



AGENDA - City Council

DATE: April 14, 2025 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Proclamation
 - I. Brian Colter Resolution
- V. Approval of Consent Agenda
 - I. Approval of March 10, 2025 Minutes
 - II. Committee & Commissions Report
 - III. Manager/Public Safety Report
- VI. Public Comment (Agenda Items)
- VII. Approval of Regular Agenda
- VIII. Unfinished Business
- IX. New Business
 - I. 2025 Paving Program Bid Award
 - II. Water Main Program Contract Extension
 - III. Approve Quote for Jefferson Pump Station HVAC Work
 - IV. Medstar Presentation
 - V. Memorandum of Understanding between Grosse Pointe Park Public Safety and the Detroit Fire Department
 - VI. Approve IT Managed Services Contract
 - VII. Approve Memorandum of Understanding with TPOAM
- X. Council Comment
- XI. Public Comment (Non-Agenda Items)
- XII. Closed Session
 - I. Pursuant to MCL 15.268(h)
- XIII. 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.



STATE OF MICHIGAN
COUNTY OF WAYNE
CITY OF GROSSE POINTE PARK

RESOLUTION TO HONOR BRIAN COLTER IN GROSSE POINTE PARK

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 14th day of April 2025 at 7:00 p.m., the following resolution was adopted.

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

Absent Members: None

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

WHEREAS, Brian Colter was born on June 1, 1967, in Detroit to Larry and Doris Colter; and

WHEREAS, **Brian** James Colter, 57, passed away on Saturday, March 15, 2025, at home in Grosse Pointe Park and Brian is survived by his longtime partner, Lisa Kyle; daughter, Jane Colter; son, Zachary Colter; stepson, William Kyle; sister, Nancy Hascall (Allan); and brother, Alan Colter (Lisa); and

WHEREAS, Brian Colter graduated from the University of Michigan with a Bachelor of Science in Liberal Arts in 1990 and from Michigan State University with a Master of Science in Forestry in 1994; and

WHEREAS, Brian Colter worked in Grosse Pointe Park from 1995-2022 as the City Forester and Grosse Pointe Farms, Grosse Pointe City and Grosse Pointe Park from 2023-2025; and

WHEREAS, Upon Brian's passing, the outpouring of community love and support to the man who dedicated his life to Urban Forestry will never be forgotten, with vendors and residents generously donating trees in his honor; with warm gratitude extended to his longtime partner Lisa, who is assisting the City in this time of transition. All will remember that infectious laugh of Brian's when he would share a fun story; and

WHEREAS, Brian was a founding director of the Arboriculture Society of Michigan Foundation. He also was involved with Keep Michigan Beautiful, the Beautification Council of Southeastern Michigan, the Grosse Pointe Park Beautification Commission and the Grosse Pointe City Urban Forestry Commission. He also enjoyed the outdoors, fishing, camping and watching sports; and

WHEREAS, Brian helped build a lasting foundation of arboricultural advancement and community outreach in the City of Grosse Pointe Park; notably due to his expertise and passion, Brian discovered the Emerald Ash Borer in 2002 while examining a sick tree on Yorkshire and then recommended a course of action that saved the city thousands of dollars, well knowing injections of ash trees was a futile fight; and

WHEREAS, Grosse Pointe Park through Brian’s own initiative participated in the Michigan Green Communities Challenge, sustained Grosse Pointe Parks Tree City USA for 42 consecutive years, and earned the prestigious growth award for 18 years, earning Grosse Pointe Park the rare Sterling Community status; planting a record breaking 340 trees on city property in 2024, increasing the canopy and tree diversity throughout Grosse Pointe Park; and

WHEREAS, Brian, while passionate about planting trees, knew trimming and canopy refinement are also important and was integral in creating the Request for Proposal for Tree Trimming as part of the City’s new District Maintenance Program; and

WHEREAS, Brian worked with the Tax Increment Finance Authority to plant residential trees in the district, planting over 100 trees in this area; and

WHEREAS, Brian conducted the City’s first tree inventory completed in 1999 of every tree in Grosse Pointe Park, assisted the City in applying for grant opportunities to inventory every tree in Grosse Pointe Park and the City will continue to apply for funding to complete Brians wish; and

WHEREAS, Brian had a filing system of “organized chaos” and had every note and memory written down on a piece of paper, and no matter what, Brian could find the note or reference a specific address of a consultation with a resident regarding a tree; and

WHEREAS, a ceremony to honor of Brian’s life will be held at Patterson Park at 1:00PM on Arbor Day, Brian’s favorite day of the year, with a planting of his favorite tree the tricolor beech which is highly adaptable to different soils, likes partial sun, will need watering the first year, with foliage that is beautiful both in the growing season and in the fall ; and

NOW, THEREFORE, BE IT RESOLVED, I, Mayor Michele Hodges of the City of Grosse Pointe Park, Michigan do hereby proclaim April 14, 2025, this resolution in the City of Grosse Pointe Park and urge all residents in our community to honor and remember Brian Colter for his contributions to our community.

RESOLUTION DECLARED ADOPTED

At a regular meeting of the City Council for the City of Grosse Pointe Park held on April 14th 2025 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: 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 14th day of April 2025

IN WITNESS WHEREOF, I have hereunto set my official signature, this 14th day of April 2025.

Bridgette Bowdler, City Clerk
City of Grosse Pointe Park



CITY OF GROSSE POINTE PARK, MICHIGAN
MEETING OF THE CITY COUNCIL
March 10, 2025, 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: None

ALSO PRESENT: City Attorney- Dan Kelly, City Manager- Nick Sizeland, City Clerk- Bridgette Bowdler, Finance Director – Ginger Moriarty, and City Engineer- Patrick Droze.

APPROVAL OF CONSENT AGENDA

25-27

Motion by Councilmember Wiener, seconded by Mayor Pro-Tem Caulfield, to approve the Consent Agenda.

- I. Approval of February 3, 2025, Minutes
- II. Committee & Commissions Report
- III. Approve Switchgear Maintenance Proposals
- IV. Social District Approval
- V. Approval of Invoices over \$5,000
- VI. City Manager/Public Safety Report

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

NAYS: None

Motion Carries Unanimously

PUBLIC COMMENT (AGENDA ITEMS):

0 public comments were made.

25-28

Motion by Councilmember McMillan, seconded by Mayor Pro-Tem Caulfield, to approve the regular agenda.

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

NAYS: None

Motion Carries Unanimously

UNFINISHED BUSINESS:

25-29

Motion by Councilmember McMillan, seconded by Councilmember Wiener, to approve to adopt the purchasing policy as presented.

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

NAYS: Councilmember Gallagher

Motion Carries

25-30

Motion by Councilmember Wiener, seconded by Mayor Pro-Tem Caulfield, to approve the proposed amendments to section 2-597 of the Purchasing Procedure Ordinance, Chapter 2, Article V, Division 2, and authorize the City Clerk to publish in accordance with State Law.

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

NAYS: Councilmember Gallagher

Motion Carries

25-31

Motion by Councilmember Wiener, seconded by Mayor Pro-Tem Caulfield, to approve to move on.

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

NAYS: None

ABSTAIN: Councilmember Gallagher

Motion Carries

25-32

Motion by Councilmember Wiener, seconded by Mayor Pro-Tem Caulfield, to approve the Resolution to adopt revisions to the Employee benefit manual regarding the Earned Sick Time, effective February 21, 2025, and authorize the City Manager to take necessary steps to execute and the Clerk to file the same.

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

NAYS: None

Motion Carries Unanimously

NEW BUSINESS:

25-33

Motion by Councilmember Wiener, seconded by Councilmember Dreaver, to approve to allow Councilmember Kolar to recuse himself from the Farmers Market Agreement because he is on the Board, and it is a conflict of interest.

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

NAYS: None

Motion Carries Unanimously

25-34

Motion by Councilmember McMillan, seconded by Councilmember Dreaver, to approve the agreement for the proposed farmers market as presented for 2025/2026.

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

NAYS: None

Motion Carries Unanimously

25-35

Motion by Councilmember Wiener, seconded by Mayor Pro-Tem Caulfield, to approve the quote from Irwin Seating not to exceed \$57,000.

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

NAYS: None

Motion Carries Unanimously

25-36

Motion by Councilmember Wiener, seconded by Mayor Pro-Tem Caulfield to approve The proposed motion to approve the resolution to amend and adopt the FY2024/2025 repair of the Lavins Center Theater seating.

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

NAYS: None

Motion Carried Unanimously

25-37

Motion by Councilmember Wiener, seconded by Mayor Pro-Tem Caulfield, to accept the proposals from OHM Advisers as presented accompanying budget resolutions amend motion for \$39,500 2025 Paving program for \$39,500 with construction services not to exceed 15% of the final construction cost.

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

NAYS: None

Motion Carries Unanimously

25-38

Motion by Councilmember Weiner, seconded by Councilmember McMillan, to accept the proposal from OHM for the 2025 Water Main Improvement Project not to exceed \$83,000.

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

NAYS: None

Motion Carries Unanimously

25-39

Motion by Councilmember Weiner, seconded by Councilmember Kolar, to accept the proposal from OHM advisors for construction engineering services for the Jefferson Separation Construction not to exceed \$127,500.

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

NAYS: None

Motion Carries Unanimously

25-40

Motion by Councilmember Weiner, seconded by Councilmember McMillan, to grant the contract extension to Luigi Ferdinandi & Son and accept the proposal from OHM Advisors for continued engineering services for fiscal year 2026.

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

NAYS: None

Motion Carries Unanimously

25-41

Motion by Councilmember Dreaver, seconded by Mayor Pro-Tem Caulfield, to approve the following appointments to the Beautification Commission:

Appointments

Jim Creighton

Term expiring in 2026

Sharon Pierce
Term expiring in 2028

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

NAYS: None

Motion Carries Unanimously

25-42

Motion by Councilmember McMillan, seconded by Councilmember Weiner, to approve the following appointment to the Downtown Development Authority:

Appointments

Richard Ansell
Term expiring in 2028

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

NAYS: None

Motion Carries Unanimously

25-43

Motion by Mayor Pro-Tem Caulfield, seconded by Councilmember Wiener, to approve the following appointment to the Board of Review:

Appointments

Paul Szmigiel (Alternate)
Incomplete term that expires in 2025
as well as a Full 3-year term

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

NAYS: None

Motion Carries Unanimously

Council Comment:

Councilmember Kolar: Kudos to everyone from the top down who helped with the gas leak/smell at a home off of Jefferson. It was taken care of right away once it was brought to our attention.

Councilmember Gallagher: Questioned the budget workshop and adoption and would like at least a week to review budget before it goes in front of Mayor and Council.

Mayor Pro-Tem Caulfield: Personnel Committee, list of goals for City Manager Sizeland. Parks and Recreation master plan, Civic Rec – new technology. Please get facts before you post on social media.

Councilmember Wiener: Infrastructure meeting, April 4, 2025. Happy Birthday to my wife Michelle.

Councilmember Dreaver: Beautifications Adopt-a-garden is March 22 from 9am-Noon at Patterson Park. Arbor Day posters. We need some able hands. If you are interested in joining the Beautification Commission, please fill out an application and apply. We will have snacks.

Councilmember McMillan: Great job Councilmember Dreaver on Community Engagement. Public Safety meeting in 3 weeks or so. Thank you Dr. Schapp for his donation to replace the theater seats.

Mayor Hodges: Thank you to the Community Engagement Committee for doing the hidden figures showing in honor of Black History Month. TIFA and the Sip, Stroll, & Shop. Salute to our Clerk for her achievement of Level 3 Certification training status through the Michigan Association of Municipal Clerks. Board of Review, City Assessor contact info. Conflict of Interest Disclosure Statement, please get these turned in.

PUBLIC COMMENT (AGENDA ITEMS):

0 public comments were made.

25-44

Motion by Councilmember Wiener, seconded by Councilmember McMillan, to approve to go into Closed Session.

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

NAYS: None

Motion Carries Unanimously

25-45

Motion by Mayor Pro-Tem Caulfield, seconded by Councilmember Wiener, to approve to go back into Open Session.

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

NAYS: None

Motion Carries Unanimously

25-46

Motion by Mayor Pro-Tem Caulfield, seconded by Councilmember Wiener, to authorize the City Attorney to negotiate a purchase agreement and authorize the City Manager to enter into a purchase agreement for the sale of the properties located at 1264 and 1296 Alter Rd. at a purchase price of \$9,000 but not less than \$8,000 and an earnest money deposit in the amount of \$3,000 and authorize the City Manager to execute the same and also to require that closing occur within 30 days of all contingencies of the purchase agreement being met.

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

NAYS: None

Motion Carries Unanimously

ADJOURNMENT

Motion by Councilmember Wiener, seconded by Mayor Pro-Tem Caulfield, to approve to adjourn the meeting.

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

NAYS: None

Motion Carried Unanimously

With no further business, the meeting adjourned at 9:55 P.M.

Bridgette Bowdler - City Clerk
Danielle Caudill- Deputy City Clerk

Grosse Pointe Park Infrastructure General Updates and Status Report April '25:

Here are some bullet points of current projects, work and planning is not limited to the following:

Infrastructure Meeting and Water Reliability Study

The Infrastructure Committee held its second quarter meeting on April 3rd. The primary focus of this meeting was to review the water reliability study. The study will be posted online on the city website and will be discussed at the upcoming council meeting.

We are acutely aware of the aging infrastructure in the form of the water mains and have targeted them as a major area of focus. However, the water reliability study was a pleasant surprise; the study did reinforce our expectations on the ongoing needs of the system, however there were no unexpected critical concerns identified. With the water sewer millage and the Capital Improvement Plan in place there is a long-term systematic improvement plan and we believe it will achieve our goal of upgrading on a consistent basis bending our cost curve so that we will see savings in repairs that can then be rolled into further capital improvement.

Infrastructure Meeting and Water Sewer Rate Presentation

During the Infrastructure Committee there was an in-depth presentation by the Bendzinski firm regarding water sewer rates, long term financing and budgeting. Great Lakes Water for several years had a designated cap on rate increases, unfortunately that cap has now expired and GLWA has come in with a substantial rate increase. The meeting outlined recommendations to be brought to council, for setting rates to encompass rate increases, options on financing portions of the Capital Improvement Plan, ensuring transparency in the rates as well as ensuring a robust water sewer reserve fund.

Southeast Michigan Flood Risk Management Study, Virtual Forum

The US Army Corps of Engineers and GLWA sponsored Flood Risk Management Study Virtual Forum will be held on April 17th at 6-7pm. This is an excellent development as we continue to see more regional focus on upgrading sewer infrastructure. The work individual communities are doing will take stress off the broader regional system, so more focus on this is a big positive for the Grosse Pointe Park system and residents. The Link for the Meeting is:

Teams Meeting ID: 993 355 198 262

Passcode Wm7zr68i

Jefferson Sewer Separation

The Jefferson Sewer Separation project is now underway, you will be seeing sections blocked off and construction will be ongoing in the coming weeks. Please be aware that the grass lot in front of the library will be utilized as an equipment and material staging area for the immediate future, but that is temporary, and any disturbed grass will be restored (restoration is always included in such projects).

