



AGENDA - City Council

DATE: November 13, 2023 7:00 PM City Council
Chambers

- I. Call to Order
 - I. Swearing In of Council Members
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Consent Agenda
 - I. Approval of October 16, 2023 Minutes
 - II. Committee & Commissions Report
 - III. Wayne County Annual Maintenance Permit Renewal
- V. Public Comment (Agenda Items)
- VI. Managers' Report/Public Safety
- VII. Unfinished Business
- VIII. New Business
 - I. Election Mayor-Pro Tem
 - II. BS&A Human Resources Management
 - III. Traffic Control Regulation - 236
 - IV. Grosse Pointe Animal Adoption Society - Proposed Service Agreement
 - V. Council Comment
- IX. Public Comment (Non-Agenda Items)
- X. Closed Door - Pursuant to MCL 15.268(c)
- XI. 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 OF GROSSE POINTE PARK, MICHIGAN
MEETING OF THE CITY COUNCIL
OCTOBER 16, 2023, at 7:00 P.M.

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, McMillan, and Mayor Hodges.

ALSO PRESENT: Nick Sizeland, City Manager; Bridgette Bowdler, City Clerk; Morgan McAtamney, City Attorney; and Patrick Droze, OHM Advisors, City Engineer.

APPROVAL OF CONSENT AGENDA

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

- Approval of September 11, 2023, Minutes
- Approval of the September 27, 2023, Special Meeting Minutes
- Committee & Commissions Report
- Resolution adopting MERS Defined Contribution Retirement Plan
- Resolution Establishing Early Voting Site
- Windmill Pointe Park Playscape Earth Work

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

NAYS: None

PUBLIC COMMENT (AGENDA ITEMS)

3 public comments were made.

MANAGERS' REPORT:

City Manager Nick Sizeland presented a brief overview of activities in the city.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

ESTABLISHMENT OF INTERNAL SERVICE FUND - HEALTHCARE SELF-INSURANCE FUND

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 monthly.

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. Motion by Councilmember Caulfield, seconded by Councilmember Weiner, to adopt resolution to establish the Internal Service Fund.

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

NAYS: None

Motion Carried Unanimously

COMMERCIAL BUSINESS PROCUREMENT CARD

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.

Motion by Councilmember Caulfield, seconded by Councilmember Gallagher, to approve the Commercial Business Procurement Credit Card Policy.

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

NAYS: None

Motion Carried Unanimously

APPROVE DESIGN ENGINEERING PROPOSAL FOR 2024 WATER MAIN PROJECT

Motion by Councilmember Wiener, seconded by Councilmember Caulfield, to approve the Design Engineering proposal for the 2024 Water Main Project.

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

NAYS: None

Motion Carried Unanimously

SCHAAP CENTER UPDATE

Jaime Rae Turnbull, the Executive Director of the Schapp Center, presented a brief update on the Schaap Center. The updates included Funds Donated, waiting for Detroit Historic Commission approval, a plan for the Art Center opening in the spring of 2025, and a plan for the theater to open in the fall of 2025. The Schaap Center will host field trips and tours. Monday by appointment, senior and school groups, 2 Saturdays a month, will be open to the public at no cost. Updated that City will not be needed for landscaping, snow revival and public safety support.

COUNCIL COMMENT:

- Councilmember McMillan commented on the following: that he is against the Marijuana proposal. He would love to see better communication and involvement in the city.
- Councilmember Caulfield commented on the following: praised Finance Director Moriarty for her quarterly report and it was very detailed. We need to respect the process of the Planning Commission by McKenna and associates.
- Councilmember Weiner commented on the following: values dependability and good work ethic.
- Councilmember Relan commented on the following: he was inspired to run for office due to lack of communication between local officials and the community, there is an urgent need for infrastructure improvements and updates. Safety for bikers and pedestrians.
- Mayor Hodges commented on the following: Communication is a must.

