



## AGENDA - City Council

DATE: September 8, 2025 7:00 PM City Council  
Chambers

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Consent Agenda
- V. Public Comment (Agenda Items)
- VI. Approval of Regular Agenda
  - I. Approval of August 11, 2025 Minutes
  - II. Committee & Commissions Report
  - III. Manager/Public Safety Report
  - IV. Industrial Waste Charges Resolution
  - V. Transfer Local Agreement for MC/CC funds for PAATS
  - VI. Subrecipient Agreement for Community Development Block Grant (CDBG)
  - VII. Reimbursement Agreement TIFA/CITY/DDA Landscaping Services
- VII. Unfinished Business
- VIII. New Business
  - I. Full Circle Foundation Presentation
  - II. Five Year Parks and Recreation Plan Award
  - III. Approve Water/Sewer Capital Improvement Bonding Proposal
  - IV. Approve Bond Counsel Proposal
  - V. Alley Action Plan Review
- IX. Council Comment
- X. Public Comment (Non-Agenda Items)
- XI. Closed Session
  - I. Pursuant to MCL 15.268h
- XII. Adjournment

**Public Comment:** Public Comments are limited to three minutes.

**Recording:** The meeting will be recorded and posted to the Official City of Grosse Pointe Park YouTube Channel.



CITY OF GROSSE POINTE PARK, MICHIGAN  
MEETING OF THE CITY COUNCIL  
August 11, 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 Gallagher, Mayor Pro-Tem Caulfield, Wiener, Dreaver, McMillan, and Mayor Hodges.

EXCUSED: Councilmember Kolar

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

**APPROVAL OF CONSENT AGENDA**

**25-95**

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

- I. Approval of July 14, 2025, Minutes
- II. Committee & Commissions Report
- III. Manager/Public Safety Report

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

NAYS: None

Motion Carries Unanimously

**PUBLIC COMMENT (AGENDA ITEMS):**

0 public comments were made.

**25-96**

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

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

NAYS: None

Motion Carries Unanimously

**Councilmember Wiener enters the room**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**Public Safety Promotions**

**25-97**

Motion by Councilmember Wiener, seconded by Mayor Pro-Tem Caulfield, to recommend the sale of the city's 2009 Chevrolet/Braun C4500 that served as the department's ambulance. The sale would be in accordance with the city charter of receiving bids and/or an approved auction sale with a reserve amount being set.

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

NAYS: None

Motion Carries Unanimously

**25-98**

Motion by Councilmember Wiener, seconded by Councilmember Mayor Pro-Tem Caulfield, to approve the contract change order to Bidigare Contractors Inc. for a total project amount not to exceed \$2,055,204.46.

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

NAYS: None

Motion Carries Unanimously

**25-99**

Motion by Councilmember Dreaver, seconded by Councilmember Gallagher, to approve to table the Water/Sewer Capital Improvement Bonding proposal with Bendzinski and Co. and motion to request the city administration to review water bill rates and provide Council with a report and recommendation no later than 30 days.

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

NAYS: None

Motion Carries Unanimously

**25-100**

Motion by Councilmember Weiner, seconded by Councilmember Gallagher, to table the motion to approve Pat McGow of Miller Canfield to provide Bond Counsel Service, not to exceed \$36,500.

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

NAYS: None

Motion Carries Unanimously

**25-101**

Motion by Councilmember McMillan, second by Mayor Pro-Tem Caulfield, to approve the 1 Year Recycling Extension with Priority Waste for the Fiscal Year 2026 as budgeted.

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

NAYS: None

Motion Carries Unanimously

**Council Comment:**

Councilmember Gallagher: No Comment

Mayor Pro-Tem Caulfield: Would like to see if we could get older lifeguards to cover for morning swim. I would like to know our process for following up with Priority waste and residents. I would like a process for Commissions and would like an update by next Council meeting.

Councilmember Wiener: Infrastructure meeting is coming in September and we need clarity and transparency.

Councilmember Dreaver: Need process for understanding recycling with priority waste. Beautification Commission is working on 2025 awards. Lantern fly is an endangered species we will be educating the residents on. The Garen Club has been doing some beautiful projects. We could always use more volunteers.

Councilmember McMillan: I Appreciate the patience of the Community. The 3-minute public comment is great for the residents to express the community needs. Please understand that we hear your concerns even though we can't respond back.

Mayor Hodges: Lauren and Nancy Jensen have offered their services to anyone who would like to make their Alley look good. Would like Beautification to award the residents who put service and incentive into our community. I would like the new Brush Pick up schedule communicated, Lavins Center new hours to be communicated and Pools hours to be communicated.

**PUBLIC COMMENT (NON-AGENDA ITEMS):**

4 public comments were made.

**ADJOURNMENT**

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

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

NAYS: None

Motion Carried Unanimously

With no further business, the meeting adjourned at 9:00 P.M.

Bridgette Bowdler - City Clerk  
Danielle Caudill - Deputy City Clerk

## **Grosse Pointe Park Infrastructure General Updates and Status Report September '25:**

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

### **Water Sewer Billing**

Grosse Pointe Park City Council held a Special Session on August 25<sup>th</sup> to review water sewer billing. The Power Point presentation will be uploaded to the city website in the coming days, and the link to the video is:

[https://www.youtube.com/watch?v=5TQE\\_d51HRY&t=7964s](https://www.youtube.com/watch?v=5TQE_d51HRY&t=7964s)

In the Budget adopted in June a rate increase for water sewer was passed. As has been outlined, the increase adopted was to encompass the substantial rate increases from GLWA, to pay for bond financing for Capital Improvement Plan projects of Water Meter Replacements and Sewer Relining, as well as to build water sewer financial reserves.

When the budget was adopted and bills were sent out the rate structure in billing underwent changes. However, this led to disparate billing among residents in the July bill, some residents saw dramatically higher increases, some saw decreases. During the special meeting, **the city council voted to return to the prior rate/billing structure applying the increase uniformly across all residents.** New bills will now be issued to residents, if residents overpaid on the July bill, they will be credited.

Over the last weeks and outlined during the city council meeting there was an extensive review of water sewer rates and rate structuring. It would be beneficial in the long run to review the water billing and rate structure, but there will not be any rate structure change presently. Any rate change or review must be data driven. With the city on track to install new water meters for residents next year, having that information to inform decision making coupled with ongoing efforts to reduce water loss in the city, will allow data aggregation to drive any future changes. This methodology will provide better transparency for residents. However, any change will be communicated extensively, in advance, to ensure clarity.

*\*the rebalancing of Water and Sewer will Remain, that has no impact on what residents are paying in total, only that the proportion of water vs sewer cost is more in line with how GLWA is billing the city.*

The patience and understanding of residents as we work to improve our systems is greatly appreciated.

### **Capital Improvement Bonding Review**

With the adoption of corrected Water/Sewer Rates, the city will begin the process of reviewing bonding for the Capital Improvements related to Water Meter Replacements and Critical Sewer Relining, the acquisition of a new Jetter Truck may be delayed. This will likely be voted on in the September city council meeting.

On a positive note, markets appear to be softening on bond rates and water meters are coming in slightly under budget, so the conservative estimates the city was estimating may work in our favor.

### **Water Main & Lead Line Replacement Program:**

The 2025-26 water main and lead line replacement work is underway. The town hall for impacted residents was held and communication with residents in the impacted area is ongoing. The targeted completion is expected sometime in the 4<sup>th</sup> quarter.

### **Sidewalk Work District 2:**

The sidewalk replacement work, pulling and pouring of concrete, will commence on the 15<sup>th</sup> of September, weather permitting. A link to the district map can be viewed at:

<https://www.grossepointepark.org/DocumentCenter/View/241/District-Map-PDF>

### **Infrastructure Meeting in September:**

The infrastructure committee intends to hold a meeting in September but is still awaiting some feedback on the bond proposals as well as updates on supplier timelines. We anticipate having respective feedback and data later in September and will schedule our next meeting accordingly.

## **City Managers Report and Updates August 2025**

### **City Hall Office Hours**

The City started its new office hours the week of July 7th from 7:30am-5:30pm Monday-Thursday and ended the week of August 25th. The City is currently back to its Monday-Friday schedule from 8-4:30pm. So far we have received positive feedback from residents and will continue to track any concerns or opportunities that arise. Thank you to those who came in and visited and we hope we were able to create a new accommodation for you. If you would like to share any concerns or feedback please don't hesitate to contact the city.

### **Congressional District Spending Update**

The City submitted to US Senator Elissa Slotkins Office for an upsizing water main project on Mack Ave to the Federal Interior and Environment subcommittee in May 2025. The intent was hoping to increase the water main size on Mack Ave and create looping which will help assist in water redundancy. We were informed the committee did not select our project and will not move forward in the appropriations process. We will continue to find other funding opportunities.

### **Lavins Activity Center Hour Changes**

Starting on Tuesday September 2<sup>nd</sup>, the Lavins Activity Center business hours will be open starting at 6am and will close at 9pm Monday through Saturday. Sunday hours will stay the same from 10am-5:30 pm. I want to thank Chad Craig Parks Director and his staff for juggling schedules and making this opportunity a reality for residents to come in a little earlier.

### **Sewer Cleaning and Televising**

The City and its contractor Advanced Underground Solutions is currently televising and cleaning city sewers which is part of a multiyear program the city has been conducting for the last several years.

### **District 5 Maintenance**

Around City Hall you will notice the Public Works Department has been hard at work repainting fire hydrants and new reflective tape. Currently City wide Public Works has been repainting stop bars at intersections and crosswalks.

### **City Picnic**

The City hosted its first City Employee Picnic at the Tompkins Center It was a hot day but we all had a great time and appreciate residents and councils support to our staff who work tirelessly for Grosse Pointe Park. A special thank you to our sponsors and City Clerk Bowdler for putting this event on. This entire picnic was funded by donations from vendors and a big thank you to Councilmembers Wiener, Dreaver and Mayor Hodges for stopping by.

### **New Projector Installation**

The new projector for the Okulski theater has been installed and hope residents enjoy the new system!

### **Alley Letters**

Code Enforcement is walking through 7 miles of alleys and sending letters to address trash/recycling cans that are in disrepair, overgrown weeds/brush and litter. Letters received

provide homeowners notice to complete the following otherwise abatement and tickets will be issued. Our Building Official and Code Enforcement have been busy creating a new alley enforcement process and will present at a future council meeting.

**Pickleball Reservations**

On August 4<sup>th</sup> the City through its Civic Recreation software now has online pickleball reservations available at Patterson Park.



**GROSSE POINTE PARK  
DEPARTMENT OF PUBLIC SAFETY**

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

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

James A. Bostock  
Director of Public Safety

[publicsafety@grossepointepark.org](mailto:publicsafety@grossepointepark.org)

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**September 2025**

**Back to School**

With the new school year upon us, Public Safety will be closely monitoring traffic near the schools during drop-off and dismissal times. Please give yourself a few extra minutes, particularly the first couple weeks of school.

**Crossing Guards**

Applications for crossing guards are ongoing and pays \$18 hour. This is perfect for someone that has recently retired, works from home, or just wants to be a part of the community and it helps Public Safety by getting our kids to and from school safely. Full and part-time positions are available. Contact Public Safety or go online for an application.

**Personnel**

Last month Lt. Terry Hays retired after dedicating 25 years of service to the citizens of Grosse Pointe Park. Terry rose through the ranks and held many positions including youth officer, firearms instructor, honor guard, and training officer. Terry will not stay 'retired' for long. He will begin working with Grosse Pointe Public Safety this month.

Recruits Chad Gump and Nicholas Benson are more than halfway through their training at the Oakland Police Academy. They will graduate on October 16<sup>th</sup> and will join the Public Safety Department to begin their field training officer phase. They will be placed with a veteran officer as they learn department procedure and complete training tasks. Both recruits are already certified as firefighters and will be a welcome addition to our staff.



## CITY COUNCIL MEETING

DATE: September 8, 2025

**SUBJECT:** Industrial Waste Charges Resolution

**SUMMARY:** Industrial Waste Control (IWC) charges are assessed to all commercial and industrial end users that send wastewater to the GLWA wastewater treatment plant. The IWC charges are to offset the costs incurred in administering regulatory activities under the Sewer Use Ordinance/Industrial Waste Control Ordinance as required by the National Pollutant Discharge Elimination System (NPDES) Permit Program and the Clean Water Act (CWA). There is a delegation Agreement with each community to collect the industrial waste control charges from the end-users.

The billing process for IWC charges involves the following two steps:

1. The City bills all non-residential users IWC charges based upon the user's meter size. GLWA establishes its IWC charges in the sewer service charge development process. Certain facilities are exempted, which include: fire-protection, multi-family dwellings, public and private elementary schools which are part of a governmental school district, colleges, universities and professional schools, and local and state governments.
2. The City reports to GLWA the quantity and size of the non-residential meters and GLWA bills each community the applicable IWC charges.

**FINANCIAL IMPACT:** 23% increase to the IWC. These charges will be effective on bills rendered after July 1, 2025 – no rate increase was addressed with last years water & sewer rate increases (thus it stayed flat for the year over the prior year).

**RECOMMENDATION:** Motion to Adopt the Industrial Waste Charges Resolution for FY 25-26

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

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

**INDUSTRIAL WASTE CONTROL RATES FOR FISCAL YEAR 2025-2026**

At a regular meeting of the City Council for the City of Grosse Pointe Park (the “Council”), held at City Hall located at 15115 E Jefferson Ave, Grosse Pointe Park, Michigan on September 8, 2025, at 7:00 p.m. the following resolution was offered:

Present Members:

Absent Members:

Motion by Councilmember \_\_\_\_\_ seconded by Councilmember \_\_\_\_\_ to adopt the following resolution:

**WHEREAS**, Section 42-150 of the Grosse Pointe Park City Code authorizes the City Council to establish fees for the payment of expenses of the municipal water and sewer systems; and,

**WHEREAS**, the city has presented the city’s historical industrial waste control fixed rates based on the last rate structure with an increase of twenty-three (23) percent over the FY2025 rate for industrial waste control fixed rates; and,

Meter Size	FY2025 Rate	FY2026 Rate
5/8” Meter	\$7.61	\$9.36
3/4” Meter	\$11.42	\$14.05
1” Meter	\$19.02	\$23.39
1 ½” Meter	\$41.85	\$51.48
2” Meter	\$60.86	\$74.86
3” Meter	\$110.31	\$135.68

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council adopts industrial waste control fixed rate charges to be increased by 23% as presented, effective for all bills rendered after August 1<sup>st</sup>, 2025.

**RESOLUTION DECLARED ADOPTED**

At a regular meeting of the City Council for the City of Grosse Pointe Park held on September 8, 2025, the following roll call vote was taken:

**Ayes:**

**Nays:**

**Adopted:** Regular Meeting of the City Council on September 8, 2025

**CERTIFICATION**

STATE OF MICHIGAN     )  
  ) ss.  
COUNTY OF WAYNE     )

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

IN WITNESS WHEREOF, I have hereunto set my official signature, this \_\_\_ day of \_\_\_\_\_ 20\_\_.

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Bridgette Bowdler, City Clerk  
City of Grosse Pointe Park

CR#2025-09-08-##



## CITY COUNCIL MEETING

DATE: September 8, 2025

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**SUBJECT:** Transfer Local Agreement for MC/CC funds for PAATS

**SUMMARY:** Grosse Pointe Park has partnered with POINTE AREA ASSISTED TRANSPORTATION SERVICES (PAATS) to provide local public transportation services within their service area. The Community agrees to provide annual flowthrough funding received from SMART to POINTE AREA ASSISTED TRANSPORTATION SERVICES (PAATS) for the provision of public transportation service, under one of the following Options:

Option 1

A. 100% of the Community Credits available to the Community pursuant to SMART'S Community Credit Program

B. 100% of the Municipal Credits that are available to the Community pursuant to law.

Option 2

C. A certain percentage of or all but a certain amount of Community Credits available to the Community pursuant to SMARTS Community Credit Program.

