



AGENDA - City Council

DATE: February 12, 2024 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 January 8, 2024 Minutes
 - II. Approval of January 22, 2024 Minutes
 - III. Receive Planning Commission 2023 Annual Report and 2024 Work Plan
 - IV. CDBG Allocation for Fiscal Year 2024
 - V. Cross Connection Control Program
 - VI. Committee & Commissions Report
 - VII. Approval of Invoices Over \$5,000
- V. Approval of Regular Agenda
- VI. Public Comment (Agenda Items)
- VII. Guest Speaker: Congressman Shri Thanedar
- VIII. Managers' Report/Public Safety
 - I. 2023 Public Safety Annual Report
- IX. Unfinished Business
- X. New Business
 - I. Black History Month
 - II. Purchase of 2003 Sterling Dump Truck
 - III. Resolution to Support Charlevoix Streetscape TAP Grant Application
 - IV. Marina Repairs and Upgrade
 - V. Website and Recreation Software Proposal
 - VI. Resolution Adopting MERS Defined Contribution Plus Plan
 - VII. Council Comment
- XI. Public Comment (Non-Agenda Items)
- XII. 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
January 8, 2024, 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 Kolar, Gallagher, Caulfield, Wiener, McMillan, and Mayor Hodges.

ALSO PRESENT: Nick Sizeland, City Manager; Bridgette Bowdler, City Clerk; Dan Kelly, City Attorney; James Bostock, Public Safety Director.

APPROVAL OF CONSENT AGENDA

24-01

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

- Approval of the December 11, 2023, Minutes
- Committee and Commissions Report
- December 2023 Invoices Approval

AYES: Council members Kolar, Gallagher, Caulfield, Wiener, McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

PUBLIC COMMENT (AGENDA ITEMS)

2 public comments were made.

MANAGERS' REPORT:

24-02

Motion by Councilmember McMillan, seconded by Councilmember Gallagher, to approve the Proclamation to honor Dr. Lawrence Herzog, DVM.

AYES: Council members Kolar, Gallagher, Caulfield, Wiener, McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

Presentation from Dan Jensen, Executive Director of Grosse Pointe/Harper Woods Public Safety Foundation.

24-03

Motion by Councilmember Wiener, seconded by Mayor Pro-Tem Caulfield, to approve to move item #1 in New Business, Grosse Pointe Park Public Safety Donation under Managers Report/Public Safety.

AYES: Council members Kolar, Gallagher, Caulfield, Wiener, McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

24-04

Motion by Councilmember McMillan, seconded by Councilmember Gallagher, to approve to recognize the donation from the Grosse Pointe Park Public Safety Foundation for the purpose of creating a drone unit and allowing Finance Director Moriarty to allocate said funds to the appropriate budget line item for Public Safety to purchase the drone and equipment.

AYES: Council members Kolar, Gallagher, Caulfield, Wiener, McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

24-05

Motion by Councilmember Wiener, seconded by Councilmember Gallagher, to approve moving item #2 in New Business, Purchase of Fire Apparatus Bay Doors under Managers Report/Public Safety.

AYES: Council members Kolar, Gallagher, Caulfield, Wiener, McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

24-06

Motion by Councilmember Wiener, seconded by Councilmember Gallagher, to approve to allocate the \$29,300 from the buyback of the Ford Explorer to the appropriate Public Safety budget line item for garage door replacement. City-Wide Door provided an updated quote to replace and install the final three (3) doors on the apparatus bay garage for \$29,300.

AYES: Council members Kolar, Gallagher, Caulfield, Wiener, McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

UNFINISHED BUSINESS:**24-07**

Motion by Councilmember Wiener, seconded by Councilmember McMillan, to approve Council Rules and Code of Conduct as presented.

24-08

Motion by Councilmember Weiner, seconded by Councilmember McMillan to call question at 8:24 pm.

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

NAYS: Councilmembers Kolar, Gallagher.

Motion Carried

24-09

Motion by Councilmember McMillan, seconded by Councilmember Wiener, to approve the City Attorney Contract between the City of Grosse Pointe Park (hereinafter "Grosse Pointe Park " or "the City" or "Client") and The Kelly Firm, PLC (hereinafter the "Law Firm"), located at 2825 University Drive, Auburn Hills, Michigan 48326. The Client requires legal services and retains Daniel J. Kelly and The Kelly Firm, PLC to provide same.

AYES: Council members Kolar, Gallagher, Caulfield, Wiener, McMillan, Dreaver, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

NEW BUSINESS:**24-10**

Motion by Councilmember Kolar, seconded by Councilmember Wiener, to approve Beautification Commission- 3 Year Terms

Anne Billiu- Expiring 2027

Cheryl Gauss- Expiring 2027

Armen Gulian- Expiring 2027

Nicholas Gwozdz- Expiring 2027

Kelly Konieczki- Expiring 2025

AYES: Council members Kolar, Gallagher, Caulfield, Wiener, McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

24-11

Motion by Councilmember Wiener, seconded by Mayor Pro-Tem Caulfield, to approve the 2022/2023 Fiscal Audit. The audit has been received and put on file.

AYES: Council members Kolar, Gallagher, Caulfield, Wiener, McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

Motion by Councilmember Wiener, seconded by Councilmember McMillan, approval of a city publication between the City of Grosse Pointe Park and Drive Creative Solutions.

- Councilmember Wiener withdrew the motion to bring it to the Communication Committee.

COUNCIL COMMENT:

-Councilmember Kolar commented on the following: Thank you to the families who volunteer and the Parks and Rec Department. The snowman and area look great.

-Councilmember Gallagher commented on the following: The rules of code of conduct. Council conduct, not appropriate behavior, unprofessional. Should be built on leadership, respect, character, and truth.

-Councilmember McMillan commented on the following: Thank you to Ali and Ginger for their work and thank you to the Beautification Committee.

-Mayor Hodges commented on the following: Condolences to families of Diane Camden and Joel Piorier.

PUBLIC COMMENT (NON-AGENDA ITEMS)

0 Public Comments were made.

CLOSED DOOR SESSION – PURSUANT TO MCL 15.268 (C):

24-12

Moved by Councilmember Wiener, Seconded by Councilmember McMillan, to approve to move to Closed Session at 9:51pm.

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

NAYS: None

Motion Carried Unanimously

OPEN CLOSED DOOR SESSION:

24-13

Moved by Councilmember Wiener, Seconded by Mayor Pro-Tem Caulfield, to approve to go back into Open Session at 10:37pm.

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

NAYS: None

Motion Carried Unanimously

24-14

Moved by Councilmember McMillan, seconded by Councilmember Wiener, to approve the new salary of \$120,000 for City Manager Nick Sizeland. To become effective January 1, 2024. Retroactive.

AYES: Council Members Kolar, Caulfield, Wiener, McMillan, and Mayor Hodges.

Nays: Gallagher

Motion Carried

ADJOURNMENT

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

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

NAYS: None

With no further business, the meeting adjourned at 10:38 p.m.

Bridgette Bowdler - City Clerk
Danielle Caudill- Deputy City Clerk



CITY OF GROSSE POINTE PARK, MICHIGAN
MEETING OF THE CITY COUNCIL
January 22, 2024, at 5:45 P.M.

CALL TO ORDER

The meeting was called to order at 5:45 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 Kolar, McMillan, Wiener, Caulfield, Gallagher, and Mayor Hodges

ALSO PRESENT: Nick Sizeland, City Manager; Warren Rothe, Assistant City Manager; Dan Kelly, City Attorney, Ryan Fantuzzi, Labor Attorney

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT (AGENDA ITEMS)

No public comments were made.

**NEW BUSINESS:
CLOSED DOOR - PURSUANT TO MCL 15.268(C)**

24-15

Motion by Councilmember Wiener, seconded by Councilmember Caulfield, to enter closed session pursuant to MCL 15.268(c).

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

NAYS: None

Motion Carried Unanimously

24-16

Motion by Councilmember Caulfield, seconded by Councilmember McMillan to resume open session.

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

NAYS: None

Motion Carried Unanimously

The Council Opened Closed Door Session:

24-17

Motion by Councilmember Wiener, seconded by Councilmember McMillan to ratify the mediator's recommendation of settlement between the City of Grosse Pointe Park and the Patrol Officers Association of Michigan dated January 17, 2024.

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

NAYS: None

Motion Carried Unanimously

24-18

Motion by Councilmember McMillan, seconded by Councilmember Wiener to ratify the mediator's recommendation of settlement between the City of Grosse Pointe Park and the Command Officers Association of Michigan dated January 11, 2024.

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

NAYS: None

Motion Carried Unanimously

24-19

Motion by Councilmember Gallagher, seconded by Councilmember Kolar to add Council Comment as an agenda item.

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

NAYS: None

Motion Carried Unanimously

PUBLIC COMMENT (NON-AGENDA ITEMS)

No public comments were given.

COUNCIL COMMENT

Councilmember Gallagher commented on Open Meetings Act requirements.

ADJOURNMENT

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

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

NAYS: None

With no further business, the meeting adjourned at 6:24 PM.

Bridgette Bowdler - City Clerk
Danielle Caudill- Deputy City Clerk



CITY COUNCIL MEETING

DATE: February 12, 2024

SUBJECT: Receive Planning Commission 2023 Annual Report and 2024 Work Plan

SUMMARY: At its January 22, 2024 meeting, the Planning Commission approved the submission of its 2023 Annual Report and 2024 Work Plan to the City Council in accordance with the requirements of the Michigan Planning Enabling Act.

FINANCIAL IMPACT: N/A

RECOMMENDATION: Receive the Planning Commission 2023 Annual Report and 2024 Work Plan.

PREPARED BY: Warren Rothe, Assistant City Manager



**2023 Annual Planning Report of Planning
Commission Activities and 2024 Work Program**

City of Grosse Pointe Park, Michigan

Introduction

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, provides for the creation of the Planning Commission and prescribes the powers and duties assigned thereto. The Michigan Zoning Enabling Act (MZEA), PA 110 of 2006, provides for the adoption of a zoning ordinance, the establishment of zoning districts and the powers and duties of municipal officials, the Planning Commission, and the City Council as it relates to the administration and enforcement of the ordinance.

This report is for submission to the City Council in accordance with the requirements of Section 125.3819(2) of the MPEA as follows: *“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”*

Commission Members

The following members served throughout the 2023 calendar year. Thank you for your service!

- Patrick Coletta, Chair
- Michael Vethacke, Vice-Chair
- Kristin Taylor
- Matthew Evans
- Michele Hodges
- Jimmy Saros
- Devan Stachecki

Assistant City Manager and Commission Secretary Warren Rothe provided staff support throughout the year.

2023 Commission Meetings & Attendance

<u>Member</u>	<u>1/26/2023</u>	<u>3/8/2023</u>	<u>09/13/2023</u>	<u>10/12/2023</u>	<u>10/24/2023</u>	<u>11/08/2023</u>
Coletta	X	X	X	X	X	X
Evans		X	X			
Hodges	X		X	X	X	
Saros	X	X	X	X	X	X
Stachecki	X	X	X	X	X	X
Vethacke		X	X	X	X	X
Taylor	X	X		X	X	

Responsibilities

The Planning Commission's basic duties and responsibilities include the following:

- Review site plans as required by the Zoning Ordinance.
- Conduct public hearings and make recommendations to the City Council regarding requests for special use permits and rezonings.
- Conduct public hearings and make recommendations to the City Council regarding amendments to the Zoning Ordinance text & map, and the Master Plan.

- Update and maintain the Master Plan in accordance with the MPEA.
- Review and comment on any proposed Master Plans or Master Plan amendments for other communities as required by the MPEA.
- Provide recommendations on capital improvements as required by the MPEA.

Planning Commission Applications

No applications for zoning text and map amendments, site plans, or special land use permits were made in 2023.

Zoning Board of Appeals

The Zoning Board of Appeals (ZBA), consisting of the City Council, met three times in 2023 to consider the following requests.

Zoning Ordinance Interpretation: Building Permit Issuance for 906 Three-Mile – The ZBA voted to deny an appeal on the issuance of a Building Permit for 906 Three-Mile, on the basis that the ZBA found that the proposed structured constituted a rear-yard addition located in the R-A Residential District, and was properly reviewed by the City Building Department pursuant to the standards set forth under Article X, Sec. 27-81 of the City of Grosse Pointe Park Zoning Ordinance.

Fence Exception Application: 895 Bishop – The ZBA voted to deny the following exceptions for a proposed fence located at 745 Whittier.

- a. Section 27-100(b) – placement of fence in a front-yard
- b. Section 27-100(b) – height in excess of six feet

Fence Exception Application: 677 Middlesex – The ZBA voted to deny the following exceptions for a proposed fence located at 677 Middlesex.

- a. Section 27-100(b) – placement of fence in a front-yard

2022 Master Plan Implementation and 2023 Work Plan Review

The 2022 Master Plan contains many recommendations and action items to ensure its successful implementation. In 2023, the Planning Commission and City Council have made progress on the following three items that were listed as high importance in the Plan and part of the Commission's 2023 Work Plan.

1. Comprehensive Zoning Ordinance Rewrite – Over the course of 2023, the Planning Commission reviewed draft chapters of the new zoning ordinance. Open houses were held on December 2nd and December 4th to solicit feedback on various topics and issues that are addressed by the ordinance. The second draft, continued community engagement, and the ultimate adoption of the ordinance will be pursued in 2024.

“The City will update its Zoning Ordinance to reflect best practices and implement the goals and strategies in this Master Plan.”

2. Redevelopment Ready Communities Program – The Master Plan calls for the City to obtain certification through the Michigan Economic Development Corporation's

Redevelopment Ready Communities (RRC) Program. The initial Community Snapshot was completed in January 2023. At the end of 2023, the City had completed 52% of the requirements to receive the Essentials Certification. Most of the outstanding requirements will be met after the new Zoning Ordinance is adopted, and certification is expected to be obtained in 2024.

- a. Goal: *“The City will foster an environment that is supportive of local businesses and work with its partners to attract and retain small businesses, while maintaining a strong local tax base. New and rehabbed buildings will be consistent with the character and historic nature of Grosse Pointe Park.”*
 - b. Objective: *“Develop Grosse Pointe Park as an activity center for residents and location for new investment and business.”*
 - c. Strategy: *“Coordinate with the Michigan Economic Development Corporation (MEDC) to become certified as a Redevelopment Ready Community (RRC) to capitalize on technical assistance and resources that MEDC can provide.”*
3. Review of City-Owned Properties – The City owns several properties and the Master Plan recommended conducting a review of them to ensure they are meeting their highest and best use. A subcommittee of Planning Commission members (Evans, Saros, and Stachecki) met in March of 2023 and reviewed the following properties:

<u>Address</u>	<u>Subcommittee Recommendation</u>	<u>Current Status</u>
1588 Alter	Sell	Listed for Sale
1596 Alter	Sell	Listed for Sale
1294 Alter	Sell	Listed for Sale
1296 Alter	Sell	Listed for Sale
1269-1275 Wayburn	Sell	Subject to executed purchase agreement with the adjacent former Pitters Property.

- a. Goal: *“The City will work with its partners to provide efficient and effective public services that are coordinate, equitable, and sustainable.”*
- b. Objective: *“Identify and prioritize public infrastructure and capital facilities needs.”*
- c. Strategy: *“Create a Land Management Plan to identify how City-owned properties (commercial and residential) will be used moving forward. Develop Request for Proposals (RFP’s) for the properties to be sold and developed in ways that will benefit the future direction of Grosse Pointe Park.”*

2024 Work Plan

The 2024 Work Plan of the Planning Commission includes completing the comprehensive zoning ordinance rewrite that it began in 2023. The Commission, relevant staff and stakeholders will continue to pursue certification as a Redevelopment Ready Community. As part of RRC process, and in compliance with the MPEA, a capital improvement plan will be reviewed by the Planning Commission and ultimately be adopted by the City Council. The Planning Commission will continue to review the proposed activities consistent with the City’s Master Plan.



CITY COUNCIL MEETING

DATE: February 12, 2024

SUBJECT: CDBG Allocation for Fiscal Year 2024

SUMMARY: The Department of Housing and Urban Development (HUD) and Wayne County have invited the communities to participate in the Request for Proposals for the Community Development and Block Grant (CDBG) 2024 Activities Program. Each participating community will receive \$20,000 to be utilized on and designated for qualifying projects and/or public services.

Once again, it is the intent of Grosse Pointe Shores, Grosse Pointe Farms, Grosse Pointe City, Grosse Pointe Park, and Harper Woods to allocate \$6,000 of the \$20,000 to *Pointe Area Assisted Transportation Services (PAATS)* and the remaining \$14,000 to *The Helm Life Center* for senior center operations and transit.

The City Administration is recommending that Council authorize the Administration to submit the City's 2024 CDBG application to Wayne County for inclusion in Wayne County's Annual Action Plan, which is then submitted to HUD.

Attached are the following materials:

- Letter from Krista Siddall, Executive Director of *The Helm*
- Resolution authorizing the City's application to Wayne County

FINANCIAL IMPACT: Funds are received by the City and passed along to The Helm and PAATS.

RECOMMENDATION: Authorize Administration submit the City's 2024 CDBG application to Wayne County for inclusion in Wayne County's Annual Action Plan.

PREPARED BY: Warren Rothe, Assistant City Manager



LIFE'S A JOURNEY. FIND YOUR WAY.

February 1, 2024

City of Grosse Pointe Park
The Honorable Mayor and City Council
15115 East Jefferson Avenue
Grosse Pointe Park, Michigan 48230

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EXECUTIVE DIRECTOR

Krista D. Siddall

To the Honorable Mayor and City Council of Grosse Pointe Park,

The Helm respectfully requests that you consider allocating the \$20,000 in Plan Year 2024 Community Development Block Grant Funding to Senior Services, to The Helm Life Center (\$14,000) and Pointe Area Assisted Transportation Services (\$6,000). These two entities provide valuable services for seniors in your community. Pleased consider the following information about your constituents:

- 2,462 Meals on Wheels were delivered to seniors in your city, an 8% increase over the prior plan year.
- Park residents used PAATS for 2,224 individual trips for medical visits and treatment, groceries and pharmacies, banking, and other essential errands, a 42% increase over the 2022PY.
- 2,337 programs and presentations to enhance the quality of life for seniors in your community.

These are only some of the essential services The Helm and PAATS provides to the residents of your community. Attached please find our most recent Impact Statement for additional information. The financial support from the cities we serve will help assure these services remain available to those in need.

Thank you for considering this request.

Sincerely,

Krista Siddall
Executive Director

Enclosure

2023 YEAR IN REVIEW

Because of YOU

Everyday at The Helm people gather to exercise, learn something new, play games or cards, stay connected. We are here providing essential services and resources for anything aging-related in our community. YOU help make that possible. YOU help make life's journey healthy, enjoyable and meaningful.



1,880

pieces of medical equipment, hygiene products and liquid nutritional supplements supplied to more than 440 people (↑23% from 2022)

5,000+

requests responded to about various aging-related topics including assistance with caregiving, transportation, elder law information, resources related to dementia, meal delivery services and friendly reassurance calls

25,919

meals delivered to homebound seniors through Meals on Wheels (↑26%)

2,337

unique sessions of educational and exercise classes, presentations, workshops, health screenings, gatherings, movies, games, crafts and so much more, attended by nearly 1,300 individuals (↑13%)

\$300,000

direct savings on medical and drug plans through one-on-one Medicare counseling with 748 seniors

16,660

rides on Pointe Area Assisted Transportation Services buses to medical appointments and grocery shopping (↑33%)

10,255

hours provided by 350 active volunteers for a value to the community of \$326,000

183

received tax preparation assistance

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FIND YOUR WAY.**



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

**Resolution Approving Plan Year 2024 CDBG
Application**

WHEREAS, Wayne County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and

WHEREAS, Wayne County has allocated \$20,000.00 to each of the 34 participating communities and requested CDBG-eligible projects for inclusion in the Action Plan, and

WHEREAS, the City of Grosse Pointe Park found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority needs.

<u>Activity</u>	<u>Amount</u>
Senior Services (The Helm Life Center)	\$14,000.00
Transportation Services (PAATS)	\$6,000.00

NOW, THEREFORE, BE IT RESOLVED THAT: the City of Grosse Pointe Park CDBG application is hereby authorized to be submitted to Wayne County for inclusion in Wayne County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that Nick Sizeland, City Manager, is hereby authorized to execute all documents, agreements, or contracts which result from this application to Wayne County.

Made and passed this 12th day of February 2024

CERTIFICATION

I, Bridgette Bowdler, the duly authorized Clerk of the City of Grosse Pointe Park, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the City of Grosse Pointe Park City Council on February 12, 2024

Bridgette Bowdler
City of Grosse Pointe Park, City Clerk
County of Wayne, Michigan



CITY COUNCIL MEETING

DATE: February 12, 2024

SUBJECT: Cross Connection Control Program

SUMMARY: The City is required under the Safe Drinking Water Act (SDWA) to perform cross connection inspections throughout its water supply system. A cross connection describes a condition in which the public water system is placed in jeopardy due to flow reversal of the customer's water service. The flow could be reversed when the water pressure of the public water system is exceeded by the water pressure of the customer's system. There are devices and plumbing requirements utilized to prevent this situation from occurring. These backflow/plumbing system devices require periodic inspections/certifications to protect the public water system. Under the contract, HydroCorp will:

- Coordinate the scheduling of cross connection inspections directly with the customer.
- Perform inspections (both initial and follow up) and either certify compliance or issue corrective action requirements.
- Prepare and submit the required SDWA compliance documentation to EGLE.

HydroCorp has been providing cross connection inspection services to the City since 2022.

FINANCIAL IMPACT: The current price is \$415 per month, with an annual cost of \$4,980. The proposed two-year renewal has an increased fee of \$431.50 per month, or \$5,178 annually. This puts the contract over the \$5,000 threshold for Council approval.

RECOMMENDATION: Approve the contract renewal with HydroCorp as presented.

PREPARED BY: Tom Jenny, Director of Public Works

PROPOSAL

DEVELOPED FOR

Tom Jenny

City of Grosse Pointe Park

15115 East Jefferson Ave.

Grosse Pointe Park, MI 48230

January 24, 2024

KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.

HYDROCORP.
THE SAFE WATER AUTHORITY.

CROSS-CONNECTION
CONTROL / BACKFLOW
PREVENTION

WATER SYSTEM
SURVEYS / AUDITS

PIPE SYSTEM MAPPING
AND LABELING

WATER SAMPLING
AND ANALYSIS / RISK
ASSESSMENTS

PROGRAM
AND PROJECT
MANAGEMENT

COMPLIANCE
ASSISTANCE /
DOCUMENTATION



MICHIGAN CORPORATE OFFICE
5700 Crooks Road, Suite 100
Troy, MI 48098
800.690.6651 TOLL FREE
248.250.5000 PHONE
248.786.1788 FAX GENERAL
info@hydrocorpinc.com EMAIL

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SCOPE OF WORK

Based on our conversations, HydroCorp™ will provide the following services to the City of Grosse Pointe Park. This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the City with the necessary data and information to maintain compliance with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Water Bureau Cross Connection Control Regulations. Once this project has been approved and accepted by the City and HydroCorp, you may expect completion of the following elements within a two (2) year period. The components of the project include:

1. Annually, perform a minimum of **35** initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the City of Grosse Pointe Park served by the public water supply for cross-connections. Inspections will be conducted in accordance with the EGLE Water Bureau Cross Connection Control regulations.
2. Generate all backflow prevention assembly test notices, non-compliance notices and coordinate/monitor backflow prevention assembly testing compliance for all backflow prevention assemblies.
3. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of backflow prevention assembly tester credentials & proper testing results, and general customer service and program education inquiries.
4. Generate and document the required program data for the facilities using the HydroCorp Software Data Management Program.
5. Submit comprehensive management reports on a quarterly basis.
6. Conduct an annual review meeting to discuss the overall program status and recommendations.
7. Provide up to six- (6) ASSE-approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers (i.e., combination) per facility as required in order to place a facility into immediate compliance at the time of inspection.
8. Prepare the annual State of Michigan EGLE Water Bureau Cross Connection Report.
9. Assist the City with a community-wide public relations program, including general awareness brochures and customized website cross-connection control program overview content and resources.
10. Provide ongoing support via phone, fax, internet, text or email.

The above services will be provided for:

Monthly Amount: \$431.50	Annual Amount: \$ 5,178.00	Contract Total: \$ 10,356.00
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Contract Amount is based upon a 24-month period. HydroCorp will invoice in 24 equal amounts of \$431.50.

PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this INSERT DATE by and between the City of Grosse Pointe Park, organized and existing under the laws of the State of Michigan, referred to as "Utility", and HydroCorp™ a Michigan Corporation, referred to as "HydroCorp".

WHEREAS, the Utility supplies potable water throughout its corporate boundary to property owners; and desires to enter into a professional services contract for cross-connection control program inspection, reporting, and management services.

WHEREAS, HydroCorp is experienced in and capable of supplying professional inspection of potable water distribution systems and cross-connection control program management to the Utility, and the Utility desires to engage HydroCorp to act as its independent contractor in its cross-connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Michigan and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HydroCorp as an independent contractor to inspect and document its findings on its potable water distribution system in public, commercial and industrial facilities within the community. Each party to this Agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water users' facilities, complete and accurate data is not always available.

ARTICLE II. Scope of Services

The scope of services to be provided by HydroCorp under this Agreement will include the inspections/surveys, program administration, answering telephone call inquiries, scheduling of inspections, program compliance review, public education materials, preparation of quarterly management reports, and annual cross connection reports with respect to the facilities to the extent specifically set forth in this Article II (hereinafter the "Scope of Services"). Should other reports/services be included within the Scope of Services, the same shall be appended to this Agreement as Exhibit 1.

2.1 PROGRAM REVIEW/PROGRAM START UP MEETING. HydroCorp will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
 - Inspection Notice
 - Compliance Notice
 - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility.
- Prioritize Inspections (Utility owned buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities.



- Establish facility inspection schedule.
- Review/establish procedures and protocols for addressing specific hazards.
- Review/establish high-hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools.
- Review/establish educational and public awareness brochures.

2.2 INSPECTIONS. HydroCorp will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with the Department of Environment, Great Lakes and Energy Cross Connection Control Rules.

- *Initial Inspection* – the first time a HydroCorp representative inspects a facility for cross-connections. The degree of hazard will be assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- *Compliance Inspection* – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
- *Re-Inspection* – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (one or five year re-inspection cycle, as agreed to by the parties).

2.3 INSPECTION SCHEDULE. HydroCorp shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility's designated contact person. The initial check in will include a list of inspections scheduled. An exit interview will include a list of inspections completed.

2.4 PROGRAM DATA. HydroCorp will generate and document the required program data for the Facility Types listed in the Scope of Services using the HydroCorp Software Data Management Program. Program Data shall remain property of the Utility; however, the HydroCorp Software Data Management program shall remain the property of HydroCorp and can be purchased for an additional fee. Data services will include:

- Prioritize and schedule inspections.
- Notify users of inspections, backflow device installation and testing requirements if applicable.
- Monitor inspection compliance using the HydroCorp online software management program.
- Maintain the program to comply with all EGLE regulations.

2.5 MANAGEMENT REPORTS. HydroCorp will submit comprehensive management reports in electronic, downloadable format on a quarterly & annual basis to the Utility. Reports to include the following information:

- Name, location, and date of inspections
- Number of facilities inspected/surveyed
- Number of facilities compliant/non-compliant

2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE. HydroCorp will review or assist in the development of a cross-connection control ordinance. Items for review include:

- Code adoption references, standard operational procedures, program notice documentation, reporting procedures, and reference standards.
- Penalties for noncompliance.



