

OFFICE OF THE CITY ADMINISTRATOR

Subject: Recommendations for Regular Council Meeting of April 4, 2022

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

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

A. Approval of Minutes

1. Council 03/21/22
2. Community Events Committee 03/09/22 with recommendations
 - a) Budget Transfer
 - b) Performance Contracts

B. Reports

1. 2021 Public Safety Annual Report

C. Bids/Proposals/Contracts

1. 2022 Beautification Advisory Commission (BAC) Flower Sale
 - a) Letter 03/15/22 – BAC Member Gloria Arslanian
2. Public Safety Dispatch Base Replacement – Budget Transfer
 - a) Memo 03/23/22 - Director of Public Safety
 - b) Quote 03/14/22 – Xybix Systems, Inc.

3. Remove/Replace Two Colorado Blue Spruce Pines at Robert E. Novitke Municipal Center – Budget Transfer
 - a) Memo 03/15/22 – Director of Public Services
 - b) Letter 01/29/22 – Brett Marshall w/ attachments
 - c) Quote 03/03/22 – Landscape Source
 - d) Photos
4. Landscape Services – Marshall Landscape – Recommendation
 - a) Memo 03/24/22 – Director of Public Services
 - b) Proposed Services Contract
 - c) Quote 01/27/22 – Marshall Landscape Inc.
 - d) Certificate of Liability Insurance
5. Tree Removal Contract for 2022/2023 – Arbor Pro Tree Service, Inc. - Recommendation
 - a) Memo 03/24/22 – Director of Public Services
 - b) Proposed Tree Removal Contract
 - c) City Tree Removal - Bid Documents
 - d) Certificate of Liability Insurance
6. Trucking Services – Grosse Trucking & Supply Co. – Recommendation
 - a) Memo 03/24/22 – Director of Public Services
 - b) Proposed Agreement
 - c) Quotes 03/23/22 – Grosse Trucking
 - d) Certificate of Liability Insurance with attachments
7. Nu Appearance Landscaping – Contract Renewal
 - a) Memo 03/30/22 – Building Official
 - b) Email 03/30/22 – Scott Kettler (NU Appearance Maintenance, Inc.)
 - c) Current Service Agreement
 - d) Certificate of Liability Insurance

D. Claims and Accounts

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers – DPW Water and Sewer Garage – Pay Application No. 5–Ashor Associates – 03/23/22- \$25,671.00.
2. WCA Assessing – Invoice No. 03182022 – April 2022 Services – 03/18/22 - \$6,508.50.
3. Kitch Drutchas Wagner Valitutti & Sherbrook – Professional Services – Invoice No. 528719 – 03/16/22 - \$300.00.
4. Jacobs and Diemer, P.C. – Professional Services – Claim No. JPJPC-20222Q – USSIC v GPW - 03/28/22 - \$11,799.00.

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

Item 7 COMMUNICATIONS

Item 7A GROSSE POINTE PUBLIC LIBRARY – UPDATE PRESENTATION BY TOM PECK Prerogative of the City Council as to action taken.

Item 7B PROPOSED FY 2022-2023 BUDGET Prerogative of the City Council to receive and place on file the FY 2022-2023 Proposed Budget.

Item 7C PLANTE MORAN, PLLC – AUDITING CONTRACT The Treasurer/Comptroller, in her memo dated March 24, 2022, states Plante Moran, PLLC is proposing a three-year extension, with an option for two additional years for the audit of the City’s Annual Comprehensive Report for FY ending June 30, 2022 through June 30, 2026. Please refer to the memo for proposed audit fee schedule.

The Treasurer/Comptroller is recommending City Council’s approval to execute the proposed agreement with Plante Moran, PLLC.

I concur with the Treasurer/Comptroller’s recommendation.

Prerogative of the City Council to authorize the City Administrator to execute the agreement between The City of Grosse Pointe Woods and Plante Moran, PLLC to enter into a three (3) year engagement for audit services, with the option for two (2) additional years.

Item 7D FY 2021/22 GENERAL LIABILITY & PROPERTY INSURANCE The City Administrator, in his memo dated March 31, 2022, states that three proposals were received by Nickel & Saph, Michigan Municipal League (MML) and Michigan Municipal Risk Management Authority (MMRMA). Please refer to the memo for a summary of key coverages and deductible amounts.

After meeting with each insurance provider and thoroughly reviewing their policies, it was determined that Nickel & Saph Inc. provides the best coverage for the City’s needs. The major points for selecting Nickel & Saph Inc. are as follows:

- \$10,000,000 Sewer liability coverage;
- Will review venter agreements/contracts to assure existing insurance language meets the requirements;
- Will assist Public Safety with the completion of documents necessary for independent, professional certification (OSS Law Enforcement Advisors);
- Deductibles for general liability coverages are \$10,000 per occurrence compared to the \$15,000 per occurrence offered by MML and MMRMA;
- Cyber Liability policy has a \$10,000 deductible as compared to \$20,000 (MML) and \$25,000 (MMRMA);
- MML Liquor Liability coverage for city special events would need to be obtained by them from an outside provider. MMRMA can provide coverage. Nickel & Saph Inc. provides coverage, but cannot produce a quote until 90 days before the event starts. Estimated cost is \$750.00 per event. These costs could be covered under the Community Event budget.

Nichol & Saph, Inc's proposal has been reviewed and approved by the City Attorney.

In regards to Tokio Marine's cancellation policy, if the city decided to cancel its policy mid-term, it would require a written request from the city and would need to include the effective date. Any applicable premium return would be done on a pro-rata basis.

I recommend City Council to approve Nickel & Saph, Inc. Insurance Agency to be the city's new general liability and property insurances provider in an amount not to exceed \$206, 937.00.

This is not a budgeted item in the FY 2021/22 budget and will require a budget amendment from the accounts listed on the memo. I do not believe any benefit will accrue to the City by seeking further bids.

Prerogative of City Council to approve Nickel & Saph, Inc. Insurance Agency to be the city's new general liability and property insurances provider in an amount not to exceed \$206,937.00, to authorize a budget amendment to the accounts listed on the City Administrator's memo, and to authorize the City Administrator to send Tokio Marine a written request to cancel Grosse Pointe Woods' current policy including an effective date.

- Item 7E RESIGNATION – BEAUTIFICATION ADVISORY COMMISSION Prerogative of the Mayor to accept the resignation of Jennifer Hess from the Beautification Commission with regret, and direct that appropriate thanks and recognition be sent to Ms. Hess.
- Item 8 ORDINANCE
- Item 8A FIRST READING: THE REPEAL AND REPLACEMENT OF CHAPTER 50 ZONING ORDINANCE, TEXT AND MAP AMENDMENT Prerogative of the City Council to concur with the amendment of this ordinance, to set a date of April 25, 2022, 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 10 CONSIDERATION OF A CLOSED EXECUTIVE SESSION TO DISCUSS LABOR NEGOTIATIONS IN ACCORDANCE WITH MCL 15.268 (c). A motion, second, and roll call vote with a minimum 2/3 of Council voting in the affirmative is required to meet in Closed Session.
- Item 11 ADJOURNMENT Upon the conclusion of public comment with no further business to be conducted by the City Council, prerogative of the City Council to motion for adjournment of tonight's meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank Schulte". The signature is written in a cursive style with a large initial "F" and a stylized "S".

Frank Schulte
City Administrator