D. A certain percentage of or all but a certain amount of Municipal Credits available to the Community pursuant to law.

**FINANCIAL IMPACT:** Pass-through funds

**RECOMMENDATION:** Approve and authorize the City Manager to execute / sign the agreement with OPTION 1: A. 100% of the Community Credits available to the Community pursuant to SMART'S Community Credit Program

**PREPARED BY:** Cindy Paparelli, Assistant City Manager

**MUNICIPAL CREDIT AND COMMUNITY INTERLOCAL AGREEMENT**

**BETWEEN**

**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION**

**And**

**GROSSE POINTE PARK**

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This Agreement (hereinafter "Agreement") is made between the Suburban Mobility Authority for Regional Transportation (hereinafter "SMART"), an entity organized under the provisions of Act 204 of the Public Acts of 1967, as amended, and **GROSSE POINTE PARK** (hereinafter "the Community") for the transfer of funding provided to SMART by Michigan Public Act 51 of 1951 and Community Credits, in consideration for the provision of transit services by the Community.

WHEREAS, SMART, pursuant to the provisions of Act 204, has been vested with the authority to acquire, plan, construct, operate and maintain transit systems and facilities within its jurisdiction; and

WHEREAS, the Community is desirous of contracting for the provision of such services within its jurisdiction; and

WHEREAS, the Community receives annual allocations of funding from SMART, including funding provided under Sec 10 of Act 51 of 1951 ("Municipal Credits"), where applicable, and SMART's community credit program ("Community Credits"), where applicable, which it desires to transfer to other participating Community Partners for the provision of services; and

WHEREAS, the purpose of this Agreement is to state the terms and conditions under which the transit funding will transfer ;

NOW THEREFORE, in consideration of the mutual covenants and representations contained herein, the parties agree as follows:

1. **THE PROJECT**

The Community has partnered with **POINTE AREA ASSISTED TRANSPORTATION SERVICES (PAATS)** to provide local public transportation services within their service area.

## 2. FUNDING AND FUNDING APPLICATION

The Community agrees to provide annual flowthrough funding received from SMART to **POINTE AREA ASSISTED TRANSPORTATION SERVICES (PAATS)** for the provision of public transportation service, under one of the following Options:

### Option 1

- A. 100% of the Community Credits available to the Community pursuant to SMART'S Community Credit Program
- B. 100% of the Municipal Credits that are available to the Community pursuant to law.

OR

### Option 2

- C. A certain percentage of or all but a certain amount of Community Credits available to the Community pursuant to SMARTS Community Credit Program.
- D. A certain percentage of or all but a certain amount of Municipal Credits available to the Community pursuant to law.

The Community must return a signed Exhibit A, which requires the Community to specify which Option it has selected, attached hereto, with the executed version of this Agreement. Should the Community's Option selection change, or should the amounts or percentages chosen by a Community under Option 2 change, the Community is required to submit an amended Exhibit A. Any amended Exhibit A must be submitted to SMART ninety (90) days prior to SMART's adoption of the Municipal and Community Credit budgets each fiscal year. Should a Community fail to submit an amended Exhibit A, where applicable, at least ninety (90) days prior to SMART's adoption of the Municipal and Community Credit budgets each fiscal year, the Community agrees to be bound by the last Exhibit A on file with SMART that was provided pursuant to, and in accordance with, the timely submission requirements of this section.

## 3. TERM OF THE AGREEMENT

The Community shall transfer funding noted above beginning July 1, 2025, and this Agreement shall remain effective as long as **POINTE AREA ASSISTED TRANSPORTATION SERVICES (PAATS)** operates eligible transit services. The Community may terminate this agreement with ninety (90) days advanced notice prior to the adoption of the Municipal and Community Credit budgets each fiscal year.

This Agreement and transit services hereunder shall terminate immediately upon action by the Michigan Legislature, any court of competent jurisdiction, or action by the SMART Board of

Directors, which inhibits SMART's ability to carry out the Agreement in such a way that SMART, in its sole discretion, cannot reconcile its obligations under this Agreement with the legislative action, court order or Board resolution.

#### 4. INDEMNIFICATION

To the extent allowable by law, and notwithstanding anything to the contrary contained herein, the Community shall indemnify, defend and save harmless SMART, its officers, agents, employees, and members of its Board of Directors from any and all claims, losses and damages, including costs and attorney fees occurring or resulting from any act or omission of the Community, or their officers, agents, employees, successors and/or assigns, arising out of or pursuant to this Agreement without regard to the negligence of the Community.

This Agreement is not intended to alter or increase SMART or Community's liability for tort claims, to other third-parties. Nor is this indemnity provision intended to be a third-party beneficiary contract, and therefore it confers no rights or third-party status on anyone other than the parties hereto.

#### 5. SEVERABILITY AND INTENT

The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

#### 6. WAIVER

Parties' failure to exercise or delay in exercising any right, power or privilege under this Agreement shall not operate as a waiver; nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof.

#### 7. ASSIGNMENT

The Parties agree that the responsibilities and benefits under this Agreement shall not be assigned unless such assignment is approved by SMART in advance in writing. This agreement does not and is not intended to confer any rights or remedies upon any person other than the parties.

#### 8. VENUE

Parties agree to follow all applicable State and Federal laws. This Agreement shall be governed by the laws of the State of Michigan.

9. ELECTRONIC SIGNATURE

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

THE PARTIES HEREBY ACKNOWLEDGE that they have read and understand this Agreement and that the signatories below have affixed their signatures and affirmed that they are authorized to execute this Agreement, for the purpose of binding their respective Parties.

**SUBURBAN MOBILITY AUTHORITY FOR  
REGIONAL TRANSPORTATION**

**GROSSE POINTE PARK**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

EXHIBIT A

The Community shall designate with an “X” mark which Option for **POINTE AREA ASSISTED TRANSPORTATION SERVICES (PAATS)** funding it has selected (to the left of either Option 1 or Option 2). Should the Community select Option 2, the Community will properly fill in the percentage or applicable do not exceed amount.

\_\_\_\_\_ Option 1

- A. 100% of the Community Credits available to the Community pursuant to SMART’S Community Credit Program
- B. 100% of the Municipal Credits that are available to the Community pursuant to law.

OR

\_\_\_\_\_ Option 2

- C. \_\_\_\_\_ % of or all but \_\_\_\_\_ of Community Credits available to the Community pursuant to SMARTS Community Credit Program.
- D. \_\_\_\_\_ % of or all but \_\_\_\_\_ of Municipal Credits available to the Community pursuant to law.

Community: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_



## CITY COUNCIL MEETING

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DATE: September 8, 2025

**SUBJECT:** Subrecipient Agreement for Community Development Block Grant (CDBG)

**SUMMARY:** Subrecipient Agreement for Community Development Block Grant (CDBG) for July 1, 2024 through June 30, 2026.

The award letter was received on April 22, 2025. The agreement is 56 pages and therefore not included in this packet.

NOTE: this agreement overlaps with the existing agreement from FY2023; this is not uncommon and does not affect the funding / spending cycle.

**FINANCIAL IMPACT:** Pass-through funding:GL# CDBG FUND 275-730-861.940

**RECOMMENDATION:** Authorize Mayor Hodges to execute / sign the Subrecipient Agreement for Community Development Block Grant (CDBG) for July 1, 2024, through June 30, 2026.

**PREPARED BY:** Cindy Paparelli, Assistant City Manager



**Warren C. Evans**  
**Wayne County Executive**

April 22, 2025

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

Dear Mayor Hodges:

I am pleased to inform you that the Wayne County Commission approved your request for the 2024 Wayne County Community Development Block Grant (CDBG) allocation in the amount of \$14,000 for Senior Services and \$6,000 for Senior Transportation.

Please note: If your approved request entails construction projects, this letter does not constitute a Notice to Proceed. Costs incurred on these projects prior to an executed Subrecipient Agreement will not be eligible for reimbursement under HUD regulations. If your approved request was for Public Services, your agreement allows for reimbursement of costs going back to July 1, 2024, and you may begin to submit those requests once you have an executed Subrecipient Agreement with us. Subrecipient Agreements will be coming to you shortly for execution.

Additionally, I would like to introduce myself as the new Director of Community Development for Wayne County. I am looking forward to getting to know you and your community in the coming months. Please reach out at [epalazzola@waynecountymi.gov](mailto:epalazzola@waynecountymi.gov).

We are making great strides on improved performance and timely expenditure of funds, and we need your help to do this well. Please check with your staff to see if they are caught up on prior program delivery and reimbursement requests, especially for pre-2023 award years.

My team looks forward to working with yours to successfully spend these grant dollars and provide services to our fellow Wayne County residents.

Thank you,

**Betsy Palazzola**  
Director, Community Development



## CITY COUNCIL MEETING

DATE: September 8, 2025

**SUBJECT:** Reimbursement Agreement TIFA/CITY/DDA Landscaping Services

**SUMMARY:** The City of Grosse Pointe Park solicited a Request for Proposals to obtain costs and continue enhancing beautification efforts of the City, TIFA and DDA Districts and selected Russell Landscaping as the low bid. Parks and Recreation with the assistance from the Public Works Department had been maintaining landscaping of the streetlight flower pots, sidewalk beds and parking lots in the TIFA District (Mack, Charlevoix, Kercheval) which includes weeding, watering, pruning, planting of flower pots, litter clean up and spring/fall clean up. Due to the amount of landscaping to maintain our local businesses have also chipped in to assist and we sincerely appreciate their efforts.

In other communities It is fairly common practice among DDA's and TIFA's to utilize the services of a contractor to maintain these areas.

Proposals			
Company	Cost Per Month, TIFA	Watering per Month	Total
Backer Landscaping	\$5,826.43	\$2,340.00	\$40,832.15
Landscape Services, Inc	\$9,088.71	\$2,975.00	\$60,318.55
Russell Landscaping	\$5,957.42	Included in total	\$29,787.10
Green Meadows Landscaping	\$3,487.14	\$2,950.00	\$32,185.70

This agreement outlines the relationship for payment with the TIFA, DDA and City under one contract handled by the TIFA with the DDA and City paying the TIFA.

**FINANCIAL IMPACT:** \$5,499 to the City

**RECOMMENDATION:** Motion to approve the Reimbursement Agreement

**PREPARED BY:** Nick Sizeland, City Manager



**REIMBURSEMENT AGREEMENT BETWEEN THE GROSSE POINTE PARK TAX INCREMENT FINANCE AUTHORITY, THE CITY OF GROSSE POINTE PARK, AND THE CITY OF GROSSE POINTE PARK DOWNTOWN DEVELOPMENT AUTHORITY REGARDING LANDSCAPING SERVICES**

This **REIMBURSEMENT AGREEMENT** (the “Agreement”), made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2025 (the “Agreement Date”), and effective the \_\_\_\_ day of \_\_\_\_\_, 2025 (the “Effective Date”), by and between the **GROSSE POINTE PARK TAX INCREMENT FINANCE AUTHORITY**, whose address is 15115 Jefferson Avenue, Grosse Pointe Park, Michigan 48230 (hereinafter “TIFA”), the **CITY OF GROSSE POINTE PARK**, whose address is 15115 Jefferson Avenue, Grosse Pointe Park, Michigan 48230 (hereinafter “City”), and the **GROSSE POINTE PARK DOWNTOWN DEVELOPMENT AUTHORITY**, whose address is 15115 Jefferson Avenue, Grosse Pointe Park, Michigan 48230 (hereinafter “DDA”). The TIFA, City, and DDA are hereinafter collectively referred to as the “parties” or the party if in the singular.

**RECITALS:**

**WHEREAS**, the City in conjunction with the TIFA and City Downtown Development Authority (“DDA”) issued a Request for Proposals, Municipal Landscape Maintenance, City of Grosse Pointe Park, Michigan (hereinafter “RFP”);

**WHEREAS**, responses to the RFP have been collected and tabulated and staff representing the City, TIFA, and DDA have recommended a lowest responsible bidder (“Contractor”);

**WHEREAS**, it is estimated that the total cost of the services to be performed by the Contractor will be invoiced as follows: (1) to the TIFA \$41,701; (2) to the DDA \$9,289; and to the City \$5,499;

**WHEREAS**, as the majority of the RFP involves property under the control of the TIFA, the TIFA has agreed to execute the contract with the Contractor and being reimbursed thereafter by the City and the DDA for their share of the contract; and

**WHEREAS**, upon execution of this Agreement, the parties all consent to the TIFA executing a contract with the Contractor to perform the Municipal Landscape Maintenance services set forth and detailed in the RFP (the “Landscape Contract”);

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

**ARTICLE I**  
**INTRODUCTORY PROVISIONS**

All of the matters stated in the Recitals of this Agreement are true and correct and are hereby incorporated into the body of this Agreement as through fully set forth in their entirety herein, provided that in cases of conflict, provisions of this Agreement shall control over matters stated in the Recitals.

**ARTICLE II**  
**EXECUTION OF DOCUMENTS**

The parties agree to execute any and all documents as required by legal counsel necessary for transferring of funds to the TIFA to pay for the party's cost of the Landscaping Contract, which is attached hereto as **Exhibit A** and incorporated herein by reference.

**ARTICLE III**  
**PAYMENT TO VENDORS BY THE DDA**

The TIFA shall pay the Contractor as it performs the services set forth and detailed in the RFP and the Landscaping Contract. It is expressly agreed that the City and the DDA shall not be responsible in any way for the payment to the Contractor performing any service related to the Landscaping Contract even if those costs were for the direct benefit of the City or the DDA.

**ARTICLE IV**  
**COST ESTIMATE/REIMBURSEMENT**

The cost estimate for the services to be performed by the Contractor is as follows for each party:

- TIFA: \$41,701
- City: \$5,499
- DDA: \$9,289

Within one (1) month of the execution of this Agreement, the parties shall mutually determine the date(s) when the City and the DDA will pay the TIFA their share of the services provided by the Contractor in their respective jurisdictions. In no case shall the payment from the City and the DDA be made after June 30<sup>th</sup> of each year, beginning June 30, 2026.

**ARTICLE V**  
**ADDITIONAL LANDSCAPE AREAS**

If, in the future, the TIFA, City or DDA decides that there are other areas within their respective jurisdictions that they would like the Contractor to perform Landscaping or other services, the party requesting the additional services shall be solely responsible for the cost of those services. The amounts paid by the TIFA, City, or the DDA as set forth in Article IV of this Agreement shall be adjusted accordingly.

**ARTICLE VI**  
**DURATION OF AGREEMENT; DEFAULT**

**6.1. Duration of Agreement.** This Agreement shall continue until one of the following events:

1. The Landscaping Agreement terminates;
2. The Parties mutually agree to terminate this Agreement in writing;
3. If some of the parties desire to extend the current Landscaping Contract and one or more of the parties desires not to be included, the party desiring to be excluded shall not be included in any Extended Term of the Landscaping Contract and shall be released from this Agreement once all sums due and owing to the TIFA are paid in full.

**6.2. Remedies upon Default.** It is not intended hereby to specify (and this Agreement shall not be considered as specifying) an exclusive remedy for any default, but all such other remedies existing at law or in equity may be availed by a party and shall be cumulative. Notwithstanding anything to the contrary contained in this Agreement, any right or remedy or any default hereunder, which are the unconditional and irrevocable obligation of a party, shall never be determined to be waived. No waiver or waivers of any breach or default (or any breaches or defaults) by any party or of performance by any party or any duty or obligation hereunder shall be deemed or construed to be a waiver of subsequent breaches or defaults of any kind, character or description, under any circumstance.

**ARTICLE VII**  
**GENERAL PROVISIONS**

**7.1. Modification.** No change, amendment or modification of this Agreement shall be made or be effective which will affect adversely the prompt payment when due of all monies required to be paid by the Township under this Agreement without the approval of both the DDA Board and the Township Board and set forth in a written addendum to this Agreement.

**7.2. State or Federal Laws, Rules, Orders, or Regulations.** This Agreement is subject to all applicable federal laws, the laws of the State of Michigan and any applicable permits, ordinances, rules, orders and regulations of any local, state or federal governmental authority having or asserting jurisdiction; but nothing contained herein shall be construed as a waiver of any right to question or contest any such law, ordinance, order, rule or regulation in any forum having jurisdiction.

**7.3. Exhibits.** The following Exhibits attached hereto are incorporated by reference as though fully set forth herein:

**Exhibit A – Landscaping Contract.**

**7.4. Severability.** The parties specifically agree that in case any one or more of the sections, subsections, provisions, clauses or words of this Agreement or the application of such sections, subsections, provisions, clauses or words to any situation or circumstance should be, or should be held to be, for any reason, invalid or unconstitutional, under the laws or constitutions of the state or the United States of America, or in contravention of any such laws or constitutions, such invalidity, unconstitutionality or contravention shall not affect any other sections, subsections, provisions, clauses or words of this Agreement or the application of such sections, subsections, provisions, clauses or words to any other situation or circumstance, and it is intended that this Agreement shall be severable and shall be construed and applied as if any such invalid or unconstitutional section, subsection, provision, clause or word had not been included herein, and the rights and obligations of the Parties shall be construed and remain in force accordingly.

