



AGENDA - City Council

DATE: November 12, 2024 7:00 PM City Council
Chambers

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Consent Agenda
 - I. Approval of October 7 Minutes
 - II. Committee & Commissions Report
 - III. Fee Schedule Amendment - Parking Passes
 - IV. Approve Special Response Team Budget Amendment
 - V. Approval of Dental/Vision Insurance
 - VI. Non-Union Benefits Policy Amendment
 - VII. City Managers Report/Public Safety
 - VIII. Invoices over \$5,000
 - IX. Approval of Grant Policy
- V. Public Comment (Agenda Items)
- VI. Approval of Regular Agenda
- VII. Public Safety Department Citation
 - I. Award Detective Paul Pionk
- VIII. Unfinished Business
 - I. Priority Waste Update
- IX. New Business
 - I. Defer Elementary School Centennial Proclamation
 - II. Public Act 152 Election
 - III. Board and Commission Appointments
 - IV. Council Comment
- X. Public Comment (Non-Agenda Items)
- XI. Adjournment

Public Comment: Public Comments are limited to three minutes.

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



**CITY OF GROSSE POINTE PARK, MICHIGAN
MEETING OF THE CITY COUNCIL
October 7, 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- Morgan McAtamney, City Manager- Nick Sizeland, Assistant City Manager – Warren Rothe, City Clerk – Bridgette Bowdler, Parks and Recreation Director – Chad Craig.

APPROVAL OF CONSENT AGENDA

24-94

Motion by Councilmember McMillan, seconded by Council Member Wiener, to approve the Consent Agenda.

- I. Approval of September 9, 2024, Minutes
- II. Committee & Commissions Report
- III. Award Bid for Tree Trimming and Removal Services
- IV. City Manager/Public Safety Report
- V. Budget Amendment and Recognition of Grants
- VI. Invoices over \$5,000

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

NAYS: None

Motion Carried Unanimously

24-95

Motion by Councilmember Wiener, seconded by Councilmember Dreaver, to approve the Regular Agenda.

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

NAYS: None

Motin Carried Unanimously

PUBLIC COMMENT:

2 public comments were made.

NEW BUSINESS:

24-96

Motion by Councilmember McMillan, seconded by Mayor Pro-Tem Caulfield, to approve the proposal for Preliminary Engineering to Abonmarche in the amount of \$89,250 and accompanying budget resolution.

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

NAYS: None

Motin Carries

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

**Resolution to amend the FY2024-2025 Budget – Preliminary Engineering Windmill
Pointe Park Marina**

At a regular meeting of the City Council for the City of Grosse Pointe Park (the "Council"), held at City Hall located at 15115 E. Jefferson Ave, Grosse Pointe Park, MI 48230 at 7:00 p.m. on October 7, 2024, the following resolution was offered:

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

Absent Members: None

Motion by Councilmember McMillan, seconded by Mayor Pro-Tem 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 authorizes Abonmarche Proposal for Preliminary Engineering in a total amount not to exceed \$89,300, and;

WHEREAS, the Council authorizes the Finance Director to appropriate Marina Fund net position balance in the amount of \$89,300 to 594-545-815.000 Professional – Engineering Services account, and;

NOW, THEREFORE BE IT RESOLVED that the City of Grosse Pointe Park Council Members hereby adopts resolution 2024-10-07 item # amending the FY 2024- 2025 budget by authorizing the Finance Director to appropriate from the Marina Fund’s net position a balance in the amount of \$89,300.

RESOLUTION DECLARED ADOPTED

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

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

NAYS: None

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 7th day of October 2024.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 7th day of October 2024.

Bridgette Bowdler, City Clerk
City of Grosse Pointe Park

COUNCIL COMMENT:

- Councilmember Kolar commented on the following: Awesome job by all departments.
- Councilmember Gallagher commented on the following: Council comment, Zoning Board and Planning Commission, Michigan Municipal League conference on Mackinac Island. Legislative update.
- Mayor Pro-Tem Caulfield commented on the following: Priority Waste resolution update, Responsiveness-make sure you have the facts before you distribute the information.
- Councilmember Wiener commented on the following: Infrastructure meeting last week. Want to take a moment to offer condolences to the Hessburg family on the loss of Dr. Hessburg. Early voting. Get plaque to honor the Cotton family for their donation for the ERV valve.
- Councilmember Dreaver commented on the following: Spring plant exchange, New City Website, please utilize the new features.
- Councilmember McMillan commented on the following: Expresses condolences to the Hessburg family. Public safety open house this Saturday from 11am-3pm. Priority Waste cameras installed.
- Mayor Hodges commented on the following: Trombley update, got to see Momcat Kelly win the Beautification Commission of Southeast Michigan's annual volunteer award. Condolences to the Martin family. Happy Birthday to Councilmember Dreaver. Thank you to Mr. Coletta for being here tonight and all of your hard work. Council comment rules and concerns.

PUBLIC COMMENT (NON-AGENDA ITEMS)

1 Public Comment was made.

24-97

Motion by Councilmember McMillan, seconded by Councilmember Wiener to approve to move into closed session.

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

NAYS: None

Motion Carried Unanimously

24-98

Motion by Councilmember McMillan, seconded by Councilmember Wiener, to approve to move back into open session.

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

NAYS: None

Motion Carried Unanimously

24-99

Motion by Councilmember Wiener, seconded by Mayor Pro-Tem Caulfield, to approve the adoption of non-union employee's contract.

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

NAYS: None

Motion Carried Unanimously

24-100

Motion by Councilmember Kolar, seconded by Councilmember Wiener, to approve to authorize the City Manager to conduct negotiations on Alter Rd. properties.

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 9:05 p.m.

Bridgette Bowdler - City Clerk

Danielle Caudill- Deputy City Clerk

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

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

Grosse Pointe Park New Website

Better integration of city services with the new website is ongoing and was a big point of discussion at the quarterly infrastructure meeting. It is important for residents to be aware, the city website smart bar will learn from resident requests and search entries, furthermore, the city administration has a lot more ability to modify the website, so resident feedback is very helpful.

Curbside Leaf Pickup is Underway

A reminder that curbside leaf pickup is currently underway. Please use this link to the city website for a map and specifics.

[Curbside Fall Leaf Pickup | Grosse Pointe Park, MI](#)

Sidewalk Repair District 1

Pre-construction meeting has been held, sidewalk section cutting and repairs will be underway the first full week of November.

Winter Preparation

The Department of Public Works is reviewing equipment and inventories and engaging in preventative maintenance of snow removal equipment. We hope for a mild winter and a warm autumn but are already preparing for whatever weather conditions may arise.

Water Main and Lead Line Recap

The major water projects have all been completed, this includes Beaconsfield, Maumee and the Defer loop. To provide context, 78 lead lines were replaced this year, as well as roughly 2600 linear feet of water main. The projects proceeded well and provided a lot of experience and data to the team which is being rolled into our ongoing annual projects. The likely candidates for watermain/lead line work have already been identified and are currently working out estimates to submit projects to council for approval.

Priority Waste

Priority Waste has completed upgrading all the trucks serving Grosse Pointe Park with 360 degree cameras. There has been regular communication between public works, city administration and Priority Waste regarding continuous improvement of service.

Great Lakes Water Authority Flooding Study

Great Lakes Water Authority and U.S. Army Corps of Engineers announced that they will partner on a multi-year study to improve flood resiliency in southeast Michigan.

The following quote comes from the Detroit News on September 30th:

"The groups will investigate the flooding problems in southeast Michigan and look for ways to reduce the risk of flooding and improve the region's infrastructure."

Congress approved \$500,000 for the study this fiscal year and another \$600,000 for next year. GLWA will match the funding with an equal value of services from the utility's staff. The utility's wastewater system serves roughly 2.8 million residents, including those in Detroit and in portions of Wayne, Oakland and Macomb counties."

Additionally, GPP administration has an upcoming meeting with GLWA to get further updates on the progress with their pumping station upgrades, among other discussions.



CITY COUNCIL MEETING

DATE: November 12, 2024

SUBJECT: Fee Schedule Amendment - Parking Passes

SUMMARY: The City Fee Schedule currently lists parking passes for municipal lots at \$30.00 per month. The City would like to amend the fee schedule to both increase the monthly pass and offer a discount for annual passes equal to one free month.

