



AGENDA - City Council

DATE: September 9, 2024 7:00 PM City Council
Chambers

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Zoning Board of Appeals
 - I. Public Hearing: 15800 E Jefferson Exception Request
 - II. 15800 E Jefferson Exception Request
- V. Approval of Consent Agenda
 - I. Approval of August 12, 2024 Minutes
 - II. Committee & Commissions Report
 - III. Approve Directional Drilling Proposal
 - IV. Approval of Invoices over \$5,000
 - V. City Manager/Public Safety Report
- VI. Public Comment (Agenda Items)
- VII. Approval of Regular Agenda
- VIII. Unfinished Business
 - I. Ordinance #243
- IX. New Business
 - I. Priority Waste Presentation
 - II. TMF Service Line Verification Bid Award
 - III. Donation Acceptance Schaap Theater
 - IV. Purchasing Policy
 - V. Approval of Assessment Contract
 - VI. Board and Commission Appointments
 - VII. Council Comment
- X. Public Comment (Non-Agenda Items)
- XI. Closed Session - Pursuant to MCL 15.268 (h)
- 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 COUNCIL MEETING

DATE: September 9, 2024

SUBJECT: Public Hearing: 15800 E Jefferson Exception Request

SUMMARY: The property owner at 15800 Jefferson has submitted a revised application for a front-yard fence exception request. The request is now for a front-yard fence that is set back 3.5 feet from the front-lot line, which is located on the Trombley side of the property, up from the previously requested 2 feet. Additionally, the fence line has been modified along the pathway leading from Trombley to the front door of the house.

Per Section 47-407(b) *Fence, Location and Height* of the Zoning Ordinance, no fence shall be constructed or maintained on any part of a front yard. Section 46-407(h) *Exceptions* allows for the ZBA to relax the limitations of Section 47-407(b) and permit what would otherwise be prohibited.

An exception request requires a public hearing and certain notification requirements. At the public hearing, the ZBA may hear from interested parties and at its conclusion, can take action on the appeal.

Attached for your review are the following materials:

1. Application
2. Staff report by McKenna
3. Copy of the published Public Notice
4. Affidavit of publication for the Public Notice
5. Proof of Mailing Notice

FINANCIAL IMPACT: N/A

RECOMMENDATION: Conduct the required public hearing and take action on the application.

PREPARED BY: Warren Rothe, Assistant City Manager



City of Grosse Pointe Park

Zoning Board of Appeals Application

Applicant's Name: Michael Bowman

Applicant's Address: 15800 E Jefferson Ave, Grosse Pointe Park, MI 48230

Home Phone: 818-568-8375

Business Phone: _____

State specific variance requested:

Request to fence Jefferson side, frontage of house. Street/sidewalk access and entrance is on Trombley.

Driveway will not be fenced. Fence will be decorative and replace existing hedge/living fence.

Specifically, state any hardships that may be incurred through compliance of existing zoning regulations:

Precedent was previously set with waiver approval and permitting of 15710 E Jefferson Ave.

We have no back yard, less than 4 feet separates our houses, we need fencing for dog & privacy.

Attach drawing if such variance request relates to construction or placement of any structure.

Such drawing must include the following:

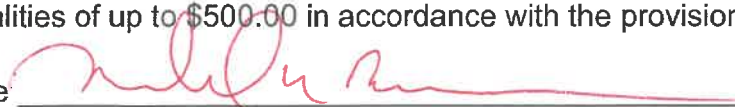
1. Depict existing lot and buildings and that of immediate adjoining lots.
2. Denote yard setback distances.
3. Percentage of lot occupancy existing.
4. Percentage of lot occupancy proposed.
5. Area dimensions and height of proposed addition/construction.
6. Use of existing building.
7. Vehicle parking area(s).

Submit non-refundable appropriate fee as follows for variance request regarding:

Non-Refundable Application Fee	\$500.00
Plan Review	\$500.00
Building Construction	\$500.00
Building or property use	\$500.00
Sign placement	\$500.00
Miscellaneous	\$500.00
Fence restrictions	\$150.00

Please note application will not be forwarded or hearing schedule until appropriate fees have been paid along with complete set of drawings.

Failure to comply with zoning regulations or obtain necessary approval as required will result in fines and penalties of up to \$500.00 in accordance with the provisions of the Grosse Pointe Park City code.

Signature  Date 06/03/2024



City of Grosse Pointe Park

FEE: \$50.00

FENCE PERMIT

MAIL TO: CITY OF GROSSE POINTE PARK
BUILDING DEPARTMENT
15115 E. Jefferson
Grosse Pointe Park, MI 48230

If you have any questions, please call (313)822-6200 or e-mail building@grossepointepark.org.
Please refer to www.grossepointepark.org to view the Zoning Ordinance, and fence regulations.

PROPERTY INFORMATION

Property Address: 15800 E Jefferson Ave, Grosse Pointe Park, MI 48230

Zoning District: _____

PROPERTY OWNER

Name: Michael Bowman
Address: 15800 E Jefferson Ave
City, State, Zip: Grosse Pointe Park, MI 48230
Phone #: 818-568-8375
Email: michael@residentradius.com

APPLICANT/OWNERS REPRESENTATIVE

Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Email: _____

FENCE TYPE

CLOSED CONSTRUCTION STYLE:

☐ Basket Weave ☐ Board on Board ☐ Shadowbox ☐ Masonry Wall ☐ Other

Construction materials: _____

Height above adjacent grade: _____

Distance from fence to property line(s): _____

OPEN CONSTRUCTION STYLE:

☐ Chain Link ☐ Woven Wire ☐ Split Rail Picket ☐ Lattice ☐ Hedgerow/Living Fence
☐ Picket: (Width of Picket _____ Width of Spacing _____) ☐ Other

Construction materials: _____

Height above adjacent grade: 4'

Distance from fence to property line(s): 5'



City of Grosse Pointe Park

REQUIRED SKETCH

Please attach a drawing or sketch below indicating the location of the proposed fence in relation to all property lines, adjacent structures, zoning districts, and street corners. The dimension of the fence lengths will need to also be shown.

SIGNATURE

I hereby certify the following:

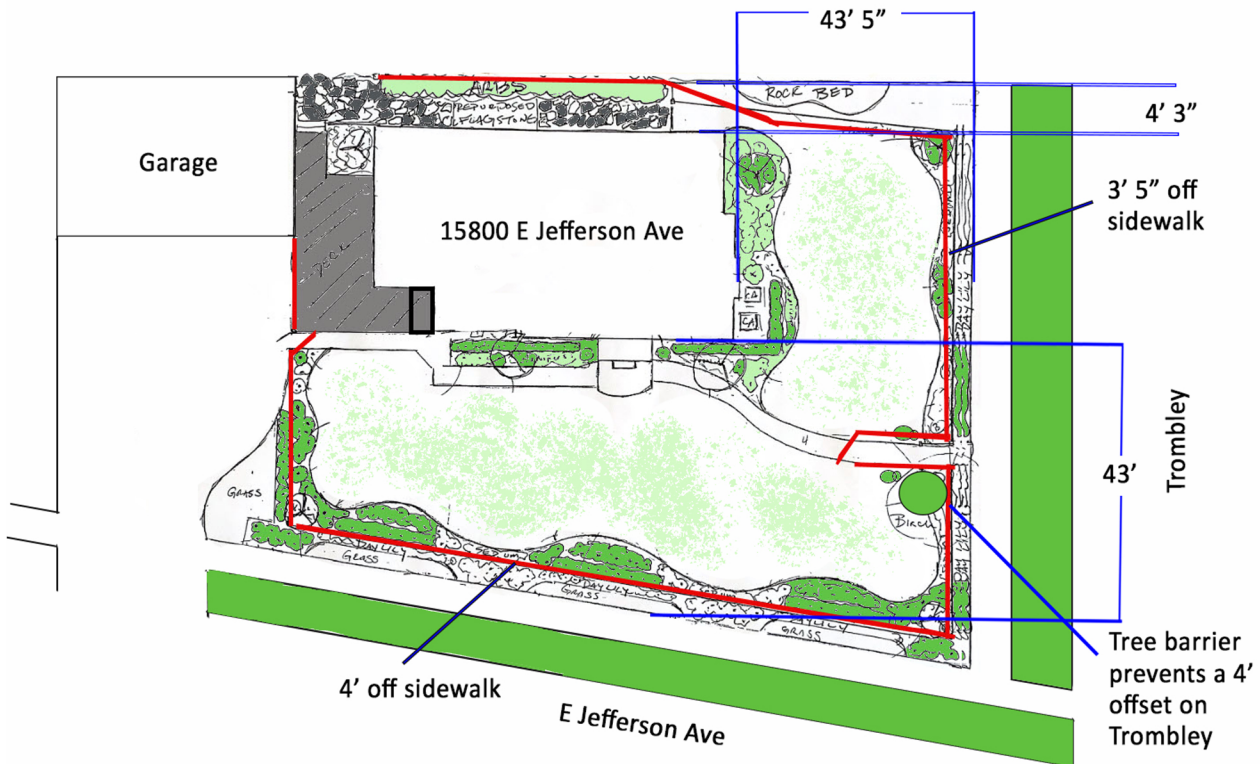
- 1.I am the legal owner of the property for which this application is being submitted.
- 2.I understand that it is the property owner's responsibility to ensure the fence is constructed within their property lines and that it does not encroach on neighboring property and public right-of-way.

Property Owner Signature: Michael E. Bann Date: 07/24/2024

Applicant Signature (if different than property owner) _____ Date: _____

Please sketch fence layout below or attach drawing indicating proposed fence location, context, height and materials.

Please see attached drawings, and references related to the design, layout, related properties with equal or more extensive fences.



OFFICE USE ONLY:

Parcel ID #: _____ File #: _____

Receipt #: _____ Check #: _____ Received by & date: _____

KIMBERLY FENCE

KIMBERLY FENCE & SUPPLY INC.
WARREN, MI 48091
www.kimberlyfence.com

6470 E. 9 MILE RD.
OFFICE 586-920-2014 FAX 586-510-4939
sales@kimberlyfence.com

PROPOSAL/CONTRACT

Page 2
02/16/2024

Customer Information:

Michael Bowman
C- 818-568-8375
15800 East Jefferson
Grosse Pointe Park, MI 48230

Job Site Information:

E- michael@residentradius.com

TERMS AND CONDITIONS

Kimberly Fence & Supply is referred to as KFSI for this document.

*KFSI will, if applicable, remove & haul away old fence(s) & install new fence per manufacturer's specifications and/or ASTM standards.

*KFSI will reasonably clean up dirt (spoils) created from digging & place it as directed within the property. Dirt WILL NOT be hauled away without added costs agreed to in writing prior to starting the work.

*KFSI will assist customers in determining property lines upon request. Under NO circumstance will KFSI guarantee accuracy or accept responsibility for inaccurate placement of the fence. We suggest a survey prior to the start of the fence.

*KFSI will pull applicable fence permit. You must notify KFSI if you are part of a Home Owners Association (HOA) / Historical District. Their restrictions may differ from city or township regulations and may require separate permits.

*KFSI will call Miss Dig to mark public utilities. Miss Dig DOES NOT mark private utilities such as, but not limited to, electrical, gas, sprinkler lines, etc. Any damage to private lines will be at the customer's expense & responsibility to repair.

*KFSI retains the right to charge for what it determines to be unforeseen digging conditions. Each yard is entitled to 3 "Hand Dug" holes. In case of, but not limited to, Miss Dig conflicts, buried concrete, rocks and/or debris requiring more than 3 hand dug holes, a \$ 45.00 per additional hole charge may apply. Fence is set to existing grade. Gate hardware installed @ installer's discretion unless noted. Restoration is excluded.

*Balance is due upon completion of the work. All materials remain the property of KFSI until paid in full. The customer agrees to allow KFSI access & right to remove materials in the event of non-payment. Partial balance payments may be required.

*The customer is not entitled to cancel or change the contract once initiated. Upon receipt of a written request, KFSI may, at its discretion, agree to terminate or change the contract. Returned credit card deposits are subject to a 10% fee. Any labor & material costs incurred prior to cancellation are non-refundable. Special order & non-stock items are non-refundable.

*The proposal/contract is valid for 30 days from the date on the proposal/contract unless otherwise indicated in writing by KFSI.

*Warranty info see www.kimberlyfence.com/faqs/

Initial _____

Initial _____



July 20th, 2024

Michael Bowman
15800 E Jefferson Ave
Grosse Pointe Park, MI 48230

City of Grosse Pointe Park Zoning Board of Appeals
15115 East Jefferson Avenue
Grosse Pointe Park, MI 48230

RE: ZBA waiver/exception request for fence, 15800 E Jefferson Ave

To Whom It May Concern:

I would like to elaborate on the significant hardships we have encountered due to the current zoning regulations and inconsistencies in previous waiver approvals related to our property.

As detailed in our ZBA application, our home is corner situated at the intersection of E Jefferson and Trombly. We purchased the property in December 2022, inheriting a problematic tenant situation involving drug use, alcohol abuse, and property neglect. Extensive renovations were necessary to address these issues, which we completed in November/December 2023. We have since invested considerable time and resources into exterior improvements, including landscaping, tree removal, and sprinkler system repairs.

Our family includes my wife, myself, a 98-pound Akita, a breed known for its protective nature, and our boy/girl twin children who will be attending Grosse Pointe schools this fall. Our daughter has special needs, including Moebius Syndrome, severe anxiety, depression, and ADHD. Her condition often results in impaired awareness of her surroundings.

Given these circumstances and proximity to a major four lane road, our primary concern is the safety of our family and our dog. The current zoning restrictions significantly limit our ability to create a secure environment. Additionally, we are mindful of property values and the overall aesthetic of the neighborhood.

I have included comprehensive documentation showcasing similar homes on E Jefferson corners that have been granted more extensive fencing permissions than we are seeking. These properties demonstrate that our proposed fencing would not negatively impact property values or the neighborhood's appearance.

The following images highlight discrepancies between fencing recommendations provided by McKenna's, Michael Boettcher, for our previous ZBA application and the limitations imposed by current zoning ordinances. These comparisons underscore the potential negative consequences of adhering strictly to the current regulations, considering previously approved permits referenced below. We would like to

draw your attention to the following properties as relevant points of comparison for ZBA application aspects #1 & #2:

- **15710 E Jefferson:** This property received permit approval for a fence spanning the entire property line on E Jefferson and extending along Berkshire. While the functional front of the home faces E Jefferson, similar to ours, the driveway and garage are located on Berkshire. This subject property is not referred to for “front yard enclosure”.
- **1000 Kensington:** Fully enclosed by a fence, including the driveway, this property offers no pedestrian access without opening the driveway gate. Despite ample backyard space, the entire property is fenced.
- **16109 E Jefferson Ave:** This corner property features a wooden picket fence enclosing the entire property, with the functional front and driveway facing E Jefferson, just as our home does.
- **594 Yorkshire Rd:** Similar to the others, this property is fully enclosed by a picket fence, with the neighboring property extending the fence across the front yard of their home as well at **1000 Yorkshire Rd.**
- **16615 E Jefferson Ave:** Received permit approval Sept 2018, full fence around property, excluding “C” shaped driveway on Jefferson. Side yard/front yard fence enclosure, 5’ fence. This house as well has substantial “backyard” that could have been fenced or used, unlike my house, that has none.

These properties demonstrate that fencing configurations exceeding our proposed plan have been approved in the past, supporting our request for a zoning waiver as well as maintaining consistency in previous decisions that align with our specific situation. I have also included for reference a number of E Jefferson images to demonstrate the extensive “shielding” houses along the main road have utilized for privacy. The consistency of obstructed views exists in over 85% of homes along E Jefferson.

In advance of potential alternatives, we submitted two proposals, one for fully fencing in our property, inclusive of a powered driveway gate, and the alternative of reducing the fencing to not restrict access to the driveway. Find attached mockups of the proposed, as well as the recommendations provided by McKenna on our previous fence permit request.

