treasurer/Comptroller Schmidt
  - b) Proposed GPW Credit Card Policy
4. Adult Active Commission (AAC) Request to Amend Insurance Requirements
  - a) Memo 04/10/26 – City Manager Como
  - b) Draft Letter 04/10/26 – To Local Cities
  - c) Interlocal Agreement for Joint Senior Services

**E. Proclamation(s)**

1. The Holocaust: Days of Remembrance (April 12 - 19)
2. National Public Safety Telecommunicators Week (April 12 - 18)

**F. Resolution(s)**

1. Water Meter Reader Opt-Out
  - a) Memo 03/16/26 - Director of Public Services Kowalski

- b) Proposed Resolution
  - c) Section 44-24 thru 44-26 and Section 86-1 thru 86-61 of the Ordinance
  - d) Proposed Water Meter and Opt-Out Rule
2. Community Development Block Grant (CDBG) Requests for Proposals
    - a) Memo 03/17/26 - City Manager Como
    - b) Proposed Resolution

**G. Claims and Accounts**

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
  - a) 2025 Sewer Rehab Program - Invoice No. 164073 - Proj. No. 0160-0495 - 03/16/26 - \$1,507.30.
  - b) Vernier Rd. & Mack Ave. Intersection Improvement - Invoice No. 164176 - Proj. No. 0160-0455 - 03/17/26 - \$5,020.06.
  - c) Wedgewood Resurface (Vernier-Hawthorne) - Invoice No. 164177 - Proj. No. 0160-0496 - 03/17/26 - \$4,459.81.
  - d) 2025-2026 General Engineering - Invoice No. 164254 - Proj. No. 0160-0498 - 03/18/26 - \$4,445.60.
  - e) Torrey Road Pump Station Generator - Proj. No. 0160-0473 - Payment Application 8 - Rauhorn Electric, Inc. - 03/24/26 - \$174,476.21.
2. McKenna - Building/Planning Services
  - a) Invoice No. 21849-119 - Building Services - February 2026 - 03/18/26 - \$45,622.70.
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  - c) Invoice No. 25-030-10 - GPW MSHDA Zoning Ordinance Update - February 2026 - 03/17/26 - \$1,400.00.
3. State of Michigan - MDOT 00183
  - a) Program # 218128CON - 03/10/26 - \$3,853.94.
  - b) Program # 219533CON - 03/10/26 - \$27,129.88.
4. Tomlinson & McGrail, PLLC - Legal Billing - Invoice No. 389 - March 2026 - 04/01/26 - \$2,914.00.
5. WCA Assessing - Assessing Services - Invoice No. 031826 - April 2026 - 03/18/26 - \$7,911.08.

Item 7 PRESENTATION

Item 7A LEGISLATIVE UPDATE: STATE HOUSE DISTRICT 10 REPRESENTATIVE VERONICA PAIZ

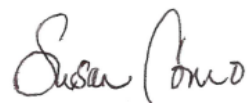
Prerogative of the Mayor to ask the presenter to begin the presentation.

Item 8 ZONING BOARD OF APPEALS (PUBLIC HEARING)

Recess as a City Council and convene as a Zoning Board of Appeals. Upon conclusion of the public hearing, adjourn as a Zoning Board of Appeals and reconvene as a City Council.

- Item 8A VARIANCE REQUEST: 20195 MACK AVENUE (LOLA’S TACO BAR) – WALK-UP WINDOW FOR EMPLOYEE SERVICE  
(See ZBA Agenda 03/16/26)
- Item 9 COMMUNICATIONS
- Item 9A FY 2026/2027 GENERAL LIABILITY & PROPERTY INSURANCE  
Prerogative of the City Council to approve and authorize Nickel and Saph Inc. to continue to be the city’s general liability and property insurances agent and approve the renewal proposal as presented in an amount not to exceed \$408,148.27; and to approve a budget amendment from prior year reserves in the amount of \$24,115.27, as reflected in the total amount taken from the accounts listed on the City Manager’s memo dated April 13, 2026.
- Item 9B RESIGNATION – SENIOR CITIZENS’ COMMISSION – HEIDI UHLIG-JOHNSTONE  
Prerogative of the Mayor to accept the resignation of Heidi Uhlig-Johnstone from the Senior Citizens’ Commission with regret, and direct that appropriate thanks and recognition be sent to Ms. Uhlig-Johnstone.
- Item 10 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.  
\*Reiterate the 3-minute time limit and Public Comment Sign-up Sheet.
- Item 11 CLOSED SESSION (Requires Motion with Roll Call Vote)
- Item 11A CLOSED SESSION  
Consideration of a Closed Session, Pursuant to MCL 15.268(c) for strategy and negotiation sessions connected with the negotiation of collective bargaining agreements if either negotiating party requests a closed hearing.  
\*Once out of the Closed Session, prerogative of the City Council as to action taken.
- Item 12 ADJOURNMENT  
Upon the conclusion of New Business/Public Comment 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,



Susan Como  
City Manager



CITY OF GROSSE POINTE WOODS

20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RECEIVED

MAR 02 2026

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

BIOGRAPHICAL SKETCH

I am interested in making application to serve as a member on the following Board/Commission:

Table with 2 columns of checkboxes and commission names: Beautification Commission, Board of Review, Citizens' Recreation Commission, Construction Board of Appeals, Community Events Committee, Local Officers' Compensation Commission, Pension Board, Senior Citizens' Commission, Building Authority, Community Tree Commission, Downspout Board of Appeals, Historical Commission, Mack Avenue Business Study Committee, Planning Commission, Other.

NAME: CHRISTINA DUBIEL (BOUQUENOY)

ADDRESS: 1234 ROSLYN

TELEPHONE: Home: [redacted] Cell: [redacted]

E-Mail: [redacted]

OCCUPATION: BUSINESS OWNER

# OF YEARS RESIDENT OF GROSSE POINTE WOODS (Minimum 2 yrs. required): 11 years

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

I own a local garden maintenance/design company! Completed a master gardener program also,
EDUCATION: LANDSCAPE HORTICULTURE DEGREE (O.G.C.)

PROFESSIONAL / SERVICE CLUB AFFILIATIONS: N/A
(WAS in A.P.G. but need to update.)

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD: I am very knowledgeable and care very much about our city aesthetic! I even plant at my street corner each season. I'd love to be considered!!

Signature of sponsor

Christina Dubiel
Signature of applicant

Date: 3/2/2026

Return to Clerk's Office: cityclerk@gpwm.us

NOTE: Biographical sketches will be retained on file for one year. Please resubmit a new form after that time.

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE  
POINTE WOODS HELD ON MONDAY, MARCH 16, 2026, 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 7:14 p.m. by Mayor Bryant.

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

Also Present: City Manager Como  
City Attorney Walling  
City Treasurer/Comptroller Schmidt  
City Clerk Antolin  
Director of Public Services Kowalski  
Director of Public Safety Kosanke  
City Planner Jankowski  
Director of Parks & Recreation Gafa  
Mayor of Grosse Pointe Park, Michele Hodges  
City Manager of Grosse Pointe Park, Nick Sizeland  
Presenter of “Growing Our Schools in Partnership”, Matt Kahl

**Motion** by Koester, seconded by Gafa, that Councilmembers McConaghy and Motschall be excused from tonight’s meeting.

Motion carried by the following vote:

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

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

The following Commission members were in attendance:

- Catherine Dumke, Senior Citizens’ Commission
- David Bryk, Historical Commission
- John Schulte, Planning Commission

**Motion** by Gafa, seconded by Granger, that all items on tonight's **agenda be received, placed on file, and taken in order of appearance, except Item #7 (Presentation) – “Growing Our Schools in Partnership”, which will be moved to Item #9 (Public Comment).**

Motion carried by the following vote:

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

**Motion** by Granger, seconded by Brown, that all items (6A-6F) on the consent agenda be approved as presented, except Item D1 (Purchase of Golf Simulator) which will be removed from the consent agenda for discussion.

**A. Approval of Minutes**

1. Council 03/02/26
2. Committee-of-the-Whole 02/23/26

**B. Items Received and Placed on File**

1. Historical Commission Minutes 11/13/25, 02/12/26 Minutes Excerpt with Recommendations\*

*\*Recommendations requesting: 1) Seek additional bids to address exterior needs for Cook School 2) Add a new line item for yearly budget for maintenance and upkeep for Cook School 3) Approval for Commission 2026-2027 Budget in the amount of \$3,074.00.*

2. Tree Commission Minutes 12/03/25

**C. Monthly Financial Report**

1. February 2026

**D. Bids/Proposals/Contracts**

1. Purchase of Golf Simulator
  - a) Memo 03/02/26 - Director of Parks and Recreation Gafa
  - b) Quo3530 03/05/26 – Ace Indoor Golf
2. Public Safety Kitchen Renovations
  - a) Memo 03/12/26 - Director of Public Safety Kosanke
  - b) Estimate 03/11/25 – Relyon Construction
  - c) Estimate #E2026-816 – 01/12/26 – Catlin Construction & Renovation, LLC
3. Fund 297 Creation and Budget
  - a) Memo 03/16/26 – Treasurer/Comptroller – City Manager Como

**E. Proclamation**

1. Vietnam Veterans' Day (March 29)

**F. Claims and Accounts**

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers - 2025 Sewer Rehabilitation by Full Length CIPP Lining - Proj. No. 0160-0495 - Payment Invoice No. 03 - Insituform Technologies USA, LLC - 02/27/26 - \$3,000.00.
2. McKenna - Planning Services
  - a) Invoice No. 22-064-50 - Planning Services - January 2025 - 02/26/26 - \$6,617.50.
  - b) Invoice No. 25-030-9 - GPW MSHDA Zoning Ordinance Update - January 2025 - 02/20/26 - \$2,000.00.
3. Rosati, Schultz, Joppich & Amtsbuechler, P.C. - Legal Services - Invoice No. 1085249 - February 2026 - 03/10/26 - \$9,067.68.
4. Tomlinson & McGrail, PLLC - Legal Billing - Invoice No. 379 - February 2026 - 03/06/26 - \$1,441.50.

Motion carried by the following vote:

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

Item D1 (Purchase of Golf Simulator) was removed from the consent agenda for discussion. Director of Parks and Recreation Gafa provided an overview stating the proposed fee to use the golf simulator will be \$25/hour for groups of 4-6 people and that it will pay for itself within one year.

**Motion** by Granger, seconded by Brown, that the City Council approve the request to purchase a golf simulator for the Lake Front Park Activities Building.

Motion carried by the following vote:

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

Mayor Bryant read aloud the Vietnam Veterans' Day proclamation. (March 29)

The City Council recessed the Regular City Council Meeting and convened as a **Zoning Board of Appeals** at 7:27 p.m. Upon conclusion of the Zoning Board of Appeals meeting, the City Council reconvened at 7:42 p.m.

Under Public Comment, the following individuals were heard:

- Michele Hodges, Mayor of Grosse Pointe Park.
- Matt Kahl, provided a presentation of “Growing Our Schools in Partnership”.
- Michael Bottiglierio, 1610 Fairholme Rd., GPW.
- Pat Gleason, 895 Beaconsfield Ave., Grosse Pointe Park Councilmember.
- Colleen Worden, 20052 Fairway Dr., GPW.
- Terry Collins, 1222 Harvard Rd., GPP.
- Richard Schroeder, 728 Lakepointe St, GPP.
- Blagica Bottiglierio, 1610 Fairholme Rd., GPW.
- Nick Sizeland, 1869 Severn Rd., City Manager of Grosse Pointe Park, also a GPW resident.

Under New Business, the following individual was heard:

- Councilmember Koester addressed the upcoming Memorial Tree Dedication Ceremony (April 1) and requested that City Council agree to postpone the ceremony to a future date to be determined due to the recipient’s family being unable to attend.

**Motion** by Koester, seconded by Gafa, that the City Council agree to postpone the Memorial Tree Dedication Ceremony until a future, to be determined date, based on when schedules allow the family members to attend.

Motion carried by the following vote:

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

**Motion** by Granger, seconded by Koester, to **adjourn tonight’s meeting** at 8:18 p.m. **PASSED UNANIMOUSLY.**

Respectfully submitted,

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Paul P. Antolin  
City Clerk

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Arthur W. Bryant  
Mayor

MINUTES OF THE ZONING BOARD OF APPEALS MEETING OF THE CITY OF GROSSE  
POINTE WOODS HELD ON MONDAY, MARCH 16, 2026, 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 7:27 p.m. by Mayor Bryant.

Roll Call: Mayor Bryant  
Council members: Brown, Gafa, Granger, Koester,  
Absent: McConaghy, Motschall

Also Present: City Manager Como  
City Attorney Walling  
City Clerk Antolin  
Treasurer/Comptroller Schmidt  
City Planner Jankowski  
Director of Public Services Kowalski  
Director of Public Safety Kosanke  
Director of Parks and Recreation Gafa

**Motion** by Granger, seconded by Gafa, that Councilmember McConaghy and Motschall be excused from tonight's meeting.

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

THE PUBLIC HEARING WAS THEREUPON OPENED AT 7:28 P.M. FOR A ZONING  
BOARD OF APPEALS HEARING UNDER THE PROVISIONS OF MICHIGAN ZONING

ENABLING ACT PA 110 OF 2006, MCL 125.3101 ET SEQ, TO HEAR THE APPEAL OF WILLIAM RENNOLDS, 1050 N. OXFORD ROAD, WHO IS APPEALING THE MINIMUM REAR YARD SETBACK, PER SECTION 50-3.1.C. DUE TO NONCOMPLIANCE WITH THE ZONING ORDINANCE, A VARIANCE IS THEREFORE REQUIRED.

**Motion** by Granger, seconded by Bryant, for purposes of the Zoning Board of Appeals hearing, that the following items be presented to, and received by, the Zoning Board of Appeals for consideration:

- 1) Variance Review (03/10/26) - City Planner Mangan
- 2) Zoning Board of Appeals Application (02/09/26)
- 3) Site Permit Set (01/30/26)
- 4) Affidavit of Property Owners Notified with List & Parcel Map
- 5) Affidavit of Legal Publication

Motion carried by the following vote:

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

City Planner Jankowski provided an overview of the Petitioner’s requests in accordance with the variance review dated March 10, 2026.

The Chair asked if anyone from the audience wished to speak in favor of the proposed request. No one wished to be heard.

The Chair asked if anyone from the audience wished to speak in opposition to the proposed request. No one wished to be heard.

Council addressed any drainage issues and compliance of lot coverage. City Planner Jankowski confirmed that the drainage, stormwater system and lot coverage are in compliance. The petitioner stated that the project should be completed in 60 days. The City Attorney suggested to specify the proposed canopy within the motion in order to avoid any future issues with variances.

**Motion** by Granger, seconded by Gafa, that the public hearing be closed at 7:39 p.m. PASSED UNANIMOUSLY.

**Motion** by Gafa, seconded by Granger, regarding the Variance Request: William Rennolds, 1050 N. Oxford Road, that the Zoning Board of Appeals approve the requested rear yard setback of 14’9” (a variance of 13’3”) to Sections 50-3.1.C, as presented based on the following findings of fact as stated on the variance review dated March 10, 2026 for the canopy as proposed:

1. The proposed addition is consistent with the intent of the R-1C, One-Family Residential District, which encourages single-unit detached residential development and is a permitted, by right use.
2. Strictly following the current R-1C zoning requirements for rear yard setbacks would prevent the applicant from functionally covering the existing outdoor living space of the single-unit home.
3. The proposed, permanent structure will replace the existing canvas canopy in the rear yard, which would result in a more aesthetically pleasing permanent structure.
4. The need for relief is not self-created.
5. All other applicable zoning requirements of the R-1C district are met (or exceeded), including lot coverage, building height, and the front yard setback.
6. Approval of the variance upholds the spirit and intent of the Zoning Ordinance, maintains neighborhood character, and maintains public health and safety.

Motion carried by the following vote:

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

Nobody wished to be heard under **New Business/Public Comment**.

**Motion** by Granger, seconded by Koester, that tonight’s meeting minutes be immediately certified.

Motion carried by the following vote:

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

**Motion** by Granger, seconded by Koester, that tonight's meeting be adjourned at 7:42 p.m.  
PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin  
City Clerk

Commission Approved March 11, 2026

RECEIVED

FEB 13 2026

Beautification Advisory Commission  
Conference Room – Grosse Pointe Woods Community Center  
2025 Mack Ave. Dr., Grosse Pointe Woods  
Meeting – February 11, 2026, 7:00 p.m.

