AGENDA
CITY OF GROSSE POINTE PARK
CITY COUNCIL MEETING
July 13th, 2020 7:00 pm

SPECIAL NOTICE: Due to Governor Whitmer’s Stay Home Stay Safe Executive Order and to Minimize the Spread of COVID-19, this meeting will be held electronically. See instructions below for how to join the meeting and guidelines for meeting conduct. All City Council meeting materials are included as part of this meeting notice.

I. Call to Order
II. Roll Call
III. Pledge of Allegiance to the Flag
IV. Approval of Minutes
V. Managers’ Report
VI. Public Comment on Agenda Items
VII. Susan Larsen Introduction Library Board Appointee
VIII. Schaap Center Briefing
IX. Elimination of PEG Fees
X. Approval of GLWA Industrial Pretreatment Program Rules
XI. Review of City Hall Renovation Architectural Firms
XII. Social District Resolution and Review
XIII. Ethics Ordinance #219
XIV. Rules of the City Council and Code of Conduct
XV. Committee Reports
XVI. Finance Report
XVII. New/Old Business
XVIII. Public Comment New/Old Business
XIX. Adjournment

ZOOM MEETING AND TELECONFERENCE INFORMATION
- Go to zoom.us
- Meeting ID: 874 3381 3646
- Password: 797864

Dial In Information
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Germantown)
+1 346 248 7799 US (Houston)
Michigan Relay is a communications system that allows hearing persons and deaf, hard of hearing, or speech-impaired persons to communicate by telephone. Users may reach Michigan Relay by dialing 7-1-1 and then connection with Zoom conference number above. There is no additional charge to use this service. Please contact smithl@grossepointepark.org with any other requests for accommodations.

How to Submit Public Comment

There will be two options for how to submit a public comment for this meeting: attending the Zoom meeting or written comment. There will be two public comment periods: one before agenda items at the beginning of the meeting and one at the end of the meeting for new/old business. Spoken comments will be limited to three minutes. Written comments will be limited to 250 words.

Members of the public wishing to make a comment via Zoom will need to either join the meeting through the app on their computer/tablet/mobile phone and/or dial in to the phone number listed on the public notice. All spoken comments through the Zoom app or the phone will be limited to three minutes. The provided meeting guidelines outline the process for teleconferencing comments that will be followed during the meeting.

Written comments can be submitted directly to smithl@grossepointepark.org. If you are submitting two written comments, please type either Public Comment Agenda Items or Public Comment New/Old Business in the subject line of your email.
Written submissions need to be 250 words or less and be submitted by 5pm on Sunday, July 12th.

Guidelines for Public Participants

1. All virtual meetings will be conducted via Zoom with a dial-in option. If you join the meeting utilizing the Zoom app on your computer/tablet/phone, you will be able to listen, see the City Council members, and make a public comment if you desire to do so. We are not allowing the public to utilize a webcam during the meeting. If you join the meeting with your webcam on, it will be disabled by the host.

2. All meeting materials and meeting information is available on the City website at www.grossepointepark.org

3. The meeting will start promptly at the time listed on the meeting notice. Public participants will be permitted to join the meeting five minutes before the meeting is scheduled to start.

4. When you are ready to join the meeting, please make sure your line is muted to decrease background noise. Public participant lines have to remain muted until
the public comment portion of the meeting. **Also make sure your webcam is disabled before you join.** If you join the meeting with your webcam on, it will be disabled by the host.

5. If you decide you want to make a public comment, please utilize the raise hand function in the Zoom app or on the phone during the agenda item before the appropriate public comment period. To raise your hand on the phone, press *9. Staff will add you to the public comment queue list for the next public comment period. **Please note that all public participants are only allowed one three-minute public comment per public comment period.**

6. **When each public comment period begins,** the Mayor will review the process for public comments. After the process is reviewed, the Mayor will call on a Staff member to read any public comments that were submitted via written statement. When those are completed, the Mayor will call for any spoken public comment. A staff member will call on public participants by either the last four digits of your phone number or your participant name listed in the Zoom app. Public participants will be called in the order they were added to the queue list. Public participants who do not respond within ten seconds of their phone number or screen name being called will be skipped and the next person in line will be called on. This method will continue until all public participants have had the opportunity to comment. **All public comments shall not exceed three minutes and a timer will be displayed on the screen.**

7. Once the public comment period is done, the Mayor will either continue with the next agenda item or end the meeting.

**Hosts will have the ability to and will remove participants from the meeting if they breach the peace in such a way that disrupts or interferes with the meeting.**
An electronic meeting through Zoom was held due to Governor Whitmer's Stay Home Stay Safe Executive Order 2020-96 and to minimize the spread of COVID-19.

The meeting was called to order by Mayor Denner and opened with the Pledge of Allegiance to the Flag.

The following were electronically present: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner.

Also electronically present: Nick Sizeland, City Manager, Jane M. Blahut, Finance Director/Clerk, Jake Howlett, City Attorney, Stephen Poloni, Director of Public Safety, and Leah Smith, Assistant to the City Manager.

Mayor Denner opened the meeting with a statement regarding the racial issues that are currently ongoing throughout the Country. Mayor Denner stated that the City will not tolerate discrimination of any kind and thanked the Public Safety Department and the residents who have participated in the recent peaceful demonstrations. The Mayor requested everyone to take a moment to reflect on how they can make an impactful change in the world regarding this issue.

MINUTES - MAY 7TH, 2020

Mayor Denner presented for consideration the minutes of May 7th, 2020 for approval.

Motion by Councilmember Robson, second by Councilmember Hodges, to approve the meeting minutes of May 7th, 2020 as presented.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None

MINUTES - MAY 11TH, 2020

Mayor Denner presented for consideration the minutes of May 11th, 2020 for approval.

Motion by Councilmember Hodges, second by Councilmember Read, to accept the meeting minutes of May 11th, 2020 with the corrections noted on page 6 and page 12.

Councilmember Fluitt stated that on page 6 of the minutes, the number of supporting emails in favor of the TIFA amended development plan need to be reviewed. City Manager Sizeland stated that administration would verify the number of supporting emails.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None

MINUTES - MAY 18TH, 2020

Mayor Denner presented for consideration the minutes of May 18th, 2020 for approval.
Motion by Councilmember Relan, second by Councilmember Robson, to accept the meeting minutes of May 18th, 2020 as presented.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None

MANAGERS REPORT

City Manager Sizeland presented a brief overview of the status of issues since the last meeting.

- City Reopening
- City Pool
- City Master Plan: The three proposals received will be reviewed at the July council meeting.
- Marina update: US Coast Guard approved marker buoys have been purchased.
- Rocket Fiber update
- DTE update
- Ethics Ordinance and Council Rules/Conduct: documents will be available for review and approval at the July council meeting.
- Proposed Road Construction: The following areas are being considered for work while the City waits for cost estimates from its road contractor: 1400 Yorkshire, 1400 Bedford, Charlevoix (3 mile to Whittier), Bishop Rd South, Essex (Harcourt to Bedford), Essex(Whittier to Audubon) Essex (Balfour to Westchester) City Hall Parking lot and Patterson Parking lot and Kercheval Alley (Lakepointe-Beaconsfield).

City Manager Sizeland also read a brief statement on behalf of the City regarding the death of George Floyd.

PUBLIC SAFETY REPORT

Public Safety Director Poloni provided a brief update regarding current events and the Public Safety Department:

- 4 marches in support of the Black Lives Matter movement have been in the City to date. All of the events were held without incident.
- Director Poloni is serving as the City’s representative at ongoing meetings with the NAACP. These conversations are focused on building relationships between the community and law enforcement community.
- Annually, all Public Safety Officers are required to attend use of force, lethal force, and discrimination training.
- Additional training related to cultural diversity, biases, and other topics are also available for credit to all officers.

Councilmember Hodges inquired about the positions that were open with the Department. Director Poloni stated that there is one new officer who will be brought on.

Councilmembers Fluitt and Robson expressed an interest in having relevant trainings like cultural diversity and biases, offered to City Council and Administration.
LIBRARY BOARD APPOINTMENT

Mayor Denner presented for consideration an application from Ms. Susan Highman Larsen for appointment to the library board. Mayor Denner stated that City Council oversees the appointments of board members to the Library Board. The Grosse Pointe Library Board has a seat open and did advertise the open seat online and in the local newspaper. Two applications were received and after conversation and review, Mayor Denner decided to recommend Ms. Larsen for the seat.

Motion by Mayor Denner, second by Councilmember Read, to appoint Ms. Susan Highman Larsen to the Grosse Pointe Library Board.

Councilmember Read expressed concern about the correct process potentially not being followed for the appointment because Mayor Denner had stated that two applications were received. Mayor Denner stated that the second application was late and the applicant verbally agreed not to be considered.

Councilmember Robson stated that he was disappointed with the lack of advertisement of the open seat on the board by the Library and that a better advertisement process should be utilized for future openings.

APPROVAL OF BUDGET AMENDMENT

City Manager Sizeland presented for consideration a budget amendment for 2019-2020 budget. City Manager Sizeland stated that the amendment included expenditures that were not originally budgeted for. The budget amendment reads as follows:

BUDGET AMENDMENT RESOLUTION
6/30/20

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Original (2019-20)</th>
<th>Revised (2019-20)</th>
<th>Increase (Decrease)</th>
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</thead>
<tbody>
<tr>
<td><strong>GENERAL FUND</strong></td>
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<tr>
<td>MML Search</td>
<td>$-0-$</td>
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<td>Insurance/Bonds</td>
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<td>Trust 115 – OPEB</td>
<td>-0-</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Transfer Out – Marina</td>
<td>-0-</td>
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<td>100,000</td>
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<tr>
<td></td>
<td>$40,000</td>
<td>$231,320</td>
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<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Original (2019-20)</th>
<th>Revised (2019-20)</th>
<th>Increase (Decrease)</th>
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</thead>
<tbody>
<tr>
<td><strong>LOCAL STREET FUND</strong></td>
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<tr>
<td>Local Street Improve</td>
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$600,000

$600,000

$1,258,861

$658,861
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<td><strong>INDIGENT FUND</strong></td>
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<tr>
<td>Expenditures</td>
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</tr>
<tr>
<td>Court app. Attorney</td>
<td>$10,186 \quad $24,000 \quad $13,814 \quad $10,186</td>
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<td><strong>CDBG FUND</strong></td>
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<tr>
<td>Surplus appropriation</td>
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<tr>
<td></td>
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<tr>
<td><strong>BOND DEBT</strong></td>
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<tr>
<td>Surplus Appropriation</td>
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<td><strong>ROAD FUND</strong></td>
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<tr>
<td>Expenditures</td>
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<td>Transfer Out – Local</td>
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<tr>
<td>Transfer Out – Major</td>
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<td><strong>CONSTRUCTION BOND SERIES 2019</strong></td>
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<td>Revenue</td>
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<td>Expenditures</td>
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<td>Construction</td>
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<td><strong>WATER-SEWER FUND</strong></td>
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Expenditures

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MARINA FUND

Revenue

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<td>$100,000</td>
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</tbody>
</table>

Motion by Mayor Denner, second by Councilmember Grano, to approve the budget amendment as presented.

Councilmember Fluitt asked if the Department of Public Works building was included in the $435,000 construction expenditure? City Manager Sizeland stated that the $435,000 was for the bond agent, legal counsel, to pay off the pumper truck as well as a new boiler for the Lavins Center.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None

EXTENSION OF RECYCLING SERVICES CONTRACT RESOLUTION

City Manager Sizeland stated that the Cities of Grosse Pointe Park, Farms, Shores, and City currently have a recycling contract with GFL environmental that is set to expire June 30th. Due to rising costs and level of service, the cities have been working with Resource Recycling Systems (RRS) to redevelop a bid document to reflect the changing market and seek competitive rates. However, due to the COVID-19 pandemic, the Grosse Pointe Communities and RRS decided the market would be better suited to wait further into the year for submittal.

Because the contract is set to expire at the end of June, the Cities sought a 6-month extension of service for the same price of $3.99 per unit per month. GFL offered an extension of current prices from July 1st, 2020 to October 1st, 2020. After October 1st, the price would reflect a $.26/month/unit increase with a 2% annual increase. The new rate would be effective from October 1st – September 30, 2021. The Cities intend to review the document provided by RRS and submit to the market before the new rate takes place on October 1, 2020. The Administration is recommending directing and authorizing the City Manager to sign the contract extension with GFL Environmental for recycling services.

Motion by Mayor Denner, Second by Councilmember Grano, to extend the contract for recycling services with GFL Environmental and authorize City Manager Sizeland to sign the extension contract on the City’s behalf.

Councilmember Hodges stated that the current contract provided is misleading and that the contract needs to be written to make it clear that the contract extension is only for six months and not until
September 30th, 2021. City Attorney Howlett stated that the letter provided by GFL only appears to lock in the rate and not service for a full year however, he would recommend new wording for the agreement to make that clear.

Councilmember Read stated that City Administration needs to verify with the other Grosse Pointe Communities that they will be willing to accept the modifications proposed by City Attorney Howlett before they are made.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluit, and Mayor Denner

NAYS: None

EXPANSION OF OUTDOOR DINING AND RETAIL RESOLUTION

City Manager Sizeland stated that due to the COVID-19 pandemic throughout the Country and the State of Michigan, the City has been looking at a variety of options to support local businesses through the COVID-19 pandemic. As local businesses begin to reopen, the City intends to provide a variety of possible strategies to assist them. By allowing creative use of public sidewalks, streets, parking lots, and on-street spaces, the City may be able to offer more space for their business activities while maintaining new social distancing requirements prescribed by the Governor.

Strategies the City could explore the following:
- Restaurant Carryout Pick-Up and Store Pick-Up in designated areas
- Temporary Street Closure
- Outdoor sales permission on sidewalks
- Outdoor sales and dining permission in designated on-street parking spaces using the “parklet” platform.
- Outdoor dining/patio space permission on public sidewalks. The City is currently developing a permit application for businesses to submit for this purpose.
- Explore Social District if passed by the State of Michigan HB 5781. A social district would allow people to walk through the district, for example on Kercheval, with to-go alcoholic drinks.

The resolution below will provide authorization for a temporary way of allowing these initiatives and expedite approval for businesses by the City. If they work well after careful evaluation, a permanent authorization could be reviewed by Council at a later date. The use of the public right way would be proposed to be extended free of charge for one year as a temporary measure per allowed timeframe of these initiatives. The City Manager will also seek support from the DDA and TIFA Boards for assistance with these measures if approved.

City Administration will continue to speak with and reach out to businesses to determine interest in these methods of providing business support. The City Manager would have the authority under the proposed resolution to work out the details of the options that commercial businesses may wish to employ.

Motion by Councilmember Read, second by Councilmember Robson, to approve the resolution as written. The Resolution reads as follows:
WHEREAS, the entire State of Michigan has been under a State of Emergency for several weeks and this Emergency Situation of COVID-19 have caused the Governor of the State to issue several emergency orders, some of which caused restaurants and retail stores to be closed, and;

WHEREAS, the City Council is desirous to take quick action to allow restaurants and, in some cases, retail stores to use public property for the expansion of their businesses;

NOW, THEREFORE, BE IT RESOLVED, that in the B-1 General and Local Business Zoning Districts, the City Manager may permit the use of that portion of any sidewalk or street between the property line, parking lots and the traveled portion of the street (including areas customarily used for parking) as a designated area for pickup of goods exclusively reserved for a specific retail establishment or as a designated area for retail sales of goods, food and/or beverages.

BE IT FURTHER RESOLVED, that the City Manager and Director of Public Safety may allow for the temporary street closure to service retail establishments for the sale of goods, food and/or beverages and;

BE IT FURTHER RESOLVED, that such uses shall be memoralized by a license approved by the City Manager and City Attorney may be issued on a temporary basis for up to one year.

BE IT FURTHER RESOLVED, that such licenses may only be issued if the City Manager with review by the Building Department and Director of Public Safety finds that the proposed temporary use will not unreasonably interfere with the public use of the sidewalk and/or street and such license shall specifically identify the area of the license and the conditions under which such area may be used.

BE IT FURTHER RESOLVED, that if issued, such license shall be at no cost to the property owners other than appropriate insurance costs and indemnities for a period of one year, at which time, if such license is extended, reasonable fees may be imposed in the discretion of the City Manager.

Councilmember Fluitt asked for specific details for how the TIFA and DDA would provide support; would they be purchasing supplies? City Manager Sizeland stated that the City was exploring options like utilizing DDA/TIFA funds to purchase parklet platform materials.

Councilmember Reed asked if the funds that would be utilized for the DDA/TIFA support be the funds set aside for the COVID-19 relief fund? City Manager Sizeland confirmed that the $10,000 in DDA and the $50,000 in TIFA that had been previously set-aside for COVID-19 relief would be the funds utilized.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None

ADOPTION OF THE T.I.F.A. AMENDED DEVELOPMENT PLAN
Mayor Denner presented for consideration the resolution approving the TIFA amendment development plan. Mayor Denner stated that the public hearing on the plan was held on May 11th, 2020. In December
of 2019, Council voted unanimously to move the DPW building to Mack Avenue at a site in the TIFA District. The plans for the new DPW building will go through the regular process including approval by the Planning Commission. Once the plans are approved, the TIFA board will approve and issue the bond. Approval of the amended T.I.F.A development plan is the first step for the DPW building to move forward.

Motion by Mayor Denner, second by Councilmember Grano, to approve the resolution to adopt the T.I.F.A. amended development plan as written. The Resolution reads as follows:

CITY OF GROSSE POINTE PARK
WAYNE COUNTY, MICHIGAN

RESOLUTION APPROVING AMENDMENTS TO THE
GROSSE POINTE PARK NORTHWEST TAX INCREMENT FINANCE AUTHORITY
DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN

Minutes of a regular meeting of the City Council of the City of Grosse Pointe Park, Wayne County, Michigan (the “City”), held electronically via the Zoom application allowed per Executive Order 2020-75 due to the COVID-19 pandemic, on June 8, 2020, at 7:00 p.m., local time.

PRESENT:

[Names]

ABSENT:

[Names]

OTHERS PRESENT: [Names]

The following Resolution was offered by Council Member [Name] and supported by Council Member [Name]:

WHEREAS, the City has, pursuant to the provisions of Act 450, Public Acts of Michigan, 1980, as amended, now Part 3 of Act 57, Public Acts of Michigan, 2018 (the “Act”) created the Grosse Pointe Park Northwest Tax Increment Finance Authority (the “Authority”) and has designated the boundaries of the Authority district; and

WHEREAS, the City adopted a Development Plan and Tax Increment Financing Plan with respect to the Authority at a meeting held on October 27, 1986; and

WHEREAS, the last amendments to the Development Plan and Tax Increment Financing Plan were adopted by the City Council of the City on May 23, 2016; and
WHEREAS, the Authority has submitted amendments to the last approved Development Plan and Tax Increment Financing Plan to this City Council for governing body consideration in accordance with Section 318(2) of the Act; and

WHEREAS, the Authority has fully informed the taxing jurisdictions in the development area about the fiscal and economic implications of the proposed amendments to the Development Plan and Tax Increment Financing Plan pursuant to Section 313 of the Act, and the City Council has provided a reasonable opportunity to such taxing jurisdictions to express their views and recommendations regarding said amendments as required by Section 313 of the Act; and

WHEREAS, the City Council of the City has given order to, and completed the necessary public notification requirements by mail and by publication in a newspaper of general circulation as required by Section 317 of the Act; and

WHEREAS, the City Council has conducted a public hearing in accordance with Section 317 of the Act on May ___, 2020;

NOW THEREFORE, be it resolved by the City Council of the City of Grosse Pointe Park, as follows:

1. That the Authority's Development Plan and Tax Increment Financing Plan, as amended, continue to constitute and embody a public purpose.

2. Pursuant to Section 318 of the Act, the City Council finds:

(a) That the Tax Increment Financing Plan, as amended, meets the requirements set forth in Section 313(1) of the Act, and the Development Plan, as amended, meets the requirements set forth in Section 316(2) of the Act;

(b) That the proposed method of financing the development described in the Development Plan, as amended, is feasible and that the Authority has the ability to arrange the financing;

(c) That the development described in the Development Plan, as amended, is reasonable and necessary to carry out the purposes of the Act;

(d) That the amount of captured assessed value estimated to result from the adoption of the amended Plans is reasonable;

(e) That land which may be acquired within the development area to carry out the purposes of the Development Plan, as amended, is reasonably necessary to carry out the Development Plan, as amended, and the purposes of the Act;

(f) That the Development Plan, as amended, is in reasonable accord with the approved master plan of the City;
(g) That the public services, such as fire and police protection and utilities, are or will be adequate to service the development area; and

(h) That such changes in zoning, streets, street levels, intersections and utilities as contemplated by the Development Plan, as amended, if any, are reasonably necessary for the development area and for the City.
3. In accordance with the above foregoing considerations, the Amended Development Plan and Tax Increment Financing Plan in the form attached hereto as APPENDIX I is hereby approved and adopted for all purposes of the Act.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution shall be, and the same hereby are, rescinded, but only to the extent of such conflict.

Councilmember Fluitt stated that the master plan needs to be done first. She also stated that the amended plan should include more detail regarding projects and future plans and include more input from businesses.

Councilmember Read stated concern over the notice going out to property owners throughout the District during the pandemic and that the situation has changed throughout the City. Councilmember Read also voiced concern over the legality of the amended development plan being aligned with a not current master plan.

City Attorney Howlett clarified that the statute calls for the T.I.F.A. development plan to be in reasonable accord with the master plan. He noted that the City currently has an adopted master plan which means legally, the amended T.I.F.A. plan can be approved as the amended plan is legally in reasonable accord with the existing master plan. Councilmember Grano stated that the current master plan contemplates construction of a public works building within the T.I.F.A footprint and thus the amended plan is in reasonable accord.

Councilmembers Read, Fluitt, and Relan made statements that the T.I.F.A plan as presented does not address the needs throughout the District.

