

**CITY OF BERKLEY PUBLIC NOTICE  
REGULAR CITY COUNCIL MEETING  
Monday, April 7, 2025  
7:00 P.M. – City Hall  
248-658-3300**

**CALL 40<sup>th</sup> COUNCIL TO ORDER  
APPROVAL OF AGENDA  
MAYOR-LED MOMENT OF REFLECTION  
PLEDGE OF ALLEGIANCE  
PUBLIC COMMENT**

*Comments are invited on each Agenda item when that item comes up for consideration. Matters not listed on the Agenda may be addressed at this time. Please state your name and residential city. Each speaker's remarks are a matter of public record, and the Council will not engage in a back-and-forth discussion. Any person speaking at a City Council Meeting may be called to order by the Mayor or any Council Member for failure to be germane to the business of the City or for disruptive or disorderly behavior which prevents the Council from conducting its business. There is a three-minute limit per speaker.*

**ORDER OF BUSINESS**

***Consent Agenda***

1. **APPROVAL OF THE MINUTES:** Matter of [approving the minutes](#) of the 40th Regular City Council meeting on Monday, March 17, 2025 and the Special City Council meeting on Monday, March 17, 2025.
2. **MOTION NO. M-19-25:** Matter of [approving a new Subsite](#) UtiliGuard 2RTK line locator from Ditch Witch Sales of Michigan Co., Howell MI, in the amount of \$11,054.58.
3. **MOTION NO. M-20-25:** Matter of [approving the purchase of trash carts](#) from Rehrig Pacific Co. in the amount of \$14,075.
4. **MOTION NO. M-21-25:** Matter of [approving HRC additional funds](#) to continue GIS support for the 24/25 fiscal year in the amount of \$10,000.
5. **PROCLAMATION NO. P-07-25:** Matter of [proclaiming April 20-26<sup>th</sup>](#) as Volunteer Week.
6. **PROCLAMATION NO. P-08-25:** Matter of [proclaiming April 21-26<sup>th</sup>](#) as Arbor Week.
7. **PROCLAMATION NO. P-09-25:** Matter of [proclaiming April](#) as Sexual Assault Awareness Month.
8. **PROCLAMATION NO. P-10-25:** Matter of [proclaiming April](#) as Child Abuse Prevention Month.
9. **PROCLAMATION NO. P-11-25:** Matter of [proclaiming April](#) as Autism Awareness Month.
10. **PROCLAMATION NO. P-12-25:** Matter of [proclaiming April](#) as Fair Housing Month.

***Regular Agenda***

1. **RECOGNITIONS/PRESENTATIONS:** Matter of receiving any recognitions or presentations from the Consent Agenda.
2. **MOTION NO. M-22-25:** Matter of [authorizing the Mayor to execute a contract](#) between SMART and the City of Berkley for Fiscal Year 2025 for Municipal Credit and Community Credit funds in order to provide public transportation services for the period of July 1, 2024 to June 30, 2025.

**COMMUNICATIONS**

**ADJOURN**

Note: The City of Berkley will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and verbal representations of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon four working days' notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling: Victoria Mitchell, ADA Contact, Berkley City Hall, 3338 Coolidge Highway, Berkley, MI 48072 (1-248-658-3310).

Note: Official minutes of City Council Meetings and supporting documents for Council packets are available for public review in the City Clerk's Office during normal working hours. Anyone wishing to submit correspondence to the Council before the meeting may send an email to [comment@berkleymi.gov](mailto:comment@berkleymi.gov) by noon on the day of the meeting. Emails sent prior to the deadline will be a part of the meeting record but shall not be read during the Council meeting.

**THE REGULAR MEETING OF THE FORTIETH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 7 PM ON MONDAY, MARCH 17, 2025 BY MAYOR DEAN**

**PRESENT:** Councilmember Steve Baker  
Councilmember Clarence Black  
Mayor Pro Tem Ross Gavin  
Councilmember Dennis Hennen  
Councilmember Gregory Patterson  
Councilmember Jessica Vilani  
Mayor Bridget Dean

**OTHER STAFF PRESENT:**

City Manager Crystal VanVleck  
City Attorney Dan Christ  
City Clerk Victoria Mitchell  
Community Development Director Kristen Kapelanski  
Communication Director Caitlin Flora  
Deputy City Manager of Public Services Shawn Young  
Department of Public Works Superintendent Adam Wozniak

**APPROVAL OF AGENDA**

Mayor Pro Tem Gavin moved to approve the Agenda  
Seconded by Councilmember Hennen  
Ayes: Black, Gavin, Hennen, Patterson, Vilani, Baker and Dean  
Nays: None  
Motion Approved.

**PUBLIC COMMENT**

Taylor Mckenna Dean, Huntington Woods, spoke regarding Little Seedlings and other daycare providers in Berkley.

Jordan Dean, Huntington Woods, spoke regarding Little Seedlings and other daycare providers in Berkley.

Paul Baldes, Berkley, spoke regarding Little Seedlings and other daycare providers in Berkley.

Justin Simpson, Berkley, spoke regarding Little Seedlings and other daycare providers in Berkley.

Katelyn Miller, Berkley, spoke regarding Little Seedlings and other daycare providers in Berkley.

Abby Kieltyka, Berkley, spoke regarding Little Seedlings and other daycare providers in Berkley.

Christine DelPizzo, owner of Little Seedlings, read an email from Councilmember Hennen and spoke regarding Little Seedlings and other daycare providers in Berkley.

Chad Linton, Berkley, spoke regarding Little Seedlings and asked if Mayor Dean would recuse herself if it came back for reconsideration.

City Clerk Mitchell read citizen comments submitted via email:

- Aaron Kieltyka, Berkley, emailed regarding Little Seedlings and other daycare providers in Berkley.
- Jordan Dean, Huntington Woods, emailed regarding Little Seedlings and other daycare providers in Berkley.

- Justin Simpson, Berkley, emailed regarding Little Seedlings and other daycare providers in Berkley.
- Katelyn Miller, Berkley, emailed regarding Little Seedlings and other daycare providers in Berkley.
- Taylor McKenna, Berkley, emailed regarding Little Seedlings and other daycare providers in Berkley.

Dan Christ, City Attorney, said that he reviewed the City's ethics ordinance and stated there was no ethics violation. He said that he does not view the Mayor as having a personal interest in the matter that came before the Council last meeting, considering whether or not to issue a special land use approval. He said Mayor Dean did not have a personal interest, and he does not see an ethics violation with respect to her participation in the vote.

### **CONSENT AGENDA**

Councilmember Hennen moved to approve the following Consent Agenda  
Seconded by Councilmember Baker

**APPROVAL OF THE MINUTES:** Matter of approving the minutes of the 40th Regular City Council meeting on Monday, March 3, 2025 and the Special City Council meeting on Monday, February 24, 2025.

**WARRANT:** Matter of approving Warrant No. 1408.

**MOTION NO. M-10-25:** Matter of authorizing the City Manager to sign the Application for Additional Service Credit Purchase for Shawn Knight approving 24 months of additional service credit. This purchase is allowed by the MAP - Berkley Police Service Aide Association Contract Agreement dated 7/1/2024 through 6/30/2027 and the MERS Plan Document for active members. The total cost calculated by MERS included on the Application for Additional Service Credit is \$28,866 and the City of Berkley's share of that cost is \$22,977.86.

