



CITY OF GROSSE POINTE WOODS

CITY COUNCIL MEETING AGENDA

Monday, March 04, 2024 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: February 29, 2024

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. RECOGNITION OF COMMISSION MEMBERS

5. ACCEPTANCE OF AGENDA

6. CONSENT AGENDA

A. Approval of Minutes

1. Council 02/12/24
2. Finance Committee 08/21/23
3. Planning Commission 01/23/24, 11/28/23
4. Beautification Advisory Commission 01/10/24
5. Citizens' Recreation Commission 01/09/24 with recommendation
6. Tree Commission 12/06/23

B. Bids/Proposals/Contracts

1. Budget Amendment - Worker's Compensation Fund
 - a. Memo 02/07/24 - Treasurer/Comptroller Murphy/City Administrator Schulte
2. Purchase - Cat 420 XE Backhoe Loader
 - a. Memo 02/23/24 - Director of Public Services Kowalski
 - b. Quote 179323-02 - Michigan CAT

C. Claims and Accounts

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
 - a) Vernier Road Water Main Replacement - Proj. No. 0160-0446 - Pay Estimate No. 2 - Fontana Construction, Inc. - 02/01/24 - \$285,849.94.
 - b) 2023 Sewer Rehabilitation by Full Length C.I.P.P. Lining - Proj. No. 0160-0468 - Pay Estimate No. 2 - Insituform Technologies USA, LLC - 02/06/24 - \$57,344.58.
 - c) 2022 Miscellaneous Concrete Pavement Repair Program - Proj. No. 0160-0450 - Final Pay Estimate - Mattioli Cement Co. LLC - 02/01/24 - \$1,000.00.

cc: Council - 7
City Administrator
City Attorney

Treasurer/Comptroller
City Clerk
Email Group/Media

Assistant City Administrator
Post - 4

d) 2022 Sidewalk Repair Program - Proj. No. 0160-0452 - Final Pay Estimate - JB Contractors, Inc. - 02/08/24 - \$5,000.00.

e) Vernier Road Water Main Replacement - Proj. No. 0160-0446 - Pay Estimate 3 - Fontana Construction, Inc. - 02/19/24 - \$45,157.75.

2. Giffels-Webster - Professional Services - GPW Master Plan Update - Invoice No. 130511 - Proj. # 2034600 - 12/04/23 - \$4,625.00.

3. Hallahan & Associates, P.C. - Professional Services - Invoice No. 21209 - January 2024 - 02/02/24 - \$249.13.

4. Keller Thoma - Legal Services - Invoice No. 125448 - January 2024 - 02/01/24 - \$131.25

5. McKenna - Building/Planning Services

a) Invoice No. 21849-87 - Building Services - January 2024 - 02/16/24 - \$41,376.10.

b) Invoice No. 22-064-22 - Planning Services - January 2024 - 02/15/24 - \$7,201.50.

6. Rosati, Schultz, Joppich & Amtsbuechler, P.C. - Legal Services - Invoice No. 1080841 - January 2024 - 02/8/24 - \$3,433.85

7. WCA Assessing - Assessing Services - Invoice No. 020924 - March 2024 - 02/09/24 - \$7,175.58.

7. COMMUNICATIONS

A. 2023 Department of Public Safety Annual Report

B. Resignation - Planning Commission - Stephen Gerhart

1) Email 02/20/24 - Planning Commission Chair McNelis

8. ORDINANCE

A. First Reading: Ordinance Amendment - Chapter 8; Article XI (Structures in Front yards), Section 8-335 (Mini-Library)

1) Council Minutes Excerpt 02/05/24

2) Planning Commission Minutes Excerpt 11/28/23

3) Committee-of-the-Whole Minutes Excerpt 11/20/23

4) Council Minutes Excerpt 11/13/23

5) Planning Commission Excerpt 09/26/23

6) Proposed Ordinance

B. First Reading: Zoning Ordinance Amendments - Section 50-5.3 (Off-Street Parking) & 50-5.5 (Semi-circular Driveways)

1) Memo 12/12/23 - City Planner Wolf

2) Planning Commission Minutes Excerpt 12/12/23

3) Proposed Ordinance

9. NEW BUSINESS/PUBLIC COMMENT

10. ADJOURNMENT

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

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

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

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

OFFICE OF THE CITY ADMINISTRATOR

Subject: Recommendations for the Regular Council Meeting of March 4, 2024

- 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 **CONSENT AGENDA**
All items listed under the consent agenda are considered routine by the Council and will be enacted by one motion and a second. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered. One member may request that an item be removed and no second is required.

Prerogative of the City Council to approve all items (6A-6C) listed under the consent agenda as presented.

A. Approval of Minutes

1. Council 02/12/24
2. Finance Committee 08/21/23
3. Beautification Advisory Commission 01/10/24
4. Citizens' Recreation Commission 01/09/24 with recommendation*
**Citizens' Recreation Commission requests a FY 2024/2025 budget of \$17,500.00 to fund various recreation events.*
5. Tree Commission 12/06/23

B. Bids/Proposals/Contracts

1. Budget Amendment - Worker's Compensation Fund
 - a. Memo 02/07/24 - Treasurer/Comptroller/City Administrator
2. Purchase - Cat 420 XE Backhoe Loader
 - a. Memo 02/23/24 - Director of Public Services
 - b. Quote 179323-02 - Michigan CAT

C. Claims and Accounts

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
 - a) Vernier Road Water Main Replacement - Proj. No. 0160-0446 - Pay Estimate No. 2 - Fontana Construction, Inc. - 02/01/24 - \$285,849.94.
 - b) 2023 Sewer Rehabilitation by Full Length C.I.P.P. Lining - Proj. No. 0160-0468 - Pay Estimate No. 2 - Insituform Technologies USA, LLC - 02/06/24 - \$57,344.58.
 - c) 2022 Miscellaneous Concrete Pavement Repair Program - Proj. No. 0160-0450 - Final Pay Estimate - Mattioli Cement Co. LLC - 02/01/24 - \$1,000.00.
 - d) 2022 Sidewalk Repair Program - Proj. No. 0160-0452 - Final Pay Estimate - JB Contractors, Inc. - 02/08/24 - \$5,000.00.
 - e) Vernier Road Water Main Replacement - Proj. No. 0160-0446 - Pay Estimate 3 - Fontana Construction, Inc. - 02/19/24 - \$45,157.75.
2. Giffels-Webster - Professional Services - GPW Master Plan Update - Invoice No. 130511 - Proj. # 2034600 - 12/04/23 - \$4,625.00.
3. Hallahan & Associates, P.C. - Professional Services - Invoice No. 21209 - January 2024 - 02/02/24 - \$249.13.
4. Keller Thoma - Legal Services - Invoice No. 125448 - January 2024 - 02/01/24 - \$131.25
5. McKenna - Building/Planning Services
 - a) Invoice No. 21849-87 - Building Services - January 2024 - 02/16/24 - \$41,376.10.
 - b) Invoice No. 22-064-22 - Planning Services - January 2024 - 02/15/24 - \$7,201.50.
6. Rosati, Schultz, Joppich & Amtsbuechler, P.C. - Legal Services - Invoice No. 1080841 - January 2024 - 02/8/24 - \$3,433.85
7. WCA Assessing - Assessing Services - Invoice No. 020924 - March 2024 - 02/09/24 - \$7,175.58.

Item 7 COMMUNICATIONS

Item 7A 2023 DEPARTMENT OF PUBLIC SAFETY – ANNUAL REPORT
Prerogative of the City Council to receive and place on file the Department of Public Safety Annual Report.

- Item 7B RESIGNATION – PLANNING COMMISSION – STEPHEN GERHART
Prerogative of the Mayor to accept the resignation of Stephen Gerhart from the Planning Commission with regret, and direct that appropriate thanks and recognition be sent to Mr. Gerhart.
- Item 8 ORDINANCES
- Item 8A FIRST READING: ORDINANCE AMENDMENT – CHAPTER 8; ARTICLE XI (STRUCTURES IN FRONT YARDS), SECTION 8-335 (MINI-LIBRARY)
Prerogative of the City Council to concur with the recommendation of this ordinance amendment, to set a date of March 18, 2024, for a second reading and final adoption, and to publish same by title in the Grosse Pointe News.
- Item 8B FIRST READING: ZONING ORDINANCE AMENDMENTS – SECTION 50-5.3 (OFF-STREET PARKING) & 50-5.5 (SEMI-CIRCULAR DRIVEWAYS)
Prerogative of the City Council to concur with the recommendation of this ordinance amendment, to set a date of March 18, 2024, for a second reading and final adoption, and to publish same by title in the Grosse Pointe News.
- Item 9 NEW BUSINESS/PUBLIC COMMENT
Prerogative of the Mayor to ask if there is any New Business to come before the City Council from the City Council or Administration; and then, to ask members of the audience if there is any Public Comment to come before the City Council.
- Item 8 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,



Frank Schulte
City Administrator

MINUTES OF THE RESCHEDULED CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, FEBRUARY 12, 2024, 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 7:01 p.m. by Mayor Bryant.

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

Also Present: City Administrator Schulte
City Attorney Walling
Treasurer/Comptroller Murphy
City Clerk Antolin
Director of Public Services Kowalski
Deputy Treasurer/Comptroller Schmidt

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

The following Commission members were in attendance:

- James McNelis, 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.**

Motion carried by the following vote:

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

Motion by Granger, seconded by Koester, that all items (6A-6F) on the **Consent Agenda be approved as presented.**

A. Appointment

1. Historical Commission (Mayor)
 - a) Biographical Sketch - Colleen D'Agostino - Term to expire - 12/31/25

B. Approval of Minutes

1. Council 02/05/24
2. Judicial Liaison Committee 01/27/20 and 03/03/21

C. Monthly Financial Report

1. January 2024

D. Bids/Proposals/Contracts

1. Torrey Road Pump Station Roof Replacement
 - a) Memo 02/06/24 - Director of Public Services Kowalski
 - b) Proposal - Four Seasons Kanga Roof
2. 2024 Commission Appreciation Reception
 - a) Memo 02/09/24 – City Administrator Schulte

E. Resolution

1. Request for Proposals for 2024 CDBG Activities – The Helm/PAATS
 - a) Memo 02/08/24 - Assistant City Administrator Como
 - b) 2024 CDBG Program Activities Application – Pointe Area Assisted Transportation (PAATS)
 - c) 2024 CDBG Program Activities Application – The Helm Life Center
 - d) Proposed Resolution

F. Claims and Accounts

1. York, Dolan & Tomlinson - Legal Services - Invoice No. 164 - January 2024 - 02/02/24 - \$4,138.50.
2. Lochmoor Club – Invoice No. 8036 – 2024 Commission Appreciation Reception – 02/02/24 - \$13,728.00.

Motion carried by the following vote:

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

Under New Business/Public Comment, no one wished to be heard.

Motion by Granger, seconded by Koester, to **adjourn tonight's meeting** at 7:03 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin
City Clerk

Arthur W. Bryant
Mayor

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE CITY OF GROSSE
POINTE WOODS HELD ON THURSDAY, AUGUST 21, 2023, IN THE CONFERENCE
ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA,
GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:44 p.m. by Chair McConaghy.

In attendance: Chairman McConaghy
Members: Bryant

Absent: Koester

Also present: City Administrator Schulte
Treasurer/Comptroller Murphy
City Clerk Antolin
Assistant City Administrator Como

Motion by Bryant, seconded by McConaghy, that all items on tonight's agenda be received and placed on file.

Motion carried by the following vote:

Yes: Bryant, McConaghy
No: None
Absent: Koester

Motion by Bryant, seconded by McConaghy, that Councilmember Koester be excused from tonight's meeting.

Motion carried by the following vote:

Yes: Bryant, McConaghy
No: None
Absent: Koester

Motion by Bryant, seconded by McConaghy, that the meeting minutes dated March 30, 2023, be approved as submitted.

Motion carried by the following vote:

Yes: Bryant, McConaghy

No: None

Absent: Koester

The purpose of tonight's meeting was to **review of the FY 2022-2023 Fund Balance Analysis and discuss the City Council Memo dated June 27, 2023, related to Public Act 302 – Corrective Action Plan and additional funding for Retirement System.**

After discussion of the proposed transfers of \$300,000, \$500,000, or \$750,000 to the Retirement System, there was a consensus of the Committee to wait until the final financial statement for June 30, 2023 were issued before making any recommendation to City Council.

Under New Business/Public Comment, no one wished to be heard.

Motion by Bryant, seconded by McConaghy, that tonight's meeting be adjourned at 8:01 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin
City Clerk

Commission Approved 2-20-24

PLANNING COMMISSION
01/23/24 - 1

MINUTES OF THE REGULAR **PLANNING COMMISSION** MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON **JANUARY 23, 2024**, IN THE COUNCIL-COURT ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:01 p.m. by Acting Chair Fuller.

Roll Call: Acting Chair Fuller
Commission Members: Bailey, Fuller, Gilezan, Hamborsky, McNelis, O'Keefe, Vitale
Absent: Gerhart, Fenton (on leave of absence), Hamborsky
Also Present: City Planner, Brigitte Wolf
Council Member Vaughn
Recording Secretary Miotto
Rose Kim, Giffels-Webster
Jill Bahm, Giffels-Webster
Lauren Falzone, BeautiLoft Owner

MOTION by Vitale, seconded by Gilezan, to excuse Commission Members Gerhart and Hamborsky from attendance at tonight's meeting.

Motion carried by the following vote:

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

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

MOTION by Vitale, seconded by Gilezan, that tonight's agenda be received and placed on file.

Motion carried by the following vote:

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

SECONDARY MOTION was made to amend tonight's agenda by moving the four **New Business** items to after Approval of December 12, 2023 Minutes

Motion carried by the following vote:

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

MOTION by Vitale, seconded by Gilezan, that the December 12, 2023, Planning Commission meeting minutes be approved as presented.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, McNelis, O'Keefe, Vitale

NO: None

ABSENT: Fenton, Gerhart, Hamborsky

Under **New Business**, 4 items were discussed: 1) Churchill's Cigar Lounge, 19271 Mack Avenue, site plan for year-round outdoor dining; 2) BeautiLofts site plan at 20419 Mack Avenue; 3) Review of by-laws for annual adoption; 4) Election of Officers: Chair and Vice-Chair.

- 1) **Churchill's Cigar Lounge:** Planner Wolf provided an overview of their plan and required updates. A new site plan, along with other items that require compliance, were submitted on 1/22/24 and was too late to include in tonight's agenda. Discussion ensued around the concept of their year-round outdoor dining concept of a permanent extension of their current outdoor seating area. Items discussed were Wayne County approval process; whether a photo-metric study should be done; whether smoking would be allowed and parameters around what can be smoked, and the impacts of that on the odor ordinance; ventilation; and a secondary exit.

MOTION by Vitale, seconded by Gilezan, to table the matter until the petitioner is ready to come forward again with information on lighting, ventilation, removeable sides, and other required items.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, McNelis, O'Keefe, Vitale

NO: None

ABSENT: Fenton, Gerhart, Hamborsky

- 2) **BeautiLofts:** Lauren Falzone, owner of BeautiLofts, provided an overview of the concept. She has four other BeautiLofts in Southeast Michigan. At issue is the interior remodel and the intensity of the proposed use (15 suites) is dependent on off-street the parking requirements for the business. Discussion ensued around the concept and Planner Wolf confirmed that the stated use of the building is already approved, but based on McKenna's analysis, it is recommended that 11 suites be the maximum intensity approved. A parking variance by the Planning Commission would still be required.

MOTION by Vitale, seconded by Gilezan, to table the matter until the March Planning Commission meeting, after the Shared Parking Agreement is adopted within the Zoning Ordinance amendment that will go before City Council at their March 5, 2024, meeting and the petitioner is ready to come forward again.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, McNelis, O'Keefe, Vitale

NO: None

ABSENT: Fenton, Gerhart, Hamborsky

3) Review of by-laws for annual adoption.

MOTION by Vitale, seconded by Bailey, to accept the existing by-laws as presented.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, McNelis, O'Keefe, Vitale

NO: None

ABSENT: Fenton, Gerhart, Hamborsky

4) Election of Officers: Chair and Vice-Chair.

Nominations were made for McNelis for Chair (accepted) and O'Keefe for Vice-Chair (accepted).

MOTION by Gilezan, seconded by Vitale, to elect James McNelis as Chair effective at the next Planning Commission meeting.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, McNelis, O'Keefe, Vitale

NO: None

ABSENT: Fenton, Gerhart, Hamborsky

MOTION by Gilezan, seconded by Vitale, to elect Donna O'Keefe as Vice-Chair effective at the next Planning Commission meeting.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, McNelis, O'Keefe, Vitale

NO: None

ABSENT: Fenton, Gerhart, Hamborsky

The next item on the agenda was the **Discussion of Master Plan**. Jill Bahm, Giffels-Webster, provided an overview of the project's progress, after several months of discussion, that will provide direction to the City for the next 10-15 years, and the next steps on the plan preparation that consists of three main parts: 1) The Future Land Use Plan & Map; 2) The Mack Avenue Corridor Plan; and 3) The Action Plan. Today's meeting will focus on the Future Land Use Map and associated category descriptions.

Discussion was had on land use designations, mixed use business space, residential density options, Mack Avenue configuration, cross-walks, parking, and neighborhood hub overlays.

Giffels-Webster will incorporate discussion topics into their next presentation.

No motion was made on this topic.

Due to the lateness of the hour, the Commission agreed to hear **Public Comment** from those in attendance. The following were heard:

- John Buhl, Treasurer of Woods Presbyterian Church, spoke on Brian Abner Culinary activities in their commercial kitchen. Planner Smith stated that we are proposing to make an amendment to the Zoning Ordinance to allow for mixed occupancy, as a % of the space, in any property abutting Mack Avenue. Brian Abner Culinary would require a business license and would be subject to taxes as an accessory usage of the property.

The next item on the agenda was **Discussion on Updating Permitted Uses, Zoning Ordinance Amendments**. Planner Wolf presented her memo on the following topics: 1) Home Occupation (and Home-Based Businesses); 2) Mixed Occupancy along Mack Avenue; 3) Outdoor Cafes/Dining; and 4) Rooftop Open / Semi-Open Dining.

- 1) Home Occupation and Home-Based Businesses (Article 4): proposed definition was discussed and updated to include no signs being allowed. Clarification was made that it does not allow for short-term rentals to be the home owner's business.
- 2) Mixed Occupancy on Mack Avenue (Section 50-4.2): proposed definition was discussed and updated to include that % of space of property used will be added.
- 3) Outdoor Cafes (Section 50-6.5): proposed definition was discussed and the additional floor space would require parking spaces be re-evaluated; outdoor café applications would go through Planning Commission for review. Year-round café (past November 8) permits would require review and approval by the Building Department and the Planning Commission. The location of any outdoor café will be updated to include alleyways within the property line. Enclosures in the public right-of-way were discussed along with sight line concerns on Mack.
- 4) Rooftop Dining: proposed definition was reviewed along with permitted location, and proposed use standards.

MOTION by Vitale, seconded by Bailey, to schedule a Public Hearing, inclusive of all updates discussed today, at the February 20, 2024, Planning Commission meeting.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, McNelis, O'Keefe, Vitale

NO: None

ABSENT: Fenton, Gerhart, Hamborsky

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

The next item on the agenda was **Council Report/s**. Commission Member McNelis reported that there were a few items discussed in the January meetings. January 8: the sign ordinance was recommended for the first reading on January 22. On January 22, the first reading of the sign ordinance was done and the second reading was scheduled for February 5. Commission member O'Keefe will attend the February 2024 Council meetings.

There was nothing brought up in **Old Business**.

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

- Lisa Fuller complimented the Commission.

MOTION by Bailey, seconded by O'Keefe, to adjourn at 10:51 p.m.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, McNelis, O'Keefe, Vitale

NO: None

ABSENT: Fenton, Gerhart, Hamborsky

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

Commission Approved 12/12/23

PLANNING COMMISSION
11/28/23 - 27

MINUTES OF THE REGULAR **PLANNING COMMISSION** MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON **NOVEMBER 28, 2023**, IN THE COUNCIL-COURT ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:02 p.m. by Acting Chair Fuller.

Roll Call: Acting Chair Fuller
Commission Members: Bailey, Gilezan, McNelis, O'Keefe, Vitale
Absent: Fenton (on leave of absence), Gerhart, Hamborsky
Also Present: City Attorney, Tim Tomlinson
City Planner, Brigitte Wolf
Recording Secretary Miotto
Council Member Vaughn

MOTION by Vitale, seconded by Bailey, to excuse Commission Members Gerhart, and Hamborsky from attendance at tonight's meeting.

Motion carried by the following vote:

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

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

MOTION by McNelis, seconded by Gilezan, that tonight's agenda be received and placed on file.

Motion carried by the following vote:

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

Commission Member Fuller recognized the Council Representative in attendance:

- Council Member Vaughn

MOTION by Vitale, seconded by O’Keefe, that the October 24, 2023, Planning Commission meeting minutes be approved as presented.

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

Commission Member Hamborsky arrived at 7:04 pm.

The first item on the agenda was the **Sign Ordinance Review Discussion**. City Planner Wolf provided an overview of the memo which outlines the changes made thus far and the two items for consideration this evening: the time restriction on temporary signs as well as if any other lighting requirements should be made. City Attorney Tomlinson provided an update on the research he and City Planner Wolf conducted in other local communities regarding limiting the time period of temporary signs based on an event occurring or not occurring. Tomlinson indicated the Planning Commission could make that recommendation to City Council, but it still has a content-based ring to it (which is now unconstitutional). Discussion ensued around proposed time limits, and that enforcement begins upon the receipt of a complaint by the City that Code Enforcement has confirmed. A consensus of the Commission was reached to codify this existing standard operating procedure and retain the current 30-day limit, no more than twice per year. The current size limit of 32 square feet of temporary signs was discussed, with the Commission reaching a consensus to retain the 32 square feet for commercial signs and reducing the residential limit to 6 square feet per sign (which accommodates real estate signs). City Planner Wolf raised the current sign lettering restrictions (approved fonts & colors) and limiting types of fonts was not supported. It was confirmed that a registered logo/trademark is exempt from font & color restrictions.

Discussion was then directed toward the Exterior Lighting of Signs and the appropriate measurement (foot-candles versus wattage) that should be used, and what lighting should be regulated (overall illumination, restriction of halo-lighting color, use of LEDs, restricting overall site lighting versus each light, and that “backlighting” versus “external lighting” should be separate items. Measurement methods discussed were: a) avenue site; b) from single fixture; c) from back of the property; d) from the center of Mack Avenue. Measurement methods should be in the Zoning Ordinance, not the Sign Ordinance.

There is a desire to make a recommendation to City Council on the sign ordinance in time to be in effect for the 2024 election cycle. City Attorney Tomlinson will draft a red-lined version of the sign ordinance for final review in the December meeting.

MOTION by Bailey, seconded by Vitale, that the Planning Commission will table the **Sign Ordinance Review Discussion** for purposes of bringing back the modifications discussed.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, McNelis, O'Keefe, Vitale

NO: None

ABSENT: Fenton, Gerhart

The next item on the agenda was **Off-Street Parking Requirements (50-5.3) Discussion**. Fuller reiterated that there is a Public Hearing scheduled for this topic on December 12, 2023. City Planner Wolf provided an overview of the memo related to three topics: 1) **Maneuvering Aisle Width**, and it was agreed to decrease the current 25 feet width to 20 feet. 2) The need for **Compact Car Parking** standards was discussed. City Planner Wolf will research the concept of limiting the percentage of those spaces. 3) Lastly, **Semicircular Driveways** were discussed with dimensional control being taken into consideration. A consensus of the Commission was reached on the following: Semicircle radius: Recommended reduction of minimum radius from 21 feet to 20 feet; Drive width: Recommended reduction of a minimum of one-way driveway from 10-12 feet wide to 8-12 feet wide for maneuverability and practicality; Center lawn radius: Recommended eliminating the maximum of 10 feet of center lawn area radius; Radius total: retain the current overall radius of 20 feet.

MOTION by Vitale, seconded by Bailey, that the Planning Commission make the discussed changes of semi-circle radius minimum to 20 feet, drive widths be 8-12 feet, and eliminating the maximum of 10 feet on center lawn area radius.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, McNelis, O'Keefe, Vitale

NO: None

ABSENT: Fenton, Gerhart

The next item on the agenda was the **Commercial Lighting Requirements Discussion**. There was considerable discussion on this topic during today's **Sign Ordinance Review** topic (see the minutes on the first agenda item). Commission Member Vitale suggested that the Commission consider creating a standard light fixture for future parking lot projects for design consistency within the community and the existing streetscape. City Planner Wolf will look into examples.

MOTION by Bailey, seconded by Vitale, that the Planning Commission table the **Commercial Lighting Requirements Discussion** until the December meeting when examples of light measurements, sign illumination, and parking lot fixtures will be available.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, McNelis, O'Keefe, Vitale

NO: None

ABSENT: Fenton, Gerhart

The next item on the agenda was the **Building Official's Monthly Report for November 2023**. City Planner Wolf added an item that was not included on the report: The Beaute Loft is coming into the City and is still revising their site plan. Commission Member Fuller expanded on the Beaute Loft concept along with reporting construction that was going on without permits. A stop work order was issued. Discussion was had on concerns about their ability to comply with the amount of required parking. City Planner Wolf provided an explanation on how the parking is calculated when a building is "reoccupied" - whereby 50% of required parking would be needed. The City is still awaiting the final site plan. Discussion was had on how the City calculates parking requirements and whether it should be revised. Reference was made to the previously discussed shared parking agreements (Planning Commission meeting on September 26, 2023.)

Additional new items were brought up: an existing business, Churchill's, has applied for year-round outdoor dining. This will be discussed in the December meeting. There has been an application brought forth for home occupation, which we don't allow. We will discuss this next month, along with re-examining the language for mixed occupancy along Mack Avenue.

The next item on the agenda were the **Council Reports for November 13 and November 20**. Commission Member Gilezan reported that there were no items of interest to the Planning Commission on November 13. The November 20 meeting included three Zoning Board of Appeals, of particular note was the 707 N. Renaud project. All three were approved. The Front Yard Structures received support from City Council on the Little Libraries, but not on the planter boxes. City Council determined that the planter box issue is a neighborhood concern, not a city-wide concern. There is a 60-day moratorium on code enforcement with mediation taking place between the neighbors involved.

Commission member Hamborsky will attend December Council meetings.

The next item on the agenda was for information only: the **Master Plan Phase 1 Report**. City Planner Wolf confirmed that Giffels-Webster will attend the January 23, 2024, Planning Commission meeting and provided this information in preparation of that meeting.

Under **New Business**, City Planner Wolf requested approval of the 2024 Planning Commission schedule.

Motion by Bailly, seconded by Vitale, that the Planning Commission approve the 2024 Planning Commission schedule.

Motion carried by the following vote:

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

Under **Old Business**, Council Member Vaughn brought up the 707 N. Renaud ZBA and the lack of grading plan, and if that should be a standard requirement in the future. Discussion was had that grading plans require a topographical study which is very costly to the homeowner. A consensus of the Commission was reached that if a problem arises in the future, a review can be requested by the City Engineer.

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

- Margaret Potter, 1834 Allard
 - Encouraged the Commission to take handicapped parking spaces into consideration in the Off-Street Parking Requirements.
 - Health issues related to planter boxes.

Council Member Vaughn inquired on the progress of the Electrical Vehicle Charging Stations at Bank of America. They have not yet submitted their final revised plan that includes the required screening. A parking variance may be required.

MOTION by Fuller, seconded by Vitale, to adjourn at 9:42 p.m.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, McNelis, O'Keefe, Vitale

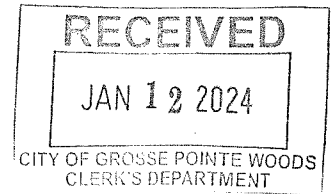
NO: None

ABSENT: Fenton, Gerhart

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

Commission Approved February 14, 2024

Beautification Advisory Commission
Conference Room – Grosse Pointe Woods Community Center
20025 Mack Ave. Dr., Grosse Pointe Woods
Meeting – January 10, 2024– 7:00 p.m.



Present: Arslanian, Casinelli, Champagne, Elich, Feltman, Josefiak, R. Koester, McCarthy, G. McCullough, S. McCullough, Wettstein

Excused: Hage, Puppos, Snyder

Guests: none

Call to Order: The meeting was called to order by Chairperson, McCarthy at 7:01 p.m.

Minutes: The October 11, 2023 minutes were distributed and reviewed.

Motion by R. Koester, seconded by Feltman to approve the October 11, 2023 minutes as presented.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Champagne, Elich, Feltman, Josefiak, R. Koester, McCarthy, G. McCullough, S. McCullough, Wettstein

No: none

Excused: Hage, Puppos, Snyder

Treasurer's Report: No treasurer's report but pending general budget and 2024 flower sale.

Chairperson's Report: McCarthy shared information on the Committee Appreciation Reception. McCarthy shared feedback on article in Grosse Pointe News pertaining to Beautification Awards Ceremony.

Awards Program: Committee discussed and provided feedback regarding Beautification Awards. Motion to be carried out in February regarding 2024 awards ceremony pending budget update.

Flower Sale: Arslanian provided flower sale updates.

Adopt a Garden: Champagne updated the committee on the Adopt a Garden program.

Council Report: no report

Old Business: no report

New Business: McCarthy provided information on BAC designing new tile for 100th anniversary at the request of the city. Committee roles were discussed and/or reassigned for the year 2024; resignation was given by Romano.

Motion by R. Koester, seconded by Casinelli to approve roles for the 2024 term.

Chair: McCarthy

Co-Chair: Koester

Treasurer: Snyder

Recording Secretary: Josefiak

Flower Sale: Arslanian, Puppos, Feltman

Awards: Wettstein, Casinelli, Elich

Corresponding Secretary: open

Adopt-a-Garden: Champagne

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Champagne, Elich, Feltman, Josefiak, R. Koester, McCarthy, G. McCullough, S. McCullough, Wettstein

No: none

Excused: Hage, Puppos, Snyder

Motion by Champagne, seconded by Wettstein to adjourn the Beautification Advisory Commission meeting at 8:41 pm.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Champagne, Elich, Feltman, Josefiak, R. Koester, McCarthy, G. McCullough, S. McCullough, Wettstein

No: none

Excused: Hage, Puppos, Snyder

Respectfully submitted,

Brianne Josefiak

Commission Approved February 13, 2024

Citizens' Recreation Commission Meeting Minutes
Meeting of the Citizens' Recreation Commission was held on January 9, 2024 at
Grosse Pointe Woods, Michigan.

CALLED TO ORDER:

PRESENT:

Melinda Billingsley

Barb Janutol

Abby Klotz

Tony Rennpage

Amanda Starkey

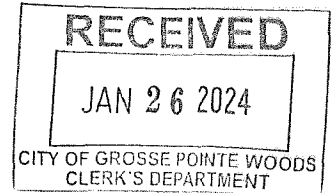
Amanda York

Dave Andrews

Gib Heim

Lindsay Fratarolli

ABSENT:



ALSO PRESENT: Nicole Gerhart and Mary Rogers (Avenue in the Woods)

APPROVAL OF THE AGENDA:

Motion was made for acceptance of the agenda for Jan 9, 2024 by Klotz and seconded by Andrews.

Approval of motion:

Yes: Billingsley; Klotz; Starkey; York; Andrews; Heim; Fratarolli;
Janutol; Rennpage

No: None

Absent:

APPROVAL OF THE MINUTES:

Motion was made for the approval of minutes from Dec 12, 2023 with edit to include Nicole Gerhart's presence by Abby Klotz and seconded by Andrews.

Approval of motion

Yes: Billingsley; Klotz; Starkey; York; Andrews; Heim;
Fratarolli; Janutol; Rennpage

No: None

Absent:

SUPERVISOR'S REPORT:

- Dog park is open
- Leashed and licensed dogs are now allowed to be walked through Lakefront Park
- Dog park poop bag dispensers will be added
- Family Movie day Feb 10 at 12:30: \$8 for residents, \$10 for non-residents; snacks & crafts; Kiki's Delivery Service
- Caricature Night (Learn to draw) Feb 23 6:30-9:00pm for ages 10+; \$20 for residents and \$25 for non-residents
- Marina goodbye letters, for prior renters who did not pay their deposit have been sent

COUNCIL REPORT:

- The council requested more direction re: Park Improvement Plan. Commission will discuss next month

OLD BUSINESS:

- WinterFest
 - Giveaway 300 branded cups
 - Photo booth - new vendor found for \$500 (instead of \$450 from previous unavailable vendor)
 - Mary Rogers from Avenue in the Woods expressed interest in sponsoring the photo booth (with branding on the photos)
 - Food trucks being secured
 - WinterFest photo opportunity sign will be up
 - Trying to secure an org to provide craft or activity in Cook Schoolhouse. If there isn't an outside org to use that space, won't be used
 - Assignments
 - Petting Zoo - Heim
 - Schoolhouse (as needed) - Billingsley
 - Food trucks - Fratarolli
 - Fire - Andrews
 - Photo booth & DJ tent - Klotz
 - Additional support - Starkey
 - 4-6 Student volunteers to pass out giveaway cups to kids - Rennpage, Fratarolli; Park supervisor will secure

- Signage - Park supervisor will secure
- Layout - same as last year
- Suggested for future conversation that city may purchase tents & anchors to save annual expense for WinterFest
- Snow Creation Contest
 - Avenue in the Woods asked if businesses would be interested in supplying prizes
 - Flyer still needed

NEW BUSINESS:

- FY 24-25 Budget Discussion
 - **Proposed Total: \$17,500**
 - Fishing Derby: \$2000 - based on '23 expenses of ~\$1,500
 - Bike Ride(s): \$1000 - based on '23 expenses ~\$500 for a single bike ride
 - WinterFest: \$12,300
 - Snow Creation: \$200
 - (Potential) SpringFest: \$2000

Event	Time of Year	Location	Budgeted Cost
Fishing Derby	Early August	Lakefront Park	\$2000
Fall Bike Ride	Sept	Near one of the neighborhood parks	\$500
WinterFest	Late January	Ghesquire Park	\$12,300
Snow Creation Contest	Dec - Feb	Citywide - Residents participate from home!	\$200
SpringFest	April	(Tentative) Chene Trombley Park	\$2000
Spring Bike Ride	May-June	Near one of the neighborhood parks	\$500

Motion to request a FY 24-25 budget of \$17,500 to fund variety of recreation events for city residents in the city neighborhoods and parks.