<u>Fee</u>	<u>Current</u>	<u>Proposed</u>
Monthly	\$30.00	\$35.00
Annual	N/A	\$385.00

These proposed changes would be effective January 1, 2025.

FINANCIAL IMPACT: The fee changes and discounts is expected to have a modest but positive impact on City revenues.

RECOMMENDATION: Adopt the proposed fee schedule change as presented.

PREPARED BY: Warren Rothe, Assistant City Manager



CITY COUNCIL MEETING

DATE: November 12, 2024

SUBJECT: Approve Special Response Team Budget Amendment

SUMMARY:

Grosse Pointe Park is the fiduciary for the GP/HW SRT team. The team has a Director and Board members that make decisions in relation to the financial spending and equipment needs of the team. Over the years, the team has proved to be an invaluable component of our mutual aid pact and has been impactful in their role in taking on high-risk warrants and arrests over the years, including the arrests of two carjacking suspects last December.

Currently, the personnel vehicle used to carry the team and equipment to their respective callouts is a 1989 Chevrolet Step-Van that has well surpassed its useful and safe service life. The repairs are becoming more frequent and costly. With parts being harder to come by, the time out of service surpasses the time it is available for the team.

The SRT Board has decided to purchase a newer-used vehicle for the above purposes. It was agreed that the participating member cities would invest \$10,000 each for the purchase and upfitting of the vehicle to be used by SRT.

Grosse Pointe Park has received \$50,000 from all participating municipalities, and we request that the money be recognized and allocated to the SRT fund for the upcoming purchase and upfit of the vehicle. In addition, Grosse Pointe Park is asked to allocate \$10,000 towards the purchase of the same.

The SRT responds 24/7 to high-risk situations throughout the Grosse Pointes, Harper Woods and Wayne County. In order for them to do the job that they are trained to do, they must have safe, secure and reliable transportation of personnel and their specialized tactical equipment.

The total amount of the purchase and upfitting from this request is not to exceed \$60,000.00

FINANCIAL IMPACT: \$10,000

RECOMMENDATION: Approve as presented.

PREPARED BY: James Bostock, Director of Public Safety

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 November 12, 2024, the following resolution was offered:

WHEREAS, the City Council approves and amends the FY2024-2025 General Fund budget by recognizing the local governmental contributions in 101-000-587.000 Grosse Pointes SRT Local Agreement revenue account from the City of Grosse Pointe Farms, Shores, Woods, City, and Harper Woods at \$10,000 each in the total amount of \$50,000 for the Special Response Team (SRT) for the purposes of purchasing a used safety vehicle to be house at the location of 15115 E. Jefferson Ave, Grosse Pointe Park, MI 48230; and,

WHEREAS, the City of Grosse Pointe Park City Council approves and amends the FY2024-2025 Public Safety's expenditure budget in the Capital Outlay - SRT account 101-300-970.267 in the amount not to exceed \$60,000 to replace and purchase a newer used SRT vehicle; and,

NOW, THEREFORE BE IT RESOLVED, that the City Council of Grosse Pointe Park hereby approves by adoption of this resolution 2024-11-12-##, authorizing the Finance Director to amend the FY2024-2025 General Fund revenue of \$50,000 and the department's SRT Capital expenditure budget of \$60,000 by recognizing the revenue contributed from the five local communities participating in the Special Response Team unit and contributing the City of Grosse Pointe Parks share of the vehicle.

RESOLUTION DECLARED ADOPTED

At a regular meeting of the City Council for the City of Grosse Pointe Park held on November 12, 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: November 12, 2024

SUBJECT: Approval of Dental/Vision Insurance

SUMMARY: The City currently offers to its employees who elect in the healthcare plan Davis Vision and Blue Cross Blue Shield of Michigan Dental. The City through its healthcare consultant Manquen Vance found two enhancement opportunities to the City employees of all collective bargaining and non union groups through Delta.

I discussed with each bargaining unit to get their feedback and each group supports the city moving in the direction of BCBSM MI Dental to Delta Dental and Davis Vision to Delta Vision. Attached with this report are comparison charts of the benefits provided by the switch.

FINANCIAL IMPACT: The cost of these proposals is an additional \$7,400 per calendar year. However, the rates are guaranteed for two years and the Delta plan will mean the City no longer self-insures for dental, thus reducing risk. Additionally, this cost increase is mostly offset by additional changes to the City's Life and Long-Term Disability carriers.

RECOMMENDATION: Motion to approve the Dental and Vision Change for Open Enrollment Calendar Year 2025 and continuing thereafter

PREPARED BY: Nick Sizeland, City Manager

City of Grosse Pointe Park
Dental
Renewal effective 1/1/2026



Dental Plan Design:	BCBSM (Self Insured) Division 0059, 64, 67, 80, 128, 129, 133	Delta Dental (Insured) New Plan
Deductible	N/A	N/A
Annual Benefit Maximum	\$1,000 per person	\$1,000 per person
Orthodontic Lifetime Maximum	\$1,000 per person	\$1,000 per person
Diagnostic & Preventative		
Exams	100%	100%
Cleanings	100%	100%
Space Maintainers	100%	100%
X-Rays	100%	100%
Regular Restorative Services		
Fillings	50%	80%
Endodontics (Root Canal)	50%	80%
Periodontics (Gum Disease)	50%	80%
Simple Extractions	50%	80%
Major Services		
Bridges and Dentures	50%	50%
Orthodontics - Through age 18	50%	50%

City of Grosse Pointe Park Vision

Renewal effective 1/1/2026



Vision Plan Design:	MetLife Vision - Davis	Delta Vision - VSP
	In-Network	In-Network
Benefit Frequency		
Exams	12 months	12 months
Lenses	24 months	12 months
Frames	24 months	24 months
Exams	\$0 Copay	\$10 Copay
Lenses		
Single	\$0 Copay	\$25 Copay
Bifocal	\$0 Copay	\$25 Copay
Trifocal	\$0 Copay	\$25 Copay
Progressives	\$65 for Standard; \$105-\$140 for Premium	\$65 for Standard; \$105-\$140 for Premium
Contact Lenses		
Medically Necessary	\$0 Copay, Paid-in-full	\$25 Copay, Paid-in-full
Disposables	\$100 Allowance	\$130 Allowance
Fit & Follow-up Exam	Applies to Allowance	Applies to Allowance
Frames	\$100 Allowance	\$130 Allowance



CITY COUNCIL MEETING

DATE: November 12, 2024

SUBJECT: Non-Union Benefits Policy Amendment

SUMMARY: The City Non-Union Employee Benefits Policy states "The City will provide a Health Savings Account and provide the following amounts for benefit year 2024 and 2025 and every year thereafter:"

- Single Person Contract
 1. July 2024: \$1,000
 2. July/January 2025: \$750
- Two-Person/Family Contract
 1. July 2024: \$1,750
 2. July/January 2025: \$1,500

City Administration in consultation with Finance and members of this group recommend moving the one time payment in July for Health Savings Account to January

FINANCIAL IMPACT: No Impact, Move HSA Payment from July 2025 to January 2025

RECOMMENDATION: Motion to amend the Non Union Benefits Policy moving HSA Payments from July 2025 to January 2025 and continuing thereafter each January

PREPARED BY: Nick Sizeland, City Manager



GROSSE POINTE PARK DEPARTMENT OF PUBLIC SAFETY

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

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

James A. Bostock
Director of Public Safety

publicsafety@grossepointepark.org

Public Safety Update – November 2024

Training

This time of year brings a full complement of training opportunities for members of the Public Safety Department. The International Association of Chief's of Police (IACP) conference was held in Boston, MA on October 18-22. Lieutenant Colin Connaire and I were able to attend and take part in second-to-none training classes ranging from leadership to the introduction of artificial intelligence in law enforcement. Four full days of classroom training and networking at the expo center where we were able to meet with vendors from all over the country and got a firsthand look at what services, equipment and technology are available to help us in our mission to keep the residents, businesses and visitors of Grosse Pointe Park safe.

Sergeant Tom Card attended two separate training sessions that were hosted by the Detroit Fire Department. The first was a 40-hour training session on fire investigation. This class included classroom discussions in the morning followed by field work in the afternoon, inspecting and investigating fire scenes and learning firsthand from recognized experts in fire investigation. The second training concentrated on hazards presented with the increased number of electric vehicles (EV), and what we can do as a public safety department when it comes to extinguishing an EV fire.