Lead Service Line Replacement Annual Report was Completed and sent to EGLE

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Yard Waste Pickup Began March 31st

Priority Waste will start pickup of yard waste on the regular trash and recycling day this coming Monday the 31st

EERV Dedication

There will be an installation of a plaque commemorating the community and philanthropic contributions making the Extreme Emergency Relief Valve come to fruition.

Storm Event April 2-3 & Home Owner Maintenance

There was a large thunderstorm passing over Southeastern Michigan, we are happy to report the pumping station operated very well, with no observed issues on the city end.

While the city is engaging in aggressive Preventative Maintenance on water sewer; we want to encourage residents to do the same. Cleaning out gutters annually, disconnecting downspouts, biannual snaking of sewer connections, all of these will have a major impact on the resilience of homes and basements.

City Managers Report and Updates March 2025

Botmasterz Classes

This is a reminder to all fans of our Botmasterz workshops that we are offering 2 workshops this Spring. Our first workshop will be April 8th from 4:30 PM - 6:00 PM and our second workshop is scheduled for May 6th also from 4:30 PM - 6:00 PM. The workshops will take place in the McKeever Lounge located in the Lavins Activity Center. During these workshops students will get to create and take home an engineering project and a fun customized craft and also learn about basic engineering principles and interact with a few Botmasterrz robots. We still have space available for both classes. In order to register please visit our recreation homepage to sign up. If you click the click here button below you will be taken to that homepage. If you are new to Civic Rec you will need to login using the email that was associated with your Recpro account. You will then have to verify your account and set your password as well. If you do not remember your recpro email, please call 313-822-2812 Ext. 300 for assistance. **Please do not create your own accounts.** We look forward to seeing everyone at both of these workshops.

Parks and Rec Hiring

The City of Grosse Pointe Park Parks and Recreation Department is still currently hiring for summer 2025 for the following aquatic positions: Pool Supervisor, Head Guards, Assistant Swim Team Coaches, and Lifeguards. For more information, please email cragic@grossepointepark.org or taylors@grossepointepark.org. Employment applications can be found and dropped off at the Lavins Activity Center.

Employee Appreciation Picnic

I am excited to announce the City is organizing an Employee Appreciation Picnic on Wednesday, August 13th from 12-6PM at Windmill Pointe Park. We will be sending letters out to local businesses and our vendors for sponsorship opportunities.

April 1st Rain Event

Grosse Pointe Park received about 1.8" inches of rain throughout the night, all systems were operational and working as designed. The EERV based on the amount of rain and time would not have been allowed to be activated.

Corewell Health

The City had another meeting with Corewell Health to pursue the possibility of public parking availability in their lot on Kercheval. We had a positive meeting and are working on the minor details of time frame, revenue sharing, enforcement etc. We hope to have an agreement to bring to council at a future meeting soon. Corewell Health also offered the opportunity to partner more with the City on community events and engagement to which we will have further discussions.

Jefferson Sewer Seperation Construction

In case you have not seen already, traffic cones have been added onto Jefferson due to the sewer separation project. The grass lot in front of the library will be temporarily used for a staging area with equipment and sewer pipes.

Charlevoix Streetscape Sip and Stroll

On March 25th the TIFA held its Sip and Stroll event to discuss and present ideas to the community regarding the Charlevoix Streetscape Project. I want to thank O Flaherty's and The Charlevoix for hosting along with the work from Assistant City Manager Warren Rothe and the OHM Team. Mayor Hodges and Councilmember Dreaver were in attendance as well. Great feedback and a good turnout for the event.

Sen Peters Congressional District Spending

The city submitted to Sen. Peters office a request for funding \$2.5 million for Lakepointe upsizing water main from Kercheval to Mack to increase fire flows in the northwest section of the city while also removing 117 lead service lines. We tied into the request the TIFA TAP Grant is funding a portion of streetscape making this project a part of the overall streetscape construction to limit the amount of disruption.

Detective Sergeant Pittman

Detective Sergeant Jeremy Pittman retired from the city effective Friday, March 28th. Jeremy is eligible to retire with his time accrued with Pontiac PD as well as his tenure in Grosse Pointe Park. The city wishes him the absolute best in his future and thanks him for his hard work!

Assistant City Manager Rothe

Warren Rothe has been selected as the next City Manager of Beverly Hills, MI. This is a career opportunity that he could not pass up and I am pleased for Warren. The City thanks Warren for the effort and dedication to the City. Warren's last day will be April 11th.

Irwin Seating Installation Schaap Theater

The new seating for the Schaap Theater will be delivered and set for installation prior to Memorial Day at Windmill Pointe Park. I want to thank Priority Waste for providing the city a free dumpster for removing the old seats saving the city cost of disposal.



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

GROSSE POINTE PARK DEPARTMENT OF PUBLIC SAFETY

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

James A. Bostock
Director of Public Safety

publicsafety@grossepointepark.org

April 2025

Public Safety Update

Detroit Public Safety Headquarters – Fire Leadership Roundtable

I was fortunate to have attended the Fire Leadership Roundtable last week, hosted by the Detroit Fire Department and DFD Commissioner Charles Simms. The roundtable was a valuable information-sharing and networking opportunity to meet other Fire Chiefs and Directors of Public Safety in Southeast Michigan and Ontario. We discussed ways to collaborate with each other and remain committed to building and maintaining strong partnerships with each other in the region.

Highlighting the discussion topics, we discussed and will move toward working together in terms of

- Training, Grants, Mutual Aid, and Emergency Preparedness

I am looking forward to partnering with our neighboring communities and making these valuable resources available to our communities.

Personnel

Detective Sergeant Jeremy Pittman retired last week after 17 years of service to the citizens of Grosse Pointe Park. His service and commitment to the department will be missed. We wish him all the best as he takes on the newest chapter of his career.

Public Safety will be conducting a promotional examination for the ranks of Sergeant and Lieutenant at the end of the month. This will establish an eligibility list for future openings due to retirements in the coming years. The process includes a written examination followed by an interview process. The eligibility list will be good for two years in accordance with the collective bargaining agreements.



CITY COUNCIL MEETING

DATE: April 14, 2025

SUBJECT: 2025 Paving Program Bid Award

SUMMARY: Bids for the Fiscal Year 2026 and Calendar Year 2025 road paving program were opened in February. Four bids were received, with the low bidder being Birmingham Sealcoat Inc. This project will resurface the following streets:

- Charlevoix Street (Three Mile to Berkshire)
- Windmill Pointe Park Rear Parking Lot

Attached for your review is a letter of recommendation and bid tabulation from OHM Advisors.

FINANCIAL IMPACT: Sufficient funding for the project has been incorporated into the proposed Fiscal Year 2026 Budget.

RECOMMENDATION: Motion to award the 2025 paving program bid to Birmingham Sealcoat Inc as recommended.

PREPARED BY: Tom Jenny, Director of Public Works



April 1, 2025

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

Attention: Nick Sizeland
City Manager

Regarding: 2025 Grosse Pointe Park Paving Program
Recommendation Letter
OHM Job No.: 7508-24-1040

Dear Mr. Sizeland:

Bids for the 2025 Grosse Pointe Park Paving Program were received, opened and read aloud at 1:00 PM on Tuesday, February 25, 2025, at the City of Grosse Pointe Park offices. Bids were received from four (4) bidders, with the bid pricing ranging from \$569,901.00 to \$617,041.10, as shown on the attached tabulation. The low bid was received from Birmingham Sealcoat Inc. located at 2651 Metamora Road, Oxford, MI 48371 in the amount of \$569,904.00. The low bid amount is approximately 5.0% below the engineer's opinion of probable cost.

OHM has contacted several references for current and past projects and received similar favorable responses for asphalt programs in various communities. Birmingham Sealcoat, Inc. was recommended by Tim Waker at Farmington Hills as cooperative, easy to work with and constructed roads with good rideability during their asphalt rehabilitation program. Other references that were contacted had worked with BSI for on maintenance projects, such as crack sealing, although that is not part of this project, the feedback regarding the company was positive.

It is recommended that the 2025 Grosse Pointe Park Paving Program contract be awarded to Birmingham Sealcoat, Inc. in the amount of \$569,904.00.

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 long horizontal line extending from the end.

Patrick M. Droze, P.E.
Project Manager

encl: Bid Tabulation

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

BID FORM for 2025 Grosse Pointe Paving Program Grosse Pointe Park, Wayne County, State of Michigan OHM Job Number 7508-24-1040			
Item	Description	Estimated Quantity	Unit
1	Mobilization, Max	1	LSUM
2	Remove and Reset Parking Blocks	1	LSUM
3	Curb, Rem	473	Ft
4	Pavt, Rem	2831	Syd
5	Sidewalk, Rem	500	Syd
6	Subgrade Undercutting, Type IV	50	Cyd
7	Erosion Control, Filter Bag	21	Ea
8	Pavement Conditioning and Sweeping	1	LSUM
9	Aggregate Base, 8 inch	2524	Syd
10	Structure Cover Adjust	3	Ea
11	Cold Milling HMA Surface	10471	Syd
12	Pavt Joint and Crack Repr, Det 7	550	Ft
13	HMA, 4EL	695	Ton
14	HMA, 5EL	1105	Ton
15	Hand Patching, HMA 3EL	124	Ton
16	Concrete Base, Removal and Replacement, 9 inch	50	Syd
17	Driveway, Nonreinf Conc, 6 inch	50	Syd
18	Curb Ramp Opening, Conc	308	Ft
19	Curb, Conc, Det E2	150	Ft
20	Curb Ramp, Conc, 6 inch	4100	Sft
21	Pavt Mrkg	1	LSUM
22	Maintenance of Traffic	1	LSUM
23	Surface Restoration, Topsoil and Sod	850	Syd
24	Replace Sprinkler Head	50	Ea
25	Project Cleanup	1	LSUM
26	Storm Sewer Allowance	1	LSUM
Total Bid Amount:			

Birmingham Sealcoat, Inc 2651 Metamora Rd Oxford, MI 48371 734-280-7139 Michael Hulderman			
Unit Price		Amount	
\$	15,000.00	\$	15,000.00
\$	4,000.00	\$	4,000.00
\$	18.00	\$	8,514.00
\$	4.50	\$	12,739.50
\$	9.00	\$	4,500.00
\$	50.00	\$	2,500.00
\$	100.00	\$	2,100.00
\$	2,500.00	\$	2,500.00
\$	21.50	\$	54,266.00
\$	550.00	\$	1,650.00
\$	2.00	\$	20,942.00
\$	26.00	\$	14,300.00
\$	152.00	\$	105,640.00
\$	158.00	\$	174,590.00
\$	160.00	\$	19,840.00
\$	162.00	\$	8,100.00
\$	99.00	\$	4,950.00
\$	45.00	\$	13,860.00
\$	47.50	\$	7,125.00
\$	9.00	\$	36,900.00
\$	2,500.00	\$	2,500.00
\$	15,000.00	\$	15,000.00
\$	15.75	\$	13,387.50
\$	100.00	\$	5,000.00
\$	5,000.00	\$	5,000.00
\$	15,000.00	\$	15,000.00
\$		569,904.00	

Hutch Paving, Inc 3000 E Ten Mile Rd Warren, MI 48091 989-980-4201 Colton Oedy			
Unit Price		Amount	
\$	17,500.00	\$	17,500.00
\$	750.00	\$	750.00
\$	18.00	\$	8,514.00
\$	20.01	\$	56,648.31
\$	28.00	\$	14,000.00
\$	65.00	\$	3,250.00
\$	55.00	\$	1,155.00
\$	500.00	\$	500.00
\$	20.25	\$	51,111.00
\$	900.00	\$	2,700.00
\$	3.62	\$	37,905.02
\$	2.00	\$	1,100.00
\$	131.13	\$	91,135.35
\$	129.58	\$	143,185.90
\$	150.00	\$	18,600.00
\$	200.00	\$	10,000.00
\$	130.00	\$	6,500.00
\$	45.00	\$	13,860.00
\$	48.00	\$	7,200.00
\$	11.50	\$	47,150.00
\$	1,000.00	\$	1,000.00
\$	1,000.00	\$	1,000.00
\$	22.00	\$	18,700.00
\$	77.50	\$	3,875.00
\$	250.00	\$	250.00
\$	15,000.00	\$	15,000.00
\$		572,589.58	

Al's Asphalt Paving Co 25500 Brest Rd Taylor, MI 48180 734-946-1880 Jesse Kyle			
Unit Price		Amount	
\$	25,000.00	\$	25,000.00
\$	3,750.00	\$	3,750.00
\$	13.00	\$	6,149.00
\$	10.00	\$	28,310.00
\$	45.00	\$	22,500.00
\$	78.00	\$	3,900.00
\$	110.00	\$	2,310.00
\$	13,500.00	\$	13,500.00
\$	20.00	\$	50,480.00
\$	975.00	\$	2,925.00
\$	3.75	\$	39,266.25
\$	10.00	\$	5,500.00
\$	117.00	\$	81,315.00
\$	125.00	\$	138,125.00
\$	210.00	\$	26,040.00
\$	130.00	\$	6,500.00
\$	85.00	\$	4,250.00
\$	39.00	\$	12,012.00
\$	41.00	\$	6,150.00
\$	12.00	\$	49,200.00
\$	15,200.00	\$	15,200.00
\$	15,000.00	\$	15,000.00
\$	16.00	\$	13,600.00
\$	130.00	\$	6,500.00
\$	7,500.00	\$	7,500.00
\$	15,000.00	\$	15,000.00
\$		599,982.25	

Mierzwa Paving 1001 Cesar E Chavez Pontiac, MI 48340 248-332-4956 Ben Mierzwa			
Unit Price		Amount	
\$	20,000.00	\$	20,000.00
\$	1,000.00	\$	1,000.00
\$	10.00	\$	4,730.00
\$	15.00	\$	42,465.00
\$	19.00	\$	9,500.00
\$	70.00	\$	3,500.00
\$	125.00	\$	2,625.00
\$	8,000.00	\$	8,000.00
\$	18.00	\$	45,432.00
\$	450.00	\$	1,350.00
\$	3.10	\$	32,460.10
\$	15.00	\$	8,250.00
\$	135.00	\$	93,825.00
\$	139.00	\$	153,595.00
\$	170.00	\$	21,080.00
\$	130.00	\$	6,500.00
\$	95.00	\$	4,750.00
\$	42.00	\$	12,936.00
\$	37.00	\$	5,550.00
\$	20.00	\$	82,000.00
\$	3,000.00	\$	3,000.00
\$	5,000.00	\$	5,000.00
\$	20.00	\$	17,000.00
\$	100.00	\$	5,000.00
\$	4,000.00	\$	4,000.00
\$	15,000.00	\$	15,000.00
\$		608,548.10	

Bidder's multiplication error was corrected

Bidder's SUM error was corrected



CITY COUNCIL MEETING

DATE: April 14, 2025

SUBJECT: Water Main Program Contract Extension

SUMMARY: Based on the current economic climate, including the increase in bid prices the City has experienced over the last few years, the City and OHM are recommending to extend Bidigare's contract for the 2025 water main replacement program. Bidigare has successfully performed the 2024 water main project under budget, and in a satisfactory manner. Bidigare has agreed to extend their 2024 pricing. Prior to commencing work later this year, a change order proposal with anticipated quantities based on final design plans will be provided to Council for review and approval. However, approval of the contract extension will allow both parties to prepare in time for the beginning of the 2025 construction season.