- 2.7 VACUUM BREAKERS.** HydroCorp will provide up to six (6) ASSE-approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection if no other cross-connections are identified.
- 2.8 PUBLIC RELATIONS PROGRAM.** HydroCorp will assist the Utility with a community-wide public relations program, including general awareness brochures and website cross-connection control program content.
- 2.9 SUPPORT.** HydroCorp will provide ongoing support via phone, fax, text, website, or email for the contract period.
- 2.10 FACILITY TYPES.** The facility types included in the program are as follows:
- Industrial
 - Institutional
 - Commercial
 - Miscellaneous Water users
 - Multifamily
- Complex Facilities.** Large industrial and high-hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. (HydroCorp typically allows a maximum of up to three (3) hours of inspection time per facility.) An independent cross-connection control survey (at the business owner's expense) may be required at these larger/complex facilities, and the results submitted to the Utility to help verify program compliance.
- 2.11 INSPECTION TERMS.** HydroCorp will perform a minimum of **70** inspections over a two-year contract period. The total inspections include all initial inspections, compliance, and re-inspections. *Vacant facilities that have been provided to HydroCorp, scheduled no show, or refusal of inspection will count as an inspection/site visit for purposes of the contract.*
- 2.12 COMPLIANCE WITH DEPARTMENT OF ENVIRONMENT, GREAT LAKES AND ENERGY (EGLE).** HydroCorp will assist in compliance with EGLE and Michigan Plumbing Code cross-connection control program requirements for all commercial, industrial, institutional, residential, multifamily, and public authority facilities.
- 2.13 POLICY MANUAL.** HydroCorp will review and/or develop a comprehensive cross-connection control policy manual/plan and submit to the appropriate regulatory agency for approval on behalf of the Utility.
- 2.14 INVENTORY.** HydroCorp shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model, and serial number if applicable.
- 2.15 DATA MANAGEMENT.** HydroCorp shall provide data management and program notices for all inspection services throughout the contract period.
- 2.16 ANNUAL YEAR-END REVIEW.** HydroCorp will conduct an on-site annual year-end review meeting to discuss the overall program status and specific program recommendations.
- 2.17 CROSS-CONNECTION CONTROL BROCHURES.** HydroCorp will provide approximately **70** cross-connection control educational brochures for the duration of the Agreement.
- 2.18 INSURANCE.** HydroCorp will provide all required copies of general liability, workers' compensation, and errors and omissions insurance naming the Utility as an additional insured if required.



ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative proceedings, investigations or other proceedings in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings.
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities to be inspected, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format, such as Microsoft Excel, etc., is required. An additional one-time fee to manually enter the facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact, and corrected addresses will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high-quality image format for printing.)

ARTICLE IV. Term, Compensation, and Changes in Scope of Services

- 4.1 TERM AND TERMINATION TERM.** Services by HydroCorp under this Agreement shall commence on March 1, 2024, and end two- (2) years from such date unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. Failure to execute this Agreement within the ninety (90) day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this two-year agreement, unless either party provides written notice of termination not less than 60 days prior to the expiration of the initial term (or any such renewal term) this agreement will automatically renew in (1) year term increments. Inflationary adjustments to each renewal term will be equal to the annual Consumer Price Index as measured in the Utilities local/regional area at the time of renewal or 4%, whichever is greater.
- 4.3 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.4 BASE COMPENSATION.** The Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, **\$431.50 per month, \$5,178.00 annually, for a two-year contract total of \$10,356.00.** Completed inspections shall consist of all initial inspections, re-inspections, and compliance inspections as defined in section 2.2.



- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HydroCorp, all payments including base and other compensation shall be due and payable on the first day of each month (due date) after the month for which services have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this Agreement. For any payment to HydroCorp which is not made within thirty (30) calendar days after the due date, HydroCorp, shall receive interest at one and one-half (1½) percent per month on the unpaid balance.
- 4.6 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility requests and HydroCorp consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility's water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HydroCorp shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility or additional costs incurred in meeting new or changed government regulations or reporting requirements.
- 4.7 CLIENT CONFIDENTIALITY.** Disclosure of all communications between HydroCorp and the Utility regarding business practices and other methods and forms of doing business is subject to the provisions of Michigan Freedom of Information Act. HydroCorp agrees to make available for inspection and copying all records in its possession created, produced, collected, or otherwise related to this Agreement to the same extent as if the records were maintained by the Utility. HydroCorp expressly acknowledges and agrees that its obligations concerning Freedom of Information Act and compliance regarding records related to this Agreement should not be limited by copyright, license, privacy and/or confidentiality except as authorized under the Freedom of Information Act.
- 4.8 ACCESSIBILITY.** Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.
- 4.9 CONFINED SPACES.** – HydroCorp personnel will not enter confined spaces.

ARTICLE V. Risk Management and General Provisions

- 5.1 INFORMATION.** Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete to the best of their knowledge, yet due to the inaccessible nature of water piping or lack of access provided by property owner/water user, complete accurate data is not always available. Cross-connection control inspection and results are documented as of a specific date. The property owner and/or water user may make modifications to the potable water system after the inspection date that may impact compliance with the program.
- 5.2 LIMITATION OF LIABILITY.** HydroCorp's liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not to exceed or within the limits of the insurance coverage provided hereunder. HydroCorp shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.



5.3 HYDROCORP INSURANCE. HydroCorp currently maintains the following insurance coverage's and limits:

	<u>Occurrence</u>	<u>Aggregate</u>
Comprehensive General Liability	\$1 Million	\$2 Million
Excess Umbrella Liability	\$5 Million	\$5 Million
Automobile Liability (Combined Single Limit)	\$1 Million	
Worker's Compensation/ Employer's Liability	\$1 Million	
Errors and Omissions	\$2 Million	\$2 Million

Within thirty (30) calendar days of the start of the project, HydroCorp shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given to the Utility while this Agreement is in effect. The Utility shall be named as an additional insured according to its interest under the general liability policy during the term of this Agreement.

5.4 UTILITY INSURANCE. The Utility will maintain liability insurance on an all-risk basis and including extended coverage for matters set forth in this Agreement.

5.5 RELATIONSHIP. The relationship of HydroCorp to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HydroCorp shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.

5.6 ENTIRE AGREEMENT AMENDMENTS. This Agreement contains the entire Agreement between the Utility and HydroCorp, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.

5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS. The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as integral parts of this Agreement.

5.8 WAIVER. The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.

5.9 ASSIGNMENT. This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.

5.10 FORCE MAJEURE. A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires, explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.

5.11 AUTHORITY TO CONTRACT. Each party warrants and represents that it has authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.

5.12 GOVERNING LAW AND VENUE. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any dispute between the parties, with both parties' consent, may be settled by arbitration in accordance with the applicable rules of the American Arbitration Association, Any



arbitration award or determination shall be final and binding and any court of competent jurisdiction may enter a judgment on such award which shall be enforceable in the same manner as any other judgment of the such court. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Michigan, venue by the presiding County. The parties hereby consent to the personal jurisdiction of said court within the State of Michigan.

5.13 COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

5.14 NOTICES. All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:

If to HydroCorp:

HydroCorp
c/o Mark Martin
5700 Crooks Road, Ste. 100
Troy, MI 48337
(248) 250-5005

If to Utility:

City of Grosse Pointe Park
c/o Tom Jenny
15115 East Jefferson Ave.
Grosse Pointe Park, MI 48230
(313) 822-5100

5.15 SEVERABILITY. Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

SIGNATURES

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

City of Grosse Pointe Park

By:
Title:

HydroCorp



By: Paul M. Patterson
Its: Senior Vice President



Appendix

Specific Qualifications & Experience

HydroCorp™ is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost-effective and professionally managed cross-connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 70,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 135,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely, and courteous manner. Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp currently serves over 370 communities in Michigan, Wisconsin, Maryland, Delaware, Virginia & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars, and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.



Grosse Pointe Park Infrastructure General Updates and Status Report February '24:

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

Water Meters

Following up on the infrastructure meeting in December and year-end report, changing out the water meters (roughly 70% of the city has obsolete meters) is a major infrastructure goal. Changing the meters will result in residents and the city having accurate readings, this will streamline the reading process, provide accurate billing and reduce waste. The administration is currently discussing pricing and options on water meter purchases, which will then be presented as options to the City Council in an upcoming meeting.

Snow Plowing Update

Some major inclement weather has been hitting our region and DPW has been well prepared. Please keep plowing lanes clear for city workers. Windmill Park does have salt available for residents, please contact DPW for specific information. Please be safe, while walking and driving, DPW will continue to react as needed, feel free to contact for areas of concern, resident safety is the paramount focus.

Water and Sewer Asset and Reliability Studies:

The results of the sewer asset study are coming in, with a formal report being put together for the city. This is a consolidation of multiyear efforts to catalogue and inventory the entirety of the century old sewer system. As was anticipated, a century old system that was the subject of years of deferred maintenance needs substantial work. However, the first step of thorough evaluation is now allowing for a concerted action plan, which is being integrated in with the Capital Improvement Plan.

Capital Improvement Plan

The Grosse Pointe Park Capital Improvement Plan has been submitted and presented to the Planning Commission. This plan outlines multi-year capital investment that encompasses the broader city, not only infrastructure, but also parks, public safety, etc. Upon review and approval of the planning commission, the CIP will then come to council.

The CIP is intended to be a dynamic aspirational document, while striving to be transparent and forthright with residents about the city's needs but also being able to react market forces and priority modifications.

DTE Lighting

The bulk of street lighting changeover is completed, and the city is beginning to reap the benefits of reduced energy usage, lower utility costs as well as better lighting for residents.

Grants:

The city administration, mayor and infrastructure committee continue outreach efforts with local, state and federal entities to find support, efficiencies and other options to best serve GPP residents. An ongoing focus has been to plan out multi-year efforts, with a menu of shovel ready projects, the CIP will further aid in this. This helps efficiency efforts allowing rapid adjustment to changing market conditions and we also believe it makes GPP an easier outlet for support and grant money that traditionally may have gone elsewhere. Furthermore, the administration is pursuing the TMF Grant which may offer some supplemental support on lead line work.

Vendor Code	Vendor Name	Description	Amount
Invoice			
003694	BACKER LANDSCAPING INC		
263128		HOLIDAY STREET LIGHTING - CHARLEVOIX RD	14,000.00
TOTAL FOR: BACKER LANDSCAPING INC			14,000.00
000735	BS&A SOFTWARE		
151104		MISC. RECEIVABLES .NET PROGRAM	9,835.00
151280		HUMAN RESOURCES.NET PROGRAM	6,495.00
TOTAL FOR: BS&A SOFTWARE			16,330.00
000961	CASCADE ENGINEERING, INC.		
241000761		GREEN TOTERS AND LIDS	5,500.00
TOTAL FOR: CASCADE ENGINEERING, INC.			5,500.00
000116	CITY OF GROSSE POINTE		
2024-00003		2ND QTR CONF OF EASTERN WAYNE 911 STATEWIDE	6,440.75
TOTAL FOR: CITY OF GROSSE POINTE			6,440.75
000119	CITY OF GROSSE POINTE FARMS		
2024-00003		2ND QTR CONF OF EASTERN WAYNE 911 STATEWIDE	11,511.22
TOTAL FOR: CITY OF GROSSE POINTE FARMS			11,511.22
000126	CITY OF GROSSE POINTE WOODS		
2024-00003		2ND QTR CONF. OF EASTERN WAYNE 911 STATEWIDE	18,701.76
TOTAL FOR: CITY OF GROSSE POINTE WOODS			18,701.76
000130	CITY OF HARPER WOODS		
2024-0003		2ND QTR CONF OF EASTERN WAYNE 911 STATEWIDE	17,573.10
TOTAL FOR: CITY OF HARPER WOODS			17,573.10
TAXES REFU	Corelogic Centralized Refund		
01/09/2024		2023 Win Tax Refund 39 009 02 0652 000	5,559.49
TOTAL FOR: Corelogic Centralized Refund			5,559.49
TAXES REFU	Corelogic Centralized Refunds		
01/09/2024		2023 Win Tax Refund 39 009 02 0537 000	5,501.24
TOTAL FOR: Corelogic Centralized Refunds			5,501.24
TAXES REFU	CoreLogic Centralized Refunds		
01/09/2024		2023 Win Tax Refund 39 007 15 0016 000	5,417.86
TOTAL FOR: CoreLogic Centralized Refunds			5,417.86
000088	DTE ENERGY		
9100 073 0970 1		14920 WINDMILL PTE - 11/15 - 12/15/2023	5,511.19
9100 073 1017 0		1000 MARYLAND - 11/30/23 - 12/28/23	5,876.99
9100 405 1745 0		STREET LIGHTS	40,432.89
TOTAL FOR: DTE ENERGY			51,821.07
001511	EQUITABLE		
VOUCHER		PAY DATE 01/05/2024 EE & ER CONTRIBUTION	13,327.47
VOUCHER		PAY DATE 01/19/2024 EE & ER CONTRIBUTION	15,803.59
TOTAL FOR: EQUITABLE			29,131.06
005197	FLORENCE CEMENT COMPANY		
OHMJN: 7508-22-003		KERCHEVAL AVE REHABILITATION	38,665.65
TOTAL FOR: FLORENCE CEMENT COMPANY			38,665.65

Vendor Code	Vendor Name	Description	Amount
Invoice			
001590	GFL ENVIRONMENTAL USA		
63990806		MUNICIPAL CONTRACT-CURBSIDE RECYCLING	27,970.95
63990807		MUNICIPAL CONTRACT-CURBSIDE RUBBISH	40,800.75
TOTAL FOR: GFL ENVIRONMENTAL USA			68,771.70
000347	GREAT LAKES WATER AUTHORITY		
100-0571-W		WATER USAGE CHARGE - NOVEMBER 2023	113,360.02
200-0571-S		SEWAGE MONTHLY FIXED CHARGES 12/1/2023 - 12/31/2023	163,100.00
TOTAL FOR: GREAT LAKES WATER AUTHORITY			276,460.02
000117	GROSSE POINTE CLINTON REFUSE		
9625		NOVEMBER 2023 - REFUSE DISPOSAL	25,495.66
9631		DECEMBER 2023 - REFUSE DISPOSAL	18,738.22
TOTAL FOR: GROSSE POINTE CLINTON REFUSE			44,233.88
005141	GROSSE POINTE PARK BUSINESS		
F9732		INSTALLMENT #2 PER FINANCING AGREEMENT - PRKING LOT	100,000.00
TOTAL FOR: GROSSE POINTE PARK BUSINESS			100,000.00
000124	GROSSE POINTE PUBLIC SCHOOLS		
F9978		TY 2023 DEC 1-31 SCHOOL OPERATING	126,443.29
F9978		TY 2023 DEC 1-31 HOLD HARMLESS	190,679.57
F9978		TY 2023 DEC 1-31 DEBT	161,326.89
F9978		FY 2023 DEC 1-31 SINKING FUND	49,635.29
F9986		TY 2023 1/1 - 15/2024, 2024 SCHOOL OPERATING	519,980.34
F9986		TY 2023 1/1 - 15/2024, 2024 HOLD HARMLESS	1,250,681.99
F9986		TY 2023 1/1 - 15/2024, 2024 SCHOOL DEBT	1,058,156.77
F9986		TY 2023 1/1 - 15/2024, 2024 SINKING FUND	325,561.48
TOTAL FOR: GROSSE POINTE PUBLIC SCHOOLS			3,682,465.62
003734	GROSSO TRUCKING & SUPPLY CO		
10857		LEAF SEASON HAUL OUT 11/9//23 - 12/21/23	57,000.00
TOTAL FOR: GROSSO TRUCKING & SUPPLY CO			57,000.00
004059	HUMANA INSURANCE CO		
725638102		DECEMBER 2023 MA RX RETIREE PLAN	7,599.38
TOTAL FOR: HUMANA INSURANCE CO			7,599.38
000335	MOTOROLA SOLUTIONS, INC.		
1162391886		1ST NOTES PAYABLE INSTALLMENT OF 5YRS - BODY CAMERA	31,985.60
TOTAL FOR: MOTOROLA SOLUTIONS, INC.			31,985.60
001362	OAKLAND COUNTY		
CI031635		CLEMIS MEMBERSHIP USAGE/LIVSCAN AND MUG CAPTURE	8,164.97
TOTAL FOR: OAKLAND COUNTY			8,164.97
003729	OHM ADVISORS		
70710		EERV CONSTRUCTION ENGINEERING	42,282.97
70711		KERCHEVAL PAVING CONSTRUCTION ENGINEERING	11,186.43
70712		WATER MAIN IMPROVEMENTS - MAUMEE PORTION - 550/2300	7,037.52
70712		WATER MAIN IMPROVEMENTS - BEACONSFIELD PORTION - 17	22,285.48
TOTAL FOR: OHM ADVISORS			82,792.40
004549	RAVE WIRELESS, INC.		
INV-59049		SMART 911 SYSTEM 1/1-12/31/2024	5,000.00
TOTAL FOR: RAVE WIRELESS, INC.			5,000.00
005214	SUNSPACE ENCLOSURES INC.		
F9733		TIFA GRANT - 1370 MARYLAND - ANDARY	7,000.00
TOTAL FOR: SUNSPACE ENCLOSURES INC.			7,000.00

Vendor Code	Vendor Name	Description	Amount
	Invoice		
005002	THE KELLY FIRM PLC		
	3826	GENERAL LEGAL & PROSECUTIONS	10,833.33
TOTAL FOR: THE KELLY FIRM PLC			10,833.33
003791	VERSALIFT		
	62367	ALL NEC ACCESSORIES	77,250.00
TOTAL FOR: VERSALIFT			77,250.00
005131	YEO & YEO PC		
	586164	FY2023 AUDIT PROGRESS BILLING - DEC	6,750.00
	586164	FY 2022 RESTATEMENTS & GASB'S	25,000.00
TOTAL FOR: YEO & YEO PC			31,750.00
TOTAL - ALL VENDORS			4,717,460.10



Grosse Pointe Park

Department of Public Safety Annual Report



2023

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City of Grosse Pointe Park Department of Public Safety

Dear Mr. Sizeland,

I present to you, Mayor Hodges, and the members of the Council, the Annual Public Safety Report for 2023. This report is a snapshot of the events and activities of your Public Safety Department for the year. This report also reflects the commitment, dedication and professionalism displayed by all members of the Department, all of whom I am extremely proud.

I took over as Director of Public Safety in June of 2023 after having served as Deputy Director for the previous two years. It is an honor and privilege to lead such a fine group of men and women in what I consider one of the world's noblest professions. Day in and day out, your Public Safety Officers strive to set the highest standards in public safety, and to honor our mission statement; To keep the businesses, residents, and visitors of Grosse Pointe Park safe.

Patrol is the backbone of the department; they are the initial responders to calls for service. The investigation and prosecution of criminals is the responsibility of the Detective Bureau. Their attention to detail, dedication and aggressive case investigations are a cornerstone of this Department. The Department works closely with other area departments and the Wayne County Prosecutor's Office and historically has a higher-than-average clearance rate for indexed offenses. This is a direct result of the professional and thorough work of patrol officers and the Detective Bureau.

In 2023, fire-related calls for service decreased by 32%. This is attributed to the number of medic runs handled by Medstar. House fires were down almost 60%. The department reported 409 responses to the State of Michigan. Those responses include dwelling and commercial fires, mutual aid responses, smoke and gas investigations, vehicle fires, carbon monoxide alarms, utility hazards and ambulance runs. The overall property loss calculation for last year was just under \$285,000. The majority of that cost was incurred by a commercial building fire.

2023 did present some challenges for the department. We saw a rise in the number of crimes in certain categories. Motor vehicle theft, malicious destruction of property and larcenies from motor vehicles were up from last year. Although there are some unique circumstances surrounding these increases, there is room for improvement.

We also saw a crime decrease in a number of categories. Most notably, home invasions and aggravated assaults were both down 25%. Even with the inflated larceny from motor vehicle numbers, larcenies across the board were down 7%.

In July, Medstar took over as the primary medical response for the city. Public Safety Officers will continue to respond to the initial run to assess and stabilize the scene with historically swift response times. Having Medstar transport allows us to turn over a patient to a higher level of care. It also allows officers to return to service in a timely manner.

PSO Thomas Gamicchia retired in March 2023 after more than 25 years of service. We thank him for the years of honorable service and wish him well in retirement.

City of Grosse Pointe Park Department of Public Safety

I would like to thank our residents, businesses, city, and elected officials for their support. I would also like to especially thank the Grosse Pointe Park Foundation and the Grosse Pointe Park Public Safety Foundation for their generosity and support.

Last, but certainly not least, I want to thank the men and women of the Grosse Pointe Park Public Safety Department, Dispatchers, and support staff for their commitment, professionalism and dedication which has become the standard at the Grosse Pointe Park Public Safety Department.

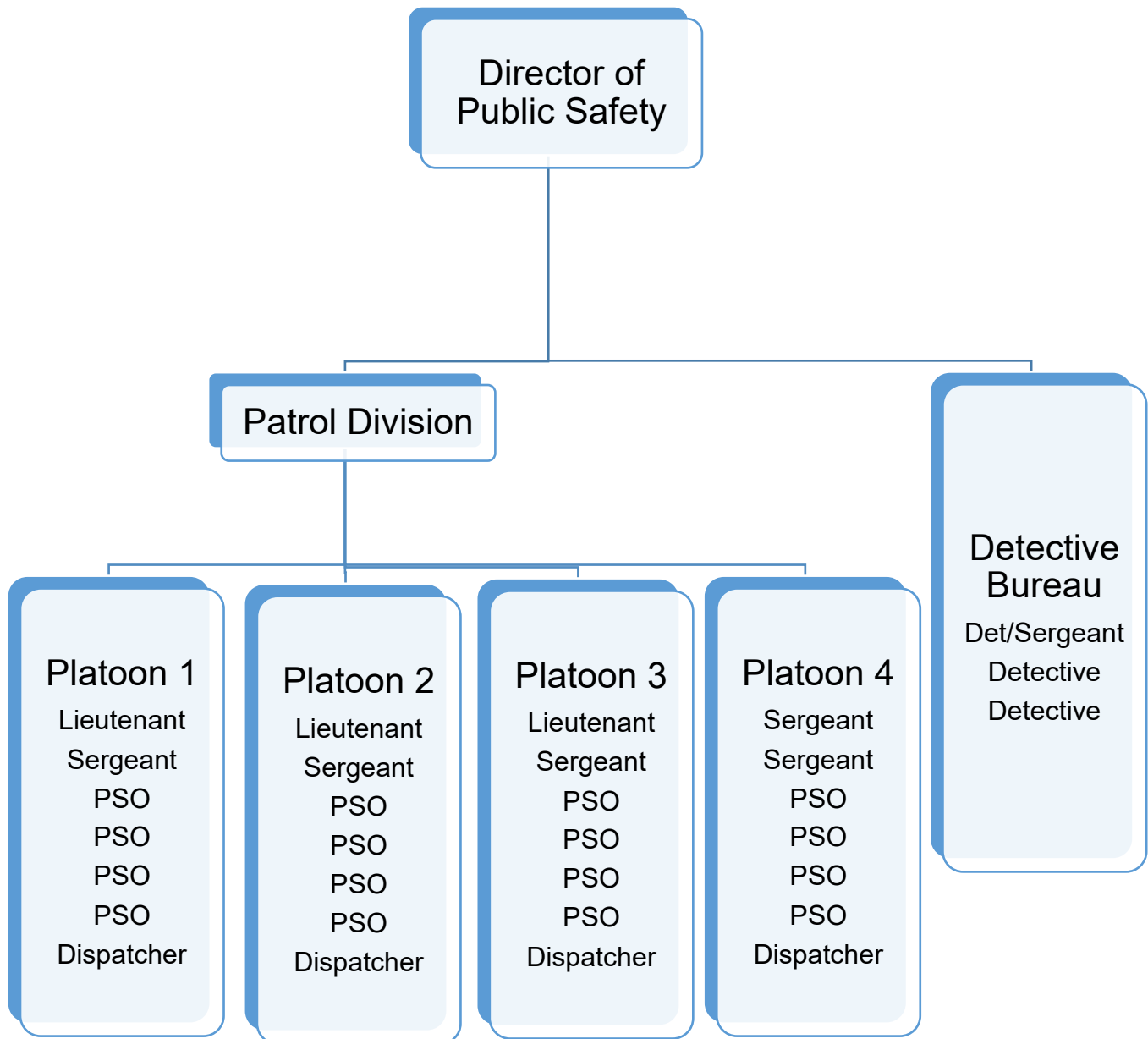
Respectfully submitted,

A handwritten signature in black ink, appearing to be 'JB' with a stylized flourish extending to the right.

James A. Bostock

Director of Public Safety

Department Organizational Chart



City of Grosse Pointe Park Department of Public Safety

Department Personnel Roster

Name	Rank	Date Promoted	Date Appointed
James Bostock	Director	06/16/23	08/19/03
Colin Connaire	Lieutenant	06/25/17	07/21/03
Anthony Blain	Lieutenant	08/05/19	12/12/01
Terry Hays	Lieutenant	06/21/21	05/24/00
Michael Miller	Sergeant	05/23/16	07/01/98
Jeremy Pittman	Det/Sergeant	08/05/19	02/15/08
Stephen Thiel	Sergeant	10/31/19	07/30/01
Kevin Remus	Sergeant	06/21/21	03/01/14
Robert Ruggero	Sergeant	08/05/22	12/19/12
Thomas Card	Sergeant	01/08/23	03/24/08
Ryan Willmer	Detective	10/31/19	12/21/01
Paul Pionk	Detective	11/15/21	07/21/03
Ryan Milroth	PSO		08/09/99
Thomas Taylor	PSO		07/30/02
Ronald Loosvelt	PSO		07/21/03
Brady Baetens	PSO		03/01/16
Scott Gilchrist	PSO		07/10/17
Adam Bremer	PSO		10/04/18
Christopher Muklewicz	PSO		10/04/18
James Thompson	PSO		04/12/19
Jason Lockwood	PSO		08/01/19
Jesse Lafriniere	PSO		09/01/19
Ryan Nelson	PSO		11/26/19
Esho Matty	PSO		02/22/21
Timothy Evans	PSO		06/01/21
Korrine Farmer	PSO		10/13/21
Emily McGrath	PSO		01/04/23
Olga Merametdjian	PSO		08/21/23

City of Grosse Pointe Park Department of Public Safety

Retirements

Name	Rank	Date Appointed
Thomas Gamicchia	PSO	Retired-03/31/23

Public Safety Dispatchers

Name	Rank	Date Promoted	Date Appointed
Josephine Hendrix	Chief Dispatcher	10/31/22	08/15/94
Jodi East	Dispatcher		01/07/99
Dawn Kelly	Dispatcher		07/10/11
Madison Scott	Dispatcher		9/11/22

Ordinance Enforcement Officer

Name	Rank	Date Appointed
Richard Roraff	OEO	09/11/23

Administrative Services

Name	Rank	Date Promoted	Date Appointed
Martarose Aguilera	Exec. Secretary	06/25/01	09/11/95
Carol Semann	Clerk/Typist		05/28/02

School Crossing Guards

Name	Position	Date Appointed
Amy Pellerito	Crossing Guard	08/12/19
Charlyn Huntington	Crossing Guard	01/24/22
Sue Orlicki	Crossing Guard	08/18/22
Thomas Michels	Crossing Guard	01/31/22
Kayla Ryan	Crossing Guard	09/05/23
Colleen Nichols	Crossing Guard	10/23/23

Personnel

The Grosse Pointe Park Department of Public Safety employed a total of 42 employees during 2023. Of the 42 employees, 28 are sworn officers. Currently the City of Grosse Pointe Park employs 27 sworn public safety officers.

Proactive preventative patrol is the primary function of the department and 85% of the sworn personnel are dedicated to patrol functions. The Detective Bureau contains 11% of the sworn staff and the administration is comprised of 4% of the staff. All personnel share in providing basic law enforcement service as needed.