In October, Grosse Pointe Park hosted the FBI-LEEDA (Law Enforcement Executive Development Association) training for command officers. This 40-hour course concentrated on the command level supervision and is the second part of a trilogy of command-executive level courses that is offered by the FBI-LEEDA. The first course was hosted by the Park in July.

The department completed its semi-annual firearms qualification and tactics courses. These 8-hour blocks of instruction included classroom sessions on the use of force, current case law regarding use of force, de-escalation techniques as well as live training scenarios.

November training will include; Response to Active Violence; Cultural Awareness and Bias as well as department fire ground training.

Open House

The Public Safety Open House was a great success. Judging by the number of hot dogs that we cooked (250) and were eaten, it was a great time had by all. A big thank you to Winter Sausage and Park Market for their donations that helped make our event a success. We had fire trucks, a bounce house, K9 from GP Farms, Fire Safety Smoke House, our Drone, and other activities that our community was able to see and enjoy. We really appreciate the interaction with our community and look forward to hosting more events in the future.



**GROSSE POINTE PARK
DEPARTMENT OF PUBLIC SAFETY**

POLICE/DETECTIVE BUREAU
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ADMINISTRATION
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James A. Bostock
Director of Public Safety

publicsafety@grossepointepark.org

Holiday Season

The final two months of the year bring on the holiday season and can also be an invitation for those looking to play the Grinch. Public Safety would like to remind everyone that larceny of packages from porches and vehicles are typically crimes of opportunity that spike around this time of year. Let's do our part by locking our doors, taking our packages inside and keeping tempting items out of plain sight. Be a good neighbor and if you see something suspicious call Public Safety and let us check it out.

James A. Bostock
Director of Public Safety

City Managers Report and Updates October 2024

Fall Pickleball Lessons

Space is still available for anyone looking to sign up for the 2nd session of beginner and intermediate pickleball lessons. Starts on November 11th and will conclude on December 2nd. Lessons are taking place in the Lavins Activity Center, registration is available on repro.

Alter Rd Properties, 1269 Wayburn and Pitters Property

At a Special Meeting of Council on Wednesday October 30th, Council authorized the City to sign the Purchase Agreement for the Alter Rd Properties and former Pitters Properties and authorized to list 1269-75 Wayburn for sale.

Leaf Pick Up

City Leaf Pickup continues, attached is a PDF of the Leaf Pick up Map based on days we will be in the area, weather permitting. <https://www.grossepointepark.org/363/Curbside-Fall-Leaf-Pickup>

CWSRF and DWSRF

The City submitted both intent to apply forms for both the clean water and drinking water revolving loan fund for FY 2026. The City did not receive qualifying status for Fiscal Year 2025.

Meeting with Abonmarche

The City met with Abonmarche for its kickoff of the design engineering phase of the marina project and will continue to work with the engineers.

Joint Planning/City Council Short Term Rentals

Please mark your calendars for November 20th at 7pm for a joint meeting with the Planning Commission to discuss Short Term Rentals.

Early Voting Starts

Early Voting started Saturday October 26th at GPP City Hall from 8-4:30 and continued for 9 days. We preprocessed 3,025 ballots on November 2nd and 3rd and had 2,068 people come in for early voting.

New City Sign at Corner of Mack and Alter

If you drive by DPW you will see a new city logo sign on the corner, go check it out!

Glass Installed at City Hall

Next time you visit City Hall it will look a little different with the glass barriers at the front counter. The glass looks very nice and staff is very pleased Council made this decision to help assist in staff security.

Defer Class

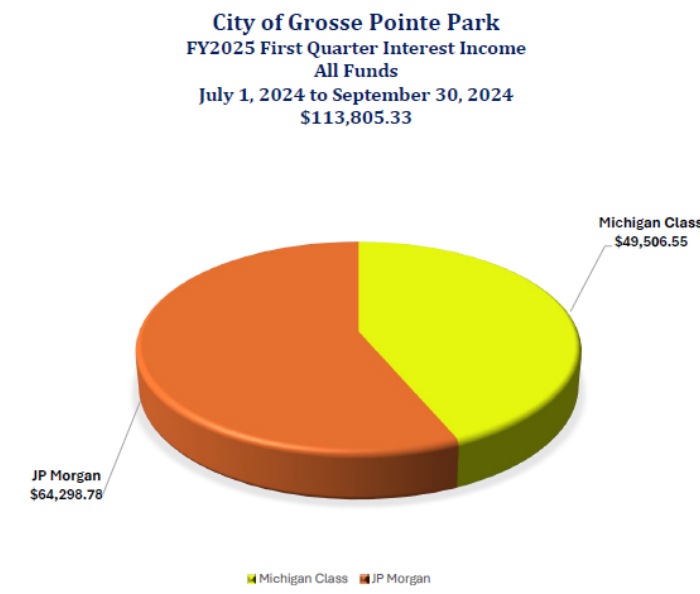
Mayor Hodges and I spoke to about 80 4th grade students at Defer Elementary school about local government. The class was excited to hear most about what kind of animals you can or cannot have in Grosse Pointe Park, the racing pigeon ordinance that is still in our books and was most excited about the new Windmill Pointe Park Playscape.

FY 23-24 Audit Field Work

Yeo and Yeo came to City Hall for field work and took two days. Off site field work to be done over next several weeks of additional documentation requests from the city etc.

Investment Income 1st Quarter

First Quarter (July – September) investment income for all of the City of Grosse Pointe Park's funds from all investment sources being used in the 1st quarter of \$113,805.33. The CD for the Marina has not yet matured, thus when the CD is cashed out and returned to the bank account we will recognize the investment income at that time (thus it will be part of the 2nd Quarter returns).



Park Scene Magazine

Residents received the new Park Scene Magazine replacing the “Communicator” Please provide the City with feedback on it and what you might like to see for the next spring edition.

October Social Media Presence

In order to heighten our awareness of the November Election, Leaf Pickup and Park and Recreation Activities the City logged 40 + Facebook Posts and 19 Constant Contact Emails to residents

Vendor Code	Vendor Name	Description	Amount
Invoice			
000332	ASPHALT CONTROL CORPORATION		
6431	RECONFIGURE AND INSTALL CURB AND PAVEMENT ON BISHOP		41,208.00
TOTAL FOR: ASPHALT CONTROL CORPORATION			41,208.00
005429	BIDIGARE CONTRACTORS		
7508-23-0070	BEACONSFIELD WATER MAIN/DEFER SCHOOL WATER LOOP/MAU		546,210.70
TOTAL FOR: BIDIGARE CONTRACTORS			546,210.70
005429	BIDIGARY CONTRACTORS		
7508-23-0070	PMT #1 '24 WATER MAIN REPLACEMENTS JULY TO AUGUST 2		476,741.90
TOTAL FOR: BIDIGARY CONTRACTORS			476,741.90
000116	CITY OF GROSSE POINTE		
F101-191	1ST QTR JULY - SEPT CONFERENCE OF EASTERN WAYNE 911		7,535.95
TOTAL FOR: CITY OF GROSSE POINTE			7,535.95
000119	CITY OF GROSSE POINTE FARMS		
F101-191	1ST QTR JULY - SEPT CONFERENCE OF EASTERN WAYNE 911		13,468.62
TOTAL FOR: CITY OF GROSSE POINTE FARMS			13,468.62
000126	CITY OF GROSSE POINTE WOODS		
F101-191	1ST QTR JULY - SEPT CONF. OF EASTERN WAYNE 911 STAT		21,881.87
TOTAL FOR: CITY OF GROSSE POINTE WOODS			21,881.87
000130	CITY OF HARPER WOODS		
F101-191	1ST QTR. JULY - SEPT CONFERNECE OF EASTERN WAYNE 91		20,561.28
TOTAL FOR: CITY OF HARPER WOODS			20,561.28
CD REFUND	CONNELL BUILDING CO LLC		
BP240016	BD Bond Refund		5,500.00
TOTAL FOR: CONNELL BUILDING CO LLC			5,500.00
005430	DIANA MILLER		
F10973	TIFA GRANT - 1403 BEACONSFIELD		7,000.00
TOTAL FOR: DIANA MILLER			7,000.00
005327	DTE ENERGY		
9100 073 1017 0	1000 MARYLAND - 8/30/24 - 9/30/2024		6,354.90
TOTAL FOR: DTE ENERGY			6,354.90
003138	DUKE'S ROOT CONTROL INC		
28192	PAYMENT #2 FINAL ROOT CONTROL PROGRAM 2024		26,474.64
TOTAL FOR: DUKE'S ROOT CONTROL INC			26,474.64
001511	EQUITABLE		
VOUCHER	457B EE & ER DC CONTRIBUTION - 10/11/2024		15,360.82
VOUCHER	457B EE & ER DC CONTRIBUTION		15,353.85
TOTAL FOR: EQUITABLE			30,714.67
000466	GABRIEL, ROEDER, SMITH & CO		
489647	FY 2024 GASB 74 & 75 OPEB VALUATION ROLLOVER YEAR		8,000.00
TOTAL FOR: GABRIEL, ROEDER, SMITH & CO			8,000.00
000347	GREAT LAKES WATER AUTHORITY		
CIN-0001068	AUGUST 2024 - WATER USAGE/NET AUG (2024 FEB CREDIT)		23,472.42
CIN-0001182	SEPTEMBER 2024 - SEWAGE DISPOSAL		165,900.00
TOTAL FOR: GREAT LAKES WATER AUTHORITY			189,372.42