In conclusion, I want to stress my strong opposition to the suggestion of an invisible fence as an alternative. Research indicates a significant failure rate of more than 30% for these systems, often accompanied by increased aggression in affected dogs. Invisible fences provide no protection against intruders, such as stray animals, aggressive dogs, or wildlife. Moreover, they pose a risk to pedestrians who may be unaware of the boundary and startled by an aggressive dog. Given these substantial drawbacks, I believe an invisible fence is an ineffective and potentially dangerous solution. Supporting documentation on the limitations of these products is included for your review.

We appreciate your consideration in this waiver/exception request for the safety of our children, pets, and property.

Regards,



Michael Bowman







MCKENNA

September 4, 2024

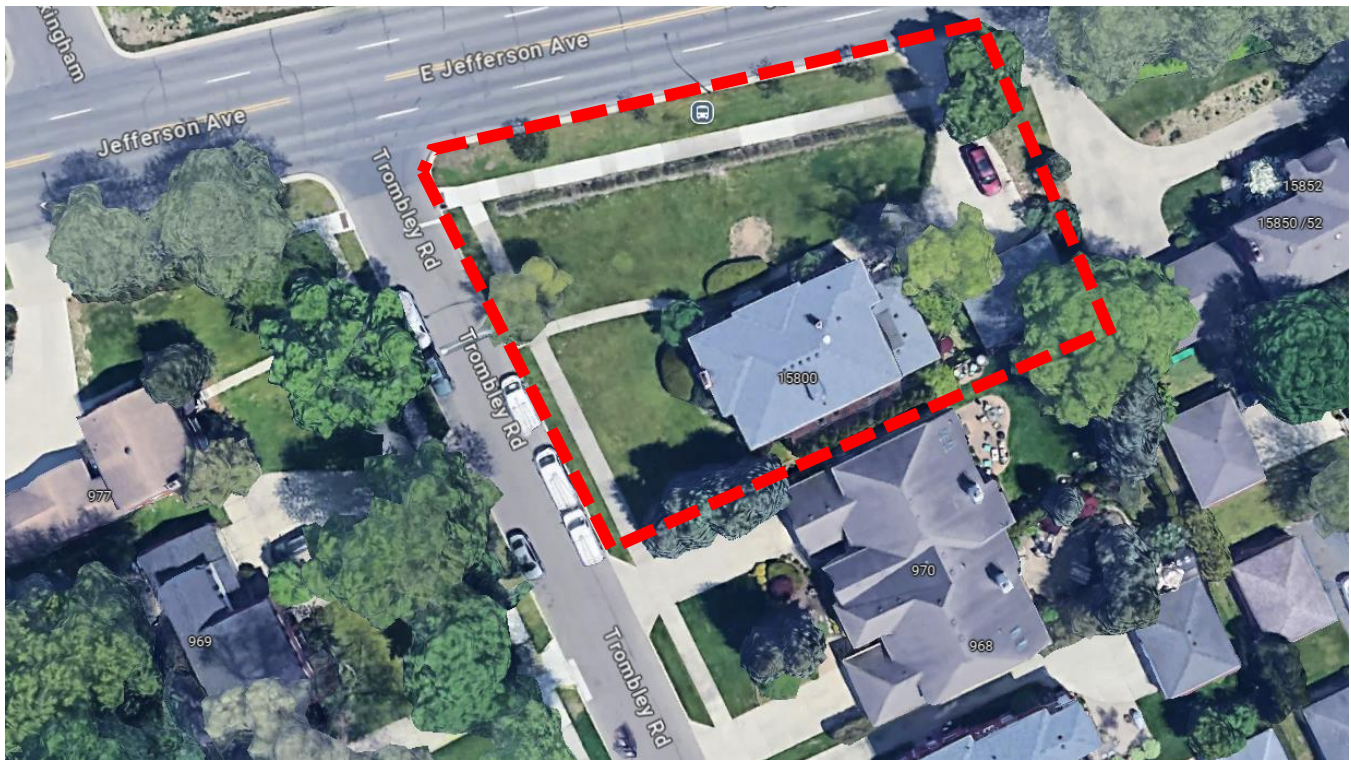
Mr. Warren Rothe
Assistant City Manager
City of Grosse Pointe Park
15115 E. Jefferson Avenue
Grosse Pointe Park, MI 48230

Subject: 15800 E. Jefferson Avenue – Residential Fence Exception Request, Review #2
Revised application dated July 24, 2024

Dear Mr. Rothe and the Grosse Pointe Park Board of Appeals,

The applicant, Mr. Michael Bowman, requests approval to install a 4-foot-in-height, decorative black aluminum fence along the front and side yards of the residential property at 15800 E. Jefferson Avenue. The approximate boundary of the subject site is outlined in red below (*Google Earth*).

Due to the location of the existing residence, the property does not offer a backyard space, an enjoyment customary to property owners of single-unit dwellings. Mr. Bowman seeks to enclose much of the lawn facing Trombley and E. Jefferson to create a safe, backyard amenity, as diagramed in his application dated July 24, 2024.



HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



REVIEW

The following review is based on compliance with the current Zoning Ordinance. However, a comparison to the proposed draft Zoning Ordinance is also offered below (to ensure future compliance).

Use and Location of the Proposed Fence

Currently, the subject site is zoned the RC, Two-Family Residential District where a fence is a permitted accessory use. However, per Section 47-407(b): Fence, Location and Height of the Zoning Ordinance, no fence *“shall be constructed or maintained on any part of a front yard”*.

When applied to the subject site, a fence would not be permitted within the designated front yard (facing Trombley). A front yard is further defined in Section 46-3 as *“an open space extending the full width of the lot, the depth of the which is the minimum horizontal distance between the front lot line and the nearest point to the main building”*. Thus, the entire area bounded by E. Jefferson, the wall of the home facing Trombley, the adjacent property line and the Trombley Street right-of-way are all considered part of the front yard.

Due to the location of the existing home and garage, there is no space to the south or east of the residence to create an outdoor, backyard amenity. There is also no side or rear door to the home facing Trombley to create this access to the outdoors; the primary access to the yard is from the front door of the residence (facing E. Jefferson). This creates a practical difficulty for the property owner (current and future) to create a safe and usable outdoor space.

Fence Design

The proposed fence is a decorative, black aluminum design (4-feet in height) which complies with Section 47-407(d): Fences Construction and Maintenance. Two pedestrian gates are proposed, one off the driveway (near the garage) and a second gate off the Trombley sidewalk, leading to the front door of the residence. Existing landscaping along both Trombley and E. Jefferson will also soften the appearance of a fence.

It is important to note that Section 47-407(b): Fence, Location and Height also permits living fence. *“A living fence in any part of a front yard shall not exceed four feet in height and shall be regularly trimmed to comply with this height limitation”*. A living fence would offer a similar, if not less opaque, screening wall. However, a living fence could not guarantee safety for children or pets (both of which Mr. Bowman has cited as concerns).

Previous Application and Right-of-Way Encroachments

On July 8, 2024, the previous application for a similar fence arrangement was denied by the City for this property. Since this time, the applicant has submitted a revised site plan which features two setback adjustments:

- On E. Jefferson, the proposed fence is setback 4-feet (previously 5-feet).
- On Trombley, the proposed fence is setback 3.5-feet (previously 2-feet).

While the increased setback on Trombley is an improvement, the proposed fence will encroach into the dedicated rights-of-way on E. Jefferson and Trombley. However, the fence should not be an impairment to the rights-of-way and provided the utilities are marked and avoided during installation, the fence will not impede existing infrastructure.

New Zoning Ordinance Compliance

In the proposed Zoning Ordinance, the subject site is zoned the NR-2, Neighborhood Residential District where a fence is also considered a permitted accessory use. The draft Ordinance continues the prohibition of fences in any part of a front yard (Section 6.06(D.1)). However, side yard fences may abut the right-of-way on E. Jefferson,



with a maximum height of 6-feet. Based on the proposed standards, it does not appear that approval today would create future challenges with the adoption of the new Zoning Ordinance.

SPECIAL EXEMPTION REQUEST

The request before the Board of Appeals is not considered a dimensional variance request, rather a relaxation of the existing Zoning Ordinance standards.

Per Section 47-407(h): Exceptions, the Ordinance provides: *"In any case where, upon appeal to and hearing by the Board of Appeals, it appears to the satisfaction of the Board of Appeals that the limitations of this section do not promote public health, safety or general welfare, nor reduce the hazards to life or property, the Board of Appeals may relax said limitations, in whole or in part, and permit what would otherwise be prohibited by this section".*

As a relaxation of the standards, we offer the following findings of fact for your consideration:

- a) Due to the location of the existing home and garage, including front door placement and the absence of a side door onto Trumbley, the residence does not afford the property owners the common enjoyment of a private backyard space.
- b) The proposed fence is a decorative, black aluminum design (4-feet in height) which complies with Section 47-407(d): Fences Construction and Maintenance.
- c) The subject site is a corner lot, with frontage on both Trombley (a local street) and E. Jefferson Avenue, which is designated as a major thoroughfare. As a result, increased traffic is expected, which could necessitate additional safety measures for children or pets playing outside.
- d) As permitted by Ordinance, a 4-foot in height living fence could be constructed around the entire perimeter of the property. Such a living fence would offer a similar, if not less opaque, screening wall. However, a living fence could not guarantee safety for children or pets (both of which Mr. Bowman has cited as concerns).
- e) It is not anticipated that the fence would be an impairment to the rights-of-way and provided the utilities are marked and avoided during installation, the fence will not impede existing infrastructure.

Please let me know if you have any questions. Thank you.

Respectfully submitted,

McKENNA

Laura Haw, AICP, NCI
Vice President

Cc: John Jackson, AICP, NCI, President

FALL SPORTS PREVIEW

GROSSE POINTE NORTH

Varsity Volleyball

Strong defense key for Norsemen in 2024

By Mike Adzima
Sports Reporter

Some like to say that defense wins championships, and that is what Grosse Pointe North varsity volleyball is hoping is true going into the 2024 season. The team has a mix of experience on the roster this year, with just a few seniors as well as a strong class of juniors and some strong sopho-

mores and even freshmen expected to have an impact right away. Most of the varsity experience on this year's team brings the skill on defense, and the Norsemen are looking to establish an identity of toughness and cohesiveness within the group. "The big thing for every season going into it is finding the culture of the team," North varsity vol-

leyball head coach Chelsea Brozo said. "... Finding out who they are as a team together and what culture they're going to bring to 2024, I think they're a very close-knit group despite being all different ages. It'll be fun to see the growth in these younger girls." The key juniors that North is counting on include Leah Burney, Eva Borowski and

Kathryn Schaden. Isabelle Boedeker, Charlotte Julien and Tiffany Mahone make up the senior core of the team. Once again, Brozo sees the most experienced players on the team excelling on the defensive side of play, which is what the team hopes will be its greatest strength in

contending for titles in the MAC White and the district playoffs. "It's going to be hard to have balls drop against our defense," Brozo said. "We need our offense to just play out the ball and not necessarily have to kill it, but make the other team make mistakes."

North began the season competing in a quad match at Livonia Stevenson after press time on Wednesday, Aug. 21. The Norsemen have their home opener on Tuesday, Sept. 10, hosting Fraser in a MAC White Division showdown at 6:30 p.m.



PHOTO BY LEON HALIP

North volleyball looks for team chemistry and defense to be keys this fall.

GROSSE POINTE SOUTH

Varsity Volleyball

Blue Devils counting on grit for MAC Red success and beyond

By Mike Adzima
Sports Reporter

Coming into the fall season, Grosse Pointe South varsity volleyball is ready to face the challenge of managing a new league schedule while also figuring out how some new faces fit into the lineup. The three-time defending MAC White division and reigning district champions are making the jump to the MAC Red this season to face the best the league has to offer but will need to work out the kinks of some lineup and rotation changes at the

same time. "We have some younger girls that we've added this year, so I think there's a bit of a learning curve and some growing pains early on just from getting used to playing with each other," South volleyball head coach Janeil DiVita said. While there is some changeover in the lineup, there still are some returning names fans are sure to recognize. The team is expected to be largely led by a strong group of juniors this fall, including Gabby DiVita, one of the top class of 2026 players in the coun-

try, as well as fellow juniors Alex Lupo and Sydney Hoffman. "I'm looking for them to take on more leadership this year and lead with their play," DiVita said. DiVita also expects to get strong veteran leadership from seniors Olivia Kowal and Catherine Pattie. Those veterans will be key in helping some of the younger players gel into the lineup as well as when it comes to establishing the team's identity. DiVita expects the Blue Devils to be more aggressive on offense



PHOTO BY LEON HALIP

South's Gabby DiVita (No. 12) is one of the key players making up a strong core of juniors for the Blue Devils in 2024.

this fall, but still wants strong play on defense to be a hallmark of this team. That could be especially helpful when navigating tough matchups in the MAC Red, where South thinks it will enter most games with an underdog mentality.

"Defense is something that we know we want to continue to define ourselves with," DiVita said. "We want to give that gritty effort and be that kind of team that can pull out some of those wins with gritty defensive plays." South started the sea-

son after press time Wednesday, Aug. 21, competing in a quad match at Livonia Stevenson. The Blue Devils are back in action Tuesday, Aug. 27, playing in the Grand Haven Tournament hosted by Grand Haven High School.

UNIVERSITY LIGGETT

Varsity Volleyball

ULS volleyball eyes district, Catholic League titles and more

By Mike Adzima
Sports Reporter

In 2023, University Liggett volley-

ball saw solid results with the return of head coach Dan Sullivan to the helm of the program. As Sullivan enters his 16th overall season with the Knights, he sees a group of vet-

erans with plenty of varsity experience joining him as the team looks to make a run at another district championship and beyond. "The team's strength is their cohesiveness," Sullivan said. "There will be 10 players returning from last year's team and all of them had significant playing time. They've really much like and respect each other. It is as close knit of a team that coach Beckly Scholtes and I have ever coached." Among that group of veterans are senior captains Lydia Fedewa Widick and Claire Juip. Shadé Patrick is another senior expected to make a large impact both on and off the court. Junior setter Reese

Macek also enters her third year as a starter in the lineup. As defending district champions, the Knights are looking to reach that mark again, as well as compete for a title in the Catholic League. To do that, they will have to go through tough tests like Ann Arbor Greenhills and reigning Division 4 state champions Everest Collegiate. Sullivan believes Liggett will be able to stand up to those challenges with consistency and confidence throughout the fall. Liggett begins the season on Wednesday, Aug. 28, taking on Clawson on the road at 6 p.m. The Knights' home opener is scheduled for Tuesday, Sept. 3, hosting Frankel Jewish Academy at 6 p.m.



City of **Grosse Pointe Park**, Michigan

NOTICE OF PUBLIC HEARING
ON EXCEPTION REQUEST FOR A FRONT YARD FENCE
AT 15800 E. JEFFERSON

PLEASE TAKE NOTICE The Zoning Board of Appeals of the City of Grosse Pointe Park will hold a Public Hearing on Monday, September 9, 2024, at 7:00 PM in the Council Chamber of City Hall, Fourth Floor, 15115 E. Jefferson Avenue, Grosse Pointe Park, Michigan 48230 on the following matter:

An application to the Grosse Pointe Park Zoning Board of Appeals requesting an exception to the requirements of the Zoning Ordinance, Section 46-407(b) Fences, Location and Height by the owners of real property located at 15800 E. Jefferson, Grosse Pointe Park, Michigan 48230. The following exception is being requested:

Approve/relax the limitations of a fence located in a front yard.

Information concerning this request may be obtained from the Public Service Department during regular business hours from 8:00 a.m. to 4:30 p.m., Monday through Friday, or by calling (313)-822-4365. Written comments concerning this request will be received by the Public Service Department prior to the public hearing or by the Zoning Board of Appeals at the public hearing. Comments can be submitted via email at clerk@grossepointepark.org.

Bridgette Bowdler,
City Clerk

GPN: 08/22/24

AFFIDAVIT OF LEGAL PUBLICATION

Grosse Pointe News

16980 Kercheval Pl
Grosse Pointe, Michigan 48230
(313)882-3500

COUNTY OF WAYNE
STATE OF MICHIGAN, SS.