FINANCIAL IMPACT: Funds for the project are included in the 2026 Fiscal Year budget.

RECOMMENDATION: Grant the contract extension to Bidigare Contractors, Inc as presented.

PREPARED BY: Tom Jenny, Director of Public Works



April 1, 2025

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

Attention: Nick Sizeland
City Manager

Regarding: 2025 Grosse Pointe Park Water Main Improvements
Contract Extension Recommendation Letter
OHM Job No.: 7508-25-0010

Dear Mr. Sizeland:

For the upcoming 2025 Water Main Improvements Project, Bidigare Contractors Inc has agreed to extend their pricing from the 2024 Water Main Improvements Project into 2025.

During construction of the 2024 Water Main Improvements Project, Bidigare Contractors Inc was reliable, efficient, clean, responsive to Owner/Engineer calls and resident concerns, and the water main and service replacements were of good quality. Overall, Bidigare Contractors provided great value and services to the City and its residents.

Due to the favorable pricing, reliability and quality work, OHM recommends that the City of Grosse Pointe Park extends the contract for the 2024 Water Main Improvements Project with Bidigare Contractors Inc, for the 2024 Water Main Improvements Project. Attached to this recommendation letter is a letter from Bidigare Contractors Inc confirming that they will hold their pricing into 2025. Prior to commencing work later this year, a change order proposal with anticipated quantities based on final design plans will be provided to Council for review and approval.

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 long horizontal stroke at the end.

Patrick M. Droze, P.E.
Project Manager

encl: Bidigare Contractors Letter

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



April 1, 2025

Mr. Tom Jenny
Department of Public Works
City of Grosse Pointe Park
15115 E. Jefferson Avenue
Grosse Pointe Park, MI 48230

Subject: **City of Grosse Pointe Park-2024 Water Main Improvements- (Future Projects)**
OHM JN: 7508-23-0070

Dear Mr. Jenny,

As you are aware Bidigare Contractors Inc. is currently under contract for the above-subject project. With this year's program under review and design. Bidigare has reviewed its current contract and would like to offer the City of Grosse Pointe Park its current contract unit pricing for any other future water main replacements that may occur within the city. Bidigare believes that this could save the city time and money on the bidding process as well as significant cost saving from new unit prices. We value our relationship with the city, and we appreciate the work we have done for the city. Thank you for giving us this opportunity. Should you have any questions please do not hesitate to contact us.

Sincerely,
Bidigare Contractors, Inc.

Jordon Bidigare

939 S. Mill St, Plymouth, MI 48170
(248) 735-1113 phone (248) 735-1114 fax
www.bidigarecontractors.com



CITY COUNCIL MEETING

DATE: April 14, 2025

SUBJECT: Approve Quote for Jefferson Pump Station HVAC Work

SUMMARY: Council approval is being sought to replace the three HVAC units at the Jefferson Pump Station. This is an important maintenance item necessary to prolong the life of the pump station. The City reached out to three HVAC contractors it frequently works with. One did not respond, and the lowest quote was submitted by Thermal Mechanical Service LLC. (\$66,000 vs the \$78,724.33 as prepared by Ainsworth).

FINANCIAL IMPACT: The cost per unit is \$22,000, with a total cost of \$66,000. Funds are available in the Fiscal Year 2025 budget to complete this work.

RECOMMENDATION: Motion to accept the quote from Thermal Mechanical Service, LLC to install three BARD units at the Jefferson Pump Station.

PREPARED BY: Tom Jenny, Director of Public Works

Thermal Mechanical Service, LLC

MECHANICAL SYSTEMS • DESIGN • INSTALLATION • SERVICE



MEP CONSTRUCTION PROPOSAL

TO: Mike Krause – Grosse Pointe Park

EMAIL: electrical@grossepointepark.org

DATE: March 17th, 2025

PROJECT: Grosse Pointe Park Pump Station BARD unit installation – Grosse Pointe Park, MI

SCOPE: We propose to furnish all labor, material, tools and supervision to complete the following scope of work. This pricing was generated from site visit and scope of work

Proposed Work Performance Outline:

- Furnish and install one (1) BARD 5 Ton wall mount unit, all required supports for HVAC equipment
- Furnish and install all required sheet metal sleeves through wall and grilles. Include wall layout as required (wall sawing and removal by others)
- Furnish and install all required natural gas piping to new unit from existing furnace location (hole coring by others)
- Furnish and install all required low voltage wiring to new thermostat (all line voltage electrical wiring and conduit by others)
- Check, test and start of above referenced equipment

Total Price Installed.....\$22,000.00
(Twenty Two Thousand Dollars)

x 3

Exclusions:

66,000.00

- Overtime, premium labor or shift work
- Bonds
- Electrical
- Mechanical insulation
- Concrete equipment pads
- Concrete patching, cutting, sealing or repair
- Fire suppression or fire system integration
- Commissioning of HVAC system, hiring on Cx agent
- Abatement

P.O. BOX 2371 • BIRMINGHAM, MI 48012 • PHONE (248) 703-3264

- Roof patching, cutting, sealing or repair
- Architectural patching, cutting, sealing or repair
- Ceiling removal and replacement
- Painting
- Full time non-working safety personnel
- Dumpsters/ wash room/ restrooms
- Clean up of un-identifiable debris
- Equipment for negative air pressure, temporary heating or cooling

All work will be of the highest quality and will meet national and local codes. Work quoted is based on normal working hours (Mon. – Fri. 8:00 a.m. to 4:30 p.m.). Thermal Mechanical Service is not responsible for unseen and/or unknown conditions. This pricing will remain in effect for thirty (30) days from the date above. Our payment terms are NET 30 days.

Please call with any questions or clarifications in regards to this information. I would like to thank you for your interest in Thermal Mechanical Service.

Sincerely,

Thermal Mechanical Service, LLC.