**7.5. Mediation.** As a condition precedent to the filing of a lawsuit, except as otherwise provided in this Section 7.5, the parties to this Agreement agree to submit any dispute to mandatory but non-binding mediation. Each party to such mediation shall bear their respective cost of participation and all common costs for facilitating the mediation effort shall be shared equally. Mediation must be completed within sixty (60) days after the dispute is submitted to mediation. Notwithstanding other provisions in this Section 7.5, the parties agree that in the event of an emergency evidenced by a written declaration approved by the respective governing body of the party seeking to avoid mediation and when injunctive relief is needed immediately, mediation shall not be required.

**7.6. Venue.** All amounts due under this Agreement, including, but not limited to, payments due under this Agreement or damages for the breach of this Agreement, shall be paid and be due at 15115 E. Jefferson Avenue, Grosse Pointe Park, Michigan 48230. It is specifically agreed among the parties to this Agreement that Wayne County is the place of performance of this Agreement. In the event that any legal proceeding is brought to enforce this Agreement or any provision hereof, the same shall be brought in the Wayne County District or Circuit Court, whichever is applicable pursuant to the Court Rules of the State of Michigan.

**7.7. Assignability and Successor Interest.** This Agreement may not be assigned without the written approval of all of the parties to this Agreement.

**7.8. Construction.** This Agreement has been prepared and negotiations have occurred in connection with said preparation pursuant to the joint efforts of the parties. This Agreement therefore shall not be construed against any party to this Agreement.

**7.9. Modification.** This Agreement shall not be modified, altered, or amended except through a written addendum signed by an authorized representative of the TIFA, the DDA, and the City as authorized by their governing body or executive board.

**7.10. No Third-Party Beneficiaries.** This Agreement is not intended to confer upon any person or entity, other than the parties hereto, any rights or remedies of any kind or nature whatsoever.

**7.11. Counterparts.** This Agreement may be executed in several counterparts each of which shall be deemed one and the same Agreement. It shall be binding upon and inure to the benefit of the parties to it and their respective successors and assigns.

**7.12. Captions and Bylines.** The captions and bylines used in this Agreement are for the convenience of reference only and in no way define, limit or describe the scope of intent of any provision of this Agreement.

**7.13. Addresses and Notice.** Unless otherwise provided herein and except for invoices and payments set forth in this Agreement, any other notice, communication, request, reply or advice (herein severally and collectively, for convenience, called “Notice”) herein provided or permitted to be given, made or accepted by a party to the other parties must be in writing and may be given or be served by depositing the same in the United States mail postpaid and registered or certified and addressed to the parties to be notified, with return receipt requested, or by delivering the same to an officer of each party, addressed to the parties to be notified. Notice deposited in the mail in the manner described above shall be conclusively deemed to be effective, unless otherwise stated herein, from and after the expiration of three (3) days after it is so deposited. Notice given in any other manner shall be effective only if and when received by the parties to be notified. For the purposes of notice, the addresses of the parties shall, until changed as hereinafter provided, be as follows:

**If to the TIFA, to:**

Grosse Pointe Park TIFA  
Attn: TIFA Director  
15115 E. Jefferson Avenue  
Grosse Pointe Park, MI 48230

**With Copy to:**

Grosse Pointe Park TIFA  
Attn: TIFA Chairperson  
15115 E. Jefferson Avenue  
Grosse Pointe Park, MI 48230

**If to the DDA, to:**

Grosse Pointe Park DDA  
Attn: DDA Director  
15115 E. Jefferson Avenue  
Grosse Pointe Park, MI 48230

**With Copy to:**

Grosse Pointe Park DDA  
Attn: DDA Chairperson  
15115 E. Jefferson Avenue  
Grosse Pointe Park, MI 48230

**If to the City, to:**

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

**With Copy to:**

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





**EXHIBIT A**  
**Landscaping Contract**



## CITY COUNCIL MEETING

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DATE: September 8, 2025

**SUBJECT:** Five Year Parks and Recreation Plan Award

**SUMMARY:** Bids for the GPP Parks and Recreation Five-Year Plan closed on July 31, 2025. Attached is the bid tally sheet, with the top three firms highlighted. Each proposal was thoroughly reviewed against the RFP. Points were granted or deducted for items of particular interest.

The Recreation Commission reviewed and voted at their August 13, 2025 meeting to recommend awarding the project to OHM Advisors.

Their proposal is included for your review.

**FINANCIAL IMPACT:** Budget item 101-751-801.100 allocated \$30,000.

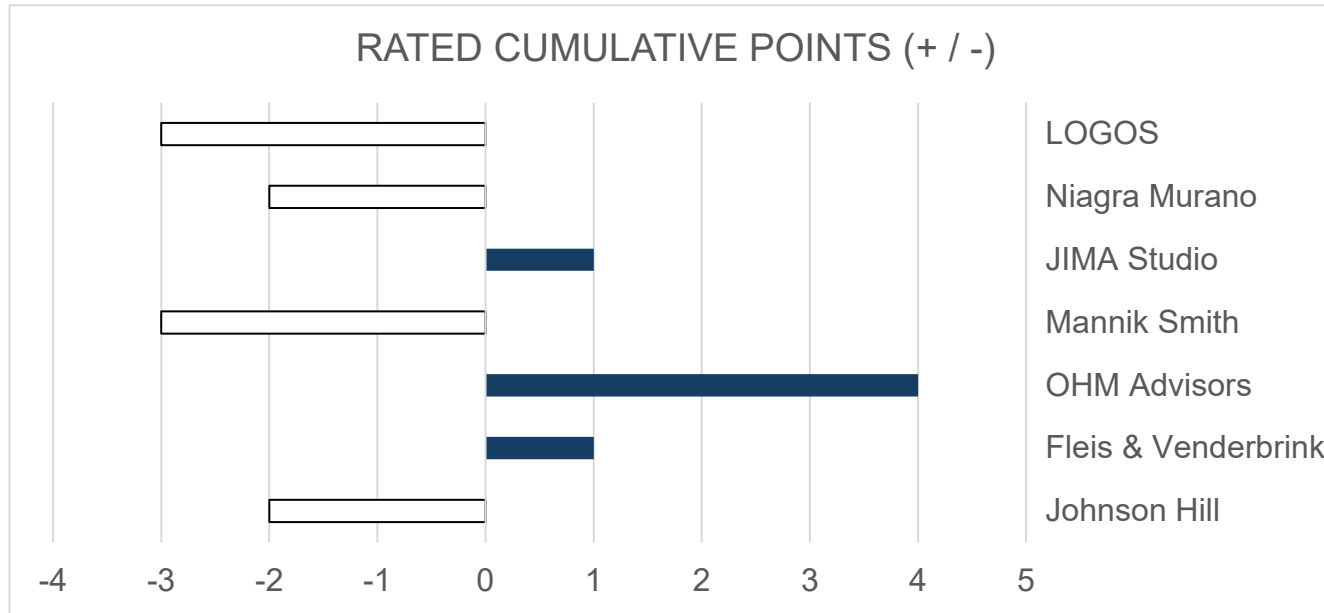
**RECOMMENDATION:** Award contract for Five-Year Parks and Recreation Plan to OHM Advisors.

**PREPARED BY:** Cindy Paparelli, Assistant City Manager

RFP GPP FIVE YEAR PARKS AND RECREATION PLAN RESPONSES ~ JULY 31, 2025 ~

COMPANY NAME	BASE PRICE	MDNR COMPLIANCE OPTION	TOTAL WITH OPTION	PER HOUR PRINCIPAL	PER HOUR ARCH OR PROJECT MANAGER	PER HOUR ADMIN	NOTES
Johnson Hill	\$12,990	\$1,700	\$14,690	\$100	\$80	\$50	(-)Does not include a comprehensive capital improvement plan. (-)No asset inventory or maintenance and cost schedule.
Fleis & Venderbrink	\$28,700	INCLUDED	\$28,700	\$220	\$192	\$112	(+)Includes capital improvements schedule & maintenance recommendations w/ cost estimates
OHM Advisors	\$30,000	INCLUDED	\$30,000	\$237	\$175	N/A	(+)Provides detail GIS based asset inventory & needs assessment with life cycle condition analysis. (+)Includes comprehensive Technical Analysis Memo. (+)Includes capital improvements schedule & maintenance recommendations w/ cost estimates. (+)Includes bi-weekly virtual check in meetings with staff.
Mannik Smith	\$36,846	INCLUDED	\$36,846	not provided	not provided	not provided	(-)Lacking proposal submission page. (-)Significant references to "Plan Update" and meeting MDNR requirements. (-)Does not reference capital improvement / maintenance schedule.
JIMA Studio	\$41,020	INCLUDED	\$41,020	\$175	\$150	not provided	(+) Includes bi-weekly progress meetings with staff. (-)references to existing "Plan Update" (+) High focus on community engagement

COMPANY NAME	BASE PRICE	MDNR COMPLIANCE OPTION	TOTAL WITH OPTION	PER HOUR PRINCIPAL	PER HOUR ARCH OR PROJECT MANAGER	PER HOUR ADMIN	NOTES
Niagra Murano	\$93,950	NOT ADDRESSED	(?)	\$235	\$160	\$90	(-)Heavily focused on concept project design (-)Has a separate Engineering fee schedule
LOGOS	\$95,575	NOT ADDRESSED	(?)	not provided	not provided	not provided	(-) No mention of MDNR requirements (-) Does not reference capital improvement / maintenance schedule (-) \$4500 in travel costs (out of state)

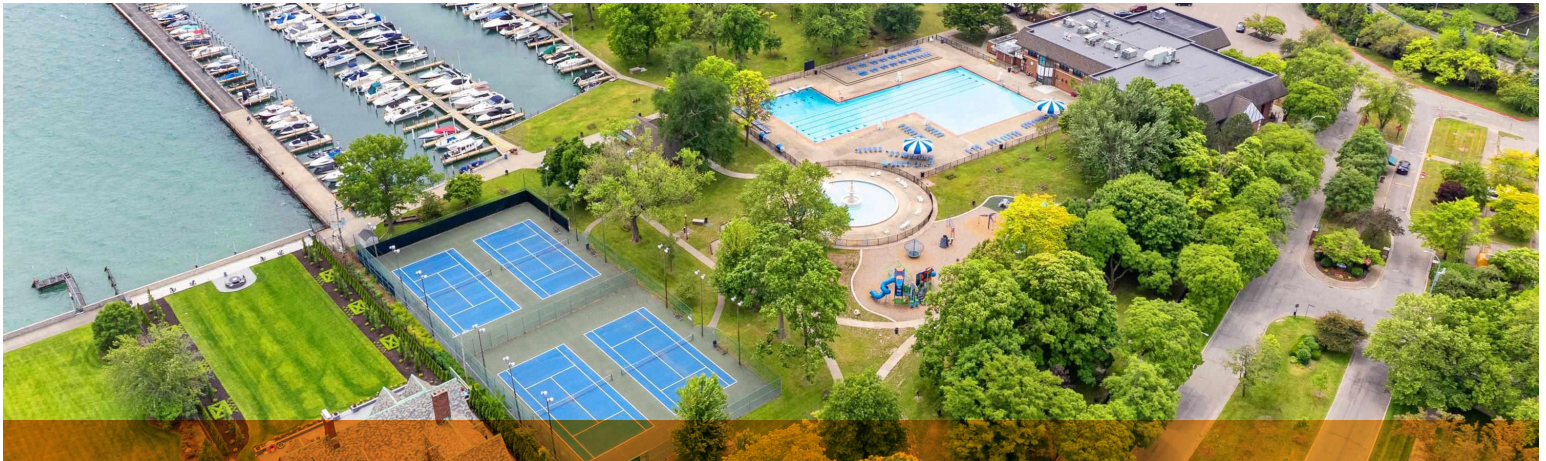


Qualifications & Proposal for

# Five Year Parks & Recreation Plan

**Client** City of Grosse Pointe Park (Michigan)

**Due Date** Thursday, July 31, 2025



**"This planning effort comes at a pivotal moment. Grosse Pointe Park's distinct structure—with two premier, resident-only parks at the core of its recreation system—requires a plan with a thoughtful strategy for maintaining system assets and creating a pipeline for future capital improvements."**

Patrick Droze, PE, Principal at OHM Advisors



# Cover Letter

DEAR MS. PAPARELLI,

Grosse Pointe Park's park system plays a vital role in shaping the City's quality of life, supporting community identity, and offering residents a place to connect, recharge, and stay active. As the City looks to the future, the development of a thoughtful, actionable 5-Year Parks and Recreation Plan presents an opportunity to build on these strengths—ensuring that Windmill Pointe Park, Patterson Park, and future spaces continue to meet evolving needs while positioning the City to pursue strategic investments and potential funding.

This planning effort comes at a pivotal moment. Grosse Pointe Park's distinct structure—with two premier, resident-only parks at the core of its recreation system—requires a plan with a thoughtful strategy for maintaining system assets and creating a pipeline for future capital improvements. By grounding the plan in community values, asset data, and long-term sustainability, the City can continue to enhance its recreational offerings while strengthening its case for future funding support, including local, state, and philanthropic funding.

The attached work plan outlines a five-phase approach designed to help the City chart a clear path forward. It includes:

- A thorough review of existing facilities and operational context;
- Data-informed asset and lifecycle assessments to guide decision-making;
- Meaningful and inclusive engagement with the Grosse Pointe Park community;
- Development of achievable goals, a prioritized capital improvement plan, and a long-term maintenance strategy;
- And preparation of an actionable plan that can be utilized in seeking grant and philanthropy supported funding.

Throughout this process, OHM Advisors will work closely with City staff and other stakeholders to ensure that our recommendations are grounded in local priorities and tailored to the City's unique parks system. Our goal is to support Grosse Pointe Park in developing a plan that is visionary, realistic, and ready for implementation. We're excited to support the City's efforts and ready to contribute to the continued growth and vitality of Grosse Pointe Park.



Pat Droze, PE  
*Principal, OHM Advisors*

# Table of Contents

## PAGE LOCATOR

<b>PROPOSED APPROACH</b> .....	<b>4</b>
<b>PROPOSED WORK SCHEDULE</b> .....	<b>6</b>
2.1 Work Plan & Deliverables .....	7
<b>PREVIOUS PROJECT EXPERIENCE</b> .....	<b>13</b>
<b>COMPANY PROFILE</b> .....	<b>17</b>
4.1 Who We Are & Our Expertise .....	18
4.2 Organization Chart .....	19
4.3 Key Personnel Resumes .....	20
<b>TIMELINE</b> .....	<b>25</b>
<b>REFERENCES</b> .....	<b>28</b>
<b>FEES</b> .....	<b>30</b>
7.1 Hourly Cost Breakdown & Reimbursables .....	31
7.2 Not-to-Exceed Fee .....	32
<b>EXHIBITS</b> .....	<b>33</b>
8.1 Cost Proposal (Exhibit A) .....	34
8.2 Proposal Submission (Exhibit B) .....	35



# PROPOSED APPROACH

# Project Understanding

## OUR UNDERSTANDING

Parks and recreation assets are a key component to the high quality of life enjoyed by Grosse Pointe Park residents and are central to the City's continued attractiveness. The City's facilities provide a variety of opportunities for residents to stay active, meet neighbors, and have fun. As the City of Grosse Pointe Park is seeking a comprehensive and actionable 5-Year Parks and Recreation Plan that reflects the community's values, addresses current and future needs, and positions the City to pursue funding opportunities. However, Grosse Pointe Park is unique in that their two primary recreational assets, Windmill Pointe Park and Patterson Park, are privately operated and accessible only to City residents. While this presents a distinct planning context, it also offers an opportunity to demonstrate how these parks serve the City's interest and long term goals.

The comprehensive 5-Year Parks and Recreation Plan will document the City's current park assets and identify future investments to maintain and enhance the appeal and functionality of its parks. While Windmill Pointe Park and Patterson Park are city-owned, their resident-only access model presents a unique planning context. As such, the plan will thoughtfully explore how these parks can continue to serve residents while identifying opportunities to improve accessibility and equity. The plan will be developed in alignment with Michigan Department of Natural Resources (MDNR) planning guidelines, recognizing that while full grant eligibility may be impacted by access limitations, the City can still benefit from a strategic, MDNR-compliant plan that positions it to pursue funding where feasible and appropriate.