Approval of motion

Yes: Billingsley; Klotz; Starkey; York; Andrews; Heim; Fratarolli; Janutol; Rennpage

No: None

Absent:

- Spring event
 - Possible small-scale spring festival in Chene-Trombley Park
 - Can invite a few business, resupply the rock garden
 - tentatively May 4th

PUBLIC COMMENT:

- Mary Rogers from Avenue in the Woods explains that she is here to brainstorm ways to work with Recreation Commission to improve business community involvement in the city, especially after regular business hours
 - Discussed Avenue in the Woods having a table at WinterFest to distribute materials

ADJOURNMENT:

Motion was made to adjourn the meeting by Dave Andrews and seconded by Barb Janutol.

Approval of motion

Yes: Billingsley; Klotz; Starkey; York; Andrews; Heim;
Fratarolli; Janutol; Rennpage

No: None

Absent:

Meeting Adjourned at 8:50pm.

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

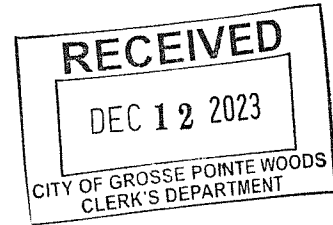
Commission Approved February 7, 2024

Minutes of the Grosse Pointe Woods Tree Commission Meeting December 6, 2023.

The meeting was called to order by Chairman P. Lechner at 7:30 p.m.

The following members were present:

Dave Andrews
Maria Galbo
Laura Gaskin
Gary Lechner
Paul Lechner
Tim Madigan
Mary Ellen Meyering
Randy Rennpage



The following members were excused:

The following members were absent:
Tim Butler

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

Motion by Rennpage, seconded by Madigan to approve the agenda for the meeting December 6, 2023 passed by the following vote:

Yes: 8 No: 0 Absent: 0

Motion by Galbo, seconded by Madigan to approve the minutes for the meeting November 1, 2023 with the correction that the motion to request a budget increase for the year 2024 was seconded by G. Lechner, not P. Lechner as originally submitted, passed by the following vote:

Yes: 8 No: 0 Absent: 0

Treasurer's Report:

Randy Rennpage reported that our balance is -\$56.06. The Memorial Tree fund balance is almost \$25,000. Rennpage has been advised by the GPW Finance Department that the balance of almost \$25,000 is a reserve for the replacement of Memorial Trees as needed.

Motion by Madigan, seconded by Andrews to accept the report passed by the following vote:

Yes: 8 No: 0 Absent: 0

Old Business:

The Fall planting program has been delayed until March. The Swamp oaks in the Ghesquire park “nursery” will be placed throughout Ghesquire park.

Catherine Colborn is interested in a position on the Commission. We look forward to meeting with her. P Lechner will forward two biographical sketches to the membership and invite the candidates to the February meeting.

Margaret Potter, who visited our meeting recently, had her tree removed as requested.

There is no news yet on The Urban and Community Forestry Program grant request.

New Business:

After some discussion, a motion was made by Madigan to use the same theme for the Arbor Day Poster Contest. It was seconded by Andrews and passed by the following vote:

Yes: 8 No: 0 Absent: 0

Rennpage moved that we establish a sub-committee to evaluate theme ideas for future years. It was seconded by Galbo and passed by the following vote:

Yes: 8 No: 0 Absent: 0

Andrews will invite DPW representatives to our next meeting to discuss increasing the fee for Memorial trees as well as other issues that involve the department.

The Tree City USA application for 2024 has been submitted.

Motion by Gaskin, seconded by Galbo to suspend the January meeting passed by the following vote:

Yes: 8 No: 0 Absent: 0

Our next meeting will be held February 7, 2024.

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

Motion to adjourn at 8:49 p.m. moved by Madigan, and seconded by Andrews, was unanimous.

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



CITY OF GROSSE POINTE WOODS MEMORANDUM

Date: February 7, 2024

To: Mayor Bryant and City Council

From: Shawn Murphy, Treasurer/Comptroller
Frank Schulte, City Administrator

Re: Budget Amendment-Worker's Compensation Fund

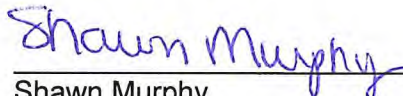
The Worker's Compensation Fund is currently over budget for fiscal year 2023-2024 due to an increase in employee worker's compensation claims.

We respectfully request a budget amendment transferring \$106,000 from General Fund to the Worker's Compensation Fund. See below for account detail.

Account Number	Account Name	Increase/Decrease
101-000-692.100	Transfer from Prior Year Reserves	106,000.00
101-531-721.000	Worker's Compensation	47,500.00
101-345-721.000	Worker's Compensation	58,500.00
677-931.699.100	Transfer from General Fund	106,000.00
677-210-702.000	Salaries and Wages	41,000.00
677-210-835.000	Medical Expenditures	65,000.00

If you have any questions, please feel free to call me.

Thank you.


Shawn Murphy
Treasurer/Comptroller


Frank Schulte
City Administrator

RECEIVED

FEB 07 2024

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

MEMO 24-12

TO: Frank Schulte, City Administrator
FROM: James Kowalski, Director of Public Services *J.K.*
DATE: February 23, 2024
SUBJECT: Purchase – Cat 420 XE Backhoe Loader

The Department of Public Works currently uses a 2018 JCB Backhoe Loader for repair of all water main breaks and sewer repairs. This piece of equipment needs to be ready in a moment's notice, usually in the middle of the night, for unpredictable water main repairs. Last year the City had 21 water main breaks and six significant sewer repairs. Although the current machine is only six years old, it is no longer dependable and has undergone \$18,000.00 in repairs in this past fiscal year alone, and \$40,000.00 in the last four fiscal years. The major component failures (electrical shorts and internal computer shut downs) has rendered this machine unreliable for critical repairs. The purchase of the new Cat 420 XE Backhoe Loader and its attachments will help to avoid any down time, additional costs of renting a machine, or outsourcing a repair.

Michigan CAT has provided a quote to purchase one new Cat 420 XE Backhoe Loader through the MIDEAL program for \$184,689.48. The MIDEAL program is a cooperative purchasing program for state and government agencies and the City can take advantage of the government pricing offered. I do not believe any benefit will accrue to the City by seeking further competitive bids.

Therefore, I recommend that we purchase one Cat 420 XE Backhoe Loader from Michigan CAT, 24800 Novi Rd., Novi, MI 48375 in the amount of \$184,689.48.

This is not a budgeted item in the Fiscal Year 2023/2024 budget and would require a budget amendment and transfers from the water/sewer fund balance account no. 592-000-692.000 into the Capital Equipment – Public Works account no. 661-901-977.594 in the amount of \$184,689.48.

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

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



Frank Schulte, City Administrator

2-23-24

Date

Fund Certification:

Account numbers and amounts have been verified as presented.



Steven Schmidt, Acting Treasurer/Comptroller

2-23-24

Date

RECEIVED

FEB 23 2024

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT



February 1, 2024

CITY OF GROSSE POINTE WOODS
 20025 MACK PLZ
 Grosse Pointe Woods, Michigan 48236

Dear ,

Thank you for this opportunity to quote a solution from Michigan CAT for your business needs. We are pleased to submit the following for your purchase consideration.

One (1) New CATERPILLAR Model: 420XE AMPRI Backhoe Loader with the following factory and dealer options included below:

STOCK NUMBER: 88343X **SERIAL NUMBER:** H9X03309 **YEAR:** 2024 **SMU:** 4

MACHINE

BUCKET, HOE, (NONE)	175-7877	
BELT, SEAT, 2" SUSPENSION	206-1747	
SERIALIZED TECHNICAL MEDIA KIT	421-8926	
SHIPPING/STORAGE PROTECTION	461-6839	
RUST PREVENTATIVE APPLICATOR	462-1033	
TIRES, 340 80-18/500 70-24, MX	533-0488	
ENGINE, 74.5KW, C3.6 DITA, T4F	541-9540	
INSTRUCTIONS, ANSI	559-0872	
420 XE 07A BACKHOE LOADER CFG1	563-5593	
FENDERS, FRONT 4WD	563-6098	
TRIM PACKAGE 3	621-4249	
STABILIZER PADS, FLIP-OVER	9R-6007	
420 LANE 2 ZCON	626-9389	
COUPLER, PIN LOCK, BL F	5441901	
THUMB, HYDRAULIC, NO TINE, BHL	2825409	
BUCKET-MP, 1.4 YD3, IT	2168840	
BUCKET-HD, 24", 7.3 FT3, PL	2471950	
BEACON, MAGNETIC MOUNT, STROBE	4330154	
HAMMER, H65S	5612552	
LINES, H65, BHL-F	3134791	
BRACKET, BHL 45-50MM, LG	5679320	
SELL PRICE		\$170,148.30
EXT WARRANTY		Included
TOTAL NET PURCHASE PRICE		\$170,148.30

WARRANTY

Standard Warranty:

Michigan CAT 12 Month, Unlimited Hour Standard Full Machine
 Warranty Service Agreement with 6 Months Mileage



February 1, 2024

CITY OF GROSSE POINTE WOODS
 20025 MACK PLZ
 Grosse Pointe Woods, Michigan 48236

Dear ,

Thank you for this opportunity to quote a solution from Michigan CAT for your business needs. We are pleased to submit the following for your purchase consideration.

One (1) New CATERPILLAR Model: Manual Used - Other with the following factory and dealer options included below:

STOCK NUMBER: **SERIAL NUMBER:** **YEAR:** **SMU:**

MACHINE

Tink Inc C520 1.2CYD Claw

SELL PRICE **\$14,541.18**

TOTAL NET PURCHASE PRICE **\$14,541.18**

WARRANTY

Standard Warranty:

AS-IS, WHERE-IS

F.O.B/TERMS: Corporate

We believe the equipment as quoted will exceed your expectations. On behalf of Michigan CAT, thank you for the opportunity to supply Caterpillar machinery. This quotation is subject to machine availability and valid for 30 days, after which time we reserve the right to update the quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Nathan May

Account Representative

nathan.may@michigancat.com

248-416-4737



Cat® 420 XE

BACKHOE LOADER

The Cat® 420 XE Backhoe Loaders delivers exceptional performance, increased fuel efficiency, superior hydraulic system, versatility and an updated operator station. The 420 XE feature the following:

- **Ergonomic Operator Station** – Adjustable Seat Mounted Controls improve ergonomics by increasing operator comfort and legroom. Operators have Loader and Backhoe Controls in the palm of their hands, whether they are facing the Loader, the Backhoe, or sitting off set for better visibility. The new Spring Applied Hydraulically Released (SAHR) Parking Brake is controlled by simply pressing a button.
- **Load Sensing Hydraulics** – The Cat Backhoe Loader's load sensing piston pump provides full hydraulic lifting and digging forces at any engine speed. Variable flow pump matches hydraulic power to work demands.
- **Machine Performance** – The Cat C3.6 engine delivers solid performance and meets U.S. EPA Tier 4 Final/EU Stage V emission standards by utilizing Selective Catalytic Reduction technology with a Diesel Oxidation Catalyst. The system allows the operator to disconnect the machine, even while the diesel exhaust fluid is being purged from the system.
- **Machine Versatility** – The all new Integrated Tool Carrier (IT Coupler) for Single Tilt Loader Arm configurations are available from the factory or for simple field installation. The Cat Backhoe Loader with Integrated Tool Carrier (IT Coupler) will be the most versatile machine on the job site providing quick connection to a variety of Cat Attachments.
- **Cat Attachments** – A large portfolio of Backhoe Loader Attachments, including but not limited to, Quick Couplers, Thumbs, assorted Buckets, and Brooms are available from the factory or for field installation. Cat Backhoe Loaders will be "Dirt Ready" upon delivery.
- **Powershift Transmission** – A Four Speed Powershift Transmission is standard to make shifting gears smooth and as simple as twisting the Powershuttle Lever.
- **Lift Performance** – The redesigned boom cylinder increases lift performance by 15%.

Specifications

Engine

Engine	C3.6 74.5 kW (100 hp) Electronic Turbo Intercooled	
Ratings at 2,200 rpm		
Gross Power SAE J1995	76 kW	102 hp
Gross Power ISO 14396	74 kW	100 hp
Net Power Rating at 2,200 rpm		
SAE J1349	68 kW	92 hp
ISO 9249	68 kW	91 hp
Net Peak Power Rating@ 1,800 rpm		
SAE J1349	79 kW	105 hp
ISO 9249	78 kW	105 hp
Dimensions		
Bore	98 mm	3.86 in
Stroke	120 mm	4.72 in
Displacement	3.6 L	220 in³
Torque Rise (net) at 1,400 rpm	47%	
SAE J1349 Net	436 N·m	322 lb·ft
Power Rating Conditions		
No de-rating required up to	3048 m	10,000 ft

- Engine meets Tier 4 Final/Stage V emission standards.

Weights*

Operating Weight (estimated)	7834 kg	17,271 lb
Operating Weight (maximum) (ROPS capacity)	11 000 kg	24,251 lb
Operating Weight (minimum)	7384 kg	16,279 lb
Cab, ROPS/FOPS	145 kg	320 lb
Power-Shift Transmission	STD	STD
Ride Control	15 kg	33 lb
Air Conditioning	45 kg	99 lb
All-Wheel Drive	STD	STD
MP bucket (0.96 m³/1.25 yd³)		
with fold-over forks	915 kg	2,017 lb
without fold-over forks	745 kg	1,642 lb
Loader QC	245 kg	540 lb
Extendible Stick (excludes ft. counterweight)	270 kg	595 lb
Counterweights, base	115 kg	256 lb
Stackable, one	240 kg	529 lb
Maximum	460 kg	1,014 lb

*Machine configuration: standard stick hoe, OROPS canopy, AWD power shift transmission, 0.96 m³ (1.25 yd³) GP (General Purpose) loader bucket, 610 mm (24 in) standard duty hoe bucket, front 340/80-18 and rear 500/70-24 tires, 240 kg (530 lb) counterweight, 80 kg (176 lb) operator, full fuel tank.



420 XE Backhoe Loader

Transmission*

Power Shift Transmission – Standard

Forward – 1st	5.9 km/h	3.7 mph
2nd	9.4 km/h	5.8 mph
3rd	20 km/h	12 mph
4th	41 km/h	25 mph
Reverse – 1st	5.9 km/h	3.7 mph
2nd	12.4 km/h	7.7 mph
3rd	27 km/h	17 mph

	Power-Shift Transmission – Optional		Power-Shift Transmission with LTC – Optional	
Forward – 1st	5.9 km/h	3.7 mph	5.9 km/h	3.7 mph
2nd	9.4 km/h	5.8 mph	9.4 km/h	5.8 mph
3rd	12 km/h	8 mph	12 km/h	8 mph
4th	20 km/h	12 mph	20 km/h	12 mph
5th	27 km/h	17 mph	27 km/h	17 mph
5th LTC	—	—	29 km/h	18 mph
6th	41 km/h	25 mph	41 km/h	25 mph
6th LTC**	—	—	40 km/h	25 mph
Reverse – 1st	5.9 km/h	3.7 mph	5.9 km/h	3.7 mph
2nd	12 km/h	7.7 mph	12 km/h	7.7 mph
3rd	27 km/h	17 mph	27 km/h	17 mph

*Travel speeds of two wheel drive backhoe loader at full throttle, when equipped with 500/70-24 rear tires.

**Limited by engine speed to 40 km/h (25 mph).

Axle Ratings

Front Axle, AWD

Static	23 500 kg	51,808 lb
Dynamic	9000 kg	19,841 lb

Rear Axle

Static	26 500 kg	58,422 lb
Dynamic	10 000 kg	22,046 lb

Hydraulic System

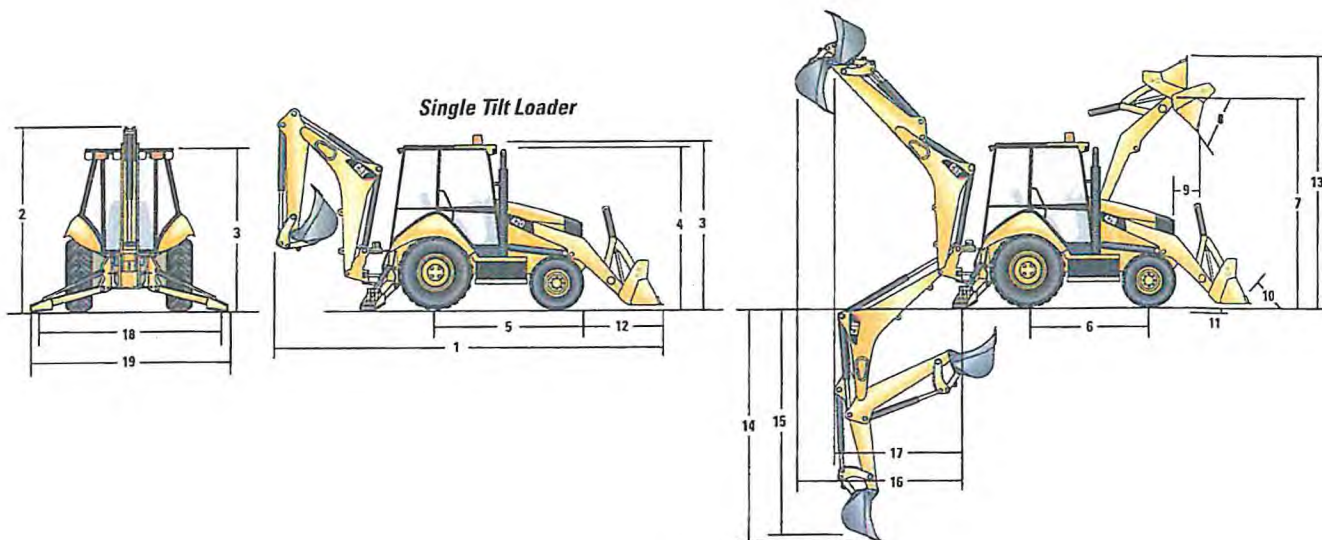
Type	Closed Center	
Pump Type	Variable-flow, Axial Piston	
Pump Capacity @ 2,200 rpm	187 L/min	49.4 gal/min
System Pressure		
Backhoe	25 000 kPa	3,626 psi
Loader	25 000 kPa	3,626 psi

Steering

Type	Front Wheel Steering	
Power Steering	Hydrostatic	
One Double-Acting Cylinder		
Bore	65 mm	2.6 in
Stroke	106 mm	4.2 in
Rod Diameter	40 mm	1.6 in
Axle Oscillation	11°	
Turning Circle – (inner wheel not braked)		
Outside front wheels	8.205 m	26'11"
Outside widest loader bucket	10.745 m	35'3"

Service Refill Capacities

Cooling System with Air Conditioning	18.0 L	4.8 gal
Fuel Tank	160.0 L	42.3 gal
Engine Oil with Filter	9.0 L	2.4 gal
Diesel Exhaust Fluid (DEF)	19.0 L	5.0 gal
Transmission – Power shuttle		
AWD	18.0 L	4.8 gal
Transmission – Power Shift		
AWD	19.0 L	5.0 gal
Rear Axle	16.0 L	4.2 gal
Planetaries	1.7 L	0.4 gal
Front Axle (AWD)	11.0 L	2.9 gal
Planetaries	0.7 L	0.2 gal
Hydraulic System	95.0 L	25.1 gal
Hydraulic Tank	42.0 L	11.1 gal



420 XE Backhoe Loader

Dimensions

Machine configuration: standard stick hoe, OROPS canopy, AWD power shift transmission, 0.96 m³ (1.25 yd³) GP loader bucket, 610 mm (24 in) standard duty hoe bucket, 340/80-18 and rear 500/70-24 tires, 240 kg (530 lb) counterweight, 80 kg (176 lb) operator, full fuel tank.

Loader Bucket Dimensions and Performance

	Single Tilt Loader with Pin-On Buckets											
	0.96 m ³ (1.25 yd ³) GP		1.0 m ³ (1.31 yd ³) GP		1.07 m ³ (1.40 yd ³) GP		1.15 m ³ (1.50 yd ³) GP		1.0 m ³ (1.31 yd ³) MP		1.07 m ³ (1.40 yd ³) MP	
Capacity (SAE rated) – m ³ (yd ³)	0.96	(1.26)	1.00	(1.31)	1.07	(1.40)	1.15	(1.50)	1.00	(1.31)	1.07	(1.40)
Overall Bucket Width – mm (in)	2262	(89)	2406	(95)	2262	(89)	2406	(95)	2279	(90)	2425	(95)
Lift Capacity at Maximum Height – kg (lb)	3280	(7,230)	3286	(7,245)	3213	(7,084)	3192	(7,038)	3059	(6,745)	3047	(6,717)
Lift Breakout Force – N (lbf)	50 179	(11,280)	50 941	(11,452)	49 644	(11,160)	49 467	(11,120)	49 114	(11,041)	49 017	(11,019)
Tilt Breakout Force – N (lbf)	49 891	(11,216)	53 037	(11,923)	50 945	(11,452)	50 834	(11,428)	56 242	(12,643)	56 166	(12,626)
Tipping Load at Breakout Point – kg (lb)	6663	(14,689)	6821	(15,038)	6562	(14,467)	6545	(14,430)	6699	(14,769)	6690	(14,748)
7 Maximum Hinge Pin Height – mm (ft/in)	3488	(11'5")	3488	(11'5")	3488	(11'5")	3488	(11'5")	3488	(11'5")	3488	(11'5")
8 Dump Angle at Full Height – degrees	44°		44°		44°		44°		44°		44°	
Dump Height at Maximum Angle – mm (ft/in)	2758	(9'1")	2790	(9'2")	2736	(9'0")	2736	(9'0")	2803	(9'2")	2803	(9'2")
9 Dump Reach at Maximum Angle – mm (ft/in)	807	(2'8")	774	(2'6")	773	(2'6")	773	(2'6")	722	(2'4")	722	(2'4")
10 Maximum Bucket Rollback at Ground Level – degrees	36°		36°		37°		37°		37°		37°	
11 Digging Depth – mm (ft/in)	70	(0'3")	70	(0'3")	110	(0'4")	110	(0'4")	97	(0'4")	97	(0'4")
Maximum Grading Angle – degrees	113°		114°		114°		114°		116°		116°	
Width of Dozer Cutting Edge – mm (ft/in)	N/A		N/A		N/A		N/A		2262	(7'5")	2406	(7'11")
12 Grill to Bucket Cutting Edge, Carry Position – mm (ft/in)	1480	(4'10")	1447	(4'9")	1518	(5'0")	1517	(5'0")	1447	(4'9")	1447	(4'9")
13 Maximum Operating Height – mm (ft/in)	4356	(14'3")	4354	(14'3")	4366	(14'4")	4397	(14'5")	4378	(14'4")	4407	(14'6")
Jaw Opening Maximum – mm (ft/in)	N/A		N/A		N/A		N/A		843	(2'9")	843	(2'9")
Bucket Jaw Clamping Force – N (lbf)	N/A		N/A		N/A		N/A		40 160	(9,028)	40 261	(9,051)
Weight (does not include teeth or forks) – kg (lb)	451	(994)	462	(1,019)	473	(1,043)	493	(1,087)	745	(1,642)	774	(1,706)

	Single Tilt Loader with Quick Coupler									
	0.96 m ³ (1.25 yd ³) GP		1.0 m ³ (1.31 yd ³) GP		1.15 m ³ (1.50 yd ³) GP		1.0 m ³ (1.31 yd ³) MP		1.07 m ³ (1.40 yd ³) MP	
Capacity (SAE rated) – m ³ (yd ³)	0.96	(1.26)	1.00	(1.31)	1.15	(1.50)	1.00	(1.31)	1.07	(1.40)
Overall Bucket Width – mm (in)	2262	(89)	2406	(95)	2406	(95)	2279	(90)	2425	(95)
Lift Capacity at Maximum Height – kg (lb)	3361	(7410)	3364	(7416)	3328	(7336)	3245	(7153)	3207	(7069)
Lift Breakout Force – N (lbf)	51 954	(11,679)	52 665	(11,839)	51 662	(11,614)	51 690	(11,620)	51 431	(11,562)
Tilt Breakout Force – N (lbf)	51 516	(11,581)	54 168	(12,177)	51 227	(11,516)	55 471	(12,470)	55 300	(12,431)
Tipping Load at Breakout Point – kg (lb)	5883	(12,971)	6007	(13,243)	5858	(12,915)	5982	(13,187)	5957	(13,132)
7 Maximum Hinge Pin Height – mm (ft/in)	3488	(11'5")	3488	(11'5")	3488	(11'5")	3488	(11'5")	3488	(11'5")
8 Dump Angle at Full Height – degrees	44°		44°		44°		44°		44°	
Dump Height at Maximum Angle – mm (ft/in)	2623	(8'7")	2654	(8'9")	2625	(8'7")	2690	(8'10")	2690	(8'10")
9 Dump Reach at Maximum Angle – mm (ft/in)	887	(2'11")	855	(2'10")	886	(2'11")	832	(2'9")	832	(2'9")
10 Maximum Bucket Rollback at Ground Level – degrees	37°		37°		37°		37°		37°	
11 Digging Depth – mm (ft/in)	111	(0'4")	111	(0'4")	110	(0'4")	101	(0'4")	101	(0'4")
Maximum Grading Angle – degrees	109°		110°		109°		111°		111°	
Width of Dozer Cutting Edge – mm (ft/in)	N/A		N/A		N/A		2262	(7'5")	2406	(7'11")
12 Grill to Bucket Cutting Edge, Carry Position – mm (ft/in)	1607	(5'3")	1573	(5'2")	1605	(5'3")	1535	(5'0")	1535	(5'0")
13 Maximum Operating Height – mm (ft/in)	4439	(14'7")	4406	(14'5")	4484	(14'9")	4476	(14'8")	4531	(14'10")
Jaw Opening Maximum – mm (ft/in)	N/A		N/A		N/A		843	(2'9")	843	(2'9")
Bucket Jaw Clamping Force – N (lbf)	N/A		N/A		N/A		40 185	(9,034)	40 286	(9,056)
Weight (does not include teeth or forks) – kg (lb)	447	(985)	457	(1,008)	481	(1,060)	724	(1,596)	753	(1,660)

420 XE Backhoe Loader

Dimensions

Machine configuration: standard stick hoe, OROPS canopy, AWD power shift transmission, 0.96 m³ (1.25 yd³) GP loader bucket, 610 mm (24 in) standard duty hoe bucket, 340/80-18 and rear 500/70-24 tires, 240 kg (530 lb) counterweight, 80 kg (176 lb) operator, full fuel tank.

Backhoe Dimensions and Performance

	Standard Stick		E-Stick Retracted		E-Stick Extended	
14 Digging Depth, SAE (max.) – mm (ft/in)	4278	(14'0")	4319	(14'2")	5372	(17'7")
15 Digging Depth, 2440 mm (8 ft) Flat Bottom – mm (ft/in)	3900	(12'10")	3944	(12'11")	5074	(16'8")
Digging Depth, 610 mm (2 ft) Flat Bottom – mm (ft/in)	4240	(13'11")	4280	(14'1")	5335	(17'6")
Reach from Rear Axle Centerline at Ground Line – mm (ft/in)	6690	(21'11")	6726	(22'1")	7731	(25'4")
16 Reach from Swing Pivot at Ground Line – mm (ft/in)	5600	(18'4")	5636	(18'6")	6641	(21'9")
Maximum Operating Height – mm (ft/in)	5598	(18'4")	5622	(18'5")	6364	(20'11")
Loading Height – mm (ft/in)	3709	(12'2")	3666	(12'0")	4237	(13'11")
17 Loading Reach – mm (ft/in)	1845	(6'1")	1932	(6'4")	2850	(9'4")
Swing Arc	180°		180°		180°	
Bucket Rotation	205°		204°		204°	
18 Stabilizer Spread, Operating Position (center) – mm (ft/in)	3310	(10'10")	3310	(10'10")	3310	(10'10")
Stabilizer Spread, Operating Position (outside) – mm (ft/in)	3770	(12'4")	3770	(12'4")	3770	(12'4")
Stabilizer Spread, Transport Position – mm (ft/in)	2322	(7'7")	2322	(7'7")	2322	(7'7")
Bucket Dig Force – N (lbf)	64 193	(14,431)	63 292	(14,229)	63 292	(14,229)
Stick Dig Force – N (lbf)	43 529	(9,786)	43 395	(9,756)	31 684	(7,123)

Dimensions with Forks/Material Handling Arm

Fork Tine Length	1070 mm (3'6")		1220 mm (4'0")		1370 mm (4'10")	
Operating Load (SAE J1197) – kg (lb)	2295	(5,060)	2221	(4,897)	2135	(4,708)
SAE Load Center – mm (in)	535	(1'9")	610	(2'0")	685	(2'3")
Operating Load (CEN 474-4) – kg (lb)	2352	(5,186)	2337	(5,151)	2320	(5,115)
CEN Load Center – mm (ft/in)	500	(1'8")	500	(1'8")	500	(1'8")
Overall Length (A) (forks on ground) – mm (ft/in)	7648	(25'1")	7798	(25'7")	7948	(26'1")
Reach at Ground (from grill to heel of fork) – mm (ft/in)	939	(3'1")	939	(3'1")	938	(3'1")
Maximum Reach (from grill to heel of fork) – mm (ft/in)	1524	(5'0")	1524	(5'0")	1524	(5'0")
Fork Height at Maximum Reach – mm (ft/in)	1619	(5'4")	1619	(5'4")	1619	(5'4")
Reach at Maximum Height (from grill to heel of fork) – mm (ft/in)	749	(2'5")	749	(2'5")	749	(2'5")
Maximum Fork Height – mm (ft/in)	3418	(11'3")	3418	(11'3")	3418	(11'3")
Maximum Fork Depth (below ground level) – mm (ft/in)	–38	(–1'11")	–38	(–1'10")	–39	(–1'10")

Material Handling Arm Position	Retracted		Mid-Position		Extended	
Operating Load (SAE J1197 and CEN 474-4) – kg (lb)*	1524	(3,360)	1030	(2,271)	758	(1,671)
Overall Length, Maximum – mm (ft/in)	8904	(29'3")	9904	(32'6")	10 902	(35'9")
Reach at Maximum Depth (from machine nose) – mm (ft/in)	544	(1'9")	550	(1'10")	557	(1'10")
Maximum Depth – mm (ft/in)	2618	(8'7")	3618	(11'10")	4616	(15'2")
Maximum Reach (from machine nose) – mm (ft/in)	3221	(10'7")	4221	(13'10")	5219	(17'1")
Height at Maximum Reach – mm (ft/in)	1118	(3'8")	1124	(3'8")	1130	(3'8")
Reach at Maximum Height (from machine nose) – mm (ft/in)	1783	(5'10")	2473	(8'1")	3161	(10'4")
Maximum Height – mm (ft/in)	4445	(14'7")	5169	(16'11")	5891	(19'4")

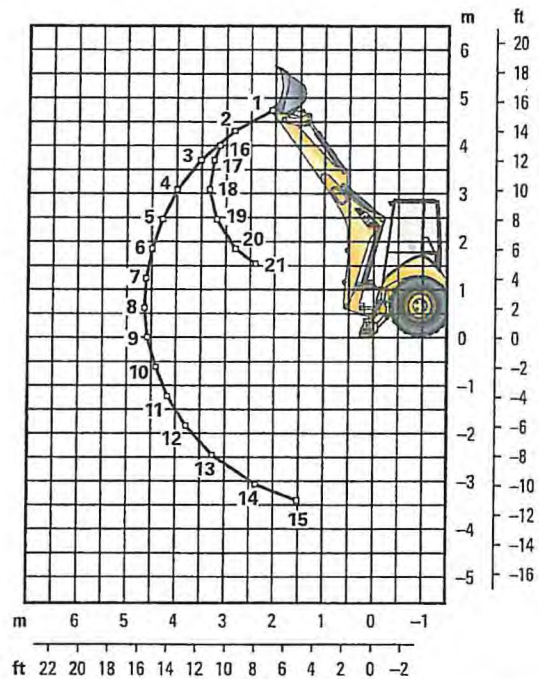
*These numbers are hydraulically limited.

