

OFFICE OF THE CITY ADMINISTRATOR

Subject: Recommendations for Council Meeting of November 8, 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 CITY COUNCIL OATHS OF OFFICE
- Item 6A/6B MAYOR AND CITY COUNCIL MEMBERS Prerogative of the City Clerk to administer the Oaths of Office to the Mayor and City Council Members elected at the General Election held November 2, 2021.
- Item 7 APPOINTMENTS
- Item 7A SENIOR COMMISSION (MAYORAL) Prerogative of the Mayor to appoint the following individuals to the Senior Citizens Commission to fill two vacancies:
1. Kevin Quasarano with a term to expire 12/31/24;
 2. Karen McLeod with a term to expire 12/31/22.
- Item 8 MINUTES Prerogative of the City Council to approve as submitted or make any corrections to the City Council minutes dated October 19, 2021, and Committee-of-the-Whole minutes dated October 18, 2021, and to consider recommendations to the City Council as may be contained in the various minutes, namely:
- Item 8B COMMITTEE-OF-THE-WHOLE MINUTES DATED OCTOBER 18, 2021, WITH RECOMMENDATIONS
- Item 8B1 SOLAR ORDINANCE Prerogative of the City Council to address the first reading of this ordinance under Item 12B.
- Item 8B2 PERSONNEL MATTERS (SUCCESSION PLAN – ADMINISTRATION) Prerogative of the City Council to concur with the Committee-of-the-Whole at their meeting held October 18, 2021, and approve the succession plan as presented in accordance with the City Administrator's memos dated October 12, 2021.
- Item 8B2b EMPLOYMENT AGREEMENT – CITY ADMINISTRATOR (FRANK SCHULTE) Prerogative of the City Council to approve the Employment Agreement for Frank Schulte to serve as City Administrator effective January 1, 2022, and authorize the Mayor to sign the Agreement.
- Item 8D BEAUTIFICATION ADVISORY COMMISSION EXCERPT DATED OCTOBER 13, 2021, WITH RECOMMENDATION

- Item 8D1 APPOINTMENT (MAYORAL) Prerogative of the Mayor to concur with the Beautification Commission at their meeting held October 13, 2021, and appoint the following individual to fill a vacancy on the Beautification Commission:
1. Carol Romano with a term to expire 12/31/24.
- Item 8E CITIZENS RECREATION COMMISSION MINUTES DATED SEPTEMBER 14, 2021, WITH RECOMMENDATION
- Item 8E1 APPOINTMENT (COUNCIL) Prerogative of the City Council to concur with the Citizens Recreation Commission at their meeting held September 14, 2021, and appoint the following individual to fill a vacancy on the Recreation Commission:
1. Abby Klotz with a term to expire December 31, 2022.
- Item 9 COMMUNICATIONS
- Item 9A ADOPTION OF RULES OF ORDER AND PROCEDURE OF THE COMMON COUNCIL
Prerogative of the City Council as to action taken.
- Item 9B ELECTION OF MAYOR PRO-TEM (COUNCIL) Prerogative of the City Council to appoint a Council Member to serve as Mayor Pro-Tem.
- Item 9C REQUEST TO HANG BANNERS ON GHESQUIERE PARK FENCE – WOODS/SHORES LITTLE LEAGUE Paul Summers, Grosse Pointe Woods-Shores Little League President, in his letter received on November 1, 2021, is again requesting approval to hang commercial banners on the baseball field fences at Ghesquiere Park, contingent upon the following:
1. The City Administrator will review and approve all banners prior to hanging;
 2. A maximum of 120 banners will be sold;
 3. Banners will be hung by Little League beginning April 1, 2022, and removed by July 31, 2022;
 4. The size of each banner will be 3' x 8';
 5. All proceeds will be put toward the improvement of the baseball fields;
 6. No sponsors may include direct references to alcohol, tobacco, or adult content.
- I recommend approval of this request. There were no issues that arose previously in the spring of 2021 when this program was launched. I also recommend giving the City Administrator authority to approve this program and banners on an annual basis in perpetuity.
- Prerogative of the City Council to approve the request of Woods/Shores Little League to hang banners on the Ghesquiere Park baseball diamond fence for purposes of fund raising for field improvements with the City Administrator's review and approval of each banner, and that City Council give the City Administrator authority to approve banner requests in the future.
- Item 9D SEWER SYSTEM EVALUATION STRATEGY/BUDGET AMENDMENT The Director of Public Services, in his memo dated October 27, 2021, provides an outline of a sewer evaluation strategy plan as presented by the City Engineer as a result of recent rain events. In short, in order to provide real time monitoring of the City's sewer system, 14 level sensors will need to be installed in various locations most affected by the June 25th rain event. A map is provided showing the locations of sensors and diagram the placement of interceptors and local sewers. The following are first year and estimated future annual costs:

