

**THE SPECIAL WORK SESSION OF THE FORTIETH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 6:00 PM ON MONDAY, APRIL 7, 2025 BY MAYOR DEAN**

**PRESENT:** Councilmember Steve Baker  
Councilmember Clarence Black (arrived at 6:03 PM)  
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  
Deputy City Manager of Public Services Shawn Young  
Facilities Manager Alex Brown  
Parks & Recreation Superintendent Dan McMinn  
Communications Director Caitlin Flora

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

None.

**REGULAR AGENDA**

**DISCUSSION:** Matter of discussing the City of Berkley Facilities Assessment.

City Manager Crystal VanVleck introduced the topic and introduced Facilities Manager Alex Brown, who would be leading the presentation. She said this is not the last conversation on the subject.

Facilities Manager Brown provided background on the facilities assessment:

- Last assessment done in 2014, best practices suggest every 3-5 years
- Many deficiencies from 2014 report have not been addressed
- Building conditions have continued to worsen in recent years
- Decision was made for assessment to be done in 2024 to address continuing issues and to plan for future improvements and possible new facilities
- Accessibility study recommended for all buildings, but not required at this time
- Bureau Veritas completed the assessment, and the accompanying report, and Asset Calc.
- Asset Calc is a comprehensive tool we can use to track current assets, plan for future improvements, and track upgrades as they occur

**Berkley Library**

- Built in 1964, renovated in 1998, estimated replacement value \$7.5 million
- Most maintained/updated building in the City
- HVAC replacement in 2024

- Larger projects are 6-10 years out
  - New roof
  - Electrical upgrades
  - Plumbing upgrades
- Many items noted in the report are currently budgeted or will be in upcoming fiscal years. (carpet replacement and parking lot)
- Accessibility study recommended but not required at this time

Facilities Manager Brown reviewed the System Expenditure Forecast for the library components.

Facilities Manager Brown reviewed needs over time. He assessed the “Needs by Year with Unaddressed FCI Over Time.” A forecast was provided, intersecting estimated costs, escalated, and facility condition index by percentage.

Deputy City Manager of Public Services Shawn Young stated that this report is at the status quo, with no updates.

#### Public Safety

- Built in 1989 with small renovations happening in 2020 and 2021, estimated replacement value \$5 million
- HVAC system replaced in 2024
- Larger projects are between 5-10 years out:
  - Electrical upgrades
  - Roof replacement
  - Plumbing upgrades
- Highest priority repair is the basement waterproofing; this project is currently budgeted in the 2024/2025 FY
- Increased maintenance budget will allow us to possibly push some of the larger budget items further out in CIP

Facilities Manager Brown reviewed System Expenditure Forecast for the public safety building components.

Council members asked when and where elevator replacement would occur in the budget. Facilities Manager Brown said elevator replacement and basement waterproofing are priorities.

Facilities Manager Brown reviewed needs over time. He assessed the “Needs by Year with Unaddressed FCI Over Time.” A forecast was provided, intersecting estimated costs, escalated, and facility condition index by percentage.

Facilities Manager Brown said that in about four years, the building would be of poor quality.

City Manager VanVleck explained and provided context for the excellent-to-poor index.

#### Community Center

- Built in 1970 with Senior Center addition in the 80s. Estimated replacement value: \$4.86 million
- Larger projects are between 3-10 years out:
  - HVAC replacements (one RTU replaced in 2023)
  - Parking lot replacement
  - Plumbing/Electrical upgrades
- Recent upgrades: roof, front doors, masonry wall repair (schedule for this summer). These projects are all funded by a state-awarded grant.

A discussion took place regarding the asset calc tool and what recommendations are being made with increasing costs of materials and labor, especially in the current economy.

Facilities Manager Brown reviewed System Expenditure Forecast for the community center building components.

Facilities Manager Brown reviewed needs over time. He assessed the "Needs by Year with Unaddressed FCI Over Time." A forecast was provided, intersecting estimated costs, escalated, and facility condition index by percentage.

Mayor Pro Tem Gavin asked for a list of Facilities Manager Brown's priorities for the future. Facilities Manager Brown said he would also like to review asset calc with them.

