



AGENDA - City Council

DATE: October 16, 2023 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Consent Agenda
 - I. Approval of September 11, 2023 Meeting Minutes
 - II. Approval of September 27, 2023 Special Meeting Minutes
 - III. Committee & Commissions Report
 - IV. Finance Report
 - V. Resolution Adopting MERS Defined Contribution Retirement Plan
 - VI. Resolution Establishing Early Voting Site
 - VII. Windmill Pointe Park Playscape Earth Work
- V. Public Comment (Agenda Items)
- VI. Managers' Report
- VII. Unfinished Business
- VIII. New Business
 - I. Establishment of Internal Service Fund - Healthcare Self-Insurance Fund
 - II. Commercial Business Procurement Card
 - III. Approve Design Engineering Proposal for 2024 Water Main Project
 - IV. Approve Mack Avenue Water Main Replacement Change Order
 - V. Schaap Center Update
 - VI. Council Comment
- IX. Public Comment (Non-Agenda Items)
- X. Adjournment

Public Comment: Public Comments are limited to three minutes.

Live Stream: The meeting will be livestreamed to the Official City of Grosse Pointe Park YouTube Channel.

City Council MEETING - September 11, 2023
7:00 PM

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor Hodges and opened with the Pledge of Allegiance to the Flag. The meeting convened at the Council Chambers of the Municipal Building, 15115 E. Jefferson, Grosse Pointe Park, Wayne County, Michigan 48230.

ROLL CALL

PRESENT MEMBERS: Councilmembers Brenner, Gallagher, Caulfield, Wiener, Relan and McMillan, and Mayor Hodges.

ALSO PRESENT: Nick Sizeland, City Manager; Morgan McAtamney, City Attorney; James Bostock, Director of Public Safety; Chad Craig, Parks Director; and Warren Rothe, Assistant City Manager.

Mayor Hodges introduced Mayor Marco D'Ambros of Lorenzago di Cadore, Italy, who was welcomed by the Council as a special guest.

Mayor Hodges recognized the anniversary of September 11, 2001 before the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

APPROVAL OF CONSENT AGENDA

Motion by Councilmember McMillan, seconded by Councilmember Wiener, to approve the consent agenda that included the following items:

- Approval of August 14, 2023 Minutes
- Committee & Commissions Report
- Resolution to Set Alternative Meeting Dates for the Board of Reviews
- Resolution adopting MERS Defined Contribution Retirement Plan
- Planning Commission and DDA Reappointments
- Resurfacing of Golden Gymnasium Floor

AYES: Councilmembers Brenner, Gallagher, Caulfield, Wiener, Relan and McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

MANAGERS' REPORT/PUBLIC SAFETY

Chief Bostock introduced this round of Public Safety awards and explained the process in which nominations are made and awards are considered. Chief Bostock presented the following awards:

- Officer Brady Baetens, Department Commendation
- Officer Brady Baetens, Department Unit Commendation
- Lieutenant Terry Hays, Department Unit Commendation
- Detective Paul Pionk, Department Unit Commendation
- Detective Ryan Willmer, Department Unit Commendation
- Ordinance Officer Olga Merametdjian, Department Commendation
- Officer Korrine Farmer, Department Unit Commendation
- Officer Esho Matty, Department Unit Commendation
- Grosse Pointe Farms Officer Michael Ryan, Department Unit Commendation
- Sergeant Robert Ruggero, Department Unit Commendation
- Lieutenant Colin Connaire, Department Unit Commendation

Chief Bostock presented a brief overview of the following items: Kia steering wheel anti-theft devices were received and are available for Park residents; there is one unfilled crossing guard position; the next Public Safety Advisory Committee will be on October 26.

Councilmember Relan commented on the new stop sign installations throughout the City.

City Manager Nick Sizeland presented a brief overview of the following items: Alter Road properties; City attorney contract; TIFA streetscape engagement; Alter & Wayburn properties purchase agreement; pump station windows; water main and lead service line projects; ProNexus audit preparation; City Hall parking lot update; Kercheval road status; DTE community engagement meeting; charter and ordinance amendment; marihuana proposal; zoning ordinance update; union negotiations; EERV; Cadieux road resurfacing project; Department Clerk position; and an update on the Schaap Center.

City Attorney McAtamney provided an overview of the marijuana petitions to amend both the City Charter and City Code to allow for recreational marijuana establishments. The proposal will be on the November 2023 ballot. The Council is in receipt of a letter from the Governor's office stating that the Governor had been unable to review the charter amendment.

Councilmember Relan commented on the presence of stop signs in the Kercheval road project vicinity, the City Clerk hiring process, and occurrences of "rusty" water throughout the City. Discussion occurred on GLWA water pressure issues and main breaks throughout the City.

PUBLIC COMMENT (AGENDA ITEMS)

Mayor Hodges opened the Public Comment portion of the agenda at 7:45 PM.

Thirteen comments were heard on the playscape agenda item.

The Mayor closed the Public Comment portion of the agenda at 8:15 PM.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

NEW BUSINESS:
APPROVE FEE SCHEDULE FOR FY 23/24

Motion by Councilmember Wiener, seconded by Councilmember Relan, to approve the fee schedule as presented.

AYES: Councilmembers Brenner, Gallagher, Caulfield, Wiener, Relan and McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

NEW BUSINESS:
DONATION ACCEPTANCE OF NEW PATTERSON PARK PLAYScape

Parks Director Craig and Foundation Trustee Lucas presented an amended proposal to install the new playground equipment at Windmill Pointe Park.

Motion by Councilmember McMillan, seconded by Councilmember Gallagher, to accept the donation from the Grosse Pointe Park Foundation for new play structure equipment to be installed at Windmill Pointe Park.

AYES: Councilmembers Brenner, Gallagher, Caulfield, Wiener, Relan and McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

NEW BUSINESS:
COUNCIL COMMENT

Councilmember McMillan indicated he was against the marijuana ballot proposals.

Councilmember Wiener reminded the community about the upcoming DTE Town Hall on September 13 at the Tompkins Center.

Councilmember Caulfield commented on a need for better community engagement and information sharing from the City Administration.

Councilmember Relan supported the comments by Councilmember Caulfield and asked about the Communicator.

Councilmember McMillan commented on the professionalism and accomplishments of the Public Safety Department.

Councilmember Gallagher commented on including Council Member ideas and perspectives in the Communicator.

Mayor Hodges complimented the Beautification Commission for their successful recent

projects.

PUBLIC COMMENT (NON-AGENDA ITEMS)

At 8:55 PM, the Mayor opened the public comment portion of the agenda.

Two public comments were heard.

At 9:01 PM, the Mayor closed the public comment portion of the agenda.

CLOSED SESSION - PURSUANT TO MCL 15.268(C)

Motion by Councilmember Gallagher, seconded by Councilmember Wiener, to enter closed session pursuant to MCL 15.268(c), MCL 15.268(h), and MCL 243(1)(g).

AYES: Councilmembers Brenner, Gallagher, Caulfield, Wiener, Relan and McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

At 9:02 PM, the Council recessed into closed session and resumed regular session at 9:22 PM.

APPROVAL OF COLLECTIVE BARGAINING AGREEMENT

Motion by Councilmember Wiener, seconded by Councilmember Caulfield, to approve the ratified agreement with the Police Officers Association of Michigan Dispatch as presented.

AYES: Councilmembers Brenner, Gallagher, Caulfield, Wiener, Relan and McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

ADJOURNMENT

Motion by Councilmember Wiener, seconded by Councilmember Gallagher, to adjourn the meeting.

AYES: Councilmembers Brenner, Gallagher, Caulfield, Wiener, Relan and McMillan, and Mayor Hodges.

NAYS: None

With no further business, the meeting adjourned at 9:24 PM

CITY OF GROSSE POINTE PARK
SPECIAL CITY COUNCIL MEETING MINUTES
September 27, 2023, AT 5:00 PM

CALL TO ORDER

The meeting was called to order at 5:01 p.m. by Mayor Hodges and opened with the Pledge of Allegiance to the Flag. The meeting convened at the Council Chambers of the Municipal Building, 15115 E. Jefferson, Grosse Pointe Park, Wayne County, Michigan 48230.

ROLL CALL

The following were present: Councilmembers Caulfield, Wiener, McMillan, and Mayor Hodges. Councilmembers Brenner, Relan and Gallagher were excused.

PUBLIC COMMENT (AGENDA ITEMS)

One member of the public spoke.

NEW BUSINESS:
Confirm City Clerk
Hire

The City Manager introduced Bridgette Bowdler to the City Council requesting the City Council confirm the hire to fill the seat of the Grosse Pointe Park City Clerk. The City Manager read aloud various accomplishments and volunteerism in Bridgette's previous community of River Rouge. Bridgette is a Certified Municipal Clerk.

Councilmember McMillan commented on the following:
Bridgette's staff report has a list of volunteerism in her community including but not limited to is impressive.

Motion by Councilmember Caulfield, seconded by Councilmember McMillan to confirm the hire of City Clerk Bridgette Bowdler

AYES: Councilmembers, Wiener, McMillan, Mayor Pro- Tem Caulfield and Mayor Hodges

NAYS: None

Motion Carried Unanimously

PUBLIC COMMENT (NON-AGENDA ITEMS)

No members of the public spoke.

ADJOURNMENT

Motion by Councilmember Wiener, seconded by Councilmember Caulfield, to adjourn the meeting.

AYES: Councilmembers Wiener, McMillan, Mayor Pro-Tem Caulfield and Mayor Hodges

NAYS: None

With no further business, the meeting adjourned at 5:20 PM.

Grosse Pointe Park Infrastructure General Updates and Status Report October 23:

Here are some bullet points of current projects, work and planning is not limited to this.

Curbside Leaf Pickup

Curbside leaf pickup begins Monday October 16th.

Road Work and Parking Lot

Cadieux Road from Kercheval to Jefferson is undergoing a complete resurfacing project funded in large part by funding through a grant with the Michigan Department of Transportation (MDOT). Work will consist of various sanitary and storm sewer repairs and the removal of replacement of the top 3.5-inch layer of asphalt. Completion is expected in late November.

EERV

Construction is underway. The route to the pumping station necessitated some tree removal, but there is ample landscaping budget allocated in the project. Construction is proceeding well and according to schedule. The administration will post updates and will try and provide ample notice of any park access issues.

Grant Application

The 2024 EGLE Drinking Water State Revolving Fund funding plan has been released, unfortunately, Grosse Pointe Park was not awarded any funding. As has been previously stated, financial and demographic realities make grant funding for GPP challenging, however, the city continues to make efforts to pursue all opportunities. In fact, GPP had more applications this cycle than the other Grosse Pointes combined.

Upcoming Water Main Replacements

Water Mains are the most pressing infrastructure need after flooding protection and with the sewer work that has been done and continues to be underway, the CIP is laying out long term Water Main work. With the Water Sewer Millage the city is undertaking replacements, with two sections having been completed in the last year (the first sections replaced in GPP since the 1980s). Multiple sections of high priority water main replacement have been identified and after evaluation a recommendation is coming to council for a 2024 replacement of a section of Beaconsfield, a section of Maumee is being targeted next. A minimum target of 3% of water main replacements a year is the goal, if additional funds become available or market conditions change that will be accelerated and adjusted. Multiple factors go into prioritization of sections of water mains such as project cost, concentration of lead lines, water losses, repair costs, overall user service quality and buildout location. Recall that the Mack Water Main section was identified as the biggest area of water loss to the city and necessitating the most frequent repairs, so it was the first section replaced.