Brandon Wettlaufer

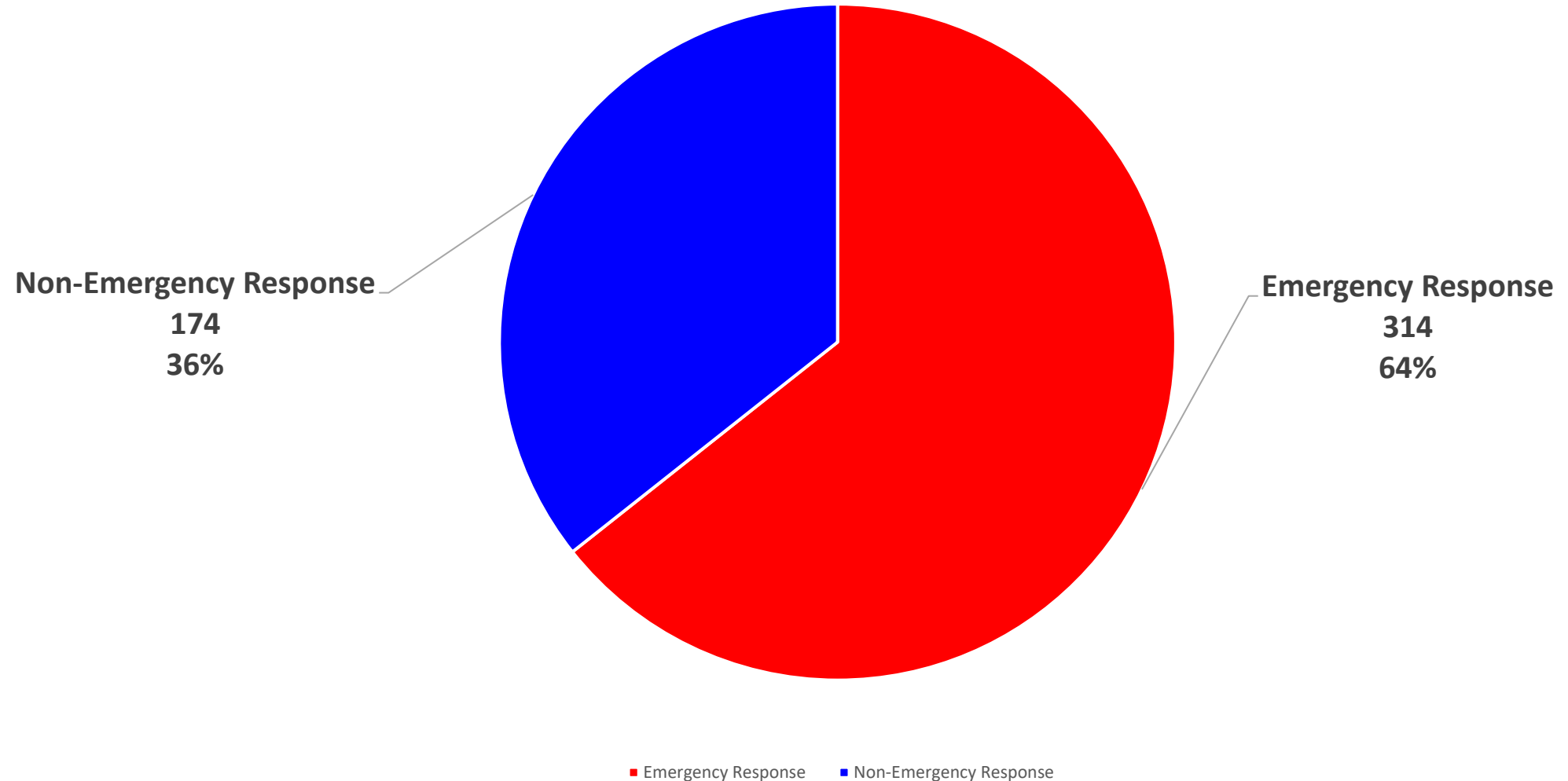
Brandon Wettlaufer

Community Quality Report

City of Grosse
Pointe Park
Annual Report: 2024

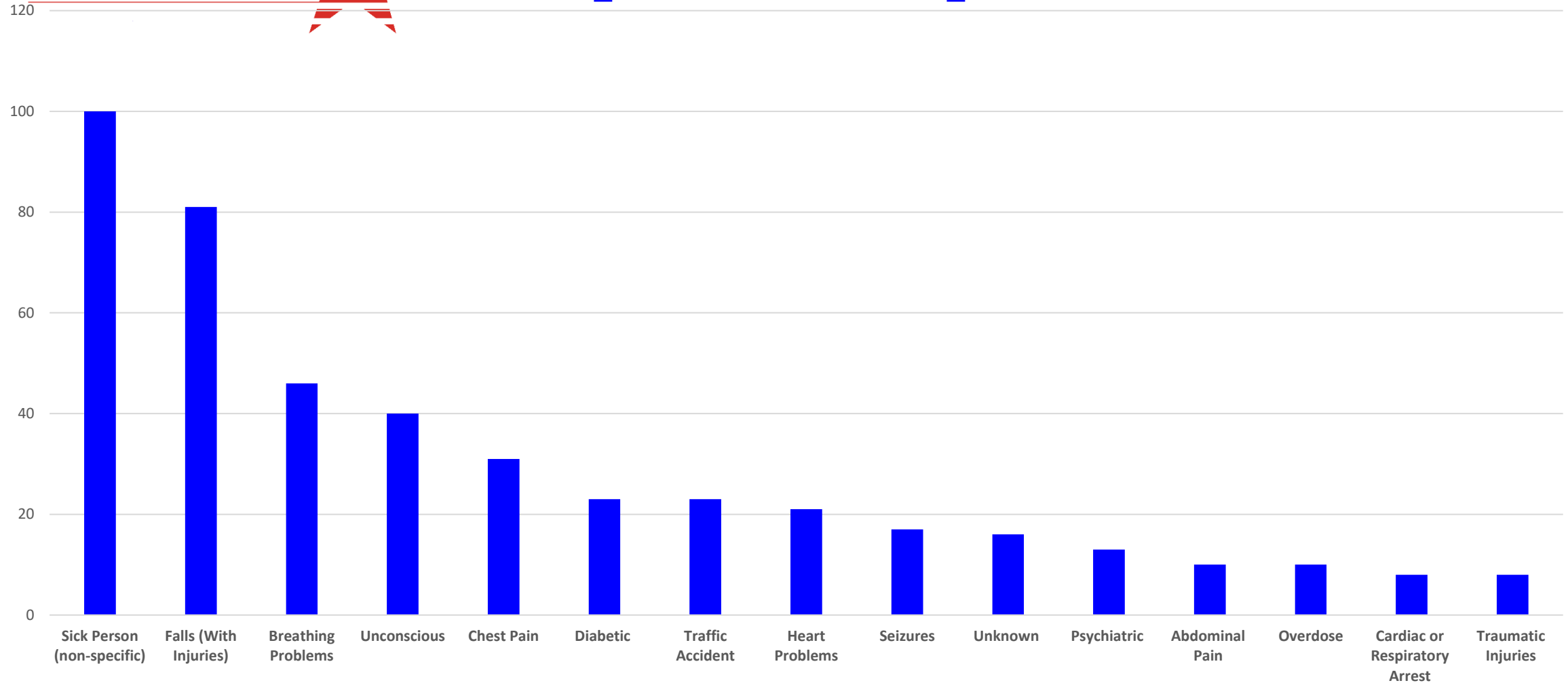


Request Volume



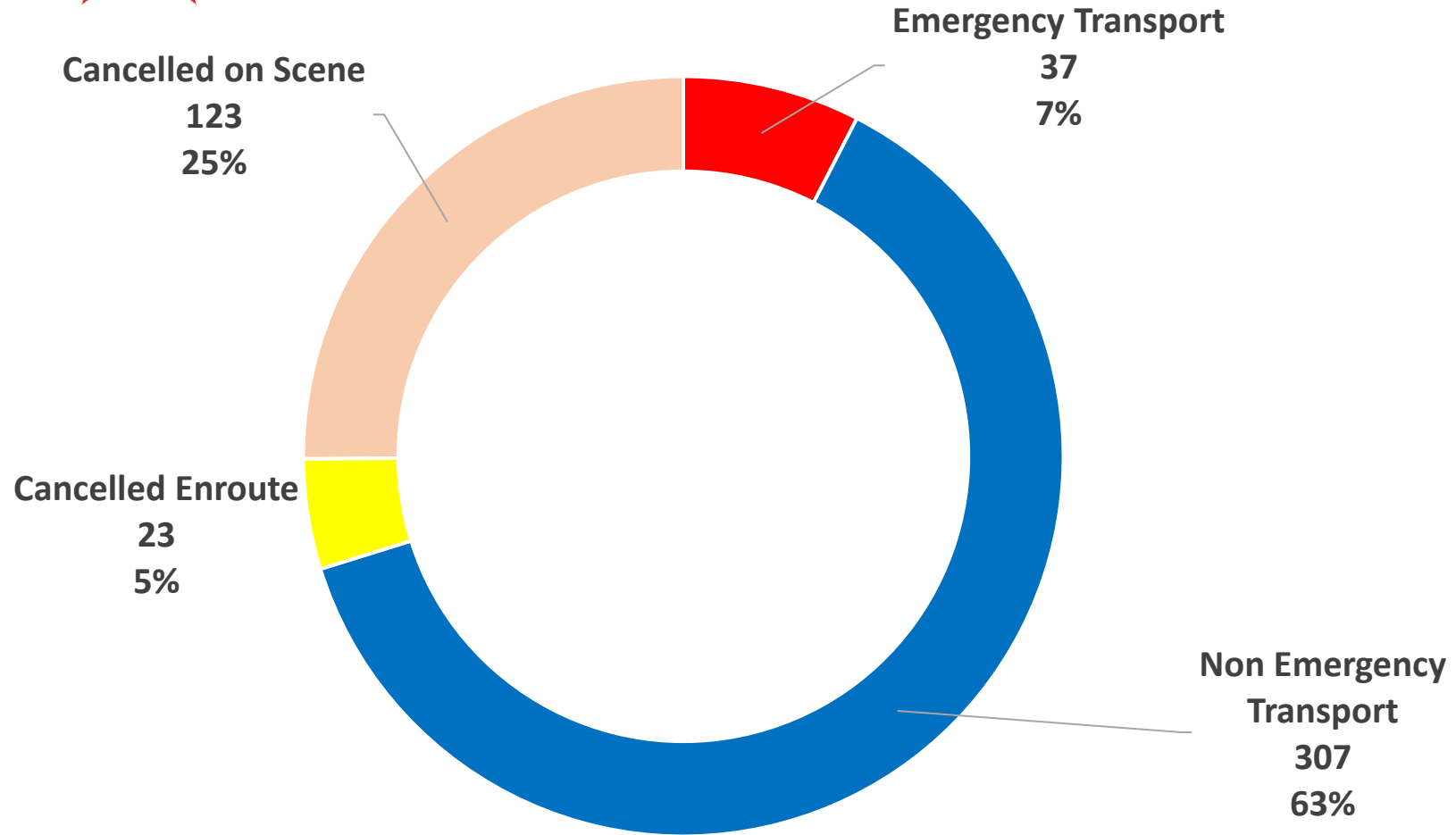


Top 15 Request Reasons



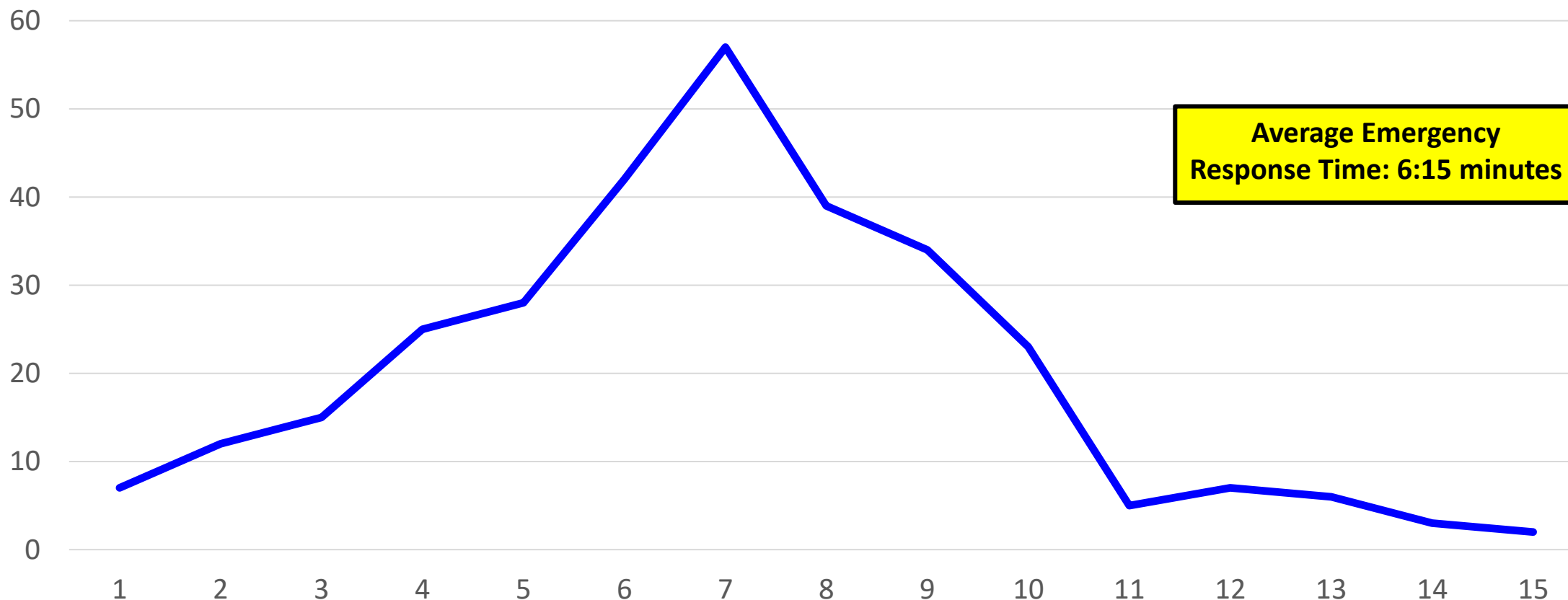


Response Outcome



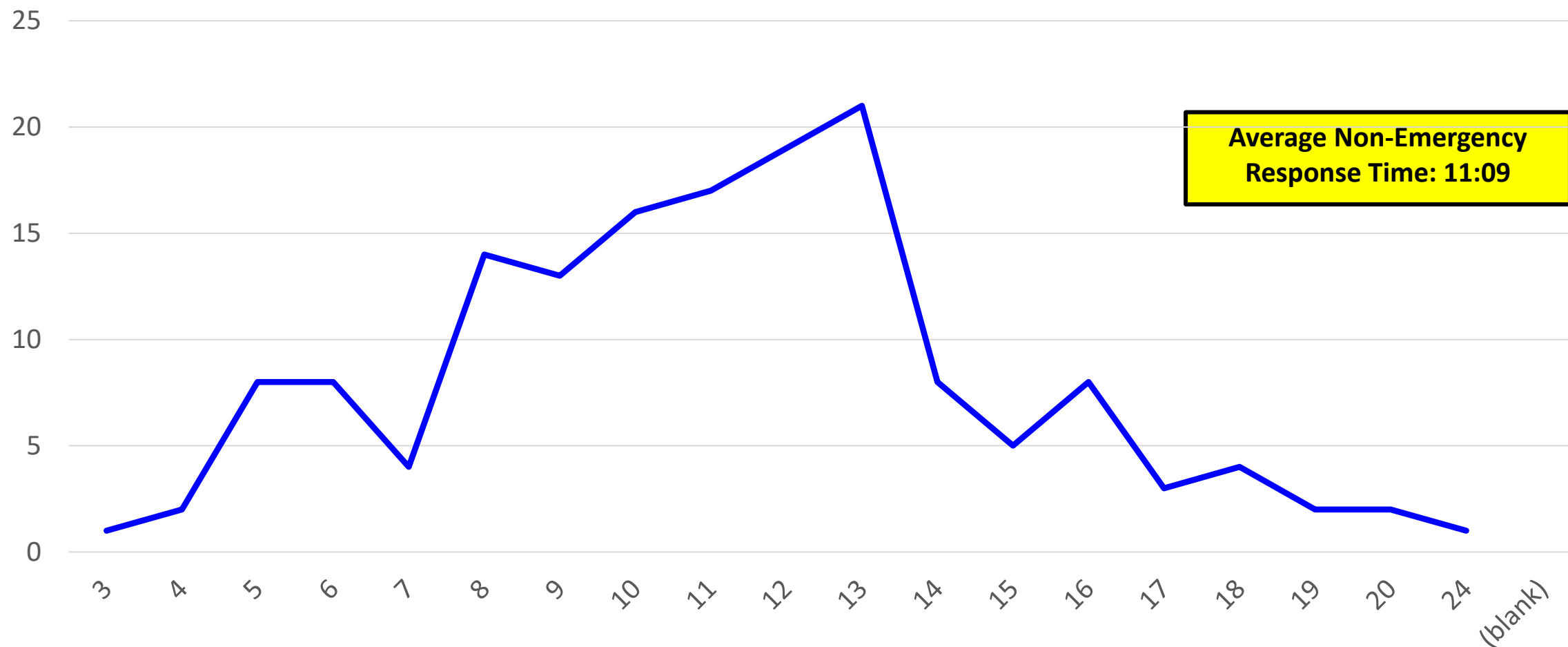


Emergency Response Time By Minute (Count)





Non-Emergency Response Time By Minute (Count)





No service or clinical complaints received in 2024.

Patient satisfaction survey data is 98.1% overall positive. n=84

Patient Feedback

A screenshot of a "Patient Experience Report" form. The form has a dashed black border. At the top left is the MedStar Ambulance logo. At the top right is the EMS Survey Team logo, which includes a red checkmark icon. Below these logos is a red rectangular box containing the title "Patient Experience Report" and the date range "January 01, 2024 to December 31, 2024". Below the red box, the form is divided into two columns. The left column contains the text "Your Score" followed by the value "93.99". The right column contains three rows of text: "Your Patients in this Report" with the value "5408", "Total Patients in this Report" with the value "66459", and "Total EMS Organizations" with the value "248". At the bottom right of the form is a small EMS Survey Team logo. A small number "1" is visible at the bottom left of the form.



Other Activities

- Ongoing Training & Incident Review with Public Safety Departments
- Shock and Save AED Golf Fundraiser (\$65,000)
 - Provided 36 AEDs throughout our service area in 2024
 - 365 public CPR and AED certifications
- Hosted 3rd Annual EMS Safety and System Design Summit for 118 elected officials, community, healthcare, and EMS leaders from throughout Michigan
 - Leading national EMS physicians and EMS agency, and medical control/system leaders
- First Michigan EMS agency to be part of the National EMS Quality Alliance (NEMSQA)





POSITION STATEMENTS

Joint Position Statement on EMS Performance Measures Beyond Response Times

Douglas F. Kupas^a , Matt Zavadsky^b , Brooke Burton^c , Chip Decker^d, Robert Dunne^e , Peter Dworsky^f, Richard Ferron^g , Daniel Gerard^h , Joseph Groverⁱ , Joseph House^j, Jeffrey Jarvis^k , Sheree Murphy^l, Jerry Overton^m, Michael Redlenerⁿ, George W. Solomon^o , Andrew Stephen^p, Randy Strozyk^q, Marv Trimble^{r,s}, Thomas Wiczorek^t, and Kathryn Wire^u

^aDivision of EMS, Department of Emergency Medicine, Geisinger Health System, Danville, Pennsylvania; ^bBoard of Directors, National Association of Emergency Medical Technicians, Fort Worth, Texas; ^cNational EMS Management Association, Salt Lake City, Utah; ^dRichmond Ambulance Authority, Richmond, Virginia; ^eWayne State University, Detroit, Michigan; ^fInternational Association of EMS Chiefs, Washington, D.C.; ^gNiagara Emergency Medical Services, Niagara-on-the-Lake, Ontario, Canada; ^hInternational Association of EMS Chiefs, San Francisco, California; ⁱDepartment of Emergency Medicine, University of North Carolina (UNC), Chapel Hill, North Carolina; ^jNational Association of State EMS Officials, Falls Church, Virginia; ^kOffice of the Medical Director, Metropolitan Area EMS Authority (MedStar), Fort Worth, Texas; ^lNational EMS Quality Alliance, New York, New York; ^mInternational Academies of Emergency Dispatch, Salt Lake City, Utah; ⁿDepartment of Emergency Medicine, Icahn School of Medicine at Mount Sinai, New York, New York; ^oClinical Affairs, American College of Emergency Physicians, Irving, Texas; ^pAmerican Paramedic Association, Windsor, Colorado; ^qOperations, Global Medical Response, Lewisville, Texas; ^rGarrison Iowa Fire Department, Garrison, Iowa; ^sEMS/Rescue Section, National Volunteer Fire Council, Garrison, Iowa; ^tCenter for Public Safety Management, LLC/ICMA, Washington, DC; ^uCenter for Patient Safety, Chesterfield, Missouri

ARTICLE HISTORY

Received 19 June 2024; Accepted 27 June 2024

- Academy of International Mobile Healthcare Integration
- American Ambulance Association
- American College of Emergency Physicians
- American College of Surgeons – Committee on Trauma
- American Paramedic Association
- Center for Patient Safety
- International Academies of Emergency Dispatch
- International Association of EMS Chiefs
- International City/County Management Association
- National Association of EMS Physicians
- National Association of Emergency Medical Technicians
- National Association of State EMS Officials
- National EMS Management Association
- National EMS Quality Alliance
- National Volunteer Fire Council

Examples of EMS system performance domains and potential measures for consideration.

Domain	Potential Type of Measure for Consideration	Source/Benchmark
Clinical	• Out-of-Hospital Cardiac Arrest • STEMI • Stroke • Trauma • Hypoglycemia • Asthma/COPD • Seizures/Status Epilepticus • Invasive Airway Management • Special Mental Health Crisis Management	Internal agency data trended over time. Benchmarked to comparable EMS systems/agencies. National EMS Quality Alliance (NEMSQA) published measures. NEMSIS Public Dashboards. Cardiac Arrest Registry to Enhance Survival (CARES) AHA Mission Lifeline Other state, regional, provincial, or other community clinical indicators
Safety	• % of responses and transports using lights and siren (L&S). • Crash rate/100,000 miles. • Job-related injuries/100,000h worked. • Job-related illness/100,000h worked. • Reviews of all dispatch priority assignments. • EMS recall rate after a non-transport response.	Internal agency data trended over time. Benchmarked to comparable EMS systems/agencies. National EMS Quality Alliance (NEMSQA) published measures. NEMSIS Public Dashboards.
Operational	• The number of produced unit hours compared to scheduled unit hours. • Mission failure rate/100,000 miles. • Response time, for high acuity clinical responses, measured from the time the call is placed to a communication center, to the time of patient contact. • QA assessments to insure reliability of prioritization of responses.	Internal agency data trended over time. Benchmarked to comparable EMS systems/agencies.
Experiential	• Patient experience surveys • Hospital experience surveys • First Response Organization (FRO) experience surveys • Personnel engagement surveys • Employee turnover/retention • Emergency dispatcher engagement surveys	Validated, externally conducted patient and provider experience surveys, such as: • EMS Survey Team • Malcolm Baldrige • Press Ganey Alternatively, internal surveys could be conducted by the agency or local jurisdiction.
Financial	EMS system costs and revenues, reported per: • Staffed Unit Hour • Response • Patient Contact • Transport • Dispatch staffing deficits vs. fully staffed periods.	Internal agency data trended over time. Benchmarked to the Academy of International Mobile Healthcare Integration (AIMHI) survey of EMS systems, or other national data sources.

Feedback?



CITY COUNCIL MEETING

DATE: April 14, 2025

SUBJECT: Memorandum of Understanding between Grosse Pointe Park Public Safety and the Detroit Fire Department

SUMMARY: The Director of Public Safety respectfully requests to enter into the attached Memorandum of Understanding (MOU) with the Detroit Fire Department. The scope of collaboration includes reciprocal mutual aid in terms of requests for assistance in fire investigation and fire suppression when necessary. The purpose of the MOU is to establish a cooperative working relationship between Grosse Pointe Park Public Safety and the Detroit Fire Department.