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**Present:** Casinelli, Champagne, Dinicu, Elich, Goerke, Hage, R. Koester, McCarthy, G. McCullough, S. McCullough  
Rogers,

**Excused:** Feltman, Wettstein

**Guest:**

**Also Present:** M. Koester

**Call to Order:** The meeting was called to order by Chair, R. Koester at 7:16 p.m.

**Minutes:** January 14, 2026, minutes were distributed and reviewed.

Motion by Goerke, seconded by Casinelli, to approve January 14, 2026, minutes as presented.

Motion carried by the following vote:

**Yes:** Casinelli, Champagne, Dinicu, Elich, Goerke, Hage, R. Koester, McCarthy, G. McCullough, S. McCullough,  
Rogers

**No:** None

**Excused:** Feltman, Wettstein

**Treasurer's Report:** Treasurer's report for January 2026 was reviewed.

Motion by Hage, seconded by G. McCullough, to approve the treasurer's reports as presented.

Motion carried by the following vote:

**Yes:** Casinelli, Champagne, Dinicu, Elich, Goerke, Hage, R. Koester, McCarthy, G. McCullough, S. McCullough  
Rogers

**No:** None

**Excused:** Feltman, Wettstein

Motion by Goerke, seconded by Casinelli to approve the 2026 Beautification Advisory Commission budget of  
\$3,200 as submitted

Motion carried by the following vote:

**Yes:** Casinelli, Champagne, Dinicu, Elich, Goerke, Hage, R. Koester, McCarthy, G. McCullough, S. McCullough  
Rogers

**No:** None

**Excused:** Feltman, Wettstein

Motion by McCarthy, seconded by Champagne to recommend the immediate certification of the previous motion  
of the 2026 budget.

Motion carried by the following vote:

**Yes:** Casinelli, Champagne, Dinicu, Elich, Goerke, Hage, R. Koester, McCarthy, G. McCullough, S. McCullough  
Rogers

**No:** None

**Excused:** Feltman, Wettstein

**Chairperson Report:** R. Koester shared that there are two openings on the Commission with communication  
considerations.

**Awards Program:** Casinelli shared an update on the Awards Program.

**Flower Sale:** Discussed planning for the 2026 year

Motion by Dinicu, seconded by G. McCullough, to recommend the City Council to approve a budget not to exceed  
\$35,000 for the total expense of the 2026 Flower Sales to be held in May.

Motion carried by the following vote:

**Yes:** Casinelli, Champagne, Dinicu, Elich, Goerke, Hage, R. Koester, McCarthy, G. McCullough, S. McCullough  
Rogers

**No:** None

**Excused:** Feltman, Wettstein

**Adopt-A-Garden:** Champagne provided an overview of the Adopt-A-Garden.

**Council report:** M. Koester provided Council / City updates.

**Old Business:** Discussed beautification shirts.

**New business:**

None

Motion by Rogers, seconded by Dinicu to adjourn the Beautification Advisory Commission meeting  
at 7:47 p.m.

Motion carried by the following vote:

**Yes:** Casinelli, Champagne, Dinicu, Elich, Goerke, Hage, R. Koester, McCarthy, G. McCullough, S. McCullough  
Rogers

**No:** None

**Excused:** Feltman, Wettstein

**No:** None

Respectfully submitted,  
Debbie McCarthy

Commission Approved March 10, 2026

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FEB 12 2026

**Citizens' Recreation Commission Meeting Minutes**

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Meeting of the Citizens' Recreation Commission was held on  
February 10, 2026 at Grosse Pointe Woods, Michigan.

**CALLED TO ORDER: 7:00 p.m.**

**PRESENT:**

Melinda Billingsley  
Dave Andrews  
Gib Heim  
Barb Janutol  
Jason Gaidis

**ABSENT:**

Abby Klotz  
Amanda York  
Lindsay Frattaroli  
Amanda Starkey

**ALSO PRESENT:** Owen Gafa, Angela Coletti Brown.

**APPROVAL OF THE AGENDA:**

**Motion** was made for acceptance of the agenda for January 13, 2026 by Janutol and seconded by Billingsley.

**Approval of motion:**

**Yes:** Billingsley, Andrews, Heim, Janutol, Gaidis.

**No:** None

**Absent:** Klotz, York, Frattaroli, Starkey.

**APPROVAL OF THE MINUTES:**

**Motion** was made for the approval of minutes from January 13, 2026 by Billingsley and seconded by Heim.

**Approval of motion:**

**Yes:** Billingsley, Andrews, Heim, Janutol, Gaidis.

**No:** None

**Absent:** Klotz, York, Frattaroli, Starkey.

**COUNCIL REPORT:**

- No social district this year. Last year there were only 2 businesses that participated.
- Police Dog assisted with a car theft and found 2 suspects.
- Last Council meeting received positive feedback for WinterFest.

**DIRECTOR'S REPORT:**

- Need Itemized budget submitted to finance.
- Egg Stroll sign up is on February 19<sup>th</sup>. Location: Ghesquiere.
- Thank you cards for WinterFest Volunteers.

**TREASURER'S REPORT:**

- WinterFest just under budget.

**OLD BUSINESS:**

- WinterFest Wrap up.

**NEW BUSINESS:**

- SpringFest May 2<sup>nd</sup>.
- Spring Bike Ride.

**Motion** was made to approve funding for spring fest in the amount of **\$2,000.00** from account number **101-105-880.200** by Billingsley and seconded by Janutol.

**Approval of motion:**

**Yes:** Billingsley, Andrews, Heim, Janutol, Gaidis.

**No:** None

**Absent:** Klotz, York, Frattaroli, Starkey.

**Motion** was made to approve funding for spring Bike Ride in the amount of **\$500.00** from account number **101-105-880.200** by Billingsley and seconded by Janutol.

**Approval of motion:**

**Yes:** Billingsley, Andrews, Heim, Janutol, Gaidis.

**No:** None

**Absent:** Klotz, York, Frattaroli, Starkey.



**ADJOURNMENT:**

**Motion** was made to adjourn the meeting by Billingsley and seconded by Heim.

**Approval of motion:**

**Yes:** Billingsley, Andrews, Heim, Janutol, Gaidis.

**No:** **None**

**Absent:** Klotz, York, Frattaroli, Starkey.

**Meeting Adjourned at 7:30 p.m.**

Respectfully submitted by: Jason Gaidis, Secretary of the Grosse Pointe Woods Citizens' Recreation Commission.

Commission Approved March 12, 2026

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MAR 02 2026

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**I. Call to Order**

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:36 p.m. by Chair Sean Murphy.

**II. Roll Call**

Present: Colleen D'Agostino, Krystle English, Shirley Hartert, Suzanne Kent, Stephanie Listman, Lynne Millies, Sean Murphy, Becky Veitengruber, Giles Wilborn

Excused: David Bryk

Also Present: City Council Representative Jim Motschall and 5 members of the Fox Creek Questers of Daughters of the American Revolution

**III. Approval of Agenda**

*Motion* by Hartert, seconded by Millies, to approve the agenda for February 12, 2026.

Ayes: all. Motion carried.

**IV. Approval of Minutes**

*Motion* by Kent, seconded by Hartert, to approve the November 13, 2025 minutes.

Ayes all. Motion carried.

**V. Items**

Treasurer's Report

Hartert reported that the Historical Commission balance is \$5.00. The Cook Schoolhouse balance is \$8,736.10. Hartert noted that the city council approved the budget for Historical commission in the amount of \$2,542.00 thru 06/30/2026.

**VI. Old Business**

A. Cook School

*Motion* by Hartert, seconded by Listman, that the city would seek additional bids to address exterior needs of Cook School – to include, but not limited to: power wash exterior, scrape all loose paint, coat with primer, paint, replace all rotten wood, fix dormers, with funding. For future repairs and upgrades, the commission requests to have the knowledge of funding source (city budget or Cook School budget). The commission further requests that the city add a new line item for yearly budget for maintenance and upkeep of Cook School to allow for other organizations, such as questers, to provide grants or other funding to be able to work with the city to fund Cook School projects.

Ayes: all. Motion carried.

B. Memorial Day 2026

Ideas and plans were discussed for Memorial Day Observance "Circle of Honor."

*Motion* by Listman, seconded by Veitengruber, for Memorial Day Observance "Circle of Honor" 2026, celebrating America's 250<sup>th</sup> anniversary with the following:

- Speakers (costumed) to portray George Washington and Minute Men, and also members of the DAR, representing their patriot ancestor.

City of Grosse Pointe Woods  
Historical Commission Minutes  
February 12, 2026

- Cake to be served to attendees following the ceremony.
  - Distribution of commemorative 250<sup>th</sup> anniversary flags (donated by the Louisa St. Clair chapter of the DAR).
- Ayes: all. Motion carried.

**VII. New Business**

- A. Hartert shared the recommended budget for the Historical Commission for 2026-2027 as \$3,074.00.

*Motion* by Veitengruber, seconded by Millies to accept the budget as presented. Ayes: all. Motion carried.

- B. 1. Murphy shared drafts of the commission's 2024 and 2025 Annual Reports.  
2. English and Veitengruber volunteered to work on the 2026 Annual Report.

- C. Election of Officers:

*Motion* by Millies, seconded by Listman, to nominate Shirley Hartert for commission treasurer. Hartert accepted. Ayes: all. Motion carried.

*Motion* by Millies, seconded by Hartert, to nominate Becky Veitengruber for commission secretary. Veitengruber accepted. Ayes: all. Motion carried.

*Motion* by Millies, seconded by Hartert, to nominate Stephanie Listman for commission vice chair. Listman accepted. Ayes: all. Motion carried.

*Motion* by Listman, seconded by Millies, to nominate Sean Murphy for commission chair. Murphy accepted. Ayes: all. Motion carried.

**VIII. Call to Audience**

- A. Public: Members of the Fox Creek Questers of Daughters of the American Revolution presented a 250<sup>th</sup> anniversary American flag as a gift to the Cook Schoolhouse.

This gift was graciously accepted by the commission on behalf of the Cook Schoolhouse.

- B. Council Representative Motschall shared a thank you from Mayor Bryant to the commission for their work. Motschall also shared city updates and events.

**IX. Adjournment:** The meeting adjourned at 9:40 p.m.

Respectfully submitted: Becky Veitengruber, Secretary

The next meeting of the Grosse Pointe Woods Historical Commission will take place at the Cook Schoolhouse, 20025 Mack Ave., Grosse Pointe Woods, MI on March 12, 2026 at 7:30 p.m.

# Commission Approved March 4, 2026

Minutes of the Grosse Pointe Woods Tree Commission Meeting February 4, 2026.

The meeting was called to order by Chairman Lechner at 7:02 p.m.

The following members were present:

Kate Colborn  
Maria Galbo  
Paul Lechner  
Mary Ellen Meyering  
Randy Rennpage

The following members were excused:

The following members were absent:  
Steve Skorupski

The following were also in attendance:  
Michael Koester, Council Representative

Motion by Rennpage, seconded by Galbo to approve the agenda for the meeting February 4, 2026 passed by the following vote.

Yes: 5 No: 0 Excused: 0

Motion by Rennpage, seconded by Galbo to approve the minutes for the meeting on December 3, 2025 passed by the following vote.

Yes: 5 No: 0 Excused: 0

Treasurer's Report:

There was no treasurer's report.

Old Business:

New Business:

- A. Lechner will follow up with the City on the Tree City USA application.
- B. The Memorial Tree Ceremony will be held April 1. Lechner will serve as the emcee. Galbo will purchase the cookies and Colborn will bring the bottled water. Lechner will invite Council members via e-mail.

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CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

- C. The tree bagging will take place Thursday April 16. Rennpage and Galbo will visit Star of the Sea, Mason and University Liggett for the Arbor Day/ Poster Contest presentation. Meyering and Lechner will visit Ferry and Montieth. Lechner will order the t-shirts for the school poster contest winners.

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

Motion to adjourn at 8:27 PM moved by Rennpage, and seconded by Colborn, was unanimous.

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

\* Approved by Commission 3/24/26

PLANNING COMMISSION  
2-24-26 - 06

MINUTES OF THE **PLANNING COMMISSION** MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON **FEBRUARY 24, 2026**, IN THE COUNCIL-COURT ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA DR., GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:05 p.m. by Chair Hamborsky.

Roll Call: Chair Hamborsky  
Commission Members: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte  
Absent: Vitale

Also Present: City Planner Laura Mangan  
City Attorney Debra Walling  
Recording Secretary Gretchen Miotto

**MOTION** by Gilezan, seconded by Fuller, to excuse Commissioner Vitale from tonight's meeting.

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte  
NO: None  
ABSENT: Vitale

Council Representative Gafa was unable to attend.

The Planning Commission, staff, and the public, Pledged Allegiance to the U. S. Flag.

**MOTION** by Fenton, seconded by O'Keefe, to accept tonight's agenda as presented and place on file.

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte  
NO: None  
ABSENT: Vitale

**MOTION** by O'Keefe, seconded by Schulte, that the January 27, 2026, Planning Commission meeting minutes be approved as presented.

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte  
NO: None  
ABSENT: Vitale

The first item under **Public Hearings**, was to **host a Public Hearing on the Special Land Use (SLU) for 21043 Mack Avenue (Dunkin' Donuts)**.

Planner Mangan provided an overview of the Special Land Use application for a fast-casual / take-out restaurant in an existing, single-story building. No drive-thru is proposed, and dining is take-out or within the restaurant only (no outdoor dining). Take-out restaurants are a Special Land Use (SLU) and require a public hearing. Based on the review of the intent and upon general compliance with the City's Zoning

Ordinance, Master Plan, and Mixed-Use Corridor, and Commercial Business District, it was determined that this project can be compliant. Mangan brought to the commission's attention the hours of delivery, since this is an early morning establishment, to see if the hours are agreeable to the Planning Commission and to ensure there is no disruption to nearby residential properties: typically, deliveries are between 10 pm and 4 am, using smaller box trucks, and it takes less than 3 minutes to unload. The applicant has proposed having their loading on Mack Avenue instead of the alley.

**MOTION** by Ellis, seconded by Schulte, to open the public hearing.

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte  
NO: None  
ABSENT: Vitale

Chair Hamborsky opened the public hearing at 7:07 p.m.

The following were heard in support of the Special Land Use:

- Andrea Bader, of Jeffery Scott Architects, representing the applicant, was in attendance to answer questions.

The following were heard in opposition of the Special Land Use:

- Dave Spencer, resident and owner of 21003 & 21015 Mack Avenue, is opposed to the Special Land Use for this location due to concerns about adequate parking when taking into consideration the surrounding businesses.

**MOTION** by Gilezan, seconded by Schulte, to close the public hearing on the Special Land Use for 21043 Mack Avenue (Dunkin' Donuts).

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte  
NO: None  
ABSENT: Vitale

Chair Hamborsky closed the public hearing at 7:14 p.m.

The next item, under **New Business**, was to **Consider the Special Land Use for 21043 Mack Avenue (Dunkin' Donuts)**.

Discussion ensued, and Planner Mangan addressed the available parking concerns, stating that parking is specifically a site plan requirement. Based on the number of employees (6) at the maximum shift, they must have 6 spaces behind the building (they have 7), and a barrier-free space is not always required and can depend on the occupancy of the building, and the Building Department did not flag that. The ordinance allows the count of required spaces within 500 feet of the building, and the available spaces (13) complies with the ordinance. This does not include the parking on the other side of the alley, which Mr. Spencer owns. It was clarified that the delivery is daily.



**MOTION** by Fenton, seconded by O’Keefe, that the Planning Commission recommend the Special Land Use for 21043 Mack Avenue (Dunkin’ Donuts) to City Council for approval, with the confirmation of the hours of delivery (10 pm & 4 am) and the location of the delivery on Mack Avenue.

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O’Keefe, Schulte  
NO: None  
ABSENT: Vitale

The next item, under New Business, is to **Consider the Site Plan for 21043 Mack Avenue (Dunkin’ Donuts) \* Discussion Only.** (The site plan is not ready for approval yet, and this is an opportunity to provide feedback. City Council must also approve the SLU before Planning Commission can take any action on a site plan.)

Planner Mangan provided an overview of McKenna’s concerns of the site plan, which includes: 1) the dumpster enclosure (cannot be painted wood as proposed); 2) the building façade; 3) the colors proposed (both 2 and 3 are quite a deviation from the attached properties, and the commission was asked to provide direction on revisions); and 4) the street view shows a decorative 3-foot-high brick knee wall, and we would like to see an improvement in the brick tone that matches the façade.

