



**CITY OF GROSSE POINTE WOODS
RESCHEDULED CITY COUNCIL MEETING
AGENDA**

Monday, November 10, 2025 at 7:00 PM

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

1. CALL TO ORDER

[A.](#) Administrative Memo: November 6, 2025

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. RECOGNITION OF COMMISSION MEMBERS

5. ACCEPTANCE OF AGENDA

6. OATHS OF OFFICE

A. Mayor

1) Arthur W. Bryant

B. Council Members

1) Victoria A. Granger

2) Todd A. McConaghy

3) James Motschall, Jr.

7. CONSENT AGENDA

A. Approval of Minutes

[1.](#) Council 10/20/25

B. Items Received and Placed on File

[1.](#) Election Commission Minutes 10/06/25

[2.](#) Planning Commission Minutes 09/23/25

[3.](#) Correspondences regarding letters received on October 15, 2025

a) Letter 10/15/25 - Lynne Aldrich and Christina Pitts

b) Letter 10/15/25 - Residents Against Rezoning

c) Email/Letter 10/21/25 - City Attorney Walling

d) Email/Letter 10/22/25 - City Attorney Tomlinson

cc: Council - 7
City Administrator
City Attorney

Treasurer/Comptroller
City Clerk
Email Group/Media

Assistant City Administrator
Post - 4

4. Michigan Fair Elections Institute (MFEI) - Sunlight Award
 - a) Letter 10/19/25 - Patrice Johnson (MFEI - Chair/Founder)
 - b) Certificate of Award - Paul Antolin

C. Bids/Proposals/Contracts

1. Pointe Area Assisted Transportation Service (PAATS) Board Appointment
 - a) Memo 11/04/25 - City Administrator Schulte
2. Emergency Purchase - Information Technology Department
 - a) Memo 10/24/25 - IT Manager Capps
 - b) Exchange 2019 to Exchange Online Migration - Statement of Work
3. Unpaid Invoices
 - a) Memo 11/10/25 - Treasurer/Comptroller Schmidt
 - b) Landscaping & Cross Connection Invoices - Winter 2025 Tax Roll

D. Claims and Accounts

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
 - a) Ghesquiere & Lakefront Park Bldg Renovations - Invoice No. 161384 - Proj. No. 0160-0479 - 10/27/25 - \$666.65.
 - b) Vernier & Mack Ave. Intersection Improvements - Invoice No. 161435 - Proj. No. 0160-0455 - 10/28/25 - \$21,066.61.
 - c) Torrey Road Pump Station Generator - Invoice No. 161436 - Proj. No. 0160-0473 - 10/28/25 - \$2,487.40.
 - d) LFP Boat Launch Parking Lot - Invoice No. 161437 - Proj. No. 0160-0480 - 10/28/25 - \$865.80.
 - e) Ghesquiere Park Walking Path - Invoice No. 161438 - Proj. No. 0160-0482 - 10/28/25 - \$1060.10.
 - f) 2025 Miscellaneous Concrete Program - Invoice No. 161439 - Proj. No. 0160-0493 - 10/28/25 - \$12,872.62.
 - g) 2025-2026 General Engineering - Invoice No. 161440 - Proj. No. 0160-0498 - 10/28/25 - \$3,967.54.
 - h) Wedgewood Resurfacing (Vernier/Hawthorne) - Invoice No. 161498 - Proj. No. 0160-0496 - 10/28/25 - \$19,247.10.
 - i) Torrey Road Pump Station Generator - Proj. No. 0160-0473 - Payment No. 7 - Rauhorn Electric, Inc. - 10/28/25 - \$137,552.40.
 - j) 2024 Pavement Joint and Crack Sealing Program - Proj. No. 0160-0476 - Pay Estimate No. 3 - Scodeller Construction, Inc. - 10/27/25 - \$19,694.24.
 - k) 2025 Pavement Joint and Crack Sealing Program - Proj. No. 0160-0494 - Payment Invoice No. 1 - Scodeller Construction, Inc. - 10/27/25 - \$16,871.08.
 - l) Wedgewood Rd. Resurfacing - Proj. No. 0160-0496 - Payment Invoice No. 2 - Al's Asphalt Paving Co. - 10/30/25 - \$250,333.61.
 - m) Lakefront Park Building Renovation - Proj. No. 0160-0479 - Payment Invoice No. 06 - In-Line Construction - 10/30/25 - \$55,468.55.
2. McKenna - Building/Planning Services
 - a) Invoice No. 21849-114 - Building Services - September 2025 - 10/21/25 - \$71,261.04.
 - b) Invoice No. 22-064-47 - Planning Services - September 2025 - 10/24/25 - \$2,452.50.

c) Invoice No. 25-030-5 - GPW MSHDA Zoning Ordinance Update - September 2025 - 10/13/25 - \$3,500.00.

3. Rosati, Schultz, Joppich & Amtsbuechler, P.C. - Legal Services - Invoice No. 1084344 - September 2025 - 10/14/25 - \$7,165.80.

4. State of Michigan - MDOT 00183

a) Program #218128CON (Vernier Rd.) - 10/05/25 - \$77,498.90.

b) Program #219533CON (Sunningdale Dr.) - 10/05/25 - \$74,499.16.

5. WCA Assessing - Assessing Services - Invoice No. 102825 - November 2025 - 10/28/25 - \$7,911.08.

6. York, Dolan & Tomlinson, P.C. - Legal Services - Invoice No. 340 - October 2025 - 11/03/25 - \$2,077.00.

8. ZONING BOARD OF APPEALS

A. Variances Request: 541 Robert John Road - Front and Side Yard Setbacks

(See ZBA Agenda 11/10/25)

9. ORDINANCES

A. Second Reading: An Ordinance to Amend the Code of Ordinances, Chapter 6 - Animals; Article II - Dogs, Cats and Wild Animals; Division 1 - Generally, By Adding Section 6-41 - Care of Animals

1) Council Minutes Clipping Excerpt 10/06/25

2) Memo 10/01/25 - Director of Public Safety Kosanke

3) Proposed Ordinance with edits

4) Proposed Ordinance (Clean Copy)

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. ADJOURNMENT

**Paul P. Antolin, MiPMC
City Clerk**

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

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

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

OFFICE OF THE CITY ADMINISTRATOR

Subject: Recommendations for the Rescheduled Council Meeting of November 10, 2025

- 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 THE AGENDA**
Prerogative of the City Council that all items on tonight's agenda be received, placed on file, and taken in order of appearance.
- Item 6 **OATHS OF OFFICE**
- Item 6A/6B **MAYOR AND CITY COUNCIL MEMBERS** Prerogative of the City Clerk to administer the Oaths of Office to the Mayor and City Council Members elected at the Local General Election held November 4, 2025.
- Item 7 **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 (7A-7D) listed under the consent agenda as presented.
- A. **Approval of Minutes**
1. Council 10/20/25

B. Items Received and Placed on File

1. Election Commission Minutes 10/06/25
2. Planning Commission Minutes 09/23/25
3. Correspondences regarding letters received on October 15, 2025
 - a) Letter 10/15/25 - Lynne Aldrich and Christina Pitts
 - b) Letter 10/15/25 - Residents Against Rezoning
 - c) Email/Letter 10/21/25 - City Attorney Walling
 - d) Email/Letter 10/22/25 - City Attorney Tomlinson
4. Michigan Fair Elections Institute (MFEI) - Sunlight Award
 - a) Letter 10/19/25 - Patrice Johnson (MFEI - Chair/Founder)
 - b) Certificate of Award - Paul Antolin

C. Bids/Proposals/Contracts

1. Pointe Area Assisted Transportation Service (PAATS) Board Appointment
 - a) Memo 11/04/25 - City Administrator Schulte
2. Emergency Purchase - Information Technology Department
 - a) Memo 10/24/25 - IT Manager Capps
 - b) Exchange 2019 to Exchange Online Migration - Statement of Work
3. Unpaid Invoices
 - a) Memo 11/10/25 - Treasurer/Comptroller Schmidt
 - b) Landscaping & Cross Connection Invoices - Winter 2025 Tax Roll

D. Claims and Accounts

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
 - a) Ghesquiere & Lakefront Park Bldg Renovations - Invoice No. 161384 - Proj. No. 0160-0479 - 10/27/25 - \$666.65.
 - b) Vernier & Mack Ave. Intersection Improvements - Invoice No. 161435 - Proj. No. 0160-0455 - 10/28/25 - \$21,066.61.
 - c) Torrey Road Pump Station Generator - Invoice No. 161436 - Proj. No. 0160-0473 - 10/28/25 - \$2,487.40.
 - d) LFP Boat Launch Parking Lot - Invoice No. 161437 - Proj. No. 0160-0480 - 10/28/25 - \$865.80.
 - e) Ghesquiere Park Walking Path - Invoice No. 161438 - Proj. No. 0160-0482 - 10/28/25 - \$1060.10.
 - f) 2025 Miscellaneous Concrete Program - Invoice No. 161439 - Proj. No. 0160-0493 - 10/28/25 - \$12,872.62.
 - g) 2025-2026 General Engineering - Invoice No. 161440 - Proj. No. 0160-0498 - 10/28/25 - \$3,967.54.
 - h) Wedgewood Resurfacing (Vernier/Hawthorne) - Invoice No. 161498 - Proj. No. 0160-0496 - 10/28/25 - \$19,247.10.
 - i) Torrey Road Pump Station Generator - Proj. No. 0160-0473 - Payment No. 7 - Rauhorn Electric, Inc. - 10/28/25 - \$137,552.40.

- j) 2024 Pavement Joint and Crack Sealing Program - Proj. No. 0160-0476 - Pay Estimate No. 3 - Scodeller Construction, Inc. - 10/27/25 - \$19,694.24.
- k) 2025 Pavement Joint and Crack Sealing Program - Proj. No. 0160-0494 - Payment Invoice No. 1 - Scodeller Construction, Inc. - 10/27/25 - \$16,871.08.
- l) Wedgewood Rd. Resurfacing - Proj. No. 0160-0496 - Payment Invoice No. 2 - Al's Asphalt Paving Co. - 10/30/25 - \$250,333.61.
- m) Lakefront Park Building Renovation - Proj. No. 0160-0479 - Payment Invoice No. 06 - In-Line Construction - 10/30/25 - \$55,468.55.
- 2. McKenna - Building/Planning Services
 - a) Invoice No. 21849-114 - Building Services - September 2025 - 10/21/25 - \$71,261.04.
 - b) Invoice No. 22-064-47 - Planning Services - September 2025 - 10/24/25 - \$2,452.50.
 - c) Invoice No. 25-030-5 - GPW MSHDA Zoning Ordinance Update - September 2025 - 10/13/25 - \$3,500.00.
- 3. Rosati, Schultz, Joppich & Amtsbuechler, P.C. - Legal Services - Invoice No. 1084344 - September 2025 - 10/14/25 - \$7,165.80.
- 4. State of Michigan - MDOT 00183
 - a) Program #218128CON (Vernier Rd.) - 10/05/25 - \$77,498.90.
 - b) Program #219533CON (Sunningdale Dr.) - 10/05/25 - \$74,499.16.
- 5. WCA Assessing - Assessing Services - Invoice No. 102825 - November 2025 - 10/28/25 - \$7,911.08.
- 6. York, Dolan & Tomlinson, P.C. - Legal Services - Invoice No. 340 - October 2025 - 11/03/25 - \$2,077.00.

- Item 8 ZONING BOARD OF APPEALS
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 VARIANCES REQUEST: 541 ROBERT JOHN
(See ZBA Agenda 11/10/25)
- Item 9 ORDINANCES
- Item 9A SECOND READING: AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CHAPTER 6 – ANIMALS; ARTICLE II – DOGS, CATS AND WILD ANIMALS; DIVISION 1 – GENERALLY, BY ADDING SECTION 6-41 – CARE OF ANIMALS

Prerogative of the City Council to approve this ordinance amendment regarding Chapter 6, Article II, Division 1, by adding section 6-41 - Care of Animals as presented and make it effective 10 days after enactment.

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

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,

A handwritten signature in black ink, appearing to read "Frank Schulte". The signature is fluid and cursive, with the first name "Frank" and last name "Schulte" clearly distinguishable.

Frank Schulte
City Administrator

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE
POINTE WOODS HELD ON MONDAY, OCTOBER 20, 2025, 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 7:03 p.m. by Mayor Bryant.

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

Also Present: City Administrator Schulte
Assistant City Administrator Como
City Attorney Walling
City Treasurer/Comptroller Schmidt
City Clerk Antolin
Lieutenant Waszak

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

The following Commission members were in attendance:

- Catherine Dumke, Senior Citizens' Commission
- Mike Fuller, Planning Commission

Motion by McConaghy, seconded by Gafa, that all items on tonight's **agenda be received, placed on file, and taken in order of appearance including the documents regarding the revised Mack Avenue and Vernier Road Intersection plan.**

Motion carried by the following vote:

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

Motion by Granger, seconded by Koester, that all items (6A-6E) on the consent agenda be approved as presented.

A. Approval of Minutes

1. Council 10/06/25

B. Items Received and Placed on File

1. Beautification Advisory Commission Minutes 09/10/25
2. Citizens' Recreation Commission Minutes 09/09/25
3. Election Commission Minutes 09/08/25
4. Community Tree Commission Minutes 06/04/25, 09/03/25
5. Letter 10/15/25 - Lynn Aldrich and Christina Pitts

C. Monthly Financial Report

1. September 2025

D. Bids/Proposals/Contracts

1. Request for Extension of 90 Day Period for Chef Mowen, LLC Under Agreement Regarding Issuance, Transfer, or Reclassification of Liquor License
 - a) Letter 09/19/25 - Kelly A. Allen (Adkison, Need, Allen, & Rentrop, PLLC)
 - b) Executed Agreement Regarding Issuance, Transfer, or Reclassification of Liquor License
2. K-9 Officer Compensation
 - a) Memo 10/14/25 - Director of Public Safety Kosanke
 - b) Proposed Memorandum of Agreement
3. Public Act 152 Update
 - a) Memo 10/20/25 - Treasurer/Comptroller Schmidt
 - b) Alternate Plan Option

E. Claims and Accounts

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
 - a) Water System CDSMI - Invoice No. 161138 - Proj. No. 0160-0461 - 10/09/25 - \$396.00.
 - b) Torrey Rd. Pump Station Generator - Invoice No. 161139 - Proj. No. 0160-0473 - 10/09/25 - \$1,561.95.
 - c) 2025-2026 GIS Maintenance - Invoice No. 161149 - Proj. No. 0160-0499 - 10/09/25 - \$3,385.26.
 - d) Ghesquiere & Lakefront Park Bldg Renovation - Invoice No. 161160 - Proj. No. 0160-0479 - 10/10/25 - \$666.65.
 - e) Vernier & Mack Ave. Intersection Improvement - Invoice No. 161216 - Proj. No. 0160-0455 - 10/13/25 - \$42,122.75.
 - f) 2025 Miscellaneous Concrete Program - Invoice No. 161217 - Proj. No. 0160-0493 - 10/13/25 - \$6,543.26.

- g) Wedgewood Resurface (Vernier-Hawthorne) - Invoice No. 161218 - Proj. No. 0160-0496 - 10/13/25 - \$14,322.99.
 - h) 2025-2026 General Engineering - Invoice No. 161220 - Proj. No. 0160-0498 - 10/13/25 - \$5,367.57.
 - i) Wedgewood Rd. Resurfacing - Proj. No. 0160-0496 - Payment Invoice #01 - Al's Asphalt Paving Co. - 10/01/25 - \$79,850.57.
2. York, Dolan & Tomlinson, P.C. - Legal Services - Invoice No. 332 - September 2025 - 10/06/25 - \$1,348.50.

Motion carried by the following vote:

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

Motion by McConaghy, seconded by Gafa, that the City Council concur with City Administrator Schulte's recommendation and approve the succession plan as presented in accordance with his memo dated September 30, 2025; and to approve the Employment Agreement for Susan Como to serve as City Administrator effective January 2, 2026 and authorize the Mayor to sign the agreement.

Motion carried by the following vote:

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

Under New Business, the following individuals were heard:

- City Administrator Schulte provided an update regarding the city entrance sign at the Mack Avenue and Vernier Road intersection. He stated that a brick perimeter wall and footings could not be used due to the utilities such as water mains, sewers, and manholes, being too close to the surface. Pillar posts with unilock landscape tiles was proposed as an alternate option and City Council concurred.

Under Public Comment, the following individuals were heard:

1. Janey Coates, 1169 Roslyn Rd., addressed the need to repair neighborhood sidewalks, trim/removal of trees, and the enforcement of homeowner responsibilities and business storefront maintenance on Mack Avenue, in a timely manner.
2. Christina Pitts, 1501 Oxford Rd., addressed two letters submitted to the City Administrator, City Clerk, City Council, and Planning Commission submitted on October 15, 2025.

3. Jon Dougherty, 1665 S. Renaud Rd., concurred with the comments from Christina Pitts.
4. Lynne Aldrich, 1501 Oxford Rd., addressed two letters submitted to the City Administrator, City Clerk, City Council, and Planning Commission submitted on October 15, 2025.

Motion by Motschall, seconded by Koester, to **adjourn tonight's meeting** at 7:20 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin
City Clerk

Arthur W. Bryant
Mayor

Approved by
Commission 10/28/25

ELECTION COMMISSION
10/06/25

MINUTES OF THE ELECTION COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, OCTOBER 6, 2025, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA DR., GROSSE POINTE WOODS, MICHIGAN.

The Chair called the meeting to order at 7:35 P.M.

Roll Call: Chair/City Clerk Antolin
 City Attorney Walling
 Council Representative Brown

Absent: None

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

Motion carried by the following vote:

Yes: Antolin, Brown, Walling
No: None
Absent: None

Motion by Walling, seconded by Brown, that the minutes of the Election Commission meeting held on September 8, 2025, be approved as presented.

Motion carried by the following vote:

Yes: Antolin, Brown, Walling
No: None
Absent: None

Motion by Brown, seconded by Walling, regarding **Certification of Election Inspectors and Receiving Boards and Rates of Pay** for the November 4, 2025, Local General Election, that the Election Commission approve the Certification of Election Inspectors and recommend that City Council approve the rates of pay as presented.

Motion carried by the following vote:

Yes: Antolin, Brown, Walling
No: None
Absent: None

Under New Business the following individual was heard:

- o City Clerk Antolin stated that the Election Commission meeting to conduct the Public Accuracy Test is scheduled for Tuesday, October 28, 2025 at 2:00 p.m.

Under Public Comment, no one wished to be heard.

Motion by Walling, seconded by Brown, that today's meeting minutes be immediately certified.

Motion carried by the following vote:

Yes: Antolin, Brown, Walling

No: None

Absent: None

Motion by Brown, seconded by Walling, that the meeting be adjourned at 7:38 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin
Chair/City Clerk

Commission Approved
10/28/25

PLANNING COMMISSION
09-23-25 - 39

MINUTES OF THE **PLANNING COMMISSION** MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON **SEPTEMBER 23, 2025**, 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 7:00 p.m. by Chair Fenton.

Roll Call: Chair Fenton

Commission Members: Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Vitale

Absent: None

Also Present: City Planner Ashley Jankowski
City Attorney Debra Walling
Recording Secretary Gretchen Miotto

Council Member Gafa was unable to attend tonight.

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

MOTION by Fuller, seconded by Vitale, to accept tonight's agenda as presented and place on file.

Motion carried by the following vote:

YES: Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Vitale

NO: None

ABSENT: None

MOTION by Marx, seconded by Fuller, that the August 26, 2025, Planning Commission meeting minutes be approved as presented.