This MOU will be in addition to our current Mutual Aid Pact with the other Grosse Pointes and Harper Woods.

FINANCIAL IMPACT: N/A

RECOMMENDATION: Accept the recommendation to enter into the agreement.

PREPARED BY: James Bostock, Director of Public Safety

MEMORANDUM OF UNDERSTANDING

Between the Grosse Pointe Park Department of Public Safety and the Detroit Fire Department

This Memorandum of Understanding (MOU) is entered into by and between the Grosse Pointe Park Department of Public Safety, hereinafter referred to as Grosse Pointe Park Public Safety and the Detroit Fire Department. This MOU outlines the terms and conditions under which both parties agree to cooperate in the investigation and management of suspicious fires and related incidents, including evidence collection and fire suppression efforts, as detailed below.

I. PURPOSE

The purpose of this MOU is to establish a cooperative working relationship between Grosse Pointe Park Public Safety and the Detroit Fire Department to enhance the investigation of suspicious fires, provide evidence collection assistance, and offer fire suppression support when necessary.

II. SCOPE OF COLLABORATION

1. Suspicious Fire Investigation:

- The Detroit Fire Department will provide investigative support to Grosse Pointe Park Public Safety in the event of a suspicious fire. This may include scene investigation, evidence collection, and expert analysis.
- Both parties agree to share relevant information and findings in a timely manner to support the investigation.

2. Fire Suppression Assistance:

- In the event of a significant fire or emergency, the Detroit Fire Department may assist Grosse Pointe Park Public Safety with fire suppression efforts, but this assistance will be coordinated under and would not supersede the existing mutual aid agreements with the other Grosse Pointe Municipalities (Grosse Pointe, Grosse Pointe Farms, Grosse Pointe Shores, and Grosse Pointe Woods).
- The Detroit Fire Department's primary role will remain that of investigation, evidence collection, and support during fire suppression.

3. Reciprocity:

- This MOU establishes a reciprocal agreement. Grosse Pointe Park may request the Detroit Fire Department's assistance in fire investigations and other duties related to fire incidents.
- Likewise, the Detroit Fire Department may request the assistance of Grosse Pointe Park Public Safety in fire suppression, investigation, or other related tasks.

4. Mutual Cooperation:

- Both parties agree to provide necessary resources, personnel, and support as requested during the performance of duties related to fire investigations, evidence collection, and suppression efforts.
- Both parties agree to adhere to safety protocols and cooperate fully during joint operations.

III. RESPONSIBILITIES OF PARTIES

1. The Parties will provide each other access to the scene of suspicious fires and related incidents as appropriate.
2. The Parties will inform each other when assistance is needed and coordinate all relevant information in a timely manner.
3. The Parties will ensure that its personnel are trained and prepared to work with each other and other mutual aid partners.
4. The Parties will respond to requests from each other to assist in fire investigations, including conducting scene investigations, evidence collection, and providing expert analysis.
5. The Parties will work collaboratively with each other to ensure that all actions taken are in compliance with relevant fire investigation protocols and legal standards.
6. The Parties will inform each other of their availability and readiness to assist on fire suppression or other related tasks, as needed.

IV. DURATION AND TERMINATION

1. This MOU shall remain in effect in perpetuity from the date of execution unless terminated earlier by mutual consent of both parties.
2. Either party may unilaterally terminate this MOU by providing 30 days written notice to the other party.

V. LIABILITY AND INDEMNIFICATION

Each party agrees to be responsible for the actions of their personnel while performing duties under this MOU. Both parties shall indemnify and hold harmless the other party from any claims, losses, damages, or expenses arising out of their own personnel's actions while performing under the terms of this agreement.

VI. GENERAL PROVISIONS

1. **Amendments:** This MOU may be amended by mutual written agreement of both parties.
2. **Confidentiality:** Both parties agree to maintain the confidentiality of all information and evidence shared during investigations, except where disclosure is required by law or is mutually agreed upon after consulting with any and all appropriate parties.

VII. SIGNATURES

By signing below, both parties agree to the terms outlined in this Memorandum of Understanding.
For Grosse Pointe Park Public Safety:

Nick Sizeland
City Manager

_____/_____/_____

Chief James Bostock
Director of Public Safety

_____/_____/_____

For Detroit Fire Department:



Chief Dennis Richardson
Chief of the Fire Investigation Division

3 / 25 / 2025



CITY COUNCIL MEETING

DATE: April 14, 2025

SUBJECT: Approve IT Managed Services Contract

SUMMARY: Due to a significant decline in service levels with the City's current managed IT service provider, a Request for Proposals (RFP) was issued. The City received 18 proposals, with monthly costs ranging from \$4,180 to over \$11,000. The proposals varied considerably in terms of available resources, number of personnel, and experience with Michigan municipal IT systems.

After a thorough review, the recommended provider is Dewpoint, a Lansing-based firm with extensive experience serving local governments. Notably, Dewpoint participates in a cooperative agreement facilitated by the Michigan Municipal Services Authority (MMSA). Established in 2012 through an Interlocal Agreement between the Cities of Grand Rapids and Livonia, the MMSA coordinates cooperative purchasing efforts on behalf of Michigan municipalities. By leveraging the efficiencies of this cooperative model, Dewpoint has expanded its municipal client base and demonstrated a strong track record of delivering the high-quality IT services municipalities expect.

The proposed Statement of Work includes a monthly service fee of \$6,457, which will increase to \$6,744 in the third year of the initial three-year term. Notably, this agreement includes four hours of onsite support per month—an enhancement over our current service.

Approval of this Statement of Work will provide the City with a more reliable and robust IT service, leveraging the efficiencies of a cooperative purchasing model. Dewpoint would be able to commence work within 90 days of approval.

FINANCIAL IMPACT: The contract cost will be budgeted for in the upcoming 2026 Fiscal Year.

RECOMMENDATION: Motion to approve the Statement of Work between the City of Grosse Pointe Park, and Dewpoint LLC for the purposes of obtaining Managed IT services, and to authorize the City Manager to execute on behalf of the City.

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

CITY OF GROSSE POINTE PARK

RFP FOR INFORMATION TECHNOLOGY (I.T.) MANAGED SERVICES

March 14, 2025 2:00 PM

Submitted By: Michael Coyne, Account Executive

mcoyne@dewpoint.com

300 S Washington Square #200
Lansing, MI 48933
P (517) 258.2750
Dewpoint.com



March 14, 2025

City of Grosse Pointe Park
Attn: City Clerk
15115 E. Jefferson Avenue
Grosse Pointe Park, MI 48230

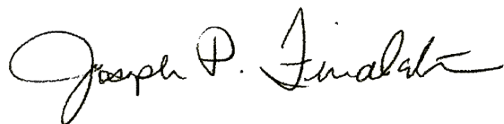
Municipalities often face challenges with unreliable IT partners, leading to long wait times for service requests, security risks, and unplanned expenses. To provide essential services effectively, they need a trusted advocate who helps navigate technology decisions, enhances security, implements reliable backup solutions, and helps to develop strategic IT plans. Partnering with the right IT provider ensures a stable, secure, and efficient IT environment—one that enables municipalities to deliver critical services to their constituents with confidence and reliability.

Dewpoint has assisted many government clients with their IT journeys, including transitioning and providing ongoing IT managed services as well as cybersecurity services. We have certified, experienced professionals with in-depth experience providing managed services to local government clients throughout Michigan. All of Dewpoint's local government clients are able to provide positive references of our IT managed services, and we have never had a local government client move away from the managed services we provide.

Enclosed you will find a proposal organized as outlined in the City's Request for Proposals. As instructed, Dewpoint's price will remain firm for 90 days after the proposal's due date.

If the City has any questions regarding our response, Mike Coyne, Dewpoint Account Executive, is our point of contact. Mike is a key member of our Government Account Executive team and has over 25 years of experience supporting government clients. He can be reached by phone at 517.331.0715 or by email at mcoyne@dewpoint.com. We look forward to discussing our solution with you and delivering on this critical initiative for the City of Grosse Pointe Park.

Sincerely,

A handwritten signature in black ink that reads 'Joseph P. Findlater'.

Joe Findlater
Sr. Vice President
Dewpoint

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EXPERIENCE

Brief company history demonstrating experience providing I.T. managed services in the Michigan municipal market or with other related agencies/authorities/commissions.

Founded in 1996 and based here in Michigan, Dewpoint is an IT services and solutions provider. Initially servicing the Lansing area, we've grown into a company with clients throughout the United States. We achieved this growth by ensuring our service delivery meets or exceeds our client's goals and objectives, resulting in both referenceable clients and the expansion of our IT services within a client's organization.

Dewpoint has extensive experience working with local government agencies and a long history of working with the State of Michigan, including contracts supporting the State of Michigan in several different agencies, including the Department of Technology, Management & Budget, Department of Treasury, and Department of Health and Human Services, and Department of Licensing and Regulatory Affairs. Today over 40% of Dewpoint's total revenue stems from work with our government clients. We currently have contracts with 20 different City and County clients within Michigan.

Examples of our current local government contracts include:

- The City of Grand Rapids
- The City of Lansing
- The City of Ypsilanti
- The City of Eaton Rapids
- The City of Brighton
- The City of Hudsonville
- The City of Wyoming
- The City of Charlotte

Dewpoint also does business at the county level with contracts in:

- Ottawa County
- Kent County
- Monroe County
- St Claire County
- Washtenaw County
- Oakland County

While all of our local government clients can be contacted and would provide positive references for our outstanding delivery, we have chosen four to represent this RFP response. The scope of each of the four maps closely to the scope of services requested in this RFP. Our references include the Village of Milford, the City of Brighton, the City of Eaton Rapids, and the City of Grand Rapids. We aim to demonstrate our proven capabilities in managed IT services

and cyber security services, as defined by our work with our Michigan local government clients today.

Outside of our direct work with local government, Dewpoint successfully responded to an open RFP from the Michigan Municipal Services Authority (MMSA) (www.michiganmsa.org) for IT Managed Services and was awarded the master contract, competing against 15 other providers. This contract, available to local governments across Michigan, reflects our deep experience in IT Managed Services and our commitment to supporting Michigan municipalities. Given the similarities between the MMSA's RFP and this request from the City, our proven success demonstrates our ability to deliver the reliable, high-quality IT services the City requires.

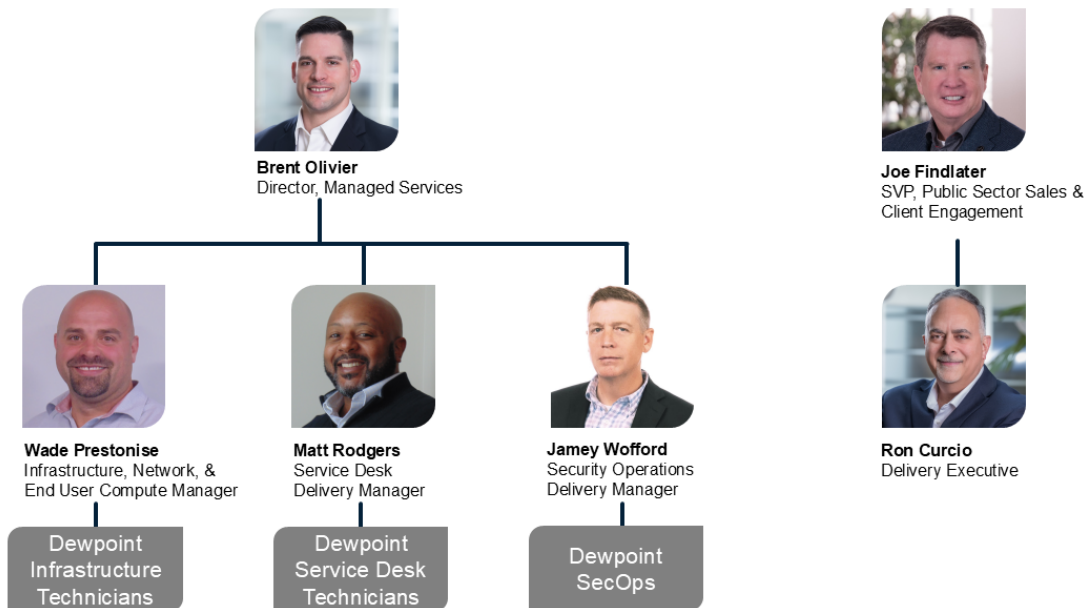
Dewpoint also has worked with the State of Michigan Department of Technology Management and Budget (DTMB) to become a named "Cyber Partner" (<https://www.michigan.gov/dtmb/services/cybersecurity/cyber-partners>). This identification allows us to leverage the MiDEAL cooperative contracting service to provide Cyber Awareness products and services to local governments in Michigan. This contract was competitively released by DTMB. Dewpoint was able to prove itself in the RFP process, and over the past few years under the Cyber Partner contract, we were awarded with our superior delivery of the work we have performed.



ORGANIZATIONAL CHART

A detailed organizational chart of the proposed team members who would be supporting the City of Grosse Pointe Park, including their credentials, years of total experience and years of experience with your company. Please also outline any supporting resources for the team.

As an end-to-end complete IT services provider, Dewpoint has the expertise to effectively support the City of Grosse Pointe Parke. This is demonstrated by the strength of our IT-managed services professionals and our referenceable clients. Our organizational chart of the proposed team member is included below, including bios.



Brent Olivier leads our IT-managed services team. As the Director of Managed Services, he applies his over 15 years of experience in the IT field to ensure consistent delivery from transition through ongoing support. Brent also strives to develop long-term client relationships by quickly addressing and resolving issues.

Before joining Dewpoint, Brent held positions including Senior Consultant at IBM, IT Operations Manager for Spartan Motors, and Director of IT Portfolio and Shared Services for AF Group. He is a graduate of Michigan State University with a Bachelor of Science in Applied Engineering Science.



Wade Prestonise, Dewpoint's Infrastructure, Network, and End-User Compute Manager, has over 15 years of IT experience incorporating his technical background and customer experience to quickly address and resolve client issues. Wade's experience includes local municipalities and commercial clients. In his current position, Wade oversees Dewpoint's Operations Center (NOC) to ensure client contractual obligations are met. As part of his current job responsibilities, Wade evaluates the existing staff to ensure they have the right skill sets and recommends additional training or mentoring.



Matt Rodgers, Dewpoint's Service Desk Delivery Manager, has over 17 years of IT experience implementing his technical background and customer experience to troubleshoot and build client relationships. Matt's experience includes a background in service/project management as well as managing complex systems and implementation projects. In his current position, Matt oversees Dewpoint's service desk and ensures client's needs are met and issues resolved in a timely manner. Matt's expertise in troubleshooting and resolving hardware/software issues in a client/server environment promotes a knowledgeable team to best serve Dewpoint clients.



Jamey Wofford, Dewpoint's Security Operations Delivery Manager, possesses extensive experience in information security and operational management. He has successfully led global initiatives in designing and implementing comprehensive vulnerability management programs across diverse IT and OT environments. With a proven ability to manage incidents, Jamey ensures minimal service disruption and effective incident response through collaboration between Dewpoint and client teams. His expertise includes conducting thorough security assessments and overseeing compliance frameworks. Known for his leadership capabilities, Jamey has effectively guided teams in developing robust security policies, disaster recovery plans, and training programs, all while enhancing security standards and operational efficiency in dynamic IT environments.