There were questions about the sign on the side of the building and its material. Andrea Bader stated that it is a focal point that most Dunkin’ restaurants have on the side of their buildings. Signage hasn’t been approved and would be under a separate application. The commission requested the design team come up with an alternative. Regarding the façade and color, it was acknowledged that the Colonial design requirement has been loosened up, with emphasis on quality materials. The white and pink striping was stated that is a strong corporate desire unless overruled by the city. The colors seem to be very bright in the rendering which is not desirable. The commission wants to ensure the canopy will comply with the requirements of the ordinance. Regarding the dumpster, discussion ensued about the need for grease container. Ms. Bader confirmed the donuts are not made on site and there is no grease. There was discussion around the screen wall on Roslyn, and it was clarified that only new construction requires the parking screen, and this is not new construction, but with the SLU and significant façade updates, the Building Department is trying to find a balance. The material should be stamped concrete or veneer to match the façade. The east and north elevations were discussed, and they seem to be out of balance and proportion to the existing attached building. It was suggested there be 1 or 2 parking spaces to accommodate food pickup by delivery services.

**MOTION** by Schulte, seconded by Fuller, that the Planning Commission table the Site Plan Review in order for the applicant to resubmit with consideration of the above discussion.

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O’Keefe, Schulte  
NO: None  
ABSENT: Vitale

The next item, under **New Business**, was the **Planning Commission Annual Report of Activities in 2025.**

Planner Mangan provided an overview of the report, which the state requires on an annual basis. This is

a draft, when finalized by the Planning Commission for recommendation to City Council, will go on that agenda in March.

There was discussion on the focus of the Commission for 2026. Planner Mangan will review the priorities, that are in the Master Plan, for consideration at a future meeting. Commissioner Marx reiterated the desire to improve Cook Road's electric/telephone poles and other items while this approved project is in development for 2027.

The next item, under **Old Business**, was to **Consider the Site Plan for 20397 Mack Avenue (Platinum Oil Change)**.

Planner Mangan provided an overview of the revised Site Plan, which was originally proposed in the spring of 2025, then again in December 2025, and this is the third review of a revised proposed site plan. The applicant is proposing a face change to the building and a screening wall around the existing sign pole on the corner, as well as between the two driveways on Mack. McKenna recommends approval of the site plan.

Alah Beidoun, applicant and owner, spoke about the plans, the materials, and the colors. His architect was unable to provide a color rendering in time for this meeting, so he provided one, which was shown and placed on file. The rendering provided satisfied the commission as to the general look.

There was a discussion on the wall screening around the existing sign pole and it was determined the applicant has options he can choose to implement.

**MOTION** by Marx, seconded by O'Keefe, that the Planning Commission approve the Site Plan, as proposed, for 20397 Mack Avenue.

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte  
NO: None  
ABSENT: Vitale

The next item was the **Building Official's Report – January 2026 & February 2026**.

Planner Mangan reported on the current projects and their progress toward completion.

The next item was the **City Council Reports for January 2026 and February 2026**.

- Commissioner Marx was unable to attend the January meetings, though it is known that the rezoning of 1925-1929 Vernier, 21800 Marter, and 20160 Mack was approved.
- Commissioner Gilezan attended the February 2 meeting and noted that there was discussion of need for already-approved non-compliant setback variances coming to Council for additional approval.
- Commissioner O'Keefe attended the February 23 meeting and noted that the front lawn improvements were tabled.

- Commissioner Schulte will attend the March meetings.

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

**MOTION** by Gilezan, seconded by Marx, to adjourn at 8:31 p.m.

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte

NO: None

ABSENT: Vitale

Respectfully Submitted,

Gretchen Miotto

Clerk's Confidential Administrative Assistant & Recording Secretary

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MAR 25 2026

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

TO: Susan Como, City Manager  
FROM: James Kowalski, Director of Public Services *JK*  
DATE: March 25, 2026

SUBJECT: Recommendation – Bark Mulch for City Landscape Beds and Installation of Playground Mulch

An "Invitation to Bid" for supplying bark mulch and injection of mulch in city landscape beds and delivery and installation of playground mulch throughout the city was posted on the Michigan Intergovernmental Trade Network (MITN) website on February 24, 2026. The information was also advertised in the Grosse Pointe News. The following bids were received at the bid opening on March 17, 2026.

Synergy Lawnscape	\$30,543.90
Ace Outdoor Services	\$56,430.90
Kenney Landscaping	\$60,900.00
Wintergreen II Lawn and Landscape	\$62,460.00
RSB Services	\$70,160.00
310 Group	\$82,725.00
Allied Lawn and Landscape	\$83,040.00

Synergy Lawnscape submitted the lowest bid in the amount of \$30,543.90. They did this work for the City last year and their work is satisfactory.

Therefore, I recommend Synergy Lawnscape, located at 33360 Groesbeck Highway, Fraser, MI 48026, to supply bark mulch and inject the mulch in city landscape beds and delivery and installation of engineered wood fiber playground mulch in the amount of \$30,543.90.

This is a budgeted item in FY 2025/2026 budget included in accounts 101-774-818.102 in the amount of \$7,784.70, 101-775-818.000 in the amount of \$5,375.15, and 202-463-818.000 in the amount of \$17,384.05.

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

*Susan Como*  
\_\_\_\_\_  
Susan Como, City Manager

*3/25/26*  
\_\_\_\_\_  
Date

Fund Certification:

Account numbers and amounts have been verified as presented.

*Steven Schmidt*  
\_\_\_\_\_  
Steven Schmidt, Treasurer/Comptroller

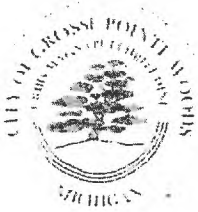
*3/25/26*  
\_\_\_\_\_  
Date

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

**March 17, 2026  
10:00 a.m.**

COMPANY	SIGNED BID YES -- NO	TOTAL AMOUNT
Kenney Landscaping	Yes	\$60,900.00
RSB Services	Yes	72,185.00 → aged dark 70,160.00
Allied Lawn + Landscape	Yes	83,040.00
310 Group	Yes	82,725.00
Ace Outdoor Services	Yes	56,430.90
Synergy Lawnscape	Yes	30,543.90
Wintergreen 2 Lawn + Landscape	Yes	62,460.00

IN ATTENDANCE:



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

February 24, 2026

**NOTICE TO BIDDERS**

Sealed bids will be received by the City of Grosse Pointe Woods at the Municipal Buildings, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236-2397, until **Tuesday, March 17, 2026 at 10:00 a.m.**, at which time and place bids will be publicly opened and read aloud for furnishing the following item as described herein below:

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

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

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

**CLEARLY MARKED:      HARDWOOD AND PLAYGROUND MULCH**

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

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

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

**General:**

Furnish labor, equipment, and materials for injection of Double Shredded Brown Hardwood Mulch in landscape beds throughout the city and installation of Engineered Wood Fiber Playground Mulch at various locations in city parks. Final quantities and locations will be determined at time of delivery. **All work to be completed on or before Friday, May 22, 2026.**

**Specifications to Include:**

- Injection of Double Shredded Brown Hardwood Mulch to be installed at 1½” depth in all city landscape beds as follows –
  - 80 CubicYards Vernier Road Medians
  - 270 CubicYards Mack Avenue Medians (including trees)
  - 30 CubicYards D.P.W.
  - 35 CubicYards City Hall
  
- Injection of Double Shredded Brown Hardwood Mulch to be installed at 2” to 2½” depth along the Activities Building, Bathhouse, Concession Stand, Gate House, three pine trees around the pool deck, the boardwalk and around the three boardwalk gazebos at Lake Front Park as follows –
  - 160 Cubic Yards Lake Front Park
  
- Bulk delivery of materials to D.P.W. –
  - 100 CubicYards Hardwood Mulch
  
- Delivery and installation of Certified to ASTM Engineered Wood Fiber Playground Mulch at various locations in city parks as follows–
  - 30 Cubic Yards Chene-Trombley Park
  - 55 Cubic Yards Ghesquiere Park
  - 50 Cubic Yards Lake Front Park
  - 60 Cubic Yards Sweeney Park

**Insurance Coverage:**

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

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

**CITY OF GROSSE POINTE WOODS**

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

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

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

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

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

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

**NAME AND ADDRESS OF BIDDER:**

COMPANY NAME Synergy Lawnscape

ADDRESS 33360 Greenwood

CITY Fraser STATE MI ZIP 48026

SUBMITTED BY: Vina Pili President  
(NAME) (TITLE)

SIGNATURE: [Signature]

TELEPHONE (586) 491-0763 FAX Vina@SynergyLawnscape.com

DATE 03/10/16

**THIS PAGE MUST BE RETURNED WITH BID SHEET**

# CITY OF GROSSE POINTE WOODS

## BID SHEET

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

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

Installed Double Shredded Brown Hardwood Mulch at 1½" depth in city landscape beds as follows:

- 80 CubicYards - Vernier Road Medians @\$37.57 /C.Y. \$2,965.60
- 270 CubicYards - Mack Avenue Medians @\$37.57 /C.Y. \$10,009.90  
(including trees)
- 30 CubicYards - D.P.W. @\$37.57 /C.Y. \$1,112.10
- 35 CubicYards - City Hall @\$37.57 /C.Y. \$1,297.45

Installed Double Shredded Brown Hardwood Mulch at 2" to 2½" depth at Lake Front Park as follows:

- 160 Cubic Yards - Lake Front Park @\$37.57 /C.Y. \$5,931.20

100 Cubic Yards of Bulk Double Shredded Brown Hardwood Mulch @\$20.00 /C.Y.

- Delivered to DPW \$2,000

Installed Certified ASTM Engineered Wood Fiber Playground Mulch in city parks as follows:

- 30 CubicYards - Chene-Trombley Park @\$37.57 /C.Y. \$1,112.10
- 55 CubicYards - Ghesquiere Park @\$37.57 /C.Y. \$2,038.85
- 50 CubicYards - Lake Front Park @\$37.57 /C.Y. \$1,853.50
- 60 CubicYards - Sweeney Park @\$37.57 /C.Y. \$2,224.20

TOTAL COST \$30,543.90

THIRTY THOUSAND FIVE Hundred Forty-Three Dollars And Ninety Cents  
TOTAL COST IN WRITING

DELIVERY DATE 3/17/20

COMPANY NAME Synergy Landscape

CONTACT PERSON Eddie Zielinski

TELEPHONE (584) 788-9665 FAX eddie@synergylandscape.com



**CITY OF GROSSE POINTE WOODS**  
**MEMORANDUM**

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**DATE: March 18, 2026**

**TO: Mayor and City Council**

**FROM: Susan Como, City Manager** 

**SUBJECT: Update to Michigan Municipal League's 2026 CapCon**

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On January 26, 2026, City Council approved an expense not to exceed \$800 for me to attend the Michigan Municipal League's *2026 CapCon*, which was held March 10-11 in Lansing, MI.

Unbeknownst at that time, there was an additional \$15 per day (\$30 total) to park the city vehicle at the hotel. This has resulted in a total expense of \$819.21, or \$19.21 above the requested approved amount.

I'm requesting approval of the additional \$19.21 to be charged to #101-172-958-001.

**Attachments**

**Fund Certification:**

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

  
\_\_\_\_\_  
Treasurer/Comptroller Signature



**CITY OF GROSSE POINTE WOODS  
MEMORANDUM**

RECEIVED

**Date:** April 13, 2026  
**To:** Mayor and City Council  
**From:** Steven Schmidt, Treasurer/Comptroller  
**Re:** Credit Card Limit Threshold Increase

APR 08 2026

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Last year Council approved the increase of the City's Manager approval limit to \$20,000 because there has been an increase of cost of goods and services due to inflation. To align with this change we are requesting our Credit Card Thresholds to also increase from \$10,000 to the \$20,000 to allow us to continue to make purchases that have gone up with inflation.

Please see attached revised Credit Card Policy with the changes in the limits.

  
\_\_\_\_\_  
Steven Schmidt Treasurer/Comptroller

APPROVED FOR COUNCIL CONSIDERATION:

  
\_\_\_\_\_  
Sue Como City Manager



## City of Grosse Pointe Woods Credit Card Policy

### I. City utilization of credit card/line of credit (P.A. 266 of 1995)

That the City Council authorizes the use of a credit card and/or line of credit arrangement for the purchase of goods and/or services solely for the official business of the local unit under the guidelines of the City's written credit card policy for the following entities in their slated amounts as follows:

<u>AUTHORIZED USERS</u>		
➤ Home Depot	\$20,000	DPW Personnel
➤ Lowes	\$20,000	DPW Personnel
➤ Staples	\$20,000	Administration/Finance Dept.
➤ Sam's Club	\$20,000	Director of P&R and Administrative Assistant
➤ Visa/Mastercard	\$20,000	Treasurer/Comptroller, City Manager

Any other lines of credit or credit cards will only be authorized upon City Council approval.

- (A) That the City Treasurer/Comptroller is designated as the City Official ultimately responsible for the City's credit card/line of credit issuance, accounting, monitoring, retrieval and oversight of compliance with this credit card policy.
- (B) That the City Administrator, City Treasurer/Comptroller, and employees authorized by the Council, may be issued City credit card/line of credit privileges.
- (C) That the employee(s) using the City's credit card/line of credit shall submit appropriate documentation detailing the goods and services purchased, the cost of the goods and services, the date of purchase and the reason for the purchase.
- (D) That holder(s) of City credit card are responsible for their protection and custody and shall report to the City Treasurer/Comptroller immediately if the credit card is lost or stolen.
- (E) That any employee authorized and issued credit cards shall return the card upon termination of his/her employment or service to the City.
- (F) That the internal controls, monitoring, accounting and payment of credit card/line of credit charges shall be the same as those in place for non-credit card/line of credit purchases of goods and services as conducted by the staff of the Treasurer/Comptroller.
- (G) That approval of credit card/line of credit invoices for payment shall be jointly made by the City Administrator and the City Treasurer/Comptroller or their designees in their absence.

(H) That the balance due under credit card/line of credit arrangements shall be paid within not more than thirty (30) days following the receipt of the billing or the maximum allowable due date by the credit card issuer; whichever is less. Any disputed charges shall not be paid until further review by the City Administrator and the Treasurer/Comptroller is completed. In the event of disputed charges, the Treasurer/City Comptroller shall follow the policy of the credit card issuer regarding any disputed charges.

(I) That any violation of this policy by credit card/line of credit holders will result in revocation of the credit card/line of credit and immediate reimbursement to the City for any unauthorized purchases and termination of employment.

\_\_\_\_\_  
Employee's Initials

**II. CITY ACCEPTANCE OF CREDIT CARD/LINE OF CREDIT PAYMENTS (P.A. 280 of 1995)**

That the City Council adopts this resolution authorizing the use of payments by financial transaction devices (credit cards and/or lines of credits, debit cards, electronic funds transfer cards (ATM cards)) and designates the City Treasurer/Comptroller as to the implementation of the Credit Card Policy. In the event that the Treasurer/City Comptroller and/or the City Administrator preliminarily determines that additional types of financial transaction devices should be approved and accepted goods and/or services, they should petition the Council for final approval.

*Employee statement: I have read the above City of Grosse Pointe Woods Policy and agree to adhere to the stated provisions.*

\_\_\_\_\_  
Print Name


\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*Approved at the April 13, 2026 Council Meeting



## CITY OF GROSSE POINTE WOODS MEMORANDUM

**Date:** April 10, 2026  
**To:** Mayor and City Council  
**From:** Susan Como, City Manager   
**Subject:** Active Adult Commission (AAC) Request to Amend Insurance Requirements

---

The AAC is requesting a change to the insurance requirements in Section 3 of the Interlocal Agreement. The original agreement assumed the AAC would build and run an Active Adult Activity Center, which is why it required comprehensive liability and property insurance with coverage of \$2,000,000 per occurrence and \$10,000,000 aggregate.

In practice, the AAC administers the senior millage solely through service contracts and does not own property, employ staff, or operate facilities. Because of this, the Commission has determined that a Director and Officer (D&O) liability policy with a \$1,000,000 limit is the appropriate and necessary coverage. This adjustment better aligns with the AAC's actual responsibilities and reduces overall insurance costs.

It is my recommendation to Council to amend the insurance requirements under Section 3 of the Interlocal Agreement for Joint Senior Services to reflect the attached Suggested Motion provided by the AAC as follows:

The Commission shall obtain a policy of insurance, as part of its budget, for director and officer insurance for administering a senior millage and other appropriate and necessary purposes. Policy limits shall be a minimum of \$1,000,000. The Commission shall have the Parties hereto designated as "named insureds" on the director and officer liability insurance policy.