PUBLIC COMMENT (NON-AGENDA ITEMS)

15 Public Comments were made.

ADJOURNMENT

Motion by Councilmember Caulfield, seconded by Councilmember Relan, to approve 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 9:28 p.m.

Bridgette Bowdler - City Clerk
Danielle Caudill- Deputy City Clerk

Grosse Pointe Park Infrastructure General Updates and Status Report November '23:

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

Street Light Upgrade

DTE has begun the changeover of our streetlights into uniform efficient LED lighting. So far the MACK corridor has been the first area for replacement and DTE is currently projecting to have the entirety of the street light system changed by the end of the year. This project will accomplish multiple city objectives, it is a massive sustainability accomplishment tremendously reducing energy usage, it will result in a major ongoing annual budgetary savings (the project pays for itself in about a year and a half and then has substantial annual savings) and more uniform lighting will be a benefit to the safety of residents and will be a big aid to public safety and their ability to do protect us.

Road Work

The first half of Cadieux roadwork has been completed, there have been a few material delays, but the contractor is still projecting the project completion during November. The city has been made aware of residents' concerns about congestion and roadway crossings. Public Safety and Public Works reviewed with the contractor and Grosse Pointe City and will implement the following measures: Adding signs of "No Through Traffic" to be placed northbound on Harvard, a Public Safety Traffic Detail and contacted Beaumont to remind workers about traffic plan and the use the alternative route of Yorkshire instead of Harvard.

EERV

The major excavation work is on schedule and should all be completed in November; the major restoration work will be conducted in the beginning of 2024. The administration has posted some updates and photos, the magnitude of the project is impressive but has been proceeding well (the access to the well required a 4' thick section of concrete to be cut out, which was very impressive in itself)

Sewer Scoping

Heavy Cleaning and scoping are currently underway (should be completed by the time of the next council meeting) south of Jefferson on multiple streets along Essex. The sewer televising page has a regularly updated map: www.grossepointepark.org/departments/public_works/sewer_televising_program.php

Defer School Direct Water Feed Proposal

An aspect of our capital planning has been to identify areas of improvement and future capital projects beyond just replacing old pipes. Adding resiliency to our broader system has been a focus of that work and an opportunity we had identified was for a dedicated water feed to Defer school as a future project for Grosse Pointe Park. This project was seen as something to be done further down the road, but, due to the recent school closure due to water supply, DPW, Administration, Engineering and the Infrastructure Committee held discussions and reviews and it is believed that there is an opportunity to integrate the installation of a dedicated water main to Defer school during the Beaconsfield water-main replacement next year, while still being in line with the anticipated Water/Sewer expenditures for the year. The numbers are being finalized and residents can expect a proposal at a forthcoming council meeting.

MPSC Meeting Regarding DTE Service

In the ongoing effort to try and improve resident utility service, a meeting was held with a large team of representatives from the Michigan Public Service Commission. The intention here is to ensure that GPP concerns and the service experience of residents as well as city services are being heard as well as to better understand the work being done by DTE. We are trying to foster better communication between all parties with the end goal being more DTE investment in aging infrastructure serving our residents, better transparency in DTE work, better responsiveness to residents as well as our department of public works.

Great Lakes Water Discussions

There have been ongoing discussions with GLWA, from engineering, administration, and the mayor regarding service to our residents and the challenges that have been posed by water main breaks. We continue to work with GLWA to try and improve the current service but are also investigating potential engineering options to help support the service to residents.



CITY COUNCIL MEETING

DATE: November 13, 2023

SUBJECT: Wayne County Annual Maintenance Permit Renewal

SUMMARY: Annually, the City of Grosse Pointe Park is required to obtain a permit from Wayne County to allow for work to be done that requires closing or obstruction of a county road. The annual maintenance permit authorizes the permit holder to occupy Wayne County roads for the purpose of inspection, repair, and routine maintenance of the following facilities which are under its jurisdiction:

1. Sanitary sewer inspection, repair and routine maintenance;
2. Water main inspection repair and routine maintenance;
3. Storm sewer inspection, repair, and routine maintenance;
4. Application of dust palliatives; and
5. Repair and replacement of existing sidewalks.