Melanie Mahoney

being duly sworn deposes and says that attached advertisement of

CITY OF GROSSE POINTE PARK

was duly published in accordance with instructions, in the GROSSE POINTE NEWS on
the following date: AUGUST 22 , 2024

#4 GPP PHN 15800 JEFFERSON

and knows well the facts stated herein, and that she is the Administrative Assistant
of said newspaper.

Melanie Mahoney

K. Lindenfelser

Notary Public

KIERSTYN LINDENFELSER
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF MACOMB
My Commission Expires January 22, 2031
Acting in the County of Wayne

**PROOF OF MAILING REGARDING NOTICE OF ZONING BOARD OF APPEALS
HEARING**

I, Bridgette Bowdler, Clerk of the City of Grosse Pointe Park, certify that, on this 21st day of August 2024, I deposited a Notice of Zoning Board of Appeals Hearing for delivery with the United States postal service to the following addresses:


Bridgette Bowdler
Clerk of the City of Grosse Pointe Park
15115 E. Jefferson Ave.
Grosse Pointe Park, MI 48230
(313) 822-6200

See attached document for complete list of addresses.

City of Grosse Pointe Park, Michigan
Notice of Public Hearing
On Exception Request for a front yard fence at 15800 E. Jefferson

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Bridgette Bowdler, City Clerk

20 ✓ JOSEPH SUSKI 1002 DEVONSHIRE GROSSE POINTE PARK, MI 48230	30 ✓ REBECCA MARCHETTI 956 HARCOURT GROSSE POINTE PARK, MI 48230	39 ✓ RESIDENTS 955-57 HARCOURT GROSSE POINTE PARK, MI 48230
21 ✓ JOHN & KHRISTI ZIMMETH 1000 DEVONSHIRE GROSSE POINTE PARK, MI 48230	31 ✓ RESIDENTS 950-52 HARCOURT GROSSE POINTE PARK, MI 48230	40 ✓ NANCY DEMETROPOULOS 530 OXFORD GROSSE POINTE WOODS, MI 48236
22 ✓ MATHEW & MICHELLE HODGES 1015 DEVONSHIRE GROSSE POINTE PARK, MI 48230		41 ✓ RESIDENTS 959-61 HARCOURT GROSSE POINTE PARK, MI 48230
23 ✓ MR-MRS LOGAN ONEY 1003 DEVONSHIRE GROSSE POINTE PARK, MI 48230	32 ✓ MUHAMMAD KHURRAM 11307 BRIGHT CANYON LANE CYRESS, TX 77433	42 ✓ FRANCINE E. PEGUES 961 HARCOURT GROSSE POINTE PARK, MI 48230
24 ✓ JOHN P GLOVER & SUSAN P GLOVER 1001 BUCKINGHAM GROSSE POINTE PARK, MI 48230	33 ✓ RESIDENTS 937-39 HARCOURT GROSSE POINTE PARK, MI 48230	43 ✓ RESIDENTS 963-65 HARCOURT GROSSE POINTE PARK, MI 48230
25 ✓ RESIDENTS 15910-12 JEFFERSON GROSSE POINTE PARK, MI 48230	34 ✓ BUILD SAFE LAND COMPANY P.O. BOX 143 SAINT CLAIR SHORES, MI 48080	44 ✓ HAN PENG 1158 MARCUSSEN DR MENLO PARK, CA 94025
26 ✓ MICHAEL AND MARGARET BROWN 15910 JEFFERSON GROSSE POINTE PARK, MI 48230	35 ✓ RESIDENTS 943-45 HARCOURT GROSSE POINTE PARK, MI 48230	45 ✓ RESIDENTS 15850-52 E JEFFERSON GROSSE POINTE PARK, MI 48230
27 ✓ RESIDENTS 958-960 HARCOURT GROSSE POINTE PARK, MI 48230	36 ✓ KATHRYN-ROBERT BOSSLER 1027 LAKEPOINTE GROSSE POINTE PARK, MI 48230	46 ✓ SHAQIRI, GAZMEND-BARIE 876 LAKEPOINTE GROSSE POINTE PARK, MI 48230
28 ✓ LOUIS G MEYERS 960 HARCOURT GROSSE POINTE PARK, MI 48230	37 ✓ RESIDENTS 949 HARCOURT GROSSE POINTE PARK, MI 48230	47 ✓ MICHAEL-KIMBERLY BOWMAN 15800 E JEFFERSON GROSSE POINTE PARK, MI 48230
29 ✓ RESIDENTS 954-56 HARCOURT GROSSE POINTE PARK, MI 48230	38 ✓ THOMAS DERY 3313 OXFORD W AUBURN HILLS, MI 48526	48 ✓ RABBENE, VINCENT-MARY JO 970 TROMBLEY GROSSE POINTE PARK, MI 48230

RESIDENTS
960-62 TROMBLEY
GROSSE POINTE PARK, MI 48230

ANDREA MOODY
962 BERKSHIRE
GROSSE POINTE PARK, MI 48230

NUTTER, LOIS-MERTZ, JENNA-RALPH
960 TROMBLEY
GROSSE POINTE PARK, MI 48230

WALTON-DOYLE, ERIN-PARTICK RORAI
970 BERKSHIRE
GROSSE POINTE PARK, MI 48230

RESIDENTS
956-58 TROMBLEY
GROSSE POINTE PARK, MI 48230

BARBARA EARLE
956 TROMBLEY
GROSSE POINTE PARK, MI 48230

MARY MARKUS
15710 E JEFFERSON
GROSSE POINTE PARK, MI 48230

RESIDENTS
950-52 TROMBLEY
GROSSE POINTE PARK, MI 48230

PAUL EVANS
977 TROMBLEY
GROSSE POINTE PARK, MI 48230

DANIEL B HEALY
952 TROMBLEY
GROSSE POINTE PARK, MI 48230

WILLIAM W. MARTIN
969 TROMBLEY
GROSSE POINTE PARK, MI 48230

RESIDENTS
940-42 TROMBLEY
GROSSE POINTE PARK, MI 48230

GOODRICH, KATHERINE-JAIME
961 TROMBLEY
GROSSE POINTE PARK, MI 48230

THE CAROL A DORAN TRUST
1221 KENSINGTON
GROSSE POINTE PARK, MI 48230

WILLIAMS, BENJAMIN-KERI SCHROEDER
953 TROMBLEY
GROSSE POINTE PARK, MI 48230

UVON CISNEROS
936 TROMBLEY
GROSSE POINTE PARK, MI 48230

PETER-SARAH FUREST
945 TROMBLEY
GROSSE POINTE PARK, MI 48230

ROBERT AND KELLEY FISH
954 BERKSHIRE
GROSSE POINTE PARK, MI 48230

BRENT & LISA L'HEUREUX
937 TROMBLEY
GROSSE POINTE PARK, MI 48230



**CITY OF GROSSE POINTE PARK, MICHIGAN
MEETING OF THE CITY COUNCIL
August 12, 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, Mayor Pro-Tem Caulfield, Wiener, Dreaver, McMillan, and Mayor Hodges.

EXCUSED:

ALSO PRESENT: City Attorney- Dan Kelly, City Manager- Nick Sizeland, Deputy City Clerk – Danielle Caudill, Public Safety Director – James Bostock.

APPROVAL OF CONSENT AGENDA

24-72

Motion by Councilmember Wiener, seconded by Mayor Pro Tem Caulfield, to approve the consent agenda for August 12, 2024. The following items are included:

- I. Approval of July 8, 2024, Minutes
- II. Committee & Commissions Report
- III. Approval of FY 2025 Vehicle Purchase
- IV. Approval of Elevator Repair Quote
- V. Authorization of Opiate Litigation Settlement Participation
- VI. Appointments to Conference of Eastern Wayne
- VII. City Travel & Training Policy Adoption
- VIII. Approval of Invoices over \$5,000

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

NAYS: None

Motion Carried Unanimously

PUBLIC COMMENT (AGENDA ITEMS)

0 public comments were made.

24-73

Moved by Councilmember Wiener, seconded by Councilmember McMillan, to approve the regular agenda.

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

NAYS: None

Motion Carried Unanimously

MANAGERS' REPORT: City Manager Nick Sizeland presented a brief overview of activities and concerns in the city.

NEW BUSINESS:

24-74

Motion by Councilmember Wiener, seconded by Mayor Pro Tem Caulfield, to approve to award the 2024 CCTV Bid to Taplin Group LLC in the amount of \$200,000.

AYES: Councilmembers Kolar, Gallagher, Mayor Pro Tem Caulfield, Wiener, Dreaver, McMillan and Mayor Hodges

NAYS: None

Motin Carried Unanimously

24-75

Motion by Mayor Pro Tem Caulfield, seconded by Councilmember McMillan, to approve to award the repair of the Windmill Pointe Park childrens pool to Aquatic Source for an

amount not to exceed \$30,000 and to amend the FY2025 General fund budget and Parks and Recreation capital outlay account accordingly.

AYES: Councilmembers Kolar, Gallagher, Mayor Pro-Tem Caulfield, Wiener, Dreaver, McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

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

**RESOLUTION TO ADOPT AND AMEND THE FY2024-2025
REPAIR OF PARKS & RECREATION CHILDREN'S POOL**

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 August 12, 2024, the following resolution was offered:

Motion by Mayor Pro Tem Caulfield, seconded by Councilmember McMillan 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 FY2024-2025 budget was approved by the City Council on May 13, 2024; and,

WHEREAS, the City Council of Grosse Pointe Park is presented with a request to repair the city's parks and recreation children's pool at Windmill Park with Aquatic Source the city's preferred vendor, in the amount of \$30,000 in the 2024-2025 Fiscal Year; and,

WHEREAS, the repair of \$30,00.00 will require an amendment to the FY2025 General Fund's budget to appropriate General Fund fund balance in an amount not of \$30,000 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 2024-08-12 item ## authorizing the Finance Director to amend the FY2024-2025 General Fund budget and further authorizes the purchase from Aquatic Source for of repair of the City's Windmill

Park Children's Pool.

RESOLUTION DECLARED ADOPTED

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

YEAS: Councilmembers Kolar, Gallagher, Mayor Pro Tem Caulfield, Wiener, Dreaver, McMillan, and Mayor Hodges

NAYS: None

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 12th day of August 2024.

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

Bridgette Bowdler, City Clerk
City of Grosse Pointe Park

24-76

Motion by Councilmember McMillan, seconded by Councilmember Wiener, to award the installation of front counter glass security measures to Clinton Valley Products in the amount not to exceed \$30,000 and to amend the FY2025 general fund budget and general government capital outlay account accordingly.

AYES: Councilmembers Kolar, Gallagher, Mayor Pro-Tem Caulfield, Wiener, Dreaver, McMillan, and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

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

Resolution to amend the FY2024-2025 Budget – City Hall Security 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 August 12, 2024, the following resolution was offered:

Present Members: Councilmembers Kolar, Gallagher, Mayor Pro Tem Caulfield, Wiener, Dreaver, McMillan, and Mayor Hodges.

Absent Members: None

Motion by Councilmember McMillan, seconded by Councilmember Wiener, 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 FY2024-2025 budget approved on May 13, 2024, and;

WHEREAS, The City Council of Grosse Pointe Park was presented with a proposed budget amendment for Fiscal/Calendar Year 2024-2025, and;

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

WHEREAS, the City Council awards Clinton Valley Products LLC and authorizes the city manager to execute the city hall security upgrades in a total amount not to exceed \$30,000, and;

WHEREAS, the City Council authorizes the Finance Director to appropriate General Fund fund balance in the amount of \$30,000 to 101-173-970.000 capital account, and;

NOW, THEREFORE BE IT RESOLVED that the City of Grosse Pointe Park Council Members hereby adopts resolution 2024-08-12 item ## amending the FY2024-2025 budget by authorizing the Finance Director to appropriate General Fund fund balance in the amount of \$30,000.

RESOLUTION DECLARED ADOPTED

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

YEAS: Councilmembers Kolar, Gallagher, Mayor Pro Tem Caulfield, Wiener, Dreaver and McMillan, and Mayor Hodges

NAYS: None

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 12th day of August 2024.

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

Bridgette Bowdler, City Clerk
City of Grosse Pointe Park

The Mayor and Council reviewed the proposed ordinance(s) #243 as a first reading.

Mayor and Council will consider adoption of this ordinance at the September Council Meeting.

SUBJECT: Ordinance #243

SUMMARY: The Public Safety and Code Enforcement Departments have requested several amendments to the City Code. These requests span multiple chapters and are designed to address various community concerns, enhance public safety, and ensure proper regulation of business practices, offenses, solid waste management, and traffic regulations.

Summary of Proposed Amendments

1. Chapter 22: Licenses, Permits, and Miscellaneous Business Regulations

o Article I – General Violations and Penalties (Sec. 22-2)

- Replaces the existing misdemeanor penalty for violations of the City's business licensing requirements with one of a municipal civil infraction.
- Specifies fines and costs for non-compliance, ranging from \$9.00 to \$500.00.
- Outlines enforcement mechanisms, including court orders and liens against properties for unpaid fines and costs.

2. Chapter 28: Offenses

o Article III – Offenses Against the Person (Sec. 28-68)

- Introduces the offense of cyberbullying, defining prohibited behaviors and corresponding penalties. This allows the City to prosecute the state's cyberbullying law as a local ordinance.
- Establishes that cyberbullying is a misdemeanor punishable by up to 90 days in jail or a fine of up to \$500.00.

3. Chapter 34: Solid Waste

o Article II – Collection and Disposal (Sec. 34-22)

- Adds requirements for the condition and storage of solid waste containers to prevent health hazards and maintain neighborhood cleanliness.
- Specifies that containers must be free from holes, cracks, and must be stored to prevent rodent and insect infestations.

4. Chapter 40: Traffic and Vehicles

o Article I – Adoption of Michigan Insurance Code (Sec. 40-06)

- Adopts Section 3102 of the Michigan Insurance Code to align local traffic regulations with state insurance requirements. Section 3102 pertains to requirements for nonresident owners or registrants of motor vehicles or motorcycles that are not registered in Michigan. By adopting this Section, the City can prosecute as a local ordinance.

2024 State of the City

Agenda

Mayor Hodges - Overview

Mayor Pro Tem Caulfield - Finance, Recreation, GPP Foundation, Ordinance Review

Councilmember Dreaver- Community Engagement, Beautification Commission

Councilmember McMillan - Public Safety, Marina and Personnel

Councilmember Gallagher- MML (partner on Public Safety update)

Councilmember Kolar - SEMCOG (partner on Community Engagement and Finance updates)

Councilmember Wiener - Infrastructure and GPP Business Association

Mayor Hodges- Planning Commission, DDA/TIFA, BOE/Trombly, Seniors, Partner

Organizations, DEI, and Ethics Review Board

City Manager Sizeland - Key Indicators, FY 2024/25, Acknowledge staff

Hodges - Wrap Up

COUNCIL COMMENT:

-Councilmember Kolar commented on the following: Our Camp Wind-Y-Mill Event sold out within 7 ½ minutes. Shout out to Chad Craig and his team who put on many events.

-Mayor Pro-Tem Caulfield commented on the following: Transparency all around.

Anyone is welcome to go onto our City Website and see any and all rolling budgets are available. The Ordinance Committee has not been disbanded, it is there, just going through a better process.

-Councilmember McMillan commented on the following: Wants to congratulate Chief on the new hire. Many vehicles have been stolen recently. Please do not leave your keys in your vehicle or your vehicles unlocked.

-Mayor Hodges commented on the following: I would like to talk about the Fox Indian Massacre Project. We are very much in Fund Raising Mode. I would like to salute Jaime Rae Turnbull, Phillip Morice from fleurDetroit, Junior League of Detroit, Eagle scouts, and the Grosse Pointe Park Foundation. If you would like to donate, please visit their website. Please enjoy our parks as summer winds down.

PUBLIC COMMENT (NON-AGENDA ITEMS)

4 Public Comments were made.

24-77

Moved by Councilmember Wiener, seconded by Councilmember Gallagher, to approve to go into closed session.

AYES: Councilmembers Kolar, Gallagher, Mayor Pro-Tem Caulfield, Wiener, Dreaver, McMillan and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

Return to open session

24-78

Moved by Councilmember Wiener, seconded by Councilmember Kolar, to approve the sale of 1596 & 1588 Alter Rd. with a minor revision of the purchase agreement.