**Attachment: Update to the Interlocal Agreement For Joint Senior Services**

April 10, 2026

To: Mayors, City Councilmembers of  
Grosse Pointe  
Grosse Pointe Farms  
Grosse Pointe Park  
Grosse Pointe Woods  
Harper Woods

Re: Update to the Interlocal Agreement For Joint Senior Services

This document is an update of the activities of the Active Adult Commission since its inception in spring 2025. Contained herein you will find the following:

1. All meetings' minutes of the Active Adult Commission to date
2. The Service Contract with The Helm
3. The Service Contract with PAATS
4. A copy of the Active Adult Commission budget and most recent financial statement
5. A copy of the insurance binder for Director and Officer's Insurance

As we worked through our task, it became evident that the insurance requirements contained in the Interlocal Agreement contemplated requiring comprehensive liability and property damage coverage for the construction and operation of providing adult services and operating an Active Adult Activity Center. Conversely, the Active Adult Commission is solely administering a senior service millage through contractual arrangements with no property ownership. As a result, the initial \$2 million per occurrence and \$10,000,000 of aggregate liability coverage is unnecessary and a \$1,000,000 policy limit for director and officer liability coverage is more applicable to the coverage needed. As an independent governmental commission, we have no employees, no property. This also reduces the insurance cost for the Commission.

Therefore, we are requesting an amendment to the original Interlocal Agreement as follows

#### SECTION 3. INSURANCE. – Existing Language

The Commission shall obtain policies of insurance, as part of its budget, for comprehensive liability, director and officer coverage and property damage for the construction and operation of providing adult services and operating an Active Adult Activity Center, and other appropriate and necessary purposes. Policy limits shall be a minimum of \$2,000,000.00 per occurrence and \$10,000,000.00 of aggregate liability coverage. The Commission shall have the parties hereto named as "named insureds", on the comprehensive director and officer liability and property damage insurance policies.

#### SECTION 3. INSURANCE. – Recommended Language

The Commission shall obtain a policy of insurance, as part of its budget, for director and officer insurance for administering a senior millage and other appropriate and necessary purposes. Policy limits shall be a minimum of \$1,000,000. The Commission shall have the Parties hereto designated as “named insureds”, on the director and officer liability insurance policy.

#### Suggested Motion

To amend the insurance requirements under Section 3 of the Interlocal Agreement for Joint Senior Services to reflect as follows:

The Commission shall obtain a policy of insurance, as part of its budget, for director and officer insurance for administering a senior millage and other appropriate and necessary purposes. Policy limits shall be a minimum of \$1,000,000. The Commission shall have the Parties hereto designated as “named insureds”, on the director and officer liability insurance policy.

INTERLOCAL AGREEMENT  
FOR JOINT SENIOR SERVICES

THIS INTERLOCAL AGREEMENT FOR JOINT SENIOR SERVICES (this "Agreement") is entered into as of the 4<sup>th</sup> day of ~~February~~ 2025, by and among the City of Grosse Pointe, a Michigan municipal corporation located at 17147 Maumee, Grosse Pointe, Michigan; the City of Grosse Pointe Farms, a Michigan municipal corporation located at 90 Kerby Road, Grosse Pointe Farms, Michigan; the City of Grosse Pointe Park, a Michigan municipal corporation located at 15115 East Jefferson, Grosse Pointe Park, Michigan; the City of Grosse Pointe Woods, a Michigan municipal corporation located at 20025 Mack Plaza Drive, Grosse Pointe Woods, Michigan; and the City of Harper Woods, a Michigan municipal corporation located at 19617 Harper, Harper Woods, Michigan. Each municipality entering into this Agreement is referred to as a "Party" and collectively as the "Parties."

RECITALS:

WHEREAS, Act 39 of the Michigan Public Acts of 1976, as amended, provides that the provision of services to persons sixty (60) years of age or older ("Older Persons") is a valid public purpose;

WHEREAS, the Parties intend by this Agreement to establish an intergovernmental and cooperative arrangement for the collective provision of services to Older Persons residing in their respective communities;

WHEREAS, such intergovernmental and cooperative arrangement is authorized by, among other applicable laws, Act 7 of the Michigan Public Acts of 1967, amended; Act 39 of the Michigan Public Acts of 1976, as amended; Act 35 of the Michigan Public Acts of 1951, as amended and Act 150 of the Michigan Public Acts of 1923, as amended;

WHEREAS, Services for Older Citizens (SOC) is an IRC § 501(c)(3) non-profit corporation DBA The Helm at the Boll Life Center ("The Helm Senior Center"), which is located at 158 Ridge Road, Grosse Pointe Farms, Michigan;

WHEREAS, the Parties intend to support the continued operation of the Helm Senior Center, as such operation may be modified and/or supplemented in the future as provided in this Agreement; and

WHEREAS, at the November 2024 general election, a senior millage was adopted by the electors in each of the communities which are Parties to this Agreement, and the funds generated by such senior millage are to be devoted to providing services to Older Persons, including the services provided at the Helm Senior Center.

AGREEMENT:

NOW, THEREFORE, based upon the foregoing recitals, and in consideration of the mutual promises and undertakings set forth below, IT IS AGREED AS FOLLOWS:

ARTICLE I – PURPOSE

The purpose of this Agreement is to establish an Active Adult Commission (the "Active Adult Commission" or "Commission") to oversee activities and services for Older Persons residing in the

communities which are Parties to this Agreement. The activities and services to be provided shall include, but not be limited to, transportation services for Older Persons and actions directed toward the improvement of the social, legal, health, housing, educational, emotional, nutritional, recreational, and mobility status of Older Persons. The Commission may also provide for the joint ownership and operation of a joint Active Adult Activity Center. The Commission shall serve as a policy-making body and engage one or more separate entities (each a “Contractor”) charged with managing the day-to-day operations of the joint Active Adult Activity Center. Such Contractor(s) shall report directly to the Commission.

## ARTICLE II – ACTIVE ADULT ACTIVITY CENTER

The Parties intend that a joint Active Adult Activity Center will be operated and maintained under the authority of this Agreement and under the auspices of the Commission established hereby. As of the effective date of this Agreement, the Helm Senior Center shall be designated as the joint Active Adult Activity Center. The governing body of each Party shall, prior to the execution of this Agreement and on a periodic basis as part of their respective annual budget approvals, confirm the funding that will defray the cost of operating the joint Active Adult Activity Center. In the event that the Parties in the future elect to establish another joint Active Adult Activity Center in lieu of or in addition to the Helm Senior Center, a majority vote of the Parties shall be required, together with a mutually acceptable designation of the funding sources to permit the establishment of such substitute (or additional) Active Adult Activity Center, including any corresponding site acquisition and/or building construction.

## ARTICLE III – ACTIVE ADULT COMMISSION

### SECTION 1. CREATION OF AN ACTIVE ADULT COMMISSION.

Upon the execution of this Agreement by the Parties, approval by any necessary governmental authorities, and filing of this Agreement with the Wayne County Clerk, the Active Adult Commission shall be created as a separate public corporation pursuant to the statutory authority cited herein, with the powers, functions and duties provided in this Agreement and by applicable law.

### SECTION 2. NAME.

The name of the Commission shall be the Grosse Pointes – Harper Woods Active Adult Commission.

### SECTION 3. MEMBERSHIP OF COMMISSION.

A. The Commission shall be comprised of a total of five (5) members, as follows:

- 1.) One (1) representative of the City of Grosse Pointe appointed by its City Council.
- 2.) One (1) representative of the City of Grosse Pointe Farms appointed by its City Council.
- 3.) One (1) representative of the City of Grosse Pointe Park appointed by its City Council.
- 4.) One (1) representative of the City of Grosse Pointe Woods appointed by its City Council.
- 5.) One (1) representative of the City of Harper Woods appointed by its City Council.

B. The persons appointed by each community shall serve at the pleasure of the respective City Councils and may be removed by resolution of the applicable City Council at any time, with or without cause. The timing for the appointment of members should be determined by the respective City Councils, but not later than sixty (60) days after the effective date of this Agreement.

C. Commission members shall serve for a term of three (3) years for a maximum of two (2) terms. The terms shall commence as follows:

- 1.) Initial appointments for the Cities of Grosse Pointe and Grosse Pointe Farms shall be three-year terms. Going forward all terms shall be three years.
- 2.) Initial appointment for the City of Grosse Pointe Park shall be a two-year term. Going forward the term shall be three years.
- 3.) Initial appointments for the Cities of Grosse Pointe Woods and Harper Woods shall be one-year terms. Going forward all terms shall be three years.

D. Any vacancy on the Commission arising for any reason shall be filled by appointment by the applicable City Council within forty-five (45) days of the vacancy, for the remainder of the unexpired term.

E. Members of the Commission shall serve without compensation.

F. The admission of one or more additional communities as parties to this Agreement shall require an amendment to this Agreement approved by a majority vote of the then-existing Parties. If one or more additional communities wish to participate (on behalf of their residents) in the services and activities offered by the Commission, they shall submit a written request to the Commission, which request shall be considered by the Commission as soon as may be reasonably practicable. Among other factors that may be relevant in consideration of the application(s), the Commission shall consider the demands on services and costs to the organization in relation to the revenues and benefits from such additional community participation. Upon conclusion of its review and analysis, the Commission shall advise the City Council of each Party of its recommendation. If the recommendation is to admit membership of one or more additional communities, such recommendation shall include at minimum the required economic or other contributions from the new member(s), any adjustment to the Allocation Proportions of the existing and new members, and the initial term(s) of the persons to be appointed to serve on the Commission on behalf of the new member(s). New membership shall begin either in January or July and would be prorated accordingly based on the time of the fiscal year.

#### SECTION 4. OFFICERS.

A. The Commission shall elect at its first meeting of each year, from its membership, a Chairperson, Vice Chairperson and Secretary, who shall hold office for terms of one (1) year, and until a successor is appointed, or until a resignation or removal. Upon expiration of the term of any such officer, he or she shall be eligible for re-election to successive terms.

B. Vacancies in any office shall be filled by the Commission within forty-five (45) days of the vacancy, for the remainder of the unexpired term.

C. The Chairperson shall preside at all meetings of the Commission and shall have all privileges and duties of a Commission member. The Vice Chairperson shall preside at all meetings of the Commission at which the Chairperson is absent. The Secretary shall keep or cause to be made, all non-financial records, reports and minutes required by this Agreement and applicable law and shall be charged with assuring compliance with the Michigan Open Meetings Act and the Michigan Freedom of Information Act.

D. Officers shall serve without compensation.

## SECTION 5. MEETINGS.

A. The Commission shall meet at least four times per year and shall, at its first meeting of each year, establish a regular meeting schedule which shall be posted at the offices of the Parties hereto in similar form and within similar times as required by law for governmental meeting schedules.

B. Special meetings of the Commission may be called by the Chairperson, or in the absence of the Chairperson, by the Vice Chairperson.

C. Each Commission member shall receive not fewer than five (5) days' written notice of all regular meetings and not fewer than two (2) days' written notice of all special meetings. All notices of all meetings shall be posted as required by the Michigan Open Meetings Act.

D. All meetings of the Commission shall, in every respect, conform with the requirements of the Michigan Open Meetings Act, Act 267 of 1976, as amended.

## SECTION 6. QUORUM.

In order to conduct business, a quorum must be present, which shall consist of a majority of the then-sitting members of the Commission.

## SECTION 7. VOTING.

Once a quorum is established at any regular or special meeting of the Commission, approval by a majority of the Commission members shall be necessary for the Commission to take any official action.

## SECTION 8. MINUTES.

Complete written minutes of all Commission meetings shall be kept in compliance with the applicable provisions of the Michigan Open Meetings Act, copies of which shall be sent to all Commission members and the municipal Clerk of each of the Parties hereto as soon as reasonably possible following a Commission meeting.

## SECTION 9. RULES.

The Commission may adopt rules of order not in conflict with this Agreement.

## SECTION 10. REGISTERED OFFICE.

The initial registered office of the Commission shall be the office of The City of Grosse Pointe Farms located at 90 Kerby Road, Grosse Pointe Farms, Michigan. The Commission may designate another location as the registered office. In the event the registered office is moved, the Commission shall provide notice of the new registered office address to all Parties within seven (7) days of the change.

## SECTION 11. PRIVILEGES AND IMMUNITY FROM LIABILITY.

All of the privileges and immunities from liability, and exemptions from law, ordinances and rules, which apply to the activity of officers, representatives, members, agents and employees of the Parties hereto shall apply to the same degree and extent to the performance of such functions and duties of such officers, representatives, members, agents and employees of the Commission under this Agreement.

## ARTICLE IV – POWERS

### SECTION 1. POWERS, AUTHORITY AND OBLIGATIONS.

The Commission shall have the following powers, authority and obligations:

A. In general, and in the absence of a specific delegation of power, authority and obligations as set forth in this Agreement, the Commission shall serve as a policy-making body and is empowered to engage one or more Contractors charged with managing the day-to-day operations of the Active Adult Activity Center and related activities, services and programs. The Contractor(s) and any director(s) appointed hereunder shall report from time-to-time to the Commission. Absent a violation of approved policies or directives lawfully established by the Commission, the Commission shall not interfere with the day-to-day operations of providing services or operating an Active Adult Activity Center.

B. Subject to the approval of the governing bodies of each of the Parties hereto, the Commission may purchase, lease, construct, own, receive, exercise right of dominion over and hold in its own name, property, including land, buildings and appurtenances for the express purpose of providing services to Older Persons and operating an Active Adult Activity Center.

C. Subject to ratification by the governing bodies of each of the Parties hereto with respect to the annual budget and corresponding municipal expenditures, the Commission may, consistent with such approved annual budget, engage one or more Contractors. Subject to applicable law, the Contractor(s) and any directors or other personnel shall serve at the pleasure of the Commission, and any applicable contracts shall include customary termination for cause and termination for convenience provisions to confirm the at-will nature of any such employment or other applicable contractual relationships. The Contractor(s), the directors and any personnel employed in connection with the operation of the Active Adult Activity Center shall not be deemed employees of the governmental units that are Parties to this Agreement.

D. In addition to the engagement of the Contractor(s) and any directors or other personnel as set forth above, the Commission may contract with any other governmental units, public agencies, or private persons or organizations to carry out the functions and duties of the Commission.

E. Accept funds, grants, donations, philanthropic gifts or commitments, or other assistance, as well as user fees, to carry out Commission functions and obligations, from any source, public or private, including, but not limited to, local government funding of specific projects, state and federal grants. Any application for grants or other public funding shall be communicated to the Parties hereto prior to submittal.

F. Operate and establish policies and rules governing the use of providing adult services and operating an Active Adult Activity Center not inconsistent with applicable laws and regulations.

G. Conduct a transportation program for Older Persons in the communities which are Parties hereto.

H. Conduct and carry out any program, activity or function which advances and directly relates to the purposes expressed in Article I.

### SECTION 2. LIMITATIONS ON AUTHORITY.

The Commission shall have no power or authority to levy any type of tax within the governmental units which are Parties hereto or to issue any type of bond in its name, or in any way indebted any of the Parties hereto.

### SECTION 3. INSURANCE.

The Commission shall obtain policies of insurance, as part of its budget, for comprehensive liability, director and officer coverage, and property damage coverage for the construction and operation of providing adult services and operating an Active Adult Activity Center, and other appropriate and necessary purposes. Policy limits shall be a minimum of \$2,000,000.00 per occurrence and \$10,000,000.00 of aggregate liability coverage. The Commission shall have the Parties hereto designated as “named insureds”, on the comprehensive director and officer liability and property damage insurance policies.

## ARTICLE V – FINANCE

### SECTION 1. FISCAL YEAR.

The fiscal year of the Commission shall be from July 1st through June 30th each year.

### SECTION 2. ANNUAL BUDGET.

Each year the Commission shall develop an annual budget in such detail as required by Act 2 of the Michigan Public Acts of 1968, as amended, which shall include all sums necessary to carry on the programs and services authorized herein for Older Persons, including transportation, education, activities and operation of an Active Adult Activity Center, etc. The Commission’s annual budget shall include an estimate for revenues attributable to user fees, grants, donations, fundraising, and philanthropic gifts and commitments.

Annually, not later than April 1st of each year, a budget request shall be submitted by the Commission to the City Clerk of each of the Parties.

### SECTION 3. ALLOCATION PROPORTION

The proportion (for each Party, the “Allocation Proportion”) of financial contributions made by the respective Parties with respect to the acquisition and/or development of the Adult Activity Center(s), and other Commission activities, are listed on Schedule A annexed to this Agreement. Such respective Allocation Proportions may be adjusted from time to time on an equitable basis in the event of any modification of the financial sharing formula adopted and mutually agreed by the Parties, or may be adjusted in the event of admission of one or more additional Parties to this Agreement as provided in Article III, Section 3F. In the event of the dissolution of the Commission, any and all assets of the Commission shall be distributed in accordance with the Allocation Proportion set forth in Article VI below.