By having multiple sections of water main being evaluated together this sets up multiple shovel ready projects, the prioritization can be adjusted dynamically based on the market and current system performance, all of which helps the goal of the most efficient allocation of funds.

DTE Townhall Sept 13 5-7pm Tompkins Center

Detroit Edison came with a large group (over a dozen DTE personnel) setting up kiosks representing the various circuits, their communications team, their forester and numerous engineers, in addition to representation from Senator Hertel's office. DTE went through and tried to answer resident questions and concerns. Additionally, the city administration and infrastructure team are working to engage DTE to improve communication, updates and scheduling as well as to get better information and transparency on DTE's infrastructure upgrades and improvements. This dialogue is ongoing and we have additional meetings upcoming.

Infrastructure wants to also acknowledge, in addition to the work of the city manager and mayor facilitating this dialogue and event, there has been a great deal of outreach and work by residents. Community letters had a big impact getting the attention of DTE. Mr. Charles H Brower II also deserves recognition for his efforts. Mr. Bowers has been determinedly advocating on behalf of residents and reaching out to industry and governmental contacts to get more attention to our challenges. This type of engagement is a huge help to city efforts, and it also exemplifies what an extraordinary community we are blessed to have in Grosse Pointe Park.

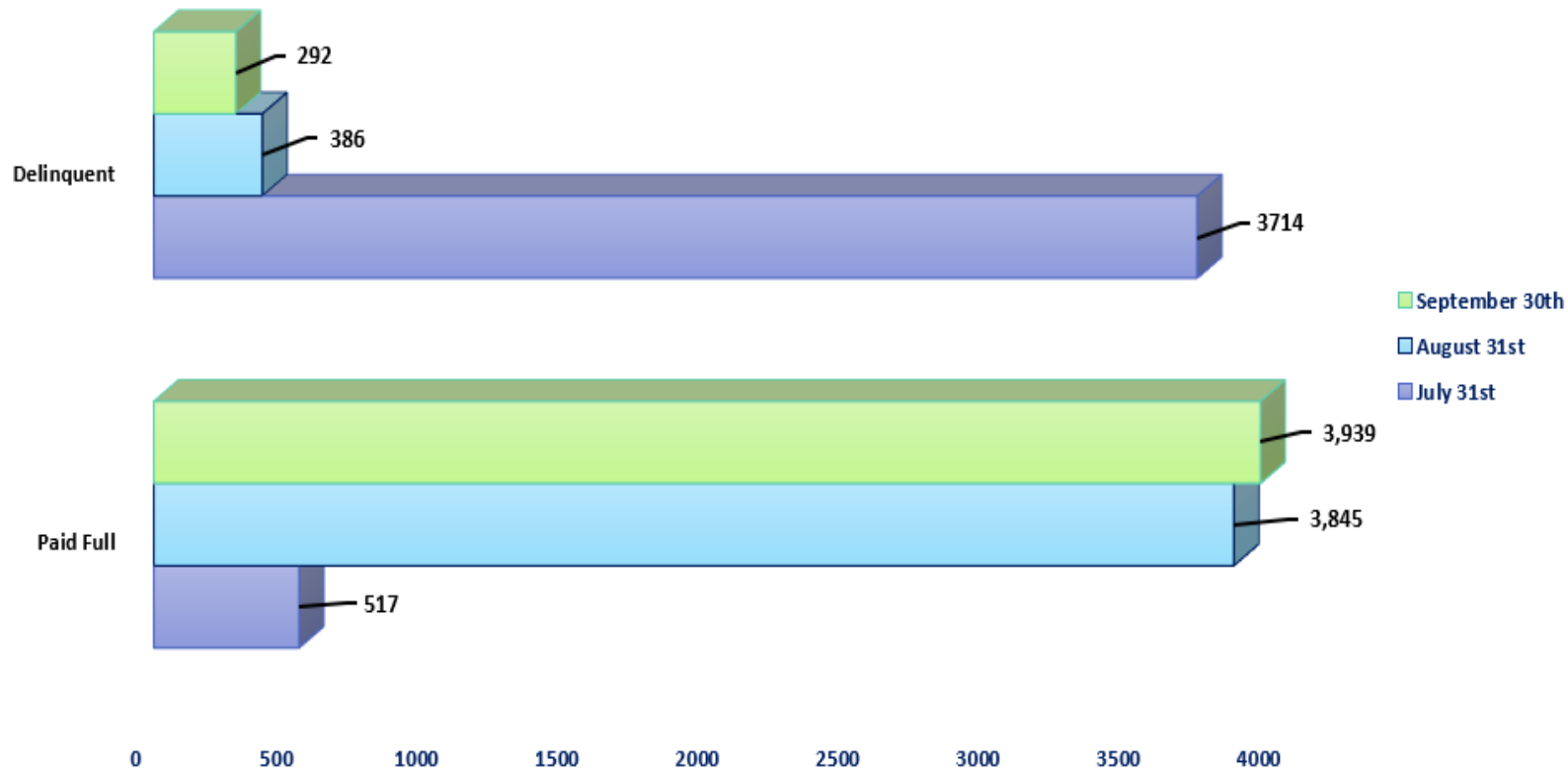
A large, ornate white sign with a green center panel. The sign is mounted on two white pillars. At the top center of the sign is a circular emblem depicting a sailboat on the water. The text "City of" is in a smaller, gold-colored serif font, and "Grosse Pointe Park" is in a larger, gold-colored serif font. The sign is set against a background of green grass and some trees.

City of Grosse Pointe Park

Quarterly Treasury/Finance Report:
July 1, 2023 to September 30, 2023

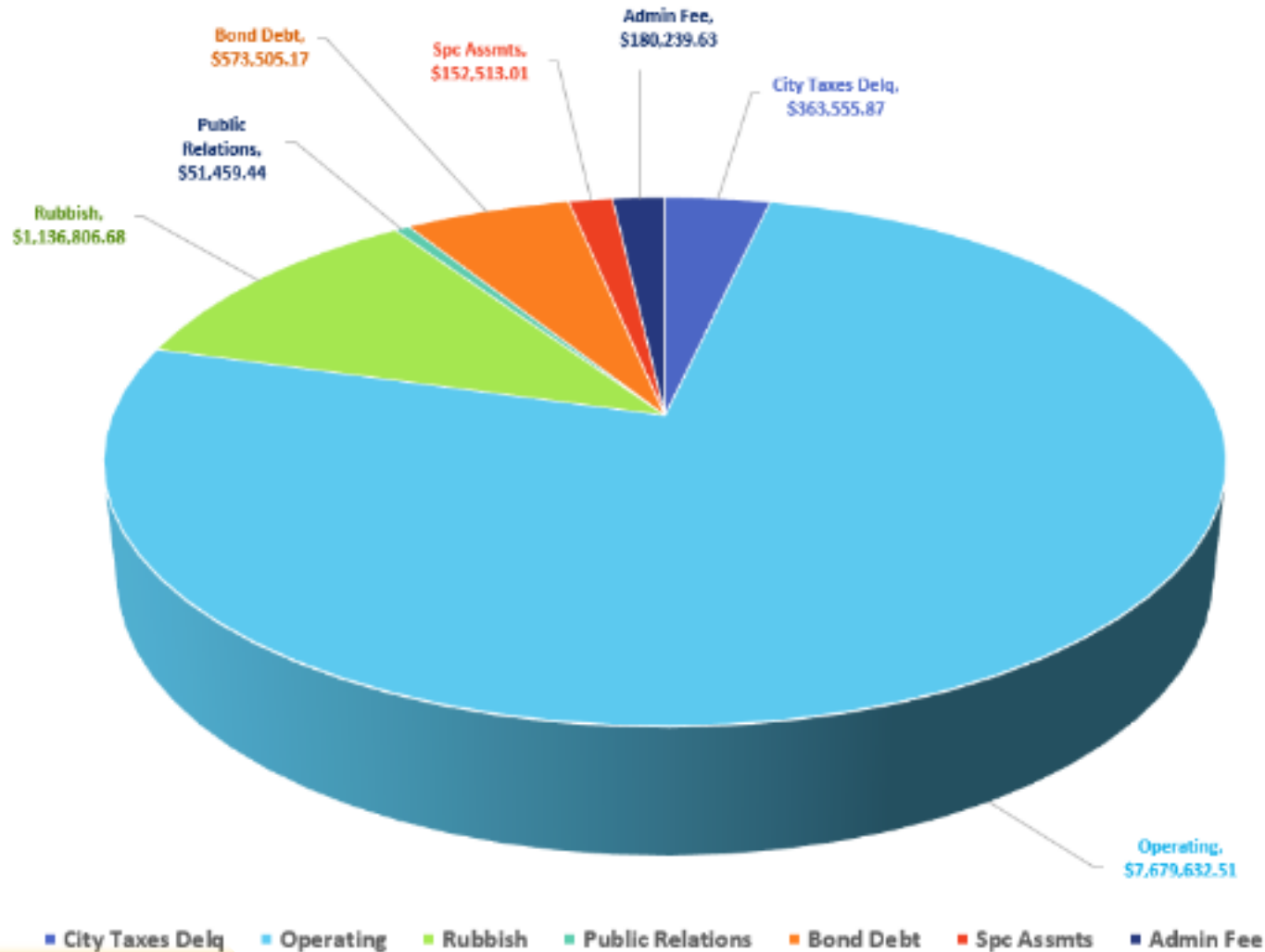
FY2024 Property Tax Collection

FY2024 Summer Tax Payments
Paid on/Before Due Date: August 31, 2023
vs.
Paid by September 30, 2023



Summer Taxes	July 31st	August 31st	September 30th
Delinquent	3,714	386	292
Paid in Full	517	3,845	3,939
Total # Bills	4,231	4,231	4,231
Collected	13%	91%	93%
Delinquent	87%	9%	7%