AYES: Councilmembers Kolar, Gallagher, Mayor Pro-Tem Caulfield, Wiener, Dreaver, McMillan and Mayor Hodges.

NAYS: None

Motion Carried Unanimously

ADJOURNMENT

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

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

NAYS: None

Motion Carried Unanimously

With no further business, the meeting adjourned at 9:56 p.m.

Bridgette Bowdler - City Clerk
Danielle Caudill- Deputy City Clerk

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

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

Defer Water Main Loop Installation

The defer water main loop project has been completed. This entailed installation of a dedicated water main to Defer school, ensuring that a water interruption from a neighboring water main would not impact the operation of the school. Furthermore, looping water mains is the process of removing a dead end and allowing water feed to come from more than one path, this provides for water circulation which further improves water quality.

Beaconsfield Water Main and Lead Line Replacement

The project is underway and proceeding to plan and schedule. A large run of Water Main is being replaced as well as the 78 adjoining lead services, specifically more than half of those lead services lines have been replaced and connected as of this update. For a more in-depth explanation of the project and how it is being conducted below is a link the presentation that was held at the Water Main townhall last month.

https://cms8.revize.com/revize/grossepointepark/2024WaterMain_073124_FULL.pdf

Maumee Water Main Replacement

This project is slated for mid-September, replacing a section of water main that has been the source of past service interruptions.

Priority Waste Trash Bins

The city has begun to receive new replacement waste bins. To reiterate trash bins are the responsibility of residents. If residents have aging and damaged bins, you can contact DPW, if there are manageable repairs the city may be able to do repairs to existing bins for a nominal charge. Or if a full bin replacement is needed you can also place an order through the DPW.

However, if bins were clearly and demonstrably damaged by Priority Waste, please contact Priority Waste directly for a replacement request.

Street and Alleyway Paving

A busy but successful summer with multiple paving projects, DPW has been working with our contractors and projects have all come in on time and to budget.

The Charlevoix resurfacing project is completed with some finishing touches underway.

The Beaconsfield and Wayburn alleyway paving projects are completed with some minor finishing touches.

The Middlesex repaving has been completed.

Alleyway Cleanup

The department of public works and code enforcement have been making a concerted effort to clean up the various alleyways of overbrush and debris. This work also entails communicating requirements and code concerns and violations to residents.



CITY COUNCIL MEETING

DATE: September 9, 2024

SUBJECT: Approve Directional Drilling Proposal

SUMMARY: During the EERV construction, the internet connection to the gatehouse and maintenance garage went unmarked by City staff and was severed. In order to restore the internet, new conduits need to be run. The City has requested a quote from Delude Construction, our preferred vendor, for doing this type of work.

FINANCIAL IMPACT: The cost of this work is \$8,850 and will be covered through available unspent funds in the EERV project.

RECOMMENDATION: Motion to award the work to Delude Construction as presented.

PREPARED BY: Tom Jenny, Director of Public Works



5727 Remer Rd.
China, MI 48054
delude.construction@yahoo.com
Phone # 8103292469

Proposal

Date 7/18/2024

Proposal # 3121

Name / Address

City of Grosse Pointe Park
15115 East Jefferson Avenue
Grosse Pointe Park, MI 48230

Project

Description	Total
Job Site: Patterson Park - 16006 Essex Dr. Directional bore two shots totaling approx. 300' of (2) 2" sch. 80 conduit from center point to greenbelt area by entrance shack and from center point to greenbelt area on the North side maintenance building Install 2" coupling between bore shots at center point DeLude to 90 pipes up at each end and pull string for City/Other contractor to take from there Material & Labor * City is responsible for excavating all bore pits and will work along with DeLude to complete job * City is responsible for obtaining any permits, paying fees and scheduling any inspections needed to complete job (if necessary) * DeLude will call Miss dig but is not responsible for hitting any unmarked utilities/private lines and will bore with caution * DeLude is not responsible for final restoration of areas disturbed but will do best to keep mess to a minimum	8,850.00
Total	\$8,850.00

Payment made as follows: When Completed

Authorized Signature: _____

All material is guaranteed to be as specified. All work to be completed in a work place manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will become an extra charger over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and any other necessary insurance. Our workers are fully covered by Workmen's compensation insurance.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

Vendor Code	Vendor Name	Description	Amount
Invoice			
004865	CIVICPLUS		
314245		Civic Rec Implementation and Annual Fee	11,497.20
314246		CivicEngage (Website) Implementation	13,012.72
TOTAL FOR: CIVICPLUS			24,509.92
005327	DTE ENERGY		
9100 073 0970 1		14920 Windmill Pte	8,184.09
9100 073 0970 1		14920 Windmill Pte == 7/18 - 8/15/24	8,037.73
9100 073 1017 0		1000 Maryland - 7/2 - 7/30/24	6,379.72
9100 405 1745 0		Street Lights 7/1 - 7/31/24	29,503.09
TOTAL FOR: DTE ENERGY			52,104.63
000722	EAST AREA ELECTRIC		
10204-10236		Residential Streetlight Repairs	10,870.00
TOTAL FOR: EAST AREA ELECTRIC			10,870.00
001511	EQUITABLE		
VOUCHER		PAY 08/30/24- 457B EE & ER DC Contribution	15,335.44
VOUCHER		EQUITABLE 457B EE & ER DC CONTRIBUTION	18,108.64
VOUCHER		PAY 08/16/24- 457B EE & ER CONTRIBUTIONS	18,058.55
TOTAL FOR: EQUITABLE			51,502.63
000347	GREAT LAKES WATER AUTHORITY		
CIN-0000490		Sewage Disposal - MONTHLY FIXED & VARIABLE CHG - Ju	165,900.00
TOTAL FOR: GREAT LAKES WATER AUTHORITY			165,900.00
004925	GREEN MEADOWS LANDSCAPE INC		
355893		MOWING FOR PARKS - Lawn Cutting Windmill and Patter	7,750.00
TOTAL FOR: GREEN MEADOWS LANDSCAPE INC			7,750.00
004059	HUMANA INSURANCE CO		
725638041		September 2024 MA RX RETIREE PLAN	7,955.96
TOTAL FOR: HUMANA INSURANCE CO			7,955.96
003548	MML WORKERS COMPENSATION FUND		
2965207		Quarter Installment 1 July-Sept	20,286.00
2966207		Quarter Installment 2 Oct - Dec	20,286.00
TOTAL FOR: MML WORKERS COMPENSATION FUND			40,572.00
004898	NICKEL & SAPH INC		
23525		Package Policy Renewal 24-25	325,363.00
23607		Marina - MOLL Policy - Piers 1 - 5	6,338.00
TOTAL FOR: NICKEL & SAPH INC			331,701.00
001680	POINTE ALARM LLC		
I-208790		CAMERA AND CAMERA SERVICE SYSTEM MAINTENANCE 9/1 -	6,088.08
TOTAL FOR: POINTE ALARM LLC			6,088.08
005372	PRIORITY WASTE LLC		
328177		CURBSIDE COLLECTION/COMMERCIAL - AUGUST 2024	40,800.75
INV328178		REFUSE/RECYCLING COLLECTION - Aug. 2024 - Check Re-	27,970.95
TOTAL FOR: PRIORITY WASTE LLC			68,771.70
003373	SPENCER OIL COMPANY		
30668039-30669228		FUEL USAGE FOR JULY 2024	6,488.48
TOTAL FOR: SPENCER OIL COMPANY			6,488.48

Vendor Code	Vendor Name		
	Invoice	Description	Amount
003791	VERSALIFT MIDWEST LLC		
	J35501	Upfitting of 2024 Chevy Silverado New Svc Body & Ac	48,232.00
TOTAL FOR: VERSALIFT MIDWEST LLC			48,232.00
TOTAL - ALL VENDORS			822,446.40

City Managers Report and Updates August 2024

FEMA Grant Applied

The City applied for a FEMA hazard mitigation sewer separation including alleys and downspout disconnections. The amount requested is \$32 million with 75% provided by FEMA and the other 25% covered by the City.

Joint Meeting Planning and Council

Monday, August 26th at 7:00 PM the joint meeting between council and planning was held. The purpose of this meeting was to collectively review the pre-public hearing draft of the zoning ordinance. No voting took place. Short-term rentals will not be discussed at this meeting, rather they will be considered separately at another meeting to be scheduled in the near future.

It is important to reflect on the purpose of the new comprehensive zoning ordinance. The ordinance, incorporating key recommendations from the 2022 Master Plan, will modernize our zoning regulations to reflect current conditions and best practices. This will help create a balanced, well-planned environment that enhances property values, protects community character, and promotes responsible development.

Youth Caricature Workshop Coming This Fall

Another program that will be coming this fall is our Youth Caricature Workshop. This workout is designed to teach your child the art of making caricature sketches. Artist Andrew Sigman breaks down the process, while making it fun, easy, and interactive. During the first portion of the workshop, he will go in depth about the process for making caricature sketches and then students will get to demonstrate and create as many caricatures as they can for the remainder of the workshop.

This workshop will take place Thursday, October 3rd in the McKeever Lounge located upstairs in the Lavins Activity Center from 4:30 PM to 6:30 PM. The workshop fee is \$50.00 per person and is tailored towards children ages 7 - 13.

Registration will open on Monday, August 26th at 8:00 AM. You can sign up in person at the Lavins Activity Center or online using your repro account. If you click the [click here](#) button below this paragraph, you will be taken to our registration homepage where you can sign up. Please make sure your repro account is up to date prior to registration day. If you need to update your repro account password, please call 313-822-2812 Ext. 300.

Friends of Patterson Park Work Day

Saturday August 28th from 8-12 at Patterson Park was a work day at the Patterson Playscape. Volunteers brought tools and supplies to replace several wood boards. Special Thanks to James Ceuninck, Howard Bouton, Matt Kahl, Pat Gleason for organizing the effort. Tom Caulfield, Chad Craig and I attended as well to help with the project

Fall Programs

Registration for the following Fall programs is set to open this Monday, August 26th at 8:00 AM.



City of Grosse Pointe Park
Parks and Recreation Department

Fall Program Registration

Registration for Fall programs opens Monday, August 26th at 8:00 AM

- Men's 30+ Drop-In Basketball
- Indoor Adult Co-ed Volleyball League
- Strength, Stretch, & Balance Fitness Class
- Slow Flow Vinyasa Yoga Fitness Class
- Mat Pilates Fitness Class
- Adult Pickleball Leagues & Lessons
- Morning Yin Yoga Class

- Youth Yoga Class
- Youth Tiny Tots Program
- Youth Pipsqueak PE Program
- Youth Karate Classes
- Youth Caricature Workshop & Weekly Series
- Youth Beginner Tennis Lessons

*Sign up at the Lavins Activity Center or online at recpro.grossepointepark.org.
Please make sure your account is valid by registration day.*

Youth Caricature Workshop

Artist Andrew Sigman will be leading a weekly caricature workshop series this upcoming Fall. During this workshop series Andrew will go in depth about the process for making/sketching caricature sketches. Children will also get to take-home sketches and create their own sketches too.

This workshop series registration fee will be \$125.00 and will cover all of the materials that are provided in this weekly series. This series is perfect for children ages 7 - 13. This weekly workshop series will take place every Thursday, starting October 24th - November 21st from 4:30 PM - 6:30 PM in the McKeever Lounge located here at the Lavins Activity Center. There will be no class on Thursday, October 31st.

Registration for the workshop series will open this Monday, August 26th at 8:00 AM. You can sign up in person at the Lavins Activity Center or online using your recpro account. If you click the click here button below this paragraph, you will be taken to our registration homepage where you can sign up. Please make sure your recpro account is up to date prior to registration day. If you need to update your recpro account password, please call 313-822-2812 Ext. 300.

Priority Waste

The City held two meetings this week with priority. 1. A drive through meeting of the community with Priority Waste to discuss routes and areas to target and another meeting to discuss updates on fleet status of cameras, missed pickups, and identifying communication strategies Priority can assist the city and residents with. Priority is scheduled for our September City Council meeting. The last two days in particular we have had less calls come to the office and are seeing some improvements.

Sidewalk Letters Cost

For District 1 of our sidewalk program, costs have been determined and letters will be sent to homeowners shortly of their cost per square foot

Election Grant

The City applied for a grant and was awarded \$10,000 by the Institute for Responsive Government to upgrade technology for a high speed tabulator and enhanced security of election equipment

Bid Opening Trees

The City held a bid opening to obtain pricing for tree trimming. We received 9 bids for service and will bring a recommendation to council in October

Clean Water State Revolving Fund

The City submitted an application to EGLE for the CWSRF (Sewer) for Sanitary sewer piping and manhole rehab for \$2,000,000. We received confirmation of a score of 20 points which did not put us within funding range.



GROSSE POINTE PARK DEPARTMENT OF PUBLIC SAFETY

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

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

James A. Bostock
Director of Public Safety

publicsafety@grossepointepark.org

Schools

School is open and Public Safety is reminding everyone to drive safely, especially in school zones. Here are some tips as we begin the new school year.

- Slow down, allow some extra time to get to your destination.
- Practice being patient when picking up and dropping off.
- NO DISTRACTED DRIVING
- Park and Stand in designated areas – Keep *crosswalks and sightlines* clear.

Parking Enforcement

Public Safety is up and running on its new parking enforcement ticket writing system. Thank you to Warren Rothe and Chris Powell for their efforts in getting this much needed upgrade in parking enforcement.

Open House

The Public Safety Open House is scheduled for Saturday, October 12th from 11:00 AM - 2:00PM. The event will be held on the Maryland side of the Public Safety Building. There will be something for everyone of all ages. This event is a fantastic opportunity for residents to meet and interact with your dedicated public safety team.

Event Highlights:

- **Meet & Greet:** Get to know your local public safety officers.
- **Safety Demonstrations:** Learn about fire safety, CPR, and more.
- **Vehicle Tours:** Explore police cars, fire trucks, and emergency vehicles.
- **Kids' Activities:** Fun and educational activities for children.
- **Safety Tips:** Receive valuable information on how to keep your family and community safe.

This event is free and open to all ages. Whether you're interested in learning more about our services or just want to say hello, we encourage you to stop by!



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Fire Leadership Roundtable

Lt. Colin Connaire will represent the Department of Public Safety later this month and attend the Fire Leadership Roundtable at the Detroit Fire Department Regional Training Center hosted by Fire Commissioner Chuck Simms. Speakers will include State Fire Marshal Kevin Sehlmeier to discuss topics related to building stronger partnerships, regional training opportunities, community outreach goals and budget planning. This is a great opportunity to collaborate with the Detroit Fire Department and some 20 other Wayne County fire departments and public safety organizations.

Public Safety Tips

- Smoke detectors are available and free of charge to residents. Call or stop by the station to get on the list.
- A limited number of steering wheel locks are available free of charge. These are an outstanding visual deterrent to would be car thieves. Stop by the station while they are still available. Our public safety team can also show you how to properly install them.
- Help us prevent auto thefts and larcenies by keeping your vehicles locked and valuables out of sight.

September 2024



CITY COUNCIL MEETING

DATE: September 9, 2024

SUBJECT: Ordinance #243

SUMMARY: The Public Safety and Code Enforcement Departments have requested several amendments to the City Code. These requests span multiple chapters and are designed to address various community concerns, enhance public safety, and ensure proper regulation of business practices, offenses, solid waste management, and traffic regulations. The City Council previously considered this ordinance at its August 12 meeting as a first reading. A revision to the Chapter 22 amendment has been made to clarify that each day a violation exists can be cited as a separate violation.