Motion carried by the following vote:

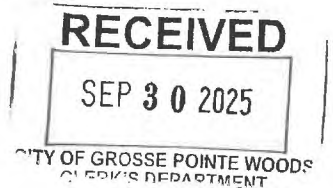
YES: Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Vitale

NO: None

ABSENT: None

The first item, under **Old Business**, was **Consideration of the Site Plan for 19271 Mack Avenue (Churchills Cigar Bar)**.

Planner Jankowski provided an overview of the applicant's proposal to construct a screened-in awning and welded frame around the existing outdoor patio area for year-around outdoor dining (396 total square feet). Since the last time the applicant submitted a site plan for review, they have modified the plan to have the outdoor space operational from March to November, without



heating or cooling. After review of the revised site plan the City Planner recommends the Planning Commission consider conditional approval with the understanding that final approval on the following items is granted:

1. Planning Commission approval that the 90-degree turn on the sidewalk around the proposed awning does not cause pedestrian safety and accessibility concerns;
2. Planning Commission approval of the color and design are compatible with design standards;
3. Public Safety/Fire officials' approval that the proposed awning does not pose any safety concerns and has proper ventilation, materials, and ingress/egress on the site.
4. The awning siding will be removed in the warmer summer months;
5. Final approval by Wayne County is received;
6. The continued use abides by the conditions of outdoor cafes set forth in Section 50-6.5 E of the Ordinance.

Applicant John Gumma provided additional information about the project including that the proposed structure is exactly the same size as it has been for 11 years; the side panels would be clear; the final construction plan will contain all the engineering details; there will be no additional signage of the exterior of the building. He shared material samples and the updated site plan.

MOTION by Fuller, seconded by Marx, that the Planning Commission provide conditional approval of the **Site Plan for 19271 Mack Avenue (Churchills Cigar Bar)** with the understanding all the above required approvals are obtained.

Motion carried by the following vote:

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

The next item was the **Building Official's Reports August 2025 to September 2025.**

Planner Jankowski provided an overview of current projects and permits.

The next item was the **City Council Reports for August and September, 2025.**

Commissioner Fenton apologized for being unable to attend the September 8 and 15 meetings and will provide an update at a later date.

Commissioner Fuller will attend the October meetings.

Under **Information Only**, Planner Jankowski provided an update on a current Phishing Scam which appear to be emails/bills from the Building Department to applicants, but are not. All fees happen up front and any emails would only come from the @gpwmi.us domain. Commissioner

Gilezan also advised recipients to look closely at the sender's domain for any received emails.

Under **Public Comment**, the following were heard:

1. Margaret Potter, 1834 Allard, commented on Churchills past history with non-compliance to Building Department directives, and said that she thought the City Administrator's, Frank Schulte, letter to the Grosse Pointe News was well stated.
2. Lynne Aldrich, 1501 Oxford, read a prepared statement in opposition to the rezoning of 20160 Mack Avenue, criticizing the developer, City Council, and Frank Schulte's letter to the Grosse Pointe News.
3. John McLellan, 1617 S. Renaud, asked the Planning Commission to restrict any food/beverage service at the 20160 Mack Avenue property. He also thanked City Planner Jankowski for her work.
4. Joyce Janowski, 1070 N. Oxford, spoke in opposition to any food service at 20160 Mack Avenue.
5. Jon Dougherty, 1665 S. Renaud, wants to be on the Planning Commission agenda to discuss rezoning and have input to any decisions.
6. Patricia Casey, business owner of 20099 Mack Avenue, spoke in opposition to any food service at 20160 Mack Avenue as she feels the site cannot support delivery truck traffic.

MOTION by O'Keefe, seconded by Vitale, to adjourn at 7:39 p.m.

Motion carried by the following vote:

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

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

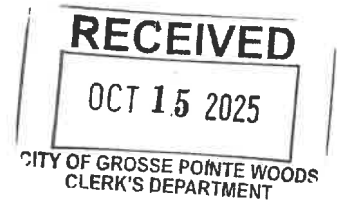
DATE: October 15, 2025

FROM: Lynne Aldrich and Christina Pitts - 2 pages

TO: City Clerk

CC: Mayor and City Council, City Administrator

RE: October 20 2025 Council Meeting Agenda Request - New Business



In a meeting October 13, 2025, among a resident concerned about zoning practices, and City Administrator, Assistant City Administrator and City Planner, questions were raised and discussed about the following:

1. MSHDA Grant and grant-writing process
2. Sign Code Violations issued in September 10 2025
3. Planning Commission Public Hearing scheduled for October 28, 2025.

Item 1: We have requested that the City be transparent about the content, intent, types of changes and progress of "redrafting the zoning ordinance." The City Administrator stated that he will consider publishing an article in the Grosse Pointe News to accommodate this request.

Items 2 and 3: These matters were discussed with City Administration and not satisfactorily resolved.

We request that the following be placed on the City Council Agenda as New Business at the public meeting to be held October 20, 2025:

New Business

(A) Lawn Sign Code Enforcement

This is a subjective action, intentionally directed at certain residents against rezoning, resulting in discrimination and violation of 1st Amendment right to free speech.

- The Law (Michigan and Federal)
 - Yard signs are protected under the First Amendment (City of Ladue v. Gilleo, 1994).
 - Content-based restrictions are barred by Reed v. Town of Gilbert (2015).
 - Time-based bans ('only up for 30 days') have been struck down by the Sixth Circuit.
- Discrimination/Violation of 1st Amendment Rights
 - Violation letters strongly suggest that residents exercising free speech in defense of their neighborhood are being targeted by people in positions of power who favor rezoning. Targeting these signs while allowing others (realtor signs, contractor placards, student graduates, theater presentations, etc.) creates indicates biased enforcement.
 - The Code cited does not apply to miscellaneous signs placed on resident private property to share information and ideas. It is directed at signs of a commercial nature.
 - We have not been provided with any written proof that complaint(s) have been filed; we have only the word of city staff.
 - The citations were sent to a selected group of residents displaying signs.
 - This is a slap-dash maneuver, timed within 24 hours of the withdrawal of rezoning application. The citation letter referred to enforcing rights in Grosse Pointe (not Grosse Pointe Woods), which strongly suggests this letter originated in the city of Grosse Pointe and has been a cut-and-paste effort. Additionally, referenced violation 32-11-D-1 does not exist in the Code. This alone renders the violation letter inappropriate and inapplicable.

New Business

(B) Unlawful Notice of Public Hearing

Scheduling this public hearing for October 28 is unlawful, and the decision process to convene a public hearing violates due process and the Open Meetings Act.

Due Process: Past Practice On March 25, 2025, the Planning Commission held a public meeting to "Consider Rezoning Application and set a date for Public Hearing." The Public Hearing was scheduled and convened on April 22, 2025. **This practice must be replicated as a matter of due process.**

Decision to Convene a Public Hearing

- **If this decision was made by the City Administrator, he has exceeded his authority.** Such a decision must be made by a **legislative body**. The administrator is an employee who implements policy, not a decision-maker on zoning matters. Any such decision must be made at a public meeting in compliance with the Open Meetings Act.
- **If the Administrator did not make this decision** to convene a public hearing, then **how was the decision made and involving whom?** The likely answer is that it came about via discussion among members of the Planning Commission, and City Administrator; perhaps even some Council members. This decision process is in **direct violation of the Open Meetings Act.**

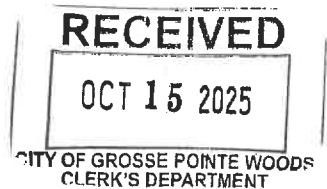
We appreciate these 2 items being placed on the Council Agenda October 20 2025.

Thank you. Please advise immediately any action taken.

Lynne Aldrich

Christina Pitts

DATE: October 15, 2025
TO: Planning Commission, City Administrator, City Clerk
CC: Mayor and City Council
RE: Protest - Planning Commission Public Hearing October 28 2025 for
Conditional Rezoning of 20160 Mack



The City disseminated notice for a "Public Hearing on Conditional Rezoning." This is the **first announcement** to the public that the subject property is under application for rezoning.

In a meeting Monday October 13, 2025, among a resident and City Administrator, Assistant City Administrator and City Planner, a direct question was asked by the resident about the process for scheduling a public hearing for October 28. Per the resident's notes: *It appears that the Administration believes there have been no process violations in issuing this public notice, with no difference between a public meeting and a public hearing. Rather, applications are automatically put on the next PC meeting agenda to avoid applicants having to wait months before knowing the status of their application. It appears that City Administrators are deciding to put items on public meeting agendas, an action they feel does not violate any Open Meeting Act provisions.*

Such a response by The City is alarming, demonstrating lack of conscientious research and analysis of critical public meeting requirements. Scheduling this public hearing for October 28 is unlawful, and the decision process to convene a public hearing violates due process and the Open Meetings Act.

Due Process: Past Practice On March 25, 2025, the Planning Commission held a public meeting to "Consider Rezoning Application and set a date for Public Hearing." The Public Hearing was scheduled and convened on April 22, 2025.

Decision to Convene a Public Hearing

- **If this decision was made by the City Administrator, he has exceeded his authority.** Such a decision must be made by a **legislative body**. The administrator is an employee who implements policy, not a decision-maker on zoning matters. Any such decision must be made at a public meeting in compliance with the Open Meetings Act.
- If the **Administrator did not make this decision** to convene a public hearing, then **how was the decision made and involving whom?** The likely answer is that it came about via discussion among members of the Planning Commission, and City Administrator; perhaps even some Council members. This decision process is in **direct violation of the Open Meetings Act.**

The public expects compliance with the law. **In this case, specifically: that the same process for rezoning consideration via public meeting, followed by a public hearing with 15 days' advance notice --as conducted March-April 2025-- be codified and followed for ANY and EVERY application for rezoning.** Thus, a public meeting must be held to "consider rezoning application and set a date for public hearing" to comply with the practice established on March 25, 2025. This public meeting might be held October 28. Any public hearing on rezoning must take place on a date following the public meeting (e.g. after October 28), and comply with the 15-day notice requirement.

YOUR CITIZENS INSIST that the City immediately retract the Public Notice on Conditional Rezoning, such retractions to appear in all "notice vehicles:" newspapers, internet and mailings. Thank you.

Lynne Aldrich Beth Ann Bayus Kristen Buccellato Jon Dougherty Patti Dougherty Gary Felts
Terrence Kosky Colleen McIver Christina Pitts Helen Taylor Joanne Shenstone

1) Public Hearing - Decision MUST derive from a Public Meeting

Based on the Michigan Attorney General's Open Meetings Act Handbook, a **public body is NOT allowed to make a private decision on whether to hold a public hearing.**

- **All decisions must be made in public meetings.** The OMA provides that "all decisions of a public body shall be made at a meeting open to the public," and defines "decision" to mean "a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy".
- **Decisions cannot be made in closed session.** Section 3(2) of the OMA requires that all decisions of a public body shall be made at a meeting open to the public, and the purposes of closed sessions must be strictly limited to specific exceptions - no decision making is permitted in closed session.
- Therefore, the decision of whether or not to hold a public hearing is itself a "decision" that must be made publicly during an open meeting. The public body cannot:
 - Discuss and decide this in a closed session
 - Use "round-robin" voting (passing around a sign-off sheet)
 - Make the decision through private communications among members
 - Use any other method that avoids public deliberation and voting

The vote on whether to schedule a public hearing must occur during a properly noticed open meeting where the public can observe the deliberation and the vote.

Based on Michigan case law, the most significant case addressing whether decisions can be made privately is **Booth Newspapers, Inc. v. University of Michigan Board of Regents, 444 Mich. 211; 507 N.W.2d 422 (1993)**. This landmark case directly addresses the question of lawful decision-making to convene a public hearing.

Key Principles from Booth Newspapers:

1. All decisions must be public, not just the final vote: The Michigan Supreme Court held that the OMA requires "all decisions of a public body" and "all deliberations of a public body constituting a quorum of its members" to occur at meetings open to the public.

2. "Consensus building" is decision-making: The Court rejected the University's argument that its "consensus building" process was different from decision-making, stating: "any alleged distinction between the committee's consensus building and a determination or action, as advanced in the OMA's definition of 'decision,' is a distinction without a difference".

3. Round-robin decision-making violates the OMA: The Court found that when board members used telephone calls or sub-quorum meetings "to achieve the same intercommunication that could have been achieved in a full board meeting," this violated the OMA because it achieved "the same effect as if the entire board had met publicly and formally cast its votes".

4. Announcing a decision publicly is not the same as making it publicly: The Court stated: "The Presidential Selection Committee did not make the decision to appoint Dr. Duderstadt publicly, it merely announced the decision publicly".

Under Booth Newspapers, a **public body cannot make a private decision on whether to hold a public hearing.** The decision about whether to hold a hearing is itself a "decision" that effectuates public policy and must be made through deliberation and voting at an open meeting. Any attempt to reach consensus privately—whether through closed sessions, phone calls, emails, or sub-quorum meetings—would violate the OMA.

2) A city administrator does NOT have the authority to decide on a public hearing for rezoning.

Under the Michigan Zoning Enabling Act, "the legislative body of a local unit of government may provide by ordinance for the manner in which the regulations and boundaries of districts or zones shall be determined and enforced or amended or supplemented". The legislative body (city council) has the authority to approve or deny rezoning requests, typically after receiving a recommendation from the planning commission.

Before submitting recommendations for a proposed zoning ordinance to the legislative body, the zoning commission shall hold at least one public hearing.

Administrative officials (like city administrators) typically have enforcement authority, not decision-making authority on rezonings. The city council, upon a recommendation from the planning commission, has the authority to approve or deny rezoning requests.

The decision to hold a public hearing on a rezoning is a legislative decision that must be made by the city council (or other legislative body), not by a city administrator. The administrator is an employee who implements policy, not a decision-maker on zoning matters. Any such decision would need to be made at a public meeting in compliance with the Open Meetings Act.

In *Herald Co v Bay City*, 463 Mich 111, 129-133; 614 NW2d 873 (2000), the Michigan Supreme Court held that a city manager is not subject to the Open Meetings Act. This is significant because it establishes that **a city manager (or administrator) is NOT a "public body"** under the OMA. The court distinguished between:

- **Collective bodies** (councils, boards, commissions) that ARE subject to the OMA
- **Individual officials** (city managers, administrators) who are NOT "public bodies"

While this case addresses the OMA specifically, it **reinforces the broader principle that city administrators are individual administrative officials, not decision-making bodies.**

The distinction is critical because:

1. **Legislative decisions** (like rezoning and whether to hold public hearings) must be made by the **legislative body** (city council)
2. **Administrative officials** implement and enforce decisions but don't make legislative policy decisions
3. Under the Michigan Zoning Enabling Act, rezoning is explicitly a **legislative function** requiring action by the legislative body

The case law reviewed earlier, **Booth Newspapers v. University of Michigan Board of Regents**, reinforces that all **decisions** must be made by the public body at open meetings. Since a city administrator is not a "public body," they cannot make zoning decisions like whether to hold a public hearing on rezoning. The authority comes from the statutory framework and the general principle that legislative decisions must be made by legislative bodies, not administrative staff.

From: [Debra Walling](#)
To: [REDACTED] "[Christina Pitts](#)"
Cc: [City Council Internal](#); [Arthur W. Bryant](#); [Frank Schulte](#); [Susan Como](#); [Ashley Jankowski](#); [Laura Haw](#); [Tim Tomlinson](#); [Paul Antolin](#)
Subject: Response to October 15, 2025 Correspondences
Date: Tuesday, October 21, 2025 8:26:18 PM

CAUTION: This email originated from outside of the organization. DO NOT click links, open attachments or reply to this message unless you recognize the sender and know the content is safe:

Hello Ms. Aldrich & Ms. Pitts:

My response to your written communications to the Planning Commission and to the City Clerk, dated October 15, 2025, and your verbal comments during the October 20, 2025, City Council meeting, concerning alleged OMA violations and recent FOIA response is below. City Attorney Tomlinson will address your lawn sign enforcement complaints separately.

State law and the Grosse Pointe Woods Zoning Ordinance require the Planning Commission to conduct public hearings for certain matters, such as rezoning requests, but those laws and ordinances do not require a vote of the Planning Commission to set the date of the public hearing. The Planning Commission Bylaws state that the Chair and the Building Official set the agenda for the meeting. The fact that the Planning Commission set a public hearing date at its meeting in March 2025 for April 2025 for a rezoning matter due to certain circumstances does not change the law or the Planning Commission Bylaws, nor does it establish a pattern or practice, nor does failure to repeat that isolated instance constitute a denial of due process. Moreover, contrary to your assertion, the Planning Commission is not a legislative body; but, it is a public body subject to the Open Meetings Act. As such, there is still no requirement that the Planning Commission must vote to set a date for a public hearing or to place any other item on its agenda. As you know, the public hearing notice provisions contained in state law, which are mirrored in the Grosse Pointe Woods Zoning ordinance, are being followed concerning the conditional zoning request on Mack Avenue.

As to your Open Meetings Act (OMA) violation accusation, please understand that Frank Schulte, Susan Como, and the City Planner are not a “public body”—either individually or collectively—subject to the OMA. Therefore, their meetings are not subject to the OMA. If a quorum of a public body is present for a meeting, then the OMA applies. I have no reason to believe that there was a quorum of any public body present during the Planning Commission agenda preparation by the Building Official, the City Planner, and the Chair of the Planning Commission. Inasmuch as setting a meeting agenda is not a “decision” of the public body, your recitation of OMA appellate opinions and principles are not applicable. Consequently, your collective concerns about these matters have been noted and reviewed, but they are unfounded.

Similarly, it is my understanding that your concerns about a delayed response to your recent FOIA request for a MSHDA Grant application are also unfounded and, as of today, moot because the responsive documents were made available within five (5) business days.

Sincerely,



Debra Walling

27555 Executive Drive, Suite 250
Farmington Hills, MI 48331
P 248.489.4100 | F 248.489.1726
Email: dwalling@rsjalaw.com
Website: rsjalaw.com

The information contained in this communication is intended for the use of the recipient named above and contains confidential and legally-privileged information. If the reader of this communication is not the intended recipient, do not read, copy, disseminate or distribute it. You are hereby notified that any dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please re-send this communication to the sender and delete the original message and any copy of it from your computer system. If you need any additional information, please contact the sender at 248.489.4100. Thank you.

YORK, DOLAN & TOMLINSON, P.C.

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Timothy D. Tomlinson (ttomlinson@yorkdolanlaw.com)
Linda M. McGrail (lmcgrail@yorkdolanlaw.com)

Fred A. York (1930-1989)

October 22, 2025

Via Email, only [REDACTED]

Lynne Aldrich

Via Email, only [REDACTED]

Christina Pitts

RE: Grosse Pointe Woods – Lawn Sign Code Enforcement

Dear Ms. Aldrich and Ms. Pitts:

We handle municipal prosecutions on behalf of the City of Grosse Pointe Woods. I am in receipt of your correspondence dated October 15, 2025, raising a number of issues with the City Administration, including: lawn sign code enforcement. I respectfully disagree with your legal review and analysis as presented within your correspondence. You reference law relative to yard signs being protected under the First Amendment, (*City of Ladue v Gilleo* - 1994) and (*Reed v Town of Gilbert* - 2015), and reference to time based bans being struck down by the Sixth Circuit (no citations).

Seminal and underlying any arguments presented by you is the decision of *Reed v Township of Gilbert*, 576 US 155 (2015) which has resulted in municipalities not only across the State of Michigan, but of the United States of America, reviewing and taking significant measures to revise their sign ordinances to comply with the dictates therein. The Supreme Court explained that content-based laws are “those that target speech based on its communicative content.” In *Reed* the Court established two tests to determine whether the sign regulation is content based: first, “a regulation is content based if the individual must read the sign to understand how the regulation applies (e.g. to distinguish a political sign from an advertising sign).” *Id* at 156. Second, a regulation is content based if the underlying purposes of the sign regulation is to regulate certain subject matters. *Id*. The goal of these tests is to protect “viewpoints and ideas from government censoring and favoritism.” *Id* at 168.