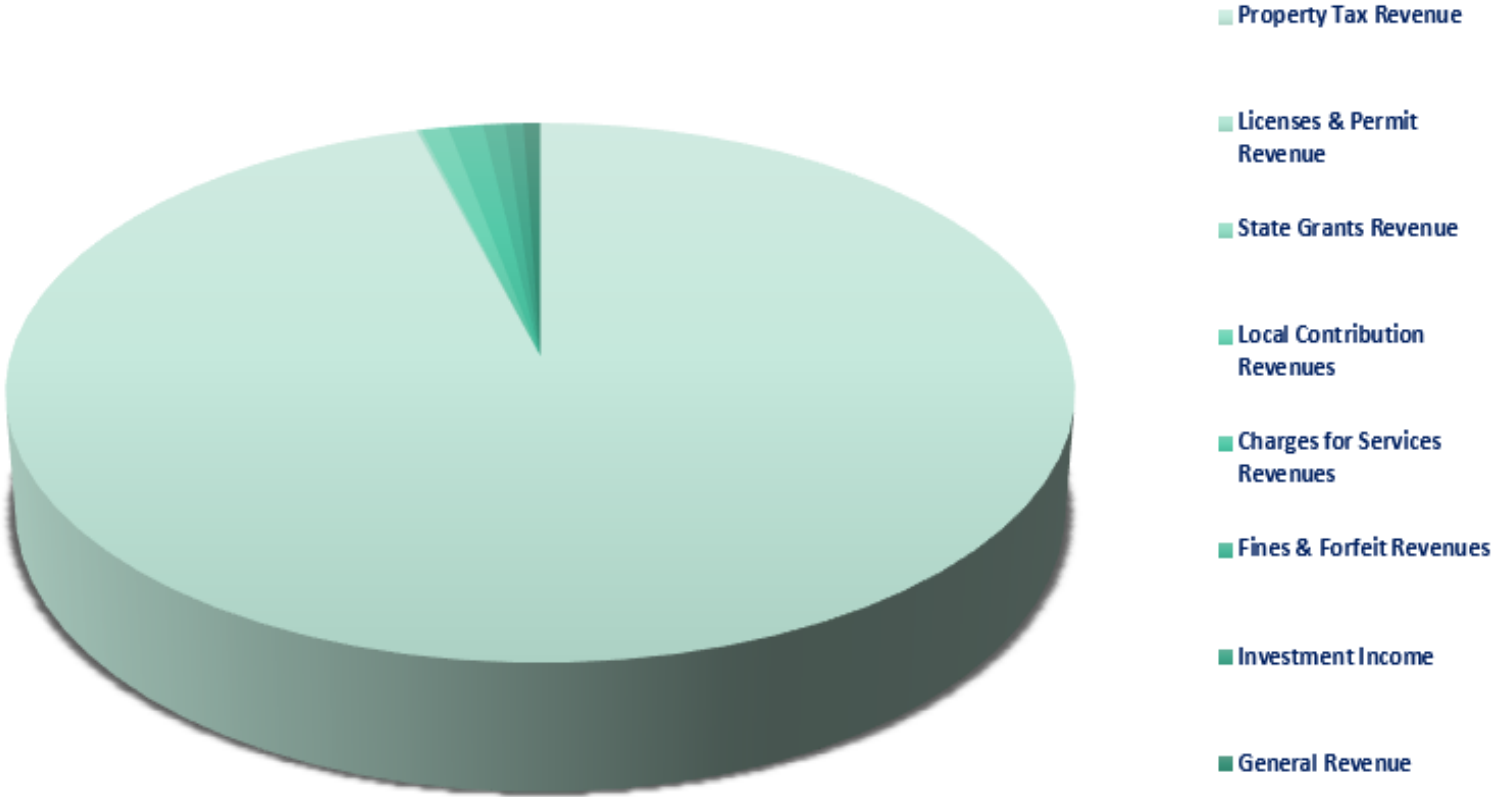
FY2023-2024 City Property Tax Collection as of September 30, 2023



General Fund

- The city collects its general fund operating taxes on the summer tax bill for the entire fiscal year's operation.
- City taxes include the following millages: Operating, Public Relations, Rubbish, and Bond Debt Service.
- The city operating 10.5917 mills is expected to generate \$7,937,668 dollars with \$7,679,632 or 97% of the operating millage collected as of September 30, 2023;
- The remaining city operating millage of \$258,036 makes up 71% of the past due - delinquent tax balance of \$363,556 as of September 30, 2023;
- The current FY2024 General Fund budgeted revenue of \$13.2M includes the city's summer property tax general operating revenue of \$7.9M makes up approximately 60% of the city's General Fund revenue sources.

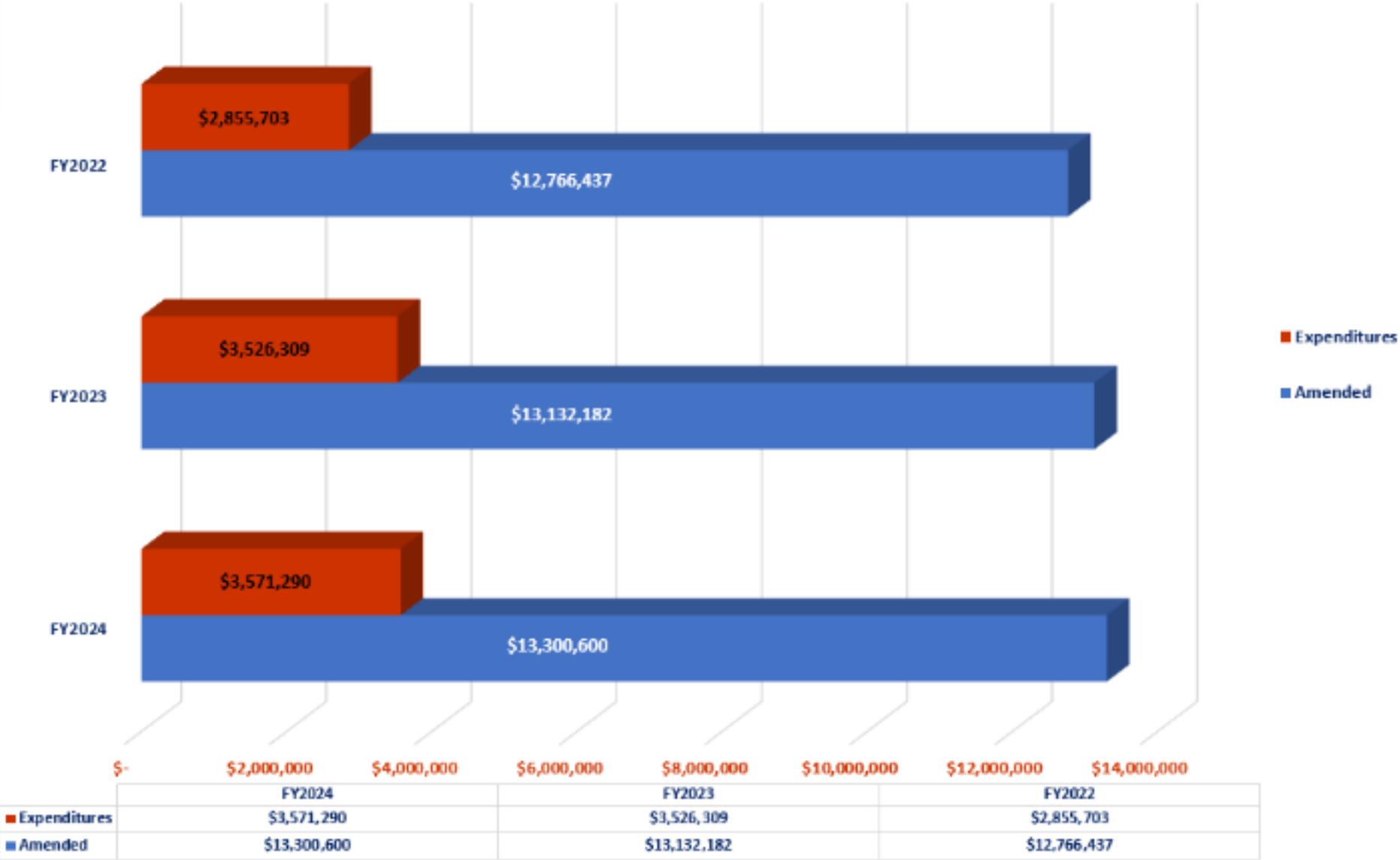
FY2024 General Fund
Revenues by Category



FY2024's first quarter funding sources comes from Property Tax Revenue making up 95.7% of the approx. \$8M collected.

Charges for services represents 1.2% or \$96k primarily from Park & Recreational programs & services

1st Quarter - 101GF: Fiscal Year Expenditures vs Amended Budget



FY2021-2022 General Fund Expenditures of \$2.9M represents 22.4% of the \$12.8M Amended Budget.

FY2022-2023 General Fund Expenditures of \$3.5M represented 26.9% of the \$13.1M Amended Budget.

FY2023-2024 General Fund Expenditures of \$3.6M represent 26.9% of the \$13.3M Amended Budget.

FY2023-2024 Expenditures include the one-time Property & Casualty Insurance paid in the 1st Quarter of FY2024 for the fiscal year of \$305k.

FY2023-2024 Expenditures include the first Capital Bond Principal & Interest Payment in the 1st Quarter of FY2024 of \$133k.

FY2024 General Fund

First Quarter Expenditures:

July 1, 2023 to September 30, 2023

Public Safety

Is made up of Public Safety (Police & Fire) and Dispatch Services

FY2024 use of \$1.9M or 53% of the \$3.6M in Expenditures.

Parks & Recreation

Is made up of Parks, Recreation, and the Lavin Center

FY2024 use of \$581k or 16% of the \$3.6M in Expenditures.

Administration

Is made up of: City Council, Municipal Court, City Manager, General Government, City Clerk, Elections, Financial Administration, and Assessing.

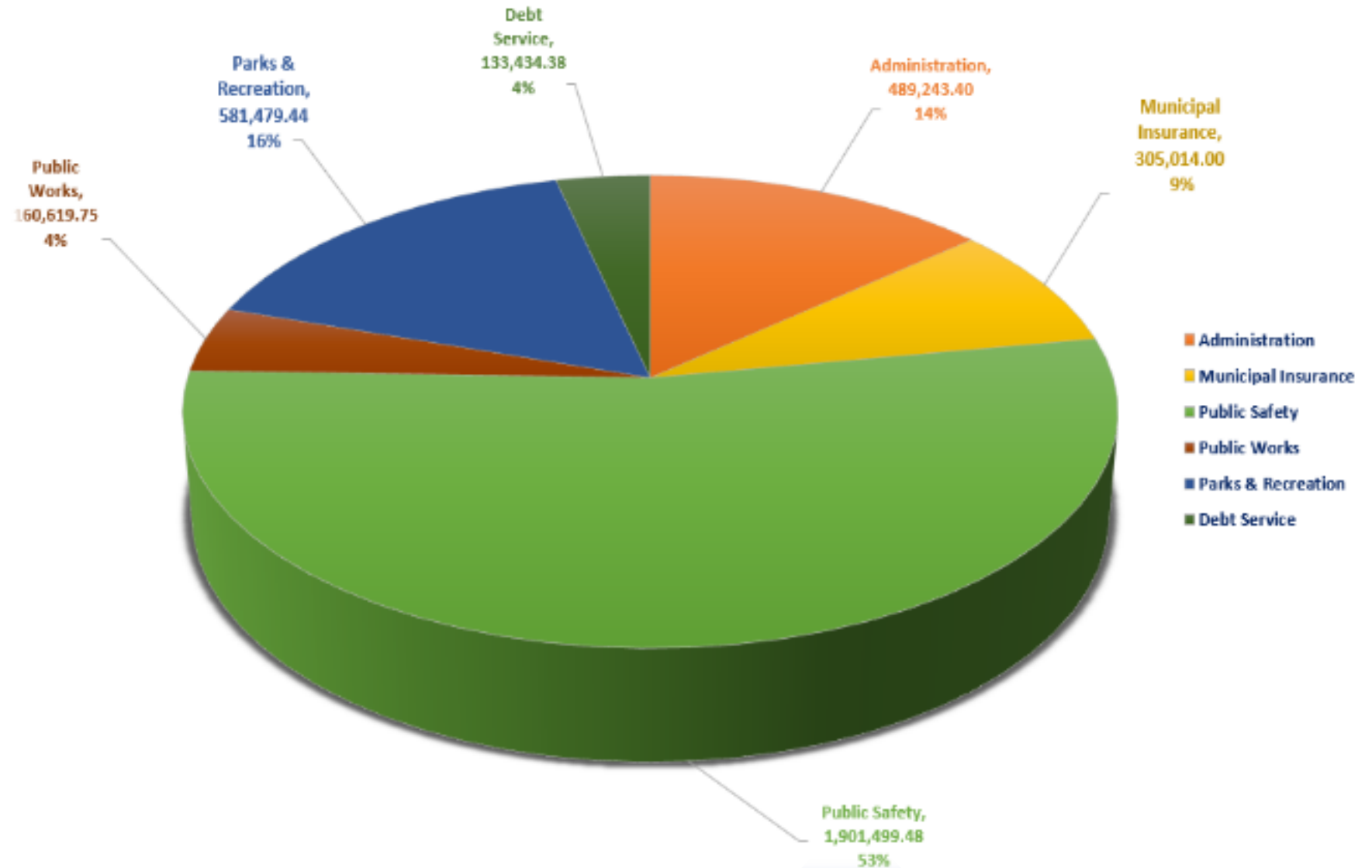
FY2024 use of \$489k or 14% of the \$3.6M in Expenditures

Public Works

Is made up of general government buildings/maintenance and City Garage Services.