Summary of Proposed Amendments

1. **Chapter 22: Licenses, Permits, and Miscellaneous Business Regulations**
 - **Article I – General Violations and Penalties (Sec. 22-2)**
 - Replaces the existing misdemeanor penalty for violations of the City's business licensing requirements with one of a municipal civil infraction.
 - Specifies fines and costs for non-compliance, ranging from \$9.00 to \$500.00.
 - Outlines enforcement mechanisms, including court orders and liens against properties for unpaid fines and costs.
2. **Chapter 28: Offenses**
 - **Article III – Offenses Against the Person (Sec. 28-68)**
 - Introduces the offense of cyberbullying, defining prohibited behaviors and corresponding penalties. This allows the City to prosecute the state's cyberbullying law as a local ordinance.
 - Establishes that cyberbullying is a misdemeanor punishable by up to 90 days in jail or a fine of up to \$500.00.
3. **Chapter 34: Solid Waste**
 - **Article II – Collection and Disposal (Sec. 34-22)**
 - Adds requirements for the condition and storage of solid waste containers to prevent health hazards and maintain neighborhood cleanliness.
 - Specifies that containers must be free from holes, cracks, and must be stored to prevent rodent and insect infestations.
4. **Chapter 40: Traffic and Vehicles**

- **Article I – Adoption of Michigan Insurance Code (Sec. 40-06)**

- Adopts Section 3102 of the Michigan Insurance Code to align local traffic regulations with state insurance requirements. Section 3102 pertains to requirements for nonresident owners or registrants of motor vehicles or motorcycles that are not registered in Michigan. By adopting this Section, the City can prosecute as a local ordinance.

FINANCIAL IMPACT: N/A

RECOMMENDATION: Adopt Ordinance #243 as presented.

PREPARED BY: Warren Rothe, Assistant City Manager

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

Ordinance No. 243

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GROSSE POINTE PARK BY REVISING AND AMENDING CHAPTER 22, ARTICLE I, BY ADDING MUNICIPAL CIVIL INFRACTION VIOLATION AND PENALTIES FOR BUSINESS REGULATIONS; AMENDING CHAPTER 34, ARTICLE II, SECTION 34-22, BY ADDING SOLID WASTE CONTAINER CONDITION REQUIREMENTS; AMENDING CHAPTER 28, ARTICLE III, BY ADDING THE OFFENSE OF CYBERBULLYING; AND AMENDING CHAPTER 40, ARTICLE I, BY ADOPTING A SECTION OF THE MICHIGAN INSURANCE CODE.

THE CITY OF GROSSE POINTE PARK ORDAINS:

Section 1. Chapter 22 – Licenses, Permits and Miscellaneous Business Regulations, Article I – In General, of the Code of the City of Grosse Pointe Park, is amended to add Sec. 22-2. – Violations and Penalties, with Secs. 22-3—22-20. being Reserved:

Sec. 22-2. – Violations and Penalties

- (a) *Municipal civil infraction.* Unless specified otherwise, any person, firm, or corporation violating a provision of this chapter, upon an admission or a finding of responsibility for such violation, shall be deemed responsible for a municipal civil infraction as that term is defined and used in MCL 600.101 et seq., as amended, and shall pay a civil fine as prescribed below or as determined by the Municipal Court Judge. Each and every day the violation continues shall constitute a separate violation.
- (b) *Costs.* Any person, firm, or corporation ordered to pay a fine under Subsection (a) of this section shall be ordered by the Municipal Court Judge to pay costs of not less than \$9.00 or more than \$500.00 to the City for reimbursement of all expenses, direct or indirect, arising out of, and in connection with, the violation of the this chapter up to the entry of the court's judgment or order to pay fines and costs.
- (c) *Additional writs and orders.* Except as otherwise provided, a person who admits or is found responsible for violation of this chapter shall comply with any order, writ, or judgment issued by the Municipal Court to enforce this chapter pursuant to Chapters 83 and 87 of the revised judicature act, MCL 600.8301 et seq., and 600.8701 et seq., as amended.
- (d) *Defaults on payments of fines and costs.* A default in payment of a civil fine, costs, or damages, or expenses ordered under Subsection (a) or (b) of this section, or an installment of the fine, costs, or damages or expenses as allowed by the Court, may be collected by the City by a means authorized for the enforcement of a judgment under Chapter 40 or 60 of the revised judicature act, MCL 600.4001 et seq., or 600.6001 et seq., as amended.

- (e) *Failure to appear in court.* A defendant who fails to answer a citation or notice to appear in court for a violation of this chapter is guilty of a misdemeanor, punishable by a fine of not more than \$500.00 plus costs and/or imprisonment not to exceed 90 days.
- (f) *Lien against land, building, or structure.* If a defendant does not pay a civil fine or costs or an installment ordered under Subsection (a) or (b) of this section within 30 days after the date upon which the payment is due for a violation of this chapter involving the use or occupation of land or a building or other structure, the City may obtain a lien against the land, building, or structure involved in the violation by recording a copy of the court order requiring payment of the fine and costs with the County Register of Deeds. The court order shall not be recorded unless a legal description of the property is incorporated in or attached to the court order.
 - (1) The lien is effective immediately upon recording of the court order with the Register of Deeds.
 - (2) The court order recorded with the Register of Deeds shall constitute the pendency of the lien. In addition, a written notice of the lien shall be sent by the City by first class mail to the owner of record of the land, building, or structure at the owner's last known address.
 - (3) The lien may be enforced and discharged by the City in the manner prescribed by its Charter, by the general property tax act, Public Act No. 206 of 1893, being MCL 211.1 et seq., or by an ordinance duly passed by the City. However, property is not subject to sale under Section 60 of Public Act No. 206 of 1893 (MCL 211.60), for nonpayment of a civil fine or costs or an installment ordered under Subsection (a) or (b) of this section unless the property is also subject to sale under MCL 211.1 et seq., as amended, for delinquent property taxes.
 - (4) A lien created under this section has priority over any other lien unless one or more of the following apply:
 - a. The other lien is a lien for taxes or special assessments.
 - b. The other lien is created before the effective date of the ordinance from which this chapter is derived.
 - c. Federal law provides the other lien has priority.
 - d. The other lien is recorded before the lien under this section is recorded.
 - (5) The City may institute an action in a court of competent jurisdiction for the collection of the fines and costs imposed by a court order for a violation of this chapter. However, an attempt by the City to collect the fines or costs does not invalidate or waive the lien upon the land, building, or structure.
 - (6) A lien provided for by this subsection (f) shall not continue for a period longer than five years after a copy of the court order imposing a fine or cost is recorded unless within that time an action to enforce the lien is commenced.

Section 2. Chapter 34 – Solid Waste, Article II – Collection and Disposal, Sec. 34-22 of the Code of the City of Grosse Pointe Park, is amended to add subsection Sec. 34-22(4)(d), which shall now read:

- (1) *Storage of containers.*

- a. Containers shall be stored and placed in an enclosed accessory structure, garage or shed, in the primary structure, or in an approved container or facility for external storage. Containers not enclosed in an accessory structure or primary structure shall be stored to the rear or side of the primary structure, garage, or accessory structure as close to the structure as possible.
- b. Containers serving property on a public or private alleyway shall not be stored in the public or private alleyway and must be located inside the rear lot line of the property.
- c. Containers shall be stored in such a manner as to prevent water from falling on the container and entering it. The City or its contractor may decline to collect or empty any container filled or partially filled with ice or water.
- d. Containers must be:
 - i) Without holes, cracks, or other condition which would allow insects to penetrate the container;
 - ii) Placed in a manner that it will be free of rodents and insects, clean and neat, and erected in such a manner as to not allow the container to blow over and dump the refuse inside; and
 - iii) Shall not be kept in a condition that is a nuisance or hazard to the health, safety, or welfare of the inhabitants of the neighborhood.

Section 3. Chapter 28 – Offenses, Article III – Offenses Against the Person, Sec. 28-68 of the Code of the City of Grosse Pointe Park, currently Reserved, is amended to Cyberbullying:

Sec. 28-68. Cyberbullying.

- (a) A person shall be guilty of Cyberbullying if they engage in either of the following:
 - a. Post a message or statement in a public media forum about any other person if both of the following apply:
 - i. The message or statement is intended to place a person in fear of bodily harm or death and expresses an intent to commit violence against the person; and
 - ii. The message or statement is posted with the intent to communicate a threat or with knowledge that it will be viewed as a threat;
 - b. Post a message through the use of any medium of communication, including the internet or a computer, computer program, computer system, or computer network, or other electronic medium of communication, without the victim's consent, if all of the following apply:
 - i. The person knows or has reason to know that posting the message could cause 2 or more separate noncontinuous acts of unconsented contact with the victim;
 - ii. Posting the message is intended to cause conduct that would make the victim feel terrorized, frightened, intimidated, threatened, harassed or molested;

- iii. Conduct arising from posing the message would cause a reasonable person to suffer emotional distress and to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

(b) As used in this section:

- a. "Computer" means any connected, directly interoperable or interactive device, equipment, or facility that uses a computer program or other instructions to perform specific operations including logical, arithmetic, or memory functions with or on computer data or a computer program and that can store, retrieve, alter, or communicate the results of the operations to a person, computer program, computer, computer system, or computer network.
- b. "Computer network" means the interconnection of hardwire or wireless communication lines with a computer through remote terminals, or a complex consisting of 2 or more interconnected computers.
- c. "Computer program" means a series of internal or external instructions communicated in a form acceptable to a computer that directs the functioning of a computer, computer system, or computer network in a manner designed to provide or produce products or results from the computer, computer system, or computer network.
- d. "Computer system" means a set of related, connected or unconnected, computer equipment, devices, software, or hardware.
- e. "Credible threat" means a threat to kill another individual or a threat to inflict physical injury upon another individual that is made in any manner or in any context that causes the individual hearing or receiving the threat to reasonably fear for his or her safety or the safety of another individual.
- f. "Device" includes, but is not limited to, an electronic, magnetic, electrochemical, biochemical, hydraulic, optical, or organic object that performs input, output, or storage functions by the manipulation of electronic, magnetic, or other impulses.
- g. "Emotional distress" means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.
- h. "Internet" means that term as defined in section 230 of title II of the communications act of 1934, chapter 652, 110 Stat. 137, 47 U.S.C. 230.
- i. "Post a message" means transferring, sending, posting, publishing, disseminating, or otherwise communicating or attempting to transfer, send, post, publish, disseminate, or otherwise communicate information, whether truthful or untruthful, about the victim.
- j. "Unconsented contact" means any contact with another individual that is initiated or continued without that individual's consent or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Unconsented contact includes any of the following:
 - i. Contacting the victim by telephone.

- ii. Sending mail or electronic communications to the victim through the use of any medium, including the internet or a computer, computer program, computer system, or computer network.
 - k. "Victim" means the individual who is the target of the conduct elicited by the posted message or a member of that individual's immediate family.
- (c) All violations of this section shall be misdemeanors and, upon conviction thereof, shall be punishable by a sentence of not more than 90 days of confinement to jail or by a fine of not more than \$500.00, or both.

State law reference – Cyberbullying, MCL § 750.411x & Posing messages through electronic medium, MCL § 750.411s

Section 4. Chapter 40 – Traffic and Vehicles, Article I – In General, Sec. 40-06, of the Code of the City of Grosse Pointe Park, currently Reserved, is amended to Adoption of Section 3102 of the Michigan Insurance Code:

Sec. 40-06. Adoption of Section 3102 of the Michigan Insurance Code.

Section 3102 of the Michigan Insurance Code of 1956, 1956, Public Act 218, as amended, pertaining to required insurance is adopted by reference and shall be enforced as an ordinance in the City with the penalties for violating same being a misdemeanor, punishable by a sentence of not more than 90 days of confinement to jail, a fine of not less than \$200.00 nor more than \$500.00, or both.

State law reference – Nonresident owner or registrant of motor vehicle or motorcycle to maintain security for payment of benefits, MCL § 500.3102



CITY COUNCIL MEETING

DATE: September 9, 2024

SUBJECT: Priority Waste Presentation

SUMMARY:

FINANCIAL IMPACT:

RECOMMENDATION:

PREPARED BY:



September 5, 2024

CITY OF GROSSE POINTE PARK
15115 East Jefferson Avenue
Grosse Pointe Park, MI 48230

Attention: Nick Sizeland
City Manager

Regarding: Grosse Pointe Park Service Line Verification Project
Recommendation Letter
OHM Job No.: 7508-24-0050

Dear Mr. Sizeland:

Bids for the Grosse Pointe Park Service Line Verification Project were received, opened and read aloud at 1:00 PM on Thursday, September 5, 2024 at the City of Grosse Pointe Park offices. Bids were received from three (3) bidders, with the bid pricing ranging from \$237,641.00 to \$316,055.00, as shown on the attached tabulation. The project includes the verification of 351 water service materials in the City of Grosse Pointe Park that are being funded by an EGLE Community Technical, Managerial, and Financial (TMF) Support for Lead Line Replacement grant.

OHM contacted several references for current and past projects and received similar favorable responses for service line verification programs in various communities. An reference from a local engineering firm stated that Super Construction was timely, clean and worked well communicating with the residents. Super Construction has provided verification services for the City of Hamtramck, River Rouge, Lincoln Park and Bay City according to their references submitted with their bid package. It is recommended that the Grosse Pointe Park Service Line Verification Project contract be awarded Super Construction, Inc in the amount of \$237,641.00.

Should there be any questions, please contact this office at (313) 481-1252.

Sincerely,
OHM Advisors, Inc.

A handwritten signature in dark blue ink that reads "Patrick M. Droze". The signature is fluid and cursive, with a horizontal line underneath it.

Patrick M. Droze, P.E.
Principal

encl: Bid Tabulation

cc: Tom Jenny, Department of Public Works Supervisor
Katelyn Driscoll, OHM
File

BID FORM for Service Line Verification Project Grosse Pointe Park, Wayne County, State of Michigan OHM Job Number 7508-24-0050			
Item	Description	Estimated Quantity	Unit
1	Mobilization, Max. 3%	1	LSUM
2	Traffic Maintenance and Control	1	LSUM
3	Tree Rem, 6 inch to 18 inch	1	EA
4	Maintenance Gravel	50	TON
5	Curb Stop Restoration, Sidewalk	159	EA
6	Curb Stop Restoration, Lawn	166	EA
7	Curb Stop Restoration, Driveway	12	EA
8	Curb Stop Restoration, Pavers	9	EA
9	Water Service, Hydro-excavation	351	EA
10	Final Deliverables	1	LSUM
Total Bid Amount:			

Super Construction LLC 201 Morton St Bay City, MI 48706 989-684-8276 Luke Super, President			
Unit Price		Amount	
\$	5,000.00	\$	5,000.00
\$	4,000.00	\$	4,000.00
\$	1.00	\$	1.00
\$	1.00	\$	50.00
\$	20.00	\$	3,180.00
\$	20.00	\$	3,320.00
\$	500.00	\$	6,000.00
\$	500.00	\$	4,500.00
\$	590.00	\$	207,090.00
\$	4,500.00	\$	4,500.00
\$		237,641.00	

Duke's Root Control, Inc 400 E. Airport Road, Suite E Elgin, IL 60123 800-447-6687 Valerie Kielp, Opportunity Coordinator			
Unit Price		Amount	
\$	7,000.00	\$	7,000.00
\$	2,005.00	\$	2,005.00
\$	260.00	\$	260.00
\$	76.00	\$	3,800.00
\$	250.00	\$	39,750.00
\$	45.80	\$	7,602.80
\$	517.50	\$	6,210.00
\$	275.00	\$	2,475.00
\$	595.00	\$	208,845.00
\$	5,000.00	\$	5,000.00
\$		282,947.80	

M.L. Chartier, Inc. 9195 Marine City Highway Fair Haven, MI 48023 888-334-8373 Heath Brinker, Estimator/PM			
Unit Price		Amount	
\$	9,420.00	\$	9,420.00
\$	6,105.80	\$	6,105.80
\$	413.20	\$	413.20
\$	205.10	\$	10,255.00
\$	747.00	\$	118,773.00
\$	20.00	\$	3,320.00
\$	2,538.00	\$	30,456.00
\$	547.00	\$	4,923.00
\$	374.00	\$	131,274.00
\$	1,115.00	\$	1,115.00
\$		316,055.00	

- Bidder's multiplication error was corrected
- Bidder's SUM error was corrected



CITY COUNCIL MEETING

DATE: September 9, 2024

SUBJECT: Donation Acceptance Schaap Theater

SUMMARY: Paul Schaap has generously donated \$65,000 in memory of Carol C. Schaap for the replacement of the Schaap theater seats at Windmill Pointe Park. With Mr. Schaaps contribution we can reallocate the funding in the Capital Improvement Plan in FY 2027 to other City needs. The Schaap Theater was originally constructed and opened in 2015. Below is the project description as described in the Capital Improvement Plan.