With regard to the City of Grosse Pointe Woods, the case law relied upon by you with regard to time limitations on temporary signs (political signs) are all pre-*Reed*. As noted, *Reed* was a challenge to temporary signs that were treated differently based upon their content. The cases relied upon by you are dependent upon a content based analysis. When striking down durational limitations, the Court had repeatedly done so based upon the content of the sign (i.e. political) prior to *Reed*. With regard to the City of Grosse Pointe Woods, the ordinance does not completely ban temporary signs, does not rely upon content whatsoever, and is completely

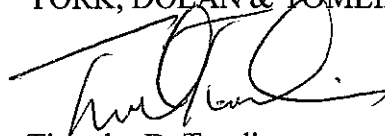
content neutral to the type of sign and the messages indicated on the sign. Your analysis requires one to read, understand, and take into consideration what type of sign it is and the content thereof in determining whether or not a durational restriction should be struck down. It is the position of the City that one cannot have it both ways. We cannot base our regulations on the content of the sign pursuant to *Reed*, hence, any analysis of durational restrictions should not rely on the content of the sign. Regardless of whether it is a temporary realtor sign, garage sale sign, or other type of temporary sign, the analysis should only entail a content neutral analysis, and not be with regard to what the messages are. Therefore, the City is of the position that its sign ordinance would withstand constitutional muster as it relates to its time duration.

Second, you assert that there is discrimination/violation of First Amendment rights due to the language of the violation letters relative to other types of signs. The code is clear and applies to all signs that are temporary in nature whether they are realtor signs, contractor placards, student graduates, etc. The time limitations are applicable based upon any complaints that the City receives. Enforcement actions have been taken in the past with the issuance of violation letters, as well as, municipal court prosecutions for same.

Based upon the foregoing, hopefully this response is adequate for you to understand the City's position with regard to the law and the enforcement of its sign ordinance. Should you have any questions regarding this correspondence, please do not hesitate to contact me. We remain,

Very truly yours,

YORK, DOLAN & TOMLINSON, P.C.



Timothy D. Tomlinson
Attorneys for Grosse Pointe Woods

TDT/jabh

CC via email:

Frank Schulte, City Administrator
Sue Como, Asst. City Administrator
Debra Walling, City Attorney



P.O. Box 41, Stockbridge, MI 49285
Email: contact@mifairelections.org, ph: 517-299-8002

RECEIVED

OCT 27 2025

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

October 19, 2025

Paul Antolin
Grosse Pointe Woods City Clerk, Wayne County
20025 Mack Plaza Dr.
Grosse Pointe Woods, MI 48236

Dear Clerk, Antolin,

It is my pleasure to inform you that you are among a select group of township and municipal clerk offices to receive the Michigan Fair Elections Institute's **Sunlight Award** as a **Responsive Advocate**. An independent investigation of Michigan's official Qualified Voter File (QVF) in March found over 10,000 potential pairs of redundant registrations. Since then, more than 800 emails have been sent to jurisdictional clerks to address this issue. Your jurisdiction was one that demonstrated significant responsiveness and cooperation in addressing duplicate registrations.

As the enclosed certificate states, this award recognizes you as a **Responsive Advocate** for your "outstanding dedication and exemplary service in helping to remove redundancies from your local voter registration rolls."

Michigan Fair Elections Institute is presenting the award to you in honor of your commitment to preserving election integrity through maintaining clean and accurate voter rolls. Award recipients have reduced the number of redundancies by an average of 86% in their jurisdictions. We look forward to your continued assistance as additional redundancies are created and identified.

The Sunlight award is named in honor of U.S. Supreme Court Associate Justice Louis D. Brandeis's famous statement that "sunlight is the best of disinfectants." MFEI is committed to educating citizens and encouraging their engagement in the state's electoral processes. Citizen engagement is fundamental to preserving individual freedom and serves as a vital component of the check-and-balance system envisioned by the Founding Fathers. This system of accountability only works when clerks like you follow the law and work diligently to maintain clean voter files.

While significant progress has been made, only 17% of the duplicate voter registrations in the QVF have been removed statewide. MFEI hopes that other clerks will follow your example and make a similar effort to clean the Michigan QVF in their jurisdictions.

Congratulations! Thank you for your service to the people of your community and to the great state of Michigan.

Sincerely,

Patrice Johnson

Patrice Johnson
Founder and Chair
Michigan Fair Elections Institute
Website: Mifairelections.org
MFEI, P.O. Box 41, Stockbridge, MI 49285

Enclosure: Sunlight Award Certificate



Sunlight Award

THIS CERTIFICATE IS PROUDLY PRESENTED TO
Paul Antolin, Grosse Pointe Woods City

as a Responsive Advocate in recognition of your outstanding dedication and exemplary service for helping to remove redundancies from your local voter registration files. Your commitment to transparency and efficiency strengthens public trust in the republic's democratic process and upholds the highest standards of civic duty.

Patrice Johnson

October 20, 2025

Patrice Johnson, Chair, Michigan Fair Elections Institute

"Sunlight is said to be the best of disinfectants; electric light the most efficient policeman."

--Associate Justice Louis D. Brandeis, United States Supreme Court,



CITY OF GROSSE POINTE WOODS MEMORANDUM

DATE: November 4, 2025

TO: Mayor and City Council

FROM: Frank Schulte, City Administrator *FS.*

CC: Steven Schmidt, City Treasurer/Comptroller

SUBJECT: PAATS Appointment

The Assistant City Administrator, Susan Como, has served as the city's representative on the Pointe Area Assisted Transportation Service (PAATS) Board since 2011.

To fill a vacancy, Article III of the PAATS by-laws state:

"There shall be one (1) Representative Member from each of the cities served by PAATS....Each Representative Member shall be appointed by his or her respective city or organization by a method to be determined by such city or organization and shall serve at the pleasure of, or according to a specified term as proved by, such city or organization. Each Representative Member's appointment shall be verified by the transmittal of a letter of appointment signed by the Mayor or President of the respective city or organization."

With Assistant City Administrator Como's impending appointment to the position of City Administrator, I am recommending that City Treasurer/Comptroller, Steven Schmidt, be appointed as the city's PAATS Board representative.



**CITY OF GROSSE POINTE WOODS
INFORMATION TECHNOLOGY
MEMORANDUM**

DATE: October 24, 2025

TO: Frank Schulte, City Administrator

CC: Steven Schmidt, City Treasurer/Comptroller

FROM: Gary Capps, Information Technology Manager

SUBJECT: Emergency Purchase

RECEIVED

OCT 28 2025

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Our existing email solution, Microsoft Exchange, is now EOL and the server recently experienced a hardware failure. We were able to repair the server and upgrade to the new Exchange Subscription Edition but there are many technical issues with the changes Microsoft has made to their platforms and we have worked with Microsoft Support to try and resolve. Since the new Subscription Edition will have annual fees nearly the same as moving to the cloud in conjunction with failing hardware which should be replaced in the next cycle, it no longer makes sense to host the system at the city offices. There are many other technical, security, and end user benefits to moving to this modern solution. Because of the scope of this project, the importance of having email continuity during the transition, and to ensure our Cloud Tenant at Microsoft is set up properly, we need assistance from certified Microsoft Cloud professionals.

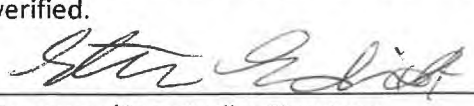
Due to the urgency of having properly working emails for the city to conduct its business, waiting for prior city council approval was not possible. Attached is a *statement of work* for a transition from our on-premise Exchange Environment to a Microsoft Government Cloud (GCC) Exchange Online environment. Funds are available to purchase the new system. We request that council approve and ratify the purchase of the migration services from **CDW Government LLC – 75 Remittance Drive Suite 1515, Chicago, IL 60675-5151** in an amount not to exceed **\$21,495** from the **account # 101-228-818.000**

I hereby certify that the above items are necessary for the proper operation of the department



Department Head Signature

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



Treasurer/Comptroller Signature

This is an emergency, and I authorize exceeding the ordinance limit to procure the cloud system because the old email server is failing.



City Administrator Signature



STATEMENT OF WORK

Project Name:	Exchange 2019 to Exchange Online Migration	Seller Representative:
Customer Name:	CITY OF GROSSE POINTE WOODS	Justin Christofferson
CDW Affiliate:	CDW Government LLC	+1 (312) 5472351 justin.christofferson@cdwg.com
Date:	October 16, 2025	Solution Architect: Rob Todd
Drafted By		Specialty Resource Patrick McCormack

This statement of work (“**Statement of Work**” or “**SOW**”) is made and entered into on the last date that this SOW is fully executed as set forth below (“**SOW Effective Date**”) by and between the undersigned, CDW Government LLC (“**Provider**,” and “**Seller**,”) and CITY OF GROSSE POINTE WOODS (“**Customer**,” and “**Client**,”).

This SOW shall be governed by that certain State of Michigan Contract #071B6600110 between CDW Government LLC and the State of Michigan dated the 31st day of July, 2016, (the “**Agreement**”). If there is a conflict between this SOW and the Agreement, then the Agreement will control, except as expressly amended in this SOW by specific reference to the Agreement.

PROJECT SCOPE

Customer is looking to transition from their on-prem Exchange Environment into a GCC Exchange Online environment. They are running Exchange 2019 which is currently end of life. The customer is aiming to have all production mailboxes in Exchange Online and inbound and outbound mail flow supported in Exchange Online. Any required services or servers required on-prem for this solution should be on Windows Server 2019 or higher and supported by Microsoft. SMTP Relay will be supported by an on-prem Exchange Server with outbound mail flow configured. The following outlines the project scope and cost of implementing the solution.

Subject to the other provisions of this SOW, Seller will perform the following services:

- Project Kickoff Meeting
- Assessment
- Target Environment Validation
- Developing Project Timeline and Deployment Plan
- Build/Test Migration Toolset
- Migration
- Migration support

PROJECT KICK-OFF MEETING

Seller will begin with a project kick-off meeting with your core project team. The kick-off meeting will last approximately one hour and will include:

- Introductions of Customer and Seller team members
- Establishment of roles and the project schedule
- Knowledge transfer and review of your company and vision
- Review of this SOW
- Review of design session goals
- Requirements
- Claiming Partner of Record (CPOR) process review

Establish Claiming Partner or Record

For eligible workloads, Seller will provide Customer a CPOR Customer Guide that provides direction on where the Domain Name & Directory ID can be located. Domain Name & Directory ID will be provided back to Seller to associate Claiming Partner of Record (CPOR). CPOR enables Seller to help Customer optimize the use of Microsoft Online Services for desired business outcomes by providing Seller with access to usage and consumption data.

ASSESSMENT

Seller will work with the appropriate project team members and stakeholders from both the source and target environment in formal and informal sessions and discussions regarding the current and end-state design of your infrastructure.

Seller will require full administrative access to relevant systems in both the source and target environments during this project phase. This will be facilitated by providing administrative access and/or network access to the Seller. The Customer will be responsible for providing requested information as well as reviewing and running requested discovery processes (both custom and third party) as directed by Seller. At the conclusion of this phase, the project timeline and initial requirements will be outlined and will be agreed upon by both parties.

MIGRATION PLANNING

Seller will work with the appropriate team members and stakeholders in a series of workshops to build a migration timeline for in-scope services. The migration planning will cover:

- Cutover migration strategy
- End user experience
- Resource review
 - Unusual use cases
 - High complexity resources
- Licensing requirements
- Technical requirements
- Business requirements
- Migration gaps

Based on the requirements identified in the Planning sessions, Seller will work with the project team to determine the migration plan with business and technology requirements. During the workshop sessions, priority will be placed on quickly identifying the resources and system changes necessary for the production migration.

Change Orders may be required to bring these changes into the project scope. In some circumstances, the items listed below may have been identified before the design session. Potential changes include:

- Active Directory remediation
- Active Directory schema changes
- Implementation of firewall and web proxy rules
- Software updates to current environment to support compatibility and connectivity with the target environment and migration strategy
- Third party certificates
- Additional missing or required licenses
- Network devices such as load balancers or reverse proxies
- Server (physical or virtual) acquisition, installation, and configuration
- Microsoft Office deployments

At the completion of this phase, it will be the responsibility of the Customer to provide and validate a complete list of migrating resources that will be transitioned in this project. If the number of resources identified for migration or the complexity of those resources varies from the original values provided in this scope of work, a Change Order will be required to include them in the scope of the project.

Resources that are incorrectly marked for migration are the responsibility of the Customer and extra time used or required to remediate may require a Change Order.

M365 SECURITY AND GOVERNANCE TENANT WALKTHROUGH

Seller will provide a walkthrough of the M365 Tenant and provide insights into the capabilities of the platform and discuss common configurations and recommended practices. Seller will focus on capabilities available within the Customer's licensing plan(s).

This walkthrough is not formal training and does not guarantee a specific outcome or configuration. It will be the responsibility of the Customer to consider and implement any settings or features discussed during this session. If the Customer is interested in additional assistance making design and configuration changes to the tenant a Change Order can be requested to expand the scope of work.

SELLER ASSISTED END USER REMEDIATION

Seller will assist the Customer in making changes to AD user objects to support the transition to Exchange Online. Due to different requirements between on-prem and AD environments it is common for a number of objects be modified prior to a transition to M365. Common changes include (but are not limited to):

-
- Changing UPN to match Primary Email Address
 - Remediating naming conflicts (2 objects with the same alias)
 - Removing or changing unsupported characters
 - Adding mail routing addresses or email address policy assignment
 - Mapping on-prem AD objects to existing cloud objects
 - Changing Mailbox type

Seller will provide general guidance, recommendations and scripts to support remediations to these objects as required, but it will be the responsibility of the Customer to determine what action should be taken on each object.

DEVELOPING THE PROJECT TIMELINE

During the previous Assessment and Migration Planning phases, information about the source and target environments will have been collected and documented. During this phase, hardware, software, and services required to implement the solution will be identified and cost will be assigned to these resources. Additional quotes will be compiled if needed. Tasks will be defined; resources will be assigned, and timelines will be created for the deployment of the solutions.

It will be the responsibility of Customer to provide quotes or pricing for any of the identified resources if those resources are to be provided by a party other than Seller.

Over the course of the migration planning, application dependencies on the source tenant and target tenant may be identified. Seller will provide guidance and recommendations for the reconfiguration of these systems. Migration, reconfiguration and testing of these applications are the responsibility of the Customer unless specifically detailed in this statement of work.

At the conclusion of this phase the Customer will have a clear understanding of the costs that will be incurred to implement the solution as well as a timeline for the complete deployment. Seller has the right to amend the project estimates based on the results of the Migration Planning.

BUILD AND TEST

PROVISION NEW OFFICE 365 TENANT

During the course of this project a new Office 365 tenant will be established and the appropriate, customer-provided licenses will be assigned to that tenant.

INSTALL ENTRA ID CONNECT

Entra ID Connect with password synchronization will be installed and configured. This will require a single customer-provided server instance running a Windows Server operating system version supported by Microsoft and Entra ID

SELLER LED EXCHANGE ONLINE CONFIGURATION

Seller will provide up to 6 hours to assist the Customer to create baseline policy to be used by all users in the organization to support the Customer's initial use of Exchange Online. Those policies may include:

- licensing assignment
- retention policies
- data loss prevention (DLP) policies
- Exchange Online Protection (EOP) settings
- Role-based access / admin assignments using built-in permission groups
- User access controls

During the Assessment and Validation project phases, third party or out of scope services may be discussed, but it will be the responsibility of the Customer to review, configure, or implement those services if required for project execution. It will be the responsibility of the customer to ensure the correct licenses are acquired to support the features they want to deploy.

If additional time for configuration is required a change order may be requested by the project team.

MULTI-FACTOR ENABLEMENT FOR END USERS USING M365 NATIVE MFA

Seller will set up Multi-Factor Authentication for user access to M365 resources using the native M365 capabilities. This functionality will be enforced by a single conditional access policy or via the per user based MFA enrollment settings.

It will be the responsibility of the Customer to ensure that end users have the required mobile devices or phone services to support M365 MFA options.

CUSTOMER ASSISTED EMAIL DELIVERABILITY AND REPUTATION CONFIGURATION

Seller will assist the Customer in either updating or creating new email reputation and authentication records. During this engagement the records will be set up and configured based on the known authorized email providers at the time of creation. It will be the responsibility of the Customer to adjust these records to meet the needs of the organization after the initial setup and configuration.

As a part of this engagement the Seller will support the following services:

- SPF
- DMARC
- DKIM

CONFIGURE HYBRID EXCHANGE FOR COEXISTENCE

Seller will configure the existing on-premises Exchange Server infrastructure in hybrid with Exchange Online.

The Seller will install and configure Exchange Hybrid on a new server. The customer will be responsible for providing a Windows Server with a supported version of the OS on which a new Exchange Server will be configured. Requirements of the Exchange Server include but are not limited to:

- TLS 1.2 enabled
- Outbound HTTP and HTTPS Connections to internet without a web proxy
- AD Domain Joined Server

Exchange Hybrid will be configured to support mailbox migration and mail flow only and the scope does not include the setup or support of free/busy, mailbox delegation, or any other features supported by Exchange Hybrid.

The customer will be responsible for providing the required number of Windows Servers with a supported version of the OS on which the migration tools will be installed.

Applications which depend on the legacy systems will not be migrated.

There are a multitude of factors which can impact the total number of servers that must be deployed. These factors will be discussed in detail during the Planning and Design sessions. If the outcome of the design stipulates a different number of servers than specified above will be required, then the hours associated with this component will need to be updated via a project change request.

MIGRATION

The Migration Phase will be executed based on the decisions and planning documented in the previous steps. The Migration Phase will require Customer and Seller resources working in concert to manage, track, and execute the migration plan as defined in the Migration Timeline documentation.

If the expected scope of the migration changes, a Change Order may be required to fully execute this migration. Common causes for changes in deployment estimates include:

- A significant number of new hires
- Changes to in scope migration objects after Migration Planning is completed
- Newly created or identified groups or shared resources
- Identifying unexpected technical dependencies
- Adding additional items to the scope of engagement
- Unexpected complexities above and beyond the intended scope
- Changes to number of anticipated migration waves
- Changes to number of domains being transitioned
- Large changes to the amount of data being migrated

It will be at the discretion of the Customer and project team to determine if a Change Order is required to proceed.

User migrations will take place in one (1) migration wave based on the output of the Migration Planning phase. A small test migration of up to 5 test user accounts can also be completed. Customer resources will be expected to be online and available both during the migration window and the following migration support windows. If Customer requirements determine additional waves or support hours are needed, a Change Order can be used to expand the scope of the engagement.

Resources and content up to the values listed below will be in scope for migration:

Resource	Resources/Content in Scope
----------	----------------------------

SMTP Domains	1
Count of migrating User mailboxes	127
Count of migrating Shared mailboxes	10
Count of migrating Resource mailboxes	4
Count of migrating Archive mailboxes	0
Count of migrating dynamic groups	1
Count of Transport Rules	12
Dynamic Distribution Groups	1
Total migrating mailbox data (GBs)	157
Total migrating Exchange native archive mailbox data (GBs)	0
Count of migrating Public Folders	N/A
Count of mail enabled Public Folders	N/A
Total migrating Public Folder data (GBs)	N/A
Count of Send Connectors	3
Count of Custom Receive Connectors	5

Deployment Support

Seller has allocated engineering hours as shown in the following table for Level 2 deployment support. Seller resources will be leveraged as escalation resources and will not be responsible for Level 1 support, tracking tickets or out of scope support items.

Support Type	Allocated Hours
General migration support hours	4

DECOMMISSIONING

After the completion of the Migration Phase and all production mailboxes have been transitioned to Exchange Online Seller will assist in the decommissioning of up to (1) server from that system. A single Exchange server that supports outbound mail flow to Exchange Online will be left in the Exchange environment for improved administration access and to provide additional mail routing options.