#### DPW

- Built in 1935 with the most recent renovation in 2022. Estimated replacement value: \$12 million
- Large projects 3-10 years out:
  - Roof replacement (multiple buildings)
  - HVAC upgrades
  - Plumbing/Electrical upgrades
- Immediate needs: exterior wall replacement/expansion

Facilities Manager Brown discussed that the wall surrounding the yard is a priority. Mayor Dean stated how expensive the equipment is, and it is important to secure.

The Department of Public Works is security-monitored.

Facilities Manager Brown reviewed the system expenditure forecast for the DPW building components. Further discussion took place regarding other priorities, like a new salt dome.

Facilities Manager Brown reviewed needs over time. He assessed the "Needs by Year with Unaddressed FCI Over Time." A forecast was provided, intersecting estimated costs, escalated, and facility condition index by percentage.

Budgeting was discussed as the maintenance on these buildings is growing.

#### City Hall

- Built in 1928, renovations in 1987, 2022 and 2023. Estimated replacement value, \$10.535 million
- Large projects 3-10 years out:
  - Roof replacement
  - HVAC upgrades
  - Electrical upgrades
- Years of deferred maintenance have left City Hall in the shape it is in today
- Immediate needs:
  - Exterior walls – heavy rain continues to cause water issues
  - HVAC equipment is over 25 years old
- Increased maintenance budget moving forward will help to keep things operational.
- Long-term future of the current building/new building?

Facilities Manager Brown reviewed the system expenditure forecast for the City Hall building components.

Facilities Manager Brown reviewed needs over time. He assessed the “Needs by Year with Unaddressed FCI Over Time.” A forecast was provided, intersecting estimated costs, escalated, and facility condition index by percentage.

Facilities Manager Brown stated this is only for City Hall and does not include the court. The court side of the building is listed as storage. The \$10 million doesn’t reflect the court space. There are also some guidelines for the historical portion of the building.

City Manager VanVleck highlighted that City Hall is not excellent. She stated there is a low deterioration rate because it is in such poor condition, it can’t get too much worse. She stated that the deferred cost is high.

#### Next Steps

- Budget and CIP reflect observations made in this report
- Larger discussion on the long-term future of City Hall and the Community Center
- Prioritize larger projects and try to be ahead of recommended schedules
- Increased building maintenance budgets
- Proactive approach vs. reactive
- Long-term future of the current building/new building?

Facilities Manager Brown said he believes City Hall is the highest priority. City Manager VanVleck stated it would cost the most to keep up.

Mayor Dean asked where the sweet spot is between maintenance (cobbling together) and rebuilding, the throwing good money after bad theory. She asked what they should be looking at when making these decisions. For example, energy costs. How do these costs all line up, and how do we make a decision?

Facilities Manager Brown said we need to look at the worst first, as far as looking at buildings in relation to maintenance. He said City Hall is the first piece to move.

Mayor Dean said they were deferring maintenance to go from red to black, and now this is the cost of disinvestment.

It was asked if the buildings should be ranked, as we can’t tackle them all at once.

Councilmember Baker said the Council will have to analyze the last two bullet points of the Next Steps. Items to take into consideration include communication, bond or millage, the bigger picture, and priorities.

City Manager VanVleck asked whether or not these buildings function. She said the City Hall and Community Center are questionable. She stated they will have to look at things like, if we are not keeping City Hall and the Community Center, should we be investing in HVAC? This is a larger conversation with the strategic plan.

City Manager VanVleck said conversations regarding the Community Center will take place as part of the Parks & Recreation Master Plan process happening this year.

City Manager VanVleck said an option for City Hall could be a private/public partnership.

City Councilmember Vilani said this is a good starting point and a good first piece of the puzzle. What do we want out of the community center? Is it the best use of the space? Not how are we utilizing it today, but what do we want it to be in the future?

Councilmember Black pointed out that the costs listed for City Hall are only to fix it, not to remodel, secure, make it environmentally sound, or utilize the defunct court space.

Councilmember Hennen said he would like to see the City possess a reserve fund; continue the philosophy with fire trucks purchase, but more formally. He would like a mechanism to fund big projects that doesn't give people the wrong impression that we are deficit spending. ~~He would like a mechanism to fund big projects opposed to deficit spending.~~

City Manager VanVleck said this topic will be addressed again during the budget work sessions.

**ADJOURNMENT:**

Councilmember Patterson moved to adjourn the Special Meeting at 6:54 PM

Seconded by Councilmember Vilani

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