## ARTICLE VI – ON – GOING RESPONSIBILITIES & DISSOLUTION

### SECTION 1. PARTICIPATION.

The Parties hereto agree that they will participate in the activities and programs and provide funds on an on-going basis consistent with existing funding contributions currently made to The Helm, and its affiliates, for these services for fiscal year 2025-2026, unless or until terminated. The Parties agree that they will participate in the activities and programs provided by the Contractor(s) pursuant to the terms and conditions of any Contractor agreement with the Commission. The Parties agree that they will fund these activities of the Commission as provided for in Article VI, Section 3, below. Each Contractor is expected to engage in fundraising activities and to solicit other sources of revenue (including grants, donations and philanthropic gifts or commitments), and the public funds budgeted and contributed by the respective Parties are intended to supplement such other sources of revenue.

### SECTION 2. TERMINATION OF PARTICIPATION.

Any Party hereto may terminate its membership in the Commission only by giving at least six (6) months' written notice to the Commission and the governing bodies of the other Parties hereto. Such termination (provided that timely notice is given on or prior to January 1<sup>st</sup> of any fiscal year) will be effective at the end of the current fiscal year (i.e., June 30<sup>th</sup>). If notice of termination is given, the withdrawing Party shall remain liable for all obligations incurred by it pursuant to this Agreement, prior to the actual termination and according to the budget obligations approved for that fiscal year.

### SECTION 3. FUNDING

The Parties hereto agree that the local municipalities have sole control of the choice of the funding source approved by the governing body in each governmental unit. The Parties acknowledge the communities have the sole authority to fund the obligations created herein with whatever means they deem appropriate which includes, but is not limited to a dedicated senior millage, contributions from other revenue sources, bonding, or CDBG funds.

Initially, the Parties agree to devote 100% of the tax revenues raised from their respective senior millages to the services and programs supervised by the Commission, with the exception of applicable administrative fees and subject to consent of other local taxing authorities (i.e. TIFA, DDA and Brownfields). Participation in the Active Adult Activity Center and related services and programs by residents of communities not approving a senior millage will be dependent upon the commitment and budgeted expenditures by such communities, or direct invoicing to individual residents, of charges equating to the cost of services provided to such residents. The Parties' Allocation Portion shall be determined by the actual respective dollar contributions of the Parties.

### SECTION 4. DISSOLUTION.

Upon three (3) or more of the Parties terminating participation in this Agreement, such termination shall cause a dissolution of the Commission. After satisfaction of any liabilities of the Commission then outstanding, the remaining net assets of the Commission shall be divided and distributed to the Parties based upon their respective Allocation Proportions as established and/or modified pursuant to the provisions of Article V. As to any assets which may not be so divided or distributed, such assets shall be

sold on a commercially reasonable basis, and the net proceeds (after the reasonable costs of sale) distributed to the Parties based upon their respective Allocation Proportions.

#### SECTION 5. REPORTING.

The Commission shall submit an annual report to the respective communities detailing membership amounts, programming participation, activities and services accomplished and funded by the budget, and any other relevant reporting items reasonably requested.

### ARTICLE VII – MISCELLANEOUS PROVISIONS

#### SECTION 1. AMENDMENTS.

This Agreement may be amended in whole or in any part by written agreement of the Parties. Excepting any decisions for which the terms of this Agreement expressly require approval by each of the respective Parties, adoption of any proposed amendment to this Agreement may be approved by a majority of the communities that are then-Parties to this Agreement.

#### SECTION 2. APPLICABLE LAWS.

The Commission shall fully comply in all activities with applicable local, state and federal laws, regulations, grant conditions and contract provisions.

#### SECTION 3. STATE APPROVAL.

As soon as reasonably practicable after the effective date of this Agreement, this Agreement shall be officially submitted to the office of the Governor for approval pursuant to the Urban Cooperation Act of 1967.

#### SECTION 4. EFFECTIVE DATE.

This Agreement shall be in full force and effect and the Commission shall be considered as established as an operating public corporation on the date this Agreement is executed by all parties and a copy is filed with the Wayne County Clerk.

#### SECTION 5. DURATION.

This Agreement shall remain in effect and continue on an indefinite basis and shall only be terminated according to the terms hereof.

#### SECTION 6. NO ASSIGNMENT.

Neither this Agreement nor any of the benefits or responsibilities set forth herein may be assigned by any Party to any third party or agency, excepting only that the Commission may by contract delegate certain duties and responsibilities to one or more Contractors.

CITY OF GROSSE POINTE By: Sheila Tomkowiak  
Sheila Tomkowiak, Mayor

CITY OF GROSSE POINTE FARMS By: Shane Reeside  
Shane Reeside, City mgr.

CITY OF GROSSE POINTE PARK By: Michelle Hodges  
Michelle Hodges, Mayor

CITY OF GROSSE POINTE WOODS By: Arthur W. Bryant  
Arthur W. Bryant  
Its: Mayor

CITY OF HARPER WOODS By: Valerie G. Kindle  
Valerie G. Kindle mayor

Approved for Signature

Debra A. Walling  
Debra A. Walling  
City Attorney

Date: Feb. 3, 2025

**SCHEDULE A**

**2025 Contribution Allocations**

City of Grosse Pointe	\$163,639.00
City of Grosse Pointe Farms	\$362,110.00
City of Grosse Pointe Park	\$278,850.00
City of Grosse Pointe Woods	\$322,199.00
City of Harper Woods	\$ 98,906.00

NOTE: Numbers listed are estimates and subject to final determination of taxable values.

## CITY OF GROSSE POINTE WOODS

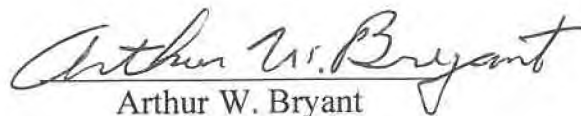
### PROCLAMATION

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

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

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

NOW, THEREFORE, I, Arthur W. Bryant, Mayor of the City of Grosse Pointe Woods, Michigan, do hereby proclaim **the week of Sunday, April 12, 2026 through Sunday, April 19, 2026, as Days of Remembrance** in the City of Grosse Pointe Woods in memory of the victims of the Holocaust and in honor of the survivors as well as the rescuers and liberators.



Arthur W. Bryant

Mayor

April 10, 2026



**CITY OF GROSSE POINTE WOODS**  
**PROCLAMATION**

WHEREAS, the President of the United States has designated **April 12-18** as **NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK**; and

WHEREAS, the number 911 is universally recognized as being dedicated to report emergencies; and

WHEREAS, the responses to calls for help by the telecommunicators of the Public Safety Department of the City of Grosse Pointe Woods gives the citizens of Grosse Pointe Woods a quick response to emergency calls for police, fire, or emergency medical services; and

WHEREAS, the safety of police officers, firefighters, and paramedics is dependent upon the actions of the telecommunicator, and the quality and accuracy of the information obtained from citizens who contact 911; and

WHEREAS, the telecommunicator serves as the first, first responder and the voice of help, providing comfort and direction for those in crisis to rely on when they call 911; and

WHEREAS, 2025 was another extraordinarily challenging year for which 911 telecommunicators played a critical role with their public safety partners, above and beyond the normal call of duty; and

NOW, THEREFORE, I, Arthur W. Bryant, Mayor of the City of Grosse Pointe Woods, Michigan, call upon all citizens of Grosse Pointe Woods and upon all patriotic, civil and educational organizations to observe the week of **April 12-18**, as **NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK** and that all of our residents join in commemorating 911 telecommunicators for the exceptional dedication and professionalism put forth in contributing to making Grosse Pointe Woods a safer place to live, work and visit.



*Arthur W. Bryant*  
ARTHUR W. BRYANT  
Mayor  
April 10, 2026

MEMO 26-05

TO: Susan Como, City Manager  
FROM: James Kowalski, Director of Public Services *J.K.*  
DATE: March 16, 2026  
SUBJECT: Water Meter Reader Opt-Out

In August 2025, the City of Grosse Pointe Woods entered into a contract with Utility Metering Systems (UMS) to install new meter reading equipment throughout the City. The Project was implemented to replace the existing meter reading system, which is reaching the end of its operational life.

The contract with UMS expired on February 28, 2026. As of the contract completion date, 6,781 meter reading units have been successfully installed citywide. At this time, 46 accounts remain non-compliant and still require installation of the new reading equipment. These remaining installations will be completed by the Department of Public Works.

Each of the remaining accounts has received a minimum of five separate notifications requesting the schedule an appointment for installation. These notifications have included mailed letters, hand delivered notices, and door hangers advising residents of the requirement to comply with the meter upgrade program.

**OPT-OUT OPTION**

Several residents have requested the ability to opt-out of the smart meter reader installation. In response, the Department of Public Works has developed an opt-out agreement for those residents who choose not to participate in the automated meter reading system. Under this agreement, the property owner would be responsible for a \$65 fee each time the water meter must be physically read by a DPW employee. This fee covers the cost of the employee wages, vehicle operation, and the time required to manually obtain the meter reading.

Residents must either:

- Allow installation of the new meter reading equipment, or
- Execute the opt-out agreement and pay the applicable manual fee.

**ENFORCEMENT**

If a property owner refuses both installation and the opt-out agreement, water service may be interrupted as permitted under City code. In order for the City to enforce this requirement through prosecution, City Council must approve the rule or regulation by resolution. The resolution must then be published in a newspaper of general circulation in accordance with applicable legal requirements prior to enforcement.

To implement the Opt-Out Option, City Council needs to adopt a resolution approving the rule established by the Department of Public Works in accordance with sections 44-24 and 44-26 of the Code of Ordinances regarding opting out of or refusing to allow installation of a new smart water meter. The resolution has been reviewed and approved by the City Attorney.

Therefore, I recommend that City Council adopt the attached resolution and associated manual meter reading fee and authorize publication of the rule as required by law.

Approved for Council consideration.

*Susan Como*  
\_\_\_\_\_  
Susan Como, City Manager

*4/10/26*  
\_\_\_\_\_  
Date



CITY OF GROSSE POINTE WOODS  
CERTIFIED RESOLUTION

**A RESOLUTION APPROVING THE RULE ESTABLISHED BY THE DEPARTMENT OF PUBLIC WORKS IN ACCORDANCE WITH SECTIONS 44-24 AND 44-26 OF THE CODE OF ORDINANCES REGARDING OPTING OUT OF OR REFUSING TO ALLOW INSTALLATION OF A NEW SMART WATER METER READER**

At a regular meeting of the City Council of the City of Grosse Pointe Woods on April 13, 2026, at 7:00 p.m. in the Robert E. Novitke Municipal Complex at 20025 Mack Plaza Dr., Grosse Pointe Woods, MI, with those present and absent being,

PRESENT:

Council Members:

ABSENT:

The following resolution was offered by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_:

WHEREAS: Grosse Pointe Woods Code, Section 44-24. – Rules and regulations, states “[t]he public works division is hereby given permission to make such reasonable rules and regulations as may be necessary, expedient and advisable for the carrying out of the terms and provisions of this article or for the proper operating and maintaining of the division of public works, which rules and regulations shall be published in printed form so that the rules and regulations may be distributed to anyone wishing a copy thereof and shall be complied with by all persons desiring to use water or doing and performing any labor or material in connection with the water system of the city,” and

WHEREAS: Grosse Pointe Woods Code, Section 44-26. – Same—Violation, states “[i]t shall be unlawful for any person to violate any rule or regulation prescribed under section 86-36;<sup>1</sup> provided that, before any such rule or regulation shall become effective, it shall be approved by resolution of the council, and then published in one issue of a newspaper of general circulation in the city,” and

WHEREAS: In August 2025, the City of Grosse Pointe Woods entered into a contract with Utility Metering Systems (UMS) to install new water meter reading equipment throughout the City, and

WHEREAS: The Project was implemented to replace the existing water meter reading system, which is reaching the end of its operational life, and

<sup>1</sup> Section 86-36 is now Section 44-25 following the codification in 1997.

WHEREAS: The contract with UMS expired on February 28, 2026. As of the contract completion date, 6,781 meter reading units were successfully installed citywide, but 46 accounts remain non-compliant and still require installation of the new water meter reading equipment. The remaining installations can be completed by the Department of Public Works, and

WHEREAS: Each of the remaining non-compliant accounts has received a minimum of five separate notifications requesting the resident to schedule an appointment for installation. These notifications have included mailed letters, hand delivered notices, and door hangers advising residents of the requirement to comply with the water meter upgrade program, and

WHEREAS: Because some residents have requested the opportunity to opt out of the new water meter installation, the Department of Public Works has developed an opt-out agreement for those residents who choose not to participate in the automated water meter reading system. Under this agreement, the property owner will be responsible for a \$65 fee each time the water meter must be physically read by a DPW employee. This fee covers the cost of the employee wages, vehicle operation, and the time required to manually obtain the water meter reading, and

WHEREAS: The Department of Public Works has established a rule pursuant to City Code Section 44-24 which requires either completion of the opt out form which requires payment of the applicable manual water meter reading fee or allowing the installation of a new water meter within 10 business days from the date of a letter informing the occupant of the rule in order to prevent shut off of water service to the premises in accordance with Grosse Pointe Woods Code, Section 44-63, or prosecution for violating the rule, and

WHEREAS: The rule provides that water service to the premises may be discontinued for non-compliance with the rule in accordance with Grosse Pointe Woods Code, Section 44-63 and/or prosecution for violating the rule may be instituted;

NOW, THEREFORE LET IT BE RESOLVED: That the aforementioned rule is determined to be reasonable and is hereby approved. The City Clerk shall publish the rule once in a newspaper of general circulation prior to enforcement.

AYES:

NAYS:

ABSENT:

Resolution declared \_\_\_\_\_.



**Sec. 44-24. - Rules and regulations.**

The public works division is hereby given permission to make such reasonable rules and regulations as may be necessary, expedient and advisable for the carrying out of the terms and provisions of this article or for the proper operating and maintaining of the division of public works, which rules and regulations shall be published in printed form so that the rules and regulations may be distributed to anyone wishing a copy thereof and shall be complied with by all persons desiring to use water or doing and performing any labor or material in connection with the water system of the city.

(Code 1975, § 2-1-63; Code 1997, § 86-35)

**Sec. 44-25. - Special regulations during water shortage—Authority of city administrator.**

Whenever the city administrator has been notified by the board of water commissioners of the City of Detroit that the demand for water from the Detroit distribution system is such that, unless the usage is regulated, the public health, safety and general welfare is likely to be endangered, the city administrator shall prescribe rules and regulations, not less restrictive than those adopted by the City of Detroit, to regulate the water usage in the city during such emergency.

(Code 1975, § 2-1-64; Code 1997, § 86-36)

**Sec. 44-26. - Same—Violation.**

It shall be unlawful for any person to violate any rule or regulation prescribed under section 86-36; provided that, before any such rule or regulation shall become effective, it shall be approved by resolution of the council, and then published in one issue of a newspaper of general circulation in the city.

(Code 1975, § 2-1-65; Code 1997, § 86-37)

**ARTICLE I. IN GENERAL**

**Secs. 86-1—86-31. Reserved.**

**ARTICLE II. WATER DISTRIBUTION SYSTEM****DIVISION 1. GENERALLY****Sec. 86-32. Jurisdiction over water system.**

The public works division shall have complete jurisdiction over the water distribution system, and shall make all taps and connections, install water meters, collect rates for water consumed, and do all other things necessary for the proper conduct of the water system.

(Code 1975, § 2-1-2)

**Sec. 86-33. Disposition of revenue.**

The public works division shall have a separate account in which all monies received for water consumed shall be deposited and from which all disbursements made by the division shall be withdrawn.

(Code 1975, § 2-1-3)

**Sec. 86-34. Records.**

The public works division shall keep a record of all services installed and the location thereof, and of such other information as shall be required from time to time by the board of water commissioners of the city.

(Code 1975, § 2-1-4)

**Sec. 86-35. Rules and regulations.**

The public works division is hereby given permission to make such reasonable rules and regulations as may be necessary, expedient and advisable for the carrying out of the terms and provisions of this article or for the proper operating and maintaining of the division of public works, which rules and regulations shall be published in printed form so that the rules and regulations may be distributed to anyone wishing a copy thereof and shall be complied with by all persons desiring to use water or doing and performing any labor or material in connection with the water system of the city.

(Code 1975, § 2-1-63)

**Sec. 86-36. Special regulations during water shortage—Authority of city administrator.**

Whenever the city administrator has been notified by the board of water commissioners of the City of Detroit that the demand for water from the Detroit distribution system is such that, unless the usage is regulated, the public health, safety and general welfare is likely to be

endangered, the city administrator shall prescribe rules and regulations, not less restrictive than those adopted by the City of Detroit, to regulate the water usage in the city during such emergency.