Purchase level Sensor Monitoring Equipment	\$148,000.00
Purchase Remote Supervisory Control and Data Acquisition (SCADA) System Incorporation Equipment	\$150,000.00
Contingency for Purchase of Equipment	\$50,000.00
TOTAL EQUIPMENT	\$348,000.00
Equipment Installation and Maintenance (Engineering Fees)	\$35,000.00
Data Collection Modeling and Presentation (Engineering Fees)	\$72,000.00
TOTAL ENGINEERING	\$107,000.00
TOTAL FOR FIRST YEAR	\$455,000.00
Estimated Annual Cost After First Year	\$115,000.00

The Director of Public Services recommends Anderson, Eckstein & Westrick be approved to implement the Sewer Evaluation Strategy at a cost of \$298,000.00 for Equipment, an amount not to exceed \$50,000.00 for equipment contingency, and Total Engineering fees in the amount of \$107,000.00, for a total first year cost not to exceed \$455,000.00.

I concur with his recommendation and do not believe any benefit will accrue to the City by seeking bids. This item is not included in the budget and therefore a Budget Amendment will be required in an amount not to exceed \$455,000.00. (Note: Future costs of \$115,000.00 annually are not being sought at this time and are being presented for advisory purposes only.)

Prerogative of the City Council to approve implementation of the Sewer Evaluation Strategy by Anderson, Eckstein & Westrick at a cost of \$298,000.00 for Equipment, an amount not to exceed \$50,000.00 for equipment contingency, and Total Engineering Fees in the amount of \$107,000.00, for a total first year cost not to exceed \$455,000.00; and, to approve a budget amendment as follows:

From Water/Sewer Fund Balance Account No. 592-000-697.000	\$455,000.00
Into Water/Sewer Contractual Services Account No. 592-537-818.000	\$107,000.00
Into Water/Sewer Equipment Account No. 592-537-977.000	\$348,000.00

Item 9E

ENGINEER FEES FOR RAIN EVENT/BUDGET AMENDMENT The Director of Public Services, in his memo dated October 27, 2021, is recommending the invoice from the City Engineer be paid in the amount of \$23,706.50 for work performed during the June 25-26, 2021, rain event. Work included investigation, attending several meetings, evaluation of the occurrence, organizing and presenting the Town Hall Meeting on July 15, 2021, mapping rainfall and flooding locations, providing detailed analysis of the Torrey Road Pump Station and sewer system, and preparation of the Sewer System Evaluation Strategy and budget.

I concur with his recommendation and do not believe any benefit would have accrued by seeking bids. This item was not included in the budget and therefore a budget amendment will be required.

Prerogative of the City Council to approve payment of the City Engineer's Invoice No. 0133912 dated October 27, 2021, for work performed on the June 25-26, 2021, rain event and flooding claims in the amount of \$23,706.50; and, to approve a budget amendment in the amount of \$23,706.50 from the Water/Sewer Fund Balance Account No. 592-000-697.000 into the Water/Sewer Contractual Services Account No. 592-537-818.000.

Item 9F RESIGNATIONS FROM COMMISSIONS Prerogative of the Mayor to accept the following resignations with regret and direct that appropriate thanks and recognition be sent to:

1. James R. Profeta for his service on the Planning Commission;
2. Sharon Beeby for her service on the Senior Commission;
3. Joan Thornton for her service on the Senior Commission.