Vendor Code	Vendor Name	Description	Amount
Invoice			
004925	GREEN MEADOWS LANDSCAPE INC		
356848		MOWING FOR PARKS - SEPTEMBER 2024	7,750.00
TOTAL FOR: GREEN MEADOWS LANDSCAPE INC			7,750.00
000117	GROSSE POINTE CLINTON REFUSE		
9678		REFUSE DISPOSAL SERVICES - AUGUST 2024	14,871.21
TOTAL FOR: GROSSE POINTE CLINTON REFUSE			14,871.21
004059	HUMANA INSURANCE CO		
725638038		NOVEMBER 2024 HUMANA RA RX	7,955.96
TOTAL FOR: HUMANA INSURANCE CO			7,955.96
004628	MCKENNA		
23-001-1		ZONING ORDINANCE UPDATE	6,000.00
TOTAL FOR: MCKENNA			6,000.00
004550	MEDSTAR INC		
INV-001237		FY 2025 1ST QTR: JULY - SEPT ALS SERVICES	12,728.56
TOTAL FOR: MEDSTAR INC			12,728.56
005454	MUELLER HOLDINGS LLC		
C7449		ESCROW RELEASE CASE NO. 24-079LT	5,400.00
TOTAL FOR: MUELLER HOLDINGS LLC			5,400.00
001362	OAKLAND COUNTY		
CI046037		CLEMIS: MEMBERSHIP, MDC PARTICIPATION (JULY-SEPT. 2	8,139.44
TOTAL FOR: OAKLAND COUNTY			8,139.44
003729	OHM ADVISORS		
242225		G2 CONSULTING GROUP PAVING PROGRAM	7,843.00
79991-80000		BEACONFIELD WATER MAIN/CHARLEVOIX/MIDDLESEX/DISTRIC	53,437.30
TOTAL FOR: OHM ADVISORS			61,280.30
005372	PRIORITY WASTE LLC		
INV541955		CURBSIDE COLLECTION RUBBISH & COMMERCIAL - OCTOBER	41,646.93
INV542730		REFUSE/RECYCLING COLLECTION - OCTOBER 2024	28,770.12
TOTAL FOR: PRIORITY WASTE LLC			70,417.05
003373	SPENCER OIL COMPANY		
30670446 - 3067152		FUEL USAGE FOR - SEPTEMBER 2024	5,647.19
TOTAL FOR: SPENCER OIL COMPANY			5,647.19
005146	TRAFFIC & SAFETY CONTROL SYSTEMS		
GRPO03		BALANCE FOR THREE LUKE II PAYSTATIONS	8,837.50
TOTAL FOR: TRAFFIC & SAFETY CONTROL SYSTEMS			8,837.50
005439	UNDERWATER CONSTRUCTION CORPORATION		
24-102.15		DIVING SRVS AND INSPEC AT WINDMILL POINTE MARNIA	16,973.00
TOTAL FOR: UNDERWATER CONSTRUCTION CORPORATION			16,973.00
001334	UNEMPLOYMENT INSURANCE AGENCY		
F11077		QUARTER/PERIOD ENDING 2023	5,356.34
TOTAL FOR: UNEMPLOYMENT INSURANCE AGENCY			5,356.34
TOTAL - ALL VENDORS			1,632,381.50



CITY COUNCIL MEETING

DATE: November 12, 2024

SUBJECT: Approval of Grant Policy

SUMMARY: The City as part of its review with Finance and its auditor Yeo and Yeo developed a Federal Awards Grant Administration Policy for the City to be in compliance with title two of the Code of Federal Regulations for receiving grant funding. This policy applies to Federal grants only, not state, local or private sources.

The City is recommending to take 15% of the De Minimis rate which has increased from the previous number of 10%. What does this do for Grants? The De Minimis means covering overhead costs not factored in grants for costs of utilities, office space, salaries, engineering and planning fees and offset of costs for a SEFA Audit (\$15,000). A SEFA audit is performed when the City receives grant funding more than \$750,000 in a fiscal year, we expect to perform a SEFA Audit next fiscal year.

Further information and City Attorney review is attached with this item provided by the Kelly Firm.

FINANCIAL IMPACT: Not Applicable

RECOMMENDATION: Motion to adopt the Grant Policy

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



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November 6, 2024

City Council
City of Grosse Pointe Park
15115 E. Jefferson Ave.
Grosse Pointe Park, MI 48230

Re: Federal Awards Grant Administration Policy

Dear City Council:

Our office was asked to review and approve the City's policy regarding Federal Awards Grant Administration. When obtaining grant funding from the Federal Government, recipients are required to abide by certain requirements which are set forth in Title Two of the Code of Federal Regulations. Our office was specifically asked to review the portions of the Policy addressing De Minimis Rates. In considering the legality of these provisions, our office reviewed CFR § 200.414 and various guidance from Federal Agencies regarding grant policy.

A De Minimis Rate is a percentage of the total costs that the recipient or subrecipient of federal grant funding is allowed to elect rather than detailing small indirect costs which are typically too time consuming to allocate to a specific cost objective. Examples of such costs are things like office space rental, utilities, and managerial staff salaries. Rather than having to allocate federal grant funding to these costs, the Federal Government allows a recipient to preselect a percentage that will automatically be allocated to such costs. Pursuant to CFR § 200.414, unless a recipient has already negotiated such a rate, the government must accept a percentage that is 15% or less.

In selecting a De Minimis Rate, there are some rules that apply. For example, while a recipient isn't required to elect a De Minimis Rate, if they do, then "the recipient or subrecipient must use the De Minimis Rate for all Federal Awards until the recipient or subrecipient chooses to receive a negotiated rate." Similarly, costs must be charged consistently for every federal grant received. For example, if managerial salaries are considered an indirect cost under one grant, they cannot later be considered a direct cost for another grant.

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Under the policy as drafted by the City's Finance Director and revised by our office, the City has elected a De Minimis Rate of 15%. By electing such a rate, the City must allocate 15% of every federal grant to indirect costs until the City negotiates a different rate with the Federal Government.

Please do not hesitate to reach out should you have any questions or concerns.

Very truly yours,

THE KELLY FIRM, PLC

Morgan Martin

Morgan McAtamney Martin

**City of Grosse Pointe Park, MI
Financial Management Systems
Federal Awards Grant Administration**

SOP-FM-2024-07-01-00

TOPIC: FEDERAL AWARDS GRANT ADMINISTRATION

TYPE: STANDARD OPERATING POLICY

EFFECTIVE DATE: 2024-07-01

ADOPTED DATE: 2024-11-12

REVISION DATE: N/A

EXPIRATION DATE: N/A – UNTIL RETRACTED

PREPARED BY: GINGER MORIARTY, FINANCE DIRECTOR

Purpose:

It is the policy of the City of Grosse Pointe Park that recognizes the value of obtaining grant funding to offset expenditures necessary to promote development and growth in our community. The purpose of this policy is to establish clear guidelines for pursuing grant opportunities and administering existing grants.

Scope:

To set forth procedural guidelines, policy requirements, legislative approval, and to uniform guidance definitions and clarifications.