FY2024 us of \$161k or 4% of the \$3.6M in Expenditures

FY2023-2024 General Fund 1st Quarter Expenditures



Finance/Treasury Operations

Treasury Projects & Events

- Commercial Business Credit Cards (Procurement or P-Cards)
 - 10/16/2023: Resolution to approve Procurement Card Policy
 - Expected Implementation – 4 weeks
 - Individual & Department Cards
 - Embossed with City Logo & Tax Exemption
 - Cash back rewards: range from 0.45% with an annual spend of \$250k up to 0.75% with an annual spend of up to \$10M.
- November 29th Invoice Cloud – Merchant Service Provider
 - Acceptance of commercial credit cards (Visa, MasterCard, Discover, American Express, etc.), Apple Pay, VEMO, PayPal, etc.
 - Text to Pay;
 - Electronic Lockbox – all bill payments issued through a residents banking institution;
 - Scheduled payment acceptance;
 - ACH – Automated Clearing House for Utility Billing and Tax Payments;
 - IVR – Interactive Voice Response (over the phone) payments;
 - Invoice payment reminders.

Finance Projects & Events

- October 30, 2023, FY2022-2023 Financial Audit on-site with Yeo & Yeo PLC
 - Anticipated one-week on-site visit
 - City Administration: post audit review – November of 2023
 - City Council Audit Presentation: December 11, 2023
- November 13, 2023, Software: Self-Service module and centralized Invoicing module
 - Four-day on-site software systems implementation
 - Includes: installation, set-up, and staff training
 - Self-Service module provides for expensing of Public Act 51 (Local & Major Roads) rental equipment each payroll cycle.
 - Self-Service module provides employees with payroll forms associates with payroll services, such as: W4 form for changes in tax withholding, ACH forms – changes in banking institutions for direct deposit, Address Change form, 457b contribution forms, and provides one central location for payroll check vouchers and W-2s.
 - Department Heads & management staff training on Self-Service Module
 - Invoicing Module will provide the city with one centralized billing system to ensure the proper recognition of accounts receivables and revenues as services or goods are provided to customers as well as to track unpaid or outstanding invoices to be collected.



CITY COUNCIL MEETING

DATE: October 16, 2023

SUBJECT: Resolution Adopting MERS Defined Contribution Retirement Plan

SUMMARY: At its September 11, 2023 regular meeting, the City Council voted to approve a new collective bargaining agreement with the Police Officers Association of Michigan (POAM) which represents our dispatch employees. The agreement has been ratified by both parties and contained a number of benefit changes, one of which was the closure of the defined benefit pension plan for employees hired after the agreement's ratification date. These new employees will participate in a defined contribution plan administered by the Municipal Employees Retirement System of Michigan (MERS).

In order to facilitate the closure of the defined benefit plan and implementation of the defined contribution plan, a resolution needs to be adopted by the City Council. The required resolution has been prepared by MERS for your approval.

FINANCIAL IMPACT: None

RECOMMENDATION: Motion to adopt the Resolution as presented.

PREPARED BY: Warren Rothe, Assistant City Manager
Nick Sizeland, City Manager

Resolution Adopting the MERS Defined Contribution Plan



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

WHEREAS, the participating entity desires to adopt the MERS Defined Contribution Plan for its designated employees;

WHEREAS, the participating entity has furnished MERS with required data regarding each eligible employee and retiree;

WHEREAS, as a condition of MERS membership, and pursuant to the MERS Retirement Board's power as plan administrator and trustee under Plan Document Section 71 and MCL 38.1536, as each may be amended, it is appropriate and necessary to enter into a binding agreement providing for the administration of the Defined Contribution Plan, the reporting of wages, and the payment of the required contributions of a participating entity and withholding of employee contributions; now, therefore,

IT IS HEREBY RESOLVED:

On behalf of the participating entity, the governing body of

_____ adopts the MERS Defined Contribution Plan in accordance with Plan Section 4 for its eligible employees as described in the MERS Defined Contribution Adoption Agreement, subject to the MERS Plan Document and as authorized by 1996 PA 220, as both may be amended;

I hereby certify that the above is a true copy of the Defined Contribution Resolution adopted at the official meeting held by the governing body of this municipality:

Dated: _____, 20____. _____
(Signature of Authorized Official)

Printed name: _____
(Authorized Official - printed)

This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution is filed with MERS, MERS determines that all necessary requirements under the Plan Document, the Adoption Agreement, and this Resolution have been met, and MERS certifies the Resolution below.

Received and Approved by the Municipal Employees' Retirement System of Michigan:

Dated: _____, 20____. _____
(Signature of Authorized MERS Representative)



CITY COUNCIL MEETING

DATE: October 16, 2023

SUBJECT: Resolution Establishing Early Voting Site

SUMMARY: Michigan Voters on November 8, 2022 approved Proposal 22-2 allowing early voting 9 days prior to a state or federal election. Collectively, the Grosse Pointe Communities will hold early voting at each of their individual communities. The early voting site for Grosse Pointe Park will take place at City Hall off of Jeffersn. Wayne County is requesting a resolution be adopted by the legislative body for where early voting site locations will take place by October 25th. Early voting plan forms must be submitted to the County Clerk by October 30th.

FINANCIAL IMPACT: Not Applicable

RECOMMENDATION: Motion to Approve Resolution as Presented

PREPARED BY: Nick Sizeland, City Manager

STATE OF MICHIGAN
COUNTY OF WAYNE
CITY OF GROSSE POINTE PARK

RESOLUTION ESTABLISHING EARLY VOTING SITE

At a regular meeting of the City Council for the City of Grosse Pointe Park, Wayne County, Michigan, held in the Municipal Building of said City, on the 16th day of October 2023 at 7:00 p.m., the following resolution was adopted.

Present Members:

Absent Members:

Motion by Councilmember _____ seconded by Councilmember _____ to adopt the following resolution:

WHEREAS, the voters in Michigan, November 8, 2022, approved the passage of Proposal 22-2, which in part, entitles voters the right, once registered, to vote in each statewide and Federal election in person at an early voting site prior to election day, open for nine (9) consecutive days beginning on the second Saturday before the election and ending the Sunday before the election, for at least eight (8) hours each day; and,

WHEREAS, the Early Voting Precinct for all Grosse Pointe Park registered voters will be held at City Hall, 15115 East Jefferson Avenue, Grosse Pointe Park, MI 48230, as it meets polling place requirements; and

WHEREAS, the Early Voting Precinct for State and Federal Elections will be open for nine consecutive days beginning the second Saturday before election day through the Sunday before election day during the hours of 8:30 a.m. until 4:30 p.m.; and

WHEREAS, the City Clerk is allowed to set additional hours for Early Voting, add additional days of Early Voting, and allow Early Voting for an election that is not a statewide or Federal election, by this resolution; and,

WHEREAS, the Early Voting Site is accessible and complies with applicable voting accessibility laws; and

WHEREAS, all Early Voting dates and times will be posted sufficiently forty-five days prior to every election

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Grosse Pointe Park approves the establishment of the Grosse Pointe Park Early Voting Precinct which will be located at City Hall, 15115 East Jefferson Ave, Grosse Pointe Park, MI 48230 for the City of Grosse

Pointe Park.

RESOLUTION DECLARED ADOPTED

At a regular meeting of the City Council for the City of Grosse Pointe Park held on October 16th 2023, at 7:00 p.m., the following roll call vote was taken:

YEAS:

NAYS:

CERTIFICATION

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

I, the undersigned, the duly qualified City Clerk of the City of Grosse Pointe Park, Wayne County, Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken by the City Council of the City of Grosse Pointe Park, at a regular meeting held on the ____ day of _____, 20__.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 16th day of October 2023.

Bridgette Bowdler, City Clerk
City of Grosse Pointe Park



CITY COUNCIL MEETING

DATE: October 16, 2023

SUBJECT: Windmill Pointe Park Playscape Earth Work

SUMMARY: The City and Foundation received quotes from Den-man Contractors for \$24,585 and Paul Kerby Contracting for \$15,568. Kerby will be removing about a foot of earth and grade an area next to the pool at Windmill Pointe Park where the new playscape will be installed. Kerby will have the work done in time for the arrival of the new playground equipment which is set to arrive towards the end of October.

FINANCIAL IMPACT: The City allocated \$15,000.00 for the 23/24 fiscal year for playground replacement/upgrades at Windmill Pointe Park. The Foundation will pay \$5,251.57 and the City \$10,316.43.

RECOMMENDATION: Motion to approve quote by Paul Kerby Contracting for \$15,568.00

PREPARED BY: Nick Sizeland, City Manager
Chad Craig, Parks & Recreation Director

Paul Kerby Contracting

23411 Liberty St
Saint Clair Shores, MI 48080
313-819-3310

Estimate

ADDRESS

Bob Lucas
Higbie Maxon
83 Kercheval
Grosse Pointe
Farms, MI 48236

ESTIMATE # 1199**DATE** 10/03/2023**EXPIRATION** 10/18/2023**DATE**

DATE	DESCRIPTION	AMOUNT
	Windmill Pointe Park Playscape, G.P.P.	15,568.00

Cut purposed area and rough grade

-Cut 1'

-Load & haul dirt out

*Note:

-To keep job moving - if necessary, dirt will be moved to large parking lot to be removed when weather permits.

-No Restoration is included in quote.

Job Site: Windmill Pointe Park
Playscape, G.P.P.

TOTAL**\$15,568.00**

Pricing valid for 15 days from
estimate date.

Accepted By



Accepted Date

10/6/23



CITY COUNCIL MEETING

DATE: October 16, 2023

SUBJECT: Establishment of Internal Service Fund - Healthcare Self-Insurance Fund

SUMMARY: The Generally Accepted Accounting Principles (GAAP) basis classification divides funds into three fund categories: governmental, proprietary, and fiduciary. Internal service funds are proprietary funds used to account for support services provided by a centralized administrative unit. This accounting method allows for the identification and reporting of services used by the individual municipality and is intended to improve management of the funds.

The City of Grosse Pointe Park's City Council is being requested to establish an Internal Service Fund by restricting the funding for the sole purpose of paying for active and retiree healthcare insurance under the city's self-insured healthcare plan. Funding shall come from various Fund departments with users of the healthcare plan and be transferred to the Internal Service Fund on a monthly basis.

The State of Michigan, Chart of Accounts provides for Fund 677 Self-Insurance Fund to appropriate transfers or contributions from other funds to provide insurance coverage to departments of funds within the same unit of government.

The 677 Self Insurance Fund is used by a local unit which adopts a self-insurance program.

- This fund is classified as an Internal Service Fund because its function is to provide insurance coverage to departments of funds within the same unit of government.
- This fund can be found in any local unit which is permitted by statute, charter, ordinance, etc., to provide its own insurance protection.
- It is financed by appropriation transfers or contributions from other funds. Any losses normally recovered through insurance claims are paid from this fund.
- This fund is established by a resolution of the governing body.
- Money for the operation of this fund is supplied by appropriation transfers or contributions from the various funds involved in the self-insurance program.