Councilmembers Grano and Robson made statements regarding the blight in the Northwest part of the City and that the new DPW facility will help counter the blight and provide a new entrance into the City.

Mayor Denner stated that approval of the amended T.I.F.A. development plan did not mean that the plan could not be amended again. He also reiterated that the plan was only amended to allow for the new DPW facility to move forward and that the District’s budget is secure.

Councilmember Relan asked for a description of the T.I.F.A. Director role. Mayor Denner stated that the City Manager has oversight over TIFA per statute and that new additional administrative staff will assist with this oversight.

Councilmember Hodges made a statement regarding the past actions by the City and how to move forward presently and in the future by approving the amended development plan.

AYES: Councilmembers Grano, Hodges, Robson, and Mayor Denner

NAYS: Councilmembers Relan, Read, and Fluitt.
FULL FAITH AND CREDIT BOND RESOLUTION

Mayor Denner presented for consideration the resolution approving the full faith and credit bond resolution. Mayor Denner provided an overview of the process moving forward for the new DPW facility, stating that approval of the proposed resolution is an important first step for the financing process.

Motion by Mayor Denner, second by Councilmember Robson, to approve the Full Faith and Credit Bond resolution as written. The Resolution reads as follows:

CITY OF GROSSE POINTE PARK
WAYNE COUNTY, MICHIGAN

RESOLUTION APPROVING FULL FAITH AND CREDIT PLEDGE
FOR THE PAYMENT OF TAX INCREMENT BONDS TO BE ISSUED BY THE
GROSSE POINTE PARK NORTHWEST TAX INCREMENT FINANCE AUTHORITY

Minutes of a regular meeting of the City Council of the City of Grosse Pointe Park, Wayne County, Michigan (the “City”), held electronically via the Zoom application allowed per Executive Order 2020-75 due to the COVID-19 pandemic, on June 8, 2020, at 7:00 p.m., local time.

PRESENT: ____________________________________________

__________________________________________

ABSENT: ____________________________________________

OTHERS PRESENT: ____________________________________

The following Resolution was offered by Council Member _______ and supported by Council Member ____________:

WHEREAS, the City has, pursuant to the provisions of Act 450, Public Acts of Michigan, 1980, as amended, now Part 3 of Act 57, Public Acts of Michigan, 2018 (the “Act”) created the Grosse Pointe Park Northwest Tax Increment Finance Authority (the “Authority”) and has designated the boundaries of the Authority district; and

WHEREAS, the City adopted a Development Plan and Tax Increment Financing Plan with respect to the Authority at a meeting held on October 27, 1986; and
WHEREAS, the Authority submitted amendments to the last approved Development Plan and Tax Increment Financing Plan to this City Council for governing body consideration in accordance with Section 318(2) of the Act; and

WHEREAS, the City Council conducted a public hearing with respect to such amendments in accordance with Section 317 of the Act on May 11, 2020; and

WHEREAS, on the date hereof, and prior to the adoption of this Resolution, this City Council approved and adopted for all purposes of the Act the amendments to the Development Plan and Tax Increment Financing Plan in the form submitted by the Authority to this City Council (as so amended, the “Amended Development Plan and Tax Increment Financing Plan”); and

WHEREAS, pursuant to the Amended Development Plan and Tax Increment Financing Plan, the Authority proposes to issue its tax increment bonds in 2020 pursuant to Section 315 of the Act in an amount not to exceed $4,000,000, payable for up to a fifteen (15) year period, for the purpose of enhancing the City’s western boundary and encouraging the continued rejuvenation of the Mack Avenue corridor through the acquisition, construction and equipping of a public facility consisting of the Department of Public Works' offices and related storage facility, with the principal amount of such bonds to include payment of any architect, engineering, other professional and administrative services, legal and financing expenses in connection therewith, and the issuance costs of such bonds (the “Bonds”); and

WHEREAS, the primary security for the Bonds will be the tax increment revenues received by the Authority pursuant to Section 311(c) of the Act, to be pledged by the Authority for the payment of the principal of and interest on the Bonds (the “Tax Increment Revenues”); and

WHEREAS, as additional security for the Bonds, the issuance of the Bonds is subject to the pledge by the City of its full faith and credit for the payment of the principal of and interest on such Bonds pursuant to Section 315 of the Act;

NOW THEREFORE, be it resolved by the City Council of the City of Grosse Pointe Park, as follows:

1. The City hereby irrevocably pledges its full faith and credit as additional security for the payment of the principal of and interest on the Bonds, and agrees that should the Tax Increment Revenues primarily pledged be insufficient for payment of such principal and interest, the City shall make such payments as a first budget obligation from its general funds including the collection of ad valorem taxes, if necessary, which the City may be authorized to levy on all taxable property within its boundaries. Any such taxes, however, will be subject to applicable charter, statutory and constitutional limitations on the taxing power of the City, and shall not be in an amount or at a rate exceeding that necessary to pay such principal and interest. If the City, at the time prescribed by law for the making of its annual tax levy, shall have other funds on
hand which have been set aside and earmarked for payment of its obligations hereunder for which a tax levy would otherwise have to be made, then the tax levy shall be reduced by the amount of such other funds. Such other funds may be raised from any lawful source. Nothing in this Resolution shall restrict or be construed as restricting the City's ability to incur additional indebtedness or to make additional pledges or assignments of, or to agree to set aside as received, any revenues received or to be received by the City from the collection of ad valorem property taxes levied by the City, as security for current or future obligations of the City or the Authority.

2. The Mayor, the City Manager, the City Clerk and the Finance Director of the City, and each of them, are authorized and directed to take all actions necessary or desirable to facilitate the issuance and sale of the Bonds by the Authority, including the preparation, use and distribution of a Preliminary Official Statement, Official Statement and other disclosure materials, if required, relating to the Bonds to be issued by the Authority, circulation of which is hereby approved, and, if required, to execute and deliver on behalf of the City a continuing disclosure certificate in compliance with the requirements of Rule 15c2-12 under the Securities and Exchange Act of 1934 and to comply with all of the requirements as set forth therein.

3. The Mayor, the City Manager, the City Clerk and the Finance Director of the City, and any other City official required by law, or any of them, and their designees and agents, are hereby designated, for and on behalf of the City, to (a) file a qualifying statement, request for reconsideration, or application for prior written approval, as applicable, with the Michigan Department of Treasury pursuant to the Revised Municipal Finance Act, Public Act 34 of 2001, as amended, and take any other actions necessary or desirable under such Act in connection with the issuance of the Bonds and the pledge by the City of its full faith and credit; (b) execute and deliver any certificates, documents and instruments as may be customary or required by the successful bidder in connection with the sale of the Bonds; (c) pay any expenses, costs or fees incidental to any of the foregoing; and (d) do all other acts and take all other actions and other necessary procedures required to effectuate a sale, issuance and delivery of the Bonds by the Authority, including, if appropriate, and without limitation, obtaining a rating of the Bonds by a nationally recognized securities rating agency.

4. The authority granted by this Resolution shall expire if the Bonds are not issued by December 31, 2020.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution shall be, and the same hereby are, rescinded, but only to the extent of such conflict.

Councilmembers Fluitt, Relan, and Read all stated concerns regarding approving a bond issuance for the project without construction bids. Mayor Denner stated that APCOR has provided a detailed estimated based on the current construction market and the architects renderings. The project is currently estimated to cost $3.2 million dollars, which is well under the $4 million dollar not to exceed amount set by Council in December of 2019.
Councilmember Hodges stated that the TIFA would have the authority to issue the bond without the full faith in credit backing from the City but the bond rates would not be as favorable.

Councilmember Hodges inquired about resident input in the design and the potential issues with the screening that will be placed around the City. City Manager Sizeland stated that the City intends to gather more input and feedback regarding the facility design before the plans are presented to the Planning Commission. Mayor Denner also stated that the public concerns regarding the project could be addressed/vocalized in the public hearing during the Planning Commission review.

AYES: Councilmembers Grano, Hodges, Robson, and Mayor Denner

NAYS: Councilmembers Relan, Read, and Fluitt.

HUMAN RIGHTS ORDINANCE

Councilmember Grano presented for consideration, Ordinance 218 – 2018. Councilmember Grano stated that this ordinance came to fruition based on a request from Councilmember Fluitt back in February of 2020 for the City to sign the Elliott Larsen petition for LGBTQ rights. At the time, Mayor Denner stated that the City did not get involved in state issues but directed City Administration, the City Attorney, and the Ordinance Review Committee to draft a human rights ordinance. The ordinance being proposed for approval is a comprehensive anti-discrimination ordinance.

Motion by Councilmember Fluitt, second by Councilmember Read, to pass Ordinance 218 as written. The ordinance reads as follows:

CITY OF GROSSE POINTE PARK
Ordinance No. 218

AN ORDINANCE TO AMEND THE CITY OF GROSSE POINTE PARK CODE OF ORDINANCES BY AMENDING CHAPTER 2 TO ADD ARTICLE VII SECTIONS 2-271-276 HUMAN RIGHTS.

THE CITY OF GROSSE POINTE PARK ORDAINS:

Section 1. The Code of the City of Grosse Pointe Park is amended to add Chapter 2, Article VII, Sections 2-271 -276, entitled “Human Rights.”

Sec. 2-271 Purpose.

In recognition of the inherent dignity and equal and inalienable rights of all members of the human family, it is the public policy of the City of Grosse Pointe Park in the exercise of its police power for the public safety, public health and general welfare to assure equal opportunity to all persons in the area of employment, housing, public accommodations, and public services.

Sec. 2-272 Definitions.
The following definitions shall apply to this Ordinance.

**Age.** The word “age” shall mean an individual’s chronological age, except as otherwise provided by law.

**Ancestry.** The word “ancestry” shall mean an individual’s family or ethnic descent.

**Color.** The word “color” shall mean an individual’s skin pigmentation.

**Creed.** The word “creed” shall mean a system of beliefs, principles, or opinions that guides an individual’s actions.

**Discrimination or discriminate.** The words “discrimination” or “discriminate” shall mean without limitation, any act which, because of race, color, religion, gender, age, height or weight, marital status, sexual orientation, familial status, national origin, or physical or mental disability, results in the unequal treatment or separation of any person, or denies, prevents, limits or otherwise adversely affects the benefit or enjoyment of any person, of employment, ownership or occupancy of real property or public accommodations and public services.

**Employment.** The word “employment” shall mean the act of hiring, recruiting, retaining and promoting of a person to perform the duties of a particular job or position.

**Familial status.** The words “familial status” shall mean one or more individuals under the age of 18 years residing with a parent or other person having custody or in the process of securing legal custody of the individual or individuals or residing with the designee of the parent or other person having or securing custody, with the written permission of the parent or other person. For purposes of this definition, "parent" includes a person who is pregnant.

**Gender.** The word “gender” shall mean the real or perceived sex, gender identity, or gender expression.

**Gender Identity or Expression.** The words “gender identity” or “expression” shall mean an individual’s actual or perceived sex including identity, self-image, appearance, expression, or behavior, whether or not that identity, self-image, appearance, expression, or behavior is different from that traditionally associated with the individual’s biological sex assigned at birth.

**Genotype.** The word “genotype” shall mean the genetic constitution of an individual.

**Harassment.** The word “harassment” shall mean conduct or communication directed at another individual intentionally for the purpose or effect of creating an intimidating, hostile, or offensive environment with regard to employment, public accommodation, public services, or housing.
Height or weight. The words “height” or “weight” shall mean the physical characteristics of an individual as it relates to that individual's size and shall apply only to employment.

Housing. The word “housing” shall mean the opportunity to purchase, lease, sell, hold, rent, use, and convey dwelling units.

Marital status. The words “marital status” shall mean the state of being single, married, separated, widowed, or divorced.

Medical condition. The words “medical condition” shall mean all past or present physical or mental health diagnoses, treatments, and procedures an individual has received, associated symptoms and risk factors, and effects of such diagnoses, treatments, and procedures.

National origin. The words “national origin” shall mean to include the national origin of an ancestor.

Person. The word “person” shall mean an individual, firm, partnership, corporation, association, organization, unincorporated organization, labor organization, trustee, receiver or other fiduciary.

Physical or mental disability. The words “physical” or “mental disability” shall mean one or more of the following:

(1) A determinable physical or mental characteristic of an individual, which may result from disease, injury, congenital condition of birth, or functional disorder, if the characteristic:

a. Where applicable, substantially limits one or more of the major life activities of that individual and is unrelated to the individual's ability to perform the duties of a particular job or position or substantially limits one or more of the major life activities of that individual and is unrelated to the individual’s qualifications for employment or promotion;

b. Where applicable, is unrelated to the individual's ability to utilize and benefit from a place of public accommodations and public services;

c. Where applicable, is unrelated to the individual's ability to utilize and benefit from educational opportunities, programs, and facilities at an educational institution;

d. Where applicable, substantially limits one or more of that individual's major life activities and is unrelated to the individual's ability to acquire, rent, or maintain property.
(2) A history of a determinable physical or mental characteristic described in subsection (1).

(3) Being regarded as having a determinable physical or mental characteristic described in subsection (1).

(4) "Physical or mental disability" does not include either of the following:
   a. A determinable physical or mental characteristic caused by the current illegal use of a controlled substance by that individual;
   b. A determinable physical or mental characteristic caused by the use of an alcoholic liquor by that individual if that physical or mental characteristic prevents that individual from performing the duties of his or her job.

(5) "Unrelated to the individual's ability" shall mean, with or without accommodation, an individual's disability does not prevent the individual from doing one or more of the following:
   a. Where applicable, performing the duties of a particular job or position;
   b. Where applicable, utilizing and benefiting from a place of public accommodation or public services;
   c. Where applicable, utilizing and benefiting from educational opportunities, programs, and facilities at an educational institution; and
   d. Where applicable, acquiring, renting, or maintaining property.

Public accommodations and public services. The words “public accommodations” and “public services” shall mean the full and equal access to any educational, cultural, governmental, health-care, day-care, entertainment, recreational, refreshment, transportation, financial institution, accommodation, business, or other facility of any kind, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public, or which receive financial support through the solicitation of the general public or through governmental subsidy of any kind.

Religion. The word “religion” shall mean a particular system of faith and worship.

Sexual Harassment. The words “sexual harassment” shall mean a type of discrimination including, but not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:
a. Submission to such conduct or communication by an individual is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodation, public services, or housing;

b. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting the individual’s employment, public accommodations, public services, or housing; and

c. Such conduct or communication has the purpose or effect of substantially interfering with an individual’s employment, public accommodation, public services, or housing, or creating an intimidating, hostile, or offensive employment, public accommodation, public services, or housing.

**Sexual orientation.** The words “sexual orientation” shall mean real or perceived, male or female heterosexuality, bisexuality, or homosexuality. It shall also mean an individual’s sexual and/or romantic identity in relation to the gender(s) to which the individual is attracted, or the absence of such sexual and/or romantic identity.

**Sec. 2-273 Prohibition.**

(a) No person or persons shall discriminate against any person or persons within the City regarding employment, housing, public accommodations and public services on the basis of that person’s race, color, gender identity, religion, gender, age, height or weight, marital status, sexual orientation, familial status, national origin, or physical or mental disability. This Ordinance shall not be construed to be preempted by any state or federal statute.

(b) This Ordinance shall be construed and applied in a manner consistent with the First and 14th Amendments of the U.S. Constitution and Art. I, §2 of the Constitution of Michigan regarding freedom of speech and free exercise of religion.

(c) No person shall adopt, enforce or employ any policy or requirement, or publish, post, broadcast, or distribute any advertisement, sign, notice, or solicitation which discriminates, or suggests, supports, or affirms discrimination, in the provision of housing, employment, public accommodations, or public services.

(d) No agent, broker, or any other person shall discriminate in making referrals or listings or providing information with regard to housing, employment, public accommodations, or public services. A report of such person’s responsibility for a violation of this Ordinance shall be made to an applicable licensing or regulatory agency for such person or business, if any.
(e) No person shall coerce, threaten or retaliate against an individual for making a complaint or assisting in the investigation regarding a violation or alleged violation of this Ordinance, nor require, request, conspire with, assist or coerce another person to retaliate against an individual for making a complaint or assisting in an investigation.

(f) No person shall conspire with, assist, coerce, or request another person to discriminate in any manner prohibited by this Ordinance.

Sec. 2-274 Exemptions.

(a) Private club exemption. The words “private club exemption” shall mean the prohibition of Section 2-273 above, shall not apply to a private club, or other establishment not in fact open to the public, except to the extent that the goods, services, facilities, privileges, advantages, or accommodations of the private club or establishment are made available to the customers or patrons of another establishment that is a place of public accommodation or is licensed by the state under Act No. 8 of the Public Act of 1933, being MCL §§436.1-436.58, the Michigan Liquor Control Act, as amended.

(b) Religious exemption. The prohibition of Section 2-273, above, shall not apply to a religious educational institution or an educational institution operated, supervised, or controlled by a religious institution or organization which limits admission or gives preference to an applicant of the same religion.

(c) Private residence exemption. The prohibition of Section 2-273, above, shall not apply to:

(1) The rental of housing accommodations in a building which contains housing accommodations for not more than two families living independently of each other if the owner or a member of the owner's immediate family resides in one of the housing accommodations, or to the rental of a room or rooms in a single-family dwelling by a person if the lessor or a member of the lessor's immediate family resides in the dwelling.

(2) The rental of housing accommodations for not more than 12 months by the owner or lessor where it was occupied by him/her and maintained as his/her home for at least three months immediately preceding occupancy by the tenant and is temporarily vacated while maintaining legal residence.

(3) With respect to the age provision only, the sale, rental or lease of housing accommodations meeting the requirements of federal, state
or local housing programs for senior citizens, or accommodations otherwise intended, advertised, designed or operated, bona fide, for the purpose of providing housing accommodations for persons 50 years of age or older.

(d) Bona fide occupational qualification exemption. The prohibition of Section 2-273, above, with respect to employment only, shall not apply where a protected classification set forth in Section 2-273 is a bona fide occupational qualification reasonably necessary to the normal operation of a business or enterprise. A person shall have a burden of establishing that the qualification is reasonably necessary to the normal operation of that person's business or enterprise.

(e) Private education institution exemption. The prohibition of Section 2-273, above, relating to gender only shall not apply to an educational institution which now or hereafter provides an education to persons of one gender.

(f) Governmental exemption. The prohibition of Section 2-273 shall not apply to any action by a governmental entity or agency where a person's qualification is expressly limited by statute, charter, ordinance or policy as otherwise provided at law.

Sec. 2-275 Violations, fines and penalties.

(a) Any person violating any of the provisions of this Ordinance shall be responsible for a municipal civil infraction, and upon a determination or admission of responsibility shall be subject to a civil fine of not more than $500.00, costs of prosecution and such other costs, damages, expenses, sanctions and remedies as authorized by law, including but not limited to, the Revised Judicature Act, and specifically MCL §600.8302, as amended.

(b) The City Attorney may commence a civil action to obtain injunctive relief to prevent discrimination prohibited by City Code and this Ordinance, to reverse the effects of such discrimination.

(c) Nothing contained in this Ordinance shall be construed to limit in any way the remedies, legal or equitable, available to the City or any person for the prevention or correction of discrimination.

Sec. 2-276 Severability.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this Ordinance.
AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None

ADOPTION OF PRIDE MONTH PROCLAMATION

Mayor Denner presented for consideration the Pride Month Proclamation.

Councilmember Grano stated that the Pride Month Proclamation came about following the flag discussion at the May 18th special meeting and recommended that the proclamation should be adopted.

Motion by Councilmember Grano, second by Councilmember Hodges, to approve the Pride Proclamation.

Councilmember Fluitt stated that the proclamation should say LGBTQ instead of Gay because it is more inclusive. Councilmembers Grano and Hodges accepted the change.

Councilmember Read stated that the last part of the proclamation referencing the federal government needs to be investigated further. The Federal Government recognizing Pride Month has not been consistent and is only done through executive order by the President. City Attorney Howlett confirmed that Councilmember Read’s statement was accurate and that he would rewrite that section to accurately reflect what has occurred. Councilmembers Grano and Hodges accepted the change.

Councilmember Relan and Read inquired about visual displays regarding the adoption of the Pride Month proclamation. Councilmember Grano stated that when suggested writing and passing a Pride Month proclamation, it was with the intent of representing the entire City and displaying that everyone is welcome here without getting involved in government speech. Any public displays backing the proclamation were purposely not included.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None

The adopted proclamation with changes reads as follows:

Proclamation Designating June as LGBTQ Pride Month

Whereas, the City of Grosse Pointe Park supports the rights of every citizen to experience equality and freedom from discrimination; and

Whereas, all people regardless of age, gender identity, race, color, religion, marital status, national origin, sexual orientation, or physical challenges have the right to be treated on the basis of their intrinsic value as human beings; and
Whereas, in support of the City’s commitment, a Non-Discrimination Ordinance will be considered by the City Council on June 8th, 2020 making these rights the law of the City; and

Whereas, the City of Grosse Pointe Park accepts and welcomes people of diverse backgrounds and believes a diverse population leads to a more vibrant community; and

Whereas, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) communities contribute to the cultural, civic and economic successes of the City of Grosse Pointe Park; and

Whereas, US Presidents from both major parties, the Federal government, the State of Michigan, and multiple municipalities have, over the last 20 years, regularly recognized June as LGBTQ Pride Month

Now, therefore, be it resolved, I, Mayor Denner and the members of the Grosse Pointe Park City Council hereby proclaim June 2020 as LGBTQ Pride Month in Grosse Pointe Park, Michigan and encourage our residents to reflect on the ongoing struggle for equality members of the LGBTQ community face and celebrate the contributions that enhance our City.

FLAGS ON MUNICIPAL PROPERTY
City Manager Sizeland provided a brief summary of the options available to City Council regarding flying of flags. Currently, the City of Grosse Pointe Park does not have any established policy regarding the flying of flags on Municipal Property. However, due to increased interest, the City Council is considering the idea of adopting a formal policy and procedure.