Patrol Division

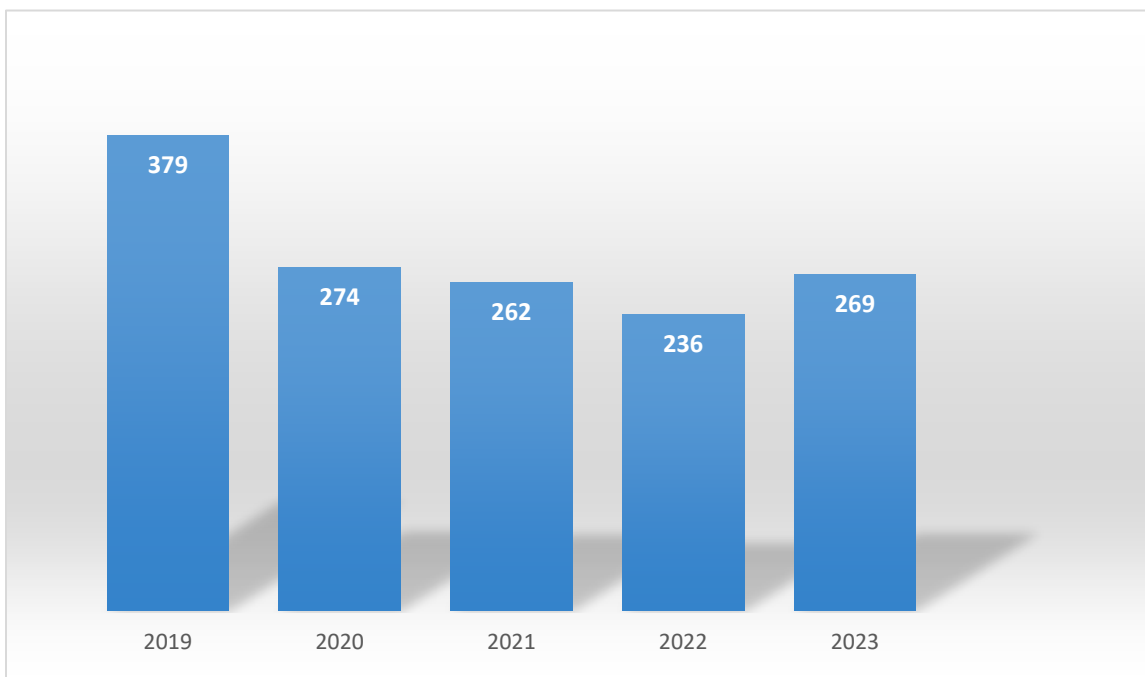
The patrol division of the City of Grosse Pointe Park Department of Public Safety is comprised of 4 platoons. Each platoon has two supervisors and four uniformed patrol officers. The patrol shifts are responsible for the protection of life and property, enforcement of laws and ordinances, and fire suppression. The patrol division responds to calls for service, traffic enforcement, field investigations and duties or special assignments in specific areas of the city.

Investigations

The Detective Bureau is responsible for investigating crimes occurring within the City of Grosse Pointe Park. The Detective assigned to each case will investigate each incident fully, until a suspect is developed and prosecuted, or until all leads have been exhausted. The Detective Bureau works as a team to provide the best service possible to each citizen.

2023 UNIFORM CRIME REPORTING

TOTAL REPORTED CRIMES



	2019	2020	2021	2022	2023
Index Crimes	179	136	111	179	180
Non-Index Crimes	200	138	151	57	89
Total	379	274	262	236	269

2023 UNIFORM CRIME REPORTING

INDEX OFFENSES

OFFENSES	2019	2020	2021	2022	2023
Criminal Homicide	0	0	0	0	0
Forcible Sexual Offenses	6	5	4	1	2
Robbery - Armed	2	0	1	0	3
Robbery - Unarmed	2	0	0	0	0
Aggravated Assault	4	8	0	4	3
Burglary/Home Invasion	13	12	9	21	8
Larceny	138	98	79	121	113
Motor Vehicle Theft	14	12	18	32	51
Arson	0	1	0	0	0
Totals	179	136	111	179	180

**Index crimes are the eight crimes the FBI combines to produce its annual crime index. These offenses include criminal homicide, forcible rape, robbery, aggravated assault, burglary, larceny, motor vehicle theft, and arson. In this chart, the robbery classification is broken down into unarmed and armed robbery for these statistical purposes.*

2023 UNIFORM CRIME REPORTING

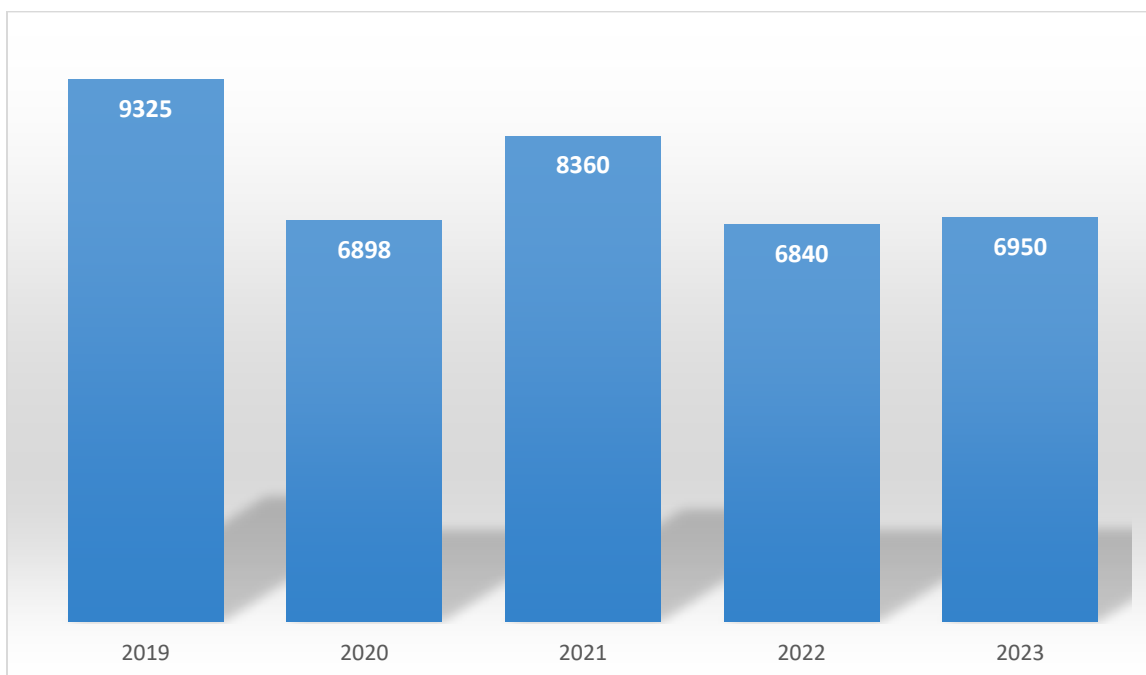
Select Non-Index Crime

Non-Index Offenses	2019	2020	2021	2022	2023
Drunkenness/Liquor Law Violations	2	2	6	5	0
Obstructing Police	6	10	4	8	10
Obstructing Justice	38	27	0	0	0
Weapons Violations	4	3	6	1	1
Disorderly Conduct/Vagrancy	7	1	4	2	3
Operating While Intoxicated	32	33	42	38	14
Health/Safety	1	2	0	0	2
Trespassing	0	5	0	3	2
Damage to Property					57
Totals	90	83	62	57	89

2023 –DAMAGE TO PROPERTY added to the Select Non- Index Crime Stats.

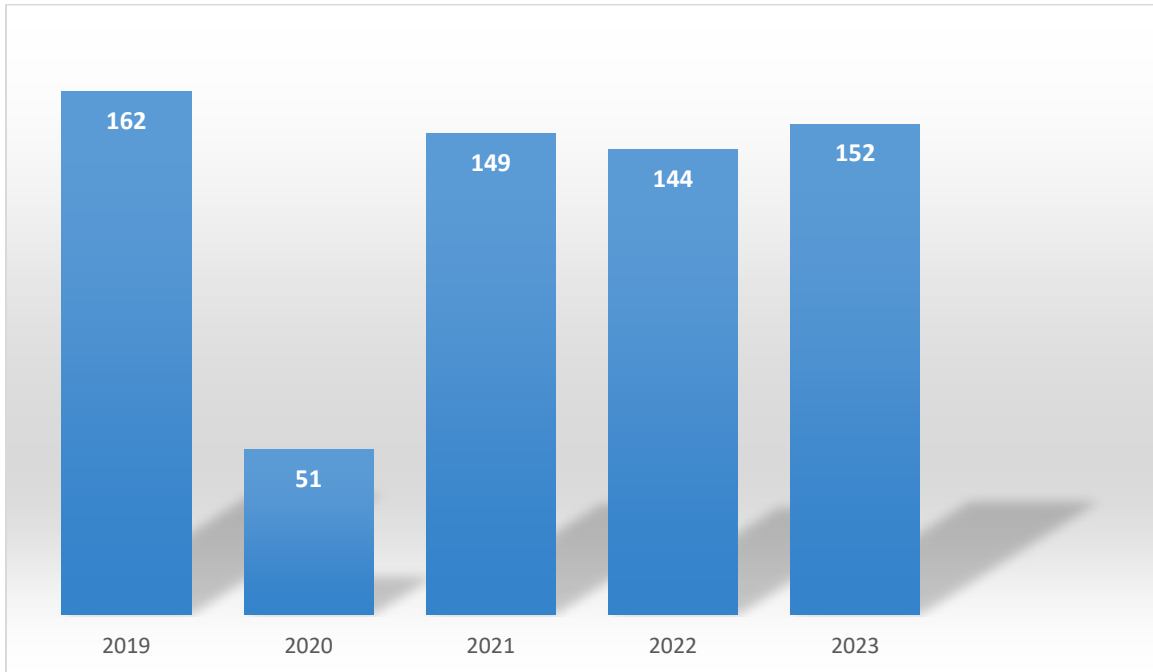
To willfully and maliciously destroy or injure the personal property of another person.

2023 Calls for Service.

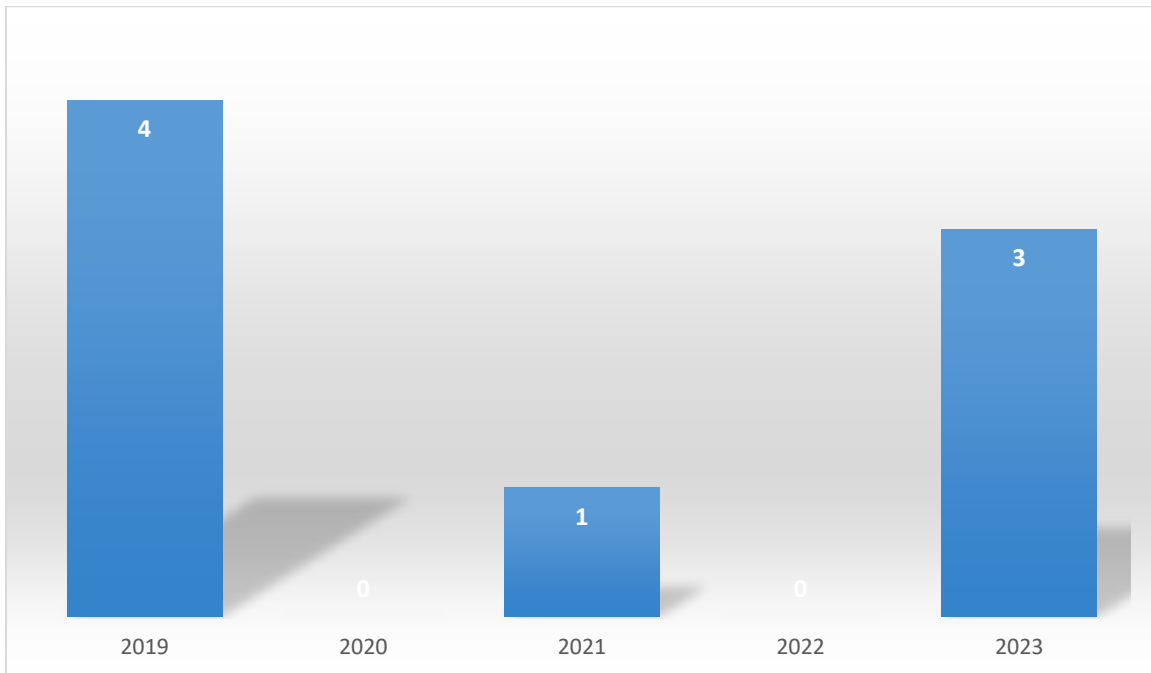


These Calls for Service include a response by the police or an incident that has been initiated by patrol units, such as traffic stops, citizen assists, or suspicious person investigations.

5 Year Arrest Statistics

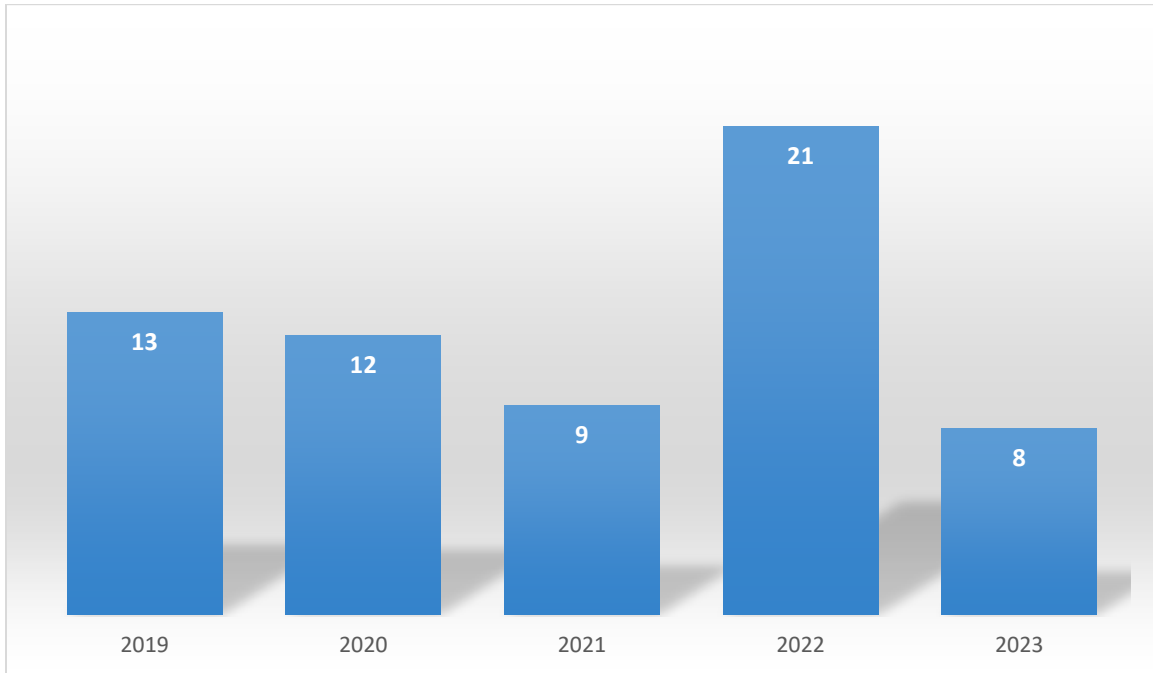


5 Year Robbery Statistics



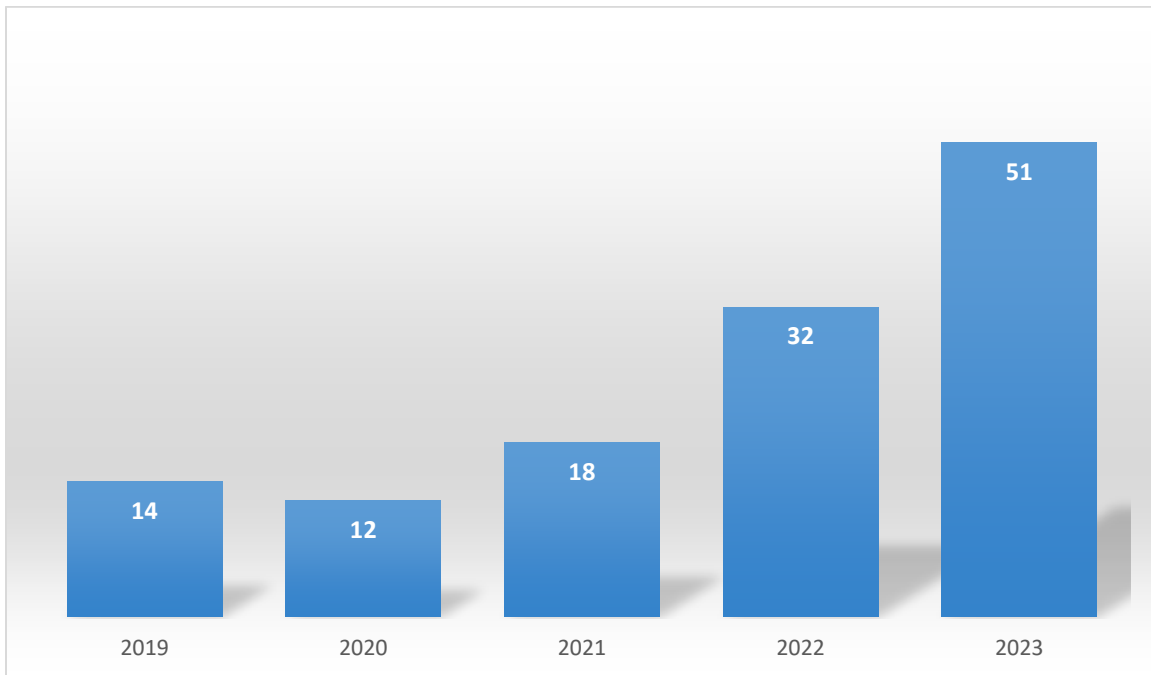
Robbery Statistics reported include both Armed and Unarmed Robbery. In 2022 & 2020, there were no reported robberies in Grosse Pointe Park.

5 Year Burglary/Home Invasion Statistics



These incidents involve the breaking and entering of residential structures and commercial buildings, both forcible and non-forcible entry.

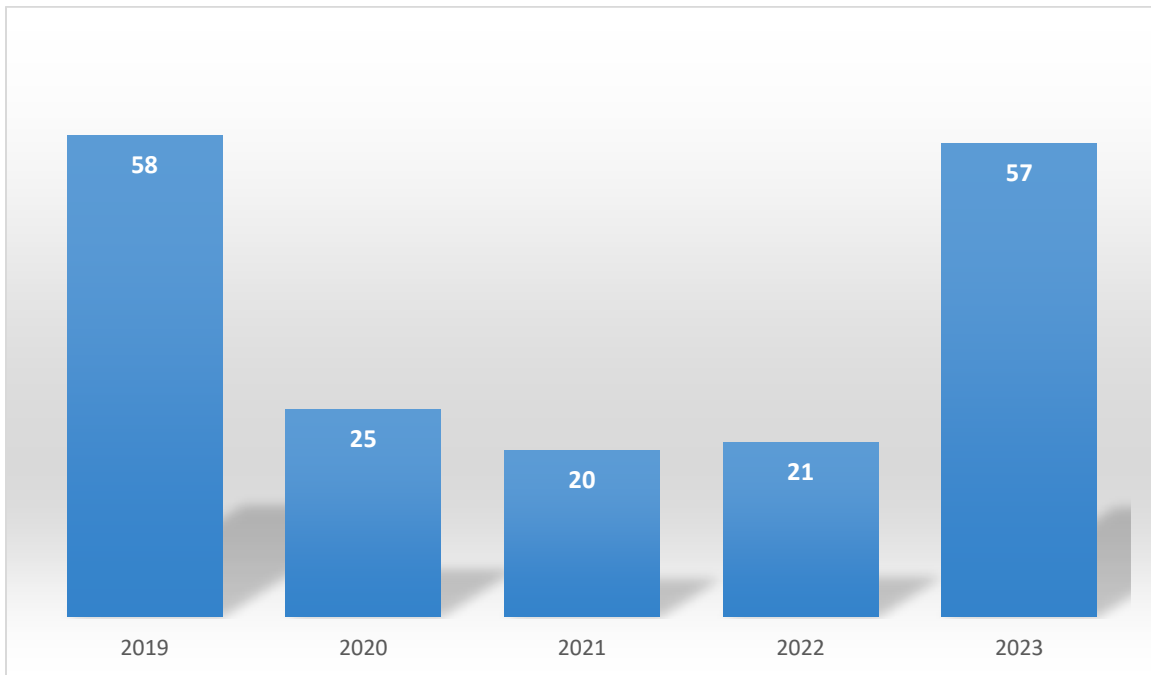
5 Year Motor Vehicle Thefts



These incidents include only vehicles that were stolen and not the attempt.

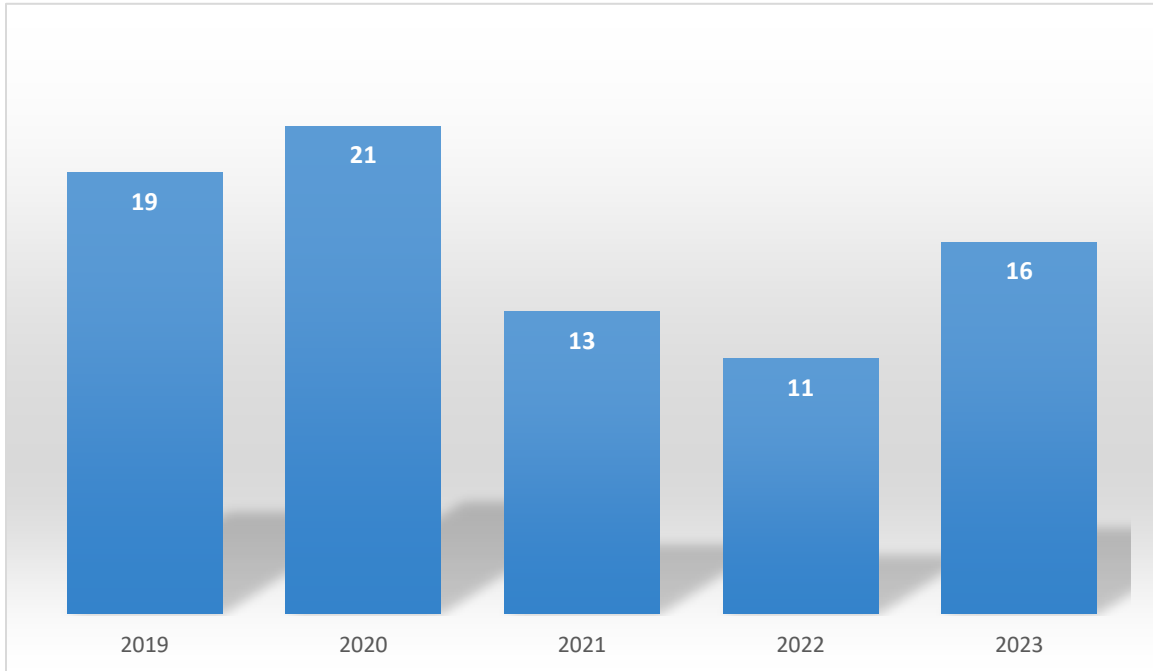
- **2023 Notes:**
 - *23 Attempted vehicle thefts.*
 - *20 Vehicles taken with keys / fobs left inside.*
 - *14 Kia vehicles stolen (27%)*

5 Year Malicious Destruction of Property Statistics



In 2023, One group was arrested and charged with 45 incidents that occurred over the course of two weeks. Damage caused by BB guns.

5 Year Assault Statistics



Traffic/Motor Vehicle Violations

One of the primary responsibilities of the uniform division of the Public Safety Department is the enforcement of the Michigan Uniform Traffic Code. The goal of enforcing the Traffic Code is to reduce personal injury accidents, property damage and pedestrian accidents.

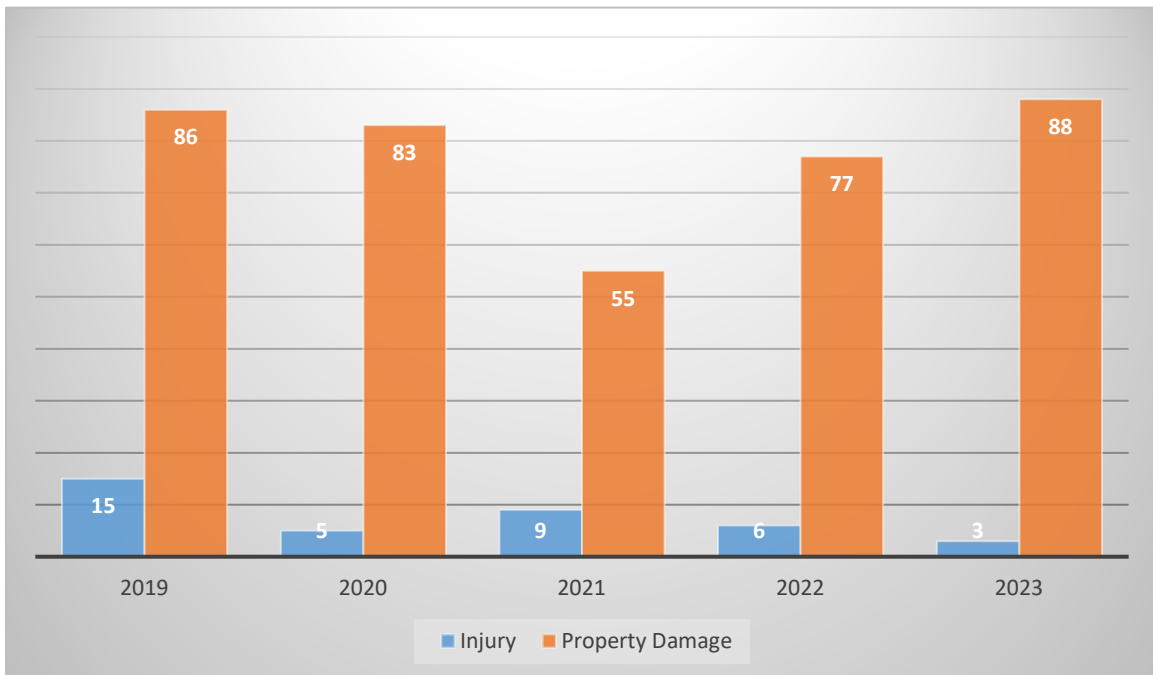
The Department utilizes fully marked and semi marked patrol vehicles which are equipped with traffic radar on a daily basis. The violations issued by officers are broken down into three categories: moving/non- moving, alcohol related and parking violations.

Moving/Non-Moving Violations	1,356
Parking Violations	1,117
Alcohol Related Violations	13

Total Vehicle Violations	2,486
Total Non-Vehicle Violations	62
Total 2023 Violations	2,548

Motor Vehicle Accidents

Motor vehicle accidents are separated into 2 categories: Property Damage Accidents and Personal Injury Accidents. Property Damage accidents include motor vehicle accidents where property damage amounts to at least \$1000 in damage and no injury is reported. A Personal Injury Accident includes a motor vehicle accident where some type of injury is reported.



2023 Total Motor Vehicle Accidents.....91

2023 Firefighting Response

Dwelling-Single/Multiple	7
Miscellaneous Buildings	0
Outside Fires	3
Mutual Aid Fire Response	8
Smoke Investigations	65
Fire Alarms	101
Wires Down	45
Natural Gas Leak	3
Carbon Monoxide Detection	27
Fuel Spill/Hazmat	0
Ambulance Runs	148
Vehicle Fires	2
Total:	409

*In 2023, the Grosse Pointe Park Department of Public Safety
had \$285,500 in fire loss for the year.*

2023 Training Summary

In 2023, The Grosse Pointe Park Department of Public Safety expanded its tradition of training and continuing education. The Department began the rigorous process of training and certifying drone pilots for the developing aerial drone program. Grosse Pointe Park also hosted Fire Pump Operations and Aerial ladder truck courses that were open to other area departments in the Pointes and beyond. The department sent two new Public Safety Officers to the 11 weeklong fire academies. Over the course of the year, the newer supervisors attended hundreds of hours of courses on Incident Command and on performing the duties of a Fire Company Officer. Other supervisors were able to continue their pursuit of the FBI Law Enforcement Executive Development Association course trilogy.

All members of the department took part in monthly hands-on training in firefighting skills and firearms/defensive tactics. Officers also took virtual/online courses and tutorials in Police, Fire and EMS areas via two online training course platforms to which the department has subscribed.

Drone Pilot Training:

This year, the department began developing an aerial drone program. This process began by sending two officers on a 20-hour training course that covered both the hands-on technical skills required to pilot a drone as well as the legal and safety laws and regulations involved. One supervisor also attended an 8-hour drone conference that covered using drones to map crime scenes, conduct search and rescue operations as well as the addition of a thermal camera feature to conduct searches via heat signature.