Ongoing support is key to our client partnerships. Each engagement includes a dedicated Delivery Executive to ensure regular communication, oversee implementation, and facilitate ongoing collaboration. They conduct service reviews, address issues, and discuss future project needs.



Ron Curcio will be the Delivery Executive for Grosse Pointe Park. Ron has over thirty years of experience in the IT field. He focuses his expertise on developing and maintaining client relationships to ensure services are delivered as contracted. His experience includes operational oversight ranging from mid-size businesses to global service delivery teams, world headquartered campus operations management, and Data Center delivery operations. In addition, Ron has worked with clients across several industries, including healthcare, manufacturing, insurance, and the public sector. Formerly employed by Hewlett-Packard for over 25 years in roles ranging from capability delivery leader

to account delivery manager to global end-user compute manager. Ron is a Michigan State University graduate and holds an ITIL foundation certification.

Dewpoint uses a leveraged team to ensure our staffing levels meet or exceed contractual obligations.

Examples of knowledge and certifications of our staff (including the full advanced leveraged support team) are as follows:

- On average, over ten years of experience in the IT field
- Over 80% of our employees have bachelor's degrees. Many also hold advanced degrees.
- Over 85% of our employees participate in continuing education and training programs, such as attending industry-specific seminars, workshops, conferences, or boot camps for additional certifications.

Certifications including:

- CompTIA A+ Certification
- CompTIA Security+ Certification
- CompTIA Network + Certification
- Cisco Certified Network Associate (Routing & Switching)
- Cisco Certified Network Associate (Data Center)
- CCNA Security
- CCNP Enterprise (Routing & Switching)
- Microsoft Certified Professional (MCP)
- Microsoft Certified Systems Administrator (MCSA)
- MCSA Office 365
- MCSA SQL 2016 Database Development
- MCSE Business Intelligence
- MCSE Data Management and Analytics
- MCSE Productivity
- Microsoft Certified: Azure Fundamentals
- Microsoft Certified: Azure AI Fundamentals
- Microsoft Certified: Data Analyst Associate (Power BI)
- Microsoft Certified: Security, Compliance, and Identity Fundamentals
- Microsoft Certified: Azure Administrator Associate
- Microsoft Certified: Azure Security Engineer Associate
- Microsoft 365 Certified: Security Administrator Associate
- Microsoft 365 Certified: Administrator Expert
- Microsoft Certified: Azure Virtual Desktop Specialty

- Microsoft Certified: Azure Solutions Architect Expert
- Red Hat Certified System Administrator
- Red Hat Certified Engineer
- Apple Certified Technical Coordinator
- Apple Certified Associate- Mac Integration Basics
- Apple Certified Support Professional
- AWS cloud practitioner
- Certified Security Compliance Specialist
- ISC2 Certified Information Systems Security Professional (CISSP)
- Cybersecurity Maturity Model Certification (CMMC) Registered Practitioner
- CrowdStrike Partner Engineer
- ISACA Cybersecurity Fundamentals Certification
- FileMaker 13 and 14
- Geographic Information Systems (GIS) Professional Certification
- ISC2 Certified in Cybersecurity (CC)
- ITIL v3 and v4 Foundation – IT Service Management
- LogicMonitor Certified Associate
- Oracle Certified Professional 10g
- PMI-Agile Certified Practitioner
- Project Management Professional (PMP)
- Prosci Certified Change Management Professional
- Rapid7 Insight IDR Certified Specialist
- Rhapsody Professional Developer
- SAFe 4 Scrum Master Certification
- SAFe 5 Advanced Scrum Master
- SAFe 5 Scrum Master
- SAFe SPC Certification
- VMware VCP-DTM Desktop Mobility
- RFID Professional Institute-Certified Associate
- NetMotion Certified Administrator
- Microsoft Certified Expert in Excel, PowerPoint, Word, and Publisher

REFERENCES

References for current clients that are Michigan municipalities, or are other related agencies/authorities/commissions. Provide contact name, title, municipality name, phone number, and email address.

Village of Milford

Contact Person: Christian Wuerth, Village Manager
Address: 1100 Atlantic Street
Milford, MI 48381
Phone Number: 248.684.1515
Email Address: cwuerth@villageofmilford.org

City of Brighton

Contact Person: Gretchen M. Gomolka, CPA, City Manager
Address: 200 North First Street
Brighton, MI 48116
Phone Number: 810-225-8022
Email Address: gomolkag@brightoncity.org

City of Eaton Rapids

Contact Person: Yvonne Ridge, City Manager
Address: 200 S. Main St.
Eaton Rapids, MI 48827
Phone Number: 517-663-8118
Email Address: yridge@cityofeatonrapids.gov

City of Grand Rapids

Contact Person: Douglas Start, Information Technology Director
Address: 1 Monroe Center NW
Grand Rapids, MI 49503
Phone Number: 616-387-9339
Email Address: dstart@grand-rapids.mi.us

BIDDERS AGREEMENT (ATTACHMENT A)

The undersigned having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services as specified herein, for the unit prices as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Grosse Pointe Park. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the City of Grosse Pointe Park that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document.

DATE: March 12, 2025

FIRM NAME: (if any) Dewpoint, LLC

ADDRESS: 300 S. Washington Square, Lansing, Michigan 48933

(Street Address)

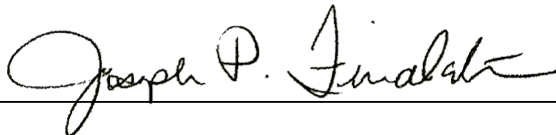
(City)

(State) (Zip)

PHONE NO. (517) 881.4973

FAX NO.: (N/A)

EMAIL: jfindlater@dewpoint.com

A handwritten signature in black ink, reading 'Joseph P. Findlater', is written over a horizontal line.

SIGNATURE

PRINTED NAME: Joseph P. Findlater

TITLE: Senior Vice President, Public Sector Sales & Client Engagement

COST PROPOSAL (ATTACHMENT B)

Describe your method of compensation for your services. Discuss how your method of compensation will be transparent and reported to our team. Include:

Compensation schedule and/or fee schedules; to ensure transparency and a clear understanding of the financial aspect of this partnership, we request all bidders to provide a detailed breakdown of their compensation methodology for the I.T. services outlined in the Scope of Work.

Fixed vs Variable Fees Please specify which services are billed as fixed fees and which ones are variable or contingent upon specific conditions or project scopes.

Dewpoint's IT managed services are billed monthly.

Our proposed pricing reflects the baseline volumes below. Since changes in the environment may cause the resource units to fluctuate, Dewpoint will handle changes as follows:

- The City of Grosse Pointe Park will be charged for the baseline resource units if the actual units fall within the banded range.
- If the volume exceeds the 90-day average percentage, Dewpoint and the City of Grosse Pointe Park will agree on the rate change based on volume adjustments to the appropriate tier of the managed services schedule.

Baseline Volumes

Banding

Description	Baseline	90 Day Max Band
Desktops / Laptops	64	70
Servers	3	3
Switches	11	11
AP's	19	19
Firewalls	7	7
M365 Backup Licensing	64	64
Server and M365 Backup Storage (GB)	5000	5000
HP Micro server	1	1
Per-Month Onsite Support	One 4-hour onsite visit per month	

Detailed Fee Breakdown: Provide an itemized list of all potential charges, whether they are monthly retainers, hourly rates, or specific project-based fees.

Monthly

Year 1: \$6,457.00

Year 2: \$6,599.00

Year 3: \$6,744.00

** This monthly fee includes:

- Transition costs
- CIS Level 1 Security Assessment with annual reviews
- HP Micro server
- Four (4) hours onsite support monthly
- Four (4) hours per calendar year of security incident investigation and containment services

Transition (Included in Monthly Cost)

This transition fee is included in the yearly costs above. It includes a micro-server to facilitate backup and provide a local storage target. The total cost for the transition project is \$17,061.00. We have spread the cost of the transition project across the monthly fees.

If the City prefers, the cost of the transition project can be paid up front as a single expense, lowering the monthly total.

Additional Costs: Clearly mention any additional costs that might arise, such as after-hours support, emergency response, or specialized training sessions.

The following services would be managed as separate projects under independent statements of work:

- Penetration testing services
- Vulnerability scanning services
- Wireless network security, penetration, and vulnerability testing
- QSA Assessment
- Server hardware or operating system version upgrades

Discounts or Incentives: Indicate if there are any volume discounts, long-term commitment incentives, or other special pricing considerations.

To help the City manage expenses, Dewpoint has included transition costs, hardware costs, and Level One CIS Assessment costs in the monthly payment—interest-free—rather than requiring a single lump sum payment.

Billing and Reporting: Describe your billing cycle (e.g., monthly, quarterly) and how charges will be itemized. Additionally, explain how often and in what format the City will receive reports or updates regarding the billed services.

Dewpoint's IT Managed Services are billed on a monthly basis with 30-day payment terms.

The City of Grosse Pointe Park will receive the following standard monthly reports regarding our services:

Domain	Report Name	Description	Frequency
Service Desk	Incident management report	Incidents resolved in the previous month. Average response time of resolved incidents	Monthly
	Total tickets opened	Number of incidents and service requests received in the previous month	Monthly
	Total ticket count by type	Number of incidents and service requests received in the previous month by submission method	Monthly
	Priority 1 Incident report	Detailed breakdown of Priority 1 incidents	Monthly

Transparency Commitment: Elaborate on the measures you take to ensure transparency in billing and how you handle any discrepancies or disputes related to charges.

Ongoing support is critical to our client partnerships. To that end, we assign a Delivery Executive to all our engagements. As described earlier, Ron Curcio will be the City of Grosse Pointe Park's Delivery Executive. Ron will ensure regular communication with the City during implementation and ongoing relationship management. Ron is responsible for regularly meeting with clients to conduct a service delivery review, address any issues, and discuss future project management service needs. He reports directly to Joe Findlater, Senior Vice-President, Public Sector Sales & Client Engagement. If the City is unsatisfied with the Delivery

Executive or delivery of Dewpoint services, Joe is available to meet and ensure your needs are met.

Dewpoint will continuously monitor the baseline volume rates above, and if resource unit volumes move outside the defined scope, we will schedule a meeting with the City to adjust pricing accordingly.

Pricing must be comprehensive for the proposed services and must include implementation, migration, and ongoing costs. In pricing model, the following should be considered:

- **Costs not identified in the cost proposal will not be entertained during contract negotiations.**
- **Hardware required as part of this proposal (i.e., backup gateways needed for proposed backup solutions, etc.)**

Dewpoint's price is inclusive of implementation, migration, and monthly costs.

APPENDIX 1 – SCOPE OF WORK

Service Desk Support

Current State: City employees log 33 support tickets per month on average.

Required Services

Consultant shall provide end user and backend application support. Support can be received via phone or email.

Dewpoint's Service Desk support includes software and hardware-related issue resolution. We provide a Single Point of Contact (SPOC) to perform services, including recommending, developing, and maintaining procedures for the Service Desk and coordinating in-scope incidents, requests, and reporting. Most end-user requests can be resolved remotely through our Service Desk, utilizing our Knowledge Base and Remote Takeover support.

Dewpoint's Service Desk support includes phone, email, and portal access. Dewpoint will provide a number for end users to call the Service Desk and a web portal to submit a service ticket.

Support Technicians must possess relevant knowledge, certifications, manuals, and troubleshooting guides in order to determine if the issue can be resolved at their level or if the issue needs to be escalated.

Dewpoint's Service Desk services begin with the quality of the staff we employ. Many companies hire inexperienced staff who primarily follow scripts to move toward a resolution, wasting valuable time. At Dewpoint, we hire highly knowledgeable professionals who know the "right" questions to ask to resolve your issues sooner.

Upon receiving a ticket, our staff will contact your user and validate the ticket information. Our technician will create an event log containing a time-stamped record of activities leading to the ticket's resolution.

Our goal is to resolve user issues on the first call without escalating to onsite support. Issues that cannot be resolved on the first call are escalated as required.

Consultant shall provide a monthly status report updating the services provided. This report must include a narrative of the provided services(s) and time spent for resolution.

Dewpoint provides the following standard monthly reports:

Domain	Report Name	Description	Frequency
Service Desk	Incident management report	Incidents resolved in the previous month. Average response time of resolved incidents	Monthly
	Total tickets opened	Number of incidents and service requests received in the previous month	Monthly
	Total ticket count by type	Number of incidents and service requests received in the previous month by submission method	Monthly
	Priority 1 Incident report	Detailed breakdown of Priority 1 incidents	Monthly

Network Infrastructure Monitoring and Network Administration

Current State: The network consists of the following devices:

- i. 3 servers
- ii. 11 switches
- iii. 19 wireless access points
- iv. 7 firewalls
- v. Approximately 64 desktop workstations

Required Services

Consultant shall provide a managed service solution that ensures visibility into the entirety of IT infrastructure operations.

Dewpoint provides a proactive Managed Services solution designed to ensure continuous visibility into the entirety of the City's IT infrastructure operations. Our services include real-time monitoring, management, and support for in-scope network devices, ensuring optimal performance, security, and reliability.

Key Features and Capabilities

- **Operations and Engineering Support** – Comprehensive management of in-scope network devices, with coordination and issue resolution involving third-party providers when necessary.
- **Configuration Backup and Restore** – Secure backup and rapid recovery of network device configurations, minimizing downtime in the event of failure.
- **Network Administration** – Execution of connectivity requests, end-user moves, adds, changes, and deletions (MACDs), along with applying security updates and hotfixes.

- **DNS and IP Address Management** – Administration of DNS hosting and IP address allocation, ensuring efficient governance of address space.
- **IP Traffic and Capacity Management** – Optimization of network traffic flow and proactive planning for capacity needs based on real-time usage trends.
- **Wireless Network Management** – Administration, troubleshooting, and break-fix support for all in-scope WLAN devices, with scheduled maintenance for unmanaged network devices.
- **Network Device Monitoring** – Continuous monitoring and management of key network infrastructure components, including switches, wireless access points, and firewalls.

By leveraging our Managed Services, the City gains enhanced operational visibility, proactive issue resolution, and a resilient IT infrastructure designed to support business continuity.

Consultant must include the entire network fabric, for both wired and wireless networks, and should monitor traffic at every level. These tools shall monitor:

1. **Switches**
2. **ASA – firewall**
3. **Wireless Access Points**
4. **Network LAN switch and bandwidth**

Dewpoint's IT Managed Services include proactively monitoring and managing your organization's switches, wireless APs, and firewalls.

Consultant monitoring must be available 24x7x365 and personnel will be expected to participate in monitoring. Consultant shall respond to critical alerts.

The City of Grosse Pointe Park's environment will receive 24x7x365 monitoring.

Dewpoint commits to the following Service Levels objectives:

Priority	Response Time Target	Example
1 – Severe Service Loss	1 hour 24x7x365	• Mission-critical production system(s) / service(s) are completely down. • No workaround exists. • Unable to support a critical service or application affecting external users
2 – Major Service Loss	2 business hours 8:00 am to 5:00 pm	• Significant impairment to business or a group of users • Loss of local network connectivity or business services for a group of users • A workaround is required but readily available

Priority	Response Time Target	Example
3 – Partial Service Loss	4 business hours 8:00 am to 5:00 pm	• Impairment to a small part of business • Impairment to an application or system with a small user base • Request for new service offering
4 – General Usage	8 business hours 8:00 am to 5:00 pm	• Incident affecting a single user with an available workaround with no work stoppage. • Request for something new, but nothing is broken. • Distribution list / AD Group add / removal, etc.