As a condition of the municipal annual permit, the County requires that the governing body pass a blanket resolution which accomplishes the following:

1. Agrees to fulfill all permit obligations and conditions.
2. To the extent allowed by law, hold harmless and defend Wayne County and its officials and employees against any and all damage claims, suits or judgments of any kind or nature arising as a result of the permitted activity.
3. Designates and authorizes an appropriate official of the requesting municipality to sign the permit on its behalf.

A resolution authorizing the permits is required and attached for your consideration.

FINANCIAL IMPACT: N/A

RECOMMENDATION: Approve the Resolution authorizing the execution of Wayne County Permits and authorize Nick Sizeland and Tom Jenny as signatories.

PREPARED BY: Warren Rothe, Assistant City Manager

**MODEL COMMUNITY RESOLUTION
AUTHORIZING EXECUTION OF
WAYNE COUNTY PERMITS**

Resolution No. _____

At a Regular Meeting of the _____ (Name of
Community Governing Board) on _____ (date), the following
resolution was offered:

WHEREAS, the _____ (hereinafter the "Community")
periodically applies to the County of Wayne Department of Public Services, Engineering
Division Permit Office (hereinafter the "County") for permits to conduct emergency
repairs, annual maintenance work, and for other purposes on local and County roads
located entirely within the boundaries of the Community, as needed from time to time to
maintain the roads in a condition reasonably safe and convenient for public travel;

WHEREAS, pursuant to Act 51 of 1951, being MCL 247.651 *et seq.*, the County permits
and regulates such activities noted above and related temporary road closures;

NOW THEREFORE, BE IT RESOLVED, in consideration of the County granting such
permit (hereinafter the "Permit"), the Community agrees and resolves that:

Any work performed for the Community by a contractor or subcontractor will be solely as
a contractor for the Community and not as a contractor or agent of the County. Any
claims by any contractor or subcontractor will be the sole responsibility of the
Community. The County shall not be subject to any obligations or liabilities by vendors
and contractors of the Community, or their subcontractors.

The Community shall take no unlawful action or conduct, which arises either directly or
indirectly out of its obligations, responsibilities, and duties under the Permit which results
in claims being asserted against or judgment being imposed against the County, and all
officers, agents and employees thereof pursuant to a maintenance contract. In the event
that same occurs, for the purposes of the Permit, it will be considered a breach of the
Permit thereby giving the County a right to seek and obtain any necessary relief or
remedy, including, but not by way of limitation, a judgment for money damages.

With respect to any activities authorized by Permit, when the Community requires
insurance on its own or its contractor's behalf, it shall also require that such policy
include as named insured the County of Wayne and all officers, agents and employees
thereof.

The incorporation by the County of this Resolution as part of a permit does not prevent
the County from requiring additional performance security or insurance before issuance
of a Permit.

This Resolution stipulates that the requesting Community shall, at no expense to Wayne
County, provide necessary police supervision, establish detours and post all necessary

signs and other traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices.

This Resolution stipulates that the requesting Community shall assume full responsibility for the cost of repairing damage done to the County road during the period of road closure or partial closure.

This Resolution shall continue in force from the date of execution until cancelled by the Community or the County with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the Community with regard to any Permit which has already been issued or activity which has already been undertaken.

The Community stipulates that it agrees to the terms of the County of Wayne permit at the time a permit is signed by the Community's authorized representative.

BE IT FURTHER RESOLVED, that the following individual(s) is/are authorized in their official capacity as the Community's authorized representative to sign and so bind the Community to the provisions of any and all permits applied for to the County of Wayne, Department of Public Services Engineering Division Permit Office for necessary permits from time to time to work within County road right-of-way or local roads on behalf of the Community.

Name	Title
_____	_____
_____	_____

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution adopted by the [Board of Trustees/City Council] of the _____
(name of Community), County of Wayne, Michigan, on _____.



