

COUNCIL ADMINISTRATIVE MEMO  
October 8, 2021

OFFICE OF THE CITY ADMINISTRATOR

**Subject:** **Recommendations for Council Meeting of October 18, 2021**

Item 4 **RECOGNITION OF COMMISSION MEMBERS**

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 **PRESENTATIONS**

Item 6A **PROMOTIONS-OATHS OF OFFICE** At the request of the Director of Public Safety, Oaths of Office will be administered to the following Public Safety Officers that have been promoted:

1. Sergeant Brian Anthony Conigliaro to the rank of Lieutenant;
2. Officer Mark Jason Agnetti to the rank of Sergeant.

Item 7 **APPOINTMENTS**

Item 7A **PLANNING COMMISSION - VACANCIES (3) (MAYORAL W/CONCURRENCE OF COUNCIL)** Prerogative of the Mayor, with the concurrence of City Council, to appoint the following individuals to the Planning Commission:

1. Christian Fenton with a term to expire December 31, 2022;
2. Stephen Gerhart with a term to expire December 31, 2022;
3. Donna O'Keefe with a term to expire December 31, 2021.

Item 8 **MINUTES** Prerogative of the City Council to approve as submitted or make any corrections to the City Council minutes dated October 4, 2021, and to consider recommendations to the City Council as may be contained in the various minutes, namely:

Item 8B **ELECTION COMMISSION MINUTES DATED OCTOBER 4, 2021, WITH RECOMMENDATION** Prerogative of the City Council to concur with the recommendation of the Election Commission at their meeting held October 4, 2021, and approve the rates of Election Inspector pay as presented.

Item 9 **COMMUNICATIONS**

Item 9A **SIGN VARIANCE: ESTIA GREEK STREET FOOD, 20871 MACK** George Xenox and Paul Bittas, of Estia Greek Street Food, were before the Planning Commission to obtain a sign variance on August 24, 2021, and again on September 28, 2021. The Building Official met with the Petitioners and modifications were presented to the original sign request bringing the sign into compliance with Sec. 32-13 with respect to area square footage. A variance is still required for the height of the sign even though the height of the sign was also reduced from its original design of 6'9" to 5'; a maximum

3' is permitted. The Building Official recommends approval of the variance permitting installation of the 5' height sign based on the following:

1. The request is within the spirit and intent of the ordinance and in the best interest of the City;
2. A sign with the applicant's logo "flame" in compliance with the ordinance would be out of scale with the façade of the lease space;
3. A sign complying with the ordinance on such a small store front would create a hardship for the applicant.

I concur with his recommendation.

Prerogative of the City Council to approve the sign variance as requested, permitting installation of the sign 5' in height based on the following:

1. The request is within the spirit and intent of the ordinance and in the best interest of the City;
2. A sign with the applicant's logo "flame" in compliance with the ordinance would be out of scale with the façade of the lease space;
3. A sign complying with the ordinance on such a small store front would create a hardship for the applicant;
4. Approval is contingent upon the sign being installed within six months of approval.

Item 9B EXTENSION OF TIME TO CONSTRUCT – CROSSPOINTE CHRISTIAN CHURCH, 21336 MACK AVENUE Rev. Swiatek of Crosspointe Christian Church is requesting an extension of time to complete their building project previously approved by City Council on June 1, 2020, for a Special Land Use. The approval was conditioned upon work commencing within six months and completed within one year. In his letter, the Reverend explains delays were caused by COVID-19 such as the church being shut down causing a delay in fundraising, a shortage of workers and building materials, and increased costs. He further states they anticipate starting the project in spring of 2022. The Building Officials recommends approval.

Prerogative of the City Council to approve a permit extension for Special Land Use to Crosspointe Christian Church, construction to begin within six months and complete within one year.

Item 9C HOLIDAY PARKING METERS Mary Rogers is requesting permission to place bags over parking meters on Sunday, December 12, 2021, and be removed on Monday, December 27, 2021. Grosse Pointe North Honor Society students and parents will be assisting to install and remove the bags. She states that 15 minute/red meters will not be covered.