If applications are leveraging a decommissioned server to support mail flow to the internet or to Exchange Online, it will be the responsibility of the Customer to update those systems to leverage the remaining Exchange hybrid server.

PROJECT CLOSURE AND NEXT STEPS

At the project's conclusion, a closure meeting will be held with Customer and Seller (Delivery and Presales resources) to verify that all business and technical requirements of this engagement have been satisfied. If, during the engagement, next steps or recommendations have been discovered by Seller those options will be presented to Customer for future action.

PROJECT EXECUTION

Engaged engineers are expected to provide a minimum of eight (8) hours of project specific services each week until the project is completed unless the project is on hold or suspended. If the work week includes holidays or the CDW resource is otherwise unavailable, project minimums for the week will be reduced by two (2) hours for each day.

Engaged Project Managers are expected to provide a minimum of two (2) hours of project specific services each week until the project is completed unless the project is on hold or suspended. If the work week includes holidays or the CDW resource is otherwise unavailable, project minimums for the week will be reduced by up to half an hour (.5) hours for each day.

The customer may request a project be put on hold with written notification to the Seller team at least ten (10) business days prior to the start of the requested project hold. If the project hold exceeds ten (10) business days Seller may consider the project to be suspended.

Timelines to reactivate a suspended project will be subject to Seller's resource availability to re-engage. Seller will attempt to reengage the same resources based on availability, but there is no guarantee that the same resource will be assigned to the engagement. Suspended projects may also require a change order to reactivate to add additional cost to the engagement based on the discretion of the project team.

Seller reserves the right to place a project on hold or suspend it if the minimum weekly effort is not being met.

PROJECT ASSUMPTIONS

1. The internal/corporate network utilizes a single, continuous, fully routable private address space. Internal clients have direct access to internal servers. Internal systems are not directly accessible from public networks. External clients must establish connections to secure intermediary devices which will proxy or route connections to internal resources on the clients' behalf (VPN, terminal server, reverse proxy, etc.).
2. The configuration and management of all systems which will be involved in the project are under the control of your organization, either directly or through a third-party. The Seller may request configuration changes to these devices and Customer will implement these changes pending established change control procedures.
3. The Active Directory Domain Services, network, and all related infrastructure that need to interact with the solution are in a stable and supported state, sufficient to respect the timeline proposed in the project plan.
4. The Customer will have key technical resources available throughout the deployment process to assist the deployment team.
5. The cost of purchasing, designing, and supporting third-party applications required to support technical requirements is not included in this proposal.
6. Product licenses and/or subscriptions (Microsoft or non-Microsoft) will not be provided under this SOW. You are responsible for acquiring all necessary product licenses required as a result of this SOW.
7. All modifications requested after the signing of the contract will be managed using a Change Order.
8. If the customer is not providing full administrative access to the environment(s) Customer acknowledges that the price and duration of the project may be increased.

-
9. The Seller's delivery methodology will form the basis of this project. Any variations to these processes will be mutually agreed to by us and Customer.
 10. Cost of Delay: The cost of all delays in Customer approval, issue resolution, and information provision to our team will be paid by Customer.
 11. External Dependencies: There may be external projects/dependencies that may have significant impact on the timeline, schedule, and deliverables. It is our assumption that every reasonable attempt will be made to mitigate such situations.
 12. Content to be migrated meets all requirements and falls within the limits supported by the target environment and the migration toolset. Examples include file size limits, file names, etc.
 13. All hardware and software that will be implemented as part of this project or that will be configured during this engagement is covered under a vendor approved support lifecycle or contract.
 14. Customer is running Microsoft supported versions of on-premises services.
 15. Migration Service accounts will have MFA disabled as necessary to facilitate migration activities.
 16. Scope does not include planning or design documentation.
 17. All work will be 'best effort' in the hours provided in this Statement of Work
 18. Customer is responsible for security at all Customer-Designated Locations; Seller is not responsible for lost or stolen equipment, other than solely as a result of Seller's gross negligence and willful misconduct.
 19. Customer acknowledges that Seller may earn a Microsoft incentive payment if Customer purchases Microsoft products from Seller. Furthermore, Customer hereby consents to Seller receiving any such payment from Microsoft and has no objections in relation thereto.
 20. Customer will have at least 127 exchange online licenses that will be assigned to all transitioning user mailboxes.
 21. If your Exchange environment is more than 1 CU updates behind the latest release you may need to update your servers to support the migration.
 22. At the completion of the project Customer will be responsible for disabling or securing accounts created for the purposes of this project.
 23. Where possible, Seller recommends the use of Multi-Factor Authentication (MFA) for the accounts requiring access to client systems.
 24. Microsoft Azure consumption monthly billing totals may be affected by the Azure environment recommendations and/or changes made as a result of the services being performed during this engagement.

Customer Responsibilities

1. For eligible workloads regarding Claiming Partner of Record (CPOR), Customer will provide the required Tenant Domain name and Directory ID to Seller prior to work beginning.
2. Communicate all material project matters to Seller's contact person.
3. Third-party application compatibility and support.
4. Provide at least one qualified technical person with system administration responsibilities.
5. Provide qualified personnel at your location (or any other location designated by you where services are to be provided) to support your existing equipment.
6. Provide other full-time, qualified, knowledgeable personnel who will perform your obligations under this SOW; make timely decisions necessary to move performance of the services forward; participate in this project to the extent reasonably requested by Seller; and reasonably assist Seller with its performance of the services.
7. Provide Seller's personnel with appropriate levels of access and privilege to systems and information necessary for Seller's performance of the services.
8. All servers (physical or virtual), server hosts and network devices (including but not limited to gateways, load balancers, reverse proxies, session border controllers) to be utilized in the deployment will be procured, assembled, installed, and configured with the base operating system and network configuration prior to Seller consultants beginning work on those systems.
9. All software media and corresponding licenses and/or product keys will be provided to Seller consultants prior to implementation.

10. All required certificates will be procured prior to implementation and will be provided to the Seller consultant(s) or will be installed by your staff under the supervision of the Seller consultant(s).
11. If the solution drives configuration changes and/or upgrades to other systems in the environment, including but not limited to backup software, VDI, anti-spam/antivirus, archiving/journaling, security/firewall, PBXs, and/or other gateway products, these changes and the associated costs are not the responsibility of Seller.
12. Seller consultants will provide guidance on client (Outlook, mobile devices, multi-function printers, etc.) configuration, but will not be responsible for the installation of software or configuration of client devices.
13. Third-party migration tool procurement and related costs.

OUT OF SCOPE

Specific tasks outside this SOW include, but are not limited to:

1. Seller will not be conducting formal IT-Administration or end-user training. However, knowledge transfer is integral to our approach throughout execution of our methodology.
2. Step-by-step process and/or Build Documentation.
3. Assessment or remediation of existing infrastructure to support this solution (for example, Active Directory, network hubs, switches, routers, and so on).
4. Support of non-mail flow coexistence features (free busy, mailbox delegation, etc.) between Exchange On-prem and Exchange Online environments
5. Migration or support of third-party applications
6. Migration of archive data and any data outside the listed source or system including PST files.
7. Recovery of a tenant environment after expiration of trial periods and/or licenses.
8. Setup, configuration, and management of third-party identity federation services.
9. Microsoft 365 cloud applications and/or services not explicitly defined in the Project Scope (e.g., Planner, Sway, Stream/Video, etc.).
10. Third party applications such as cloud identity providers, messaging hygiene services, third-party cloud security services, fax server or voicemail system integration.
11. Level/Tier 1 end-user support during deployment.
12. Support or configuration of VDI environments supporting user profiles and content caching.

Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

ITEM(S) PROVIDED TO CUSTOMER

Table 1– Item(s) Provided to Customer

Item	Description	Format
Migration Strategy	Document that outlines the migration strategy of moving in scope services to the target environment. Specific configurations made to the target environment are not included in this document.	Word/PDF
Implementation Plan	Project Task List detailing tasks for implementation of and migration to the new solution.	Microsoft Excel

GENERAL RESPONSIBILITIES AND ASSUMPTIONS

- Customer is responsible for providing all access that is reasonably necessary to assist and accommodate Seller's performance of the Services.
- Customer will provide in advance and in writing and Seller will follow, all applicable Customer's facility's safety and security rules and procedures.
- Customer is responsible for security at all Customer-Designated Locations; Seller is not responsible for lost or stolen equipment, other than solely as a result of Seller's gross negligence and willful misconduct.
- Customer acknowledges that in order to efficiently and effectively perform the Services CDW may need to collect information from Customer's systems by using software tools developed or used by CDW ("Tools"). In some cases, these Tools will need to be loaded onto the Customer's systems to gather necessary information, and CDW may also use them to make changes in the Customer's systems consistent with the agreed upon scope. Tools will be used only for purposes of performing the Services and will be removed or automatically deleted when CDW has completed use of them. Customer hereby consents to CDW's use of the Tools as set forth in this paragraph.
- Upon completion of the Services, Customer is responsible for disabling or deleting all CDW coworker access credentials and completing any other necessary steps to ensure that access to all of Customer's environments has been permanently terminated for all CDW coworkers and contractors that were part of this engagement.
- This SOW can be terminated by either party without cause upon at least fourteen (14) days' advance written notice.

Associate Project Manager

Seller will assign a project administration resource to perform the following activities within the Scope of the Project:

- Effectively manages project to scope, time and cost expectations.
- Helps ensure project timelines, dependencies, budget and risks are managed effectively and efficiently.
- When a change to a project occurs, the Seller's project change control process will be utilized.
- Facilitates administrative tasks, as necessary.
- Documents and distributes meeting notes/action items

Upon completion of the Services, CDW will submit a Completion Document to Customer. Customer will return the Completion Document in accordance with its instructions within five (5) business days from the date of receipt thereof. If Customer reasonably believes that CDW failed to substantially complete the Services in accordance with this SOW, Customer will notify CDW in writing of its reasons for rejection of the Services or any portion thereof within five (5) business days from Customer's receipt of the Completion Document. If CDW does not receive the signed Completion Document or written notification of the reasons for rejection within five (5) business days of Customer's receipt thereof, the absence of Customer's response will constitute Customer's acceptance of the Services and a waiver of any right of rejection.

CONTACT PERSONS

Each Party will appoint a person to act as that Party's point of contact ("**Contact Person**") as the time for performance nears and will communicate that person's name and information to the other Party's Contact Person.

Customer Contact Person is authorized to approve materials and Services provided by Seller, and Seller may rely on the decisions and approvals made by the Customer Contact Person (except that Seller understands that Customer may require a different person to sign any Change Orders amending this SOW). The Customer Contact Person will manage all communications with Seller, and when Services are performed at a Customer-Designated Location, the Customer Contact Person will be present or available. The Parties' Contact Persons shall be authorized to approve changes in personnel and associated rates for Services under this SOW.

CHANGE MANAGEMENT

This SOW may be modified or amended only in a writing signed by both Customer and Seller, generally in the form provided by Seller ("**Change Order**"). Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

In the event of a conflict between the terms and conditions set forth in a fully executed Change Order and those set forth in this SOW or a prior fully executed Change Order, the terms and conditions of the most recent fully executed Change Order shall prevail.

PROJECT SCHEDULING

Customer and Seller, who will jointly manage this project, will together develop timelines for an anticipated schedule ("**Anticipated Schedule**") based on Seller's project management methodology. Any dates, deadlines, timelines or schedules contained in the Anticipated Schedule, in this SOW or otherwise, are estimates only, and the Parties will not rely on them for purposes other than initial planning.

The following scheduling scenarios that trigger delays and durations to extend beyond what's been planned may require a Change Order:

- Site preparation, such as power, cabling, physical access, system access, hardware/software issues, etc. must be completed in a timely manner.
- Project tasks delegated to Customer PMs/Engineers/Techs/Management/Resources must be completed in a timely manner. For example, in the event a project's prioritization is demoted, and Customer resources are reallocated causing the project's schedule to extend on account of experiencing interruptions to its momentum requiring complete stop(s) and start(s).
- External projects/dependencies that may have significant impact on the timeline, schedule and deliverables. It is Seller's assumption that every reasonable attempt will be made to mitigate such situations.

TOTAL FEES

The total fees due and payable under this SOW ("**Total Fees**") include both fees for Seller's performance of work ("**Services Fees**") and any other related costs and fees specified in the Expenses section ("**Expenses**").

Seller will invoice for Total Fees. Customer will pay invoices containing amounts authorized by this SOW in accordance with the terms of the Agreement. Unless otherwise specified, taxes will be invoiced but are not included in any numbers or calculations provided herein. The pricing included in this SOW expires and will be of no force or effect unless it is signed by Customer and Seller within thirty (30) days from the Date listed on the SOW, except as otherwise agreed by Seller. Any objections to an invoice must be communicated to the Seller Contact Person within fifteen (15) days after receipt of the invoice.

This SOW may include multiple types of Services Fees; please reference below Services Fees section(s) for further details.

SERVICES FEES

Services Fees hereunder are FIXED FEES, meaning that the amount invoiced for the Services will be \$21,495.00.

The invoiced amount of Services Fees will equal the amount of fees applicable to each completed project milestone (see Table below).

Milestone	Percentage	Fee
Signed SOW	50%	\$10,747.50
Completion of Implementation	50%	\$10,747.50
Totals	100%	\$21,495.00

Expenses

All services under this SOW will be performed remotely; therefore, neither travel time nor direct expenses will be billed for this project.

Travel Notice

The parties agree that there will be no travel required for this project.

CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the following locations (“Customer-Designated Locations”)

Location	Address
Grosse Pointe Woods Site	20025 MACK PLAZA DR, MI, MI 48236

SIGNATURES

In acknowledgement that the parties below have read and understood this Statement of Work and agree to be bound by it, each party has caused this Statement of Work to be signed and transferred by its respective authorized representative.

This SOW and any Change Order may be signed in separate counterparts, each of which shall be deemed an original and all of which together will be deemed to be one original. Electronic signatures on this SOW or on any Change Order (or copies of signatures sent via electronic means) are the equivalent of handwritten signatures.

CDW Government LLC

CITY OF GROSSE POINTE WOODS

By: Connor Grimsley

By: Frank Schutte City Administrator

Name: Services Contracts Manager

Name:

Title: Services Contract Manager

Title: City administrator

Date: Oct 24, 2025

Date: Oct 24, 2025

Mailing Address:

Mailing Address:

200 N. Milwaukee Ave.

20025 MACK PLAZA DR

Vernon Hills, IL 60061

GROSSE POINTE WOODS, MI 48236-2343



CITY OF GROSSE POINTE WOODS
MEMORANDUM

RECEIVED

NOV 05 2025

CITY OF GROSSE POINTE WOODS
ADMINISTRATIVE DEPARTMENT

Date: November 10, 2025

To: Mayor Bryant and City Council

From: Steven Schmidt, Treasurer/Comptroller

Re: Unpaid Invoices

Attached is a list of unpaid invoices for services rendered by the City to residential properties.

Grass Cutting/Property Maintenance	\$ 3,863.25
Cross Connection Fees	\$ 0.00
Total Unpaid Invoices	\$ 3,863.25

Staff has made several attempts to collect these fees but have been unsuccessful. I am requesting City Council to authorize the transfer of the unpaid invoices to the real December 2025 property tax bills.

Thank you.

A handwritten signature of Steven Schmidt in black ink, written over a horizontal line.

Steven Schmidt, Treasurer/Comptroller

LANDSCAPING & CROSS CONNECTION INVOICES - WINTER 2025 TAX ROLL

Invoice #	Date Filed	Invoice Sent	Customer Name	Address	Street	PARCEL #	Service Provided	Amount
W64141	6/4/2025	6/4/2025	Behraves-Koegler Shahin A	1447	Sunningdale	010-01-0085-000	Grass cut/trim	\$117.00
W64143	6/4/2025	6/4/2025	Dicicco, Ronald	20810	Marter Rd.	006-99-0003-003	Grass cut & debri clean up	\$65.00
W64146	6/4/2025	6/4/2025	Kavaya, Gloria	2360	Stanhope	011-04-0524-000	Grass cut, debris disposal, removal of weeds	\$172.50
W64149	6/4/2025	6/4/2025	Jossens, Arthur	1798	Kenmore	011-01-1626-000	Grass cut & trim	\$65.00
W64150	6/4/2025	6/4/2025	Behraves-Koegler Shahin A	1447	Sunningdale	010-01-0085-000	Grass cut & trim	\$117.00
W64484	7/3/2025	7/3/2025	Kavaya, Gloria	2360	Stanhope	101-000-482-000	Grass cut & trim and cleanup	\$87.50
W64487	7/3/2025	7/3/2025	This and That for Pets	19467	Mack	101-000-482-000	Grass cut & trim	\$59.00
W64488	7/3/2025	7/3/2025	Yeanoplos Lavenue	19984	Fairway Dr	101-000-482.000	Grass cut & trim & cleanup	\$1,378.00
W64491	7/3/2025	7/3/2025	Kavaya, Gloria	2360	Stanhope	101-000-482.000	Grass cut & trim	\$65.00
W64492	7/3/2025	7/3/2025	Jossens, Arthur	1798	Kenmore	101-000-482-000	Grass cut & trim with trash removal	\$481.00
W64494	7/3/2025	7/3/2025	Behraves-Koegler Shahin A	1447	Sunningdale	101-000-482-000	Grass cut & trim	\$631.00
W64495	7/3/2025	7/3/2025	Dicicco, Ronald	20810	Marter Rd.	101-000-482-000	Grass cut & trim	\$65.00
W64850	8/7/2025	8/7/2025	Kavaya, Gloria	2360	Stanhope	101-000-482-000	Grass cut & removal of weeds	\$87.50
W64851	8/7/2025	8/7/2025	Dicicco, Ronald	20810	Marter Rd.	101-000-482-000	Grass cut & trim	\$65.00
W64853	8/7/2025	8/7/2025	Behraves-Koegler Shahin A	1447	Sunningdale	101-000-482-000	Grass cut & trim	\$65.00
W64854	8/7/2025	8/7/2025	Kavaya, Gloria	2360	Stanhope	101-000-482-000	Grass cut & trim	\$65.00
W64860	8/7/2025	8/7/2025	Behraves-Koegler Shahin A	1447	Sunningdale	101-000-482-000	Grass cut & trim	\$87.50
W64861	8/7/2025	8/7/2025	Yeanoplos Lavenue	19984	Fairway Dr	101-000-482.000	Grass cut/ weed removal	\$190.25
TOTAL LANSCAPING								\$3,863.25
CROSS CONNECTION								
TOTAL CROSS CONNECTION								\$0.00
GRAND TOTAL								\$3,863.25

RECEIVED
NOV 06 2025
CITY OF GROSSE POINTE WOODS



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

INVOICE

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

October 27, 2025
Project No: 0160-0479-0
Invoice No: 161384

Project 0160-0479-0 GHESQUIERE & LAKEFRONT PARK BLDG RENO

Professional Services from September 22, 2025 to October 19, 2025

Phase 03 LAKEFRONT CA
Fee

Total Fee	13,333.00		
Percent Complete	95.00	Total Earned	12,666.35
		Previous Fee Billing	11,999.70
		Current Fee Billing	666.65
		Total Fee	666.65
		Total this Phase	\$666.65
		Total this Invoice	\$666.65

Outstanding Invoices

Number	Date	Balance
161160	10/10/2025	666.65
Total		666.65

PO 48614
401-902-977. 104
ok - J.K.
SS
HJ

RECEIVED

NOV 06 2025

OF GROSSE POINTE WOODS



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

INVOICE

October 28, 2025

Project No: 0160-0455-0

Invoice No: 161435

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 September 22, 2025 to October 19, 2025