Consultant shall remotely manage all equipment.

Dewpoint will remotely manage all equipment.

Consultant must serve as Network Administrator and Architect

Yes, Dewpoint will serve as Network Administrator and Architect.

Microsoft Servers, VMware, and SQL Server Administration

Consultant shall administer City's Microsoft servers that are currently on premise. The City has three Windows servers. Consultant shall provide comprehensive services including the administration of the servers, administering all SQL databases, and overseeing server storage management.

Dewpoint's services will provide administration of the City's on-premises Microsoft Windows servers, including comprehensive server management, SQL database administration, and server storage oversight. Our approach integrates automated tools and expert resources to ensure high availability, security, and performance across the City's IT infrastructure.

Key Service Capabilities

- **Server Operating System Administration** – Monitoring, maintaining, troubleshooting, and managing daily operations of the City's server hardware and operating system.
- **SQL Database Administration** – Ensuring optimal performance, security, and availability of all in-scope SQL databases, including regular maintenance and performance tuning.
- **Server Patch Management** – Identifying, testing, packaging, and deploying critical security updates and patches using our advanced patch management tool suite.
- **Server Antivirus Services** – Implementing security controls, responding to incidents, and monitoring threats through our Endpoint Detection and Response (EDR) tools.

- **Server Network Configuration** – Ensuring proper connectivity, performing minor network reconfigurations as needed, and maintaining network settings for seamless server operations.
- **Server Capacity Management** – Monitoring and optimizing server resources to align with current and future capacity requirements.
- **Storage Support** – Managing the City's storage environment, including administration, patching, security maintenance, and network configuration.
- **Active Directory Support** – Maintaining domain controller health, replication, and availability while managing access to file shares, printers, and other group-controlled services through a structured service desk process.

Scope Considerations

While our Managed Services cover the full administration of the City's Windows servers, any server hardware or operating system version upgrades fall outside the standard offering and will be addressed through a separately scoped project, as needed.

By utilizing our Data Center Services, the City gains a structured, proactive approach to server management, reducing risk and ensuring a stable, well-maintained IT environment.

Backup-As-a-Service

Consultant shall provide backup of all City servers. The City is looking for a Consultant to provide backup-as-a-service through an external as-a-service solution. The backups are incremental daily following an original full backup. The incremental backups are kept for a rolling 6-month period. Consultant shall provide the following backup services:

- Full at contract start date**
- Daily incremental**
- Remediation of daily unsuccessful backups**
- Test restoration of backups on a quarterly basis**
- Consultant shall provide backup/restore Administrator and Architect services**

Dewpoint will fully meet the City's backup requirements by implementing our Veeam backup solution. Our approach ensures secure, reliable, and scalable data protection through a combination of local storage and cloud replication.

Backup Services Provided

- **Full Backup** – A comprehensive full backup will be performed at contract start.
- **Daily Incremental Backups** – Continuous daily backups following the initial full backup.
- **Backup Remediation** – Monitoring, troubleshooting, and re-initiating failed backups.

- **Quarterly Test Restorations** – Regular validation of backup integrity through test restorations.
- **Backup Administration & Architecture** – Ongoing backup configuration, monitoring, and support for new systems.

Dewpoint will deploy a micro-server to facilitate local backups, with replication to secure cloud storage. This device remains Dewpoint property and ensures seamless backup operations. The proposal assumes a 10TB backup data footprint, with final volume adjustments determined during transition.

Desktop-As-a-Service

Current State: The City currently supports approximately 64 desktop workstations.

Required Services

Workstation Provisions and Readiness – Consultant must provide desktop services including imaging, support, patching, software packaging/deployment, antivirus, troubleshooting. Consultant will work with the City to determine workstation make and model and rotation/replacement schedule.

Dewpoint provides comprehensive desktop services to ensure the City's workstations are fully provisioned, maintained, and supported throughout their lifecycle. Our End-User Support Services cover imaging, support, patching, software packaging and deployment, antivirus management, and troubleshooting, ensuring optimal workstation performance and security.

Key Service Capabilities

- **Workstation Imaging and Deployment** – Automated provisioning of desktop operating systems, software packages, patches, and upgrades with minimal user intervention, leveraging industry-standard tools and automation utilities.
- **Break-Fix and Warranty Support** – Diagnosis and repair of defective in-scope equipment, coordinating with third parties or OEMs for warranty service, and proactively managing warranty expirations.
- **Software Support** – Remote and on-site resolution for commercial off-the-shelf (COTS) software, licensed operating systems, and City-specific core applications.
- **Patch Management** – Deployment of security updates, hotfixes, and patches across Windows workstations using an automated patch management tool suite.
- **Antivirus and Security Maintenance** – Implementation of security controls and response to workstation security incidents using endpoint detection and response (EDR) tools.
- **Install, Move, Add, Change (IMAC) Support** – Execution of workstation installations, relocations, upgrades, and configuration changes based on standardized processes developed with the City's IT team.

- **Lifecycle Management and Workstation Rotation** – Assessment of IT assets to identify devices nearing end-of-life (EOL) for proactive planning. We work with the City's Purchasing Department to recommend and procure workstation models that align with business needs and compliance standards, ensuring cost-effective, future-ready technology investments.

Scope Considerations

Support includes one (1) four-hour onsite visit per month to a designated City site. Critical workstation replacements will be facilitated through remote setup guidance, with on-site technician deployment as needed. The City is responsible for maintaining spare devices for immediate replacements.

By leveraging our structured approach, the City benefits from efficient workstation provisioning, proactive lifecycle planning, and responsive desktop support, ensuring a secure and optimized IT environment.

Physical Deployment of Workstations and Peripherals – Physically deploy and set new workstations, devices (including local printers and scanners), re-deployment of existing workstations, and decommission of existing workstations, and deployment of MDCs in patrol cars.

Dewpoint will perform workstation and peripheral deployments, including new workstation setups, device installations (printers, scanners), workstation redeployments, decommissioning, and MDC deployments, as part of our monthly four hours of onsite support.

Security and Compliance

The Consultant should have capabilities in multiple security areas, including:

Consultant shall perform ongoing Information Security assessments and document findings and recommendations for improvement and remediation to the City.

As part of the transition, Dewpoint will conduct a CIS Level 1 Security Assessment to evaluate the City's security maturity across 15 control families. This assessment reviews security policies, procedures, and operational evidence to determine the organization's security posture.

Following the assessment, Dewpoint will provide a detailed report with a maturity rating score and recommendations for improvement. This proven methodology has been successfully implemented for local government (DHHS FOC/PA County assessments) and commercial customers.

Ongoing Security Maturity Monitoring

- The CIS Level 1 assessment will be repeated annually to track progress and refine security improvements.

- During the transition period, Dewpoint will conduct an initial assessment, included in our cost, to establish a baseline and document areas for improvement.
- After the initial assessment, Dewpoint will perform annual vulnerability management to enhance the City's security posture.

Daily Security Operations

Dewpoint's Security Operations (SecOps) team provides ongoing security monitoring, threat detection, and system hardening, including:

- Anti-malware protection and vulnerability scanning for all managed systems.
- Security dashboards that provide real-time visibility into security status and remediation needs.
- Hardening improvements such as patching, adjusting user permissions, and modifying system configurations to reduce risk.

Dewpoint understands that operational security is critical to the City's IT environment. We will work with the City to determine whether remediation efforts fall within this RFP's scope or require a separate project scope of work.

Identifying and responding to threats and issues in the City's environment including those within its data regardless of if it is on premises, in-cloud or in a hosted solution such as Office 365 and other hosted environments.

Dewpoint's Security Operations (SecOps) team provides comprehensive threat management and incident response services across the City's IT environment, including on-premises infrastructure, cloud platforms, and other hosted solutions/ environments that are in scope. Our team ensures continuous monitoring, risk assessment, and mitigation strategies to protect critical systems and data.

Key Capabilities

- **Threat Management** – Continuous monitoring of threat intelligence related to in-scope devices and technologies. Upon identifying a new threat, the SecOps team analyzes its impact and issues guidance for risk mitigation.
- **Centrally Managed Malware Protection/Antivirus Support** – Dewpoint utilizes CrowdStrike Falcon to centrally manage and respond to malware threats across all in-scope workstations and servers.
- **M365 and Email Protection** – Security features within Microsoft 365, including Exchange Online Protection, spam filtering, and quarantine functions, are leveraged based on the City's licensing level.
- **Incident Investigation** – Dewpoint investigates security incidents, including phishing attacks, credential compromises, and malware events. Investigations follow a structured process, ensuring proper documentation for post-incident reviews.

- The agreement includes four (4) hours per calendar year of investigation and containment services. Additional efforts will be managed as special projects.
- Security events affecting multiple users, devices, or services are escalated as special projects.
- **Forensic Support** – Dewpoint does not provide forensic analysis but will recommend third-party forensic specialists when needed. We also advise the City to maintain adequate cyber liability insurance for additional protection.

By leveraging a structured security operations framework, Dewpoint helps the City identify, analyze, and mitigate threats across its IT ecosystem, ensuring a proactive and resilient security posture.

Security Policy reviews, including but not limited to: Access Management, Password Management, Remote Access/Multifactor Authentication, Active Directory Management, Personnel Training/Guidance, Internet Content Filtering, Software Deployment Standards.

As indicated above, the CIS assessment performed during transition will be repeated every year to enable the City to track its journey of furthering maturity in security.

The 15 control families (table below) that make up the level 1 scope will be re-assessed with an updated report produced.

CIS Control	Title	Description
1	Inventory and Control of Enterprise Assets	<i>Actively manage (inventory, track, and correct) all enterprise assets (end-user devices, including portable and mobile; network devices; non-computing/Internet of Things (IoT) devices; and servers) connected to the infrastructure physically, virtually, remotely, and those within cloud environments, to accurately know the totality of assets that need to be monitored and protected within the enterprise. This will also support identifying unauthorized and unmanaged assets to remove or remediate.</i>
2	Inventory and Control of Software Assets	<i>Actively manage (inventory, track, and correct) all software (operating systems and applications) on the network so that only authorized software is installed and can execute, and that unauthorized and unmanaged software is found and prevented from installation or execution.</i>
3	Data Protection	<i>Develop processes and technical controls to identify, classify, securely handle, retain, and dispose of data.</i>

CIS Control	Title	Description
4	Secure Configuration of Enterprise Assets and Software	<i>Establish and maintain the secure configuration of enterprise assets (end-user devices, including portable and mobile; network devices; non-computing/IoT devices; and servers) and software (operating systems and applications).</i>
5	Account Management	<i>Use processes and tools to assign and manage authorization to credentials for user accounts, including administrator accounts, as well as service accounts, to enterprise assets and software.</i>
6	Access Control Management	<i>Use processes and tools to create, assign, manage, and revoke access credentials and privileges for user, administrator, and service accounts for enterprise assets and software.</i>
7	Continuous Vulnerability Management	<i>Develop a plan to continuously assess and track vulnerabilities on all enterprise assets within the enterprise's infrastructure, in order to remediate, and minimize, the window of opportunity for attackers. Monitor public and private industry sources for new threat and vulnerability information.</i>
8	Audit Log Management	<i>Collect, alert, review, and retain audit logs of events that could help detect, understand, or recover from an attack.</i>
9	Email and Web Browser Protections	<i>Improve protections and detections of threats from email and web vectors, as these are opportunities for attackers to manipulate human behavior through direct engagement.</i>
10	Malware Defenses	<i>Prevent or control the installation, spread, and execution of malicious applications, code, or scripts on enterprise assets.</i>
11	Data Recovery	<i>Establish and maintain data recovery practices sufficient to restore in-scope enterprise assets to a pre-incident and trusted state.</i>
12	Network Infrastructure Management	<i>Establish, implement, and actively manage (track, report, correct) network devices, in order to prevent attackers from exploiting vulnerable network services and access points.</i>
14	Security Awareness and Skills Training	<i>Establish and maintain a security awareness program to influence behavior among the workforce to be security conscious and properly skilled to reduce cybersecurity risks to the enterprise.</i>
15	Service Provider Management	<i>Develop a process to evaluate service providers who hold sensitive data, or are responsible for an enterprise's critical IT platforms or processes, to ensure these providers are protecting those platforms and data appropriately.</i>
17	Incident Response Management	<i>Establish a program to develop and maintain an incident response capability (e.g., policies, plans, procedures, defined roles, training, and communications) to prepare, detect, and quickly respond to an attack.</i>

Dewpoint annually reviews the security policies and procedures that Dewpoint follows when managing IT assets. This review is to validate that the policies still apply to the in-scope IT environment and that the procedures align with the policy requirements. If IT or business requirements have changed, then a formal policy update activity is undertaken, and all necessary governance processes are followed to ensure that the business and IT agree with proposed updates.

Intrusion Testing and Systems Hardening, including for PCI and CJIS

Dewpoint will harden systems in accordance with the City's guidelines. If no specific guidance is provided, Dewpoint will apply an adapted version of the Center for Internet Security (CIS) hardening guidelines based on the technology version in use.

Ongoing System Hardening and Compliance

- **Annual Security Testing** – Dewpoint will conduct an annual assessment, comparing system configurations against CIS hardening scripts to identify and remediate discrepancies.
- **CJIS Compliance** – Systems related to the Criminal Justice Information Services (CJIS) environment will be assessed and hardened to CJIS standards, following consultation and approval from the City.
- **PCI Compliance** – Systems in the Payment Card Industry (PCI) environment will be assessed and hardened to PCI standards, with City consultation and approval.
 - If a formal QSA assessment is required, it will be handled as a separate project outside the scope of this RFP.

Annual Penetration/vulnerability testing of internal and external applications systems and networks

Annual penetration and vulnerability testing will be treated as a separate project outside the baseline scope of this engagement.

Vulnerability Testing

For systems managed by Dewpoint, vulnerability testing will be conducted through Dewpoint's vulnerability scanning service, which includes:

- External-facing systems and devices
- Internal servers and network devices

These tests ensure that patching and system administration practices effectively mitigate known vulnerabilities and security risks.

Penetration Testing

Penetration testing involves both automated scans and manual testing by security professionals actively probing for system weaknesses. Given the potential risk of business

disruption, Dewpoint will coordinate closely with the City before conducting any penetration exercises.

Annual Security, penetration and vulnerability testing for wireless networks

An annual on-site penetration test of the wireless environment will be treated as a separate project, as it involves both automated testing and manual probing by a penetration tester to identify potential security weaknesses.

For wireless network components managed by Dewpoint, vulnerability scanning will be included as part of the standard vulnerability scanning service. However, on-site testing of Wi-Fi SSID configurations will be handled as a separate project.

Penetration testing requires careful planning to prevent business disruptions. Dewpoint will work closely with the City to coordinate and manage these exercises effectively.