I recommend approval of this request.

Prerogative of the City Council to approve this request.

Item 9D PURCHASE: BULLETPROOF VESTS The Director of Public Safety, in his memo dated October 11, 2021, is requesting to purchase fifteen bulletproof vests that are due

to be replaced: three for Public Safety Officers, twelve for Auxiliary Officers. The Director states that in accordance with Section 56.4 of the union contract, the City will provide subsequent replacements of bulletproof vests for full-time employees in line with the best manufacturer's standards, which is every five years. The department also has a policy making the wearing of vests mandatory for officers assigned to field duty activities when in full uniform.

Through the state-bid purchase program, MiDeal provides extended pricing to local governments from a sole vendor, On Duty Gear, LLC at a cost of \$660.00 for a total cost of \$9,900.00. The cost of this purchase from the City's previous vendor, Vance Outdoors, was \$730.70, which will be a \$1,050.00 savings by purchasing through On Duty. The Director recommends approval of this purchase.

I concur with his recommendation and do not believe any benefit will accrue to the City by seeking further bids. This item is included in the budget.

Prerogative of the City Council to approve the purchase of fifteen bulletproof vests from On Duty Gear LLC at a cost of \$660.00, for a total cost of \$9,900.00, funds to be taken from Public Safety Clothing/Uniform Allowance Account No. 101-345-725.000.

Item 9E MONTHLY FINANCIAL REPORT – SEPTEMBER 2021 Prerogative of the City Council to refer this report to the Finance Committee.

Item 10 BIDS/PROPOSALS/CONTRACTS

Item 10A CONTRACT MODIFICATION: DPW BAG BARN ADDITION The Director of Public Services, in his memo dated October 1, 2021, is requesting approval to repair and install a lean-to roof off of one side of the DPW bag barn as was previously discussed with the Construction Committee. The barn is 30 years old and in need of updating including new lights and doors. The lean-to would allow added covered storage for equipment. The City Engineer obtained a quote from Ashor Associates in the amount of \$57,086.80, and was the low bidder for the DPW Water/Sewer Garage currently being constructed on the same site. He is also requesting a contingency in an amount not to exceed \$10,000.00 and construction engineering fees in an amount not to exceed \$8,000.00 for a total project cost not to exceed \$75,086.80. The City Engineer and Director recommend Ashor to perform the work based on satisfactory work being completed on the pole barn, and approval of a contract modification for the pole barn for the work to be performed.

I concur with their recommendations and do not believe any benefit will accrue to the City by seeking bids. This item is include in the budget.

Prerogative of the City Council to approve a pole barn contract modification with Ashor Associates to construct the DPW bag barn addition and upgrades at a cost of \$57,086.80, to include a contingency in an amount not to exceed \$10,000.00 and construction engineering fees in an amount not to exceed \$8,000.00, for a total project cost not to exceed \$75,086.80, and authorize the City Administrator to sign the modification, with funds to be taken from Commodities Improvements Public Works Account No. 598-787-977.103.

Item 10B **CONTRACT: POWER DMS** The Director of Public Safety, in his memo dated October 11, 2021, is requesting to purchase Power DMS, a cloud-based solution providing employees with central access to all critical documents and the most current versions of policies and procedures. One mandatory requirement to attain accreditation through the Michigan Law Enforcement Accreditation Program is the utilization of Power DMS. The software system is utilized by more than 3,500 law enforcement agencies and quickly revises and distributes new policy changes and ensures timely review and automatic notifications in a secure and user-friendly fashion. The City Attorney has reviewed and approved the contract for Council's consideration. The Director obtained a quote from Power DMS and recommends purchasing a 36-month subscription, which offers a 50% discount for the first year a 25% discount on the second year:

Year 1	\$4,908.16
Year 2	6,569.10
Year 3	8,936.74
<b>TOTAL</b>	<b>\$20,414.00</b>

I concur with his recommendation and do not believe any benefit will accrue to the City by seeking bids. This item is included in the budget.