Our team will work closely with City staff, the Grosse Pointe Park Foundation, and other stakeholders to ensure the plan reflects community priorities and includes a clear, actionable path to implementation.

By prioritizing improvements based on condition, usage, and replacement needs, the City can allocate resources more effectively and build a practical, forward-thinking capital improvement plan. This positions Grosse Pointe Park to secure funding with a clear view of long-term costs and benefits, while proactively preserving the value and functionality of Windmill Pointe and Patterson Parks.

Our team is committed to delivering a plan that is visionary yet practical, rooted in community values, and ready for implementation through the following key strategies:

### **Utilize a Data Driven Planning Process**

OHM Advisors will use a variety of data sources to assess trends, patterns of use, asset location and condition, equity concerns, and prioritization of projects to ensure a feasible plan is developed.

### **Meaningful Engagement with the Community**

Through a variety of engagement techniques, OHM Advisors will develop a shared vision for parks and recreation programs and facilities. It is essential to understand how each facility is being used and what vision the community has for its park infrastructure.

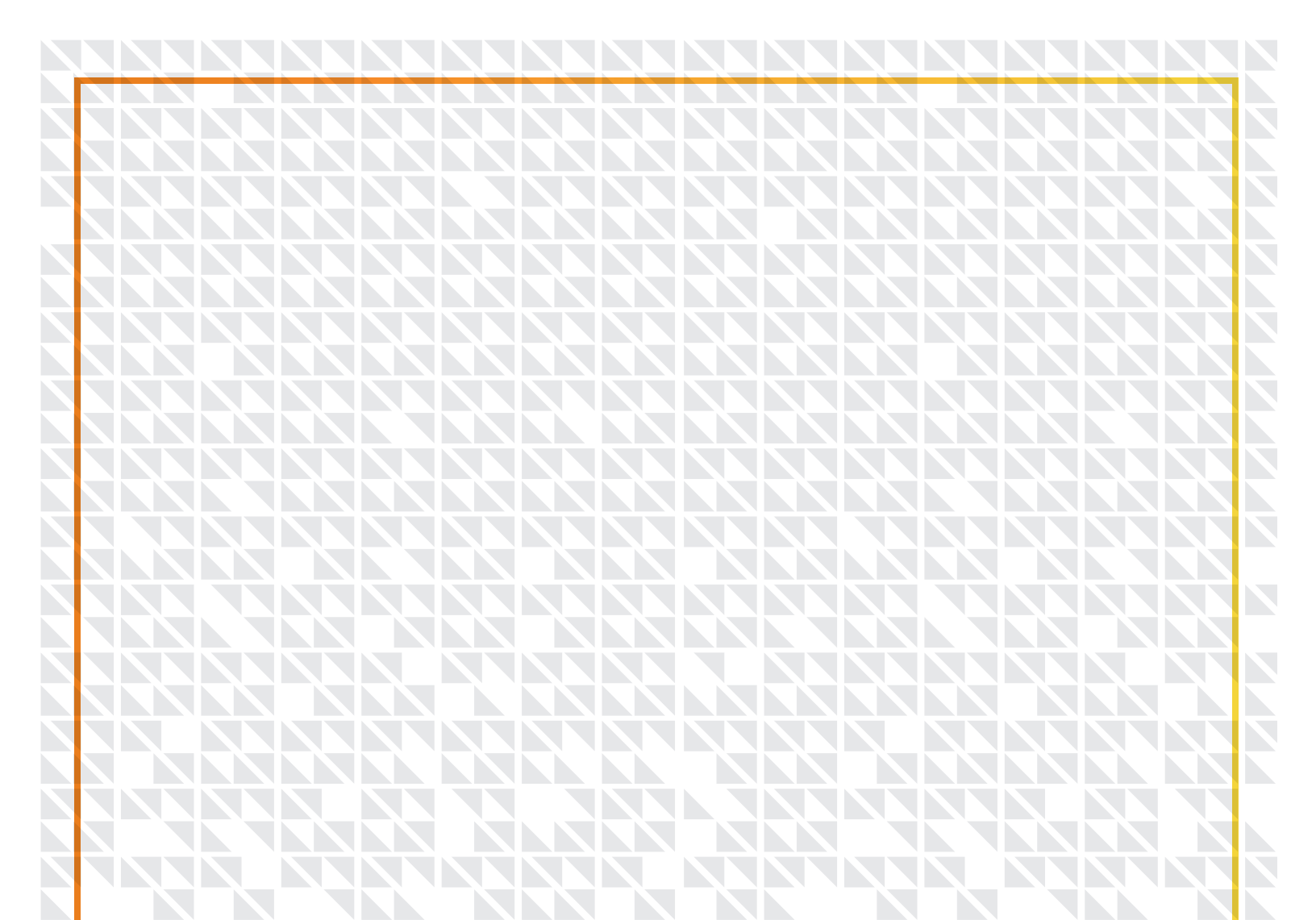
### **Provide a Clear Vision**

OHM Advisors will ensure a clear and actionable vision for the future of Grosse Pointe Park's parks and recreation system: one that reflects the community's values, responds to evolving needs, and supports long-term investment. The vision will ensure that the City's resources are aligned with a roadmap for enhancing recreational opportunities, maintaining critical infrastructure, and pursuing funding with confidence and clarity.

### **Develop Feasible Recommendations**

The plan will include feasible steps that support the desires of Grosse Pointe Park residents while ensuring long-term financial sustainability. Recommendations will be grounded in asset lifecycle data and aligned with available resources and funding opportunities.





PROPOSED  
WORK  
SCHEDULE



# Work Plan & Deliverables

## PLAN OF ACTION

Our Work Plan is structured around five key phases, each aligned with the RFP's scope and deliverables:

### Phase 1: Project Initiation & Background Review

This phase will establish the foundation for a successful project by aligning expectations, confirming deliverables, and initiating collaboration with City staff. The Parks & Recreation Master Plan will require adept project management to promote coordination between all stakeholders, execution of meaningful engagement, and effective communication to the client and the community. The purpose of this task is to set the stage for a successful project, ensuring the project advances with an effective rhythm of client engagement and oversight.

### 1.1 Kickoff Meeting (Internal)

OHM Advisors will facilitate a kickoff meeting with City Manager and staff and Parks & Recreation staff to review project goals, communication protocols, deliverables, and the project schedule. Some existing conditions research will be reviewed, and an interactive visioning session will be conducted to discuss issues and opportunities that will inform the development of the plan.

### 1.2 Public Engagement Plan

Task 3 in this proposal is an outline of OHM Advisors' planned approach to public engagement. Working closely with City staff, OHM will refine this approach into a public engagement plan. This will include timelines, engagement tools, roles, and a list of key stakeholders. OHM Advisors will collaborate closely with City staff to maximize outreach through both in-person and digital methods.



## 2.1 Work Plan & Deliverables

### WORK PLAN & DELIVERABLES CONTINUED...

#### 1.3 Project Progress Meetings

We recommend 30-minute bi-weekly virtual check-ins with City staff to ensure alignment, track progress, and address any emerging issues.

#### 1.4 Background Review

OHM Advisors will request information about any relevant recent improvements, such as asset location, material, installation year, and maintenance history where available. These details will be factored into the data gathered throughout Task 2. The project team will also review available previous information for the City, including previous planning reports. The documents to be reviewed will include at a minimum:

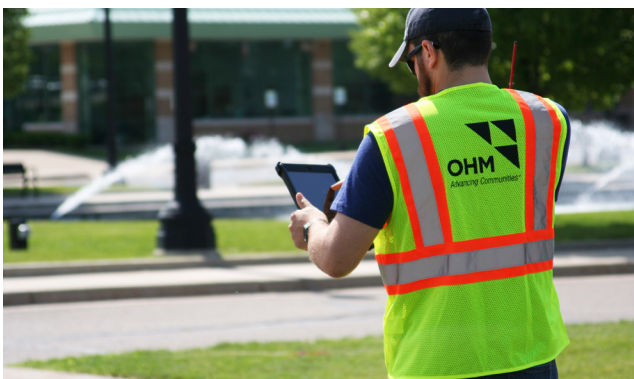
- Master Plan
- City Capital Improvement Plan (CIP)
- Any relevant parks documents, budgets, or maintenance history

#### Task 1 Deliverables

Kick-off Meeting Summary

Public Engagement Plan

Progress Meeting Notes



Mapping parks and facilities with GIS to support smarter planning and improve access citywide.



### Phase 2: Inventory & Needs Assessment

The Inventory and Needs Assessment phase will establish the technical foundation required to create an informed Parks and Recreation Master Plan. OHM Advisors will work closely with City staff to understand the park system's operations, maintenance, and planning. This phase will also include an analysis of current conditions and emerging trends that will shape the plan's guiding principles, including asset management, level of service, and unmet needs.

#### 2.1 Asset Inventory & Condition Assessment

OHM Advisors will conduct a detailed inventory of park assets using GIS-based tools (e.g., playgrounds, athletic courts, restrooms, lighting, signage). The project team will mark geolocated data points for park amenities, evaluate each asset's condition using a standardized 5-point scale (Excellent to Failure), and gather photo documentation. Assets will be integrated into GIS to support spatial analysis and future maintenance planning. An ADA accessibility assessment will be completed using aerial imagery and on-site field observations. The OHM team will conduct a tour of the City parks and verify conditions and additional information.

#### 2.2 Lifecycle Analysis & Risk Prioritization

Each asset will be evaluated for estimated remaining useful life and replacement cost. OHM Advisors will perform a lifecycle cost analysis to identify high-risk or high-priority assets. This will inform the development of a capital improvement schedule that balances urgent needs with long-term sustainability.

#### 2.3 Recreation Facilities & Asset Mapping

Using GIS technology, we will develop a comprehensive map of the specific recreation facilities within Windmill Pointe Park and Patterson Park. This will include geolocated data points for amenities such as playgrounds, athletic courts, restrooms, signage, and lighting. In addition, larger facilities such as the Lavins Activity Center, gymnasium, ice rink, and theatre will be included in the inventory and mapped as distinct asset types. These facilities will be documented with consideration for their operational context, including fee structures and access limitations, to support future planning and lifecycle analysis. A 10-minute walkshed analysis will be conducted to evaluate park service coverage across the city.



## 2.1 Work Plan & Deliverables

### WORK PLAN & DELIVERABLES CONTINUED...

#### 2.4 Parks System & Demographics Analysis

OHM Advisors will review demographic data and analyze trends relevant to recreation planning, including age distribution, household types, and population shifts to better understand current and future needs. As part of this task, OHM Advisors will complete a level of service (LOS) evaluation to assess how existing facilities meet the needs of the community and identify any service gaps based on national benchmarks and peer communities. Additionally, regional amenities will be inventoried to understand how Grosse Pointe Park's offerings compare to neighboring communities, helping to identify opportunities for strategic investment and ensuring the City remains competitive in attracting and retaining residents.

#### 2.5 Technical Analysis Memo

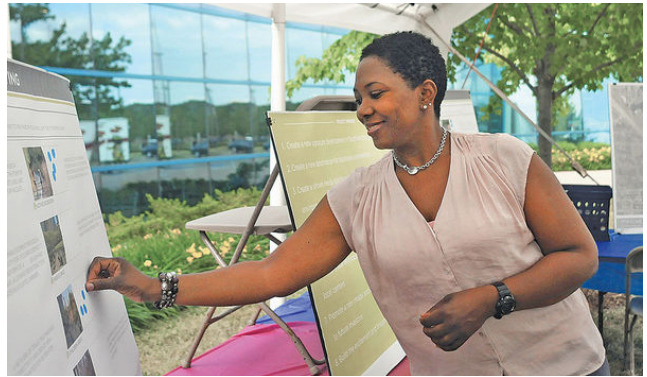
At the conclusion of Task 2, OHM Advisors will compile a comprehensive Technical Analysis Memo that synthesizes all key findings into a single, cohesive document. This memo will integrate GIS-based maps, level of service evaluations, lifecycle analysis results, and demographic data. The purpose of this deliverable is to provide City staff and stakeholders with a clear, data-driven foundation for the plan. The memo will highlight unmet needs, emerging opportunities, and priority areas for investment, serving as a bridge between technical assessment and actionable planning.

#### Task 2 Deliverables

GIS Asset Inventory Database  
(includes asset location points, condition, and photographic documentation.)

Park Inventory Maps  
(Citywide, 10-minute walkshed, and one for each park location.)

Technical Analysis Memo  
(includes maps, site assessment, benchmarking, and demographic trends.)



### Phase 3: Visioning & Concept Development

This phase will develop a Parks and Recreation Master Plan that reflects the values, priorities, and aspirations of the Grosse Pointe Park community. A meaningful and inclusive engagement process is essential to building a plan that is both visionary and grounded in local needs. OHM Advisors will lead outreach activities designed to gather input from a broad cross-section of residents and stakeholders. By encouraging participation from the outset, the planning process will foster a sense of shared ownership and support for the final recommendations.

#### 3.1 Community Meeting #1 – Needs & Aspirations

The first meeting will focus on gathering input from residents on the usage, goals, vision, and core values for Grosse Pointe Park's recreation facilities. The input from the Community Meeting will be summarized and compiled into a memo, along with the findings from the online survey.



## 2.1 Work Plan & Deliverables

### WORK PLAN & DELIVERABLES CONTINUED...

#### 3.2 Paper/Online Survey

OHM Advisors and the City will collaborate on crafting a community survey. The survey will be hosted by OHM Advisors and available to all residents. The survey will remain live for a multi-week period that coincides with Community Meeting 1. A summary report of the survey will be shared with the City prior to the Client workshop.

#### 3.3 Engagement Summary Memo

OHM Advisors will compile a comprehensive Engagement Summary Memo that synthesizes the input gathered through Community Meeting #1 and the online survey. This memo will distill key themes, priorities, and concerns expressed by residents and stakeholders, providing a clear picture of the community's values and aspirations for its parks and recreation system. The summary will also highlight areas of consensus and divergence, helping to inform the development of goals, objectives, and draft recommendations in the next task. This document will serve as both a standalone reference and a foundational component of the final plan's community engagement chapter.

#### 3.4 Client Workshop –

##### Goals & Objectives Development

This phase will begin with a workshop with the client team to review feedback received during Community Meeting #1. Using this input, OHM will facilitate conversation to explore the goals and objectives for the Department which will be sustained through the next five years. At the conclusion of this meeting, preliminary goals and objectives will be formed and utilized to advance the planning process.

#### 3.5 Community Meeting #2 –

##### Park Improvements Review & Design Workshop

The second meeting will allow residents to provide feedback on the draft plan recommendations and assist in the prioritization of projects. Residents will be allowed to attend community meetings in person and online. Findings from this meeting will be added to the engagement summary memo and form the community engagement chapter in the final plan document.

### Task 3 Deliverables

Client Workshop Presentation

Engagement Summary Memo

Community Meeting #1

Paper/Online Survey

Community Meeting #2

### Phase 4: Action Plan & Funding Strategy

Using the outcomes of earlier phases, OHM Advisors will develop the framework for the Parks and Recreation Master Plan. Our process will consider and build on the technical analysis from the Discovery Task and the intuitive insight from the Community Engagement Task. Using this information, OHM Advisors will develop a plan framework that is holistic, responsive, innovative, and actionable. These concepts will be tested with the client team and community to align the plan with shared aspirations, plan for needed maintenance and improvements, and set the stage for future funding.

#### 4.1 Preliminary Park Improvement Plans

OHM Advisors will utilize feedback from the client team and community to organize potential improvements into an improvement plan for Windmill Pointe Park and Patterson Park. On a park level, this plan will recommend the required maintenance, potential improvements, and modifications for improved park function. Other considerations will include the system-wide needs assessment, site-level conditions assessment, and feedback from the community. The preliminary plan will be compiled into a presentation and reviewed with the client and task force.

A bold, actionable framework built on technical analysis and community input—guiding future improvements, maintenance, and funding for Windmill Pointe and Patterson Parks.