**MOTION NO. M-11-25:** Matter of approving the 2025 Summer Maintenance Agreement between the Road Commission for Oakland County and the City of Berkley. The City will be reimbursed a total of \$1,848 which will be paid in two installments, \$1,201.20 due in September 2025 and \$646.80 due upon completion of last maintenance activity.

**MOTION NO. M-12-25:** Matter of approving an agreement with the Road Commission for Oakland County for the use of Tri-Party funds for the Greenfield Road Repaving Project.

**MOTION NO. M-13-25:** Matter of approving a budgeted purchase of a new Skid Steer from AIS Construction Equipment Co., New Hudson MI, in the amount of \$105,145.93. This purchase is budgeted under the account number 226-528-982-000 ( Public Services — Equipment).

**MOTION NO. M-14-25:** Matter of approving an agreement with DTE Energy for LED Street-lighting Upgrades in the amount of \$115,488.77.

**MOTION NO. M-15-25:** Matter of approving the DNR IRA Grant application. The grant would award \$149,731 with a no-match requirement for the City of Berkley.

**MOTION NO. M-16-25:** Matter of approving the appointments of Joshua Church to the Environmental Advisory Committee and Andrea Ozanich to the Historical Committee.

**ORDINANCE NO. O-04-25:** Matter of approving the second reading and adoption of an ordinance of the City Council of the City of Berkley, Michigan to Amend Chapter 110, Subdivision and Combination of Land of the City of Berkley Code of Ordinances to clarify lot split and combination procedures consistent with current City procedures and to add Chapter 109 Subdivisions to provide regulations for subdivision development.

**ORDINANCE NO. O-05-25:** Matter of approving the second reading and adoption of an ordinance of the City Council of the City of Berkley, Michigan to amend Chapter 26, Buildings and Building Regulations to adopt Article IX, Engineering Design Standards and to Repeal Section 126-71 through 126-75 and Article V of Chapter 126 of the City of Berkley Code of Ordinances.

**PROCLAMATION NO. P-04-25:** Matter of proclaiming March as Reading Month.

**PROCLAMATION NO. P-05-25:** Matter of proclaiming March 2025 as Women's History Month.

**PROCLAMATION NO. P-06-25:** Matter of proclaiming March 2025 as Severe Weather Month.

Ayes: Gavin, Hennen, Patterson, Vilani, Baker, Black, and Dean

Nays: None

Motion Approved.

### **REGULAR AGENDA**

**RECOGNITIONS/PRESENTATIONS:** Matter of receiving any recognitions or presentations from the Consent Agenda.

Mayor Pro Tem Gavin read P-04-25 in entirety.

Councilmember Vilani read P-05-25 in its entirety.

**ORDINANCE NO. O-02-25:** Matter of approving the second reading and adoption of an ordinance of the City Council of the City of Berkley, Michigan to Repeal Chapter 94 Signs, Repeal and Replace Chapter 138 Zoning, and Repeal and Replace the City of Berkley's Zoning Map in order to move sign regulations to the Zoning Ordinance, match the recommendations of the City's Master Plan, and modernize sign and zoning regulations. Councilmember Baker moved to approve Ordinance No. O-02-25

Seconded by Councilmember Vilani

Ayes: Hennen, Vilani, Baker, Black, Gavin and Dean

Nays: Patterson

Motion Approved.

**ORDINANCE NO. O-03-25:** Matter of approving the second reading and adoption of an ordinance of the City Council of the City of Berkley, Michigan to Amend Section 106-107, Restricted Area and Section 106-108, Shrubs and Bushes of the City of Berkley Code of Ordinances to address inconsistencies between the draft Zoning Ordinance and certain provisions of the City Code.

Mayor Pro Tem Gavin moved to approve Ordinance No.O-03-25

Seconded by Councilmember Black

Ayes: Patterson, Vilani, Baker, Black, Gavin, Hennen and Dean

Nays: None

Motion Approved.

**MOTION NO. M-17-25:** Matter of receiving updates to the City of Berkley Fee Schedule.

Councilmember Patterson moved to approve Motion No. M-17-25

Seconded by Councilmember Hennen

Ayes: Vilani, Baker, Black, Gavin, Hennen, Patterson and Dean

Nays: None

Motion Approved.

**MOTION NO. M-18-25:** Matter of approving a lease agreement for the use of the marquee.

Councilmember Baker moved to approve Motion No. M-18-25

Seconded by Councilmember Hennen  
Ayes: Baker, Black, Gavin, Hennen, Patterson, Vilani and Dean  
Nays: None  
Motion Approved.

## **COMMUNICATIONS:**

### **COUNCILMEMBER BLACK**

- The Committee for Engagement and Transparency did not have a quorum this month. He said that they are hoping to coordinate everyone's schedules next month.

### **COUNCILMEMBER HENNEN**

- The Zoning Board of Appeals had no cases in March and none are scheduled for April.
- He attended a meeting at SEMCOG; it was a great session on developing main streets, focusing on building leadership, organization, and funding. There was a lot of great content that he will share.
- For the city staff, he asked them to prepare additional details on some of the regular grant opportunities available, helping to fine-tune their asks and identify which ones make sense while avoiding the ones that may not work out. He said they are also working with other partners in the community to collaborate on these efforts.
- The Tree Board's next meeting is March 24<sup>th</sup> at 7 PM in the Public Safety Conference Room.
  - The Tree Board is looking to add more trees in Oxford Park. Tonight, Council approved a grant application that the Tree Board and DPW have been working on for 100 new trees, which would be both street trees and trees at some schools. The project includes education, outreach, and funds to complete our tree inventory to help manage and plan for the future. If awarded, it would be a no-match grant of \$150,000. However, it's currently in limbo as the federal government has frozen these funds, and the future remains uncertain.

### **COUNCILMEMBER BAKER**

- The Historical Committee met last Tuesday, March 11<sup>th</sup>; they continue to refresh the exhibits in the Museum and are partnering with the Berkley First United Methodist Church on a display currently at the church, which will move to the Museum at the end of April.
- A new "Museum's Corner" newsletter is out. If you haven't seen it, it's on the website and available at the Museum for free. This edition features an article about a special teacher.
- The Historical Committee is also in talks with the Downtown Development Authority (DDA) about collaborating on activities in October, including a cemetery tour at Roseland Park. There are also rumors about Berkley Days moving to October as a fall event.
- The DDA met the next day, Wednesday, March 12<sup>th</sup>. They are planning great activities and need volunteers; whether for a couple of hours or in a larger role, anyone can get involved by reaching out through the Authority's website. The search for a permanent executive director continues, with progress being made. Members are also focusing on the Robina placemaking project and developments at the Dorothea Pocket Park.
- He shared a quote from anonymous, "Never iron a four-leaf clover because you never want to press your luck." He then read a limerick that he wrote: "On St. Patrick's, we revel and cheer, with friends and family we all hold dear. Raise a toast, dance with flair, but stay safe and aware, for good luck and health all the year."
- Please be safe, take it easy, and hug someone you love.

### **MAYOR PRO TEM GAVIN**

- For the Parks & Recreation Advisory Board:
  - Space is still available for Spring Break Camp from March 24<sup>th</sup> to the 27<sup>th</sup>. Summer specialty camps are open for registration, including boys' basketball, girls' volleyball, and cheer camp. More details are available on the website.
  - The next Advisory Board meeting is April 10<sup>th</sup> at 7 PM at the Community Center.