(Code 1975, § 2-1-64)

**Sec. 86-37. Same—Violation.**

It shall be unlawful for any person to violate any rule or regulation prescribed under section 86-36; provided that, before any such rule or regulation shall become effective, it shall be approved by resolution of the council, and then published in one issue of a newspaper of general circulation in the city.

(Code 1975, § 2-1-65)

**Sec. 86-38. Unlawful use of water.**

(a) Whoever intentionally, by any means or device, prevents water from passing through any meter belonging to the division of public works or used in connection with the supply of water to any consumer by the division of public works to register the amount of water passing through the meter, or intentionally prevents a meter from duly registering the quantity of water supplied, or in any way interferes with its proper action or just registration, or without the consent in writing of the office manager of the division of public works intentionally diverts any water from any pipe of the division of public works or otherwise intentionally uses, or causes to be used, without the consent of the division of public works, any water produced or distributed by the division of public works, or any person who retains possession of or refuses to deliver any meter or other appliance loaned to such person by the division of public works, shall, for every such offense, be fined as provided in this Code.

(b) The presence at any time of any device or pipes resulting in the diversion of water or prevention of its free passage and registration by the meter or diverting water from the meter as defined in this section or resulting in the prevention of water from reaching the meter, or preventing the just registration of the meter or the taking of any water except through a meter as set forth in this section, shall constitute prima facie evidence of knowledge on the part of the person owning or having custody and control of the room, building, place or premises where such device or pipe is of existence thereof and knowledge of such existence by the person who would be benefited by the failure of the water to be properly metered, and shall further constitute prima facie evidence of the intention on the part of such person to defraud, and shall bring such person prima facie within the scope, meaning and penalties of this article and this Code.

(Code 1975, § 2-1-66)

**Secs. 86-39—86-60. Reserved.**

**DIVISION 2. APPLICATION AND INSTALLATION**

**Sec. 86-61. Application for water service.**

All applications for the use of water through a service pipe, or for the introduction of service pipes, or for the installation of a water meter, shall be made to the division of public works of

## City of Grosse Pointe Woods

### Water Meter Access and Opt-Out Rule

#### Section 1. Purpose

The purpose of this rule is to ensure the accurate measurement of water usage, maintain system efficiency, and protect the public health, safety, and welfare of the City of Grosse Pointe Woods.

#### Section 2. Mandatory Access for Installation

All owners, occupants, or persons in control of any residential, commercial, or industrial property served by the City's water system shall provide the City of Grosse Pointe Woods, its employees, or its authorized agents reasonable access to such property for the purpose of installing, inspecting, maintaining, repairing, replacing, or upgrading water meters and/or remote reading devices.

#### Section 3. Refusal of Access – Opt-Out Requirement

Any property owner who refuses or fails to provide access for the installation of a water meter or remote reading device shall be required to execute a City-approved Water Meter Opt-Out Agreement within the timeframe established by the City.

#### Section 4. Opt-Out Terms and Conditions

A property owner electing to opt out shall be subject to the following conditions:

- a. A manual meter reading fee of Sixty-Five Dollars (\$65.00) shall be charged for each required reading, which shall be in addition to all regular water usage and service charges. ( Fee could change yearly )

b. All manual meter readings shall be performed by City personnel and must be scheduled in advance at a date and time approved by the City.

c. Failure to provide access at the scheduled appointment shall result in:

- A missed appointment fee of Sixty-Five Dollars (\$65.00); and
- Possible initiation of water service interruption procedures.

### Section 5. Non-Compliance and Enforcement

Failure to comply with the provisions of this ordinance, including failure to provide access or failure to execute and comply with an opt-out agreement, shall constitute a violation. The City may take one or more of the following enforcement actions:

- Discontinuation of water service in accordance with applicable ordinances and procedures;
- Issuance of municipal civil infractions, fines, or penalties;
- Any other remedies available under local, state, or applicable law.



## CITY OF GROSSE POINTE WOODS MEMORANDUM

**DATE:** March 17, 2026  
**TO:** Mayor and City Council  
**FROM:** Susan Como  
**SUBJECT:** CDBG Request for Proposals

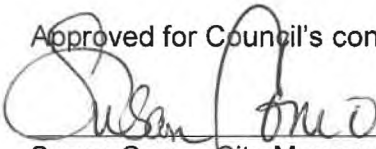
The Department of Housing and Urban Development (HUD) and Wayne County have invited communities to participate in the Request for Proposals for the Community Development Block Grant (CDBG) 2026 Activities Program. Each participating community will receive \$20,000 to be used on qualifying projects and/or public service.

Once again, it is the intent of most of the Grosse Pointe and Harper Woods communities to allocate the total amount or a portion to Pointe Area Assisted Transportation Services (PAATS) and The Helm Life Center for senior center operations. We've pursued and won these grants for many years and this year's application is identical to past years' applications: allocating \$6,000 (30%) of the \$20,000 grant to PAATS for transportation services and \$14,000 (70%) to The Helm Life Center.

Due to the unusual combination of (1) later-than-normal application training hosted by Wayne County and (2) four weeks between Council Meetings and (3) denial of our requested extension, we've already submitted it for inclusion in Wayne County's Annual Action Plan to HUD to meet the April 13, 4:30 PM, deadline.

Per the attached email, Community Development Assistant Director Jeannie Fields advised us to submit our two applications by the deadline and to note on each: *City Council approval has not been obtained but is being solicited*. We've adhered to the deadline, noted the disclaimer, and now seek Council's approval to continue pursuing these grants to support PAATS and The Helm.

Approved for Council's consideration:

  
Susan Como, City Manager

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

**Resolution Approving PY 2026 CDBG RFP/Applications**

A regular meeting of the City Council of the City of Grosse Pointe Woods, County of Wayne, State of Michigan (the “City”), was held on April 13, 2026, at 7:00 o’clock p.m., Eastern Standard Time.

PRESENT: Brown, Bryant, Gafa, Granger, Koester, McConaghy, Motschall  
ABSENT: None

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the following resolution be adopted:

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT: the City of Grosse Pointe Woods CDBG RFP/applications are hereby authorized to be submitted to Wayne County for inclusion in Wayne County’s Annual Action Plan to the U.S. Department of Housing and Urban Development, and that Susan Como, City Manager, is hereby authorized to execute all documents, agreements, or contracts which result from these applications to Wayne County.

Made and passed this 13th day of April, 2026.

I, Paul P. Antolin, the duly authorized City Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the City of Grosse Pointe Woods City Council on April 13, 2026.

\_\_\_\_\_  
Paul P. Antolin, City Clerk  
City of Grosse Pointe Woods  
County of Wayne, Michigan

RECEIVED

APR 08 2026



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

March 16, 2026

Project No: 0160-0495-0

Invoice No: 164073

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

Project 0160-0495-0 2025 SEWER REHAB PROGRAM  
PURCHASE ORDER #25-49189 - \$58,333.00  
FOR: CONST. OBSERVATION, CONST. ENGINEERING, CONTRACT ADMIN  
Professional Services from February 09, 2026 to March 08, 2026

**Professional Personnel**

	Hours	Rate	Amount
<b>CONTRACT ADMINISTRATION</b>			
TEAM LEADER	2.50	102.20	255.50
TECHNICIAN III	3.00	85.70	257.10
SENIOR PROJECT MANAGER	.20	142.00	28.40
<b>CONSTRUCTION OBSERVATION</b>			
TECHNICIAN III	10.00	85.70	857.00
<b>CCTV REVIEW</b>			
GRADUATE ENGINEER II / SURV II / ARCH II	1.00	109.30	109.30
Totals	16.70		1,507.30
<b>Total Labor</b>			<b>1,507.30</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	1,507.30	40,666.58	42,173.88
Limit			58,333.00
Remaining			16,159.12

**Total this Invoice \$1,507.30**

**Outstanding Invoices**

Number	Date	Balance
163489	2/16/2026	4,118.53
<b>Total</b>		<b>4,118.53</b>

PO 49189  
#592-537-976.001

OK - G.K.  
SS  
SL

RECEIVED

APR 08 2026

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**

March 17, 2026

Project No: 0160-0455-0

Invoice No: 164176

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

Project 0160-0455-0 VERNIER & MACK AVE INTERSECTION IMPROVE.  
PURCHASE ORDER #24-48747 - \$375,000.00  
FOR: CONSTRUCTION OBSERVATION, CONSTRUCTION ENGINEERING, & CONTRACT ADMIN.  
Professional Services from February 09, 2026 to March 08, 2026

Phase 03 CONSTRUCTION

**Professional Personnel**

	Hours	Rate	Amount	
<b>CONTRACT ADMINISTRATION</b>				
PRINCIPAL ENGINEER / SURV / ARCH	.50	144.10	72.05	
PROJECT MANAGER	12.30	140.00	1,722.00	
GRADUATE ENG I / SURV I / ARCH I	12.00	102.20	1,226.40	
TECHNICIAN III	6.10	85.70	522.77	
TECHNICIAN II	7.30	75.80	553.34	
TECHNICIAN I	.80	68.50	54.80	
<b>STUDIES</b>				
GRADUATE ENG I / SURV I / ARCH I	8.50	102.20	868.70	
Totals	47.50		5,020.06	
<b>Total Labor</b>				<b>5,020.06</b>

Billing Limits	Current	Prior	To-Date
Total Billings	5,020.06	302,304.45	307,324.51
Limit			375,000.00
Remaining			67,675.49

**Total this Phase \$5,020.06**

**Total this Invoice \$5,020.06**

PO 48747  
# 202-451-974-803  
OK J.K.  
SS  
JC

RECEIVED

APR 08 2026



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**

March 17, 2026  
Project No: 0160-0496-0  
Invoice No: 164177

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

Project 0160-0496-0 WEDGEWOOD RESURF. (VERNIER-HAWTHORNE)  
PURCHASE ORDER #25-49195 - \$7,500.00  
PURCHASE ORDER #25-49193 - \$33,250.00  
PURCHASE ORDER #25-49285 - \$70,918.00  
FOR: CONST. ENGINEERING, MATERIAL TESTING, CONTRACT ADMIN. & CONTRACT CLOSEOUT  
Professional Services from February 09, 2026 to March 08, 2026

**Professional Personnel**

	Hours	Rate	Amount	
CONTRACT ADMINISTRATION				
PROJECT MANAGER	2.70	140.00	378.00	
TECHNICIAN III	3.30	85.70	282.81	
Totals	6.00		660.81	
<b>Total Labor</b>				<b>660.81</b>

**Consultants**

REIMBURSABLE CONSULTANT EXPENSE				
1/28/2026 G2 CONSULTING GROUP	Invoice# 253663		3,799.00	
<b>Total Consultants</b>			<b>3,799.00</b>	<b>3,799.00</b>

**Billing Limits**

	Current	Prior	To-Date	
Total Billings	4,459.81	59,268.03	63,727.84	
Limit			111,668.00	
Remaining			47,940.16	
		<b>Total this Invoice</b>		<b>\$4,459.81</b>

PO 49285  
# 202-451-974.201 \$ 44.59  
# 203-451-974.201 \$ 535.18  
# 203-451-977.803 \$ 2,408.30  
# 592-532977.310 \$ 1,471.74

OK - J.K  
SS  
CC

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

# INVOICE

Invoice Number: 253663  
 Invoice Date: October 31, 2025  
 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

<b>Customer ID</b>	<b>Purchase Order No.</b>	<b>G2 Project No.</b>	
AEW001	AEW No. 0160-0496	250915	
<b>Payment Terms</b>	<b>Due Date</b>	<b>Ship Date</b>	<b>Shipping Method</b>
Net 30 Days	November 30, 2025		

Quantity	Description	Unit Price	Amount
20.50	Engineering Technician, per hour	78.00	1,599.00
2.50	Engineering Technician - Cylinder Pick-Up on 10/4/25 and 10/11/25	78.00	195.00
5.00	Project Manager, per hour	175.00	875.00
3.00	Administrative Assistant, per hour	66.00	198.00
1.00	Troxler Nuclear Moisture/Density Gauge, each	45.00	45.00
1.00	Bituminous Extraction / Sieve, each	350.00	350.00
1.00	Bituminous QC / QA Technician, each	105.00	105.00
24.00	Compressive Strength Test Cylinders, each	18.00	432.00
	Wedgewood Drive Resurfacing Project, Grosse Pointe Woods, Michigan - Quality Control Observation and Testing Services on 10/23/25		
	Client Contact: Julie Bove		

**Total Invoice Amount      \$      3,799.00**

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

APR 08 2026

CITY OF GROSSE POINTE WOODS  
CHECKS DEPARTMENT



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

**INVOICE**

March 18, 2026

Project No: 0160-0498-0

Invoice No: 164254

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

Project 0160-0498-0 2025-2026 GENERAL ENGINEERING  
PURCHASE ORDER #25-48971 - \$40,000.00

**Professional Services from February 09, 2026 to March 08, 2026**

Phase 01 GENERAL ENGINEERING

**Professional Personnel**

	Hours	Rate	Amount
<b>RESEARCH/REVIEW</b>			
<b>SENIOR PROJECT MANAGER</b>			
SEIDEL, KYLE	.30	142.00	42.60
Discussion on dredging Milk River at Lakefront Park and research lake levels and share with GPW.			
<b>PRELIMINARY ENGINEERING</b>			
<b>GRADUATE ENG I / SURV I / ARCH I</b>			
STAFFORD, SAMUEL	.50	102.20	51.10
discussed FAC with Ross			
STAFFORD, SAMUEL	1.00	102.20	102.20
FAC documents FY29			
STAFFORD, SAMUEL	5.00	102.20	511.00
FAC funding Vernier, Street scape ideas, FAC Marter			
STAFFORD, SAMUEL	3.50	102.20	357.70
Wayne County FAC (Marter, 2 segments on Vernier)			
<b>GENERAL</b>			
<b>PROJECT MANAGER</b>			
WILBERDING, ROSS	2.50	140.00	350.00
Arranging a meeting w/ Rexa for Sluice gate at TRPS. Marking up TRPS as-builts for Rexa's review prior to meeting. Review of K. Seidel corr. re: rates. Setting up const. budgeting meeting			
WILBERDING, ROSS	1.00	140.00	140.00
Corr. re: final GLWA Contract Reopener packet and sending to GLWA. Sending selected FYE27 construction projects to DPW.			
WILBERDING, ROSS	2.50	140.00	350.00
Drafting GPW project submissions for congressional appropriation funding through Rep. Thanedar			
WILBERDING, ROSS	2.50	140.00	350.00
Research into and corr. re: Rep. Thanedar federal appropriations grant opportunity. Review of Jackson near Country Club on GIS per rec by J. Kowalski			
WILBERDING, ROSS	3.00	140.00	420.00
Review and markup GLWA contract reopener packet, schedule meeting to review w/ J. Kowalski			
WILBERDING, ROSS	1.00	140.00	140.00
Review and send FAC apps to J. Kowalski for review/signature. Submit app to FAC committee			
WILBERDING, ROSS	.50	140.00	70.00
Review GPW SCADA to observe while Booster station is active			

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

WILBERDING, ROSS	4.00	140.00	560.00	
Review of new water charge methodology literature. Zoom meeting w/ S. Como & J. Kowalski to review water contract reopener packet, and review new water rate methodology				
WILBERDING, ROSS	1.00	140.00	140.00	
Review of RRA regulatory requirements and guidance				
WILBERDING, ROSS	1.50	140.00	210.00	
Sending final GLWA packet markups to city for approval and reminder of to consult w/ city attorney for question to GLWA. Review of FAC project applications w/ S. Stafford				
WILBERDING, ROSS	1.00	140.00	140.00	
Submitting the remaining projects to Rep. Thanedar for Community Project Funding				
<b>EXTRA SERVICES</b>				
<b>GRADUATE ENG I / SURV I / ARCH I</b>				
STAFFORD, SAMUEL	4.00	102.20	408.80	
GPW RRA				
STAFFORD, SAMUEL	1.00	102.20	102.20	
RRA discussion				
Totals	35.80		4,445.60	
<b>Total Labor</b>				<b>4,445.60</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	4,445.60	22,118.35	26,563.95	
Limit			40,000.00	
Remaining			13,436.05	
		<b>Total this Phase</b>		<b>\$4,445.60</b>
		<b>Total this Invoice</b>		<b>\$4,445.60</b>

PO 48971  
 # 101-441-818.000 \$ 901.40  
 # 101-265-818.000 \$ 2,253.50  
 # 592-537-818.000 \$ 3605.60  
 OK - J.K.  
 558  
 101-101-967.100 840.00



**ANDERSON, ECKSTEIN & WESTRICK, INC.**  
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS  
Shelby Township - Roseville - Livonia  
586.726.1234 | www.aewinc.com

**RECEIVED**

**APR 08 2026**

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

March 24, 2026

Steven Schmidt, Treasurer-Comptroller  
City of Grosse Pointe Woods  
20025 Mack Avenue  
Grosse Pointe Woods, Michigan 48236-2397

**Reference: Pay Application 8**  
Torrey Road Pump Station Generator  
City of Grosse Pointe Woods  
AEW Project No. 0160-0473

Dear Mr. Schmidt:

Enclosed please find Application and Certification for Payment No. 8 for the above-referenced project. For work performed through March 13, 2026, we recommend issuing payment for the **CURRENT PAYMENT DUE (see Page 1)** in the amount of **\$174,476.21** to Rauhorn Electric, Inc., 14140 33 Mile Road, Bruce Township, Michigan 48065.