## 2.1 Work Plan & Deliverables

### WORK PLAN & DELIVERABLES CONTINUED...

#### 4.2 Draft Plan Preparation

A draft plan will be prepared in accordance with MDNR guidelines and shared with the City for review. Six core elements will be included in the final plan. OHM Advisors will complete the following sections to deliver a complete and actionable report:

1. Community Description
2. Administrative Structure
3. Recreation Inventory & Analysis
4. Goals & Objectives
5. Action Program, Capital Improvement Schedule & Funding
6. Description of the Public Input Process

The plan format will be graphically engaging and be designed to communicate to a wide audience. This plan will be completed to a draft level, then shared with the client and task force for review and comment.

#### 4.3 Capital Improvement Plan with Lifecycle Prioritization

Building on the asset inventory and lifecycle analysis, OHM Advisors will develop a phased Capital Improvement Plan (CIP) that aligns the current asset conditions, community priorities, and potential funding availability. The CIP will include cost estimates for repair, replacement, and new construction of the proposed park amenities based on local and industry-standard unit costs, and will be structured to support both short-term actions and long-term investment planning. This will serve as a guide for the City to prioritize future investments in the parks and identify specific funding sources to address the needs.

#### 4.4 Maintenance & Sustainability Guidelines

To support the long-term stewardship of park assets, OHM Advisors will provide maintenance and sustainability guidelines tailored to the City's operational capacity. These guidelines will include preventive maintenance schedules for key asset types and a decision-making framework to help City staff determine when to repair, replace, or retire aging infrastructure.

#### 4.5 Funding Alignment

OHM Advisors will identify potential funding sources, including grants, philanthropic partnerships, and public-private collaborations. The plan will demonstrate how the asset management data and community engagement outcomes can be leveraged to strengthen funding applications and support long-term financial planning.

#### Task 4 Deliverables

Draft Plan Document (PDF)

Action Plan Matrix



- ▲ A clear, community-driven plan
- ▲ aligning park improvements,
- ▲ funding strategies, and long-
- ▲ term maintenance for a more
- ▲ sustainable and accessible future.



## 2.1 Work Plan & Deliverables



### WORK PLAN & DELIVERABLES CONTINUED...

#### Phase 5: Final Plan & Adoption

During this task, OHM Advisors will finalize the master plan into a concise, easy-to-understand, visually appealing formatted document. In addition to establishing an action strategy for the next five (5) to ten (10) years, the plan will also include the finalization of concept improvement plans for each park, opinions of cost for improvements, prioritization of improvements, and potential grant funding options. This outcome will be a list of recommendations and tactics outlined in a Strategy Matrix that will guide their implementation within the Parks Department, City of Grosse Pointe Park, and its partners. The final draft plan will be prepared in accordance with MDNR guidelines and shared with the City for review.

#### 5.1 Final Plan Preparation

Following review of the draft plan, OHM Advisors will incorporate all revisions and finalize the document. The final plan will include all required MDNR components, updated graphics and maps, and a clearly organized strategy matrix outlining goals, actions, timelines, and responsible parties. The plan will be designed to be both visually engaging and easy to navigate for a wide range of audiences.

#### 5.2 Presentations

To support the adoption process, OHM Advisors will present the final plan to the Recreation Commission and the City Council. These presentations will summarize the planning process, highlight key recommendations, and demonstrate how community input and technical analysis informed the final outcomes.



#### 5.3 Draft 30-Day Review Period

In accordance with MDNR guidelines, the draft plan will be made available for a 30-day public review period. OHM Advisors will assist the City in preparing materials for public access and will be available to respond to questions or comments that arise during this time.

#### 5.4 Final Adoption & Deliverables

Upon completion of the review period and any final revisions, OHM Advisors will deliver the final plan in both print and digital formats. This will include eight (8) bound copies, a high-resolution PDF, and all supporting digital files such as editable documents, GIS data, and graphics.

#### Task 5 Deliverables

Final Plan Document (8 Bound Copies + PDF)

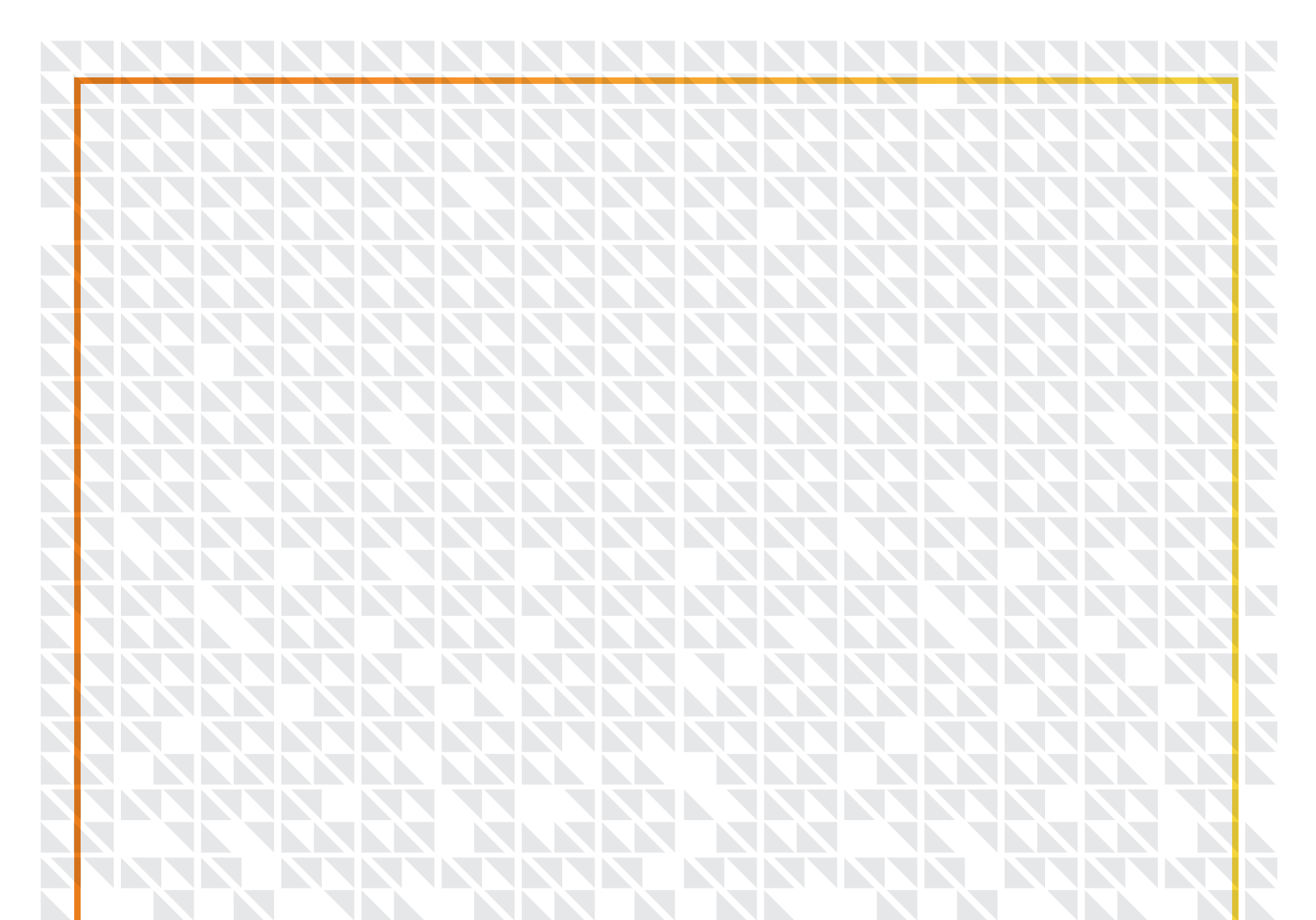
Digital Files (Word, PDF, GIS, etc.)

Assist in the 30-day Review Period

Presentation Materials for Advisory Board  
& City Council

A bold, actionable master plan—designed for clarity, community alignment, and MDNR eligibility—delivered with visuals, cost strategies, and a roadmap for adoption and implementation.





PREVIOUS  
PROJECT  
EXPERIENCE

# Projects & Clients

## OUR PORTFOLIO

### American Rescue Plan Act (ARPA) Parks Improvement Planning

Oakland County Parks

OHM Advisors was hired to facilitate community engagement, prepare conceptual plans, and complete high-level cost estimates for three Oakland County Parks to support a funding request to the County Board of Commissioners for up to \$10 million in American Rescue Plan Act (ARPA) funding.

In the short span of two months, our staff held six focus group meetings, managed three online surveys, developed plan-view conceptual drawings, collected precedent imagery for the proposed park improvements, and calculated the estimated construction costs for each park. These deliverables were packaged into a final report, which included a summary of previous community parks planning within the County parks' service areas and a thorough analysis of the survey data. Additionally, midway through this effort, Oakland County Parks requested additional conceptual drawings for another county park and three community parks for which the department is seeking to support financially.

#### Client Contact

Oakland County Parks (Michigan)  
Melissa Prowse, Manager  
T (248) 249-2801



This plan included actionable steps that supported the family-oriented community and local businesses and was designed to complement private investment in the community.

### Southfield 5-Year Parks & Recreation Master Plan

City of Southfield (Michigan)

The Parks and Recreation Department hired OHM Advisors to assist with the development of City's Parks and Recreation 5-Year Master Plan. This document provided the strategic plan for investment into parks and recreation for the following 5-year period. Recommendations were developed through close coordination with the Parks and Recreation Department, internal and external stakeholders, and open comment from the general public. The plan achieved high engagement metrics for a defined engagement period and positions the City for granting opportunities from the Michigan Department of Natural Resources (MDNR) and other sources.

#### Client Contact

City of Southfield (Michigan)  
Terry Fields, Director  
T (248) 309-1154

### Sidney Parks & Recreation Master Plan

City of Sidney (Michigan)

The OHM Advisors' team successfully developed a comprehensive Parks and Recreation Master Plan for the City of Sidney, focusing on enhancing the quality of life for its residents through improved parks and recreational opportunities. The project placed significant emphasis on community engagement, and clear implementation strategies grounded in individual parks master plans. The project resulted in a dynamic strategic action plan designed to guide the city's parks and recreation services over the next ten years. OHM Advisors (prime) together with PROS Consulting created a clear and realistic strategic action plan that provided a roadmap for the long-term success and financial sustainability of Sidney's parks, recreation programs, and facilities.

#### Client Contact

City of Sidney (Michigan)  
Andrew Bowsher, City Manager  
T (937) 498-8110



## 3.1 Projects & Clients



### PROJECT & CLIENTS CONTINUED...

#### **Kalamazoo Parks & Recreation Plan**

City of Kalamazoo Parks & Recreation

The Kalamazoo Parks and Recreation Department brought on OHM Advisors to assist with the five-year update of its Parks Master Plan building on the ten strategic goals identified in the City's Master Plan. The Parks and Recreation Plan is developing recommendations for the next five years using input from the community, a city-wide equity analysis, and a focus on feasibility.

The Plan's recommendations are broken into two categories: department wide projects and park specific projects. OHM Advisors has developed recommendations for the overall Parks and Recreation department that will help guide the priorities of the department for capital improvements, accessibility, marketing, staffing, and growth. Additionally, the Plan identifies specific improvements to parks that are needed to meet the needs of the community. These improvements are based on the desires of neighbors and the changing recreation preferences of the community.

#### **Client Contact**

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City of Kalamazoo Parks & Recreation (MI)  
Ashton Anthony, Deputy Director  
T (269) 337-8295

#### **Parks & Recreation Master Plan (PRMP)**

City of Dublin

OHM Advisors, working with PROS Consulting, crafted a Parks and Recreation Master Plan (PRMP) for the City of Dublin, a 50,000-person community in Central Ohio. The key focus areas of this plan included parkland, recreation facilities, recreation services, park and recreation operations, and financing. Here are some of the notable findings within these areas.

The Dublin PRMP was a document that provided an inclusive framework for orderly and consistent planning, acquisition, development, and administration of the parks and recreation resources, programs, and facilities in the community. It served as a framework for planning, developing, rehabilitating, and maintaining Dublin's parks, open spaces, recreation facilities, and programming. OHM Advisors calibrated the plan to Dublin's rich history, including the traditions of indigenous peoples such as the Hopewell culture, which called the area home, as well as the settlers who followed. The PRMP built on this proud history as it looked to the community's future parks and recreation needs.

This plan detailed the current state of the system and outlined plans for future improvements and investments based on a comprehensive assessment of community priorities and values. Community input was collected via focus groups, key leader and stakeholder interviews, open public forums, a community online survey, and a statistically valid survey. The information gathered from the community engagement process was combined with technical research to produce the final Master Plan.

#### **Client Contact**

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City of Dublin (Ohio)  
Matt Earman, Director of Parks & Recreation  
T (614) 410-4710

An inclusive, community-driven framework for enhancing Dublin's parks, open spaces, and recreation facilities.





### PROJECT & CLIENTS CONTINUED...

#### **Ann Arbor Parks & Recreation Asset Management**

City of Ann Arbor

The City of Ann Arbor is home to 2,210 acres of parkland, 163 park properties, and 1,400 acres of natural areas. The city's commitment to green space is evident as parks and open spaces make up approximately 11.6% of the city's available land space. OHM Advisors is currently working with the city to develop an Asset Management Plan to assess existing assets, develop prioritized short-, medium-, and long-term capital improvement projects, and optimize city resources at its park facilities. Inclusive of extensive community and stakeholder engagement, the project is intended to capture the current state of the parks and recreation facilities within Ann Arbor and align on the deployment of a software solution to guide necessary improvements over time.

The project includes the development of a GIS-based asset inventory and condition assessments of park amenities. These assessments were used to determine the remaining usable life for park assets and contribute to a deeper understanding of the lifecycle and replacement costs to inform the capital improvements list.

Our team is also analyzing the current level of service for the parks system and working to establish target levels of service that represent best practices from the National Recreation and Park Association and the American Planning Association.

An essential component of the implementation of an asset management program is the identification of viable funding sources. Our team is developing a funding strategy, aligned with the city's other strategic planning initiatives, to ensure operations, maintenance, and necessary improvements are grounded in funding realities.

#### **Client Contact**

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City of Ann Arbor  
Adam Fercho, Park Planner  
T (734) 794-6110





# COMPANY PROFILE

# Who We Are & Our Expertise

## OUR MISSION

We are a team of 800+ people from different backgrounds in twenty-six (26) different cities across Michigan, Ohio, Tennessee, Kentucky, Indiana, Florida, and Pennsylvania, striving to use our combined expertise and talents to continually advance the communities we serve. Since our founding in 1962, we've stayed true to our roots—our people, our values and our mission—as we cultivate innovative solutions for the future. It's where we start in every client relationship, working together today to make tomorrow better.

## SERVICES & CAPACITY

We believe that something incredible grows out of a team of experts with individual specialties, working together toward tomorrow. Ideas with bigger impact. Creative solutions from a broader perspective. And limitless imagination to innovate for our clients.