- The Library Board will next meet on March 19<sup>th</sup> at 7 PM at the Library.
  - He said that an executive order at the federal level aims to eliminate the Institute of Museum and Library Services, which could impact grants, Michigan's Activity Pass program, and MelCat lending services. Berkley cardholders borrow about 600 items annually through MelCat, so this would significantly affect our community.
  - March is Friends of the Library membership month. You can join or renew online.
  - The Phil Hale Jazz Quartet will perform on April 9<sup>th</sup> at 6:30 PM. Phil Hale is a Detroit-area keyboard player and composer with over 50 years of experience. You can register for the event online.

#### **COUNCILMEMBER VILANI**

- The Environmental Advisory Committee meets next on Thursday, March 20<sup>th</sup> at 6:30 PM at the Public Safety Building.
- From the Berkley Area Chamber:
  - Sponsorships for the Street Art Festival on July 12<sup>th</sup> are available for businesses.
  - Chalk Art Fest registrations will open soon.
  - The "Berkley Has Heart" photography contest ends May 11<sup>th</sup>. It's open to all ages and abilities, showcasing what you love about the community.
- March is Reading Month, and she encouraged everyone to put down their devices and pick up a book! The Library offers books for all ages, as well as book clubs. Local businesses like Mongers and Dog & Pony Show also host book clubs. The Library even has two dogs that children can read to. Take advantage of these opportunities!

#### **COUNCILMEMBER PATTERSON**

- Said that as a teacher, he agrees—students should be reading more and spending less time online.
- The Planning Commission meets tomorrow at 7 PM here to discuss an amendment to the PUD on Columbia.
- Welcomed back Councilmember Black and said it was good to see him in person.

#### **CITY MANAGER VANVLECK**

- The informal working group for the Dorothea pilot pocket park closure met for the first time, full of energy and ideas. The next meeting is being scheduled; if interested, email Recreation or cmo@berkley.gov.
- Said that budget work sessions will be April 28-29<sup>th</sup> from 6-10 PM in the Public Safety Conference Room, open to the public.
- The City is hiring right now; check the city website for job listings.
- Lastly, a tornado test is scheduled for March 19<sup>th</sup> at 1 PM. Follow us on Facebook for updates.

#### **CITY ATTORNEY DAN CHRIST**

- No update.

#### **MAYOR DEAN**

- Homestratosphere.com listed the 25 best suburbs to live in in the Detroit area, and Berkley came in at number seven. She said her reasons Berkley should be number one include:
  - The Fish Fry at the Legion, which kicked off on March 7<sup>th</sup>, with many in attendance and an energizing atmosphere;
  - The Off to the Races event with Friends of Berkley Public Schools, which had lots of good energy and goodwill;
  - The ribbon cutting at Council Resale, which has been in Berkley for 30 years and recently expanded into the space next door, solidifying its mission to continue doing what they do but also recommitting in a deeper way to the City of Berkley;
  - The pocket park meeting at Coffee & Bark, where councilmembers, members of staff, business owners, and others including, a high school student, were in attendance. She thanked City Manager VanVleck for walking them through the potential possibilities and

- gathering feedback from residents and visitors who are using it so that when the plan really takes shape, it is based on metrics and use that has been identified. She said the City received a planning grant from SEMCOG to do the preliminaries on the pocket park and had renderings from Carlisle Wortman as a great starting point;
- o Reading to fifth graders at Angell Elementary School; the students were incredible, and the visit was invigorating and encouraging;
  - o The next stop of the Mayor's Road Show is March 29<sup>th</sup> at ToadVine Books from 1–3 PM. She said she is looking forward to it and thanked the owner Luke for hosting; and
  - o Councilmembers heading to Lansing for the Michigan Municipal League Capital conference to learn and come back with ideas.

**ADJOURNMENT:**

Councilmember Patterson moved to adjourn the Regular Meeting at 8:06 PM  
Seconded by Councilmember Vilani  
Ayes: Gavin, Hennen, Patterson, Vilani, Baker, Black and Dean  
Nays: None  
Motion Approved.

\_\_\_\_\_  
Bridget Dean, Mayor

**ATTEST:**

\_\_\_\_\_  
Victoria Mitchell, City Clerk

**THE SPECIAL WORK SESSION OF THE FORTIETH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 6:00 PM ON MONDAY, MARCH 17, 2025 BY MAYOR DEAN**

**PRESENT:** Councilmember Steve Baker  
Councilmember Clarence Black (arrived at 6:16 p.m.)  
Mayor Pro Tem Ross Gavin  
Councilmember Dennis Hennen  
Councilmember Gregory Patterson  
Councilmember Jessica Vilani  
Mayor Bridget Dean

**OTHER STAFF PRESENT:**

City Manager Crystal VanVleck  
City Clerk Victoria Mitchell  
City Attorney Dan Christ  
Community Development Director Kristen Kapelanski  
Communications Director Caitlin Flora

**APPROVAL OF AGENDA**

Mayor Pro Tem Gavin moved to approve the Agenda  
Seconded by Councilmember Vilani  
Ayes: Gavin, Hennen, Patterson, Vilani, Baker and Dean  
Nays: None  
Absent: Black  
Motion Approved.

**PUBLIC COMMENT**

None.

**REGULAR AGENDA**

**DISCUSSION:** Matter of discussing PILOT Work Force Housing.

City Manager Crystal VanVleck opened the work session discussing economic development in Berkley. She stated she has an example of a Workforce Housing Pilot Ordinance from the City of Ferndale. She said she would like direction whether or not Council is interested in this initiative and if members would like staff to provide an ordinance, resolution, and other pertinent documentation.

City Manager VanVleck provided:

1. Sample Ordinance.
2. Sample PILOT project resolution (a resolution for a specific development - please note this is an example from a neighboring community, and all agreements look different based on the project).
3. Sample project analysis (this is an analysis used by a neighboring community in ultimately developing a PILOT agreement) - again, please note this is very specific to the project being considered in that community.

Community Development Director Kristen Kapelanski provided a refresher on PILOT Work Force Housing. This topic was introduced during a work session on February 24, 2025. Director Kapelanski reviewed what a PILOT is; the calculation; and the typical procedural requirements of a PILOT, including:

- Pursuant to MCLA Section 125.1414a, housing development that is owned by an eligible entity, financed by an MSHDA or federally-aided mortgage can be exempt from property taxes.
- The local municipality must adopt an ordinance approving the PILOT, which can range between 1 percent and 10 percent of the annual shelter rents. The value is at the discretion and approval of the local unit of government.

- The duration of the PILOT shall be at least the term of the applicable mortgage.
- Once the development is occupied by eligible tenants, an affidavit is completed with MSHDA, which then sends a notice to the local assessor of the PILOT for that given year.

The PILOT calculation was discussed.

City Manager VanVleck opened the floor to council members for discussion including safeguards, accountability built into the financing.

Council discussed other communities that have utilized this tool.

City Manager VanVleck highlighted key points in the City of Ferndale ordinance example.

A discussion took place regarding reviewing an application for a workforce housing exemption. It was stated that the decision to approve or deny the request shall be guided by the City Council's consideration of predetermined factors. Questions asked included:

- Who sets those factors? Council?
- What would go into this section?
- Do all of these criteria have to be met?
- What is the level of risk?
- What is the level of discretion?

City Attorney Christ discussed the creation of an ordinance and the policy. He stated the risk to the City from a legal standpoint is low.

City Manager VanVleck pointed out in the Ferndale example that not all factors were met.