Project #: BF-27-2 Title: Theater Seating Replacement Description: The reclining seats in the Schaap theater will be replaced. Their upholstery is beginning to show wear and tear and this project will help reduce maintenance costs.

City Administration is requesting the Council to recognize the donation as revenue and to appropriate the funds to the Capital Outlay account 760 Lavins Center.

FINANCIAL IMPACT: \$65,000 recognized into the Capital Outlay Account

RECOMMENDATION: Motion to approve the FY 2024-2025 General Fund Budget Amendment in the amount of \$65000.00 and accompanying resolution.

PREPARED BY: Nick Sizeland, City Manager

STATE OF MICHIGAN
COUNTY OF WAYNE
CITY OF GROSSE POINTE PARK

Resolution to amend the FY2024-2025 General Fund Revenue & Expenditures

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 September 09, 2024, the following resolution was offered:

WHEREAS, the City Council approves and amends the FY2024-2025 General Fund budget by recognizing the individual revenue donation in 101-000-674.000 from Mr. Paul Schaap in memory of Carol C. Schaap in the amount of \$65,000 for the Parks and Recreation Department Lavins Center for the purposes of replacement seating in the Schaap Theater at Windmill Pointe Park located at 14920 Windmill Pointe Drive Grosse Pointe Park, MI 48230; and,

WHEREAS, the City of Grosse Pointe Park City Council approves and amends the FY2024-2025 Parks and Recreation Lavins Center Department's expenditure budget in the Capital Outlay account in the amount of \$65,000 in 101-760-970.000 to replace theater seating; and,

NOW, THEREFORE BE IT RESOLVED, that the City Council of Grosse Pointe Park hereby approves by adoption of this resolution, authorizing the Finance Director to amend the FY2024-2025 General Fund revenue and the department's expenditure budget by recognizing the revenue donation from Mr. Paul Schaap.

RESOLUTION DECLARED ADOPTED

At a regular meeting of the City Council for the City of Grosse Pointe Park held on July 08, 2024, at 7:00 p.m., the following roll call vote was taken:

YEAS: Councilmembers Kolar, Gallagher, Caulfield, Wiener, Dreaver 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: September 9, 2024

SUBJECT: Purchasing Policy

SUMMARY:

City Code requirements governing purchases or contracts of \$5,000 or less and Purchases or contracts over \$5,000 requiring Council approval was last amended by the City Council 39 years ago in 1985.

With the current purchasing threshold of \$5,000.00, it has become very difficult for city departments to efficiently complete purchases, repair city equipment, and maintain city buildings and grounds when the City Council meets only once a month.

Changing the minimum purchase threshold for Council approval from \$5,000.00 to \$20,001.00 would adjust for inflation and enable City Administration to complete projects, make purchases and maintain the buildings and grounds more efficiently. Highlights of the policy include City Manager Approval of \$5,001 to \$20,000, City Administration Departments approve expenses of \$5,000 or under and Department Divisions could approve purchases of \$2,500 or less. In order to adjust for inflation going forward, the policy includes an annual inflationary index using the State of Michigan Consumer Price Index rounded up to the nearest hundred.

Other community purchasing policies and spending thresholds are included for your review.

City	Council Threshold for Purchases	Source
City of Grosse Pointe (1980)	\$5,000	City Code Sec. 2-98 can be changed by Ordinance and/or Resolution
Grosse Pointe Farms (2000)	\$11,000	Charter Sec. 8.8 can be changed by Ordinance and/or Resolution
Grosse Pointe Park (1985)	\$5,000	City Code Sec. 2-248 can be changed by Ordinance and/or Resolution
Grosse Pointe Shores (2008)	\$10,000	City Code Sec. 2-303 can be changed by Ordinance and/or Resolution

Grosse Pointe Woods (2022)	\$10,000	City Charter Amendment Section 8.8 with future adjustments by Ordinance
Harper Woods (2002)	\$5,000	City Code Sec. 2-83 can be changed by Ordinance and/or Resolution
Rochester (2017)	\$15,000	City Code Sec. 2-323 can be changed by Ordinance and/or Resolution
Farmington (2006)	\$10,000	City Code Sec. 2-458 can be changed by Ordinance and/or Resolution
Grand Ledge (2015)	\$25,000	City Charter Chapter 13 can be changed by Ordinance and/or Resolution
Port Huron (2021)	\$20,000	City Code 2-793 can be changed by Ordinance and/or Resolution
Bloomfield Township (2023)	\$35,000	In the form of Purchasing Policy
Lake Orion (2023)	\$50,000	City Code 34.04 can be changed by Ordinance and/or Resolution

Since this request is a policy that would be adopted via an ordinance, it is my recommendation that the Council treat this policy as a first reading with no vote at the September meeting but gather a consensus. If the Council agrees to move forward with the policy, it would be incorporated into an ordinance and adopted at the October 7th City Council Meeting.

FINANCIAL IMPACT: Not Applicable

RECOMMENDATION: Review Policy as a first reading

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

**CITY OF GROSSE POINTE PARK
CITY MANAGEMENT POLICY
PURCHASING POLICY**

CM-SOP-2024-09-09-00

Topic: Purchasing Policy
Type: Standard Operating Policy
Effective Date: 9/09/2024
Revision Date: N/A
Expiration Date: N/A – Until Retracted
Prepared By: City Administration

General Purpose:

It is the responsibility of the City of Grosse Pointe Park to establish proper guidelines for the acquisition of public goods and services while obtaining maximum value at minimum cost for expenditures necessary for the operations of the City. This Standard Operating Policy (the “Policy”) establishes the procedure, processes, and policies for purchasing (procurement) on behalf of the City.

The goal is to establish a policy for competitive solicitation requirements, the establishment of contracts, create spending limits, and set purchase authority rules that comply with the City Charter and its Ordinances, the State of Michigan Compiled Laws (“MCL”), and Federal Uniform Guidance when subject to a federal grant award.

Moreover, the City desires to clarify that the Policy applies to all non-personnel members belonging to a committees or boards, personnel, management, and elected officials when acquiring goods or services using City funds. The City aims to provide proper steps for acquiring goods or services and to ensure timely payment of outstanding invoices.

Scope:

All City employees and non-employee members hold the responsibility as fiduciaries when utilizing City funds. All procurement is for the sole purpose of operating the City exclusively for the interest of its taxpayers by providing benefits and paying its expenses. Fiduciaries must act prudently to eliminate risk associated with financial uncertainties, reduce operational cost using verified vendors, contract arrangements, informal quotes, and the formal bidding processes.

This Purchasing Policy is established to streamline the purchasing method and to reduce the misuse of city funds. The Policy establishes a financial purchasing procedure for obtaining goods or services. Purchases are to be acquired in an equitable, competitive, ethically impartial, and non-discriminatory supervised process.

The Policy’s purpose is to manage eligible procurement effectively, certifying that expenditures are legal and in compliance with the MCL, the City’s Charter and its Ordinances, and that the procurement process follows this policy as adopted by the City Council.

Objectives:

To establish a standard operating policy and procedure process that creates proper internal controls for the City’s management governing the purchases of all goods and supplies.

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Implement regulations that both review and monitor procurements conducted by any official, department head or their designee providing oversight to personnel, or non-personnel member of a commission or board when utilizing city funds. To provide City management supervision over purchases, sales, or traded assets when conducting business on behalf of the City of Grosse Pointe Park.

The primary objectives, in priority order, of the City's Purchasing Policy shall be:

Procedure for procurement:

Responsibility

The City shall attempt to purchase the right quantity, of the highest quality, of goods and services of the best fit, at the lowest price, within a timely basis, by awarding contracts to the lowest responsible bidder using fiscally responsible methods where the services or goods are common in the marketplace.

Purchases may occur only when the proper City Procurement Requisition Form is used when applicable, approvals are obtained as required by purchasing threshold, and are in accordance with the procedures as outlined within this Policy. Failure to follow the procedures in this Policy will result in disciplinary action, up to termination of employees, or the removal of a committee/board member(s).

Qualified Vendors

All purchases are ultimately the responsibility of the City Manager. The City of Grosse Pointe Park will create a qualified vendor list to be used by all personnel and non-personnel.

- The qualified vendor list will be made up of both selected vendors and contract vendors.
- The City's qualified vendor list shall be used first when making common place purchases.
- Consideration may be given to the quality of goods/services, conformity with specifications, suitability to the requirements of the City, delivery of goods, and past performance of the vendor.
- Departures from the City's qualified vendor list must be approved by the City Manager before the vendor can be added to the City's accounts payable system.

A determination to add a vendor to the City's qualified list due to the needs of the City when there is a timeliness of delivery issue, unable to provide goods or services needed to fulfill City operations, or supply chain or when a sole-source provider is used. In the event of a qualified emergency where the current qualified vendor is unavailable to provide immediate goods or services (see [Vendor Management](#)).

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- All goods and services purchased using City funding are under the ownership of the City and do not belong to any one individual or person.
- No personnel (employee), non-personnel (board/committee members), or City officials may purchase goods or services individually*.
- Personnel and non-personnel (boards, committees, and officials) purchases are based on the dollar threshold stated in Authorization to Purchase section.
 - All requests will first be submitted to the City Manager using the City's Procurement Requisition Form, by the department head or committee/board chairperson for the approval to use City funds based on dollar thresholds as set forth within this policy,
 - Non-personnel city board/commissions or elected officials, upon approval of an eligible expenditure by a majority vote,
 - Supporting documentation for purchases will be attached to the Procurement Requisition Form or will be returned to the department/board for proper documentation,
 - All purchases of goods or services procured are property of the City and are to be procured by the City of Grosse Pointe Park.
- Department Heads, or their designee (in their absence), shall be responsible for purchasing goods and services for the operations of their departments.
 - Department Heads are ultimately responsible for ensuring sufficient adopted budget is available for making purchases,
 - When insufficient funds are not available within the fund/department budget, the Department Head is responsible for the preparation and requesting of any budget amendment(s), upon City Manager's approval, for items not within the existing budget.
 - Department Heads making purchases falling under a Federal Award will be responsible for ensuring that all procurements are in compliance with the grant award and the Federal Uniform Guidance ("UG") requirements.
- The Finance Director will conduct a final review of requests for procurements exceeding the Department Head's purchasing threshold. The Finance Director shall also:
 - Confirm the purchase is an eligible expenditure,

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- Verify that sufficient adopted budget is available for a procurement,
- Review and approve resolutions when the city is requesting to amend budget, prior to being added to the City's council packets.

For professional education or training/travel procurement, see the City's Adopted Travel Policy **CM-SOP-2024-08-12-00 and corresponding designated forms, for proper steps and protocols, regarding any city travel, on behalf of city business.*

Sufficient Funding

No expenditure shall be made except in pursuance of an appropriation of the City Council.

No obligations shall be incurred against, and no payment shall be made from, any appropriation account unless there are sufficient unencumbered funds available to meet the obligation. Any obligation incurred or payment authorized in violation of this policy shall be void and any payment so made illegal.

The City Council may make supplemental appropriations by amending the original general appropriations budget by resolution when appropriations are determined insufficient for the purposes of city operations.

In no case may such appropriations cause total estimated expenditures, including an accrued deficit, to exceed total estimated revenues, including the unappropriated surplus.

Procurement Dollar Limit Thresholds

No employee or non-personnel (official or committee member) may complete an unauthorized purchase on behalf of the City of Grosse Pointe Park. The use of all City funds will be supervised and require the approval of the department head, official, committee chair, City Manager based on the following procurement thresholds.

Sufficient budget must be available within the departments before any said purchase(s) are incurred regardless of the Dollar Limits established. All purchases must be budgeted for and properly documented in accordance with this Policy.

Departments shall not consider appropriations contained in the budget as a mandate to expend funds, nor does the budget constitute authorization to commit the City to purchases, as such authorization originates from the provisions in this policy.

This purchasing policy is based on dollar thresholds.

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Dollar Limits	Procurement Group	Required Approval	Finance Approval	Other Requirements
Up to \$500	Non-Personnel Commissions	Council: Mayor Commission: Chairperson	No	Sufficient Budget & Eligible Expenditure
\$501 or more	Non-Personnel Commissions/Council	City Manager - Committees Mayor - Council	Yes	Council Minutes Committee Minutes
\$0 to \$2,500	Department Division	Division Manager/Supervisor	No	As authorized by Department Head
\$5,000 or less	City Department	Department Head	No	Normal business operations
\$5,001 to 20,000	City Department	Department Head & City Manager	Yes	Must obtain three (3) written quotes.
\$20,001 to \$50,000	City Department	City Manager City Council	Yes	Must obtain three (3) written quotes.
\$20,001 or over	All Groups: Professional Services	City Manager City Council	Yes	Request for Proposal Board Resolution
\$50,000 or over	All Groups: Goods/ Non-prof. Services	City Manager City Council	Yes	Formal Invitation to Bid Board Resolution

Personnel and non-personnel making purchases for services or goods over the designated Dollar Limits as prescribed will require certain approvals based on the Procurement Group: the department head, City Manager, a City official, or commission chairperson, prior to any procurement(s).

All purchases over \$20,001 for all goods and professional/non-professional services will require City Council approval. When City Councils' approval is required, the department head will prepare a memorandum and council resolution to include the following:

- Description of the service or goods to be purchased,
- Total cost and the amount of the existing budget available for purchase,
- The account number to be used for the requested purchase,
- An amount not to exceed will be stated,
- Authorize the City Manager to enter into an agreement or contract for purchase,
- Authorize the Finance Director to amend budget.

Procurement Groups

Non-personnel with an annually adopted budget will follow the Dollar Limits thresholds for expenditures specifically related to the purpose or function in which the board/committee/council department is formed when making purchases.

- Purchase's that are less than \$500 must be approved by the committee chairperson, , or Mayor as applicable by Procurement Group, before services or goods are requisitioned,

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- Purchase's that are more than \$500 must be adopted by the committee, board, or City Council as part of the session minutes, with expenditures approved by the committee chairperson, or Mayor as applicable by Procurement Group, before services or goods are requisitioned,
- Board/commission purchases will be required to use the Procurement Requisition Form based on the Dollar Limits with a copy of the approved council/commission board minutes and other supporting purchase documentation when informal and formal solicitation is required based on the Dollar Limit,
- The Procurement Requisition Form will be first reviewed by the Finance Director for sufficient funds, legal and eligible expenditures, and submitted to the City Manager for their approval or denial.

Personnel utilizing the City's decentralized procurement environment, expenditures up to \$5,000 are at the discretion of Department Head when funds are part of the departments adopted budget and are part of the normal day to day business operations.

Division Supervisors, at the discretion of the Department Head may be authorized to make purchase not exceeding specified Dollar Limits, when using a specific department budget, when they are providing oversight of a city operation.

- Department division supervisor examples include: Recreation Specialist or Electrical/Pump Station Manager,
- Division supervisors are limited to \$2,500 without department head approval when designated by their Department Head,
- All Purchasing Policy rules apply to division supervisors.

Purchase's that are less than \$5,000 must be first approved by the City's Department Head or in their absence, by their appointed designee, before services or goods are requisitioned.

- All purchased goods must be delivered to the City of Grosse Pointe Park and are to be inspected upon delivery, to ensure all goods requisitioned were received and are in good condition.
- Packing slips, if provided with the delivery of goods, are to be reviewed, signed/dated by the receiver, and provided to the Department Head.

Expenditures over the Dollar Limits as set within this Purchasing Policy by Procurement Group are to be requested by the Department Head or Commission Chair or their City designated Council Member, regardless of funding available as part of the departments adopted budget. For purchases of more than \$5,000 when utilizing a city qualified or contract vendor:

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- The Department Head or chairperson will prepare the City's Purchasing Requisition Form,
- The Department Head, City Mayor, or Committee Chairperson will provide a statement justifying why the purchase is necessary/needed for city operations.