Through research and reaching out to community colleagues throughout the state, it was determined that the majority of communities do not have a written policy and procedure in place and use the tradition of flying the US, State, and City flags. However, communities without a policy may allow the decisions to come forth to a City Council decision (e.g. Ferndale).

Upon a Council decision, the City could move towards three different scenarios:
1. Fly the US, State, and City Flag on Municipal property
2. Fly Federally recognized Observances on Municipal Property
3. Council decide upon a case by case on Municipal Property.

City Attorney Howlett stated that the City has a first amendment rights for government speech and that it very likely has the right to choose what flags it flies on City property, but that it is likely political and/or legal challenges could arise.

The motion tabled from the May 18th special City council meeting (original motion by Mayor Denner, second by Councilmember Robson) reintroduced by Mayor Denner. The resolution reads as follows:
Resolved by the Council of the City of Grosse Pointe Park that the policy of the City of Grosse Pointe Park is that the only flags, banners or insignia permitted to be displayed in City Hall or on the grounds of Grosse Pointe Park municipal facilities are those of the United States of America, the State of Michigan, and the City of Grosse Pointe Park.

Councilmember Fluit and Relan made statements regarding their support for flying non-government flags, specifically the Pride flag.

Councilmember Read inquired if the approval of the proposed resolution would only apply to the City and not groups on City property? For example, a Little League baseball team could still fly their team flag at a team picnic in Patterson park.

City Attorney Howlett confirmed that the resolution would only apply to the City's decisions to fly flags on its property and would not allow the City to infringe on people or group's First Amendment Rights.

Councilmember Grano inquired if the approval of the proposed resolution would restrict City employees from displaying flags outside of the US, State, and City flag in their workspace? City Attorney Howlett stated he did not believe employees would be restricted but he would verify.

AYES: Councilmembers Grano, Read, Hodges, Robson, and Mayor Denner

NAYS: Councilmember Relan, and Fluit.

COMMITTEE REPORTS

Ordinance Review Committee

Councilmember Grano provided a brief report on the Ordinance Review Committee Meeting. The committee met via Zoom teleconference on June 2, 2020. The Committee focused on review of the following draft ordinances:
- Human Rights ordinance: The committee decided after making some minor changes that the ordinance was ready to present to council.
- Ethics ordinance: The committee decided after discussion that the ethics ordinance was not yet ready to present to council. The ordinance will be revisited at the next committee meeting.

The committee also discussed different ideas to help the City move forward during the COVID-19 pandemic and future similar situation if any were to arise.

Public Service Committee

Councilmember Grano provided a brief report on the Public Service Committee Meeting. The Committee met via Zoom teleconference on June 4, 2020. The Committee discussed the following topics:
- New Department of Public Works building: Draft plans for the building were presented by City Manager Sizeland. The committee discussed potential changes like entrance and exit locations, clean energy alternatives, and next steps.

- Water Infrastructure: City Manager Sizeland and Public Works Supervisor Pat Thomas stated that they have been working with City's engineering firm on the replacement of the lead water service lines throughout the City including water main replacement and water meters. Initially, they believed the cost of the project would be around $16 million dollars with financing available through EGLE. However, having further discussions, it was discovered that the cost of the project would be significantly more. Due to the price discrepancy, the City has decided to put the project on hold. The City is evaluating the best way to move forward including engineering firms and also considering alternative funding options.

- Capital Improvement projects throughout the summer: City Manager Sizeland provided a summary of the projects that will be taking place over the summer. Projects include DTE gas main replacement and restoration and road work.

Councilmember Robson inquired if the main entrance for the new DPW facility would still be off of Mack Avenue.
Councilmember Grano stated that was correct.

Councilmember Read inquired if any street parking would be lost as a result of the new facility. City Manager Sizeland responded and stated that street parking for residents should not be impacted.

Parks and Recreation Commission Meeting

Councilmember Read provided a brief report on the Parks and Recreation Commission Meeting. The Commission met via Zoom teleconference on June 3, 2020. Much of the meeting was focused on the safe reopening of facilities under the state and county guidelines:

- Windmill Pointe Park: Plans are underway to open the pool with a target opening date of July 1st. The Parks & Recs department is developing a plan for limiting capacity to 50%, which in our case is 250 people. There will likely be three “shifts” with deep cleaning between each shift and, likely, fewer deck chairs to allow for safe spacing. Supervisor Chad Craig stated that with the 50% capacity we will still be at the higher range of attendance.
  - The City will limit picnic permits to 5 per day of 20 people per permit. Play equipment will have signage that it is not sanitized and “play at your own risk.”
  - The Tompkins Center and Lindell Lodge rentals are on hold. Residents have been offered refunds. Some have elected to wait to see if their July events will be permitted.
  - The Lavins Center remains closed as it is not covered by the most recent executive order.
  - Safety fencing and sand bags have been added to the marina as water levels continue to be an issue. In addition, the commission discussed the ongoing electrical transformer issues. The commissioners were in favor of resurrecting a marina sub-committee to the parks & recs commission to address ongoing issues and needed improvements.
- At Patterson Park, additional kayak racks will be added. This will not eliminate the wait list, but the department plans to add 12-15 racks each year. The department is also addressing erosion along the boardwalk due to high water.
- The dog park plans are currently on hold.

Councilmember Grano inquired about the decisions to not sand bag at both parks. City Manager Sizeland stated that the City has been working with the City’s engineering consultant OHM on analysis of the impact of the high-water levels for both Windmill Pointe and Patterson Park. OHM determined that for Windmill Pointe Park, the high-water levels will not create an erosion problem and sandbagging the sea wall would not have an impact. At Patterson Park, OHM did find areas that show significant erosion on some areas of the boardwalk. The Parks and Recreation Supervisor have reached out to EGLE and the Army Corp of Engineers to set up a time for representatives to come out and meet with the City to discuss options and next steps the City can take to protect the park.

FINANCE REPORT

Councilmember for Finance Hodges presented to Mayor Denner and Council for consideration the invoices exceeding $5,000 for the month of May, 2020 as presented. All invoices are routine and are budgeted for.

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<tr>
<th>Vendor</th>
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<th>Payment</th>
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<td>Kercheval to Mack – Cadieux Grant</td>
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<tr>
<td>Michigan Municipal League</td>
<td>Membership Renewal</td>
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Motion by Councilmember Hodges, supported by Councilmember Robson, to approve the invoices exceeding $5,000 for the month of May, 2020, in accordance with Section 2.249 of the Charter.

AYES: Councilmembers Grano, Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None

NEW/OLD BUSINESS

Councilmember Grano made a public apology to Councilmember Read and the community regarding the ethical concerns he raised at the previous council meeting. Councilmember Grano stated that he still has concerns about the process followed when potential ethical issues are raised.
Councilmember Fluitt requested that the public comment be moved to before votes for the next council meeting. Mayor Denner stated that moving public comment is part of the Rules of the City Council and Code of Conduct document and he would like to implement any changes outlined in that document at once so it does not appear piecemealed. City Manager Sizeland agreed per City Council recommendation to add a public comment period for agenda items before the Rules of the City Council and Code of Conduct document is formally approved. This change will go into effect for the next council meeting.

Councilmember Fluitt, Read, and Hodges all requested that the draft meeting minutes be provided to council earlier for review.

Councilmember Relan made a statement regarding a letter received by his employer that questioned his actions as a councilmember.

PUBLIC COMMENT
City Manager Sizeland read 12 written public comment.

3 residents provided spoken comment.

With no further business, the meeting adjourned at 11:00pm.
<table>
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<tr>
<th>TITLE: Elimination of PEG Fees from Cable Franchises</th>
<th>DATE: July 7, 2020</th>
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**SUMMARY:** The Agreement with the Grosse Pointe War Memorial to provide community programming and PEG channel support on the cable systems such as Comcast and AT&T serving Grosse Pointe Park have ended. The Grosse Pointes and Harper Woods had a 10 year agreement with the War Memorial. The communities sent out an RFP for services and the only submission was the Grosse Pointe Public School District. However, due to new FCC rules, an agreement was not able to be reached with the Schools. These FCC rules override Michigan’s Uniform Franchise Act which had been used to provide funds to the War Memorial by dictating that PEG funds could not be used for anything other than equipment. The school’s proposal to the communities was almost entirely a service that would fund operational costs of providing the service. Under FCC rules, cable companies can deduct any PEG fees not used for equipment from cities’ franchise fees that are paid for the companies use of the public’s right of way.

City Administration recommends instead of collecting 1.15% PEG fees from all Comcast Subscribers and 2% from all AT&T subscribers, those fees would be eliminated from resident’s cable bills as soon as the cable companies can implement this change. Grosse Pointe Woods and City have eliminated PEG Fees.

**FINANCIAL IMPACT** None

**RECOMMENDATION:** Authorize execution of amendments to the Uniform Video Service Local franchise agreements between the City of Grosse Pointe Park, Comcast and AT&T to eliminate the collection of PEG fees to subscribers within the City of Grosse Pointe Park.

**PREPARED BY:** Nick Sizeland  | **TITLE:** City Manager
**SUMMARY:** Federal law requires the Great Lakes Water Authority, as part of its lease of Detroit Water and Sewerage Department assets, to have an Industrial Pretreatment Program to manage industrial waste entering the Water Resource Recovery Facility. GLWA maintains a set of rules by which it implements and enforces the IPP, and federal law requires communities that send flow to the WRRF to adopt these rules.

Communities such as Grosse Pointe Park that send flow to the WRRF previously adopted IPP rules under DWSD. However, the GLWA Board of Directors has adopted an updated set of rules, including added language regarding the regulation of PFAS compounds.

After a 45-day public comment period and a public hearing, the GLWA Board approved the updated IPP rules on November 13, 2019. These rules were also provided to the Michigan Department of Environment, Great Lakes, and Energy (EGLE, formerly MDEQ) as part of the approval process.

**FINANCIAL IMPACT** None

**RECOMMENDATION:** Adopt the attached resolution provided by GLWA

**PREPARED BY:** Nick Sizeland

**TITLE:** City Manager
RESOLUTION OF THE CITY/COUNTY OF

TO CONCUR IN THE RULES AND REGULATIONS CONCERNING

INDUSTRIAL PRETREATMENT PROGRAM THAT WERE ADOPTED

BY THE GREAT LAKES WATER AUTHORITY

WHEREAS, the Great Lakes Water Authority ("GLWA") is a Michigan municipal authority and public body corporate organized and existing pursuant to the provisions of Michigan Public Act No. 233 of 1955, as amended, MCL 124.281, et seq. ("Act 233"), for the purpose of establishing a regional sewage disposal system to operate, control, and improve the sewage disposal system leased from the City of Detroit; and

WHEREAS, pursuant to Act 233, the County of Wayne is a constituent municipality of the GLWA; and

WHEREAS, as authorized by Act 233, GLWA and the constituent municipalities are required by state and federal law to adopt binding rules and regulations (Exhibit A, attached hereto and incorporated herein by reference) as part of an Industrial Pretreatment Program (IPP) in order to comply with all applicable state and federal laws, including, without limitation, the requirements of the Federal Water Pollution Control Act, 33 USC Section 1251, et. seq., the General Pretreatment Regulations for Existing and New Sources of Pollution, 40 CFR 403, and the National Categorical Pretreatment Standards contained in 40 CFR Sections 405-471; and

WHEREAS, these rules and regulations were adopted by GLWA as a uniform code to: (1) regulate wastes and wastewaters discharged into the collection system for all participating municipalities; (2) prevent the introduction of pollutants into the wastewater systems which will interfere with the operation of the system, contaminate the resulting sludge, or pose a hazard to the health, safety or welfare of the people, the communities or to employees of GLWA; (3) prevent the introduction of pollutants into the wastewater system which will pass inadequately treated through the system and into the receiving waters, the atmosphere, and the environment, or will otherwise be incompatible with the system; (4) provide for the recovery of costs from users of the wastewater collection system sufficient to administer regulatory activities and meet the costs of operation, maintenance, improvement and replacement of the system.

WHEREAS, after a 45-day public comment period and public hearing, the Board of the GLWA approved the IPP Rules on November 13, 2019.

NOW THEREFORE BE IT RESOLVED that the governing body of __________________, in compliance with Act 233 and state and federal law, hereby concur in the IPP rules and regulations attached hereto as Exhibit A; and
BE IT FURTHER RESOLVED that the adoption and approval of the rules and regulations contained in Exhibit A shall be contractually binding on the parties, and no governing body of _________ shall be authorized or empowered to rescind or change the approval granted in this resolution without 180 day prior written notice to the GLWA.

ON MOTION OF ____________ SUPPORTED BY ____________ the foregoing Resolution was adopted by the following vote:

ROLL CALL: ABSENT ____________ AYE ____________ NAY ____________
What is the Industrial Pretreatment Program?
The Great Lakes Water Authority (GLWA) implements and enforces an Industrial Pretreatment Program (IPP) to regulate the discharge of commercial and industrial waste and wastewater. The IPP includes the following elements:

- **Pretreatment Program** – regulates the discharge of toxic pollutants to the sewer collection system and performs inspection, monitoring, enforcement control and administration of industrial and commercial wastewater discharges. All Users must comply with general requirements and Significant Industrial Users must comply with permit-based requirements.

- **Surcharge (High Strength) Program** – is a cost recovery program for commercial and industrial waste discharging conventional pollutants above Domestic Levels and payment of additional treatment costs ($/lb) associated with these Users.

- **Special Discharge and General Permit Program** – authorizes the discharge of special wastes and wastewaters including groundwater, construction water, spent products, and other short-term projects through a permit program.

- **Hauled in Waste Program** – authorizes the discharge from waste haulers of septic tank and septage, and other domestic wastewater through a permit and ticket/token payment program.

What are the new IPP rules, and why were they changed?
GLWA maintains a set of rules by which it implements and enforces the IPP. On November 13, 2019, the GLWA Board of Directors passed a resolution to add language to the rules regarding regulation of PFAS compounds. The full set of rules—with the added language—can be found online at [www.glwater.org/iwc](http://www.glwater.org/iwc).

What do I need to do?
The governing body of every municipality whose wastewater flow goes to the WRRF must pass a resolution adopting the full, updated set of rules (see page 2 for a sample resolution). Please email a copy of the adopted resolution to Stephen Kuplicki, PE, JD – GLWA Manager-Operations, Industrial Waste Control at [Stephen.Kuplicki@glwater.org](mailto:Stephen.Kuplicki@glwater.org) by September 1, 2020.

Who do I contact with questions?
Please contact Mr. Kuplicki, at [Stephen.Kuplicki@glwater.org](mailto:Stephen.Kuplicki@glwater.org) or (313) 297-5804 with any questions or concerns.
SAMPLE
RESOLUTION OF THE CITY/COUNTY OF [City/County]
TO CONCUR IN THE RULES AND REGULATIONS CONCERNING
INDUSTRIAL PRETREATMENT PROGRAM AS ADOPTED
BY THE GREAT LAKES WATER AUTHORITY

WHEREAS, the Great Lakes Water Authority ("GLWA") is a Michigan municipal authority
and public body corporate organized and existing pursuant to the provisions of Michigan Public
Act No.233 of 1955, as amended, MCL 124.281, et seq. ("Act 233"), for the purpose of
establishing a regional sewage disposal system to operate, control, and improve the sewage
disposal system leased from the City of Detroit; and

WHEREAS, pursuant to Act 233, the [City/County of [City/County] is a constituent municipality of the
GLWA; and

WHEREAS, as authorized by Act 233, GLWA and the constituent municipalities are
required by state and federal law to adopt binding rules and regulations (Exhibit A, attached
hereto and incorporated herein by reference) as part of an Industrial Pretreatment Program
(IFF) in order to comply with all applicable state and federal laws, including, without limitation,
the requirements of the Federal Water Pollution Control Act, 33 USC Section 1251, et. seq.,
the General Pretreatment Regulations for Existing and New Sources of Pollution, 40 CFR 403, and
the National Categorical Pretreatment Standards contained in 40 CFR Sections 405-471; and

WHEREAS, these rules and regulations were adopted by GLWA as a uniform code to:
(1) regulate wastes and wastewaters discharged into the collection system for all participating
municipalities; (2) prevent the introduction of pollutants into the wastewater systems which will
interfere with the operation of the system, contaminate the resulting sludge, or pose a hazard to
the health, safety or welfare of the people, the communities or to employees of GLWA; (3)
prevent the introduction of pollutants into the wastewater system which will pass inadequately
treated through the system and into the receiving waters, the atmosphere, and the environment,
or will otherwise be incompatible with the system; (4) provide for the recovery of costs from
users of the wastewater collection system sufficient to administer regulatory activities and meet
the costs of operation, maintenance, improvement and replacement of the system; and

WHEREAS, after a 45-day public comment period and public hearing, the Board of the
GLWA approved the IPP Rules on November 13, 2019.

NOW THEREFORE BE IT RESOLVED that the governing body of [City/County],
in compliance with Act 233 and state and federal law, hereby concur in the IPP rules and
regulations attached hereto as Exhibit A; including any subsequent amendments thereto, which
amendments, if any, shall not require the approval of this governing body; and

BE IT FURTHER RESOLVED that the adoption and approval of the rules and
regulations contained in Exhibit A shall be contractually binding on the parties, and no governing
body of [City/County] shall be authorized or empowered to rescind or change the approval
granted in this resolution without 180 days prior written notice to the GLWA.

ON MOTION OF ____________ SUPPORTED BY ____________ the
foregoing Resolution was adopted by the following vote:

ROLL CALL: ABSENT _______ AYE _________ NAY _________
GLWA's Industrial Pretreatment Program (IPP) Updated Rules

Steve Kuplicki & Lavonda Jackson, GLWA
Content to be Covered Today

1. What is the Industrial Pretreatment Program?

2. What has changed and why?

3. What do members need to do?
GLWA's Industrial Pretreatment Program

- Regulatory control program mandated under NPDES permit
- Regulates nonresidential users
- The regulatory requirements vary based on what is being discharged
GLWA’s Industrial Pretreatment Program

- Pretreatment
- Surcharge (i.e. High Strength)
- PCB/Mercury Minimization
- Hauled Waste
- Special Discharge and General Discharge Permits
- PFOS/PFOA Minimization

NEW
New IPP Rules

GLWA maintains a set of rules by which it implements and enforces the IPP

November 13, 2019, GLWA Board of Directors passed resolution to add language to the rules regarding regulation of PFAS

Rules—with the added language—available at www.glwater.org/iwc
New IPP Rules: PFAS/PFOA

General users

Centralized (Industrial) Waste Treaters

Those using firefighting foam

GLWA
Great Lakes Water Authority
What Members Need to Do

Pass a resolution adopting the full, updated set of rules

Complete by September 1, 2020

Email a copy of the adopted resolution to iwc@glwater.org
Which Members?

The governing body of every municipality whose wastewater flow goes to the Water Resource Recovery Facility (WRRF) must pass a resolution adopting the full, updated set of rules
New IWC Website

*Information & Details on:*

- Draft Community Resolution
- GLWA IWC Program
- Contact Information
- Copy of IPP Rules
- Permit Information

**Industrial Waste Control**

The Great Lakes Water Authority's Industrial Waste Control group implements and enforces an Industrial Pretreatment Program (IPP) to regulate the discharge of commercial and industrial waste and wastewater. The IPP includes the following elements:
Resources:

1. http://glwater.org/iwc

2. One-page IPP rules update overview
<table>
<thead>
<tr>
<th><strong>TITLE:</strong> City Hall Architectural Firms for Consideration</th>
<th><strong>DATE:</strong> 7/10/2020</th>
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<tbody>
<tr>
<td><strong>SUMMARY:</strong> The City has proposals from three Architectural firms of Quinn Evans, Stuckey Vitale and Spicer Group for the Rehabilitation of City Hall. The City went out for construction bonds in the fall of 2019 after an estimate was provided to the City by Apcor Construction. The City had its last major renovation and addition done in 1997 and since this time HVAC, Roofing, Water/Sewer, Paint, Carpet, Windows, Tuckpointing, Landscaping, Security and IT Upgrades need attention to the City Hall, Public Safety and Pump Station.</td>
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<td><strong>FINANCIAL IMPACT:</strong> $2.635 Million</td>
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<td><strong>RECOMMENDATION:</strong> Approval of a selected Architectural firm at the City Council Meeting for the Construction Bonds approved by Council</td>
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<tr>
<td><strong>PREPARED BY:</strong> Nick Sizeland</td>
<td><strong>TITLE:</strong> City Manager</td>
</tr>
</tbody>
</table>
10 July 2020

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

RE: MUNICIPAL CENTER, PUBLIC SAFETY & PUMP STATION ASSESSMENT FOR IMPROVEMENTS & RENOVATIONS GROSSE POINTE PARK, MICHIGAN

Subject: Proposal for Municipal Building(s) Assessment

Dear Mr. Sizeland,

This letter is a proposal ("Agreement") for Quinn Evans to provide professional consulting services to assist Grosse Pointe Park in assessing the existing conditions at the City Hall, Public Safety and Pump Station buildings including exterior envelope, and in developing a program for future renovations.

For ease of reference, "QE" refers to Quinn Evans Architects; "Owner" refers to Grosse Pointe Park. "The Building" refers to City Hall, Public Safety and/or Pump Station buildings.