City Manager VanVleck reviewed the ordinance further, including:

- How they pay
- Penalty
- Restrictive covenant

City Manager VanVleck said if the Council asked the City to move forward, they would use the Ferndale ordinance as a baseline.

City Attorney Christ discussed entitlement. Would it impact the entire project or part of a project? Percentage of annual shelter rents. The Council would decide. Determine how many units in each AMI.

It was stated that community benefits are not set forth in the Resolution.

City Manager VanVleck reviewed the sample project analysis. She discussed that Ferndale negotiated some community benefits in its 141 Vester PILOT Workforce Housing project.

City Manager VanVleck reviewed the 141 Vester Analysis. This included AMI, number, type, AMI rent, market rent, etc. It showed cumulative loss, tax year, and abatement year. The numbers were reviewed. There were multiple taxing jurisdictions involved.

How to communicate PILOT Workforce Housing was discussed.

A discussion took place regarding whether this program could be restricted to certain areas/zones in the city. City Attorney Christ said it possibly could be tied into a zoning ordinance. He would have to look into that. The discussion continued on whether they would want to leave it open to see what happens or not. It was discussed, if the Council is interested, another option would be to create a blanket ordinance implementing different percentages in different areas of the city.

City Manager VanVleck reminded the group it was brought up that it is getting more and more expensive to live in the City of Berkley. Do we want some affordable housing available?

It was mentioned that it is still early in the process, and it is not known whether or not the tool works. Other options for implementing PILOT Workforce Housing were discussed. Costs to the City were discussed.

It was asked if PILOT Workhouse funding only applies to new development or if it could apply to existing construction. City Attorney Christ said the legislative history shows new development, but he would have to look at the Act.

It was asked how the conversation went with the other taxing jurisdictions in the Ferndale example. City Attorney Christ said he was not involved with that.

Community Development Director Kapelanski said she knows the County can back out. Kapelanski said she would look into the issue.

Mayor Dean asked if the staff feels they have enough information to proceed.

City Manager VanVleck asked if the Council would like another workshop to see what taxing considerations could be. Council said, "Yes."

Further discussions took place regarding the considerations listed in the Ferndale example.

**ADJOURNMENT:**

Councilmember Vilani moved to adjourn the Special Meeting at 6:50 PM  
Seconded by Councilmember Patterson  
Ayes: Gavin, Hennen, Patterson, Vilani, Baker, Black and Dean  
Nays: None  
Motion Approved.

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Bridget Dean, Mayor

**ATTEST:**

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Victoria Mitchell, City Clerk

April 7, 2025 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to approve a new Subsite UtiliGuard 2RTK line locator from Ditch Witch Sales of Michigan Co, Howell MI, in the amount of \$11,054.58. The purchase is budgeted under the account number 592-536-982-592 (Water and Sewer Equipment).

Ayes:

Nays:

Absent:

Motion:



# MEMORANDUM

To: Mayor Dean and City Council  
From: Adam Wozniak, Superintendent of Public Works  
Date: March 17, 2025  
Subject: Subsite UtiliGaurd 2RTK line locator

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Madam Mayor and Members of City Council,

## Background

As part of the FY 2024-2025 budget, funds were allocated for the purchase of a new line locator. This locator will help us be more precise when digging underground and locating water lines, with much less imposture to the property.

## Summary

- This purchase would utilize the Sourcewell Cooperative Contract #110421-CMW
- The selling and servicing dealer has several longstanding branches in the Detroit Metro Region
- The Subsite UtiliGaurd 2RTK Line Locator has GPS capabilities. This information can be transferred over to our ArcGIS account and imported into our mapping systems.
- We would be replacing our old Ditch Witch line locator unit that is currently 15 years old, and no longer dependable.

## Recommendation

It is my recommendation that the City Council approve the purchase of the Subsite UtiliGaurd 2RTK line locator in the amount of \$11,054.58 from Ditch Witch CO. of Howell, Mi utilizing the Sourcewell Cooperative Contract #110421-CMW utilizing account # 592-536-982-592.



The Charles Machine Works, Inc.  
 Ditch Witch Division  
 1959 West Fir Avenue  
 P.O.Box 66  
 Perry, OK 73077  
 Phone No : 1-800-654-6481  
 Fax No : 580 336 0617  
 Email : global@ditchwitch.com

# Quotation

Information	
Quotation No.	20215891
Document Date	03/10/2025
Customer No.	515617
Dealership	DITCH WITCH SALES OF MICHIGAN HOWELL
PO	_____
Created by	Todd Miller

Sold-to Party Address
CITY OF BERKLEY SOURCEWELL MEMBER 36932 3238 BACON AVE BERKLEY MI 48072-1100

**Global Account Price Quote**  
**Quote Valid until : 04/10/2025**

TAXES ARE AN ESTIMATE AT TIME OF QUOTATION-ACTUAL TAX WILL BE CALCULATED AT TIME OF INVOICING. IF TAXES ARE QUOTED AND THIS IS A TAX EXEMPT TRANSACTION, PLEASE PROVIDE TAX EXEMPT CERTIFICATE OR LEASING DETAILS WITH YOUR PURCHASE ORDER.

**FOR MODEL SPECIFICATIONS OR OTHER INFORMATION, VISIT OUR WEBSITE AT [WWW.DITCHWITCH.COM](http://WWW.DITCHWITCH.COM)**

Quotation Details				
Qty	Material Description	Unit Price	Discount	Amount
	***** SOURCEWELL CONTRACT 110421-CMW ***** PER SOURCEWELL CONTRACT PLEASE ISSUE PURCHASE ORDER TO THE CHARLES MACHINE WORKS, INC PERRY, OK *****			
1EA	UTG2-RTK - UTG2-RTK With the following configuration: Power Frequencies 60/120/180			
1EA	222-4513 - RECEIVER SLEEVE, SS			
1EA	222-10422 - UTG EVA CASE			
1EA	UTG2-T5-ADV - UTG2-T5-ADV			
1EA	220-2331 - 5 INCH CLAMP ASSEMBLY			
1EA	220-2370 - MAGNET			

**Confidentiality Notice:**

This quote may contain confidential information. The information is intended only for the individual or entity named. If you are not the intended recipient, please immediately notify us at 1-800-654-6481 to arrange for return of the document.



# Quotation

The Charles Machine Works, Inc.  
 Ditch Witch Division  
 1959 West Fir Avenue  
 P.O.Box 66  
 Perry, OK 73077  
 Phone No : 1-800-654-6481  
 Fax No : 580 336 0617

### Sold-to Party Address

CITY OF BERKLEY  
 SOURCEWELL MEMBER 36932  
 3238 BACON AVE  
 BERKLEY MI 48072-1100

### Information

**Quotation No.** 20215891  
**Document Date** 03/10/2025  
**Customer No.** 515617  
**Dealership** DITCH WITCH SALES OF MICHIGAN  
 HOWELL  
**PO** \_\_\_\_\_  
**Created by** Todd Miller

### Global Account Price Quote Quote Valid until : 04/10/2025

TAXES ARE AN ESTIMATE AT TIME OF QUOTATION-ACTUAL TAX WILL BE CALCULATED AT TIME OF INVOICING. IF TAXES ARE QUOTED AND THIS IS A TAX EXEMPT TRANSACTION, PLEASE PROVIDE TAX EXEMPT CERTIFICATE OR LEASING DETAILS WITH YOUR PURCHASE ORDER.