420 XE Backhoe Loader

Backhoe Lift Capacity

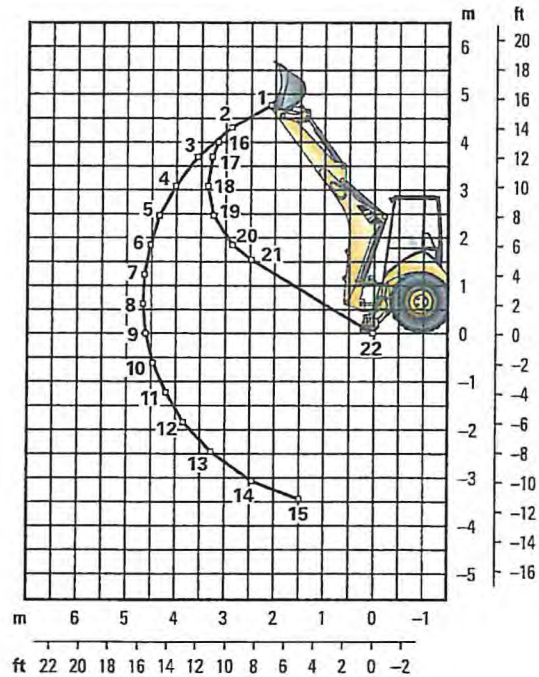
Cat 420 XE Standard Stick

Boom Lifting		kg	lb
	1	1842	4,060
	2	2009	4,429
	3	2008	4,427
	4	1951	4,301
	5	1880	4,145
	6	1808	3,986
	7	1739	3,833
	8	1673	3,689
	9	1613	3,556
	10	1558	3,435
	11	1509	3,327
	12	1468	3,237
	13	1441	3,176
	14	1455	3,208
	15	1590	3,506
Stick Lifting			
	16	2170	4,785
	17	2642	5,823
	18	2933	6,465
	19	3069	6,767
	20	3626	7,994
	21	4441	9,790



Cat 420 XE Extendible Stick – Retracted

Boom Lifting		kg	lb
	1	1658	3,656
	2	1814	3,999
	3	1806	3,982
	4	1748	3,853
	5	1677	3,696
	6	1604	3,536
	7	1534	3,382
	8	1468	3,236
	9	1407	3,101
	10	1350	2,976
	11	1299	2,864
	12	1255	2,766
	13	1221	2,692
	14	1219	2,687
	15	1333	2,938
Stick Lifting			
	16	2019	4,451
	17	2467	5,438
	18	2729	6,016
	19	2854	6,292
	20	3359	7,405
	21	4057	8,944
	22	0	0



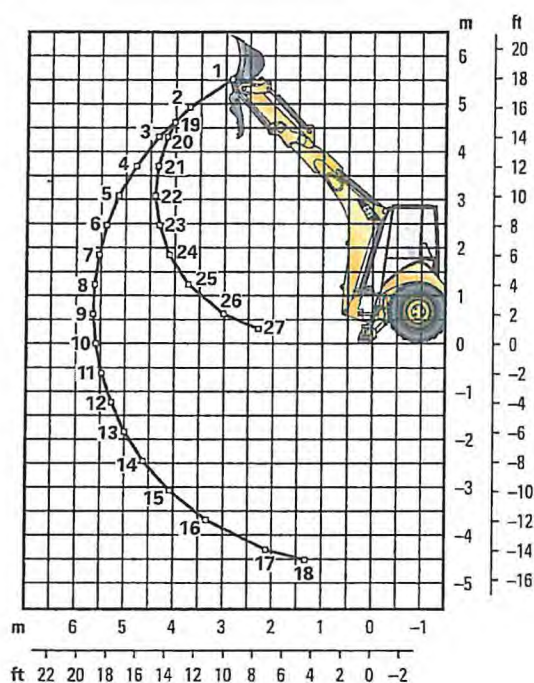
Lift capacities are over-end values calculated according to SAE J31. Values are 87% of the maximum lift force available. Machine equipped with AWD, OROPS, 0.96 m³ (1.25 yd³) general purpose bucket and 240 kg (530 lb) counterweight. Extendible stick includes 460 kg (1,015 lb) counterweight.

420 XE Backhoe Loader

Backhoe Lift Capacity

Cat 420 XE Extendible Stick – Extended

Boom Lifting	kg	lb
1	984	2,169
2	1191	2,625
3	1216	2,681
4	1119	2,467
5	1065	2,347
6	1039	2,290
7	1036	2,283
8	1052	2,320
9	1090	2,403
10	1105	2,436
11	1079	2,379
12	1056	2,328
13	1037	2,287
14	1026	2,261
15	1027	2,263
16	1058	2,332
17	1243	2,740
18	1694	3,734
Stick Lifting		
19	928	2,046
20	1159	2,555
21	1485	3,273
22	1715	3,782
23	1912	4,216
24	2052	4,525
25	2343	5,165
26	3105	6,845
27	4455	9,821



Lift capacities are over-end values calculated according to SAE J31. Values are 87% of the maximum lift force available.
 Machine equipped with AWD, OROPS, 0.96 m³ (1.25 yd³) general purpose bucket and 240 kg (530 lb) counterweight.
 Extendible stick includes 460 kg (1,015 lb) counterweight.



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

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

February 1, 2024

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

RECEIVED

FEB 07 2024

**CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT**

Reference: Vernier Road Water Main Replacement
West City Limit to Mack Avenue
AEW Project No. 0160-0446

Dear Mrs. Murphy:

Enclosed please find Construction Pay Estimate No. 2 for the above referenced project. For work performed through January 28, 2024 we recommend issuing payment for the **Net Earnings this Period (see Page 2)** in the amount of **\$285,849.94** to Fontana Construction, Inc., 6340 Sims Drive, Sterling Heights, MI 48313

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

Sincerely,

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

Ross T. Wilberding, PE
Project Manager

PO 47170
#592-537-977.300

OK - J.L

SM 2/7/24

FS 2-7-24

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



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

2/1/2024 10:34 AM

FieldManager 5.3c

Contract: .0160-0446, Vernier Rd Water Main Replacement

Estimate No.	Estimate Date	Entered By	Estimate Type	Managing Office
2	1/28/2024	Michelle Ankawi	Semi-Monthly	Anderson, Eckstein and Westrick, Inc.
All Contract Work Completed		Construction Started Date	Prime Contractor	
		7/19/2023	Fontana Construction, Inc. 6340 Sims Drive Sterling Heights MI 48313	
Comments				
Current Contract Amount: \$81,551.00				
% Completed: 75%				

Item Usage Summary

Project: Vernier, WCL to Mack

Category: 0000,

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
_ Driveway, Rem	Syd	2047011	0045	0045	00	000	38.080	9.00	\$342.72
_ Fire Hydrant Assembly	Ea	8237050	0205	0205	00	000	3.000	5,100.00	\$15,300.00
_ Gate Well Cover, GPW	Ea	8237050	0210	0210	00	000	3.000	488.00	\$1,464.00
_ Rubbish Pickup	LS	8507051	0250	0250	00	000	1.000	500.00	\$500.00
_ Temporary Water Service	LS	8237051	0245	0245	00	000	1.000	25,000.00	\$25,000.00
_ Water Main Connection, 6 inch	Ea	8237050	0225	0225	00	000	1.000	2,100.00	\$2,100.00
_ Water Main Connection, 8 inch	Ea	8237050	0230	0230	00	000	1.000	2,100.00	\$2,100.00
_ Water Main, HDPE, DR11, 8 inch, Pipe Bur st	Ft	8237001	0200	0200	00	000	1,519.400	95.00	\$144,343.00
Aggregate Base, 9 inch	Syd	3020022	0055	0055	00	000	200.950	25.00	\$5,023.75
Curb and Gutter, Rem	Ft	2040020	0030	0030	00	000	120.100	20.00	\$2,402.00
Driveway, Nonreinf Conc, 6 inch	Syd	8010005	0095	0095	00	000	38.080	50.00	\$1,904.00
Gate Valve, 8 inch	Ea	8230062	0160	0160	00	000	3.000	2,000.00	\$6,000.00
Gate Well, 60 inch dia	Ea	8230360	0190	0190	00	000	3.000	2,900.00	\$8,700.00
Gate Well, Rem	Ea	8230076	0165	0165	00	000	3.000	475.00	\$1,425.00
Hydrant, Rem	Ea	8230091	0170	0170	00	000	3.000	475.00	\$1,425.00
Lane Tie, Epoxy Anchored	Ea	6030030	0075	0075	00	000	54.000	5.00	\$270.00
Pavt Repr, Nonreinf Conc, 9 inch	Syd	6030046	0085	0085	00	000	92.110	75.00	\$6,908.25
Pavt Repr, Rem	Syd	6030080	0090	0090	00	000	92.110	10.00	\$921.10
Sidewalk, Conc, 4 inch	Sft	8030044	0120	0120	00	000	2,907.510	4.50	\$13,083.80
Sidewalk, Rem	Syd	2040055	0035	0035	00	000	323.050	9.00	\$2,907.45
Sodding	Syd	8160055	0145	0145	00	000	855.610	5.00	\$4,278.05
Topsoil Surface, Furn, 3 inch	Syd	8160061	0150	0150	00	000	855.610	4.00	\$3,422.44
Tree, Rem, 19 inch to 36 inch	Ea	2020002	0015	0015	00	000	12.000	1,200.00	\$14,400.00
Tree, Rem, 37 inch or Larger	Ea	2020003	0020	0020	00	000	3.000	2,000.00	\$6,000.00

Contract ID: .0160-0446

Estimate: 2

Page 1 of 3



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

2/1/2024 10:34 AM

FieldManager 5.3c

Item Usage Summary

Project: Vernier, WCL to Mack

Category: 0000,

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
Tree, Rem, 6 inch to 18 inch	Ea	2020004	0025	0025	00	000	3.000	500.00	\$1,500.00
Water Serv	Ea	8230240	0180	0180	00	000	27.000	800.00	\$21,600.00
Water Serv, Long	Ea	8230245	0185	0185	00	000	1.000	1,500.00	\$1,500.00

Subtotal for Category 0000: \$294,820.56Subtotal for Project Vernier: \$294,820.56Total Estimated Item Payment: \$294,820.56

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
Vernier, WCL to Mack	0002	\$294,820.56	\$0.00	\$294,820.56
Voucher Total:				\$294,820.56

Summary

Current Voucher Total:	\$294,820.56	Earnings to date:	\$612,891.85
-Current Retainage:	\$8,970.62	- Retainage to date:	\$40,777.75
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$285,849.94	Net Earnings to date:	\$572,114.10
		- Payments to date:	\$286,264.16
		Net Earnings this period:	\$285,849.94



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

2/1/2024 10:34 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. I also certify the prime contractor is meeting all requirements for minority percentages and the payrolls are current.

DocuSigned by:
Ross T. Wilberding

Ross T. Wilberding, PE, AEW, Inc.

02/01/2024

(Date)



Construction Pay Estimate Amount Balance Report

Estimate: 2

Anderson, Eckstein and Westrick, Inc.

2/1/2024 10:34 AM

FieldManager 5.3c

Contract: .0160-0446, Vernier Rd Water Main Replacement

Project: Vernier, WCL to Mack

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0005	_ Audio Visual Record of the Construction Influence Area	1027051	1.000	LS		1.000	1.000	100%	5,000.00000	\$5,000.00
0010	Mobilization, Max 3%	1500001	1.000	LS		1.000	1.000	100%	55,000.00000	\$55,000.00
0015	Tree, Rem, 19 inch to 36 inch	2020002	10.000	Ea	12.000	13.000	13.000	130%	1,200.00000	\$15,600.00
0020	Tree, Rem, 37 inch or Larger	2020003	2.000	Ea	3.000	3.000	3.000	150%	2,000.00000	\$6,000.00
0025	Tree, Rem, 6 inch to 18 inch	2020004	4.000	Ea	3.000	4.000	4.000	100%	500.00000	\$2,000.00
0030	Curb and Gutter, Rem	2040020	50.000	Ft	120.100	120.100	120.100	240%	20.00000	\$2,402.00
0035	Sidewalk, Rem	2040055	500.000	Syd	323.050	370.720	370.720	74%	9.00000	\$3,336.48
0040	Exploratory Investigation, Vertical	2040080	20.000	Ft		0.000			125.00000	
0045	_ Driveway, Rem	2047011	600.000	Syd	38.080	125.220	125.220	21%	9.00000	\$1,126.98
0050	Ero Con, Inlet Protection, Fabric Drop	2080020	18.000	Ea		0.000			90.00000	
0055	Aggregate Base, 9 inch	3020022	500.000	Syd	200.950	256.500	256.500	51%	25.00000	\$6,412.50
0060	Maintenance Gravel	3060020	400.000	Ton		0.000			20.00000	
0065	_ Sanitary Lead Repair	4027050	5.000	Ea		0.000			1,000.00000	
0070	Underdrain, Subgrade, 6 inch	4040073	250.000	Ft		26.000	26.000	10%	20.00000	\$520.00
0075	Lane Tie, Epoxy Anchored	6030030	200.000	Ea	54.000	208.000	208.000	104%	5.00000	\$1,040.00
0080	Pavt Repr, Nonreinf Conc, 7 inch	6030042	500.000	Syd		0.000			55.00000	
0085	Pavt Repr, Nonreinf Conc, 9 inch	6030046	750.000	Syd	92.110	205.920	205.920	27%	75.00000	\$15,444.00
0090	Pavt Repr, Rem	6030080	1,250.000	Syd	92.110	205.920	205.920	16%	10.00000	\$2,059.20
0095	Driveway, Nonreinf Conc, 6 inch	8010005	500.000	Syd	38.080	106.650	106.650	21%	50.00000	\$5,332.50
0100	Driveway, Nonreinf Conc, 8 inch	8010007	100.000	Syd		18.570	18.570	19%	70.00000	\$1,299.90
0105	Detectable Warning Surface	8030010	20.000	Ft		0.000			40.00000	
0110	Sidewalk Ramp, Conc, 4 inch	8030034	1,000.000	Sft		0.000			5.00000	
0115	Sidewalk Ramp, Conc, 6 inch	8030036	500.000	Sft		0.000			6.00000	
0120	Sidewalk, Conc, 4 inch	8030044	4,000.000	Sft	2,907.510	3,336.510	3,336.510	83%	4.50000	\$15,014.30
0125	Sidewalk, Conc, 6 inch	8030046	400.000	Sft		0.000			4.75000	
0130	Sidewalk, Conc, 8 inch	8030048	120.000	Sft		0.000			7.50000	
0135	_ Traffic Control	8127051	1.000	LS		1.000	1.000	100%	30,000.00000	\$30,000.00
0140	_ Proposed Trees	8157050	20.000	Ea		0.000			500.00000	

Contract: .0160-0446

Estimate: 2

Page 1 of 3



Construction Pay Estimate Amount Balance Report

Estimate: 2

2/1/2024 10:34 AM

Anderson, Eckstein and Westrick, Inc.

FieldManager 5.3c

Project: Vernier, WCL to Mack

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0145	Sodding	8160055	2,500.000	Syd	855.610	855.610	855.610	34%	5.00000	\$4,278.05
0150	Topsoil Surface, Furn, 3 inch	8160061	2,500.000	Syd	855.610	855.610	855.610	34%	4.00000	\$3,422.44
0155	Water, Sodding/Seeding	8160090	135.000	Unit		0.000			75.00000	
0160	Gate Valve, 8 inch	8230062	7.000	Ea	3.000	6.000	6.000	86%	2,000.00000	\$12,000.00
0165	Gate Well, Rem	8230076	5.000	Ea	3.000	5.000	5.000	100%	475.00000	\$2,375.00
0170	Hydrant, Rem	8230091	6.000	Ea	3.000	6.000	6.000	100%	475.00000	\$2,850.00
0175	Water Main, 8 inch, Cut and Plug	8230132	1.000	Ea		0.000			327.00000	
0180	Water Serv	8230240	27.000	Ea	27.000	27.000	27.000	100%	800.00000	\$21,600.00
0185	Water Serv, Long	8230245	1.000	Ea	1.000	1.000	1.000	100%	1,500.00000	\$1,500.00
0190	Gate Well, 60 inch dia	8230360	6.000	Ea	3.000	6.000	6.000	100%	2,900.00000	\$17,400.00
0195	_ Irrigation Pipe, Furn and Install	8237001	500.000	Ft		0.000			0.01000	
0200	_ Water Main, HDPE, DR11, 8 inch, Pipe Bur st	8237001	3,150.000	Ft	1,519.400	3,111.900	3,111.900	99%	95.00000	\$295,630.50
0205	_ Fire Hydrant Assembly	8237050	6.000	Ea	3.000	6.000	6.000	100%	5,100.00000	\$30,600.00
0210	_ Gate Well Cover, GPW	8237050	6.000	Ea	3.000	6.000	6.000	100%	488.00000	\$2,928.00
0215	_ Sprinkler Head	8237050	50.000	Ea		0.000			0.01000	
0220	_ Sprinkler Head, Adj	8237050	50.000	Ea		0.000			0.01000	
0225	_ Water Main Connection, 6 inch	8237050	2.000	Ea	1.000	1.000	1.000	50%	2,100.00000	\$2,100.00
0230	_ Water Main Connection, 8 inch	8237050	3.000	Ea	1.000	3.000	3.000	100%	2,100.00000	\$6,300.00
0235	_ Water Serv, Modified	8237050	29.000	Ea		29.000	29.000	100%	580.00000	\$16,820.00
0240	_ Water Serv, Special	8237050	5.000	Ea		0.000			2,980.00000	
0245	_ Temporary Water Service	8237051	1.000	LS	1.000	1.000	1.000	100%	25,000.00000	\$25,000.00
0250	_ Rubbish Pickup	8507051	1.000	LS	1.000	1.000	1.000	100%	500.00000	\$500.00
0255	_ Curb Stop ('23/'24 pricing)	8237050	0.000	Ea		0.000	1.000		400.00000	
0260	_ Water Serv ('23/'24 Pricing)	8237050	0.000	Ea		0.000			0.00000	
0265	_ Water Serv, Long ('23/'24 Pricing)	8237050	0.000	Ea		0.000			0.00000	

Contract: .0160-0446

Estimate: 2

Page 2 of 3



Construction Pay Estimate Amount Balance Report

Estimate: 2

Anderson, Eckstein and Westrick, Inc.

2/1/2024 10:34 AM
FieldManager 5.3c

Project: Vernier, WCL to Mack

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0270	_ Water Serv, Special ('23/'24 Pricing)	8237050		0.000 Ea		0.000	1.000		0.00000	

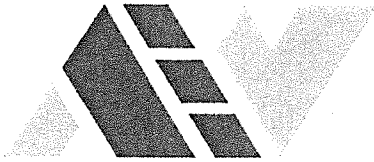
Subtotal for Category 0000: 612891.85

Subtotal for Project Vernier: 612891.85

Percentage of Contract Completed(curr): 75%
(total earned to date / total of all authorized work)

Total Amount Earned This Estimate: \$294,820.56

Total Amount Earned To Date: \$612,891.85



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

February 6, 2024

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

PO 47947
#592-537-976.002
dc - J.K.
sm 2/7/24
FS 2-7-24

Reference: 2023 Sewer Rehabilitation by Full Length C.I.P.P. Lining
City of Grosse Pointe Woods
AEW Project No. 0160-0468

Dear Mrs. Murphy:

Enclosed please find Construction Pay Estimate No. 2 for the above referenced project. For work performed through February 4, 2024 we recommend issuing payment for the **Net Earnings this Period (see Page 2)** in the amount of **\$57,344.58** to Insituform Technologies USA, LLC, PO Box 74008440 Chicago, IL 60674-8440

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

RECEIVED

FEB 07 2024

**CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT**

cc: Frank Schulte, City Administrator
Jim Kowalski, Director of Public Services
Jeanne Duffy, Grosse Pointe Woods
Susan Como, Assistant City Administrator
Ursula Youngblood, Insituform Technologies USA, LLC
Matt Brinkoetter, Insituform Technologies USA, LLC



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

2/6/2024 10:21 AM

FieldManager 5.3c

Contract: .0160-0468, 2023 Sewer Rehabilitation by Full Length CIPP Lining

Estimate No. 2	Estimate Date 2/4/2024	Entered By Michelle Ankawi	Estimate Type Semi-Monthly	Managing Office Anderson, Eckstein and Westrick, Inc.
All Contract Work Completed	Construction Started Date 10/2/2023	Prime Contractor Insituform Technologies USA, LLC 580 Goddard Avenue Chesterfield MO 63005		
Comments Current Contract Amount: \$138,692.40 % Completed: 93%				

Item Usage Summary

Project: 0160-0468, 2023 Sewer Rehabilitation by Full Length CIPP Lining
Category: 0000,

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
_ Audio Visual Record of Construction Influence Area	LS	1027051	0005	0005	00	000	1.000	2,800.00	\$2,800.00
_ Lateral, Reinstall	Ea	4027050	0070	0070	00	000	11.000	126.80	\$1,394.80
_ Mineral Deposit, Rem	Ea	4027050	0075	0075	00	000	1.000	60.00	\$60.00
_ Sewer, CIPP, 12 inch, Full Length	Ft	4027001	0015	0015	00	000	19.200	59.70	\$1,146.24
_ Sewer, CIPP, 15 inch, Full Length	Ft	4027001	0020	0020	00	000	2.900	93.90	\$272.31
_ Sewer, CIPP, 18 inch, Full Length	Ft	4027001	0025	0025	00	000	391.000	125.40	\$49,031.40
_ Sewer, Post-Construction, CCTV, 12 inch	Ft	4027001	0030	0030	00	000	19.200	1.10	\$21.12
_ Sewer, Post-Construction, CCTV, 15 inch	Ft	4027001	0035	0035	00	000	2.900	1.10	\$3.19
_ Sewer, Post-Construction, CCTV, 18 inch	Ft	4027001	0040	0040	00	000	391.000	1.10	\$430.10
_ Sewer, Pre-Construction, Clean and CCTV, 12 inch	Ft	4027001	0045	0045	00	000	14.800	8.50	\$125.80
_ Sewer, Pre-Construction, Clean and CCTV, 15 inch	Ft	4027001	0050	0050	00	000	1.000	10.60	\$10.60
_ Sewer, Pre-Construction, Clean and CCTV, 18 inch	Ft	4027001	0055	0055	00	000	8.000	14.30	\$114.40

Subtotal for Category 0000: \$55,409.96
Subtotal for Project 0160-0468: \$55,409.96
Total Estimated Item Payment: \$55,409.96



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

2/6/2024 10:21 AM

FieldManager 5.3c

Time Charges

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

Pre-Voucher Summary

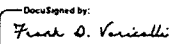
Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
0160-0468, 2023 Sewer Rehabilitation by Full Length CIPP Lining	0002	\$55,409.96	\$0.00	\$55,409.96
Voucher Total:				\$55,409.96

Summary

Current Voucher Total:	\$55,409.96	Earnings to date:	\$129,672.20
-Current Retainage:	(\$1,934.62)	- Retainage to date:	\$5,000.00
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$57,344.58	Net Earnings to date:	\$124,672.20
		- Payments to date:	\$67,327.62
		Net Earnings this period:	\$57,344.58

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

02/06/2024

(Date)



Construction Pay Estimate Amount Balance Report

Estimate: 2

Anderson, Eckstein and Westrick, Inc.

2/6/2024 10:21 AM

FieldManager 5.3c

Contract: .0160-0468, 2023 Sewer Rehabilitation by Full Length CIPP Lining

Project: 0160-0468, 2023 Sewer Rehabilitation by Full Length CIPP Lining

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0005	_ Audio Visual Record of Construction Infl uence Area	1027051	1.000	LS	1.000	1.000	1.000	100%	2,800.00000	\$2,800.00
0010	_ Bonds, Insurance and Initial Set-Up Expe nse (3% Max)	1027051	1.000	LS		1.000	1.000	100%	4,000.00000	\$4,000.00
0015	_ Sewer, CIPP, 12 inch, Full Length	4027001	700.000	Ft	19.200	630.000	630.000	90%	59.70000	\$37,611.00
0020	_ Sewer, CIPP, 15 inch, Full Length	4027001	200.000	Ft	2.900	165.000	165.000	83%	93.90000	\$15,493.50
0025	_ Sewer, CIPP, 18 inch, Full Length	4027001	400.000	Ft	391.000	391.000	391.000	98%	125.40000	\$49,031.40
0030	_ Sewer, Post-Construction, CCTV, 12 inch	4027001	700.000	Ft	19.200	630.000	630.000	90%	1.10000	\$693.00
0035	_ Sewer, Post-Construction, CCTV, 15 inch	4027001	200.000	Ft	2.900	165.000	165.000	83%	1.10000	\$181.50
0040	_ Sewer, Post-Construction, CCTV, 18 inch	4027001	400.000	Ft	391.000	391.000	391.000	98%	1.10000	\$430.10
0045	_ Sewer, Pre-Construction, Clean and CCTV, 12 inch	4027001	700.000	Ft	14.800	630.000	630.000	90%	8.50000	\$5,355.00
0050	_ Sewer, Pre-Construction, Clean and CCTV, 15 inch	4027001	200.000	Ft	1.000	165.000	165.000	83%	10.60000	\$1,749.00
0055	_ Sewer, Pre-Construction, Clean and CCTV, 18 inch	4027001	400.000	Ft	8.000	391.000	391.000	98%	14.30000	\$5,591.30
0060	_ Cutting Service Lead Protrusions	4027050	1.000	Ea		1.000	1.000	100%	60.00000	\$60.00
0065	_ Lateral, Preparation	4027050	5.000	Ea		0.000			60.00000	
0070	_ Lateral, Reinstate	4027050	18.000	Ea	11.000	23.000	23.000	128%	126.80000	\$2,916.40
0075	_ Mineral Deposit, Rem	4027050	5.000	Ea	1.000	21.000	21.000	420%	60.00000	\$1,260.00
0080	_ Traffic Maintenance and Control	8127051	1.000	LS		1.000	1.000	100%	2,500.00000	\$2,500.00
0085	_ Deliverables	8267051	1.000	LS		0.000			500.00000	

Subtotal for Category 0000: 129672.20

Subtotal for Project 0160-0468: 129672.20

Percentage of Contract Completed(curr): 93%
(total earned to date / total of all authorized work)

Total Amount Earned This Estimate: \$55,409.96

Total Amount Earned To Date: \$129,672.20

Contract: .0160-0468

Estimate: 2

Page 1 of 1



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

6700 N. Grandview Road, Shelby Township, MI 48160
588.724.1200 | www.aewinc.com

February 1, 2024

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

RECEIVED

FEB 07 2024

**CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT**

Reference: 2022 Miscellaneous Concrete Pavement Repair Program
City of Grosse Pointe Woods
AEW Project No. 0160-0450

Dear Mrs. Murphy:

Enclosed please find the Final Construction Pay Estimate and closeout Documents for the above referenced project. We recommend issuing final payment for the **Net Earnings this Period (see Page 1)** in the amount of **\$1,000.00** to Mattioli Cement Co. LLC, 6085 McGuire Road, Fenton, MI 48430.

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
Mattioli Cement Co., LLC

P047294

#202-451-974.200 \$300.00

#203-451-974.200 \$200.00

#585-571-977.000 \$200.00

#592-537-975.400 \$300.00

ok-j.k

sm 2/7/24

KS 2-7-24



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

1/11/2024 12:40 PM

FieldManager 5.3c

Contract: .0160-0450, Grosse Pointe Woods-2022 Miscellaneous Concrete Pavement Rep

Estimate No. 5	Estimate Date 12/31/2023	Entered By Michelle Ankawi	Estimate Type Final	Managing Office Anderson, Eckstein and Westrick, Inc.
All Contract Work Completed 6/23/2023	Construction Started Date 9/27/2022	Prime Contractor Mattioli Cement Co. LLC 6085 McGuire Road Fenton MI 48430		
Comments Current Contract Amount: \$505,870.33 % Completed: 100%				

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
0160-0450, Grosse Pointe Woods-2022 Miscellaneous Concrete Pavement Rep	0005	\$0.00	\$0.00	\$0.00
Voucher Total:				\$0.00

Summary

Current Voucher Total:	\$0.00	Earnings to date:	\$505,870.33
-Current Retainage:	(\$1,000.00)	- Retainage to date:	\$0.00
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$1,000.00	Net Earnings to date:	\$505,870.33
		- Payments to date:	\$504,870.33
		Net Earnings this period:	\$1,000.00

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, AEW, Inc.	02/02/2024 (Date)
DocuSigned by: Mattioli Cement Co. LLC	02/01/2024 (Date)



Construction Pay Estimate Amount Balance Report

Estimate: 5

Anderson, Eckstein and Westrick, Inc.

1/11/2024 12:40 PM

FieldManager 5.3c

Contract: .0160-0450, Grosse Pointe Woods-2022 Miscellaneous Concrete Pavement Rep

Project: 0160-0450, Grosse Pointe Woods-2022 Miscellaneous Concrete Pavement Repair Program

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0005	_ Bonds, Insurance and Initial Set-Up Expense (3% Max)	1027051		1.000 LS		1.000	1.000	100%	17,000.00000	\$17,000.00
0010	Dr Structure, Rem	2030011		0.000 Ea		0.000			300.00000	
0015	Sewer, Rem, Less than 24 inch	2030015		0.000 Ft		0.000			100.00000	
0020	Curb and Gutter, Rem	2040020		0.000 Ft		0.000			20.00000	
0025	Sidewalk, Rem	2040055		0.000 Syd		0.000			15.00000	
0030	_ Driveway, Conc, Rem	2047011	109.070	Syd		109.070	109.070	100%	15.00000	\$1,636.05
0035	_ Subgrade Undercutting, Modified	2057021		0.000 Cyd		0.000			42.00000	
0040	Maintenance Gravel, LM	3060021		0.000 Cyd		0.000			23.00000	
0045	_ Sewer, PVC Truss, 10 inch, Tr Det B	4027001		0.000 Ft		0.000			60.00000	
0050	_ Sewer, PVC Truss, 12 inch, Tr Det B	4027001		9.200 Ft		9.200	9.200	100%	70.00000	\$644.00
0055	_ External Structure Wrap, 12 inch	4027050		8.000 Ea		8.000	8.000	100%	610.00000	\$4,880.00
0060	_ External Structure Wrap, 18 inch	4027050		14.000 Ea		14.000	14.000	100%	775.00000	\$10,850.00
0065	Dr Structure Cover, Adj, Case 1, Modified	4030004		28.000 Ea		28.000	28.000	100%	520.00000	\$14,560.00
0070	Dr Structure Cover, Adj, Case 2	4030006		0.000 Ea		0.000			520.00000	
0075	Dr Structure, 24 inch dia	4030200		0.000 Ea		0.000			3,000.00000	
0080	Dr Structure, Adj, Add Depth	4030280		5.000 Ft		5.000	5.000	100%	265.00000	\$1,325.00
0085	Dr Structure, Tap, 4 inch	4030304		10.000 Ea		10.000	10.000	100%	195.00000	\$1,950.00
0090	Dr Structure, Tap, 10 inch	4030310		0.000 Ea		0.000			600.00000	
0095	Dr Structure, Tap, 12 inch	4030312		0.000 Ea		0.000			1,000.00000	
0100	_ Dr Structure Frame and Cover, Manhole	4037050		0.000 Ea		0.000			600.00000	
0105	_ Dr Structure Frame and Cover, Storm Catch Basin	4037050		10.000 Ea		10.000	10.000	100%	675.00000	\$6,750.00
0110	_ Dr Structure Trap, 10 inch	4037050		0.000 Ea		0.000			1,000.00000	
0115	_ Dr Structure Trap, 12 inch	4037050		0.000 Ea		0.000			1,000.00000	
0120	_ Dr Structure, 36 inch dia	4037050		0.000 Ea		0.000			3,300.00000	
0125	_ Underdrain, Subgrade, 4 inch, Modified	4047001		474.000 Ft		474.000	474.000	100%	19.00000	\$9,006.00
0130	Joint, Expansion, E2	6020207		158.500 Ft		158.500	158.500	100%	31.00000	\$4,913.50
0135	Cement	6030005		0.000 Ton		0.000			100.00000	

Contract: .0160-0450

Estimate: 5

Page 1 of 2



Construction Pay Estimate Amount Balance Report

Estimate: 5

Anderson, Eckstein and Westrick, Inc.

1/11/2024 12:40 PM

FieldManager 5.3c

Project: 0160-0450, Grosse Pointe Woods-2022 Miscellaneous Concrete Pavement Repair Program

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0140	Lane Tie, Epoxy Anchored	6030030	1,423.000	Ea		1,423.000	1,423.000	100%	7.00000	\$9,961.00
0145	Pavt Repr, Nonreinf Conc, 8 inch	6030044	4,804.151	Syd		4,804.151	4,804.151	100%	60.00000	\$288,249.06
0150	Pavt Repr, Nonreinf Conc, 9 inch	6030046	30.000	Syd		30.000	30.000	100%	65.00000	\$1,950.00
0155	_ Full Depth Sawcutting through Existing Pavements, Sidewalk, Driveway or Curb	6037001	5,024.500	Ft		5,024.500	5,024.500	100%	6.00000	\$30,147.00
0160	_ Joint, Expansion, Erg, Modified	6037001	48.000	Ft		48.000	48.000	100%	40.00000	\$1,920.00
0165	_ Pavt Repr, Rem, Modified	6037011	4,035.241	Syd		4,035.241	4,035.241	100%	15.00000	\$60,528.62
0170	_ Curb Casting	7177050	0.000	Ea		0.000			1,000.00000	
0175	Driveway, Nonreinf Conc, 6 inch	8010005	139.150	Syd		139.150	139.150	100%	59.00000	\$8,209.85
0180	Curb and Gutter, Conc, Det F4	8020038	0.000	Ft		0.000			40.00000	
0185	Detectable Warning Surface	8030010	11.000	Ft		11.000	11.000	100%	66.00000	\$726.00
0190	Sidewalk, Conc, 4 inch	8030044	606.160	Sft		606.160	606.160	100%	7.50000	\$4,546.20
0195	Sidewalk, Conc, 6 inch	8030046	216.500	Sft		216.500	216.500	100%	7.90000	\$1,710.35
0200	_ Sidewalk Ramp, Conc, 8 inch	8037010	72.500	Sft		72.500	72.500	100%	9.00000	\$652.50
0205	_ Traffic Control and Maintenance	8127051	1.000	LS		1.000	1.000	100%	23,000.00000	\$23,000.00
0210	_ Surface Restoration, Seeding	8167011	188.800	Syd		188.800	188.800	100%	4.00000	\$755.20

Subtotal for Category 0000: 505870.33

Subtotal for Project 0160-0450: 505870.33

Percentage of Contract Completed(curr): 100%
(total earned to date / total of all authorized work)

Total Amount Earned This Estimate: \$0.00

Total Amount Earned To Date: \$505,870.33

Contract: .0160-0450

Estimate: 5

Page 2 of 2



Bond No. 54246600

United Fire & Casualty Company
118 Second Avenue SE PO Box 73909 Cedar Rapids, Iowa 52407-3909

**CONSENT OF SURETY
TO FINAL PAYMENT**

OWNER	<input type="checkbox"/>
ARCHITECT	<input type="checkbox"/>
CONTRACTOR	<input type="checkbox"/>
SURETY	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

TO OWNER:
(Name and address)

ARCHITECT'S PROJECT NO.:

CITY OF GROSSE POINTE WOODS 20025 MACK PLAZA DR GROSSE
POINTE WOODS MI 48236

CONTRACT FOR:

PROJECT:
(Name and address)

CONTRACT DATED:

2022 MISCELLANEOUS CONCRETE AND PAVEMENT REPAIR / AEW PROJECT NO: 0160-0450

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, UNITED
FIRE & CASUALTY COMPANY, 118 Second Avenue SE, PO Box 73909 Cedar Rapids, Iowa 52407-3909, SURETY,

on bond of

(Insert name and address of Contractor)

MATTIOLI CEMENT CO LLC

, CONTRACTOR,

6085 MCGUIRE RD FENTON MI 48430

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the
Surety of any of its obligations to

(Insert name and address of Owner)

CITY OF GROSSE POINTE WOODS 20025 MACK PLAZA DR GROSSE POINTE WOODS MI 48236

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: 01/09/2024
(Insert in writing the month followed by the numeric date and year.)