Phase 03 CONSTRUCTION

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER / SURV / ARCH	2.00	144.10	288.20
CONTRACT ADMINISTRATION			
PROJECT MANAGER	35.70	140.00	4,998.00
GRADUATE ENG I / SURV I / ARCH I	17.10	102.20	1,747.62
TECHNICIAN III	21.70	85.70	1,859.69
TECHNICIAN II	16.00	75.80	1,212.80
TECHNICIAN I	2.40	68.50	164.40
SENIOR PROJECT MANAGER	.90	142.00	127.80
STUDIES			
GRADUATE ENG I / SURV I / ARCH I	3.00	102.20	306.60
SENIOR PROJECT MANAGER	6.50	142.00	923.00
MEETINGS			
GRADUATE ENG I / SURV I / ARCH I	2.50	102.20	255.50
SENIOR PROJECT MANAGER	4.00	142.00	568.00
CONSTRUCTION OBSERVATION			
GRADUATE ENG I / SURV I / ARCH I	35.50	102.20	3,628.10
TEAM LEADER	11.00	102.20	1,124.20
TECHNICIAN II	22.50	75.80	1,705.50
TECHNICIAN I	30.00	68.50	2,055.00
TRAFFIC PLAN			
GRADUATE ENG I / SURV I / ARCH I	1.00	102.20	102.20
Totals	211.80		21,066.61
Total Labor			21,066.61

Billing Limits	Current	Prior	To-Date
Total Billings	21,066.61	252,793.16	273,859.77
Limit			375,000.00
Remaining			101,140.23

Total this Phase \$21,066.61

Total this Invoice \$21,066.61

PO 48747
 #202-451-974.803
 ok - J.K.
 SS FL

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

INVOICE

October 28, 2025

Project No: 0160-0473-0

Invoice No: 161436

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

Project 0160-0473-0 TORREY ROAD PUMP STATION GENERATOR
PURCHASE ORDER #23-48021 - \$200,000.00
FOR: CONTRACT ADMIN. & FINAL CUTOVER

Professional Services from September 22, 2025 to October 19, 2025

Professional Personnel

	Hours	Rate	Amount
SECRETARIAL			
ADMINISTRATIVE	1.00	40.40	40.40
CONTRACT ADMINISTRATION			
PROJECT MANAGER	16.00	140.00	2,240.00
CONSTRUCTION ADMINISTRATION			
SENIOR PROJECT ENG II / SUR II / ARCH II	1.50	138.00	207.00
Totals	18.50		2,487.40
Total Labor			2,487.40

Billing Limits	Current	Prior	To-Date
Total Billings	2,487.40	116,526.80	119,014.20
Limit			200,000.00
Remaining			80,985.80
Total this Invoice			\$2,487.40

PO 48021
592-542-818.000

OK - J.K.
SS
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CITY OF GROSSE POINTE WOODS



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

INVOICE

October 28, 2025

Project No: 0160-0480-0

Invoice No: 161437

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

Project 0160-0480-0 LFP BOAT LAUNCH PARKING LOT

P.O. #25-48803 - \$106,499.00

FOR: CONTRACT ADMIN. & PROJECT CLOSEOUT

Professional Services from September 22, 2025 to October 19, 2025

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
PROJECT MANAGER	3.50	140.00	490.00
GRADUATE ENG I / SURV I / ARCH I	2.00	102.20	204.40
TECHNICIAN III	2.00	85.70	171.40
Totals	7.50		865.80
Total Labor			865.80

Billing Limits	Current	Prior	To-Date
Total Billings	865.80	44,811.93	45,677.73
Limit			106,499.00
Remaining			60,821.27
Total this Invoice			\$865.80

PO 48803
 # 202-451-974.201 \$ 41.12
 # 203-451-974.201 \$ 123.38
 # 203-451-974.803 \$ 129.87
 # 585-574-978.300 \$ 422.86
 # 594-785-974.201 \$ 148.57
 OK - J.K.
 SS
 KJ

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CITY OF GROSSE POINTE WOODS



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

INVOICE

October 28, 2025
Project No: 0160-0482-0
Invoice No: 161438

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

Project 0160-0482-0 GHESQUIERE PARK WALKING PATH
P.O. #25-48805 - \$60,000.00
FOR: CONSTRUCTION ENGINEERING AND CONTRACT ADMIN.

Professional Services from September 22, 2025 to October 19, 2025

Professional Personnel

	Hours	Rate	Amount
CONTRACT ADMINISTRATION			
PROJECT MANAGER	5.50	140.00	770.00
GRADUATE ENG I / SURV I / ARCH I	2.00	102.20	204.40
TECHNICIAN III	1.00	85.70	85.70
Totals	8.50		1,060.10
Total Labor			1,060.10

Billing Limits	Current	Prior	To-Date
Total Billings	1,060.10	48,212.19	49,272.29
Limit			60,000.00
Remaining			10,727.71

Total this Invoice \$1,060.10

PO 48805
401-902-977.104
OK - g.k
SS
HS

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NOV 06 2025

OF GROSSE POINTE WOODS



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

INVOICE

October 28, 2025

Project No: 0160-0493-0

Invoice No: 161439

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

Project 0160-0493-0 2025 MISCELLANEOUS CONCRETE PROGRAM
 PURCHASE ORDER #25-49187 - \$108,334.00
 FOR: CONSTRUCTION ENG., CONSTRUCTION OBSERVATION, CONTRACT ADMIN.

Professional Services from September 22, 2025 to October 19, 2025

Professional Personnel

	Hours	Rate	Amount
SECRETARIAL			
ADMINISTRATIVE	.50	40.40	20.20
PRINTS			
TECHNICIAN II	.30	75.80	22.74
PRELIMINARY ENGINEERING			
TEAM LEADER	1.50	102.20	153.30
CONSTRUCTION PLAN DESIGN			
TECHNICIAN III	2.50	85.70	214.25
QUANTITIES			
TECHNICIAN III	3.50	85.70	299.95
CONTRACT ADMINISTRATION			
TEAM LEADER	9.00	102.20	919.80
TECHNICIAN III	.80	85.70	68.56
ADMINISTRATIVE	.70	40.40	28.28
SENIOR PROJECT MANAGER	2.10	142.00	298.20
PROJECT ENGINEER I / SURV I / ARCH I	3.00	126.00	378.00
MEETINGS			
TEAM LEADER	3.50	102.20	357.70
CONSTRUCTION OBSERVATION			
TEAM LEADER	1.50	102.20	153.30
TECHNICIAN III	115.50	85.70	9,898.35
MAPSET			
GIS ANALYST	.70	85.70	59.99
Totals	145.10		12,872.62
Total Labor			12,872.62

Billing Limits	Current	Prior	To-Date
Total Billings	12,872.62	47,319.86	60,192.48
Limit			108,334.00
Remaining			48,141.52
Total this Invoice			\$12,872.62

PO 49187
 #202-451-974-201 \$772.35
 #203-451-974-201 \$1,158.54
 #585-571-978-300 \$4,891.60
 #592-537-975-401 \$6,050.13
 OK J.K. SS FJ

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NOV 06 2025

OF GROSSE POINTE WOODS



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

INVOICE

October 28, 2025

Project No: 0160-0498-0

Invoice No: 161440

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 September 22, 2025 to October 19, 2025

Phase 01 GENERAL ENGINEERING

Professional Personnel

	Hours	Rate	Amount
RESEARCH/REVIEW			
PRINCIPAL ENGINEER / SURV / ARCH			
LOCKWOOD, SCOTT	2.00	144.10	288.20
Budget meeting			
FEASIBILITY			
GRADUATE ENGINEER II / SURV II / ARCH II			
WILSON, HOLLY	1.00	109.30	109.30
New Sewer Rehab Locations - Upcoming FCIPP Project			
PRELIMINARY ENGINEERING			
TEAM LEADER			
VARICALLI, FRANK	.50	102.20	51.10
Preliminary FCIPP estimate			
VARICALLI, FRANK	1.50	102.20	153.30
Update sewer rehab recommendation map with GIS			
CONSTRUCTION PLAN DESIGN			
GRADUATE ENG I / SURV I / ARCH I			
STAFFORD, SAMUEL	.50	102.20	51.10
GPW borings,			
STAFFORD, SAMUEL	.50	102.20	51.10
meeting with city			
STAFFORD, SAMUEL	1.00	102.20	102.20
presentation meeting, boring reports,			
GENERAL			
PROJECT MANAGER			
WILBERDING, ROSS	1.50	140.00	210.00
Emailing spreadsheet and maps, to schedule const. budgeting meetings. Discussing sewer map considerations w/ F. Varicalli. Rescheduling meeting and discussing maps w/ F. Schulte			
WILBERDING, ROSS	2.00	140.00	280.00
FYE27 construction budgeting meeting			
WILBERDING, ROSS	2.00	140.00	280.00
Monthly engineering meeting			
WILBERDING, ROSS	2.00	140.00	280.00
Preparing monthly engineering meeting agenda, review of GIS maps for construction budgeting meetings			

Project	0160-0498-0	2025-2026 GENERAL ENGINEERING		Invoice	161440
WILBERDING, ROSS		.50	140.00	70.00	
Resending updated spreadsheet and maps per latest construction committee meeting. Corr. re: new prints of water/sewer maps for DPW use.					
WILBERDING, ROSS		1.00	140.00	140.00	
Review and markup GIS maps for construction budgeting meetings					
WILBERDING, ROSS		1.50	140.00	210.00	
Review of GIS maps for construction budgeting meetings. Setting up initial spreadsheet for construction budgeting meetings					
WILBERDING, ROSS		2.00	140.00	280.00	
Revisions to spreadsheet per F. Schulte request. Coordinating revisions to GIS maps. Compiling past construction budgeting data					
WILBERDING, ROSS		2.00	140.00	280.00	
Updating FYE27 construction budgeting spreadsheet per last week's meeting. Engaging GIS for map revisions. Engaging rehab group for cost of sewer repairs on future sewer rehab program.					
GIS UPDATES					
GIS ANALYST					
DOURJALIAN, ANDREW		13.20	85.70	1,131.24	
Updated CIP Maps					
Totals		34.70		3,967.54	
Total Labor					3,967.54
Billing Limits					
	Current	Prior	To-Date		
Total Billings	3,967.54	9,110.97	13,078.51		
Limit			40,000.00		
Remaining			26,921.49		
Total this Phase					\$3,967.54
Total this Invoice					\$3,967.54

P048971
 # 101-441-818.000 \$ 991.89
 # 101-265-818.000 \$ 2,479.71
 # 592-537-818.000 \$ 495.94
 OK- J.K.
 SS
 FS

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NOV 06 2025



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

INVOICE

October 28, 2025

Project No: 0160-0496-0

Invoice No: 161498

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, CONST. OBSERVATION & CONTRACT ADMIN.

Professional Services from September 22, 2025 to October 19, 2025

Professional Personnel

	Hours	Rate	Amount
CONSTRUCTION STAKEOUT			
SENIOR PROJECT MANAGER	2.00	142.00	284.00
SENIOR TEAM LEADER	3.00	126.00	378.00
PRINTS			
TECHNICIAN II	.40	75.80	30.32
CONTRACT ADMINISTRATION			
PRINCIPAL ENGINEER / SURV / ARCH	.50	144.10	72.05
PROJECT MANAGER	18.40	140.00	2,576.00
GRADUATE ENG I / SURV I / ARCH I	12.50	102.20	1,277.50
TECHNICIAN III	9.90	85.70	848.43
TECHNICIAN I	.30	68.50	20.55
SENIOR PROJECT MANAGER	1.00	142.00	142.00
MEETINGS			
GRADUATE ENG I / SURV I / ARCH I	3.00	102.20	306.60
CONSTRUCTION OBSERVATION			
GRADUATE ENG I / SURV I / ARCH I	71.50	102.20	7,307.30
TEAM LEADER	15.50	102.20	1,584.10
TECHNICIAN III	12.50	85.70	1,071.25
TECHNICIAN I	1.00	68.50	68.50
EXTRA SERVICES			
SENIOR TEAM LEADER	5.50	126.00	693.00
Totals	157.00		16,659.60
Total Labor			16,659.60

Unit Billing

2 PERSON CREW-CONSTRUCTION STAKEOUT	15.0 HOURS @ 172.50	2,587.50	
Total Units		2,587.50	2,587.50

Billing Limits	PO 49193	Current	Prior	To-Date
Total Billings	# 203-451-977.803	19,247.10	32,248.07	51,495.17
Limit	\$1,001.93			111,668.00
Remaining	PO 49195			60,172.83

202-451-974.201 \$7,500.00
 PO 49285
 # 202-451-974.201 \$107.45
 # 203-451-974.201 \$1,289.42

Total this Invoice \$19,247.10

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

203-451-977.803 \$5802.39 # 592-537-977.310 \$3,545.91



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia
586.726.1234 | www.aewinc.com



October 28, 2025

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

Reference: Pay Application 7

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. 7 for the above-referenced project. For work performed through October 24, 2025, we recommend issuing payment for the **CURRENT PAYMENT DUE (see Page 1)** in the amount of **\$137,552.40** 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
205623CECB0242B...

Ross T. Wilberding, PE
Project Manager

PO 48157
#592-542-974.00

OK - J.K.
SS
HJ

cc: Frank Schulte, City Administrator
Jim Kowalski, Director of Public Services
Matt Crook, Assistant Director of Public Services
Jeanne Duffy, Grosse Pointe Woods
Susan Como, Assistant City Administrator
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: 7
INVOICE NO: 30828
PERIOD TO: 10/24/2025

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

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.

1. ORIGINAL CONTRACT SUM	\$	2,047,390.00
2. Net Change by Change Orders	\$	12,173.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	2,059,563.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	1,867,812.11
5. RETAINAGE:		
a. 10.00 % of Completed Work	\$	186,781.21
b. 0.00 % of Stored Material	\$	0.00
Total retainage (Line 5a + 5b)	\$	186,781.21
6. TOTAL EARNED LESS RETAINAGE	\$	1,681,030.90
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		
(Line 6 from prior Certificate)	\$	1,543,478.50
8. CURRENT PAYMENT DUE	\$	137,552.40
9. BALANCE TO FINISH, INCLUDING RETAINAGE		
(Line 3 less Line 6)	\$	378,532.10

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	12,173.00	0.00
TOTALS	12,173.00	0.00
NET CHANGES by Change Order	12,173.00	

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 / Project Analyst Man:

State of: MI

County of: Macomb

Subscribed and Sworn to before me this 24 Day of Oct 20 25

Notary Public: Carissa Bookbinder

My Commission Expires : 3-3-2032

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:

By: Ross T. Wetherling

Date: 10/28/2025

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

Page 2 of 2

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

PROJECT: Torrey Road Generator

APPLICATION NO: 7
PERIOD TO: 10/24/2025

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

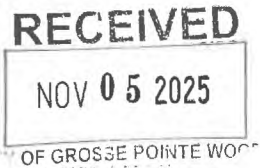
ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
10	SCADA Integration MCE Only	2,700.00	0.00	2,700.00	0.00	2,700.00	100.00	0.00	270.00
20	DTE Fees	200,000.00	8,249.11	0.00	0.00	8,249.11	4.12	191,750.89	824.91
30	Demolition	23,000.00	0.00	23,000.00	0.00	23,000.00	100.00	0.00	2,300.00
40	Civil/Site	88,230.00	88,230.00	0.00	0.00	88,230.00	100.00	0.00	8,823.00
50	Electrical	1,733,460.00	1,618,497.00	114,963.00	0.00	1,733,460.00	100.00	0.00	173,346.00
CO#1	Asbestos Abatement	4,673.00	0.00	4,673.00	0.00	4,673.00	100.00	0.00	467.30
CO#2	Backup Power for Cutover	7,500.00	0.00	7,500.00	0.00	7,500.00	100.00	0.00	750.00
REPORT TOTALS		\$2,059,563.00	\$1,714,976.11	\$152,836.00	\$0.00	\$1,867,812.11	90.69	\$191,750.89	\$186,781.21



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia
586.726.1234 | www.aewinc.com



October 27, 2025

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

Reference: Pay Estimate 03

2024 Pavement Joint and Crack Sealing Program
City of Grosse Pointe Woods
AEW Project No. 0160-0476

Dear Mr. Schmidt:

Enclosed please find Construction Pay Estimate No. 03 for the above-referenced project. For work performed through September 28, we recommend issuing payment for the **Net Earnings this Period (see Page 1)** in the amount of **\$19,694.24** to Scodeller Construction, Inc., 51722 Grand River Avenue, Wixom, MI 48393.

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

Sincerely,

DocuSigned by:
Frank D. Varicalli
C4D17CC8031F4D4...

Frank D. Varicalli
Infrastructure Rehab Group Lead

cc: Frank Schulte, City Administrator
Jim Kowalski, Director of Public Services
Jeanne Duffy, Grosse Pointe Woods
Susan Como, Assistant City Administrator
Ross Wilberding, AEW, Inc.
Scott Lockwood, AEW, Inc.
Paul Antolin, Grosse Pointe Woods
Jeff Lippert, Scodeller Construction, Inc.

PO 48682
202-451-975-300 \$ 6,499.10
203-451-975-300 \$ 13,195.14
OK - J.K.
SS
HS



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

10/28/2025 8:02 AM

FieldManager 5.3c

Contract: .0160-0476, GPW-2024 Pavement Joint and Crack Sealing Program

Estimate Date	Estimate No.	Entered By	Estimate Type	Electronic File Created	All Contract Work Completed	Construction Started Date
09/28/2025	3	Michelle Ankawi	Semi-Monthly	No		
Prime Contractor Scodeller Construction, Inc.				Managing Office Anderson, Eckstein and Westrick, Inc.		
Comments Current Contract Amount: \$43,280.00 % Completed: 77%						

Item Usage Summary

Item Description	Item Code	Prop. Line	Project	Category	Project Line No.	Item Type	Mod. No.	Quantity	Dollar Amount
_ Cleaning and Sealing Existing Cracks (As phalt Pavt)	6037001	0010	0160-0476	0000	0010	00	000	19,056.000	\$20,580.48
Total Estimated Item Payment:									\$20,580.48

Time Charges

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

Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
0160-0476, GPW-2024 Pavement Joint and Crack Sealing Program	0003	\$20,580.48	\$0.00	\$20,580.48
Voucher Total:				\$20,580.48

Summary

Current Voucher Total:	\$20,580.48	Earnings to date:	\$33,358.04
-Current Retainage:	\$886.24	- Retainage to date:	\$2,164.00
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$19,694.24	Net Earnings to date:	\$31,194.04
		- Payments to date:	\$11,499.80
		Net Earnings this period:	\$19,694.24



Anderson, Eckstein and Westrick, Inc.

Construction Pay Estimate Report

10/28/2025 8:02 AM

FieldManager 5.3c

Estimate Certification

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

DocuSigned by:

Frank D. Varicalli

10/28/2025

Frank D. Varicalli, AEW, Inc.

(Date)



Construction Pay Estimate Amount Balance Report

Estimate: 3

10/28/2025 8:02 AM

Anderson, Eckstein and Westrick, Inc.