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### Quotation Details

Qty	Material Description	Unit Price	Discount	Amount
		Corporate Account Price		11,024.58
		Total Freight		30.00
		<b>Total Amount</b>		<b>\$ 11,054.58</b>

#### Confidentiality Notice:

This quote may contain confidential information. The information is intended only for the individual or entity named. If you are not the intended recipient, please immediately notify us at 1-800-654-6481 to arrange for return of the document.

April 7, 2025 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to approve the purchase of trash carts from Rehrig Pacific Co. in the amount of \$14,075. This purchase is budgeted under the account number 226-000-110-004 (Solid Waste - Rubbish Carts/Recycling bins).

Ayes:

Nays:

Absent:

Motion:



# MEMORANDUM

To: Mayor Dean and City Council  
From: Adam Wozniak, Superintendent of Public Works *aw*  
Date: March 19, 2025  
Subject: Rehrig Pacific Co. 95 Gallon EG Carts

---

Madam Mayor and Members of City Council,

## Background

As part of the FY 2024-2025 budget, funds were allocated for the purchase of 180 trash carts that are compliant with the City of Berkley garbage rules and Regulations. 30 more trash carts are included in this purchase and these carts would include the domed lids for more trash cans in the downtown areas.

## Summary

- The City of Berkley has been in partnership with Rehrig for the last 4 years and has a great relationship built.
- This purchase would utilize the Sourcewell Cooperative Contract #041521-REH.
- Each trash cart has the Berkley Logo stamped on the side. This helps with both the city and the current trash collection company (Tringali) to look more uniform when it comes to trash pickup.
- Adding 30 more trash carts with a dome styled lid will replace many of the damaged trash cans. We will add more carts to high traffic areas to keep trash of our streets and sidewalks.

## Recommendation

It is my recommendation that we purchase residential trash carts and trash carts with domed lids from Rehrig Pacific Co. in the amount of \$14,075.00 that utilizes Sourcewell contract #041521-REH to be purchased out of account 226-000-110-004.



**Locations:**

1000 Raco Court, Lawrenceville, GA 30046  
 625 West Mockingbird Lane, Dallas, TX 75247  
 1738 W. 20th St, Erie, PA 16502  
 7452 Presidents Dr, Orlando, FL 32809

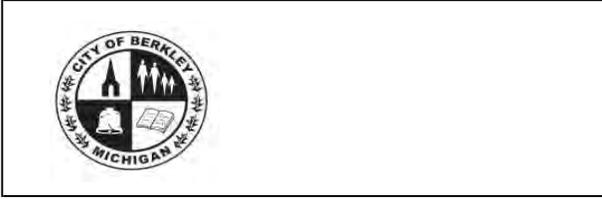
8875 Commerce Dr, DeSoto, KS 66018  
 7800 100th St, Pleasant Prairie, WI 53158  
 4010 East 26th St, Los Angeles, CA 90058

# Proposal

Proposal #: 226779 06152022

March 17, 2025

<b>Bill-to: 226779</b>	<b>Ship-to: 226779</b>
City of Berkley 3238 BACON AVE Berkley, MI 48072	Same
<b>Billing Contact:</b>	<b>Shipping Contact:</b>
Name: Diane Haroutunian-Brus Phone: 248-658-3490 Email: dbrus@berkleymi.gov	<b>Contract # 041521-REH</b>

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
<b>Rollout Cart Type:</b> 95 Gallon EG Cart- pn# 514108 <b>Body Color Requested:</b> Grey <b>Lid Color Requested:</b> Black <b>Wheels / Casters:</b> 10" Snap on with Intergrated Spacer	180	\$60.00	\$ 10,800.00
<b>Artwork:</b>  Domed Lids	30	\$75.00	\$ 2,250.00
<b>Is Product Taxable?</b> No <b>Is Freight taxable?</b> No <b>Tax Rate:</b> 0.00% <b>Terms:</b> Net 30 Days	<b>Subtotal =</b> <b>Tax on Product =</b> <b>Truckload Freight Rate =</b> <b>Tax on Freight =</b> <b>Total =</b>		<b>\$13,050.00</b> <b>\$1,025.00</b> <b>\$14,075.00</b>

**ADDITIONAL INFORMATION:**

**Contract Options:** US Communities  
**Ship From:** Erie, PA facility  
**Leadtime:** 3 weeks or sooner  
**Warranty:** 10 year unprorated warranty  
**Quote Valid:** 30 Days  
**Taxes:** All applicable taxes shall be paid by the Buyer unless a proper exemption is provided and validated.

\*\*\* All Credit Card transactions are subject to a 2% processing fee.

<b>PRESENTED BY:</b>	<b>ACCEPTED BY:</b>
 <b>Elizabeth Stavrat</b> 3/17/2025 Elizabeth Stavrat      Date Environmental Account Specialist Email: customerservice@rehrig.com	Sign and Print Name      Date Title: _____
<i>To initiate order, please call or send signed proposal via fax or email to Presented By representative.</i>	

April 7, 2025 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to approve HRC additional funds to continue GIS support for the 24/25 fiscal year in the amount of \$10,000. The purchasing funds would come out of account 592-536-821-000 (Water and Sewer Engineer).

Ayes:

Nays:

Absent:

Motion:



# MEMORANDUM

To: Mayor Dean and City Council  
From: Adam Wozniak, Superintendent of Public Works *aw*  
Date: March 19, 2025  
Subject: Additional funds for continued GIS support from HRC.

---

Madam Mayor and Members of City Council,

## Background

The City of Berkley and Hubbell, Roth & Clark (HRC) have been working together to build up our current ArcGIS mapping system since 2018. We are much further along with our ArcGIS capabilities with the help from HRC, and continued support is needed to finish the current year.

## Summary

- We have added in a new water meter scheduler with a mapping tool that helps both the city and its residents know what type of water line material is in a resident's home.
- With the help from HRC, we are now partnered up with Oakland County that allows us use of the county's GIS system. The county has access to more satellites for greater accuracy.
- HRC will continue to scan in and attach hyperlinks to final engineered plans that will come in.
- Currently 87% of the budgeted amount has been used this fiscal year. The additional money added will not be exceeded and will only be used to supplement for the remainder of the fiscal year.

## Recommendation

It is my recommendation that City Council approves the additional money needed to finish out the 24/25 fiscal year with our GIS support in the amount of \$10,000.00 utilizing account 592-536-821-000.



March 5, 2025

City of Berkley  
3238 Bacon Ave.  
Berkley, MI 48072

Attn: Shawn Young, Director of Public Works

Re: 2024-25 GIS Support – Additional Support

HRC Job No. 20240483

Dear Mr. Young:

Hubbell, Roth & Clark, Inc. is pleased to submit this proposal for additional GIS technical support for the remainder of the 2025 fiscal year. As of March 5<sup>th</sup>, we have utilized 87% of the yearly budget. Significant progress has been made in establishing the City's ArcGIS Online account and taking advantage of the County's user account offering. This approach expands access within the City while saving thousands of dollars annually in licensing costs.

To continue momentum on the progress that has been made this year, HRC proposes authorizing an additional not to exceed (NTE) amount of \$10,000 to supplement the remaining fiscal year end on June 30<sup>th</sup>, 2025.