Objective:

To establish a standard operating policy for City grant program implementations. The primary objective of the policy is to establish proper procedures that are compliant with the Federal Uniform Guidance (UG) requirements for all Federal Awards. The secondary objective of the operating procedure is to ensure all local, state, and federal grants follow proper financial and budgetary compliance, record keeping, reporting, and proper storage of grant documentation for auditing purposes.

Definitions:

- A. **City Manager** – The Chief Executive Officer of the City as provided for under the City Charter, as amended.
- B. **The City** – The City of Grosse Pointe Park, MI.
- C. **Granting Agency** – The entity providing the grant, typically another governmental agency but could also include a grant from a nonprofit, corporate or private entity.
- D. **Relevant Department Head** - The Director of each City Department who reports directly to the City Manager. This also includes outside third-party contractors who may be authorized to serve in this capacity, as authorized by the City Manager.
- E. **Program Director** – an individual responsible for submitting, processing and/or managing the grant as directed by the City Manager or Relevant Department Head.

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- F. **City Finance Director** – The Finance and Budget Director for the City of Grosse Pointe Park.
- G. **Matching Funds** – Cost-sharing requirements, usually a specified amount or percentage using local City funds.
- H. **Program Income** - Per 2 CFR 200.80, program income means, “gross income earned by the non-Federal entity that is directly generated by a supported activity or earned because of the Federal award during the period of performance except as provided in § 200.307 paragraph (f).
- I. **De Minimis** – The indirect cost rate as prescribed § 200.414 Indirect costs. Grant recipients and subrecipients that do not have a current Federal negotiated indirect cost rate may elect to charge a de minimis rate of up to 15 percent.
 - a. The recipient or subrecipient is authorized to determine the appropriate rate up to this limit.
 - b. The de minimis rate does not require documentation to justify its use and may be used indefinitely.
 - c. Once elected, the recipient or subrecipient must use the de minimis rate for all Federal awards until the recipient or subrecipient chooses to receive a negotiated rate.
- J. **Uniform Guidance 2 CFR Section 200** – Federal guidance issued by the Office of Management and Budget which streamlines and consolidates City requirements for receiving and using Federal funds.

Grant Development, Application, and Approval

- a. **Legislative Approval** – If the grant must be submitted by “an individual authorized by the legislative body”, then Council approval is required prior to submitting the application. If such legislative approval is not specifically required by the written terms of the grant, then the Relevant Department Head may, at their discretion, approve grant applications once approval from the City Manager and City Finance Director have been obtained.
- b. **Matching Funds** – Grants that require cash local matches must be coordinated through the City Manager and Finance Director. At a minimum, funds must be identified within the existing budget to provide the match, or a budget amendment will be required. Depending on the nature of the grant, there may also be some policy implications that will bear discussion. (For example, will the grant establish a level of service that cannot be sustained once the grant funds are depleted?)

In all cases involving matching funds, the grant applicant should first contact the City Manager and the City Finance Director to determine the strategy for securing matching funds.

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- c. **Grant Budgets** – Most grants require the submission of an expenditure budget. The Relevant Department Head or Program Director should review this portion of the grant request prior to submission. Frequently, a technical review will discover inconsistencies in the calculations, cost centers that might have been overlooked, or identify reimbursable expenses of which program staff may not be aware—particularly in the indirect cost area.

Grant applicants should contact the City Finance Director to request a technical review of the grant proposal budget and contact the City Manager regarding policy implications.

Grant Program Implementation

- a. **Notification and Acceptance of an Award** – Official notification of a grant award is typically sent by a funding agency to the Program Director designated in the original grant proposal. However, the authorization to spend grant funds is derived from the City Council through the approval of a grant budget by resolution. Adoption of the grant budget as a component of the city-wide operating budget is deemed to be sufficient approval.
- b. **Establishment of Accounts** – The department that obtained the grant will provide the Finance Director with information needed to establish revenue and expense accounts for the grant program and revenue/expenditure project accounts. Ordinarily, this information will include a copy of a summary of the project, contract bid awards, and a copy of the full project scope.
- c. **Purchasing Guidelines** – Grant program directors must comply with the City Procurement Purchasing Policy and the Federal Award Uniform Guidance rules for the expenditure of grant funds. The use of grant funds does not exempt any purchase from the normal standard operating policy purchasing requirements. All typical paperwork and bidding requirements apply. All procurement approvals apply. When in doubt, the grant program director should contact the City Manager and/or the Finance Director for further assistance.

Financial and Budgetary Compliance

- d. **Monitoring Grant Funds** – Departments may use some internal mechanism (such as a spreadsheet) to monitor grant revenues, expenditures and budgetary compliance. The Finance Director maintains all this information in the City's accounting system as well, and this is considered the City's "official" accounting system by the granting agencies. Program Directors are required to use the reporting software provided by the Finance Director for their grant tracking.
- e. **Fiscal Years** – Occasionally, the fiscal year for the granting agency will not coincide with the City's fiscal year. This may require adjustments to the City's internal budget accounts and interim financial reports as well as special handling during the fiscal year end. It is the responsibility of the Department Head or Program Director to bring such discrepancies to the attention of the Finance Director at the time the grant accounts are established.

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- f. **Grant Budgets** – When the accounting structure for a grant is designed, it will include the annual adopted budget that was prepared when the grant application was submitted. New grant awards will require a recognition of those grant funds and authorization of grant expenditures by the city council in compliance with the rules as set forth in the grant award letter and/or Notification of Intent (NOI) grant documentation. In no case will the program director be authorized to exceed the total budget authority provided by the grant agency and any city match.

If grant funds have not been totally expended by the fiscal year-end, it is the responsibility of the program director to notify the City Finance Director that budget funds need to be carried forward to the new fiscal year, and to confirm the amounts of such carryforwards. Carry-forwards of grant funds will be subjected to maximum allowable amounts/percentages based on the grant award agreement and/or the OMB Circular A-133 Compliance Supplement.

- g. **Capital Assets** – The City is responsible for maintaining an inventory of assets purchased with grant monies.
1. The City is accountable for these assets and must make them physically available for inspection during any audit.
 2. The City Finance Director and City Manager must be notified immediately of any planned sale of assets acquired using grant funds.
 3. The sale of any City asset will be in compliance with the procedures of the City's Capital Asset Policy.
 4. Customarily, the proceeds of the sale can only be used on the grant program that purchased them. (Refer to the specific regulations governing the original grant).

Record Keeping

- h. **Audit Workpapers** – The City's external auditors audit all grant procurement procedures and expenditures at the end of each fiscal year for grant compliance. The City Finance Director will prepare the required audit work papers. Relevant Department Heads and any Program Directors may be asked to assist in this process, as necessary.
- i. **Record Keeping Requirements** – Grant record keeping requirements may vary substantially from one granting agency to another. Consequently, a clear understanding of these grant requirements at the beginning of the grant process is vital. The City Finance Director will maintain copies of the notice of intent, grant application, grant award, copy of the procurement advertisement, all grant draw requests, and the city resolution for the approved grant agreements (including budgets). The Relevant Department Head or Program director as designated will be responsible for maintaining all other records. Refer to this section of this policy titled "Records Retention" for additional information.

Other Guidelines

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Specific information on policies and procedures related to compliance with the provisions of the OMB Circular A-133 Compliance Supplement has been addressed later in this policy and should be considered along with the information in this section.

Adoption of Grants Policy

1. The City of Grosse Pointe Park, MI shall adopt the Grants Standard Operating Policy by resolution. Any future amendments to revise the Policy shall be adopted by resolution.
2. All City representatives – elected, appointed, or otherwise contracted in any capacity with the City - shall be responsible for adhering to this policy and all applicable procedures.
3. Failure to comply with this Standard Operating Policy may lead to disciplinary action.

OMB Circular A-133 Compliance Supplement
General Information

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Source of Information – Each year the Federal Government (Office of Management and Budget) issues a comprehensive document on the compliance requirements each grant recipient is obligated to follow in general terms, along with program-specific guidance on various grant awards. There are 13 compliance requirements identified, each of which is considered individually in this policy.

The following pages document the policies and procedures of the City related to compliance with such procedures, as applicable. In each year that the City is subject to a single audit, applicable compliance requirements are expected to be tested in detail by the City's independent auditors.

Objectives – The objectives of most compliance requirements are generic in nature. While the criteria for each program may vary, the main objective of the compliance requirement is relatively consistent across all programs. As such, the policies and procedures of the City have been based on the generic sense of the compliance requirement. For selected compliance requirements, this policy addresses the specific regulations applicable to individual grants. This is not intended to imply that a program is not subject to such policies if it is not specifically mentioned here. It is the intention of the City that all Federal awards are subject to the following policies and procedures.