Total Hours: **48**

Special Response Team (SRT) Training:

The department currently has two officers assigned to the Grosse Pointes/Harper Woods Special Response Team. These two officers attended 320 hours of SRT training. One officer also attended a 50-hour Sniper School followed by 72 hours of monthly sniper training.

Total Hours: **422**

Firearms Training/Qualification:

The department conducted a spring and fall gun range session. This enabled all officers to perform their state mandated pistol, rifle, shotgun, and Taser qualifications. These days also provided an opportunity for scenario-based training. Officers were able to practice responding to active/school shooter scenarios as well as clearing houses and buildings in search of potentially armed suspects. Several officers also attended an 8-hour Glock armorer course so

City of Grosse Pointe Park Department of Public Safety

they could inspect and maintain the department's pistols. This includes the department's annual legal update and use of force training.

Total Hours: **320**

Supervisory Courses:

Three of the department's newer supervisors attended numerous hours of courses in the field of first line supervision. Three sergeants attended the 80-hour Fire Officer 1 class, which is required to be the incident commander at a fire scene. Two of the supervisors also completed the 300 and 400 level Incident Command System course. Two supervisors attended the DeWolf and Associates First Line Supervision course, SHIELD Institute Municipal Risk Management Course and an 8-hour course in Critical Incident Stress Management.

Total Hours: **499**

FBI Law Enforcement Executive Leadership Association Seminars:

In 2023, the department was able to send 5 members to weeklong leadership courses presented by the FBI Law Enforcement Executive Leadership Association. These weeklong courses are part of a trilogy that teaches and discusses the most pressing issues facing department leadership today. This year's topics included recruitment and retention of younger officers as well as employee wellness and positive labor relations.

Total Hours: **140**

Defensive Tactics:

This year, the department sent two officers to a 40-hour Krav Maga/Defensive Tactics course. These officers were able to pass on what they had learned and practiced during the department range day. This offered an important tutorial in techniques and tactics to get a combative suspect safely into handcuffs.

Total hours: **80**

Intoxilyzer 9000 (Breathalyzer) Training:

In 2023, The Michigan State Police began the process of replacing the old Datamaster Breathalyzer device with the new Intoxilyzer 9000. This required all existing breathalyzer operators to be retrained and recertified. The department also sent several newer officers to the training. This course included 2 hours of virtual training which doubled as a Preliminary Breath Test Certification. Upon completion of this training, the officers then attended a 2 hour in-person session with hands-on training in operating the new device.

Total Hours: **60**

Salvage Vehicle Inspection Training:

In 2023, One officer attended a 40-hour salvage vehicle inspection course. This certification allows the officer to inspect salvaged vehicles and to certify that they do not contain stolen parts.

Total Hours: **40**

Monthly Fire Training:

Throughout the year, each shift engaged in in service training focused on sharpening the fundamental skills of firefighting. There was an emphasis placed on the essential tasks needed at every fire in an effort to make them instinctual. This in-service training consisted of everything from donning gear and air tanks quickly to apparatus placement and hydrant connections. One supervisor built a simulated pitched roof so that officers could practice making ventilation cuts.

Total Hours: **552**

Fire Apparatus Training: Pump Operations/Aerial Operations:

In the fall of 2023, the department hosted two Fire Apparatus related courses. These courses were attended by Officers from the other Grosse Pointes as well as Roseville and Mount Clemens. These courses provided hands-on instruction in getting the most out of both pumper and aerial ladder trucks. The instructors also taught key points in vehicle inspections and on scene trouble shooting.

Total Hours: **120**

Firefighter I and II (Fire Academy):

In 2023, the department sent two new Public Safety Officers to the Fire academy. Over the course of 11 weeks, these Officers learned the essentials and fundamentals of firefighting. From search and rescue to fire suppression and beyond.

Total Hours: **880**

Virtual Fire/EMS Training (Fire Engineering):

Late in 2023, the department enrolled in an online virtual Fire/EMS program called Fire Engineering. This program provides access to thousands of hours of fire training videos and tutorials. These courses vary from several hours in length to quick 10-minute roll call videos. This program also allows Officers to take their EMT continuing education courses in order to maintain their Emergency Medical Technician Licenses.

Total Hours: **225**

Virtual Police Training (Police One):

In 2023, the department continued to use the Police One program for online Police Training courses. This program provides legal updates as well as required refresher courses such as Bloodborne Pathogens and Hazmat Awareness for First Responders. Police One also provides in-depth courses on Evidence Collection and Crisis Intervention.

Total Hours: **187.5**

Motorola Body Camera System Training:

In 2023, the department switched to a new cloud-based body camera and scout car video system. All Officers went through a hands-on 90-minute training session with representatives from the company. Two supervisors went through a full day of administrative training on the video recording and retention system.

Total Hours: **77.5**

Dispatcher Training:

All four Dispatchers attended an 8-hour course in the “Recovery of the Warrior Mindset and the Road to Resiliency”. One Dispatcher attended an 8-hour training course on the “Dispatcher’s Role in Active Shooter Incidents”. Each year dispatchers are required to complete a minimum number of continuing education hours to keep their first responder call taker status.

Total Hours: **140**

Total Training Hours for 2023: 3,791

<u>Training</u>	<u>Hours</u>
Drone Pilot	48
Special Response Team	422
Firearms Training/Qualifications	320
Supervisory Courses	499
FBI Executive Leadership Association Seminars	140
Defensive Tactics	80
Intoxilyzer 900	60
Salvage Vehicle Inspection	40
Monthly Fire Training	552
Fire Apparatus Pump/Aerial Ops	120
Firefighter I&II Academy	880
Virtual Fire/EMS Courses	225
Virtual Police Courses	187.5
Motorola Bodycam Systems	77.5
Dispatch Training	140
Total	3,791

Department Awards

The Awards Board is composed of three members, with at least one member of each level of the department and meets whenever awards applications occur. The Public Safety Departments awards are:

POLICE MEDAL OF HONOR - For extraordinary heroism by an officer who knowingly ignores the imminent threat to his/her personal safety.

DISTINGUISHED SERVICE MEDAL - for exceptionally meritorious conduct involving great risk and danger to the officer's personal safety, but less than required for the MEDAL OF HONOR.

COMMENDATION - For outstanding performance, involving personal risk to the officer that prevents a serious crime or the perpetrator is apprehended; for outstanding actions of a nature which bring unusual credit to the department and its members or contributions to law enforcement through the success of difficult programs, projects, or situations.

MERIT - Outstanding performance of duty under unusual or difficult conditions, the action need not involve exposure to physical danger, but must involve unusual thoroughness, conscientiousness, determination, and initiative.

DEPARTMENTAL UNIT COMMENDATION: May be awarded in recognition of outstanding police services performed by any departmental unit; may be presented in addition to an individual award growing out of the same action.

LIFESAVING - For officers who are directly responsible for the saving of a human life.

CHIEF'S AWARD - For individuals or units who perform outstanding services in a specific task or in the performance of general duties over an extended period of time.

CHIEF'S LETTER – For performance that requires official recognition.

2023 AWARDS

Life Saving

PSO Jason Lockwood
PSO Jessie Lafreniere
PSO Thomas Gamicchia

Department Commendation

Lieutenant Colin Connaire
Dispatcher Dawn Kelly
Sergeant Robert Ruggero
PSO Esho Matty
PSO Korrine Farmer
OEO Olga Merametdjian
Lieutenant Terry Hays
PSO Brady Baetens

Unit Citation

Detective Ryan Willmer
Detective Paul Pionk
PSO Brady Baetens

**CITY OF GROSSE POINTE PARK
WAYNE COUNTY, MICHIGAN**

RESOLUTION CELEBRATING BLACK HISTORY MONTH

WHEREAS, President Gerald R. Ford officially recognized Black History Month in 1976, calling upon the public to “seize the opportunity to honor the too-often neglected”; and;

WHEREAS, since 1976, every President has adopted the month of February as Black History Month, an annual celebration of African American achievements and roles in U.S. History; and;

WHEREAS, Black History Month is a time to reflect on the burdens of racial prejudice and explore, understand, and appreciate the identities and cultures across and within the African diaspora; and;

WHEREAS, the City of Grosse Pointe Park recognizes the injustices that African Americans have endured and commends the African American community for the continuous pursuit of overcoming those injustices and changing the course and nature of history; and;

WHEREAS, we honor the prominent leaders and activists who have paved the way for equality and justice, calling our City’s attention to the continued need to battle racism and to build an equitable society; and;

WHEREAS, the City of Grosse Pointe Park, declares February 2024 as Black History Month, and honors the contributions and sacrifices made in building pride in black history and educating all Americans, as well as many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and;

THEREFORE, be it resolved, that we join other organizations throughout the state of Michigan and this country to use this occasion to raise awareness of the hardships African Americans have endured, celebrate the milestones that have been achieved, and continue the unrelenting pursuit of equality and justice for all; and;

NOW, THEREFORE, BE IT RESOLVED, that I, Mayor Hodges, and the Grosse Pointe Park City Council, hereby declare February as Black History Month for the City of Grosse Pointe Park on the 12th day of February, 2024.

RESOLUTION DECLARED ADOPTED

Michele Hodges, Mayor
City of Grosse Pointe Park, Michigan

It was moved by Member and supported by Member to adopt the Resolution.
Members Voting Yes:
Members Voting No:

The Resolution was declared adopted by the Mayor and has been recorded in the Resolution Book.

Bridgette Bowdler, City Clerk
City of Grosse Pointe Park, Michigan



CITY COUNCIL MEETING

DATE: February 12, 2024

SUBJECT: Purchase of 2003 Sterling Dump Truck

SUMMARY: Currently, the City has a 1988 10 Yard Mack Truck beyond its useful life that is utilized for water/sewer system repairs and salting of city roads. After numerous repairs over the lifetime of the truck the transmission has given way. To replace the transmission would cost \$14,000, including in the future a new truck box costing \$20,000. The City has repaired the frame multiple times and the box is rotting out.

The City Public Works Department is recommending the purchase of a 2003 Sterling 5-Yard truck. Our City Mechanic has inspected the vehicle to review its quality and recommends purchase. Included with the quote is a list of complimentary mechanical work that will be completed on the truck totaling \$4,838.16.

FINANCIAL IMPACT: The water/sewer fund budget for vehicles and equipment has \$30,049.75 remaining after all previously approved purchases. A budget amendment of \$8,550.25 is required and a resolution accomplishing this is included for your consideration.

RECOMMENDATION: Motion to approve the purchase of the 2003 Sterling Dump Truck and accompanying resolution amending the FY 2024 budget.

PREPARED BY: Tom Jenny, Director of Public Works



Wolverine Freightliner Eastside, Inc.

NEW TRUCK DEPARTMENT SALES AGREEMENT

107 S. Groesbeck Hwy
Mt. Clemens, MI 48043
586 783 2444



CUSTOMER:

City of Grosse Pointe Park

DATE:

1/30/2024

PLEASE ENTER MY ORDER FOR ONE:

SALE TYPE

MILEAGE:

STOCK:

USED

44725

UT5737

YEAR:

MAKE:

MODEL:

TYPE:

COLOR:

V.I.N.:

2003

Sterling

L8500

Dump

Yellow

2FZAAWAK34AM62652

TOTAL CASH PRICE OF VEHICLE: **\$38,600.00**

TOTAL NUMBER OF VEHICLES: **1**

COMPLETE ORDER VEHICLE PRICE: **\$38,600.00**

Repairs Per RO78637 & Clean-up Performed

TOTAL: **\$38,600.00**

FET:

SALES TAX:

FACTORY REBATES:

TOTAL FEES:

WARRANTY:

TRANSFER/TITLE PROCESS:

LICENSE:

DESCRIPTION OF TRADE-IN:

TOTAL CASH DELIVERED PRICE: **\$38,600.00**

CASH SUBMITTED WITH ORDER:

V.I.N.:

ALLOWANCE FOR TRADE-IN AS APPRAISED:

LESS BALANCE OWING:

LIC PLATE # IF TRANSFER:

CUSTOMER PO NUMBER:

TOTAL DUE/FINANCED: **\$38,600.00**

WARRANTY DISCLAIMERS: ANY WARRANTIES ON THIS PRODUCT ARE THOSE FURNISHED BY THE MANUFACTURER. THE DEALER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

ADDITIONAL TERMS AND CONDITIONS

DEFINITIONS: As used in this agreement, the terms: (A) "Dealer" shall mean Wolverine Truck Sales, Inc., Wolverine Freightliner Westside, Inc., Wolverine Freightliner Eastside, Inc. to whom this agreement is addressed and which is a party to this agreement upon the countersignature of its president, general manager, branch manager, or controller. (B) "Purchaser" shall mean the party initiating this agreement as identified on the face of this agreement. (C) "Manufacturer" shall mean the manufacturer of the vehicle or chassis. The Purchaser understands and agrees that the Dealer is in no respect an agent of any Manufacturer and that the Dealer and Purchaser are the sole parties to this agreement.

MANUFACTURER'S PRICE CHANGE: If the Manufacturer notifies the Dealer of a price increase for the vehicle or chassis of the same style and type as ordered by this agreement before delivery of the vehicle or chassis to the Purchaser, the Dealer has the right to adjust the cash delivered price of this agreement. If the price increase is greater than ten percent (10%) of the original purchase price of this agreement, the Purchaser has the right to cancel this agreement. Should the Purchaser choose to cancel this agreement, the Dealer will refund to the Purchaser all amounts previously paid. If the Purchaser had delivered to the Dealer a used vehicle as all or part of the payment required, the Dealer shall redeliver the used vehicle to the Purchaser subject to customary and reasonable charges for any repairs or improvements performed to the used vehicle. If the Dealer has sold Purchaser's trade-in-vehicle, the Dealer shall pay to the Purchaser the lesser of the agreed-upon value of the used vehicle in this agreement or the proceeds of the sale of the used vehicle.

MANUFACTURER'S DESIGN CHANGES: If the Manufacturer changes or modifies the design of or any part of accessory of the vehicle or chassis after the Purchaser's order has been entered by the Dealer, the Purchaser shall have no claim or right against the Dealer should the Purchaser's new vehicle or chassis not contain such changes or modifications, nor shall the Dealer be required to effect such changes or modifications to the Purchaser's new vehicle or chassis.

DAMAGES LIMITATIONS: The Purchaser understands and agrees that the Dealer shall not be responsible for any damages (including incidental or consequential damages) resulting from any failure acts or omissions caused by the Manufacturer or by the Dealer (including but not limited to any inability to procure the unit(s) purchased /ordered or delivered.

CHANGES OTHER THAN MANUFACTURER'S DESIGN CHANGES: If the ordered vehicle arrives at the Dealer's place of business not equipped in accordance with this agreement (and such changes are not attributable to a Manufacturer's change in design), the Dealer has the right to cure such non-conformity within (10) business days from the date of delivery. If Dealer chooses not to cure said non-conformity within (10) business days, the Purchaser has the right to refuse delivery with no loss of deposit or to negotiate a new purchase agreement.

USED VEHICLE APPRAISAL: If the Purchaser is delivering a used vehicle or chassis to Dealer as part of the purchase price and delivery will not be made until Purchaser's new vehicle or chassis is delivered, the Dealer shall have the right to reappraise the Purchaser's used vehicle at the time the new vehicle or chassis is delivered. The reappraised amount shall be the amount allowed for the used vehicle of chassis in this agreement. If the Purchaser does not accept the reappraisal, the Purchaser may cancel this agreement provided that such cancellation occurs before delivery of the new vehicle or chassis to Purchaser and provided further that Purchaser agrees to forfeit any amounts previously paid by Purchaser to the Dealer.

TITLE TO THE USED VEHICLE: Any used vehicle delivered by the Purchaser to the Dealer in connection with this agreement must be accompanied by titled documents sufficient to enable the Dealer to obtain a title to the vehicle in accordance with applicable state law. The Purchaser warrants that any used vehicle delivered to the Dealer is properly titled to the Purchaser and that the Purchaser has the right to sell or otherwise convey such vehicle and that such vehicle is free and clear of liens or encumbrances except as may be noted on the first page of this agreement.

PURCHASER'S REFUSAL TO PURCHASE: In the event of failure by the Purchaser to perform the Purchaser's obligations including but not limited to cancellation, failure to take delivery or failure to pay the agreed purchase price for the ordered vehicle or chassis, Purchaser agrees to pay the Dealer as liquidated damages, eleven percent (11%) of the total delivered price of this agreement. Purchaser acknowledges that this liquidated damages provision is not Dealer's sole or exclusive remedy and Dealer may retain any down payment, recover curtailments and all other damages and expenses, including loss of sale, loss of profit and accrual attorney fees arising from Purchaser's breach in lieu of this liquidated damages provision. If the Purchaser has delivered a used vehicle or chassis to the Dealer as part or all of the purchase price, the Dealer may sell the used vehicle or chassis and retain the proceeds as partial satisfaction for damages arising from the Purchaser's default, as set forth above.

TAX LIABILITY: The Purchaser shall be liable for all sales, use or other taxes of a similar nature applicable to the transaction unless such payment otherwise is prohibited by law, provided that the Purchaser in no event be liable for any taxes calculated on the Dealer's income.

INSURANCE UNAVAILABILITY: In the event this agreement includes a charge for credit life disability insurance and for any reason such insurance cannot be provided, the Purchaser shall receive a credit for the amount charged for such insurance, but neither the inability of the Dealer nor any assignee of the Dealer to secure such insurance for the Purchase shall relieve the Purchaser from any obligation under this agreement. Credit life or credit disability insurance are not mandatory.

ATTORNEY FEES: Purchaser hereby agrees to pay all attorney fees incurred by Dealer in defending itself against all claims where Dealer prevails or collection fees associated with collecting amounts to which it is entitled under this agreement.

VENUE: Purchaser agrees that all disputes will be filed and determined in Wayne County, Michigan.

INSPECTION OF UNIT: Purchaser affirms that they have been afforded the opportunity to inspect the Unit as extensively as desired.

MANUFACTURER'S WARRANTY (IF APPLICABLE): The only warranty that may exist for this Unit (unless specified in a separate written document signed by a Wolverine Truck Sales, Inc., Wolverine Freightliner Eastside, Inc. or Wolverine Freightliner Westside, Inc. manager indicating dealer warranty terms or service contract) is a Manufacturer's warranty. Only the Manufacturer shall be liable for performance under such a warranty.

WINDOW FORM OVERRIDE: If this agreement is for a used vehicle, the information you see on the (Federal Trade Commission) Window Form is part of this agreement. Information on the window form overrides any contrary provisions in the contract sale.

PURCHASER CERTIFICATION: I certify that I am of legal age and hereby acknowledge receipt of a copy of this order.

ENTIRE AGREEMENT: This agreement constitutes the entire agreement between the parties and supersedes any other agreement between the parties. This agreement may be amended or terminated only by written instrument signed by Purchaser and by Dealer's president, general manager, branch manager or controller. There are no agreements, promises, warranties, covenants or other undertakings other than those expressly set forth in this agreement, unless drafted in accordance with the conditions set forth in this agreement.



ESTIMATE

RO: 78637

January 15, 2024

ATT:

DEALER REG. NO
F-149645

107 S. GROESBECK MT. CLEMENS, MI 48043 (586) 783-2444 FAX (586) 469-8054

NAME: Stock Truck (Sterling Plow Truck)		MAKE: STRLG	MILEAGE: 44724		
ADDRESS:		UNIT#	VIN# M62652		
PH / FX:		MAKE: FTL	LABOR RATE	\$100.00	
DESCRIPTION		PARTS	LABOR HOURS	AMOUNT	ITEM SUB
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
Refined Brake Shoes (Front)		\$ 227.04	5.00	\$ 500.00	\$ 727.04
Core Deposit		\$ 80.00		\$ -	\$ 80.00
Slack Adjusters		\$ 302.34		\$ -	\$ 302.34
Spring Back Brake Combo		\$ 99.10		\$ -	\$ 99.10
Brake Drums		\$ 452.80		\$ -	\$ 452.80
				\$ -	\$ -
King Pin		\$ 484.72	12.00	\$ 1,200.00	\$ 1,684.72
				\$ -	\$ -
Front Oil Seal		\$ 102.92	1.00	\$ 100.00	\$ 202.92
				\$ -	\$ -
Green strobe light		\$ 96.00		\$ -	\$ 96.00
				\$ -	\$ -
				\$ -	\$ -
Hub Cap		\$ 4.52	0.25	\$ 25.00	\$ 29.52
				\$ -	\$ -
Clevis		\$ 15.39	2.00	\$ 200.00	\$ 215.39
Tire Rod (right)		\$ 64.23		\$ -	\$ 64.23
Tie Rod (left)		\$ 64.23		\$ -	\$ 64.23
Pitman Arm		\$ 312.49		\$ -	\$ 312.49
				\$ -	\$ -
Hose		\$ 42.18		\$ -	\$ 42.18
Hose		\$ 60.38		\$ -	\$ 60.38
Drop Line		\$ 45.58		\$ -	\$ 45.58
				\$ -	\$ -
FREIGHT - IF NEEDED				\$ -	\$ -
WELDING				\$ -	\$ -
SUBLET				\$ -	\$ -
OIL/LUBE				\$ -	\$ -
TOWING				\$ -	\$ -
TOTAL LABOR HOURS:			20.25		

TEMPORARY HOURS MONDAY -FRIDAY 7:00 AM-8:00 PM, CLOSED SATURDAY AND SUNDAY. ANY VEHICLE LEFT 7 DAYS AFTER WORK IS COMPLETED WILL BE CHARGED \$10.00 PER DAY STORAGE. ANY PROBLEMS WITH PARTS OR SERVICE SHOULD BE REPORTED IN WRITING WITHIN 30 DAYS FAILURE DATE.

THE ABOVE IS AN ESTIMATE BASED ON OUR INSPECTION AND DOES NOT COVER ADDITIONAL PARTS OR LABOR WHICH MAY BE REQUIRED AFTER REPAIRS HAVE BEGUN. OCCASIONALLY AFTER WORK HAS STARTED WORN, BROKEN, OR DAMAGED PARTS ARE DISCOVERED, WHICH ARE NOT EVIDENT DURING FIRST INSPECTION.

LABOR	\$ 2,025.00
PARTS	\$ 2,453.92
OIL/LUBE	\$ -
TOWING	\$ -
SUBLET	\$ -
SHOP SUPPLIES	\$ 200.00
SALES TAX	\$ 159.24

TOTAL QUOTE \$ 4,838.16

I hereby authorize the above repair work to be done along with the necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection or delivery at my risk. An express garage keeper's lien is acknowledged on above vehicle to secure the amount of repairs thereto. You will not be held responsible for the loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond your control.

SIGNED X _____

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

Resolution to adopt and amend the FY2023-2024 Expenditures for the purchase of equipment.

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 February 12, 2024, 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 FY2023-2024 budget was approved by the City Council on May 8, 2023; and,

WHEREAS, the City Council of Grosse Pointe Park was presented with a proposal to purchase a used dump truck in an amount not to exceed \$38,600 and approves of the purchase; and,

WHEREAS, the purchase will require an amendment to the FY2024 Water & Sewer budget to appropriate \$8,600 in net position to the Capital Outlay account 592-536-970.000; and,

NOW, THEREFORE BE IT RESOLVED that the City of Grosse Pointe Park Council members hereby adopt resolution 2024-02-12 item #26 by authorizing the Finance Director to amend the FY2023-2024 Water & Sewer budget and further authorizes the purchase of the equipment.

RESOLUTION DECLARED ADOPTED

At a regular meeting of the City Council for the City of Grosse Pointe Park held on February 12, 2024, at 7:00 p.m., the following roll call vote was taken:

YEAS:

NAYS:

Motion Carried

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 12th ____ day of February 2024.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 12th day of February 2024.

Bridgette Bowdler, City Clerk
City of Grosse Pointe Park



CITY COUNCIL MEETING

DATE: February 12, 2024

SUBJECT: Resolution to Support Charlevoix Streetscape TAP Grant Application

SUMMARY: The City's Tax Increment Finance Authority (TIFA) has initiated conceptual engineering work to make streetscape improvements to both the Charlevoix and Kercheval business districts. The TIFA is currently prioritizing the Charlevoix project. The proposed improvements will convert Charlevoix to a curbless street - from the City's western limits to Beaconsfield Ave - and include substantial lighting, landscaping, green infrastructure, and accessibility improvements. A goal of the project is to better activate the business district and create a destination environment that serves and enhances both the resident and visitor experience.

In getting to this stage, the TIFA conducted an online survey, walked through the business districts with local business owners, and solicited feedback at both the Kercheval and Charlevoix streetparty events. The results of the engagement and engineering processes were discussed by the TIFA Board at their October and December 2023 meetings.

The TIFA has determined that the Transportation Alternatives Program (TAP) grant program is a viable funding source for the Charlevoix project. The TAP program is administered by the Michigan Department of Transportation (MDOT). This program accepts applications several times a year, and the first 2024 deadline is February 21st. A tentative funding decision is expected to be known in July 2024. The TIFA anticipates that construction would occur in 2026 if awarded a TAP grant. The TIFA is seeking approximately \$1.4 million in TAP funding, about 40% of the eligible costs that the grant may cover.

The TIFA cannot directly apply to the TAP program; instead, a municipality may apply on behalf of and in partnership with a partnering entity. The TIFA is considered a project partner according to the rules of the TAP program. A resolution from the City Council is required to be adopted in order to submit the grant application.

Attached for your review are the following materials:

- Resolution authorizing application to the TAP grant program;
- Cost Estimate;
- Excerpts from the final streetscape engineering report that summarizes community engagement and the design/goals of both streetscape projects. (The full report is available [here](#).);

- Renderings of the proposed Charlevoix project.

FINANCIAL IMPACT: The TIFA anticipates having approximately \$2 million in cash on hand to contribute towards the construction of the project in 2026. The estimated cost is approximately \$3.8 million, when combined with a \$1.4 million TAP grant leaves an estimated funding shortfall of \$400,000. There are additional funding sources available that TIFA will be applying for. Although the resolution commits a local match of \$892,788, this is not to be considered an appropriation by either the TIFA Board or the City Council. If awarded a grant, the City will receive a "conditional commitment" and will have the opportunity to formally continue or withdraw its application. The conditional commitment process is lengthy, lines up with the targeted construction year of 2026, and will allow additional funding sources to be secured. In the event that funds are not awarded, there are several additional application windows in both 2024 and 2025 for the request to be considered.

RECOMMENDATION: Motion to adopt the resolution as presented.

PREPARED BY: Warren Rothe, Assistant City Manager

STATE OF MICHIGAN
COUNTY OF WAYNE
CITY OF GROSSE POINTE PARK

**RESOLUTION TO SUPPORT CHARLEVOIX STREETSCAPE TRANSPORTATION
ALTERNATIVES PROGRAM (TAP) GRANT APPLICATION**

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 12th day of February 2024 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 Michigan Transportation Alternatives Program (TAP) has grant funds available for construction costs for projects improving pedestrian facilities in public rights-of-way; and,

WHEREAS, the City of Grosse Pointe Park's Tax Increment Finance Authority (TIFA) has identified streetscape improvements on Charlevoix Street in its Development Plan; and the Master Plan adopted by the City Council has further identified streetscape improvements on Charlevoix Street; and,

WHEREAS, the Grosse Pointe Park TIFA has initiated conceptual engineering work to design improvements to the Charlevoix streetscape; and,

WHEREAS, the TIFA has conducted community engagement regarding the proposed Charlevoix streetscape project; including, an online survey, outreach at community events, and reviewed the project at several public meetings; and,

WHEREAS, the City of Grosse Pointe Park, on behalf of the TIFA, desires to apply to the TAP program to construct streetscape improvements along a portion of Charlevoix Street in the amount of \$1,399,182; and,

WHEREAS, the City Council does hereby authorize a local match of \$892,788, a 40% match of the eligible projects costs of \$2,231,970; and,

WHEREAS, the City of Grosse Pointe Park has authorized Nick Sizeland, City Manager, as representative on behalf of the City of Grosse Pointe Park to apply for the TAP grant.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Grosse Pointe Park hereby resolves to take all actions necessary to submit a Michigan Transportation Alternatives Program (TAP) grant application in connection with the above referenced sidewalk and streetscape project along Charlevoix Street, as outlined in the application.