Item 9G SENIOR COMMISSION BY-LAWS AMENDMENT Amendments to the Senior Commission By-Laws are being presented for consideration in light of the Second Reading of the Senior Commission Ordinance Amendment being addressed under Item 12A.

Prerogative of the City Council to approve the amendments to the Senior Commission By-Laws as presented.

Item 9H LEGAL PROCEEDINGS: JULIE NURSE V CITY OF GROSSE POINTE WOODS Prerogative of the City Council to refer this Summons and Complaint to the City Attorney for further processing.

Item 9I SUCCESSION PLAN: CITY ADMINISTRATOR/ASSISTANT CITY ADMINISTRATOR BUDGET AMENDMENT The City Administrator, in his memo dated November 2, 2021, states that upon approval of the succession plan presented under Item 8B2 of tonight's agenda, a budget amendment will be necessary:

From Prior Year Reserves Account No. 101-000-699.000	\$12,697.00
Into Salaries & Wages Account No. 101-172-702.000	\$3,269.00
Into Social Security Account No. 101-172-715.000	\$250.08
Into Pension Account No. 101-172-722.000	\$2,977.93
Into Vacation Pay Account No. 101-172-710.999	\$6,200.00

Prerogative of the City Council to approve the Budget Amendment in the amount of \$12,697.00 from Prior Years Reserve Account to cover the succession plan wage changes and benefits as identified.

Item 10 BIDS/PROPOSALS/CONTRACTS

Item 10A CONTRACT: 2021 SEWER CLEANING AND C.C.T.V. MODIFICATION The Director of Public Services, in his memo dated October 26, 2021, is recommending Corby Energy Services be approved for a contract modification to perform the 2021 Sewer Cleaning and Closed-Circuit Television Investigation Program at a cost of \$51,562.50. Corby has agreed to extend the same unit bid prices presented in August 2021 to investigate the district that was affected in the June 2021 rain event. Additional costs include an amount not to exceed \$20,000.00 for Anderson, Eckstein & Westrick to review added work, and an amount not to exceed \$10,000.00 for contingency, for a total project cost not to exceed \$81,562.50.

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

Prerogative of the City Council to approve a contract modification with Corby Energy Services in the amount of \$51,562.50 to perform the 2021 Sewer Cleaning and Closed-Circuit Television

Investigation Program, to include an amount not to exceed \$20,000.00 for Anderson, Eckstein & Westrick to review the added work, and an amount not to exceed \$10,000.00 for contingency, for a total project cost not to exceed \$81,562.50, to authorize the City Administrator to sign the contract; and, to approve a budget amendment as follows:

From Water/Sewer Fund Balance Account No. 592-000-697.000	\$81,562.50
Into Water/Sewer Cleaning Construction Account No. 592-537-975.005	\$61,562.50
Into Water/Sewer Cleaning Engineering Account No. 592-537-975.004	\$20,000.00

Item 10B AGREEMENT: SALT BARN USE – GROSSE POINTE PUBLIC SCHOOLS The Committee-of-the-Whole, at the meeting held September 13, 2021, authorized the City Attorney to prepare an Agreement between the City and the Grosse Pointe Public Schools for purposes of sharing the City’s salt barn. The License Agreement has been prepared for City Council’s consideration.

Prerogative of the City Council to approve the License Agreement with Grosse Pointe Public Schools regarding use of the City’s salt barn, and authorize the City Administrator to sign said Agreement.

Item 10C AGREEMENT: MICHIGAN INDIGENT DEFENSE COUNCIL (MIDC) FY 2021/22 The MIDC Grant Agreement for FY 2021/22 (October 1, 2021 – September 30, 2022) has been received and is presented for Council’s review and approval. The MIDC is in charge of funding the public defender system within each court in Michigan. The total authorized budget is \$55,920.00: State Grant Contribution will be \$52,800.00 with a required Local Share Contribution in the amount of \$3,120.00. The Treasurer/Comptroller has verified funds.

I recommend approval of this grant contract. This item is included in the budget.

Prerogative of the City Council to approve the 2021/22 MIDC Grant Agreement, authorize payment of the City’s Local Share Contribution in the amount of \$3,120.00 with funds to be taken from the MIDC Grant Fund Account No. 275-000-699.101, and authorize the City Administrator to sign the contract.