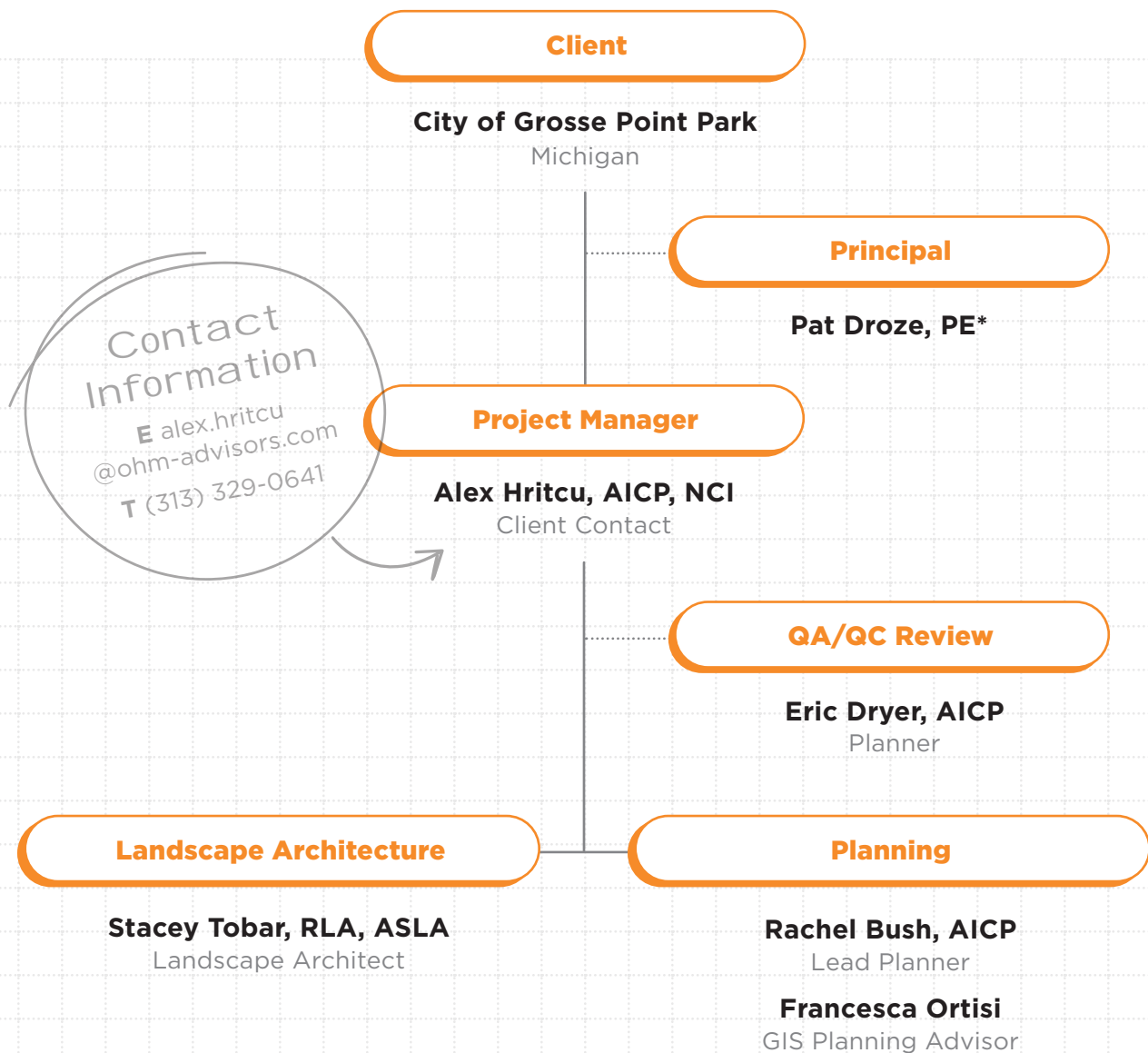
Discipline	Total Staff
Architecture	33
Construction Engineering	160
GIS & Innovative Technologies	14
Landscape Architecture & Urban Design	23
Mechanical, Electrical & Plumbing Engineering	20
Municipal Engineering	153
Planning	21
Surveying	85
Transportation	101
Water & Ecological Environmental	70
Support Services & IT	83
CADD Technicians	94



# Organization Chart

## STRUCTURE & COMMUNICATION

Our mission-driven team works collaboratively across multiple service areas, including architecture, engineering, planning, urban design and landscape architecture, surveying, and construction engineering, to create better places for people.



\*KEY PERSONNEL — RESUME INCLUDED



## 4.3 Key Personnel Resumes

WITH OHM ADVISORS SINCE 2025 | 15 YEARS PRIOR EXPERIENCE



### Education

Master of Urban Planning at Wayne State University (2008)

B.A. in Urban Studies at The University of Tennessee, Knoxville (2005)

### Certification(s)

American Institute of Certified Planner (AICP), #244133  
National Charrette Institute (NCI)

### Alex Hritcu, AICP, NCI

Project Manager

Alex is a multidisciplinary planner and leader with experience in urban planning, zoning, and economic development. He has led municipal master plans, zoning ordinance rewrites, parks and recreation master plans, and downtown strategies across Michigan, Colorado and Tennessee. A member of the American Institute of Certified Planners and National Charrette Institute, he brings a balanced public-private perspective to creating resilient, community-driven plans.

### RELEVANT PROJECT EXPERIENCE

#### **Parks & Recreation Master Plan (Morton Township, MI)\***

Senior Planner; Coordinated public engagement and facility assessments to craft a 5-year parks and recreation strategy supporting state grant eligibility.

#### **Parks & Recreation Master Plan (Village of Port Sanilac, MI)\***

Project Manager — Led planning and community engagement for recreation improvements, enabling access to state and federal grant funding.

#### **Comprehensive Master Plan (Almont Township, MI)\***

Project Manager; Led the development of the comprehensive long-range land use plan, aligning township growth with infrastructure capacity and public input. Resulting in a plan that balances growth and preservation of agricultural rural areas.

#### **Comprehensive Master Plan (Morton Township, MI)\***

Project Manager; Managed all aspects of the township's comprehensive plan, focusing on sustainable land use, housing, and rural preservation.

#### **Comprehensive Master Plan (Antrim Township, MI)\***

Project Manager; Directed the update of the township's master plan with a strong emphasis on farmland protection and managed growth.

#### **Comprehensive Master Plan (Bennington Township, MI)\***

Project Manager; Led the comprehensive land use inventory and updated the township's vision and planning framework to preserve natural features and commercial corridor.

#### **Comprehensive Master Plan (Woodhull Township, MI)\***

Project Manager; Oversaw land use mapping, demographic analysis, and community outreach to guide township development over the next 20 years.

*\*Completed prior to OHM Advisors*



## 4.3 Key Personnel Resumes



### Education

Master of City & Regional Planning, University of Oklahoma (2013)

Bachelor of Science in Biology, University of Michigan (2010)

### Certification(s)

American Institute of Certified Planners, #029160

### Eric Dryer, AICP

Planner & QA/QC Reviewer

Eric is a Detroit-based planner with a passion for improving communities through targeted and coordinated investments, specifically by enhancing the sustainability of transportation systems through improved options for multi-modal travel. He brings a data and design-driven approach to helping communities determine the best way for multi-modal, non-motorized, and transit system improvements to be implemented.

Recently, Eric led the City of Detroit's E. Warren/Cadieux Neighborhood Framework Plan and is leading the SMART Park and Ride Design Study. He has also led transportation, non-motorized, and transit planning studies in Westland, Grayling, Lansing, and for the Huron Clinton Metroparks.

### RELEVANT PROJECT EXPERIENCE



#### **Kalamazoo Parks & Recreation Plan; City of Kalamazoo Parks & Recreation (Kalamazoo, MI)**

Project Manager; Responsible for developing an equitable and community input focused framework to guide investment in the parks system over the next five years. OHM Advisors has conducted an extensive community engagement process that relies on both in-person and digital tools to gather input from residents. This input is paired with a technical planning analysis that identifies the deficiencies in the parks system. Recommendations will attempt to address these deficiencies and set up the department to attract more users to the parks.

#### **E. Warren/Cadieux Neighborhood Framework Plan; City of Detroit (Detroit, MI)**

Project Manager for plan that focused on developing strategies within four specific issue areas of the neighborhood: Neighborhood Stabilization, Commercial and Mixed-Use Development, E. Warren Streetscape, and Parks and Open Space. Concepts were developed for each of the focus areas to guide investments in the neighborhood.

#### **Roosevelt Park Improvements; City of Detroit (Detroit, MI)**

Transportation Planner; Responsible for providing non-motorized transportation options that connect to and travel within Roosevelt Park. OHM Advisors led a full redesign of the park and included three meetings with the community. The engagement helped to provide the design team with valuable input on what improvements and amenities the community desired for the park; both for the short term and long term.



## 4.3 Key Personnel Resumes

WITH OHM ADVISORS SINCE 2024 | 30 YEARS PRIOR EXPERIENCE



### Education

Master of Urban Planning, Wayne State University (2001)

Bachelor of Landscape Architecture, Michigan State University (1995)

### Registration(s)

Registered Landscape Architect: MI, #3901001325 (2021)

### Stacey Tobar, RLA, ASLA

Landscape Architect

Stacey is a landscape architect and urban designer who is passionate about people and their outdoor environment that resonate in the complexities of creating memorable spaces, especially in the urban fabric. Her range of projects include urban parks and plazas, downtown streetscapes, upper education and corporate campuses, and multi-acre parks. The discovery process with each project leads to an attentive design with respect to neighborly context reflective of the history and culture of its people.

### RELEVANT PROJECT EXPERIENCE

#### Sylvan Glen Park Phase II; City of Troy (Troy, MI)

Landscape Architect; New playground with two sets of play elements for ages 5 to 12 years old. The playscape has synthetic turf, naturalized park edges, and a pavilion. Project was bid and came in below estimated budget. Construction starts this Spring 2025.

#### Broughton Road Traffic Study & Visualizations; Macomb Township (Macomb Township, MI)

Traffic study for the extension of Broughton Road from 24 ½ Mile south to 23 Mile. The Township vision for the proposed extension included roadway features that align with the planned Downtown “main street” feel of the future roadway. The study examined the potential traffic impacts of additional growth along the corridor and surrounding roadways and identified implementation opportunities to establish and reinforce the lower speed multimodal roadway envisioned by the Township. The study's focus included safety improvements to keep traffic moving, while reducing roadway speeds in the area and providing for safe operations for all users, including vehicles, pedestrians, and bicyclists. Following the traffic study, OHM Advisors developed 3D visualizations for Broughton Road from 24 Mile Road to 25 Mile Road. The visualizations show a conceptual design for new development planned for the Broughton Road Corridor, which includes a string of roundabouts along Broughton Road.

#### Thomas Street Study; Farmington Downtown Development Authority (Farmington, MI)

Design study of Thomas St and adjoining parking area north of Grand River. Assessment of pedestrian circulation, organization of parking, and underutilized spaces. Considerations of stormwater management, pedestrian centric allocation of space were drivers in suggesting short term tactile applications that can be implemented in phases with the long-term goal to be implemented with future development. Deliverables included render concept plans, sections, and perspective vignettes.



## 4.3 Key Personnel Resumes



### Education

Master of Urban Planning, Wayne State University (2022)

Bachelor of Science in Environmental Science, Oakland University (2018)

### Certification(s)

American Institute of Certified Planners (AICP)

### Rachel Bush, AICP

Lead Planner

As an engineer in the Environmental and Water Resources Group, Lucas' responsibilities relate to drainage studies and water and sewer asset management planning. He is currently responsible for performing hydrologic and hydraulic calculations and computations for a variety of transportation related drainage and water crossing design. He is also responsible for collecting and analyzing water and sewer system asset attribute data, developing water distribution and wastewater collection models, and developing asset management plans with a focus on capital improvement planning.

### RELEVANT PROJECT EXPERIENCE

#### ★ **Kalamazoo Parks & Recreation Plan; City of Kalamazoo Parks & Recreation (Kalamazoo, MI)**

Lead Planner; Responsible for developing an equitable and community input focused framework to guide investment in the parks system over the next five years. OHM Advisors has conducted an extensive community engagement process that relies on both in-person and digital tools to gather input from residents.

#### ★ **American Rescue Plan Act (ARPA) Parks Improvement Planning; Oakland County Parks (Oakland County, MI)**

Planner; Facilitated six focus group sessions, designed surveys, and synthesized community priorities identified in the surveys to assemble improvement strategies for three Oakland County Parks to leverage \$3 million in ARPA funds and promote park equity in communities disproportionately affected by COVID-19.

#### **Mack Avenue Streetscape Plan; Eastside Community Network (Wayne County, MI)**

Planner; A plan for improving Mack Avenue from Conner Street to Moross Road. Mack Avenue passes through Detroit, Grosse Pointe Park, Grosse Pointe, and Grosse Pointe Farms and lacks a cohesive identity between the four communities. This plan identifies streetscape improvements and a signage package that support the unique character of each community.

#### **Greater Warren/Conner Neighborhood Framework Plan; City of Detroit (Detroit, MI)**

Planner; This Neighborhood Framework Plan focuses on the development of feasible recommendations for the neighborhoods surrounding the Stellantis Jefferson Assembly Plant on the eastside of Detroit. The plan is built on technical analysis and community collaboration to produce a guide for implementing residential improvements, new commercial development, park and open space enhancements, and transportation and mobility updates.



## 4.3 Key Personnel Resumes

WITH OHM ADVISORS SINCE 2020 | 2 YEARS PRIOR EXPERIENCE



### Education

B.S. in Geography & Sustainable Planning – Environmental & Urban Development, Grand Valley State University (2020)

### Registration(s)

Professional Engineer: MI, #6201313235 (2023)

### Francesca Ortisi

GIS Planner Advisor

Francesca has an interest and educational specialization in sustainable urban development. She has applied this knowledge to engineering assistance in stormwater planning, transportation planning, and GIS watershed delineations. As the firm's GIS specialist, Francesca is responsible for addressing all internal support requests ranging in tasks from figure/map creation to updating GIS data according to as-built documents. A crucial part of Francesca's position is executing the labor needed to ensure that GIS data is updated to reflect the current system in place linking to the projects our engineers are conducting.

### RELEVANT PROJECT EXPERIENCE



#### **Kalamazoo Parks & Recreation Plan; City of Kalamazoo Parks & Recreation (Kalamazoo, MI)**

GIS Specialist; Responsible for developing an equitable and community input focused framework to guide investment in the parks system over the next five years. OHM Advisors has conducted an extensive community engagement process that relies on both in-person and digital tools to gather input from residents. This input is paired with a technical planning analysis that identifies the deficiencies in the parks system. Recommendations will attempt to address these deficiencies and set up the department to attract more users to the parks.

#### **Mack Avenue Streetscape Plan; Eastside Community Network (Wayne County, MI)**

GIS Planner; A plan for improving Mack Avenue from Conner Street to Moross Road. Mack Avenue passes through Detroit, Grosse Pointe Park, Grosse Pointe, and Grosse Pointe Farms and lacks a cohesive identity between the four communities. This plan identifies streetscape improvements and a signage package that support the unique character of each community.

#### **Greater Warren/Conner Neighborhood Framework Plan; City of Detroit (Detroit, MI)**

GIS Planner; This Neighborhood Framework Plan focuses on the development of feasible recommendations for the neighborhoods surrounding the Stellantis Jefferson Assembly Plant on the eastside of Detroit. The plan is built on technical analysis and community collaboration to produce a guide for implementing residential improvements, new commercial development, park and open space enhancements, and transportation and mobility updates. Each set of recommendations also includes opportunities to address sustainability, resiliency, and health equity in the community.





# TIMELINE



PROJECT SCHEDULE CONTINUED...

Phases, Tasks & Week of...	October 2025				November 2025					December 2025				January 2026				February 2026			
	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/23	11/30	12/7	12/14	12/21	12/28	1/4	1/11	1/18	1/25	2/1	2/8	2/15	2/22
<b>Phase 4: Action Plan &amp; Funding Strategy</b>																					
Preliminary Park Improvement Plans	████████████████████																				
Draft Plan Preparation	████████████████████																				
CIP with Lifecycle Prioritization	████████████████████																				
Maintenance & Sustainability Guidelines	████████████████████																				
Funding Alignment	████████████████████																				
<b>Task 5: Final Plan &amp; Adoption</b>																					
Final Plan Preparation				████████										████████							
Presentations						●						●									
Draft 30-Day Review Period											████████████████										
Final Adoption & Deliverables														████████							





# REFERENCES

# Client References

## OUR REPUTATION

Everything we do is grounded in the need to help communities solve problems and make places better for people. Not just today, but well into the future. Our singular focus puts the needs of people first in our solutions which drives our thinking and innovation from conception through completion—and guides us in everything we do.