RESOLUTION DECLARED ADOPTED

At a regular meeting of the City Council for the City of Grosse Pointe Park held on February 12, 2024, 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 12th day of February 2024.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 12day of February 2024.

Bridgette Bowdler, City Clerk
City of Grosse Pointe Park



OPINION OF PROBABLE CONSTRUCTION COST

ORCHARD, HILTZ & McCLIMENT, INC.

1145 Griswold St., Suite 200, Detroit, MI 48226

Telephone: (313) 481-1250

PROJECT: Charlevoix Pedestrian Improvements & Streetscaping
 LOCATION: 150 ft east of Alter to Beaconsfield
 WORK: Curbless road including asphalt milling & paving, concrete parking bays,
 brick pavers, widened sidewalk, green infrastructure, landscaping, lighting.

DATE: February 6, 2024
 PROJECT #: 7508-23-0060
 ESTIMATOR: BW & KH
 CHECKED BY: AB

LINE ITEM	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	ELIGIBLE COST	INELIGIBLE COST
CATEGORY 1 - Road Work						
1	Mobilization (10%)	LS	1	\$ 64,000.00	\$ -	\$ 64,000.00
2	Pavement Removal	Syd	920	\$ 21.00	\$ 19,320.00	\$ -
3	Curb Removal	Ea	2500	\$ 15.00	\$ 37,500.00	\$ -
4	Aggregate Base	Syd	1300	\$ 15.00	\$ -	\$ 19,500.00
5	Drainage Structure Temporary Lowering	Ea	30	\$ 750.00	\$ -	\$ 22,500.00
6	Drainage Structure Cover Adjustment	Ea	30	\$ 900.00	\$ -	\$ 27,000.00
7	Cold Milling HMA Surface	Syd	3700	\$ 3.50	\$ -	\$ 12,950.00
8	HMA, 3EL	Ton	685	\$ 135.00	\$ -	\$ 92,475.00
9	HMA, 4EL	Ton	570	\$ 135.00	\$ -	\$ 76,950.00
10	HMA, 5EL	Ton	350	\$ 150.00	\$ -	\$ 52,500.00
11	Pavement Cleaning	LS	1	\$ 2,000.00	\$ -	\$ 2,000.00
12	Pavement Repair Removal	Syd	370	\$ 25.00	\$ -	\$ 9,250.00
13	HMA Pavement Repair	Ton	90	\$ 200.00	\$ -	\$ 18,000.00
14	Subgrade Undercutting	Cyd	185	\$ 50.00	\$ -	\$ 9,250.00
15	Concrete Parking Bays	Syd	800	\$ 90.00	\$ -	\$ 72,000.00
16	Valley Gutter	Ft	2020	\$ 40.00	\$ 80,800.00	\$ -
17	Pavement Markings and Signing	LS	1	\$ 10,000.00	\$ -	\$ 10,000.00
18	Traffic Control	LS	1	\$ 80,000.00	\$ 80,000.00	\$ -
CATEGORY 2 - Sidewalks						
19	Mobilization (10%)	LS	1	\$ 57,000.00	\$ 57,000.00	\$ -
20	Sidewalk Removal	Syd	2335	\$ 18.00	\$ 42,030.00	\$ -
21	Station Grading	Sta	12	\$ 5,000.00	\$ 60,000.00	\$ -
22	Aggregate Base	Syd	2800	\$ 15.00	\$ 42,000.00	\$ -
23	Concrete Sidewalk	Sft	17530	\$ 8.50	\$ 149,005.00	\$ -
24	Brick Pavers	Sft	7450	\$ 25.00	\$ 186,250.00	\$ -
25	Concrete Base (Beneath Pavers)	Sft	7450	\$ 4.50	\$ 33,525.00	\$ -
26	Detectable Warning Surface	Ft	260	\$ 100.00	\$ 26,000.00	\$ -
27	Concrete Driveway	Syd	325	\$ 90.00	\$ 29,250.00	\$ -
CATEGORY 3 - Green Stormwater Infrastructure						
28	Mobilization (10%)	LS	1	\$ 32,000.00	\$ 32,000.00	\$ -
29	Rain Garden Curb Fencing	Ft	360	\$ 115.00	\$ 41,400.00	\$ -
30	Rain Garden Plantings	Sft	675	\$ 6.00	\$ 4,050.00	\$ -
31	Rain Garden Soil Mix	Cyd	50	\$ 100.00	\$ 5,000.00	\$ -
32	Shredded Hardwood Mulch	Cyd	9	\$ 90.00	\$ 810.00	\$ -
33	Drainage Structure Removal	Ea	14	\$ 550.00	\$ 7,700.00	\$ -
34	Storm Sewer	Ft	280	\$ 150.00	\$ 42,000.00	\$ -
35	Drainage Structure	Ea	28	\$ 8,000.00	\$ 224,000.00	\$ -
CATEGORY 4 - Street Lighting						
36	Mobilization (10%)	LS	1	\$ 28,000.00	\$ 28,000.00	\$ -
37	Road Lighting (Replace Existing Poles)	Ea	12	\$ 6,000.00		\$ 72,000.00



OPINION OF PROBABLE CONSTRUCTION COST

ORCHARD, HILTZ & McCLIMENT, INC.

1145 Griswold St., Suite 200, Detroit, MI 48226

Telephone: (313) 481-1250

PROJECT: Charlevoix Pedestrian Improvements & Streetscaping
 LOCATION: 150 ft east of Alter to Beaconsfield
 WORK: Curbless road including asphalt milling & paving, concrete parking bays,
 brick pavers, widened sidewalk, green infrastructure, landscaping, lighting.

DATE: February 6, 2024
 PROJECT #: 7508-23-0060
 ESTIMATOR: BW & KH
 CHECKED BY: AB

LINE ITEM	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	ELIGIBLE COST	INELIGIBLE COST
38	Pedestrian Lighting (New Poles and Foundations)	Ea	14	\$ 15,000.00	\$ 210,000.00	\$ -
CATEGORY 5 - Landscaping						
39	Mobilization (10%)	LS	1	\$ 27,000.00	\$ 27,000.00	\$ -
40	Deciduous Street Tree	Ea	32	\$ 800.00	\$ 25,600.00	\$ -
41	Raised Planter	Ea	34	\$ 3,500.00	\$ 119,000.00	\$ -
42	Landscape Plantings	Sft	570	\$ 5.00	\$ 2,850.00	\$ -
43	Planting Soil Mix	Cyd	48	\$ 90.00	\$ 4,320.00	\$ -
44	Shredded Hardwood Mulch	Cyd	7	\$ 80.00	\$ 560.00	\$ -
45	Tree Grates	Ea	32	\$ 3,500.00	\$ 112,000.00	\$ -
46	Irrigation	Sft	1245	\$ 4.00		\$ 4,980.00
CATEGORY 6 - Street Furniture & Amenities						
47	Mobilization (10%)	LS	1	\$ 15,000.00	\$ 15,000.00	\$ -
48	Bike Racks	Ea	25	\$ 1,200.00	\$ 30,000.00	\$ -
49	Benches	Ea	14	\$ 3,000.00		\$ 42,000.00
50	Litter Receptacles	Ea	12	\$ 2,000.00		\$ 24,000.00
51	Bollards	Ea	58	\$ 1,000.00	\$ 58,000.00	\$ -
CATEGORY 7 - Miscellaneous Features						
52	Mobilization (10%)	LS	1	\$ 4,000.00	\$ -	\$ 4,000.00
53	Decorative Screening Fence	Ft	475	\$ 75.00	\$ -	\$ 35,625.00
					ELIGIBLE	INELIGIBLE
SUBTOTAL FOR CATEGORY 1 - Road Work					\$ 217,620.00	\$ 488,375.00
SUBTOTAL FOR CATEGORY 2 - Sidewalks					\$ 625,060.00	\$ -
SUBTOTAL FOR CATEGORY 3 - Green Stormwater Infrastructure					\$ 356,960.00	\$ -
SUBTOTAL FOR CATEGORY 4 - Street Lighting					\$ 238,000.00	\$ 72,000.00
SUBTOTAL FOR CATEGORY 5 - Landscaping					\$ 291,330.00	\$ 4,980.00
SUBTOTAL FOR CATEGORY 6 - Street Furniture & Amenities					\$ 103,000.00	\$ 66,000.00
SUBTOTAL FOR CATEGORY 7 - Miscellaneous Features					\$ -	\$ 39,625.00
CONTINGENCY (20%)					\$ 400,000.00	\$ 100,000.00
					ELIGIBLE	INELIGIBLE
SUBTOTAL OF CONSTRUCTION COST =					\$ 2,231,970.00	\$ 770,980.00
ENGINEERING FEES (25%) =					\$ -	\$ 750,000.00
TOTAL OPINION OF ELIGIBLE/INELIGIBLE COST =					\$ 2,231,970.00	\$ 1,520,980.00
TOTAL OPINION OF PROBABLE CONSTRUCTION COST =					\$	3,752,950.00

Project Goals

Through a comprehensive analysis of the existing conditions and engaging with the community, business owners, City staff, and TIFA members, four project goals were identified to create thriving streetscapes.



Streets for People

Provide public infrastructure that is comfortable and safe for all users.



Community Spaces

Provide opportunities for interactions and gatherings with our friends and neighbors.



Destinations

Create districts that are unique to Grosse Pointe Park.



Strong Businesses

Invest in the City's business districts to support existing businesses and attract new businesses.

Community Engagement



Community engagement is paramount to this plan as streetscapes should capture and reinforce the identity of a community. Grosse Pointe Park is fortunate to have a strong and involved community willing to provide input and feedback. This public guidance was used to shape the recommendations of this plan.

Feedback was obtained through multiple channels.

- Kercheval After 6 Festival
- Charlevoix Street Party
- Online Public Survey
- Corridor walk through with Business Owners

Overall Priorities:

- Pedestrian friendly
- Street Trees, Landscaping, and Green Leisure Space
- Street Lighting

Kercheval Ave. Key Takeaways:

- Family-Friendly
- Restaurants and Dining
- Access demand via parking and biking

Charlevoix St. Key Takeaways:

- Nightlife and socializing
- Safety concerns with visibility at intersections and crosswalks
- A want for this district to blend well with the city's existing charm, but create an identity unique from the Kercheval Business District



Kercheval After 6 Event

Kercheval After 6 - Streetscape Amenities



Type of Amenity	# of Votes
Festive Street (Curb-less)	59
Sidewalk Dining	52
Street Trees & Landscaping	40
Improved & Safer Crosswalks	39
Small Pocket Park	39
Public Art & Gateways	28
Bike Lanes (On-Street)	25
Street Furnishings	21
Street Lighting	13
On-Street Parking	10
Wayfinding/Signage	6
Decorative Pavement	2

The community voted for their top three priority streetscape amenities at the Kercheval After 6 Festival. Curbless “Festive Street”, Sidewalk Dining, Street Trees & Landscaping, Improved Crosswalks, and Small Pocket Parks were the highest priorities.

Kercheval After 6 - Business District Identity

Kercheval

- Emphasis on free parking
- Suggestion to pedestrianize the area due to car focus
- Call for safe sidewalks
- Desire for more noble trees
- Noted attributes: family-friendly, walkable, diverse restaurants and retail
- Request for bike lanes and wider sidewalks
- Appreciation for available amenities such as food and hair salons
- Suggestion for a mix of restaurants and a market
- Additional mention of bike lanes
- Described as somewhat contrived
- Mention of bike/jogging lanes
- Reference to corporate presence
- Enjoyment of dining experiences
- Parking improvement suggested, noted lively atmosphere
- Call for clear parking lines on Lakepointe
- Advocacy for pedestrian prioritization
- Desire for improved street atmosphere during meals
- Recommendation for wider sidewalks with trees and integrated stormwater management



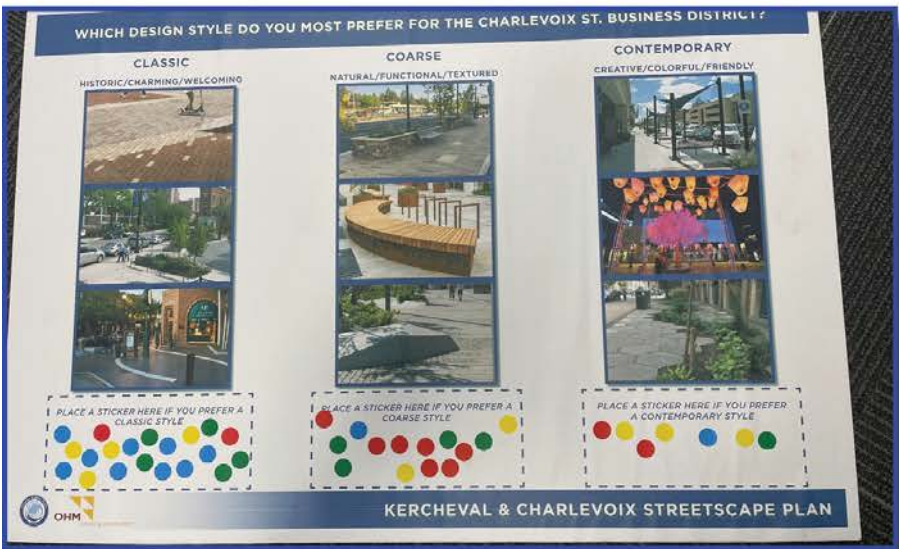
Charlevoix

- Diverse atmosphere
- Call to restore ambulance service
- Concerns about police staffing, budget, safety, and enforcement
- Emphasis on bike lanes for improved mobility
- Need for crosswalks and safer driving conditions
- Parking availability noted
- Enjoyment of socializing with friends, drinks, and fun
- Mention of nightlife, entertainment, and being hip
- Desire for more crosswalks and better enforcement of traffic rules
- Reference to Boca Raton, FL, and a comparison to the "Up North" vibe
- Gritty yet fun atmosphere
- Feedback on the district's car-centric nature, advocating for pedestrian and cyclist prioritization
- Request for striped crosswalks and increased traffic enforcement
- Energized environment
- Home update business presence observed

The residents were encouraged to write down words and sentiments that they feel define the identities of each business district. A summary is provided above and the highlighted words stand out as reoccurring themes.

Charlevoix Street Party

Which design style do you prefer for the Charlevoix St. business district?

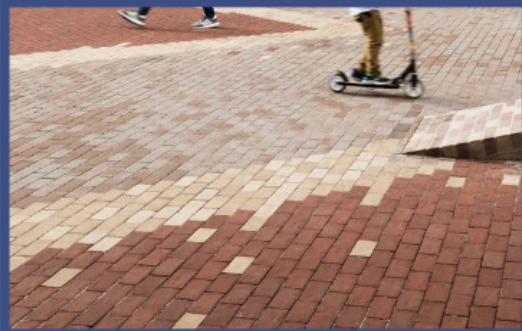


Design Style	# of Votes
Classic	20
Coarse	14
Contemporary	7

At the Charlevoix Street Party engagement, a focus was put on identifying what design style the community wants to see along Charlevoix Street. Each person was asked to vote for one style. It is clear that the Classic style that the City already displays is important, but different designs should be blended in to provide Charlevoix Street with a unique identity.

CLASSIC

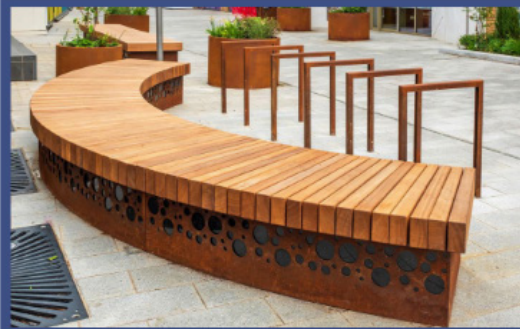
HISTORIC/CHARMING/WELCOMING



20 Votes

COARSE

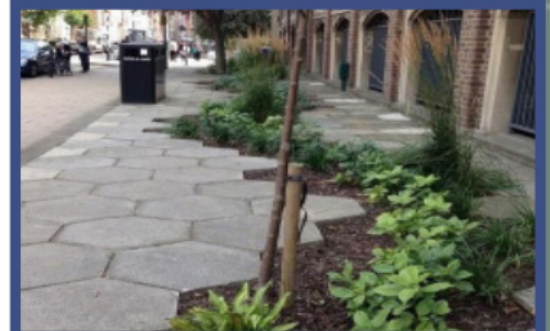
NATURAL/FUNCTIONAL/TEXTURED



14 Votes

CONTEMPORARY

CREATIVE/COLORFUL/FRIENDLY



7 Votes

Online Survey

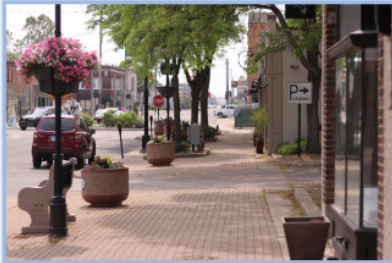
To encourage residents to take the online survey, flyers were distributed at both the Kercheval After 6 and the Charlevoix Street Party. The survey was also posted to social media on September 15 and closed on October 2. The survey had 119 responses.

TAKE THE SURVEY!

KERCHEVAL & CHARLEVOIX STREETScape PLAN

We want to hear from you! Your feedback is needed to help inform streetscape improvements in the Kercheval and Charlevoix Business Districts

Kercheval



Charlevoix



Participate in our quick online survey by scanning the QR Code or visiting <https://arcg.is/OGKbbe1>



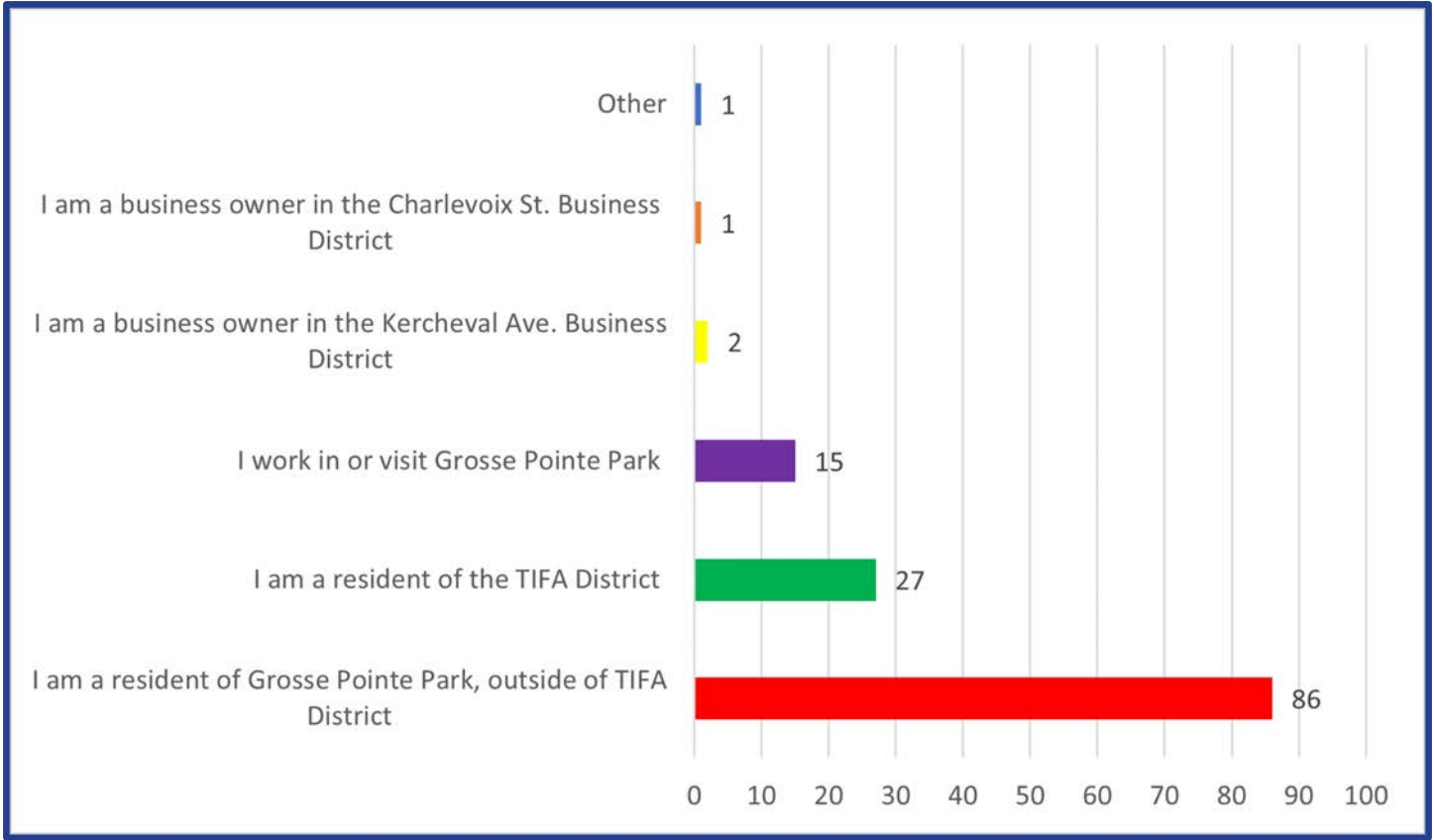
Scan Me!



TAKE THE SURVEY!

Online Survey | Q1

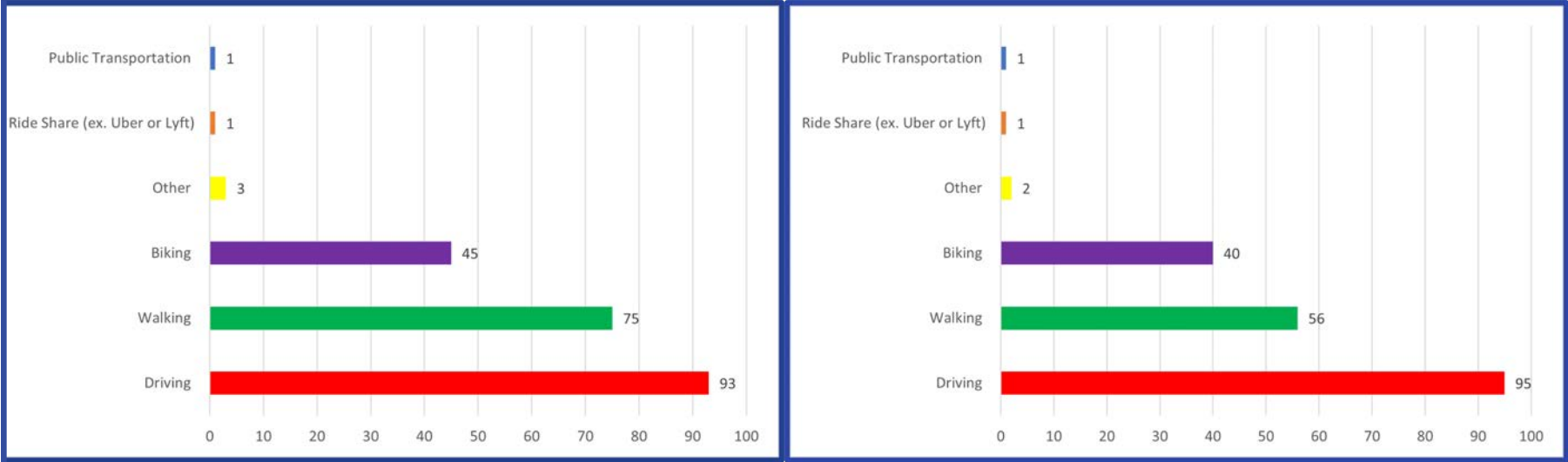
Are you a resident, business owner, or work in GPP?



Survey takers were allowed to select more than one response. All but three responses indicated they were a resident of Grosse Pointe Park.

Online Survey | Q2 & Q3

How do you typically access the businesses?



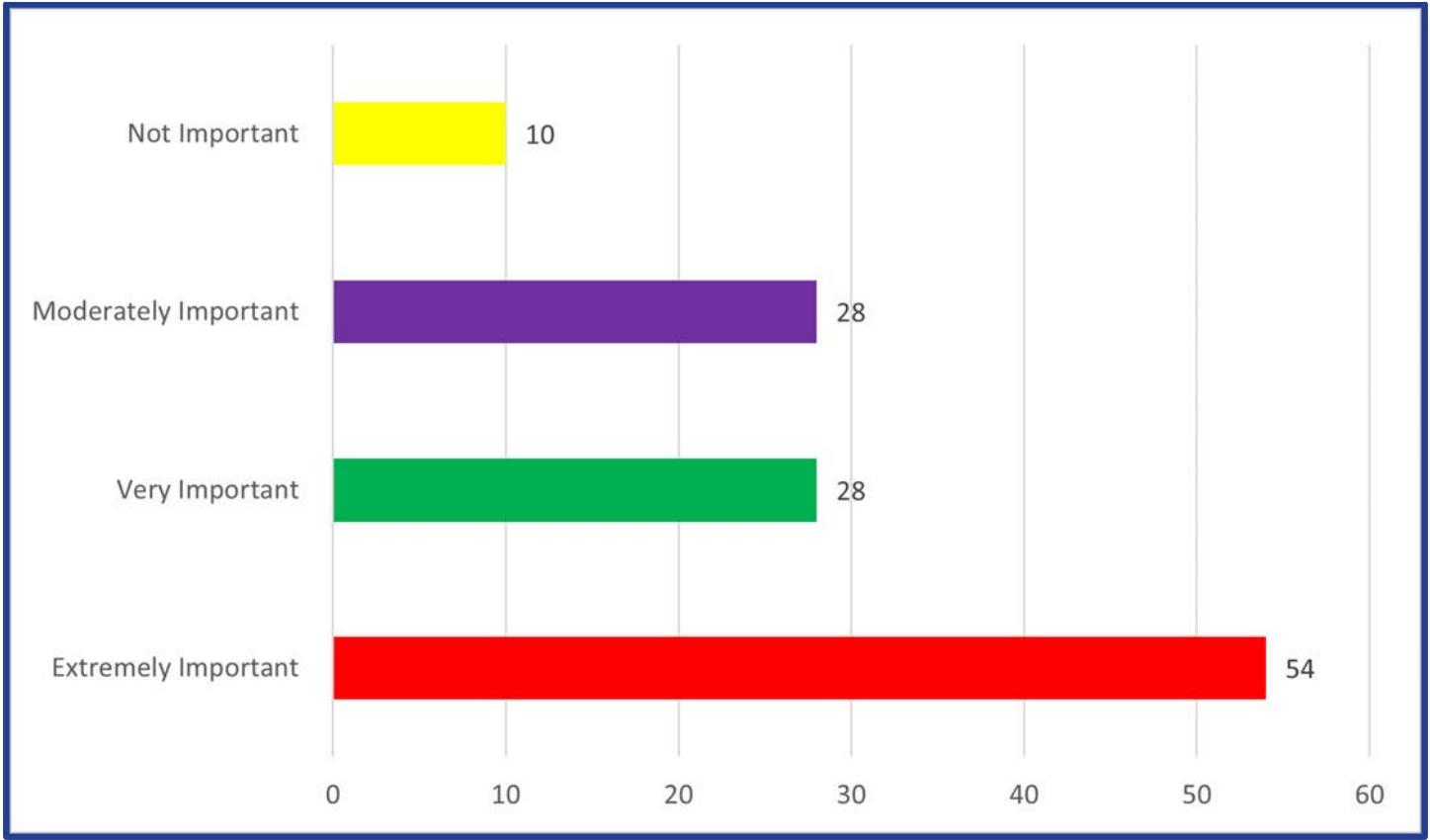
Kercheval Ave.

Charlevoix St.

The survey results for both Charlevoix St. and Kercheval Ave. were similar in that they showed biking, walking, and driving as the primary types of travel to businesses; Driving being the most common mode.