CITY COUNCIL MEETING

DATE: November 13, 2023

SUBJECT: Election Mayor-Pro Tem

SUMMARY: The Grosse Pointe Park City Charter Section 4.4 Election of Mayor Pro Tem states "The Council shall at its first meeting following each regular city election, elect one of its members to serve as Mayor Pro Tem for a term expiring at the first Council meeting following the next regular city election." A member of the City Council will need to make a motion and have a second to nominate an individual for the role of Mayor Pro Tem to serve for the next two years.

FINANCIAL IMPACT: Not Applicable

RECOMMENDATION: Mayor and Council Vote to Recommend a Mayor Pro Tem

PREPARED BY: Nick Sizeland, City Manager



CITY COUNCIL MEETING

DATE: November 13, 2023

SUBJECT: BS&A Human Resources Management

SUMMARY: The City of Grosse Pointe Park City Council previously approved the purchase of the Payroll, Timesheets, and the Employee Self Service Modules from BS&A earlier this year. All these applications will significantly assist the Finance Department and employees of the City. At this time, the Finance Department is requesting to purchase another program: the Human Resources Module. This program offers a user-friendly tool for streamlining the job posting, hiring/onboarding, and continual management of employees. The most important feature of the program is its robust position budgeting features. The City's largest cost is related to personnel and this software will greatly improve our ability to track and *forecast* our personnel costs in a manner that is seamlessly integrated with our existing BS&A General Ledger program.

FINANCIAL IMPACT: The City Council previously approved up to \$25,000 for the professional and contractual services of ProNexus and utilized to date \$13,419.30. We will no longer require the services of Pronexus. The unspent funds can be allocated for this purchase.

The total cost will be \$10,425 with \$6,495 in applications, \$750 in project management and \$3,000 in implementation and training. The Annual Service Fee will be \$1,300 every year thereafter.

RECOMMENDATION: Motion to Approve the Proposal for Software and Services from BS&A Human Resources Module

PREPARED BY: Nick Sizeland, City Manager
Ginger Moriarty, Finance Director/Treasurer

Proposal for Software and Services, Presented to...

City of Grosse Pointe Park, Wayne County MI

September 26, 2023

Quoted by: Steve Rennell



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Applications and Annual Service Fee prices based on an approximate population of 11,595. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Applications

Personnel Management

Human Resources .NET	\$6,495
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Data Conversions/Database Setup

No conversion or database setup to be performed.

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$750



Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	1		\$1,000
Personnel Management Applications	Days:	2		\$2,000
	Total:	3	Subtotal	\$3,000

Cost Totals

Not including Annual Service Fees

Applications	\$6,495
Project Management and Implementation Planning	\$750
Implementation and Training	\$3,000
Total Proposed	\$10,245
Travel Expenses	\$925

Payment Schedule

1st Payment: **\$750** to be invoiced upon execution of this agreement.

2nd Payment: **\$6,495** to be invoiced at start of training.

3rd Payment: **\$3,925** to be invoiced upon completion of training.

Annual Service Fees

Unlimited support during your first year with the program is included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Personnel Management	
Human Resources .NET	\$1,300



Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- ˘ custom payment import/lock box import
- ˘ custom OCR scan-line
- ˘ custom journal export to an outside accounting system
- ˘ custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

BS&A Online

Connection Requirements

BS&A Online requires a high-speed internet connection (cable modem or DSL).

Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: srennell@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.



Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____





CITY COUNCIL MEETING

DATE: November 13, 2023

SUBJECT: Traffic Control Regulation - 236

SUMMARY: The purpose of Traffic Control Regulation # 236 is to designate enforcement times for parking meters and pay-to-park stations within the City of Grosse Pointe Park from **9:00 AM to 9:00 PM Monday through Saturday City Wide** .