This budget can be used for a variety of activities such as maintaining the data layers in the City ArcGIS Online accounts, updating other maps on the City's website, integrating sewer televising data, updating the various utility layers and attributes, scanning and hyperlinking final engineering plans, and integrating the GIS with other software applications in the City. For work related to specific engineering projects, we will charge our time to the existing engineering accounts. If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Roland N. Alix, P.E.  
Vice President



Emmett Mercier  
GIS Department Manager

pc: E. Zmich, File

Accepted by: City of Berkley

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

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

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

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

**A PROCLAMATION**  
**of the Council of the City of Berkley, Michigan**  
**Recognizing the Volunteers of the City of Berkley and**  
**Declaring the week of Sunday, April 20 – Saturday, April 26, 2025**  
**as Volunteer Week**

- WHEREAS,** Throughout the history of the United States, the State of Michigan, and right here in the City of Berkley, citizens have actively volunteered their time, talent, and energy to improve the community; and
- WHEREAS,** Volunteers in Berkley enhance the quality of life of others by volunteering with service organizations, in schools, places of worship, hospitals, youth groups, as members of community boards, and with other organizations that benefit our community; and
- WHEREAS,** Volunteer service has been needed more than ever, with many individuals stepping up to assist others in need; and
- WHEREAS,** The spirit of volunteerism grows stronger in the face of even the most challenging situations; and
- WHEREAS,** National Volunteer Week was established in 1974 by President Nixon, as a special time to recognize the amazing contributions of volunteers.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF BERKLEY HEREBY PROCLAIMS**

- SECTION 1:** That the week of Sunday, April 20 – Saturday, April 26, 2025, shall be recognized as *Volunteer Week* in the City of Berkley.
- SECTION 2:** The Council of the City of Berkley extends immense gratitude to the many Berkley volunteers that devote countless hours each year to enhance and uplift our entire community.

*Proclaimed this 7th day of April 2025 at a Regular Meeting of the Berkley City Council.*

Attest:

\_\_\_\_\_  
*Bridget Dean, Mayor*

\_\_\_\_\_  
*Victoria Mitchell, City Clerk*

**A PROCLAMATION**  
**of the Council of the City of Berkley, Michigan**  
**Celebrating the Anniversary of Arbor Day**  
**and Designating the week of**  
**April 21–26, 2025 as Arbor Week**

- WHEREAS,** Arbor Day was first celebrated in 1872 in Nebraska as a special day set aside for planting trees, and that first year it was observed by planting more than a million trees; and
- WHEREAS,** Arbor Day is now observed throughout the nation and the world; and
- WHEREAS,** The City of Berkley is proud to be a recipient of the Tree City USA Award for the 32nd consecutive year; and
- WHEREAS,** In 2004 Berkley became the first community in the State of Michigan to receive the Sterling Award as a leader and innovator in community forestry; and
- WHEREAS,** Trees can reduce erosion by wind and water, cut heating and cooling cost, moderate the temperature, clean the air, provide habitat for wildlife, increase property values, enhance the economic vitality of business areas, and beautify our community; and
- WHEREAS,** Trees in our city increase property values, enhance the economic vitality of our business areas, and beautify our community; and
- WHEREAS,** Trees play a critical role in controlling stormwater runoff by reducing the amount of water that enters combined sewer systems.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF BERKLEY HEREBY PROCLAIMS**

- SECTION 1:** That Friday, April 25, 2025 shall be designated as Arbor Day in the City of Berkley.
- SECTION 2:** That the week of April 21–26, 2025 shall be designated as Arbor Week in the City of Berkley.
- SECTION 3:** The City of Berkley urges all citizens, government agencies, public and private institutions, businesses, and schools in the City of Berkley to nurture and care for existing trees, as well as plant new ones, and to become aware of how beneficial trees are to the Earth’s beauty and environment.
- SECTION 4:** The City of Berkley urges all residents to support the Berkley Tree Board, pursuing various programs with the goal of making the community aware of the importance of trees and other natural vegetation.
- SECTION 5:** In celebration of the above, the Department of Public Works and Tree Board will be planting new trees at Oxford Park. The event is planned for 9 AM on Saturday, April 26th.

*Proclaimed this 7th day of April 2025 at a Regular Meeting of the Berkley City Council.*

\_\_\_\_\_  
*Bridget Dean, Mayor*

Attest:

\_\_\_\_\_  
*Victoria Mitchell, City Clerk*

**A PROCLAMATION**  
**of the Council of the City of Berkley, Michigan**  
**Proclaiming April 2025 as Sexual Assault Awareness Month**

- WHEREAS,** Sexual assault is widespread and experienced by thousands of people and survivors. Sexual Assault Awareness Month is intended to raise public awareness around sexual violence and its impacts, as well as education the community on how to prevent it; and
- WHEREAS,** Sexual assault is broadly defined as any form of unwanted sexual contact obtained without consent through the use of force, threat of force, intimidation, or coercion; and
- WHEREAS,** The effects of sexual assault can ripple throughout a community, as seen by the U.S. Center for Disease Control and Prevention statistics indicating that one in three women and nearly one in four men will experience sexual violence involving physical contact during their lifetime; and
- WHEREAS,** Sexual violence can deeply and enduringly impact survivors on psychological, emotional, physical, and social levels; and
- WHEREAS,** Access to informed and supportive services can greatly increase survivors' ability to heal from sexual assault; and
- WHEREAS,** Our community must be committed to holding sexual assault perpetrators accountable for their heinous crimes; and
- WHEREAS,** We join with the State of Michigan and sexual assault prevention advocates to acknowledge how important it is to work together to educate our communities about sexual violence prevention, support survivors, and to speak out against harmful attitudes and actions.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF BERKLEY HEREBY PROCLAIMS**

- SECTION 1:** That April 2025 shall be recognized as *Sexual Assault Awareness Month* in the City of Berkley.
- SECTION 2:** The City of Berkley calls upon the citizens, government agencies, public and private institutions, businesses, and schools in the City of Berkley to recommit our community to increasing awareness and understanding of sexual assault, and the need for appropriate and accessible services for all survivors of acts of sexual violence.

*Proclaimed this 7th day of April 2025 at a Regular Meeting of the Berkley City Council.*

\_\_\_\_\_  
*Bridget Dean, Mayor*

Attest:

\_\_\_\_\_  
*Victoria Mitchell, City Clerk*

**A PROCLAMATION**  
**of the Council of the City of Berkley, Michigan**  
**Proclaiming April 2025 as Child Abuse Prevention and Awareness Month**

- WHEREAS,** Abuse and neglect are suffered by children in our communities, regardless of age, race, gender, and economic situation; and
- WHEREAS,** One in 10 children will be sexually abused before the age of 18; and
- WHEREAS,** This reported maltreatment is only a portion of the overall problem threatening our children, for so many cases go unreported, and today’s technology has brought with it a new and dangerous form of child endangerment- the online predator; and
- WHEREAS,** The devastating consequences of physical and emotional abuse of our children affects the community as a whole and finding solutions needs to be attended to by the community as a whole; and
- WHEREAS,** CARE House of Oakland County works to break the cycle of child abuse and neglect; provides a protective circle of light and hope for a better life; advocates for the safety and protection of children; and partners with community organizations and agencies to offer programs and services aimed at preventing child abuse.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF BERKLEY HEREBY PROCLAIMS**

- SECTION 1:** That April 2025 shall be recognized as *Child Abuse Prevention and Awareness Month* in the City of Berkley.
- SECTION 2:** The City of Berkley calls upon the citizens, government agencies, public and private institutions, businesses, and schools in the City of Berkley to increase their participation in efforts to prevent the abuse of our children, thereby strengthening and protecting the community in which we live.