UNITED FIRE & CASUALTY COMPANY

(Surety)

(Signature of authorized representative)

James N. Slear, Attorney-In-Fact

(Printed name and title)

Attest:

(Seal): Connor McDowell, Surety Bond Specialist



UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA
 UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX
 FINANCIAL PACIFIC INSURANCE COMPANY, LOS ANGELES, CA
CERTIFIED COPY OF POWER OF ATTORNEY
 (original on file at Home Office of Company – See Certification)

Bond No.: 54246600

Obligee:

CITY OF GROSSE POINTE WOODS 20025 MACK
PLAZA DR GROSSE POINTE WOODS, MI 48236

KNOW ALL PERSONS BY THESE PRESENTS. That UNITED FIRE & CASUALTY COMPANY, a corporation duly organized and existing under the laws of the State of Iowa; UNITED FIRE & INDEMNITY COMPANY, a corporation duly organized and existing under the laws of the State of Texas; and FINANCIAL PACIFIC INSURANCE COMPANY, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

JOHN T. FOSTER, JAMES N. SLEAR, SHERRY ALTMAN ALEXANDER, IAN T. FOSTER, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$30,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed. The Authority hereby granted shall expire May 9th, 2024 unless sooner revoked by UNITED FIRE & CASUALTY COMPANY, UNITED FIRE & INDEMNITY COMPANY, and FINANCIAL PACIFIC INSURANCE COMPANY.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted by the Boards of Directors of UNITED FIRE & CASUALTY COMPANY, UNITED FIRE & INDEMNITY COMPANY, and FINANCIAL PACIFIC INSURANCE COMPANY.

"Article VI – Surety Bonds and Undertakings"

Section 2. Appointment of Attorney-in-Fact. "The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal of the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this 9th day of January, 2024



UNITED FIRE & CASUALTY COMPANY
 UNITED FIRE & INDEMNITY COMPANY
 FINANCIAL PACIFIC INSURANCE COMPANY

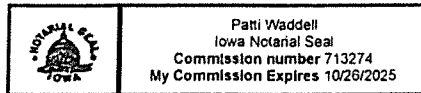
By: *Kyanna M. Saylor*

Vice President

State of Iowa, County of Linn, ss:

On this 9th day of January, 2024 before me personally came Kyanna M. Saylor

to me known, who being by me duly sworn, did depose and say; that she resides in Cedar Rapids, State of Iowa; that she is a Vice President of UNITED FIRE & CASUALTY COMPANY, a Vice President of UNITED FIRE & INDEMNITY COMPANY, and a Vice President of FINANCIAL PACIFIC INSURANCE COMPANY the corporations described in and which executed the above instrument; that she knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that she signed her name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



Patti Waddell

Notary Public

My commission expires: 10/26/2025

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations.

this 9th day of January, 2024



By: *Mary A. Bertsch*

Assistant Secretary,
 UF&C, UF&I & FPIC

BPOA0053 1217

Inquiries: Surety Department 118 Second Ave SE Cedar Rapids, IA 52401

Project Location: Grosse Pointe WoodsProject Description: Concrete Road RepairContractor Name: Mattioli Cement Co. Inc**CONTRACTOR'S AFFIDAVIT OF PAYMENT**

I Alfred Mattioli, Contractor on the above referenced project, certify, after being duly sworn, that except as listed below, all obligations for materials and equipment furnished, all work, labor and services performed and all obligations for all known indebtedness and claims against the undersigned for damages arising in connection with the performance of the above referenced project have been **paid in full or otherwise satisfied.**

I further certify that the waivers of lien or releases, as attached, include **ALL** contractors, sub-contractors, suppliers of materials, suppliers of equipment and all those who performed work, labor and services for the project who have or may have had liens against any property of (Insert owner's name) Mattioli Cement Co. arising out of the performance of the project referenced above.

I further agree to hold harmless and fully indemnify the owner City/township Grosse Pointe Woods and its successors and assigns, for any losses or expenses should any such claim, lien or right to a lien be asserted by any contractor, sub-contractor, supplier of materials, supplier of equipment and all those who performed work, labor and services for the project referenced above.

The following is a list of names of all parties who have furnished material, labor, services or equipment for the above referenced project. You may attach a separate sheet if needed.

<u>Name</u>	<u>Material/Labor Furnished</u>	<u>Price</u>	<u>Amount Paid</u>	<u>Balance Due</u>
<u>SRM Concrete</u>	<u>Concrete</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Mike-Toni Sindy</u>	<u>Joint Seal</u>	<u>0</u>	<u>0</u>	<u>0</u>

STATE OF MICHIGAN }
COUNTY OF Livingston } SS.

The foregoing affidavit was acknowledged before me this 29 day of January, 2020, by Alfred Mattioli the member of Mattioli Cement Co.

[Signature]

(title)

(company name)

STEPHANIE STEVENSON
Notary Public - State of Michigan
County of Livingston
My Commission Expires April 05, 2029
Acting in the County of Livingston

[Signature] Notary Public
Livingston County, Michigan
Acting in the County of Livingston
My commission expires: April 5, 2029

CONTRACTOR'S DECLARATION

I hereby declare that I have not, during the period 4/15/2022 to 10/11/2023, A.D. 2023, performed any work, furnished any material, and sustained any loss, damage or delay for any reason, including soil conditions encountered or created, or otherwise done anything for which I shall ask, demand, sue for, or claim compensation from the city/township Cross Pointe Woods, the Owner, or its agents, in addition to the regular items set forth in the contract numbered AFW 0109-0451, and dated 4/15/2022.

A.D. 2023 for Concrete Road Repair executed between myself and the city/township of Cross Pointe Woods, and in the Change Orders for work issued by the city/township Cross Pointe Woods in writing as provided thereunder, except as I hereby make claim for additional compensation and/or extension of time, as set forth on the itemized statement attached hereto.

There is ☒ (circle one) an itemized statement attached.

The Contractor further certifies that all his indebtedness for labor and material incorporated in the work covered by this estimate has been fully paid and/or satisfactory arrangements with material supplies have been made.

Matthew Carrozza
Contractor

By Matthew Carrozza

Title owner

Date: June 28, 2024

FULL UNCONDITIONAL WAIVER

My/our contract with Metlick Cement Co to provide
(other contracting party)
Joint Sealing for the improvement of the property described as
City of Grand Pointe Woods 2922 1st St
Concrete Pavement Repair Program having been

fully paid and satisfied, by signing this waiver, all my/our construction lien rights
 against such property are hereby waived and released.

If the improvement is provided to property that is a residential structure and if the
 owner or lessee of the property or the owner's or lessee's designee has received
 a notice of furnishing from me or us or if I/we are not required to provide one
 and the owner, lessee, or designee has not received this waiver directly from
 me or one of us, the owner, lessee, or designee may not rely upon it without
 contacting me or one of us, either in writing, by telephone, or personally, to verify
 that it is authentic.

Mich Joint Sealing Dave Ducas
 (Printed Name of Lien Claimant)

[Signature]
 (Signature of Lien Claimant)

Signed on _____

Address 25305 Grand

#103 Farmington Hills
MI 48306

Telephone 768-776-4121

DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.



FINAL RELEASE OF LIEN

The undersigned lienor, having received the final payment, and expressly subject thereto, waives and releases its lien and right to claim a lien for labor, services, or materials furnished to Mattioli Cement Co to the following property:

Job Address: Grosse Pointe Woods 2022 Pavement
City of Grosse Pointe Woods 2022 Misc concrete pavement repair
Grosse Pointe Woods, MI

Signed sealed and delivered January 12, 2024.

Smyrna Ready Mix Concrete, LLC.

BY: _____
Sarah Donkin – Accounts Receivable

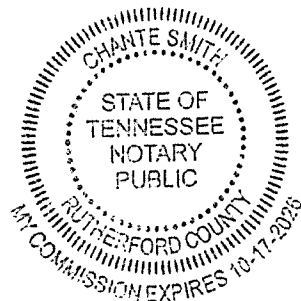
STATE OF TENNESSEE
COUNTY OF RUTHERFORD

Personally, appeared before me a Notary Public in and for said State and County, Sarah Donkin who is personally known to me and has executed the foregoing instrument for and on behalf of SRM Concrete, LLC., and that she as such Accounts Receivable, being authorized to do so, executed the foregoing instrument for the purposes contained therein, by signing the name of the corporation by herself as Accounts Receivable.

Witness my hand and seal this 12th day of January 2024.

Notary Public: _____

My Commission Expires: October 17, 2026





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

February 8, 2024

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

Reference: 2022 Sidewalk Repair Program
City of Grosse Pointe Woods
AEW Project No. 0160-0452

Dear Mrs. Murphy:

Enclosed please find the Final Construction Pay Estimate along with the closeout documents for the above referenced project. We recommend issuing final payment for the **Net Earnings this Period (see Page 1)** in the amount of **\$5,000.00** to JB Contractors, Inc., 2933 Military Street, Detroit, Michigan 48209.

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
Bruce Abbott, JB Contractors, Inc.
Ross T. Wilberding, AEW, Inc.

PO 48194
#202-451-976.100 \$1,000.00
#203-451-976.100 \$2,500.00
#592-537-976.100 \$1,500.00
OK - J.K. FS 2-14-24
SM 2/14/24

RECEIVED

FEB 27 2024

**CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT**



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

1/17/2024 11:37 AM

FieldManager 5.3c

Contract: .0160-0452, 2022 Sidewalk Repair Program District 8

Estimate No. 7	Estimate Date 12/31/2023	Entered By Michelle Ankawi	Estimate Type Final	Managing Office Anderson, Eckstein and Westrick, Inc.
All Contract Work Completed 11/5/2023	Construction Started Date 5/5/2023	Prime Contractor JB Contractors Inc. 2933 Military Street Detroit MI 48209		
Comments Current Contract Amount: \$197,000.00 % Completed: 100%				

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
0160-0452, 2022 Sidewalk Repair Program District 8	0007	\$0.00	\$0.00	\$0.00
Voucher Total:				\$0.00

Summary

Current Voucher Total:	\$0.00	Earnings to date:	\$197,000.00
-Current Retainage:	(\$5,000.00)	- Retainage to date:	\$0.00
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$5,000.00	Net Earnings to date:	\$197,000.00
		- Payments to date:	\$192,000.00
		Net Earnings this period:	\$5,000.00

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.

<small>DocuSigned by:</small> <small>Frank D Varicalli, AEW, Inc.</small>	02/12/2024 (Date)
<small>DocuSigned by:</small> <small>JB Contractors Inc.</small>	02/12/2024 (Date)



Construction Pay Estimate Amount Balance Report

Estimate: 7

Anderson, Eckstein and Westrick, Inc.

1/17/2024 11:37 AM

FieldManager 5.3c

Contract: .0160-0452, 2022 Sidewalk Repair Program District 8

Project: 0160-0452, 2022 Sidewalk Repair Program District 8

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0005	_ Bonds, Insurance and Initial Set-Up Expense (3% Max)	1027051		1.000 LS		1.000	1.000	100%	5,000.00000	\$5,000.00
0010	Sidewalk, Rem	2040055	1,978.430	Syd		1,978.430	1,978.430	100%	20.00000	\$39,568.60
0015	_ Subgrade Undercutting, Modified	2057021	9.560	Cyd		9.560	9.560	100%	40.00000	\$382.40
0020	Maintenance Gravel, LM	3060021	53.000	Cyd		53.000	53.000	100%	35.00000	\$1,855.00
0025	_ External Structure Wrap, 18 inch	4027050	0.000	Ea		0.000			800.00000	
0030	Dr Structure Cover, Adj, Case 1, Modified	4030004	10.000	Ea		10.000	10.000	100%	250.00000	\$2,500.00
0035	Dr Structure Cover, Adj, Case 2	4030006	0.000	Ea		0.000			250.00000	
0040	Dr Structure, Adj, Add Depth	4030280	0.000	Ft		0.000			250.00000	
0045	_ Dr Structure Frame and Cover, Gate Well	4037050	0.000	Ea		0.000			800.00000	
0050	_ Dr Structure Frame and Cover, Manhole	4037050	0.000	Ea		0.000			800.00000	
0055	Sidewalk, Conc, 4 inch	8030044	16,412.000	Sft		16,412.000	16,412.000	100%	6.00000	\$98,472.00
0060	Sidewalk, Conc, 6 inch	8030046	1,394.000	Sft		1,394.000	1,394.000	100%	7.00000	\$9,758.00
0065	Sidewalk, Conc, 8 inch	8030048	0.000	Sft		0.000			8.50000	
0070	_ Sidewalk Ramp, Conc, 4 inch	8037010	0.000	Sft		0.000			10.00000	
0075	_ Traffic Control and Maintenance	8127051	1.000	LS		1.000	1.000	100%	7,000.00000	\$7,000.00
0080	_ Surface Restoration, Seeding	8167011	364.000	Syd		364.000	364.000	100%	1.00000	\$364.00
0085	_ Trimming Tree Roots	8167050	214.000	Ea		214.000	214.000	100%	150.00000	\$32,100.00

Subtotal for Category 0000: 197000.00

Subtotal for Project 0160-0452: 197000.00

Percentage of Contract Completed(curr): 100%
 (total earned to date / total of all authorized work)

Total Amount Earned This Estimate: \$0.00

Total Amount Earned To Date: \$197,000.00

Contract: .0160-0452

Estimate: 7

Page 1 of 1

AIA Document G707™ – 1994

Consent of Surety to Final Payment

BondNo.B 1287543

PROJECT: *(Name and address)*

2023 Sidewalk Repair Program

ARCHITECT'S PROJECT NUMBER:

OWNER ☐

CONTRACT FOR:

2023 Sidewalk Repair Program

ARCHITECT ☐CONTRACTOR ☐TO OWNER: *(Name and address)*

City of Grosse Pointe Woods

20025 Mack Plaza Grosse Pointe Woods, MI 48236

CONTRACT DATED:

June 5th 2023

SURETY ☐OTHER ☐

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Selective Insurance Company of America
 40 Wantage Avenue
 Branchville, New Jersey 07890

, SURETY,

on bond of

(Insert name and address of Contractor)

JB Contractors Inc

2933 Military Detroit, MI 48209

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve
 the Surety of any of its obligations to

(Insert name and address of Owner)

City of Grosse Pointe Woods

20025 Mack Plaza Grosse Pointe Woods, MI 48236

, OWNER,

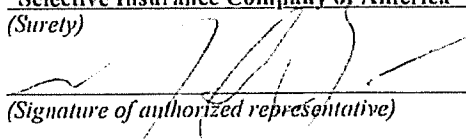
as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date:

February 6th 2024

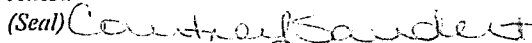
(Insert in writing the month followed by the numeric date and year.)

Selective Insurance Company of America
(Surety)


(Signature of authorized representative)

Michael G. Zervos, Attorney-in-Fact
(Printed name and title)

Attest:

(Seal)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that
 changes will not be obscured.

SELECTIVE
BE UNIQUELY INSURED™

Selective Insurance Company of America
40 Wantage Avenue
Branchville, New Jersey 07890 BondNo.B 1287543
973-948-3000

POWER OF ATTORNEY

SELECTIVE INSURANCE COMPANY OF AMERICA, a New Jersey corporation having its principal office at 40 Wantage Avenue, in Branchville, State of New Jersey ("SICA"), pursuant to Article VII, Section 1 of its By-Laws, which state in pertinent part:

The Chairman of the Board, President, Chief Executive Officer, any Executive Vice President, any Senior Vice President or any Corporate Secretary may, from time to time, appoint attorneys in fact, and agents to act for and on behalf of the Corporation and they may give such appointee such authority, as his/her certificate of authority may prescribe, to sign with the Corporation's name and seal with the Corporation's seal, bonds, recognizances, contracts of indemnity and other writings obligatory in the nature of a bond, recognizance or conditional undertaking, and any of said Officers may, at any time, remove any such appointee and revoke the power and authority given him/her.

does hereby appoint Michael G. Zervos

, its true and lawful attorney(s)-in-fact, full authority to execute on SICA's behalf fidelity and surety bonds or undertakings and other documents of a similar character issued by SICA in the course of its business, and to bind SICA thereby as fully as if such instruments had been duly executed by SICA's regularly elected officers at its principal office, in amounts or penalties not exceeding the sum of: One Hundred Ninety Seven Thousand Dollars (\$197,000.00)

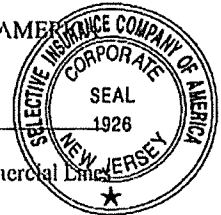
Signed this 6th day of February, 2024

SELECTIVE INSURANCE COMPANY OF AMERICA

By: 

Brian C. Sarisky

Its SVP, Strategic Business Units, Commercial Lines



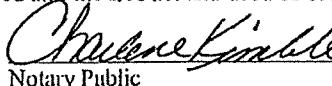
STATE OF NEW JERSEY :

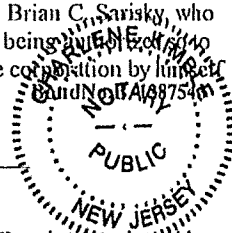
:ss. Branchville

COUNTY OF SUSSEX :

On this 6th day of February, 2024 before me, the undersigned officer, personally appeared Brian C. Sarisky, who acknowledged himself to be the Sr. Vice President of SICA, and that he, as such Sr. Vice President, being duly sworn, did, executed the foregoing instrument for the purposes therein contained, by signing the name of the Corporation by him self as Sr. Vice President and that the same was his free act and deed and the free act and deed of SICA.

Charlene Kimble
NOTARY PUBLIC
STATE OF NEW JERSEY
ID # N/A
MY COMMISSION EXPIRES 6/2/28


Notary Public



The power of attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of SICA at a meeting duly called and held on the 6th of February 1987, to wit:

"RESOLVED, the Board of Directors of Selective Insurance Company of America authorizes and approves the use of a facsimile corporate seal, facsimile signatures of corporate officers and notarial acknowledgements thereof on powers of attorney for the execution of bonds, recognizances, contracts of indemnity and other writing obligatory in the nature of a bond, recognizance or conditional undertaking."

CERTIFICATION

I do hereby certify as SICA's Corporate Secretary that the foregoing extract of SICA's By-Laws and Resolutions in full force and effect and this Power of Attorney issued pursuant to and in accordance with the By-Laws is valid.

Signed this 6th day of February, 2024


Michael H. Lanza, SICA Corporate Secretary



Important Notice: If the bond number embedded within the Notary Seal does not match the number in the upper right-hand corner of this Power of Attorney, contact us at 973-948-3000.

B91 (4-14)

CERTIFIED COPY



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

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

February 19, 2024

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

Reference: Vernier Road Water Main Replacement
West City Limit to Mack Avenue
Pay Estimate 03
AEW Project No. 0160-0446

P047170
#592-537-977.300
OK - JX FS-226-24
SS

Dear Mrs. Murphy:

Enclosed please find Construction Pay Estimate No. 3 for the above referenced project. For work performed through February 16, 2024 we recommend issuing payment for the **Net Earnings this Period (see Page 2)** in the amount of **\$45,157.75** to Fontana Construction, Inc., 6340 Sims Drive, Sterling Heights, MI 48313

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

Sincerely,

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

Ross T. Wilberding, PE
Project Manager

Enclosure: Construction Pay Estimate and Balancing Report

cc: Frank Schulte, City Administrator
Jim Kowalski, Director of Public Services
Jeanne Duffy, Grosse Pointe Woods
Susan Como, Assistant City Administrator
Fontana Construction, Inc.
Paul Antolin, Grosse Pointe Woods

RECEIVED

FEB 27 2024

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

2/16/2024 6:01 AM

FieldManager 5.3c

Contract: .0160-0446, Vernier Rd Water Main Replacement

Estimate No.	Estimate Date	Entered By	Estimate Type	Managing Office
3	2/16/2024	Michelle Ankawi	SM	Anderson, Eckstein and Westrick, Inc.
All Contract Work Completed		Construction Started Date	Prime Contractor	
		7/19/2023	Fontana Construction, Inc. 6340 Sims Drive Sterling Heights MI 48313	
Comments				
Current Contract Amount: \$815,551.00				
% Complete: 76%				

Item Usage Summary

Project: Vernier, WCL to Mack

Category: 0000,

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
_ Curb Stop ('23/'24 pricing)	Ea	8237050	0255	0255	SA	001	1.000	400.00	\$400.00
_ Water Serv, Special ('23/'24 Pricing)	Ea	8237050	0270	0270	SA	001	1.000	4,980.00	\$4,980.00
Subtotal for Category 0000:									\$5,380.00
Subtotal for Project Vernier:									\$5,380.00
Total Estimated Item Payment:									\$5,380.00

Time Charges

Site	Site Description	Site Method	Days Charged	Liq. Damages
00	SITE NUMBERS SHOULD BE CODED 00	Completion Date	19	\$0
Total Liquidated Damages:				\$0

Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
Vernier, WCL to Mack	0003	\$5,380.00	\$0.00	\$5,380.00
Voucher Total:				\$5,380.00



Construction Pay Estimate Report

Anderson, Eckstein and Westrick, Inc.

2/16/2024 6:01 AM

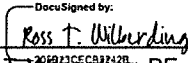
FieldManager 5.3c

Summary

Current Voucher Total:	\$5,380.00	Earnings to date:	\$618,271.85
-Current Retainage:	(\$39,777.75)	- Retainage to date:	\$1,000.00
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$45,157.75	Net Earnings to date:	\$617,271.85
		- Payments to date:	\$572,114.10
		Net Earnings this period:	\$45,157.75

Estimate Certification

I certify the items included on this report constitute my estimate of work completed and due the contractor as of the date of this document. I also certify the prime contractor is meeting all requirements for minority percentages and the payrolls are current.

DocuSigned by:

 Ross T. Wilberding, PE, AEW, Inc.

02/19/2024

(Date)



Construction Pay Estimate Amount Balance Report

Estimate: 3

Anderson, Eckstein and Westrick, Inc.

2/16/2024 6:01 AM

FieldManager 5.3c

Contract: .0160-0446, Vernier Rd Water Main Replacement

Project: Vernier, WCL to Mack

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0005	_ Audio Visual Record of the Construction Influence Area	1027051	1.000	LS		1.000	1.000	100%	5,000.00000	\$5,000.00
0010	Mobilization, Max 3%	1500001	1.000	LS		1.000	1.000	100%	55,000.00000	\$55,000.00
0015	Tree, Rem, 19 inch to 36 inch	2020002	10.000	Ea		13.000	13.000	130%	1,200.00000	\$15,600.00
0020	Tree, Rem, 37 inch or Larger	2020003	2.000	Ea		3.000	3.000	150%	2,000.00000	\$6,000.00
0025	Tree, Rem, 6 inch to 18 inch	2020004	4.000	Ea		4.000	4.000	100%	500.00000	\$2,000.00
0030	Curb and Gutter, Rem	2040020	50.000	Ft		120.100	120.100	240%	20.00000	\$2,402.00
0035	Sidewalk, Rem	2040055	500.000	Syd		370.720	370.720	74%	9.00000	\$3,336.48
0040	Exploratory Investigation, Vertical	2040080	20.000	Ft		0.000			125.00000	
0045	_ Driveway, Rem	2047011	600.000	Syd		125.220	125.220	21%	9.00000	\$1,126.98
0050	Ero Con, Inlet Protection, Fabric Drop	2080020	18.000	Ea		0.000			90.00000	
0055	Aggregate Base, 9 inch	3020022	500.000	Syd		256.500	256.500	51%	25.00000	\$6,412.50
0060	Maintenance Gravel	3060020	400.000	Ton		0.000			20.00000	
0065	_ Sanitary Lead Repair	4027050	5.000	Ea		0.000			1,000.00000	
0070	Underdrain, Subgrade, 6 inch	4040073	250.000	Ft		26.000	26.000	10%	20.00000	\$520.00
0075	Lane Tie, Epoxy Anchored	6030030	200.000	Ea		208.000	208.000	104%	5.00000	\$1,040.00
0080	Pavt Repr, Nonreinf Conc, 7 inch	6030042	500.000	Syd		0.000			55.00000	
0085	Pavt Repr, Nonreinf Conc, 9 inch	6030046	750.000	Syd		205.920	205.920	27%	75.00000	\$15,444.00
0090	Pavt Repr, Rem	6030080	432.000	Syd		205.920	205.920	48%	10.00000	\$2,059.20
0095	Driveway, Nonreinf Conc, 6 inch	8010005	500.000	Syd		106.650	106.650	21%	50.00000	\$5,332.50
0100	Driveway, Nonreinf Conc, 8 inch	8010007	100.000	Syd		18.570	18.570	19%	70.00000	\$1,299.90
0105	Detectable Warning Surface	8030010	20.000	Ft		0.000			40.00000	
0110	Sidewalk Ramp, Conc, 4 inch	8030034	1,000.000	Sft		0.000			5.00000	
0115	Sidewalk Ramp, Conc, 6 inch	8030036	500.000	Sft		0.000			6.00000	
0120	Sidewalk, Conc, 4 inch	8030044	4,000.000	Sft		3,336.510	3,336.510	83%	4.50000	\$15,014.30
0125	Sidewalk, Conc, 6 inch	8030046	400.000	Sft		0.000			4.75000	
0130	Sidewalk, Conc, 8 inch	8030048	120.000	Sft		0.000			7.50000	
0135	_ Traffic Control	8127051	1.000	LS		1.000	1.000	100%	30,000.00000	\$30,000.00
0140	_ Proposed Trees	8157050	20.000	Ea		0.000			500.00000	

Contract: .0160-0446

Estimate: 3

Page 1 of 3



Construction Pay Estimate Amount Balance Report

Estimate: 3

Anderson, Eckstein and Westrick, Inc.

2/16/2024 6:01 AM

FieldManager 5.3c

Project: Vernier, WCL to Mack

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0145	Sodding	8160055	2,500.000	Syd		855.610	855.610	34%	5.00000	\$4,278.05
0150	Topsoil Surface, Furn, 3 inch	8160061	2,500.000	Syd		855.610	855.610	34%	4.00000	\$3,422.44
0155	Water, Sodding/Seeding	8160090	135.000	Unit		0.000			75.00000	
0160	Gate Valve, 8 inch	8230062	7.000	Ea		6.000	6.000	86%	2,000.00000	\$12,000.00
0165	Gate Well, Rem	8230076	5.000	Ea		5.000	5.000	100%	475.00000	\$2,375.00
0170	Hydrant, Rem	8230091	6.000	Ea		6.000	6.000	100%	475.00000	\$2,850.00
0175	Water Main, 8 inch, Cut and Plug	8230132	1.000	Ea		0.000			327.00000	
0180	Water Serv	8230240	27.000	Ea		27.000	27.000	100%	800.00000	\$21,600.00
0185	Water Serv, Long	8230245	1.000	Ea		1.000	1.000	100%	1,500.00000	\$1,500.00
0190	Gate Well, 60 inch dia	8230360	6.000	Ea		6.000	6.000	100%	2,900.00000	\$17,400.00
0195	_ Irrigation Pipe, Furn and Install	8237001	500.000	Ft		0.000			0.01000	
0200	_ Water Main, HDPE, DR11, 8 inch, Pipe Bur st	8237001	3,150.000	Ft		3,111.900	3,111.900	99%	95.00000	\$295,630.50
0205	_ Fire Hydrant Assembly	8237050	6.000	Ea		6.000	6.000	100%	5,100.00000	\$30,600.00
0210	_ Gate Well Cover, GPW	8237050	6.000	Ea		6.000	6.000	100%	488.00000	\$2,928.00
0215	_ Sprinkler Head	8237050	50.000	Ea		0.000			0.01000	
0220	_ Sprinkler Head, Adj	8237050	50.000	Ea		0.000			0.01000	
0225	_ Water Main Connection, 6 inch	8237050	2.000	Ea		1.000	1.000	50%	2,100.00000	\$2,100.00
0230	_ Water Main Connection, 8 inch	8237050	3.000	Ea		3.000	3.000	100%	2,100.00000	\$6,300.00
0235	_ Water Serv, Modified	8237050	29.000	Ea		29.000	29.000	100%	580.00000	\$16,820.00
0240	_ Water Serv, Special	8237050	5.000	Ea		0.000			2,980.00000	
0245	_ Temporary Water Service	8237051	1.000	LS		1.000	1.000	100%	25,000.00000	\$25,000.00
0250	_ Rubbish Pickup	8507051	1.000	LS		1.000	1.000	100%	500.00000	\$500.00
0255	_ Curb Stop ('23/'24 pricing)	8237050	1.000	Ea	1.000	1.000	1.000	100%	400.00000	\$400.00
0260	_ Water Serv ('23/'24 Pricing)	8237050	1.000	Ea		0.000			1,050.00000	
0265	_ Water Serv, Long ('23/'24 Pricing)	8237050	1.000	Ea		0.000			1,750.00000	



Construction Pay Estimate Amount Balance Report

Estimate: 3

Anderson, Eckstein and Westrick, Inc.

2/16/2024 6:01 AM
FieldManager 5.3c

Project: Vernier, WCL to Mack

Category: 0000,

Prop. Line	Item Description	Item Code	Authorized Qty.	Unit	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
0270	_ Water Serv. Special ("23/24 Pricing)	8237050		1.000 Ea	1.000	1.000	1.000	100%	4,980.00000	\$4,980.00

Subtotal for Category 0000: 618271.85

Subtotal for Project Vernier: 618271.85

Percentage of Contract Completed(curr): 76%
(total earned to date / total of all authorized work)

Total Amount Earned This Estimate: \$5,380.00

Total Amount Earned To Date: \$618,271.85

giffels webster

28 W. Adams, Suite 1200
Detroit, MI 48226
(313) 962-4442

CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA
GROSSE POINTE WOODS, MI 48236
FRANK SCHULTE

Invoice number 130511
Date 12/04/2023
Project No. 2034600

Project: CITY OF GROSSE POINTE WOODS MASTER PLAN UPDATE

For professional services through November 25, 2023

Description	Due This Invoice
MASTER PLAN UPDATE	4,625.00
Total	4,625.00

Invoice total 4,625.00

- Master Plan Phase 2 - Payment 4 of 8: \$4,625.00

101371 818000

SM 2/13/24

FS 2-13-24

Hallahan & Associates, P.C.

Attorneys at Law
1750 S. Telegraph Road, Suite 202
Bloomfield Hills, Michigan 48302-0179
(248) 731-3089

Email

February 2, 2024

City of Grosse Pointe Woods
c/o WCA Assessing
Aaron P. Powers, MMAO, Managing Director
38110 Executive
Westland, MI 48185

Please include Invoice No.
with your payment

Invoice No. 21209
\$249.13

Professional services rendered through January 31, 2024

		Hours	Amount
<u>DRSN Real Estate GP LLC - 18-000573</u>			
01/03/24	LMH	Review/analyze Day 8 of trial transcript.	0.90 172.48
	SAO	Received and reviewed final transcripts for hearing dates.	0.20 38.33
01/07/24	SAO	Received and reviewed email from court reporter regarding revised transcript.	0.10 19.16
01/09/24	SAO	Received and reviewed revised day 8 transcript.	0.10 19.16
Subtotal:		1.30	249.13
Subtotal of charges			\$249.13
Professional services rendered		1.30	\$249.13

Timekeeper Summary		Hours	Rate
Name			
Laura M. Hallahan		0.90	191.64
Seth A. O'Loughlin		0.40	191.64

Previous balance	\$38,687.55
Accounts receivable transactions	
1/25/2024 Payment received from City of Grosse Pointe Woods. Check No. 068614.	(\$38,687.55)
Total payments and adjustments	(\$38,687.55)
AMOUNT DUE	<u>\$249.13</u>

RECEIVED

FEB 07 2024

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

10126489.300

SM 2/6/24

FS 2-6-24

KELLER THOMA
A PROFESSIONAL CORPORATION

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

FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: Frank Schulte, City Administrator

February 01, 2024

Client: 000896

Matter: 000000

Invoice #: 125448

Page: 1

RE: GENERAL MATTERS

For Professional Services Rendered through January 31, 2024

DATE	ATTY	DESCRIPTION	HOURS
1/2/2024	GSR	Attention to review of proposed employment agreement.	0.25
1/4/2024	GSR	Correspondence with Ms. Como regarding draft employment agreement.	0.25
1/18/2024	GSR	Correspondence with City Manager Schulte regarding employee matter.	0.25
Total Services			\$131.25

ATTORNEY	HOURS	RATE	AMOUNT
GSR GOURI SASHITAL	0.75	\$175.00	\$131.25

1012466 810,000

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FEB 27 2024

SM 2/12/24
FS 2-12-24

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Total Amount Due

\$131.25

KELLER THOMA
A PROFESSIONAL CORPORATION

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

FEDERAL I.D. 38-1996878

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

Attention: Frank Schulte, City Administrator

February 01, 2024
Client: 000896
Matter: 000000
Invoice #: 125448

REGARDING: GENERAL MATTERS

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

TOTAL **\$131.25**



MCKENNA

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

February 16, 2024

Invoice No: 21849 - 87

Project 21849 Grosse Pointe Woods Building Services

Professional Services from January 1, 2024 to January 31, 2024

Building Department Services - 85% of Revenue

Contract Amount

SS ✓	Number of Permit Revenue	49,266.00	
SS ✓	Fee Each	.85	
SS ✓	Total Fee	41,876.10	
	Total Fee		\$41,876.10

Vehicle Credit	(500.00)	
Total		(\$500.00)

General Zoning/Administration

General Zoning/Administration professional services.