Client	Contact Information
<b>City of Farmington</b>	<b>Chris Weber, Assistant City Manager</b> A 23600 Liberty Street Farmington, MI, 48335 T (248) 699-5147 E cweber@farmington.gov
<b>Oakland County Parks</b>	<b>Melissa Prowse, Planning &amp; Develop. Manager</b> A 2800 Watkins Lake Road, Waterford Township, MI 48328 T (248) 249-2801 E prowsem@oakgov.com
<b>City of Ann Arbor</b>	<b>Adam Fercho, Park Planner</b> A 301 E. Huron Street Ann Arbor, MI 48104 T (734) 794-6110 E afercho@a2gov.org





# F E E S

# Hourly Cost Breakdown

BUDGETING FOR SUCCESS

Phases & Tasks	A.	B.	C.	D.	E.	F.	Hours	Cost
<b>Phase 1: Project Kickoff</b>							<b>16</b>	<b>\$2,472</b>
1.1 Kickoff Meeting	1	1	1	0	0	0	3	\$547
1.2 Public Engagement Plan	0	0	1	0	0	0	1	\$125
1.3 Project Progress Meetings	0	5	5	0	0	0	10	\$1,550
1.4 Background Review	0	0	2	0	0	0	2	\$250
<b>Phase 2: Inventory &amp; Needs Assessment</b>							<b>63</b>	<b>\$8,837</b>
2.1 Asset Inventory & Condition Assessment	0	6	6	6	0	0	18	\$2,550
2.2 Lifecycle Analysis & Risk Prioritization	0	4	4	0	2	0	10	\$1,612
2.3 Recreation Facilities & Asset Mapping	0	0	0	8	0	0	8	\$920
2.4 Parks System & Demographics Analysis	0	0	4	4	0	0	8	\$960
2.5 Technical Analysis Memo	0	6	12	0	0	1	19	\$2,795
<b>Phase 3: Public Engagement</b>							<b>40</b>	<b>\$6,124</b>
3.1 Community Meeting #1	1	6	8	0	0	1	16	\$2,532
3.2 Paper/Online Survey	0	0	2	0	0	0	2	\$250
3.3 Engagement Summary Memo	0	0	4	0	0	0	4	\$500
3.4 Client Workshop – Goals & Objectives Dev.	0	1	1	0	0	0	2	\$310
3.5 Community Meeting #2	1	6	8	0	0	1	16	\$2,532

**Personnel Key & Hourly Rate**

A. Patrick Droze, PE, Principal (\$237)	D. Francesca Ortisi (\$115)
B. Alex Hritcu, AICP, NCI Project Manager (\$175)	E. Stacey Tobar, RLA, ASLA (\$186)
C. Rachel Bush, AICP, Lead Planner (\$125)	F. Eric Dryer, AICP, QA/QC (\$185)



HOURLY COST BREAKDOWN CONTINUED...

Phases & Tasks	A.	B.	C.	D.	E.	F.	Hours	Cost
<b>Phase 4: Action Plan &amp; Funding Strategy</b>							<b>60</b>	<b>\$9,005</b>
4.1 Preliminary Park Improvement Plans	0	4	10	6	1	0	21	\$2,866
4.2 Draft Plan Preparation	0	8	8	0	0	1	17	\$2,665
4.3 CIP with Lifecycle Prioritization	0	4	4	0	2	0	10	\$1,612
4.4 Maintenance & Sustainability Guidelines	0	4	4	0	2	0	10	\$1,612
4.5 Funding Alignment	0	0	2	0	0	0	2	\$250
<b>Task 5: Final Plan &amp; Adoption</b>							<b>23</b>	<b>\$3,639</b>
5.1 Final Plan Preparation	1	4	8	0	0	1	14	\$2,162
5.2 Presentations	0	2	2	0	0	0	4	\$620
5.3 Draft 30-Day Review Period	0	0	0	0	0	0	0	\$0
5.4 Final Adoption & Deliverables	1	2	2	0	0	0	5	\$857

**Personnel Key & Hourly Rate**

A. Patrick Droze, PE, Principal (\$237)	D. Francesca Ortisi (\$115)
B. Alex Hritcu, AICP, NCI Project Manager (\$175)	E. Stacey Tobar, RLA, ASLA (\$186)
C. Rachel Bush, AICP, Lead Planner (\$125)	F. Eric Dryer, AICP, QA/QC (\$185)

# Not-to-Exceed Fee

BUDGETING FOR SUCCESS

	Hours	Cost
<b>Not-to-Exceed Fee</b>	<b>202</b>	<b>\$30,000</b>





# EXHIBITS

### **EXHIBIT A – Cost Proposal**

Cost proposals will be evaluated after a review and evaluation of each consultant's qualifications.

The City is seeking a lump-sum bid which includes:

1. Task-by-Task Summary: Itemize all the tasks and associated costs that are included in the lump-sum bid.
2. Deliverables: The bid should include deliverables and their associated costs.
3. General and Administrative Burden or Overhead: Indicate percentage and total, if applicable.
4. Costs of Supplies and Materials: Itemize, if applicable.
5. Other Direct Costs: Itemize any costs not included in the above items that are deemed necessary.

The Cost Proposal must also include a breakdown of costs, should the City require additional services above and beyond the services proposed in the lump-sum bid. This should include a breakdown of costs as described below:

1. Manpower Costs: Itemize to show the following for each category of personnel with a different rate per hour:
  - a. Category, i.e., project manager, senior planner, analyst, etc.
  - b. Rate per hour
2. General and Administrative Burden or Overhead: Indicate percentage and total.
3. Costs of Supplies and Materials: Itemize.
4. Other Direct Costs: Itemize any costs not included in the above items that are deemed necessary.

**EXHIBIT B – Proposal Submission**

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

I hereby state that all the information I have provided is true, accurate and complete. I hereby state that I have the 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: 7/31/2025

FIRM NAME: (if any) OHM Advisors

ADDRESS: 1145 Griswold Street, Suite 200, Detroit, MI 48226

(Street Address) (City) (State) (Zip)

PHONE NO. ( 248 ) 761-8108 FAX NO.: ( - ) -

EMAIL: patrick.droze@ohm-advisors.com



SIGNATURE

PRINTED NAME: Pat Droze, PE

TITLE: Principal, OHM Advisors







## CITY COUNCIL MEETING

DATE: September 8, 2025

**SUBJECT:** Approve Water/Sewer Capital Improvement Bonding Proposal

**SUMMARY:** Bendzinski & Co are professional municipal finance advisors and have worked with the City on the TIFA Bond for the Public Works building on Mack Ave and Capital Improvements Bonds for City Hall. Bendzinski & Co is classified as a professional service under the City's Purchasing Policy.

The City identified in its Capital Improvement Plan for Water/Sewer Operations to target a \$6 Million Bond to address sewer lining in sections of our City and purchase new water meters. With the 23% Water/Sewer revenue increase adopted, the City will be able to afford the principal and interest payments to pay off the bond payments. The 592 Water/Sewer fund is now set up to cover bond debt service payments. Below is a snapshot of the City Capital Improvement Plan.

### Sanitary Sewer Capital Improvement Program

**Project #:** SS-25-1

**Title:** Priority 1 Sanitary Sewer Repairs

**Description:** The City's Conditional Assessment Study of its sanitary sewer system identified 49 manhole structures and 21,775 feet (4.1 miles) of sanitary sewer main as Priority 1 repairs. This project will rehabilitate all Priority 1 structures and sewer mains.

As of the date of the Water/Sewer Study the bond projects \$1,785,000 of an 8 year open market at an estimate of 4% which includes water meter replacement. The other \$5,040,000 has a 4.25% rate over a 20 year period for sanitary sewer repairs and a sewer meter structured over 6 years. If the proposed engagement with Bendzinski is approved, the City and Bendzinski will work with Bond Counsel and the City to start the Notice of Intent process and 45 day referendum that will start at our September council meeting.

Stephen Hayduk a registered Municipal Advisor with Bendzinski will be available to provide overview of their services, the process moving forward and any questions council shall have.

**FINANCIAL IMPACT:** \$29,500 Budgeted for in the 592 Water/Sewer Fund

**RECOMMENDATION:** Motion to approve the proposal with Bendzinski and Co.

**PREPARED BY:** Nick Sizeland, City Manager



August 5, 2025

Mr. Nick Sizeland, City Manager  
City of Grosse Pointe Park  
15115 East Jefferson Avenue  
Grosse Pointe Park, MI 48230

RE: City of Grosse Pointe Park, County of Wayne, State of Michigan, Capital Improvement  
Bonds, Series 2025 (Limited Tax General Obligation)

Dear Nick,

Bendzinski & Co. Municipal Finance Advisors would like to thank you for the opportunity to serve as the Registered Municipal Advisor for the issuance of the above-mentioned bond issue. This letter will confirm the terms of our engagement:

- Act on behalf of the City of Grosse Pointe Park (the "Issuer") with a fiduciary duty, as well as dealing fairly with all persons in accordance with the rules and regulations set forth by the Municipal Securities Rulemaking Board ("Board" or "MSRB") and the Securities and Exchange Commission ("SEC");
- Phase I
  - Prepare complete financial information in cooperation with officials and engineers in order to arrive at the amount of the issue to be sold;
  - Development of cash flow analysis and revenue sources to meet the principal and interest obligations on the proposed bonds;
  - With input from the Issuer, determine whether a private placement, competitive or a negotiated sale is the most beneficial to the issuance of the bonds depending on the selected bond issue type and current market conditions, and then develop a plan of finance;
- Phase II
  - Prepare a time schedule, illustrating the steps necessary to issue the bonds;
  - If necessary, prepare with officials, the forms required by the Municipal Finance Division of the Michigan Department of Treasury;
  - Prepare bond specifications for bond counsel including interest rate limitations, redemption provisions, bidding, and good faith details;
  - Assist with the selection of registrar/transfer/paying agent, if requested;
  - Assist the Issuer with the selection of an underwriter or placement agent, if requested;
  - Based on information provided by the Issuer and other parties, prepare preliminary and final official statement or other disclosure documents. Except as specifically provided herein, Bendzinski & Co. is not responsible for preparing any preliminary or final disclosure document, or for certifying as to the accuracy or completeness of any

Mr. Nick Sizeland, City Manager  
City of Grosse Pointe Park  
August 5, 2025

- preliminary or final disclosure document, other than with respect to any information about Bendzinski & Co. provided by Bendzinski & Co. for inclusion in such documents;
- If the Bonds are to be rated, advising and assisting with the selection of rating agencies. Preparation of materials to be provided to ratings agencies and in developing strategies with officials for meetings with ratings agencies;
  - A representative of Bendzinski & Co. shall review the bids for compliance with the terms set forth by the Issuer;
  - After the bids are received, Bendzinski & Co. will calculate and verify the True Interest Cost on the bids submitted.
  - Prepare an easy to read comparison of all the bids received;
  - Prepare final closing memo, pricing numbers including the final debt service schedule, pricing summary, and sources and uses of funds based on lowest bid; and
  - Usual and customary Registered Municipal Advisor services as may be requested by the Issuer.

Bendzinski & Co. proposes a fee of \$29,500.00. This fee includes all out-of-pocket expenses, meeting attendance, mileage, etc. This fee is payable upon closing of the bonds.

We believe this provides you with the outline of the services we provide. The Registered Municipal Advisor fee is contingent upon the closing and delivery of the bonds. Although this form of compensation may be customary, it presents a conflict because Bendzinski & Co. may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the Issuer. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, Bendzinski & Co. may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction. Bendzinski & Co. manages and mitigates this conflict primarily by adherence to the fiduciary duty which it owes to municipal entities such as the Issuer which require it to put the interests of the Issuer ahead of its own.

The Municipal Advisory Council of Michigan (the “MAC”) assesses Bendzinski & Co., a \$450.00 fee for every bond issue where we act as municipal advisor in the State of Michigan. This fee will be included in the overall bond costs of issuance. Our membership in the MAC is voluntary, but the per bond issue assessment is meant to cover costs for credit reports and similar information available from the MAC that is used in the offering document and in other states is billed directly by a third-party. The MAC is a single-source municipal database for essential bond and note details for all local government issuers in Michigan. Among 23 distinctive credit reports, the MAC is the primary source for Issuer’s debt statements, overlapping debt and indirect debt, as used to determine suitability and as disclosed in official statements, (if applicable). The MAC tracks, monitors and records all Michigan new issue bond sales, whether competitive, negotiated or private placements and bond calls. The MAC does not do any lobbying. Robert J. Bendzinski, currently serves on the MAC Board of Directors.

Mr. Nick Sizeland, City Manager  
City of Grosse Pointe Park  
August 5, 2025

Bendzinski & Co. is registered as a “municipal advisor” pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the MSRB. As part of this registration Bendzinski & Co. is required to disclose to the SEC information regarding any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Bendzinski & Co. Pursuant to MSRB Rule G-42, Bendzinski & Co. is required to disclose any legal or disciplinary event that is material to the Issuer’s evaluation of Bendzinski & Co. or the integrity of its management or advisory personnel. Bendzinski & Co. has determined that no such event exists as there are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving Bendzinski & Co. that were required to be reported to the SEC.

The MSRB has made available on its website ([www.msrb.org](http://www.msrb.org)) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Copies of Bendzinski & Co.’s filings with the SEC can currently be found by accessing the SEC’s EDGAR system Company Search Page, which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Bendzinski & Co. or for our CIK number which is 1614475.

It is understood and agreed that either party to this contract of employment may terminate the contract for any reason upon thirty (30) days prior written notice to the other party. If our employment on this basis is agreeable to you, please endorse your acceptance hereof on this letter which will constitute our contract of employment.

Should you have any questions or require any additional information, please do not hesitate to call.

Sincerely,

**BENDZINSKI & CO.**  
**Municipal Finance Advisors**



Stephen Hayduk, CPA  
Registered Municipal Advisor

Accepted: \_\_\_\_\_, 2025

CITY OF GROSSE POINTE PARK, STATE OF MICHIGAN

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

# Capital Improvement Plan

## 3.1 Capital Improvement Plan (CIP)

Capital improvements are larger, one-time expenses that are separate from ongoing operations and maintenance expenses. It is beneficial to plan for these potential costs in advance and develop a detailed capital improvement plan.

For water, the City is considering cash-funding \$13,338,154 and debt-funding \$6,415,500 of capital improvements, which results in a potential total of \$19,753,654 for water capital improvements.

For sewer, the City is considering cash-funding \$2,789,001 and debt-funding \$22,596,830 of capital improvements, which results in a potential total of \$25,385,831 for sewer capital improvements.

The City’s projected capital improvement costs account for inflation and contingency factors. The City provided a capital improvement plan up to fiscal year end 2030/31. Below are the lists of estimated cash-funded and debt-funded capital improvement costs identified by year for the City. Appendix B provides a detailed breakdown of the capital improvement plans for both water and sewer.


TABLE 3-1A: WATER CAPITAL IMPROVEMENT PLAN SUMMARY

Year	Cash-Funded Capital Improvements	Debt-Funded Capital Improvements	Total
2024/25	\$1,445,000	-	\$1,445,000
2025/26	1,706,250	\$1,785,000	3,491,250
2026/27	2,260,125	-	2,260,125
2027/28	549,872	4,630,500	5,180,372
2028/29	638,141	-	638,141
2029/30	3,254,518	-	3,254,518
2030/31	3,484,249	-	3,484,249
<b>Total</b>	<b>\$13,338,154</b>	<b>\$6,415,500</b>	<b>\$19,753,654</b>

TABLE 3-1B: SEWER CAPITAL IMPROVEMENT PLAN SUMMARY

Year	Cash-Funded Capital Improvements	Debt-Funded Capital Improvements	Total
2024/25	\$495,000	-	\$495,000
2025/26	388,500	\$5,040,000	5,428,500
2026/27	468,563	-	468,563
2027/28	448,580	9,261,000	9,709,580
2028/29	334,264	-	334,264
2029/30	319,070	8,295,830	8,614,901
2030/31	335,024	-	335,024
<b>Total</b>	<b>\$2,789,001</b>	<b>\$22,596,830</b>	<b>\$25,385,831</b>

## Why do we need to go for a Bond?



**Bid Proposal for 2025 AMI Meters and Installation**

Bid #: 4043588

Seq#	Qty	Description	Units	Price	Ext Price
450		COST PER YEAR			
460**	1	RHS-ALL-F-B5-55 ALLEGRO	EA	6,237.00	6,237.00
470		BASE STATION MAINTENANCE			
480		COVERAGE			
<b>Sub Total</b>					<b>1,473,972.50</b>
Tax					0.00
<b>Total</b>					<b>1,473,972.50</b>

Priority	Scope	Length	Segment Cost	Running Total
Immediate	Collapse Repair	Spot repair (~10' per segment)	\$950,000	<b>\$950,000</b> <b>0 Miles</b>
High - Increment 1	Full Lining - Large Diameter (24"-84")	0.63 Miles	\$1,250,000	<b>\$2,200,000</b> <b>0.63 Miles</b>
High - Increment 2	Full Lining - Small Sewers	1.29 Miles	\$800,000	<b>\$3,000,000</b> <b>1.92 Miles</b>
High - Increment 3	Full Lining - Small Sewers	1.23 Miles	\$500,000	<b>\$3,500,000</b> <b>2.53 Miles</b>
High - Increment 4	Full Lining - Small Sewers	2.06 Miles	\$500,000	<b>\$4,000,000</b> <b>3.29 Miles</b>
High - Increment 5	Full Lining - Small Sewers	2.00 Miles	\$500,000	<b>\$4,500,000</b> <b>4.06 Miles</b>

**The City has overall 41 miles of Sanitary Sewer with an estimate of \$25 Million in Maintenance**

**Currently there is sewer inflow and infiltration of the city system that is collapsed or is in critical condition to prevent infiltration**

**Water loss is approximately 20% over the last 4 years a contributing factor to that is Water Meters not reading correctly due to age.**

**The recommendation of the original bond request has been reduced from \$6.5 Million to \$6 Million cutting the Sewer Jetter**





## CITY COUNCIL MEETING

DATE: September 8, 2025

**SUBJECT:** Approve Bond Counsel Proposal

**SUMMARY:** Bond Counsel is engaged as a recognized legal expert with the primary responsibility of providing an objective legal opinion regarding the authorization and issuance of Municipal Bonds. Pat McGow from Miller Canfield is highly regarded in the profession, specializes in public finance and infrastructure bond issues and has provided support to numerous municipalities to assist with Bond Counsel. Pat has worked with Bendzinski and Co. for multiple bond efforts as well. Pat will provide the following services as part of the \$6 Million Water/Sewer Capital Improvement Bond including the following:

- **Legal Consultation**

Advising City officials and other stakeholders on the legal framework of the proposed borrowing, including the City's authority to issue bonds and any limitations on that authority. We will also assist in the design of the bond program and development of the project timeline.