Prerogative of the City Council to approve the purchase of a Power DMS 36-Month subscription at a cost of \$4,908.16 for the first of three years, and authorize the City Administrator to sign the contract and service agreement, with funds to be taken from Contractual Services-Police Services Account No. 101-310-818.000.

Item 11 **FIRST READING: ORDINANCE TO AMEND CHAPTER 2, ADMINISTRATION, ARTICLE V, BOARDS AND COMMISSIONS, TO AMEND SEC. 2-508 TO REVISE THE NUMBER OF MEMBERS ON THE SENIOR CITIZENS COMMISSION** Prerogative of the City Council to concur with the amendment of this ordinance, to set a date of November 8, 2021, for a second reading and final adoption, and to authorize the City Clerk to publish same by title in the Grosse Pointe News.

Item 12 **CLAIMS AND ACCOUNTS** Prerogative of the City Council to approve payment of Items 12A – 12D as listed on the Council agenda and as identified in the administrative memo in the respective amounts and accounts listed, as follows:

**A. Auditing Services**

1. Plant Moran Invoice No. 2046451 09/21/21 - \$18,900.00; Account Nos.:
  - a. 101-223-818.000 - \$17,900.00;
  - b. 101-136-818.000 - \$1,000.00.

**B. City Engineer - Anderson, Eckstein & Westrick**

1. 2021/22 GIS Maintenance Invoice No. 0133058 09/08/21 - \$528.70; Account No. 592-537-977.000.
2. DPW Water & Sewer Barn Invoice No. 0133062 09/08/21 - \$400.00; Account No. 592-537-978.300.
3. Oxford Road Reconstruct (Mack to Holiday) Invoice No. 0133235 09/16/21 - \$887.05; Account Nos.:

- a. 202-451-974.201 - \$70.97;
- b. 203-451-977.803 - \$727.38;
- c. 592-537-975.401 - \$88.70.
- 4. Allard Rd Reconstruct (Chester/Harper WCL) Invoice No. 0133236 09/16/21 - \$8,440.25; Account No. 203-451-977.803.
- 5. 2020 Concrete Pavement Repair Program Invoice No. 0133241 09/16/21 - \$245.71; Account Nos.:
  - a. 202-451-974.201 - \$46.68;
  - b. 203-451-974.201 - \$29.49;
  - c. 585-561-978.300 - \$122.86;
  - d. 592-537-975.401 - \$46.68.
- 6. Sewer Rehab-Lining Invoice No. 0133242 09/16/21 - \$333.75; Account No. 592-537-976.001.
- 7. Sewer Rehab - Open Cut No. 0133243 09/16/21 - \$1,341.70; Account No. 592-537-976.001.
- 8. 2021 CCTV Investigation Invoice No. 0133245 09/16/21 - \$2,517.15; Account No. 592-537-975.004.
- 9. 2020/21 Water Main Replacement Program Invoice No. 0133404 09/22/21 - \$25,112.97; Account No. 592-537-977.310.
- 10. 2021 Misc. Concrete Repair Invoice No. 0133405 09/22/21 - \$16,060.50; Account Nos.:
  - a. 202-451-974.201 - \$3,693.90;
  - b. 203-451-974.201 - \$2,409.08;
  - c. 585-561-978.300 - \$6,263.60;
  - d. 592-537-975.401 - \$3,693.91.

C. Attorney - York, Dolan & Tomlinson, PC

- 1. Invoice 10/04/21 - \$5,704.00; Account Nos.:
  - a. 101-210-801.000 - \$527.00;
  - b. 101-210-801.200 - \$372.00;
  - c. 101-210-801.100 - \$4,805.00.

Item 13

NEW BUSINESS/PUBLIC COMMENT

Respectfully submitted,

  
 Frank Schulte  
 Acting City Administrator/  
 Director of Public Services