	Hours	Amount
Assistant Planner		
	30.25	
Total		0.00

Invoice Total \$41,376.10

Outstanding Invoices

Number	Date	Balance
86	1/15/2024	27,904.45
Total		\$27,904.45

pd ✓ # 68621 1/23/24

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

RECEIVED

FEB 27 2024

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

101-371-818.000 Stan Edick
FS - 6-21-24



MCKENNA

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

February 15, 2024

Invoice No: 22-064 - 22

Project 22-064 Grosse Pointe Woods Planning Services
Professional Services from January 1, 2024 to January 31, 2024

Professional Hourly Services

	Hours	Rate	Amount
Principal Planner			
Development review chart formatting / revisions	1.00	115.00	115.00
Senior Planner			
Research grading standards in other communities and compose amendment to Grosse Pointe Woods Ordinance	5.75	100.00	575.00
Assistant Planner			
Prepare the Annual Planning Program.	5.00	85.00	425.00
Conducted research on front yard structures and rooftop dining standards.	7.25	85.00	616.25
Address items following the January 23, 2024 Planning Commission Meeting. Prepare for the February 20, 2024 Planning Commission Meeting.	3.50	85.00	297.50
Address planning and zoning questions. Prepare the agenda and materials for the January 23, 2024 Planning Commission Meeting.	3.00	85.00	255.00
Prepare for the January 23, 2023 Planning Commission Meeting in preparing amendments to the Zoning Ordinance.	3.50	85.00	297.50
Prepare for the January 23, 2023 Planning Commission Meeting. Prepare design guidelines for raised garden beds.	3.25	85.00	276.25
Evaluate process for possible amendments for dumpster permits in residentially zoned areas.	1.25	85.00	106.25
Finalize and distribute all reviews and packet material for the January 23, 2024 Planning Commission Meeting.	3.50	85.00	297.50

RECEIVED

FEB 27 2024

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Project	22-064	Grosse Pointe Woods Planning Services		Invoice	22
		6.00	85.00	510.00	
	Prepare for and attend the January 23, 2023 Planning Commission Meeting.				
		1.50	85.00	127.50	
	Prepare for and discuss raised garden bed mediation issue with the mediator addressing the neighbor issue on Allard Road on January 23.				
		1.00	85.00	85.00	
	Prepare zoning review letter for 663 Lochmoor.				
		2.00	85.00	170.00	
	Revise guidelines for raised garden beds in the front yard and review existing inventory of raised garden beds in Grosse Pointe Woods. Begin creating a development review process flow chart.				
		2.00	85.00	170.00	
	Update the sign ordinance with revisions from City Council and distribute. Create flow charts to explain the development review process and differences between administrative and planning commission review.				
		1.25	85.00	106.25	
	Prepare for and attend the January 8, 2024 Committee of the Whole to discuss the updated Sign Ordinance.				
	Total				\$4,430.00
<hr/>					
	Review Services				
	19521 Mack Sign Review - GP Spine Center				
		Hours	Rate	Amount	
Assistant Planner					
		2.00	85.00	170.00	
	Total				\$170.00
<hr/>					
	20419 Mack Site Plan Review - Beautiflofts				
Site Plan Review - \$800 + \$75/acre					\$875.00
<hr/>					
	REVIEW SERVICES				
	19853 Mack Sign Review #2 - High Ten Personal Training				
		Hours	Rate	Amount	
Assistant Planner					
		1.50	85.00	127.50	
	Total				\$127.50
<hr/>					
	19521 Mack Sign Review #2 - GP Spine Center				
		Hours	Rate	Amount	
Assistant Planner					
		.75	85.00	63.75	
	Total				\$63.75
<hr/>					

Project	22-064	Grosse Pointe Woods Planning Services			Invoice	22
21304 Mack Sign Review - AAA		Hours	Rate	Amount		
Assistant Planner						
		5.25	85.00	446.25		
Total					\$446.25	

19865 Mack Sign Review - Family Barber						
		Hours	Rate	Amount		
Assistant Planner						
		3.25	85.00	276.25		
Total					\$276.25	

20030 Mack Ave Site Plan - Eastside Dermatology Building Addition						
Site Plan Review - \$800 + \$75/acre						
					\$812.75	
Invoice Total				<u>\$7,201.50</u>		

Outstanding Invoices

Number	Date	Balance
21	1/15/2024	2,018.75 - <i>Ad V# 6821 1/23/24</i>
Total		\$2,018.75

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

101-371- 818.000 \$ 6,401.50

101-000- 283.000 \$800

Steve Scholt

FS 2-21-24

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

February 8, 2024

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

Invoice # 1080841

In Reference To: General Counsel

Professional Services Rendered Through January 31, 2024

	<u>Hrs/Rate</u>	<u>Amount</u>
<u>City Council</u>		
1/8/2024 DAW Attend Council Meeting and Committee of the Whole Meeting	0.60 \$145.00/hr	87.00
1/22/2024 DAW Attend City Council and Committee of the Whole meetings	1.30 \$145.00/hr	188.50
SUBTOTAL:	[1.90	275.50]
<u>General Administration</u>		
1/3/2024 DAW Receipt/review correspondence from Clerk to Ms. Wilamowski regarding Notice of Extension needed for Freedom of Information Act request	0.20 \$145.00/hr	29.00
1/4/2024 DAW Receipt/review correspondence from Public Safety Director with MdE software agreement for review; Correspondence to Public Safety Director with comments concerning the proposed agreement	0.80 \$145.00/hr	116.00

RECEIVED

FEB 27 2024

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

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

		<u>Hrs/Rate</u>	<u>Amount</u>
1/5/2024	DAW Receipt/review correspondence from Public Safety Director regarding MdE software agreement; Correspondence in response	0.20 \$145.00/hr	29.00
	DAW Receipt/review correspondence from Clerk with a new Freedom of Information Act request from Ms. Lint	0.20 \$145.00/hr	29.00
	DAW Receipt/review correspondence from M. Zalewski and Clerk regarding status of transcript issue and withdrawal of Mr. Linnell regarding Ms. Lint	0.20 \$145.00/hr	29.00
	DAW Receipt/review correspondence from Clerk with agendas and packets for the 1/8/24 City Council and Committee of the Whole meetings; Review proposed sign ordinance amendments, Reed v Town of Gilbert, AZ (2015) USSC, and Wagner v City Garfield Heights (2017) (6th Cir Court of Appeals)	1.30 \$145.00/hr	188.50
	DAW Telephone conference with City Administrator regarding Treasurer vacancy/retirement succession plan	0.30 \$145.00/hr	43.50
1/8/2024	DAW Telephone conference with City Administrator regarding upcoming Treasurer retirement/vacancy and sign ordinance amendments	0.40 \$145.00/hr	58.00
1/10/2024	DAW Receipt/review of multiple correspondences between Clerk and Attorney Tomlinson regarding a Freedom of Information Act request from Ms. Lint dated Jan. 5, 2024; Receipt/review correspondence from Clerk to Ms. Lint; Receipt/review correspondence from Ms. Lint in response	0.40 \$145.00/hr	58.00
1/11/2024	DAW Receipt/review correspondence from Clerk regarding Election Commission meeting agenda items and scheduling; Correspondence in response	0.30 \$145.00/hr	43.50
	DAW Telephone call from Attorney Taylor from Kirk and Huth regarding client who purchased the building at 20419 Mack Ave and has questions about the Zoning Board of Appeals process; Correspondence to	0.30 \$145.00/hr	43.50

		<u>Hrs/Rate</u>	<u>Amount</u>
	Attorney Tomlinson; Receipt/review correspondence from Attorney Tomlinson		
1/14/2024	DAW Receipt/review correspondence from Council member Vaughn regarding potential timing conflict with Election Commission meeting and Drug Kiosk dedication	0.20 \$145.00/hr	29.00
1/16/2024	DAW Correspondence to Clerk and receipt/review correspondence from Clerk in response to rescheduling an Election Commission meeting	0.20 \$145.00/hr	29.00
	DAW Receipt/review correspondence from Assistant City Administrator with Partial Sewer Construction Agreement between Grosse Pointe Woods and Harper Woods; Review requested missing pages	0.50 \$145.00/hr	72.50
	DAW Receipt/review correspondence from Clerk to Ms. Lint with numerous (20+) documents in response to her Freedom of Information Act request	0.60 \$145.00/hr	87.00
	DAW Receipt/review correspondence from Clerk and from Council Member Vaughn regarding time of the Election Commission meeting on 1/25/24; Receipt/review correspondence from Clerk confirming meeting	0.20 \$145.00/hr	29.00
	DAW Receipt/review correspondence from Assistant City Administrator to Clerk requesting a complete copy of the Sewer Construction Agreement between Grosse Pointe Woods and Harper Woods	0.20 \$145.00/hr	29.00
1/17/2024	DAW Receipt/review of multiple correspondence (5) between Clerk and Ms. Lint regarding Freedom of Information Act request cc 23-51	0.30 \$145.00/hr	43.50
1/18/2024	DAW Receipt/review of multiple correspondence (4) between Clerk and Ms. Lint regarding "hard copies" of responses to her Freedom of Information Act requests and a new Freedom of Information Act request	0.20 \$145.00/hr	29.00

		<u>Hrs/Rate</u>	<u>Amount</u>
1/18/2024	DAW Receipt/review of correspondence between Ms. Lint and Clerk regarding completion of Freedom of Information Act request 23-51; Receipt/review correspondence from Ms. Lint to Clerk with State of Michigan Freedom of Information Act guidelines; Receipt/review correspondence between Clerk and Attorney Tomlinson regarding Freedom of Information Act guidelines	0.50 \$145.00/hr	72.50
1/19/2024	DAW Receipt/review correspondence from Clerk with agendas and packets for Council Meeting and Committee of the Whole Meeting on 1/22/24	0.50 \$145.00/hr	72.50
	DAW Receipt/review of multiple correspondence (6) between Clerk and Ms. Lint regarding Freedom of Information Act requests	0.40 \$145.00/hr	58.00
	DAW Receipt/review correspondence from City Administrator and from Attorney Zalewski regarding First Amended Complaint in the Lint v GPW matter; Review First Amended Complaint (41 pages, exclusive of exhibits)	1.20 \$145.00/hr	174.00
	DAW Receipt/review of multiple correspondence (4) from Attorney Tomlinson to Clerk with a sample Freedom of Information Act denial form	0.30 \$145.00/hr	43.50
1/22/2024	DAW Telephone conference from Attorney Mike Taylor regarding Zoning Board of Appeals questions re 20419 Mack	0.30 \$145.00/hr	43.50
	DAW Correspondence to City Administrator regarding HELMS millage proposal on the Committee of the Whole agenda	0.30 \$145.00/hr	43.50
	DAW Receipt/review correspondence from Ms. Wilamowski and Clerk regarding status of pending Freedom of Information Act requests	0.20 \$145.00/hr	29.00
	DAW Receipt/review correspondence from Assistant City Administrator regarding complaint about odor from a restaurant; Research city code and state law;	0.90 \$145.00/hr	130.50

		<u>Hrs/Rate</u>	<u>Amount</u>
	Correspondence in response		
1/23/2024	DAW Receipt/review correspondence from Clerk to Ms. Lint with Freedom of Information Act Cost Itemization Sheet	0.20 \$145.00/hr	29.00
	DAW Receipt/review of Torrey Road Pump Station Agreement; Correspondence to Assistant City Administrator requesting clarification of the issue(s) which have arisen concerning the agreement	0.90 \$145.00/hr	130.50
	DAW Receipt/review correspondence from Clerk with a Summary of Council Action on January 22, 2024	0.30 \$145.00/hr	43.50
	DAW Receipt/review correspondence from Assistant City Administrator regarding Torrey Road Pump Station Agreement; Further review of contract and correspondence in response with opinion concerning allocation of costs	1.20 \$145.00/hr	174.00
1/24/2024	DAW Receipt/review correspondence from Attorney Zalewski to City Administrator regarding Lint v GPW with Plaintiff's Motion for Preliminary Injunction; Correspondence to Attorney Zalewski	0.50 \$145.00/hr	72.50
	DAW Receipt/review correspondence from Ms. Lint to Clerk regarding picking up Freedom of Information Act response	0.10 \$145.00/hr	14.50
	DAW Receipt/review correspondence from City Administrator with voice message complaint about odors from Bucharest Restaurant; Review and respond to City Administrator	0.90 \$145.00/hr	130.50
	DAW Receipt/review of correspondence (2) from Finance Department regarding new member of the Pension Board	0.10 \$145.00/hr	14.50
1/25/2024	DAW Attend Election Commission meeting	0.70 \$145.00/hr	101.50

		<u>Hrs/Rate</u>	<u>Amount</u>
1/25/2024	DAW Site visit at Bucharest Restaurant regarding odor complaint; Correspondence to City Manager	0.40 \$145.00/hr	58.00
	DAW Receipt/review correspondence from Clerk regarding meeting concerning liquor licenses; Correspondence in response	0.20 \$145.00/hr	29.00
	DAW Receipt/review correspondence from City Administrator (3) regarding insurance coverage and preliminary injunction motion in Lint v GPW	0.30 \$145.00/hr	43.50
	DAW Receipt/review correspondence from City Administrator with information from McKenna regarding Bucharest Restaurant; Correspondence to City Administrator with proposed response	0.70 \$145.00/hr	101.50
1/26/2024	DAW Telephone conference with City Administrator, Assistant City Administrator and Clerk regarding liquor license proposed at a salon; Begin research regarding Class C issues; Correspondence to City Clerk; Receipt/review correspondence from Clerk in response	0.90 \$145.00/hr	130.50
	DAW Receipt/review correspondence from Pension secretary with agenda and packet for the Feb. 1, 2024 Pension Board Meeting	0.40 \$145.00/hr	58.00
1/29/2024	DAW Receipt/review correspondence from Assistant City Administrator and City Administrator to Clerk regarding liquor license at salon information	0.10 \$145.00/hr	14.50
	DAW Receipt/review correspondence from Public Safety regarding Freedom of Information Act request for two police reports and concerns for victim's privacy; Research Crime Victim's Act; Correspondence in response	1.00 \$145.00/hr	145.00
1/31/2024	DAW Receipt/review correspondence from Clerk regarding scheduling Public Accuracy Test on February 12 at 2:00 p.m.; Correspondence in response regarding	0.30 \$145.00/hr	43.50

availability; Receipt/review correspondence from
Clerk in response

	<u>Hrs/Rate</u>	<u>Amount</u>
SUBTOTAL:	[20.80	3,016.00]
For professional services rendered	22.70	\$3,291.50

Additional charges:

	<u>Qty/Price</u>	
<u>City Council</u>		
1/8/2024 Attorney Mileage - Council Meeting [D. Walling]	73 0.65	47.45
1/22/2024 Attorney Mileage - Council and Committee of the Whole Meetings [D. Walling]	73 0.65	47.45
SUBTOTAL:	[94.90]

General Administration

1/25/2024 Attorney Mileage - Election Commission Meeting [D. Walling]	73 0.65	47.45
SUBTOTAL:	[47.45]
Total costs		\$142.35
Total amount of this bill		\$3,433.85
Previous balance		\$5,898.85
1/23/2024 Payment - thank you. Check No. 68627		(\$5,898.85)

10,266.801.000

SM 2/9/24

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

FS 2-9-24

	<u>Amount</u>
Balance due	<u>\$3,433.85</u>

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

Name	Attorney Summary	Hours	Rate
Debra A. Walling, Associate		22.70	145.00



February 9, 2024

Invoice 020924

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

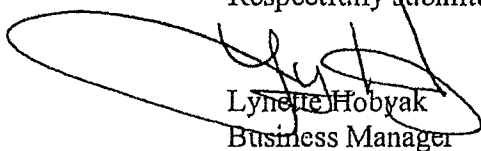
RE: March 2024 Services

For contract assessing services rendered:

Contract Fee (\$86,107 ÷ 12)..... \$ 7,175.58

TOTAL AMOUNT DUE \$ 7,175.58

Respectfully submitted,


Lynette Hobyak
Business Manager

101257818000

Sm 2/9/24
FS 2-9-24

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

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

RECEIVED

FEB 27 2024

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

City of Grosse Pointe Woods
Department of Public Safety
Annual Report
2023

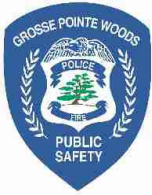


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Annual Report 2023 compiled by Claudette Rose Darga



CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY



John G. Kosanke, Director
20025 Mack Plaza
Grosse Pointe Woods, MI 48236-2397

March 1, 2024

Dear Mayor and City Council:

On behalf of the members of the Department of Public Safety, I am proud to present the Annual Report for 2023 showing the crime statistics of the Grosse Pointe Woods Department of Public Safety. The information contained in this report reflects the combined efforts of all department members who have worked together to make the City of Grosse Pointe Woods a safe and welcoming community.

In an effort to continuously improve the services delivered to the community, the department was involved in several projects throughout the year. One major endeavor focused on making an effort to alleviate substance abuse and potentially save lives. No community is immune to the growing drug abuse problem. Our community was stunned when three young adults in their twenties were found dead on June 10th as a result of using cocaine laced with fentanyl. Two of the victims were sisters.

In response to the tragic deaths, city and community leaders organized a Narcan training event in the Grosse Pointe Woods Community Center on June 26, 2023. Around 100 people were in attendance. Free Narcan kits were made available to our residents along with training on how to use them. Narcan (naloxone) is a nasal spray which can quickly reverse the effects of an opioid overdose. Symptoms of an overdose include falling asleep or unconsciousness, constricted pupils, choking or gurgling noises, going limp, slow or weak breathing, and cold, clammy, or discolored skin. Narcan kits continue to be available in our department at no charge to members of the community.

Our department also entered into an agreement with the Hope Not Handcuffs program, which has been adopted by over 130 Michigan police departments and community partners and over 60 New York locations. Launched in 2017 by the Families Against Narcotics, the initiative is a solution for individuals seeking help with drug and alcohol addictions. Such individuals are now able to come into our Public Safety lobby and ask for help without the fear of being arrested (for misdemeanors and non-violent offenses) or for possession of drugs. Upon completion of a records check, an officer or dispatcher will contact the Families Against Narcotics call center who will send over one of 600 volunteer Angels to the department to assist the individual seeking help with getting into a treatment program. If a volunteer Angel is not available, the individual will be assisted over the phone. The program was used by someone needing assistance within one month.

A special town hall meeting titled “Hope in the Midst of the Opioid Crisis” was held at the Grosse Pointe War Memorial on August 9, 2023 where I was a panel speaker along with Dawn Ison, the U.S. Attorney from the Department of Justice, a special agent from the Drug Enforcement Administration, a representative from Families Against Narcotics, the Executive Director from HIDTA (High Intensity Drug Trafficking Areas) and Grosse Pointe Director of Public Safety John Alcorn.

The City of Grosse Pointe Woods opted in to accept nationwide opioid litigation settlements in April 2023. The settlements were reached over years of negotiations with pharmaceutical distributors. The primary use of funding is for the education of law enforcement professionals regarding the appropriate practices and precautions to use when dealing with fentanyl or other drugs.

Our department’s main focus is to ensure the safety and well-being of the residents and business of the community by fighting crime. Our officers responded to close to 9,800 calls for service in 2023, an 18% increase from the prior year. A 3% increase in overall crime was seen as the total of both Index and Non-Index crimes rose from 496 to 511. Larceny was once again the highest Index crime reported with an increase in incidents from 110 to 120. Auto thefts went up from 28 to 34, of which 9 vehicles were stolen from the Ascension St. John parking lot. The statistics for Criminal Sexual Conduct cases doubled from 4 to 8.

We are pleased to report a decrease in burglaries from 14 to 11 incidents while robbery statistics remained the same with 4 cases reported. In March, two suspects were arrested in less than an hour after robbing a local bank on Mack Avenue. Consistent with prior years, no arsons were reported. On a sad note, one criminal homicide took place in October in a domestic violence incident.

A significant decrease was seen in the Non-Index crime of Damage to Property which went down to 29 from 44. Other Assaults were the second highest Non-Index crime reported with an increase from 34 to 47 crimes. A decrease was also seen in Intimidation/Stalking Incidents which changed from 19 to 15 cases. Fraud incidents were the highest Non-Index crime reported with an increase from 88 to 97. Remaining the same as the prior year were the Non-Index crimes of D.U.I., Narcotics, and Weapons with statistics of 11, 1, and 3 respectively.

Also of note was an increase in Sex Offenses from 2 cases in the prior year to 6 in 2023. Retail Fraud also increased by one incident from 12 to 13. A significant decrease was seen in Public Peace which went down to 27 from 38 the prior year.

A change in the criminal justice system has caused certain crimes to no longer be considered arrestable offenses. Violations requiring court appearances are issued instead.

The number of ambulance runs requiring advanced life support increased dramatically by 48% from 400 to 659 runs. Total ambulance runs decreased from 1,440 to 1,385. The City’s contract for ambulance service with Medstar was approved by City Council in June for a six-year renewal.

Working together with other departments is a vital part of our efforts to keep our cities safe. An Automatic Aid Agreement between all the Grosse Pointe Departments and Harper Woods was approved by City Council with the intent of augmenting, not replacing, the existing Mutual Aid Agreement. The Automatic Aid agreement is in effect 24 hours a day, seven days a week and is critical to the response time for fire services.

The department continued to be impacted by the departure of Building Department personnel. Code Enforcement Officer Debbie Reed, whose primary duty is serving as our Animal Control Officer, has taken on the additional responsibilities of enforcing lawn and blight violations. Vacant homes can become a magnet for thieves. Debbie has been a valued member of our team for over 25 years and we appreciate the extra effort she is making.

Office space used by former Building Officials have been converted into a new interview room and an office shared by Public Safety and the City Clerk's department. The interview room provides privacy for officers interviewing victims of crime who previously had to discuss sensitive cases in the public lobby. The shared office space is used by our FTO (Field Training Officer) when not in use as an Absent Voter office during election times.

Another building improvement project was the renovation of the locker room used by officers. The project included asbestos abatement, floor coating, electrical work, new lockers, and door installation.

The doors in our Apparatus Bay were repaired at the end of the year. Replacement of two exhaust pipe hoses in our fire truck was done in the spring to prevent harmful fumes from escaping when the truck is in use.

Major purchases in 2023 included two Chevrolet Tahoes to be used as patrol vehicles, two gun lockers, three in-car computers, TASER cartridges, and headsets for the dispatchers. One of the patrol vehicles being replaced had a cracked engine block and was no longer running.

Technological improvements included implementing the Rapid SOS platform to our Dispatch department, moving our 911 system into the digital era. This system provides medical data and accurate location to our dispatchers from connected devices. It is reliable during outages and natural disasters.

An extensive 911 recording project was completed at the beginning of 2023 and a Next-Generation (NG) 911 system was implemented in the fall. This system allows the department to collect, analyze, and act upon critical information as it happens. Audio from all formats is automatically transcribed into the searchable system.

An ongoing application process with FEMA (Federal Emergency Management Company) was closed out by our department in the summer of 2023 for the rain event which took place during the dates of June 25-26, 2021. Approximately seven to eight inches of rain fell in a time period of less than 19 hours, resulting in flooding throughout the city. The city received \$88,620.68 for expenses incurred for building repairs and debris removal.

The department was involved in various community events throughout the year including the annual Public Safety Open House on October 8 and the Chene-Trombley Park re-opening dedication ceremony on October 21, during which the ladder truck and a scout car were on display. Safety Town, a summer program designed for children to learn about fire, police, and medical safety, was another well-attended event. Opportunities to go inside a smoke house and learn how to safely exit a home were presented both during the Open House and at the Safety Town event.

With Fraud continually being our highest ranking Non-Index crime, it is of the utmost importance for everyone to be knowledgeable on how to protect themselves from Identity Theft. A presentation on the subject was given by myself to Soroptimist International of Grosse Pointe members on November 8, 2023. Information included warnings about sending gift cards in response to online requests and how to safely use Facebook Marketplace to sell items. Attendees were cautioned against giving out personal phone numbers or credit information. Guests at the Senior Holiday Social at the Assumption Cultural Center on December 8 were also educated about safety during a “Crimes Against Seniors” presentation that I gave at the event.

Training to keep up on ever-changing technology and equipment continues to be a priority in our department. With the continued violence taking place in the world in which we live, department members study and examine past active shooter events, law enforcement response to critical incidents, and immediate bleeding control techniques during Active Shooter training sessions. In addition to this department training, Lieutenant Detective Keith Waszak and I participated in a table-top forum with Ascension Health during which hospital staff and emergency service personnel discussed operations and actions which would be necessary if an incident were to occur.

The department was pleased to add three new officers to the staff in 2023. As it has become increasingly difficult for all Law Enforcement agencies to recruit fully trained candidates, we have sponsored two of these officers to attend Fire Academies and one to attend the Police Academy.

We have applied for a funding opportunity from the MCOLES Public Safety Academy Assistance Program and the Wayne County fire training program cover tuition costs for the Police and Fire Academies. These programs can afford us the ability to hire new recruits in need of training without burdening the city with an economic strain.

The Michigan Commission on Law Enforcement Standards program will cover up to \$24,000.00 per recruit for academy costs and salaries while attending an academy. Funding for this program is available on a first-come first-serve basis until September 30, 2026, or until funds are exhausted, whichever comes first.

The Wayne County program receives funding from the State of Michigan’s tax on fireworks sales to apply to fire training. As the state funds are divided by population, Wayne County gets a large majority due to its size. The funds are generally used to cover the costs of tuition for the fire academy.

The department also welcomed one new full-time dispatcher and one part-time parking attendant. Although none of our five new employees has a significant amount of work experience in Law Enforcement, with the exception of one new officer with prior experience as an officer at Wayne State University, we believe that each one of them will be a good fit for the department. Our new officer Mitchell Hendrix has already proved that he is an excellent choice as he was awarded the MCOLES Outstanding Performance award upon his graduation from the Macomb Police Academy.

The department currently has four full-time dispatchers and has received Council approval to replace an opening for a part-time position with a full-time position. Funding for the full-time position will come from the 911 revenue received from the Conference of Eastern Wayne and prior year reserves. Dispatch coverage is essential for the department and having an additional full-time dispatcher on staff will eliminate a large amount of overtime created when a dispatcher is on vacation, ill, or otherwise unable to report for duty.

Department veteran Sergeant Anthony Chalut retired in 2023 after over 25 years of service, which included twenty years in the Detective Bureau where he solved numerous cases until his appointment as a Sergeant in 2020.

The opening created by Sergeant Chalut's departure resulted in the promotion of Officer Kyle Seidel to the rank of Sergeant in December 2023. Sergeant Seidel has been a hard-working member of the department for over twenty years and his promotion is well-deserved. He has always presented himself as someone who truly cares about the residents he works for and the people he works with.

The city entered into a cooperative agreement with the Grosse Pointe Public School System for a full-time Public Safety Officer to be assigned to the school district for the time period of August 1, 2023 through July 31, 2026. The officer is trained for the School Resource Officer (SRO) duties and does not enforce discipline while at the school. When school is not in session or events are not taking place, the officer resumes his regular departmental duties. Officer Jeffry Martel was selected for the SRO assignment.

Our Auxiliary Officers and Crossing Guards continue to provide valuable service to the department. The entire city was saddened with news of the sudden death of Crossing Guard Theodore Colborn, who was still an active member of the crossing guard team. Mr. Colborn served the community for over twenty years and was well-known throughout the community. He passed away on his birthday in October 2023.

In closing, I would like to express my sincere appreciation to Mayor Arthur Bryant and members of Council for their continued support in helping to turn the department's aspirations for improvement into a reality. In addition, I would like to thank City Administrator Frank Schulte and Assistant City Administrator Susan Como for their support and guidance.

I would also like to thank the members of our Public Safety Department for their hard work and dedication and to Chaplain Matthew Swiatek for providing his guidance to them. The assistance and help provided by members of other departments within the city is also appreciated.

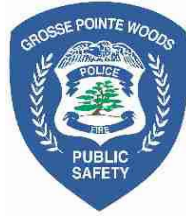
As we move into the future in 2024, my top priority will continue to be the safety and well-being of members of the community. I welcome suggestions from residents and business owners for improvements that can be made or for alerting us about problems which need resolutions. I will continue to work to the best of my ability to make this department the best that it can be.

Respectfully yours,

John G. Kosanke

John G. Kosanke, Director of Public Safety

MISSION STATEMENT



The Mission of the Grosse Pointe Woods Department of Public Safety is to continually strive to improve the safety and quality of life within our community. This will be accomplished through a broad based combination of traditional and innovative police, fire and emergency medical services while always protecting constitutional and basic human rights. All members of the Department will at all times stand accountable for their conduct.



INTRODUCTION



Director of Public Safety John G. Kosanke

Each year, the Grosse Pointe Woods Department of Public Safety prepares an annual report of crime statistics for the City of Grosse Pointe Woods, the Michigan Incident Crime Reporting (MICR), and the Federal Bureau of Investigation Uniform Crime Report (UCR). This data is compiled from offenses reported to the Department of Public Safety, monthly police reports, and individual crime incident reports.

The primary objective of this Annual Report is to provide a reliable set of criminal justice statistics for police administration, operations, and management. The localized study of crime data enables personnel to assess the influence of crime in areas, neighborhoods, and with people. Similarly, crime statistics permit analysis among neighboring jurisdictions and with those of similar populations and other characteristics. A broad examination of the crime data allows individuals to view the nature and movement of crime, underlying changes, and fluctuations throughout the City of Grosse Pointe Woods, the State of Michigan, and the United States.

The Department of Public Safety is committed to improving the reliability and validity of our crime reporting data. We are attempting to achieve this goal by a study and analysis of major crime indexes and understanding the impact of classification revisions mandated by the State. As a result, some offense categories have decreased, while others have increased. Our efforts are to provide a reporting system that will be more accurate, valid, reliable, and compatible with State and Federal standards.

DEPARTMENT PERSONNEL

As of 12-31-2023

Director of Public Safety

John G. Kosanke

Chaplain

Pastor Matthew Swiatek

Lieutenants

Brian Conigliaro

James Lefurgey

Lieutenant/DB Commander

Keith Waszak

Sergeants

Mark Agnetti

Darrell Fisher

Walter Galat

Joseph Provost, Jr.