Controls over Compliance – In addition to creating policies and procedures over compliance with provisions of Federal awards, the City has implemented internal controls over such compliance, generally in the form of administrative oversight and/or independent review and approval. To document these control activities, all independent reviews will be signed and dated.

Documentation – The City will maintain adequate documentation to support both the compliance with applicable requirements as well as internal controls over such compliance. This documentation will be provided to the City's independent auditors and/or pass-through grantor agencies, as requested, during the annual single audit and the testing of programs.

#1 - Activities Allowed/Unallowed and Allowable Costs/Cost Principles

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Source of Governing Requirements – The requirements for activities allowed or unallowed are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for allowable costs/cost principles are contained in the A-102 Common Rule (§____.22), OMB Circular A-110 (2 CFR section 215.27), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, the City of Grosse Pointe Park, MI has implemented the following policies and procedures:

1. All grant expenditures must be in compliance with OMB Circular A-87, “*Cost Principles for State, Local, and Indian Tribal Townships*”, State law, City policy, and the provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for eligible expenditures in accordance with the grant’s notice of intent and grant award provisions that are considered reasonable and necessary for the administration of the program.
2. Grant expenditures will be approved by the City Finance Director and City Manager initially through the City’s Standard Operating Procurement Policy, and again when the bill or invoice is received for payable processing. This will be evidenced by the initials from the Relevant Department Head or Program Manager and from signatures and date on the invoice by the City Manager and City Finance Director. Accounts payable disbursements will not be processed for payment by the City Finance Director until necessary approval has been obtained.
3. The Federal Uniform Guidance § 200.414 Indirect costs allow recipients and subrecipients to charge a De Minimis Rate of up to 15 percent of the modified total direct costs. § 200.414 requires the federal agency to accept any De Minimis rate up to 15% elected pursuant to that subsection.
4. The City is electing to charge a De Minimis Rate of 15% of modified total direct costs .
5. The De Minimis election is to cover City administration of grants incurred costs such as: payroll and fringe of City employee wages, 3rd party grant expenditures for annual grant audits of federal programs, engineering services for grant writing, or procurement services, related to the grant award

#3 - Davis-Bacon Act

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Source of Governing Requirements – The requirements for Davis-Bacon are contained in 40 USC 3141-3144, 3146, and 3147; 29 CFR part 29; the A-102 Common Rule (**§ __.36(i)(5)**); OMB Circular A-110 (2 CFR part 215, Appendix A, Contract Provisions); program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

This requirement may or may not be applicable to any of the Federal grants of the City of Grosse Pointe Park, MI. Grant administrators are aware of the existence of such compliance requirements and will monitor grant agreements for any change in applicability. Formal policies and procedures will be developed, as needed, to meet changes in circumstances.

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#4 - Eligibility

Source of Governing Requirements – The requirements for eligibility are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

1. Federal grants will only benefit those individuals and/or groups of participants that are deemed to be eligible.
2. Initial eligibility determinations will be made by the City Manager and Relevant Department Head. Documentation to support these determinations will be retained and made available to administration, auditors, and pass-through or grantor agencies, upon request. It is the responsibility of the Program Manager and Finance Director to maintain complete, accurate, and organized records to support eligibility determinations.

#5 - Equipment and Real Property Management

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Source of Governing Requirements – The requirements for equipment are contained in the A-102 Common Rule (§ __.32), OMB Circular A-110 (2 CFR section 215.34), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, the City of Grosse Pointe Park, MI has implemented the following policies and procedures:

1. All equipment will be used in the program for which it was acquired or, when appropriate, other Federal programs.
2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The relevant Department Head and Finance Director will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Equipment records will be maintained, a physical inventory of equipment shall be taken, and an appropriate system shall be used to safeguard equipment, as described in the section of this policy titled "Capital Assets".

When equipment with a current per unit fair market value of \$5,000 or more is no longer needed for a Federal program, it may be retained or sold with the Federal agency having a right to a proportionate amount of the current fair market value. Proper sales procedures will be used that provide for competition to the extent practicable and result in the highest possible return.

#6 - Matching, Level of Effort and Earmarking

Source of Governing Requirements – The requirements for matching are contained in the A-102 Common rule (§ __.24), OMB Circular A-110 (2 CFR section 215.23), program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for

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level of effort and earmarking are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The City of Grosse Pointe Park, MI defines “matching”, “level of effort”, and “earmarking” consistent with the definitions of the OMB Circular A-133 Compliance Supplement:

Matching or cost sharing includes requirements to provide contributions (usually non-Federal) or a specified amount or percentage of match Federal awards. Matching may be in the form of allowable costs incurred or in-kind contributions (including third-party in-kind contributions).

Level of effort includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditure from non-Federal or Federal sources for specified activities to be maintained from period to period, and (c) Federal funds to supplement and not supplant non-Federal funding of services.

Earmarking includes requirements that specify the minimum and/or maximum amount or percentage of the program’s funding that must/may be used for specified activities, including funds provided to subrecipients. Earmarking may also be specified in relation to the types of participants covered.

To ensure compliance with these requirements, the City of Grosse Pointe Park, MI has implemented the following policies and procedures:

1. Compliance with matching, level of effort, and earmarking requirements will be the responsibility of the Relevant Department Head, Program Manager, in coordination with the City Finance Director.
2. Adequate documentation will be maintained to support compliance with matching, level of effort, and earmarking requirements. Such information will be made available to administration, auditors, and pass-through or grantor agencies, as requested.

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#7 - Period of Availability

Source of Governing Requirements – The requirements for period of availability of Federal funds are contained in the A-102 Common Rule (§ __.23), OMB Circular A-110 (2 CFR sections 215.28 and 215.71), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, the City of Grosse Pointe Park, MI has implemented the following policies and procedures:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre-approved by the Federal awarding agency or pass-through grantor agency).
2. All obligations will be liquidated not later than 90 days after the end of the funding period (or as specified by program legislation).
3. Compliance with the period of availability requirements will initially be assigned to the Relevant Department Head, City Manager, in coordination with the City Finance Director, approving the allowability of the expense/payment. This will be subject to review and approval in the Finance office as part of the payment processing.

#8 - Procurement, Suspension and Debarment

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Source of Governing Requirements – The requirements for procurement are contained in the A-102 Common Rule (§____.36); OMB Circular A-110 (2 CFR sections 215.40 through 215.48), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for suspension and debarment are contained OMB guidance in 2 CFR part 180, which implements Executive Orders 12549 and 12689, Debarment and Suspension; Federal agency regulations in 2 CFR implementing the OMB guidance; the A-102 Common Rule (§____.36); OMB Circular A-110 (2 CFR section 215.13); program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

To ensure compliance with these requirements, City of Grosse Pointe Park, MI has implemented the following policies and procedures:

1. Purchasing and procurement related to Federal grants will be subject to the general policies and procedures of the City (described in the section of this policy titled “Purchasing and Procurement”).
2. Contract files will document the significant history of the procurement, including the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis of contract price.
3. Procurement will provide for full and open competition.
4. The City is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.

“Covered transactions” include those procurement contracts for goods and services awarded under a non-procurement transaction (i.e., grant or cooperative agreement) that are expected to equal or exceed \$25,000 or meet certain other specified criteria. All non-procurement transactions (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions.

5. The City will include a suspension/debarment clause in all written contracts in which the vendor/contractor will certify that it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the City immediately upon becoming suspended or debarred. This will serve as adequate documentation if the contract remains in effect.

(continued, next page)

6. Each quarter, the Relevant Department Head, City Manager, or City Finance Director will be responsible for running a year-to-date transaction report from the City’s general ledger accounting system.

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7. Any vendor with accumulated transactions equaling or exceeding \$25,000 that is not subject to a written contract including a suspension/debarment clause or for which a signed statement or suspension or debarment is not on file will be subject to additional procedures.
8. The City Manager or Assistant City Manager will check the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA) for the vendor's name.
 - a. A potential match will be followed-up on immediately.
 - b. Each vendor searched on EPLS will be initialed on the vendor transaction report and the report will be signed and dated on the first or last page.
 - c. The vendor transaction report will be retained as evidence of the control.
9. If a vendor is found to be suspended or debarred, the City will immediately cease to do business with this vendor.
10. City Manager executed contracts and Relevant Department Head over the Program Manager are to sign quarterly vendor transaction history reports. Quarterly Vendor transaction reports will be retained and filed with the City Finance Director.