Monthly expenditures will be recognized at the department level with revenues as a contribution recognized within the Internal Service Fund. Monthly benefits of the self-insurance fund will then be paid for out of the Internal Service fund as active healthcare services and retiree healthcare services. Annual expenditures will be recognized in the city's fund statements for the current year's cost.

In the event monthly premiums are lower than estimated, any excess funding over the annual average monthly healthcare premium will be adjusted to eliminate excess funds to the Internal Service fund. When expenditures exceed the annual budgeted amount within the departments for healthcare costs, a budget amendment will be presented to the City Council to appropriate sufficient funding to support the services and to make the internal service fund whole.

FINANCIAL IMPACT: To account for the city's Self-Insured portion of healthcare for active & retirees

RECOMMENDATION: Adopt resolution to establish the Internal Service Fund

PREPARED BY: Ginger Moriarty, Finance Director/Treasurer

STATE OF MICHIGAN
COUNTY OF WAYNE
CITY OF GROSSE POINTE PARK

Resolution to adopt an Internal Service Fund for the Self-Insured Healthcare benefits.

At a regular meeting of the City Council for the City of Grosse Pointe Park (the "Council"), held at City Hall located at 15115 E. Jefferson Ave, Grosse Pointe Park, MI 48230 at 7:00 p.m. on October 16, 2023, the following resolution was adopted.

Present Members:

Absent Members:

Motion by Councilmember _____ seconded by Councilmember _____ to adopt the following resolution:

WHEREAS, the City of Grosse Pointe Park Council recognizes that the city operates a self-funded healthcare system as part of a coalition with the other Grosse Pointes since 2008 and is administered through a third-party vendor; and,

WHEREAS, the City of Grosse Pointe Park Council hereby establishes an internal service fund, known as 677 Self-Insurance Healthcare Fund to provide insurance coverage to departments of funds within the same unit of government, on October 16, 2024; and,

WHEREAS, the City of Grosse Pointe Park creates the Internal Service Fund to allocate the cost of certain shared healthcare activities, using multiple funding sources in addition to the General Fund to bill back individual departments for any self-funded healthcare expenditures that provides services to multiple departments; and,

WHEREAS, the City of Grosse Pointe Park establishes the Self-Insurance Healthcare Fund as a method to centralize and account for the true cost of operating claims and administration costs associated with the self-insurance healthcare services for both active employees and retiree health care benefits; and,

WHEREAS, the City of Grosse Pointe Park recognizes the Internal Service Fund as a proprietary fund with a restricted net position that is binding until the legal requirement is repealed, with funding only used for the specific purpose of the self-insured healthcare plan coverage; and,

WHEREAS, the City of Grosse Pointe Park hereby acknowledges that funding will come from the various Fund departments expenditure accounts utilizing the benefit as a monthly (1/12th) expenditure based on the expected annual benefit costs for active and retirees; and,

WHEREAS, the City of Grosse Pointe Park hereby acknowledges that healthcare will be funded from within the various Fund departments expenditure accounts to be adjusted annually based on historical, actual, and illustrative rates determined by the third-party vendor upon the adoption of the city's original budget; and,

WHEREAS, the City of Grosse Pointe Park Council recognizes and shall appropriate sufficient budget



CITY COUNCIL MEETING

DATE: October 16, 2023

SUBJECT: Commercial Business Procurement Card

SUMMARY:

- Request for approval of Commercial Business Procurement Card (p-card) policy.

MCL 129.243 of Act 266 of 1995 provides that a local unit of government shall not be a party to a credit card arrangement unless the governing body of the local unit has adopted by resolution a written policy that provides for:

- *An officer or the employee designated by the credit card policy is responsible for the local unit's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the credit card policy.*
- *A credit card may be used only by an officer or employee of the local unit for the purchase of goods or services for the official business of the local unit. In addition, the credit card policy may limit the specific official business for which credit cards are used.*
- *An officer or employee using credit cards issued by the local unit shall submit to the local unit documentation described in the credit card policy detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which they are purchased.*
- *An officer or employee issued with a credit card is responsible for its protection and custody and shall immediately notify the local unit if the credit card is lost or stolen.*
- *An officer or employee issued a credit card shall return the credit card upon the termination of his or her employment or service in the office with the local unit.*

- *A system of internal accounting controls to monitor the use of credit cards.*
- *Approval of credit card invoices before payment.*
- *Disciplinary measures consistent with law for the unauthorized use of a credit card by an officer or employee of the local unit .*

FINANCIAL IMPACT: Commercial Card Rebate - cost savings on items being purchased

RECOMMENDATION: Approve Commercial Business Procurement Credit Card Policy

PREPARED BY: Ginger Moriarty, Finance Director/Treasurer

STATE OF MICHIGAN
COUNTY OF WAYNE
CITY OF GROSSE POINTE PARK

Resolution to adopt an Internal Service Fund for the Self-Insured Healthcare benefits.

At a regular meeting of the City Council for the City of Grosse Pointe Park (the "Council"), held at City Hall located at 15115 E. Jefferson Ave, Grosse Pointe Park, MI 48230 at 7:00 p.m. on October 16, 2023, the following resolution was adopted.

Present Members:

Absent Members:

Motion by Councilmember _____ seconded by Councilmember _____ to adopt the following resolution:

WHEREAS, Public Act 266 of 1995 authorizes a municipality to be a party to a credit (or debit) card arrangement if the City Council has adopted by resolution a written policy governing the control and use of credit and debit cards; and,

WHEREAS the City of Grosse Pointe Park City Council recognizes that certain urgent, time-sensitive, and emergency transactions require the use of a credit or debit card, and that certain online transactions can be best achieved using a credit or debit card; and,

WHEREAS, The City Manager and the City Treasurer/Finance offices are responsible for accounting, monitoring, retrieving and generally overseeing compliance with the City of Grosse Pointe Park's Commercial Business Procurement Credit (p-card) Card Policy; and,

WHEREAS, the City of Grosse Pointe Park Council recognizes that the city City Manager is responsible for issuing and setting credit limit thresholds for each procurement credit card by city officer or employee; and,

WHEREAS, the City Council understands that the city procurement credit cards may be used only by specific employees granted the rights to use the city's commercial business credit card by the City Manager will be used for the purchase of goods or services only for the official business of the city; and,

WHEREAS, the City Council requires employees who use a city credit card shall, within ten (10) business days, submit the commercial procurement payable voucher with a detailed receipt to the Treasurer/Finance Director's office or their designee for timely payment to the credit card issuer; and,

WHEREAS, the City Council requires that all employees issued a city commercial business procurement credit card are individually responsible for its protection and custody; and,

WHEREAS, if a credit card is lost or stolen, the employee shall contacts the card issuer, the City Manager and/or the City Treasurer/Finance director, immediately; and,

WHEREAS, all employees issued a credit card, shall return the credit card to the City Manager or City Treasurer/Finance Director upon termination of his or her employment or service with the City of Grosse Pointe Park; and,

WHEREAS, it will be required that each employee authorized use of the city's commercial business procurement credit card, must sign a acknowledgement for indicating their full agreement, that the credit card has been issued, and that the employee has received, read, and agreed to the terms of this policy.

WHEREAS, The City Council directs that all employees who use a city credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the City Manager:

- *Verbal counseling
- *Loss of credit card privileges
- *Written reprimand
- *Suspension
- *Termination
- *Restitution/reimbursement to the city for unauthorized expenditures
- *Criminal prosecution

All use of a city credit card must be in accordance with the requirements of the city charter and

NOW THEREFORE, BE IT RESOLVED, the City of Grosse Pointe Park City Council hereby adopts resolution 2023-10-16-373 for the Commercial Business Procurement Credit Card Policy,

NOW THEREFORE, BE IT FURTHER RESOLVED, that the following policy, as attached to this resolution, shall govern the roles and responsibilities, guidelines and use, reporting requirements, and internal controls, of the City Commercial Business Procurement Credit Cards, hereinafter referred to as 'P-Cards.

RESOLUTION DECLARED ADOPTED

At a regular meeting of the City Council for the City of Grosse Pointe Park held on October 16, 2023, at 7:00 p.m., the following roll call vote was taken:

YEAS:

NAYS:

Motion Carried Unanimously

CERTIFICATION

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

I, the undersigned, the duly qualified City Clerk of the City of Grosse Pointe Park, Wayne County, Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken by the City Council of the City of Grosse Pointe Park, at a regular meeting held on the ____ day of _____, 20__.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ____ day of _____ 20__.

City Clerk
City of Grosse Pointe Park

CREDIT CARD TRANSACTIONS (EXCERPT)
Act 266 of 1995

129.243 Adoption of resolution; written policy; provisions.

Sec. 3. A local unit shall not be a party to a credit card arrangement unless the governing body of the local unit has adopted by resolution a written policy that provides all of the following:

(a) That an officer or employee designated by the credit card policy is responsible for the local unit's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the credit card policy.

(b) That a credit card may be used only by an officer or employee of the local unit for the purchase of goods or services for the official business of the local unit. In addition, the credit card policy may limit the specific official business for which credit cards may be used. This subdivision does not limit the applicability of chapter XXIVA or section 174, 175, 219a, or 490a of the Michigan penal code, Act No. 328 of the Public Acts of 1931, being sections 750.157m to 750.157w, 750.174, 750.175, 750.219a, and 750.490a of the Michigan Compiled Laws; section 1a of the code of criminal procedure, Act No. 175 of the Public Acts of 1927, being section 769.1a of the Michigan Compiled Laws; or any other law, or ordinance, applicable to use of a credit card, issued by a local unit, for other than official business of the local unit.

(c) That an officer or employee using credit cards issued by the local unit shall submit to the local unit documentation described in the credit card policy detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.

(d) That an officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the local unit if the credit card is lost or stolen.

(e) That an officer or employee issued a credit card shall return the credit card upon the termination of his or her employment or service in office with the local unit.

(f) For a system of internal accounting controls to monitor the use of credit cards issued by the local unit.

(g) For the approval of credit card invoices before payment.

(h) That the balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date. The local unit shall comply with this provision of the credit card policy.

(i) For disciplinary measures consistent with law for the unauthorized use of a credit card by an officer or employee of the local unit.

(j) Any other matters the governing body considers advisable.

History: 1995, Act 266, Eff. July 8, 1996.

**CITY OF GROSSE POINTE PARK
CASH MANAGEMENT POLICY
COMMERCIAL BUSINESS PROCUREMENT CREDIT**

CM-SOP-2023-10-16-00

Topic: Commercial Business Card Credit Cards
Type: Standard Operating Policy
Effective Date: 10/16/2023
Revision Date: N/A
Expiration Date: N/A – Until Retracted
Prepared By: Ginger Moriarty, City Treasurer

Purpose:

The purpose of this policy is to establish the provisions of a city issued Commercial Business Procurement/credit card process that improves upon the efficiency of the city's purchasing process and that is in compliance with city charter and the State of Michigan's credit card transactions laws for local government in accordance with MCL129.243 of Public Act 266 of 1995.

Scope:

This Commercial Business Procurement Credit Card policy applies to all employees acting as fiduciaries on behalf of the City of Grosse Pointe Park's when utilizing the city's cash assets for the purposes of procuring goods and services.

Objectives:

The primary objective of the policy is to establish and define roles, responsibilities, and the guidelines of each user of the City of Grosse Pointe Park's Commercial Business Procurement Credit Card (P-card) services.