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

Sincerely,

Signed by:  
Ross T. Wilberding  
205B23CEC80242B...

Ross T. Wilberding, PE  
Project Manager

PO 48157  
# 592-542-974.000  
OK - J.K  
SS  
SC

cc: Susan Como, City Manager  
Jim Kowalski, Director of Public Services  
Matt Crook, Assistant Director of Public Services  
Jeanne Duffy, Grosse Pointe Woods  
Heidi Korte, Executive Assistant  
Chris Korte, Rauhorn Electric, Inc.  
Paul Antolin, Grosse Pointe Woods

**AIA Type Document  
Application and Certification for Payment**

**TO (OWNER):** City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

**PROJECT:** Torrey Road Generator

**APPLICATION NO:** 8  
**INVOICE NO:** 33032  
**PERIOD TO:** 3/13/2026

**DISTRIBUTION TO:**  
\_ OWNER  
\_ ARCHITECT  
\_ CONTRACTOR

**FROM (CONTRACTOR):** Rauhorn Electric Inc.  
14140 33 Mile Road  
Bruce Twp, MI 48065

**VIA (ARCHITECT):** Anderson, Eckstein and Westrick, Inc.  
51301 Schoenherr Road  
Shelby Township, MI 48315

**ARCHITECT'S PROJECT NO:** 0160-0473

**ISABELLA VENTIMIGLIO**  
Notary Public - State of Michigan  
County of Macomb  
My Commission Expires Nov 6, 2032  
Acting in the County of Macomb

**CONTRACT FOR:** 24-012

**CONTRACT DATE:** 2/15/2024

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

<b>1. ORIGINAL CONTRACT SUM</b> .....	\$	<u>2,047,390.00</u>
<b>2. Net Change by Change Orders</b> .....	\$	<u>14,868.00</u>
<b>3. CONTRACT SUM TO DATE (Line 1 + 2)</b> .....	\$	<u>2,062,258.00</u>
<b>4. TOTAL COMPLETED AND STORED TO DATE</b> .....	\$	<u>1,870,507.11</u>
<b>5. RETAINAGE:</b>		
a. <u>0.80</u> % of Completed Work	\$	<u>15,000.00</u>
b. <u>0.00</u> % of Stored Material	\$	<u>0.00</u>
Total retainage (Line 5a + 5b) .....	\$	<u>15,000.00</u>
<b>6. TOTAL EARNED LESS RETAINAGE</b> .....	\$	<u>1,855,507.11</u>
(Line 4 less Line 5 Total)		
<b>7. LESS PREVIOUS CERTIFICATES FOR PAYMENT</b> (Line 6 from prior Certificate) .....	\$	<u>1,681,030.90</u>
<b>8. CURRENT PAYMENT DUE</b> .....	\$	<u>174,476.21</u>
<b>9. BALANCE TO FINISH, INCLUDING RETAINAGE</b> (Line 3 less Line 6)	\$	<u>206,750.89</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	12,173.00	0.00
Total approved this Month	2,695.00	0.00
<b>TOTALS</b>	<b>14,868.00</b>	<b>0.00</b>
<b>NET CHANGES by Change Order</b>	<b>14,868.00</b>	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

**CONTRACTOR:** Rauhorn Electric Inc.  
14140 33 Mile Road Bruce Twp, MI 48065

By: Michele Laskowski Digitally signed by Michele Laskowski  
DN: cn=Michele Laskowski, o=Rauhorn Electric Inc., c=USA Date: 03/23/2026

Michele Laskowski / Project Analyst Man:

State of: MI

County of: Macomb

Subscribed and Sworn to before me this 23 Day of March 2026

Notary Public: Isabella Ventimiglio

My Commission Expires : 11/06/2032

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** .....

*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)*

**ARCHITECT:** Ross T. Underling Digitally signed by Ross T. Underling Date: 03/24/2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**AIA Type Document**  
**Application and Certification for Payment**

**TO (OWNER):** City of Grosse Pointe Woods  
 20025 Mack Plaza  
 Grosse Pointe Woods, MI 48236

**PROJECT:** Torrey Road Generator

**APPLICATION NO:** 8  
**PERIOD TO:** 3/13/2026

**DISTRIBUTION TO:**  
 \_ OWNER  
 \_ ARCHITECT  
 \_ CONTRACTOR

**FROM (CONTRACTOR):** Rauhorn Electric Inc.  
 14140 33 Mile Road  
 Bruce Twp, MI 48065

**VIA (ARCHITECT):** Anderson, Eckstein and Westrick, Inc  
 51301 Schoenherr Road  
 Shelby Township, MI 48315

**ARCHITECT'S PROJECT NO:** 0160-0473

**CONTRACT FOR:** 24-012

**CONTRACT DATE:** 2/15/2024

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
10	SCADA Integration MCE Only	2,700.00	2,700.00	0.00	0.00	2,700.00	100.00	0.00	0.00
20	DTE Fees	200,000.00	8,249.11	0.00	0.00	8,249.11	4.12	191,750.89	0.00
30	Demolition	23,000.00	23,000.00	0.00	0.00	23,000.00	100.00	0.00	0.00
40	Civil/Site	88,230.00	88,230.00	0.00	0.00	88,230.00	100.00	0.00	0.00
50	Electrical	1,733,460.00	1,733,460.00	0.00	0.00	1,733,460.00	100.00	0.00	15,000.00
CO#1	Asbestos Abatement	4,673.00	4,673.00	0.00	0.00	4,673.00	100.00	0.00	0.00
CO#2	Backup Power for Cutover	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00	0.00	0.00
CO#3	Torrey Rd PS Generator ATS SCADA connection and PLC upgrades	2,695.00	0.00	2,695.00	0.00	2,695.00	100.00	0.00	0.00
<b>REPORT TOTALS</b>		<b>\$2,062,258.00</b>	<b>\$1,867,812.11</b>	<b>\$2,695.00</b>	<b>\$0.00</b>	<b>\$1,870,507.11</b>	<b>90.70</b>	<b>\$191,750.89</b>	<b>\$15,000.00</b>



MCKENNA

RECEIVED

APR 08 2026

HEADQUARTERS  
235 East Main Street  
Suite 105  
Northville, Michigan 48167

O 248.596.0920  
F 248.596.0930  
MCKA.COM

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

March 18, 2026

Invoice No: 21849 - 119

Susan Como  
City Manager  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

Project 21849 Grosse Pointe Woods Building Services

**Professional Services from February 1, 2026 to February 28, 2026**

Building Department Services - 85% of Revenue

**Contract Amount**

Number of Permit Revenue	54,262.00
Fee Each	.85
Total Fee	46,122.70

**Total Fee \$46,122.70**

Vehicle Credit	(500.00)
<b>Total</b>	<b>(\$500.00)</b>

General Zoning/Administration

General Zoning/Administration professional services.

	Hours	Amount
Vice President	2.00	
Senior Planner	5.50	
Associate Planner	1.00	
<b>Total</b>	<b>1.50</b>	<b>0.00</b>

Invoice Total \$45,622.70

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

101-257-814.000  
SS  
SC



**MCKENNA**

**RECEIVED**

**APR 08 2026**

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

HEADQUARTERS  
235 East Main Street  
Suite 105  
Northville, Michigan 48167

O 248.596.0920  
F 248.596.0930  
MCKA.COM

Susan Como  
City Manager  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

March 17, 2026  
Invoice No: 22-064 - 51

Project 22-064 Grosse Pointe Woods Planning Services  
Professional Services from February 1, 2026 to February 28, 2026

Professional Hourly Services

	Hours	Rate	Amount
Vice President			
Conduct office hours on February 10, 2026.	4.00	135.00	540.00
Conduct office hours on February 19, 2026.	5.00	135.00	675.00
Conduct office hours on February 5, 2026.	4.00	135.00	540.00
<b>Total</b>			<b>\$1,755.00</b>

Meetings

	Hours	Rate	Amount
Vice President			
Prepare and attend the City Council meeting on February 23, 2026.	2.00	135.00	270.00
Prepare and attend the City Council meeting on February 2, 2026.	.75	135.00	101.25
Prepare and attend the Planning Commission meeting on February 24, 2026.	2.50	135.00	337.50
<b>Total</b>			<b>\$708.75</b>

REVIEW SERVICES

21043 Mack - Site Plan 1

Site Plan Review - \$800 + \$75/acre **\$800.00**

1050 N. Oxford - Variance 1

Flat Fee \$200 **\$200.00**

20930 Mack Avenue - Site Plan 1

Site Plan Review - \$800 + \$75/acre

\$875.00

Invoice Total \$4,338.75

Outstanding Invoices

Number	Date	Balance
50	2/26/2026	6,617.50
<b>Total</b>		<b>\$6,617.50</b>

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

101-371-702,000

SS  
S



MCKENNA

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APR 08 2026

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

HEADQUARTERS  
235 East Main Street  
Suite 105  
Northville, Michigan 48167

O 248.596.0920  
F 248.596.0930  
MCKA.COM

Susan Como  
City Manager  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

March 17, 2026  
Invoice No: 25-030 - 10

Project 25-030 Grosse Pointe Woods MSHDA Zoning Ordinance Update  
**Professional Services from February 1, 2026 to February 28, 2026**

Professional Services

Continued progress on the Zoning Ordinance Rewrite: Complete scope of services to include:

- Step 1: Technical Review and Proposed Table Of Contents
- Step 2: First Planning Commission Meeting
- Step 3: Zoning Ordinance First Draft
- Step 4: First Draft Review and Preparation Of A Second Draft
- Step 5: Community Open House (Or Other Engagement As Desired)
- Step 6: Adoption Process

Contract Amount

Total Fee	50,000.00		
Percent Complete	57.80	Total Earned	28,900.00
		Previous Fee Billing	27,500.00
		<b>Total Fee</b>	<b>\$1,400.00</b>
		<b>Invoice Total</b>	<b>\$1,400.00</b>

Outstanding Invoices

Number	Date	Balance
9	2/20/2026	2,000.00
<b>Total</b>		<b>\$2,000.00</b>

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

101-371-702.000

SS  
80

STATEMENT	Customer Name CITY OF GROSSE POINTE WOODS	PAGE 1
Remit to: State of Michigan Attn: Finance Cashier P.O. Box 30648 Lansing MI 48909	Customer Account Number MDOT00183	Statement Closing Date 03-04-26
	AR Dept/BPRO 591:ACT51	Due Date 04-03-26
		Amount Enclosed

Bill to:  
CITY OF GROSSE POINTE WOODS  
GROSSE POINTE WOODS CITY TREASURER  
20025 MACK AVENUE  
GROSSE POINTE WOODS MI 48236

RECEIVED

APR 08 2026

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Payment Method: Check  Money Order

Please write Customer Account No. on front of Check or Money Order.  
DO NOT MAIL CASH

Please check if address has changed. Write correct address on back of stub and attach with payment.

Please detach the above stub and return with your remittance payable to Dept. of Transportation

Transportation



ORIGINAL

Customer Account Number MDOT00183	Statement Closing Date 03-04-26
Customer Name CITY OF GROSSE POINTE WOODS	IF YOU HAVE ANY QUESTIONS, PLEASE CALL

Current Period Charges

Description	Date	Transaction ID	Charges
Payment - Thank you	02-05-26	CACR591260000003196	\$2,272.47
Payment - Thank you	02-10-26	CACR591260000003353	\$13,915.00
Payment - Thank you	02-10-26	CACR591260000003353	\$20,351.00
Payment - Thank you	02-10-26	CACR591260000003353	\$4,571.48
Payment - Thank you	02-10-26	CACR591260000003353	\$66,258.27
Payment - Thank you	02-10-26	CACR591260000003353	\$14,731.00
-	02-27-26	CARE1591REIM26000885	\$3,853.94
-	02-27-26	CARE1591REIM26000885	\$417.36
-	02-27-26	CARE1591REIM26000885	\$26,712.52

Important Customer Information

P6 48933  
#202-451-977.117

OK - JJK  
SS  
JJK



**Summary**

**Report ID:** MI-PRJ-0018

**Run Date:** 03/10/2026

**Run Time:** 10:25:11 AM

**MDOT00183 - CITY OF GROSSE POINTE WOODS**

**Program:** 218128CON

**Federal Project:** 24A0672

**Description:** Vernier Road at Mack Road and Sunningdale Park, City of Gro Signal Modernization, New Signal and Pedestrian Crossing, Signing, Eliminating Southbound crossover east of Mack on Vernier Road

**Phase: 01 Construction Contract**

Funding Profile	Fed Pro Rata	Jrnl Description			
A00382	80	2024-5300 CITY OF GROSSE POINTE WOODS			
			<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>
<b>Federal</b>			675,993.30	650,335.01	
<b>Local</b>			168,998.33	162,583.75	150,895.26
					<b>Balance Due</b>
					3,853.94

**Phase: 03 Proposal Printing**

Funding Profile	Fed Pro Rata	Jrnl Description			
A00382	80	2024-5300 CITY OF GROSSE POINTE WOODS			
			<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>
<b>Federal</b>			160.00	0.00	
<b>Local</b>			40.00	0.00	0.00
					<b>Balance Due</b>
					0.00

**Program:** 219533CON

**Federal Project:** 24A0675

**Description:** Vernier Road and Sunningdale Street, Grosse Pointe Woods, W Ped/Bike Improvementsa. Installation of mast arm traffic signals on Vernier Road at the intersection of Vernier Road and Sunningdale Park Street, at the eastbound and westbound median crossover 215 feet west of Sunningdale Park Street.b. Establish a

**Phase: 01 Construction Contract**

Funding Profile	Fed Pro Rata	Jrnl Description			
A00177	81.85	2024-5300 CITY OF GROSSE POINTE WOODS			
			<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>
<b>Federal</b>			599,836.30	599,836.30	
<b>Local</b>			272,034.07	241,740.68	198,852.87
					<b>Balance Due</b>
					27,129.88



**Summary**

Report ID: MI-PRJ-0018

Run Date: 03/10/2026

Run Time: 10:25:11 AM

**Phase: 03 Proposal Printing**

Funding Profile	Fed Pro Rata	Jrnl Description			
A00177	81.85				
	<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>	<b>Balance Due</b>	
<b>Federal</b>	163.70	0.00			
<b>Local</b>	36.30	0.00	0.00	0.00	

Vendor Code	Vendor Legal Name	Vendor Alias/DBA Name
MDOT00183	CITY OF GROSSE POINTE WOODS	

**Instruction:** Instruction: Remit this listing of Balance Due by Program with the payment. Payments will be applied to all programs with a balance due, unless otherwise noted.