*Proclaimed this 7th day of April 2025 at a Regular Meeting of the Berkley City Council.*

\_\_\_\_\_  
*Bridget Dean, Mayor*

Attest:

\_\_\_\_\_  
*Victoria Mitchell, City Clerk*

**A PROCLAMATION**  
**of the Council of the City of Berkley, Michigan**  
**Proclaiming April 2025 as Autism Awareness Month**

- WHEREAS,** Autism Spectrum Disorder is a pervasive developmental disorder affecting the social communication and behavioral skills of those affected by it; and
- WHEREAS,** The U.S. Center for Disease Control and Prevention estimates that one in every 68 children in the United States are among the more than two million Americans living with an Autism Spectrum Disorder; and
- WHEREAS,** While there is no cure for autism, it is well-documented that if individuals with autism receive treatment early in their lives, it is often possible for those individuals to lead significantly improved lives; and
- WHEREAS,** Individuals with an Autism Spectrum Disorder often require a lifetime of specialized and community support services to ensure their health and safety, and to support families' resilience as they manage the psychological and financial burdens autism presents; and
- WHEREAS,** We recognize and celebrate those with an Autism Spectrum Disorder who are achieving and breaking down barriers for the community and who are striving to create a culture of understanding for those living with an Autism Spectrum Disorder; and
- WHEREAS,** We join the Community in shifting focus from Autism Awareness to Autism Acceptance Month, reflecting a broader movement toward inclusion and active support for autistic individuals.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF BERKLEY HEREBY PROCLAIMS**

- SECTION 1:** That April 2025 shall be recognized as *Autism Awareness Month* in the City of Berkley.
- SECTION 2:** The City of Berkley believes it is important to have an inclusive community committed to supporting all citizens regardless of abilities. The City of Berkley also calls upon the citizens, government agencies, public and private institutions, businesses, and schools in the City of Berkley to recommit our community to increasing awareness and understanding of Autism Spectrum Disorders, and the need for appropriate and accessible services for all community members.

*Proclaimed this 7th day of April 2025 at a Regular Meeting of the Berkley City Council.*

\_\_\_\_\_  
*Bridget Dean, Mayor*

Attest:

\_\_\_\_\_  
*Victoria Mitchell, City Clerk*

**A PROCLAMATION**  
**of the Council of the City of Berkley, Michigan**  
**Proclaiming April 2025 as Fair Housing Month**

- WHEREAS,** The month of April 2025 marks the 57th anniversary of the signing of the federal Fair Housing Law Title VIII under the Civil Rights Act of 1968; and
- WHEREAS,** This landmark law along with other federal and state legislation broadens access to housing regardless of race, color, sex, national origin, age, marital status, religion, disability, or family status; and
- WHEREAS,** Fair Housing Month is designed to heighten people’s awareness of their rights under the law when pursuing the purchase or rental of housing; and
- WHEREAS,** Housing choice impacts our children’s access to education, our ability to seek and retain employment options, the cultural benefits of a diverse community, and the quality of health care we receive in emergencies; and
- WHEREAS,** The laws of our nation, state, and county seek to ensure equality of choice and access to all people; and
- WHEREAS,** Ongoing education, outreach, and monitoring are key to raising awareness of fair housing principles, practices, rights, and responsibilities; and
- WHEREAS,** The Housing Counselors of Oakland County’s Neighborhood & Housing Development Division are experts in fair housing laws and are ready to assist any individual or family to ensure their rights when purchasing or renting a home.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF BERKLEY HEREBY PROCLAIMS**

- SECTION 1:** That April 2025 shall be recognized as *Fair Housing Month* in the City of Berkley.
- SECTION 2:** The City of Berkley urges all residents or prospective residents to contact Oakland County’s Neighborhood & Housing Development Counselors if they believe they, or someone they know, has been the victim of housing discrimination.
- SECTION 3:** The City of Berkley believes it is important to have an open and inclusive community committed to accessible fair housing and to promote appropriate activities by private and public entities intended to provide or advocate for equal housing opportunities for all residents and prospective residents of the City of Berkley.

*Proclaimed this 7th day of April 2025 at a Regular Meeting of the Berkley City Council.*

\_\_\_\_\_  
*Bridget Dean, Mayor*

Attest:

\_\_\_\_\_  
*Victoria Mitchell, City Clerk*

April 7, 2025 City Council Meeting

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to authorize the Mayor to execute a contract between SMART and the City of Berkeley for Fiscal Year 2025 for Municipal Credit and Community Credit funds in order to provide public transportation services for the period of July 1, 2024 to June 30, 2025.

Ayes:

Nays:

Absent:

Motion:

# MEMORANDUM

To: Mayor Dean and City Council  
CC: Crystal VanVleck, City Manager  
Carl Johnson, Finance Director  
From: Dan McMinn, Parks and Recreation Superintendent  
Date: March 28, 2025  
Subject: FY 2025 SMART Municipal and Community Credit Contract

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Madam Mayor and Members of City Council,

## Background

Berkley Parks and Recreation, in partnership with SMART Transportation, offers van transportation service for Berkley residents over the age of 50, retired or semi-retired in an effort to get riders to doctors appointments, the grocery store, salons and more. Attached is a copy of the annual renewal contract for Municipal and Community Credit funds from SMART, along with the required exhibits and an EEOC Report A Form. As indicated in the 2024 contract, the City of Berkley is eligible to receive \$14,221.00 in Municipal Credit Funds and \$29,370.00 in Community Credit Funds.

## Summary

- Renewal contract for Fiscal Year 2025 – July 1, 2024.
- The City of Berkley would be eligible to receive up to \$14,221 in Municipal Credits and \$29,370.00 in Community Credits. The Municipal Credit amount stayed the same but the Community Credit increased by just over \$1,000. These funds help off-set the cost of the transportation program.
- The Senior Transportation service provided by Berkley Parks and Recreation is an invaluable program that allows seniors in Berkley the ability to get to and from appointments, shopping trips and other miscellaneous errands.
- The program services anyone over the age of 50, retired or semi-retired, with a lot of our riders coming from the Oxford Park Towers senior living community. The service is primarily designed for senior citizens and persons who are handicapped.

## Recommendation

Based on the fact that funding from SMART has helped provide many years of transportation services within the community, I recommend the approval of this contract.

Matter of authorizing the Mayor to execute a contract between SMART and the City of Berkley for Fiscal Year 2025 for Municipal Credit and Community Credit funds in order to provide public transportation services for the period of July 1, 2024 to June 30, 2025.

# MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY2025

I, Bridget Dean, as the Mayor of **the City of Berkley** (hereinafter, the “Community”) hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period July 1, 2024 through June 30, 2025 (Section 1 below), and **Community Credits** available for the period July 1, 2024 to June 30, 2025 (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use **\$14221** in **Municipal Credit** funds as follows:

- (a) Transfer to \_\_\_\_\_ Funding of: \$ \_\_\_\_\_  
TRANSFEREER COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 14,221.00  
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ \_\_\_\_\_  
(Including Tickets, Shuttle Services/Dial-a-Ride)
- (d) Services Purchased from Subcontractor At the cost of: \$ \_\_\_\_\_

\_\_\_\_\_  
(NAME OF SUBCONTRACTOR)  
(See attached Subcontractor Service Agreement)

**Total \$14221**

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State’s approved budget. In the event that revenue actually received is insufficient to support the Legislature’s appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All Municipal Credit funding must be spent by June 30, 2027; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use **\$29370** in **Community Credit** funds available as follows:

- (a) Transfer to \_\_\_\_\_ Funding of: \$ \_\_\_\_\_  
TRANSFEREER COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 29,370.00  
(Including Charter and Taxi services)

- (c) Services Purchased from SMART (Including Tickets, Shuttle Services/Dial-a-Ride) At the cost of: \$ \_\_\_\_\_
- (d) Capital Purchases At the cost of: \$ \_\_\_\_\_
- (e) Services Purchased from Subcontractor At the cost of: \$ \_\_\_\_\_

\_\_\_\_\_  
 (NAME OF SUBCONTRACTOR)  
 (See attached Subcontractor Service Agreement)

**Total \$29,370**

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 2025, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 30, 2029; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

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

This Agreement shall be binding once signed by both parties.