Roles and responsibilities:

The city manager and/or assistant city manager are responsible for the city's commercial business procurement credit card issuance to individuals, the security of the policy acknowledgement form, the overall department card services, the establishment of each credit card's procurement spending threshold, and the collection of the p-card upon an employee's misuse or termination of employment.

The city treasurer/finance director and city accountant are responsible for storage and collection of the policy acknowledgement form from the city manager, for accounting, monitoring, and the general compliance of the procurement/credit card procedure and policy. In the event a policy violation is suspected or determined, the city manager will be informed immediately to meet with the employee to assess the situation and to take remedial action when necessary.

A p-card may be used only by an officer or employee of the city for the purchase of goods or services for the specific purpose of official business of the city of Grosse Pointe Park. The p-card

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may not be used to purchase any expenditures determined unlawful by the State of Michigan Treasury Department.

Any department head or employee found to intentionally use the p-card for personal or unrelated city business will be subject to disciplinary measures and will be subject to reimburse the city for the unauthorized charges. No p-cards issued to individuals will be shared with other staff in the city.

A department head or individual employee issued a city p-card will not be allowed to make any type of cash advance (constituting a loan against the city).

Department heads will be responsible for any assigned department issued p-cards, that will require approval and monitoring of the department cards use.

Any employee found obtaining a department or individuals commercial business procurement card number to store, use, or otherwise defraud the city will also be in violation of this policy and subject to disciplinary action as outlined in this policy, by the city manager.

Reporting:

A department head or individual using a p-card issued by the city of Grosse Pointe Park must submit to the finance department proper documentation (such as paid receipt) detailing the goods or services purchased (receipts without detailed descriptions will not be accepted), the cost of the goods or services procured, the date of the purchase, and the official business for which the item was purchased.

The cardholder and the cardholder's department head will authorize each purchase by signing or initialing each procurement payable voucher with an attached detail receipt.

A department head or individual employee issued a p-card is responsible for submitting a Commercial Business Procurement Credit Card Payment Voucher form to the finance department within ten (10) business days of the procurement of goods and services occurrence and must provide the department's expenditure account for the purchase.

At the end of each billing cycle, it is the cardholder's responsibility to ensure that there is a receipt for ALL p-card transactions listed on the commercial card statement. The p-card holder will be responsible for retaining receipts for all their p-card purchases. All receipts must be itemized.

No department head or employee will cause the city's finance department to be unable to reconcile the monthly commercial business procurement card monthly statement from the banking institution in a timely manner, causing overstated charges or interest expense.

A department head or employee issued a p-card shall return the card to the city manager upon the termination of their employment with the city or upon notification by the city administration as

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part of a remedial action, for misuse of the procurement credit card.

The department head will be responsible for the reporting of purchases to the finance department and for keeping the department p-card in a safe place.

A department head or city employee issued a p-card is responsible for its protection and custody and shall immediately notify the city manager and treasurer/finance director if the credit card is lost or stolen.

Internal Controls:

The City of Grosse Pointe Park's P-Card Program uses both internal and management controls to manage and audit the process to ensure that city policies and procedures are followed.

The Commercial Business Procurement Credit Card is a privilege granted to department heads and individuals by the City of Grosse Pointe Park that is expected to be used responsibly. The City of Grosse Pointe Park will seek restitution for any inappropriate charges made to the city's procurement card.

Any fraudulent or intentional misuse of the p-card will result in revocation of the p-card and will be subject to disciplinary action in accordance with the policy.

The city manager or assistant city manager will prepare provide and secure the acknowledgment form documentation for the issuance of department head or employee procurement/credit cards.

The city treasurer/finance director will authorize each issuance and set the authorized credit limits with the banking institution, for each cardholder, based on the limit set by the city manager.

The city accountant and accounts payable personnel will confirm the reconciliation of the bank reports with cardholder receipts.

All department and individual p-card submissions will include a detailed description of the goods or services purchased, the date purchased, the vendor's name and address, a listing of the specific good(s) or services obtained, and the amount of each item purchased within 10 business days of the procurement on the city's prescribed commercial procurement voucher payable.

Monthly expense documents are submitted to pay the department card and individual cardholder's share of the city's corporate balance. These monthly expense documents are to be reviewed every month by each cardholder.

Receipts for every single transaction are required and subject to:

Pre-established limits on transactions,

All dollars spent will be in accordance with the city's procurement policy,

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Various transaction-specific restrictions will be set by Merchant Category Code (MCC),
No cash advance/access will be permitted,
Close monitoring of all transactions for each procurement card holder,
Fraudulent activity will always be addressed and worked through directly with each cardholder by the city manager or their designee.

In addition to the cardholder's responsibility, department heads/directors and/or immediate supervisors have the following responsibilities related to procurement cards issued to employees in their department:

- Approval of the procurement for the cardholder prior to the purchase,
- Manage department card usage,
- Review cardholder purchases and ensure detailed supporting documentation is provided,
- Ensure city procurement rules are followed,
- Approve all purchases for payments,
- Notify the city manager or their designee and the city treasurer/finance director to cancel cardholder privileges if necessary.

The finance department director and/or office staff will collaboratively reconcile the expense documents used to record the p-card payment in the financial system each month before payment is made. Payment of the balance plus interest must be made within not more than 60 days of the initial statement date.

If any fraudulent activity on a cardholder's p-card is identified, the staff will report it directly to the treasurer/finance director.

If there are any questionable purchases on a cardholder's p-card, the city treasurer/finance director will notify the city manager. If an expense document is missing a receipt for a transaction, the expense document is rejected back to the cardholder to attach a detailed/itemized receipt.

If the cardholder misplaced a receipt, they must complete a statement on the p-card payable voucher form as to why the p-card receipt is missing from the form required to be attached to the expense document. Should a cardholder repeat this error regarding the misplacement of receipt a second time, it will result in the termination of the cardholder's p-card privileges.

Guidelines:

To obtain a p-card, the department head or individual must read the procurement policy and then complete the p-card acknowledgement form that must be approved by the city manager prior to issuance of a City of Grosse Pointe Park Commercial Business Procurement Credit Card.

Once the department head or an individual has read the procurement policy and signed the acknowledgement form, the city manager will approve the issuance of a p-card by signing the acknowledgement form and providing it to the city treasurer/finance director.

P-cards will be issued with a designated expiration date. Prior to the card reaching the expiration date, the cardholder will be notified that their card is approaching its expiration date.

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The cardholder will be asked to pick up their new p-card from the Treasurer/Finance director. To pick up their new p-card, the cardholder will be asked to bring their driver's license and their old p-card to update the city's file.

Upon termination of city employment, an employee is required to relinquish their p-card since it is considered City of Grosse Pointe Park's property. The city manager or their designee is responsible for obtaining a cardholder's p-card upon termination from the City of Grosse Pointe Park. Final payroll payment will be withheld until all of the city issued property to the individual has been returned to the administration's office.

The treasurer/finance director should be notified immediately, so the p-card is deactivated. Upon return of the p-card by the terminated/retired employee that card will be destroyed.

Should an employee leave one department to work in another, they must contact the treasurer/finance director or their designee to inform administration that they are transferring departments. It will be determined if the cardholder is to surrender the p-card, be issued a new p-card, or no longer needs a p-card based on the individual's new role/duties for the City of Grosse Pointe Park.

The city manager will specify for the issuance of a p-card, a set spending threshold on the authorized form. The city treasurer/finance director will order the p-card from the card issuer. All procurement cards will be sent to the city treasurer/finance director by the bank issuer.

The department head and/or individual will be notified once the card has arrived at the city and is available for pickup. The employee will be required to provide a State of Michigan Driver's License to be held on file in the finance office, to obtain their p-card.

The city's treasurer/finance director or their designee will scan the license and store the individual's license number along with the issued p-card number and the spending limit, in a secured file.

The cardholder is solely responsible for all purchases made on their city issued p-card. P-cards are administered in individual's names. Sharing p-cards with other individuals is strictly prohibited.

If a p-card holder accidentally uses their p-card for a personal purchase, the cardholder will be responsible for immediately returning to the City of Grosse Pointe Park by check or cashier's check the full amount of the receipt before the monthly expenses are due to the banking institution. Personal use of the p-card will result in remedial action by the city manager to assess the situation and determine future p-card privileges for the individual and/or department.

P-card thresholds are set up to adhere to the city's procurement rules and policies.

A single transaction pertaining to travel/training will require approval from the department head and/or immediate supervisor and the city manager before any purchases can be made using the p-card.

For a travel request to be granted a complete travel authorization expense form with the training/educational seminar's brochure, location, intended travel method, and offering's suggested accommodations must be submitted to the city manager and then provided to the finance office.

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Once travel has been complete, detailed receipts for methods of travel, such as airfare, bus, train, the class registration form, hotel receipt, any shuttle/commuter services to/from hotel to airport, etc. will be submitted using the travel authorization expense form as approved by the city manager.

If for some reason a cardholder misplaces a receipt and cannot obtain one from the vendor, the cardholder must still prepare a commercial business procurement card voucher with an explanation as to why the voucher is absent the appropriate supporting documentation for payment of the commercial business card to the bank.

Excessive (no more than twice) use of the missing p-card detailed receipt from the payable voucher form when submitted to the finance office will result in termination of the card privileges and pending investigation, result in further disciplinary action along with any restitution for the purchases, as determined by the city, made using the p-card without proper supporting documentation by the cardholder.

Lost or Stolen Cards

Should a cardholder's p-card become lost or stolen, the employee is required to notify the banking institution AND the treasurer/finance director, or city manager if unavailable, immediately.

The issued p-card will be closed, and a new card will be issued and sent to the city treasurer/finance director. When the new card is available for pick up, the cardholder will be notified to pick it up from the treasurer/finance director's office.

If a cardholder misplaces their card or reports it as lost/stolen and then the card is found, they must return the card to the treasurer/finance director. The card cannot be reactivated again.

Commercial Business Procurement Cards:

The city issued commercial business procurement cards will be embossed with the cardholder's name, city name, city use/tax exemption to defer fraud, and the city logo.

The City of Grosse Pointe Park is a governmental agency that is not subject to sales tax. This will serve as a reminder to all cardholders that the city does not pay sales tax in the State of Michigan for any city-related purchase.

When placing an order, please remind the vendor that the City of Grosse Pointe Park is tax exempt. If tax is charged, it will be the individual cardholder's (department head for department cards) responsibility to have it removed from the card. If the vendor requires a tax exemption certificate, please contact the city treasurer/finance director or the city accountant, and they will provide the Sales Tax Exemption form.

The following items are strictly prohibited from being purchased with the p-card:

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Cash advances, traveler checks, wire transfers, money orders,
Individual cellular phones,
Personal purchases of any kind,
Groceries, food, and/or beverage of any kind,
Gasoline/Diesel fuel,
Rentals

Contacts:

To be added to policy once obtained, banking institution's card services to report lost/stolen cards.

City Treasurer/Finance Director	(313) 822-4012
City Manager	(313) 822-4361
Assistant City Manager	(313) 822-1183
City Accountant	(313) 822-4379



CITY COUNCIL MEETING

DATE: October 16, 2023

SUBJECT: Approve Design Engineering Proposal for 2024 Water Main Project

SUMMARY: The City is proposing in 2024 Water Main and Lead Service Line Replacement to two areas of Grosse Pointe Park including Beaconsfield between Vernor and Mack as well as Maumee between Bishop and Harvard. This work will consist of replacing the pipe, hydrants, lines and valves. Estimated total cost of the project with contingencies will be about \$1.3 Million. Having the engineer start working on preliminaries and bidding with potential council award in April 2024 will allow favorable pricing as companies are looking to set their project calendars.