**Statement Date:** 03/10/2026  
 Pay in Full (default if neither box is checked)  
 Manual allocation specified by Program in Paid Amount below

**Remittance information:**  
 State of Michigan  
 Attention: Finance Cashier  
 P.O. Box 30648  
 Lansing, MI 48909

Program	Balance Due
218128CON -	3,853.94
219533CON -	27,129.88

RECEIVED

APR 08 2026

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

**Tomlinson & McGrail, PLLC**

**INVOICE**

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

Invoice # 389  
Date: 04/01/2026  
Due On: 05/01/2026

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

**00008-City of Grosse Pointe Woods**

**Prosecutions**

Type	Date	Notes	Quantity	Rate	Total
Service	03/03/2026	P v Dailey - Rec and Rev (2) emails; Reply email	0.30	\$155.00	\$46.50
Service	03/05/2026	Rec and Rev email from DPS re: subpoena; Reply email	0.20	\$155.00	\$31.00
Service	03/06/2026	Rec and Rev email from court	0.20	\$155.00	\$31.00
Service	03/09/2026	P v Clark Jr. - Rec and Rev email w/ incident report and request for S/C; Reply email	0.60	\$155.00	\$93.00
Service	03/10/2026	P v Poronto - Rec and Rev email w/ incident report w/ medical games; Reply email	0.90	\$155.00	\$139.50
Service	03/11/2026	Prepare and attend municipal prosecutions	2.50	\$155.00	\$387.50
Service	03/11/2026	P v Givens - Rec and Rev email w/ Demand for Discovery; Email DPS	0.30	\$155.00	\$46.50
Service	03/11/2026	Conference with Kosanke; Research 42-hour release rule; Review email from Prosecutor's office and proposed contract amendment; Dictate response	1.10	\$155.00	\$170.50
Service	03/12/2026	P v Diakite - Rec and Rev email w/ Demand for Discovery; Review and redact discovery; Reply email	1.00	\$155.00	\$155.00
Service	03/12/2026	P v Genise - Rec and Rev email w/ Demand for Discovery; Review and redact discovery; Reply email	1.00	\$155.00	\$155.00
Service	03/12/2026	P v Brown - Rec and Rev email w/ Demand for Discovery; Review and redact discovery; Reply email	1.00	\$155.00	\$155.00
Service	03/16/2026	P v Poronto - Rec and Rev Appearance	0.20	\$155.00	\$31.00
Service	03/17/2026	P v Delmege - Review; Prepare for Bench Trial;	1.10	\$155.00	\$170.50

TC w/ victim					
Service	Date	Description	Quantity	Rate	Total
Service	03/18/2026	Prepare and attend municipal prosecutions	2.30	\$155.00	\$356.50
Service	03/20/2026	P v Aslani - Rec and Rev Demand for Discovery; Email DPS	0.30	\$155.00	\$46.50
Service	03/20/2026	P v Lesley - Rec and Rev email w/ application to set aside conviction w/ exhibits	0.40	\$155.00	\$62.00
Service	03/20/2026	Rec and Rev email from court	0.20	\$155.00	\$31.00
Service	03/23/2026	P v Mina - Rec and Rev email w/ request for S/C; Review incident reports and photos; TC w/ SRO Martel	1.00	\$155.00	\$155.00
Service	03/24/2026	P v Poronto - Rec and Rev email from D's atty.; Reply email; Rec and Rev Demand for Discovery; Email DPS	0.50	\$155.00	\$77.50
Service	03/25/2026	Prepare and attend municipal prosecutions	2.30	\$155.00	\$356.50
Service	03/27/2026	P v Diluigi - Rec and Rev email w/ incident report, videos and request for S/C; (2) Reply email	0.60	\$155.00	\$93.00
Service	03/30/2026	P v Jarzombek - Rec and Rev Appearance	0.20	\$155.00	\$31.00
Service	03/30/2026	P v Rudnick - Rec and Rev email w/ Demand for Discovery; Email DPS	0.30	\$155.00	\$46.50
				<b>Subtotal</b>	<b>\$2,867.50</b>

**00049-City of Grosse Pointe Woods**

**General**

Type	Date	Notes	Quantity	Rate	Total
Service	03/06/2026	Rec and rev Kowalski email re: water meter replacement; Rec and Rev Walling Reply; Reply email	0.30	\$155.00	\$46.50
				<b>Subtotal</b>	<b>\$46.50</b>
				<b>Total</b>	<b>\$2,914.00</b>

### Detailed Statement of Account

#### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
389	05/01/2026	\$2,914.00	\$0.00	\$2,914.00
<b>Outstanding Balance</b>				<b>\$2,914.00</b>
<b>Total Amount Outstanding</b>				<b>\$2,914.00</b>

Please make all amounts payable to: Tomlinson & McGrail, PLLC

Please pay within 30 days.

\$ 2,887.50 101-268-801.100  
46.50 101-268-801.000

SS  
80



RECEIVED

APR 08 2026

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

March 18, 2026

Invoice 031826

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

RE: April 2026 Services

---

For contract assessing services rendered:

Contract Fee (\$94,933 ÷ 12)..... \$ 7,911.08

**TOTAL AMOUNT DUE ..... \$ 7,911.08**

Respectfully submitted,

Lynette Hobyak  
Business Manager

101-257-818.000

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

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



**CITY OF GROSSE POINTE WOODS**  
**Memorandum**

**DATE:** April 13, 2026  
**TO:** Mayor and City Council  
**FROM:** Susan Como, City Manager  
Steven Schmidt, Treasurer/Comptroller  
**SUBJECT:** FY 2026/27 General Liability & Property Insurance

**RECEIVED**

APR 08 2026

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Administration has requested a supplemental coverage quotes for general liability and property insurance from the city's insurance provider, Nickel & Saph Inc.

Agent John Johnson contacted the following insurance providers, all of whom declined to provide quotes other than our current provider, Trident/Sedgwick:

- Travelers Insurance
- Liberty Mutual Insurance
- Glatfelter Insurance

Currently, the City has a few major open claims. These claims are all related to trip and fall incidents that occurred in areas maintained by the City, specifically on City sidewalks. This situation has resulted in a fiscal year loss ratio of 163.12% in 2024-2025 and currently at 14.81% in 2025-2026, while the overall loss ratio for both open and closed claims over the past four years (2022-2026) stands at 59.68%. A loss ratio exceeding 50% is considered unprofitable. The City in partnership with Nickle & Saph have completed a comprehensive review of our sidewalk safety policies and implemented a distracted and defensive driving seminar program to help address the issues of the claims.

Attached is the property and casualty insurance renewal proposal from Nickel & Saph Inc., along with a detailed breakdown of the renewal information, including premiums, deductibles, and coverage limits. These offerings provide the same coverage and deductible amounts that the city currently holds.

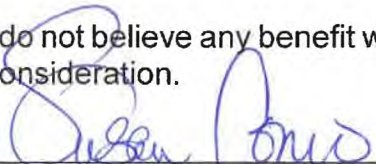
As a result of these findings, our annual insurance rate has increased from \$321,038.78 to \$408,148.27, representing a \$87,109.49 increase or roughly 29%.

I recommend that the City Council approve Nickel & Saph Inc. Insurance Agency, P.O. Box 46907, Mount Clemens, MI 48046, to continue as the city's general liability and property insurance provider for an amount not to exceed \$408,148.27. Due to overlapping coverage in two different fiscal year budgets, the required amount exceeds the budgeted amount in the FY 25/26 budget. Therefore, a budget amendment will be necessary in the amount of \$24,115.27

from previous fund balances, as reflected in the total amount of \$408,148.27 being requested from the following accounts:


Account Number	Amount	Fund
101-211-955.000	\$ 55,630.55	General Fund
101-349-955.000	\$ 95,778.48	General Fund
101-594-955.000	\$ 27,558.29	General Fund
101-799-955.000	\$ 27,133.65	General Fund
202-530-955.000	\$ 21,829.77	Major Roads
203-530-955.000	\$ 14,305.32	Local Streets
226-528-955.000	\$ 25,946.55	Solid Waste
261-602-955.000	\$ 849.42	Emergency/911
585-573-955.000	\$ 8,145.13	Parking
592-536-955.000	\$ 112,815.39	Water
594-785-955.000	\$ 2,453.08	Boat Dock
661-534-955.000	\$ 15,702.64	Motor Vehicle
<b>Total</b>	<b>\$ 408,148.27</b>	

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

  
 \_\_\_\_\_  
 City Manager Signature

Fund Certification:

A budget transfer is required from the above stated Accounts in the amount of \$408,148.27, which includes a budget amendment in the amount of \$24,115.27 from previous fund balances, and that the account numbers have been verified.

  
 \_\_\_\_\_  
 Treasurer/Comptroller Signature

Attachments



# NICKEL & SAPH, INC.

INSURANCE SINCE 1929

MAILING ADDRESS:

P.O. BOX 46907  
MT. CLEMENS, MI 48046-6907

OFFICE ADDRESS:

44 MACOMB PLACE  
MT. CLEMENS, MI 48043  
(586) 463-4573 • (810) 765-8887  
1-800-657-7373 • FAX: (586) 463-3135  
[www.nickelsaph.com](http://www.nickelsaph.com)

March 30, 2026

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

Re: Property and Casualty Insurance Renewal Proposal 2026-2027

Dear Mrs. Como,

We are pleased to present our renewal proposal for coverages underwritten by Trident Public Risk Solutions, a member of Paragon Insurance Holdings, LLC. The affording carriers are: **Ascot Insurance Company** (for liability and automobile coverages). Ascot has been awarded an A.M. Best's rating of **A XIII, Stable**; **Arch Insurance Company** (for property and crime coverages). Arch has been awarded an A. M. Best's rating of **A+ XV, Stable**; and **Hartford Steam Boiler** (for mechanical breakdown coverages). Hartford has been awarded an A. M. Best's rating of **A++ XI, Stable**. All three carriers are admitted carriers in the State of Michigan. Trident specializes in providing risk management and insurance products and services only to public entities. Trident writes over \$150,000,000 in premiums on an annual basis throughout the eastern, southern, and midwestern states, including many public entities in Michigan. Of the various public entities within the State of Michigan, over one-hundred and thirty (130) are currently insured with Trident.

The total annual proposed premium is **\$408,148.27** and the attached specifies the quotes for all coverages. The stated premium above contains a \$9,000,000 Excess Liability Umbrella policy applied to General Liability, Public Officials Liability, Employment Practices Liability, Law Enforcement Liability and Auto Liability. The underlying plus the excess afforded an occurrence limit of \$10,000,000 and aggregate of \$11,000,000. TRIA is included in the premium price above for an additional **\$5,943**. Supplemental coverages provided are Marina Operators Legal Liability, Judicial Liability, Cyber Liability, and Tank Pollution Coverage, all of which are included in the premium above.

### Changes Year Over Year:

- General Liability, Public Officials Liability, Employment Practice Liability Insurance net expenditures increased 10% (\$11,643,087 to \$12,843,024)
- Auto Liability Increased 6 ratable units (59 to 65)
- Auto Physical Damage increased by 5% (\$5,214,971 to \$5,453,898)
- Property values increased 10% (\$41,080,520 to \$44,998,122)
- Exposure changes this year is 9%, the remaining changes is rate based on claims and market standard increase.

### Please note the following regarding the Trident proposal:

- 1.) Who is covered: all elected, appointed, employed or volunteer acting on the behalf of the named insured within the scope of their duties.
- 2.) All liability coverages are written on an Occurrence basis. Public Officials' Liability, Employment Practices Liability and Law Enforcement Liability are all written with a \$10,000 deductible. General Liability deductible has been increased to \$25,000. While Auto Liability is written on a \$0 deductible.
- 3.) Full Sewer Back-up Limits are provided under the General Liability.
- 4.) As an enhancement, Trident provides liability coverage for Inverse Condemnation for limits of \$100,000 per occurrence and \$300,000 aggregate.
- 5.) Property coverages are afforded on a Blanket Replacement Cost (RC) basis. Blanket replacement cost provides broader coverage to the City. Granting the permission to draw money from the overall total property coverage limit of \$44,998,122. If a building costs more than the stated amount on your property scheduled. Covered property claims are subject to a \$15,000 deductible and covered Inland Marine claims are subject to a \$500 deductible.

Relating to bullet point 3. I found an article to reinforce the most essential coverage provided, Sewer Back-up. With full Sewer Back-up Limits of \$10,000,000 provided by Trident. To help explain the importance of this coverage an article by Kate Parker that appear in Yale Climate Connections on August 8<sup>th</sup> 2024. "Extreme rainfall events have been on the rise in the U.S. As temperatures rise due to climate change, more water evaporates from the surface of the Earth, and the atmosphere is capable of "holding" more water. That means when the rain falls, it's in greater quantities, resulting in flash flooding and overwhelmed drainage systems." The recent changes observed shows an historic 42% increase in server storm events that lead to the increased rain fall. With the knowledge that we have based on server storms. Its critical to assure your residents that you've secured the proper protections in the case these occurrences come back to Michigan as they have many times in the past!

## **Risk Management Techniques Deployed**

Our agency engaged Trident Risk Management specialists to support the City in reducing and mitigating potential claims through two key initiatives. First, we conducted a comprehensive review of the City's existing sidewalk safety policies and protocols. This review focused on ensuring due diligence by identifying potential issues before they arise, evaluating the effectiveness of current claims response procedures, and assessing the accuracy of reporting and tracking systems. Following this assessment, the risk management team concluded that the City's policies are exceptional and did not recommend any additional measures.

Second, we implemented a distracted and defensive driving seminar program. This training is available to all City staff and board members. Each session is two hours in length, and we offered eight separate classes to maximize participation and accessibility.

### **Marketing Effort for renewal:**

This year we did an examination of your policies for the **second** year in a row touching base with markets for your Package policy:

**Trident** – Incumbent carrier provided renewal option.

**Travelers** – Declined due to the Sewer Back-up claim now headed into the Michigan Supreme Court.

**Liberty Mutual** – Declined due to claims.

**Glatfelter** – Declined due to claims.

All of which declined to provide quotes as stated.

The servicing address for all policy and claims related issues would be 44 Macomb Place, Mount Clemens, MI 48043 (our agency's office). The premium includes all claim services, loss prevention and safety inspections.

Enclosed, please find a detailed copy of the renewal.

Sincerely,



John N. Johnson  
Agent, CIC, CRM  
Attachments Included

City of Grosse Pointe Woods  
Insurance Proposal Quotes 2026-2027

Coverage	Premium	Deductible	Coverage Limit
General Liability *			
Full Sewer Back-up Limits included*	\$ 77,011	\$ 25,000	\$ 10,000,000
Public Officials' Liability *	\$ 15,533	\$ 10,000	\$ 10,000,000
Employment Practices Liability *	\$ 32,107	\$ 10,000	\$ 10,000,000
Law Enforcement Liability *	\$ 56,486	\$ 10,000	\$ 10,000,000
Auto Liability *	\$ 33,052	None	\$ 10,000,000
Auto Physical Damage	\$ 40,031	\$ 2,500	\$ 5,453,898
Property	\$ 61,097	\$ 15,000	\$ 44,998,122
Equipment Breakdown	\$ 4,782	\$ 15,000	\$ 100,000,000
Inland Marine	\$ 3,715	\$ 1,000	\$ 1,698,775
Crime	\$ 1,455	\$ 1,000	\$ 100,000
Excess Liability	\$ 56,316	per line *	included
<b>Total</b>	<b>\$ 381,585</b>		
TRIA	\$ 5,943	None	\$ 100,000,000
<b>Total</b>	<b>\$ 387,528</b>		
Cyber	\$ 10,310	\$ 5,000	\$ 1,000,000
<b>Total</b>	<b>\$ 397,838</b>		
MOLL Includes TRIA	\$ 6,806	\$ 10,000	\$ 2,000,000
<b>Total</b>	<b>\$ 404,644</b>		
Judicial Liability	\$ 3,004.27	\$ 2,500	\$ 1,000,000
<b>Total</b>	<b>\$ 407,648</b>		
Tank Coverage Option	\$ 500	None	\$ 1,000,000
<b>Total</b>	<b>\$ 408,148.27</b>		

Coverages with \* next to their line item add an additional \$9,000,000 in Liability coverage from the Excess Liability coverage

Auto Physical Damage is based on the vehicles actual price and if the vehicle is on Replacement Cost (RC) or Actual Cash Value (ACV)

Replacement Cost = the amount we are going to pay to replace the vehicle at the same or equal value

Actual Cash Value = cost to repair/replace the vehicle minus depreciation

from previous fund balances, as reflected in the total amount of \$408,148.27 being requested from the following accounts:

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\_\_\_\_\_  
 Treasurer/Comptroller Signature

Attachments



LIFE'S A JOURNEY. FIND YOUR WAY.

March 24, 2026

**BOARD OF DIRECTORS**

**OFFICERS**

President  
Carol Klenow

Vice President  
David DeBrunner

Treasurer  
Richard Lueders

Secretary  
Michele Jackson

**DIRECTORS**

Doug Blatt  
Jana K. Brownell  
Mary Ann Bury  
Lisa Mower Gandelot  
Daniel Megler, M.D.  
JT Mestdagh  
John P. Ottaway  
Jodie Rappe, M.D.  
Randall Tallerico  
Jaime Rae Turnbull  
Lisa Vallee-Smith  
Jeffery Vaughn  
Richard Widgren

President Emeritus  
Cheryl Wesen, M.D.

**EXECUTIVE DIRECTOR**

Krista D. Siddall

The Honorable Art Bryant and Councilperson Vicki Granger,

I would like to formally submit my resignation as The Helm representative on the Grosse Pointe Woods Senior Commission. I have accepted a new position with The Helm Adult Day Program and unfortunately will no longer be able to continue serving on the Commission.

I am truly grateful for the opportunity to have been a part of the Senior Commission as The Helm representative. It has been a meaningful experience working alongside a hardworking and dedicated group and supporting the older adults in your community.

In my new role at The Helm Adult Day Program, I look forward to continuing working with and supporting older adults and caregivers who live in the community.

Best regards,

Heidi Uhlig-Johnstone  
Director of Volunteer Services