- **Document Preparation**

Drafting all necessary resolutions, notices, agreements, ballot language, election proceedings, and other legal documents required to authorize, issue, and deliver the bonds. If applicable, we will assist the City in preparing applications to the Michigan Department of Treasury for approval to issue the bonds.

- **Federal Tax Compliance**

Analyzing federal tax issues related to the bonds, with review by an attorney specializing in the Internal Revenue Code as it applies to municipal tax-exempt bonds. We will ensure compliance with all relevant tax regulations and seek to minimize any adverse tax consequences.

- **Bond Form and Closing Assistance**

Preparing the official bond form for printing definitive bonds for delivery. We will also participate in the sale and closing of the bonds to address any legal issues that may arise during those processes.

- **Legal Opinion**

Providing a final approving legal opinion regarding the validity and enforceability of the bonds and related authorizing documents, as well as the federal and state tax-exempt status of interest on the bonds.

**FINANCIAL IMPACT:** \$35,500. Bond Counsel Budgeted for in the 592 Water/Sewer Fund

**RECOMMENDATION:** Motion to approve Pat McGow of Miller Canfield to provide Bond Counsel Service

**PREPARED BY:** Nick Sizeland, City Manager

# MILLER CANFIELD

MICHIGAN  
ILLINOIS  
NEW YORK  
OHIO  
WASHINGTON, D.C.  
CALIFORNIA  
CANADA  
MEXICO  
POLAND  
UKRAINE  
QATAR

**PATRICK F. MCGOW**  
TEL (313) 496-7684  
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**Miller, Canfield, Paddock and Stone, P.L.C.**  
150 West Jefferson, Suite 2500  
Detroit, Michigan 48226  
TEL (313) 963-6420  
FAX (313) 496-7500  
[www.millercanfield.com](http://www.millercanfield.com)

August 5, 2025

Mr. Nick Sizeland  
City Manager  
City of Grosse Pointe Park  
15115 E. Jefferson Ave  
Grosse Pointe Park, MI 48230

Re: City of Grosse Pointe Park –Capital Improvement Bonds

Dear Nick:

This letter is an update to our original engagement letter dated April 18, 2024 to provide a fee quote for the project. Again, we appreciate the opportunity to serve the City of Grosse Pointe Park (the “City”) as bond counsel in connection with the proposed issuance of bonds (the “Bonds”) to finance sanitary sewer improvements and water meter replacement for the City. You may be assured of our prompt and complete attention to this financing. It is our practice when beginning work on a new matter to send an engagement letter like this which sets forth the scope of our services as bond counsel and the nature of our compensation.

### ***Bond Counsel’s Role***

Bond counsel is engaged as a recognized expert whose primary responsibility is to render an objective legal opinion with respect to the authorization and issuance of the Bonds. Our approving legal opinion with respect to the Bonds will be executed and delivered by us in written form on the date the Bonds are exchanged for their purchase price and will be based upon facts and law existing as of its date. In rendering the opinion, we will rely upon the certified proceedings and other certifications of public officials and by other persons furnished to us without undertaking independent verification of the information contained in the proceedings and certifications.

In performing our services as bond counsel, our client is the City and we will represent its interests. However, our representation of the City does not alter our responsibility to render an objective opinion as bond counsel. Upon delivery of the opinion our responsibilities as bond counsel will be concluded with respect to the Bonds.

***Scope of Bond Counsel Services – What We Will Do***

As bond counsel, we would provide the following services customarily performed by bond counsel respecting the authorization, sale, issuance and delivery of bonds:

1. Consult with City officials and others to explain the legal nature of a proposed borrowing, the City's power to borrow and the limitations on that power and consult with City officials in the design of the bonding program and timing schedules.

2. Prepare all of the necessary resolutions, notices, agreements, ballot language, election proceedings and other documents necessary to authorize, issue and deliver the bonds. We also would assist the City in preparing applications to the Michigan Department of Treasury, if necessary, for approval to issue the bonds.

3. Examine the tax issues related to the bonds (done by an attorney specializing in the requirements of the Internal Revenue Code as they apply to municipal tax-exempt bonds) to assure that all requirements of the Internal Revenue Code are complied with and that any adverse tax consequences are minimized.

4. Prepare the bond form for printing definitive bonds for delivery to the purchaser. We will also participate in the sale and delivery of the bonds to the purchaser in order to handle legal matters that may arise at those times.

5. Give the approving opinion as to validity and enforceability of the bonds and their authorizing documents and as to the excludability of the interest on the bonds from federal and state income taxation.

Our professional responsibilities as attorneys in this matter will be limited to interpretations of law and other legal issues and the drafting of legal documents. We are not registered municipal advisors under the federal Dodd-Frank Act and therefore we will not assume the responsibilities of a municipal finance advisor or the professional responsibilities of any other advisor with respect to non-legal matters. We understand that the City will engage Bendzinski & Co. as its municipal financial advisor for the Bonds.

***Additional Services***

We believe that the above services encompass the normal scope of bond counsel activities. Because we are not the City's general counsel, our engagement in this matter is not an undertaking at this time to represent the City or its interests in any other matters for which we are not separately engaged.

Our services as bond counsel do not include activities outside of that norm, such as review of construction contracts, condemnation, title issues or recording deeds involved in land acquisition, representation of the City in litigation or administrative proceedings that might arise

Mr. Nick Sizeland

-3-

August 5, 2025

in connection with the Bonds. In the event that serious matters or matters outside the norm arise in these areas, we would provide you at that time with a fee quote for such additional services.

Our engagement does not include any obligation to monitor compliance with the federal tax requirements found in the Internal Revenue Code of 1986 (the "Code") and applicable to the Bonds, including the rebate requirements of Code Section 148(f), if applicable, as described in an exhibit attached to the Nonarbitrage and Tax Compliance Certificate that the City will execute in connection with the issuance of the Bonds, or in connection with any audit or examination of the Bonds by the Internal Revenue Service. However, we would be available to assist with rebate calculations or any audit or examination as a separate engagement.

We are not being retained and our acceptance of this engagement is not an undertaking to provide the City or any other person or entity with any advice or guidance relating to the Corporate Transparency Act (CTA) or their obligations thereunder, to prepare, review, submit, or update and document under the CTA, or to prepare or file any entity formation or registration documents on behalf of the City or any other person or entity.

#### ***Conflict of Interest Policy***

Our firm is one of the largest in Michigan. In addition to having the largest public finance practice in the State, our attorneys represent a great many clients and our practice is in many different legal areas. At one time or another, our firm has represented nearly every large and many smaller commercial and investment banks and other bond purchasers that do business in Michigan.

We are not representing and do not intend to represent any other party in this financing. We do not believe that our representation in unrelated matters of the various other parties both in and out of the municipal area will affect our ability to serve the City as bond counsel.

Because we are a large firm with many clients we are asked occasionally to represent a client in a matter adverse to the City. We, of course, would decline to represent any client in a matter involving the City that would conflict with our services to the City as bond counsel for the above issue. Moreover, before we would represent a client adverse to the City in any area not involving the bond issue, we would advise the City before undertaking such representation.

Since the Bonds have not yet been offered for sale, the actual purchaser of the Bonds (the "Purchaser") cannot be identified at this time. We wish to point out that it is possible that the eventual Purchaser will be an investment bank or other financial institution that has been or is a client of this firm with respect to matters unrelated to the Bonds. We do not believe our representation of the City will be either: (i) materially limited by the Purchaser being our client on unrelated matters, or (ii) directly adverse to the Purchaser under these circumstances since (a) the terms of the Bonds, the Notice of Sale, the Bond resolution and our opinion will have been established prior to the acceptance of the bid for the Bonds from the Purchaser, (b) the terms of said documents will not be modified in any material manner following the sale of the Bonds, and

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Nick Sizeland

-4-

August 5, 2025

(c) all that remains to be completed subsequent to the Bond sale is the delivery of the Bonds to the Purchaser in accordance with the terms of the Notice of Sale.

*Fees*

It is our understanding that the City is considering the issuance of a single series of Bonds to generate the approximate amount of \$6,500,000 of Bond proceeds to finance the projects. Based on the terms, structure, size and schedule of financing, the time we anticipate devoting to the financing, and the responsibilities that we assume, our legal fee as bond counsel would be \$36,500, including all out-of-pocket expenses, including travel costs, document production, deliveries, long distance telephone charges, filing fees, and other necessary office disbursements. As you are aware, our customary practice is to submit our invoice for payment at the time of the delivery of the Bonds to be paid from the proceeds of the Bonds.

If you have any questions regarding this letter, please give me a call.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By:   
Patrick F. McGow

42047615.1/088888.01672



## CITY COUNCIL MEETING

DATE: September 8, 2025

---

**SUBJECT:** Alley Action Plan Review

**SUMMARY:** Grosse Pointe Park has nearly seven miles of public alleys, providing rear access to over nine-hundred (900) homes for residents, public service, and emergency response. Aging structures and the “out of sight, out of mind” approach to maintenance by some owners and tenants have contributed to these vital areas. Immediate action along with a coordinated long-term annual strategy must be taken to improve the safety, cleanliness, and appearance of city alleyways.

The goal is to transform them into valued neighborhood spaces through inspections, community engagement, and ongoing maintenance. This is not an overnight fix; some residents and tenants may resist participation, requiring consistent code enforcement measures such as notices, fines, and follow-up inspections to ensure compliance. The following draft plan outlines a systematic approach to restoring and maintaining the alleys, while also exploring opportunities for stormwater management, sustainability, and community activation.

This proposed process outlines a standard that the City will utilize and may change due to conditions that are a better fit for the needs to be addressed.

**FINANCIAL IMPACT:** Not Applicable

**RECOMMENDATION:** Review, listen to presentation and provide feedback

**PREPARED BY:** Nick Sizeland, City Manager



## City of Grosse Pointe Park – Alley Action Plan

### Purpose

Grosse Pointe Park has nearly seven miles of public alleys, providing rear access to over nine-hundred (900) homes for residents, public service, and emergency response. Aging structures and the “out of sight, out of mind” approach to maintenance by some owners and tenants have contributed to the steady decline of these vital areas. Immediate action — along with a coordinated long-term annual strategy — must be taken to improve the safety, cleanliness, and appearance of city alleyways. The goal is to transform them into valued neighborhood spaces through inspections, community engagement, and ongoing maintenance. This is not an overnight fix; some residents and tenants may resist participation, requiring consistent code enforcement measures such as notices, fines, and follow-up inspections to ensure compliance. The following draft plan outlines a systematic approach to restoring and maintaining the alleys, while also exploring opportunities for stormwater management, sustainability, and community activation.

### Phase 1 – Assessment & Planning (By October 1)

Lead Departments: Public Service, Public Works & Public Safety

Supporting Partners: Code Enforcement, Beautification Commission, local residents, and business owners

#### 1. Survey & Documentation

- Inspect all city alleys (100% coverage by October 1<sup>st</sup>)
- Take photographs and rate conditions for prioritization.
- Note safety hazards, noxious weeds, debris, lighting needs, drainage issues, and any illegal dumping sites.
- Talk with residents, property owners, and tenants for input and ideas.
- Accept general public feedback via phone, email, or QR-linked online form.

#### 2. Funding & Resources

- Research public and private grants for alley cleanup, greening, stormwater capture (rain barrels, sustainable plants), and public art.
- Seek donations of supplies or services from local businesses, civic groups, and nonprofits.

### 3. Council Briefing

- Provide progress updates to City Council and request support for resource allocation and community outreach.

## **Phase 2 – Community Engagement & Scheduling**

Target Start: preliminary planning and resident notices in Fall 2025, continuing into Spring 2026.

### 1. Cleanup Day Scheduling

- Develop a block-by-block cleanup schedule covering all seven miles of alleys within two years.
- Focus on priority alleys first (highest safety or cleanliness needs).

### 2. Community Partnerships

- Engage restaurants, businesses, and service clubs for donations (BBQ, picnic supplies, music, etc.).
- Partner with high schools for students needing community service hours.
- Reach out to Scout troops, church groups, and the downtown development authority.
- Coordinate with courts for monitored community service sentences.

### 3. Public Safety Messaging

- Emphasize benefits: reduced pest harborage, removal of noxious weeds, safer vehicular access, greater Public Safety access and visibility, improved aesthetics, and reduced stormwater flooding.

## **Phase 3 – Cleanup Day Operations**

### 1. City Support:

- Station packer trucks mid-block for debris and weeds.
- Provide leaf/trash bags, gloves, rakes, and shovels.
- Assign staff to oversee safe disposal.

### 2. Community Incentives:

- Certificates of recognition for beautification.

## **Phase 4 – Promotion & Recognition**

### 1. Media & Outreach:

- Flyers on public bulletin boards (City Hall, parks, downtown).
- Social media posts, city website updates, and GP News articles with QR code linking to schedules, tips, and volunteer sign-up.

- Before & after photos shared in both print and online platforms.
  - Street signage with QR codes during cleanup events.
2. Recognition:
- Annual Beautification Award for most improved alley.
  - Consider naming alleys to create identity and community pride.

## **Phase 5 – Long-Term Improvements, Stormwater Management & Activation**

### 1. Lighting & Security

- Install low-level LED lighting and cameras where appropriate for safety and deterrence.

### 2. Beautification

- Promote murals, public art, flower beds, manhole cover paintings and planters.
- Tie beautification projects to annual awards and neighborhood events.

### 3. Stormwater Management

- Rain Barrels & Cisterns: Encourage or subsidize installation at garage downspouts.
- Rain Gardens & Bioswales: Install planted areas along alley edges to absorb runoff.
- Woonerf-Style Grading: Integrate subtle depressions to slow water flow.

### 4. Alley Activation Ideas

- Block parties, garage sales, art displays.
- QR codes for reporting issues, nominations, or positive stories.

### 5. Adopt-an-Alley Program

- Residents or groups commit to ongoing care, with recognition signage.

## **Why This Will Work**

This plan is designed for impact, sustainability, and community buy-in.

- **Visible Results Create Momentum:** Immediate cleanup and beautification send a clear signal that alleys are valued spaces.
- **Stormwater Solutions Add Functionality:** Rain gardens, permeable pavers, and rain barrels reduce flooding and can attract grant funding.
- **The Woonerf Concept Boosts Safety & Usability:** Shared, low-speed, pedestrian-friendly alleys invite everyday use.
- **Events Build Ongoing Engagement:** Block parties draw residents back repeatedly.

- QR Codes Make Reporting Easy: Instant communication increases issue reporting without extra staff burden.
- Recognition & Naming Reinforce Ownership: People take more pride in spaces with names and awards.
- Layered Benefits Ensure Longevity: Combining maintenance, engagement, and activation makes alleys self-sustaining assets.

### Multi-Year Schedule

Quarter	Key Activities
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Q1 (Jan–Mar)	Review previous year, set priorities for new alleys. Apply for grants.
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Q2 (Apr–Jun)	Schedule cleanup events, engage partners, distribute materials.
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Q3 (Jul–Sep)	Execute cleanups and beautification projects. Monitor results.
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Q4 (Oct–Dec)	Celebrate successes, give awards, plan next year's scope.
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