Online Survey | Q4

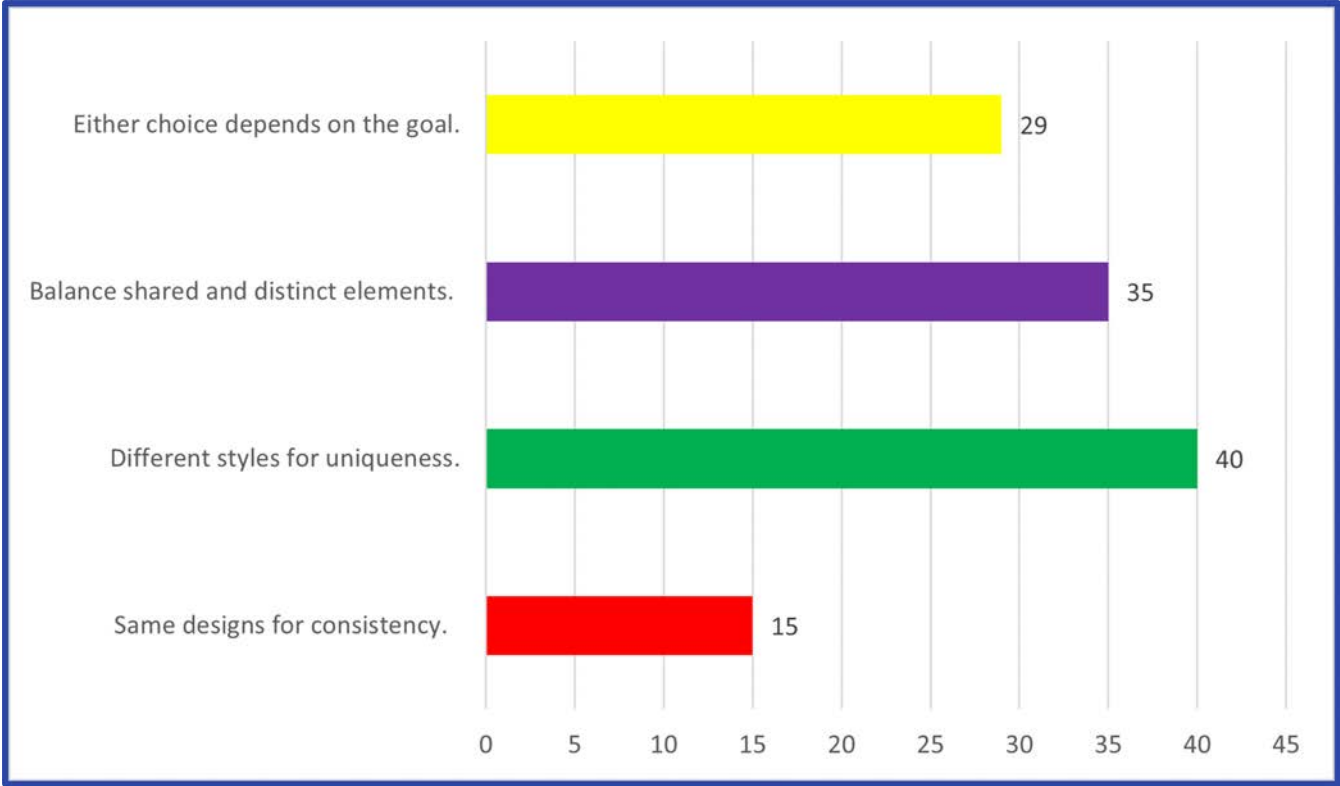
How important is it to have green stormwater infrastructure in the streetscape designs?



The survey respondents indicated that they find importance that green stormwater infrastructure is incorporated into the streetscape design.

Online Survey | Q5

Should Kercheval Ave. Business District and Charlevoix St. Business District share similar design elements for a cohesive look, or should they have distinct styles to create two unique areas?



The survey respondents ultimately casted higher votes for uniqueness within each corridor. However, balance shared and district elements took a close second.

Online Survey | Q6 & Q8

What words best describe the character and identity?



Kercheval Ave

The public responded commonly with words such as family, charming, walkable, and friendly when describing the character and identity for Kercheval Avenue.

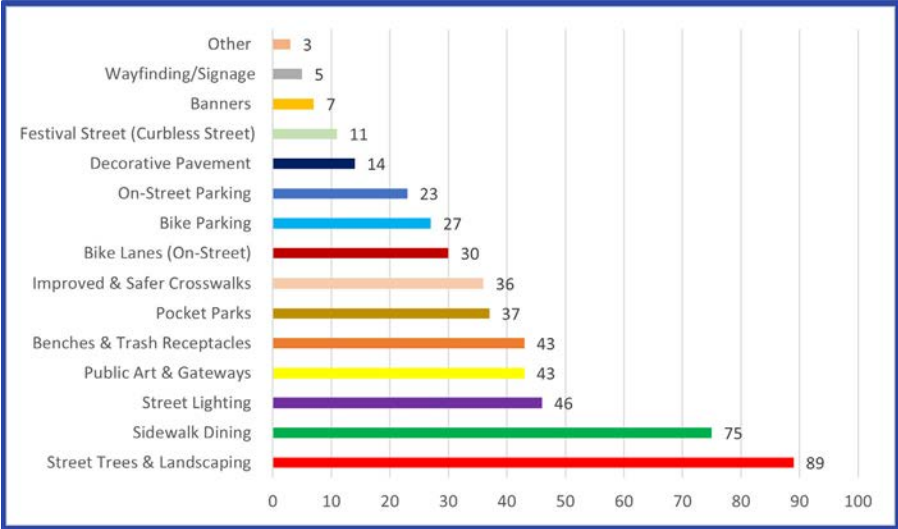


Charlevoix St

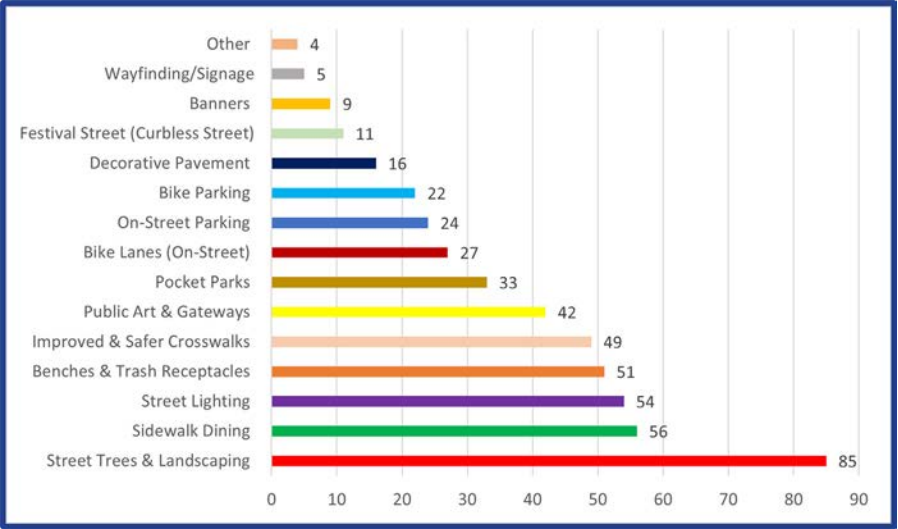
The public responded commonly with words such as business, nightlife, young, and bars when describing the character and identity for Charlevoix Street.

Online Survey | Q7 & Q9

Which top four streetscape elements would you like to see?



Kercheval Ave



Charlevoix Ave

Respondents voted for more street trees and landscaping as the top priority along both corridors. Sidewalk dining, street lighting, public art/gateways and benches/trash receptacles were also in demand for both streets.

Online Survey | Q10

What potential opportunities and challenges do you foresee in implementing streetscape enhancements in the Kercheval Ave. and Charlevoix St. Business Districts.

CHALLENGES



- **Physical**
 - Limited Space
 - Parking
 - Vehicle Speeds & Visibility
- **Management**
 - Construction Timeline
 - Maintenance
 - Cost
- **Business Responsibilities**
 - Filling Inactive Storefronts
 - Business Diversity & Hours
 - Maintaining Properties

OPPORTUNITIES



- **Vibrancy & Business Patronage**
 - Pedestrian-Friendly Infrastructure
 - Beautification
 - Expanding Shopping & Dining Options
- **Engaging with Neighbors**
 - More Festivals & Events
 - Outdoor Dining
 - Public Spaces

Streetscape Recommendations



Charlevoix Street

Overall Concept

With the four goals in mind, the proposed work includes:



Streets for People

- Wider Sidewalks
- Shorter Crosswalks

- Widen sidewalks to 8 ft wide
- Construct intersection bumpouts to narrow crosswalks
- Narrow vehicle lanes from 12 ft to 11 ft
- Relocate or replace pedestrian streetlights to make a clear 8 ft wide sidewalk



Community Spaces

- Curbless Street
- Sidewalk Dining

- Mill and overlay the road
- Provide a curbless road for improved accessibility and flexibility
- Upgrade site furnishings



Destination

- Trees & Greenery
- Decorative Lighting

- Install string lights similar to Kercheval Ave.
- Replace DTE streetlight poles with more decorative poles. Save foundations and wiring
- Plant new and more trees and landscaping with irrigation



Strong Businesses

- An active and flexible streetscape

- The implementation of the proposed work will contribute to strong businesses, as the streetscape will become more unique, flexible, and accommodating for residents/visitors.

Charlevoix Street

Overall Concept



Bike Rack



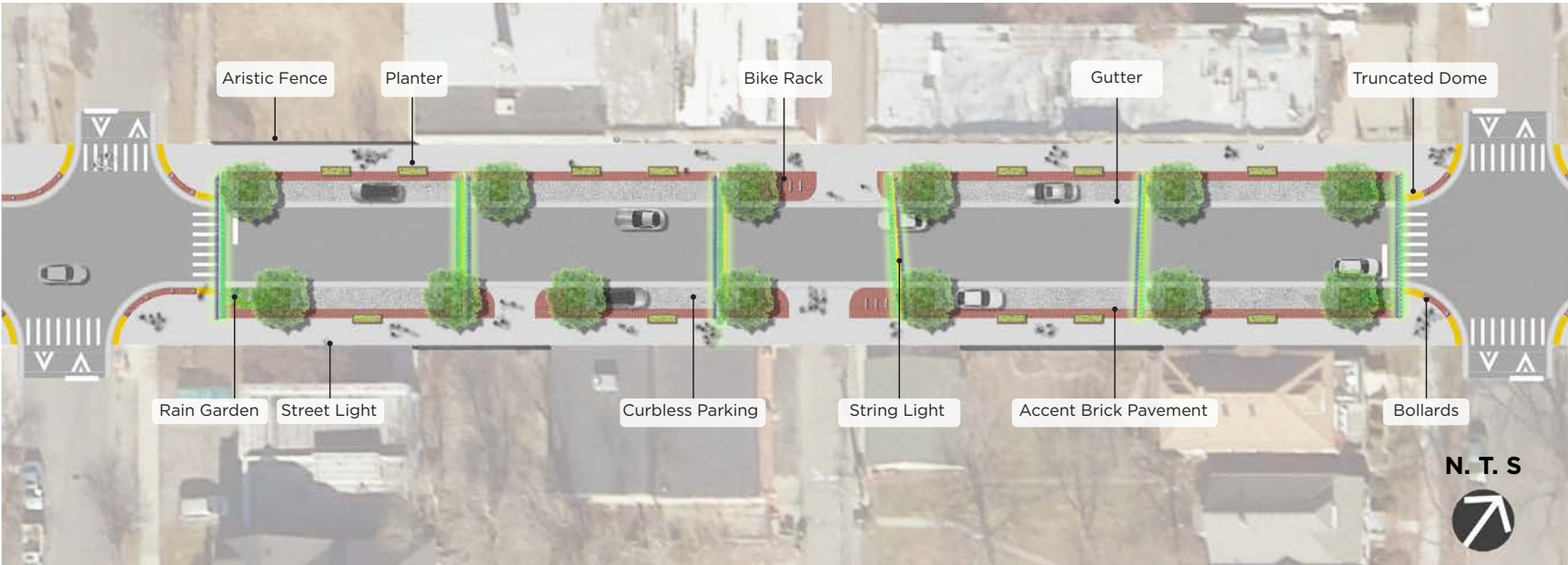
Planter



Curbless Parking



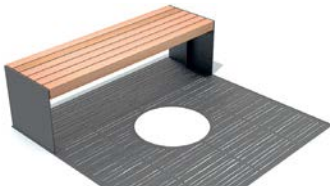
Rain Garden



Artistic Fence



Bench & Tree Grate



String Lights

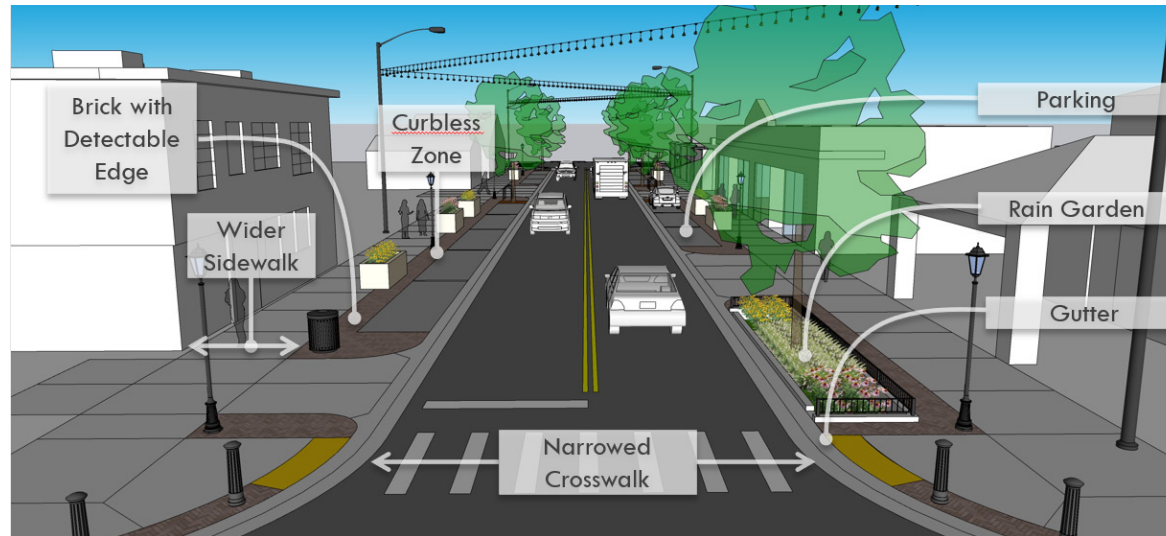


Active Streetscape



Charlevoix Street

Overall Concept



Charlevoix Street

Curbless

A curbless street is formed by eliminating the curb between the road and sidewalk, prioritizing pedestrians and bicyclists over cars and trucks. This design not only enhances accessibility for individuals with mobility challenges, but also signals to drivers that the area is a destination rather than merely a thoroughfare.

A second benefit of curbless allows for flexibility in how the road is used. Businesses can more easily use the parking area in front of their building and the entire street becomes more functional when closed for events.

Safety is the highest priority in any road and streetscape design. Aside from standard marking and signs, the sidewalk and the road will be delineated in multiple ways to prevent any confusion for drivers. This ways include landscaping, colored and textured pavements, street lights, signs, and other utilities. The pavement between the parking lane and the sidewalk will be a different color and feature a “detectable edge” that will be perceptible both underfoot and with walking canes.



A recently constructed curbless street in Ann Arbor, MI.

Charlevoix Street

Trees & Landscaping

In its current state, the Charlevoix St. corridor has a limited amount of greenspace incorporated into the existing streetscape. There are green “spaces” along the corridor, however these are private spaces that are adjacent to and not integrated within the corridor. The proposed landscape plan looks to change this by introducing raised planters into the sidewalk areas and positioning tree plantings in line with the parallel parking areas. These raised planters will provide relief from the “flat” sidewalk areas and also provide some protection to adjacent parking areas. Plantings will be hardy for the urban Michigan environment, but also ornamental in color and texture.



Examples of different planting styles.

Charlevoix Street

Lighting

Street lighting was considered a high priority during the community engagement. Grosse Pointe Park is already well known for its decorative lighting throughout the TIFA district, from lanterns and porch lights on the houses to string lights and holiday lights in the commercial districts. Charlevoix St. will continue this theme.

The decorative pedestrian lighting currently obstructs the sidewalks. It will be removed and relocated or replaced near intersections and along the “step-out” space between the parking lane and sidewalk. The overhead road lighting is also proposed to be replaced with more decorative poles. String lights will be connected to the road lights similar to Kercheval Ave.



Examples of overhead string lighting.

Charlevoix Street

Fencing & Screening

Unique and decorative fencing or screening is suggested along vacant and private areas along the corridor. The intent of this is two-fold: 1) to keep the activity and energy within the corridor, and 2) to offer a unique and artistic identity to the corridor. Fencing and screening opportunities include custom fencing, painted murals, and/or bollards with themes/designs that are unique to the Charlevoix St. corridor and Grosse Pointe Park as a whole.



Examples of decorative and screening fence.



Bike Rack



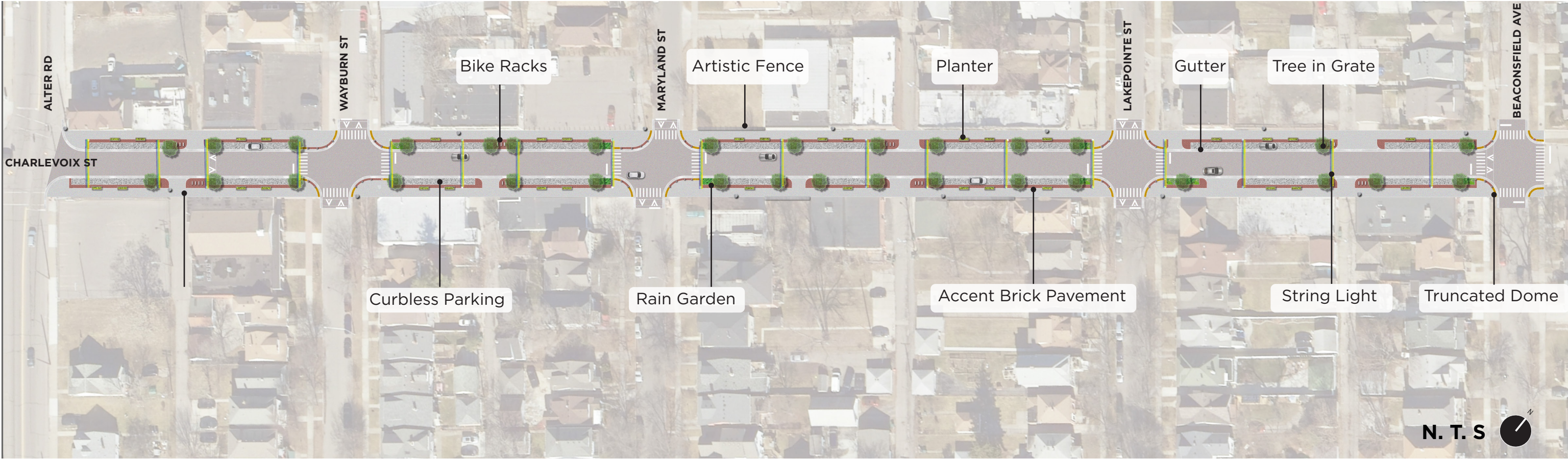
Planter



Curbless Parking



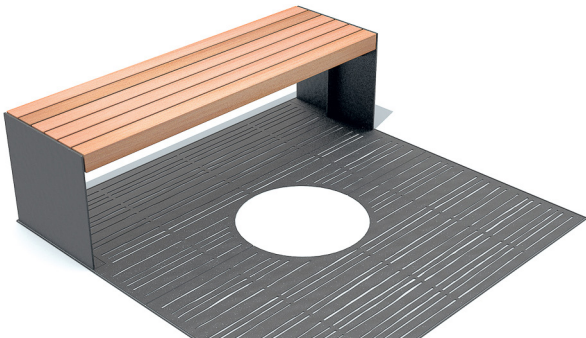
Rain Garden



Artistic Fence



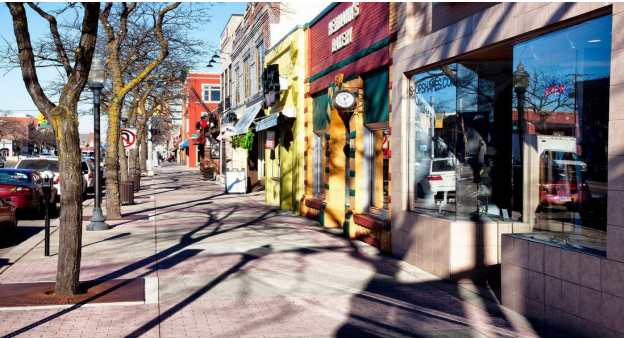
Bench & Tree Grate



String Lights



Active Streetscape







CITY COUNCIL MEETING

DATE: February 12, 2024

SUBJECT: Marina Repairs and Upgrade

SUMMARY: The Windmill Pointe Marina is in significant need of repair and upgrade.

High water levels required wooden risers to be constructed in order for safe access to boats as the concrete piers were underwater. The risers were only a temporary solution until the water levels receded. Now that they have, it has become difficult for boaters to be able to get on and off of their boats. The risers also present a trip hazard, which is a safety concern and the current PEX line plumbing also creates a trip hazard as they are on top of the risers.

In 2018, the current water line system for the marina received significant damages due to high water levels and freezing that busted a majority of the galvanized lines. A temporary solution was put in place by installing PEX lines until a long-term solution was decided. Unfortunately, the current lines have outlived their projected lifespan and need to be replaced. Also, in order to get those temporary lines put in place before the marina opened, they were placed on the top of the concrete piers, which ultimately resulted in them being placed on top of the wooden risers and continuing to create a safety concern as a trip hazard. New temporary lines would be installed on each side of the main piers, except for pier 1.

The interior seawall of the main pier is in serious need of repainting. The seawall protects the boaters in the marina. The majority of the seawall is rusted, and the paint is peeling. The seawall is in need of high pressure power washing, primer, and new paint. It has been over 8 years since the interior seawall was painted.

The marina also has over 400 rub rails that are in need of repair or replacement. Parks and Recreation staff have not been able to keep up with or have had the required skill set to make the necessary repairs and replacements over the last 3–4 years, thus the large number of rub rails that need to be addressed. The loose and missing rub rails are also a major safety concern if not addressed. They protect boats from rubbing against the concrete finger piers and causing damage and are also helpful for boaters getting on and off their boats.

This work in the marina is long overdue and is important to get done before the start of the 2024 boating season. Safety, daily operations, and overall esthetics are the main focus moving forward in the marina.

FINANCIAL IMPACT: Riser removal:

Company A = \$16,300.00 Brosnan Builders *recommended

Company B = \$18,750.00 ASW Detroit

Company C = \$32,300.00 James J. Leamon

Pex line replacement:

Company A = \$10,272.00 CSI Labor only, + \$11,000.00 materials (City purchase) = \$21,272.00 *recommended

Company B = \$24,370.00 Bison Plumbing

Company C = \$28,500.00 Edwards Plumbing & Heating, Inc.

Interior Seawall painting:

Company A = \$26,520.00 SPS Paint *recommended (in good standing with Grosse Pointe Farms marina for over 17 years)

Company B = \$25,550.00 Brosnan Builders

Company C = \$40,000.00 ATC Painting LLC

Company D = \$170,000.00 Atsalis Bros. Painting

Rub rail repair/replacement:

Company A = \$24,862.00 Bayside Marine (labor only) + \$10,300.00 materials (City purchase) = \$35,162.00

Company B = Brosnan Builders (no bid submitted)

Company C = Reached out to multiple contractors. No interest in work.

The marina has \$50,000.00 in the budget to assist with these projects and will be requesting \$55,000 in addition from the Marinas fund balance

RECOMMENDATION: Motion to approve repairs and upgrades not to exceed \$105,000 and resolution to amend the FY 23-24 budget

PREPARED BY: Chad Craig, Parks & Recreation Director



Architectural Salvage Warehouse of Detroit
5110 Bellevue
Detroit, MI 48211
www.aswdetroit.org

BILL TO
Chad Craig
City of Grosse Pointe Park

INVOICE 4859

DATE 01/31/2024 **TERMS** 50% Deposit,
Balance on Completion

DUE DATE 01/31/2024

PROJECT
Marina Riser Removal

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Deconstruction Deconstruction and salvage of risers installed at Windmill Pointe Park Marina. Includes all labor tools and equipment necessary to remove and transport to ASWD for reuse, approximately 388 sections of risers, including risers at walkways, piers and finger piers. Estimate 2.5 weeks to complete.	1	18,750.00	18,750.00

All sales are final. No refunds or exchanges. Items are sold as is. Merchandise is to be taken at the time of sale or can be held up to 7 days with approval. After 7 days the merchandise is considered donated back to ASWD unless prior arrangements are made.

Please be aware that items salvaged may contain hazardous substances and proper precautions must be taken when handling or reworking these materials.

All deposits are non-refundable. Deposits on held merchandise must be paid in full and picked up within 7 days.

Executive Director: Chris Rutherford,
313-492-6143
crutherford@aswdetroit.org

TOTAL DUE

\$18,750.00

Thank you for your purchase and continued support of ASWDetroit!



JAMES J. LEAMON
LANDSCAPE DESIGN & CONSTRUCTION

Estimate

Date	Estimate #
1/26/2024	83

Name / Address
City Of Grosse Pointe Park 15115 E. Jefferson Grosse Pointe Park, Mi 48230

			Project
			<i>MARINA</i>
Description	Qty	Rate	Total
Labor, materials, equipment and rubbish removal DOCK#1		2,800.00	2,800.00
" DOCK#2		11,755.00	11,755.00
" DOCK#3		4,100.00	4,100.00
" DOCK#4		7,600.00	7,600.00
" DOCK#5		4,720.00	4,720.00
" LAWN DOCKS		1,325.00	1,325.00
		Total	\$32,300.00

Signature _____

Brosnan Builders

15210 Charlevoix St.
Grosse Pointe Park, MI 48230
(313) 778-6176
Brosnanbuilders@gmail.com
www.brosnanbuilders.com



Estimate

ADDRESS
City of Grosse Pointe Park
14920 Windmill Pointe
Grosse Pointe Park, Mi

ESTIMATE 1914
DATE 02/07/2024

DATE	DESCRIPTION	AMOUNT
	Labor Remove all riser decking from main piers and finger piers in docks 2,3,4, and 5 to expose original concrete piers. Dispose of all unwanted wood decking.	16,300.00

*Total amount reflects the cost of labor and materials. Payment is due in full upon completion. Thank you.

TOTAL

\$16,300.00

Accepted By

Accepted Date



Chris's Sewer Inspection
33855 Harper Ave
Clinton Township, MI 48035 US
586-879-9407
christheplumber23@yahoo.com
<https://www.seweroscopy.com>

Estimate

ADDRESS

15115 E Jefferson Ave
15115 E Jefferson Ave
Grosse Pointe Park, MI 48230
USA

ESTIMATE #	DATE	
2272	11/30/2023	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	15115 E Jefferson Ave - Water Line(s) Replacement	We will remove all 1" PEX water lines and water feeds to all the docks. We will install all new 1" PEX and then wrapping around the front of the docks and adding new sillcocks on the opposing side of docks. Lines will all be strapped properly and underneath the docks (so there is no trip hazards). We will also be adding approx. 30 more new sillcocks. *IF BID IS ACCEPTED, WE CAN MAKE A MATERIAL LIST FOR YOU GUYS TO PURCHASE ALL OF THE MATERIAL. THIS PRICE ABOVE IS LABOR ONLY* *CSI requires 1/2 down to schedule the work, and the final 1/2 is due upon completion* *THIS BID/ESTIMATE IS ONLY VALID FOR 30 DAYS*	1	10,272.00	10,272.00

TOTAL

\$10,272.00

Accepted By

Accepted Date

Thank you!