Currently, Grosse Pointe Park has 9 a.m.-6 p.m. parking throughout the city. At our July city council meeting, the City approved adjusting from .25 Cents Per Hour to .50 Cents Per Hour on Mack and Jefferson and .75 Cents Per Hour on Kercheval. This will provide additional revenue to help offset increased costs to sustain a modern parking program. As a result, parking operations have to rely on funds from other sources, or operations and maintenance suffer from insufficient funding.

According to the Grosse Pointe Park Parking Study completed in 2021, meter times should be in effect during the evening to better distribute parkers and avoid parking frustration due to over-parked neighborhood blocks. Given the occupancy studies that were completed, meters on Kercheval should be in effect until 9 P.M. to adjust for peak times and also capture additional revenue during those peak hours. After 6pm, currently, visitors have no incentive to move their vehicle from on- street to off-street parking as there is no enforcement past 6p.m. Creating enforcement until 9P.M.will help incentivize visitors to continue paying the on-street meter at a higher rate or move to an off-street parking lot.

To create consistency for residents and visitors, aligning our parking times from 9a.m.-6 p.m. to 9a.m.-9p.m. as proposed will pair us with Grosse Pointe City. The City of Grosse Pointe Farms will be voting on the same measure at their November 13th Council Meeting. If adopted by both bodies, Grosse Pointe Farms, City and Park will all have the same meter times.

The attached Traffic Control Order will take effect on January 2, 2024.

FINANCIAL IMPACT: Increase in revenue from parking meters and pay-to-park stations throughout the city.

RECOMMENDATION: Approve as submitted.

PREPARED BY: James Bostock, Director of Public Safety

Nick Sizeland, City Manager





**GROSSE POINTE PARK
DEPARTMENT OF PUBLIC SAFETY**

POLICE/DETECTIVE BUREAU
TEL (313) 822-7400
FAX (313) 822-4543

ADMINISTRATION
TEL (313) 822-4416
FAX (313) 822-4577

James A. Bostock
Director of Public Safety

publicsafety@grossepointepark.org

GROSSE POINTE PARK DEPARTMENT OF PUBLIC SAFETY

TRAFFIC REGULATION NUMBER 236

Pursuant to Section 22-UTC-153 of the code of the City of Grosse Pointe Park, the undersigned hereby promulgates the following traffic regulation for the control, regulation, and enforcement of parking meters **and** pay-to-park stations within the City of Grosse Pointe Park, County of Wayne, State of Michigan.

1. Effective January 2, 2024, I direct parking meters and pay-to-park stations within the City of Grosse Pointe Park to be enforced from 9:00 AM – 9:00 PM Monday-Saturday.

This regulation shall become effective on this date. Done in the City of Grosse Pointe Park, County of Wayne, State of Michigan, this 13th day of November 2023.

James A. Bostock
Director of Public Safety



CITY COUNCIL MEETING

DATE: November 13, 2023

SUBJECT: Grosse Pointe Animal Adoption Society - Proposed Service Agreement

SUMMARY: The City of Grosse Pointe Park Department of Public Safety and the GPAAS desire to enter into an agreement to provide service for the community, where lost pets, stray and injured animals, can be sheltered and receive veterinary care until they are re-claimed or evaluated and re-homed. GPAAS will seek foster homes and permanent placement for unclaimed pets through our adoption program, and humanely euthanize those that are critically injured, un-treatable or aggressive/un-adoptable.

FINANCIAL IMPACT: Boarding and service fees are attached.

RECOMMENDATION: Motion to Approve Service Agreement with Grosse Pointe Animal Adoption Society

PREPARED BY: James Bostock, Director of Public Safety

SERVICE AGREEMENT

This agreement is made and entered into on 13th day of November 2023 between the Grosse Pointe Animal Adoption Society (GPAAS), a non-profit corporation in the state of Michigan, whose mailing address is 296 Chalfonte Ave, Grosse Pointe Farms, MI 48236, and the City of Grosse Pointe Park Public Safety Department, located at 15115 E. Jefferson Ave., Grosse Pointe Park, MI 48230.