#9 - Program Income

Source of Governing Requirements – The requirements for program income are found in the A-102 Common Rule (**\$____.21 (payment) and \$____.25 (program income)**); OMB Circular A-110 (2 CFR section 215.2 (program income definition), 2 CFR section 215.22 (payment), and 2

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CFR section 215.24 (program income)), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, City of Grosse Pointe Park, MI has implemented the following policies and procedures:

1. Per 2 CFR 200.80, program income means, gross income earned by the non-Federal entity that is directly generated by a supported activity or earned because of the Federal award during the period of performance except as provided in § 200.307 paragraph (f).
 - a. Paragraph (f) states, there are no Federal requirements governing the disposition of income earned after the end of the period of performance for the Federal award, unless the Federal awarding agency regulations or the terms and conditions of the Federal award provide otherwise.
 - b. The Federal awarding agency may negotiate agreements with recipients regarding appropriate uses of income earned after the period of performance as part of the grant closeout process.
2. Program income will include (but will not be limited to): income from fees for services performed, the use or rental of real or personal property acquired with grant funds, the sale of commodities or items fabricated under a grant agreement, and payments of principal and interest on loans made with grant funds.
3. Program income does not include any of the following:
 - a. Interest on grant funds, rebates, credits, discounts, or refunds.
 - b. Sales receipts retained by concessioners or contractors under an arrangement with the agency to provide a service in support of grant objectives on real property acquired, constructed, or managed with grant funds.
 - c. Cash received by the agency or by volunteer instructors to cover incidental costs of a hunter education, aquatic education, or other classes.
 - d. Incidental costs are small amounts and typically not essential to the training delivery.
 - e. Materials purchased at cost by the student, separate from course fees, are incidental costs. Cooperative farming or grazing arrangements as described at § 80.98. Proceeds from the sale of real property, equipment, or supplies.

(continued, next page)

4. City of Grosse Pointe Park, MI will allow program income, as allowed per the grant agreement, to be used in one of three methods:
 - a. Used to meet the De Minimis.
 - b. Used to advance the program's objective to reduce agency and grantee contributions rather than to increase the funds committed to the project.
 - c. Used to meet matching requirements.
 - d. Absent specific guidance in the Federal awarding agency regulations or the terms and conditions of the award, program income shall be deducted from program outlays.

**City of Grosse Pointe Park, MI
Financial Management Systems
Federal Awards Grant Administration**

SOP-FM-2024-07-01-00

5. Program income, when applicable, will be accounted for as a revenue source in the same program code as the Federal grant. See additional information on the uniform chart of accounts in the section of this policy titled “Chart of Accounts”.

#10 - Real Property Relocation and Acquisition

Source of Governing Requirements – Federal Government requirements for real property acquisition and relocation assistance are contained in Department of Transportation’s rule at 49 CFR part 24, Uniform Relocation Assistance and Real Property Acquisition Regulations for Federal and Federally-Assisted Programs.

This requirement has not historically been applicable to any of the Federal grants of City of Grosse Pointe Park, MI. Grant administrators are aware of the existence of such compliance requirements

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and will monitor grant agreements for any change in applicability. Formal policies and procedures will be developed, as needed, to meet changes in circumstances.

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#11 - Reporting

Source of Governing Requirements – Reporting requirements are contained in the following documents:

A-102 Common Rule – Financial reporting, §____.41, Performance reporting, §____.40(b), OMB Circular A-110 – Financial reporting, 2 CFR section 215, Performance reporting, 2 CFR section 215.51, program legislation, ARRA (and the previously listed OMB documents and future additional OMB guidance documents that may be issued), the Transparency Act, implementing requirements in 2 CFR part 170 and the FAR, and previously listed OMB guidance documents, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, City of Grosse Pointe Park, MI has implemented the following policies and procedures:

1. Reports will be submitted in the required frequency and within the required deadlines.
2. Reports will be completed using the standard forms (as applicable) and method of delivery (i.e., e-mail, grantor website, postal service, etc.).
3. The Relevant Department Head or Program Manager will provide the grant's Notice of Intent (NOI) and grant application to the City Finance Office.
4. Regardless of the method of delivery of reports, a copy of the submitted report will be retained along with any documentation necessary to support the data in the report. The report will evidence the date of submission to document compliance with timeliness requirements.
5. The Relevant Department Head or Program Manager will provide the City Finance Director with the Grant Award notification and supporting documentation, which will be stored in the Annual Audit file on the City's network and attached to the Grant Code within the City's Financial General Ledger System.
6. Financial reports will always be prepared based on the City's General Ledger Accounting Software data using the required basis of accounting (i.e., cash or accrual). In cases where financial data is tracked outside of the general accounting system (such as in spreadsheets or paper ledgers), this information will be reconciled to the general ledger prior to report submission.
7. Any report with financial-related data will be prepared by the Relevant Department Head or their Program Manager in conjunction with the assistance of the Finance Office.

(continued, next page)

8. All reports (whether financial, performance, or special) must be reviewed and approved by both the City Finance Director and City Manager prior to submission. Both the preparer and reviewer(s) will sign and date the report and retain the documentation in the Finance Office.

**City of Grosse Pointe Park, MI
Financial Management Systems
Federal Awards Grant Administration**

SOP-FM-2024-07-01-00

9. Preparation of annual grant expenditure audit reports will be the responsibility of City Finance Office.
10. Copies of submitted reports with preparer and reviewer signatures and data will be filed with supporting documentation and any follow-up correspondence from the grantor or pass-through agency.
11. All grant documentation, expenditures, and submission must be retained by the City of Grosse Pointe Park for 5 years from the date of the last federal grant expenditure submission.
12. Copies of all such reports will be made available to administration, auditors, and pass-through or grantor agencies, as requested.

**City of Grosse Pointe Park, MI
Financial Management Systems
Federal Awards Grant Administration**

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#12 - Subrecipient Monitoring

Source of Governing Requirements – The requirements for subrecipient monitoring are contained in 31 USC 7502(f)(2)(B) (Single Audit Act Amendments of 1996 (Pub. L. No. 104-156)), OMB Circular A-133 (§____.225, §____.310(d)(5), §____.400(d)), A-102 Common Rule (§____.37 and §____.40(a)), and OMB Circular A-110 (2 CFR section 215.51(a)), program legislation, 2 CFR parts 25 and 170, and 48 CFR parts 4, 42, and 52 Federal awarding agency regulations, and the terms and conditions of the award

This requirement has not historically been applicable to any of the Federal grants of City of Grosse Pointe Park, MI. Grant administrators are aware of the existence of such compliance requirements and will monitor grant agreements for any change in applicability.

Formal policies and procedures will be developed, as needed, to meet changes in circumstances.

**City of Grosse Pointe Park, MI
Financial Management Systems
Federal Awards Grant Administration**

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#13 - Special Tests and Provisions

To ensure compliance with these requirements, City of Grosse Pointe Park, MI has implemented the following policies and procedures:

The City Manager and City Finance Director will be assigned the responsibility for identifying compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation.

STATE OF MICHIGAN
COUNTY OF WAYNE
CITY OF GROSSE POINTE PARK

Resolution to adopt Federal Awards Grant Administration Policy

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 November 12, 2024, the following resolution was adopted.

Present Members:

Absent Members:

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

WHEREAS, Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requires the City Council to adopt by resolution a written policy governing Federal Grant Awards; and,

WHEREAS the City of Grosse Pointe Park City Council is electing to use the 15% percent de minimis indirect cost rate as allowed under the Uniform Guidance; and,

WHEREAS, The City Manager and the City Treasurer/Finance offices are responsible for the internal controls of grant accounting, monitoring, retrieving and generally overseeing compliance with the City of Grosse Pointe Park's Federal Award Administration Grant Policy; and,

WHEREAS, the City Council understands that the grant funding requirements fall under the Uniform Budgeting and Account Act of the State of Michigan and requires the legislative body of the local unit to amend the general appropriations when deviations from the original budget are determined; and,

WHEREAS, the City Council recognizes that expenditures are to be appropriated and revenues are to be recognized upon receipt of the grant award, in the city's adopted budget at the next available city council meeting prior to any expenditure of the awarded grant funds; and,

WHEREAS, the City of Grosse Pointe Park will report Federal grant expenditures in compliance with the Uniform Guidance understanding that certain types of expenditures are not allowable or are limited to reimbursement; and,

NOW THEREFORE, BE IT RESOLVED, the City of Grosse Pointe Park City Council hereby adopts resolution 2024-11-12-## for the Federal Awards Administration Grant Policy,

NOW THEREFORE, BE IT FURTHER RESOLVED, that the following policy, as attached to this resolution, shall govern the roles and responsibilities, guidelines and use, reporting requirements, and internal controls, of the Federal Award Administration of Grants.