FINANCIAL IMPACT: Engineering Services Not to Exceed \$90,000

RECOMMENDATION: Motion to Approve Engineering Proposal for 2024 Beaconsfield & Maumee Water Main Improvement Project

PREPARED BY: Nick Sizeland, City Manager
Tom Jenny, Director of Public Works



October 11, 2023

City of Grosse Pointe Park
15115 E Jefferson Road
Grosse Pointe Park, MI 48230

To: **Nick Sizeland**
City Manager

RE: Beaconsfield & Maumee Water Main Improvement Project
Proposal for Civil Engineering Professional Services

Dear Mr. Sizeland:

OHM Advisors is pleased to submit this proposal for engineering services related to the design and development of bidding documents for a water main replacement along Beaconsfield Street between Vernor Highway and Mack Avenue as well as Maumee Street between Bishop Road and Harvard Road. This proposal includes tasks for design, EGLE Permitting and the development of detailed construction plans and specifications for bidding.

PROJECT UNDERSTANDING AND ASSUMPTIONS

OHM's knowledge of the project is based upon previous conversations with City staff and our understanding of the City's water system. Consistent with the City's Capital Improvement Plan (CIP) goals, this project seeks to improve aging water system infrastructure and replace lead service lines. The work will generally consist of replacing the water system, including the pipes, hydrants, valves, and services (as necessary). Pavement improvements will be limited to that which is necessary for the replacement of the water system, as the existing pavement is generally in good/fair condition.

The construction work is currently estimated around \$1.3M (with contingencies) based on typical replacement costs for water main as well as our understanding of the project scope. A more specific breakdown of work is listed below:

- **Project Limits:** The project will focus on two areas: Beaconsfield Avenue between Vernor Highway and Mack Avenue (about 1,750'), as well as Maumee Avenue between Bishop Road and Harvard Road (about 550'). It is envisioned that the majority of the work will be confined to the same side of the road that the water main exists on today, but work will also occur on the opposite side of the road for water service replacements.
- **Rationale:** Prior to selecting this section of water main, OHM and the City DPW reviewed water main break data and lead service line surveys.
 - a. This section of water main on Beaconsfield was noted as a high priority segment within the City's water asset management plan (AMP). This AMP prioritizes water main segments based on overall risk by considering criticality scores and the consequence of failure. These values help determine the relative impact to the community from water main breaks and the likelihood of



- occurrence. This corridor has experienced 8 water main breaks in recent years and has upwards of 78 lead service lines (87 services total).
- b. The segment along Maumee was identified due to the lack of public water main. At present, three homes are connected via a 2" shared water service. This service piping is break prone and also severely deficient based on current design requirements.
- Water Main Replacement: The entire existing water supply system within the project limits will be upgraded.
 - a. It is envisioned that the replacement work will be performed via a trenchless construction method (either horizontal directional drilling or pipebursting).
 - b. The project will include replacement of the water main, valves and hydrants. The layout of these appurtenances will generally be per 10 States Standards.
 - c. Customers with copper water services will be reconnected to the water system with jumper connections where possible.
 - d. For the houses on the opposite side of the street, long services are anticipated and will be bored to avoid disturbance to the roadway.
 - e. Curb boxes will be replaced.
 - f. If non-copper water services are encountered, the contract will include provisions to replace water services up to the residential water meter when approved by the homeowner.
 - g. Water meters will be replaced for all homes receiving lead service line replacements.
 - Homeowner Impacts: Because of the density of homes within the project areas, extensive sidewalk removal and replacement is expected. Some driveway replacement will also be necessary due to the locations of the existing water services. Residents may need to relocate their vehicles during this time. Effort will be made during the design phase to minimize impacts to residents.
 - Roadway Impacts: At this point, it is envisioned that the water main will be installed via a trenchless installation method, so disturbance to the roadway will be kept to a minimum. However, some utility cuts will be necessary; this pavement will be replaced in kind.
 - Schedule: The City intends to design the project over the winter of 2023 and initiate construction during early summer of 2024.
 - Right of way: The water main will be constructed within the City right of way.

PLAN DEVELOPMENT

Due to the nature of work proposed on each street, curb and gutter with a busy green space, OHM proposes to utilize a full topographic survey of each. Both Streets will have trees, structures, curb boxes, pavement, property corners and all other features located with the ROW.

From this base information, OHM will prepare construction plans. A general plan for the water main replacement will be completed, with sufficient detail to obtain an EGLE Act 399 permit; any other permits found to be applicable will also be obtained. Any road replacement work will be described using typical cross sections and profiles as necessary to detail the work. The final layout of the water system and grading for the road work will be completed in the field, during construction.



DESIGN ASSUMPTIONS

The following design assumptions have been made based on our preliminary scoping activities:

- Water main work will generally replace the existing water main layout. The existing water main consists mostly of 6-inch cast iron pipe; all 6-inch main will be upsized to 8-inch.
- Water main design will generally comply with EGGLE, Safe Drinking Water Act and 10 State Standards requirements.
- No improvements to the existing sanitary sewer system or significant drainage improvements are included in this scope of work.
- No significant replacement of drainage pipes and catch basins is planned; however, any storm sewer that is affected by water main installation will be replaced in kind.
- Existing driveway approaches will be replaced only when impacted by the water main work.
- No new concrete sidewalk or asphalt pathways are proposed with this project.
- Sidewalks will be replaced only when impacted by the water main work. Any sidewalk impacted by water main work will be constructed in compliance with current ADA Standards.
- The speed limits will remain as posted (25mph) and the design will meet current American Association of State Highway and Transportation Officials (AASHTO) and City of Grosse Pointe Park requirements. The existing horizontal and vertical alignments will be generally maintained.
- Minimal soil erosion control measures are anticipated, and the limits of disturbance for the project are not extensive enough to trigger Wayne County Soil Erosion Permitting. Turf restoration is generally anticipated to be accomplished with topsoil, hydroseeding and mulch or sod.
- The project work limits will generally stay within the City rights-of-way. It is envisioned that new water main will tie into existing water main south of Mack Avenue.

SCOPE OF SERVICES

OHM Advisors proposes the following scope of services for the work:

Task 1: Topographic Survey

OHM will prepare a topographic survey plan of the water main alignment. The topographic survey work will consist of the following subtasks:

1. Establish horizontal and vertical control within the project limits. This will include setting at least three benchmarks to be utilized by the Contractor during construction to establish line and grade for proposed improvements.
2. Perform a topographic survey of Beaconsfield Street between Vernor Highway and Mack Avenue and Maumee between Bishop Road and Harvard Road. This includes cross sections every 25' and identification of objects such as trees (>6" diameter), landscaping, signs, monuments, manholes, curb, catch basins and utility structures. The survey will also include performing structure inventories to determine the elevations of utilities within the area.
3. Request facility maps from franchised utilities (gas, electrical, cable or telephone). Underground utilities will be shown based on record drawings.
4. The topographic survey and franchise utility mapping will be combined into an AutoCAD file.



Deliverables:

(1) AutoCAD topographic Survey

Task 2: Preliminary Engineering

Once authorized, OHM will commence with the preliminary engineering design. Generally, this will include the following:

1. Organize and attend a pre-design meeting with the City to review the previous CIP listing and potential updates based on new water main break and pavement condition data.
2. Prepare a preliminary design strategy and meet with the City for approval.
3. Conduct a field visit to the project area to identify constructability issues and identify potential field problems.
4. Determine additional required permits needed to construct project other than a Soil Erosion control permit from the City, EGLE permit for water main.
5. Notify known utility agencies of the proposed work, check the existing known utilities, public and private, within the project limits for project conflicts, and coordinate potential relocations. Setup and facilitate a utility coordination meeting to include coordination of private utility replacements.
6. Prepare a preliminary engineer's opinion of probable cost.

Deliverables:

(1) Preliminary Engineer's Opinion of Probable Cost

Task 3 - Geotechnical Investigation

Based on the findings of the preliminary engineering study, soil borings will be performed within Beaconsfield and Maumee Avenue to determine the conditions of soils. This will include 5 borings at depths of up to 10'. OHM will solicit proposal from G2 Consulting for this work.

Deliverables:

(1) Geotechnical Report

Task 4: Construction Documents & Bidding

This task will include the work necessary to generate full plans and construction documentation necessary to solicit bids for the project. The work includes the completion of detailed engineering plans and construction documents. Specific work is as follows:

Plans and Specifications

1. Design and prepare engineering construction drawings for the proposed water main improvements. This will include a cover sheet, construction plans, typical pavement cross-sections, special project details and incidental sheets.
2. Prepare technical specifications for contract documents, front end and necessary appendices of the contract document.



3. OHM will work with the City to further develop Standard Water Main Specifications and Details for the City that can be utilized on future projects.
4. Develop a digital terrain model of the topographic survey to aid with sidewalk restoration.
5. Develop a preliminary schedule based on proposed items of work and create a project staging plan and associated specifications for the construction phase.
6. Attend two (2) plan review meetings with the City prior to bidding.
7. Apply for an EGLE water main permit.
8. Prepare a final engineer's opinion of probable cost.
9. Prepare for and attend a public information meeting, if deemed necessary, or prepare information for Public notice.

Bidding

10. Once documents are approved by the City, coordinate the release documents for public bidding.
11. Attend one (1) pre-bid meeting and issue addenda as needed during the bidding period in response to contractor questions.
12. Attend a bid opening and prepare a bid tabulation.
13. Evaluate contractor submissions by reviewing submitted documents for completeness and qualifications.
14. Contact references to assess past project performance and validity of submitted qualification documents.
15. Provide a recommendation of potential Contractor to the City staff.
16. Contract documents for execution will be prepared and transmitted to the low bidder and will be accompanied by the Notice of Award letter.
17. Partially executed contract documents will be reviewed and checked for conformance with securities and insurance specifications.

Deliverables:

- (1) Final Construction Drawings
- (1) Final Engineer's Opinion of Probable Cost
- (1) Pre-Bid Meeting
- (1) Permit Applications

FEE SCHEDULE

OHM proposes to provide the above outlined professional services. The Engineering Services will be performed on an hourly not to exceed basis based on OHM Standard Rates.

Task	Estimated Fee
Task 1 – Topographic Survey.....	\$10,000
Task 2 – Preliminary Engineering.....	\$17,000
Task 3 – Geotechnical Investigation (by others)	\$8,000
Task 4 – Construction Documents & Bidding.....	\$55,000
TOTAL(NOT TO EXCEED)	\$90,000



SCHEDULE

We have assumed that the work under will be completed over a six-month period (once authorized). The schedule below provides key milestone delivery dates.

Task	Completion Date
Task 1 – Topographic Survey	November 15, 2023
Task 2 - Preliminary Engineering	December 1, 2023
Task 3 – Geotechnical Investigation (estimated)	December 1, 2023
Task 4 - Construction Documents.....	November 2023 – March 2024
Design	January 2023
Permits	January – March 2024
Bidding	March – April 2024
Council Award.....	April Meeting
Construction.....	starting July 2024

ACCEPTANCE

We hope that the above information is helpful in communicating our understanding of the project. If there are any areas that you have questions, please do not hesitate to contact us. Work will be performed in accordance with OHM's Standard Terms and Conditions (attached). If this proposal and terms are acceptable, please execute and return a copy of the proposal to us. We greatly appreciate the opportunity to assist you and look forward to working together on this project.