UNDERSTANDING OF THE PROJECT

The project site consists of 3 buildings targeted for improvements and renovations:
- Grosse Pointe Municipal Center (City Hall, Municipal Court & Administration)
- Pump Station
- Public Safety Building (Fire and Police Station Headquarters)

Based on site observation and discussions with The City of Grosse Pointe Park, the scope of work for improvements and renovations varies greatly. The following work scope areas are as follows:
- Roof / gutter and associated roofing components – all buildings.
- HVAC replacement / upgrades – all buildings.
- Men's shower and toilet room in the Public Safety Building.
- Exterior wall repair, including tuck-pointing, lintel and misc. repair – all buildings.
- Exterior window & Door replacement as required – all buildings (Pump Station TBD).
- Fire truck garage door replacement – Public Safety Building.
- Ceiling tile replacement / repair including new diffusers – Municipal Center Building & Public Safety Building.
- Drywall repair & paint – Municipal Center Building & Public Safety Building.
- Carpet replacement – Municipal Center Building & Public Safety Building.
- Painting / touch-up – Municipal Center Building & Public Safety Building.
- Replacing interior lighting with LED light fixtures – Municipal Center Building & Public Safety Building.
- Installation of new exterior LED light fixtures – Municipal Center Building.
- Security upgrades (cameras, card access, etc.) - Municipal Center Building & Public Safety Building.
- IT equipment consolidation / centralization - Municipal Center Building & Public Safety Building.
- Exterior entrance steps, paving replacement and patch work.

It is understood the total project budget for all improvements & renovations is $2.63 million. This budget shall cover any assessments, architectural / engineering fees, cost estimating and construction cost. It is also understood the City of Grosse Pointe Park would like for the final project delivery method to be Design-Build (GC & A/E team).

Due to the vast scope & fixed budget we feel it best for Quinn Evans and its consultants to first provide an assessment package for the project in order to:
- Properly prioritize the scope of work.
10 July 2020

- Clearly define the extent of each scope item (e.g. how many windows & doors will be replaced, how many light fixtures will be replaced with LED lighting, what rooms / areas receive new ceilings and / or carpet) providing potential Design-Build teams more clarity on square footage, linear footage and quantities.
- Provide detailed cost estimate for scope items.
- Provide information & framework for bidding to potential Design-Build teams to complete construction.

Our team includes Strategic Energy Solutions for the MEP engineering, Resurgent Engineering for structural consulting, and A.M. Higley for independent cost estimating. These are all consultants with whom we have worked on similar restoration and renovation projects.

Once there is an agreed upon and defined scope of work from our assessment, we can provide a contract for A/E services from design through construction administration as part of a Design-Build team.

APPROACH TO THE PROJECT

Quinn Evans Architects (QE) proposes to begin the assessment with an initial kickoff meeting to review programming and establish project goals with the Owner. A field investigation will follow, in conjunction with HVAC assessment by mechanical engineering consultants, in order to assess the existing structure with these goals in mind. It is assumed the owner will provide existing drawing document of the existing structures. The review of documents, programming, and existing conditions will inform the design approach.

The team will clearly identify and quantify work items and prepare a cost estimate for the work. With this information, QE will meet with the city leadership to prioritize the work. Finally, we will create bridging documents to allow for competitive bidding by Design-Build teams for execution of the projects. This is a very similar approach to that recently under taken by the Grosse Pointe Public Library for their three branches and for which QE with SES was selected for the design and construction administration services.

The initial concept phase outlined in this letter will establish project goals and clarify program, culminating in a concept package and cost estimate. Ann Dilcher will serve as the principal-in-charge from QE, Damon Thomas as project manager, and Karin Neubauer as the project architect.

SCOPE OF SERVICES / DELIVERABLES

Quinn Evans will lead the project team. The team will work to gather, document and analyze information, prepare and coordinate documents to facilitate the timely completion of the project. The work contemplated by this proposal includes the following tasks:

I. Assessment and Concept Design (Time Frame: 10 - 12 weeks)

We will prepare an assessment report and concept plan drawings to describe the variety of projects to be undertaken. Logical phasing and prioritization for the work will be identified. This task includes the following services and deliverables:

- Attendance at team kick-off meeting to confirm project goals, objectives, schedule and budget
- Initial code review
- Review of original building design drawings/ previous modifications
- Limited Field Survey to confirm existing conditions.
- Programming diagram development
- Prepare draft plans identifying recommended work
- 1st Design Review meeting to discuss, prioritization and sequencing, including MEP and structural recommendations
- Revisions to planning and second review meeting
- Development of written narrative and graphics to define scope for each recommended project.
- 2nd Design Review meeting of project scopes.
- Preparation of final written narrative outlining scope of work, scope item priority, facility assessments.
- Preparation of concept bridging documents package for potential Design-Build teams to competitively bid. Bridging documents convey design and construction requirements to Design-Build teams bidding the project.
10 July 2020

- Bridging documents include floor plans, reflected ceiling plans interior and exterior elevations. Also included are HVAC recommendations.
- Final review meeting including cost estimate review.
- Complete any scope revisions based on estimate review.

**DELIVERABLE:** Conditions Assessment Report; Renovation and Restoration Package, including design recommendations, concept bridging documents; Phasing Plan recommendations; Cost Estimate Package with opinion of probable cost.

The following assumptions have been made in preparing this proposal:

- QE has **not** included time for public presentations, reviews or approvals.
- This proposal specifically excludes any costs associated with environmental assessment and remediation.
- This proposal excludes any civil engineering and / or landscaping scope.
- 3 Design Meetings with owner are included in fee. Additional meetings shall be billed at additional hourly rate.
- QE will conduct a general field survey of the existing building and take basic measurements to confirm the accuracy of existing building drawings provided by owner.
- Significant changes for cost reduction purposes after completing design or documentation will be treated as additional services.
- This proposal is valid for 60 days.

**PROPOSED FEE FOR PROFESSIONAL SERVICES**

**BASIC SERVICES**

Quinn Evans Architects lump sum fee for completing the base project scope, as described is $50,600.00 plus reimbursable expenses.

**ADDITIONAL SERVICES**

Unless noted otherwise, requested changes from previously approved design or scope of services shall be performed on an hourly basis, plus reimbursable expenses. Current hourly rates are as shown on the attached Quinn Evans Architects Billing Rates. Rates will be updated yearly, according to the standard procedures of QE.

**REIMBURSABLE EXPENSES**

Out-of-pocket expenses such as printing, long distance telephone calls and facsimile, postage and freight, and travel are in addition to the Fee and will be billed as reimbursable expenses payable to Quinn Evans Architects at 1.1 times the amount of the incurred expense.

**CONDITIONS**

The Terms and Conditions attached are hereby incorporated into this Agreement.

If you agree with the scope of services and terms outlined above, please sign the attached copy of this letter and it will serve as an Agreement for professional services and authorize us to begin work.

If you have any questions, please call.

Cordially,
Quinn Evans Architects

Damon Thomas, LEED AP, NOMA
Senior Associate

Approved by

Date

P. 3 of 8
DAMON THOMAS
LEED AP \ PROJECT MANAGER

Damon Thomas has nearly 25 years of experience in planning, design, and construction administration. Known as a problem-solver and a resourceful designer, Damon brings a creative perspective to projects of all sizes and complexities. He has completed many transformative projects in the urban realm, including gallery space, educational environments, office and commercial facilities, and civic buildings.

Junction 440*
Detroit, MI
Project designer for the 20,638-SF, first-floor renovation of the TechOne building at TechTown for Junction 440. The design created an open, collaborative environment for coworking entrepreneurs, along with a flexible conference center with multiple event and seminar rooms. The project received a Design Excellence award from the National Organization of Minority Architects.

Holcomb School Redevelopment*
Detroit, Michigan
Project designer for a concept design for the redevelopment of the former Holcomb Elementary School into a 32-unit senior cooperative housing community. The Holcomb building is the first of 77 vacant schools to be put back into use after purchase by the City of Detroit and is anticipated to help spur redevelopment in the historic community.

Wayne State University, Preferred Vendor IDIQ
Detroit, MI
Project manager for current IDIQ contract with Wayne State University to provide architecture design and study services in the development of new construction and renovation projects throughout the campus, including office/classroom/lecture hall buildings, laboratory/research buildings, residential buildings, building envelope system design and roofing repair/replacement.

Highland Park/Hamtramck Target Market Analysis
Detroit, Michigan
Based on the findings of the target market analysis and in collaboration with LandUseUSA, MKSK and Quinn Evans are identifying several key redevelopment sites as ideal projects for the Redevelopment Ready Communities, Redevelopment Ready Sites, and the Project Rising Tide initiatives. The team is developing conceptual renderings of a proposed pilot site, demonstrating the locational attributes, context, and linkage between adjacent uses and reinvestment opportunities for economic development.

DPSCD School Facilities Siting Study
Detroit, Michigan
Contract Manager for a report to support DPSCD’s decision-making process in creating a long-term facilities plan to best serve Detroit students. The report studies the historic and current significance of each DPSCD facility to its community, as well as Detroit’s geography, residential and child age growth patterns, neighborhood and city-wide development, and school enrollment patterns.

Registrations & Certifications
LEED Accredited Professional

Education
Lawrence Technological University,
Bachelor of Science in Architecture and Design, 1995

Professional Affiliations
National Organization of Minority Architects
Society for Experiential Graphic Design

* work with Centric Design Studio prior to joining Quinn Evans
ANN DILCHER

AIA, LEED AP \ Principal in Charge

Ann Dilcher focuses on historic preservation and community adaptive reuse projects such as libraries and art centers. In addition to assignments on a wide range of building design and community planning projects, Ann’s knowledge of preservation technology is a valuable resource to her colleagues, and she is a respected leader within the preservation community. Attention to detail and coordination of expertise provided by specialty consultants, requires the mature understanding of technically demanding projects which she brings to her work.

Bay City City Hall
Bay City, Michigan
Following a very damaging fire, Ann managed the development of interior restoration documents, coordinated the restoration effort with city, insurance, and contractor and coordinated the design build new mechanical system installation. Prior to the fire, Ann created bid documents and provided construction administration services for terracotta roof restoration of this 1896 Richardsonian Romanesque style building, listed on the National Register of Historic Places. The project includes replacement of a large atrium skylight and replacement of entry doors with historic replicas at the front entrances.

Federal Trade Commission Building
Washington, DC
Project Architect on the design/build renovation/restoration of this $3 million historic roofing project. The project scope entailed development of details for replacement of tile roof and copper gutters, using contemporary roofing technology while maintaining the historic appearance of the 1937 building’s original roofing system.

Michigan Heritage Building
Ypsilanti, Michigan
Project Manager for the façade restorations including work on the lower stone and design work for the replacement of the missing cornice and restoration of the upper façade.

U.S. Treasury Building
Washington, DC
Staff Architect for the exterior restoration of this National Historic Landmark building. Responsible for survey, analysis, and documentation of existing conditions. Assisted in the preparation of construction documents based on survey findings.

Old Courthouse, Jefferson National Expansion Memorial
St. Louis, Missouri
Project Architect this National Historic Site, built between 1845-62. The scope of work involved cornice stone repair, replacement of roof and roofing substrate, as well as coordination of historic courtroom paint analysis.

Registrations & Certifications
Registered Architect
NCARB Certified

Education
Texas A&M University, Masters of Architecture, 1996, Certificate in Historic Preservation
Georgetown University, Bachelors of Arts in Art History & Economics, 1991, Magna Cum Laude

Professional Affiliations
American Library Association
Association for Preservation Technology - International
APT Eastern Great Lakes Chapter
National Trust for Historic Preservation
Quinn Evans crafted a municipal complex for the City of Ann Arbor that consolidates the city administration, police department, and 15th District Court on its downtown site.

The multi-phase development has transformed the city's aging downtown complex while creating an accessible, pedestrian-friendly civic center. The schedule and thoughtful approach to the site reflected the city's commitment to the community and enabled city hall to remain open and operational throughout the design and construction.

The new police and courts building features a high-performance, energy-efficient design that accommodates modern security requirements while creating open, friendly public spaces. Renovations to the existing City Hall concentrate public service areas on the lower floors and completely upgrade the environmental systems, making the building more energy efficient and comfortable for its occupants and users. A new elevator tower and atrium connect the two buildings, improving circulation and public use.

There are public plazas to the north and south of the building which help mitigate the impact of stormwater through rain gardens, porous paving, a cistern, and a vegetative green roof. LEED Gold Certified.
Following a fire and extensive water damage, Quinn Evans led the interior renovation and restoration of this 35,000 sf, Romanesque style building.

This work included restoring the building and the coordination of a completely new HVAC system. Four floors of offices were reconfigured and received new finishes, lighting, power, and data. The historic council chambers decorative plaster ceilings were also restored.

QE also provided assessment and documentation to replace the clay tile roof and center atrium skylight. The building's missing wood doors at the front entrance were replicated to match historic drawings and photos. The decorative painting and metallic finishes on the central cast iron staircase were restored and historic light fixtures were recreated and fitted with LED bulbs.

The restoration took three years to complete and won a 2015 Historic Preservation Award from the Michigan Historic Preservation Network.
Project Features
Architect: Marcel Breuer
Scope Services: Renovation, Addition
Renovation: 17,750 SF
Addition: 13,800 SF
In Association with DesignLAB

Quinn Evans served as Architect of Record for the $14M renovation and addition of a historic Marcel Breuer designed library. The scope involved a 13,800-SF addition to the existing two-story 17,700-SF building. The project integrates structured and surface parking to accommodate 80 vehicles on a challenging site.

Working with Design Architect, DesignLAB, QE was the chosen Architect of Record for the renovation and addition to historic Marcel Breuer designed library. The existing library was approximately 17,750 SF on two floors with a proposed addition of about 13,800 SF for a total of about 32,000 SF. The project included structured and surface parking for about 80 cars on a very challenging site.
City of Grosse Pointe Park
Proposal to Provide A/E Services for City Hall Renovations

Prepared by: Spicer Group
July 09, 2020
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Proposal to Provide A/E Services for City Hall Renovations

Spicer Group
Spicer has been providing engineering, architectural, surveying and community planning services to municipal and county governments across Michigan for 76 years. We are specifically unique because we offer every expertise needed for the design and construction administration of the City Hall Renovation for Grosse Pointe Park. The only service we don't provide is actual construction.

Specific services and skills that we offer in-house that will be particularly important for your project include:

- Architectural Design
- Structural Engineering
- Electrical Engineering
- Mechanical Engineering
- Civil Engineering

Based on our understanding of this project and our knowledge gained from past similar experience, we have identified the above services will be especially important in completing your maintenance facility successfully. We are proud to offer these services in one synergistic package including team members who specialize in these particular services. In the project team section of our proposal, we have included brief biographies on our team—each one bringing a unique skill to the table.

In the related experience section, we have included portfolios of past projects including municipal offices. It's important to note that we have designed several different types of facilities and building additions. Some of these projects were complex facilities on empty lots with no utilities or roads or parking, and others were renovations to existing buildings rerouting of utilities and driveways where necessary.
Providing architectural and engineering services to our clients has been a strong component of our company for more than four decades. We feel that our experience and team of highly qualified individuals could provide the City of Grosse Pointe Park with the following desirable abilities when working on the Design of a new DPW Building and City Hall renovations:

» Spicer Group’s corporate headquarters is located in Saginaw, but our client base extends across Michigan and we have several offices throughout the state, including in St. Johns, Grand Rapids, Dundee, and Lansing.

» One of the biggest benefits to working with Spicer Group is the offering of all the in-house disciplines we provide for our clients all under one roof. We have multiple electrical, structural, and mechanical engineers on staff. We have civil engineers and surveyors on staff as well.

» Our Certified Inspectors are able to work as an extension of your project team. All of our construction service technicians are certified by the Michigan Department of Transportation and are cross-trained and equipped to handle any task.

CITY HALL AND PUBLIC SAFETY BUILDING

The city would like to renovate a few areas of the City Hall and Public Safety Building. Several updates were done to these buildings in the 1990's; including windows, HVAC and floor coverings. The buildings need these areas as well as some others revisited. There are windows and doors that need replacement, HVAC systems that need to be evaluated, lighting that needs to be redesigned and interior finishes that have reached their end of life.

After walking the city hall and safety buildings, we would recommend a study of these areas be done to aid the city with an improvement plan and budgeting. Spicer Group is fully prepared and qualified to provide the city professional architectural and engineering services to attain your goals of:

1. Conduct an overview of the building capital improvement needs
2. Provide design, bidding and administration services as determined based upon the building needs and budget.

A detailed description of our work plan follows:
PROPOSED WORK PLAN

Study Phase:
We understand that the city has not conducted a Capital Needs Assessment (CNA) for the City Hall building. CNAs are property inspection reports that estimate the future costs of property maintenance, as well as determining the cost to repair any parts of a property that must be fixed urgently. Spicer Group proposes the following services to aid the city in determining scope and budget for the City Hall renovations:

I. Review the City Hall building:
   • Review the building envelope
   • Review building structural systems
   • Review building interior finishes
   • Review building lighting systems
   • Review building electrical systems
   • Review building HVAC systems
   • Review building grounds

II. Assist the city with determining capital improvement needs based on order of importance

III. Assist the city with determining the scope of building renovations based the outcome of the CNA

Schematic Design:
Every good design begins with a good program of spaces and an inventory of the existing facilities. We will review all available building documentation and through code review we will develop a plan from the existing building documentation.
» **Project Research**
  - We will review the existing building plans and identify issues that may need to be included in new plans.
  - We will review Building Code, Soils Reports, Michigan Barrier Free Codes, and ADA codes and incorporate the requirements into the project.
  - We will meet with you to review needs.
  - From the existing site documentation and owner input we will develop a schematic design for the new DPW building and City Hall renovations.
  - We will meet with you to review the layout.
  - We will modify a layout based on your feedback.
  - We will update preliminary estimate of costs.

» **Deliverables**
  - We will provide the following deliverables:
    - Preliminary Estimate of Costs
    - Schematic Plans

**Design Development:**
Schematic design is now done and the project has taken shape. We will now continue on to design development where we update building systems, update the cost estimate and further refine the details of the design. We work in partnership with our clients. So we intend to maintain open communications during the development process of the design. The Design development phase will include:

» Owner Project briefing
» Updated building systems
» Updated cost estimate
» Floor plans
» Exterior Elevations
Preliminary Design
- We will begin to design the proposed systems and define materials for the building.
- Final review of preliminary design with you.
- We will make final revisions per your comments.
- We will update the preliminary estimate of costs.
- Prepare and review selections with you.
- Interior finishes
- We will make final revisions per your comments.

Deliverables
We will provide the following deliverables:
- Updated Estimate of Costs
- Dimensioned Floor Plans and Elevations
- Preliminary Mechanical and Electrical Plans

Final Design:
The preliminary design is now complete and the City has given its blessings for the projects. The construction drawings and specifications will be prepared. We will be getting several items under way during this phase of the project. We will meet with you to review the project progress at the 50% and 90% completion milestones to ensure the project is maintaining your vision. We will also meet with the city building authority to review the documents prior to final completion. The permitting process takes time and the early submission will streamline the application and permitting process by getting an early start. Our concentrations during the construction document phase will include:

Preparation of technical design(s) and specifications, sufficient to coordinate components and elements of the project and information for statutory standards and construction safety as required by the following statutes:

- Michigan Electrical Code based on N.E.C. with part 8 state amendments
- Michigan Barrier Free standards as dictated by ANSI A117.1-2003
- Life safety codes as applied by the State of Michigan
We will meet with you to review the final documents and provide a final costing update prior to the issuing of the project for bid.

During the Final Design Phase of the project we will:

- Prepare from approved design development drawings; detailed plans suitable for bidding, permit application, and construction purposes including but not limited to the following:
  - Foundation Plan
  - Floor Plan
  - Exterior Elevations
  - Ceiling Plan
  - Barrier Free Details
  - Building / Wall Sections and Details
  - Structural Plans
  - Mechanical Plans
  - Interior Elevations
  - Electrical/Lighting Plans
  - Schedules

- Prepare complete and detailed specifications describing the design requirements of the Project, including all the plans referred to above, suppression criteria if needed and materials to be incorporated into the project.
- Conduct final QA/QC review of specifications and drawings.

Deliverables

We will provide the following deliverables:

- Provide owner review sets at 50% and 90% completion of final drawing.
- Update opinion of cost at 50% and 90% completion of final drawings.
- Final drawings that include all pertinent information required for the contractor to price and build the project.
- Electronic and hard copies of permit documents.
Construction Administration:
Spicer's commitment continues into the construction phase of the project. The City of Grosse Pointe Park can count on Spicer to make sure every effort is made to maintain a quality project. Some of the key components of our plan for as-needed construction administration are:

» During the Construction Administration Phase of the project we will:
  • Provide general observation of the project while it is under construction as needed.
  • Monitoring progress and quality, and reviewing any necessary shop drawings.
CODE REVIEW
As we have shown in our work plan, we conduct a full code review for the project. Our proposed fully in-house team of a project manager, architect, code official, and engineers has been selected because of their prior experience with municipal projects, their ability to identify issues and resolve them during the design process. Further within this proposal we will present each Spicer Group team member, their qualifications and our exceptional project experience as qualifications for your project.

STRUCTURAL CONSIDERATIONS
Our proposed fully in house team includes a structural engineer from our structural department. We will determine the best and most economical solutions.

BUILDING FOR THE FUTURE
During the design process, our architectural and electrical/mechanical engineering staff will review the interior environment demands of the new building and provide options to the City on building systems. We will present the economic feasibility of the upfront costs versus the operational costs to help the city make the best decision in selecting items such as lighting and heating for the building. We will discuss the use of green technologies such as LED lighting. We will also explore the use of daylighting and lighting management to balance work environment with energy efficiency.
The following individuals are all employees of Spicer Group and will be essential in completing your project successfully. They are a well-rounded and experienced group of professionals that have worked together on many different types of projects. Detailed resumes for each team member are provided at the end of this section.

**ROBERT R. EGGERS AICP - PRINCIPAL-IN-CHARGE**

- 23 years of experience
- Bachelor of Science in Community Development from Central Michigan University, Mt. Pleasant, MI, 1996
- Associate in Applied Science in Architectural Technology, Delta College, University Center, MI, 1984
- Has managed the design of several different types of governmental buildings including public works garages, truck storage facilities, city and township halls, salt storage buildings and administration offices
- Besides being a principal shareholder at Spicer, he is responsible for overseeing the Architectural, Community Planning and Landscape Architecture Departments.