Item 11 RESOLUTIONS

Item 11A WAYNE COUNTY ANNUAL PERMITS The Director of Public Services, in his memo dated October 7, 2021, is recommending City Council again adopt the Annual Wayne County Model Resolutions to obtain annual permits, as follows:

1. Maintenance - To occupy the Right-of-Way of County Roads for certain activities;
2. Pavement Restoration – Allows replacement and repair of pavement cuts due to utility repairs within the right-of-way;
3. Special Events – Allows for temporary closure of certain roads for certain events, to install banners, and establishes requirements.

I concur with his recommendation.

Prerogative of the City Council to adopt the Annual Wayne County Permit Resolutions for Maintenance, Pavement Restoration, and Special Events, name Frank Schulte, Director of

Public Services, as the Community's authorized representative to sign the permits, and authorize the City Clerk to certify and forward documents to Wayne County.

Item 12 ORDINANCES

Item 12A SECOND READING: AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR THE CITY OF GROSSE POINTE WOODS, CHAPTER 2, ADMINISTRATION, ARTICLE V, BOARDS AND COMMISSIONS, TO AMEND SECTION 2-508 TO REVISE THE NUMBER OF MEMBERS ON THE SENIOR CITIZENS COMMISSION Prerogative of the City Council to approve this proposed ordinance as presented and make it effective 20 days after its enactment.

Item 12B FIRST READING: AN ORDINANCE TO ADOPT ARTICLE XVII SOLAR ENERGY SYSTEMS, CHAPTER 8, BUILDINGS AND BUILDING REGULATIONS, SEC. 8-501 TO ELIMINATE THE REQUIREMENT THAT PANELS BE LOCATED WITHIN 4 FEET OF ANY PEAK, EAVE OR VALLEY, TO PROVIDE THAT THE INSTALLATION OF THE SOLAR ENERGY SYSTEM SHALL COMPLY WITH THE MICHIGAN RESIDENTIAL CODE, AND TO PROVIDE FOR APPEALS TO THE CITY COUNCIL Prerogative of the City Council to concur with the Committee-of-the-Whole at their meeting held October 18, 2021, and amend this ordinance, to set a date of December 6, 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 12C FIRST READING: AN ORDINANCE TO AMEND CITY OF GROSSE POINTE WOODS CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE II, OFFICERS AND EMPLOYEES, TO ADD A NEW DIVISION 5 TO CREATE THE OFFICE OF ASSISTANT CITY ADMINISTRATOR Prerogative of the City Council to amend this ordinance, to set a date of December 6, 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 13 CLAIMS AND ACCOUNTS Prerogative of the City Council to approve payment of Items 13A – 13M as listed on the Council agenda and as identified in the administrative memo in the respective amounts and accounts listed, as follows:

- A. Insituform Technologies USA
 - 1. 2021 Sewer Rehabilitation by Full Length C.I.P.P. Lining Pay Estimate No. 1 10/03/21 - \$27,981.63; Account No. 592-537-976.002.
- B. Corby Energy Services
 - 1. 2021 Sewer Cleaning and CCTV Investigation Pay Estimate No. 1 10/03/21 - \$54,574.87; Account No. 592-537-975.005.
- C. Motor City Electric Co.
 - 1. Robert E. Novitke Municipal Center Generator Final Payment 09/19/21 - \$47,552.00; Account No. 420-902-977.101.
- D. Fontana Construction Inc.
 - 1. 2021 Water Main Replacement Program (Hollywood/Severn/Christine Court) Pay Estimate No. 3 10/03/21 - \$364,113.69; Account No. 592-537-977.300.
- E. L. Anthony Construction Inc.
 - 1. 2020 Concrete Pavement/Parking Repair Program Pay Estimate No. 6 10/03/21 - \$77,676.64; Account Nos:
 - a. 202-451-974.200 - \$4,388.55;
 - b. 203-451-974.200 - \$2,771.72;
 - c. 585-561-977.000 - \$11,548.82;