Kyle Seidel

Brian Urban

Public Safety Officers

Steven Calabro

Douglas Copple

Trent Dara

David Empson

Duncan Gill

Eugene Gunnery

Joseph Hazuka

Mitchell Hendrix

Anthony Hojnacki

Neal Kapoor

Timothy Livingston

Christian Media

Martin Mitchell

Matthew Muzia

Jarod Smith

Dennis Walker

Detectives

Miles Adams

Ryan Schroerlucke

School Resource Officer

Jeffry Martel

Communications Dispatchers – Full-Time

Scott DeLisle

Kristen Morano

Shelby Webb

Confidential Administrative Assistant

Claudette Darga

Code Enforcement

Debbie Reed

Parking Enforcement – Part-Time

Debra Fox

Chelsea Phillips

Records Department – Full-Time

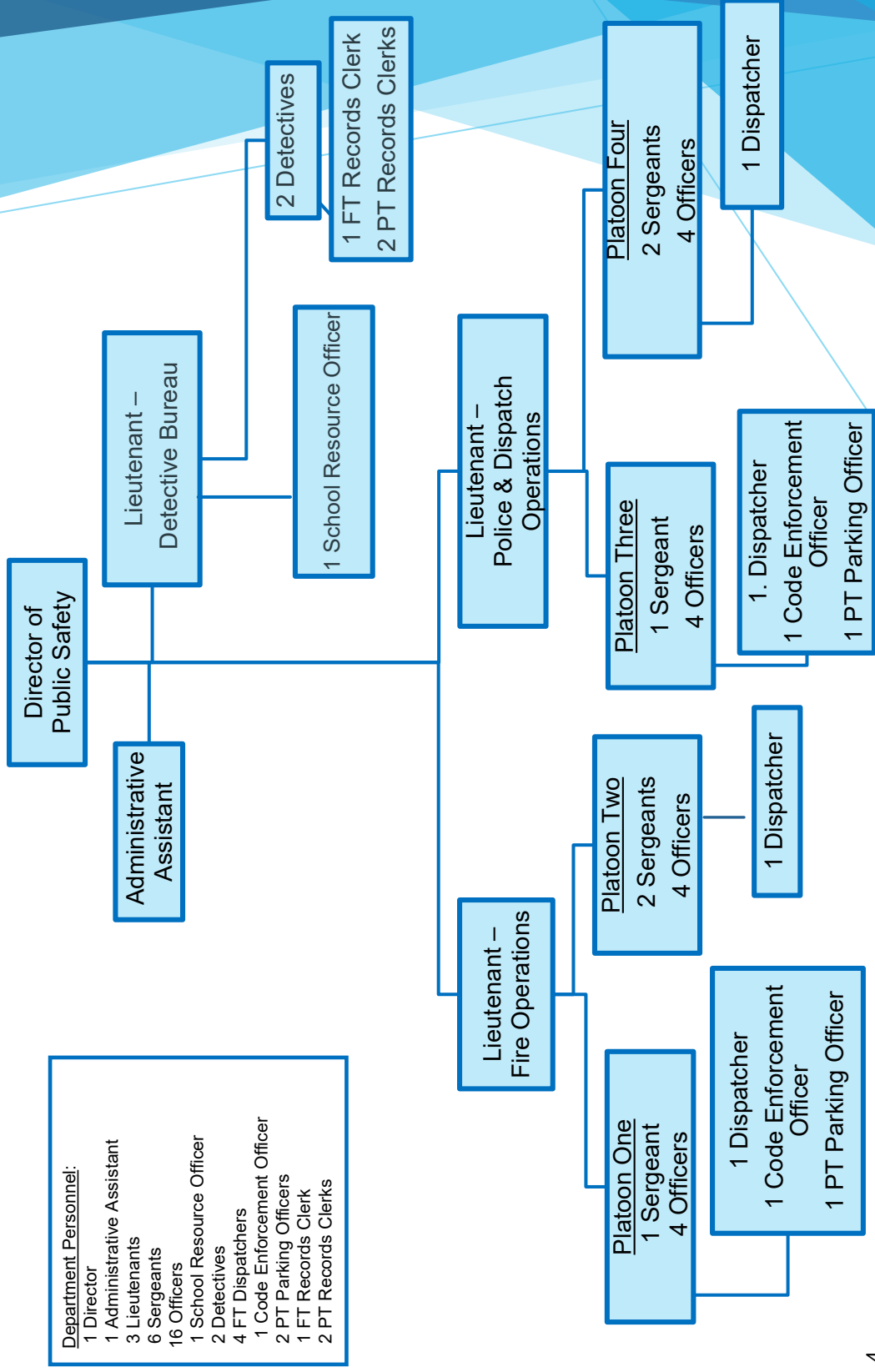
Darlene Jepson

Records Department – Part-Time

Kim Rupinski

Tina Verbeke

City of Grosse Pointe Woods Department of Public Safety Organization Chart 2023

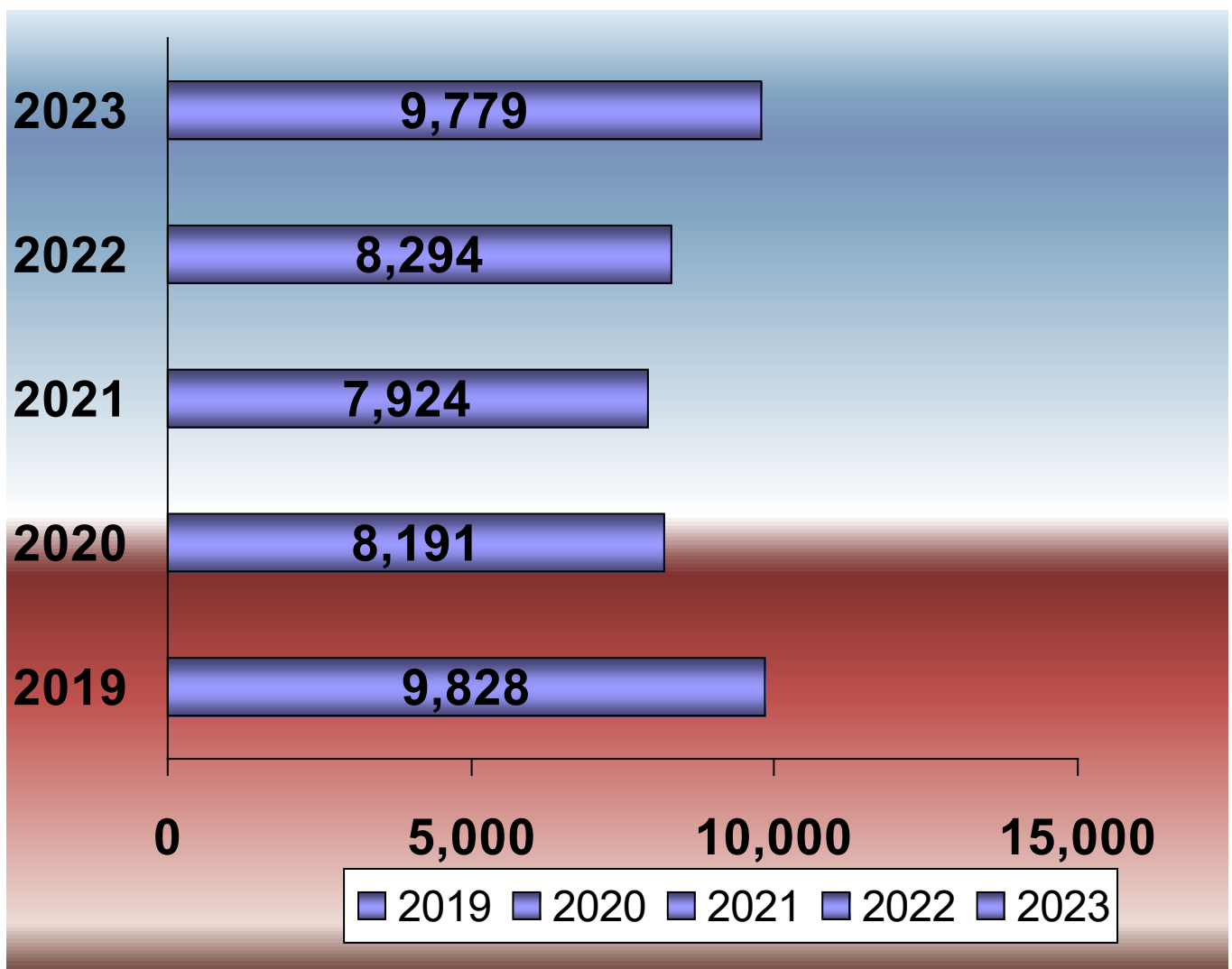


TOTAL INCIDENTS 2019 - 2023

Since the utilization of CLEMIS, the department has been able to successfully capture a wide magnitude of crime statistics. This valuable resource continues to enhance department operations with its ease of use and impressive capabilities.

The department responded to 9,779 calls for service in 2023.

The five-year average is 8,803 calls for service.



INDEX CRIMES BREAKDOWN

The National Crime Index is composed of selected offenses used to gauge fluctuations in the overall volume and rate of crime reported to law enforcement. Index Crimes are considered to be the most serious of all crimes reported.

These include the violent crimes of:

- **Aggravated Assault**
- **Arson**
- **Auto Theft**
- **Burglary**
- **Criminal Homicide**
- **Criminal Sexual Conduct**
- **Larceny - Theft**
- **Robbery**

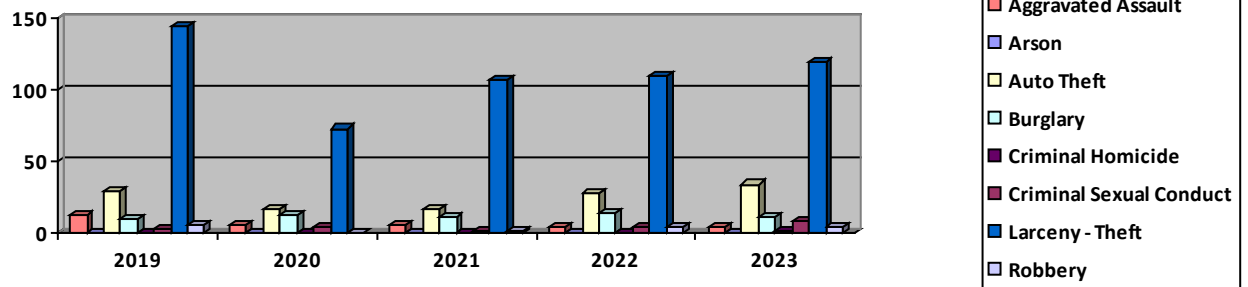
NON-INDEX CRIMES BREAKDOWN

Non-Index offenses encompass all other reportable classifications outside those defined as Index Offenses. Only arrest data involving the Non-Index offenses are reported to the FBI.

These include the crimes of:

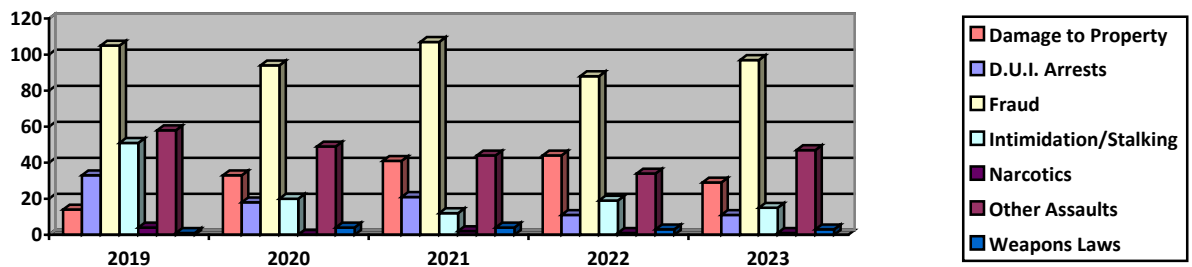
- **Curfew and Loitering Laws (persons under 18)**
- **Damage to Property**
- **Disorderly Conduct**
- **Driving Under the Influence of Alcohol**
- **Drug Abuse Violations**
- **Drunkenness**
- **Embezzlement**
- **Forgery and Counterfeiting**
- **Fraud**
- **Gambling**
- **Liquor Laws**
- **Offenses Against the Family and Children**
- **Other Assaults**
- **Prostitution and Commercialized Vice**
- **Runaways (persons under 18)**
- **Sex Offenses**
- **Stolen Property: Buying, Receiving, Possessing**
- **Weapons: Carrying, Possessing, etc...**
- **All Other Offenses**

INDEX CRIMES TOTALS



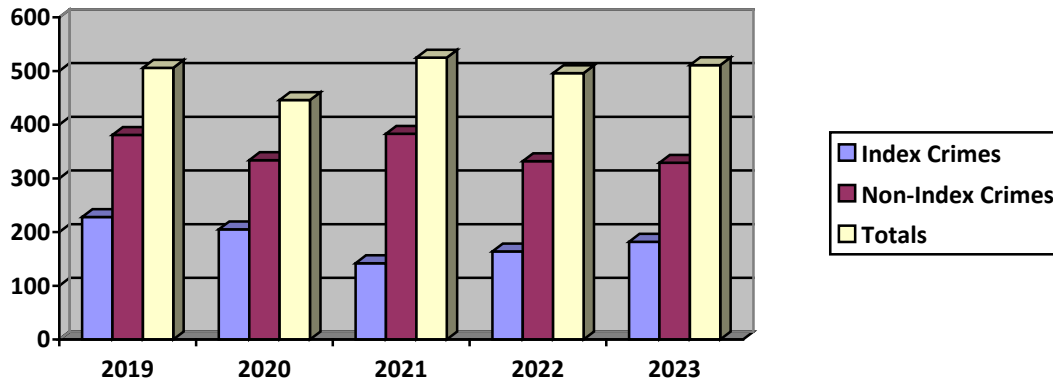
	2019	2020	2021	2022	2023
Aggravated Assault	12	6	5	4	4
Arson	0	0	0	0	0
Auto Theft	29	17	17	28	34
Burglary	10	12	11	14	11
Criminal Homicide	0	0	0	0	1
Criminal Sexual Conduct	3	4	1	4	8
Larceny - Theft	145	73	107	110	120
Robbery	6	0	1	4	4

NON - INDEX CRIMES TOTALS



	2019	2020	2021	2022	2023
Damage to Property	14	33	41	44	29
D.U.I. Arrests	33	18	21	11	11
Fraud	105	94	107	88	97
Intimidation/Stalking	51	20	12	19	15
Narcotics	4	0	2	1	1
Other Assaults	58	49	44	34	47
Weapons Laws	1	4	2	3	3

CRIME TOTALS 2019 - 2023



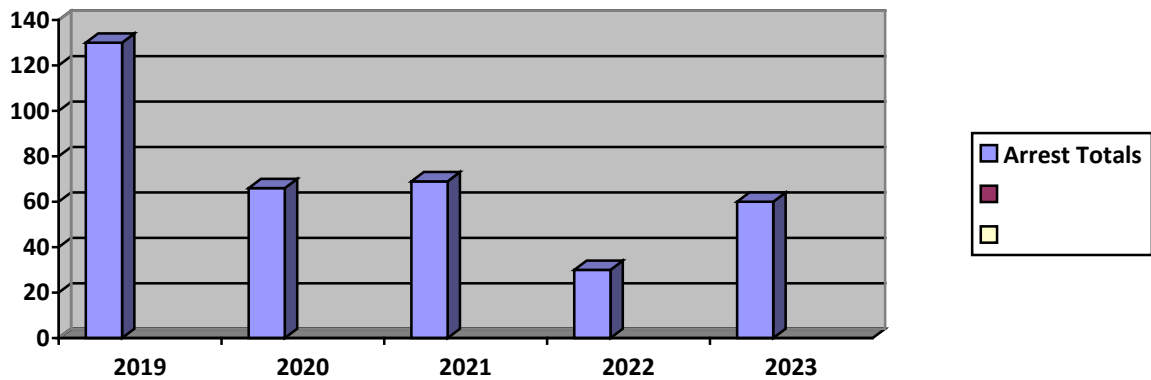
	2019	2020	2021	2022	2023
Index Crimes	205	112	142	164	182
Non-Index Crimes	381	334	383	332	329
Totals	586	446	525	496	511

The 511 Index and Non-Index crimes reported in 2023 represents a 3 % increase from the 496 crimes reported in 2022. The five-year average is 513 Index and Non-Index crimes.

ARREST TOTALS 2019 - 2023

The five-year average is 94 arrests per year.

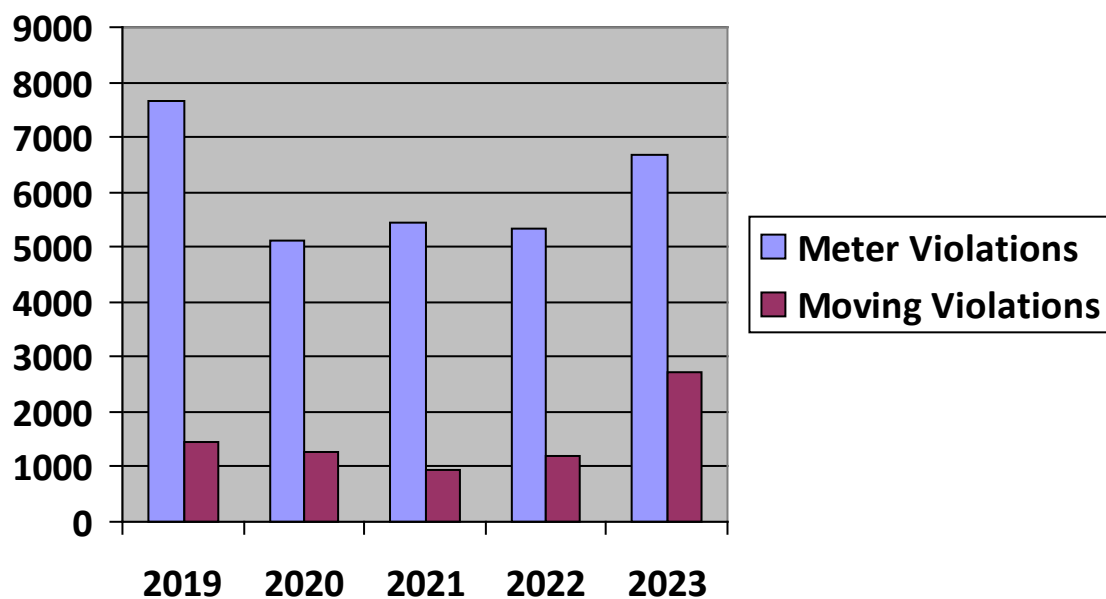
Arrests increased from last year by 100 %.



	2019	2020	2021	2022	2023
Arrest Totals	130	66	69	30	60

MOVING AND METER VIOLATIONS

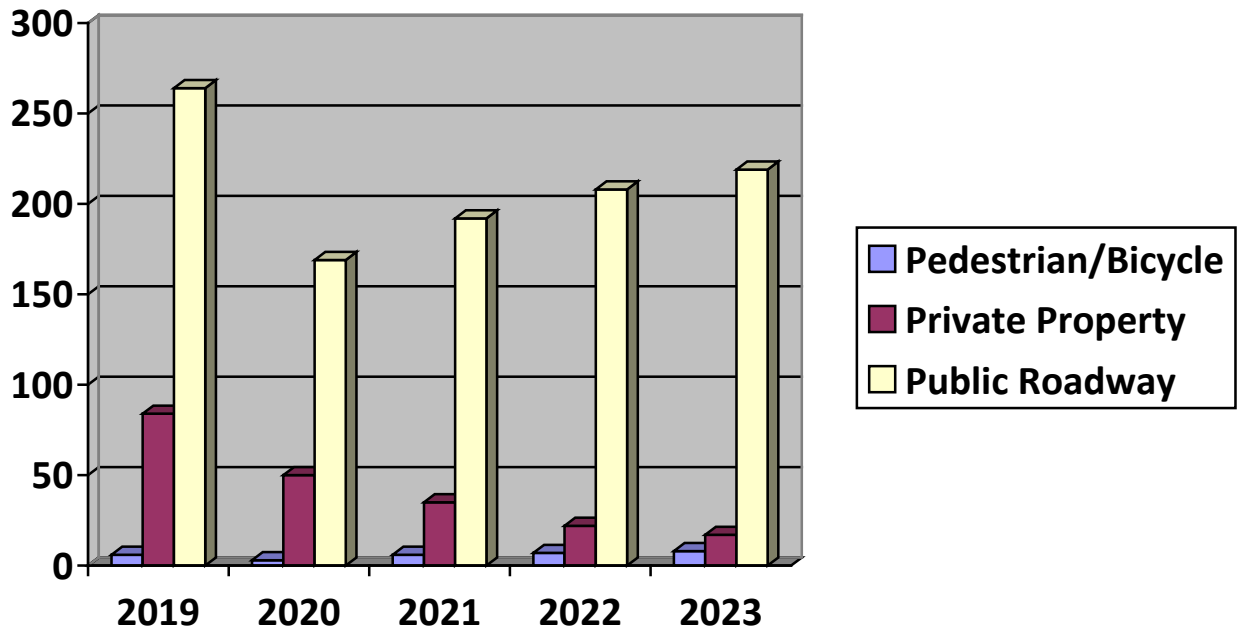
Using computers, updated radars, preliminary breath instruments, and mobile fingerprint readers in the patrol vehicles, the Public Safety Department continues to enforce traffic violations in the most effective manner possible.



	2019	2020	2021	2022	2023
Meter Violations	7,674	5,101	5,456	5,348	6,681
Moving Violations	1,461	1,273	958	1,215	2,720

TRAFFIC AND PEDESTRIAN ACCIDENTS

The statistics below include figures for private property accidents. The State of Michigan, for reporting purposes, does not include or record private property accidents. These types of accident reports are taken as a courtesy to citizens.



	2019	2020	2021	2022	2023
Pedestrian/Bicycle	6	3	6	7	8
Private Property	84	50	35	22	17
Public Roadway	264	169	192	208	219
Total Accidents	354	222	233	237	244

There were no fatalities in 2023.

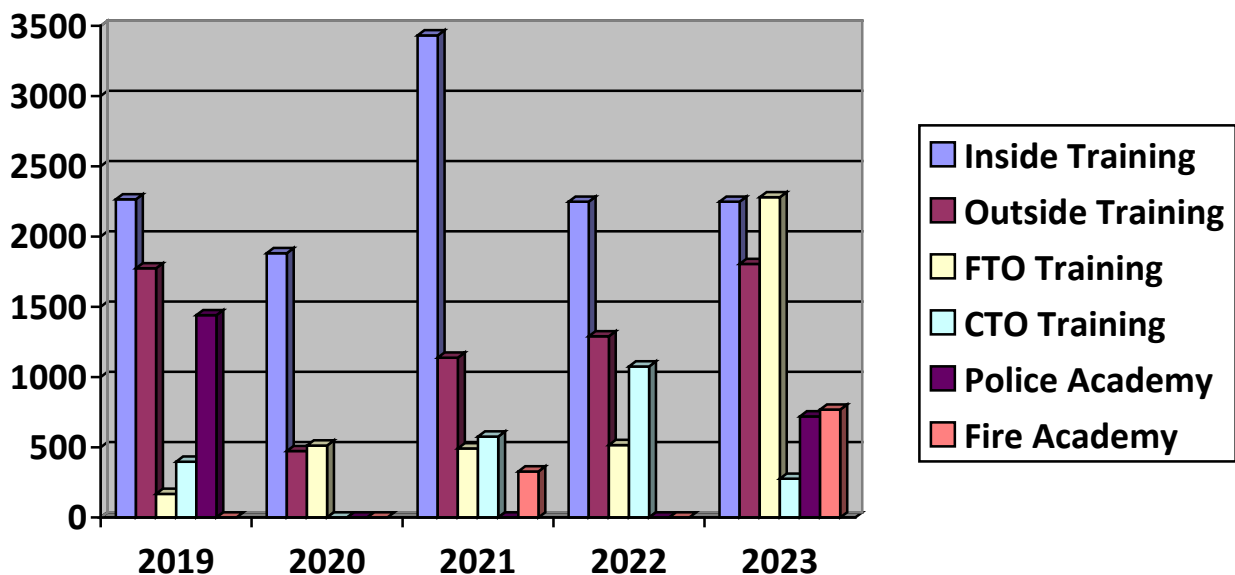
DEPARTMENT TRAINING

Members of the department work diligently with specialized rescue tools and fire equipment to train in preparation of any impending emergency. They also train to keep abreast of new technology, updated equipment, and changing laws. Members of the department attended 1,805 hours of Police and Fire training courses at local colleges and other training facilities in 2023 and participated in 2,248 hours of in-house training.

Two new officers were sponsored by the department to attend fire academies at Macomb and Schoolcraft where they spent 768 combined hours in training. Another new officer was sponsored by the department to attend the Macomb Police Academy where he trained for 720 hours.

In addition, 2,280 hours were spent on FTO (Field Officer training) for the three new officers hired in 2023 and 276 hours were spent training one new Dispatcher (CTO training).

The grand total of all department training in 2023 was 8,097 hours, a 58% increase from the 5,129 total hours in 2022. The department values training and encourages employees to grasp the opportunity whenever possible to continually grow in knowledge.



FIRE OPERATIONS

Our officers perform dual duties involving both police and fire and are quick to respond in either type of emergency situation. In addition to twelve residential dwelling fires in Grosse Pointe Woods, our firemen also responded to one business fire, two vehicle fires, and four outdoor brush/dumpster fires. Mutual aid was received on four of the twelve residential dwelling fires.

Included in the fire runs total are eight gas leak runs, seventeen power line down runs, and sixteen electrical incident runs.

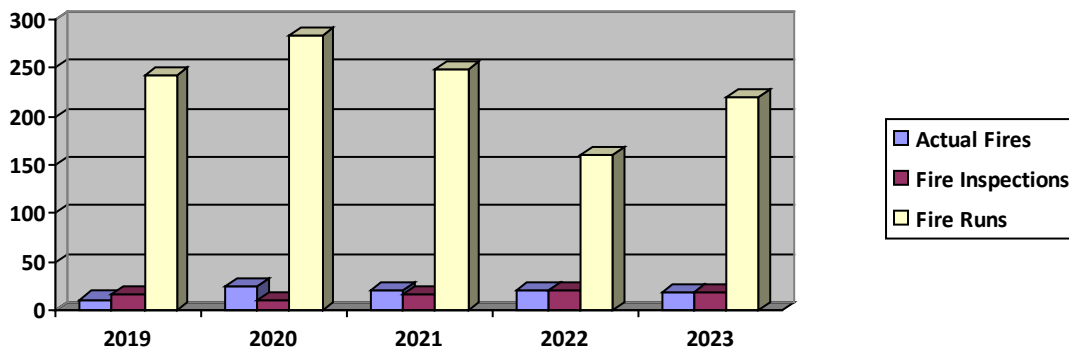
The department assisted with mutual aid on six residential fires in Harper Woods and one business fire in Grosse Pointe Farms.

The department has two certified fire inspectors who are primarily assigned to road patrol duties.



All totals listed below are estimated.

	2019	2020	2021	2022	2023
Actual Fires	11	24	21	20	19
Fire Inspections	17	10	16	21	18
Fire Loss	\$73,600	\$366,150	\$1,255,000	\$413,400	\$51,910
Fire Runs	243	284	249	161	220



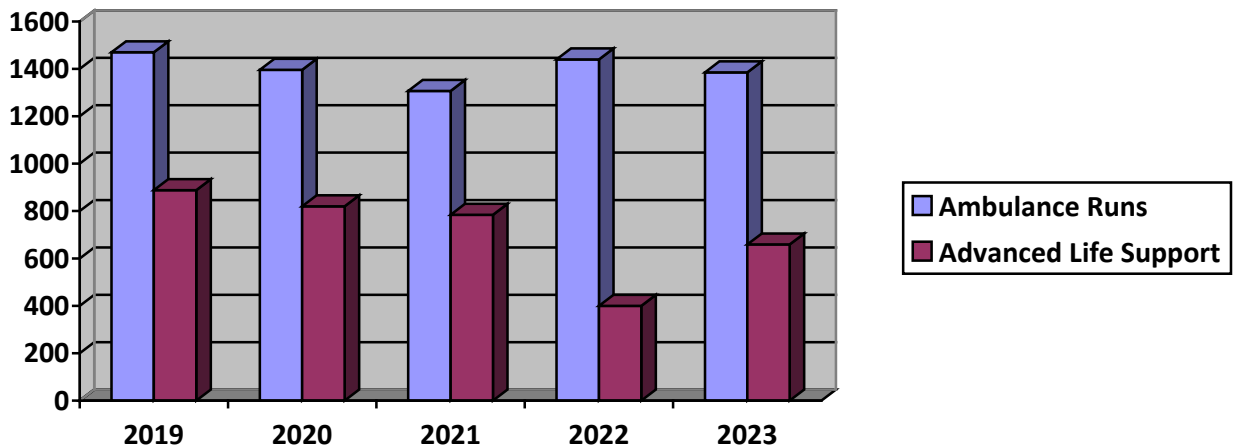
There were no fatalities or serious injuries resulting from the 19 actual fires in 2023.

EMERGENCY MEDICAL SERVICES

Public Safety officers respond to every ambulance run. All of our patrol vehicles are equipped with Automatic External Defibrillators.

With enhanced technology and equipment, the paramedics from Medstar can begin advanced lifesaving procedures and transmit reports to area hospitals before the patient arrives.

The 1,385 ambulance runs in 2023 represents a 4% decrease from the 1,440 runs in 2022. The total number of runs includes 555 runs which were cancelled en route, at the scene, or refused by the patient. The 659 runs involving advanced life support represents a significant increase of 65% from the 400 advanced life support runs in 2022.



	2019	2020	2021	2022	2023
Ambulance Runs	1,470	1,396	1,307	1,440	1,385
Adv. Life Support	888	820	784	400	659
% Adv. Life Support	60%	59%	60%	27%	48%

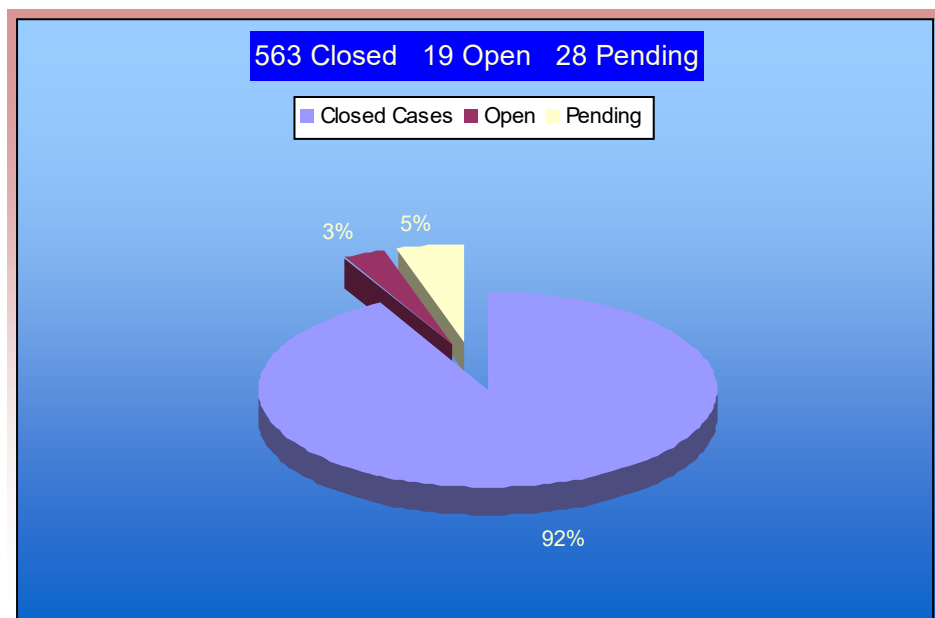
DETECTIVE BUREAU

The Detective Bureau is the Criminal Investigation Unit for the Department. The detectives assigned to this unit are responsible for investigating all crimes committed against persons or property in the community. They are on-call 24-hours a day to respond to a crime scene. All detectives receive specialized training to develop and enhance their investigative skills including attending legal update training and meetings with detective bureaus from neighboring jurisdictions. The Detective Bureau is also responsible for monitoring businesses that possess a Michigan liquor license to ensure compliance with Michigan liquor laws.

The Grosse Pointe Woods Detective Bureau, which operates under the supervision of Lieutenant Detective Bureau Commander Keith Waszak, consists of seasoned detectives Ryan Schroerlucke and Miles Adams. The detectives are responsible for investigating crimes, collecting and preserving evidence, identifying perpetrators, interviewing witnesses, interrogating suspects, and preparing cases for successful prosecution.

In addition to criminal investigations, Detective Adams also served as the department's Youth Officer by overseeing crimes and violations by persons under the age of seventeen. Detective Adams was a direct liaison with school administrators, teachers, and students and maintained an additional office in Grosse Pointe North High School until Officer Jeffry Martel was appointed to the newly created position of School Resource Officer for the Public School System at the end of August, 2023. Officer Martel also assumed responsibility for overseeing the crossing guards.

Detective Adams's additional duties include responsibility for the Traffic Safety programs, for which he conducts traffic and speed studies, and investigates traffic-related incidents. He also remains as the liaison for the private schools located in Grosse Pointe Woods.



Summary of Case Assignments

92% of the 610 criminal cases assigned to the Detective Bureau in 2023 are closed.

SPECIAL RESPONSE TEAM (SRT)



The Special Response Team (SRT) is a specially trained law enforcement team currently comprised of 10 members of the five Grosse Pointe area departments and Harper Woods. The team responded to several potentially dangerous situations in 2023 under the leadership of Grosse Pointe Shores Lieutenant Tony Spina until Grosse Pointe Farms Sergeant Timothy Harris assumed temporary leadership of the team in December. The SRT executes search and arrest warrants, intervenes in hostage situations, works on counter-terrorism missions, provides perimeter security for high-profile events, and provides assistance in other high-risk situations. The SRT team was activated thirteen times in 2023, which proved to be one of their most action-packed years ever.

The first activation took place in February when the team was activated for a domestic situation in Grosse Pointe Shores involving a long gun. The suspect was taken into custody and several guns were safely secured. The team was sent to Detroit in March for a warrant involving theft and fraud.

Two activations took place in April, with the first one involving forced entry into a Harper Woods home after a shooting victim arrived at a local hospital. Although the suspect was unable to be located for that incident, an armed suspect was taken into custody later that month after an assault in Grosse Pointe Park.

The team assisted with a drug warrant in Eastpointe in June. Later that month, the team was activated to Detroit twice for warrants involving fraud, and theft. A stolen vehicle was recovered in the second incident. The SRT also assisted with a breaking and entering warrant in Detroit in October and a theft warrant in St. Clair Shores in November.

A suspect was taken into custody at a traffic stop in November after a report of shots fired in a Harper Woods residence. A crowd inside the home were escorted out one by one and secured, after which several weapons were found inside.

The year ended with two more activations in December, one for a stolen property warrant in Detroit and the other for a confirmed shooting in Harper Woods. A search was made inside the Harper Woods residence, which contained a vicious dog.

The team responded to the activations despite multiple challenges with a shortage of staffing and equipment. The team was under-staffed for the majority of its training sessions and call-outs due to staffing shortages in all departments involved. As a result of the team's staffing shortage, one of its armored vehicles was relocated to another department. The other vehicle is in need of replacement.

The SRT team competed over 150 hours of training per officer in 2022, with an additional 96 hours completed by the two snipers on the team. The team attended the annual Ohio Tactical Officers Association Conference in Sandusky, Ohio, the Michigan Tactical Officers conference, and the annual week-long training at a military facility near Grayling, Michigan. SRT members Duncan Gill and Neal Kapoor are able to pass on valuable training techniques learned at these conferences to their fellow Grosse Pointe Woods officers.

AUXILIARY UNIT



Pictured above from left to right in the back row are Auxiliary Captain Charles Thomas and Auxiliary Officers Allen Herfi, John Sabol, Anthony Wimbush, and Joseph Shalla. Pictured from left to right in the front row are Auxiliary Officer Ryan Allemon, Squad Leader Evan Allemon and Auxiliary Officer Jose Carrion. Not pictured are Squad Leader Mark Higgins and Auxiliary Officer Patrick Kyc.

The Police Auxiliary Unit is a vital resource for the department. Not only do they assist officers at community events such as the Public Safety Open House, but they also provide assistance at fire scenes, perform fire hose testing protocols, and perform other essential duties. The role of an Auxiliary Officer is to assist and supplement our officers in the prevention of crime, protection of life and property, disaster operations, suppression of criminal activity, and preservation of peace. The auxiliary officers are an indispensable part of our community and their help is greatly appreciated.

Under the leadership of department liaison Sergeant Joseph Provost, the Auxiliary Unit underwent 88 hours of training and devoted 481 hours of service to the City of Grosse Pointe Woods in 2023.