**DAVID A. BOERSMA, AIA - ARCHITECTURAL DESIGN**

- 28 years of experience
- Masters of Architecture, Lawrence Technological University, Southfield, MI, 2000
- Bachelor of Science in Architecture, Lawrence Technological University, Southfield, MI, 1993
- Licensed architect in Michigan, Wisconsin and Pennsylvania.
- Focus is on municipal facilities, parks, education, hospitality, healthcare, hospice, senior care, single family residential and multifamily residential
- Extensive experience providing construction administration and capital needs assessments
- NCARB-certified and a State of Michigan Code Official
DARRICK W. HUFF, P.E. - ELECTRICAL AND MECHANICAL ENGINEERING
  » 27 years of experience
  » Bachelor of Science in Electrical Engineering, Michigan Technological University, Houghton, MI, 1996, specifying in power and machinery
  » Extensive experience with electrical design, HVAC design, security systems, power distribution evaluations and emergency generator sizing
  » Routinely assists with programming of facility controls, street lighting and various power source needs
  » Has been responsible for overseeing $1.5-million-per-year in facility renovations over the last 13 years at Owosso Public Schools

AARON S. WOSEK - MECHANICAL/HVAC ENGINEER
  » 19 years of experience
  » Bachelor of Science degree in Mechanical Engineering from Montana State University
  » Has performed HVAC and Plumbing design on a variety of commercial, educational, healthcare, municipal and residential projects throughout Northern Michigan.

JOHN S. YORK, P.E. - STRUCTURAL ENGINEER
  » 24 years of experience
  » Bachelor of Science degree in Civil Engineering from Michigan Technical University
  » Masters of Business degree in Administration from Wayne State University
  » Has experience in design and management of various structural projects in accordance with the Michigan Building Code, International Building Code, MDOT, and AASHTO standards as applicable.
Robert R. Eggers, AICP
Principal/Senior Project Manager

Mr. Eggers is a principal and a senior planner at Spicer Group. He has 22 years of practical experience and knowledge in a wide range of planning related areas. He has participated in national presentations, has received a National Award from the American Planning Association for Outstanding Rural Planning, and has also received recognition from the HUD for Design Excellence. Mr. Eggers has extensive experience in gathering community input and working with diversified groups of people. He is certified with MDOT for Access Management and has managed a number of corridor studies. His planning experience is vast and has included projects ranging from Master Plans to Zoning and from Corridor Studies to Recreation Plans to DDA Assistance.

EXPERIENCE AND QUALIFICATIONS

Master Planning – Comprehensive plan development, community inventory, community input, land use analysis, goals and objectives with planned action schedule.
- Carrollton Township
- City of Coleman
- Ingersoll Township
- Tobacco Township
- Kochville Township
- Mt. Haley Township
- Verona Township
- City of Sandusky
- Bridgehampton Township
- Village of Breckenridge
- Thomas Township
- City of Bronson
- Beaver Township
- Sebewaing Township

Recreation Planning – Development of master recreation plans for the following municipalities. Obtained necessary approvals from the Michigan Department of Natural Resources.
- City of Coleman
- Saginaw Charter Township
- Montcalm County
- City of St. Louis
- City of Midland
- Village of St. Charles
- Denmark Township
- Swan Creek Township
- Frankenlust Township
- City of Davison
- Kochville Township
- Village of Merrill
- City of Coldwater
- Thomas Township
- Plainfield Township
- City of Davison
- Birch Run Township
- Vassar area
- Davison Township

Grant/Funding Assistance – Help secure grants from a variety of funding sources:
- Able to Play
- Coastal Zone Management
- Inland Fisheries
- Land and Water Conservation Fund
- MDOT TE Grants
- Michigan Natural Resource Trust Fund
- Michigan Waterways

As-needed planning services (Site Plan Reviews, Zoning Ordinance Amendments, Special Use Permit Reviews, etc.) for:
- Hampton Township
- Ingersoll Township
- Lincoln Township
- Midland County
Robert R. Eggers, AICP
Principal/Senior Project Manager

Miscellaneous
- Recreational Path Projects – development of 10-mile Saginaw Valley Rail Trail project master plan and design, preliminary design and study for three-mile Lake Huron/M-23 path in Oscoda Township, Swan Creek Township Community Park Path Plan, and Birch Run Township Path
- Trail Designs – design trails for a mixture of communities and uses including the 10 mile Saginaw Valley Rail Trail, the three-mile Oscoda Lake Huron Bike Path and the Swan Creek Township Intra Park Trail System.
- Sunrise Side Recreational Pathway, Arenac and Iosco Counties, 2001–2006
- County Planning for Midland County. Review all planning issues for all County Townships and Municipalities, June 1998–Present.
- Land Division Act Planning – conduct informational presentations for municipalities as well as develop ordinance for various municipalities regarding new Land Division Act
- Howell Township Wastewater Study – determine existing wastewater usage and project 5-year, 10-year, and 20-year requirements.
- Montcalm County Solid Waste Plan – 10-year update per new DEQ Act 115. Solid waste planning for entire county
- Development Planning – corridor development planning for I-75 area in Birch Run, Signature Sports Development.
- Corridor Studies – multi jurisdictional studies for heavily traffic areas including the Tittabawassee Road Corridor Study, the M-15 corridor study, the Bay Road Corridor Study, and the M-30 Corridor Study.
- Grant writing for a large variety of projects including City of Saginaw waterfront redevelopment, CMI recreation fund, MNRTF recreation grants, TEA-21 grants, and Michigan Arts & Cultural grants.

DDA/LDFA/TIF Projects including Development Plans, TIF Plans, Boundary Expansions, and Funding Assistance
- Baldwin Township
- City of Davison
- Kochville Township
- City of Belleville
- Thomas Township
- Saginaw Charter Township
- City of Frankenmuth
David S. Boersma, AIA, NCARB

Mr. Boersma is a licensed architect in Michigan as well as 7 other states. In his 27 years of experience, he has served as a project manager and project architect on a wide variety of projects. He has great expertise in multiple project types including municipal, public safety, parks and education. He has proven success in project leadership, business development, AIA contract preparation, team building, project development, code interpretation, problem solving, construction administration, capital needs assessments as well as client and trade relations. He is NCARB certificated and a State of Michigan Code Official as well as a registered architect in the States of Wisconsin, Illinois, Connecticut, New York, Pennsylvania, Georgia, Florida and North Carolina. In addition, Mr. Boersma is on the state list of historical architects. Mr. Boersma is involved with his community and dedicates his time volunteering as a Scout Leader, President of the Clarkston Rotary, an Architect for Habitat for Humanity of Oakland County and a Planning Commissioner for Independence Township.

RELATED EXPERIENCE

Jerome Township Fire Station No. 1 – Architect / Project Manager
Sanford, MI 2017 – Current
Serving as the project manager and architect for construction of a new 12,000 square foot volunteer fire department for Jerome Township. The building will have 4 80' apparatus bays with turnout lockers, dispatch room, EMS storage, SCBA room, decontamination, training room, locker rooms as well as offices and file storage. The project also includes the construction of a new engineered septic system, site paving and planning for future apparatus bay expansion. The project is scheduled to begin construction summer of 2018.

Almont Police Station and Township Hall – Architect / Project Manager
Almont, MI 2017 – Current
Spicer is working in conjunction with Superior Construction Company in a design build relationship to design a new police station for the Village and Township of Almont. The police department will be moving out of the current hall into a standalone building. When the transition has been completed, renovation to the village/township office will begin creating a large public meeting space and offices for all the administrative staff. The project is scheduled to begin construction summer of 2018.

Saginaw County Jail – Project Manager
Saginaw, MI 2017 – Current
Spicer is working in conjunction with GGA Architects in Missouri to complete the project design. Currently serving as the project manager for the Structural, Mechanical, Plumbing, Electrical and Civil engineering for the new Saginaw County Jail Facility. Coordinating our team and the GGA team efforts to maintain project schedule as well as advise the team of Michigan Code requirements. The new jail will have 515 inmate beds and be 4 levels. The project is being funded through a bond issue and will begin construction summer of 2018.

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davidb@spicergroup.com
David S. Boersma, AIA, NCARB (continued)

Dearborn 911 Dispatch Center and EOC—Architect / Project Manager
City of Dearborn, MI 2016 – 2017
Served as the project manager and architect for the renovations to a former office building to create a new 911 dispatch call center. The project included renovations to a 6,000 square foot space that included, 911 call center, crisis/multipurpose room with a kitchen, break room, dispatcher relaxation space, new offices, completely new interior and exterior finishes, throughout along with new HVAC, plumbing, communications and electrical. Particular care was taken in the design of lighting and climate control to lessen symptoms of fatigue of staff.

Finn Road Park Improvements – Architect / Project Manager
Hampton Township, MI 2015 - ongoing
Architect for Finn Road Park Improvements. Improvements included a 300’ boardwalk allowing observation of coastal marsh land wildlife, a 20’ observation tower to observe migratory birds, a 1,800’ crushed stone ADA path along Saginaw Bay, multiple path surface improvements, boat launch improvements and new skid pier at the lagoon launch site. This project was funded through MNRTF Grants that were written and administered by Spicer Group.

Akron Township Hall – Architect / Project Manager
Akron Township, Unionville, MI 2014 - 2015
Served as the project manager and architect for the renovations to a former restaurant building to create a new township hall. The project included a 1200 square foot addition, ADA restrooms, a new multipurpose room with a kitchen, new offices, voting storage, records room, completely new interior and exterior finishes, throughout along with new HVAC, plumbing, electrical and site improvements.

Paul Hubscher Memorial Park – Architect / Project Manager
Gratiot County Parks and Recreation, Sumner, MI 2013 - 2014
Serving as the project manager and architect for construction of a new barrier free bath house and restroom building. The project also includes the construction of a new engineered septic system and upgrades the parks existing well.

Dow Gardens ADA Walking Path
Midland, MI, 2013
Architect for the development of a new ADA compliant path along the water features and gardens of Dow Gardens. Mr. Boersma offered insight to the creative flair of Alden B. Dow’s when designing a new ADA path to allow all visitors to enjoy the gardens that Mr. Dow had created. Amenities included within the path design were cantilevered observation points, sculptural shade structures and contemporary path lighting. This project was funded through the Dow Foundation.

New St. Louis Municipal Offices – Architect / Project Manager
City of St. Louis, St. Louis, MI 2012 - 2015
Serving as the project manager and architect for the renovation of a former retail building to create new municipal offices and police station for the city of St. Louis. The project
David S. Boersma, AIA, NCARB (continued)

included structural evaluation of the existing structure, space planning, and will include roof reconstruction, window and door replacement, new casework, new ceilings, new interior and exterior lighting, new telecommunication equipment, new mechanical and electrical systems, offices, file storage systems, police specific spaces, lobby, community rooms, restrooms as well as completely new interior finishes throughout.

Bay County Pinconning Park and Campground – Architect / Project Manager
Bay County Parks and Recreation, Pinconning, MI 2012 - 2015
Spicer group aided Bay County in obtaining a $404,000 grant for universal accessibility improvements to Pinconning Park. These improvements include new barrier-free nature trails, new barrier free boardwalks, new barrier free fishing piers, improvements to cabins and campsites for handicapped accessibility, new playground equipment and better beach access. This is a MNRTF Grant project.

New Greendale Township Hall – Architect / Project Manager
Greendale Township, Shepherd, MI 2012
Served as the project manager and architect for the renovation of the former Pleasantview Elementary School to create a new township hall for Greendale Township. The project included structural evaluation of the existing structure, roof reconstruction, mechanical and electrical systems, new parking, window and door replacement, new casework, new ceilings, new interior and exterior lighting, restrooms as well as completely new interior finishes.

Oscoda Beach Park Lake Huron Pier – Architect / Project Manager
Oscoda, MI, 2011-2012
Architect for the design of a new pier at Oscoda Beach Park along Lake Huron. Created computer modeling to show the design and structural loading of the entire pier along with different boardwalk designs. The final result was the only unprotected pedestrian pier structure on Lake Huron. The pier offers spectacular views of Lake Huron. This project was funded through MNRTF Grants.

Montrose Charter Township Hall Improvements – Architect / Project Manager
Montrose Charter Township, Montrose, MI 2011
Served as the project manager and architect for the addition and renovations to the building entryways. The project included the addition of a new lobby vestibule, new entry courtyard, new ADA ramp, replacement of an existing vestibule, door and window replacement and the addition of a mail receiving station.

Tuscola Township Hall Improvements – Architect / Project Manager
Tuscola Township, MI 2011
Served as the project manager and architect for the replacement of the roof at the Tuscola Township Hall. The project included replacing the existing shingled roof with a new standing seam metal roof.
Mr. Huff has performed electrical and control design for a variety of projects and clients as stand-alone or part of other projects in the office. He is responsible for instrumentation design and develops sequence of operations for process control at water and wastewater facilities, power distribution evaluations, and emergency generator sizing and design. His experience extends to HVAC design, security systems, elevator control, and lighting designs. With such a broad background, Mr. Huff is able to draw on his experience to tailor an electrical control system to meet his client's needs.

City of Saginaw/Kochville Twp. Raw Water Pumping Station – Electrical Engineer
City of Saginaw & Kochville Township, MI Present
Responsible for overseeing the electrical engineering associated with emergency power and functional redundancy for the City's 180-million gallon raw water pumping/transmission station and reservoir. The emergency power system consists of a 4160 volt 1750 kw generator and associated electrical gear.

Saginaw Midland Municipal Water Supply Corporation – Electrical Engineer
Bay County, MI – 2019
Responsible for overseeing and assisting with the design of the medium-voltage back-up generator system, building and fuel system for the raw water pumping station at Whitestone Point (Au Gres, Mi)

Bridgeport Township Pumping Improvements – Electrical Engineer
Bridgeport Charter Township, MI 2013-2015
Responsible for overseeing the electrical engineering for improvements to raw influent pumps #2 and #3 at the treatment plant, and for both King Road and Williamson Road pump stations. Williamson Road was retrofitted with new triplex 15hp vertical dry-pit submersible pumps, each rated for 1200gpm. The existing duplex Wemco pumps at King Road were replaced with 65hp Wemco vertical immersible pumps, each rated for 2,400gpm. $725,000 combined construction costs.

Gratiot Road Booster Pumping Station Improvements – Electrical Engineer
Responsible for overseeing the design and installation of two on-site back-up generators with automatic transfer switch at the station. The power system is composed of a 480 volt, 3 phase, 1200 amp service that powers three 200 hp pumps and three 125 hp pumps.

Shiawassee River State Game Area (Prior Road) Pump Station – Electrical Engineer
St. Charles, MI 2015
Responsible for overseeing the electrical engineering for a stormwater pump station located at the Shiawassee River State Game Area. The new station has a 12-foot by 15-foot cast-in-place concrete wet well that is 18 feet deep and has five 36-inch inlet pipes equipped with slide gates. Water is pumped by a new 40 Hp axial-flow propeller-style pump rated for 10,000 gpm.
Darrick W. Huff, P.E. (continued)  Senior Associate/Project Manager
Lexington Pump Station Replacement – Electrical Engineer
Village of Lexington, MI 2013
Responsible for overseeing the electrical engineering for a new 800 gpm duplex
submersible pump station, with a 12-foot diameter wet well. Station was equipped with
new controls, variable frequency drives, an autodialer, and an automatic transfer switch
with onsite backup generator.

Fourth St. Pump Station Replacement – Electrical Engineer
Village of Chesaning, MI 2012
Responsible for the electrical engineering for a new duplex submersible pump station
that has pumps rated for 250 gpm, has soft-start motor starters, onsite natural gas
emergency generator, and autodialer to automatically alert staff telephone of any
problems.

Wastewater Treatment Plant Expansion – Electrical Engineer
Saginaw Charter Township, MI 2012
Lead electrical engineer responsible for design of power distribution and reliability
process control and instrumentation for the first phase of a multi-phase plant expansion.
The project included a life-cycle cost study to for estimates for a natural gas generator
versus a diesel generator to provide emergency power to the plant. The plant operates on a
480 volt, 3 phase, 1200 amp service. A complete cost comparison and estimate for the
required loads and size of the generator required were provided to the Township. Spicer
Group designed the required upgrades which included a new generator, ATS, control
system upgrades and provided site inspection for all improvements.

Northwest Utilities Authority Capital Imp. Plan – Electrical Engineer
City of Zilwaukee, Carrollton Township, Saginaw Charter Township, 2011
Responsible for providing electrical engineering for five pump station upgrades and one
pump station replacement for the NWUA system.

Pumping Station #1 Improvements – Electrical Engineer
Thomas Township, MI 2010
Lead electrical engineer in charge of design for power distribution, back-up power,
process control and instrumentation for a pump station retrofit which included 3, 75Hp
pumps, variable frequency drives, diesel generator and automatic transfer switch, level
instruments, magnetic flow meter, PLC and man-machine-interface (MMI) computer.

Derby/Nevins Lakes Sanitary Sewer System – Electrical Engineer
Sidney Township, MI 2009
Responsible for providing electrical engineering for a low-pressure collection system
with wastewater lagoons/irrigation system for 250 homes surrounding Derby and Nevins
Lakes in Montcalm County.
Aaron S. Wosek

Mr. Wosek has performed HVAC and plumbing design, project management, and construction administration on a variety of commercial, educational, healthcare, municipal and residential projects. Previous experiences also include technical writing, lab technician, and lighting and sound technician.

EXPERIENCE AND QUALIFICATIONS

Saginaw County Law Enforcement Center
Saginaw, Michigan – 2018
Served as Mechanical and Plumbing project manager, and lead HVAC designer. Responsible for the design, bidding, and construction management of the Saginaw County Law Enforcement Center and Jail.

Northville Township Police Headquarters HVAC and Roof Renovation
Charter Township of Michigan – 2018
Served as project manager, engineer, and construction manager for HVAC system renovation, roof replacement, and miscellaneous building renovations.

City of Alpena - Various HVAC Renovations – 2015 – 2018
Served as project manager and HVAC engineer for multiple HVAC, boiler, and plumbing system renovations for the City of Alpena including Public Safety Building, City Hall, Waste Water Treatment Plant, and Water Treatment Plant.

Onekama Public Schools HVAC Renovation - 2018
Served as mechanical HVAC and plumbing project manager and designer for the replacement and upgrade of boiler systems, and heating, cooling, and ventilation systems.

City of Saginaw Energy Management System
Saginaw, Michigan – 2017
Served as project manager and mechanical engineer for a city-wide temperature control, surveillance, and card access system replacement.

City of Dearborn 911 Dispatch and EOC Center
Dearborn, Michigan - 2016
Responsible for the HVAC and plumbing design, and construction administration of the new City of Dearborn 911 Center, and Emergency Operations Center located in the Dearborn Administration Center.

Charlevoix County Courthouse Building and Law Enforcement Building
HVAC Designer and Project Manager
Charlevoix, Michigan - 2009-2013
Served as project manager and designer for incentive-based HVAC improvements and building comfort control upgrades. Charlevoix County Courthouse project earned the Engineering Society of Detroit and DTE Energy Project of the Year Award for Municipal buildings.
Aaron S. Wosek (continued) Project Manager/ Plumbing Engineer

Harbor Springs Public Schools Pool Renovation Project
Harbor Springs, Michigan - 2012
Complete renovation of Harbor Springs High School Natatorium HVAC and plumbing systems, upgrade and redesign of the swimming pool plumbing and filter equipment.

Grand Traverse County New Construction and Renovations
HVAC Designer and Project Manager
Traverse City, Michigan 2007-2012
Responsible for the HVAC design, construction administration, and project oversight of several G.T. County projects.

Michigan Dept. of Environmental Energy (DEQ) LEED Certified Gold
HVAC Designer and Project Manager
Bay City, Michigan, 2008-2009
Responsible for the HVAC design, Leadership and Energy and Environmental Design (LEED) energy modeling and administration, and construction oversight and commissioning.

Interlochen Center for the Arts, Dow Center for Visual Arts Building
Certified LEED Silver
HVAC Designer and LEED Administrator
Interlochen, Michigan, 2008
Responsible for specialized HVAC systems design, LEED energy modeling and administration, and commissioning to achieve LEED Certified status.

Crystal Mountain Resort, Spa and Fitness Center – Certified LEED Silver
HVAC Designer and LEED Administrator
Thompsonville, Michigan, 2008
Provided HVAC design, LEED energy modeling and administration, and commissioning to achieve LEED Certified Silver status.

Specific HVAC and plumbing design experience includes: hot water and chilled water systems; hydronic and steam boiler systems; temperature control systems; geothermal and boiler-tower water-source heat pump systems; variable-air-volume systems; solar hot water heating systems; natatorium and swimming pool systems; variable-refrigerant-flow systems; DX, air-to-air heat pump systems and furnace systems; brewery and winery chilled water systems; commercial kitchen ventilation systems; hazardous exhaust systems; healthcare and operating room HVAC, ventilation, and medical gas systems; and plumbing and sanitary piping and venting systems.
Mr. York’s work at Spicer is focused on the design and management of various engineering projects for Spicer’s structural department which provides design and structural investigations for many different types of projects including building, transportation and pedestrian structures.

RELATED EXPERIENCE

The Ridge Apartments – Project Manager
Gainesville, FL 2015 – 2016
Responsible for providing the design management of 21 building 3 story – 142 unit townhomes including designs for Structural, Electrical, Mechanical and Plumbing. Engineer of Record in Florida.

The Ridge Apartments (Clubhouse) – Project Manager
Gainesville, FL 2015 – 2016
Responsible for providing the design management of 36 unit apartments, 4 story including designs for Electrical, Mechanical and Plumbing. First level common area for The Ridge Complex.

Sixth Avenue Pump Station and Riverbank Sewer – Project Manager
Manistee, MI 2015 – 2016
Responsible for providing the structural design management of a large sheet pile wall along the Manistee River in Manistee, MI. Wall length approximately 400 ft with very complicated installation process from barge.