Sincerely,
 OHM Advisors

Patrick Droze, P.E.
 Associate, Civil Engineer

cc: Zachary Hampton, P.E.
 File

**City of Grosse Pointe Park
 Beaconsfield & Maumee Water Main Improvement Project**

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____

TERMS & CONDITIONS

1. THE AGREEMENT. These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.
2. CLIENT RESPONSIBILITIES. CLIENT, at no cost, shall:
 - a. Provide access to the project site to allow timely performance of the services.
 - b. Provide all information in CLIENT'S possession as required by OHM ADVISORS to perform the services.
 - c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.
3. PROJECT INFORMATION. OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, other design professionals, or consultants contracted directly to CLIENT.
4. PERIOD OF SERVICE. The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.
5. COMPENSATION. CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.
6. TERMS OF PAYMENT. Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day.
7. STANDARD OF CARE. OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.
8. RESTRICTION OF REMEDIES. OHM ADVISORS is responsible for the work of its employees while they are engaged on OHM ADVISORS' projects. As such, and in order to minimize legal costs and fees related to any dispute, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, and to waive any claims against individual employees.
9. LIMIT OF LIABILITY. To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to \$25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.
10. ASSIGNMENT. Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.
11. NO WAIVER. Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.
12. GOVERNING LAW. The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.
13. INSTRUMENTS OF SERVICE. OHM ADVISORS shall retain ownership of all reports, drawings, plans, specifications, electronic data and files, and other documents (Documents) prepared by OHM ADVISORS as Instruments of Service. OHM ADVISORS shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto. CLIENT, upon payment in full for OHM's services, shall have an irrevocable license to use OHM's Instruments of Service for or in conjunction with repairs, alterations or maintenance to the project involved but for no other purpose. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.
14. CERTIFICATIONS. OHM ADVISORS shall have 14 days to review proposed language prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services, or responsibilities beyond the scope of this Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.
15. TERMINATION. Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
16. RIGHT TO SUSPEND SERVICES. In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.

17. OPINIONS OF PROBABLE COST. OHM ADVISORS preparation of Opinions of Probable Cost represents OHM ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.
18. JOB SITE SAFETY. Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.
19. CONTRACTOR SUBMITTALS. If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data, and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.
20. CONSTRUCTION OBSERVATION. If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.
21. HAZARDOUS MATERIALS. As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS' services, OHM

ADVISORS may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.

22. WAIVER OF CONSEQUENTIAL DAMAGES. The Parties waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.
23. WAIVER OF SUBROGATION. The Parties waive all rights against each other and any of their contractors, subcontractors, consultants, agents, and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.
24. THIRD PARTIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.
25. CODE REVIEW/ACCESSIBILITY. In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.
26. DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Parties agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings. The Parties agree to share the mediator's fee and any filing fees equally, and the mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.

**State of Michigan
County of Wayne
City of Grosse Pointe Park**

Resolution to adopt and amend the FY2023-2024 Expenditure Budget 2024 Water Main Engineering Services.

At a regular meeting of the City Council for the City of Grosse Pointe Park (the "Council"), held at City Hall located at 15115 E. Jefferson Ave, Grosse Pointe Park, MI 48230 at 7:00 p.m. on October 12, 2023, the following resolution was offered:

Present Members:

Absent Members:

Motion by Councilmember _____ seconded by Councilmember _____ to adopt the following resolution:

WHEREAS, the Uniform Budgeting and Accounting Act requires that a City Council prepare a budget amendment as soon as it is apparent that a deviation from the original budget is necessary and the amount can be determined; and,

WHEREAS, adoption of the FY2023-2024 budget approved by the City of Grosse Pointe Park Council on May 8, 2023; and,

WHEREAS, The City Council of Grosse Pointe Park was presented with a proposal for Engineering Services in an amount not to exceed \$90,000 for FY2023-2024 proposed Water Main projects; and,

WHEREAS, the City Council authorizing the Finance Director to amend the FY2024 Water & Sewer budget and to appropriate \$90,000 in net position to the Capital Outlay account 592-535-970.000; and,

NOW, THEREFORE BE IT RESOLVED that the City of Grosse Pointe Park Council members hereby adopt this resolution authorizing the Finance Director to amend the FY2023-2024 Water & Sewer budget and authorizes the City Manager to sign the proposal for engineering services from OHM.

RESOLUTION DECLARED ADOPTED

At a regular meeting of the City Council for the City of Grosse Pointe Park held on October 12, 2023, at 7:00 p.m., the following roll call vote was taken:

YEAS:

NAYS:

Motion Carried Unanimously

CERTIFICATION

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

I, the undersigned, the duly qualified City Manager of the City of Grosse Pointe Park, Wayne County, Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken by the City Council of the City of Grosse Pointe Park, at a regular meeting held on the ____ day of ____, 20__.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ____day of ____20__.

Bridgette Bowdler, City Clerk
City of Grosse Pointe Park



CITY COUNCIL MEETING

DATE: October 16, 2023

SUBJECT: Approve Mack Avenue Water Main Replacement Change Order

SUMMARY: The Water Main Project on Mack Avenue from Cadieux to Kensington wrapped up earlier this year was completed successfully and done on schedule. The City and OHM Advisors were impressed with the quality of work with the contractor. However after punch list items were completed and final closeout review of the project there were several items OHM and ICC reviewed for payment due to unexpected aspects of the project. ICC worked with the City and OHM to reduce other additional costs and the City recommends payment to ICC.

FINANCIAL IMPACT: Amend the Water/Sewer budget to utilize \$74,700.00 in fund balance

RECOMMENDATION: Motion to Approve the Resolution Authorizing Payment of the Change Order for the Mack Ave Water Main Project

PREPARED BY: Nick Sizeland, City Manager
Tom Jenny, Director of Public Works



August 17, 2023

Tom Jenny, Supervisor
Department of Public Works
City of Grosse Pointe Park
15000 Mack Avenue
Grosse Pointe Park, MI 48224

RE: Mack Avenue Water Main Replacement Project
OHM Project No. 7508220040
Change Order No. 1

Dear Tom,

This letter presents a summary of the four items included in proposed Change Order 1 for the Mack Avenue Water Main Replacement project, which was completed successfully and on schedule earlier this year by Inner City Contracting, LLC (ICC). Each of these items is described in detail below.

Quantity Variations within Base Contract

There were minor variations, both underruns and overruns, on several of the unit price items within the original scope of work for the project. The underruns totaled \$28,918.25, while the overruns amounted to \$36,457.45, resulting in a net increase of **\$7,539.20**. Savings were realized from deletion of a fire hydrant, elimination of a tie-in to an existing main, reduction of the amount of 6" sidewalk replacement, and reduction of the amount of 10" concrete pavement replacement. Significant items of overrun included an increase in the necessary amount of 8" water main (open cut), installation of an additional 8" gate valve and box, and placement of 9" concrete pavement (as a substitution in some areas that had been tabulated as 6" sidewalk and 10" concrete pavement).

Wayne County Permit Fees

ICC took out a Right of Way permit at the start of the project, to cover the road restoration work within the Wayne County Right of Way. The total fee paid by ICC for the permit was \$25,485.00, which included a \$25,000.00 inspection deposit. The contract provided for a \$1,000.00 credit to the Contractor for this permit, thus, the balance to be paid to ICC as part of Change Order 1 is **\$24,485.00**. Note that ICC has requested the refund of the unused inspection deposit from Wayne County; once ICC receives this check, they will convey these residual funds back to Grosse Pointe Park via Change Order 2.

Exploratory Excavations for Subsurface Utilities

Just prior to construction, MissDIG marked the utilities within the project corridor. ICC observed that there were numerous discrepancies between the MissDIG locate marks and the utilities shown on the Plans (prepared by Stantec). The absence of subsurface street lighting electrical cables from the Plans, as well as the presence of a new 8" gas line and an abandoned 6" gas line (neither depicted accurately on the Plans), presented risky conditions for the HDD work. As a result, ICC performed a number of exploratory excavations to confirm the actual locations of the utilities prior to excavating the boring pits and drilling the route of the new 8" water main. The total cost of the exploratory excavations was **\$32,365.34**.



Contaminated Soil

While excavating the drilling pit located on the southeast corner of Mack and Harvard, a strong petroleum odor was detected coming from the excavated material. ICC hauled the material (approximately 80 tons) to their storage yard in order to continue with the work and stored it there until it was cleared by Waste Management for disposal at their facility. The cost of loading, hauling, storing, and disposing of the contaminated soil in accordance with applicable statutes totaled **\$10,228.48**.

The records and documentation for each of the foregoing issues are attached to this letter and provide a detailed breakdown of the costs for each item within the requested Change Order. Please review the enclosed documentation at your earliest convenience and let me know if you have any issues with OHM preparing a formal Change Order request form for the City's approval. As always, do not hesitate to contact me if you have any questions or require additional information.

Sincerely,
OHM Advisors

A handwritten signature in blue ink that reads "Douglas Busko".

Douglas Busko, PE
Construction Manager

Encl: Mack Avenue Change Order No. 1 - Supporting Documents

cc: Patrick Droze, PE (OHM Advisors)

STATE OF MICHIGAN
COUNTY OF WAYNE
CITY OF GROSSE POINTE PARK

Resolution to amend the FY2023-2024 Budget – Mack Ave Water Main Change Order

At a regular meeting of the City Council for the City of Grosse Pointe Park (the "Council"), held at City Hall located at 15115 E. Jefferson Ave, Grosse Pointe Park, MI 48230 at 7:00 p.m. on October 16, 2023, the following resolution was offered:

Present Members:

Absent Members:

Motion by Councilmember _____ seconded by Councilmember _____ to adopt the following resolution:

WHEREAS, the Uniform Budgeting and Accounting Act requires that a City Council prepare a budget amendment as soon as it is apparent that a deviation from the original budget is necessary and the amount can be determined; and,

WHEREAS, the referenced amendments are reflective of activity incurred in the General Fund since the adoption of the FY2023-2024 budget approved on May 8, 2023, and;

WHEREAS, The City Council of Grosse Pointe Park was presented with a proposed budget amendment for Fiscal/Calendar Year 2023-2024, and;

WHEREAS, the City Council is satisfied with proposed budget amendment; and,

WHEREAS, the Council authorizes the Finance Director to appropriate net position to amend the FY 2023-2024 Water & Sewer budget 592-535-970-000 Capital Outlay in the amount of \$74,700.00, and;

NOW, THEREFORE BE IT RESOLVED that the City of Grosse Pointe Park Council Members hereby adopt this Resolution amending FY2023-2024 budget by authorizing the Finance Director to recognize and appropriate from the Water & Sewer Fund in the amount of \$74,700.

RESOLUTION DECLARED ADOPTED

At a regular meeting of the City Council for the City of Grosse Pointe Park held on October 16, 2023, at 7:00 p.m., the following roll call vote was taken:

YEAS: Councilmembers Brenner, Gallagher, Caulfield, Wiener, Relan and McMillan, and Mayor Hodges

NAYS:

Motion Carried Unanimously

CERTIFICATION

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

I, the undersigned, the duly qualified City Clerk of the City of Grosse Pointe Park, Wayne County, Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken by the City Council of the City of Grosse Pointe Park, at a regular meeting held on the ____ day of _____, 20__.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ____ day of _____ 20 __.

Bridgette Bowdler, City Clerk
City of Grosse Pointe Park



CITY COUNCIL MEETING

DATE: October 16, 2023

SUBJECT: Schaap Center Update

SUMMARY: Jamie Rae Turnbull, Executive Director of the Schaap Center will present an update and be available for council if questions shall arise.

FINANCIAL IMPACT: Not Applicable

RECOMMENDATION: Not Applicable

PREPARED BY: Nick Sizeland, City Manager