FieldManager 5.3c

Contract: .0160-0476, GPW-2024 Pavement Joint and Crack Sealing Program

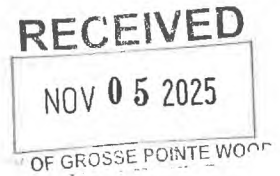
Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
_ Bonds, Insurance and Initial Set-Up Expense (Max \$3,900)	1027051	0005	0160-0476	0000	1.000		1.000	1.000	100%	3,900.00000	\$3,900.00
_ Cleaning and Sealing Existing Cracks (Asphalt Pavt)	6037001	0010	0160-0476	0000	36,000.000	19,056.000	26,813.000	26,813.000	74%	1.08000	\$28,958.04
_ Traffic Control and Maintenance	8127051	0015	0160-0476	0000	1.000		1.000	1.000	100%	500.00000	\$500.00
Percentage of Contract Completed(curr): 77%							Total Amount Paid This Estimate:		\$20,580.48		
(total paid to date / total of all authorized work)							Total Amount Paid To Date:		\$33,358.04		



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia
586.726.1234 | www.aewinc.com



October 27, 2025

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

Reference: Payment Invoice 01
2025 Pavement Joint and Crack Sealing
City of Grosse Pointe Woods
AEW Project No. 0160-0494

Dear Mr. Schmidt:

Enclosed please find Construction Payment Invoice 01 for the above-referenced project. For work performed through October 26, we recommend issuing payment for the **Current Payment Amount: (see Page 2)** in the amount of **\$16,871.08** to Scodeller Construction, Inc., 51722 Grand River Avenue, Wixom, MI 48393.

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

Sincerely,

DocuSigned by:
Frank D. Varicalli
C4D17CC8031F4D4...

Frank D. Varicalli
Infrastructure Rehab Group Lead

cc: Frank Schulte, City Administrator
Jim Kowalski, Director of Public Services
Jeanne Duffy, Grosse Pointe Woods
Susan Como, Assistant City Administrator
Ross Wilberding, AEW, Inc.
Scott Lockwood, AEW, Inc.
Paul Antolin, Grosse Pointe Woods
Jeff Lippert, Scodeller Construction, Inc.

PO 49192
202-451-975-300 \$5,567.46
203-451-975-200 \$11,303.62

OK - J.K.
SS
FS



Anderson, Eckstein & Westrick, Inc.
Detailed Payment
0160-0494

Description	2025 Pavement Joint and Crack Sealing
Payment Number	1
Pay Period	07/16/2025 to 10/28/2025
Prime Contractor	Scodeller Construction, Inc. 51722 Grand River Ave Wixom, MI 48393-2303
Payment Status	Pending
Awarded Project Amount	\$41,667.00
Authorized Amount	\$41,667.00
Remarks	% Completed: 45%

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 1 - Description										
0001	1027051	LSUM	\$3,900.000	1.000	1.000	0.000	1.000	1.000	\$3,900.00	\$3,900.00
_: Bonds, Insurance and Initial Set-Up Expense (Max \$3,900)										
0002	6037001	Ft	\$1.080	34,506.481	13,283.000	0.000	13,283.000	13,283.000	\$14,345.64	\$14,345.64
_: Cleaning and Sealing Existing Cracks (Concrete and Asphalt Pavt)										
0003	8127051	LSUM	\$500.000	1.000	1.000	0.000	1.000	1.000	\$500.00	\$500.00
_: Traffic Control and Maintenance										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section Totals:									\$18,745.64	\$18,745.64
Total Payments:									\$18,745.64	\$18,745.64

Time Charges

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date
30-60 Calendar Days	0.0 Days	0.0 Days	0.0 Days	\$0.00	0.0 Days	0.0 Days	\$0.00
Total Damages:							\$0.00

Summary

Current Approved Work:	\$18,745.64	Approved Work To Date:	\$18,745.64
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$1,874.56	Retainage To Date:	\$1,874.56
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$16,871.08	Payments To Date:	\$16,871.08
Previous Payment:	\$0.00	Previous Payments To Date:	\$0.00

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

DocuSigned by:
Frank D. Varicalli
C4D17CC8031F4D4...

10/28/2025

Frank D. Varicalli



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

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NOV 06 2025

CITY OF GROSSE POINTE WOODS

October 30, 2025

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

Reference: Payment Invoice 02
Wedgewood Road Resurfacing
City of Grosse Pointe Woods
AEW Project No. 0160-0496

Dear Mr. Schmidt:

Enclosed please find Construction Payment Invoice 02 for the project referenced above. For work performed through October 26, 2025, we recommend issuing payment for the **Current Payment Amount (see Page 5)** in the amount of **\$250,333.61** to Al's Asphalt Paving Co., 2550 Brest Road, Taylor, MI 48180.

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

Sincerely,

Signed by:
Ross T. Wilberding
205B23CECB0242B...

Ross T. Wilberding
Project Manager

PO 49284
#202-451-974. 200 \$ 18,775.02
#203-451-974. 200 \$ 18,775.02
#203-451-977. 803 \$ 160,213.51
#592-537-977. 310 \$ 52,570.06
ok - J.K. FS
SS

cc: Frank Schulte, City Administrator
Jim Kowalski, Director of Public Services
Jeanne Duffy, Grosse Pointe Woods
Susan Como, Assistant City Administrator
Scott Lockwood, AEW, Inc.
Paul Antolin, Grosse Pointe Woods
David Gardner, Al's Asphalt Paving Co.



Anderson, Eckstein & Westrick, Inc.
Detailed Payment
0160-0496

Description	Wedgewood Road Resurfacing
Payment Number	2
Pay Period	09/29/2025 to 10/26/2025
Prime Contractor	Al's Asphalt Paving Co. 25500 Brest Rd. Taylor, MI 48180
Payment Status	Approved
Awarded Project Amount	\$414,932.49
Authorized Amount	\$414,932.49
Remarks	% Complete 84.6%

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 1 - Description										
0001	1027051	LSUM	\$25,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$25,000.00
_ : Mobilization, Max \$25,000										
0002	2040020	Ft	\$18.000	675.000	285.700	0.000	285.700	285.700	\$5,142.60	\$5,142.60
Curb and Gutter, Rem										
0003	2040055	Syd	\$26.250	120.000	120.400	0.000	120.400	120.400	\$3,160.50	\$3,160.50
Sidewalk, Rem										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0004	2047011	Syd	\$33.000	200.000	180.300	0.000	180.300	180.300	\$5,949.90	\$5,949.90
_: Driveway, Rem										
0005	2080020	Ea	\$95.000	11.000	0.000	11.000	11.000	11.000	\$0.00	\$1,045.00
Erosion Control, Inlet Protection, Fabric Drop										
0006	3060020	Ton	\$10.000	20.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
Maintenance Gravel										
0007	4030005	Ea	\$1,500.000	6.000	6.000	0.000	6.000	6.000	\$9,000.00	\$9,000.00
Dr Structure Cover, Adj, Case 1										
0008	4037050	Ea	\$825.000	6.000	4.000	0.000	4.000	4.000	\$3,300.00	\$3,300.00
_: Catch Basin Cover, Restricted, GPW										
0009	5010001	LSUM	\$4,000.000	1.000	1.000	0.000	1.000	1.000	\$4,000.00	\$4,000.00
Pavt, Cleaning										
0010	5010005	Syd	\$4.000	2,018.000	0.000	2,265.090	2,265.090	2,265.090	\$0.00	\$9,060.36
HMA Surface, Rem										
0011	5010020	Ft	\$15.000	1,000.000	772.000	0.000	772.000	772.000	\$11,580.00	\$11,580.00
Pavt Joint and Crack Repr, Det 7										
0012	5010025	Ton	\$250.000	40.000	10.160	0.000	10.160	10.160	\$2,540.00	\$2,540.00
Hand Patching										
0013	5012037	Ton	\$119.000	375.000	322.200	0.000	322.200	322.200	\$38,341.80	\$38,341.80
HMA, 5EML										
0014	5017001	Ft	\$6.500	7,000.000	0.000	4,495.000	4,495.000	4,495.000	\$0.00	\$29,217.50
_: Pavt Joint and Crack Repr. Det 7, Special										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0015	5017031	Ton	\$190.000	180.000	-3.140	110.000	106.860	106.860	-\$596.60	\$20,303.40
_: Hand Patching, Modified										
0016	6030030	Ea	\$11.000	550.000	517.000	0.000	517.000	517.000	\$5,687.00	\$5,687.00
Lane Tie, Epoxy Anchored										
0017	6030044	Syd	\$103.000	850.000	1,010.200	0.000	1,010.200	1,010.200	\$104,050.60	\$104,050.60
Pavt Repr, Nonreinf Conc, 8 inch										
0018	6030080	Syd	\$17.000	850.000	1,010.200	0.000	1,010.200	1,010.200	\$17,173.40	\$17,173.40
Pavt Repr, Rem										
0019	8010005	Syd	\$90.000	204.000	183.200	0.000	183.200	183.200	\$16,488.00	\$16,488.00
Driveway, Nonreinf Conc, 6 inch										
0020	8027001	Ft	\$45.000	641.000	266.300	0.000	266.300	266.300	\$11,983.50	\$11,983.50
_: Curb and Gutter, Conc, Det F1, Modified										
0021	8030010	Ft	\$36.750	60.000	40.000	0.000	40.000	40.000	\$1,470.00	\$1,470.00
Detectable Warning Surface										
0022	8030030	Ft	\$73.500	51.000	37.400	0.000	37.400	37.400	\$2,748.90	\$2,748.90
Curb Ramp Opening, Conc										
0023	8032001	Sft	\$11.550	433.000	551.630	0.000	551.630	551.630	\$6,371.33	\$6,371.33
Curb Ramp, Conc, 4 inch										
0024	8037010	Sft	\$13.380	518.000	400.950	0.000	400.950	400.950	\$5,364.71	\$5,364.71
_: Curb Ramp, Conc, 8 inch										
0025	8160055	Syd	\$8.500	500.000	206.600	0.000	206.600	206.600	\$1,756.10	\$1,756.10
Sodding										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0026	8160061	Syd	\$7.000	500.000	206.600	0.000	206.600	206.600	\$1,446.20	\$1,446.20
Topsoil Surface, Furn, 3 inch										
0027	8160090	Unit	\$90.000	20.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
Water, Sodding/Seeding										
0028	8507051	LSUM	\$950.000	1.000	1.000	0.000	1.000	1.000	\$950.00	\$950.00
_: Audio Visual Record of Construction Area										
0029	8507051	LSUM	\$800.000	1.000	1.000	0.000	1.000	1.000	\$800.00	\$800.00
_: Rubbish Pickup										
0030	8507051	LSUM	\$7,000.000	1.000	0.500	0.500	1.000	1.000	\$3,500.00	\$7,000.00
_: Traffic Control and Maintenance										
Section Totals:									\$262,207.94	\$350,930.80
Total Payments:									\$262,207.94	\$350,930.80

Time Charges

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date
Completion Date	11/30/2025	11/30/2025	N/A	\$0.00	N/A	35.0 Days	\$0.00
Total Damages:							\$0.00

Summary

Current Approved Work:	\$262,207.94	Approved Work To Date:	\$350,930.80
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$11,874.33	Retainage To Date:	\$20,746.62
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$250,333.61	Payments To Date:	\$330,184.18
Previous Payment:	\$79,850.57	Previous Payments To Date:	\$79,850.57

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

Signed by:

205873CECB02426...

10/30/2025

Ross T. Wilberding



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

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NOV 06 2025

OF GROSSE POINTE WOODS

October 30, 2025

Steven Schmidt, Controller
City of Grosse Pointe Woods
20025 Mack Avenue
Grosse Pointe Woods, Michigan 48236

Reference: Payment Invoice 06
Lake Front Park Building Renovation
AEW Project No. 0160-0479

Dear Mr. Schmidt:

Enclosed please find the Construction Payment Invoice No. 06 for the above referenced project. For work performed through August 31, 2025, we recommend the City of Grosse Pointe Woods issue the **Current Payment (see Page 1 of the attached)** in the requested amount of **\$55,468.55** to In-Line Construction, 22120 Ryan Road, Warren, Michigan 48091.

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

Sincerely,

Jason R. Arlow
Executive Vice President
Director of Architecture

PO 48852
401-902-977.104
OK - JX
SS
FJ

Enclosure: Application and Certification for Payment

cc: Frank Schulte, City Administrator
Jim Kowalski, Director of Public Services
Jeanne Duffy, Grosse Pointe Woods
Susan Como, Assistant City Administrator
Scott Lockwood, AEW, Inc.



Lizzy Davis, AEW Inc.
Ross Wilberding, AEW Inc.
Paul Antolin, Grosse Pointe Woods
Owen Gafa, Director of Parks and Recreation
Robert A. Chapman, In-Line Construction
Laura Ochenski, In-Line Construction

2025-10-30 Pay App 06 Letter.docx

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702 Page 1 of 2 Pages

TO (OWNER):
City of Grosse Pointe Woods
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236
FROM (CONTRACTOR):
In-Line Construction, Inc.
Job#25-7163
CONTRACT FOR:

PROJECT:
GPW Lake Front Park Bldg Renovation
PO# 25-48852
VIA (ARCHITECT):
AEW, Inc.

APPLICATION NO: 6 Distribution to:
OWNER
PERIOD TO: 9/30/25 ARCHITECT
CONTRACTOR
ARCHITECT'S
PROJECT NO: 0160-0479

CONTRACT DATE:

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
Total			
Approved this Month		\$ 10,000.00	
Number	Date Approved	\$ 2,750.48	
001	5/21/2025 partial	\$ 2,619.00	
001	5/21/2025 balance	\$ 4,078.35	
002	5/15/2025 partial	\$ 574.00	
002	6/15/2025 balance	\$ 754.00	
003	8/7/2025	\$ 1,142.00	
004	partial	\$ 1,139.00	
004	partial	\$ 2,158.88	
004	partial	\$ 1,640.25	
004	partial	\$ 143.00	
004	partial	\$ (1,438.00)	
005	remove portable	\$ (688.00)	
TOTALS		\$ 12,064.48	\$ 12,750.48
Net change by Change Orders		\$ (686.00)	

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 the current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$ 264,309.51
2. Net change by Change Orders	\$ 12,064.48
3. CONTRACT SUM TO DATE (Line 1+2)	\$ 276,373.99
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 276,373.99
5. RETAINAGE:	
a. 10 % of Completed Work (Column D + E on G703)	\$ 26,927.70
b. % of Stored Material (Column F on G703)	\$ -
Total Retainage (Line 5A + 5B or Total in Column I of G703)	\$ 26,927.70
6. TOTAL EARNED LESS RETAINAGE	\$ 249,446.29
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 193,977.74
8. CURRENT PAYMENT DUE	\$ 55,468.55
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$ 26,927.70

CONTRACTOR:

By: Robert A. Chapman Date: 10/2/25
A5

ARCHITECT'S CERTIFICATE FOR PAYMENT

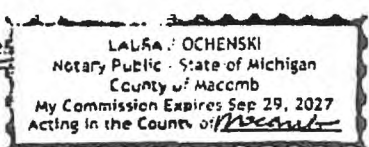
In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance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

State of: Michigan County of: Macomb
Subscribed and sworn to before me this 28th day of October, 2025
Notary Public: [Signature]
My commission expires: 9/29/27

AMOUNT CERTIFIED \$ 55,468.55

By: [Signature] Date: 11/3/25

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 right of the Owner or Contractor under this Contract.



Schedule of Values

Project Name: Grosse Pointe Woods - Lake Front Building Renovation
 Project #: 25-7163
 Contractor: In-Line Construction, Inc.

Application #: 6
 Application Date: 9/1/2025
 Period to: 8/31/2025

Item #	Description of Work	Scheduled Value	WORK COMPLETED		Stored Materials (not in D or E)	Total Completed & Stored to Date	% Complete	Balance to Finish	Retainage*
			Previous Application	This Period					10%
1	General Conditions	\$ 1,336.00	\$ 650.00	\$ 686.00		\$ 1,336.00	100%	\$ -	
2	Site Demolition	\$ 10,683.00	\$ 10,683.00	\$ -		\$ 10,683.00	100%	\$ -	\$ 1,068.30
3	Construction	\$ 110,932.32	\$ 103,192.95	\$ 7,739.37		\$ 110,932.32	100%	\$ 0.00	\$ 11,093.23
4	Painting	\$ 8,500.00	\$ 4,250.00	\$ 4,250.00		\$ 8,500.00	100%	\$ -	\$ 850.00
5	Site Work	\$ 40,704.32	\$ 37,430.77	\$ 3,273.55		\$ 40,704.32	100%	\$ -	\$ 4,070.43
6	Toilet Accessories	\$ 1,654.00	\$ 1,230.00	\$ 424.00		\$ 1,654.00	100%	\$ -	\$ 165.40
7	Plumbing	\$ 14,442.00	\$ 14,442.00			\$ 14,442.00	100%	\$ -	\$ 1,444.20
8	HVAC	\$ 16,200.00	\$ 15,286.20	\$ 913.80		\$ 16,200.00	100%	\$ -	\$ 1,620.00
9	Electrical	\$ 22,740.00	\$ 20,191.20	\$ 2,548.80		\$ 22,740.00	100%	\$ -	\$ 2,274.00
10	City of GPW contingency								
CO1	Permits	\$ 2,619.00	\$ 2,619.00			\$ 2,619.00	100%	\$ -	\$ 261.90
CO1	Overhangs and insulation	\$ 4,078.35	\$ 4,078.35			\$ 4,078.35	100%	\$ -	\$ 407.84
CO2	Truss add'l charge	\$ 574.00	\$ 574.00			\$ 574.00	100%	\$ -	\$ 57.40
CO2	Fire dampers	\$ 784.00	\$ 784.00			\$ 784.00	100%	\$ -	\$ 78.40
CO3	Heater relocation	\$ 1,142.00	\$ 1,142.00			\$ 1,142.00		\$ -	\$ 114.20
CO4	Add'l header/beam	\$ 1,109.00	\$ 1,109.00			\$ 1,109.00		\$ -	\$ 110.90
CO4	Repl electrical disconnect panel	\$ 2,158.88	\$ 2,158.88			\$ 2,158.88		\$ -	\$ 215.89
CO4	Geotabric geo grid	\$ 1,640.25		\$ 1,640.25		\$ 1,640.25			\$ 164.03
CO4	Post bid electr adjustment	\$ 143.00		\$ 143.00		\$ 143.00			\$ 14.30
CO4	Remove vinyl base from scope	\$ (1,498.00)		\$ (1,498.00)		\$ (1,498.00)			\$ (149.80)
11	Bonding	\$ 6,447.00	\$ 6,447.00	\$ -		\$ 6,447.00	100%	\$ -	
12	Supervision	\$ 3,407.87	\$ 3,067.09	\$ 340.78		\$ 3,407.87	100%	\$ -	\$ 340.79
13									
	Profit and Overhead	\$ 27,263.00	\$ 24,536.70	\$ 2,726.30		\$ 27,263.00	100%	\$ -	\$ 2,726.30
						\$ -	100%	\$ -	\$ -
	Retainage held in error					\$ -	100%		
	Retainage error					\$ -			
CO5	Remove portable toilet from	\$ (686.00)		\$ (686.00)		\$ (686.00)			
Totals		\$ 276,373.99	\$ 253,872.14	\$ 22,501.85	\$ -	\$ 276,373.99	100%	\$ 0.00	\$ 26,927.70

DR1 Payment 9,716.00
 DR2 Payment 63,115.38
 DR3 Payment 59,181.95
 DR4 Payment 49,881.72
 DR5 Payment 12,082.69
 Total pymts to date \$193,977.74



MCKENNA

RECEIVED

NOV 05 2025

CITY OF GROSSE POINTE WOODS

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

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

October 21, 2025

Invoice No: 21849 - 114

Project 21849 Grosse Pointe Woods Building Services

Professional Services from September 1, 2025 to September 30, 2025

Building Department Services - 85% of Revenue

Contract Amount

Number of Permit Revenue	84,424.75
Fee Each	.85
Total Fee	71,761.04

Total Fee	\$71,761.04
------------------	--------------------

Vehicle Credit	(500.00)	
Total		(\$500.00)

General Zoning/Administration

General Zoning/Administration professional services.

	Hours	Amount
Vice President		
	4.00	
Associate Planner		
	16.00	
Total		0.00

Invoice Total	\$71,261.04
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THANK YOU. Please remit to above address and indicate project number on voucher.