MDOT Bridge Inspections and Load Ratings – Project Manager
Various Locations, MI 2015 – Present

Johnson Portables – Director of Engineering and Manufacturing
Various Locations throughout US 2011 – 2015
Responsible for providing the design and construction management of major Disaster Relief Building Projects across the US. In the wake of tornadoes, hurricanes, or other natural disasters, provide patented building system solutions to affected areas. Largest facility in Joplin, MO with a building complex of 10 totaling 33,000 square feet. Project completion from contract signature in 88 days. Notable installation locations include Joplin, MO, Moore, OK, Louisville, MS, Saginaw Veterans Hospital, MI, Galveston, TX, Poughkeepsie, NY, and Middlesex, VT.

StageRight Corporation – Engineering Director
Verizon Center, Washington, DC 2008 - 2010
Responsible for design and construction of motorized seating riser product. Large scale motorized seating riser system. Units are deployed from a fixed position in a matter of minutes. Provided several large sections over three years. First in the industry to offer laser-guided deployment.
John S. York, P.E.

StageRight Corporation – Engineering Director
New Meadowlands (MetLife) Stadium, East Rutherford, NJ 2010
Responsible for design and construction of ADA seating systems in the New Meadowlands outdoor stadium. The design included new structural steel supporting systems. Large scale pallet design provides for easy setup and teardown for specific events.

StageRight Corporation – Engineering Director
Reliant Park, Houston, TX 2001 - 2010
Responsible for design and construction projects beginning before building construction and opening in 2001. Provided continuing support in either design and construction projects or Professional Engineering structural inspection services.

StageRight Corporation – Engineering Director
Dallas Cowboys (AT&T) Stadium, Arlington, TX 2009
Responsible for design and construction of ADA seating and railing systems. System provides for simple deployment with 2 workers.

StageRight Corporation – Engineering Director
University of Phoenix Stadium, Glendale, AZ 2006
Responsible for design and construction of large-scale seating system. System seated 2500 people extending the end zone of the stadium. System provided innovative solution to the Cardinals motorized field tray. Setup and teardown of the structural seat system takes about 8 hours.
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<td>9058 MORNING MIST DRIVE</td>
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</tbody>
</table>
Proposal to Provide A/E Services for City Hall Renovations
Spicer Group has assisted many governmental units and private interests with building assessments and designs for municipal buildings (new construction and renovation). Our team includes architects, structural engineers, electrical engineers, planners, and civil engineers. Their designs are aimed at lowering costs, increasing productivity, and ensuring the health of the environment through the utilization of new and innovative technologies and the increased use of renewable materials.

Because the bulk of our engineering, architectural, and planning consulting work is done with municipalities, Spicer Group has an excellent understanding of the types of facilities that a governmental unit might need. We understand needs in terms of office space, meeting room requirements, parking, etc. Spicer Group has assisted the following communities with facility design:

- Village of Chesaning
- Village of St. Charles
- City of St. Louis
- Akron Township
- Greendale Township
- Millington Township
- Village of Mayville
- Village of Caro
- Bridgeport Township
- City of Saginaw
- Village of Cass City
- Thomas Township
- Tuscola Township
- Manistee Housing Commission
- Flint Housing Commission
- Saginaw Housing Commission
- City of St. Johns
- Bay County
- Owosso Public Schools
- Oakland University
- Independence Township
- Tyrone Township
- Bedford Township
- Jackson County

Proposal to Provide A/E Services for City Hall Renovations
CITY OF ST. LOUIS CITY MUNICIPAL DEPARTMENT
The City of St. Louis purchased a former IGA Food Store located within their downtown on a prime location along the Pine River. Spicer Group worked with the City Administrative and Police staff to create a design for the renovation of the former IGA store into a new home for the City offices, Police Department and a new Community Center. The project included a complete renovation of the 17,415 square foot building, new sidewalks, new parking lot and outside lighting.
AKRON TOWNSHIP MUNICIPAL OFFICES
Akron Township purchased an abandoned restaurant with the plans of using the building for a centralized township hall. The 1,600 square foot building was expanded to 3,000 square feet to accommodate Township Storage, administrative offices, and a multipurpose training room with a kitchen. Spicer Group conducted a feasibility report, provided construction estimates, completed design, assisted with bidding and provided construction administration. Construction was completed in August 2015.
GREENDALE TOWNSHIP HALL

Greendale Township had been looking to relocate its offices from a one-room building to a new location that would allow for better community visibility and more space. A former elementary school located directly on M-20 became available. Spicer Group was contracted to conduct the initial inspection of the former Pleasantview Elementary School that had sat vacant and vandalized for the past 25 years. After conducting a space needs assessment and confirming the structure was solid, Spicer began the design work for the renovation of the structure for the new Township Building. The design included new municipal offices, a new multipurpose community room and an addition to house emergency responder vehicles for the Township. The project was completed on time and on budget.
JEROME TOWNSHIP FIRE BUILDING NO. 1
Spicer Group has been working with the Jerome Township Fire Department to design a replacement for Fire Station Number One and is currently in the construction phase. The department operates from two stations with 25 volunteer personnel, two engines, one large tender, one grass truck, one light rescue vehicle, and one rescue vehicle. The new USDA Rural Development funded station will have four 80-foot apparatus bays and have the ability to expand an additional bay and accommodate the needs of 35 fire fighters including turnout, training, locker rooms, offices, archive storage, workout space, laundry, dispatch, dedicated EMT, hose, and SCBA equipment storage. The building has radiant heat floors in the apparatus bays and a concrete floor mezzanine for mechanical equipment and storage. Using an economical Pre-Engineered Metal Building frame, with add on architectural details, the building provides the Township a long-term solution that fits their modest budget.
ROGERS CITY FIRE DEPARTMENT FIRE STATION NO. 1
Spicer Group has been working with the Rogers City Area Fire Department to design a replacement for Fire Station Number One. The department operates from a small, outdated station with 30 volunteer personnel, two engines, one large tender, one tanker, one grass truck, one light rescue vehicle, and water rescue boat and equipment. The new station will have five 80-foot apparatus bays and have the ability to expand an additional bay and accommodate the needs of 40 fire fighters including turnout, training, locker rooms, offices, archive storage, workout space, laundry, dispatch, dedicated EMT, hose and SCBA equipment storage. This project is being funded through USDA Rural Development. The project is currently under final design and USDA application review.
PROPOSED FEE
We have calculated these fees based on our understanding of the scope of the project. If the scope changes or our understanding was incorrect, we can discuss the option of adjusting the fee or the scope of services.

» City Hall Study
   Our standard hourly rates with a not to exceed fee of $5,000

» City Hall Renovations
   Design fee not to exceed 8% of construction costs *
   - Preliminary Design Phase 30% of design fee
   - Final Design Phase 40% of design fee
   - Bidding and Negotiation 5% of design fee
   - Construction Administration 30% of design fee

Proposal to Provide A/E Services for City Hall Renovations

Spicer Group

34
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<tr>
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</tbody>
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Overtime rates for hourly workers will be charged at 1-1/2 times the above rates.

Standard Hourly Rates are subject to change on an annual basis.
June 5, 2020
Revised July 10, 2020

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

Subject: Proposal for Professional Services
City of Grosse Pointe Park
City Hall, Public Safety, and Pump Station Renovation
Grosse Pointe Park, MI
SVA Proposed Project No.: P20.036

Dear Mr. Sizeland:

Stucky Vitale Architects (SVA) is pleased to offer the services of our staff to the City of Grosse Pointe Park for the above referenced project. Based on our meeting, the following is our understanding of the project and services, which are to be provided.

**PROJECT DESCRIPTION**

SVA to provide Architectural Design and Construction Documents for the renovation and upgrades to the City Hall, Public Safety Building, and Pump Station. Details for each building complex is listed below.

**City Hall**

- Carpet – 1st, 2nd, and 3rd floor
- Paint – 1st, 2nd, and 3rd floor
- Window replacement
- Re-work ceilings – paint grid and new tiles
- Re-roof with metal
- Re-work gutters
- Lighting replacement to LED
- New Exit and EBU’s to LED
- Re-build – Jefferson entrance steps and landing
- Refinish – doors and wood trim
- Basement – lighting, flooring, and paint
- Basement – main panel wiring closet rework
- Paint lobby
- Exterior tuck pointing
- Repair and refresh glass system at entry – interior and exterior
Nick Sizeland  
City of Grosse Pointe Park  
Proposal – City of GPP – City Hall, Public Safety, and Pump Station – Grosse Pte Park, MI  
SVA Proposed Project No.: P20.036  
July 10, 2020  
Page 2 of 3

Public Safety
- Carpet – 1st and 2nd floor
- Paint – 1st and 2nd floor
- Window replacement
- Re-work ceilings – paint grid and new tiles
- Re-work drywall around damaged windows
- Re-roof with metal
- Re-work gutters
- Lighting replacement to LED
- New Exit and EBU’s to LED
- Re-paint stairs
- Update IT in basement
- Refinish – doors and wood trim
- New counter and mail slots in Firehouse kitchen
- Lighting and paint
- Paint lobby
- Firehouse bathroom – rework
- Firehouse bathroom – plumbing repairs
- New shower and stall partitions
- New garage doors
- Door hardware/locks and touch pad upgrades

Pump Station
- Re-roof with metal roofing
- Re-work gutters

**SCOPE OF SERVICE**

We propose to provide the following basic professional services for the above-mentioned project:

**PHASE ONE – PROGRAMMING AND SCHEMATIC DESIGN**

- Field visit and photographic survey of existing conditions.
- Meet with the Owner to confirm the program.
- Develop schematic design documents.
- Develop design development documents.
- Provide final design development drawings for approval.
- Code review.
- Perform verbal presentation of design development documents. (Present to Planning Commission and City Council)
- Provide three-dimensional model and color facade rendering.

**PHASE TWO – CONSTRUCTION DOCUMENTS**

- Preparation of construction documents for City’s approval, bidding, and construction. These to include architectural, structural, mechanical and electrical engineering. All drawings prepared on AutoCAD Version 2018 software.
- Coordinate with City of Grosse Pointe Park civil engineering firm.
- Recommend architectural material and finishes.
- CSI based specifications.
Nick Sizeland  
City of Grosse Pointe Park  
Proposal – City of GPP – City Hall, Public Safety, and Pump Station – Grosse Pte Park, MI  
SVA Proposed Project No.:  P20.036  
July 10, 2020  
Page - 3 –

- Answer questions during the bidding phase. Preparation of addendums to clarify bid documents.  
- Provide two progress reviews with the Owner – a 50% review and 90% review of the construction documents. Attend two progress review meetings.  
- Assist in bid analysis and recommendation of contract award.

**PHASE THREE – CONSTRUCTION ADMINISTRATION PHASE**

- Answer questions of the Contractor during construction.  
- Preparation of field orders and change orders to clarify construction if required.  
- Site visits:  12 (twelve) site meetings during construction phase.  
- Preparation of a final punch list.

**Fee**

We propose to provide the Architectural and Engineering Services described herein on an hourly basis not to exceed the following:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
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<tr>
<td>Phase Three</td>
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</table>

**Changes and Additional Work**

For additional work or changes in scope, we will provide the services of our staff on an hourly basis in accordance with our standard billing rate schedule plus reimbursable expenses.

**Hourly Rates are as follows:**

- Principal Architect $150.00  
- Associate Architect $130.00  
- Senior Project Architect $120.00  
- Project Architect $110.00  
- Senior Architect $100.00  
- Architect $ 95.00  
- Senior Architectural Professional $ 90.00  
- Senior Interior Designer $ 95.00  
- Intermediate Architectural Professional $ 80.00  
- Architectural Professional $ 75.00  
- Interior Designer $ 75.00  
- CAD Technician $ 65.00  
- Administrative $ 55.00

**Reimbursable Expenses**

For our reimbursable expenses, a multiple of 1.15 times the amount expended in the interest of the project.

1. Expense of reproductions, photographs, and renderings.  
2. Any fees paid for securing approval of authorities having jurisdiction over the project.  
3. Expense of long-distance telephone calls and postage.
4. Expense of any additional mechanical, electrical, structural, or civil engineering work beyond our basic services.

INVOICING PROCEDURES

Invoices for our services and reimbursable expenses will be submitted every four (4) weeks. Payments against our invoices will be expected within thirty (30) days from receipt of invoice.

SERVICES NOT INCLUDED

1. Attendance at meetings to secure approval of agencies having jurisdiction, unless indicated in Phase scope.
2. Reproduction of plans and specifications in excess of that required for coordination.
3. Travel and lodging expenses for attendance at meetings to secure approval of agencies having jurisdiction.
4. Condominium documents
5. Estimate of probable construction cost
6. Dissemination of final CAD files
7. COMcheck
8. Electric Demand Metering and/or Air Test Balancing
9. Civil Engineering and Landscape Architecture
10. Existing utility evaluations
11. Soil borings, boundary survey, and topographical survey
12. As-built post-communication contract document updates
13. Infrastructure upgrades
14. Specialty/Hardware Consultant: Low voltage, specialty equipment (i.e. systems furniture, food service, laundry, medical equipment, etc.), security, audio visual, and/or acoustical.
15. Furniture, fixtures and/or art procurement
16. Energy and/or Life Cycle Cost Analysis
17. LEED certification and/or documentation
18. Commissioning of engineered systems
19. Value Engineering – design revisions for VE after (DD) plan sign-off

INSURANCE

For protection of our clients as well as our firm, we carry insurance protection including professional liability insurance. The extent and types of insurance can be provided upon your request.

HAZARDOUS MATERIAL

The architect and/or their consultants shall have no responsibility for the presence, discovery, handling, removal or disposal of or exposure of persons to hazardous materials in any form including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

RISK ALLOCATION

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Architect, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any causes shall not exceed the amount of the Architect’s fee or other amount agreed upon. Such causes include, but
are not limited to, the Architect’s negligence, errors, omissions, strict liability, breach of agreement or breach of warranty.

Stucky Vitale Architects, Inc. has the experience and resources to successfully complete this project and we would appreciate the opportunity to be of services. If you have any questions regarding our proposal or wish to discuss any aspect of this project, please contact us.

TERMINATION OF AGREEMENT

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Architect, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, the Architect’s total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any causes shall not exceed the amount of the Architect’s fee or other amount agreed upon. Such causes include, but are not limited to, the Architect’s negligence, errors, omissions, strict liability, breach of agreement or breach of warranty.

WORKLOAD & TIMELINE

SVA has the required staff and project experience to meet the proposed project schedules and will work with the Owner to develop an agreeable design schedule and construction schedule for required review submittals and final approval package submittals. We would appreciate the opportunity to be of service. If you have any questions regarding our proposal or wish to discuss any aspect of this project, please contact us.

ACCEPTANCE

You may indicate your acceptance of this proposal by signing all copies and returning one copy to our office.

This proposal is an extension of the AIA Standard Form of Agreement Between Owner and Architect. This document is intended to be used in conjunction with AIA Document A201.

STUCKY VITALE ARCHITECTS

[Signature]

JOHN A. VITALE, PRESIDENT/CEO

NICK SIZELAND

CITY OF GROSSE POINTE PARK

DATE: ___________________________
**Council Meeting**  
**July 13, 2020**

<table>
<thead>
<tr>
<th><strong>TITLE:</strong> Grosse Pointe Park Social District</th>
<th><strong>DATE:</strong> July 10, 2020</th>
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**SUMMARY:** On Thursday, July 2, 2020, Governor Whitmer signed into law two bills (No. 5781 and No. 5811) that allows for the sale of cocktails-to-go and alcohol consumption in established Social Districts. Municipalities now have the authority to establish Social Districts within common areas that multiple on-premises licensees can use to increase sales via permit until December 2024. The City of Grosse Pointe Park recognizes the negative economic impact of the COVID-19 pandemic and has determined that creation of a social district can assist local businesses with recovery.

The City Administration would like to establish a Social District with commons areas on Kercheval Avenue and Charlevoix Avenue in a way that includes all restaurants and bars in those areas. As part of State requirements for passage of a Social District an Operation & Maintenance Plan with a Resolution has been included.

Restaurants and Bars that want to participate must obtain a special license from the Michigan Liquor Control Commission. The Northwest Tax Increment Finance Authority, of the City of Grosse Pointe Park will be considering ways to cover certain expenses associated in compliance with Michigan law, such as Social District marking, and logos on containers. City Administration expects to present a proposed business support program to the TIFA Board at its next scheduled meeting.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** City Council adopt the Social District Resolution and Operations & Maintenance Plan to send to the Michigan Liquor Control Commission for Approval.

| **PREPARED BY:** Nick Sizeland | **TITLE:** City Manager |
Michigan Liquor Control Commission (MLCC)
Constitution Hall, 2nd Floor, 525 W. Allegan St, Lansing, MI 48933
P.O. Box 30005, Lansing, MI 48909
866-813-0011 – www.michigan.gov/lcc

Social District Permit Information For Local Governmental Units

Pursuant to MCL 436.1551, the governing body of a local governmental unit may designate a Social District within its jurisdiction. Qualified licensees whose licensed premises are contiguous to the commons area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District. The commons area is not considered part of the licensed premises for any of the licensees that hold a Social District Permit.

The term commons area is defined by MCL 436.1551(8)(a):
"Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.

The term qualified licensee is defined by MCL 436.1551(8)(c):
"Qualified licensee" means any of the following:
- A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises. (This includes the following license types: Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, Brewpub.)
- A manufacturer with an on-premises tasting room permit issued under section 536.
- A manufacturer that holds an off-premises tasting room license issued under section 536.
- A manufacturer that holds a joint off-premises tasting room license issued under section 536.

A list of all licensees, sorted by county and local governmental unit, may be found on the MLCC website: https://www.michigan.gov/documents/lara/liclist_639292_7.xlsx

The governing body of a local governmental unit may designate a Social District pursuant to MCL 436.1551 under the following conditions:

- Designate a Social District that contains a commons area, as defined in MCL 436.1551(8)(a).
- Establish local management and maintenance plans, including hours of operation, for a commons area.
- Define and clearly mark with signs the designated commons area.
- A governing body of a local governmental unit shall not designate a Social District that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road.
- The governing body shall maintain the commons area in a manner that protects the health and safety of the community.
- The governing body may revoke the designation if it determines that the commons area threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least 1 public hearing on the proposed revocation. The governing body shall give notice as required under the open meetings act of the time and place of the public hearing before the public hearing.
- The governing body shall file the designation or revocation of the Social District with the MLCC.

Before applying to the MLCC for a Social District Permit, a qualified licensee must first obtain approval from the governing body of the local governmental unit. A fillable resolution for this approval is part of the Social District Permit Application (LCC-208).

Filing the Designation of a Social District with the MLCC

A local governmental unit must file the following items with the MLCC when designating a Social District:
- A copy of the resolution passed by the governing body designating the Social District and commons area.
- A copy of the management and maintenance plans, including the hours of operation, established by the local governmental unit for the Social District and commons area.
- A diagram or map that clearly shows the boundaries of the Social District and commons area. Please indicate the name, address, and location of the qualified licensees that are contiguous to the commons area on the diagram or map.

Submit the items above to:
By Mail: Michigan Liquor Control Commission - P.O. Box 30005 - Lansing, MI 48933
By Fax: (517) 763-0059
By Email: mlccrecords@michigan.gov
City of Grosse Pointe Park
Social District
Operations and Maintenance Plan

GROSSE POINTE PARK
POINTE OF DISTINCTION

July 13th, 2020
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INTRODUCTION

- Social District Definition
- Explanation of the difference between a Social District and Commons Area
- Qualified Licensee Definition
- Differences between City and Business Owner Process
- Plan Purpose
- District and Commons Area Boundaries

OPERATIONS PLAN

MAINTENANCE PLAN

- Revocation of Designation
- Requirements of Permit Holders

ATTACHMENTS

- Social District Boundary Map
- Kercheval Common Area Boundary map
- Charlevoix Common Area Boundary Map
INTRODUCTION

On Thursday, July 2, 2020, Governor Whitmer signed into law two bills (No. 5781 and No. 5811) that allows for the sale of cocktails-to-go and alcohol consumption in established Social Districts. Local governmental units now have the authority to establish Social Districts within common areas that multiple on-premises licensees can use to increase sales via permit until December 2024.

What is a Social District?

A Social District is a district created by the governing body of a Local Government. A Social District is defined as an area within the Local Government’s boundaries where consumers would be able to drink beer, wine, or spirits in a designated common area outside the walls or patio spaces of licensed establishments. A Social District is not a taxing entity and are overseen by the Michigan Liquor Control Commission.

What is the difference between a Social District and Commons Area?

A Social District is the entire area designated by the Local Government, which includes the commons area within the Social District. Establishment of a Social District does not mean consumers can drink alcoholic beverages throughout the entire district. Consumption of alcoholic beverages outdoors can only be done in the designated commons area. The Michigan Liquor Control Commission defines a Commons Area as an area within the established Social District that is clearly designated and marked by the Local Government that is shared by and contiguous to the premises of at least two other qualified licensees. Social Districts can include more than one commons area.

What is a Qualified Licensee?

The words “qualified licensee” shall mean any of the following: (i) a retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises; (ii) a manufacturer within an on-premises tasting room permit issued under Section 536 of 1998 PA 58; (iii) a manufacturer with an off-premises tasting room license issued under Section 536 of 1998 PA 58; and (iv) a manufacturer that holds a joint off-premises tasting room license issued under Section 536 of 1998 PA 58.

Differences between City and Business Owner Process
Per Michigan House Bill 5781, Local Governments are responsible for the creation, maintenance, operation, and signage throughout the Social District. Creation of a Social District does not give local businesses permission to serve to-go alcoholic drinks automatically. Businesses need to go through a separate process with the Michigan Liquor Control Commission and obtain a Social District Permit which allows them to serve to go beverages within the commons area(s).

**Purpose of this Plan**

This plan is in-place to comply with requirements outlined in House Bill 5781 and required by the Michigan Liquor Control Commission. This plan can change at anytime per the discretion of City Council and City Administration. This plan includes steps that the City will take to maintain and operate the Social District and commons areas to maintain consumer and resident safety.