At the end of 2022, the Police Auxiliary Unit consisted of Captain Charles Thomas, Squad Leaders Evan Allemon and Mark Higgins, and Auxiliary Officers Ryan Allemon, Jose Carrion, Allen Herfi, Patrick Kyc, John Sabol, Joseph Shalla, and Anthony Wimbush.

CROSSING GUARDS

The parents of our community depend upon our Crossing Guard team for the safety of their children when walking or riding a bicycle on their route to school or home. No matter what the weather is, our team of dedicated guards is ready to guide and protect our children. We are deeply appreciative of their efforts.



In Memoriam: Crossing Guard Theodore Colborn – 1940 – 2023

The City of Grosse Pointe Woods was deeply saddened on the sudden passing of Theodore Colborn, a beloved crossing guard who served the community for over twenty years.



At the end of 2023, the Crossing Guard team consisted of: Kenneth Carter, Maureen Carter, Frank and Renee Dicristofaro, Kathleen Guertin, Nicole Guswiler, Karen Kaled, Roger Lanyon, Dana Linsdeau, Charlotte Monaghan, Mary Moore, Carol Naumann, Catherine Nicolia-Staples, Jean Segodnia, and Paul Siewert.

PROMOTIONS



Pictured above with Mayor Arthur Bryant, City Council members, and Director John G. Kosanke are newly appointed Sergeant Kyle Seidel, his wife Jessica, and their two children Jolene and Sawyer.

Kyle Seidel received a well-deserved promotion to the rank of Sergeant on December 1, 2023 after twenty years of devoted service to the department. His career includes a temporary two-year assignment to the Detective Bureau from 2020 to 2022.

Sergeant Seidel is a beloved member of the department known for his kindness, good-natured personality, and willingness to go above and beyond the call of duty. An example of his hard work was described in the 2012 Meritorious Service award he received for initiating surveillance on a home invasion suspect without receiving any direction to do so.

In 2017, Sergeant Seidel received two Department Commendations, the first of which was for taking it upon himself without request from a supervisor to do research in which he found active warrants for a Larceny from Auto suspect who was believed to be roaming the streets. It was Sergeant Seidel who initiated a traffic stop for this individual, which resulted in the discovery of drugs, jewelry, and auto parts inside the vehicle. The second Department Commendation received that year was for his outstanding work as an Evidence Technician which culminated in the arrest and conviction of an individual wanted for several serious crimes.

In addition to his departmental duties, Sergeant Seidel has gathered employees from the department to participate in a Christmas event called Moonbeams for Sweet Dreams where everyone involved shined a flashlight into the hospital windows at Beaumont Hospital in Royal Oak. As a very humble person, Sergeant Seidel does not give himself enough credit for his outstanding achievements but we realize just how valuable he is to the department and we congratulate him on his new role as a team leader.

HONORS & AWARDS



Pictured above from right to left are Officers Jarod Smith, Martin Mitchell, and David Empson and Director John G. Kosanke.

Honors were bestowed upon Sergeant Walter Galat, Officers David Empson, Martin Mitchell, and Jarod Smith at the annual Respect for Law Program held at the Grosse Pointe Yacht Club on May 3, 2023. Sergeant Galat and the three officers were recognized for their efforts in saving the life of an elderly resident at The Rivers in February 2022. Upon arrival at the scene, they immediately initiated CPR to the man who had stopped breathing. The patient regained his pulse after twenty minutes of lifesaving efforts by both the officers and Medstar medics.



Crossing Guard Maureen Carter, pictured above left, was also recognized at the event for her brave actions in May 2022 when she remained standing in an intersection when a careless driver was in the area. Her actions prevented schoolchildren, a child on a bicycle, and a man walking his dog from being hit.

New officer Mitchell Hendrix, pictured above right, was presented with the MCOLES Outstanding Performance Award upon his graduation from the Macomb Police Academy on May 12, 2023. The award is presented to an outstanding trainee based on his knowledge, skills, communication, leadership, and demeanor.

NEW HIRES

The department gained five new employees in 2023 – three Public Safety Officers, one full-time Dispatcher and one Parking Enforcement Officer.



The department welcomed new officer Trent Dara (pictured in the middle of the top row with Director Ksanke) and new officers Mitchell Hendrix (pictured above left) and Christian Media (pictured above right with Director Ksanke) in 2023. The department sponsored both Officers Dara and Media to attend fire academies and also sponsored Officer Hendrix to attend the police academy. Officer Dara came to us with experience as a Wayne State University police officer and Officer Hendrix served as a combat medic in the U.S. Army. Officer Media is beginning his career in Law Enforcement with us.

Former audio-visual technician Chelsea Phillips joined our staff as a part-time parking attendant in May 2024 and substitute teacher Shelby Webb began training with the department as a dispatcher in November 2023. The enthusiasm and effervescent personalities of these two new hires will help them achieve a positive representation for the department.

We wish all five of our new employees the best of luck in their new positions.

RETIREMENTS

One member of the department retired in 2023.



After over 25 and a half years of service, Sergeant Anthony Chalut retired from the department in 2023. Shortly after Sergeant Chalut began his career with the department, he received a Department Citation for a situation involving an armed suicidal gunman.

Prior to his appointment as a sergeant in 2020, Chalut had been a part of the Detective Bureau for twenty years where he solved numerous cases. In 2011, he received a certificate of recognition from the FBI for a joint law enforcement operation.

SCHOOL RESOURCE OFFICER

New position created in 2023



The City of Grosse Pointe Woods entered into a cooperative agreement with the Grosse Pointe Public School System in July 2023 for a full-time Public Safety Officer to be assigned to the school district. In addition to maintaining an office at Grosse Pointe North, the officer also is responsible for the Crossing Guards. During the months when school is not in session or events are not taking place, the officer is assigned to department duties. Officer Jeffry Martel, pictured above, was appointed to this position.

PUBLIC SAFETY OPEN HOUSE



The beautiful weather on Sunday, October 8, 2023 helped to attract a significant crowd to the annual Public Safety Open House. The event gave attendees the opportunity to interact with Public Safety personnel and learn valuable safety tips. Public Safety Director John G. Kosanke was on hand to welcome the public to the event.

Special presentations were made by the Medstar EMS crew who demonstrated the process of transporting patients into their ambulance, and the U.S. Coast Guard Auxiliary Unit and their special guest, Coastie the robot. A display of the Eastern Wayne County Special Response Team (SRT) armored vehicle was presented by Grosse Pointe Farms Officer Jeff Vandemark, Grosse Pointe Woods Officer Neal Kapoor, and Harper Woods Officer Al Natheer.

The return appearance of the Harper Woods K-9 team of Officer Steven Johnson and his partner Kaiser once again proved to be one of the most popular attractions.

Special thanks go to event organizer Sergeant Joseph Provost, Auxiliary Officers Jose Carrion, Patrick Kyc and John Sabol, Sergeant Walter Galat, Detective Ryan Schroerlucke, and Public Safety Officers Steven Calabro, Trent Dara, David Empson, and Mitchell Hendrix. The hard work and efforts of Harper Woods Officer Eddie Tujaka in bringing the Smoke House to the event were greatly appreciated. The event was photographed by Public Safety Administrative Assistant Claudette Darga and Parks and Recreation Director Nicole Gerhart.



PUBLIC SAFETY OPEN HOUSE



COMMUNITY EVENTS



Pictured on the top at the Safety Town event are Officer Dennis Walker (left) and Officer Mitchell Hendrix (right).

Members of the Grosse Pointe Woods Department of Safety are pictured above together with members of the Knights of Columbus.

Knights of Columbus photo credit: Grosse Pointe News Photographer Renee Landyut

Actively participating in community events is important to the department. The department presents an annual summer program called “Safety Town” to educate young children on topics such as fire prevention and pedestrian safety.

Department members were thanked for their service and treated to lunches for all four platoons by members of the St. Paul on the Lake Knights of Columbus in June 2024. Knights member John Ricci described Public Safety Officers as heroes for the work they do in the community.

COMMUNITY EVENTS



The department was honored to accommodate a request made by the family of retired Detroit Fire Chief Peter Reyes to visit the home of his niece and nephew on August 6, 2023, to celebrate the retired World War II veteran's 99th birthday. Having been a member of the Detroit Fire Department for 38 years, Mr. Reyes was thrilled by the arrival of Officer Martin Mitchell on the Engine-One fire truck. A large crowd of relatives was present.

Photo credits: Grosse Pointe Woods resident Patricia Ellis

POLICE OFFICER'S PRAYER



Gretchen Miotto

From: James McNelis <jamesp.mcn@gmail.com>
Sent: Tuesday, February 20, 2024 10:50 PM
To: Brigitte Smith; Donna O'Keefe; Gretchen Miotto
Subject: Fwd: Resignation from Planning Commission

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 Gretchen,

Please see below resignation from Stephen Gerhart. If there is anything else you need please let me know.

Thank you,
James McNelis

----- Forwarded message -----

From: **Stephen Gerhart** <steve.gerhart88@gmail.com>
Date: Mon, Feb 12, 2024 at 4:53 PM
Subject: Resignation from Planning Commission
To: Arthur W. Bryant <arthurwbryant@gmail.com>
CC: Brigitte Smith <bsmith@mcka.com>, Michael Fuller <michaeljfuller5@gmail.com>, James McNelis <jamesp.mcn@gmail.com>

Mayor Bryant,

Please accept my resignation from the Grosse Pointe Wood's Planning Commission. While I have truly enjoyed my time on the Commission and value the work they accomplish, I am just overburdened with work commitments and cannot adequately devote the attention to the Commission that is required. Especially at as important of a time as during the master planning process.

Thank you,

Steve Gerhart
Sent from my iPhone

Motion by Brown, seconded by McConaghy, regarding **Front Yard Structures**, that the City Council affirm and enforce the ordinance as currently written.

Motion carried by the following vote:

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

Discussion ensued regarding the current ordinance and whether or not mini-libraries are allowed. It was stated that the Planning Commission did recommend the inclusion of the mini-libraries but has not been through the ordinance amendment process. City Administrator Schulte stated that the timeline of enforcement will begin May 1, 2024. In addition, a suggestion of variances with neighbors' approval was briefly discussed.

The next item on the agenda were the **Council Reports for November 13 and November 20**. Commission Member Gilezan reported that there were no items of interest to the Planning Commission on November 13. The November 20 meeting included three Zoning Board of Appeals, of particular note was the 707 N. Renaud project. All three were approved. The Front Yard Structures received support from City Council on the Little Libraries, but not on the planter boxes. City Council determined that the planter box issue is a neighborhood concern, not a city-wide concern. There is a 60-day moratorium on code enforcement with mediation taking place between the neighbors involved.

The purpose of tonight's meeting was to address Front Yard Structure – Ordinance Revision. City Planner Wolf provided an overview of her memo dated November 20, 2023. She stated that the following are considered a "structure" currently exempt and permitted to be located within the front or side yard setbacks:

- Fence;
- Pole containing a basketball hoop;
- Flagpole;
- Light pole;
- Mailbox;
- Air conditioning condensing unit;
- Unenclosed outside porch.

At the September 26, 2023 Planning Commission meeting, the Commission recommended the following:

1. Mini-Libraries: To include in the exemptions, a free mini-library with no more than one per property, that is less than 5 feet in height and no more than 4 Square Feet in Total Area. This was based on examples from other communities and current mini-libraries in the city.
2. Raised Garden Bed: To preserve the community character and aesthetics of the City, it was recommended **not** to include raised planters within the exemptions. Without the inclusion, they are only permitted in the side yard and rear yard. This would not pertain to raised landscape borders that run along the front of residential structures or around trees in the front yard setback.

If the Committee-of-the-Whole desired to have additional consideration for raised garden beds in the front yard, the following were suggested:

1. Placement – allowing enough room between lot lines and leaving space to enter and exit vehicles. Keeping a certain distant from sidewalks for safety purposes.
2. Size – Set a specific size for all properties. Set an agreeable percentage of yardage and/or keeping a certain distance from existing buildings.

City Planner Wolf answered questions from the Committee regarding setback requirements, required materials, and permitting. In regards to mini-libraries, since it is a community service, it was suggested from the Committee that there should be no fee associated with the permit.

Since the 1948 Allard complaint regarding raised garden beds in the front yard is the only one known, the Committee stated that this is a neighborhood issue rather than a community-wide issue. There are hardly any communities that regulate this issue. There is a concern that, if the city is forced to regulate this topic, the residents may not like the outcome. It was suggested that the neighbors should attempt to discuss and reach a compromise that is agreeable to both parties.

There was a consensus of the Committee-of-the-Whole, to revisit this topic and discuss within 60-90 days at a future meeting.

The Committee-of-the-Whole and Administration concurred that the Zoning ordinance should be revised to include mini-libraries to the list of exemptions of allowable structures in the front yard and to clarify the definition of “structure” in the Zoning ordinance. City Attorney Tomlinson will be working with City Planner Wolf, Councilmember Vaugh (Planning Commission Representative) and the Planning Commission to address these items.

Under New Business, no one wished to be heard.

Under Public Comment, the following individuals were heard:

- Meredith Magin, 1948 Allard Ave. – Front Yard Gardens
- Rebecca Moin, 1956 Allard Ave. – Front Yard Gardens
- Wilson Moin, 1956 Allard Ave. – Front Yard Gardens
- Nadia Anusbigian, 1953 Allard Ave. – Front Yard Gardens
- Kimberly Moin, 1956 Allard Ave. – Front Yard Gardens
- Nathaniel Janick, 1948 Allard Ave. – Front Yard Gardens
- Pam Crites, 1343 Anita St. – Front Yard Gardens

The individuals who spoke under Public Comment were willing to discuss the issue with each other in efforts to come up with a resolution, provided there is a mediator to facilitate the meeting.

Motion by Granger, seconded by Gafa that the previous motion be amended by approving all items on the Consent Agenda except item A3 with the recommendation in the September 26, 2023 Planning Commission minutes regarding Front Yard Structures, which will be tabled and placed on a Committee-of-the-Whole agenda for discussion.

A. Approval of Minutes

1. Council 10/16/23
2. Election Commission 10/31/23
3. Planning Commission 07/25/23, Special 07/31/23, 08/22/23, and 09/26/23 with recommendations*
 - *a. Recommendation for Council to approve the recommended variances of off street parking requirements to reduce parking spaces from 42 to 38, and the Zoning Board of Appeals to grant the reduction of the number of off street waiting spaces for the bank drive-through from 48 to 14.
 - *b. Recommendation that the current ordinance restricting front yard structures not be expanded to include within its exemptions raised planters. (This item is tabled and will be placed on a future COW meeting agenda)
4. Board of Retiree Health Care Benefit Plan & Trust 11/03/22
5. Board of Trustees for the Retirement System 11/03/22
6. Beautification Advisory Commission 09/13/23
7. Tree Commission 09/06/23 with recommendation, 10/04/23

Motion carried by the following vote:

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

The next item on the agenda was **Front Yard Structures (8-336)**. City Planner Smith provided an overview of the front yard structure ordinance, including what is currently exempt, and prepared a recommendation on mini-libraries and raised flower/garden beds. The proposed amendment to Article XI Section 8-335 was reviewed. Discussion ensued around the regulation of the size of structures as well as the construction and maintenance of front yard structures. Today, mini-libraries and raised bed structures are not permitted. City Planner Smith will request City Attorney Tomlinson to provide clarification on the definition of “structure”.

MOTION by Gilezan, seconded by Bailey, that the Planning Commission recommends that the ordinance restricting front yard structures include in the exemptions a free mini-library, and no more than one per property, that is less than 5 feet in height and no more than 4 square feet in total area. Subject to Building Department permit.

Motion carried by the following vote:

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

MOTION by Gilezan, seconded by McNelis, that it is the recommendation of the Planning Commission that the current ordinance restricting front yard structures not be expanded to include within its exemptions raised planters.

Motion carried by the following vote:

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

ORDINANCE #_____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR THE CITY OF GROSSE POINTE WOODS, CHAPTER 8, BUILDINGS AND BUILDING REGULATIONS; ARTICLE XI, STRUCTURES IN FRONT YARDS; SECTION 8-335, TO EXCLUDE ONE FREE MINI-LIBRARY LESS THAN FIVE (5) FEET IN HEIGHT AND NO MORE THAN FOUR (4) SQUARE FEET IN TOTAL AREA, PER RESIDENCE, FROM THE DEFINITION OF A STRUCTURE

THE CITY OF GROSSE POINTE WOODS ORDAINS:

Section 1. Ordinance Amendment.

Chapter 8, Buildings and Building Regulations; Article XI, Structures in Front Yards; Section 8-335, is hereby amended to read as follows (new wording shown in bold; deletions shown by strike-through):

Chapter 8 – BUILDINGS AND BUILDING REGULATIONS

ARTICLE XI. - STRUCTURES IN FRONT YARDS

Sec. 8-335. - Definitions.

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

Structure means any item or object built or constructed of separate parts and placed or maintained upon the ground, excepting a fence, a pole containing a basketball hoop, a flagpole, a light pole, a mailbox, ~~or~~ an air conditioning condensing unit, ~~or~~ an unenclosed outside porch, **or one free mini-library which is less than five (5) feet in height and no more than four (4) square feet in total area.**

.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 _____, 2024.

Paul Antolin, City Clerk

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



Memorandum on Amendments to Parking Requirements

TO: Grosse Pointe Woods Planning Commission
FROM: Brigitte Wolf, AICP
SUBJECT: ZO Amendments to Consider on Off-Street Parking
DATE: December 12, 2023

AMENDMENT TO THE ZONING ORDINANCE FOR PARKING FLEXIBILITY

The Zoning Ordinance amendments under consideration to allow for reasonable flexibility in parking requirements and to optimize space are proposed to Section 50-5.3 Off-Street Parking and Section 50-5.5 Semi-Circular Driveways. Planning Commission has expressed support to allow for **compact car parking spaces**, **shared parking agreements** between property owners, and **parking waivers** to be granted by City Administration and/or Planning Commission, and to **reduce the radius of semicircular driveways**. The following pages show the current sections of the Zoning Ordinance with the tracked, proposed revisions.

RECOMMENDATION

Pending comments from the public hearing and discussion of the Planning Commission, we recommend the following: To implement business-friendly practices, improve the efficiency of reviews, and maximize space, a motion should be made to recommend the following Zoning Ordinance amendments for City Council to consider

amending 50-5.3 Off-Street Parking Requirements to

1. Add compact parking spaces to Subsection **K. Size of Parking Spaces**;
2. Amend subsection **U. Traffic Lane Markings** to reduce the maneuvering lane width to 20 ft for 75-90 degree parking spaces;
3. Add Subsection **BB. Flexibility in Off-Street Parking Standards via Shared Parking Agreements and Parking Waivers to be granted up Planning Commission or the Zoning Administrator**, provided that there is no reduction in the number of spaces reserved for persons with disabilities; and

amending 50-5.5 Residential parking and semicircular drives to

4. Reduce the overall radius of the semicircular drive to be 20 feet, and reduce the hard surface width to a minimum of 8 feet and the radius from the front property line to the inside edge of the semicircular drive to be a minimum of 10 feet.

50-5.2 Off-street Loading Requirements

- A. On the same premises with every building, structure or part thereof erected and occupied for storage, goods display, department stores, markets, mortuaries, hospitals, laundries, dry cleaning or other uses similarly involving the receipt or distribution of vehicles, materials or merchandise, there shall be provided and maintained on the lot adequate space for standing, loading and unloading services in order to avoid undue interference with public use of the streets and alleys.
- B. Such loading and unloading space, unless otherwise adequately provided for, shall be an area 12 feet by 50 feet, with a 14-foot height clearance, according to the following schedule:

TABLE 50-5.2.B off-street Loading Requirements	
Gross Floor Area (square feet)	Loading and Unloading Spaces Required
0–2,000	None
2,000–5,000	One space
5,000–20,000	One space plus one space for each 5,000 square feet in excess of 5,000 square feet.
20,000–100,000	Four spaces plus one space for each 20,000 square feet in excess of 20,000 square feet.
100,000–500,000	Five spaces plus one space for each 40,000 square feet in excess of 100,000 square feet.
Over 500,000	15 spaces plus one space for each 80,000 square feet in excess of 500,000 square feet.

50-5.3 Off-street Parking Requirements

In all zoning districts, off-street parking facilities for the storage or parking of self-propelled motor vehicles for the use of occupants, employees and patrons of the buildings hereafter erected, altered or extended after the effective date of the ordinance from which this chapter is derived shall be provided and maintained as prescribed in this section.


- A. **Loading space not to be counted as parking space.** Loading space as required in [section 50-5.2 Off-street loading requirements](#) shall not be construed as supplying off-street parking space.
- B. **Calculations resulting in fractional space.** When units or measurements determining the number of required parking spaces result in a requirement of a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half shall require one parking space.
- C. **Increase in floor area of existing use.** Whenever a use requiring off-street parking is increased in floor area, and such use is located in a building existing on or before the effective date of the ordinance from which this chapter is derived, additional parking space for the additional floor area shall be provided and maintained in the amount specified in this section for that use.
- D. **Gross floor area of office, merchandising and service uses.** For the purpose of this section, gross floor area, in the case of office, merchandising or service types of uses, shall mean the number of square feet contained in such structure, which figure shall be obtained by multiplying the outside dimensions of the structure, inclusive of any basement. (See the definitions of the terms “[Floor area, gross](#)” and “[Basement](#)” in [Article 2 - Definitions](#).) 
- E. **Location of parking facilities.** Off-street parking facilities for one-family homes, two-family homes and multiple-family dwellings, including high-rise structures, shall be located on the same lot or plot of ground as the building they are intended to serve. For one-family homes and two-family houses, two of the required parking spaces per dwelling unit shall be in an enclosed garage structure served by a paved driveway from the garage to the access street or alley. For multiple-family dwellings, including high-rise dwellings, two of the required parking spaces shall be provided within an enclosed garage structure. The off-street parking facilities required for all other uses shall be located on the lot or on property in the city within 300 feet of the permitted use requiring such off-street parking. Such distance shall be measured along lines of public access to the property between the nearest point of the parking facility and the building to be served, provided that the off-street parking facility shall not be separated from the building to be served by a major thoroughfare.
- F. **Uses not specifically listed.** In the case of a use not specifically mentioned, the requirements for off-street parking facilities for a use which is so mentioned, and to which such use is similar, shall apply.
- G. **Collective facilities.** Nothing in this section shall be construed to prevent collective provision of off-street parking facilities for two or more buildings or uses, provided that, collectively, such facilities shall not be less than the sum of the requirements for the various individual uses computed separately in accordance with the table.
- H. **Required parking spaces.** The amount of required off-street parking space for new uses or buildings, additions thereto and additions to existing buildings as specified in this section shall be determined in accordance with the following table, and the space so required shall be stated in the application for a building permit and shall be irrevocably reserved for such use:

Table 50-5.3.H Off-street Parking Requirements	
Use	Minimum Number of Parking Spaces
1. Residential uses:	
a. One-family and two-family residential	Four for each dwelling unit.
b. Multiple-family residential	Two for each efficiency or one-bedroom dwelling unit, and three for each two-bedroom dwelling unit, and one parking space for each bedroom over two.
2. Institutional uses:	
a. Places of worship, temples or synagogues	One for each four seats in the main place of assembly or worship.
b. Hospitals	One per each patient bed, plus one additional space for every three employees during that eight-hour shift in which the greatest number of employees are on duty, plus one space for every ten doctors on the hospital staff.
c. Elementary and junior high schools	One for each teacher and administrator, plus sufficient off-street space for the safe and convenient loading and unloading of students.
d. Senior high schools (public, parochial and private)	One for each employee and one for each four students.
e. Private clubs, civic clubs or lodge halls	One for each employee on the largest shift, plus one for every three persons allowed within the maximum occupancy load as established by city, county or state fire, building or health codes.
f. Tennis clubs or other similar uses	Six for each court, plus one for each employee. Should a spectator area be provided, one space for each three seats shall be required.
g. Places of outdoor assembly	One for every three seats or six feet of benches.
h. Theaters and auditoriums (indoor)	One for each four seats, plus one for each employee.
3. Business and commercial uses:	
a. Planned shopping centers (as approved by the planning commission)	5.5 for each 1,000 square feet of gross leasable floor area.
b. Automobile carwash establishments	Eight spaces for each establishment, plus 25 waiting spaces for each washing stall, plus a drying lane 50 feet long at the exit of each washing stall.
c. Beauty parlors and barbershops	Three spaces for each of the first two beauty or barber chairs, and 1.5 spaces for each additional chair.
d. Bowling alleys	One for each employee, plus five for each bowling lane.

Table 50-5.3.H Off-street Parking Requirements

Use	Minimum Number of Parking Spaces
e. Dancehalls, pool or billiard parlors, roller or ice skating rinks, exhibition halls and assembly halls without fixed seats	One for each 100 square feet of gross floor area (note: McCann Ice Skating Arena would be subject to these requirements).
f. Establishments for sale and consumption on the premises of beverages, food or refreshments	One for each 200 square feet of gross floor area, plus one for each employee on the premises during the peak employment shift.
g. Establishments for sale and consumption off the premises of beverages, food or refreshments involving delivery services	One for each employee on the premises during the peak employment shift, plus one for each motorized delivery vehicle used in delivering goods sold.
h. Establishments for sale and consumption on and off the premises of beverages, food and refreshments involving delivery service	One for each 200 square feet of gross floor area, plus one for each employee on the premises during the peak employment shift, plus one for each motorized delivery vehicle used in delivering goods sold.
i. Furniture and appliance, household equipment or repair shops, showrooms, or a plumber, decorator, electrician or similar trade, shoe repair and other similar uses	One for each 500 square feet of gross floor area. For that floor area used in processing, one additional space shall be provided for each employee.
j. Automobile service stations	One for each employee, plus one for the owner and manager, plus two for each grease rack or stall for servicing automobiles or wash rack.
k. Laundromats and coin-operated dry cleaners	One for each 100 square feet of gross floor area.
l. Mortuary or funeral home establishments	One for each 50 square feet of space in the slumber room, parlors or individual funeral service rooms.
m. Motels, hotels and other commercial lodging establishments	One for each occupancy unit, plus one for each employee, plus extra spaces for dining rooms, ballrooms or meeting rooms as required in this section.
n. Motor vehicle sales and service establishments, and trailer sales and rental	One for each 400 square feet of gross floor area of salesroom.
o. Retail stores except as otherwise specified in this section	One for each 200 square feet of gross floor area.

Table 50-5.3.H Off-street Parking Requirements	
Use	Minimum Number of Parking Spaces
p. Fitness and training centers	Three-street parking spaces for each of the first two pieces of equipment, and 1.5 spaces for each additional piece of equipment, in addition to one for each two persons allowed within the maximum occupancy load as established by the building code.
4. Offices:	
a. Banks	One for each 200 square feet of gross floor area, plus one for each office or each staff member and employee, whichever is the greater. Where drive-up windows are provided, waiting space equivalent to 12 spaces for each drive-up window shall be provided.
b. Business offices or professional offices except as indicated in subsection 4.c of this table	One for each 300 square feet of gross floor area.
c. Medical or dental centers or clinics, and professional offices of doctors, dentists or similar professions	One for each 200 square feet of gross floor area.

On all changes of occupancy where a new tenant occupies the building, whether the new tenant continues the same use or not, in structures existing prior to the adoption of the ordinance from which this subsection is derived, the off-street parking requirements shall conform to at least 50 percent of the requirements specified in this subsection, provided that the total area of the original structure remain unchanged. If the total area of an existing building is changed, the building must conform to the requirements specified in this subsection. Any and all buildings constructed after the adoption of the ordinance from which this chapter is derived must conform to the requirements of this subsection.

- I. **Reduction of parking facilities.** Off-street parking existing on the effective date of the ordinance from which this chapter is derived, which serves an existing building or use, shall not be reduced in size less than required under the terms of this section.
- J. **Establishment of parking facilities by city.** The council, in consultation with the city planning commission, shall make studies of various areas in the city for the purpose of determining areas within which there is need for the establishment of off-street parking facilities to be provided by the city and to be financed in whole or in part by a special assessment district, or by other means, where such need is found. This study and report shall include recommendations on the site, location and other pertinent features of the proposed off-street parking facilities and the areas they should be intended to serve. Wherever, pursuant to this procedure, the city shall establish off-street parking facilities by means of a special assessment district, or by any other means, the council may determine, upon completion and acceptance of such off-street parking facilities by the council, that all existing buildings and uses and all buildings erected or uses established thereafter within the special assessment district shall be exempt from the requirements of this section for privately supplied off-street parking facilities.

- K. **Size of parking spaces.** A parking space shall be nine feet by 19 feet. Compact parking spaces may be eight feet by 16 feet (The number and location of compact spaces on a site and must be approved on a case-by-case basis by the Planning Commission or the City Planner/Building-Official. No more than 10% of required off-street parking requirements may be compact parking spaces).
- L. **Compliance required.** It shall be unlawful for any person to establish, lay out, operate or use a parking lot in the city contrary to the provisions of this section, or to permit another person to do so upon land owned or controlled by them.
- M. **Means of ingress and egress.** A parking lot shall be provided with adequate means of ingress and egress to public streets or alleys, which shall be of such size, number and location so as to minimize traffic congestion within and without the parking lot and will not create unnecessary hazards to pedestrian and vehicular traffic in the vicinity thereof.
- N. **Requirements for barriers for parking lots adjacent to sidewalk.**
- Where a parking lot regulated by the provisions of this section shall adjoin a public sidewalk, there shall be erected on such parking lot, to the extent that such parking lot adjoins the public sidewalk, a barrier so located as to prevent cars parked on such parking lot from extending over or encroaching upon such public sidewalk. Such barrier shall be not in excess of eight inches in height, nor less than six inches in height and shall be firmly attached or anchored to such parking lot; and such barrier shall be of such type as to prevent vehicles using such parking lot from interfering with or jeopardizing pedestrian traffic on such public sidewalk; provided that a fence complying with the governing chapter may be provided in lieu of the barrier as aforesaid.
 - The provisions of this subsection shall not apply to authorized means of ingress and egress to the parking lot.
 - Necessary curbs or other protection against damage to adjoining properties, streets and sidewalks shall be provided and maintained.
- O. **Method of parking.** It shall be unlawful to park or stand any vehicle in a municipally owned and operated off-street metered parking lot in such a position that the vehicle is not entirely within the area so designated as a parking space by such lines or markings. All vehicles parked or stood in any parking space shall be parked in such a manner so that the front of such vehicle shall be facing the parking meter designated for the parking space so occupied.
- P. **Drainage and surfacing.** Parking lots shall be surfaced with concrete, plant-mixed bituminous or other all-weather impervious, dust-free material of sufficient thickness so as to provide a suitable and proper dustproof, usable pavement and shall be properly graded and drained to dispose of surface water. Plans and specifications for drainage and surfacing of parking lots shall be submitted to the city engineer for approval. Means of ingress and egress to public streets shall be surfaced with concrete or plant-mixed bituminous materials.
- Q. **Off-street parking areas adjacent to residential property.**
- Setbacks; protective wall or landscape screening.** Side yards shall be maintained for a space of not less than ten feet between the side lot lines of adjoining residentially zoned or used property and the parking area. The depth of the front yard or setback line from the street as established for houses in any block in any given residential area shall be continued and made applicable to parking space in such residential area. It shall be unlawful to use the space between such setback line and the sidewalk for the parking of motor vehicles; provided that the barrier specified in [subsection 2](#) shall be located in the setback line as required in this subsection.