Authorization to Purchase

No City employee, officer, committee member, council member, or agent, regardless of the dollar amount or appropriated budget, besides the City Manager as outlined under section 13.6 of the City's Charter, or their designee in the absence of the City Manager, may sign any contract agreement. The City Manager, *per* section 13.6, may not enter any contracts over \$1,000 per the City Charter until a legal review has been completed by the City's Attorney.

Dollar Limit(s)	Procurement Method	Required Approval	Finance Review
\$0 to \$5,000	City Qualified or Vendor	Department Head	No
\$5,001 to \$20,000	City Qualified or Vendor	City Manager	Yes
\$20,001 to \$50,000	City Qualified or Vendor	City Council	Yes
\$5,001 to \$20,000	No Qualified or Vendor Written Quotes	City Manager	Yes
\$20,001 to \$50,000	No Qualified or Vendor Written Quotes or Invitation to Bid	City Council	Yes
\$50,000 or more	Formal Quotes/Bid*/RFP*/RFQ	City Council	Yes

The City Manager's approval will be required on all purchases exceeding the Dollar Limit thresholds along with the Finance Director's (or their designee's) for budget approval.

No procurement between \$5,001 and \$20,000 shall be made or entered into by any City Department Head, nor their designee, nor a Committee Chairperson, nor an authorized Division Supervisor, seeking to complete transactions with any approved vendor, unless the item(s) to be procured is done by following the steps as prescribed under the policy section Authorization to Purchase.

At no time does any City official, committee member, or employee have the authority to sign any lease or contract obligating the city, regardless of the dollar amount. Only the City Manager or their designee has this authority as prescribed within the City Charter and this City Council adopted Purchasing Policy.

For general services that are sought, when not utilizing a City contract or qualified vendor, the Department Head or Committee Chairperson will provide at least three (3) written quotes, which are to be sought out by the department or committee:

- Upon receipt of three (3) written quotes, the Department Head will sign and attach the quotes to the City's Procurement Requisition Form,

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- Department Head or Committee Chairperson will review their adopted budget for sufficient funds,
- The Procurement Requisition Form must be submitted to the Finance Department.

The Finance Director or their designee will review the departments' budget for sufficient funds and approve budget or indicate insufficient funds are available, before providing the request to the City Manager.

- The City Manager will review the purchasing request and provide their approval or denial of the request,
- Procurement request over the authorized thresholds will include the proper supporting documentation.

When a new purchase exceeds the maximum Dollar Limit threshold (\$20,001) formal solicitation will then be presented to the City Council for approval following the procedure stated within the Authorization to Purchase section.

Purchases for computer equipment must be made through the City's authorized Information Technology ("IT") provider or the City's designee as determined by the City Manager.

All procurements exceeding the \$20,001 threshold may not be entered, unless authorized first by resolution of the City Council authorizing the City Manager to enter said contract or agreement, and provided sufficient funds are available within the fiscal year budget, prior to any procurement.

If the procurement of goods or services uses Federal Grant dollars, the policy section for Federal Grant Awards (see [Federal Grant Uniform Guidance Section](#)) in accordance with the UG should be followed as it may outlines more restrictive purchasing guidelines set forth by the Federal Government.

Vendor Management

Once City Council has authorized an agreements or contract by resolution, the contract will be signed by the City Attorney, City Manager, and City Finance Director. A copy of the original contract and any contract renewals will be maintained by the Finance Department for its procurement terms, types of services or goods to be provided, and inflationary adjustments for budgeting purposes.

The City is a government entity of the State of Michigan and is exempt from paying sales taxes.

- All approved city vendor's must be provided with Form 3372 "Michigan Sales and Use Tax Certificate of Exemption" signed by the Finance Director from the City of Grosse Pointe Park.

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- Delivered to the new Vendor by the Department Head securing the vendor through the formal or informal bidding process before any goods or services may be purchased.

A vendor will only be established within the City's accounts payable system. No vendor will be created or added to the City's accounts payable system unless the city has received a signed W-9 form "*Request for Taxpayer Identification Number and Certification*" placed on file with the Finance Department.

- The Department Head will ensure the new vendor is provided a Department of Treasury IRS W-9 form upon award of the formal or informal procurement approval,
- Vendors must submit to the Finance Department a signed W-9 designating their federal class and EIN/social security number along with any signed contract, before a request for goods or services is entered into by any personnel or non-personnel.
- All vendors must have a current and valid mailing address and email address on file with the City of Grosse Pointe Park's Finance Department,

Accounts Payable

When the goods have been received or once services are rendered, it is the responsibility of the Department Head (or their designee) to have the items or services requested inspected for proper quantity and quality.

All invoices when received will be date stamped by the Finance Department. Invoices will be reviewed by the City's Department Head, or their designee in their absence, and approved for payment, before payment is made to the vendor.

Approved invoices will be forwarded to the Finance Department using a city prescribed vouchers payable form with the following:

- Procurements of \$5,001 to \$20,000 will include the City Manager approved Procurement Requisition Form,
- Purchases more than \$20,001 will include a copy of the certified City Council resolution authorizing the purchase.

Invoices will be submitted for payment back to the Finance Department within ten (10) business days of being received, with a voucher payable, that is signed by the department head or their designee.

- The invoice describing the date and types of goods/services provided to the City must be attached to the voucher payable.
 - No payment will be made to a vendor without a mailing address,

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- All payment requests must have a proper vendor issued invoice describing goods or services,
 - Federal, state, or county payments will include the proper forms and/ or memorandums for remittance,
 - Payment for goods or services will not be issued from an email communications or from a vendor quote,
 - Requests to reimburse employees or non-personnel will not be made for city services or goods, unless purchases are for city authorized travel and are as prescribed within the City's authorized Travel Policy,
 - City issued draft checks will not be provided back to the department, department head, or their designee,
- The voucher payable will include the correct general ledger expenditure account number where budget was appropriated by the City Council.
 - All payments will be either mailed directly to the vendor's mailing address on file or will be paid using a direct deposit method (as determined by the Finance Director), when it established and available,
 - At no time, will the Finance Department return any draft check payment for a vendor back to the Department Head or their designee unless in relationship to a legal stipulation/settlement, and then only released to the City Attorney.
 - Independent entities/contractors will receive an annual 1099 for paid goods or services depending on their federal classification indicated on their W-9.
 - No department head or their designee will cause an invoice payment to become past due or cause the occurrence of penalties and late fees for past due invoices.
 - Department heads (or their designees) understand that it is not the responsibility of the Finance Department or the accounts payable department clerk to prepare their vouchers payables or for the Finance Director to approve their voucher's payables.

Formal and informal solicitation

Purchases over \$5,000 and less than \$20,001:

The City Manager must pre-approve all non-contracted purchases of more than \$5,000. The Department Head requesting the purchase must complete a Purchase Requisition Form and

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obtain the approval of the City Manager and Finance Director prior to procuring the goods or services.

When not using an existing city qualified vendor, Department Heads are required to obtain a minimum of three (3) written informal quotes for the requested services or goods.

All quotes received must be attached to the Purchase Requisition Form when submitted to the Finance Director for budget verification and then to the City Manager for purchasing approval. If quotes cannot be obtained, an explanation of why a minimum of three quotes were not able to be obtained when completing the Procurement Requisition Form.

In the absence of the City Manager and/or the Finance Director, the City Manager and/or Finance Director may assign purchasing authorization duties to their designee.

Purchases \$20,001 and over:

Purchases in this category require council approval regardless of adopted budget except when an existing contract award is in place with the vendor for approved/adopted services or goods. Procurement of goods or services more than \$20,001 to \$50,000 for general services may be procured using either an informal written quote or formal Invitation to Bid process, depending on the dollar amount, type of services, or goods/items being requisition, as determined by the City Manager.

General services like custodial, lawn care, printing or publication services, rubbish removal or recycling, drycleaning, pest control or for general goods like janitorial supplies, office or operational supplies, uniforms, shop supplies require an invitation to bid process to secure the best cost for general goods or services.

Procurements more than \$50,000 are to be formally solicited when seeking professional services. The service types will require a formal solicitation using a Request for Proposal ("RFP"). These types of services may include legal services, engineering, auditing, planning, or information technology.

When an RFP process is used, proposals will be reviewed by the Department Head requesting services. Proposals not meeting the minimum requirements will be recommended for elimination to the City Manager from the next steps in the procurement process. The Request for Proposal process may include a formal or informal interview process to narrow the selection of proposals down to the top three, based on the scope of work described within the RFP.

Once the bid opening or RFP process is complete, the Department Head will prepare the recommendation for the City Manager and City Council. A Request For Qualifications ("RFQ") may be utilized when seeking information to prequalify a pool of potential providers.

Vendor Awards

Purchases shall not be artificially divided to avoid the City Manager, City Council, or Dollar Limit thresholds.

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City Council shall consider all bids or proposals and shall select a vendor with its consideration being given to the Administrations recommendation for the highest ranked vendor.

- The City Council will be provided with a copy of the bid or proposal for the highest ranked vendor.
- The Department Head/City Manager will provide a basic understanding of the scope of work for goods or services being requested.
- The total number of bids or proposals will be provided with the top three vendors being ranked based on the bid or proposal's ability to meet the City's needs.

Once a bid or proposal is awarded through resolution by the City Council, the Department Head will inform the winning bidder to secure the necessary paperwork, collect required signatures, and fulfill all requirements under Vendor Management.

When a contract for services is awarded with renewal terms, it will be the Department Heads responsibility to prepare and request a renewal, as allowed within the contract terms, to the City Council not less than six (6) months prior to the expiration of the contract.

- Should the City, Department Head, or City Council choose not to renew the contract due to services or goods falling short of the original contract's scope of work, stating the reasons not to renew the terms.
- The Department Head will pursue a new solicitation process, not less than six (6) months prior to the expiration of the existing contract to ensure no disruption of services to the City.

The City Council reserves the right to reject all bids and to waive the bidding process when the request for an asset meets the sole-provider definition.

Purchasing thresholds:

Annually, the dollar limit of these thresholds shall be adjusted by the annual Consumer Price Index as determined by the State of Michigan for tax assessment, rounded up to the nearest hundred by memorandum to be received by the City Council as a receipt and file on the consent agenda.

Council approval is not required for merchandise for resale, parcel/postage services, office supplies, city utilities, and revenue contracts. The City's handling of its assets will follow the Standard Operating Capital Asset Policy.

Methods of source selection:

Quotes. An informal solicitation for goods or services is not anticipated to exceed the council Dollar Limit threshold, and which does not require a formal bid submission. Procurement shall be awarded to the lowest responsible and responsive bidder as determined by the City Manager and Department Head.

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Request for quote (“RFQ”). Informal solicitation or request for information, where oral or written quotes are obtained from vendors, without formal advertising or receipt of **"sealed" bids**. Used only where ordinance does not require formal **"sealed" bids** and where it is anticipated that the procurement will not exceed the council threshold.

Invitation to bid (“ITB”). Formal solicitation request to prospective vendors soliciting price quotations or bids; contains, or incorporates by reference, the specifications or scope of work and all contractual terms and conditions for purchases.

Request for proposal (“RFP”). A formal solicitation method used for professional services that exceed the City Council threshold based on evaluation criteria set forth in the RFP. Used when it is expected that negotiations with one or more bidders may be required with respect to any aspect of the requirements, or when other factors will be considered in the selection of the contractor/consultant in addition to price. The formal solicitation of the RFP requires a sealed proposal.

Competitive bids. A method of acquiring supplies, non-professional services, or construction where the award is not expected to exceed, made to the lowest responsive and responsible bidder whose bid meets the formal solicitation bid specifications established by the city for the goods, services, or construction being sought that does not include discussions or negotiations with bidders.

Except for competitive bids electronically submitted, competitive bids must be sealed when requested as such, within the bid specifications.

Lowest responsible and responsive bidder. In determining the lowest responsible and responsive bidder, in addition to price, the following factors shall be considered:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service or supplies required.
- Whether or not the bidder can perform the contract or provide the service or supplies promptly or within the time specified, without delay or interference.
- Whether the bid complies in all material respects with the bid specifications
- The character, integrity, reputation, judgment, experience, and the efficiency of the bidder.
- The quality, availability, and adaptability of the supplies or services to the particular use required.
- The quality of performance and time of completion by the bidder of previous contracts or services.
- The previous and existing compliance by the bidder with laws and ordinances relating to similar contracts or services being provided.
- That the bidder has not been debarred by the city within the last five (5) years.
- The sufficiency of the financial resources, equipment, and personnel resources and the ability of the bidder to satisfactorily perform the contract or provide the services or supplies.
- The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- The number and scope of any additional, limiting, or qualifying conditions attached to the bid by the bidder.

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- Whether the supplies are recyclable, biodegradable, or otherwise compatible with environmental concerns when specified.

The failure of a bidder to promptly supply information in connection with an inquiry from the city, the department head or their designee with respect to any of the provisions enumerated herein, may be grounds for a determination of no response, with respect to such bidder.

A “non-responsive bidder” means an Invitation To Bid (“ITB”) or Request For Proposal (“RFP”) response that does not confirm to the mandatory or essential requirements of the ITB or RFP.

“Responsive bidder” means a person or entity that has submitted a bid, which conforms in all respects to the requirements set forth in the ITB.

Definitions:

Contract. Any agreement entered by the city with an individual or entity for the purchase of supplies, materials, equipment, contractual services, or construction, including a purchase order, but not including a collective bargaining agreement. The contract can be for multiple years with renewal periods; example: a three-year contract with three (3) one-year renewals.

Sole source. Means the only known vendor possessing the unique and singularly available capability based on technical qualifications, time constraints, or personnel expertise, to meet the requirements of the solicited bid or RFP.

Vendor. Means any person or entity who offers goods for purchase or services for hire, and includes, but is not limited to, contractors, subcontractors, and businesses.

Change orders. A written modification to a contract, approved by the City Manager and/or City Engineer, in the form of a change order, which increases or decreases the contract cost, modifies the work to be performed, quantities ordered, or duration of the contract. City Council approval shall be required when the new contract total value exceeds the council threshold and the change order or combination of change orders exceeds council threshold or fifty percent (50%) of the original contract amount, whichever is lower.

Professional services. Professional services mean work rendered by an independent contractor who has a professed and documented knowledge of some department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it, including, but not limited to, accounting and auditing, actuarial, architecture, court reporters, engineering, expert witnesses, insurances, legal services, medical coverages, planning, and research.

The knowledge is founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. The word "professional" implies professed attainments in special knowledge as distinguished from mere skills.

Professional services may be procured without formal competition upon a showing that professional offering the service has special or unique knowledge advantageous to the City or is offering a service that depends primarily on the professional's invention, imagination or talent.

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Federal Funding Procurement Standards

- i. When procuring Federal grant funds, the City, as a non-federal entity, shall comply with the provisions of the Code of Federal Regulations 2 CFR §200.318 - 327:
 - a. Section 200.318: General procurement standards
 - b. Section 200.319: Competition
 - c. Section 200.320: Methods of procurement to be followed
 - d. Section 200.321: Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms
 - e. Section 200.322: Domestic preferences for procurement
 - f. Section 200.323 Procurement of recovered materials
 - g. Section 200.324: Contract cost and price
 - h. Section 200.325: Federal awarding agency or pass-through entity review
 - i. Section 200.326: Bonding requirements
 - j. Section 200.327: Contract provisions
- ii. When procuring Federal grant funds, the Township shall comply with the Disadvantaged Business Enterprise Program requirements, as applicable.
- iii. When procuring Federal grant funds, the Township shall comply with the Davis-Bacon and Related Acts and Reorganization Plan No. 14 of 1950, 40 U.S.C. 3141 et seq., as applicable.
- iv. When procuring Federal grant funds, the Township shall comply with the Build America, Buy America Act, Public Law 118-42, as applicable.
- v. When procuring Federal grant funds, the Township shall comply with the Brooks Act, 40 USC Ch. 11, as applicable.



CITY COUNCIL MEETING

DATE: September 9, 2024

SUBJECT: Approval of Assessment Contract

SUMMARY: The City of Grosse Pointe Park has contracted with WCA Assessing since 2016. We currently house an Assessor in the Clerk/Building Department on the bottom floor of City Hall for a full day on Thursdays. The contract terms are for three years expiring on September 30, 2027 with a 5% increase each year. Each Grosse Pointe currently utilizes WCA. Assessing is a very specialized field and the options for service providers with the qualifications and certification levels the City desires, and a cost effective fee structure are limited.