**District Boundaries and Commons Area**

On Kercheval Avenue, the boundaries of the Social District shall be on Kercheval Avenue from the border of the City of Detroit between Alter Road and Wayburn Street to Nottingham Street on both the north and south sides of Kercheval Avenue and continuing on Charlevoix Avenue, from the border of the City of Detroit between Alter Road and Wayburn Street on the north side of Charlevoix Avenue to the west side of Nottingham Street.

The Kercheval commons area shall be from the east side of Wayburn Street to the half way point between Beaconsfield and Nottingham Streets.

The Charlevoix commons area shall be on the north side only of Charlevoix Avenue from the boundary of the City of Detroit to Beaconsfield Street and on the south side of Charlevoix from Beaconsfield Street to Lakepointe Street.

**OPERATIONS PLAN**

The operations of the Grosse Pointe Park Social District will be overseen by the City Manager after consultation with the Director of Public Safety with assistance from the Tax Increment Finance Authority Board and other City Departments as necessary. The Grosse Pointe Social District is solely in place to support Local Business Owners and has no regulatory or taxing authority. The City of Grosse Pointe Park will provide any supporting documentation that local businesses need for their social district permit applications to the Michigan Liquor Control Commission.

The Grosse Pointe Social District Commons Area hours of operation are as followed:

- 5pm – 10pm Sunday through Thursday
- 5pm – 11pm Friday and Saturday

The City will provide signage throughout the district that clearly marks the boundaries of the entire Social District and Commons Area. Additionally, Commons Area hours of operation signs will also be placed at the boundary line North, South, East, and West. Public Safety Officers will be utilized to enforce the hours of operations and commons area boundaries when necessary and appropriate.

The City will also have a dedicated section of the website that will include a copy of this plan, hours of operations, maps showcasing boundaries and participating businesses. All of the City communication channels will be utilized to notify consumers when the District and/or commons areas are closed for maintenance or for the holidays stated above.

**MAINTENANCE PLAN**

The City, under regulation established by the City Manager and the Director of Public Safety, shall maintain the commons area in a manner that protects the health and safety of the community.

Due to the location of the Social District, sidewalk and street repairs/maintenance throughout the District will follow the schedule the City already has in place. Any large safety concerns will be addressed by the Public Works Department on an as needed basis.

Other services including landscaping and snow removal, will continue to be provided by City departments as normal.

The City will ensure that all signage remains in good condition and will replace weathered signs as needed utilizing Tax Increment Finance Authority funds.

**Revocation of Designation**

The City Council may revoke the designation of a commons area if it determines that the commons area threatens the health, safety, and welfare of the public or has become a nuisance.

Before revoking the designation of a commons area, the City Council shall give notice as required under the Open Meeting Act, MCL§15.761 et seq.

The City shall file the revocation of the designation with the Michigan Liquor Control Commission.

**Requirements of Permit Holders**

A qualified licensee whose licensed premise is shared by and contiguous to a commons area in a Social District designated hereunder shall obtain from the Michigan Liquor Control Commission an annual social district permit.

The holder of a social district permit issued by the Michigan Liquor Control Commission may sell alcoholic liquor for consumption within the confines of a commons area if both of the following requirements are met:
The holder of a social district permit only sells and serves alcoholic liquor on the holder’s licensed premises.

The holder of a Social District permit only serves alcoholic liquor to be consumed in the commons area in a container to which all of the following shall apply: (i) the container prominently displays the social district permittee’s trade name or logo or some other mark that is unique to the Social District permittee’s on-premises license; (ii) the container prominently displays a logo or some other mark that is unique to the commons area; (iii) the container is not glass; and (iv) the container has a liquid capacity that does not exceed 16 ounces.

A purchaser may remove a container of alcoholic liquor sold by the holder of a Social District permit from the Social District permittee’s licensed premises if both of the following conditions are met: (i) the purchaser does not remove the container from the commons area and (ii) while possessing the container, the purchaser does not enter the licensed premises of a Social District permittee other than the Social District permittee from which the purchaser purchased the container.

The consumption of alcoholic liquor in the commons area as allowed herein may only occur during the legal hours of the sale of alcoholic liquor of the social district permittee.

**Social District Boundary Map**
CITY OF GROSSE POINTE PARK  
WAYNE COUNTY, MICHIGAN

Resolution Creating a Social District within the City of Grosse Pointe Park

WHEREAS, the State of Michigan has adopted legislation via House Bill 5781 that allows Local Governments to create Social Districts for consumption of alcoholic beverages in designated areas; and

WHEREAS, the City of Grosse Pointe Park recognizes the negative economic impact of the COVID-19 pandemic and has determined that creation of a social district can assist local businesses with recovery; and

WHEREAS, On Kercheval Avenue, the boundaries of the Social District shall be on Kercheval Avenue from the border of the City of Detroit between Alter Road and Wayburn Street to Nottingham Street on both the north and south sides of Kercheval Avenue and continuing on Charlevoix Avenue, from the border of the City of Detroit between Alter Road and Wayburn Street on the north side of Charlevoix Avenue to the west side of Nottingham Street; and

WHEREAS, The commons area of Kercheval shall be from the east side of Wayburn Street to the half way point between Beaconsfield and Nottingham Streets; The commons area of Charlevoix shall be on the north side only of Charlevoix Avenue from the boundary of the City of Detroit to Beaconsfield Street and on the south side of Charlevoix from Beaconsfield Street to Lakepointe Street; and

WHEREAS, the City of Grosse Pointe Park has written an operations and maintenance plan that meets the Michigan Liquor Control Commission requirements; and

WHEREAS, The City Manager and Director of Public Safety are hereby permitted to create the Social District and enforce the rules and regulations of the Social District in accordance with State law and permit requirements; and

NOW, THEREFORE, IT IS HEREBY RESOLVED that:
The City of Grosse Pointe Park City Council creates the City of Grosse Pointe Park Social District within the boundaries included above or within boundaries otherwise approved and approves the operations and maintenance plan as presented.

I hereby certify the above action was taken at the Regular City Council Meeting on Monday, July 13th, 2020.

Jane M. Blahut, City Clerk
Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:
A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a __________ meeting of the __________________ council/board called to order by __________________ on __________ at __________

the following resolution was offered:

Moved by __________________ and supported by __________________

that the application from __________________

for a Social District Permit is __________________

(recommended/not recommended)

by this body for consideration for approval by the Michigan Liquor Control Commission.

If not recommended, state the reason: __________________

Vote

Yea: __________
Nay: __________
Absent: __________

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the council/board at a __________ meeting held on __________.

(name of city, township, or village)

(name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk __________________ Signature of Clerk __________________

Date __________

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.
Ordinance No. 219

City of Grosse Pointe Park

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GROSSE POINTE PARK BY ADDING SECTIONS 2-1 TO 2-7, TO ARTICLE I, TO ESTABLISH STANDARDS OF ETHICAL CONDUCT FOR CITY OFFICIALS AND EMPLOYEES AND ESTABLISH AN ETHICS COMMITTEE,

THE CITY OF GROSSE POINTE PARK ORDAINS:

Section 1. Article I to Chapter 2 of the Code of the City of Grosse Pointe Park is amended to add the following Sections 2-1 through 2-7 entitled “Standards of Ethical Conduct.”

Sec. 2-1. - Public policy.

Public office and employment are public trusts. For government to operate properly, each city official, employee, or advisor must earn and honor the public trust by integrity and conduct.

The city hereby declares that all city officials and employees must avoid conflicts between their private interests and the public interest. Public officials and employees must:

1. Be independent, impartial and responsible to the people;
2. Make governmental decisions and policy in the proper governmental channels;
3. Not use public office for personal gain.

To enhance public trust, the city must provide its officials and employees with adequate guidelines for separating their roles as private citizens from their roles as public servants.

This Code sets minimum standards of ethical conduct for all city officials and employees, elected or appointed, paid or unpaid. It proscribes actions incompatible with the public interest and directs disclosure of private financial or other interests in matters affecting the city.

Sec. 2-2. - Responsibilities of public office.

City officials and employees are bound to uphold the Constitution of the United States and the Constitution of the state and to carry out impartially and comply with
the laws of the nation, state, and the city. City officials and employees must not exceed their authority or breach the law or ask others to do so. City officials and employees are bound to observe in their official acts the highest standards of morality and to discharge the duties of their offices faithfully, regardless of personal consideration, recognizing that their conduct in both their official and private affairs should be above reproach.

All city officials and employees shall safeguard public confidence by being honest, fair and respectful of all persons and property with whom they have contact, by maintaining non-partisanship in all official acts, and by avoiding conduct which may tend to undermine respect for city officials and employees and for the city as an institution.

Sec. 2-3. - Definitions.

City official or employee means a person elected, appointed or otherwise serving in any capacity with the city in any position established by the City Charter or by city ordinance which involves the exercise of a public power, trust or duty. The term includes all officials and employees of the city, whether or not they receive compensation, including consultants and persons who serve on advisory boards and commissions. The term does not include election inspectors and student representatives appointed to city boards or commissions.

Consultant means a person who gives professional advice or services regarding matters in the field of his or her special knowledge or training.

Compensation means any money, property, thing of value or benefit conferred upon or received by any person in return for services rendered or to be rendered to himself or herself or any other party.

Financial interest means any interest in money, property or thing of value or benefit.

Immediate family means a city official or employee, his or her spouse, parents or children.

Official duties or official action means a decision, recommendation, approval, disapproval or other action or failure to act, which involves the use of discretionary authority.

Personal interest means an interest arising from blood or marriage relationships or any business association.

Private gain means any interest or benefit, in any form, received by a city
employee or official.

Substantial shall mean considerable in quantity or significantly great.

Sec. 2-4. - Intention of code.

It is the intention of section 2-5 below that city officials and employees avoid any action, whether or not specifically prohibited by section 2-5, which might result in, or create the appearance of:

1. Using public employment or office for private gain;
2. Giving or accepting preferential treatment, including the use of city property or information, to or from any organization or person;
3. Losing complete independence or impartiality of action;
4. Making a city decision outside official channels; or
5. Affecting adversely the confidence of the public or the integrity of the city government.

The code of ethics is intended to be preventative and not punitive. It should not be construed to interfere with or abrogate in any way the provisions of any federal or state statutes, the City Charter, the city ordinances, or any rights and/or remedies guaranteed under a collective bargaining agreement.

This declaration of policy is not intended to apply to contributions to political campaigns, which are governed by state law.

Sec. 2-5. - Promulgation.

(a) Conflict of interest—General.

1. No official or employee of the city shall divulge to any unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.

2. No official or employee of the city shall represent his or her personal opinion as that of the city.

3. Every official or employee of the city shall use personnel resources, property and funds under his or her official care and control solely in accordance with prescribed constitutional, statutory and regulatory procedures and not for personal gain or benefit.

4. No official or employee of the city shall directly or indirectly, make,
solicit, or accept any gift or loan of money, goods, services or other thing of value for the benefit of any person or organization, other than the city, which tends to influence the manner in which the official or employee or any other official or employee performs his or her official duties.

(5) Gratuities do not include fees for speeches or published works on legislative subjects and, except in connection therewith reimbursement for expenses for actual expenditures for travel, and reasonable subsistence, for which no payment or reimbursement is made by the city, invitations to such events as ground breakings, grand openings, charitable or civic events, or inconsequential gifts from established friends.

(6) No official or employee of the city shall engage in a business transaction in which he or she may profit because of his or her official position or authority or benefit financially from confidential information that he or she has obtained or may obtain by reason of such position or authority.

(7) No official or employee of the city shall engage in or accept employment or render services for any private or public interest when that employment or service is incompatible or in conflict with the discharge of his or her official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of his or her official duties.

(8) This section shall not prohibit a part-time elected or appointed city official from engaging in private employment or business on his or her own time as a private citizen and where city business is not involved, subject to his or her disclosing such private employment or business on the public record for any matter on which he or she may be called upon to act in his or her official capacity. He or she shall refrain from voting upon or otherwise participating in debate on any such matter.

(9) No official or employee of the city shall participate, as an agent or representative of the city, in the negotiation or execution of contracts, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision, relating to any business entity in which he or she has, directly or indirectly, a financial or personal interest.

(10) No official or employee of the city shall use, or attempt to use, his or her official position to secure, request or grant unreasonably any special consideration, privilege, exemption, advantage, contract or preferential treatment for himself, herself, or others, beyond that which is available to every other citizen.

(11) It is recognized that various boards and committees are part of the plan of government for the city. As such, it is further recognized that by virtue of the various requirements for membership of the board, a member may be
placed in the position of participating in a decision that may directly or indirectly affect his or her financial or personal interests. Therefore, those members of the various boards and committees in the city, as they may be established from time to time, may participate in such decisions provided that they act:

a. In furtherance of the public good;

b. In compliance of the public good;

c. In a manner consistent with subsection (8) of this section.

(12) Determination of conflict of interest. A conflict of interest exists if:

a. The city official or employee has any financial or personal interest, beyond ownership of his or her place of residence, in the outcome of a matter currently before that city official or employee, or is associated as owner, member, partner, officer, employee, broker or stockholder in an enterprise that will be affected by the outcome of such matter, and such interest is or may be adverse to the public interest in the proper performance of said official's or employee's governmental duties, or;

b. The city official or employee has reason to believe or expect that he or she will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his or her official activity, or;

c. The public official has any other prohibited interest as defined by state statutes relating to conflicts of interest.

(13) Subsequent conflict of interest. No official or employee of the city shall acquire any financial interest in or accept any employment concerning any project which has been granted approval by the city or any council, board, department or employee thereof within one year of the official's or employee's participation in any manner in considering or recommending the approval or disapproval of said project.

(b) Full disclosure.

(1) Responsibility to disclose. It shall be the responsibility of the official or employee to disclose the full nature and extent of his or her direct or indirect financial or personal interest in a matter before him or her.

No official or employee of the city shall participate, as an agent or representative of the city, in approving, disapproving, voting, abstaining from voting, recommending or otherwise acting upon any matter in which he or she has directly or indirectly a financial or personal interest. The
official or employee shall, in such circumstances, recuse himself or herself from the matter before him or her.

(2) Disclosure of conflict of interest and disqualification.

a. Any city official or employee who has a conflict of interest, as defined herein, in any matter before the city shall disclose such fact on the appropriate record of the city prior to discussion or action thereon and shall refrain from participating in any discussion, voting or action thereon, as follows, provided that such exceptions shall be observed as are permitted by law:

1. A city councilmember shall disclose any conflict of interest and the nature and extent of such interest on the record of the city council;

2. A member of any city board, council or committee shall disclose any conflict of interest and the nature and extent of such interest on the records of said board, council or committee;

3. A city employee who has a financial or other interest in a matter before the city council or any city board, commission or committee and who participates in discussion with, or gives an official opinion to the city council, or to such other city board, commission or committee relating to such matter, shall disclose on the records of the city council or such other city board, commission or committee, as the case may be, any conflict of interest and the nature and extent of such interest.

b. Otherwise, any appointed city official or employee shall address such a disclosure to the supervisory head of his or her department, and any elected city official shall address such a disclosure to the general public.

c. If a city official, councilmember or employee who has a conflict of interest, as defined herein, in any matter before the city, and who discloses that conflict on the appropriate records but who refuses to refrain from discussion, deliberation or voting thereon, the matter under consideration shall be immediately referred to the board of ethics for a final determination as to the conflict in question and whether the official, councilmember or employee must refrain from discussion, deliberation, action or voting thereon.

d. Within 20 days after election, employment, appointment, or the effective date of this ordinance, or any change in the facts set forth in the city official's or employee's previously filed disclosure
statement, each city official and employee shall file with the city clerk an affidavit and disclosure statement. The city clerk shall provide each city official or employee with the required affidavit and disclosure statement form immediately upon his or her election, employment or appointment. The affidavit and disclosure statement does not apply to part-time and temporary employees of the city. Additionally, the disclosure requirements on this section do not apply to regular full-time employees below the level of assistant department head, except at the discretion of the city manager.

Sec. 2-6. - Violation, enforcement and advisory opinions.

(a) Board of ethics.

(1) The Mayor, with the confirmation of city council, shall appoint a board of ethics, consisting of three voting members, as an advisory body for the purpose of interpreting this code of ethics. The members of the advisory board shall be comprised of qualified members of the community. The City Attorney shall serve on the ethics advisory board as an ex-officio, non-voting member. If the City Attorney is the subject of an ethics complaint, he or she will recuse themselves from the ethics board proceedings related to that complaint and a suitable attorney replacement will be appointed to serve on that particular matter.

(2) The initial three community members of the board of ethics shall be appointed for one-, two-, and three-year terms of office respectively, which shall begin on __________. If appointed prior to ________, they shall begin their terms of office immediately and their terms shall include the additional time prior to ________. Terms of office shall expire on ________ of the respective years.

(3) Thereafter, all members shall be appointed to three-year terms, beginning __________, so that only one member's term expires each year. A member shall hold office until his or her successor is appointed. The Mayor with the consent of council shall fill a vacancy by an appointment for the unexpired term only. Members shall be permitted to serve a maximum of two consecutive three year terms.

(4) The board of ethics shall be made up of residents of the city who have legal, administrative or other desirable qualifications.

(5) The members of the board of ethics shall serve without compensation, and shall not be elected officials, persons appointed to elective office, full-time appointed officials or city employees, nor shall they be currently serving on any other city board or council.

(6) The board shall select its own presiding officer from among its members.
(7) The board shall establish such rules and procedures it deems necessary or appropriate to perform its functions as set forth in this article.

(b) *Functions of the board of ethics.* When there is a question or a complaint as to the applicability of any provision of this code to a particular situation, that question or complaint shall be directed to the board of ethics. It shall then be the function of the board of ethics to conduct hearings and/or issue an advisory opinion, as applicable.

(1) **Hearings.** The board of ethics shall follow the following hearing procedure:

a. The board shall, within seven days after any matter is brought to its attention, set a date certain for hearing said matter.

b. The board shall, at least 28 days before the hearing date, send notice of such hearing, accompanied by a concise statement of the alleged breach of this code of ethics, to any person requested to appear before them, by certified mail, return receipt requested, to addressee only.

c. Any person requested to appear before a board of ethics hearing may request one extension for a period not to exceed 28 days. Extensions thereafter will be granted only under extreme circumstances.

d. Any person requested to appear before a board of ethics hearing may be accompanied by his or her attorney.

e. All hearings at which any person shall be requested to appear shall be subject to the Open Meetings Act.

f. All findings of board hearings shall be published in permanent form and communicated to the city council and the public, subject to the requirements of the Open Meetings Act.

g. If the board determines that a filed complaint is willfully false or frivolous, the board shall recommend to council that council, in its discretion, recommend or impose a civil infraction and fine on the person making the false or frivolous complaint or refer the matter to the prosecutor for potential prosecution.

(2) **Advisory opinions.** All advisory opinions so issued shall also be published in permanent form and communicated to the city council and the public, subject to the requirements of the Open Meetings Act.

(3) **After the board of ethics' advisory opinions and/or hearing findings have been published:**

a. The city council shall be responsible for imposing any sanction for a violation of this Code on one of its members or any person appointed by the council to any city board.
b. If it becomes necessary to seek the removal of a city official after the board of ethics' advisory opinion and/or hearing findings, the city shall follow the requirements for removal of a public official in accordance with the laws of the state.

c. The city manager shall be responsible for imposing any discipline for a violation of this Code on any employee of the city.

Sec. 2-7. - Affidavit and disclosure statement.

Immediately following an election, employment or appointment of a city official, or employee, and on the one-year anniversary of such election, employment or appointment, the city clerk shall provide the individual with an affidavit and disclosure statement form. Within 20 days after election, appointment, employment or any change in the facts set forth in the city official's or employee's previously filed affidavit and disclosure statement, all city officials or employees shall file with the city clerk an affidavit and disclosure statement including the following:

A. A disclosure statement responding in detail to the following questions:

1. To the best of your knowledge, do you or any members of your immediate family own any interest in real property, other than a primary residence, located within the City of Grosse Pointe Park, in land contiguous to the City of Grosse Pointe Park, or in any area covered by a 425 Agreement to which the City of Grosse Pointe Park is party?

2. If your answer to question 1 is affirmative, to the best of your knowledge state the following information for each such interest owned:

   a. The nature of your interest in the real property;

   b. The location of the real property (for improved property, provide the street address; for unimproved property state its location in relation to existing streets), and;

   c. The property's permanent real estate tax identification number.

3. To the best of your knowledge, do you or members of your immediate family own five percent (5%) or more of any business entity located in the City of Grosse Pointe Park?

4. If your answer to question 3. is in the affirmative, state the following, to the best of your knowledge:

   a. The name of the entity;

   b. The address of the entity;
c. The nature of your relationship to the entity, and;

d. The date relationship commenced.

5. To the best of your knowledge, do you or any members of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Grosse Pointe Park from which you or they derive direct compensation or financial benefit that is not reported in the prior answers.

6. To the best of your knowledge, have you or any members of your immediate family given or received any gifts, other than from immediate family members, the value of which exceeds $50.00, within the last year, or since the effective date of this code, whichever time period is shorter, to or from any person or business or other legal entity doing business with the City, other than legal campaign contributions? If so, list the names and addresses of each donor or donee of each such gift and the date upon which it was made and the nature of the gift.

7. To the best of your knowledge, do you or any members of your immediate family belong to, serve on or otherwise participate on any boards of any organizations that have any current, direct financial or other dealings with the City of Grosse Pointe Park that would require a vote by City Council on action directly related to the organization for which you are involved as described herein.

8. If your answer to question 7 is in the affirmative, state the following, to the best of your knowledge:

a. The name of the entity;

b. The address of the entity;

c. The nature of your relationship to the entity, and;

d. The date relationship commenced.

B. An affidavit in which the City official or employee states: "I have read and I understand the Code of Ethics of the City of Grosse Pointe Park and, to the best of my knowledge, I am not in conflict with its provisions."