- d. 592-537-975.400 - \$4,388.55;
 - e. 592-537-978.200 - \$54,579.00.
 - 2. 2021 Concrete Pavement Repair Program Pay Estimate No. 2 10/03/21 - \$166,809.03; Account Nos:
 - a. 202-451-974.200 - \$38,366.08;
 - b. 203-451-974.200 - \$25,021.35;
 - c. 585-561-977.000 - \$65,055.52;
 - d. 592-537-975.400 - \$38,366.08.
- F. Anderson, Eckstein & Westrick - City Engineers
 - 1. 2021/22 GIS Maintenance Invoice No. 0133464 10/07/21 - \$526.20; Account No. 592-537-977.000.
 - 2. 2020/21 Water Main Replacement Program Invoice No. 0133895 10/21/21 - \$19,462.20; Account No. 592-537-977.310.
 - 3. 2020 Concrete Pavement Repair Program Invoice No. 0133896 10/21/21 - \$1,918.27; Account Nos:
 - a. 202-451-974.201 - \$364.47;
 - b. 203-451-974.201 - \$230.20;
 - c. 585-561-978.300 - \$959.13;
 - d. 592-537-975.401 - \$364.47.
 - 4. Sewer Rehab-Lining Invoice No. 0133897 10/21/21 - \$343.70; Account No. 592-537-976.001.
 - 5. Sewer Rehab-Open Cut Invoice No. 0133898 10/21/21 - \$431.40; Account No. 592-537-976.001.
 - 6. 2021 Misc Concrete Repair Invoice No. 0133899 10/21/21 - \$10,967.15; Account Nos:
 - a. 202-451-974.201 - \$2,522.44;
 - b. 203-451-974.201 - \$1,645.08;
 - c. 585-561-978.300 - \$4,277.19;
 - d. 592-537-975.401 - \$2,522.44.
 - 7. 2021 CCTV Investigation Invoice No. 0133900 10/21/21 - \$16,430.83; Account No. 592-537-975.004.
 - 8. 2021/22 General Engineering Invoice No. 0133908 10/22/21 - \$1,352.50; Account Nos:
 - a. 101-441-818.000 - \$450.83;
 - b. 101-444-818.000 - \$450.83;
 - c. 592-537-818.000 - \$450.84.
- G. Plante Moran
 - 1. Audit Invoice No. 2058433 10/11/21 - \$41,100.00; Account Nos:
 - a. 101-223-818.000 - \$6,610;
 - b. 101-136-818.000 - \$3,500;
 - c. 202-482-818.000 - \$4,174;
 - d. 203-482-818.000 - \$4,174;
 - e. 226-528-818.000 - \$3,975;
 - f. 365-993-818.000 - \$6,246;
 - g. 592-536-818.000 - \$5,408;
 - h. 632-854-818.000 - \$4,174;
 - i. 640-851-818.000 - \$2,839.
- H. WCA Assessing
 - 1. Invoice No. 10202021 10/20/21 - \$6,508.50; Account No. 101-224-818.000.
- I. McKenna – Building Services
 - 1. Invoice No. 21849-44 10/20/21 - \$2,160.00; Account No. 101-180-818.000.

- J. Kitch Drutchas Wagner Valitutti & Sherbrook-Metro Act Attorney
 - 1. Invoice No. 513255 10/13/21 - \$390.00; Account No. 101-210-812.000.
- K. McGraw Morris PC – FOIA Attorney
 - 1. Statement 8293 10/13/21 - \$420.00; Account No. 101-210-801.000;
 - 2. Statement 8157 09/29/21 - \$1,085.00; Account No. 101-210-801.000.
- L. Keller Thoma – Labor Attorney
 - 1. Invoice No. 120977 10/01/21 - \$2,208.75; Account No. 101-210-810.000;
 - 2. Invoice No.120970 10/01/21 - \$1,882.25; Account No. 101-210-810.000.
- M. Rosati, Schultz, Joppich & Amtsbuechler, P.C. – City Attorney
 - 1. Invoice No. 1076332 10/12/21 - \$10,462.60; Account Nos:
 - a. 101-210-801.300 - \$148.60;
 - b. 101-210-801.000 - \$10,314.00.

Item 14

NEW BUSINESS/PUBLIC COMMENT

Respectfully submitted,



Bruce J. Smith
City Administrator