Additional background from WCA

WCA Assessing currently services communities in four counties. WCA has been in the forefront of the technology prevalent in the assessing community, including BS&A software. Training and education is of the utmost importance to WCA. Every year in addition to obtaining necessary certification renewals, WCA provides numerous internal training seminars on relevant topics. From Dale Carnegie training to Tax Tribunal seminars presented by sitting judges, WCA strives to stay at the forefront of the assessing profession. With the economic market changes of 2007/2008, communities have sought ways to provide excellent service to their residents while reducing budgets. Unlike some other City services, such as police and fire, assessing is a transparent service that can, and often is, provided by professionals contracted to the municipality. WCA has successfully sought to capitalize on this with planned and sustained growth. With a diverse clientele of 33 communities, WCA understands the different financial requirements of each and tailor our services accordingly.

FINANCIAL IMPACT: Budgeted item of \$59,300 under Assessing Department Professional and Contractual Services

RECOMMENDATION: Motion to approve the Contract with WCA Assessing as presented for a 3 year term

PREPARED BY: Nick Sizeland, City Manager

ASSESSMENT CONTRACT
FOR CITY OF GROSSE POINTE PARK, WAYNE COUNTY, MICHIGAN

WHEREAS, City of Grosse Pointe Park, hereinafter called "City", with its principal offices located at 15115 East Jefferson Avenue, Grosse Pointe Park, Michigan, 48230, is interested in having all real property and all personal property assessed and having said assessments maintained on an annual basis.

WHEREAS, WCA Assessing, with principal offices located at 38110 Executive Drive, Suite 200, Westland, Michigan 48185, hereinafter called the "Company", is interested in the contract for assessment and maintenance work for City property effective October 1 , 2024;

IT IS THEREFORE AGREED:

1. Company agrees to plan, administer and provide overall supervision of property appraisal programs for assessment purposes; maintain appropriate levels of qualified staff to ensure work is completed to achieve overall department goals. The company is familiar with the laws, regulations and directives regarding the appraisal of real and personal property for assessment purposes with the State of Michigan.
2. Company has policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining the appropriate value and classification. During the term of this agreement, an Advanced Michigan Assessing Officer, or Master Michigan Certified Assessing Officer shall act as the assessor of record and supervise the preparation of the 2025, 2026, and 2027 assessment rolls, utilizing the services and personnel proposed herein.
3. Company agrees to respond to inquiries and requests for assessment information from the public. The City agrees to provide office space within the City Hall, or other City owned buildings for the completion of the terms of this contract. The office space shall be made available so as to not impede the performance of the department. Any days in which the Company is scheduled to be in the office but the office is closed due to holidays, acts of God, educational purposes, or any other causes beyond the control of the Company, shall be considered included within the hours to complete this agreement. The purpose of office hours are:

- To meet with City staff to answer questions and give advice;
 - To be available to assist with providing information and answering inquiries of taxpayers/residents/others.
 - Serves as a liaison between the City and prospective business and industry investors; acts as a resource for City citizens by responding to inquiries and interpreting State laws.
 - To perform certain other functions as described herein.
4. Company agrees to oversee maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, ownership transfers, and strives to identify new/improved methods for carrying out the responsibilities of the department.
 5. Company agrees to represent the City in defending assessments appealed to the Michigan Tax Tribunal (MTT). The company shall be available to defend all assessments to the MTT as needed during this contract.
 6. City agrees that responses to the Full MTT shall be prepared by the Company's legal staff. City agrees to provide full cooperation with Company's legal staff. Should expert witnesses and/or preparation of respondent's valuations disclosures be necessary, the Company shall notify the City's Mayor of such requirement.
 7. Company agrees throughout the term of this contract to provide field inspections of all properties as necessary; to perform assessment ratio studies to determine true cash value; to perform personal property canvasses to ensure all personal property is equitably assessed; to update property records and ensure notification of annual assessment changes. All assessments completed by Company throughout the term of this contract will be in adherence to State Tax Commission procedures as to the valuation method, assessment manual, personal property multipliers, and general requirements. Company agrees to perform the duties of the certifying assessor for said City including but not limited to;
 - Inspect, revise, and re-evaluate property record cards with new construction, demolition, and property splits.
 - Perform neighborhood market studies and land value analyses throughout the term of this contract.
 - Prepare assessment roll(s), all county and state equalization forms and requirements as determined by the State tax Commission.
 - Provide digital photographs of all properties visited for maintenance purposes.

- Working with the Building Department to ensure all new property is equitably assessed.
 - Prepare all new property record cards in compliance with State tax Commission requirements.
 - Attend, prepare, and work with all Boards of Review.
 - Assist City in establishment of any IFT, CFT, DDA, TIFA, Brownfield, or other statutory tax incentive program as established by the legislature.
8. Company agrees to meet with the Mayor and/or other designated staff of the City to review progress that the Company has made towards meeting the terms of this proposal/agreement, preparation of assessment rolls, and other matters parties deem necessary to review. In addition the Company will suggest any budgetary information necessary to upgrade and/or improve the City's assessment process.
9. City agrees that in addition to the responsibilities provided herein, the staff of the City shall provide full and reasonable cooperation to the Company in completion of the herein-stated services.
10. The Company shall be liable to the City, and hereby agrees to indemnify and hold the City harmless but only to the extent of its insurance coverage set forth below, against all claims covered by said insurance coverage arising out of the performance of the services rendered hereunder caused by any negligent conduct, intentional conduct, or act of the Company or any of its employees in the performance of this contract that are covered by the policies listed in subparagraphs "a" through "c" below.

The Company will carry the following insurance coverage at all times during this agreement:

- a. Comprehensive general liability insurance covering the Company and the City in the project with not less than the following limits of liability; bodily injury or death, \$1,000,000 each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.
- b. Worker's Disability Compensation Insurance, securing compensation for the benefit of the employees of the Company, as required by Worker's Disability Compensation Act of State of Michigan.

c. The Company shall also carry professional liability and errors and omissions insurance with not less than \$2,000,000 limit of liability for each claim and in the aggregate including claim expenses. However, the City understands that it cannot be listed an additional insured under this type of policy. Should the City or its officers, directors, employees, and elected officials ever be held financially liable for any error or omission of the Company and seek indemnification from Company as a result thereof, under no circumstance shall the Company's cumulative liability to the City or its officers, directors, employees and elected official exceed the coverage of the errors and omissions policy referenced herein.

All required insurance shall be maintained with responsible insurance carriers qualified to do business in the State of Michigan. As soon as practicable upon execution of this contract and upon commencing any performance hereunder, the Company shall deposit with the City the previously mentioned policies of insurance or certificates therefore. During the duration of this contract, a copy of said insurance or certificate shall be given to the City Clerk at the beginning of each year.

11. The Company shall not be held liable for any damages caused by strikes, explosions, war, fire or act of nature that might stop or delay the progress of work. In the event of a claim against the City relating to any act or failure to act of the Company that is not covered by the insurance coverage as set forth above, the City has no right to indemnification from Company.
12. The City and Company agree that the relationship of the City and Company is that of a client and contractor and not of that of an employer and employee and should not be construed as such.
13. In the event that the Company shall not be in substantial compliance with the terms of this agreement, the City shall give the Company written notice of said breach and thirty (30) days to cure the breach. If the Company fails to cure the breach within thirty (30) days after such notice, the City may terminate this Contract immediately without further notice or liability to the Company, other than for permitted fees and expenses accrued through the date of termination.
14. The City and Company agree that the Company shall not assign or transfer neither this agreement nor any portion therein without first receiving written approval from the other party.

15. The City agrees to pay the Company as follows;

October 1, 2024 to September 30, 2025.....\$ 59,300 annually
October 1, 2025 to September 30, 2026.....\$ 62,265 annually
October 1, 2026 to September 30, 2027.....\$ 65,378 annually

The payments shall be made in twelve (12) equal installments due on the fifteenth (15th) day of each month.

16. The City's representation for all Michigan Tax Tribunal petitions ***not in the Small Claims Division***, shall be provided by Company's para legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

October 1, 2024 to September 30, 2025.....\$\$165.53 / Hourly
October 1 2025 to September 30, 2026.....\$\$173.81 / Hourly
October 1, 2026 to September 30, 2027.....\$\$182.50 / Hourly

17. The City's representation for all Michigan Tax Tribunal petitions not in the Small Claims Division ***relative to Tribunal Hearings***, shall be provided by Company's legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

October 1, 2024 to September 30, 2025\$\$190.98/ Hourly
October 1, 2025 to September 30, 2026.....\$\$200.53 / Hourly
October 1, 2026 to September 30, 2027.....\$\$201.56/ Hourly

18. MICHIGAN TAX TRIBUNAL APPRAISAL SERVICES PLUS SPECIAL PROJECTS
Appraisal services rendered by the Company in Full Claims Michigan Tax Tribunal matters, and or any special services approved by the City, shall be provided to the City at the rate of:

	10/01/24	10/01/25	10/01/26
Title	09/30/25	09/30/26	09/30/27
Appraiser Aide	\$50.90	\$53.45	\$46.12
Appraiser	\$70.61	\$74.14	\$77.85
Level III Appraiser	\$125.16	\$131.42	\$137.99
Assessor	\$143.80	\$150.99	\$158.54
Hourly fees include clerical costs and overhead for the Company.			

19. Michigan Tax Tribunal appraisal services and requested special projects are separate from normal assessment and appraisal functions.

20. The City and Company agree that the term of this contract shall begin October 1, 2024 and expire September 30, 2027. The term of this agreement may be extended, by amendment, if mutually agreed upon in writing by each party.
21. The City and Company agree this contract is entered into subject to the charter and ordinances of the City and the applicable laws of the State of Michigan.
22. The Company agrees that in the performance of this contract neither the Company nor any person acting on its behalf will refuse to employ or refuse to continue in any employment any person because of race, creed, color, national origin, sex, or age. The Company will in all solicitations or advertisements for employees placed by or on behalf of the Company state that all qualified applicants shall be considered for employment without regard to race, creed, color, national origin, sex, or age.
23. The Company shall acknowledge receipt of and comply with the City's ethics policy, computer usage policy or other signed documents
24. The City agrees the Mayor and City Manager possess complete authority by resolution of the City Council or otherwise to execute this agreement on behalf of the City.

WITNESSES:

WCA ASSESSING:

By: _____
Doug Shaw, for WCA Assessing,
as its Member

WITNESSES:

CITY OF GROSSE POINTE PARK:

By: _____
Michele Hodges, MAYOR

By: _____
Nick Sizeland, CITY MANAGER



CITY COUNCIL MEETING

DATE: September 9, 2024

SUBJECT: Board and Commission Appointments

SUMMARY: Planning Commission

Devan Stachecki - Reappoint for a three-year term ending 9/30/2027

Mike Kozak- Appointment for a three-year term ending 9/30/2027

Downtown Development Authority

Laura Ochab- Reappoint for a four-year term ending 9/23/2028

Ben Wixson - Reappoint for a four-year term ending 9/23/2028

Giuliano Mancini- Reappoint for a four-year term ending 9/23/2028

Roseanne Horne- Reappoint for a four-year term ending 9/23/2028

FINANCIAL IMPACT: Not Applicable

RECOMMENDATION: Motion to confirm the Mayor's appointments as presented.

PREPARED BY: Bridgette Bowdler, City Clerk



City of Grosse Pointe Park

Board and Commission Application

First Name: Mike Last Name: Kozak
Address: 844 Bedford City/State/Zip: Grosse Pointe Park/MI/48230
Home Phone: N/A Cell Phone: [REDACTED] 6
Email: [REDACTED]

AREAS OF INTEREST

Please check the Boards/Commission you are interested in serving on:

- | | |
|---|--|
| ☐ Downtown Development Authority | ☐ Tax Increment Finance Authority |
| ☐ Beautification Commission | ☐ Parks and Recreation Commission |
| ☒ Planning Commission | ☐ Board of Review |
| ☐ Ethics Review Board | |
| ☐ Other: _____ | |
| ☐ Other: _____ | |

If you are applying due to a current vacancy, how did you hear about the vacancy?

- ☐ City Website ☐ Social Media ☐ Other: _____

Have you attended meeting(s) of the board and/or commission you are applying to sit on?

- ☒ YES ☐ NO

Why do you want to serve on this board and/or commission?

(Please attach an additional page if more space is needed)

I have reached a point in my professional career as a municipal engineering consultant that I want to impart the practical knowledge I've gained from attending countless planning commission meetings in other communities for Grosse Pointe Park. I've seen some of the best and arguably worst meetings and members during this time and because of that, I understand the time and dedication that is necessary to sit on an important body like a municipal planning commission.

The City of Grosse Pointe Park is at an interesting point in its evolution as city. As a built-out, primarily residential community, the role of the Planning Commission is now to guide the strengthening and redevelopment of our commercial districts and protect and promote the variety of our residential districts. I look forward to utilizing the expertise I have gained in my professional career to benefit the residents of Grosse Pointe Park.



City of Grosse Pointe Park

Board and Commission Application

Please provide a brief summary of the areas of expertise you would bring to the board and/or commission:

As a registered professional engineer, my work days are focused on providing planning and engineering services for a variety of municipalities in Southeastern Michigan. I'm extremely familiar with the codes and ordinances that have been created and are enforced to keep communities like the Park safe, resilient and inclusive to residents, businesses and visitors. I understand both sides of development, and the importance of holding developers to a high standard that meets or exceeds your ordinances. I look forward to sharing this expertise with the City that I call home and giving back to a community that has provided so much to me and my family.

ADDITIONAL INFORMATION

Please briefly summarize the following information:

Education History

Graduate of Lawrence Technological University (2001) with a bachelor's of science in civil engineering.

Occupation (if retired list former occupation)

Professional Civil Engineer, Partner at Giffels Webster (www.giffelswebster.com)

Current and/or Former Volunteer Experience (including previous civic involvement)

Current annual volunteer of Life Remodeled

Current Adopt-a-Highway Coordinator (2 miles of M-53; 3 cleanups per year)

Former Grosse Pointe Park Little League baseball coach/manager



City of Grosse Pointe Park

Board and Commission Application

CITY CHARTER REQUIREMENTS

Registered to vote in the City of Grosse Pointe Park?

☒

Yes

☐

No

How long of you been a resident of Grosse Pointe Park (enter month and year when moved to City)

October 2011

Are you related and/or married to any current elected officials or City staff?

☐

Yes

☒

No

If you answered yes, name the person and/or people you are related to and the relationship(s):

The following questions are applicable if you are applying to serve on the Downtown Development Authority or Tax Increment Finance Authority Boards:

Do you own property within the TIFA and/or DDA?

☐

Yes

☐

No

If yes, please provide the property address(es):

Do you own a business or work at a business within the TIFA and/or DDA?

If yes, please provide the property address(es):

Are you a resident within the TIFA and/or DDA?

☐

Yes

☐

No



City of Grosse Pointe Park

Board and Commission Application

APPLICATION CERTIFICATION

PLEASE NOTE: Applications are kept on file for a period of 2 years. If you are not appointed within that period, you must reapply. Resumes and cover letters can be attached to this application but are not required for consideration.

Signed and completed applications can be returned via email to clerk@grossepointepark.org or by US mail to: City of Grosse Pointe Park

ATT: City Clerk
15115 East Jefferson Ave.
Grosse Pointe Park, MI 48230

By submitting this application, I certify the foregoing statements and answers are true and complete. I agree in advance that any misrepresentation or falsification of any of the above information shall be cause for rejection of this application or depending upon when the falsification is discovered. I consent for City of Grosse Pointe Park to verify the information provided.

Michael Kozak

Digitally signed by Michael Kozak
DN: E=mkozak@giffelswebster.com,
CN=Michael Kozak, O=Giffels Webster,
L=Washington, S=Michigan, C=US
Date: 2023.08.02 19:25:00-04'00'

Signature of Applicant

Date