Dated:
Subscribed and sworn to before me this
_________ day of ____________, 20____
Notary Public, ___________ County, Michigan
Acting in ___________ County, Michigan
My Commission Expires: ______________
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Statement of Purpose

The residents and businesses of Grosse Pointe Park are entitled to have a fair, ethical, and accountable municipal government which has earned the public’s full confidence for integrity. The City of Grosse Pointe Park’s strong desire to fulfill this mission requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgment and actions;
- public office be used for the public good, not for personal gain, and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the City of Grosse Pointe Park has adopted these Rules of the City Council and Code of Conduct for elected officials and members of appointed boards, commissions and committees to promote public confidence in the integrity of local government and its effective and fair operation.

Council-Manager Government

The City of Grosse Pointe Park functions under the Council-Manager form of government, the fastest growing form of government in the United States today. According to surveys by the International City/County Management Association (ICMA), this form of government has grown from 48% usage in 1996 to 55% usage in 2006. It is also the most prevalent for populations over 10,000 and is used by more cities, villages, townships, and counties than any other form. The roots of the Council-Manager form of government dates as far back as the early 1900s.

The Council-Manager form of government is based on the separation of roles and responsibility between the City Council and the City Manager for the effective and efficient investigation, deliberation, and delivery of services. The City’s goals are best achieved when there is an open, dynamic, and cooperative working relationship built on trust between the City Council as a body, the City Council Members as individuals, and the Manager. This relationship is further enhanced by the understanding that each person is conducting themselves in their role in a reasonable, responsible, and accountable manner while working together in the best interest of the citizens of Grosse Pointe Park. It is important that everyone involved has a shared understanding of the roles of each involved person and body.

City Council

The City Council legislates through ordinances and resolutions but may not exceed the scope of authority the body is granted through the City’s charter and state law. In a council-manager government, the mayor and council members are the leaders and policy makers elected to represent the community. The Mayor acts as the Chair of the body but does not have veto power and is considered a voting member of the body like the other council members. The City Council acts as policy makers and long-term and short-term goal setters. They focus on policy issues that are responsive to citizens’ needs and wishes. The City Council is also responsible for approving the City’s budget and all capital improvement plans.
A City Council member is a goal setter who helps develop a vision for the community and helps establish goals and milestones. Council members must remember they are elected to make decisions as a collective body, not to act as individuals or apart from the council as a whole.

City Manager

The City Manager is the chief administrative officer for the City of Grosse Pointe Park. Major responsibilities include oversight of preparation of the annual budget and long-range financial planning, supervision of all City departments, coordination and development of programs and services and the implementation of City Council's strategic priorities and policy decisions. The City Manager is also responsible for recruiting, hiring (unless approval of a position is by the City Charter), and supervising staff; and serving as the council's chief adviser.

The City Manager may make policy recommendations to the council, but the council may or may not adopt them and may modify the recommendations. The City Manager also provides regular reports and updates to the City Council on these items. The manager is bound by whatever official action is taken by the Council.

The City Manager reports to and is appointed by the City Council under the Council-Manager form of government.

Regular Meetings

1. Regular meetings of the City Council will be held on the second or fourth Monday of each month beginning at 7:00 p.m., local prevailing time, in the Council chambers, City Hall, 15115 E. Jefferson Ave., Grosse Pointe Park, Michigan, unless special circumstances, e.g. holidays, closing of City Hall, etc., warrant otherwise.

2. All meetings shall be governed by and subject to all applicable provisions of the City Charter and relevant Michigan Statutes, including, but not limited to, the Open Meeting Act, MCL 15.261 et seq.; MSA 4.1800 (1) et seq. as amended.

3. Mayor and City Council have a reasonable knowledge of the rules and conduct the council has adopted. This will keep the meeting moving smoothly and efficiently, with a clear indication of each item’s disposition.

4. The rules of parliamentary procedure as contained in Robert's Rules of Order, most recent edition, shall govern Council meetings in all cases to which they are applicable, provided they are not in conflict with these Rules, the Ordinances and Charter of the City of Grosse Pointe Park, and/or any applicable state or federal law.

5. The Mayor shall preserve order and decorum and may speak to points of order in preference to other councilmembers. The Mayor shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the councilmembers present.
6. Any member may appeal a ruling of the chair to the council. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the chair may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be, "Shall the decision of the chair be sustained?" If the majority of the members present vote "aye," the ruling of the chair is sustained; otherwise it is overruled.

7. The Mayor, or in his/her absence or direction, the Mayor Pro Tem shall at the fixed time take the Chair for the convening of the City Council to order. Upon the appearance of a quorum, the Council shall be in session. In the event that both the Mayor and Mayor Pro Tem are absent from a meeting, the Council person having served the longest uninterrupted term of office as a Council member shall take the Chair for the purpose of calling the Council to order.

Requirements for Regular, Special and Closed Door Meetings

1. Within 10 days after the December meeting of City Council, a public notice stating the dates, times and places of the regular monthly council meetings for the following calendar year will be posted at the City Offices and the City’s website.

2. By Charter Section 6.2. Special meetings shall be called by the Clerk on the written request of the Mayor, the City Manager or any two members of the Council on at least twenty-four hours written notice to each member of the Council served personally or left at his usual place of residence; but a special meeting may be held on shorter notice if all members of the Council are present or have waived notice thereof in writing. State law reference Open meetings Act, MCL 15.261 et seq., MSA 4.1800(11) et seq

Closed Meetings Purpose
Meeting in closed session – a public body may meet in a closed session only for one or more of the permitted purposes specified in section 8 of the OMA. The limited purposes for which closed sessions are permitted include, among others:

(1) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing.

(2) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

(3) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

(4) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.
(5) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act.

(6) To consider material exempt from discussion or disclosure by state or federal statute. But note—a board is not permitted to go into closed session to discuss an attorney's oral opinion, as opposed to a written legal memorandum.

A closed session must be conducted during the course of an open meeting—section 2(c) of the OMA defines "closed session" as "a meeting or part of a meeting of a public body that is closed to the public." Section 9(1) of the OMA provides that the minutes of an open meeting must include "the purpose or purposes for which a closed session is held."

1. Calling Closed Meetings

At a regular or special meeting, the Council may call a closed session under the conditions outlined in Section 1, above. The vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

Agenda

The following shall be the form of the agenda for Council meetings:

I. Roll Call of Council
II. Pledge of Allegiance
III. Approval of Consent Agenda (if applicable)
IV. Approval of Regular Agenda
V. Public Comment (Agenda Items)
VI. Administration Reports (If applicable)
VII. Committee and Commission Reports
VIII. Unfinished Business
IX. New Business
X. Public Comment (Non Agenda Items)
XI. Closed Session
XII. Adjournment

Setting a Meeting Agenda

An agenda serves as the guide for conducting an official business meeting of the City Council or any other duly constituted body. The persons responsible for setting the agenda is the Mayor in consultation with the City Manager.

City Council Members can request to have an item added to a city council meeting agenda at least 7 business days in advance of a scheduled meeting by contacting the Mayor and City Manager with an email request. After consulting with the Mayor the City Manager will respond to that Council Member.
The draft proposed meeting agenda will be sent to council 5 business days in advance.

As part of every Council meeting, the City Council will set the Regular Agenda at the beginning of the meeting after the Consent Agenda has been approved and voted on. At that time, Council Members can request that a topic of discussion be added to the agenda and if it gets a second and approved by a majority of the council, that agenda item will be added to the next council meeting.

By placing the approved added agenda item to the next meeting, the City Manager and City Attorney can research the pros and cons and provide any required legal opinion, as well allowing the public to be in attendance for that agenda item for those who so choose to listen and or participate during public comment of agenda items.

Consent Agenda

1. A consent agenda may be used to allow the Council to act on numerous administrative or non-controversial items at one time. Included on the agenda can be non-controversial matters such as approval of minutes, payment of bills, approval of recognition resolutions, etc. The consent agenda will be provided to Council 5 business days before the scheduled meeting where the consent agenda will be used.

2. Upon request by any member of the council, an item shall be removed from the consent agenda and placed on the regular agenda for discussion. In order to move an item to the regular agenda, the request must be made via email to the Mayor, City Manager, and Clerk by 10am the Friday before the meeting.

Voting and Discussion

1. A vote upon all ordinances and resolutions, and all subsidiary motions applied thereto, shall be taken by a roll call vote.

2. In all roll call votes, the names of the members of Council shall be called.

3. In all cases where a vote is taken, the Chair shall declare the result.

Minutes

1. The highlights of the discussion after a motion has been made and seconded do not have to be recorded. However, many recorders find it appropriate for future reference as well as politically practical to record both the points in favor of and against a motion. The minutes should comply with the basic requirements of the Open Meetings Act and not be overly detailed. When the pros and cons are recorded, the discussion should be summarized and the minutes should reflect the amount of discussion on each side, both in content and length. The recorder should not attempt to record remarks exactly as stated. The record should reflect what was said without bias, prejudice, or opinion of the recorder.

1. Unapproved minutes of regular or special meetings shall be available for public inspection not more than eight business days after such meeting at City Hall and on the City website. Approved minutes
shall be available for public inspection and posting on the City’s website not later than five business days after the meeting at which the minutes were approved.

2. Minutes of closed meetings are a separate set of minutes and shall be taken by the Clerk or the designated secretary of the Council at the closed meeting. These minutes will be retained by the clerk for one year, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Open Meetings Act.

Citizen Participation

1. All public comments before the City Council shall be limited in length to three minutes per member of the public. The Clerk will maintain the official time and notify the speakers when time is up. Additional time may be granted by a majority vote of the Council Members present.

2. Persons addressing the City Council shall state their name and street.

3. The Council welcomes and encourages the public to speak during the public comment and public hearing portions of the agenda. However, Council policy is to hear the public comment, but not to act on the public comment at the same meeting. Matters of public concern brought before the Council during the Public Comment portion of the meeting will be referred to the City Manager for action, if any. If, after communicating with the City Manager, no resolution is reached, the concern will be elevated to the Mayor and then eventually to the Council for action.

4. Persons addressing the City Council shall refrain from making personal, disrespectful, slanderous or profane remarks. Debates among the public at meetings are not permitted. To preserve the order and decorum of Council meetings, the audience shall refrain from interrupting others, cheering, applauding or similar actions during the course of the meeting.

5. Members of the audience shall address all remarks to the Mayor and Council and shall not hold conversations or discussions with other members of the audience.

6. During a public hearing (Zoning Board of Appeals, Outside Presentation), all presentations shall be limited to ten minutes. The City Clerk shall maintain the official time. Additional time may or may not be granted. When there are numerous individuals desiring to express unanimous support or opposition, the Mayor may acknowledge a spokesperson be designated to address the public hearing before Council.

Disorderly Conduct

1. The Chair may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the Chair determines whether the person is in order.
If the person shall continue to be disorderly and disrupt the meeting, the Chair may order the sergeant at arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting or otherwise in accordance with the law.

Committee Assignments

1. The Mayor may assign Council Members to any committee and designate a Chairperson as is deemed necessary, with the approval of the Council.

2. As provided in the City's Charter, Council Members responsibilities will be generally limited to policy and not the administration of a department or the activities of the administration.

3. Committees of the City Council shall be advisory only (unless given specific authority for particular purposes by the City Council) and no committee shall have budget or spending authority to incur costs, expenses, or purchases of any goods or services. Committees may however, make recommendations to the City Council or administrative officers of the City. Such recommendations may result in the incurring of costs, expenses, purchases of goods and services, and the budgeting and appropriation of funds by the City Council.

4. The City Manager and Department Heads may request the presence of a Council representative at any meeting they deem necessary. A Council representative should be requested to attend meetings where other elected governmental representatives are to be present.

5. Committee Chairs shall provide a report to the City Clerk for minute records.

City of Grosse Pointe Park Code of Conduct

Public Relations

1. Members of Council shall not debate with a member of the public at Council meetings since these debates seldom resolve concerns and many times inflame feelings at a public meeting.

2. Avoid debating with citizens at a public hearing. The purpose of the hearing is to receive their information and/or opinion. You will have your opportunity later to state your position and rebut any information or argument you may feel needs it. Give the appearance—and feel it, too—of encouraging individuals to express themselves. You can help by looking directly at the person talking and by using nonverbal cues such as nodding affirmation and physically leaning in the direction of the speaker. At the same time, avoid such negative nonverbal cues as scowling, reading, checking your phone messages, talking to another trustee, or using facial expressions that suggest ridicule or contempt.
3. The Mayor is the designated representative of the Council to present and speak on the City’s official positions. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official City position or a personal viewpoint.

City Council Relations with City Staff/Officials

City Council policy is implemented through professional administrative staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so policies and programs may be implemented successfully and efficiently.

1. Council Members shall not debate with staff during a Council meeting or general business meetings. Any concerns by a Council Member over the conduct, performance or work of a City employee during a Council meeting or publicly through casual conversation, email and social media should be directed to the City Manager privately to ensure the concern is resolved.

2. All questions or requests for information by individual Council Members shall be directed to the City Manager who shall determine whether or not the question or request relates to City business. All questions or requests determined by the City Manager to be related to City business shall be handled as a question or request made by the Council, as set forth above.

3. Council Members and Mayor shall not coerce or attempt to influence staff in the processing of applications, the granting of licenses or permits, the hiring of personnel, or any other decision made by staff. The City Council should avoid situations that can result in City staff being directed, intentionally or unintentionally, by one or more members of the City Council.

4. Council Members and the Mayor shall not retain the City Attorney or any member or associate of the City Attorney’s law firm for legal representation in any personal matter during their tenure on City Council unless there is a special circumstance and a waiver has been approved by City Council.

5. Council Members do not attend meetings with City staff unless requested by the City Manager and/or Department Head. Even if the Council Member does not say anything at a City staff meeting, a Council Member’s presence may imply support or opposition, show partiality, intimidate staff, and/or hamper the staff’s ability to do their job objectively.

6. Mail that is addressed to the Mayor and City Council shall be delivered to the City Manager. If a response is required, the City Manager will respond and may confer with Council if necessary.

7. Incoming mail shall not be opened when addressed to individual Council Members or Staff.

8. Council Members may respond to any person or business who has written to all of city council electronic communication. In response for a request of comment
a. Such correspondence by the Council Member shall state the City Council’s position, if there is one, on the given issue.

b. No Council Member will state a position contrary to that of City Council’s unless the member states the position of City Council first and, then identifies his or her position as being personal and not that of adopted policy. For example, “While I voted against, X, the City Council voted in support of.”

c. All such correspondence in 8, 8(a), and 8(b) shall be copied to the City Manager with the exception of social media.

9. **Authorization for contacting the City Attorney.** The following officials (by title) are authorized to contact the city attorney regarding city administration matters:

   - City Manager
   - Director of Public Safety
   - City Clerk

   To the extent a council member or committee chair requires legal advice from the City Attorney, the Council member or chair shall make such request through the City Manager with the exception of the Ordinance Review Committee. Afterwards the City Attorney and or City Manager shall communicate to the council the matter at hand.

**Council Conduct with One Another**

1. Use formal titles. Council Members shall refer to one another formally during public meetings as Mayor, Mayor Pro-tem, or Council Member followed by the individual’s last name.

2. During the council discussion and debate, no member shall speak until recognized for that purpose by the chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate. No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so.

3. Practice civility and decorum in discussions and debate with council and the public. Difficult questions, and tough challenges to a particular point of view are to be expected as are criticism of ideas. That is democracy in action. This does not allow, however, Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, and/or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.
4. Respect the role of the Chair in maintaining order. It is the responsibility of the Chair to keep Council Members on track during public meetings. Council Members should respect efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair’s actions, those objections should be voiced politely and with reason, following the rules outlined in parliamentary procedure.

5. Avoid personal comments that could offend other Council Members. If a Council Member is personally offended by the remarks of another Council Member, the offended Council Member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Council Member to justify or apologize for the language used. The Chair will maintain control of such discussions.

City Council Relationship with City Commissions and Committees, and Council Member Representation to Other Agencies and Groups

1. Members of the City Council shall not influence commission or committee recommendations including DDA and TIFA boards, or influence or lobby individual commission or committee members on any item under their consideration, with the exception of a council member who is part of such board, committee or commission with voting rights. It is important for commissions and committees to be able to make objective and independent recommendations to the City Council. Members of Council who influence commission positions on an item may prejudice or hinder their role in reviewing the commission's recommendation as a member of the City Council.

2. Council Members shall have the right to attend meetings of other City commissions and committees, but are cautioned about becoming involved in the meeting’s discussions.

3. If a City Council Member represents the City before another governmental agency or organization, the Council Member shall first indicate the opinion of the Council. Personal opinions and comments may be expressed only if the Council member clarifies that these statements do not represent the position of the City Council.

General Provisions

1. The text herein shall constitute the entire Rules of the City Council. These rules supersede and/or render void any and all prior written and/or oral Rules of Council relating in any manner whatsoever to the subject matter contained herein unless contained in the City Charter or Code of Ordinances.
2. In any provision, or any portion thereof, contained in these rules is held to be unconstitutional, invalid or unenforceable, the remaining rules or portions thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

3. These rules of the council will be placed on the agenda of the first meeting of the council following the seating of newly elected councilmembers for review and adoption. A copy of the rules adopted shall be distributed to each councilmember. The council may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.

4. The Mayor shall be responsible for enforcing the Rules of the City Council contained herein, as well as the Code of Conduct.

5. These rules may be suspended for a specified portion of a meeting by majority of the Council Members present.

Compliance

The City of Grosse Pointe Park Rules of City Council and Council Code of Conduct expresses standards of conduct expected for members of the Grosse Pointe Park City Council. Members themselves have the primary responsibility to assure that standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

As a member of the Grosse Pointe Park City Council, I agree to uphold the Rules of City Council and Council Code of Conduct for elected and appointed officials adopted by the City Council and conduct myself in a professional manner:

__________________________________________
Date

__________________________________________
Council Member
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce main motion</td>
<td>&quot;I move to...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>&quot;I move to amend the motion by...&quot; (add or strike words or both)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Move item to committee</td>
<td>&quot;I move that we refer the matter to committee.&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone item</td>
<td>&quot;I move to postpone the matter until...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>End debate</td>
<td>&quot;I move the previous question.&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Object to procedure</td>
<td>&quot;Point of order.&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair decision</td>
</tr>
<tr>
<td>Recess the meeting</td>
<td>&quot;I move that we recess until...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Adjourn the meeting</td>
<td>&quot;I move to adjourn the meeting.&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Request information</td>
<td>&quot;Point of information.&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Overrule the chair’s ruling</td>
<td>&quot;I move to overrule the chair's ruling.&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Extend the allotted time</td>
<td>&quot;I move to extend the time by ____ minutes.&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>Enforce the rules or point out incorrect procedure</td>
<td>&quot;Point of order.&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Table a Motion</td>
<td>&quot;I move to table...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
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</tr>
<tr>
<td>Verify voice vote with count</td>
<td>&quot;I call for a division.&quot;</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Object to considering some undiplomatic matter</td>
<td>&quot;I object to consideration of this matter...&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Take up a previously tabled item</td>
<td>&quot;I move to take from the table...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>&quot;Reconsider something already disposed of&quot;</td>
<td>&quot;I move to reconsider our action to...&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Consider something out of its scheduled order</td>
<td>&quot;I move to suspend the rules and consider...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Close the meeting for executive session</td>
<td>&quot;I move to go into executive session.&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Personal preference-noise, room temperature, distractions</td>
<td>&quot;Point of privilege&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
References

- City of Grosse Pointe Park City Charter
- National League of Cities
- ICMA
- Grand Ledge, Portland, Davison, Traverse City, Port Huron, and Grosse Pointe City

July 13, 2020
<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Current Payment</th>
<th>Fiscal year to Date or Project to Date</th>
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</thead>
<tbody>
<tr>
<td>06/01/20</td>
<td>Bodman</td>
<td>Pros. Atty. &amp; retainer fee</td>
<td>$10,000</td>
<td>110,772</td>
</tr>
<tr>
<td>06/01/20</td>
<td>Build Safe</td>
<td>Building Inspector- May</td>
<td>9,600</td>
<td>105,600</td>
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<tr>
<td>06/01/20</td>
<td>GP Clinton Refuse</td>
<td>Refuse disposal- Feb, April, May</td>
<td>41,083</td>
<td>277,475</td>
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<td>06/05/20</td>
<td>Ford Motor Company</td>
<td>2019 Police Interceptor</td>
<td>8,364</td>
<td>8,364</td>
</tr>
<tr>
<td>06/05/20</td>
<td>Great Lakes Water</td>
<td>Waste water- April &amp; May</td>
<td>302,000</td>
<td>1,661,000</td>
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<tr>
<td>06/11/20</td>
<td>Green for Life</td>
<td>Recycling for May</td>
<td>18,756</td>
<td>206,318</td>
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<tr>
<td>06/11/20</td>
<td>Green for Life</td>
<td>Rubbish for May</td>
<td>36,848</td>
<td>431,438</td>
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<tr>
<td>06/15/20</td>
<td>Apollo Fire Equipment</td>
<td>Hurst tools</td>
<td>21,000</td>
<td>21,000</td>
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<tr>
<td>06/22/20</td>
<td>Kennedy Industries</td>
<td>Pumps and controls for lift station</td>
<td>35,289</td>
<td>35,289</td>
</tr>
<tr>
<td>06/24/20</td>
<td>Process Piping</td>
<td>Emergency repairs to storm pump#5</td>
<td>17,928</td>
<td>17,928</td>
</tr>
<tr>
<td>06/24/20</td>
<td>Resa Power</td>
<td>Switchgear testing at pump stations</td>
<td>6,200</td>
<td>6,200</td>
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<tr>
<td>06/30/20</td>
<td>OHM-Advisors</td>
<td>Windmill Pointe Marina Survey</td>
<td>7,156</td>
<td>7,156</td>
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