25780 Ryan Rd
Warren MI 48091
(586) 754-4281,
Bisonplumbing@gmail.com

Estimate

ESTIMATE #	1031142389
DATE	
PO #	

CUSTOMER
City of Grosse Pointe Park Tom Fraser 14920 Windmill Pointe Drive Grosse Pointe Park, MI, 48230 (586) 531-8636 (201) marina@grossepointepark.org

SERVICE LOCATION
City of Grosse Pointe Park 14920 Windmill Pointe Drive Grosse Pointe Park, MI, 48230 (586) 531-8636 (201) marina@grossepointepark.org

DESCRIPTION	Install Pex line and hose bibs supplied by the customer along 5 piers ***Lines to be installed to prevent any trip hazards. They will be ran thru wood skirts of dock ramps and hung from steel girders where applicable. We will use customer provided unit strut to fasten line to the side of the pier where possible*** Hose bibs are to be placed according to customer specs Adapt to the main pump trunk line at the end of each pier Customer to supply ALL PARTS : Including but not limited to 1' and 1/2" PEX pipe and required fittings, valves, uni-strut and 1" pex clips, Fastener's/ Tap-cons, etc...any materials purchased by Bison will be added to the final invoice Warranty offered is to cover our labor only and excludes any parts and any damage caused to the system due to the environment
--------------------	---

Estimate

Description	Qty	Rate	Tax	Total
Service fee Service Charge	1.00	\$55.00	\$0.00	\$55.00
Waterline installation Install Pex line and hose bibs supplied by the customer along 5 piers Hose bibs are to be placed according to customer specs Adapt to the main pump trunk line at the end of each pier Customer to supply ALL PARTS : Including but not limited to 1" and 1/2" PEX pipe and required fittings, valves, uni-strut and 1" pex clips, Fastener's/ Tap-cons, etc...any materials purchased by Bison will be added to the final invoice	1.00	\$24,315.00	\$0.00	\$24,315.00
Permits Permit fees...NO permit should be required for this project, however is one	1.00	\$0.00	\$0.00	\$0.00

is required the cost of the permit will be added to the final job cost				
Warranty (1 year/ 12 months) Warranty offered is to cover our labor only and excludes any parts and any damage caused to the system due to the environment	1.00	\$0.00	\$0.00	\$0.00
Disclaimer Bison will perform all the work described in a professional manner. If we find that there is additional work needed to adapt to the existing plumbing or any unforeseen circumstance arise there maybe additional cost not accounted for within this job description. We will present the extra work needed and the associated cost to the customer for approval and proceed accordingly.	1.00	\$0.00	\$0.00	\$0.00
Disclaimer Bison Plumbing is not responsible for any repair or replacements to concrete, grass, landscaping underground unmarked electrical, sprinkler system, brick pavers, invisible fences, tree removal or replacement, etc.	1.00	\$0.00	\$0.00	\$0.00
Disclaimer of customer supplied items Customer is fully repsonsible to check fully the finish and final look of all fixtures and faucets provided. Bison Plumbing holds NO responsibility for scratches, dents, blemishes, defects, etc.... on any customer supplied item. If the prople is discovered during or after installation of the item additional cost	1.00	\$0.00	\$0.00	\$0.00
Notes ***Lines to be installed to prevent any trip hazards. They will be ran thru wood skirts of dock ramps and hung from steel girders where applicable. We will use customer provided unit strut to fasten line to the side of the pier where possible***	1.00	\$0.00	\$0.00	\$0.00
Payment schedule Payment due in full upon completion	1.00	\$0.00	\$0.00	\$0.00

CUSTOMER MESSAGE
Thank you for choosing Bison Plumbing. We look forward to working with you..

**Estimate
Total:**

\$24,370.00

Payments: All payments are due upon completion of work described unless otherwise noted and authorized. Payments in the amount of \$999.00 or more are subject to 3% charge if being paid by credit or with debit card. Please make all checks out to Bison Plumbing. If paying cash, please remit exact amount as our service techs do not carry cash. Billing accounts do not require a signature. Overdue payments will bear interest at the maximum legal permissible rate. Contractor may keep the job idle until all payments due are received. Failure to make payment within five (5) days of the due date is a material breach of this Contract and shall entitle contractor to cease any further work. Contractor shall have the right to stop work if any payment shall not be made, when due to contractor under this contract.

Discounts. All coupons and or discounts must be presented immediately once proposal is agreed upon there are NO applicable discounts granted. All discounts, rebates, and refunds must be approved by office in writing prior to being honored.

FINANCING IS AVAILABLE (please contact our office for details)

Excavation disclaimer. There may be substantial dismantling of landscaping, lawn, driveway, patio-steps, fencing, sprinkler systems, underground low-voltage lighting, etc. Bison holds NO responsibility to repair, replace or restore said items due to accessing work area or completing repairs needed

Drain clearing, cleaning and inspection: Customer agrees by contracting Bison Plumbing to clear, clean or inspect waste or storm systems that Bison holds NO responsibility to the existing condition of system before, during or after the process of maintaining or inspecting line and customer fully agrees if Bison's equipment is lodged, broken or un-retrievable within system the cost to access and repair system is sole responsibility of customer and customer assumes full responsibility to have equipment returned to Bison in a timely manner if someone other than Bison accesses system for repairs and retrieves Bison plumbing property.

Discovery Disclaimer. Bison Plumbing is not responsible for any repair or replacement of walls, wallcovering, floors, flooring or ceiling; or any structure, including but not limited to; brick, vinyl, stone, or wood; any trees, landscaping, grass, driveways, sidewalks needed to be removed or damage to perform work or changes in work.

Change in work. Should the Customer, Owner, construction lender, or any public body or inspector direct any modification or addition to the work covered by this contract, the contract price shall be adjusted accordingly. Contractor shall promptly notify the Customer of (a) latent physical conditions at the site differing materially from those indicated in the contract, or (b) unknown physical conditions differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this contract. Customer as added work shall pay for any expenses incurred due to such conditions. Failure to have written authorization shall not be deemed fatal to the collection of the extra work. Pictures may be used to determine the changes in the work which would require additional sums of money due and owing to either party. Text messages, e-mails & pictures may be used to show notification to the customer of the latent physical conditions and unknown physical conditions differing materially from those ordinarily encountered as set forth in sub-paragraph a-b of this paragraph. Bison shall be granted the opportunity to repair ANY defect claimed by customer. If said defect was not contractors fault customer shall pay for said repairs. If Bison is successful in pursuit of any legal remedy, customer shall pay Bison's attorney fees for said remedy. Any additional work will be added to proposal and/or invoice as needed.

Permits. Permit costs will be added to proposal and/or invoices as needed.

Contractors Responsibility and Limited Warranty. Contractor agrees to furnish the materials for the project and complete the work in a professional manner. All material furnished under this Contract shall be construction grade and meet industry standards. Where brand names have been specified, Contractor may select substitutes when such substitutions are due to unavailability or other circumstances beyond Contractor's control. All substitutions shall be consistent in quality and character to the selections previously specified. The liability of the Contractor for defective materials and or installation and hereby limited to the replacement or correction of said defective material and or installation, and no other claims, or demands whatsoever shall be made upon or allowed against the Contractor. This limited warranty extends only to owner and is not transferable. There are no other warranties either expressed or implied which extend beyond this paragraph.

Liners. Liners are installed with 25 yr. warranty, however if a liner is to fail in process of installation or within warranty period conventional excavation may be required to repair at which point cost of excavation, and any restoration to residential or city property will be sole responsibility of customer and Bison will only be responsible for cost of material and cost of labor only to install material. This includes any structures, roads, sidewalks, trees, landscaping, flooring, decks, grass, etc.....

Customers Property. It is the Customers responsibility to remove or protect any personal property including, but not limited to, flooring, floor coverings, carpets, walls, drywall, plaster, drapes, ceilings, furniture, driveways, porches, sidewalks, lawns, and shrubs, and Contractor will not be held responsible for damages or loss of said items.

Termination. The Contractor may terminate this agreement with or without cause for any reason at any time upon written notice by either email or regular mail. The Contractor may terminate this agreement immediately in the event that a Petition is filed by the Customer in the United States Bankruptcy Code, or the Customer becomes insolvent or is unable to pay the Contractor price as it becomes due.

Michigan construction lien Act. The contractor has a right to a construction lien on the interest of the owner and/or lessee in the residential structure

That a residential builder or a residential maintenance and Alteration contract is required to be licensed under article 24 of the occupational code, 1980 PA 299, MCL 339.2401 to 339.2412. That an electrician is required to be licens Under the electrical administrative act, 1956 PA 217, MCL 338.881 to 338.892. That a plumbing contractor is require To be licensed under the state plumbing act, 2002 PA 733, MCL 338.3511 to 338.3569. That a mechanical contractor is required to be licensed under the Forbes mechanica contractors act, 1984 PA 192, MCL 338.971 to 338.988.

The Customer acknowledges that the property for which they reside and have contracted for an improvement is an individual residential condominium unit or a residential building containing not more than two residential units in which the owner or lessee is currently residing or in which the Customer has an owner or lessee is currently residing and will reside upon completion of the improvement

The contractor shall provide the homeowner with a notice of Furnishing within twenty (20) days of supply and labor materials. Additionally, the Contractor shall provide a Sworn Statement at the time payment is requested.



EDWARDS PLUMBING & HEATING, INC. Invoice for
service due

Estimate 213665118
Job 213654699
Estimate Date 11/4/2023
Customer PO

Billing Address

Tom Fraser
14920 Windmill Pointe Drive
Grosse Pointe Park, MI 48230 USA

Job Address

Tom Fraser
14920 Windmill Pointe Drive
Grosse Pointe Park, MI 48230
USA

Estimate Details

Water line repipe: Pump- 61 yards
Dock 1- 72 yards.
Between docks 50 yards, 30 yards
Dock 2- 105 yards
Dock 3- 150 yards
Dock 4- 190 yards
Dock 5- 228 yards
886 yards total- 2658 feet of 1 inch pex
Remove all the pex from all 5 docks and run all new 1 inch pex. Roughly 2800 feet.
Reuse existing hose spigots at all the docks. Will add 10 new hose spigots. Mostly along dock 4.
Run all new pex under or through each dock.
Secure all the pex lines to the dock to avoid any tripping hazards.
Test for leaks.

Task #	Description	Quantity	Your Price	Your Total
water line	Replacement or repair of water pipe	1.00	\$28,500.00	\$28,500.00
			Sub-Total	\$28,500.00
			Tax	\$0.00
			Total	\$28,500.00

Please remit to 21919 Telegraph Rd. Brownstown Mi 48183

I agree that initial price quoted prior to start of work does not include any additional or unforeseen tasks, nor materials which may be found to be necessary to complete repairs or replacements. I also agree to hold Edwards Plumbing and Heating, Inc. or its assigns harmless for parts deemed, corroded, unusable for completion of stated work to be done. I hereby authorize Edwards Plumbing and Heating, Inc. to perform proposed work and agree to all agreement terms and conditions and further acknowledge that this invoice is due upon receipt. A monthly service charge of 1.5% per month will be added after 30 days.

Credit Card Payment Authorization

Please pay total due amount. Thank you.

Print Name below as it appears on credit card

Payment Type _____	Credit Card # _____	EXP _____	CVC _____
Name on card _____	Signature _____		

Remit to:

Amount Due: \$28,500.00

EDWARDS PLUMBING & HEATING, INC. Invoice for service due

Terms and Conditions

Customer accepts full responsibility for the prompt payment of all sums due Edwards Plumbing & Heating, Inc. ("Edwards") under this Agreement, even if customer intends to obtain reimbursement from others. Edwards shall be entitled to finance charges at the rate of 1.5% per month on any unpaid balance. Customer Shall Reimburse for any collection costs, including attorneys' fees, reasonably incurred to collect any unpaid charges.

This proposal and its specifications shall not be altered or modified except by written agreement between the customer and Edwards. Verbal understandings and agreements with representatives of Edwards shall not be binding.

Edwards is not responsible for the following:

1. Damage to the customer property caused by exposing and gaining access to plumbing and drainage systems.
2. Additional plumbing, HVAC, or Remodeling work beyond that specified in this estimate and proposal, including, but not limited to, that which maybe required because of the preexisting code violations or additional work revealed to be necessary as a result of performing the specified work.
3. Any repairs, installation, removal or replacement relating to non-plumbing, hvac, or remodeling items or activities, including, but not limited to, concrete, paving, asphalt, slabs, sidewalks, driveways, patios, pools, shrubbery, lawns, fences, electrical wiring and fixtures, painting, decorations, plastering, drywall, brick, stonework, extension walls, steel or other framework.
4. Damage caused to customer's plumbing system by sewer and drain cleaning equipment when such is caused by preexisting defects or deterioration.
5. CONSEQUENTIAL OR INCIDENTAL DAMAGES.

Limited Service Warranty

Any warranty given by Edwards will only be as stated on invoice and covers Edward's material and workmanship only. Edwards is not responsible for damage caused or repairs necessitated by circumstances or conditions now within its control. The stated period of warranty commences upon installation or repair. THIS LIMITED WARRANTY IS THE ONLY WARRANTY WE GIVE. IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND ABITABILITY ARE EXCLUDED.

Customer agrees that under any warranty given by Edwards, its liability under this warranty is limited to repair, or replacement work, or refund of customer's money, at Edwards sole discretion. Under no circumstances will Edwards be responsible for property damage resulting from drains which become clogged or obstructed or from plumbing work which fails during the agreed-upon warranty period.

A plumbing contractor is required to be licensed under the state plumbing code act, 2002 PA 733,

MCL 338.3511 to 338.3569. Edwards Plumbing & Heating, Inc.'s plumbing license number is 8003082. Mechanical license number is 7115370.

Commercial · Residential · Interior · Exterior · Decks · Boats

To:
marina@grossepointepark.org
14920 Windmill Pointe Dr.
Grosse Pointe Park, MI 48230
(313) 822-2812 ext. 201

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Brosnan Builders

15210 Charlevoix St.
Grosse Pointe Park, MI 48230
(313) 778-6176
Brosnanbuilders@gmail.com
www.brosnanbuilders.com



Estimate

ADDRESS

City of Grosse Pointe Park
Attn: Chad Craig
14920 Windmill Pointe Dr.
Grosse Pointe Park, Mi

ESTIMATE 1851
DATE 05/14/2023

DATE	DESCRIPTION	AMOUNT
Labor	Scrape and grind off flaking paint from metal sea wall on pier. Apply primer where needed on rusted metal	8,500.00
Paint	Apply two coats of all surface enamel metal paint to inside of metal pier at approx. 4,000 sq. ft.	17,000.00

*Total amount reflects the cost of labor and materials. A down payment of \$12,000.00 is due at the start of the project with the balance of \$13,500.00 due upon completion.

TOTAL

\$25,500.00

Accepted By

Accepted Date

ATC PAINTING LLC

ANDREW THOMAS CURCURU

Over 20 years experience
Custom Painting

1061 MARYLAND
GROSSE POINTE PARK, MI, 48230
Phone 313-590-3171
E-mail: atcpainting@comcast.net

QUOTE

INVOICE 1914
DATE: 10-16-2023

TO Tom Fraser
City of Grosse Pointe Park
Harbor Master

HOME PHONE: 313-822-2812 #201
MOBIL:
E-mail: marina@grossepointepark.org

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Andrew C.	same	1/2 DUE AT START	10-16-2023

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
5,000 sqft	INSIDE MAIN PIER BREAK WALL AND THE ENDS OF 2,3,4, Mask, Prep and paint LABOR	\$4.00 sqft	\$20,000
	MATERIAL, RUST GRIP	\$20,000	\$20,000

INCLUDES ALL PAINTS, MATERIALS, AND LABOR.
½ PAYMENT DUE AT START, BALANCE WHEN FINISHED.
2 YEAR WARRENTY ON ALL PEALING PAINT.

DEPOSIT	\$20,000
BALANCE	\$20,000
TOTAL	\$40,000

Quotation prepared by: Andrew _____

This is a quotation on the goods named, subject to the conditions noted above

To accept this quotation, sign here and return: _____

Thank you for your business!

Since 1951

(586) 790-0123 OFFICE
(586) 790-9065 FAX



ATSALIS BROS.

PAINTING

SANDBLASTING

COATINGS

INDUSTRIAL

COMMERCIAL

24595 Groesbeck Highway, Warren, Michigan 48089

October 26, 2023

Attn: Tom

Windmill Pointe Park
14920 Windmill Pointe Dr.
Grosse Pointe Park, MI 48230

Re: Seawall Sandblasting and Painting Quote

Tom,

Please see our two quotes below regarding the sandblasting and painting of the seawall at the Windmill Pointe Park. This work is to be performed in the winter of 2024 once the river freezes over.

Atsalis Brothers Painting will contain the seawall using plywood and scaffolding, to prevent any debris from escaping containment. We will sandblast the seawall to a SSPC SP-6 – Commercial Blast Cleaning prior to painting. The paint will consist of two coats of Sherwin Williams Macropoxy 646, followed by one coat of Hi-Solids Polyurethane 250, color to be provided by Grosse Pointe Park.

We believe the existing coating on the seawall contains lead based paint. We will contain all debris during our sandblasting to remove the existing coating and rust. We will send a sample of the waste in for testing, to ensure it's disposed of in the proper landfill. The existing wood on top of the seawall is to be removed by Grosse Pointe Park before work begins.

Price 1: Outer seawalls on main pier: \$180,000

Price 2: Inner areas on same seawalls and the short seawall on the inner part facing the river: \$170,000

Thanks,

Nick Atsalakis
Vice President

EQUAL OPPORTUNITY EMPLOYER

**STATE OF MICHIGAN
COUNTY OF WAYNE
CITY OF GROSSE POINTE PARK**

Resolution to amend the FY2023-2024 Budget – Marina Repairs & Upgrades

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 February 12, 2024, 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 City Council authorizes Marina repairs & upgrade services in a total amount not to exceed \$105,000, and;

WHEREAS, the Council authorizes the Finance Director to appropriate Marina Fund net position balance in the amount of \$55,000 to 594-545-933.020 Repair/Maintenance – Land & Sewall/Pier account, and;

NOW, THEREFORE BE IT RESOLVED that the City of Grosse Pointe Park Council Members hereby adopts resolution 2024-02-12 item 36 amending the FY2023-2024 budget by authorizing the Finance Director to appropriate from the Marina Fund's net position a balance in the amount of \$55,000.

RESOLUTION DECLARED ADOPTED

At a regular meeting of the City Council for the City of Grosse Pointe Park held on February 12, 2024, at 7:00 p.m., the following roll call vote was taken:

YEAS: Councilmembers Dreaver, Gallagher, Caulfield, Wiener, Kolar 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: February 12, 2024

SUBJECT: Website and Recreation Software Proposal

SUMMARY: The City of Grosse Pointe Park currently utilizes Revize Software for its website hosting services since entering into an agreement in 2019 and is set to expire by the end of March 2024. A City website is one of, if not the primary, sources of communication between the City, its residents, its visitors, or those considering a move here. Communities and website companies every year are updating with the latest trends and demands they hear from municipalities and their residents. One of the biggest areas of improvement we can look to provide is enhanced communication and convenience for our residents.

Reviewing with City Staff, we polled what currently works and what does not with the current service provider Revize. While the website has made major strides from our previous websites of years past, it has several challenges including but not limited to (1) website design and functionality allowing the staff to easily edit the website. (2) misplaced service center tickets from residents, (3) editing of photos, and (4) ensuring old information is removed instead of staying on the website. The City, after reviewing its current provider, had a demonstration from Civic Plus - who is also our provider for Municode and Civic Clerk. The biggest amount of feedback the city received from staff is the look and ease of editing the website, creation of pages, and a one-stop shop for distributing messaging instead of logging onto three sources of media to distribute information to residents.

Civic Rec in comparison to our current provider RecPro would be a more efficient software program for our department, staff and residents to utilize. With this programming we could offer online rentals, program registration and contract renewals providing more convenience and user-friendliness for both residents and staff. Rec Pro is a cloud based software which we do not currently have with RecPro. This would allow staff to work remotely to create courses, updates, revisions, without having to come in or connect remotely. Text alerts will be incredibly helpful to inform program/class participants if there is a building closure or a class is canceled, postponed, or rescheduled without sending an email that could potentially go to spam. Residents will have the ability to make online rentals/requests while also being able to view a calendar with date availability. Users will be able to upload documents for activities/rentals. Staff will be able to store and obtain consent forms and waivers. The key factor for the utilization of Civic Rec will be that while most other Parks and Recreation software programs have certain limitations, Civic Rec does not.

If council were to select Civic Plus from initiation to launch we are looking at

approximately 4-6 months for launch. With our current provider the City paid \$15,500 in 2019 and our annual fee is \$4,400/year set to expire in March. A renewal would cost \$8,530 in Year 1 which would include a website revision, in year 2 and beyond if we went to a year to year contract would cost \$5,280/year.

In order to enhance our communication, ease use for city staff and convenience for our residents, City Administration is recommending we extend Revize for 6 months and move to CivicPlus for our Website and Recreation Software.

FINANCIAL IMPACT: Purchase of the Web Central and Recreation Management systems will require an initial investment of \$30,637.40. Annual costs in future years are \$13,021.15 for both programs. The City will be billed 20% (\$6,127.48) of the initial costs upon approval of the proposal, and the remaining 80% (\$24,509.92) will be billed at the project's completion. The completion will occur in Fiscal Year 2025, therefore only the initial 20% will be paid in the current fiscal year.

Additionally, the City will be required to extend its current website contract with Revize by 6 months at a cost of \$2,200. The City maintains a balance of PEG fee revenue that was \$148,223 on 06/30/2023. The costs of the Revize extension and \$3,253.18 of the 20% (the website's proportionate share of the initial investment) can be taken from this reserve. The remaining \$2,875.30 of the initial investment will require a budget amendment. A resolution has been prepared to authorize the purchase of the proposal and make the required budget amendments.

RECOMMENDATION: Motion to award CivicPlus for WebCentral and Rec Management Services as presented in the proposal and adopt the accompanying resolution amending the Fiscal Year 2024 budget.

PREPARED BY: Nick Sizeland, City Manager

» **Web Central**

» **Recreation Management**

Grosse Pointe Park, Michigan

PRESENTED BY:

Ross Wells, Account Executive

January 18, 2024



Company Overview



Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

25+ Years
10,000+ Customers
850+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2024 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.



Contact

Ross Wells
Account Executive
ross.wells@civicplus.com
317.250.5985

Primary Office

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Web Central



CMS Features & Functionality



CivicPlus' Municipal Websites Central (Web Central) content management system (CMS) is robust and flexible with all the features and functionality you need today and in the future.

Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

Modules & Widgets



RESIDENT ENGAGEMENT

Web Central offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

Notices and Alerts – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

Blog – Post opinions/information about various community topics and allow resident comments and subscriptions.

Calendar – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

Submit Requests and Report Issues – Allow residents to report a problem and provide follow-up communication with the point of contact (includes five user licenses & 10 request types) via Citizen Request Tracker (CRT).

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

Get Community Input – Post initiatives and project ideas to receive feedback and interact with your residents via Community Voice.

News – Post news items and keep your residents up to date on important information via News Flash.

Opinion Poll – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.



Notifications – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

Pop-up Modal – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

ASSET MANAGEMENT

Web Central comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

Agenda Center – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Archive Center – Manage and retain serial and older documents.

Document Center – Organize and manage documents in one central repository.

Public Assets – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

Easy for Residents to Navigate – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

Frequently Asked Questions (FAQs) – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

Graphic Links – Create visually appealing buttons to direct users to important information.

Info Advanced – Use Info Advanced to create engaging displays of information for reuse throughout the website.

Quick Links – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

Resource Directory – Use the Resource Directory to showcase information on local businesses and/or community resources.

Staff Directory – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.



DEPARTMENT-SPECIFIC

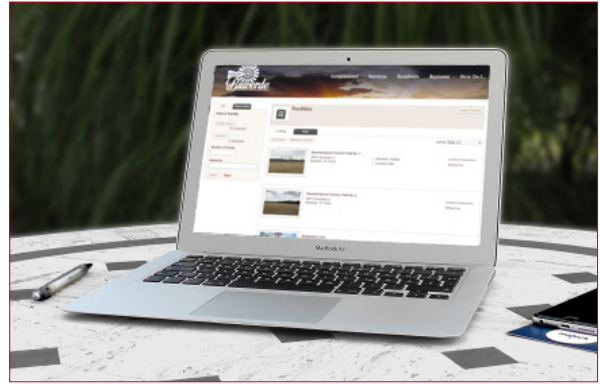
There are several function-specific features and modules for government departments. These tools are integrated into the Web Central CMS and offer the ability to complete multiple steps in one action.

Activities – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

Facilities & Reservations – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

Job Postings – Post available jobs online and accept online applications.

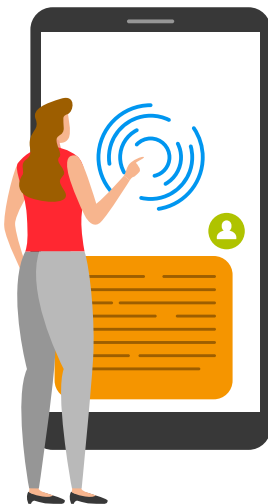
Bids – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.



COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

Community Voice Widget – Encourage civic participation and engagement by adding specific discussion areas to relevant pages.



Custom HTML Widget – Embed videos or other HTML features in your page.

Editor Widget – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

Image Widget – Add images to a page.

Notify Me Widget – Place specific Notify Me subscriptions lists on pages to allow users to sign up for the exact lists you recommend.

Related Documents Widget – Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget – Add a slideshow of images.

Tabbed Widget – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

Administrative Features

The administration of your Web Central website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.



Administrative Dashboard – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

Content Scheduling & Versioning – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

Dynamic Page Components – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log – Track changes made to your website.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items – Administrators have access to a queue of pending items to be published or reviewed.

Website Statistics – Provided website analytics for analysis.

USER-FRIENDLY FEATURES

Not only is Web Central easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

Automatic Alt Tags – Built-in features assist with ongoing ADA compliance of your website.

Credit Card Processing – With the add-on feature CivicPlus Pay (Pay), you can integrate with an approved payment gateway to accept payments on your website (separate agreement must be made directly between you and the chosen approved gateway provider). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Link Redirects – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>.



Live Edit – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

Maps – Easily embed maps from Google, ESRI, and more using the HTML widget.

Mega Menu – A main navigation menu makes it easy to get to any page on your website quickly.

Predictive Site Search – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log – All search words are kept in a log.

Real Simple Syndication (RSS) Feeds – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

Responsive Design – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

Social Media – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

Supported Browsers – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Third-Party Access – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation – Integration with Google Translate translates web pages into over 100 languages.

ACCESSIBILITY COMPLIANCE

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. We provide highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. This maximizes accessibility for all users while providing freedom to create a visually rich and appealing website. Our approach for each website includes the following steps to provide you a compliant and accessible website:

- We will deliver you a website that meets ADA (Section 508) and WCAG 2.0 A and AA levels.
- Your staff can use the Accessibility Checker within the CMS to scan content created in the editor for any accessibility issues so you can correct them before publishing.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.
- Any new regulations that require code changes are done automatically, at least quarterly, with no additional effort required from you.
- In addition to updating the code, our product team also updates our best practices and provides regular updates to customers via our CivicPlus website, blog articles, webinars, and other publications.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our customers. Additional details and a quote can be provided upon request.



MONSIDO

Additional Website Optimization & Compliance Tools – Monsido is an easy-to-use web governance platform available to purchase and add to your project. Monsido's tools help you identify, prioritize and address content quality assurance and accessibility issues on your website so that you can achieve and maintain compliance according to WCAG 2.1 standards. Further, we can help you meet the latest data privacy and government policy standards. Additional details and a quote can be provided upon request.

The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

The CivicPlus Portal is the ideal addition to your website to create personalized, one-stop access for your residents to obtain information, resources, and interact with your municipality. By allowing residents to build a customizable dashboard with quick links to the pages and services on your website that they use most frequently, they'll be more likely to conduct regular revenue-generating business with your municipality, and your staff will benefit from reduced phone calls, walk-ins, and emails.

INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with Web Central today:

- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center
- An integration that will push a new Calendar Event to post directly in the News Flash module

Implementation

Project Timeline

Design creation, content development, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical project ranges from 16 – 28 weeks. Grosse Pointe Park's exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

PHASE 1: INITIATE	2-4 Weeks	• Project Kickoff Meeting • Planning & Scheduling
PHASE 2: ANALYZE	4-6 Weeks	• Customer Deliverable Submission
PHASE 3: DESIGN & CONFIGURE	6-10 Weeks	• Design Concept Development • Content Development • Website Completion
PHASE 4: OPTIMIZE	1-2 Weeks	• Website Finalization
PHASE 5: EDUCATE	1-2 Weeks	• Training Engagement
PHASE 6: LAUNCH	2-4 Weeks	• Launch Confirmation Meeting • Website Launch

Premium Package Designs

You will meet with your art director to discuss your website vision based on the goals and needs of your users. This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application.