FS
SS

101-371-818.000



MCKENNA

RECEIVED

NOV 05 2025

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
MANAGEMENT

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

October 24, 2025

Invoice No: 22-064 - 47

Project 22-064 Grosse Pointe Woods Planning Services
Professional Services from September 1, 2025 to September 30, 2025

Professional Hourly Services

	Hours	Rate	Amount
Vice President			
	4.00	135.00	540.00
Held office hours on September 26, 2025.			
Associate Planner			
	.50	90.00	45.00
Discussed Planning Commission meeting with City Manager and prepared noticing.			
	2.50	90.00	225.00
Prepare for and attend September 23, 2025 Planning Commission meeting.			
	1.75	90.00	157.50
Prepare for and attend September 8, 2025 ZBA meeting.			
	.50	90.00	45.00
Reviewed application and prepared noticing for Fence Exception at 1684 Brys Drive.			
	9.25	90.00	832.50
Responded to Planning and Zoning questions.			
	2.00	90.00	180.00
Draft review #2 for 19271 Mack Avenue.			
	1.00	90.00	90.00
Draft variance review for 1684 Brys Drive.			
Total			\$2,115.00

2025 Review Services

SLU. #1- 20647 Mack (PlayaBowls)

	Hours	Rate	Amount
Associate Planner			
	.50	90.00	45.00
Total			\$45.00

19271 Mack - Churchill's; Site Plan #2

Project	22-064	Grosse Pointe Woods Planning Services		Invoice	47
		Hours	Rate	Amount	
	Associate Planner				
		2.25	90.00	202.50	
	Total				\$202.50

	20397 Mack (Plat. Oil) - Sign Review #2				
		Hours	Rate	Amount	
	Associate Planner				
		.50	90.00	45.00	
	Total				\$45.00

	19299 Mack Ave: Toothworks: Wall Sign				
		Hours	Rate	Amount	
	Associate Planner				
		.50	90.00	45.00	
	Total				\$45.00
				Invoice Total	<u>\$2,452.50</u>

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

SS (C)

101-371-818,000



MCKENNA RECEIVED

NOV 05 2025

CITY OF GROSSE POINTE WOODS

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

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

October 13, 2025

Invoice No: 25-030 - 5

Project 25-030 Grosse Pointe Woods MSHDA Zoning Ordinance Update
Professional Services from September 1, 2025 to September 30, 2025

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	32.00	Total Earned	16,000.00
		Previous Fee Billing	12,500.00
		Total Fee	\$3,500.00
		Invoice Total	\$3,500.00

Outstanding Invoices

Number	Date	Balance
4	9/9/2025	3,875.00
Total		\$3,875.00

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

55 80

101-371-818.000

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

October 14, 2025

RECEIVED

NOV 05 2025

OF GROSSE POINTE WOODS

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

Invoice # 1084344

In Reference To: General Counsel

Professional Services Rendered Through September 30, 2025

	<u>Hrs/Rate</u>	<u>Amount</u>
<u>City Council</u>		
9/15/2025 DAW Attend City Council meeting	0.40 \$165.00/hr	66.00
SUBTOTAL:	[0.40	66.00]
<u>General Administration</u>		
9/2/2025 JES Receipt/review correspondence from S. Como regarding executing AT&T METRO Act Permit Amendment	0.10 \$165.00/hr	16.50
DAW Telephone conference (3) with City Administrator regarding 20160 Mack Ave.	0.50 \$165.00/hr	82.50
DAW Correspondence to City Administrator regarding 20160 Mack Ave.	0.20 \$165.00/hr	33.00
DAW Receipt/review correspondence from Planner to Planning Commission	0.10 \$165.00/hr	16.50

		<u>Hrs/Rate</u>	<u>Amount</u>
9/2/2025	DAW Receipt/review of 2 correspondences from City Administrator and from Ferlito's attorney regarding process for requesting an extension of the Agreement Regarding Issuance	0.20 \$165.00/hr	33.00
	DAW Telephone conference with City Administrator regarding 20160 Mack Ave.; Review Michigan Zoning Enabling Act, Michigan Planning Enabling Act, Zoning Ordinance and City Charter regarding denial of rezoning request; Correspondence to City Administrator and Planner	0.70 \$165.00/hr	115.50
	DAW Receipt/review correspondence from J. Shortley and Assistant City Administrator regarding Metro Act Permit for AT&T	0.10 \$165.00/hr	16.50
9/3/2025	DAW Receipt/review correspondence from Treasurer/Comptroller with WCA Assessing Contract for review; Review contract; Correspondence in response	0.40 \$165.00/hr	66.00
	DAW Telephone conference with City Administrator regarding cross connection ordinance amendment; Receipt/review correspondence from City Administrator with ordinance amendments proposed by Hydro Corp; Format ordinance amendments	1.10 \$165.00/hr	181.50
	DAW Receipt/review correspondence from Clerk with summary of Council action on August 18, 2025	0.10 \$165.00/hr	16.50
	DAW Receipt/review correspondence from City Clerk regarding subpoena for records in Bridges v Cote lawsuit; Review subpoena; Correspondence in response	0.30 \$165.00/hr	49.50
	DAW Receipt/review correspondence from Planner with letter from proposed rezoning applicant withdrawing the application; Correspondence in response to Planner; Receipt/review correspondence from City Clerk with correspondence to Council from a resident opposed to retail on the site; Receipt/review correspondence from City Administrator to City	0.40 \$165.00/hr	66.00

		<u>Hrs/Rate</u>	<u>Amount</u>
	Council with rezoning application withdrawal letter from applicant		
9/4/2025	JES Receipt/review and respond to correspondence from S. Como regarding METRO Act Permit Amendment with AT&T will go to City Council for approval	0.10 \$165.00/hr	16.50
	DAW Telephone conference with Planner regarding conditional rezoning requirements; Review MCL 125.3405	0.30 \$165.00/hr	49.50
	DAW Receipt/review correspondence from Clerk regarding subpoena response in Bridges v Cote lawsuit	0.10 \$165.00/hr	16.50
	DAW Receipt/review of 2 correspondences from Giffels (Planning Consultant) regarding zoning ordinance with recommendations and Clear Zoning handout and check lists	0.20 \$165.00/hr	33.00
	DAW Receipt/review correspondence from Treasurer/Comptroller with two certificates of insurance for the proposed WCA contract renewal; Review certificates; Correspondence in response noting required changes	0.40 \$165.00/hr	66.00
	DAW Receipt/review correspondence from Engineer with correspondence from paralegal regarding narrowing the scope of the document request for the subpoena related to 1719 Stanhope Street	0.20 \$165.00/hr	33.00
9/5/2025	DAW Receipt/review correspondence from City Clerk with agendas and packets for the September 8th City Council and Zoning Board of Appeals meetings; Review Council agenda and packet; Unable to open link to Zoning Board of Appeals agenda and packet; Correspondence to Clerk	0.40 \$165.00/hr	66.00
	DAW Receipt/review correspondence from City Clerk with Election Commission agenda and packet for September 8th Election Commission meeting; Review	0.20 \$165.00/hr	33.00

			<u>Hrs/Rate</u>	<u>Amount</u>
		agenda and packet		
9/5/2025	DAW	Telephone conference with City Administrator regarding September 8th agenda	0.10 \$165.00/hr	16.50
9/7/2025	DAW	Receipt/review correspondence from Treasurer/Comptroller with updated certificate of insurance for WCA Assessing contract	0.10 \$165.00/hr	16.50
9/8/2025	DAW	Receipt/review correspondence from Clerk with Zoning Board of Appeals agenda and packet; Review documents	0.30 \$165.00/hr	49.50
	DAW	Attend City Council and Election Commission meetings	1.20 \$165.00/hr	198.00
9/9/2025	DAW	Telephone conference with City Administrator regarding Public Hearing publication issue; Correspondence to City Clerk requesting a copy of the notice; Review and edit notice; Correspondence in response with revised notice	0.40 \$165.00/hr	66.00
	DAW	Telephone conference from Council member regarding rezoning issues	0.40 \$165.00/hr	66.00
	DAW	Receipt/review correspondence from City Administrator with draft letter for review; Review and correspondence in response	0.30 \$165.00/hr	49.50
	DAW	Receipt/review correspondence from Clerk with questions regarding enforceability of ordinance amendments; Research MCL 125.3401(6) and City Charter, Sec. 7.3	0.40 \$165.00/hr	66.00
	DAW	Receipt/review correspondence from City Clerk regarding no schedule change for the Planning Commission this month	0.10 \$165.00/hr	16.50
9/10/2025	DAW	Receipt/review of 2 correspondences from City Clerk with 2 draft Notices of Publication; Telephone conference with Clerk; Revise both Notices of	0.60 \$165.00/hr	99.00

			<u>Hrs/Rate</u>	<u>Amount</u>
		Publication and send to Clerk		
9/10/2025	DAW	Receipt/review correspondence from City Administrator with revised correspondence for review; Review and edit; Correspondence in response	1.20 \$165.00/hr	198.00
9/11/2025	DAW	Receipt/review correspondence from City Administrator regarding draft correspondence; Correspondence in response	0.10 \$165.00/hr	16.50
	DAW	Receipt/review correspondence from Engineer with completed Pavement Joint and Crack Sealing contract	0.10 \$165.00/hr	16.50
	DAW	Receipt/review correspondence from City Administrator regarding question about E-blast use; Correspondence in response	0.50 \$165.00/hr	82.50
	DAW	Receipt/review correspondence from Clerk with summary of City Council and Zoning Board of Appeals meetings on 9/8/25	0.10 \$165.00/hr	16.50
	DAW	Receipt/review correspondence from Clerk with multiple questions regarding Freedom of Information Act request for Report 25-4231; Review and research multiple issues; Correspondence in response	1.10 \$165.00/hr	181.50
	DAW	Receipt/review correspondence from Clerk regarding Freedom of Information Act request for video of deceased individuals; research applicable statutes; Correspondence in response	0.80 \$165.00/hr	132.00
	DAW	Receipt/review correspondence from Assistant City Administrator and from Planner regarding telephone conference from the State of Michigan	0.10 \$165.00/hr	16.50
	DAW	Receipt/review of 2 correspondences from City Administrator with media statement	0.10 \$165.00/hr	16.50
	DAW	Correspondence to Public Safety Director regarding draft animal care ordinance amendments	0.10 \$165.00/hr	16.50

		<u>Hrs/Rate</u>	<u>Amount</u>
9/12/2025	DAW Receipt/review correspondence from Public Safety Director regarding animal ordinance amendments; Correspondence in response; Edit draft ordinance amendment; Correspondence to Public Safety Director with a clean copy and copy showing tracked changes	1.20 \$165.00/hr	198.00
9/15/2025	DAW Receipt/review correspondence from Clerk with link to agenda and packet for the 9/15/25 City Council meeting; Review agenda and packet	0.30 \$165.00/hr	49.50
	DAW Receipt/review correspondence from City Administrator with letter from Receivables Control Corporation for Vortex USA; Correspondence to City Administrator regarding next steps	0.20 \$165.00/hr	33.00
	DAW Telephone conference from Directory of Public Safety to discuss final edits to the proposed Animal Care Ordinance amendment and K-9 Program status; Complete edits and send to Director of Public Safety	1.10 \$165.00/hr	181.50
	DAW Receipt/review of correspondence and shortened media release from City Administrator	0.20 \$165.00/hr	33.00
9/16/2025	DAW Receipt/review of multiple correspondence from J. Kosanke and from D. Reed regarding animal care ordinance; Correspondence in response	0.20 \$165.00/hr	33.00
	DAW Telephone conference with City Administrator regarding agenda matter; Receipt/review multiple correspondence from City Administrator regarding agenda matter; Research 125.3801 (Michigan Planning Enabling Act); MCL 125.3101 (Michigan Zoning Enabling Act); Edit draft response regarding agenda matter	1.30 \$165.00/hr	214.50
	DAW Receipt/review correspondence from Director of Public Works regarding contract termination; Review contract; Correspondence in response with next steps	0.70 \$165.00/hr	115.50
	DAW Receipt/review correspondence from Director of Public Works regarding cancellation of a portion of a contract; Review Order Form and Statement of Work	1.20 \$165.00/hr	198.00

			<u>Hrs/Rate</u>	<u>Amount</u>
		provided; Correspondence in response with request for Master Agreement		
9/17/2025	JES	Receipt/review and respond to correspondence from S. Como providing letter to MPSC and AT&T Metro Act Amendment	0.10 \$165.00/hr	16.50
	JES	Receipt/review correspondence from S. Como regarding error on AT&T Map listing "Shores" instead of "Woods"	0.10 \$165.00/hr	16.50
	DAW	Receipt/review correspondence from Plante Moran regarding audit letter; correspondence to C. Rosati	0.10 \$165.00/hr	16.50
	DAW	Receipt/review correspondence from City Administrator regarding Planning Commission agenda request	0.10 \$165.00/hr	16.50
	DAW	Receipt/review correspondence from C. Rosati to Plante Moran with audit information	0.10 \$165.00/hr	16.50
	DAW	Receipt/review correspondence from Clerk with Freedom of Information Act question regarding police report involving a juvenile who is now an adult; Research MCL 712A.28 and 712A.18e and Michigan appellate court opinions; Correspondence in response	0.80 \$165.00/hr	132.00
	DAW	Receipt/review correspondence from Assistant City Administrator regarding home occupation complaint; Review reported activities and applicability of Ordinance 910 regarding home occupations; Correspondence in response	0.60 \$165.00/hr	99.00
	DAW	Receipt/review correspondence from Clerk to Planner regarding Planning Commission agenda	0.10 \$165.00/hr	16.50
	DAW	Telephone conference from City Administrator regarding zoning question	0.10 \$165.00/hr	16.50
9/18/2025	DAW	Receipt/review correspondence from Clerk with summary of Council action for the 9/15/25 meeting	0.10 \$165.00/hr	16.50

		<u>Hrs/Rate</u>	<u>Amount</u>
9/18/2025	DAW Receipt/review correspondence from Clerk regarding Freedom of Information Act question concerning juvenile who is now an adult	0.10 \$165.00/hr	16.50
	DAW Receipt/review correspondence from Ordinance Enforcement regarding sign on residential property with photo; Review sign ordinance for applicable provisions; Correspondence in response and to Attorney Tomlinson	0.50 \$165.00/hr	82.50
	DAW Receipt/review correspondence from Public Safety Records with subpoena for records in a civil matter involving CSC; Review subpoena; Correspondence to H. Battersby for her opinion	0.30 \$165.00/hr	49.50
	DAW Receipt/review correspondence from Planner with the Planning Commission agenda and packet for 9/23/25 Planning Commission meeting; Review agenda and packet	0.40 \$165.00/hr	66.00
	DAW Receipt/review correspondence from City Administrator to a resident regarding MSHDA grant	0.10 \$165.00/hr	16.50
	DAW Receipt/review correspondence from Attorney Tomlinson regarding sign ordinance issue	0.10 \$165.00/hr	16.50
9/22/2025	DAW Receipt/review correspondence from Director of Public Safety with a proposed Memorandum of Understanding for participation in the Michigan State Police MDART Program; Review the Memorandum of Understanding; Correspondence in response with no issues concerning the Agreement; Receipt/review correspondence from Director of Public Safety	0.50 \$165.00/hr	82.50
	DAW Receipt/review correspondence from City Clerk with Notice of Claim submitted by Ms. Melkonian, representing Lillian Swift, concerning alleged injury at 19587 Mack Ave.; Receipt/review correspondence from insurance agent Johnson; Correspondence in response requesting notification to claimant's attorney that Mack Ave. is Wayne County's jurisdiction	0.40 \$165.00/hr	66.00

			<u>Hrs/Rate</u>	<u>Amount</u>
9/23/2025	JES	Response to correspondence from S. Como regarding revising AT&T METRO Act permit amendment to correct. Heading on the route map after new map is provided by AT&T	0.20 \$165.00/hr	33.00
	JES	Receipt/review and respond to correspondence from AT&T providing revised METRO Act permit route map	0.10 \$165.00/hr	16.50
	DAW	Receipt/review correspondence from Ms. Reed regarding sign ordinance analysis and response provided	0.20 \$165.00/hr	33.00
	DAW	Receipt/review correspondence from Clerk regarding effective dates of certain ordinances; Research state law (MCL 125.3401) and City Charter, Sec. 7.3; Correspondence to City Clerk with explanation and answer	0.70 \$165.00/hr	115.50
	DAW	Receipt/review correspondence from Clerk regarding subpoena in civil case involving CSC-4th degree; Correspondence in response	0.30 \$165.00/hr	49.50
	DAW	Receipt/review correspondence from Clerk regarding Freedom of Information Act request CC 25-80; Review request; Correspondence in response	0.60 \$165.00/hr	99.00
	DAW	Attend Planning Commission meeting	0.70 \$165.00/hr	115.50
	DAW	Receipt/review correspondence from City Administrator regarding Freedom of Information Act CC 25-80; Correspondence in response	0.10 \$165.00/hr	16.50
	DAW	Receipt/review correspondence from Engineer with Wedgewood Drive Resurfacing contract documents for review and approval	0.50 \$165.00/hr	82.50
9/24/2025	JES	Correspondence to and from S. Como regarding AT&T METRO Act permit amendment with corrected map	0.20 \$165.00/hr	33.00

		<u>Hrs/Rate</u>	<u>Amount</u>
9/24/2025	DAW Telephone conference (2) with Planning Commissioner	0.20 \$165.00/hr	33.00
	DAW Receipt/review correspondence from Recreation Director with a Payment Processing Agreement with CSG Forte Payments, Inc. for review; Review contract (22 pages); Correspondence in response with comments	1.30 \$165.00/hr	214.50
	DAW Receipt/review correspondence from insurance agent Johnson with insurance claim acknowledgement	0.10 \$165.00/hr	16.50
	DAW Receipt/review correspondence from Engineer with completed contract for Wedgewood Resurfacing	0.10 \$165.00/hr	16.50
	DAW Correspondence to Clerk regarding subpoena for records in a civil case involving CSC with correspondence from C. Young	0.40 \$165.00/hr	66.00
	DAW Telephone conference from Assistant City Administrator regarding transportation issues	0.90 \$165.00/hr	148.50
9/25/2025	DAW Receipt/review correspondence from insurance agent, from claims examiner and from Clerk regarding damage claim by Ms. Swift	0.20 \$165.00/hr	33.00
	DAW Receipt/review correspondence from Assistant City Administrator with a consulting agreement for review; Review Agreement; Correspondence in response with a suggested edit: Receipt/review correspondence from Assistant City Administrator; Edit Agreement and send in response	0.90 \$165.00/hr	148.50
	DAW Review of John Day v Dept. of Environment, Great Lakes and Energy, Michigan Court of Claims No. 358689 regarding Freedom of Information Act requests	0.40 \$165.00/hr	66.00
	DAW Receipt/review correspondence from Ms. Cho, Sedgwick Insurance, with questions regarding claim by Ms. Swift; Correspondence to City Administrator	0.40 \$165.00/hr	66.00

			<u>Hrs/Rate</u>	<u>Amount</u>
		and Director of Public Works requesting information		
9/25/2025	DAW	Receipt/review correspondence from Records with link to compressed zip file for review via Government Transfer; Unable to access file; Correspondence in response; Correspondence to C. Young	0.30 \$165.00/hr	49.50
	DAW	Receipt/review correspondence from Clerk regarding Freedom of Information Act fee waiver request; Research MCL 15.234; Correspondence to Clerk in response	0.50 \$165.00/hr	82.50
	DAW	Receipt/review correspondence from Director of Public Works regarding injury claim at 19587 Mack Ave.; Correspondence in response	0.40 \$165.00/hr	66.00
	DAW	Receipt/review correspondence from Clerk with a police report for review and questions concerning Freedom of Information Act exemptions for Freedom of Information Act request No. 25-201 for police incident 25-7007; Review documents and Freedom of Information Act exemptions; Correspondence in response	0.50 \$165.00/hr	82.50
9/26/2025	DAW	Telephone conference with Clerk regarding Freedom of Information Act fee waiver; Receipt/review correspondence from Clerk regarding Freedom of Information Act fee waiver; Correspondence in response	0.50 \$165.00/hr	82.50
	DAW	Receipt/review correspondence from Planner regarding proposed new business which plans to buy used jewelry and coins; Review Zoning ordinance applicable provisions; Correspondence in response	1.10 \$165.00/hr	181.50
9/28/2025	DAW	Receipt/review correspondence from Engineer with contract documents for the 2025 Concrete Pavement Repair Program; Review documents; Approve for execution via docuSign	0.50 \$165.00/hr	82.50