RESOLUTION DECLARED ADOPTED

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

YEAS:

NAYS:

Motion Carried Unanimously

CERTIFICATION

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

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

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

City Clerk
City of Grosse Pointe Park



**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

DEPARTMENT CITATION

On 1-13-2024 it was reported to our department that one of our citizens was a victim of identity theft. Over \$40,000 had been fraudulently transferred out of the victim's account without his permission. This is not an uncommon type of report and, due to suspects being nearly impossible to identify, generally can go unassigned and not investigated.

In this case, however, Detective Paul Pionk discovered a sliver of evidence and took it upon himself to proceed with an investigation that normally does not produce criminal charges.

Over the course of the next four months Detective Pionk identified the suspect and the means by which the identity theft was committed. Based on his investigation he was able to determine that the suspect opened a joint bank account, with the victim, transferred funds into the joint bank account and then intended on withdrawing those funds before the transfer was discovered. Based on a thorough follow-up investigation, the crime was thwarted, and the victim lost nothing.

Detective Pionk's investigation required him to coordinate with other law enforcement agencies, bank employees, civilian witnesses and prepare multiple search warrants. What would normally be a closed case with no follow-up, turned into an excellent investigation resulting in the suspect being charged with multiple felony counts. The bank representative conveyed how appreciative they were that a law enforcement agency actually investigated this case.

Detective Pionk's dedication to his craft deserves to be recognized. Investigations of this type of crime are difficult and Detective Pionk showed how his experience and investigative acumen are an asset to our organization.

-James Bostock
Director of Public Safety
Grosse Pointe Park

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

Resolution to Honor Defer Elementary School Centennial

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 November 12, 2024, the following resolution was adopted.

Present Members:

Absent Members:

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

WHEREAS, Defer Elementary was founded in 1924 and designed by architect George J. Haas with the mission of providing quality education to the students of the Grosse Pointe Public School System, and since its inception has served as an important institution in the development and enrichment of the community; and

WHEREAS, over the course of the past 100 years, the Defer Elementary Dragons has fostered academic excellence, cultural enrichment, and personal growth among its students, producing generations of leaders, educators, professionals, and community members who have contributed to the prosperity of Grosse Pointe Park, Wayne County and the State of Michigan; and

WHEREAS, the faculty, staff, and administration including Principal Dr. Lisa Rheäume of Defer Elementary have remained dedicated to the educational and personal development of its students, adapting to changing educational needs and striving to meet the highest standards of academic achievement and character formation; and

WHEREAS, the Defer Elementary Centennial celebration presents an opportunity to reflect on the school's past accomplishments, honor those who have contributed to its success, and look forward to the future as it continues to educate and inspire students for many years to come;

NOW THEREFORE, BE IT RESOLVED, by the Grosse Pointe Park City Council that:

1. The City of Grosse Pointe Park hereby congratulates Defer Elementary on its 100th Anniversary, recognizing its significant impact on the community and its continued dedication to the education of young people.
2. The City of Grosse Pointe Park City Council extends its appreciation to the students, faculty, staff, parents, alumni, and community members whose contributions have made Defer Elementary a cornerstone of educational excellence for the past century.

3. The Grosse Pointe Park City Council expresses its confidence in the continued success of Defer Elementary as it continues to build upon its proud legacy of providing quality education and fostering a strong sense of community.
4. This resolution shall be presented to the administration of Defer Elementary in recognition of its Centennial Celebration, and a copy of this resolution shall be placed in the official records of the City.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the Grosse Pointe Park City Council encourages all residents of Grosse Pointe Park to join in celebrating this historic milestone, and to continue supporting the ongoing success of Defer Elementary in its next 100 years.

RESOLUTION DECLARED ADOPTED

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

YEAS:

NAYS:

Motion Carried Unanimously

CERTIFICATION

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

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

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

Bridgette Bowdler, City Clerk
City of Grosse Pointe Park



CITY COUNCIL MEETING

DATE: November 12, 2024

SUBJECT: Public Act 152 Election

SUMMARY: Public Act 152 of 2011 is a law in the state of Michigan that governs the cost-sharing of healthcare premiums between employers and employees in the public sector. The primary focus of this legislation is to limit the amount of money that public employers can contribute to employee healthcare premiums. It was passed to address rising healthcare costs and reduce the burden on state and local governments. There are three choices the City can choose

- **80/20:** The employer pays up to 80% of the premium for health care coverage and employees contribute the other 20%.
- **Hard Cap:** Alternatively, employers can choose a "hard cap" based on a set dollar amount determined by the state. The hard cap varies by region and the number of employees, but it essentially sets a maximum dollar amount that an employer can contribute to premiums
- **Opt Out:** The authority to opt out of certain provisions of PA 152 if the council adopts a resolution to do so. This allows for some flexibility in how municipalities can handle employee healthcare benefits.

According to the Kaiser Family Foundation healthcare premiums went up roughly 7% in 2024 with the growth matching inflation and wage increases. Although it is difficult to compare a traditional plan with specific premiums verses a self-funded plan like the City of Grosse Pointe Park, so far the City is projecting, through the current Fiscal Year from last Fiscal Year almost a 6% eduction in healthcare costs. When paired with the negotiated reduction in City contributions to employee Health Savings Accounts, it is recommended the City Council select the opt-out option.

Currently we are projecting healthcare to cost \$2,216,433 for this fiscal year in comparison to last fiscal year of \$2,355,390. The City will continue to explore options in reducing healthcare costs as the trend of healthcare costs continue to rise.

FINANCIAL IMPACT: \$130,000 for the Calendar Year 2025

RECOMMENDATION: Motion to approve the resolution as presented opting out the City from PA 152

PREPARED BY: Nick Sizeland, City Manager



STATE OF MICHIGAN
COUNTY OF WAYNE
CITY OF GROSSE POINTE PARK

**RESOLUTION TO COMPLY WITH THE PUBLICLY FUNDED HEALTH
INSURANCE CONTRIBUTION ACT**

At a regular meeting of the City Council for the City of Grosse Pointe Park, Wayne County, Michigan, held in the Municipal Building of said City, on the 12th day of November 2024 at 7:00 p.m., the following resolution was adopted.

Present Members:

Absent Members:

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

WHEREAS, Public Act 152 of 2011 (the “Act”) was passed by the State legislature and signed by the Governor on September 24, 2011; and,

WHEREAS, the Act contains three options for complying with the requirements of the Act; and

WHEREAS, the three options are as follows:

1. Section 3 – “Hard Caps” Option – limits a public employer’s total annual health care costs for employees based on the coverage levels, as defined in the Act;
2. Section 4 – “80%/20%” Option – limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
3. Section 8 – “Exemption” Option – a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the City of Grosse Pointe Park has decided to adopt the _____ Option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Grosse Pointe Park elects to comply with the requirements of Public Act 152 of 2011 by adopting the _____ Option for the medical benefit plan coverage year January 1, 2025 through December 31, 2025.

RESOLUTION DECLARED ADOPTED

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

YEAS:

NAYS:

CERTIFICATION

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

I, the undersigned, the duly qualified City Clerk of the City of Grosse Pointe Park, Wayne County, Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken by the City Council of the City of Grosse Pointe Park, at a regular meeting held on the 12th day of November 2024.

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: November 12, 2024

SUBJECT: Board and Commission Appointments

SUMMARY: TIFA

Arthur Mullen - reappoint for a four year term

Pier King-Piepenbrok - reappoint for a four year term

FINANCIAL IMPACT: Not Applicable

RECOMMENDATION: Motion to approve the reappointments of Arthur Mullen and Pier King-Piepenbrok to the TIFA Board for a four year term ending in 2028

PREPARED BY: Warren Rothe, Assistant City Manager