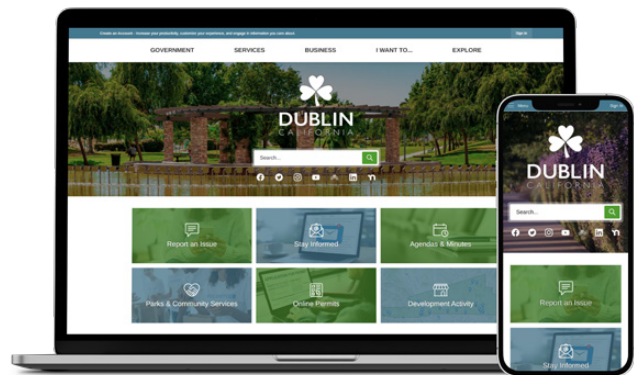
We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one advanced design, if desired, component—a layout or design element that requires significant time to style and implement. Working with your art director, you'll identify the appropriate component, if desired, to achieve or enhance the usability goals for your website.

DESIGN EXAMPLES

The included design portfolio will provide you with an idea of the different directions we can take your creative design with the premium implementation package.



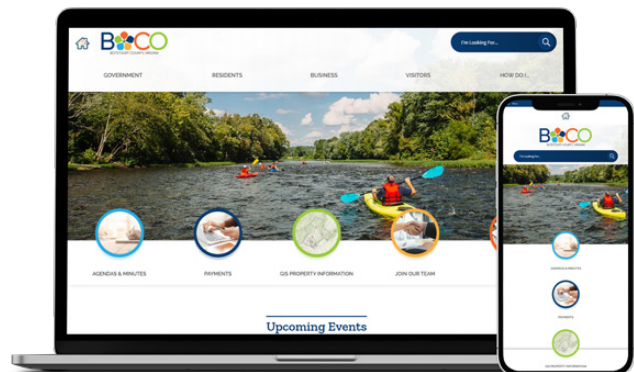
New Hope Borough, PA
newhopeborough.org



Dublin, CA
dublin.ca.gov



Orange, TX
orangetexas.gov



Botetourt County, VA
botetourtva.gov

Approaching Your Project Implementation

Communication between you and your Web Central team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work



The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Phased Approach

PHASE 1: INITIATE

Project Kickoff – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

PHASE 2: ANALYZE

Customer Deliverables – Grosse Pointe Park will be responsible for submitting deliverables as outlined.

PHASE 3: DESIGN & CONFIGURE

Content Development – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Website Completion – Grosse Pointe Park will receive a completed production website featuring your approved design combined with the finished content.



PHASE 4: OPTIMIZE

Website Finalization – Both the Web Central project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

PHASE 5: EDUCATE

Training Engagement – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver virtual and/or on-site training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will use your production website so that users are familiar with your specific configuration and you can obtain hands-on experience.

PHASE 6: LAUNCH

Website Launch Confirmation Meeting – Your Web Central project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.



Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)



Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are we have an option that will be a fit for your community.

Data Center	• Highly reliable data center & secure facility • Managed network infrastructure • On-site power backup & generators • Multiple telecom/network providers • Fully redundant network • System monitoring – 24/7/365
Bandwidth	• Multiple network providers in place • Burst bandwidth – 22 Gb/s • Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)
Hosting	• Web Central software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	• Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 8-hour guaranteed recovery TIME objective (RTO) • 24-hour guaranteed recovery POINT objective (RPO) • Pre-emptive monitoring for disaster situations • Multiple, geographically diverse data centers
DDoS Mitigation	• Defined DDoS Attack Process • Identify attack source and type • Monitor attack for threshold* engagement
DDoS Advanced Security Coverage	• Not Included - additional coverage available at time of event (fees will apply)

*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack



Recreation Management



RMS Features & Functionality

Grosse Pointe Park is seeking a recreation management system that provides your staff and customers with the greatest service in the industry, both in person and online. CivicPlus' Recreation Management software can provide you with an integrated, web-based and hosted application recreation management system that is comprehensive, efficient, and modern. You'll find our robust set of easy-to-use tools the most comprehensive solution to meet your needs.



ACTIVITY REGISTRATION

Your staff can quickly create programs, indicate flexible pricing, attach waivers and prompts, and assign instructors. Easily take registrations in-house or allow residents and non-residents to register securely on the device of their choice.

Email branded receipts and permits after checkout. Our software utilizes load balanced servers and can be scaled to accommodate any volume.

LEAGUE MANAGEMENT

Athletics staff can easily create leagues, draft players, assess skills, and generate schedules. Sign-up is easy for teams or individuals. With the "Scores & Schedules" and "Parent/Player Portal," your public and league participants will have easy access to current league information.

MEMBERSHIP MANAGEMENT

Easily sell memberships or punch cards, take member photos, print cards or associate barcode key tags, and check people into a facility. Leave credit and debit cards on file for future and recurring payments. Staff can see a history of the account's transactions.

VOLUNTEER MANAGEMENT

The volunteer management tool creates, manages, and organizes your volunteer opportunities. Within the Activity Module, you can create volunteer roles and assignments specific to events, classes, or activities. Residents can select and register for volunteer roles from home and our Recreation Management system will assist in tracking the time volunteers spend helping around the community with completely integrated reporting for tracking purposes.

FACILITY RESERVATIONS

Easily take in-house and online reservations as well as reserve spaces for classes and sports with an integrated master calendar to avoid double bookings. It's easy to see availability with grid and map-based views with attached photos, descriptions, and rental rates. Generate and email complex permits as well as include waivers, prompts, and attachments for a complete checkout process.



REPORTING/FINANCIAL ACCOUNTING

Our Recreation Management system has a very powerful reporting engine. There are over 100 canned reports. Additionally, staff can fully customize and save reports to display needed information in the format desired. Filters and fields can be added and/or removed. Reports can be sorted, saved, emailed, exported to Excel, or scheduled for regular delivery to any email address.

TICKETING

Easily generate general admission tickets for events. Public users will receive their tickets and receipt, which are always available in their transaction history. Tickets can then be printed or shown on their phone display to be scanned into our mobile or desktop check-in screens.



CATALOG/POINT OF SALE

The Point-of-Sale screen makes it easy for staff to quickly sell merchandise, enroll participants, and reserve facilities – all in the same cart! The catalog can even be connected to cash drawers, barcode readers, receipt printers, and credit card readers to allow for a seamless transaction process. For merchandise and concessions, an integrated inventory control will tell you how many of each item are available at each of your locations.

SCHOLARSHIP

Our Recreation Management system supports customers creating both pre and post-billed scholarship types. With scholarships your staff can create and apply designated amounts to an individual user or to an entire family account. Your staff will have complete control over which programs scholarships can be used to help pay for, how much of the total cost the scholarship can be used for, and if users can use their scholarship as a unique payment type.

MARKETING/BROCHURES

The Recreation Management software can produce an InDesign-friendly export that should facilitate the process of generating a brochure. Further, the social media tools serve as an additional marketing method allowing users to share via social media with friends and family.

EMAIL/SMS BLASTS

There are several links within the Recreation Management system that allow for email blasts. Many of our reports and roster views allow for mass mailings with just the click of a button. The People Finder Report is particularly handy for mailings based on several different filters. SMS messaging is available to facilitate those particularly time-sensitive notifications like cancellations.

GROUP PERMISSION LEVELS

Customize your staff experience by creating access groups and setting permissions tailored to individual staff member's roles.

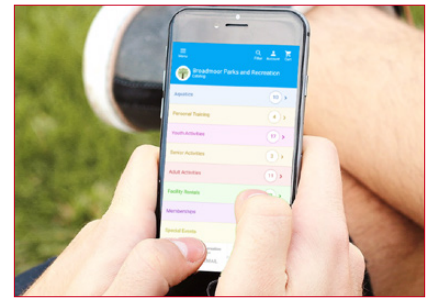
SURVEYS

Participants and renters can automatically receive surveys requesting feedback. All feedback is instantly captured and presented via reports for staff to review.



RESIDENT DASHBOARD/MANAGEMENT

With our intuitive public dashboard, residents can conveniently view notifications, upcoming events, tickets, and receipts. Family or organization members can be added with age and resident information for easy activity registrations. Administratively, your staff can manage user accounts in-house with tools like internal notes and flags as well as duplicate account prevention.

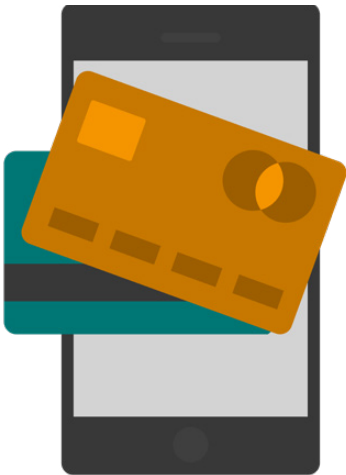


MOBILE READY

When users register through the Recreation Management software, they get the same great experience on their phone/tablet that they're used to experiencing on their desktops. This mobile responsive experience supports all the same waivers, prompts, discounts, and add-ons that the desktop version does. There's QR code support as well as social networking integration to make it easy for your users to connect with you.

HARDWARE COMPATIBILITY

Customers may opt for a variety of hardware peripherals to enhance their experience with our Recreation Management system. It can be integrated with magnetic stripe readers, barcode readers, thermal printers, cash drawers and more. While we do not directly provide hardware, we are happy to assist with procurement and implementation.



CREDIT CARD PROCESSING

CivicPlus Pay (Pay) is our integrated, secure, PCI-compliant, utility application. Local governments can use Pay within many of our solutions to enable seamless payment capabilities.

Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. Pay offers integrations with several common payment gateways to provide flexible payment solutions. CivicPlus has partnered with several integrated gateways to enhance the customer experience through a streamlined relationship between the CivicPlus solution and the gateway that processes the payments.

If a partner payment gateway is utilized by Grosse Pointe Park, CivicPlus can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, in a more limited fashion, to assist you in developing a successful system. Additional details on our approved partner network and other supported gateway providers are available upon request.

To utilize any of the approved gateways, an agreement will need to be executed directly between Grosse Pointe Park and the vendor, that will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to procure any required devices directly from your selected gateway provider for either purchase or rent. We are happy to assist in your procurement of such devices.



DOCUMENT MANAGEMENT

The Document Management feature gives you the ability to request, store, and manage both non-secure/standard and secure (sensitive PII) documents as part of the Recreation Management activity checkout/registration experience. This allows participants to upload items such as birth certificates, health considerations and protocols, and proof of insurance.

DATA IMPORTS

Implementing a new system does not mean starting entirely from scratch. You will receive a complimentary General Ledger (GL) Code Import to ensure your financial and accounting structure are set up properly.

Below is a list of additional import(s) we believe will amplify a successful solution and is included in your proposed project.

- Membership/Pass Import

CivicPlus does allow for the following types of imports at an additional cost. Import functionality require additional discussion and scoping to ensure success.

- Activity & Session Import
- Future Facility Reservation Import
- Location & Facility Import
- Residency Import
- User Import

You will receive a complimentary General Ledger (GL) Code Import to ensure your financial and accounting structure are set up properly. Import functionality requires additional discussion and scoping to ensure success.

OPTIONAL INTEGRATION DEVELOPMENT

CivicPlus has developed integrations between our Recreation Management software and a variety of parks and recreation-related software systems. There are several integration capabilities that Grosse Pointe Park may choose to leverage. Integrations may require additional discussion and scoping. Since integrations can require custom development time, additional fees may apply.

- Financial GL extract compatible with your financial system
- ArcGIS for purposes of local resident determination
- Identity Provider (IdP) Integration for secure single sign-on
- Lighting integration with Musco or SkyLogix lighting solutions
- AudioEye Enterprise - ADA / WCAG Accessibility



The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

CivicPlus Portal will empower your program participants and community members to expand the frequency and variety of revenue-generating activities they sign up for with your parks and recreation department. CivicPlus Portal gives residents a single login for every interaction they need to make with their local government. Through the Portal's personalized dashboard, residents logged in to pay a utility bill can see upcoming community events and immediately register, increasing revenue and engagement with your department.

Resident Benefits

- Anytime, anywhere access to digital resident services
- A personalized dashboard that provides link cards to the services they use most frequently

Administrator Benefits

- A low-maintenance tool that increases accessibility, access, transparency, and trust with residents
- Reduced phone calls, walk-ins, and emails from residents searching for information
- Opportunities to increase revenue and foster civic participation

INTEGRATION HUB

Now, more than ever before, communication with your communities is vital. Missed information is a missed opportunity to engage your community in what is happening and reaching as many people as possible is critical to a successful parks and recreation offering.

With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus products or with third parties (for an additional fee) without the need for a developer. You can even easily create integrations using manual import, polling, and webhooks (for an additional cost).

Seamlessly share and publish your recreation event information and details using the Integration Hub. Information entered in your Recreation Management calendar will populate in CivicPlus Municipal Websites Central calendars and save staff the time and additional steps of entering the same information in multiple places.



Implementation

Premium Project Timeline

The following is a simplified example project plan. A typical premium implementation averages ~16 weeks. Grosse Pointe Park's specific timeline can be affected by additional training or integration needs, schedules and availability, pace of learning, and a target launch date. Upon determination of your final scope, your CivicPlus Implementation Team will be able to share a complete and more detailed project plan specifically tailored to you.

PHASE 1: INITIATE	• Project Initiation & Review • Project Timeline Review & Approval • Kickoff Deliverables • Kickoff Call
PHASE 2: ANALYZE	• Payment Gateway Setup • Accounting Setup • Prepare Data Imports • Prepare Integrations • Prepare Public Page Design
PHASE 3: DESIGN & CONFIGURE	• Consulting • Configuration Training & Testing • Facilities Training & Testing • Q&A / Elective Training & Testing • Activities Training & Testing • Q&A / Elective Training & Testing • Daily Operations Training & Testing • Q&A / Elective Training & Testing
PHASE 4: OPTIMIZE	• Complete Catalog Testing • Complete Integration Testing • Complete Public Page Design • Remove Test Data • Import Data
PHASE 5: LAUNCH	• System Implementation Closeout Meeting • Remove Trial Flag - Enables 100% Functionality • Transitioned to Dedicated Customer Success Manager • Launch to Community • Post-Hand Off/Launch Q&A

Approaching Your Project Implementation

PROJECT APPROACH

During the Initiate and Analyze Phases, Grosse Pointe Park and the CivicPlus Implementation Team will work together to determine an ideal project plan based on your department's goals and contracted items. This includes, at minimum, determining the look and feel of your public page, configuring your accounting settings, importing GL codes, and setting up your payment gateway. It may also include preparing data imports and/or integrations.



During the Design and Configure Phase, Grosse Pointe Park will learn the ins-and-outs of your new Recreation Management system through the four Core Curriculum Trainings and three Q&A / Elective Sessions. Electives may include things like campgrounds, memberships, leagues, and front-line training. Your Implementation Consultant will train your team on the necessities of the system and tailor trainings based on your specific needs. It is also expected that Grosse Pointe Park tests every item in their new catalog for practice and quality assurance. During this phase, it is important for Grosse Pointe Park to begin thinking about marketing tactics to promote your new online catalog.

After training is complete, Grosse Pointe Park enters the Optimize and Launch Phases, where you will work with the CivicPlus Implementation Team to prepare to launch to your community. Both parties will help to ensure all requirements are met to make your launch a success. It will be up to Grosse Pointe Park to determine when to open the catalog to your community once all implementation tasks are complete.

Once you are ready to launch to your community, you will place a link on your website, social media, and email communications to direct customers to your new Recreation Management catalog and our Technical Support Team will be ready to assist you with any questions you may have.

PREMIUM TRAINING PLAN

A Premium Training Plan covers the foundation of the Recreation Management system: Configuration, Facilities, Activities, and Daily Operations and includes four additional training sessions based on the specific needs of your operation. One of these sessions is typically reserved a few weeks after implementation is complete, to answer any lingering questions or scenarios you encounter as you ramp-up going live to your community. In addition to the scheduled training engagements, four hours of consulting will be provided to help refine your catalog along the way.

A final review of your system will occur during your Prep for Launch Meeting in which your team can ask any final questions before being handed off to our Technical Support Team. This will ensure you are confident moving forward with your new system and all the resources available to you when implementation is complete.



Your Role During Implementation

You should consider the following roles for a successful project team:

Project Executive – Provides focus and guidance for the overall project. Helps to prioritize key objectives, assists with issue escalations, is a key decision-maker, and acts as project champion. Recommended attendance at all engagements.

Project Manager – Works closely with the CivicPlus Implementation Team to facilitate the execution of project trainings, tasks, and logistics. Identifies Q&A topics or elective trainings for front-line staff, facility managers, supervisors, and/or league coordinators. Will likely be a system administrator. Recommended attendance at all engagements.

Lead Staff – Activity and facility managers who will be doing the bulk of configuration and setup within your new Recreation Management Catalog. Will likely be a system administrator. Recommended attendance at all engagements.

Frontline Staff – Acts as end users of the system and will participate in training sessions lead by your Implementation Consultant or by system administrators internally. Recommended attendance at Daily Operations training, at minimum, or at a dedicated Frontline Training (i.e. repurposed Q&A Time).

Information Technology – Coordinates with CivicPlus on technical aspects of the system such as payment gateways, hardware, and transfer of data. Recommended attendance at Project Kick Off and Prep for Closeout Meeting at minimum.

Finance – Coordinates the payment gateway in and works with CivicPlus to properly configure the necessary accounting setup. Recommended attendance during Configuration and Daily Operations Training at minimum.

Marketing – Identifies and communicates rollout and adoption process both internally and to the public. Recommended attendance during Configuration Training, Daily Operations Training, and Prep for Closeout Meeting at minimum.



Hosting & Security

CivicPlus is committed to data privacy and information security by providing assurance that security assessment and authorization policies and procedures reflect applicable federal laws, executive orders, directives, regulations, policies, standards, and guidance.

SECURE DATA CENTERS

CivicPlus' Recreation Management system utilizes the Amazon Aurora (Aurora) fully managed relational database engine. An Amazon Aurora DB cluster consists of one or more DB instances and a cluster volume that manages the data for those DB instances. An Aurora cluster volume is a virtual database storage volume that spans multiple Availability Zones, with each Availability Zone having a copy of the DB cluster data. In the event of a disaster, new virtual machines are quickly spun up in a new Availability Zone.

DISASTER RECOVERY/REDUNDANCY

CivicPlus develops, documents, and disseminates to operations, support, and development staff for the Recreation Management system:

- A contingency planning policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance
- Procedures to facilitate the implementation of the contingency planning policy and associated contingency planning controls
- Reviews and updates the current contingency planning policy and procedures annually

DATA BACKUP SCHEDULES

- Conducts backups of user-level information contained in the information system hourly
- Conducts backups of system-level information contained in the information system daily
- Conducts backups of information system documentation including security-related documentation continuously
- Protects the confidentiality, integrity, and availability of backup information at storage locations

PCI COMPLIANCE

The Recreation Management system utilizes CivicPlus Pay as a connector to payment gateway providers. Pay is a PCI level-1 certified utility application that is audited and certified once a year by an independent third party. A copy of our Certification of Attestation can be provided upon request. Pay's security is also routinely assessed through code-level scans and penetration tests outside of the audit window. These tests are performed through RiskSense, a market leader in cybersecurity, boasting over 10 years in cyber risk assessment and intelligence-driven risk analytics. All CivicPlus development and system engineers are trained annually on secure coding to maintain the highest level of industry standard practices. CivicPlus makes every effort to follow the applicable standards set forth by the PCI Security Council, OSWAP, and NIST.



Technical Support & Services



Ongoing Services

CivicPlus' support team is available to assist with any questions or concerns regarding the technical functionality and usage of your CivicPlus solutions during the following business hours: 7:00 AM - 7:00 PM CST.

CivicPlus Technical Support will provide a toll-free number, as well as an online email support system for users to submit technical issues or questions. Live chat is available for certain products as well. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to engage your residents most effectively.

Support at a Glance

- Live support engineers based in North America
- Accessible via phone, email, live chat, and web form
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

Award-Winning Support

CivicPlus has been honored with two Gold Stevie® Awards, three Silver Stevie® Awards, and seven Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, and Remote Customer Service Innovation of the Year. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.



MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches



Investment Proposal



Scope of Work & Cost

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing are valid for 60 days from January 18, 2024.

WEB CENTRAL PROJECT COST

Features & Functionality

- Web Central CMS Tools, Widgets, & Features
- DNS Setup for URL grossepoindepark.org

Implementation

- 30 pages Content Development from URL grossepoindepark.org
- Four Blocks of Virtual System Training (up to three hours/block)

Annual Recurring Services

- Hosting & Security
- One SSL Certificate
- DNS Hosting for URL grossepoindepark.org
- Software Maintenance Including Service Patches & System Enhancements
- 24/7 Technical Support & Access to the CivicPlus Help Center
- Dedicated Customer Success Manager

Grosse Pointe Park's Web Central Investment	
Year 1 List Price	\$22,312.00
Year 1 Total Discount	(\$6,046.10)
Total Year 1 Investment (includes one-time fees and Year 1 annual services)	\$16,265.90
Year 2	\$4,521.15



RECREATION MANAGEMENT PROJECT COST

Features & Functionality

- Project Coordination
- Branded Public Portal
- CivicPlus Pay Approved Payment Gateway Set-Up with Forte
- Memberships/Passes Import
- Document Management

Professional Services

- Up To 4 Hours Virtual Consulting
- Up To 16 Hours of Virtual Training

Annual Recurring Services

- Recreation Management Software Licensing
- Software Maintenance Including Service Patches and System Enhancements
- 24/7 Technical Support and Access to the CivicPlus Community
- Dedicated Customer Success Manager
- CivicPlus Reserves the Right to Reassess the Historical Data and Transaction Volume Annually to Ensure that the Annual Service Fees Accurately Reflects the Transaction Volume Processed in the Prior Year

Grosse Pointe Park's Recreation Management Investment	
Year 1 List Price	\$33,225.00
Year 1 Total Discount	(\$18,853.50)
Total Investment - Year 1 (includes one-time fees and Year 1 annual services)	\$14,371.50
Annual Recurring Services - Year 2	\$8,500.00

Total Cost

Product Suite	Year 1	Year 2
Web Central	\$16,265.90	\$4,521.15
Recreation Management	\$14,371.50	\$8,500.00
Total Year 1 Investment (includes one-time fees and Year 1 annual services)	\$30,637.40	
Year 2	\$13,021.15	



CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis (stated in U.S. dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our customers. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

Standard Year 1 Invoicing

- 20% invoiced at signing, 80% invoiced at the earlier of 6 months from signing or completion of implementation.

Annual Services

- The first-year Annual Services fee is included with your Year 1 cost.
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a five percent technology fee uplift each year starting Year 3 of your contract.

Customized Billing/Invoicing

- We can discuss other billing options with you before contract signing and, if feasible, develop a plan that works for all parties.
- Not available with all CivicPlus products. Please contact your Account Executive for more details.

Payment Gateway Account

- Your chosen payment gateway will collect and disburse all credit card monies.
- If selected, any of our partner payment gateway Vendors will conduct a rate analysis upon discovery to provide the most competitive percentage + fee per transaction rate.
- CivicPlus Pay integrates with several payment gateways to provide maximum flexibility to our customers' needs.

We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with Grosse Pointe Park.



Website Redesign Proposal

Grosse Pointe Park, Michigan

Prepared by Dylan Johnston

dylan@revize.com

150 Kirts Blvd, Troy, MI 48084

Ph: 248-894-9297 Fax: 866-346-8880

www.revize.com December 7, 2023



Nick,

Thank you for being a Revize web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as a testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user-friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients include:

- Clark County, NV www.clarkcountynv.gov
- The City of St. Petersburg, FL www.stpete.org
- The City of Cedar Rapids, IA www.cedar-rapids.org
- And Many More!

We will continue to work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

“Revize Websites build engagement with your constituents.”

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community’s website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,

Dylan Johnston

Dylan Johnston
Senior Account Manager
248-894-9297
dylan@revize.com

Timeline

Project Timeline		
Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design	Weeks 4 thru 8	5 Weeks
Phase 3: Template Development, CMS Integration	Weeks 9 thru 11	3 Weeks
Phase 4: Module Setup	Weeks 12 thru 14	3 Weeks
Phase 5: Custom Development	Weeks 15 thru 16	2 Weeks
Phase 6: Quality Assurance Testing	Week 17	1 Weeks
Phase 7: Sitemap Development / Content Migration	Weeks 18 thru 20	3 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 21	1 Weeks
Go-Live (Average)		16-21 Weeks

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.

Revize Quote

Along with your Website Design Refresh using your existing site map and navigation, the following options are available

<u>Quantity</u>	<u>Description</u>	<u>Set-up Price</u>	<u>Annual</u>
1	Discovery & Design from Scratch: • 1 mockup with up to 3 rounds of changes • Home page template and inner page design and layout. • Includes Responsive Web Design	Included	-
1	Revize Template Development: • Set-up all CMS modules listed in this agreement • Integration with all 3rd party web applications • New Calendar	Included	-
1	Curated Search*, example: https://www.vah.com/ • Up to 100 curated results input by Revize. • Client may input unlimited additional searches.	\$1,750	
1	Revize Chatbot*, example: https://www.cityofsaline.org/ • Training • Setup • Trained on up to 100 webpages and documents	\$1,500	
A	Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting, 50GB website storage, 100GB/Month Bandwidth, SSL Certificate, pre-paid annual fee, 5 year agreement , free redesign year 5, locked in rate:		\$4,400
B	Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting, 50GB website storage, 100GB/Month Bandwidth, SSL Certificate, pre-paid annual fee, 3 year agreement , locked in rate:		\$5,000
C	Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting, 50GB website storage, 100GB/Month Bandwidth, SSL Certificate, pre-paid annual fee, year to year agreement (subject to annual increase):		\$5,280

*OPTIONAL ADD ON FEATURES

Revize Support Includes

- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage



Did you know?

Revize updates your Content Management System an average of 4 times per year!

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

**RESOLUTION TO ADOPT AND AMEND THE FY2023-2024
NEW CITY WEBSITE & PARKS SOFTWARE SYSTEM.**

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 February 12, 2024, 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 FY2023-2024 budget was approved by the City Council on May 8, 2023; and,

WHEREAS, the City Council of Grosse Pointe Park was presented with proposals to build a new city website and extend the contract with the City's current website provider and will require the expenditure of \$5,453.18 in the 2023-2024 Fiscal Year; and,

WHEREAS, the project bid award of \$30,637.40 will require an amendment to the FY2024 General Fund's budget to appropriate restricted PEG Fee fund balance in an amount not to exceed \$5,500 to the PEG Expenditure account 101-173-859.000; and,

WHEREAS, the bid award will require an amendment to the FY2024 General Fund's budget to appropriate fund balance in an amount not to exceed \$2,900 to the Parks & Recreation Capital Outlay account 101-751-970.000; and,

NOW, THEREFORE BE IT RESOLVED that the City of Grosse Pointe Park Council members hereby adopt this resolution 2024-02-12 item 27 authorizing the Finance Director to amend the FY2023-2024 General Fund budget and further authorizes the purchase of the new website and extension of the existing website provider's contract along with the purchase of new recreation software.

RESOLUTION DECLARED ADOPTED

At a regular meeting of the City Council for the City of Grosse Pointe Park held on February

12, 2024, at 7:00 p.m., the following roll call vote was taken:

YEAS:

NAYS:

Motion Carried

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 12th day of February 2024.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 12th day of February 2024.

Bridgette Bowdler, City Clerk
City of Grosse Pointe Park



CITY COUNCIL MEETING

DATE: February 12, 2024

SUBJECT: Resolution Adopting MERS Defined Contribution Plus Plan

SUMMARY: At its January 22, 2024, special meeting, the City Council voted to approve new collective bargaining agreements with the Police Officers Association of Michigan while representing our public safety patrol and command employees. The agreements have been ratified by both parties and contained a number of 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 administrated 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: N/A

RECOMMENDATION: Motion to adopt the Resolution as presented.

PREPARED BY: 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
City of Grosse Pointe Park _____ 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)