		<u>Hrs/Rate</u>	<u>Amount</u>
9/29/2025	DAW Receipt/review correspondence from Clerk to Freedom of Information Act requestor regarding fee waiver request	0.10 \$165.00/hr	16.50
	DAW Receipt/review correspondence from Clerk and records personnel with questions concerning a Freedom of Information Act request for an Adult Protective Services Complaint; Research state law and APS guidelines; Correspondence in response to Clerk	1.10 \$165.00/hr	181.50
	DAW Receipt/review correspondence from Assistant City Administrator with proposed City Administrator Agreement for review; Review Agreement and previous two agreements; Correspondence in response with proposed edits	1.00 \$165.00/hr	165.00
	DAW Receipt/review correspondence from Clerk with questions concerning redactions on a police report concerning a death; Correspondence in response to each question	0.60 \$165.00/hr	99.00
9/30/2025	DAW Telephone conference with City Administrator regarding closed session on 10/6/25; Receipt/review correspondence from City Administrator and from Assistant City Administrator requesting a closed session	0.20 \$165.00/hr	33.00
	DAW Receipt/review correspondence from Assistant City Administrator with revised City Administrator Agreement; Correspondence in response	0.20 \$165.00/hr	33.00
	DAW Telephone conference with City Administrator regarding Freedom of Information Act request questions	0.10 \$165.00/hr	16.50
	DAW Receipt/review correspondence from Records regarding redacting portions of a 911 call; Correspondence in response	0.40 \$165.00/hr	66.00
	DAW Receipt/review correspondence from Clerk with draft Planning Commission minutes from the 9/23/25 meeting	0.20 \$165.00/hr	33.00

		<u>Hrs/Rate</u>	<u>Amount</u>
9/30/2025	DAW Receipt/review correspondence from City Administrator regarding new collection letter concerning the Vortex Splash Pad with emails to and from City Administrator and Vortex; Correspondence in response to City Administrator	0.20 \$165.00/hr	33.00
	DAW Receipt/review correspondence from Records personnel regarding CSC 4th case file that was subpoenaed; Brief review of extensive file which was also reviewed by C. Young	0.50 \$165.00/hr	82.50
SUBTOTAL:		[42.10	6,946.50]
For professional services rendered		42.50	\$7,012.50

Additional charges:

		<u>Qty/Price</u>	
<u>City Council</u>			
9/8/2025	Attorney Mileage - Council Meeting [D. Walling]	73 0.70	51.10
9/15/2025	Attorney Mileage - Council Meeting [D. Walling]	73 0.70	51.10
SUBTOTAL:			[102.20]
<u>General Administration</u>			
9/23/2025	Attorney Mileage - Planning Commission meeting [D. Walling]	73 0.70	51.10
SUBTOTAL:			[51.10]

	<u>Amount</u>
Total costs	\$153.30
Total amount of this bill	\$7,165.80
Previous balance	\$7,246.70
Balance due	\$14,412.50

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

Attorney Summary		
Name	Hours	Rate
Debra A. Walling, Associate Attorney	41.60	165.00
Joellen Shortley, Associate	0.90	165.00

FS
SS

101-266-8010 000

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 10-05-25
	AR Dept/BPRO 591:ACT51	Due Date 11-04-25
		Amount Enclosed

RECEIVED
NOV 05 2025
CITY OF GROSSE POINTE WOODS
TREASURER'S DEPARTMENT

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

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 10-05-25
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	09-17-25	CACR59125000008681	\$2,985.32
Payment - Thank you	09-17-25	CACR59125000008681	\$10,918.80
-	09-30-25	CARE1591REIM25001967	\$55,951.90
-	09-30-25	CARE1591REIM25001967	\$35,037.19
-	10-01-25	CARE1591REIM26000053	\$21,547.00
-	10-01-25	CARE1591REIM26000053	\$11,269.97
-	10-01-25	CARE1591REIM26000053	\$28,192.00

Important Customer Information

70 48933
202-451-977-117
OK - J.K.
SS
FJ

MDOT

Michigan Department of Transportation

Statement Date: 10/07/2025

MDOT00183 - CITY OF GROSSE POINTE WOODS

Program: 218128CON

Federal Project: 24A0672

Description: Vernier Rd

Phase: 01 Construction Contract

Funding Profile	Fed Pro Rata	Jrnl Description
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A00382 80 2024-5300 CITY OF GROSSE POINTE WOODS

	Current Budget	Cash Expenditures	Collected	Balance Due
Federal	675,993.30	527,215.06		
Local	168,998.33	131,803.76	43,557.86	77,498.90

Phase: 03 Advertising

Funding Profile	Fed Pro Rata	Jrnl Description
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A00382 80 2024-5300 CITY OF GROSSE POINTE WOODS

	Current Budget	Cash Expenditures	Collected	Balance Due
Federal	160.00	0.00		
Local	40.00	0.00	0.00	0.00

Program: 219533CON

Federal Project: 24A0675

Description: Sunningdale Dr

Phase: 01 Construction Contract

Funding Profile	Fed Pro Rata	Jrnl Description
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A00177 81.85 2024-5300 CITY OF GROSSE POINTE WOODS

	Current Budget	Cash Expenditures	Collected	Balance Due
Federal	599,836.30	556,906.20		
Local	272,034.07	123,492.33	42,769.09	46,307.16

Funding Profile	Fed Pro Rata	Jrnl Description
-----------------	--------------	------------------

A00178 2024-5300 CITY OF GROSSE POINTE WOODS

	Current Budget	Cash Expenditures	Collected	Balance Due
Local	44,503.00	28,192.00	0.00	28,192.00

Phase: 03 Advertising

Funding Profile	Fed Pro Rata	Jrnl Description
-----------------	--------------	------------------

A00177 81.85

	Current Budget	Cash Expenditures	Collected	Balance Due
Federal	163.70	0.00		
Local	36.30	0.00	0.00	0.00

MDOT

Michigan Department of Transportation

Statement Date: 10/07/2025

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.

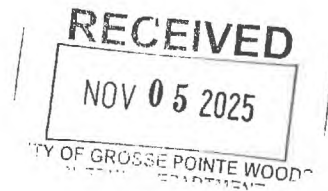
Statement Date: 10/07/2025

- ☐ 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 -	77,498.9
219533CON -	74,499.16



October 28, 2025

Invoice 102825

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

RE: November 2025 Services

For contract assessing services rendered:

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

TOTAL AMOUNT DUE \$ 7,911.08

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lynette Hobyak", written over a horizontal line.

Lynette Hobyak
Business Manager

101-257-818,000

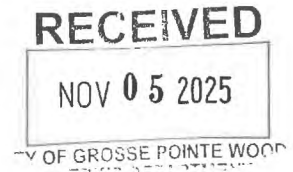
SS

\$

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

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

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



John A. Dolan (jdolan@yorkdolanlaw.com)
Timothy D. Tomlinson (ttomlinson@yorkdolanlaw.com)
Linda M. McGrail (lmcgrail@yorkdolanlaw.com)

Fred A. York (1930-1989)

November 3, 2025

Via Email (fschulte@gpwmi.us)
Mr. Frank Schulte, City Administrator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE: YORK, DOLAN & TOMLINSON, P.C. – LEGAL BILLING

Dear Mr. Schulte:

Enclosed is our statement for legal services rendered for the month of October, 2025. If you have any questions regarding same, please do not hesitate to contact us. We remain,

Very truly yours,

YORK, DOLAN & TOMLINSON, P.C.

Timothy D. Tomlinson
Timothy D. Tomlinson

Enclosure

cc: Sue Como, Via Email (scomo@gpwmi.us) w/Enclosure
Steven Schmidt, Via Email (sschmidt@gpwmi.us) w/Enclosure

York, Dolan & Tomlinson, P.C.

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

INVOICE

Invoice # 340
Date: 11/03/2025
Due On: 12/03/2025

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

00003-City of Grosse Pointe Woods

Planning and Zoning

Type	Date	Notes	Quantity	Rate	Total
Service	10/20/2025	TC w/ Schulte re: agenda request; Research; Rec and Rev (3) emails; Reply email	0.80	\$155.00	\$124.00
Service	10/22/2025	Aldrich and Pitts - Rec and Rev (4) emails; Research; Dictate corresp.; Email to administration; Email to Aldrich and Pitts	1.70	\$155.00	\$263.50
Service	10/22/2025	Rec and Rev (2) emails from Pitts	0.30	\$155.00	\$46.50
Service	10/27/2025	Rec and Rev email re: conditional rezoning postponement request	0.20	\$155.00	\$31.00
				Subtotal	\$465.00

00008-City of Grosse Pointe Woods

Prosecutions

Type	Date	Notes	Quantity	Rate	Total
Service	10/01/2025	Prepare and attend municipal prosecutions	2.00	\$155.00	\$310.00
Service	10/03/2025	P v Aslani - Rec and Rev email w/ Demand for Discovery; Email DPS	0.30	\$155.00	\$46.50
Service	10/07/2025	P v Thomas - Rec and Rev email from D;s attorney; Reply email	0.30	\$155.00	\$46.50
Service	10/10/2025	P v Leonard - Rec and Rev email w/ incident report and request for S/C; Reply email	0.60	\$155.00	\$93.00
Service	10/10/2025	Rec and Rev email from court	0.20	\$155.00	\$31.00
Service	10/10/2025	P v Thomas - Rec and Rev email w/ Emergency	0.40	\$155.00	\$62.00

Motion for Adjournment					
Service	10/15/2025	Prepare and attend municipal prosecutions	2.40	\$155.00	\$372.00
Service	10/20/2025	P v Bogner - Rec and Rev email w/ request for S/C; Reply email	0.50	\$155.00	\$77.50
Service	10/22/2025	Rec and Rev (7) NOHs; Calendar; File	1.40	\$155.00	\$217.00
Service	10/22/2025	P v Juklen - Rec and Rev email w/ Demand for Discovery; Forward email to DPS	0.40	\$155.00	\$62.00
Service	10/22/2025	P v Bowden - Rec and Rev email w/ Demand for Discovery; Forward email to DPS	0.40	\$155.00	\$62.00
Service	10/27/2025	P v Clowney - Rec and Rev email from Atty Zainea; Text from Reed; Reply email	0.30	\$155.00	\$46.50
Service	10/29/2025	P v Aslani - Rec and Rev TC from victim; TC w/ court; Rec and Rev (2) incident reports; Email court	1.00	\$155.00	\$155.00
Service	10/31/2025	Rec and Rev email from court	0.20	\$155.00	\$31.00
				Subtotal	\$1,612.00
				Total	\$2,077.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
340	12/03/2025	\$2,077.00	\$0.00	\$2,077.00
Outstanding Balance				\$2,077.00
Total Amount Outstanding				\$2,077.00

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

Please pay within 30 days.

101-268-801,200 \$465.00
101-268-801,100 \$1612.00

SS
FD

COUNCIL CLIPPING

10-06-25

Motion by Motschall, seconded by McConaghy, regarding **First Reading: An Ordinance Amendment to Chapter 6 – Animals; Article II – Dogs, Cats and Wild Animals; Division 1 – Generally, By Adding Section 6-41 – Care of Animals**, that City Council approve this ordinance amendment and set a date of November 10, 2025 for a second reading and final adoption.

Motion carried by the following vote:

Yes: Brown, Bryant, Gafa, Granger, Koester, McConaghy, Motschall

No: None

Absent: None

cc: Asst. City Admin.
Dir. Public Safety
File



CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY

Date: **October 1, 2025**

To: **City Administrator Frank Schulte** *FS*
 Assistant City Administrator Susan Como

From: **John G. Kosanke, Director of Public Safety**

Subject: *John G. Kosanke*
Animal Ordinance Amendment – Care of Animals Sec. 6-41

An amendment to the City's existing Animal Ordinance is being presented to Council at the October 06, 2025 City Council Meeting.

The need for an amendment to the existing ordinance began as a request from a resident who expressed concern regarding the care of a local pet. After doing research, I then worked together with Code Enforcement/Animal Control Officer Debbie Reed and City Attorney Debra Walling on the new addition to the ordinance. The addition of Section 6-41 (Care of Animals) provides a more detailed and comprehensive ordinance.

ORDINANCE #_____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR THE CITY OF GROSSE POINTE WOODS, CHAPTER 6, ANIMALS; ARTICLE II. - DOGS, CATS AND WILD ANIMALS; DIVISION 1. – GENERALLY, BY ADDING SEC. 6-41 – CARE OF ANIMALS.

THE CITY OF GROSSE POINTE WOODS ORDAINS:

Section 1. Ordinance Amendment.

Chapter 6, Animals; Article II. – Dogs, Cats and Wild Animals; Division 1.-Generally, is hereby amended to add Sec. 6-41 – Care of Animals, to read as follows (new wording shown in bold; deletions shown by strike-through):

ARTICLE II. – Dogs, Cats and Wild Animals; Division 1 – Generally

Sec. 6-41. – Care of animals.

(a) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Adequate care means the provision of sufficient food, water, shelter, sanitary conditions, exercise, and veterinary medical attention in order to maintain an animal in a state of good health.

Neglect means to fail to sufficiently and properly care for an animal to the extent that the animal's health is jeopardized.

Sanitary conditions mean space free from health hazards including excessive animal waste, overcrowding of animals, or other conditions that endanger the animal's health.

Shelter means adequate protection from the elements and weather conditions suitable for the age, species and physical condition of the animal so as to maintain the animal in a state of good health. Shelter for a dog shall include one or more of the following:

- (1) The residence of the dog's owner or other individual.**
- (2) A doghouse that is an enclosed structure with a roof of appropriate dimensions for the breed and size of the dog and large enough for a dog**

to stand, turn around, and lie comfortably. The doghouse shall have dry bedding when the outdoor temperature is or is predicted to drop below 43 degrees Fahrenheitfreezing.

- (3) It shall be unlawful to house or leave a dog of any breed or size unattended outdoors between the hours of 11:00 p.m. and 7:00 a.m.
- (4) It shall be unlawful to house or leave a dog of any breed or size outdoors when the outdoor temperature is or is predicted to drop below 43 degrees or above 82 degrees.
- (5) Housing a dog or cat inside a garage or shed is providing inadequate shelter and further banned within the city.

State of good health means freedom from disease and illness and in a condition of proper body weight and temperature for the age and species of the animal, unless the animal is undergoing appropriate treatment.

Tethering means the restraint and confinement of a dog by use of a rope or similar device.

Water means potable water that is suitable for the age and species of the animal, made regularly available unless otherwise directed by a licensed veterinarian.

(b) Regulation.

- (1) Every owner shall provide their animal with adequate care.
- ~~_(2) It shall be unlawful to abandon an animal or cause an animal to be abandoned in any place. An animal that is lost by an owner or custodian shall not be regarded as abandoned under this section when the owner or custodian has made a reasonable effort to locate the animal.~~
- ~~_(3) It shall be unlawful to willfully or negligently allow any animal, including one who is aged, diseased, maimed, hopelessly sick, disabled, or nonambulatory, to suffer unnecessary neglect, torture, or pain.~~
- (4) It shall be unlawful to tether a dog on a chain at any time. In addition, it shall be unlawful to tether a dog unless:

- a. The tether is at least ten feet in length;**
 - b. The tether and collar, harness, or other type of collaring device when taken together, do not weigh more than one-eighth of the dog's body weight and do not, due to weight, inhibit the free movement of the dog;**
 - c. The manner of tethering prevents injury, strangulation, or entanglement on fences, trees, or other manmade or natural obstacles or objects;**
 - d. The collar, harness or any other type of collaring device being used is designed for that purpose and made from material that prevents injury to the dog.**
- (5) It shall be unlawful to feed any animal unwholesome or unsuitable food or unclean water to drink or to place same in unclean or unsuitable containers which are likely to cause or produce disease in the animal.**
- (6) It shall be unlawful to overdrive, overload, overwork, torture, torment, cruelly beat, mutilate, cruelly kill, or otherwise abuse an animal or to cause to participate in, or to instigate any such conduct. The cropping of dogs' ears and tails shall be considered mutilation or cruelty unless such cropping is performed by a registered veterinary surgeon while the dog is under an anesthetic.**
- (7) It shall be unlawful to transport, carry, or cause to be carried any live animal:**
 - a. Upon the hood, fender, running board, or other external part of any moving motor vehicle; or**
 - b. Within the open bed of any moving motor vehicle.**
- (8) It shall be unlawful to cause, instigate or permit any dogfight, cockfight, bullfight, or other combat between animals or between animals and humans.**
- (9) No person shall willfully and maliciously expose any known poisonous substance, whether mixed with food or not, so that same is liable to be eaten by an animal, except that it shall not be unlawful to expose on one's own premises common rat poisons mixed only with vegetable substances.**

- (10) No person shall give away any live animal, fish, reptile, or bird as a prize for, or as an inducement to enter, any contest, game, or other competition; or as an inducement to enter a place of amusement, or offer such animal as an incentive to enter into any business agreement whereby the offer was for the purpose of attracting trade.
- (11) Any person who, as the operator of a motor vehicle, strikes a domesticated animal shall stop at once and render such assistance as may be possible and shall immediately report such injury or death to the animal's owner; in the event the owner cannot be ascertained and located, such operator shall at once report the accident to the Grosse Pointe Woods Public Safety Department. ~~appropriate—law enforcement agency or to the local humane society.~~
- ~~(12) The owner of every animal shall be responsible for the removal of any excreta deposited by his or her animal on all public walks, recreation areas, or private property. Any excreta deposited by the animal on the owner's property shall be buried upon his or her premises or confined, covered and cared for in a timely manner to prevent it from being scattered off the premises and to prevent any malodorous or offensive condition to exist.~~
- ~~(13) All animals impounded by the animal control officer are subject to boarding and microchipping fees, upon their release, which shall be paid by their owner.~~

Secs. ~~6-41~~ **6-42**—6-68. - Reserved.

.Section 2 of Ordinance. Repealer.

All ordinances, parts of ordinances, or sections of the City Code in conflict with this Ordinance are repealed only to the extent necessary to give this Ordinance full force and effect.

Section 3 of Ordinance. Severability.

Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4 of Ordinance. Savings.

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect, are saved and may be consummated according to the law in force when they were commenced.

Section 5 of Ordinance. Effective Date.

This ordinance shall be effective upon publication as required by law.

CERTIFICATION OF CLERK

I hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the City Council of the City of Grosse Pointe Woods, County of Wayne, State of Michigan, at a regular meeting of the City Council duly called and held on _____ day of _____, 2025.

Paul Antolin, City Clerk

First Reading:
Second Reading:
Published in GPN:
Adopted:
Effective:
Date Posted:

ORDINANCE #_____

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***Neglect* means to fail to sufficiently and properly care for an animal to the extent that the animal's health is jeopardized.**

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to stand, turn around, and lie comfortably. The doghouse shall have dry bedding when the outdoor temperature is or is predicted to drop below 43 degrees Fahrenheit.

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Water means potable water that is suitable for the age and species of the animal, made regularly available unless otherwise directed by a licensed veterinarian.

(b) Regulations.

- (1) Every owner shall provide their animal with adequate care.
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Paul Antolin, City Clerk

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