Professional Services

The City of Grosse Pointe Park, as part of the bid, requires the successful bidder to be proficient in the following areas:

(1) desktop support, (2) infrastructure support, (3) network support.

Consultant shall provide on-site or remote engineers/technicians as required to perform City migrations, system administration, network infrastructure administration, database administration, server/storage administration, desktop administration and report building, projects and planned maintenance, documentation and data collection.

Dewpoint has extensive experience providing desktop support, infrastructure support, and network support for local government clients as demonstrated by experience and referenceable clients. These services are included as part of our standard managed services solution.

We know our clients depend on us for more than just delivering services; we also help them transform into organizations with well-planned technology strategies implemented on a technical roadmap to achieve their IT goals. Our managed services references prove that Dewpoint assists organizations with technical limitations (due to budgets) and develops a realistic roadmap to modernize and improve.

To provide the City with responsible, reliable, proactive, forward-thinking, and cost-effective services, Dewpoint recommends implementing a governance model (shown below). This model is based on our experience with other clients. If the City already has a governance model established, this model can be modified to fit the overall governance model.



Level 3 | **Operational**

Operational Team

Weekly Meetings

- Provide project oversight
- Provide project updates
- Monitor performance
- Escalate issues



Level 2 | **Tactical**

Delivery Executive

Monthly Meetings

- Approve new work requests and scope changes
- Resolve escalated issues
- Implement vision and strategy



Level 1 | **Strategic**

Advisory Board

Quarterly Meetings

- Establish vision and strategy
- Resolve critical issues
- Provide future direction
- Ensure client satisfaction

Dewpoint will work collaboratively with the City to establish the governance model to ensure the right approach is used and the right people are brought together along with trusted advisors to navigate the transition of a complex IT environment. The high-level roles and responsibilities for each layer of governance are:

- **Level 1 – Advisory Board** – Includes a combination of Dewpoint and City leaders to confirm the model meets the City's goals and provides strategic direction for future changes based on industry knowledge and best practices.
- **Level 2 – Delivery Executive** – Provides overall tactical direction and decision-making for all teams and aspects of the IT services contract; however, the ultimate decision and budget-making authority resides with the City. This group also deals with issues not resolved at lower levels.
- **Level 3 – Operational Team** – Responsible for managing all aspects of the project with escalation to the SPOC. The team meets weekly to review the status and discuss current activities and issues to resolve or escalate to the Executive Steering Committee.

By implementing a governance model, the City can realize the following benefits:

- Provide strategic direction to move the City forward on its IT journey
- Ensure effective and efficient use of IT to enable the City to achieve its goals
- Manage risk by including review and establishment of SLAs
- Balance investments for IT in relationship to overall City business objectives

Our team of experts brings the technical knowledge and government experience necessary to deliver successful projects for the City while also providing guidance and in-depth technical solutioning to support its future technology needs and decisions.

We have provided bios of some of our senior staff members to demonstrate the technical expertise Dewpoint brings to guide each engagement.



Ernesto Cuevas

Chief Innovation Officer/Senior Solutions Architect

With over thirty years of IT experience, Ernesto provides innovative solutions for network management, network technology infrastructure, support, planning, capacity analysis, and implementation. Since joining Dewpoint in 2019, Ernesto has furnished technical, solution development, and project management expertise for various projects. He advises on best industry practices for clients, analyzing the current client technology environment and developing future state architecture. As a CyberAB registered practitioner, Ernesto regularly performs assessments providing clients with actionable recommendations to improve their IT security and create a future state roadmap. Before joining Dewpoint, Ernesto had a long career with EDS/HPE/DXC, successfully implementing several global network transformation projects.



Ed Rowe

Senior Infrastructure Architect

With over twenty years of IT experience, Ed understands all aspects of technical infrastructure, including architecture, migration, remediation, deployment, and support. During his career, he has supported clients ranging from multinational corporations to small and mid-sized businesses. Ed has a diverse background in creating strategies for delivering technical infrastructure projects and products. Ed performs in-depth enterprise-level infrastructure, storage, and disaster recovery assessments in his current position. In addition, he has assisted clients in creating future state architecture roadmaps. As the SME for infrastructure, project, and delivery teams, Ed directs various IT systems planning, design, deployment, remediation, and maintenance.



Chris Palmer

Microsoft Solutions Architect

Paul (Chris) is an adaptive, security-focused Solutions Architect, with broad experience in Microsoft products, including the following certifications: Microsoft Azure Virtual Desktop Specialty, Microsoft Azure Solutions Architect Expert, Microsoft Azure Administrator Associate, Microsoft Azure Security Engineer Associate, Microsoft 365 Security Administrator Associate, and Microsoft 365 Administrator Expert.

Chris has in-depth experience working for local governments, highlighted by his work for the City of Grand Rapids and the Grand Rapids Police Department. He aligns business goals to find a technology solution that fits. He is continually developing skills to add value as an employee. He works diligently to improve processes and ensure the organization's technology fits the business needs. Chris is skilled at working with leadership to prioritize activities and accomplish defined project goals.



John Wood
Solutions Architect

John applies his over 20 years of Information Technology experience to provide education, government, finance, and manufacturing clients with technical solutions and direction to solve their business problems. He has in-depth knowledge, specifically in installing, configuring, and supporting threat management, data and asset protection, patch management, alert monitoring, and content filtering solutions. John holds the following certifications: ITIL V3 Foundations Certified, VMware VCP-DTM 2020, Microsoft SC-900: Security, Compliance, and Identity Fundamentals, CompTIA A+ Certification: Hardware and DOS/Windows Technician, CompTIA Network+ Certification: TCP/IP Networking Technology and Practices.



Don Cornish
Chief Information Security Officer (CISO)/Senior Security Architect

As a security expert with over 20 years of experience, Don can quickly identify IT security risks and provide actionable recommendations to increase an organization's overall security posture. He has an extensive and diverse background in IT security architecture and consulting from working with Fortune 500 companies, state and local governments, and small- to medium-sized business segments. Additionally, Don speaks at local conferences and webinars promoting cybersecurity practices. Don holds certifications in the following: Certified Information Systems Security Professional (CISSP), ITIL V3 Foundations, ISO 27001 ISMS Master Implementer, and SANS session 504: Hacking Techniques, Exploits & Incident Handling Certificate and Cybersecurity Maturity Model Certification – Registered Practitioner.



CITY COUNCIL MEETING

DATE: April 14, 2025

SUBJECT: Approve Memorandum of Understanding with TPOAM

SUMMARY: City Administration recently completed negotiations with representatives of the Technical, Professional, and Officeworkers Association of Michigan (TPOAM) regarding a proposed Memorandum of Understanding (MOU). We are requesting City Council approval of the MOU, which addresses the following items:

1. Position Title Updates

The MOU adds the positions of *Electrical/Pump Station Manager* and *Water Operations Manager* to the TPOAM wage schedule. These are existing positions that were inadvertently omitted from the most recent wage scale update. In addition, the title of the *Maintenance III (H.O.)* position is being updated to *Water Maintenance III* for clarity and consistency. The MOU also establishes a new position, *Operator I*, intended for future employees who do not possess a Commercial Driver's License (CDL). This position will be compensated at a later rate than comparable classifications that require a CDL and will serve as an entry-level role within the Department of Public Works. Finally, in the paragraph about licensing pay the former title of *Licensed Garage Mechanic* has been changed to match *Garage Mechanic I* as listed in the wage scale.

2. License Compensation Clarification

The LOU clarifies that the *Water Operations Manager* position is eligible to receive compensation for holding valid State of Michigan Water Distribution Operator licenses. This aligns with the intent of the existing contract and ensures proper application of license-related compensation.

3. PA 152 Health Insurance Contribution Language

Language is added to ensure that if the City elects to comply with Public Act 152 by using either the "hard cap" or "80/20" cost-sharing method, the City's contributions to employee Health Savings Accounts will revert to the previously established levels. This provision is already included in all other collective bargaining agreements and the non-union benefits policy, and this change will bring the TPOAM contract into alignment with those standards.

FINANCIAL IMPACT: N/A

RECOMMENDATION: Motion to approval the Letter of Understanding with TPOAM as presented.

PREPARED BY: Nick Sizeland, City Manager



MEMORANDUM OF UNDERSTANDING AND AGREEMENT

This memorandum of understanding and agreement is made and entered into this ____ day of April, 2025, by and between the City of Grosse Pointe Park ("Employer") and the Technical Professional Officeworkers Association (TPOAM), representing the Grosse Pointe Park DPS & Clerical Association ("Union").

Whereas, the Employer and the Union are parties to a Collective Bargaining Agreement ("CBA"), which covers the time period of July1, 2023 through June 30, 2026;

Whereas, the Employer and Union are desirous of modifying the current Collective Bargaining Agreement ("CBA") in the following ways;

1. Article VII Compensation, Section 1 Base Pay DPS, to add Electrical /Pump Manager and Water Operations Manager position wages, that were inadvertently left out of the updated wage scale. Also, to change the title of Maintenance III (H.O.) to Water Maintenance III. Create new position of Operator I, a Non-CDL created position within the bargaining unit. Lastly to change "Licensed Garage Mechanic" to Garage Mechanic I to match the listed title in the wage scale.

Therefore, it is agreed to modify the current Collective Bargaining Agreement ("CBA") as follows:

ARTICLE VII – COMPENSATION

Section 1 – Base Pay – DPS

The base hourly rates for the following positions shall be:

	Hourly / Hourly / Hourly	Annual / Annual / Annual
	<u>2.50% / 5.05% / 4.00%</u>	<u>(2080) / (2080) / (2080)</u>
<u>Wage Adjustment Date</u>	<u>7-1-23 / 7-1-24 / 7-1-25</u>	<u>7-1-23 / 7-1-24 / 7-1-25</u>
Crew Chief	\$29.58 / \$31.08 / \$32.32	\$61,529.52/\$64,638.30/\$67,223.83
Alternate Crew Chief	\$28.43 / \$29.87 / \$31.06	\$59,141.68/\$62,129.81/\$64,615.01
Electrical Repairman	\$28.43 / \$29.87 / \$31.06	\$59,141.68/\$62,129.81/\$64,615.01
Garage Mechanic I	\$28.70 / \$30.15 / \$31.36	\$59,696.00/\$62,712.14/\$65,220.63

Maintenance III	\$27.29 / \$28.66 / \$29.81	\$56,753.84/\$59,621.33/\$62,006.18
Maintenance III (H.O.)		
Water Maintenance III	\$28.14 / \$29.56 / \$30.74	\$58,523.40/\$61,480.29/63,939.51
Electrical/Pump Station Mgr.	\$30.66 / \$32.21 / \$33.50	\$63,768.12/\$66,993.33/\$69,676.67
Water Operations Mgr.	\$30.66 / \$32.21 / \$33.50	\$63,768.12/\$66,993.33/\$69,676.67
Operator I	\$20.00 / \$20.80	\$41,600.00/43,264.00

~~License~~ Garage Mechanic I, Electrical Repairman, **Electrical/Pump Station Manager**, and Water Maintenance III employees shall receive an additional hourly rate of \$.25.

New Hires shall be paid as follows:

0 – 12 Months	80% of Full Pay
13 – 18 Months	90% of Full Pay
19+ Months	Full Pay

- Article VII Compensation, Section 10 Water Distribution License, add Water Operations Manager job classification to this section.

Therefore, it is agreed to modify the current Collective Bargaining Agreement (“CBA”) as follows:

ARTICLE VII – COMPENSATION

Section 10 – Water Distribution License.

Water Maintenance III ~~and~~, Electrical/Pump Station Manager, **and Water Operations Manager** shall receive the following increase in their hourly rate of pay per license level:

- S4: \$1.00 (must be obtained within 12 months of hire date or extension in Department)
- S3: \$0.50
- S2: \$0.50

3. Article VIII Insurance and Pension, Section 1 Insurance, (A) Active Employees, add triggers and safeguards that were added to Patrol and Command groups, in regards to the HSA reduction, should the City implement PA 152 80/20 or Hard Cap provisions.

Therefore, it is agreed to modify the current Collective Bargaining Agreement (“CBA”) as follows:

ARTICLE VIII – INSURANCE AND PENSION

Section 1 – Insurance

- A. Active Employee: The City shall maintain hospital, medical, and surgical coverage for all employees, spouse, and dependents. The parties acknowledge that they are subject to the Publicly Funded Health Insurance Contribution Act, MCL 15.561, et seq, being Public Act 152 of 2011 (the Hard Cap and 80/20 law), and that the Employer has the right to make elections and allocations described in that Act. It is agreed that the employees shall be required to make any contributions required under the Publicity Funded Health Insurance Contribution Act through payroll deduction. If the City determines to utilize the 80/s0 cost-sharing provision, then the illustrative premium rate will be the illustrative premium rate as determined by the City’s third-party administrator. The parties further agree that the then-current level employee contributions shall remain in place if either of the following take place: 1) the employee contributions required by the Publicly Funded Health Insurance Contribution Act become inapplicable to the members of this unit or 2) the Act is repealed. The City shall provide Blue Cross Blue Shield Simply Blue Plan 3 for all full-time employees. This plan includes:
 1. A two thousand dollar (\$2,000.00) annual deductible plan for a single person contract. A four thousand dollar (\$4,000.00) annual deductible plan for a two person/family contract.
 2. The City will establish a Health Savings Account and provide \$2,000.00 for each single person contract and \$3,500.00 for a two person/family contract, with one half provided in July 2023 and the other half provided in January 2024 (i.e., either \$1,000 or \$1,750). Effective July 1, 2024, the City’s contribution to each employee’s Health Savings Account shall be reduced to one-thousand dollars (\$1,000) for each single person contract and to one-thousand seven-

hundred fifty dollars (\$1,750) for a two person/family contract, with one half provided in July 2024 and the other half provided in January 2025 (i.e., either \$500 or \$875). Effective July 1, 2025 and continuing thereafter, the City’s contribution to each employee’s Health Savings Account shall be reduced to five hundred dollars (\$500) for each single person contract and to one thousand (\$1,000) for a two person/family contract, with one half provided in January and the other half provided in July of each calendar year (i.e., either \$250 or \$500). If, during the first half of the calendar year, an employee’s medical expenses exceed the amount provided in the first half of the calendar year, an employee’s medical expenses exceed the amount provided in the first half of the calendar year, the City shall provided the second half allotment to that employee at that time. Upon retirement or resignation, the City’s contribution to the Health Savings Account will be prorated. **If the City determines in any benefit plan coverage year to utilize either the hard cap or the 80/20 provisions of Public Act 152, then the above City’s annual contribution to each employee’s Health Savings Account shall revert back to \$2,000.00 for a single person contract and \$3,500.00 for a two person/family contract.**

- 3. The City will provide coverage for dependents from age nineteen (19) to twenty-six (26), provided such dependents are regular full-time students, or as required by law. Dependent children who are physically impaired so as to preclude gainful employment will continue to be covered regardless of age.

This memorandum of understanding and agreement shall be binding on the Employer and the Union and shall not affect the Collective Bargaining Agreement (CBA) in any other manner, other than which is specifically set forth herein.

FOR THE EMPLOYER

FOR THE UNION

Nick Sizeland, City Manager

Steve Sellers, TPOAM BA

Jason Burtle, Chief Steward

GPP DPW & Clerical Association