Whereas the City of Grosse Pointe Park Department of Public Safety and the GPAAS desire to enter into an agreement to provide service for the community, where lost pets, stray and injured animals, can be sheltered and receive veterinary care until they are re-claimed or evaluated and re-homed. GPAAS will seek foster homes and permanent placement for unclaimed pets through our adoption program, and humanely euthanize those that are critically injured, un-treatable or aggressive/un-adoptable.

A. IMPOUNDING ANIMALS

Our Intake Facility is located at 20048 Harper Ave, Harper Woods MI 48225, will receive stray or found animals, with or without identification, that are transported by the Grosse Pointe Park Department of Public Safety personnel, or an authorized person. Strays are housed at the Intake Facility only. During GPAAS Open Hours, **contact Corinne Martin at 313-505-3725 to confirm access and location.**

GPAAS Adoption Facility hours of operation are as follows:

Monday through Sunday, 8:00am until 5:00pm

After hours, Grosse Pointe Park Department of Public Safety will have access to the Intake Facility with key held at Dispatch. **Refer to Intake Procedure Instructions.**

B. MEDICAL TREATMENT AND STRAY HOLD REQUIREMENTS

Sick or injured animals will be provided with immediate veterinary care weekdays. Critically injured animals that are suffering will be humanely euthanized and the treating veterinarian will document such cases.

Dog bite cases will be identified, quarantined and observed for the required 10 days.

GPAAS will hold unclaimed strays according to the State of Michigan Shelter Regulations, (4 business days, not including the day the animal arrives, weekends or holidays). After stray hold, GPAAS will assess and determine if animal will move to adoption program. If an animal is deemed to be aggressive and a danger to staff, people or other animals, it will be humanely euthanized at Harper Woods Veterinary.

GPAAS may not be able to provide shelter for “hoarding” cases, those with numerous animals.

C. INTAKE REQUIREMENTS AND RE-CLAIMING PROCEDURE

GPAAS will **only accept found and stray animals** from the Public Safety of Grosse Pointe Park or authorized persons. GPAAS can consider “owner relinquishments” on a case-by-case basis as shelter space permits. Those owners should be referred directly to GPAAS. Any animal that has been in the possession of a person for a reasonable period of time (10-14 days), is considered “owned” and not a “stray” animal.

The following information will be recorded for each animal during the intake process:

Location, date and time the animal was found.
Finder’s name, address and phone number if available.
Name of Officer transporting the animal.
Description of the animal and any identification for the animal.

Callers who have lost a pet should be referred to GPAAS (313) 884-1551.

Persons claiming ownership of pet must provide proof of ownership to include vaccination certificate, veterinary invoice, or photograph, etc.

Proof of current rabies vaccination is required by Michigan Law in order to release a dog. If the owner cannot provide proof, arrangements for the vaccination will be made by GPAAS at the Harper Woods Veterinary Hospital. The owner will be required to pay GPAAS directly prior to release.

Any fines or boarding fees that are assessed to the owner by Grosse Pointe Park should be paid directly to Grosse Pointe Park and will not be collected by GPAAS. Proof of payment will be required prior to release of the animal.

Fees for animals that are sheltered more than 5 days, or when medical care is received, must be paid to GPAAS directly prior to the pet’s release.

GPAAS shall submit a monthly invoice to the City of Grosse Pointe Park for the aforementioned services as follows:

Boarding- Cat, kitten or group of kittens:	\$15 per day for up to 5 days
Boarding- Dog or puppy:	\$20 per day for up to 5 days

Boarding- Bite case:	\$20 per day for 10 days
Tranquilizer Services:	\$75 per use
Euthanasia:	\$57.50
Cremation:	\$49.50
Wildlife Cremation:	Courtesy by Crematorium

* Fees subject to change based on veterinary fees

Corinne Martin, Executive Director
Grosse Pointe Animal Adoption

Date

James Bostock, Director
Grosse Pointe Park Public Safety

Date

Grosse Pointe Park City Manager

Date