**SUBURBAN MOBILITY AUTHORITY  
 FOR REGIONAL TRANSPORTATION**

**CITY OF BERKLEY**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

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

Bridget Dean  
 \_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Title

Mayor  
 \_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

**EXHIBIT A**

**PROJECT DESCRIPTION**

Overall Project Description (Provide a descriptive narrative):

The City of Berkley operates a transportation service for residents who need assistance with rides to medical appointments, shopping trips and other destinations. The buses are also used to provide transportation for senior group outings.

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Service Area (Provide geographic boundaries):

Transportation must begin in the City of Berkley with North/South boundaries or 8 mile and 16 mile and East/West boundaries of Lahser and John R.

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Service Times (Provide days and hours of service):

Operating hours are 8:30 am – 4:00 pm, Monday through Friday. Evening and weekend transportation is available for certain city sponsored events, activities and meetings.

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Eligible User Groups (Users eligible to use the service):

Transportation service is available to residents who are disabled and/or 50 years of age or older.

The buses used for group outings are open to all residents no matter the age from the City of Berkley and surrounding area.

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Fare Structure: (Cost to use service)

Fares for the service are a suggested donation of \$3.00 for a one-way trip and \$5.00 for round trip service.

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Service Mode (Describe the amount and type of vehicles available, and whether they are wheelchair lift-equipped):

2015 Champion 13 Passenger Bus

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2020 Ford 9 Passenger 4

---

2024 Glaval Universal 13 Passenger Bus

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All three vehicles are equipped with a wheelchair lift

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**EXHIBIT B**

**PROJECT OPERATING BUDGET**

Municipality: City of Berkley

Contract Period: July 1, 2024 through June 30, 2025

Account Number: 48203

**OPERATING EXPENSES:**

Administrative Wages/Salary: *(All employees other than drivers and dispatchers)*

(10% max. of MC & CC funds) \$4,359.10

Driver Wages \$26,621.90

Fringe Benefits \$2,500.00

Gasoline & Lubricants \$6,000.00

Vehicle Insurance \$3,262.00

Parts, Maintenance Supplies \$7,000.00

Mechanic Wages \$10,000.00

Fringe Benefits \$2,500.00

Dispatch Wages \$10,000.00

Other (Specify) \$550.00 – Cell Phone

Other (Specify) \_\_\_\_\_

Other (Specify) \_\_\_\_\_

**Sub-Total (Operating Expenses) \$72,793**

**PURCHASED SERVICE:**

Taxi Service \_\_\_\_\_

Charter Service \_\_\_\_\_

SMART Bus Tickets \_\_\_\_\_

SMART Shuttle Service \_\_\_\_\_

SMART Dial-A-Ride \_\_\_\_\_

Other (Specify) \_\_\_\_\_

**Sub-Total (Purchased Service) \_\_\_\_\_**

**CAPITAL EQUIPMENT:**

*(Only list purchases to be made with Community Credits)*

Computer Equipment \_\_\_\_\_

Software \_\_\_\_\_

Vehicle \_\_\_\_\_

Maintenance Equipment \_\_\_\_\_

Other (Specify) \_\_\_\_\_

**Sub-Total (Capital Equipment) \_\_\_\_\_**

**TOTAL EXPENSES \_\_\_\_\_ Operating Expenses, Purchased Service, and Capital Equipment \$72,793**

**EXHIBIT B, continued (Page 2)**

**REVENUES:**

Municipal Credit Funds	<u>\$14,221</u>
Community Credit Funds	<u>\$29,370</u>
Specialized Services Funds	<u>\$23,202</u>
General Funds	<u>                    </u>
Farebox Revenue	<u>\$6,000</u>
In-Kind Service	<u>                    </u>
Special Fares (Contracted Service)	<u>                    </u>
Other (Specify)	<u>                    </u>

**TOTAL REVENUE:** \$72,793

**(Note: *TOTAL EXPENSES* must equal *TOTAL REVENUE*)**

Suburban Mobility Authority for Regional Transportation

# EEO COMPLIANCE REPORT A

## COMMUNITY PARTNERSHIP FORM

### Agency/Community Information

Program Type: Community Partnership Program (CPP)  Specialized Service  New Freedom  JARC  5310

Name of Agency/Community: City of Berkley Parks and Recreation

Address: 2400 Robina

City: Berkley

State: MI

Zip: 48072

### Agency/Community Data

1) Has your agency/community completed in excess of \$1,000,000 in

DOT federally-funded contracts from SMART in the past year?

Yes  No

2) Does your agency/community employ over fifty (50) transit related employees?

Yes  No

If the answers to the previous two questions were both "Yes", Please forward

your agency's/community's Affirmative Action plan to the address below:

Buhl Building

535 Griswold Street, Suite 600

Detroit, MI 48226

Attn: EEO Coordinator

Have all subcontractors been informed of their responsibility to file an EEO Compliance Report A form? Yes  No  N/A

### Drug and Alcohol Testing Program Requirements

Does your agency/community have a DOT Drug and Alcohol testing program for

Safety-sensitive employees? (Vehicle operators, dispatchers, mechanics and armed security)

Yes  No

Name of drug and alcohol testing manager? Jessica Stover

Title: Human Resources Director

Phone Number: 248.658.3350

Ext:

Email: jstover@berkleymi.gov

**Please Proceed to Employment Data Section on Back**

Suburban Mobility Authority for Regional Transportation

# EEO COMPLIANCE REPORT A

## COMMUNITY PARTNERSHIP FORM

### Employment Data

Report **ONLY** employees directly involved in the operation of your non-emergency transportation program. Including permanent, temporary, or part-time employees. Enter the appropriate figures in the spaces below relating to each employee's race and gender.

Job Classification	Total				Race													
					Minority													
	Employees	Male	Female	Minority	White		African American		Hispanic		Asian		Pacific Islander		American Indian		Multi Race	
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials/Managers	1	1			1													
Professionals	1		1			1												
Technicians																		
Office and Clerical Staff																		
Craftsmen (Skilled)	2	2			2													
Operators (Semi-Skilled)	2	2			2													
Laborers (Unskilled)																		
Service Workers																		
Journey Workers																		
Apprentices																		
<b>Total</b>	6																	

### Certification

How was this information obtained? Visual Survey: Yes  No  Employment Records: Yes  No

Name of Authorizing Official (Print): Dan McMinn Title: Parks and Recreation Superintendent

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

Contact person for report: Dan McMinn Title: Parks and Recreation Superintendent

Telephone: 248.658.6470 Ext: \_\_\_\_\_ Email: dmcminn@berkleymi.gov