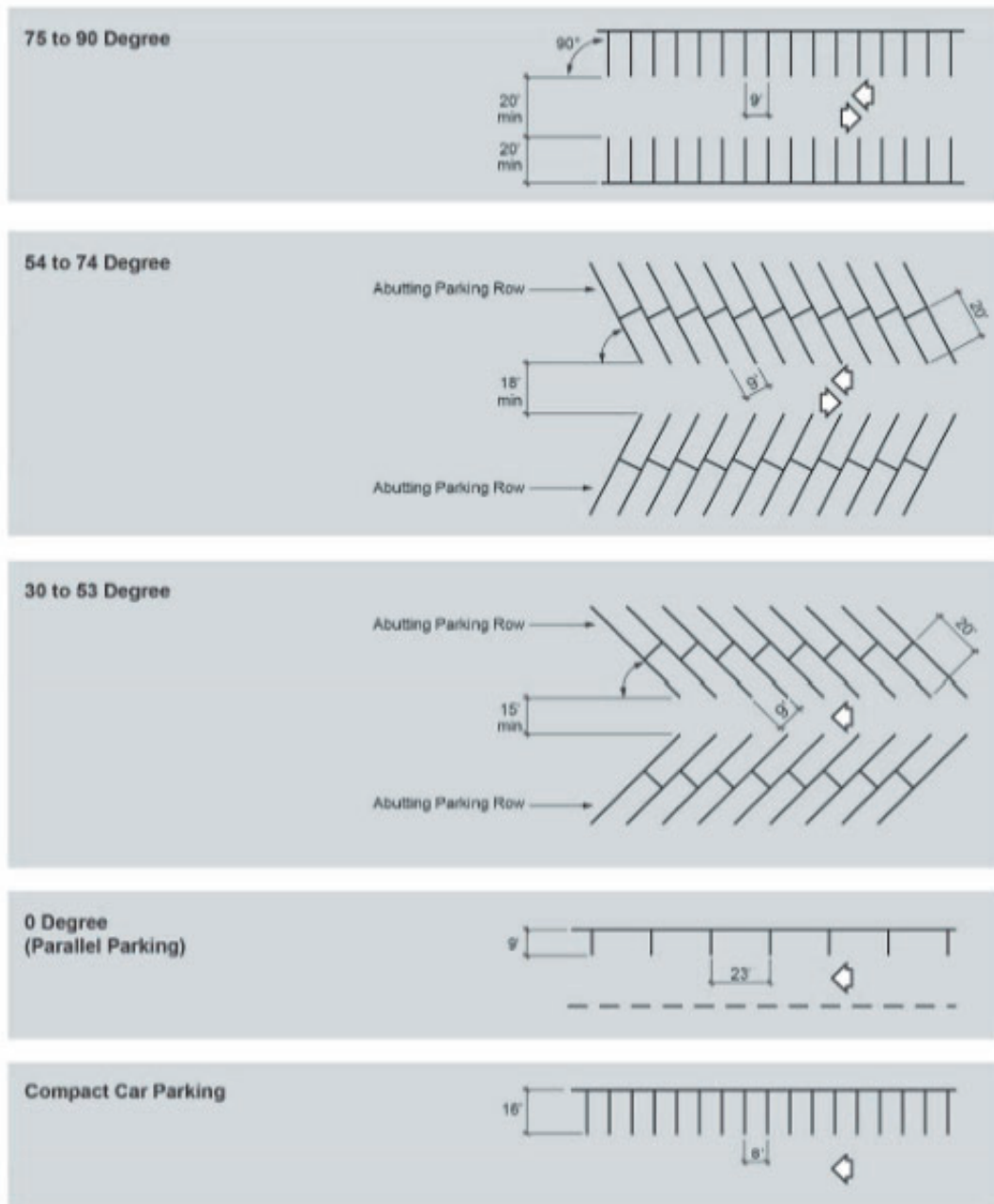
2. **Ornamental wall.** Whenever a parking area adjoins residential property or a residential street, an ornamental masonry wall not less than two feet or more than four feet in height shall be erected and maintained between the required yard space and area to be used for parking, except for such portions as are used for entrances and exits. On such other locations where a protective barrier is required, the use of a dense shrubbery screen meeting the standards of [section 50-5.19 Greenbelts](#) shall be as followed.
 3. **Maintenance.** All required walls or other landscape screening shall be properly maintained and kept free of debris, signs or any advertising whatsoever. Bumper guards, composed of either a curb at least six inches high or steel posts 24 inches to 30 inches high and not more than five feet apart set three feet in concrete, shall be provided to prevent vehicles from striking such wall or shrubbery.
 4. **Open lots.** Open off-street parking lots are allowed for the periodic storage of private passenger vehicles for periods of less than one day when the space used for parking is separated from all required yards and contiguous streets by an ornamental wall or fence four feet in height, and if all vehicular access to such lot is from the alley and not directly from any street, and such use is recommended for approval to the board of appeals by the planning commission as not being injurious to the surrounding neighborhood and not contrary to the spirit and purpose of this chapter, provided such use complies with the noise requirements of [subsection Y](#).
 5. **Landscaping.** Where required landscaping is not sufficiently and properly maintained, the city administrator may, after five days' notice has been given to the property owner as shown on the latest assessment roll, order whatever steps are necessary to suitably maintain the landscaped area and charge all of the costs plus a fee as currently established or as hereafter adopted by resolution of the city council from time to time to the property owner.
 6. **Variance from this subsection.** The city council may, after a public hearing and an affirmative vote of a majority of the council, grant a variance from the requirements of this [subsection Q](#), which variance may permit the construction of a fence which will provide substantial protection for adjoining residential properties and such variance shall be subject to proper and reasonable conditions which may be imposed by the council.
- R. **New construction.** No person shall construct a new parking lot without first having obtained site plan approval from the planning commission. Plans and specifications for the construction of a new parking lot shall be submitted to the city administrator and building official, who shall cause to be determined whether such plans and specifications comply with the provisions of this Code. If such plans and specifications are found to be in compliance with the provisions of this Code, the planning commission shall authorize the construction of such parking lot. If the application is rejected, the applicant shall be notified to that effect and shall be given an opportunity to be heard by the city council, either in person or by legal counsel, and to present such evidence pertinent to the application, after which the city council shall take final action upon the application and, as a prerequisite to granting such application, the council may impose reasonable conditions so as to preserve the character of the neighborhood.

- S. **Lighting.** Every parking lot which is operated during any hours of the night shall be provided with adequate lighting units to enable parking attendants to have a reasonable view of all portions of the parking facility at all times. Lights shall be shielded and directed away from residences and other adjacent property and from the public streets in such manner as to prevent a disturbing glare to occupants of adjacent property and to vehicular traffic using the public streets.
- T. **Limitation on period of parking.** It shall be unlawful to permit or allow any motor vehicle to be parked, stored or kept in or upon any licensed parking lot for a continuous and uninterrupted period of more than 24 hours at any one time, it being the intent of the provisions of this section to prohibit the use of any such parking lot for the unlimited storage or parking of motor vehicles.
- U. **Traffic lane markings.** The parking lot shall be provided with such markings as to indicate entrances and exits, traffic lanes for the safe and orderly movement of vehicles to and from parking spaces, and such other traffic safety controls which may be designated by the director of public safety.
1. **Dimensional requirements.** Plans for the layout of off-street parking facilities shall be in accordance with the following minimum requirements: ●●

Table 50-5.3.U.1 Off-street Parking Layout Dimensional Requirements

Parking pattern	Maneuvering Lane Width (feet)	Parking Space Width (feet)	Parking Space Length (feet)	Total Width of One Tier of Spaces Plus Maneuvering Lane (feet)	Total Width of Two Tiers of Spaces Plus Maneuvering Lane (feet)
0° (parallel parking)	15	9	23	24	33
30° to 53°	15	9	19	35	57
54° to 74°	18	9	19	39 <u>37</u>	60 <u>56</u>
75° to 90°	20 <u>5</u>	9	19	44 <u>39</u>	63 <u>58</u>

Figure 50-5.3.U.1 Off-street Parking Requirements, Parking Layouts



Parking Space Layout

1. Purpose & Intent

2. Definitions

3. Zoning Districts

4. Use Standards

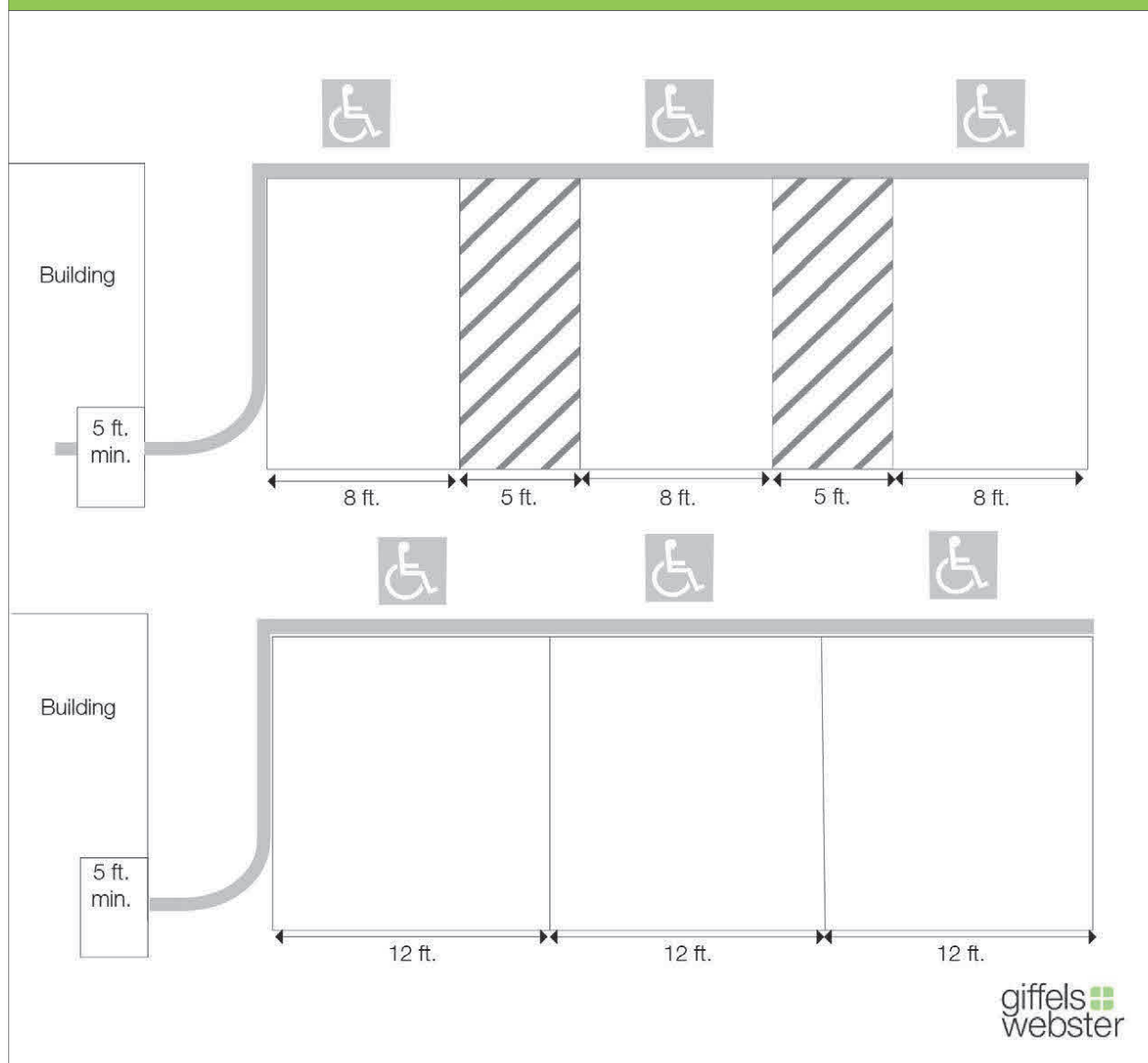
5. Site Standards

6. Development Procedures

7. Administration & Enforcement

2. **Barrier-free parking spaces.** Barrier-free parking spaces shall be located as close as possible on the most direct route to barrier-free building entrances. Signs shall be provided to indicate the direction of travel to barrier-free building approaches when the barrier-free entrance is not visible from the accessible parking space or spaces. Each accessible parking space shall have not more than a nominal three percent grade and be not less than 12 feet wide or be not less than eight feet wide and be adjacent to an access aisle which is not less than five feet wide and which is not a traffic lane. The parking space surface shall be stable and firm. There shall be a barrier-free route of travel from accessible parking spaces to the nearest barrier-free building approach. ●●

Figure 50-5.3.U.2 Barrier-free Parking Spaces



- V. **Attendants, private security guards; when required.** When in the opinion of the director of public safety a hazard to the welfare and safety of any person exists in or adjacent to any parking lot, the director of public safety shall certify such fact and reasons for such opinion to the city council. The city council acting upon such written certification of the director of public safety and after ten days' notice to the owner and/or operator of such parking lot shall hold a public hearing, at which time all parties interested shall be given an opportunity to be heard. Upon a finding by the city council that such a hazard in fact exists, the council may, as a condition for the continued use of such property as a parking lot, require the owner and/or operator to provide sufficient attendants and/or uniformed private security guards licensed under the laws of the state at such parking lot during the hours of operation of such parking lot, or any portion thereof. Upon a failure of the owner and/or operator to furnish attendants or private security guards, if so required by the city council, such lot shall be closed to parking and the continued use thereof for parking shall be deemed a violation of this Code.
- W. **Inspections; correction of defects.** All parking lots within the city shall be inspected from time to time as directed by the city administrator. Any failure to comply with the provisions of this section shall be reported in writing to the owner and/or operator of the parking lot to remedy such condition or make such correction. Failure to comply with any notice to remedy or correct any conditions of a parking lot may be the basis for the filing of a complaint against the owner and/or operator.
- X. **Maintenance.** It shall be the duty of the owner and operator of any parking lot to maintain such lot and any greenbelt of shrubbery thereon, the barriers, entrances, exits, and surface and drainage system in a state of good repair at all times while operating such lot or permitting the use thereof.
- Y. **Noise.** The use of any loud noise-producing device or public address system shall be prohibited upon off-street parking lots permitted by this section.
- Z. **Prohibited uses.** No repairs, service to vehicles or display of vehicles for the purpose of sale shall be carried on or permitted upon such premises.
- AA. **Signs.** No sign shall be erected upon such parking lots, except not more than one sign at each entrance to indicate the operator, the purpose for which operated, and the parking rates. Such signs shall not exceed 15 square feet in area, shall not extend more than ten feet in height above the nearest curb, and shall be entirely upon the parking lots.
- BB. Flexibility in Off-Street Parking Standards.**
1. Shared Parking Agreement. In all non-residential and mixed-use zones, private parking facilities may be shared by multiple uses whose activities are not normally conducted during the same hours, or when hours of peak use vary. The applicant has the burden of proof of a reduction in the total number of required off-street parking spaces. No reduction in the number of spaces reserved for persons with disabilities is permitted on site.
- a. Proof from Applicant. Evidence must be submitted that demonstrates shared parking will not result in inadequate parking. Below is a list of required application information:
- i. An analysis of available and used parking spaces based on parking counts taken at certain time intervals and days to verify parking usage patterns.
 - ii. The type and hours of operation and parking demand for each land use.
 - iii. A sketch or site plan displaying shared use spaces in the lot and walking distance to the uses sharing the lot.
 - iv. A description of the character of land use and parking patterns of adjacent land uses.

v. An estimate of anticipated turnover in parking space use over the course of 12 to 24 hours at the site.

b. Distance and Design Standards.

- i. The agreed upon off-street, privately owned parking spaces to be shared must be within 500 feet from property line of the business to the property line of the parking area to support that business.
- ii. Users sharing a parking facility shall provide for safe, convenient walking between land uses and parking, including safe, well-marked pedestrian crossings, signage, and adequate lighting. Pedestrian paths should be as direct and short as possible, without compromising safety. A pedestrian circulation plan that shows connections and walkways between the parking facilities and subject uses must be provided.
- iii. Shared parking areas must be paved and properly striped. Details regarding the maintenance of the shared parking areas, including snow removal, must be provided within the shared parking agreement.
- iv. Signage to direct drivers to the most convenient parking areas for each use shall be provided.

c. Process. A shared parking agreement requires a public hearing with the Planning Commission. Planning Commission has final authority over granting shared parking agreements. If the Planning Commission approves the shared parking agreement, and prior to the issuance of a certificate of compliance, the written agreement shall be reviewed and approved by the city attorney and executed by the property owner to assure the continued availability of the shared parking spaces for the life of the development. The agreement shall, at a minimum:

- i. List the names and ownership interest of all parties to the agreement and contain the signatures of those parties.
- ii. Provide a legal description of the land upon which the parking area(s) and building(s) appurtenant to the parking areas are located.
- iii. Include a sketch or site plan showing the area of the parking parcel, pedestrian and driver circulation, maintenance, etc.
- iv. Provide details regarding the maintenance of the shared parking areas, including snow removal.

d. Change in Use. Should any of the shared parking uses be changed, or should the planning department find that any of the conditions described in the approved shared parking study or agreement no longer exist, or if insufficient parking is an issue due to complaints, the owner shall have the option of submitting a revised shared parking study and an amended shared parking agreement in accordance with the standards of this subsection or of providing the number of spaces required for each use as if computed separately. If the Building Department determines that the revised shared parking study or agreement does not satisfy the off-street parking needs of the proposed uses, the shared parking request shall be denied, and no certificates of occupancy shall be issued until the full number of off-street parking spaces are provided.

2. **Parking Waivers.** The Zoning Administrator and Planning Commission may grant waivers in off-street parking requirements, provided that there is no reduction in the number of spaces reserved for persons with disabilities.

- a. **Building/Planning Department.** The Planner or Zoning Administrator may waive up to **10%** of the total site parking.
- b. **Planning Commission.** The Planning Commission may modify the numerical requirements for off-street parking. The Planning Commission may attach conditions of approval to a modification in the minimum required parking.
- c. **Proof from Applicant.** In order for the Zoning Administrator or Planning Commission to waive off-street parking requirements, the applicant must demonstrate that the required amount of parking spaces is excessive based on the needs of the proposed use or that the site cannot physically accommodate the required number of parking spaces.
- d. **Process.** If the parking space reduction is more than 10% of the total site parking, then a public hearing is required. Planning Commission has final authority over granting parking waivers.

3. _____

50-5.4 Parking spaces

Parking spaces shall not be less than nine feet by 19 feet, ~~unless~~ Compact parking spaces may be eight feet by 16 feet (The number and location of compact spaces on a site and must be approved on a case-by-case basis by the Planning Commission or the City Planner/Building Official. No more than 10% of required off-street parking requirements may be compact parking spaces). If the structure for which the parking space is required is situated on a lot that is 40 feet or less in width, the area of the lot required for driveway purposes may be utilized for parking spaces without regard to providing a driveway for ingress and egress.

50-5.5 Residential parking and semicircular drives

A. Semicircular driveways.

1. Semicircular driveways shall be permitted on any residential lot that has a minimum of 75 feet of frontage onto a single public street.
2. The semicircular drive shall be so constructed that the measured distance from the front property line to the inside edge of the semicircular drive (defined as that edge closest to the road at the point which is farthest from the front property line) shall be a minimum distance of ~~42 10 feet~~ and the overall radius with the hard surface shall be a minimum of 20 feet. See semicircular driveway illustration at the end of this section.
3. The hard surface width for a semicircular drive shall be no less than ~~nine-eight~~ feet nor more than 12 feet in width. As provided in subsection (g) of this section paved driveway and parking areas, including semicircular driveways for any residential lot, shall not exceed 30 percent in coverage of the front yard.
4. In no instance shall semicircular driveways be used for the storage of motor vehicles. Semicircular driveways shall not be counted in determining off-street parking, etc., as required by subsection E of this section.
5. Semicircular driveways shall be approved by the building official.
6. Parallel parking of motor vehicles side-by-side on semicircular driveways and parking areas shall be prohibited.

B. Curb cuts for residential property.

1. Curb cuts shall not be constructed beyond the property lines of adjacent lots.
2. Curb cuts shall be the width of the driveway at the front lot line plus two feet.
3. In no instance shall the total curb cuts for one lot or parcel exceed 46 feet. Curb cuts shall be approved by the building official.

C. Parking and driveway surfaces. Paved driveway and parking areas shall be made of concrete, asphalt, brick, slate or other solid impervious surfaces as approved by the building official. The pavement system shall be designed to resist the elements, frost, erosion, rutting, blowing dirt or dust and the ponding of water. Impervious strips (e.g., ribbon driveways) in the driveway or parking area shall not be allowed.

Commented [B51]: Are permeable pavers acceptable?

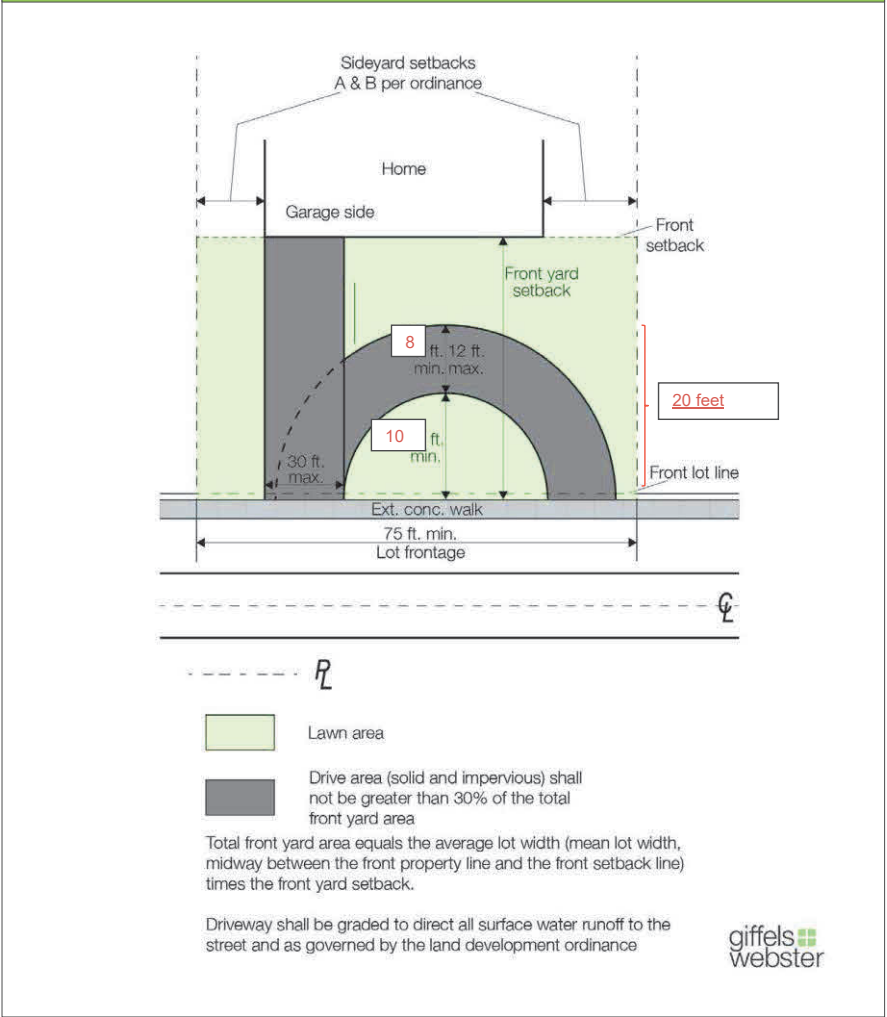
D. Parking on private property. It shall be unlawful for any person to park any motor vehicle on any private property without the express or implied consent, authorization or ratification of the owner, holder, occupant, lessee, agent or trustee of such property. Complaints for the violation of this section shall be made by the owner, lessee, agent or trustee of such property.

E. Restricted to paved parking area. It shall be unlawful for the registered owner of any motor vehicle or for any owner or tenant of any residential property located within the city to allow or permit the parking of any motor vehicle in the area between the curb and the front setback line of any residential lot except upon the paved driveways and parking area thereof.

F. Parking area and driveway prohibitions. Paved driveways and parking areas on any residential lot of more than 45 feet in width shall not exceed 30 feet in width and shall not exceed 30 percent in coverage of the front yard. Paved driveways and parking areas on any residential lot of 45 feet or less in width shall not exceed 12 feet in width. The width of any paved driveway and parking area on any residential lot shall be measured at the widest point of the paved driveway and parking area based on a straight line running parallel to the front lot line, starting at the edge of the paved driveway and

parking area closest to the side lot line and ending at the opposite edge of the paved driveway and parking area. ☒

Figure 50-5.5.f Semicircular Driveway



G. **Lot and building regulations generally.** The provisions of this zoning chapter shall be applicable.

Under **New Business**, motion by Gilezan, seconded by Hamborsky, that the Planning Commission open the public hearing regarding **Amendments to Section 50-5.3 and 50-5.5 of the Zoning Ordinance regarding off-street parking requirements and semicircular dimensions**.

Motion carried by the following vote:

YES: Fuller, Gerhart, Gilezan, Hamborsky, McNelis, O’Keefe, Vitale

NO: None

ABSENT: Bailey, Fenton

THE MEETING WAS THEREUPON OPENED AT 8:19 P.M. FOR A PUBLIC HEARING ON THE **AMENDMENTS TO SECTIONS 50.5.3 AND 50-5.5 OF THE ZONING ORDINANCE REGARDING OFF-STREET PARKING REQUIREMENTS AND SEMICIRCULAR DIMENSIONS** WITH SEVEN COMMISSION MEMBERS PRESENT.

Motion by Vitale, seconded by Hamborsky, that the following items be received and placed on file:

1. Notice of Public Hearing
2. City Planner Wolf’s Memo Dated December 12, 2023
3. Zoning Ordinance 50-5.3 with Proposed Changes
4. Zoning Ordinance 50-5.5 with Proposed Changes

Motion carried by the following vote:

YES: Fuller, Gerhart, Gilezan, Hamborsky, McNelis, O’Keefe, Vitale

NO: None

ABSENT: Bailey, Fenton

Chair Gerhart asked if anyone in the audience wished to be heard in favor of the **Amendments to Section 50.5.3 and 50-5.5 of the Zoning Ordinance regarding off-street parking requirements and semicircular dimensions**. No one wished to be heard.

Chair Gerhart asked if anyone in the audience wished to be heard in opposition to the **Amendments to Section 50.5.3 and 50-5.5 of the Zoning Ordinance regarding off-street parking requirements and semicircular dimensions**. No one wished to be heard.

Motion by Gerhart, seconded by Fuller, that the public hearing be closed at 8:21 p.m. Passed unanimously.

Motion by Hamborsky, seconded by Gilezan, that the Planning Commission recommend that City Council approve the **Amendments to Section 50.5.3 and 50-5.5 of the Zoning Ordinance regarding off-street parking requirements and semicircular dimensions.**

Motion carried by the following vote:

YES: Fuller, Gerhart, Gilezan, Hamborsky, McNelis, O’Keefe, Vitale

NO: None

ABSENT: Bailey, Fenton

Motion by Hamborsky, seconded by O’Keefe, that Section 50-5.3, Section E, be amended to say that “off-street parking facilities required for all other uses shall be located on the lot or property in the city within 500 feet of the permanent use requiring such off-street parking.”

Motion carried by the following vote:

YES: Fuller, Gerhart, Gilezan, Hamborsky, McNelis, O’Keefe, Vitale

NO: None

ABSENT: Bailey, Fenton

**CITY OF GROSSE POINTE WOODS
WAYNE COUNTY, MICHIGAN**

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF GROSSE POINTE WOODS, CHAPTER 50 – ZONING, SECTION 50-5.3 OFF-STREET PARKING REQUIREMENTS, INCLUDING SIZE OF PARKING SPACES, TRAFFIC LANE MARKINGS, FLEXIBILITY IN OFF-STREET PARKING STANDARDS VIA SHARED PARKING AGREEMENTS AND PARKING WAIVERS, AND SECTION 50.5.5 RESIDENTIAL PARKING AND SEMICIRCULAR DRIVES TO REDUCE THE RADIUS OF SEMICIRCULAR DRIVES, AND TO PROVIDE FOR REPEALER, SEVERABILITY AND EFFECTIVE DATE.

THE CITY OF GROSSE POINTE WOODS ORDAINS:

Section 1. The City of Grosse Pointe Woods Code of Ordinances, Chapter 50, Section 50-5.3 Off-Street Parking Requirements, Subsection K, is hereby amended to provide as follows:

K. Size of Parking Spaces. A parking space shall be nine feet (9') by nineteen feet (19'). Compact parking spaces may be eight feet (8') by sixteen feet (16'). (The number and location of compact spaces on a site must be approved on a case-by-case basis by the Planning Commission or the City Planner/Building Official. No more than ten percent (10%) of required off-street parking requirements may be compact parking spaces.)

Section 2. The City of Grosse Pointe Woods Code of Ordinances, Chapter 50, Section 50-5.3 Off-Street Parking Requirements, Table 50-5.3.U.1, is hereby amended to provide as follows:

Table 50-5.3.U.1 Off-Street Parking Layout Dimensional Requirements					
<i>Parking Pattern</i>	<i>Maneuvering Lane Width (feet)</i>	<i>Parking Space Width (feet)</i>	<i>Parking Space Length (feet)</i>	<i>Total Width of One Tier of Spaces Plus Maneuvering Lane (feet)</i>	<i>Total Width of Two Tiers of Spaces Plus Maneuvering Lane (feet)</i>
0° (parallel parking)	15	9	23	24	33
30° to 53°	15	9	19	35	57
54° to 74°	18	9	19	37	56
75° to 90°	20	9	19	39	58

Section 3. The City of Grosse Pointe Woods Code of Ordinances, Chapter 50, Section 50-5.3 Off-Street Parking Requirements, is amended by adding Subsection BB, to provide as follows:

BB. Flexibility in Off-Street Parking Standards.

- 1. Shared Parking Agreement.** In all non-residential and mixed-use zones, private parking facilities may be shared by multiple uses whose activities are not normally conducted during the same hours, or when hours of peak use vary. The applicant has the burden of proof of a reduction in the total number of required off-street parking spaces. No reduction in the number of spaces reserved for persons with disabilities is permitted on site.
 - a. Proof from Applicant.** Evidence must be submitted that demonstrates shared parking will not result in inadequate parking. Below is a list of required application information:
 - i. An analysis of available and used parking spaces based on parking counts taken at certain time intervals and days to verify parking usage patterns.
 - ii. The type and hours of operation and parking demand for each land use.
 - iii. A sketch or site plan displaying shared use spaces in the lot and walking distance to the uses sharing the lot.
 - iv. A description of the character of land use and parking patterns of adjacent land uses.
 - v. An estimate of anticipated turnover in parking space use over the course of 12 to 24 hours at the site.
 - b. Distance and Design Standards.**
 - i. The agreed upon off-street, privately owned parking spaces to be shared must be within 500 feet from property line of the business to the property line of the parking area to support that business.
 - ii. Users sharing a parking facility shall provide for safe, convenient walking between land uses and parking, including safe, well-marked pedestrian crossings, signage, and adequate lighting. Pedestrian paths should be as direct and short as possible, without compromising safety. A pedestrian circulation plan that shows connections and walkways between the parking facilities and subject uses must be provided.
 - iii. Shared parking areas must be paved and properly striped. Details regarding the maintenance of the shared parking areas, including snow removal, must be provided within the shared parking agreement.
 - iv. Signage to direct drivers to the most convenient parking areas for each use shall be provided.

c. **Process.** A shared parking agreement requires a public hearing with the Planning Commission. Planning Commission has final authority over granting shared parking agreements. If the Planning Commission approves the shared parking agreement, and prior to the issuance of a certificate of compliance, the written agreement shall be reviewed and approved by the city attorney and executed by the property owner to assure the continued availability of the shared parking spaces for the life of the development. The agreement shall, at a minimum:

- i. List the names and ownership interest of all parties to the agreement and contain the signatures of those parties.
- ii. Provide a legal description of the land upon which the parking area(s) and building(s) appurtenant to the parking areas are located.
- iii. Include a sketch or site plan showing the area of the parking parcel, pedestrian and driver circulation, maintenance, etc.
- iv. Provide details regarding the maintenance of the shared parking areas, including snow removal.

d. **Change in Use.** Should any of the shared parking uses be changed, or should the planning department find that any of the conditions described in the approved shared parking study or agreement no longer exist, or if insufficient parking is an issue due to complaints, the owner shall have the option of submitting a revised shared parking study and an amended shared parking agreement in accordance with the standards of this subsection or of providing the number of spaces required for each use as if computed separately. If the Building Department determines that the revised shared parking study or agreement does not satisfy the off-street parking needs of the proposed uses, the shared parking request shall be denied, and no certificates of occupancy shall be issued until the full number of off-street parking spaces are provided.

2. **Parking Waivers.** The Zoning Administrator and Planning Commission may grant waivers in off-street parking requirements, provided that there is no reduction in the number of spaces reserved for persons with disabilities.

a. **Building/Planning Department.** The Planner or Zoning Administrator may waive up to 10% of the total site parking.

b. **Planning Commission.** The Planning Commission may modify the numerical requirements for off-street parking. The Planning

Commission may attach conditions of approval to a modification in the minimum required parking.

- c. **Proof from Applicant.** In order for the Zoning Administrator or Planning Commission to waive off-street parking requirements, the applicant must demonstrate that the required amount of parking spaces is excessive based on the needs of the proposed use or that the site cannot physically accommodate the required number of parking spaces.
- d. **Process.** If the parking space reduction is more than 10% of the total site parking, then a public hearing is required. Planning Commission has final authority over granting parking waivers.

Section 4. The City of Grosse Pointe Woods Code of Ordinances, Chapter 50, Section 50-5.4 Parking Spaces, is hereby amended as follows:

50.5.4 Parking Spaces

Parking spaces shall not be less than nine feet (9') by nineteen feet (19'). Compact parking spaces may be eight feet (8') by sixteen feet (16'). (The number and location of compact spaces on a site must be approved on a case-by-case basis by the Planning Commission or the City Planner/Building Official. No more than ten percent (10%) of required off-street parking requirements may be compact parking spaces). If the structure for which the parking space is required is situated on a lot that is forty feet (40') or less in width, the area of the lot required for driveway purposes may be utilized for parking spaces without regard to providing a driveway for ingress and egress.

Section 5. The City of Grosse Pointe Woods Code of Ordinances, Chapter 50, Section 50-5.5 Residential Parking and Semicircular Drives, Subsections A.2. and 3., are hereby amended as follows:

- 2. Semicircular drives shall be so constructed that the measured distance from the front property line to the inside edge of the semicircular drive (defined as that edge closest to the road at the point which is farthest from the front property line), shall be a minimum distance of ten feet (10'), and the overall radius with the hard surface shall be a minimum of twenty feet (20'). *See semicircular driveway illustration at the end of this section.*
- 3. The hard surface width for a semicircular drive shall be no less than eight feet (8') nor more than twelve feet (12') in width. As provided in subsection (g) of this section paved driveway and parking areas, including semicircular driveways for any residential lot, shall not exceed thirty percent (30%) in coverage of the front yard.

Section 6. The City of Grosse Pointe Woods Code of Ordinances, Chapter 50, Figure 50-5.5 Residential Parking and Semicircular Drives, shall be amended to reflect the amendments set forth in 50-5.5 A.2. and 3.

Section 7. Repealer Clause. Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 8. Validity and Severability. Should any portion of this Ordinance be found invalid for any reason, such a holding shall not be construed as affecting the validity of the remaining portions of the Ordinance.

Section 9. Effective Date. This Ordinance shall be effective twenty (20) days from and after its adoption by the City of Grosse Pointe Woods City Council.

AYES _____

NAYS _____

ABSENT _____

Arthur W. Bryant, Mayor

Attested:

Paul Antolin, City Clerk

CERTIFICATION OF CLERK

I, Paul Antolin, City Clerk of the City of Grosse Pointe Woods, Wayne County, Michigan, do hereby certify that Ordinance No. _____ was adopted by the City Council of Grosse Pointe Woods, assembled in regular session on March ____, 2024. Said Ordinance was posted in the following places:

Notice of said posting was published in _____ (*insert newspaper*) on March ____, 2024.

Paul Antolin, City Clerk

First Reading: _____

Proposed Second Reading: _____

Published by Title: _____

Adopted: _____

Effective: _____

Published Final: _____